



# accounting

## Associate in Applied Science (AAS) Program Code: 10-101-1 Total Credits: 68-69

Mid-State's Accounting program is ideal for students with strong logic and attention to detail. Graduates are prepared for entry-level positions in exciting business and industry settings as well as public accounting firms and not-for-profit businesses. The program provides stimulating cooperative learning activities, some taking you outside the classroom for real-world experience. Class activities include hands-on income tax and payroll projects, computerized simulations, and guest lectures.

**Salary information:** [mstc.edu/programsalaries](http://mstc.edu/programsalaries)

**Estimated tuition and fees:** [mstc.edu/programcosts](http://mstc.edu/programcosts)

### ACADEMIC ADVISORS

To schedule an appointment with your academic advisor, call 715.422.5300.

#### Tanya Kollross, MS

Marshfield Campus • [tanya.kollross@mstc.edu](mailto:tanya.kollross@mstc.edu)

#### Juan Veloz, MBA

Stevens Point Campus • [juan.veloz@mstc.edu](mailto:juan.veloz@mstc.edu)

#### Diane Andres, MS

Wisconsin Rapids Campus • [diane.andres@mstc.edu](mailto:diane.andres@mstc.edu)

### CHECKLIST:

This section will be completed when meeting with your academic advisor.

- FAFSA ([www.fafsa.gov](http://www.fafsa.gov))
- Financial Aid Form(s)  
Form(s): \_\_\_\_\_
- Follow-Up Appointment:  
Where: \_\_\_\_\_  
When: \_\_\_\_\_  
With: \_\_\_\_\_
- Official Transcripts  
Mid-State Technical College  
Attention CPL Coordinator  
500 32nd Street North  
Wisconsin Rapids, WI 54494
- Other: \_\_\_\_\_  
\_\_\_\_\_

**mstc.edu**  
**888.575.6782**



**MID-STATE**  
TECHNICAL COLLEGE

**ADAMS COUNTY CENTER**  
401 North Main  
Adams, WI 53910

**MARSHFIELD CAMPUS**  
2600 West 5th Street  
Marshfield, WI 54449

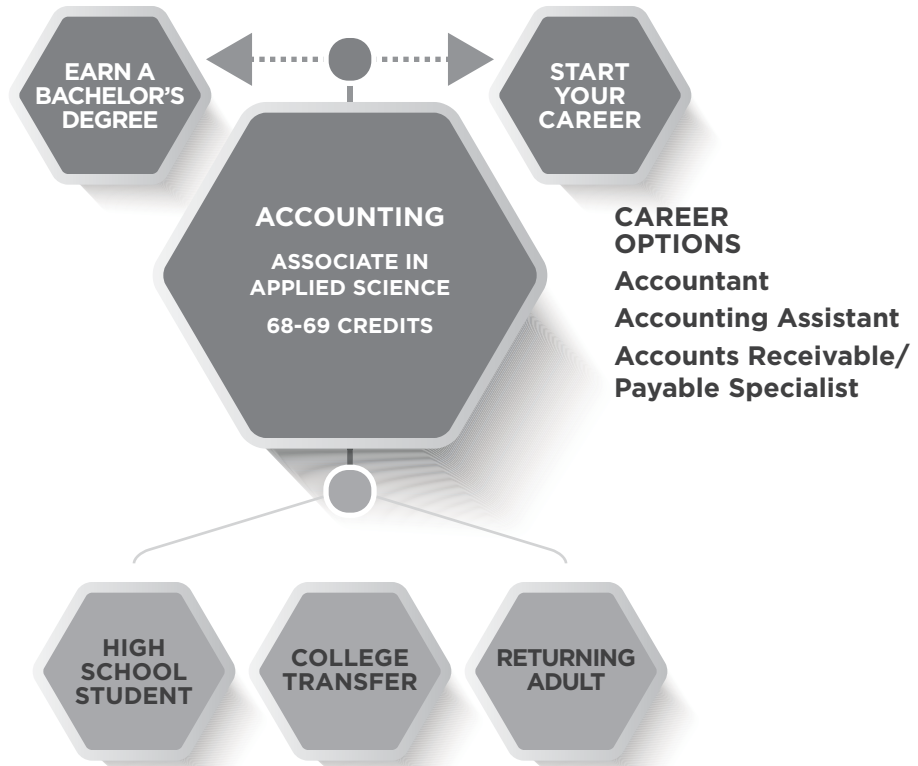
**STEVENS POINT CAMPUS**  
1001 Centerpoint Drive  
Stevens Point, WI 54481

**WISCONSIN RAPIDS CAMPUS**  
500 32nd Street North  
Wisconsin Rapids, WI 54494

## BACHELOR'S DEGREE OPTIONS

Lakeland University  
BA Accounting

For more information and additional opportunities, visit [mstc.edu/transfer](http://mstc.edu/transfer).



## CAREER OPTIONS

Accountant  
Accounting Assistant  
Accounts Receivable/  
Payable Specialist

College Credit • Dual Credit • Military Experience • Work Experience  
Learn about Credit for Prior Learning at [mstc.edu/cpl](http://mstc.edu/cpl).

**BEGIN AT ANY POINT  
IN THE PATHWAY**

## NOTES:

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## PROGRAM OUTCOMES

Employers will expect you, as an Accounting graduate, to be able to:

- Process financial transactions throughout the accounting cycle.
- Analyze financial and business information to support planning and decision making.
- Perform payroll preparation, reporting, and analysis tasks.
- Perform cost accounting preparation, reporting, and analysis tasks.
- Perform individual and/or organizational tax accounting preparation, reporting, and analysis tasks.
- Identify internal controls to reduce risk.

## NOTES:

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## STUDENT HANDBOOK

Visit [mstc.edu/studenthandbook](http://mstc.edu/studenthandbook) to view Mid-State's student handbook, which contains information about admissions, enrollment, appeals processes, services for people with disabilities, financial aid, graduation, privacy, Mid-State's Student Code of Conduct, and technology.

## GRADUATION REQUIREMENT

The GPS for Student Success course is required for all Mid-State students and must be completed prior to obtaining 12 credits. (Not counted in the total credit value for this program.)

### GPS for Student Success

**10890102 ..... 1 credit**

Integrate necessary skills for student success by developing an academic plan, identifying interpersonal attributes for success, adopting efficient and effective learning strategies, and utilizing Mid-State resources, policies, and processes. This course must be completed prior to obtaining 12 credits and as a graduation requirement.

## ADDITIONAL COURSES AS NEEDED

The following courses may be recommended or required if the student does not achieve minimum Accuplacer scores.

### Intro to College Reading

**10838104 ..... 2 credits**

Provides learners with the opportunities to develop and expand reading skills, including comprehension and vocabulary skills. Learners apply reading skills to academic tasks and read to acquire information from a variety of sources.

### Intro to College Writing

**10831103 ..... 3 credits**

Introduces basic principles of composition, including organization, development, unity, and coherence in paragraphs and multi-paragraph documents. The purpose of this course is to prepare students for successful entry into required program courses. This course is tuition bearing and under certain circumstances may qualify for financial aid. This course cannot be used to satisfy program completion requirements at Mid-State.

*Prerequisite: Accuplacer Sentence Skills score of 60 or equivalent. Proficiency in word processing skills recommended.*

### Pre-Algebra

**10834109 ..... 3 credits**

Provides an introduction to algebra. Includes operations on real numbers, solving linear equations, percent and proportion, and an introduction to polynomials and statistics. Prepares students for elementary algebra and subsequent algebra-related courses.

*Prerequisite: Accuplacer Math score of 65, Accuplacer Algebra score of 30, ABE Math Prep V 76854785 and ABE Math Prep VI 76854786 with a grade of "S." (Note: ABE Math Prep V and VI courses cannot be used to satisfy program completion requirements at Mid-State.)*

## SAMPLE FULL-TIME CURRICULUM OPTION

Term		16 credits
10101111	Accounting I	4
10101123	Income Tax Accounting	3
10102101	Intro to Business	3
10103106	Microsoft Office-Introduction	3
10801136	English Composition 1 <b>-or-</b>	
10801195	Written Communication	3

Term		17-18 credits
10101113	Accounting II	4
10101120	Payroll Accounting	3
10101129	Accounting: Computerized	3
10103124	Excel-Intermediate	1
10804107	College Mathematics	3
	<b>-or-</b>	
10804118	Intermediate Algebra with Applications	4
	<b>-or-</b>	
10804189	Introductory Statistics	3
10801196	Oral/Interpersonal Communication <b>-or-</b>	
10801198	Speech	3

Term		16 credits
10101115	Accounting III	4
10101128	Managerial Accounting	3
10101131	Governmental Accounting	3
10102103	Business Law & Ethics <b>-or-</b>	
10102104	Business Law	3
10809143	Microeconomics <b>-or-</b>	
10809144	Macroeconomics <b>-or-</b>	
10809195	Economics	3

Term		19 credits
10101117	Accounting IV	4
10101125	Cost Accounting	3
10101130	Accounting Systems	3
10809166	Intro to Ethics: Theory & Application	3
10809122	Intro to American Government <b>-or-</b>	
10809172	Introduction to Diversity Studies <b>-or-</b>	
10809196	Intro to Sociology	3
10809188	Developmental Psychology <b>-or-</b>	
10809198	Intro to Psychology	3

**Total credits 68-69**

Please Note:

- This curriculum sequence is only for student planning. Actual student schedules will vary depending on course availability.
- Program completion time may vary based on student scheduling and course availability. For details, go to [mstc.edu/classfinder](http://mstc.edu/classfinder).

## SAMPLE PART-TIME CURRICULUM OPTION

Term		7 credits
10101111	Accounting I	4
10103106	Microsoft Office-Introduction	3

Term		7 credits
10101113	Accounting II	4
10102101	Intro to Business	3

Term		6-7 credits
10801136	English Composition 1 <b>-or-</b>	
10801195	Written Communication	3
10804107	College Mathematics	3
	<b>-or-</b>	
10804118	Intermediate Algebra with Applications	4
	<b>-or-</b>	
10804189	Introductory Statistics	3

Term		7 credits
10101123	Income Tax Accounting	3
10101115	Accounting III	4

Term		7 credits
10101117	Accounting IV	4
10101125	Cost Accounting	3

Term		6 credits
10809143	Microeconomics <b>-or-</b>	
10809144	Macroeconomics <b>-or-</b>	
10809195	Economics	3
10809166	Intro to Ethics: Theory & Application	3

Term		6 credits
10101128	Managerial Accounting	3
10102103	Business Law & Ethics <b>-or-</b>	
10102104	Business Law	3

Term		6 credits
10101120	Payroll Accounting	3
10101129	Accounting: Computerized	3

Term		6 credits
10809122	Intro to American Government <b>-or-</b>	
10809172	Introduction to Diversity Studies <b>-or-</b>	
10809196	Intro to Sociology	3
10809188	Developmental Psychology <b>-or-</b>	
10809198	Intro to Psychology	3

Term		4 credits
10101131	Governmental Accounting	3
10103124	Excel-Intermediate	1

Term		6 credits
10101130	Accounting Systems	3
10801196	Oral/Interpersonal Communication <b>-or-</b>	
10801198	Speech	3

**Total credits 68-69**

# course descriptions

## Accounting I

**1010111..... 4 credits**

A beginning course designed especially for majors or those who need a strong foundation in accounting principles. Develops the accounting cycle of journaling, posting, adjusting, closing, and reporting. Also emphasizes service and merchandising sole proprietorships in developing the accounting cycle. Explores issues for accounting for cash, accounts and notes receivable, inventories, and fixed assets. *Recommended Accuplacer scores - Reading 55, Sentence Skills 60, Arithmetic 34*

## Accounting II

**1010113..... 4 credits**

Studies accounting procedures for partnerships and corporations. Issues involving incorporation are reviewed. Accounting procedures for corporate stock, dividends, retained earnings, bonds, and long-term investments are presented. Analysis of financial statements is introduced and statements of cash flows are prepared. *Prerequisite: Accounting I 1010111*

## Accounting III

**1010115..... 4 credits**

Builds on accounting concepts in Accounting I and II, and details the accounting for assets and liabilities, and financial statement reporting. Defends the role of the Financial Accounting Standards Board in the creation of generally accepted accounting principles by relying on a conceptual framework. *Prerequisite: Accounting II 1010113*

## Accounting IV

**1010117..... 4 credits**

Examines the accounting treatment under generally accepted accounting principles for various issues including investments, leases, and shareholders' equity. Also looks at accounting for income taxes, calculation of earnings per share, and preparation of the statement of cash flow. Accounting for error and estimates and an overview of auditing procedures are also covered. *Prerequisite: Accounting III 1010115*

## Accounting Systems

**10101130.....3 credits**

Students design management and accounting information systems for service, merchandising, and manufacturing business entities including data collection, data processing, data storage, information distribution, and internal controls. Students also prepare oral and written reports and produce individual and group projects. *Prerequisite: Accounting II 1010113*

## Accounting: Computerized

**10101129.....3 credits**

Uses the computer as a tool to reinforce and build on accounting concepts. Students prepare financial statements and managerial reports, produce business documents, and account for service and merchandising business entities. Explores Excel worksheet applications for accountants. *Prerequisites: Accounting I 1010111 and Beginning Excel 10103123 or Microsoft Office-Introduction 10103106*

## Business Law

**10102104.....3 credits**

Introduces the basic foundation of laws and regulatory systems applicable to the business environment. Students examine the UCC, contract torts, agency law, and business and cybercrime. Students apply business legal theory in conjunction with ethical decision making through practical application.

*Recommended Accuplacer scores - Reading 55 or completion of Intro to Reading & Study Skills 10838105 with a "C" or better, Sentence Skills 60 or completion of Intro to College Writing 10831103 with a "C" or better; Arithmetic 34 or completion of Pre-Algebra 10834109 with a "C" or better*

## Business Law & Ethics

**10102103.....3 credits**

Introduces the student to basic ethical theories and value systems. Students apply these perspectives to moral issues, problems, and situations that arise within the business environment. Emphasizes how the applicable laws are being interpreted.

## College Mathematics

**10804107.....3 credits**

Designed to review and develop fundamental concepts of mathematics pertinent to the areas of: 1) arithmetic and algebra; 2) geometry and trigonometry; and 3) probability and statistics. Special emphasis is placed on problem solving, critical thinking and logical reasoning, making connections, and using calculators. Topics include performing arithmetic operations and simplifying algebraic expressions, solving linear equations and inequalities in one variable, solving proportions and incorporating percent applications, manipulating formulas, solving and graphing systems of linear equations and inequalities in two variables, finding areas and volumes of geometric figures, applying similar and congruent triangles, converting measurements within and between US and metric systems, applying Pythagorean Theorem, solving right and oblique triangles, calculating probabilities, organizing data and interpreting charts, calculating central and spread measures, and summarizing and analyzing data.

*Prerequisite: Minimum Accuplacer scores - Arithmetic 65, Algebra 30; or Pre-Algebra 10834109 with a grade of "C" or better*

## Cost Accounting

**10101125.....3 credits**

Accumulates production costs for materials, labor, and overhead for job order or process costing systems. Determines and records variances from standard. Computes various cost-volume-profit relationships for control and decision making.

*Prerequisite: Accounting II 1010113*

## Developmental Psychology

**10809188.....3 credits**

Studies human development throughout the lifespan and explores developmental theory and research with an emphasis on the interactive nature of the biological, cognitive, and psychosocial changes that affect the individual from conception to death. Application activities and critical thinking skills enable students to gain an increased knowledge and understanding of themselves and others. A student scoring between 55-80 on Accuplacer Reading Comprehension is recommended to co-enroll in the Introduction to College Reading course.

*Prerequisite: Minimum Accuplacer scores - Reading 55, Sentence Skills 60 or equivalent, or Intro to College Reading 10848104 with a grade of "C" or better and Intro to College Writing 10831103 with a grade of "C" or better*

## Economics

**10809195 .....3 credits**

Provides an overview of how a market-oriented economic system operates and surveys the factors that influence national economic policy. Basic concepts and analyses are illustrated by reference to a variety of contemporary problems and public policy issues. Concepts include scarcity, resources, alternative economic systems, growth, supply and demand, monetary and fiscal policy, inflation, unemployment and global economic issues. A student scoring between 55-80 on Accuplacer Reading Comprehension or 60-80 on Accuplacer Sentence Skills is recommended to co-enroll in the Introduction to College Reading course and/or Introduction to College Writing, respectively.

*Prerequisite: Minimum Accuplacer scores - Reading 55, Sentence Skills 60 or equivalent, or Intro to College Reading 10848104 with a grade of "C" or better and Intro to College Writing 10831103 with a grade of "C" or better*

## English Composition 1

**10801136 .....3 credits**

Designed for learners to develop knowledge and skills in all aspects of the writing process. Planning, organizing, writing, editing, and revising are applied through a variety of activities. Students analyze audience and purpose, use elements of research, and format documents using standard guidelines. Individuals develop critical reading skills through analysis of various written documents.

*Prerequisite: Accuplacer Sentence Skills score of 85 or equivalent, or Intro to College Writing 10831103 with a grade of "C" or better. Proficiency in word processing skills recommended.*

## Excel-Intermediate

**10103124 .....1 credit**

Students learn to create, modify, and enhance charts. Students also learn to use advanced functions, structured references, manage multiple spreadsheets, and develop Excel applications.

*Prerequisite: Microsoft Office-Introduction 10103106 or Excel-Beginning 10103123*

## Governmental Accounting

**10101131.....3 credits**

Emphasizes the basic concepts, techniques, and terminology of fund accounting as utilized by governmental entities. Institutional accounting for educational institutions and hospitals, and the uniqueness of accounting for not-for-profit organizations and agencies, are also studied.

*Prerequisite: Accounting II 10101113*

## Income Tax Accounting

**10101123 .....3 credits**

Applies current tax laws in preparing individual tax returns and supporting forms and schedules. Minimum Accuplacer scores - Reading 55, Sentence Skills 60, Arithmetic 34

## Intermediate Algebra with Applications

**10804118 ..... 4 credits**

This course offers algebra content with applications. Topics include properties of real numbers; order of operations; algebraic solution for linear equations and inequalities; operations with polynomial and rational expressions; operations with rational exponents and radicals; and algebra of inverse, logarithmic, and exponential functions.

*Prerequisite: Pre-Algebra 10834109 with a grade of "C" or better, Accuplacer Arithmetic score of 110, Accuplacer Arithmetic score of 90, and Accuplacer Algebra score of 30 (A student scoring a "C" or lower should enroll in the Math Lab supplementary instruction with the next level math class.)*

## Intro to American Government

**10809122.....3 credits**

Introduces American political processes and institutions. Focuses on rights and responsibilities of citizens and the process of participatory democracy. Learners examine the complexity of the separation of powers and checks and balances. Explores the role of the media, interest groups, political parties, and public opinion in the political process. Also explores the role of state and national government in our federal system. A student scoring between 55-80 on their Accuplacer Reading Comprehension, or 60-80 on Accuplacer Sentence Skills is recommended to co-enroll in the Introduction to College Reading course and/or Introduction to College Writing course, respectively.

*Prerequisite: Minimum Accuplacer scores - Reading 55, Sentence Skills 60 or equivalent, or Intro to College Reading 10848104 with a grade of C or better and Intro to College Writing 10831103 with a grade of C or better*

## Intro to Business

**10102101.....3 credits**

An introduction to what a business is, how it operates, and how it is managed. Students identify forms of ownership and the processes used in production and marketing, finance, personnel, and management in business operations. *Recommended Accuplacer scores - Reading 55, Sentence Skills 60, Arithmetic 34*

## Intro to Ethics: Theory & Application

**10809166 .....3 credits**

Provides a basic understanding of the theoretical foundations of ethical thought. Diverse ethical perspectives are used to analyze and compare relevant issues. Students critically evaluate individual, social, and/or professional standards of behavior, and apply a systemic decision-making process to these situations. A student scoring between 55-80 on Accuplacer Reading Comprehension or 60-80 on Accuplacer Sentence Skills is recommended to co-enroll in the Introduction to College Reading course and/or Introduction to College Writing course, respectively.

*Prerequisite: Minimum Accuplacer Scores - Reading 55, Sentence Skills 60 or equivalent, or Intro to College Reading 10848104 with a grade of "C" or better and Intro to College Writing 10831103 with a grade of "C" or better*

## Intro to Psychology

**10809198 .....3 credits**

This introductory course surveys the multiple aspects of human behavior. It involves a survey of the theoretical foundations of human functioning in such areas as learning, motivation, emotions, personality, deviance and pathology, physiological factors, and social influences. It directs the student to an insightful understanding of the complexities of human relationships in personal, social, and vocational settings. A student scoring between 55-80 on Accuplacer Reading Comprehension is recommended to co-enroll in the Introduction to College Reading course.

*Prerequisite: Minimum Accuplacer scores - Reading 55, Sentence Skills 60 or equivalent, or Intro to College Reading 10848104 with a grade of "C" or better and Intro to College Writing 10831103 with a grade of "C" or better*

## Intro to Sociology

**10809196 .....3 credits**

Introduces students to the basic concepts of sociology: culture, socialization, social stratification, multi-culturalism, and the five institutions of family, politics, economics, religion, and education. Other topics include demography, deviance, technology, environment, social issues, social change, and social organization. A student scoring between 55-80 on Accuplacer Reading Comprehension or 60-80 on Accuplacer Sentence Skills is recommended to co-enroll in Introduction to College Reading and/or Introduction to College Writing, respectively.

*Prerequisite: Minimum Accuplacer scores - Reading 55, Sentence Skills 60 or equivalent, or Intro to College Reading 10848104 with a grade of "C" or better and Intro to College Writing 10831103 with a grade of "C" or better*

## Introduction to Diversity Studies

**10809172.....3 credits**

Introduces learners to the study of diversity from a local to a global environment using a holistic, interdisciplinary approach. Encourages self-exploration and prepares the learner to work in a diverse environment. In addition to an analysis of majority/minority relations in a multicultural context, the primary topics of race, ethnicity, age, gender, class, sexual orientation, disability, and religion are explored. A student scoring between 55-80 on Accuplacer Reading Comprehension or 60-80 on Accuplacer Sentence Skills is recommended to co-enroll in the Introduction to College Reading course and/or Introduction to College Writing course, respectively.

*Prerequisite: Minimum Accuplacer scores - Reading 55, Sentence Skills 60 or equivalent, or Intro to College Reading 10848104 with a grade of "C" or better and Intro to College Writing 10831103 with a grade of "C" or better*

## Introductory Statistics

**10804189 .....3 credits**

Students taking Introductory Statistics display data with graphs, describe distributions with numbers, perform correlation and regression analyses, and design experiments. They use probability and distributions to make predictions, estimate parameters, and test hypotheses. They draw inferences about relationships including ANOVA. Algebra knowledge and foundational skills in mathematics are important for success in this course.

*Prerequisite: Accuplacer Algebra score of 45 or greater, or ACT math score of 19 or greater, or Pre-Algebra 10834109 with a grade of "C" or better, or College Math 10804107 with a grade of "C" or better. (A student scoring a "C" or lower should enroll in the Math Lab supplementary instruction with the next level math class.)*

## Macroeconomics

**10809144 .....3 credits**

In this introductory course the principal topics discussed include basic social choices regarding economic systems, basic economic aggregates, fiscal policy, the banking system, monetary policy, and international trade. A balance is drawn between description, theory, analysis, and a critique of the institutions that characterize modern mixed-capitalist economies. Conflicting social goals, economic constraints, and environmental concerns provide the framework through which the macroeconomy is analyzed.

## Managerial Accounting

**10101128 .....3 credits**

Develops managerial and finance analytical and decision-making skills as well as an appreciation of the financial statements as a framework for controlling the activities of a business entity. Builds the ability to do financial statement analysis and forecasting and make recommendations for appropriate courses of action based on the results. Examines the methodology and develops the skills to manage leverage, working capital, and long-term financing. Examines the American financial system and how the business entity functions within it. Develops an appreciation for the skills needed to determine the time value of money. Includes cash flow, operating, and capital budgets.

*Prerequisite: Accounting II 10101113*

## Microeconomics

**10809143 .....3 credits**

Examines the behavior of individual decision makers, primarily consumers and firms. Topics include choices of how much to consume and to produce, the functioning of perfectly and imperfectly competitive markets, the conditions under which markets may fail, and arguments for and against government intervention. The student applies the fundamental tools of economics to real-world problems.

## Microsoft Office-Introduction

**10103106 .....3 credits**

Develops introductory skills in the Microsoft Office Suite (Word, Excel, Access, PowerPoint, and Outlook) while reinforcing knowledge of computer concepts, Windows Explorer, and Internet usage. Students should possess basic keyboarding, mouse, and Windows 10 skills. Students may develop these skills in the LiNK while concurrently enrolled in this course.

## Oral/Interpersonal Communication

**10801196 .....3 credits**

Focuses upon developing speaking, verbal, and non-verbal communication, and listening skills through individual presentations, group activities, and other projects. For a student scoring between 55-80 on their Accuplacer Reading Comprehension exam and 60-80 on the Sentence Skills exam, it is recommended to co-enroll in the Introduction to College Reading and/or Intro to College Writing courses.

*Prerequisite: Minimum Accuplacer scores - Reading 55, Sentence Skills 60 or equivalent*

## Payroll Accounting

**10101120 .....3 credits**

Develops a working knowledge of payroll legislation, payroll records, and payroll accounting. Payroll accounting is accomplished through manual methods and automated methods.

*Corequisites: Accounting I 10101111 and Microsoft Office-Introduction 10103106*

## Speech

**10801198 .....3 credits**

Explores the fundamentals of effective oral presentation to small and large groups. Topic selection, audience analysis, methods of organization, research, structuring evidence and support, delivery techniques, and other essential elements of speaking successfully, including the listening process, form the basis of this course. If a student earns below the minimum Accuplacer score in each category (Reading 80, Sentence Skills 85), he/she is eligible to take Oral Communication in lieu of Speech, provided the Accuplacer scores are minimum of Reading 55 and Sentence Skills 60, or the student has completed Intro to College Writing and/or Intro to College Reading with a "C" or better.

*Prerequisite: Minimum Accuplacer scores - Reading 80, Sentence Skills 85, or completion of Intro to College Writing and/or Intro to College Reading with a "C" or better or equivalent*

## Written Communication

**10801195 .....3 credits**

Develops writing skills, which include prewriting, drafting, revising, and editing. A variety of writing assignments is designed to help the learner analyze audience and purpose, research and organize ideas, and format and design documents based on subject matter and content. Also develops critical reading and thinking skills through analysis of a variety of written documents.

*Prerequisite: Accuplacer Sentence Skills score of 85 or equivalent, or Intro to College Writing 10831103 with a grade of "C" or better. Proficiency in word processing skills recommended.*





# administrative professional

## Associate in Applied Science (AAS) Program Code: 10-106-6 Total Credits: 68-69

Graduates of Mid-State's Administrative Professional program are known for being adaptable and well prepared for today's workforce. Students learn to prepare correspondence and work with customers, prepare research reports, handle private or confidential records, and more. The program emphasizes fundamental knowledge of software applications, customer service skills, and the expert operation of a variety of office technology and equipment. You'll experience hands-on learning through the organization of high-profile events.

**Salary information:** [mstc.edu/programsalaries](http://mstc.edu/programsalaries)

**Estimated tuition and fees:** [mstc.edu/programcosts](http://mstc.edu/programcosts)

### ACADEMIC ADVISORS

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#### Juan Veloz, MBA

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#### Diane Andres, MS

Wisconsin Rapids Campus • [diane.andres@mstc.edu](mailto:diane.andres@mstc.edu)

### CHECKLIST:

This section will be completed when meeting with your academic advisor.

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Form(s): \_\_\_\_\_
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Where: \_\_\_\_\_  
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**MID-STATE**  
TECHNICAL COLLEGE

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401 North Main  
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**MARSHFIELD CAMPUS**  
2600 West 5th Street  
Marshfield, WI 54449

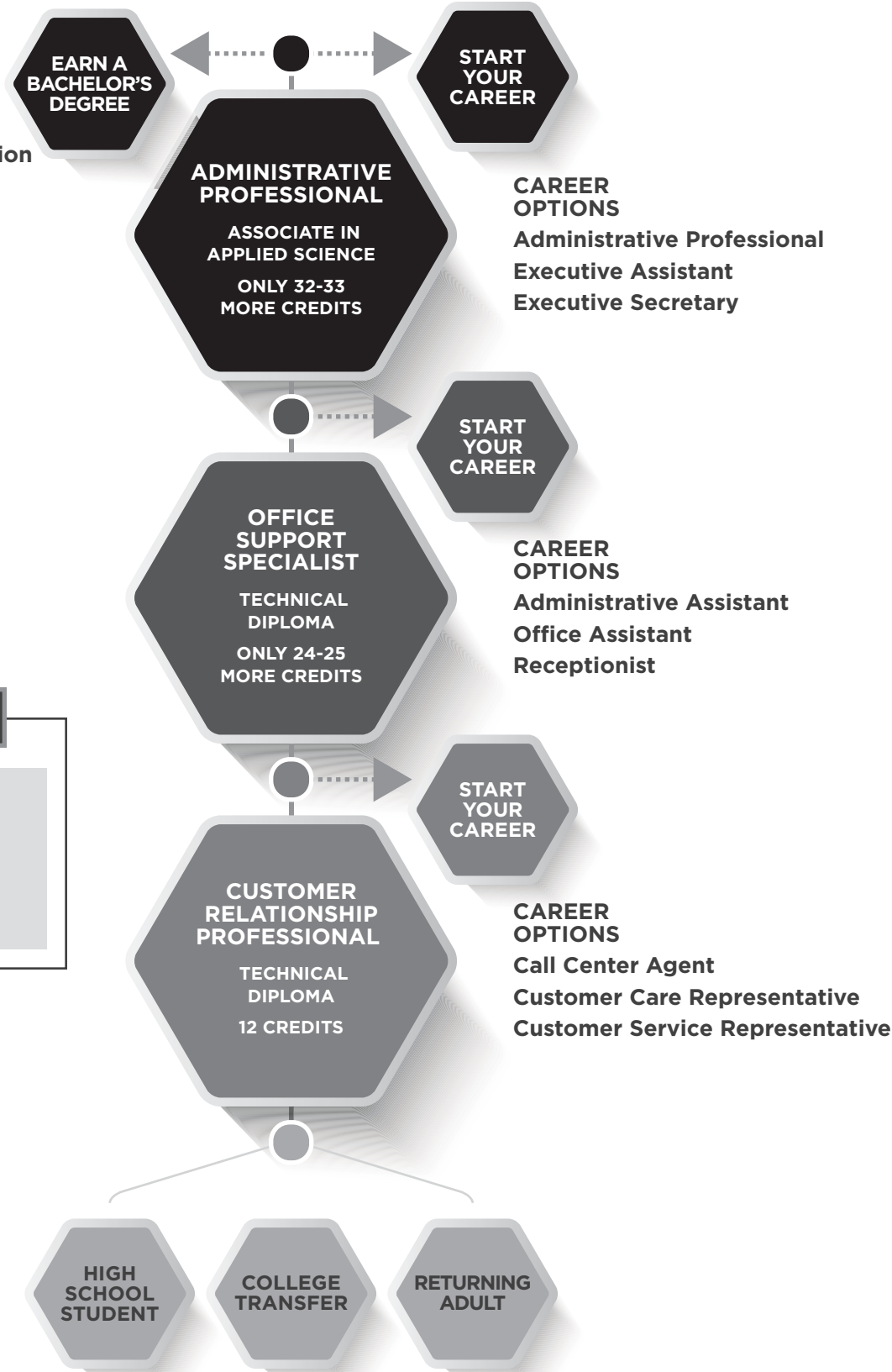
**STEVENS POINT CAMPUS**  
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**BACHELOR'S DEGREE OPTIONS**

Lakeland University  
BA Specialized Administration

For more information and additional opportunities, visit [mstc.edu/transfer](http://mstc.edu/transfer).



**OTHER OPTIONS**

**RELATED PROGRAMS**

- Business Management
- Entrepreneurship
- Human Resources
- Medical Office Specialist
- Project Management

College Credit • Dual Credit • Military Experience • Work Experience  
Learn about Credit for Prior Learning at [mstc.edu/cpl](http://mstc.edu/cpl).

**BEGIN AT ANY POINT  
IN THE PATHWAY**

## PROGRAM OUTCOMES

Employers will expect you, as an Administrative Professional graduate, to be able to:

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

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The Wisconsin Technical College System (WTCS) has implemented a requirement that all technical colleges measure program outcomes attained by students. This requirement is called Technical Skills Attainment (TSA). The main objective of TSA is to ensure graduates have the technical skills needed by employers. Administrative Professional program outcomes are measured in the TSA-designated courses Administrative Office Procedures and Supervised Field Experience.

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## PROGRAM PROGRESSION

In order to maintain a passing status and progress in the program, students must:

- Receive a grade of “C” or better in Administrative Office Procedures and Supervised Field Experience.

## MOBILE DEVICE ENHANCEMENT

To support your hands-on learning and give you an edge in today’s digital workplace, Administrative Professional program students are required to purchase an iPad device. Students accepted into the program will receive specific details about purchasing the mobile device (financial aid available).

## STUDENT HANDBOOK

Visit [mstc.edu/studenthandbook](http://mstc.edu/studenthandbook) to view Mid-State’s student handbook, which contains information about admissions, enrollment, appeals processes, services for people with disabilities, financial aid, graduation, privacy, Mid-State’s Student Code of Conduct, and technology.

## GRADUATION REQUIREMENT

The GPS for Student Success course is required for all Mid-State students and must be completed prior to obtaining 12 credits. (Not counted in the total credit value for this program.)

### GPS for Student Success

#### **10890102 ..... 1 credit**

Integrate necessary skills for student success by developing an academic plan, identifying interpersonal attributes for success, adopting efficient and effective learning strategies, and utilizing Mid-State resources, policies, and processes. This course must be completed prior to obtaining 12 credits and as a graduation requirement.

## ADDITIONAL COURSES AS NEEDED

The following courses may be recommended or required if the student does not achieve minimum Accuplacer scores.

### Intro to College Reading

#### **10838104 ..... 2 credits**

Provides learners with the opportunities to develop and expand reading skills, including comprehension and vocabulary skills. Learners apply reading skills to academic tasks and read to acquire information from a variety of sources.

### Intro to College Writing

#### **10831103 ..... 3 credits**

Introduces basic principles of composition, including organization, development, unity, and coherence in paragraphs and multi-paragraph documents. The purpose of this course is to prepare students for successful entry into required program courses. This course is tuition bearing and under certain circumstances may qualify for financial aid. This course cannot be used to satisfy program completion requirements at Mid-State.

*Prerequisite: Accuplacer Sentence Skills score of 60 or equivalent. Proficiency in word processing skills recommended.*

### Pre-Algebra

#### **10834109 ..... 3 credits**

Provides an introduction to algebra. Includes operations on real numbers, solving linear equations, percent and proportion, and an introduction to polynomials and statistics. Prepares students for elementary algebra and subsequent algebra-related courses.

*Prerequisite: Accuplacer Math score of 65, Accuplacer Algebra score of 30, ABE Math Prep V 76854785 and ABE Math Prep VI 76854786 with a grade of “S.” (Note: ABE Math Prep V and VI courses cannot be used to satisfy program completion requirements at Mid-State.)*

## SAMPLE FULL-TIME CURRICULUM OPTION

Term		18-19 credits
10102101	Intro to Business	3
10103106	Microsoft Office-Introduction	3
10106157	Document Formatting	3
10106160	Proofreading & Editing	3
10801136	English Composition 1 <b>-or-</b>	
10801195	Written Communication	3
10804107	College Mathematics	3
	<b>-or-</b>	
10804118	Intermediate Algebra with Applications	4
	<b>-or-</b>	
10804189	Introductory Statistics	3
<b>Term</b>		<b>18 credits</b>
10103114	Word-Intermediate	1
10103124	Excel-Intermediate	1
10103134	Access-Intermediate	1
10106140	Business Information Management	3
10106150	Administrative Office Procedures	3
10106172	Digital Communication Technology	3
10801196	Oral/Interpersonal Communication <b>-or-</b>	
10801198	Speech	3
10809122	Intro to American Government <b>-or-</b>	
10809196	Intro to Sociology	3
<b>Term</b>		<b>18 credits</b>
10102120	Customer Service Management <b>-or-</b>	
10106106	Quality Customer Service	3
10106162	Graphics & Print Media	3
10106180	Advanced Software Applications	3
10102130	Career Development <b>-or-</b>	
10801199	Employment Strategies	3
10809143	Microeconomics <b>-or-</b>	
10809144	Macroeconomics <b>-or-</b>	
10809195	Economics	3
	Elective	3
<b>Term</b>		<b>14 credits</b>
10104107	Social Media Marketing	3
10106135	Supervised Field Experience	2
10809166	Intro to Ethics: Theory & Application	3
10809172	Introduction to Diversity Studies	3
10809188	Developmental Psychology <b>-or-</b>	
10809198	Intro to Psychology	3
<b>Total credits 68-69</b>		

Please Note:

- This curriculum sequence is only for student planning. Actual student schedules will vary depending on course availability.
- Program completion time may vary based on student scheduling and course availability. For details, go to [mstc.edu/classfinder](http://mstc.edu/classfinder).

## SAMPLE PART-TIME CURRICULUM OPTION

Term		6 credits
10102101	Intro to Business	3
10801136	English Composition 1 <b>-or-</b>	
10801195	Written Communication	3
<b>Term</b>		<b>6-7 credits</b>
10103106	Microsoft Office-Introduction	3
10804107	College Mathematics	3
	<b>-or-</b>	
10804118	Intermediate Algebra with Applications	4
	<b>-or-</b>	
10804189	Introductory Statistics	3
<b>Term</b>		<b>6 credits</b>
10801196	Oral/Interpersonal Communication <b>-or-</b>	
10801198	Speech	3
10809188	Developmental Psychology <b>-or-</b>	
10809198	Intro to Psychology	3
<b>Term</b>		<b>9 credits</b>
10106157	Document Formatting	3
10106160	Proofreading & Editing	3
10106150	Administrative Office Procedures	3
<b>Term</b>		<b>6 credits</b>
10103114	Word-Intermediate	1
10103124	Excel-Intermediate	1
10103134	Access-Intermediate	1
10106140	Business Information Management	3
<b>Term</b>		<b>6 credits</b>
10809122	Intro to American Government <b>-or-</b>	
10809196	Intro to Sociology	3
10809172	Introduction to Diversity Studies	3
<b>Term</b>		<b>6 credits</b>
10106180	Advanced Software Applications	3
10809143	Microeconomics <b>-or-</b>	
10809144	Macroeconomics <b>-or-</b>	
10809195	Economics	3
<b>Term</b>		<b>6 credits</b>
10102120	Customer Service Management <b>-or-</b>	
10106106	Quality Customer Service	3
10106172	Digital Communication Technology	3
<b>Term</b>		<b>6 credits</b>
10102130	Career Development <b>-or-</b>	
10801199	Employment Strategies	3
	Elective	3
<b>Term</b>		<b>6 credits</b>
10106162	Graphics & Print Media	3
10809166	Intro to Ethics: Theory & Application	3
<b>Term</b>		<b>5 credits</b>
10104107	Social Media Marketing	3
10106135	Supervised Field Experience	2
<b>Total credits 68-69</b>		

# course descriptions

## Access-Intermediate

### 10103134 ..... 1 credit

Students learn to create forms and reports using wizards as well as create customized versions. Students also learn to develop complex queries.

*Prerequisite: Microsoft Office-Introduction 10103106 or Access-Beginning 10103133*

## Administrative Office Procedures

### 10106150 ..... 3 credits

Develops professional skills and attitudes needed in a global business environment. Skills include time management, problem solving, and decision making while working independently and as part of a team. Tasks such as electronic mail, calendaring, meeting and event planning, domestic and international travel, and project management and minute-taking are included. Familiarity with office machines is required.

*Corequisites: Written Communication 10801195 and Microsoft Office Introduction 10103106*

## Advanced Software Applications

### 10106180 ..... 3 credits

Integrates multiple advanced software applications by utilizing concepts such as importing/exporting, linking/embedding, and copying/pasting. Students manage information and apply critical thinking skills to create professional documents simulating real-world projects.

*Prerequisites: Microsoft Office-Introduction 10103106, Word-Intermediate 10103114, Excel-Intermediate 10103124, and Access Intermediate 10103134*

## Business Information Management

### 10106140 ..... 3 credits

Following commonly-used ARMA rules, the student applies basic filing methods to paper and database filing systems. Methods to permanently archive data are also covered.

*Corequisite: Microsoft Office-Introduction 10103106*

## Career Development

### 10102130 ..... 3 credits

Prepares learners for the process of gaining employment. Learners assess their personal background; practice finding career opportunities through the job search process; develop a cover letter, resume, and thank you letter, and complete a job application; participate in a mock interview; and demonstrate how to deal with interpersonal situations found in a work environment.

*NOTE: To enroll, you must have completed 50 percent of technical program credits or receive department approval. See program advisor, program faculty, program counselor, or department dean/associate dean to register.*

## College Mathematics

### 10804107 ..... 3 credits

Designed to review and develop fundamental concepts of mathematics pertinent to the areas of: 1) arithmetic and algebra; 2) geometry and trigonometry; and 3) probability and statistics. Special emphasis is placed on problem solving, critical thinking and logical reasoning, making connections, and using calculators. Topics include performing arithmetic operations and simplifying algebraic expressions, solving linear equations and inequalities in one variable, solving proportions and incorporating percent applications, manipulating formulas, solving and graphing systems of linear equations and inequalities in two variables, finding areas and volumes of geometric figures, applying similar and congruent triangles, converting measurements within and between US and metric systems, applying Pythagorean Theorem, solving right and oblique triangles, calculating probabilities, organizing data and interpreting charts, calculating central and spread measures, and summarizing and analyzing data.

*Prerequisite: Minimum Accuplacer scores - Arithmetic 65, Algebra 30; or Pre-Algebra 10834109 with a grade of "C" or better*

## Customer Service Management

### 10102120 ..... 3 credits

An application of the skills and tools necessary to manage and measure the customer service function. Learners practice quality customer service, develop customer service plans, train and develop staff in quality customer service, measure the effectiveness of customer service, and lead continuous improvement of customer service. Recommended Accuplacer scores - Reading 55 or completion of Intro to Reading & Study Skills 10838105 with a "C" or better, Sentence Skills 60 or completion of Intro to College Writing 10831103 with a "C" or better, Arithmetic 34 or completion of Pre-Algebra 10834109 with a "C" or better

## Developmental Psychology

### 10809188 ..... 3 credits

Studies human development throughout the lifespan and explores developmental theory and research with an emphasis on the interactive nature of the biological, cognitive, and psychosocial changes that affect the individual from conception to death. Application activities and critical thinking skills enable students to gain an increased knowledge and understanding of themselves and others. A student scoring between 55-80 on Accuplacer Reading Comprehension is recommended to co-enroll in the Introduction to College Reading course.

*Prerequisite: Minimum Accuplacer scores - Reading 55, Sentence Skills 60 or equivalent, or Intro to College Reading 10848104 with a grade of "C" or better and Intro to College Writing 10831103 with a grade of "C" or better*

## Digital Communication Technology

### 10106172 ..... 3 credits

Introduces the student to digital and communication technology used in the office today, including digital cameras, digital video cameras, video conferencing, web conferencing, and multimedia presentations. The content focuses on understanding communication technologies and how they impact employees.

*Corequisite: Microsoft Office-Introduction 10103106*

# course descriptions

## Document Formatting

**10106157 .....3 credits**

Students are able to format styles of business letters, business and academic reports, memos, tables, business meeting documents, itineraries, legal documents, and business forms. Also includes drill work for improving keying speed and accuracy. Minimum typing speed of 30 wpm required (alphabetic keys only).

*Corequisite: Microsoft Office-Introduction 10103106*

## Economics

**10809195 .....3 credits**

Provides an overview of how a market-oriented economic system operates and surveys the factors that influence national economic policy. Basic concepts and analyses are illustrated by reference to a variety of contemporary problems and public policy issues. Concepts include scarcity, resources, alternative economic systems, growth, supply and demand, monetary and fiscal policy, inflation, unemployment and global economic issues. A student scoring between 55-80 on Accuplacer Reading Comprehension or 60-80 on Accuplacer Sentence Skills is recommended to co-enroll in the Introduction to College Reading course and/or Introduction to College Writing, respectively.

*Prerequisite: Minimum Accuplacer scores - Reading 55, Sentence Skills 60 or equivalent, or Intro to College Reading 10848104 with a grade of "C" or better and Intro to College Writing 10831103 with a grade of "C" or better*

## Employment Strategies

**10801199 .....3 credits**

A course designed to assist students in securing employment. This communication-based course helps develop an awareness of personal and academic skills as they relate to the job seeking process. Topics of study include personal and skill assessments, research of employment sources, completion of application forms, formation of professional resumes, composition of various business letters, interviewing skills, and job offer evaluation.

*NOTE: To enroll you must have completed 50 percent of technical program credits or receive department approval. See program advisor, program faculty, program counselor, or department dean/associate dean to register.*

## English Composition 1

**10801136 .....3 credits**

Designed for learners to develop knowledge and skills in all aspects of the writing process. Planning, organizing, writing, editing, and revising are applied through a variety of activities. Students analyze audience and purpose, use elements of research, and format documents using standard guidelines. Individuals develop critical reading skills through analysis of various written documents.

*Prerequisite: Accuplacer Sentence Skills score of 85 or equivalent, or Intro to College Writing 10831103 with a grade of "C" or better. Proficiency in word processing skills recommended.*

## Excel-Intermediate

**10103124 ..... 1 credit**

Students learn to create, modify, and enhance charts. Students also learn to use advanced functions, structured references, manage multiple spreadsheets, and develop Excel applications.

*Prerequisite: Microsoft Office-Introduction 10103106 or Excel-Beginning 10103123*

## Graphics & Print Media

**10106162 .....3 credits**

Develops skill to effectively create graphics and design publications. Students produce print media, design, and layout print jobs using the most appropriate software package for the job.

*Corequisite: Microsoft Office Introduction 10103106*

## Intermediate Algebra with Applications

**10804118 ..... 4 credits**

This course offers algebra content with applications. Topics include properties of real numbers; order of operations; algebraic solution for linear equations and inequalities; operations with polynomial and rational expressions; operations with rational exponents and radicals; and algebra of inverse, logarithmic, and exponential functions.

*Prerequisite: Pre-Algebra 10834109 with a grade of "C" or better, Accuplacer Arithmetic score of 110, Accuplacer Arithmetic score of 90, and Accuplacer Algebra score of 30 (A student scoring a "C" or lower should enroll in the Math Lab supplementary instruction with the next level math class.)*

## Intro to American Government

**10809122.....3 credits**

Introduces American political processes and institutions. Focuses on rights and responsibilities of citizens and the process of participatory democracy. Learners examine the complexity of the separation of powers and checks and balances. Explores the role of the media, interest groups, political parties, and public opinion in the political process. Also explores the role of state and national government in our federal system. A student scoring between 55-80 on their Accuplacer Reading Comprehension, or 60-80 on Accuplacer Sentence Skills is recommended to co-enroll in the Introduction to College Reading course and/or Introduction to College Writing course, respectively.

*Prerequisite: Minimum Accuplacer scores - Reading 55, Sentence Skills 60 or equivalent, or Intro to College Reading 10848104 with a grade of C or better and Intro to College Writing 10831103 with a grade of C or better*

## Intro to Business

**10102101.....3 credits**

An introduction to what a business is, how it operates, and how it is managed. Students identify forms of ownership and the processes used in production and marketing, finance, personnel, and management in business operations. Recommended Accuplacer scores - Reading 55, Sentence Skills 60, Arithmetic 34

## Intro to Ethics: Theory & Application

**10809166 .....3 credits**

Provides a basic understanding of the theoretical foundations of ethical thought. Diverse ethical perspectives are used to analyze and compare relevant issues. Students critically evaluate individual, social, and/or professional standards of behavior, and apply a systemic decision-making process to these situations. A student scoring between 55-80 on Accuplacer Reading Comprehension or 60-80 on Accuplacer Sentence Skills is recommended to co-enroll in the Introduction to College Reading course and/or Introduction to College Writing course, respectively.

*Prerequisite: Minimum Accuplacer Scores - Reading 55, Sentence Skills 60 or equivalent, or Intro to College Reading 10848104 with a grade of "C" or better and Intro to College Writing 10831103 with a grade of "C" or better*

## Intro to Psychology

**10809198 .....3 credits**

This introductory course surveys the multiple aspects of human behavior. It involves a survey of the theoretical foundations of human functioning in such areas as learning, motivation, emotions, personality, deviance and pathology, physiological factors, and social influences. It directs the student to an insightful understanding of the complexities of human relationships in personal, social, and vocational settings. A student scoring between 55-80 on Accuplacer Reading Comprehension is recommended to co-enroll in the Introduction to College Reading course.

*Prerequisite: Minimum Accuplacer scores - Reading 55, Sentence Skills 60 or equivalent, or Intro to College Reading 10848104 with a grade of "C" or better and Intro to College Writing 10831103 with a grade of "C" or better*

## Intro to Sociology

**10809196 .....3 credits**

Introduces students to the basic concepts of sociology: culture, socialization, social stratification, multi-culturalism, and the five institutions of family, politics, economics, religion, and education. Other topics include demography, deviance, technology, environment, social issues, social change, and social organization. A student scoring between 55-80 on Accuplacer Reading Comprehension or 60-80 on Accuplacer Sentence Skills is recommended to co-enroll in Introduction to College Reading and/or Introduction to College Writing, respectively.

*Prerequisite: Minimum Accuplacer scores - Reading 55, Sentence Skills 60 or equivalent, or Intro to College Reading 10848104 with a grade of "C" or better and Intro to College Writing 10831103 with a grade of "C" or better*

## Introduction to Diversity Studies

**10809172.....3 credits**

Introduces learners to the study of diversity from a local to a global environment using a holistic, interdisciplinary approach. Encourages self-exploration and prepares the learner to work in a diverse environment. In addition to an analysis of majority/minority relations in a multicultural context, the primary topics of race, ethnicity, age, gender, class, sexual orientation, disability, and religion are explored. A student scoring between 55-80 on Accuplacer Reading Comprehension or 60-80 on Accuplacer Sentence Skills is recommended to co-enroll in the Introduction to College Reading course and/or Introduction to College Writing course, respectively.

*Prerequisite: Minimum Accuplacer scores - Reading 55, Sentence Skills 60 or equivalent, or Intro to College Reading 10848104 with a grade of "C" or better and Intro to College Writing 10831103 with a grade of "C" or better*

## Introductory Statistics

**10804189 .....3 credits**

Students taking Introductory Statistics display data with graphs, describe distributions with numbers, perform correlation and regression analyses, and design experiments. They use probability and distributions to make predictions, estimate parameters, and test hypotheses. They draw inferences about relationships including ANOVA. Algebra knowledge and foundational skills in mathematics are important for success in this course.

*Prerequisite: Accuplacer Algebra score of 45 or greater, or ACT math score of 19 or greater, or Pre-Algebra 10834109 with a grade of "C" or better, or College Math 10804107 with a grade of "C" or better. (A student scoring a "C" or lower should enroll in the Math Lab supplementary instruction with the next level math class.)*

## Macroeconomics

**10809144 .....3 credits**

In this introductory course the principal topics discussed include basic social choices regarding economic systems, basic economic aggregates, fiscal policy, the banking system, monetary policy, and international trade. A balance is drawn between description, theory, analysis, and a critique of the institutions that characterize modern mixed-capitalist economies. Conflicting social goals, economic constraints, and environmental concerns provide the framework through which the macroeconomy is analyzed.

## Microeconomics

**10809143 .....3 credits**

Examines the behavior of individual decision makers, primarily consumers and firms. Topics include choices of how much to consume and to produce, the functioning of perfectly and imperfectly competitive markets, the conditions under which markets may fail, and arguments for and against government intervention. The student applies the fundamental tools of economics to real-world problems.

# course descriptions

## Microsoft Office-Introduction

**10103106 .....3 credits**

Develops introductory skills in the Microsoft Office Suite (Word, Excel, Access, PowerPoint, and Outlook) while reinforcing knowledge of computer concepts, Windows Explorer, and Internet usage. Students should possess basic keyboarding, mouse, and Windows 10 skills. Students may develop these skills in the LiNK while concurrently enrolled in this course.

## Oral/Interpersonal Communication

**10801196 .....3 credits**

Focuses upon developing speaking, verbal, and non-verbal communication, and listening skills through individual presentations, group activities, and other projects. For a student scoring between 55-80 on their Accuplacer Reading Comprehension exam and 60-80 on the Sentence Skills exam, it is recommended to co-enroll in the Introduction to College Reading and/or Intro to College Writing courses.

*Prerequisite: Minimum Accuplacer scores - Reading 55, Sentence Skills 60 or equivalent*

## Proofreading & Editing

**10106160 .....3 credits**

Sharpens proofreading and editing skills. Competencies include detecting and editing errors in keying, spelling, capitalization, plurals, possessives, punctuation, numbers, grammar, sentence structure, and formatting. Documents are edited for clarity, conciseness, and completeness.

*Corequisite: Microsoft Office-Introduction 10103106*

## Quality Customer Service

**10106106 .....3 credits**

Addresses sensitivity in communicating with customers and co-workers. Includes international communications, teamwork, working relationships, and telephone skills.

## Social Media Marketing

**0104107 .....3 credits**

Addresses how social media has transformed marketing communications from traditional mass media to individualized marketing. Using social media tools such as Facebook, YouTube, Twitter, LinkedIn, and more, this class explores the different methodologies for social media marketing. Topics include creating social media, integrating social media as part of a marketing campaign, the concept of viral marketing, ethical and potential legal concerns that have arisen over these forms of communication, and how organizations and individuals have successfully applied social media marketing. Recommended Accuplacer scores - Reading 55, Sentence Skills 60, Arithmetic 34

## Speech

**10801198 .....3 credits**

Explores the fundamentals of effective oral presentation to small and large groups. Topic selection, audience analysis, methods of organization, research, structuring evidence and support, delivery techniques, and other essential elements of speaking successfully, including the listening process, form the basis of this course. If a student earns below the minimum Accuplacer score in each category (Reading 80, Sentence Skills 85), he/she is eligible to take Oral Communication in lieu of Speech, provided the Accuplacer scores are minimum of Reading 55 and Sentence Skills 60, or the student has completed Intro to College Writing and/or Intro to College Reading with a "C" or better.

*Prerequisite: Minimum Accuplacer scores - Reading 80, Sentence Skills 85, or completion of Intro to College Writing and/or Intro to College Reading with a "C" or better or equivalent*

## Supervised Field Experience

**10106135 .....2 credits**

This course integrates Administrative Professional classroom study with specific off-campus occupational experiences at selected training sites. An organized plan of experiences built around office competencies is planned, supervised, and evaluated by the instructor and cooperating business trainer.

*Prerequisite: Completion of at least 24 credits of Computer Software 10-103 and/or Administrative Professional 10-106 courses or consent of instructor.*

## Word-Intermediate

**10103114 .....1 credit**

Students learn to create more complex documents using Microsoft Word as well as customize the Word environment. Students also learn to use mail merge, collaborate with others, and combine information into one file.

*Prerequisite: Microsoft Office-Introduction 10103106 or Word-Beginning 10103113*

## Written Communication

**10801195 .....3 credits**

Develops writing skills, which include prewriting, drafting, revising, and editing. A variety of writing assignments is designed to help the learner analyze audience and purpose, research and organize ideas, and format and design documents based on subject matter and content. Also develops critical reading and thinking skills through analysis of a variety of written documents.

*Prerequisite: Accuplacer Sentence Skills score of 85 or equivalent, or Intro to College Writing 10831103 with a grade of "C" or better. Proficiency in word processing skills recommended.*





# agribusiness and science technology

## Associate in Applied Science (AAS) Program Code: 10-006-2 Total Credits: 60-61

Mid-State's Agribusiness and Science Technology program prepares students to be owners or employees of a farm business in all sectors of the agriculture industry or work in businesses that support the agriculture industry. The program includes dairy and livestock management, traditional crop production, and the production of specialty crops—including cranberries, vegetables, and potatoes. You'll learn to develop a nutrient management plan, calculate cost of production, and develop a long-term facility and equipment plan as well as a farm business plan. Hands-on experiences include taking soil samples; identifying diseases, insects, and weeds that impact profitability; and working with livestock nutrition and management. Graduates obtain a private pesticide applicators certificate.

**Salary information:** [mstc.edu/programsalaries](http://mstc.edu/programsalaries)

**Estimated tuition and fees:** [mstc.edu/programcosts](http://mstc.edu/programcosts)

### CHECKLIST:

This section will be completed when meeting with your academic advisor.

- FAFSA ([www.fafsa.gov](http://www.fafsa.gov))
- Financial Aid Form(s)  
Form(s): \_\_\_\_\_
- Follow-Up Appointment:  
Where: \_\_\_\_\_  
When: \_\_\_\_\_  
With: \_\_\_\_\_
- Official Transcripts  
Mid-State Technical College  
Attention CPL Coordinator  
500 32nd Street North  
Wisconsin Rapids, WI 54494
- Other: \_\_\_\_\_  
\_\_\_\_\_

### ACADEMIC ADVISORS

To schedule an appointment with your academic advisor, call 715.422.5300.

#### Tanya Kollross, MS

Academic Advisor • Marshfield Campus  
[tanya.kollross@mstc.edu](mailto:tanya.kollross@mstc.edu)

#### Yer Lee, MS

Academic Advisor • Stevens Point Campus  
[yer.lee@mstc.edu](mailto:yer.lee@mstc.edu)

#### Kay Grundhoffer, MS

Academic Advisor • Wisconsin Rapids Campus  
[kay.grundhoffer@mstc.edu](mailto:kay.grundhoffer@mstc.edu)

**mstc.edu**  
**888.575.6782**



**MID-STATE**  
TECHNICAL COLLEGE

**ADAMS COUNTY CENTER**  
401 North Main  
Adams, WI 53910

**MARSHFIELD CAMPUS**  
2600 West 5th Street  
Marshfield, WI 54449

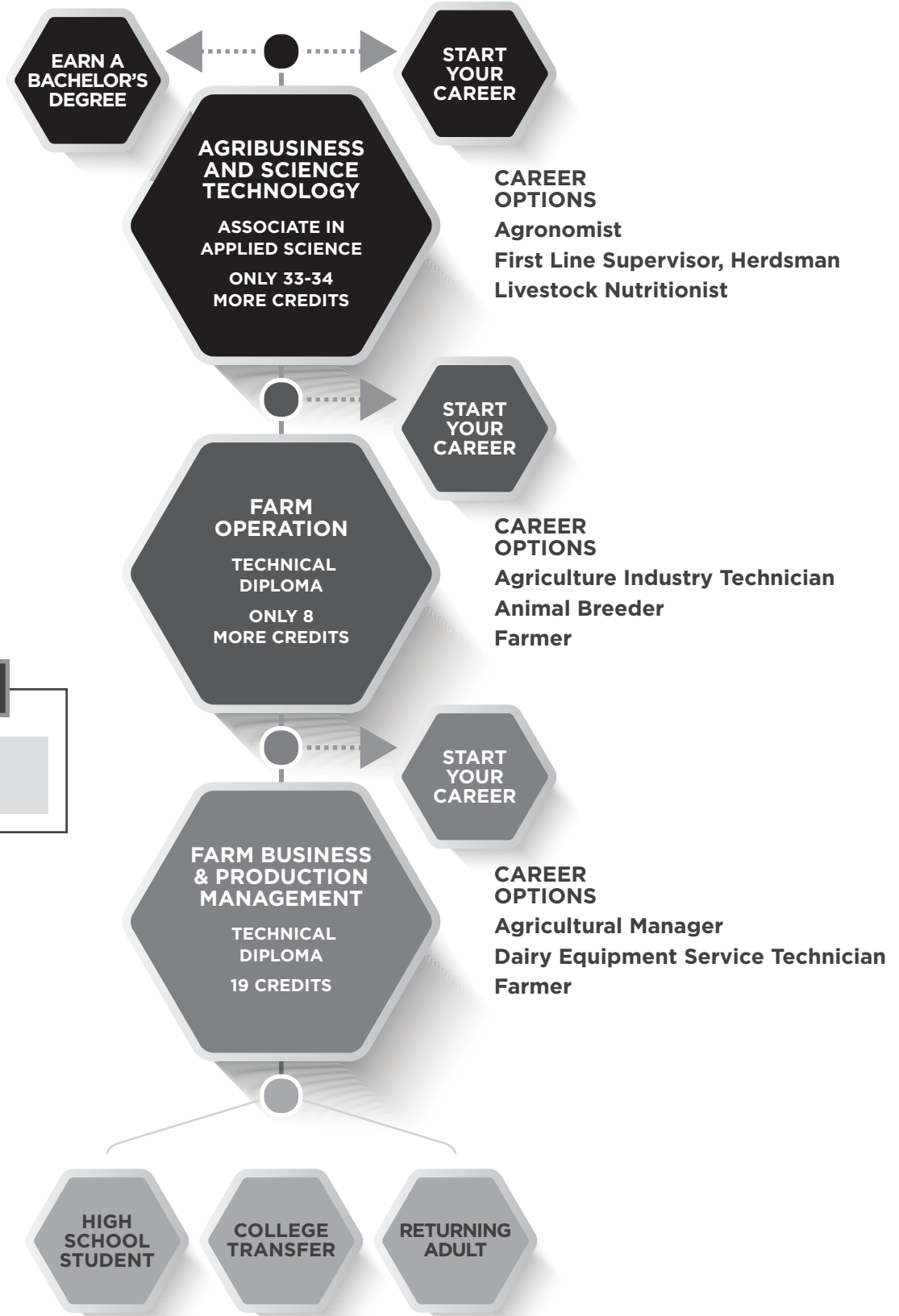
**STEVENS POINT CAMPUS**  
1001 Centerpoint Drive  
Stevens Point, WI 54481

**WISCONSIN RAPIDS CAMPUS**  
500 32nd Street North  
Wisconsin Rapids, WI 54494

**BACHELOR'S DEGREE OPTIONS**

UW-River Falls  
BS Agricultural Studies

For more information and additional opportunities, visit [mstc.edu/transfer](http://mstc.edu/transfer).



**OTHER OPTIONS**

**RELATED PROGRAMS**

- Urban Forestry Technician

College Credit • Dual Credit • Military Experience • Work Experience  
Learn about Credit for Prior Learning at [mstc.edu/cpl](http://mstc.edu/cpl).

**BEGIN AT ANY POINT  
IN THE PATHWAY**

## PROGRAM OUTCOMES

Employers will expect you, as an Agribusiness and Science Technology graduate, to be able to:

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

## STUDENT HANDBOOK

Visit [mstc.edu/studenthandbook](http://mstc.edu/studenthandbook) to view Mid-State's student handbook, which contains information about admissions, enrollment, appeals processes, services for people with disabilities, financial aid, graduation, privacy, Mid-State's Student Code of Conduct, and technology.

## NOTES:

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## GRADUATION REQUIREMENT

The GPS for Student Success course is required for all Mid-State students and must be completed prior to obtaining 12 credits. (Not counted in the total credit value for this program.)

### GPS for Student Success

**10890102 .....1 credit**

Integrate necessary skills for student success by developing an academic plan, identifying interpersonal attributes for success, adopting efficient and effective learning strategies, and utilizing Mid-State resources, policies, and processes. This course must be completed prior to obtaining 12 credits and as a graduation requirement.

### ADDITIONAL COURSES AS NEEDED

The following courses may be recommended or required if the student does not achieve minimum Accuplacer scores.

### Intro to College Reading

**10838104 .....2 credits**

Provides learners with the opportunities to develop and expand reading skills, including comprehension and vocabulary skills. Learners apply reading skills to academic tasks and read to acquire information from a variety of sources.

### Intro to College Writing

**10831103 .....3 credits**

Introduces basic principles of composition, including organization, development, unity, and coherence in paragraphs and multi-paragraph documents. The purpose of this course is to prepare students for successful entry into required program courses. This course is tuition bearing and under certain circumstances may qualify for financial aid. This course cannot be used to satisfy program completion requirements at Mid-State.

*Prerequisite: Accuplacer Sentence Skills score of 60 or equivalent. Proficiency in word processing skills recommended.*

### Pre-Algebra

**10834109 .....3 credits**

Provides an introduction to algebra. Includes operations on real numbers, solving linear equations, percent and proportion, and an introduction to polynomials and statistics. Prepares students for elementary algebra and subsequent algebra-related courses.

*Prerequisite: Accuplacer Math score of 65, Accuplacer Algebra score of 30, ABE Math Prep V 76854785 and ABE Math Prep VI 76854786 with a grade of "S." (Note: ABE Math Prep V and VI courses cannot be used to satisfy program completion requirements at Mid-State.)*

## SAMPLE FULL-TIME CURRICULUM OPTION

Term		14-15 credits
10080105	Intro to Soil Science	3
10080140	Farm Financial Analysis	3
10091102	Intro to Animal Science	3
10093101	Integrated Pest Management	2
10804107	College Mathematics	3
	<b>-or-</b>	
10804118	Intermediate Algebra with Applications	4
Term		15 credits
10070101	Basic Agricultural Electrical Systems	2
10091103	Animal Nutrition	4
10093102	Intro to Precision Agriculture	3
10801136	English Composition 1 <b>-or-</b>	
10801195	Written Communication	3
10806184	Plant Biology	3
Term		15 credits
10006103	Introduction to Food Science	3
10006104	Intro to Agriculture Engineering Technology	3
10090101	Agriculture Business Management	3
10093104	Principles of Crop Management	3
10801196	Oral/Interpersonal Communication <b>-or-</b>	
10801198	Speech	3
Term		16 credits
10003101	Agricultural Diesel Engine Systems	3
10006101	Agricultural Computations	3
10006102	Agribusiness Equipment & Facilities	2
10070102	Precision Equipment Systems	2
10809166	Intro to Ethics: Theory & Application	3
10809188	Developmental Psychology <b>-or-</b>	
10809198	Intro to Psychology	3
<b>Total credits 60-61</b>		

Please Note:

- This curriculum sequence is only for student planning. Actual student schedules will vary depending on course availability.
- Program completion time may vary based on student scheduling and course availability. For details, go to [mstc.edu/classfinder](http://mstc.edu/classfinder).

## SAMPLE PART-TIME CURRICULUM OPTION

Term		6 credits
10080105	Intro to Soil Science	3
10091102	Intro to Animal Science	3
Term		7 credits
10091103	Animal Nutrition	4
10093102	Intro to Precision Agriculture	3
Term		6 credits
10090101	Agriculture Business Management	3
10093104	Principles of Crop Management	3
Term		8 credits
10006101	Agricultural Computations	3
10006102	Agribusiness Equipment & Facilities	2
10003101	Agricultural Diesel Engine Systems	3
Term		8 credits
10080140	Farm Financial Analysis	3
10093101	Integrated Pest Management	2
10801136	English Composition 1 <b>-or-</b>	
10801195	Written Communication	3
Term		8 credits
10070101	Basic Agricultural Electrical Systems	2
10801196	Oral/Interpersonal Communication <b>-or-</b>	
10801198	Speech	3
10806184	Plant Biology	3
Term		9-10 credits
10006103	Introduction to Food Science	3
10006104	Intro to Agriculture Engineering Technology	3
10804107	College Mathematics	3
	<b>-or-</b>	
10804118	Intermediate Algebra with Applications	4
Term		8 credits
10070102	Precision Equipment Systems	2
10809166	Intro to Ethics: Theory & Application	3
10809188	Developmental Psychology <b>-or-</b>	
10809198	Intro to Psychology	3
<b>Total credits 60-61</b>		

## Agribusiness Equipment & Facilities

**10006102.....2 credits**

Examines arrangement and design of efficient farm buildings and equipment as well as construction requirements. Farmstead planning includes mapping of present facilities as well as evaluating usefulness and planning long and short-range goals for farmstead changes to improve economics, safety, efficiency and aesthetics. Environmental factors and animal wellness needs are identified, including space, ventilation, nutrition, and care. Also examines the appropriate use and care of feed, fertilizer, planting and harvesting equipment, and dairy and livestock equipment and facilities. Possible equipment/facility changes are discussed and business expansion is analyzed.

## Agricultural Computations

**10006101.....3 credits**

Deals with the application of quantitative tools to support agribusiness management decisions. These management decisions are executed using spreadsheet and data analysis (e.g., Microsoft Excel) while using elementary mathematical tools in an agricultural economics context. This course is designed to prepare students for upper-level agribusiness courses as well as real-world situations in agriculture.

## Agricultural Diesel Engine Systems

**10003101.....3 credits**

Students learn the different uses of diesel engines in an agricultural setting. This course also provides an introduction to fuel systems, exhaust systems, and electrical systems. Use of technical service resources and precision measuring is stressed.

## Agriculture Business Management

**10090101.....3 credits**

Examines the farm business as a complex set of enterprises that all need to be managed effectively to be successful and sustainable. Students learn to develop a business plan, set short- and long-term goals, identify and implement alternatives for reaching goals. Includes strategies and tools to monitor success. Students also learn to organize and maintain farm business records as well as how to interpret and analyze the records to make sound farm management decisions.

## Animal Nutrition

**10091103..... 4 credits**

Students demonstrate how to formulate and balance rations for several species of livestock. Includes knowledge of the nutritional needs of various species and ability to identify different feedstuffs. Students become familiar with the laws and regulations on livestock feeding along with reading, interpreting, and making recommendations from feed test reports/tags. They are also able to successfully understand the digestive systems of mono-gastric and ruminant animals.

*Prerequisite: Intro to Animal Science 10091102 or consent of an instructor*

## Basic Agricultural Electrical Systems

**10070101.....2 credits**

Students learn the fundamentals of electrical systems related to agricultural equipment and facilities. This course also builds an understanding of the AC electrical circuits used in today's agricultural businesses. Students use digital multi-meters to diagnose common electrical problems found in agricultural electrical circuits, equipment, and motors. Topics discussed include safety precautions, Ohm's law, generators, batteries, electric motors, water heaters, overcurrent protection, conductor sizing, and national electrical code requirements.

## College Mathematics

**10804107 .....3 credits**

Designed to review and develop fundamental concepts of mathematics pertinent to the areas of: 1) arithmetic and algebra; 2) geometry and trigonometry; and 3) probability and statistics. Special emphasis is placed on problem solving, critical thinking and logical reasoning, making connections, and using calculators. Topics include performing arithmetic operations and simplifying algebraic expressions, solving linear equations and inequalities in one variable, solving proportions and incorporating percent applications, manipulating formulas, solving and graphing systems of linear equations and inequalities in two variables, finding areas and volumes of geometric figures, applying similar and congruent triangles, converting measurements within and between US and metric systems, applying Pythagorean Theorem, solving right and oblique triangles, calculating probabilities, organizing data and interpreting charts, calculating central and spread measures, and summarizing and analyzing data.

*Prerequisite: Minimum Accuplacer scores - Arithmetic 65, Algebra 30; or Pre-Algebra 10834109 with a grade of "C" or better*

## Developmental Psychology

**10809188.....3 credits**

Studies human development throughout the lifespan and explores developmental theory and research with an emphasis on the interactive nature of the biological, cognitive, and psychosocial changes that affect the individual from conception to death. Application activities and critical thinking skills enable students to gain an increased knowledge and understanding of themselves and others. A student scoring between 55-80 on Accuplacer Reading Comprehension is recommended to co-enroll in the Introduction to College Reading course.

*Prerequisite: Minimum Accuplacer scores - Reading 55, Sentence Skills 60 or equivalent, or Intro to College Reading 10848104 with a grade of "C" or better and Intro to College Writing 10831103 with a grade of "C" or better*

## English Composition 1

**10801136 .....3 credits**

Designed for learners to develop knowledge and skills in all aspects of the writing process. Planning, organizing, writing, editing, and revising are applied through a variety of activities. Students analyze audience and purpose, use elements of research, and format documents using standard guidelines. Individuals develop critical reading skills through analysis of various written documents.

*Prerequisite: Accuplacer Sentence Skills score of 85 or equivalent, or Intro to College Writing 10831103 with a grade of "C" or better. Proficiency in word processing skills recommended.*

## Farm Financial Analysis

**10080140 .....3 credits**

This course provides the student opportunities to develop necessary business skills for operating a successful farm business. These skills involve analyzing, evaluating, creating and decision-making. These skills will be used with balance sheets, Income & Expense projections, cash flow needs, budget creation, benchmarking, cost of production, inventories, credit needs and history along with loan decisions.

## Integrated Pest Management

**10093101 .....2 credits**

An effective and environmentally sensitive approach to pest management. Learners explore various approaches in integrated pest management (IPM) and gather information on the life cycles of pests and their interactions with the environment. This information in combination with available pest control methods are used to identify the most economical pest management options, with the least possible hazard to people, property, and environment.

## Intermediate Algebra with Applications

**10804118 ..... 4 credits**

This course offers algebra content with applications. Topics include properties of real numbers; order of operations; algebraic solution for linear equations and inequalities; operations with polynomial and rational expressions; operations with rational exponents and radicals; and algebra of inverse, logarithmic, and exponential functions.

*Prerequisite: Pre-Algebra 10834109 with a grade of "C" or better, Accuplacer Arithmetic score of 110, Accuplacer Arithmetic score of 90, and Accuplacer Algebra score of 30 (A student scoring a "C" or lower should enroll in the Math Lab supplementary instruction with the next level math class.)*

## Intro to Agriculture Engineering Technology

**10006104 .....3 credits**

Studies engineering concepts and principles as they apply to farm power and machinery, electrical energy and processing, structures and environment, irrigation and drainage, and food engineering. Students are exposed to techniques in design, planning, construction, and performance evaluation.

## Intro to Animal Science

**10091102 .....3 credits**

Introduces the basics of livestock management. Examines management of dairy, beef, sheep, and other common livestock with concentration on nutrition, feedstuff's classification, reproduction, genetics, animal behavior, animal health, and sustainable agriculture practices. Includes basic husbandry and care procedures for animals.

## Intro to Ethics: Theory & Application

**10809166 .....3 credits**

Provides a basic understanding of the theoretical foundations of ethical thought. Diverse ethical perspectives are used to analyze and compare relevant issues. Students critically evaluate individual, social, and/or professional standards of behavior, and apply a systemic decision-making process to these situations. A student scoring between 55-80 on Accuplacer Reading Comprehension or 60-80 on Accuplacer Sentence Skills is recommended to co-enroll in the Introduction to College Reading course and/or Introduction to College Writing course, respectively.

*Prerequisite: Minimum Accuplacer Scores - Reading 55, Sentence Skills 60 or equivalent, or Intro to College Reading 10848104 with a grade of "C" or better and Intro to College Writing 10831103 with a grade of "C" or better*

## Intro to Precision Agriculture

**10093102 .....3 credits**

Explores agricultural applications of GPS, yield monitoring systems, and mapping. Students learn to interpret maps generated by precision agriculture equipment. Learners experience setup, calibration and operation of equipment/software designed to support the production crop industry.

## Intro to Psychology

**10809198 .....3 credits**

This introductory course surveys the multiple aspects of human behavior. It involves a survey of the theoretical foundations of human functioning in such areas as learning, motivation, emotions, personality, deviance and pathology, physiological factors, and social influences. It directs the student to an insightful understanding of the complexities of human relationships in personal, social, and vocational settings. A student scoring between 55-80 on Accuplacer Reading Comprehension is recommended to co-enroll in the Introduction to College Reading course.

*Prerequisite: Minimum Accuplacer scores - Reading 55, Sentence Skills 60 or equivalent, or Intro to College Reading 10848104 with a grade of "C" or better and Intro to College Writing 10831103 with a grade of "C" or better*

## Intro to Soil Science

**10080105 .....3 credits**

Designed to provide students with fundamental knowledge of soil and soil composition. Includes study of soil types, formation factors, physical properties, biological properties, and basic soil chemistry. Units covering tillage, conservation, pH, soil management, plant nutrients, and fertilizer sources are also included. Students gain the skills required to interpret soil test reports and soil survey maps and recognize qualities of various soil types. Students perform soil sampling, residue measurements, compaction assessments, and soil loss determinations per crop rotation guidelines.

## Introduction to Food Science

**10006103 .....3 credits**

Offers students unique opportunities to learn where their food supply comes from, how the food is produced, and how consumption is met on a global basis. Applying science principles to food production will enhance the student's ability to understand the phenomena of food production.

## Oral/Interpersonal Communication

**10801196 .....3 credits**

Focuses upon developing speaking, verbal, and non-verbal communication, and listening skills through individual presentations, group activities, and other projects. For a student scoring between 55-80 on their Accuplacer Reading Comprehension exam and 60-80 on the Sentence Skills exam, it is recommended to co-enroll in the Introduction to College Reading and/or Intro to College Writing courses.

*Prerequisite: Minimum Accuplacer scores - Reading 55, Sentence Skills 60 or equivalent*

## Plant Biology

**10806184 .....3 credits**

This lecture/laboratory course provides students with an in-depth study of the plant kingdom. The content includes, but is not limited to, plant cell anatomy and physiology, plant genetics, plant classification, plant anatomy and physiology, plant responses, plant life cycles, and ecology. A survey of viruses, prokaryotes, protista, and fungi as they pertain to plants is presented.

## Precision Equipment Systems

**10070102 .....2 credits**

Provides experience with different precision farming GPS systems used on agriculture equipment. Students learn proper setup, calibration, and installation of the systems. Students also create and interpret maps and learn adjustments and settings as well as GPS display and the different functions related.

## Principles of Crop Management

**10093104 .....3 credits**

The basic principles and concepts of sound agronomic practices are discussed for corn, soybeans, small grains, and forage crops grown in Wisconsin. All sound agronomy practices are emphasized for each crop area as it relates to cultural and other specific inputs of crop production, environmental factors, and sustainable systems.

## Speech

**10801198 .....3 credits**

Explores the fundamentals of effective oral presentation to small and large groups. Topic selection, audience analysis, methods of organization, research, structuring evidence and support, delivery techniques, and other essential elements of speaking successfully, including the listening process, form the basis of this course. If a student earns below the minimum Accuplacer score in each category (Reading 80, Sentence Skills 85), he/she is eligible to take Oral Communication in lieu of Speech, provided the Accuplacer scores are minimum of Reading 55 and Sentence Skills 60, or the student has completed Intro to College Writing and/or Intro to College Reading with a "C" or better.

*Prerequisite: Minimum Accuplacer scores - Reading 80, Sentence Skills 85, or completion of Intro to College Writing and/or Intro to College Reading with a "C" or better or equivalent*

## Written Communication

**10801195 .....3 credits**

Develops writing skills, which include prewriting, drafting, revising, and editing. A variety of writing assignments is designed to help the learner analyze audience and purpose, research and organize ideas, and format and design documents based on subject matter and content. Also develops critical reading and thinking skills through analysis of a variety of written documents.

*Prerequisite: Accuplacer Sentence Skills score of 85 or equivalent, or Intro to College Writing 10831103 with a grade of "C" or better. Proficiency in word processing skills recommended.*



# automotive maintenance technician

**Technical Diploma**  
**Program Code: 31-404-3**  
**Total Credits: 26**

Mid-State's Automotive Maintenance Technician program prepares students for entry-level automotive repair work with special emphasis on mechanical relationships, basic engine performance, and suspension systems. You'll learn from industry experts to test and maintain basic automotive systems. You'll also apply the techniques you learn in the classroom to an automotive shop laboratory setting, with access to state-of-the-art hand and power tools and complex electrical diagnostic equipment. Graduates will have the confidence to start their careers in automotive repair facilities and retail service centers.

**Salary information:** [mstc.edu/programsalaries](http://mstc.edu/programsalaries)

**Estimated tuition and fees:** [mstc.edu/programcosts](http://mstc.edu/programcosts)

## ACADEMIC ADVISORS

To schedule an appointment with your academic advisor, call 715.422.5300.

### Tanya Kollross, MS

Marshfield Campus • [tanya.kollross@mstc.edu](mailto:tanya.kollross@mstc.edu)

### Yer Lee, MS

Stevens Point Campus • [yer.lee@mstc.edu](mailto:yer.lee@mstc.edu)

### Kay Grundhoffer, MS

Wisconsin Rapids Campus • [kay.grundhoffer@mstc.edu](mailto:kay.grundhoffer@mstc.edu)

## CHECKLIST:

This section will be completed when meeting with your academic advisor.

- FAFSA ([www.fafsa.gov](http://www.fafsa.gov))
- Financial Aid Form(s)  
Form(s): \_\_\_\_\_
- Follow-Up Appointment:  
Where: \_\_\_\_\_  
When: \_\_\_\_\_  
With: \_\_\_\_\_
- Official Transcripts  
Mid-State Technical College  
Attention CPL Coordinator  
500 32nd Street North  
Wisconsin Rapids, WI 54494
- Other: \_\_\_\_\_  
\_\_\_\_\_

**mstc.edu**  
**888.575.6782**



**MID-STATE**  
 TECHNICAL COLLEGE

**ADAMS COUNTY CENTER**  
 401 North Main  
 Adams, WI 53910

**MARSHFIELD CAMPUS**  
 2600 West 5th Street  
 Marshfield, WI 54449

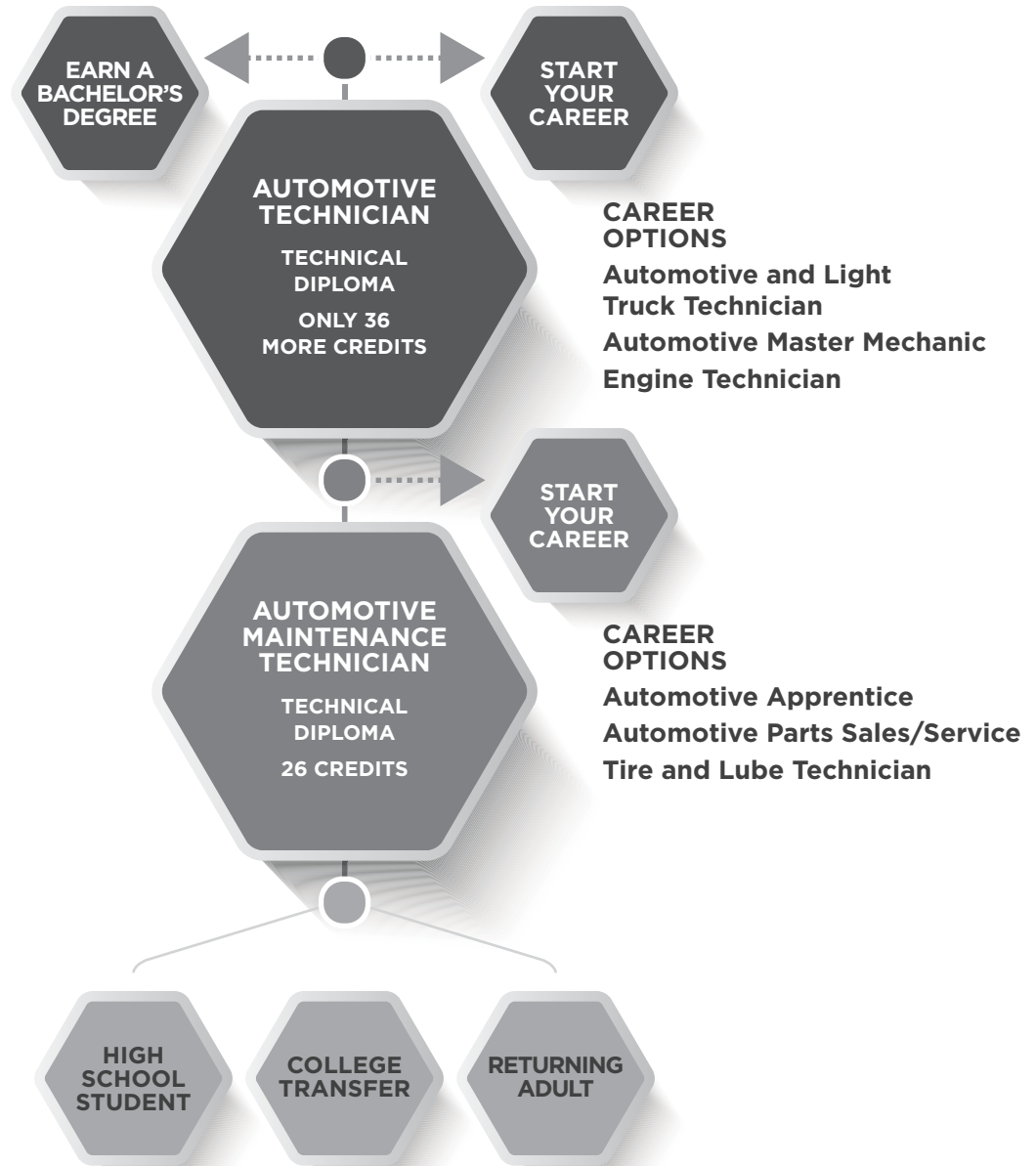
**STEVENS POINT CAMPUS**  
 1001 Centerpoint Drive  
 Stevens Point, WI 54481

**WISCONSIN RAPIDS CAMPUS**  
 500 32nd Street North  
 Wisconsin Rapids, WI 54494



## BACHELOR'S DEGREE OPTIONS

For more information and additional opportunities, visit [mstc.edu/transfer](http://mstc.edu/transfer).



College Credit • Dual Credit • Military Experience • Work Experience  
Learn about Credit for Prior Learning at [mstc.edu/cpl](http://mstc.edu/cpl).

**BEGIN AT ANY POINT  
IN THE PATHWAY**

## OTHER OPTIONS

### RELATED PROGRAMS

- Diesel & Heavy Equipment Technician
- Diesel & Heavy Equipment Technician Assistant



## SAMPLE FULL-TIME CURRICULUM OPTION

Term		13 credits
32404307	Suspension & Steering Systems	5
32404308	Braking Systems-Automotive	5
32404330	Applied Fluid Power	2
32404375	Service Practices in Transportation Industry	1
<b>Term</b>		
10462116	Metal Fabrication	3
32404311	Electrical Systems-Auto	5
32404324	Engine Repair	5
<b>Total credits</b>		<b>26</b>

Please Note:

- This curriculum sequence is only for student planning. Actual student schedules will vary depending on course availability.
- Program completion time may vary based on student scheduling and course availability. For details, go to [mstc.edu/classfinder](http://mstc.edu/classfinder).

## course descriptions

### Applied Fluid Power

**32404330** .....2 credits

Covers basic principles and application of pumps, compressors, motors, valves, seals, packing, and conductors. Students learn the advantage of hydraulic and pneumatic systems as well as the physical properties of liquids and air. The intent is to identify various parts of a circuit and to illustrate standard liquid power components through laboratory experiments.

*Prerequisite: Admission to Automotive Technician program 324042 or Automotive Maintenance Technician program 314043*

### Braking Systems-Automotive

**32404308** .....5 credits

Studies fundamentals of vehicle braking systems including drum and disc on hydraulic and air systems. Includes power and anti-skid systems with emphasis on troubleshooting and component replacement and reconditioning.

*Prerequisite: Admission to Automotive Technician program 324042 or Automotive Maintenance Technician program 314043*

### Electrical Systems-Auto

**32404311** .....5 credits

Studies construction, function, and principles of operation of starting motors, charging systems, and controls. Covers basic electronics, including capacitance, inductance, series and parallel circuits, magnetism and Ohm's Law, wiring schematics, soldering techniques, and use of diagnostic equipment. Vehicle control and accessory systems are studied.

### Engine Repair

**32404324** .....5 credits

Provides a general overview of engine types and operating characteristics. Includes the diagnosis and repair of cylinder heads, valve train components, and engine blocks and related components. Covers engine support systems such as the lubrication systems, cooling system, ignition system, fuel and exhaust systems.

*Prerequisite: Admission to Automotive Technician program 324042 or Automotive Maintenance Technician 314043 program*

### Metal Fabrication

**10462116** .....3 credits

An introduction to structural steel and plate fabrication, sheet metal fabrication, and basic electric arc and oxyacetylene welding. Presents fabrication techniques, metal selection, layout, cutting, bending, drilling, threading, and joining. Information is presented to the student followed by lab activities to provide a hands-on experience. Emphasizes developing an understanding of the tools, techniques, safe work habits, and application of metal fabrication skills.

### Service Practices in Transportation Industry

**32404375** .....1 credit

Introduces the student to common tools, terminology, and service practices in the transportation service field. Covers safety, environmental concerns, and basic customer relations. Service shop management practices and the use of automated work order, parts ordering, and time management concepts are included.

*P: Admission to Automotive Technician program 324042, Automotive Maintenance Technician program 314043, Diesel & Heavy Equipment Technician program 324121 or Diesel & Heavy Equipment Technician Assistant program 314122*

### Suspension & Steering Systems

**32404307** .....5 credits

Highlighted an analysis of construction and working principles of chassis components. Includes frames, suspension systems, steering gears and linkages, wheels and tires, and wheel alignment. Special attention given to products used in servicing chassis components.

*Prerequisite: Admission to Automotive Technician program 324042 or Automotive Maintenance Technician program 314043*



# automotive technician

## Technical Diploma Program Code: 32-404-2 Total Credits: 62

Mid-State's Automotive Technician program gives students the experience and skills they need to diagnose and repair today's vehicles. The program emphasizes engine and transmission repair, the drive train and axles, suspension and steering systems, brakes, electrical systems, heating and air conditioning, and engine performance. You'll receive instruction from industry experts and have access to state-of-the-art equipment, including a variety of hand and power tools and complex electrical diagnostic equipment. Hands-on learning and opportunities to diagnose and repair cars for real customers will have you ready to enter the workforce with confidence.

**Salary information:** [mstc.edu/programsalaries](http://mstc.edu/programsalaries)

**Estimated tuition and fees:** [mstc.edu/programcosts](http://mstc.edu/programcosts)

### ACADEMIC ADVISORS

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Marshfield Campus • [tanya.kollross@mstc.edu](mailto:tanya.kollross@mstc.edu)

#### Yer Lee, MS

Stevens Point Campus • [yer.lee@mstc.edu](mailto:yer.lee@mstc.edu)

#### Kay Grundhoffer, MS

Wisconsin Rapids Campus • [kay.grundhoffer@mstc.edu](mailto:kay.grundhoffer@mstc.edu)

### CHECKLIST:

This section will be completed when meeting with your academic advisor.

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- Financial Aid Form(s)  
Form(s): \_\_\_\_\_
- Follow-Up Appointment:  
Where: \_\_\_\_\_  
When: \_\_\_\_\_  
With: \_\_\_\_\_
- Official Transcripts  
Mid-State Technical College  
Attention CPL Coordinator  
500 32nd Street North  
Wisconsin Rapids, WI 54494
- Other: \_\_\_\_\_  
\_\_\_\_\_

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**888.575.6782**



**MID-STATE**  
TECHNICAL COLLEGE

**ADAMS COUNTY CENTER**  
401 North Main  
Adams, WI 53910

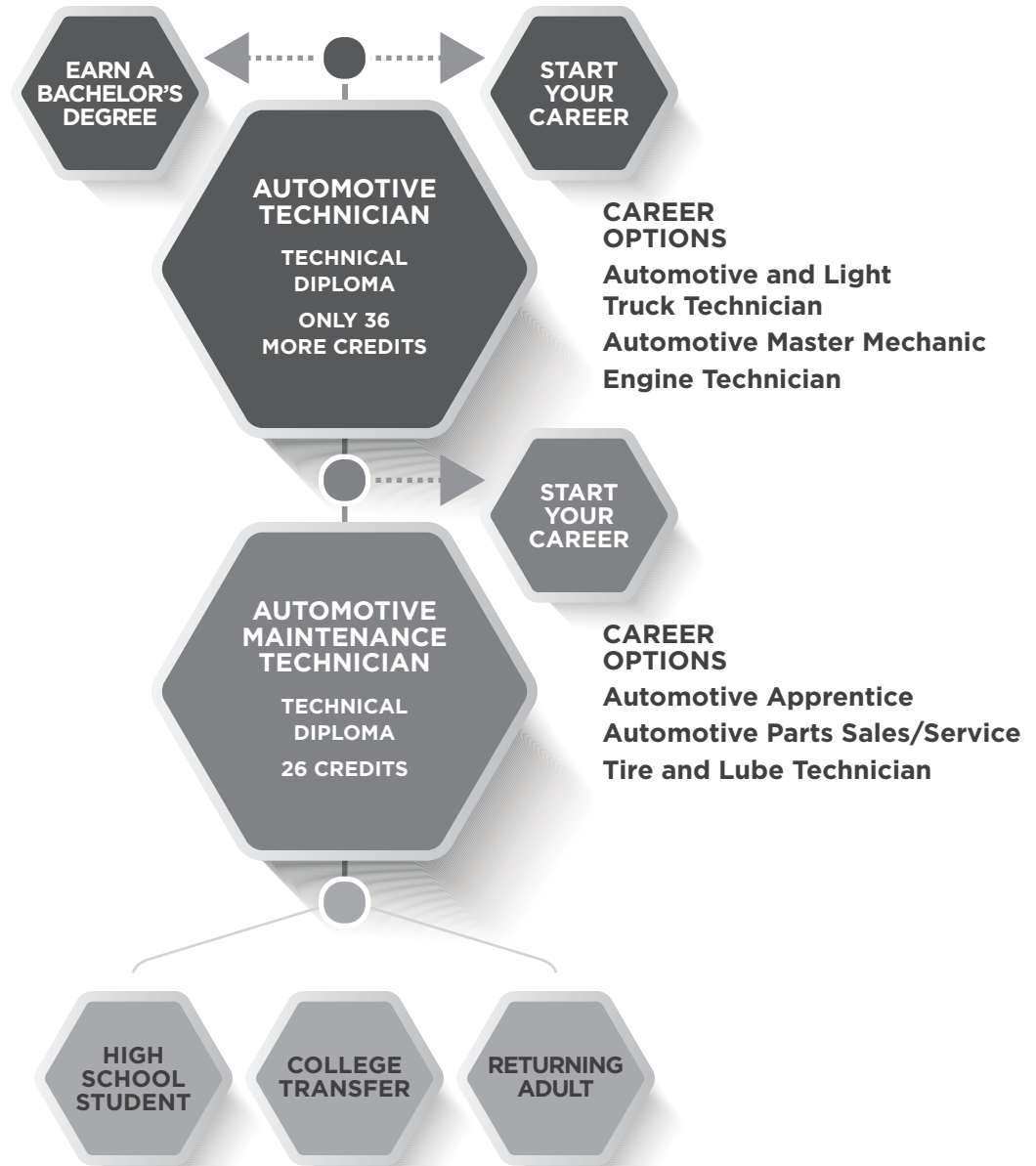
**MARSHFIELD CAMPUS**  
2600 West 5th Street  
Marshfield, WI 54449

**STEVENS POINT CAMPUS**  
1001 Centerpoint Drive  
Stevens Point, WI 54481

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500 32nd Street North  
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College Credit • Dual Credit • Military Experience • Work Experience  
Learn about Credit for Prior Learning at [mstc.edu/cpl](http://mstc.edu/cpl).

**BEGIN AT ANY POINT  
IN THE PATHWAY**

## OTHER OPTIONS

### RELATED PROGRAMS

- Diesel & Heavy Equipment Technician
- Diesel & Heavy Equipment Technician Assistant

## PROGRAM OUTCOMES

Employers will expect you, as an Automotive Technician graduate, to be able to:

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

## PROTECTIVE CLOTHING

Students are required to purchase three “Mid-State Automotive Technician Student” uniform shirts. These shirts are available the first week of class for approximately \$30 each. Students are also required to wear safety glasses at all times in the lab. Acquisition of safety glasses is the responsibility of the student.

## REQUIRED EQUIPMENT

Students need to purchase a Fluke 177 or Fluke 88V multimeter and test lead set before the start of the second term. These are available for purchase through the campus Bookstore for approximately \$270.

## STUDENT HANDBOOK

Visit [mstc.edu/studenthandbook](http://mstc.edu/studenthandbook) to view Mid-State’s student handbook, which contains information about admissions, enrollment, appeals processes, services for people with disabilities, financial aid, graduation, privacy, Mid-State’s Student Code of Conduct, and technology.

## GRADUATION REQUIREMENT

The GPS for Student Success course is required for all Mid-State students and must be completed prior to obtaining 12 credits. (Not counted in the total credit value for this program.)

### GPS for Student Success

#### **10890102 .....1 credit**

Integrate necessary skills for student success by developing an academic plan, identifying interpersonal attributes for success, adopting efficient and effective learning strategies, and utilizing Mid-State resources, policies, and processes. This course must be completed prior to obtaining 12 credits and as a graduation requirement.

## ADDITIONAL COURSES AS NEEDED

The following courses may be recommended or required if the student does not achieve minimum Accuplacer scores.

### Intro to College Reading

#### **10838104 .....2 credits**

Provides learners with the opportunities to develop and expand reading skills, including comprehension and vocabulary skills. Learners apply reading skills to academic tasks and read to acquire information from a variety of sources.

### Intro to College Writing

#### **10831103 .....3 credits**

Introduces basic principles of composition, including organization, development, unity, and coherence in paragraphs and multi-paragraph documents. The purpose of this course is to prepare students for successful entry into required program courses. This course is tuition bearing and under certain circumstances may qualify for financial aid. This course cannot be used to satisfy program completion requirements at Mid-State.

*Prerequisite: Accuplacer Sentence Skills score of 60 or equivalent. Proficiency in word processing skills recommended.*

### Pre-Algebra

#### **10834109 .....3 credits**

Provides an introduction to algebra. Includes operations on real numbers, solving linear equations, percent and proportion, and an introduction to polynomials and statistics. Prepares students for elementary algebra and subsequent algebra-related courses.

*Prerequisite: Accuplacer Math score of 65, Accuplacer Algebra score of 30, ABE Math Prep V 76854785 and ABE Math Prep VI 76854786 with a grade of “S.” (Note: ABE Math Prep V and VI courses cannot be used to satisfy program completion requirements at Mid-State.)*

## SAMPLE FULL-TIME CURRICULUM OPTION

<b>Term</b>		<b>14 credits</b>
10804107	College Mathematics	3
32404307	Suspension & Steering Systems	5
32404308	Braking Systems-Automotive	5
32404375	Service Practices in Transportation Industry	1
<b>Term</b>		<b>15 credits</b>
10462116	Metal Fabrication	3
32404311	Electrical Systems-Auto	5
32404324	Engine Repair	5
32404330	Applied Fluid Power	2
<b>Term</b>		<b>18 credits</b>
10102130	Career Development <b>-or-</b>	
10801199	Employment Strategies	3
10404101	Electronic Control System Programming	3
32404323	Automatic Transmissions	5
32404325	Manual Transmissions	5
32806351	Applied Science	2
<b>Term</b>		<b>15 credits</b>
32404312	Advanced Electrical Systems-Auto	5
32404320	Hybrid Systems-Auto	1
32404322	Heating/Air Conditioning	3
32404326	Fuel Control System-Auto	5
32404376	Advanced Drivability-Auto	1
<b>Total credits</b>		<b>62</b>

## SAMPLE PART-TIME CURRICULUM OPTION

<b>Term</b>		<b>10 credits</b>
32404307	Suspension & Steering Systems	5
32404308	Braking Systems-Automotive	5
<b>Term</b>		<b>13 credits</b>
10462116	Metal Fabrication	3
32404311	Electrical Systems-Auto	5
32404324	Engine Repair	5
<b>Term</b>		<b>4 credits</b>
10804107	College Mathematics	3
32404375	Service Practices in Transportation Industry	1
<b>Term</b>		<b>10 credits</b>
32404312	Advanced Electrical Systems-Auto	5
32404322	Heating/Air Conditioning	3
32404330	Applied Fluid Power	2
<b>Term</b>		<b>15 credits</b>
10102130	Career Development <b>-or-</b>	
10801199	Employment Strategies	3
32404323	Automatic Transmissions	5
32404325	Manual Transmissions	5
32806351	Applied Science	2
<b>Term</b>		<b>10 credits</b>
10404101	Electronic Control System Programming	3
32404320	Hybrid Systems-Auto	1
32404326	Fuel Control System-Auto	5
32404376	Advanced Drivability-Auto	1
<b>Total credits</b>		<b>62</b>

**Please Note:**

- This curriculum sequence is only for student planning. Actual student schedules will vary depending on course availability.
- Program completion time may vary based on student scheduling and course availability. For details, go to [mstc.edu/classfinder](http://mstc.edu/classfinder).

**NOTES:**

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# course descriptions

## Advanced Drivability - Auto

**32404376 ..... 1 credit**

Provides students with hands-on practical experience in powertrain diagnosis. Builds on basic skills and system theory gained in previous courses.

*Prerequisite: Automatic Transmissions 32404323; Corequisites: Advanced Electrical Systems-Auto 32404312 and Fuel Control Systems-Auto 32404326*

## Advanced Electrical Systems-Auto

**32404312 ..... 5 credits**

Studies theory, operational fundamentals, diagnosis, and repair of vehicle electronic/electrical systems, including computer self-diagnosis, scanners, analyzers, sensors, actuators, and computerized ignitions. Also covers diagnostic and repair procedures on major electrical-electronic emission control systems.

*Corequisite: Electrical Systems-Auto 32404311*

## Applied Fluid Power

**32404330 ..... 2 credits**

Covers basic principles and application of pumps, compressors, motors, valves, seals, packing, and conductors. Students learn the advantage of hydraulic and pneumatic systems as well as the physical properties of liquids and air. The intent is to identify various parts of a circuit and to illustrate standard liquid power components through laboratory experiments.

*Prerequisite: Admission to Automotive Technician program 324042 or Automotive Maintenance Technician program 314043*

## Applied Science

**32806351 ..... 2 credits**

This survey course in basic physics is designed for students in the Automotive Technician, Diesel & Heavy Equipment Technician, and Machine Tool Technician programs. Topics have been specially selected to provide students with basic support material for principles applied in the above listed programs. Topics to be covered include basic measurement skills; problem solving; motion; forces and energy transfer in linear and rotary systems; properties of solids, liquids and gases; temperature and heat; and basic DC electricity.

*Prerequisite: College Mathematics 10804107*

## Automatic Transmissions

**32404323 ..... 5 credits**

Covers vehicle automatic transmission diagnosis and repair, emphasizing gear systems, operating principles, component diagnosis, maintenance and adjustment, and servicing of transaxle system components.

*Prerequisites: Electrical*

*Systems-Auto 32404311 and Applied Fluid Power 32404330*

## Braking Systems-Automotive

**32404308 ..... 5 credits**

Studies fundamentals of vehicle braking systems including drum and disc on hydraulic and air systems. Includes power and anti-skid systems with emphasis on troubleshooting and component replacement and reconditioning.

*Prerequisite: Admission to Automotive Technician program 324042 or Automotive Maintenance Technician program 314043*

## Career Development

**10102130 ..... 3 credits**

Prepares learners for the process of gaining employment. Learners assess their personal background; practice finding career opportunities through the job search process; develop a cover letter, resume, and thank you letter, and complete a job application; participate in a mock interview; and demonstrate how to deal with interpersonal situations found in a work environment.

*NOTE: To enroll, you must have completed 50 percent of technical program credits or receive department approval. See program advisor, program faculty, program counselor, or department dean/associate dean to register.*

## College Mathematics

**10804107 ..... 3 credits**

Designed to review and develop fundamental concepts of mathematics pertinent to the areas of: 1) arithmetic and algebra; 2) geometry and trigonometry; and 3) probability and statistics. Special emphasis is placed on problem solving, critical thinking and logical reasoning, making connections, and using calculators. Topics include performing arithmetic operations and simplifying algebraic expressions, solving linear equations and inequalities in one variable, solving proportions and incorporating percent applications, manipulating formulas, solving and graphing systems of linear equations and inequalities in two variables, finding areas and volumes of geometric figures, applying similar and congruent triangles, converting measurements within and between US and metric systems, applying Pythagorean Theorem, solving right and oblique triangles, calculating probabilities, organizing data and interpreting charts, calculating central and spread measures, and summarizing and analyzing data.

*Prerequisite: Minimum Accuplacer scores - Arithmetic 65, Algebra 30; or Pre-Algebra 10834109 with a grade of "C" or better*

## Electrical Systems-Auto

**32404311 ..... 5 credits**

Studies construction, function, and principles of operation of starting motors, charging systems, and controls. Covers basic electronics, including capacitance, inductance, series and parallel circuits, magnetism and Ohm's Law, wiring schematics, soldering techniques, and use of diagnostic equipment. Vehicle control and accessory systems are studied.

## Electronic Control System Programming

**10404101 ..... 3 credits**

Introduces students to fundamental electronic control programming logic, terminology, and design. Students learn basic programming and digital control techniques to complete control tasks that are analogous to control tasks found in modern automobiles.

*Prerequisite: College Mathematics 10804107*



## Employment Strategies

**10801199 .....3 credits**

A course designed to assist students in securing employment. This communication-based course helps develop an awareness of personal and academic skills as they relate to the job seeking process. Topics of study include personal and skill assessments, research of employment sources, completion of application forms, formation of professional resumes, composition of various business letters, interviewing skills, and job offer evaluation. *NOTE: To enroll you must have completed 50 percent of technical program credits or receive department approval. See program advisor, program faculty, program counselor, or department dean/associate dean to register.*

## Engine Repair

**32404324 .....5 credits**

Provides a general overview of engine types and operating characteristics. Includes the diagnosis and repair of cylinder heads, valve train components, and engine blocks and related components. Covers engine support systems such as the lubrication systems, cooling system, ignition system, fuel and exhaust systems.

*Prerequisite: Admission to Automotive Technician program 324042 or Automotive Maintenance Technician 314043 program*

## Fuel Control System-Auto

**32404326 .....5 credits**

Provides an introduction to vehicle ignition systems, fuel systems, air induction systems, emission control systems, and engine electrical systems. Focuses on problem diagnosis, component testing, and repairs for domestic as well as import vehicles. Includes a review of engine operation and related servicing.

*Prerequisite: Admission to Automotive Technician program 324042 or Automotive Maintenance Technician program 314043*

## Heating/Air Conditioning

**32404322 .....3 credits**

Provides an introduction to vehicle air conditioning systems. System components, operating characteristics, component testing, diagnosis, and repair are covered in detail for popular system types. Includes servicing of engine cooling systems as well as diagnosis and servicing of vehicle heating systems.

*Prerequisite: Admission to Automotive Technician program 324042 or Diesel & Heavy Equipment Technician program 324121*

## Hybrid Systems-Auto

**32404320 .....1 credit**

Includes a general overview of hybrid vehicle systems, including motor, inverter, and CVT operation. Also provides an overview of hybrid safety requirements and demonstration of proper high voltage lockout procedures.

*Corequisites: Automatic Transmissions 32404323, Advanced Electrical Systems-Auto 32404312, and Fuel Control Systems-Auto 32404326*

## Manual Transmissions

**32404325 .....5 credits**

Covers manual transmission problem diagnosis and repair. Study includes clutch, drive shaft, and universal joint diagnosis and servicing. Additional topics include rear axle servicing as well as four-wheel drive diagnosis and repair.

*Corequisite: Automatic Transmissions 32404323*

## Metal Fabrication

**10462116 .....3 credits**

An introduction to structural steel and plate fabrication, sheet metal fabrication, and basic electric arc and oxyacetylene welding. Presents fabrication techniques, metal selection, layout, cutting, bending, drilling, threading, and joining. Information is presented to the student followed by lab activities to provide a hands-on experience. Emphasizes developing an understanding of the tools, techniques, safe work habits, and application of metal fabrication skills.

## Service Practices in Transportation Industry

**32404375 .....1 credit**

Introduces the student to common tools, terminology, and service practices in the transportation service field. Covers safety, environmental concerns, and basic customer relations. Service shop management practices and the use of automated work order, parts ordering, and time management concepts are included.

*P: Admission to Automotive Technician program 324042, Automotive Maintenance Technician program 314043, Diesel & Heavy Equipment Technician program 324121 or Diesel & Heavy Equipment Technician Assistant program 314122*

## Suspension & Steering Systems

**32404307 .....5 credits**

Highlighted an analysis of construction and working principles of chassis components. Includes frames, suspension systems, steering gears and linkages, wheels and tires, and wheel alignment. Special attention given to products used in servicing chassis components.

*Prerequisite: Admission to Automotive Technician program 324042 or Automotive Maintenance Technician program 314043*



# barber technologist

## Technical Diploma Program Code: 30-502-5 Total Credits: 25

The Barber Technologist program at Mid-State is a part-time program that give students hands-on training in the techniques they need to thrive in barbering. Through a combination of online and face-to-face classes as well as hours in Mid-State's on-campus salon, you'll learn both traditional and modern cutting and styling, safe use of common barber shop chemicals, and professional shaving techniques.

**Salary information:** [mstc.edu/programsalaries](http://mstc.edu/programsalaries)

**Estimated tuition and fees:** [mstc.edu/programcosts](http://mstc.edu/programcosts)

### ACADEMIC ADVISORS

To schedule an appointment with your academic advisor, call 715.422.5300.

**Tanya Kollross, MS**

Marshfield Campus • [tanya.kollross@mstc.edu](mailto:tanya.kollross@mstc.edu)

**Juan Veloz, MBA**

Stevens Point Campus • [juan.veloz@mstc.edu](mailto:juan.veloz@mstc.edu)

**Diane Andres, MS**

Wisconsin Rapids Campus • [diane.andres@mstc.edu](mailto:diane.andres@mstc.edu)

### CHECKLIST:

This section will be completed when meeting with your academic advisor.

- FAFSA ([www.fafsa.gov](http://www.fafsa.gov))
- Financial Aid Form(s)  
Form(s): \_\_\_\_\_
- Follow-Up Appointment:  
Where: \_\_\_\_\_  
When: \_\_\_\_\_  
With: \_\_\_\_\_
- Official Transcripts  
Mid-State Technical College  
Attention CPL Coordinator  
500 32nd Street North  
Wisconsin Rapids, WI 54494
- Other: \_\_\_\_\_  
\_\_\_\_\_

**mstc.edu**  
**888.575.6782**



**MID-STATE**  
TECHNICAL COLLEGE

**ADAMS COUNTY CENTER**  
401 North Main  
Adams, WI 53910

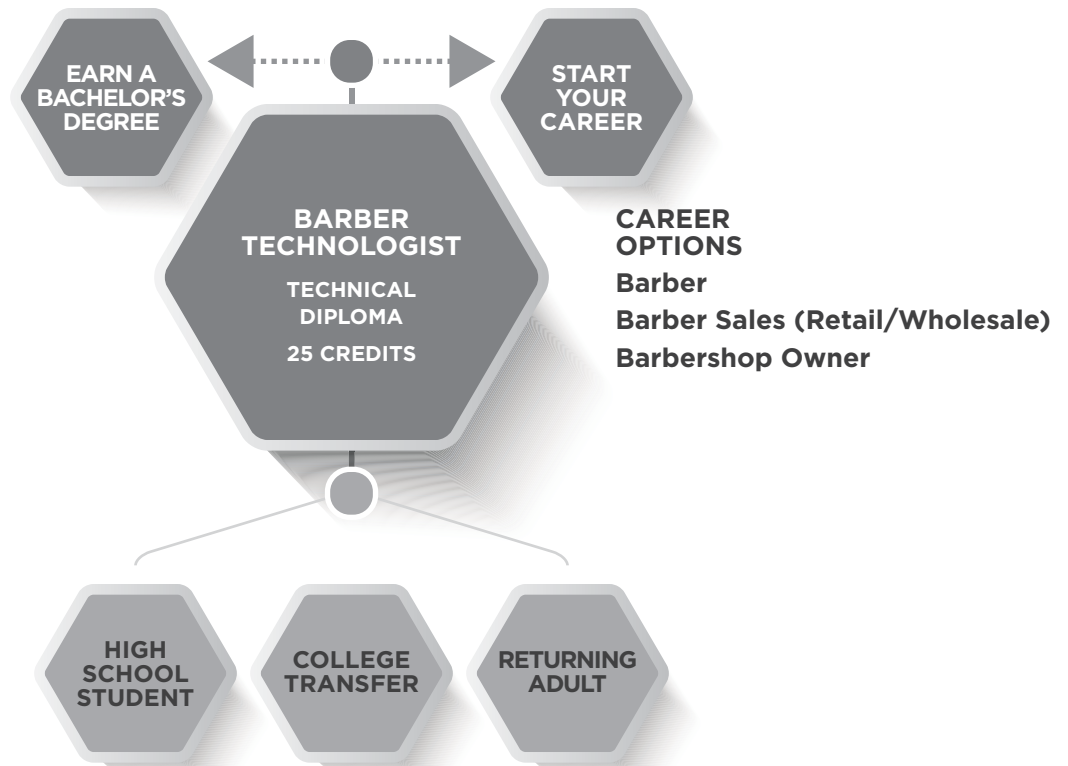
**MARSHFIELD CAMPUS**  
2600 West 5th Street  
Marshfield, WI 54449

**STEVENS POINT CAMPUS**  
1001 Centerpoint Drive  
Stevens Point, WI 54481

**WISCONSIN RAPIDS CAMPUS**  
500 32nd Street North  
Wisconsin Rapids, WI 54494

## BACHELOR'S DEGREE OPTIONS

For more information and additional opportunities, visit [mstc.edu/transfer](http://mstc.edu/transfer).



College Credit • Dual Credit • Military Experience • Work Experience  
Learn about Credit for Prior Learning at [mstc.edu/cpl](http://mstc.edu/cpl).

**BEGIN AT ANY POINT  
IN THE PATHWAY**

## OTHER OPTIONS

### RELATED PROGRAMS

- Cosmetology

## PROGRAM OUTCOMES

Employers will expect you, as a Barber Technologist graduate, to be able to:

- Apply safety and infection control procedures.
- Identify hair and scalp disorders.
- Perform haircutting services.
- Demonstrate shaving and other facial hair removal techniques.
- Perform male facial procedures.
- Perform texture services.
- Perform hair color services.
- Demonstrate hairstyling and finishing techniques.
- Adhere to the current Wisconsin administrative codes and statutes for barbers.
- Demonstrate interpersonal skills for success.

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This program meets the Wisconsin state barbering requirement of 1,000 hours of training and is regulated by the Wisconsin Department of Safety and Professional Services. Federal regulations require programs for licensure to use clock hours in all areas of administering Title IV federal financial aid. Financial aid and scholarships are available to those who qualify.

Students must purchase a kit comprised of required tools and supplies. The cost of the kit is approximately \$1,100.

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## FUNCTIONAL ABILITIES

Students must have good fine motor skills, especially finger dexterity, as well as good hand/eye coordination and 20/40 vision in best eye with 70 degrees to each side for peripheral vision, as determined by the Department of Transportation.

## PROGRAM PROGRESSION

In order to progress in and successfully complete the program, students must repeat core courses (courses numbered 30-502-xxx) not completed with a grade of "C" or better prior to progressing in core courses or other courses with co- or prerequisites.

Please note that the ability to repeat courses is dependent upon availability of courses. Students may be required to apply for program re-entry in order to repeat courses.

## STUDENT HANDBOOK

Visit [mstc.edu/studenthandbook](http://mstc.edu/studenthandbook) to view Mid-State's student handbook, which contains information about admissions, enrollment, appeals processes, services for people with disabilities, financial aid, graduation, privacy, Mid-State's Student Code of Conduct, and technology.

## GRADUATION REQUIREMENT

The GPS for Student Success course is required for all Mid-State students and must be completed prior to obtaining 12 credits. (Not counted in the total credit value for this program.)

### GPS for Student Success

#### **10890102 ..... 1 credit**

Integrate necessary skills for student success by developing an academic plan, identifying interpersonal attributes for success, adopting efficient and effective learning strategies, and utilizing Mid-State resources, policies, and processes. This course must be completed prior to obtaining 12 credits and as a graduation requirement.

## ADDITIONAL COURSES AS NEEDED

The following courses may be recommended or required if the student does not achieve minimum Accuplacer scores.

### Intro to College Reading

#### **10838104 ..... 2 credits**

Provides learners with the opportunities to develop and expand reading skills, including comprehension and vocabulary skills. Learners apply reading skills to academic tasks and read to acquire information from a variety of sources.

### Intro to College Writing

#### **10831103 ..... 3 credits**

Introduces basic principles of composition, including organization, development, unity, and coherence in paragraphs and multi-paragraph documents. The purpose of this course is to prepare students for successful entry into required program courses. This course is tuition bearing and under certain circumstances may qualify for financial aid. This course cannot be used to satisfy program completion requirements at Mid-State.

*Prerequisite: Accuplacer Sentence Skills score of 60 or equivalent. Proficiency in word processing skills recommended.*

### Pre-Algebra

#### **10834109 ..... 3 credits**

Provides an introduction to algebra. Includes operations on real numbers, solving linear equations, percent and proportion, and an introduction to polynomials and statistics. Prepares students for elementary algebra and subsequent algebra-related courses.

*Prerequisite: Accuplacer Math score of 65, Accuplacer Algebra score of 30, ABE Math Prep V 76854785 and ABE Math Prep VI 76854786 with a grade of "S." (Note: ABE Math Prep V and VI courses cannot be used to satisfy program completion requirements at Mid-State.)*

**SAMPLE PART-TIME CURRICULUM OPTION**

<b>Term</b>	<b>11 credit</b>
30502701 Haircutting for Barbers	4
30502703 Introduction to the Barber Profession	2
30502706 Hairstyling for Barbers	2
30502730 Barber Client Services 1	2
30502731 Barber Client Services 2 Part A	1

<b>Term</b>	<b>11 credit</b>
30502702 Facial Hair & Skin Care Services for Barbers	2
30502704 Haircoloring for Barbers	2
30502705 Chemical Texturing for Barbers	2
30502722 Business Management for Barbers	1
30502737 Barber Client Services 2 Part B	1
30502732 Barber Client Services 3	2
30502733 Barber Client Services 4 Part A	1

<b>Term</b>	<b>3 credits</b>
30502744 Barber Client Services 4 Part B	1
30502734 Barber Client Services 5	2

**Total credits 25**

Please Note:

- The Barber Technologist program is a part-time hybrid program.
- This curriculum sequence is only for student planning. Actual student schedules will vary depending on course availability.
- Program completion time may vary based on student scheduling and course availability. For details, go to **[mstc.edu/classfinder](https://mstc.edu/classfinder)**.

**NOTES:**

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# course descriptions

## Barber Client Services 1

**30502730 .....2 credits**

This course introduces client services performed by the barber. Emphasis is on hair and scalp analysis, shampooing, haircutting techniques, shaving, and chemical services. Students apply knowledge and skills to provide all barber services on customers in the on-campus salon.

*Prerequisite: Admission to Barber Technologist Program 305025 and recommended minimum Accuplacer scores - Reading 55, Sentence Skills 60, Arithmetic 34*

## Barber Client Services 2 Part A

**30502731 .....1 credit**

Students explore client services performed by the barber. Emphasis is on hair and scalp analysis, shampooing, haircutting techniques, shaving, facial services, and chemical services. Students apply knowledge and skills to provide all barber services on customers in the on-campus salon.

*Corequisite: Barber Client Services 1 30502730*

## Barber Client Services 2 Part B

**30502737.....1 credit**

In this course, students explore client services performed by the barber. Emphasis is on hair and scalp analysis, shampooing, haircutting techniques, shaving, facial services, and chemical services. Students will apply knowledge and skills to provide all barber services on customers in the on-campus salon.

*Prerequisite: Barber Client Services 2 Part A 30502731*

## Barber Client Services 3

**30502732 .....2 credits**

Students practice building speed and accuracy in client services performed by the barber. Emphasis is on haircutting techniques, shaving, facial services, and chemical services. Students apply knowledge and skills to provide all barber services on customers in the on-campus salon.

*Corequisite: Barber Client Services 2 Part B 30502737*

## Barber Client Services 4 Part A

**30502733 .....1 credit**

Students practice building speed and accuracy in client services performed by the barber. Emphasis is on haircutting techniques, shaving, facial services, and chemical services. Students apply knowledge and skills to provide all barber services on customers in the on-campus salon.

*Corequisite: Barber Client Services 3 30502732*

## Barber Client Services 4 Part B

**30502744 .....1 credit**

In this course, students practice building speed and accuracy in client services performed by the barber. Emphasis is on haircutting techniques, shaving, facial services, and chemical services. Students will apply knowledge and skills to provide all barber services on customers in the on-campus salon.

*Corequisite: Barber Client Services 4 Part A 30502733*

## Barber Client Services 5

**30502734 .....2 credits**

This course provides students with opportunities to acquire barbering skills in preparation for entry-level, licensed employment. Emphasis is on providing services with speed and accuracy, including hair and scalp analysis, shampooing, haircutting, shaving, facial services, and chemical services.

Students apply knowledge and skills to provide all barber services on customers in the client lab and complete preparation for the Wisconsin State Barber licensing exam.

*Corequisite: Barber Client Services 4 Part B 30502733*

## Business Management for Barbers

**30502722 .....1 credit**

This course includes business and management principles for barbers, barbering rules and regulations, and career strategies.

*Prerequisite: Admission to Barber Technologist Program 305025 and recommended minimum Accuplacer scores - Reading 55, Sentence Skills 60, Arithmetic 34*

## Chemical Texturing for Barbers

**30502705 .....2 credits**

This course provides an overview of permanent waving, including various wrap techniques, hair relaxing applications, reformation curls, and chemical blow-out services.

*Prerequisite: Admission to Barber Technologist Program 305025 and recommended minimum Accuplacer scores - Reading 55, Sentence Skills 60, Arithmetic 34*

## Facial Hair & Skin Care Services for Barbers

**30502702 .....2 credits**

This course includes how to apply facial physiology and skin analysis in facial hair design, hair removal, facial massage, and facial treatment.

*Prerequisite: Admission to Barber Technologist Program 305025 and recommended minimum Accuplacer scores - Reading 55, Sentence Skills 60, Arithmetic 34*

## Haircoloring for Barbers

**30502704 .....2 credits**

This course includes the theory and chemistry of color mixing as well as procedures including lightening, cap, foiling, and corrective color.

*Prerequisite: Admission to Barber Technologist Program 305025 and recommended minimum Accuplacer scores - Reading 55, Sentence Skills 60, Arithmetic 34*

## Haircutting for Barbers

**30502701.....4 credits**

This course introduces haircutting theory and terminology and provides students with practice in basic and advanced haircutting techniques as well as trend cuts.

*Prerequisite: Admission to Barber Technologist Program 305025 and recommended minimum Accuplacer scores - Reading 55, Sentence Skills 60, Arithmetic 34*

## **Hairstyling for Barbers**

**30502706 .....2 credits**

This course emphasizes wet and dry hairstyling and includes hair analysis, shampooing, conditioning, reconditioning, scalp and hair treatments, blow drying, finger waves, pin curls, roller setting, thermal styling, and hair replacement techniques.

*Prerequisite: Admission to Barber Technologist Program 305025 and recommended minimum Accuplacer scores - Reading 55, Sentence Skills 60, Arithmetic 34*

## **Introduction to the Barber Profession**

**30502703 .....2 credits**

This course provides an overview of the barbering profession, safety and decontamination in the barbershop, properties and disorders of the skin and scalp, and related science theory.

*Prerequisite: Admission to Barber Technologist Program 305025 and recommended minimum Accuplacer scores - Reading 55, Sentence Skills 60, Arithmetic 34*



# business analyst

## Associate in Applied Science (AAS) Program Code: 10-102-1 Total Credits: 63-64

The Business Analyst associate degree is a two-year program that prepares individuals to work closely with stakeholders to identify business needs and offer opportunities for improvements in systems or workflow. The skills gained in this program are in demand within the industries of healthcare, IT, manufacturing, insurance, and finance. In this program you will research, analyze, and design solutions using business requirements and best practices. Through group projects you will develop and leverage leadership- and team-building tools using a variety of different collaboration methods.

**Salary information:** [mstc.edu/programsalaries](http://mstc.edu/programsalaries)

**Estimated tuition and fees:** [mstc.edu/programcosts](http://mstc.edu/programcosts)

### ACADEMIC ADVISORS

To schedule an appointment with your academic advisor, call 715.422.5300.

#### Tanya Kollross, MS

Marshfield Campus • [tanya.kollross@mstc.edu](mailto:tanya.kollross@mstc.edu)

#### Juan Veloz, MBA

Stevens Point Campus • [juan.veloz@mstc.edu](mailto:juan.veloz@mstc.edu)

#### Diane Andres, MS

Wisconsin Rapids Campus • [diane.andres@mstc.edu](mailto:diane.andres@mstc.edu)

### CHECKLIST:

This section will be completed when meeting with your academic advisor.

- FAFSA ([www.fafsa.gov](http://www.fafsa.gov))
- Financial Aid Form(s)  
Form(s): \_\_\_\_\_
- Follow-Up Appointment:  
Where: \_\_\_\_\_  
When: \_\_\_\_\_  
With: \_\_\_\_\_
- Official Transcripts  
Mid-State Technical College  
Attention CPL Coordinator  
500 32nd Street North  
Wisconsin Rapids, WI 54494
- Other: \_\_\_\_\_  
\_\_\_\_\_

**mstc.edu**  
**888.575.6782**



**MID-STATE**  
TECHNICAL COLLEGE

**ADAMS COUNTY CENTER**  
401 North Main  
Adams, WI 53910

**MARSHFIELD CAMPUS**  
2600 West 5th Street  
Marshfield, WI 54449

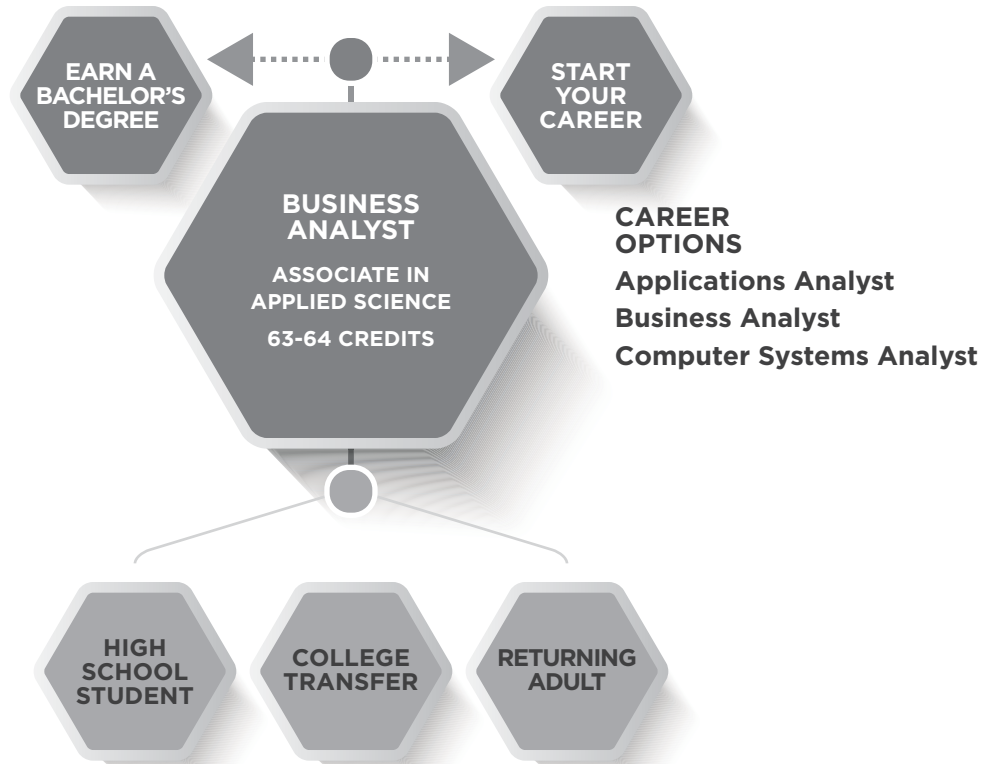
**STEVENS POINT CAMPUS**  
1001 Centerpoint Drive  
Stevens Point, WI 54481

**WISCONSIN RAPIDS CAMPUS**  
500 32nd Street North  
Wisconsin Rapids, WI 54494



## BACHELOR'S DEGREE OPTIONS

For more information and additional opportunities, visit [mstc.edu/transfer](http://mstc.edu/transfer).



College Credit • Dual Credit • Military Experience • Work Experience  
Learn about Credit for Prior Learning at [mstc.edu/cpl](http://mstc.edu/cpl).

**BEGIN AT ANY POINT  
IN THE PATHWAY**

## OTHER OPTIONS

### RELATED PROGRAMS

- IT Computer Support Specialist
- IT Security Specialist
- IT Software Developer
- IT Network Specialist
- Microsoft System Administrator

## PROGRAM OUTCOMES

Employers will expect you, as a Business Analyst graduate, to be able to:

- Perform elicitation, validation, and analysis of requirements to meet a business need.
- Build relationships with stakeholders.
- Demonstrate leadership throughout business analysis efforts.
- Demonstrate professional communication in a business environment.

## STUDENT HANDBOOK

Visit [mstc.edu/studenthandbook](http://mstc.edu/studenthandbook) to view Mid-State's student handbook, which contains information about admissions, enrollment, appeals processes, services for people with disabilities, financial aid, graduation, privacy, Mid-State's Student Code of Conduct, and technology.

## NOTES:

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## GRADUATION REQUIREMENT

The GPS for Student Success course is required for all Mid-State students and must be completed prior to obtaining 12 credits. (Not counted in the total credit value for this program.)

### GPS for Student Success

**10890102 ..... 1 credit**

Integrate necessary skills for student success by developing an academic plan, identifying interpersonal attributes for success, adopting efficient and effective learning strategies, and utilizing Mid-State resources, policies, and processes. This course must be completed prior to obtaining 12 credits and as a graduation requirement.

## ADDITIONAL COURSES AS NEEDED

The following courses may be recommended or required if the student does not achieve minimum Accuplacer scores.

### Intro to College Reading

**10838104 ..... 2 credits**

Provides learners with the opportunities to develop and expand reading skills, including comprehension and vocabulary skills. Learners apply reading skills to academic tasks and read to acquire information from a variety of sources.

### Intro to College Writing

**10831103 ..... 3 credits**

Introduces basic principles of composition, including organization, development, unity, and coherence in paragraphs and multi-paragraph documents. The purpose of this course is to prepare students for successful entry into required program courses. This course is tuition bearing and under certain circumstances may qualify for financial aid. This course cannot be used to satisfy program completion requirements at Mid-State.

*Prerequisite: Accuplacer Sentence Skills score of 60 or equivalent. Proficiency in word processing skills recommended.*

### Pre-Algebra

**10834109 ..... 3 credits**

Provides an introduction to algebra. Includes operations on real numbers, solving linear equations, percent and proportion, and an introduction to polynomials and statistics. Prepares students for elementary algebra and subsequent algebra-related courses.

*Prerequisite: Accuplacer Math score of 65, Accuplacer Algebra score of 30, ABE Math Prep V 76854785 and ABE Math Prep VI 76854786 with a grade of "S." (Note: ABE Math Prep V and VI courses cannot be used to satisfy program completion requirements at Mid-State.)*

## SAMPLE FULL-TIME CURRICULUM OPTION

Term		15 credits
10102210	Business Analyst Essentials	3
10103106	Microsoft Office-Introduction	3
10196189	Team Building & Problem Solving	3
10801136	English Composition 1 <b>-or-</b>	
10801195	Written Communication	3
10801196	Oral/Interpersonal Communication <b>-or-</b>	
10801198	Speech	3

Term		18-19 credits
10102211	Business Analyst Fundamentals 1	3
10102213	Requirements Analysis	3
10102214	Continuous Improvement	3
10156101	Database Concepts and Design	3
10804107	College Mathematics	3
	<b>-or-</b>	
10804118	Intermediate Algebra with Applications	4
10809122	Intro to American Government <b>-or-</b>	
10809172	Introduction to Diversity Studies <b>-or-</b>	
10809196	Intro to Sociology	3

Term		15 credits
10102212	Business Analyst Fundamentals 2	3
10102216	Solutions Design	3
10156102	SQL Development	3
10196190	Leadership Development	3
10809103	Think Critically & Creatively	3

Term		15 credits
10102215	Business Analyst Fundamentals 3	3
10102220	Business Analyst Capstone	3
10196188	Project Management	3
10801197	Technical Reporting	3
10809188	Developmental Psychology <b>-or-</b>	
10809198	Intro to Psychology	3

**Total credits 63-64**

**Please Note:**

- This curriculum sequence is only for student planning. Actual student schedules will vary depending on course availability.
- Program completion time may vary based on student scheduling and course availability. For details, go to [mstc.edu/classfinder](http://mstc.edu/classfinder).

## SAMPLE PART-TIME CURRICULUM OPTION

Term		9 credits
10102210	Business Analyst Essentials	3
10196189	Team Building & Problem Solving	3
10801196	Oral/Interpersonal Communication <b>-or-</b>	
10801198	Speech	3

Term		9 credits
10102211	Business Analyst Fundamentals 1	3
10102213	Requirements Analysis	3
10156101	Database Concepts and Design	3

Term		6-7 credits
10103106	Microsoft Office-Introduction	3
10804107	College Mathematics	3
	<b>-or-</b>	
10804118	Intermediate Algebra with Applications	4
	<b>-or-</b>	
10804189	Introductory Statistics	3

Term		9 credits
10102212	Business Analyst Fundamentals 2	3
10102216	Solutions Design	3
10156102	SQL Development	3

Term		9 credits
10102214	Continuous Improvement	3
10196188	Project Management	3
10801197	Technical Reporting	3

Term		6 credits
10801136	English Composition 1 <b>-or-</b>	
10801195	Written Communication	3
10809122	Intro to American Government <b>-or-</b>	
10809172	Introduction to Diversity Studies <b>-or-</b>	
10809196	Intro to Sociology	3

Term		9 credits
10196190	Leadership Development	3
10809103	Think Critically & Creatively	3
10809188	Developmental Psychology <b>-or-</b>	
10809198	Intro to Psychology	3

Term		6 credits
10102215	Business Analyst Fundamentals 3	3
10102220	Business Analyst Capstone	3

**Total credits 63-64**

# course descriptions

## Business Analyst Capstone

**10102220 .....3 credits**

This course provides Business Analyst students the opportunity to integrate the knowledge they have obtained throughout their curriculum by demonstrating their proficiency during the entire lifecycle of a project.

*Corequisite: Business Analyst Fundamentals 2 10102212*

## Business Analyst Essentials

**10102210 .....3 credits**

Students learn a wide range of strategies to enhance their professional success as a business analyst, including business etiquette, professional image, ethical behavior, professional communication, time management, work ethic, multi-tasking, stress management, work place relationships, accountability, team building, problem solving, and leadership. The course also includes an introduction to the program outcomes and relates how the competencies of this course align to those outcomes.

