
Mid-State Technical College
PROGRAM
INFORMATION
GUIDES
2026-2027

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ACCOUNTING

Associate in Applied Science (AAS)

Program Code: 10-101-1

Total Credits: 61

Mid-State's Accounting program is ideal for students with strong logic and attention to detail. Graduates are prepared for entry-level positions in exciting business and industry settings as well as public accounting firms. The program provides stimulating cooperative learning activities, some taking you outside the classroom for real-world experience. Class activities include hands-on income tax and payroll projects, computerized simulations, and guest lectures.

To learn more about this program, visit mstc.edu/programs.

ACADEMIC ADVISOR

To schedule an appointment with an academic advisor, call 715-422-5300. Academic advisors will travel to other campuses as necessary to accommodate student needs. For more information about advising, visit mstc.edu/advising.

NEW STUDENT CHECKLIST

Complete the following steps to prepare for your New Student Advising appointment with your academic advisor:

- Submit a Mid-State application at mstc.edu/apply.
- Send official transcripts to:
Mid-State Technical College
Student Services
500 32nd Street North
Wisconsin Rapids, WI 54494
- Complete the Free Application for Federal Student Aid (FAFSA) at fafsa.gov. Mid-State's Financial Aid team is available to assist with your FAFSA application and to answer your financial aid questions. Contact Financial Aid or schedule an appointment at mstc.edu/financial-aid.
- Set up student MyCampus account at mstc.edu/mycampus-assistance.
- Schedule a New Student Advising appointment at mstc.edu/advising.

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CAREER PATHWAY



Career pathways help you build your education step by step. Each stage offers one or more credentials that are recognized by employers and lead to real jobs—and you can keep building toward your career goals as you go.

Begin at any point.

Prior Learning

Credit for Prior Learning

- Certifications and Licenses
- Military Experience
- National/Standardized Exams
- Transfer Credit
- Work and Life Experience

Learn about Credit for Prior Learning at mstc.edu/cpl.

High School Credit

- High School Dual Credit
- Mid-State Fast Track

Learn about High School Credit at mstc.edu/dc.

Certificate

- Payroll Foundations (6 Credits)
- Tax Preparation (6 Credits)
- QuickBooks & Office Essentials (6 Credits)

Technical Diploma

- Accounting Assistant (28 Credits)
Start Your Career: Accounting Assistant, Accounting Technician, Accounts Payable Clerk, Payroll Assistant, Tax Assistant

Associate Degree

- Accounting (61 Credits)
Start Your Career: Accounts Receivable/Payable Specialist, Financial Accounting Assistant, Junior Staff Accountant, Payroll Accountant, Tax Accountant

Bachelor's Degree

For those interested in continuing their education, Mid-State offers transfer guides with various four-year colleges and universities. For more information, visit mstc.edu/transfer.

OUTCOMES

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

- Process financial transactions throughout the accounting cycle.
- Evaluate financial information to support decision making.
- Process payroll.
- Perform cost accounting tasks.
- Perform income tax accounting tasks.
- Apply internal controls to reduce risk.
- Manage accounting data through advanced spreadsheet applications.

TECHNICAL SKILLS ATTAINMENT

The Wisconsin Technical College System (WTCS) has implemented a requirement that all technical colleges measure outcomes attained by students. This requirement is called Technical Skills Attainment (TSA). The main objective of TSA is to ensure graduates have the technical skills needed by employers. Faculty will let students know when and how the TSA is being assessed in the program.

STUDENT HANDBOOK

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

GRADUATION REQUIREMENT

The GPS for Student Success course is required for all Mid-State program students and is recommended to be completed before obtaining 12 credits. Some students are exempt from this requirement. Please see your academic advisor for more information.

ADDITIONAL COURSES AS NEEDED

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

College Reading and Writing 1

10831104

3 credits

Provides learners with opportunities to develop and expand reading and writing skills to prepare for college-level academic work. Students will employ critical reading strategies to improve comprehension, analysis, and retention of texts. Students will apply the writing process to produce well-developed, coherent, and unified written work.

Pre-Algebra

10834109

3 credits

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

MULTIPLE MEASURES

Students can place into courses using high school GPA and completed classes. Placement can be determined in the following ways:

- **Multiple Measures Writing (MMW)**
High school GPA of 2.6 & successful completion of 2.0 credits of high school writing courses with a "C" or better
- **Multiple Measures Reading (MMR)**
High school GPA of 2.6 & successful completion of 2.0 credits of high school literature courses with a "C" or better
- **Multiple Measures Math 1 (MMM_1)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school math (Algebra 1 or equivalent) with a "C" or better
- **Multiple Measures Math 2 (MMM_2)**
High school GPA of 2.6 & successful completion of 2.0 credits of high school math including Algebra 1 and Algebra 2 with a "C" or better
- **Multiple Measures Science 1 (MMS_1)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school lab science course with a "C" or better
- **Multiple Measures Science 2 (MMS_2)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school chemistry with a "C" or better

Past high school and college transcripts are used in making course placement decisions.

SAMPLE FULL-TIME CURRICULUM OPTION

Accounting • 61 Total Credits

Term 16 Credits	Course Number	Course Name	CPL	Credits
	10101120	Payroll Accounting	Yes	3
	10101140	Accounting 1	Yes	3
	10102101	Introduction to Business	Yes	3
	10103106	Microsoft Office-Introduction	Yes	3
	10804107 or 10804189	College Mathematics or Introductory Statistics	Yes	3
	10890102	GPS for Student Success	Yes	1
Term 15 Credits	Course Number	Course Name	CPL	Credits
	10101106	Excel for Accounting	No	3
	10101123	Income Tax Accounting	Yes	3
	10101129	QuickBooks Applications	No	3
	10101142	Accounting 2	Yes	3
	10801195 or 10801136	Written Communication or English Composition 1	Yes	3
Term 15 Credits	Course Number	Course Name	CPL	Credits
	10101110	Intermediate Accounting 1	No	3
	10101128	Managerial Finance	No	3
	10101141	Business Taxation	No	3
	10102104 or 10102110	Business Law or Employment Law	Yes or No	3
	10809195	Economics	Yes	3
Term 15 Credits	Course Number	Course Name	CPL	Credits
	10101125	Cost and Managerial Accounting	No	3
	10101158 or 10101159	Accounting Capstone or Accounting Internship	No	3
	10801198 or 10801196	Speech or Oral/Interpersonal Communication	Yes	3
	10809122 or 10809172 or 10809196	Introduction to American Government or Introduction to Diversity Studies or Introduction to Sociology	Yes	3
	10809198 or 10809188	Introduction to Psychology or Developmental Psychology	Yes	3

Please Note

- Credit for Prior Learning (CPL) options are available for some courses. You can visit mstc.edu/cpl or contact your academic advisor for details.
- This curriculum sequence is only for student planning. Actual student schedules will vary depending on course availability.
- This program is offered online and classes are in an 8-week format.
- Program completion time may vary based on student scheduling and course availability. For details, go to mstc.edu/schedule.
- Get the latest updates online at mstc.edu.

SAMPLE PART-TIME CURRICULUM OPTION

Accounting • 61 Total Credits

Term 7 Credits	Course Number	Course Name	CPL	Credits
	10101140	Accounting 1	Yes	3
	10103106	Microsoft Office-Introduction	Yes	3
	10890102	GPS for Student Success	Yes	1
Term 9 Credits	Course Number	Course Name	CPL	Credits
	10101129	QuickBooks Applications	No	3
	10101142	Accounting 2	Yes	3
	10804107 or 10804189	College Mathematics or Introductory Statistics	Yes	3
Term 9 Credits	Course Number	Course Name	CPL	Credits
	10101120	Payroll Accounting	Yes	3
	10102101	Introduction to Business	Yes	3
	10801195 or 10801136	Written Communication or English Composition 1	Yes	3
Term 6 Credits	Course Number	Course Name	CPL	Credits
	10101106	Excel for Accounting	No	3
	10101123	Income Tax Accounting	Yes	3
Term 6 Credits	Course Number	Course Name	CPL	Credits
	10101110	Intermediate Accounting 1	No	3
	10102104 or 10102110	Business Law or Employment Law	Yes or No	3
Term 9 Credits	Course Number	Course Name	CPL	Credits
	10101125	Cost and Managerial Accounting	No	3
	10801198 or 10801196	Speech or Oral/Interpersonal Communication	Yes	3
	10809198 or 10809188	Introduction to Psychology or Developmental Psychology	Yes	3
Term 9 Credits	Course Number	Course Name	CPL	Credits
	10101128	Managerial Finance	No	3
	10101141	Business Taxation	No	3
	10809195	Economics	Yes	3
Term 6 Credits	Course Number	Course Name	CPL	Credits
	10101158 or 10101159	Accounting Capstone or Accounting Internship	No	3
	10809122 or 10809172 or 10809196	Introduction to American Government or Introduction to Diversity Studies or Introduction to Sociology	Yes	3

Accounting 1

10101140

3 credits

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

Accounting 2

10101142

3 credits

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

Prerequisite: Accounting 1 10101140

Accounting Capstone

10101158

3 credits

This project based course gives students the opportunity to demonstrate technical competency in areas covered in program courses. Financial accounting, management accounting, payroll accounting, and tax accounting are used. The project simulates many of the tasks students are expected to perform as accounting professionals.

Prerequisite: Minimum of 21 credits of 101 program courses.

Accounting Internship

10101159

3 credits

Opportunity for students to apply accounting or business skills in a real-life business environment. Activities may include working with accounts receivable and accounts payable, bank and account reconciliations, accounts payable preparation, spreadsheet work and development, preparing and analyzing financial reports, tax return preparation, processing payroll, job costing, general ledger accounting, and other business-related duties as requested by the employer.

Prerequisites: Intermediate Accounting 1 10101110, QuickBooks Applications 10101129, Income Tax Accounting 10101123, Payroll Accounting 10101120, and Instructor Consent

Business Law

10102104

3 credits

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

Business Taxation

10101141

3 credits

A study of federal income taxation as applicable to C corporations, S corporations, limited liability companies, partnerships, estates and trusts. Both taxable entities and flow-through entities will be considered. Specific attention will be given to general concepts, tax return form preparation, and research.

College Mathematics

10804107

3 credits

This course is designed to review and develop fundamental concepts of mathematics in the areas of algebra, geometry, trigonometry, measurement and data. Algebra topics emphasize simplifying algebraic expressions, solving linear equations and inequalities with one variable, solving proportions and percent applications. Geometry and trigonometry topics include; finding areas and volumes of geometric figures, applying similar and congruent triangles, applying Pythagorean Theorem, and solving right triangles using trigonometric ratios. Measurement topics emphasize the application of measurement concepts and conversion techniques within and between U.S. customary and metric system to solve problems. Data topics emphasize data organization and summarization skills, including: frequency distributions, central tendency, relative position and measures of dispersion. Special emphasis is placed on problem solving, critical thinking and logical reasoning, making connections, and using calculators.

Prerequisite: High School GPA of 2.6 and MMM_1 or Accuplacer Arithmetic of 250 and QAS 234 or ACT Math score of 17 or Pre-Algebra 10834109 with a "C" or better

Cost and Managerial Accounting

10101125

3 credits

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

Prerequisite: Accounting 2 10101142

Developmental Psychology

10809188

3 credits

Studies human development throughout the lifespan and explores developmental theory and research with an emphasis on the interactive nature of the biological, cognitive, and psychosocial changes that affect the individual from conception to death. Application activities and critical thinking skills enable students to gain an increased knowledge and understanding of themselves and others.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English

COURSE DESCRIPTIONS

Economics

10809195

3 credits

Provides an overview of how a market-oriented economic system operates and surveys the factors that influence national economic policy. Basic concepts and analyses are illustrated by reference to a variety of contemporary problems and public policy issues. Concepts include scarcity, resources, alternative economic systems, growth, supply and demand, monetary and fiscal policy, inflation, unemployment and global economic issues.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English

Employment Law

10102110

3 credits

Introduces a broad scope of employment laws and provides the opportunity to apply these laws to the employment arena. Includes laws relating to anti-discrimination, including the Civil Rights Act, ADEA, and ADA; wage and hour regulation, including FLSA; employer-provided pensions, including ERISA; health insurance, including COBRA and ACA; and unemployment and worker's compensation insurance.

English Composition 1

10801136

3 credits

Learners develop and apply skills in all aspects of the writing process. Through a variety of learning activities and written documents, learners employ rhetorical strategies, plan, organize and revise content, apply critical reading strategies, locate and evaluate information, integrate and document sources, and apply standardized English language conventions.

Prerequisite: High School GPA of 2.6 and MMW or Accuplacer Writing of 262 or Accuplacer Reading 253 or ACT English score of 20 or ACT Reading 21 or completion of College Reading and Writing 1 10831104 with a "C" or better

Excel for Accounting

10101106

3 credits

Microsoft Excel is a vital tool for many accounting tasks. This course covers basic and advanced features within Excel and relates them to various accounting tasks. Using Excel, students will perform accounting tasks and will experience the gathering, analysis, and reporting of accounting data.

Prerequisites: Accounting 1 10101140 and Microsoft Office-Introduction 10103106 or Excel-Beginning 10103123

GPS for Student Success

10890102

1 credit

Integrate necessary skills for student success by developing an academic plan, identifying interpersonal attributes for success, adopting efficient and effective learning strategies, and utilizing Mid-State resources, policies, and processes. This course is recommended to be completed prior to obtaining 12 credits and is a graduation requirement unless you receive an exemption from your program advisor.

Income Tax Accounting

10101123

3 credits

Applies current tax laws in preparing individual tax returns and supporting forms and schedules.

Intermediate Accounting 1

10101110

3 credits

This course builds upon financial accounting concepts covered in Accounting 1 and Accounting 2. Topics include the conceptual framework as the basis of developing accounting guidance, multi-purpose financial statements, short and long-term assets, time value of money concepts, revenue recognition, and an overview of auditing concepts.

Prerequisite: Accounting 2 10101142

Introduction to American Government

10809122

3 credits

Introduces American political processes and institutions. Focuses on rights and responsibilities of citizens and the process of participatory democracy. Learners examine the complexity of the separation of powers and checks and balances. Explores the role of the media, interest groups, political parties, and public opinion in the political process. Also explores the role of state and national government in our federal system.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English

Introduction to Business

10102101

3 credits

An introduction to what a business is, how it operates, and how it is managed. Students identify forms of ownership and the processes used in production and marketing, finance, personnel, and management in business operations.

Introduction to Diversity Studies

10809172

3 credits

This course introduces the study of diversity from a local to a global perspective using a holistic, interdisciplinary approach that encourages exploration and prepares students to work in a diverse environment. The course introduces basic diversity concepts, examines the impact of bias and power differentials among groups, explores the use of culturally responsive communication strategies, and compares forces that shape diversity in an international context.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English

Introduction to Psychology

10809198

3 credits

This science of psychology course is a survey of multiple aspects of behavior and mental processes. It provides an overview of topics such as research methods, theoretical perspectives, learning, cognition, memory, motivation, emotions, personality, abnormal psychology, physiological factors, social influences, and development.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English

Introduction to Sociology

10809196

3 credits

Introduces students to the basic concepts of sociology: culture, socialization, social stratification, multi-culturalism, and the five institutions of family, politics, economics, religion, and education. Other topics include demography, deviance, technology, environment, social issues, social change, social organization, and workplace issues.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English

Introductory Statistics

10804189

3 credits

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

Prerequisite: High School GPA of 2.6 and MMM_2 or Accuplacer QAS 241 or ACT Math score of 19 or Pre-Algebra 10834109 or College Math 10804107 with a "C" or better

Managerial Finance

10101128

3 credits

Focuses on the corporate finance function including role of corporate finance professionals, time value of money, cost of capital, valuation, capital structure, and capital budgeting issues. Students will also be introduced to capital budgeting analysis, cost-volume-profit analysis, profit planning, and differential analysis.

Prerequisite: Accounting 1 10101140

Microsoft Office-Introduction

10103106

3 credits

Develops introductory skills in the Microsoft Office Suite (Word, Excel, Access, PowerPoint, and Outlook) while reinforcing the students' knowledge of computer concepts, Windows Explorer, and web usage. This course prepares students for the Associate level MOS Certification exams for Word, Excel, PowerPoint, and Outlook. Students should possess basic keyboarding, mouse, and Windows 11 skills. Students may develop these skills in the Academic Learning Center while concurrently enrolled in this course.

Oral/Interpersonal Communication

10801196

3 credits

Focuses on developing effective listening techniques and verbal and nonverbal communication skills through oral presentation, group activity, and other projects. The study of self, conflict, and cultural contexts will be explored, as well as their impact on communication.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English or College Reading and Writing with a C or better

Payroll Accounting

10101120

3 credits

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

Corequisite: Microsoft Office-Introduction 10103106

QuickBooks Applications

10101129

3 credits

Uses the computer as a tool to reinforce and build on accounting concepts. Students prepare financial statements and managerial reports, produce business documents, and account for service and merchandising business entities.

Speech

10801198

3 credits

Explores the fundamentals of effective oral presentation to small and large groups. Topic selection, audience analysis, methods of organization, research, structuring evidence and support, delivery techniques, and other essential elements of speaking successfully, including the listening process, form the basis of this course. Includes informative, persuasive, and occasion speech presentations.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 253 and Writing of 262 or ACT of 21 Reading/19 English or completion of College Reading and Writing 1 10831104 with a "C" or better

Written Communication

10801195

3 credits

Develops writing skills which include prewriting, drafting, revising, and editing. A variety of writing assignments are 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: High School GPA of 2.6 and MMW or Accuplacer Writing of 262 or ACT English score of 20 or completion of College Reading and Writing 1 10831104 with a "C" or better

ACCOUNTING ASSISTANT

Technical Diploma

Program Code: 31-101-1

Total Credits: 28

The Accounting Assistant program at Mid-State is ideal for students with strong logic and attention to detail. The program develops financial and managerial accounting skills and an understanding of financial reporting. Students also learn critical aspects of budgeting and technology as well as communication skills to be successful in their role. Students in the program will develop the skills needed to record, post, and reconcile accounting data in the areas of accounts payable, accounts receivable, sales, purchasing, budgeting, and payroll. They will also learn to summarize and report financial information, and provide support within the financial functions of an organization. Students also gain basic tax preparation skills. Includes cooperative learning activities that provide real-world experiences, both inside and outside the classroom.

To learn more about this program, visit mstc.edu/programs.

ACADEMIC ADVISOR

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Wisconsin Rapids, WI 54494
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- Set up student MyCampus account at mstc.edu/mycampus-assistance.
- Schedule a New Student Advising appointment at mstc.edu/advising.

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CAREER PATHWAY



Career pathways help you build your education step by step. Each stage offers one or more credentials that are recognized by employers and lead to real jobs—and you can keep building toward your career goals as you go.

Begin at any point.

Prior Learning

Credit for Prior Learning

- Certifications and Licenses
- Military Experience
- National/Standardized Exams
- Transfer Credit
- Work and Life Experience

Learn about Credit for Prior Learning at mstc.edu/cpl.

High School Credit

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Certificate

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- Tax Preparation (6 Credits)
- QuickBooks & Office Essentials (6 Credits)

Technical Diploma

- Accounting Assistant (28 Credits)
Start Your Career: Accounting Assistant, Accounting Technician, Accounts Payable Clerk, Payroll Assistant, Tax Assistant

Associate Degree

- Accounting (61 Credits)
Start Your Career: Accounts Receivable/Payable Specialist, Financial Accounting Assistant, Junior Staff Accountant, Payroll Accountant, Tax Accountant

Bachelor's Degree

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3 credits

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

MULTIPLE MEASURES

Students can place into courses using high school GPA and completed classes. Placement can be determined in the following ways:

- **Multiple Measures Writing (MMW)**
High school GPA of 2.6 & successful completion of 2.0 credits of high school writing courses with a "C" or better
- **Multiple Measures Reading (MMR)**
High school GPA of 2.6 & successful completion of 2.0 credits of high school literature courses with a "C" or better
- **Multiple Measures Math 1 (MMM_1)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school math (Algebra 1 or equivalent) with a "C" or better
- **Multiple Measures Math 2 (MMM_2)**
High school GPA of 2.6 & successful completion of 2.0 credits of high school math including Algebra 1 and Algebra 2 with a "C" or better
- **Multiple Measures Science 1 (MMS_1)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school lab science course with a "C" or better
- **Multiple Measures Science 2 (MMS_2)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school chemistry with a "C" or better

Past high school and college transcripts are used in making course placement decisions.

SAMPLE FULL-TIME CURRICULUM OPTION

Accounting Assistant • 28 Total Credits

Term 13 Credits	Course Number	Course Name	CPL	Credits
	10101120	Payroll Accounting	Yes	3
	10101140	Accounting 1	Yes	3
	10103106	Microsoft Office-Introduction	Yes	3
	10804107	College Mathematics	Yes	3
	10890102	GPS for Student Success	Yes	1
Term 15 Credits	Course Number	Course Name	CPL	Credits
	10101106	Excel for Accounting	No	3
	10101123	Income Tax Accounting	Yes	3
	10101129	QuickBooks Applications	No	3
	10101142	Accounting 2	Yes	3
	10801195	Written Communication	Yes	3

Please Note

- Credit for Prior Learning (CPL) options are available for some courses. You can visit mstc.edu/cpl or contact your academic advisor for details.
- This curriculum sequence is only for student planning. Actual student schedules will vary depending on course availability.
- This program is offered online and classes are in an 8-week format.
- Program completion time may vary based on student scheduling and course availability. For details, go to mstc.edu/schedule.
- Get the latest updates online at mstc.edu.

SAMPLE PART-TIME CURRICULUM OPTION

Accounting Assistant • 28 Total Credits

Term 7 Credits	Course Number	Course Name	CPL	Credits
	10101140	Accounting 1	Yes	3
	10103106	Microsoft Office-Introduction	Yes	3
	10890102	GPS for Student Success	Yes	1
Term 6 Credits	Course Number	Course Name	CPL	Credits
	10101129	QuickBooks Applications	No	3
	10101142	Accounting 2	Yes	3
Term 6 Credits	Course Number	Course Name	CPL	Credits
	10101120	Payroll Accounting	Yes	3
	10804107	College Mathematics	Yes	3
Term 9 Credits	Course Number	Course Name	CPL	Credits
	10101106	Excel for Accounting	No	3
	10101123	Income Tax Accounting	Yes	3
	10801195	Written Communication	Yes	3

Accounting 1

10101140

3 credits

A beginning course designed especially for majors or those who need a strong foundation in accounting principles.

Develops the accounting cycle of journaling, posting, adjusting, closing, and reporting. Also emphasizes service and merchandising sole proprietorships in developing the accounting cycle. Explores issues for accounting for cash, accounts and notes receivable, inventories, and fixed assets.

Accounting 2

10101142

3 credits

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

Prerequisite: Accounting 1 10101140

College Mathematics

10804107

3 credits

This course is designed to review and develop fundamental concepts of mathematics in the areas of algebra, geometry, trigonometry, measurement and data. Algebra topics emphasize simplifying algebraic expressions, solving linear equations and inequalities with one variable, solving proportions and percent applications. Geometry and trigonometry topics include; finding areas and volumes of geometric figures, applying similar and congruent triangles, applying Pythagorean Theorem, and solving right triangles using trigonometric ratios. Measurement topics emphasize the application of measurement concepts and conversion techniques within and between U.S. customary and metric system to solve problems. Data topics emphasize data organization and summarization skills, including: frequency distributions, central tendency, relative position and measures of dispersion. Special emphasis is placed on problem solving, critical thinking and logical reasoning, making connections, and using calculators.

Prerequisite: High School GPA of 2.6 and MMM_1 or Accuplacer Arithmetic of 250 and QAS 234 or ACT Math score of 17 or

Pre-Algebra 10834109 with a "C" or better

Excel for Accounting

10101106

3 credits

Microsoft Excel is a vital tool for many accounting tasks. This course covers basic and advanced features within Excel and relates them to various accounting tasks. Using Excel, students will perform accounting tasks and will experience the gathering, analysis, and reporting of accounting data.

Prerequisites: Accounting 1 10101140 and Microsoft Office-Introduction 10103106 or Excel-Beginning 10103123

GPS for Student Success

10890102

1 credit

Integrate necessary skills for student success by developing an academic plan, identifying interpersonal attributes for success, adopting efficient and effective learning strategies, and utilizing Mid-State resources, policies, and processes.

This course is recommended to be completed prior to obtaining 12 credits and is a graduation requirement unless you receive an exemption from your program advisor.

Income Tax Accounting

10101123

3 credits

Applies current tax laws in preparing individual tax returns and supporting forms and schedules.

Microsoft Office-Introduction

10103106

3 credits

Develops introductory skills in the Microsoft Office Suite (Word, Excel, Access, PowerPoint, and Outlook) while reinforcing the students' knowledge of computer concepts, Windows Explorer, and web usage. This course prepares students for the Associate level MOS Certification exams for Word, Excel, PowerPoint, and Outlook. Students should possess basic keyboarding, mouse, and Windows 11 skills. Students may develop these skills in the Academic Learning Center while concurrently enrolled in this course.

Payroll Accounting

10101120

3 credits

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

Corequisite: Microsoft Office-Introduction 10103106

QuickBooks Applications

10101129

3 credits

Uses the computer as a tool to reinforce and build on accounting concepts. Students prepare financial statements and managerial reports, produce business documents, and account for service and merchandising business entities.

Written Communication

10801195

3 credits

Develops writing skills which include prewriting, drafting, revising, and editing. A variety of writing assignments are 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: High School GPA of 2.6 and MMW or Accuplacer Writing of 262 or ACT English score of 20 or completion of College Reading and Writing 1 10831104 with a "C" or better

ADVANCED EMERGENCY MEDICAL TECHNICIAN

Technical Diploma

Program Code: 30-531-6

Total Credits: 5

Designed for those who possess a valid Wisconsin EMT license, the Advanced Emergency Medical Technician (AEMT) program at Mid-State prepares students with the knowledge and skills needed to work as an entry-level AEMT, with an understanding of the basic and advanced use of equipment found on an ambulance and ability to care for critical and emergent patients.

This program consists of asynchronous lectures, practical skill labs, laboratory simulations, and pre-hospital clinical experiences. Successfully completing it qualifies you to take the National Registry of Emergency Medical Technicians' certification exam required to apply for state licensure. Graduates of the Advanced Emergency Medical Technician technical diploma may advance into either the Paramedic program or Paramedic Technician program.

Mid-State's Advanced Emergency Medical Technician program prepares students to obtain the required licensure to be employed/practice in the state of Wisconsin. The College does not guarantee its curriculum matches the requirements for preparation, examination, or licensure for other states.

To learn more about this program, visit mstc.edu/programs.

ACADEMIC ADVISOR

To schedule an appointment with an academic advisor, call 715-422-5300. Academic advisors will travel to other campuses as necessary to accommodate student needs. For more information about advising, visit mstc.edu/advising.

NEW STUDENT CHECKLIST

Complete the following steps to prepare for your New Student Advising appointment with your academic advisor:

- Submit a Mid-State application at mstc.edu/apply.
- Send official transcripts to:
Mid-State Technical College
Student Services
500 32nd Street North
Wisconsin Rapids, WI 54494
- Complete the Free Application for Federal Student Aid (FAFSA) at fafsa.gov. Mid-State's Financial Aid team is available to assist with your FAFSA application and to answer your financial aid questions. Contact Financial Aid or schedule an appointment at mstc.edu/financial-aid.
- Set up student MyCampus account at mstc.edu/mycampus-assistance.
- Schedule a New Student Advising appointment at mstc.edu/advising.

mstc.edu • 888-575-6782 • TTY: 711



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Mid-State does not discriminate on the basis of race, color, national origin, sex, disability, or age in its program, activity, or employment. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Vice President - Human Resources; 500 32nd Street North, Wisconsin Rapids, WI 54494; 715-422-5325 • AAEO@mstc.edu. 3/2026-AC

CAREER PATHWAY



Career pathways help you build your education step by step. Each stage offers one or more credentials that are recognized by employers and lead to real jobs—and you can keep building toward your career goals as you go.

Begin at any point.

Prior Learning

Credit for Prior Learning

- Certifications and Licenses
- Military Experience
- National/Standardized Exams
- Transfer Credit
- Work and Life Experience

Learn about Credit for Prior Learning at mstc.edu/cpl.

High School Credit

- High School Dual Credit
- Mid-State Fast Track

Learn about High School Credit at mstc.edu/dc.

Technical Diploma

- Advanced Emergency Medical Technician (5 Credits)
Start Your Career: Advanced Emergency Medical Technician, Emergency Department Technician, Urgent Care Technician

Bachelor's Degree

For those interested in continuing their education, Mid-State offers transfer guides with various four-year colleges and universities. For more information, visit mstc.edu/transfer.

Other Options

Related Programs: Emergency Medical Technician, Emergency Services Management, Fire Services Management, Fire Service Certification, Paramedic, Paramedic Technician

OUTCOMES

Employers will expect you, as an Advanced Emergency Medical Technician graduate, to be able to:

- Meet state competencies for AEMT certification.
- Demonstrate professional behavior.
- Communicate effectively with others.
- Demonstrate AEMT skills associated with established standards and procedures for a variety of patient encounters.
- Integrate pathophysiological principles and assessment findings to provide appropriate patient care.
- Prepare for incident response and EMS operations.

TECHNICAL SKILLS ATTAINMENT

The Wisconsin Technical College System (WTCS) has implemented a requirement that all technical colleges measure outcomes attained by students. This requirement is called Technical Skills Attainment (TSA). The main objective of TSA is to ensure graduates have the technical skills needed by employers. Faculty will let students know when and how the TSA is being assessed in the program.

ADDITIONAL ENTRY CRITERIA

To apply to the Advanced Emergency Medical Technician program, please submit the following document to Mid-State Admissions:

- Criminal Background Statement of Understanding and Release of Information form.

Mid-State Technical College • Admissions
500 32nd Street North, Wisconsin Rapids, WI 54494

TECHNICAL STANDARDS

A list of specific physical, emotional, and mental tasks needed to function as an emergency medical technician is available at mstc.edu/programs/advanced-emergency-medical-technician. Contact the Accessibility Services Coordinator in the Student Services & Information Center to receive assistance.

CLINICAL-RELATED REQUIREMENTS

Prior to placement at a clinical site, students need to pay for a criminal background check through a private vendor. Students will be required to provide documentation of required health work and current healthcare provider CPR certification via a Blackboard assignment. Students are responsible for ensuring all requirements remain current during program enrollment.

Clinical sites have the right to refuse a student's placement based on inadequate health records, pending charges, or conviction records. Students with a criminal history may not be able to complete clinical courses. Mid-State will make two attempts to place a student in an appropriate clinical experience. If Mid-State is unable to place the student after two attempts, the student will be withdrawn from the course and will not be able to advance in the program.

Prior to beginning a clinical experience in a health care agency or ambulance service, students must:

- a. Provide evidence of completion of the required health work.
- b. Hold a Department of Health Services EMS Training Center Training Permit at the AEMT level.
- c. Provide evidence of current CPR at the health care professional level by a CPR organization specified under s. DHS 110.17(1).
- d. Obtain the required uniform for clinical experiences.
- e. Assume responsibility for clinical assignment(s) regardless of time and location, including transportation and other personal arrangements.

PROGRAM PROGRESSION

In order to be eligible to take the National Registry of Advanced Emergency Medical Technician's examination, students must:

- Receive a minimum grade of "C" in all courses within the Emergency Medical Technician program.

STUDENT HANDBOOK

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

ADDITIONAL COURSES AS NEEDED

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

College Reading and Writing 1 10831104 3 credits

Provides learners with opportunities to develop and expand reading and writing skills to prepare for college-level academic work. Students will employ critical reading strategies to improve comprehension, analysis, and retention of texts. Students will apply the writing process to produce well-developed, coherent, and unified written work.

Pre-Algebra 10834109 3 credits

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

SAMPLE CURRICULUM OPTION

Advanced EMT • 5 Total Credits

Term 5 Credits	Course Number	Course Name	CPL	Credits
	30531103	Advanced EMT	No	4
	30531104	Advanced EMT Clinical	No	1

Please Note

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- Get the latest updates online at mstc.edu.

Advanced EMT

30531103

4 credits

This curriculum expands the role and skills of the Emergency Medical Technician (EMT). Skills will include obtaining intravenous and intraosseous access, intranasal, intramuscular and subcutaneous medication administration, and fluid therapy. Extensive patient assessment knowledge and skills and treatment decision making skills are integrated throughout the curriculum. Successful completion prepares the learner for the National Registry AEMT written examination.

Prerequisite: Current WI EMT license

Advanced EMT Clinical

30531104

1 credit

This course provides a WI licensed EMT holding a valid AEMT Training Center Training permit the opportunity to enhance learning through the practice of clinical, field, and high-fidelity simulation experiences under the supervision of instructors or approved preceptors. Successful completion of this course requires the student to meet all clinical/field competencies.

Corequisite: Advanced EMT 30531103

ADVANCED MANUFACTURING TECHNOLOGY

Associate in Applied Science (AAS)

Program Code: 10-664-2

Total Credits: 63

The Advanced Manufacturing Technology program combines foundational coursework in the areas of electromechanical and automation systems with advanced coursework in Industry 4.0 concepts and quality manufacturing. Students gain hands-on experience with tools and equipment used in the field.

In this program you'll learn to operate and program robotics, troubleshoot computer networks, and interface digital logic circuits. You'll set up, make, and maintain automated systems, such as machines interacting with machines and machines making decisions (AI). You'll also use sensors within the system to map, explore, and execute a variety of tasks, such as deliver, pick up, and sort.

To learn more about this program, visit mstc.edu/programs.

ACADEMIC ADVISOR

To schedule an appointment with an academic advisor, call 715-422-5300. Academic advisors will travel to other campuses as necessary to accommodate student needs. For more information about advising, visit mstc.edu/advising.

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- Set up student MyCampus account at mstc.edu/mycampus-assistance.
- Schedule a New Student Advising appointment at mstc.edu/advising.

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Credit for Prior Learning

- Certifications and Licenses
- Military Experience
- National/Standardized Exams
- Transfer Credit
- Work and Life Experience

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High School Credit

- High School Dual Credit
- Mid-State Fast Track

Learn about High School Credit at mstc.edu/dc.

