

College Credit
in
High School
through
Transcripted Credit
and/or
Advanced Standing

2012-2013 Agreements



WISCONSIN
INDIANHEAD
TECHNICAL
COLLEGE

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**Wisconsin Indianhead Technical College
College Credit in High School
Through Advanced Standing and/or Transcribed Credit**

One component of the Tech Prep (Career Prep)/School to Work initiative at WITC is the joint curriculum review process for advanced standing and/or transcribed credit with high schools.

Advanced standing agreements provide high school students the opportunity to obtain advanced standing upon successful completion of high school coursework that is comparable to college coursework. A list of WITC courses for potential advanced standing agreements is available in this booklet. The course competencies and learning objectives for each course are identified on a competency review form that is available on the WITC Web site. The review forms are completed by the high school instructors based on the skill level the student is expected to achieve and returned to WITC along with a copy of the corresponding high school curricula and sample assessments.

WITC staff review the completed competency review forms with accompanying curriculum and assessments to determine whether to develop an advanced standing agreement. Reviews are conducted using a competency-to-competency analysis framework. An advanced standing agreement may be developed if the high school curriculum meets 80% of the WITC competencies. All advanced standing agreements require students to complete the course with a "Grade of B" (3.00 GPA).

Transcribed credit agreements provide high school students the opportunity to take WITC courses taught by their high school instructors. Students who complete the course with a grade of C or better on the WITC grading scale will receive college credit for the course. High school instructors deliver the course to high school students with a WITC mentor serving as a guide, reference, and resource to assure the content is comparable to courses offered at the college. Transcribed Credit Request Forms must be completed annually by high school staff. **The development of transcribed credit agreements is limited to the number of available mentors. Priority will be given to continuing agreements. New agreements will be developed on a first-come, first-served basis.**

As part of an agreement between Wisconsin's sixteen technical college districts, articulated credit will be transferable to other technical colleges provided they offer similar courses. In addition, campuses of the University of Wisconsin System and other colleges have transfer credit agreements with WITC that may allow a student to obtain university credit for coursework successfully completed through articulated coursework. Students should contact the college they are planning to attend for verification that coursework will transfer.

Courses approved for advanced standing in the 2011-2012 Joint Curriculum Review Process have the option to be automatically renewed for advanced standing if WITC curriculum has not changed and the high school instructor and curriculum have not changed. If your high school **has agreements** for advanced standing in 2011-2012, you will receive an automatic renewal form this spring. Verify that the high school curriculum and instructor(s) are the same and return the form to automatically renew these agreements.

Perkins IV guidelines can be found at:

<http://systematic.wtcsystem.edu/Grants/Perkins-4/perkins4.htm>. Current and past articulation agreements are available on the WITC Web site at www.witc.edu/highschool/advanced. Templates to build Career Pathways are available on the Wisconsin Career Pathways Web site at www.wicareerpathways.org.

For further information on the joint curriculum review process at WITC, please contact:

Andrea Schullo, Curriculum Design Specialist
WITC Administrative Office
505 Pine Ridge Drive, Shell Lake WI 54871
andrea.schullo@witc.edu; 715.468.2815, Ext. 2249



Ways in Which High School Students Can Earn Technical College Credit through Articulation

Articulation refers to aligning high school and postsecondary curricula to create sequences of courses offering skill attainment with unnecessary duplication. Articulation focuses on providing opportunities for high school students to take college level course work in order to get a head start on earning college credits while continuing to fulfill high school graduation requirements. If your school district is interested in articulation, check first with the articulation contact at your local technical college. If your local technical college does not offer a particular program, then you can explore an “out of district” agreement with a different technical college.

There are two types of articulation – advanced standing and transcribed credit. The table below outlines the similarities and differences between the two types. Articulation agreements are formal agreements created between public school districts and postsecondary institutions. Students benefit from both types of articulation. However, it is important to note the specific differences in benefit between advanced standing and transcribed credit.

Terminology	Advanced Standing	Transcribed Credit
DEFINITIONS	Advanced Standing may also be referred to as <ul style="list-style-type: none"> • “credit in escrow” because the application of the credit is delayed until students enroll in a technical college program. 	Transcribed Credit may also be referred to as: <ul style="list-style-type: none"> • “dual credit courses” as high schools also give credit. • “direct credit” because students are earning technical college credit directly from the technical college.
RELATIONSHIP BETWEEN HIGH SCHOOL AND TECHNICAL COLLEGE COURSES	High school course(s) or competencies are determined to be equivalent or comparable to a technical college course. Agreements require a minimum of a 3.0 grade point on a 4.0 scale for students to earn credit. High school grading policies and standards are followed.	Technical college curriculum is taught to high school students. A variety of delivery methods may be used. Students earn both high school credit and technical college credit simultaneously. Technical college grading policies and standards established in the agreement are followed.
TEACHER	Course is taught by a high school teacher who holds a current DPI license in the related area of instruction.	Course is taught by a WTCS certified technical college instructor or a high school instructor who holds a current DPI license in a related area and has been granted WTCS articulation certification under Wisconsin Administrative Code TCS 3.03(9)(b) .
AWARDING CREDIT	The student must meet all conditions of the articulation agreement in order to be eligible for advanced standing credit. Technical college credits are awarded; however, technical college grades are not given for these courses.	Upon successful completion of course, grades are posted to an official technical college transcript and tabulated in the student’s technical college GPA. Students earn technical college credit and high school credit simultaneously.

<p>DOCUMENTATION</p>	<p>The school district maintains the student’s transcript. Under DPI, PI 26 Education for Employment; <i>The district must include specific information on pupil transcripts. This information includes the title of the course; the high school credits earned and whether those credits were earned through advanced standing, transcribed credit, or the advanced placement program; and the participating postsecondary institution, when appropriate.</i></p> <p>Technical colleges may opt to give a “certificate of eligibility” that specifies the course title, course number and credits for which advanced standing may be granted upon enrollment at a technical college.</p>	<p>The technical college maintains the student’s transcript for technical college course work. The school district maintains the student’s transcript including high school and technical college course work.</p> <p>Under DPI, PI 26 Education for Employment; <i>The district must include specific information on pupil transcripts. This information includes the title of the course; the high school credits earned and whether those credits were earned through advanced standing, transcribed credit, or the advanced placement program; and the participating postsecondary institution, when appropriate.</i></p>
<p>DATA REPORTING</p>	<p>School districts receiving Perkins funds are required to report current articulation in the Vocational Education Enrollment Reporting System (VEERS).</p>	<p>The technical college reports the course in the WTCS Client Reporting System.</p>
<p>AGREEMENT/COSTS</p>	<p>Involves a written articulation agreement. No fees are charged to the student or school district.</p>	<p>Involves a written contractual agreement and cost-neutral arrangement between a school district and a technical college.</p>
<p>TRANSFER TO ANOTHER WTCS TECHNICAL COLLEGE</p>	<p>According to the Credit for Prior Learning policy (Educational Services Manual 12.10.5), technical college credit awarded for high school coursework covered by an articulation agreement at the originating technical college shall be accepted as credit toward completion of a comparable course or courses by the receiving technical college.</p>	<p>All courses taken for technical college credit appear on a student's transcript and shall be transferrable to other technical colleges who have the same program.</p>

Note: Transcribed credit courses that are part of an articulation agreement are one avenue through which high school students may enroll in technical college courses. Other options that allow high school students to attend technical colleges are:

- *Youth Options* – High school juniors and seniors who meet certain requirements are able to enroll in courses at a technical college for both high school and technical college credit.
- *Two-Year Youth Apprenticeship Programs* –Some Youth Apprenticeship programs include transcribed credit courses. (Others may include advanced standing courses.)
- *38.14(3) Contracted Services* – Sec. 38.14(3), stat., enables technical colleges to contract with school districts to provide a wide variety of educational services.

Wisconsin Indianhead Technical College
Postsecondary Articulation Certification for High School Instructors

High school instructors may apply for WTCS articulation certification for consideration under the following conditions:

- The secondary instructor holds current DPI licensure in the occupational or occupational-related area for the coursework for which certification is being sought
- The secondary instructor is currently employed as a secondary instructor by a K-12 school district
- The high school coursework for which certification is being sought is technical college introductory level occupational or occupational related
- Enrollment in the course is limited to secondary students who have demonstrated a mastery of relevant prerequisite competencies.

Certification shall be granted for one academic year, or portion thereof, and must be renewed annually to remain current. Application documents will be kept on file. Any changes in information after initial application should be sent to Andrea Schullo.

Health Sciences--To teach transcribed credit courses 10501101 Medical Terminology and/or 10510135 Anatomy, Physiology and Disease Concepts, instructors must have a minimum of a Bachelor's degree and be certifiable in the Health or Life Science.

