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Please fill in the name of your high school district: _____



WISCONSIN
INDIANHEAD
TECHNICAL
COLLEGE

2008-09 Courses for Review Through Joint Curriculum Review Process

Course Number	Course Title and Description	Credits	Programs/Certificates with Course in Curriculum	Indicate Courses of Interest by Listing Instructor Contact
Business Courses				
10101101 Transcripted Credit Option	Financial Accounting 1 Complete accounting cycle, special journals, payroll tax principles, special procedures, and financial statements. Accounting applications through practice set approach.	4	Program(s): Accounting, Finance, Accounting Assistant, Business Management Certificate(s): Computerized Accounting	
10101115 Transcripted Credit Option	Accounting Principles Basic accounting course for non-accounting majors. General accounting procedures through double entry system. Basic applications.	3	Program(s): Marketing, Retail Management, Medical Administrative Specialist, Administrative Assistant, IT-Computer Support Specialist, Supervisory Management, Office Support Specialist Certificate(s): Retail Management Specialist, Supervisory Management Systems	
10103103A Transcripted Credit Option	MS Word A (1 credit) Students will learn word processing using MS Word. Credit A activities will include creating, editing, saving, formatting, printing, and other basic MS Word features.	1	Program(s): Accounting, Business Management, Finance, Medical Administrative Specialist Certificate(s): Medical Claims Examiner/Billing, Medical Transcription, Supervisory Management Systems	
10103124A Transcripted Credit Option	MS Excel A (1 credit) Students will learn to use MS Excel. Credit A activities will include creating, editing, saving, formatting, printing, performing calculations, and enhancing worksheets through charts.	1	Program(s): Marketing, Retail Management, Medical Administrative Specialist, Supervisory Management, Office Support Specialist Certificate(s): Medical Claims Examiner/Billing, Supervisory Management Systems	

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10103128 Transcripted Credit Option	Introduction to Computers - Windows Learners will gain knowledge about basic operations of a microcomputer and the Windows operating system. Emphasis will be placed on file management and disk maintenance in a network environment.	1	Program(s): Accounting; Accounting Assistant; Finance; Medical Administrative Specialist; Administrative Assistant; Criminal Justice-Law Enforcement; Criminal Justice-Corrections; Office Support Specialist; Medical Assistant; Business Management Certificate(s): Computerized Accounting; Barber/Cosmetology Manager	
10103129 Transcripted Credit Option	Introduction to MS Office Learners will create, edit, view, and print basic documents using word processing, spreadsheets, database, and presentation software.	1	Program(s): Marketing; Retail Management; Medical Administrative Specialist; Criminal Justice-Law Enforcement; Criminal Justice-Corrections; Certificate(s): Computerized Accounting; Barber/Cosmetology Manager	
10104102 Transcripted Credit Option	Marketing Principles This course focuses on the marketing process as it relates to the operation of a business enterprise. The intent is to provide students with an understanding of how the marketing function fits within the overall structure of the organization. Special attention is given to the role and significance of evaluating customer needs, pricing, distribution, and promotion of products and services.	3	Program(s): Finance; Marketing; Retail Management; Business Management Certificate(s): Retail Management Specialist; Marketing Specialist; Marketing/Desktop Publishing Specialist; Self-Employment/Small Business; Barber/Cosmetology Manager	
10106110 Transcripted Credit Option	Document Formatting This hands-on course covers formatting styles of business letters, business and academic reports, memos, tables, and business documents. The course also includes drill work for improving keying speed and accuracy.	2	Program(s): Medical Administrative Specialist; Administrative Assistant; Office Support Specialist	
10106127 Transcripted Credit Option	Desktop Publishing Preparation of professional-looking documents using desktop publishing software or word processing software with desktop publishing capabilities.	2	Program(s): Administrative Assistant; Retail Management Certificate(s): Marketing/Desktop Publishing Specialist, Business Graphics	
10106181 Transcripted Credit Option	Keyboarding This hands-on course emphasizes the introductory skills necessary in keyboarding using the touch system. You will master basic keyboard operation and develop keyboarding skills using the alpha, numeric, and symbol keys.	1	Program(s): Accounting; Accounting Assistant; Finance; Criminal Justice-Corrections; Air Conditioning, Heating, Refrigeration Technology	

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Health Courses				
10501101 Transcripted Credit Option	Medical Terminology Focuses on the component parts of medical terms: prefixes, suffixes and word roots. Students practice formation, analysis and reconstruction of terms. Emphasis on spelling, definition and pronunciation. Introduction to operative, diagnostic, therapeutic and symptomatic terminology of all body systems, as well as systemic and surgical terminology.	3	Program(s): Medical Assistant; Paramedic Technician	
10510135 Transcripted Credit Option	Anatomy, Physiology, and Disease Concepts This course is a study of human anatomical structure, physiology, and the basic mechanisms of disease. It is designed to meet the unique education needs of the medical secretary/office personnel. The course focuses on assessment, diagnosis, and treatment of commonly occurring medical conditions. The course will be structured to application of the content through case studies and group discussions. It is meant to provide a solid knowledge base for students entering work in health care settings. It is recommended that the student have a basic knowledge of medical terminology.	2	Program(s): Medical Administrative Specialist Certificate(s): Medical Coding Specialist; Medical Claims Examiner/Billing Specialist; Medical Transcription	
General Studies Courses				
10890100 Transcripted Credit Option	Success Strategies 1 This course is designed to facilitate greater learner success affecting the academic, professional, and personal lives of students.* *High School faculty need to complete On-Course Training through Skip Downing (http://www.oncourseworkshop.com) or through the On-Course learning community at Facilitating the Future (http://www.facilitatingthefuture.org).	1	Program(s): Paramedic Technician; Architectural Commercial Design; Bricklaying and Masonry; Agricultural Power and Equipment Technician	

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Agriculture / Trade and Technical Courses				
32420310 Transcribed Credit Option	Print Reading This course will cover the basic principles of print reading. The emphasis will be on interpreting lines and symbols in single- and multiple-view working drawings. Topics include print reading procedures, sketching, drawing changes, and the reading of prints in maintenance areas of machining, fabrication, piping systems, and welding.	2	Program(s): Industrial Maintenance Technician	
32420361 Transcribed Credit Option	Introduction to CAD/CAM This course will introduce students to computer-aided drafting (CAD) and computer-aided machining (CAM). Students will use appropriate CAD software to prepare mechanical drawings. Students will be introduced to CAD/CAM equipment.	1	Program(s): Machine Tool Operation 1 Yr; Machine Tool Technician Certificate(s): CNC Machining	

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