## Business Analyst Fundamentals 1

**10102211 .....3 credits**

Students learn how to identify and define business needs while navigating diverse business structures. Project roles and responsibilities will be explored with an emphasis on effective communication within each level of the organization. Also examines the necessity of project vision, strategy, goals, objectives, and scope definition.

*Prerequisite: Business Analyst Essentials 10102210*

## Business Analyst Fundamentals 2

**10102212.....3 credits**

Students recommend potential solutions, assess for overall effectiveness and resource management, identify and communicate with impacted resources, define transition requirements, and define measurements of success. Also introduces change management principles.

*Prerequisite: Business Analyst Fundamentals 1 10102211*

## Business Analyst Fundamentals 3

**10102215 .....3 credits**

Students create a communication plan to support ongoing collaboration and requirements validation. Explores methods used to communicate, verify, and validate requirements.

*Prerequisite: Business Analyst Fundamentals 2 10102212*

## College Mathematics

**10804107 .....3 credits**

Designed to review and develop fundamental concepts of mathematics pertinent to the areas of: 1) arithmetic and algebra; 2) geometry and trigonometry; and 3) probability and statistics. Special emphasis is placed on problem solving, critical thinking and logical reasoning, making connections, and using calculators. Topics include performing arithmetic operations and simplifying algebraic expressions, solving linear equations and inequalities in one variable, solving proportions and incorporating percent applications, manipulating formulas, solving and graphing systems of linear equations and inequalities in two variables, finding areas and volumes of geometric figures, applying similar and congruent triangles, converting measurements within and between US and metric systems, applying Pythagorean Theorem, solving right and oblique triangles, calculating probabilities, organizing data and interpreting charts, calculating central and spread measures, and summarizing and analyzing data.

*Prerequisite: Minimum Accuplacer scores - Arithmetic 65, Algebra 30; or Pre-Algebra 10834109 with a grade of "C" or better*

## Continuous Improvement

**10102214 .....3 credits**

Emphasizes using data to make sound business decisions. Students gain exposure to various tools used to assemble, organize, and manage data sets. Students further refine their skills in requirements documentation and validation by tracing and prioritizing solution requirements. Students also identify, measure, and validate solution requirements to support organizational change while complying with organizational standards.

*Prerequisite: Business Analyst Essentials 10102210*

## Database Concepts and Design

**10156101 .....3 credits**

Introduces the concepts of relational database design, development, and maintenance. Topics include relational normalization, referential integrity, and SQL.

## Developmental Psychology

**10809188.....3 credits**

Studies human development throughout the lifespan and explores developmental theory and research with an emphasis on the interactive nature of the biological, cognitive, and psychosocial changes that affect the individual from conception to death. Application activities and critical thinking skills enable students to gain an increased knowledge and understanding of themselves and others. A student scoring between 55-80 on Accuplacer Reading Comprehension is recommended to co-enroll in the Introduction to College Reading course.

*Prerequisite: Minimum Accuplacer scores - Reading 55, Sentence Skills 60 or equivalent, or Intro to College Reading 10848104 with a grade of "C" or better and Intro to College Writing 10831103 with a grade of "C" or better*

## English Composition 1

**10801136 .....3 credits**

Designed for learners to develop knowledge and skills in all aspects of the writing process. Planning, organizing, writing, editing, and revising are applied through a variety of activities. Students analyze audience and purpose, use elements of research, and format documents using standard guidelines. Individuals develop critical reading skills through analysis of various written documents.

*Prerequisite: Accuplacer Sentence Skills score of 85 or equivalent, or Intro to College Writing 10831103 with a grade of "C" or better. Proficiency in word processing skills recommended.*

## Intermediate Algebra with Applications

**10804118 ..... 4 credits**

This course offers algebra content with applications. Topics include properties of real numbers; order of operations; algebraic solution for linear equations and inequalities; operations with polynomial and rational expressions; operations with rational exponents and radicals; and algebra of inverse, logarithmic, and exponential functions.

*Prerequisite: Pre-Algebra 10834109 with a grade of "C" or better, Accuplacer Arithmetic score of 110, Accuplacer Arithmetic score of 90, and Accuplacer Algebra score of 30 (A student scoring a "C" or lower should enroll in the Math Lab supplementary instruction with the next level math class.)*

## Intro to American Government

**10809122.....3 credits**

Introduces American political processes and institutions. Focuses on rights and responsibilities of citizens and the process of participatory democracy. Learners examine the complexity of the separation of powers and checks and balances. Explores the role of the media, interest groups, political parties, and public opinion in the political process. Also explores the role of state and national government in our federal system. A student scoring between 55-80 on their Accuplacer Reading Comprehension, or 60-80 on Accuplacer Sentence Skills is recommended to co-enroll in the Introduction to College Reading course and/or Introduction to College Writing course, respectively.

*Prerequisite: Minimum Accuplacer scores - Reading 55, Sentence Skills 60 or equivalent, or Intro to College Reading 10848104 with a grade of C or better and Intro to College Writing 10831103 with a grade of C or better*

## Intro to Psychology

**10809198 .....3 credits**

This introductory course surveys the multiple aspects of human behavior. It involves a survey of the theoretical foundations of human functioning in such areas as learning, motivation, emotions, personality, deviance and pathology, physiological factors, and social influences. It directs the student to an insightful understanding of the complexities of human relationships in personal, social, and vocational settings. A student scoring between 55-80 on Accuplacer Reading Comprehension is recommended to co-enroll in the Introduction to College Reading course.

*Prerequisite: Minimum Accuplacer scores - Reading 55, Sentence Skills 60 or equivalent, or Intro to College Reading 10848104 with a grade of "C" or better and Intro to College Writing 10831103 with a grade of "C" or better*

## Intro to Sociology

**10809196 .....3 credits**

Introduces students to the basic concepts of sociology: culture, socialization, social stratification, multi-culturalism, and the five institutions of family, politics, economics, religion, and education. Other topics include demography, deviance, technology, environment, social issues, social change, and social organization. A student scoring between 55-80 on Accuplacer Reading Comprehension or 60-80 on Accuplacer Sentence Skills is recommended to co-enroll in Introduction to College Reading and/or Introduction to College Writing, respectively.

*Prerequisite: Minimum Accuplacer scores - Reading 55, Sentence Skills 60 or equivalent, or Intro to College Reading 10848104 with a grade of "C" or better and Intro to College Writing 10831103 with a grade of "C" or better*

## Introduction to Diversity Studies

**10809172.....3 credits**

Introduces learners to the study of diversity from a local to a global environment using a holistic, interdisciplinary approach. Encourages self-exploration and prepares the learner to work in a diverse environment. In addition to an analysis of majority/minority relations in a multicultural context, the primary topics of race, ethnicity, age, gender, class, sexual orientation, disability, and religion are explored. A student scoring between 55-80 on Accuplacer Reading Comprehension or 60-80 on Accuplacer Sentence Skills is recommended to co-enroll in the Introduction to College Reading course and/or Introduction to College Writing course, respectively.

*Prerequisite: Minimum Accuplacer scores - Reading 55, Sentence Skills 60 or equivalent, or Intro to College Reading 10848104 with a grade of "C" or better and Intro to College Writing 10831103 with a grade of "C" or better*

## Leadership Development

**10196190 .....3 credits**

Applies skills and tools necessary to fulfill his/her role as a modern leader. Each learner evaluates personal leadership effectiveness, use individual and group motivation strategies, implement mission and goals, demonstrate ethical behavior, adapt personal leadership style to worker readiness, use power, facilitate employee development, coach, manage change, and resolve conflict. Recommended Accuplacer scores - Reading 55, Sentence Skills 60, Arithmetic 34

## Microsoft Office-Introduction

**10103106 .....3 credits**

Develops introductory skills in the Microsoft Office Suite (Word, Excel, Access, PowerPoint, and Outlook) while reinforcing knowledge of computer concepts, Windows Explorer, and Internet usage. Students should possess basic keyboarding, mouse, and Windows 10 skills. Students may develop these skills in the LiNK while concurrently enrolled in this course.

## Oral/Interpersonal Communication

# course descriptions

## **10801196 .....3 credits**

Focuses upon developing speaking, verbal, and non-verbal communication, and listening skills through individual presentations, group activities, and other projects. For a student scoring between 55-80 on their Accuplacer Reading Comprehension exam and 60-80 on the Sentence Skills exam, it is recommended to co-enroll in the Introduction to College Reading and/or Intro to College Writing courses.  
*Prerequisite: Minimum Accuplacer scores - Reading 55, Sentence Skills 60 or equivalent*

## **Project Management**

### **10196188.....3 credits**

Applies skills and tools necessary to design, implement, and evaluate formal projects. Each learner writes a project proposal, works with project teams, sequences project tasks, develops project budgets, identifies project resources, implements the project, charts project progress, deals with variations, evaluates the project, and uses various technology in these processes. Recommended Accuplacer scores - Reading 55, Sentence Skills 60, Arithmetic 34

## **Requirements Analysis**

### **10102213.....3 credits**

A practical course that provides an overview of the systems development life cycle and then focuses on the analysis phase of real-world computer and manual systems. Students learn concepts, techniques, and tools to aid in the analysis of existing systems, the identification of user requirements, and the design of database files. Emphasizes both written and oral communications. Most of the work is done in groups.

## **Solutions Design**

### **10102216 .....3 credits**

Students assess organizational readiness by facilitating testing and training of the solution. Emphasizes test plan creation, execution, and facilitation as well as the development of training plans.  
*Prerequisite: Requirements Analysis 10102213*

## **Speech**

### **10801198 .....3 credits**

Explores the fundamentals of effective oral presentation to small and large groups. Topic selection, audience analysis, methods of organization, research, structuring evidence and support, delivery techniques, and other essential elements of speaking successfully, including the listening process, form the basis of this course. If a student earns below the minimum Accuplacer score in each category (Reading 80, Sentence Skills 85), he/she is eligible to take Oral Communication in lieu of Speech, provided the Accuplacer scores are minimum of Reading 55 and Sentence Skills 60, or the student has completed Intro to College Writing and/or Intro to College Reading with a "C" or better.  
*Prerequisite: Minimum Accuplacer scores - Reading 80, Sentence Skills 85, or completion of Intro to College Writing and/or Intro to College Reading with a "C" or better or equivalent*

## **SQL Development**

### **10156102 .....3 credits**

Expands on earlier courses with advanced SQL syntax (indexes, views, stored procedures, and triggers), database design, and data transformation. Additional topics include

alternate database technologies, emerging database trends, and database administration and security. Data Warehousing concepts are discussed.

*Prerequisite: Database Concepts and Design 10156101*

## **Team Building & Problem Solving**

### **10196189 .....3 credits**

Applies skills and tools necessary to facilitate problem solving in a team environment. Each learner assumes the roles and responsibilities of team leadership in the stages of team development, uses a systematic problem-solving process, and employs consensus-building and conflict-management strategies. Recommended Accuplacer scores - Reading 55, Sentence Skills 60, Arithmetic 34

## **Technical Reporting**

### **10801197 .....3 credits**

The student prepares and presents oral and written technical reports. Types of reports may include lab and field reports, proposals, technical letters and memos, technical research reports, and case studies. Designed as an advanced communication course for students who have completed at least the prerequisite introductory writing course.

*Prerequisite: Written Communication 10801195 with a grade of "C" or better, or English Composition I 10801136 with a grade of "C" or better. Proficiency in word processing skills recommended.*

## **Think Critically & Creatively**

### **10809103 .....3 credits**

Provides instruction in the vital, realistic, and practical methods of thinking that are in high demand in all occupations of substance today. Provides in-depth consideration of decision making, problem solving, detailed analysis of ideas, troubleshooting, argumentation, persuasion, creativity, setting goals and objectives, and more. Students apply specific thinking strategies and tools to situations in a wide variety of workplace, personal, academic, and cultural situations. Classroom instruction is based on demonstration, discussion, projects, and teamwork. Assignments range from the short and simple to the detailed and complex. Focuses on reality and practicality throughout. A student scoring between 55-80 on the Accuplacer Reading exam or 60-80 on the Accuplacer Sentence Skills exam is recommended to co-enroll in Introduction to College Reading and/or Introduction to College Writing, respectively.

*Prerequisite: Accuplacer Reading score of 55 and Accuplacer Sentence Skills score of 60 or equivalent, or Intro to College Reading 10848104 with a "C" or better and Intro to College Writing 10831103 with a "C" or better*

## **Written Communication**

### **10801195 .....3 credits**

Develops writing skills, which include prewriting, drafting, revising, and editing. A variety of writing assignments is designed to help the learner analyze audience and purpose, research and organize ideas, and format and design documents based on subject matter and content. Also develops critical reading and thinking skills through analysis of a variety of written documents.

*Prerequisite: Accuplacer Sentence Skills score of 85 or equivalent, or Intro to College Writing 10831103 with a grade of "C" or better. Proficiency in word processing skills recommended.*



# business management

## Associate in Applied Science (AAS) Program Code: 10-102-3 Total Credits: 63-65

Mid-State's Business Management program provides a broad business background that prepares individuals to work in middle management or run a business. Students develop general technical and interpersonal skills related to management, finance, operations, customer service management, ethics, and much more. Guest speakers, field trips, business tours, and professional organization presentations are combined with hands-on simulations, mock interviews, and projects for local businesses. Students may choose a specialization track, such as entrepreneurship or health care management.

**Salary information:** [mstc.edu/programsalaries](http://mstc.edu/programsalaries)

**Estimated tuition and fees:** [mstc.edu/programcosts](http://mstc.edu/programcosts)

### ACADEMIC ADVISORS

To schedule an appointment with your academic advisor, call 715.422.5300.

#### Tanya Kollross, MS

Marshfield Campus • [tanya.kollross@mstc.edu](mailto:tanya.kollross@mstc.edu)

#### Juan Veloz, MBA

Stevens Point Campus • [juan.veloz@mstc.edu](mailto:juan.veloz@mstc.edu)

#### Diane Andres, MS

Wisconsin Rapids Campus • [diane.andres@mstc.edu](mailto:diane.andres@mstc.edu)

### CHECKLIST:

This section will be completed when meeting with your academic advisor.

- FAFSA ([www.fafsa.gov](http://www.fafsa.gov))
- Financial Aid Form(s)  
Form(s): \_\_\_\_\_
- Follow-Up Appointment:  
Where: \_\_\_\_\_  
When: \_\_\_\_\_  
With: \_\_\_\_\_
- Official Transcripts  
Mid-State Technical College  
Attention CPL Coordinator  
500 32nd Street North  
Wisconsin Rapids, WI 54494
- Other: \_\_\_\_\_  
\_\_\_\_\_

**mstc.edu**  
**888.575.6782**



**MID-STATE**  
TECHNICAL COLLEGE

**ADAMS COUNTY CENTER**  
401 North Main  
Adams, WI 53910

**MARSHFIELD CAMPUS**  
2600 West 5th Street  
Marshfield, WI 54449

**STEVENS POINT CAMPUS**  
1001 Centerpoint Drive  
Stevens Point, WI 54481

**WISCONSIN RAPIDS CAMPUS**  
500 32nd Street North  
Wisconsin Rapids, WI 54494

# career pathway

## BACHELOR'S DEGREE OPTIONS

Herzing University  
BS Business Management

Lakeland University  
BA Business Management

University of Phoenix  
BS Management

UW-Oshkosh  
BS Human Services Leadership

For more information and additional opportunities, visit [mstc.edu/transfer](http://mstc.edu/transfer).



**CAREER OPTIONS**  
Business Owner  
Entrepreneur  
Founder/CEO

**CAREER OPTIONS**  
HR Generalist  
HR Recruitment Coordinator  
Job Analyst

**CAREER OPTIONS**  
Project Manager  
Implementation Manager  
Project Leader



College Credit • Dual Credit  
Military Experience • Work Experience  
Learn about Credit for Prior Learning at [mstc.edu/cpl](http://mstc.edu/cpl).

**BEGIN AT ANY POINT  
IN THE PATHWAY**

## OTHER OPTIONS

### RELATED PROGRAMS

- Administrative Professional
- Customer Relationship Professional
- Medical Office Specialist
- Office Support Specialist



## PROGRAM OUTCOMES

Employers will expect you, as a Business Management graduate, to be able to:

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

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The Wisconsin Technical College System (WTCS) has implemented a requirement that all technical colleges measure program outcomes attained by students. This requirement is called Technical Skills Attainment (TSA). The main objective of TSA is to ensure graduates have the technical skills needed by employers. Business Management program outcomes are measured in the TSA-designated course Business Decision Making.

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## PROGRAM PROGRESSION

In order to maintain a passing status and progress in the program, students must:

- Receive a grade of “C” or better in the Business Decision Making course.

## STUDENT HANDBOOK

Visit [mstc.edu/studenthandbook](http://mstc.edu/studenthandbook) to view Mid-State’s student handbook, which contains information about admissions, enrollment, appeals processes, services for people with disabilities, financial aid, graduation, privacy, Mid-State’s Student Code of Conduct, and technology.

## GRADUATION REQUIREMENT

The GPS for Student Success course is required for all Mid-State students and must be completed prior to obtaining 12 credits. (Not counted in the total credit value for this program.)

### GPS for Student Success

**10890102 ..... 1 credit**

Integrate necessary skills for student success by developing an academic plan, identifying interpersonal attributes for success, adopting efficient and effective learning strategies, and utilizing Mid-State resources, policies, and processes. This course must be completed prior to obtaining 12 credits and as a graduation requirement.

## ADDITIONAL COURSES AS NEEDED

The following courses may be recommended or required if the student does not achieve minimum Accuplacer scores.

### Intro to College Reading

**10838104 ..... 2 credits**

Provides learners with the opportunities to develop and expand reading skills, including comprehension and vocabulary skills. Learners apply reading skills to academic tasks and read to acquire information from a variety of sources.

### Intro to College Writing

**10831103 ..... 3 credits**

Introduces basic principles of composition, including organization, development, unity, and coherence in paragraphs and multi-paragraph documents. The purpose of this course is to prepare students for successful entry into required program courses. This course is tuition bearing and under certain circumstances may qualify for financial aid. This course cannot be used to satisfy program completion requirements at Mid-State.

*Prerequisite: Accuplacer Sentence Skills score of 60 or equivalent. Proficiency in word processing skills recommended.*

### Pre-Algebra

**10834109 ..... 3 credits**

Provides an introduction to algebra. Includes operations on real numbers, solving linear equations, percent and proportion, and an introduction to polynomials and statistics. Prepares students for elementary algebra and subsequent algebra-related courses.

*Prerequisite: Accuplacer Math score of 65, Accuplacer Algebra score of 30, ABE Math Prep V 76854785 and ABE Math Prep VI 76854786 with a grade of “S.” (Note: ABE Math Prep V and VI courses cannot be used to satisfy program completion requirements at Mid-State.)*

## SAMPLE FULL-TIME CURRICULUM OPTION

Term		15 credits
10102101	Intro to Business	3
10103106	Microsoft Office-Introduction	3
10104102	Marketing Principles	3
10196189	Team Building & Problem Solving	3
10801136	English Composition 1 <b>-or-</b>	
10801195	Written Communication	3

Term		15-16 credits
10102110	Employment Law	3
10102138	Organizational Behavior	3
10196193	Human Resource Management	3
10801196	Oral/Interpersonal Communication <b>-or-</b>	
10801198	Speech	3
10804107	College Mathematics	3
	<b>-or-</b>	
10804118	Intermediate Algebra with Applications	4
	<b>-or-</b>	
10804189	Introductory Statistics	3

Term		15-16 credits
10101111	Accounting I	4
	<b>-or-</b>	
10102121	Finance and Budgeting	3
10102103	Business Law & Ethics <b>-or-</b>	
10102104	Business Law	3
10102180	International Business	3
10196191	Supervision	3
10809143	Microeconomics <b>-or-</b>	
10809144	Macroeconomics <b>-or-</b>	
10809195	Economics	3

Term		18 credits
10102131	Entrepreneurial Management	3
10102160	Business Decision Making	3
10196188	Project Management	3
10196192	Managing for Quality	3
10809122	Intro to American Government <b>-or-</b>	
10809172	Introduction to Diversity Studies <b>-or-</b>	
10809196	Intro to Sociology	3
10809188	Developmental Psychology <b>-or-</b>	
10809198	Intro to Psychology	3

**Total credits 63-65**

Please Note:

- This curriculum sequence is only for student planning. Actual student schedules will vary depending on course availability.
- Program completion time may vary based on student scheduling and course availability. For details, go to [mstc.edu/classfinder](http://mstc.edu/classfinder).

## SAMPLE PART-TIME CURRICULUM OPTION

Term		9 credits
10102101	Intro to Business	3
10103106	Microsoft Office-Introduction	3
10104102	Marketing Principles	3

Term		9-10 credits
10101111	Accounting I	4
	<b>-or-</b>	
10102121	Finance and Budgeting	3
10102138	Organizational Behavior	3
10801136	English Composition 1 <b>-or-</b>	
10801195	Written Communication	3

Term		9 credits
10196189	Team Building & Problem Solving	3
10196193	Human Resource Management	3
10801196	Oral/Interpersonal Communication <b>-or-</b>	
10801198	Speech	3

Term		9-10 credits
10102103	Business Law & Ethics <b>-or-</b>	
10102104	Business Law	3
10102110	Employment Law	3
10804107	College Mathematics	3
	<b>-or-</b>	
10804118	Intermediate Algebra with Applications	4
	<b>-or-</b>	
10804189	Introductory Statistics	3

Term		9 credits
10102180	International Business	3
10196191	Supervision	3
10809143	Microeconomics <b>-or-</b>	
10809144	Macroeconomics <b>-or-</b>	
10809195	Economics	3

Term		9 credits
10196188	Project Management	3
10196192	Managing for Quality	3
10809122	Intro to American Government <b>-or-</b>	
10809172	Introduction to Diversity Studies <b>-or-</b>	
10809196	Intro to Sociology	3

Term		9 credits
10102131	Entrepreneurial Management	3
10102160	Business Decision Making	3
10809188	Developmental Psychology <b>-or-</b>	
10809198	Intro to Psychology	3

**Total credits 63-65**

# course descriptions

## Accounting I

**1010111..... 4 credits**

A beginning course designed especially for majors or those who need a strong foundation in accounting principles. Develops the accounting cycle of journaling, posting, adjusting, closing, and reporting. Also emphasizes service and merchandising sole proprietorships in developing the accounting cycle. Explores issues for accounting for cash, accounts and notes receivable, inventories, and fixed assets. Recommended Accuplacer scores - Reading 55, Sentence Skills 60, Arithmetic 34

## Business Decision Making

**10102160 .....3 credits**

Develops skill to enable students to make individual decisions and participate in and facilitate group decisions in pursuit of the goals and objectives of an organization. Students analyze decision-making environments; employ a systematic decision-making process; use creative and analytic thinking tools for information gathering and analysis; employ ethical and social standards; contribute in group decision-making; and facilitate the group decision-making process.

*Prerequisites: Twelve Business Management 10-102 credits, Human Resources Management 10-196-193, and Supervision 10-196-191; AND Corequisite: Business Finance 10-102-117 (Business Finance 10-102-117 may not be used to satisfy the twelve Business Management 10-102 credits.)*

## Business Law

**10102104 .....3 credits**

Introduces the basic foundation of laws and regulatory systems applicable to the business environment. Students examine the UCC, contract torts, agency law, and business and cybercrime. Students apply business legal theory in conjunction with ethical decision making through practical application. Recommended Accuplacer scores - Reading 55 or completion of Intro to Reading & Study Skills 10838105 with a "C" or better, Sentence Skills 60 or completion of Intro to College Writing 10831103 with a "C" or better; Arithmetic 34 or completion of Pre-Algebra 10834109 with a "C" or better

## Business Law & Ethics

**10102103 .....3 credits**

Introduces the student to basic ethical theories and value systems. Students apply these perspectives to moral issues, problems, and situations that arise within the business environment. Emphasizes how the applicable laws are being interpreted.

## College Mathematics

**10804107 .....3 credits**

Designed to review and develop fundamental concepts of mathematics pertinent to the areas of: 1) arithmetic and algebra; 2) geometry and trigonometry; and 3) probability and statistics. Special emphasis is placed on problem solving, critical thinking and logical reasoning, making connections, and using calculators. Topics include performing arithmetic operations and simplifying algebraic expressions, solving linear equations and inequalities in one variable, solving proportions and incorporating percent applications, manipulating formulas, solving and graphing systems of linear equations and inequalities in two variables, finding areas and volumes of geometric figures, applying similar and congruent triangles, converting measurements within and between US and metric systems, applying Pythagorean Theorem, solving right and oblique triangles, calculating probabilities, organizing data and interpreting charts, calculating central and spread measures, and summarizing and analyzing data.

*Prerequisite: Minimum Accuplacer scores - Arithmetic 65, Algebra 30; or Pre-Algebra 10834109 with a grade of "C" or better*

## Developmental Psychology

**10809188.....3 credits**

Studies human development throughout the lifespan and explores developmental theory and research with an emphasis on the interactive nature of the biological, cognitive, and psychosocial changes that affect the individual from conception to death. Application activities and critical thinking skills enable students to gain an increased knowledge and understanding of themselves and others. A student scoring between 55-80 on Accuplacer Reading Comprehension is recommended to co-enroll in the Introduction to College Reading course.

*Prerequisite: Minimum Accuplacer scores - Reading 55, Sentence Skills 60 or equivalent, or Intro to College Reading 10848104 with a grade of "C" or better and Intro to College Writing 10831103 with a grade of "C" or better*

## Economics

**10809195 .....3 credits**

Provides an overview of how a market-oriented economic system operates and surveys the factors that influence national economic policy. Basic concepts and analyses are illustrated by reference to a variety of contemporary problems and public policy issues. Concepts include scarcity, resources, alternative economic systems, growth, supply and demand, monetary and fiscal policy, inflation, unemployment and global economic issues. A student scoring between 55-80 on Accuplacer Reading Comprehension or 60-80 on Accuplacer Sentence Skills is recommended to co-enroll in the Introduction to College Reading course and/or Introduction to College Writing, respectively.

*Prerequisite: Minimum Accuplacer scores - Reading 55, Sentence Skills 60 or equivalent, or Intro to College Reading 10848104 with a grade of "C" or better and Intro to College Writing 10831103 with a grade of "C" or better*

## Employment Law

**10102110.....3 credits**

Introduces a broad scope of employment laws and provides the opportunity to apply these laws to the employment arena. Includes laws relating to anti-discrimination, including the Civil Rights Act, ADEA, and ADA; wage and hour regulation, including FLSA; employer-provided pensions, including ERISA; health insurance, including COBRA and ACA; and unemployment and worker's compensation insurance. Recommended Accuplacer scores - Reading 55 or completion of Intro to Reading & Study Skills 10838105 with a "C" or better, Sentence Skills 60 or completion of Intro to College Writing 10831103 with a "C" or better, Arithmetic 34 or completion of Pre-Algebra 10834109 with a "C" or better

## English Composition 1

**10801136 .....3 credits**

Designed for learners to develop knowledge and skills in all aspects of the writing process. Planning, organizing, writing, editing, and revising are applied through a variety of activities. Students analyze audience and purpose, use elements of research, and format documents using standard guidelines. Individuals develop critical reading skills through analysis of various written documents.

*Prerequisite: Accuplacer Sentence Skills score of 85 or equivalent, or Intro to College Writing 10831103 with a grade of "C" or better. Proficiency in word processing skills recommended.*

## Entrepreneurial Management

**10102131 .....3 credits**

Introduces students to the concept of entrepreneurship. Learners study entrepreneurial practices primarily by developing a business plan for a venture of their choice. This includes comparing ways of going into business as well as developing marketing, legal, financial, products/services, management, and operations plans for a small business of their choice. Entrepreneurial behavior within companies is examined.

*Prerequisite: Twelve Business Management 10-102 credits or twelve Supervisory Management 10-196 credits or a combination of Business Management 10-102 and Supervisory Management 10-196 credits that total twelve.*

## Finance and Budgeting

**10102121 .....3 credits**

Finance and Budgeting applies the skills necessary for a first line manager to develop and monitor a department budget. This class will provide learners with the knowledge and ability to evaluate financial statements as well as practice in making decisions based on evaluating the financial statements.

## Human Resource Management

**10196193.....3 credits**

Applies skills and tools necessary to perform human resource functions in an organization. Each learner demonstrates skill in following EEOC laws; writing job descriptions; recruiting, selecting, and orienting employees; developing policies and procedures; developing and conducting training; designing performance appraisal plans; developing employee development plans; and selecting compensation and benefit strategies. Recommended Accuplacer scores - Reading 80 or completion of Intro to Reading & Study Skills 10838105 with a "C" or better, Sentence Skills 86 or completion of Intro to College Writing 10831103 with a "C" or better, Arithmetic 90 or completion of Pre-Algebra 10834109 with a "C" or better

## Intermediate Algebra with Applications

**10804118 ..... 4 credits**

This course offers algebra content with applications. Topics include properties of real numbers; order of operations; algebraic solution for linear equations and inequalities; operations with polynomial and rational expressions; operations with rational exponents and radicals; and algebra of inverse, logarithmic, and exponential functions.

*Prerequisite: Pre-Algebra 10834109 with a grade of "C" or better, Accuplacer Arithmetic score of 110, Accuplacer Arithmetic score of 90, and Accuplacer Algebra score of 30 (A student scoring a "C" or lower should enroll in the Math Lab supplementary instruction with the next level math class.)*

## International Business

**10102180 .....3 credits**

Introduces topics concerning international business while illustrating its scope and importance. Topics include the impact of geography, trade protectionism, culture, legal structure, politics, and currency on business dealings. Students also research a particular country in depth.

Recommended Accuplacer scores - Reading 55 or completion of Intro to Reading & Study Skills 10838105 with a "C" or better, Sentence Skills 60 or completion of Intro to College Writing 10831103 with a "C" or better, Arithmetic 34 or completion of Pre-Algebra 10834109 with a "C" or better

## Intro to American Government

**10809122.....3 credits**

Introduces American political processes and institutions. Focuses on rights and responsibilities of citizens and the process of participatory democracy. Learners examine the complexity of the separation of powers and checks and balances. Explores the role of the media, interest groups, political parties, and public opinion in the political process. Also explores the role of state and national government in our federal system. A student scoring between 55-80 on their Accuplacer Reading Comprehension, or 60-80 on Accuplacer Sentence Skills is recommended to co-enroll in the Introduction to College Reading course and/or Introduction to College Writing course, respectively.

*Prerequisite: Minimum Accuplacer scores - Reading 55, Sentence Skills 60 or equivalent, or Intro to College Reading 10848104 with a grade of C or better and Intro to College Writing 10831103 with a grade of C or better*

# course descriptions

## Intro to Business

**10102101.....3 credits**

An introduction to what a business is, how it operates, and how it is managed. Students identify forms of ownership and the processes used in production and marketing, finance, personnel, and management in business operations. Recommended Accuplacer scores - Reading 55, Sentence Skills 60, Arithmetic 34

## Intro to Psychology

**10809198 .....3 credits**

This introductory course surveys the multiple aspects of human behavior. It involves a survey of the theoretical foundations of human functioning in such areas as learning, motivation, emotions, personality, deviance and pathology, physiological factors, and social influences. It directs the student to an insightful understanding of the complexities of human relationships in personal, social, and vocational settings. A student scoring between 55-80 on Accuplacer Reading Comprehension is recommended to co-enroll in the Introduction to College Reading course.

*Prerequisite: Minimum Accuplacer scores - Reading 55, Sentence Skills 60 or equivalent, or Intro to College Reading 10848104 with a grade of "C" or better and Intro to College Writing 10831103 with a grade of "C" or better*

## Intro to Sociology

**10809196 .....3 credits**

Introduces students to the basic concepts of sociology: culture, socialization, social stratification, multi-culturalism, and the five institutions of family, politics, economics, religion, and education. Other topics include demography, deviance, technology, environment, social issues, social change, and social organization. A student scoring between 55-80 on Accuplacer Reading Comprehension or 60-80 on Accuplacer Sentence Skills is recommended to co-enroll in Introduction to College Reading and/or Introduction to College Writing, respectively.

*Prerequisite: Minimum Accuplacer scores - Reading 55, Sentence Skills 60 or equivalent, or Intro to College Reading 10848104 with a grade of "C" or better and Intro to College Writing 10831103 with a grade of "C" or better*

## Introduction to Diversity Studies

**10809172.....3 credits**

Introduces learners to the study of diversity from a local to a global environment using a holistic, interdisciplinary approach. Encourages self-exploration and prepares the learner to work in a diverse environment. In addition to an analysis of majority/minority relations in a multicultural context, the primary topics of race, ethnicity, age, gender, class, sexual orientation, disability, and religion are explored. A student scoring between 55-80 on Accuplacer Reading Comprehension or 60-80 on Accuplacer Sentence Skills is recommended to co-enroll in the Introduction to College Reading course and/or Introduction to College Writing course, respectively.

*Prerequisite: Minimum Accuplacer scores - Reading 55, Sentence Skills 60 or equivalent, or Intro to College Reading 10848104 with a grade of "C" or better and Intro to College Writing 10831103 with a grade of "C" or better*

## Introductory Statistics

**10804189 .....3 credits**

Students taking Introductory Statistics display data with graphs, describe distributions with numbers, perform correlation and regression analyses, and design experiments. They use probability and distributions to make predictions, estimate parameters, and test hypotheses. They draw inferences about relationships including ANOVA. Algebra knowledge and foundational skills in mathematics are important for success in this course.

*Prerequisite: Accuplacer Algebra score of 45 or greater, or ACT math score of 19 or greater, or Pre-Algebra 10834109 with a grade of "C" or better, or College Math 10804107 with a grade of "C" or better. (A student scoring a "C" or lower should enroll in the Math Lab supplementary instruction with the next level math class.)*

## Macroeconomics

**10809144 .....3 credits**

In this introductory course the principal topics discussed include basic social choices regarding economic systems, basic economic aggregates, fiscal policy, the banking system, monetary policy, and international trade. A balance is drawn between description, theory, analysis, and a critique of the institutions that characterize modern mixed-capitalist economies. Conflicting social goals, economic constraints, and environmental concerns provide the framework through which the macroeconomy is analyzed.

## Managing for Quality

**10196192.....3 credits**

Apply skills and tools necessary to implement and maintain a continuous improvement environment. Each learner will demonstrate the application of a personal philosophy of quality, identify stakeholder relationships, identify ways to meet/exceed customer expectations, apply a systems-focused approach, use quality models and tools, manage a quality improvement project, and measure effectiveness of continuous improvement activities. Recommended Accuplacer scores - Reading 55, Sentence Skills 60, Arithmetic 34

## Marketing Principles

**10104102.....3 credits**

Students study the practices and methods of manufacturers and distributors in the marketing of goods and services. Also emphasized are product planning, pricing strategies, distribution systems, channel activities, and the role of government as well as other factors influencing marketing today. Recommended Accuplacer scores - Reading 55, Sentence Skills 60, Arithmetic 34

## Microeconomics

**10809143 .....3 credits**

Examines the behavior of individual decision makers, primarily consumers and firms. Topics include choices of how much to consume and to produce, the functioning of perfectly and imperfectly competitive markets, the conditions under which markets may fail, and arguments for and against government intervention. The student applies the fundamental tools of economics to real-world problems.

## Microsoft Office-Introduction

**10103106 .....3 credits**

Develops introductory skills in the Microsoft Office Suite (Word, Excel, Access, PowerPoint, and Outlook) while reinforcing knowledge of computer concepts, Windows Explorer, and Internet usage. Students should possess basic keyboarding, mouse, and Windows 10 skills. Students may develop these skills in the LiNK while concurrently enrolled in this course.

## Oral/Interpersonal Communication

**10801196 .....3 credits**

Focuses upon developing speaking, verbal, and non-verbal communication, and listening skills through individual presentations, group activities, and other projects. For a student scoring between 55-80 on their Accuplacer Reading Comprehension exam and 60-80 on the Sentence Skills exam, it is recommended to co-enroll in the Introduction to College Reading and/or Intro to College Writing courses.

*Prerequisite: Minimum Accuplacer scores - Reading 55, Sentence Skills 60 or equivalent*

## Organizational Behavior

**10102138.....3 credits**

This course assists the learner in becoming a more effective co-worker, team member and organizational citizen through an understanding of the key principles of how people behave within organizations and in turn, predict and influence future behavior. As a result, the learner will analyze organizational structures, assess organizational culture, analyze leadership types and styles, apply conflict resolution strategies, explore power relationships, implement change management techniques, demonstrate effective team management and describe the ingredients of diversity as these aspects are related to people's behavior in organizations.

## Project Management

**10196188.....3 credits**

Applies skills and tools necessary to design, implement, and evaluate formal projects. Each learner writes a project proposal, works with project teams, sequences project tasks, develops project budgets, identifies project resources, implements the project, charts project progress, deals with variations, evaluates the project, and uses various technology in these processes. Recommended Accuplacer scores - Reading 55, Sentence Skills 60, Arithmetic 34

## Speech

**10801198 .....3 credits**

Explores the fundamentals of effective oral presentation to small and large groups. Topic selection, audience analysis, methods of organization, research, structuring evidence and support, delivery techniques, and other essential elements of speaking successfully, including the listening process, form the basis of this course. If a student earns below the minimum Accuplacer score in each category (Reading 80, Sentence Skills 85), he/she is eligible to take Oral Communication in lieu of Speech, provided the Accuplacer scores are minimum of Reading 55 and Sentence Skills 60, or the student has completed Intro to College Writing and/or Intro to College Reading with a "C" or better.

*Prerequisite: Minimum Accuplacer scores - Reading 80, Sentence Skills 85, or completion of Intro to College Writing and/or Intro to College Reading with a "C" or better or equivalent*

## Supervision

**10196191 .....3 credits**

Applies skills and tools necessary to perform the functions of a contemporary frontline leader. Students engage in operational planning, analyze organizational structures, review the staffing process, employ techniques to enhance employee personal and group effectiveness, and develop control techniques to measure effectiveness in the above areas. Recommended Accuplacer scores - Reading 55 or completion of Intro to Reading & Study Skills 10838105 with a "C" or better, Sentence Skills 60 or completion of Intro to College Writing 10831103 with a "C" or better, Arithmetic 34 or completion of Pre-Algebra 10834109 with a "C" or better

## Team Building & Problem Solving

**10196189 .....3 credits**

Applies skills and tools necessary to facilitate problem solving in a team environment. Each learner assumes the roles and responsibilities of team leadership in the stages of team development, uses a systematic problem-solving process, and employs consensus-building and conflict-management strategies. Recommended Accuplacer scores - Reading 55, Sentence Skills 60, Arithmetic 34

## Written Communication

**10801195 .....3 credits**

Develops writing skills, which include prewriting, drafting, revising, and editing. A variety of writing assignments is designed to help the learner analyze audience and purpose, research and organize ideas, and format and design documents based on subject matter and content. Also develops critical reading and thinking skills through analysis of a variety of written documents.

*Prerequisite: Accuplacer Sentence Skills score of 85 or equivalent, or Intro to College Writing 10831103 with a grade of "C" or better. Proficiency in word processing skills recommended.*



# central service technician

## Technical Diploma Program Code: 30-534-1 Total Credits: 18-21

Mid-State's hands-on Central Service Technician program prepares students to work with supplies and equipment related to surgery, obstetrics, emergency departments, and other patient care settings. Effective communication is vital within this multi-service area. The curriculum includes online instruction, lab, and clinical experience. The clinical portion of the course places students at a minimum of two sites. Students learn the principles of standard precautions, asepsis, disinfection, and sterilization procedures. Course completion leads to a technical diploma and eligibility for certification exams.

**Salary information:** [mstc.edu/programsalaries](http://mstc.edu/programsalaries)

**Estimated tuition and fees:** [mstc.edu/programcosts](http://mstc.edu/programcosts)

### ACADEMIC ADVISORS

To schedule an appointment with your academic advisor, call 715.422.5300.

#### Shawn Zee, MS

Marshfield Campus • [shawn.zee@mstc.edu](mailto:shawn.zee@mstc.edu)

#### Alex Lendved, MS

Stevens Point Campus • [alex.lendved@mstc.edu](mailto:alex.lendved@mstc.edu)

#### Stephanie Bender, MAC

Wisconsin Rapids Campus • [stephanie.bender@mstc.edu](mailto:stephanie.bender@mstc.edu)

### CHECKLIST:

This section will be completed when meeting with your academic advisor.

- FAFSA ([www.fafsa.gov](http://www.fafsa.gov))
- Financial Aid Form(s)  
Form(s): \_\_\_\_\_
- Follow-Up Appointment:  
Where: \_\_\_\_\_  
When: \_\_\_\_\_  
With: \_\_\_\_\_
- Official Transcripts  
Mid-State Technical College  
Attention CPL Coordinator  
500 32nd Street North  
Wisconsin Rapids, WI 54494
- Criminal Background Statement of Understanding and Release of Information Form
- Other: \_\_\_\_\_  
\_\_\_\_\_

**mstc.edu**  
**888.575.6782**



**MID-STATE**  
TECHNICAL COLLEGE

**ADAMS COUNTY CENTER**  
401 North Main  
Adams, WI 53910

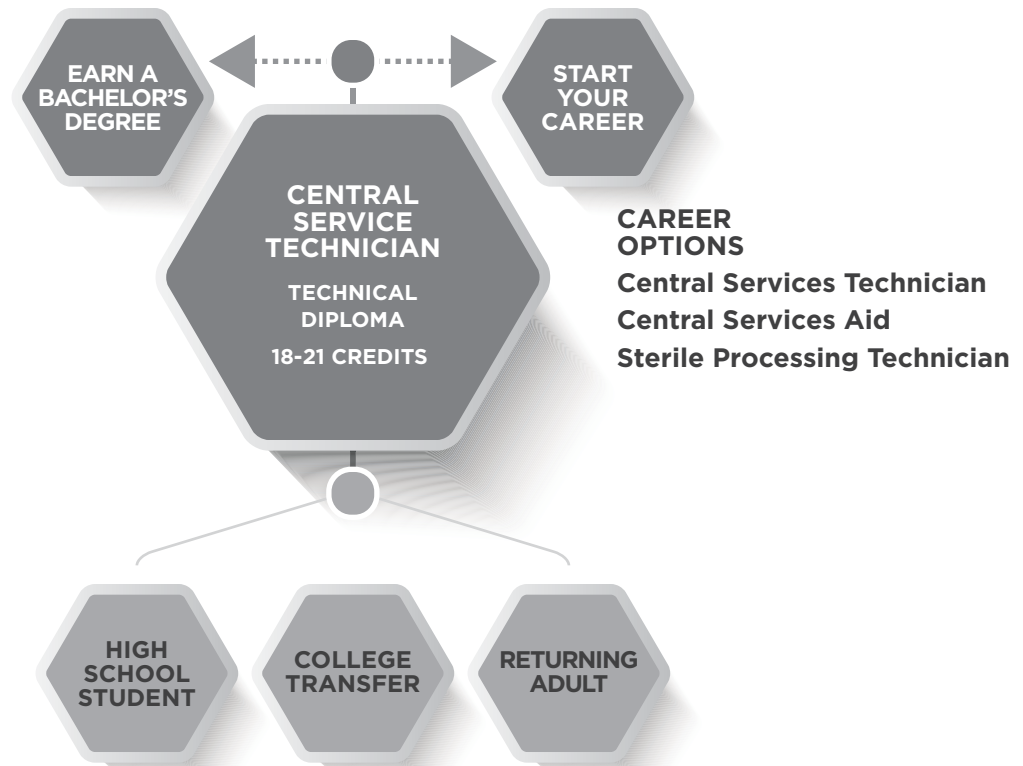
**MARSHFIELD CAMPUS**  
2600 West 5th Street  
Marshfield, WI 54449

**STEVENS POINT CAMPUS**  
1001 Centerpoint Drive  
Stevens Point, WI 54481

**WISCONSIN RAPIDS CAMPUS**  
500 32nd Street North  
Wisconsin Rapids, WI 54494

## BACHELOR'S DEGREE OPTIONS

For more information and additional opportunities, visit [mstc.edu/transfer](http://mstc.edu/transfer).



College Credit • Dual Credit • Military Experience • Work Experience  
Learn about Credit for Prior Learning at [mstc.edu/cpl](http://mstc.edu/cpl).

**BEGIN AT ANY POINT  
IN THE PATHWAY**

## OTHER OPTIONS

### RELATED PROGRAMS

- Health Information Management
- Health & Wellness Promotion
- Medical Assistant
- Medical Coder
- Nursing
- Nursing Assistant
- Pharmacy Technician
- Pharmacy Services Management
- Phlebotomy Technician
- Respiratory Therapist
- Surgical Technologist



## PROGRAM OUTCOMES

Employers will expect you, as a Central Service Technician graduate, to be able to:

- Apply principles of infection control in the role of the central service technician.
- Decontaminate instruments and equipment.
- Prepare instruments, equipment, and supplies.
- Apply sterilization techniques.
- Perform inventory control and distribution.
- Function as an ethical, legal, and professional member of the health care team.

## ADDITIONAL ENTRY CRITERIA

To apply to the Central Service Technician program, please submit the following document to Mid-State Admissions:

- Criminal Background Statement of Understanding and Release of Information form

**Mid-State Technical College • Admissions**  
**500 32nd Street North**  
**Wisconsin Rapids, WI 54494**

## FUNCTIONAL ABILITIES

A list of specific physical, emotional, and mental tasks needed to function as a central service technician is available at [mstc.edu/programs/central-service-technician](http://mstc.edu/programs/central-service-technician). Contact the disability services coordinator in the Student Services & Information Center to receive assistance.

## CLINICAL-RELATED REQUIREMENTS

Prior to placement at a clinical site, students need to pay for a criminal background check and provide documentation of required health work to a private vendor.

Students are responsible for ensuring all requirements remain current during program enrollment.

Clinical sites have the right to refuse a student's placement based on inadequate health records, pending charges, or conviction records. Students with a criminal history may not be able to complete clinical courses. Mid-State will make two attempts to place a student in an appropriate clinical experience. If Mid-State is unable to place the student after two attempts, the student will be withdrawn from the clinical course and will not be able to advance in the program.

## PROGRAM PROGRESSION AND COMPLETION

In order to maintain a passing status and progress in the program, students must:

- Repeat courses not completed with a grade of "C" or better prior to progressing in core courses or other courses with co- or prerequisites.
- Receive a grade of "C" or better in all courses required for graduation.

Please note that the ability to repeat courses is dependent upon availability in courses. Students may be required to apply for program re-entry in order to repeat courses within the program's instructional area.



This ACT program is 100 percent funded with a TAACCCT Round IV \$19.9 million grant awarded by the US Department of Labor's Employment and Training Administration. This program is an equal opportunity program, and auxiliary aids and services are available upon request to individuals with disabilities. This workforce product was funded by a grant awarded by the US Department of Labor's Employment and Training Administration. The product was created by the grantee and does not necessarily reflect the official position of the US Department of Labor. The US Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership.

## STUDENT HANDBOOK

Visit [mstc.edu/studenthandbook](http://mstc.edu/studenthandbook) to view Mid-State's student handbook, which contains information about admissions, enrollment, appeals processes, services for people with disabilities, financial aid, graduation, privacy, Mid-State's Student Code of Conduct, and technology.

## NOTES:

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## GRADUATION REQUIREMENT

The GPS for Student Success course is required for all Mid-State students and must be completed prior to obtaining 12 credits. (Not counted in the total credit value for this program.)

### GPS for Student Success

#### **10890102 ..... 1 credit**

Integrate necessary skills for student success by developing an academic plan, identifying interpersonal attributes for success, adopting efficient and effective learning strategies, and utilizing Mid-State resources, policies, and processes. This course must be completed prior to obtaining 12 credits and as a graduation requirement.

## ADDITIONAL COURSES AS NEEDED

The following courses may be recommended or required if the student does not achieve minimum Accuplacer scores.

### Intro to College Reading

#### **10838104 ..... 2 credits**

Provides learners with the opportunities to develop and expand reading skills, including comprehension and vocabulary skills. Learners apply reading skills to academic tasks and read to acquire information from a variety of sources.

### Intro to College Writing

#### **10831103 ..... 3 credits**

Introduces basic principles of composition, including organization, development, unity, and coherence in paragraphs and multi-paragraph documents. The purpose of this course is to prepare students for successful entry into required program courses. This course is tuition bearing and under certain circumstances may qualify for financial aid.

This course cannot be used to satisfy program completion requirements at Mid-State.

*Prerequisite: Accuplacer Sentence Skills score of 60 or equivalent. Proficiency in word processing skills recommended.*

### Pre-Algebra

#### **10834109 ..... 3 credits**

Provides an introduction to algebra. Includes operations on real numbers, solving linear equations, percent and proportion, and an introduction to polynomials and statistics. Prepares students for elementary algebra and subsequent algebra-related courses.

*Prerequisite: Accuplacer Math score of 65, Accuplacer Algebra score of 30, ABE Math Prep V 76854785 and ABE Math Prep VI 76854786 with a grade of "S." (Note: ABE Math Prep V and VI courses cannot be used to satisfy program completion requirements at Mid-State.)*

## SAMPLE FULL-TIME CURRICULUM OPTION

Term		18-21 credit
10103106	Microsoft Office-Introduction	3
10501101	Medical Terminology	3
10501109	Medical Law, Ethics, and Professionalism	2
30534301	Central Service	5
31509302	Human Body in Health and Disease	3
	<b>-or-</b>	
10806177	General Anatomy & Physiology	4
10806197	Microbiology	4
	<b>-or-</b>	
31806311	Applied Microbiology	2
		<b>Total credits 18-21</b>

Please Note:

- This curriculum sequence is only for student planning. Actual student schedules will vary depending on course availability.
- Program completion time may vary based on student scheduling and course availability. For details, go to [mstc.edu/classfinder](http://mstc.edu/classfinder).

## SAMPLE PART-TIME CURRICULUM OPTION

Term		9-10 credits
10103106	Microsoft Office-Introduction	3
10501101	Medical Terminology	3
31509302	Human Body in Health and Disease	3
	<b>-or-</b>	
10806177	General Anatomy & Physiology	4
Term		9-11 credit
10501109	Medical Law, Ethics, and Professionalism	2
30534301	Central Service	5
10806197	Microbiology	4
	<b>-or-</b>	
31806311	Applied Microbiology	2
		<b>Total credits 18-21</b>

# course descriptions

## Applied Microbiology

**31806311.....2 credits**

Directs the learner's understanding of aseptic techniques, antimicrobial methods, specimen collection, preparation of cultures, body defenses against microorganisms, the infectious process, and the transmission of disease-causing organisms. Students learn such techniques as standard and transmission-based precautions, sanitization, disinfection, sterilization, preparation of cultures, and microscopic slide preparations with simple staining and gram staining.

*Prerequisites: Human Body in Health and Disease 31509302 or General Anatomy & Physiology 10806177.*

## Central Service

**30534301..... 5 credits**

Students are prepared with the knowledge and skills necessary to function as a central service technician. Central service is the hub of all activities involving supplies and equipment for surgery, obstetrics, emergency departments, and other patient care areas. Students learn the principles of standard precautions, asepsis, disinfection, and sterilization procedures. Effective communication is vital within this multi-service area. Central service is located in all health care facilities such as nursing homes, clinics, and hospitals. Patient interaction is minimal within this area of specialty. Online instruction, lab, and clinical experience are part of the curriculum. Upon graduation, students are eligible for certification exams. Students are responsible for transportation to and from classroom, lab, and clinical sites. A minimum of two clinical sites will be utilized in the clinical portion of this class. Prerequisite: Admission to Central Service Technician program 305341

## General Anatomy & Physiology

**10806177..... 4 credits**

Examines basic concepts of human anatomy and physiology as they relate to health sciences. Using a body systems approach, the course emphasizes the interrelationships between structure and function at the gross and microscopic levels of organization of the entire human body. It is intended to prepare health care professionals who need to apply basic concepts of whole body anatomy and physiology to informed decision making and professional communication with colleagues and patients.

*Prerequisite: Minimum Accuplacer score for Reading is 55 (Students scoring between 55-80 are encouraged to enroll in Introduction to College Reading) and one semester of college-level biology or chemistry with a "C" or better, or Human Body in Health & Disease 10509102 with a "C" or better, or Emergency Medical Technician-Basic 10531168 with a "C" or better*

## Human Body in Health and Disease

**31509302.....3 credits**

Focuses on diseases that are frequently first diagnosed and treated in the medical office setting. Students learn to recognize the causes, signs, and symptoms of diseases of the major body systems as well as the diagnostic procedures, usual treatment, prognosis and prevention of common diseases.

## Medical Law, Ethics, and Professionalism

**10501109..... 2 credits**

Prepares students to display professionalism and perform within ethical boundaries in the healthcare setting. Students maintain confidentiality, examine legal aspects of the medical record, perform risk management procedures, and examine legal and bioethical issues.

## Medical Terminology

**10501101..... 3 credits**

Focuses on the component parts of medical terms: prefixes, suffixes, and word roots. Students practice formation, analysis, and reconstruction of terms. Emphasizes spelling, definition, and pronunciation. Introduces operative, diagnostic, therapeutic, and symptomatic terminology of all body systems as well as systemic and surgical terminology.

## Microbiology

**10806197..... 4 credits**

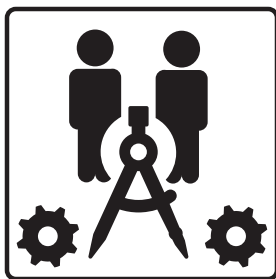
Examines microbial structure, metabolism, genetics, growth, and the relationship between humans and microorganisms. Disease production, epidemiology, host defense mechanisms, and the medical impact of microbes in the environment, industry, and biotechnology are also addressed.

*Prerequisite: General Anatomy & Physiology 10806177, or General Biology 10806114, or Plant Biology 10806184 with a grade of "C" or better*

## Microsoft Office-Introduction

**10103106.....3 credits**

Develops introductory skills in the Microsoft Office Suite (Word, Excel, Access, PowerPoint, and Outlook) while reinforcing knowledge of computer concepts, Windows Explorer, and Internet usage. Students should possess basic keyboarding, mouse, and Windows 10 skills. Students may develop these skills in the LiNK while concurrently enrolled in this course.



# civil engineering technology-highway technician

## Associate in Applied Science (AAS)

**Program Code: 10-607-4**

**Total Credits: 68**

Mid-State's Civil Engineering Technology-Highway Technician program prepares students to work in the construction of public projects like roads, bridges, parking structures, and stormwater management systems. This important work also includes railroad, pipeline, power line, dam, canal, wastewater treatment facility, and airport construction. Through hands-on exercises and a capstone design project, you'll learn how to support the work of civil engineers, designers, surveyors, and city planners. You'll also receive training in surveying, soils, construction material testing, computer drafting, estimating, site design, mapping, and inspection procedures.

**Salary information:** [mstc.edu/programsalaries](http://mstc.edu/programsalaries)

**Estimated tuition and fees:** [mstc.edu/programcosts](http://mstc.edu/programcosts)

### ACADEMIC ADVISORS

To schedule an appointment with your academic advisor, call 715.422.5300.

#### Tanya Kollross, MS

Academic Advisor • Marshfield Campus  
[tanya.kollross@mstc.edu](mailto:tanya.kollross@mstc.edu)

#### Yer Lee, MS

Academic Advisor • Stevens Point Campus  
[yer.lee@mstc.edu](mailto:yer.lee@mstc.edu)

#### Kay Grundhoffer, MS

Academic Advisor • Wisconsin Rapids Campus  
[kay.grundhoffer@mstc.edu](mailto:kay.grundhoffer@mstc.edu)

### CHECKLIST:

This section will be completed when meeting with your academic advisor.

- FAFSA ([www.fafsa.gov](http://www.fafsa.gov))
- Financial Aid Form(s)  
Form(s): \_\_\_\_\_
- Follow-Up Appointment:  
Where: \_\_\_\_\_  
When: \_\_\_\_\_  
With: \_\_\_\_\_
- Official Transcripts  
Mid-State Technical College  
Attention CPL Coordinator  
500 32nd Street North  
Wisconsin Rapids, WI 54494
- Other: \_\_\_\_\_  
\_\_\_\_\_

**mstc.edu**  
**888.575.6782**



**MID-STATE**  
TECHNICAL COLLEGE

**ADAMS COUNTY CENTER**  
401 North Main  
Adams, WI 53910

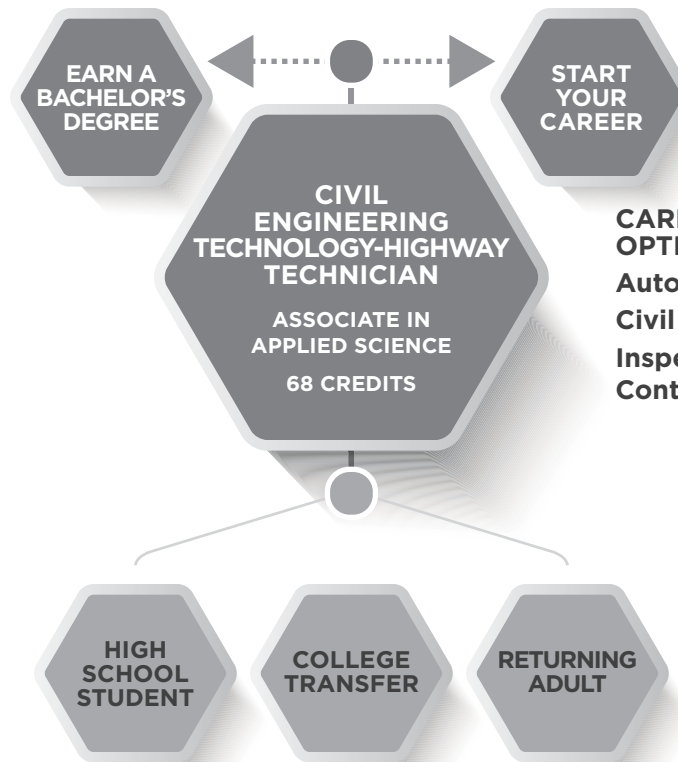
**MARSHFIELD CAMPUS**  
2600 West 5th Street  
Marshfield, WI 54449

**STEVENS POINT CAMPUS**  
1001 Centerpoint Drive  
Stevens Point, WI 54481

**WISCONSIN RAPIDS CAMPUS**  
500 32nd Street North  
Wisconsin Rapids, WI 54494

## BACHELOR'S DEGREE OPTIONS

For more information and additional opportunities, visit [mstc.edu/transfer](http://mstc.edu/transfer).



College Credit • Dual Credit • Military Experience • Work Experience  
Learn about Credit for Prior Learning at [mstc.edu/cpl](http://mstc.edu/cpl).

**BEGIN AT ANY POINT  
IN THE PATHWAY**

## OTHER OPTIONS

### RELATED PROGRAMS

- Electrical Power Engineering Technician
- Industrial Automation & Controls Engineering Technology

**PROGRAM OUTCOMES**

Employers will expect you, as a Civil Engineering Technology-Highway Technician graduate, to be able to:

- Utilize graphic techniques to produce engineering drawings.
- Conduct standardized field and laboratory testing on civil engineering materials.
- Utilize modern surveying methods for land measurements and/or construction layout.
- Estimate material quantities and costs for civil engineering projects.
- Utilize geometric elements to develop corridors.
- Design storm systems to meet given design requirements.
- Determine forces and stresses in elementary structural systems.
- Employ productivity software to solve technical problems.

**STUDENT HANDBOOK**

Visit [mstc.edu/studenthandbook](http://mstc.edu/studenthandbook) to view Mid-State’s student handbook, which contains information about admissions, enrollment, appeals processes, services for people with disabilities, financial aid, graduation, privacy, Mid-State’s Student Code of Conduct, and technology.

**NOTES:**

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**GRADUATION REQUIREMENT**

The GPS for Student Success course is required for all Mid-State students and must be completed prior to obtaining 12 credits. (Not counted in the total credit value for this program.)

**GPS for Student Success**

**10890102 ..... 1 credit**

Integrate necessary skills for student success by developing an academic plan, identifying interpersonal attributes for success, adopting efficient and effective learning strategies, and utilizing Mid-State resources, policies, and processes. This course must be completed prior to obtaining 12 credits and as a graduation requirement.

**ADDITIONAL COURSES AS NEEDED**

The following courses may be recommended or required if the student does not achieve minimum Accuplacer scores.

**Intro to College Reading**

**10838104 ..... 2 credits**

Provides learners with the opportunities to develop and expand reading skills, including comprehension and vocabulary skills. Learners apply reading skills to academic tasks and read to acquire information from a variety of sources.

**Intro to College Writing**

**10831103 ..... 3 credits**

Introduces basic principles of composition, including organization, development, unity, and coherence in paragraphs and multi-paragraph documents. The purpose of this course is to prepare students for successful entry into required program courses. This course is tuition bearing and under certain circumstances may qualify for financial aid. This course cannot be used to satisfy program completion requirements at Mid-State.

*Prerequisite: Accuplacer Sentence Skills score of 60 or equivalent. Proficiency in word processing skills recommended.*

**Pre-Algebra**

**10834109 ..... 3 credits**

Provides an introduction to algebra. Includes operations on real numbers, solving linear equations, percent and proportion, and an introduction to polynomials and statistics. Prepares students for elementary algebra and subsequent algebra-related courses.

*Prerequisite: Accuplacer Math score of 65, Accuplacer Algebra score of 30, ABE Math Prep V 76854785 and ABE Math Prep VI 76854786 with a grade of “S.” (Note: ABE Math Prep V and VI courses cannot be used to satisfy program completion requirements at Mid-State.)*

## SAMPLE FULL-TIME CURRICULUM OPTION

<b>Term</b>		<b>16 credits</b>
10103123	Excel-Beginning	1
10607108	Intro to Civil 3D	1
10607145	Soils	3
10607155	Intro to Surveying	2
10623106	Intro to AutoCAD	1
10623115	Intro to Engineering	1
10801136	English Composition 1 <b>-or-</b>	
10801195	Written Communication	3
10804118	Intermediate Algebra with Applications	4
<b>Term 19 credits</b>		
10103124	Excel-Intermediate	1
10607110	Cemented Aggregate Mixtures	4
10607150	Civil Engineering Drafting I	3
10607156	Surveying - Total Station	3
10607167	Inspection	2
10804196	Trigonometry with Applications	3
10809166	Intro to Ethics: Theory & Application <b>-or-</b>	
10809195	Economics	3
<b>Term 16 credits</b>		
10607117	GIS Fundamentals	2
10607118	Land Records	1
10607160	Civil Engineering Drafting II	2
10607170	Storm Water Management	3
10607171	Highway Surveying	2
10607174	GPS for Surveyors	2
10806154	General Physics 1	4
<b>Term 17 credits</b>		
10607149	Highway Bridges, Medians, & Barriers	3
10607166	Construction Estimating & Management	3
10607180	Civil Engineering Capstone	2
10801196	Oral/Interpersonal Communication <b>-or-</b>	
10801198	Speech	3
10804195	College Algebra with Applications	3
10809188	Developmental Psychology <b>-or-</b>	
10809198	Intro to Psychology	3
<b>Total credits 68</b>		

Please Note:

- This curriculum sequence is only for student planning. Actual student schedules will vary depending on course availability.
- Program completion time may vary based on student scheduling and course availability. For details, go to [mstc.edu/classfinder](http://mstc.edu/classfinder).

## SAMPLE PART-TIME CURRICULUM OPTION

<b>Term</b>		<b>9 credits</b>
10607108	Intro to Civil 3D	1
10607155	Intro to Surveying	2
10623106	Intro to AutoCAD	1
10623115	Intro to Engineering	1
10804118	Intermediate Algebra with Applications	4
<b>Term 11 credit</b>		
10607150	Civil Engineering Drafting I	3
10607156	Surveying - Total Station	3
10607167	Inspection	2
10804196	Trigonometry with Applications	3
<b>Term 7 credits</b>		
10103123	Excel-Beginning	1
10607145	Soils	3
10801136	English Composition 1 <b>-or-</b>	
10801195	Written Communication	3
<b>Term 8 credits</b>		
10103124	Excel-Intermediate	1
10607160	Civil Engineering Drafting II	2
10607170	Storm Water Management	3
10607171	Highway Surveying	2
<b>Term 7 credits</b>		
10806154	General Physics 1	4
10809166	Intro to Ethics: Theory & Application <b>-or-</b>	
10809195	Economics	3
<b>Term 10 credits</b>		
10607110	Cemented Aggregate Mixtures	4
10607166	Construction Estimating & Management	3
10804195	College Algebra with Applications	3
<b>Term 8 credits</b>		
10607117	GIS Fundamentals	2
10607118	Land Records	1
10607174	GPS for Surveyors	2
10801196	Oral/Interpersonal Communication <b>-or-</b>	
10801198	Speech	3
<b>Term 8 credits</b>		
10607149	Highway Bridges, Medians, & Barriers	3
10607180	Civil Engineering Capstone	2
10809188	Developmental Psychology <b>-or-</b>	
10809198	Intro to Psychology	3
<b>Total credits 68</b>		

# course descriptions

## Cemented Aggregate Mixtures

**10607110 ..... 4 credits**

Presents inspection/testing concepts, sampling procedures, aggregate properties, PCC mix design methods, HMA design, and field laboratory quality control testing. ACI Grade I and WisDOT PCCTEC certifications are available through this course.

*Corequisite: Intermediate Algebra with Applications 10804118*

## Civil Engineering Capstone

**10607180 .....2 credits**

This capstone class is a project-based learning experience that allows students to integrate and demonstrate their civil engineering drafting, design, and survey skills by applying them to a specific engineering problem. Students collaborate in teams to apply their problem-solving and technology skills to a design experience. Working in collaboration with a faculty member, students plan, produce, document and present quality engineering designs. Students should be in their last semester of the Civil Engineering Technology program to enroll in this class.

*Prerequisites: Civil Engineering Drafting II 10607160, Storm Water Management 10607170, and Highway Surveying 10607171*

## Civil Engineering Drafting I

**10607150 .....3 credits**

Provides fundamentals necessary for using civil engineering software to create subdivision, property, traverse, topographic, and contour drawings. Information collected in Surveying - Total Station is downloaded onto the computer to create drawings.

*Prerequisite: Intro to AutoCAD 10623106*

## Civil Engineering Drafting II

**10607160 .....2 credits**

Expands on topics learned in Civil Engineering Drafting I. Covers fundamentals necessary for creating a set of highway plans. Drawings include the development and design of alignments, profiles, cross-sections, and earthwork calculations. Design information is downloaded from the computer to the total station to be used for staking.

*Prerequisite: Civil Engineering Drafting I 10607150; Corequisite: Intro to Surveying 10607155*

## College Algebra with Applications

**10804195 .....3 credits**

Covers the skills needed for success in calculus and many application areas on a baccalaureate level. Topics include the real and complex number systems, polynomials, exponents, radicals, solving equations and inequalities (linear and nonlinear), relations and functions, systems of equations and inequalities (linear and nonlinear), matrices, graphing, conic sections, sequences and series, combinatorics, and the binomial theorem.

*Prerequisite: Trigonometry with Applications 10804196 with a grade of "C" or better*

## Construction Estimating & Management

**10607166 .....3 credits**

Presents goals and performance of quantity takeoff, cost estimation, resource leveling, estimating labor, and contract interpretation. Project bidding, construction techniques, and equipment capabilities are evaluated.

*Prerequisites: Excel-Intermediate 10103124, Intermediate Algebra with Applications 10804118, and Intro to AutoCAD 10623106*

## Developmental Psychology

**10809188.....3 credits**

Studies human development throughout the lifespan and explores developmental theory and research with an emphasis on the interactive nature of the biological, cognitive, and psychosocial changes that affect the individual from conception to death. Application activities and critical thinking skills enable students to gain an increased knowledge and understanding of themselves and others. A student scoring between 55-80 on Accuplacer Reading Comprehension is recommended to co-enroll in the Introduction to College Reading course.

*Prerequisite: Minimum Accuplacer scores - Reading 55, Sentence Skills 60 or equivalent, or Intro to College Reading 10848104 with a grade of "C" or better and Intro to College Writing 10831103 with a grade of "C" or better*

## Economics

**10809195 .....3 credits**

Provides an overview of how a market-oriented economic system operates and surveys the factors that influence national economic policy. Basic concepts and analyses are illustrated by reference to a variety of contemporary problems and public policy issues. Concepts include scarcity, resources, alternative economic systems, growth, supply and demand, monetary and fiscal policy, inflation, unemployment and global economic issues. A student scoring between 55-80 on Accuplacer Reading Comprehension or 60-80 on Accuplacer Sentence Skills is recommended to co-enroll in the Introduction to College Reading course and/or Introduction to College Writing, respectively.

*Prerequisite: Minimum Accuplacer scores - Reading 55, Sentence Skills 60 or equivalent, or Intro to College Reading 10848104 with a grade of "C" or better and Intro to College Writing 10831103 with a grade of "C" or better*

## English Composition 1

**10801136 .....3 credits**

Designed for learners to develop knowledge and skills in all aspects of the writing process. Planning, organizing, writing, editing, and revising are applied through a variety of activities. Students analyze audience and purpose, use elements of research, and format documents using standard guidelines. Individuals develop critical reading skills through analysis of various written documents.

*Prerequisite: Accuplacer Sentence Skills score of 85 or equivalent, or Intro to College Writing 10831103 with a grade of "C" or better. Proficiency in word processing skills recommended.*

## Excel-Beginning

**10103123..... 1 credit**

Students learn to create, modify, and format spreadsheets. Students also learn to perform calculations and analysis on data.

## Excel-Intermediate

**10103124 ..... 1 credit**

Students learn to create, modify, and enhance charts. Students also learn to use advanced functions, structured references, manage multiple spreadsheets, and develop Excel applications.

*Prerequisite: Microsoft Office-Introduction 10103106 or Excel-Beginning 10103123*



# course descriptions

## General Physics 1

**10806154 ..... 4 credits**

Presents the applications and theory of basic physics principles. This course emphasizes problem solving, laboratory investigation, and applications. Topics include unit conversion and analysis, vectors, translational and rotational kinematics, translational and rotational dynamics, heat and temperature, and harmonic motion and waves.

*Corequisite: Trigonometry with Applications 10804196*

## GIS Fundamentals

**10607117 ..... 2 credits**

An introduction to geographic information systems (GIS) and how they are used to document and convey information that has a spatial component. Students use GIS software to create, manipulate, and present geographic information.

## GPS for Surveyors

**10607174 ..... 2 credits**

Explores basic operation of survey-grade GPS equipment and equipment limitation. Emphasizes data collection, stakeout, and performing calculations with a hand-held data collector. Discusses interaction of design team and surveyors. Prerequisite: Intro to Surveying 10607155

Highway Bridges, Medians, & Barriers 10607149 3

credits Studies the processes, considerations, and safety aspects of constructing and maintaining highway bridges, medians, and barriers. Includes investigation of structural loads, stress factors, and valid design procedures for these critical components of today's modern roads and highways.

*Prerequisite: Highway Surveying 10607171; Corequisite: Inspection 10607167*

## Highway Bridges, Medians, & Barriers

**10607149 ..... 3 credits**

Studies the processes, considerations, and safety aspects of constructing and maintaining highway bridges, medians, and barriers. Includes investigation of structural loads, stress factors, and valid design procedures for these critical components of today's modern roads and highways.

*Prerequisite: Highway Surveying 10607171; Corequisite: Inspection 10607167*

## Highway Surveying

**10607171 ..... 2 credits**

Studies principles of geometric design of highways, including horizontal curves, vertical curves, super elevation, and using station/offset orientation. Also includes basic design principles of airports, railways, and pipeline design. Includes evaluation of existing traffic and designing for future needs.

*Prerequisites: Trigonometry with Applications 10804196, Civil Engineering Drafting I 10607150, and Intro to Surveying 10607155*

## Inspection

**10607167 ..... 2 credits**

Concerns construction inspection and its importance, the role of the inspector, requirements for a good inspector, and general duties of the inspector. Emphasizes concrete and asphalt inspection.

*Prerequisite: Intro to Surveying 10607155*

## Intermediate Algebra with Applications

**10804118 ..... 4 credits**

This course offers algebra content with applications. Topics include properties of real numbers; order of operations; algebraic solution for linear equations and inequalities; operations with polynomial and rational expressions; operations with rational exponents and radicals; and algebra of inverse, logarithmic, and exponential functions.

*Prerequisite: Pre-Algebra 10834109 with a grade of "C" or better, Accuplacer Arithmetic score of 110, Accuplacer Arithmetic score of 90, and Accuplacer Algebra score of 30 (A student scoring a "C" or lower should enroll in the Math Lab supplementary instruction with the next level math class.)*

## Intro to AutoCAD

**10623106 ..... 1 credit**

This introductory course in computer-aided drafting (CAD) using AutoCAD software provides foundation skills in using CAD software to create and print two-dimensional technical drawings. This course is available to students in any program. Computer skills and prior knowledge of drawing/drafting techniques is recommended.

## Intro to Civil 3D

**10607108 ..... 1 credit**

This introductory course in Civil 3D allows students to work with point data through importing, creating groups, adding symbols, and creating surfaces. Student will also create basic linework and annotation.

*Corequisite: Intro to AutoCAD 10623106*

## Intro to Engineering

**10623115 ..... 1 credit**

This introductory course in engineering focuses on engineering concepts of analysis through resolution of dimensions in problem solving, life cycle cost, and logic/reasoning.

*Corequisite: Intermediate Algebra w/Apps 10804118 or consent of instruction*

## Intro to Ethics: Theory & Application

**10809166 ..... 3 credits**

Provides a basic understanding of the theoretical foundations of ethical thought. Diverse ethical perspectives are used to analyze and compare relevant issues. Students critically evaluate individual, social, and/or professional standards of behavior, and apply a systemic decision-making process to these situations. A student scoring between 55-80 on Accuplacer Reading Comprehension or 60-80 on Accuplacer Sentence Skills is recommended to co-enroll in the Introduction to College Reading course and/or Introduction to College Writing course, respectively.

*Prerequisite: Minimum Accuplacer Scores - Reading 55, Sentence Skills 60 or equivalent, or Intro to College Reading 10848104 with a grade of "C" or better and Intro to College Writing 10831103 with a grade of "C" or better*

## Intro to Psychology

**10809198 .....3 credits**

This introductory course surveys the multiple aspects of human behavior. It involves a survey of the theoretical foundations of human functioning in such areas as learning, motivation, emotions, personality, deviance and pathology, physiological factors, and social influences. It directs the student to an insightful understanding of the complexities of human relationships in personal, social, and vocational settings. A student scoring between 55-80 on Accuplacer Reading Comprehension is recommended to co-enroll in the Introduction to College Reading course.

*Prerequisite: Minimum Accuplacer scores - Reading 55, Sentence Skills 60 or equivalent, or Intro to College Reading 10848104 with a grade of "C" or better and Intro to College Writing 10831103 with a grade of "C" or better*

## Intro to Surveying

**10607155 .....2 credits**

Presents fundamental principles of surveying and the use of surveying instruments in the application of these principles. Topics include measurement of horizontal distances, care and use of survey equipment, note keeping, differential leveling, angular measurement, and surveying field procedures. Actual field problems supplement classroom instruction.

*Corequisite: Intermediate Algebra with Applications 10804118 and Intro to AutoCAD 10623106*

## Land Records

**10607118 ..... 1 credit**

Focuses on the interpretation of land documents, including property descriptions, the Public Land Survey System, meridians, angle measurements, and line direction formats used by surveyors.

*Prerequisite: Intro to Surveying 10607155; Survey-Total Station 10607156*

## Oral/Interpersonal Communication

**10801196 .....3 credits**

Focuses upon developing speaking, verbal, and non-verbal communication, and listening skills through individual presentations, group activities, and other projects. For a student scoring between 55-80 on their Accuplacer Reading Comprehension exam and 60-80 on the Sentence Skills exam, it is recommended to co-enroll in the Introduction to College Reading and/or Intro to College Writing courses.

*Prerequisite: Minimum Accuplacer scores - Reading 55, Sentence Skills 60 or equivalent*

## Soils

**10607145 .....3 credits**

Studies the general classification and properties of soil and subsurface materials. Includes subsurface exploration soil tests and hydraulic principles as used in the field of civil engineering. Laboratory techniques are developed for testing and classifying soil and aggregate.

*Corequisite: Intermediate Algebra with Applications 10804118*

## Speech

**10801198 .....3 credits**

Explores the fundamentals of effective oral presentation to small and large groups. Topic selection, audience analysis, methods of organization, research, structuring evidence and support, delivery techniques, and other essential elements of speaking successfully, including the listening process, form the basis of this course. If a student earns below the minimum Accuplacer score in each category (Reading 80, Sentence Skills 85), he/she is eligible to take Oral Communication in lieu of Speech, provided the Accuplacer scores are minimum of Reading 55 and Sentence Skills 60, or the student has completed Intro to College Writing and/or Intro to College Reading with a "C" or better.

*Prerequisite: Minimum Accuplacer scores - Reading 80, Sentence Skills 85, or completion of Intro to College Writing and/or Intro to College Reading with a "C" or better or equivalent*

## Storm Water Management

**10607170 .....3 credits**

Emphasizes storm water management, calculations, planning, and design. Topics include open channel and pressure flow, storage and treatment facility design concepts, and regulation, permitting, and enforcement of sanitary and storm water ordinances.

*Prerequisite: Civil Engineering Drafting I 10607150; Corequisite: Trigonometry with Applications 10804196*

## Surveying - Total Station

**10607156 .....3 credits**

Studies advanced principles of surveying and use of surveying instruments. Topics include land surveying, calculation and layout of vertical and horizontal curves, and topographic surveys using transits and total stations. The data collected is downloaded onto computers for use in Civil Engineering Drafting I. Actual field problems supplement classroom instruction.

*Prerequisites: Intro to Surveying 10607155; Corequisite: Trigonometry with Applications 10804196 and Civil Engineering Drafting I 10607150*

## Trigonometry with Applications

**10804196 .....3 credits**

Topics include circular functions, graphing of trigonometry functions, identities, equations, trigonometric functions of angles, inverse functions, solutions of triangles, complex numbers, DeMoivre's Theorem, polar coordinates, and vectors.

*Prerequisite: Intermediate Algebra with Applications 10804118, with a grade of "C" or better*

## Written Communication

**10801195 .....3 credits**

Develops writing skills, which include prewriting, drafting, revising, and editing. A variety of writing assignments is designed to help the learner analyze audience and purpose, research and organize ideas, and format and design documents based on subject matter and content. Also develops critical reading and thinking skills through analysis of a variety of written documents.

*Prerequisite: Accuplacer Sentence Skills score of 85 or equivalent, or Intro to College Writing 10831103 with a grade of "C" or better. Proficiency in word processing skills recommended.*



# corrections & community advocacy

## Associate in Applied Science (AAS)

**Program Code: 10-504-7**

**Total Credits: 61-62**

Unique in the Wisconsin Technical College System, the Corrections & Community Advocacy program at Mid-State teaches the operations and management of adult/juvenile correctional institutions, probation/parole, community advocacy agencies, special needs populations, alcohol and other drug abuse, and mental health services. Graduates may work in jails, prisons, juvenile detention facilities, halfway houses, and shelter care facilities as well as in the court system. Experienced faculty emphasize professionalism and integrity needed to work in these settings. You'll experience a blend of classroom theory, simulation, and occupational observation, setting you up for success in this field. Our state-of-the-art facilities include a reproduction of a secure detention facility to allow you to develop your skills in a safe yet challenging environment.

**Salary information:** [mstc.edu/programsalaries](http://mstc.edu/programsalaries)

**Estimated tuition and fees:** [mstc.edu/programcosts](http://mstc.edu/programcosts)

### ACADEMIC ADVISORS

To schedule an appointment with your academic advisor, call 715.422.5300.

**Tanya Kollross, MS**

Marshfield Campus • [tanya.kollross@mstc.edu](mailto:tanya.kollross@mstc.edu)

**Yer Lee, MS**

Stevens Point Campus • [yer.lee@mstc.edu](mailto:yer.lee@mstc.edu)

**Betsy Leonard, MBA**

Wisconsin Rapids Campus • [betsy.leonard@mstc.edu](mailto:betsy.leonard@mstc.edu)

#### CHECKLIST:

This section will be completed when meeting with your academic advisor.

- FAFSA ([www.fafsa.gov](http://www.fafsa.gov))
- Financial Aid Form(s)  
Form(s): \_\_\_\_\_
- Follow-Up Appointment:  
Where: \_\_\_\_\_  
When: \_\_\_\_\_  
With: \_\_\_\_\_
- Official Transcripts  
Mid-State Technical College  
Attention CPL Coordinator  
500 32nd Street North  
Wisconsin Rapids, WI 54494
- Criminal Background Statement of Understanding and Release of Information Form
- Other: \_\_\_\_\_  
\_\_\_\_\_

**mstc.edu**  
**888.575.6782**



**MID-STATE**  
TECHNICAL COLLEGE

**ADAMS COUNTY CENTER**  
401 North Main  
Adams, WI 53910

**MARSHFIELD CAMPUS**  
2600 West 5th Street  
Marshfield, WI 54449

**STEVENS POINT CAMPUS**  
1001 Centerpoint Drive  
Stevens Point, WI 54481

**WISCONSIN RAPIDS CAMPUS**  
500 32nd Street North  
Wisconsin Rapids, WI 54494

## BACHELOR'S DEGREE OPTIONS

Lakeland University  
BA Criminal Justice

Marian University  
Criminal Justice, Psychology,  
and Community Health &  
Human Services programs

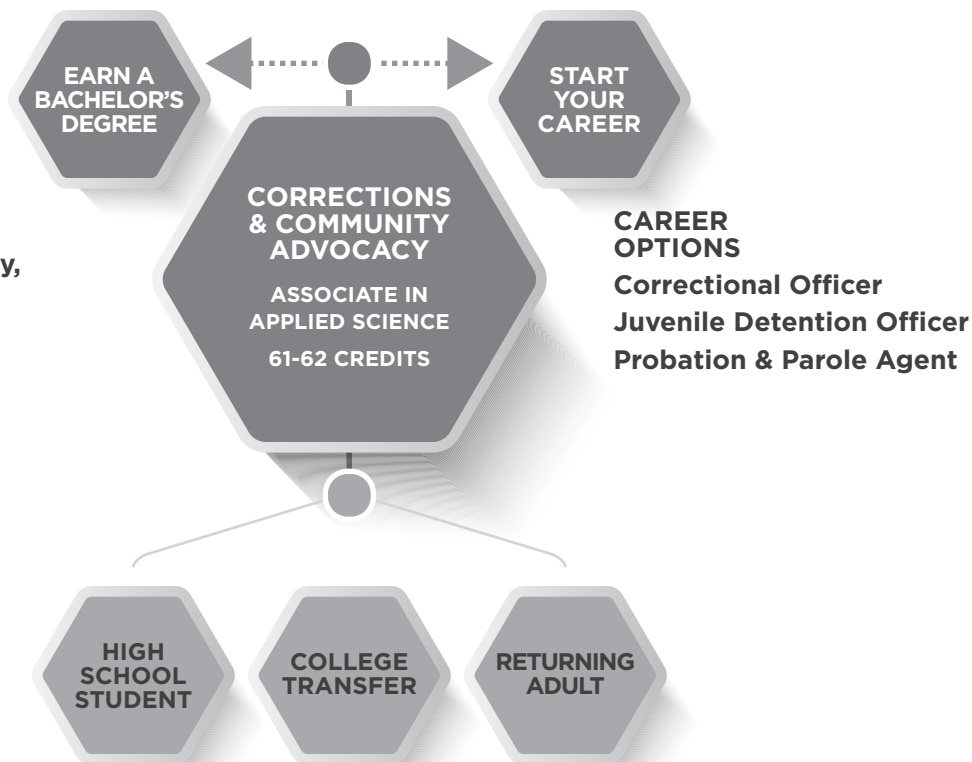
UW-Oshkosh  
BAS Public Safety

UW-Oshkosh  
BS Human Services  
Leadership

UW-Stout  
BS Criminal Justice  
Rehabilitation

UW-Whitewater  
BA/BS Criminology

Viterbo  
BA Criminal  
Justice



## CAREER OPTIONS

Correctional Officer  
Juvenile Detention Officer  
Probation & Parole Agent

College Credit • Dual Credit • Military Experience • Work Experience  
Learn about Credit for Prior Learning at [mstc.edu/cpl](http://mstc.edu/cpl).

For more information  
and additional opportunities,  
visit [mstc.edu/transfer](http://mstc.edu/transfer).

**BEGIN AT ANY POINT  
IN THE PATHWAY**

## OTHER OPTIONS

### RELATED PROGRAMS

- Court Reporting
- Criminal Justice-Law Enforcement 720 Academy
- Criminal Justice-Studies
- Emergency Medical Technician
- Emergency Services Management
- EMT-Paramedic
- Fire Protection Technician
- Paramedic Technician

## PROGRAM OUTCOMES

Employers will expect you, as a Corrections & Community Advocacy graduate, to be able to:

- Explain the components of and interrelationships in the criminal justice system.
- Apply appropriate communication skills to public safety incidents.
- Establish situational safety.
- Engage effectively with vulnerable and disenfranchised individuals/populations.
- Model a healthy lifestyle.
- Adhere to accepted culturally competent, ethical, and behavioral conduct.

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You may be eligible to enter the jail officer certification track. Successful completion of the certification track provides the education and hands-on training required by the Wisconsin Law Enforcement Standards Board to become certifiable as a jail/colocated officer.

Anyone with a felony conviction cannot become a corrections officer without a governor's pardon. A lengthy criminal history or numerous moving traffic violations may hinder opportunities for employment.

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## FUNCTIONAL ABILITIES

A list of specific physical, emotional, and mental tasks needed to function as a jail officer is available at [mstc.edu/programs/corrections-community-advocacy](http://mstc.edu/programs/corrections-community-advocacy). Contact the disability services coordinator in the Student Services & Information Center to receive assistance.

## STUDENT HANDBOOK

Visit [mstc.edu/studenthandbook](http://mstc.edu/studenthandbook) to view Mid-State's student handbook, which contains information about admissions, enrollment, appeals processes, services for people with disabilities, financial aid, graduation, privacy, Mid-State's Student Code of Conduct, and technology.

## GRADUATION REQUIREMENT

The GPS for Student Success course is required for all Mid-State students and must be completed prior to obtaining 12 credits. (Not counted in the total credit value for this program.)

### GPS for Student Success

#### **10890102 ..... 1 credit**

Integrate necessary skills for student success by developing an academic plan, identifying interpersonal attributes for success, adopting efficient and effective learning strategies, and utilizing Mid-State resources, policies, and processes. This course must be completed prior to obtaining 12 credits and as a graduation requirement.

## ADDITIONAL COURSES AS NEEDED

The following courses may be recommended or required if the student does not achieve minimum Accuplacer scores.

### Intro to College Reading

#### **10838104 ..... 2 credits**

Provides learners with the opportunities to develop and expand reading skills, including comprehension and vocabulary skills. Learners apply reading skills to academic tasks and read to acquire information from a variety of sources.

### Intro to College Writing

#### **10831103 ..... 3 credits**

Introduces basic principles of composition, including organization, development, unity, and coherence in paragraphs and multi-paragraph documents. The purpose of this course is to prepare students for successful entry into required program courses. This course is tuition bearing and under certain circumstances may qualify for financial aid. This course cannot be used to satisfy program completion requirements at Mid-State.

*Prerequisite: Accuplacer Sentence Skills score of 60 or equivalent. Proficiency in word processing skills recommended.*

### Pre-Algebra

#### **10834109 ..... 3 credits**

Provides an introduction to algebra. Includes operations on real numbers, solving linear equations, percent and proportion, and an introduction to polynomials and statistics. Prepares students for elementary algebra and subsequent algebra-related courses.

*Prerequisite: Accuplacer Math score of 65, Accuplacer Algebra score of 30, ABE Math Prep V 76854785 and ABE Math Prep VI 76854786 with a grade of "S." (Note: ABE Math Prep V and VI courses cannot be used to satisfy program completion requirements at Mid-State.)*

## SAMPLE FULL-TIME CURRICULUM OPTION

Term		15 credits
10504112	Court Procedures	3
10504114	Introduction to Law Enforcement	3
10504176	Corrections/Correctional Institutions	3
10801136	English Composition 1 <b>-or-</b>	
10801195	Written Communication	3
10809166	Intro to Ethics: Theory & Application	3
Term		15 credits
10504156	Child Advocacy	3
10504158	Basic Mediation	3
10504159	Interpersonal Violence/Victimology	3
10504175	Understanding Substance Abuse	3
10801196	Oral/Interpersonal Communication <b>-or-</b>	
10801198	Speech	3
Term		16-17 credits
10504128	Telecommunications	2
10504178	Secure Detention	2
10504184	Basic Jail Academy 1	3
10504185	Basic Jail Academy 2	3
10804107	College Mathematics	3
	<b>-or-</b>	
10804118	Intermediate Algebra with Applications	4
	<b>-or-</b>	
10804189	Introductory Statistics	3
10809188	Developmental Psychology <b>-or-</b>	
10809198	Intro to Psychology	3
Term		15 credits
10504116	Probation & Parole	3
10504132	Advanced Relational Skills	3
10504144	Wellness in Protective Services	3
10504179	Management of Adult Population	3
10809172	Introduction to Diversity Studies <b>-or-</b>	
10809196	Intro to Sociology	3
<b>Total credits 61-62</b>		

Please Note:

- This curriculum sequence is only for student planning. Actual student schedules will vary depending on course availability.
- Program completion time may vary based on student scheduling and course availability. For details, go to [mstc.edu/classfinder](http://mstc.edu/classfinder).

## SAMPLE PART-TIME CURRICULUM OPTION

Term		9 credits
10504112	Court Procedures	3
10504114	Introduction to Law Enforcement	3
10504176	Corrections/Correctional Institutions	3
Term		12 credits
10504156	Child Advocacy	3
10504158	Basic Mediation	3
10504159	Interpersonal Violence/Victimology	3
10801136	English Composition 1 <b>-or-</b>	
10801195	Written Communication	3
Term		6-7 credits
10804107	College Mathematics	3
	<b>-or-</b>	
10804118	Intermediate Algebra with Applications	4
	<b>-or-</b>	
10804189	Introductory Statistics	3
10809166	Intro to Ethics: Theory & Application	3
Term		12 credits
10504116	Probation & Parole	3
10504175	Understanding Substance Abuse	3
10801196	Oral/Interpersonal Communication <b>-or-</b>	
10801198	Speech	3
10809188	Developmental Psychology <b>-or-</b>	
10809198	Intro to Psychology	3
Term		10 credits
10504128	Telecommunications	2
10504178	Secure Detention	2
10504184	Basic Jail Academy 1	3
10504185	Basic Jail Academy 2	3
Term		12 credits
10504132	Advanced Relational Skills	3
10504144	Wellness in Protective Services	3
10504179	Management of Adult Population	3
10809172	Introduction to Diversity Studies <b>-or-</b>	
10809196	Intro to Sociology	3
<b>Total credits 61-62</b>		

## Advanced Relational Skills

**10504132.....3 credits**

Uses scenario-based instruction to prepare students in the use of specific techniques and processes required for effective communication in today's professional criminal justice professions. Emphasizes communication skills that enhance professional interactions within service professions.  
*Prerequisite: Admission to Corrections & Community Advocacy program 105047*

## Basic Jail Academy 1

**10504184 .....3 credits**

This State of Wisconsin jail preparatory training program includes the following topics: Introduction to Corrections, Principles of Subject Control, Maintain Jail Security, Jail Hostage Response, Professional Communication Skills, Ethics and Ethical Decision Making, Admit and Release Inmates, Inmate Supervision and Behavior Control, Supervision of Special Needs Inmates/Crisis Intervention, Prepare Reports, Correctional Law, Jail Health Care, Cardio-Pulmonary Resuscitation, Jail Fire Safety, Application: Scenarios/Simulations, and Testing/Evaluation. Once learners successfully complete this course and the Basic Jail Academy 2 course, they are eligible for certifiable status by the State of Wisconsin to work in a county jail. This is primarily a lab-based class.

*Prerequisite: Admission to Corrections and Community Advocacy 105047 program; Corequisite: Basic Jail Academy 2 10504185*

## Basic Jail Academy 2

**10504185.....3 credits**

This State of Wisconsin jail preparatory training program includes the following topics: Introduction to Corrections, Principles of Subject Control, Maintain Jail Security, Jail Hostage Response, Professional Communication Skills, Ethics and Ethical Decision Making, Admit and Release Inmates, Inmate Supervision and Behavior Control, Supervision of Special Needs Inmates/Crisis Intervention, Prepare Reports, Correctional Law, Jail Health Care, Cardio-Pulmonary Resuscitation, Jail Fire Safety, Application: Scenarios/Simulations, and Testing/Evaluation. Once learners successfully complete this course and the Basic Jail Academy 1 course, they are eligible for certifiable status by the State of Wisconsin to work in a county jail. This is primarily a lab-based class.

*Prerequisite: Admission to Corrections and Community Advocacy 105047 program; Corequisite: Basic Jail Academy 1 10504184*

## Basic Mediation

**10504158.....3 credits**

Students learn how to handle conflict using a mediation technique involving two or more parties who agree to meet with an impartial third party to try to resolve their dispute. Offers basic mediation training through role-playing, lectures, exercises, case histories, and demonstrations of disputes and dispute resolution. Designed for occupations requiring resolution of disagreements. Recommended minimum Accuplacer scores - Reading 55, Sentence Skills 60, Arithmetic 34.

*Prerequisite: Admission to Corrections & Community Advocacy program 105047 and Court Procedures 10504112, Introduction to Law Enforcement 10504114, Corrections/Correctional Institutions 10504176*

## Child Advocacy

**10504156 .....3 credits**

An introduction to the concepts of child advocacy with an emphasis on the public service professional's role in identifying and managing situations involving child abuse and neglect. Provides an overview of the field of child advocacy, and explores the role of child advocate in different professions as well as ethical, legal, and professional responsibilities. Takes a multi-disciplinary team approach to examining family problems related to poverty, drug abuse, and violence. The family system is also examined. Students complete guided self-study online then gather for two hours of live classroom discussion weekly. Recommended minimum Accuplacer scores - Reading 55, Sentence Skills 60, Arithmetic 34 Prerequisite: Admission to Corrections & Community Advocacy program 105047 and Court Procedures 10504112, Introduction to Law Enforcement 10504114, Corrections/Correctional Institutions 10504176

## College Mathematics

**10804107 .....3 credits**

Designed to review and develop fundamental concepts of mathematics pertinent to the areas of: 1) arithmetic and algebra; 2) geometry and trigonometry; and 3) probability and statistics. Special emphasis is placed on problem solving, critical thinking and logical reasoning, making connections, and using calculators. Topics include performing arithmetic operations and simplifying algebraic expressions, solving linear equations and inequalities in one variable, solving proportions and incorporating percent applications, manipulating formulas, solving and graphing systems of linear equations and inequalities in two variables, finding areas and volumes of geometric figures, applying similar and congruent triangles, converting measurements within and between US and metric systems, applying Pythagorean Theorem, solving right and oblique triangles, calculating probabilities, organizing data and interpreting charts, calculating central and spread measures, and summarizing and analyzing data.

*Prerequisite: Minimum Accuplacer scores - Arithmetic 65, Algebra 30; or Pre-Algebra 10834109 with a grade of "C" or better*

## Corrections/Correctional Institutions

**10504176.....3 credits**

Examines the history and current trends of the correctional system in the United States. Students analyze the changing philosophies of corrections and review the programs available to offenders at various stages of their involvement in the criminal justice system. Chain of command, management practices, personnel needs, types of offenders, organizational theories, policymaking, and the role of correctional personnel are addressed. Students complete guided self-study online then gather for two hours of live classroom discussion weekly.

*Prerequisite: Admission to Criminal Justice-Studies program 105045 or Corrections & Community Advocacy program 105047*

## Court Procedures

**10504112 .....3 credits**

Examines the court system, including procedures from incident of arrest to final disposition. The stages of a criminal trial are examined in depth. Reviews the authority of law enforcement officials to arrest and/or detain a subject. Constitutional, federal, state, and civil laws as they apply to this criminal process are presented. Victims' rights are examined.

*Prerequisite: Admission to Criminal Justice-Studies program 105045 and Corrections & Community Advocacy program 105047*

## Developmental Psychology

**10809188.....3 credits**

Studies human development throughout the lifespan and explores developmental theory and research with an emphasis on the interactive nature of the biological, cognitive, and psychosocial changes that affect the individual from conception to death. Application activities and critical thinking skills enable students to gain an increased knowledge and understanding of themselves and others. A student scoring between 55-80 on Accuplacer Reading Comprehension is recommended to co-enroll in the Introduction to College Reading course.

*Prerequisite: Minimum Accuplacer scores - Reading 55, Sentence Skills 60 or equivalent, or Intro to College Reading 10848104 with a grade of "C" or better and Intro to College Writing 10831103 with a grade of "C" or better*

## English Composition 1

**10801136 .....3 credits**

Designed for learners to develop knowledge and skills in all aspects of the writing process. Planning, organizing, writing, editing, and revising are applied through a variety of activities. Students analyze audience and purpose, use elements of research, and format documents using standard guidelines. Individuals develop critical reading skills through analysis of various written documents.

*Prerequisite: Accuplacer Sentence Skills score of 85 or equivalent, or Intro to College Writing 10831103 with a grade of "C" or better. Proficiency in word processing skills recommended.*

## Intermediate Algebra with Applications

**10804118 ..... 4 credits**

This course offers algebra content with applications. Topics include properties of real numbers; order of operations; algebraic solution for linear equations and inequalities; operations with polynomial and rational expressions; operations with rational exponents and radicals; and algebra of inverse, logarithmic, and exponential functions.

*Prerequisite: Pre-Algebra 10834109 with a grade of "C" or better, Accuplacer Arithmetic score of 110, Accuplacer Arithmetic score of 90, and Accuplacer Algebra score of 30 (A student scoring a "C" or lower should enroll in the Math Lab supplementary instruction with the next level math class.)*

## Interpersonal Violence/Victimology

**10504159 .....3 credits**

Explores interpersonal violence, defined as abuse that occurs between people who know each other and that can occur within or outside a family setting. This abuse involves one person who uses power and control over another through physical, sexual, or emotional threats or actions; economic control; isolation; or other kinds of coercive behavior. Explores different types of interpersonal violence, including physical abuse, bullying, dating/relationship violence, gang violence, and sexual violence. Students complete guided self-study online then gather for two hours of live classroom discussion weekly.

*Prerequisite: Admission to Corrections & Community Advocacy program 105047 and Court Procedures 10504112, Introduction to Law Enforcement 10504114, Corrections/Correctional Institutions 10504176*

## Intro to Ethics: Theory & Application

**10809166 .....3 credits**

Provides a basic understanding of the theoretical foundations of ethical thought. Diverse ethical perspectives are used to analyze and compare relevant issues. Students critically evaluate individual, social, and/or professional standards of behavior, and apply a systemic decision-making process to these situations. A student scoring between 55-80 on Accuplacer Reading Comprehension or 60-80 on Accuplacer Sentence Skills is recommended to co-enroll in the Introduction to College Reading course and/or Introduction to College Writing course, respectively.

*Prerequisite: Minimum Accuplacer Scores - Reading 55, Sentence Skills 60 or equivalent, or Intro to College Reading 10848104 with a grade of "C" or better and Intro to College Writing 10831103 with a grade of "C" or better*

## Intro to Psychology

**10809198 .....3 credits**

This introductory course surveys the multiple aspects of human behavior. It involves a survey of the theoretical foundations of human functioning in such areas as learning, motivation, emotions, personality, deviance and pathology, physiological factors, and social influences. It directs the student to an insightful understanding of the complexities of human relationships in personal, social, and vocational settings. A student scoring between 55-80 on Accuplacer Reading Comprehension is recommended to co-enroll in the Introduction to College Reading course.

*Prerequisite: Minimum Accuplacer scores - Reading 55, Sentence Skills 60 or equivalent, or Intro to College Reading 10848104 with a grade of "C" or better and Intro to College Writing 10831103 with a grade of "C" or better*



# course descriptions

## Intro to Sociology

**10809196 .....3 credits**

Introduces students to the basic concepts of sociology: culture, socialization, social stratification, multi-culturalism, and the five institutions of family, politics, economics, religion, and education. Other topics include demography, deviance, technology, environment, social issues, social change, and social organization. A student scoring between 55-80 on Accuplacer Reading Comprehension or 60-80 on Accuplacer Sentence Skills is recommended to co-enroll in Introduction to College Reading and/or Introduction to College Writing, respectively.

*Prerequisite: Minimum Accuplacer scores - Reading 55, Sentence Skills 60 or equivalent, or Intro to College Reading 10848104 with a grade of "C" or better and Intro to College Writing 10831103 with a grade of "C" or better*

## Introduction to Diversity Studies

**10809172 .....3 credits**

Introduces learners to the study of diversity from a local to a global environment using a holistic, interdisciplinary approach. Encourages self-exploration and prepares the learner to work in a diverse environment. In addition to an analysis of majority/minority relations in a multicultural context, the primary topics of race, ethnicity, age, gender, class, sexual orientation, disability, and religion are explored. A student scoring between 55-80 on Accuplacer Reading Comprehension or 60-80 on Accuplacer Sentence Skills is recommended to co-enroll in the Introduction to College Reading course and/or Introduction to College Writing course, respectively.

*Prerequisite: Minimum Accuplacer scores - Reading 55, Sentence Skills 60 or equivalent, or Intro to College Reading 10848104 with a grade of "C" or better and Intro to College Writing 10831103 with a grade of "C" or better*

## Introduction to Law Enforcement

**10504114 .....3 credits**

Presents an overview of the duties and responsibilities of a law enforcement officer. Explores major skills and services performed by patrol officers in order to provide students with a realistic understanding of the occupation. Students learn basic professional police communication skills police officers use every day when interacting with victims, complainants, and witnesses. Explores investigations, traffic enforcement, the use of force including defense and arrest tactics, and firearms basics.

*Prerequisite: Admission to Criminal Justice-Studies program 105045*

## Introductory Statistics

**10804189 .....3 credits**

Students taking Introductory Statistics display data with graphs, describe distributions with numbers, perform correlation and regression analyses, and design experiments. They use probability and distributions to make predictions, estimate parameters, and test hypotheses. They draw inferences about relationships including ANOVA. Algebra knowledge and foundational skills in mathematics are important for success in this course.

*Prerequisite: Accuplacer Algebra score of 45 or greater, or ACT math score of 19 or greater, or Pre-Algebra 10834109 with a grade of "C" or better, or College Math 10804107 with a grade of "C" or better. (A student scoring a "C" or lower should enroll in the Math Lab supplementary instruction with the next level math class.)*

## Management of Adult Population

**10504179 .....3 credits**

Reviews the importance of working positively with the incarcerated adult population. Focuses on the practice of constructive interaction skills, including positive behavior control, dispute resolution, and incident debriefing. Learners explore belief systems, social pressure, moral problems, decision making, and the consequences of decisions.

*Prerequisite: Admission to Corrections & Community Advocacy program 105047*

## Oral/Interpersonal Communication

**10801196 .....3 credits**

Focuses upon developing speaking, verbal, and non-verbal communication, and listening skills through individual presentations, group activities, and other projects. For a student scoring between 55-80 on their Accuplacer Reading Comprehension exam and 60-80 on the Sentence Skills exam, it is recommended to co-enroll in the Introduction to College Reading and/or Intro to College Writing courses.

*Prerequisite: Minimum Accuplacer scores - Reading 55, Sentence Skills 60 or equivalent*

## Probation & Parole

**10504116 .....3 credits**

Analyzes modern probation and parole practices and services, examines current probation procedures and the case law affecting those decisions; and reviews the advantages of community-based treatment, special programs, and the use of non-professionals. Through learning activities, students are exposed to a portion of the "daily life" of a probation and parole agent.

*Prerequisite: Admission to Corrections & Community Advocacy program 105047*

## Secure Detention

**10504178 .....2 credits**

Reviews theories of adolescent development, history of juvenile court, the Wisconsin Juvenile Justice Code, and the Wisconsin Administrative Code as it applies to juvenile offenders. Learners become familiar with procedures to admit/release adolescents in secure detention. Learners also apply strategies for effective supervision, protection, and discipline of juveniles and adolescents in secure detention settings, including those classified as special-needs offenders. Students meeting all requirements of this course they will be certifiable to work in a juvenile detention colocated facility in the State of Wisconsin.

*Prerequisite: Admission to Corrections & Community Advocacy program 105047*

**Speech  
10801198 .....3 credits**

Explores the fundamentals of effective oral presentation to small and large groups. Topic selection, audience analysis, methods of organization, research, structuring evidence and support, delivery techniques, and other essential elements of speaking successfully, including the listening process, form the basis of this course. If a student earns below the minimum Accuplacer score in each category (Reading 80, Sentence Skills 85), he/she is eligible to take Oral Communication in lieu of Speech, provided the Accuplacer scores are minimum of Reading 55 and Sentence Skills 60, or the student has completed Intro to College Writing and/or Intro to College Reading with a "C" or better.

*Prerequisite: Minimum Accuplacer scores - Reading 80, Sentence Skills 85, or completion of Intro to College Writing and/or Intro to College Reading with a "C" or better or equivalent*

**Telecommunications  
10504128.....2 credits**

Prepares learners to embrace emergency communications as a profession; describe legal and ethical issues regarding telecommunicator responsibility and accountability; apply enhanced 9-1-1, computer-aided dispatch and map reading techniques; apply proper call-receiving guidelines; demonstrate effective emergency radio communications techniques; interpret police computer information system data; perform telecommunications record-keeping functions; demonstrate effective crisis management skills in techniques to alleviate stress in emergency communications; and perform simulated dispatch functions.

*Prerequisite: Admission to Corrections & Community Advocacy program 105047*

**Understanding Substance Abuse  
10504175.....3 credits**

Examines the problems of drug abuse and issues across the spectrum, including the latest thoughts about prevention and awareness. Provides an understanding of the origins and current status of drug use, including special situations addressed for a person who may be experiencing problems with substance abuse. Assessment, intervention, rehabilitation, and recovery are also introduced. Students complete guided self-study online then gather for two hours of live classroom discussion weekly.

*Prerequisite: Admission to Corrections & Community Advocacy program 105047 and Court Procedures 10504112, Introduction to Law Enforcement 10504114, Corrections/Correctional Institutions 10504176*

**Wellness in Protective Services  
10504144 .....3 credits**

Students develop and apply the skills and abilities needed to deal constructively with stressors in the correctional field. Focuses on assessing individual stressors, analyzing the impact of stress, reducing stressors, and developing stress-coping mechanisms. Coping mechanisms include assertion, anger management, conflict resolution, time management, relaxation activities, and exercise and diet planning.

*Prerequisite: Admission to Corrections & Community Advocacy program 105047*

**Written Communication  
10801195 .....3 credits**

Develops writing skills, which include prewriting, drafting, revising, and editing. A variety of writing assignments is designed to help the learner analyze audience and purpose, research and organize ideas, and format and design documents based on subject matter and content. Also develops critical reading and thinking skills through analysis of a variety of written documents.

*Prerequisite: Accuplacer Sentence Skills score of 85 or equivalent, or Intro to College Writing 10831103 with a grade of "C" or better. Proficiency in word processing skills recommended.*

**NOTES:**

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# cosmetology

## Technical Diploma Program Code: 31-502-1 Total Credits: 33

Combined with successful completion of the state licensing exam, Mid-State's Cosmetology program provides the theory and practice you need to build your cosmetology career. Students study hair cutting, perming/relaxing, and styling as well as facial and scalp treatments, barbering, makeup, pedicuring, manicuring, and more. The program emphasizes sanitation and safety. You'll learn from experienced instructors, guest lectures, demonstrations, industry representatives, and platform artists. Your practice will progress from working on mannequins to providing services in the on-campus salon. Many other hands-on opportunities are available, including job shadowing.

**Salary information:** [mstc.edu/programsalaries](http://mstc.edu/programsalaries)

**Estimated tuition and fees:** [mstc.edu/programcosts](http://mstc.edu/programcosts)

### ACADEMIC ADVISORS

To schedule an appointment with your academic advisor, call 715.422.5300.

#### Tanya Kollross, MS

Marshfield Campus • [tanya.kollross@mstc.edu](mailto:tanya.kollross@mstc.edu)

#### Juan Veloz, MBA

Stevens Point Campus • [juan.veloz@mstc.edu](mailto:juan.veloz@mstc.edu)

#### Diane Andres, MS

Wisconsin Rapids Campus • [diane.andres@mstc.edu](mailto:diane.andres@mstc.edu)

### CHECKLIST:

This section will be completed when meeting with your academic advisor.

- FAFSA ([www.fafsa.gov](http://www.fafsa.gov))
- Financial Aid Form(s)  
Form(s): \_\_\_\_\_
- Follow-Up Appointment:  
Where: \_\_\_\_\_  
When: \_\_\_\_\_  
With: \_\_\_\_\_
- Official Transcripts  
Mid-State Technical College  
Attention CPL Coordinator  
500 32nd Street North  
Wisconsin Rapids, WI 54494
- Other: \_\_\_\_\_  
\_\_\_\_\_

**mstc.edu**  
**888.575.6782**



**MID-STATE**  
TECHNICAL COLLEGE

**ADAMS COUNTY CENTER**  
401 North Main  
Adams, WI 53910

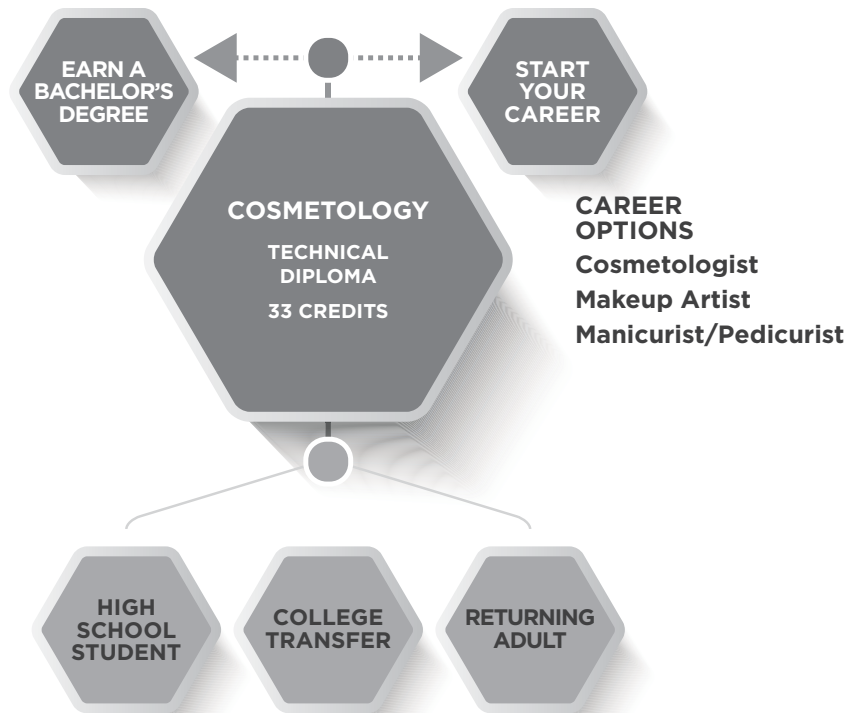
**MARSHFIELD CAMPUS**  
2600 West 5th Street  
Marshfield, WI 54449

**STEVENS POINT CAMPUS**  
1001 Centerpoint Drive  
Stevens Point, WI 54481

**WISCONSIN RAPIDS CAMPUS**  
500 32nd Street North  
Wisconsin Rapids, WI 54494

## BACHELOR'S DEGREE OPTIONS

For more information and additional opportunities, visit [mstc.edu/transfer](http://mstc.edu/transfer).



College Credit • Dual Credit • Military Experience • Work Experience  
Learn about Credit for Prior Learning at [mstc.edu/cpl](http://mstc.edu/cpl).

**BEGIN AT ANY POINT  
IN THE PATHWAY**

## OTHER OPTIONS

### RELATED PROGRAMS

- Barber Technologist

## PROGRAM OUTCOMES

Employers will expect you, as a Cosmetology graduate, to be able to:

- Apply safety and sanitation procedures.
- Adhere to the current Wisconsin administrative codes and statutes for cosmetology.
- Demonstrate interpersonal skills for success.
- Perform hair cutting services.
- Perform shampoo services.
- Perform skin care services.
- Perform texture services.
- Perform hair color services.
- Demonstrate hair styling and finishing techniques.
- Perform nail services.
- Develop strategies to market products and services.

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Most classes are offered in a face-to-face format. Theory of General Science is offered only in an online format. Work on mannequins, other students, and in an on-campus salon completes the practical component of your training.

Students must purchase a kit of required tools and supplies. The cost of the kit is approximately \$1,700 and must be purchased for use on the first day of class.

Students who successfully complete the program will meet the Wisconsin requirement of 1,550 hours of theoretical and practical instruction. Financial aid and scholarships are available to those who qualify.

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## FUNCTIONAL ABILITIES

Students must have good fine motor skills, especially finger dexterity, as well as good hand-eye coordination and 20/40 vision in best eye with 70 degrees to each side for peripheral vision, as determined by the Department of Transportation.

## PROGRAM PROGRESSION

In order to progress in and successfully complete the program, students must repeat core courses (courses numbered 31-502-xxx) not completed with a grade of “C” or better prior to progressing in core courses or other courses with co- or prerequisites.

Please note that the ability to repeat courses is dependent upon availability of courses. Students may be required to apply for program re-entry in order to repeat courses.

## STUDENT HANDBOOK

Visit [mstc.edu/studenthandbook](http://mstc.edu/studenthandbook) to view Mid-State’s student handbook, which contains information about admissions, enrollment, appeals processes, services for people with disabilities, financial aid, graduation, privacy, Mid-State’s Student Code of Conduct, and technology.

## GRADUATION REQUIREMENT

The GPS for Student Success course is required for all Mid-State students and must be completed prior to obtaining 12 credits. (Not counted in the total credit value for this program.)

### GPS for Student Success

#### **10890102 ..... 1 credit**

Integrate necessary skills for student success by developing an academic plan, identifying interpersonal attributes for success, adopting efficient and effective learning strategies, and utilizing Mid-State resources, policies, and processes. This course must be completed prior to obtaining 12 credits and as a graduation requirement.

## ADDITIONAL COURSES AS NEEDED

The following courses may be recommended or required if the student does not achieve minimum Accuplacer scores.

### Intro to College Reading

#### **10838104 ..... 2 credits**

Provides learners with the opportunities to develop and expand reading skills, including comprehension and vocabulary skills. Learners apply reading skills to academic tasks and read to acquire information from a variety of sources.

### Intro to College Writing

#### **10831103 ..... 3 credits**

Introduces basic principles of composition, including organization, development, unity, and coherence in paragraphs and multi-paragraph documents. The purpose of this course is to prepare students for successful entry into required program courses. This course is tuition bearing and under certain circumstances may qualify for financial aid. This course cannot be used to satisfy program completion requirements at Mid-State.

*Prerequisite: Accuplacer Sentence Skills score of 60 or equivalent. Proficiency in word processing skills recommended.*

### Pre-Algebra

#### **10834109 ..... 3 credits**

Provides an introduction to algebra. Includes operations on real numbers, solving linear equations, percent and proportion, and an introduction to polynomials and statistics. Prepares students for elementary algebra and subsequent algebra-related courses.

*Prerequisite: Accuplacer Math score of 65, Accuplacer Algebra score of 30, ABE Math Prep V 76854785 and ABE Math Prep VI 76854786 with a grade of “S.” (Note: ABE Math Prep V and VI courses cannot be used to satisfy program completion requirements at Mid-State.)*

## SAMPLE FULL-TIME CURRICULUM OPTION

Term		14 credits
31502334	Hairstyling	3
31502335	Haircutting	3
31502336	Chemical Texture Services	3
31502337	Nail Technology	1
31502340	Facials	1
31502347	Haircolor	3

Term		13 credits
31502316	Theory of General Sciences	1
31502338	Salon Services I	1
31502342	Capstone Experience	3
31502343	Salon Services II	4
31502344	Salon Services III	4

Term		6 credits
31502349	Summer Salon Services IV	3
31502350	Summer Salon Services V	3

**Total credits 33**

Please Note:

- This curriculum sequence is only for student planning. Actual student schedules will vary depending on course availability.
- Program completion time may vary based on student scheduling and course availability. For details, go to [mstc.edu/classfinder](http://mstc.edu/classfinder).

## SAMPLE PART-TIME CURRICULUM OPTION

Term		8 credits
31502316	Theory of General Sciences	1
31502335	Haircutting	3
31502336	Chemical Texture Services	3
31502338	Salon Services I	1

Term		8 credits
31502340	Facials	1
31502343	Salon Services II	4
31502347	Haircolor	3

Term		7 credits
31502334	Hairstyling	3
31502344	Salon Services III	4

Term		7 credits
31502337	Nail Technology	1
31502349	Summer Salon Services IV	3
31502342	Capstone Experience	3

Term		3 credits
31502350	Summer Salon Services V	3

**Total credits 33**

## course descriptions

### Capstone Experience

**31502342 .....3 credits**

Students prepare for the state board exam and for securing a job. Students complete a mock assessment of all state board practical and written concepts, including state law. Students also prepare for their job search and for working with the business side of the cosmetology industry.

*Corequisites: Salon Services II 31502343, Facials 31502340, Saturday Salon 31502348, and consent of instructor*

### Chemical Texture Services

**31502336 .....3 credits**

Includes the basics of safe and sanitary permanent waving and chemical hair relaxing. Includes history and product knowledge of these chemical services as well as advanced techniques and procedures that define current trends in the salon.

*Prerequisite: Admission to Cosmetology program 315021 and recommended minimum Accuplacer scores - Reading 55, Sentence Skills 60, Arithmetic 34*

### Facials

**31502340 .....1 credit**

Students learn the different types of skin and study structure and functions of the skin. Applies basic facial techniques. Students will study microdermabrasion, laser hair removal, and chemical peels. They also perform basic skin waxing techniques, removal of superfluous hair, makeup application, false eyelash application, and skin analysis.

*Prerequisite: Admission to Cosmetology program 315021*

### Haircolor

**31502347 .....3 credits**

Covers hair-color basics which include the law of color, the color wheel, and the theory behind these concepts. Students identify the chemicals used in hair color and discover the differences between temporary, semi/demi, and permanent color. Students mix and apply color while developing skills and building client consultation techniques. Studies application methods governed by the state board regulations. Also teaches the study of bleach theory and complete lightening applications, including foiling. Students experience advanced color formulations, color placement techniques, and color correction procedures.

*Prerequisite: Admission to Cosmetology program 315021 and recommended minimum Accuplacer scores - Reading 55, Sentence Skills 60, Arithmetic 34*

### Haircutting

**31502335 .....3 credits**

Involves designing haircuts, understanding form, and applying various haircutting techniques. Students perform various haircuts, including blunt, uniform, increased, and graduated haircuts. Students also perform men's haircuts including razor cutting, shear over comb, clipper cutting clipper over comb, short tapered, and flattops. Trimming techniques used for men's facial hair are also emphasized and practiced, including shaving, beards, mustaches, and side burns.

*Prerequisite: Admission to Cosmetology program 315021 and recommended minimum Accuplacer scores - Reading 55, Sentence Skills 60, Arithmetic 34*

# course descriptions

## Hairstyling

**31502334 .....3 credits**

Emphasizes wet and dry hairstyling to include rollers, air-forming, thermal styling, hair straightening, finger waving, pin curls, hair analysis, shampooing, scalp treatments, braiding, long hair design, and hair pressing. Fundamentals of thermal styling and comb-outs are performed. Practical aspects of hair enhancements including wigs, hair extensions, and hair pieces will also be performed.  
*Prerequisite: Admission to Cosmetology program 315021 and recommended minimum Accuplacer scores - Reading 55, Sentence Skills 60, Arithmetic 34*

## Nail Technology

**31502337 .....1 credit**

Students achieve skills in manicuring, pedicuring, and nail enhancement services, including polish application and massage techniques. Students study nail shape and safe and sanitary use of nail care products. Paraffin hand dips, advanced polish techniques, and various nail art application are practiced.  
*Prerequisite: Admission to Cosmetology program 315021 and recommended minimum Accuplacer scores - Reading 55, Sentence Skills 60, Arithmetic 34*

## Salon Services I

**31502338 .....1 credit**

Promotes beginning-level concentrated student development of skills and proficiencies by providing a wide range of client-related services. Emphasizes client consultations, proper business practices, professional attitudes, and refining techniques that ensure entry-level preparedness for the Wisconsin licensing exam. Recommended minimum Accuplacer scores - Reading 55, Sentence Skills 60, Arithmetic 34  
*Corequisites: Haircolor 31502347, Hairstyling 31502334, Haircutting 31502335, Chemical Texture Services 31502336, Nail Technology 31502337, and Facials 31502340*

## Salon Services II

**31502343 .....4 credits**

Builds on Salon Services I by promoting student development of skills and proficiencies in delivering a wide range of client-related services. Emphasizes client consultations, proper business practices, professional attitudes, and refining techniques that will ensure entry-level preparedness for the Wisconsin licensing exam. Students complete this course by working in an on-campus beauty salon environment. In addition, students must complete 25 hours of on-the-job training (outside of the Mid-State salon and any other current employment location of the student) and secure approval from the course instructor.  
*Corequisite: Salon Services I 31502338*

## Salon Services III

**31502344 .....4 credits**

Builds on techniques practiced in Salon Services I and II, concentrating on student development of skills and proficiencies by providing a wide range of client-related services. Emphasizes client consultations, proper business practices, professional attitudes, and refining techniques that will ensure entry-level preparedness for the Wisconsin licensing exam. Students complete this course by working in an on-campus beauty salon environment. In addition, students must complete 25 hours of on-the-job training (outside of the Mid-State salon and any other current employment location of the student) and secure approval from the course instructor.  
*Corequisite: Salon Services I 31502338*

## Summer Salon Services IV

**31502349 .....3 credits**

Builds on techniques learned in the classroom and practiced in the salon, concentrating on development of skills and proficiencies by providing a wide range of client services. Emphasizes client consultations, proper business practices, professional attitudes, and refining techniques that will ensure entry-level preparedness for the Wisconsin licensure exam. Students complete this course in the on-campus salon.  
*Prerequisite: Salon Services I 31502338 and recommended minimum Accuplacer scores - Reading 55, Sentence Skills 60, Arithmetic 34*

## Summer Salon Services V

**31502350 .....3 credits**

Builds on techniques learned in the classroom and practiced in the salon, concentrating on development of skills and proficiencies by providing a wide range of client services. Emphasizes client consultations, proper business practices, professional attitudes, and refining techniques that will ensure entry-level preparedness for the Wisconsin licensure exam. Students complete this course in the on-campus salon.  
*Prerequisite: Salon Services I 31502338*

## Theory of General Sciences

**31502316 .....1 credit**

Covers several general science topics integral to the field of barbering/cosmetology, including bacteriology, infection control, properties of the hair and scalp, nail structure and growth, skin diseases and disorders, introduction to electrology, the basics of electricity, chemistry, and anatomy and physiology. This course is offered online only.  
*Prerequisite: Admission to Cosmetology program 315021 and recommended minimum Accuplacer scores - Reading 55, Sentence Skills 60, Arithmetic 34*



# court reporting

## Associate in Applied Science (AAS) Program Code: 10-170-2 Total Credits: 60

Mid-State's Court Reporting program trains students to create word-for-word transcriptions at trials, depositions, and other legal proceedings. The program emphasizes speed, accuracy, and confidentiality. Core program courses are offered via video conference hosted by Lakeshore Technical College and are supported by select classes available in the Mid-State district. You'll need to hear, speak, see, and use both hands to manipulate a computer keyboard and stenograph machine. This program is certified by the National Court Reporters Association (NCRA).

**Salary information:** [mstc.edu/programsalaries](http://mstc.edu/programsalaries)

**Estimated tuition and fees:** [mstc.edu/programcosts](http://mstc.edu/programcosts)

### ACADEMIC ADVISORS

To schedule an appointment with your academic advisor, call 715.422.5300.

#### Tanya Kollross, MS

Marshfield Campus • [tanya.kollross@mstc.edu](mailto:tanya.kollross@mstc.edu)

#### Yer Lee, MS

Stevens Point Campus • [yer.lee@mstc.edu](mailto:yer.lee@mstc.edu)

#### Betsy Leonard, MBA

Wisconsin Rapids Campus • [betsy.leonard@mstc.edu](mailto:betsy.leonard@mstc.edu)

### CHECKLIST:

This section will be completed when meeting with your academic advisor.

- FAFSA ([www.fafsa.gov](http://www.fafsa.gov))
- Financial Aid Form(s)  
Form(s): \_\_\_\_\_
- Follow-Up Appointment:  
Where: \_\_\_\_\_  
When: \_\_\_\_\_  
With: \_\_\_\_\_
- Official Transcripts  
Mid-State Technical College  
Attention CPL Coordinator  
500 32nd Street North  
Wisconsin Rapids, WI 54494
- Other: \_\_\_\_\_  
\_\_\_\_\_

**mstc.edu**  
**888.575.6782**



**MID-STATE**  
TECHNICAL COLLEGE

**ADAMS COUNTY CENTER**  
401 North Main  
Adams, WI 53910

**MARSHFIELD CAMPUS**  
2600 West 5th Street  
Marshfield, WI 54449

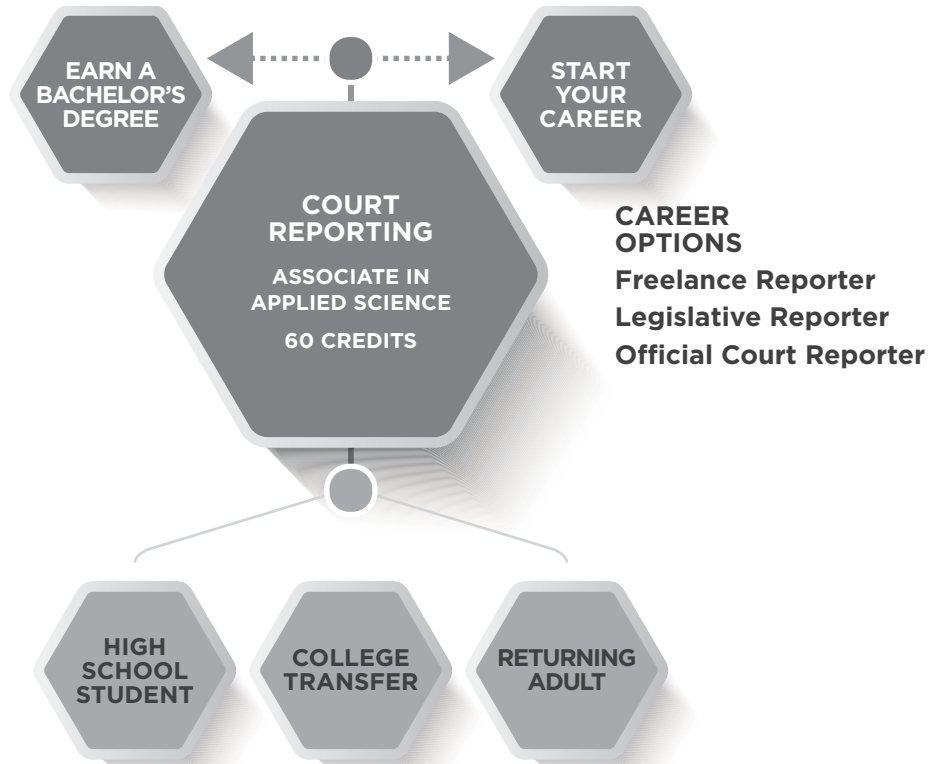
**STEVENS POINT CAMPUS**  
1001 Centerpoint Drive  
Stevens Point, WI 54481

**WISCONSIN RAPIDS CAMPUS**  
500 32nd Street North  
Wisconsin Rapids, WI 54494



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College Credit • Dual Credit • Military Experience • Work Experience  
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**BEGIN AT ANY POINT  
IN THE PATHWAY**

## OTHER OPTIONS

### RELATED PROGRAMS

- Corrections & Community Advocacy
- Criminal Justice-Law Enforcement 720 Academy
- Criminal Justice-Studies
- Emergency Medical Technician
- Emergency Services Management
- EMT-Paramedic
- Fire Protection Technician
- Paramedic Technician

## PROGRAM OUTCOMES

Employers will expect you, as a Court Reporting graduate, to be able to:

- Utilize machine shorthand with a computer-aided transcription system to write the spoken word and produce a transcript.
- Perform as a real-time reporter with skills to obtain certification.
- Demonstrate knowledge of legal and medical concepts and terminology.
- Apply the NCRA Code of Professional Ethics and Certification Standards.

## GRADUATION REQUIREMENT

Three five-minute timings must be passed in each of the following categories with a minimum of 95 percent accuracy:

- Two-voice testimony @ 225 wpm
- Jury charge @ 200 wpm
- Literary @ 180 wpm

Judicial Reporting Procedures and Judicial Reporting Internship must be taken within 18 months of graduation.

## ADMISSIONS PROCEDURES

To apply to the Court Reporting program, please submit the following documents to Lakeshore Technical College:

1. Complete a WTCS application form and return it with the \$30 non-refundable application fee. Check is payable to LTC.
2. Complete the Accuplacer or ACT test.  
Minimum scores required:
  - Reading – Accuplacer score of 55
  - Sentence Skills – Accuplacer score of 70
  - Arithmetic – Accuplacer score of 50
  - ACT equivalents for above scores are acceptable

You may take the Accuplacer again if you did not meet the required scores. Additional options, including coursework and tutoring, are also available to assist you. To learn about your options or schedule an Accuplacer test, contact the Student Services & Information Center on your Mid-State campus.

Written Communication, mathematics courses, and some science courses have placement requirements. Please refer to the course description section at the end of this guide for course-specific information.

3. Submit an official copy of all academic transcripts, including high school, college or university, and HSED/GED.
4. Program advising session.
5. Notification of Laptop/Steno Rental Requirement form.
6. Authorization to Release Confidential Information for Shared Programs form.
7. Upon receipt of the above materials, you will be accepted to Lakeshore Technical College. LTC will then notify you of additional program requirements.

**Lakeshore Technical College • Admissions**  
1290 North Avenue, Cleveland, WI 53015-1414

**Mid-State Technical College • Admissions**  
500 32nd Street North, Wisconsin Rapids, WI 54494

## STUDENT HANDBOOK

Visit [mstc.edu/studenthandbook](http://mstc.edu/studenthandbook) to view Mid-State's student handbook, which contains information about admissions, enrollment, appeals processes, services for people with disabilities, financial aid, graduation, privacy, Mid-State's Student Code of Conduct, and technology.

## GRADUATION REQUIREMENT

The GPS for Student Success course is required for all Mid-State students and must be completed prior to obtaining 12 credits. (Not counted in the total credit value for this program.)

### GPS for Student Success

**10890102 ..... 1 credit**

Integrate necessary skills for student success by developing an academic plan, identifying interpersonal attributes for success, adopting efficient and effective learning strategies, and utilizing Mid-State resources, policies, and processes. This course must be completed prior to obtaining 12 credits and as a graduation requirement.

## ADDITIONAL COURSES AS NEEDED

The following courses may be recommended or required if the student does not achieve minimum Accuplacer scores.

### Intro to College Reading

**10838104 ..... 2 credits**

Provides learners with the opportunities to develop and expand reading skills, including comprehension and vocabulary skills. Learners apply reading skills to academic tasks and read to acquire information from a variety of sources.

### Intro to College Writing

**10831103 ..... 3 credits**

Introduces basic principles of composition, including organization, development, unity, and coherence in paragraphs and multi-paragraph documents. The purpose of this course is to prepare students for successful entry into required program courses. This course is tuition bearing and under certain circumstances may qualify for financial aid. This course cannot be used to satisfy program completion requirements at Mid-State.

*Prerequisite: Accuplacer Sentence Skills score of 60 or equivalent. Proficiency in word processing skills recommended.*

### Pre-Algebra

**10834109 ..... 3 credits**

Provides an introduction to algebra. Includes operations on real numbers, solving linear equations, percent and proportion, and an introduction to polynomials and statistics. Prepares students for elementary algebra and subsequent algebra-related courses.

*Prerequisite: Accuplacer Math score of 65, Accuplacer Algebra score of 30, ABE Math Prep V 76854785 and ABE Math Prep VI 76854786 with a grade of "S." (Note: ABE Math Prep V and VI courses cannot be used to satisfy program completion requirements at Mid-State.)*



# course descriptions

## **Captioning/CART**

**10170101.....3 credits**

Prepares the student to utilize realtime terminology and technology, follow guidelines in the CART providers manual, follow ADA regulations, describe CART provider and captioning requirements, write new punctuation and symbols, write a 30-minute news broadcast nonstop, finger-spell words, manage dictionaries, control caption spacing and placement, speaker ID's, write environmental sounds and descriptors, and write technical terms in various subjects.

## **Broadcast Captioning Research Method**

**10170104.....1 credit**

Prepares the learner to prepare (research) prior to broadcast, conduct research in preparation for broadcasting international news, national news, local news, weather reports, sporting events, writing geographical terms, utilize culturally diverse terminology, and create job dictionaries.

## **College Mathematics**

**10804107.....3 credits**

Designed to review and develop fundamental concepts of mathematics pertinent to the areas of: 1) arithmetic and algebra; 2) geometry and trigonometry; and 3) probability and statistics. Special emphasis is placed on problem solving, critical thinking and logical reasoning, making connections, and using calculators.

## **Court Reporting Internship**

**10170145.....1 credit**

Prepares the student to write machine shorthand verbatim for a minimum of 40 hours of actual writing time in the courtroom, classroom, and deposition environment under the supervision of a working reporter, includes preparing a 40-page transcript, and summarizing the internship experience in a narrative report.

*Prerequisite: 10106108 or 10170108 Realtime Reporting Speed Development, 10106128 or 10170128 Jury Charge I-Advanced, 10106109 or 10170109 Literary I-Advanced, 10106156 or 10170156 Testimony I-Advanced. Corequisite: 10106129 or 10170129 Jury Charge II-Advanced, 10106111 or 10170111 Literary II-Advanced and 10106157 or 10170157 Testimony II-Advanced*

## **Court Reporting Procedures**

**10170141.....2 credits**

Introduces the student to reporting procedures for which reporters are responsible in the courtroom, deposition, and real-time reporting environments, including preparing salable transcripts, researching legal citations, and developing professional development plans.

