January 16, 2010

Dear Parent or Guardian,

We would like to invite your Sophomore, Junior, or Senior student to attend WITC-Rice Lake High School Career Day. This event has been going on for at least the last 16 years and we are excited to be continuing the event once again on Thursday, February 25, 2010.

This day is designed as a way for students to learn about career options after high school as by signing up and participating in two 50-minute career sessions. The career sessions topics range from Criminal Justice-Law Enforcement, Welding, Early Childhood Education, Finance to much more. In total, we have around 25 sessions for students to participate in. Each of these sessions tries to incorporate hands-on activities to expose students to real learning they would have while attending WITC or as a professional in this career area. The sessions are lead by the WITC instructors, current students, and in a couple of cases program alumni.

Your school will either be attending the morning or afternoon session. The morning session will run from 9:30-11:20 and the afternoon session will run from 12:30-2:20.

For questions related to this event, please contact Christy Roshell, Career Specialist, at 715.234.7082 x5419 or christy.roshell@witc.edu. More information is also available on our website: http://www.witc.edu/ricelake/index.htm; just click the Career Day ad at the right of the screen.

Sincerely,

Christy Roshell
Career Specialist
WITC-Rice Lake
1900 College Drive
Rice Lake, WI 54868
ACCOUNTING & ACCOUNTING ASSISTANT
Do you enjoy working with numbers or have you thought about a career in business? The Accounting program will prepare you to assemble, analyze, interpret, and forecast essential information about the operation of an organization. Accountants prepare financial statements, cost studies, and tax reports.

ADMINISTRATIVE ASSISTANT & OFFICE SUPPORT SPECIALIST
Have you thought about a career in customer service? Do you enjoy working with technology? These programs allow students to become skilled in desktop publishing, web design, and using the Microsoft Office Suite. The ability to work independently, as well as in a team environment will be emphasized. Students will become proficient in various computer applications necessary to work in today's electronic office.

ARCHITECTURAL COMMERCIAL DESIGN
The Architectural Commercial Design program will prepare you to translate the ideas, rough sketches, specifications, and calculations of engineers, architects, and designers into commercial and residential working drawings. Our program emphasizes construction techniques and materials used in building design.

ASSOCIATE DEGREE IN NURSING (A.D.N)
Nursing is the dynamic interpersonal goal-directed process that seeks to promote optimal health within the context of individuals, family, community, and society. Nursing uses the nursing process, a problem-solving approach, to provide holistic care to individuals, families, and groups within the healthcare system.

AUTO COLLISION REPAIR & REFINISH TECHNICIAN
This program will prepare you to perform repairs on vehicles that have collision damage. This one-year program involves straightening dents, replacing panels, and refinishing the repair areas. You will gain hands-on experience by repairing customer vehicles and by working with the latest repair and refinishing equipment.

AUTOMOTIVE MAINTENANCE TECHNICIAN
This program will train you in the eight content areas of the automobile as defined by the National Institute for Automotive Service Excellence. These areas are engine repair, automotive transmission, manual drive train, suspension and steering, brakes, electrical/electronic systems, heating and air conditioning, and engine performance. You will also take courses in DC electricity, communications, and mathematics.

BARBER/COSMETOLOGY & ESTHETICIAN
The Barber/Cosmetologist program will prepare you to perform a variety of services for customers, as well as work towards the Wisconsin requirement of 1800 hours of training. This program includes permanent waves, shampoos, hair color, cutting, styling, nail enhancements, facials, and communication skills. Students in the esthetician program will be trained in a variety of skin care methods, such as: skin analysis, facial and body treatments, effects of aging, skin disorders and diseases, Swedish massage, make-up techniques, and color analysis.

BUSINESS MANAGEMENT, MARKETING, RETAIL MGMT & SUPERVISORY MGMT
Through the Business Management Program, students gain a background to enable them to make sound business decisions. Areas of study include accounting and budgeting, human resources, finance, marketing, law, planning, supervision, and business technology.