SPECIFIC CERTIFICATION REQUIREMENTS FOR ARTICULATION IN GENERAL STUDIES COURSES. For articulated general education certification, individuals need a bachelor's degree with a minor or 20 semester credits in the area they are teaching and would like to offer for AS/TC. WITC will need to provide the state with a copy of transcripts as well as an application form and DPI licensure. For Technical Diploma (Aid Code 32 courses) requirement is a Bachelor's Degree with 20 semester credits in the designated instructional area (**instructor transcript(s) will likely need to be reviewed**)

Course Number	REQUIREMENTS for Associate Degree courses (Aid Code 10)
801	A master's degree in Communication, or a master's degree with a minimum of 18 liberal arts graduate credits in English, Communications, Communicating Arts, Writing, Journalism, Speech, Literature, Reading, or a combination of credits in these disciplines.
804	A master's degree in Mathematics, or a master's degree with a minimum of 18 graduate credits in mathematics, engineering, physics, or a combination of credits in these disciplines.
806	A master's degree in Life Science, or a master's degree with a minimum of 18 graduate credits in life sciences, biology, bio-chemistry, chemistry, endocrinology, pathology, physiology, medicine, chiropractic, pharmacy, biotechnology, or a combination of credits in these disciplines.
809 Physical Science	A master's degree in Physical Science, or a master's degree with a minimum of 18 graduate credits in physics, physical sciences, chemistry, engineering, environmental science, biophysics, geophysics, or a combination of credits in these disciplines.
809 Economics	A master's degree in Economics, or a master's degree with a minimum of 18 liberal arts graduate credits in economics, or a closely related field such as finance, banking, economic history, political economy, business administration, economic geography, or a combination of credits in these disciplines.
809 Psychology	A master's degree in Psychology, or a master's degree with a minimum of 18 liberal arts graduate credits in psychology or related field such as general psychology, experimental psychology, developmental psychology, clinical psychology, industrial and organizational psychology, educational psychology, school psychology, counseling psychology, rehabilitation psychology, social psychology, or a combination of credits in these disciplines.
809 Sociology	A master's degree in Sociology, or a master's degree with a minimum of 18 liberal arts graduate credits in sociology, rural/urban sociology, criminal justice, social work, or a combination of credits in these disciplines.
809 Course Specific	Intro to American Government – A master's degree with a minimum of 18 liberal arts graduate credits in the social sciences, including some history and/or political sciences Introduction to Ethics – A master's degree with a minimum of 18 liberal arts graduate credits in the social sciences. Race, Ethnic and Diversity – A master's degree with a minimum of 18 liberal arts graduate credits in the social sciences, and some experience with and/or credits in diversity.

Agreement Development Process for Advanced Standing and/or Transcribed Credit 2012-2013

STEP 1: Determine Courses to Articulate

Review the course information and match to courses offered at your school.

2012-2013 Courses for Review for Advanced Standing or Transcribed Credit

The list of WITC courses available for articulation is found in this booklet, pages ___ to ___ and is also available alphabetically on our Web Site at <http://www.witc.edu/highschool/articulation.htm>. At <http://www.witc.edu/highschool/process.htm>, you can click on Course Outcome Summaries by Career Cluster. Click on a course title to view the Course Outcome Summary. There are links in this section to specific educational requirements where applicable.

STEP 2: Determine Method of Articulation

There are three different options for completing articulation agreements with WITC. Your school may use one, two, or all three options; but a single course may have only one type of agreement.

Automatic Renewal

Courses offered currently for **advanced standing** have the option to be automatically renewed for advanced standing if WITC curriculum has not changed and the high school instructor and curriculum have not changed.

Advanced Standing

Advanced standing agreements provide high school students with the opportunity to obtain advanced standing for successful completion of high school coursework that is comparable to college coursework. A list of WITC courses for review through the joint curriculum review process has been developed for use with high schools. The course competencies and learning objectives for each of the courses are identified on a competency review form that is available on the WITC Web site. The review forms are completed by the high school instructors based on the skill level the student is expected to achieve and returned to WITC along with a copy of the corresponding high school curriculum and sample assessments.

WITC staff review the completed competency review forms and the high school curricula and assessments to determine whether to proceed with an agreement for advanced standing or proceed with curriculum alignment. Review will be completed using a competency-to-competency analysis framework. An advanced standing agreement may be developed if the high school curriculum meets 80% of the WITC competencies. All advanced standing agreements will include a standard criteria of a "Grade of B" (3.00 GPA).

Transcribed Credit

Transcribed credit agreements provide high school students with the opportunity to take WITC courses taught by their high school instructors and receive WITC credit if they complete the course with a grade of C or better. High school instructors deliver the course to high school students with a WITC mentor serving as a guide, reference, and resource to assure the content is comparable to courses offered at the college.

For a course to be considered for Transcribed Credit, it must meet the following criteria:

- Same content, competencies, and learning objectives
- Same student mastery expectations, assessment standards, and grading standards. WITC grades given through transcribed credit need to reflect the same assessment strategies and level of rigor. WITC grades are determined by achievement of the **course objectives only** – attendance, effort, and extra credit should not factor into a grade
- Same or an agreed upon equivalent textbook, software, and equipment/facilities.
- High school teachers must hold a valid Wisconsin DPI license in the related instructional area and complete a WITC application.

STEP 3: Complete the Paperwork

Automatic Renewal - Complete the Automatic Renewal Form (for existing advanced standing agreements)

Automatic Renewal Forms will be accepted until **March 1**.

Advanced Standing - Complete Competency Review Form(s)

Competency Review Forms, Curriculum, and Assessments will be accepted until **April 1**.

Transcripted Credit - Complete Transcripted Credit Agreement Request Form(s)

Requests will be accepted until **March 1**. Opportunities for transcripted credit agreements are limited to mentor availability. Requests will be granted on a first-come, first-served basis.

STEP 4: The Next Steps

Automatic Renewal

- Courses requested for automatic renewal will be checked to assure that an agreement existed for the prior year and WITC coursework has remained consistent.
- Courses eligible for automatic renewal will be added to the new agreement for the upcoming year.

Advanced Standing

- Competency Review Forms, curriculum, and assessments will be forwarded to the appropriate dean for review.
- Deans and faculty review materials to determine if an agreement will be developed by **May 1**.
- Completed agreements will be emailed for review and approval by **June 1**.
- Agreements and high school brochures will be posted to the WITC Web site (<http://www.witc.edu/highschool/advanced.htm>) by **September 30**.

Transcripted Credit

- Transcripted Credit Overview PowerPoint, view on our Web site at <http://www.witc.edu/highschoolcontent/ASTC/Steps/Step4.pdf>
- Transcripted Credit Request Forms will be forwarded to the appropriate dean to determine mentors.
- For new transcripted credit agreements, WITC mentors will meet with high school teachers to determine if course content, assessment, textbooks, software, equipment/facilities are the same or an agreed upon equivalent by **May 1**.
- Completed agreements will be emailed for review and approval by **June 1**.

Agreements and high school brochures will be posted to the WITC Web site

(<http://www.witc.edu/highschool/advanced.htm>) by **September 30**.

- Throughout the school year
 - High school students will register for transcripted credit courses within time frame established between high school instructor and WITC.
 - WITC will generate contract (to be signed)/invoice to send to the high school for tuition and fees and the high school will invoice WITC the same amount for instructional costs.
 - WITC mentors and high school teachers will be in contact a minimum of three times for the duration of a course.
 - High school teachers will submit grades at course end in a timely manner.
- See the Transcripted Credit Flow Chart in this booklet and at our Web site at <http://www.witc.edu/highschoolcontent/ASTC/Steps/Step4.pdf>

For further information on the joint curriculum review process at WITC, please contact

Andrea Schullo, Curriculum Design Specialist
WITC Administrative Office
505 Pine Ridge Drive
Shell Lake WI 54871
andrea.schullo@witc.edu
715.468.2815, Ext. 2249



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2012-2013 Courses for Review for Advanced Standing or Transcribed Credit

Agriculture, Food and Natural Resources			
Articulation Option	Course Title and Description	Credits	Programs/Certificates with Course in Curriculum
Advanced Standing	<p>Dairy Cattle Management – 31091348 This learning plan prepares the learner to diagnose common and infectious bovine diseases and their causes, follow fresh cow/metabolic control program, practice bio-security, develop protocols for a farm, develop calf and heifer management programs, practice proper veterinary drug use, develop a dairy herd health record-keeping system, and plan a vaccination program.</p>	2	Program: Dairy Herd Management
Advanced Standing Or Transcribed Credit	<p>Welding For Mechanics – 32442307 Instruction in safe setup and operation of oxyacetylene cutting (OAC), SMAW (Stick), GMAW (Mig), FCAW, and/or GTAW (Tig) welding in applications related to general industry practices. Selection of appropriate welding processes with a specific emphasis on typical repair situations including metal identification will be stressed.</p>	2	Program(s): Agricultural Power and Equipment Technician; Automated Packaging Systems Technician; Motorcycle, Marine, and Outdoor Power Products Technician
Architecture and Construction			
Articulation Option	Course Title and Description	Credits	Programs/Certificates with Course in Curriculum
Advanced Standing	<p>Alternative Energy Overview – 10480100 In this course, students will investigate the need for renewable energy systems and emerging careers in renewable energy. Students will examine the basic design, cost, and other considerations associated with photovoltaic, wind, and biogas electrical generation systems. In addition, students will evaluate the basic design, costs, truths and myths associated with solar thermal, geothermal, and biomass heating and cooling systems. Students will also explore the production and use of alternative transportation fuels.</p>	2	Program: Building Performance Technician Certificate: Sustainable Design; Renewable Electricity
Advanced Standing	<p>Architectural CAD – 10614135 AutoCAD and related architectural software is utilized to teach learners the fundamentals of architectural computer-aided drafting. Topics from CAD applications in architecture and the equipment required to do actual drafting, modifying, and plotting operations are covered. Corerequisite: 10614101 Architectural Drafting Principles</p>	3	Programs: Architectural Commercial Design