## **English Composition 1**

**10801136.....3 credits**

Designed for learners to develop knowledge and skills in all aspects of the writing process. Planning, organizing, writing, editing, and revising are applied through a variety of activities. Students analyze audience and purpose, use elements of research, and format documents using standard guidelines. Individuals develop critical reading skills through analysis of various written documents.

*Prerequisite: Accuplacer Sentence Skills score of 85 or equivalent, or Intro to College Writing 10831103 with a grade of "C" or better. Proficiency in word processing skills recommended.*

## **English for Realtime Reporters**

**10170184.....1 credit**

Enhances the student's ability to use proper English grammar, spelling, punctuation, capitalization, and vocabulary techniques in the transcription of the spoken word.

## **Four Voice**

**10170146.....1 credit**

Prepares the student to write four-voice testimony from material dictated at a minimum speed of 160 wpm for 5 minutes with a minimum of 95 percent accuracy.

## **Intro to American Government**

**10809122.....3 credits**

Introduces American political processes and institutions. Focuses on rights and responsibilities of citizens and the process of participatory democracy. Learners examine the complexity of the separation of powers and checks and balances. Explores the role of the media, interest groups, political parties, and public opinion in the political process. Also explores the role of state and national government in our federal system. A student scoring between 55-80 on their Accuplacer Reading Comprehension, or 60-80 on Accuplacer Sentence Skills is recommended to co-enroll in the Introduction to College Reading course and/or Introduction to College Writing course, respectively.

*Prerequisite: Minimum Accuplacer scores - Reading 55, Sentence Skills 60 or equivalent, or Intro to College Reading 10848104 with a grade of C or better and Intro to College Writing 10831103 with a grade of C or better*

## **Intro to Psychology**

**10809198.....3 credits**

This introductory course surveys the multiple aspects of human behavior. It involves a survey of the theoretical foundations of human functioning in such areas as learning, motivation, emotions, personality, deviance and pathology, physiological factors, and social influences. It directs the student to an insightful understanding of the complexities of human relationships in personal, social, and vocational settings. A student scoring between 55-80 on Accuplacer Reading Comprehension is recommended to co-enroll in the Introduction to College Reading course.

*Prerequisite: Minimum Accuplacer scores - Reading 55, Sentence Skills 60 or equivalent, or Intro to College Reading 10848104 with a grade of "C" or better and Intro to College Writing 10831103 with a grade of "C" or better*

## Introduction to Diversity Studies

**10809172.....3 credits**

Introduces learners to the study of diversity from a local to a global environment using a holistic, interdisciplinary approach. Encourages self-exploration and prepares the learner to work in a diverse environment. In addition to an analysis of majority/minority relations in a multicultural context, the primary topics of race, ethnicity, age, gender, class, sexual orientation, disability, and religion are explored. A student scoring between 55-80 on Accuplacer Reading Comprehension or 60-80 on Accuplacer Sentence Skills is recommended to co-enroll in the Introduction to College Reading course and/or Introduction to College Writing course, respectively.

*Prerequisite: Minimum Accuplacer scores - Reading 55, Sentence Skills 60 or equivalent, or Intro to College Reading 10848104 with a grade of "C" or better and Intro to College Writing 10831103 with a grade of "C" or better*

## Jury Charge 1 - Advanced

**10170128.....2 credits**

Prepares the student to write jury charge material at 160 words per minute for 3 minutes and transcribe at least 3 timings with a minimum of 95 percent accuracy and prepare salable transcripts.

*Prerequisite: 10170121 Jury Charge 1 - Beginner or 10106121 Jury Charge 1 - Beginner or Condition: Minimum of 130 WPM met*

## Jury Charge 2 - Advanced

**10170129 .....2 credits**

Prepares the learner to write jury charge material at 200 words per minute for 5 minutes and transcribe at least 3 timings with a minimum of 95 percent accuracy and prepare salable transcripts.

*Prerequisite: 10170122 Jury Charge 2 - Beginner or 10106122 Jury Charge 2 - Beginner or Condition: Minimum of 180 WPM met*

## Legal Terminology

**10170160 ..... 1 credit**

Provides the student with the ability to spell, pronounce, and define legal terms.

## Literary 1 - Advanced

**10170109 .....2 credits**

Prepares the learner to write literary material at 150 words per minute for three minutes, transcribe at least three timings with a minimum of 95 percent accuracy, write and read back current events dictation, and prepare salable transcripts.

*Prerequisite: 10170113 Literary 1-Beginner or 10106113 Literary 1-Beginner or Condition: Minimum of 130 WPM met*

## Literary 2 - Advanced

**10170111 .....2 credits**

Prepares the learner to write literary material at 180 words per minute for five minutes, transcribe at least three timings with a minimum of 95 percent accuracy, write and read back current events dictation, and prepare salable transcripts.

*Prerequisite: 10170114 Literary 2 - Beginner or 10106114 Literary 2 - Beginner or Condition: Minimum of 160 words per minute met*

## Medical Reporting and Terminology

**10170171 .....2 credits**

Prepares the student to write medical terminology in machine shorthand using appropriate medical terminology from material dictated at a minimum speed of 150 wpm for five minutes with a minimum of 95 percent accuracy. The student will research medical information, prepare salable transcripts, and submit timings.

*Prerequisite: 10170156 Testimony 1 - Advanced or 10106156 Testimony 1 -Advanced*

## Oral/Interpersonal Communication

**10801196 .....3 credits**

Focuses upon developing speaking, verbal, and non-verbal communication, and listening skills through individual presentations, group activities, and other projects. For a student scoring between 55-80 on their Accuplacer Reading Comprehension exam and 60-80 on the Sentence Skills exam, it is recommended to co-enroll in the Introduction to College Reading and/or Intro to College Writing courses.

*Prerequisite: Minimum Accuplacer scores - Reading 55, Sentence Skills 60 or equivalent*

## Principles of Sustainability

**10806112 .....3 credits**

Prepares students to develop sustainable literacy, analyze interconnections among physical and biological sciences and environmental systems, summarize effects of sustainability on health and well-being, analyze connections among social, economic, and environmental systems, employ energy conservation strategies to reduce use of fossil fuels, investigate alternative energy options, evaluate options to current waste disposal/recycling in the U.S., and analyze approaches used by your community.

*Corequisite: 10838105 Intro Reading and Study Skills or Accuplacer Reading score of 74 or equivalent or Condition: 610062 Agribusiness/Financial Basic program admissions met*

## Realtime Reporting 1

**10170106 .....5 credits**

Prepares the learners to use machine shorthand to write consonants, vowels, numbers, multi-syllabic words, multi-consonant words, punctuation and special symbols, short forms and phases, words in their singular and plural forms, and prefixes and suffixes. Concurrent registration in Realtime Reporting I Lab is required.

*Condition: 101701 Broadcast Captioning or 101702 Court Reporting or 101061 Judicial Reporting program requirements met*

## Realtime Reporting 2

**10170105 .....5 credits**

Prepares the learner to write multi-syllabic words, punctuation and special symbols, short forms and phrases, prefixes and suffixes, numbers, frequently used words and phrases, contractions using the Z-rule, and the "Flagged Alphabet." Apply realtime conflict elimination principles. Apply realtime theory and write dictation using a realtime theory at a minimum speed of 100 wpm. Concurrent registration in Realtime Reporting II Lab is required.

## Realtime Reporting 1 Lab

**10170804 ..... 1 credit**

Prepares the learner to use machine shorthand to write consonants, vowels, numbers, multi-syllabic words, multi-consonant words, punctuation and special symbols, short forms and phrases, words in their singular and plural forms, and prefixes and suffixes. Concurrent registration in Realtime Reporting I is required.

*Corequisite: 10170106 Realtime Reporting I or 10106104 Realtime Reporting 1 and Condition: 101701 Broadcast Captioning or 101702 Court Reporting or 101061 Judicial Reporting program requirement met*

## Realtime Reporting 2 Lab

**10170805 ..... 1 credit**

Expands the learner's ability to write multi-syllabic words, punctuation and special symbols, short forms and phrases, prefixes and suffixes, numbers, frequently used words and phrases, contractions using the Z-rule, and the "Flagged Alphabet." Apply realtime conflict elimination principles. Apply realtime theory and write dictation using a realtime theory. Concurrent registration in Realtime Reporting II is required.

*Corequisite: 10170105 Realtime Reporting II or 10106105 Realtime Reporting 2*

## Realtime Reporting Orientation

**10170144 ..... 1 credit**

Prepares the student to use computer-assisted, real-time transcription software, Windows, email, a steno machine, and a laptop in writing machine shorthand in court reporting and to complete and submit required coursework.

*Condition: 101701 Broadcast Captioning or 101702 Court Reporting program requirements met*

## Realtime Reporting Speed Development

**10170108 ..... 2 credits**

Further develops skills acquired in Realtime Reporting II on literary and testimony material beginning at 100 wpm. Scheduled during the summer term, students must pass two, 3-minute timings at a minimum speed of 110 words per minute.

*Prerequisite: 10170105 Realtime Reporting II or 10106105 Realtime Reporting II*

## Realtime Reporting Technology

**10170159 ..... 2 credits**

Prepares the student to use CAT (Computer-Assisted Transcription) and real-time software; build personal dictionaries; and read, translate, and edit transcripts. Students are introduced to real-time translation procedures in court, depositions, captioning, and educational environments.

## Realtime Reporting TechnologyAdvanced

**10170161 ..... 2 credits**

Prepares the learner to expand their knowledge of computer-assisted transcription and realtime software, dictionary management, specialized editing functions, transcript preparation, auto-included block files, and specialized macros for Steno-related tasks.

## Speech

**10801198 ..... 3 credits**

Explores the fundamentals of effective oral presentation to small and large groups. Topic selection, audience analysis, methods of organization, research, structuring evidence and support, delivery techniques, and other essential elements of speaking successfully, including the listening process, form the basis of this course. If a student earns below the minimum Accuplacer score in each category (Reading 80, Sentence Skills 85), he/she is eligible to take Oral Communication in lieu of Speech, provided the Accuplacer scores are minimum of Reading 55 and Sentence Skills 60, or the student has completed Intro to College Writing and/or Intro to College Reading with a "C" or better.

*Prerequisite: Minimum Accuplacer scores - Reading 80, Sentence Skills 85, or completion of Intro to College Writing and/or Intro to College Reading with a "C" or better or equivalent*

## Testimony 1 - Advanced

**10170156 ..... 3 credits**

Prepares the learner to write two-voice testimony material at 160 words per minute for three minutes and transcribe at least 3 timings with a minimum of 95 percent accuracy and prepare salable transcripts. Concurrent registration in Testimony 1 Lab - Advanced is required.

*Prerequisite: 10170153 Testimony 1 - Beginner or 10106153 Testimony 1 - Beginner or CONDITION: or Minimum of 130 WPM met*

## Testimony 2 - Advanced

**10170157 ..... 3 credits**

Prepares the learner to write two-voice testimony material at 225 words per minute for five minutes and transcribe at least three timings with a minimum of 95 percent accuracy and prepare salable transcripts. Concurrent registration in Testimony 2 Lab-Advanced is required.

*Prerequisite: 10170154 Testimony 2 - Beginner or 10106154 Testimony 2 - Beginner or Condition: Minimum of 180 WPM*

## Written Communication

**10801195 ..... 3 credits**

Develops writing skills, which include prewriting, drafting, revising, and editing. A variety of writing assignments is designed to help the learner analyze audience and purpose, research and organize ideas, and format and design documents based on subject matter and content. Also develops critical reading and thinking skills through analysis of a variety of written documents.

*Prerequisite: Accuplacer Sentence Skills score of 85 or equivalent, or Intro to College Writing 10831103 with a grade of "C" or better. Proficiency in word processing skills recommended.*



# criminal justice-law enforcement 720 academy

## Technical Diploma Program Code: 30-504-2 Total Credits: 22

This program is specifically designed for students with a minimum of 60 college credits who seek to meet the certification requirements necessary to become a law enforcement officer in the state of Wisconsin. Students must meet the entrance requirements as set forth by the Wisconsin Department of Justice.

**Salary information:** [mstc.edu/programsalaries](http://mstc.edu/programsalaries)

**Estimated tuition and fees:** [mstc.edu/programcosts](http://mstc.edu/programcosts)

### ACADEMIC ADVISORS

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#### Tanya Kollross, MS

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#### Betsy Leonard, MBA

Wisconsin Rapids Campus • [betsy.leonard@mstc.edu](mailto:betsy.leonard@mstc.edu)

### CHECKLIST:

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- Financial Aid Form(s)  
Form(s): \_\_\_\_\_
- Follow-Up Appointment:  
Where: \_\_\_\_\_  
When: \_\_\_\_\_  
With: \_\_\_\_\_
- Official Transcripts  
Mid-State Technical College  
Attention CPL Coordinator  
500 32nd Street North  
Wisconsin Rapids, WI 54494
- Other: \_\_\_\_\_  
\_\_\_\_\_

**mstc.edu**  
**888.575.6782**



**MID-STATE**  
TECHNICAL COLLEGE

**ADAMS COUNTY CENTER**  
401 North Main  
Adams, WI 53910

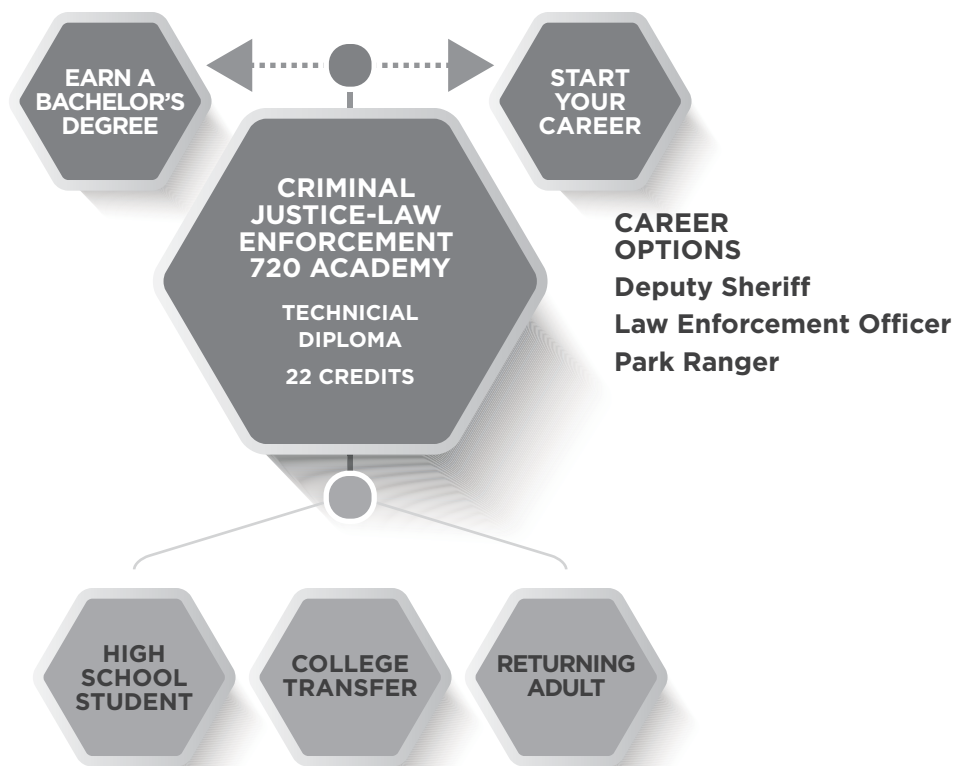
**MARSHFIELD CAMPUS**  
2600 West 5th Street  
Marshfield, WI 54449

**STEVENS POINT CAMPUS**  
1001 Centerpoint Drive  
Stevens Point, WI 54481

**WISCONSIN RAPIDS CAMPUS**  
500 32nd Street North  
Wisconsin Rapids, WI 54494

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College Credit • Dual Credit • Military Experience • Work Experience  
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**BEGIN AT ANY POINT  
IN THE PATHWAY**

## OTHER OPTIONS

### RELATED PROGRAMS

- Corrections & Community Advocacy
- Court Reporting
- Criminal Justice-Studies
- Emergency Medical Technician
- Emergency Services Management
- EMT-Paramedic
- Fire Protection Technician
- Paramedic Technician



## PROGRAM OUTCOMES

Employers will expect you, as a Criminal Justice-Law Enforcement 720 Academy graduate, to be able to:

- Think critically.
- Manage emergencies.
- Communicate effectively.
- Demonstrate professionalism.
- Conduct investigations.
- Interact with others.
- Demonstrate technical skills. (For certification track only.)

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Anyone with a felony conviction or a domestic abuse conviction cannot become a law enforcement officer without a governor's pardon. Numerous moving traffic violations or a lengthy criminal history or mental illness that prevents the applicant from performing essential job functions may hinder opportunities for employment.

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## ADDITIONAL ENTRY CRITERIA

To apply to the Criminal Justice-Law Enforcement 720 Academy program:

- The applicant shall have attained a minimum age of 18 years.
- The applicant shall possess a Wisconsin high school diploma or a diploma issued by an out of state high school accredited by an appropriate agency of the state or have a General Education Development (GED) Certificate or a High School Equivalency Diploma (HSED). In Wisconsin, high school diplomas are issued by public and private schools. A home-based private educational program does not lead to a traditional Wisconsin high school diploma. A student who is enrolled in a home-based private educational program must attain a GED or HSED to be eligible for preparatory law enforcement officer training.
- The applicant shall possess a valid Wisconsin driver's license or such other valid operator's permit recognized by the Wisconsin department of transportation as authorizing operation of a motor vehicle in Wisconsin.
- The applicant shall not have been convicted of any federal felony or of any offense that if committed in Wisconsin could be punished as a felony unless the applicant has been granted an absolute and unconditional pardon.
- The applicant shall not have been convicted of any misdemeanor crime of domestic violence unless the applicant has been granted an absolute and unconditional pardon.
- The applicant shall not be prohibited by federal or state law from possessing a firearm.
- The applicant shall be a United States citizen.

- The applicant shall possess either a two-year associate degree from a Wisconsin Technical College System district or its accredited equivalent from another state or a minimum of 60 accredited semester credits or 90 accredited quarter credits. An official college transcript from the educational institution where credit was awarded shall serve as evidence of an applicant having met the associate degree or college credit requirement. School accreditation can be checked at the US Department of Education website. NOTE: Applicants for law enforcement college certification track training are exempt from the college credit requirement.
- A physical assessment shall be conducted to verify that the applicant can meet the physical standards required of a law enforcement officer. The assessment shall be conducted by a Wisconsin licensed physician who shall provide a signed written report on the results of the assessment to the training school.
- An oral interview shall be conducted with a panel of law enforcement executives or with teaching or counseling staff affiliated with the training school to determine the applicant's suitability for law enforcement officer employment and to assess the applicant's demeanor, background, and ability to communicate.
- Physical ability will be tested prior to entrance into a preparatory law enforcement officer training academy and again during Phase 3 of the academy. There are both entrance and exit standards for passing the Physical Readiness Test.

## FUNCTIONAL ABILITIES

A list of specific physical, emotional, and mental tasks needed to function as a law enforcement officer is available at [mstc.edu/programs/criminal-justice-studies](http://mstc.edu/programs/criminal-justice-studies). Contact the disability services coordinator in the Student Services & Information Center to receive assistance.

## PROGRAM PROGRESSION

In order to successfully complete the program, students must:

- Receive a grade of "C" or better in all courses required for graduation. Please note that the ability to repeat courses is dependent upon availability in courses.

## STUDENT HANDBOOK

Visit [mstc.edu/studenthandbook](http://mstc.edu/studenthandbook) to view Mid-State's student handbook, which contains information about admissions, enrollment, appeals processes, services for people with disabilities, financial aid, graduation, privacy, Mid-State's Student Code of Conduct, and technology.

## GRADUATION REQUIREMENT

The GPS for Student Success course is required for all Mid-State students and must be completed prior to obtaining 12 credits. (Not counted in the total credit value for this program.)

### GPS for Student Success

#### 10890102 ..... 1 credit

Integrate necessary skills for student success by developing an academic plan, identifying interpersonal attributes for success, adopting efficient and effective learning strategies, and utilizing Mid-State resources, policies, and processes. This course must be completed prior to obtaining 12 credits and as a graduation requirement.

## ADDITIONAL COURSES AS NEEDED

The following courses may be recommended or required if the student does not achieve minimum Accuplacer scores.

### Intro to College Reading

#### 10838104 ..... 2 credits

Provides learners with the opportunities to develop and expand reading skills, including comprehension and vocabulary skills. Learners apply reading skills to academic tasks and read to acquire information from a variety of sources.

### Intro to College Writing

#### 10831103 ..... 3 credits

Introduces basic principles of composition, including organization, development, unity, and coherence in paragraphs and multi-paragraph documents. The purpose of this course is to prepare students for successful entry into required program courses. This course is tuition bearing and under certain circumstances may qualify for financial aid. This course cannot be used to satisfy program completion requirements at Mid-State.

*Prerequisite: Accuplacer Sentence Skills score of 60 or equivalent. Proficiency in word processing skills recommended.*

### Pre-Algebra

#### 10834109 ..... 3 credits

Provides an introduction to algebra. Includes operations on real numbers, solving linear equations, percent and proportion, and an introduction to polynomials and statistics. Prepares students for elementary algebra and subsequent algebra-related courses.

*Prerequisite: Accuplacer Math score of 65, Accuplacer Algebra score of 30, ABE Math Prep V 76854785 and ABE Math Prep VI 76854786 with a grade of "S." (Note: ABE Math Prep V and VI courses cannot be used to satisfy program completion requirements at Mid-State.)*

## SAMPLE FULL-TIME CURRICULUM OPTION

Term		22 credits
30504310	Overview of Criminal Justice	1
30504311	Overview of Investigations	2
30504312	Overview of Tactics	1
30504313	Overview of Patrol Response	2
30504315	Principles of Investigations	1
30504316	Principles of Tactics	5
30504317	Principles of Emergency Vehicle Response	2
30504319	Application of Traffic Response	3
30504320	Physical Fitness	1
30504321	Practical Assessments (scenarios)	1
30504322	Application of Investigations	1
30504323	Sensitive Crimes	2

**Total credits 22**

## NOTES:

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## Application of Investigations

**3050432.....1 credit**

Through classroom lecture, and on-campus lab, and WI Department of Justice 720 Academy integration exercises students will learn and apply skills addressed in the following Phase II topics of the Department of Justice 720 Academy curriculum framework: Ethics II: Moral Reasoning and Professional Responsibility, Cultural Competence II: Fair and Impartial Policing, Interrogations, Testifying in Court, and Crimes III.

*Prerequisite: Admission to Criminal Justice-Law Enforcement 720 Academy program 305041 and must successfully complete the application process.*

## Application of Traffic Response

**30504319.....3 credits**

Through classroom lecture, and on-campus lab and WI Department of Justice integration exercises, students will learn and apply skills addressed in the following Phase III topics from the WI Department of Justice 720 Academy curriculum framework: Traffic Law Enforcement - Core and Radar, Traffic Crash Investigations & Incident Management, Operating a Motor Vehicle While Intoxicated (OMVWI), Standardized Field Sobriety Tests (SFST), Hazardous Materials and Weapons of Mass Destruction (WMD), Incident Command Systems and NIMS, and Report Writing.

*Prerequisite: Admission to Criminal Justice-Law Enforcement 720 Academy program 305041 and must successfully complete the application process*

## Overview of Criminal Justice

**30504310 .....1 credit**

Through classroom lecture and Wisconsin Department of Justice 720 Academy integration exercises, students learn and apply skills addressed in the following Wisconsin Department of Justice 720 Academy Phase I curriculum framework topics: Academy Orientation, Fundamentals of Criminal Justice, Ethics, Cultural Competency, Agency Policy, and Professional Communication.

*Prerequisite: Admission to Criminal Justice-Law Enforcement 720 Academy program 305042 and must successfully complete the application process*

## Overview of Investigations

**30504311.....2 credits**

Through classroom lecture, on-campus lab, and WI Department of Justice 720 Academy integration exercises students will learn and apply skills addressed in the following Department of Justice 720 Academy curriculum framework Phase I topics: Constitutional Law I, Crimes I, Interviews, and Report Writing.

*Prerequisite: Admission to Criminal Justice-Law Enforcement 720 Academy program 305041 and must successfully complete the application process*

## Overview of Patrol Response

**30504313.....2 credits**

Through classroom lecture, on-campus lab, and Wisconsin Department of Justice integration exercises, students will learn and apply skills addressed in the following Wisconsin Department of Justice 720 Academy curriculum framework Phase I topics: Critical Thinking and Decision-Making, Basic Response (RESPOND), Radio Procedures, Introduction to TraCS, Traffic Law Enforcement, and First Aid/CPR/AED.

*Prerequisite: Admission to Criminal Justice-Law Enforcement 720 Academy program 305042 and must successfully complete the application process*

## Overview of Tactics

**30504312.....1 credit**

Through classroom lecture, on-campus lab, and Wisconsin Department of Justice 720 Academy integration exercises, students learn and apply skills addressed in the following Department of Justice 720 Academy curriculum framework Phase I topics: Fundamentals of Firearms, Vehicle Contacts I, Officer Wellness, and Defensive and Arrest Tactics.

*Prerequisite: Admission to Criminal Justice-Law Enforcement 720 Academy program 305041 and must successfully complete the application process*

## Physical Fitness

**30504320.....1 credit**

Through classroom lecture and on-campus lab students will apply Phases I-III Health Fitness WI Department of Justice 720 Academy curriculum framework program requirements and Officer Wellness Suicide Prevention.

*Prerequisite: Admission to Criminal Justice-Law Enforcement 720 Academy program 305041 and must successfully complete the application process*

## Practical Assessments (scenarios)

**30504321.....1 credit**

Through classroom lecture the scenario week is divided into two components: training and testing. The goal of the training component is to further develop and consolidate students' skills and abilities to perform in realistic law enforcement situations. The goal of the testing component is to assess whether students' performance in realistic law enforcement situations meets established criteria. The scenario training component is not graded. The scenario testing component is graded and students must earn a passing grade to successfully complete preparatory law enforcement training and on-campus lab students will apply Phases I-III Health Fitness WI Department of Justice 720 Academy curriculum framework program requirements. Admission to Criminal Justice-Law Enforcement Academy Program 305041 and must successfully complete the application process

## **Principles of Emergency Vehicle Response**

**30504317.....2 credits**

Through classroom lecture, on-campus lab, and Wisconsin Department of Justice 720 Academy integration exercises, students learn and apply skills addressed in the following Department of Justice 720 Academy Phase II topics: Emergency Vehicle Operation and Control (EVO) and Vehicle Contacts II.

*Prerequisite: Admission to Criminal Justice-Law Enforcement 720 Academy program 305041 and must successfully complete the application process*

## **Principles of Investigations**

**30504315.....1 credit**

Through classroom lecture, and on-campus lab, and WI Department of Justice 720 Academy integration exercises students will learn and apply skills addressed in the following Phase II topics of the WI Department of Justice 720 Academy curriculum framework: Constitutional Law II, Physical Evidence Collections, and Crisis Management. The Phase II Written Exam will be given in this course.

*Prerequisite: Admission to Criminal Justice-Law Enforcement 720 Academy program 305041 and must successfully complete the application process*

## **Principles of Tactics**

**30504316.....5 credits**

Through classroom lecture and on-campus lab and integration exercises, students will learn and apply skills addressed in the following Phase II topics from the Department of Justice 720 Academy curriculum frameworks including: Professional Communication Skills II, DAAT, Firearms II, Tactical Response, and a Tactical Emergency Casualty Care.

*Prerequisite: Admission to Criminal Justice-Law Enforcement 720 Academy program 305041 and must successfully complete the application process*

## **Sensitive Crimes**

**30504323.....2 credits**

Through classroom lecture, and on-campus lab and WI Department of Justice 720 Academy integration exercises, students will learn and apply skills addressed in the following Department of Justice 720 Academy curriculum framework Phase III topics: Domestic Violence, Juvenile Law, Victims, Sexual Assault, and Child Maltreatment. The DOJ Phase III Written Examination will be administered in this course.

*Prerequisite: Admission to Criminal Justice-Law Enforcement 720 Academy program 305041 and must successfully complete the application process*



# criminal justice-studies

## Associate in Applied Science (AAS) Program Code: 10-504-5 Total Credits: 62-63

The Criminal Justice-Studies program prepares students to meet the challenges that come with a variety of positions in the criminal justice field. Graduates interested in pursuing a career as a law enforcement officer are prepared for entry into the 720-hour certification training required for law enforcement certifiable status by the Wisconsin Department of Justice. Graduates who do not seek sworn law enforcement positions may use their skills in civilian law enforcement positions, such as record and documentation maintenance, dispatch or communications center operations, or secure correctional facility operations. This program is designed to help secure employment, keep students abreast of rapidly changing advancements, and encourage further education. Experienced instructors emphasize professionalism, integrity, and quality work performance, with a significant focus on high ethical and moral standards.

**Salary information:** [mstc.edu/programsalaries](http://mstc.edu/programsalaries)

**Estimated tuition and fees:** [mstc.edu/programcosts](http://mstc.edu/programcosts)

### ACADEMIC ADVISORS

To schedule an appointment with your academic advisor, call 715.422.5300.

**Tanya Kollross, MS**

Marshfield Campus • [tanya.kollross@mstc.edu](mailto:tanya.kollross@mstc.edu)

**Yer Lee, MS**

Stevens Point Campus • [yer.lee@mstc.edu](mailto:yer.lee@mstc.edu)

**Betsy Leonard, MBA**

Wisconsin Rapids Campus • [betsy.leonard@mstc.edu](mailto:betsy.leonard@mstc.edu)

### CHECKLIST:

This section will be completed when meeting with your academic advisor.

- FAFSA ([www.fafsa.gov](http://www.fafsa.gov))
- Financial Aid Form(s)  
Form(s): \_\_\_\_\_
- Follow-Up Appointment:  
Where: \_\_\_\_\_  
When: \_\_\_\_\_  
With: \_\_\_\_\_
- Official Transcripts  
Mid-State Technical College  
Attention CPL Coordinator  
500 32nd Street North  
Wisconsin Rapids, WI 54494
- Criminal Background Statement of Understanding and Release of Information Form
- Other: \_\_\_\_\_  
\_\_\_\_\_

**mstc.edu**  
**888.575.6782**



**MID-STATE**  
TECHNICAL COLLEGE

**ADAMS COUNTY CENTER**  
401 North Main  
Adams, WI 53910

**MARSHFIELD CAMPUS**  
2600 West 5th Street  
Marshfield, WI 54449

**STEVENS POINT CAMPUS**  
1001 Centerpoint Drive  
Stevens Point, WI 54481

**WISCONSIN RAPIDS CAMPUS**  
500 32nd Street North  
Wisconsin Rapids, WI 54494

## BACHELOR'S DEGREE OPTIONS

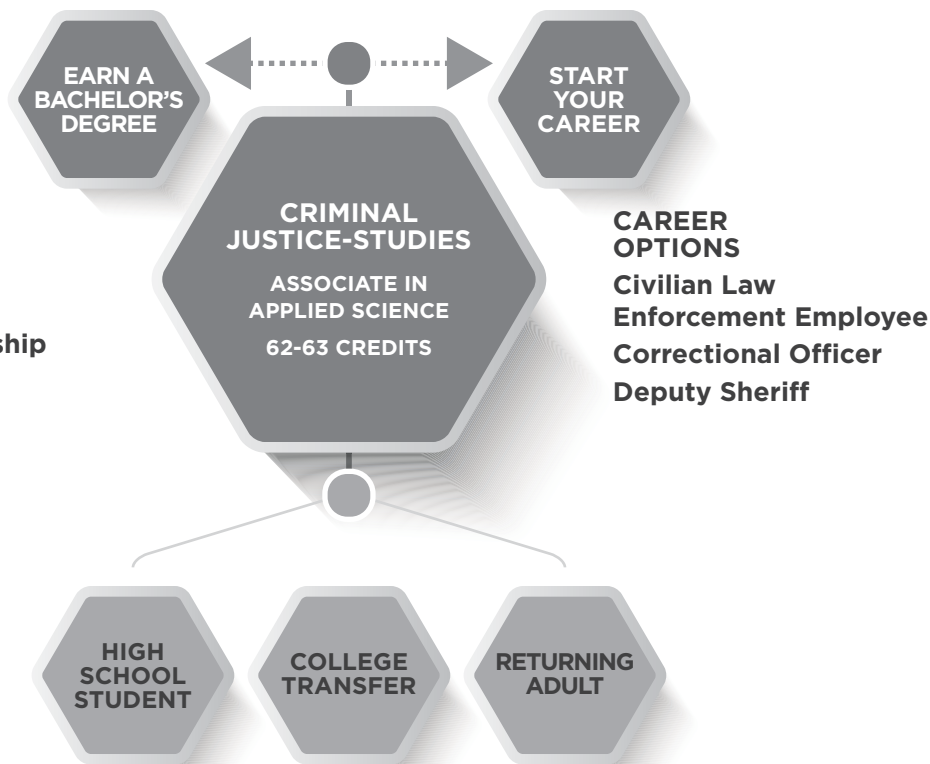
Lakeland University  
BA Criminal Justice

UW-Oshkosh  
BAS Public Safety

UW-Oshkosh  
BS Human Services Leadership

UW-Whitewater  
Criminology

For more information and additional opportunities, visit [mstc.edu/transfer](http://mstc.edu/transfer).



College Credit • Dual Credit • Military Experience • Work Experience  
Learn about Credit for Prior Learning at [mstc.edu/cpl](http://mstc.edu/cpl).

**BEGIN AT ANY POINT  
IN THE PATHWAY**

## OTHER OPTIONS

### RELATED PROGRAMS

- Corrections & Community Advocacy
- Court Reporting
- Criminal Justice-Law Enforcement 720 Academy
- Emergency Medical Technician
- Emergency Services Management
- EMT-Paramedic
- Fire Protection Technician
- Paramedic Technician

## PROGRAM OUTCOMES

Employers will expect you, as a Criminal Justice-Studies graduate, to be able to:

- Examine the components of and interrelationships in the criminal justice system.
- Analyze situational responses.
- Apply communication skills as a criminal justice professional.
- Conduct investigations.
- Adhere to the professional code of ethics for a criminal justice practitioner.
- Maintain personal wellness.

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Upon graduation from the Criminal Justice-Studies program, you may be eligible to enter the Criminal Justice-Law Enforcement 720 Academy (30-504-2). Successful completion of the Criminal Justice-Law Enforcement 720 Academy provides the education and hands-on training required by the Wisconsin Law Enforcement Standards Board to become certifiable as a law enforcement officer. Entrance and exit physical fitness readiness standards as established by the Wisconsin Department of Justice must be met in order to participate in and complete the Criminal Justice-Law Enforcement 720 Academy.

Anyone with a felony conviction or a domestic abuse conviction cannot become a law enforcement officer without a governor's pardon. Numerous moving traffic violations or a lengthy criminal history or mental illness that prevents the applicant from performing essential job functions may hinder opportunities for employment.

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## FUNCTIONAL ABILITIES

A list of specific physical, emotional, and mental tasks needed to function as a law enforcement officer is available at [mstc.edu/programs/criminal-justice-studies](http://mstc.edu/programs/criminal-justice-studies). Contact the disability services coordinator in the Student Services & Information Center to receive assistance.

## PROGRAM PROGRESSION

In order to successfully complete the program, students must:

- Receive a grade of "C" or better in all courses required for graduation. Please note that the ability to repeat courses is dependent upon availability in courses.

## STUDENT HANDBOOK

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## GRADUATION REQUIREMENT

The GPS for Student Success course is required for all Mid-State students and must be completed prior to obtaining 12 credits. (Not counted in the total credit value for this program.)

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**10890102 ..... 1 credit**

Integrate necessary skills for student success by developing an academic plan, identifying interpersonal attributes for success, adopting efficient and effective learning strategies, and utilizing Mid-State resources, policies, and processes. This course must be completed prior to obtaining 12 credits and as a graduation requirement.

## ADDITIONAL COURSES AS NEEDED

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### Intro to College Reading

**10838104 ..... 2 credits**

Provides learners with the opportunities to develop and expand reading skills, including comprehension and vocabulary skills. Learners apply reading skills to academic tasks and read to acquire information from a variety of sources.

### Intro to College Writing

**10831103 ..... 3 credits**

Introduces basic principles of composition, including organization, development, unity, and coherence in paragraphs and multi-paragraph documents. The purpose of this course is to prepare students for successful entry into required program courses. This course is tuition bearing and under certain circumstances may qualify for financial aid. This course cannot be used to satisfy program completion requirements at Mid-State.

*Prerequisite: Accuplacer Sentence Skills score of 60 or equivalent. Proficiency in word processing skills recommended.*

### Pre-Algebra

**10834109 ..... 3 credits**

Provides an introduction to algebra. Includes operations on real numbers, solving linear equations, percent and proportion, and an introduction to polynomials and statistics. Prepares students for elementary algebra and subsequent algebra-related courses.

*Prerequisite: Accuplacer Math score of 65, Accuplacer Algebra score of 30, ABE Math Prep V 76854785 and ABE Math Prep VI 76854786 with a grade of "S." (Note: ABE Math Prep V and VI courses cannot be used to satisfy program completion requirements at Mid-State.)*

## SAMPLE FULL-TIME CURRICULUM OPTION

Term		15-16 credits
10504112	Court Procedures	3
10504114	Introduction to Law Enforcement	3
10504176	Corrections/Correctional Institutions	3
10801136	English Composition 1 <b>-or-</b>	
10801195	Written Communication	3
10804107	College Mathematics	3
	<b>-or-</b>	
10804118	Intermediate Algebra with Applications	4
	<b>-or-</b>	
10804189	Introductory Statistics	3
Term		18 credits
10504129	Community Policing	3
10504140	Report Writing for Protective Services	3
10504143	Criminology	3
10504163	Constitutional Law for Law Enforcement	3
10504166	Criminal Justice Ethics	3
10801196	Oral/Interpersonal Communication <b>-or-</b>	
10801198	Speech	3
Term		14 credits
10504115	Contemporary Issues in Law Enforcement	3
10504125	Patrol Procedures	3
10504164	Criminal Law for LE	3
10809188	Developmental Psychology <b>-or-</b>	
10809198	Intro to Psychology	3
	Elective	2
Term		15 credits
10504123	Criminal Investigation	3
10504144	Wellness in Protective Services	3
10504150	Juvenile Justice System	3
10809122	Intro to American Government	3
10809172	Introduction to Diversity Studies <b>-or-</b>	
10809196	Intro to Sociology	3
<b>Total credits 62-63</b>		

## course descriptions

### College Mathematics

#### 10804107 .....3 credits

Designed to review and develop fundamental concepts of mathematics pertinent to the areas of: 1) arithmetic and algebra; 2) geometry and trigonometry; and 3) probability and statistics. Special emphasis is placed on problem solving, critical thinking and logical reasoning, making connections, and using calculators. Topics include performing arithmetic operations and simplifying algebraic expressions, solving linear equations and inequalities in one variable, solving proportions and incorporating percent applications, manipulating formulas, solving and graphing systems of linear equations and inequalities in two variables, finding areas and volumes of geometric figures, applying similar and congruent triangles, converting measurements within and between US and metric systems, applying Pythagorean Theorem, solving right and oblique triangles, calculating probabilities, organizing data and interpreting charts, calculating central and spread measures, and summarizing and analyzing data.

*Prerequisite: Minimum Accuplacer scores - Arithmetic 65, Algebra 30; or Pre-Algebra 10834109 with a grade of "C" or better*

### Community Policing

#### 10504129 .....3 credits

Prepares students to identify key concepts and elements associated with law enforcement response to people in crisis as well as locate available community resources. Helps students identify appropriate responses and guidelines related to emergency detentions. Students also learn the philosophy behind community-oriented policing as well as problem oriented policing.

*Prerequisite: Admission to Criminal Justice-Studies program 105045 and Court Procedures 10504112, Introduction to Law Enforcement 10504114, Corrections/Correctional Institutions 10504176*

### Constitutional Law for LE

#### 10504163 .....3 credits

Explores constitutional law as it relates to the role of the law enforcement officer. Students learn the legal basis for law enforcement action such as arrest, use of force, and search and seizure, as well as limits on law enforcement activity. Students will also learn about the requirements under Wisconsin law guiding law enforcement agency policy and procedures.

*Prerequisite: Admission to Criminal Justice-Studies program 105045 and Court Procedures 10504112, Introduction to Law Enforcement 10504114, Corrections/Correctional Institutions 10504176*

### Contemporary Issues in Law Enforcement

#### 10504115 .....3 credits

A study of modern police issues related to law enforcement and community attitudes based on official interaction and how these issues relate to police community relations as well as community policing. Builds a strong basis for the discussion of ethical decision making and the need for a professional mindset. Also explores perceptions of community members. A second component to this class focuses on community volunteerism, in which students identify community organizations in need of volunteers and complete 20 hours of service with one of the organizations.

*Prerequisite: Admission to Criminal Justice-Studies program 105045; Recommended minimum Accuplacer scores - Reading 55, Sentence Skills 60, Arithmetic 34*



# course descriptions

## Corrections/Correctional Institutions

**10504176.....3 credits**

Examines the history and current trends of the correctional system in the United States. Students analyze the changing philosophies of corrections and review the programs available to offenders at various stages of their involvement in the criminal justice system. Chain of command, management practices, personnel needs, types of offenders, organizational theories, policymaking, and the role of correctional personnel are addressed. Students complete guided self-study online then gather for two hours of live classroom discussion weekly.

*Prerequisite: Admission to Criminal Justice-Studies program 105045 or Corrections & Community Advocacy program 105047*

## Court Procedures

**10504112 .....3 credits**

Examines the court system, including procedures from incident of arrest to final disposition. The stages of a criminal trial are examined in depth. Reviews the authority of law enforcement officials to arrest and/or detain a subject. Constitutional, federal, state, and civil laws as they apply to this criminal process are presented. Victims' rights are examined.

*Prerequisite: Admission to Criminal Justice-Studies program 105045 and Corrections & Community Advocacy program 105047*

## Criminal Investigation

**10504123.....3 credits**

Covers the fundamentals of criminal investigation, including the gathering of investigative information from victims and witnesses, the search and recording of crime scenes, and the techniques involved in collecting and preserving physical evidence. Includes a strong emphasis on investigative policies, procedures, and practices.

*Prerequisite: Admission to Criminal Justice-Studies program 105045*

## Criminal Justice Ethics

**10504166 .....3 credits**

Provides students with an introduction to ethical duties and decision making dilemmas facing criminal justice professionals. Provides the basic foundations of ethical reasoning and the standards for determining sound ethical decision making. Increases the learner's application of ethical reasoning in the face of agency corruption, use of force, gender and race discrimination, due process, and duty towards others.

*Prerequisite: Admission to Criminal Justice-Studies program 105045 and Court Procedures 10504112, Introduction to Law Enforcement 10504114, Corrections/Correctional Institutions 10504176*

## Criminal Law for LE

**10504164 .....3 credits**

A basic study of the structure, definitions, and most frequently used sections of the Wisconsin Criminal Code. Students learn how to apply the law and its related legal rules to practical situations and scenarios that are likely to be encountered by law enforcement officers.

*Prerequisite: Admission to Criminal Justice-Studies program 105045*

## Criminology

**10504143 .....3 credits**

Analysis of crime as an institution, with reference to behavior of those who define, engage in, or become the victims of criminal behavior. Includes the study of theories of crime, both past and present.

*Prerequisite: Admission to Criminal Justice-Studies program 105045 and Court Procedures 10504112, Introduction to Law Enforcement 10504114, Corrections/Correctional Institutions 10504176*

## Developmental Psychology

**10809188.....3 credits**

Studies human development throughout the lifespan and explores developmental theory and research with an emphasis on the interactive nature of the biological, cognitive, and psychosocial changes that affect the individual from conception to death. Application activities and critical thinking skills enable students to gain an increased knowledge and understanding of themselves and others. A student scoring between 55-80 on Accuplacer Reading Comprehension is recommended to co-enroll in the Introduction to College Reading course.

*Prerequisite: Minimum Accuplacer scores - Reading 55, Sentence Skills 60 or equivalent, or Intro to College Reading 10848104 with a grade of "C" or better and Intro to College Writing 10831103 with a grade of "C" or better*

## English Composition 1

**10801136 .....3 credits**

Designed for learners to develop knowledge and skills in all aspects of the writing process. Planning, organizing, writing, editing, and revising are applied through a variety of activities. Students analyze audience and purpose, use elements of research, and format documents using standard guidelines. Individuals develop critical reading skills through analysis of various written documents.

*Prerequisite: Accuplacer Sentence Skills score of 85 or equivalent, or Intro to College Writing 10831103 with a grade of "C" or better. Proficiency in word processing skills recommended.*

## Intermediate Algebra with Applications

**10804118 ..... 4 credits**

This course offers algebra content with applications. Topics include properties of real numbers; order of operations; algebraic solution for linear equations and inequalities; operations with polynomial and rational expressions; operations with rational exponents and radicals; and algebra of inverse, logarithmic, and exponential functions.

*Prerequisite: Pre-Algebra 10834109 with a grade of "C" or better, Accuplacer Arithmetic score of 110, Accuplacer Arithmetic score of 90, and Accuplacer Algebra score of 30 (A student scoring a "C" or lower should enroll in the Math Lab supplementary instruction with the next level math class.)*

# course descriptions

## Intro to American Government

**10809122.....3 credits**

Introduces American political processes and institutions. Focuses on rights and responsibilities of citizens and the process of participatory democracy. Learners examine the complexity of the separation of powers and checks and balances. Explores the role of the media, interest groups, political parties, and public opinion in the political process. Also explores the role of state and national government in our federal system. A student scoring between 55-80 on their Accuplacer Reading Comprehension, or 60-80 on Accuplacer Sentence Skills is recommended to co-enroll in the Introduction to College Reading course and/or Introduction to College Writing course, respectively.

*Prerequisite: Minimum Accuplacer scores - Reading 55, Sentence Skills 60 or equivalent, or Intro to College Reading 10848104 with a grade of C or better and Intro to College Writing 10831103 with a grade of C or better*

## Intro to Psychology

**10809198 .....3 credits**

This introductory course surveys the multiple aspects of human behavior. It involves a survey of the theoretical foundations of human functioning in such areas as learning, motivation, emotions, personality, deviance and pathology, physiological factors, and social influences. It directs the student to an insightful understanding of the complexities of human relationships in personal, social, and vocational settings. A student scoring between 55-80 on Accuplacer Reading Comprehension is recommended to co-enroll in the Introduction to College Reading course.

*Prerequisite: Minimum Accuplacer scores - Reading 55, Sentence Skills 60 or equivalent, or Intro to College Reading 10848104 with a grade of "C" or better and Intro to College Writing 10831103 with a grade of "C" or better*

## Intro to Sociology

**10809196 .....3 credits**

Introduces students to the basic concepts of sociology: culture, socialization, social stratification, multi-culturalism, and the five institutions of family, politics, economics, religion, and education. Other topics include demography, deviance, technology, environment, social issues, social change, and social organization. A student scoring between 55-80 on Accuplacer Reading Comprehension or 60-80 on Accuplacer Sentence Skills is recommended to co-enroll in Introduction to College Reading and/or Introduction to College Writing, respectively.

*Prerequisite: Minimum Accuplacer scores - Reading 55, Sentence Skills 60 or equivalent, or Intro to College Reading 10848104 with a grade of "C" or better and Intro to College Writing 10831103 with a grade of "C" or better*

## Introduction to Diversity Studies

**10809172.....3 credits**

Introduces learners to the study of diversity from a local to a global environment using a holistic, interdisciplinary approach. Encourages self-exploration and prepares the learner to work in a diverse environment. In addition to an analysis of majority/minority relations in a multicultural context, the primary topics of race, ethnicity, age, gender, class, sexual orientation, disability, and religion are explored. A student scoring between 55-80 on Accuplacer Reading Comprehension or 60-80 on Accuplacer Sentence Skills is recommended to co-enroll in the Introduction to College Reading course and/or Introduction to College Writing course, respectively.

*Prerequisite: Minimum Accuplacer scores - Reading 55, Sentence Skills 60 or equivalent, or Intro to College Reading 10848104 with a grade of "C" or better and Intro to College Writing 10831103 with a grade of "C" or better*

## Introduction to Law Enforcement

**10504114 .....3 credits**

Presents an overview of the duties and responsibilities of a law enforcement officer. Explores major skills and services performed by patrol officers in order to provide students with a realistic understanding of the occupation. Students learn basic professional police communication skills police officers use every day when interacting with victims, complainants, and witnesses. Explores investigations, traffic enforcement, the use of force including defense and arrest tactics, and firearms basics.

*Prerequisite: Admission to Criminal Justice-Studies program 105045*

## Introductory Statistics

**10804189 .....3 credits**

Students taking Introductory Statistics display data with graphs, describe distributions with numbers, perform correlation and regression analyses, and design experiments. They use probability and distributions to make predictions, estimate parameters, and test hypotheses. They draw inferences about relationships including ANOVA. Algebra knowledge and foundational skills in mathematics are important for success in this course.

*Prerequisite: Accuplacer Algebra score of 45 or greater, or ACT math score of 19 or greater, or Pre-Algebra 10834109 with a grade of "C" or better, or College Math 10804107 with a grade of "C" or better. (A student scoring a "C" or lower should enroll in the Math Lab supplementary instruction with the next level math class.)*

## Juvenile Justice System

**10504150 .....3 credits**

Explores the juvenile justice system, including the handling of cases of children in need of protection or services or alleged to be delinquent, constitutional law issues that are relevant to juveniles, and the role of law enforcement in the handling of cases involving children. Includes contemporary issues involving juvenile justice.

*Prerequisite: Admission to Criminal Justice-Studies program 105045*

# course descriptions

## **Oral/Interpersonal Communication**

**10801196 .....3 credits**

Focuses upon developing speaking, verbal, and non-verbal communication, and listening skills through individual presentations, group activities, and other projects. For a student scoring between 55-80 on their Accuplacer Reading Comprehension exam and 60-80 on the Sentence Skills exam, it is recommended to co-enroll in the Introduction to College Reading and/or Intro to College Writing courses.  
*Prerequisite: Minimum Accuplacer scores - Reading 55, Sentence Skills 60 or equivalent*

## **Patrol Procedures**

**10504125.....3 credits**

Prepares students to utilize effective patrol techniques, including the use of computer information and telecommunication systems available to police agencies. Throughout this course, students have opportunity to apply learned patrol strategies while conducting low- and high-risk vehicle contacts.  
*Prerequisite: Admission to Criminal Justice-Studies program 105045*

## **Report Writing for Protective Services**

**10504140.....3 credits**

Students learn how to write a variety of law enforcement reports to accurately and fairly convey necessary information, in a format appropriate for the criminal justice field. Students will also participate in criminal justice situational analysis leading to scenario construction, role playing, and video capture to formulate a broad base of available scenarios to be used in their report-writing exercises.  
*Prerequisite: Admission to Criminal Justice-Studies program 105045*

## **Speech**

**10801198 .....3 credits**

Explores the fundamentals of effective oral presentation to small and large groups. Topic selection, audience analysis, methods of organization, research, structuring evidence and support, delivery techniques, and other essential elements of speaking successfully, including the listening process, form the basis of this course. If a student earns below the minimum Accuplacer score in each category (Reading 80, Sentence Skills 85), he/she is eligible to take Oral Communication in lieu of Speech, provided the Accuplacer scores are minimum of Reading 55 and Sentence Skills 60, or the student has completed Intro to College Writing and/or Intro to College Reading with a "C" or better.  
*Prerequisite: Minimum Accuplacer scores - Reading 80, Sentence Skills 85, or completion of Intro to College Writing and/or Intro to College Reading with a "C" or better or equivalent*

## **Wellness in Protective Services**

**10504144 .....3 credits**

Students develop and apply the skills and abilities needed to deal constructively with stressors in the correctional field. Focuses on assessing individual stressors, analyzing the impact of stress, reducing stressors, and developing stress-coping mechanisms. Coping mechanisms include assertion, anger management, conflict resolution, time management, relaxation activities, and exercise and diet planning.  
*Prerequisite: Admission to Corrections & Community Advocacy program 105047*

## **Written Communication**

**10801195 .....3 credits**

Develops writing skills, which include prewriting, drafting, revising, and editing. A variety of writing assignments is designed to help the learner analyze audience and purpose, research and organize ideas, and format and design documents based on subject matter and content. Also develops critical reading and thinking skills through analysis of a variety of written documents.  
*Prerequisite: Accuplacer Sentence Skills score of 85 or equivalent, or Intro to College Writing 10831103 with a grade of "C" or better. Proficiency in word processing skills recommended.*

## **NOTES:**

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# customer relationship professional

## Technical Diploma

**Program Code: 30-106-8**

**Total Credits: 12 credits**

The only program of its kind in the Wisconsin Technical College System, Mid-State's Customer Relationship Professional program develops students into important members of a call center or customer service team. The program focuses on communicating with customers to help them navigate past challenges to fulfill their needs, emphasizing active listening, effective verbal communication, and customer service skills. Through hands-on projects, you will learn telephone etiquette, how to respond appropriately to customers, and how to perform quick problem-solving analysis while exceeding customer expectations.

**Salary information:** [mstc.edu/programsalaries](http://mstc.edu/programsalaries)

**Estimated tuition and fees:** [mstc.edu/programcosts](http://mstc.edu/programcosts)

### ACADEMIC ADVISORS

To schedule an appointment with your academic advisor, call 715.422.5300.

**Tanya Kollross, MS**

Marshfield Campus • [tanya.kollross@mstc.edu](mailto:tanya.kollross@mstc.edu)

**Juan Veloz, MBA**

Stevens Point Campus • [juan.veloz@mstc.edu](mailto:juan.veloz@mstc.edu)

**Diane Andres, MS**

Wisconsin Rapids Campus • [diane.andres@mstc.edu](mailto:diane.andres@mstc.edu)

### CHECKLIST:

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Form(s): \_\_\_\_\_
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Where: \_\_\_\_\_  
When: \_\_\_\_\_  
With: \_\_\_\_\_
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Wisconsin Rapids, WI 54494
- Other: \_\_\_\_\_  
\_\_\_\_\_

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**MID-STATE**  
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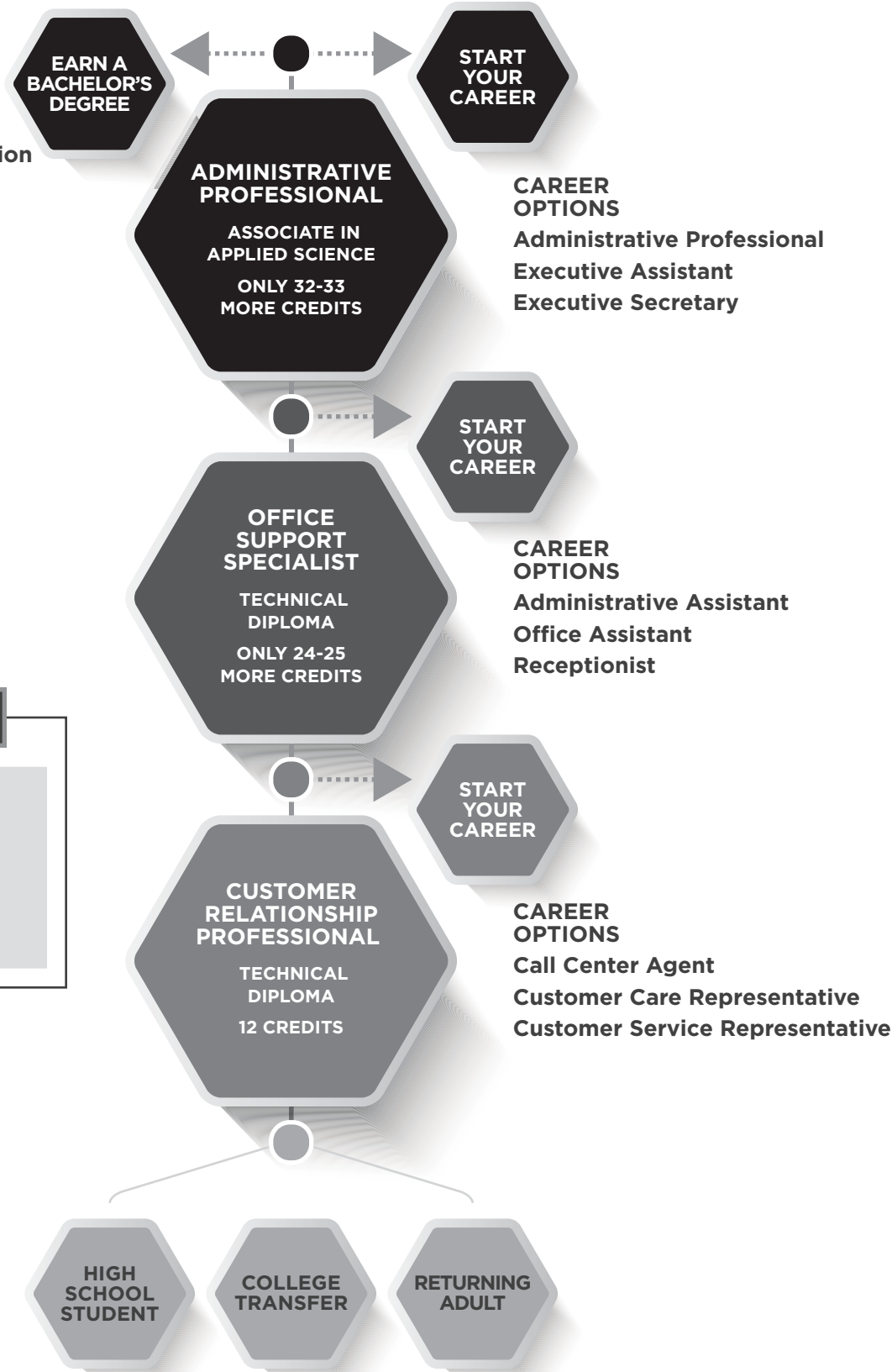
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**WISCONSIN RAPIDS CAMPUS**  
500 32nd Street North  
Wisconsin Rapids, WI 54494

**BACHELOR'S DEGREE OPTIONS**

Lakeland University  
BA Specialized Administration

For more information and additional opportunities, visit [mstc.edu/transfer](http://mstc.edu/transfer).



**OTHER OPTIONS**

**RELATED PROGRAMS**

- Business Management
- Entrepreneurship
- Human Resources
- Medical Office Specialist
- Office Support Specialist
- Project Management

College Credit • Dual Credit • Military Experience • Work Experience  
Learn about Credit for Prior Learning at [mstc.edu/cpl](http://mstc.edu/cpl).

**BEGIN AT ANY POINT  
IN THE PATHWAY**

## **PROGRAM OUTCOMES**

Employers will expect you, as a Customer Relationship Professional graduate, to be able to:

- Demonstrate effective workplace communications.
- Model professionalism in the workplace.
- Apply technology skills to business and administrative tasks.

## **STUDENT HANDBOOK**

Visit [mstc.edu/studenthandbook](http://mstc.edu/studenthandbook) to view Mid-State’s student handbook, which contains information about admissions, enrollment, appeals processes, services for people with disabilities, financial aid, graduation, privacy, Mid-State’s Student Code of Conduct, and technology.

## **NOTES:**

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## **ADDITIONAL COURSES AS NEEDED**

The following courses may be recommended or required if the student does not achieve minimum Accuplacer scores.

### **Intro to College Reading**

**10838104** ..... **2 credits**

Provides learners with the opportunities to develop and expand reading skills, including comprehension and vocabulary skills. Learners apply reading skills to academic tasks and read to acquire information from a variety of sources.

### **Intro to College Writing**

**10831103** ..... **3 credits**

Introduces basic principles of composition, including organization, development, unity, and coherence in paragraphs and multi-paragraph documents. The purpose of this course is to prepare students for successful entry into required program courses. This course is tuition bearing and under certain circumstances may qualify for financial aid. This course cannot be used to satisfy program completion requirements at Mid-State.

*Prerequisite: Accuplacer Sentence Skills score of 60 or equivalent. Proficiency in word processing skills recommended.*

### **Pre-Algebra**

**10834109** ..... **3 credits**

Provides an introduction to algebra. Includes operations on real numbers, solving linear equations, percent and proportion, and an introduction to polynomials and statistics. Prepares students for elementary algebra and subsequent algebra-related courses.

*Prerequisite: Accuplacer Math score of 65, Accuplacer Algebra score of 30, ABE Math Prep V 76854785 and ABE Math Prep VI 76854786 with a grade of “S.” (Note: ABE Math Prep V and VI courses cannot be used to satisfy program completion requirements at Mid-State.)*

## SAMPLE FULL-TIME CURRICULUM OPTION

Term		12 credits
10103106	Microsoft Office-Introduction	3
10106106	Quality Customer Service	3
10801136	English Composition 1 <b>-or-</b>	
10801195	Written Communication	3
10809172	Introduction to Diversity Studies	3

**Total credits 12**

## SAMPLE PART-TIME CURRICULUM OPTION

Term		6 credits
10103106	Microsoft Office-Introduction	3
10106106	Quality Customer Service	3

Term		6 credits
10801136	English Composition 1 <b>-or-</b>	
10801195	Written Communication	3
10809172	Introduction to Diversity Studies	3

**Total credits 12**

Please Note:

- This curriculum sequence is only for student planning. Actual student schedules will vary depending on course availability.
- Program completion time may vary based on student scheduling and course availability. For details, go to [mstc.edu/classfinder](http://mstc.edu/classfinder).

## course descriptions

### English Composition 1

**10801136 .....3 credits**

Designed for learners to develop knowledge and skills in all aspects of the writing process. Planning, organizing, writing, editing, and revising are applied through a variety of activities. Students analyze audience and purpose, use elements of research, and format documents using standard guidelines. Individuals develop critical reading skills through analysis of various written documents.

*Prerequisite: Accuplacer Sentence Skills score of 85 or equivalent, or Intro to College Writing 10831103 with a grade of "C" or better. Proficiency in word processing skills recommended.*

### Introduction to Diversity Studies

**10809172 .....3 credits**

Introduces learners to the study of diversity from a local to a global environment using a holistic, interdisciplinary approach. Encourages self-exploration and prepares the learner to work in a diverse environment. In addition to an analysis of majority/minority relations in a multicultural context, the primary topics of race, ethnicity, age, gender, class, sexual orientation, disability, and religion are explored. A student scoring between 55-80 on Accuplacer Reading Comprehension or 60-80 on Accuplacer Sentence Skills is recommended to co-enroll in the Introduction to College Reading course and/or Introduction to College Writing course, respectively.

*Prerequisite: Minimum Accuplacer scores - Reading 55, Sentence Skills 60 or equivalent, or Intro to College Reading 10848104 with a grade of "C" or better and Intro to College Writing 10831103 with a grade of "C" or better*

### Microsoft Office-Introduction

**10103106 .....3 credits**

Develops introductory skills in the Microsoft Office Suite (Word, Excel, Access, PowerPoint, and Outlook) while reinforcing knowledge of computer concepts, Windows Explorer, and Internet usage. Students should possess basic keyboarding, mouse, and Windows 10 skills. Students may develop these skills in the LiNK while concurrently enrolled in this course.

### Quality Customer Service

**10106106 .....3 credits**

Addresses sensitivity in communicating with customers and co-workers. Includes international communications, teamwork, working relationships, and telephone skills.

### Written Communication

**10801195 .....3 credits**

Develops writing skills, which include prewriting, drafting, revising, and editing. A variety of writing assignments is designed to help the learner analyze audience and purpose, research and organize ideas, and format and design documents based on subject matter and content. Also develops critical reading and thinking skills through analysis of a variety of written documents.

*Prerequisite: Accuplacer Sentence Skills score of 85 or equivalent, or Intro to College Writing 10831103 with a grade of "C" or better. Proficiency in word processing skills recommended.*



# diesel & heavy equipment technician

## Technical Diploma

**Program Code: 32-412-1**

**Total Credits: 61**

Graduates of Mid-State's Diesel & Heavy Equipment Technician program have the knowledge and skills to confidently locate and repair mechanical and electrical problems in trucks, buses, construction equipment, farm equipment, and industrial machinery. Through hands-on classroom learning and training on state-of-the-art equipment, you will learn to perform preventive maintenance and troubleshooting procedures, rebuild components, and respond to field service calls. You'll also participate in field trips, tours, and equipment demonstrations, and you'll get real-world experience by maintaining Mid-State's vehicle fleet and operating onsite equipment.

**Salary information:** [mstc.edu/programsalaries](http://mstc.edu/programsalaries)

**Estimated tuition and fees:** [mstc.edu/programcosts](http://mstc.edu/programcosts)

## ACADEMIC ADVISORS

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### Yer Lee, MS

Stevens Point Campus • [yer.lee@mstc.edu](mailto:yer.lee@mstc.edu)

### Kay Grundhoffer, MS

Wisconsin Rapids Campus • [kay.grundhoffer@mstc.edu](mailto:kay.grundhoffer@mstc.edu)

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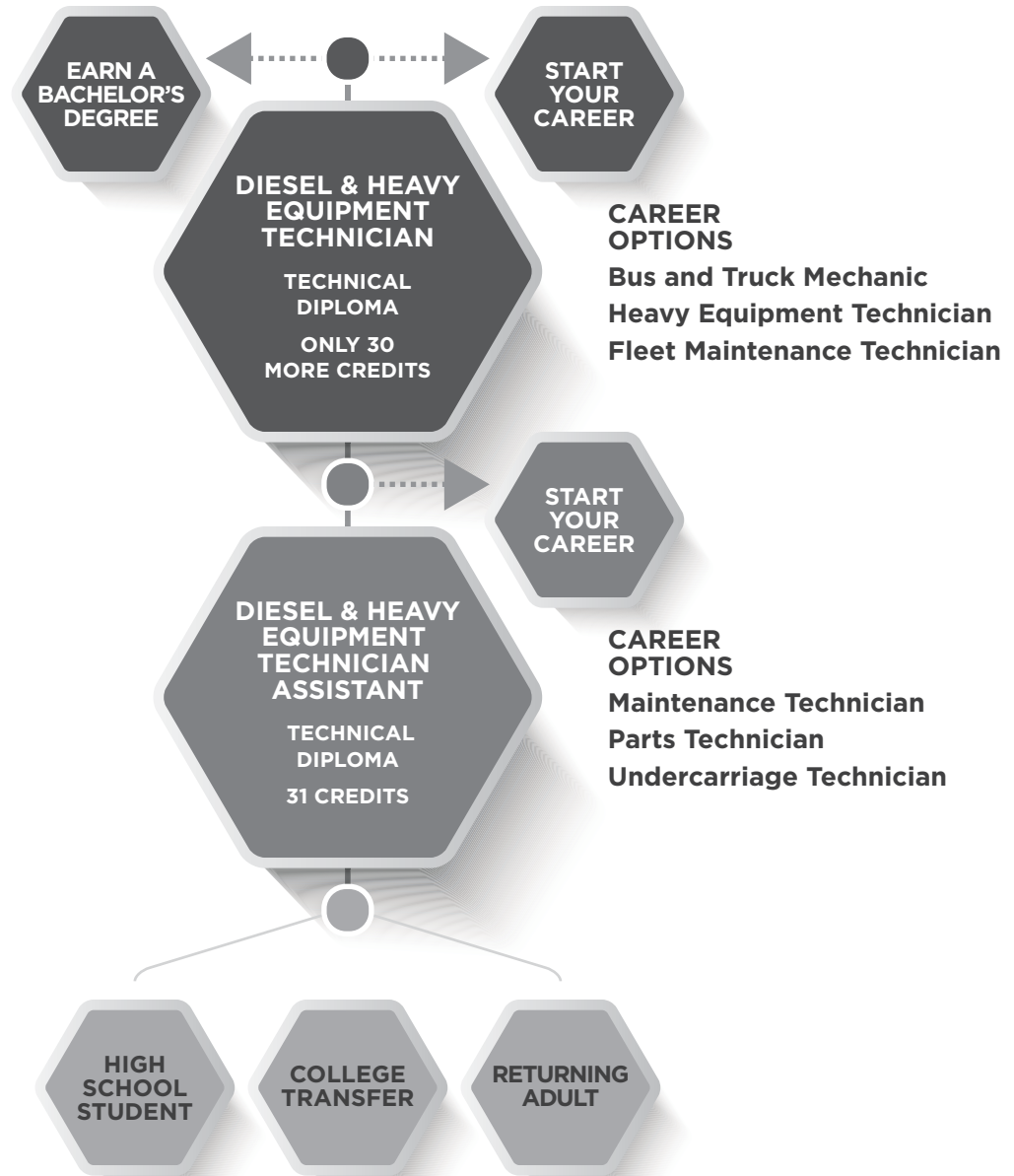
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Learn about Credit for Prior Learning at [mstc.edu/cpl](http://mstc.edu/cpl).

**BEGIN AT ANY POINT  
IN THE PATHWAY**

## OTHER OPTIONS

### RELATED PROGRAMS

- Automotive Maintenance Technician
- Automotive Technician





# course descriptions

## Advanced Electricity-Diesel

**32412311 .....5 credits**

Provides advanced training in the theory, operating principles, and diagnosis and repair of vehicle electronic/electrical systems. Emphasizes problem diagnosis and repair of vehicle ignition, starting, charging, and lighting systems as related to the truck, construction, and heavy equipment industries.

*Prerequisite: Admission to Diesel & Heavy Equipment Technician program 324121*

## Applied Science

**32806351 .....2 credits**

This survey course in basic physics is designed for students in the Automotive Technician, Diesel & Heavy Equipment Technician, and Machine Tool Technician programs. Topics have been specially selected to provide students with basic support material for principles applied in the above listed programs. Topics to be covered include basic measurement skills; problem solving; motion; forces and energy transfer in linear and rotary systems; properties of solids, liquids and gases; temperature and heat; and basic DC electricity.

*Prerequisite: College Mathematics 10804107*

## Braking Systems-Diesel

**32412308 .....5 credits**

Studies fundamentals of vehicle braking systems, including drum and disc on hydraulic and air systems. Includes power and anti-skid systems, with emphasis on troubleshooting and component replacement and reconditioning.

*Prerequisite: Admission to Diesel & Heavy Equipment Technician program 324121 or Diesel & Heavy Equipment Technician Assistant program 314122*

## Capstone-Live Diesel Repair

**32412330 .....2 credits**

Students have the opportunity to work on "live" diagnostic and repair projects and have their knowledge and skills assessed across a wide spectrum of projects provided by business and industry. Work orders, troubleshooting, parts ordering, installation, and quality checks are all elements included to provide real-life experiences as students prepare to begin their diesel and heavy equipment career.

*Prerequisites: Engine Repair 32412324, Fuel Systems and Alternative Fuels 32412327; Corequisites: Engine Performance and Emissions-Diesel 32412310 and Advanced Electricity-Diesel 32412311*

## Career Development

**10102130 .....3 credits**

Prepares learners for the process of gaining employment. Learners assess their personal background; practice finding career opportunities through the job search process; develop a cover letter, resume, and thank you letter, and complete a job application; participate in a mock interview; and demonstrate how to deal with interpersonal situations found in a work environment.

*NOTE: To enroll, you must have completed 50 percent of technical program credits or receive department approval. See program advisor, program faculty, program counselor, or department dean/associate dean to register.*

## College Mathematics

**10804107 .....3 credits**

Designed to review and develop fundamental concepts of mathematics pertinent to the areas of: 1) arithmetic and algebra; 2) geometry and trigonometry; and 3) probability and statistics. Special emphasis is placed on problem solving, critical thinking and logical reasoning, making connections, and using calculators. Topics include performing arithmetic operations and simplifying algebraic expressions, solving linear equations and inequalities in one variable, solving proportions and incorporating percent applications, manipulating formulas, solving and graphing systems of linear equations and inequalities in two variables, finding areas and volumes of geometric figures, applying similar and congruent triangles, converting measurements within and between US and metric systems, applying Pythagorean Theorem, solving right and oblique triangles, calculating probabilities, organizing data and interpreting charts, calculating central and spread measures, and summarizing and analyzing data.

*Prerequisite: Minimum Accuplacer scores - Arithmetic 65, Algebra 30; or Pre-Algebra 10834109 with a grade of "C" or better*

## Drive Trains

**32412312 .....4 credits**

Provides training in the proper diagnosis and repair of clutches, manual transmissions, drive shafts and universal joints, and drive axles. Includes coverage of track-type vehicle service. The diagnostic and service procedures studied apply to the truck, construction, and heavy equipment industries.

*Prerequisite: Admission to Diesel & Heavy Equipment Technician program 324121 or Diesel & Heavy Equipment Technician Assistant program 314122*

## Electrical Systems

**32412313 .....4 credits**

Studies the construction, function, and principles of operation of starting motors, charging systems, and controls. Covers basic electronics, including capacitance, inductance, series and parallel circuits, magnetism and Ohm's Law, wiring schematics, soldering techniques, and use of diagnostic equipment. Includes study of vehicle control and accessory systems.

*Prerequisite: Admission to Diesel & Heavy Equipment Technician program 324121 or Diesel & Heavy Equipment Technician Assistant program 314122*

## Employment Strategies

**10801199 .....3 credits**

A course designed to assist students in securing employment. This communication-based course helps develop an awareness of personal and academic skills as they relate to the job seeking process. Topics of study include personal and skill assessments, research of employment sources, completion of application forms, formation of professional resumes, composition of various business letters, interviewing skills, and job offer evaluation.

*NOTE: To enroll you must have completed 50 percent of technical program credits or receive department approval. See program advisor, program faculty, program counselor, or department dean/associate dean to register.*

# course descriptions

## Engine Performance & Emissions-Diesel

**32412310 .....5 credits**

Provides an introduction to ignition systems, fuel systems, air induction systems, exhaust systems, emission control systems, and engine electrical systems. Emphasizes the proper diagnosis and repair of system components as related to the truck, construction, and heavy equipment industry. A review of engine operation and related servicing is also provided.

*Prerequisite: Admission to Diesel & Heavy Equipment Technician program 324121*

## Engine Repair

**32412324 .....5 credits**

Provides a general overview of engine types and operating characteristics. Emphasizes the diagnosis and repair of cylinder heads, valve train components, and engine blocks and related components. Also covers engine support systems, including lubrication, cooling, ignition, fuel, and exhaust systems.

*Prerequisite: Admission to Diesel & Heavy Equipment Technician program 324121*

## Fuel Systems & Alternative Fuels

**32412327 .....5 credits**

Provides detailed coverage of the principles of operation as well as the components and diagnostic procedures for modern diesel engines. Emphasizes fuel injection and pump timing procedures.

*Prerequisite: Admission to Diesel & Heavy Equipment Technician program 324121*

## Heating/AC-Diesel

**32412303 .....3 credits**

Introduces students to the theory and operation of the heating and air conditioning systems found in transportation, farm, and heavy equipment industries. Students learn how to inspect, diagnose, and repair heat and air conditioning systems found in their field. Students have the opportunity to acquire their state of Wisconsin HVAC certification through a written test and hands-on evaluation. Offers experience in installation, operation, and repair of auxiliary power units found on today's modern trucks. In addition to learning about heating and air conditioning for operator comfort, students also learn how to inspect, service, and repair refrigerated units found on today's semitrailers and shipping containers.

*Prerequisite: Admission to Diesel & Heavy Equipment Technician program 324121 and minimum Accuplacer scores - Reading 55, Sentence Skills 60, Arithmetic 34*

## Metal Fabrication

**10462116 .....3 credits**

An introduction to structural steel and plate fabrication, sheet metal fabrication, and basic electric arc and oxyacetylene welding. Presents fabrication techniques, metal selection, layout, cutting, bending, drilling, threading, and joining. Information is presented to the student followed by lab activities to provide a hands-on experience. Emphasizes developing an understanding of the tools, techniques, safe work habits, and application of metal fabrication skills.

## Mobile Hydraulics Repair

**10462121 .....3 credits**

Designed for students required to take a course on hydraulics found in diesel technology and heavy equipment programs. Takes a practical approach to the understanding of fluid power/hydraulic systems. Instead of concentrating on the design issues of fluid power systems, this class approaches hydraulics more like a technician would approach a system that requires maintenance or troubleshooting. Nearly all aspiring technicians receive training in this subject, which is one of seven areas of study recognized by NATEF in diesel technology. Includes a study of terminology, industrial standards, symbols, and basic circuitry design as related to fluid power. Examples are drawn from actual equipment that are relevant to the program of study, whether it be heavy truck, earth-moving, or agricultural equipment.

## Preventive Maintenance-Diesel

**32412305 .....3 credits**

Provides an introduction to vehicle preventive maintenance and inspection. Focuses on maintaining and inspecting the engine system, cab and hood, electrical and electronics, and frame and chassis components. Students learn how to properly service vehicle systems and perform a visual inspection of all vehicle components. Students also learn how to properly document all maintenance and inspection findings.

## Service Practices in Transportation Industry

**32404375 .....1 credit**

Introduces the student to common tools, terminology, and service practices in the transportation service field. Covers safety, environmental concerns, and basic customer relations. Service shop management practices and the use of automated work order, parts ordering, and time management concepts are included.

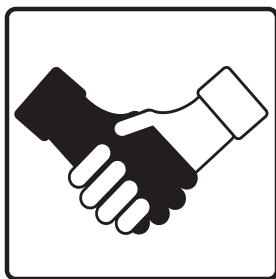
*P: Admission to Automotive Technician program 324042, Automotive Maintenance Technician program 314043, Diesel & Heavy Equipment Technician program 324121 or Diesel & Heavy Equipment Technician Assistant program 314122*

## Suspension & Steering Systems

**32412309 .....5 credits**

Highlights an analysis of construction and working principles of chassis components. Includes frames, suspension systems, steering gears and linkages, wheels and tires, and wheel alignment. Special attention is given to products used in servicing chassis components.

*Prerequisite: Admission to Diesel & Heavy Equipment Technician program 324121 or Diesel & Heavy Equipment Technician Assistant program 314122*



# digital marketing

## Associate in Applied Science (AAS) Program Code: 10-104-8 Total Credits: 63-65

Mid-State's Digital Marketing program builds the skills, experience, and connections critical to business success. Our graduates can confidently create inventive promotional campaigns, effectively brand, construct a dynamic social media presence, and analyze market research data. You'll learn from industry experts and use technology and other hands-on tools both inside and outside the classroom. You'll also learn strategies to anticipate and satisfy market needs, make data-informed business decisions, and promote goods and services to achieve a desired outcome. Courses are transferable to baccalaureate degree programs through a variety of transfer agreements.

**Salary information:** [mstc.edu/programsalaries](http://mstc.edu/programsalaries)

**Estimated tuition and fees:** [mstc.edu/programcosts](http://mstc.edu/programcosts)

### ACADEMIC ADVISORS

To schedule an appointment with your academic advisor, call 715.422.5300.

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#### Diane Andres, MS

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Lakeland University  
BA Marketing

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**DIGITAL MARKETING**  
ASSOCIATE IN APPLIED SCIENCE  
63-65 CREDITS

**CAREER OPTIONS**

Account Representative  
Advertising and Promotions Manager  
Marketing Coordinator

START YOUR CAREER

START YOUR CAREER

**CAREER OPTIONS**  
Digital Marketing Coordinator  
Marketing Assistant  
Social Media Specialist

**CAREER OPTIONS**  
Customer Service Representative  
Field Sales Representative  
Sales Merchandiser

**DIGITAL MARKETING PROMOTIONS**  
TECHNICAL DIPLOMA  
14 CREDITS

**SALES SPECIALIST**  
TECHNICAL DIPLOMA  
17 CREDITS

HIGH SCHOOL STUDENT

COLLEGE TRANSFER

RETURNING ADULT

College Credit • Dual Credit  
Military Experience • Work Experience  
Learn about Credit for Prior Learning at [mstc.edu/cpl](http://mstc.edu/cpl).

**BEGIN AT ANY POINT  
IN THE PATHWAY**

## PROGRAM OUTCOMES

Employers will expect you, as a Digital Marketing graduate, to be able to:

- Develop digital marketing strategies to anticipate and satisfy market needs.
- Create digital marketing content for products, services, images, and ideas.
- Integrate tools and technology for digital marketing initiatives.
- Analyze the effectiveness of marketing outcomes.
- Promote products, services, images, and/or ideas to achieve a desired outcome.
- Evaluate information through the market research process to make business decisions.
- Prepare selling strategies.

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The Wisconsin Technical College System (WTCS) has implemented a requirement that all technical colleges measure program outcomes attained by students. This requirement is called Technical Skills Attainment (TSA). The main objective of TSA is to ensure graduates have the technical skills needed by employers. Marketing program outcomes are measured in the TSA-designated course Marketing Management.

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## PROGRAM PROGRESSION

In order to maintain a passing status and progress in the program, students must:

- Receive a grade of “C” or better in Marketing Management.

## MOBILE DEVICE ENHANCEMENT

To support your hands-on learning and give you an edge in today’s digital workplace, Marketing program students are required to purchase an iPad device. Students accepted into the program will receive specific details about purchasing the mobile device (financial aid available).

## STUDENT HANDBOOK

Visit [mstc.edu/studenthandbook](http://mstc.edu/studenthandbook) to view Mid-State’s student handbook, which contains information about admissions, enrollment, appeals processes, services for people with disabilities, financial aid, graduation, privacy, Mid-State’s Student Code of Conduct, and technology.

## GRADUATION REQUIREMENT

The GPS for Student Success course is required for all Mid-State students and must be completed prior to obtaining 12 credits. (Not counted in the total credit value for this program.)

### GPS for Student Success

**10890102 ..... 1 credit**

Integrate necessary skills for student success by developing an academic plan, identifying interpersonal attributes for success, adopting efficient and effective learning strategies, and utilizing Mid-State resources, policies, and processes. This course must be completed prior to obtaining 12 credits and as a graduation requirement.

## ADDITIONAL COURSES AS NEEDED

The following courses may be recommended or required if the student does not achieve minimum Accuplacer scores.

### Intro to College Reading

**10838104 ..... 2 credits**

Provides learners with the opportunities to develop and expand reading skills, including comprehension and vocabulary skills. Learners apply reading skills to academic tasks and read to acquire information from a variety of sources.

### Intro to College Writing

**10831103 ..... 3 credits**

Introduces basic principles of composition, including organization, development, unity, and coherence in paragraphs and multi-paragraph documents. The purpose of this course is to prepare students for successful entry into required program courses. This course is tuition bearing and under certain circumstances may qualify for financial aid. This course cannot be used to satisfy program completion requirements at Mid-State.

*Prerequisite: Accuplacer Sentence Skills score of 60 or equivalent. Proficiency in word processing skills recommended.*

### Pre-Algebra

**10834109 ..... 3 credits**

Provides an introduction to algebra. Includes operations on real numbers, solving linear equations, percent and proportion, and an introduction to polynomials and statistics. Prepares students for elementary algebra and subsequent algebra-related courses.

*Prerequisite: Accuplacer Math score of 65, Accuplacer Algebra score of 30, ABE Math Prep V 76854785 and ABE Math Prep VI 76854786 with a grade of “S.” (Note: ABE Math Prep V and VI courses cannot be used to satisfy program completion requirements at Mid-State.)*



## SAMPLE FULL-TIME CURRICULUM OPTION

<b>Term</b>		<b>15 credits</b>
10102101	Intro to Business	3
10103106	Microsoft Office-Introduction	3
10104102	Marketing Principles	3
10104108	Adobe Visual Design	3
10801136	English Composition 1 <b>-or-</b>	
10801195	Written Communication	3
<b>Term</b>		
		<b>15-16 credits</b>
10103124	Excel-Intermediate	1
10104105	Professional Selling	3
10104107	Social Media Marketing	3
10104109	Adobe Video Design	3
10104110	Marketing Communications	2
10804107	College Mathematics	3
	<b>-or-</b>	
10804118	Intermediate Algebra with Applications	4
	<b>-or-</b>	
10804189	Introductory Statistics	3
<b>Term</b>		
		<b>16-17 credits</b>
10101111	Accounting I	4
	<b>-or-</b>	
10102121	Finance and Budgeting	3
10104125	Promotion Management	4
10104174	Marketing Research	3
10104180	Internet and Mobile Marketing	3
10801196	Oral/Interpersonal Communication <b>-or-</b>	
10801198	Speech	3
<b>Term</b>		
		<b>17 credits</b>
10103187	Web Site Development for Business	3
10104111	Marketing Policy and Ethics	1
10104160	Marketing Management	4
10809122	Intro to American Government <b>-or-</b>	
10809172	Introduction to Diversity Studies <b>-or-</b>	
10809196	Intro to Sociology	3
10809188	Developmental Psychology <b>-or-</b>	
10809198	Intro to Psychology	3
10809195	Economics	3
<b>Total credits 63-65</b>		

Please Note:

- This curriculum sequence is only for student planning. Actual student schedules will vary depending on course availability.
- Program completion time may vary based on student scheduling and course availability. For details, go to [mstc.edu/classfinder](http://mstc.edu/classfinder).

## SAMPLE PART-TIME CURRICULUM OPTION

<b>Term</b>		<b>7 credits</b>
10103106	Microsoft Office-Introduction	3
10104102	Marketing Principles	3
10104111	Marketing Policy and Ethics	1
<b>Term</b>		
		<b>9-10 credits</b>
10102101	Intro to Business	3
10104105	Professional Selling	3
10804107	College Mathematics	3
	<b>-or-</b>	
10804118	Intermediate Algebra with Applications	4
	<b>-or-</b>	
10804189	Introductory Statistics	3
<b>Term</b>		
		<b>7 credits</b>
10103124	Excel-Intermediate	1
10104108	Adobe Visual Design	3
10801136	English Composition 1 <b>-or-</b>	
10801195	Written Communication	3
<b>Term</b>		
		<b>8 credits</b>
10104107	Social Media Marketing	3
10104109	Adobe Video Design	3
10104110	Marketing Communications	2
<b>Term</b>		
		<b>7 credits</b>
10104125	Promotion Management	4
10801196	Oral/Interpersonal Communication <b>-or-</b>	
10801198	Speech	3
<b>Term</b>		
		<b>9-10 credits</b>
10101111	Accounting I	4
	<b>-or-</b>	
10102121	Finance and Budgeting	3
10104180	Internet and Mobile Marketing	3
10809188	Developmental Psychology <b>-or-</b>	
10809198	Intro to Psychology	3
<b>Term</b>		
		<b>9 credits</b>
10103187	Web Site Development for Business	3
10104174	Marketing Research	3
10809122	Intro to American Government <b>-or-</b>	
10809172	Introduction to Diversity Studies <b>-or-</b>	
10809196	Intro to Sociology	3
<b>Term</b>		
		<b>7 credits</b>
10104160	Marketing Management	4
10809195	Economics	3
<b>Total credits 63-65</b>		

# course descriptions

## Accounting I

**1010111..... 4 credits**

A beginning course designed especially for majors or those who need a strong foundation in accounting principles. Develops the accounting cycle of journaling, posting, adjusting, closing, and reporting. Also emphasizes service and merchandising sole proprietorships in developing the accounting cycle. Explores issues for accounting for cash, accounts and notes receivable, inventories, and fixed assets. Recommended Accuplacer scores - Reading 55, Sentence Skills 60, Arithmetic 34

## Adobe Video Design

**10104109.....3 credits**

This course develops marketing communication skills in digital video production. Topics include collaboration, design, video production and audio production using Adobe Premier. Learners will develop skills in storytelling, capturing and editing video and audio, and finalizing content for use in social media, web, and other marketing mediums.

## Adobe Visual Design

**10104108.....3 credits**

This course provides a project-based, marketing-focused exploration of key Adobe graphic design products (Photoshop, InDesign, and Illustrator) as well as their accompanying mobile apps. Students are instructed on document setup, creation techniques, and file formats for both digital and print media required for marketing communications. An introduction to the application of imagery, typography, and color management will also be included. The design role of the marketer will be discussed throughout the class. Learners should possess basic keyboarding, mouse, and computer skills and should be familiar with Microsoft Windows. Students may develop these skills in the LiNK while concurrently enrolled in this course.

## College Mathematics

**10804107 .....3 credits**

Designed to review and develop fundamental concepts of mathematics pertinent to the areas of: 1) arithmetic and algebra; 2) geometry and trigonometry; and 3) probability and statistics. Special emphasis is placed on problem solving, critical thinking and logical reasoning, making connections, and using calculators. Topics include performing arithmetic operations and simplifying algebraic expressions, solving linear equations and inequalities in one variable, solving proportions and incorporating percent applications, manipulating formulas, solving and graphing systems of linear equations and inequalities in two variables, finding areas and volumes of geometric figures, applying similar and congruent triangles, converting measurements within and between US and metric systems, applying Pythagorean Theorem, solving right and oblique triangles, calculating probabilities, organizing data and interpreting charts, calculating central and spread measures, and summarizing and analyzing data.

*Prerequisite: Minimum Accuplacer scores - Arithmetic 65, Algebra 30; or Pre-Algebra 10834109 with a grade of "C" or better*

## Developmental Psychology

**10809188.....3 credits**

Studies human development throughout the lifespan and explores developmental theory and research with an emphasis on the interactive nature of the biological, cognitive, and psychosocial changes that affect the individual from conception to death. Application activities and critical thinking skills enable students to gain an increased knowledge and understanding of themselves and others. A student scoring between 55-80 on Accuplacer Reading Comprehension is recommended to co-enroll in the Introduction to College Reading course.

*Prerequisite: Minimum Accuplacer scores - Reading 55, Sentence Skills 60 or equivalent, or Intro to College Reading 10848104 with a grade of "C" or better and Intro to College Writing 10831103 with a grade of "C" or better*

## Economics

**10809195 .....3 credits**

Provides an overview of how a market-oriented economic system operates and surveys the factors that influence national economic policy. Basic concepts and analyses are illustrated by reference to a variety of contemporary problems and public policy issues. Concepts include scarcity, resources, alternative economic systems, growth, supply and demand, monetary and fiscal policy, inflation, unemployment and global economic issues. A student scoring between 55-80 on Accuplacer Reading Comprehension or 60-80 on Accuplacer Sentence Skills is recommended to co-enroll in the Introduction to College Reading course and/or Introduction to College Writing, respectively.

*Prerequisite: Minimum Accuplacer scores - Reading 55, Sentence Skills 60 or equivalent, or Intro to College Reading 10848104 with a grade of "C" or better and Intro to College Writing 10831103 with a grade of "C" or better*

## English Composition 1

**10801136 .....3 credits**

Designed for learners to develop knowledge and skills in all aspects of the writing process. Planning, organizing, writing, editing, and revising are applied through a variety of activities. Students analyze audience and purpose, use elements of research, and format documents using standard guidelines. Individuals develop critical reading skills through analysis of various written documents.

*Prerequisite: Accuplacer Sentence Skills score of 85 or equivalent, or Intro to College Writing 10831103 with a grade of "C" or better. Proficiency in word processing skills recommended.*

## Excel-Intermediate

**10103124 ..... 1 credit**

Students learn to create, modify, and enhance charts. Students also learn to use advanced functions, structured references, manage multiple spreadsheets, and develop Excel applications.

*Prerequisite: Microsoft Office-Introduction 10103106 or Excel-Beginning 10103123*

## Finance and Budgeting

**10102121 .....3 credits**

Finance and Budgeting applies the skills necessary for a first line manager to develop and monitor a department budget. This class will provide learners with the knowledge and ability to evaluate financial statements as well as practice in making decisions based on evaluating the financial statements.

## Intermediate Algebra with Applications

**10804118 ..... 4 credits**

This course offers algebra content with applications. Topics include properties of real numbers; order of operations; algebraic solution for linear equations and inequalities; operations with polynomial and rational expressions; operations with rational exponents and radicals; and algebra of inverse, logarithmic, and exponential functions.

*Prerequisite: Pre-Algebra 10834109 with a grade of "C" or better, Accuplacer Arithmetic score of 110, Accuplacer Arithmetic score of 90, and Accuplacer Algebra score of 30 (A student scoring a "C" or lower should enroll in the Math Lab supplementary instruction with the next level math class.)*

## Internet and Mobile Marketing

**10104180 .....3 credits**

Provides an overview of electronic commerce. Business models underlying these electronic commerce applications are studied from both operational and strategic perspectives. A review is made of World Wide Web technology trends including electronic payments and related issues of authentication, security, privacy, intellectual property rights, and tax implications. Recommended minimum Accuplacer scores - Reading 55, Sentence Skills 60, Arithmetic 34

## Intro to American Government

**10809122.....3 credits**

Introduces American political processes and institutions. Focuses on rights and responsibilities of citizens and the process of participatory democracy. Learners examine the complexity of the separation of powers and checks and balances. Explores the role of the media, interest groups, political parties, and public opinion in the political process. Also explores the role of state and national government in our federal system. A student scoring between 55-80 on their Accuplacer Reading Comprehension, or 60-80 on Accuplacer Sentence Skills is recommended to co-enroll in the Introduction to College Reading course and/or Introduction to College Writing course, respectively.

*Prerequisite: Minimum Accuplacer scores - Reading 55, Sentence Skills 60 or equivalent, or Intro to College Reading 10848104 with a grade of C or better and Intro to College Writing 10831103 with a grade of C or better*

## Intro to Business

**10102101.....3 credits**

An introduction to what a business is, how it operates, and how it is managed. Students identify forms of ownership and the processes used in production and marketing, finance, personnel, and management in business operations. Recommended Accuplacer scores - Reading 55, Sentence Skills 60, Arithmetic 34

## Intro to Psychology

**10809198 .....3 credits**

This introductory course surveys the multiple aspects of human behavior. It involves a survey of the theoretical foundations of human functioning in such areas as learning, motivation, emotions, personality, deviance and pathology, physiological factors, and social influences. It directs the student to an insightful understanding of the complexities of human relationships in personal, social, and vocational settings. A student scoring between 55-80 on Accuplacer Reading Comprehension is recommended to co-enroll in the Introduction to College Reading course.

*Prerequisite: Minimum Accuplacer scores - Reading 55, Sentence Skills 60 or equivalent, or Intro to College Reading 10848104 with a grade of "C" or better and Intro to College Writing 10831103 with a grade of "C" or better*

## Intro to Sociology

**10809196 .....3 credits**

Introduces students to the basic concepts of sociology: culture, socialization, social stratification, multi-culturalism, and the five institutions of family, politics, economics, religion, and education. Other topics include demography, deviance, technology, environment, social issues, social change, and social organization. A student scoring between 55-80 on Accuplacer Reading Comprehension or 60-80 on Accuplacer Sentence Skills is recommended to co-enroll in Introduction to College Reading and/or Introduction to College Writing, respectively.

*Prerequisite: Minimum Accuplacer scores - Reading 55, Sentence Skills 60 or equivalent, or Intro to College Reading 10848104 with a grade of "C" or better and Intro to College Writing 10831103 with a grade of "C" or better*

## Introduction to Diversity Studies

**10809172.....3 credits**

Introduces learners to the study of diversity from a local to a global environment using a holistic, interdisciplinary approach. Encourages self-exploration and prepares the learner to work in a diverse environment. In addition to an analysis of majority/minority relations in a multicultural context, the primary topics of race, ethnicity, age, gender, class, sexual orientation, disability, and religion are explored. A student scoring between 55-80 on Accuplacer Reading Comprehension or 60-80 on Accuplacer Sentence Skills is recommended to co-enroll in the Introduction to College Reading course and/or Introduction to College Writing course, respectively.

*Prerequisite: Minimum Accuplacer scores - Reading 55, Sentence Skills 60 or equivalent, or Intro to College Reading 10848104 with a grade of "C" or better and Intro to College Writing 10831103 with a grade of "C" or better*

## Introductory Statistics

**10804189 .....3 credits**

Students taking Introductory Statistics display data with graphs, describe distributions with numbers, perform correlation and regression analyses, and design experiments. They use probability and distributions to make predictions, estimate parameters, and test hypotheses. They draw inferences about relationships including ANOVA. Algebra knowledge and foundational skills in mathematics are important for success in this course.

*Prerequisite: Accuplacer Algebra score of 45 or greater, or ACT math score of 19 or greater, or Pre-Algebra 10834109 with a grade of "C" or better, or College Math 10804107 with a grade of "C" or better. (A student scoring a "C" or lower should enroll in the Math Lab supplementary instruction with the next level math class.)*

## Marketing Communications

**10104110.....2 credits**

This course prepares the learner for the management of public relations messaging to include writing press releases and conducting interpersonal communications with members of the media and other stakeholders. Additionally, learners will be instructed on the strategy, process, and tactics for creating and revising content for web sites and mobile apps. Finally, techniques for the creation and delivery of professional, customer-focused presentations of marketing materials and data will be addressed.

*Corequisite: Marketing Principles 10104102*

## Marketing Management

**10104160..... 4 credits**

Examines the marketing function from the manager's perspective. Topics include management functions, decision making in regard to the customer, product planning, pricing strategies, evaluation of distribution channels, and promotional tactics.

*Prerequisite: Twelve Marketing 10-104 credits*

## Marketing Policy and Ethics

**10104111..... 1 credit**

This course will introduce the learner to ethical theories, value systems, and laws that are applicable to moral issues, problems, and situations which arise within the professional marketing environment.

## Marketing Principles

**10104102.....3 credits**

Students study the practices and methods of manufacturers and distributors in the marketing of goods and services. Also emphasized are product planning, pricing strategies, distribution systems, channel activities, and the role of government as well as other factors influencing marketing today. Recommended Accuplacer scores - Reading 55, Sentence Skills 60, Arithmetic 34

## Marketing Research

**10104174 .....3 credits**

Primarily for students with previous business courses or work experience. Introduces techniques of research and research reporting. The study of market behavior is pursued as students undertake several well-ordered research projects in their career fields.

*Prerequisite: Marketing Principles 10104102*

## Microsoft Office-Introduction

**10103106 .....3 credits**

Develops introductory skills in the Microsoft Office Suite (Word, Excel, Access, PowerPoint, and Outlook) while reinforcing knowledge of computer concepts, Windows Explorer, and Internet usage. Students should possess basic keyboarding, mouse, and Windows 10 skills. Students may develop these skills in the LiNK while concurrently enrolled in this course.

## Oral/Interpersonal Communication

**10801196 .....3 credits**

Focuses upon developing speaking, verbal, and non-verbal communication, and listening skills through individual presentations, group activities, and other projects. For a student scoring between 55-80 on their Accuplacer Reading Comprehension exam and 60-80 on the Sentence Skills exam, it is recommended to co-enroll in the Introduction to College Reading and/or Intro to College Writing courses.

*Prerequisite: Minimum Accuplacer scores - Reading 55, Sentence Skills 60 or equivalent*

## Professional Selling

**10104105 .....3 credits**

Students develop the kind of sales techniques that encourage customers to believe in the integrity of the salesperson and the product. Subjects include handling customers' tangible and intangible needs, attitude conversion, sales strategies for a variety of conditions, and the changing form of selling techniques. Focuses on the need for a sales personality and the importance of psychology and creativity in selling.

## Promotion Management

**10104125 ..... 4 credits**

Focuses on non-personal communication about product services, image, or ideas to influence customer behavior. Topics include advertising, sales and visual promotion, public relations, and managing the promotion function.

*Corequisite: Adobe Visual Design 10104108 or Media Strategies 10104120*

## Social Media Marketing

**10104107 .....3 credits**

Addresses how social media has transformed marketing communications from traditional mass media to individualized marketing. Using social media tools such as Facebook, YouTube, Twitter, LinkedIn, and more, this class explores the different methodologies for social media marketing. Topics include creating social media, integrating social media as part of a marketing campaign, the concept of viral marketing, ethical and potential legal concerns that have arisen over these forms of communication, and how organizations and individuals have successfully applied social media marketing. Recommended Accuplacer scores - Reading 55, Sentence Skills 60, Arithmetic 34

## Speech

### **10801198 .....3 credits**

Explores the fundamentals of effective oral presentation to small and large groups. Topic selection, audience analysis, methods of organization, research, structuring evidence and support, delivery techniques, and other essential elements of speaking successfully, including the listening process, form the basis of this course. If a student earns below the minimum Accuplacer score in each category (Reading 80, Sentence Skills 85), he/she is eligible to take Oral Communication in lieu of Speech, provided the Accuplacer scores are minimum of Reading 55 and Sentence Skills 60, or the student has completed Intro to College Writing and/or Intro to College Reading with a "C" or better.

*Prerequisite: Minimum Accuplacer scores - Reading 80, Sentence Skills 85, or completion of Intro to College Writing and/or Intro to College Reading with a "C" or better or equivalent*

## Web Site Development for Business

### **10103187 .....3 credits**

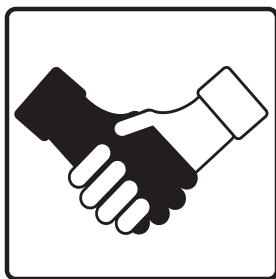
This course introduces the student to basic web design using Hypertext Markup language (HTML) as well as web development software tools. Learners will create a personal web site using HTML tags and cascading style sheets. Using web development software, students will create a commercial web site using design elements and techniques for customer relationship building.

## Written Communication

### **10801195 .....3 credits**

Develops writing skills, which include prewriting, drafting, revising, and editing. A variety of writing assignments is designed to help the learner analyze audience and purpose, research and organize ideas, and format and design documents based on subject matter and content. Also develops critical reading and thinking skills through analysis of a variety of written documents.

*Prerequisite: Accuplacer Sentence Skills score of 85 or equivalent, or Intro to College Writing 10831103 with a grade of "C" or better. Proficiency in word processing skills recommended.*



# digital marketing promotions

## Technical Diploma Program Code: 30-104-8 Total Credits: 14

The Digital Marketing Promotions program prepares students to communicate with customers with an emphasis on the use of digital media and technology. Graduates are able to use digital tools and design software to create a variety of promotional materials to be used by businesses, whether in a traditional or online environment. In this program you will complete hands-on projects to create traditional and digital communications using Adobe Photoshop, Illustrator, and InDesign in addition to mobile apps for visual design and creation. You'll also use Adobe Premiere to design and create videos, and you'll plan and execute social media content using multiple platforms and analytics.

**Salary information:** [mstc.edu/programsalaries](http://mstc.edu/programsalaries)

**Estimated tuition and fees:** [mstc.edu/programcosts](http://mstc.edu/programcosts)

### ACADEMIC ADVISORS

To schedule an appointment with your academic advisor, call 715.422.5300.

**Tanya Kollross, MS**

Marshfield Campus • [tanya.kollross@mstc.edu](mailto:tanya.kollross@mstc.edu)

**Juan Veloz, MBA**

Stevens Point Campus • [juan.veloz@mstc.edu](mailto:juan.veloz@mstc.edu)

**Diane Andres, MS**

Wisconsin Rapids Campus • [diane.andres@mstc.edu](mailto:diane.andres@mstc.edu)

### CHECKLIST:

This section will be completed when meeting with your academic advisor.

- FAFSA ([www.fafsa.gov](http://www.fafsa.gov))
- Financial Aid Form(s)  
Form(s): \_\_\_\_\_
- Follow-Up Appointment:  
Where: \_\_\_\_\_  
When: \_\_\_\_\_  
With: \_\_\_\_\_
- Official Transcripts  
Mid-State Technical College  
Attention CPL Coordinator  
500 32nd Street North  
Wisconsin Rapids, WI 54494
- Other: \_\_\_\_\_  
\_\_\_\_\_

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**MID-STATE**  
TECHNICAL COLLEGE

**ADAMS COUNTY CENTER**  
401 North Main  
Adams, WI 53910

**MARSHFIELD CAMPUS**  
2600 West 5th Street  
Marshfield, WI 54449

**STEVENS POINT CAMPUS**  
1001 Centerpoint Drive  
Stevens Point, WI 54481

**WISCONSIN RAPIDS CAMPUS**  
500 32nd Street North  
Wisconsin Rapids, WI 54494

**BACHELOR'S DEGREE OPTIONS**

Lakeland University  
BA Marketing

For more information and additional opportunities, visit [mstc.edu/transfer](http://mstc.edu/transfer).

EARN A BACHELOR'S DEGREE

START YOUR CAREER

**DIGITAL MARKETING**  
ASSOCIATE IN APPLIED SCIENCE  
63-65 CREDITS

**CAREER OPTIONS**

Account Representative  
Advertising and Promotions Manager  
Marketing Coordinator

START YOUR CAREER

START YOUR CAREER

**CAREER OPTIONS**  
Digital Marketing Coordinator  
Marketing Assistant  
Social Media Specialist

**CAREER OPTIONS**  
Customer Service Representative  
Field Sales Representative  
Sales Merchandiser

**DIGITAL MARKETING PROMOTIONS**  
TECHNICAL DIPLOMA  
14 CREDITS

**SALES SPECIALIST**  
TECHNICAL DIPLOMA  
17 CREDITS

HIGH SCHOOL STUDENT

COLLEGE TRANSFER

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**BEGIN AT ANY POINT  
IN THE PATHWAY**







## Adobe Video Design

**10104109.....3 credits**

This course develops marketing communication skills in digital video production. Topics include collaboration, design, video production and audio production using Adobe Premier. Learners will develop skills in storytelling, capturing and editing video and audio, and finalizing content for use in social media, web, and other marketing mediums.

## Adobe Visual Design

**10104108.....3 credits**

This course provides a project-based, marketing-focused exploration of key Adobe graphic design products (Photoshop, InDesign, and Illustrator) as well as their accompanying mobile apps. Students are instructed on document setup, creation techniques, and file formats for both digital and print media required for marketing communications. An introduction to the application of imagery, typography, and color management will also be included. The design role of the marketer will be discussed throughout the class. Learners should possess basic keyboarding, mouse, and computer skills and should be familiar with Microsoft Windows. Students may develop these skills in the LiNK while concurrently enrolled in this course.

## Marketing Communications

**10104110.....2 credits**

This course prepares the learner for the management of public relations messaging to include writing press releases and conducting interpersonal communications with members of the media and other stakeholders. Additionally, learners will be instructed on the strategy, process, and tactics for creating and revising content for web sites and mobile apps. Finally, techniques for the creation and delivery of professional, customer-focused presentations of marketing materials and data will be addressed.

*Corequisite: Marketing Principles 10104102*

## Marketing Principles

**10104102.....3 credits**

Students study the practices and methods of manufacturers and distributors in the marketing of goods and services. Also emphasized are product planning, pricing strategies, distribution systems, channel activities, and the role of government as well as other factors influencing marketing today. Recommended Accuplacer scores - Reading 55, Sentence Skills 60, Arithmetic 34

## Social Media Marketing

**10104107.....3 credits**

Addresses how social media has transformed marketing communications from traditional mass media to individualized marketing. Using social media tools such as Facebook, YouTube, Twitter, LinkedIn, and more, this class explores the different methodologies for social media marketing. Topics include creating social media, integrating social media as part of a marketing campaign, the concept of viral marketing, ethical and potential legal concerns that have arisen over these forms of communication, and how organizations and individuals have successfully applied social media marketing. Recommended Accuplacer scores - Reading 55, Sentence Skills 60, Arithmetic 34



# early childhood education

## Associate in Applied Science (AAS) Program Code: 10-307-1 Total Credits: 60-61

Graduates of the Early Childhood Education program have the hands-on knowledge and skills to work confidently with young children in a variety of settings. Mid-State's program lets you work directly with teachers in early childhood educational settings and develop creative and educational activities within the teaching cycle. You'll also learn of the physical, emotional, intellectual, and social development of children spanning infancy through school age as well as how to recognize typical and exceptional patterns of growth.

**Salary information:** [mstc.edu/programsalaries](http://mstc.edu/programsalaries)

**Estimated tuition and fees:** [mstc.edu/programcosts](http://mstc.edu/programcosts)

### ACADEMIC ADVISORS

To schedule an appointment with your academic advisor, call 715.422.5300.

#### Tanya Kollross, MS

Marshfield Campus • [tanya.kollross@mstc.edu](mailto:tanya.kollross@mstc.edu)

#### Yer Lee, MS

Stevens Point Campus • [yer.lee@mstc.edu](mailto:yer.lee@mstc.edu)

#### Betsy Leonard, MBA

Wisconsin Rapids Campus • [betsy.leonard@mstc.edu](mailto:betsy.leonard@mstc.edu)

### CHECKLIST:

This section will be completed when meeting with your academic advisor.

- FAFSA ([www.fafsa.gov](http://www.fafsa.gov))
- Financial Aid Form(s)  
Form(s): \_\_\_\_\_
- Follow-Up Appointment:  
Where: \_\_\_\_\_  
When: \_\_\_\_\_  
With: \_\_\_\_\_
- Official Transcripts  
Mid-State Technical College  
Attention CPL Coordinator  
500 32nd Street North  
Wisconsin Rapids, WI 54494
- Criminal Background Statement of Understanding and Release of Information Form
- Other: \_\_\_\_\_  
\_\_\_\_\_

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**MID-STATE**  
TECHNICAL COLLEGE

**ADAMS COUNTY CENTER**  
401 North Main  
Adams, WI 53910

**MARSHFIELD CAMPUS**  
2600 West 5th Street  
Marshfield, WI 54449

**STEVENS POINT CAMPUS**  
1001 Centerpoint Drive  
Stevens Point, WI 54481

**WISCONSIN RAPIDS CAMPUS**  
500 32nd Street North  
Wisconsin Rapids, WI 54494

## BACHELOR'S DEGREE OPTIONS

Ashford University  
BA Early Childhood Education

Cardinal Stritch University  
BS Early Childhood Education

Concordia University  
BA Early Childhood Education

Lakeland University  
BA Early Childhood Education and Teacher Certification

Northland College  
BS Elementary Education

UW-LaCrosse  
BS Early Childhood-Middle Childhood Education

UW-Milwaukee  
BS Early Childhood Education

UW-Oshkosh  
BSE Professional Education Early Childhood to Middle Childhood

UW-River Falls  
BS Early Childhood Education

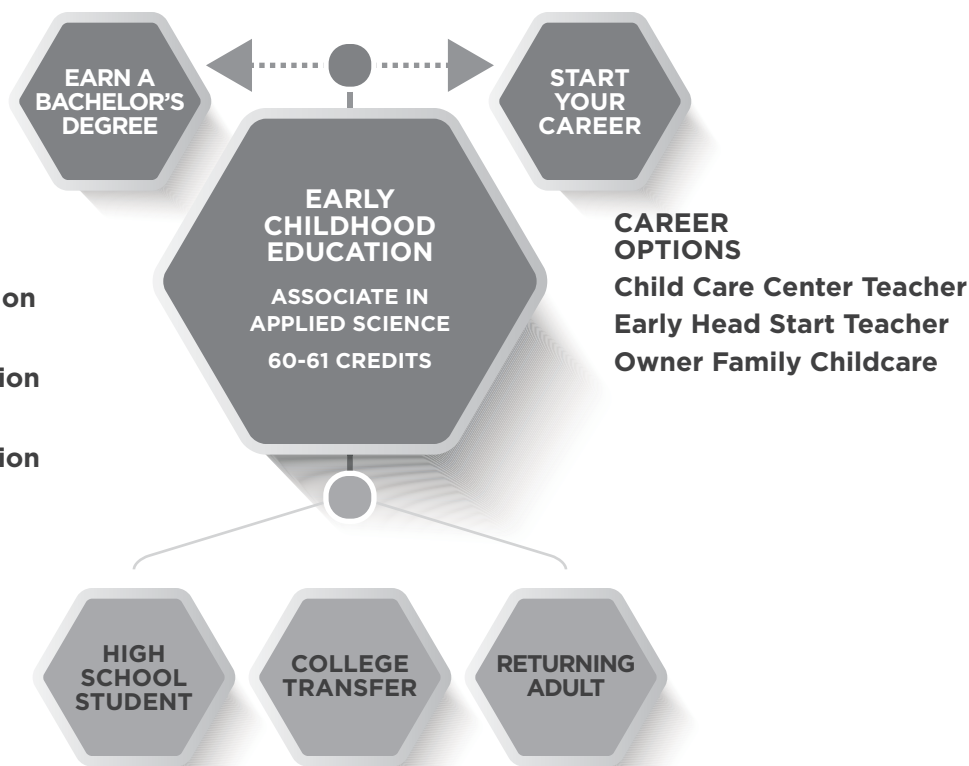
UW-Stevens Point  
BS Early Childhood Education

UW-Stout  
BS Early Childhood Education

UW-Superior  
BS Elementary Education with an Early Childhood Minor

UW-Whitewater  
BS Early Childhood

For more information and additional opportunities, visit [mstc.edu/transfer](http://mstc.edu/transfer).



College Credit • Dual Credit • Military Experience • Work Experience  
Learn about Credit for Prior Learning at [mstc.edu/cpl](http://mstc.edu/cpl).

**BEGIN AT ANY POINT  
IN THE PATHWAY**

## PROGRAM OUTCOMES

Employers will expect you, as an Early Childhood Education graduate, to be able to:

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

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Students enrolling in the Early Childhood Education program will have the opportunity to complete coursework toward specific registry credentials, including preschool, infant/toddler, and inclusion.

Students enrolled in practicum courses will combine classroom learning experiences with eight to twelve hours per week of purposeful experience in local early childhood centers working with children from infancy through school age.

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## ADDITIONAL ENTRY CRITERIA

To apply to the Early Childhood Education program, please submit the following document to Mid-State Admissions:

- Criminal Background Statement of Understanding and Release of Information form

**Mid-State Technical College • Admissions**  
**500 32nd Street North**  
**Wisconsin Rapids, WI 54494**

## FUNCTIONAL ABILITIES

A list of specific physical, emotional, and mental tasks needed to function as an early childhood education provider is available at [mstc.edu/programs/early-childhood-education](https://mstc.edu/programs/early-childhood-education). Contact the disability services coordinator in the Student Services & Information Center to receive assistance.

## PROGRAM PROGRESSION AND COMPLETION

The following requirement must be met in order to progress in the Early Childhood Education program:

A Criminal Background Check (CBC) through the Wisconsin Department of Justice and Wisconsin Department of Health Services/Department of Children and Families/Bureau of Regulation and Licensing must show no record of crimes that would prevent persons from being employed in an early childhood setting licensed by the Department of Health Services/Department of Children and Families/Bureau of Regulation and Licensing. A current list of crimes prohibiting one from being licensed to care for children in Wisconsin can be found at <https://dcf.wisconsin.gov/files/publications/pdf/5206.pdf>.

In order to progress in and successfully complete the program, students must:

- Repeat courses not completed with a “C” or better prior to progressing in core courses or other courses with co- or prerequisites.
- Receive a grade of “C” or better in all courses required for graduation.

Please note that the ability to repeat a course is dependent upon availability in all courses. Students may be required to apply for program re-entry in order to repeat a course within the program’s instructional area.

## PRACTICUM-RELATED REQUIREMENT

Prior to placement at a practicum site, students need to pay for a yearly criminal background check (included in fees associated with Practicum 1 and Practicum 3) and provide documentation of required health work to the Mid-State Technical College Early Childhood Education program coordinator.

Practicum sites have the right to refuse a student’s placement based on inadequate health records, pending charges, or conviction records. Students with a criminal history may not be able to complete practicum courses. Mid-State will make two attempts to place a student in an appropriate practicum experience. If Mid-State is unable to place the student after two attempts, the student will be withdrawn from the practicum course and will not be able to advance in the program.

Prior to beginning a practicum experience students must:

- a. Provide evidence of current CPR/first aid, including infant and toddler.
- b. Provide evidence of current completion certificates for Shaken Baby Syndrome, Sudden Infant Death Syndrome, Mandated Reporter, and Darkness to Light Trainings.

Note: Throughout each of the four practicum courses students are required to maintain current completion certificates in each of the above-listed topic areas. In the event that any certificate expires before the student successfully completes each of the four practicum courses, the student will be required to complete the necessary training to obtain a valid completion certificate. Any additional cost incurred to update the certificate(s) is the responsibility of the student.

- c. Complete form DCF/F(CFS/0054) Staff Health Report-Child Care Provider (revision date R02/2009).
- d. Successfully complete Wisconsin Early Learning Standards training.
- e. Meet the identified Functional Abilities necessary to be successful in practicum placement.

## STUDENT HANDBOOK

Visit [mstc.edu/studenthandbook](https://mstc.edu/studenthandbook) to view Mid-State’s student handbook, which contains information about admissions, enrollment, appeals processes, services for people with disabilities, financial aid, graduation, privacy, Mid-State’s Student Code of Conduct, and technology.



## SAMPLE FULL-TIME CURRICULUM OPTION

Term		18 credits
10307108	ECE: Early Language & Literacy	3
10307110	ECE: Soc S, Art, & Music	3
10307167	ECE: Health, Safety, & Nutrition	3
10307174	ECE: Introductory Practicum	3
10801136	English Composition 1 <b>-or-</b>	
10801195	Written Communication	3
10801196	Oral/Interpersonal Communication <b>-or-</b>	
10801198	Speech	3

Term		15-16 credits
10307148	ECE: Foundations of Early Childhood Education	3
10307175	ECE: Preschool Practicum	3
10307179	ECE: Child Development	3
10307188	ECE: Guiding Children's Behavior	3
10804107	College Mathematics	3
	<b>-or-</b>	
10804118	Intermediate Algebra with Applications	4
	<b>-or-</b>	
10804189	Introductory Statistics	3

Term		15 credits
10307112	ECE: STEM	3
10307151	ECE: Infant & Toddler Development	3
10307177	ECE: Intermediate Practicum	3
10307187	ECE: Children with Differing Abilities	3
10809172	Introduction to Diversity Studies <b>-or-</b>	
10809196	Intro to Sociology	3

Term		12 credits
10307195	ECE: Family and Community Relationships	3
10307199	ECE: Advanced Practicum	3
10809166	Intro to Ethics: Theory & Application <b>-or-</b>	
10809195	Economics	3
10809188	Developmental Psychology <b>-or-</b>	
10809198	Intro to Psychology	3

**Total Credits 60-61**

Please Note:

- This curriculum sequence is only for student planning. Actual student schedules will vary depending on course availability.
- Program completion time may vary based on student scheduling and course availability. For details, go to [mstc.edu/classfinder](http://mstc.edu/classfinder).

## SAMPLE PART-TIME CURRICULUM OPTION

Term		9 credits
10307110	ECE: Soc S, Art, & Music	3
10307148	ECE: Foundations of Early Childhood Education	3
10307108	ECE: Early Language & Literacy	3

Term		6 credits
10307179	ECE: Child Development	3
10809172	Introduction to Diversity Studies <b>-or-</b>	
10809196	Intro to Sociology	3

Term		6 credits
10307151	ECE: Infant & Toddler Development	3
10801196	Oral/Interpersonal Communication <b>-or-</b>	
10801198	Speech	3

Term		6 credits
10307188	ECE: Guiding Children's Behavior	3
10801136	English Composition 1 <b>-or-</b>	
10801195	Written Communication	3

Term		6-7 credits
10804107	College Mathematics	3
	<b>-or-</b>	
10804118	Intermediate Algebra with Applications	4
	<b>-or-</b>	
10804189	Introductory Statistics	3
10809188	Developmental Psychology <b>-or-</b>	
10809198	Intro to Psychology	3

Term		3 credits
10307167	ECE: Health, Safety, & Nutrition	3

Term		6 credits
10307174	ECE: Introductory Practicum	3
10307112	ECE: STEM	3

Term		6 credits
10307175	ECE: Preschool Practicum	3
10809166	Intro to Ethics: Theory & Application <b>-or-</b>	
10809195	Economics	3

Term		6 credits
10307177	ECE: Intermediate Practicum	3
10307187	ECE: Children with Differing Abilities	3

Term		6 credits
10307195	ECE: Family and Community Relationships	3
10307199	ECE: Advanced Practicum	3

**Total Credits 60-61**

## College Mathematics

### 10804107 .....3 credits

Designed to review and develop fundamental concepts of mathematics pertinent to the areas of: 1) arithmetic and algebra; 2) geometry and trigonometry; and 3) probability and statistics. Special emphasis is placed on problem solving, critical thinking and logical reasoning, making connections, and using calculators. Topics include performing arithmetic operations and simplifying algebraic expressions, solving linear equations and inequalities in one variable, solving proportions and incorporating percent applications, manipulating formulas, solving and graphing systems of linear equations and inequalities in two variables, finding areas and volumes of geometric figures, applying similar and congruent triangles, converting measurements within and between US and metric systems, applying Pythagorean Theorem, solving right and oblique triangles, calculating probabilities, organizing data and interpreting charts, calculating central and spread measures, and summarizing and analyzing data.

*Prerequisite: Minimum Accuplacer scores - Arithmetic 65, Algebra 30; or Pre-Algebra 10834109 with a grade of "C" or better*

## Developmental Psychology

### 10809188.....3 credits

Studies human development throughout the lifespan and explores developmental theory and research with an emphasis on the interactive nature of the biological, cognitive, and psychosocial changes that affect the individual from conception to death. Application activities and critical thinking skills enable students to gain an increased knowledge and understanding of themselves and others. A student scoring between 55-80 on Accuplacer Reading Comprehension is recommended to co-enroll in the Introduction to College Reading course.

*Prerequisite: Minimum Accuplacer scores - Reading 55, Sentence Skills 60 or equivalent, or Intro to College Reading 10848104 with a grade of "C" or better and Intro to College Writing 10831103 with a grade of "C" or better*

## ECE: Advanced Practicum

### 10307199.....3 credits

In this final 3-credit practicum course you will demonstrate competence in supporting child development through observation, assessment and implementation of teaching strategies as you work in and learn about and apply the course competencies in an actual early childhood setting. You will demonstrate a high level of skill in fostering relationships with children, families and early childhood professionals, and use skills learned in a lead teacher role to develop a career plan to transition from student to early childhood education professional. ...

*Prerequisite: ECE: Intermediate Practicum 10307177*

## ECE: Child Development

### 10307179.....3 credits

The 3-credit course examines child development within the context of the early childhood education setting. Course competencies include: integrate strategies that support diversity, cultural responsiveness, and anti-bias perspectives; analyze social, cultural, and economic influences on child development; summarize child development theories; analyze development of children ages three through five; analyze development of children ages five through eight; relate child development research findings to teaching practice; analyze the role of heredity and the environment; examine the role of brain development in early learning (ages 3-8); examine developmental and environmental assessment strategies for children ages 3-8.

## ECE: Children with Differing Abilities

### 10307187.....3 credits

This 3-credit course focuses on the child with differing abilities in an early childhood education setting. Course competencies include: integrate strategies that support diversity, cultural responsiveness, and anti-bias perspectives; promote inclusive programs for young children; apply legal and ethical requirements including, but not limited to, ADA and IDEA; examine the consultation process to embed intervention in natural based settings; differentiate between typical and exceptional development; analyze the differing abilities of children with physical, cognitive, health/medical, communication, and/or behavioral/emotional disorders; identify community and professional resources; interpret an individual educational plan (IEP/IFSP) for children with developmental differences; adapt curriculum to meet the needs of children with developmental differences; examine strategies for cultivating partnerships with families who have children with developmental differences. Recommended minimum Accuplacer scores - Reading 55, Sentence Skills 60, Arithmetic 34

## ECE: Early Language & Literacy

### 10307108 .....3 credits

This course explores strategies to encourage the development of early language and literacy knowledge and skill building in children birth to 8 years of age. Learners will investigate the components of literacy including; literacy and a source of enjoyment, vocabulary and oral language, phonological awareness, knowledge of print, letters and words, comprehension and an understanding of books and other texts. Theories and philosophies regarding children's language and literacy development will be addressed. Dual language learning will be examined within the context of developmentally appropriate practices. Assessment tools for early language and literacy acquisition will be reviewed.



## **ECE: Family and Community Relationships 10307195.....3 credits**

In this 3-credit course you will examine the role of relationships with family and community in early childhood education. Course competencies include: implement strategies that support diversity, cultural responsiveness, and anti-bias perspectives when working with families and community; analyze contemporary family patterns and trends; identify strategies to strengthen and support families; explore effective communication strategies; discover strategies for developing respectful and reciprocal relationships with families; analyze strategies to promote family engagement in early childhood education programs; explore a variety of formats for meeting with families in their contexts; advocate for children and families; and explore community resources that provide a range of services for children and families.

## **ECE: Foundations of Early Childhood Education 10307148.....3 credits**

This 3-credit course introduces you to the early childhood profession. Course competencies include: explore the concepts of diversity, cultural responsiveness, and anti-bias as it relates to early childhood education, investigate the history of early childhood education, examine regulatory requirements for early childhood education programs in WI, summarize types of early childhood education settings, identify the components of a quality early childhood education program, summarize responsibilities of early childhood education professionals, explore early childhood curriculum models and examine the critical role of play as it relates to developmentally appropriate practice. Recommended Accuplacer scores - Reading 55, Sentence Skills 60, Arithmetic 34

## **ECE: Guiding Children's Behavior 10307188.....3 credits**

This 3-credit course examines positive strategies to guide children's behavior in the early childhood education setting. Course competencies include: integrate strategies that support diversity, cultural responsiveness, and anti-bias perspectives; analyze techniques for and effects of strong relationship-building with children and families; identify positive and proactive guidance principles and techniques to support children; analyze environmental influences on child behavior; identify strategies that support children's active engagement in the learning environment; identify strategies that proactively teach emotional literacy and regulation techniques; identify strategies that proactively teach friendship skills; identify strategies that proactively teach children calming, relaxation, and problem-solving techniques; utilize observation and assessment techniques to assess and interpret behavior; create a behavior support plan based on a functional behavior assessment; create a guidance philosophy. This course meets the requirements of the "24 hour Wisconsin" Pyramid Model training. Recommended Accuplacer scores - Reading 55, Sentence Skills 60, Arithmetic 34

## **ECE: Health, Safety, & Nutrition 10307167.....3 credits**

This 3-credit course examines the topics of health, safety, and nutrition within the context of the early childhood educational setting. Course competencies include: integrate strategies that support diversity, cultural responsiveness, and anti-bias perspectives; examine governmental regulations and professional standards as they apply to health, safety, and nutrition; plan a safe early childhood environment; plan a healthy early childhood environment; plan nutritionally sound menus; examine child abuse and neglect issues and mandates; describe Sudden Infant Death Syndrome (SIDS) risk reduction strategies, describe strategies to prevent the occurrence of Shaken Baby Syndrome (SBS); incorporate health, safety, and nutrition concepts into the children's curriculum. Recommended Accuplacer scores - Reading 55, Sentence Skills 60, Arithmetic 34

## **ECE: Infant & Toddler Development 10307151.....3 credits**

In this 3-credit course you will study infant and toddler development as it applies to an early childhood education setting. Course competencies include: integrate strategies that support diversity, cultural responsiveness, and anti-bias perspectives; analyze development of infants and toddlers (conception to thirty-six months); correlate prenatal and postnatal conditions with development; summarize child development theories; analyze the role of heredity and the environment; examine culturally and developmentally appropriate environments for infants and toddlers, examine the role of brain development in early learning (conception through thirty-six months); examine care giving routines as curriculum; and examine developmental and environmental assessment strategies for infants and toddlers. Recommended Accuplacer scores - Reading 55, Sentence Skills 60, Arithmetic 34

## **ECE: Intermediate Practicum 10307177.....3 credits**

In this 3-credit course you will be implementing regulations and standards for quality early childhood education, applying knowledge of child development and positive guidance, utilizing observation and assessment techniques, and assessing developmentally appropriate environments for children.

*Prerequisites: ECE: Introductory Practicum 10307174; ECE: Preschool Practicum 10307175; Corequisite: ECE: Infant and Toddler Development 10307151*

## ECE: Introductory Practicum

**10307174 .....3 credits**

In this 3-credit practicum course you will learn about and apply the course competencies in an actual early childhood setting. You will explore the standards for quality early childhood education, demonstrate professional behaviors, and meet the requirements for training in the Wisconsin Model Early Learning Standards

*Prerequisite: Admission to Early Childhood Education program 103071, Corequisites: ECE: Health, Safety, & Nutrition 10307167; ECE: Early Language & Literacy 10307108 OR ECE: Soc S, Art, & Music 10307110. Students must meet the state administrative code requirements to be in an Early Childhood Education setting (including both prior coursework and Caregiver Background Check), and minimum Accuplacer scores - Reading 55, Sentence Skills 60, Arithmetic 34*

## ECE: Preschool Practicum

**10307175 .....3 credits**

This course will apply as the capstone course in The Registry Preschool Credential. You will be placed or working in an early childhood setting with 3-5 year old children and create a portfolio that prepares you for The Registry commission. In this course you will be implementing regulations and standards for quality early childhood education, applying knowledge of child development and positive guidance, utilizing observation and assessment techniques, and assessing developmentally appropriate environments for preschoolers.

*Corequisites: Introductory Practicum 10307174; ECE: Early Language & Literacy 10307108, ECE: Soc S, Art, & Music 10307110; ECE: Child Development 10307179 and ECE: Guiding Children's Behavior 10307188*

## ECE: Soc S, Art, & Music

**10307110 ..... 3 credits**

This 3-credit course will focus on beginning level curriculum development in the specific integrated content areas of social studies, art, music, & movement (SSAMM).

## ECE: STEM

**10307112.....3 credits**

This 3-credit course will focus on the beginning level curriculum development in the specific integrated content areas of science, technology, engineering and mathematics.

## Economics

**10809195 .....3 credits**

Provides an overview of how a market-oriented economic system operates and surveys the factors that influence national economic policy. Basic concepts and analyses are illustrated by reference to a variety of contemporary problems and public policy issues. Concepts include scarcity, resources, alternative economic systems, growth, supply and demand, monetary and fiscal policy, inflation, unemployment and global economic issues. A student scoring between 55-80 on Accuplacer Reading Comprehension or 60-80 on Accuplacer Sentence Skills is recommended to co-enroll in the Introduction to College Reading course and/or Introduction to College Writing, respectively.

*Prerequisite: Minimum Accuplacer scores - Reading 55, Sentence Skills 60 or equivalent, or Intro to College Reading 10848104 with a grade of "C" or better and Intro to College Writing 10831103 with a grade of "C" or better*

## English Composition 1

**10801136 .....3 credits**

Designed for learners to develop knowledge and skills in all aspects of the writing process. Planning, organizing, writing, editing, and revising are applied through a variety of activities. Students analyze audience and purpose, use elements of research, and format documents using standard guidelines. Individuals develop critical reading skills through analysis of various written documents.

*Prerequisite: Accuplacer Sentence Skills score of 85 or equivalent, or Intro to College Writing 10831103 with a grade of "C" or better. Proficiency in word processing skills recommended.*

## Intermediate Algebra with Applications

**10804118 ..... 4 credits**

This course offers algebra content with applications. Topics include properties of real numbers; order of operations; algebraic solution for linear equations and inequalities; operations with polynomial and rational expressions; operations with rational exponents and radicals; and algebra of inverse, logarithmic, and exponential functions.

*Prerequisite: Pre-Algebra 10834109 with a grade of "C" or better, Accuplacer Arithmetic score of 110, Accuplacer Arithmetic score of 90, and Accuplacer Algebra score of 30 (A student scoring a "C" or lower should enroll in the Math Lab supplementary instruction with the next level math class.)*

## Intro to Ethics: Theory & Application

**10809166 .....3 credits**

Provides a basic understanding of the theoretical foundations of ethical thought. Diverse ethical perspectives are used to analyze and compare relevant issues. Students critically evaluate individual, social, and/or professional standards of behavior, and apply a systemic decision-making process to these situations. A student scoring between 55-80 on Accuplacer Reading Comprehension or 60-80 on Accuplacer Sentence Skills is recommended to co-enroll in the Introduction to College Reading course and/or Introduction to College Writing course, respectively.

*Prerequisite: Minimum Accuplacer Scores - Reading 55, Sentence Skills 60 or equivalent, or Intro to College Reading 10848104 with a grade of "C" or better and Intro to College Writing 10831103 with a grade of "C" or better*

## Intro to Psychology

**10809198 .....3 credits**

This introductory course surveys the multiple aspects of human behavior. It involves a survey of the theoretical foundations of human functioning in such areas as learning, motivation, emotions, personality, deviance and pathology, physiological factors, and social influences. It directs the student to an insightful understanding of the complexities of human relationships in personal, social, and vocational settings. A student scoring between 55-80 on Accuplacer Reading Comprehension is recommended to co-enroll in the Introduction to College Reading course.

*Prerequisite: Minimum Accuplacer scores - Reading 55, Sentence Skills 60 or equivalent, or Intro to College Reading 10848104 with a grade of "C" or better and Intro to College Writing 10831103 with a grade of "C" or better*

## Intro to Sociology

**10809196 .....3 credits**

Introduces students to the basic concepts of sociology: culture, socialization, social stratification, multi-culturalism, and the five institutions of family, politics, economics, religion, and education. Other topics include demography, deviance, technology, environment, social issues, social change, and social organization. A student scoring between 55-80 on Accuplacer Reading Comprehension or 60-80 on Accuplacer Sentence Skills is recommended to co-enroll in Introduction to College Reading and/or Introduction to College Writing, respectively.

*Prerequisite: Minimum Accuplacer scores - Reading 55, Sentence Skills 60 or equivalent, or Intro to College Reading 10848104 with a grade of "C" or better and Intro to College Writing 10831103 with a grade of "C" or better*

## Introduction to Diversity Studies

**10809172.....3 credits**

Introduces learners to the study of diversity from a local to a global environment using a holistic, interdisciplinary approach. Encourages self-exploration and prepares the learner to work in a diverse environment. In addition to an analysis of majority/minority relations in a multicultural context, the primary topics of race, ethnicity, age, gender, class, sexual orientation, disability, and religion are explored. A student scoring between 55-80 on Accuplacer Reading Comprehension or 60-80 on Accuplacer Sentence Skills is recommended to co-enroll in the Introduction to College Reading course and/or Introduction to College Writing course, respectively.

*Prerequisite: Minimum Accuplacer scores - Reading 55, Sentence Skills 60 or equivalent, or Intro to College Reading 10848104 with a grade of "C" or better and Intro to College Writing 10831103 with a grade of "C" or better*

## Introductory Statistics

**10804189 .....3 credits**

Students taking Introductory Statistics display data with graphs, describe distributions with numbers, perform correlation and regression analyses, and design experiments. They use probability and distributions to make predictions, estimate parameters, and test hypotheses. They draw inferences about relationships including ANOVA. Algebra knowledge and foundational skills in mathematics are important for success in this course.

*Prerequisite: Accuplacer Algebra score of 45 or greater, or ACT math score of 19 or greater, or Pre-Algebra 10834109 with a grade of "C" or better, or College Math 10804107 with a grade of "C" or better. (A student scoring a "C" or lower should enroll in the Math Lab supplementary instruction with the next level math class.)*

## Oral/Interpersonal Communication

**10801196 .....3 credits**

Focuses upon developing speaking, verbal, and non-verbal communication, and listening skills through individual presentations, group activities, and other projects. For a student scoring between 55-80 on their Accuplacer Reading Comprehension exam and 60-80 on the Sentence Skills exam, it is recommended to co-enroll in the Introduction to College Reading and/or Intro to College Writing courses.