Associate Degree

- Advanced Manufacturing Technology (63 Credits)
Start Your Career: Automation Technician, Control Systems Technician, Electromechanical Technician, Mechatronics Technician, Robotics Technician

Bachelor's Degree

For those interested in continuing their education, Mid-State offers transfer guides with various four-year colleges and universities. For more information, visit mstc.edu/transfer.

Other Options

Related Programs: Automation & Instrumentation Technology, Industrial Mechanical Technician, Manufacturing Operations Management

Apprenticeship Opportunity: Electrical & Instrumentation Technician

OUTCOMES

Employers will expect you, as an Advanced Manufacturing Technology graduate, to be able to:

- Apply state and national safety rules to the manufacturing systems environment.
- Analyze automation within a complex manufacturing system.
- Manage advanced manufacturing systems for operational efficiency and cost control.
- Analyze technical specifications for implementation of manufacturing systems, modules, and components.
- Explore a Proportional Integral Derivative (PID) control system to achieve a desired outcome in a manufacturing outcome.
- Integrate industrial control systems into manufacturing processes.
- Apply electronic principles to devices within complex manufacturing systems.

TECHNICAL SKILLS ATTAINMENT

The Wisconsin Technical College System (WTCS) has implemented a requirement that all technical colleges measure outcomes attained by students. This requirement is called Technical Skills Attainment (TSA). The main objective of TSA is to ensure graduates have the technical skills needed by employers. Faculty will let students know when and how the TSA is being assessed in the program.

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GRADUATION REQUIREMENT

The GPS for Student Success course is required for all Mid-State program students and is recommended to be completed before obtaining 12 credits. Some students are exempt from this requirement. Please see your academic advisor for more information.

ADDITIONAL COURSES AS NEEDED

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

College Reading and Writing 1

10831104

3 credits

Provides learners with opportunities to develop and expand reading and writing skills to prepare for college-level academic work. Students will employ critical reading strategies to improve comprehension, analysis, and retention of texts. Students will apply the writing process to produce well-developed, coherent, and unified written work.

Pre-Algebra

10834109

3 credits

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

MULTIPLE MEASURES

Students can place into courses using high school GPA and completed classes. Placement can be determined in the following ways:

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High school GPA of 2.6 & successful completion of 2.0 credits of high school literature courses with a "C" or better
- **Multiple Measures Math 1 (MMM_1)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school math (Algebra 1 or equivalent) with a "C" or better
- **Multiple Measures Math 2 (MMM_2)**
High school GPA of 2.6 & successful completion of 2.0 credits of high school math including Algebra 1 and Algebra 2 with a "C" or better
- **Multiple Measures Science 1 (MMS_1)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school lab science course with a "C" or better
- **Multiple Measures Science 2 (MMS_2)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school chemistry with a "C" or better

Past high school and college transcripts are used in making course placement decisions.

SAMPLE FULL-TIME CURRICULUM OPTION

Advanced Manufacturing Technology• 63 Total Credits

Term 17 Credits	Course Number	Course Name	CPL	Credits
	10462106	Mechanical Power Transmission	No	3
	10605105	Electrical Circuits I	Yes	3
	10605117	Automation 1 - Beginning PLC	Yes	3
	10801136	English Composition 1	Yes	3
	10804118	Intermediate Algebra with Applications	Yes	4
	10890102	GPS for Student Success	Yes	1

Term 14 Credits	Course Number	Course Name	CPL	Credits
	10462133	Electric Controls for Industrial Automation	No	3
	10605118	Automation 2 - Advanced PLC	No	3
	10623114	Intro to Inventor	Yes	1
	10664110	Intro to Mechatronics	No	2
	10664120	Intro to Industrial Internet of Things	No	2
	10801198	Speech	Yes	3

Term 15 Credits	Course Number	Course Name	CPL	Credits
	10605119	Automation 3 - HMI's & Robotics	No	2
	10605145	Industrial Networking	No	2
	10623112	Manufacturing Practices	No	2
	10664121	Vision and Smart Sensors	No	2
	10664104	Industrial Control Systems Applications	No	2
	10664128	AutoCAD Electrical	No	2
	10809198 or 10809188	Introduction to Psychology or Developmental Psychology	Yes	3

Term 17 Credits	Course Number	Course Name	CPL	Credits
	10196189	Team Building and Problem Solving	No	3
	10462120	Industrial Hydraulics & Pneumatics	No	3
	10664123	Advanced Industrial Robotics	No	2
	10664124	Integrated Systems Capstone	No	3
	10809195	Economics	Yes	3
	10804196	Trigonometry with Applications	No	3

Please Note

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- Program completion time may vary based on student scheduling and course availability. For details, go to mstc.edu/schedule.
- Get the latest updates online at mstc.edu.

SAMPLE PART-TIME CURRICULUM OPTION

Advanced Manufacturing Technology • 63 Total Credits

Term 11 Credits	Course Number	Course Name	CPL	Credits
	10605105	Electrical Circuits I	Yes	3
	10605117	Automation 1 - Beginning PLC	Yes	3
	10804118	Intermediate Algebra with Applications	Yes	4
	10890102	GPS for Student Success	Yes	1
Term 8 Credits	Course Number	Course Name	CPL	Credits
	10605118	Automation 2 - Advanced PLC	No	3
	10623114	Intro to Inventor	Yes	1
	10664110	Intro to Mechatronics	No	2
	10664120	Intro to Industrial Internet of Things	No	2
Term 8 Credits	Course Number	Course Name	CPL	Credits
	10462106	Mechanical Power Transmission	No	3
	10605119	Automation 3 - HMI's & Robotics	No	2
	10801136	English Composition 1	Yes	3
Term 6 Credits	Course Number	Course Name	CPL	Credits
	10462133	Electric Controls for Industrial Automation	No	3
	10801198	Speech	Yes	3
Term 6 Credits	Course Number	Course Name	CPL	Credits
	10623112	Manufacturing Practices	No	2
	10664128	AutoCAD Electrical	No	2
	10664121	Vision and Smart Sensors	No	2
Term 9 Credits	Course Number	Course Name	CPL	Credits
	10196189	Team Building and Problem Solving	No	3
	10462120	Industrial Hydraulics & Pneumatics	No	3
	10804196	Trigonometry with Applications	No	3
Term 7 Credits	Course Number	Course Name	CPL	Credits
	10605145	Industrial Networking	No	2
	10664104	Industrial Control Systems Applications	No	2
	10809198 or 10809188	Introduction to Psychology or Developmental Psychology	Yes	3
Term 8 Credits	Course Number	Course Name	CPL	Credits
	10664123	Advanced Industrial Robotics	No	2
	10664124	Integrated Systems Capstone	No	3
	10809195	Economics	Yes	3

Advanced Industrial Robotics

10664123

2 credits

In this course, students explore advanced programming techniques for industrial robots. They examine interfacing peripheral devices such as programmable logic controllers, industrial sensors, and human-machine interfaces to a robot. Upon completion of the course, students will be able to apply advanced programming techniques to industrial robots.

Corequisite: Automation 3 - HMI's & Robotics 10605119

AutoCAD Electrical

10664128

2 credits

In this course, students will learn to navigate and apply AutoCAD Electrical software to design and document electrical control systems. Emphasis is placed on creating accurate schematics, panel layouts, and project files using industry-standard tools and workflows. Students will gain hands-on experience developing electrical plans that meet professional standards and support real-world applications in electrical and industrial design.

Prerequisite: Electrical Circuits 1 10605105

Automation 1 - Beginning PLC

10605117

3 credits

An overview of programmable logic controllers (PLCs) that provides a foundation of knowledge of the programming techniques, operation, and maintenance of PLCs used in typical industrial automation.

Automation 2 - Advanced PLC

10605118

3 credits

A lab intensive course covering advanced PLC topics and programming techniques, analog I/O, VFDs, basic HMI interfaces, industrial robotics and troubleshooting.

Prerequisite: Automation 1 - Beginning PLC 10605117 or consent of instructor

Automation 3 - HMI's & Robotics

10605119

3 credits

A lab intensive course covering advanced PLC programming techniques, HMI programming, industrial robotic systems interface, networking basics and troubleshooting of automation systems.

Prerequisite: Automation 2 - Advanced PLC 10605118

Developmental Psychology

10809188

3 credits

Studies human development throughout the lifespan and explores developmental theory and research with an emphasis on the interactive nature of the biological, cognitive, and psychosocial changes that affect the individual from conception to death. Application activities and critical thinking skills enable students to gain an increased knowledge and understanding of themselves and others.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English

Economics

10809195

3 credits

Provides an overview of how a market-oriented economic system operates and surveys the factors that influence national economic policy. Basic concepts and analyses are illustrated by reference to a variety of contemporary problems and public policy issues. Concepts include scarcity, resources, alternative economic systems, growth, supply and demand, monetary and fiscal policy, inflation, unemployment and global economic issues.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English

Electric Controls for Industrial Automation

10462133

3 credits

Introduces the fundamentals of industrial motor controls, relay logic, ladder diagrams, industrial automation, and integrated manufacturing systems. The purpose of the course is to familiarize students with the terminology, capabilities, applications, and limitations of automated industrial controls through classroom and lab activities.

Prerequisite: Electrical Circuits 1 10605105

Electrical Circuits

10605105

3 credits

The study of Ohm's Law and its application to D.C. circuits. Major topics include: Ohm's Law, series circuits, parallel circuits, combination circuits, Kirchhoff's Laws, and power relationships.

Corequisite: Intermediate Algebra with Applications 10804118 or College Mathematics 10804107

English Composition 1

10801136

3 credits

Learners develop and apply skills in all aspects of the writing process. Through a variety of learning activities and written documents, learners employ rhetorical strategies, plan, organize and revise content, apply critical reading strategies, locate and evaluate information, integrate and document sources, and apply standardized English language conventions.

Prerequisite: High School GPA of 2.6 and MMW or Accuplacer Writing of 262 or Accuplacer Reading 253 or ACT English score of 20 or ACT Reading 21 or completion of College Reading and Writing 1 10831104 with a "C" or better

Industrial Control Systems Applications

10664104

2 credits

In this course, learners develop machine process automation control systems with temperature, pressure, flow, and level controls. Learners investigate the utilization of PID loops in PLC program design. Learners program a PLC using vision, smart sensors, Servos, motor controls, and analog IO. Learners develop PLC programs including Human Machine Interface (HMI) with displays for machine input and output data. Upon completion of the course, learners will be able to build a PLC motion project for basic machine process automation control systems.

Prerequisite: Automation 3 - HMI's & Robotics 10605119

Industrial Hydraulics & Pneumatics

10462120

3 credits

Studies basic principles of hydraulics and pneumatics. Covers the advantages, disadvantages, and inherent problems with these systems. Includes the principles of operation and the constructional features of pumps, motors, valves, seals, packing, and conductors as well as the physical properties of liquids. Students learn to identify various parts of a circuit and analyze them for their use.

Corequisite: Intermediate Algebra with Applications 10804118

Industrial Networking

10605145

2 credits

Students will study network infrastructure and communication languages commonly found in the industrial setting.

Corequisite: Automation 1 - Beginning PLC 10605117

Integrated Systems Capstone

10664124

3 credits

In this course, students design a complex integrated automation system. They use industrial robotics, programmable logic controllers, pneumatics/hydraulics, and sensors to develop the system. Upon successful completion, students will be able to design, program, troubleshoot, and improve a functional industrial automation system.

Corequisite: Industrial Control Systems Applications 10664104

Intermediate Algebra with Applications

10804118

4 credits

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

Prerequisite: High School GPA of 2.6 and MMM_1 or Accuplacer Arithmetic of 263 and QAS 234 or ACT Math score of 19 or QAS of 245 or Pre-Algebra 10834109 with a "C" or better

Intro to Industrial Internet of Things

10664120

2 credits

In this course, learners are introduced to theoretical and practical topics of the Industrial Internet of Things (IIoT). The learner investigates the range of sensor and actuator devices available, ways in which they communicate and compute, methods for getting information to and from IIoT-enabled devices, and ways of visualizing and processing data acquired from the IIoT. Upon completion, learners will utilize hardware and software to construct a sensor network within an existing system and utilize industry standard tools to visualize the acquired data.

Intro to Inventor

10623114

1 credit

Learners will create 3D models in Inventor using a variety of feature and modify tools, analyze the volume of the models, and apply a material to determine weight of the finished product. Learners will generate 2D representations of the 3D model in appropriate views, and add dimensions and annotations before formatting drawings to print out. Prior experience with computers is recommended.

Intro to Mechatronics

10664110

2 credits

In this course, learners are introduced to microprocessor controlled electromechanical systems. The learner examines how individual components work, and how they are integrated into simple systems. Upon completion of the course, learners will understand what technicians do in the workplace and how industry utilizes Mechatronics in advanced manufacturing.

Prerequisite: High School GPA of 3.0 or Accuplacer Reading Skills of 236, Writing of 237 or ACT of 15 Reading/16 Writing. Students are encouraged to bring transcripts for further evaluation if they do not meet these requirements; Corequisite: Automation 1 - Beginning PLC 10605117

Introduction to Psychology

10809198

3 credits

This science of psychology course is a survey of multiple aspects of behavior and mental processes. It provides an overview of topics such as research methods, theoretical perspectives, learning, cognition, memory, motivation, emotions, personality, abnormal psychology, physiological factors, social influences, and development.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English

Manufacturing Practices

10623112

2 credits

As competition for market share continues to increase, manufacturers rely on innovations in technology, methods, and practices to give them the edge they need. To remain competitive globally, the watchwords are productivity, efficiency, and quality. In this course, students examine some of the practices that many manufacturing operations have come to rely on to make their operations competitive, efficient, and cost-effective. Topics covered in this class include the principles of lean manufacturing, value versus non-value added waste, 5S methodology, value stream mapping, setup reduction and quick changeover, cellular flow, building a lean culture, total productive maintenance, and statistical process control (SPC).

Mechanical Power Transmission

10462106

3 credits

A study of the systems and components that transmit power from the prime mover through the system. Gear trains, linkages, clutches, couplings, and flexible drives are evaluated mathematically in lab situations.

Speech
10801198
3 credits

Explores the fundamentals of effective oral presentation to small and large groups. Topic selection, audience analysis, methods of organization, research, structuring evidence and support, delivery techniques, and other essential elements of speaking successfully, including the listening process, form the basis of this course. Includes informative, persuasive, and occasion speech presentations.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 253 and Writing of 262 or ACT of 21 Reading/19 English or completion of College Reading and Writing 1 10831104 with a "C" or better

Team Building & Problem Solving
10196189
3 credits

Applies skills and tools necessary to facilitate problem solving in a team environment. Each learner assumes the roles and responsibilities of team leadership in the stages of team development, uses a systematic problem-solving process, and employs consensus-building and conflict-management strategies.

Trigonometry with Applications
10804196
3 credits

Topics include circular functions, graphing of trigonometry functions, identities, equations, trigonometric functions of angles, inverse functions, solutions of triangles, complex numbers, DeMoivre's Theorem, polar coordinates, and vectors.

Prerequisite: ACT Math score of 22 or Intermediate Algebra with Applications 10804118 with a "C" or better

Vision and Smart Sensors
10664121
2 credits

In this course, learners will utilize 2D cameras, lighting systems and smart sensors in machine applications to provide imaging-based automatic inspection and analysis for such applications as automatic inspection, process control, and robot guidance. Learners will use vision systems to: sort good and bad parts; identify, position and orient objects images for robot guidance and orientation using edge detection; blob detection; pattern recognition; image acquisition; and bar code and QR code recognition. Learners will integrate smart sensors into PLC machine applications. Upon completion of this course learners will apply camera and smart sensors into a machine process application.

Prerequisite: Automation 2 - Advanced PLC 10605118

ADVANCED MEAT CUTTING AND BUTCHERY

Technical Diploma

Program Code: 31-008-2

Total Credits: 28

Mid-State's Advanced Meat Cutting and Butchery technical diploma prepares students to perform professional meat harvesting, fabrication, and processing in butcher shops, meat markets, and commercial processing facilities. Instruction includes humane handling and harvest fundamentals, carcass breakdown, retail meat cutting, value-added processing, sanitation and food safety, and operation of industry-standard equipment. Graduates of this program are prepared for advanced roles in the meat industry, including retail and commercial processing, value-added production, grocery operations, and small-scale farm enterprises, as well as owning or operating their own business. You will develop the technical and interpersonal skills needed for success and learn proper regulatory and food safety practices. Hands-on activities include full harvest and fabrication sequences, cutting and packaging retail-ready products, producing value-added items, completing HACCP and sanitation exercises, practicing effective shop management and customer service, and participating in an industry-related internship.

To learn more about this program, visit mstc.edu/programs.

ACADEMIC ADVISOR

To schedule an appointment with an academic advisor, call 715-422-5300. Academic advisors will travel to other campuses as necessary to accommodate student needs. For more information about advising, visit mstc.edu/advising.

NEW STUDENT CHECKLIST

Complete the following steps to prepare for your New Student Advising appointment with your academic advisor:

- Submit a Mid-State application at mstc.edu/apply.
- Send official transcripts to:
Mid-State Technical College
Student Services
500 32nd Street North
Wisconsin Rapids, WI 54494
- Complete the Free Application for Federal Student Aid (FAFSA) at fafsa.gov. Mid-State's Financial Aid team is available to assist with your FAFSA application and to answer your financial aid questions. Contact Financial Aid or schedule an appointment at mstc.edu/financial-aid.
- Set up student MyCampus account at mstc.edu/mycampus-assistance.
- Schedule a New Student Advising appointment at mstc.edu/advising.

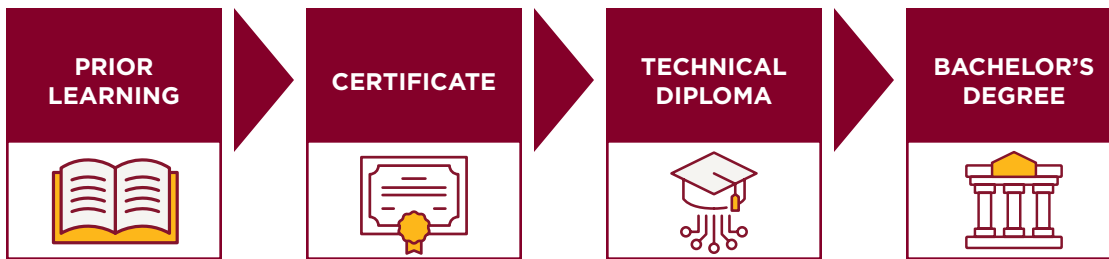
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CAREER PATHWAY



Career pathways help you build your education step by step. Each stage offers one or more credentials that are recognized by employers and lead to real jobs—and you can keep building toward your career goals as you go.

Begin at any point.

Prior Learning

Credit for Prior Learning

- Certifications and Licenses
- Military Experience
- National/Standardized Exams
- Transfer Credit
- Work and Life Experience

Learn about Credit for Prior Learning at mstc.edu/cpl.

High School Credit

- High School Dual Credit
- Mid-State Fast Track

Learn about High School Credit at mstc.edu/dc.

Certificate

- Meat Cutting and Butchery (9 Credits)
- Meat Processing and Retail (9 Credits)

Technical Diploma

- Culinary Production Line Cook (20 Credits)
Start Your Career: Food Service Specialist, Line Cook, Production Cook, Station Cook, Sous Chef
- Advanced Meat Cutting and Butchery (28 Credits)
Start Your Career: Butcher, Meat Cutter, Meat Clerk, Meat Processor/Owner

Bachelor's Degree

For those interested in continuing their education, Mid-State offers transfer guides with various four-year colleges and universities. For more information, visit mstc.edu/transfer.

Other Options

Related Programs: Agribusiness Science and Technology, Animal Science, Culinary Arts, Hospitality Management, Hospitality Specialist

OUTCOMES

Employers will expect you, as an Advanced Meat Cutting and Butchery graduate, to be able to:

- Apply ethical and humane livestock harvesting practices in compliance with industry regulations and best practices.
- Demonstrate proficiency in meat cutting, fabrication, and processing techniques for various species, including beef, pork, lamb, and specialty meats.
- Implement principles of food safety, sanitation, and meat microbiology to ensure product integrity and regulatory compliance.
- Operate and maintain meat processing equipment to optimize efficiency, yield, and workplace safety.
- Manage retail meat sales operations, including customer engagement, inventory control, pricing strategies, and marketing techniques.

TECHNICAL SKILLS ATTAINMENT

The Wisconsin Technical College System (WTCS) has implemented a requirement that all technical colleges measure outcomes attained by students. This requirement is called Technical Skills Attainment (TSA). The main objective of TSA is to ensure graduates have the technical skills needed by employers. Faculty will let students know when and how the TSA is being assessed in the program.

TECHNICAL STANDARDS

Students enrolled in the Advanced Meat Cutting and Butchery program must be able to meet the established technical standards identified below, which reflect those found in the profession.

- Ability to move, lift, and transport meat products and equipment (up to 75 pounds) with occasional to frequent exertion.
- Ability to detect and respond to safety hazards and emergencies in environments with sharp tools, moving equipment, and cold temperatures.
- Sufficient endurance, strength, mobility, balance, flexibility, and coordination to stand for extended periods, perform repetitive cutting motions, and operate commercial meat-processing equipment.
- Sufficient sensory (auditory, visual, tactile, smell) ability to evaluate product quality, identify hazards, detect temperatures, and maintain proper food safety, sanitation, and humane handling practices.

STUDENT HANDBOOK

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

GRADUATION REQUIREMENT

The GPS for Student Success course is required for all Mid-State program students and is recommended to be completed before obtaining 12 credits. Some students are exempt from this requirement. Please see your academic advisor for more information.

ADDITIONAL COURSES AS NEEDED

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

College Reading and Writing 1

10831104

3 credits

Provides learners with opportunities to develop and expand reading and writing skills to prepare for college-level academic work. Students will employ critical reading strategies to improve comprehension, analysis, and retention of texts. Students will apply the writing process to produce well-developed, coherent, and unified written work.

Pre-Algebra

10834109

3 credits

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

MULTIPLE MEASURES

Students can place into courses using high school GPA and completed classes. Placement can be determined in the following ways:

- **Multiple Measures Writing (MMW)**
High school GPA of 2.6 & successful completion of 2.0 credits of high school writing courses with a "C" or better
- **Multiple Measures Reading (MMR)**
High school GPA of 2.6 & successful completion of 2.0 credits of high school literature courses with a "C" or better
- **Multiple Measures Math 1 (MMM_1)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school math (Algebra 1 or equivalent) with a "C" or better
- **Multiple Measures Math 2 (MMM_2)**
High school GPA of 2.6 & successful completion of 2.0 credits of high school math including Algebra 1 and Algebra 2 with a "C" or better
- **Multiple Measures Science 1 (MMS_1)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school lab science course with a "C" or better
- **Multiple Measures Science 2 (MMS_2)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school chemistry with a "C" or better

Past high school and college transcripts are used in making course placement decisions.

SAMPLE FULL-TIME CURRICULUM OPTION

Advanced Meat Cutting and Butchery • 28 Total Credits

Term 14 Credits	Course Number	Course Name	CPL	Credits
	10316112	Sanitation for Foodservice Operations	Yes	1
	10316195	Hazard Analysis Critical Control Point (HACCP) for Business	No	2
	30008164	Introduction to Retail Meat Sales	No	2
	30008161	Protein Fabrication and Utilization: Lamb and Hog	No	3
	30008169	Protein Fabrication and Utilization: Specialty Meats	No	1
	30008163	Protein Fabrication and Utilization: Beef	No	3
	30008160	Livestock Harvesting: Ethics and Best Practices	No	1
Term 4 Credits	10890102	GPS for Student Success	Yes	1
	Course Number	Course Name	CPL	Credits
	30008165	Introduction to State Licensure & Regulations	No	2
Term 10 Credits	30008166	Meat Cutting Technology and Equipment	No	2
	Course Number	Course Name	CPL	Credits
	10008167	Principles of Meat Microbiology	No	2
	30008168	Retail Meat Sales Management	No	2
	30008170	Cultured and Fermented Meats	No	2
	30008171	Advanced Sausage Making	No	2
	30008172	Wet and Dry Curing	No	2

Please Note

- Credit for Prior Learning (CPL) options are available for some courses. You can visit mstc.edu/cpl or contact your academic advisor for details.
- This curriculum sequence is only for student planning. Actual student schedules will vary depending on course availability.
- Program completion time may vary based on student scheduling and course availability. For details, go to mstc.edu/schedule.
- Get the latest updates online at mstc.edu.

Advanced Sausage Making

30008171

2 credits

Building on basic sausage production, this course covers advanced techniques in formulating and processing sausages, including emulsified, coarse-ground, and specialty varieties. Students will explore ingredient functionality, casing selection, curing, and smoking methods to enhance texture and flavor. Topics include yield optimization, preservation techniques, and regulatory compliance. Hands-on experience includes developing custom sausage formulations, experimenting with spice blends, and refining production methods for consistency and quality.

Prerequisite: Protein Fabrication and Utilization: Beef 30008163

Cultured and Fermented Meats

30008170

2 credits

This course explores the science and techniques behind cultured and fermented meats, focusing on microbial fermentation, curing, and enzymatic processes that develop unique textures and flavors. Students will learn how bacteria, yeasts, and molds influence meat preservation and safety while following HACCP guidelines. Hands-on applications include producing dry-cured sausages, salami, and other fermented meats.

Prerequisite: Protein Fabrication and Utilization: Beef 30008163

GPS for Student Success

10890102

1 credit

Integrate necessary skills for student success by developing an academic plan, identifying interpersonal attributes for success, adopting efficient and effective learning strategies, and utilizing Mid-State resources, policies, and processes. This course is recommended to be completed prior to obtaining 12 credits and is a graduation requirement unless you receive an exemption from your program advisor.

Hazard Analysis Critical Control Point (HACCP) for Business

10316195

2 credits

Butchers, chefs, and food manufacturing companies all need to have Hazard Analysis Critical Control Point (HACCP) plans if they are going to package goods to sell or utilizing specific cooking and storing techniques. The class will explore how to create, develop, and implement a usable HACCP plan.

Introduction to Retail Meat Sales

30008164

2 credits

This course provides foundational skills in retail meat sales. Students will learn key concepts in food safety, inventory, product inspection, packaging, and labeling. The course also introduces order fulfillment, customer service, and basic employability skills in both in-person and online retail environments.

Corequisites: Protein Fabrication and Utilization: Lamb and Hog 30008161, Protein Fabrication and Utilization: Beef 30008163

Introduction to State Licensure & Regulations

30008165

2 credits

Explore the key aspects of state and county regulations and licensure for meat production and retail. Tailored for butchers, homesteaders, food industry professionals, and entrepreneurs, this course provides foundational knowledge to understand and apply state and county requirements accurately. Through practical activities and subject matter expert guest speakers, students will work on developing a retail application, navigating laws, licensure processes, and compliance considerations essential to starting or enhancing their own meat-related business.

Livestock Harvesting: Ethics and Best Practices

30008160

1 credit

This course introduces students to humane animal harvest practices with a focus on beef, pork, and lamb. Students may observe licensed butchers performing humane harvesting techniques, emphasizing compliance with state and federal regulations and ethical handling of livestock. Through guided observation and discussion, students will develop an understanding of humane harvest principles, including handling and processing methods that prioritize animal welfare and ethical practices.

Meat Cutting Technology and Equipment

30008166

2 credits

Students will explore advanced technologies and equipment to apply innovative practices to meat cutting and butchery operations. Students will also expand their knowledge of equipment upkeep and maintenance. This course will explore meat technology and equipment from personal use through commercial use.

Principles of Meat Microbiology

10008167

2 credits

Learn the basics of microbial dynamics in meat production, focusing on how microorganisms impact product safety, quality, and shelf life. This course introduces the identification and behavior of common meatborne pathogens and spoilage organisms, as well as basic strategies for their control. Designed for those new to the meat industry or seeking foundational knowledge, this course provides an overview of microbial ecosystems in meat and builds essential skills to recognize and address microbial challenges in meat processing and retail.

Prerequisites: Sanitation for Foodservice Operations 10316112, Hazard Analysis Critical Control Point (HACCP) for Business 10316195

Protein Fabrication and Utilization: Beef

30008163

3 credits

Introduction to the muscle and bone structure of beef; fabrication methods for sub-primal and foodservice cuts; and proper tying and trussing methods. Analyze national meat identification systems, carcass inspection, quality and yield grading, costing and yield testing, purchasing specifications, and the farm-to-table trail. Learn proper cooking methods for all meats, knife selection, and use of butchery equipment.

Corequisites: Protein Fabrication and Utilization 1 10316161 or Protein Fabrication and Utilization: Lamb and Hog 30008161

Protein Fabrication and Utilization: Lamb and Hog

30008161

3 credits

Introduction to the muscle and bone structure of lamb and hog; fabrication methods for sub-primal and foodservice cuts; and proper tying and trussing methods. Analyze national meat identification systems, carcass inspection, quality and yield grading, costing and yield testing, purchasing specifications, and the farm-to-table trail. Learn proper cooking methods for all meats, knife selection, and use of butchery equipment.

Prerequisite: Sanitation for Foodservice Operations 10316112;

Corequisite: Hazard Analysis Critical Control Point (HACCP) for Business 10316195

Protein Fabrication and Utilization: Specialty Meats

30008169

1 credit

This course provides hands-on training in the fabrication, processing, and utilization of seasonal game, poultry, and specialty meats. Students will learn proper techniques for identifying, cutting, portioning, and labeling various carcasses while ensuring adherence to safety and sanitation standards.

Prerequisite: Protein Fabrication and Utilization: Beef 30008163

Retail Meat Sales Management

30008168

2 credits

Build on foundational retail meat sales skills with a focus on customer engagement, inventory control, and pricing strategies. Students will expand their knowledge of food safety, packaging, labeling, and order fulfillment while learning to direct operations, oversee value-added products using HACCP principles, and enhance sanitation for high-volume sales. The course also covers marketing and branding techniques to maximize profitability and customer satisfaction.

Prerequisite: Introduction to Retail Meat Sales 30008164

Sanitation for Foodservice Operations

10316112

1 credit

Students examine the causes of food-borne illness and apply techniques for preparing, storing, and serving hot and cold foods from a ServSafe® Certified Instructor/Proctor. Students also examine the role of management and workers related to sanitation regulations and standards. The ServSafe® certification test is administered in this course and students will need to hold this valid certificate for graduation and employment in the culinary industry.

Wet and Dry Curing

30008172

2 credits

This course focuses on traditional and modern meat curing techniques, including brining, injection curing, and dry curing. Students will examine the effects of salt, nitrates, sugars, and time on meat preservation, flavor development, and food safety. Hands-on projects include producing cured hams, bacon, pastrami, and whole-muscle dry-cured meats like prosciutto. The course also covers fermentation's role in curing, regulatory considerations, and quality control measures for long-term meat preservation.

Prerequisite: Protein Fabrication and Utilization: Beef 30008163

AGRIBUSINESS SCIENCE & TECHNOLOGY

Associate in Applied Science (AAS)

Program Code: 10-006-2

Total Credits: 61-62

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

To learn more about this program, visit mstc.edu/programs.

ACADEMIC ADVISOR

To schedule an appointment with an academic advisor, call 715-422-5300. Academic advisors will travel to other campuses as necessary to accommodate student needs. For more information about advising, visit mstc.edu/advising.

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- Schedule a New Student Advising appointment at mstc.edu/advising.

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Credit for Prior Learning

- Certifications and Licenses
- Military Experience
- National/Standardized Exams
- Transfer Credit
- Work and Life Experience

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High School Credit

- High School Dual Credit
- Mid-State Fast Track

Learn about High School Credit at mstc.edu/dc.

Certificate

- Agronomy Equipment Basics (5 Credits)

Technical Diploma

- Livestock Technician (27 Credits)
Start Your Career: Animal Care Technician, Farm Manager, Herdsperson, Livestock Technician, Ranch Manager

Associate Degree

- Agribusiness Science & Technology (61-62 Credits)
Start Your Career: Agricultural Manager, Agriculture Sales and Service, Herdsperson, Production Agriculture Manager

Bachelor's Degree

For those interested in continuing their education, Mid-State offers transfer guides with various four-year colleges and universities. For more information, visit mstc.edu/transfer.

Other Options

Related Programs: Advanced Meat Cutting and Butchery, Agronomy Technician, Arborist Technician, Farm Operation, Utility Tree Trimmer

OUTCOMES

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

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

TECHNICAL SKILLS ATTAINMENT

The Wisconsin Technical College System (WTCS) has implemented a requirement that all technical colleges measure outcomes attained by students. This requirement is called Technical Skills Attainment (TSA). The main objective of TSA is to ensure graduates have the technical skills needed by employers. Faculty will let students know when and how the TSA is being assessed in the program.

TECHNICAL STANDARDS

Students enrolled in the Agriculture Program must be able to meet the established technical standards identified below, which reflect those found in the profession.

- Ability to lift, carry or transport supplies, equipment, feeds, animals or other agricultural products, potentially up to or beyond 50 pounds, with occasional, frequent, or constant exertion.
- Ability to detect and respond to emergencies and operational hazards in agricultural environments (machinery, livestock, chemicals, weather, etc.).
- Sufficient endurance, strength, mobility, balance, flexibility and coordination to perform tasks such as tending livestock, operating equipment, working outdoors, and executing emergency or protective procedures.
- Sufficient sensory (auditory, visual, smell, tactile) ability to detect animal cues, environmental changes, product quality, equipment status, and safety-related conditions.

STUDENT HANDBOOK

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GRADUATION REQUIREMENT

The GPS for Student Success course is required for all Mid-State program students and is recommended to be completed before obtaining 12 credits. Some students are exempt from this requirement. Please see your academic advisor for more information.

ADDITIONAL COURSES AS NEEDED

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

College Reading and Writing 1 10831104

3 credits

Provides learners with opportunities to develop and expand reading and writing skills to prepare for college-level academic work. Students will employ critical reading strategies to improve comprehension, analysis, and retention of texts. Students will apply the writing process to produce well-developed, coherent, and unified written work.