Articulation Option	Course Title and Description	Credits	Programs/Certificates with Course in Curriculum
Advanced Standing	<p>Cabinet and Furniture Making 1 – 32410300 This is a lab/shop/theory application. This course covers the basics of cabinet and furniture construction. Fundamental machine operations and safety rules are taught. The students are required to construct, by approved machine methods, the common joints used in good construction. The study of wood and other materials, hand tools and bench work, shop drawing, design, and layout are a part of the basic course.</p>	5 Articulate up to 3	Program: Wood Technics
Advanced Standing	<p>Cabinet and Furniture Making 2 – 32410302 This is a lab/shop applications course. The student will be involved in projects according to his/her abilities to provide practical application of the operations learned. COREQUISITE: 32410300 Cabinet & Furniture Making 1</p>	5 Articulate up to 3	Program: Wood Technics
Advanced Standing	<p>Construction Framing 1 – 32410303 This is a lab/shop applications course that runs concurrently with and companion to Construction Framing 2. This course covers the operations required in building layout, installation of concrete and masonry, and the framing of floors and walls to meet Wisconsin State Code. Competencies are learned through hands-on applications. PREREQUISITES: 32410302 Cabinet and Furniture Making 2, 32410339 Print Reading for Building Construction, and 32804355 Math 355.</p>	4 Articulate up to 2	Program: Wood Technics
Advanced Standing	<p>Drafting for Carpentry 1 – 32410332 This course introduces students to the subject of residential design and construction. The problems faced by builders and designers before actual construction begins are emphasized. Students complete a series of detail drawings to acquaint them with the materials used and the methods of fabrication in sketching, lettering, line weights, and use of the scale are stressed. Standard house plans are utilized to acquaint the student with the drawings used in home construction. Students are also introduced to state, federal, and local codes. PREREQUISITE: 32410339 Print Reading for Building Construction.</p>	5 Articulate up to 3	Program: Wood Technics
Advanced Standing	<p>Drafting for Carpentry 2 – 32410333 This course introduces SoftPlan software and the use of the Uniform Dwelling Code Book. In this course the students design residential structures based on the needs of individuals. The needs and desires of the client and their family are stressed in assignments. Various types of residential structures are designed. The student is introduced to the use of models and perspective drawings in selling a design to a client. UDC regulations are stressed throughout the drawings. PREREQUISITE: 32410332 Drafting for Carpentry 1.</p>	5 Articulate up to 3	Program: Wood Technics
Advanced Standing	<p>Print Reading For Building Construction – 32410339 This course provides instruction in reading and interpreting shop drawings, residential drawings, and commercial building plans. Emphasis is placed on building terminology and learning conventional techniques of communicating building methods from the designer to the builder. Students learn to visualize the structure and to interpret elevations, plan views, details, and sections from drawings. They also learn to read and interpret building specifications.</p>	2	Program: Wood Technics

Articulation Option	Course Title and Description	Credits	Programs/Certificates with Course in Curriculum
Advanced Standing	<p>Wood Frame Construction – 10410121</p> <p>This course introduces the student to the materials and methods used in wood frame construction. It familiarizes students with components of modern construction for the purpose of selecting the materials best suited to various construction jobs.</p>	3	<p>Programs: Architectural Commercial Design</p>
Business, Management and Administration			
Articulation Option	Course Title and Description	Credits	Programs/Certificates with Course in Curriculum
Advanced Standing or Transcribed Credit Adobe In-Design Version 5 required	<p>Adobe Dreamweaver – 10103197</p> <p>This course presents the foundational skills necessary to create Web page programming with Dreamweaver. It covers effective Web page design concepts including text, graphics, hypertext links, tables, forms, layers, templates, and Cascading Style Sheets (CSS) and behaviors. A general knowledge of working in a Windows environment and keyboarding skills are recommended.</p>	3	<p>Program: Administrative Professional Certificate(s): Business Graphics; Web Design</p>
Advanced Standing Or Transcribed Credit	<p>Business Law – 10105125</p> <p>Business Law provides the student with a working knowledge of the legal system, business ethics, and essentials of contracts. Students gain knowledge in logical and analytical thinking, and are encouraged to challenge legal issues and defend their point of view.</p>	3	<p>Program(s): Accounting, Business Management, Finance, Marketing Certificate(s): Barber/Cosmetology Manager, Business Administration Specialist</p>
Advanced Standing	<p>Customer Service – 10196108</p> <p>This course examines customer service as it relates to organizational quality. It addresses service models for internal and external customers, systems and strategies applied to customer service, and tools and techniques for gathering customer feedback and handling complaints.</p>	1	<p>Program(s): Business Management; Marketing; Supervisory Management Certificate(s): Customer Service; Medical Quality; Supervisory Management Systems</p>
Advanced Standing or Transcribed Credit	<p>Desktop Publishing – 10106127</p> <p>Preparation of professional-looking documents using desktop publishing software or word processing software with desktop publishing capabilities.</p>	2	<p>Program: Administrative Professional Certificate(s): Business Graphics; Marketing/Desktop Publishing Specialist</p>
Advanced Standing or Transcribed Credit	<p>Document Formatting – 10106110</p> <p>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.</p>	2	<p>Program(s): Administrative Professional; Medical Administrative Specialist; Medical Office Specialist; Office Support Specialist</p>
Advanced Standing or Transcribed Credit	<p>Introduction to Business – 10105100</p> <p>This is an introductory course designed to develop an understanding of the activities, functions, and principles of business enterprise. The course helps to gain insight into the responsibilities and challenges of operating a business. Emphasis is on the interaction of the various functions required to operate businesses of all sizes. Specifically, the areas of business trends, ownership models, leadership, human resources, marketing, information management, and finance will be explored.</p>	3	<p>Program: Business Management Certificate: Business Administration Specialist</p>

Business, Management and Administration

Articulation Option	Course Title and Description	Credits	Programs/Certificates with Course in Curriculum
Advanced Standing or Transcribed Credit	<p>Introduction to Computers – Windows - 10103128 Learners will gain knowledge about basic operations of a computer and the Windows operating system. Emphasis will be placed on file management and disk maintenance in a network environment.</p>	1	<p>Program(s): Accounting; Accounting Assistant; Business Management; Criminal Justice-Corrections Certificate(s): Barber/Cosmetology Manager; Computerized Accounting;</p>
Advanced Standing or Transcribed Credit	<p>Introduction to MS Office – 10103129 version 2010 required Learners will create, edit, view, and print basic documents using word processing, spreadsheets, database, and presentation software.</p>	1	<p>Program(s): Criminal Justice-Corrections; Marketing Certificate(s): ; Barber/Cosmetology Manager; Computerized Accounting</p>
Advanced Standing or Transcribed Credit	<p>Keyboarding – 10106181 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.</p>	1	<p>Program(s): Accounting; Accounting Assistant; Criminal Justice-Corrections; Finance</p>
Advanced Standing or Transcribed Credit	<p>MS Excel A – 10103151 version 2010 required Students will learn to use MS Excel. Credit A activities will include creating, editing, saving, formatting, printing, performing calculations, and enhancing worksheets through charts.</p>	1	<p>Program(s): Accounting; Accounting Assistant; Administrative Professional; Business Management; Building Performance Technician; Finance; Marketing; Medical Administrative Specialist; Medical Office Specialist; Office Support Specialist; Supervisory Management Certificate(s): Computerized Accounting; Supervisory Management Systems</p>
Advanced Standing or Transcribed Credit	<p>MS Excel B – 10103152 version 2010 required Students will learn to use MS Excel. Credit B activities will include using advanced features of formulas, object linking and embedding, multiple worksheets, 3-D references, macro basics and database basics. COREREQUISITE: 10103151 MS Excel A</p>	1	<p>Program(s): Accounting; Accounting Assistant; Administrative Professional; Business Management; Building Performance Technician; Finance Certificate(s): Computerized Accounting</p>
Advanced Standing or Transcribed Credit	<p>MS PowerPoint – 10103106 version 2010 required A complete presentation graphics course that allows you to produce professional-looking presentations. It gives you the flexibility to make informal presentations using overhead transparencies, electronic presentations, formal presentations using 35mm slides, or virtual presentations. Additionally, you can create paper printouts, outlines, speaker notes, and audience handouts.</p>	1	<p>Program(s): Administrative Professional; Business Management; Finance; Office Support Specialist; Supervisory Management; Certificate(s): Supervisory Management Systems</p>

Advanced Standing or Transcribed Credit	MS Word A – 10103146 version 2010 required 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; Administrative Professional; Business Management; Building Performance Technician; Finance; IT-Computer Support Specialist; Medical Administrative Specialist; Medical Office Specialist; Office Support Specialist; Supervisory Management Certificate(s): Medical Transcription; Supervisory Management Systems
Advanced Standing or Transcribed Credit	MS Word B – 10103147 version 2010 required Credit B activities include tables, mail merge, sort, graphics, and special features of MS Word. COREQUISITE: 10103146 MS Word A	1	Program(s): Administrative Professional; Office Support Specialist Certificate(s): Medical Transcription
Advanced Standing or Transcribed Credit	MS Word C – 10103148 version 2010 required Credit C activities will include workgroup collaboration, macros, styles, and advanced formatting features of MS Word. COREQUISITE: 10103147 MS Word B	1	Program(s): Administrative Professional; Office Support Specialist
Advanced Standing or Transcribed Credit	MS Access A – 10103162 Learners create, edit, sort, and query a database. They also learn how to create and print basic forms and reports.	1	Program(s): Administrative Professional; Business Management; Medical Administrative Specialist; Medical Office Specialist; Office Support Specialist; Supervisory Management Certificate(s): Computerized Accounting; Supervisory Management Systems