*Prerequisite: Minimum Accuplacer scores - Reading 55, Sentence Skills 60 or equivalent*

## Speech

**10801198 .....3 credits**

Explores the fundamentals of effective oral presentation to small and large groups. Topic selection, audience analysis, methods of organization, research, structuring evidence and support, delivery techniques, and other essential elements of speaking successfully, including the listening process, form the basis of this course. If a student earns below the minimum Accuplacer score in each category (Reading 80, Sentence Skills 85), he/she is eligible to take Oral Communication in lieu of Speech, provided the Accuplacer scores are minimum of Reading 55 and Sentence Skills 60, or the student has completed Intro to College Writing and/or Intro to College Reading with a "C" or better.

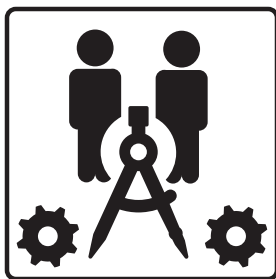
*Prerequisite: Minimum Accuplacer scores - Reading 80, Sentence Skills 85, or completion of Intro to College Writing and/or Intro to College Reading with a "C" or better or equivalent*

## Written Communication

**10801195 .....3 credits**

Develops writing skills, which include prewriting, drafting, revising, and editing. A variety of writing assignments is designed to help the learner analyze audience and purpose, research and organize ideas, and format and design documents based on subject matter and content. Also develops critical reading and thinking skills through analysis of a variety of written documents.

*Prerequisite: Accuplacer Sentence Skills score of 85 or equivalent, or Intro to College Writing 10831103 with a grade of "C" or better. Proficiency in word processing skills recommended.*



# electrical power engineering technician

## Associate in Applied Science (AAS)

**Program Code: 10-605-5**

**Total Credits: 62**

Unique in the Wisconsin Technical College System, Mid-State's Electrical Power Engineering Technician program prepares graduates to maintain vital energy systems that harness fossil, hydro, and nuclear energy sources. You'll learn the principles of high-voltage energy transmission and how to analyze instrument readings. You'll also learn how to locate equipment, design wiring layouts, route new power lines, specify materials, troubleshoot equipment and systems, and much more. You'll gain hands-on experience operating a bucket truck and take field trips to electrical power generation facilities, dispatch centers, substations, and motor repair facilities.

**Salary information:** [mstc.edu/programsalaries](http://mstc.edu/programsalaries)

**Estimated tuition and fees:** [mstc.edu/programcosts](http://mstc.edu/programcosts)

### ACADEMIC ADVISORS

To schedule an appointment with your academic advisor, call 715.422.5300.

#### Tanya Kollross, MS

Academic Advisor • Marshfield Campus  
[tanya.kollross@mstc.edu](mailto:tanya.kollross@mstc.edu)

#### Yer Lee, MS

Academic Advisor • Stevens Point Campus  
[yer.lee@mstc.edu](mailto:yer.lee@mstc.edu)

#### Kay Grundhoffer, MS

Academic Advisor • Wisconsin Rapids Campus  
[kay.grundhoffer@mstc.edu](mailto:kay.grundhoffer@mstc.edu)

### CHECKLIST:

This section will be completed when meeting with your academic advisor.

- FAFSA ([www.fafsa.gov](http://www.fafsa.gov))
- Financial Aid Form(s)  
Form(s): \_\_\_\_\_
- Follow-Up Appointment:  
Where: \_\_\_\_\_  
When: \_\_\_\_\_  
With: \_\_\_\_\_
- Official Transcripts  
Mid-State Technical College  
Attention CPL Coordinator  
500 32nd Street North  
Wisconsin Rapids, WI 54494
- Other: \_\_\_\_\_  
\_\_\_\_\_

**mstc.edu**  
**888.575.6782**



**MID-STATE**  
TECHNICAL COLLEGE

**ADAMS COUNTY CENTER**  
401 North Main  
Adams, WI 53910

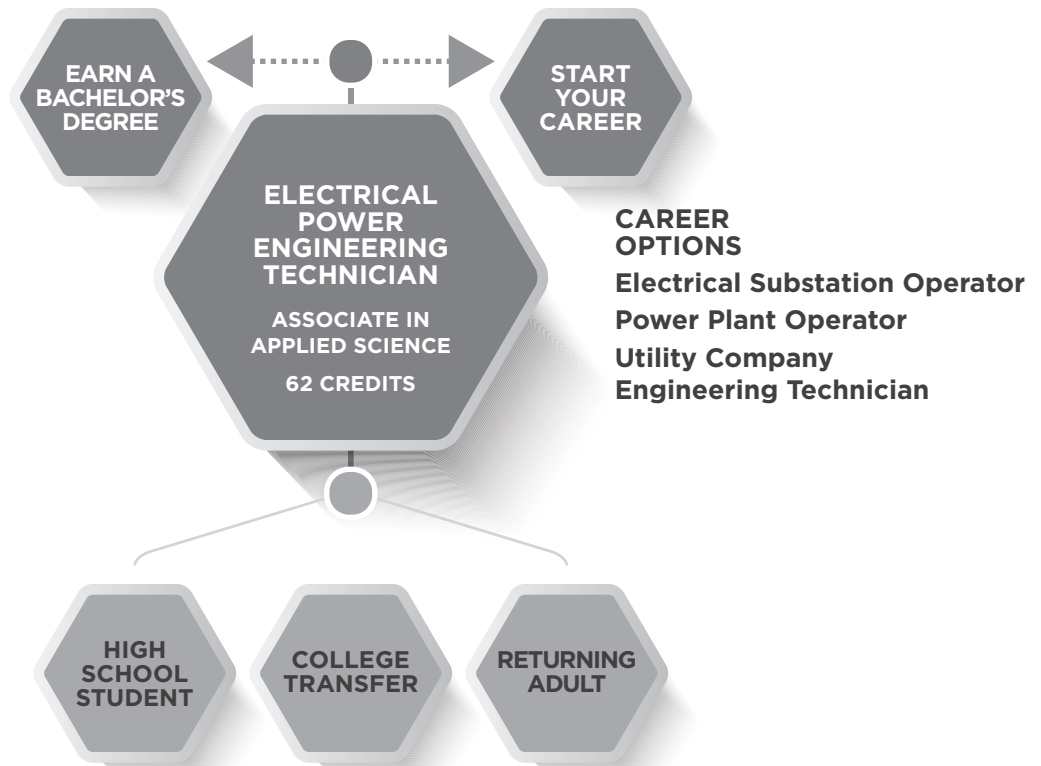
**MARSHFIELD CAMPUS**  
2600 West 5th Street  
Marshfield, WI 54449

**STEVENS POINT CAMPUS**  
1001 Centerpoint Drive  
Stevens Point, WI 54481

**WISCONSIN RAPIDS CAMPUS**  
500 32nd Street North  
Wisconsin Rapids, WI 54494

## BACHELOR'S DEGREE OPTIONS

For more information and additional opportunities, visit [mstc.edu/transfer](http://mstc.edu/transfer).



College Credit • Dual Credit • Military Experience • Work Experience  
Learn about Credit for Prior Learning at [mstc.edu/cpl](http://mstc.edu/cpl).

**BEGIN AT ANY POINT  
IN THE PATHWAY**

## OTHER OPTIONS

### RELATED PROGRAMS

- Civil Engineering Technology-Highway Technician
- Industrial Automation & Controls Engineering Technology



## SAMPLE FULL-TIME CURRICULUM OPTION

Term		16 credits
10103123	Excel-Beginning	1
10605105	Electrical Circuits I	3
10605120	Electrical Power Science	3
10623106	Intro to AutoCAD	1
10623115	Intro to Engineering	1
10801136	English Composition 1 <b>-or-</b>	
10801195	Written Communication	3
10804118	Intermediate Algebra with Applications	4
Term		15 credits
10605110	Electrical Circuits II	3
10605115	Semiconductor Technology	3
10605122	Electrical Power Generation	3
10801196	Oral/Interpersonal Communication <b>-or-</b>	
10801198	Speech	3
10804196	Trigonometry with Applications	3
Term		16 credits
10605117	Programmable Logic Controllers-Beginning	3
10605125	Electrical Power Distribution	3
10605127	Electrical Machines	3
10804195	College Algebra with Applications	3
10806154	General Physics 1	4
Term		15 credits
10605124	Electrical Power Transmission	3
10605170	Electrical Power System Protective Relaying	3
10809122	Intro to American Government <b>-or-</b>	
10809166	Intro to Ethics: Theory & Application	3
10809188	Developmental Psychology <b>-or-</b>	
10809198	Intro to Psychology	3
	Elective	3
<b>Total credits</b>		<b>62</b>

Please Note:

- This curriculum sequence is only for student planning. Actual student schedules will vary depending on course availability.
- Program completion time may vary based on student scheduling and course availability. For details, go to [mstc.edu/classfinder](http://mstc.edu/classfinder).

## SAMPLE PART-TIME CURRICULUM OPTION

Term		8 credits
10605105	Electrical Circuits I	3
10623115	Intro to Engineering	1
10804118	Intermediate Algebra with Applications	4
Term		9 credits
10605110	Electrical Circuits II	3
10605122	Electrical Power Generation	3
10804196	Trigonometry with Applications	3
Term		7 credits
10605120	Electrical Power Science	3
10623106	Intro to AutoCAD	1
10801136	English Composition 1 <b>-or-</b>	
10801195	Written Communication	3
Term		7 credits
10103123	Excel-Beginning	1
10605115	Semiconductor Technology	3
10801196	Oral/Interpersonal Communication <b>-or-</b>	
10801198	Speech	3
Term		9 credits
10605117	Programmable Logic Controllers-Beginning	3
10605125	Electrical Power Distribution	3
10804195	College Algebra with Applications	3
Term		9 credits
10605170	Electrical Power System Protective Relaying	3
10809122	Intro to American Government <b>-or-</b>	
10809166	Intro to Ethics: Theory & Application	3
	Elective	3
Term		7 credits
10605127	Electrical Machines	3
10806154	General Physics 1	4
Term		6 credits
10605124	Electrical Power Transmission	3
10809188	Developmental Psychology <b>-or-</b>	
10809198	Intro to Psychology	3
<b>Total credits</b>		<b>62</b>

## College Algebra with Applications

**10804195 .....3 credits**

Covers the skills needed for success in calculus and many application areas on a baccalaureate level. Topics include the real and complex number systems, polynomials, exponents, radicals, solving equations and inequalities (linear and nonlinear), relations and functions, systems of equations and inequalities (linear and nonlinear), matrices, graphing, conic sections, sequences and series, combinatorics, and the binomial theorem.

*Prerequisite: Trigonometry with Applications 10804196 with a grade of "C" or better*

## Developmental Psychology

**10809188.....3 credits**

Studies human development throughout the lifespan and explores developmental theory and research with an emphasis on the interactive nature of the biological, cognitive, and psychosocial changes that affect the individual from conception to death. Application activities and critical thinking skills enable students to gain an increased knowledge and understanding of themselves and others. A student scoring between 55-80 on Accuplacer Reading Comprehension is recommended to co-enroll in the Introduction to College Reading course.

*Prerequisite: Minimum Accuplacer scores - Reading 55, Sentence Skills 60 or equivalent, or Intro to College Reading 10848104 with a grade of "C" or better and Intro to College Writing 10831103 with a grade of "C" or better*

## Electrical Circuits I

**10605105 .....3 credits**

An introduction to AC/DC electricity and the physical laws that apply to electronic circuits. Direct current (DC) covers basic definitions of voltage, current, and resistance and analysis of series and parallel resistive circuits.

Alternating current (AC) includes an introduction to AC generation, capacitors, inductors, and transformers and their applications in electronic circuits. Approximately 50 percent of the course is spent in the laboratory applying the principles and theory presented in the classroom.

*Corequisite: Intermediate Algebra with Applications 10804118*

## Electrical Circuits II

**10605110 .....3 credits**

Continues the study of AC/DC circuits started in Electrical Circuits I. Introduces advanced DC circuit analysis techniques such as Thevenin's Theorem and nodal analysis. Includes discussion of voltage and power theorems used in the analysis of AC circuits consisting of both resistance and reactance. The complex plane and construction of phasor diagrams are also discussed. Concludes with an introduction to electronic filter circuits used in transmission and communication equipment. Approximately 50 percent of the course is spent in the laboratory, applying the principles and theory presented in the classroom.

*Prerequisite: Electrical Circuits I 10605105 with a "C" or better; Corequisite: Trigonometry with Applications 10804196*

## Electrical Machines

**10605127.....3 credits**

Teaches the fundamentals of generators and motors. Covers DC and AC generators and motors.

*Prerequisite: Electrical Circuits I 10605105 or Intro to Electronics 10605108*

## Electrical Power Distribution

**10605125.....3 credits**

Designed to teach the principles of distribution systems and substations. Covers wire capacity, sag, guying, supporting structures, troubleshooting, insulators, lightning arresters, switches, and recloser and power circuit breakers. Students apply distribution standards of an actual utility to the building and design of a power line on paper.

*Prerequisites: Electrical Circuits I 10605105 and Electrical Power Generation 10605122*

## Electrical Power Generation

**10605122.....3 credits**

A study of equipment and facilities used in the production of electricity. Topics include fuels, prime mover turbines, and generators. Emphasizes safety controls, efficient production, and operational procedures. Concludes with computer-simulated operation of a large power station boiler. It is recommended that students take Electrical Power Science 10605120 prior to taking this course.

## Electrical Power Science

**10605120 .....3 credits**

An introduction to the field of electrical power technology. Covers the power generation process, transmission techniques, and networks. Topics include prime energy sources, converting raw energy into electrical energy, metering electricity, and disbursing electrical energy from generation plant to consumer.

## Electrical Power System Protective Relaying

**10605170 .....3 credits**

A study of controlling devices and systems utilized in generation, distribution, and transmission of electricity. Students study instrument transformers, protective relays, protective systems, power system standards, drawing conventions, equipment rating terminology, insulation, circuit interrupting devices, grounding, and power system faults.

*Prerequisite: Electrical Machines 10605127*



## Electrical Power Transmission

**10605124 .....3 credits**

Covers the basic principles of high-voltage transmission of electrical energy. Introduces students to the concepts of active, reactive, and apparent power in electric power technology. Discusses basic properties of single- and three-phase transformers and their importance to power transmission. The behavior of ideal and practical (or non-ideal) transformers are used as a building block to explain the electrical function of a transformer in many transmission circuits. Discusses basic mechanical (supporting structures, line sag, galloping and the effect of weather) and electrical (e.g., corona, pollution, insulation, lightning) requirements that must be met for successful power transmission over large distances. Approximately 50 percent of the course is spent in the laboratory working with equipment that simulates power transmission.

*Prerequisites: Electrical Machines 10605127 and Electrical Power Distribution 10605125*

## English Composition 1

**10801136 .....3 credits**

Designed for learners to develop knowledge and skills in all aspects of the writing process. Planning, organizing, writing, editing, and revising are applied through a variety of activities. Students analyze audience and purpose, use elements of research, and format documents using standard guidelines. Individuals develop critical reading skills through analysis of various written documents.

*Prerequisite: Accuplacer Sentence Skills score of 85 or equivalent, or Intro to College Writing 10831103 with a grade of "C" or better. Proficiency in word processing skills recommended.*

## Excel-Beginning

**10103123.....1 credit**

Students learn to create, modify, and format spreadsheets. Students also learn to perform calculations and analysis on data.

## General Physics 1

**10806154 ..... 4 credits**

Presents the applications and theory of basic physics principles. This course emphasizes problem solving, laboratory investigation, and applications. Topics include unit conversion and analysis, vectors, translational and rotational kinematics, translational and rotational dynamics, heat and temperature, and harmonic motion and waves.

*Corequisite: Trigonometry with Applications 10804196*

## Intermediate Algebra with Applications

**10804118 ..... 4 credits**

This course offers algebra content with applications. Topics include properties of real numbers; order of operations; algebraic solution for linear equations and inequalities; operations with polynomial and rational expressions; operations with rational exponents and radicals; and algebra of inverse, logarithmic, and exponential functions.

*Prerequisite: Pre-Algebra 10834109 with a grade of "C" or better, Accuplacer Arithmetic score of 110, Accuplacer Arithmetic score of 90, and Accuplacer Algebra score of 30 (A student scoring a "C" or lower should enroll in the Math Lab supplementary instruction with the next level math class.)*

## Intro to American Government

**10809122.....3 credits**

Introduces American political processes and institutions. Focuses on rights and responsibilities of citizens and the process of participatory democracy. Learners examine the complexity of the separation of powers and checks and balances. Explores the role of the media, interest groups, political parties, and public opinion in the political process. Also explores the role of state and national government in our federal system. A student scoring between 55-80 on their Accuplacer Reading Comprehension, or 60-80 on Accuplacer Sentence Skills is recommended to co-enroll in the Introduction to College Reading course and/or Introduction to College Writing course, respectively.

*Prerequisite: Minimum Accuplacer scores - Reading 55, Sentence Skills 60 or equivalent, or Intro to College Reading 10848104 with a grade of C or better and Intro to College Writing 10831103 with a grade of C or better*

## Intro to AutoCAD

**10623106 ..... 1 credit**

This introductory course in computer-aided drafting (CAD) using AutoCAD software provides foundation skills in using CAD software to create and print two-dimensional technical drawings. This course is available to students in any program. Computer skills and prior knowledge of drawing/drafting techniques is recommended.

## Intro to Engineering

**10623115..... 1 credit**

This introductory course in engineering focuses on engineering concepts of analysis through resolution of dimensions in problem solving, life cycle cost, and logic/reasoning.

*Corequisite: Intermediate Algebra w/Apps 10804118 or consent of instruction*

## Intro to Ethics: Theory & Application

**10809166 .....3 credits**

Provides a basic understanding of the theoretical foundations of ethical thought. Diverse ethical perspectives are used to analyze and compare relevant issues. Students critically evaluate individual, social, and/or professional standards of behavior, and apply a systemic decision-making process to these situations. A student scoring between 55-80 on Accuplacer Reading Comprehension or 60-80 on Accuplacer Sentence Skills is recommended to co-enroll in the Introduction to College Reading course and/or Introduction to College Writing course, respectively.

*Prerequisite: Minimum Accuplacer Scores - Reading 55, Sentence Skills 60 or equivalent, or Intro to College Reading 10848104 with a grade of "C" or better and Intro to College Writing 10831103 with a grade of "C" or better*

## Intro to Psychology

**10809198 .....3 credits**

This introductory course surveys the multiple aspects of human behavior. It involves a survey of the theoretical foundations of human functioning in such areas as learning, motivation, emotions, personality, deviance and pathology, physiological factors, and social influences. It directs the student to an insightful understanding of the complexities of human relationships in personal, social, and vocational settings. A student scoring between 55-80 on Accuplacer Reading Comprehension is recommended to co-enroll in the Introduction to College Reading course.

*Prerequisite: Minimum Accuplacer scores - Reading 55, Sentence Skills 60 or equivalent, or Intro to College Reading 10848104 with a grade of "C" or better and Intro to College Writing 10831103 with a grade of "C" or better*

## Oral/Interpersonal Communication

**10801196 .....3 credits**

Focuses upon developing speaking, verbal, and non-verbal communication, and listening skills through individual presentations, group activities, and other projects. For a student scoring between 55-80 on their Accuplacer Reading Comprehension exam and 60-80 on the Sentence Skills exam, it is recommended to co-enroll in the Introduction to College Reading and/or Intro to College Writing courses.

*Prerequisite: Minimum Accuplacer scores - Reading 55, Sentence Skills 60 or equivalent*

## Programmable Logic Controllers-Beginning

**10605117 .....3 credits**

An overview of programmable logic controllers (PLCs) that provides a foundation of knowledge of the programming techniques, operation, and maintenance of PLCs used in typical industrial automation.

## Semiconductor Technology

**10605115 .....3 credits**

Presents semi-conductor principles with emphasis on practical applications. After reviewing diode and transistor characteristics, studies bias stabilizing techniques followed by an introduction to transistor amplifiers.

*Corequisite: Electrical Circuits II 10605110*

## Speech

**10801198 .....3 credits**

Explores the fundamentals of effective oral presentation to small and large groups. Topic selection, audience analysis, methods of organization, research, structuring evidence and support, delivery techniques, and other essential elements of speaking successfully, including the listening process, form the basis of this course. If a student earns below the minimum Accuplacer score in each category (Reading 80, Sentence Skills 85), he/she is eligible to take Oral Communication in lieu of Speech, provided the Accuplacer scores are minimum of Reading 55 and Sentence Skills 60, or the student has completed Intro to College Writing and/or Intro to College Reading with a "C" or better.

*Prerequisite: Minimum Accuplacer scores - Reading 80, Sentence Skills 85, or completion of Intro to College Writing and/or Intro to College Reading with a "C" or better or equivalent*

## Trigonometry with Applications

**10804196 .....3 credits**

Topics include circular functions, graphing of trigonometry functions, identities, equations, trigonometric functions of angles, inverse functions, solutions of triangles, complex numbers, DeMoivre's Theorem, polar coordinates, and vectors. *Prerequisite: Intermediate Algebra with Applications 10804118, with a grade of "C" or better*

## Written Communication

**10801195 .....3 credits**

Develops writing skills, which include prewriting, drafting, revising, and editing. A variety of writing assignments is designed to help the learner analyze audience and purpose, research and organize ideas, and format and design documents based on subject matter and content. Also develops critical reading and thinking skills through analysis of a variety of written documents.

*Prerequisite: Accuplacer Sentence Skills score of 85 or equivalent, or Intro to College Writing 10831103 with a grade of "C" or better. Proficiency in word processing skills recommended.*



# emergency medical technician

## Technical Diploma Program Code: 30-531-3 Total Credits: 5

The Emergency Medical Technician (EMT) program at Mid-State prepares students with the knowledge and skills needed to work as an entry-level EMT. This hands-on 185-hour program consists of classroom lectures, practical skill labs, laboratory simulations, and pre-hospital clinical experiences. Successfully completing the program qualifies you to take the National Registry of EMT's certification exam required to apply for state licensure. Graduates of the Emergency Medical Technician technical diploma may advance into either the EMT-Paramedic program or Paramedic Technician program.

**Salary information:** [mstc.edu/programsalaries](http://mstc.edu/programsalaries)

**Estimated tuition and fees:** [mstc.edu/programcosts](http://mstc.edu/programcosts)

### ACADEMIC ADVISORS

To schedule an appointment with your academic advisor, call 715.422.5300.

#### Tanya Kollross, MS

Marshfield Campus • [tanya.kollross@mstc.edu](mailto:tanya.kollross@mstc.edu)

#### Yer Lee, MS

Stevens Point Campus • [yer.lee@mstc.edu](mailto:yer.lee@mstc.edu)

#### Betsy Leonard, MBA

Wisconsin Rapids Campus • [betsy.leonard@mstc.edu](mailto:betsy.leonard@mstc.edu)

### CHECKLIST:

This section will be completed when meeting with your academic advisor.

- FAFSA ([www.fafsa.gov](http://www.fafsa.gov))
- Financial Aid Form(s)  
Form(s): \_\_\_\_\_
- Follow-Up Appointment:  
Where: \_\_\_\_\_  
When: \_\_\_\_\_  
With: \_\_\_\_\_
- Official Transcripts  
Mid-State Technical College  
Attention CPL Coordinator  
500 32nd Street North  
Wisconsin Rapids, WI 54494
- Criminal Background Statement of Understanding and Release of Information Form
- Other: \_\_\_\_\_  
\_\_\_\_\_

**mstc.edu**  
**888.575.6782**



**MID-STATE**  
TECHNICAL COLLEGE

**ADAMS COUNTY CENTER**  
401 North Main  
Adams, WI 53910

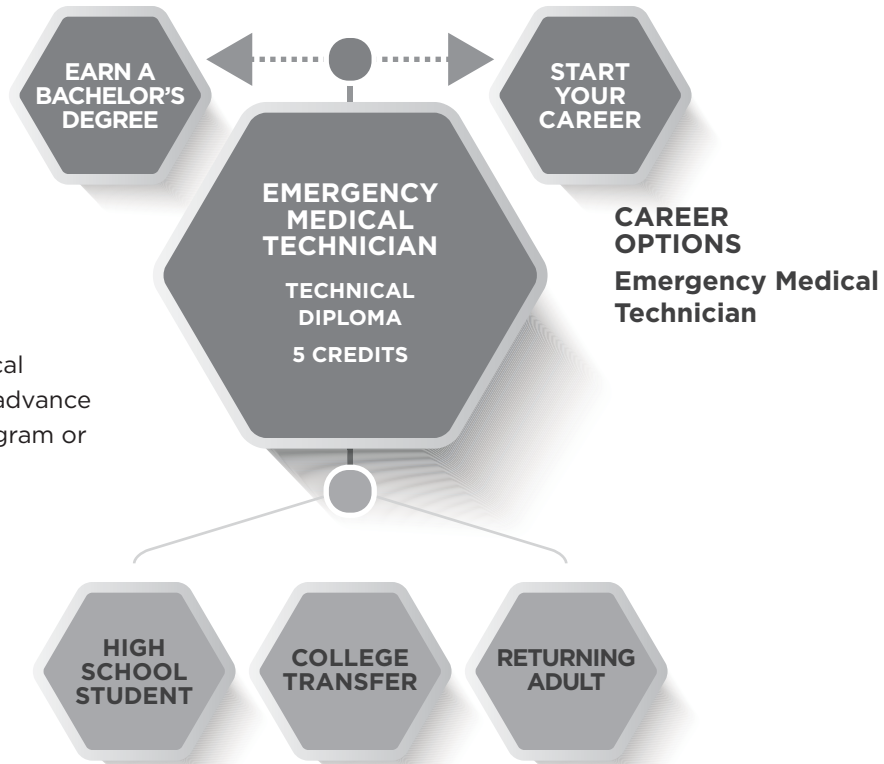
**MARSHFIELD CAMPUS**  
2600 West 5th Street  
Marshfield, WI 54449

**STEVENS POINT CAMPUS**  
1001 Centerpoint Drive  
Stevens Point, WI 54481

**WISCONSIN RAPIDS CAMPUS**  
500 32nd Street North  
Wisconsin Rapids, WI 54494

## BACHELOR'S DEGREE OPTIONS

For more information and additional opportunities, visit [mstc.edu/transfer](http://mstc.edu/transfer).



Graduates of the Emergency Medical Technician technical diploma may advance into either the EMT-Paramedic program or Paramedic Technician program.

College Credit • Dual Credit • Military Experience • Work Experience  
Learn about Credit for Prior Learning at [mstc.edu/cpl](http://mstc.edu/cpl).

**BEGIN AT ANY POINT  
IN THE PATHWAY**

## OTHER OPTIONS

### RELATED PROGRAMS

- Corrections & Community Advocacy
- Court Reporting
- Criminal Justice-Law Enforcement 720 Academy
- Criminal Justice-Studies
- Emergency Services Management
- EMT-Paramedic
- Fire Protection Technician
- Paramedic Technician

## PROGRAM OUTCOMES

Employers will expect you, as an Emergency Medical Technician graduate, to be able to:

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

## ADDITIONAL ENTRY CRITERIA

To apply to the Emergency Medical Technician program, please submit the following document to Mid-State Admissions:

- Criminal Background Statement of Understanding and Release of Information form

**Mid-State Technical College • Admissions**  
**500 32nd Street North, Wisconsin Rapids, WI 54494**

## FUNCTIONAL ABILITIES

A list of specific physical, emotional, and mental tasks needed to function as an emergency medical technician is available at [mstc.edu/programs/emergency-medical-technician](http://mstc.edu/programs/emergency-medical-technician). Contact the disability services coordinator in the Student Services & Information Center to receive assistance.

## CLINICAL-RELATED REQUIREMENTS

Prior to placement at a clinical site, students need to pay for a criminal background check and provide documentation of required health work and current health care provider level CPR certification to a private vendor. Students are responsible for ensuring all requirements remain current during program enrollment.

Clinical sites have the right to refuse a student's placement based on inadequate health records, pending charges, or conviction records. Students with a criminal history may not be able to complete clinical courses. Mid-State will make two attempts to place a student in an appropriate clinical experience. If Mid-State is unable to place the student after two attempts, the student will be withdrawn from the course and will not be able to advance in the program.

Prior to beginning a clinical experience in a health care agency or ambulance service, students must:

- a. Provide evidence of completion of the required health work within one month following the start of EMT Foundations (10531940).
- b. Hold a Department of Health Services EMS Training Center Training Permit at the EMT level.
- c. Provide evidence of current CPR at the health care professional level by a CPR organization specified under s. DHS 110.17(1).
- d. Obtain the required uniform for clinical experiences.
- e. Assume responsibility for clinical assignment(s) regardless of time and location, including transportation and other personal arrangements.

## PROGRAM PROGRESSION

In order to be eligible to take the National Registry of Emergency Medical Technician's examination, students must:

- Receive a minimum grade of "C" in all courses within the Emergency Medical Technician program.

## STUDENT HANDBOOK

Visit [mstc.edu/studenthandbook](http://mstc.edu/studenthandbook) to view Mid-State's student handbook, which contains information about admissions, enrollment, appeals processes, services for people with disabilities, financial aid, graduation, privacy, Mid-State's Student Code of Conduct, and technology.

## ADDITIONAL COURSES AS NEEDED

The following courses may be recommended or required if the student does not achieve minimum Accuplacer scores.

### Intro to College Reading

**10838104 .....2 credits**

Provides learners with the opportunities to develop and expand reading skills, including comprehension and vocabulary skills. Learners apply reading skills to academic tasks and read to acquire information from a variety of sources.

### Intro to College Writing

**10831103 .....3 credits**

Introduces basic principles of composition, including organization, development, unity, and coherence in paragraphs and multi-paragraph documents. The purpose of this course is to prepare students for successful entry into required program courses. This course is tuition bearing and under certain circumstances may qualify for financial aid. This course cannot be used to satisfy program completion requirements at Mid-State.

*Prerequisite: Accuplacer Sentence Skills score of 60 or equivalent. Proficiency in word processing skills recommended.*

### Pre-Algebra

**10834109 .....3 credits**

Provides an introduction to algebra. Includes operations on real numbers, solving linear equations, percent and proportion, and an introduction to polynomials and statistics. Prepares students for elementary algebra and subsequent algebra-related courses.

*Prerequisite: Accuplacer Math score of 65, Accuplacer Algebra score of 30, ABE Math Prep V 76854785 and ABE Math Prep VI 76854786 with a grade of "S." (Note: ABE Math Prep V and VI courses cannot be used to satisfy program completion requirements at Mid-State.)*





# emergency services management

## Associate in Applied Science (AAS) Program Code: 10-503-5 Total Credits: 60

Mid-State's Emergency Services Management program will strengthen and advance the knowledge and skills needed for firefighters and paramedics to become supervisors. The program focuses on topics such as personnel management, risk management, OSHA, legal aspects, and community relations. Fire and EMS tracks are available to allow students an opportunity to pursue additional knowledge in their area of interest or career path. This program is online, thus the experiences will be different from a traditional course. Activities in class will strengthen collaboration, problem-solving, critical thinking, and research.

**Salary information:** [mstc.edu/programsalaries](http://mstc.edu/programsalaries)

**Estimated tuition and fees:** [mstc.edu/programcosts](http://mstc.edu/programcosts)

### ACADEMIC ADVISORS

To schedule an appointment with your academic advisor, call 715.422.5300.

#### Tanya Kollross, MS

Marshfield Campus • [tanya.kollross@mstc.edu](mailto:tanya.kollross@mstc.edu)

#### Yer Lee, MS

Stevens Point Campus • [yer.lee@mstc.edu](mailto:yer.lee@mstc.edu)

#### Betsy Leonard, MBA

Wisconsin Rapids Campus • [betsy.leonard@mstc.edu](mailto:betsy.leonard@mstc.edu)

### CHECKLIST:

This section will be completed when meeting with your academic advisor.

- FAFSA ([www.fafsa.gov](http://www.fafsa.gov))
- Financial Aid Form(s)  
Form(s): \_\_\_\_\_
- Follow-Up Appointment:  
Where: \_\_\_\_\_  
When: \_\_\_\_\_  
With: \_\_\_\_\_
- Official Transcripts  
Mid-State Technical College  
Attention CPL Coordinator  
500 32nd Street North  
Wisconsin Rapids, WI 54494
- Other: \_\_\_\_\_  
\_\_\_\_\_

**mstc.edu**  
**888.575.6782**



**MID-STATE**  
TECHNICAL COLLEGE

**ADAMS COUNTY CENTER**  
401 North Main  
Adams, WI 53910

**MARSHFIELD CAMPUS**  
2600 West 5th Street  
Marshfield, WI 54449

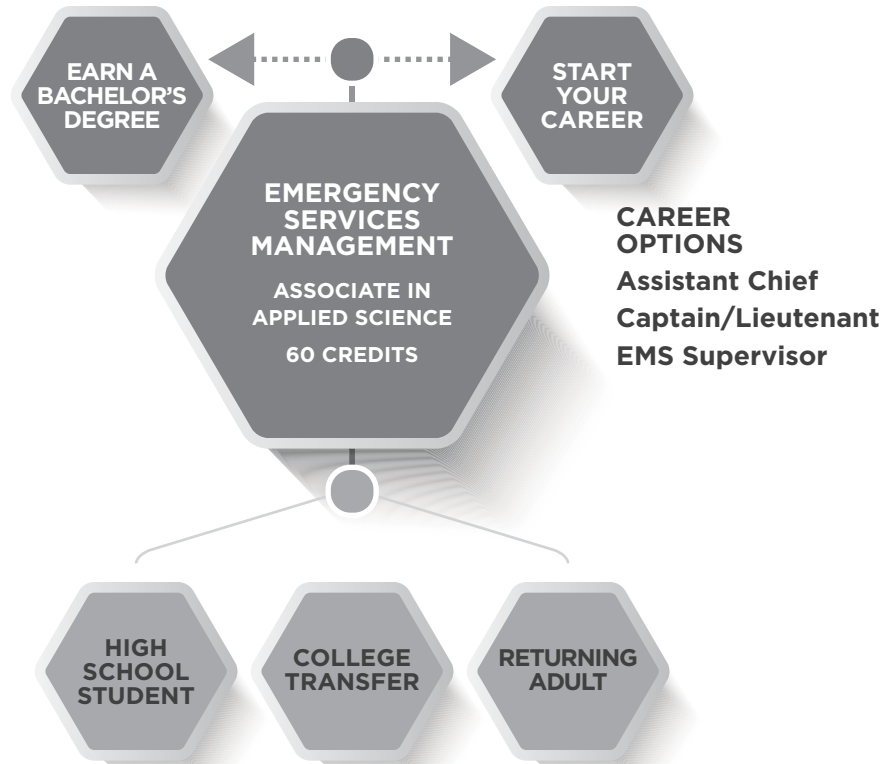
**STEVENS POINT CAMPUS**  
1001 Centerpoint Drive  
Stevens Point, WI 54481

**WISCONSIN RAPIDS CAMPUS**  
500 32nd Street North  
Wisconsin Rapids, WI 54494

## BACHELOR'S DEGREE OPTIONS

UW-Oshkosh  
BAS Fire and  
Emergency Response  
Management

For more information and  
additional opportunities,  
visit [mstc.edu/transfer](http://mstc.edu/transfer).



College Credit • Dual Credit • Military Experience • Work Experience  
Learn about Credit for Prior Learning at [mstc.edu/cpl](http://mstc.edu/cpl).

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IN THE PATHWAY**

## OTHER OPTIONS

### RELATED PROGRAMS

- Corrections & Community Advocacy
- Court Reporting
- Criminal Justice-Law Enforcement 720 Academy
- Criminal Justice-Studies
- Emergency Medical Technician
- EMT-Paramedic
- Fire Protection Technician
- Paramedic Technician





## SAMPLE FULL-TIME CURRICULUM OPTION

Term		16 credits
10503102	Intro to Emergency Services	5
10503121	Emergency Services Safety and Survival	2
10503143	Building Construction for Fire Protection <b>-or-</b>	
10531170	Intro to Evidence-Based EMS	3
10546100	Essential Concepts for Health and Wellness	3
10801136	English Composition 1 <b>-or-</b>	
10801195	Written Communication	3

Term		16 credits
10503122	Principles of Emergency Services Administration	4
10503123	Occupational Safety and Health for Emergency Services	3
10503195	Fire Behavior & Combustion <b>-or-</b>	
10531171	EMS Leadership Challenges	3
10804107	College Mathematics	3
10809166	Intro to Ethics: Theory & Application	3

Term		15 credits
10503124	Emergency Services Instructor	3
10503125	Personnel Management for Emergency Services	3
10503126	Legal Aspects of Emergency Services	3
10503127	Community Risk Reduction	3
10809198	Intro to Psychology	3

Term		13 credits
10503128	Public Information and Community Relations	3
10503156	Strategies, Tactics, & Incident Management <b>-or-</b>	
10531172	Supervision of EMS Special Operations	4
10801197	Technical Reporting	3
10809122	Intro to American Government <b>-or-</b>	
10809172	Introduction to Diversity Studies <b>-or-</b>	
10809196	Intro to Sociology	3

**Total credits 60**

Please Note:

- This curriculum sequence is only for student planning. Actual student schedules will vary depending on course availability.
- Program completion time may vary based on student scheduling and course availability. For details, go to [mstc.edu/classfinder](http://mstc.edu/classfinder).

## SAMPLE PART-TIME CURRICULUM OPTION

Term		10 credits
10503102	Intro to Emergency Services	5
10503121	Emergency Services Safety and Survival	2
10503143	Building Construction for Fire Protection <b>-or-</b>	
10531170	Intro to Evidence-Based EMS	3

Term		9 credits
10503123	Occupational Safety and Health for Emergency Services	3
10503195	Fire Behavior & Combustion <b>-or-</b>	
10531171	EMS Leadership Challenges	3
10809166	Intro to Ethics: Theory & Application	3

Term		6 credits
10546100	Essential Concepts for Health and Wellness	3
10801136	English Composition 1 <b>-or-</b>	
10801195	Written Communication	3

Term		7 credits
10503122	Principles of Emergency Services Administration	4
10804107	College Mathematics	3

Term		9 credits
10503126	Legal Aspects of Emergency Services	3
10503127	Community Risk Reduction	3
10809198	Intro to Psychology	3

Term		7 credits
10503156	Strategies, Tactics, & Incident Management <b>-or-</b>	
10531172	Supervision of EMS Special Operations	4
10801197	Technical Reporting	3

Term		6 credits
10503124	Emergency Services Instructor	3
10503125	Personnel Management for Emergency Services	3

Term		6 credits
10503128	Public Information and Community Relations	3
10809122	Intro to American Government <b>-or-</b>	
10809172	Introduction to Diversity Studies <b>-or-</b>	
10809196	Intro to Sociology	3

**Total credits 60**

## Building Construction for Fire Protection

**10503143.....3 credits**

Provides the components of building construction related to firefighter and life safety. The elements of construction and design of structures are shown to be key factors when inspecting buildings, pre-planning fire operations, and operating at emergencies.

*Prerequisite: Intro to Emergency Services 10503102*

## College Mathematics

**10804107 .....3 credits**

Designed to review and develop fundamental concepts of mathematics pertinent to the areas of: 1) arithmetic and algebra; 2) geometry and trigonometry; and 3) probability and statistics. Special emphasis is placed on problem solving, critical thinking and logical reasoning, making connections, and using calculators. Topics include performing arithmetic operations and simplifying algebraic expressions, solving linear equations and inequalities in one variable, solving proportions and incorporating percent applications, manipulating formulas, solving and graphing systems of linear equations and inequalities in two variables, finding areas and volumes of geometric figures, applying similar and congruent triangles, converting measurements within and between US and metric systems, applying Pythagorean Theorem, solving right and oblique triangles, calculating probabilities, organizing data and interpreting charts, calculating central and spread measures, and summarizing and analyzing data.

*Prerequisite: Minimum Accuplacer scores - Arithmetic 65, Algebra 30; or Pre-Algebra 10834109 with a grade of "C" or better*

## Community Risk Reduction

**10503127.....3 credits**

Prepares the student to understand the assessment of community risk, the analysis of risk, risk communication, risk problem-solving, and mitigation efforts.

*Prerequisite: Intro to Emergency Services 10503102*

## Emergency Services Instructor

**10503124.....3 credits**

Introduces the emergency services professional to the education system as it relates to fire and EMS education. Students explore issues in curriculum development, teaching, program direction, and development.

*Prerequisite: Intro to Emergency Services 10503102*

## Emergency Services Safety and Survival

**10503121 .....2 credits**

Broadens the scope of the national firefighter life safety initiatives and emphasizes their importance at the supervisory and managerial levels. The life safety initiatives are examined from firefighter and EMS provider perspectives.

*Prerequisite: Intro to Emergency Services 10503102*

## EMS Leadership Challenges

**10531171.....3 credits**

Explores the unique challenges that face EMS leaders in today's environment. Emphasizes key issues such as recruitment, retention, education, and mental health.

## English Composition 1

**10801136 .....3 credits**

Designed for learners to develop knowledge and skills in all aspects of the writing process. Planning, organizing, writing, editing, and revising are applied through a variety of activities. Students analyze audience and purpose, use elements of research, and format documents using standard guidelines. Individuals develop critical reading skills through analysis of various written documents.

*Prerequisite: Accuplacer Sentence Skills score of 85 or equivalent, or Intro to College Writing 10831103 with a grade of "C" or better. Proficiency in word processing skills recommended.*

## Essential Concepts for Health and Wellness

**10546100 .....3 credits**

An introductory course focusing on basic health and wellness promotion principles at the individual level. Basic principles include physical, mental, and spiritual. Students explore a holistic view of health and wellness concepts covering healthy lifestyle choices, managing stress, individual wellness perspective and how economics can positively and negatively impact the health and wellness of an individual.

*Prerequisite: Intro to Emergency Services 10503102 and minimum Accuplacer scores - Reading 55, Sentence Skills 60, Arithmetic 34*

## Fire Behavior & Combustion

**10503195.....3 credits**

Explores the theories and fundamentals of how and why fires start, spread, and are controlled.

*Prerequisite: Building Construction for Fire Protection 10503143 or Intro to Emergency Services 10503102*

## Intro to American Government

**10809122.....3 credits**

Introduces American political processes and institutions. Focuses on rights and responsibilities of citizens and the process of participatory democracy. Learners examine the complexity of the separation of powers and checks and balances. Explores the role of the media, interest groups, political parties, and public opinion in the political process. Also explores the role of state and national government in our federal system. A student scoring between 55-80 on their Accuplacer Reading Comprehension, or 60-80 on Accuplacer Sentence Skills is recommended to co-enroll in the Introduction to College Reading course and/or Introduction to College Writing course, respectively.

*Prerequisite: Minimum Accuplacer scores - Reading 55, Sentence Skills 60 or equivalent, or Intro to College Reading 10848104 with a grade of C or better and Intro to College Writing 10831103 with a grade of C or better*

## Intro to Emergency Services

**10503102 .....5 credits**

This course is fulfilled only through credit transfer or credit for prior learning. In order to receive this credit, the student must possess either Wisconsin Firefighter 1 certification (or out-of-state equivalent) or certification as an emergency medical technician or higher.

*Prerequisite: Admission to Emergency Services Management program 105035*

## Intro to Ethics: Theory & Application

**10809166 .....3 credits**

Provides a basic understanding of the theoretical foundations of ethical thought. Diverse ethical perspectives are used to analyze and compare relevant issues. Students critically evaluate individual, social, and/or professional standards of behavior, and apply a systemic decision-making process to these situations. A student scoring between 55-80 on Accuplacer Reading Comprehension or 60-80 on Accuplacer Sentence Skills is recommended to co-enroll in the Introduction to College Reading course and/or Introduction to College Writing course, respectively.

*Prerequisite: Minimum Accuplacer Scores - Reading 55, Sentence Skills 60 or equivalent, or Intro to College Reading 10848104 with a grade of "C" or better and Intro to College Writing 10831103 with a grade of "C" or better*

## Intro to Evidence-Based EMS

**10531170.....3 credits**

Examines evidence-based medicine and its application to EMS operations. Topics of study include airway management, cardiac resuscitation, prehospital ultrasound, dispatch policies, and others.

## Intro to Psychology

**10809198 .....3 credits**

This introductory course surveys the multiple aspects of human behavior. It involves a survey of the theoretical foundations of human functioning in such areas as learning, motivation, emotions, personality, deviance and pathology, physiological factors, and social influences. It directs the student to an insightful understanding of the complexities of human relationships in personal, social, and vocational settings. A student scoring between 55-80 on Accuplacer Reading Comprehension is recommended to co-enroll in the Introduction to College Reading course.

*Prerequisite: Minimum Accuplacer scores - Reading 55, Sentence Skills 60 or equivalent, or Intro to College Reading 10848104 with a grade of "C" or better and Intro to College Writing 10831103 with a grade of "C" or better*

## Intro to Sociology

**10809196 .....3 credits**

Introduces students to the basic concepts of sociology: culture, socialization, social stratification, multi-culturalism, and the five institutions of family, politics, economics, religion, and education. Other topics include demography, deviance, technology, environment, social issues, social change, and social organization. A student scoring between 55-80 on Accuplacer Reading Comprehension or 60-80 on Accuplacer Sentence Skills is recommended to co-enroll in Introduction to College Reading and/or Introduction to College Writing, respectively.

*Prerequisite: Minimum Accuplacer scores - Reading 55, Sentence Skills 60 or equivalent, or Intro to College Reading 10848104 with a grade of "C" or better and Intro to College Writing 10831103 with a grade of "C" or better*

## Introduction to Diversity Studies

**10809172.....3 credits**

Introduces learners to the study of diversity from a local to a global environment using a holistic, interdisciplinary approach. Encourages self-exploration and prepares the learner to work in a diverse environment. In addition to an analysis of majority/minority relations in a multicultural context, the primary topics of race, ethnicity, age, gender, class, sexual orientation, disability, and religion are explored. A student scoring between 55-80 on Accuplacer Reading Comprehension or 60-80 on Accuplacer Sentence Skills is recommended to co-enroll in the Introduction to College Reading course and/or Introduction to College Writing course, respectively.

*Prerequisite: Minimum Accuplacer scores - Reading 55, Sentence Skills 60 or equivalent, or Intro to College Reading 10848104 with a grade of "C" or better and Intro to College Writing 10831103 with a grade of "C" or better*

## Legal Aspects of Emergency Services

**10503126.....3 credits**

Addresses the federal, state, and local laws that regulate emergency services and includes a review of national standards, regulations, and consensus standards.

*Prerequisite: Intro to Emergency Services 10503102*

## Occupational Safety and Health for Emergency Services

**10503123.....3 credits**

Introduces the basic concepts of occupational health and safety as it relates to emergency services organizations. Topics include risk and hazard evaluation and control procedures for emergency service organizations.

*Prerequisite: Intro to Emergency Services 10503102*

## Personnel Management for Emergency Services

**10503125.....3 credits**

Examines personnel administration and the development of human resources. Topics of study include personnel management, organizational development, productivity, recruitment and selection, performance management systems, discipline, and collective bargaining.

*Prerequisite: Intro to Emergency Services 10503102*

## Principles of Emergency Services Administration

**10503122.....4 credits**

Demonstrates the importance of the following skills necessary to manage and lead a fire and emergency services department through the challenges and changes of the 21st century: persuasion and influence, accountable budgeting, anticipation of challenges and the need for change, and using specific management tools for analyzing and solving problems.

*Prerequisite: Intro to Emergency Services 10503102*

## Public Information and Community Relations

**10503128.....3 credits**

Introduces the emergency services professional to the benefits of community information and community relations. Students explore issues in marketing, developing the message, identifying the audience, developing programs, and creating press releases.

*Prerequisite: Intro to Emergency Services 10503102*

## **Strategies, Tactics, & Incident Management**

**10503156..... 4 credits**

Provides the principles of fire ground control through use of personnel, equipment, and extinguishing agents.

*Prerequisite: Firefighting Principles 10503142 or Intro to Emergency Services 10503102*

## **Supervision of EMS Special Operations**

**10531172..... 4 credits**

Explores the supervisor's role in special EMS operations, such as triage, mass casualty incidents, rehabilitation, and operating in tactical environments.

## **Technical Reporting**

**10801197 .....3 credits**

The student prepares and presents oral and written technical reports. Types of reports may include lab and field reports, proposals, technical letters and memos, technical research reports, and case studies. Designed as an advanced communication course for students who have completed at least the prerequisite introductory writing course.

*Prerequisite: Written Communication 10801195 with a grade of "C" or better, or English Composition I 10801136 with a grade of "C" or better. Proficiency in word processing skills recommended.*

## **Written Communication**

**10801195 .....3 credits**

Develops writing skills, which include prewriting, drafting, revising, and editing. A variety of writing assignments is designed to help the learner analyze audience and purpose, research and organize ideas, and format and design documents based on subject matter and content. Also develops critical reading and thinking skills through analysis of a variety of written documents.

*Prerequisite: Accuplacer Sentence Skills score of 85 or equivalent, or Intro to College Writing 10831103 with a grade of "C" or better. Proficiency in word processing skills recommended.*



# emt-paramedic

## Technical Diploma Program Code: 31-531-1 Total Credits: 38

Mid-State's EMT-Paramedic program provides the knowledge and skills needed to work competently as an entry-level EMT-paramedic. Students enter a joint core course cohort with Paramedic Technician degree students. Graduates earn a technical diploma upon successful completion of this program. This program consists of classroom lectures, practical skills lab, laboratory simulations, and hospital and pre-hospital clinical experiences. Upon successful completion, you will earn certifications in Advanced Cardiac Life Support, Prehospital Trauma Life Support, and Pediatric Advanced Life Support and be eligible to take the National Registry of Emergency Medical Technician written and practical examinations.

**Salary information:** [mstc.edu/programsalaries](http://mstc.edu/programsalaries)

**Estimated tuition and fees:** [mstc.edu/programcosts](http://mstc.edu/programcosts)

### ACADEMIC ADVISORS

To schedule an appointment with your academic advisor, call 715.422.5300.

#### Tanya Kollross, MS

Marshfield Campus • [tanya.kollross@mstc.edu](mailto:tanya.kollross@mstc.edu)

#### Yer Lee, MS

Stevens Point Campus • [yer.lee@mstc.edu](mailto:yer.lee@mstc.edu)

#### Betsy Leonard, MBA

Wisconsin Rapids Campus • [betsy.leonard@mstc.edu](mailto:betsy.leonard@mstc.edu)

### CHECKLIST:

This section will be completed when meeting with your academic advisor.

- FAFSA ([www.fafsa.gov](http://www.fafsa.gov))
- Financial Aid Form(s)  
Form(s): \_\_\_\_\_
- Follow-Up Appointment:  
Where: \_\_\_\_\_  
When: \_\_\_\_\_  
With: \_\_\_\_\_
- Official Transcripts  
Mid-State Technical College  
Attention CPL Coordinator  
500 32nd Street North  
Wisconsin Rapids, WI 54494
- Criminal Background Statement of Understanding and Release of Information Form
- Other: \_\_\_\_\_  
\_\_\_\_\_

**mstc.edu**  
**888.575.6782**



**MID-STATE**  
TECHNICAL COLLEGE

**ADAMS COUNTY CENTER**  
401 North Main  
Adams, WI 53910

**MARSHFIELD CAMPUS**  
2600 West 5th Street  
Marshfield, WI 54449

**STEVENS POINT CAMPUS**  
1001 Centerpoint Drive  
Stevens Point, WI 54481

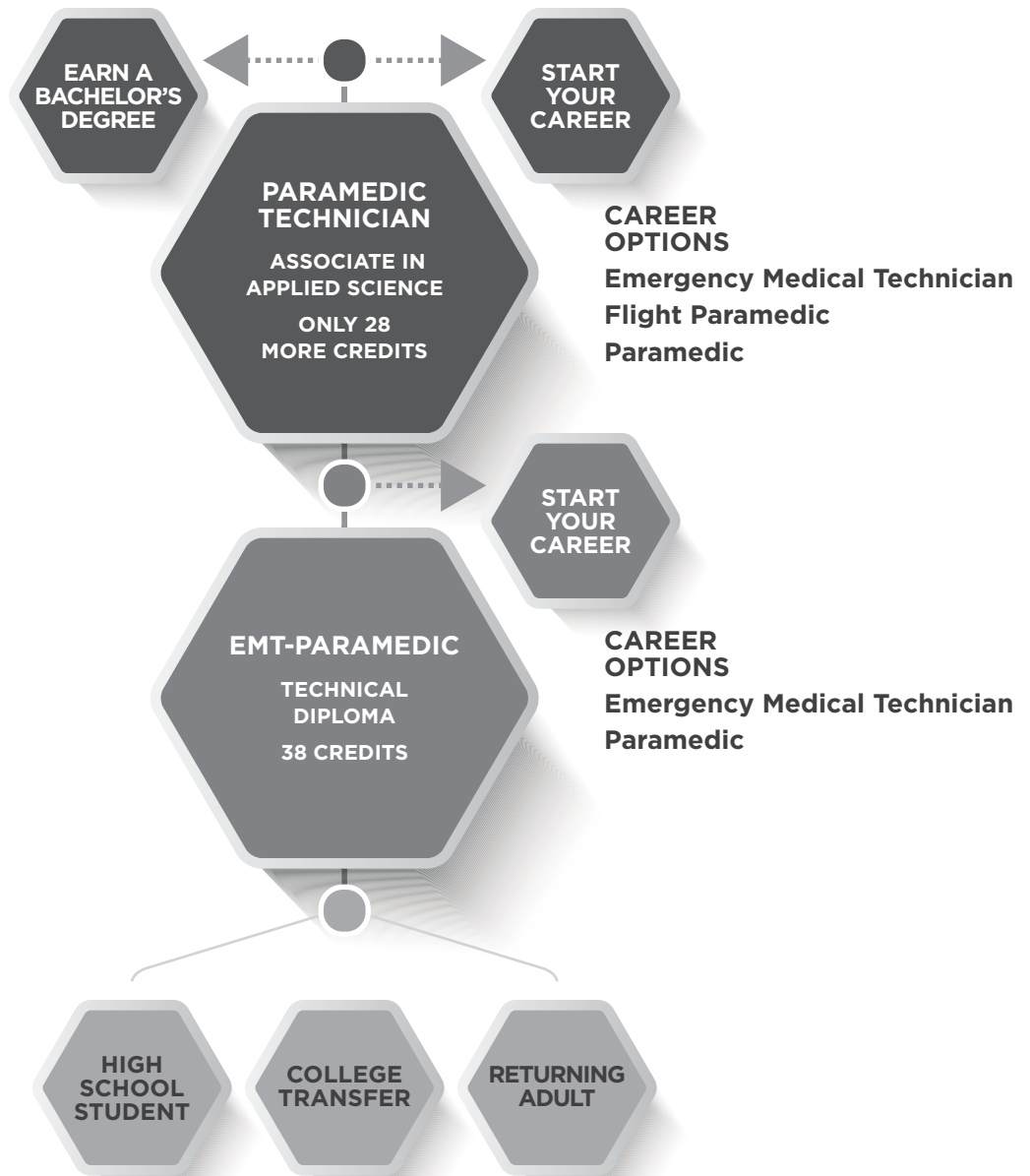
**WISCONSIN RAPIDS CAMPUS**  
500 32nd Street North  
Wisconsin Rapids, WI 54494

## BACHELOR'S DEGREE OPTIONS

UW-Oshkosh  
BAS Fire and Emergency  
Response Management

UW-Stevens Point  
BS Health  
Science-Health  
Care Administration

For more information and  
additional opportunities,  
visit [mstc.edu/transfer](http://mstc.edu/transfer).



College Credit • Dual Credit • Military Experience • Work Experience  
Learn about Credit for Prior Learning at [mstc.edu/cpl](http://mstc.edu/cpl).

**BEGIN AT ANY POINT  
IN THE PATHWAY**

## OTHER OPTIONS

### RELATED PROGRAMS

- Corrections & Community Advocacy
- Court Reporting
- Criminal Justice-Law Enforcement 720 Academy
- Criminal Justice-Studies
- Emergency Medical Technician
- Emergency Services Management
- Fire Protection Technician

## PROGRAM OUTCOMES

Employers will expect you, as an EMT-Paramedic graduate, to be able to:

- Prepare for incident response and EMS operations.
- Integrate pathophysiological principles and assessment findings to provide appropriate patient care.
- Demonstrate paramedic skills associated with established standards and procedures for a variety of patient encounters.
- Communicate effectively with others.
- Demonstrate professional behavior.
- Meet state and national competencies listed for paramedic certification(s).

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The EMT-Paramedic program contains the same core courses (10-531) as the Associate Degree Paramedic Technician program. Completion of the Emergency Medical Technician program is required prior to beginning the Paramedic Technician core courses.

EMT-Paramedic is a 1,150-hour program based upon the US Department of Transportation Administration/Wisconsin Bureau Local Health Support and EMS curriculum.

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## ADDITIONAL ENTRY CRITERIA

To apply to the EMT-Paramedic program, please submit the following documents to Mid-State Admissions:

- Criminal Background Statement of Understanding and Release of Information form
- Submit a current Wisconsin EMT license

**Mid-State Technical College • Admissions**  
**500 32nd Street North**  
**Wisconsin Rapids, WI 54494**

## FUNCTIONAL ABILITIES

A list of specific physical, emotional, and mental tasks needed to function as an EMT-paramedic is available at [mstc.edu/programs/emt-paramedic](http://mstc.edu/programs/emt-paramedic). Contact the disability services coordinator in the Student Services & Information Center to receive assistance.

## CLINICAL-RELATED REQUIREMENTS

Prior to placement at a clinical site, students need to pay for a criminal background check and provide documentation of required health work and current health care provider level CPR certification to a private vendor. Students are responsible for ensuring all requirements remain current during program enrollment.

Clinical sites have the right to refuse a student's placement based on inadequate health records, pending charges, or conviction records. Students with a criminal history may not be able to complete clinical courses. Mid-State will make two attempts to place a student in an appropriate clinical experience. If Mid-State is unable to place the student after two attempts, the student will be withdrawn from the course and will not be able to advance in the program.

Prior to beginning a clinical experience in a health care agency or ambulance service, students must:

- a. Provide evidence of completion of the required health work within one month following the start of EMS Fundamental (10531911).
- b. Hold a current State of Wisconsin EMT license.
- c. Hold a Department of Health Services EMS Training Center Training Permit at the paramedic level.
- d. Provide evidence of current CPR at the health care professional level by a CPR organization specified under s. DHS 110.17(1).
- e. Obtain the required uniform for clinical experiences.
- f. Assume responsibility for clinical assignment(s) regardless of time and location, including transportation and other personal arrangements.

## PROGRAM PROGRESSION

In order to maintain a passing status and progress in the EMT-Paramedic program, students must receive a grade of "C" or better in each of the paramedic core courses.

Failure to obtain a grade of "C" in any core course will prevent a student from progressing onto the next course in the sequence until they have retaken the course and achieved a grade of "C" or better.

This requirement also applies to the last class in the sequence, as a grade of "C" or better is required in all courses in order to retain eligibility to take the National Registry exam.

## STUDENT HANDBOOK

Visit [mstc.edu/studenthandbook](http://mstc.edu/studenthandbook) to view Mid-State's student handbook, which contains information about admissions, enrollment, appeals processes, services for people with disabilities, financial aid, graduation, privacy, Mid-State's Student Code of Conduct, and technology.







## Advanced Resuscitation

**10531918.....1 credit**

By teaching advanced cardiac life support (ACLS) and pediatric advanced life support (PALS) methodologies and protocols, this course prepares the paramedic student to integrate comprehensive knowledge of causes and pathophysiology into the management of shock, respiratory failure, respiratory arrest, cardiac arrest, and peri-arrest states. Emphasizes early intervention to prevent respiratory and/or cardiac arrest if possible.

*Prerequisite: Admission to Paramedic Technician program 105311 or EMT-Paramedic program 315311*

## EMS Fundamental

**10531911 .....2 credits**

Provides the paramedic student with comprehensive knowledge of EMS systems, safety, well-being, legal issues, and ethical issues, with the intended outcome of improving the health of EMS personnel, patients, and the community. Students obtain fundamental knowledge of public health principles and epidemiology as related to public health emergencies, health promotion, and illness/injury prevention. Introduces students to comprehensive anatomical and medical terminology and abbreviations with the aim of fostering the development of effective written and oral communications with colleagues and other healthcare professionals.

*Prerequisites: Admission to Paramedic Technician 105311 or EMT-Paramedic 315311 and Wisconsin Emergency Medical Technician (or higher) license.*

## EMS Operations

**10531922 .....1 credit**

Provides paramedic students with the knowledge of operational roles and responsibilities to ensure patient, public, and EMS personnel safety.

*Prerequisite: Admission to Paramedic Technician program 105311 or EMT-Paramedic program 315311*

## Paramedic Capstone

**10531923 .....1 credit**

Provides students with a final opportunity to incorporate their cognitive knowledge and psychomotor skills through labs and scenario-based practice and evaluations prior to taking the National Registry written and practical examinations. Technical skills attainment (TSA) for each student will be compiled and/or documented within this course as required by the DHS-approved paramedic curriculum.

*Prerequisite: Admission to Paramedic Technician program 105311 or EMT-Paramedic program 315311*

## Paramedic Cardiology 1

**10531955 .....2 credits**

Provides basic knowledge to integrate pathophysiological principles and assessment findings to formulate a field impression and implement the treatment for the patient with cardiovascular disease.

*Prerequisite: Admission to Paramedic Technician program 105311 or EMT-Paramedic program 315311*

## Paramedic Cardiology 2

**10531956 .....2 credits**

Teaches the paramedic student knowledge and skills to integrate assessment findings with principles of cardiovascular anatomy, physiology, epidemiology, and pathophysiology to formulate a field impression and implement a comprehensive treatment plan for a patient with a variety of cardiovascular complaints.

*Prerequisite: Admission to Paramedic Technician program 105311 or EMT-Paramedic program 315311*

## Paramedic Clinical/Field 1

**10531917 .....3 credits**

Enhances student learning through the practice of paramedicine in field and healthcare environment experiences with actual patients under the supervision of instructors or approved preceptors. Students may also have the opportunity to participate informal high-fidelity human patient simulator experiences as a part of this course.

*Prerequisites: Admission to Paramedic Technician 105311 or EMT-Paramedic 315311, Advanced Prehospital Pharmacology 10531914, and a current Wisconsin license at the Emergency Medical Technician (or higher) level*

## Paramedic Field Experience

**10531957 .....3 credits**

Provides the opportunity to enhance learning through the practice of paramedicine in a field environment and through experiences with actual patients under the supervision of instructors or approved preceptors. Students may also have the opportunity to participate in formal high-fidelity human patient simulator experiences as a part of this course.

Successful completion of this course requires the student to meet all clinical and field competency requirements at the paramedic level as defined by WI DHS EMS.

*Prerequisite: Admission to Paramedic Technician program 105311 or EMT-Paramedic program 315311*

## Paramedic Field Leadership

**10531958 .....1 credit**

Provides the opportunity to act as the field team leader in a field environment and through experiences with actual patients under the supervision of instructors or approved preceptors. Successful completion of this course requires the student to meet all team leader competency requirements at the paramedic level as defined by WI DHS EMS and the CoAEMSP.

*Prerequisite: Admission to Paramedic Technician program 105311 or EMT-Paramedic program 315311*

## Paramedic Medical Emergencies

**10531919 .....4 credits**

Teaches the paramedic student to integrate assessment findings with principles of anatomy, physiology, epidemiology, and pathophysiology to formulate a field impression and implement a comprehensive treatment plan for a patient with a medical complaint.

*Prerequisite: Admission to Paramedic Technician program 105311 or EMT-Paramedic program 315311*

## **Paramedic Medical Principles**

**10531912..... 4 credits**

Addresses the complex depth of anatomy, physiology, and pathophysiology of major human systems while also introducing paramedic students to the topics of shock, immunology, and bleeding.

*Prerequisite: Admission to Paramedic Technician program 105311 or EMT-Paramedic program 315311*

## **Paramedic Respiratory Management**

**10531915.....2 credits**

Teaches the paramedic student to integrate complex knowledge of anatomy, physiology, and pathophysiology into the assessment to develop and implement a treatment plan with the goal of assuring a patient airway, adequate mechanical ventilation, and respiration for patients of all ages. Also provides specific knowledge pertaining to the respiratory system to ensure the student is prepared to formulate a field impression and implement a comprehensive treatment plan for a patient with a respiratory complaint.

*Prerequisite: Admission to Paramedic Technician program 105311 or EMT-Paramedic program 315311*

## **Paramedic Trauma**

**10531920.....3 credits**

Teaches the paramedic student to integrate assessment findings with principles of anatomy, physiology, epidemiology, and pathophysiology to formulate a field impression and implement a comprehensive treatment plan for an acutely injured patient.

*Prerequisite: Admission to Paramedic Technician program 105311 or EMT-Paramedic program 315311*

## **Patient Assessment Principles**

**10531913.....3 credits**

Teaches the paramedic student to integrate scene and patient assessment findings with knowledge of epidemiology and pathophysiology to form a field impression. Uses a structured and organized assessment process that draws on knowledge of anatomy, physiology, pathophysiology, life span development, and changes that occur to the human body with time. Using this process students learn to develop a list of differential diagnoses through clinical reasoning and modify the assessment as necessary to formulate a treatment plan for their patients.

*Prerequisite: Admission to Paramedic Technician program 105311 or EMT-Paramedic program 315311*

## **Prehospital Pharmacology**

**10531914 .....3 credits**

Provides the paramedic student with the comprehensive knowledge of pharmacology required to formulate and administer a pharmacological treatment plan intended to mitigate emergencies and improve the overall health of the patient.

*Prerequisite: Admission to Paramedic Technician 105311 or EMT-Paramedic 315311*

## **Special Patient Populations**

**10531921.....3 credits**

Teaches the paramedic student to integrate assessment findings with principles of anatomy, physiology, epidemiology, and pathophysiology to formulate a field impression and implement a comprehensive treatment plan for patients with special needs. Also includes gynecological emergencies, along with special considerations in trauma.

*Prerequisite: Admission to Paramedic Technician program 105311 or EMT-Paramedic program 315311*



# entrepreneurship

## Technical Diploma Program Code: 31-145-2 Total Credits: 30

Mid-State's pr program prepares students to provide the vision for their created business as well as lead staff management, financial planning, marketing strategies, HR functions, and the development of policies and procedures. Graduates will also be equipped to integrate their knowledge and skills within existing organizations. Through a wide variety of activities, students will explore vital components of entrepreneurial practices such as business plan development, financial principles, staffing needs and support, modern marketing strategies, and effective communication skills—all to successfully start and sustain their own business.

**Salary information:** [mstc.edu/programsalaries](http://mstc.edu/programsalaries)

**Estimated tuition and fees:** [mstc.edu/programcosts](http://mstc.edu/programcosts)

### ACADEMIC ADVISORS

To schedule an appointment with your academic advisor, call 715.422.5300.

#### Tanya Kollross, MS

Marshfield Campus • [tanya.kollross@mstc.edu](mailto:tanya.kollross@mstc.edu)

#### Juan Veloz, MBA

Stevens Point Campus • [juan.veloz@mstc.edu](mailto:juan.veloz@mstc.edu)

#### Diane Andres, MS

Wisconsin Rapids Campus • [diane.andres@mstc.edu](mailto:diane.andres@mstc.edu)

### CHECKLIST:

This section will be completed when meeting with your academic advisor.

- FAFSA ([www.fafsa.gov](http://www.fafsa.gov))
- Financial Aid Form(s)  
Form(s): \_\_\_\_\_
- Follow-Up Appointment:  
Where: \_\_\_\_\_  
When: \_\_\_\_\_  
With: \_\_\_\_\_
- Official Transcripts  
Mid-State Technical College  
Attention CPL Coordinator  
500 32nd Street North  
Wisconsin Rapids, WI 54494
- Other: \_\_\_\_\_  
\_\_\_\_\_

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**MID-STATE**  
TECHNICAL COLLEGE

**ADAMS COUNTY CENTER**  
401 North Main  
Adams, WI 53910

**MARSHFIELD CAMPUS**  
2600 West 5th Street  
Marshfield, WI 54449

**STEVENS POINT CAMPUS**  
1001 Centerpoint Drive  
Stevens Point, WI 54481

**WISCONSIN RAPIDS CAMPUS**  
500 32nd Street North  
Wisconsin Rapids, WI 54494

# career pathway

## BACHELOR'S DEGREE OPTIONS

Herzing University  
BS Business Management

Lakeland University  
BA Business Management

University of Phoenix  
BS Management

UW-Oshkosh  
BS Human Services Leadership

For more information and additional opportunities, visit [mstc.edu/transfer](http://mstc.edu/transfer).



## CAREER OPTIONS

Account Executive  
Department Supervisor  
Office Manager

START YOUR CAREER

CAREER OPTIONS  
Business Owner  
Entrepreneur  
Founder/CEO

ENTREPRENEURSHIP  
TECHNICAL DIPLOMA  
30 CREDITS

START YOUR CAREER

CAREER OPTIONS  
HR Generalist  
HR Recruitment Coordinator  
Job Analyst

HUMAN RESOURCES  
TECHNICAL DIPLOMA  
27 CREDITS

START YOUR CAREER

CAREER OPTIONS  
Project Manager  
Implementation Manager  
Project Leader

PROJECT MANAGEMENT  
TECHNICAL DIPLOMA  
24-25 CREDITS

HIGH SCHOOL STUDENT

COLLEGE TRANSFER

RETURNING ADULT

College Credit • Dual Credit  
Military Experience • Work Experience  
Learn about Credit for Prior Learning at [mstc.edu/cpl](http://mstc.edu/cpl).

**BEGIN AT ANY POINT  
IN THE PATHWAY**

## OTHER OPTIONS

### RELATED PROGRAMS

- Administrative Professional
- Customer Relationship Professional
- Medical Office Specialist
- Office Support Specialist

## PROGRAM OUTCOMES

Employers will expect you, as an Entrepreneurship graduate, to be able to:

- Plan the operations of a business across functional areas.
- Control business processes.

## NOTES:

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## STUDENT HANDBOOK

Visit [mstc.edu/studenthandbook](http://mstc.edu/studenthandbook) to view Mid-State's student handbook, which contains information about admissions, enrollment, appeals processes, services for people with disabilities, financial aid, graduation, privacy, Mid-State's Student Code of Conduct, and technology.

## GRADUATION REQUIREMENT

The GPS for Student Success course is required for all Mid-State students and must be completed prior to obtaining 12 credits. (Not counted in the total credit value for this program.)

### GPS for Student Success

**10890102 ..... 1 credit**

Integrate necessary skills for student success by developing an academic plan, identifying interpersonal attributes for success, adopting efficient and effective learning strategies, and utilizing Mid-State resources, policies, and processes. This course must be completed prior to obtaining 12 credits and as a graduation requirement.

### ADDITIONAL COURSES AS NEEDED

The following courses may be recommended or required if the student does not achieve minimum Accuplacer scores.

#### Intro to College Reading

**10838104 ..... 2 credits**

Provides learners with the opportunities to develop and expand reading skills, including comprehension and vocabulary skills. Learners apply reading skills to academic tasks and read to acquire information from a variety of sources.

#### Intro to College Writing

**10831103 ..... 3 credits**

Introduces basic principles of composition, including organization, development, unity, and coherence in paragraphs and multi-paragraph documents. The purpose of this course is to prepare students for successful entry into required program courses. This course is tuition bearing and under certain circumstances may qualify for financial aid. This course cannot be used to satisfy program completion requirements at Mid-State.

*Prerequisite: Accuplacer Sentence Skills score of 60 or equivalent. Proficiency in word processing skills recommended.*

#### Pre-Algebra

**10834109 ..... 3 credits**

Provides an introduction to algebra. Includes operations on real numbers, solving linear equations, percent and proportion, and an introduction to polynomials and statistics. Prepares students for elementary algebra and subsequent algebra-related courses.

*Prerequisite: Accuplacer Math score of 65, Accuplacer Algebra score of 30, ABE Math Prep V 76854785 and ABE Math Prep VI 76854786 with a grade of "S." (Note: ABE Math Prep V and VI courses cannot be used to satisfy program completion requirements at Mid-State.)*

**SAMPLE FULL-TIME CURRICULUM OPTION**

<b>Term</b>		<b>15 credits</b>
10102101	Intro to Business	3
10102121	Finance and Budgeting	3
10103106	Microsoft Office-Introduction	3
10104102	Marketing Principles	3
10196193	Human Resource Management	3
<b>Term</b>		<b>15 credits</b>
10102104	Business Law	3
10102110	Employment Law	3
10102131	Entrepreneurial Management	3
10801136	English Composition 1 <b>-or-</b>	
10801195	Written Communication	3
10801196	Oral/Interpersonal Communication <b>-or-</b>	
10801198	Speech	3
		<b>Total credits 30</b>

**SAMPLE PART-TIME CURRICULUM OPTION**

<b>Term</b>		<b>9 credits</b>
10102101	Intro to Business	3
10103106	Microsoft Office-Introduction	3
10104102	Marketing Principles	3
<b>Term</b>		<b>9 credits</b>
10102104	Business Law	3
10102110	Employment Law	3
10801136	English Composition 1 <b>-or-</b>	
10801195	Written Communication	3
<b>Term</b>		<b>9 credits</b>
10102121	Finance and Budgeting	3
10196193	Human Resource Management	3
10801196	Oral/Interpersonal Communication <b>-or-</b>	
10801198	Speech	3
<b>Term</b>		<b>3 credits</b>
10102131	Entrepreneurial Management	3
		<b>Total credits 30</b>

Please Note:

- This curriculum sequence is only for student planning. Actual student schedules will vary depending on course availability.
- Program completion time may vary based on student scheduling and course availability. For details, go to [mstc.edu/classfinder](http://mstc.edu/classfinder).

**NOTES:**

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## Business Law

### 10102104 .....3 credits

Introduces the basic foundation of laws and regulatory systems applicable to the business environment. Students examine the UCC, contract torts, agency law, and business and cybercrime. Students apply business legal theory in conjunction with ethical decision making through practical application. Recommended Accuplacer scores - Reading 55 or completion of Intro to Reading & Study Skills 10838105 with a "C" or better, Sentence Skills 60 or completion of Intro to College Writing 10831103 with a "C" or better; Arithmetic 34 or completion of Pre-Algebra 10834109 with a "C" or better

## Employment Law

### 10102110 .....3 credits

Introduces a broad scope of employment laws and provides the opportunity to apply these laws to the employment arena. Includes laws relating to anti-discrimination, including the Civil Rights Act, ADEA, and ADA; wage and hour regulation, including FLSA; employer-provided pensions, including ERISA; health insurance, including COBRA and ACA; and unemployment and worker's compensation insurance. Recommended Accuplacer scores - Reading 55 or completion of Intro to Reading & Study Skills 10838105 with a "C" or better, Sentence Skills 60 or completion of Intro to College Writing 10831103 with a "C" or better, Arithmetic 34 or completion of Pre-Algebra 10834109 with a "C" or better

## English Composition 1

### 10801136 .....3 credits

Designed for learners to develop knowledge and skills in all aspects of the writing process. Planning, organizing, writing, editing, and revising are applied through a variety of activities. Students analyze audience and purpose, use elements of research, and format documents using standard guidelines. Individuals develop critical reading skills through analysis of various written documents.

*Prerequisite: Accuplacer Sentence Skills score of 85 or equivalent, or Intro to College Writing 10831103 with a grade of "C" or better. Proficiency in word processing skills recommended.*

## Entrepreneurial Management

### 10102131 .....3 credits

Introduces students to the concept of entrepreneurship. Learners study entrepreneurial practices primarily by developing a business plan for a venture of their choice. This includes comparing ways of going into business as well as developing marketing, legal, financial, products/ services, management, and operations plans for a small business of their choice. Entrepreneurial behavior within companies is examined.

*Prerequisite: Twelve Business Management 10-102 credits or twelve Supervisory Management 10-196 credits or a combination of Business Management 10-102 and Supervisory Management 10-196 credits that total twelve.*

## Finance and Budgeting

### 10102121 .....3 credits

Finance and Budgeting applies the skills necessary for a first line manager to develop and monitor a department budget. This class will provide learners with the knowledge and ability to evaluate financial statements as well as practice in making decisions based on evaluating the financial statements.

## Human Resource Management

### 10196193.....3 credits

Applies skills and tools necessary to perform human resource functions in an organization. Each learner demonstrates skill in following EEOC laws; writing job descriptions; recruiting, selecting, and orienting employees; developing policies and procedures; developing and conducting training; designing performance appraisal plans; developing employee development plans; and selecting compensation and benefit strategies. Recommended Accuplacer scores - Reading 80 or completion of Intro to Reading & Study Skills 10838105 with a "C" or better, Sentence Skills 86 or completion of Intro to College Writing 10831103 with a "C" or better, Arithmetic 90 or completion of Pre-Algebra 10834109 with a "C" or better

## Intro to Business

### 10102101.....3 credits

An introduction to what a business is, how it operates, and how it is managed. Students identify forms of ownership and the processes used in production and marketing, finance, personnel, and management in business operations. Recommended Accuplacer scores - Reading 55, Sentence Skills 60, Arithmetic 34

## Marketing Principles

### 10104102 .....3 credits

Students study the practices and methods of manufacturers and distributors in the marketing of goods and services. Also emphasized are product planning, pricing strategies, distribution systems, channel activities, and the role of government as well as other factors influencing marketing today. Recommended Accuplacer scores - Reading 55, Sentence Skills 60, Arithmetic 34

## Microsoft Office-Introduction

### 10103106 .....3 credits

Develops introductory skills in the Microsoft Office Suite (Word, Excel, Access, PowerPoint, and Outlook) while reinforcing knowledge of computer concepts, Windows Explorer, and Internet usage. Students should possess basic keyboarding, mouse, and Windows 10 skills. Students may develop these skills in the LiNK while concurrently enrolled in this course.

## **Oral/Interpersonal Communication**

### **10801196 .....3 credits**

Focuses upon developing speaking, verbal, and non-verbal communication, and listening skills through individual presentations, group activities, and other projects. For a student scoring between 55-80 on their Accuplacer Reading Comprehension exam and 60-80 on the Sentence Skills exam, it is recommended to co-enroll in the Introduction to College Reading and/or Intro to College Writing courses.  
*Prerequisite: Minimum Accuplacer scores - Reading 55, Sentence Skills 60 or equivalent*

## **Speech**

### **10801198 .....3 credits**

Explores the fundamentals of effective oral presentation to small and large groups. Topic selection, audience analysis, methods of organization, research, structuring evidence and support, delivery techniques, and other essential elements of speaking successfully, including the listening process, form the basis of this course. If a student earns below the minimum Accuplacer score in each category (Reading 80, Sentence Skills 85), he/she is eligible to take Oral Communication in lieu of Speech, provided the Accuplacer scores are minimum of Reading 55 and Sentence Skills 60, or the student has completed Intro to College Writing and/or Intro to College Reading with a "C" or better.  
*Prerequisite: Minimum Accuplacer scores - Reading 80, Sentence Skills 85, or completion of Intro to College Writing and/or Intro to College Reading with a "C" or better or equivalent*

## **Written Communication**

### **10801195 .....3 credits**

Develops writing skills, which include prewriting, drafting, revising, and editing. A variety of writing assignments is designed to help the learner analyze audience and purpose, research and organize ideas, and format and design documents based on subject matter and content. Also develops critical reading and thinking skills through analysis of a variety of written documents.  
*Prerequisite: Accuplacer Sentence Skills score of 85 or equivalent, or Intro to College Writing 10831103 with a grade of "C" or better. Proficiency in word processing skills recommended.*



# farm business & production management

## Technical Diploma Program Code: 30-090-1 Total Credits: 19

Mid-State's Farm Business & Production Management program teaches the skills needed to be competitive in agriculture and maximize profits. You'll learn how to identify your farm's strengths and weaknesses, analyze farm records to uncover hidden opportunities, apply proven marketing techniques, and more. Classes are offered fall and winter and include instruction in the classroom, on the farm, and via group tours. Topics include crop production, soil management, and financial planning and analysis as well as the feeding, breeding, and management of livestock.

**Salary information:** [mstc.edu/programsalaries](http://mstc.edu/programsalaries)

**Estimated tuition and fees:** [mstc.edu/programcosts](http://mstc.edu/programcosts)

### ACADEMIC ADVISORS

To schedule an appointment with your academic advisor, call 715.422.5300.

#### Tanya Kollross, MS

Academic Advisor • Marshfield Campus  
[tanya.kollross@mstc.edu](mailto:tanya.kollross@mstc.edu)

#### Yer Lee, MS

Academic Advisor • Stevens Point Campus  
[yer.lee@mstc.edu](mailto:yer.lee@mstc.edu)

#### Kay Grundhoffer, MS

Academic Advisor • Wisconsin Rapids Campus  
[kay.grundhoffer@mstc.edu](mailto:kay.grundhoffer@mstc.edu)

### CHECKLIST:

This section will be completed when meeting with your academic advisor.

- FAFSA ([www.fafsa.gov](http://www.fafsa.gov))
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Form(s): \_\_\_\_\_
- Follow-Up Appointment:  
Where: \_\_\_\_\_  
When: \_\_\_\_\_  
With: \_\_\_\_\_
- Official Transcripts  
Mid-State Technical College  
Attention CPL Coordinator  
500 32nd Street North  
Wisconsin Rapids, WI 54494
- Other: \_\_\_\_\_  
\_\_\_\_\_

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TECHNICAL COLLEGE

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Marshfield, WI 54449

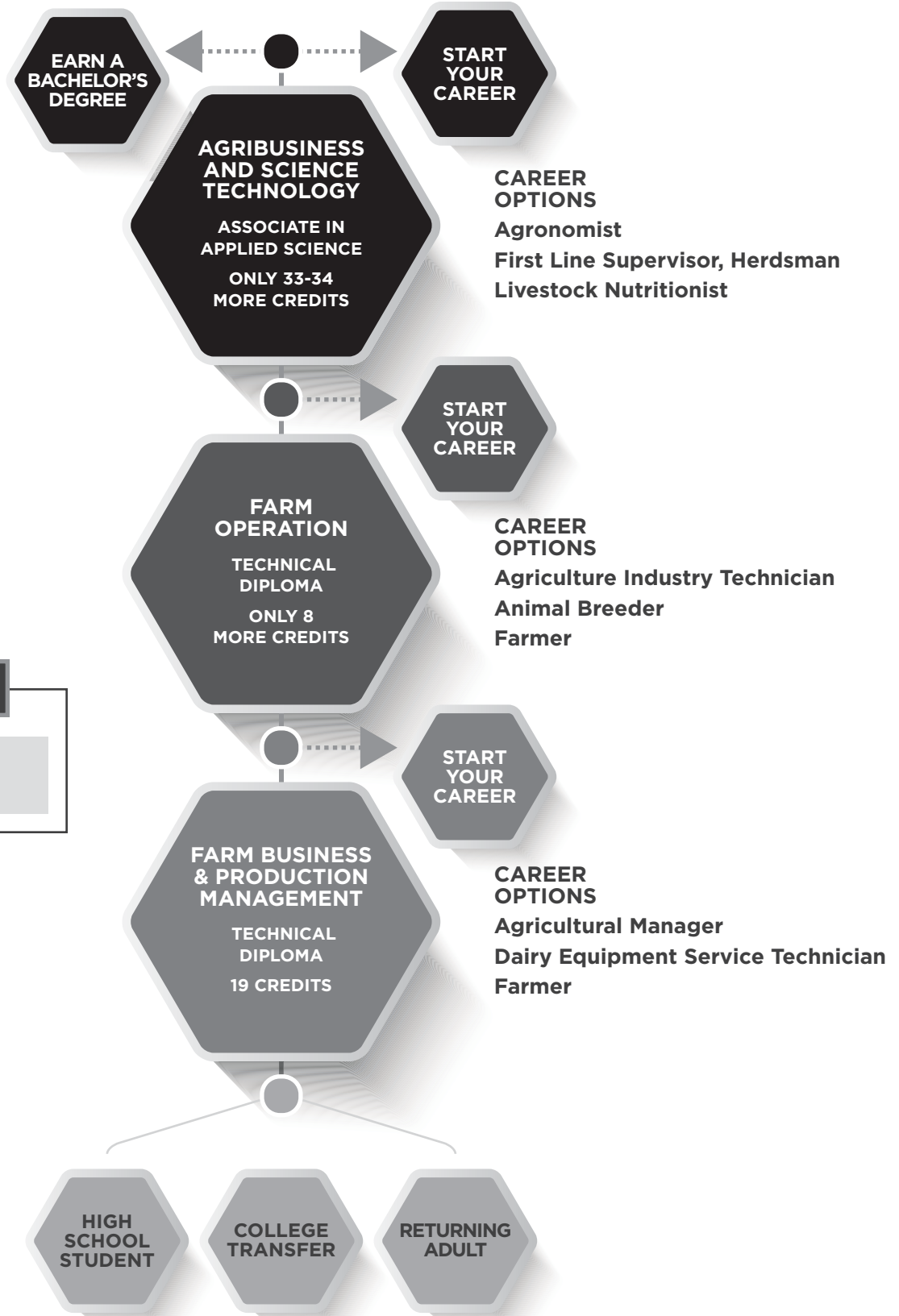
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**WISCONSIN RAPIDS CAMPUS**  
500 32nd Street North  
Wisconsin Rapids, WI 54494

**BACHELOR'S DEGREE OPTIONS**

UW-River Falls  
BS Agricultural Studies

For more information and additional opportunities, visit [mstc.edu/transfer](http://mstc.edu/transfer).



**OTHER OPTIONS**

**RELATED PROGRAMS**

- Urban Forestry Technician

College Credit • Dual Credit • Military Experience • Work Experience  
Learn about Credit for Prior Learning at [mstc.edu/cpl](http://mstc.edu/cpl).

**BEGIN AT ANY POINT  
IN THE PATHWAY**

## PROGRAM OUTCOMES

Employers will expect you, as a Farm Business & Production Management graduate, to be able to:

- Utilize agronomic resources for crops.
- Utilize agronomic resources for soils.
- Create a livestock management plan.
- Understand operation and maintenance of facilities and equipment.
- Create a farm business plan.
- Create a farm marketing plan.

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Students should be able to operate a calculator and understand basic math skills such as percentage, addition, subtraction, multiplication, and division. Students will be asked to draft budgets and calculate costs and returns on different farming enterprises.

The Farm Business & Production Management program runs from August through July annually. Courses in the program are offered at Mid-State's campuses in Marshfield, Stevens Point, and Wisconsin Rapids, as well as at our center in Adams-Friendship.

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## FUNCTIONAL ABILITIES

A list of specific physical, emotional, and mental tasks needed to function in farm business and production management is available in the Student Services & Information Center. It is the student's responsibility to notify the disability services coordinator in the Student Services & Information Center to receive assistance.

## STUDENT HANDBOOK

Visit [mstc.edu/studenthandbook](http://mstc.edu/studenthandbook) to view Mid-State's student handbook, which contains information about admissions, enrollment, appeals processes, services for people with disabilities, financial aid, graduation, privacy, Mid-State's Student Code of Conduct, and technology.

## NOTES:

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## ADDITIONAL COURSES AS NEEDED

The following courses may be recommended or required if the student does not achieve minimum Accuplacer scores.

### Intro to College Reading

**10838104 .....2 credits**

Provides learners with the opportunities to develop and expand reading skills, including comprehension and vocabulary skills. Learners apply reading skills to academic tasks and read to acquire information from a variety of sources.

### Intro to College Writing

**10831103 .....3 credits**

Introduces basic principles of composition, including organization, development, unity, and coherence in paragraphs and multi-paragraph documents. The purpose of this course is to prepare students for successful entry into required program courses. This course is tuition bearing and under certain circumstances may qualify for financial aid.

This course cannot be used to satisfy program completion requirements at Mid-State.

*Prerequisite: Accuplacer Sentence Skills score of 60 or equivalent. Proficiency in word processing skills recommended.*

### Pre-Algebra

**10834109 .....3 credits**

Provides an introduction to algebra. Includes operations on real numbers, solving linear equations, percent and proportion, and an introduction to polynomials and statistics. Prepares students for elementary algebra and subsequent algebra-related courses.

*Prerequisite: Accuplacer Math score of 65, Accuplacer Algebra score of 30, ABE Math Prep V 76854785 and ABE Math Prep VI 76854786 with a grade of "S." (Note: ABE Math Prep V and VI courses cannot be used to satisfy program completion requirements at Mid-State.)*

## SAMPLE FULL-TIME CURRICULUM OPTION

Term	19 credits
10080105 Intro to Soil Science	3
10080140 Farm Financial Analysis	3
10090101 Agriculture Business Management	3
10091102 Intro to Animal Science	3
10091103 Animal Nutrition	4
10093104 Principles of Crop Management	3
<b>Total credits 19</b>	

Please Note:

- This curriculum sequence is only for student planning. Actual student schedules will vary depending on course availability.
- Program completion time may vary based on student scheduling and course availability. For details, go to [mstc.edu/classfinder](http://mstc.edu/classfinder).

### NOTES:

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## course descriptions

### Agriculture Business Management

**10090101.....3 credits**

Examines the farm business as a complex set of enterprises that all need to be managed effectively to be successful and sustainable. Students learn to develop a business plan, set short- and long-term goals, identify and implement alternatives for reaching goals. Includes strategies and tools to monitor success. Students also learn to organize and maintain farm business records as well as how to interpret and analyze the records to make sound farm management decisions.

### Animal Nutrition

**10091103..... 4 credits**

Students demonstrate how to formulate and balance rations for several species of livestock. Includes knowledge of the nutritional needs of various species and ability to identify different feedstuffs. Students become familiar with the laws and regulations on livestock feeding along with reading, interpreting, and making recommendations from feed test reports/tags. They are also able to successfully understand the digestive systems of mono-gastric and ruminant animals.

*Prerequisite: Intro to Animal Science 10091102 or consent of an instructor*

### Farm Financial Analysis

**10080140.....3 credits**

This course provides the student opportunities to develop necessary business skills for operating a successful farm business. These skills involve analyzing, evaluating, creating and decision-making. These skills will be used with balance sheets, Income & Expense projections, cash flow needs, budget creation, benchmarking, cost of production, inventories, credit needs and history along with loan decisions.

### Intro to Animal Science

**10091102.....3 credits**

Introduces the basics of livestock management. Examines management of dairy, beef, sheep, and other common livestock with concentration on nutrition, feed stuff's classification, reproduction, genetics, animal behavior, animal health, and sustainable agriculture practices. Includes basic husbandry and care procedures for animals.

### Intro to Soil Science

**10080105.....3 credits**

Designed to provide students with fundamental knowledge of soil and soil composition. Includes study of soil types, formation factors, physical properties, biological properties, and basic soil chemistry. Units covering tillage, conservation, pH, soil management, plant nutrients, and fertilizer sources are also included. Students gain the skills required to interpret soil test reports and soil survey maps and recognize qualities of various soil types. Students perform soil sampling, residue measurements, compaction assessments, and soil loss determinations per crop rotation guidelines.

### Principles of Crop Management

**10093104.....3 credits**

The basic principles and concepts of sound agronomic practices are discussed for corn, soybeans, small grains, and forage crops grown in Wisconsin. All sound agronomy practices are emphasized for each crop area as it relates to cultural and other specific inputs of crop production, environmental factors, and sustainable systems.



# farm operation

## Technical Diploma Program Code: 31-080-4 Total Credits: 27

The Farm Operation program at Mid-State prepares graduates to confidently run the day-to-day operations on a dairy farm. You'll learn about livestock and their products, livestock diseases and prevention, quality milk and meat production, soils, crop production, and more. This hands-on program features agribusiness professionals who share their knowledge directly through presentations, demonstrations, and tours. Course topics include best practices for farming, such as how to manage farm records, farm computerization, critical facts about financial credit, creating a business plan, and marketing.

**Salary information:** [mstc.edu/programsalaries](http://mstc.edu/programsalaries)

**Estimated tuition and fees:** [mstc.edu/programcosts](http://mstc.edu/programcosts)

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#### Kay Grundhoffer, MS

Academic Advisor • Wisconsin Rapids Campus  
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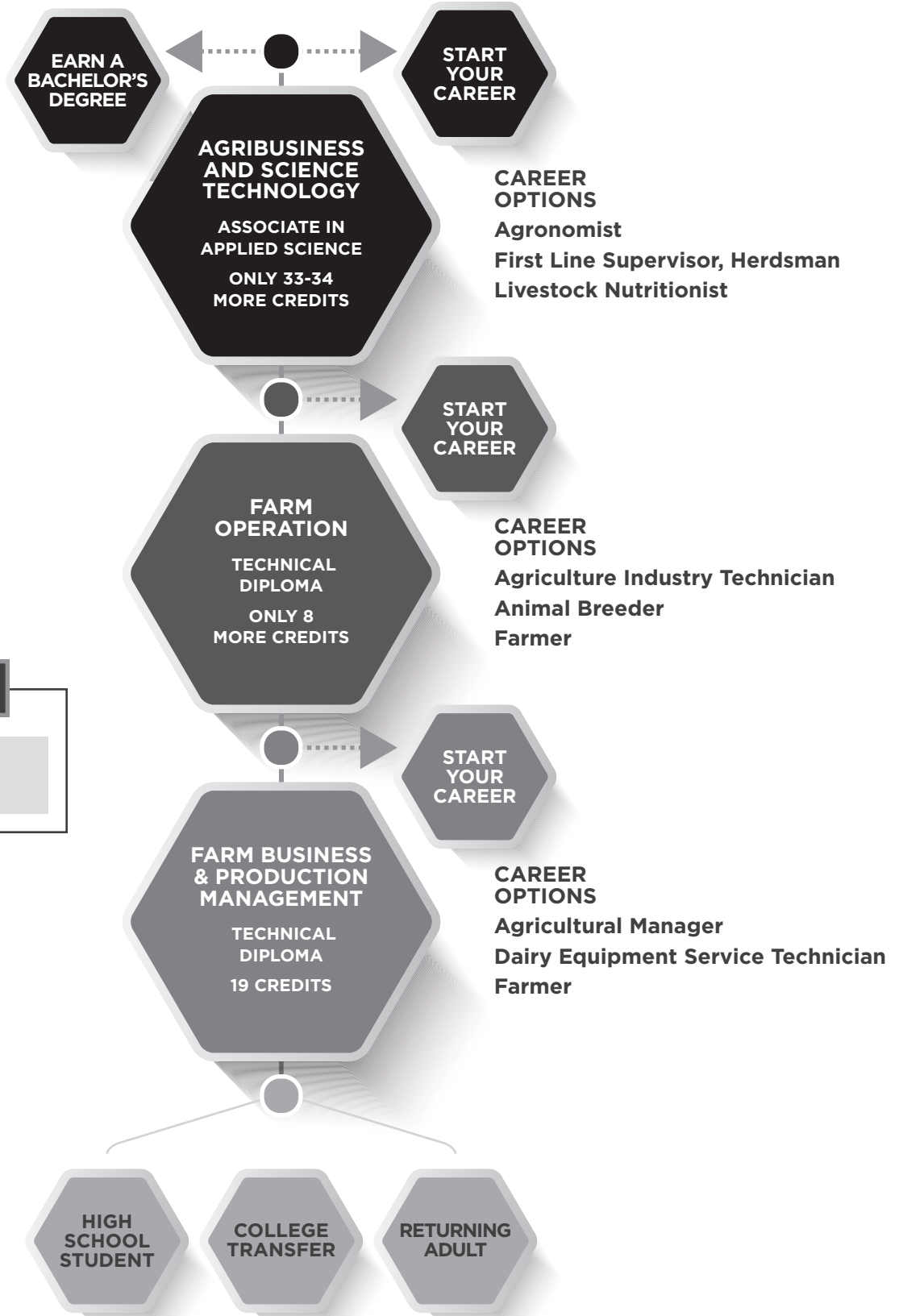
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**OTHER OPTIONS**

**RELATED PROGRAMS**

- Urban Forestry Technician

College Credit • Dual Credit • Military Experience • Work Experience  
Learn about Credit for Prior Learning at [mstc.edu/cpl](http://mstc.edu/cpl).

**BEGIN AT ANY POINT  
IN THE PATHWAY**



## PROGRAM OUTCOMES

Employers will expect you, as a Farm Operation graduate, to be able to:

- Utilize agronomic resources for crops.
- Utilize agronomic resources for soils.
- Create a livestock management plan.
- Understand operation and maintenance of facilities and equipment.
- Create a farm business plan.
- Create a farm marketing plan.

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Students should be able to operate a calculator and understand basic math skills, such as percentage, addition, subtraction, multiplication, and division.

Farm Operation is a 30-week program and takes a minimum of two years to complete. The program is offered in two 15-week segments with start dates in September, November, January, and February. Each segment is broken into three five-week terms, running from September to April every school year. Classes are scheduled from 10:00 a.m. – 3:00 p.m., allowing time to complete morning and evening farm work at home.

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## FUNCTIONAL ABILITIES

A list of specific physical, emotional, and mental tasks needed to function in farm operations is available in the Student Services & Information Center. It is the student's responsibility to notify the disability services coordinator in the Student Services & Information Center to receive assistance.

## STUDENT HANDBOOK

Visit [mstc.edu/studenthandbook](http://mstc.edu/studenthandbook) to view Mid-State's student handbook, which contains information about admissions, enrollment, appeals processes, services for people with disabilities, financial aid, graduation, privacy, Mid-State's Student Code of Conduct, and technology.

## GRADUATION REQUIREMENT

The GPS for Student Success course is required for all Mid-State students and must be completed prior to obtaining 12 credits. (Not counted in the total credit value for this program.)

### GPS for Student Success

**10890102 ..... 1 credit**

Integrate necessary skills for student success by developing an academic plan, identifying interpersonal attributes for success, adopting efficient and effective learning strategies, and utilizing Mid-State resources, policies, and processes. This course must be completed prior to obtaining 12 credits and as a graduation requirement.

## ADDITIONAL COURSES AS NEEDED

The following courses may be recommended or required if the student does not achieve minimum Accuplacer scores.

### Intro to College Reading

**10838104 ..... 2 credits**

Provides learners with the opportunities to develop and expand reading skills, including comprehension and vocabulary skills. Learners apply reading skills to academic tasks and read to acquire information from a variety of sources.

### Intro to College Writing

**10831103 ..... 3 credits**

Introduces basic principles of composition, including organization, development, unity, and coherence in paragraphs and multi-paragraph documents. The purpose of this course is to prepare students for successful entry into required program courses. This course is tuition bearing and under certain circumstances may qualify for financial aid. This course cannot be used to satisfy program completion requirements at Mid-State.

*Prerequisite: Accuplacer Sentence Skills score of 60 or equivalent. Proficiency in word processing skills recommended.*

### Pre-Algebra

**10834109 ..... 3 credits**

Provides an introduction to algebra. Includes operations on real numbers, solving linear equations, percent and proportion, and an introduction to polynomials and statistics. Prepares students for elementary algebra and subsequent algebra-related courses.

*Prerequisite: Accuplacer Math score of 65, Accuplacer Algebra score of 30, ABE Math Prep V 76854785 and ABE Math Prep VI 76854786 with a grade of "S." (Note: ABE Math Prep V and VI courses cannot be used to satisfy program completion requirements at Mid-State.)*



## Agribusiness Equipment & Facilities

**10006102.....2 credits**

Examines arrangement and design of efficient farm buildings and equipment as well as construction requirements. Farmstead planning includes mapping of present facilities as well as evaluating usefulness and planning long and short-range goals for farmstead changes to improve economics, safety, efficiency and aesthetics. Environmental factors and animal wellness needs are identified, including space, ventilation, nutrition, and care. Also examines the appropriate use and care of feed, fertilizer, planting and harvesting equipment, and dairy and livestock equipment and facilities. Possible equipment/facility changes are discussed and business expansion is analyzed.

## Agricultural Computations

**10006101.....3 credits**

Deals with the application of quantitative tools to support agribusiness management decisions. These management decisions are executed using spreadsheet and data analysis (e.g., Microsoft Excel) while using elementary mathematical tools in an agricultural economics context. This course is designed to prepare students for upper-level agribusiness courses as well as real-world situations in agriculture.

## Agricultural Diesel Engine Systems

**10003101.....3 credits**

Students learn the different uses of diesel engines in an agricultural setting. This course also provides an introduction to fuel systems, exhaust systems, and electrical systems. Use of technical service resources and precision measuring is stressed.

## Agriculture Business Management

**10090101.....3 credits**

Examines the farm business as a complex set of enterprises that all need to be managed effectively to be successful and sustainable. Students learn to develop a business plan, set short- and long-term goals, identify and implement alternatives for reaching goals. Includes strategies and tools to monitor success. Students also learn to organize and maintain farm business records as well as how to interpret and analyze the records to make sound farm management decisions.

## Animal Nutrition

**10091103..... 4 credits**

Students demonstrate how to formulate and balance rations for several species of livestock. Includes knowledge of the nutritional needs of various species and ability to identify different feedstuffs. Students become familiar with the laws and regulations on livestock feeding along with reading, interpreting, and making recommendations from feed test reports/tags. They are also able to successfully understand the digestive systems of mono-gastric and ruminant animals.

*Prerequisite: Intro to Animal Science 10091102 or consent of an instructor*

## Intro to Animal Science

**10091102.....3 credits**

Introduces the basics of livestock management. Examines management of dairy, beef, sheep, and other common livestock with concentration on nutrition, feed stuff's classification, reproduction, genetics, animal behavior, animal health, and sustainable agriculture practices. Includes basic husbandry and care procedures for animals.

## Intro to Precision Agriculture

**10093102.....3 credits**

Explores agricultural applications of GPS, yield monitoring systems, and mapping. Students learn to interpret maps generated by precision agriculture equipment. Learners experience setup, calibration and operation of equipment/software designed to support the production crop industry.

## Intro to Soil Science

**10080105.....3 credits**

Designed to provide students with fundamental knowledge of soil and soil composition. Includes study of soil types, formation factors, physical properties, biological properties, and basic soil chemistry. Units covering tillage, conservation, pH, soil management, plant nutrients, and fertilizer sources are also included. Students gain the skills required to interpret soil test reports and soil survey maps and recognize qualities of various soil types. Students perform soil sampling, residue measurements, compaction assessments, and soil loss determinations per crop rotation guidelines.

## Principles of Crop Management

**10093104.....3 credits**

The basic principles and concepts of sound agronomic practices are discussed for corn, soybeans, small grains, and forage crops grown in Wisconsin. All sound agronomy practices are emphasized for each crop area as it relates to cultural and other specific inputs of crop production, environmental factors, and sustainable systems.



# fire protection technician

## Associate in Applied Science (AAS) Program Code: 10-503-2 Total Credits: 70

Firefighters are known for taking quick action and performing under pressure, and Mid-State's Fire Protection Technician program prepares students to be successful in this challenging role. Graduates learn the knowledge and techniques needed to save life and property during fires, medical emergencies, and other hazards. This program will expose you to realistic simulations, inside and outside the classroom. You will train on our state-of-the-art burn tower, fire engines, and other high-tech equipment. Developed in partnership with local fire departments, this program ensures you have a competitive edge when starting your career, and local demand for highly skilled firefighters is rising.

**Salary information:** [mstc.edu/programsalaries](http://mstc.edu/programsalaries)

**Estimated tuition and fees:** [mstc.edu/programcosts](http://mstc.edu/programcosts)

### ACADEMIC ADVISORS

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**Yer Lee, MS**

Stevens Point Campus • [yer.lee@mstc.edu](mailto:yer.lee@mstc.edu)

**Betsy Leonard, MBA**

Wisconsin Rapids Campus • [betsy.leonard@mstc.edu](mailto:betsy.leonard@mstc.edu)

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Form(s): \_\_\_\_\_
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Where: \_\_\_\_\_  
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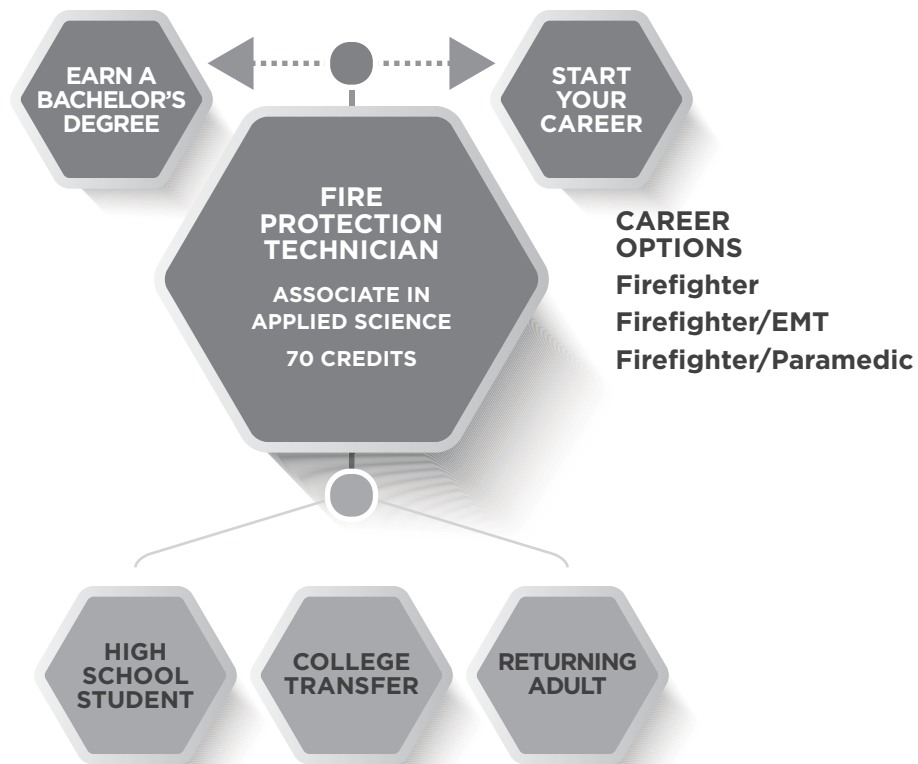
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## BACHELOR'S DEGREE OPTIONS

UW-Oshkosh  
BAS Fire & Emergency  
Response Management

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College Credit • Dual Credit • Military Experience • Work Experience  
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## OTHER OPTIONS

### RELATED PROGRAMS

- Corrections & Community Advocacy
- Court Reporting
- Criminal Justice-Law Enforcement 720 Academy
- Criminal Justice-Studies
- Emergency Medical Technician
- Emergency Services Management
- EMT-Paramedic
- Paramedic Technician



## SAMPLE FULL-TIME CURRICULUM OPTION

Term		17 credits
10503143	Building Construction for Fire Protection	3
10503191	Principles of Emergency Services	2
10503192	Principles of Emergency Services Safety and Survival	3
10531940	EMT Foundations	3
10801136	English Composition 1 <b>-or-</b>	
10801195	Written Communication	3
10804107	College Mathematics	3
Term		17 credits
10503142	Fire Fighting Principles	4
10503153	Hazardous Materials Awareness & Operations	1
10503195	Fire Behavior & Combustion	3
10531941	EMT Applications	2
10806134	General Chemistry	4
10809198	Intro to Psychology	3
Term		17 credits
10503103	Hazardous Materials Applications	2
10503112	Advanced Firefighting	3
10503151	Fire Prevention	4
10503154	Hazardous Materials Chemistry	2
10809122	Intro to American Government <b>-or-</b>	
10809172	Introduction to Diversity Studies <b>-or-</b>	
10809196	Intro to Sociology	3
10809166	Intro to Ethics: Theory & Application	3
Term		19 credits
10503101	Technical Rescue Principles	3
10503156	Strategies, Tactics, & Incident Management	4
10503157	Fire Investigation	3
10503193	Fire Protection Systems	3
10503194	Fire Protection Hydraulics	3
10801197	Technical Reporting	3
<b>Total credits 70</b>		

Please Note:

- This curriculum sequence is only for student planning. Actual student schedules will vary depending on course availability.
- Program completion time may vary based on student scheduling and course availability. For details, go to [mstc.edu/classfinder](http://mstc.edu/classfinder).

## SAMPLE PART-TIME CURRICULUM OPTION

Term		8 credits
10531940	EMT Foundations	3
10503191	Principles of Emergency Services	2
10801136	English Composition 1 <b>-or-</b>	
10801195	Written Communication	3
Term		9 credits
10531941	EMT Applications	2
10804107	College Mathematics	3
10806134	General Chemistry	4
Term		9 credits
10503143	Building Construction for Fire Protection	3
10503192	Principles of Emergency Services Safety and Survival	3
10809198	Intro to Psychology	3
Term		8 credits
10503142	Fire Fighting Principles	4
10503153	Hazardous Materials Awareness & Operations	1
10809122	Intro to American Government <b>-or-</b>	
10809172	Introduction to Diversity Studies <b>-or-</b>	
10809196	Intro to Sociology	3
Term		7 credits
10503103	Hazardous Materials Applications	2
10503112	Advanced Firefighting	3
10503154	Hazardous Materials Chemistry	2
Term		9 credits
10503101	Technical Rescue Principles	3
10503157	Fire Investigation	3
10503195	Fire Behavior & Combustion	3
Term		10 credits
10503151	Fire Prevention	4
10801197	Technical Reporting	3
10809166	Intro to Ethics: Theory & Application	3
Term		10 credits
10503156	Strategies, Tactics, & Incident Management	4
10503193	Fire Protection Systems	3
10503194	Fire Protection Hydraulics	3
<b>Total credits 70</b>		

# course descriptions

## Advanced Firefighting

**10503112 .....3 credits**

Explores advanced firefighting skills, including rapid intervention and firefighter self-survival and rescue. Fulfills job performance requirements for Wisconsin Firefighter 2 certification eligibility.

*Prerequisite: Fire Fighting Principles 10503142*

## Building Construction for Fire Protection

**10503143.....3 credits**

Provides the components of building construction related to firefighter and life safety. The elements of construction and design of structures are shown to be key factors when inspecting buildings, pre-planning fire operations, and operating at emergencies.

*Prerequisite: Intro to Emergency Services 10503102*

## College Mathematics

**10804107 .....3 credits**

Designed to review and develop fundamental concepts of mathematics pertinent to the areas of: 1) arithmetic and algebra; 2) geometry and trigonometry; and 3) probability and statistics. Special emphasis is placed on problem solving, critical thinking and logical reasoning, making connections, and using calculators. Topics include performing arithmetic operations and simplifying algebraic expressions, solving linear equations and inequalities in one variable, solving proportions and incorporating percent applications, manipulating formulas, solving and graphing systems of linear equations and inequalities in two variables, finding areas and volumes of geometric figures, applying similar and congruent triangles, converting measurements within and between US and metric systems, applying Pythagorean Theorem, solving right and oblique triangles, calculating probabilities, organizing data and interpreting charts, calculating central and spread measures, and summarizing and analyzing data.

*Prerequisite: Minimum Accuplacer scores - Arithmetic 65, Algebra 30; or Pre-Algebra 10834109 with a grade of "C" or better*

## EMT Applications

**10531941.....2 credits**

Course covers the bulk of the Emergency Medical Technician certification course to include the handling of cervical and spine injuries, burn injuries, heart- and breathing-related problems, shock, and other trauma injuries. Includes several lab days to practice and perfect skills, clinical time, and extensive hands-on activities. Prepares students for national certification testing for EMT. To maintain National Registry certification eligibility this course must be finished the semester following the completion of EMT Foundations.

*Prerequisite: EMT Foundations 10531940*

## EMT Foundations

**10531940 .....3 credits**

Covers the basics of the Emergency Medical Technician certification course to include CPR, airways, anatomy, hazmat response requirements, lifting and moving patients, incident command, and other technical information. It is the first part of a two-course system to prepare students for national certification testing for EMT.

*Prerequisite: Admission to Paramedic Technician 105311 OR Emergency Medical Technician 305313 OR Fire Protection Technician 105032 program & recommended minimum Accuplacer scores: Reading 55, Sentence Skills 60, Arithmetic 34*

## English Composition 1

**10801136 .....3 credits**

Designed for learners to develop knowledge and skills in all aspects of the writing process. Planning, organizing, writing, editing, and revising are applied through a variety of activities. Students analyze audience and purpose, use elements of research, and format documents using standard guidelines. Individuals develop critical reading skills through analysis of various written documents.

*Prerequisite: Accuplacer Sentence Skills score of 85 or equivalent, or Intro to College Writing 10831103 with a grade of "C" or better. Proficiency in word processing skills recommended.*

## Fire Behavior & Combustion

**10503195.....3 credits**

Explores the theories and fundamentals of how and why fires start, spread, and are controlled.

*Prerequisite: Building Construction for Fire Protection 10503143 or Intro to Emergency Services 10503102*

## Fire Fighting Principles

**10503142..... 4 credits**

Describes basic fire behavior, techniques used to control structural and related fire emergencies, and life safety practices. Students perform all practical evolutions necessary to control and extinguish fires and otherwise meet all requirements for Firefighter I certification in the State of Wisconsin.

*Prerequisite: Admission to Fire Protection Technician program 105032*

## Fire Investigation

**10503157 .....3 credits**

Provides the student with the fundamentals and technical knowledge needed for proper fire scene interpretations, including recognizing and conducting origin and cause, preservation of evidence and documentation, scene security, motives of the fire setter, and types of fire causes.

*Prerequisite: Fire Fighting Principles 10503142*

## Fire Prevention

**10503151 ..... 4 credits**

Provides fundamental knowledge relating to the field of fire prevention. Topics include history and philosophy of fire prevention, organization and operation of a fire prevention bureau, use and application of codes and standards, plans review, fire inspections, fire and life safety education, and fire investigation.

*Prerequisite: Fire Fighting Principles 10503142*



## Fire Protection Hydraulics

**10503194 .....3 credits**

Provides a foundation of theoretical knowledge in order to understand the principles of the use of water in fire protection and to apply hydraulic principles to analyze and to solve water supply problems.

*Prerequisite: 10503142 Fire Fighting Principles*

## Fire Protection Systems

**10503193 .....3 credits**

Provides information relating to the features of design and operation of fire alarm systems, water-based fire suppression systems, special hazard fire suppression systems, water supply for fire protection, and portable fire extinguishers.

*Prerequisite: Fire Fighting Principles 10503142*

## General Chemistry

**10806134 ..... 4 credits**

Covers the fundamentals of chemistry. Topics include the metric system; problem solving; periodic relationships; chemical reactions, chemical equilibrium; properties of water; acids, bases, and salts; and gas laws.

*Prerequisite: College Mathematics 10804107 with a "C" or better, or Intermediate Algebra with Applications 10804118 with a "C" or better, or Accuplacer Algebra score of 57 or greater*

## Hazardous Materials Applications

**10503103 .....2 credits**

Provides the knowledge and skills needed to apply hazardous materials theory. In combination with the other hazardous materials courses in the curriculum fulfills the requirements for Hazardous Materials Technician.

*Prerequisite: Hazardous Materials Awareness & Operations 10503153; Corequisite: Hazardous Materials Chemistry 10503154*

## Hazardous Materials Awareness & Operations

**10503153 ..... 1 credit**

Examines characteristics relating to hazardous materials, including problems of recognition and mitigation. Prepares students to advance toward the Hazardous Materials Technician Level.

*Corequisite: Firefighting Principles 10503142*

## Hazardous Materials Chemistry

**10503154 .....2 credits**

Provides basic chemistry relating to the categories of hazardous materials, including recognition, identification, reactivity, and health hazards encountered by emergency services.

*Prerequisite: General Chemistry 10806134*

## Intro to American Government

**10809122 .....3 credits**

Introduces American political processes and institutions. Focuses on rights and responsibilities of citizens and the process of participatory democracy. Learners examine the complexity of the separation of powers and checks and balances. Explores the role of the media, interest groups, political parties, and public opinion in the political process. Also explores the role of state and national government in our federal system. A student scoring between 55-80 on their Accuplacer Reading Comprehension, or 60-80 on Accuplacer Sentence Skills is recommended to co-enroll in the Introduction to College Reading course and/or Introduction to College Writing course, respectively.

*Prerequisite: Minimum Accuplacer scores - Reading 55, Sentence Skills 60 or equivalent, or Intro to College Reading 10848104 with a grade of C or better and Intro to College Writing 10831103 with a grade of C or better*

## Intro to Ethics: Theory & Application

**10809166 .....3 credits**

Provides a basic understanding of the theoretical foundations of ethical thought. Diverse ethical perspectives are used to analyze and compare relevant issues. Students critically evaluate individual, social, and/or professional standards of behavior, and apply a systemic decision-making process to these situations. A student scoring between 55-80 on Accuplacer Reading Comprehension or 60-80 on Accuplacer Sentence Skills is recommended to co-enroll in the Introduction to College Reading course and/or Introduction to College Writing course, respectively.

*Prerequisite: Minimum Accuplacer Scores - Reading 55, Sentence Skills 60 or equivalent, or Intro to College Reading 10848104 with a grade of "C" or better and Intro to College Writing 10831103 with a grade of "C" or better*

## Intro to Psychology

**10809198 .....3 credits**

This introductory course surveys the multiple aspects of human behavior. It involves a survey of the theoretical foundations of human functioning in such areas as learning, motivation, emotions, personality, deviance and pathology, physiological factors, and social influences. It directs the student to an insightful understanding of the complexities of human relationships in personal, social, and vocational settings. A student scoring between 55-80 on Accuplacer Reading Comprehension is recommended to co-enroll in the Introduction to College Reading course.

*Prerequisite: Minimum Accuplacer scores - Reading 55, Sentence Skills 60 or equivalent, or Intro to College Reading 10848104 with a grade of "C" or better and Intro to College Writing 10831103 with a grade of "C" or better*

## Intro to Sociology

**10809196 .....3 credits**

Introduces students to the basic concepts of sociology: culture, socialization, social stratification, multi-culturalism, and the five institutions of family, politics, economics, religion, and education. Other topics include demography, deviance, technology, environment, social issues, social change, and social organization. A student scoring between 55-80 on Accuplacer Reading Comprehension or 60-80 on Accuplacer Sentence Skills is recommended to co-enroll in Introduction to College Reading and/or Introduction to College Writing, respectively.

*Prerequisite: Minimum Accuplacer scores - Reading 55, Sentence Skills 60 or equivalent, or Intro to College Reading 10848104 with a grade of "C" or better and Intro to College Writing 10831103 with a grade of "C" or better*

## Introduction to Diversity Studies

**10809172.....3 credits**

Introduces learners to the study of diversity from a local to a global environment using a holistic, interdisciplinary approach. Encourages self-exploration and prepares the learner to work in a diverse environment. In addition to an analysis of majority/minority relations in a multicultural context, the primary topics of race, ethnicity, age, gender, class, sexual orientation, disability, and religion are explored. A student scoring between 55-80 on Accuplacer Reading Comprehension or 60-80 on Accuplacer Sentence Skills is recommended to co-enroll in the Introduction to College Reading course and/or Introduction to College Writing course, respectively.

*Prerequisite: Minimum Accuplacer scores - Reading 55, Sentence Skills 60 or equivalent, or Intro to College Reading 10848104 with a grade of "C" or better and Intro to College Writing 10831103 with a grade of "C" or better*

## Principles of Emergency Services

**10503191 .....2 credits**

Introduces the student to the organization and management of a fire and emergency services department and the relationship of government agencies to the fire service. Emphasizes fire and emergency service, ethics, and leadership from the perspective of the company officer.

*Prerequisite: Admission to Fire Protection Technician program 105032*

## Principles of Emergency Services Safety and Survival

**10503192.....3 credits**

Introduces the basic principles and history related to the national firefighter life safety initiatives, focusing on the need for cultural and behavior change throughout the emergency services.

*Prerequisite: Admission to Fire Protection Technician program 105032*

## Strategies, Tactics, & Incident Management

**10503156..... 4 credits**

Provides the principles of fire ground control through use of personnel, equipment, and extinguishing agents.

*Prerequisite: Firefighting Principles 10503142 or Intro to Emergency Services 10503102*

## Technical Reporting

**10801197 .....3 credits**

The student prepares and presents oral and written technical reports. Types of reports may include lab and field reports, proposals, technical letters and memos, technical research reports, and case studies. Designed as an advanced communication course for students who have completed at least the prerequisite introductory writing course.

*Prerequisite: Written Communication 10801195 with a grade of "C" or better, or English Composition I 10801136 with a grade of "C" or better. Proficiency in word processing skills recommended.*

## Technical Rescue Principles

**10503101 .....3 credits**

Exposes students to labor-intensive requirements in team-based technical rescue. Students are trained in auto extrication and technician-level rope rescue and confined space rescue.

*Prerequisite: Fire Fighting Principles 10503142*

## Written Communication

**10801195 .....3 credits**

Develops writing skills, which include prewriting, drafting, revising, and editing. A variety of writing assignments is designed to help the learner analyze audience and purpose, research and organize ideas, and format and design documents based on subject matter and content. Also develops critical reading and thinking skills through analysis of a variety of written documents.

*Prerequisite: Accuplacer Sentence Skills score of 85 or equivalent, or Intro to College Writing 10831103 with a grade of "C" or better. Proficiency in word processing skills recommended.*



# health & wellness promotion

## Associate in Applied Science (AAS) Program Code: 10-546-2 Total Credits: 60

Mid-State's Health & Wellness Promotion graduates possess a strong foundation in health and wellness concepts across the lifespan. They have the knowledge and skills needed to develop and implement health and wellness promotion activities that seek to maximize quality of life and reduce or prevent illness and injury. The program will prepare you to support individuals, organizations, and communities with health and wellness initiatives. You will also learn to design, develop, and promote wellness programs and initiatives through a variety of educational campaigns, promotion concepts, and modification interventions. Mid-State is the only college in the Wisconsin Technical College System to offer this primarily online program.

**Salary information:** [mstc.edu/programsalaries](http://mstc.edu/programsalaries)

**Estimated tuition and fees:** [mstc.edu/programcosts](http://mstc.edu/programcosts)

### ACADEMIC ADVISORS

To schedule an appointment with your academic advisor, call 715.422.5300.

#### Tanya Kollross, MS

Marshfield Campus • [tanya.kollross@mstc.edu](mailto:tanya.kollross@mstc.edu)

#### Yer Lee, MS

Stevens Point Campus • [yer.lee@mstc.edu](mailto:yer.lee@mstc.edu)

#### Betsy Leonard, MBA

Wisconsin Rapids Campus • [betsy.leonard@mstc.edu](mailto:betsy.leonard@mstc.edu)

### CHECKLIST:

This section will be completed when meeting with your academic advisor.

- FAFSA ([www.fafsa.gov](http://www.fafsa.gov))
- Financial Aid Form(s)  
Form(s): \_\_\_\_\_
- Follow-Up Appointment:  
Where: \_\_\_\_\_  
When: \_\_\_\_\_  
With: \_\_\_\_\_
- Official Transcripts  
Mid-State Technical College  
Attention CPL Coordinator  
500 32nd Street North  
Wisconsin Rapids, WI 54494
- Criminal Background Statement of Understanding and Release of Information Form
- Other: \_\_\_\_\_  
\_\_\_\_\_

**mstc.edu**  
**888.575.6782**



**MID-STATE**  
TECHNICAL COLLEGE

**ADAMS COUNTY CENTER**  
401 North Main  
Adams, WI 53910

**MARSHFIELD CAMPUS**  
2600 West 5th Street  
Marshfield, WI 54449

**STEVENS POINT CAMPUS**  
1001 Centerpoint Drive  
Stevens Point, WI 54481

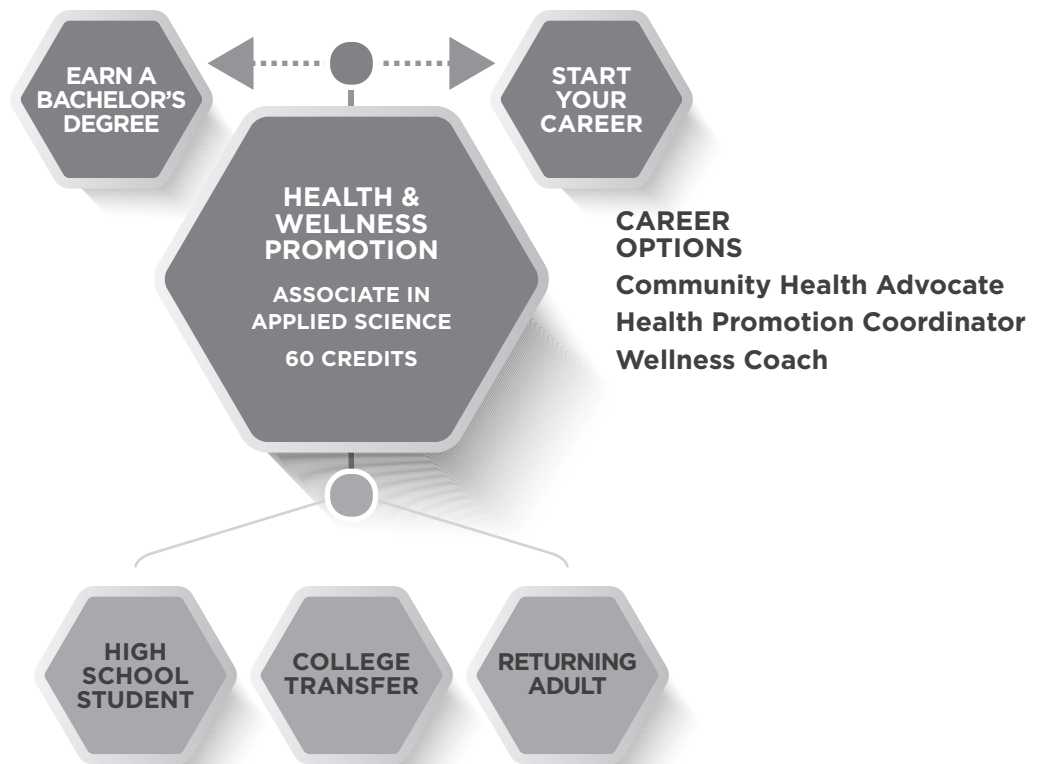
**WISCONSIN RAPIDS CAMPUS**  
500 32nd Street North  
Wisconsin Rapids, WI 54494

## BACHELOR'S DEGREE OPTIONS

UW-Stevens Point  
BS in Family and  
Consumer Sciences

UW-Stout  
BS Human Development  
& Family Studies

For more information and  
additional opportunities,  
visit [mstc.edu/transfer](http://mstc.edu/transfer).



College Credit • Dual Credit • Military Experience • Work Experience  
Learn about Credit for Prior Learning at [mstc.edu/cpl](http://mstc.edu/cpl).

**BEGIN AT ANY POINT  
IN THE PATHWAY**

## OTHER OPTIONS

### RELATED PROGRAMS

- Central Service Technician
- Health Information Management
- Medical Assistant
- Medical Coder
- Nursing
- Nursing Assistant
- Pharmacy Technician
- Pharmacy Services Management
- Phlebotomy Technician
- Respiratory Therapist
- Surgical Technologist

## PROGRAM OUTCOMES

Employers will expect you, as a Health & Wellness Promotion graduate, to be able to:

- Provide evidence-based health and wellness direction to individuals and organizations.
- Design, develop, and implement health and wellness promotion activities and campaigns.
- Champion behavior modification interventions to promote sustainable health and wellness.
- Support the maintenance of health and wellness promotion for individuals and organizations.

## ADDITIONAL ENTRY CRITERIA

To apply to the Health & Wellness Promotion program, please submit the following documents to Mid-State Admissions:

- Criminal Background Statement of Understanding and Release of Information form

**Mid-State Technical College • Admissions**  
**500 32nd Street North**  
**Wisconsin Rapids, WI 54494**

## FUNCTIONAL ABILITIES

A list of specific physical, emotional, and mental tasks needed to function as a Health and Wellness Promotion graduate is available at [mstc.edu/programs/health-wellness-promotion](http://mstc.edu/programs/health-wellness-promotion). Contact the disability services coordinator in the Student Services & Information Center to receive assistance.

## PRACTICUM-RELATED REQUIREMENTS

Prior to placement at a practicum site, students need to pay for a criminal background check and provide documentation of required health work to a private vendor.

Students are responsible for ensuring all requirements remain current during program enrollment.

Practicum sites have the right to refuse a student's placement based on inadequate health records, pending charges, or conviction records. Students with a criminal history may not be able to complete practicum courses. Mid-State will make two attempts to place a student in an appropriate practicum experience. If Mid-State is unable to place the student after two attempts, the student will be withdrawn from the practicum course and will not be able to advance in the program.

## PROGRAM PROGRESSION AND COMPLETION

In order to maintain a passing status and progress in the program, students must:

- Repeat courses not completed with a "C" or better prior to progressing in core courses or other courses with co- or prerequisites.
- Receive a grade of "C" or better in all courses required for graduation.

Please note that the ability to repeat courses is dependent upon availability in courses. Students may be required to apply for program re-entry in order to repeat courses within the program's instructional area.

## STUDENT HANDBOOK

Visit [mstc.edu/studenthandbook](http://mstc.edu/studenthandbook) to view Mid-State's student handbook, which contains information about admissions, enrollment, appeals processes, services for people with disabilities, financial aid, graduation, privacy, Mid-State's Student Code of Conduct, and technology.

## GRADUATION REQUIREMENT

The GPS for Student Success course is required for all Mid-State students and must be completed prior to obtaining 12 credits. (Not counted in the total credit value for this program.)

### GPS for Student Success

**10890102 ..... 1 credit**  
Integrate necessary skills for student success by developing an academic plan, identifying interpersonal attributes for success, adopting efficient and effective learning strategies, and utilizing Mid-State resources, policies, and processes. This course must be completed prior to obtaining 12 credits and as a graduation requirement.

## ADDITIONAL COURSES AS NEEDED

The following courses may be recommended or required if the student does not achieve minimum Accuplacer scores.

### Intro to College Reading

**10838104 ..... 2 credits**  
Provides learners with the opportunities to develop and expand reading skills, including comprehension and vocabulary skills. Learners apply reading skills to academic tasks and read to acquire information from a variety of sources.

### Intro to College Writing

**10831103 ..... 3 credits**  
Introduces basic principles of composition, including organization, development, unity, and coherence in paragraphs and multi-paragraph documents. The purpose of this course is to prepare students for successful entry into required program courses. This course is tuition bearing and under certain circumstances may qualify for financial aid. This course cannot be used to satisfy program completion requirements at Mid-State.  
*Prerequisite: Accuplacer Sentence Skills score of 60 or equivalent. Proficiency in word processing skills recommended.*

### Pre-Algebra

**10834109 ..... 3 credits**  
Provides an introduction to algebra. Includes operations on real numbers, solving linear equations, percent and proportion, and an introduction to polynomials and statistics. Prepares students for elementary algebra and subsequent algebra-related courses.  
*Prerequisite: Accuplacer Math score of 65, Accuplacer Algebra score of 30, ABE Math Prep V 76854785 and ABE Math Prep VI 76854786 with a grade of "S." (Note: ABE Math Prep V and VI courses cannot be used to satisfy program completion requirements at Mid-State.)*

## SAMPLE FULL-TIME CURRICULUM OPTION

Term		15 credits
10103106	Microsoft Office-Introduction	3
10509102	Human Body in Health and Disease	3
10544103	Healthy Aging	3
10546100	Essential Concepts for Health and Wellness	3
10801136	English Composition 1 <b>-or-</b>	
10801195	Written Communication	3
Term		16 credits
10546101	Nutrition for Healthy Living	3
10546102	Behavior Change for Wellness	3
10801196	Oral/Interpersonal Communication <b>-or-</b>	
10801198	Speech	3
10806177	General Anatomy & Physiology	4
10809198	Intro to Psychology	3
Term		15 credits
10102101	Intro to Business	3
10104102	Marketing Principles	3
10546103	Principles of Physical Conditioning	3
10546104	Population Health & Wellness	3
10809166	Intro to Ethics: Theory & Application	3
Term		14 credits
10544102	Physical Aspects of Aging <b>-or-</b>	
10546107	Health Coaching for the Wellness Professional	3
10546105	Program Development, Implementation, & Evaluation	3
10546106	Health & Wellness Practicum	2
10809172	Introduction to Diversity Studies <b>-or-</b>	
10809196	Intro to Sociology	3
10809188	Developmental Psychology	3
<b>Total credits 60</b>		

Please Note:

- This curriculum sequence is only for student planning. Actual student schedules will vary depending on course availability.
- Program completion time may vary based on student scheduling and course availability. For details, go to [mstc.edu/classfinder](http://mstc.edu/classfinder).

## SAMPLE PART-TIME CURRICULUM OPTION

Term		6 credits
10546100	Essential Concepts for Health and Wellness	3
10801136	English Composition 1 <b>-or-</b>	
10801195	Written Communication	3
Term		9 credits
10103106	Microsoft Office-Introduction	3
10509102	Human Body in Health and Disease	3
10809172	Introduction to Diversity Studies <b>-or-</b>	
10809196	Intro to Sociology	3
Term		6 credits
10546101	Nutrition for Healthy Living	3
10801196	Oral/Interpersonal Communication <b>-or-</b>	
10801198	Speech	3
Term		7 credits
10806177	General Anatomy & Physiology	4
10544103	Healthy Aging	3
Term		9 credits
10102101	Intro to Business	3
10546103	Principles of Physical Conditioning	3
10809198	Intro to Psychology	3
Term		6 credits
10546102	Behavior Change for Wellness	3
10809188	Developmental Psychology	3
Term		9 credits
10104102	Marketing Principles	3
10809166	Intro to Ethics: Theory & Application	3
10546104	Population Health & Wellness	3
Term		8 credits
10544102	Physical Aspects of Aging <b>-or-</b>	
10546107	Health Coaching for the Wellness Professional	3
10546105	Program Development, Implementation, & Evaluation	3
10546106	Health & Wellness Practicum	2
<b>Total credits 60</b>		

## Behavior Change for Wellness

**10546102 .....3 credits**

Examines the importance of understanding the theory of behavior change to assist others in overcoming barriers so they may achieve sustainable behavior change. Refines a beginning skill set including how to advise individuals on goal setting, strategy planning, and encouraging maintenance of health and wellness goals.

*Prerequisite: Essential Concepts of Health and Wellness 10546100*

## Developmental Psychology

**10809188.....3 credits**

Studies human development throughout the lifespan and explores developmental theory and research with an emphasis on the interactive nature of the biological, cognitive, and psychosocial changes that affect the individual from conception to death. Application activities and critical thinking skills enable students to gain an increased knowledge and understanding of themselves and others. A student scoring between 55-80 on Accuplacer Reading Comprehension is recommended to co-enroll in the Introduction to College Reading course.