Pre-Algebra 10834109

3 credits

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

MULTIPLE MEASURES

Students can place into courses using high school GPA and completed classes. Placement can be determined in the following ways:

- **Multiple Measures Writing (MMW)**
High school GPA of 2.6 & successful completion of 2.0 credits of high school writing courses with a "C" or better
- **Multiple Measures Reading (MMR)**
High school GPA of 2.6 & successful completion of 2.0 credits of high school literature courses with a "C" or better
- **Multiple Measures Math 1 (MMM_1)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school math (Algebra 1 or equivalent) with a "C" or better
- **Multiple Measures Math 2 (MMM_2)**
High school GPA of 2.6 & successful completion of 2.0 credits of high school math including Algebra 1 and Algebra 2 with a "C" or better
- **Multiple Measures Science 1 (MMS_1)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school lab science course with a "C" or better
- **Multiple Measures Science 2 (MMS_2)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school chemistry with a "C" or better

Past high school and college transcripts are used in making course placement decisions.

SAMPLE FULL-TIME CURRICULUM OPTION

Agribusiness Science & Technology • 61-62 Total Credits

Term 15 Credits	Course Number	Course Name	CPL	Credits
	10093101	Integrated Pest Management	Yes	2
	10093102	Intro to Precision Agriculture	No	3
	10091105	Animal Health	No	3
	10103106	Microsoft Office-Introduction	Yes	3
	10093104	Principles of Crop Management	No	3
	10890102	GPS for Student Success	Yes	1

Term 14-15 Credits	Course Number	Course Name	CPL	Credits
	10801195 or 10801136	Written Communication or English Composition 1	Yes	3
	10804107 or 10804118	College Mathematics or Intermediate Algebra with Applications	Yes	3 or 4
	10006102	Agribusiness Equipment and Facilities	No	2
	10090101	Agriculture Business Management	No	3
	10006103	Introduction to Food Science	No	3

Term 16 Credits	Course Number	Course Name	CPL	Credits
	10801198 or 10801196	Speech or Oral/Interpersonal Communication	Yes	3
	10806114	General Biology	No	4
	10091103	Applied Animal Nutrition	No	3
	10091102	Intro to Animal Science	No	3
	10080105	Intro to Soil Science	No	3

Term 16 Credits	Course Number	Course Name	CPL	Credits
	10102178	Personal Finance	Yes	3
	10809198 or 10809188	Introduction to Psychology or Developmental Psychology	Yes	3
	10809166	Introduction to Ethics: Theory & Application	Yes	3
	10006107	Agriculture Commodities & Marketing	No	3
	10091104	Introduction to Animal Genetics	No	2
	10006007 or 10006110	Agriculture Internship or Agriculture Capstone	No	2

Please Note

- Credit for Prior Learning (CPL) options are available for some courses. You can visit mstc.edu/cpl or contact your academic advisor for details.
- This curriculum sequence is only for student planning. Actual student schedules will vary depending on course availability.
- Program completion time may vary based on student scheduling and course availability. For details, go to mstc.edu/schedule.
- Get the latest updates online at mstc.edu.

SAMPLE PART-TIME CURRICULUM OPTION**Agribusiness Science & Technology • 61-62 Total Credits**

Term 10 Credits	Course Number	Course Name	CPL	Credits
	10093102	Intro to Precision Agriculture	No	3
	10091105	Animal Health	No	3
	10103106	Microsoft Office-Introduction	Yes	3
	10890102	GPS for Student Success	Yes	1
Term 8-9 Credits	Course Number	Course Name	CPL	Credits
	10804107 or 10804118	College Mathematics or Intermediate Algebra with Applications	Yes	3 or 4
	10006102	Agribusiness Equipment and Facilities	No	2
	10090101	Agriculture Business Management	No	3
Term 8 Credits	Course Number	Course Name	CPL	Credits
	10093101	Integrated Pest Management	Yes	2
	10093104	Principles of Crop Management	No	3
	10801198 or 10801196	Speech or Oral/Interpersonal Communication	Yes	3
Term 8 Credits	Course Number	Course Name	CPL	Credits
	10801195 or 10801136	Written Communication or English Composition 1	Yes	3
	10006103	Introduction to Food Science	No	3
	10091104	Introduction to Animal Genetics	No	2
Term 9 Credits	Course Number	Course Name	CPL	Credits
	10091103	Applied Animal Nutrition	No	3
	10091102	Intro to Animal Science	No	3
	10080105	Intro to Soil Science	No	3
Term 10 Credits	Course Number	Course Name	CPL	Credits
	10809166	Introduction to Ethics: Theory & Application	Yes	3
	10006107	Agriculture Commodities & Marketing	No	3
	10806114	General Biology	No	4
Term 8 Credits	Course Number	Course Name	CPL	Credits
	10102178	Personal Finance	Yes	3
	10809198 or 10809188	Introduction to Psychology or Developmental Psychology	Yes	3
	10006007 or 10006110	Agriculture Internship or Agriculture Capstone	No	2

Agribusiness Equipment & Facilities**10006102****2 credits**

Examines arrangement and design of efficient farm buildings and equipment as well as construction requirements.

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

Agriculture Business Management**10090101****3 credits**

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

Agriculture Capstone**10006110****2 credits**

This project-based course gives students the opportunity to demonstrate technical competency of agribusiness classroom study. The project simulates many of the tasks students are expected to perform as an agricultural professional. A capstone research paper and portfolio will be due at the end of this course.

Prerequisite: Instructor approval

Agriculture Commodities & Marketing**10006107****3 credits**

This course introduces students to agricultural commodity markets with a focus on price analysis, market structures, marketing strategies, and risk management. Topics include supply and demand, government policies, international trade, and the agricultural supply chain. Students will study major field crops, livestock, and milk markets; explore the role of cooperatives in marketing; and learn how futures and options markets function as tools for price discovery and risk management.

Agriculture Internship**10006007****2 credits**

This course provides an opportunity for students to apply concepts of agribusiness classroom study with specific off-campus real-life agricultural experiences at local employers. An organized plan of experiences built around agriculture competencies is planned, supervised, and evaluated by the instructor and cooperating business supervisor.

Prerequisites: Admission to the Agribusiness and Science Technology or Agronomy Technician program and completion of at least 12 credits of agriculture course work in the areas of 10006, 10070, 10080, 10090, 10091, or 10093.

Animal Health**100091105****3 credits**

This course provides students with the essential knowledge and practical skills required to maintain and promote the health of dairy and livestock animals. Emphasizing preventive care, early disease detection, and effective treatment strategies, students will explore animal physiology, common infectious and non-infectious diseases, vaccination protocols, biosecurity practices, and the responsible use of medications.

Applied Animal Nutrition**10091103****3 credits**

Includes classification and function of nutrients, deficiency symptoms, characterization of feedstuffs, and formulation of diets for domestic animals. They are also able to successfully understand the digestive processes of monogastric and ruminant animals.

College Mathematics**10804107****3 credits**

This course is designed to review and develop fundamental concepts of mathematics in the areas of algebra, geometry, trigonometry, measurement and data. Algebra topics emphasize simplifying algebraic expressions, solving linear equations and inequalities with one variable, solving proportions and percent applications. Geometry and trigonometry topics include; finding areas and volumes of geometric figures, applying similar and congruent triangles, applying Pythagorean Theorem, and solving right triangles using trigonometric ratios. Measurement topics emphasize the application of measurement concepts and conversion techniques within and between U.S. customary and metric system to solve problems. Data topics emphasize data organization and summarization skills, including: frequency distributions, central tendency, relative position and measures of dispersion. Special emphasis is placed on problem solving, critical thinking and logical reasoning, making connections, and using calculators.

Prerequisite: High School GPA of 2.6 and MMM_1 or Accuplacer Arithmetic of 250 and QAS 234 or ACT Math score of 17 or Pre-Algebra 10834109 with a "C" or better

Developmental Psychology**10809188****3 credits**

Studies human development throughout the lifespan and explores developmental theory and research with an emphasis on the interactive nature of the biological, cognitive, and psychosocial changes that affect the individual from conception to death. Application activities and critical thinking skills enable students to gain an increased knowledge and understanding of themselves and others.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English

English Composition 1

10801136

3 credits

Learners develop and apply skills in all aspects of the writing process. Through a variety of learning activities and written documents, learners employ rhetorical strategies, plan, organize and revise content, apply critical reading strategies, locate and evaluate information, integrate and document sources, and apply standardized English language conventions.

Prerequisite: High School GPA of 2.6 and MMW or Accuplacer Writing of 262 or Accuplacer Reading 253 or ACT English score of 20 or ACT Reading 21 or completion of College Reading and Writing 1 10831104 with a "C" or better

General Biology

10806114

4 credits

Introduces general biological concepts and principles. Emphasis is on cell structure and function, genetics, evolution, and taxonomical relationships. Consideration is also given to diversity among the various kingdoms.

Prerequisite: High School GPA of 2.6 and MMS_1, MMM_1; Accuplacer QAS 246 or ACT Math 19 or Accuplacer Reading Skills of 249 or ACT Reading score of 15

GPS for Student Success

10890102

1 credit

Integrate necessary skills for student success by developing an academic plan, identifying interpersonal attributes for success, adopting efficient and effective learning strategies, and utilizing Mid-State resources, policies, and processes. This course is recommended to be completed prior to obtaining 12 credits and is a graduation requirement unless you receive an exemption from your program advisor.

Integrated Pest Management

10093101

2 credits

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

Intermediate Algebra with Applications

10804118

4 credits

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

Prerequisite: High School GPA of 2.6 and MMM_1 or Accuplacer Arithmetic of 263 and QAS 234 or ACT Math score of 19 or QAS of 245 or Pre-Algebra 10834109 with a "C" or better.

Intro to Animal Genetics

10091104

2 credits

This course introduces the genetic and genomic principles that influence animal health, performance, and productivity. Students will study how traits are inherited and how genetics and genomics can be used to improve dairy and livestock operations. Topics include trait inheritance, selection and mating systems, estimating breeding values, genomic testing, and understanding inbreeding, hybrid vigor, and crossbreeding. Emphasis is placed on applying genetics and genomics to real-world decisions that enhance animal health and production efficiency.

Intro to Animal Science

10091102

3 credits

Introduces the basics of livestock management. Examines management of dairy, beef, sheep, and other common livestock with concentration on nutrition, feedstuffs classification, reproduction, genetics, animal behavior, animal health, and sustainable agriculture practices. Includes basic husbandry and care procedures for animals. A livestock management plan will be created and analyzed.

Intro to Precision Agriculture

10093102

3 credits

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

Intro to Soil Science

10080105

3 credits

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

Introduction to Ethics: Theory & Application

10809166

3 credits

Provides a basic understanding of the theoretical foundations of ethical thought. Diverse ethical perspectives are used to analyze and compare relevant issues. Students critically evaluate individual, social, and/or professional standards of behavior, and apply a systemic decision-making process to these situations.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English

Introduction to Food Science

10006103

3 credits

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

Introduction to Psychology

10809198

3 credits

This science of psychology course is a survey of multiple aspects of behavior and mental processes. It provides an overview of topics such as research methods, theoretical perspectives, learning, cognition, memory, motivation, emotions, personality, abnormal psychology, physiological factors, social influences, and development.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English

Microsoft Office-Introduction

10103106

3 credits

Develops introductory skills in the Microsoft Office Suite (Word, Excel, Access, PowerPoint, and Outlook) while reinforcing the students' knowledge of computer concepts, Windows Explorer, and web usage. This course prepares students for the Associate level MOS Certification exams for Word, Excel, PowerPoint, and Outlook. Students should possess basic keyboarding, mouse, and Windows 11 skills. Students may develop these skills in the Academic Learning Center while concurrently enrolled in this course.

Oral/Interpersonal Communication

10801196

3 credits

Focuses on developing effective listening techniques and verbal and nonverbal communication skills through oral presentation, group activity, and other projects. The study of self, conflict, and cultural contexts will be explored, as well as their impact on communication.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English or College Reading and Writing with a C or better

Personal Finance

10102178

3 credits

This course examines personal financial planning topics and best practices. Areas covered include financial record keeping, budgeting, consumer credit, investing, purchasing real estate, insurance, tax planning, retirement planning, and estate planning. Using financial tools, the student will learn how to develop and use a personal financial plan based on their own unique situation.

Principles of Crop Management

10093104

3 credits

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

Speech

10801198

3 credits

Explores the fundamentals of effective oral presentation to small and large groups. Topic selection, audience analysis, methods of organization, research, structuring evidence and support, delivery techniques, and other essential elements of speaking successfully, including the listening process, form the basis of this course. Includes informative, persuasive, and occasion speech presentations.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 253 and Writing of 262 or ACT of 21 Reading/19 English or completion of College Reading and Writing 1 10831104 with a "C" or better

Written Communication

10801195

3 credits

Develops writing skills which include prewriting, drafting, revising, and editing. A variety of writing assignments are 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: High School GPA of 2.6 and MMW or Accuplacer Writing of 262 or ACT English score of 20 or completion of College Reading and Writing 1 10831104 with a "C" or better

AGRONOMY TECHNICIAN

Technical Diploma

Program Code: 31-093-3

Total Credits: 28

Students in Mid-State's Agronomy Technician program gain a deep understanding of the science and technology of using plants as a source of food. They also acquire the specialized skills needed for precision agriculture applications and regulatory requirements. The program will prepare you to use the latest technology to help farmers yield maximum production from the land. You'll also get hands-on experience producing a crop, keeping pests away, making soil more fertile, marketing commodities, and managing a farm.

To learn more about this program, visit mstc.edu/programs.

ACADEMIC ADVISOR

To schedule an appointment with an academic advisor, call 715-422-5300. Academic advisors will travel to other campuses as necessary to accommodate student needs. For more information about advising, visit mstc.edu/advising.

NEW STUDENT CHECKLIST

Complete the following steps to prepare for your New Student Advising appointment with your academic advisor:

- Submit a Mid-State application at mstc.edu/apply.
- Send official transcripts to:
Mid-State Technical College
Student Services
500 32nd Street North
Wisconsin Rapids, WI 54494
- Complete the Free Application for Federal Student Aid (FAFSA) at fafsa.gov. Mid-State's Financial Aid team is available to assist with your FAFSA application and to answer your financial aid questions. Contact Financial Aid or schedule an appointment at mstc.edu/financial-aid.
- Set up student MyCampus account at mstc.edu/mycampus-assistance.
- Schedule a New Student Advising appointment at mstc.edu/advising.

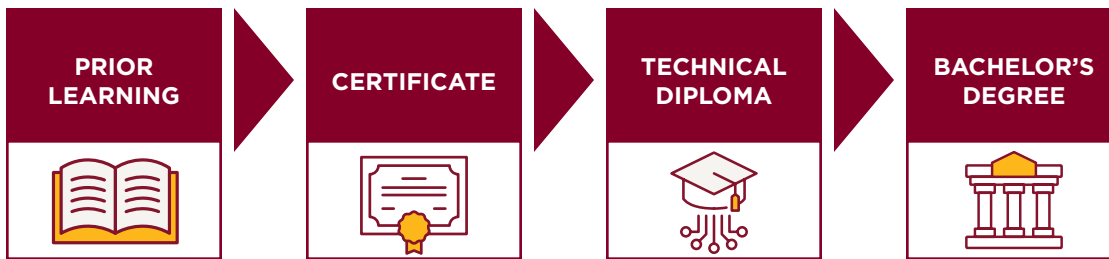
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Mid-State does not discriminate on the basis of race, color, national origin, sex, disability, or age in its program, activity, or employment. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Vice President - Human Resources; 500 32nd Street North, Wisconsin Rapids, WI 54494; 715-422-5325 • AAEO@mstc.edu. 3/2026-AC

CAREER PATHWAY



Career pathways help you build your education step by step. Each stage offers one or more credentials that are recognized by employers and lead to real jobs—and you can keep building toward your career goals as you go.

Begin at any point.

Prior Learning

Credit for Prior Learning

- Certifications and Licenses
- Military Experience
- National/Standardized Exams
- Transfer Credit
- Work and Life Experience

Learn about Credit for Prior Learning at mstc.edu/cpl.

High School Credit

- High School Dual Credit
- Mid-State Fast Track

Learn about High School Credit at mstc.edu/dc.

Certificate

- Agronomy Equipment Basics (5 Credits)

Technical Diploma

- Agronomy Technician (28 Credits)
Start Your Career: Crop Scout, Grower, Irrigator

Bachelor's Degree

For those interested in continuing their education, Mid-State offers transfer guides with various four-year colleges and universities. For more information, visit mstc.edu/transfer.

Other Options

Related Programs: Agribusiness Science & Technology, Arborist Technician, Farm Operation, Utility Tree Trimmer

OUTCOMES

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

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

TECHNICAL SKILLS ATTAINMENT

The Wisconsin Technical College System (WTCS) has implemented a requirement that all technical colleges measure outcomes attained by students. This requirement is called Technical Skills Attainment (TSA). The main objective of TSA is to ensure graduates have the technical skills needed by employers. Faculty will let students know when and how the TSA is being assessed in the program.

STUDENT HANDBOOK

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

GRADUATION REQUIREMENT

The GPS for Student Success course is required for all Mid-State program students and is recommended to be completed before obtaining 12 credits. Some students are exempt from this requirement. Please see your academic advisor for more information.

ADDITIONAL COURSES AS NEEDED

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

College Reading and Writing 1

10831104

3 credits

Provides learners with opportunities to develop and expand reading and writing skills to prepare for college-level academic work. Students will employ critical reading strategies to improve comprehension, analysis, and retention of texts. Students will apply the writing process to produce well-developed, coherent, and unified written work.

Pre-Algebra

10834109

3 credits

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

MULTIPLE MEASURES

Students can place into courses using high school GPA and completed classes. Placement can be determined in the following ways:

- **Multiple Measures Writing (MMW)**
High school GPA of 2.6 & successful completion of 2.0 credits of high school writing courses with a "C" or better
- **Multiple Measures Reading (MMR)**
High school GPA of 2.6 & successful completion of 2.0 credits of high school literature courses with a "C" or better
- **Multiple Measures Math 1 (MMM_1)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school math (Algebra 1 or equivalent) with a "C" or better
- **Multiple Measures Math 2 (MMM_2)**
High school GPA of 2.6 & successful completion of 2.0 credits of high school math including Algebra 1 and Algebra 2 with a "C" or better
- **Multiple Measures Science 1 (MMS_1)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school lab science course with a "C" or better
- **Multiple Measures Science 2 (MMS_2)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school chemistry with a "C" or better

Past high school and college transcripts are used in making course placement decisions.

SAMPLE FULL-TIME CURRICULUM OPTION

Agronomy Technician • 28 Total Credits

Term 15 Credits	Course Number	Course Name	CPL	Credits
	10093101	Integrated Pest Management	Yes	2
	10093102	Intro to Precision Agriculture	No	3
	10103106	Microsoft Office-Introduction	Yes	3
	10093104	Principles of Crop Management	No	3
	10080105	Intro to Soil Science	No	3
	10890102	GPS for Student Success	Yes	1

Term 13 Credits	Course Number	Course Name	CPL	Credits
	10006102	Agribusiness Equipment and Facilities	No	2
	10006107	Agriculture Commodities & Marketing	No	3
	10040104	Basic Agriculture Mechanics and Technology	No	3
	10006007	Agriculture Internship	No	2
	10040103	Agriculture Electrical and Irrigation	No	3

Please Note

- Credit for Prior Learning (CPL) options are available for some courses. You can visit mstc.edu/cpl or contact your academic advisor for details.
- This curriculum sequence is only for student planning. Actual student schedules will vary depending on course availability.
- Program completion time may vary based on student scheduling and course availability. For details, go to mstc.edu/schedule.
- Get the latest updates online at mstc.edu.

SAMPLE PART-TIME CURRICULUM OPTION

Agronomy Technician • 28 Total Credits

Term 9 Credits	Course Number	Course Name	CPL	Credits
	10093101	Integrated Pest Management	Yes	2
	10093102	Intro to Precision Agriculture	No	3
	10093104	Principles of Crop Management	No	3
	10890102	GPS for Student Success	Yes	1

Term 5 Credits	Course Number	Course Name	CPL	Credits
	10006102	Agribusiness Equipment and Facilities	No	2
	10006107	Agriculture Commodities & Marketing	No	3

Term 6 Credits	Course Number	Course Name	CPL	Credits
	10103106	Microsoft Office-Introduction	Yes	3
	10080105	Intro to Soil Science	No	3

Term 8 Credits	Course Number	Course Name	CPL	Credits
	10006007	Agriculture Internship	No	2
	10040104	Basic Agriculture Mechanics and Technology	No	3
	10040103	Agriculture Electrical and Irrigation	No	3

Agribusiness Equipment & Facilities

10006102

2 credits

Examines arrangement and design of efficient farm buildings and equipment as well as construction requirements.

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

Agriculture Commodities & Marketing

10006107

3 credits

This course introduces students to agricultural commodity markets with a focus on price analysis, market structures, marketing strategies, and risk management. Topics include supply and demand, government policies, international trade, and the agricultural supply chain. Students will study major field crops, livestock, and milk markets; explore the role of cooperatives in marketing; and learn how futures and options markets function as tools for price discovery and risk management.

Agriculture Electrical and Irrigation

10070103

3 credits

This course introduces the fundamentals of agricultural irrigation and electrical systems, focusing on how electricity powers pumps, motors, sensors, and automated controls for efficient water management. Students explore how systems like sprinklers and drip irrigation rely on electrical components to ensure consistent and precise water distribution. Emphasis is placed on safe installation, operation, and maintenance practices, highlighting the essential role of agricultural electricians in supporting reliable and efficient irrigation systems.

Agriculture Internship

10006007

2 credits

This course provides an opportunity for students to apply concepts of agribusiness classroom study with specific off-campus real-life agricultural experiences at local employers. An organized plan of experiences built around agriculture competencies is planned, supervised, and evaluated by the instructor and cooperating business supervisor.

Prerequisites: Admission to the Agribusiness and Science Technology or Agronomy Technician program and completion of at least 12 credits of agriculture course work in the areas of 10006, 10070, 10080, 10090, 10091, or 10093.

Basic Agriculture Mechanics and Technology

10070104

3 credits

Students learn the fundamentals of agricultural mechanics, focusing on the operation, maintenance, and repair of relevant equipment. Topics include diesel and small engine systems, hydraulics, electrical, fuel, and exhaust systems, with emphasis on precision measuring and safe work practices. The course also introduces the troubleshooting of modern technologies such as GPS, automation, and sustainable energy systems used in today's agricultural operations.

GPS for Student Success

10890102

1 credit

Integrate necessary skills for student success by developing an academic plan, identifying interpersonal attributes for success, adopting efficient and effective learning strategies, and utilizing Mid-State resources, policies, and processes.

This course is recommended to be completed prior to obtaining 12 credits and is a graduation requirement unless you receive an exemption from your program advisor.

Integrated Pest Management

10093101

2 credits

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

Intro to Precision Agriculture

10093102

3 credits

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

Intro to Soil Science

10080105

3 credits

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

Microsoft Office-Introduction**10103106****3 credits**

Develops introductory skills in the Microsoft Office Suite (Word, Excel, Access, PowerPoint, and Outlook) while reinforcing the students' knowledge of computer concepts, Windows Explorer, and web usage. This course prepares students for the Associate level MOS Certification exams for Word, Excel, PowerPoint, and Outlook. Students should possess basic keyboarding, mouse, and Windows 11 skills. Students may develop these skills in the Academic Learning Center while concurrently enrolled in this course.

Principles of Crop Management**10093104****3 credits**

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

AI DATA SPECIALIST

Associate in Applied Science (AAS)

Program Code: 10-156-4

Total Credits: 62

Graduates of the AI Data Specialist program gain the core skills needed to work confidently with data and machine learning technologies. They learn to collect, clean, and transform data from multiple sources; build and evaluate predictive models; and design AI solutions for applications such as image recognition, natural language processing, and business intelligence. Students also develop strong programming, analytics, and problem-solving abilities, along with an understanding of the ethical considerations essential to responsible AI development and decision-making.

Students experience hands-on, career-focused learning using industry tools and technologies. They work with Python, SQL databases, cloud platforms, and big-data environments while exploring real AI applications through projects in computer vision, predictive analytics, and NLP. Coursework is paired with practical experiences such as building dashboards, deploying machine learning models, and using industrial data acquisition equipment. The program culminates in an AI/data capstone and internship, giving students the chance to design and implement AI solutions in real business or industrial settings—building confidence, skills, and a strong professional portfolio.

This program is a shared program with Waukesha County Technical College (WCTC). Students will be able to complete the full program locally through a mix of online classes at WCTC and both in-person and online classes at Mid-State. Graduates will receive their degree from WCTC.

To learn more about this program, visit mstc.edu/programs.

ACADEMIC ADVISOR

To schedule an appointment with an academic advisor, call 715-422-5300. Academic advisors will travel to other campuses as necessary to accommodate student needs. For more information about advising, visit mstc.edu/advising.

NEW STUDENT CHECKLIST

Complete the following steps to prepare for your New Student Advising appointment with your academic advisor:

- Submit a Mid-State application at mstc.edu/apply.
- Send official transcripts to:
Mid-State Technical College
Student Services
500 32nd Street North
Wisconsin Rapids, WI 54494
- Complete the Free Application for Federal Student Aid (FAFSA) at fafsa.gov. Mid-State's Financial Aid team is available to assist with your FAFSA application and to answer your financial aid questions. Contact Financial Aid or schedule an appointment at mstc.edu/financial-aid.
- Set up student MyCampus account at mstc.edu/mycampus-assistance.
- Schedule a New Student Advising appointment at mstc.edu/advising.

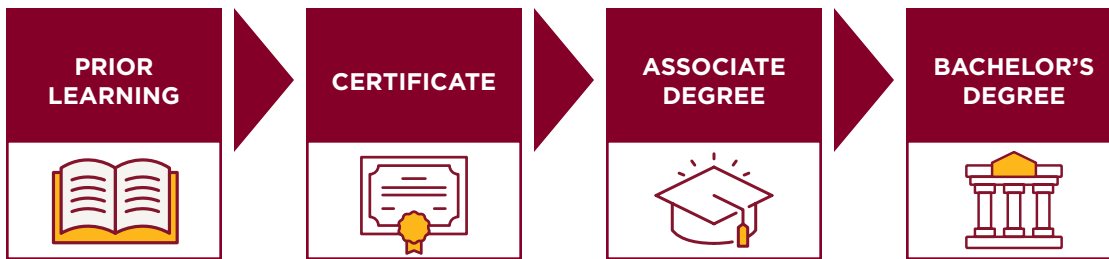
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Mid-State does not discriminate on the basis of race, color, national origin, sex, disability, or age in its program, activity, or employment. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Vice President - Human Resources; 500 32nd Street North, Wisconsin Rapids, WI 54494; 715-422-5325 • AAEO@mstc.edu. 3/2026-AC

CAREER PATHWAY



Career pathways help you build your education step by step. Each stage offers one or more credentials that are recognized by employers and lead to real jobs—and you can keep building toward your career goals as you go.

Begin at any point.

Prior Learning

Credit for Prior Learning

- Certifications and Licenses
- Military Experience
- National/Standardized Exams
- Transfer Credit
- Work and Life Experience

Learn about Credit for Prior Learning at mstc.edu/cpl.

High School Credit

- High School Dual Credit
- Mid-State Fast Track

Learn about High School Credit at mstc.edu/dc.

Certificate

- AI Technician (28 Credits)
- Foundations of AI (19 Credits)
- Foundations of Data Analytics (12 Credits)

Associate Degree

- AI Data Specialist (62 Credits)
Start Your Career: AI Data Technician, AI Support Analyst, Machine Learning Data Specialist, Manufacturing Data Analyst, Smart Manufacturing Data Technician

Bachelor's Degree

For those interested in continuing their education, Mid-State offers transfer guides with various four-year colleges and universities. For more information, visit mstc.edu/transfer.

Other Options

Related Programs: IT Network Specialist, IT Cybersecurity Specialist, IT Software Developer

OUTCOMES

Employers will expect you, as an AI Data Specialist graduate, to be able to:

- Communicate with stakeholders.
- Acquire data from a variety of common data sources.
- Transform data to meet business and technical needs.
- Evaluate machine learning models.
- Implement AI solutions.
- Examine the various applications of AI in industry.
- Navigate the ethical implications of various types of AI solutions.

TECHNICAL SKILLS ATTAINMENT

The Wisconsin Technical College System (WTCS) has implemented a requirement that all technical colleges measure outcomes attained by students. This requirement is called Technical Skills Attainment (TSA). The main objective of TSA is to ensure graduates have the technical skills needed by employers. Faculty will let students know when and how the TSA is being assessed in the program.

ADMISSIONS PROCEDURES

The AI Data Specialist program is a shared offering with Waukesha County Technical College (WCTC). Financial aid should be filed through WCTC using FAFSA code 005294.

STUDENT HANDBOOK

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

ADDITIONAL COURSES AS NEEDED

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

College Reading and Writing 1

10831104

3 credits

Provides learners with opportunities to develop and expand reading and writing skills to prepare for college-level academic work. Students will employ critical reading strategies to improve comprehension, analysis, and retention of texts. Students will apply the writing process to produce well-developed, coherent, and unified written work.

Pre-Algebra

10834109

3 credits

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

MULTIPLE MEASURES

Students can place into courses using high school GPA and completed classes. Placement can be determined in the following ways:

- **Multiple Measures Writing (MMW)**
High school GPA of 2.6 & successful completion of 2.0 credits of high school writing courses with a "C" or better
- **Multiple Measures Reading (MMR)**
High school GPA of 2.6 & successful completion of 2.0 credits of high school literature courses with a "C" or better
- **Multiple Measures Math 1 (MMM_1)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school math (Algebra 1 or equivalent) with a "C" or better
- **Multiple Measures Math 2 (MMM_2)**
High school GPA of 2.6 & successful completion of 2.0 credits of high school math including Algebra 1 and Algebra 2 with a "C" or better
- **Multiple Measures Science 1 (MMS_1)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school lab science course with a "C" or better
- **Multiple Measures Science 2 (MMS_2)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school chemistry with a "C" or better

Past high school and college transcripts are used in making course placement decisions.

SAMPLE FULL-TIME CURRICULUM OPTION

AI Data Specialist• 62 Total Credits

Term 7 Credits	Course Number	Course Name	CPL	Credits
	10156119	Data Concepts	No	2
	10605133	Intro to Operation Tech	No	2
	10804133	Mathematics and Logic	No	3
Term 7 Credits	Course Number	Course Name	CPL	Credits
	10156107	Data Modeling	No	2
	10156109	Intro to SQL	No	2
	10156114	Business Applications of AI	No	3
Term 9 Credits	Course Number	Course Name	CPL	Credits
	10152101	Python Programming	No	1
	10156102	Advanced SQL	No	3
	10156110	Data Visualization & Reporting	No	2
	10801136	English Composition I	Yes	3
Term 4 Credits	Course Number	Course Name	CPL	Credits
	10150190	Network Fundamentals	No	2
	10156113	Python Data Manipulation	No	2
Term 6 Credits	Course Number	Course Name	CPL	Credits
	10804189	Introductory Statistics	Yes	3
	10809198	Intro to Psychology	Yes	3
Term 7 Credits	Course Number	Course Name	CPL	Credits
	10156111	Intro to Data Analytics	No	2
	10664158	Operational Tech Applications	No	2
	10801197	Technical Reporting	No	3
Term 7 Credits	Course Number	Course Name	CPL	Credits
	10156112	Predictive Analytics	No	2
	10156115	Computer Vision	No	2
	10664150	Industrial Data Acquisition	No	3
Term 1 Credits	Course Number	Course Name	CPL	Credits
	10890108	Employment Success	No	1

SAMPLE FULL-TIME CURRICULUM OPTION • CONTINUED

AI Data Specialist • 62 Total Credits

Term 10 Credits	Course Number	Course Name	CPL	Credits
	10156117	Big Data Engineering	No	3
	10156118	AI/Data Capstone	No	4
	10809143	Microeconomics	No	3
Term 2 Credits	Course Number	Course Name	CPL	Credits
	10156116	Natural Language Processing	No	2
Term 2 Credits	Course Number	Course Name	CPL	Credits
	10107123	Internship IT	No	2

Please Note

- Credit for Prior Learning (CPL) options are available for some courses. You can visit mstc.edu/cpl or contact your academic advisor for details.
- This curriculum sequence is only for student planning. Actual student schedules will vary depending on course availability.
- Program completion time may vary based on student scheduling and course availability. For details, go to mstc.edu/schedule.
- Get the latest updates online at mstc.edu.