Finance

Articulation Option	Course Title and Description	Credits	Programs/Certificates with Course in Curriculum
Advanced Standing or Transcribed Credit	Financial Accounting 1A – 10101176 and Financial Accounting 1B - 10101177 Complete accounting cycle, special journals, payroll tax principles, special procedures, and financial statements. Accounting applications through practice set approach.	2 and 2	Program(s): Accounting; Accounting Assistant; Business Management; Finance Certificate: Computerized Accounting
Advanced Standing or Transcribed Credit	Financial Accounting 1A – 10101176 Basic accounting course for non-accounting majors. General accounting procedures through double entry system. Basic applications.	2	Program(s): Administrative Professional; IT-Computer Support Specialist; Marketing; Medical Administrative Specialist; Medical Office Specialist; Office Support Specialist; Supervisory Management Certificate: Supervisory Management Systems
Advanced Standing or Transcribed Credit	Personal Finance – 10114125 Personal Finance introduces students to money management, taxes, financial services, credit, real estate, insurance, stocks, bonds, mutual funds, retirement planning, and estate planning.	3	Program: Finance

Health Science

Articulation Option	Course Title and Description	Credits	Programs/Certificates with Course in Curriculum
Advanced Standing or Transcribed Credit Health/Life Science certifiable	Medical Terminology – 10501101 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
Advanced Standing or Transcribed Credit Health/Life Science certifiable	Anatomy, Physiology, and Disease Concepts – 10510135 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: Medical Administrative Specialist

Human Services

Articulation Option	Course Title and Description	Credits	Programs/Certificates with Course in Curriculum
Advanced Standing Or Transcribed Credit	ECE: Foundations of Early Childhood Education – 10307148 This 3-credit course introduces you to the early childhood profession. Course competencies include: integrate strategies that support diversity and anti-bias perspectives; investigate the history of early childhood education; summarize types of early childhood education settings; identify the components of a quality early childhood education program; summarize responsibilities of early childhood education professionals; explore early childhood curriculum models and analyze the principles of the WI Model Early Learning Standards.	3	Program: Early Childhood Education Certificate: Professional Credential for Preschool Teachers (WI)

Information Technology

Articulation Option	Course Title and Description	Credits	Programs/Certificates with Course in Curriculum
Advanced Standing Or Transcribed Credit Teachers must hold Cisco credential to develop an agreement.*	IT Essentials – 10150138 An introduction to the study of computers and computer systems used in today's business world. The focus is on basic computer terminology and concepts. Students will also learn basic logic gates, numbering systems, and Internet concepts. The student will create a simple Web page using standard Hypertext Markup Language (HTML) tags. <i>*Staff articulating this course need to hold Cisco credential. Credential training will be available through the "Cisco IT Essentials-Get Certified!" learning community at Facilitating the Future (http://www.facilitatingthefuture.org).</i>	3	Program(s): Industrial Automation, Controls, and Networking; IT-Computer Support Specialist; IT-Network Specialist

Articulation Option	Course Title and Description	Credits	Programs/Certificates with Course in Curriculum
Advanced Standing Or Transcribed Credit Teachers must hold Cisco credential to develop an agreement.*	Cisco Networking Fundamentals – 10150111 This course introduces the architecture, structure, functions, components, and models of the internet and other computer networks. It uses the OSI and TCP layered models to examine the nature and roles of protocols and services at the application, transport, network, data link, and physical layers. 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. Labs use a "model internet" to allow students to analyze real data without affecting production networks. Packet Tracer (PT) activities help students analyze protocol and network operation and build small networks in a simulated environment. At the end of the course, students build simple LAN topologies by applying basic principles of cabling; performing basic configurations of network devices, including routers and switches; and implementing IP addressing schemes. <i>*Staff articulating this course need to hold Cisco credential. Credential training will be available through the "Cisco IT Essentials-Get Certified!" learning community at Facilitating the Future (http://www.facilitatingthefuture.org).</i>	3	Program(s): Industrial Automation, Controls, and Networking; IT-Network Specialist
Advanced Standing	Operating Systems 1 – 10154102 A review of the most common command line operations and study of more advanced commands necessary to configure the Windows 2000 operating system for a variety of environments. Topics to be studied include creating directories, batch files, menus, custom configurations, file management, multitasking, windowing, security, and disk management utilities. There will be an introduction to usage, configuration, and tools of the Windows 9.X operating system.	2	Program(s): Industrial Automation, Controls, and Networking; IT-Computer Support Specialist; IT-Network Specialist
Manufacturing			
Articulation Option	Course Title and Description	Credits	Programs/Certificates with Course in Curriculum
Advanced Standing	(A) AC/DC Circuits - 32414358 This course is an introduction to electricity. The focus will be on direct current as it is used in industry. It is a blend of the practical and theoretical. You will develop skills in reading schematics, circuit analysis, and electrical measurement techniques.	3	Program: Automated Packaging Systems Technician
Advanced Standing	Basic Machine Shop – 32420314 This course gives students an introduction to machine tool operations. Emphasis will be placed on exposing students to a variety of machine tools and related operations.	3	Program: Automated Packaging Systems Technician
Advanced Standing	General Safety – 32449305 The student will learn the United States labor law and safe work practices with employee training requirements. The proper use of safety equipment and personal application of safe working habits will be emphasized. Students who work with chemical hazards and use power tools are exposed to a variety of safety concerns that require the use of guidelines and regulations. Medical attention and response to emergencies is also an important procedure to preserve human life and prevent disease.	1	Program: Automated Packaging Systems Technician

Articulation Option	Course Title and Description	Credits	Programs/Certificates with Course in Curriculum
Advanced Standing	<p>Industrial Safety – 32462317 This course is designed to introduce the student to safety topics required by OSHA for general industries. Safety committees and their function in the workplace will also be discussed. The history of OSHA and the role it plays in industry, along with the roles of all workers and employers toward safety, will be the focus of this course.</p>	1	Program: Industrial Maintenance Technician
Advanced Standing	<p>Introduction to AutoCAD – 30420388 You will learn the basic AutoCAD commands and drawing techniques. The topics are presented in an easy-to-learn sequence and progress in a way that allows you to understand the software and its applications. Learning activities are used to give hands-on application.</p>	2	Certificate: AutoCAD Drafting
Advanced Standing	<p>Machine Shop Theory 1 – 32420306 This course provides the student with knowledge in the areas of safety, speed and feed calculations, layout equipment, cutting tools, and machine tool equipment. Also introduces and studies the more technical shop operations of threading, tapping, boring, carbide tooling, and principles of metal cutting. Principles of metal cutting include the machinability of metals and how it relates to chip formation. Students will study the makeup of carbide tooling, how carbide is affected by operating conditions, and various carbide characteristics, sizes, shapes, grades, and applications as identified by the American Standards Association. The content supports activities in Applied Machine Tooling 1 and 2.</p>	2	Program: Machine Tooling Technics
Advanced Standing	<p>Machine Tool Theory 1 – 31420345 This course will cover the basic principles of machine tool theory. The course will emphasize safety in the machine shop, measurement, metal cutting technology, basic lathe and mill operations, drilling machines, saws, layout procedures, and an introduction to CNC machining. The capability and safe use of machine tools will be stressed.</p>	2	Program: Machine Tool Operation
Advanced Standing	<p>Milling Fundamentals – 32420362 This course covers the introduction to the milling machines. Emphasis is on knowing the machine parts, their function, and performing simple lathe operations. Introductory subjects such as related safety, maintenance, metal cutting theory, cutting tools, and work holding for the mill will be taught. Students will learn the basics of metal cutting on these machines so that when they get to CNC machines they can focus on the unique aspects of the computerized machine.</p>	2	Program: Machine Tool Technician
Advanced Standing	<p>Print Reading for Machine Trades – 32420321 This course will cover the basic principles of print reading. The emphasis is on interpreting standard lines and symbols in single- and multiple-view working drawings. Topics include print reading procedures, drawing changes, machining specifications, and the reading of prints in specialized areas including ANSI and ISO standards. Strongly recommend a basic understanding of mathematics concepts.</p>	1	Program: Machine Tooling Technics

Articulation Option	Course Title and Description	Credits	Programs/Certificates with Course in Curriculum
Advanced Standing	Print Reading for Machine Trades 1 – 31420322 This course will cover the basic principles of print reading. The emphasis will be on object representation, geometric dimensioning and tolerances (GDT), threads, and section views. Strongly recommend a basic understanding of mathematics concepts.	1	Program: Machine Tool Operation
Advanced Standing	Print Reading – 32420310 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: Industrial Maintenance Technician
Advanced Standing	Print Reading – Welding Trades – 31442321 Orthographic projection, sketching, dimensioning, section and auxiliary views, structural shape identification, weld symbols, welding symbol nomenclature, welded joint geometry, metric conversion, and interpretation of fabrications from prints.	2	Program: Welding
Advanced Standing	Semi-Precision Machining – 32420332 This course will consist of the major categories of safety, maintenance, saws, drills, and pedestal grinders. Basic theory and skills will be taught for each area. The machines and related theory are designed to address those areas that deal with semi-precision processes. This course is self-paced, learner driven. Computers are used to deliver the course material and an instructor will be available to provide assistance when necessary.	2	Program: Machine Tool Technician
Advanced Standing	Welding For Mechanics – 32442307 Instruction in safe setup and operation of oxyacetylene cutting (OAC), SMAW (Stick), GMAW (Mig), FCAW, and/or GTAW (Tig) welding in applications related to general industry practices. Selection of appropriate welding processes with a specific emphasis on typical repair situations including metal identification will be stressed.	2	Program(s): Agricultural Power and Equipment Technician; Automated Packaging Systems Technician; Motorcycle, Marine, and Outdoor Power Product Technician