The Marketing program will prepare you for a career in marketing management, selling, buying, merchandising, financing, customer relations, and entrepreneurship. If you have creative ideas, an interest in working with people, and a desire to develop product or service promotions, then this program is for you. This session will also provide you with the opportunity to learn more about working in a retail setting and the variety of careers which are available.

The Supervisory Management program is designed for people who are, or plan to be, supervisors and leaders in the workplace.

BRICKLAYING AND MASONRY
The Bricklaying and Masonry program will prepare you to work as a brick mason or block mason for both residential and commercial construction. You will learn proper building techniques through hands-on projects including spreading mortar, laying brick to the line, and building corners, arches, and fireplaces.

CRIMINAL JUSTICE - LAW ENFORCEMENT
These courses will prepare the student for a position as a law enforcement officer, correctional officer, or for positions in retail, commercial, industrial security, and private investigation agencies. The program provides the student with necessary skills to be a police officer at municipal, county, or state governmental levels.

DAIRY HERD MANAGEMENT
This program provides you with practical knowledge and hands-on experience to meet the demands of operating a profitable and progressive dairy farm. If you enjoy working outdoors, with animals, or want to have your own business this can be a great session for you.
**EARLY CHILDHOOD EDUCATION**
Do you hope to someday work with children? This program provides you with the theory and practical skills to work as a private preschool teacher, teacher’s aide, family childcare provider, or in a variety of other professions. You will have courses covering a wide range of topics, including health, child development, curriculum planning and many other areas. The ECE program has transfer agreements with several universities and colleges in the state.

**FINANCE**
With an emphasis in Finance, you will be ready for a career in business management, banking, corporate finance, investments, insurance or real estate.

**IT – NETWORK SPECIALIST & IT – COMPUTER SUPPORT SPECIALIST**
The IT Programs will give you the skills you need to perform a wide range of functions within the microcomputer industry. Throughout the IT-CSS program students will have the opportunity to become knowledgeable in information processing functions and support services for microcomputer. IT-NS students gain a comprehensive background in computer networking, hardware/software installation, troubleshooting, and cabling to provide network support.

**MACHINE TOOL TECHNICIAN**
The two-year Machine Tool Technician program will prepare you to operate and set up machine tools for the machining industry. You will learn production planning and quality control and how to use machining equipment, perform precision measuring, use an engineer’s handbook, and interpret prints. Computer-aided machining and programming techniques are emphasized.

**MECHANICAL DESIGN TECHNICIAN**
Mechanical Design Technicians use computer (CAD) skills with mathematics, physics, and manufacturing technologies to develop assemblies of machine parts and products for 3D working models. Students explore principles of mechanical design through hands-on experience. We utilize state-of-the-art equipment to design and model machine parts, mechanical assemblies, and innovative new products.

**MEDICAL ADMINISTRATIVE SPECIALIST**
This associate degree program will prepare you for a career in a hospital, clinic, HMO, private practice, insurance and billing company, nursing home, educational institution, or a pharmaceutical company. This session gives an overview of the career, classes included in the program and an intro to medical terminology using a word building system. Participation is encouraged, along with a Bingo game and prizes.

**MEDICAL ASSISTANT**
Are you looking for a degree in healthcare that gives you flexible career options? This program teaches you how to perform clinical procedures, lab tests, keyboarding, and develop the office skills you will need for employment.

**OCCUPATIONAL THERAPY ASSISTANT**
Do you enjoy helping people and would you like to work in healthcare? Students will learn how to help people perform daily living skills using activities, adaptive equipment, therapeutic crafts, and group dynamics.