SAMPLE PART-TIME CURRICULUM OPTION

AI Data Specialist • 62 Total Credits

Term 4 Credits	Course Number	Course Name	CPL	Credits
	10156119	Data Concepts	No	2
	10605133	Intro to Operation Tech	No	2
Term 5 Credits	Course Number	Course Name	CPL	Credits
	10156109	Intro to SQL	No	2
	10156114	Business Applications of AI	No	3
Term 3 Credits	Course Number	Course Name	CPL	Credits
	10152101	Python Programming	No	1
	10156110	Data Visualization & Reporting	No	2
Term 4 Credits	Course Number	Course Name	CPL	Credits
	10156107	Data Modeling	No	2
	10156113	Python Data Manipulation	No	2
Term 6 Credits	Course Number	Course Name	CPL	Credits
	10804133	Mathematics and Logic	No	3
	10804189	Introductory Statistics	Yes	3
Term 5 Credits	Course Number	Course Name	CPL	Credits
	10156102	Advanced SQL	No	3
	10156111	Intro to Data Analytics	No	2

SAMPLE PART-TIME CURRICULUM OPTION • CONTINUED

AI Data Specialist • 62 Total Credits

Term 2 Credits	Course Number	Course Name	CPL	Credits
	10156112	Predictive Analytics	No	2
Term 6 Credits	Course Number	Course Name	CPL	Credits
	10156117	Big Data Engineering	No	3
	10801136	English Composition I	Yes	3
Term 4 Credits	Course Number	Course Name	CPL	Credits
	10150190	Network Fundamentals	No	2
	10156116	Natural Language Processing	No	2
Term 5 Credits	Course Number	Course Name	CPL	Credits
	10664158	Operational Tech Applications	No	2
	10801197	Technical Reporting	No	3
Term 5 Credits	Course Number	Course Name	CPL	Credits
	10156115	Computer Vision	No	2
	10664150	Industrial Data Acquisition	No	3
Term 1 Credits	Course Number	Course Name	CPL	Credits
	10890108	Employment Success	No	1
Term 7 Credits	Course Number	Course Name	CPL	Credits
	10156118	AI/Data Capstone	No	4
	10809198	Intro to Psychology	Yes	3
Term 3 Credits	Course Number	Course Name	CPL	Credits
	10809143	Microeconomics	No	3
Term 2 Credits	Course Number	Course Name	CPL	Credits
	10107123	Internship IT	No	2

Advanced SQL**10156102****3 credits**

Learn various advanced SQL topics for SQL Server, including temporary tables, triggers, advanced stored procedures and user-defined functions. Develop skills in optimization, indexing and other performance-tuning tools and techniques. Explore advanced database design, implement windowing functions, perform data integration using triggers and merge statements, and create and parse JSON and XML.
Prerequisites: 156-109 with a minimum grade of C or 152-115 with a minimum grade of C

AI Data Capstone**10156118****4 credits**

Demonstrate mastery of program knowledge by working with a team to create a proof-of-concept AI solution or a data solution for a business problem. Learn to complete a project as a virtual team using industry-standard tools. Due to the nature of this course, you must be registered for this course a minimum of 2 weeks prior to the first day of class.
Prerequisites: 156-115 with a minimum grade of C and 156-112 with a minimum grade of C and (152-150 with a minimum grade of C or 152-101 with a minimum grade of C) and (156-106 with a minimum grade of C or 156-116 with a minimum grade of C)

Big Data Engineering**10156117****2 credits**

Explore big data architecture and systems. Build data pipelines with industry standard languages to ingest structured and unstructured data. Utilize the big data system to perform data mining and machine learning.
Prerequisites: 156-112 with a minimum grade of C and 156-102 with a minimum grade of C and 156-113 with a minimum grade of C

Business Applications of AI**10156114****3 credits**

Learn about the field of artificial intelligence through the lens of various industry verticals. This course explores the various types of AI, how different industries leverage AI solutions, ethical uses of AI, and the benefits and risks of using AI to solve business problems.

Computer Vision**10156115****2 credits**

Explore various use cases of computer vision. Use common, pre-built machine learning algorithms to perform basic image processing and classification.
Prerequisites: 156-113 with a minimum grade of C and 156-114 with a minimum grade of C

Data Concepts**10156119****2 credits**

Gain an introduction to foundational concepts in data, information, and data presentation/reporting. Learn basic spreadsheet concepts in Excel, including table creation, formulas, functions and cell formatting. Explore the basics of relational databases and queries in Microsoft Access. Learn the basics of data presentation through Excel pivot tables, charts and Access reports.

Data Modeling**10156107****2 credits**

Discover concepts of relational databases through data modeling. Learn about entities, attributes, relationships and the different types of keys in a database, and create conceptual, logical and physical data models for a variety of data types. Get an in-depth explanation of relational and dimensional models, and use Microsoft Access to query data.
Prerequisites: 156-108 (may be taken concurrently) with a minimum grade of C or 156-119 (may be taken concurrently) with a minimum grade of C

Data Visualization & Reporting**10156110****2 credits**

Learn to create and manage reports in a variety of reporting tools, and explore the uses of data visualizations. Learn to implement self-service BI solutions and query a variety of data sources. Tools used include SQL Server Reporting Services, Power BI and Excel.
Prerequisite: 156-109 with a minimum grade of C

Employment Success**10890108****1 credit**

Students in this course will focus on skills that enable them to transition to professional life. As a result of participation, students will be able to develop a resume, prepare to interview effectively and present themselves in a professional manner in person and online. Strengths and personality assessments, practice interviews, keeping a job and career management are included in the curriculum.

English Composition 1**10801136****3 credits**

Learners develop and apply skills in all aspects of the writing process. Through a variety of learning activities and written documents, learners employ rhetorical strategies, plan, organize and revise content, apply critical reading strategies, locate and evaluate information, integrate and document sources, and apply standardized English language conventions.
Prerequisite: High School GPA of 2.6 and MMW or Accuplacer Writing of 262 or Accuplacer Reading 253 or ACT English score of 20 or ACT Reading 21 or completion of College Reading and Writing 1 10831104 with a "C" or better

Industrial Data Acquisition**10664150****3 credits**

Explore industrial protocols and communication methods used to move data from sensors, instrumentation and other industrial devices to the edge or the cloud. Gain an introduction to Supervisory Control And Data Acquisition (SCADA) systems, and study legacy and current industrial data communication protocols.
Prerequisites: 605-133 with a minimum grade of C and 152-101 with a minimum grade of C and 150-190 with a minimum grade of C

Internship IT

10107123

2 credits

Gain a broader educational experience through work in this IT internship experience. Your instructor/coordinator will work closely with the worksite supervisor toward common educational objectives and goals. To complete an internship, please contact Career Connections at 262-695-7848 or internshipdepartment@wctc.edu to verify that you have met the prerequisites.

Prerequisite: Approval of Co-op Ed Office

Intro to Data Analytics

10156111

2 credits

Learn to draw business insights from data. Explore descriptive and diagnostic data analytics. Identify trends and patterns within data using Power BI. Perform statistical analysis with Excel to determine causes and correlations.

Prerequisites: 804-189 with a minimum grade of C and 156-110 with a minimum grade of C

Intro to Operational Tech

10605133

2 credits

Study programming, data organization and communication capabilities of popular Programmable Logic Controller (PLC) platforms from Rockwell Automation and Siemens.

Introduction to Psychology

10809198

3 credits

This science of psychology course is a survey of multiple aspects of behavior and mental processes. It provides an overview of topics such as research methods, theoretical perspectives, learning, cognition, memory, motivation, emotions, personality, abnormal psychology, physiological factors, social influences, and development.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English

Intro to SQL

10156109

2 credits

Gain an introduction to Structured Query Language (SQL) through real-world scenarios. Learn SQL, including joins, aggregate functions, subqueries and the basics of security and permissions. Revisit database design and use table creation/data management commands.

Prerequisites: 156-108 (may be taken concurrently) with a minimum grade of C or 156-119 (may be taken concurrently) with a minimum grade of C

Introductory Statistics

10804189

3 credits

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

Prerequisite: High School GPA of 2.6 and MMM_2 or Accuplacer QAS 241 or ACT Math score of 19 or Pre-Algebra 10834109 or College Math 10804107 with a "C" or better

Mathematics and Logic

10804133

3 credits

Students will apply mathematical problem solving techniques. Topics will include symbolic logic, sets, algebra Boolean algebra, and number bases.

Prerequisites: (834-110 (may be taken concurrently) with a minimum grade of C or 804-107 with a minimum grade of C or 804-123 with a minimum grade of C or ASSET-Elementary Algebra with a score of 45 or Accuplacer Elementary Algebra55 or ACT-Math with a score of 21 or ALEKS Math Placement with a score of 30 or COMPASS-Algebra Skills with a score of 46 or GED Math - 2014 Series with a score of 175 or Next-Gen Accuplacer QR Algebra with a score of 260)

Microeconomics

10809143

3 credits

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

Natural Language Processing

10156116

2 credits

Explore the applications of natural language processing. Utilize machine learning models to perform sentiment analysis.

Prerequisite: 156-112 with a minimum grade of C

Network Fundamentals

10150190

2 credits

Learn the fundamentals of local area networking, defining networks with the OSI Model and understanding wired and wireless networks. Gain an understanding of the Internet Protocol, implementing TCP/IP and working with networking services. Additional topics include wide area networks, network infrastructures, network security and desktop operating system basics.

Operational Tech Applications**10664158****2 credits**

Explore Industrial robots and vision systems as well as the methods to extract data from these systems.

Prerequisites: 605-133 with a minimum grade of C or 605-188 with a minimum grade of C

Predictive Analytics**10156112****2 credits**

Gain an introduction to predictive analytics. Learn how to use standard Python libraries to prepare and load data for predictive models, create basic visualizations, and run machine learning algorithms to predict outcomes.

Prerequisite: 156-113 with a minimum grade of C

Python Data Manipulation**10156113****2 credits**

Learn techniques to manipulate a variety of sources of data using standard Python libraries, including Pandas. Parse text and CSV files, extract data from a database, and clean and manipulate the data. Data will be output to either files or a database.

Prerequisite: 152-101 (may be taken concurrently) with a minimum grade of C

Python Programming**10152101****1 credit**

This course introduces the Python Programming Language. Upon completion of this course, students will be able to write Python scripts that process input and output files, manipulate strings, parse text, perform calculations and write Regular Expressions. The course will include interactive lectures and outside course work.

Technical Reporting**10801197****3 credits**

Prepare and present oral and written technical reports. Analyze the problems particular to technical writing, and study the methods used in assembling, developing and preparing information for technical publications. Discuss the competencies required of the qualified technical communicator.

Special Schedule Information: English Composition 1 and Technical Reporting can be taken concurrently in the same semester, but cannot be taken in the same term. English Composition 1 (801-136) must be successfully completed (C or better) before taking Technical Reporting (801-197).

Prerequisites: 801-195 with a minimum grade of C or 801-136 (may be taken concurrently) with a minimum grade of C or 801-223 (may be taken concurrently) with a minimum grade of C

ARBORIST TECHNICIAN

Associate in Applied Science (AAS)

Program Code: 10-001-5

Total Credits: 61-62

Mid-State's Arborist Technician graduates enter the workforce with real-world knowledge and skills. Our students learn the fundamentals of pruning, plant health care, tree planting and maintenance, plant identification, and tree risk assessment. Our unique aerial component gives our graduates experience working safely in the trees.

To learn more about this program, visit mstc.edu/programs.

ACADEMIC ADVISOR

To schedule an appointment with an academic advisor, call 715-422-5300. Academic advisors will travel to other campuses as necessary to accommodate student needs. For more information about advising, visit mstc.edu/advising.

NEW STUDENT CHECKLIST

Complete the following steps to prepare for your New Student Advising appointment with your academic advisor:

- Submit a Mid-State application at mstc.edu/apply.
- Send official transcripts to:
Mid-State Technical College
Student Services
500 32nd Street North
Wisconsin Rapids, WI 54494
- Complete the Free Application for Federal Student Aid (FAFSA) at fafsa.gov. Mid-State's Financial Aid team is available to assist with your FAFSA application and to answer your financial aid questions. Contact Financial Aid or schedule an appointment at mstc.edu/financial-aid.
- Set up student MyCampus account at mstc.edu/mycampus-assistance.
- Schedule a New Student Advising appointment at mstc.edu/advising.

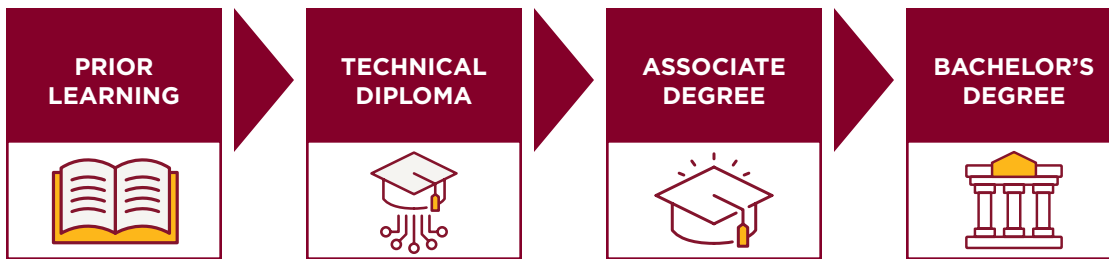
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Adams Campus • Marshfield Campus • Stevens Point Downtown Campus • Wisconsin Rapids Campus • Virtual Campus • AMETA® Center

Mid-State does not discriminate on the basis of race, color, national origin, sex, disability, or age in its program, activity, or employment. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Vice President - Human Resources; 500 32nd Street North, Wisconsin Rapids, WI 54494; 715-422-5325 • AAEO@mstc.edu. 3/2026-AC

CAREER PATHWAY



Career pathways help you build your education step by step. Each stage offers one or more credentials that are recognized by employers and lead to real jobs—and you can keep building toward your career goals as you go.

Begin at any point.

Prior Learning

Credit for Prior Learning

- Certifications and Licenses
- Military Experience
- National/Standardized Exams
- Transfer Credit
- Work and Life Experience

Learn about Credit for Prior Learning at mstc.edu/cpl.

High School Credit

- High School Dual Credit
- Mid-State Fast Track

Learn about High School Credit at mstc.edu/dc.

Technical Diploma

- Utility Tree Trimmer (17 Credits)
Start Your Career: Right of Way Vegetation Management Specialist, Tree Climber, Tree Trimmer, Utility Arborist, Utility Vegetation Management

Associate Degree

- Arborist Technician (61-62 Credits)
Start Your Career: Arborist (commercial, utility, government), Landscape Contractor, Plant Health Care Technician, Tree Trimmer/Climber, Utility Vegetation Management Technician

Bachelor's Degree

For those interested in continuing their education, Mid-State offers transfer guides with various four-year colleges and universities. For more information, visit mstc.edu/transfer.

Other Options

Related Programs: Agribusiness Science & Technology, Agronomy Technician, Farm Operation

Apprenticeship Opportunity: Arborist

OUTCOMES

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

- Diagnose ornamental plant disorders.
- Identify woody plants by common and scientific name.
- Consider tree biology for arboricultural maintenance practices.
- Integrate industry safety practices.

TECHNICAL SKILLS ATTAINMENT

The Wisconsin Technical College System (WTCS) has implemented a requirement that all technical colleges measure outcomes attained by students. This requirement is called Technical Skills Attainment (TSA). The main objective of TSA is to ensure graduates have the technical skills needed by employers. Faculty will let students know when and how the TSA is being assessed in the program.

TECHNICAL STANDARDS

Students enrolled in the Arborist Technician program must be able to meet the established technical standards identified below, which reflect those found in the profession.

- Ability to lift, carry, and transport equipment, tools, climbing gear, and materials up to 50 pounds (or more) with occasional to frequent exertion.
- Ability to detect and respond to emergencies, hazards, and changing conditions in outdoor and elevated work environments (trees, heights, weather, power lines).
- Sufficient endurance, strength, mobility, balance, flexibility, and coordination to perform tasks such as tree climbing, aerial rescue, ground-based rigging, working at heights, and emergency procedures.
- Sufficient sensory (auditory, visual, tactile, smell) ability to assess tree health, detect equipment malfunctions, evaluate environmental conditions, communicate in noisy outdoor settings, and ensure safety of self and others.

STUDENT HANDBOOK

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

GRADUATION REQUIREMENT

The GPS for Student Success course is required for all Mid-State program students and is recommended to be completed before obtaining 12 credits. Some students are exempt from this requirement. Please see your academic advisor for more information.

ADDITIONAL COURSES AS NEEDED

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

College Reading and Writing 1

10831104

3 credits

Provides learners with opportunities to develop and expand reading and writing skills to prepare for college-level academic work. Students will employ critical reading strategies to improve comprehension, analysis, and retention of texts. Students will apply the writing process to produce well-developed, coherent, and unified written work.

Pre-Algebra

10834109

3 credits

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

MULTIPLE MEASURES

Students can place into courses using high school GPA and completed classes. Placement can be determined in the following ways:

- **Multiple Measures Writing (MMW)**
High school GPA of 2.6 & successful completion of 2.0 credits of high school writing courses with a "C" or better
- **Multiple Measures Reading (MMR)**
High school GPA of 2.6 & successful completion of 2.0 credits of high school literature courses with a "C" or better
- **Multiple Measures Math 1 (MMM_1)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school math (Algebra 1 or equivalent) with a "C" or better
- **Multiple Measures Math 2 (MMM_2)**
High school GPA of 2.6 & successful completion of 2.0 credits of high school math including Algebra 1 and Algebra 2 with a "C" or better
- **Multiple Measures Science 1 (MMS_1)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school lab science course with a "C" or better
- **Multiple Measures Science 2 (MMS_2)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school chemistry with a "C" or better

Past high school and college transcripts are used in making course placement decisions.

SAMPLE FULL-TIME CURRICULUM OPTION

Arborist Technician • 61-62 Total Credits

Term 16 Credits	Course Number	Course Name	CPL	Credits
	10001118	Landscape Plant Identification	Yes	2
	10001124	Arborist Skills Introduction	No	2
	10001133	Chainsaw Safety and Operation	No	2
	10001173	Pruning for Structure	Yes	2
	10001108	Electric Systems & Safety in Arboriculture	Yes	1
	10001199	Natural Resource Management	No	3
	10801198 or 10801196	Speech or Oral/Interpersonal Communication	Yes	3
Term 15 Credits	10890102	GPS for Student Success	Yes	1
	Course Number	Course Name	CPL	Credits
	10001102	Plant Health Care Applicator	Yes	2
	10001110	Tree Biology	No	2
	10001111	Intro to Horticulture	No	2
	10001125	Arboriculture Operations 1	No	2
	10001150	Workplace Communication in Arboriculture	No	1
	10806112	Principles of Sustainability	Yes	3
Term 16-17 Credits	10809166	Introduction to Ethics: Theory & Application	Yes	3
	Course Number	Course Name	CPL	Credits
	10001105	Dendrology and Silvics	No	3
	10001115	Root Management	No	2
	10001126	Arboriculture Operations 2	No	2
	10001120	Tree Disease	No	3
	10801195 or 10801136	Written Communication or English Composition 1	Yes	3
Term 14 Credits	10804107 or 10804189	College Mathematics or Intermediate Algebra with Applications	Yes	3 or 4
	Course Number	Course Name	CPL	Credits
	10001103	Applied Arboriculture & Urban Forestry	No	2
	10001113	Landscape Entomology	No	3
	10001149	Urban Ecology	No	3
	10001198	Urban Soils	No	3
	10809198 or 10809188	Introduction to Psychology or Developmental Psychology	Yes	3

Please Note

- Credit for Prior Learning (CPL) options are available for some courses. You can visit mstc.edu/cpl or contact your academic advisor for details.
- This curriculum sequence is only for student planning. Actual student schedules will vary depending on course availability.
- Program completion time may vary based on student scheduling and course availability. For details, go to mstc.edu/schedule.
- Get the latest updates online at mstc.edu.

SAMPLE PART-TIME CURRICULUM OPTION

Arborist Technician • 61-62 Total Credits

Term 9 Credits	Course Number	Course Name	CPL	Credits
	10001118	Landscape Plant Identification	Yes	2
	10001124	Arborist Skills Introduction	No	2
	10001133	Chainsaw Safety and Operation	No	2
	10001173	Pruning for Structure	Yes	2
	10890102	GPS for Student Success	Yes	1
Term 6 Credits	Course Number	Course Name	CPL	Credits
	10001125	Arboriculture Operations 1	No	2
	10001150	Workplace Communication in Arboriculture	No	1
	10806112	Principles of Sustainability	Yes	3
Term 7-8 Credits	Course Number	Course Name	CPL	Credits
	10001199	Natural Resource Management	No	3
	10804107 or 10804189	College Mathematics or Intermediate Algebra with Applications	Yes	3 or 4
	10001108	Electric Systems & Safety in Arboriculture	Yes	1
Term 9 Credits	Course Number	Course Name	CPL	Credits
	10001102	Plant Health Care Applicator	Yes	2
	10001110	Tree Biology	No	2
	10001111	Intro to Horticulture	No	2
	10809166	Introduction to Ethics: Theory & Application	Yes	3
Term 7 Credits	Course Number	Course Name	CPL	Credits
	10001115	Root Management	No	2
	10001126	Arboriculture Operations 2	No	2
	10801198 or 10801196	Speech or Oral/Interpersonal Communication	Yes	3
Term 6 Credits	Course Number	Course Name	CPL	Credits
	10001113	Landscape Entomology	No	3
	10809198 or 10809188	Introduction to Psychology or Developmental Psychology	Yes	3
Term 9 Credits	Course Number	Course Name	CPL	Credits
	10001105	Dendrology and Silvics	No	3
	10001120	Tree Disease	No	3
	10801195 or 10801136	Written Communication or English Composition 1	Yes	3
Term 8 Credits	Course Number	Course Name	CPL	Credits
	10001103	Applied Arboriculture & Urban Forestry	No	2
	10001149	Urban Ecology	No	3
	10001198	Urban Soils	No	3

Applied Arboriculture & Urban Forestry

10001103

2 credits

Students gain familiarity with techniques & methods used in the management of trees & tree populations. This course also serves to create an awareness of arboriculture career paths.

Prerequisites: Pruning for Structure 10001173 and Tree Biology 10001110

Arboriculture Operations 1

10001125

2 credits

Emphasizes practice of skills associated with being safe & productive members of crews engaged in basic tree work/ arboricultural operations. Topics include introductory elements of pruning & removal techniques, equipment operations, & work site set-up.

Prerequisites: Arborist Skills Introduction 10001124 and Pruning for Structure 10001173

Arboriculture Operations 2

10001126

2 credits

Builds upon the skills & topics of Arboriculture Operations 1. Students will participate as safe & productive members of crews engaged in an intermediate level of arboricultural operations skills development.

Prerequisites: Arboriculture Operations 1 10001125, Chainsaw Safety & Operation 10001133

Arborist Skills Introduction

10001124

2 credits

A hands-on introduction to the basic techniques employed by arborists engaged in performing aerial tree care operations. Topics include canopy access methods, arborist gear usage, safety considerations/risk recognition, and knot selection.

Chainsaw Safety and Operation

10001133

2 credits

This course will familiarize students with common chainsaw practices employed within the arboricultural industry, including safe operation, routine maintenance, common cutting techniques, and use of personal protective equipment. Students will operate and maintain chainsaws. Additionally, field exercises will simulate tree removal operations.

GPS for Student Success

10890102

1 credit

Integrate necessary skills for student success by developing an academic plan, identifying interpersonal attributes for success, adopting efficient and effective learning strategies, and utilizing Mid-State resources, policies, and processes.

This course is recommended to be completed prior to obtaining 12 credits and is a graduation requirement unless you receive an exemption from your program advisor.

College Mathematics

10804107

3 credits

This course is designed to review and develop fundamental concepts of mathematics in the areas of algebra, geometry, trigonometry, measurement and data. Algebra topics emphasize simplifying algebraic expressions, solving linear equations and inequalities with one variable, solving proportions and percent applications. Geometry and trigonometry topics include; finding areas and volumes of geometric figures, applying similar and congruent triangles, applying Pythagorean Theorem, and solving right triangles using trigonometric ratios. Measurement topics emphasize the application of measurement concepts and conversion techniques within and between U.S. customary and metric system to solve problems. Data topics emphasize data organization and summarization skills, including: frequency distributions, central tendency, relative position and measures of dispersion. Special emphasis is placed on problem solving, critical thinking and logical reasoning, making connections, and using calculators.

Prerequisite: High School GPA of 2.6 and MMM_1 or Accuplacer Arithmetic of 250 and QAS 234 or ACT Math score of 17 or Pre-Algebra 10834109 with a "C" or better

Dendrology and Silvics

10001105

3 credits

Provides the student with an understanding of how trees interact with their environment and with one another, at different spatial and temporal scales. Builds on concepts from botany and ecology with an emphasis on woody plant systematics and silvics. Tree identification is a major component of this course.

Prerequisite: Landscape Plant Identification 10001118

Developmental Psychology

10809188

3 credits

Studies human development throughout the lifespan and explores developmental theory and research with an emphasis on the interactive nature of the biological, cognitive, and psychosocial changes that affect the individual from conception to death. Application activities and critical thinking skills enable students to gain an increased knowledge and understanding of themselves and others.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English

Electric Systems & Safety in Arboriculture

10001108

1 credit

Students will gain familiarity with electrical distribution and transmission system hardware identification. Industry safety best practices and standards related to performing tree work near energized conductors will be explored.

English Composition 1

10801136

3 credits

Learners develop and apply skills in all aspects of the writing process. Through a variety of learning activities and written documents, learners employ rhetorical strategies, plan, organize and revise content, apply critical reading strategies, locate and evaluate information, integrate and document sources, and apply standardized English language conventions.

Prerequisite: High School GPA of 2.6 and MMW or Accuplacer Writing of 262 or Accuplacer Reading 253 or ACT English score of 20 or ACT Reading 21 or completion of College Reading and Writing 1 10831104 with a "C" or better

Intermediate Algebra with Applications

10804118

4 credits

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

Prerequisite: High School GPA of 2.6 and MMM_1 or Accuplacer Arithmetic of 263 and QAS 234 or ACT Math score of 19 or QAS of 245 or Pre-Algebra 10834109 with a "C" or better.

Introduction to Ethics: Theory & Application

10809166

3 credits

Provides a basic understanding of the theoretical foundations of ethical thought. Diverse ethical perspectives are used to analyze and compare relevant issues. Students critically evaluate individual, social, and/or professional standards of behavior, and apply a systemic decision-making process to these situations.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English

Intro to Horticulture

10001111

2 credits

Provides an overview of the science and profession of horticulture. Its role and importance throughout history, current trends, and careers are covered. Particular attention is given to horticultural crops, plant growth, and plant development.

Introduction to Psychology

10809198

3 credits

This science of psychology course is a survey of multiple aspects of behavior and mental processes. It provides an overview of topics such as research methods, theoretical perspectives, learning, cognition, memory, motivation, emotions, personality, abnormal psychology, physiological factors, social influences, and development.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English

Landscape Entomology

10001113

3 credits

An introductory study of important insects and arthropods commonly associated with landscape plants in the Midwest. Topics include classification and identification, diagnostics, damage assessment, and control strategies.

Prerequisites: Landscape Plant Identification 10001118 and Plant Health Care Applicator 10001102

Landscape Plant Identification

10001118

2 credits

Introduces students to woody trees/shrubs and herbaceous plants commonly used in residential and commercial landscapes in Wisconsin. The three plant groups covered in this course are woody trees/shrubs, herbaceous perennial plants, and herbaceous annual plants. Identification, installation, and maintenance are covered for each plant group.

Natural Resources Management

10001199

3 credits

Introduces principles and practices of natural resource management and its history in the US. Disciplines included are watershed management, fisheries, forestry, and wildlife management. Discussions cover the production of goods and services while maintaining ecosystem integrity and functions. Lab activities practice field skills relevant to outdoor professionals.

Oral/Interpersonal Communication

10801196

3 credits

Focuses on developing effective listening techniques and verbal and nonverbal communication skills through oral presentation, group activity, and other projects. The study of self, conflict, and cultural contexts will be explored, as well as their impact on communication.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English or College Reading and Writing with a C or better

Plant Health Care Applicator

10001102

2 credits

Focuses on training to successfully pass the Wisconsin Department of Agriculture and Consumer Protection's pesticide applicator exam (which will be proctored in this class). Additionally, students are familiarized with chemical handling, mixing, calibration, and application via field exercises.

Principles of Sustainability

10806112

3 credits

Prepares the student to develop sustainable literacy, analyze the interconnections among the physical and biological sciences and environmental systems, summarize the effects of sustainability on health and well-being, analyze connections among social, economic, and environmental systems, employ energy conservation strategies to reduce the use of fossil fuels, investigate alternative energy options, evaluate options to current waste disposal and recycling in the U.S., and analyze approaches used by your community to promote and implement sustainability.

Pruning for Structure

10001173

2 credits

Focuses on the art and science of tree pruning. Topics include tree structure, introductory biology, pruning cuts, and young tree training. Students will gain hands-on experience performing tree pruning.

Root Management

10001115

2 credits

This course is an exploration of the landscape below ground, focusing on woody plant roots. Students will uncover different root types, root systems, and how roots uptake water and elements. Hands-on class activities include experimenting with several techniques of root excavation, assessment, and pruning. Critical thinking and relevant skills in properly managing roots in the urban environment will be discussed.

Speech

10801198

3 credits

Explores the fundamentals of effective oral presentation to small and large groups. Topic selection, audience analysis, methods of organization, research, structuring evidence and support, delivery techniques, and other essential elements of speaking successfully, including the listening process, form the basis of this course. Includes informative, persuasive, and occasion speech presentations.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 253 and Writing of 262 or ACT of 21 Reading/19 English or completion of College Reading and Writing 1 10831104 with a "C" or better

Tree Biology

10001110

2 credits

This course provides an overview of the major structures and functions of woody plants. The overall objective is to provide a basic understanding of these complex organisms, equipping you with a solid foundation to diagnose myriad health & structural abnormalities you'll encounter. Major course themes include plant functions, physiology, adaptations, root systems, planting, & basic risk assessment.

Tree Disease

10001120

3 credits

Investigates common urban tree diseases of the Great Lakes region and their effect on tree health. Provides a diagnostic framework for identifying biotic and abiotic causes of urban tree decline. Explores appropriate management techniques and control plans used in arboriculture.

Urban Ecology

10001149

3 credits

Explores the close relationship between humans and nature and how they affect one another. Discussion will include the benefits and services of the natural world in our increasingly urban lives. Activities will promote mindfulness of our actions as just one of many species that call Earth home.

Urban Soils

10001198

3 credits

Examines concepts of soil formation and management. Discussion and activities explore soil physical, chemical, and biological interactions relating to soil formation and management. Specifically focuses on the influence that urban soils have on urban trees.

Workplace Communication in Arboriculture

10001150

1 credit

This course introduces students to the key concepts of effective and impactful communications in the arboriculture industry. Students will investigate the diversity of commonalities and differences among people and how they relate to improving personal and organizational effectiveness at work.

Written Communication

10801195

3 credits

Develops writing skills which include prewriting, drafting, revising, and editing. A variety of writing assignments are 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: High School GPA of 2.6 and MMW or Accuplacer Writing of 262 or ACT English score of 20 or completion of College Reading and Writing 1 10831104 with a "C" or better

AUTOMATION & INSTRUMENTATION TECHNOLOGY

Associate in Applied Science (AAS)

Program Code: 10-605-4

Total Credits: 62

Unique in the Wisconsin Technical College System, the Automation & Instrumentation Technology program at Mid-State prepares graduates to measure and control industrial processes in today's high-tech manufacturing environments. In this program you'll apply mathematical skill and basic laws of physical sciences to design, install, calibrate, maintain, troubleshoot, and repair industrial control systems. You'll learn to use a variety of different forms of instrumentation and have access to state-of-the-art equipment. Field trips to businesses that have process control systems as an integral part of operations extend your hands-on experience into the real world.

To learn more about this program, visit mstc.edu/programs.

ACADEMIC ADVISOR

To schedule an appointment with an academic advisor, call 715-422-5300. Academic advisors will travel to other campuses as necessary to accommodate student needs. For more information about advising, visit mstc.edu/advising.

NEW STUDENT CHECKLIST

Complete the following steps to prepare for your New Student Advising appointment with your academic advisor:

- Submit a Mid-State application at mstc.edu/apply.
- Send official transcripts to:
Mid-State Technical College
Student Services
500 32nd Street North
Wisconsin Rapids, WI 54494
- Complete the Free Application for Federal Student Aid (FAFSA) at fafsa.gov. Mid-State's Financial Aid team is available to assist with your FAFSA application and to answer your financial aid questions. Contact Financial Aid or schedule an appointment at mstc.edu/financial-aid.
- Set up student MyCampus account at mstc.edu/mycampus-assistance.
- Schedule a New Student Advising appointment at mstc.edu/advising.

mstc.edu • 888-575-6782 • TTY: 711



Adams Campus • Marshfield Campus • Stevens Point Downtown Campus • Wisconsin Rapids Campus • Virtual Campus • AMETA® Center

Mid-State does not discriminate on the basis of race, color, national origin, sex, disability, or age in its program, activity, or employment. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Vice President - Human Resources; 500 32nd Street North, Wisconsin Rapids, WI 54494; 715-422-5325 • AAEO@mstc.edu. 3/2026-AC

CAREER PATHWAY



Career pathways help you build your education step by step. Each stage offers one or more credentials that are recognized by employers and lead to real jobs—and you can keep building toward your career goals as you go.

Begin at any point.

Prior Learning

Credit for Prior Learning

- Certifications and Licenses
- Military Experience
- National/Standardized Exams
- Transfer Credit
- Work and Life Experience

Learn about Credit for Prior Learning at mstc.edu/cpl.

High School Credit

- High School Dual Credit
- Mid-State Fast Track

Learn about High School Credit at mstc.edu/dc.

Associate Degree

- Automation & Instrumentation Technology (62 Credits)
Start Your Career: Automation/Controls Technician, Electrical and Instrumentation Technician, Industrial Electrician, Instrument Technician, Process Control Technician

Bachelor's Degree

For those interested in continuing their education, Mid-State offers transfer guides with various four-year colleges and universities. For more information, visit mstc.edu/transfer.

Other Options

Related Programs: Advanced Manufacturing, Industrial Mechanical Technician

Apprenticeship Opportunity: Electrical & Instrumentation Technician

OUTCOMES

Employers will expect you, as an Automation & Instrumentation Technology graduate, to be able to:

- Apply safety standards.
- Utilize troubleshooting strategies.
- Optimize instrumentation systems.
- Optimize hardware and output devices.
- Demonstrate programming in ladder logic.
- Demonstrate networking principles.

TECHNICAL SKILLS ATTAINMENT

The Wisconsin Technical College System (WTCS) has implemented a requirement that all technical colleges measure outcomes attained by students. This requirement is called Technical Skills Attainment (TSA). The main objective of TSA is to ensure graduates have the technical skills needed by employers. Faculty will let students know when and how the TSA is being assessed in the program.

STUDENT HANDBOOK

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

GRADUATION REQUIREMENT

The GPS for Student Success course is required for all Mid-State program students and is recommended to be completed before obtaining 12 credits. Some students are exempt from this requirement. Please see your academic advisor for more information.

ADDITIONAL COURSES AS NEEDED

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

College Reading and Writing 1

10831104

3 credits

Provides learners with opportunities to develop and expand reading and writing skills to prepare for college-level academic work. Students will employ critical reading strategies to improve comprehension, analysis, and retention of texts. Students will apply the writing process to produce well-developed, coherent, and unified written work.