Marketing, Sales and Service

Articulation Option	Course Title and Description	Credits	Programs/Certificates with Course in Curriculum
Advanced Standing or Transcribed Credit	Marketing Principles – 10104102 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): Business Management; Finance; Marketing Certificate(s): Barber/Cosmetology Manager; Customer Service; Marketing Specialist; Marketing/Desktop Publishing Specialist

Science, Technology, Engineering and Mathematics

Articulation Option	Course Title and Description	Credits	Programs/Certificates with Course in Curriculum
Advanced Standing	<p>Mechanical CAD – 10606140</p> <p>This course is an introduction to the graphical representation of mechanical components. The student becomes familiar with the personal computer, hardware, and software used in an engineering office in the mechanical design field. Visualization, sketching, projection, dimensioning, and other beginning skills necessary in this area are studied.</p>	4	<p>Program: Mechanical Design Technology</p>
Advanced Standing or Transcribed Credit	<p>Intro to AutoCAD – 10606185</p> <p>This course will introduce students to CAD, computer-aided drafting and design technology, through the use of lecture, demonstrations, and hands-on usage of CAD equipment. The student will fulfill the course competencies by operation of the equipment in Windows. They use dimensioned drawings to learn the following: input of geometric entities, editing, use of layering and file management functions, and projecting to create dimensional drawings.</p>	1	<p>This course is not a required course in any program but may be used as an elective where appropriate.</p>

Transportation, Distribution and Logistics

Articulation Option	Course Title and Description	Credits	Programs/Certificates with Course in Curriculum
Advanced Standing	<p>Automotive Fundamentals – 31404366</p> <p>This course is an introduction to the automotive field. Career opportunities together with employer expectations will be discussed. Students will begin to use required safety practices for both general lab activities and when operating equipment. Vehicle maintenance inspections together with light repairs will take place.</p>	2	<p>Program: Automotive Maintenance Technician</p>
Advanced Standing	<p>Introduction to 12-Volt Electrical Theory – 31461310</p> <p>This course is designed for the learner to understand basic 12-volt electrical circuits, wiring diagrams, starting, charging, and lighting systems. Classroom trainers will be used to apply electrical theory. Using hands-on activities, this course will help the learner to better understand basic 12-volt electrical systems.</p>	1	<p>Program: Agricultural Power and Equipment Technician; Motorcycle, Marine, and Outdoor Power Products Technician</p>
Advanced Standing	<p>Introduction to Diesel Engines – 31461313</p> <p>This course will provide the learner with a basic understanding of the diesel engine. The design and operating principles of the engine, cooling, fuel, and lubrication systems will be examined.</p>	1	<p>Program(s): Agricultural Power and Equipment Technician; Motorcycle, Marine, and Outdoor Power Products Technician</p>
Advanced Standing	<p>Introduction to Mobile Hydraulics – 31461312</p> <p>This course will provide a practical understanding of mobile hydraulic components. Their design, application, operation and maintenance will be studied. A hydraulic training bench will be used in the classroom.</p>	1	<p>Program(s): Agricultural Power and Equipment Technician; Motorcycle, Marine, and Outdoor Power Products Technician</p>

Articulation Option	Course Title and Description	Credits	Programs/Certificates with Course in Curriculum
Advanced Standing	Introduction to Power Trains – 31461311 This course will provide a general overview of clutches, sliding gear, and hydrostatic drives. Design, operation, adjustment, and maintenance will be discussed.	1	Program(s): Agricultural Power and Equipment Technician; Motorcycle, Marine, and Outdoor Power Products Technician
Advanced Standing	Welding For Mechanics – 32442307 Instruction in safe setup and operation of oxyacetylene cutting (OAC), SMAW (Stick), GMAW (Mig), FCAW, and/or GTAW (Tig) welding in applications related to general industry practices. Selection of appropriate welding processes with a specific emphasis on typical repair situations including metal identification will be stressed.	2	Program(s): Agricultural Power and Equipment Technician; Automated Packaging Systems Technician; Motorcycle, Marine, and Outdoor Power Products Technician

General Studies Communication Courses

Articulation Option	Course Title and Description	Credits	Programs/Certificates with Course in Curriculum
Advanced Standing	Applied Communications 1 – 32801361 This basic communication course focuses on effective listening, speaking, reading, and writing in life and at work. Students demonstrate their skills both individually and in groups. Students also produce such employment documents as a cover letter, a resume, and a preliminary job portfolio.	2	Program(s): Agricultural Power and Equipment Technician; Automated Packaging Systems Technician; Automotive Maintenance Technician; Auto Collision Repair and Refinish Technician; Barber/Cosmetologist; Dairy Herd Management; Heating, Ventilation, and Air Conditioning/Refrigeration (HVAC/R); Industrial Maintenance Technician; Machine Tool Operation; Machine Tool Technician; Machine Tooling Technics; Marine Repair Technician; Motorcycle, Marine, and Outdoor Power Products Technician; Telecommunication Technologies; Welding; Wood Technics
Advanced Standing	Applied Communications 2 – 32801363 This course fully explores effective listening, speaking, reading, and writing in the workplace. Students take notes, deliver presentations, work in groups, and write program-related documents. Students also complete professional portfolios, making them interview ready. PREREQUISITE: 32801361 Applied Communications 1.	2	Program(s): Agricultural Power and Equipment Technician; Automated Packaging Systems Technician; Heating , Ventilation, and Air Conditioning/Refrigeration (HVAC/R); Industrial Maintenance Technician; Machine Tool Operation; Machine Tool Technician; Machine Tooling Technics; Telecommunication Technologies; Wood Technics
Advanced Standing 801 Communication Master's Required	Oral/Interpersonal Communication – 10801196 Focuses upon developing speaking, verbal and nonverbal communication, and listening skills through individual presentations, group activities, and other projects.	3	Program(s): Administrative Professional; Architectural Commercial Design; Automated Packaging Systems Technician; Criminal Justice – Law Enforcement; Dental Assistant; Building Performance Technician; Industrial Automation Controls, and Networking; IT-Computer Support Specialist; IT-Network Specialist; IT-Web Analyst/Programmer; Mechanical Design Technology; Medical Office Specialist; Nursing-Associate Degree; Occupational Therapy Assistant; Office Support Specialist; Medical Administrative Specialist; Paramedic Technician; Supervisory Management

<p>Advanced Standing</p> <p>801 Communication Master's Required</p>	<p>Continued: Oral/Interpersonal Communication – 10801196 Focuses upon developing speaking, verbal and nonverbal communication, and listening skills through individual presentations, group activities, and other projects.</p>		<p>Certificate(s): General Studies, Applied Engineering, Barber/Cosmetology Manager, Supervisory Leadership, Customer Service</p>
<p>Advanced Standing</p> <p>801 Communication Master's Required</p>	<p>Speech – 10801198 Explores the fundamentals of effective oral presentation to small and large groups. Topic selection, audience analysis, methods of organization, research, structuring evidence and support, delivery techniques, and other essential elements of speaking successfully, including the listening process, form the basis of the course.</p>	<p>3</p>	<p>Program(s): Accounting; Accounting Assistant; Architectural Commercial Design; Business Management; Criminal Justice-Corrections; Early Childhood Education; Finance; Human Services Associate; Marketing; Mechanical Design Technology; Paramedic Technician; Supervisory Management Certificate(s): Barber/Cosmetology Manager; General Studies, Supervisory Leadership</p>
<p>Advanced Standing</p> <p>801 Communication Master's Required</p>	<p>Written Communication – 10801195 Develops writing skills which include prewriting, drafting, revising, and editing. A variety of writing assignments is designed to help the learner analyze audience and purpose, research and organize ideas, and format and design documents based on subject matter and content. Also develops critical reading and thinking skills through the analysis of a variety of written documents. PREREQUISITE: Successful scores on placement test or 10831103 Intro to College Writing.</p>	<p>3</p>	<p>Program(s): Accounting; Accounting Assistant; Administrative Professional; Architectural Commercial Design; Business Management; Criminal Justice-Corrections; Criminal Justice-Law Enforcement; Early Childhood Education; Building Performance Technician; Finance; Heating, Ventilation, and Air Conditioning/Refrigeration (HVAC/R); Human Services Associate; Industrial Automation, Controls, and Networking; IT-Computer Support Specialist; IT-Network Specialist; IT-Web Analyst/Programmer; Marketing; Mechanical Design Technology; Medical Administrative Specialist; Medical Assistant; Medical Office Specialist; Nursing-Associate Degree; Occupational Therapy Assistant; Office Support Specialist; Paramedic Technician; Supervisory Management Certificate(s): General Studies; Barber/Cosmetology Manager; Supervisory Leadership; Customer Service</p>