**PARAMEDIC & EMT**
The EMT program is a precursor to the Paramedic program, which consists of classroom lectures, practical skills labs, laboratory simulations, and hospital and pre-hospital clinical experiences. Through this program you also have the opportunity to gain additional certifications in Advanced Cardiac life Support, Pre-Hospital Trauma Life Support, Pediatric Advanced Life Support, and Neonatal Resuscitation. The EMT & Paramedic programs prepare you for an exciting career in Emergency Medical Services (EMS).

**TELECOMMUNICATION TECHNOLOGIES**
The Telecommunication Technologies program prepares students for occupations in four distinct areas of the telecommunications industry – telephone, cable television, computer information systems, and wireless communications. You will be trained on the installation and maintenance of business and residential electronic equipment; and on coaxial, twisted pair, and fiber optic cable systems; and wireless technologies.

**THERAPEUTIC MASSAGE**
If you enjoy being of service to others and having work that is meaningful this may be the career for you as you. You will develop sound work habits and safe practices that promote the health and well being of your clients.

**WELDING**
The Welding program will provide you with the skills and knowledge identified by the American Welding Society Skill Standards. You will be taught welding skills and theory, fabrication, layout, print reading, welding symbols, math, and welding codes.

**WITC 101**
Not sure what you want to go to college for? This session will allow you to get a brief tour of the college, as well as learn about the variety of career and transfer opportunities available through WITC.

**WOOD TECHNICS**
The Wood Technics program will provide you with the knowledge and skills necessary for job success in the construction industry. This is the only two year training program which allows you to learn the fundamentals of building design, construction, layout operation, related mathematics, print reading, estimating, cabinet design, and materials of industry. You will use the hand and power tools that are commonly used in construction and fabrication to assemble wood products and build a house.
WITC-Rice Lake High School Career Day  
Thursday, February 25, 2010

2010 HIGH SCHOOL TIMELINE

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>Week of December 14, 2009</td>
<td>Initial letter sent to school counselors and principals regarding the 2010 Career Day Event</td>
</tr>
<tr>
<td>Week of January 4, 2010</td>
<td>Second Mailing will be sent to the schools. <em>Included with his packet will be: Registration Forms, Program at a Glance, Poster, Travel/Substitute Stipend ONLY for WITC Tech Prep District Schools</em>, Sample Press Release, Sample Parent Form, Tally Sheet, and other General Information</td>
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<tr>
<td>Week of January 4, 2010</td>
<td>Press Release will be submitted to area newspapers</td>
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<tr>
<td>Week of January 4, 2010</td>
<td>Most forms sent to schools will be posted on the WITC-Rice Lake Website, for downloading.</td>
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<tr>
<td>February 4, 2010</td>
<td>Registration Forms should be received by WITC</td>
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<tr>
<td>February 12, 2010</td>
<td>All schools will be notified whether we have them registered for a morning or afternoon session</td>
</tr>
<tr>
<td>February 18, 2010</td>
<td>High Schools will be mailed student section assignments. If registration forms are received late, we typically hand out these packets upon arrival at WITC on the day of the event.</td>
</tr>
<tr>
<td>February 25, 2010</td>
<td>Career Day</td>
</tr>
<tr>
<td>April 16, 2010</td>
<td>Have Travel /Substitute Stipend submitted to WITC no later than this date.</td>
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*To see a list of Tech Prep, WITC District, Schools please go to the following webpage:
http://www.witc.edu/counselors/techprepcontact.htm
WITC-RICE LAKE - CAREER DAY 2010
Thursday, February 25, 2010 Registration Form

❖ PLEASE PRINT CLEARLY ❖

NAME ____________________________ (INCLUDE MIDDLE INITIAL)
SCHOOL __________________________ GRADE: (CIRCLE ONE) 10 / 11 / 12 ONLY
HOME ADDRESS __________________________ CITY __________________________
ZIP __________________________ HOME PHONE # __________________________
EMAIL ADDRESS __________________________ DATE OF BIRTH __________________________