Pre-Algebra

10834109

3 credits

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

MULTIPLE MEASURES

Students can place into courses using high school GPA and completed classes. Placement can be determined in the following ways:

- **Multiple Measures Writing (MMW)**
High school GPA of 2.6 & successful completion of 2.0 credits of high school writing courses with a "C" or better
- **Multiple Measures Reading (MMR)**
High school GPA of 2.6 & successful completion of 2.0 credits of high school literature courses with a "C" or better
- **Multiple Measures Math 1 (MMM_1)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school math (Algebra 1 or equivalent) with a "C" or better
- **Multiple Measures Math 2 (MMM_2)**
High school GPA of 2.6 & successful completion of 2.0 credits of high school math including Algebra 1 and Algebra 2 with a "C" or better
- **Multiple Measures Science 1 (MMS_1)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school lab science course with a "C" or better
- **Multiple Measures Science 2 (MMS_2)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school chemistry with a "C" or better

Past high school and college transcripts are used in making course placement decisions.

SAMPLE FULL-TIME CURRICULUM OPTION

Automation & Instrumentation Technology • 62 Total Credits

Term 17 Credits	Course Number	Course Name	CPL	Credits
	10605105	Electrical Circuits I	Yes	3
	10605112	Process Documentation	Yes	1
	10605131	Process Equipment	No	2
	10605169	Instrumentation Principles	Yes	3
	10801136	English Composition 1	Yes	3
	10804118	Intermediate Algebra with Applications	Yes	4
Term 16 Credits	10890102	GPS for Student Success	Yes	1
	Course Number	Course Name	CPL	Credits
	10462107	Industrial Safety	Yes	2
	10605110	Electrical Circuits II	No	3
	10605117	Automation 1 - Beginning PLC	Yes	3
	10605145	Industrial Networking	No	2
	10607106	Excel for Engineering	No	1
Term 16 Credits	10664128	AutoCAD Electrical	No	2
	10804196	Trigonometry with Applications	No	3
	Course Number	Course Name	CPL	Credits
	10462133	Electric Controls for Industrial Automation	No	3
	10605109	Process Measurements Instrumentation	No	2
	10605118	Automation 2 - Advanced PLC	No	3
	10605121	Process Control Strategies	No	2
Term 13 Credits	10804195	College Algebra with Applications	Yes	3
	10809198 or 10809188	Introduction to Psychology or Developmental Psychology	Yes	3
	Course Number	Course Name	CPL	Credits
	10462131	Industrial Electric Power Applications	No	2
	10605119	Automation 3 - HMI's & Robotics	No	2
	10605133	Process Troubleshooting Strategies	No	1
	10605172	Process Systems	No	2
Term 13 Credits	10801198 or 10801196	Speech or Oral/Interpersonal Communication	Yes	3
	10809166 or 10809122	Introduction to Ethics: Theory & Application or Introduction to American Government	Yes	3

Please Note

- Credit for Prior Learning (CPL) options are available for some courses. You can visit mstc.edu/cpl or contact your academic advisor for details.
- This curriculum sequence is only for student planning. Actual student schedules will vary depending on course availability.
- Program completion time may vary based on student scheduling and course availability. For details, go to mstc.edu/schedule.
- Get the latest updates online at mstc.edu.

SAMPLE PART-TIME CURRICULUM OPTION

Automation & Instrumentation Technology • 62 Total Credits

Term 11 Credits	Course Number	Course Name	CPL	Credits
	10605105	Electrical Circuits I	Yes	3
	10605169	Instrumentation Principles	Yes	3
	10804118	Intermediate Algebra with Applications	Yes	4
	10890102	GPS for Student Success	Yes	1
Term 8 Credits	Course Number	Course Name	CPL	Credits
	10462107	Industrial Safety	Yes	2
	10605110	Electrical Circuits II	No	3
	10804196	Trigonometry with Applications	No	3
Term 6 Credits	Course Number	Course Name	CPL	Credits
	10605112	Process Documentation	Yes	1
	10605131	Process Equipment	No	2
	10801136	English Composition 1	Yes	3
Term 8 Credits	Course Number	Course Name	CPL	Credits
	10605117	Automation 1 - Beginning PLC	Yes	3
	10605145	Industrial Networking	No	2
	10607106	Excel for Engineering	No	1
	10664128	AutoCAD Electrical	No	2
Term 8 Credits	Course Number	Course Name	CPL	Credits
	10605118	Automation 2 - Advanced PLC	No	3
	10605121	Process Control Strategies	No	2
	10804195	College Algebra with Applications	Yes	3
Term 7 Credits	Course Number	Course Name	CPL	Credits
	10462131	Industrial Electric Power Applications	No	2
	10605119	Automation 3 - HMI's & Robotics	No	2
	10801198 or 10801196	Speech or Oral/Interpersonal Communication	Yes	3
Term 8 Credits	Course Number	Course Name	CPL	Credits
	10462133	Electric Controls for Industrial Automation	No	3
	10605109	Process Measurements Instrumentation	No	2
	10809198 or 10809188	Introduction to Psychology or Developmental Psychology	Yes	3
Term 6 Credits	Course Number	Course Name	CPL	Credits
	10605133	Process Troubleshooting Strategies	No	1
	10605172	Process Systems	No	2
	10809166 or 10809122	Introduction to Ethics: Theory & Application or Introduction to American Government	Yes	3

AutoCAD Electrical

10664128

2 credits

In this course, students will learn to navigate and apply AutoCAD Electrical software to design and document electrical control systems. Emphasis is placed on creating accurate schematics, panel layouts, and project files using industry-standard tools and workflows. Students will gain hands-on experience developing electrical plans that meet professional standards and support real-world applications in electrical and industrial design.

Prerequisite: Electrical Circuits 1 10605105

Automation 1 - Beginning PLC

10605117

3 credits

An overview of programmable logic controllers (PLCs) that provides a foundation of knowledge of the programming techniques, operation, and maintenance of PLCs used in typical industrial automation.

Automation 2 - Advanced PLC

10605118

3 credits

A lab intensive course covering advanced PLC topics and programming techniques, analog I/O, VFDs, basic HMI interfaces, industrial robotics and troubleshooting.

Prerequisite: Automation 1 - Beginning PLC 10605117 or consent of instructor

Automation 3 - HMI's & Robotics

10605119

3 credits

A lab intensive course covering advanced PLC programming techniques, HMI programming, industrial robotic systems interface, networking basics and troubleshooting of automation systems.

Prerequisite: Automation 2 - Advanced PLC 10605118

College Algebra with Applications

10804195

3 credits

Covers the skills needed for success in calculus and many application areas on a baccalaureate level. Topics include the real and complex number systems, polynomials, exponents, radicals, solving equations and inequalities (linear and nonlinear), relations and functions, systems of equations and inequalities (linear and nonlinear), matrices, graphing, conic sections, sequences and series, combinatorics, and the binomial theorem.

Prerequisite: ACT Math score of 22 or Trigonometry with Applications 10804196 or Intermediate Algebra with Applications 10804118 with a "C" or better

Developmental Psychology

10809188

3 credits

Studies human development throughout the lifespan and explores developmental theory and research with an emphasis on the interactive nature of the biological, cognitive, and psychosocial changes that affect the individual from conception to death. Application activities and critical thinking skills enable students to gain an increased knowledge and understanding of themselves and others.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English

Electric Controls for Industrial Automation

10462133

3 credits

Introduces the fundamentals of industrial motor controls, relay logic, ladder diagrams, industrial automation, and integrated manufacturing systems. The purpose of the course is to familiarize students with the terminology, capabilities, applications, and limitations of automated industrial controls through classroom and lab activities.

Prerequisite: Electrical Circuits 1 10605105

Electrical Circuits I

10605105

3 credits

The study of Ohm's Law and its application to D.C. circuits. Major topics include: Ohm's Law, series circuits, parallel circuits, combination circuits, Kirchhoff's Laws, and power relationships.

Corequisite: Intermediate Algebra with Applications 10804118 or College Mathematics 10804107

Electrical Circuits II

10605110

3 credits

Continues the study of AC/DC circuits started in Electrical Circuits I. Introduces advanced DC circuit analysis techniques such as Thevenin's Theorem and nodal analysis. Includes discussion of voltage and power theorems used in the analysis of AC circuits consisting of both resistance and reactance. The complex plane and construction of phasor diagrams are also discussed. Concludes with an introduction to electronic filter circuits used in transmission and communication equipment. Approximately 50 percent of the course is spent in the laboratory, applying the principles and theory presented in the classroom.

Prerequisite: Electrical Circuits I 10605105; Corequisite: Trigonometry with Applications 10804196

English Composition 1

10801136

3 credits

Learners develop and apply skills in all aspects of the writing process. Through a variety of learning activities and written documents, learners employ rhetorical strategies, plan, organize and revise content, apply critical reading strategies, locate and evaluate information, integrate and document sources, and apply standardized English language conventions.

Prerequisite: High School GPA of 2.6 and MMW or Accuplacer Writing of 262 or Accuplacer Reading 253 or ACT English score of 20 or ACT Reading 21 or completion of College Reading and Writing 1 10831104 with a "C" or better

Excel for Engineering

10607106

1 credit

Students learn to create, modify, and format spreadsheets and workbooks for readability and functionality in the engineering industry. Students will practice constructing workbooks to perform calculations and generate results in tabular and graphic form.

GPS for Student Success

10890102

1 credit

Integrate necessary skills for student success by developing an academic plan, identifying interpersonal attributes for success, adopting efficient and effective learning strategies, and utilizing Mid-State resources, policies, and processes. This course is recommended to be completed prior to obtaining 12 credits and is a graduation requirement unless you receive an exemption from your program advisor.

Industrial Electric Power Applications

10462131

2 credits

Introduces concepts and applications of typical 3-phase power systems used in industry with focus on selection of overload devices, fuse sizing, wire selection, electrical motor theory and applications, and introduction to variable frequency drives through lecture and lab activities.

Prerequisite: Electric Controls for Industrial Automation 10462133

Industrial Networking

10605145

2 credits

Students will study network infrastructure and communication languages commonly found in the industrial setting.

Corequisite: Automation 1 - Beginning PLC 10605117

Industrial Safety

10462107

2 credits

Provides an overview of safety, health, and environmental issues as they relate to industry. Various types of hazards and the controls and equipment used to reduce risks from hazards are discussed. Focuses on understanding the Occupational Safety and Health Administration (OSHA) and its function as well as other regulatory and enforcement agencies associated with industrial safety, health, and the environment.

Instrumentation Principles

10605169

3 credits

This course emphasizes a functional and mathematical approach to pneumatic and electric instrumentation used in industry. Includes survey of pressure, level, flow, and temperature instruments and their mechanisms, and an introduction to process control fundamentals. The course covers fundamental principles in math and science that applies to process instrumentation and process control. Topics covered include unit conversions, spreadsheets and graphing, linear equations, calibration principles, statistical process analysis, simple machines, basic thermodynamics, and electric motor theory.

Intermediate Algebra with Applications

10804118

4 credits

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

Prerequisite: High School GPA of 2.6 and MMM_1 or Accuplacer Arithmetic of 263 and QAS 234 or ACT Math score of 19 or QAS of 245 or Pre-Algebra 10834109 with a "C" or better.

Introduction to American Government

10809122

3 credits

Introduces American political processes and institutions. Focuses on rights and responsibilities of citizens and the process of participatory democracy. Learners examine the complexity of the separation of powers and checks and balances. Explores the role of the media, interest groups, political parties, and public opinion in the political process. Also explores the role of state and national government in our federal system.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English

Introduction to Ethics: Theory & Application

10809166

3 credits

Provides a basic understanding of the theoretical foundations of ethical thought. Diverse ethical perspectives are used to analyze and compare relevant issues. Students critically evaluate individual, social, and/or professional standards of behavior, and apply a systemic decision-making process to these situations.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English

Introduction to Psychology

10809198

3 credits

This science of psychology course is a survey of multiple aspects of behavior and mental processes. It provides an overview of topics such as research methods, theoretical perspectives, learning, cognition, memory, motivation, emotions, personality, abnormal psychology, physiological factors, social influences, and development.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English

Oral/Interpersonal Communication

10801196

3 credits

Focuses on developing effective listening techniques and verbal and nonverbal communication skills through oral presentation, group activity, and other projects. The study of self, conflict, and cultural contexts will be explored, as well as their impact on communication.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English or College Reading and Writing with a C or better

Process Control Strategies**10605121****2 credits**

This course examines various methods and techniques used in process control, including control loop analysis, control tuning (PID) process and tuning methods, system gain, statistical control processes, cascade and feed forward control, split control, and other advanced control techniques.

Prerequisite: Instrumentation Principles 10605169.

Process Documentation**10605112****1 credit**

This course will provide the student with the tools needed to read and understand process drawings and diagrams used in the process industries to maintain and troubleshoot industrial processes. Specific documentation includes piping and instrument diagrams (P&ID), process flow diagrams (PFD), block flow diagrams, control loop diagrams, functional diagrams, electrical diagrams, utility flow diagrams, wiring diagrams, schematics, isometric drawings.

Process Equipment**10605131****2 credits**

This course will provide students with detailed analysis of standard process equipment. Equipment discussed includes pumps, valves, piping, equipment connections, motors, tanks and vessels, basic wiring practices, compressors, regulators, boilers, containment, heat exchangers.

Process Measurements Instrumentation**10605109****2 credits**

Reviews basic principles and calibration standards and practices developed in instrument mechanics. Studies common sensing devices and components employed for the measurement of pressure, temperature, flow, level, and related phenomena.

Prerequisite: Instrumentation Principles 10605169.

Process Systems**10605172****2 credits**

This course will provide students with detailed analysis of standard process systems and how they are monitored and controlled. Systems examined include water/steam services (boilers and cooling towers), thermal transfer systems and heat exchangers, compressors and vacuum systems, HVAC, turbines, distillation and strippers, refrigeration, separators.

Prerequisite: Process Equipment 10605131

Process Troubleshooting Strategies**10605133****1 credit**

This course develops employee skills related to troubleshooting and employment strategies in area manufacturing industries by working directly with companies that have agreed to partner with Mid-State for this course. The course requires the student to work with a partnering company to assist in a problem solving or project work situation. Local companies are asked to submit a current problem or project with a narrow focus relating to industrial automation or instrumentation. The student meets with company personnel as needed, formulates the problem or project, and researches methods of solving or completing the project.

Prerequisite: Process Control Strategies 10605121

Speech**10801198****3 credits**

Explores the fundamentals of effective oral presentation to small and large groups. Topic selection, audience analysis, methods of organization, research, structuring evidence and support, delivery techniques, and other essential elements of speaking successfully, including the listening process, form the basis of this course. Includes informative, persuasive, and occasion speech presentations.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 253 and Writing of 262 or ACT of 21 Reading/19 English or completion of College Reading and Writing 1 10831104 with a "C" or better

Trigonometry with Applications**10804196****3 credits**

Topics include circular functions, graphing of trigonometry functions, identities, equations, trigonometric functions of angles, inverse functions, solutions of triangles, complex numbers, DeMoivre's Theorem, polar coordinates, and vectors.

Prerequisite: ACT Math score of 22 or Intermediate Algebra with Applications 10804118 with a "C" or better

AUTOMOTIVE MAINTENANCE TECHNICIAN

Technical Diploma

Program Code: 31-404-3

Total Credits: 28

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

To learn more about this program, visit mstc.edu/programs.

ACADEMIC ADVISOR

To schedule an appointment with an academic advisor, call 715-422-5300. Academic advisors will travel to other campuses as necessary to accommodate student needs. For more information about advising, visit mstc.edu/advising.

NEW STUDENT CHECKLIST

Complete the following steps to prepare for your New Student Advising appointment with your academic advisor:

- Submit a Mid-State application at mstc.edu/apply.
- Send official transcripts to:
Mid-State Technical College
Student Services
500 32nd Street North
Wisconsin Rapids, WI 54494
- Complete the Free Application for Federal Student Aid (FAFSA) at fafsa.gov. Mid-State's Financial Aid team is available to assist with your FAFSA application and to answer your financial aid questions. Contact Financial Aid or schedule an appointment at mstc.edu/financial-aid.
- Set up student MyCampus account at mstc.edu/mycampus-assistance.
- Schedule a New Student Advising appointment at mstc.edu/advising.

mstc.edu • 888-575-6782 • TTY: 711



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Mid-State does not discriminate on the basis of race, color, national origin, sex, disability, or age in its program, activity, or employment. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Vice President - Human Resources; 500 32nd Street North, Wisconsin Rapids, WI 54494; 715-422-5325 • AAEO@mstc.edu. 3/2026-AC

CAREER PATHWAY



Career pathways help you build your education step by step. Each stage offers one or more credentials that are recognized by employers and lead to real jobs—and you can keep building toward your career goals as you go.

Begin at any point.

Prior Learning

Credit for Prior Learning

- Certifications and Licenses
- Military Experience
- National/Standardized Exams
- Transfer Credit
- Work and Life Experience

Learn about Credit for Prior Learning at mstc.edu/cpl.

High School Credit

- High School Dual Credit
- Mid-State Fast Track

Learn about High School Credit at mstc.edu/dc.

Technical Diploma

- Automotive Maintenance Technician (28 Credits)
Start Your Career: Automotive Apprentice, Automotive Parts Sales/Service, Automotive Service Attendant, Parts Associate, Tire and Lube Technician
- Automotive Technician (60 Credits)
Start Your Career: Automotive and Light Truck Technician, Automotive Machine Shop Technician, Automotive Master Mechanic, Automotive Parts Salesperson, Engine Technician

Bachelor's Degree

For those interested in continuing their education, Mid-State offers transfer guides with various four-year colleges and universities. For more information, visit mstc.edu/transfer.

Other Options

Related Programs: Diesel & Heavy Equipment Technician, Diesel & Heavy Equipment Technician Assistant

OUTCOMES

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

- Diagnose, repair, and service brake systems.
- Diagnose, repair, and service electrical/electronic systems.
- Diagnose, repair, and service drivetrain systems.

TECHNICAL SKILLS ATTAINMENT

The Wisconsin Technical College System (WTCS) has implemented a requirement that all technical colleges measure outcomes attained by students. This requirement is called Technical Skills Attainment (TSA). The main objective of TSA is to ensure graduates have the technical skills needed by employers. Faculty will let students know when and how the TSA is being assessed in the program.

PROTECTIVE CLOTHING

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

REQUIRED EQUIPMENT

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

STUDENT HANDBOOK

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

GRADUATION REQUIREMENT

The GPS for Student Success course is required for all Mid-State program students and is recommended to be completed before obtaining 12 credits. Some students are exempt from this requirement. Please see your academic advisor for more information.

ADDITIONAL COURSES AS NEEDED

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

College Reading and Writing 1

10831104

3 credits

Provides learners with opportunities to develop and expand reading and writing skills to prepare for college-level academic work. Students will employ critical reading strategies to improve comprehension, analysis, and retention of texts. Students will apply the writing process to produce well-developed, coherent, and unified written work.

Pre-Algebra

10834109

3 credits

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

MULTIPLE MEASURES

Students can place into courses using high school GPA and completed classes. Placement can be determined in the following ways:

- **Multiple Measures Writing (MMW)**
High school GPA of 2.6 & successful completion of 2.0 credits of high school writing courses with a “C” or better
- **Multiple Measures Reading (MMR)**
High school GPA of 2.6 & successful completion of 2.0 credits of high school literature courses with a “C” or better
- **Multiple Measures Math 1 (MMM_1)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school math (Algebra 1 or equivalent) with a “C” or better
- **Multiple Measures Math 2 (MMM_2)**
High school GPA of 2.6 & successful completion of 2.0 credits of high school math including Algebra 1 and Algebra 2 with a “C” or better
- **Multiple Measures Science 1 (MMS_1)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school lab science course with a “C” or better
- **Multiple Measures Science 2 (MMS_2)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school chemistry with a “C” or better

Past high school and college transcripts are used in making course placement decisions.

SAMPLE FULL-TIME CURRICULUM OPTION

Automotive Maintenance Technician • 28 Total Credits

Term 16 Credits	Course Number	Course Name	CPL	Credits
	10457119	Fabrication Fundamentals 1	No	1
	31442320	Welding Foundations 1	Yes	1
	31442321	Welding Foundations 2	No	1
	32404307	Suspension & Steering Systems	Yes	5
	32404308	Braking Systems-Automotive	Yes	5
	32404340	Intro to Electricity for the Automotive Industry	Yes	1
	32404375	Service Practices in Automotive Industry	Yes	1
	10890102	GPS for Student Success	Yes	1

Term 12 Credits	Course Number	Course Name	CPL	Credits
	32404311	Electrical Systems-Auto	No	5
	32404324	Engine Repair	No	5
	32404330	Applied Fluid Power	Yes	2

Please Note

- Credit for Prior Learning (CPL) options are available for some courses. You can visit mstc.edu/cpl or contact your academic advisor for details.
- This curriculum sequence is only for student planning. Actual student schedules will vary depending on course availability.
- Program completion time may vary based on student scheduling and course availability. For details, go to mstc.edu/schedule.
- Get the latest updates online at mstc.edu.

SAMPLE PART-TIME CURRICULUM OPTION

Automotive Maintenance Technician • 28 Total Credits

Term 8 Credits	Course Number	Course Name	CPL	Credits
	32404307	Suspension & Steering Systems	Yes	5
	32404340	Intro to Electricity for the Automotive Industry	Yes	1
	32404375	Service Practices in Automotive Industry	Yes	1
	10890102	GPS for Student Success	Yes	1

Term 7 Credits	Course Number	Course Name	CPL	Credits
	32404311	Electrical Systems-Auto	No	5
	32404330	Applied Fluid Power	Yes	2

Term 7 Credits	Course Number	Course Name	CPL	Credits
	31442320	Welding Foundations 1	Yes	1
	31442321	Welding Foundations 2	No	1
	32404308	Braking Systems-Automotive	Yes	5

Term 6 Credits	Course Number	Course Name	CPL	Credits
	10457119	Fabrication Fundamentals 1	No	1
	32404324	Engine Repair	No	5

Applied Fluid Power

32404330

2 credits

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

Braking Systems-Automotive

32404308

5 credits

Learners employ fundamentals of vehicle braking systems including drum, disc, hydraulic and air systems to perform on-vehicle repairs. Includes instruction on power and anti-skid systems with emphasis on troubleshooting and component replacement and reconditioning.

Electrical Systems-Auto

32404311

5 credits

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

Prerequisite: Intro to Electricity for the Automotive Industry 32404340

Engine Repair

32404324

5 credits

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

Fabrication Fundamentals 1

10457119

1 credit

An introduction to structural shapes and sheet metal fabrication. Presents fabrication techniques, metal selection, and layout, cutting, bending, drilling, threading, and joining using manual equipment and techniques. Information is presented to the student and followed up with lab activities to provide a hands-on experience. Emphasizes developing an understanding of the tools, techniques, safe work habits, and application of sheet metal fabrication skills.

GPS for Student Success

10890102

1 credit

Integrate necessary skills for student success by developing an academic plan, identifying interpersonal attributes for success, adopting efficient and effective learning strategies, and utilizing Mid-State resources, policies, and processes. This course is recommended to be completed prior to obtaining 12 credits and is a graduation requirement unless you receive an exemption from your program advisor.

Intro to Electricity for the Automotive Industry

32404340

1 credit

Introduces learners to electrical measurement tools and techniques. Includes both hands-on experience and theory on topics including multimeter operation, Ohm's Law, wiring diagram interpretation, and circuit testing. Content is focused on tools and procedures commonly used in automotive, and diesel/heavy equipment industries. Learners will have the opportunity to earn NC3 multimeter certification during this course.

Service Practices in Automotive Industry

32404375

1 credit

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

Suspension & Steering Systems

32412309

5 credits

Analyze construction and working principles of chassis components. Includes frames, suspension systems, steering gears and linkages, wheels and tires, and wheel alignment. Learners practice on-vehicle diagnosis and repair of suspension and steering systems.

Welding Foundations 1

31442320

1 credit

An introduction to fundamental welding techniques with an emphasis on safe work habits that covers the processes of FCAW, GMAW, and OXY-Fuel cutting. Classroom instruction paired with lab activities are designed to provide fundamental skills in each of the welding processes covered in the class.

Welding Foundations 2

31442321

1 credit

An introduction to fundamental welding techniques with an emphasis on safe work habits that covers the processes of GTAW, SMAW and Plasma cutting. Classroom instruction paired with lab activities are designed to provide fundamental skills in each of the welding processes covered in the class.

AUTOMOTIVE TECHNICIAN

Technical Diploma

Program Code: 32-404-2

Total Credits: 59

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

To learn more about this program, visit mstc.edu/programs.

ACADEMIC ADVISOR

To schedule an appointment with an academic advisor, call 715-422-5300. Academic advisors will travel to other campuses as necessary to accommodate student needs. For more information about advising, visit mstc.edu/advising.

NEW STUDENT CHECKLIST

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Wisconsin Rapids, WI 54494
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- Set up student MyCampus account at mstc.edu/mycampus-assistance.
- Schedule a New Student Advising appointment at mstc.edu/advising.

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CAREER PATHWAY



Career pathways help you build your education step by step. Each stage offers one or more credentials that are recognized by employers and lead to real jobs—and you can keep building toward your career goals as you go.

Begin at any point.

Prior Learning

Credit for Prior Learning

- Certifications and Licenses
- Military Experience
- National/Standardized Exams
- Transfer Credit
- Work and Life Experience

Learn about Credit for Prior Learning at mstc.edu/cpl.

High School Credit

- High School Dual Credit
- Mid-State Fast Track

Learn about High School Credit at mstc.edu/dc.

Technical Diploma

- Automotive Maintenance Technician (28 Credits)
Start Your Career: Automotive Apprentice, Automotive Parts Sales/Service, Automotive Service Attendant, Parts Associate, Tire and Lube Technician
- Automotive Technician (59 Credits)
Start Your Career: Automotive and Light Truck Technician, Automotive Machine Shop Technician, Automotive Master Mechanic, Automotive Parts Salesperson, Engine Technician

Bachelor's Degree

For those interested in continuing their education, Mid-State offers transfer guides with various four-year colleges and universities. For more information, visit mstc.edu/transfer.

Other Options

Related Programs: Diesel & Heavy Equipment Technician, Diesel & Heavy Equipment Technician Assistant

OUTCOMES

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

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

TECHNICAL SKILLS ATTAINMENT

The Wisconsin Technical College System (WTCS) has implemented a requirement that all technical colleges measure outcomes attained by students. This requirement is called Technical Skills Attainment (TSA). The main objective of TSA is to ensure graduates have the technical skills needed by employers. Faculty will let students know when and how the TSA is being assessed in the program.

ACCREDITATION

This program meets the requirements for Master Automobile Service Technology Accreditation, the highest level of program accreditation recognized by the National Institute for Automotive Service Excellence (ASE).

PROTECTIVE CLOTHING

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

REQUIRED EQUIPMENT

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

STUDENT HANDBOOK

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ADDITIONAL COURSES AS NEEDED

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

College Reading and Writing 1

10831104

3 credits

Provides learners with opportunities to develop and expand reading and writing skills to prepare for college-level academic work. Students will employ critical reading strategies to improve comprehension, analysis, and retention of texts. Students will apply the writing process to produce well-developed, coherent, and unified written work.

Pre-Algebra

10834109

3 credits

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

MULTIPLE MEASURES

Students can place into courses using high school GPA and completed classes. Placement can be determined in the following ways:

- **Multiple Measures Writing (MMW)**
High school GPA of 2.6 & successful completion of 2.0 credits of high school writing courses with a "C" or better
- **Multiple Measures Reading (MMR)**
High school GPA of 2.6 & successful completion of 2.0 credits of high school literature courses with a "C" or better
- **Multiple Measures Math 1 (MMM_1)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school math (Algebra 1 or equivalent) with a "C" or better
- **Multiple Measures Math 2 (MMM_2)**
High school GPA of 2.6 & successful completion of 2.0 credits of high school math including Algebra 1 and Algebra 2 with a "C" or better
- **Multiple Measures Science 1 (MMS_1)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school lab science course with a "C" or better
- **Multiple Measures Science 2 (MMS_2)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school chemistry with a "C" or better

Past high school and college transcripts are used in making course placement decisions.

SAMPLE FULL-TIME CURRICULUM OPTION

Automotive Technician • 59 Total Credits

Term 17 Credits	Course Number	Course Name	CPL	Credits
	10457119	Fabrication Fundamentals 1	No	1
	31442320	Welding Foundations 1	Yes	1
	31804305	Applied Mathematics	No	2
	31442321	Welding Foundations 2	No	1
	32412309	Suspension & Steering Systems	Yes	5
	32404308	Braking Systems-Automotive	Yes	5
	32404340	Intro to Electricity for the Automotive Industry	Yes	1
	32404375	Service Practices in Automotive Industry	Yes	1

Term 12 Credits	Course Number	Course Name	CPL	Credits
	32404311	Electrical Systems-Auto	No	5
	32404324	Engine Repair	No	5
	32404330	Applied Fluid Power	Yes	2

Term 15 Credits	Course Number	Course Name	CPL	Credits
	32404313	Electric Control Systems	No	2
	31801368	Workplace Communication	No	1
	32404323	Automatic Transmissions	No	5
	32404325	Manual Transmissions	No	5
	32806351	Applied Science	No	2

Term 15 Credits	Course Number	Course Name	CPL	Credits
	32404312	Advanced Electrical Systems-Auto	No	5
	32404320	Hybrid Systems-Auto	No	1
	32404322	Heating/Air Conditioning	No	3
	32404326	Fuel Control System-Auto	No	5
	32404377	Business Practices in the Transportation Industry	No	1

Please Note

- Credit for Prior Learning (CPL) options are available for some courses. You can visit mstc.edu/cpl or contact your academic advisor for details.
- This curriculum sequence is only for student planning. Actual student schedules will vary depending on course availability.
- Program completion time may vary based on student scheduling and course availability. For details, go to mstc.edu/schedule.
- Get the latest updates online at mstc.edu.

SAMPLE PART-TIME CURRICULUM OPTION

Automotive Technician • 59 Total Credits

Term 7 Credits	Course Number	Course Name	CPL	Credits
	32412309	Suspension & Steering Systems	Yes	5
	32404340	Intro to Electricity for the Automotive Industry	Yes	1
	32404375	Service Practices in Automotive Industry	Yes	1
Term 7 Credits	Course Number	Course Name	CPL	Credits
	32404311	Electrical Systems-Auto	No	5
	32404330	Applied Fluid Power	Yes	2
Term 7 Credits	Course Number	Course Name	CPL	Credits
	32404308	Braking Systems-Automotive	Yes	5
	31442320	Welding Foundations 1	Yes	1
	31442321	Welding Foundations 2	No	1
Term 6 Credits	Course Number	Course Name	CPL	Credits
	10457119	Fabrication Fundamentals 1	No	1
	32404324	Engine Repair	No	5
Term 9 Credits	Course Number	Course Name	CPL	Credits
	31804305	Applied Mathematics	No	2
	32404323	Automatic Transmissions	No	5
	32806351	Applied Science	No	2
Term 8 Credits	Course Number	Course Name	CPL	Credits
	32404312	Advanced Electrical Systems-Auto	No	5
	32404322	Heating/Air Conditioning	No	3
Term 8 Credits	Course Number	Course Name	CPL	Credits
	32404313	Electric Control Systems	No	2
	31801368	Workplace Communication	No	1
	32404325	Manual Transmissions	No	5
Term 7 Credits	Course Number	Course Name	CPL	Credits
	32404320	Hybrid Systems-Auto	No	1
	32404326	Fuel Control System-Auto	No	5
	32404377	Business Practices in the Transportation Industry	No	1

Advanced Electrical Systems-Auto

32404312

5 credits

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

Corequisite: Electrical Systems-Auto 32404311

Applied Fluid Power

32404330

2 credits

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

Applied Mathematics

31804305

2 credits

Students taking Applied Mathematics make and convert various measurements. Students use formulas to solve problems. They compute dimensions of geometric shapes. Students use statistical tools to represent and analyze data. They analyze various financial situations. Students use basic right triangle trigonometry to solve problems. In each topic area, students solve application problems.

Applied Science

32806351

2 credits

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

Automatic Transmissions

32404323

5 credits

Learners practice automatic transmission diagnosis and repair. Topics include gear systems, hydraulic and electronic control systems, transmission servicing, in vehicle repair, and out of vehicle transmission overhaul.

Prerequisites: Electrical Systems-Auto 32404311 and Applied Fluid Power 32404330

Braking Systems-Automotive

32404308

5 credits

Learners employ fundamentals of vehicle braking systems including drum, disc, hydraulic and air systems to perform on-vehicle repairs. Includes instruction on power and anti-skid systems with emphasis on troubleshooting and component replacement and reconditioning.

Business Practices in the Transportation Industry

32404377

1 credit

Provides learners with hands on experience completing repair orders, customer service and parts management. Students will learn from instructors, local shop owners and professionals in the industry. Topics covered will include shop management, insurance and worker's compensation considerations, warranties, and pricing systems.

Corequisite: Fuel Control System-Auto 32404326

Electric Control Systems

32404313

2 credits

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

Prerequisite: Applied Mathematics 31804305

Electrical Systems-Auto

32404311

5 credits

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

Prerequisite: Intro to Electricity for the Automotive Industry 32404340

Engine Repair

32404324

5 credits

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

Fabrication Fundamentals 1

10457119

1 credit

An introduction to structural shapes and sheet metal fabrication. Presents fabrication techniques, metal selection, and layout, cutting, bending, drilling, threading, and joining using manual equipment and techniques. Information is presented to the student and followed up with lab activities to provide a hands-on experience. Emphasizes developing an understanding of the tools, techniques, safe work habits, and application of sheet metal fabrication skills.

Fuel Control System-Auto

32404326

5 credits

Learners identify and diagnose vehicle ignition systems, fuel systems, air induction systems, emission control systems, and engine electrical systems. Focuses on fault diagnosis, component testing, and repairs for domestic as well as import vehicles. Includes a review of engine operation and related servicing.

Heating/Air Conditioning

32404322

3 credits

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

Hybrid Systems-Auto

32404320

1 credit

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

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

Intro to Electricity for the Automotive Industry

32404340

1 credit

Introduces learners to electrical measurement tools and techniques. Includes both hands-on experience and theory on topics including multimeter operation, Ohm's Law, wiring diagram interpretation, and circuit testing. Content is focused on tools and procedures commonly used in automotive, and diesel/heavy equipment industries. Learners will have the opportunity to earn NC3 multimeter certification during this course.