*Prerequisite: Minimum Accuplacer scores - Reading 55, Sentence Skills 60 or equivalent, or Intro to College Reading 10848104 with a grade of "C" or better and Intro to College Writing 10831103 with a grade of "C" or better*

## English Composition 1

**10801136 .....3 credits**

Designed for learners to develop knowledge and skills in all aspects of the writing process. Planning, organizing, writing, editing, and revising are applied through a variety of activities. Students analyze audience and purpose, use elements of research, and format documents using standard guidelines. Individuals develop critical reading skills through analysis of various written documents.

*Prerequisite: Accuplacer Sentence Skills score of 85 or equivalent, or Intro to College Writing 10831103 with a grade of "C" or better. Proficiency in word processing skills recommended.*

## Essential Concepts for Health and Wellness

**10546100 .....3 credits**

An introductory course focusing on basic health and wellness promotion principles at the individual level. Basic principles include physical, mental, and spiritual. Students explore a holistic view of health and wellness concepts covering healthy lifestyle choices, managing stress, individual wellness perspective and how economics can positively and negatively impact the health and wellness of an individual.

*Prerequisite: Health & Wellness Promotion 105462 program or Intro to Emergency Services 10503102 program and minimum Accuplacer scores - Reading 55, Sentence Skills 60, Arithmetic 34*

## General Anatomy & Physiology

**10806177..... 4 credits**

Examines basic concepts of human anatomy and physiology as they relate to health sciences. Using a body systems approach, the course emphasizes the interrelationships between structure and function at the gross and microscopic levels of organization of the entire human body. It is intended to prepare health care professionals who need to apply basic concepts of whole body anatomy and physiology to informed decision making and professional communication with colleagues and patients.

*Prerequisite: Minimum Accuplacer score for Reading is 55 (Students scoring between 55-80 are encouraged to enroll in Introduction to College Reading) and one semester of college-level biology or chemistry with a "C" or better, or Human Body in Health & Disease 10509102 with a "C" or better, or Emergency Medical Technician-Basic 10531168 with a "C" or better*

## Health & Wellness Practicum

**10546106 .....2 credits**

Provides practical experience and the opportunity to apply concepts from previous coursework to help students transition to the role of community health promoter. The practicum location is chosen in collaboration with faculty based on student interest and site availability. Students work closely with an approved preceptor and faculty to accomplish individualized learning goals.

*Prerequisites: Essential Concepts for Health & Wellness 10546100, Behavior Change for Wellness 10546102, Principles of Physical Conditioning 10546103, and Nutrition for Healthy Living 10546101; Corequisites: Population Health & Wellness 10546104 and Program Development, Implementation & Evaluation 10546105*

## Health Coaching for the Wellness Professional

**10546107.....3 credits**

Builds on the Behavior Change for Wellness class to introduce and practice techniques for lifestyle health coaching. Analyzes the relationships between exercise, nutrition, and weight control and how to effectively and sustainably promote lifelong positive behavior change in individual clients.

*Prerequisites: Behavior Change for Wellness 10546102 and Principles of Physical Conditioning 10546103*

## Healthy Aging

**10544103 .....3 credits**

Provides an overview of practices to promote healthy aging. Addresses nutrition, physical activity, and prevention practices as well as medications commonly prescribed for the older adult. Emphasis is on practices to address current aging trends.

## Human Body in Health and Disease

**10509102 .....3 credits**

Students learn to recognize human body structure and function in health and disease states. Students explore the causes, signs, and symptoms of diseases of the major body systems as well as the diagnostic procedures, usual treatment, prognosis, and prevention of diseases commonly diagnosed and treated in the medical office setting.

## Intro to Business

**10102101.....3 credits**

An introduction to what a business is, how it operates, and how it is managed. Students identify forms of ownership and the processes used in production and marketing, finance, personnel, and management in business operations. Recommended Accuplacer scores - Reading 55, Sentence Skills 60, Arithmetic 34

## Intro to Ethics: Theory & Application

**10809166 .....3 credits**

Provides a basic understanding of the theoretical foundations of ethical thought. Diverse ethical perspectives are used to analyze and compare relevant issues. Students critically evaluate individual, social, and/or professional standards of behavior, and apply a systemic decision-making process to these situations. A student scoring between 55-80 on Accuplacer Reading Comprehension or 60-80 on Accuplacer Sentence Skills is recommended to co-enroll in the Introduction to College Reading course and/or Introduction to College Writing course, respectively.

*Prerequisite: Minimum Accuplacer Scores - Reading 55, Sentence Skills 60 or equivalent, or Intro to College Reading 10848104 with a grade of "C" or better and Intro to College Writing 10831103 with a grade of "C" or better*

## Intro to Psychology

**10809198 .....3 credits**

This introductory course surveys the multiple aspects of human behavior. It involves a survey of the theoretical foundations of human functioning in such areas as learning, motivation, emotions, personality, deviance and pathology, physiological factors, and social influences. It directs the student to an insightful understanding of the complexities of human relationships in personal, social, and vocational settings. A student scoring between 55-80 on Accuplacer Reading Comprehension is recommended to co-enroll in the Introduction to College Reading course.

*Prerequisite: Minimum Accuplacer scores - Reading 55, Sentence Skills 60 or equivalent, or Intro to College Reading 10848104 with a grade of "C" or better and Intro to College Writing 10831103 with a grade of "C" or better*

## Intro to Sociology

**10809196 .....3 credits**

Introduces students to the basic concepts of sociology: culture, socialization, social stratification, multi-culturalism, and the five institutions of family, politics, economics, religion, and education. Other topics include demography, deviance, technology, environment, social issues, social change, and social organization. A student scoring between 55-80 on Accuplacer Reading Comprehension or 60-80 on Accuplacer Sentence Skills is recommended to co-enroll in Introduction to College Reading and/or Introduction to College Writing, respectively.

*Prerequisite: Minimum Accuplacer scores - Reading 55, Sentence Skills 60 or equivalent, or Intro to College Reading 10848104 with a grade of "C" or better and Intro to College Writing 10831103 with a grade of "C" or better*

## Introduction to Diversity Studies

**10809172.....3 credits**

Introduces learners to the study of diversity from a local to a global environment using a holistic, interdisciplinary approach. Encourages self-exploration and prepares the learner to work in a diverse environment. In addition to an analysis of majority/minority relations in a multicultural context, the primary topics of race, ethnicity, age, gender, class, sexual orientation, disability, and religion are explored. A student scoring between 55-80 on Accuplacer Reading Comprehension or 60-80 on Accuplacer Sentence Skills is recommended to co-enroll in the Introduction to College Reading course and/or Introduction to College Writing course, respectively.

*Prerequisite: Minimum Accuplacer scores - Reading 55, Sentence Skills 60 or equivalent, or Intro to College Reading 10848104 with a grade of "C" or better and Intro to College Writing 10831103 with a grade of "C" or better*

## Marketing Principles

**10104102 .....3 credits**

Students study the practices and methods of manufacturers and distributors in the marketing of goods and services. Also emphasized are product planning, pricing strategies, distribution systems, channel activities, and the role of government as well as other factors influencing marketing today. Recommended Accuplacer scores - Reading 55, Sentence Skills 60, Arithmetic 34

## Microsoft Office-Introduction

**10103106 .....3 credits**

Develops introductory skills in the Microsoft Office Suite (Word, Excel, Access, PowerPoint, and Outlook) while reinforcing knowledge of computer concepts, Windows Explorer, and Internet usage. Students should possess basic keyboarding, mouse, and Windows 10 skills. Students may develop these skills in the LiNK while concurrently enrolled in this course.

## Nutrition for Healthy Living

**10546101 .....3 credits**

Students learn concepts of healthy eating to facilitate the journey of good health across the lifespan. Healthy eating concepts focus on individual decision making and behavior change with sustainable interventions rooted in evidenced-based practice. Students investigate nutrition myth versus fact and explore how policy and environment impact nutritional choice.

*Prerequisite: Essential Concepts of Health and Wellness 10546100*

## Oral/Interpersonal Communication

**10801196 .....3 credits**

Focuses upon developing speaking, verbal, and non-verbal communication, and listening skills through individual presentations, group activities, and other projects. For a student scoring between 55-80 on their Accuplacer Reading Comprehension exam and 60-80 on the Sentence Skills exam, it is recommended to co-enroll in the Introduction to College Reading and/or Intro to College Writing courses.

*Prerequisite: Minimum Accuplacer scores - Reading 55, Sentence Skills 60 or equivalent*

## Physical Aspects of Aging







# health information management

## Associate in Applied Science (AAS) Program Code: 10-530-4 Total Credits: 68

Mid-State's Health Information Management program prepares individuals to enter the emerging field of electronic health record management. Students learn to use computer programs and established methods to securely process, compile, maintain, and report electronic health information data for patient care. In this program you'll learn to abstract and code clinical data using classifications systems as well as analyze health records according to industry protocols. You'll build knowledge about reimbursement, facility planning, marketing, risk management, and more. Graduates are eligible to take the AHIMA national certification exam for Registered Health Information Technician (RHIT).

**Salary information:** [mstc.edu/programsalaries](http://mstc.edu/programsalaries)

**Estimated tuition and fees:** [mstc.edu/programcosts](http://mstc.edu/programcosts)

### ACADEMIC ADVISORS

To schedule an appointment with your academic advisor, call 715.422.5300.

#### Tanya Kollross, MS

Marshfield Campus • [tanya.kollross@mstc.edu](mailto:tanya.kollross@mstc.edu)

#### Juan Veloz, MBA

Stevens Point Campus • [juan.veloz@mstc.edu](mailto:juan.veloz@mstc.edu)

#### Diane Andres, MS

Wisconsin Rapids Campus • [diane.andres@mstc.edu](mailto:diane.andres@mstc.edu)

### CHECKLIST:

This section will be completed when meeting with your academic advisor.

- FAFSA ([www.fafsa.gov](http://www.fafsa.gov))
- Financial Aid Form(s)  
Form(s): \_\_\_\_\_
- Follow-Up Appointment:  
Where: \_\_\_\_\_  
When: \_\_\_\_\_  
With: \_\_\_\_\_
- Official Transcripts  
Mid-State Technical College  
Attention CPL Coordinator  
500 32nd Street North  
Wisconsin Rapids, WI 54494
- Criminal Background Statement of Understanding and Release of Information Form
- Other: \_\_\_\_\_  
\_\_\_\_\_

**mstc.edu**  
**888.575.6782**



**MID-STATE**  
TECHNICAL COLLEGE

**ADAMS COUNTY CENTER**  
401 North Main  
Adams, WI 53910

**MARSHFIELD CAMPUS**  
2600 West 5th Street  
Marshfield, WI 54449

**STEVENS POINT CAMPUS**  
1001 Centerpoint Drive  
Stevens Point, WI 54481

**WISCONSIN RAPIDS CAMPUS**  
500 32nd Street North  
Wisconsin Rapids, WI 54494

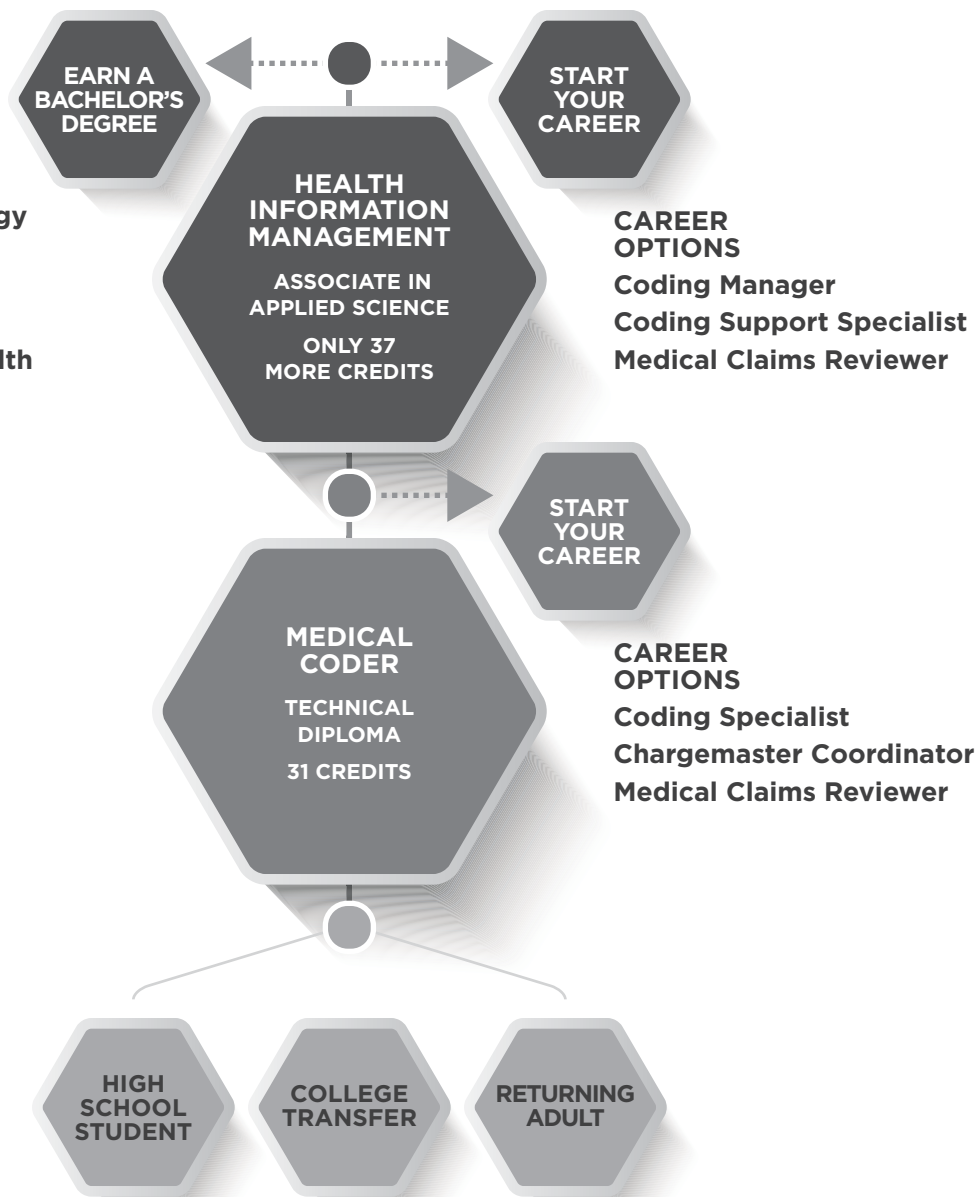
## BACHELOR'S DEGREE OPTIONS

UW-Stevens Point  
BS Health Information Management and Technology Degree (HIMT)

UW-Stevens Point  
Health Science-Health Care Administration or Health Care Informatics

College of St. Scholastica  
BA Health Information

For more information and additional opportunities, visit [mstc.edu/transfer](http://mstc.edu/transfer).



College Credit • Dual Credit • Military Experience • Work Experience  
Learn about Credit for Prior Learning at [mstc.edu/cpl](http://mstc.edu/cpl).

## OTHER OPTIONS

### RELATED PROGRAMS

- Central Service Technician
- Health & Wellness Promotion
- Medical Assistant
- Nursing
- Nursing Assistant
- Pharmacy Technician
- Pharmacy Services Management
- Phlebotomy Technician
- Respiratory Therapist
- Surgical Technologist

## BEGIN AT ANY POINT IN THE PATHWAY

## PROGRAM OUTCOMES

Employers will expect you, as a Health Information Management graduate, to be able to:

- Demonstrate professional behaviors and ethics
- Apply information technology and analytics in data use.
- Apply coding and reimbursement systems.
- Analyze health data according to established protocols and standards.
- Supervise various components of the health information system.
- Apply data governance principles to ensure the quality of health data.

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The Health Information Management program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM) under the Associate Degree HIM standards. Graduates are eligible to take the national certification exam offered by the American Health Information Management Association (AHIMA) for the Registered Health Information Technician (RHIT) credential.

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## ADDITIONAL ENTRY CRITERIA

To apply to the Health Information Management program, please submit the following documents to Mid-State Admissions:

- Criminal Background Statement of Understanding and Release of Information form

**Mid-State Technical College • Admissions**  
**500 32nd Street North**  
**Wisconsin Rapids, WI 54494**

## FUNCTIONAL ABILITIES

A list of specific physical, emotional, and mental tasks needed to function as a Health Information Management graduate is available at [mstc.edu/programs/health-information-management](http://mstc.edu/programs/health-information-management). Contact the disability services coordinator in the Student Services & Information Center to receive assistance.

## CLINICAL-RELATED REQUIREMENTS

Prior to placement at a clinical site, students need to pay for a criminal background check and provide documentation of required health work to a private vendor.

Students are responsible for ensuring all requirements remain current during program enrollment.

Clinical sites have the right to refuse a student's placement based on inadequate health records, pending charges, or conviction records. Students with a criminal history may not be able to complete clinical courses. Mid-State will make two attempts to place a student in an appropriate clinical experience. If Mid-State is unable to place the student after two attempts, the student will be withdrawn from the clinical course and will not be able to advance in the program.

## PROGRAM PROGRESSION AND COMPLETION

In order to progress in and successfully complete the program, students must:

- Repeat courses not completed with a "C" or better prior to progressing in core courses or other courses with co- or prerequisites.
- Receive a grade of "C" or better in all courses required for graduation.

Please note that the ability to repeat courses is dependent upon availability in courses. Students may be required to apply for program re-entry in order to repeat courses within the program's instructional area.



This ACT program is 100 percent funded with a TAACCCT Round IV \$19.9 million grant awarded by the US Department of Labor's Employment and Training Administration. This program is an equal opportunity program, and auxiliary aids and services are available upon request to individuals with disabilities. This workforce product was funded by a grant awarded by the US Department of Labor's Employment and Training Administration. The product was created by the grantee and does not necessarily reflect the official position of the US Department of Labor. The US Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership.

## STUDENT HANDBOOK

Visit [mstc.edu/studenthandbook](http://mstc.edu/studenthandbook) to view Mid-State's student handbook, which contains information about admissions, enrollment, appeals processes, services for people with disabilities, financial aid, graduation, privacy, Mid-State's Student Code of Conduct, and technology.



## SAMPLE FULL-TIME CURRICULUM OPTION

Term		18 credits
10103106	Microsoft Office-Introduction	3
10501101	Medical Terminology	3
10530111	Introduction to Health Records	3
10530125	Organization of Healthcare	2
10801136	English Composition 1 <b>-or-</b>	
10801195	Written Communication	3
10806177	General Anatomy & Physiology	4

Term		17 credits
10530122	Electronic Health Records	3
10530144	CPT Coding	3
10530161	Legal Aspects of HIM	2
10530182	Human Disease for the Health Professions	3
10530197	ICD Diagnosis Coding	3
10801196	Oral/Interpersonal Communication <b>-or-</b>	
10801198	Speech	3

Term		18 credits
10156101	Database Concepts and Design	3
10530132	Health Data Analysis	3
10530160	Performance Improvement for Health Professions	3
10530199	ICD Procedure Coding	3
10801197	Technical Reporting	3
10809188	Developmental Psychology <b>-or-</b>	
10809198	Intro to Psychology	3

Term		15 credits
10530146	Private and Government Reimbursement	3
10530148	Advanced Coding	3
10530163	Health Information Clinical	2
10530164	RHIT Test Prep	1
10530167	Management of Health Information Services	3
10809166	Intro to Ethics: Theory & Application <b>-or-</b>	
10809196	Intro to Sociology	3

**Total credits 68**

**Please Note:**

- This curriculum sequence is only for student planning. Actual student schedules will vary depending on course availability.
- Program completion time may vary based on student scheduling and course availability. For details, go to [mstc.edu/classfinder](http://mstc.edu/classfinder).

## SAMPLE PART-TIME CURRICULUM OPTION

Term		6 credits
10501101	Medical Terminology	3
10530111	Introduction to Health Records	3

Term		6 credits
10530125	Organization of Healthcare	2
10806177	General Anatomy & Physiology	4

Term		6 credits
10103106	Microsoft Office-Introduction	3
10801136	English Composition 1 <b>-or-</b>	
10801195	Written Communication	3

Term		2 credits
10530161	Legal Aspects of HIM	2

Term		6 credits
10530122	Electronic Health Records	3
10809166	Intro to Ethics: Theory & Application <b>-or-</b>	
10809196	Intro to Sociology	3

Term		6 credits
10530182	Human Disease for the Health Professions	3
10530197	ICD Diagnosis Coding	3

Term		6 credits
10156101	Database Concepts and Design	3
10530132	Health Data Analysis	3

Term		6 credits
10530144	CPT Coding	3
10809188	Developmental Psychology <b>-or-</b>	
10809198	Intro to Psychology	3

Term		6 credits
10530160	Performance Improvement for Health Professions	3
10801197	Technical Reporting	3

Term		6 credits
10801196	Oral/Interpersonal Communication <b>-or-</b>	
10801198	Speech	3
10530199	ICD Procedure Coding	3

Term		6 credits
10530167	Management of Health Information Services	3
10530148	Advanced Coding	3

Term		6 credits
10530146	Private and Government Reimbursement	3
10530163	Health Information Clinical	2
10530164	RHIT Test Prep	1

**Total credits 68**

## Advanced Coding

**10530148.....3 credits**

Builds on basic coding knowledge and skills through the coding of clinical case studies and actual medical records. Students access, review, and code electronic medical records from the Academic EHR System; perform data quality reviews to validate code assignment and compliance with reporting requirements; and assign diagnosis related groups (DRGs) and ambulatory payment classifications (APCs) with entry-level proficiency using computerized encoding and grouping software.

*Prerequisites: ICD Diagnosis Coding 10530197 and CPT Coding 10530144; Corequisite: Private & Government Reimbursement 10530146 and ICD Procedure Coding 10530199*

## CPT Coding

**10530144 .....3 credits**

Prepares learners to assign current procedural terminology (CPT) codes supported by medical documentation with entry-level proficiency. Students are familiar with and use standard coding references. Emphasizes accuracy, CPT instructional notations, conventions, rules, and official coding guidelines when assigning CPT codes to case studies and actual medical record documentation. Also covers application of modifiers to services and relationship to financial impact.

*Prerequisites: Medical Terminology 10501101, General Anatomy & Physiology 10806177, and Intro to Health Records 10530111; Corequisite: Human Diseases for Health Professions 10530182*

## Database Concepts and Design

**10156101.....3 credits**

Introduces the concepts of relational database design, development, and maintenance. Topics include relational normalization, referential integrity, and SQL.

*Corequisite: English Composition 1 10801136*

## Developmental Psychology

**10809188.....3 credits**

Studies human development throughout the lifespan and explores developmental theory and research with an emphasis on the interactive nature of the biological, cognitive, and psychosocial changes that affect the individual from conception to death. Application activities and critical thinking skills enable students to gain an increased knowledge and understanding of themselves and others. A student scoring between 55-80 on Accuplacer Reading Comprehension is recommended to co-enroll in the Introduction to College Reading course.

*Prerequisite: Minimum Accuplacer scores - Reading 55, Sentence Skills 60 or equivalent, or Intro to College Reading 10848104 with a grade of "C" or better and Intro to College Writing 10831103 with a grade of "C" or better*

## Electronic Health Records

**10530122.....3 credits**

Introduces students to the electronic health record (EHR) as a technology-based representation of healthcare data integration from a participating collection of varied systems for a single patient. Course covers emerging use of the electronic health record, an overview of EHR, applications, benefits and barriers to its use, vocabularies, principles of implementation, health information exchange, standards, privacy, security, information retrieval, digital libraries, and image management.

*Prerequisites: Medical Terminology 10501101, General Anatomy & Physiology 10806177, and Intro to Health Records 10530111*

## English Composition 1

**10801136 .....3 credits**

Designed for learners to develop knowledge and skills in all aspects of the writing process. Planning, organizing, writing, editing, and revising are applied through a variety of activities. Students analyze audience and purpose, use elements of research, and format documents using standard guidelines. Individuals develop critical reading skills through analysis of various written documents.

*Prerequisite: Accuplacer Sentence Skills score of 85 or equivalent, or Intro to College Writing 10831103 with a grade of "C" or better. Proficiency in word processing skills recommended.*

## General Anatomy & Physiology

**10806177..... 4 credits**

Examines basic concepts of human anatomy and physiology as they relate to health sciences. Using a body systems approach, the course emphasizes the interrelationships between structure and function at the gross and microscopic levels of organization of the entire human body. It is intended to prepare health care professionals who need to apply basic concepts of whole body anatomy and physiology to informed decision making and professional communication with colleagues and patients.

*Prerequisite: Minimum Accuplacer score for Reading is 55 (Students scoring between 55-80 are encouraged to enroll in Introduction to College Reading) and one semester of college-level biology or chemistry with a "C" or better, or Human Body in Health & Disease 10509102 with a "C" or better, or Emergency Medical Technician-Basic 10531168 with a "C" or better*

## Health Data Analysis

**10530132.....3 credits**

Focuses on the collection, computation, analysis, and presentation of healthcare statistical data. Examines data analytics, registries, vital statistics, mandatory reporting, and research.

*Prerequisites: Intro Health Records 10530111, Organization of Healthcare 10530125, and Electronic Health Records 10530122*

# course descriptions

## Health Information Clinical

### 10530163.....2 credits

Provides a blend of supervised clinical experience in a health-care facility with online classroom activities. Students apply skills and knowledge gained from previous courses in the health information management setting. Classroom activity includes discussion of clinical situations.

*Prerequisite: Health Data Analysis 10530132, Performance Improvement for Health Professions 10530160, CPT Coding 10530144, ICD Diagnosis Coding 10530197, and ICD Procedure Coding 10530199; Corequisites: Private and Government Reimbursement 10530146 and Advanced Coding 10530148*

## Human Disease for the Health Professions

### 10530182.....3 credits

Focuses on the common diseases of each body system as encountered in all types of healthcare settings by health information professionals. Emphasizes understanding the etiology (causes), signs and symptoms, diagnostic tests, and treatment (including pharmacologic) of each disease.

*Prerequisites: Medical Terminology 10501101 and General Anatomy & Physiology 10806177*

## ICD Diagnosis Coding

### 10530197.....3 credits

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

*Prerequisites: Medical Terminology 10501101, Intro to Health Records 10530111, and General Anatomy & Physiology 10806177; Corequisite: Human Disease for the Health Professions 10530182*

## ICD Procedure Coding

### 10530199.....3 credits

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

*Prerequisites: Medical Terminology 10501101, Intro to Health Records 10530111, General Anatomy & Physiology 10806177, and Human Disease for the Health Professions 10530182*

## Intro to Ethics: Theory & Application

### 10809166 .....3 credits

Provides a basic understanding of the theoretical foundations of ethical thought. Diverse ethical perspectives are used to analyze and compare relevant issues. Students critically evaluate individual, social, and/or professional standards of behavior, and apply a systemic decision-making process to these situations. A student scoring between 55-80 on Accuplacer Reading Comprehension or 60-80 on Accuplacer Sentence Skills is recommended to co-enroll in the Introduction to College Reading course and/or Introduction to College Writing course, respectively.

*Prerequisite: Minimum Accuplacer Scores - Reading 55, Sentence Skills 60 or equivalent, or Intro to College Reading 10848104 with a grade of "C" or better and Intro to College Writing 10831103 with a grade of "C" or better*

## Intro to Psychology

### 10809198 .....3 credits

This introductory course surveys the multiple aspects of human behavior. It involves a survey of the theoretical foundations of human functioning in such areas as learning, motivation, emotions, personality, deviance and pathology, physiological factors, and social influences. It directs the student to an insightful understanding of the complexities of human relationships in personal, social, and vocational settings. A student scoring between 55-80 on Accuplacer Reading Comprehension is recommended to co-enroll in the Introduction to College Reading course.

*Prerequisite: Minimum Accuplacer scores - Reading 55, Sentence Skills 60 or equivalent, or Intro to College Reading 10848104 with a grade of "C" or better and Intro to College Writing 10831103 with a grade of "C" or better*

## Intro to Sociology

### 10809196 .....3 credits

Introduces students to the basic concepts of sociology: culture, socialization, social stratification, multi-culturalism, and the five institutions of family, politics, economics, religion, and education. Other topics include demography, deviance, technology, environment, social issues, social change, and social organization. A student scoring between 55-80 on Accuplacer Reading Comprehension or 60-80 on Accuplacer Sentence Skills is recommended to co-enroll in Introduction to College Reading and/or Introduction to College Writing, respectively.

*Prerequisite: Minimum Accuplacer scores - Reading 55, Sentence Skills 60 or equivalent, or Intro to College Reading 10848104 with a grade of "C" or better and Intro to College Writing 10831103 with a grade of "C" or better*

## Introduction to Health Records

### 10530111 .....3 credits

Focuses on the purpose, format, content, use, confidentiality, and administrative issues of a patient's medical history and care. Students study the use of the patient's medical record as a basis for planning patient care, documenting communication between the health care provider and any other health professional contributing to the patient's care, assisting in protecting the legal interest of the patient and the health care providers responsible for the patient's care, and documenting the care and services provided to the patient. Emphasizes accuracy, organization, and confidentiality. Students are introduced to electronic medical record (EMR) concepts. Minimum Accuplacer scores - Reading 55, Sentence Skills 60, Arithmetic 34

*Corequisite: Medical Terminology 10501101*

## Legal Aspects of HIM

### 10530161 .....2 credits

Focuses on regulations for the content, access, disclosure, privacy, confidentiality, security, retention, and destruction of health information. Includes an overview of the US legal system.

*Corequisite: Intro to Health Records 10530111*



# course descriptions

## Management of Health Information Services

**10530167**.....**3 credits**

Examines the principles of management to include planning, organizing, human resource management, directing, and controlling as related to the health information department.

*Prerequisites: Organization of Healthcare 10530125, Health Data Analysis 10530132, and Performance Improvement for Health Professions 10530160*

## Medical Terminology

**10501101**..... **3 credits**

Focuses on the component parts of medical terms: prefixes, suffixes, and word roots. Students practice formation, analysis, and reconstruction of terms. Emphasizes spelling, definition, and pronunciation. Introduces operative, diagnostic, therapeutic, and symptomatic terminology of all body systems as well as systemic and surgical terminology.

## Microsoft Office-Introduction

**10103106**.....**3 credits**

Develops introductory skills in the Microsoft Office Suite (Word, Excel, Access, PowerPoint, and Outlook) while reinforcing knowledge of computer concepts, Windows Explorer, and Internet usage. Students should possess basic keyboarding, mouse, and Windows 10 skills. Students may develop these skills in the LiNK while concurrently enrolled in this course.

## Oral/Interpersonal Communication

**10801196**.....**3 credits**

Focuses upon developing speaking, verbal, and non-verbal communication, and listening skills through individual presentations, group activities, and other projects. For a student scoring between 55-80 on their Accuplacer Reading Comprehension exam and 60-80 on the Sentence Skills exam, it is recommended to co-enroll in the Introduction to College Reading and/or Intro to College Writing courses.

*Prerequisite: Minimum Accuplacer scores - Reading 55, Sentence Skills 60 or equivalent*

## Organization of Healthcare

**10530125**.....**2 credits**

Examines the organization and delivery of health-care services, external standards, regulations, initiatives, payment and reimbursement systems, and healthcare providers and disciplines.

*Corequisite: English Composition I 10801136*

## Performance Improvement for Health Professions

**10530160**.....**3 credits**

Examines healthcare performance improvement systems. Includes performance assessment, measurement, and improvement as well as patient safety, risk management, utilization management, and medical staff credentialing.

*Prerequisites: Intro to Health Records 10530111, Organization of Healthcare 10530125, and Electronic Health Records 10530122*

## Private and Government Reimbursement

**10530146**.....**3 credits**

Introduces students to the vocabulary of private or voluntary-based healthcare reimbursement. Students will identify and compare the varieties of private healthcare

insurance including the advantages and disadvantages of each for the provider and for the policyholder. HIPAA guidelines are utilized throughout.

*Prerequisites: ICD Diagnosis Coding 10530197, ICD Procedure Coding 10530199, and CPT Coding 10530144*

## RHIT Test Prep

**10530164**.....**1 credit**

Explores strategies for preparing for the Registered Health Information Technician (RHIT) examination, including study skills, test-preparation skills, and test-taking skills. Includes a basic review of content related to the examination.

*Prerequisite: Health Data Analysis 10530132, Performance Improvement for Health Professions 10530160, CPT Coding 10530144, ICD Diagnosis Coding 10530197, and ICD Procedure Coding 10530199; Corequisites: Private and Government Reimbursement 10530146 and Advanced Coding 10530148*

## Speech

**10801198**.....**3 credits**

Explores the fundamentals of effective oral presentation to small and large groups. Topic selection, audience analysis, methods of organization, research, structuring evidence and support, delivery techniques, and other essential elements of speaking successfully, including the listening process, form the basis of this course. If a student earns below the minimum Accuplacer score in each category (Reading 80, Sentence Skills 85), he/she is eligible to take Oral Communication in lieu of Speech, provided the Accuplacer scores are minimum of Reading 55 and Sentence Skills 60, or the student has completed Intro to College Writing and/or Intro to College Reading with a "C" or better.

*Prerequisite: Minimum Accuplacer scores - Reading 80, Sentence Skills 85, or completion of Intro to College Writing and/or Intro to College Reading with a "C" or better or equivalent*

## Technical Reporting

**10801197**.....**3 credits**

The student prepares and presents oral and written technical reports. Types of reports may include lab and field reports, proposals, technical letters and memos, technical research reports, and case studies. Designed as an advanced communication course for students who have completed at least the prerequisite introductory writing course.

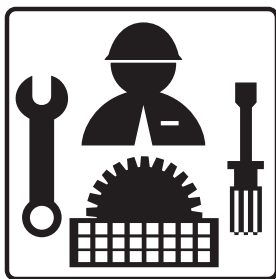
*Prerequisite: Written Communication 10801195 with a grade of "C" or better, or English Composition I 10801136 with a grade of "C" or better. Proficiency in word processing skills recommended.*

## Written Communication

**10801195**.....**3 credits**

Develops writing skills, which include prewriting, drafting, revising, and editing. A variety of writing assignments is designed to help the learner analyze audience and purpose, research and organize ideas, and format and design documents based on subject matter and content. Also develops critical reading and thinking skills through analysis of a variety of written documents.

*Prerequisite: Accuplacer Sentence Skills score of 85 or equivalent, or Intro to College Writing 10831103 with a grade of "C" or better. Proficiency in word processing skills recommended.*



# heating, ventilation, and air conditioning (hvac)

## Technical Diploma

**Program Code: 30-401-4**

**Total Credits: 25**

Mid-State's Heating, Ventilation, and Air Conditioning program provides the hands-on foundation needed for an entry-level position in the heating, ventilation, air conditioning (HVAC) fields. Graduates will understand the various components of heating, ventilation, air-conditioning, and refrigeration systems, including furnaces, ductwork, boilers, hydronic piping, HRVs (heat recovery ventilators), evaporators, condensers, circuits, and controls. Students will also explore geothermal, biomass, and solar heating systems. Through hands-on classroom lab activities, students will join various piping types, design and construct ductwork, and install a complete residential HVAC system. They will also learn the electrical skills necessary to read wiring diagrams and troubleshoot mechanical control systems. Graduates are prepared to take the EPA 608 Technician Certification exam for refrigerants.

**Salary information:** [mstc.edu/programsalaries](http://mstc.edu/programsalaries)

**Estimated tuition and fees:** [mstc.edu/programcosts](http://mstc.edu/programcosts)

## ACADEMIC ADVISORS

To schedule an appointment with your academic advisor, call 715.422.5300.

### Tanya Kollross, MS

Marshfield Campus • [tanya.kollross@mstc.edu](mailto:tanya.kollross@mstc.edu)

### Yer Lee, MS

Stevens Point Campus • [yer.lee@mstc.edu](mailto:yer.lee@mstc.edu)

### Kay Grundhoffer, MS

Wisconsin Rapids Campus • [kay.grundhoffer@mstc.edu](mailto:kay.grundhoffer@mstc.edu)

## CHECKLIST:

This section will be completed when meeting with your academic advisor.

- FAFSA ([www.fafsa.gov](http://www.fafsa.gov))
- Financial Aid Form(s)  
Form(s): \_\_\_\_\_
- Follow-Up Appointment:  
Where: \_\_\_\_\_  
When: \_\_\_\_\_  
With: \_\_\_\_\_
- Official Transcripts  
Mid-State Technical College  
Attention CPL Coordinator  
500 32nd Street North  
Wisconsin Rapids, WI 54494
- Other: \_\_\_\_\_  
\_\_\_\_\_

**mstc.edu**  
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**MID-STATE**  
TECHNICAL COLLEGE

**ADAMS COUNTY CENTER**  
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2600 West 5th Street  
Marshfield, WI 54449

**STEVENS POINT CAMPUS**  
1001 Centerpoint Drive  
Stevens Point, WI 54481

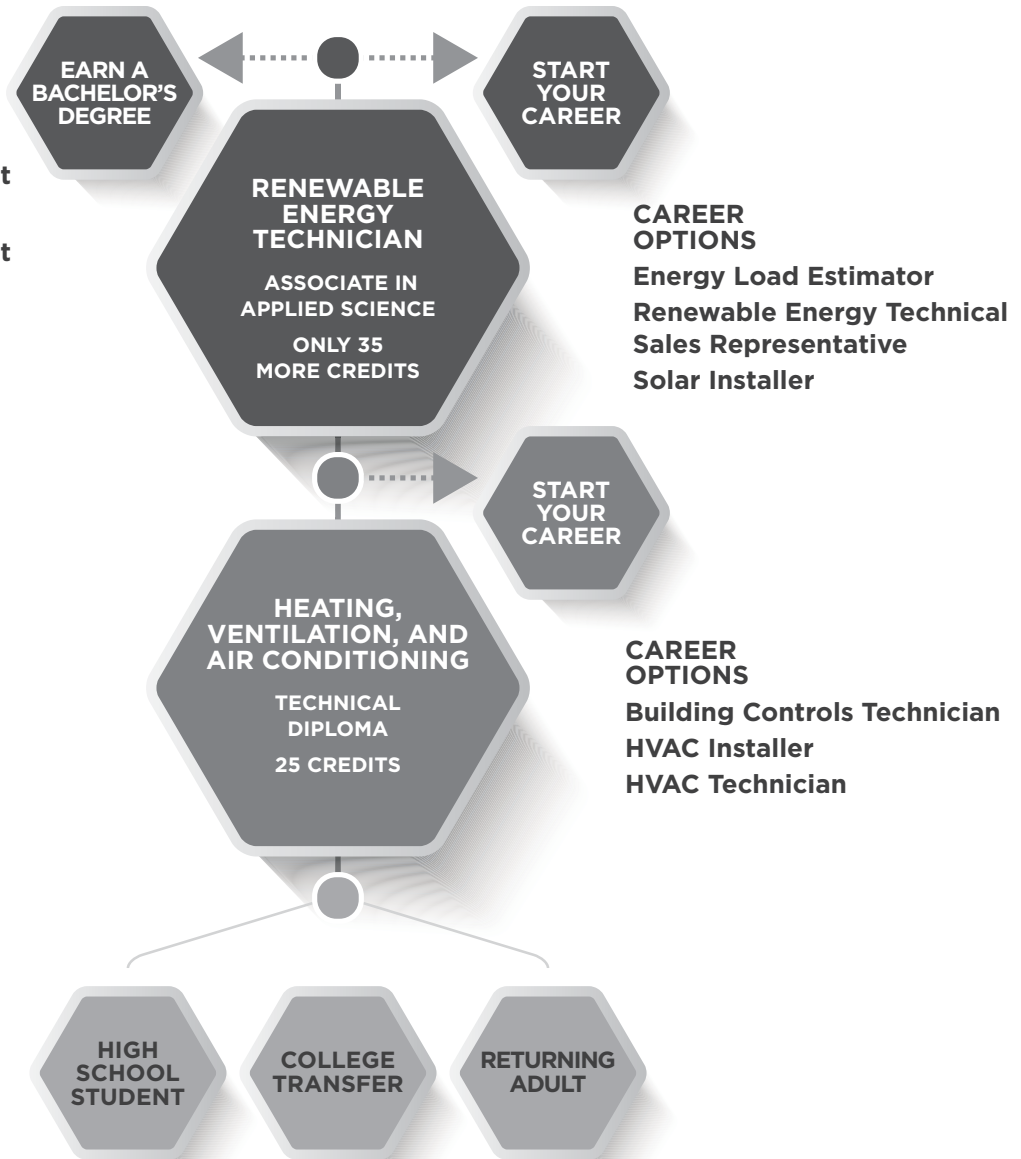
**WISCONSIN RAPIDS CAMPUS**  
500 32nd Street North  
Wisconsin Rapids, WI 54494

**BACHELOR'S DEGREE  
OPTIONS**

UW-River Falls  
BS Sustainable Management

UW-Stout  
BS Sustainable Management

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additional opportunities,  
visit [mstc.edu/transfer](http://mstc.edu/transfer).



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Learn about Credit for Prior Learning at [mstc.edu/cpl](http://mstc.edu/cpl).

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IN THE PATHWAY**

## PROGRAM OUTCOMES

Employers will expect you, as a Heating, Ventilation, and Air Conditioning (HVAC) graduate, to be able to:

- Join pipes or tubing to equipment and to fuel, water, or refrigerant source to form complete circuit.
- Test pipe or tubing joints or connections for leaks, using pressure gauge or soap-and-water solution.
- Lay out and connect electrical wiring between controls and equipment, according to wiring diagrams, using electrician's hand tools.
- Install, connect, and adjust thermostats, humidistats, and timers using hand tools.
- Test electrical circuits or components for continuity using electrical test equipment.
- Repair or replace defective equipment, components, or wiring.
- Obtain and maintain required certifications.
- Install ductwork and test for leaks.
- Size and lay out ductwork.
- Comply with all applicable standards, policies, and procedures, including safety procedures and the maintenance of a clean work area.
- Inspect and test systems to verify system compliance with plans and specifications or to detect and locate malfunctions.

## STUDENT HANDBOOK

Visit [mstc.edu/studenthandbook](http://mstc.edu/studenthandbook) to view Mid-State's student handbook, which contains information about admissions, enrollment, appeals processes, services for people with disabilities, financial aid, graduation, privacy, Mid-State's Student Code of Conduct, and technology.

## GRADUATION REQUIREMENT

The GPS for Student Success course is required for all Mid-State students and must be completed prior to obtaining 12 credits. (Not counted in the total credit value for this program.)

### GPS for Student Success

#### **10890102 ..... 1 credit**

Integrate necessary skills for student success by developing an academic plan, identifying interpersonal attributes for success, adopting efficient and effective learning strategies, and utilizing Mid-State resources, policies, and processes. This course must be completed prior to obtaining 12 credits and as a graduation requirement.

### ADDITIONAL COURSES AS NEEDED

The following courses may be recommended or required if the student does not achieve minimum Accuplacer scores.

### Intro to College Reading

#### **10838104 ..... 2 credits**

Provides learners with the opportunities to develop and expand reading skills, including comprehension and vocabulary skills. Learners apply reading skills to academic tasks and read to acquire information from a variety of sources.

### Intro to College Writing

#### **10831103 ..... 3 credits**

Introduces basic principles of composition, including organization, development, unity, and coherence in paragraphs and multi-paragraph documents. The purpose of this course is to prepare students for successful entry into required program courses. This course is tuition bearing and under certain circumstances may qualify for financial aid. This course cannot be used to satisfy program completion requirements at Mid-State.

*Prerequisite: Accuplacer Sentence Skills score of 60 or equivalent. Proficiency in word processing skills recommended.*

### Pre-Algebra

#### **10834109 ..... 3 credits**

Provides an introduction to algebra. Includes operations on real numbers, solving linear equations, percent and proportion, and an introduction to polynomials and statistics. Prepares students for elementary algebra and subsequent algebra-related courses.

*Prerequisite: Accuplacer Math score of 65, Accuplacer Algebra score of 30, ABE Math Prep V 76854785 and ABE Math Prep VI 76854786 with a grade of "S." (Note: ABE Math Prep V and VI courses cannot be used to satisfy program completion requirements at Mid-State.)*



## **Blueprint Reading for Construction Trades**

**10601130.....2 credits**

Develops the ability to read blueprints for commercial and non-commercial structures. Emphasizes blueprints drawn by licensed architects, covering plumbing, electrical wiring, structural framing, millwork, interior and exterior details, and basic information.

## **Construction Fundamentals**

**10482107.....2 credits**

Studies the concepts associated with the theory, materials, and methods used in construction, including footings and foundations, walls, floors, roofs and roof materials, exterior finishes, interior walls, ceiling and floor finishes, insulation types, vapor and air infiltration, and sound protection. Students also become familiar with blueprint reading and examine all trades associated with construction, including, electrical, HVAC, and plumbing. Safe use of the appropriate tools for each trade is covered.

## **Electrical Controls & Systems for Buildings**

**10483130.....3 credits**

Topics include an introduction to AC/DC electricity and the physical laws that apply to electronic circuits. Direct current (DC) covers basic definitions of voltage, current, and resistance and analysis of series and parallel resistive circuits. Alternating current (AC) includes an introduction to AC generation, capacitors, inductors, and transformers and their applications in electronic circuits. Additional topics include control circuits, symbols, diagrams, protection devices, relays, thermostats, single-phase motors, control components, and troubleshooting ACR system wiring diagrams.

*Corequisite: Electrical Circuits I 10605105 or Intro to Electronics 10605108 or Electricity for the Construction Trades 10601140*

## **Electricity for the Construction Trades**

**10601140.....2 credits**

This course is an introduction to electrical theory and application for those in the construction and building trades. Content includes AC and DC circuits, schematics, Ohms law, multimeter use and circuit troubleshooting. This course will also provide an introduction to the contents of the National Electric Code (NEC).

## **Energy Load Estimation and Modeling**

**10483115.....3 credits**

In this course students will develop the skills to do residential and light commercial energy load estimations. Students will calculate heating and cooling building loads and estimate energy consumption rates and quantities. The student will also estimate energy upgrades such as insulation, window improvements, etc. and calculating payback and fuel savings. The course covers a variety of computer programs available for analyzing buildings.

## **HVAC Air Conditioning Fundamentals**

**10601120.....2 credits**

Topics include air conditioning principles and terms, physical principles of air movement, air filtering and humidity, and methods of conditioning air for comfort and health. Also covers the proper use of psychrometers, dry bulb thermometers, hygrometers, and reading and interpretation of psychrometric charts and scales as well as ASHRAE and BPI ventilation standards for residential units. (HVAC is a common industry reference to heating, ventilation, and air conditioning.)

## **HVAC Heating Fundamentals**

**10601110.....2 credits**

Provides an introduction to how homes and buildings are heated. Topics include introduction to heat principles, temperature measurement, fuels and other sources of heat, combustion, basic heating systems, basic furnace design, boiler design and operation, venting of furnaces, chimney or exhaust gases, and system controls. (HVAC is a common industry reference to heating, ventilation, and air conditioning.)

## **Intro to HVAC Installation**

**10601121.....2 credits**

Addresses residential and light commercial heating and cooling systems. Emphasizes the diversity of heating and cooling systems and how they operate. Students participate in the installation of a variety of HVAC systems and troubleshoot and service systems. (HVAC is a common industry reference to heating, ventilation, and air conditioning.)

## **Intro to Welding**

**10442100.....1 credit**

Builds knowledge of general welding shop procedures and safety, arc welding principles and equipment setup, and metal fabrication equipment use. Students work with a lab instructor to begin developing skills with the gas metal arc welding (GMAW) and gas tungsten arc welding (GTAW) welding processes by completing simple welding and fabricating tasks in preparation for further exploration in welding and fabricating.

## **Piping Applications**

**10483121.....3 credits**

Presents the fundamentals of plumbing and piping installation practices. Laboratory activities provide students with basic pipe joining processes associated with the plumbing and HVAC industries.

## **Sustainable Heating System Design & Installation**

**10483110.....3 credits**

Addresses solar thermal, geothermal, and biomass heating systems. Students participate in the installation and design of a solar hot water system. Topics include safety; system design and layout; component selection; mounting collectors; installing and insulating copper tubing; and installing a storage tank, heat exchanger, circulation pump, and other system components.



# hospitality management

## Associate of Applied Science Program Code: 10-109-2 Total Credits: 65-66

Through Mid-State's Hospitality Management program, students will develop a wide array of skills useful in various roles within hospitality and tourism, including a fundamental understanding of food service operations, hospitality sales and marketing, events planning, management principles, customer service, effective communication, and creative thinking. Students in this program engage in various activities and learning opportunities surrounding hospitality and tourism. You will plan events, produce sales and marketing projects, draft budgets, apply culinary skills and plan menus, practice effective management and customer service, and participate in an industry-related internship.

**Salary information:** [mstc.edu/programsalaries](http://mstc.edu/programsalaries)

**Estimated tuition and fees:** [mstc.edu/programcosts](http://mstc.edu/programcosts)

### ACADEMIC ADVISORS

To schedule an appointment with your academic advisor, call 715.422.5300.

**Tanya Kollross, MS**

Marshfield Campus • [tanya.kollross@mstc.edu](mailto:tanya.kollross@mstc.edu)

**Juan Veloz, MBA**

Stevens Point Campus • [juan.veloz@mstc.edu](mailto:juan.veloz@mstc.edu)

**Diane Andres, MS**

Wisconsin Rapids Campus • [diane.andres@mstc.edu](mailto:diane.andres@mstc.edu)

### CHECKLIST:

This section will be completed when meeting with your academic advisor.

- FAFSA ([www.fafsa.gov](http://www.fafsa.gov))
- Financial Aid Form(s)  
Form(s): \_\_\_\_\_
- Follow-Up Appointment:  
Where: \_\_\_\_\_  
When: \_\_\_\_\_  
With: \_\_\_\_\_
- Official Transcripts  
Mid-State Technical College  
Attention CPL Coordinator  
500 32nd Street North  
Wisconsin Rapids, WI 54494
- Other: \_\_\_\_\_  
\_\_\_\_\_

**mstc.edu**  
**888.575.6782**



**MID-STATE**  
TECHNICAL COLLEGE

**ADAMS COUNTY CENTER**  
401 North Main  
Adams, WI 53910

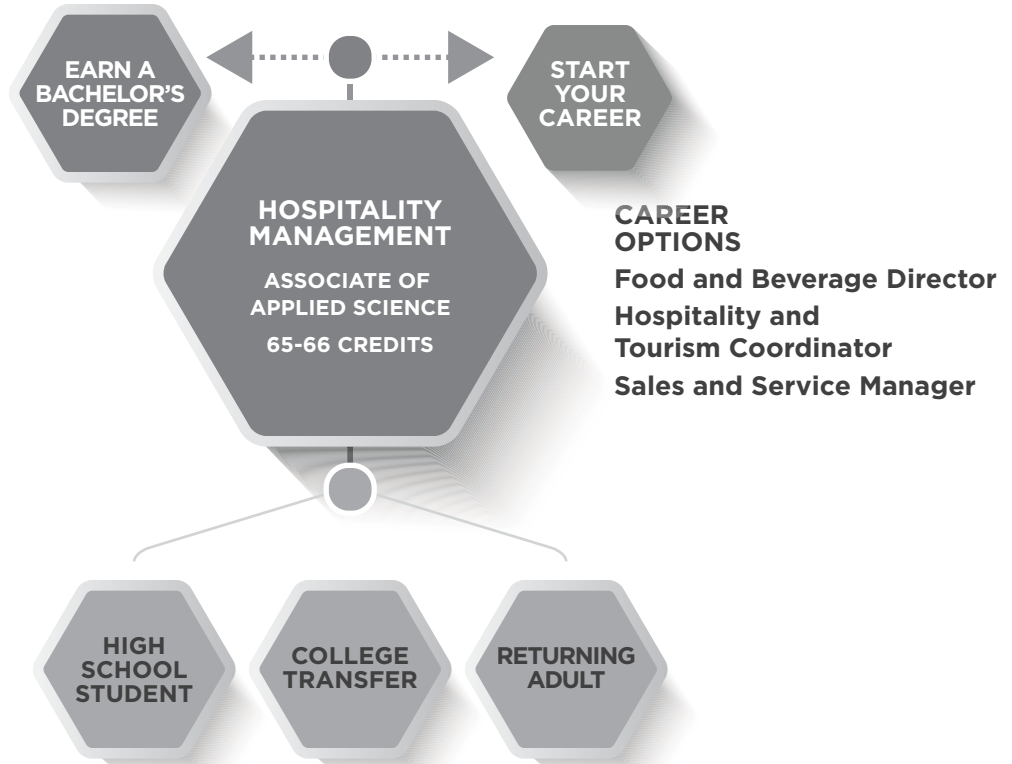
**MARSHFIELD CAMPUS**  
2600 West 5th Street  
Marshfield, WI 54449

**STEVENS POINT CAMPUS**  
1001 Centerpoint Drive  
Stevens Point, WI 54481

**WISCONSIN RAPIDS CAMPUS**  
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**SAMPLE FULL-TIME CURRICULUM OPTION**

<b>Term</b>		<b>16 credits</b>
10104102	Marketing Principles	3
10109101	Exploring Hospitality	3
10106106	Quality Customer Service	3
10316112	Sanitation for Food Service Operations	1
10809103	Think Critically & Creatively	3
10801136	English Composition 1 <b>-or-</b>	
10801195	Written Communication	3

<b>Term</b>		<b>18-19 credits</b>
10109105	Hospitality Concept Development	3
10109112	Tourism	3
10109157	Internship-Tourism, Lodging, Guest Services	1
10316125	Introduction to Food Production	3
10316126	Culinary Applications	2
10801196	Oral/Interpersonal Communication <b>-or-</b>	
10801198	Speech	3
10804107	College Mathematics	3
	<b>-or-</b>	
10804118	Intermediate Algebra with Applications	4
	<b>-or-</b>	
10804189	Introductory Statistics	3

<b>Term</b>		<b>16 credits</b>
10109110	Room Operations Division	3
10109130	Hospitality Sales and Promotion	3
10109134	Cost Control-Revenue Management	3
10109158	Internship-Culinary, Food/Beverage, Special Events	1
10316127	Menu Planning	3
10316160	Catering and Special Event Planning	3

<b>Term</b>		<b>15 credits</b>
10109107	Hospitality Law and Liability	3
10196191	Supervision	3
10196193	Human Resource Management	3
10809166	Intro to Ethics: Theory & Application	3
10809198	Intro to Psychology	3

**Total credits 65-66**

Please Note:

- This curriculum sequence is only for student planning. Actual student schedules will vary depending on course availability.
- Program completion time may vary based on student scheduling and course availability. For details, go to [mstc.edu/classfinder](http://mstc.edu/classfinder).

**SAMPLE PART-TIME CURRICULUM OPTION**

<b>Term</b>		<b>7 credits</b>
10106106	Quality Customer Service	3
10109101	Exploring Hospitality	3
10316112	Sanitation for Food Service Operations	1

<b>Term</b>		<b>9 credits</b>
10109110	Room Operations Division	3
10801136	English Composition 1 <b>-or-</b>	
10801195	Written Communication	3
10809103	Think Critically & Creatively	3

<b>Term</b>		<b>9-10 credits</b>
10316125	Introduction to Food Production	3
10804107	College Mathematics	3
	<b>-or-</b>	
10804118	Intermediate Algebra with Applications	4
	<b>-or-</b>	
10804189	Introductory Statistics	3
10809198	Intro to Psychology	3

<b>Term</b>		<b>9 credits</b>
10104102	Marketing Principles	3
10109130	Hospitality Sales and Promotion	3
10109157	Internship-Tourism, Lodging, Guest Services	1
10316126	Culinary Applications	2

<b>Term</b>		<b>9 credits</b>
10109105	Hospitality Concept Development	3
10316160	Catering and Special Event Planning	3
10801196	Oral/Interpersonal Communication <b>-or-</b>	
10801198	Speech	3

<b>Term</b>		<b>9 credits</b>
10109112	Tourism	3
10316127	Menu Planning	3
10809166	Intro to Ethics: Theory & Application	3

<b>Term</b>		<b>7 credits</b>
10109107	Hospitality Law and Liability	3
10109158	Internship-Culinary, Food/Beverage, Special Events	1
10196193	Human Resource Management	3

<b>Term</b>		<b>6 credits</b>
10109134	Cost Control-Revenue Management	3
10196191	Supervision	3

**Total credits 65-66**

# course descriptions

## Catering and Special Event Planning

**10316160 .....3 credits**

Introduces how to develop, plan and execute catering and special events to the exacting details of the customer. Emphasis is on the importance of details in planning to achieve the best possible results. Activities will encourage both creative thinking and functionality to ensure customer satisfaction and business profitability.

*Prerequisite: Admission to Hospitality Management program 101092*

## College Mathematics

**10804107 .....3 credits**

Designed to review and develop fundamental concepts of mathematics pertinent to the areas of: 1) arithmetic and algebra; 2) geometry and trigonometry; and 3) probability and statistics. Special emphasis is placed on problem solving, critical thinking and logical reasoning, making connections, and using calculators. Topics include performing arithmetic operations and simplifying algebraic expressions, solving linear equations and inequalities in one variable, solving proportions and incorporating percent applications, manipulating formulas, solving and graphing systems of linear equations and inequalities in two variables, finding areas and volumes of geometric figures, applying similar and congruent triangles, converting measurements within and between US and metric systems, applying Pythagorean Theorem, solving right and oblique triangles, calculating probabilities, organizing data and interpreting charts, calculating central and spread measures, and summarizing and analyzing data.

*Prerequisite: Minimum Accuplacer scores - Arithmetic 65, Algebra 30; or Pre-Algebra 10834109 with a grade of "C" or better*

## Cost Control-Revenue Management

**10109134 .....3 credits**

Covers the concepts and techniques of controlling costs with particular emphasis placed on cost-to-sales relationship. Utilizing industry specific technology, students calculate the cost of goods, selling price and relative percentages. They also forecast sales, conduct yield analyses and calculate break-even points. Prerequisite: Admission to Hospitality Management program 101092

## Culinary Applications

**10316126 .....2 credits**

Applies the basic principles of culinary calculations involved in the purchase, preparation and use of goods related to the hospitality field.

*Prerequisite: Admission to Hospitality Management program 101092*

## English Composition 1

**10801136 .....3 credits**

Designed for learners to develop knowledge and skills in all aspects of the writing process. Planning, organizing, writing, editing, and revising are applied through a variety of activities. Students analyze audience and purpose, use elements of research, and format documents using standard guidelines. Individuals develop critical reading skills through analysis of various written documents.

*Prerequisite: Accuplacer Sentence Skills score of 85 or equivalent, or Intro to College Writing 10831103 with a grade of "C" or better.*

*Proficiency in word processing skills recommended.*

## Exploring Hospitality

**10109101 .....3 credits**

Introduces students to the broad field of hospitality management. Typical career areas include food service, lodging, travel/tourism, and recreation. The course will explore the industry from historical to contemporary career opportunities.

*Prerequisite: Admission to Hospitality Management program 101092*

## Hospitality Concept Development

**10109105 .....3 credits**

Introduces the learner to the basic process and consideration for a hospitality business from concept to start-up. Included in this study will be concept and menu development, equipment, facility layout, and design. This course will evaluate the business idea from a financial, operational, and practical view.

*Prerequisite: Admission to Hospitality Management program 101092*

## Hospitality Law and Liability

**10109107 .....3 credits**

Introduces legal principles together with standard business law concepts and emphasizes their implications for the hospitality and tourism industry. Among the topics covered are contracts, torts and negligence, hotel/guest relationships, ADA, food service and employment laws and consumer protection. Case studies involving the basic principles of law assist in developing judgment in these areas.

## Hospitality Sales and Promotion

**10109130 .....3 credits**

Covers sales and promotion in the hospitality industry. The emphasis is on promoting hospitality entities to attract new customers, selling principles and merchandising techniques for products and services, and innovative ways to maintain the interest of existing customers.

*Prerequisite: Admission to Hospitality Management program 101092*

## Human Resource Management

**10196193 .....3 credits**

Applies skills and tools necessary to perform human resource functions in an organization. Each learner demonstrates skill in following EEOC laws; writing job descriptions; recruiting, selecting, and orienting employees; developing policies and procedures; developing and conducting training; designing performance appraisal plans; developing employee development plans; and selecting compensation and benefit strategies. Recommended Accuplacer scores - Reading 80 or completion of Intro to Reading & Study Skills 10838105 with a "C" or better, Sentence Skills 86 or completion of Intro to College Writing 10831103 with a "C" or better, Arithmetic 90 or completion of Pre-Algebra 10834109 with a "C" or better

## Intermediate Algebra with Applications

**10804118 ..... 4 credits**

This course offers algebra content with applications. Topics include properties of real numbers; order of operations; algebraic solution for linear equations and inequalities; operations with polynomial and rational expressions; operations with rational exponents and radicals; and algebra of inverse, logarithmic, and exponential functions.

*Prerequisite: Pre-Algebra 10834109 with a grade of "C" or better, Accuplacer Arithmetic score of 110, Accuplacer Arithmetic score of 90, and Accuplacer Algebra score of 30 (A student scoring a "C" or lower should enroll in the Math Lab supplementary instruction with the next level math class.)*

## Internship-Culinary, Food/Beverage, Special Events

**10109158 ..... 1 credit**

This internship provides students with practical knowledge and experience in the hospitality industry through the lens of restaurant, food and beverage, and special event service workers and managers. Integrating the theories and techniques learned in previous courses with specific off-campus occupational experiences at selected training sites allows students to gain a real-world perspective of this segment of the industry.

*Prerequisites: Admission to Hospitality Management program 101092 and completion of 10 core credits within the Hospitality Management program or consent of instructor.*

## Internship-Tourism, Lodging, Guest Services

**10109157 ..... 1 credit**

This internship provides students with practical knowledge and experience in the hospitality industry through the lens of tourism, lodging, and guest services. Integrating the theories and techniques learned in previous courses with specific off-campus occupational experiences at selected training sites allows students to gain a real-world perspective of this segment of the industry.

*Prerequisites: Admission to Hospitality Management program 101092 and completion of 10 core credits within the Hospitality Management program or consent of instructor*

## Intro to Ethics: Theory & Application

**10809166 .....3 credits**

Provides a basic understanding of the theoretical foundations of ethical thought. Diverse ethical perspectives are used to analyze and compare relevant issues. Students critically evaluate individual, social, and/or professional standards of behavior, and apply a systemic decision-making process to these situations. A student scoring between 55-80 on Accuplacer Reading Comprehension or 60-80 on Accuplacer Sentence Skills is recommended to co-enroll in the Introduction to College Reading course and/or Introduction to College Writing course, respectively.

*Prerequisite: Minimum Accuplacer Scores - Reading 55, Sentence Skills 60 or equivalent, or Intro to College Reading 10848104 with a grade of "C" or better and Intro to College Writing 10831103 with a grade of "C" or better*

## Intro to Psychology

**10809198 .....3 credits**

This introductory course surveys the multiple aspects of human behavior. It involves a survey of the theoretical foundations of human functioning in such areas as learning, motivation, emotions, personality, deviance and pathology, physiological factors, and social influences. It directs the student to an insightful understanding of the complexities of human relationships in personal, social, and vocational settings. A student scoring between 55-80 on Accuplacer Reading Comprehension is recommended to co-enroll in the Introduction to College Reading course.

*Prerequisite: Minimum Accuplacer scores - Reading 55, Sentence Skills 60 or equivalent, or Intro to College Reading 10848104 with a grade of "C" or better and Intro to College Writing 10831103 with a grade of "C" or better*

## Introduction to Food Production

**10316125.....3 credits**

Introduces quantity food production to the non-culinary student. Topics include the preparation of a variety of menu items, equipment use, cooking methods and terminologies, recipe conversion and the essentials of timing and coordination of service.

*Prerequisite: Admission to Hospitality Management program 101092*

## Introductory Statistics

**10804189 .....3 credits**

Students taking Introductory Statistics display data with graphs, describe distributions with numbers, perform correlation and regression analyses, and design experiments. They use probability and distributions to make predictions, estimate parameters, and test hypotheses. They draw inferences about relationships including ANOVA. Algebra knowledge and foundational skills in mathematics are important for success in this course.

*Prerequisite: Accuplacer Algebra score of 45 or greater, or ACT math score of 19 or greater, or Pre-Algebra 10834109 with a grade of "C" or better, or College Math 10804107 with a grade of "C" or better. (A student scoring a "C" or lower should enroll in the Math Lab supplementary instruction with the next level math class.)*

## Marketing Principles

**10104102 .....3 credits**

Students study the practices and methods of manufacturers and distributors in the marketing of goods and services. Also emphasized are product planning, pricing strategies, distribution systems, channel activities, and the role of government as well as other factors influencing marketing today. Recommended Accuplacer scores - Reading 55, Sentence Skills 60, Arithmetic 34

## Menu Planning

**10316127 .....3 credits**

A hands-on approach to planning, creating, and maintaining effective menus. Discussions include menu items and placement, food costing and creative menu designs for visual appeal. Menu planning and design software may be utilized.

## Oral/Interpersonal Communication

**10801196 .....3 credits**

Focuses upon developing speaking, verbal, and non-verbal communication, and listening skills through individual presentations, group activities, and other projects. For a student scoring between 55-80 on their Accuplacer Reading Comprehension exam and 60-80 on the Sentence Skills exam, it is recommended to co-enroll in the Introduction to College Reading and/or Intro to College Writing courses.  
*Prerequisite: Minimum Accuplacer scores - Reading 55, Sentence Skills 60 or equivalent*

## Quality Customer Service

**10106106 .....3 credits**

Addresses sensitivity in communicating with customers and co-workers. Includes international communications, teamwork, working relationships, and telephone skills.

## Room Operations Division

**10109110 .....3 credits**

Investigates the organization, performance, evaluation, and interdependency of the rooms division of a lodging facility (front desk, reservations, housekeeping, facilities, and telephone systems) as essential components of operational success and guest satisfaction.  
*Prerequisite: Admission to Hospitality Management program 101092*

## Sanitation for Food Service Operations

**10316112 .....1 credit**

Focus on the development of skills to follow sanitation and hygiene provisions in state codes. The Servsafe certification test is included.  
*Prerequisite: Admission to Hospitality Management program 101092*

## Speech

**10801198 .....3 credits**

Explores the fundamentals of effective oral presentation to small and large groups. Topic selection, audience analysis, methods of organization, research, structuring evidence and support, delivery techniques, and other essential elements of speaking successfully, including the listening process, form the basis of this course. If a student earns below the minimum Accuplacer score in each category (Reading 80, Sentence Skills 85), he/she is eligible to take Oral Communication in lieu of Speech, provided the Accuplacer scores are minimum of Reading 55 and Sentence Skills 60, or the student has completed Intro to College Writing and/or Intro to College Reading with a "C" or better.

*Prerequisite: Minimum Accuplacer scores - Reading 80, Sentence Skills 85, or completion of Intro to College Writing and/or Intro to College Reading with a "C" or better or equivalent*

## Supervision

**10196191 .....3 credits**

Applies skills and tools necessary to perform the functions of a contemporary frontline leader. Students engage in operational planning, analyze organizational structures, review the staffing process, employ techniques to enhance employee personal and group effectiveness, and develop control techniques to measure effectiveness in the above areas. Recommended Accuplacer scores - Reading 55 or completion of Intro to Reading & Study Skills 10838105 with a "C" or better, Sentence Skills 60 or completion of Intro to College Writing 10831103 with a "C" or better, Arithmetic 34 or completion of Pre-Algebra 10834109 with a "C" or better

## Think Critically & Creatively

**10809103 .....3 credits**

Provides instruction in the vital, realistic, and practical methods of thinking that are in high demand in all occupations of substance today. Provides in-depth consideration of decision making, problem solving, detailed analysis of ideas, troubleshooting, argumentation, persuasion, creativity, setting goals and objectives, and more. Students apply specific thinking strategies and tools to situations in a wide variety of workplace, personal, academic, and cultural situations. Classroom instruction is based on demonstration, discussion, projects, and teamwork. Assignments range from the short and simple to the detailed and complex. Focuses on reality and practicality throughout. A student scoring between 55-80 on the Accuplacer Reading exam or 60-80 on the Accuplacer Sentence Skills exam is recommended to co-enroll in Introduction to College Reading and/or Introduction to College Writing, respectively.  
*Prerequisite: Accuplacer Reading score of 55 and Accuplacer Sentence Skills score of 60 or equivalent, or Intro to College Reading 10848104 with a "C" or better and Intro to College Writing 10831103 with a "C" or better*

## Tourism

**10109112 .....3 credits**

Focuses on the opportunities and advantages of approaching tourism from a community viewpoint. Students study the economic, employment and environmental impact of tourism on the quality of life experienced by a community. Particular emphasis will be place on the impact of tourism in WI.

## Written Communication

**10801195 .....3 credits**

Develops writing skills, which include prewriting, drafting, revising, and editing. A variety of writing assignments is designed to help the learner analyze audience and purpose, research and organize ideas, and format and design documents based on subject matter and content. Also develops critical reading and thinking skills through analysis of a variety of written documents.

*Prerequisite: Accuplacer Sentence Skills score of 85 or equivalent, or Intro to College Writing 10831103 with a grade of "C" or better. Proficiency in word processing skills recommended.*



# human resources

## Technical Diploma Program Code: 31-116-1 Total Credits: 27

Mid-State's Human Resources program prepares students to successfully manage activities involving new staff, including recruiting, interviewing, hiring, and onboarding. Graduates are also able to provide support for all existing staff regarding employment needs and integrate human resources within an organization's strategic initiatives.

In this program you'll engage in various activities and learning opportunities focused on employee support, vital aspects of the hiring process, and labor relations and law. You'll also develop and practice effective communication skills to meet the needs of employees in any organization.

**Salary information:** [mstc.edu/programsalaries](http://mstc.edu/programsalaries)

**Estimated tuition and fees:** [mstc.edu/programcosts](http://mstc.edu/programcosts)

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- Follow-Up Appointment:  
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- Other: \_\_\_\_\_  
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### ACADEMIC ADVISORS

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#### Juan Veloz, MBA

Stevens Point Campus • [juan.veloz@mstc.edu](mailto:juan.veloz@mstc.edu)

#### Diane Andres, MS

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**MID-STATE**  
TECHNICAL COLLEGE

**ADAMS COUNTY CENTER**  
401 North Main  
Adams, WI 53910

**MARSHFIELD CAMPUS**  
2600 West 5th Street  
Marshfield, WI 54449

**STEVENS POINT CAMPUS**  
1001 Centerpoint Drive  
Stevens Point, WI 54481

**WISCONSIN RAPIDS CAMPUS**  
500 32nd Street North  
Wisconsin Rapids, WI 54494

# career pathway

## BACHELOR'S DEGREE OPTIONS

Herzing University  
BS Business Management

Lakeland University  
BA Business Management

University of Phoenix  
BS Management

UW-Oshkosh  
BS Human Services Leadership

For more information and additional opportunities, visit [mstc.edu/transfer](http://mstc.edu/transfer).



**CAREER OPTIONS**  
Business Owner  
Entrepreneur  
Founder/CEO

**CAREER OPTIONS**  
HR Generalist  
HR Recruitment Coordinator  
Job Analyst

**CAREER OPTIONS**  
Project Manager  
Implementation Manager  
Project Leader



College Credit • Dual Credit  
Military Experience • Work Experience  
Learn about Credit for Prior Learning at [mstc.edu/cpl](http://mstc.edu/cpl).

**BEGIN AT ANY POINT  
IN THE PATHWAY**

## OTHER OPTIONS

### RELATED PROGRAMS

- Administrative Professional
- Customer Relationship Professional
- Medical Office Specialist
- Office Support Specialist





## SAMPLE FULL-TIME CURRICULUM OPTION

<b>Term</b>		<b>15 credits</b>
10102110	Employment Law	3
10102138	Organizational Behavior	3
10103106	Microsoft Office-Introduction	3
10196193	Human Resource Management	3
10801196	Oral/Interpersonal Communication <b>-or-</b>	
10801198	Speech	3
<b>Term</b>		<b>12 credits</b>
10102121	Finance and Budgeting	3
10196191	Supervision	3
10801136	English Composition 1 <b>-or-</b>	
10801195	Written Communication	3
10809122	Intro to American Government <b>-or-</b>	
10809172	Introduction to Diversity Studies <b>-or-</b>	
10809196	Intro to Sociology	3
		<b>Total credits 27</b>

## SAMPLE PART-TIME CURRICULUM OPTION

<b>Term</b>		<b>9 credits</b>
10102121	Finance and Budgeting	3
10103106	Microsoft Office-Introduction	3
10809122	Intro to American Government <b>-or-</b>	
10809172	Introduction to Diversity Studies <b>-or-</b>	
10809196	Intro to Sociology	3
<b>Term</b>		<b>9 credits</b>
10102110	Employment Law	3
10102138	Organizational Behavior	3
10801136	English Composition 1 <b>-or-</b>	
10801195	Written Communication	3
<b>Term</b>		<b>9 credits</b>
10196191	Supervision	3
10196193	Human Resource Management	3
10801196	Oral/Interpersonal Communication <b>-or-</b>	
10801198	Speech	3
		<b>Total credits 27</b>

Please Note:

- This curriculum sequence is only for student planning. Actual student schedules will vary depending on course availability.
- Program completion time may vary based on student scheduling and course availability. For details, go to [mstc.edu/classfinder](http://mstc.edu/classfinder).

### NOTES:

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## Employment Law

**10102110.....3 credits**

Introduces a broad scope of employment laws and provides the opportunity to apply these laws to the employment arena. Includes laws relating to anti-discrimination, including the Civil Rights Act, ADEA, and ADA; wage and hour regulation, including FLSA; employer-provided pensions, including ERISA; health insurance, including COBRA and ACA; and unemployment and worker's compensation insurance. Recommended Accuplacer scores - Reading 55 or completion of Intro to Reading & Study Skills 10838105 with a "C" or better, Sentence Skills 60 or completion of Intro to College Writing 10831103 with a "C" or better, Arithmetic 34 or completion of Pre-Algebra 10834109 with a "C" or better

## English Composition 1

**10801136 .....3 credits**

Designed for learners to develop knowledge and skills in all aspects of the writing process. Planning, organizing, writing, editing, and revising are applied through a variety of activities. Students analyze audience and purpose, use elements of research, and format documents using standard guidelines. Individuals develop critical reading skills through analysis of various written documents.

*Prerequisite: Accuplacer Sentence Skills score of 85 or equivalent, or Intro to College Writing 10831103 with a grade of "C" or better. Proficiency in word processing skills recommended.*

## Finance and Budgeting

**10102121 .....3 credits**

Finance and Budgeting applies the skills necessary for a first line manager to develop and monitor a department budget. This class will provide learners with the knowledge and ability to evaluate financial statements as well as practice in making decisions based on evaluating the financial statements.

## Human Resource Management

**10196193.....3 credits**

Applies skills and tools necessary to perform human resource functions in an organization. Each learner demonstrates skill in following EEOC laws; writing job descriptions; recruiting, selecting, and orienting employees; developing policies and procedures; developing and conducting training; designing performance appraisal plans; developing employee development plans; and selecting compensation and benefit strategies. Recommended Accuplacer scores - Reading 80 or completion of Intro to Reading & Study Skills 10838105 with a "C" or better, Sentence Skills 86 or completion of Intro to College Writing 10831103 with a "C" or better, Arithmetic 90 or completion of Pre-Algebra 10834109 with a "C" or better

## Intro to American Government

**10809122.....3 credits**

Introduces American political processes and institutions. Focuses on rights and responsibilities of citizens and the process of participatory democracy. Learners examine the complexity of the separation of powers and checks and balances. Explores the role of the media, interest groups, political parties, and public opinion in the political process. Also explores the role of state and national government in our federal system. A student scoring between 55-80 on their Accuplacer Reading Comprehension, or 60-80 on Accuplacer Sentence Skills is recommended to co-enroll in the Introduction to College Reading course and/or Introduction to College Writing course, respectively.

*Prerequisite: Minimum Accuplacer scores - Reading 55, Sentence Skills 60 or equivalent, or Intro to College Reading 10848104 with a grade of C or better and Intro to College Writing 10831103 with a grade of C or better*

## Intro to Sociology

**10809196 .....3 credits**

Introduces students to the basic concepts of sociology: culture, socialization, social stratification, multi-culturalism, and the five institutions of family, politics, economics, religion, and education. Other topics include demography, deviance, technology, environment, social issues, social change, and social organization. A student scoring between 55-80 on Accuplacer Reading Comprehension or 60-80 on Accuplacer Sentence Skills is recommended to co-enroll in Introduction to College Reading and/or Introduction to College Writing, respectively.

*Prerequisite: Minimum Accuplacer scores - Reading 55, Sentence Skills 60 or equivalent, or Intro to College Reading 10848104 with a grade of "C" or better and Intro to College Writing 10831103 with a grade of "C" or better*

## Introduction to Diversity Studies

**10809172.....3 credits**

Introduces learners to the study of diversity from a local to a global environment using a holistic, interdisciplinary approach. Encourages self-exploration and prepares the learner to work in a diverse environment. In addition to an analysis of majority/minority relations in a multicultural context, the primary topics of race, ethnicity, age, gender, class, sexual orientation, disability, and religion are explored. A student scoring between 55-80 on Accuplacer Reading Comprehension or 60-80 on Accuplacer Sentence Skills is recommended to co-enroll in the Introduction to College Reading course and/or Introduction to College Writing course, respectively.

*Prerequisite: Minimum Accuplacer scores - Reading 55, Sentence Skills 60 or equivalent, or Intro to College Reading 10848104 with a grade of "C" or better and Intro to College Writing 10831103 with a grade of "C" or better*

## Microsoft Office-Introduction

**10103106 .....3 credits**

Develops introductory skills in the Microsoft Office Suite (Word, Excel, Access, PowerPoint, and Outlook) while reinforcing knowledge of computer concepts, Windows Explorer, and Internet usage. Students should possess basic keyboarding, mouse, and Windows 10 skills. Students may develop these skills in the LiNK while concurrently enrolled in this course.

## Oral/Interpersonal Communication

**10801196 .....3 credits**

Focuses upon developing speaking, verbal, and non-verbal communication, and listening skills through individual presentations, group activities, and other projects. For a student scoring between 55-80 on their Accuplacer Reading Comprehension exam and 60-80 on the Sentence Skills exam, it is recommended to co-enroll in the Introduction to College Reading and/or Intro to College Writing courses.

*Prerequisite: Minimum Accuplacer scores - Reading 55, Sentence Skills 60 or equivalent*

## Organizational Behavior

**10102138.....3 credits**

This course assists the learner in becoming a more effective co-worker, team member and organizational citizen through an understanding of the key principles of how people behave within organizations and in turn, predict and influence future behavior. As a result, the learner will analyze organizational structures, assess organizational culture, analyze leadership types and styles, apply conflict resolution strategies, explore power relationships, implement change management techniques, demonstrate effective team management and describe the ingredients of diversity as these aspects are related to people's behavior in organizations.

## Speech

**10801198 .....3 credits**

Explores the fundamentals of effective oral presentation to small and large groups. Topic selection, audience analysis, methods of organization, research, structuring evidence and support, delivery techniques, and other essential elements of speaking successfully, including the listening process, form the basis of this course. If a student earns below the minimum Accuplacer score in each category (Reading 80, Sentence Skills 85), he/she is eligible to take Oral Communication in lieu of Speech, provided the Accuplacer scores are minimum of Reading 55 and Sentence Skills 60, or the student has completed Intro to College Writing and/or Intro to College Reading with a "C" or better.

*Prerequisite: Minimum Accuplacer scores - Reading 80, Sentence Skills 85, or completion of Intro to College Writing and/or Intro to College Reading with a "C" or better or equivalent*

## Supervision

**10196191 .....3 credits**

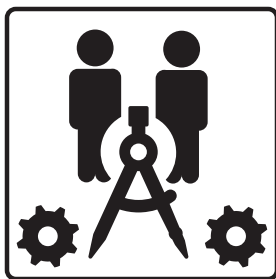
Applies skills and tools necessary to perform the functions of a contemporary frontline leader. Students engage in operational planning, analyze organizational structures, review the staffing process, employ techniques to enhance employee personal and group effectiveness, and develop control techniques to measure effectiveness in the above areas. Recommended Accuplacer scores - Reading 55 or completion of Intro to Reading & Study Skills 10838105 with a "C" or better, Sentence Skills 60 or completion of Intro to College Writing 10831103 with a "C" or better, Arithmetic 34 or completion of Pre-Algebra 10834109 with a "C" or better

## Written Communication

**10801195 .....3 credits**

Develops writing skills, which include prewriting, drafting, revising, and editing. A variety of writing assignments is designed to help the learner analyze audience and purpose, research and organize ideas, and format and design documents based on subject matter and content. Also develops critical reading and thinking skills through analysis of a variety of written documents.

*Prerequisite: Accuplacer Sentence Skills score of 85 or equivalent, or Intro to College Writing 10831103 with a grade of "C" or better. Proficiency in word processing skills recommended.*



# industrial automation & controls engineering technology

## Associate in Applied Science (AAS) Program Code: 10-605-4 Total Credits: 63

Unique in the Wisconsin Technical College System, the Industrial Automation & Controls Engineering program at Mid-State prepares graduates to measure and control industrial processes in today's high-tech manufacturing environments. In this program you'll apply mathematical skill and basic laws of physical sciences to design, install, calibrate, maintain, troubleshoot, and repair industrial control systems. You'll learn to use a variety of different forms of instrumentation and have access to state-of-the-art equipment. Field trips to businesses that have process control systems as an integral part of operations extend your hands-on experience into the real world.

**Salary information:** [mstc.edu/programsalaries](http://mstc.edu/programsalaries)

**Estimated tuition and fees:** [mstc.edu/programcosts](http://mstc.edu/programcosts)

### ACADEMIC ADVISORS

To schedule an appointment with your academic advisor, call 715.422.5300.

#### Tanya Kollross, MS

Academic Advisor • Marshfield Campus  
[tanya.kollross@mstc.edu](mailto:tanya.kollross@mstc.edu)

#### Yer Lee, MS

Academic Advisor • Stevens Point Campus  
[yer.lee@mstc.edu](mailto:yer.lee@mstc.edu)

#### Kay Grundhoffer, MS

Academic Advisor • Wisconsin Rapids Campus  
[kay.grundhoffer@mstc.edu](mailto:kay.grundhoffer@mstc.edu)

### CHECKLIST:

This section will be completed when meeting with your academic advisor.

- FAFSA ([www.fafsa.gov](http://www.fafsa.gov))
- Financial Aid Form(s)  
Form(s): \_\_\_\_\_
- Follow-Up Appointment:  
Where: \_\_\_\_\_  
When: \_\_\_\_\_  
With: \_\_\_\_\_
- Official Transcripts  
Mid-State Technical College  
Attention CPL Coordinator  
500 32nd Street North  
Wisconsin Rapids, WI 54494
- Other: \_\_\_\_\_  
\_\_\_\_\_

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**888.575.6782**



**MID-STATE**  
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Adams, WI 53910

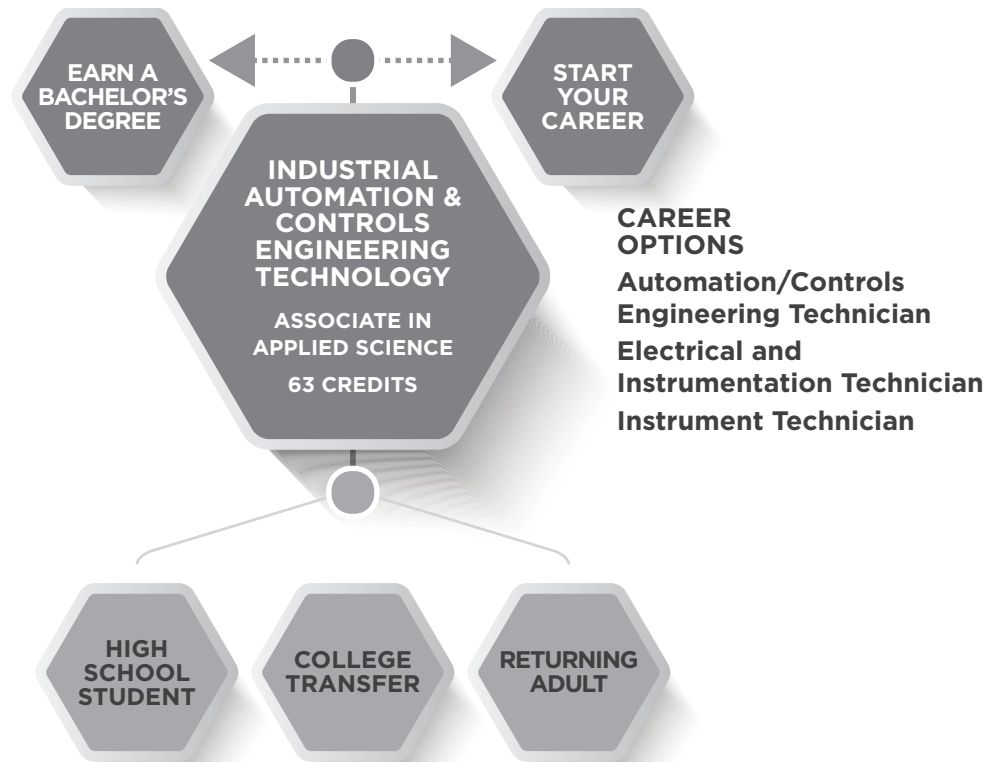
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**STEVENS POINT CAMPUS**  
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**WISCONSIN RAPIDS CAMPUS**  
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## BACHELOR'S DEGREE OPTIONS

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College Credit • Dual Credit • Military Experience • Work Experience  
Learn about Credit for Prior Learning at [mstc.edu/cpl](http://mstc.edu/cpl).

**BEGIN AT ANY POINT  
IN THE PATHWAY**

## OTHER OPTIONS

### RELATED PROGRAMS

- Electrical Power Engineering Technician
- Civil Engineering Technology-Highway Technician

**PROGRAM OUTCOMES**

Employers will expect you, as an Industrial Automation & Controls Engineering Technology graduate, to be able to:

- Troubleshoot, repair, and calibrate pneumatic/electronic and analog/digital instruments used to measure and control pressure, level, flow, temperature, and pH.
- Effectively interpret technical manuals, P + IDs, and loopsheets as well as cross reference data books to analyze, troubleshoot, and tune automatic process control loops.
- Configure digital communication devices.
- Solve problems using verbal and written communication skills as an individual or part of a team in supervised and unsupervised conditions.
- Operate oscilloscopes, multimeters, manometers, and other related measuring devices.
- Calculate values of inputs, setpoints, and outputs of open and closed loops with various values and combinations of proportional, integral, and derivative tuning.
- Create two-dimensional drawings using AutoCAD.
- Design, program, and troubleshoot programmable logic control (PLC) programs.

**STUDENT HANDBOOK**

Visit [mstc.edu/studenthandbook](http://mstc.edu/studenthandbook) to view Mid-State’s student handbook, which contains information about admissions, enrollment, appeals processes, services for people with disabilities, financial aid, graduation, privacy, Mid-State’s Student Code of Conduct, and technology.

**NOTES:**

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**GRADUATION REQUIREMENT**

The GPS for Student Success course is required for all Mid-State students and must be completed prior to obtaining 12 credits. (Not counted in the total credit value for this program.)

**GPS for Student Success**

**10890102 ..... 1 credit**

Integrate necessary skills for student success by developing an academic plan, identifying interpersonal attributes for success, adopting efficient and effective learning strategies, and utilizing Mid-State resources, policies, and processes. This course must be completed prior to obtaining 12 credits and as a graduation requirement.

**ADDITIONAL COURSES AS NEEDED**

The following courses may be recommended or required if the student does not achieve minimum Accuplacer scores.

**Intro to College Reading**

**10838104 ..... 2 credits**

Provides learners with the opportunities to develop and expand reading skills, including comprehension and vocabulary skills. Learners apply reading skills to academic tasks and read to acquire information from a variety of sources.

**Intro to College Writing**

**10831103 ..... 3 credits**

Introduces basic principles of composition, including organization, development, unity, and coherence in paragraphs and multi-paragraph documents. The purpose of this course is to prepare students for successful entry into required program courses. This course is tuition bearing and under certain circumstances may qualify for financial aid. This course cannot be used to satisfy program completion requirements at Mid-State.

*Prerequisite: Accuplacer Sentence Skills score of 60 or equivalent. Proficiency in word processing skills recommended.*

**Pre-Algebra**

**10834109 ..... 3 credits**

Provides an introduction to algebra. Includes operations on real numbers, solving linear equations, percent and proportion, and an introduction to polynomials and statistics. Prepares students for elementary algebra and subsequent algebra-related courses.

*Prerequisite: Accuplacer Math score of 65, Accuplacer Algebra score of 30, ABE Math Prep V 76854785 and ABE Math Prep VI 76854786 with a grade of “S.” (Note: ABE Math Prep V and VI courses cannot be used to satisfy program completion requirements at Mid-State.)*

**SAMPLE FULL-TIME CURRICULUM OPTION**

<b>Term</b>		<b>15 credits</b>
10605105	Electrical Circuits I	3
10605111	Introduction to Instrumentation	2
10605112	Process Documentation	1
10605131	Process Equipment	2
10801136	English Composition 1 <b>-or-</b>	
10801195	Written Communication	3
10804118	Intermediate Algebra with Applications	4

<b>Term</b>		<b>15 credits</b>
10462107	Industrial Safety	2
10605110	Electrical Circuits II	3
10605172	Process Systems	2
10623106	Intro to AutoCAD	1
10804196	Trigonometry with Applications	3
10806154	General Physics 1	4

<b>Term</b>		<b>16 credits</b>
10605100	Process Measurements Instrumentation	2
10605115	Semiconductor Technology	3
10605117	Programmable Logic Controllers-Beginning	3
10605121	Process Control Strategies	2
10804195	College Algebra with Applications	3
10809188	Developmental Psychology <b>-or-</b>	
10809198	Intro to Psychology	3

<b>Term</b>		<b>17 credits</b>
10462116	Metal Fabrication <b>-or-</b>	
10462132	Machine Shop Fundamentals	3
10605118	Programmable Logic Controllers-Advanced	3
10605132	Process Automation	2
10605133	Process Troubleshooting Strategies	1
10605134	Process Network Systems	2
10801196	Oral/Interpersonal Communication <b>-or-</b>	
10801198	Speech	3
10809122	Intro to American Government <b>-or-</b>	
10809166	Intro to Ethics: Theory & Application	3

**Total credits 63**

Please Note:

- This curriculum sequence is only for student planning. Actual student schedules will vary depending on course availability.
- Program completion time may vary based on student scheduling and course availability. For details, go to [mstc.edu/classfinder](http://mstc.edu/classfinder).

**SAMPLE PART-TIME CURRICULUM OPTION**

<b>Term</b>		<b>9 credits</b>
10605105	Electrical Circuits I	3
10605111	Introduction to Instrumentation	2
10804118	Intermediate Algebra with Applications	4

<b>Term</b>		<b>8 credits</b>
10462107	Industrial Safety	2
10605110	Electrical Circuits II	3
10804196	Trigonometry with Applications	3

<b>Term</b>		<b>6 credits</b>
10605112	Process Documentation	1
10605131	Process Equipment	2
10801136	English Composition 1 <b>-or-</b>	
10801195	Written Communication	3

<b>Term</b>		<b>7 credits</b>
10605172	Process Systems	2
10623106	Intro to AutoCAD	1
10806154	General Physics 1	4

<b>Term</b>		<b>8 credits</b>
10605117	Programmable Logic Controllers-Beginning	3
10605121	Process Control Strategies	2
10804195	College Algebra with Applications	3

<b>Term</b>		<b>9 credits</b>
10462116	Metal Fabrication <b>-or-</b>	
10462132	Machine Shop Fundamentals	3
10605118	Programmable Logic Controllers-Advanced	3
10801196	Oral/Interpersonal Communication <b>-or-</b>	
10801198	Speech	3

<b>Term</b>		<b>8 credits</b>
10605100	Process Measurements Instrumentation	2
10605115	Semiconductor Technology	3
10809188	Developmental Psychology <b>-or-</b>	
10809198	Intro to Psychology	3

<b>Term</b>		<b>8 credits</b>
10605132	Process Automation	2
10605133	Process Troubleshooting Strategies	1
10605134	Process Network Systems	2
10809122	Intro to American Government <b>-or-</b>	
10809166	Intro to Ethics: Theory & Application	3

**Total credits 63**

# course descriptions

## College Algebra with Applications

**10804195 .....3 credits**

Covers the skills needed for success in calculus and many application areas on a baccalaureate level. Topics include the real and complex number systems, polynomials, exponents, radicals, solving equations and inequalities (linear and nonlinear), relations and functions, systems of equations and inequalities (linear and nonlinear), matrices, graphing, conic sections, sequences and series, combinatorics, and the binomial theorem.

*Prerequisite: Trigonometry with Applications 10804196 with a grade of "C" or better*

## Developmental Psychology

**10809188.....3 credits**

Studies human development throughout the lifespan and explores developmental theory and research with an emphasis on the interactive nature of the biological, cognitive, and psychosocial changes that affect the individual from conception to death. Application activities and critical thinking skills enable students to gain an increased knowledge and understanding of themselves and others. A student scoring between 55-80 on Accuplacer Reading Comprehension is recommended to co-enroll in the Introduction to College Reading course.

*Prerequisite: Minimum Accuplacer scores - Reading 55, Sentence Skills 60 or equivalent, or Intro to College Reading 10848104 with a grade of "C" or better and Intro to College Writing 10831103 with a grade of "C" or better*

## Electrical Circuits I

**10605105 .....3 credits**

An introduction to AC/DC electricity and the physical laws that apply to electronic circuits. Direct current (DC) covers basic definitions of voltage, current, and resistance and analysis of series and parallel resistive circuits. Alternating current (AC) includes an introduction to AC generation, capacitors, inductors, and transformers and their applications in electronic circuits. Approximately 50 percent of the course is spent in the laboratory applying the principles and theory presented in the classroom.

*Corequisite: Intermediate Algebra with Applications 10804118*

## Electrical Circuits II

**10605110 .....3 credits**

Continues the study of AC/DC circuits started in Electrical Circuits I. Introduces advanced DC circuit analysis techniques such as Thevenin's Theorem and nodal analysis. Includes discussion of voltage and power theorems used in the analysis of AC circuits consisting of both resistance and reactance. The complex plane and construction of phasor diagrams are also discussed. Concludes with an introduction to electronic filter circuits used in transmission and communication equipment. Approximately 50 percent of the course is spent in the laboratory, applying the principles and theory presented in the classroom.

*Prerequisite: Electrical Circuits I 10605105 with a "C" or better; Corequisite: Trigonometry with Applications 10804196*

## English Composition 1

**10801136 .....3 credits**

Designed for learners to develop knowledge and skills in all aspects of the writing process. Planning, organizing, writing, editing, and revising are applied through a variety of activities. Students analyze audience and purpose, use elements of research, and format documents using standard guidelines. Individuals develop critical reading skills through analysis of various written documents.

*Prerequisite: Accuplacer Sentence Skills score of 85 or equivalent, or Intro to College Writing 10831103 with a grade of "C" or better. Proficiency in word processing skills recommended.*

## General Physics 1

**10806154 ..... 4 credits**

Presents the applications and theory of basic physics principles. This course emphasizes problem solving, laboratory investigation, and applications. Topics include unit conversion and analysis, vectors, translational and rotational kinematics, translational and rotational dynamics, heat and temperature, and harmonic motion and waves.

*Corequisite: Trigonometry with Applications 10804196*

## Industrial Safety

**10462107 .....2 credits**

Provides an overview of safety, health, and environmental issues as they relate to industry. Various types of hazards and the controls and equipment used to reduce risks from hazards are discussed. Focuses on understanding the Occupational Safety and Health Administration (OSHA) and its function as well as other regulatory and enforcement agencies associated with industrial safety, health, and the environment.

## Intermediate Algebra with Applications

**10804118 ..... 4 credits**

This course offers algebra content with applications. Topics include properties of real numbers; order of operations; algebraic solution for linear equations and inequalities; operations with polynomial and rational expressions; operations with rational exponents and radicals; and algebra of inverse, logarithmic, and exponential functions.

*Prerequisite: Pre-Algebra 10834109 with a grade of "C" or better, Accuplacer Arithmetic score of 110, Accuplacer Arithmetic score of 90, and Accuplacer Algebra score of 30 (A student scoring a "C" or lower should enroll in the Math Lab supplementary instruction with the next level math class.)*



# course descriptions

## Intro to American Government

**10809122.....3 credits**

Introduces American political processes and institutions. Focuses on rights and responsibilities of citizens and the process of participatory democracy. Learners examine the complexity of the separation of powers and checks and balances. Explores the role of the media, interest groups, political parties, and public opinion in the political process. Also explores the role of state and national government in our federal system. A student scoring between 55-80 on their Accuplacer Reading Comprehension, or 60-80 on Accuplacer Sentence Skills is recommended to co-enroll in the Introduction to College Reading course and/or Introduction to College Writing course, respectively.

*Prerequisite: Minimum Accuplacer scores - Reading 55, Sentence Skills 60 or equivalent, or Intro to College Reading 10848104 with a grade of C or better and Intro to College Writing 10831103 with a grade of C or better*

## Intro to AutoCAD

**10623106 ..... 1 credit**

This introductory course in computer-aided drafting (CAD) using AutoCAD software provides foundation skills in using CAD software to create and print two-dimensional technical drawings. This course is available to students in any program. Computer skills and prior knowledge of drawing/drafting techniques is recommended.

## Intro to Ethics: Theory & Application

**10809166 .....3 credits**

Provides a basic understanding of the theoretical foundations of ethical thought. Diverse ethical perspectives are used to analyze and compare relevant issues. Students critically evaluate individual, social, and/or professional standards of behavior, and apply a systemic decision-making process to these situations. A student scoring between 55-80 on Accuplacer Reading Comprehension or 60-80 on Accuplacer Sentence Skills is recommended to co-enroll in the Introduction to College Reading course and/or Introduction to College Writing course, respectively.

*Prerequisite: Minimum Accuplacer Scores - Reading 55, Sentence Skills 60 or equivalent, or Intro to College Reading 10848104 with a grade of "C" or better and Intro to College Writing 10831103 with a grade of "C" or better*

## Intro to Psychology

**10809198 .....3 credits**

This introductory course surveys the multiple aspects of human behavior. It involves a survey of the theoretical foundations of human functioning in such areas as learning, motivation, emotions, personality, deviance and pathology, physiological factors, and social influences. It directs the student to an insightful understanding of the complexities of human relationships in personal, social, and vocational settings. A student scoring between 55-80 on Accuplacer Reading Comprehension is recommended to co-enroll in the Introduction to College Reading course.

*Prerequisite: Minimum Accuplacer scores - Reading 55, Sentence Skills 60 or equivalent, or Intro to College Reading 10848104 with a grade of "C" or better and Intro to College Writing 10831103 with a grade of "C" or better*

## Introduction to Instrumentation

**10605111..... 4 credits**

This introductory course on instrumentation emphasizes a functional and mathematical approach to the use and study of various pneumatic instruments and principles. Identifies the duties and functions of instruments and their components. Includes survey of pressure, level, flow, and temperature instruments and their mechanisms, and an introduction to process control, automation, and controllers.

*Corequisite: Intermediate Algebra w/Apps 10804118*

## Machine Shop Fundamentals

**10462132.....3 credits**

Students participating in this class will be introduced to common machine tools and their functions. Classroom activities and hands-on lab exercises will be used to introduce participants to some of the most common applications in machining. Lab activities will introduce students to shop safety and identification of machine tools. Students will also gain understanding of the basic processes performed with different machine tools and basic machine set up and operations.

## Metal Fabrication

**10462116 .....3 credits**

An introduction to structural steel and plate fabrication, sheet metal fabrication, and basic electric arc and oxyacetylene welding. Presents fabrication techniques, metal selection, layout, cutting, bending, drilling, threading, and joining. Information is presented to the student followed by lab activities to provide a hands-on experience. Emphasizes developing an understanding of the tools, techniques, safe work habits, and application of metal fabrication skills.

## Oral/Interpersonal Communication

**10801196 .....3 credits**

Focuses upon developing speaking, verbal, and non-verbal communication, and listening skills through individual presentations, group activities, and other projects. For a student scoring between 55-80 on their Accuplacer Reading Comprehension exam and 60-80 on the Sentence Skills exam, it is recommended to co-enroll in the Introduction to College Reading and/or Intro to College Writing courses.

*Prerequisite: Minimum Accuplacer scores - Reading 55, Sentence Skills 60 or equivalent*

## Process Automation

**10605132.....2 credits**

This course develops a student's analytical and process development skills by providing projects in automation systems and control. Students will build control panels or control systems using controllers, drives, sensors, transmitters and other devices to demonstrate skills in process automation techniques.

## Process Control Strategies

**1060512 .....2 credits**

This course examines various methods and techniques used in process control, including control loop analysis, control tuning (PID) process and tuning methods, system gain, statistical control processes, cascade and feed forward control, split control, and other advanced control techniques.

## Process Documentation

**10605112 ..... 1 credit**

This course will provide the student with the tools needed to read and understand process drawings and diagrams used in the process industries to maintain and troubleshoot industrial processes. Specific documentation includes piping and instrument diagrams (P&ID), process flow diagrams (PFD), block flow diagrams, control loop diagrams, functional diagrams, electrical diagrams, utility flow diagrams, wiring diagrams, schematics, isometric drawings.

## Process Equipment

**10605131 .....2 credits**

This course will provide students with detailed analysis of standard process equipment. Equipment discussed includes pumps, valves, piping, equipment connections, motors, tanks and vessels, basic wiring practices, compressors, regulators, boilers, containment, heat exchangers.

## Process Measurements Instrumentation

**10605100 .....2 credits**

Reviews basic principles and calibration standards and practices developed in instrument mechanics. Studies common sensing devices and components employed for the measurement of pressure, temperature, flow, level, and related phenomena.

*Prerequisite: Introduction to Instrumentation 10605111 with a "C" or better*

## Process Network Systems

**10605134 .....2 credits**

This course examines process control system communication strategies and protocols. Systems discussed include PLCs, PACs, SCADA systems, plant automation hierarchies, ethernet, field buses, HART, DeviceNet, Profibus, PROFINet, FOUNDATION fieldbus.

## Process Systems

**10605172 .....2 credits**

This course will provide students with detailed analysis of standard process systems and how they are monitored and controlled. Systems examined include water/steam services (boilers and cooling towers), thermal transfer systems and heat exchangers, compressors and vacuum systems, HVAC, turbines, distillation and strippers, refrigeration, separators.

*Prerequisite: Process Equipment 10605131*

## Process Troubleshooting Strategies

**10605133 ..... 1 credit**

This course develops employee skills related to troubleshooting and employment strategies in area manufacturing industries by working directly with companies that have agreed to partner with Mid-State Technical College for this course. The course requires the student to work with a partnering company to assist in a problem solving or project work situation. Local companies are asked to submit a current problem or project with a narrow focus relating to industrial automation or instrumentation. The student meets with company personnel as needed, formulates the problem or project, and researches methods of solving or completing the project.

## Programmable Logic Controllers-Advanced

**10605118 .....3 credits**

This lab-intensive course is a continuation of the beginning PLC course designed to build advanced PLC skills. May include activities in advanced programming techniques, motor control, and operator interfaces. This course may be offered for 1-3 credits. Check with the course instructor for specific competencies to be covered each semester.

*Prerequisite: Programmable Logic Controllers-Beginning 10605117 or consent of instructor*

## Programmable Logic Controllers-Beginning

**10605117 .....3 credits**

An overview of programmable logic controllers (PLCs) that provides a foundation of knowledge of the programming techniques, operation, and maintenance of PLCs used in typical industrial automation.

## Semiconductor Technology

**10605115 .....3 credits**

Presents semi-conductor principles with emphasis on practical applications. After reviewing diode and transistor characteristics, studies bias stabilizing techniques followed by an introduction to transistor amplifiers.

*Corequisite: Electrical Circuits II 10605110*

## Speech

**10801198 .....3 credits**

Explores the fundamentals of effective oral presentation to small and large groups. Topic selection, audience analysis, methods of organization, research, structuring evidence and support, delivery techniques, and other essential elements of speaking successfully, including the listening process, form the basis of this course. If a student earns below the minimum Accuplacer score in each category (Reading 80, Sentence Skills 85), he/she is eligible to take Oral Communication in lieu of Speech, provided the Accuplacer scores are minimum of Reading 55 and Sentence Skills 60, or the student has completed Intro to College Writing and/or Intro to College Reading with a "C" or better.

*Prerequisite: Minimum Accuplacer scores - Reading 80, Sentence Skills 85, or completion of Intro to College Writing and/or Intro to College Reading with a "C" or better or equivalent*

## **Trigonometry with Applications**

**10804196 .....3 credits**

Topics include circular functions, graphing of trigonometry functions, identities, equations, trigonometric functions of angles, inverse functions, solutions of triangles, complex numbers, DeMoivre's Theorem, polar coordinates, and vectors.

*Prerequisite: Intermediate Algebra with Applications 10804118, with a grade of "C" or better*

## **Written Communication**

**10801195 .....3 credits**

Develops writing skills, which include prewriting, drafting, revising, and editing. A variety of writing assignments is designed to help the learner analyze audience and purpose, research and organize ideas, and format and design documents based on subject matter and content. Also develops critical reading and thinking skills through analysis of a variety of written documents.

*Prerequisite: Accuplacer Sentence Skills score of 85 or equivalent, or Intro to College Writing 10831103 with a grade of "C" or better. Proficiency in word processing skills recommended.*



# industrial mechanical technician

## Associate in Applied Science (AAS) Program Code: 10-462-1 Total Credits: 60

Mid-State's Industrial Mechanical Technician program will give you the hands-on foundation necessary to confidently maintain, repair, and operate machinery and equipment in an industrial environment. You will learn to align, maintain, repair, and replace machine components as well as gain understanding of predictive and preventive maintenance, reliability-centered maintenance, and many other topics. The program emphasizes safety in the workplace and includes many hands-on and interactive classroom experiences, lab activities, and field trips.

**Salary information:** [mstc.edu/programsalaries](http://mstc.edu/programsalaries)

**Estimated tuition and fees:** [mstc.edu/programcosts](http://mstc.edu/programcosts)

### ACADEMIC ADVISORS

To schedule an appointment with your academic advisor, call 715.422.5300.

#### Tanya Kollross, MS

Marshfield Campus • [tanya.kollross@mstc.edu](mailto:tanya.kollross@mstc.edu)

#### Yer Lee, MS

Stevens Point Campus • [yer.lee@mstc.edu](mailto:yer.lee@mstc.edu)

#### Kay Grundhoffer, MS

Wisconsin Rapids Campus • [kay.grundhoffer@mstc.edu](mailto:kay.grundhoffer@mstc.edu)

### CHECKLIST:

This section will be completed when meeting with your academic advisor.

- FAFSA ([www.fafsa.gov](http://www.fafsa.gov))
- Financial Aid Form(s)  
Form(s): \_\_\_\_\_
- Follow-Up Appointment:  
Where: \_\_\_\_\_  
When: \_\_\_\_\_  
With: \_\_\_\_\_
- Official Transcripts  
Mid-State Technical College  
Attention CPL Coordinator  
500 32nd Street North  
Wisconsin Rapids, WI 54494
- Other: \_\_\_\_\_  
\_\_\_\_\_

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**888.575.6782**



**MID-STATE**  
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Adams, WI 53910

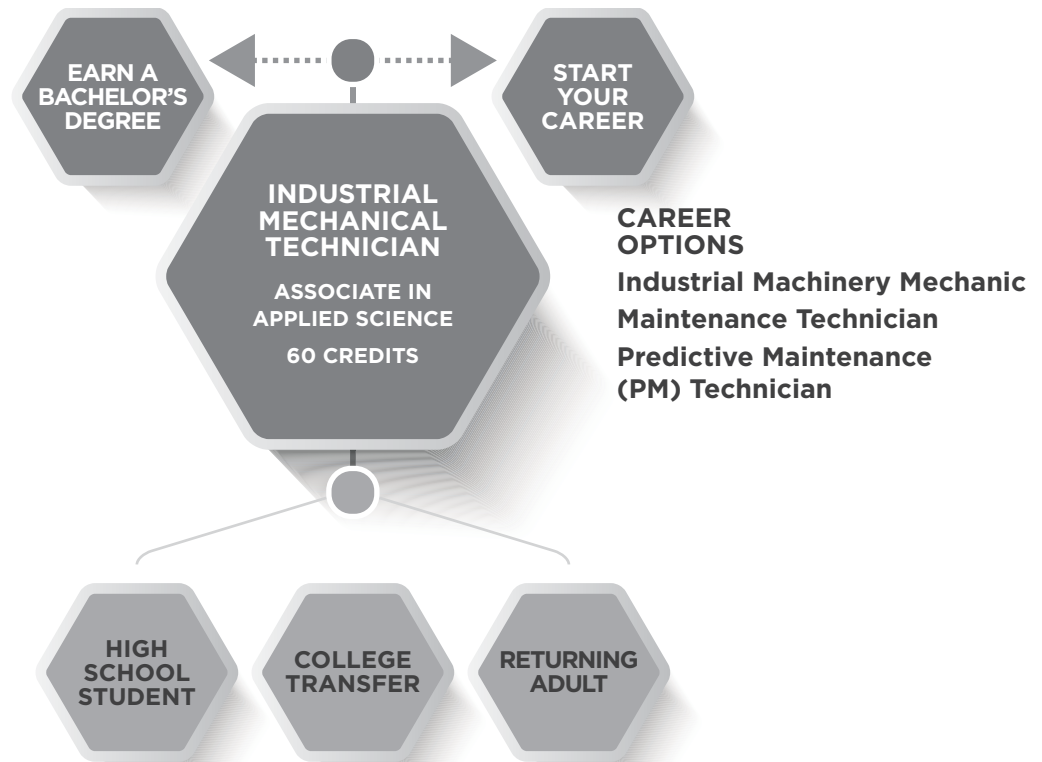
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Marshfield, WI 54449

**STEVENS POINT CAMPUS**  
1001 Centerpoint Drive  
Stevens Point, WI 54481

**WISCONSIN RAPIDS CAMPUS**  
500 32nd Street North  
Wisconsin Rapids, WI 54494

## BACHELOR'S DEGREE OPTIONS

For more information and additional opportunities, visit [mstc.edu/transfer](http://mstc.edu/transfer).



College Credit • Dual Credit • Military Experience • Work Experience  
Learn about Credit for Prior Learning at [mstc.edu/cpl](http://mstc.edu/cpl).

**BEGIN AT ANY POINT  
IN THE PATHWAY**

## OTHER OPTIONS

### RELATED PROGRAMS

- Machine Tool Technician
- Stainless Steel Welding
- Welding



**SAMPLE FULL-TIME CURRICULUM OPTION**

<b>Term</b>		<b>15 credits</b>
10462102	Bearings & Lubrication Systems	2
10462132	Machine Shop Fundamentals	3
10605105	Electrical Circuits I	3
10801136	English Composition 1 <b>-or-</b>	
10801195	Written Communication	3
10804118	Intermediate Algebra with Applications	4

<b>Term</b>		<b>15 credits</b>
10462107	Industrial Safety	2
10462110	Material Handling	2
10605117	Programmable Logic Controllers-Beginning	3
10623106	Intro to AutoCAD	1
10623114	Intro to Inventor	1
10801196	Oral/Interpersonal Communication <b>-or-</b>	
10801198	Speech	3
10804196	Trigonometry with Applications	3

<b>Term</b>		<b>14 credits</b>
10462104	Fluid Process Systems	3
10462106	Mechanical Power Transmission	3
10462130	Industrial Electric Control Applications	2
10462131	Industrial Electric Power Applications	2
10809188	Developmental Psychology <b>-or-</b>	
10809198	Intro to Psychology	3
	Elective	1

<b>Term</b>		<b>16 credits</b>
10462116	Metal Fabrication	3
10462120	Industrial Hydraulics & Pneumatics	3
10605118	Programmable Logic Controllers-Advanced	3
10806154	General Physics 1	4
10809166	Intro to Ethics: Theory & Application	3

**Total credits 60**

## Please Note:

- This curriculum sequence is only for student planning. Actual student schedules will vary depending on course availability.
- Program completion time may vary based on student scheduling and course availability. For details, go to [mstc.edu/classfinder](http://mstc.edu/classfinder).

**SAMPLE PART-TIME CURRICULUM OPTION**

<b>Term</b>		<b>9 credits</b>
10462102	Bearings & Lubrication Systems	2
10462132	Machine Shop Fundamentals	3
10804118	Intermediate Algebra with Applications	4

<b>Term</b>		<b>7 credits</b>
10462107	Industrial Safety	2
10462110	Material Handling	2
10804196	Trigonometry with Applications	3

<b>Term</b>		<b>7 credits</b>
10605105	Electrical Circuits I	3
10801136	English Composition 1 <b>-or-</b>	
10801195	Written Communication	3
	Elective	1

<b>Term</b>		<b>8 credits</b>
10605117	Programmable Logic Controllers-Beginning	3
10623106	Intro to AutoCAD	1
10623114	Intro to Inventor	1
10801196	Oral/Interpersonal Communication <b>-or-</b>	
10801198	Speech	3

<b>Term</b>		<b>7 credits</b>
10462106	Mechanical Power Transmission	3
10462130	Industrial Electric Control Applications	2
10462131	Industrial Electric Power Applications	2

<b>Term</b>		<b>7 credits</b>
10462116	Metal Fabrication	3
10806154	General Physics 1	4

<b>Term</b>		<b>6 credits</b>
10462104	Fluid Process Systems	3
10809188	Developmental Psychology <b>-or-</b>	
10809198	Intro to Psychology	3

<b>Term</b>		<b>9 credits</b>
10462120	Industrial Hydraulics & Pneumatics	3
10605118	Programmable Logic Controllers-Advanced	3
10809166	Intro to Ethics: Theory & Application	3

**Total credits 60**

## Bearings & Lubrication Systems

**10462102 .....2 credits**

Students are presented with information pertaining to the basic functions of bearing surfaces, bearing inspections, analysis of bearing failures and the importance of preventative maintenance.

## Developmental Psychology

**10809188.....3 credits**

Studies human development throughout the lifespan and explores developmental theory and research with an emphasis on the interactive nature of the biological, cognitive, and psychosocial changes that affect the individual from conception to death. Application activities and critical thinking skills enable students to gain an increased knowledge and understanding of themselves and others. A student scoring between 55-80 on Accuplacer Reading Comprehension is recommended to co-enroll in the Introduction to College Reading course.

*Prerequisite: Minimum Accuplacer scores - Reading 55, Sentence Skills 60 or equivalent, or Intro to College Reading 10848104 with a grade of "C" or better and Intro to College Writing 10831103 with a grade of "C" or better*

## Electrical Circuits I

**10605105 .....3 credits**

An introduction to AC/DC electricity and the physical laws that apply to electronic circuits. Direct current (DC) covers basic definitions of voltage, current, and resistance and analysis of series and parallel resistive circuits. Alternating current (AC) includes an introduction to AC generation, capacitors, inductors, and transformers and their applications in electronic circuits. Approximately 50 percent of the course is spent in the laboratory applying the principles and theory presented in the classroom.

*Corequisite: Intermediate Algebra with Applications 10804118*

## English Composition 1

**10801136 .....3 credits**

Designed for learners to develop knowledge and skills in all aspects of the writing process. Planning, organizing, writing, editing, and revising are applied through a variety of activities. Students analyze audience and purpose, use elements of research, and format documents using standard guidelines. Individuals develop critical reading skills through analysis of various written documents.

*Prerequisite: Accuplacer Sentence Skills score of 85 or equivalent, or Intro to College Writing 10831103 with a grade of "C" or better. Proficiency in word processing skills recommended.*

## Fluid Process Systems

**10462104 .....3 credits**

Provides a "hands-on" approach to the study of fluid handling systems. A wide variety of system components, including pumps, piping, seals and packing, flow control devices, flow measuring devices, and pressure vessels, are studied. System design considerations for fluid media temperature, pressure, specific gravity, viscosity, solids concentrations, and volume requirements are analyzed. An introduction to refrigeration and air conditioning provides the student with a basic understanding of these systems.

## General Physics 1

**10806154 ..... 4 credits**

Presents the applications and theory of basic physics principles. This course emphasizes problem solving, laboratory investigation, and applications. Topics include unit conversion and analysis, vectors, translational and rotational kinematics, translational and rotational dynamics, heat and temperature, and harmonic motion and waves.

*Corequisite: Trigonometry with Applications 10804196*

## Industrial Electric Control Applications

**10462130 .....2 credits**

Introduces the fundamentals of industrial motor controls, relay logic, ladder diagrams, industrial automation, and integrated manufacturing systems. The purpose of the course is to familiarize students with the terminology, capabilities, applications, and limitations of automated industrial controls through classroom and lab activities.

*Prerequisite: Electrical Circuits 1 10605105*

## Industrial Electric Power Applications

**10462131 .....2 credits**

Introduces concepts and applications of typical 3-phase power systems used in industry with focus on selection of overload devices, fuse sizing, wire selection, electrical motor theory and applications, and introduction to variable frequency drives through lecture and lab activities.

*Corequisite: Industrial Electric Control Applications 10462130*

## Industrial Hydraulics & Pneumatics

**10462120 .....3 credits**

Studies basic principles of hydraulics and pneumatics. Covers the advantages, disadvantages, and inherent problems with these systems. Includes the principles of operation and the constructional features of pumps, motors, valves, seals, packing, and conductors as well as the physical properties of liquids. Students learn to identify various parts of a circuit and analyze them for their use.

*Prerequisite: Intermediate Algebra with Applications 10804118*

## Industrial Safety

**10462107 .....2 credits**

Provides an overview of safety, health, and environmental issues as they relate to industry. Various types of hazards and the controls and equipment used to reduce risks from hazards are discussed. Focuses on understanding the Occupational Safety and Health Administration (OSHA) and its function as well as other regulatory and enforcement agencies associated with industrial safety, health, and the environment.

## Intermediate Algebra with Applications

**10804118 ..... 4 credits**

This course offers algebra content with applications. Topics include properties of real numbers; order of operations; algebraic solution for linear equations and inequalities; operations with polynomial and rational expressions; operations with rational exponents and radicals; and algebra of inverse, logarithmic, and exponential functions.

*Prerequisite: Pre-Algebra 10834109 with a grade of "C" or better, Accuplacer Arithmetic score of 110, Accuplacer Arithmetic score of 90, and Accuplacer Algebra score of 30 (A student scoring a "C" or lower should enroll in the Math Lab supplementary instruction with the next level math class.)*



# course descriptions

## Intro to AutoCAD

**10623106 ..... 1 credit**

This introductory course in computer-aided drafting (CAD) using AutoCAD software provides foundation skills in using CAD software to create and print two-dimensional technical drawings. This course is available to students in any program. Computer skills and prior knowledge of drawing/drafting techniques is recommended.

## Intro to Ethics: Theory & Application

**10809166 ..... 3 credits**

Provides a basic understanding of the theoretical foundations of ethical thought. Diverse ethical perspectives are used to analyze and compare relevant issues. Students critically evaluate individual, social, and/or professional standards of behavior, and apply a systemic decision-making process to these situations. A student scoring between 55-80 on Accuplacer Reading Comprehension or 60-80 on Accuplacer Sentence Skills is recommended to co-enroll in the Introduction to College Reading course and/or Introduction to College Writing course, respectively.

*Prerequisite: Minimum Accuplacer Scores - Reading 55, Sentence Skills 60 or equivalent, or Intro to College Reading 10848104 with a grade of "C" or better and Intro to College Writing 10831103 with a grade of "C" or better*

## Intro to Inventor

**10623114 ..... 1 credit**

This course is an introduction to Inventor by AutoDesk. Students will learn how to create 3D models of basic objects, add dimensioning, and generate multiview projections.

*Corequisite: Intro to AutoCAD 10623106*

## Intro to Psychology

**10809198 ..... 3 credits**

This introductory course surveys the multiple aspects of human behavior. It involves a survey of the theoretical foundations of human functioning in such areas as learning, motivation, emotions, personality, deviance and pathology, physiological factors, and social influences. It directs the student to an insightful understanding of the complexities of human relationships in personal, social, and vocational settings. A student scoring between 55-80 on Accuplacer Reading Comprehension is recommended to co-enroll in the Introduction to College Reading course.

*Prerequisite: Minimum Accuplacer scores - Reading 55, Sentence Skills 60 or equivalent, or Intro to College Reading 10848104 with a grade of "C" or better and Intro to College Writing 10831103 with a grade of "C" or better*

## Machine Shop Fundamentals

**10462132 ..... 3 credits**

Students participating in this class will be introduced to common machine tools and their functions. Classroom activities and hands-on lab exercises will be used to introduce participants to some of the most common applications in machining. Lab activities will introduce students to shop safety and identification of machine tools. Students will also gain understanding of the basic processes performed with different machine tools and basic machine set up and operations.

## Material Handling

**10462110 ..... 2 credits**

Introduces the concepts and equipment that transport solid materials in the industrial production process. Various types of equipment, including rigging, cranes, mechanical conveyors, pneumatic conveyors, elevators, and lift trucks, are discussed. Practical applications and use guidelines are presented to promote the safe and efficient use of this type of material handling equipment.

## Mechanical Power Transmission

**10462106 ..... 3 credits**

A study of the systems and components that transmit power from the prime mover through the system. Gear trains, linkages, clutches, couplings, and flexible drives are evaluated mathematically in lab situations.

## Metal Fabrication

**10462116 ..... 3 credits**

An introduction to structural steel and plate fabrication, sheet metal fabrication, and basic electric arc and oxyacetylene welding. Presents fabrication techniques, metal selection, layout, cutting, bending, drilling, threading, and joining. Information is presented to the student followed by lab activities to provide a hands-on experience. Emphasizes developing an understanding of the tools, techniques, safe work habits, and application of metal fabrication skills.

## Oral/Interpersonal Communication

**10801196 ..... 3 credits**

Focuses upon developing speaking, verbal, and non-verbal communication, and listening skills through individual presentations, group activities, and other projects. For a student scoring between 55-80 on their Accuplacer Reading Comprehension exam and 60-80 on the Sentence Skills exam, it is recommended to co-enroll in the Introduction to College Reading and/or Intro to College Writing courses.

*Prerequisite: Minimum Accuplacer scores - Reading 55, Sentence Skills 60 or equivalent*

## Programmable Logic Controllers-Advanced

**10605118 ..... 3 credits**

This lab-intensive course is a continuation of the beginning PLC course designed to build advanced PLC skills. May include activities in advanced programming techniques, motor control, and operator interfaces. This course may be offered for 1-3 credits. Check with the course instructor for specific competencies to be covered each semester.

*Prerequisite: Programmable Logic Controllers-Beginning 10605117 or consent of instructor*

## Programmable Logic Controllers-Beginning

**10605117 ..... 3 credits**

An overview of programmable logic controllers (PLCs) that provides a foundation of knowledge of the programming techniques, operation, and maintenance of PLCs used in typical industrial automation.

## Speech

### **10801198 .....3 credits**

Explores the fundamentals of effective oral presentation to small and large groups. Topic selection, audience analysis, methods of organization, research, structuring evidence and support, delivery techniques, and other essential elements of speaking successfully, including the listening process, form the basis of this course. If a student earns below the minimum Accuplacer score in each category (Reading 80, Sentence Skills 85), he/she is eligible to take Oral Communication in lieu of Speech, provided the Accuplacer scores are minimum of Reading 55 and Sentence Skills 60, or the student has completed Intro to College Writing and/or Intro to College Reading with a "C" or better.

*Prerequisite: Minimum Accuplacer scores - Reading 80, Sentence Skills 85, or completion of Intro to College Writing and/or Intro to College Reading with a "C" or better or equivalent*

## Trigonometry with Applications

### **10804196 .....3 credits**

Topics include circular functions, graphing of trigonometry functions, identities, equations, trigonometric functions of angles, inverse functions, solutions of triangles, complex numbers, DeMoivre's Theorem, polar coordinates, and vectors.

*Prerequisite: Intermediate Algebra with Applications 10804118, with a grade of "C" or better*

## Written Communication

### **10801195 .....3 credits**

Develops writing skills, which include prewriting, drafting, revising, and editing. A variety of writing assignments is designed to help the learner analyze audience and purpose, research and organize ideas, and format and design documents based on subject matter and content. Also develops critical reading and thinking skills through analysis of a variety of written documents.

*Prerequisite: Accuplacer Sentence Skills score of 85 or equivalent, or Intro to College Writing 10831103 with a grade of "C" or better. Proficiency in word processing skills recommended.*



# it computer support specialist

## Associate in Applied Science (AAS) Program Code: 10-154-3 Total Credits: 60-61

The IT Computer Support Specialist program prepares individuals for help desk positions that provide technical support, assistance, advice, troubleshooting, training, and documentation to computer end users for hardware, software, and systems. Graduates have a working knowledge of computer hardware and software and their applications within wide area networks. In this program, hands-on instruction will build your familiarity with various desktop and server environments; basic computer network technologies; help desk ticketing, management and customer support; and database design, development, and administration. The program helps to prepare graduates to test for the CompTIA A+ and Linux+ certifications as well as the Microsoft Certified Solutions Associate for Windows 10.

**Salary information:** [mstc.edu/programsalaries](http://mstc.edu/programsalaries)

**Estimated tuition and fees:** [mstc.edu/programcosts](http://mstc.edu/programcosts)

### CHECKLIST:

This section will be completed when meeting with your academic advisor.

- FAFSA ([www.fafsa.gov](http://www.fafsa.gov))
- Financial Aid Form(s)  
Form(s): \_\_\_\_\_
- Follow-Up Appointment:  
Where: \_\_\_\_\_  
When: \_\_\_\_\_  
With: \_\_\_\_\_
- Official Transcripts  
Mid-State Technical College  
Attention CPL Coordinator  
500 32nd Street North  
Wisconsin Rapids, WI 54494
- Other: \_\_\_\_\_  
\_\_\_\_\_

### ACADEMIC ADVISORS

To schedule an appointment with your academic advisor, call 715.422.5300.

#### Tanya Kollross, MS

Marshfield Campus • [tanya.kollross@mstc.edu](mailto:tanya.kollross@mstc.edu)

#### Juan Veloz, MBA

Stevens Point Campus • [juan.veloz@mstc.edu](mailto:juan.veloz@mstc.edu)

#### Diane Andres, MS

Wisconsin Rapids Campus • [diane.andres@mstc.edu](mailto:diane.andres@mstc.edu)

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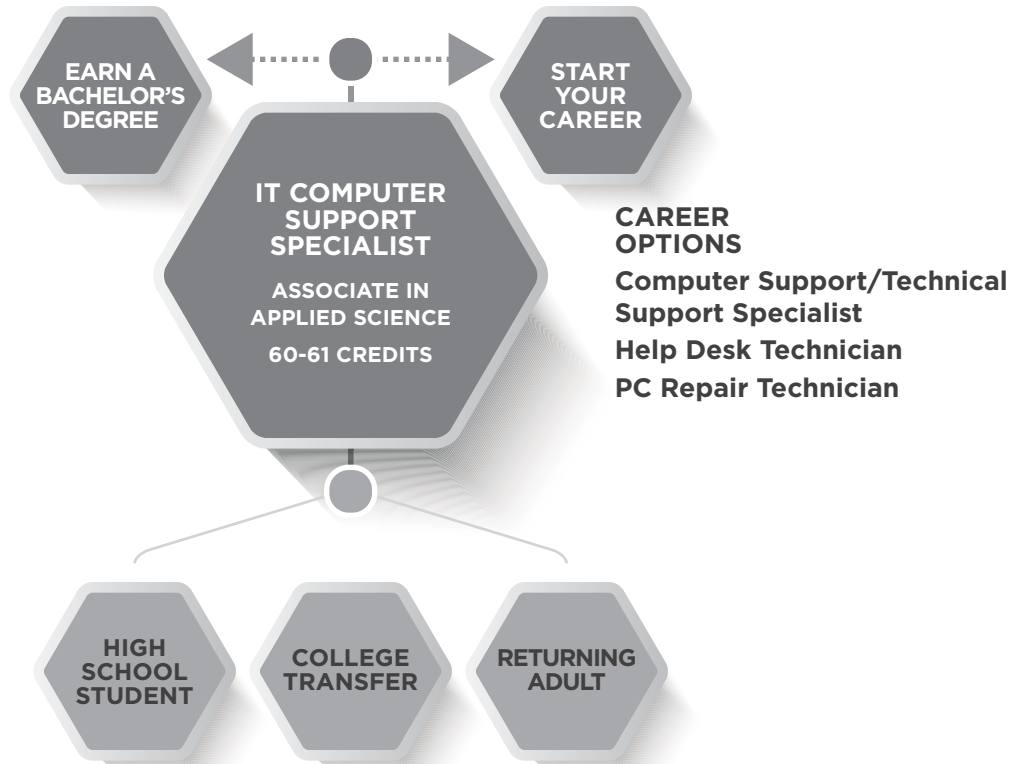
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1001 Centerpoint Drive  
Stevens Point, WI 54481

**WISCONSIN RAPIDS CAMPUS**  
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## BACHELOR'S DEGREE OPTIONS

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College Credit • Dual Credit • Military Experience • Work Experience  
Learn about Credit for Prior Learning at [mstc.edu/cpl](http://mstc.edu/cpl).

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IN THE PATHWAY**

## OTHER OPTIONS

### RELATED PROGRAMS

- Business Analyst
- IT Security Specialist
- IT Software Developer
- IT Network Specialist
- Microsoft System Administrator



## SAMPLE FULL-TIME CURRICULUM OPTION

Term		15 credits
10103106	Microsoft Office-Introduction	3
10150110	Networking I	3
10151105	Linux	3
10154102	Hardware Essentials I	3
10801136	English Composition 1 <b>-or-</b>	
10801195	Written Communication	3
Term		15 credits
10150120	Server Administration-Beginning	3
10150165	Network Server Scripting	3
10151110	Information Security 1	3
10154110	Desktop Management	3
10801196	Oral/Interpersonal Communication <b>-or-</b>	
10801198	Speech	3
Term		15-16 credits
10154120	Advanced Desktop Management	3
10154132	Help Desk Fundamentals	3
10804107	College Mathematics	3
	<b>-or-</b>	
10804118	Intermediate Algebra with Applications	4
10809103	Think Critically & Creatively	3
10809188	Developmental Psychology <b>-or-</b>	
10809198	Intro to Psychology	3
Term		15 credits
10102130	Career Development <b>-or-</b>	
10154141	Computer Support Internship <b>-or-</b>	
10801199	Employment Strategies	3
10150111	Networking II <b>-or-</b>	
10151111	Information Security <b>-or-</b>	
10156101	Database Concepts and Design	3
10154142	Help Desk Advanced	3
10801197	Technical Reporting	3
10809166	Intro to Ethics: Theory & Application	3
<b>Total credits 60-61</b>		

Please Note:

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- Program completion time may vary based on student scheduling and course availability. For details, go to [mstc.edu/classfinder](http://mstc.edu/classfinder).

## SAMPLE PART-TIME CURRICULUM OPTION

Term		9 credits
10151105	Linux	3
10154102	Hardware Essentials I	3
10801136	English Composition 1 <b>-or-</b>	
10801195	Written Communication	3
Term		6 credits
10150120	Server Administration-Beginning	3
10801196	Oral/Interpersonal Communication <b>-or-</b>	
10801198	Speech	3
Term		6 credits
10103106	Microsoft Office-Introduction	3
10150110	Networking I	3
Term		9 credits
10150165	Network Server Scripting	3
10151110	Information Security 1	3
10154110	Desktop Management	3
Term		9-10 credits
10154132	Help Desk Fundamentals	3
10804107	College Mathematics	3
	<b>-or-</b>	
10804118	Intermediate Algebra with Applications	4
10809188	Developmental Psychology <b>-or-</b>	
10809198	Intro to Psychology	3
Term		9 credits
10154142	Help Desk Advanced	3
10156101	Database Concepts and Design	3
10801197	Technical Reporting	3
Term		6 credits
10154120	Advanced Desktop Management	3
10809103	Think Critically & Creatively	3
Term		6 credits
10102130	Career Development <b>-or-</b>	
10154141	Computer Support Internship <b>-or-</b>	
10801199	Employment Strategies	3
10150111	Networking II <b>-or-</b>	
10151111	Information Security <b>-or-</b>	
10156101	Database Concepts and Design	3
10809166	Intro to Ethics: Theory & Application	3
<b>Total credits 60-61</b>		

# course descriptions

## Advanced Desktop Management

**10154120 .....3 credits**

Provides students with the background needed to build the knowledge and skills to support end users and computers running the Microsoft suite of productivity applications. Focuses on the skills needed to work in a variety of environments, including corporate environments as well as phone support for home users, remote support, and retail counter support.

*Prerequisite: Desktop Management 10154110*

## Career Development

**10102130 .....3 credits**

Prepares learners for the process of gaining employment. Learners assess their personal background; practice finding career opportunities through the job search process; develop a cover letter, resume, and thank you letter, and complete a job application; participate in a mock interview; and demonstrate how to deal with interpersonal situations found in a work environment.

*NOTE: To enroll, you must have completed 50 percent of technical program credits or receive department approval. See program advisor, program faculty, program counselor, or department dean/associate dean to register.*

## College Mathematics

**10804107 .....3 credits**

Designed to review and develop fundamental concepts of mathematics pertinent to the areas of: 1) arithmetic and algebra; 2) geometry and trigonometry; and 3) probability and statistics. Special emphasis is placed on problem solving, critical thinking and logical reasoning, making connections, and using calculators. Topics include performing arithmetic operations and simplifying algebraic expressions, solving linear equations and inequalities in one variable, solving proportions and incorporating percent applications, manipulating formulas, solving and graphing systems of linear equations and inequalities in two variables, finding areas and volumes of geometric figures, applying similar and congruent triangles, converting measurements within and between US and metric systems, applying Pythagorean Theorem, solving right and oblique triangles, calculating probabilities, organizing data and interpreting charts, calculating central and spread measures, and summarizing and analyzing data.

*Prerequisite: Minimum Accuplacer scores - Arithmetic 65, Algebra 30; or Pre-Algebra 10834109 with a grade of "C" or better*

## Computer Support Internship

**10154141 .....3 credits**

Integrates skills developed in classroom study with specific occupational experiences at local employment sites and develops work behavior appropriate to the business environment.

*Prerequisite: Help Desk Fundamentals 10154132*

## Database Concepts and Design

**10156101 .....3 credits**

Introduces the concepts of relational database design, development, and maintenance. Topics include relational normalization, referential integrity, and SQL.