General Studies Math Courses

Articulation Option	Course Title and Description	Credits	Programs/Certificates with Course in Curriculum
<p>Advanced Standing</p> <p>804 Math Master's Required</p>	<p>College Mathematics – 10804107 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 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: Successful scores on placement test or 10834109 Pre-Algebra.</p>	<p style="text-align: center;">3</p>	<p>Program(s): Criminal Justice-Corrections; Criminal Justice-Law Enforcement; Early Childhood Education; Building Performance Technician</p> <p>Certificate: General Studies</p>
<p>Advanced Standing</p> <p>804 Math Master's Required</p>	<p>College Technical Mathematics 1A – 10804113 Topics include: solving linear, quadratic, and rational equations; graphing; formula rearrangement; solving systems of equations; percent; proportions and operations of polynomials. Emphasis will be on the application of skills to technical problems. Successful completion of College Technical Mathematics 1A and College Technical Mathematics 1B is the equivalent of College Technical Mathematics 1. PREREQUISITE: Successful scores on placement test or 10834109 pre-Algebra.</p>	<p style="text-align: center;">3</p>	<p>Program(s): Building Performance Technician; Industrial Automation, Controls, and Networking; IT-Computer Support Specialist; IT-Network Specialist; IT-Web Analyst/Programmer;</p> <p>Certificate(s): General Studies</p>
<p>Advanced Standing</p>	<p>Math 355 – 32804355 This technical diploma course begins with a short review of basic arithmetic skills and continues with the application of these skills. Problem solving involving fractional and decimal dimensions is emphasized. The course also includes introductory algebra with emphasis on utilization of formulas including work with signed numbers. First-degree equation solution is also emphasized.</p>	<p style="text-align: center;">3</p>	<p>Program(s): Automated Packaging Systems Technician; Heating, Ventilation, Air Conditioning/Refrigeration (HVAC/R); Industrial Maintenance Technician; Machine Tool Operation; Machine Tool Technician; Machine Tooling Technics; Telecommunication Technologies; Wood Technics</p>
<p>Advanced Standing</p>	<p>Math 372 – 32804372 This course covers arithmetic operations with whole numbers, fractions, and decimals. The course also covers proportions and systems of measurement.</p>	<p style="text-align: center;">1</p>	<p>Program: Auto Collision Repair and Refinish Technician</p> <p>Certificate(s): Medical Claims Examiner/Billing Specialist</p>
<p>Advanced Standing</p>	<p>Math 373 – 32804373 This course covers practical applications of whole numbers, fractions, decimals, percent, proportion, and formula evaluation. The course also includes measurement, U.S. and metric systems of measurement, and basic geometry.</p>	<p style="text-align: center;">2</p>	<p>Program(s): Agricultural Power and Equipment Technician; Automotive Maintenance Technician; Dairy Herd Management; Marine Repair Technician; Motorcycle, Marine, and Outdoor Power Products Technician; Welding</p>

Articulation Option	Course Title and Description	Credits	Programs/Certificates with Course in Curriculum
Advanced Standing 804 Math Master's Required	Math With Business Applications – 10804123 This course covers ...real numbers, basic operations, linear equations, proportions with one variable, percents, simple interest, compound interest, annuity, apply math concepts to the purchasing/buying process, apply math concepts to the selling process, and basic statistics with business/consumer applications. PREREQUISITE: Successful scores on placement test or 10834109 pre-Algebra.	3	Program(s): Accounting; Accounting Assistant; Administrative Professional; Business Management; Early Childhood Education; Finance; Human Services Associate; IT-Computer Support Specialist; IT-Web Analyst/Programmer; Marketing; Medical Administrative Specialist; Medical Office Specialist; Office Support Specialist; Supervisory Management Certificate: General Studies

General Studies Science Courses

Articulation Option	Course Title and Description	Credits	Programs/Certificates with Course in Curriculum
Advanced Standing	Applied Materials Science – 32806300 This is a one-semester course consisting of a study of the chemical and physical properties of industrial materials. Areas of study include properties of metals, plastics, and ceramics with the primary emphasis being on metals.	2	Program(s): Industrial Maintenance Technician; Machine Tool Technician
Advanced Standing	Applied Science – 32806351 Applied Science is a basic science course that applies concepts from physics and chemistry to the trades and industry. Topics include work, power, energy, the principles of fluids applied to hydraulics and pneumatics, and the basic properties of solids.	2	Program(s): Industrial Maintenance Technician; Marine Repair Technician
Advanced Standing 806 Life Sciences Master's Required	General Anatomy and Physiology – 10806177 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. (This course is prerequisite to 10806179 Advanced Anatomy and Physiology and 10806197 Microbiology) PREREQUISITE: One year of High School Chemistry or one semester of College Chemistry.	4	Program(s): Nursing-Associate Degree; Occupational Therapy Assistant; Paramedic Technician Certificate: General Studies

General Studies Social Science Courses

Articulation Option	Course Title and Description	Credits	Programs/Certificates with Course in Curriculum
Advanced Standing 809 Social Science Master's Required	Introduction to American Government – 10809122 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.	3	Program(s): Architectural Commercial Design; Criminal Justice - Law Enforcement; Early Childhood Education; Mechanical Design Technology; Supervisory Management Certificate: General Studies

Articulation Option	Course Title and Description	Credits	Programs/Certificates with Course in Curriculum
Advanced Standing 809 Sociology Master's Required	Introduction to Sociology – 10809196 Introduces students to the basic concepts of sociology: culture, socialization, social stratification, multi-culturalism, and the five institutions, including family, government, economics, religion, and education. Other topics include demography, deviance, technology, environment, social issues, social change, social organization, and workplace issues.	3	Program(s): Accounting; Administrative Professional; Business Management; Criminal Justice-Corrections; Criminal Justice-Law Enforcement; Early Childhood Education; Building Performance Technician; Finance; Human Services Associate; Marketing; Mechanical Design Technology; Nursing-Associate Degree; Medical Administrative Specialist; Occupational Therapy Assistant; Paramedic Technician; Supervisory Management Certificate: General Studies
Advanced Standing 809 Social Science Master's Required	Race, Ethnic, and Diversity Studies – 10809172 Race, Ethnic, and Diversity is a course that draws from several disciplines to reaffirm the basic American values of justice and equality by teaching a basic vocabulary, a history of immigration and conquest, principles of transcultural communication, legal liability and the value of aesthetic production to increase the probability of respectful encounters among people. In addition to an analysis of majority/minority relations in a multicultural context, the topics of ageism, sexism, gender differences, sexual orientation, the disabled and the American Disability Act (ADA) are explored. Ethnic relations are studied in global and comparative perspectives.	3	Program(s): Administrative Professional; Architectural Commercial Design; Criminal Justice - Corrections; Criminal Justice - Law Enforcement; Early Childhood Education; Building Performance Technician; Human Services Associate; Industrial Automation, Controls, and Networking; IT-Computer Support Specialist; IT-Network Specialist; IT-Web Analyst/Programmer; Mechanical Design Technology; Medical Administrative Specialist; Occupational Therapy Assistant; Paramedic Technician; Supervisory Management; Telecommunication Technologies Certificate(s): Customer Service; General Studies
General Studies Behavioral Science Courses			
Advanced Standing	Applied Human Relations – 32809371 A course designed to give students insight into how their own personality and abilities affect their own relationships with others at work, in the family, and in society. Areas stressed include presenting a professional image in seeking employment, developing a positive work attitude, and an awareness of personal adjustments needed to succeed on any new job.	2	Program(s): Agricultural Power and Equipment Technician; Auto Collision Repair and Refinish Technician; Automated Packaging Systems Technician; Dairy Herd Management; Heating, Ventilation, Air Conditioning/Refrigeration (HVAC/R); Industrial Maintenance Technician; Machine Tool Operation; Machine Tool Technician; Machine Tooling Technics; Motorcycle, Marine, and Outdoor Power Products Technician; Telecommunication Technologies; Welding; Wood Technics

Articulation Option	Course Title and Description	Credits	Programs/Certificates with Course in Curriculum
Advanced Standing 809 Psychology Master's Required	Introduction to Psychology – 10809198 This introductory course in psychology is a survey of the multiple aspects of human behavior. It involves a survey of the theoretical foundations of human functioning in such areas as learning, motivation, emotions, personality, deviance and pathology, physiological factors, and social influences. It directs the student to an insightful understanding of the complexities of human relationships in personal, social, and vocational settings.	3	Program(s): Accounting; Accounting Assistant; Administrative Professional; Architectural Commercial Design; Business Management; Criminal Justice-Corrections; Criminal Justice-Law Enforcement; Early Childhood Education; Building Performance Technician; Finance; Human Services Associate; Industrial Automation, Controls & Networking; IT-Computer Support Specialist; IT-Network Specialist; IT-Web Analyst/Programmer; Marketing; Mechanical Design Technology; Medical Administrative Specialist; Nursing-Associate Degree; Occupational Therapy Assistant; Office Support Specialist; Paramedic Technician Certificate(s): General Studies, Supervisory Leadership

General Studies Interdisciplinary Courses

Articulation Option	Course Title and Description	Credits	Programs/Certificates with Course in Curriculum
Advanced Standing	Applied Information Resources – 32890305 This course will allow the learner to develop skills in research, evaluation, selection, and preparation of information resources useful to their career area. Learners will use various information resources, including computer software applications to develop sound information research strategies. Learners will be exposed to ethical use of information, information provided by various methods and stored in various management formats, communicating by e-mail, developing search and selection of information resources, analysis, and use of results. This discussion- and lab-based course will use individual and group work to search and share information resources. Competencies learned in this course will be able to be applied in other courses within your program and will continue to be valuable in lifelong learning. You should have experience in keyboarding and basic computer skills for this course.	2	Program(s): Industrial Maintenance Technician; Machine Tool Technician
Advanced Standing	Contemporary Workplace – 32890300 This course prepares you to enter the contemporary workplace with a variety of skills needed in today's rapidly changing world of work. You will explore aspects of professionalism, management and leadership styles, the impact of diversity, and aspects of customer service. In addition, legal issues, health, safety, and security concerns, employee/employer relationships, employee compensation options; and effective interpersonal relationships will be examined. Interpersonal skill building will be a focus throughout with hands-on, practical experiences and exercises designed to reinforce learning.	2	Program: Wood Technics