CHOOSE 4 PROGRAMS: From the 25 choices listed below, indicate your 1st, 2nd, 3rd, and 4th choice of the programs you would like to know more about on Career Day. WITC will assign you to two of these four choices. (If registering late, please indicate your top 6 choices)

FEATURED PROGRAMS:

<table>
<thead>
<tr>
<th>BUSINESS</th>
<th>YOUR CHOICES</th>
<th>HEALTH &amp; SERVICE</th>
<th>YOUR CHOICES</th>
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<tbody>
<tr>
<td>1. ACCOUNTING &amp; ACCOUNTING ASSISTANT</td>
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<td>8. BARBER/COSMETOLOGY &amp; ESTHETICIAN</td>
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<tr>
<td>2. FINANCE (BUSINESS ADMINISTRATION)</td>
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<td>9. CRIMINAL JUSTICE – LAW ENFORCEMENT</td>
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<td>3. ADMINISTRATIVE ASSISTANT, OFFICE SUPPORT SPECIALIST</td>
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<td>10. EARLY CHILDHOOD EDUCATION</td>
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<td>4. BUSINESS MANAGEMENT, MARKETING, RETAIL MANAGEMENT &amp; SUPERVISORY MGMT</td>
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<td>11. OCCUPATIONAL THERAPY ASSISTANT</td>
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<tr>
<td>5. MEDICAL ADMINISTRATIVE SPECIALIST</td>
<td></td>
<td>12. PARAMEDIC &amp; EMERGENCY MEDICAL TECHNICIAN</td>
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<tr>
<td>6. IT – NETWORK SPECIALIST / IT – COMPUTER SUPPORT SPECIALIST</td>
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<td>13. ASSOCIATE DEGREE - NURSING</td>
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<tr>
<td>7. WITC 101 (CAMPUS TOUR &amp; GENERAL PROGRAM INFO)</td>
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<td>14. MEDICAL ASSISTANT</td>
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<td></td>
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<td>15. THERAPEUTIC MASSAGE</td>
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TRADE & TECHNICAL & AGRICULTURE

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<tbody>
<tr>
<td>16. ARCHITECTURAL COMMERCIAL DESIGN</td>
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<td>21. MACHINE TOOL OPERATION</td>
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<tr>
<td>17. AUTO COLLISION REPAIR &amp; REFINISH TECHNICIAN</td>
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<td>22. MECHANICAL DESIGN TECHNICIAN</td>
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</tr>
<tr>
<td>18. AUTOMOTIVE MAINTENANCE TECHNICIAN</td>
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<td>23. TELECOMMUNICATION TECHNOLOGIES</td>
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<td>19. BRICKLAYING AND MASONRY</td>
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<td>24. WELDING</td>
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<tr>
<td>20. DAIRY HERD MANAGEMENT</td>
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<td>25. WOOD TECHNICS</td>
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</tbody>
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(Please duplicate if more forms are needed)
WITC-RICE LAKE CAMPUS
CAREER DAY - February 25, 2010

TALLY SHEET

➢ PLEASE PROVIDE THE INFORMATION BELOW
➢ RETURN WITH THE COMPLETED RESERVATION FORMS
➢ Important that you use the provided Return Envelope
➢ Return by February 3, 2010
➢ Registrations are accepted on a first-come, first-served basis
➢ Questions? Contact Christy Roshell - 715/234-7082 (or 800/243-9482) ext. 5419

THANK YOU.

SESSION PREFERENCE: (please check one only)

       morning session (9:30 - 11:20)
       afternoon session (12:30 - 2:20)

SCHOOL: ___________________________ Phone: ___________________________

Contact Person: ___________________________ Phone Ext: ___________________________

Email Address: _______________________________________________________

1) TOTAL NUMBER OF STUDENT REGISTRATIONS:___________

2) STAFF ATTENDING:

NAME: ___________________________ TITLE: ___________________________

NAME: ___________________________ TITLE: ___________________________

NAME: ___________________________ TITLE: ___________________________