*Corequisite: English Composition 1 10801136*

## Desktop Management

**10154110 .....3 credits**

Introduces students to the skills needed to support client PC Operating Systems. Through significant hands-on activities, students learn how to configure, secure, use, and troubleshoot client operating systems.

*Corequisite: English Composition 1 10801136*

## Developmental Psychology

**10809188 .....3 credits**

Studies human development throughout the lifespan and explores developmental theory and research with an emphasis on the interactive nature of the biological, cognitive, and psychosocial changes that affect the individual from conception to death. Application activities and critical thinking skills enable students to gain an increased knowledge and understanding of themselves and others. A student scoring between 55-80 on Accuplacer Reading Comprehension is recommended to co-enroll in the Introduction to College Reading course.

*Prerequisite: Minimum Accuplacer scores - Reading 55, Sentence Skills 60 or equivalent, or Intro to College Reading 10848104 with a grade of "C" or better and Intro to College Writing 10831103 with a grade of "C" or better*

## Employment Strategies

**10801199 .....3 credits**

A course designed to assist students in securing employment. This communication-based course helps develop an awareness of personal and academic skills as they relate to the job seeking process. Topics of study include personal and skill assessments, research of employment sources, completion of application forms, formation of professional resumes, composition of various business letters, interviewing skills, and job offer evaluation.

*NOTE: To enroll you must have completed 50 percent of technical program credits or receive department approval. See program advisor, program faculty, program counselor, or department dean/associate dean to register.*

## English Composition 1

**10801136 .....3 credits**

Designed for learners to develop knowledge and skills in all aspects of the writing process. Planning, organizing, writing, editing, and revising are applied through a variety of activities. Students analyze audience and purpose, use elements of research, and format documents using standard guidelines. Individuals develop critical reading skills through analysis of various written documents.

*Prerequisite: Accuplacer Sentence Skills score of 85 or equivalent, or Intro to College Writing 10831103 with a grade of "C" or better. Proficiency in word processing skills recommended.*

## Hardware Essentials I

**10154102 .....3 credits**

The first in a two-course series that aligns with the CompTIA A+ certification. This class is designed to teach students how to build, configure, secure, network, and troubleshoot PCs. The course covers the objectives of the CompTIA A+ exams but is not designed or intended to be a "test prep" course.

## Help Desk Advanced

**10154142 .....3 credits**

Expands the learners' ability to troubleshoot all information technology issues using help desk and asset management applications. Learners expand their knowledge of ITIL practices and procedures used to manage an IT operation and its associated infrastructure. Communication, documentation, and teamwork skills are enforced.

*Prerequisite: Help Desk Fundamentals 10154132*

## Help Desk Fundamentals

**10154132.....3 credits**

Provides the learner with the knowledge required to become a Help Desk Support technician. Students will learn fundamental Help Desk concepts such as: Help Desk operations, roles and responsibilities, processes and procedures, tools and technologies, individual and team performance measures, and how to provide support as a Help Desk professional.

*Prerequisite: Hardware Essentials I 10154102*

## Information Security 1

**10151110 .....3 credits**

Introduces students to the fundamentals of information security. Topics include security terms and concepts, risk assessment, cryptography, monitoring and auditing, attacks and techniques, and the legal and ethical issues associated with information security.

*Prerequisite: Linux 10151105*

## Information Security 2

**10151111 .....3 credits**

Introduces students to intrusion detection tools, network security design, various types of network firewalls, and the basics of VPN configuration. A solid understanding of LAN/WAN fundamentals is required for this course.

*Prerequisite: Information Security 1 10151110*

## Intermediate Algebra with Applications

**10804118 ..... 4 credits**

This course offers algebra content with applications. Topics include properties of real numbers; order of operations; algebraic solution for linear equations and inequalities; operations with polynomial and rational expressions; operations with rational exponents and radicals; and algebra of inverse, logarithmic, and exponential functions.

*Prerequisite: Pre-Algebra 10834109 with a grade of "C" or better, Accuplacer Arithmetic score of 110, Accuplacer Arithmetic score of 90, and Accuplacer Algebra score of 30 (A student scoring a "C" or lower should enroll in the Math Lab supplementary instruction with the next level math class.)*

## Intro to Ethics: Theory & Application

**10809166 .....3 credits**

Provides a basic understanding of the theoretical foundations of ethical thought. Diverse ethical perspectives are used to analyze and compare relevant issues. Students critically evaluate individual, social, and/or professional standards of behavior, and apply a systemic decision-making process to these situations. A student scoring between 55-80 on Accuplacer Reading Comprehension or 60-80 on Accuplacer Sentence Skills is recommended to co-enroll in the Introduction to College Reading course and/or Introduction to College Writing course, respectively.

*Prerequisite: Minimum Accuplacer Scores - Reading 55, Sentence Skills 60 or equivalent, or Intro to College Reading 10848104 with a grade of "C" or better and Intro to College Writing 10831103 with a grade of "C" or better*

## Intro to Psychology

**10809198 .....3 credits**

This introductory course surveys the multiple aspects of human behavior. It involves a survey of the theoretical foundations of human functioning in such areas as learning, motivation, emotions, personality, deviance and pathology, physiological factors, and social influences. It directs the student to an insightful understanding of the complexities of human relationships in personal, social, and vocational settings. A student scoring between 55-80 on Accuplacer Reading Comprehension is recommended to co-enroll in the Introduction to College Reading course.

*Prerequisite: Minimum Accuplacer scores - Reading 55, Sentence Skills 60 or equivalent, or Intro to College Reading 10848104 with a grade of "C" or better and Intro to College Writing 10831103 with a grade of "C" or better with a grade of "C" or better and Intro to College Writing 10831103 with a grade of "C" or better*

## Linux

**10151105 .....3 credits**

Covers introductory Linux topics, including operating system basics, system installation, file system management, file system administration, and basic commands. Includes considerable hands-on.

*Corequisite: Hardware Essentials I 10154102*

## Microsoft Office-Introduction

**10103106 .....3 credits**

Develops introductory skills in the Microsoft Office Suite (Word, Excel, Access, PowerPoint, and Outlook) while reinforcing knowledge of computer concepts, Windows Explorer, and Internet usage. Students should possess basic keyboarding, mouse, and Windows 10 skills. Students may develop these skills in the LiNK while concurrently enrolled in this course.

## Network Server Scripting

**10150165 .....3 credits**

Provides best practices and techniques in Linux and Windows shell and command line scripting using PowerShell and BASH.

*Corequisite: Server Administration-Beginning 10150120*

## Networking I



# course descriptions

## **10150110.....3 credits**

Introduces the architecture, structure, functions, components, and models of the Internet and other computer networks. The principles and structure of IP addressing and the fundamentals of Ethernet concepts, media, and operations are introduced to provide a foundation for the curriculum. By the end of the course, participants will be able to build simple LANs, perform basic configurations for routers and switches, and implement IP addressing schemes. This course is the first of four courses that align with CCNA certification. Covers the objectives of the first CCNA exam but is not designed or intended to be a “test prep” course.

## **Networking II**

### **10150111.....3 credits**

Describes the architecture, components, and operations of routers and switches in a small network. Students learn how to configure a router and a switch for basic functionality. By the end of this course, students will be able to configure and troubleshoot routers and switches and resolve common issues with RIPv1, RIPv2, single-area and multi-area OSPF, virtual LANs, and inter-VLAN routing in both IPv4 and IPv6 networks. This course is the second of four courses that align with CCNA certification. Covers the objectives of the first CCNA exam but is not designed or intended to be a “test prep” course.

*Prerequisites: Networking I 10150110 and Hardware Essentials I 10154102*

## **Oral/Interpersonal Communication**

### **10801196.....3 credits**

Focuses upon developing speaking, verbal, and non-verbal communication, and listening skills through individual presentations, group activities, and other projects. For a student scoring between 55-80 on their Accuplacer Reading Comprehension exam and 60-80 on the Sentence Skills exam, it is recommended to co-enroll in the Introduction to College Reading and/or Intro to College Writing courses.

*Prerequisite: Minimum Accuplacer scores - Reading 55, Sentence Skills 60 or equivalent*

## **Server Administration-Beginning**

### **10150120.....3 credits**

Develops skill in the design, installation, administration, and management of computer networks. Topics include network design; installation and configuration of a commonly used network operating system; service packs and updated drivers; user accounts, groups, profiles, and policies; file system security; printer management; and application software installation, backup, and recovery.

*Prerequisite: Hardware Essentials I 10154102*

## **Speech**

### **10801198.....3 credits**

Explores the fundamentals of effective oral presentation to small and large groups. Topic selection, audience analysis, methods of organization, research, structuring evidence and support, delivery techniques, and other essential elements of speaking successfully, including the listening process, form the basis of this course. If a student earns below the minimum Accuplacer score in each category (Reading 80, Sentence Skills 85), he/she is eligible to take Oral Communication in lieu of Speech, provided the Accuplacer

scores are minimum of Reading 55 and Sentence Skills 60, or the student has completed Intro to College Writing and/or Intro to College Reading with a “C” or better.

*Prerequisite: Minimum Accuplacer scores - Reading 80, Sentence Skills 85, or completion of Intro to College Writing and/or Intro to College Reading with a “C” or better or equivalent*

## **Technical Reporting**

### **10801197.....3 credits**

The student prepares and presents oral and written technical reports. Types of reports may include lab and field reports, proposals, technical letters and memos, technical research reports, and case studies. Designed as an advanced communication course for students who have completed at least the prerequisite introductory writing course.

*Prerequisite: Written Communication 10801195 with a grade of “C” or better, or English Composition I 10801136 with a grade of “C” or better. Proficiency in word processing skills recommended.*

## **Think Critically & Creatively**

### **10809103.....3 credits**

Provides instruction in the vital, realistic, and practical methods of thinking that are in high demand in all occupations of substance today. Provides in-depth consideration of decision making, problem solving, detailed analysis of ideas, troubleshooting, argumentation, persuasion, creativity, setting goals and objectives, and more. Students apply specific thinking strategies and tools to situations in a wide variety of workplace, personal, academic, and cultural situations. Classroom instruction is based on demonstration, discussion, projects, and teamwork. Assignments range from the short and simple to the detailed and complex. Focuses on reality and practicality throughout. A student scoring between 55-80 on the Accuplacer Reading exam or 60-80 on the Accuplacer Sentence Skills exam is recommended to co-enroll in Introduction to College Reading and/or Introduction to College Writing, respectively.

*Prerequisite: Accuplacer Reading score of 55 and Accuplacer Sentence Skills score of 60 or equivalent, or Intro to College Reading 10848104 with a “C” or better and Intro to College Writing 10831103 with a “C” or better*

## **Written Communication**

### **10801195.....3 credits**

Develops writing skills, which include prewriting, drafting, revising, and editing. A variety of writing assignments is designed to help the learner analyze audience and purpose, research and organize ideas, and format and design documents based on subject matter and content. Also develops critical reading and thinking skills through analysis of a variety of written documents.

*Prerequisite: Accuplacer Sentence Skills score of 85 or equivalent, or Intro to College Writing 10831103 with a grade of “C” or better. Proficiency in word processing skills recommended.*



# it network specialist

## Associate in Applied Science (AAS) Program Code: 10-150-2 Total Credits: 64-67

The IT Network Specialist program at Mid-State prepares students to administer and support personal computer and network environments. Graduates are able to install, troubleshoot, analyze, and repair networks as well as maximize network efficiency. In this program you will follow guided instructions for setting up and managing multiple computers in a networking environment. You'll also apply concepts in hands-on activities both in and outside the classroom. Past students have repaired and imaged laptops for a local school district, completed a network upgrade for a nonprofit organization, and fixed computers at the PC Clinic.

**Salary information:** [mstc.edu/programsalaries](http://mstc.edu/programsalaries)

**Estimated tuition and fees:** [mstc.edu/programcosts](http://mstc.edu/programcosts)

### ACADEMIC ADVISORS

To schedule an appointment with your academic advisor, call 715.422.5300.

#### Tanya Kollross, MS

Marshfield Campus • [tanya.kollross@mstc.edu](mailto:tanya.kollross@mstc.edu)

#### Juan Veloz, MBA

Stevens Point Campus • [juan.veloz@mstc.edu](mailto:juan.veloz@mstc.edu)

#### Diane Andres, MS

Wisconsin Rapids Campus • [diane.andres@mstc.edu](mailto:diane.andres@mstc.edu)

### CHECKLIST:

This section will be completed when meeting with your academic advisor.

- FAFSA ([www.fafsa.gov](http://www.fafsa.gov))
- Financial Aid Form(s)  
Form(s): \_\_\_\_\_
- Follow-Up Appointment:  
Where: \_\_\_\_\_  
When: \_\_\_\_\_  
With: \_\_\_\_\_
- Official Transcripts  
Mid-State Technical College  
Attention CPL Coordinator  
500 32nd Street North  
Wisconsin Rapids, WI 54494
- Other: \_\_\_\_\_  
\_\_\_\_\_

**mstc.edu**  
**888.575.6782**



**MID-STATE**  
TECHNICAL COLLEGE

**ADAMS COUNTY CENTER**  
401 North Main  
Adams, WI 53910

**MARSHFIELD CAMPUS**  
2600 West 5th Street  
Marshfield, WI 54449

**STEVENS POINT CAMPUS**  
1001 Centerpoint Drive  
Stevens Point, WI 54481

**WISCONSIN RAPIDS CAMPUS**  
500 32nd Street North  
Wisconsin Rapids, WI 54494

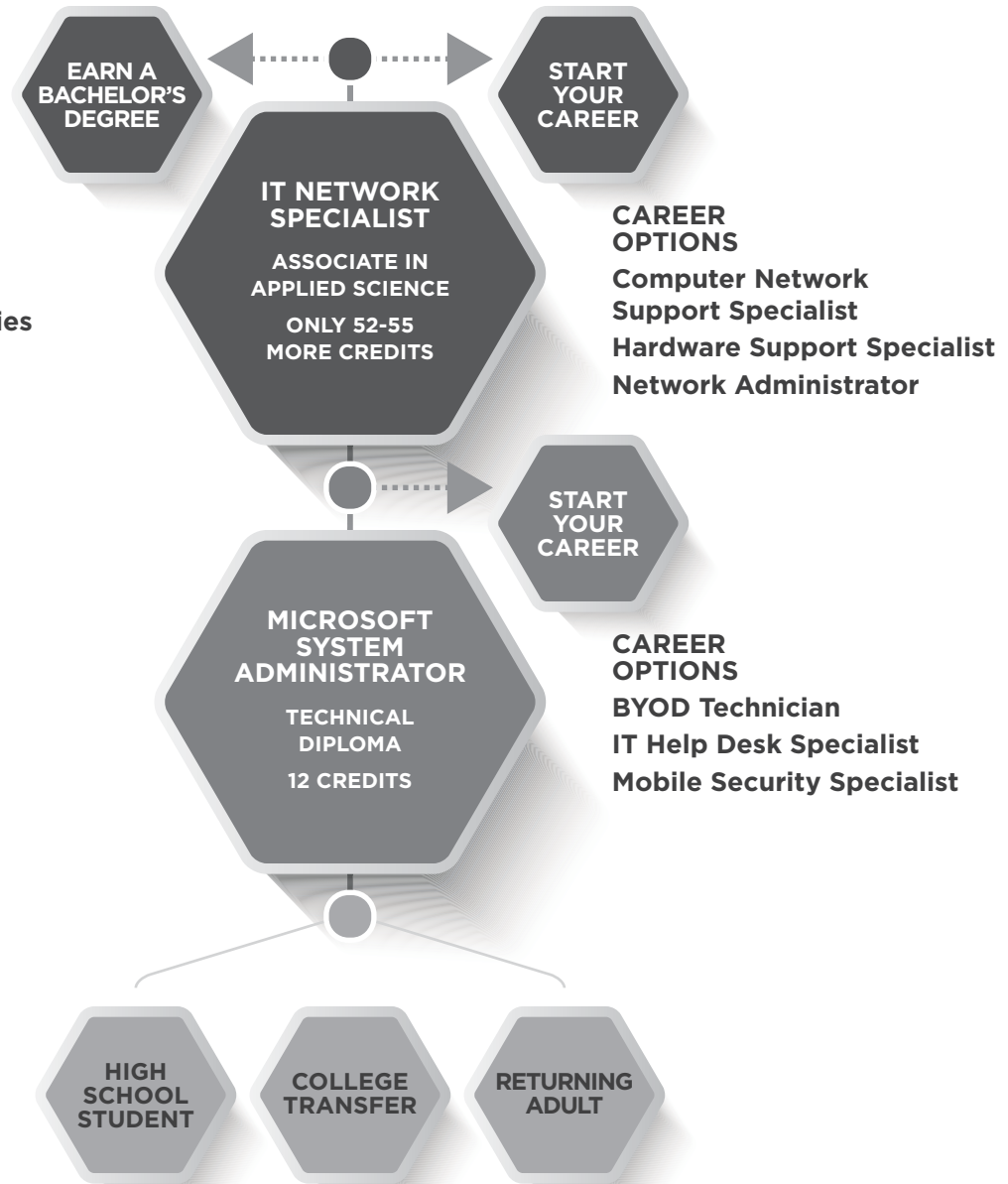
## BACHELOR'S DEGREE OPTIONS

Lakeland University  
BA Specialized  
Administration

UW-Stout  
BS Information and  
Communication Technologies

University of Phoenix  
BS Management

For more information and  
additional opportunities,  
visit [mstc.edu/transfer](http://mstc.edu/transfer).



College Credit • Dual Credit • Military Experience • Work Experience  
Learn about Credit for Prior Learning at [mstc.edu/cpl](http://mstc.edu/cpl).

**BEGIN AT ANY POINT  
IN THE PATHWAY**

## OTHER OPTIONS

### RELATED PROGRAMS

- Business Analyst
- IT Security Specialist
- IT Computer Support Specialist
- IT Software Developer



## SAMPLE FULL-TIME CURRICULUM OPTION

Term		15 credits
10150110	Networking I	3
10151105	Linux	3
10152101	Intro to Programming	3
10154102	Hardware Essentials I	3
10801136	English Composition 1 <b>-or-</b>	
10801195	Written Communication	3
Term		18 credits
10102213	Requirements Analysis	3
10150111	Networking II	3
10150120	Server Administration-Beginning	3
10150165	Network Server Scripting	3
10151110	Information Security I	3
10801196	Oral/Interpersonal Communication <b>-or-</b>	
10801198	Speech	3
Term		17-19 credits
10150112	Networking III	3
10150121	Server Administration-Intermediate	3
10150130	Virtualization	3
10154101	IT Customer Support	2
	<b>-or-</b>	
10154132	Help Desk Fundamentals	3
10804107	College Mathematics	3
	<b>-or-</b>	
10804118	Intermediate Algebra with Applications	4
	<b>-or-</b>	
10804189	Introductory Statistics	3
10809103	Think Critically & Creatively <b>-or-</b>	
10809195	Economics	3
Term		14-15 credits
10150113	Networking IV	3
10150141	Supervised Field Experience	2
	<b>-or-</b>	
10801199	Employment Strategies	3
10150161	Advanced Networking Projects	3
10809166	Intro to Ethics: Theory & Application <b>-or-</b>	
10809196	Intro to Sociology	3
10809188	Developmental Psychology <b>-or-</b>	
10809198	Intro to Psychology	3
<b>Total Credits 64-67</b>		

Please Note:

- This curriculum sequence is only for student planning. Actual student schedules will vary depending on course availability.
- Program completion time may vary based on student scheduling and course availability. For details, go to [mstc.edu/classfinder](http://mstc.edu/classfinder).

## SAMPLE PART-TIME CURRICULUM OPTION

Term		9 credits
10150110	Networking I	3
10151105	Linux	3
10154102	Hardware Essentials I	3
Term		9 credits
10150111	Networking II	3
10151110	Information Security I	3
10150120	Server Administration-Beginning	3
Term		6 credits
10801136	English Composition 1 <b>-or-</b>	
10801195	Written Communication	3
10801196	Oral/Interpersonal Communication <b>-or-</b>	
10801198	Speech	3
Term		9 credits
10152101	Intro to Programming	3
10150112	Networking III	3
10150121	Server Administration-Intermediate	3
Term		8-9 credits
10102213	Requirements Analysis	3
10150165	Network Server Scripting	3
10154101	IT Customer Support	2
	<b>-or-</b>	
10154132	Help Desk Fundamentals	3
Term		6-7 credits
10804107	College Mathematics	3
	<b>-or-</b>	
10804118	Intermediate Algebra with Applications	4
	<b>-or-</b>	
10804189	Introductory Statistics	3
10809188	Developmental Psychology <b>-or-</b>	
10809198	Intro to Psychology	3
Term		8-9 credits
10150130	Virtualization	3
10150141	Supervised Field Experience	2
	<b>-or-</b>	
10801199	Employment Strategies	3
10809103	Think Critically & Creatively <b>-or-</b>	
10809195	Economics	3
Term		9 credits
10150113	Networking IV	3
10150161	Advanced Networking Projects	3
10809166	Intro to Ethics: Theory & Application <b>-or-</b>	
10809196	Intro to Sociology	3
<b>Total Credits 64-67</b>		

# course descriptions

## Advanced Networking Projects

**10150161 .....3 credits**

In this capstone course students complete projects that incorporate networking skills gained from previous terms. Students demonstrate those skills by creating a project proposal, presenting a technical design, and/or implementing a project based on specifications provided by the instructor.

*Prerequisites: Information Security I 10151110 & Networking III 10150112*

## College Mathematics

**10804107 .....3 credits**

Designed to review and develop fundamental concepts of mathematics pertinent to the areas of: 1) arithmetic and algebra; 2) geometry and trigonometry; and 3) probability and statistics. Special emphasis is placed on problem solving, critical thinking and logical reasoning, making connections, and using calculators. Topics include performing arithmetic operations and simplifying algebraic expressions, solving linear equations and inequalities in one variable, solving proportions and incorporating percent applications, manipulating formulas, solving and graphing systems of linear equations and inequalities in two variables, finding areas and volumes of geometric figures, applying similar and congruent triangles, converting measurements within and between US and metric systems, applying Pythagorean Theorem, solving right and oblique triangles, calculating probabilities, organizing data and interpreting charts, calculating central and spread measures, and summarizing and analyzing data.

*Prerequisite: Minimum Accuplacer scores - Arithmetic 65, Algebra 30; or Pre-Algebra 10834109 with a grade of "C" or better*

## Developmental Psychology

**10809188 .....3 credits**

Studies human development throughout the lifespan and explores developmental theory and research with an emphasis on the interactive nature of the biological, cognitive, and psychosocial changes that affect the individual from conception to death. Application activities and critical thinking skills enable students to gain an increased knowledge and understanding of themselves and others. A student scoring between 55-80 on Accuplacer Reading Comprehension is recommended to co-enroll in the Introduction to College Reading course.

*Prerequisite: Minimum Accuplacer scores - Reading 55, Sentence Skills 60 or equivalent, or Intro to College Reading 10848104 with a grade of "C" or better and Intro to College Writing 10831103 with a grade of "C" or better*

## Economics

**10809195 .....3 credits**

Provides an overview of how a market-oriented economic system operates and surveys the factors that influence national economic policy. Basic concepts and analyses are illustrated by reference to a variety of contemporary problems and public policy issues. Concepts include scarcity, resources, alternative economic systems, growth, supply and demand, monetary and fiscal policy, inflation, unemployment and global economic issues. A student scoring between 55-80 on Accuplacer Reading Comprehension or 60-80

on Accuplacer Sentence Skills is recommended to co-enroll in the Introduction to College Reading course and/or Introduction to College Writing, respectively.  
*Prerequisite: Minimum Accuplacer scores - Reading 55, Sentence Skills 60 or equivalent, or Intro to College Reading 10848104 with a grade of "C" or better and Intro to College Writing 10831103 with a grade of "C" or better*

## Employment Strategies

**10801199 .....3 credits**

A course designed to assist students in securing employment. This communication-based course helps develop an awareness of personal and academic skills as they relate to the job seeking process. Topics of study include personal and skill assessments, research of employment sources, completion of application forms, formation of professional resumes, composition of various business letters, interviewing skills, and job offer evaluation.  
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**10801136 .....3 credits**

Designed for learners to develop knowledge and skills in all aspects of the writing process. Planning, organizing, writing, editing, and revising are applied through a variety of activities. Students analyze audience and purpose, use elements of research, and format documents using standard guidelines. Individuals develop critical reading skills through analysis of various written documents.

*Prerequisite: Accuplacer Sentence Skills score of 85 or equivalent, or Intro to College Writing 10831103 with a grade of "C" or better. Proficiency in word processing skills recommended.*

## Hardware Essentials I

**10154102 .....3 credits**

The first in a two-course series that aligns with the CompTIA A+ certification. This class is designed to teach students how to build, configure, secure, network, and troubleshoot PCs. The course covers the objectives of the CompTIA A+ exams but is not designed or intended to be a "test prep" course.

## Help Desk Fundamentals

**10154132 .....3 credits**

Provides the learner with the knowledge required to become a Help Desk Support technician. Students will learn fundamental Help Desk concepts such as: Help Desk operations, roles and responsibilities, processes and procedures, tools and technologies, individual and team performance measures, and how to provide support as a Help Desk professional.

*Prerequisite: Hardware Essentials I 10154102*

## Information Security 1

**1015110 .....3 credits**

Introduces students to the fundamentals of information security. Topics include security terms and concepts, risk assessment, cryptography, monitoring and auditing, attacks and techniques, and the legal and ethical issues associated with information security.

*Prerequisite: Linux 10151105*

## Intermediate Algebra with Applications

**10804118 ..... 4 credits**

This course offers algebra content with applications. Topics include properties of real numbers; order of operations; algebraic solution for linear equations and inequalities; operations with polynomial and rational expressions; operations with rational exponents and radicals; and algebra of inverse, logarithmic, and exponential functions.

*Prerequisite: Pre-Algebra 10834109 with a grade of "C" or better, Accuplacer Arithmetic score of 110, Accuplacer Arithmetic score of 90, and Accuplacer Algebra score of 30 (A student scoring a "C" or lower should enroll in the Math Lab supplementary instruction with the next level math class.)*

## Intro to Ethics: Theory & Application

**10809166 .....3 credits**

Provides a basic understanding of the theoretical foundations of ethical thought. Diverse ethical perspectives are used to analyze and compare relevant issues. Students critically evaluate individual, social, and/or professional standards of behavior, and apply a systemic decision-making process to these situations. A student scoring between 55-80 on Accuplacer Reading Comprehension or 60-80 on Accuplacer Sentence Skills is recommended to co-enroll in the Introduction to College Reading course and/or Introduction to College Writing course, respectively.

*Prerequisite: Minimum Accuplacer Scores - Reading 55, Sentence Skills 60 or equivalent, or Intro to College Reading 10848104 with a grade of "C" or better and Intro to College Writing 10831103 with a grade of "C" or better*

## Intro to Programming

**10152101 .....3 credits**

Applies the basic concepts of computer programming using JavaScript, with an emphasis on structured programming, debugging, and testing. Learners will create JavaScript applications. Additional topics include: online software development resources, programming and documentation standards, variable lifetime/scope, data types, control structures and mathematical calculations.

## Intro to Psychology

**10809198 .....3 credits**

This introductory course surveys the multiple aspects of human behavior. It involves a survey of the theoretical foundations of human functioning in such areas as learning, motivation, emotions, personality, deviance and pathology, physiological factors, and social influences. It directs the student to an insightful understanding of the complexities of human relationships in personal, social, and vocational settings. A student scoring between 55-80 on Accuplacer Reading Comprehension is recommended to co-enroll in the Introduction to College Reading course.

*Prerequisite: Minimum Accuplacer scores - Reading 55, Sentence Skills 60 or equivalent, or Intro to College Reading 10848104 with a grade of "C" or better and Intro to College Writing 10831103 with a grade of "C" or better*

## Intro to Sociology

**10809196 .....3 credits**

Introduces students to the basic concepts of sociology: culture, socialization, social stratification, multi-culturalism, and the five institutions of family, politics, economics, religion, and education. Other topics include demography, deviance, technology, environment, social issues, social change, and social organization. A student scoring between 55-80 on Accuplacer Reading Comprehension or 60-80 on Accuplacer Sentence Skills is recommended to co-enroll in Introduction to College Reading and/or Introduction to College Writing, respectively.

*Prerequisite: Minimum Accuplacer scores - Reading 55, Sentence Skills 60 or equivalent, or Intro to College Reading 10848104 with a grade of "C" or better and Intro to College Writing 10831103 with a grade of "C" or better*

## Introductory Statistics

**10804189 .....3 credits**

Students taking Introductory Statistics display data with graphs, describe distributions with numbers, perform correlation and regression analyses, and design experiments. They use probability and distributions to make predictions, estimate parameters, and test hypotheses. They draw inferences about relationships including ANOVA. Algebra knowledge and foundational skills in mathematics are important for success in this course.

*Prerequisite: Accuplacer Algebra score of 45 or greater, or ACT math score of 19 or greater, or Pre-Algebra 10834109 with a grade of "C" or better, or College Math 10804107 with a grade of "C" or better. (A student scoring a "C" or lower should enroll in the Math Lab supplementary instruction with the next level math class.)*

## IT Customer Support

**10154101 .....2 credits**

Introduces learners to the field of user support professionals. Focuses on providing quality customer support, problem solving while exploring software quality assurance, information technology project development methodologies, and strategies for keeping current in an ever-changing field.

*Prerequisite: English Composition 10801136, Written Communication 10801195, or consent of instructor*

# course descriptions

## Linux

### 10151105 .....3 credits

Covers introductory Linux topics, including operating system basics, system installation, file system management, file system administration, and basic commands. Includes considerable hands-on.

*Corequisite: Hardware Essentials I 10154102*

## Network Server Scripting

### 10150165 .....3 credits

Provides best practices and techniques in Linux and Windows shell and command line scripting using PowerShell and BASH.

*Corequisite: Server Administration-Beginning 10150120*

## Networking I

### 10150110 .....3 credits

Introduces the architecture, structure, functions, components, and models of the Internet and other computer networks. The principles and structure of IP addressing and the fundamentals of Ethernet concepts, media, and operations are introduced to provide a foundation for the curriculum. By the end of the course, participants will be able to build simple LANs, perform basic configurations for routers and switches, and implement IP addressing schemes. This course is the first of four courses that align with CCNA certification. Covers the objectives of the first CCNA exam but is not designed or intended to be a "test prep" course.

*Corequisite: English Composition I 10801136*

## Networking II

### 10150111 .....3 credits

Describes the architecture, components, and operations of routers and switches in a small network. Students learn how to configure a router and a switch for basic functionality. By the end of this course, students will be able to configure and troubleshoot routers and switches and resolve common issues with RIPv1, RIPv2, single-area and multi-area OSPF, virtual LANs, and inter-VLAN routing in both IPv4 and IPv6 networks. This course is the second of four courses that align with CCNA certification. Covers the objectives of the first CCNA exam but is not designed or intended to be a "test prep" course.

*Prerequisites: Networking I 10150110 and Hardware Essentials I 10154102*

## Networking III

### 10150112 .....3 credits

Describes the architecture, components, and operations of routers and switches in a large and complex network. Students learn how to configure routers and switches for advanced functionality. By the end of this course, students are able to configure and troubleshoot routers and switches and resolve common issues with OSPF, EIGRP, STP, and VTP in both IPv4 and IPv6 networks. Also develops the knowledge and skills needed to implement DHCP and DNS operations in a network. This course is the third of four courses that aligns with the CCNA certification. The course covers the objectives of the second CCNA exam but is not designed or intended to be a "test prep" course.

*Prerequisite: Networking II 10150111*

## Networking IV

### 10150113 .....3 credits

Discusses the WAN technologies and network services required by converged applications in a complex network. The course allows students to understand the selection criteria of network devices and WAN technologies to meet network requirements. Students will learn how to configure and troubleshoot network devices and resolve common issues with data link protocols. Also develops the knowledge and skills needed to implement IPsec and virtual private network (VPN) operations in a complex network. This course is the final course in a series of four courses that aligns with the CCNA certification. The course covers the objectives of the second CCNA exam but is not designed or intended to be a "test prep" course.

*Prerequisite: Networking III 10150112*

## Oral/Interpersonal Communication

### 10801196 .....3 credits

Focuses upon developing speaking, verbal, and non-verbal communication, and listening skills through individual presentations, group activities, and other projects. For a student scoring between 55-80 on their Accuplacer Reading Comprehension exam and 60-80 on the Sentence Skills exam, it is recommended to co-enroll in the Introduction to College Reading and/or Intro to College Writing courses.

*Prerequisite: Minimum Accuplacer scores - Reading 55, Sentence Skills 60 or equivalent*

## Requirements Analysis

### 10102213 .....3 credits

A practical course that provides an overview of the systems development life cycle and then focuses on the analysis phase of real-world computer and manual systems. Students learn concepts, techniques, and tools to aid in the analysis of existing systems, the identification of user requirements, and the design of database files. Emphasizes both written and oral communications. Most of the work is done in groups.

## Server Administration-Beginning

### 10150120 .....3 credits

Develops skill in the design, installation, administration, and management of computer networks. Topics include network design; installation and configuration of a commonly used network operating system; service packs and updated drivers; user accounts, groups, profiles, and policies; file system security; printer management; and application software installation, backup, and recovery.

*Prerequisite: Hardware Essentials I 10154102*

## Server Administration-Intermediate

### 10150121 .....3 credits

Expands on the administration skills needed for successful management of a network operating system in a business environment. Topics include installation and configuration of a network operating system, monitoring and performance tuning, monitoring and analyzing network traffic, licensing, network devices, DNS, FTP, web services, and directory services.

*Prerequisite: Server Administration-Beginning 10150120*



## Speech

### 10801198 .....3 credits

Explores the fundamentals of effective oral presentation to small and large groups. Topic selection, audience analysis, methods of organization, research, structuring evidence and support, delivery techniques, and other essential elements of speaking successfully, including the listening process, form the basis of this course. If a student earns below the minimum Accuplacer score in each category (Reading 80, Sentence Skills 85), he/she is eligible to take Oral Communication in lieu of Speech, provided the Accuplacer scores are minimum of Reading 55 and Sentence Skills 60, or the student has completed Intro to College Writing and/or Intro to College Reading with a "C" or better.

*Prerequisite: Minimum Accuplacer scores - Reading 80, Sentence Skills 85, or completion of Intro to College Writing and/or Intro to College Reading with a "C" or better or equivalent*

## Supervised Field Experience

### 10150141 .....2 credits

Integrates networking skill developed in classroom study with specific occupational experiences at local employment sites. Develops work behavior appropriate to the computer information systems environment.

*Prerequisite: Completion of at least 20 credits in occupational-specific IT Network Specialist courses or consent of instructor.*

## Think Critically & Creatively

### 10809103 .....3 credits

Provides instruction in the vital, realistic, and practical methods of thinking that are in high demand in all occupations of substance today. Provides in-depth consideration of decision making, problem solving, detailed analysis of ideas, troubleshooting, argumentation, persuasion, creativity, setting goals and objectives, and more. Students apply specific thinking strategies and tools to situations in a wide variety of workplace, personal, academic, and cultural situations. Classroom instruction is based on demonstration, discussion, projects, and teamwork. Assignments range from the short and simple to the detailed and complex. Focuses on reality and practicality throughout. A student scoring between 55-80 on the Accuplacer Reading exam or 60-80 on the Accuplacer Sentence Skills exam is recommended to co-enroll in Introduction to College Reading and/or Introduction to College Writing, respectively.

*Prerequisite: Accuplacer Reading score of 55 and Accuplacer Sentence Skills score of 60 or equivalent, or Intro to College Reading 10848104 with a "C" or better and Intro to College Writing 10831103 with a "C" or better*

## Virtualization

### 10150130 .....3 credits

This course introduces students to virtualization and virtualization technologies like VMware. In this course students will get first hand experience using ESXi, vSphere, vCenter, vMotion, storage types, vSwitches, and high availability. This course aligns with the VCP-DCV certification. The course covers the objectives of the VCP-DCV exam but is not designed nor intended to be a "test prep" course.

*Prerequisite: Server Administration-Beginning 10150120*

## Written Communication

### 10801195 .....3 credits

Develops writing skills, which include prewriting, drafting, revising, and editing. A variety of writing assignments is designed to help the learner analyze audience and purpose, research and organize ideas, and format and design documents based on subject matter and content. Also develops critical reading and thinking skills through analysis of a variety of written documents.

*Prerequisite: Accuplacer Sentence Skills score of 85 or equivalent, or Intro to College Writing 10831103 with a grade of "C" or better. Proficiency in word processing skills recommended.*



# it security specialist

## Associate in Applied Science (AAS) Program Code: 10-151-3 Total Credits: 63-64

Graduates of this program understand the security measures needed to safeguard an organization's electronic files and computer networking infrastructure. Students will be involved in planning, implementing, and monitoring information technology security systems. Through hands-on projects, you will learn ethical hacking techniques in order to fully understand network vulnerabilities. You will also learn effective ways to implement intrusion detection systems to mitigate security risks. Includes demonstration of the use of computer forensics to help track down and stop potential information security breaches.

**Salary information:** [mstc.edu/programsalaries](http://mstc.edu/programsalaries)

**Estimated tuition and fees:** [mstc.edu/programcosts](http://mstc.edu/programcosts)

### ACADEMIC ADVISORS

To schedule an appointment with your academic advisor, call 715.422.5300.

#### Tanya Kollross, MS

Marshfield Campus • [tanya.kollross@mstc.edu](mailto:tanya.kollross@mstc.edu)

#### Juan Veloz, MBA

Stevens Point Campus • [juan.veloz@mstc.edu](mailto:juan.veloz@mstc.edu)

#### Diane Andres, MS

Wisconsin Rapids Campus • [diane.andres@mstc.edu](mailto:diane.andres@mstc.edu)

### CHECKLIST:

This section will be completed when meeting with your academic advisor.

- FAFSA ([www.fafsa.gov](http://www.fafsa.gov))
- Financial Aid Form(s)  
Form(s): \_\_\_\_\_
- Follow-Up Appointment:  
Where: \_\_\_\_\_  
When: \_\_\_\_\_  
With: \_\_\_\_\_
- Official Transcripts  
Mid-State Technical College  
Attention CPL Coordinator  
500 32nd Street North  
Wisconsin Rapids, WI 54494
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\_\_\_\_\_

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1001 Centerpoint Drive  
Stevens Point, WI 54481

**WISCONSIN RAPIDS CAMPUS**  
500 32nd Street North  
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## BACHELOR'S DEGREE OPTIONS

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START YOUR CAREER

**IT SECURITY SPECIALIST**  
ASSOCIATE OF APPLIED SCIENCE  
63-64 CREDITS

## CAREER OPTIONS

Computer Security Specialist  
Information Security Analyst  
Information Security Specialist

HIGH SCHOOL STUDENT

COLLEGE TRANSFER

RETURNING ADULT

College Credit • Dual Credit • Military Experience • Work Experience  
Learn about Credit for Prior Learning at [mstc.edu/cpl](http://mstc.edu/cpl).

**BEGIN AT ANY POINT  
IN THE PATHWAY**

## OTHER OPTIONS

### RELATED PROGRAMS

- Business Analyst
- IT Computer Support Specialist
- IT Security Specialist
- IT Software Developer
- IT Network Specialist
- Microsoft System Administrator



## SAMPLE FULL-TIME CURRICULUM OPTION

Term		15 credits
10150110	Networking I	3
10151105	Linux	3
10152101	Intro to Programming	3
10154102	Hardware Essentials I	3
10801136	English Composition 1 <b>-or-</b>	
10801195	Written Communication	3
Term		18 credits
10102213	Requirements Analysis	3
10150111	Networking II	3
10150120	Server Administration-Beginning	3
10150165	Network Server Scripting	3
10151110	Information Security 1	3
10801196	Oral/Interpersonal Communication <b>-or-</b>	
10801198	Speech	3
Term		15-16 credits
10150112	Networking III	3
10151111	Information Security 2	3
10804107	College Mathematics	3
	<b>-or-</b>	
10804118	Intermediate Algebra with Applications	4
10809103	Think Critically & Creatively	3
10809166	Intro to Ethics: Theory & Application	3
Term		15 credits
10151112	Information Security 3	3
10151141	IT-Security Internship	3
10151160	Ethical Hacking	3
10151161	IT Security Capstone	3
10809188	Developmental Psychology <b>-or-</b>	
10809198	Intro to Psychology	3
<b>Total credits 63-64</b>		

Please Note:

- This curriculum sequence is only for student planning. Actual student schedules will vary depending on course availability.
- Program completion time may vary based on student scheduling and course availability. For details, go to [mstc.edu/classfinder](http://mstc.edu/classfinder).

## SAMPLE PART-TIME CURRICULUM OPTION

Term		9 credits
10150110	Networking I	3
10151105	Linux	3
10154102	Hardware Essentials I	3
Term		9 credits
10150111	Networking II	3
10150120	Server Administration-Beginning	3
10151110	Information Security 1	3
Term		6 credits
10801136	English Composition 1 <b>-or-</b>	
10801195	Written Communication	3
10801196	Oral/Interpersonal Communication <b>-or-</b>	
10801198	Speech	3
Term		9 credits
10152101	Intro to Programming	3
10150112	Networking III	3
10151111	Information Security 2	3
Term		6 credits
10102213	Requirements Analysis	3
10150165	Network Server Scripting	3
Term		6-7 credits
10804107	College Mathematics	3
	<b>-or-</b>	
10804118	Intermediate Algebra with Applications	4
10809166	Intro to Ethics: Theory & Application	3
Term		9 credits
10809103	Think Critically & Creatively	3
10809188	Developmental Psychology <b>-or-</b>	
10809198	Intro to Psychology	3
10151141	IT-Security Internship	3
Term		9 credits
10151112	Information Security 3	3
10151160	Ethical Hacking	3
10151161	IT Security Capstone	3
<b>Total credits 63-64</b>		

# course descriptions

## College Mathematics

### 10804107 .....3 credits

Designed to review and develop fundamental concepts of mathematics pertinent to the areas of: 1) arithmetic and algebra; 2) geometry and trigonometry; and 3) probability and statistics. Special emphasis is placed on problem solving, critical thinking and logical reasoning, making connections, and using calculators. Topics include performing arithmetic operations and simplifying algebraic expressions, solving linear equations and inequalities in one variable, solving proportions and incorporating percent applications, manipulating formulas, solving and graphing systems of linear equations and inequalities in two variables, finding areas and volumes of geometric figures, applying similar and congruent triangles, converting measurements within and between US and metric systems, applying Pythagorean Theorem, solving right and oblique triangles, calculating probabilities, organizing data and interpreting charts, calculating central and spread measures, and summarizing and analyzing data.

*Prerequisite: Minimum Accuplacer scores - Arithmetic 65, Algebra 30; or Pre-Algebra 10834109 with a grade of "C" or better*

## Developmental Psychology

### 10809188.....3 credits

Studies human development throughout the lifespan and explores developmental theory and research with an emphasis on the interactive nature of the biological, cognitive, and psychosocial changes that affect the individual from conception to death. Application activities and critical thinking skills enable students to gain an increased knowledge and understanding of themselves and others. A student scoring between 55-80 on Accuplacer Reading Comprehension is recommended to co-enroll in the Introduction to College Reading course.

*Prerequisite: Minimum Accuplacer scores - Reading 55, Sentence Skills 60 or equivalent, or Intro to College Reading 10848104 with a grade of "C" or better and Intro to College Writing 10831103 with a grade of "C" or better*

## English Composition 1

### 10801136 .....3 credits

Designed for learners to develop knowledge and skills in all aspects of the writing process. Planning, organizing, writing, editing, and revising are applied through a variety of activities. Students analyze audience and purpose, use elements of research, and format documents using standard guidelines. Individuals develop critical reading skills through analysis of various written documents.

*Prerequisite: Accuplacer Sentence Skills score of 85 or equivalent, or Intro to College Writing 10831103 with a grade of "C" or better. Proficiency in word processing skills recommended.*

## Ethical Hacking

### 10151160 .....3 credits

Introduces the techniques hackers use to discover vulnerabilities. Students will learn ways to tighten the network security to protect the exposed data from the discovered vulnerabilities. Focus is on penetration-testing tools and techniques that security testers and ethical hackers use to protect computer networks.

*Prerequisite: Information Security 2 10151111; Corequisite: Information Security 3 10151112*

## Hardware Essentials I

### 10154102 .....3 credits

The first in a two-course series that aligns with the CompTIA A+ certification. This class is designed to teach students how to build, configure, secure, network, and troubleshoot PCs. The course covers the objectives of the CompTIA A+ exams but is not designed or intended to be a "test prep" course.

## Information Security 1

### 10151110 .....3 credits

Introduces students to the fundamentals of information security. Topics include security terms and concepts, risk assessment, cryptography, monitoring and auditing, attacks and techniques, and the legal and ethical issues associated with information security.

*Prerequisite: Linux 10151105*

## Information Security 2

### 10151111.....3 credits

Introduces students to intrusion detection tools, network security design, various types of network firewalls, and the basics of VPN configuration. A solid understanding of LAN/WAN fundamentals is required for this course.

*Prerequisite: Information Security 1 10151110*

## Information Security 3

### 10151112 .....3 credits

Integrates skills developed in classroom study with specific occupational experiences at local employment sites and develops work behavior appropriate to the business environment.

*Prerequisite: Information Security 2 10151111*

## Intermediate Algebra with Applications

### 10804118 ..... 4 credits

This course offers algebra content with applications. Topics include properties of real numbers; order of operations; algebraic solution for linear equations and inequalities; operations with polynomial and rational expressions; operations with rational exponents and radicals; and algebra of inverse, logarithmic, and exponential functions.

*Prerequisite: Pre-Algebra 10834109 with a grade of "C" or better, Accuplacer Arithmetic score of 110, Accuplacer Arithmetic score of 90, and Accuplacer Algebra score of 30 (A student scoring a "C" or lower should enroll in the Math Lab supplementary instruction with the next level math class.)*

## Intro to Ethics: Theory & Application

### 10809166 .....3 credits

Provides a basic understanding of the theoretical foundations of ethical thought. Diverse ethical perspectives are used to analyze and compare relevant issues. Students critically evaluate individual, social, and/or professional standards of behavior, and apply a systemic decision-making process to these situations. A student scoring between 55-80 on Accuplacer Reading Comprehension or 60-80 on Accuplacer Sentence Skills is recommended to co-enroll in the Introduction to College Reading course and/or Introduction to College Writing course, respectively.

*Prerequisite: Minimum Accuplacer Scores - Reading 55, Sentence Skills 60 or equivalent, or Intro to College Reading 10848104 with a grade of "C" or better and Intro to College Writing 10831103 with a grade of "C" or better*

## Intro to Programming

**10152101 .....3 credits**

Applies the basic concepts of computer programming using JavaScript, with an emphasis on structured programming, debugging, and testing. Learners will create JavaScript applications. Additional topics include: online software development resources, programming and documentation standards, variable lifetime/scope, data types, control structures and mathematical calculations.

## Intro to Psychology

**10809198 .....3 credits**

This introductory course surveys the multiple aspects of human behavior. It involves a survey of the theoretical foundations of human functioning in such areas as learning, motivation, emotions, personality, deviance and pathology, physiological factors, and social influences. It directs the student to an insightful understanding of the complexities of human relationships in personal, social, and vocational settings. A student scoring between 55-80 on Accuplacer Reading Comprehension is recommended to co-enroll in the Introduction to College Reading course.

*Prerequisite: Minimum Accuplacer scores - Reading 55, Sentence Skills 60 or equivalent, or Intro to College Reading 10848104 with a grade of "C" or better and Intro to College Writing 10831103 with a grade of "C" or better*

## IT Security Capstone

**10151161 .....3 credits**

In this capstone course students complete a project that incorporates skills gained from previous terms. Students demonstrate those skills by creating a project proposal, presenting a technical design, and/or implementing a project based on specifications provided by the instructor.

*Prerequisite: Information Security 2 10151111; Corequisite: Information Security 3 10151112*

## IT-Security Internship

**10151141 .....3 credits**

Integrates skills developed in classroom study with specific occupational experiences at local employment sites and develops work behavior appropriate to the business environment. Prerequisite: Networking III 10150112

## Linux

**10151105 .....3 credits**

Covers introductory Linux topics, including operating system basics, system installation, file system management, file system administration, and basic commands. Includes considerable hands-on.

*Corequisite: Hardware Essentials I 10154102*

## Network Server Scripting

**10150165 .....3 credits**

Provides best practices and techniques in Linux and Windows shell and command line scripting using PowerShell and BASH.

*Corequisite: Server Administration-Beginning 10150120*

## Networking I

**10150110 .....3 credits**

Introduces the architecture, structure, functions, components, and models of the Internet and other computer networks. The principles and structure of IP addressing and the fundamentals of Ethernet concepts, media, and operations are introduced to provide a foundation for the curriculum. By the end of the course, participants will be able to build simple LANs, perform basic configurations for routers and switches, and implement IP addressing schemes. This course is the first of four courses that align with CCNA certification. Covers the objectives of the first CCNA exam but is not designed or intended to be a "test prep" course.

*Corequisite: English Composition 1 10801136*

## Networking II

**10150111 .....3 credits**

Describes the architecture, components, and operations of routers and switches in a small network. Students learn how to configure a router and a switch for basic functionality. By the end of this course, students will be able to configure and troubleshoot routers and switches and resolve common issues with RIPv1, RIPv2, single-area and multi-area OSPF, virtual LANs, and inter-VLAN routing in both IPv4 and IPv6 networks. This course is the second of four courses that align with CCNA certification. Covers the objectives of the first CCNA exam but is not designed or intended to be a "test prep" course.

*Prerequisites: Networking I 10150110 and Hardware Essentials I 10154102*

## Networking III

**10150112 .....3 credits**

Describes the architecture, components, and operations of routers and switches in a large and complex network. Students learn how to configure routers and switches for advanced functionality. By the end of this course, students are able to configure and troubleshoot routers and switches and resolve common issues with OSPF, EIGRP, STP, and VTP in both IPv4 and IPv6 networks. Also develops the knowledge and skills needed to implement DHCP and DNS operations in a network. This course is the third of four courses that aligns with the CCNA certification. The course covers the objectives of the second CCNA exam but is not designed or intended to be a "test prep" course.

*Prerequisite: Networking II 10150111*

## Oral/Interpersonal Communication

**10801196 .....3 credits**

Focuses upon developing speaking, verbal, and non-verbal communication, and listening skills through individual presentations, group activities, and other projects. For a student scoring between 55-80 on their Accuplacer Reading Comprehension exam and 60-80 on the Sentence Skills exam, it is recommended to co-enroll in the Introduction to College Reading and/or Intro to College Writing courses.

*Prerequisite: Minimum Accuplacer scores - Reading 55, Sentence Skills 60 or equivalent*

## Requirements Analysis

**10102213.....3 credits**

A practical course that provides an overview of the systems development life cycle and then focuses on the analysis phase of real-world computer and manual systems. Students learn concepts, techniques, and tools to aid in the analysis of existing systems, the identification of user requirements, and the design of database files. Emphasizes both written and oral communications. Most of the work is done in groups.

## Server Administration-Beginning

**10150120 .....3 credits**

Develops skill in the design, installation, administration, and management of computer networks. Topics include network design; installation and configuration of a commonly used network operating system; service packs and updated drivers; user accounts, groups, profiles, and policies; file system security; printer management; and application software installation, backup, and recovery.

*Prerequisite: Hardware Essentials I 10154102*

## Speech

**10801198 .....3 credits**

Explores the fundamentals of effective oral presentation to small and large groups. Topic selection, audience analysis, methods of organization, research, structuring evidence and support, delivery techniques, and other essential elements of speaking successfully, including the listening process, form the basis of this course. If a student earns below the minimum Accuplacer score in each category (Reading 80, Sentence Skills 85), he/she is eligible to take Oral Communication in lieu of Speech, provided the Accuplacer scores are minimum of Reading 55 and Sentence Skills 60, or the student has completed Intro to College Writing and/or Intro to College Reading with a "C" or better.

*Prerequisite: Minimum Accuplacer scores - Reading 80, Sentence Skills 85, or completion of Intro to College Writing and/or Intro to College Reading with a "C" or better or equivalent*

## Think Critically & Creatively

**10809103 .....3 credits**

Provides instruction in the vital, realistic, and practical methods of thinking that are in high demand in all occupations of substance today. Provides in-depth consideration of decision making, problem solving, detailed analysis of ideas, troubleshooting, argumentation, persuasion, creativity, setting goals and objectives, and more. Students apply specific thinking strategies and tools to situations in a wide variety of workplace, personal, academic, and cultural situations. Classroom instruction is based on demonstration, discussion, projects, and teamwork. Assignments range from the short and simple to the detailed and complex. Focuses on reality and practicality throughout. A student scoring between 55-80 on the Accuplacer Reading exam or 60-80 on the Accuplacer Sentence Skills exam is recommended to co-enroll in Introduction to College Reading and/or Introduction to College Writing, respectively.

*Prerequisite: Accuplacer Reading score of 55 and Accuplacer Sentence Skills score of 60 or equivalent, or Intro to College Reading 10848104 with a "C" or better and Intro to College Writing 10831103 with a "C" or better*

## Written Communication

**10801195 .....3 credits**

Develops writing skills, which include prewriting, drafting, revising, and editing. A variety of writing assignments is designed to help the learner analyze audience and purpose, research and organize ideas, and format and design documents based on subject matter and content. Also develops critical reading and thinking skills through analysis of a variety of written documents.

*Prerequisite: Accuplacer Sentence Skills score of 85 or equivalent, or Intro to College Writing 10831103 with a grade of "C" or better. Proficiency in word processing skills recommended.*





# it software developer

## Associate in Applied Science (AAS) Program Code: 10-152-1 Total Credits: 63-64

Graduates of Mid-State's IT Software Developer program have the skills needed to design, develop, and maintain software and software systems on a wide variety of computing devices and to meet the spectrum of business needs. You'll learn to create software to run on all platforms including network servers, desktop workstations, web pages, and Android and iOS mobile devices. You will use state-of-the-art equipment and work in teams to design, develop, test, and implement small-scale software systems for nonprofit organizations or simulated clients.

**Salary information:** [mstc.edu/programsalaries](http://mstc.edu/programsalaries)

**Estimated tuition and fees:** [mstc.edu/programcosts](http://mstc.edu/programcosts)

### ACADEMIC ADVISORS

To schedule an appointment with your academic advisor, call 715.422.5300.

#### Tanya Kollross, MS

Marshfield Campus • [tanya.kollross@mstc.edu](mailto:tanya.kollross@mstc.edu)

#### Juan Veloz, MBA

Stevens Point Campus • [juan.veloz@mstc.edu](mailto:juan.veloz@mstc.edu)

#### Diane Andres, MS

Wisconsin Rapids Campus • [diane.andres@mstc.edu](mailto:diane.andres@mstc.edu)

### CHECKLIST:

This section will be completed when meeting with your academic advisor.

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- Financial Aid Form(s)  
Form(s): \_\_\_\_\_
- Follow-Up Appointment:  
Where: \_\_\_\_\_  
When: \_\_\_\_\_  
With: \_\_\_\_\_
- Official Transcripts  
Mid-State Technical College  
Attention CPL Coordinator  
500 32nd Street North  
Wisconsin Rapids, WI 54494
- Other: \_\_\_\_\_  
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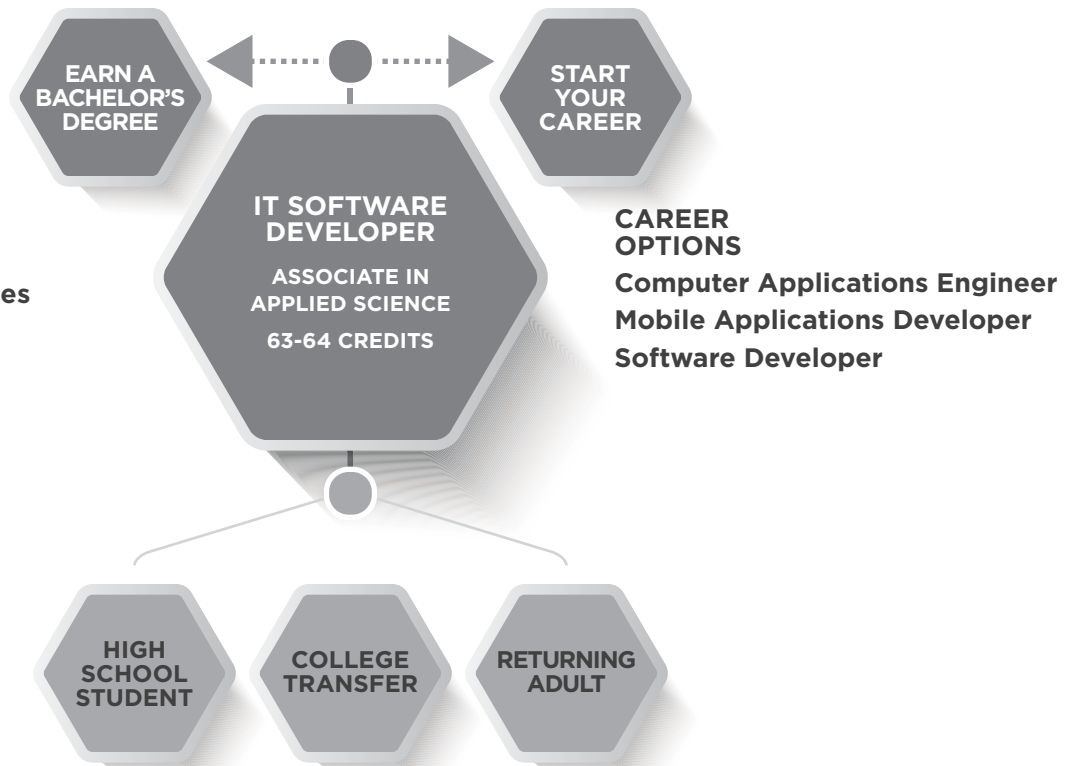
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## BACHELOR'S DEGREE OPTIONS

Lakeland University  
BA Computer Science

UW-Stout  
BS Information and  
Communication Technologies

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College Credit • Dual Credit • Military Experience • Work Experience  
Learn about Credit for Prior Learning at [mstc.edu/cpl](http://mstc.edu/cpl).

**BEGIN AT ANY POINT  
IN THE PATHWAY**

## OTHER OPTIONS

### RELATED PROGRAMS

- Business Analyst
- IT Security Specialist
- IT Software Developer
- IT Network Specialist
- Microsoft System Administrator



## SAMPLE FULL-TIME CURRICULUM OPTION

Term		15-16 credits
10152101	Intro to Programming	3
10152121	Object-Oriented Programming 1	3
10152150	Web Design 1	3
10801136	English Composition 1 <b>-or-</b>	
10801195	Written Communication	3
10804107	College Mathematics	3
	<b>-or-</b>	
10804118	Intermediate Algebra with Applications	4
	<b>-or-</b>	
10804189	Introductory Statistics	3

Term		15 credits
10152122	Object-Oriented Programming 2	3
10152159	User Experience Design	3
10152174	Collaborate Application Development	3
10156101	Database Concepts and Design	3
10801196	Oral/Interpersonal Communication <b>-or-</b>	
10801198	Speech	3

Term		18 credits
10150110	Networking I	3
10152123	Object-Oriented Programming 3	3
10152155	Web Programming 1	3
10152160	Introductory Mobile Application Development	3
10152175	Software Architecture	3
10156102	SQL Development	3

Term		15 credits
10102130	Career Development <b>-or-</b>	
10152161	Intermediate Mobile Application Development <b>-or-</b>	
10152177	Software Developer Internship <b>-or-</b>	
10801199	Employment Strategies	3
10152158	Web Programming 2	3
10152176	Application Development Capstone	3
10809122	Intro to American Government <b>-or-</b>	
10809166	Intro to Ethics: Theory & Application <b>-or-</b>	
10809172	Introduction to Diversity Studies <b>-or-</b>	
10809195	Economics <b>-or-</b>	
10809196	Intro to Sociology	3
10809188	Developmental Psychology <b>-or-</b>	
10809198	Intro to Psychology	3

**Total credits 63-64**

**Please Note:**

- This curriculum sequence is only for student planning. Actual student schedules will vary depending on course availability.
- Program completion time may vary based on student scheduling and course availability. For details, go to [mstc.edu/classfinder](http://mstc.edu/classfinder).

## SAMPLE PART-TIME CURRICULUM OPTION

Term		9 credits
10152101	Intro to Programming	3
10152121	Object-Oriented Programming 1	3
10152150	Web Design 1	3

Term		9 credits
10152122	Object-Oriented Programming 2	3
10152174	Collaborate Application Development	3
10156101	Database Concepts and Design	3

Term		6-7 credits
10801136	English Composition 1 <b>-or-</b>	
10801195	Written Communication	3
10804107	College Mathematics	3
	<b>-or-</b>	
10804118	Intermediate Algebra with Applications	4
	<b>-or-</b>	
10804189	Introductory Statistics	3

Term		9 credits
10152123	Object-Oriented Programming 3	3
10152155	Web Programming 1	3
10156102	SQL Development	3

Term		9 credits
10150110	Networking I	3
10152158	Web Programming 2	3
10152159	User Experience Design	3

Term		6 credits
10801196	Oral/Interpersonal Communication <b>-or-</b>	
10801198	Speech	3
10809122	Intro to American Government <b>-or-</b>	
10809166	Intro to Ethics: Theory & Application <b>-or-</b>	
10809172	Introduction to Diversity Studies <b>-or-</b>	
10809195	Economics <b>-or-</b>	
10809196	Intro to Sociology	3

Term		9 credits
10152160	Introductory Mobile Application Development	3
10152175	Software Architecture	3
10809188	Developmental Psychology <b>-or-</b>	
10809198	Intro to Psychology	3

Term		6 credits
10102130	Career Development <b>-or-</b>	
10152161	Intermediate Mobile Application Development <b>-or-</b>	
10152177	Software Developer Internship <b>-or-</b>	
10801199	Employment Strategies	3
10152176	Application Development Capstone	3

**Total credits 63-64**

## Application Development Capstone

**10152176.....3 credits**

Builds team software development and communication skills. Learners form small teams, each identifying, designing, and implementing an attractive and usable software application. Project teams each use Agile software development principles to manage their projects, communicate project status, adapt to changing requirements, and overcome technical challenges. Additional topics include a review of the Agile software development methodology.

*Prerequisites: Software Architecture 10152175; Web Programming 1 10152155; SQL Development 10156102*

## Career Development

**10102130 .....3 credits**

Prepares learners for the process of gaining employment. Learners assess their personal background; practice finding career opportunities through the job search process; develop a cover letter, resume, and thank you letter, and complete a job application; participate in a mock interview; and demonstrate how to deal with interpersonal situations found in a work environment.

*NOTE: To enroll, you must have completed 50 percent of technical program credits or receive department approval. See program advisor, program faculty, program counselor, or department dean/associate dean to register.*

## Collaborative Application Development

**10152174 .....3 credits**

Introduces the Agile software development methodology and applies it to managing a software development project. Learners will work in small teams, taking an application through its entire lifecycle including the phases of requirements gathering, analysis, design, development, testing, deployment and maintenance. Additional topics include an introduction to the following disciplines and related tools: project management, version control, issue tracking, unit/regression testing, automated build/deployment, and team dynamics.

*Prerequisites: Web Design 1 10152150; Intro to Programming 10152101; Corequisite: Speech 10801198*

## College Mathematics

**10804107 .....3 credits**

Designed to review and develop fundamental concepts of mathematics pertinent to the areas of: 1) arithmetic and algebra; 2) geometry and trigonometry; and 3) probability and statistics. Special emphasis is placed on problem solving, critical thinking and logical reasoning, making connections, and using calculators. Topics include performing arithmetic operations and simplifying algebraic expressions, solving linear equations and inequalities in one variable, solving proportions and incorporating percent applications, manipulating formulas, solving and graphing systems of linear equations and inequalities in two variables, finding areas and volumes of geometric figures, applying similar and congruent triangles, converting measurements within and between US and metric systems, applying Pythagorean Theorem, solving right and oblique triangles, calculating probabilities, organizing data and interpreting charts, calculating central and spread measures, and summarizing and analyzing data.

*Prerequisite: Minimum Accuplacer scores - Arithmetic 65, Algebra 30; or Pre-Algebra 10834109 with a grade of "C" or better*

## Database Concepts and Design

**10156101.....3 credits**

Introduces the concepts of relational database design, development, and maintenance. Topics include relational normalization, referential integrity, and SQL.

*Corequisite: English Composition 1 10801136*

## Developmental Psychology

**10809188.....3 credits**

Studies human development throughout the lifespan and explores developmental theory and research with an emphasis on the interactive nature of the biological, cognitive, and psychosocial changes that affect the individual from conception to death. Application activities and critical thinking skills enable students to gain an increased knowledge and understanding of themselves and others. A student scoring between 55-80 on Accuplacer Reading Comprehension is recommended to co-enroll in the Introduction to College Reading course.

*Prerequisite: Minimum Accuplacer scores - Reading 55, Sentence Skills 60 or equivalent, or Intro to College Reading 10848104 with a grade of "C" or better and Intro to College Writing 10831103 with a grade of "C" or better*

## Economics

**10809195 .....3 credits**

Provides an overview of how a market-oriented economic system operates and surveys the factors that influence national economic policy. Basic concepts and analyses are illustrated by reference to a variety of contemporary problems and public policy issues. Concepts include scarcity, resources, alternative economic systems, growth, supply and demand, monetary and fiscal policy, inflation, unemployment and global economic issues. A student scoring between 55-80 on Accuplacer Reading Comprehension or 60-80 on Accuplacer Sentence Skills is recommended to co-enroll in the Introduction to College Reading course and/or Introduction to College Writing, respectively.

*Prerequisite: Minimum Accuplacer scores - Reading 55, Sentence Skills 60 or equivalent, or Intro to College Reading 10848104 with a grade of "C" or better and Intro to College Writing 10831103 with a grade of "C" or better*

## Employment Strategies

**10801199 .....3 credits**

A course designed to assist students in securing employment. This communication-based course helps develop an awareness of personal and academic skills as they relate to the job seeking process. Topics of study include personal and skill assessments, research of employment sources, completion of application forms, formation of professional resumes, composition of various business letters, interviewing skills, and job offer evaluation.

*NOTE: To enroll you must have completed 50 percent of technical program credits or receive department approval. See program advisor, program faculty, program counselor, or department dean/associate dean to register.*

## English Composition 1

**10801136 .....3 credits**

Designed for learners to develop knowledge and skills in all aspects of the writing process. Planning, organizing, writing, editing, and revising are applied through a variety of activities. Students analyze audience and purpose, use elements of research, and format documents using standard guidelines. Individuals develop critical reading skills through analysis of various written documents.

*Prerequisite: Accuplacer Sentence Skills score of 85 or equivalent, or Intro to College Writing 10831103 with a grade of "C" or better. Proficiency in word processing skills recommended.*

## Intermediate Algebra with Applications

**10804118 ..... 4 credits**

This course offers algebra content with applications. Topics include properties of real numbers; order of operations; algebraic solution for linear equations and inequalities; operations with polynomial and rational expressions; operations with rational exponents and radicals; and algebra of inverse, logarithmic, and exponential functions.

*Prerequisite: Pre-Algebra 10834109 with a grade of "C" or better, Accuplacer Arithmetic score of 110, Accuplacer Arithmetic score of 90, and Accuplacer Algebra score of 30 (A student scoring a "C" or lower should enroll in the Math Lab supplementary instruction with the next level math class.)*

## Intermediate Mobile Application Development

**10152161 .....3 credits**

Provides instruction in developing software applications for mobile devices building upon the knowledge gained in Introductory Mobile Application Development.

*Prerequisite: Introductory Mobile Application Development 10152160*

## Intro to American Government

**10809122.....3 credits**

Introduces American political processes and institutions. Focuses on rights and responsibilities of citizens and the process of participatory democracy. Learners examine the complexity of the separation of powers and checks and balances. Explores the role of the media, interest groups, political parties, and public opinion in the political process. Also explores the role of state and national government in our federal system. A student scoring between 55-80 on their Accuplacer Reading Comprehension, or 60-80 on Accuplacer Sentence Skills is recommended to co-enroll in the Introduction to College Reading course and/or Introduction to College Writing course, respectively.

*Prerequisite: Minimum Accuplacer scores - Reading 55, Sentence Skills 60 or equivalent, or Intro to College Reading 10848104 with a grade of C or better and Intro to College Writing 10831103 with a grade of C or better*

## Intro to Ethics: Theory & Application

**10809166 .....3 credits**

Provides a basic understanding of the theoretical foundations of ethical thought. Diverse ethical perspectives are used to analyze and compare relevant issues. Students critically evaluate individual, social, and/or professional standards of behavior, and apply a systemic decision-making process to these situations. A student scoring between 55-80 on Accuplacer Reading Comprehension or 60-80 on Accuplacer Sentence Skills is recommended to co-enroll in the Introduction to College Reading course and/or Introduction to College Writing course, respectively.

*Prerequisite: Minimum Accuplacer Scores - Reading 55, Sentence Skills 60 or equivalent, or Intro to College Reading 10848104 with a grade of "C" or better and Intro to College Writing 10831103 with a grade of "C" or better*

## Intro to Programming

**10152101 .....3 credits**

Applies the basic concepts of computer programming using JavaScript, with an emphasis on structured programming, debugging, and testing. Learners will create JavaScript applications. Additional topics include: online software development resources, programming and documentation standards, variable lifetime/scope, data types, control structures and mathematical calculations.

*Corequisite: English Composition 1 10801136*

## Intro to Psychology

**10809198 .....3 credits**

This introductory course surveys the multiple aspects of human behavior. It involves a survey of the theoretical foundations of human functioning in such areas as learning, motivation, emotions, personality, deviance and pathology, physiological factors, and social influences. It directs the student to an insightful understanding of the complexities of human relationships in personal, social, and vocational settings. A student scoring between 55-80 on Accuplacer Reading Comprehension is recommended to co-enroll in the Introduction to College Reading course.

*Prerequisite: Minimum Accuplacer scores - Reading 55, Sentence Skills 60 or equivalent, or Intro to College Reading 10848104 with a grade of "C" or better and Intro to College Writing 10831103 with a grade of "C" or better*

## Intro to Sociology

**10809196 .....3 credits**

Introduces students to the basic concepts of sociology: culture, socialization, social stratification, multi-culturalism, and the five institutions of family, politics, economics, religion, and education. Other topics include demography, deviance, technology, environment, social issues, social change, and social organization. A student scoring between 55-80 on Accuplacer Reading Comprehension or 60-80 on Accuplacer Sentence Skills is recommended to co-enroll in Introduction to College Reading and/or Introduction to College Writing, respectively.

*Prerequisite: Minimum Accuplacer scores - Reading 55, Sentence Skills 60 or equivalent, or Intro to College Reading 10848104 with a grade of "C" or better and Intro to College Writing 10831103 with a grade of "C" or better*

## Introduction to Diversity Studies

**10809172.....3 credits**

Introduces learners to the study of diversity from a local to a global environment using a holistic, interdisciplinary approach. Encourages self-exploration and prepares the learner to work in a diverse environment. In addition to an analysis of majority/minority relations in a multicultural context, the primary topics of race, ethnicity, age, gender, class, sexual orientation, disability, and religion are explored. A student scoring between 55-80 on Accuplacer Reading Comprehension or 60-80 on Accuplacer Sentence Skills is recommended to co-enroll in the Introduction to College Reading course and/or Introduction to College Writing course, respectively.

*Prerequisite: Minimum Accuplacer scores - Reading 55, Sentence Skills 60 or equivalent, or Intro to College Reading 10848104 with a grade of "C" or better and Intro to College Writing 10831103 with a grade of "C" or better*

## Introductory Mobile Application Development

**10152160 .....3 credits**

Provides instruction in developing software applications for mobile devices using the Microsoft Visual Studio and Xamarin.

*Prerequisite: Object-Oriented Programming 2 10152122; Collaborative Application Development 10152174; Database Design and Concepts 10156101 or consent of instructor*

## Introductory Statistics

**10804189 .....3 credits**

Students taking Introductory Statistics display data with graphs, describe distributions with numbers, perform correlation and regression analyses, and design experiments. They use probability and distributions to make predictions, estimate parameters, and test hypotheses. They draw inferences about relationships including ANOVA. Algebra knowledge and foundational skills in mathematics are important for success in this course.

*Prerequisite: Accuplacer Algebra score of 45 or greater, or ACT math score of 19 or greater, or Pre-Algebra 10834109 with a grade of "C" or better, or College Math 10804107 with a grade of "C" or better. (A student scoring a "C" or lower should enroll in the Math Lab supplementary instruction with the next level math class.)*

## Networking I

**10150110.....3 credits**

Introduces the architecture, structure, functions, components, and models of the Internet and other computer networks. The principles and structure of IP addressing and the fundamentals of Ethernet concepts, media, and operations are introduced to provide a foundation for the curriculum. By the end of the course, participants will be able to build simple LANs, perform basic configurations for routers and switches, and implement IP addressing schemes. This course is the first of four courses that align with CCNA certification. Covers the objectives of the first CCNA exam but is not designed or intended to be a "test prep" course.

## Object-Oriented Programming

**110152121.....3 credits**

Introduces object-oriented programming and design, with a focus on building the conceptual framework necessary to understand and build object-oriented programs. This course uses C# .NET, the Unified Modeling Language (UML) and other tools to present concepts from a variety of perspectives. Learners will create UML diagrams and write/debug C# .NET applications, applying the object-oriented basics of abstraction, encapsulation, inheritance and polymorphism. Additional topics include: object instantiation/lifetime/scope, methods, properties, visibility modifiers and collections/multiplicity.

*Corequisites: Intro to Programming 10152101; Intro to College Math 10804107*

## Object-Oriented Programming 2

**10152122.....3 credits**

Builds upon the object-oriented concepts learned in Object-Oriented Programming 1, continuing with an in-depth application of object-oriented design principles and patterns. Learners will translate design patterns from Java and implement them in C# .NET. Additional topics include delegates, iterators, and data structures.

*Prerequisite: Object-Oriented Programming 1 10152121*

## Object-Oriented Programming 3

**10152123.....3 credits**

Builds upon the object-oriented concepts learned in earlier courses, continuing with an in-depth application of object-oriented design principles and patterns. Learners will translate design patterns from Java and implement them in C# .NET. Additional topics include delegates, iterators, and data structures.

*Prerequisite: Object-Oriented Programming 2 10152122*

## Oral/Interpersonal Communication

**10801196 .....3 credits**

Focuses upon developing speaking, verbal, and non-verbal communication, and listening skills through individual presentations, group activities, and other projects. For a student scoring between 55-80 on their Accuplacer Reading Comprehension exam and 60-80 on the Sentence Skills exam, it is recommended to co-enroll in the Introduction to College Reading and/or Intro to College Writing courses.

*Prerequisite: Minimum Accuplacer scores - Reading 55, Sentence Skills 60 or equivalent*

## Software Architecture

**10152175.....3 credits**

Introduces N-tier software architecture through the exploration of various data access methodologies. Learners will work in teams to create a C# .NET application comprised of data access, business and presentation layers using MVVM architecture. The application will access data from Microsoft SQL Server using a variety of object-relational mapping (ORM) frameworks. Additional topics include: ADO.NET, LINQ, Entity Framework and object-oriented databases.

*Prerequisites: Collaborative Application Development 10152174, Object-Oriented Programming 2 10152122, Database Concepts and Design 10152156*

## Software Developer Internship

**10152177 .....3 credits**

Integrates software development skills developed in classroom study with specific occupational experiences at local employment sites. Develops work behavior appropriate to the computer information systems environment.

*Prerequisite: Completion of at least 18 credits in IT Software Developer courses or consent of instructor*

## Speech

**10801198 .....3 credits**

Explores the fundamentals of effective oral presentation to small and large groups. Topic selection, audience analysis, methods of organization, research, structuring evidence and support, delivery techniques, and other essential elements of speaking successfully, including the listening process, form the basis of this course. If a student earns below the minimum Accuplacer score in each category (Reading 80, Sentence Skills 85), he/she is eligible to take Oral Communication in lieu of Speech, provided the Accuplacer scores are minimum of Reading 55 and Sentence Skills 60, or the student has completed Intro to College Writing and/or Intro to College Reading with a "C" or better.

*Prerequisite: Minimum Accuplacer scores - Reading 80, Sentence Skills 85, or completion of Intro to College Writing and/or Intro to College Reading with a "C" or better or equivalent*

## SQL Development

**10156102 .....3 credits**

Expands on earlier courses with advanced SQL syntax (indexes, views, stored procedures, and triggers), database design, and data transformation. Additional topics include alternate database technologies, emerging database trends, and database administration and security. Data Warehousing concepts are discussed.

*Prerequisite: Database Concepts and Design 10156101*

## User Experience Design

**10152159 .....3 credits**

Examines the design, prototyping, and evaluation of user interfaces. Learners will apply user experience standards in the development of web and software interfaces to provide a quality user experience. Topics include psychological and interaction principles, requirements analysis, designing for different devices, style guides, usability testing, and visual design principles.

*Prerequisite: Web Design 1 10152150*

## Web Design 1

**10152150 .....3 credits**

Introduces HTML and Cascading Style Sheets (CSS) coding techniques. Learners will create/modify web pages using HTML tags and style the web pages with CSS. For the final course project, learners will create a personal website portfolio. Additional topics include copyright considerations, text editors, image optimization, FTP utilities, and browser tools.

*Corequisite: English Composition 1 10801136*

## Web Programming 1

**10152155 .....3 credits**

Using server-side technologies, the student creates and demonstrates data connectivity to the web. Tools may include elements of the following languages: HTML, JavaScript, SQL, and PHP. Students retrieve data for display to the web browser and capture data for storage from a web-based form.

*Prerequisites: Web Design 1 10152150, Intro to Programming 10152101, and Database Concepts and Design 10156101*

## Web Programming 2

**10152158 .....3 credits**

Builds on the prior Web Design 1 and Web Programming 1. Introduces advanced topics of JQUERY DOM Manipulations, JQUERY Events, Call backs, Chaining, Hierarchy, and AJAX calls. Also includes Angular JS, Modules using type script, imports/exports, templates and binding, and form controls.

*Prerequisite: Web Programming 1 10152155*

## Written Communication

**10801195 .....3 credits**

Develops writing skills, which include prewriting, drafting, revising, and editing. A variety of writing assignments is designed to help the learner analyze audience and purpose, research and organize ideas, and format and design documents based on subject matter and content. Also develops critical reading and thinking skills through analysis of a variety of written documents.

*Prerequisite: Accuplacer Sentence Skills score of 85 or equivalent, or Intro to College Writing 10831103 with a grade of "C" or better. Proficiency in word processing skills recommended.*





# machine tool technician

## Technical Diploma Program Code: 32-420-1 Total Credits: 56-57

The Machine Tool Technician program prepares graduates for machining positions, an in-demand skill set at the heart of industrial production. Additional training and experience often lead to supervisory, quality assurance, and tool maker positions. In this program you will learn to shape various materials into intricate, precise, usable parts. You'll also work from blueprints and written specifications to select the proper machinery, materials, and tools, and you'll gain proficiency with machine tools such as lathes, mills, grinders, computers, and computerized numerical control (CNC) machines.

**Salary information:** [mstc.edu/programsalaries](http://mstc.edu/programsalaries)

**Estimated tuition and fees:** [mstc.edu/programcosts](http://mstc.edu/programcosts)

### ACADEMIC ADVISORS

To schedule an appointment with your academic advisor, call 715.422.5300.

#### Tanya Kollross, MS

Marshfield Campus • [tanya.kollross@mstc.edu](mailto:tanya.kollross@mstc.edu)

#### Yer Lee, MS

Stevens Point Campus • [yer.lee@mstc.edu](mailto:yer.lee@mstc.edu)

#### Kay Grundhoffer, MS

Wisconsin Rapids Campus • [kay.grundhoffer@mstc.edu](mailto:kay.grundhoffer@mstc.edu)

### CHECKLIST:

This section will be completed when meeting with your academic advisor.

- FAFSA ([www.fafsa.gov](http://www.fafsa.gov))
- Financial Aid Form(s)  
Form(s): \_\_\_\_\_
- Follow-Up Appointment:  
Where: \_\_\_\_\_  
When: \_\_\_\_\_  
With: \_\_\_\_\_
- Official Transcripts  
Mid-State Technical College  
Attention CPL Coordinator  
500 32nd Street North  
Wisconsin Rapids, WI 54494
- Other: \_\_\_\_\_  
\_\_\_\_\_

**mstc.edu**  
**888.575.6782**



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Adams, WI 53910

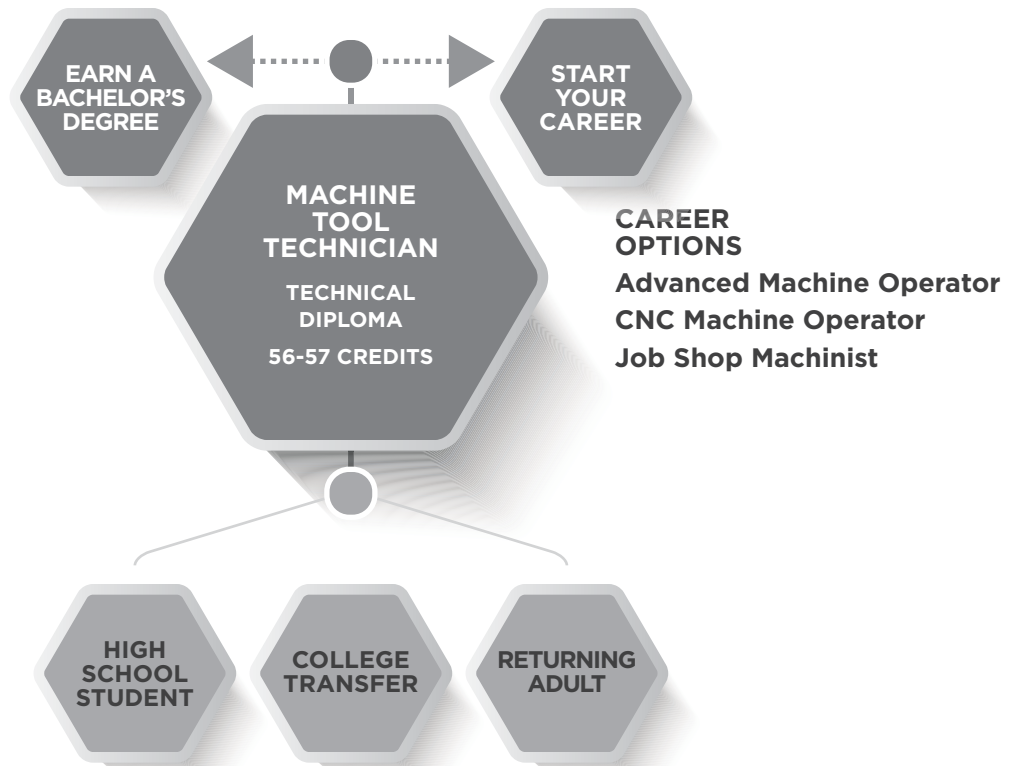
**MARSHFIELD CAMPUS**  
2600 West 5th Street  
Marshfield, WI 54449

**STEVENS POINT CAMPUS**  
1001 Centerpoint Drive  
Stevens Point, WI 54481

**WISCONSIN RAPIDS CAMPUS**  
500 32nd Street North  
Wisconsin Rapids, WI 54494

## BACHELOR'S DEGREE OPTIONS

For more information and additional opportunities, visit [mstc.edu/transfer](http://mstc.edu/transfer).



College Credit • Dual Credit • Military Experience • Work Experience  
Learn about Credit for Prior Learning at [mstc.edu/cpl](http://mstc.edu/cpl).

**BEGIN AT ANY POINT  
IN THE PATHWAY**

## OTHER OPTIONS

### RELATED PROGRAMS

- Industrial Mechanical Technician
- Stainless Steel Welding
- Welding



## SAMPLE FULL-TIME CURRICULUM OPTION

Term		14-15 credits
10462114	Metals & Machining <b>-or-</b>	
10462132	Machine Shop Fundamentals	3
10623104	Print Reading for Industry	3
32420302	Conventional Machining Practices	2
32420312	Metals Science	2
32420320	Math for Manufacturing <b>-or-</b>	2
10804107	College Mathematics	3
32420372	Precision Machining Foundations	2

Term		14 credits
32420304	Milling Machines Operations	3
32420308	Basic Lathe Operation	3
32420310	Introduction to Solid Modeling	2
32420362	CNC Lathes/Manual Programming	2
32420364	CNC Mills/Manual Programming	2
32420371	Inspection Techniques	2

Term		14 credits
10102130	Career Development <b>-or-</b>	
10801199	Employment Strategies	3
32420335	Lathes-Advanced	2
32420336	Mills-Advanced	2
32420368	Computer Aided Machine Tool Programming	3
32420373	CNC Lathes Set Up and Operation	2
32420374	CNC Mills Set Up and Operation	2

Term		14 credits
10623112	Manufacturing Practices	2
32420307	Non-Traditional Machine Operations	2
32420322	Geometric Dimensioning & Tolerancing	2
32420375	Multi Axis CNC	2
32420366	CNC Controls	3
32420376	Advanced CNC Programming Techniques	3

**Total credits 56-57**

**Please Note:**

- This curriculum sequence is only for student planning. Actual student schedules will vary depending on course availability.
- Program completion time may vary based on student scheduling and course availability. For details, go to [mstc.edu/classfinder](http://mstc.edu/classfinder).

## SAMPLE PART-TIME CURRICULUM OPTION

Term		7 credits
10462114	Metals & Machining <b>-or-</b>	
10462132	Machine Shop Fundamentals	3
3242032	Conventional Machining Practices	2
3242372	Precision Machining Foundations	2

Term		8 credits
32420304	Milling Machines Operations	3
32420308	Basic Lathe Operations	3
32420310	Introduction to Solid Modeling	2

Term		7-8 credits
10623104	Print Reading for Industry	3
32420312	Metals Science	2
32420320	Math for Manufacturing <b>-or-</b>	2
10804107	College Mathematics	3

Term		6 credits
32420362	CNC Lathes/Manual Programming	2
32420364	CNC Mills/Manual Programming	2
32420371	Inspection Techniques	2

Term		7 credits
32420373	CNC Lathes Set Up and Operation	2
32420374	CNC Mills Set Up and Operation	2
10102130	Career Development <b>-or-</b>	
10801199	Employment Strategies	3

Term		7 credits
32420366	CNC Controls	3
10623112	Manufacturing Practices	2
32420322	Geometric Dimensioning & Tolerancing	2

Term		7 credits
32420335	Lathes-Advanced	2
32420336	Mills-Advanced	2
32420368	Computer Aided Machine Tool Programming	3

Term		7 credits
32420307	Non-Traditional Machine Operations	2
32420375	Multi Axis CNC	2
32420376	Advanced CNC Programming Techniques	3

**Total credits 56-57**

# course descriptions

## Advanced CNC Programming Techniques

**32420376.....3 credits**

Students participating in this course will expand on CNC programming techniques with an emphasis on efficiency. Classroom presentations and lab activities will introduce students to techniques with multi axis mills, live tooling lathes, machine probing, and an introduction to macros programming.

*Prerequisite: Computer Aided Machine Tool Programming 32420368*

## Basic Lathe Operation

**32420308.....3 credits**

This course is devoted to helping learners understand concepts, terms, and operations of the basic manual lathe. Safety must be practiced continuously. This course emphasizes safety and the development of safe work habits. This course expands and enhances the learner's working skills on the individual machine tools through exercises and projects. The classroom instruction emphasis is placed on the manual lathe.

## Career Development

**10102130.....3 credits**

This course is designed to prepare learners for the process of gaining employment. Learners assess their personal background; practice finding career opportunities through the job search process; develop a cover letter, resume, thank you letter, and complete a job application; participate in a mock interview; and demonstrate how to deal with interpersonal situations found in a work environment.

*NOTE: To enroll, you must have completed 50 percent of technical program credits or receive department approval. See program advisor, program faculty, program counselor, or department dean/associate dean to register.*

## CNC Controls

**32420366.....3 credits**

Provides the skills needed to navigate common CNC machine control panels. Students learn common methods to set tool offsets and work offsets as well as perform common part setup practices. Focuses on accuracy, repeatability, and efficiency in the operations of CNC machine tools.

*Prerequisites: CNC Lathes/Manual Programming 32420362 and CNC Mills/Manual Programming 32420364*

## CNC Lathes Set Up and Operation

**32420373.....2 credits**

In this introductory Computer Numerical Control (CNC) machining course, students will practice the skills needed to setup and operate CNC lathes. Classroom presentations and lab projects will focus on safety, theory, terminology as it relates to completing machine setups in the CNC lathe. Topics covered will be tool and work offset setting, work holding and quality. Learners will work with proven CNC part programs and setup documents to create parts to specifications and ensure all parts of a production run maintain quality throughout the run.

*Prerequisite: CNC Lathes/Manual Programming 32420362*

## CNC Lathes/Manual Programming

**32420362.....2 credits**

Covers NC/CNC terminology, and introduces students to computers and components of NC/CNC lathes. All programming is manual word address (G+M Code) basics. Includes basic CNC lathe operation.

*Corequisite: Basic Lathe Operations 32420308*

## CNC Mills Set Up and Operation

**32420374.....2 credits**

In this introductory Computer Numerical Control (CNC) machining course, students will practice the skills needed to setup and operate CNC milling machines. Classroom presentations and lab projects will focus on safety, theory, terminology as it relates to completing machine setups in the CNC milling machine. Topics covered will be tool and work offset setting, work holding and quality. Learners will work with proven CNC part programs and setup documents to create parts to specifications and ensure all parts of a production run maintain quality throughout the run.

*Prerequisite: CNC Mills/Manual Programming 32420364*

## CNC Mills/Manual Programming

**32420364.....2 credits**

Covers NC/CNC terminology, and introduces students to computers and components of NC/CNC mills. All programming is manual word address (G+M code) basics. Includes basic CNC mill operation.

*Corequisite: Milling Machine Operations 32420304*

## College Mathematics

**10804107.....3 credits**

This course is designed to review and develop fundamental concepts of mathematics pertinent to the areas of: 1) arithmetic and algebra; 2) geometry and trigonometry; and 3) probability and statistics. Special emphasis is placed on problem solving, critical thinking and logical reasoning, making connections, and using calculators. Topics include performing arithmetic operations and simplifying algebraic expressions, solving linear equations and inequalities in one variable, solving proportions and incorporating percent applications, manipulating formulas, solving and graphing systems of linear equations and inequalities in two variables, finding areas and volumes of geometric figures, applying similar and congruent triangles, converting measurements within and between U.S. and metric systems, applying Pythagorean Theorem, solving right and oblique triangles, calculating probabilities, organizing data and interpreting charts, calculating central and spread measures, and summarizing and analyzing data.

*Prerequisite: Accuplacer Math score of 65 and Accuplacer Algebra score of 30 or higher or Pre-Algebra 10834109 with a grade of "C" or better*

# course descriptions

## **Computer Aided Machine Tool Programming 32420368 .....3 credits**

This course introduces students to Computer-Aided Drafting/Design (CAD) and Computer-Aided Machining/Manufacturing (CAM). This course consists of demonstrations and hands-on use of CAD/CAM software and hardware. Major emphasis is placed on geometry creation and editing functions, process planning, proper cutter selection, feed and speed selection, and tool path generation along with post processing to specific CNC machines. Some basic machine set-up and operation are included to verify program operation. Students should have knowledge of drafting/design, machining processes and procedures, and computer operating systems (MS Windows).

*Prerequisites: CNC Lathes/Manual Programming 32420362 and CNC Mills/Manual Programming 32420364*

## **Conventional Machining Practices 32420302 .....2 credits**

Participants in this course will build skill on the foundations of machine tool setups and operations. Classroom presentations and lab activities will help students work more efficiently and more accurately with smaller tolerances for error as a standard. Special attention will be placed on cutting tool selection, work holding and final part accuracy.

*Corequisite: Machine Shop Fundamentals 10462132*

## **Employment Strategies 10801199 .....3 credits**

A course designed to assist students in securing employment. This communication-based course helps develop an awareness of personal and academic skills as they relate to the job seeking process. Topics of study include personal and skill assessments, research of employment sources, completion of application forms, formation of professional resumes, composition of various business letters, interviewing skills, and job offer evaluation. *NOTE: To enroll you must have completed 50 percent of technical program credits or receive department approval. See program advisor, program faculty, program counselor, or department dean/associate dean to register.*

## **Geometric Dimensioning & Tolerancing 32420322.....2 credits**

Provides fundamentals of geometric dimensions and tolerancing per the ASME Y14.5 standard. Focuses on developing the technical knowledge and skills required for application and interpretation of GD&T.

*Prerequisite: Admission to Machine Tool program 324201 or consent of instructor*

## **Inspection Techniques 32420371 .....2 credits**

Participants in this course will be introduced to the principles of dimensional metrology. Lab activities and classroom presentations will provide insight into the use of direct and indirect measuring tools, instrument calibration, and the use of Coordinate Measuring Machines, and quality documentation. Emphasis of the course will be on using metrology fundamentals to ensure manufactured components meet design specifications.

## **Introduction to Solid Modeling 32420310 .....2 credits**

Introduces students creating computer-aided drafting (CAD) represented solid models for use in the manufacturing arena. As an introductory course in three-dimensional modeling, learners use computer software to develop two-dimensional sketches and use modeling tools to create solid models on the computer. Students also use the models to create and detail two-dimensional engineering drawings for use on the manufacturing floor. Computer knowledge and prior knowledge of drawing/drafting techniques is recommended.

## **Lathes-Advanced 32420335.....2 credits**

Students receive further insight into lathe concepts. Includes safety review and covers advanced cutting tool materials such as carbides, ceramics, cubic boron nitride (CBN), and polycrystalline diamonds (PCD). Tooling, speeds and feeds, cutting tool selection, and advanced machine practices such as multi-operations and process planning are also covered.

*Prerequisite: Basic Lathe Operations 32420308*

## **Machine Shop Fundamentals 10462132 .....3 credits**

Students participating in this class will be introduced to common machine tools and their functions. Classroom activities and hands-on lab exercises will be used to introduce participants to some of the most common applications in machining. Lab activities will introduce students to shop safety and identification of machine tools. Students will also gain understanding of the basic processes performed with different machine tools and basic machine set up and operations.

## **Manufacturing Practices 10623112.....3 credits**

As competition for market share continues to increase, manufacturers rely on innovations in technology, methods, and practices to give them the edge they need. To remain competitive globally, the watchwords are productivity, efficiency, and quality. In this course, students examine some of the practices that many manufacturing operations have come to rely on to make their operations competitive, efficient, and cost-effective. Topics covered in this class include the principles of lean manufacturing, value versus non-value added waste, 5S methodology, value stream mapping, setup reduction and quick changeover, cellular flow, building a lean culture, total productive maintenance, and statistical process control (SPC).

## **Math for Manufacturing 32420320 .....2 credits**

Studies machine tool problems involving calculations with fractions, decimals, and percentage. Includes work with the metric system, measurement conversion, geometry, trigonometry of right triangles, and use of a scientific calculator. Formulas with application to the trades are also studied.

*Prerequisite: Admission into Machine Tool Technician program 324201, Welding program 314421, Gas Metal Arc Welding (Stainless Steel) 304427, or consent of instructor*

## Metals & Machining

### 10462114 .....3 credits

A two-part class that introduces the basics of metal science and machine shop practice. Introduces metallurgical concepts of steel and iron production, properties of metals, testing of metals, carbon and its role, heat-treating, steel designations, and cast iron and non-ferrous metals. Students participate in lab exercises examining the properties of metal, an introduction to machine shop practices of safety, measurement, and machining through the use of hand tools, drilling machines, saws, and engine lathes. Students are introduced to concepts by both classroom presentation and hands-on shop experiences.

## Metals Science

### 32420312 .....2 credits

Introduces the field of metallurgy. Covers sources of common metals, including both ferrous and non-ferrous methods of ore extraction, and refining and classification of these metals and the alloy systems. The heat treatment of various metals and properties of metals are studied, including lab work on shear, compression, tensile strength, and corrosion.

## Milling Machines Operations

### 32420304 .....3 credits

Participants in this course will develop additional skills needed for effective milling machine operations. Common work holding and fixturing tools will be utilized to create parts accurately. Classroom presentation and lab activities will be utilized to hone the student's skills with manual milling machines. Attention will be on the use of advanced cutting tools and work holding techniques

## Mills-Advanced

### 32420336 .....2 credits

Provides greater insight into milling machine concepts. Places major emphasis on milling machine terminology, work-holding methods, location principles, tooling, and cutting tool selection, in addition to operations and process planning. Includes rotary tables and indexing methods such as direct, simple, and angular.

*Prerequisite: Milling Machines Operations 32420304*

## Multi Axis CNC

### 32420375 .....2 credits

Multi-Axis CNC machines have become standard in the machining industry. Participants in this course will become familiar with the set-up procedures for 4 and 5 axis milling machines, manual programming techniques, and advanced CAM programming for multi-axis positioning and contouring. Lab activities and classroom presentations will prepare students for the added machining versatility of multi-axis machines.

*Prerequisite: Computer Aided Machine Tool Programming 32420368*

## Non-Traditional Machine Operations

### 32420307 .....2 credits

Students explore a variety non-traditional machining operations and gain knowledge of the theory and operation of electrical discharge machining (EDM) and use of a coordinate measuring machine. Focuses on the cutting-edge processes that are becoming the mainstream of modern machining.

*Prerequisites: Lathes-Advanced 32420335 and Mills-Advanced 32420336*

## Precision Machining Foundations

### 32420372 .....2 credits

Students taking this course will build a foundation in precision machining. Classroom presentations and lab projects will focus on safety, theory, terminology, machine tool setups, calculations and machine operations. Assigned student projects will be built using conventional machine tools including milling machines, lathes, drill presses, band saws and surface grinders. Special attention will be on safety, print reading, layout, inspection and shop math.

*Corequisite: Machine Shop Fundamentals 10462132*

## Print Reading for Industry

### 10623104 .....3 credits

Engineering drawings are the heart of the manufacturing process. This course will develop proficiency with the visualization of multi-view orthographic projection drawings, interpretation of print symbols, dimensioning standards, tolerance standards, assembly drawings, section and auxiliary views. Included in this course will be hands on drawing and interpretation of prints as well as classroom presentations.



# medical assistant

## Technical Diploma Program Code: 31-509-1 Total Credits: 32

Mid-State's Medical Assistant program prepares graduates to work confidently in medical offices and clinics, assisting in the reception, examination, and treatment of patients. You'll learn valuable clinical and clerical skills as well as how to sterilize equipment and perform lab procedures, EKGs, and injections. The program's combination of classroom instruction and clinical practicum at a variety of area medical offices and clinics provides comprehensive, cognitive (knowledge), psychomotor (skills), and affective (behavior) preparation. Successful graduates are eligible to write one of two voluntary national certification exams for medical assistants.

**Salary information:** [mstc.edu/programsalaries](http://mstc.edu/programsalaries)

**Estimated tuition and fees:** [mstc.edu/programcosts](http://mstc.edu/programcosts)

### ACADEMIC ADVISORS

To schedule an appointment with your academic advisor, call 715.422.5300.

#### Shawn Zee, MS

Marshfield Campus • [shawn.zee@mstc.edu](mailto:shawn.zee@mstc.edu)

#### Alex Lendved, MS

Stevens Point Campus • [alex.lendved@mstc.edu](mailto:alex.lendved@mstc.edu)

#### Stephanie Bender, MAC

Wisconsin Rapids Campus • [stephanie.bender@mstc.edu](mailto:stephanie.bender@mstc.edu)

### CHECKLIST:

This section will be completed when meeting with your academic advisor.

- FAFSA ([www.fafsa.gov](http://www.fafsa.gov))
- Financial Aid Form(s)  
Form(s): \_\_\_\_\_
- Follow-Up Appointment:  
Where: \_\_\_\_\_  
When: \_\_\_\_\_  
With: \_\_\_\_\_
- Official Transcripts  
Mid-State Technical College  
Attention CPL Coordinator  
500 32nd Street North  
Wisconsin Rapids, WI 54494
- Criminal Background Statement of Understanding and Release of Information Form
- Other: \_\_\_\_\_  
\_\_\_\_\_

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**888.575.6782**



**MID-STATE**  
TECHNICAL COLLEGE

**ADAMS COUNTY CENTER**  
401 North Main  
Adams, WI 53910

**MARSHFIELD CAMPUS**  
2600 West 5th Street  
Marshfield, WI 54449

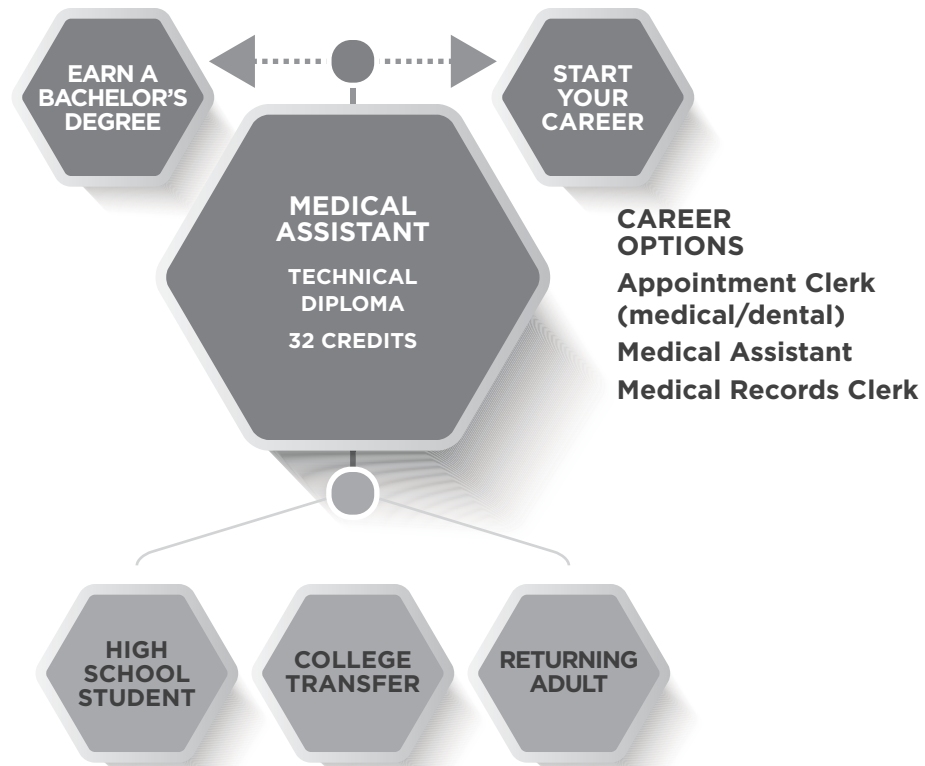
**STEVENS POINT CAMPUS**  
1001 Centerpoint Drive  
Stevens Point, WI 54481

**WISCONSIN RAPIDS CAMPUS**  
500 32nd Street North  
Wisconsin Rapids, WI 54494



## BACHELOR'S DEGREE OPTIONS

For more information and additional opportunities, visit [mstc.edu/transfer](http://mstc.edu/transfer).



College Credit • Dual Credit • Military Experience • Work Experience  
Learn about Credit for Prior Learning at [mstc.edu/cpl](http://mstc.edu/cpl).

**BEGIN AT ANY POINT  
IN THE PATHWAY**

## OTHER OPTIONS

### RELATED PROGRAMS

- Central Service Technician
- Health Information Management
- Health & Wellness Promotion
- Medical Coder
- Nursing
- Nursing Assistant
- Pharmacy Technician
- Pharmacy Services Management
- Phlebotomy Technician
- Respiratory Therapist
- Surgical Technologist



## GRADUATION REQUIREMENT

The GPS for Student Success course is required for all Mid-State students and must be completed prior to obtaining 12 credits. (Not counted in the total credit value for this program.)

### GPS for Student Success

#### 10890102 ..... 1 credit

Integrate necessary skills for student success by developing an academic plan, identifying interpersonal attributes for success, adopting efficient and effective learning strategies, and utilizing Mid-State resources, policies, and processes. This course must be completed prior to obtaining 12 credits and as a graduation requirement.

## ADDITIONAL COURSES AS NEEDED

The following courses may be recommended or required if the student does not achieve minimum Accuplacer scores.

### Intro to College Reading

#### 10838104 ..... 2 credits

Provides learners with the opportunities to develop and expand reading skills, including comprehension and vocabulary skills. Learners apply reading skills to academic tasks and read to acquire information from a variety of sources.

### Intro to College Writing

#### 10831103 ..... 3 credits

Introduces basic principles of composition, including organization, development, unity, and coherence in paragraphs and multi-paragraph documents. The purpose of this course is to prepare students for successful entry into required program courses. This course is tuition bearing and under certain circumstances may qualify for financial aid.

This course cannot be used to satisfy program completion requirements at Mid-State.

*Prerequisite: Accuplacer Sentence Skills score of 60 or equivalent. Proficiency in word processing skills recommended.*

### Pre-Algebra

#### 10834109 ..... 3 credits

Provides an introduction to algebra. Includes operations on real numbers, solving linear equations, percent and proportion, and an introduction to polynomials and statistics. Prepares students for elementary algebra and subsequent algebra-related courses.

*Prerequisite: Accuplacer Math score of 65, Accuplacer Algebra score of 30, ABE Math Prep V 76854785 and ABE Math Prep VI 76854786 with a grade of "S." (Note: ABE Math Prep V and VI courses cannot be used to satisfy program completion requirements at Mid-State.)*

## SAMPLE FULL-TIME CURRICULUM OPTION

Term		16 credits
10501101	Medical Terminology	3
10501104	Culture of Healthcare	2
10501107	Digital Literacy for Healthcare	2
31509302	Human Body in Health & Disease	3
31509303	Medical Assistant Laboratory Procedures 1	2
31509304	Medical Assistant Clinical Procedures 1	4

Term		16 credits
10501108	Pharmacology for Allied Health	2
10501109	Medical Law, Ethics, and Professionalism	2
31509301	Medical Assistant Administrative Procedures	2
31509305	Medical Assistant Laboratory Procedures 2	2
31509306	Medical Assistant Clinical Procedures 2	3
31509307	Medical Office Insurance and Finance	2
31509310	Medical Assistant Practicum	3

**Total credits 32**

Please Note:

- This curriculum sequence is only for student planning. Actual student schedules will vary depending on course availability.
- Program completion time may vary based on student scheduling and course availability. For details, go to [mstc.edu/classfinder](http://mstc.edu/classfinder).

## SAMPLE PART-TIME CURRICULUM OPTION

Term		8 credits
10501101	Medical Terminology	3
10501107	Digital Literacy for Healthcare	2
31509302	Human Body in Health & Disease	3

Term		6 credits
10501104	Culture of Healthcare	2
10501108	Pharmacology for Allied Health	2
10501109	Medical Law, Ethics, and Professionalism	2

Term		8 credits
31509301	Medical Assistant Administrative Procedures	2
31509303	Medical Assistant Laboratory Procedures 1	2
31509304	Medical Assistant Clinical Procedures 1	4

Term		10 credits
31509305	Medical Assistant Laboratory Procedures 2	2
31509306	Medical Assistant Clinical Procedures 2	3
31509307	Medical Office Insurance and Finance	2
31509310	Medical Assistant Practicum	3

**Total credits 32**

# course descriptions

## Culture of Healthcare

**10501104.....2 credits**

An introduction to the culture of healthcare for students interested in working in various healthcare settings. Learners examine professionalism, interpersonal and written communication skills, problem-solving skills and patient privacy and confidentiality issues as they relate to healthcare.

## Digital Literacy for Healthcare

**10501107 .....2 credits**

The focus of this course is the use of technology in healthcare. Learners use common business software applications, including word processing, presentation, spreadsheet, and databases. Communication methods using technology are addressed. Learners gain experience with using the electronic health record (EHR). Healthcare EHR security issues, social media use, and digital healthcare resources are examined.

## Human Body in Health & Disease

**31509302.....3 credits**

Focuses on diseases that are frequently first diagnosed and treated in the medical office setting. Students learn to recognize the causes, signs, and symptoms of diseases of the major body systems as well as the diagnostic procedures, usual treatment, prognosis and prevention of common diseases.

## Medical Assistant Administrative Procedures

**31509301.....2 credits**

Introduces medical assistant students to office management, business administration, and the electronic medical record (EMR) in the medical office. Students learn to schedule appointments, perform filing, record keeping, telephone and reception duties, communicate effectively with patients and other medical office staff, and keep an inventory of supplies.

*Prerequisite: Admission to Medical Assistant program 315091*

## Medical Assistant Clinical Procedures 1

**31509304..... 4 credits**

Introduces medical assistant students to clinical procedures performed in the medical office setting. Students perform basic examining room skills, including screening, vital signs, patient history, minor surgery, and patient preparation for routine and specialty exams in the ambulatory setting. Learner explores communication principles and psychology theories related to patient care.

*Prerequisite: Admission into Medical Assistant program 315091;*

*Corequisite: Medical Assistant Laboratory Procedures 1 31509303*

## Medical Assistant Clinical Procedures 2

**31509306.....3 credits**

Prepares medical assistant students to perform patient care skills in the medical office setting. Students perform clinical procedures including administering medications, assisting with minor surgery, performing an electrocardiogram, assisting with respiratory testing, educating patients/community, and maintaining clinical equipment in an ambulatory setting. Students learn preventive care and principles of nutrition.

*Prerequisites: Medical Assistant Clinical Procedures 1 31509304, Medical Assistant Laboratory Procedures 1 31509303, Medical Terminology 10501101, and Human Body in Health and Disease 10509102; Corequisite: Medical Assistant Laboratory Procedures 2 31509305*

## Medical Assistant Laboratory Procedures 1

**31509303 .....2 credits**

Introduces medical assistant students to laboratory procedures commonly performed by medical assistants in a medical office setting. Students perform Clinical Laboratory Improvement Amendment (CLIA) waived routine laboratory procedures commonly performed in the ambulatory care setting. Students follow laboratory safety requirements and federal regulations while performing specimen collection and processing, microbiology and urinalysis testing.

*Prerequisite: Admission to Medical Assistant program 315091;*

*Corequisite: Medical Assistant Clinical Procedures 1 31509304*

## Medical Assistant Laboratory Procedures 2

**31509305.....2 credits**

Prepares students to perform phlebotomy and Clinical Laboratory Improvement Amendment (CLIA) waived hematology, chemistry, immunology and laboratory procedures commonly performed by medical assistants in the ambulatory care setting.

*Prerequisite: Medical Assistant Laboratory Procedures 1 31509303;*

*Corequisite: Medical Assistant Clinical Procedures 2 31509306*

## Medical Assistant Practicum

**31509310.....3 credits**

Requires medical assistant students to integrate and apply knowledge and skills from all previous medical assistant courses in actual ambulatory health care settings. Learners perform medical assistant administrative, clinical, and laboratory duties under the supervision of trained mentors to effectively transition to the role of a medical assistant. This is a supervised, unpaid, clinical experience. AAMA required Practicum - 160 minimum hours (AAMA minimum) up to 216 hours.

*Prerequisites: Medical Assistant Laboratory Procedures 2 31509305;*

*Medical Assistant Clinical Procedures 2 31509306*

## Medical Law, Ethics, and Professionalism

**10501109 .....2 credits**

Prepares students to display professionalism and perform within ethical boundaries in the healthcare setting. Students maintain confidentiality, examine legal aspects of the medical record, perform risk management procedures, and

examine legal and bioethical issues.

## **Medical Office Insurance and Finance**

**31509307 .....2 credits**

Introduces medical assistant students to health insurance and finance in the medical office. Students perform bookkeeping procedures, apply managed care guidelines, and complete insurance claim forms. Students also use medical coding and managed care terminology to perform insurance-related duties.

*Prerequisite: Admission to Medical Assistant program 315091;*

*Corequisite: Medical Assistant Clinical Procedures 2 31509306.*

## **Medical Terminology**

**10501101..... 3 credits**

Focuses on the component parts of medical terms: prefixes, suffixes, and word roots. Students practice formation, analysis, and reconstruction of terms. Emphasizes spelling, definition, and pronunciation. Introduces operative, diagnostic, therapeutic, and symptomatic terminology of all body systems as well as systemic and surgical terminology.

## **Pharmacology for Allied Health**

**10501108 .....2 credits**

Introduces students to medication classification, basic pharmacology principles, and supplements. Students apply basic pharmacodynamics to identify common medications and calculate dosages in preparation for medication administration.



# medical coder

## Technical Diploma Program Code: 31-530-3 Total Credits: 31

The Medical Coder program at Mid-State prepares students for entry-level work as medical coders in health care settings such as hospitals, physician offices, long-term care facilities, and more. Medical coders review medical documentation and assign diagnosis and procedure codes for the purposes of billing, quality improvement, statistical reporting, and medical research. In this program, you'll be introduced to reimbursement principles and build proficiency in assigning codes across all settings. After program completion, graduates may qualify to take the Certified Coding Associate (CCA) credentialing exam through American Health Information Management Association (AHIMA).

**Salary information:** [mstc.edu/programsalaries](http://mstc.edu/programsalaries)

**Estimated tuition and fees:** [mstc.edu/programcosts](http://mstc.edu/programcosts)

### ACADEMIC ADVISORS

To schedule an appointment with your academic advisor, call 715.422.5300.

#### Tanya Kollross, MS

Marshfield Campus • [tanya.kollross@mstc.edu](mailto:tanya.kollross@mstc.edu)

#### Juan Veloz, MBA

Stevens Point Campus • [juan.veloz@mstc.edu](mailto:juan.veloz@mstc.edu)

#### Diane Andres, MS

Wisconsin Rapids Campus • [diane.andres@mstc.edu](mailto:diane.andres@mstc.edu)

### CHECKLIST:

This section will be completed when meeting with your academic advisor.

- FAFSA ([www.fafsa.gov](http://www.fafsa.gov))
- Financial Aid Form(s)  
Form(s): \_\_\_\_\_
- Follow-Up Appointment:  
Where: \_\_\_\_\_  
When: \_\_\_\_\_  
With: \_\_\_\_\_
- Official Transcripts  
Mid-State Technical College  
Attention CPL Coordinator  
500 32nd Street North  
Wisconsin Rapids, WI 54494
- Other: \_\_\_\_\_  
\_\_\_\_\_

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1001 Centerpoint Drive  
Stevens Point, WI 54481

**WISCONSIN RAPIDS CAMPUS**  
500 32nd Street North  
Wisconsin Rapids, WI 54494

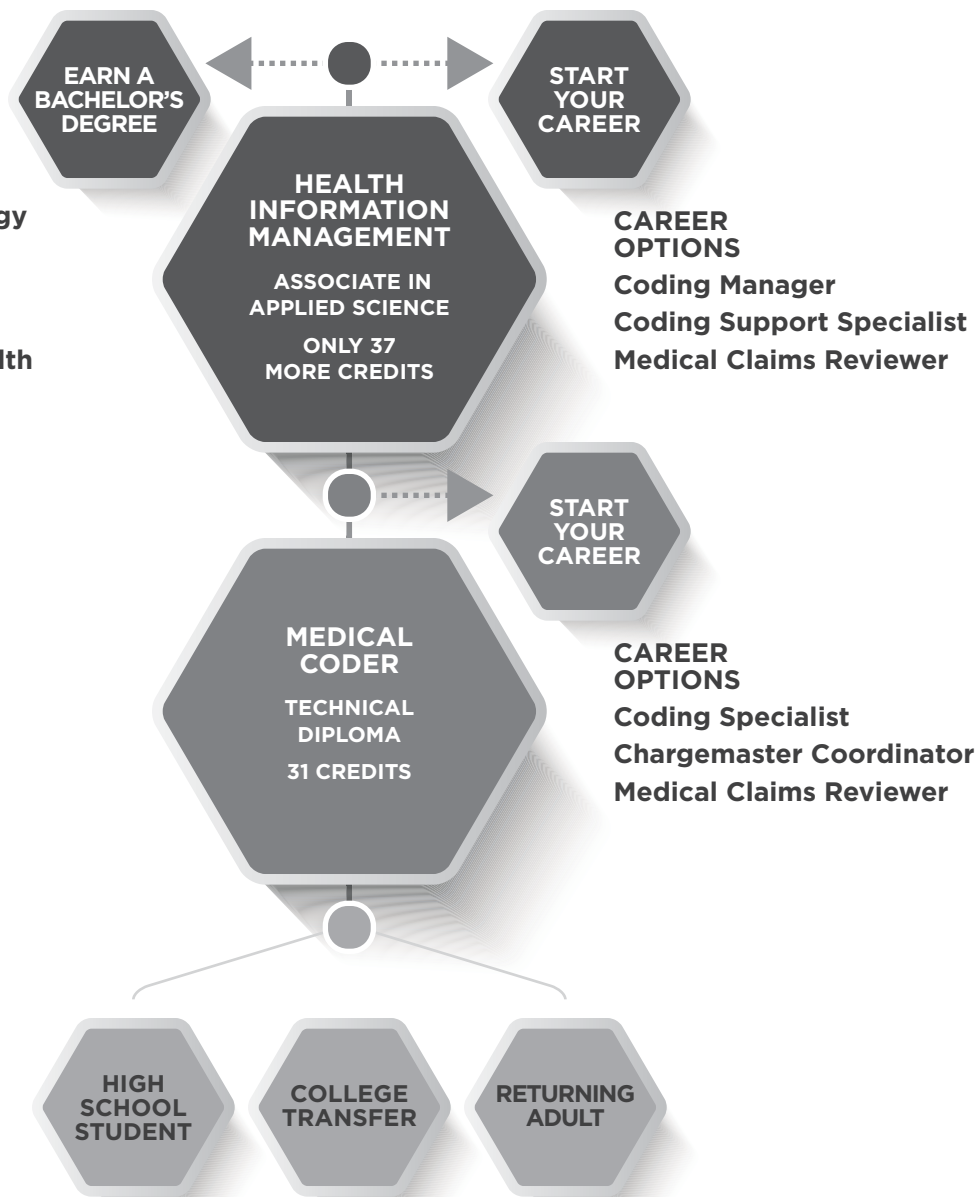
**BACHELOR'S DEGREE OPTIONS**

**UW-Stevens Point  
BS Health Information  
Management and Technology  
Degree (HIMT)**

**UW-Stevens Point  
Health Science-Health  
Care Administration or Health  
Care Informatics**

**College of St. Scholastica  
BA Health Information**

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visit [mstc.edu/transfer](http://mstc.edu/transfer).**



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**OTHER OPTIONS**

**RELATED PROGRAMS**

- Central Service Technician
- Health & Wellness Promotion
- Medical Assistant
- Nursing
- Nursing Assistant
- Pharmacy Technician
- Pharmacy Services Management
- Phlebotomy Technician
- Respiratory Therapist
- Surgical Technologist

**BEGIN AT ANY POINT  
IN THE PATHWAY**

## PROGRAM OUTCOMES

Employers will expect you, as a Medical Coder graduate, to be able to:

- Review clinical documentation and diagnostic results to ensure accurate diagnostic and procedural coding.
- Extract and abstract data, and apply appropriate clinical codes using proper classification systems accurately.
- Provide charge validation.

## FUNCTIONAL ABILITIES

A list of specific physical, emotional, and mental tasks needed to function as a medical coder is at [mstc.edu/programs/medical-coder](http://mstc.edu/programs/medical-coder). Contact the disability services coordinator in the Student Services Office to receive assistance.

## PROGRAM PROGRESSION AND COMPLETION

In order to progress in and successfully complete the program, students must:

- Repeat courses not completed with a grade of “C” or better prior to progressing in core courses or other courses with co- or prerequisites.
- Receive a grade of “C” or better in all courses required for graduation.

Please note that the ability to repeat courses is dependent upon availability in courses. Students may be required to apply for program re-entry in order to repeat courses within the program’s instructional area.



This ACT program is 100 percent funded with a TAACCCT Round IV \$19.9 million grant awarded by the US Department of Labor’s Employment and Training Administration. This program is an equal opportunity program, and auxiliary aids and services are available upon request to individuals with disabilities. This workforce product was funded by a grant awarded by the US Department of Labor’s Employment and Training Administration. The product was created by the grantee and does not necessarily reflect the official position of the US Department of Labor. The US Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership.

## STUDENT HANDBOOK

Visit [mstc.edu/studenthandbook](http://mstc.edu/studenthandbook) to view Mid-State’s student handbook, which contains information about admissions, enrollment, appeals processes, services for people with disabilities, financial aid, graduation, privacy, Mid-State’s Student Code of Conduct, and technology.

## GRADUATION REQUIREMENT

The GPS for Student Success course is required for all Mid-State students and must be completed prior to obtaining 12 credits. (Not counted in the total credit value for this program.)

### GPS for Student Success

**10890102 ..... 1 credit**

Integrate necessary skills for student success by developing an academic plan, identifying interpersonal attributes for success, adopting efficient and effective learning strategies, and utilizing Mid-State resources, policies, and processes. This course must be completed prior to obtaining 12 credits and as a graduation requirement.

## ADDITIONAL COURSES AS NEEDED

The following courses may be recommended or required if the student does not achieve minimum Accuplacer scores.

### Intro to College Reading

**10838104 ..... 2 credits**

Provides learners with the opportunities to develop and expand reading skills, including comprehension and vocabulary skills. Learners apply reading skills to academic tasks and read to acquire information from a variety of sources.

### Intro to College Writing

**10831103 ..... 3 credits**

Introduces basic principles of composition, including organization, development, unity, and coherence in paragraphs and multi-paragraph documents. The purpose of this course is to prepare students for successful entry into required program courses. This course is tuition bearing and under certain circumstances may qualify for financial aid. This course cannot be used to satisfy program completion requirements at Mid-State.

*Prerequisite: Accuplacer Sentence Skills score of 60 or equivalent. Proficiency in word processing skills recommended.*

### Pre-Algebra

**10834109 ..... 3 credits**

Provides an introduction to algebra. Includes operations on real numbers, solving linear equations, percent and proportion, and an introduction to polynomials and statistics. Prepares students for elementary algebra and subsequent algebra-related courses.

*Prerequisite: Accuplacer Math score of 65, Accuplacer Algebra score of 30, ABE Math Prep V 76854785 and ABE Math Prep VI 76854786 with a grade of “S.” (Note: ABE Math Prep V and VI courses cannot be used to satisfy program completion requirements at Mid-State.)*





# course descriptions

## Advanced Coding

### 10530148.....3 credits

Builds on basic coding knowledge and skills through the coding of clinical case studies and actual medical records. Students access, review, and code electronic medical records from the Academic EHR System; perform data quality reviews to validate code assignment and compliance with reporting requirements; and assign diagnosis related groups (DRGs) and ambulatory payment classifications (APCs) with entry-level proficiency using computerized encoding and grouping software.

*Prerequisites:* ICD Diagnosis Coding 10530197 and CPT Coding 10530144; *Corequisite:* Private & Government Reimbursement 10530146 and ICD Procedure Coding 10530199

## CPT Coding

### 10530144 .....3 credits

Prepares learners to assign current procedural terminology (CPT) codes supported by medical documentation with entry-level proficiency. Students are familiar with and use standard coding references. Emphasizes accuracy, CPT instructional notations, conventions, rules, and official coding guidelines when assigning CPT codes to case studies and actual medical record documentation. Also covers application of modifiers to services and relationship to financial impact.

*Prerequisites:* Medical Terminology 10501101, General Anatomy & Physiology 10806177, and Intro to Health Records 10530111; *Corequisite:* Human Diseases for Health Professions 10530182

## Electronic Health Records

### 10530122.....3 credits

Introduces students to the electronic health record (EHR) as a technology-based representation of healthcare data integration from a participating collection of varied systems for a single patient. Course covers emerging use of the electronic health record, an overview of EHR, applications, benefits and barriers to its use, vocabularies, principles of implementation, health information exchange, standards, privacy, security, information retrieval, digital libraries, and image management.

*Prerequisites:* Medical Terminology 10501101, General Anatomy & Physiology 10806177, and Intro to Health Records 10530111

## General Anatomy & Physiology

### 10806177..... 4 credits

Examines basic concepts of human anatomy and physiology as they relate to health sciences. Using a body systems approach, the course emphasizes the interrelationships between structure and function at the gross and microscopic levels of organization of the entire human body. It is intended to prepare health care professionals who need to apply basic concepts of whole body anatomy and physiology to informed decision making and professional communication with colleagues and patients.

*Prerequisite:* Minimum Accuplacer score for Reading is 55 (Students scoring between 55-80 are encouraged to enroll in Introduction to College Reading) and one semester of college-level biology or chemistry with a "C" or better, or Human Body in Health & Disease 10509102 with a "C" or better, or Emergency Medical Technician-Basic 10531168 with a "C" or better

## Human Disease for the Health Professions

### 10530182.....3 credits

Focuses on the common diseases of each body system as encountered in all types of healthcare settings by health information professionals. Emphasizes understanding the etiology (causes), signs and symptoms, diagnostic tests, and treatment (including pharmacologic) of each disease.

*Prerequisites:* Medical Terminology 10501101 and General Anatomy & Physiology 10806177

## ICD Diagnosis Coding

### 10530197.....3 credits

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

*Prerequisites:* Medical Terminology 10501101, Intro to Health Records 10530111, and General Anatomy & Physiology 10806177; *Corequisite:* Human Disease for the Health Professions 10530182

## ICD Procedure Coding

### 10530199.....3 credits

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

*Prerequisites:* Medical Terminology 10501101, Intro to Health Records 10530111, General Anatomy & Physiology 10806177, and Human Disease for the Health Professions 10530182

## Introduction to Health Records

### 10530111.....3 credits

Focuses on the purpose, format, content, use, confidentiality, and administrative issues of a patient's medical history and care. Students study the use of the patient's medical record as a basis for planning patient care, documenting communication between the health care provider and any other health professional contributing to the patient's care, assisting in protecting the legal interest of the patient and the health care providers responsible for the patient's care, and documenting the care and services provided to the patient. Emphasizes accuracy, organization, and confidentiality. Students are introduced to electronic medical record (EMR) concepts. Minimum Accuplacer scores - Reading 55, Sentence Skills 60, Arithmetic 34

*Corequisite:* Medical Terminology 10501101

## Medical Terminology

### 10501101..... 3 credits

Focuses on the component parts of medical terms: prefixes, suffixes, and word roots. Students practice formation, analysis, and reconstruction of terms. Emphasizes spelling, definition, and pronunciation. Introduces operative, diagnostic, therapeutic, and symptomatic terminology of all body systems as well as systemic and surgical terminology.

**Private and Government Reimbursement  
10530146 .....3 credits**

Introduces students to the vocabulary of private or voluntary-based healthcare reimbursement. Students will identify and compare the varieties of private healthcare insurance including the advantages and disadvantages of each for the provider and for the policyholder. HIPAA guidelines are utilized throughout.

*Prerequisites: ICD Diagnosis Coding 10530197, ICD Procedure Coding 10530199, and CPT Coding 10530144*



# medical office specialist

## Technical Diploma Program Code: 31-160-3 Total Credits: 34

The Medical Office Specialist program at Mid-State prepares students to meet the needs of healthcare and related organizations by performing a variety of office support functions. The program includes medical terminology; medical law, ethics, and professionalism; and related coursework. In this program you will learn to communicate professionally while maintaining confidentiality, apply customer service skills, and use computer applications to prepare and maintain medical documents. You will also learn to prepare medical documents and correspondence and perform administrative procedures within the healthcare environment. Tours of local medical facilities will help you gain knowledge of possible employers in the community.

**Salary information:** [mstc.edu/programsalaries](http://mstc.edu/programsalaries)

**Estimated tuition and fees:** [mstc.edu/programcosts](http://mstc.edu/programcosts)

The Medical Office Specialist program *is not financial aid eligible*.

### ACADEMIC ADVISORS

To schedule an appointment with your academic advisor, call 715.422.5300.

**Tanya Kollross, MS**

Marshfield Campus • [tanya.kollross@mstc.edu](mailto:tanya.kollross@mstc.edu)

**Juan Veloz, MBA**

Stevens Point Campus • [juan.veloz@mstc.edu](mailto:juan.veloz@mstc.edu)

**Diane Andres, MS**

Wisconsin Rapids Campus • [diane.andres@mstc.edu](mailto:diane.andres@mstc.edu)

### CHECKLIST:

This section will be completed when meeting with your academic advisor.

- FAFSA ([www.fafsa.gov](http://www.fafsa.gov))
- Financial Aid Form(s)  
Form(s): \_\_\_\_\_
- Follow-Up Appointment:  
Where: \_\_\_\_\_  
When: \_\_\_\_\_  
With: \_\_\_\_\_
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Mid-State Technical College  
Attention CPL Coordinator  
500 32nd Street North  
Wisconsin Rapids, WI 54494
- Other: \_\_\_\_\_  
\_\_\_\_\_

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**888.575.6782**



**MID-STATE**  
TECHNICAL COLLEGE

**ADAMS COUNTY CENTER**  
401 North Main  
Adams, WI 53910

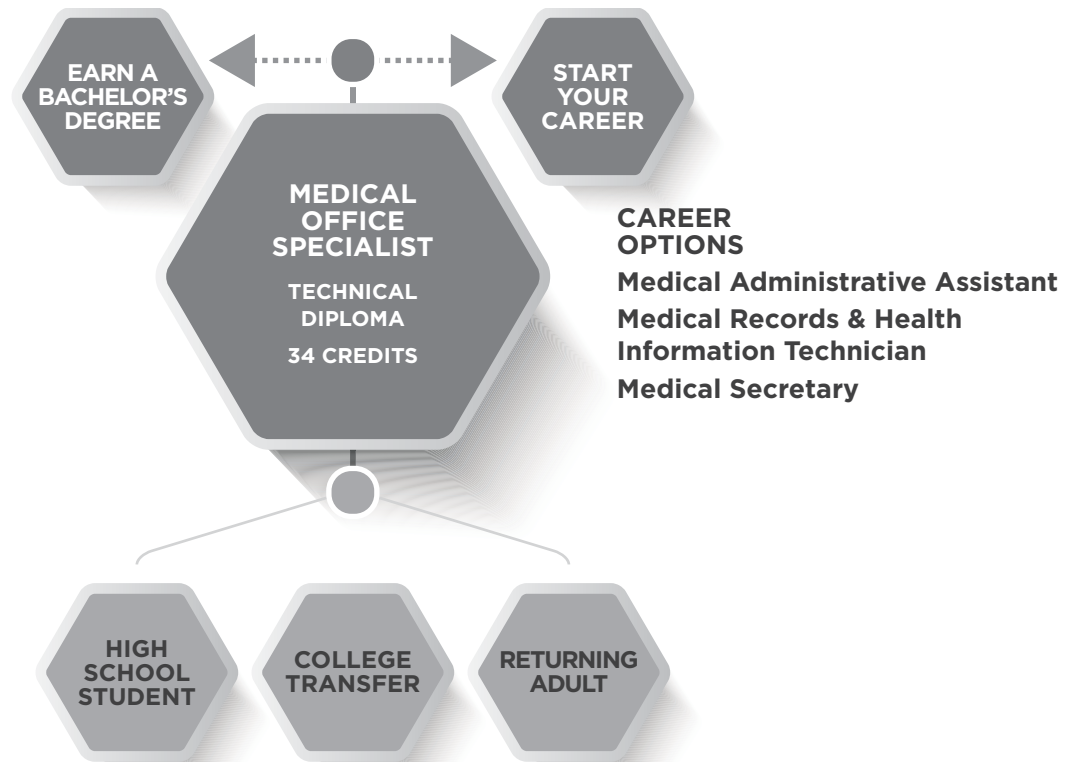
**MARSHFIELD CAMPUS**  
2600 West 5th Street  
Marshfield, WI 54449

**STEVENS POINT CAMPUS**  
1001 Centerpoint Drive  
Stevens Point, WI 54481

**WISCONSIN RAPIDS CAMPUS**  
500 32nd Street North  
Wisconsin Rapids, WI 54494

## BACHELOR'S DEGREE OPTIONS

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College Credit • Dual Credit • Military Experience • Work Experience  
Learn about Credit for Prior Learning at [mstc.edu/cpl](http://mstc.edu/cpl).

**BEGIN AT ANY POINT  
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## OTHER OPTIONS

### RELATED PROGRAMS

- Administrative Professional
- Business Management
- Customer Relationship Professional
- Entrepreneurship
- Human Resources
- Office Support Specialist
- Project Management





# course descriptions

## Document Formatting

**10106157 .....3 credits**

Students are able to format styles of business letters, business and academic reports, memos, tables, business meeting documents, itineraries, legal documents, and business forms. Also includes drill work for improving keying speed and accuracy. Minimum typing speed of 30 wpm required (alphabetic keys only).

*Corequisite: Microsoft Office-Introduction 10103106*

## Excel-Intermediate

**10103124 .....1 credit**

Students learn to create, modify, and enhance charts. Students also learn to use advanced functions, structured references, manage multiple spreadsheets, and develop Excel applications.

*Prerequisite: Microsoft Office-Introduction 10103106 or*

*Excel-Beginning 10103123*

## Human Body in Health and Disease

**10509102 .....3 credits**

Students learn to recognize human body structure and function in health and disease states. Students explore the causes, signs, and symptoms of diseases of the major body systems as well as the diagnostic procedures, usual treatment, prognosis, and prevention of diseases commonly diagnosed and treated in the medical office setting.

## Intro to American Government

**10809122.....3 credits**

Introduces American political processes and institutions. Focuses on rights and responsibilities of citizens and the process of participatory democracy. Learners examine the complexity of the separation of powers and checks and balances. Explores the role of the media, interest groups, political parties, and public opinion in the political process. Also explores the role of state and national government in our federal system. A student scoring between 55-80 on their Accuplacer Reading Comprehension, or 60-80 on Accuplacer Sentence Skills is recommended to co-enroll in the Introduction to College Reading course and/or Introduction to College Writing course, respectively.

*Prerequisite: Minimum Accuplacer scores - Reading 55, Sentence Skills 60 or equivalent, or Intro to College Reading 10848104 with a grade of C or better and Intro to College Writing 10831103 with a grade of C or better*

## Intro to Health Reimbursement

**31160105 .....2 credits**

Examines health care reimbursement systems for hospital inpatient and ambulatory care settings. Includes practical application of diagnosis and procedural coding as well as Diagnosis Related Groups (DRGs) and Ambulatory Payment Classifications (APCs) assignment. Learners use computerized encoding and grouping software to assign diagnosis-related group and ambulatory payment classifications with entry-level proficiency.