**Wisconsin Indianhead Technical College
Calendar for Joint Curriculum Review Process with High Schools**

Advanced Standing Agreement Timeline			
Schedule	Activity	Responsibility	
		High School	WITC
January	<p>Packets mailed to high school contact(s) including list of potential courses available for articulation with course descriptions. Procedures and forms will also be available on the WITC Web site.</p>		Academic Affairs Assistant
By April 1	<p>High school instructors</p> <ul style="list-style-type: none"> • Obtain competency review forms for courses they want to articulate from the WITC web site, • Complete competency review form(s), • Return (mail or e-mail) to WITC <ul style="list-style-type: none"> ○ competency review form(s) ○ curriculum(s) and ○ assessment(s) 	High School Instructors	
By May 1	<p>Completed competency review forms, curriculum, and assessment are forwarded to appropriate dean for review. Review will be completed using a competency-to-competency analysis framework. If specific content questions arise, instructional staff will be contacted for more information.</p> <p>Parameters for agreements (based on most common practice in WTCS colleges) include:</p> <ul style="list-style-type: none"> • Standard criteria for all agreements will be “Grade of B” (3.00 GPA) • If the high school curriculum meets 80% of the WITC competencies, an advanced standing agreement will be developed 		Curriculum Design Specialist Academic Affairs Assistant Academic Deans Instructors
By June 1	<p>Agreements are finalized and forwarded to school district administrators for signatures.</p>	School District Administrators	Curriculum Design Specialist Academic Affairs Assistant
By September 30	<p>Signed articulation agreement and high school brochures identifying articulated coursework are forwarded to high school staff. Articulation agreements and brochures are also posted on WITC Web site.</p>		Academic Affairs Assistant
Ongoing	<p>High school transcripts to be used as documentation of successful completion of articulated coursework and advanced standing processed accordingly.</p>	High School Staff	Student Services

JOINT CURRICULUM REVIEW PROCESS AGREEMENT
 FOR ADVANCED STANDING
 2012-2013
 BETWEEN **WISCONSIN INDIANHEAD TECHNICAL COLLEGE**
 AND **SCHOOL DISTRICT OF _____**

The purpose of the joint curriculum review process is to provide an opportunity for high school and technical college staff to confer on the competencies covered in their coursework. Students who have mastered competencies at the high school level, matching similar competencies in coursework offered at Wisconsin Indianhead Technical College (WITC), will be granted advanced standing.

This agreement reflects the advanced standing agreed upon by the School District of _____ and the Wisconsin Indianhead Technical College (WITC).

Representatives from WITC and _____ High School will evaluate the current agreement on a regular basis to determine whether it should be renewed or modified.

When enrolling at WITC, students eligible to receive advanced standing must present a copy of their high school transcript for verification of coursework completed.

THIS AGREEMENT IS BETWEEN:

Wisconsin Indianhead Technical College (WITC)

School District of _____

 Diane Vertin Date
 Vice President, Academic Affairs

 Superintendent/ Date
 District Administrator

The condition for all courses listed on this agreement is a “grade of B or better” (3.0 GPA).

SECONDARY COURSE(S) AND INSTRUCTOR(S)	WITC COURSE(S)	CREDITS

Competency Review Form

High School District:

Instructional Area:

Instructor Name:

School Year:

High School Courses

List information for your course(s) that align with the WITC course listed below. Determine the level of skill development demonstrated in your course(s) for each WITC competency and enter the appropriate number from the rating scale in the corresponding course column (A, B, C, D).

	Course Number	Course Title	Weekly Class Hours	Class Length (check one)			Textbook/Software Used Title and Version
				Quarter	Semester	Year	
A							
B							
C							
D							

WITC Course Information

Course Title: Accounting Principles	
Course Number: 10101115	Credits: 3
Classroom Hours: 48	Lab Hours: 0
Course Description: Basic accounting course for non-accounting majors. General accounting procedures through double entry system. Basic application.	

Rating Scale (for courses you listed above)
4 – Skilled. Completely understands concepts/demonstrates very high skill level.
3 – Moderate Skill. Basic understanding of concepts/demonstrates average to above-average skill level.
2 – Limited Skill. Limited understanding of concepts/demonstrates below-average skill level.
1 – No Exposure.

	Course A	Course B	Course C	Course D
Exit Level Competencies and Learning Objectives				
1 Examine the basics of accounting and business a. Examine the role of accounting in various types of businesses b. Discuss the role of ethics in accounting and business c. Explain generally accepted accounting equation d. Demonstrate the accounting equation e. Examine types of financial statements f. Define the elements of change in equity				



Exit Level Competencies and Learning Objectives		Course A	Course B	Course C	Course D
2	<p>Use a numeric ten-key pad</p> <ul style="list-style-type: none"> a. Demonstrate proper hand (finger) placement b. Explain proper fingering for each row c. Explain proper fingering for each column d. Practice all rows/columns for speed 				
3	<p>Analyze transactions</p> <ul style="list-style-type: none"> a. Examine the use of accounts to record transactions b. Explain the double-entry accounting system c. Demonstrate posting journal entries to accounts d. Differentiate between the classification of balance sheet and income statement general ledger accounts e. Explain trial balance 				
4	<p>Examine the adjusting process</p> <ul style="list-style-type: none"> a. Explain the matching concept b. Explain the adjusting process c. Explain the content of an adjusting entry d. Demonstrate how to record adjusting entries e. Explain the adjusted trial balance 				
5	<p>Analyze the accounting cycle</p> <ul style="list-style-type: none"> a. Describe the flow of accounting information b. Examine financial statements c. Explain closing entries d. Illustrate the accounting cycle e. Explain fiscal year f. Examine end-of-period worksheet 				
6	<p>Examine accounting for cash</p> <ul style="list-style-type: none"> a. Examine internal control b. Explain cash controls over receipts and payments c. Examine bank accounts d. Explain bank reconciliation e. Discuss special-purpose cash funds f. Explain the components and analysis of the financial statement reporting of cash 				
7	<p>Explore current liabilities and payroll</p> <ul style="list-style-type: none"> a. Examine current liabilities for business operations, financing, and payroll b. Examine payroll and payroll taxes c. Examine payroll forms d. Examine accounting systems for payroll and payroll taxes e. Examine employees' fringe benefits f. Examine contingent liabilities g. Demonstrate analysis calculations related to current assets and current liabilities 				

Accounting Principles

Course Outcome Summary

Course Information

Organization	Wisconsin Indianhead Technical College
Developers	Sharon Wichlidal
Development Date	6/12/1996
Revised Date	6/1/2010
Course Number	10101115
Instructional Level	Associate Degree
Potential Hours of Instruction	48
Total Credits	3

Description

Basic accounting course for non-accounting majors. General accounting procedures through double entry system. Basic applications.

Types of Instruction

Instruction Type	Contact Hours	Credits
Classroom Presentation (Lecture/Demonstration/Discussion)	48	3

Competencies

1. Examine the basics of accounting and business
Competence will be demonstrated:
 - o in a written, oral, or multimedia presentation
 - o on an examCriteria - Performance will be satisfactory when:
 - o you explain how different types of businesses use accounting
 - o you explain the importance of ethical behavior in business and accounting
 - o you explain the business entity concept
 - o you explain the cost concept
 - o you utilize the accounting equation
 - o you describe an income statement
 - o you describe a statement of owner's equity
 - o you identify the components of a balance sheet
 - o you describe statements of cash flows
 - o you explain the interrelationships among financial statementsLearning Objectives
 - a. Examine the role of accounting in various types of businesses
 - b. Discuss the role of ethics in accounting and business
 - c. Explain generally accepted accounting principles
 - d. Demonstrate the accounting equation
 - e. Examine types of financial statements
 - f. Define the elements of change in equity
2. Use a numeric ten-key pad

You will demonstrate your competence:

- o on a hands-on test
- o using software provided by instructor

Your performance will be successful when:

- o learner keys between 137 - 200 digits per minute (CDPM)
- o learner keys digits per minute with no errors

Learning Objectives

- a. Demonstrate proper hand (finger) placement
- b. Explain proper fingering for each row
- c. Explain proper fingering for each column
- d. Practice all rows/columns for speed

3. Analyze transactions

Competence will be demonstrated:

- o in a written, oral, or multimedia presentation
- o on an exam

Criteria - Performance will be satisfactory when:

- o you create a chart of accounts
- o you explain balance sheet accounts in a double-entry accounting system
- o you explain income statement accounts in a double-entry accounting system
- o you explain owner withdrawals in a double-entry accounting system
- o you describe normal balances in a double-entry accounting system
- o you describe journalizing in a double-entry accounting system
- o you post journal entries to accounts accurately
- o you explain errors affecting and not affecting the trial balance