Manual Transmission

32404325

5 credits

Learners practice manual drivetrain fault diagnosis and repair. Topics include clutch, drive shaft, and universal joint diagnosis and servicing. Additional topics include rear axle servicing and four-wheel drive diagnosis and repair.

Corequisite: Automatic Transmissions 32404323

Service Practices in Automotive Industry

32404375

1 credit

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

Suspension & Steering Systems

32412309

5 credits

Analyze construction and working principles of chassis components. Includes frames, suspension systems, steering gears and linkages, wheels and tires, and wheel alignment. Learners practice on-vehicle diagnosis and repair of suspension and steering systems.

Welding Foundations 1

31442320

1 credit

An introduction to fundamental welding techniques with an emphasis on safe work habits that covers the processes of FCAW, GMAW, and OXY-Fuel cutting. Classroom instruction paired with lab activities are designed to provide fundamental skills in each of the welding processes covered in the class.

Welding Foundations 2

31442321

1 credit

An introduction to fundamental welding techniques with an emphasis on safe work habits that covers the processes of GTAW, SMAW and Plasma cutting. Classroom instruction paired with lab activities are designed to provide fundamental skills in each of the welding processes covered in the class.

Workplace Communication

31801368

1 credit

Analyze workplace communication situations to develop professional verbal and written communication skills. Learners apply verbal and written communication skills, as well as conflict resolution strategies, to improve workplace communication climates and promote personal and professional growth.

BARBER TECHNOLOGIST

Technical Diploma

Program Code: 30-502-5

Total Credits: 25

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

Mid-State's Barber Technologist program prepares students to obtain the required licensure to be employed/practice in the state of Wisconsin. The College does not guarantee its curriculum matches the requirements for preparation, examination, or licensure for other states.

To learn more about this program, visit mstc.edu/programs.

ACADEMIC ADVISOR

To schedule an appointment with an academic advisor, call 715-422-5300. Academic advisors will travel to other campuses as necessary to accommodate student needs. For more information about advising, visit mstc.edu/advising.

NEW STUDENT CHECKLIST

Complete the following steps to prepare for your New Student Advising appointment with your academic advisor:

- Submit a Mid-State application at mstc.edu/apply.
- Send official transcripts to:
Mid-State Technical College
Student Services
500 32nd Street North
Wisconsin Rapids, WI 54494
- Complete the Free Application for Federal Student Aid (FAFSA) at fafsa.gov. Mid-State's Financial Aid team is available to assist with your FAFSA application and to answer your financial aid questions. Contact Financial Aid or schedule an appointment at mstc.edu/financial-aid.
- Set up student MyCampus account at mstc.edu/mycampus-assistance.
- Schedule a New Student Advising appointment at mstc.edu/advising.

mstc.edu • 888-575-6782 • TTY: 711



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Mid-State does not discriminate on the basis of race, color, national origin, sex, disability, or age in its program, activity, or employment. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Vice President - Human Resources; 500 32nd Street North, Wisconsin Rapids, WI 54494; 715-422-5325 • AAEO@mstc.edu. 3/2026-AC

CAREER PATHWAY



Career pathways help you build your education step by step. Each stage offers one or more credentials that are recognized by employers and lead to real jobs—and you can keep building toward your career goals as you go.

Begin at any point.

Prior Learning

Credit for Prior Learning

- Certifications and Licenses
- Military Experience
- National/Standardized Exams
- Transfer Credit
- Work and Life Experience

Learn about Credit for Prior Learning at mstc.edu/cpl.

High School Credit

- High School Dual Credit
- Mid-State Fast Track

Learn about High School Credit at mstc.edu/dc.

Technical Diploma

- Barber Technologist (25 Credits)
Start Your Career: Barber, Barber Sales (Retail/Wholesale), Barbershop Owner, Barber Stylist, Men's Grooming Specialist

Bachelor's Degree

For those interested in continuing their education, Mid-State offers transfer guides with various four-year colleges and universities. For more information, visit mstc.edu/transfer.

Other Options

Related Programs: Cosmetology, Nail Technician

OUTCOMES

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

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

TECHNICAL SKILLS ATTAINMENT

The Wisconsin Technical College System (WTCS) has implemented a requirement that all technical colleges measure outcomes attained by students. This requirement is called Technical Skills Attainment (TSA). The main objective of TSA is to ensure graduates have the technical skills needed by employers. Faculty will let students know when and how the TSA is being assessed in the program.

Program begins every January and runs through December.

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

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

TECHNICAL STANDARDS

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

PROGRAM PROGRESSION

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

STUDENT HANDBOOK

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

GRADUATION REQUIREMENT

The GPS for Student Success course is required for all Mid-State program students and is recommended to be completed before obtaining 12 credits. Some students are exempt from this requirement. Please see your academic advisor for more information.

ADDITIONAL COURSES AS NEEDED

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

College Reading and Writing 1 10831104

3 credits

Provides learners with opportunities to develop and expand reading and writing skills to prepare for college-level academic work. Students will employ critical reading strategies to improve comprehension, analysis, and retention of texts. Students will apply the writing process to produce well-developed, coherent, and unified written work.

Pre-Algebra 10834109

3 credits

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

MULTIPLE MEASURES

Students can place into courses using high school GPA and completed classes. Placement can be determined in the following ways:

- **Multiple Measures Writing (MMW)**
High school GPA of 2.6 & successful completion of 2.0 credits of high school writing courses with a "C" or better
- **Multiple Measures Reading (MMR)**
High school GPA of 2.6 & successful completion of 2.0 credits of high school literature courses with a "C" or better
- **Multiple Measures Math 1 (MMM_1)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school math (Algebra 1 or equivalent) with a "C" or better
- **Multiple Measures Math 2 (MMM_2)**
High school GPA of 2.6 & successful completion of 2.0 credits of high school math including Algebra 1 and Algebra 2 with a "C" or better
- **Multiple Measures Science 1 (MMS_1)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school lab science course with a "C" or better
- **Multiple Measures Science 2 (MMS_2)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school chemistry with a "C" or better

Past high school and college transcripts are used in making course placement decisions.

SAMPLE PART-TIME CURRICULUM OPTION

Barber Technologist • 25 Total Credits

Term 12 Credits	Course Number	Course Name	CPL	Credits
	30502340	Haircutting Techniques for Barbers	No	3
	30502341	Facial Hair and Skin Care Techniques for Barbers	No	4
	30502342	Barbershop Operations	No	1
	30502707	Introduction to Barber Technologist	No	1
	30502706	Hairstyling for Barbers	No	2
	10890102	GPS for Student Success	Yes	1
Term 3 Credits	Course Number	Course Name	CPL	Credits
	30502343	Barbershop Service Skills	No	1
	30502344	Basic Barber Client Services	No	2
Term 10 Credits	Course Number	Course Name	CPL	Credits
	30502345	Advanced Barber Client Services	No	2
	30502346	Barber Capstone Experience	No	2
	30502704	Haircoloring for Barbers	No	2
	30502705	Chemical Texturing for Barbers	No	2
	30502734	Master Barber Client Services	No	2

Please Note

- Credit for Prior Learning (CPL) options are available for some courses. You can visit mstc.edu/cpl or contact your academic advisor for details.
- This curriculum sequence is only for student planning. Actual student schedules will vary depending on course availability.
- Program completion time may vary based on student scheduling and course availability. For details, go to mstc.edu/schedule.
- Get the latest updates online at mstc.edu.

COURSE DESCRIPTIONS

Advanced Barber Client Services

30502345

2 credits

Students continue to refine barbering techniques with an emphasis on haircoloring and chemical texturing services. Students will apply knowledge and skills to provide all barber services on customers in the on-campus barbershop.

Prerequisite: Admission to Barber Technologist Program 305025

Corequisites: Haircoloring for Barbers 30502704 and Chemical

Texturing for Barbers 30502705

Barber Capstone Experience

30502346

2 credits

Students prepare for the state board exam and for securing a job. Students complete a mock assessment of all state board practical and written concepts, including state law. Students also prepare for their job search and for working with the business side of the barbering industry.

Prerequisite: Admission to Barber Technologist Program 305025;

Corequisite: Master Barber Client Services 30502734

Barbershop Operations

30502342

1 credit

Focuses on developing front desk and client relation skills including managing bookings and applying sanitation standards to dispensary practices. Emphasizes daily operations of a barbershop and the professional attitudes needed to be successful in the industry.

Prerequisite: Admission to Barber Technologist Program 305025;

Corequisite: Introduction to Barber Technologist 30502707

Barbershop Service Skills

30502343

1 credit

Taking knowledge learned from the first semester courses, students practice consultations and draping, haircutting, hairstyling, shaving and facial massages in the on-campus barbershop.

Prerequisites: Admission to Barber Technologist Program 305025,

Haircutting Techniques for Barbers 30502340, Facial Hair and Skin

Care Techniques for Barbers 30502341, Hairstyling for Barbers

30502706

Basic Barber Client Services

30502344

2 credits

Students continue to enhance their barbering techniques by working on actual clients in the on-campus barbershop setting. Emphasis is placed on interacting with clients and performing services at a faster rate with more precision.

Prerequisites: Admission to Barber Technologist Program 305025,

Haircutting Techniques for Barbers 30502340, Facial Hair and Skin

Care Techniques for Barbers 30502341, Hairstyling for Barbers

30502706

Chemical Texturing for Barbers

30502705

2 credits

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

Prerequisite: Admission to Barber Technologist Program 305025

Facial Hair and Skin Care Techniques for Barbers

30502341

4 credits

Shaving and facial massages are two services central to the barbering profession. Students will learn about the techniques, tools, equipment, and products used in performing facial massages and facial hair services.

Prerequisite: Admission to Barber Technologist Program 305025

GPS for Student Success

10890102

1 credit

Integrate necessary skills for student success by developing an academic plan, identifying interpersonal attributes for success, adopting efficient and effective learning strategies, and utilizing Mid-State resources, policies, and processes.

This course is recommended to be completed prior to obtaining 12 credits and is a graduation requirement unless you receive an exemption from your program advisor.

Haircoloring for Barbers

30502704

2 credits

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

Prerequisite: Admission to Barber Technologist Program 305025

Haircutting Techniques for Barbers

30502340

3 credits

Introduces haircutting theory and terminology and provides students with practice using the basic tools of the barbering profession. Students will learn how to perform a cut from consultation to finishing techniques.

Prerequisite: Admission to Barber Technologist Program 305025

Hairstyling for Barbers

30502706

2 credits

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

Prerequisite: Admission to Barber Technologist Program 305025

Introduction to Barber Technologist

30502707

1 credit

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

Prerequisite: Admission to Barber Technologist program 305025

Master Barber Client Services

30502734

2 credits

Students provide all barber services on customers in the client lab and prepare for the Wisconsin State Barber licensing exam. Emphasis is on providing services with speed and accuracy, including hair and scalp analysis, shampooing, haircutting, shaving, facial services, and chemical services.

Prerequisite: Admission to Barber Technologist program 305025;

Corequisites: Haircoloring for Barbers 30502704, Chemical

Texturing for Barbers 30502705

BUSINESS MANAGEMENT

Associate in Applied Science (AAS)

Program Code: 10-102-3

Total Credits: 65-66

Mid-State's Business Management program provides a broad business background that prepares individuals to work in middle management or run a business. Students develop general technical and interpersonal skills related to management, finance, operations, customer service management, ethics, and much more. Guest speakers, field trips, business tours, and professional organization presentations are combined with hands-on simulations.

To learn more about this program, visit mstc.edu/programs.

ACADEMIC ADVISOR

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- Set up student MyCampus account at mstc.edu/mycampus-assistance.
- Schedule a New Student Advising appointment at mstc.edu/advising.

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CAREER PATHWAY



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Begin at any point.

Prior Learning

Credit for Prior Learning

- Certifications and Licenses
- Military Experience
- National/Standardized Exams
- Transfer Credit
- Work and Life Experience

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High School Credit

- High School Dual Credit
- Mid-State Fast Track

Learn about High School Credit at mstc.edu/dc.

Certificate

- Business Communications Foundations (9 Credits)
- Business Legal Foundations (6 Credits)
- Business Office Foundations (6 Credits)
- Foundations of Business Administration (9 Credits)
- Human Resources Foundations (6 Credits)
- Leadership Foundations (6 Credits)

Technical Diploma

- Customer Relationship Professional (13 Credits)
Start Your Career: Account Representative, Call Center Agent, Client Services Specialist, Customer Service Representative
- Entrepreneur (17 Credits)
Start Your Career: Business Owner, Entrepreneur, Founder/CEO
- Human Resources Assistant (33 Credits)
Start Your Career: HR Generalist, HR Recruitment Coordinator, Job Analyst
- Office Support Specialist (33 Credits)
Start Your Career: Administrative Assistant, Office Assistant, Office Support Specialist, Program Assistant, Secretary

Associate Degree

- Business Management (65-66 Credits)
Start Your Career: Account Executive, Department Supervisor, Office Manager, Production Supervisor, Store Leader

Bachelor's Degree

For those interested in continuing their education, Mid-State offers transfer guides with various four-year colleges and universities. For more information, visit mstc.edu/transfer.

Other Options

Related Programs: Human Resources, Project Management, Leadership Development

OUTCOMES

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

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

TECHNICAL SKILLS ATTAINMENT

The Wisconsin Technical College System (WTCS) has implemented a requirement that all technical colleges measure outcomes attained by students. This requirement is called Technical Skills Attainment (TSA). The main objective of TSA is to ensure graduates have the technical skills needed by employers. Faculty will let students know when and how the TSA is being assessed in the program.

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GRADUATION REQUIREMENT

The GPS for Student Success course is required for all Mid-State program students and is recommended to be completed before obtaining 12 credits. Some students are exempt from this requirement. Please see your academic advisor for more information.

ADDITIONAL COURSES AS NEEDED

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

College Reading and Writing 1

10831104

3 credits

Provides learners with opportunities to develop and expand reading and writing skills to prepare for college-level academic work. Students will employ critical reading strategies to improve comprehension, analysis, and retention of texts. Students will apply the writing process to produce well-developed, coherent, and unified written work.

Pre-Algebra

10834109

3 credits

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

MULTIPLE MEASURES

Students can place into courses using high school GPA and completed classes. Placement can be determined in the following ways:

- **Multiple Measures Writing (MMW)**
High school GPA of 2.6 & successful completion of 2.0 credits of high school writing courses with a "C" or better
- **Multiple Measures Reading (MMR)**
High school GPA of 2.6 & successful completion of 2.0 credits of high school literature courses with a "C" or better
- **Multiple Measures Math 1 (MMM_1)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school math (Algebra 1 or equivalent) with a "C" or better
- **Multiple Measures Math 2 (MMM_2)**
High school GPA of 2.6 & successful completion of 2.0 credits of high school math including Algebra 1 and Algebra 2 with a "C" or better
- **Multiple Measures Science 1 (MMS_1)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school lab science course with a "C" or better
- **Multiple Measures Science 2 (MMS_2)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school chemistry with a "C" or better

Past high school and college transcripts are used in making course placement decisions.

SAMPLE FULL-TIME CURRICULUM OPTION

Business Management • 65-66 Total Credits

Term 17 Credits	Course Number	Course Name	CPL	Credits
	10102101	Introduction to Business	Yes	3
	10102231	Business Networking	No	1
	10106106	Quality Customer Service	Yes	3
	10196190 or 10102138	Leadership Development or Organizational Behavior	Yes	3
	10801195 or 10801136	Written Communication or English Composition 1	Yes	3
	10801196 or 10801198	Oral/Interpersonal Communication or Speech	Yes	3
	10890102	GPS for Student Success	Yes	1

Term 16 Credits	Course Number	Course Name	CPL	Credits
	10101140 or 10102178	Accounting 1 or Personal Finance	Yes	3
	10102230	Business Communities	No	1
	10103106	Microsoft Office-Introduction	Yes	3
	10104102	Marketing Principles	Yes	3
	10106190	Professional Business Skills	Yes	3
	10196189	Team Building & Problem Solving	No	3

Term 16-17 Credits	Course Number	Course Name	CPL	Credits
	10102110	Employment Law	No	3
	10102233	Negotiation Skills	No	1
	10196191	Supervision	Yes	3
	10196193	Human Resource Management	Yes	3
	10804107 or 10804118 or 10804189	College Mathematics or Intermediate Algebra with Applications or Introductory Statistics	Yes	3 or 4 or 3
	10809172 or 10809196 or 10809122	Introduction to Diversity Studies or Introduction to Sociology or Introduction to American Government	Yes	3

Term 16 Credits	Course Number	Course Name	CPL	Credits
	10102104	Business Law	Yes	3
	10102160	Business Decision Making	No	3
	10102232	Entrepreneurial Foundations	Yes	1
	10196192	Managing for Quality	No	3
	10809188 or 10809198	Developmental Psychology or Introduction to Psychology	Yes	3
	10809195	Economics	Yes	3

Please Note

- Credit for Prior Learning (CPL) options are available for some courses. You can visit mstc.edu/cpl or contact your academic advisor for details.
- This curriculum sequence is only for student planning. Actual student schedules will vary depending on course availability.
- This program is offered online and classes are in an 8-week format.
- Program completion time may vary based on student scheduling and course availability. For details, go to mstc.edu/schedule.
- Get the latest updates online at mstc.edu.

SAMPLE PART-TIME CURRICULUM OPTION

Business Management • 65-66 Total Credits

Term 8 Credits	Course Number	Course Name	CPL	Credits
	10102101	Introduction to Business	Yes	3
	10102231	Business Networking	No	1
	10801196	Oral/Interpersonal Communication or Speech	Yes	3
Term 9 Credits	10890102	GPS for Student Success	Yes	1
	Course Number	Course Name	CPL	Credits
	10106106	Quality Customer Service	Yes	3
	10196190 or 10102138	Leadership Development or Organizational Behavior	Yes	3
Term 7 Credits	10801195 or 10801136	Written Communication or English Composition 1	Yes	3
	Course Number	Course Name	CPL	Credits
	10101140 or 10102178	Accounting 1 or Personal Finance	Yes	3
	10102230	Business Communities	No	1
Term 9 Credits	10196189	Team Building & Problem Solving	No	3
	Course Number	Course Name	CPL	Credits
	10103106	Microsoft Office-Introduction	Yes	3
	10104102	Marketing Principles	Yes	3
Term 7 Credits	10106190	Professional Business Skills	Yes	3
	Course Number	Course Name	CPL	Credits
	10102110	Employment Law	No	3
	10102233	Negotiation Skills	No	1
Term 9-10 Credits	10809172 or 10809196 or 10809122	Introduction to Diversity Studies or Introduction to Sociology or Introduction to American Government	Yes	3
	Course Number	Course Name	CPL	Credits
	10196191	Supervision	Yes	3
	10196193	Human Resource Management	Yes	3
Term 9 Credits	10804107 or 10804118 or 10804189	College Mathematics or Intermediate Algebra with Applications or Introductory Statistics	Yes	3 or 4 or 3
	Course Number	Course Name	CPL	Credits
	10102104	Business Law	Yes	3
	10196192	Managing for Quality	No	3
Term 7 Credits	10809188 or 10809198	Developmental Psychology or Introduction to Psychology	Yes	3
	Course Number	Course Name	CPL	Credits
	10102160	Business Decision Making	No	3
	10102232	Entrepreneurial Foundations	Yes	1
Term 7 Credits	10809195	Economics	Yes	3

Accounting 1

10101140

3 credits

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

Business Communities

10102230

1 credit

This course provides students with a comprehensive understanding of how different business communities operate, how they contribute to economic ecosystems, and how learners can participate effectively. This course will explore the dynamics, structures, and strategies involved in various professional associations, including local, global, industry-specific, and online communities.

Business Decision Making

10102160

3 credits

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

Prerequisites: Nine core credits from a 102, 103, 109, 196, or 623 program code

Business Law

10102104

3 credits

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

Business Networking

10102231

1 credit

This course will equip students with the knowledge, strategies, and practical techniques to build, nurture, and leverage professional relationships for personal and organizational success. Through a combination of classroom instruction, interactive exercises, and simulated practice, this course will empower students to enhance their networking abilities, expand their professional circles, and create valuable connections.

College Mathematics

10804107

3 credits

This course is designed to review and develop fundamental concepts of mathematics in the areas of algebra, geometry, trigonometry, measurement and data. Algebra topics emphasize simplifying algebraic expressions, solving linear equations and inequalities with one variable, solving proportions and percent applications. Geometry and trigonometry topics include; finding areas and volumes of geometric figures, applying similar and congruent triangles, applying Pythagorean Theorem, and solving right triangles using trigonometric ratios. Measurement topics emphasize the application of measurement concepts and conversion techniques within and between U.S. customary and metric system to solve problems. Data topics emphasize data organization and summarization skills, including: frequency distributions, central tendency, relative position and measures of dispersion. Special emphasis is placed on problem solving, critical thinking and logical reasoning, making connections, and using calculators.

Prerequisite: High School GPA of 2.6 and MMM_1 or Accuplacer Arithmetic of 250 and QAS 234 or ACT Math score of 17 or Pre-Algebra 10834109 with a "C" or better

Developmental Psychology

10809188

3 credits

Studies human development throughout the lifespan and explores developmental theory and research with an emphasis on the interactive nature of the biological, cognitive, and psychosocial changes that affect the individual from conception to death. Application activities and critical thinking skills enable students to gain an increased knowledge and understanding of themselves and others.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English

Economics

10809195

3 credits

Provides an overview of how a market-oriented economic system operates and surveys the factors that influence national economic policy. Basic concepts and analyses are illustrated by reference to a variety of contemporary problems and public policy issues. Concepts include scarcity, resources, alternative economic systems, growth, supply and demand, monetary and fiscal policy, inflation, unemployment and global economic issues.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English

Employment Law

10102110

3 credits

Introduces a broad scope of employment laws and provides the opportunity to apply these laws to the employment arena. Includes laws relating to anti-discrimination, including the Civil Rights Act, ADEA, and ADA; wage and hour regulation, including FLSA; employer-provided pensions, including ERISA; health insurance, including COBRA and ACA; and unemployment and worker's compensation insurance.

English Composition 1

10801136

3 credits

Learners develop and apply skills in all aspects of the writing process. Through a variety of learning activities and written documents, learners employ rhetorical strategies, plan, organize and revise content, apply critical reading strategies, locate and evaluate information, integrate and document sources, and apply standardized English language conventions.

Prerequisite: High School GPA of 2.6 and MMW or Accuplacer Writing of 262 or Accuplacer Reading 253 or ACT English score of 20 or ACT Reading 21 or completion of College Reading and Writing 1 10831104 with a "C" or better

Entrepreneurial Foundations

10102232

1 credit

Learners study entrepreneurial practices by exploring components of a startup business plan. This includes comparing ways of going into business as well as developing marketing, legal, financial, products/services, management, and operations plans for a small business of their choice.

GPS for Student Success

10890102

1 credit

Integrate necessary skills for student success by developing an academic plan, identifying interpersonal attributes for success, adopting efficient and effective learning strategies, and utilizing Mid-State resources, policies, and processes. This course is recommended to be completed prior to obtaining 12 credits and is a graduation requirement unless you receive an exemption from your program advisor.

Human Resource Management

10196193

3 credits

Applies skills and tools necessary to perform human resource functions in an organization. Each learner demonstrates skill in following EEOC laws; writing job descriptions; recruiting, selecting, and orienting employees; developing policies and procedures; developing and conducting training; designing performance appraisal plans; developing employee development plans; and selecting compensation and benefit strategies.

Intermediate Algebra with Applications

10804118

4 credits

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

Prerequisite: High School GPA of 2.6 and MMM_1 or Accuplacer Arithmetic of 263 and QAS 234 or ACT Math score of 19 or QAS of 245 or Pre-Algebra 10834109 with a "C" or better.

Introduction to American Government

10809122

3 credits

Introduces American political processes and institutions. Focuses on rights and responsibilities of citizens and the process of participatory democracy. Learners examine the complexity of the separation of powers and checks and balances. Explores the role of the media, interest groups, political parties, and public opinion in the political process. Also explores the role of state and national government in our federal system.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English

Introduction to Business

10102101

3 credits

An introduction to what a business is, how it operates, and how it is managed. Students identify forms of ownership and the processes used in production and marketing, finance, personnel, and management in business operations.

Introduction to Diversity Studies

10809172

3 credits

This course introduces the study of diversity from a local to a global perspective using a holistic, interdisciplinary approach that encourages exploration and prepares students to work in a diverse environment. The course introduces basic diversity concepts, examines the impact of bias and power differentials among groups, explores the use of culturally responsive communication strategies, and compares forces that shape diversity in an international context.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English

Introduction to Psychology

10809198

3 credits

This science of psychology course is a survey of multiple aspects of behavior and mental processes. It provides an overview of topics such as research methods, theoretical perspectives, learning, cognition, memory, motivation, emotions, personality, abnormal psychology, physiological factors, social influences, and development.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English

Introduction to Sociology

10809196

3 credits

Introduces students to the basic concepts of sociology: culture, socialization, social stratification, multi-culturalism, and the five institutions of family, politics, economics, religion, and education. Other topics include demography, deviance, technology, environment, social issues, social change, social organization, and workplace issues.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English

Introductory Statistics

10804189

3 credits

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

Prerequisite: High School GPA of 2.6 and MMM_2 or Accuplacer QAS 241 or ACT Math score of 19 or Pre-Algebra 10834109 or College Math 10804107 with a "C" or better

Leadership Development

10196190

3 credits

Applies skills and tools necessary to fulfill their role as a modern leader. Each learner evaluates personal leadership effectiveness, use individual and group motivation strategies, implement mission and goals, demonstrate ethical behavior, adapt personal leadership style to worker readiness, use power, facilitate employee development, coach, manage change, and resolve conflict.

Managing for Quality

10196192

3 credits

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

Marketing Principles

10104102

3 credits

This course serves as an introduction to the fundamental marketing concepts used to apply marketing strategies to product development, distribution, pricing, and promotion of goods and services.

Microsoft Office-Introduction

10103106

3 credits

Develops introductory skills in the Microsoft Office Suite (Word, Excel, Access, PowerPoint, and Outlook) while reinforcing the students' knowledge of computer concepts, Windows Explorer, and web usage. This course prepares students for the Associate level MOS Certification exams for Word, Excel, PowerPoint, and Outlook. Students should possess basic keyboarding, mouse, and Windows 11 skills. Students may develop these skills in the Academic Learning Center while concurrently enrolled in this course.

Negotiation Skills

10102233

1 credit

This course explores the principles, strategies, and practical applications of negotiation in a variety of contexts, from business transactions to interpersonal relationships. Learners will gain the confidence and expertise required to navigate complex negotiations successfully.

Oral/Interpersonal Communication

10801196

3 credits

Focuses on developing effective listening techniques and verbal and nonverbal communication skills through oral presentation, group activity, and other projects. The study of self, conflict, and cultural contexts will be explored, as well as their impact on communication.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English or College Reading and Writing with a C or better

Organizational Behavior

10102138

3 credits

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

Professional Business Skills

10106190

3 credits

This course introduces critical technology and organizational skills for the modern workplace. Participants will learn calendar management and meeting scheduling, virtual and in-person meeting hosting, document formatting and filing, and presentation layout and design using industry-standard applications. This course emphasizes practical applications to ensure participants can immediately apply their acquired skills in real-world scenarios.

Personal Finance

10102178

3 credits

This course examines personal financial planning topics and best practices. Areas covered include financial record keeping, budgeting, consumer credit, investing, purchasing real estate, insurance, tax planning, retirement planning, and estate planning. Using financial tools, the student will learn how to develop and use a personal financial plan based on their own unique situation.

Quality Customer Service**10106106****3 credits**

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

Speech**10801198****3 credits**

Explores the fundamentals of effective oral presentation to small and large groups. Topic selection, audience analysis, methods of organization, research, structuring evidence and support, delivery techniques, and other essential elements of speaking successfully, including the listening process, form the basis of this course. Includes informative, persuasive, and occasion speech presentations.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 253 and Writing of 262 or ACT of 21 Reading/19 English or completion of College Reading and Writing 1 10831104 with a "C" or better

Supervision**10196191****3 credits**

Applies skills and tools necessary to perform the functions of a contemporary frontline leader. Students engage in operational planning, analyze organizational structures, review the staffing process, employ techniques to enhance employee personal and group effectiveness, and develop control techniques to measure effectiveness in the above areas.

Team Building & Problem Solving**10196189****3 credits**

Applies skills and tools necessary to facilitate problem solving in a team environment. Each learner assumes the roles and responsibilities of team leadership in the stages of team development, uses a systematic problem-solving process, and employs consensus-building and conflict-management strategies.

Written Communication**10801195****3 credits**

Develops writing skills which include prewriting, drafting, revising, and editing. A variety of writing assignments are 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: High School GPA of 2.6 and MMW or Accuplacer Writing of 262 or ACT English score of 20 or completion of College Reading and Writing 1 10831104 with a "C" or better

CIVIL ENGINEERING TECHNOLOGY-HIGHWAY TECHNICIAN

Associate in Applied Science (AAS)

Program Code: 10-607-4

Total Credits: 68-69

Mid-State's Civil Engineering Technology-Highway Technician program prepares students to work in the design and construction of public projects like roads, bridges, parking structures, and stormwater management systems. This important work also includes railroad, pipeline, power line, dam, canal, wastewater treatment facility, and airport construction. Through hands-on exercises and a capstone design project, you'll learn how to support the work of civil engineers, designers, surveyors, and city planners. You'll also receive training in surveying, soils, construction material testing, computer drafting, estimating, site design, mapping, and inspection procedures.

Mid-State's Civil Engineering Technology-Highway Technician program courses provide the required educational hours to obtain the Professional Land Surveyor license; however, students need to complete four years of on-the-job experience in order to be eligible for licensure in the state of Wisconsin. The College does not guarantee its curriculum matches the requirements for preparation, examinations, or licensure for other states.

To learn more about this program, visit mstc.edu/programs.

ACADEMIC ADVISOR

To schedule an appointment with an academic advisor, call 715-422-5300. Academic advisors will travel to other campuses as necessary to accommodate student needs. For more information about advising, visit mstc.edu/advising.

NEW STUDENT CHECKLIST

Complete the following steps to prepare for your New Student Advising appointment with your academic advisor:

- Submit a Mid-State application at mstc.edu/apply.
- Send official transcripts to:
Mid-State Technical College
Student Services
500 32nd Street North
Wisconsin Rapids, WI 54494
- Complete the Free Application for Federal Student Aid (FAFSA) at fafsa.gov. Mid-State's Financial Aid team is available to assist with your FAFSA application and to answer your financial aid questions. Contact Financial Aid or schedule an appointment at mstc.edu/financial-aid.
- Set up student MyCampus account at mstc.edu/mycampus-assistance.
- Schedule a New Student Advising appointment at mstc.edu/advising.

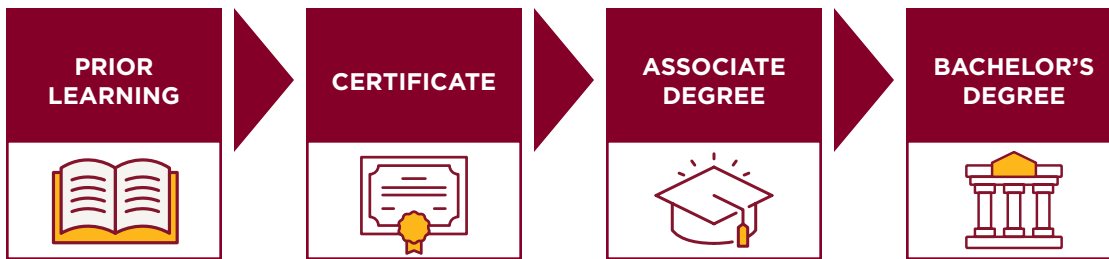
mstc.edu • 888-575-6782 • TTY: 711



Adams Campus • Marshfield Campus • Stevens Point Downtown Campus • Wisconsin Rapids Campus • Virtual Campus • AMETA® Center

Mid-State does not discriminate on the basis of race, color, national origin, sex, disability, or age in its program, activity, or employment. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Vice President - Human Resources; 500 32nd Street North, Wisconsin Rapids, WI 54494; 715-422-5325 • AAEO@mstc.edu. 3/2026-AC

CAREER PATHWAY



Career pathways help you build your education step by step. Each stage offers one or more credentials that are recognized by employers and lead to real jobs—and you can keep building toward your career goals as you go.

Begin at any point.

Prior Learning

Credit for Prior Learning

- Certifications and Licenses
- Military Experience
- National/Standardized Exams
- Transfer Credit
- Work and Life Experience

Learn about Credit for Prior Learning at mstc.edu/cpl.

High School Credit

- High School Dual Credit
- Mid-State Fast Track

Learn about High School Credit at mstc.edu/dc.

Certificate

- Civil Drafting (7 Credits)

Associate Degree

- Civil Engineering Technology-Highway Technician (68-69 Credits)
Start Your Career: AutoCAD Specialist, Civil Engineering Technician, Inspection/Quality Control Technician, Land Survey Technician, Material Testing Technician

Bachelor's Degree

For those interested in continuing their education, Mid-State offers transfer guides with various four-year colleges and universities. For more information, visit mstc.edu/transfer.

Other Options

Related Programs: Automation & Instrumentation Technology, Mechanical Design Technology

OUTCOMES

Employers will expect you, as a Civil Engineering Technology-Highway Technician graduate, to be able to:

- Utilize graphic techniques to produce engineering drawings.
- Conduct standardized field and laboratory testing on civil engineering materials.
- Utilize modern surveying methods for land measurements and/or construction layout.
- Estimate material quantities and costs for civil engineering projects.
- Utilize geometric elements to develop corridors.
- Design storm systems to meet given design requirements.
- Determine forces and stresses in elementary structural systems.
- Employ productivity software to solve technical problems.

TECHNICAL SKILLS ATTAINMENT

The Wisconsin Technical College System (WTCS) has implemented a requirement that all technical colleges measure outcomes attained by students. This requirement is called Technical Skills Attainment (TSA). The main objective of TSA is to ensure graduates have the technical skills needed by employers. Faculty will let students know when and how the TSA is being assessed in the program.