*Prerequisite: Medical Terminology 10501101*

## Intro to Sociology

**10809196 .....3 credits**

Introduces students to the basic concepts of sociology: culture, socialization, social stratification, multi-culturalism, and the five institutions of family, politics, economics, religion, and education. Other topics include demography, deviance, technology, environment, social issues, social change, and social organization. A student scoring between 55-80 on Accuplacer Reading Comprehension or 60-80 on Accuplacer Sentence Skills is recommended to co-enroll in Introduction to College Reading and/or Introduction to College Writing, respectively.

*Prerequisite: Minimum Accuplacer scores - Reading 55, Sentence Skills 60 or equivalent, or Intro to College Reading 10848104 with a grade of "C" or better and Intro to College Writing 10831103 with a grade of "C" or better*

## Introduction to Diversity Studies

**10809172.....3 credits**

Introduces learners to the study of diversity from a local to a global environment using a holistic, interdisciplinary approach. Encourages self-exploration and prepares the learner to work in a diverse environment. In addition to an analysis of majority/minority relations in a multicultural context, the primary topics of race, ethnicity, age, gender, class, sexual orientation, disability, and religion are explored. A student scoring between 55-80 on Accuplacer Reading Comprehension or 60-80 on Accuplacer Sentence Skills is recommended to co-enroll in the Introduction to College Reading course and/or Introduction to College Writing course, respectively.

*Prerequisite: Minimum Accuplacer scores - Reading 55, Sentence Skills 60 or equivalent, or Intro to College Reading 10848104 with a grade of "C" or better and Intro to College Writing 10831103 with a grade of "C" or better*

## Introduction to Health Information Technology

**10530150 .....2 credits**

Prepares learners to illustrate the flow of health information in various health-care delivery systems and within the health information department and to retrieve data from health records. Professional ethics, confidentiality and security of information are emphasized. This course also examines the content and structure of an EHR (inpatient and ambulatory patient records), documentation practice guidelines, and the types of user devices utilized in an EHR system. Basic concepts of clinical decision support, standards relating to content of health records, data integrity, and EHR system security are included. Students will have access to an electronic health record to apply concepts learned.

## Introduction to Health Technology

**31160103 .....2 credits**

Examines the organization and delivery of health-care services, external standards, regulations, initiatives, payment and reimbursement systems, and healthcare providers and disciplines.



# course descriptions

## Introduction to Healthcare Reimbursement

**10530149 .....2 credits**

This course introduces students to the vocabulary of private or voluntary-based healthcare reimbursement. Students will identify and compare the varieties of private healthcare insurance including the advantages and disadvantages of each for the payer and for the policyholder. HIPPA guidelines are utilized throughout.

*Prerequisite: Medical Terminology 10501101*

## Medical Customer Service

**31160104 .....3 credits**

Addresses sensitivity in communicating with customers and co-workers. Includes international communications, teamwork, working relationships, and telephone skills.

## Medical Law, Ethics, & Professionalism

**31160101 .....2 credits**

Prepares students to display professionalism and perform within ethical boundaries in the healthcare setting. Students maintain confidentiality, examine legal aspects of the medical record, perform risk management procedures, and examine legal and bioethical issues.

## Medical Law, Ethics, and Professionalism

**10501109 .....2 credits**

Prepares students to display professionalism and perform within ethical boundaries in the healthcare setting. Students maintain confidentiality, examine legal aspects of the medical record, perform risk management procedures, and examine legal and bioethical issues.

## Medical Terminology

**10501101 .....3 credits**

Focuses on the component parts of medical terms: prefixes, suffixes, and word roots. Students practice formation, analysis, and reconstruction of terms. Emphasizes spelling, definition, and pronunciation. Introduces operative, diagnostic, therapeutic, and symptomatic terminology of all body systems as well as systemic and surgical terminology.

## Microsoft Office-Introduction

**10103106 .....3 credits**

Develops introductory skills in the Microsoft Office Suite (Word, Excel, Access, PowerPoint, and Outlook) while reinforcing knowledge of computer concepts, Windows Explorer, and Internet usage. Students should possess basic keyboarding, mouse, and Windows 10 skills. Students may develop these skills in the LiNK while concurrently enrolled in this course.

## Oral/Interpersonal Communication

**10801196 .....3 credits**

Focuses upon developing speaking, verbal, and non-verbal communication, and listening skills through individual presentations, group activities, and other projects. For a student scoring between 55-80 on their Accuplacer Reading Comprehension exam and 60-80 on the Sentence Skills exam, it is recommended to co-enroll in the Introduction to College Reading and/or Intro to College Writing courses.

*Prerequisite: Minimum Accuplacer scores - Reading 55, Sentence Skills 60 or equivalent*

## Organization of Healthcare

**10530125 .....2 credits**

Examines the organization and delivery of health-care services, external standards, regulations, initiatives, payment and reimbursement systems, and healthcare providers and disciplines.

## Organization of Healthcare

**31160102 .....2 credits**

Examines the organization and delivery of health-care services, external standards, regulations, initiatives, payment and reimbursement systems, and healthcare providers and disciplines.

## Proofreading & Editing

**10106160 .....3 credits**

Sharpens proofreading and editing skills. Competencies include detecting and editing errors in keying, spelling, capitalization, plurals, possessives, punctuation, numbers, grammar, sentence structure, and formatting. Documents are edited for clarity, conciseness, and completeness.

*Corequisite: Microsoft Office-Introduction 10103106*

## Quality Customer Service

**10106106 .....3 credits**

Addresses sensitivity in communicating with customers and co-workers. Includes international communications, teamwork, working relationships, and telephone skills.

## Speech

**10801198 .....3 credits**

Explores the fundamentals of effective oral presentation to small and large groups. Topic selection, audience analysis, methods of organization, research, structuring evidence and support, delivery techniques, and other essential elements of speaking successfully, including the listening process, form the basis of this course. If a student earns below the minimum Accuplacer score in each category (Reading 80, Sentence Skills 85), he/she is eligible to take Oral Communication in lieu of Speech, provided the Accuplacer scores are minimum of Reading 55 and Sentence Skills 60, or the student has completed Intro to College Writing and/or Intro to College Reading with a "C" or better.

*Prerequisite: Minimum Accuplacer scores - Reading 80, Sentence Skills 85, or completion of Intro to College Writing and/or Intro to College Reading with a "C" or better or equivalent*

## Word-Intermediate

**10103114 .....1 credit**

Students learn to create more complex documents using Microsoft Word as well as customize the Word environment. Students also learn to use mail merge, collaborate with others, and combine information into one file.

*Prerequisite: Microsoft Office-Introduction 10103106 or Word-Beginning 10103113*



# microsoft system administrator

## Technical Diploma Program Code: 30-150-5 Total Credits: 12

Managing and troubleshooting network environments based on the Windows Server operating system is a growing field of expertise in IT. Mid-State's Microsoft System Administrator program covers some of the newest and most rapidly expanding technologies in this area. We seek feedback from local employers to ensure course content is always up to date. As a result, you will have the skills and knowledge employers are looking for.

**Salary information:** [mstc.edu/programsalaries](http://mstc.edu/programsalaries)

**Estimated tuition and fees:** [mstc.edu/programcosts](http://mstc.edu/programcosts)

### ACADEMIC ADVISORS

To schedule an appointment with your academic advisor, call 715.422.5300.

#### Tanya Kollross, MS

Marshfield Campus • [tanya.kollross@mstc.edu](mailto:tanya.kollross@mstc.edu)

#### Juan Veloz, MBA

Stevens Point Campus • [juan.veloz@mstc.edu](mailto:juan.veloz@mstc.edu)

#### Diane Andres, MS

Wisconsin Rapids Campus • [diane.andres@mstc.edu](mailto:diane.andres@mstc.edu)

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500 32nd Street North  
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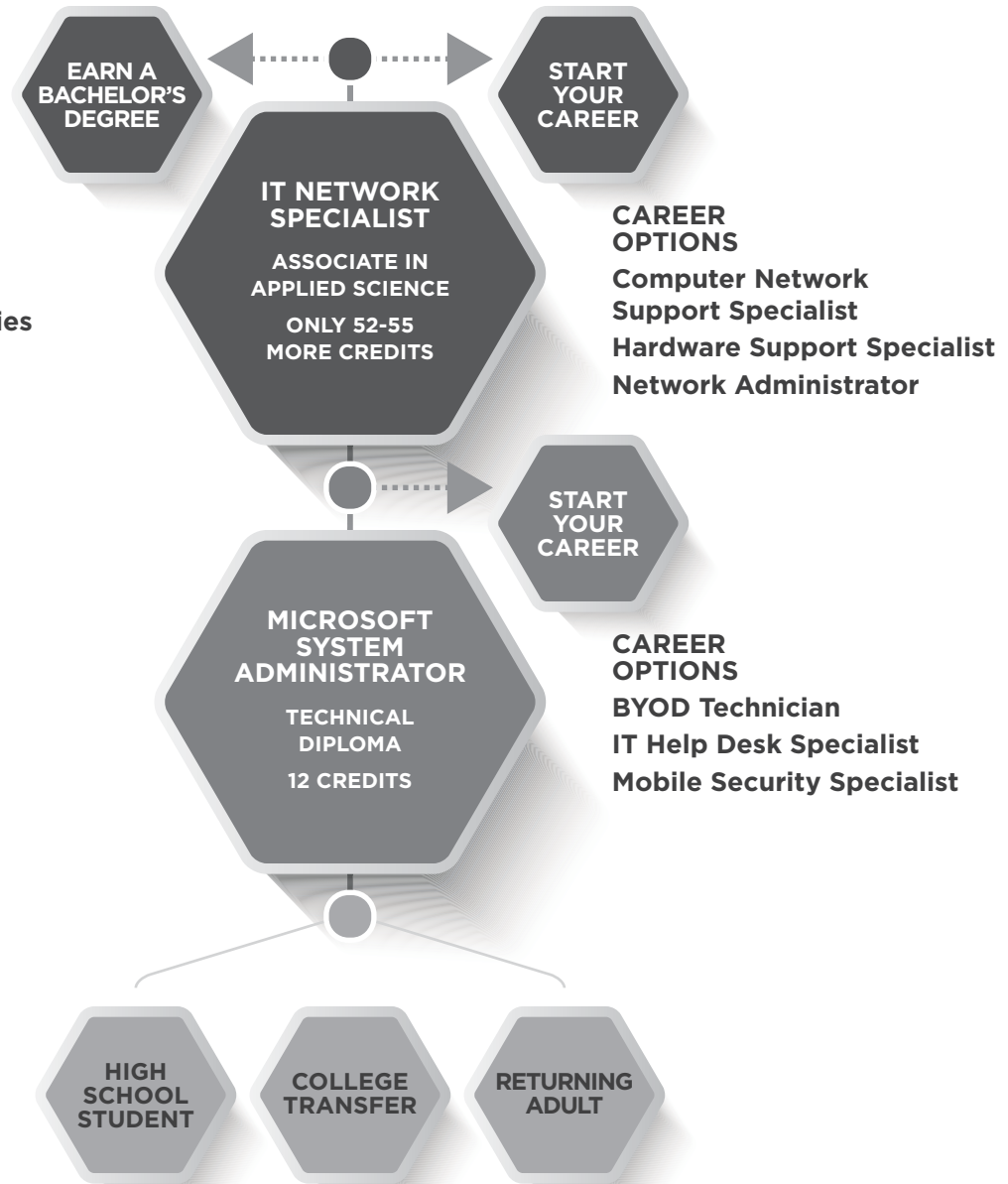
## BACHELOR'S DEGREE OPTIONS

Lakeland University  
BA Specialized  
Administration

UW-Stout  
BS Information and  
Communication Technologies

University of Phoenix  
BS Management

For more information and  
additional opportunities,  
visit [mstc.edu/transfer](http://mstc.edu/transfer).



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## OTHER OPTIONS

### RELATED PROGRAMS

- Business Analyst
- IT Security Specialist
- IT Computer Support Specialist
- IT Software Developer

## PROGRAM OUTCOMES

Employers will expect you, as a Microsoft System Administrator graduate, to be able to:

- Analyze network performance and security.
- Automate local and remote network tasks using scripting.
- Manage virtual network environments.
- Manage infrastructure services.
- Manage deployment services.
- Manage active directory domain services.

## STUDENT HANDBOOK

Visit [mstc.edu/studenthandbook](http://mstc.edu/studenthandbook) to view Mid-State's student handbook, which contains information about admissions, enrollment, appeals processes, services for people with disabilities, financial aid, graduation, privacy, Mid-State's Student Code of Conduct, and technology.

## NOTES:

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## GRADUATION REQUIREMENT

The GPS for Student Success course is required for all Mid-State students and must be completed prior to obtaining 12 credits. (Not counted in the total credit value for this program.)

### GPS for Student Success

#### **10890102 ..... 1 credit**

Integrate necessary skills for student success by developing an academic plan, identifying interpersonal attributes for success, adopting efficient and effective learning strategies, and utilizing Mid-State resources, policies, and processes. This course must be completed prior to obtaining 12 credits and as a graduation requirement.

## ADDITIONAL COURSES AS NEEDED

The following courses may be recommended or required if the student does not achieve minimum Accuplacer scores.

### Intro to College Reading

#### **10838104 ..... 2 credits**

Provides learners with the opportunities to develop and expand reading skills, including comprehension and vocabulary skills. Learners apply reading skills to academic tasks and read to acquire information from a variety of sources.

### Intro to College Writing

#### **10831103 ..... 3 credits**

Introduces basic principles of composition, including organization, development, unity, and coherence in paragraphs and multi-paragraph documents. The purpose of this course is to prepare students for successful entry into required program courses. This course is tuition bearing and under certain circumstances may qualify for financial aid. This course cannot be used to satisfy program completion requirements at Mid-State.

*Prerequisite: Accuplacer Sentence Skills score of 60 or equivalent. Proficiency in word processing skills recommended.*

### Pre-Algebra

#### **10834109 ..... 3 credits**

Provides an introduction to algebra. Includes operations on real numbers, solving linear equations, percent and proportion, and an introduction to polynomials and statistics. Prepares students for elementary algebra and subsequent algebra-related courses.

*Prerequisite: Accuplacer Math score of 65, Accuplacer Algebra score of 30, ABE Math Prep V 76854785 and ABE Math Prep VI 76854786 with a grade of "S." (Note: ABE Math Prep V and VI courses cannot be used to satisfy program completion requirements at Mid-State.)*

## SAMPLE FULL-TIME CURRICULUM OPTION

<b>Term</b>		<b>3 credits</b>
10154102	Hardware Essentials I	3
<b>Term</b>		<b>6 credits</b>
10150120	Server Administration-Beginning	3
10150165	Network Server Scripting	3
<b>Term</b>		<b>3 credits</b>
10150121	Server Administration-Intermediate	3
<b>Total credits</b>		<b>12</b>

Please Note:

- This curriculum sequence is only for student planning. Actual student schedules will vary depending on course availability.
- Program completion time may vary based on student scheduling and course availability. For details, go to [mstc.edu/classfinder](http://mstc.edu/classfinder).

## course descriptions

### Hardware Essentials I

**10154102 .....3 credits**

The first in a two-course series that aligns with the CompTIA A+ certification. This class is designed to teach students how to build, configure, secure, network, and troubleshoot PCs. The course covers the objectives of the CompTIA A+ exams but is not designed or intended to be a "test prep" course.

### Network Server Scripting

**10150165 .....3 credits**

Provides best practices and techniques in Linux and Windows shell and command line scripting using PowerShell and BASH.

*Corequisite: Server Administration-Beginning 10150120*

### Server Administration-Beginning

**10150120 .....3 credits**

Develops skill in the design, installation, administration, and management of computer networks. Topics include network design; installation and configuration of a commonly used network operating system; service packs and updated drivers; user accounts, groups, profiles, and policies; file system security; printer management; and application software installation, backup, and recovery.

*Prerequisite: Hardware Essentials I 10154102*

### Server Administration-Intermediate

**10150121 .....3 credits**

Expands on the administration skills needed for successful management of a network operating system in a business environment. Topics include installation and configuration of a network operating system, monitoring and performance tuning, monitoring and analyzing network traffic, licensing, network devices, DNS, FTP, web services, and directory services.

*Prerequisite: Server Administration-Beginning 10150120*



# nursing

## Associate in Applied Science (AAS) Program Code: 10-543-1 Total Credits: 65

The Associate Degree Nursing (ADN) program at Mid-State prepares each graduate to work successfully as a registered nurse (RN). Students acquire a balance of knowledge and technical skills in physical and biological sciences, social sciences, and nursing. They also contribute to classroom discussion, independent learning projects, audio-tutorial labs, and hands-on clinical experiences at area healthcare agencies. After completing the first year (32 credits), you can opt to take the national licensing test for Licensed Practical Nurse. After 65 credits you will be eligible to take the licensing exam for Registered Nurse.

**Salary information:** [mstc.edu/programsalaries](http://mstc.edu/programsalaries)

**Estimated tuition and fees:** [mstc.edu/programcosts](http://mstc.edu/programcosts)

### ACADEMIC ADVISORS

To schedule an appointment with your academic advisor, call 715.422.5300.

**Shawn Zee, MS**

Marshfield Campus • [shawn.zee@mstc.edu](mailto:shawn.zee@mstc.edu)

**Alex Lendved, MS**

Stevens Point Campus • [alex.lendved@mstc.edu](mailto:alex.lendved@mstc.edu)

**Stephanie Bender, MAC**

Wisconsin Rapids Campus • [stephanie.bender@mstc.edu](mailto:stephanie.bender@mstc.edu)

### CHECKLIST:

This section will be completed when meeting with your academic advisor.

- FAFSA ([www.fafsa.gov](http://www.fafsa.gov))
- Financial Aid Form(s)  
Form(s): \_\_\_\_\_
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Mid-State Technical College  
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500 32nd Street North  
Wisconsin Rapids, WI 54494
- Criminal Background Statement of Understanding and Release of Information Form
- Functional Abilities Form
- Other: \_\_\_\_\_  
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Wisconsin Rapids, WI 54494

## BACHELOR'S DEGREE OPTIONS

Alverno

Marian

University of Phoenix

UW-Eau Claire

UW-Green Bay

UW-Madison

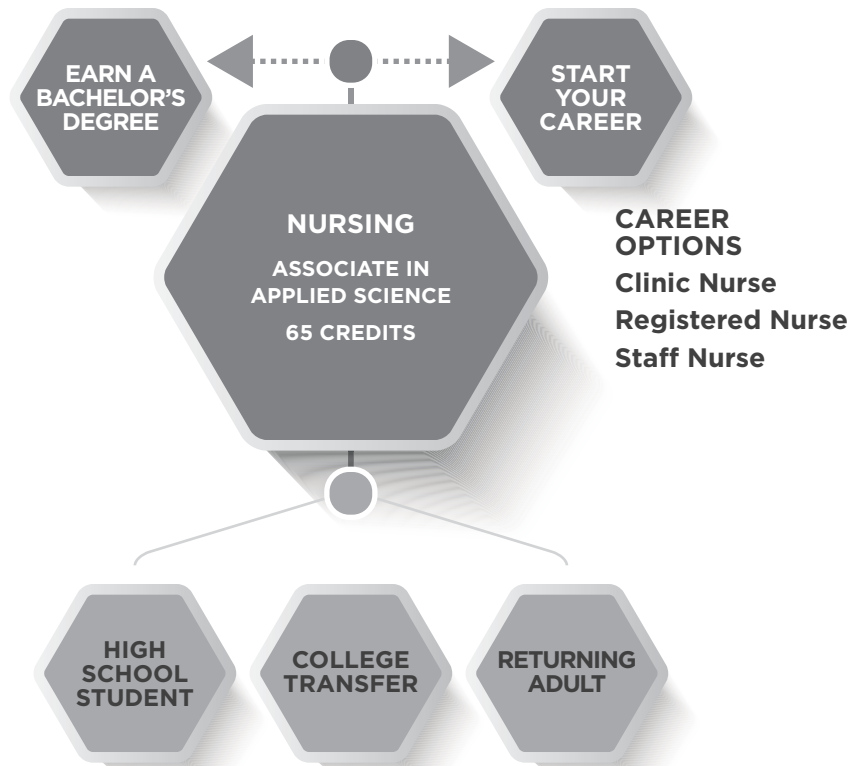
UW-Milwaukee

UW-Oshkosh

UW-Stevens Point

Viterbo

For more information and additional opportunities, visit [mstc.edu/transfer](http://mstc.edu/transfer).



College Credit • Dual Credit • Military Experience • Work Experience  
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## OTHER OPTIONS

### RELATED PROGRAMS

- Central Service Technician
- Health Information Management
- Health & Wellness Promotion
- Medical Assistant
- Medical Coder
- Nursing Assistant
- Pharmacy Technician
- Pharmacy Services Management
- Phlebotomy Technician
- Respiratory Therapist
- Surgical Technologist

## PROGRAM OUTCOMES

Employers will expect you, as a Nursing graduate, to be able to:

- Implement one's role as a nurse in ways that reflect integrity, responsibility, ethical practices, and an evolving professional identity as a nurse committed to evidence-based practice, caring, advocacy, and quality care.
- Demonstrate appropriate written, verbal, and nonverbal communication in a variety of clinical contexts.
- Integrate social, mathematical, and physical sciences as well as pharmacology and pathophysiology in clinical decision making.
- Provide patient-centered care by utilizing the nursing process across diverse populations and health care settings.
- Minimize risk of harm to patients, members of the health care team and self through safe individual performance and participation in system effectiveness.
- Lead the multidisciplinary health care team to provide effective patient care throughout the lifespan.
- Use information and technology to communicate, manage data, mitigate error, and support decision making.

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The Nursing program is approved by the Wisconsin Board of Nursing and fully accredited by the Accreditation Commission for Education in Nursing (ACEN). ACEN can be reached for program verification information at:

**Accreditation Commission for Education in Nursing (ACEN)**  
3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326  
www.acenursing.org • Phone: 404.975.5000

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## TO APPLY

To apply to the Nursing program, please submit the following to Mid-State Admissions:

### Step 1:

1. Complete a Mid-State Application form and return it with a \$30 non-refundable application fee.
2. Submit the Criminal Background Statement of Understanding and Release of Information form. This form is available at [mstc.edu/programs/nursing](http://mstc.edu/programs/nursing).

**Mid-State Technical College • Admissions**  
**500 32nd Street North, Wisconsin Rapids, WI 54494**

3. Submit Functional Abilities form. This form is available at [mstc.edu/NursingFunctionalAbilities](http://mstc.edu/NursingFunctionalAbilities).

### Step 2 (required prior to starting core nursing classes):

1. Complete the Accuplacer or ACT test. Minimum scores required:
  - Reading – Accuplacer score of 95 (ACT 19)
  - Sentence Skills – Accuplacer score of 103 (ACT 18)
  - Arithmetic – Accuplacer score of 79 (ACT 18)
2. Completion of the following course with a grade of “C” or better:
  - Advanced Anatomy & Physiology
  - Developmental Psychology
  - English Composition 1 or Written Communication
  - General Anatomy & Physiology

## General Advising Note

Students are highly encouraged to complete the following courses with a grade of “C” or better prior to starting nursing courses:

- Intro to Psychology
- Intro to Sociology or Introduction to Diversity Studies
- Microbiology
- Oral/Interpersonal Communication or Speech

## FUNCTIONAL ABILITIES

A list of specific physical, emotional, and mental tasks needed to function as a nurse is available at [mstc.edu/nursing-admission-procedures](http://mstc.edu/nursing-admission-procedures). Contact the disability services coordinator in the Student Services & Information Center to receive assistance.

## CLINICAL-RELATED REQUIREMENTS

Prior to placement at a clinical site, students need to pay for a criminal background check and provide documentation of required health work to a private vendor.

Clinical sites have the right to refuse a student's placement based on inadequate health records, pending charges, or conviction records. Students with a criminal history may not be able to complete clinical courses. Mid-State will make two attempts to place a student in an appropriate clinical experience. If Mid-State is unable to place the student after two attempts, the student will be withdrawn from the clinical course and will not be able to advance in the program.

Prior to beginning a clinical experience in a health care facility, students must:

- a) Submit evidence of completed health work.
- b) Provide evidence of current CPR.
- c) Obtain the required uniform for clinical experiences.
- d) Accept responsibility for clinical assignment(s) regardless of time and location, including transportation and other personal arrangements.

## PROGRAM PROGRESSION AND COMPLETION

In order to progress in and successfully complete the program, students must:

- Maintain a program GPA of 2.0 or higher.
- Receive a grade of “C” or better in all courses required for graduation.
- If a student is not successful in a Nursing 10543 core course, he/she will need to repeat that course prior to progressing in the program. Potential continuation is dependent upon availability in the course/program.

A student may repeat the same course only once in the ADN program. If the course is failed a second time, the student will be withdrawn from the nursing program. If an ADN student fails four separate nursing courses, the student will be withdrawn from the program. Failures will include failing the same course or failing different courses. A withdrawal grade of “W” counts as one attempt for the course.



## ARTICULATION OPPORTUNITIES

Articulation opportunities are between Wisconsin technical colleges with the implementation of the system-wide nursing curriculum. Identical courses in nursing throughout the Wisconsin Technical College System (WTCS) make transfer and readmission to other WTCS colleges easier for nursing students throughout the state. This articulation is based on seat availability and college residency requirements.

Also, articulation opportunities in nursing are available with most private universities and all public universities in Wisconsin. Generally, a Mid-State graduate in the Nursing program can expect approximately 60–70 credits to transfer from Mid-State to a Wisconsin university.

## ELIGIBILITY REQUIREMENTS FOR REGISTERED NURSE EXAMINATION

1. Graduated from high school or its equivalent as determined by the Wisconsin State Board of Nursing.
2. Wisconsin State Statutes require that the student DOES NOT have an arrest or conviction record for acts or circumstances that relate directly to the clinical practice of the license being requested (e.g., harm/injury; drug or alcohol impairment). Individuals cannot be discriminated against for arrest or conviction records if the precipitating actions do not directly relate to practice.
3. Graduated from a Wisconsin Board of Nursing approved program.

## MAINTAINING A NURSING LICENSE

The Wisconsin State Board of Nursing may revoke, limit, suspend, or deny renewal of license if the person has committed any of the following:

1. Fraud in the procuring or renewal of the license.
2. One or more violations of the Nurse Practice Act (Chapter 441) or accompanying Administrative Rules.
3. Acts that show practitioner to be unfit or incompetent.
4. Misconduct or unprofessional conduct.



This ACT program is 100 percent funded with a TAACCCT Round IV \$19.9 million grant awarded by the US Department of Labor's Employment and Training Administration. This program is an equal opportunity program, and auxiliary aids and services are available upon request to individuals with disabilities. This workforce product was funded by a grant awarded by the US Department of Labor's Employment and Training Administration. The product was created by the grantee and does not necessarily reflect the official position of the US Department of Labor. The US Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership.

## STUDENT HANDBOOK

Visit [mstc.edu/studenthandbook](http://mstc.edu/studenthandbook) to view Mid-State's student handbook, which contains information about admissions, enrollment, appeals processes, services for people with disabilities, financial aid, graduation, privacy, Mid-State's Student Code of Conduct, and technology.

## GRADUATION REQUIREMENT

The GPS for Student Success course is required for all Mid-State students and must be completed prior to obtaining 12 credits. (Not counted in the total credit value for this program.)

### GPS for Student Success

#### 10890102 ..... 1 credit

Integrate necessary skills for student success by developing an academic plan, identifying interpersonal attributes for success, adopting efficient and effective learning strategies, and utilizing Mid-State resources, policies, and processes. This course must be completed prior to obtaining 12 credits and as a graduation requirement.

## ADDITIONAL COURSES AS NEEDED

The following courses may be recommended or required if the student does not achieve minimum Accuplacer scores.

### Intro to College Reading

#### 10838104 ..... 2 credits

Provides learners with the opportunities to develop and expand reading skills, including comprehension and vocabulary skills. Learners apply reading skills to academic tasks and read to acquire information from a variety of sources.

### Intro to College Writing

#### 10831103 ..... 3 credits

Introduces basic principles of composition, including organization, development, unity, and coherence in paragraphs and multi-paragraph documents. The purpose of this course is to prepare students for successful entry into required program courses. This course is tuition bearing and under certain circumstances may qualify for financial aid. This course cannot be used to satisfy program completion requirements at Mid-State.

*Prerequisite: Accuplacer Sentence Skills score of 60 or equivalent. Proficiency in word processing skills recommended.*

### Pre-Algebra

#### 10834109 ..... 3 credits

Provides an introduction to algebra. Includes operations on real numbers, solving linear equations, percent and proportion, and an introduction to polynomials and statistics. Prepares students for elementary algebra and subsequent algebra-related courses.

*Prerequisite: Accuplacer Math score of 65, Accuplacer Algebra score of 30, ABE Math Prep V 76854785 and ABE Math Prep VI 76854786 with a grade of "S." (Note: ABE Math Prep V and VI courses cannot be used to satisfy program completion requirements at Mid-State.)*

## SAMPLE FULL-TIME CURRICULUM OPTION

<b>Required Prior to Beginning Nursing Courses</b>		<b>14 credits</b>
10806177	General Anatomy & Physiology	4
10806179	Advanced Anatomy & Physiology	4
10809188	Developmental Psychology	3
10801136	English Composition 1 <b>-or-</b>	
10801195	Written Communication	3
<hr/>		
<b>Term</b>		<b>16 credits</b>
10543101	Nursing Fundamentals	2
10543102	Nursing Skills	3
10543103	Nursing Pharmacology	2
10543104	Nursing Introduction to Clinical Practice	2
10801196	Oral/Interpersonal Communication* <b>-or-</b>	
10801198	Speech*	3
10806197	Microbiology*	4
<hr/>		
<b>Term</b>		<b>10 credits</b>
10543105	Nursing Health Alterations	3
10543106	Nursing Health Promotion	3
10543107	Nursing: Clinical Care Across the Lifespan	2
10543108	Nursing: Intro to Clinical Care Management	2
<hr/>		
<b>Term</b>		<b>12 credits</b>
10543109	Nursing: Complex Health Alterations 1	3
10543110	Nursing: Mental Health and Community Concepts	2
10543111	Nursing: Intermediate Clinical Practice	3
10543112	Nursing Advanced Skills	1
10809198	Intro to Psychology*	3
<hr/>		
<b>Term</b>		<b>13 credits</b>
10543113	Nursing: Complex Health Alterations 2	3
10543114	Nursing: Management and Professional Concepts	2
10543115	Nursing: Advanced Clinical Practice	3
10543116	Nursing: Clinical Transition	2
10809172	Introduction to Diversity Studies* <b>-or-</b>	
10809196	Intro to Sociology*	3
		<b>Total Credits 65</b>

\*Students are highly encouraged to have these courses completed with a grade of "C" or better prior to starting nursing courses

Please Note:

- This curriculum sequence is only for student planning. Actual student schedules will vary depending on course availability.
- Program completion time may vary based on student scheduling and course availability. For details, go to [mstc.edu/classfinder](http://mstc.edu/classfinder).

## SAMPLE PART-TIME CURRICULUM OPTION

<b>Required Prior to Beginning Nursing Courses</b>		<b>7 credits</b>
10806177	General Anatomy & Physiology	4
10809188	Developmental Psychology	3
<hr/>		
<b>Term</b>		<b>7 credits</b>
10806179	Advanced Anatomy & Physiology	4
10801136	English Composition 1 <b>-or-</b>	
10801195	Written Communication	3
<hr/>		
<b>Recommended Prior to Nursing Courses</b>		<b>13 credits</b>
<b>Term</b>		<b>13 credits</b>
10801196	Oral/Interpersonal Communication <b>-or-</b>	
10801198	Speech	3
10806197	Microbiology	4
10809172	Introduction to Diversity Studies <b>-or-</b>	
10809196	Intro to Sociology	3
10809198	Intro to Psychology	3
<hr/>		
<b>Term</b>		<b>9 credits</b>
10543101	Nursing Fundamentals	2
10543102	Nursing Skills	3
10543103	Nursing Pharmacology	2
10543104	Nursing Introduction to Clinical Practice	2
<hr/>		
<b>Term</b>		<b>10 credits</b>
10543105	Nursing Health Alterations	3
10543106	Nursing Health Promotion	3
10543107	Nursing: Clinical Care Across the Lifespan	2
10543108	Nursing: Intro to Clinical Care Management	2
<hr/>		
<b>Term</b>		<b>9 credits</b>
10543109	Nursing: Complex Health Alterations 1	3
10543110	Nursing: Mental Health and Community Concepts	2
10543111	Nursing: Intermediate Clinical Practice	3
10543112	Nursing Advanced Skills	1
<hr/>		
<b>Term</b>		<b>10 credits</b>
10543113	Nursing: Complex Health Alterations 2	3
10543114	Nursing: Management and Professional Concepts	2
10543115	Nursing: Advanced Clinical Practice	3
10543116	Nursing: Clinical Transition	2
		<b>Total Credits 65</b>

# course descriptions

## Advanced Anatomy & Physiology

**10806179..... 4 credits**

The second semester in a two-semester sequence in which normal human anatomy and physiology are studied using a body system approach with emphasis on the interrelationships between form and function at the gross and microscopic levels of organization. Instructional delivery is within a classroom and laboratory setting. Experimentation within a science lab includes analysis of cellular metabolism and the individual components of body systems such as the nervous, neuromuscular, cardiovascular, and urinary. Continued examination of homeostatic mechanisms and their relationship to fluid, electrolyte, acid-base balance, and blood. Integration of genetics to human reproduction and development are also included in this course.

*Prerequisite: General Anatomy & Physiology 10806177 with a grade of "C" or better*

## Developmental Psychology

**10809188.....3 credits**

Studies human development throughout the lifespan and explores developmental theory and research with an emphasis on the interactive nature of the biological, cognitive, and psychosocial changes that affect the individual from conception to death. Application activities and critical thinking skills enable students to gain an increased knowledge and understanding of themselves and others. A student scoring between 55-80 on Accuplacer Reading Comprehension is recommended to co-enroll in the Introduction to College Reading course.

*Prerequisite: Minimum Accuplacer scores - Reading 55, Sentence Skills 60 or equivalent, or Intro to College Reading 10848104 with a grade of "C" or better and Intro to College Writing 10831103 with a grade of "C" or better*

## English Composition 1

**10801136 .....3 credits**

Designed for learners to develop knowledge and skills in all aspects of the writing process. Planning, organizing, writing, editing, and revising are applied through a variety of activities. Students analyze audience and purpose, use elements of research, and format documents using standard guidelines. Individuals develop critical reading skills through analysis of various written documents.

*Prerequisite: Accuplacer Sentence Skills score of 85 or equivalent, or Intro to College Writing 10831103 with a grade of "C" or better. Proficiency in word processing skills recommended.*

## General Anatomy & Physiology

**10806177..... 4 credits**

Examines basic concepts of human anatomy and physiology as they relate to health sciences. Using a body systems approach, the course emphasizes the interrelationships between structure and function at the gross and microscopic levels of organization of the entire human body. It is intended to prepare health care professionals who need to apply basic concepts of whole body anatomy and physiology to informed decision making and professional communication with colleagues and patients.

*Prerequisite: Minimum Accuplacer score for Reading is 55 (Students scoring between 55-80 are encouraged to enroll in Introduction to College Reading) and one semester of college-level biology or chemistry with a "C" or better, or Human Body in Health & Disease 10509102 with a "C" or better, or Emergency Medical Technician-Basic 10531168 with a "C" or better*

## Intro to Psychology

**10809198 .....3 credits**

This introductory course surveys the multiple aspects of human behavior. It involves a survey of the theoretical foundations of human functioning in such areas as learning, motivation, emotions, personality, deviance and pathology, physiological factors, and social influences. It directs the student to an insightful understanding of the complexities of human relationships in personal, social, and vocational settings. A student scoring between 55-80 on Accuplacer Reading Comprehension is recommended to co-enroll in the Introduction to College Reading course.

*Prerequisite: Minimum Accuplacer scores - Reading 55, Sentence Skills 60 or equivalent, or Intro to College Reading 10848104 with a grade of "C" or better and Intro to College Writing 10831103 with a grade of "C" or better*

## Intro to Sociology

**10809196 .....3 credits**

Introduces students to the basic concepts of sociology: culture, socialization, social stratification, multi-culturalism, and the five institutions of family, politics, economics, religion, and education. Other topics include demography, deviance, technology, environment, social issues, social change, and social organization. A student scoring between 55-80 on Accuplacer Reading Comprehension or 60-80 on Accuplacer Sentence Skills is recommended to co-enroll in Introduction to College Reading and/or Introduction to College Writing, respectively.

*Prerequisite: Minimum Accuplacer scores - Reading 55, Sentence Skills 60 or equivalent, or Intro to College Reading 10848104 with a grade of "C" or better and Intro to College Writing 10831103 with a grade of "C" or better*

## Introduction to Diversity Studies

**10809172.....3 credits**

Introduces learners to the study of diversity from a local to a global environment using a holistic, interdisciplinary approach. Encourages self-exploration and prepares the learner to work in a diverse environment. In addition to an analysis of majority/minority relations in a multicultural context, the primary topics of race, ethnicity, age, gender, class, sexual orientation, disability, and religion are explored. A student scoring between 55-80 on Accuplacer Reading Comprehension or 60-80 on Accuplacer Sentence Skills is recommended to co-enroll in the Introduction to College Reading course and/or Introduction to College Writing course, respectively.

*Prerequisite: Minimum Accuplacer scores - Reading 55, Sentence Skills 60 or equivalent, or Intro to College Reading 10848104 with a grade of "C" or better and Intro to College Writing 10831103 with a grade of "C" or better*

## Microbiology

**10806197..... 4 credits**

Examines microbial structure, metabolism, genetics, growth, and the relationship between humans and microorganisms. Disease production, epidemiology, host defense mechanisms, and the medical impact of microbes in the environment, industry, and biotechnology are also addressed.

*Prerequisite: General Anatomy & Physiology 10806177, or General Biology 10806114, or Plant Biology 10806184 with a grade of "C" or better*

# course descriptions

## **Nursing Advanced Skills**

**10543112..... 1 credit**

Focuses on the development of advanced clinical skills across the lifespan. Includes advanced intravenous skills, blood product administration, chest tube systems, basic electrocardiogram interpretation, and nasogastric/feeding tube insertion.

*Prerequisites: Health Alterations 10543105, Nursing Health Promotion 10543106, Clinical Care Across the Lifespan 10543107, and Intro to Clinical Care Management 10543108; Corequisites: Nursing: Complex Health Alterations 10543109, Nursing: Mental Health and Community Concepts 10543110*

## **Nursing Fundamentals**

**10543101.....2 credits**

Focuses on basic nursing concepts to provide evidenced-based care to diverse patient populations across the lifespan. Current and historical issues impacting nursing are explored within the scope of nursing practice. Introduces the nursing process as a framework for organizing the care of patients.

*Prerequisite: Successful completion of all Step 2 Nursing program required courses and space availability; Nursing Assistant 30543300*

## **Nursing Health Alterations**

**10543105.....3 credits**

Elaborates on the basic concepts of health and illness as presented in Nursing Fundamentals. Applies theories of nursing in the care of patients through the lifespan, using problem solving and critical thinking. Provides an opportunity to study conditions affecting different body systems and apply evidence-based nursing interventions. Also introduces concepts of leadership and management.

*Prerequisites: Nursing Fundamentals 10543101, Nursing Skills 10543102, Nursing Pharmacology 10543103, and Intro to Clinical 10543104*

## **Nursing Health Promotion**

**10543106.....3 credits**

Focuses on topics related to health promotion for individuals and families throughout the lifespan. Covers nursing care of the developing family, including reproductive issues, pregnancy, labor and delivery, post-partum, the newborn, and the child. Recognizing the spectrum of healthy families, students discern patterns associated with adaptive and maladaptive behaviors applying mental health principles. Emphasizes teaching and supporting healthy lifestyle choices for individuals of all ages. Nutrition, exercise, stress management, empowerment, and risk reduction practices are highlighted. Study of the family covers dynamics, functions, discipline styles, and stages of development.

*Prerequisites: Nursing Fundamentals 10543101, Nursing Skills 10543102, Nursing Pharmacology 10543103, Intro to Clinical Practice 10543104*

## **Nursing Introduction to Clinical Care Management**

**10543108.....2 credits**

Applies nursing concepts and therapeutic nursing interventions to groups of clients across the lifespan. Provides an introduction to leadership, management, and team building.

*Prerequisites: Nursing Fundamentals 10543101, Nursing Skills 10543102, Nursing Pharmacology 10543103, and Intro to Clinical Practice 10543104; Corequisite: Nursing Health Alterations 10543105*

## **Nursing Introduction to Clinical Practice**

**10543104.....2 credits**

This introductory clinical course emphasizes basic nursing skills and application of the nursing process in meeting the needs of diverse clients across the lifespan. Emphasis is placed on performing basic nursing skills, the formation of nurse-client relationships, communication, data collection, documentation, and medication administration.

*Prerequisite: Successful completion of all Step 2 Nursing program required courses and space availability; Corequisites: Nursing Fundamentals 10543101, Nursing Skills 10543102, and Nursing Pharmacology 10543103*

## **Nursing Pharmacology**

**10543103.....2 credits**

Introduces the principles of pharmacology, including drug classifications and their effects on the body. Emphasizes the use of the components of the nursing process when administering medications.

*Prerequisite: Successful completion of all Step 2 Nursing program required courses and space availability.*

## **Nursing Skills**

**10543102.....3 credits**

Focuses on development of evidence-based clinical skills and physical assessment across the lifespan. Includes mathematical calculations and conversions related to clinical skills. Teaches techniques related to obtaining a health history and basic physical assessment skills using a body systems approach.

*Prerequisite: Successful completion of all Step 2 Nursing program required courses and space availability; Nursing Assistant 30543300*

## **Nursing: Advanced Clinical Practice**

**10543115.....3 credits**

This advanced clinical course requires the student to integrate concepts from all previous courses in the management of groups of clients facing complex health alterations. Students have the opportunity to further develop critical thinking skills using the nursing process in making clinical decisions. Emphasizes continuity of care through interdisciplinary collaboration.

*Prerequisites: Complex Health Alterations 1 10543109, Mental Health & Community Concepts 10543110, Intermediate Clinical Practice 10543111, and Nursing Advanced Skills 10543112; Corequisites: Nursing: Complex Health Alterations 2 10543113 and Nursing: Management and Professional Concepts 10543114*

## **Nursing: Clinical Care Across the Lifespan**

**10543107.....2 credits**

Applies nursing concepts and therapeutic interventions to clients across the lifespan. Provides an introduction to concepts of teaching and learning, and emphasizes extending care to include the family.

*Prerequisites: Nursing Fundamentals 10543101, Nursing Skills 10543102, Nursing Pharmacology 10543103, and Intro to Clinical Practice 10543104; Corequisite: Nursing Health Promotion 10543106*

## Nursing: Clinical Transition

**10543116 .....2 credits**

This clinical experience integrates all knowledge learned in the previous courses in transitioning to the role of the graduate nurse. Promotes relatively independent clinical decisions, delegation, and working collaboratively with others to achieve client and organizational outcomes. Fosters continued professional development.

*Corequisite: Advanced Clinical Practice 10543115*

## Nursing: Complex Health Alterations 1

**10543109 .....3 credits**

Prepares the student to provide and evaluate care for patients across the lifespan with alterations in cardiovascular, respiratory, endocrine, and hematologic systems. Also focuses on patients with fluid/electrolyte and acid-base imbalance as well as alterations in comfort.

*Prerequisites: Health Alterations 10543105, Nursing Health Promotion 10543106, Clinical Care Across the Lifespan 10543107, and Intro to Clinical Care Management 10543108*

## Nursing: Complex Health Alterations 2

**10543113.....3 credits**

Prepares students to provide and evaluate care for patients across the lifespan with alterations in the immune, neuro-sensory, musculoskeletal, gastrointestinal, hepatobiliary, renal/urinary, reproductive systems and shock, burns, and trauma. Includes a focus on managing care for patients with high-risk perinatal conditions and high-risk newborns.

*Prerequisites: Complex Health Alterations 1 10543109, Mental Health & Community Concepts 10543110, Intermediate Clinical Practice 10543111, and Advanced Skills 10543112*

## Nursing: Intermediate Clinical Practice

**10543111 .....3 credits**

This intermediate-level clinical course develops the RN role when working with clients with complex health care needs. Includes developing skills needed for managing multiple clients and priorities. Using the nursing process, students gain experience in adapting nursing practice to meet the needs of clients with diverse needs and backgrounds.

*Prerequisites: Health Alterations 10543105, Nursing Health Promotion 10543106, Clinical Care Across the Lifespan 10543107, and Intro to Clinical Care Management 10543108; Corequisites: Complex Health Alterations 10543109, Mental Health and Community Concepts 10543110, and Advanced Skills 10543112*

## Nursing: Management and Professional Concepts

**10543114 .....2 credits**

Covers nursing management and professional issues related to the role of the registered nurse. Emphasizes preparing for practice as a registered nurse.

*Prerequisites: Complex Health Alterations 1 10543109, Mental Health & Community Concepts 10543110, Intermediate Clinical Practice 10543111, and Advanced Skills 10543112*

## Nursing: Mental Health and Community Concepts

**10543110 .....2 credits**

Covers topics related to the delivery of community and mental health care. Specific health needs of individuals, families, and groups are addressed across the lifespan. Attention is given to diverse and at-risk populations. Mental health concepts concentrate on adaptive/maladaptive behaviors and specific mental health disorders. Community resources are examined in relation to specific types of support offered to racial, ethnic, economically diverse individuals and groups.

*Prerequisites: Health Alterations 10543105, Nursing Health Promotion 10543106, Clinical Care Across the Lifespan 10543107, and Intro to Clinical Care Management 10543108*

## Oral/Interpersonal Communication

**10801196 .....3 credits**

Focuses upon developing speaking, verbal, and non-verbal communication, and listening skills through individual presentations, group activities, and other projects. For a student scoring between 55-80 on their Accuplacer Reading Comprehension exam and 60-80 on the Sentence Skills exam, it is recommended to co-enroll in the Introduction to College Reading and/or Intro to College Writing courses.

*Prerequisite: Minimum Accuplacer scores - Reading 55, Sentence Skills 60 or equivalent*

## Speech

**10801198 .....3 credits**

Explores the fundamentals of effective oral presentation to small and large groups. Topic selection, audience analysis, methods of organization, research, structuring evidence and support, delivery techniques, and other essential elements of speaking successfully, including the listening process, form the basis of this course. If a student earns below the minimum Accuplacer score in each category (Reading 80, Sentence Skills 85), he/she is eligible to take Oral Communication in lieu of Speech, provided the Accuplacer scores are minimum of Reading 55 and Sentence Skills 60, or the student has completed Intro to College Writing and/or Intro to College Reading with a "C" or better.

*Prerequisite: Minimum Accuplacer scores - Reading 80, Sentence Skills 85, or completion of Intro to College Writing and/or Intro to College Reading with a "C" or better or equivalent*

## Written Communication

**10801195 .....3 credits**

Develops writing skills, which include prewriting, drafting, revising, and editing. A variety of writing assignments is designed to help the learner analyze audience and purpose, research and organize ideas, and format and design documents based on subject matter and content. Also develops critical reading and thinking skills through analysis of a variety of written documents.

*Prerequisite: Accuplacer Sentence Skills score of 85 or equivalent, or Intro to College Writing 10831103 with a grade of "C" or better. Proficiency in word processing skills recommended.*



# nursing assistant

## Technical Diploma Program Code: 30-543-1 Total Credits: 3

The Nursing Assistant program at Mid-State provides hands-on learning that prepares students to assist in the care of patients in hospitals, extended care facilities, and home care situations. This 120-hour program includes online learning, campus lab experiences, and a 40-hour clinical practicum working with patients and residents. Skills labs ensure students have opportunities to practice skills under the supervision of experienced professionals. Personal care and emotional support of patients are always primary considerations. Upon completion of the course, students may choose to take the state certification exam.

**Salary information:** [mstc.edu/programsalaries](http://mstc.edu/programsalaries)

**Estimated tuition and fees:** [mstc.edu/programcosts](http://mstc.edu/programcosts)

### ACADEMIC ADVISORS

To schedule an appointment with your academic advisor, call 715.422.5300.

**Shawn Zee, MS**

Marshfield Campus • [shawn.zee@mstc.edu](mailto:shawn.zee@mstc.edu)

**Alex Lendved, MS**

Stevens Point Campus • [alex.lendved@mstc.edu](mailto:alex.lendved@mstc.edu)

**Stephanie Bender, MAC**

Wisconsin Rapids Campus • [stephanie.bender@mstc.edu](mailto:stephanie.bender@mstc.edu)

### CHECKLIST:

This section will be completed when meeting with your academic advisor.

- FAFSA ([www.fafsa.gov](http://www.fafsa.gov))
- Financial Aid Form(s)  
Form(s): \_\_\_\_\_
- Follow-Up Appointment:  
Where: \_\_\_\_\_  
When: \_\_\_\_\_  
With: \_\_\_\_\_
- Official Transcripts  
Mid-State Technical College  
Attention CPL Coordinator  
500 32nd Street North  
Wisconsin Rapids, WI 54494
- Background Information Disclosure (BID) Form
- \$15 or Current Criminal Background Check
- Out-of-State Background Check (if you have lived outside of the State of Wisconsin in the last three years)
- Nursing Assistant Online Orientation & Quiz (good for 90 days)
- Functional Abilities Form
- Other: \_\_\_\_\_  
\_\_\_\_\_

**mstc.edu**  
**888.575.6782**



**MID-STATE**  
TECHNICAL COLLEGE

**ADAMS COUNTY CENTER**  
401 North Main  
Adams, WI 53910

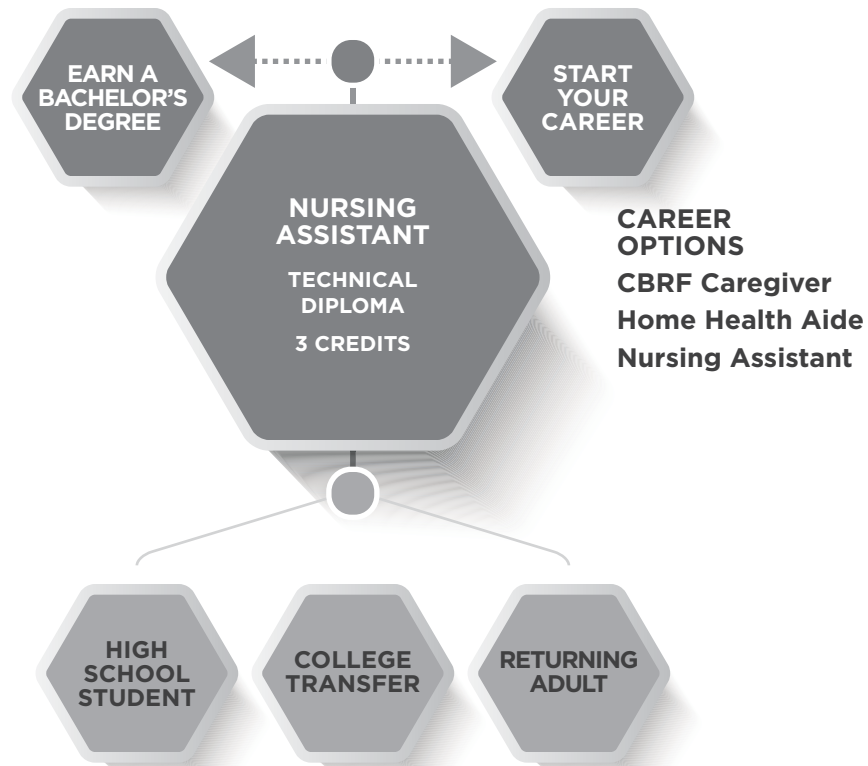
**MARSHFIELD CAMPUS**  
2600 West 5th Street  
Marshfield, WI 54449

**STEVENS POINT CAMPUS**  
1001 Centerpoint Drive  
Stevens Point, WI 54481

**WISCONSIN RAPIDS CAMPUS**  
500 32nd Street North  
Wisconsin Rapids, WI 54494

## BACHELOR'S DEGREE OPTIONS

For more information and additional opportunities, visit [mstc.edu/transfer](http://mstc.edu/transfer).



College Credit • Dual Credit • Military Experience • Work Experience  
Learn about Credit for Prior Learning at [mstc.edu/cpl](http://mstc.edu/cpl).

**BEGIN AT ANY POINT  
IN THE PATHWAY**

## OTHER OPTIONS

### RELATED PROGRAMS

- Central Service Technician
- Health Information Management
- Health & Wellness Promotion
- Medical Assistant
- Medical Coder
- Nursing
- Pharmacy Technician
- Pharmacy Services Management
- Phlebotomy Technician
- Respiratory Therapist
- Surgical Technologist

## PROGRAM OUTCOMES

Employers will expect you, as a Nursing Assistant graduate, to be able to:

- Communicate and interact effectively with clients, families, and co-workers.
- Maintain and protect client rights.
- Report information and record observations.
- Demonstrate the ethical and legal responsibilities of the NA/HHA.
- Provide safe care to a diverse population, meeting personal, physical, and psychosocial client needs.
- Assist with client rehabilitation and restorative care, promoting independence.
- Assist clients with long-term, disabling conditions including dementia, always focusing on the strengths of the client.
- Work cooperatively in a team environment.
- Be eligible to take the WI NA Competency evaluation.

**Note:** Outcomes for the Nursing Assistant program are state and federally mandated.

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The Mid-State Technical College Nursing Assistant program is accredited by the Wisconsin Department of Health Services (DHS) Bureau of Quality Assurance.

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## ADDITIONAL ENTRY CRITERIA

To apply to the Nursing Assistant program, please submit the following documents to Mid-State Admissions:

Complete the Accuplacer or ACT test. Minimum scores required:

- Reading – Accuplacer score of 55
- Sentence Skills – Accuplacer score of 60
- Arithmetic – Accuplacer score of 34
- ACT equivalents for above scores are acceptable

Complete a Background Information Disclosure (BID) form and submit \$15 Caregiver Background check. The Wisconsin Caregiver Law requires a background check.

Must be at least 16 years of age.

After satisfactorily completing above steps, complete an online information session and accompanying quiz found on the Nursing Assistant accepted student website. In the information session, students learn about the profession, academic requirements of the program, and the impact of program coursework on one's personal life. Once a student has completed the steps above, he/she is then able to register for the Nursing Assistant course.

**Mid-State Technical College • Admissions**  
**500 32nd Street North, Wisconsin Rapids, WI 54494**

Upon completion of the nursing assistant course, students must pass a state certification exam to become a certified nursing assistant (CNA). Appropriate proof of identity will be required by the certification testing agency.

## FUNCTIONAL ABILITIES

A list of specific physical, emotional, and mental tasks needed to function as a nursing assistant is available at [mstc.edu/programs/nursing-assistant](http://mstc.edu/programs/nursing-assistant). Contact the disability services coordinator in the Student Services & Information Center to receive assistance.

## CLINICAL-RELATED REQUIREMENTS

Prior to placement at a clinical site, students need to pay for a criminal background check and provide documentation of required health work.

Clinical sites have the right to refuse a student's placement based on inadequate health records, pending charges, or conviction records. Students with a criminal history may not be able to complete clinical courses. Mid-State will make two attempts to place a student in an appropriate clinical experience. If Mid-State is unable to place the student after two attempts, the student will be withdrawn from the clinical course and will not be able to advance in the program.

Prior to beginning a clinical experience in a health care facility, students must:

- a. Submit evidence of completed health work.
- b. Obtain the required uniform for clinical experiences.
- c. Accept responsibility for clinical assignment(s) regardless of time and location, including transportation and other personal arrangements.

## PROGRAM PROGRESSION

In order to successfully complete the program, students must receive a "C" or better in the Nursing Assistant course 30543300.

## CERTIFICATION

The Department of Health Services Bureau of Quality Assurance requires that students who successfully pass the Nursing Assistant program take a state certification exam to qualify them to be listed in the state and federal nurse aide registries. Information to apply for this certification exam will be provided to students during their Nursing Assistant course. Nursing assistants must be listed on the state and federal nurse aide registries to be eligible to work in Wisconsin. Appropriate proof of identity will be required by the certification testing agency.

## ADDITIONAL OPTIONS

- The Nursing Assistant-Acute Care course (10543173) expands the skill set of the nursing assistant. Prerequisite: completion of a 120-hour state approved nurse aide training program or current certification on the Wisconsin Nurse Aide registry. This course is an approved elective for the associate degree Nursing program.
- Nursing Assistant program is a prerequisite for admission to the Nursing program.



## STUDENT HANDBOOK

Visit [mstc.edu/studenthandbook](http://mstc.edu/studenthandbook) to view Mid-State's student handbook, which contains information about admissions, enrollment, appeals processes, services for people with disabilities, financial aid, graduation, privacy, Mid-State's Student Code of Conduct, and technology.

## ADDITIONAL COURSES AS NEEDED

The following courses may be recommended or required if the student does not achieve minimum Accuplacer scores.

### Intro to College Reading

**10838104 .....2 credits**

Provides learners with the opportunities to develop and expand reading skills, including comprehension and vocabulary skills. Learners apply reading skills to academic tasks and read to acquire information from a variety of sources.

### Intro to College Writing

**10831103 .....3 credits**

Introduces basic principles of composition, including organization, development, unity, and coherence in paragraphs and multi-paragraph documents. The purpose of this course is to prepare students for successful entry into required program courses. This course is tuition bearing and under certain circumstances may qualify for financial aid. This course cannot be used to satisfy program completion requirements at Mid-State.

*Prerequisite: Accuplacer Sentence Skills score of 60 or equivalent. Proficiency in word processing skills recommended.*

### Pre-Algebra

**10834109 .....3 credits**

Provides an introduction to algebra. Includes operations on real numbers, solving linear equations, percent and proportion, and an introduction to polynomials and statistics. Prepares students for elementary algebra and subsequent algebra-related courses.

*Prerequisite: Accuplacer Math score of 65, Accuplacer Algebra score of 30, ABE Math Prep V 76854785 and ABE Math Prep VI 76854786 with a grade of "S." (Note: ABE Math Prep V and VI courses cannot be used to satisfy program completion requirements at Mid-State.)*

## SAMPLE FULL-TIME CURRICULUM OPTION

### Term

30543300 Nursing Assistant

**(3 credits)**

3

**Total Credits 3**

Please Note:

- This curriculum sequence is only for student planning. Actual student schedules will vary depending on course availability.
- Program completion time may vary based on student scheduling and course availability. For details, go to [mstc.edu/classfinder](http://mstc.edu/classfinder).

## course descriptions

### Nursing Assistant

**30543300.....3 credits**

The Nursing Assistant program prepares students for employment as nursing assistants. The program also prepares Nursing Assistant students with some of the skills needed for the first semester of the Nursing program. During this 120-hour course, students are required to demonstrate the following skills under the supervision of a licensed nurse: communication, basic nursing assistant and personal care skills, attention to clients' rights, and care of clients with dementias. The program is recognized by the Wisconsin Department of Health Services as a nurse-aide training program. Upon successful completion of the program, students are eligible to take the Wisconsin Nursing Assistant competency evaluation for employment in nursing homes, hospitals, home health agencies, hospices, CBRFs, assisted living centers, and homes for the developmentally disabled. *Prerequisite: Admission to Nursing Assistant Program 305431 and Nursing Assistant Checklist within last 3 months*



# office support specialist

## Technical Diploma Program Code: 31-106-8 Total Credits: 36-37

Mid-State's Office Support Specialist program develops students into key members of an office team. The program emphasizes document preparation and the effective use of personal interactions and ever-changing technology to support your role as the central communications link in an office. You'll experience hands-on learning through the organization of high-profile events. You'll also learn to handle multiple projects and deadlines, manage time, solve problems, and be helpful in nature—all in high demand by employers.

**Salary information:** [mstc.edu/programsalaries](http://mstc.edu/programsalaries)

**Estimated tuition and fees:** [mstc.edu/programcosts](http://mstc.edu/programcosts)

### ACADEMIC ADVISORS

To schedule an appointment with your academic advisor, call 715.422.5300.

#### Tanya Kollross, MS

Marshfield Campus • [tanya.kollross@mstc.edu](mailto:tanya.kollross@mstc.edu)

#### Juan Veloz, MBA

Stevens Point Campus • [juan.veloz@mstc.edu](mailto:juan.veloz@mstc.edu)

#### Diane Andres, MS

Wisconsin Rapids Campus • [diane.andres@mstc.edu](mailto:diane.andres@mstc.edu)

### CHECKLIST:

This section will be completed when meeting with your academic advisor.

- FAFSA ([www.fafsa.gov](http://www.fafsa.gov))
- Financial Aid Form(s)  
Form(s): \_\_\_\_\_
- Follow-Up Appointment:  
Where: \_\_\_\_\_  
When: \_\_\_\_\_  
With: \_\_\_\_\_
- Official Transcripts  
Mid-State Technical College  
Attention CPL Coordinator  
500 32nd Street North  
Wisconsin Rapids, WI 54494
- Other: \_\_\_\_\_  
\_\_\_\_\_

**mstc.edu**  
**888.575.6782**



**MID-STATE**  
TECHNICAL COLLEGE

**ADAMS COUNTY CENTER**  
401 North Main  
Adams, WI 53910

**MARSHFIELD CAMPUS**  
2600 West 5th Street  
Marshfield, WI 54449

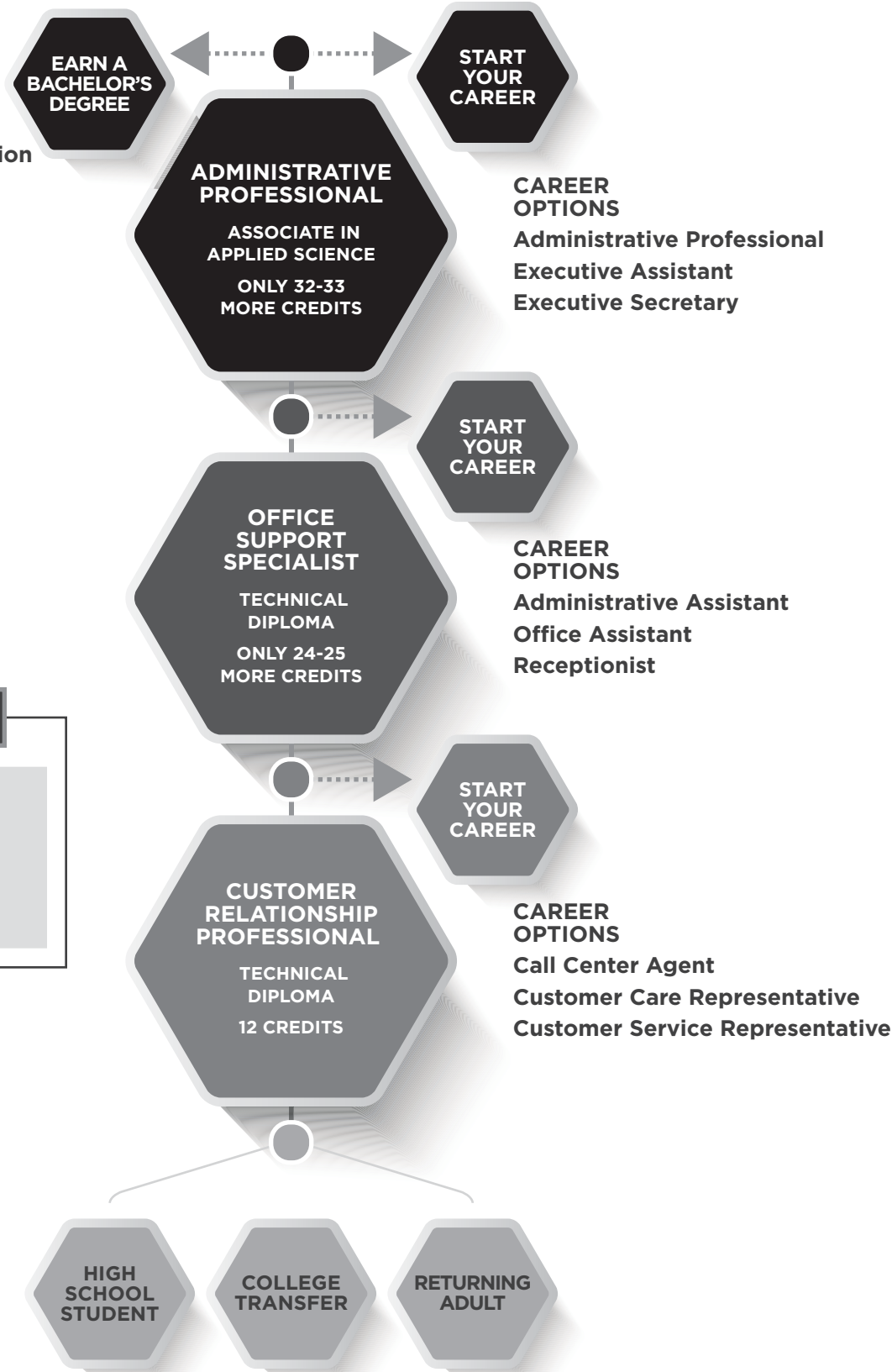
**STEVENS POINT CAMPUS**  
1001 Centerpoint Drive  
Stevens Point, WI 54481

**WISCONSIN RAPIDS CAMPUS**  
500 32nd Street North  
Wisconsin Rapids, WI 54494

**BACHELOR'S DEGREE OPTIONS**

Lakeland University  
BA Specialized Administration

For more information and additional opportunities, visit [mstc.edu/transfer](http://mstc.edu/transfer).



**OTHER OPTIONS**

**RELATED PROGRAMS**

- Business Management
- Entrepreneurship
- Human Resources
- Medical Office Specialist
- Project Management

College Credit • Dual Credit • Military Experience • Work Experience  
Learn about Credit for Prior Learning at [mstc.edu/cpl](http://mstc.edu/cpl).

**BEGIN AT ANY POINT  
IN THE PATHWAY**

## PROGRAM OUTCOMES

Employers will expect you, as an Office Support Specialist graduate, to be able to:

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

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The Wisconsin Technical College System (WTCS) has implemented a requirement that all technical colleges measure program outcomes attained by students. This requirement is called Technical Skills Attainment (TSA). The main objective of TSA is to ensure graduates have the technical skills needed by employers. Office Support Specialist program outcomes are measured in the TSA-designated course Administrative Office Procedures.

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## PROGRAM PROGRESSION

In order to maintain a passing status and progress in the program, students must:

- Receive a grade of “C” or better in Administrative Office Procedures.

## MOBILE DEVICE ENHANCEMENT

To support your hands-on learning and give you an edge in today’s digital workplace, Office Support Specialist program students are required to purchase an iPad device. Students accepted into the program will receive specific details about purchasing the mobile device (financial aid available).

## STUDENT HANDBOOK

Visit [mstc.edu/studenthandbook](http://mstc.edu/studenthandbook) to view Mid-State’s student handbook, which contains information about admissions, enrollment, appeals processes, services for people with disabilities, financial aid, graduation, privacy, Mid-State’s Student Code of Conduct, and technology.

## GRADUATION REQUIREMENT

The GPS for Student Success course is required for all Mid-State students and must be completed prior to obtaining 12 credits. (Not counted in the total credit value for this program.)

### GPS for Student Success

#### **10890102 ..... 1 credit**

Integrate necessary skills for student success by developing an academic plan, identifying interpersonal attributes for success, adopting efficient and effective learning strategies, and utilizing Mid-State resources, policies, and processes. This course must be completed prior to obtaining 12 credits and as a graduation requirement.

## ADDITIONAL COURSES AS NEEDED

The following courses may be recommended or required if the student does not achieve minimum Accuplacer scores.

### Intro to College Reading

#### **10838104 ..... 2 credits**

Provides learners with the opportunities to develop and expand reading skills, including comprehension and vocabulary skills. Learners apply reading skills to academic tasks and read to acquire information from a variety of sources.

### Intro to College Writing

#### **10831103 ..... 3 credits**

Introduces basic principles of composition, including organization, development, unity, and coherence in paragraphs and multi-paragraph documents. The purpose of this course is to prepare students for successful entry into required program courses. This course is tuition bearing and under certain circumstances may qualify for financial aid. This course cannot be used to satisfy program completion requirements at Mid-State.

*Prerequisite: Accuplacer Sentence Skills score of 60 or equivalent. Proficiency in word processing skills recommended.*

### Pre-Algebra

#### **10834109 ..... 3 credits**

Provides an introduction to algebra. Includes operations on real numbers, solving linear equations, percent and proportion, and an introduction to polynomials and statistics. Prepares students for elementary algebra and subsequent algebra-related courses.

*Prerequisite: Accuplacer Math score of 65, Accuplacer Algebra score of 30, ABE Math Prep V 76854785 and ABE Math Prep VI 76854786 with a grade of “S.” (Note: ABE Math Prep V and VI courses cannot be used to satisfy program completion requirements at Mid-State.)*



# course descriptions

## Access-Intermediate

### 10103134 ..... 1 credit

Students learn to create forms and reports using wizards as well as create customized versions. Students also learn to develop complex queries.

*Prerequisite: Microsoft Office-Introduction 10103106 or Access-Beginning 10103133*

## Administrative Office Procedures

### 10106150 ..... 3 credits

Develops professional skills and attitudes needed in a global business environment. Skills include time management, problem solving, and decision making while working independently and as part of a team. Tasks such as electronic mail, calendaring, meeting and event planning, domestic and international travel, and project management and minute-taking are included. Familiarity with office machines is required.

*Corequisites: Written Communication 10801195 and Microsoft Office Introduction 10103106*

## Business Information Management

### 10106140 ..... 3 credits

Following commonly-used ARMA rules, the student applies basic filing methods to paper and database filing systems. Methods to permanently archive data are also covered.

*Corequisite: Microsoft Office-Introduction 10103106*

## Career Development

### 10102130 ..... 3 credits

Prepares learners for the process of gaining employment. Learners assess their personal background; practice finding career opportunities through the job search process; develop a cover letter, resume, and thank you letter, and complete a job application; participate in a mock interview; and demonstrate how to deal with interpersonal situations found in a work environment.

*NOTE: To enroll, you must have completed 50 percent of technical program credits or receive department approval. See program advisor, program faculty, program counselor, or department dean/associate dean to register.*

## College Mathematics

### 10804107 ..... 3 credits

Designed to review and develop fundamental concepts of mathematics pertinent to the areas of: 1) arithmetic and algebra; 2) geometry and trigonometry; and 3) probability and statistics. Special emphasis is placed on problem solving, critical thinking and logical reasoning, making connections, and using calculators. Topics include performing arithmetic operations and simplifying algebraic expressions, solving linear equations and inequalities in one variable, solving proportions and incorporating percent applications, manipulating formulas, solving and graphing systems of linear equations and inequalities in two variables, finding areas and volumes of geometric figures, applying similar and congruent triangles, converting measurements within and between US and metric systems, applying Pythagorean Theorem, solving right and oblique triangles, calculating probabilities, organizing data and interpreting charts, calculating central and spread measures, and summarizing and analyzing data.

*Prerequisite: Minimum Accuplacer scores - Arithmetic 65, Algebra 30; or Pre-Algebra 10834109 with a grade of "C" or better*

## Digital Communication Technology

### 10106172 ..... 3 credits

Introduces the student to digital and communication technology used in the office today, including digital cameras, digital video cameras, video conferencing, web conferencing, and multimedia presentations. The content focuses on understanding communication technologies and how they impact employees.

*Corequisite: Microsoft Office-Introduction 10103106*

## Document Formatting

### 10106157 ..... 3 credits

Students are able to format styles of business letters, business and academic reports, memos, tables, business meeting documents, itineraries, legal documents, and business forms. Also includes drill work for improving keying speed and accuracy. Minimum typing speed of 30 wpm required (alphabetic keys only).

*Corequisite: Microsoft Office-Introduction 10103106*

## Employment Strategies

### 10801199 ..... 3 credits

A course designed to assist students in securing employment. This communication-based course helps develop an awareness of personal and academic skills as they relate to the job seeking process. Topics of study include personal and skill assessments, research of employment sources, completion of application forms, formation of professional resumes, composition of various business letters, interviewing skills, and job offer evaluation.

*NOTE: To enroll you must have completed 50 percent of technical program credits or receive department approval. See program advisor, program faculty, program counselor, or department dean/associate dean to register.*

## English Composition 1

### 10801136 ..... 3 credits

Designed for learners to develop knowledge and skills in all aspects of the writing process. Planning, organizing, writing, editing, and revising are applied through a variety of activities. Students analyze audience and purpose, use elements of research, and format documents using standard guidelines. Individuals develop critical reading skills through analysis of various written documents.

*Prerequisite: Accuplacer Sentence Skills score of 85 or equivalent, or Intro to College Writing 10831103 with a grade of "C" or better. Proficiency in word processing skills recommended.*

## Excel-Intermediate

### 10103124 ..... 1 credit

Students learn to create, modify, and enhance charts. Students also learn to use advanced functions, structured references, manage multiple spreadsheets, and develop Excel applications.

*Prerequisite: Microsoft Office-Introduction 10103106 or Excel-Beginning 10103123*

# course descriptions

## Intermediate Algebra with Applications

**10804118 ..... 4 credits**

This course offers algebra content with applications. Topics include properties of real numbers; order of operations; algebraic solution for linear equations and inequalities; operations with polynomial and rational expressions; operations with rational exponents and radicals; and algebra of inverse, logarithmic, and exponential functions.

*Prerequisite: Pre-Algebra 10834109 with a grade of "C" or better, Accuplacer Arithmetic score of 110, Accuplacer Arithmetic score of 90, and Accuplacer Algebra score of 30 (A student scoring a "C" or lower should enroll in the Math Lab supplementary instruction with the next level math class.)*

## Intro to Business

**10102101.....3 credits**

An introduction to what a business is, how it operates, and how it is managed. Students identify forms of ownership and the processes used in production and marketing, finance, personnel, and management in business operations. Recommended Accuplacer scores - Reading 55, Sentence Skills 60, Arithmetic 34

## Introductory Statistics

**10804189 .....3 credits**

Students taking Introductory Statistics display data with graphs, describe distributions with numbers, perform correlation and regression analyses, and design experiments. They use probability and distributions to make predictions, estimate parameters, and test hypotheses. They draw inferences about relationships including ANOVA. Algebra knowledge and foundational skills in mathematics are important for success in this course.

*Prerequisite: Accuplacer Algebra score of 45 or greater, or ACT math score of 19 or greater, or Pre-Algebra 10834109 with a grade of "C" or better, or College Math 10804107 with a grade of "C" or better. (A student scoring a "C" or lower should enroll in the Math Lab supplementary instruction with the next level math class.)*

## Microsoft Office-Introduction

**10103106 .....3 credits**

Develops introductory skills in the Microsoft Office Suite (Word, Excel, Access, PowerPoint, and Outlook) while reinforcing knowledge of computer concepts, Windows Explorer, and Internet usage. Students should possess basic keyboarding, mouse, and Windows 10 skills. Students may develop these skills in the LiNK while concurrently enrolled in this course.

## Oral/Interpersonal Communication

**10801196 .....3 credits**

Focuses upon developing speaking, verbal, and non-verbal communication, and listening skills through individual presentations, group activities, and other projects. For a student scoring between 55-80 on their Accuplacer Reading Comprehension exam and 60-80 on the Sentence Skills exam, it is recommended to co-enroll in the Introduction to College Reading and/or Intro to College Writing courses.

*Prerequisite: Minimum Accuplacer scores - Reading 55, Sentence Skills 60 or equivalent*

## Proofreading & Editing

**10106160 .....3 credits**

Sharpens proofreading and editing skills. Competencies include detecting and editing errors in keying, spelling, capitalization, plurals, possessives, punctuation, numbers, grammar, sentence structure, and formatting. Documents are edited for clarity, conciseness, and completeness.

*Corequisite: Microsoft Office-Introduction 10103106*

## Speech

**10801198 .....3 credits**

Explores the fundamentals of effective oral presentation to small and large groups. Topic selection, audience analysis, methods of organization, research, structuring evidence and support, delivery techniques, and other essential elements of speaking successfully, including the listening process, form the basis of this course. If a student earns below the minimum Accuplacer score in each category (Reading 80, Sentence Skills 85), he/she is eligible to take Oral Communication in lieu of Speech, provided the Accuplacer scores are minimum of Reading 55 and Sentence Skills 60, or the student has completed Intro to College Writing and/or Intro to College Reading with a "C" or better.

*Prerequisite: Minimum Accuplacer scores - Reading 80, Sentence Skills 85, or completion of Intro to College Writing and/or Intro to College Reading with a "C" or better or equivalent*

## Word-Intermediate

**10103114 ..... 1 credit**

Students learn to create more complex documents using Microsoft Word as well as customize the Word environment. Students also learn to use mail merge, collaborate with others, and combine information into one file.

*Prerequisite: Microsoft Office-Introduction 10103106 or Word-Beginning 10103113*

## Written Communication

**10801195 .....3 credits**

Develops writing skills, which include prewriting, drafting, revising, and editing. A variety of writing assignments is designed to help the learner analyze audience and purpose, research and organize ideas, and format and design documents based on subject matter and content. Also develops critical reading and thinking skills through analysis of a variety of written documents.

*Prerequisite: Accuplacer Sentence Skills score of 85 or equivalent, or Intro to College Writing 10831103 with a grade of "C" or better. Proficiency in word processing skills recommended.*



# paramedic technician

## Associate in Applied Science (AAS) Program Code: 10-531-1 Total Credits: 66

Mid-State's Paramedic Technician program prepares students with the knowledge and skills to work competently as an entry-level paramedic. In this associate degree program, students will complete two semesters of general and technical studies as well as two semesters of core paramedic courses in a joint cohort with students in the EMT-Paramedic program. You will learn prehospital skills in the classroom, skills laboratory, hospital, and prehospital settings. Upon successful completion, you will earn certifications in Advanced Cardiac Life Support, Prehospital Trauma Life Support, and Pediatric Advanced Life Support and be eligible to take the National Registry written and practical examinations.

**Salary information:** [mstc.edu/programsalaries](http://mstc.edu/programsalaries)

**Estimated tuition and fees:** [mstc.edu/programcosts](http://mstc.edu/programcosts)

### ACADEMIC ADVISORS

To schedule an appointment with your academic advisor, call 715.422.5300.

#### Tanya Kollross, MS

Marshfield Campus • [tanya.kollross@mstc.edu](mailto:tanya.kollross@mstc.edu)

#### Yer Lee, MS

Stevens Point Campus • [yer.lee@mstc.edu](mailto:yer.lee@mstc.edu)

#### Betsy Leonard, MBA

Wisconsin Rapids Campus • [betsy.leonard@mstc.edu](mailto:betsy.leonard@mstc.edu)

### CHECKLIST:

This section will be completed when meeting with your academic advisor.

- FAFSA ([www.fafsa.gov](http://www.fafsa.gov))
- Financial Aid Form(s)  
Form(s): \_\_\_\_\_
- Follow-Up Appointment:  
Where: \_\_\_\_\_  
When: \_\_\_\_\_  
With: \_\_\_\_\_
- Official Transcripts  
Mid-State Technical College  
Attention CPL Coordinator  
500 32nd Street North  
Wisconsin Rapids, WI 54494
- Criminal Background Statement of Understanding and Release of Information Form
- Other: \_\_\_\_\_  
\_\_\_\_\_

**mstc.edu**  
**888.575.6782**



**MID-STATE**  
TECHNICAL COLLEGE

**ADAMS COUNTY CENTER**  
401 North Main  
Adams, WI 53910

**MARSHFIELD CAMPUS**  
2600 West 5th Street  
Marshfield, WI 54449

**STEVENS POINT CAMPUS**  
1001 Centerpoint Drive  
Stevens Point, WI 54481

**WISCONSIN RAPIDS CAMPUS**  
500 32nd Street North  
Wisconsin Rapids, WI 54494

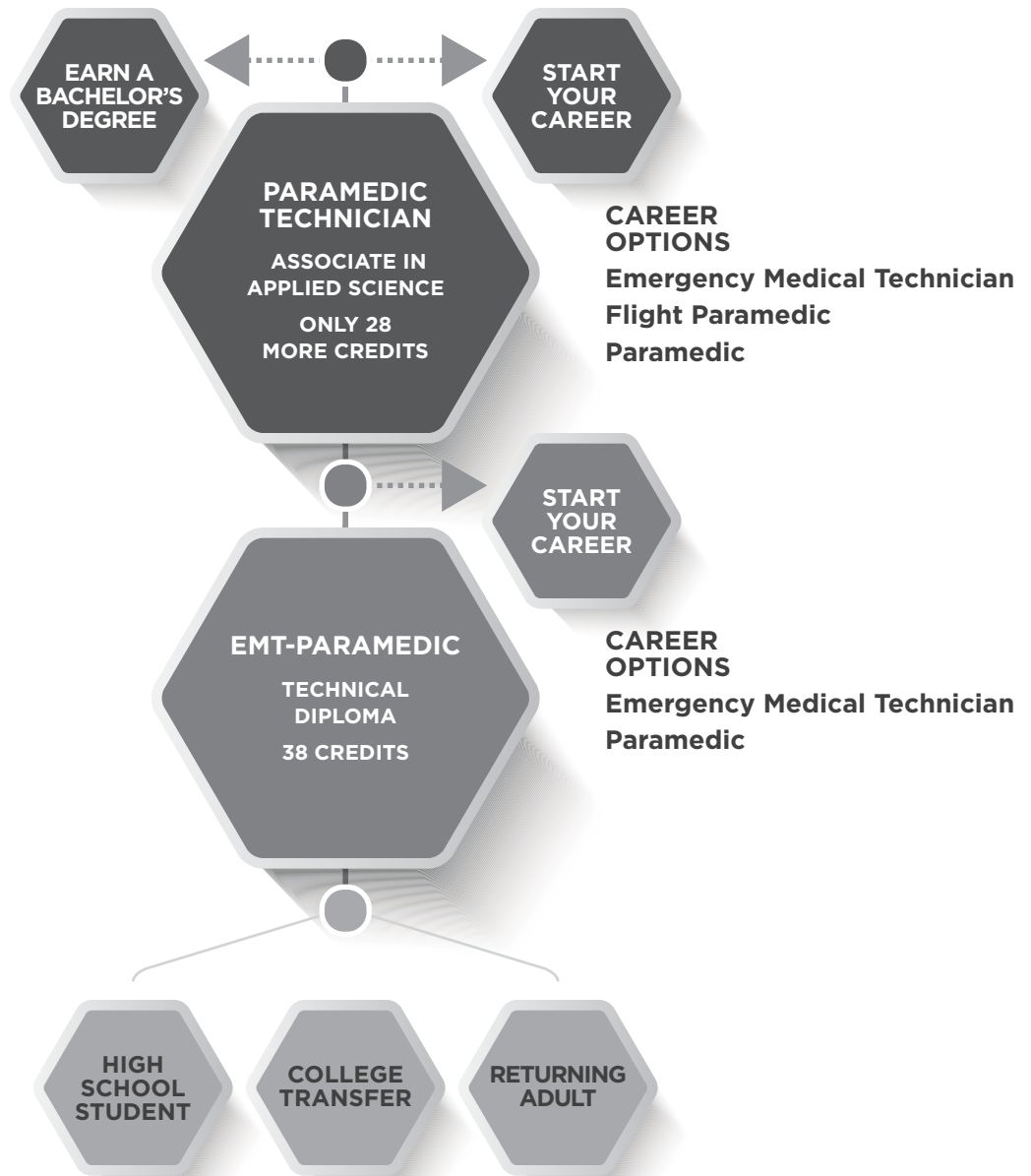


## BACHELOR'S DEGREE OPTIONS

UW-Oshkosh  
BAS Fire and Emergency  
Response Management

UW-Stevens Point  
BS Health  
Science-Health  
Care Administration

For more information and  
additional opportunities,  
visit [mstc.edu/transfer](http://mstc.edu/transfer).



College Credit • Dual Credit • Military Experience • Work Experience  
Learn about Credit for Prior Learning at [mstc.edu/cpl](http://mstc.edu/cpl).

**BEGIN AT ANY POINT  
IN THE PATHWAY**

## OTHER OPTIONS

### RELATED PROGRAMS

- Corrections & Community Advocacy
- Court Reporting
- Criminal Justice-Law Enforcement 720 Academy
- Criminal Justice-Studies
- Emergency Medical Technician
- Emergency Services Management
- Fire Protection Technician

## PROGRAM OUTCOMES

Employers will expect you, as a Paramedic Technician graduate, to be able to:

- Prepare for incident response and EMS operations
- Integrate pathophysiological principles and assessment findings to provide appropriate patient care.
- Demonstrate paramedic skills associated with established standards and procedures for a variety of patient encounters
- Communicate effectively with others.
- Demonstrate professional behavior.
- Meet state and national competencies listed for paramedic credentialing.

Paramedic Technician is an 1,150-hour program based upon the US Department of Transportation Administration/ Wisconsin Bureau Local Health Support and EMS curriculum.

## ADDITIONAL ENTRY CRITERIA

To apply to the Paramedic Technician program, please submit the following document to Mid-State Admissions:

### Step 1:

Criminal Background Statement of Understanding and Release of Information form

**Mid-State Technical College • Admissions**  
**500 32nd Street North, Wisconsin Rapids, WI 54494**

***Completion of step 1 requirements allows the student to begin general education courses.***

If you are taking EMT as part of the Paramedic Technician program, you must apply to that program (30-531-3) separately. Even though EMT is part of the curriculum, it is handled as a stand-alone program for admission purposes.

### Step 2:

Submit a current Wisconsin EMT license.

**Mid-State Technical College • Admissions**  
**500 32nd Street North, Wisconsin Rapids, WI 54494**

***Completion of the Step 2 requirement will make the student eligible for entry into the Paramedic core courses (10531911 through 10531924). Completion of Step 2 does not guarantee entry into the next available cohort of core program students. Cohorts are filled on a first-eligible, first-served basis.***

Students who fail to meet the non-paramedic core (associate degree) requirements within 31 undergraduate credit hours will have their conditional admission to the Paramedic Technician program withdrawn and will no longer be eligible for financial aid.

## FUNCTIONAL ABILITIES

A list of specific physical, emotional, and mental tasks needed to function as a paramedic technician is available at [mstc.edu/programs/paramedic-technician](http://mstc.edu/programs/paramedic-technician). Contact the disability services coordinator in the Student Services & Information Center to receive assistance.

## CLINICAL-RELATED REQUIREMENTS

Prior to placement at a clinical site, students need to pay for a criminal background check and provide documentation of required health work and current health care provider-level CPR certification to a private vendor. Students are responsible for ensuring all requirements remain current during program enrollment.

Clinical sites have the right to refuse a student's placement based on inadequate health records, pending charges, or conviction records. Students with a criminal history may not be able to complete clinical courses. Mid-State will make two attempts to place a student in an appropriate clinical experience. If Mid-State is unable to place the student after two attempts, the student will be withdrawn from the course and will not be able to advance in the program.

Prior to beginning a clinical experience in a healthcare agency or ambulance service, students must:

- a. Provide evidence of completion of the required health work within one month following the start of EMS Fundamental (10531911).
- b. Hold a current State of Wisconsin EMT license.
- c. Hold a Department of Health Services EMS Training Center Training Permit at the paramedic level.
- d. Provide evidence of current CPR at the health care professional level by a CPR organization specified under s. DHS 110.17(1).
- e. Obtain the required uniform for clinical experiences.
- f. Assume responsibility for clinical assignment(s) regardless of time and location, including transportation and other personal arrangements.

## PROGRAM PROGRESSION

In order to progress in and complete the program, students must receive a grade of "C" or better in each of the paramedic core courses. Failure to obtain a grade of "C" in any core course will prevent a student from progressing on to the next course in the sequence until they have retaken the course and achieved a grade of "C" or better.

All general education and non-core technical education courses must be completed with a grade of "C" or better in order to be eligible for graduation.

Having to retake a core course will require removal from the student's cohort, and placement will be made in the next cohort with an available seat.

This requirement also applies to the last class in the sequence, as the grade of "C" or better is required in all core courses in order to retain eligibility to take the National Registry exam.

## STUDENT HANDBOOK

Visit [mstc.edu/studenthandbook](http://mstc.edu/studenthandbook) to view Mid-State's student handbook, which contains information about admissions, enrollment, appeals processes, services for people with disabilities, financial aid, graduation, privacy, Mid-State's Student Code of Conduct, and technology.

## GRADUATION REQUIREMENT

The GPS for Student Success course is required for all Mid-State students and must be completed prior to obtaining 12 credits. (Not counted in the total credit value for this program.)

### GPS for Student Success

#### 10890102 ..... 1 credit

Integrate necessary skills for student success by developing an academic plan, identifying interpersonal attributes for success, adopting efficient and effective learning strategies, and utilizing Mid-State resources, policies, and processes. This course must be completed prior to obtaining 12 credits and as a graduation requirement.

## ADDITIONAL COURSES AS NEEDED

The following courses may be recommended or required if the student does not achieve minimum Accuplacer scores.

### Intro to College Reading

#### 10838104 ..... 2 credits

Provides learners with the opportunities to develop and expand reading skills, including comprehension and vocabulary skills. Learners apply reading skills to academic tasks and read to acquire information from a variety of sources.

### Intro to College Writing

#### 10831103 ..... 3 credits

Introduces basic principles of composition, including organization, development, unity, and coherence in paragraphs and multi-paragraph documents. The purpose of this course is to prepare students for successful entry into required program courses. This course is tuition bearing and under certain circumstances may qualify for financial aid. This course cannot be used to satisfy program completion requirements at Mid-State.

*Prerequisite: Accuplacer Sentence Skills score of 60 or equivalent. Proficiency in word processing skills recommended.*

### Pre-Algebra

#### 10834109 ..... 3 credits

Provides an introduction to algebra. Includes operations on real numbers, solving linear equations, percent and proportion, and an introduction to polynomials and statistics. Prepares students for elementary algebra and subsequent algebra-related courses.

*Prerequisite: Accuplacer Math score of 65, Accuplacer Algebra score of 30, ABE Math Prep V 76854785 and ABE Math Prep VI 76854786 with a grade of "S." (Note: ABE Math Prep V and VI courses cannot be used to satisfy program completion requirements at Mid-State.)*

## SAMPLE FULL-TIME CURRICULUM OPTION

Term		16 credits
10531940	EMT Foundations	3
10801136	English Composition 1 <b>-or-</b>	
10801195	Written Communication	3
10806177	General Anatomy & Physiology	4
10809122	Intro to American Government <b>-or-</b>	
10809172	Introduction to Diversity Studies <b>-or-</b>	
10809196	Intro to Sociology	3
10809198	Intro to Psychology	3

Term		12 credits
10531941	EMT Applications	2
10801196	Oral/Interpersonal Communication <b>-or-</b>	
10801197	Technical Reporting <b>-or</b>	
10801198	Speech	3
10804107	College Mathematics	3
10806134	General Chemistry <b>-or-</b>	
10806179	Advanced Anatomy & Physiology	4

Term		20 credits
10531911	EMS Fundamental	2
10531912	Paramedic Medical Principles	4
10531913	Patient Assessment Principles	3
10531914	Prehospital Pharmacology	3
10531915	Paramedic Respiratory Management	2
10531917	Paramedic Clinical/Field 1	3
10531918	Advanced Resuscitation	1
10531955	Paramedic Cardiology 1	2

Term		18 credits
10531919	Paramedic Medical Emergencies	4
10531920	Paramedic Trauma	3
10531921	Special Patient Populations	3
10531922	EMS Operations	1
10531923	Paramedic Capstone	1
10531956	Paramedic Cardiology 2	2
10531957	Paramedic Field Experience	3
10531958	Paramedic Field Leadership	1

**Total credits 66**

Please Note:

- This curriculum sequence is only for student planning. Actual student schedules will vary depending on course availability.
- Program completion time may vary based on student scheduling and course availability. For details, go to [mstc.edu/classfinder](http://mstc.edu/classfinder).

# course descriptions

## Advanced Anatomy & Physiology

**10806179..... 4 credits**

The second semester in a two-semester sequence in which normal human anatomy and physiology are studied using a body system approach with emphasis on the interrelationships between form and function at the gross and microscopic levels of organization. Instructional delivery is within a classroom and laboratory setting. Experimentation within a science lab includes analysis of cellular metabolism and the individual components of body systems such as the nervous, neuromuscular, cardiovascular, and urinary. Continued examination of homeostatic mechanisms and their relationship to fluid, electrolyte, acid-base balance, and blood. Integration of genetics to human reproduction and development are also included in this course.

*Prerequisite: General Anatomy & Physiology 10806177 with a grade of "C" or better*

## Advanced Resuscitation

**10531918..... 1 credit**

By teaching advanced cardiac life support (ACLS) and pediatric advanced life support (PALS) methodologies and protocols, this course prepares the paramedic student to integrate comprehensive knowledge of causes and pathophysiology into the management of shock, respiratory failure, respiratory arrest, cardiac arrest, and peri-arrest states. Emphasizes early intervention to prevent respiratory and/or cardiac arrest if possible.

*Prerequisite: Admission to Paramedic Technician program 105311 or EMT-Paramedic program 315311*

## College Mathematics

**10804107 .....3 credits**

Designed to review and develop fundamental concepts of mathematics pertinent to the areas of: 1) arithmetic and algebra; 2) geometry and trigonometry; and 3) probability and statistics. Special emphasis is placed on problem solving, critical thinking and logical reasoning, making connections, and using calculators. Topics include performing arithmetic operations and simplifying algebraic expressions, solving linear equations and inequalities in one variable, solving proportions and incorporating percent applications, manipulating formulas, solving and graphing systems of linear equations and inequalities in two variables, finding areas and volumes of geometric figures, applying similar and congruent triangles, converting measurements within and between US and metric systems, applying Pythagorean Theorem, solving right and oblique triangles, calculating probabilities, organizing data and interpreting charts, calculating central and spread measures, and summarizing and analyzing data.

*Prerequisite: Minimum Accuplacer scores - Arithmetic 65, Algebra 30; or Pre-Algebra 10834109 with a grade of "C" or better*

## EMS Fundamental

**10531911 .....2 credits**

Provides the paramedic student with comprehensive knowledge of EMS systems, safety, well-being, legal issues, and ethical issues, with the intended outcome of improving the health of EMS personnel, patients, and the community. Students obtain fundamental knowledge of public health principles and epidemiology as related to public health emergencies, health promotion, and illness/injury prevention. Introduces students to comprehensive anatomical and medical terminology and abbreviations with the aim of fostering the development of effective written and oral communications with colleagues and other healthcare professionals.

*Prerequisites: Admission to Paramedic Technician 105311 or EMT-Paramedic 315311 and Wisconsin Emergency Medical Technician (or higher) license.*

## EMS Operations

**10531922 ..... 1 credit**

Provides paramedic students with the knowledge of operational roles and responsibilities to ensure patient, public, and EMS personnel safety.

*Prerequisite: Admission to Paramedic Technician program 105311 or EMT-Paramedic program 315311*

## EMT Applications

**10531941.....2 credits**

Course covers the bulk of the Emergency Medical Technician certification course to include the handling of cervical and spine injuries, burn injuries, heart- and breathing-related problems, shock, and other trauma injuries. Includes several lab days to practice and perfect skills, clinical time, and extensive hands-on activities. Prepares students for national certification testing for EMT. To maintain National Registry certification eligibility this course must be finished the semester following the completion of EMT Foundations.

*Prerequisite: EMT Foundations 10531940*

## EMT Foundations

**10531940 .....3 credits**

Covers the basics of the Emergency Medical Technician certification course to include CPR, airways, anatomy, hazmat response requirements, lifting and moving patients, incident command, and other technical information. It is the first part of a two-course system to prepare students for national certification testing for EMT.

*Prerequisite: Admission to Paramedic Technician 105311 OR Emergency Medical Technician 305313 OR Fire Protection Technician 105032 program & recommended minimum Accuplacer scores: Reading 55, Sentence Skills 60, Arithmetic 34*

## English Composition 1

**10801136 .....3 credits**

Designed for learners to develop knowledge and skills in all aspects of the writing process. Planning, organizing, writing, editing, and revising are applied through a variety of activities. Students analyze audience and purpose, use elements of research, and format documents using standard guidelines. Individuals develop critical reading skills through analysis of various written documents.

*Prerequisite: Accuplacer Sentence Skills score of 85 or equivalent, or Intro to College Writing 10831103 with a grade of "C" or better. Proficiency in word processing skills recommended.*

## General Anatomy & Physiology

**10806177..... 4 credits**

Examines basic concepts of human anatomy and physiology as they relate to health sciences. Using a body systems approach, the course emphasizes the interrelationships between structure and function at the gross and microscopic levels of organization of the entire human body. It is intended to prepare health care professionals who need to apply basic concepts of whole body anatomy and physiology to informed decision making and professional communication with colleagues and patients.

*Prerequisite: Minimum Accuplacer score for Reading is 55 (Students scoring between 55-80 are encouraged to enroll in Introduction to College Reading) and one semester of college-level biology or chemistry with a "C" or better, or Human Body in Health & Disease 10509102 with a "C" or better, or Emergency Medical Technician-Basic 10531168 with a "C" or better*

## General Chemistry

**10806134 ..... 4 credits**

Covers the fundamentals of chemistry. Topics include the metric system; problem solving; periodic relationships; chemical reactions, chemical equilibrium; properties of water; acids, bases, and salts; and gas laws.

*Prerequisite: College Mathematics 10804107 with a "C" or better, or Intermediate Algebra with Applications 10804118 with a "C" or better, or Accuplacer Algebra score of 57 or greater*

## Intro to American Government

**10809122.....3 credits**

Introduces American political processes and institutions. Focuses on rights and responsibilities of citizens and the process of participatory democracy. Learners examine the complexity of the separation of powers and checks and balances. Explores the role of the media, interest groups, political parties, and public opinion in the political process. Also explores the role of state and national government in our federal system. A student scoring between 55-80 on their Accuplacer Reading Comprehension, or 60-80 on Accuplacer Sentence Skills is recommended to co-enroll in the Introduction to College Reading course and/or Introduction to College Writing course, respectively.

*Prerequisite: Minimum Accuplacer scores - Reading 55, Sentence Skills 60 or equivalent, or Intro to College Reading 10848104 with a grade of C or better and Intro to College Writing 10831103 with a grade of C or better*

## Intro to Psychology

**10809198 .....3 credits**

This introductory course surveys the multiple aspects of human behavior. It involves a survey of the theoretical foundations of human functioning in such areas as learning, motivation, emotions, personality, deviance and pathology, physiological factors, and social influences. It directs the student to an insightful understanding of the complexities of human relationships in personal, social, and vocational settings. A student scoring between 55-80 on Accuplacer Reading Comprehension is recommended to co-enroll in the Introduction to College Reading course.

*Prerequisite: Minimum Accuplacer scores - Reading 55, Sentence Skills 60 or equivalent, or Intro to College Reading 10848104 with a grade of "C" or better and Intro to College Writing 10831103 with a grade of "C" or better*

## Intro to Sociology

**10809196 .....3 credits**

Introduces students to the basic concepts of sociology: culture, socialization, social stratification, multi-culturalism, and the five institutions of family, politics, economics, religion, and education. Other topics include demography, deviance, technology, environment, social issues, social change, and social organization. A student scoring between 55-80 on Accuplacer Reading Comprehension or 60-80 on Accuplacer Sentence Skills is recommended to co-enroll in Introduction to College Reading and/or Introduction to College Writing, respectively.

*Prerequisite: Minimum Accuplacer scores - Reading 55, Sentence Skills 60 or equivalent, or Intro to College Reading 10848104 with a grade of "C" or better and Intro to College Writing 10831103 with a grade of "C" or better*

## Introduction to Diversity Studies

**10809172.....3 credits**

Introduces learners to the study of diversity from a local to a global environment using a holistic, interdisciplinary approach. Encourages self-exploration and prepares the learner to work in a diverse environment. In addition to an analysis of majority/minority relations in a multicultural context, the primary topics of race, ethnicity, age, gender, class, sexual orientation, disability, and religion are explored. A student scoring between 55-80 on Accuplacer Reading Comprehension or 60-80 on Accuplacer Sentence Skills is recommended to co-enroll in the Introduction to College Reading course and/or Introduction to College Writing course, respectively.

*Prerequisite: Minimum Accuplacer scores - Reading 55, Sentence Skills 60 or equivalent, or Intro to College Reading 10848104 with a grade of "C" or better and Intro to College Writing 10831103 with a grade of "C" or better*

## Oral/Interpersonal Communication

**10801196 .....3 credits**

Focuses upon developing speaking, verbal, and non-verbal communication, and listening skills through individual presentations, group activities, and other projects. For a student scoring between 55-80 on their Accuplacer Reading Comprehension exam and 60-80 on the Sentence Skills exam, it is recommended to co-enroll in the Introduction to College Reading and/or Intro to College Writing courses.

*Prerequisite: Minimum Accuplacer scores - Reading 55, Sentence Skills 60 or equivalent*

## Paramedic Capstone

**10531923 ..... 1 credit**

Provides students with a final opportunity to incorporate their cognitive knowledge and psychomotor skills through labs and scenario-based practice and evaluations prior to taking the National Registry written and practical examinations. Technical skills attainment (TSA) for each student will be compiled and/or documented within this course as required by the DHS-approved paramedic curriculum.

*Prerequisite: Admission to Paramedic Technician program 105311 or EMT-Paramedic program 315311*

## Paramedic Cardiology 1

**10531955** .....2 credits

Provides basic knowledge to integrate pathophysiological principles and assessment findings to formulate a field impression and implement the treatment for the patient with cardiovascular disease.

*Prerequisite: Admission to Paramedic Technician program 105311 or EMT-Paramedic program 315311*

## Paramedic Cardiology 2

**10531956** .....2 credits

Teaches the paramedic student knowledge and skills to integrate assessment findings with principles of cardiovascular anatomy, physiology, epidemiology, and pathophysiology to formulate a field impression and implement a comprehensive treatment plan for a patient with a variety of cardiovascular complaints.

*Prerequisite: Admission to Paramedic Technician program 105311 or EMT-Paramedic program 315311*

## Paramedic Clinical/Field 1

**10531917** .....3 credits

Enhances student learning through the practice of paramedicine in field and healthcare environment experiences with actual patients under the supervision of instructors or approved preceptors. Students may also have the opportunity to participate in formal high-fidelity human patient simulator experiences as a part of this course.

*Prerequisites: Admission to Paramedic Technician 105311 or EMT-Paramedic 315311, Advanced Prehospital Pharmacology 10531914, and a current Wisconsin license at the Emergency Medical Technician (or higher) level*

## Paramedic Field Experience

**10531957** .....3 credits

Provides the opportunity to enhance learning through the practice of paramedicine in a field environment and through experiences with actual patients under the supervision of instructors or approved preceptors. Students may also have the opportunity to participate in formal high-fidelity human patient simulator experiences as a part of this course. Successful completion of this course requires the student to meet all clinical and field competency requirements at the paramedic level as defined by WI DHS EMS.

*Prerequisite: Admission to Paramedic Technician program 105311 or EMT-Paramedic program 315311*

## Paramedic Field Leadership

**10531958** .....1 credit

Provides the opportunity to act as the field team leader in a field environment and through experiences with actual patients under the supervision of instructors or approved preceptors. Successful completion of this course requires the student to meet all team leader competency requirements at the paramedic level as defined by WI DHS EMS and the CoAEMSP.

*Prerequisite: Admission to Paramedic Technician program 105311 or EMT-Paramedic program 315311*

## Paramedic Medical Emergencies

**10531919**..... 4 credits

Teaches the paramedic student to integrate assessment findings with principles of anatomy, physiology, epidemiology, and pathophysiology to formulate a field impression and implement a comprehensive treatment plan for a patient with a medical complaint.

*Prerequisite: Admission to Paramedic Technician program 105311 or EMT-Paramedic program 315311*

## Paramedic Medical Principles

**10531912**..... 4 credits

Addresses the complex depth of anatomy, physiology, and pathophysiology of major human systems while also introducing paramedic students to the topics of shock, immunology, and bleeding.

*Prerequisite: Admission to Paramedic Technician program 105311 or EMT-Paramedic program 315311*

## Paramedic Respiratory Management

**10531915**.....2 credits

Teaches the paramedic student to integrate complex knowledge of anatomy, physiology, and pathophysiology into the assessment to develop and implement a treatment plan with the goal of assuring a patient airway, adequate mechanical ventilation, and respiration for patients of all ages. Also provides specific knowledge pertaining to the respiratory system to ensure the student is prepared to formulate a field impression and implement a comprehensive treatment plan for a patient with a respiratory complaint.

*Prerequisite: Admission to Paramedic Technician program 105311 or EMT-Paramedic program 315311*

## Paramedic Trauma

**10531920**.....3 credits

Teaches the paramedic student to integrate assessment findings with principles of anatomy, physiology, epidemiology, and pathophysiology to formulate a field impression and implement a comprehensive treatment plan for an acutely injured patient.

*Prerequisite: Admission to Paramedic Technician program 105311 or EMT-Paramedic program 315311*

## Patient Assessment Principles

**10531913**.....3 credits

Teaches the paramedic student to integrate scene and patient assessment findings with knowledge of epidemiology and pathophysiology to form a field impression. Uses a structured and organized assessment process that draws on knowledge of anatomy, physiology, pathophysiology, life span development, and changes that occur to the human body with time. Using this process students learn to develop a list of differential diagnoses through clinical reasoning and modify the assessment as necessary to formulate a treatment plan for their patients.

*Prerequisite: Admission to Paramedic Technician program 105311 or EMT-Paramedic program 315311*

## Prehospital Pharmacology

**10531914 .....3 credits**

Provides the paramedic student with the comprehensive knowledge of pharmacology required to formulate and administer a pharmacological treatment plan intended to mitigate emergencies and improve the overall health of the patient.

*Prerequisite: Admission to Paramedic Technician 105311 or EMT-Paramedic 315311*

## Special Patient Populations

**10531921.....3 credits**

Teaches the paramedic student to integrate assessment findings with principles of anatomy, physiology, epidemiology, and pathophysiology to formulate a field impression and implement a comprehensive treatment plan for patients with special needs. Also includes gynecological emergencies, along with special considerations in trauma.

*Prerequisite: Admission to Paramedic Technician program 105311 or EMT-Paramedic program 315311*

## Speech

**10801198 .....3 credits**

Explores the fundamentals of effective oral presentation to small and large groups. Topic selection, audience analysis, methods of organization, research, structuring evidence and support, delivery techniques, and other essential elements of speaking successfully, including the listening process, form the basis of this course. If a student earns below the minimum Accuplacer score in each category (Reading 80, Sentence Skills 85), he/she is eligible to take Oral Communication in lieu of Speech, provided the Accuplacer scores are minimum of Reading 55 and Sentence Skills 60, or the student has completed Intro to College Writing and/or Intro to College Reading with a "C" or better.

*Prerequisite: Minimum Accuplacer scores - Reading 80, Sentence Skills 85, or completion of Intro to College Writing and/or Intro to College Reading with a "C" or better or equivalent*

## Technical Reporting

**10801197 .....3 credits**

The student prepares and presents oral and written technical reports. Types of reports may include lab and field reports, proposals, technical letters and memos, technical research reports, and case studies. Designed as an advanced communication course for students who have completed at least the prerequisite introductory writing course.

*Prerequisite: Written Communication 10801195 with a grade of "C" or better, or English Composition I 10801136 with a grade of "C" or better. Proficiency in word processing skills recommended.*

## Written Communication

**10801195 .....3 credits**

Develops writing skills, which include prewriting, drafting, revising, and editing. A variety of writing assignments is designed to help the learner analyze audience and purpose, research and organize ideas, and format and design documents based on subject matter and content. Also develops critical reading and thinking skills through analysis of a variety of written documents.

*Prerequisite: Accuplacer Sentence Skills score of 85 or equivalent, or Intro to College Writing 10831103 with a grade of "C" or better. Proficiency in word processing skills recommended.*



# pharmacy services management

## Associate in Applied Science (AAS) Program Code: 10-536-1 Total Credits: 65

Graduates of Mid-State's Pharmacy Services Management program are prepared to advance their roles as pharmacy technicians or transition into other roles related to the pharmacy. Their skills and knowledge include third-party payment processing, staff scheduling processes, customer service, and enhancing store sales. In this program, you'll be introduced to business operations and apply what you've learned through a capstone course. This provides hands-on experience with increasing store sales, creating efficient operations, improving management practices, or enhancing service to patients in a real-life situation. Core program courses are offered via video conference hosted by Lakeshore Technical College (LTC) and are supported by select classes available with Mid-State.

**Salary information:** [mstc.edu/programsalaries](http://mstc.edu/programsalaries)

**Estimated tuition and fees:** [mstc.edu/programcosts](http://mstc.edu/programcosts)

### ACADEMIC ADVISORS

To schedule an appointment with your academic advisor, call 715.422.5300.

**Shawn Zee, MS**

Marshfield Campus • [shawn.zee@mstc.edu](mailto:shawn.zee@mstc.edu)

**Alex Lendved, MS**

Stevens Point Campus • [alex.lendved@mstc.edu](mailto:alex.lendved@mstc.edu)

**Stephanie Bender, MAC**

Wisconsin Rapids Campus • [stephanie.bender@mstc.edu](mailto:stephanie.bender@mstc.edu)

### CHECKLIST:

This section will be completed when meeting with your academic advisor.

- FAFSA ([www.fafsa.gov](http://www.fafsa.gov))
- Financial Aid Form(s)  
Form(s): \_\_\_\_\_
- Follow-Up Appointment:  
Where: \_\_\_\_\_  
When: \_\_\_\_\_  
With: \_\_\_\_\_
- Official Transcripts  
Mid-State Technical College  
Attention CPL Coordinator  
500 32nd Street North  
Wisconsin Rapids, WI 54494
- Other: \_\_\_\_\_  
\_\_\_\_\_

**mstc.edu**  
**888.575.6782**



**MID-STATE**  
TECHNICAL COLLEGE

**ADAMS COUNTY CENTER**  
401 North Main  
Adams, WI 53910

**MARSHFIELD CAMPUS**  
2600 West 5th Street  
Marshfield, WI 54449

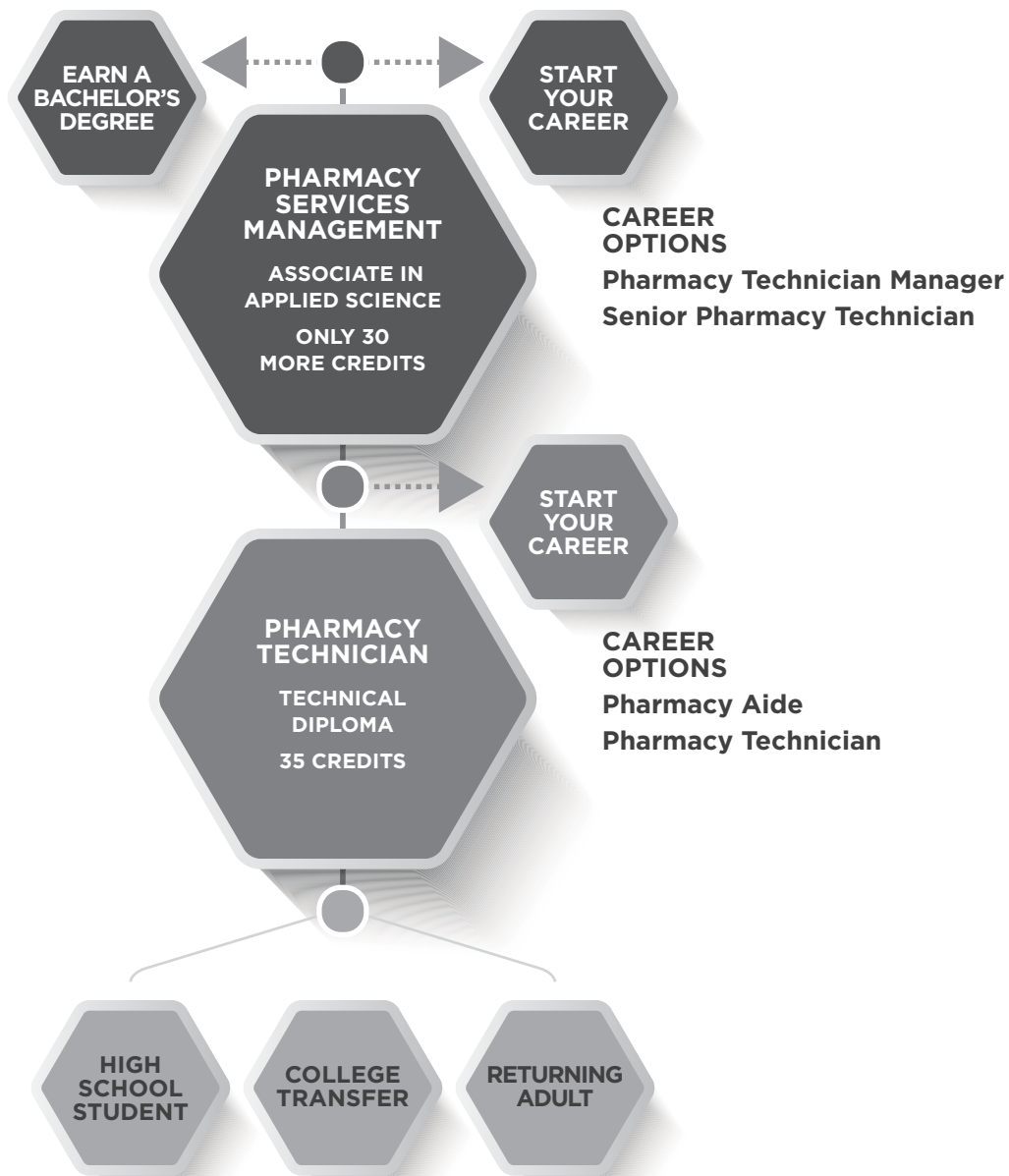
**STEVENS POINT CAMPUS**  
1001 Centerpoint Drive  
Stevens Point, WI 54481

**WISCONSIN RAPIDS CAMPUS**  
500 32nd Street North  
Wisconsin Rapids, WI 54494



## BACHELOR'S DEGREE OPTIONS

For more information and additional opportunities, visit [mstc.edu/transfer](http://mstc.edu/transfer).



College Credit • Dual Credit • Military Experience • Work Experience  
Learn about Credit for Prior Learning at [mstc.edu/cpl](http://mstc.edu/cpl).

## OTHER OPTIONS

### RELATED PROGRAMS

- Central Service Technician
- Health Information Management
- Health & Wellness Promotion
- Medical Assistant
- Medical Coder
- Nursing
- Nursing Assistant
- Phlebotomy Technician
- Respiratory Therapist
- Surgical Technologist

**BEGIN AT ANY POINT  
IN THE PATHWAY**



## GRADUATION REQUIREMENT

The GPS for Student Success course is required for all Mid-State students and must be completed prior to obtaining 12 credits. (Not counted in the total credit value for this program.)

### GPS for Student Success

#### 10890102 ..... 1 credit

Integrate necessary skills for student success by developing an academic plan, identifying interpersonal attributes for success, adopting efficient and effective learning strategies, and utilizing Mid-State resources, policies, and processes. This course must be completed prior to obtaining 12 credits and as a graduation requirement.

## ADDITIONAL COURSES AS NEEDED

The following courses may be recommended or required if the student does not achieve minimum Accuplacer scores.

### Intro to College Reading

#### 10838104 ..... 2 credits

Provides learners with the opportunities to develop and expand reading skills, including comprehension and vocabulary skills. Learners apply reading skills to academic tasks and read to acquire information from a variety of sources.

### Intro to College Writing

#### 10831103 ..... 3 credits

Introduces basic principles of composition, including organization, development, unity, and coherence in paragraphs and multi-paragraph documents. The purpose of this course is to prepare students for successful entry into required program courses. This course is tuition bearing and under certain circumstances may qualify for financial aid. This course cannot be used to satisfy program completion requirements at Mid-State.

*Prerequisite: Accuplacer Sentence Skills score of 60 or equivalent. Proficiency in word processing skills recommended.*

### Pre-Algebra

#### 10834109 ..... 3 credits

Provides an introduction to algebra. Includes operations on real numbers, solving linear equations, percent and proportion, and an introduction to polynomials and statistics. Prepares students for elementary algebra and subsequent algebra-related courses.

*Prerequisite: Accuplacer Math score of 65, Accuplacer Algebra score of 30, ABE Math Prep V 76854785 and ABE Math Prep VI 76854786 with a grade of "S." (Note: ABE Math Prep V and VI courses cannot be used to satisfy program completion requirements at Mid-State.)*

## SAMPLE FULL-TIME CURRICULUM OPTION

Term		18 credits
10501101	Medical Terminology	3
10501102	Health Insurance and Reimbursement	3
10536110	Pharmaceutical Calculations	3
10536113	Pharmacy Business Applications	3
10536115	Pharmacy Law	2
10536120	Fundamentals of Reading Prescriptions	1
10536122	Pharmacology	3

Term		17 credits
10536125	Pharmacy Drug Distribution Systems	2
10536126	Pharmacy Parenteral Admixtures	3
10536138	Pharmacy Community Clinical	2
10536141	Pharmacy Computer Lab	2
10536143	Pharmacy Hospital Clinical	2
10801196	Oral/Interpersonal Communication	3
10809198	Intro to Psychology	3

Term		15 credits
10104102	Marketing Principles -or-	
10182108	Purchasing	3
10801195	Written Communication -or-	
10801136	English Composition 1	3
10804123	Math with Business Applications	3
10809195	Economics	3
10809196	Intro to Sociology	3

Term		15 credits
10182102	Service Operations Management -or-	
10102110	Introduction to Business	3
10196191	Supervision	3
10196193	Human Resource Management	3
10536150	Advanced Pharmacy Services Applications	3
10809166	Intro to Ethics: Theory & Application -or-	
10809172	Introduction to Diversity Studies	3

**Total Credits 65**

Please Note:

- This curriculum sequence is only for student planning. Actual student schedules will vary depending on course availability.
- Program completion time may vary based on student scheduling and course availability. For details, go to [mstc.edu/classfinder](http://mstc.edu/classfinder).

# course descriptions

## Advanced Pharmacy Services Applications

**10536150.....3 credits**

Allows the learner to integrate skills learned in the Pharmacy Services Management courses and apply them to the pharmacy workplace. Areas include staff training, development, supervision, and scheduling; customer service; PBM processing and claims rejection management; and improving efficiency of operations, maximizing profits, and increasing sales.

*Prerequisites: 10536143 Pharmacy Hospital Clinical and 10536139 Pharmacy Community Clinical and Condition 105361 Pharmacy Services Management*

## Economics

**10809195 .....3 credits**

Provides an overview of how a market-oriented economic system operates and surveys the factors that influence national economic policy. Basic concepts and analyses are illustrated by reference to a variety of contemporary problems and public policy issues. Concepts include scarcity, resources, alternative economic systems, growth, supply and demand, monetary and fiscal policy, inflation, unemployment and global economic issues. A student scoring between 55-80 on Accuplacer Reading Comprehension or 60-80 on Accuplacer Sentence Skills is recommended to co-enroll in the Introduction to College Reading course and/or Introduction to College Writing, respectively.

*Prerequisite: Minimum Accuplacer scores - Reading 55, Sentence Skills 60 or equivalent, or Intro to College Reading 10848104 with a grade of "C" or better and Intro to College Writing 10831103 with a grade of "C" or better*

## English Composition 1

**10801136 .....3 credits**

Designed for learners to develop knowledge and skills in all aspects of the writing process. Planning, organizing, writing, editing, and revising are applied through a variety of activities. Students analyze audience and purpose, use elements of research, and format documents using standard guidelines. Individuals develop critical reading skills through analysis of various written documents.

*Prerequisite: Accuplacer Sentence Skills score of 85 or equivalent, or Intro to College Writing 10831103 with a grade of "C" or better. Proficiency in word processing skills recommended.*

## Fundamentals of Reading Prescriptions

**10536120.....1 credit**

Prepares the learner to work in a community or hospital pharmacy by exploring the role of a pharmacy technician within the healthcare team, examining each step in the prescription filling process, and identifying the key top 200 drugs by brand and generic name and therapeutic class.

*Condition: 315361 Pharmacy Technician admission requirements met*

## Health Insurance and Reimbursement

**10501102 .....3 credits**

Introduces the learner to federal, state, and private health insurance plans and managed care systems. Surveys the coding, submission, and processing cycle of claims, as well as reimbursement methods used by payers. It provides application information to ambulatory settings, pharmacies, hospitals, and long-term care.

## Human Resource Management

**10196193.....3 credits**

Applies the skills/tools necessary to effectively value and apply employees' abilities and needs to organization goals. Learners will demonstrate the application of the supervisor's role in contemporary human resources management, impacts of EEOC, writing job descriptions, recruitment, selection, conducting job interviews, orientation, developing policies/procedures, training, performance management, employee counseling/development, and effective use of compensation and benefit strategies.

## Intro to Ethics: Theory & Application

**10809166 .....3 credits**

Provides a basic understanding of the theoretical foundations of ethical thought. Diverse ethical perspectives are used to analyze and compare relevant issues. Students critically evaluate individual, social, and/or professional standards of behavior, and apply a systemic decision-making process to these situations. A student scoring between 55-80 on Accuplacer Reading Comprehension or 60-80 on Accuplacer Sentence Skills is recommended to co-enroll in the Introduction to College Reading course and/or Introduction to College Writing course, respectively.

*Prerequisite: Minimum Accuplacer Scores - Reading 55, Sentence Skills 60 or equivalent, or Intro to College Reading 10848104 with a grade of "C" or better and Intro to College Writing 10831103 with a grade of "C" or better*

## Intro to Psychology

**10809198 .....3 credits**

This introductory course surveys the multiple aspects of human behavior. It involves a survey of the theoretical foundations of human functioning in such areas as learning, motivation, emotions, personality, deviance and pathology, physiological factors, and social influences. It directs the student to an insightful understanding of the complexities of human relationships in personal, social, and vocational settings. A student scoring between 55-80 on Accuplacer Reading Comprehension is recommended to co-enroll in the Introduction to College Reading course.

*Prerequisite: Minimum Accuplacer scores - Reading 55, Sentence Skills 60 or equivalent, or Intro to College Reading 10848104 with a grade of "C" or better and Intro to College Writing 10831103 with a grade of "C" or better*

## Intro to Sociology

**10809196 .....3 credits**

Introduces students to the basic concepts of sociology: culture, socialization, social stratification, multi-culturalism, and the five institutions of family, politics, economics, religion, and education. Other topics include demography, deviance, technology, environment, social issues, social change, and social organization. A student scoring between 55-80 on Accuplacer Reading Comprehension or 60-80 on Accuplacer Sentence Skills is recommended to co-enroll in Introduction to College Reading and/or Introduction to College Writing, respectively.

*Prerequisite: Minimum Accuplacer scores - Reading 55, Sentence Skills 60 or equivalent, or Intro to College Reading 10848104 with a grade of "C" or better and Intro to College Writing 10831103 with a grade of "C" or better*

## Introduction to Business

**10102110.....3 credits**

Provides an introduction to the world of business from both the organizational and managerial viewpoint. It examines areas of business including the business environment, business formation, planning, operations, accounting, marketing, human resource management, and building effective teams.

## Introduction to Diversity Studies

**10809172.....3 credits**

Introduces learners to the study of diversity from a local to a global environment using a holistic, interdisciplinary approach. Encourages self-exploration and prepares the learner to work in a diverse environment. In addition to an analysis of majority/minority relations in a multicultural context, the primary topics of race, ethnicity, age, gender, class, sexual orientation, disability, and religion are explored. A student scoring between 55-80 on Accuplacer Reading Comprehension or 60-80 on Accuplacer Sentence Skills is recommended to co-enroll in the Introduction to College Reading course and/or Introduction to College Writing course, respectively.

*Prerequisite: Minimum Accuplacer scores - Reading 55, Sentence Skills 60 or equivalent, or Intro to College Reading 10848104 with a grade of "C" or better and Intro to College Writing 10831103 with a grade of "C" or better*

## Marketing Principles

**10104102.....3 credits**

Students study the practices and methods of manufacturers and distributors in the marketing of goods and services. Also emphasized are product planning, pricing strategies, distribution systems, channel activities, and the role of government as well as other factors influencing marketing today. Recommended Accuplacer scores - Reading 55, Sentence Skills 60, Arithmetic 34

## Math with Business Applications

**10804123.....3 credits**

Covers real numbers, basic operations, linear equations, proportions with one variable, percents, simple interest, compound interest, annuity, math concepts applied to the purchasing/buying process, math concepts applied to the selling process, and basic statistics with business/consumer applications.

*Prerequisite: Accuplacer Math minimum score of 79 or equivalent or 10834109 Pre-Algebra and Corequisite: 10838105 Intro Reading and Study Skills or Condition: Reading Accuplacer minimum score of 74 or equivalent or 610061 Agribusiness/Agronomy Basic program admissions requirements met*

## Medical Terminology

**10501101.....3 credits**

Students focuses on the component parts of medical terms, including prefixes, suffixes, and word roots. Spelling, definition, and pronunciation will enhance student learning as students practice formation, analysis, and reconstruction of medical terms. Medical terminology will come alive through an introduction to operative, diagnostic, therapeutic, and symptomatic terminology of all body systems, as well as systemic and surgical terminology. Students will explore the Greek and Latin origins of medical terms and commonly used abbreviations.

## Oral/Interpersonal Communication

**10801196 .....3 credits**

Focuses upon developing speaking, verbal, and non-verbal communication, and listening skills through individual presentations, group activities, and other projects. For a student scoring between 55-80 on their Accuplacer Reading Comprehension exam and 60-80 on the Sentence Skills exam, it is recommended to co-enroll in the Introduction to College Reading and/or Intro to College Writing courses.

*Prerequisite: Minimum Accuplacer scores - Reading 55, Sentence Skills 60 or equivalent*

## Pharmaceutical Calculations

**10536110 .....3 credits**

Prepares the learner to enlarge and reduce formulas and solve proportions, dilutions, allegations, and other calculations pertinent to the preparation of pharmaceuticals using metric, apothecary, avoirdupois, and household measuring systems.

*Condition: 315361 Pharmacy Technician or 195316 Employed Pharmacy Technician admission requirements met*

## Pharmacology

**10536122 .....3 credits**

Enhances the learner's ability to act and react appropriately in the pharmacy by learning how drugs work through examination of the anatomy, physiology, pathophysiology, and drug therapy for each of the major systems.

*Condition: 315361 Pharmacy Technician or 195361 Employed Pharmacy Technician admissions requirements met*

## Pharmacy Business Applications

**10536113.....3 credits**

Prepares the learner to utilize pharmaceutical business terminology, procedures, customer service, record keeping, purchasing procedures, inventory control systems, pricing, merchandising, reference materials, ethics, roles, responsibilities, and relationships with patients and coworkers.

*Condition: 315361 Pharmacy Technician program requirements met*

# course descriptions

## Pharmacy Community Clinical

**10536138 .....2 credits**

Provides hands-on experience in a community pharmacy for 108 hours during term two. Areas of instruction include interpretation of prescriptions, entering prescriptions on computer, patient profiles, correctly filling and labeling prescriptions, billing patient and third parties, customer service, over-the-counter medications, purchasing, checking in deliveries, inventory control, compounding, and patient confidentiality.

*Prerequisites: 10536110 Pharmaceutical Calculations, 10536120 Fundamentals of Reading Prescriptions, 10501102 Health Insurance & Reimbursement, 10536113 Pharmacy Business Applications; Corequisite: 10536141 Pharm Computer Lab; Condition: 315361 Pharmacy Technician program requirements met*

## Pharmacy Computer Lab

**10536141.....2 credits**

Expands the learner's ability to enter prescription orders and familiarizes learner with a variety of pharmacy software features, including updating pharmacy databases, running reports, and billing. This course is offered in a self-paced format.

*Prerequisites: 10536120 Fundamentals of Reading Prescriptions and Condition 315361 Pharmacy Technician admissions requirements met*

## Pharmacy Drug Distribution Systems

**10536125 .....2 credits**

Is an introductory study of the basic drug distribution systems used in community and institutional pharmacies, including automation technology, pharmacist and pharmacy technician roles, and dispensing considerations.

*Condition: 315361 Pharmacy Technician admission requirements met*

## Pharmacy Hospital Clinical

**10536143 .....2 credits**

Provides the learner with the skills to prepare parenteral admixtures, fill medication carts and unit-dose drawers, control inventory, package medications, and maintain patient records in the hospital setting.

*Prerequisites: 10536110 Pharmacy Calculations and Corequisite: 10536139 Pharmacy Community Clinical, 10536126 Pharmacy Parenteral Admixtures and 10536141 Pharmacy Computer Lab and Condition 315361 Pharmacy Technician admissions requirements met*

## Pharmacy Law

**10536115.....2 credits**

Introduces the learner to federal and state regulations that apply to pharmacy practice.

*Condition: 315361 Pharmacy Technician or 195361 Employed Pharmacy Technician admissions requirements met*

## Pharmacy Parenteral Admixtures

**10536126 .....3 credits**

Provides the learner with the skills to utilize aseptic technique in vertical and horizontal laminar flow hoods for preparation of solutions and medications to be administered intravenously, intramuscularly, subcutaneously, and intradermally to patients.

*Prerequisite: 10536110 Pharmaceutical Calculations and Condition: 315361 Pharmacy Technician or 195361 Employed Pharmacy Technician admission requirements met*

## Purchasing

**10182108 .....3 credits**

Introduces the participant to basic purchasing, quality specifications, inventory control, supplier selection, price aspects, research and measurement, negotiation, and global purchasing. This course is exciting for anyone interested in working in a challenging and rewarding purchasing and supply chain management career.

## Service Operations Management

**10182102 .....3 credits**

Introduces the student to the basic coverage of the concepts and current issues in service operation management. Topics include the value equation in operations management; understanding services; building the service system; operating the service system; enterprise resource management (ERP); and supply chain management concepts in the service sector.

## Supervision

**10196191 .....3 credits**

Allows the learner to apply the skills and tools necessary to perform the functions of a frontline leader. Students learn the application of strategies and transition to a contemporary supervisory role including day-to-day operations, controlling, staffing, leadership, problem-solving, team skills, motivation, and training.

## Written Communication

**10801195 .....3 credits**

Develops writing skills, which include prewriting, drafting, revising, and editing. A variety of writing assignments is designed to help the learner analyze audience and purpose, research and organize ideas, and format and design documents based on subject matter and content. Also develops critical reading and thinking skills through analysis of a variety of written documents.

*Prerequisite: Accuplacer Sentence Skills score of 85 or equivalent, or Intro to College Writing 10831103 with a grade of "C" or better. Proficiency in word processing skills recommended.*



# pharmacy technician

## Technical Diploma Program Code: 31-536-1 Total Credits: 35

Mid-State's Pharmacy Technician program provides hands-on learning that prepares students to assist licensed pharmacists in safely dispensing prescription medication. Graduates may work in hospital and retail pharmacies, nursing homes, and everywhere medications are prepared. In this program, you'll receive both lab and clinical experience in using pharmacy software to build patient profiles, as well as interpret and enter prescriptions. Core program courses are offered via video conference hosted by Lakeshore Technical College (LTC) and are supported by select classes available with Mid-State.

**Salary information:** [mstc.edu/programsalaries](http://mstc.edu/programsalaries)

**Estimated tuition and fees:** [mstc.edu/programcosts](http://mstc.edu/programcosts)

### ACADEMIC ADVISORS

To schedule an appointment with your academic advisor, call 715.422.5300.

#### Shawn Zee, MS

Marshfield Campus • [shawn.zee@mstc.edu](mailto:shawn.zee@mstc.edu)

#### Alex Lendved, MS

Stevens Point Campus • [alex.lendved@mstc.edu](mailto:alex.lendved@mstc.edu)

#### Stephanie Bender, MAC

Wisconsin Rapids Campus • [stephanie.bender@mstc.edu](mailto:stephanie.bender@mstc.edu)

### CHECKLIST:

This section will be completed when meeting with your academic advisor.

- FAFSA ([www.fafsa.gov](http://www.fafsa.gov))
- Financial Aid Form(s)  
Form(s): \_\_\_\_\_
- Follow-Up Appointment:  
Where: \_\_\_\_\_  
When: \_\_\_\_\_  
With: \_\_\_\_\_
- Official Transcripts  
Mid-State Technical College  
Attention CPL Coordinator  
500 32nd Street North  
Wisconsin Rapids, WI 54494
- Other: \_\_\_\_\_  
\_\_\_\_\_

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**MID-STATE**  
TECHNICAL COLLEGE

**ADAMS COUNTY CENTER**  
401 North Main  
Adams, WI 53910

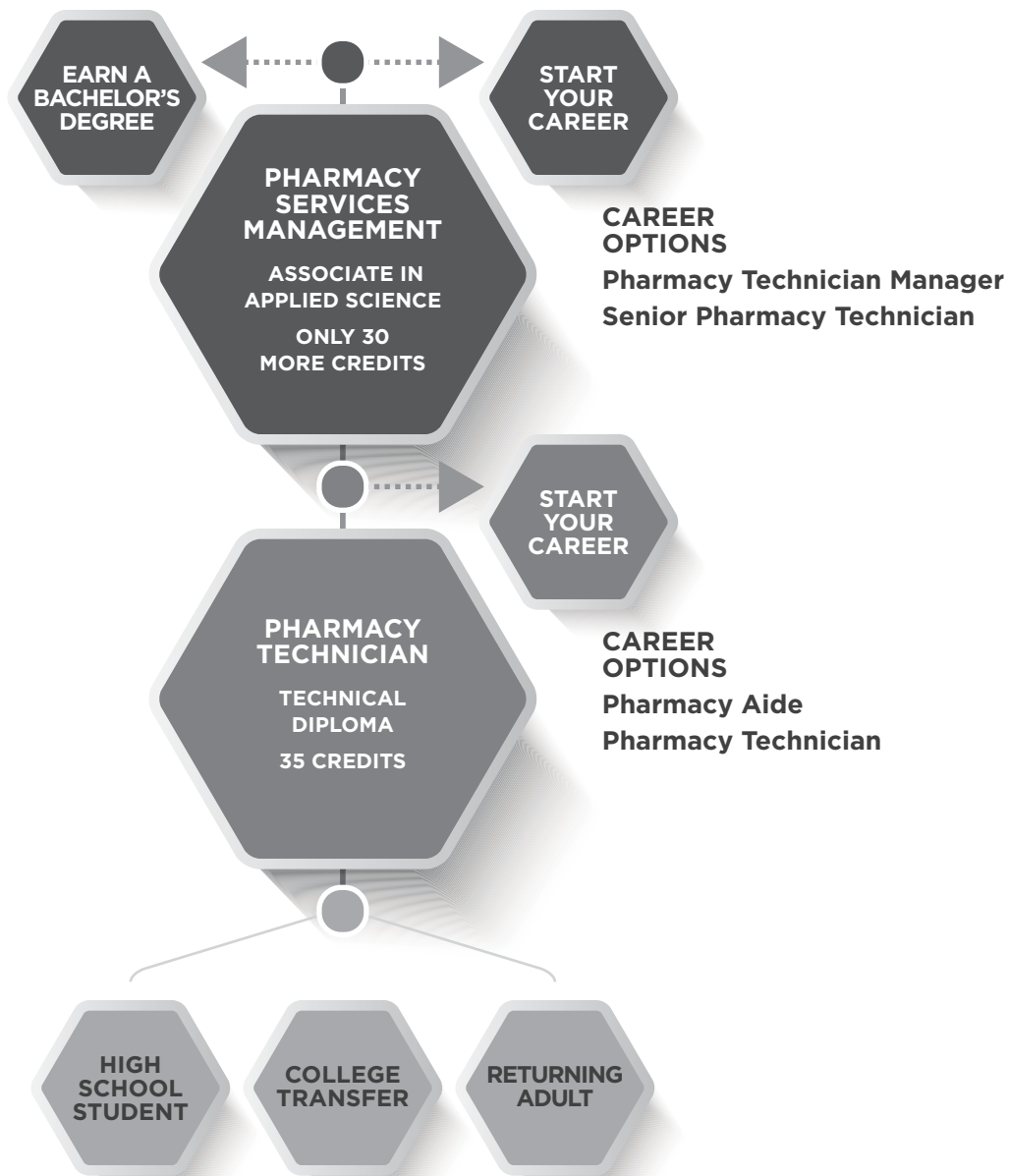
**MARSHFIELD CAMPUS**  
2600 West 5th Street  
Marshfield, WI 54449

**STEVENS POINT CAMPUS**  
1001 Centerpoint Drive  
Stevens Point, WI 54481

**WISCONSIN RAPIDS CAMPUS**  
500 32nd Street North  
Wisconsin Rapids, WI 54494

## BACHELOR'S DEGREE OPTIONS

For more information and additional opportunities, visit [mstc.edu/transfer](http://mstc.edu/transfer).