Learning Objectives

- a. Examine the use of accounts to record transactions
- b. Explain the double-entry accounting system
- c. Demonstrate posting journal entries to accounts
- d. Differentiate between the classification of balance sheet and income statement general ledger accounts
- e. Explain trial balance

4. Examine the adjusting process

Competence will be demonstrated:

- o in a written, oral, or multimedia presentation
- o on an exam

Criteria - Performance will be satisfactory when:

- o you describe the types of accounts requiring adjustment
- o you record adjusting entries for prepaid expenses
- o you record adjusting entries for unearned revenues
- o you record adjusting entries for accrued revenues
- o you record adjusting entries for accrued expenses
- o you record adjusting entries for depreciation
- o you explain adjusted trial balance

Learning Objectives

- a. Explain the matching concept
- b. Explain the adjusting process
- c. Explain the content of an adjusting entry
- d. Demonstrate how to record adjusting entries
- e. Explain the adjusted trial balance

5. Analyze the accounting cycle
- Competence will be demonstrated:
- o in a written, oral, or multimedia presentation
 - o on an exam
 - o by completing an end-of-period worksheet
- Criteria - Performance will be satisfactory when:
- o you explain the flow of accounting information
 - o you complete income statements
 - o you complete statements of owner's equity
 - o you complete balance sheets
 - o you journalize and post closing entries
 - o you post closing trial balances
 - o you demonstrate the steps of the accounting cycle
 - o you complete an end-of-period spreadsheet
- Learning Objectives
- a. Describe the flow of accounting information
 - b. Examine financial statements
 - c. Explain closing entries
 - d. Illustrate the accounting cycle
 - e. Explain fiscal year
 - f. Examine end-of-period worksheet

6. Examine accounting for cash
- Competence will be demonstrated:
- o in a written, oral, or multimedia presentation
 - o on an exam
- Criteria - Performance will be satisfactory when:
- o you explain the objectives of internal control
 - o you describe the elements of internal control
 - o you describe the control environment
 - o you explain risk assessment
 - o you explain control procedures
 - o you explain monitoring
 - o you describe the elements of cash on hand
 - o you explain information and communication
 - o you explain the limitations of internal control
 - o you explain control of cash receipts
 - o you explain control of cash payments
 - o you describe the parts and functions of a bank statement
 - o you explain how a bank statement is used as a control over cash
 - o you explain bank reconciliation
 - o you complete a bank reconciliation
 - o you describe special-purpose cash funds
 - o you complete a special-purpose cash fund reconcilitaion
 - o you explain the financial reporting of cash
- Learning Objectives
- a. Examine internal control
 - b. Explain cash controls over receipts and payments
 - c. Examine bank accounts

- d. Explain bank reconciliation
- e. Discuss special-purpose cash funds
- f. Explain the components and analysis of the financial statement reporting of cash.

7. Explore current liabilities and payroll

Competence will be demonstrated:

- o in a written, oral, or multimedia presentation
- o on an exam

Criteria - Performance will be satisfactory when:

- o you define accounts payable
- o you explain current portion of long-term debt
- o you explain short-term notes payable
- o you explain liability for employee earnings
- o you calculate employee gross pay
- o you calculate deductions from employee earnings
- o you compute employee net pay
- o you describe payroll register
- o you complete the calculations of a payroll register and related journal entries
- o you explain and journalize liability for employer's payroll taxes
- o you explain employee's earnings record
- o you explain a W2 and a W4
- o you explain payroll checks
- o you explain payroll system diagram
- o you explain internal controls for payroll systems
- o you explain the components of employees' fringe benefits
- o you calculate and journalize vacation pay
- o you explain, calculate, and journalize different types of pensions
- o you calculate and journalize post-retirement benefits
- o you present current liabilities on the balance sheet
- o you explain probable, possible, and remote contingent liabilities
- o you calculate financial ratios related to current assets and current liabilities

Learning Objectives

- a. Examine current liabilities for business operations, financing, and payroll
- b. Examine payroll and payroll taxes
- c. Examine payroll forms
- d. Examine accounting systems for payroll and payroll taxes
- e. Examine employees' fringe benefits
- f. Examine contingent liabilities
- g. Demonstrate analysis calculations related to current assets and current liabilities

**Wisconsin Indianhead Technical College
Calendar for Joint Curriculum Review Process with High Schools**

Transcripted Credit Agreement Timeline

Parameters for transcripted credit courses:

- Same content and course outcomes
- Same learning objectives
- Same assessment standards
- Same grading standards
- Same or equivalent textbooks
- Same or acceptable software
- Equipment and facilities accommodate course content
- Instructor meets WTCS Articulation Certification guidelines

Schedule	Activity	Responsibility	
		High School	WITC
January	Packets mailed to high school contact including list of potential courses available for articulation with course descriptions. Procedures and forms will also be available on the WITC Web site.		Academic Affairs Assistant
By March 1	High school instructors complete Transcripted Credit Agreement Request for each course they want to offer for transcripted credit and return (mail or e-mail) to WITC. This form must be completed annually for all new and continuing requests.	High School Instructors	
By April 1	Completed Transcripted Credit Agreement Requests are forwarded to appropriate dean to determine mentor. Meeting will be arranged for High School Instructor, Principal, WITC Mentor, Dean, and Curriculum Design Specialist for new agreements.		Curriculum Design Specialist Academic Affairs Assistant Academic Deans Mentors
By June 1	<ul style="list-style-type: none"> • Meetings for new transcripted credit agreements have taken place • High School teacher has completed certification materials • High School and WITC Mentor have completed checklist(s) • MOU has been developed and signed by all parties 	High School Instructors High School Administrators	Curriculum Design Specialist Academic Deans Mentors
By September 30	Signed articulation agreement and high school brochures reflecting articulated coursework are forwarded to high school staff. Articulation agreements and brochures are also posted on WITC Web site.		Academic Affairs Assistant

**Wisconsin Indianhead Technical College
Calendar for Joint Curriculum Review Process with High Schools**

Transcribed Credit Agreement Timeline			
Schedule	Activity	High School	WITC
<p>By October 1 (for 1st Semester)</p> <p>By February 1 for 2nd Semester)</p>	<ul style="list-style-type: none"> • Registration materials are sent to the High School Instructor, completed by students, and sent to Curriculum Design Specialist • Contracts developed by Curriculum Design Specialist, signed by High School Administrator, and returned to Curriculum Design Specialist • WITC Mentor contacts High School Instructor at least once via visit, phone call, or email 	<p>High School Instructors High School Administrator</p>	<p>Curriculum Design Specialist Academic Affairs Assistant Mentors</p>
<p>By November 1 (for 1st Semester)</p> <p>By March 1 (for 2nd Semester)</p>	<ul style="list-style-type: none"> • WITC bills High School Business Office for tuition and fees • Curriculum Design Specialist sends class roster(s) to High School Instructor • WITC Mentor contacts High School Instructor at least one additional time via visit, phone, or email 	<p>High School Instructor</p>	<p>WITC Business Office Curriculum Design Specialist Mentors</p>
<p>By December 1 (for 1st Semester)</p> <p>By April 1 (for 2nd Semester)</p>	<ul style="list-style-type: none"> • High School Business Office bills WITC for instructional costs (same amount as fees and tuition) 	<p>High School Business Office</p>	
<p>By January 15 (for 1st Semester)</p> <p>By June 15 (for 2nd Semester)</p>	<ul style="list-style-type: none"> • WITC Mentor contacts High School Instructor for at least a third time via visit, phone, or email • High School Instructor sends completed grade roster to the Curriculum Design Specialist 	<p>High School Instructor</p>	<p>Mentors Curriculum Design Specialist</p>
<p>By July 15</p>	<ul style="list-style-type: none"> • Registrar's Office sends letter to student's homes with information on how to obtain a copy of their transcript 		<p>Registrar's Office</p>

WISCONSIN INDIANHEAD TECHNICAL COLLEGE
AND _____ HIGH SCHOOL
TRANSCRIPTED CREDIT AGREEMENT
HIGH SCHOOL AND WITC REQUIREMENTS
2012-2013

Wisconsin Indianhead Technical College agrees to:

1. Enroll **ALL eligible** high school students in the WITC course(s) identified in this agreement.
2. Reimburse school district for instructional costs incurred by the high school for the transcribed credit course. This reimbursement shall not exceed the total amount of tuition and fees collected by WITC for enrolled students unless otherwise negotiated.
3. Manage WTCS instructor certification files for those selected to teach the WITC course.
4. Process registration materials, maintain student records, grade reports, and provide information for accessing student transcripts.
5. Assist the high school in making transcribed credit information available to students and parents.

The high school agrees to:

1. Ensure that the teacher identified in this agreement is scheduled to teach the course identified in this agreement.
2. Provide data on instructor's professional development/technical update activities in order to maintain WTCS certification.
3. Provide facilities and resources for instruction.
4. Provide accommodations for students with special needs.
5. Inform high school students about transcribed credit courses.
6. Register **ALL eligible** students for transcribed credit courses.
7. Provide counseling services for students enrolled in or seeking enrollment in transcribed credit courses.
8. Observe enrollment maximums for this course consistent with those at WITC.
9. Reimburse WITC for tuition and material fees for students enrolled in transcribed credit courses.
10. Give high school credit for successful completion of transcribed credit courses.
11. Participate in the development of related partnership activities.
12. Meet high school and WITC course prerequisites.

HIGH SCHOOL

School District Administrator

Date

WISCONSIN INDIANHEAD TECHNICAL COLLEGE

Vice-President, Academic Affairs

Date