STUDENT HANDBOOK

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

GRADUATION REQUIREMENT

The GPS for Student Success course is required for all Mid-State program students and is recommended to be completed before obtaining 12 credits. Some students are exempt from this requirement. Please see your academic advisor for more information.

ADDITIONAL COURSES AS NEEDED

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

College Reading and Writing 1

10831104

3 credits

Provides learners with opportunities to develop and expand reading and writing skills to prepare for college-level academic work. Students will employ critical reading strategies to improve comprehension, analysis, and retention of texts. Students will apply the writing process to produce well-developed, coherent, and unified written work.

Pre-Algebra

10834109

3 credits

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

MULTIPLE MEASURES

Students can place into courses using high school GPA and completed classes. Placement can be determined in the following ways:

- **Multiple Measures Writing (MMW)**
High school GPA of 2.6 & successful completion of 2.0 credits of high school writing courses with a "C" or better
- **Multiple Measures Reading (MMR)**
High school GPA of 2.6 & successful completion of 2.0 credits of high school literature courses with a "C" or better
- **Multiple Measures Math 1 (MMM_1)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school math (Algebra 1 or equivalent) with a "C" or better
- **Multiple Measures Math 2 (MMM_2)**
High school GPA of 2.6 & successful completion of 2.0 credits of high school math including Algebra 1 and Algebra 2 with a "C" or better
- **Multiple Measures Science 1 (MMS_1)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school lab science course with a "C" or better
- **Multiple Measures Science 2 (MMS_2)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school chemistry with a "C" or better

Past high school and college transcripts are used in making course placement decisions.

SAMPLE FULL-TIME CURRICULUM OPTION

Civil Engineering Technology-Highway Technician • 68-69 Total Credits

Term 17 Credits	Course Number	Course Name	CPL	Credits
	10607106	Excel for Engineering	No	1
	10607108	Intro to Civil 3D	Yes	1
	10607145	Soils	No	3
	10607155	Intro to Surveying	Yes	2
	10623106	Introduction to AutoCAD	Yes	1
	10623115	Intro to Engineering	No	1
	10801136	English Composition 1	Yes	3
	10804118	Intermediate Algebra with Applications	Yes	4
	10890102	GPS for Student Success	Yes	1
Term 16 Credits	Course Number	Course Name	CPL	Credits
	10487101	Drones and Remote Sensing	No	1
	10607110	Cemented Aggregate Mixtures	No	4
	10607150	Civil Engineering Drafting I	Yes	3
	10607156	Surveying - Total Station	No	3
	10607167	Inspection	No	2
	10804196	Trigonometry with Applications	No	3
Term 18-19 Credits	Course Number	Course Name	CPL	Credits
	10607117	GIS Fundamentals	No	2
	10607118	Land Records	No	1
	10607160	Civil Engineering Drafting II	No	2
	10607170	Storm Water Management	No	3
	10607171	Highway Surveying	No	2
	10607174	GPS for Surveyors	No	2
	10806143 or 10806154	College Physics 1 or General Physics 1	No	3 or 4
	10809166 or 10809195	Introduction to Ethics: Theory & Application or Economics	Yes	3
Term 17 Credits	Course Number	Course Name	CPL	Credits
	10607149	Highway Bridges, Medians, & Barriers	No	3
	10607166	Construction Estimating & Management	No	3
	10607180	Civil Engineering Capstone	No	2
	10801198 or 10801196	Speech or Oral/Interpersonal Communication	Yes	3
	10804195	College Algebra with Applications	Yes	3
	10809198 or 10809188	Introduction to Psychology or Developmental Psychology	Yes	3

Please Note

- Credit for Prior Learning (CPL) options are available for some courses. You can visit mstc.edu/cpl or contact your academic advisor for details.
- This curriculum sequence is only for student planning. Actual student schedules will vary depending on course availability.
- Program completion time may vary based on student scheduling and course availability. For details, go to mstc.edu/schedule.
- Get the latest updates online at mstc.edu.

SAMPLE PART-TIME CURRICULUM OPTION

Civil Engineering Technology-Highway Technician • 68-69 Total Credits

Term 10 Credits	Course Number	Course Name	CPL	Credits
	10607108	Intro to Civil 3D	Yes	1
	10607155	Intro to Surveying	Yes	2
	10623106	Introduction to AutoCAD	Yes	1
	10623115	Intro to Engineering	No	1
	10804118	Intermediate Algebra with Applications	Yes	4
	10890102	GPS for Student Success	Yes	1
Term 11 Credits	Course Number	Course Name	CPL	Credits
	10607150	Civil Engineering Drafting I	Yes	3
	10607156	Surveying - Total Station	No	3
	10607167	Inspection	No	2
	10804196	Trigonometry with Applications	No	3
Term 7 Credits	Course Number	Course Name	CPL	Credits
	10607106	Excel for Engineering	No	1
	10607145	Soils	No	3
	10801136	English Composition 1	Yes	3
Term 7-8 Credits	Course Number	Course Name	CPL	Credits
	10487101	Drones and Remote Sensing	No	1
	10806143 or 10806154	College Physics 1 or General Physics 1	No	3 or 4
	10809166 or 10809195	Introduction to Ethics: Theory & Application or Economics	Yes	3
Term 7 Credits	Course Number	Course Name	CPL	Credits
	10607160	Civil Engineering Drafting II	No	2
	10607170	Storm Water Management	No	3
	10607171	Highway Surveying	No	2
Term 10 Credits	Course Number	Course Name	CPL	Credits
	10607110	Cemented Aggregate Mixtures	No	4
	10607166	Construction Estimating & Management	No	3
	10804195	College Algebra with Applications	Yes	3
Term 8 Credits	Course Number	Course Name	CPL	Credits
	10607117	GIS Fundamentals	No	2
	10607118	Land Records	No	1
	10607174	GPS for Surveyors	No	2
	10801198 or 10801196	Speech or Oral/Interpersonal Communication	Yes	3
Term 8 Credits	Course Number	Course Name	CPL	Credits
	10607149	Highway Bridges, Medians, & Barriers	No	3
	10607180	Civil Engineering Capstone	No	2
	10809198 or 10809188	Introduction to Psychology or Developmental Psychology	Yes	3

Cemented Aggregate Mixture

10607110

4 credits

WisDOT standard tests and procedures are performed on aggregates, hot mix asphalt, and concrete in a lab environment. The behavior that results from material selection and mixture proportioning is evaluated through test results. Learners will design hot mix asphalt and concrete mixtures within WisDOT design parameters. HTCP certification is encouraged after completion of the course.

Corequisite: Intermediate Algebra with Applications 10804118

Civil Engineering Capstone

10607180

2 credits

This capstone class is a project-based learning experience that allows students to integrate and demonstrate their civil engineering drafting, design, and survey skills by applying them to a specific engineering problem. Students collaborate in teams to apply their problem-solving and technology skills to a design experience. Working in collaboration with a faculty member, students plan, produce, document and present quality engineering designs.

Students should be in their last semester of the Civil Engineering Technology program to enroll in this class.

Prerequisites: Civil Engineering Drafting II 10607160, Storm Water Management 10607170, and Highway Surveying 10607171

Civil Engineering Drafting I

10607160

3 credits

Students will use survey data to create and analyze existing ground surface models in Civil 3D. Students will also learn basic and advanced corridor modeling methods, create cross sections, analyze earthwork volumes, and apply dynamic annotation in order to produce construction drawings.

Prerequisite: Intro to Civil 3D 10607108

Civil Engineering Drafting II

10607150

3 credits

Expands on topics learned in Civil Engineering Drafting I. Topics covered include site layout and modeling, as well as sanitary sewer, water main, and dry utility layout and modeling.

Prerequisite: Civil Engineering Drafting I 10607150

College Algebra with Applications

10804195

3 credits

Covers the skills needed for success in calculus and many application areas on a baccalaureate level. Topics include the real and complex number systems, polynomials, exponents, radicals, solving equations and inequalities (linear and nonlinear), relations and functions, systems of equations and inequalities (linear and nonlinear), matrices, graphing, conic sections, sequences and series, combinatorics, and the binomial theorem.

Prerequisite: ACT Math score of 22 or Trigonometry with Applications 10804196 or Intermediate Algebra with Applications 10804118 with a "C" or better

College Physics 1

10806143

3 credits

Presents the applications and theory of basic physics principles. This course emphasizes problem solving, laboratory investigation and applications. Topics include laboratory safety, unit conversions and analysis, kinematics, dynamics, work, energy, power, temperature and heat.

Corequisite: Trigonometry with Applications 10804196

Construction Estimating & Management

10607166

3 credits

Presents goals and performance of quantity takeoff, cost estimation, and contract interpretation. Project bidding, construction techniques, and equipment capabilities are evaluated.

Prerequisites: Excel for Engineering 10607106, Intermediate Algebra with Applications 10804118, and Introduction to AutoCAD 10623106

Developmental Psychology

10809188

3 credits

Studies human development throughout the lifespan and explores developmental theory and research with an emphasis on the interactive nature of the biological, cognitive, and psychosocial changes that affect the individual from conception to death. Application activities and critical thinking skills enable students to gain an increased knowledge and understanding of themselves and others.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English

Drones and Remote Sensing

10487101

1 credit

This course will explore topics included in the Section 107 Drone Pilot License exam, as well as drone and remote sensing applications in the civil engineering industry. Students will have the opportunity to fly drones in order to capture data for use in engineering design.

Corequisite: Civil Engineering Drafting I 10607150

Economics

10809195

3 credits

Provides an overview of how a market-oriented economic system operates and surveys the factors that influence national economic policy. Basic concepts and analyses are illustrated by reference to a variety of contemporary problems and public policy issues. Concepts include scarcity, resources, alternative economic systems, growth, supply and demand, monetary and fiscal policy, inflation, unemployment and global economic issues.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English

English Composition 1

10801136

3 credits

Learners develop and apply skills in all aspects of the writing process. Through a variety of learning activities and written documents, learners employ rhetorical strategies, plan, organize and revise content, apply critical reading strategies, locate and evaluate information, integrate and document sources, and apply standardized English language conventions.

Prerequisite: High School GPA of 2.6 and MMW or Accuplacer Writing of 262 or Accuplacer Reading 253 or ACT English score of 20 or ACT Reading 21 or completion of College Reading and Writing 1 10831104 with a "C" or better

Excel for Engineering

10607106

1 credit

Students learn to create, modify, and format spreadsheets and workbooks for readability and functionality in the engineering industry. Students will practice constructing workbooks to perform calculations and generate results in tabular and graphic form.

General Physics 1

10806154

4 credits

Presents the applications and theory of basic physics principles. This course emphasizes problem solving, laboratory investigation, and applications. Topics include unit conversion and analysis, vectors, translational and rotational kinematics, translational and rotational dynamics, heat and temperature, and harmonic motion and waves.

Corequisite: Trigonometry with Applications 10804196

GIS Fundamentals

10607117

2 credits

An introduction to geographic information systems (GIS) and how they are used to document and convey information that has a spatial component. Students use GIS software to create, manipulate, and present geographic information.

GPS for Surveyors

10607174

2 credits

A GNSS surveying instrument and data collector are operated to collect field data and perform construction staking. Learners will explain the GNSS system and diagnose problems with data collection and use the data collector to analyze field data and create linework for stakeout.

Prerequisites: Intro to Surveying 10607155, Intro to Civil 3D 10607108

Highway Bridges, Medians, & Barriers

10607149

3 credits

Studies the processes, considerations, and safety aspects of constructing and maintaining highway bridges, medians, and barriers. Includes investigation of structural loads, stress factors, and valid design procedures for these critical components of today's modern roads and highways.

Prerequisite: Highway Surveying 10607171; Corequisite: Inspection 10607167

Highway Surveying

10607171

2 credits

Learners will explain the geometry of horizontal curves, vertical curves and super elevation with consideration of WISDOT design requirements. Civil 3D and spreadsheet software are used to model basic curves and produce reports from the software that could be used for construction staking. Learners will also perform calculations manually in preparation for the NSPS-CST exam.

Prerequisites: Intro to Surveying 10607155, Civil Engineering Drafting I 10607150; Corequisite: Trigonometry with Applications 10804196

Inspection

10607167

2 credits

Concerns construction inspection and its importance, the role of the inspector, requirements for a good inspector, and general duties of the inspector. Emphasizes concrete and asphalt inspection.

Prerequisite: Intro to Surveying 10607155

Intermediate Algebra with Applications

10804118

4 credits

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

Prerequisite: High School GPA of 2.6 and MMM_1 or Accuplacer Arithmetic of 263 and QAS 234 or ACT Math score of 19 or QAS of 245 or Pre-Algebra 10834109 with a "C" or better.

Introduction to AutoCAD

10623106

1 credit

Learners will develop practical approaches to constructing basic 2D drawings in AutoCAD software by drawing, modifying, and assigning appropriate layer properties. Learners will also analyze length and area of shapes drawn in AutoCAD, summarize details through dimensions and annotations added to the drawings, and format the drawings for printing. Prior experience with computers is recommended.

Intro to Civil 3D

10607108

1 credit

This introductory course in Civil 3D covers basic two-dimensional drafting concepts, including the layout of roads and parcels in a subdivision. Alignments, parcels, and dynamic labels will be created and explored using Civil 3D software.

Corequisite: Introduction to AutoCAD 10623106

Intro to Engineering

10623115

1 credit

Mathematical solutions are arranged through dimensional analysis, and this process is applied to a variety of engineering situations. Life cycle cost is evaluated to determine the cost effectiveness in decision making. Practical applications will enhance these fundamentals.

Intro to Surveying

10607155

2 credits

Learners will use basic surveying instruments to measure/estimate horizontal lengths, an automatic level to determine elevation, and research survey data online. Resolve measurement errors and report results in appropriate formats. Create cross section and profile views from survey data.

Corequisite: Intermediate Algebra with Applications 10804118

Introduction to Ethics: Theory & Application

10809166

3 credits

Provides a basic understanding of the theoretical foundations of ethical thought. Diverse ethical perspectives are used to analyze and compare relevant issues. Students critically evaluate individual, social, and/or professional standards of behavior, and apply a systemic decision-making process to these situations.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English

Introduction to Psychology

10809198

3 credits

This science of psychology course is a survey of multiple aspects of behavior and mental processes. It provides an overview of topics such as research methods, theoretical perspectives, learning, cognition, memory, motivation, emotions, personality, abnormal psychology, physiological factors, social influences, and development.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English

Land Records

10607118

1 credit

Interpret land documents, including various types of property descriptions, Certified Survey Maps, and USGS maps. Interconvert azimuth, bearing, and turned angles. Assess evidence for corner restoration and research a local survey document.

Prerequisite: Civil Engineering Drafting I 10607150, Survey-Total Station 10607156

Oral/Interpersonal Communication

10801196

3 credits

Focuses on developing effective listening techniques and verbal and nonverbal communication skills through oral presentation, group activity, and other projects. The study of self, conflict, and cultural contexts will be explored, as well as their impact on communication.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English or College Reading and Writing with a C or better

Soils

10607145

3 credits

Studies the general classification and properties of soil and subsurface materials. Includes subsurface exploration soil tests and hydraulic principles as used in the field of civil engineering. Laboratory techniques are developed for testing and classifying soil and aggregate.

Corequisite: Intermediate Algebra with Applications 10804118

Speech

10801198

3 credits

Explores the fundamentals of effective oral presentation to small and large groups. Topic selection, audience analysis, methods of organization, research, structuring evidence and support, delivery techniques, and other essential elements of speaking successfully, including the listening process, form the basis of this course. Includes informative, persuasive, and occasion speech presentations.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 253 and Writing of 262 or ACT of 21 Reading/19 English or completion of College Reading and Writing 1 10831104 with a "C" or better

Storm Water Management

10607170

3 credits

Emphasizes storm water management, calculations, planning, and design. Topics include open channel and pressure flow, storage and treatment facility design concepts, and regulation, permitting, and enforcement of sanitary and storm water ordinances.

Prerequisite: Civil Engineering Drafting I 10607150; Corequisite: Trigonometry with Applications 10804196

Surveying - Total Station

10607156

3 credits

Learners will operate a robotic total station and data collector to collect field data and perform construction staking. Civil 3D software is used to interpret field data, solve survey calculations, and convey plat information. Learners will manually perform calculations to confirm data collector solutions and to prepare for the written NSPS-CST exam. Learners will perform a traverse and adjust the results.

Prerequisites: Intro to Surveying 10607155, Intro to Civil 3D 10607108. Corequisite: Trigonometry with Applications 10804196 and Civil Engineering Drafting I 10607150

Trigonometry with Applications

10804196

3 credits

Topics include circular functions, graphing of trigonometry functions, identities, equations, trigonometric functions of angles, inverse functions, solutions of triangles, complex numbers, DeMoivre's Theorem, polar coordinates, and vectors.

Prerequisite: ACT Math score of 22 or Intermediate Algebra with Applications 10804118 with a "C" or better

CONSTRUCTION TRADES

Technical Diploma

Program Code: 31-475-1

Total Credits: 11

Mid-State's Construction Trades technical diploma provides the foundation knowledge and experience to get started in the construction, carpentry, plumbing, electrical, and pipefitting fields. Graduates understand the various components of building construction systems as well as proper and safe tool use and installation techniques for piping, heating, and electrical systems. Successful completion of the diploma prepares students for an entry-level position in the construction trades industry. The program includes work in an interactive hands-on lab and a year-round larger lab complete with an "indoor house." Through exposure to multiple fields and industries, graduates are prepared to enter the trade they choose.

To learn more about this program, visit mstc.edu/programs.

ACADEMIC ADVISOR

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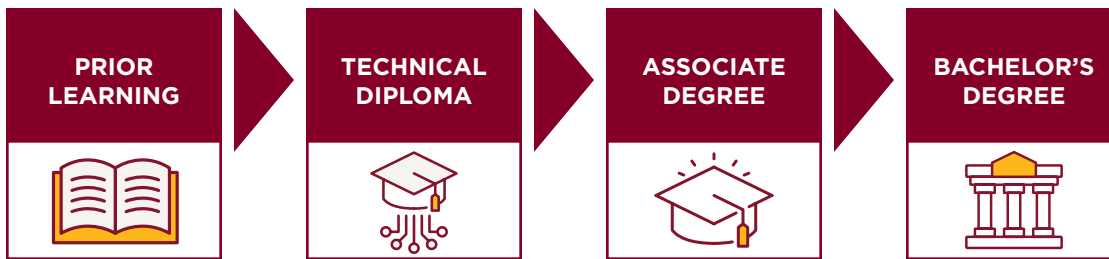
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CAREER PATHWAY



Career pathways help you build your education step by step. Each stage offers one or more credentials that are recognized by employers and lead to real jobs—and you can keep building toward your career goals as you go.

Begin at any point.

Prior Learning

Credit for Prior Learning

- Certifications and Licenses
- Military Experience
- National/Standardized Exams
- Transfer Credit
- Work and Life Experience

Learn about Credit for Prior Learning at mstc.edu/cpl.

High School Credit

- High School Dual Credit
- Mid-State Fast Track

Learn about High School Credit at mstc.edu/dc.

Technical Diploma

- Construction Trades (11 Credits)
Start Your Career: Electrical Contracting Laborer, Carpentry Contracting Laborer, General Construction Laborer, Plumbing Contracting Laborer
- Heating, Ventilation, & Air Conditioning (HVAC) Installer (25 Credits)
Start Your Career: Heating, Ventilation, and Air Conditioning Installer, Heating, Ventilation, and Air Conditioning Sales Representative, Residential Heating, Ventilation, and Air Conditioning Technician

Associate Degree

- Heating, Ventilation, Air Conditioning, & Refrigeration (HVAC-R) Technician (61 Credits)
Start Your Career: Controls Technician, Installation and Service Technician, Refrigeration Technician, Steamfitter

Bachelor's Degree

For those interested in continuing their education, Mid-State offers transfer guides with various four-year colleges and universities. For more information, visit mstc.edu/transfer.

Other Options

Apprenticeship Opportunities: Carpenter, Construction Electrician (ABC), Construction Electrician (IBEW-NECA), Plumber, Steamfitter and Steamfitter Service

OUTCOMES

Employers will expect you, as a Construction Trades graduate, to be able to:

- Demonstrate construction safety.
- Use construction tools and equipment.
- Interpret construction documents and blueprints.
- Construct a building structure using wood framing techniques.
- Recognize plumbing, HVAC, and electrical systems.
- Comply with all applicable standards, policies, and procedures, including safety procedures and the maintenance of a clean work area.

TECHNICAL SKILLS ATTAINMENT

The Wisconsin Technical College System (WTCS) has implemented a requirement that all technical colleges measure outcomes attained by students. This requirement is called Technical Skills Attainment (TSA). The main objective of TSA is to ensure graduates have the technical skills needed by employers. Faculty will let students know when and how the TSA is being assessed in the program.

STUDENT HANDBOOK

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

GRADUATION REQUIREMENT

The GPS for Student Success course is required for all Mid-State program students and is recommended to be completed before obtaining 12 credits. Some students are exempt from this requirement. Please see your academic advisor for more information.

ADDITIONAL COURSES AS NEEDED

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

College Reading and Writing 1

10831104

3 credits

Provides learners with opportunities to develop and expand reading and writing skills to prepare for college-level academic work. Students will employ critical reading strategies to improve comprehension, analysis, and retention of texts. Students will apply the writing process to produce well-developed, coherent, and unified written work.

Pre-Algebra

10834109

3 credits

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

MULTIPLE MEASURES

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- **Multiple Measures Reading (MMR)**
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- **Multiple Measures Math 1 (MMM_1)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school math (Algebra 1 or equivalent) with a "C" or better
- **Multiple Measures Math 2 (MMM_2)**
High school GPA of 2.6 & successful completion of 2.0 credits of high school math including Algebra 1 and Algebra 2 with a "C" or better
- **Multiple Measures Science 1 (MMS_1)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school lab science course with a "C" or better
- **Multiple Measures Science 2 (MMS_2)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school chemistry with a "C" or better

Past high school and college transcripts are used in making course placement decisions.

SAMPLE FULL-TIME CURRICULUM OPTION

Construction Trades • 11 Total Credits

Term 11 Credits	Course Number	Course Name	CPL	Credits
	10476171	Safety for Construction Trades	Yes	1
	10482107	Construction Fundamentals	No	2
	10483123	Piping Installation	No	2
	10601130	Blueprint Reading for Construction Trades	No	2
	10601140	Electricity for the Construction Trades	No	2
	31442320	Welding Foundations 1	Yes	1
	10890102	GPS for Student Success	Yes	1

Please Note

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SAMPLE PART-TIME CURRICULUM OPTION

Construction Trades • 11 Total Credits

Term 5 Credits	Course Number	Course Name	CPL	Credits
	10476171	Safety for Construction Trades	Yes	1
	10482107	Construction Fundamentals	No	2
	31442320	Welding Foundations 1	Yes	1
	10890102	GPS for Student Success	Yes	1

Term 6 Credits	Course Number	Course Name	CPL	Credits
	10483123	Piping Installation	No	2
	10601130	Blueprint Reading for Construction Trades	No	2
	10601140	Electricity for the Construction Trades	No	2

Blueprint Reading for Construction Trades

10601130

2 credits

Develops the ability to read blueprints for commercial and non-commercial structures. Emphasizes blueprints drawn by licensed architects, covering plumbing, electrical wiring, structural framing, millwork, interior and exterior details, and basic information.

Construction Fundamentals

10482107

2 credits

Studies the concepts associated with the theory, materials, and methods used in construction, including footings and foundations, walls, floors, roofs and roof materials, exterior finishes, interior walls, ceiling and floor finishes, insulation types, vapor and air infiltration, and sound protection. Students also become familiar with blueprint reading and examine all trades associated with construction, including, electrical, HVAC, and plumbing. Safe use of the appropriate tools for each trade is covered.

Electricity for Construction Trades

10601140

2 credits

This course is an introduction to electrical theory and application for those in the construction and building trades. Content includes AC and DC circuits, schematics, Ohm's Law, multimeter use and circuit troubleshooting. This course will also provide an introduction to the contents of the National Electrical Code (NEC).

GPS for Student Success

10890102

1 credit

Integrate necessary skills for student success by developing an academic plan, identifying interpersonal attributes for success, adopting efficient and effective learning strategies, and utilizing Mid-State resources, policies, and processes. This course is recommended to be completed prior to obtaining 12 credits and is a graduation requirement unless you receive an exemption from your program advisor.

Piping Installation

10483123

2 credits

This course introduces students to the fundamentals of measuring, fitting, joining, and installing piping common to the plumbing and HVAC industries.

Safety for Construction Trades

10476171

1 credit

The Safety for Construction Trades course teaches construction related workers about their rights, employer responsibilities and how to identify, abate, avoid and prevent job related hazards. Students will familiarize themselves with the proper selection and use of personal protective equipment and safety requirements on a construction site for various activities. Course outcomes align with the training outcomes recommended by OSHA. Upon successful completion, students will receive an OSHA 10 Card.

Welding Foundations 1

31442320

1 credit

An introduction to fundamental welding techniques with an emphasis on safe work habits that covers the processes of FCAW, GMAW, and OXY-Fuel cutting. Classroom instruction paired with lab activities are designed to provide fundamental skills in each of the welding processes covered in the class.

COSMETOLOGY

Technical Diploma

Program Code: 31-502-1

Total Credits: 34

Combined with successful completion of the state licensing exam, Mid-State's Cosmetology program provides the theory and practice you need to build your cosmetology career. Students study hair cutting, perming/relaxing, and styling as well as facial and scalp treatments, barbering, makeup, pedicuring, manicuring, and more. The program emphasizes sanitation and safety. You'll learn from experienced instructors, guest lectures, demonstrations, industry representatives, and platform artists. Your practice will progress from working on mannequins to providing services in the on-campus salon. Many other hands-on opportunities are available, including job shadowing.

Mid-State's Cosmetology program prepares students to obtain the required licensure to be employed/practice in the state of Wisconsin. The College does not guarantee its curriculum matches the requirements for preparation, examination, or licensure for other states.

To learn more about this program, visit mstc.edu/programs.

ACADEMIC ADVISOR

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High School Credit

- High School Dual Credit
- Mid-State Fast Track

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Technical Diploma

- Cosmetology (34 Credits)
Start Your Career: Cosmetologist, Esthetician, Hair Stylist, Makeup Artist, Manicurist/Pedicurist

Bachelor's Degree

For those interested in continuing their education, Mid-State offers transfer guides with various four-year colleges and universities. For more information, visit mstc.edu/transfer.

Other Options

Related Programs: Barber Technologist, Nail Technician

OUTCOMES

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

- Apply safety and sanitation procedures.
- Adhere to the current Wisconsin administrative codes and statutes for cosmetology.
- Demonstrate interpersonal skills for success.
- Perform hair cutting services.
- Perform shampoo services.
- Perform skin care services.
- Perform texture services.
- Perform hair color services.
- Demonstrate hair styling and finishing techniques.
- Perform nail services.
- Develop strategies to market products and services.

TECHNICAL SKILLS ATTAINMENT

The Wisconsin Technical College System (WTCS) has implemented a requirement that all technical colleges measure outcomes attained by students. This requirement is called Technical Skills Attainment (TSA). The main objective of TSA is to ensure graduates have the technical skills needed by employers. Faculty will let students know when and how the TSA is being assessed in the program.

Most classes are offered in a face-to-face format. Theory of General Sciences is offered only in an online format. Work on mannequins, other students, and in an on-campus salon completes the practical component of your training.

Students must purchase a kit of required tools and supplies. The cost of the kit is approximately \$1,700 and must be purchased for use on the first day of class.

Students who successfully complete the program will meet the Wisconsin requirement of 1,550 hours of theoretical and practical instruction. Financial aid and scholarships are available to those who qualify.

TECHNICAL STANDARDS

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

PROGRAM PROGRESSION

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

STUDENT HANDBOOK

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- **Multiple Measures Math 1 (MMM_1)**
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- **Multiple Measures Science 2 (MMS_2)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school chemistry with a "C" or better

Past high school and college transcripts are used in making course placement decisions.

SAMPLE FULL-TIME CURRICULUM OPTION

Cosmetology • 34 Total Credits

Term 15 Credits	Course Number	Course Name	CPL	Credits
	31502334	Hairstyling	No	3
	31502335	Haircutting	No	3
	31502336	Chemical Texture Services	No	3
	31502337	Nail Technology	No	1
	31502340	Facials	No	1
	31502347	Haircolor	No	3
Term 13 Credits	10890102	GPS for Student Success	Yes	1
	Course Number	Course Name	CPL	Credits
	31502316	Theory of General Sciences	No	1
	31502338	Salon Operations	No	1
	31502342	Capstone Experience	No	3
	31502343	Salon Client Relations	No	4
Term 6 Credits	31502344	Salon Ecology & Industry Trends	No	4
	Course Number	Course Name	CPL	Credits
	31502349	Salon Communication & Management	No	3
	31502350	Salon Sales & Marketing	No	3

Please Note

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SAMPLE PART-TIME CURRICULUM OPTION

Cosmetology • 34 Total Credits

Term 9 Credits	Course Number	Course Name	CPL	Credits
	31502316	Theory of General Sciences	No	1
	31502335	Haircutting	No	3
	31502336	Chemical Texture Services	No	3
	31502338	Salon Operations	No	1
	10890102	GPS for Student Success	Yes	1
Term 8 Credits	Course Number	Course Name	CPL	Credits
	31502340	Facials	No	1
	31502343	Salon Client Relations	No	4
	31502347	Haircolor	No	3
Term 7 Credits	Course Number	Course Name	CPL	Credits
	31502334	Hairstyling	No	3
	31502344	Salon Ecology & Industry Trends	No	4
Term 7 Credits	Course Number	Course Name	CPL	Credits
	31502337	Nail Technology	No	1
	31502349	Salon Communication & Management	No	3
	31502342	Capstone Experience	No	3
Term 3 Credits	Course Number	Course Name	CPL	Credits
	31502350	Salon Sales & Marketing	No	3

Capstone Experience**31502342****3 credits**

Students prepare for the state board exam and for securing a job. Students complete a mock assessment of all state board practical and written concepts, including state law. Students also prepare for their job search and for working with the business side of the cosmetology industry.

Corequisite: Admission to the Cosmetology program 315021 and consent of instructor

Chemical Texture Services**31502336****3 credits**

Includes the basics of safe and sanitary permanent waving and chemical hair relaxing. Includes history and product knowledge of these chemical services as well as advanced techniques and procedures that define current trends in the salon.

Prerequisite: Admission to Cosmetology program 315021

Facials**31502340****1 credit**

Students learn the different types of skin and study structure and functions of the skin. Applies basic facial techniques. Students will study microdermabrasion, laser hair removal, and chemical peels. They also perform basic skin waxing techniques, removal of superfluous hair, makeup application, false eyelash application, and skin analysis.

Prerequisite: Admission to Cosmetology program 315021

GPS for Student Success**10890102****1 credit**

Integrate necessary skills for student success by developing an academic plan, identifying interpersonal attributes for success, adopting efficient and effective learning strategies, and utilizing Mid-State resources, policies, and processes. This course is recommended to be completed prior to obtaining 12 credits and is a graduation requirement unless you receive an exemption from your program advisor.

Haircolor**31502347****3 credits**

Covers hair-color basics which include the law of color, the color wheel, and the theory behind these concepts. Students identify the chemicals used in hair color and discover the differences between temporary, semi/demi, and permanent color. Students mix and apply color while developing skills and building client consultation techniques. Studies application methods governed by the state board regulations. Also teaches the study of bleach theory and complete lightening applications, including foiling. Students experience advanced color formulations, color placement techniques, and color correction procedures.

Prerequisite: Admission to Cosmetology program 315021

Haircutting**31502335****3 credits**

Involves designing haircuts, understanding form, and applying various haircutting techniques. Students perform various haircuts, including blunt, uniform, increased, and graduated haircuts. Students also perform men's haircuts including razor cutting, shear over comb, clipper cutting, clipper over comb, short tapered, and flattops. Trimming techniques used for men's facial hair are also emphasized and practiced, including shaving, beards, mustaches, and side burns.

Prerequisite: Admission to Cosmetology program 315021

Hairstyling**31502334****3 credits**

Emphasizes wet and dry hairstyling to include rollers, air-forming, thermal styling, hair straightening, finger waving, pin curls, hair analysis, shampooing, scalp treatments, braiding, long hair design, and hair pressing. Fundamentals of thermal styling and comb-outs are performed. Practical aspects of hair enhancements including wigs, hair extensions, and hair pieces will also be performed.

Prerequisite: Admission to Cosmetology program 315021

Nail Technology**31502337****1 credit**

Students achieve skills in manicuring, pedicuring, and nail enhancement services, including polish application and massage techniques. Students study nail shape and safe and sanitary use of nail care products. Paraffin hand dips, advanced polish techniques, and various nail art application are practiced.

Prerequisite: Admission to Cosmetology program 315021 or Nail Technician program 305024

Salon Client Relations**31502343****4 credits**

Students refine their professional communication and consultation skills with clients as they continue to increase their salon quotas. Students gain confidence and speed in their advancing skills and also earn 25 hours of off-campus training.

Corequisite: Salon Operations 31502338

Salon Communication & Management**31502349****3 credits**

While continuing to practice salon service skills, students focus on communicating with other stylists and with challenging clients in stressful situations. Students also look at the business side of the industry as they analyze business plans, handbooks, and vision and mission statements.

Salon Ecology & Industry Trends**31502344****4 credits**

The field of cosmetology is built on hairstyle trends. This course examines those trends as students practice the techniques necessary to create contemporary and creative styles. This course also looks at ecological salon practices and protections for clients and workers and includes 25 hours of off-campus training.

Corequisite: Salon Operations 31502338

Salon Operations**31502338****1 credit**

Focuses on developing front desk and client relation skills including managing bookings and applying sanitation standards to dispensary practices. Emphasizes daily operations of a salon and the professional attitudes needed to be successful in the industry.

Corequisites: Haircolor 31502347, Hairstyling 31502334, Haircutting 31502335, Chemical Texture Services 31502336, Nail Technology 31502337, and Facials 31502340

Salon Sales & Marketing**31502350****3 credits**

Using technology, students learn to analyze their productivity reports and manage point of sale operations for each of their clients. Included in this course is a focus on how to market products and services to clients through the creation of salon marketing materials.