College Credit • Dual Credit • Military Experience • Work Experience  
Learn about Credit for Prior Learning at [mstc.edu/cpl](http://mstc.edu/cpl).

## OTHER OPTIONS

### RELATED PROGRAMS

- Central Service Technician
- Health Information Management
- Health & Wellness Promotion
- Medical Assistant
- Medical Coder
- Nursing
- Nursing Assistant
- Phlebotomy Technician
- Respiratory Therapist
- Surgical Technologist

**BEGIN AT ANY POINT  
IN THE PATHWAY**





## STUDENT HANDBOOK

Visit [mstc.edu/studenthandbook](http://mstc.edu/studenthandbook) to view Mid-State's student handbook, which contains information about admissions, enrollment, appeals processes, services for people with disabilities, financial aid, graduation, privacy, Mid-State's Student Code of Conduct, and technology.

## GRADUATION REQUIREMENT

The GPS for Student Success course is required for all Mid-State students and must be completed prior to obtaining 12 credits. (Not counted in the total credit value for this program.)

### GPS for Student Success

#### **10890102 ..... 1 credit**

Integrate necessary skills for student success by developing an academic plan, identifying interpersonal attributes for success, adopting efficient and effective learning strategies, and utilizing Mid-State resources, policies, and processes. This course must be completed prior to obtaining 12 credits and as a graduation requirement.

## ADDITIONAL COURSES AS NEEDED

The following courses may be recommended or required if the student does not achieve minimum Accuplacer scores.

### Intro to College Reading

#### **10838104 ..... 2 credits**

Provides learners with the opportunities to develop and expand reading skills, including comprehension and vocabulary skills. Learners apply reading skills to academic tasks and read to acquire information from a variety of sources.

### Intro to College Writing

#### **10831103 ..... 3 credits**

Introduces basic principles of composition, including organization, development, unity, and coherence in paragraphs and multi-paragraph documents. The purpose of this course is to prepare students for successful entry into required program courses. This course is tuition bearing and under certain circumstances may qualify for financial aid. This course cannot be used to satisfy program completion requirements at Mid-State.

*Prerequisite: Accuplacer Sentence Skills score of 60 or equivalent. Proficiency in word processing skills recommended.*

### Pre-Algebra

#### **10834109 ..... 3 credits**

Provides an introduction to algebra. Includes operations on real numbers, solving linear equations, percent and proportion, and an introduction to polynomials and statistics. Prepares students for elementary algebra and subsequent algebra-related courses.

*Prerequisite: Accuplacer Math score of 65, Accuplacer Algebra score of 30, ABE Math Prep V 76854785 and ABE Math Prep VI 76854786 with a grade of "S." (Note: ABE Math Prep V and VI courses cannot be used to satisfy program completion requirements at Mid-State.)*

## SAMPLE FULL-TIME CURRICULUM OPTION

Term		18 credits
10501101	Medical Terminology	3
10501102	Health Insurance and Reimbursement	3
10536110	Pharmaceutical Calculations	3
10536113	Pharmacy Business Applications	3
10536115	Pharmacy Law	2
10536120	Fundamentals of Reading Prescriptions	1
10536122	Pharmacology	3

Term		17 credits
10536125	Pharmacy Drug Distribution Systems	2
10536126	Pharmacy Parenteral Admixtures	3
10801196	Oral/Interpersonal Communication	3
10809198	Intro to Psychology	3
10536138	Pharmacy Community Clinical	2
10536141	Pharmacy Computer Lab	2
10536143	Pharmacy Hospital Clinical	2

**Total Credits 35**

Please Note:

- This curriculum sequence is only for student planning. Actual student schedules will vary depending on course availability.
- Program completion time may vary based on student scheduling and course availability. For details, go to [mstc.edu/classfinder](http://mstc.edu/classfinder).

# course descriptions

## Fundamentals of Reading Prescriptions

**10536120..... 1 credit**

Prepares the learner to work in a community or hospital pharmacy by exploring the role of a pharmacy technician within the healthcare team, examining each step in the prescription filling process, and identifying the key top 200 drugs by brand and generic name and therapeutic class.

*Condition: 315361 Pharmacy Technician admission requirements met*

## Health Insurance and Reimbursement

**10501102 .....3 credits**

Introduces the learner to federal, state, and private health insurance plans and managed care systems. Surveys the coding, submission, and processing cycle of claims, as well as reimbursement methods used by payers. It provides application information to ambulatory settings, pharmacies, hospitals, and long-term care.

## Intro to Psychology

**10809198 .....3 credits**

This introductory course surveys the multiple aspects of human behavior. It involves a survey of the theoretical foundations of human functioning in such areas as learning, motivation, emotions, personality, deviance and pathology, physiological factors, and social influences. It directs the student to an insightful understanding of the complexities of human relationships in personal, social, and vocational settings. A student scoring between 55–80 on Accuplacer Reading Comprehension is recommended to co-enroll in the Introduction to College Reading course.

*Prerequisite: Minimum Accuplacer scores – Reading 55, Sentence Skills 60 or equivalent, or Intro to College Reading 10848104 with a grade of “C” or better and Intro to College Writing 10831103 with a grade of “C” or better*

## Medical Terminology

**10501101.....3 credits**

Students focuses on the component parts of medical terms, including prefixes, suffixes, and word roots. Spelling, definition, and pronunciation will enhance student learning as students practice formation, analysis, and reconstruction of medical terms. Medical terminology will come alive through an introduction to operative, diagnostic, therapeutic, and symptomatic terminology of all body systems, as well as systemic and surgical terminology. Students will explore the Greek and Latin origins of medical terms and commonly used abbreviations.

## Oral/Interpersonal Communication

**10801196 .....3 credits**

Focuses upon developing speaking, verbal, and non-verbal communication, and listening skills through individual presentations, group activities, and other projects. For a student scoring between 55–80 on their Accuplacer Reading Comprehension exam and 60–80 on the Sentence Skills exam, it is recommended to co-enroll in the Introduction to College Reading and/or Intro to College Writing courses.

*Prerequisite: Minimum Accuplacer scores – Reading 55, Sentence Skills 60 or equivalent*

## Pharmaceutical Calculations

**10536110 .....3 credits**

Prepares the learner to enlarge and reduce formulas and solve proportions, dilutions, allegations, and other calculations pertinent to the preparation of pharmaceuticals using metric, apothecary, avoirdupois, and household measuring systems.

*Condition: 315361 Pharmacy Technician or 195361 Employed Pharmacy Technician admission requirements met*

## Pharmacology

**10536122 .....3 credits**

Enhances the learner’s ability to act and react appropriately in the pharmacy by learning how drugs work through examination of the anatomy, physiology, pathophysiology, and drug therapy for each of the major systems.

*Condition: 315361 Pharmacy Technician or 195361 Employed Pharmacy Technician admissions requirements met*

## Pharmacy Community Clinical

**10536138 .....2 credits**

Provides hands-on experience in a community pharmacy for 108 hours during term two. Areas of instruction include interpretation of prescriptions, entering prescriptions on computer, patient profiles, correctly filling and labeling prescriptions, billing patient and third parties, customer service, over-the-counter medications, purchasing, checking in deliveries, inventory control, compounding, and patient confidentiality.

*Prerequisites: 10536110 Pharmaceutical Calculations, 10536120 Fundamentals of Reading Prescriptions, 10501102 Health Insurance & Reimbursement, 10536113 Pharmacy Business Applications; Corequisite: 10536141 Pharm Computer Lab; Condition: 315361 Pharmacy Technician program requirements met*

## Pharmacy Computer Lab

**10536141.....2 credits**

Expands the learner’s ability to enter prescription orders and familiarizes learner with a variety of pharmacy software features, including updating pharmacy databases, running reports, and billing. This course is offered in a self-paced format.

*Prerequisites: 10536120 Fundamentals of Reading Prescriptions and Condition 315361 Pharmacy Technician admissions requirements met*

## Pharmacy Drug Distribution Systems

**10536125 .....2 credits**

Is an introductory study of the basic drug distribution systems used in community and institutional pharmacies, including automation technology, pharmacist and pharmacy technician roles, and dispensing considerations.

*Condition: 315361 Pharmacy Technician admission requirements met*

## **Pharmacy Hospital Clinical**

**10536143.....2 credits**

Provides the learner with the skills to prepare parenteral admixtures, fill medication carts and unit-dose drawers, control inventory, package medications, and maintain patient records in the hospital setting.

*Prerequisites: 10536110 Pharmacy Calculations and Corequisite: 10536139 Pharmacy Community Clinical, 10536126 Pharmacy Parenteral Admixtures and 10536141 Pharmacy Computer Lab and Condition 315361 Pharmacy Technician admissions requirements met*

## **Pharmacy Law**

**10536115.....2 credits**

Introduces the learner to federal and state regulations that apply to pharmacy practice.

*Condition: 315361 Pharmacy Technician or 195361 Employed Pharmacy Technician admissions requirements met*

## **Pharmacy Parenteral Admixtures**

**10536126.....3 credits**

Provides the learner with the skills to utilize aseptic technique in vertical and horizontal laminar flow hoods for preparation of solutions and medications to be administered intravenously, intramuscularly, subcutaneously, and intradermally to patients.

*Prerequisite: 10536110 Pharmaceutical Calculations and Condition: 315361 Pharmacy Technician or 195361 Employed Pharmacy Technician admission requirements met*



# project management

## Technical Diploma Program Code: 30-196-7 Total Credits: 24-25

Mid-State's Project Management program prepares students to successfully lead a project toward completion. Graduates are prepared to lead both teams and individuals toward a common goal and effectively use problem solving, budgeting, technology and math skills, and effective communication. Through hands-on projects, you will learn how to manage and develop teams while practicing problem-solving analysis to effectively lead teams toward goal or project completion.

**Salary information:** [mstc.edu/programsalaries](http://mstc.edu/programsalaries)

**Estimated tuition and fees:** [mstc.edu/programcosts](http://mstc.edu/programcosts)

### ACADEMIC ADVISORS

To schedule an appointment with your academic advisor, call 715.422.5300.

#### Tanya Kollross, MS

Marshfield Campus • [tanya.kollross@mstc.edu](mailto:tanya.kollross@mstc.edu)

#### Juan Veloz, MBA

Stevens Point Campus • [juan.veloz@mstc.edu](mailto:juan.veloz@mstc.edu)

#### Diane Andres, MS

Wisconsin Rapids Campus • [diane.andres@mstc.edu](mailto:diane.andres@mstc.edu)

### CHECKLIST:

This section will be completed when meeting with your academic advisor.

- FAFSA ([www.fafsa.gov](http://www.fafsa.gov))
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Form(s): \_\_\_\_\_
- Follow-Up Appointment:  
Where: \_\_\_\_\_  
When: \_\_\_\_\_  
With: \_\_\_\_\_
- Official Transcripts  
Mid-State Technical College  
Attention CPL Coordinator  
500 32nd Street North  
Wisconsin Rapids, WI 54494
- Other: \_\_\_\_\_  
\_\_\_\_\_

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**ADAMS COUNTY CENTER**  
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Adams, WI 53910

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Marshfield, WI 54449

**STEVENS POINT CAMPUS**  
1001 Centerpoint Drive  
Stevens Point, WI 54481

**WISCONSIN RAPIDS CAMPUS**  
500 32nd Street North  
Wisconsin Rapids, WI 54494

# career pathway

## BACHELOR'S DEGREE OPTIONS

Herzing University  
BS Business Management

Lakeland University  
BA Business Management

University of Phoenix  
BS Management

UW-Oshkosh  
BS Human Services Leadership

For more information and additional opportunities, visit [mstc.edu/transfer](http://mstc.edu/transfer).



**CAREER OPTIONS**  
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Founder/CEO

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Job Analyst

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Implementation Manager  
Project Leader



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Military Experience • Work Experience  
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**BEGIN AT ANY POINT  
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## OTHER OPTIONS

### RELATED PROGRAMS

- Administrative Professional
- Customer Relationship Professional
- Medical Office Specialist
- Office Support Specialist







## College Mathematics

**10804107 .....3 credits**

Designed to review and develop fundamental concepts of mathematics pertinent to the areas of: 1) arithmetic and algebra; 2) geometry and trigonometry; and 3) probability and statistics. Special emphasis is placed on problem solving, critical thinking and logical reasoning, making connections, and using calculators. Topics include performing arithmetic operations and simplifying algebraic expressions, solving linear equations and inequalities in one variable, solving proportions and incorporating percent applications, manipulating formulas, solving and graphing systems of linear equations and inequalities in two variables, finding areas and volumes of geometric figures, applying similar and congruent triangles, converting measurements within and between US and metric systems, applying Pythagorean Theorem, solving right and oblique triangles, calculating probabilities, organizing data and interpreting charts, calculating central and spread measures, and summarizing and analyzing data.

*Prerequisite: Minimum Accuplacer scores - Arithmetic 65, Algebra 30; or Pre-Algebra 10834109 with a grade of "C" or better*

## English Composition 1

**10801136 .....3 credits**

Designed for learners to develop knowledge and skills in all aspects of the writing process. Planning, organizing, writing, editing, and revising are applied through a variety of activities. Students analyze audience and purpose, use elements of research, and format documents using standard guidelines. Individuals develop critical reading skills through analysis of various written documents.

*Prerequisite: Accuplacer Sentence Skills score of 85 or equivalent, or Intro to College Writing 10831103 with a grade of "C" or better. Proficiency in word processing skills recommended.*

## Finance and Budgeting

**10102121 .....3 credits**

Finance and Budgeting applies the skills necessary for a first line manager to develop and monitor a department budget. This class will provide learners with the knowledge and ability to evaluate financial statements as well as practice in making decisions based on evaluating the financial statements.

## Intermediate Algebra with Applications

**10804118 ..... 4 credits**

This course offers algebra content with applications. Topics include properties of real numbers; order of operations; algebraic solution for linear equations and inequalities; operations with polynomial and rational expressions; operations with rational exponents and radicals; and algebra of inverse, logarithmic, and exponential functions.

*Prerequisite: Pre-Algebra 10834109 with a grade of "C" or better, Accuplacer Arithmetic score of 110, Accuplacer Arithmetic score of 90, and Accuplacer Algebra score of 30 (A student scoring a "C" or lower should enroll in the Math Lab supplementary instruction with the next level math class.)*

## Introductory Statistics

**10804189 .....3 credits**

Students taking Introductory Statistics display data with graphs, describe distributions with numbers, perform correlation and regression analyses, and design experiments. They use probability and distributions to make predictions, estimate parameters, and test hypotheses. They draw inferences about relationships including ANOVA. Algebra knowledge and foundational skills in mathematics are important for success in this course.

*Prerequisite: Accuplacer Algebra score of 45 or greater, or ACT math score of 19 or greater, or Pre-Algebra 10834109 with a grade of "C" or better, or College Math 10804107 with a grade of "C" or better. (A student scoring a "C" or lower should enroll in the Math Lab supplementary instruction with the next level math class.)*

## Managing for Quality

**10196192.....3 credits**

Apply skills and tools necessary to implement and maintain a continuous improvement environment. Each learner will demonstrate the application of a personal philosophy of quality, identify stakeholder relationships, identify ways to meet/exceed customer expectations, apply a systems-focused approach, use quality models and tools, manage a quality improvement project, and measure effectiveness of continuous improvement activities. Recommended Accuplacer scores - Reading 55, Sentence Skills 60, Arithmetic 34

## Microsoft Office-Introduction

**10103106 .....3 credits**

Develops introductory skills in the Microsoft Office Suite (Word, Excel, Access, PowerPoint, and Outlook) while reinforcing knowledge of computer concepts, Windows Explorer, and Internet usage. Students should possess basic keyboarding, mouse, and Windows 10 skills. Students may develop these skills in the LiNK while concurrently enrolled in this course.

## Oral/Interpersonal Communication

**10801196 .....3 credits**

Focuses upon developing speaking, verbal, and non-verbal communication, and listening skills through individual presentations, group activities, and other projects. For a student scoring between 55-80 on their Accuplacer Reading Comprehension exam and 60-80 on the Sentence Skills exam, it is recommended to co-enroll in the Introduction to College Reading and/or Intro to College Writing courses.

*Prerequisite: Minimum Accuplacer scores - Reading 55, Sentence Skills 60 or equivalent*

## Project Management

**10196188.....3 credits**

Applies skills and tools necessary to design, implement, and evaluate formal projects. Each learner writes a project proposal, works with project teams, sequences project tasks, develops project budgets, identifies project resources, implements the project, charts project progress, deals with variations, evaluates the project, and uses various technology in these processes. Recommended Accuplacer scores - Reading 55, Sentence Skills 60, Arithmetic 34

## Speech

### **10801198 .....3 credits**

Explores the fundamentals of effective oral presentation to small and large groups. Topic selection, audience analysis, methods of organization, research, structuring evidence and support, delivery techniques, and other essential elements of speaking successfully, including the listening process, form the basis of this course. If a student earns below the minimum Accuplacer score in each category (Reading 80, Sentence Skills 85), he/she is eligible to take Oral Communication in lieu of Speech, provided the Accuplacer scores are minimum of Reading 55 and Sentence Skills 60, or the student has completed Intro to College Writing and/or Intro to College Reading with a "C" or better.

*Prerequisite: Minimum Accuplacer scores - Reading 80, Sentence Skills 85, or completion of Intro to College Writing and/or Intro to College Reading with a "C" or better or equivalent*

## Team Building & Problem Solving

### **10196189 .....3 credits**

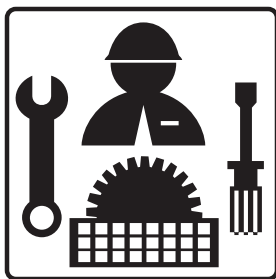
Applies skills and tools necessary to facilitate problem solving in a team environment. Each learner assumes the roles and responsibilities of team leadership in the stages of team development, uses a systematic problem-solving process, and employs consensus-building and conflict-management strategies. Recommended Accuplacer scores - Reading 55, Sentence Skills 60, Arithmetic 34

## Written Communication

### **10801195 .....3 credits**

Develops writing skills, which include prewriting, drafting, revising, and editing. A variety of writing assignments is designed to help the learner analyze audience and purpose, research and organize ideas, and format and design documents based on subject matter and content. Also develops critical reading and thinking skills through analysis of a variety of written documents.

*Prerequisite: Accuplacer Sentence Skills score of 85 or equivalent, or Intro to College Writing 10831103 with a grade of "C" or better. Proficiency in word processing skills recommended.*



# renewable energy technician

## Associate in Applied Science (AAS)

**Program Code: 10-482-3**

**Total Credits: 60**

The only program of its kind in the Wisconsin Technical College System, Mid-State's Renewable Energy Technician program prepares students to design an integrated portfolio of renewable and traditional energy-producing systems. Graduates develop a working knowledge of "green" building concepts and energy-efficient design principles as well as the foundation needed for an entry-level position in the heating, ventilation, and air conditioning (HVAC) fields. In this program you'll learn to perform site assessments and recommend appropriate renewable energy technologies, sell and market renewable energy technologies, and manage renewable energy installation projects. Mid-State's unique facilities, a variety of brands of equipment and software for training, experienced faculty, and off-campus design opportunities make this program one-of-a-kind.

**Salary information:** [mstc.edu/programsalaries](http://mstc.edu/programsalaries)

**Estimated tuition and fees:** [mstc.edu/programcosts](http://mstc.edu/programcosts)

### CHECKLIST:

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With: \_\_\_\_\_
- Official Transcripts  
Mid-State Technical College  
Attention CPL Coordinator  
500 32nd Street North  
Wisconsin Rapids, WI 54494
- Other: \_\_\_\_\_  
\_\_\_\_\_

### ACADEMIC ADVISORS

To schedule an appointment with your academic advisor, call 715.422.5300.

**Tanya Kollross, MS**

Marshfield Campus • [tanya.kollross@mstc.edu](mailto:tanya.kollross@mstc.edu)

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**mstc.edu**  
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**MID-STATE**  
TECHNICAL COLLEGE

**ADAMS COUNTY CENTER**  
401 North Main  
Adams, WI 53910

**MARSHFIELD CAMPUS**  
2600 West 5th Street  
Marshfield, WI 54449

**STEVENS POINT CAMPUS**  
1001 Centerpoint Drive  
Stevens Point, WI 54481

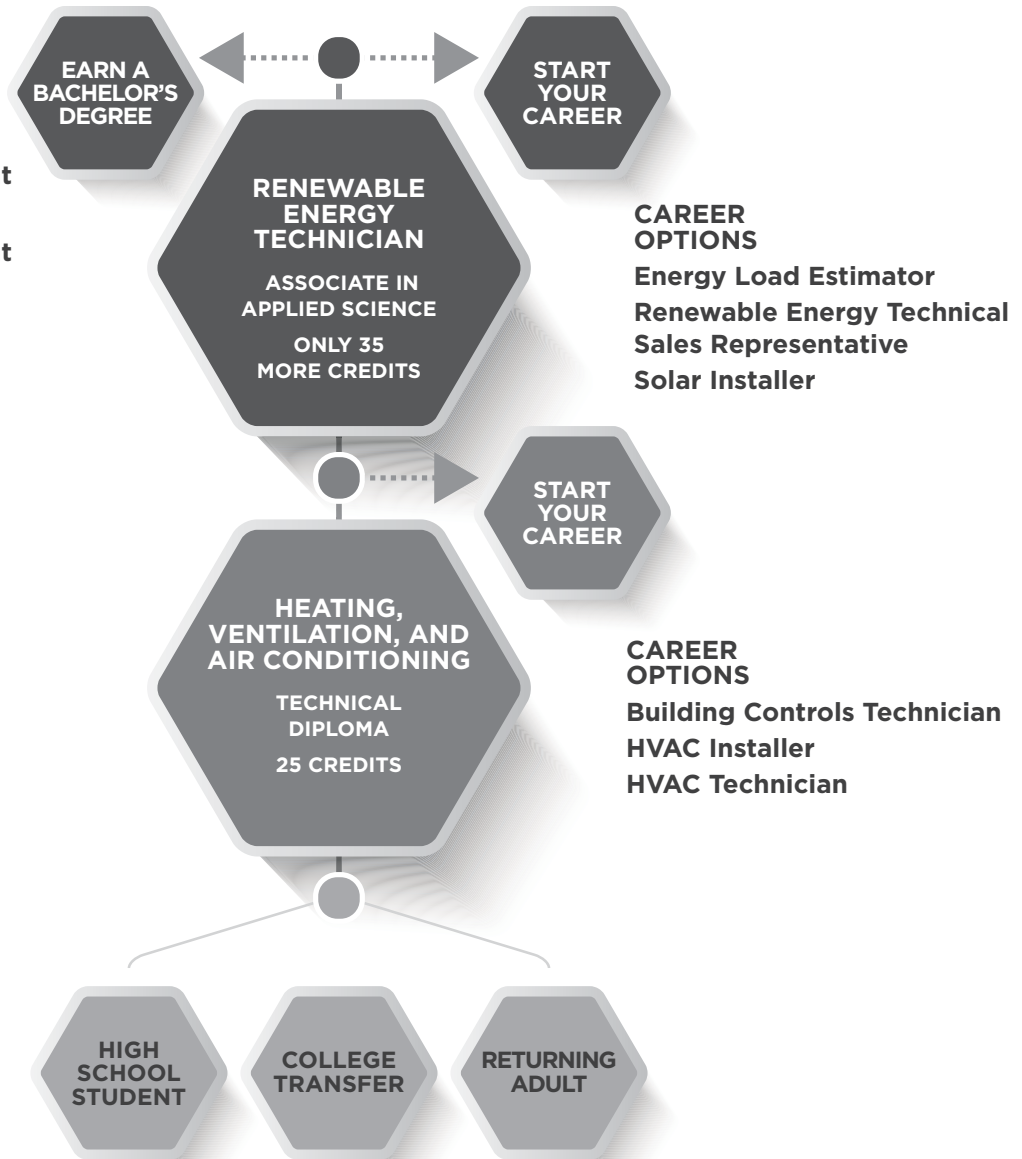
**WISCONSIN RAPIDS CAMPUS**  
500 32nd Street North  
Wisconsin Rapids, WI 54494

**BACHELOR'S DEGREE  
OPTIONS**

UW-River Falls  
BS Sustainable Management

UW-Stout  
BS Sustainable Management

For more information and  
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visit [mstc.edu/transfer](http://mstc.edu/transfer).



College Credit • Dual Credit • Military Experience • Work Experience  
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## SAMPLE FULL-TIME CURRICULUM OPTION

Term		16 credits
10442100	Intro to Welding	1
10476170	OSHA 30 for the Construction Trades	2
10480101	Renewable Energy Overview	2
10482107	Construction Fundamentals	2
10483121	Piping Applications	3
10601110	HVAC Heating Fundamentals	2
10601130	Blueprint Reading for Construction Trades	2
10601140	Electricity for the Construction Trades	2

Term		16 credits
10482140	Planning, Design, & Project Management 1	3
10483110	Sustainable Heating System Design & Installation	3
10483115	Energy Load Estimation and Modeling	3
10483130	Electrical Controls & Systems for Buildings	3
10601120	HVAC Air Conditioning Fundamentals	2
10601121	Intro to HVAC Installation	2

Term		14 credits
10481110	Building Science and Evaluation	2
10482110	Photovoltaic System Design & Installation 1	3
10801136	English Composition 1 <b>-or-</b>	
10801195	Written Communication	3
10801196	Oral/Interpersonal Communication <b>-or-</b>	
10801198	Speech	3
10804107	College Mathematics	3

Term		14 credits
10482111	Photovoltaic System Design & Installation 2	3
10482141	Planning, Design, & Project Management 2	3
10623106	Intro to AutoCAD	1
10623114	Intro to Inventor	1
10809166	Intro to Ethics: Theory & Application	3
10809188	Developmental Psychology <b>-or-</b>	
10809198	Intro to Psychology	3

**Total credits 60**

Please Note:

- This curriculum sequence is only for student planning. Actual student schedules will vary depending on course availability.
- Program completion time may vary based on student scheduling and course availability. For details, go to [mstc.edu/classfinder](http://mstc.edu/classfinder).

## SAMPLE PART-TIME CURRICULUM OPTION

Term		7 credits
10442100	Intro to Welding	1
10476170	OSHA 30 for the Construction Trades	2
10480101	Renewable Energy Overview	2
10601140	Electricity for the Construction Trades	2

Term		8 credits
10482140	Planning, Design, & Project Management 1	3
10483110	Sustainable Heating System Design & Installation	3
10601120	HVAC Air Conditioning Fundamentals	2

Term		7 credit
10482107	Construction Fundamentals	2
10483121	Piping Applications	3
10601110	HVAC Heating Fundamentals	2

Term		8 credits
10483115	Energy Load Estimation and Modeling	3
10483130	Electrical Controls & Systems for Buildings	3
10601121	Intro to HVAC Installation	2

Term		7 credits
10481110	Building Science and Evaluation	2
10601130	Blueprint Reading for Construction Trades	2
10804107	College Mathematics	3

Term		7 credits
10482141	Planning, Design, & Project Management 2	3
10623106	Intro to AutoCAD	1
10809166	Intro to Ethics: Theory & Application	3

Term		9 credits
10482110	Photovoltaic System Design & Installation 1	3
10801136	English Composition 1 <b>-or-</b>	
10801195	Written Communication	3
10801196	Oral/Interpersonal Communication <b>-or-</b>	
10801198	Speech	3

Term		7 credits
10482111	Photovoltaic System Design & Installation 2	3
10623114	Intro to Inventor	1
10809188	Developmental Psychology <b>-or-</b>	
10809198	Intro to Psychology	3

**Total credits 60**

## Blueprint Reading for Construction Trades

**10601130 .....2 credits**

Develops the ability to read blueprints for commercial and non-commercial structures. Emphasizes blueprints drawn by licensed architects, covering plumbing, electrical wiring, structural framing, millwork, interior and exterior details, and basic information.

## Building Science and Evaluation

**10481110 .....2 credits**

This course studies the interrelationship of a building, its occupants and the systems in the building. Topics include ventilation, moisture, renewable energy, sustainability, LEED design, and energy use in buildings. Students will learn the tools and techniques used in the analysis of building envelope integrity. Skills include blower door testing and how to use an infrared camera and other tools to detect insulation, air, and moisture problems in a building.

## College Mathematics

**10804107 .....3 credits**

Designed to review and develop fundamental concepts of mathematics pertinent to the areas of: 1) arithmetic and algebra; 2) geometry and trigonometry; and 3) probability and statistics. Special emphasis is placed on problem solving, critical thinking and logical reasoning, making connections, and using calculators. Topics include performing arithmetic operations and simplifying algebraic expressions, solving linear equations and inequalities in one variable, solving proportions and incorporating percent applications, manipulating formulas, solving and graphing systems of linear equations and inequalities in two variables, finding areas and volumes of geometric figures, applying similar and congruent triangles, converting measurements within and between US and metric systems, applying Pythagorean Theorem, solving right and oblique triangles, calculating probabilities, organizing data and interpreting charts, calculating central and spread measures, and summarizing and analyzing data.

*Prerequisite: Minimum Accuplacer scores - Arithmetic 65, Algebra 30; or Pre-Algebra 10834109 with a grade of "C" or better*

## Construction Fundamentals

**10482107 .....2 credits**

Studies the concepts associated with the theory, materials, and methods used in construction, including footings and foundations, walls, floors, roofs and roof materials, exterior finishes, interior walls, ceiling and floor finishes, insulation types, vapor and air infiltration, and sound protection. Students also become familiar with blueprint reading and examine all trades associated with construction, including, electrical, HVAC, and plumbing. Safe use of the appropriate tools for each trade is covered.

## Developmental Psychology

**10809188.....3 credits**

Studies human development throughout the lifespan and explores developmental theory and research with an emphasis on the interactive nature of the biological, cognitive, and psychosocial changes that affect the individual from conception to death. Application activities and critical thinking skills enable students to gain an increased knowledge and understanding of themselves and others. A student scoring between 55-80 on Accuplacer Reading Comprehension is recommended to co-enroll in the Introduction to College Reading course.

*Prerequisite: Minimum Accuplacer scores - Reading 55, Sentence Skills 60 or equivalent, or Intro to College Reading 10848104 with a grade of "C" or better and Intro to College Writing 10831103 with a grade of "C" or better*

## Electrical Controls & Systems for Buildings

**10483130.....3 credits**

Topics include an introduction to AC/DC electricity and the physical laws that apply to electronic circuits. Direct current (DC) covers basic definitions of voltage, current, and resistance and analysis of series and parallel resistive circuits. Alternating current (AC) includes an introduction to AC generation, capacitors, inductors, and transformers and their applications in electronic circuits. Additional topics include control circuits, symbols, diagrams, protection devices, relays, thermostats, single-phase motors, control components, and troubleshooting ACR system wiring diagrams.

*Corequisite: Electrical Circuits I 10605105 or Intro to Electronics 10605108 or Electricity for the Construction Trades 10601140*

## Electricity for the Construction Trades

**10601140.....2 credits**

This course is an introduction to electrical theory and application for those in the construction and building trades. Content includes AC and DC circuits, schematics, Ohms law, multimeter use and circuit troubleshooting. This course will also provide an introduction to the contents of the National Electric Code (NEC).

## Energy Load Estimation and Modeling

**10483115.....3 credits**

In this course students will develop the skills to do residential and light commercial energy load estimations. Students will calculate heating and cooling building loads and estimate energy consumption rates and quantities. The student will also estimate energy upgrades such as insulation, window improvements, etc. and calculating payback and fuel savings. The course covers a variety of computer programs available for analyzing buildings.

## English Composition 1

**10801136 .....3 credits**

Designed for learners to develop knowledge and skills in all aspects of the writing process. Planning, organizing, writing, editing, and revising are applied through a variety of activities. Students analyze audience and purpose, use elements of research, and format documents using standard guidelines. Individuals develop critical reading skills through analysis of various written documents.

*Prerequisite: Accuplacer Sentence Skills score of 85 or equivalent, or Intro to College Writing 10831103 with a grade of "C" or better. Proficiency in word processing skills recommended.*

# course descriptions

## **HVAC Air Conditioning Fundamentals**

**10601120 .....2 credits**

Topics include air conditioning principles and terms, physical principles of air movement, air filtering and humidity, and methods of conditioning air for comfort and health. Also covers the proper use of psychrometers, dry bulb thermometers, hygrometers, and reading and interpretation of psychrometric charts and scales as well as ASHRAE and BPI ventilation standards for residential units. (HVAC is a common industry reference to heating, ventilation, and air conditioning.)

## **HVAC Heating Fundamentals**

**10601110 .....2 credits**

Provides an introduction to how homes and buildings are heated. Topics include introduction to heat principles, temperature measurement, fuels and other sources of heat, combustion, basic heating systems, basic furnace design, boiler design and operation, venting of furnaces, chimney or exhaust gases, and system controls. (HVAC is a common industry reference to heating, ventilation, and air conditioning.)

## **Intro to AutoCAD**

**10623106 ..... 1 credit**

This introductory course in computer-aided drafting (CAD) using AutoCAD software provides foundation skills in using CAD software to create and print two-dimensional technical drawings. This course is available to students in any program. Computer skills and prior knowledge of drawing/drafting techniques is recommended.

## **Intro to Ethics: Theory & Application**

**10809166 .....3 credits**

Provides a basic understanding of the theoretical foundations of ethical thought. Diverse ethical perspectives are used to analyze and compare relevant issues. Students critically evaluate individual, social, and/or professional standards of behavior, and apply a systemic decision-making process to these situations. A student scoring between 55-80 on Accuplacer Reading Comprehension or 60-80 on Accuplacer Sentence Skills is recommended to co-enroll in the Introduction to College Reading course and/or Introduction to College Writing course, respectively.

*Prerequisite: Minimum Accuplacer Scores - Reading 55, Sentence Skills 60 or equivalent, or Intro to College Reading 10848104 with a grade of "C" or better and Intro to College Writing 10831103 with a grade of "C" or better*

## **Intro to HVAC Installation**

**10601121 .....2 credits**

Addresses residential and light commercial heating and cooling systems. Emphasizes the diversity of heating and cooling systems and how they operate. Students participate in the installation of a variety of HVAC systems and troubleshoot and service systems. (HVAC is a common industry reference to heating, ventilation, and air conditioning.)

## **Intro to Inventor**

**10623114 ..... 1 credit**

This course is an introduction to Inventor by AutoDesk. Students will learn how to create 3D models of basic objects, add dimensioning, and generate multiview projections.

*Corequisite: Intro to AutoCAD 10623106*

## **Intro to Psychology**

**10809198 .....3 credits**

This introductory course surveys the multiple aspects of human behavior. It involves a survey of the theoretical foundations of human functioning in such areas as learning, motivation, emotions, personality, deviance and pathology, physiological factors, and social influences. It directs the student to an insightful understanding of the complexities of human relationships in personal, social, and vocational settings. A student scoring between 55-80 on Accuplacer Reading Comprehension is recommended to co-enroll in the Introduction to College Reading course.

*Prerequisite: Minimum Accuplacer scores - Reading 55, Sentence Skills 60 or equivalent, or Intro to College Reading 10848104 with a grade of "C" or better and Intro to College Writing 10831103 with a grade of "C" or better*

## **Intro to Welding**

**10442100 ..... 1 credit**

Builds knowledge of general welding shop procedures and safety, arc welding principles and equipment setup, and metal fabrication equipment use. Students work with a lab instructor to begin developing skills with the gas metal arc welding (GMAW) and gas tungsten arc welding (GTAW) welding processes by completing simple welding and fabricating tasks in preparation for further exploration in welding and fabricating.

## **Oral/Interpersonal Communication**

**10801196 .....3 credits**

Focuses upon developing speaking, verbal, and non-verbal communication, and listening skills through individual presentations, group activities, and other projects. For a student scoring between 55-80 on their Accuplacer Reading Comprehension exam and 60-80 on the Sentence Skills exam, it is recommended to co-enroll in the Introduction to College Reading and/or Intro to College Writing courses.

*Prerequisite: Minimum Accuplacer scores - Reading 55, Sentence Skills 60 or equivalent*

## **OSHA 30 for the Construction Trades**

**10476170 .....2 credits**

The Occupational Safety and Health Administration (OSHA) 30 for the Construction Trades course teaches construction related workers about their rights, employer responsibilities and how to identify, abate, avoid and prevent job related hazards. Course outcomes align with the training outcomes recommended by OSHA. Upon successful completion, students will receive an OSHA 30 Card.



## **Photovoltaic System Design & Installation 1**

**10482110 .....3 credits**

Students learn the details involved in the mechanical and electrical integration of a photovoltaic (PV) system. Topics include system components, product specifications, product integration, racking system design capabilities and limits, system diagramming, configurations, safety, common design mistakes and solutions, and installation techniques. Involves students in the installation of a PV system.

## **Photovoltaic System Design & Installation 2**

**10482111 .....3 credits**

This course is a continuation of Photovoltaic System Design and Installation 1 and will include an indepth focus of the electrical integration of a PV system. Topics include: system design capabilities and limits, system diagramming, wiring configurations, safety, National Electrical Code, common design mistakes and solutions, wiring techniques and installation techniques. System maintenance principles and commissioning will also be covered. Prerequisite: Photovoltaic System Design and Installation 1 10482110

## **Piping Applications**

**10483121.....3 credits**

Presents the fundamentals of plumbing and piping installation practices. Laboratory activities provide students with basic pipe joining processes associated with the plumbing and HVAC industries.

## **Planning, Design, & Project Management 1**

**10482140 .....3 credits**

Students in this capstone course design an integrated portfolio of energy systems, incorporating renewable energy options into a conventional system. Each learner writes a project proposal, works with project teams, sequences project tasks, develops project budgets, and identifies project resources.

## **Planning, Design, & Project Management 2**

**10482141 .....3 credits**

A continuation of Planning, Design, & Project Management I. Students create a capstone project that incorporates traditional and renewable energy systems with an overall goal of peak energy efficiency and energy production.

*Prerequisite: Planning, Design, & Project Management 1 10482140*

## **Renewable Energy Overview**

**10480101.....2 credits**

Investigates the need for renewable energy systems and emerging careers in renewable energy. Students examine the basic design, function, cost, and other considerations associated with solar photovoltaic, solar thermal, wind, geothermal and biomass renewable energy systems. Students also explore energy efficiency and conservation methods.

## **Speech**

**10801198 .....3 credits**

Explores the fundamentals of effective oral presentation to small and large groups. Topic selection, audience analysis, methods of organization, research, structuring evidence and support, delivery techniques, and other essential elements of speaking successfully, including the listening process, form the basis of this course. If a student earns below the minimum Accuplacer score in each category (Reading 80, Sentence Skills 85), he/she is eligible to take Oral Communication in lieu of Speech, provided the Accuplacer scores are minimum of Reading 55 and Sentence Skills 60, or the student has completed Intro to College Writing and/or Intro to College Reading with a "C" or better.

*Prerequisite: Minimum Accuplacer scores - Reading 80, Sentence Skills 85, or completion of Intro to College Writing and/or Intro to College Reading with a "C" or better or equivalent*

## **Sustainable Heating System Design & Installation**

**10483110 .....3 credits**

Addresses solar thermal, geothermal, and biomass heating systems. Students participate in the installation and design of a solar hot water system. Topics include safety; system design and layout; component selection; mounting collectors; installing and insulating copper tubing; and installing a storage tank, heat exchanger, circulation pump, and other system components.

## **Written Communication**

**10801195 .....3 credits**

Develops writing skills, which include prewriting, drafting, revising, and editing. A variety of writing assignments is designed to help the learner analyze audience and purpose, research and organize ideas, and format and design documents based on subject matter and content. Also develops critical reading and thinking skills through analysis of a variety of written documents.

*Prerequisite: Accuplacer Sentence Skills score of 85 or equivalent, or Intro to College Writing 10831103 with a grade of "C" or better. Proficiency in word processing skills recommended.*



# respiratory therapist

## Associate in Applied Science (AAS) Program Code: 10-515-1 Total Credits: 69

The Respiratory Therapist program at Mid-State prepares students to employ scientific principles to identify, treat, and prevent acute or chronic dysfunction of the cardiopulmonary system. Successful graduates work under medical direction in a variety of care settings. Students study airway management and life support, airway clearance therapies, pulmonary rehabilitation, medication administration, and the use of therapeutic medical gasses. The program combines classroom instruction and clinical experience with actual patients and equipment at local hospitals and agencies. Travel is required.

**Salary information:** [mstc.edu/programsalaries](http://mstc.edu/programsalaries)

**Estimated tuition and fees:** [mstc.edu/programcosts](http://mstc.edu/programcosts)

### ACADEMIC ADVISORS

To schedule an appointment with your academic advisor, call 715.422.5300.

#### Shawn Zee, MS

Marshfield Campus • [shawn.zee@mstc.edu](mailto:shawn.zee@mstc.edu)

#### Alex Lendved, MS

Stevens Point Campus • [alex.lendved@mstc.edu](mailto:alex.lendved@mstc.edu)

#### Stephanie Bender, MAC

Wisconsin Rapids Campus • [stephanie.bender@mstc.edu](mailto:stephanie.bender@mstc.edu)

### CHECKLIST:

This section will be completed when meeting with your academic advisor.

- FAFSA ([www.fafsa.gov](http://www.fafsa.gov))
- Financial Aid Form(s)  
Form(s): \_\_\_\_\_
- Follow-Up Appointment:  
Where: \_\_\_\_\_  
When: \_\_\_\_\_  
With: \_\_\_\_\_
- Official Transcripts  
Mid-State Technical College  
Attention CPL Coordinator  
500 32nd Street North  
Wisconsin Rapids, WI 54494
- Criminal Background Statement of Understanding and Release of Information Form
- Other: \_\_\_\_\_  
\_\_\_\_\_

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**MID-STATE**  
TECHNICAL COLLEGE

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Adams, WI 53910

**MARSHFIELD CAMPUS**  
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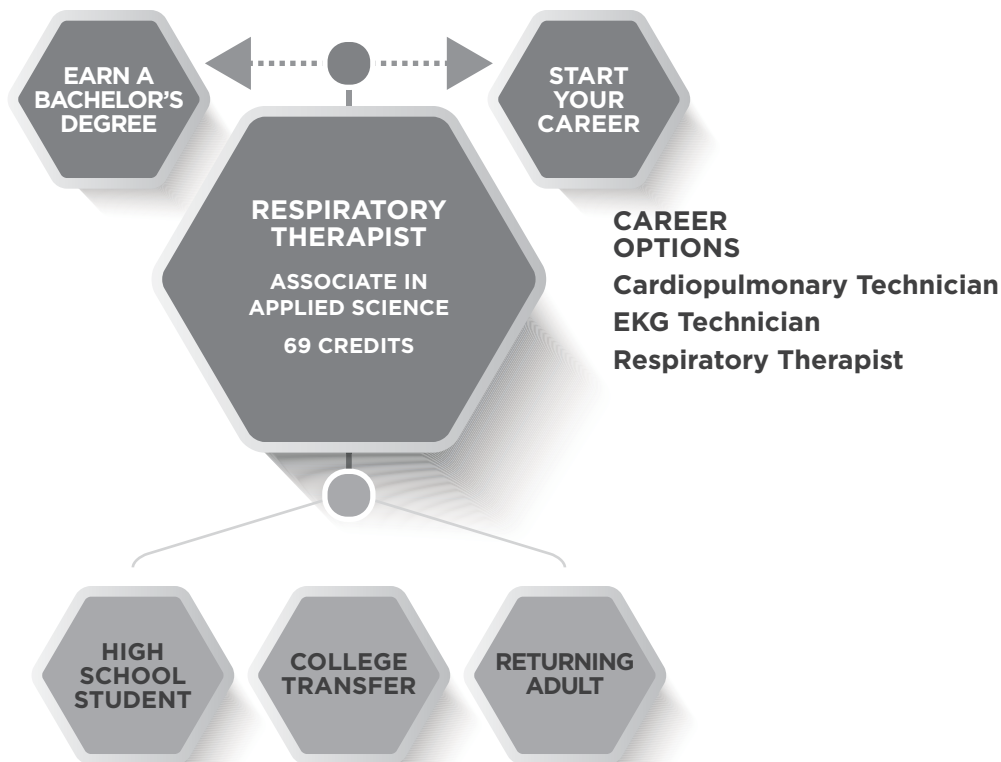
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## BACHELOR'S DEGREE OPTIONS

Cardinal Stritch University  
BS Respiratory  
Therapist Completion

UW-Stevens Point  
BS Health Science-Health  
Care Administration

For more information and  
additional opportunities,  
visit [mstc.edu/transfer](http://mstc.edu/transfer).



College Credit • Dual Credit • Military Experience • Work Experience  
Learn about Credit for Prior Learning at [mstc.edu/cpl](http://mstc.edu/cpl).

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## OTHER OPTIONS

### RELATED PROGRAMS

- Central Service Technician
- Health Information Management
- Health & Wellness Promotion
- Medical Assistant
- Medical Coder
- Nursing
- Nursing Assistant
- Pharmacy Technician
- Pharmacy Services Management
- Phlebotomy Technician
- Surgical Technologist





## SAMPLE FULL-TIME CURRICULUM OPTION

Term		16 credits
10501101	Medical Terminology	3
10515111	Respiratory Survey	3
10515171	Respiratory Therapeutics 1	3
10801136	English Composition 1 <b>-or-</b>	
10801195	Written Communication	3
10806177	General Anatomy & Physiology	4
Term		16 credits
10515172	Respiratory Therapeutics 2	3
10515173	Respiratory Pharmacology	3
10515174	Respiratory/Cardiac Physiology	3
10806197	Microbiology	4
10809166	Intro to Ethics: Theory & Application	3
Term		5 credits
10515175	Respiratory Clinical 1	2
10801196	Oral/Interpersonal Communication <b>-or-</b>	
10801198	Speech	3
Term		17 credits
10515112	Respiratory Airway Management	2
10515113	Respiratory Life Support	3
10515176	Respiratory Disease	3
10515178	Respiratory Clinical 2	3
10515179	Respiratory Clinical 3	3
10809122	Intro to American Government <b>-or-</b>	
10809172	Introduction to Diversity Studies <b>-or-</b>	
10809196	Intro to Sociology	3
Term		15 credits
10515101	Respiratory Therapist Test Prep	1
10515180	Respiratory Neo/Peds Care	2
10515181	Respiratory/Cardio Diagnostics	3
10515182	Respiratory Clinical 4	3
10515183	Respiratory Clinical 5	3
10809188	Developmental Psychology <b>-or-</b>	
10809198	Intro to Psychology	3
<b>Total Credits</b>		<b>69</b>

Please Note:

- This curriculum sequence is only for student planning. Actual student schedules will vary depending on course availability.
- Program completion time may vary based on student scheduling and course availability. For details, go to [mstc.edu/classfinder](http://mstc.edu/classfinder).

## SAMPLE PART-TIME CURRICULUM OPTION

Term		6 credits
10501101	Medical Terminology	3
10801136	English Composition 1 <b>-or-</b>	
10801195	Written Communication	3
Term		7 credits
10806177	General Anatomy & Physiology	4
10809122	Intro to American Government <b>-or-</b>	
10809172	Introduction to Diversity Studies <b>-or-</b>	
10809196	Intro to Sociology	3
Term		7 credits
10806197	Microbiology	4
10809188	Developmental Psychology <b>-or-</b>	
10809198	Intro to Psychology	3
Term		6 credits
10801196	Oral/Interpersonal Communication <b>-or-</b>	
10801198	Speech	3
10809166	Intro to Ethics: Theory & Application	3
Term		6 credits
10515111	Respiratory Survey	3
10515171	Respiratory Therapeutics 1	3
Term		9 credits
10515172	Respiratory Therapeutics 2	3
10515173	Respiratory Pharmacology	3
10515174	Respiratory/Cardiac Physiology	3
Term		2 credits
10515175	Respiratory Clinical 1	2
Term		14 credits
10515112	Respiratory Airway Management	2
10515113	Respiratory Life Support	3
10515176	Respiratory Disease	3
10515178	Respiratory Clinical 2	3
10515179	Respiratory Clinical 3	3
Term		12 credits
10515101	Respiratory Therapist Test Prep	1
10515180	Respiratory Neo/Peds Care	2
10515181	Respiratory/Cardio Diagnostics	3
10515182	Respiratory Clinical 4	3
10515183	Respiratory Clinical 5	3
<b>Total credits</b>		<b>69</b>

## Developmental Psychology

**10809188.....3 credits**

Studies human development throughout the lifespan and explores developmental theory and research with an emphasis on the interactive nature of the biological, cognitive, and psychosocial changes that affect the individual from conception to death. Application activities and critical thinking skills enable students to gain an increased knowledge and understanding of themselves and others. A student scoring between 55-80 on Accuplacer Reading Comprehension is recommended to co-enroll in the Introduction to College Reading course.

*Prerequisite: Minimum Accuplacer scores - Reading 55, Sentence Skills 60 or equivalent, or Intro to College Reading 10848104 with a grade of "C" or better and Intro to College Writing 10831103 with a grade of "C" or better*

## English Composition 1

**10801136 .....3 credits**

Designed for learners to develop knowledge and skills in all aspects of the writing process. Planning, organizing, writing, editing, and revising are applied through a variety of activities. Students analyze audience and purpose, use elements of research, and format documents using standard guidelines. Individuals develop critical reading skills through analysis of various written documents.

*Prerequisite: Accuplacer Sentence Skills score of 85 or equivalent, or Intro to College Writing 10831103 with a grade of "C" or better. Proficiency in word processing skills recommended.*

## General Anatomy & Physiology

**10806177..... 4 credits**

Examines basic concepts of human anatomy and physiology as they relate to health sciences. Using a body systems approach, the course emphasizes the interrelationships between structure and function at the gross and microscopic levels of organization of the entire human body. It is intended to prepare health care professionals who need to apply basic concepts of whole body anatomy and physiology to informed decision making and professional communication with colleagues and patients.

*Prerequisite: Minimum Accuplacer score for Reading is 55 (Students scoring between 55-80 are encouraged to enroll in Introduction to College Reading) and one semester of college-level biology or chemistry with a "C" or better, or Human Body in Health & Disease 10509102 with a "C" or better, or Emergency Medical Technician-Basic 10531168 with a "C" or better*

## Intro to American Government

**10809122.....3 credits**

Introduces American political processes and institutions. Focuses on rights and responsibilities of citizens and the process of participatory democracy. Learners examine the complexity of the separation of powers and checks and balances. Explores the role of the media, interest groups, political parties, and public opinion in the political process. Also explores the role of state and national government in our federal system. A student scoring between 55-80 on their Accuplacer Reading Comprehension, or 60-80 on Accuplacer Sentence Skills is recommended to co-enroll in the Introduction to College Reading course and/or Introduction to College Writing course, respectively.

*Prerequisite: Minimum Accuplacer scores - Reading 55, Sentence Skills 60 or equivalent, or Intro to College Reading 10848104 with a grade of C or better and Intro to College Writing 10831103 with a grade of C or better*

## Intro to Ethics: Theory & Application

**10809166 .....3 credits**

Provides a basic understanding of the theoretical foundations of ethical thought. Diverse ethical perspectives are used to analyze and compare relevant issues. Students critically evaluate individual, social, and/or professional standards of behavior, and apply a systemic decision-making process to these situations. A student scoring between 55-80 on Accuplacer Reading Comprehension or 60-80 on Accuplacer Sentence Skills is recommended to co-enroll in the Introduction to College Reading course and/or Introduction to College Writing course, respectively.

*Prerequisite: Minimum Accuplacer Scores - Reading 55, Sentence Skills 60 or equivalent, or Intro to College Reading 10848104 with a grade of "C" or better and Intro to College Writing 10831103 with a grade of "C" or better*

## Intro to Psychology

**10809198 .....3 credits**

This introductory course surveys the multiple aspects of human behavior. It involves a survey of the theoretical foundations of human functioning in such areas as learning, motivation, emotions, personality, deviance and pathology, physiological factors, and social influences. It directs the student to an insightful understanding of the complexities of human relationships in personal, social, and vocational settings. A student scoring between 55-80 on Accuplacer Reading Comprehension is recommended to co-enroll in the Introduction to College Reading course.

*Prerequisite: Minimum Accuplacer scores - Reading 55, Sentence Skills 60 or equivalent, or Intro to College Reading 10848104 with a grade of "C" or better and Intro to College Writing 10831103 with a grade of "C" or better*

## Intro to Sociology

**10809196 .....3 credits**

Introduces students to the basic concepts of sociology: culture, socialization, social stratification, multi-culturalism, and the five institutions of family, politics, economics, religion, and education. Other topics include demography, deviance, technology, environment, social issues, social change, and social organization. A student scoring between 55-80 on Accuplacer Reading Comprehension or 60-80 on Accuplacer Sentence Skills is recommended to co-enroll in Introduction to College Reading and/or Introduction to College Writing, respectively.

*Prerequisite: Minimum Accuplacer scores - Reading 55, Sentence Skills 60 or equivalent, or Intro to College Reading 10848104 with a grade of "C" or better and Intro to College Writing 10831103 with a grade of "C" or better*

## Introduction to Diversity Studies

**10809172.....3 credits**

Introduces learners to the study of diversity from a local to a global environment using a holistic, interdisciplinary approach. Encourages self-exploration and prepares the learner to work in a diverse environment. In addition to an analysis of majority/minority relations in a multicultural context, the primary topics of race, ethnicity, age, gender, class, sexual orientation, disability, and religion are explored. A student scoring between 55-80 on Accuplacer Reading Comprehension or 60-80 on Accuplacer Sentence Skills is recommended to co-enroll in the Introduction to College Reading course and/or Introduction to College Writing course, respectively.

*Prerequisite: Minimum Accuplacer scores - Reading 55, Sentence Skills 60 or equivalent, or Intro to College Reading 10848104 with a grade of "C" or better and Intro to College Writing 10831103 with a grade of "C" or better*

## Medical Terminology

**10501101.....3 credits**

Focuses on the component parts of medical terms: prefixes, suffixes, and word roots. Students practice formation, analysis, and reconstruction of terms. Emphasizes spelling, definition, and pronunciation. Introduces operative, diagnostic, therapeutic, and symptomatic terminology of all body systems as well as systemic and surgical terminology.

## Microbiology

**10806197..... 4 credits**

Examines microbial structure, metabolism, genetics, growth, and the relationship between humans and microorganisms. Disease production, epidemiology, host defense mechanisms, and the medical impact of microbes in the environment, industry, and biotechnology are also addressed.

*Prerequisite: General Anatomy & Physiology 10806177, or General Biology 10806114, or Plant Biology 10806184 with a grade of "C" or better*

## Oral/Interpersonal Communication

**10801196 .....3 credits**

Focuses upon developing speaking, verbal, and non-verbal communication, and listening skills through individual presentations, group activities, and other projects. For a student scoring between 55-80 on their Accuplacer Reading Comprehension exam and 60-80 on the Sentence Skills exam, it is recommended to co-enroll in the Introduction to College Reading and/or Intro to College Writing courses.

*Prerequisite: Minimum Accuplacer scores - Reading 55, Sentence Skills 60 or equivalent*

## Respiratory Airway Management

**10515112 .....2 credits**

Provides a comprehensive exploration of airway management concepts and skills. Emphasis is placed on promotion of evidence-based practice using established clinical practice guidelines and published research for its relevance to patient care.

*Prerequisite: Respiratory Clinical 1 10515175*

## Respiratory Clinical 1

**10515175.....2 credits**

Introduces Respiratory Therapy practice in the hospital setting. Includes the development of skills such as basic therapeutics, patient assessment, medical record review, safety practices, patient interaction, and communication. Emphasis is placed on promotion of evidence-based practice using established clinical practice guidelines and published research for its relevance to patient care. This course includes the complete program competency list. At the completion of this clinical learners must demonstrate competence in a minimum of 5 (required and/or simulated) competencies. The instructor may identify specific competencies to be addressed during this clinical.

*Prerequisites: Respiratory Survey 10515111, Respiratory Therapeutics 1 10515171, Respiratory Therapeutics 2 10515172, Respiratory Pharmacology 10515173, Respiratory/Cardiac Physiology 10515174, and Microbiology 10806197*

## Respiratory Clinical 2

**10515178.....3 credits**

Continued development of Respiratory Therapy clinical skills including respiratory therapeutics. Focuses on monitoring, analyzing and interpreting data to make appropriate modifications in patient care. Emphasis is placed on promotion of evidence-based practice using established clinical practice guidelines and published research for its relevance to patient care. This course includes the complete program competency list. At the completion of this clinical learners must demonstrate competence in a minimum of 12 (required and/or simulated) competencies (cumulative through all clinical courses). The instructor may identify specific competencies to be addressed during this clinical.

*Prerequisite: Respiratory Clinical 1 10515175*



## Respiratory Clinical 3

**10515179.....3 credits**

Continued development of Respiratory Therapy clinical skills including respiratory therapeutics. Focuses on monitoring, analyzing and interpreting data to make appropriate modifications in patient care. Emphasis is placed on promotion of evidence-based practice using established clinical practice guidelines and published research for its relevance to patient care. This course includes the complete program competency list. At the completion of this clinical learners must demonstrate competence in a minimum of 19 (required and/or simulated) competencies (cumulative through all clinical courses). The instructor may identify specific competencies to be addressed during this clinical.  
*Corequisite: Respiratory Clinical 2 10515178*

## Respiratory Clinical 4

**10515182.....3 credits**

Continued development of Respiratory Therapy clinical skills including respiratory therapeutics. Focuses on monitoring, analyzing and interpreting data to make appropriate modifications in patient care. Emphasis is placed on promotion of evidence-based practice using established clinical practice guidelines and published research for its relevance to patient care. This course includes the complete program competency list. At the completion of this clinical learners must demonstrate competence in a minimum of 26 (required and/or simulated) competencies (cumulative through all clinical courses). The instructor may identify specific competencies to be addressed during this clinical.  
*Prerequisites: Respiratory Clinical 3 10515179, Respiratory Life Support 10515113*

## Respiratory Clinical 5

**10515183.....3 credits**

Focuses on the completion of respiratory therapy competencies and transition to employment. Emphasis is placed on promotion of evidence-based practice using established clinical practice guidelines and published research for its relevance to patient care. This course includes the complete program competency list. At the completion of this clinical learners must demonstrate competence in all of the required and required/simulated) competencies. The instructor may identify specific competencies to be addressed during this clinical.  
*Corequisite: Respiratory Clinical 4 10515182*

## Respiratory Disease

**10515176.....3 credits**

Exploration of signs, symptoms, causes, progression, and treatment of diseases or disorders of the body that affect the respiratory cardiopulmonary system. Emphasis is placed on promotion of evidence-based practice using established clinical practice guidelines and published research for its relevance to patient care.  
*Prerequisites: Respiratory Survey 10515111, General Anatomy & Physiology 10806177, and Microbiology 10806197*

## Respiratory Life Support

**10515113.....3 credits**

Focuses on management of adult ventilatory support. Emphasis is placed on promotion of evidence-based practice using established clinical practice guidelines and published research for its relevance to patient care.  
*Prerequisites: Respiratory Therapeutics 2 10515172 and Respiratory Clinical 1 10515175; Corequisite: Respiratory Airway Management 10515112*

## Respiratory Neo/Peds Care

**10515180 .....2 credits**

Provides a comprehensive orientation to the field of neonatal and pediatric respiratory care to include fetal development, birth, neonatal physiology, pulmonary dynamics, abnormal cardiopulmonary conditions, diseases, noninvasive and invasive therapeutic interventions. Emphasis is placed on promotion of evidence-based practice using established clinical practice guidelines and published research for its relevance to patient care.  
*Prerequisite: Respiratory Life Support 10515113 and Respiratory Clinical 3 10515179*

## Respiratory Pharmacology

**10515173.....3 credits**

Examines basic pharmacology principles, drug dosage, and calculations. Medications for inhalation including mucolytics, bronchodilators, and anti-inflammatories. Also includes cardiac drugs, anesthetic drugs, neuromuscular blockers, and antimicrobials. Emphasis is placed on promotion of evidence-based practice using established clinical practice guidelines and published research for its relevance to patient care.  
*Prerequisites: Respiratory Survey 10515111, Respiratory Therapeutics 1 10515171, and General Anatomy & Physiology 10806177*

## Respiratory Survey

**10515111 .....3 credits**

Examines the role of the Respiratory Therapist within the healthcare community. Reviews the ethical, legal, and regulatory principles that guide practice across diverse populations. Introductory patient assessment and critical thinking processes used in the development of respiratory care plans are explored. Emphasis is placed on promotion of evidence-based practice using established clinical practice guidelines and published research for its relevance to patient care.  
*Prerequisite: Admission to Respiratory Therapy 105151 program; Corequisites: Medical Terminology 10501101 and General Anatomy & Physiology 10806177*

## Respiratory Therapeutics 1

**10515171 .....3 credits**

Introduces the topics of medical gas administration and humidity and aerosol therapy. The learner will apply physics, math and patient assessment concepts to oxygen, aerosol and humidity therapy. Emphasis is placed on promotion of evidence-based practice using established clinical practice guidelines and published research for its relevance to patient care.  
*Corequisites: Respiratory Survey 10515111, Medical Terminology 10501101, and General Anatomy & Physiology 10806177*

## Respiratory Therapeutics 2

**10515172 .....3 credits**

Introduces therapeutic procedures including arterial puncture, bronchial hygiene, lung expansion therapy, and pulmonary rehabilitation. Emphasis is placed on promotion of evidence-based practice using established clinical practice guidelines and published research for its relevance to patient care.

*Prerequisites: Respiratory Therapeutics 1 10515171, Respiratory Survey 10515111, and General Anatomy & Physiology 10806177*

## Respiratory Therapist Test Prep

**10515101 ..... 1 credit**

Explores strategies for preparing for respiratory therapist professional examinations including study skills, test-preparation skills, and test-taking skills. Includes a basic review of content related to the examinations.

*Corequisite: Respiratory Clinical 4 10515182*

## Respiratory/Cardiac Physiology

**10515174 .....3 credits**

Provides the student with an in-depth knowledge of the structure and function of the respiratory and circulatory systems necessary to function as a competent Respiratory Therapist. Emphasis is placed on promotion of evidence-based practice using established clinical practice guidelines and published research for its relevance to patient care.

*Prerequisites: General Anatomy & Physiology 10806177; Respiratory Survey 10515111; and Respiratory Therapeutics 1 10515171*

## Respiratory/Cardio Diagnostics

**10515181 .....3 credits**

Advanced invasive and noninvasive diagnostic cardiopulmonary procedures including pulmonary function, hemodynamics and rescue medicine. Emphasis is placed on promotion of evidence-based practice using established clinical practice guidelines and published research for its relevance to patient care.

*Prerequisite: Respiratory Clinical 3 10515179*

## Speech

**10801198 .....3 credits**

Explores the fundamentals of effective oral presentation to small and large groups. Topic selection, audience analysis, methods of organization, research, structuring evidence and support, delivery techniques, and other essential elements of speaking successfully, including the listening process, form the basis of this course. If a student earns below the minimum Accuplacer score in each category (Reading 80, Sentence Skills 85), he/she is eligible to take Oral Communication in lieu of Speech, provided the Accuplacer scores are minimum of Reading 55 and Sentence Skills 60, or the student has completed Intro to College Writing and/or Intro to College Reading with a "C" or better.

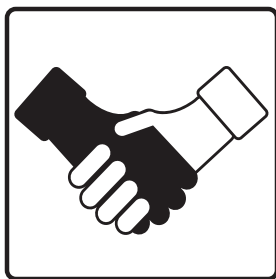
*Prerequisite: Minimum Accuplacer scores - Reading 80, Sentence Skills 85, or completion of Intro to College Writing and/or Intro to College Reading with a "C" or better or equivalent*

## Written Communication

**10801195 .....3 credits**

Develops writing skills, which include prewriting, drafting, revising, and editing. A variety of writing assignments is designed to help the learner analyze audience and purpose, research and organize ideas, and format and design documents based on subject matter and content. Also develops critical reading and thinking skills through analysis of a variety of written documents.

*Prerequisite: Accuplacer Sentence Skills score of 85 or equivalent, or Intro to College Writing 10831103 with a grade of "C" or better. Proficiency in word processing skills recommended.*



# sales specialist

## Technical Diploma Program Code: 30-104-7 Total Credits: 17

The Sales Specialist program prepares students for success through a curriculum that provides fundamental knowledge of marketing and sales. Students develop communication skills, problem-solving abilities, and a professional polish, while learning how to sell goods and services using a consultative approach—abilities that are highly valued by organizations seeking to employ sales professionals. Mid-State's Sales Specialist program prepares individuals through hands-on sales practice and salesperson/client role-play activities. Includes a focus on digital sales communication in the social media realm, preparing you to communicate effectively with clients, prepare and deliver sales-related presentations, and recommend the most appropriate solutions for your client.

**Salary information:** [mstc.edu/programsalaries](http://mstc.edu/programsalaries)

**Estimated tuition and fees:** [mstc.edu/programcosts](http://mstc.edu/programcosts)

### CHECKLIST:

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- Financial Aid Form(s)  
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- Follow-Up Appointment:  
Where: \_\_\_\_\_  
When: \_\_\_\_\_  
With: \_\_\_\_\_
- Official Transcripts  
Mid-State Technical College  
Attention CPL Coordinator  
500 32nd Street North  
Wisconsin Rapids, WI 54494
- Other: \_\_\_\_\_  
\_\_\_\_\_

### ACADEMIC ADVISORS

To schedule an appointment with your academic advisor, call 715.422.5300.

**Tanya Kollross, MS**

Marshfield Campus • [tanya.kollross@mstc.edu](mailto:tanya.kollross@mstc.edu)

**Juan Veloz, MBA**

Stevens Point Campus • [juan.veloz@mstc.edu](mailto:juan.veloz@mstc.edu)

**Diane Andres, MS**

Wisconsin Rapids Campus • [diane.andres@mstc.edu](mailto:diane.andres@mstc.edu)

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Marshfield, WI 54449

**STEVENS POINT CAMPUS**  
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Stevens Point, WI 54481

**WISCONSIN RAPIDS CAMPUS**  
500 32nd Street North  
Wisconsin Rapids, WI 54494

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Lakeland University  
BA Marketing

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ASSOCIATE IN APPLIED SCIENCE  
63-65 CREDITS

**CAREER OPTIONS**

Account Representative  
Advertising and Promotions Manager  
Marketing Coordinator

START YOUR CAREER

START YOUR CAREER

**CAREER OPTIONS**  
Digital Marketing Coordinator  
Marketing Assistant  
Social Media Specialist

**CAREER OPTIONS**  
Customer Service Representative  
Field Sales Representative  
Sales Merchandiser

**DIGITAL MARKETING PROMOTIONS**  
TECHNICAL DIPLOMA  
14 CREDITS

**SALES SPECIALIST**  
TECHNICAL DIPLOMA  
17 CREDITS

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# course descriptions

## English Composition 1

**10801136 .....3 credits**

Designed for learners to develop knowledge and skills in all aspects of the writing process. Planning, organizing, writing, editing, and revising are applied through a variety of activities. Students analyze audience and purpose, use elements of research, and format documents using standard guidelines. Individuals develop critical reading skills through analysis of various written documents.

*Prerequisite: Accuplacer Sentence Skills score of 85 or equivalent, or Intro to College Writing 10831103 with a grade of "C" or better. Proficiency in word processing skills recommended.*

## Marketing Communications

**10104110 .....2 credits**

This course prepares the learner for the management of public relations messaging to include writing press releases and conducting interpersonal communications with members of the media and other stakeholders. Additionally, learners will be instructed on the strategy, process, and tactics for creating and revising content for web sites and mobile apps. Finally, techniques for the creation and delivery of professional, customer-focused presentations of marketing materials and data will be addressed.

*Corequisite: Marketing Principles 10104102*

## Marketing Principles

**10104102 .....3 credits**

Students study the practices and methods of manufacturers and distributors in the marketing of goods and services. Also emphasized are product planning, pricing strategies, distribution systems, channel activities, and the role of government as well as other factors influencing marketing today. Recommended Accuplacer scores - Reading 55, Sentence Skills 60, Arithmetic 34

## Oral/Interpersonal Communication

**10801196 .....3 credits**

Focuses upon developing speaking, verbal, and non-verbal communication, and listening skills through individual presentations, group activities, and other projects. For a student scoring between 55-80 on their Accuplacer Reading Comprehension exam and 60-80 on the Sentence Skills exam, it is recommended to co-enroll in the Introduction to College Reading and/or Intro to College Writing courses.

*Prerequisite: Minimum Accuplacer scores - Reading 55, Sentence Skills 60 or equivalent*

## Professional Selling

**10104105 .....3 credits**

Students develop the kind of sales techniques that encourage customers to believe in the integrity of the salesperson and the product. Subjects include handling customers' tangible and intangible needs, attitude conversion, sales strategies for a variety of conditions, and the changing form of selling techniques. Focuses on the need for a sales personality and the importance of psychology and creativity in selling.

## Social Media Marketing

**10104107 .....3 credits**

Addresses how social media has transformed marketing communications from traditional mass media to individualized marketing. Using social media tools such as Facebook, YouTube, Twitter, LinkedIn, and more, this class explores the different methodologies for social media marketing. Topics include creating social media, integrating social media as part of a marketing campaign, the concept of viral marketing, ethical and potential legal concerns that have arisen over these forms of communication, and how organizations and individuals have successfully applied social media marketing. Recommended Accuplacer scores - Reading 55, Sentence Skills 60, Arithmetic 34

## Speech

**10801198 .....3 credits**

Explores the fundamentals of effective oral presentation to small and large groups. Topic selection, audience analysis, methods of organization, research, structuring evidence and support, delivery techniques, and other essential elements of speaking successfully, including the listening process, form the basis of this course. If a student earns below the minimum Accuplacer score in each category (Reading 80, Sentence Skills 85), he/she is eligible to take Oral Communication in lieu of Speech, provided the Accuplacer scores are minimum of Reading 55 and Sentence Skills 60, or the student has completed Intro to College Writing and/or Intro to College Reading with a "C" or better.

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**10801195 .....3 credits**

Develops writing skills, which include prewriting, drafting, revising, and editing. A variety of writing assignments is designed to help the learner analyze audience and purpose, research and organize ideas, and format and design documents based on subject matter and content. Also develops critical reading and thinking skills through analysis of a variety of written documents.

*Prerequisite: Accuplacer Sentence Skills score of 85 or equivalent, or Intro to College Writing 10831103 with a grade of "C" or better. Proficiency in word processing skills recommended.*



# stainless steel welding

## Technical Diploma

**Program Code: 30-442-7**

**Total Credits: 6**

Mid-State's Stainless Steel Welding program prepares students for entry-level employment as a stainless steel welder in production, construction, manufacturing, and servicing industries. Experienced instructors will teach you basic TIG (tungsten inert gas) welding of stainless steel as well as fabrication, blueprint reading, and more. Instruction will combine lecture with hands-on practice, giving you the confidence you need to start your career in this rewarding field.

**Salary information:** [mstc.edu/programsalaries](http://mstc.edu/programsalaries)

**Estimated tuition and fees:** [mstc.edu/programcosts](http://mstc.edu/programcosts)

### ACADEMIC ADVISORS

To schedule an appointment with your academic advisor, call 715.422.5300.

**Tanya Kollross, MS**

Marshfield Campus • [tanya.kollross@mstc.edu](mailto:tanya.kollross@mstc.edu)

**Yer Lee, MS**

Stevens Point Campus • [yer.lee@mstc.edu](mailto:yer.lee@mstc.edu)

**Kay Grundhoffer, MS**

Wisconsin Rapids Campus • [kay.grundhoffer@mstc.edu](mailto:kay.grundhoffer@mstc.edu)

### CHECKLIST:

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Form(s): \_\_\_\_\_
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With: \_\_\_\_\_
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Mid-State Technical College  
Attention CPL Coordinator  
500 32nd Street North  
Wisconsin Rapids, WI 54494
- Other: \_\_\_\_\_  
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Marshfield, WI 54449

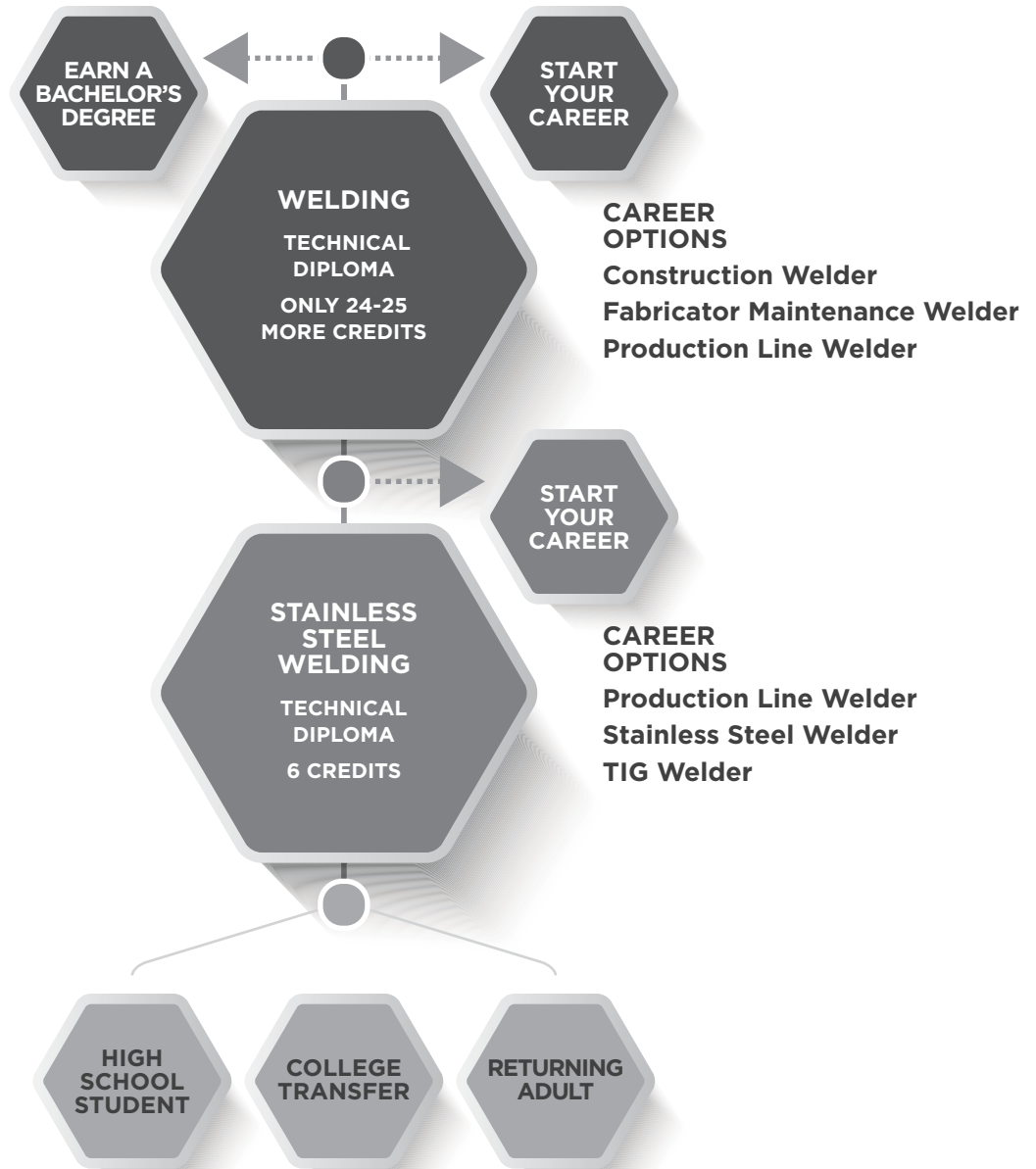
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500 32nd Street North  
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## OTHER OPTIONS

### RELATED PROGRAMS

- Industrial Mechanical Technician
- Machine Tool Technician



## SAMPLE FULL-TIME CURRICULUM OPTION

Term		6 credits
10442101	Basic GTAW (TIG)	2
10442102	Intermediate GTAW (TIG)	2
10442103	Advanced GTAW (TIG)	2
<b>Total credits</b>		<b>6</b>

Please Note:

- This curriculum sequence is only for student planning. Actual student schedules will vary depending on course availability.
- Program completion time may vary based on student scheduling and course availability. For details, go to [mstc.edu/classfinder](http://mstc.edu/classfinder).

## course descriptions

### Basic GTAW (TIG)

**10442101 .....2 credits**

An introduction to the gas tungsten arc welding (GTAW) process commonly known as TIG, including the necessary safety and care of equipment and supplies. The student develops skills with the common production welding joints and materials.

### Intermediate GTAW (TIG)

**10442102 .....2 credits**

In this course students weld in the horizontal and vertical positions on stainless steel and aluminum. Pulsed current is applied to stainless steel weldments. Complete penetration groove welds in stainless steel are practiced and evaluated.  
*Corequisite: Basic GTAW (TIG) 10442101*

### Advanced GTAW (TIG)

**10442103 .....2 credits**

Students learn complete penetration stainless steel pipe welds in the 5G and 6G positions.  
*Corequisite: Intermediate GTAW (TIG) 10442102*



# surgical technologist

## Technical Diploma Program Code: 31-512-1 Total Credits: 37-39

The Surgical Technologist program at Mid-State prepares graduates to work as part of the surgical team in operating rooms, providing instruments and supplies to the surgeon. Students learn skills and techniques used in central service with instrument processing. Training encompasses both classroom and lab instruction. You will gain clinical hands-on experience in surgery, ambulatory centers, central service, and other related areas. After successful completion of the program and certification exam, you will be a Certified Surgical Technologist (CST).

**Salary information:** [mstc.edu/programsalaries](http://mstc.edu/programsalaries)

**Estimated tuition and fees:** [mstc.edu/programcosts](http://mstc.edu/programcosts)

### ACADEMIC ADVISORS

To schedule an appointment with your academic advisor, call 715.422.5300.

#### Shawn Zee, MS

Marshfield Campus • [shawn.zee@mstc.edu](mailto:shawn.zee@mstc.edu)

#### Alex Lendved, MS

Stevens Point Campus • [alex.lendved@mstc.edu](mailto:alex.lendved@mstc.edu)

#### Stephanie Bender, MAC

Wisconsin Rapids Campus • [stephanie.bender@mstc.edu](mailto:stephanie.bender@mstc.edu)

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- Official Transcripts  
Mid-State Technical College  
Attention CPL Coordinator  
500 32nd Street North  
Wisconsin Rapids, WI 54494
- Criminal Background Statement of Understanding and Release of Information Form
- Other: \_\_\_\_\_  
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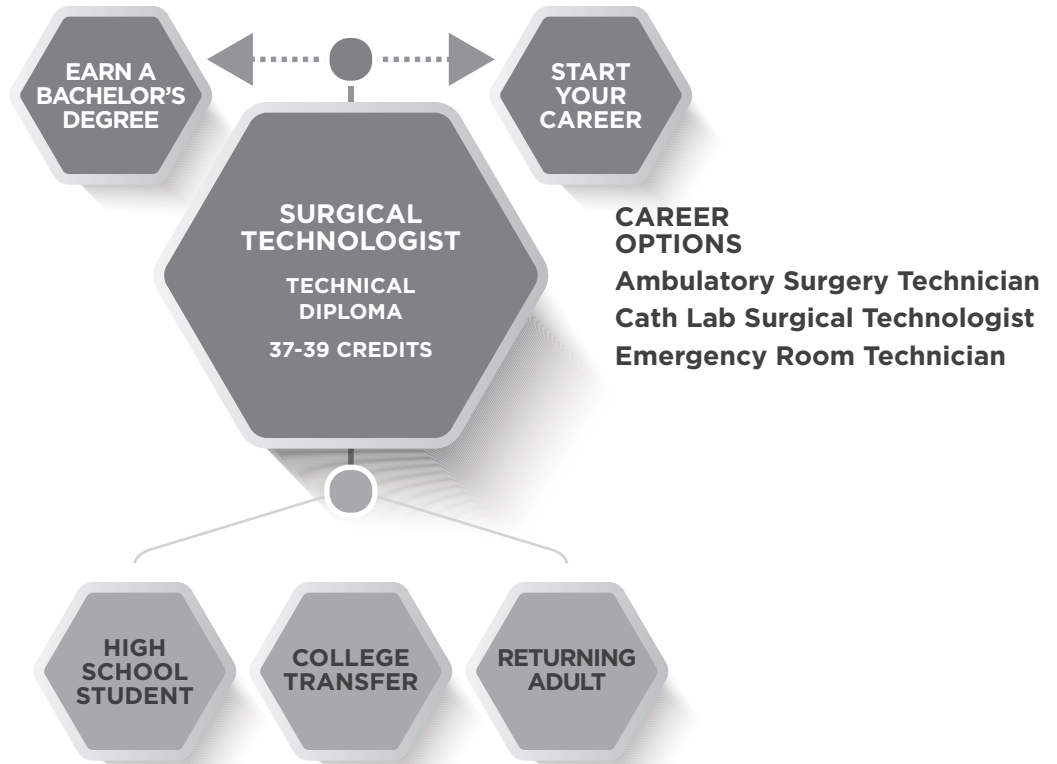
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## OTHER OPTIONS

### RELATED PROGRAMS

- Central Service Technician
- Health Information Management
- Health & Wellness Promotion
- Medical Assistant
- Medical Coder
- Nursing
- Nursing Assistant
- Pharmacy Technician
- Pharmacy Services Management
- Phlebotomy Technician
- Respiratory Therapist

## PROGRAM OUTCOMES

Employers will expect you, as a Surgical Technologist graduate, to be able to:

- Apply health care and technological science principles to the perioperative environment.
- Maintain principles of sterile technique in the surgical environment.
- Provide a safe, efficient, and supportive environment for the patient.
- Prepare the patient, operating room, and surgical team for the preoperative phase.
- Perform intraoperative case management in the scrub role.
- Perform postoperative case management.
- Function as an ethical, legal, and professional member of the health care team as determined by governing bodies.

---

The Mid-State Technical College Surgical Technologist program is accredited by the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA), under the auspices of:

### Commission on Accreditation of Allied Health Education Programs

25400 US Highway 19 North, Suite 158,  
Clearwater, FL 33763  
727.210.2350 • [www.caahep.org](http://www.caahep.org)

---

## ADDITIONAL ENTRY CRITERIA

To apply to the Surgical Technologist program, please submit the following documents to Mid-State Admissions:

- Criminal Background Statement of Understanding and Release of Information form

**Mid-State Technical College • Admissions**  
**500 32nd Street North, Wisconsin Rapids, WI 54494**

## FUNCTIONAL ABILITIES

A list of specific physical, emotional, and mental tasks needed to function as a surgical technologist is available at [mstc.edu/programs/surgical-technologist](http://mstc.edu/programs/surgical-technologist). Contact the disability services coordinator in the Student Services & Information Center to receive assistance.

## CLINICAL-RELATED REQUIREMENTS

Prior to placement at a clinical site, students need to pay for a criminal background check and provide documentation of required health work to a private vendor.

Students are responsible for ensuring all requirements remain current during program enrollment.

Clinical sites have the right to refuse a student's placement based on inadequate health records, pending charges, or conviction records. Students with a criminal history may not be able to complete clinical courses. Mid-State will make two attempts to place a student in an appropriate clinical experience. If Mid-State is unable to place the student after two attempts, the student will be withdrawn from the clinical course and will not be able to advance in the program.

## PROGRAM PROGRESSION AND COMPLETION

In order to maintain a passing status and progress in the program, students must:

- Repeat courses not completed with a grade of "C" or better prior to progressing in core courses or other courses with co- or prerequisites.
- Receive a grade of "C" or better in all courses required for graduation.

Please note that the ability to repeat courses is dependent upon availability in courses. Students may be required to apply for program re-entry in order to repeat courses within the program's instructional area.



This ACT program is 100 percent funded with a TAACCCT Round IV \$19.9 million grant awarded by the US Department of Labor's Employment and Training Administration. This program is an equal opportunity program, and auxiliary aids and services are available upon request to individuals with disabilities. This workforce product was funded by a grant awarded by the US Department of Labor's Employment and Training Administration. The product was created by the grantee and does not necessarily reflect the official position of the US Department of Labor. The US Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership.

## STUDENT HANDBOOK

Visit [mstc.edu/studenthandbook](http://mstc.edu/studenthandbook) to view Mid-State's student handbook, which contains information about admissions, enrollment, appeals processes, services for people with disabilities, financial aid, graduation, privacy, Mid-State's Student Code of Conduct, and technology.

## GRADUATION REQUIREMENT

The GPS for Student Success course is required for all Mid-State students and must be completed prior to obtaining 12 credits. (Not counted in the total credit value for this program.)

### GPS for Student Success

#### 10890102 ..... 1 credit

Integrate necessary skills for student success by developing an academic plan, identifying interpersonal attributes for success, adopting efficient and effective learning strategies, and utilizing Mid-State resources, policies, and processes. This course must be completed prior to obtaining 12 credits and as a graduation requirement.

## ADDITIONAL COURSES AS NEEDED

The following courses may be recommended or required if the student does not achieve minimum Accuplacer scores.

### Intro to College Reading

#### 10838104 ..... 2 credits

Provides learners with the opportunities to develop and expand reading skills, including comprehension and vocabulary skills. Learners apply reading skills to academic tasks and read to acquire information from a variety of sources.

### Intro to College Writing

#### 10831103 ..... 3 credits

Introduces basic principles of composition, including organization, development, unity, and coherence in paragraphs and multi-paragraph documents. The purpose of this course is to prepare students for successful entry into required program courses. This course is tuition bearing and under certain circumstances may qualify for financial aid. This course cannot be used to satisfy program completion requirements at Mid-State.

*Prerequisite: Accuplacer Sentence Skills score of 60 or equivalent. Proficiency in word processing skills recommended.*

### Pre-Algebra

#### 10834109 ..... 3 credits

Provides an introduction to algebra. Includes operations on real numbers, solving linear equations, percent and proportion, and an introduction to polynomials and statistics. Prepares students for elementary algebra and subsequent algebra-related courses.

*Prerequisite: Accuplacer Math score of 65, Accuplacer Algebra score of 30, ABE Math Prep V 76854785 and ABE Math Prep VI 76854786 with a grade of "S." (Note: ABE Math Prep V and VI courses cannot be used to satisfy program completion requirements at Mid-State.)*

## SAMPLE FULL-TIME CURRICULUM OPTION

Term		7 credits
10501101	Medical Terminology	3
10806177	General Anatomy & Physiology	4

Term		15-17 credits
31512327	ST: Introduction to Surgical Technology	4
31512328	ST: Fundamentals 1	4
31512329	ST: Fundamentals 2	2
31512330	ST: Clinical 1	3
10806197	Microbiology	4
	<b>-or-</b>	
31806311	Applied Microbiology	2

Term		15 credits
10801136	English Composition 1 <b>-or-</b>	
10801195	Written Communication <b>-or-</b>	
10801196	Oral/Interpersonal Communication	3
31512331	ST: Surgical Procedures	4
31512332	ST: Clinical 2	4
31512334	ST: Clinical 3	4

**Total credits 37-39**

Please Note:

- This curriculum sequence is only for student planning. Actual student schedules will vary depending on course availability.
- Program completion time may vary based on student scheduling and course availability. For details, go to [mstc.edu/classfinder](http://mstc.edu/classfinder).

## SAMPLE PART-TIME CURRICULUM OPTION

Term		7 credits
10501101	Medical Terminology	3
10806177	General Anatomy & Physiology	4

Term		5-7 credits
10806197	Microbiology	4
	<b>-or-</b>	
31806311	Applied Microbiology	2
10801136	English Composition 1 <b>-or-</b>	
10801195	Written Communication <b>-or-</b>	
10801196	Oral/Interpersonal Communication	3

Term		13 credits
31512327	ST: Introduction to Surgical Technology	4
31512328	ST: Fundamentals 1	4
31512329	ST: Fundamentals 2	2
31512330	ST: Clinical 1	3

Term		12 credits
31512331	ST: Surgical Procedures	4
31512332	ST: Clinical 2	4
31512334	ST: Clinical 3	4

**Total credits 37-39**

# course descriptions

## Applied Microbiology

**31806311.....2 credits**

Directs the learner's understanding of aseptic techniques, antimicrobial methods, specimen collection, preparation of cultures, body defenses against microorganisms, the infectious process, and the transmission of disease-causing organisms. Students learn such techniques as standard and transmission-based precautions, sanitization, disinfection, sterilization, preparation of cultures, and microscopic slide preparations with simple staining and gram staining.

*Prerequisites: Human Body in Health and Disease 10509102 or General Anatomy & Physiology 10806177.*

## English Composition 1

**10801136 .....3 credits**

Designed for learners to develop knowledge and skills in all aspects of the writing process. Planning, organizing, writing, editing, and revising are applied through a variety of activities. Students analyze audience and purpose, use elements of research, and format documents using standard guidelines. Individuals develop critical reading skills through analysis of various written documents.

*Prerequisite: Accuplacer Sentence Skills score of 85 or equivalent, or Intro to College Writing 10831103 with a grade of "C" or better. Proficiency in word processing skills recommended.*

## General Anatomy & Physiology

**10806177..... 4 credits**

Examines basic concepts of human anatomy and physiology as they relate to health sciences. Using a body systems approach, the course emphasizes the interrelationships between structure and function at the gross and microscopic levels of organization of the entire human body. It is intended to prepare health care professionals who need to apply basic concepts of whole body anatomy and physiology to informed decision making and professional communication with colleagues and patients.

*Prerequisite: Minimum Accuplacer score for Reading is 55 (Students scoring between 55-80 are encouraged to enroll in Introduction to College Reading) and one semester of college-level biology or chemistry with a "C" or better, or Human Body in Health & Disease 10509102 with a "C" or better, or Emergency Medical Technician-Basic 10531168 with a "C" or better*

## Medical Terminology

**10501101..... 3 credits**

Focuses on the component parts of medical terms: prefixes, suffixes, and word roots. Students practice formation, analysis, and reconstruction of terms. Emphasizes spelling, definition, and pronunciation. Introduces operative, diagnostic, therapeutic, and symptomatic terminology of all body systems as well as systemic and surgical terminology.

## Microbiology

**10806197..... 4 credits**

Examines microbial structure, metabolism, genetics, growth, and the relationship between humans and microorganisms. Disease production, epidemiology, host defense mechanisms, and the medical impact of microbes in the environment, industry, and biotechnology are also addressed.

*Prerequisite: General Anatomy & Physiology 10806177, or General Biology 10806114, or Plant Biology 10806184 with a grade of "C" or better*

## Oral/Interpersonal Communication

**10801196 .....3 credits**

Focuses upon developing speaking, verbal, and non-verbal communication, and listening skills through individual presentations, group activities, and other projects. For a student scoring between 55-80 on their Accuplacer Reading Comprehension exam and 60-80 on the Sentence Skills exam, it is recommended to co-enroll in the Introduction to College Reading and/or Intro to College Writing courses.

*Prerequisite: Minimum Accuplacer scores - Reading 55, Sentence Skills 60 or equivalent*

## ST: Clinical 1

**31512330 .....3 credits**

Applies basic surgical theories, principles, and procedural techniques in the operating room. Students begin to function as team members under the guidance of the instructor and authorized clinical personnel. Surgical rotation case requirements are documented.

*Prerequisites: Introduction to Surgical Technology 31512327, Fundamentals 1 31512328, and CPR certification*

## ST: Clinical 2

**31512332..... 4 credits**

Further experience in a clinical setting allows the student to continue to improve technical skills while accepting more responsibilities during surgical procedures. Surgical rotation case requirements are documented.

*Prerequisites: ST: Clinical 1 31512330 and ST: Fundamentals 2 31512329; Corequisite: ST: Surgical Procedures 31512331*

## ST: Clinical 3

**31512334 ..... 4 credits**

Enhances the student's technical experience and employee skills. Serves as a transition between student and employee. Applies advanced skills for the entry-level surgical technologist in the clinical setting. Surgical rotation case requirements are documented.

*Prerequisite: ST: Clinical 2 31512332; Corequisite: ST: Surgical Procedures 31512331*

## ST: Fundamentals 1

**31512328 ..... 4 credits**

Includes the basic clinical skills needed by the surgical technologist in the scrub role. Learners develop skills in disinfection, sterilization, identifying basic instrumentation, supplies, drains, catheters, dressings and sponges. Includes practice experience in creating a sterile field, draping, passing instruments and supplies, performing counts, and preparing supplies.

*Prerequisites: Admission to Surgical Technologist program 315121; Medical Terminology 10501101 and General Anatomy & Physiology 10806177*

## ST: Fundamentals 2

**31512329 .....2 credits**

Builds upon and reinforces the role of the surgical technologist as a member of the operating room team. Discusses care of the patient before, during, and after surgery with emphasis on surgical wounds, wound closure materials, and vital signs. Includes lecture and lab experiences.

*Prerequisites: Introduction to Surgical Technology 31512327, Fundamentals 1 31512328*







# urban forestry technician

## Associate in Applied Science (AAS) Program Code: 10-001-5 Total Credits: 68-69

Mid-State's Urban Forestry Technician graduates enter the workforce with real-world knowledge and skills. Our students learn the fundamentals of pruning, plant health care, tree planting and maintenance, plant identification, tree risk assessment, and landscape installation and management. Our unique aerial component gives our graduates experience working safely in the trees. You'll learn rope and saddle climbing, work with aerial lifts, and operate brush clippers and other industry equipment.

**Salary information:** [mstc.edu/programsalaries](http://mstc.edu/programsalaries)

**Estimated tuition and fees:** [mstc.edu/programcosts](http://mstc.edu/programcosts)

### ACADEMIC ADVISORS

To schedule an appointment with your academic advisor, call 715.422.5300.

#### Tanya Kollross, MS

Academic Advisor • Marshfield Campus  
[tanya.kollross@mstc.edu](mailto:tanya.kollross@mstc.edu)

#### Yer Lee, MS

Academic Advisor • Stevens Point Campus  
[yer.lee@mstc.edu](mailto:yer.lee@mstc.edu)

#### Kay Grundhoffer, MS

Academic Advisor • Wisconsin Rapids Campus  
[kay.grundhoffer@mstc.edu](mailto:kay.grundhoffer@mstc.edu)

### CHECKLIST:

This section will be completed when meeting with your academic advisor.

- FAFSA ([www.fafsa.gov](http://www.fafsa.gov))
- Financial Aid Form(s)  
Form(s): \_\_\_\_\_
- Follow-Up Appointment:  
Where: \_\_\_\_\_  
When: \_\_\_\_\_  
With: \_\_\_\_\_
- Official Transcripts  
Mid-State Technical College  
Attention CPL Coordinator  
500 32nd Street North  
Wisconsin Rapids, WI 54494
- Other: \_\_\_\_\_  
\_\_\_\_\_

**mstc.edu**  
**888.575.6782**



**MID-STATE**  
TECHNICAL COLLEGE

**ADAMS COUNTY CENTER**  
401 North Main  
Adams, WI 53910

**MARSHFIELD CAMPUS**  
2600 West 5th Street  
Marshfield, WI 54449

**STEVENS POINT CAMPUS**  
1001 Centerpoint Drive  
Stevens Point, WI 54481

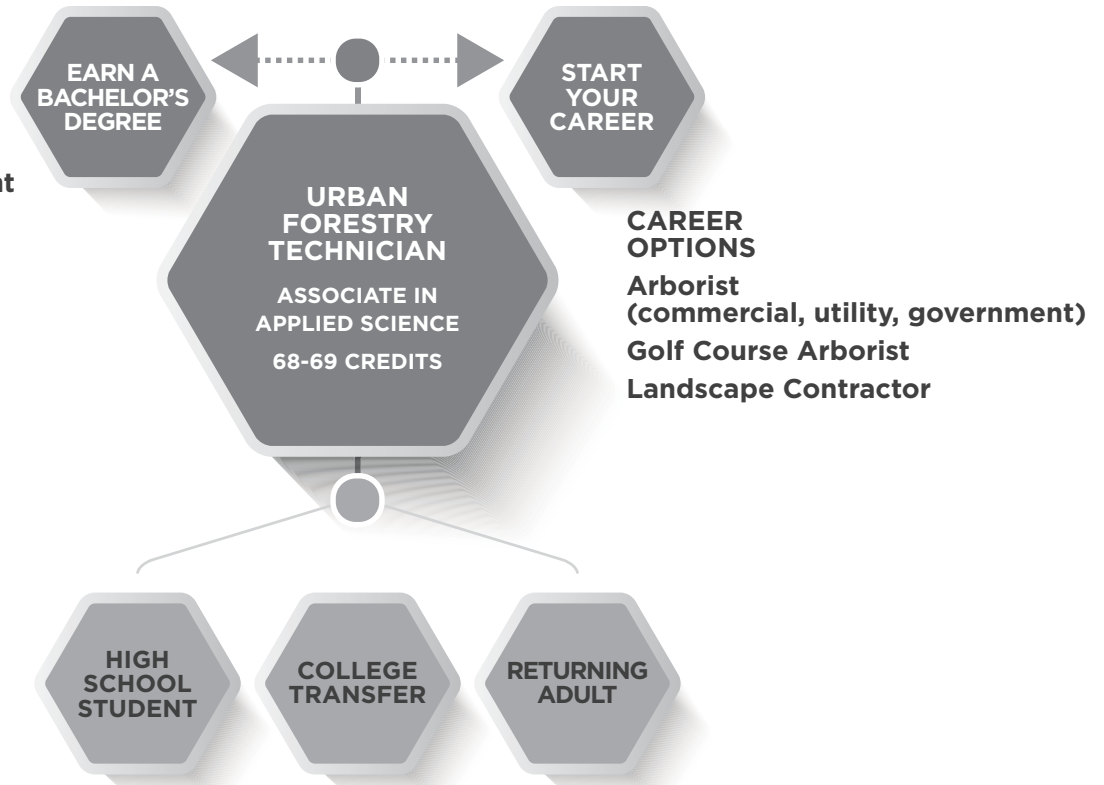
**WISCONSIN RAPIDS CAMPUS**  
500 32nd Street North  
Wisconsin Rapids, WI 54494

## BACHELOR'S DEGREE OPTIONS

UW-River Falls  
BS Sustainable Management

UW-Stevens Point  
BS Forestry

For more information and additional opportunities, visit [mstc.edu/transfer](http://mstc.edu/transfer).



College Credit • Dual Credit • Military Experience • Work Experience  
Learn about Credit for Prior Learning at [mstc.edu/cpl](http://mstc.edu/cpl).

**BEGIN AT ANY POINT  
IN THE PATHWAY**

## OTHER OPTIONS

### RELATED PROGRAMS

- Agribusiness and Science Technology
- Farm Business & Production Management
- Farm Operation



## SAMPLE FULL-TIME CURRICULUM OPTION

Term		17-18 credits
1000118	Landscape Plant Identification	2
1000124	Fundamentals of Aerial Tree Work	2
1000133	Chainsaw Safety and Operation	2
1000173	Urban Tree Maintenance	2
1080136	English Composition 1 <b>-or-</b>	
1080195	Written Communication	3
10804107	College Mathematics	3
	<b>-or-</b>	
10804118	Intermediate Algebra with Applications	4
10806184	Plant Biology	3

Term		15 credits
10001102	Plant Health Care Applicator	2
10001110	Tree Biology	2
10001111	Intro to Horticulture	2
10001121	Tree Crew Practicum 1 <b>-or-</b>	
10001125	Aerial Tree Work Practicum 1	2
10001148	People, Resources, and Sustainability	3
10806134	General Chemistry	4

Term		18 credits
10001104	Applied Landscape Architecture	2
10001105	Dendrology and Silvics	3
10001122	Tree Crew Practicum 2 <b>-or-</b>	
10001126	Aerial Tree Work Practicum 2	2
10001138	Landscape & Turf Management I	2
10001199	Intro to Fisheries, Forestry, & Wildlife Resources	3
10801196	Oral/Interpersonal Communication <b>-or-</b>	
10801198	Speech	3
10809166	Intro to Ethics: Theory & Application	3

Term		18 credits
10001103	Applied Urban Forestry	2
10001113	Ornamental Plant Health Care	3
10001123	Tree Crew Practicum 3 <b>-or-</b>	
10001127	Aerial Tree Work Practicum 3	2
10001139	Landscape & Turf Management II	2
10001149	Ecological Basis for Natural Resource Management	3
10001198	Intro to Soil & Water Resources	3
10809188	Developmental Psychology <b>-or-</b>	
10809198	Intro to Psychology	3

**Total credits 68-69**

**Please Note:**

- This curriculum sequence is only for student planning. Actual student schedules will vary depending on course availability.
- Program completion time may vary based on student scheduling and course availability. For details, go to [mstc.edu/classfinder](http://mstc.edu/classfinder).

## SAMPLE PART-TIME CURRICULUM OPTION

Term		9 credits
10001124	Fundamentals of Aerial Tree Work	2
10001133	Chainsaw Safety and Operation	2
10001173	Urban Tree Maintenance	2
10806184	Plant Biology	3

Term		7-8 credits
10001110	Tree Biology	2
10001111	Intro to Horticulture	2
10804107	College Mathematics	3
	<b>-or-</b>	
10804118	Intermediate Algebra with Applications	4

Term		8 credit
10001118	Landscape Plant Identification	2
10001199	Intro to Fisheries, Forestry, & Wildlife Resources	3
10801136	English Composition 1 <b>-or-</b>	
10801195	Written Communication	3

Term		8 credits
10001102	Plant Health Care Applicator	2
10001121	Tree Crew Practicum 1 <b>-or-</b>	
10001125	Aerial Tree Work Practicum 1	2
10806134	General Chemistry	4

Term		10 credit
10001122	Tree Crew Practicum 2 <b>-or-</b>	
10001126	Aerial Tree Work Practicum 2	2
10001138	Landscape & Turf Management I	2
10801196	Oral/Interpersonal Communication <b>-or-</b>	
10801198	Speech	3
10809188	Developmental Psychology <b>-or-</b>	
10809198	Intro to Psychology	3

Term		9 credits
10001148	People, Resources, and Sustainability	3
10001149	Ecological Basis for Natural Resource Management	3
10001198	Intro to Soil & Water Resources	3

Term		8 credits
10001104	Applied Landscape Architecture	2
10001105	Dendrology and Silvics	3
10809166	Intro to Ethics: Theory & Application	3

Term		9 credits
10001103	Applied Urban Forestry	2
10001113	Ornamental Plant Health Care	3
10001123	Tree Crew Practicum 3 <b>-or-</b>	
10001127	Aerial Tree Work Practicum 3	2
10001139	Landscape & Turf Management II	2

**Total credits 68-69**

# course descriptions

## Aerial Tree Work Practicum 1

**10001125 .....2 credits**

Emphasizes implementation of the basic requirements and techniques employed by arborists who work aloft. Students perform independent study activities and participate as members of a working crew, gaining introductory experience in tree pruning, rigging, hardware installation, electrical hazard awareness, aerial rescue, ground work, and worksite management.

*Prerequisites: Fundamentals of Aerial Tree Work 10001124, Urban Tree Maintenance 10001173, Chainsaw Safety & Operation 10001133*

## Aerial Tree Work Practicum 2

**10001126 .....2 credits**

This course builds on the knowledge and skills learned in Aerial Tree Work Practicum 1, including independent study activities of a progressively more comprehensive nature. Students assume roles of crew leader as they participate in tree pruning, rigging, hardware installation, electrical hazard awareness, aerial rescue, ground work activities, and worksite management.

*Prerequisite: Aerial Tree Work Practicum 10001125*

## Aerial Tree Work Practicum 3

**10001127 .....2 credits**

This course builds on the knowledge and skills learned in Aerial Tree Work Practicum 2, including independent study activities of a progressively more comprehensive nature. Students assume roles of sales arborist/operations manager as they participate in tree pruning, rigging, hardware installation, electrical hazard awareness, aerial rescue, and ground work activities.

*Prerequisite: Aerial Tree Work Practicum 2 10001126*

## Applied Landscape Architecture

**10001104 .....2 credits**

Introduces the student to the landscape design process, a structured approach for shaping outdoor settings for human use and enjoyment. Develops skills in graphic techniques to communicate your landscaping ideas in plan drawings and sketches. Students gain experience in presenting ideas before large and small groups.

*Prerequisites: Admission to Urban Forestry Technician program 100015 and Landscape Plant Identification 10001118*

## Applied Urban Forestry

**10001103 .....2 credits**

Students gain familiarity with several techniques, tools, and pieces of equipment used in the management of trees and tree populations. This course also serves to create an awareness of urban forestry careers as applied to commercial, municipal, and utility employers.

*Prerequisites: Urban Tree Maintenance 10001173 and Tree Biology 10001110*

## Chainsaw Safety and Operation

**10001133 .....2 credits**

Familiarizes students with common chainsaw practices within the urban forestry industry. Personal protective equipment, safe operation, routine maintenance, and common cutting techniques in accordance with current industry standards is emphasized. Students operate chainsaws in a variety of field exercises that simulate tree removal operations. Additional exposure to relevant pieces of industry equipment is included.

## College Mathematics

**10804107 .....3 credits**

Designed to review and develop fundamental concepts of mathematics pertinent to the areas of: 1) arithmetic and algebra; 2) geometry and trigonometry; and 3) probability and statistics. Special emphasis is placed on problem solving, critical thinking and logical reasoning, making connections, and using calculators. Topics include performing arithmetic operations and simplifying algebraic expressions, solving linear equations and inequalities in one variable, solving proportions and incorporating percent applications, manipulating formulas, solving and graphing systems of linear equations and inequalities in two variables, finding areas and volumes of geometric figures, applying similar and congruent triangles, converting measurements within and between US and metric systems, applying Pythagorean Theorem, solving right and oblique triangles, calculating probabilities, organizing data and interpreting charts, calculating central and spread measures, and summarizing and analyzing data.

*Prerequisite: Minimum Accuplacer scores - Arithmetic 65, Algebra 30; or Pre-Algebra 10834109 with a grade of "C" or better*

## Dendrology and Silvics

**10001105 .....3 credits**

Provides the student with an understanding of how trees interact with their environment and with one another, at different spatial and temporal scales. Builds on concepts from botany and ecology with an emphasis on woody plant systematics and silvics. Tree identification is a major component of this course.

*Prerequisites: Admission to Urban Forestry Technician Program 100015; Landscape Plant Identification 10001118*

## Developmental Psychology

**10809188 .....3 credits**

Studies human development throughout the lifespan and explores developmental theory and research with an emphasis on the interactive nature of the biological, cognitive, and psychosocial changes that affect the individual from conception to death. Application activities and critical thinking skills enable students to gain an increased knowledge and understanding of themselves and others. A student scoring between 55-80 on Accuplacer Reading Comprehension is recommended to co-enroll in the Introduction to College Reading course.

*Prerequisite: Minimum Accuplacer scores - Reading 55, Sentence Skills 60 or equivalent, or Intro to College Reading 10848104 with a grade of "C" or better and Intro to College Writing 10831103 with a grade of "C" or better*

## **Ecological Basis for Natural Resource Management 10001149.....3 credits**

Introduces the basic principles of ecology and their application to management of natural resources. The scientific method and interactions between and among species are examined. Lab exercises are designed to give hands-on experience with measurement and data collection, preparation of technical reports, use of library resources, use of computer models, and development of critical thinking skills.

*Prerequisite: Plant Biology 10806184*

## **English Composition 1 10801136 .....3 credits**

Designed for learners to develop knowledge and skills in all aspects of the writing process. Planning, organizing, writing, editing, and revising are applied through a variety of activities. Students analyze audience and purpose, use elements of research, and format documents using standard guidelines. Individuals develop critical reading skills through analysis of various written documents.

*Prerequisite: Accuplacer Sentence Skills score of 85 or equivalent, or Intro to College Writing 10831103 with a grade of "C" or better. Proficiency in word processing skills recommended.*

## **Fundamentals of Aerial Tree Work 10001124 .....2 credits**

Introduces students to the basic safety requirements, equipment, and techniques employed by arborists who work aloft. Topics include applied rope-and-saddle and aerial lift usage, electrical hazard recognition, and common knots used in the industry.

*Corequisites: Urban Tree Maintenance 10001173*

## **General Chemistry 10806134 ..... 4 credits**

Covers the fundamentals of chemistry. Topics include the metric system; problem solving; periodic relationships; chemical reactions, chemical equilibrium; properties of water; acids, bases, and salts; and gas laws.

*Prerequisite: College Mathematics 10804107 with a "C" or better, or Intermediate Algebra with Applications 10804118 with a "C" or better, or Accuplacer Algebra score of 57 or greater*

## **Intermediate Algebra with Applications 10804118 ..... 4 credits**

This course offers algebra content with applications. Topics include properties of real numbers; order of operations; algebraic solution for linear equations and inequalities; operations with polynomial and rational expressions; operations with rational exponents and radicals; and algebra of inverse, logarithmic, and exponential functions.

*Prerequisite: Pre-Algebra 10834109 with a grade of "C" or better, Accuplacer Arithmetic score of 110, Accuplacer Arithmetic score of 90, and Accuplacer Algebra score of 30 (A student scoring a "C" or lower should enroll in the Math Lab supplementary instruction with the next level math class.)*

## **Intro to Ethics: Theory & Application 10809166 .....3 credits**

Provides a basic understanding of the theoretical foundations of ethical thought. Diverse ethical perspectives are used to analyze and compare relevant issues. Students critically evaluate individual, social, and/or professional standards of behavior, and apply a systemic decision-making process to these situations. A student scoring between 55-80 on Accuplacer Reading Comprehension or 60-80 on Accuplacer Sentence Skills is recommended to co-enroll in the Introduction to College Reading course and/or Introduction to College Writing course, respectively.

*Prerequisite: Minimum Accuplacer Scores - Reading 55, Sentence Skills 60 or equivalent, or Intro to College Reading 10848104 with a grade of "C" or better and Intro to College Writing 10831103 with a grade of "C" or better*

## **Intro to Fisheries, Forestry, & Wildlife Resources 10001199 .....3 credits**

Provides an integrated introduction to principles and practices of fisheries, forestry, and wildlife management, including production of goods and services while maintaining ecosystem integrity and functions. Emphasizes contemporary issues.

## **Intro to Horticulture 10001111 .....2 credits**

Provides an overview of the science and profession of horticulture. Its role and importance throughout history, current trends, and careers are covered. Particular attention is given to horticultural crops, plant growth, and plant development.

## **Intro to Psychology 10809198 .....3 credits**

This introductory course surveys the multiple aspects of human behavior. It involves a survey of the theoretical foundations of human functioning in such areas as learning, motivation, emotions, personality, deviance and pathology, physiological factors, and social influences. It directs the student to an insightful understanding of the complexities of human relationships in personal, social, and vocational settings. A student scoring between 55-80 on Accuplacer Reading Comprehension is recommended to co-enroll in the Introduction to College Reading course.

*Prerequisite: Minimum Accuplacer scores - Reading 55, Sentence Skills 60 or equivalent, or Intro to College Reading 10848104 with a grade of "C" or better and Intro to College Writing 10831103 with a grade of "C" or better*

## **Intro to Soil & Water Resources 10001198 .....3 credits**

Introduces the student to integrated concepts of soil and water resources at the landscape level. Examines physical, chemical, and biological interactions relating to watershed processes and response to land use and management.

*Prerequisites: General Chemistry 10806134 and Plant Biology 10806184*

# course descriptions

## Landscape & Turf Management I

**10001138 .....2 credits**

Students learn all aspects of landscape and turf management during the fall season. Emphasis is on planning and installation of living and non-living landscape materials and turf. Estimating and time management are also key components of this course.

*Prerequisites: Landscape Plant Identification 10001118 and Urban Tree Maintenance 10001173*

## Landscape & Turf Management II

**10001139 .....2 credits**

Students learn all aspects of landscape and turf management during the spring season. Emphasis is on planning and installation of living and non-living landscape materials and turf. Estimating and time management are also key components of this course.

*Prerequisites: Landscape Plant Identification 10001118 and Urban Tree Maintenance 10001173*

## Landscape Plant Identification

**10001118 .....2 credits**

Introduces students to woody trees/shrubs and herbaceous plants commonly used in residential and commercial landscapes in Wisconsin. The three plant groups covered in this course are woody trees/shrubs, herbaceous perennial plants, and herbaceous annual plants. Identification, installation, and maintenance are covered for each plant group.

## Oral/Interpersonal Communication

**10801196 .....3 credits**

Focuses upon developing speaking, verbal, and non-verbal communication, and listening skills through individual presentations, group activities, and other projects. For a student scoring between 55-80 on their Accuplacer Reading Comprehension exam and 60-80 on the Sentence Skills exam, it is recommended to co-enroll in the Introduction to College Reading and/or Intro to College Writing courses.

*Prerequisite: Minimum Accuplacer scores - Reading 55, Sentence Skills 60 or equivalent*

## Ornamental Plant Health Care

**10001113 .....3 credits**

Classification and identification of important ornamental plant insects, diseases, and abiotic agents is presented, emphasizing their modes of plant damage. Diagnostics, damage assessment, sample preparation, and control strategies are introduced.

*Prerequisites: Landscape Plant Identification 10001118 and Plant Health Care Applicator 10001102*

## People, Resources, and Sustainability

**10001148 .....3 credits**

Explores the relationship between the human population and natural resources over time, and the effect this relationship has on the biosphere. Global resources, environmental concerns, and the human dimensions of resource management are explored from biological and socioeconomic perspectives.

## Plant Biology

**10806184 .....3 credits**

This lecture/laboratory course provides students with an in-depth study of the plant kingdom. The content includes, but is not limited to, plant cell anatomy and physiology, plant genetics, plant classification, plant anatomy and physiology, plant responses, plant life cycles, and ecology. A survey of viruses, prokaryotes, protista, and fungi as they pertain to plants is presented.

## Plant Health Care Applicator

**10001102 .....2 credits**

Focuses on training to successfully pass the Wisconsin Department of Agriculture and Consumer Protection's pesticide applicator exam (which will be proctored in this class). Additionally, students are familiarized with chemical handling, mixing, calibration, and application via field exercises.

## Speech

**10801198 .....3 credits**

Explores the fundamentals of effective oral presentation to small and large groups. Topic selection, audience analysis, methods of organization, research, structuring evidence and support, delivery techniques, and other essential elements of speaking successfully, including the listening process, form the basis of this course. If a student earns below the minimum Accuplacer score in each category (Reading 80, Sentence Skills 85), he/she is eligible to take Oral Communication in lieu of Speech, provided the Accuplacer scores are minimum of Reading 55 and Sentence Skills 60, or the student has completed Intro to College Writing and/or Intro to College Reading with a "C" or better.

*Prerequisite: Minimum Accuplacer scores - Reading 80, Sentence Skills 85, or completion of Intro to College Writing and/or Intro to College Reading with a "C" or better or equivalent*

## Tree Biology

**10001110 .....2 credits**

An overview of the tree system with an emphasis on growth and development, compartmentalization of wounds, and how the tree adapts to the urban environment.

*Prerequisite: Admission to Urban Forestry Technician program 100015*

## Tree Crew Practicum 1

**10001121 .....2 credits**

Emphasizes implementation of the basic requirements and techniques employed by arborists who work on tree crews. Students will perform ground-related activities with limited opportunities to work aloft and participate as members of a working crew, gaining introductory experience in tree pruning, rigging, hardware installation, electrical hazard awareness, ground work, and work site management. Emphasis is placed on equipment operation and ground crew skills expected of Plant Health Care Technicians working in support of tree care crews.

*Prerequisites: Fundamentals of Aerial Tree Work 10001124, Urban Tree Maintenance 10001173*



## **Tree Crew Practicum 2**

**10001122 .....2 credits**

This course builds on the knowledge and skills learned in Tree Crew Practicum 1. This course emphasizes implementation of intermediate requirements and techniques employed by arborists who work on tree crews. Students will perform ground related activities with limited opportunities to work aloft, and participate as members of a working crew, gaining introductory experience in tree pruning, rigging, hardware installation, electrical hazard awareness, ground work, and work site management. Emphasis will be placed on equipment operation and ground crew skills expected of Plant Health Care Technicians working in support of tree care crews.

*Prerequisite: Tree Crew Practicum 1 10001121*

## **Tree Crew Practicum 3**

**10001123 .....2 credits**

This course builds on the knowledge and skills learned in Aerial Tree Crew Practicum 2. This course emphasizes implementation of the advanced requirements and techniques employed by arborists who work on tree crews. Students will perform ground related activities with limited opportunities to work aloft, and participate as members of a working crew, gaining introductory experience in tree pruning, rigging, hardware installation, electrical hazard awareness, ground work, and work site management. Emphasis will be placed on equipment operation and ground crew skills expected of Plant Health Care Technicians working in support of tree care crews.

*Prerequisite: Tree Crew Practicum 2 10001122*

## **Urban Tree Maintenance**

**10001173 .....2 credits**

Primarily focuses on the art and science of tree pruning. Young tree training and mature tree maintenance are practiced. Proper pruning cuts and techniques specified in the ANSI A300 Pruning Standard are taught throughout this course.

## **Written Communication**

**10801195 .....3 credits**

Develops writing skills, which include prewriting, drafting, revising, and editing. A variety of writing assignments is designed to help the learner analyze audience and purpose, research and organize ideas, and format and design documents based on subject matter and content. Also develops critical reading and thinking skills through analysis of a variety of written documents.

*Prerequisite: Accuplacer Sentence Skills score of 85 or equivalent, or Intro to College Writing 10831103 with a grade of "C" or better. Proficiency in word processing skills recommended.*



# welding

## Technical Diploma Program Code: 31-442-1 Total Credits: 30-31

The Welding program at Mid-State prepares graduates for a wide variety of welding jobs in production, maintenance, construction, manufacturing, and servicing industries. You will receive hands-on instruction and practice in a number of welding processes, including shielded metal arc, gas tungsten arc, gas metal arc, submerged arc, oxyacetylene cutting and brazing, plasma arc, and arc-air cutting. You will also become familiar with various types of metals, fabrication of metals, and welding under industry codes. Successful completion of this program prepares you to take welding certification tests.

**Salary information:** [mstc.edu/programsalaries](http://mstc.edu/programsalaries)

**Estimated tuition and fees:** [mstc.edu/programcosts](http://mstc.edu/programcosts)

### ACADEMIC ADVISORS

To schedule an appointment with your academic advisor, call 715.422.5300.

#### Tanya Kollross, MS

Marshfield Campus • [tanya.kollross@mstc.edu](mailto:tanya.kollross@mstc.edu)

#### Yer Lee, MS

Stevens Point Campus • [yer.lee@mstc.edu](mailto:yer.lee@mstc.edu)

#### Kay Grundhoffer, MS

Wisconsin Rapids Campus • [kay.grundhoffer@mstc.edu](mailto:kay.grundhoffer@mstc.edu)

### CHECKLIST:

This section will be completed when meeting with your academic advisor.

- FAFSA ([www.fafsa.gov](http://www.fafsa.gov))
- Financial Aid Form(s)  
Form(s): \_\_\_\_\_
- Follow-Up Appointment:  
Where: \_\_\_\_\_  
When: \_\_\_\_\_  
With: \_\_\_\_\_
- Official Transcripts  
Mid-State Technical College  
Attention CPL Coordinator  
500 32nd Street North  
Wisconsin Rapids, WI 54494
- Other: \_\_\_\_\_  
\_\_\_\_\_

**mstc.edu**  
**888.575.6782**



**MID-STATE**  
TECHNICAL COLLEGE

**ADAMS COUNTY CENTER**  
401 North Main  
Adams, WI 53910

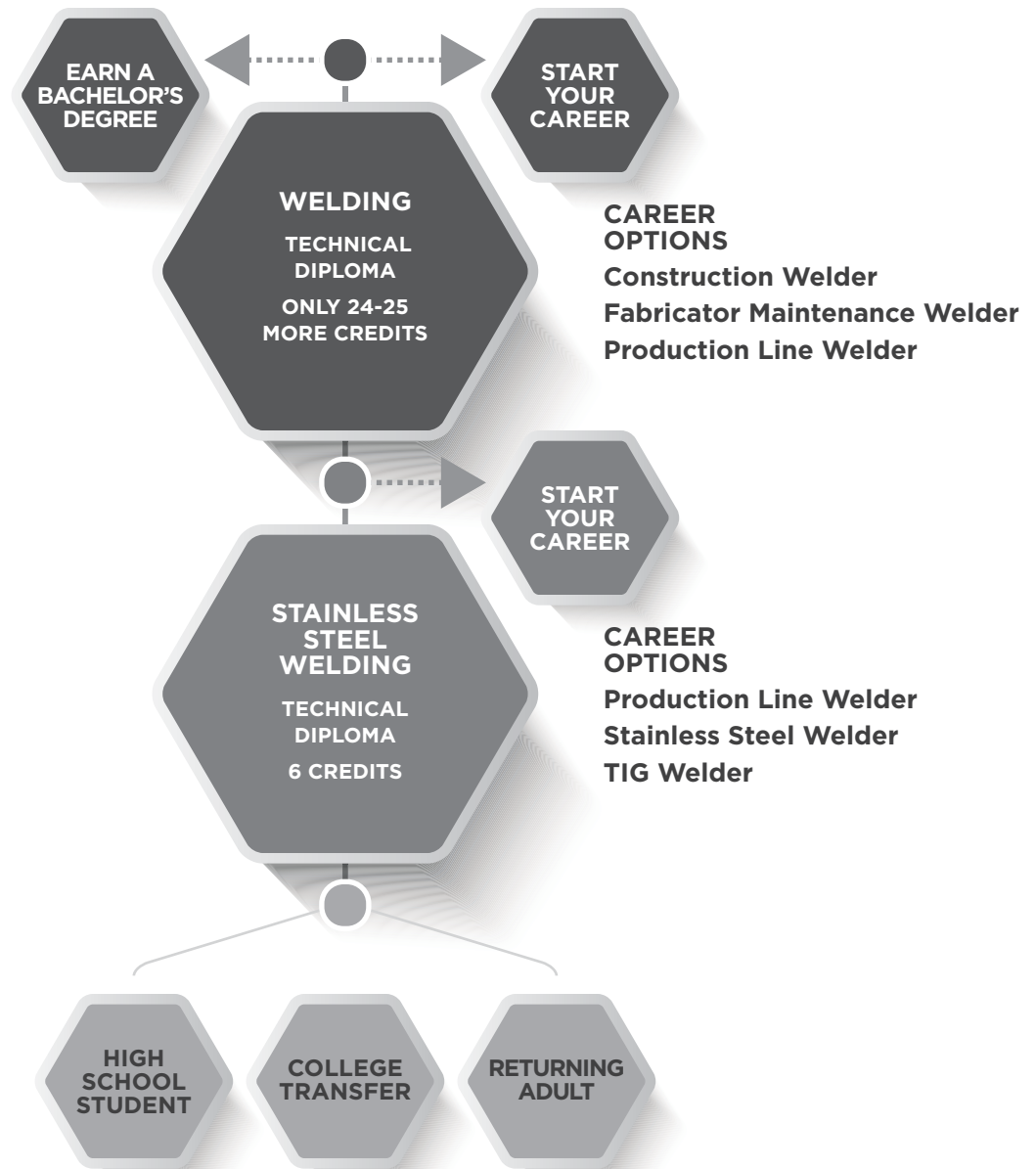
**MARSHFIELD CAMPUS**  
2600 West 5th Street  
Marshfield, WI 54449

**STEVENS POINT CAMPUS**  
1001 Centerpoint Drive  
Stevens Point, WI 54481

**WISCONSIN RAPIDS CAMPUS**  
500 32nd Street North  
Wisconsin Rapids, WI 54494

## BACHELOR'S DEGREE OPTIONS

For more information and additional opportunities, visit [mstc.edu/transfer](http://mstc.edu/transfer).



College Credit • Dual Credit • Military Experience • Work Experience  
Learn about Credit for Prior Learning at [mstc.edu/cpl](http://mstc.edu/cpl).

**BEGIN AT ANY POINT  
IN THE PATHWAY**

## OTHER OPTIONS

### RELATED PROGRAMS

- Industrial Mechanical Technician
- Machine Tool Technician



## SAMPLE FULL-TIME CURRICULUM OPTION

Term		16-17 credits
10442100	Intro to Welding	1
10442101	Basic GTAW (TIG)	2
10442110	Gas Metal Arc Welding (GMAW)	3
10442112	Welding Print Reading	2
10442130	Shielded Metal Arc Welding (SMAW)	2
10442132	Metal Cutting Welding	2
10462107	Industrial Safety	2
10804107	College Mathematics	3
	<b>-or-</b>	
32420320	Math for Manufacturing	2
Term		14 credits
10442102	Intermediate GTAW (TIG)	2
10442103	Advanced GTAW (TIG) <b>-or-</b>	
10442115	Welding Fabrication Techniques	2
10442111	Intermediate GMAW/FCAW	3
10442159	Welding Metallurgy	2
10442163	Weld Inspections and Testing	1
10462132	Machine Shop Fundamentals	3
10623106	Intro to AutoCAD	1
<b>Total credits 30-31</b>		

Please Note:

- This curriculum sequence is only for student planning. Actual student schedules will vary depending on course availability.
- Program completion time may vary based on student scheduling and course availability. For details, go to [mstc.edu/classfinder](http://mstc.edu/classfinder).

## SAMPLE PART-TIME CURRICULUM OPTION

Term		8 credits
10442100	Intro to Welding	1
10442101	Basic GTAW (TIG)	2
10442110	Gas Metal Arc Welding (GMAW)	3
10462107	Industrial Safety	2
Term		8-9 credits
10442112	Welding Print Reading	2
10442130	Shielded Metal Arc Welding (SMAW)	2
10442132	Metal Cutting Welding	2
10804107	College Mathematics	3
	<b>-or-</b>	
32420320	Math for Manufacturing	2
Term		8 credits
10442102	Intermediate GTAW (TIG)	2
10442111	Intermediate GMAW/FCAW	3
10442159	Welding Metallurgy	2
10442163	Weld Inspections and Testing	1
Term		6 credits
10442103	Advanced GTAW (TIG) <b>-or-</b>	
10442115	Welding Fabrication Techniques	2
10462132	Machine Shop Fundamentals	3
10623106	Intro to AutoCAD	1
<b>Total credits 30-31</b>		

# course descriptions

## Advanced GTAW (TIG)

**10442103 .....2 credits**

Students learn complete penetration stainless steel pipe welds in the 5G and 6G positions.

*Corequisite: Intermediate GTAW (TIG) 10442102*

## Basic GTAW (TIG)

**10442101 .....2 credits**

An introduction to the gas tungsten arc welding (GTAW) process commonly known as TIG, including the necessary safety and care of equipment and supplies. The student develops skills with the common production welding joints and materials.

## College Mathematics

**10804107 .....3 credits**

Designed to review and develop fundamental concepts of mathematics pertinent to the areas of: 1) arithmetic and algebra; 2) geometry and trigonometry; and 3) probability and statistics. Special emphasis is placed on problem solving, critical thinking and logical reasoning, making connections, and using calculators. Topics include performing arithmetic operations and simplifying algebraic expressions, solving linear equations and inequalities in one variable, solving proportions and incorporating percent applications, manipulating formulas, solving and graphing systems of linear equations and inequalities in two variables, finding areas and volumes of geometric figures, applying similar and congruent triangles, converting measurements within and between US and metric systems, applying Pythagorean Theorem, solving right and oblique triangles, calculating probabilities, organizing data and interpreting charts, calculating central and spread measures, and summarizing and analyzing data.

*Prerequisite: Minimum Accuplacer scores - Arithmetic 65, Algebra 30; or Pre-Algebra 10834109 with a grade of "C" or better*

## Gas Metal Arc Welding (GMAW)

**10442110 .....3 credits**

In this course, you develop skills of welding on steel sheet metals and plates using the GMAW process. Emphasis is placed on axial spray, pulse spray, and short circuit mode of transfer. Upon completion of this course, the student is able to weld in several positions, read basic weld symbols, and have an understanding of written welding procedures.

## Industrial Safety

**10462107 .....2 credits**

Provides an overview of safety, health, and environmental issues as they relate to industry. Various types of hazards and the controls and equipment used to reduce risks from hazards are discussed. Focuses on understanding the Occupational Safety and Health Administration (OSHA) and its function as well as other regulatory and enforcement agencies associated with industrial safety, health, and the environment.

## Intermediate GMAW/FCAW

**10442111 .....3 credits**

Builds skills with the GMAW process and performing welds on stainless steel and aluminum sheet metal and plate. Students are able to differentiate and select proper electrodes and shielding gases, and properly adjust parameters. Emphasizes axial spray, pulse spray, and short circuit mode of transfer depending on base metal. Students learn about and practice the FCAW process, including types of electrodes, fluxes, and shielding gases used in these processes. Students are able to weld in several positions, read some basic weld symbols, and have a basic understanding of written welding procedures.

*Prerequisite: Gas Metal Arc Welding (GMAW) 10442110*

## Intermediate GTAW (TIG)

**10442102 .....2 credits**

In this course students weld in the horizontal and vertical positions on stainless steel and aluminum. Pulsed current is applied to stainless steel weldments. Complete penetration groove welds in stainless steel are practiced and evaluated.

*Corequisite: Basic GTAW (TIG) 10442101*

## Intro to AutoCAD

**10623106 .....1 credit**

This introductory course in computer-aided drafting (CAD) using AutoCAD software provides foundation skills in using CAD software to create and print two-dimensional technical drawings. This course is available to students in any program. Computer skills and prior knowledge of drawing/drafting techniques is recommended.

## Intro to Welding

**10442100 .....2 credits**

Builds knowledge of general welding shop procedures and safety, arc welding principles and equipment setup, and metal fabrication equipment use. Students work with a lab instructor to begin developing skills with the gas metal arc welding (GMAW) and gas tungsten arc welding (GTAW) welding processes by completing simple welding and fabricating tasks in preparation for further exploration in welding and fabricating.

## Machine Shop Fundamentals

**10462132 .....3 credits**

Students participating in this class will be introduced to common machine tools and their functions. Classroom activities and hands-on lab exercises will be used to introduce participants to some of the most common applications in machining. Lab activities will introduce students to shop safety and identification of machine tools. Students will also gain understanding of the basic processes performed with different machine tools and basic machine set up and operations.

# course descriptions

## Math for Manufacturing

**32420320 .....2 credits**

Studies machine tool problems involving calculations with fractions, decimals, and percentage. Includes work with the metric system, measurement conversion, geometry, trigonometry of right triangles, and use of a scientific calculator. Formulas with application to the trades are also studied.

*Prerequisite: Admission into Machine Tool Technician program 324201, Welding program 314421, Gas Metal Arc Welding (Stainless Steel) 304427, or consent of instructor*

## Metal Cutting Welding

**10442132 .....2 credits**

Covers oxy-fuel cutting, plasma arc cutting, air-carbon arc cutting, mechanical cutting, and nontraditional cutting. Individual parts are produced using automatic and manual equipment. Both shop and field applications are practiced. The parts may be joined, by welding, to complete an assembly. Students may work in a team environment to complete assignments. This course is available to Welding program students only.

## Shielded Metal Arc Welding (SMAW)

**10442130 .....2 credits**

Begins to build the knowledge and skills of the SMAW process commonly known as stick welding. Students are able to weld in several positions, read some basic weld symbols, and have a basic understanding of written welding procedures.

## Weld Inspections and Testing

**10442163 .....1 credit**

Emphasizes measurement of weld defects and assessment of weld quality conformance to common welding codes. Students conduct etch tests, bend tests, and break tests on welds. Visual inspection, dye penetrant testing, and magnetic particle testing are practiced.

*Prerequisite: Intro to Welding 10442100*

## Welding Fabrication Techniques

**10442115 .....2 credits**

Students fabricate parts from prints and weld assemblies with a specified welding process. Cutting and forming may be required prior to assembly. Depending on the size and complexity of the project, students may be asked to work in a team to complete an assignment.

*Prerequisites: Admission to Welding programs 314421 and Intermediate GTAW (TIG) 10442102*

## Welding Metallurgy

**10442159 .....2 credits**

Investigates the effects of welding on the mechanical properties of metals. Learners explore hardness, strength, and weldability of various metals. Concepts are applied in various activities, including heat treating, hardness testing, and tensile testing.

## Welding Print Reading

**10442112 .....2 credits**

Students study print format, line types, orthographic views, dimensioning, welding symbols, and bill of materials. Students apply concepts by creating and fabricating from prints in individual and group activities.