Theory of General Sciences**31502316****1 credit**

Covers several general science topics integral to the field of barbering/cosmetology, including bacteriology, infection control, properties of the hair and scalp, nail structure and growth, skin diseases and disorders, introduction to electrology, the basics of electricity, chemistry, and anatomy and physiology. This course is offered online only.

Prerequisite: Admission to Cosmetology program 315021

CRIMINAL JUSTICE-CORRECTIONS & COMMUNITY ADVOCACY

Associate in Applied Science (AAS)

Program Code: 10-504-7

Total Credits: 62

Unique in the Wisconsin Technical College System, the Criminal Justice-Corrections & Community Advocacy program at Mid-State teaches the operations and management of adult/juvenile correctional institutions, probation/parole, community advocacy agencies, special needs populations, alcohol and other drug abuse, and mental health services. Graduates may work in jails, prisons, juvenile detention facilities, halfway houses, and shelter care facilities as well as in the court system. Experienced faculty emphasize professionalism and integrity needed to work in these settings. You'll experience a blend of classroom theory, simulation, and occupational observation, setting you up for success in this field. Our state-of-the-art facilities include a reproduction of a secure detention facility to allow you to develop your skills in a safe yet challenging environment.

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For those interested in continuing their education, Mid-State offers transfer guides with various four-year colleges and universities. For more information, visit mstc.edu/transfer.

Other Options

Related Programs: Advanced Emergency Medical Technician, Criminal Justice-Law Enforcement 720 Academy, Criminal Justice-Studies, Emergency Medical Technician, Emergency Services Management, Fire Service Certification, Jail Officer Academy, Paramedic, Paramedic Technician

OUTCOMES

Employers will expect you, as a Criminal Justice-Corrections & Community Advocacy graduate, to be able to:

- Explain the components of and interrelationships in the criminal justice system.
- Apply appropriate communication skills to public safety incidents.
- Establish situational safety.
- Engage effectively with vulnerable and disenfranchised individuals/populations.
- Model a healthy lifestyle.
- Adhere to accepted culturally competent, ethical, and behavioral conduct.

TECHNICAL SKILLS ATTAINMENT

The Wisconsin Technical College System (WTCS) has implemented a requirement that all technical colleges measure outcomes attained by students. This requirement is called Technical Skills Attainment (TSA). The main objective of TSA is to ensure graduates have the technical skills needed by employers. Faculty will let students know when and how the TSA is being assessed in the program.

You may be eligible to enter the jail officer certification track. Successful completion of the certification track provides the education and hands-on training required by the Wisconsin Law Enforcement Standards Board to become certifiable as a jail/colocated officer.

Anyone with a felony conviction cannot become a corrections officer without a governor's pardon. A lengthy criminal history or numerous moving traffic violations may hinder opportunities for employment.

PROGRAM PROGRESSION

In order to successfully complete the program, students must earn a grade of "C" or better in all program and general education courses required for graduation. Please note that the ability to repeat courses is dependent upon availability of courses.

TECHNICAL STANDARDS

A list of specific physical, emotional, and mental tasks needed to function as a jail officer is available at mstc.edu/programs/corrections-community-advocacy. Contact the Accessibility Services Coordinator in the Student Services & Information Center to receive assistance.

STUDENT HANDBOOK

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

GRADUATION REQUIREMENT

The GPS for Student Success course is required for all Mid-State program students and is recommended to be completed before obtaining 12 credits. Some students are exempt from this requirement. Please see your academic advisor for more information.

ADDITIONAL COURSES AS NEEDED

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

College Reading and Writing 1 10831104

3 credits

Provides learners with opportunities to develop and expand reading and writing skills to prepare for college-level academic work. Students will employ critical reading strategies to improve comprehension, analysis, and retention of texts. Students will apply the writing process to produce well-developed, coherent, and unified written work.

Pre-Algebra 10834109

3 credits

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

MULTIPLE MEASURES

Students can place into courses using high school GPA and completed classes. Placement can be determined in the following ways:

- **Multiple Measures Writing (MMW)**
High school GPA of 2.6 & successful completion of 2.0 credits of high school writing courses with a "C" or better
- **Multiple Measures Reading (MMR)**
High school GPA of 2.6 & successful completion of 2.0 credits of high school literature courses with a "C" or better
- **Multiple Measures Math 1 (MMM_1)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school math (Algebra 1 or equivalent) with a "C" or better
- **Multiple Measures Math 2 (MMM_2)**
High school GPA of 2.6 & successful completion of 2.0 credits of high school math including Algebra 1 and Algebra 2 with a "C" or better
- **Multiple Measures Science 1 (MMS_1)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school lab science course with a "C" or better
- **Multiple Measures Science 2 (MMS_2)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school chemistry with a "C" or better

Past high school and college transcripts are used in making course placement decisions.

SAMPLE FULL-TIME CURRICULUM OPTION

Criminal Justice-Corrections & Community Advocacy • 62 Total Credits

Term 16 Credits	Course Number	Course Name	CPL	Credits
	10504104	Intro to the Criminal Justice System	No	3
	10504107	Wellness for Rehabilitative Professionals	No	3
	10504109	Basic Professional Communication	No	3
	10801136	English Composition 1	Yes	3
	10801198 or 10801196	Speech or Oral/Interpersonal Communication	Yes	3
	10890102	GPS for Student Success	Yes	1

Term 15 Credits	Course Number	Course Name	CPL	Credits
	10504105	Mental Health	No	3
	10504106	Contemporary Social Issues	No	3
	10504116	Probation & Parole	Yes	3
	10504179	Management of Adult Population	No	3
	10804107 or 10804189 or 10806189	College Mathematics or Introductory Statistics or Basic Anatomy	Yes or Yes or No	3

Term 16 Credits	Course Number	Course Name	CPL	Credits
	10504128	Telecommunications	No	2
	10504178	Secure Detention	Yes	2
	10504184 or 10504165	Basic Jail Academy 1 or Basic Incarceration Principles	Yes or No	3
	10504185 or 10504167	Basic Jail Academy or Trauma & Resiliency	Yes or No	3
	10809166	Introduction to Ethics: Theory & Application	Yes	3
	10809198 or 10809188	Introduction to Psychology or Developmental Psychology	Yes	3

Term 15 Credits	Course Number	Course Name	CPL	Credits
	10504132 or 10504131	Advanced Relational Skills or Rehabilitative Professionals Internship	No	3
	10504156	Child Advocacy	No	3
	10504159	Interpersonal Violence/Victimology	No	3
	10504175	Substance Abuse Disorders	No	3
	10809172 or 10809196	Introduction to Diversity Studies or Introduction to Sociology	Yes	3

Please Note

- Credit for Prior Learning (CPL) options are available for some courses. You can visit mstc.edu/cpl or contact your academic advisor for details.
- This curriculum sequence is only for student planning. Actual student schedules will vary depending on course availability.
- Program completion time may vary based on student scheduling and course availability. For details, go to mstc.edu/schedule.
- Get the latest updates online at mstc.edu.

SAMPLE PART-TIME CURRICULUM OPTION

Criminal Justice-Corrections & Community Advocacy • 62 Total Credits

Term 7 Credits	Course Number	Course Name	CPL	Credits
	10504104	Intro to the Criminal Justice System	No	3
	10504107	Wellness for Rehabilitative Professionals	No	3
	10890102	GPS for Student Success	Yes	1
Term 9 Credits	Course Number	Course Name	CPL	Credits
	10504105	Mental Health	No	3
	10504106	Contemporary Social Issues	No	3
	10801136	English Composition 1	Yes	3
Term 6 Credits	Course Number	Course Name	CPL	Credits
	10504109	Basic Professional Communication	No	3
	10801198 or 10801196	Speech or Oral/Interpersonal Communication	Yes	3
Term 9 Credits	Course Number	Course Name	CPL	Credits
	10504116	Probation & Parole	Yes	3
	10504179	Management of Adult Population	No	3
	10809166	Introduction to Ethics: Theory & Application	Yes	3
Term 8 Credits	Course Number	Course Name	CPL	Credits
	10504128	Telecommunications	No	2
	10804107 or 10804189 or 10806189	College Mathematics or Introductory Statistics or Basic Anatomy	Yes or Yes or No	3
	10809172 or 10809196	Introduction to Diversity Studies or Introduction to Sociology	Yes	3
Term 6 Credits	Course Number	Course Name	CPL	Credits
	10504156	Child Advocacy	No	3
	10504159	Interpersonal Violence/Victimology	No	3
Term 8 Credits	Course Number	Course Name	CPL	Credits
	10504178	Secure Detention	Yes	2
	10504184 or 10504165	Basic Jail Academy 1 or Basic Incarceration Principles	Yes or No	3
	10504185 or 10504167	Basic Jail Academy or Trauma & Resiliency	Yes or No	3
Term 9 Credits	Course Number	Course Name	CPL	Credits
	10504132 or 10504131	Advanced Relational Skills or Rehabilitative Professionals Internship	No	3
	10504175	Substance Abuse Disorders	No	3
	10809198 or 10809188	Introduction to Psychology or Developmental Psychology	Yes	3

Advanced Relational Skills

10504132

3 credits

Utilizes scenario-based instruction to prepare students in the use of specific techniques and processes required for effective communication in today's professional criminal justice professions. Emphasizes communication skills that enhance professional interactions within service professions. Learners will complete a basic resume, cover letter, and background packet. Learners will prepare for a criminal justice career interview and participate in a mock interview with current practitioners. A program requirement for community service will also be tracked in this course.

Prerequisite: Admission to Criminal Justice-Corrections & Community Advocacy program 105047

Basic Anatomy

10806189

3 credits

Examines concepts of anatomy and physiology as they relate to health careers. Learners correlate anatomical and physiological terminology to all body systems.

Prerequisite: High School GPA of 2.6 and MMM_1 or MMS_1 or Accuplacer QAS 246 or Accuplacer Reading Skills of 249 or ACT Math 19 or ACT Reading score of 15

Basic Incarceration Principles

10504165

3 credits

Learners will explore topics relating to the rights of incarcerated populations, maintaining personal vigilance and environmental safety in detention facilities, caring for mentally and physically fragile populations, and communicating with inmates and facility staff.

Corequisite: Trauma & Resiliency 10504167

Basic Jail Academy 1

10504184

3 credits

This State of Wisconsin jail preparatory training program includes the following topics: Introduction to Corrections, Principles of Subject Control, Maintain Jail Security, Jail Hostage Response, Professional Communication Skills, Ethics and Ethical Decision Making, Admit and Release Inmates, Inmate Supervision and Behavior Control, Supervision of Special Needs Inmates/Crisis Intervention, Prepare Reports, Correctional Law, Jail Health Care, Cardio-Pulmonary Resuscitation, Jail Fire Safety, Application: Scenarios/Simulations, and Testing/Evaluation. Once learners successfully complete this course and the Basic Jail Academy 2 course, they are eligible for certifiable status by the State of Wisconsin to work in a county jail. This is primarily a lab-based class.

Prerequisites: Admission to Criminal Justice-Corrections & Community Advocacy 105047 program, passing of a background check and medical screening; Corequisite: Basic Jail Academy 2 10504185

Basic Jail Academy 2

10504185

3 credits

This State of Wisconsin jail preparatory training program includes the following topics: Introduction to Corrections, Principles of Subject Control, Maintain Jail Security, Jail Hostage Response, Professional Communication Skills, Ethics and Ethical Decision Making, Admit and Release Inmates, Inmate Supervision and Behavior Control, Supervision of Special Needs Inmates/Crisis Intervention, Prepare Reports, Correctional Law, Jail Health Care, Cardio-Pulmonary Resuscitation, Jail Fire Safety, Application: Scenarios/Simulations, and Testing/Evaluation. Once learners successfully complete this course and the Basic Jail Academy 1 course, they are eligible for certifiable status by the State of Wisconsin to work in a county jail. This is primarily a lab-based class.

Prerequisite: Admission to Criminal Justice-Corrections & Community Advocacy 105047 program, passing of a background check and medical screening; Corequisite: Basic Jail Academy 1 10504184

Basic Professional Communications

10504109

3 credits

Learners in this course will explore ways to effectively utilize oral and written communications in professional rehabilitation forums. Learners will acquire the skills to communicate professionally, while learning mediation, motivational interviewing and basic professional communication techniques.

Child Advocacy

10504156

3 credits

Introduces the concepts of child advocacy with an emphasis on the public service professional's role in identifying and managing situations involving child abuse and neglect. Provides an overview of the field of child advocacy, and explores the role of child advocate in different professions as well as ethical, legal, and professional responsibilities. Takes a multi-disciplinary team approach to examining family problems related to poverty, drug abuse, and violence. Adverse Childhood Experiences (ACEs) are examined.

College Mathematics

10804107

3 credits

This course is designed to review and develop fundamental concepts of mathematics in the areas of algebra, geometry, trigonometry, measurement and data. Algebra topics emphasize simplifying algebraic expressions, solving linear equations and inequalities with one variable, solving proportions and percent applications. Geometry and trigonometry topics include; finding areas and volumes of geometric figures, applying similar and congruent triangles, applying Pythagorean Theorem, and solving right triangles using trigonometric ratios. Measurement topics emphasize the application of measurement concepts and conversion techniques within and between U.S. customary and metric system to solve problems. Data topics emphasize data organization and summarization skills, including: frequency distributions, central tendency, relative position and measures of dispersion. Special emphasis is placed on problem solving, critical thinking and logical reasoning, making connections, and using calculators.

Prerequisite: High School GPA of 2.6 and MMM_1 or Accuplacer Arithmetic of 250 and QAS 234 or ACT Math score of 17 or Pre-Algebra 10834109 with a "C" or better

Contemporary Social Issues

10504106

3 credits

Learners in this course will examine contemporary social issues that affect the rehabilitative professions. Learners will gain an understanding of how major systems of power such as racism, sexism, classism, and heterosexism are integrated and result in numerous social conflicts.

Developmental Psychology

10809188

3 credits

Studies human development throughout the lifespan and explores developmental theory and research with an emphasis on the interactive nature of the biological, cognitive, and psychosocial changes that affect the individual from conception to death. Application activities and critical thinking skills enable students to gain an increased knowledge and understanding of themselves and others.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English

English Composition 1

10801136

3 credits

Learners develop and apply skills in all aspects of the writing process. Through a variety of learning activities and written documents, learners employ rhetorical strategies, plan, organize and revise content, apply critical reading strategies, locate and evaluate information, integrate and document sources, and apply standardized English language conventions.

Prerequisite: High School GPA of 2.6 and MMW or Accuplacer Writing of 262 or Accuplacer Reading 253 or ACT English score of 20 or ACT Reading 21 or completion of College Reading and Writing 1 10831104 with a "C" or better

GPS for Student Success

10890102

1 credit

Integrate necessary skills for student success by developing an academic plan, identifying interpersonal attributes for success, adopting efficient and effective learning strategies, and utilizing Mid-State resources, policies, and processes. This course is recommended to be completed prior to obtaining 12 credits and is a graduation requirement unless you receive an exemption from your program advisor.

Interpersonal Violence/Victimology

10504159

3 credits

Explores interpersonal violence, defined as abuse that occurs between people who know each other and that can occur within or outside a family setting. This abuse involves one person who uses power and control over another through physical, sexual, or emotional threats or actions; economic control; isolation; or other kinds of coercive behavior. Explores different types of interpersonal violence, including physical abuse, bullying, dating/relationship violence, gang violence, and sexual violence.

Intro to the Criminal Justice System

10504104

3 credits

This course is an introduction into the criminal justice system and it examines its components: law enforcement, court processes and corrections. Students will explore the qualifications and the selection process for the profession and will identify the duties and responsibilities of those who work within the criminal justice system.

Introduction to Diversity Studies

10809172

3 credits

This course introduces the study of diversity from a local to a global perspective using a holistic, interdisciplinary approach that encourages exploration and prepares students to work in a diverse environment. The course introduces basic diversity concepts, examines the impact of bias and power differentials among groups, explores the use of culturally responsive communication strategies, and compares forces that shape diversity in an international context.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English

Introduction to Ethics: Theory & Application

10809166

3 credits

Provides a basic understanding of the theoretical foundations of ethical thought. Diverse ethical perspectives are used to analyze and compare relevant issues. Students critically evaluate individual, social, and/or professional standards of behavior, and apply a systemic decision-making process to these situations.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English

Introduction to Psychology

10809198

3 credits

This science of psychology course is a survey of multiple aspects of behavior and mental processes. It provides an overview of topics such as research methods, theoretical perspectives, learning, cognition, memory, motivation, emotions, personality, abnormal psychology, physiological factors, social influences, and development.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English

Introduction to Sociology

10809196

3 credits

Introduces students to the basic concepts of sociology: culture, socialization, social stratification, multi-culturalism, and the five institutions of family, politics, economics, religion, and education. Other topics include demography, deviance, technology, environment, social issues, social change, social organization, and workplace issues.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English

Introductory Statistics

10804189

3 credits

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

Prerequisite: High School GPA of 2.6 and MMM_2 or Accuplacer QAS 241 or ACT Math score of 19 or Pre-Algebra 10834109 or College Math 10804107 with a "C" or better

Management of Adult Population

10504179

3 credits

Reviews the importance of working positively with the incarcerated adult population. Focuses on the practice of constructive interaction skills, including positive behavior control, dispute resolution, and incident debriefing. Learners explore belief systems, social pressure, moral problems, decision making, and the consequences of decisions.

Prerequisite: Admission to Criminal Justice-Corrections & Community Advocacy program 105047

Mental Health

10504105

3 credits

Learners in this course will receive an overview of crisis intervention. The conceptual framework for crisis intervention practice, including crisis theory, crisis concepts, and crisis intervention models and strategies will be explored.

Oral/Interpersonal Communication

10801196

3 credits

Focuses on developing effective listening techniques and verbal and nonverbal communication skills through oral presentation, group activity, and other projects. The study of self, conflict, and cultural contexts will be explored, as well as their impact on communication.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English or College Reading and Writing with a C or better

Probation & Parole

10504116

3 credits

Analyzes modern probation and parole practices and services, examines current probation procedures and the case law affecting those decisions. Reviews the advantages of community-based treatment and special programs. Through learning activities, students are exposed to a portion of the "daily life" of a probation and parole agent.

Rehabilitative Professionals Internship

10504131

3 credits

Learners in the internship will be provided an excellent opportunity to experience the wide variety of duties and responsibilities of rehabilitative professionals in the field. Students interested in an internship with an agency will participate in an application and interview process to facilitate the selection and placement process. Selected applicants will complete 144 hours in their internship. There is an additional 18 hours of in-class lecture. Acceptance to an agency may be impacted based on findings of a background check and specific agency criteria.

Prerequisite: Admission to Criminal Justice-Corrections & Community Advocacy program 105047

Secure Detention

10504178

2 credits

Reviews theories of adolescent development, history of juvenile court, the Wisconsin Juvenile Justice Code, and the Wisconsin Administrative Code as it applies to juvenile offenders. Learners become familiar with procedures to admit/release adolescents in secure detention. Learners also apply strategies for effective supervision, protection, and discipline of juveniles and adolescents in secure detention settings, including those classified as special-needs offenders. Students meeting all requirements of this course will be certifiable to work in a juvenile detention colocated facility in the State of Wisconsin.

Prerequisite: Admission to Criminal Justice-Corrections & Community Advocacy program 105047

Speech
10801198
3 credits

Explores the fundamentals of effective oral presentation to small and large groups. Topic selection, audience analysis, methods of organization, research, structuring evidence and support, delivery techniques, and other essential elements of speaking successfully, including the listening process, form the basis of this course. Includes informative, persuasive, and occasion speech presentations.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 253 and Writing of 262 or ACT of 21 Reading/19 English or completion of College Reading and Writing 1 10831104 with a "C" or better

Substance Abuse Disorders
10504175
3 credits

Examines the problems of drug abuse and issues across the spectrum, including the latest thoughts about prevention and awareness. Provides an understanding of the origins and current status of drug use, including special situations addressed for a person who may be experiencing problems with substance abuse. Assessment, intervention, rehabilitation, and recovery are also introduced.

Telecommunications
10504128
2 credits

Examines the duties of a 9-1-1 telecommunicator and their role in the public safety team. Focuses on how to handle an emergency when someone calls or radios for help. Further, the learner will review roles and responsibilities, legal aspects, interpersonal communications, trending technology, telephone techniques and call processing, call classification, and radio communications. Learners will discover how to take care of themselves as a 9-1-1 telecommunicator.

Trauma & Resiliency
10504167
3 credits

Learners will explore the causes and effects of trauma and poverty on youth and adult disenfranchised populations. Through the principles of Trauma Informed Care, learners will experience resiliency-building techniques and practice strategies for communicating and advocating for people affected by trauma.

Corequisite: Basic Incarceration Principles 10504165

Wellness for Rehabilitative Professionals
10504107
3 credits

Learners in this course will explore and understand the importance of self-care in the rehabilitative professions. The points of focus will include stress management, dimensions of wellness, compassion fatigue, resilience, secondary trauma, and burn-out risks.

CRIMINAL JUSTICE-LAW ENFORCEMENT 720 ACADEMY

Technical Diploma

Program Code: 30-504-2

Total Credits: 22

This program is specifically designed for students with a minimum of 40 college credits who seek to meet the certification requirements necessary to become a law enforcement officer in the state of Wisconsin. Students must meet the entrance requirements as set forth by the Wisconsin Department of Justice.

Mid-State's Criminal Justice-Law Enforcement 720 Academy prepares students to obtain state certification to be employed/practice in the state of Wisconsin. The College does not guarantee its curriculum matches the requirements for preparation, examinations, or licensure for other states.

To learn more about this program, visit mstc.edu/programs.

ACADEMIC ADVISOR

To schedule an appointment with an academic advisor, call 715-422-5300. Academic advisors will travel to other campuses as necessary to accommodate student needs. For more information about advising, visit mstc.edu/advising.

NEW STUDENT CHECKLIST

Complete the following steps to prepare for your New Student Advising appointment with your academic advisor:

- Submit a Mid-State application at mstc.edu/apply.
- Send official transcripts to:
Mid-State Technical College
Student Services
500 32nd Street North
Wisconsin Rapids, WI 54494
- Complete the Free Application for Federal Student Aid (FAFSA) at fafsa.gov. Mid-State's Financial Aid team is available to assist with your FAFSA application and to answer your financial aid questions. Contact Financial Aid or schedule an appointment at mstc.edu/financial-aid.
- Set up student MyCampus account at mstc.edu/mycampus-assistance.
- Schedule a New Student Advising appointment at mstc.edu/advising.

mstc.edu • 888-575-6782 • TTY: 711



Adams Campus • Marshfield Campus • Stevens Point Downtown Campus • Wisconsin Rapids Campus • Virtual Campus • AMETA® Center

Mid-State does not discriminate on the basis of race, color, national origin, sex, disability, or age in its program, activity, or employment. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Vice President – Human Resources; 500 32nd Street North, Wisconsin Rapids, WI 54494; 715-422-5325 • AAEO@mstc.edu. 3/2026-AC

CAREER PATHWAY



Career pathways help you build your education step by step. Each stage offers one or more credentials that are recognized by employers and lead to real jobs—and you can keep building toward your career goals as you go.

Begin at any point.

Prior Learning

Credit for Prior Learning

- Certifications and Licenses
- Military Experience
- National/Standardized Exams
- Transfer Credit
- Work and Life Experience

Learn about Credit for Prior Learning at mstc.edu/cpl.

High School Credit

- High School Dual Credit
- Mid-State Fast Track

Learn about High School Credit at mstc.edu/dc.

Technical Diploma

- Criminal Justice-Law Enforcement 720 Academy (22 Credits)
Start Your Career: Deputy Sheriff, Police Officer, Private Security, State Trooper

Bachelor's Degree

For those interested in continuing their education, Mid-State offers transfer guides with various four-year colleges and universities. For more information, visit mstc.edu/transfer.

Other Options

Related Programs: Advanced Emergency Medical Technician, Criminal Justice-Corrections & Community Advocacy, Criminal Justice-Studies, Emergency Medical Technician, Emergency Services Management, Fire Service Certification, Jail Officer Academy, Paramedic, Paramedic Technician

OUTCOMES

Employers will expect you, as a Criminal Justice-Law Enforcement 720 Academy graduate, to be able to:

- Think critically.
- Manage emergencies.
- Communicate effectively.
- Demonstrate professionalism.
- Conduct investigations.
- Interact with others.
- Demonstrate technical skills.

TECHNICAL SKILLS ATTAINMENT

The Wisconsin Technical College System (WTCS) has implemented a requirement that all technical colleges measure outcomes attained by students. This requirement is called Technical Skills Attainment (TSA). The main objective of TSA is to ensure graduates have the technical skills needed by employers. Faculty will let students know when and how the TSA is being assessed in the program.

Anyone with a felony conviction or a domestic abuse conviction cannot become a law enforcement officer without a governor's pardon. Numerous moving traffic violations or a lengthy criminal history or mental illness that prevents the applicant from performing essential job functions may hinder opportunities for employment.

ADDITIONAL ENTRY CRITERIA

To apply to the Criminal Justice-Law Enforcement 720 Academy program:

- The applicant shall have attained a minimum age of 18 years.
- The applicant shall possess a Wisconsin high school diploma or a diploma issued by an out-of-state high school accredited by an appropriate agency of the state or have a General Education Development (GED) Certificate or a High School Equivalency Diploma (HSED). In Wisconsin, high school diplomas are issued by public and private schools. A home-based private educational program does not lead to a traditional Wisconsin high school diploma. A student who is enrolled in a home-based private educational program must attain a GED or HSED to be eligible for preparatory law enforcement officer training.
- The applicant shall possess a valid Wisconsin driver's license or such other valid operator's permit recognized by the Wisconsin Department of Transportation as authorizing operation of a motor vehicle in Wisconsin.
- The applicant shall not have been convicted of any federal felony or of any offense that if committed in Wisconsin could be punished as a felony unless the applicant has been granted an absolute and unconditional pardon.
- The applicant shall not have been convicted of any misdemeanor crime of domestic violence unless the applicant has been granted an absolute and unconditional pardon.
- The applicant shall not be prohibited by federal or state law from possessing a firearm.
- The applicant shall be a United States citizen.

- The applicant shall possess either a two-year associate degree from a Wisconsin Technical College System district or its accredited equivalent from another state or a minimum of 40 accredited semester credits. An official college transcript from the educational institution where credit was awarded shall serve as evidence of an applicant having met the associate degree or college credit requirement. School accreditation can be checked at the US Department of Education website.
- A physical assessment shall be conducted to verify that the applicant can meet the physical standards required of a law enforcement officer. The assessment shall be conducted by a Wisconsin licensed physician who shall provide a signed written report on the results of the assessment to the training school.
- An oral interview shall be conducted with a panel of law enforcement executives or with teaching or counseling staff affiliated with the training school to determine the applicant's suitability for law enforcement officer employment and to assess the applicant's demeanor, background, and ability to communicate.
- Physical ability will be tested prior to entrance into a preparatory law enforcement officer training academy and again during Phase 3 of the academy. There are both entrance and exit standards for passing the Physical Readiness Test.

TECHNICAL STANDARDS

A list of specific physical, emotional, and mental tasks needed to function as a law enforcement officer is available at mstc.edu/programs/criminal-justice-studies. Contact the Accessibility Services Coordinator in the Student Services & Information Center to receive assistance.

PROGRAM PROGRESSION

In order to successfully complete the program, students must:

- Receive a grade of "C" or better in all courses required for graduation. Please note that the ability to repeat courses is dependent upon availability of courses.

STUDENT HANDBOOK

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

SAMPLE FULL-TIME CURRICULUM OPTION

Criminal Justice-Law Enforcement 720 Academy • 22 Total Credits

Term 22 Credits	Course Number	Course Name	CPL	Credits
	30504500	Overview of Patrol Response	No	2
	30504501	Physical Fitness	No	1
	30504502	Application of Investigations	No	1
	30504503	Overview of Criminal Justice	No	1
	30504504	Principles of Emergency Vehicle Response	No	2
	30504505	Sensitive Crimes	No	2
	30504506	Overview of Investigations	No	2
	30504507	Application of Traffic Response	No	3
	30504508	Principles of Investigations	No	1
	30504509	Principles of Tactics	No	5
	30504510	Overview of Tactics	No	1
	30504511	Scenario Assessment	No	1

Please Note

- Credit for Prior Learning (CPL) options are available for some courses. You can visit mstc.edu/cpl or contact your academic advisor for details.
- This curriculum sequence is only for student planning. Actual student schedules will vary depending on course availability.
- Program completion time may vary based on student scheduling and course availability. For details, go to mstc.edu/schedule.
- Get the latest updates online at mstc.edu.

Application of Investigations

30504502

1 credit

Through classroom lecture and on-campus labs, and WI Department of Justice 720 Academy integration exercises students will learn and apply skills addressed in the following Phase II topics of the Department of Justice 720 Academy curriculum framework: Ethics II: Moral Reasoning and Professional Responsibility, Cultural Competence II: Fair and Impartial Policing, Interrogations, Testifying in Court, and Crimes III.

Prerequisite: Admission to Criminal Justice-Law Enforcement 720 Academy program 305042 and must successfully complete the application process.

Application of Traffic Response

30504507

3 credits

Through classroom lecture, and on-campus lab and WI Department of Justice integration exercises, students will learn and apply skills addressed in the following Phase III topics from the WI Department of Justice 720 Academy curriculum framework: Traffic Law Enforcement - Core and Radar, Traffic Crash Investigations & Incident Management, Operating a Motor Vehicle While Intoxicated (OMVWI), Standardized Field Sobriety Tests (SFST), Hazardous Materials and Weapons of Mass Destruction (WMD), Incident Command Systems and NIMS, and Report Writing.

Prerequisite: Admission to Criminal Justice-Law Enforcement 720 Academy program 305042 and must successfully complete the application process

Overview of Criminal Justice

30504503

1 credit

Through classroom lecture and Wisconsin Department of Justice 720 Academy integration exercises, students learn and apply skills addressed in the following Wisconsin Department of Justice 720 Academy Phase I curriculum framework topics: Academy Orientation, Fundamentals of Criminal Justice, Ethics, Cultural Competency, Agency Policy, and Professional Communication.

Prerequisite: Admission to Criminal Justice-Law Enforcement 720 Academy program 305042 and must successfully complete the application process

Overview of Investigations

30504506

2 credits

Through classroom lecture, on-campus lab, and WI Department of Justice 720 Academy integration exercises students will learn and apply skills addressed in the following Department of Justice 720 Academy curriculum framework Phase I topics: Constitutional Law I, Crimes I, Interviews, and Report Writing.

Prerequisite: Admission to Criminal Justice-Law Enforcement 720 Academy program 305042 and must successfully complete the application process

Overview of Patrol Response

30504500

2 credits

Through classroom lecture, on-campus lab, and Wisconsin Department of Justice integration exercises, students will learn and apply skills addressed in the following Wisconsin Department of Justice 720 Academy curriculum framework Phase I topics: Critical Thinking and Decision-Making, Basic Response (RESPOND), Radio Procedures, Introduction to TraCS, Traffic Law Enforcement, and First Aid/CPR/AED.

Prerequisite: Admission to Criminal Justice-Law Enforcement 720 Academy program 305042 and must successfully complete the application process

Overview of Tactics

30504510

1 credit

Through classroom lecture, on-campus lab, and Wisconsin Department of Justice 720 Academy integration exercises, students learn and apply skills addressed in the following Department of Justice 720 Academy curriculum framework Phase I topics: Fundamentals of Firearms, Vehicle Contacts I, Officer Wellness, and Defensive and Arrest Tactics.

Prerequisite: Admission to Criminal Justice-Law Enforcement 720 Academy program 305042 and must successfully complete the application process

Physical Fitness

30504501

1 credit

Through classroom lecture and on-campus lab students will apply Phases I-III Health Fitness WI Department of Justice 720 Academy curriculum framework program requirements and Officer Wellness Suicide Prevention.

Prerequisite: Admission to Criminal Justice-Law Enforcement 720 Academy program 305042 and must successfully complete the application process

Principles of Emergency Vehicle Response

30504504

2 credits

Through classroom lecture, on-campus lab, and Wisconsin Department of Justice 720 Academy integration exercises, students learn and apply skills addressed in the following Department of Justice 720 Academy Phase II topics: Emergency Vehicle Operation and Control (EVOC) and Vehicle Contacts II.

Prerequisite: Admission to Criminal Justice-Law Enforcement 720 Academy program 305042 and must successfully complete the application process

Principles of Investigations

30504508

1 credit

Through classroom lecture, and on-campus lab, and WI Department of Justice 720 Academy integration exercises students will learn and apply skills addressed in the following Phase II topics of the WI Department of Justice 720 Academy curriculum framework: Constitutional Law II, Physical Evidence Collections, and Crisis Management. The Phase II Written Exam will be given in this course.

Prerequisite: Admission to Criminal Justice-Law Enforcement 720 Academy program 305042 and must successfully complete the application process

Principles of Tactics

30504509

5 credits

Through classroom lecture and on-campus lab and integration exercises, students will learn and apply skills addressed in the following Phase II topics from the Department of Justice 720 Academy curriculum frameworks including: Professional Communication Skills II, DAAT, Firearms II, Tactical Response, and a Tactical Emergency Casualty Care.

Prerequisite: Admission to Criminal Justice-Law Enforcement 720 Academy program 305042 and must successfully complete the application process

Scenario Assessment

30504511

1 credit

The scenario week is divided into two components: training and testing. The goal of the training component is to further develop and consolidate students' skills and abilities to perform in realistic law enforcement situations. The goal of the testing component is to assess whether students' performance in realistic law enforcement situations meets established criteria. The scenario testing component is graded and students must earn a passing grade to successfully complete preparatory law enforcement training.

Prerequisite: Admission to Criminal Justice-Law Enforcement Academy program 305042 and must successfully complete the application process

Sensitive Crimes

30504505

2 credits

Through classroom lecture, and on-campus lab and WI Department of Justice 720 Academy integration exercises, students will learn and apply skills addressed in the following Department of Justice 720 Academy curriculum framework Phase III topics: Domestic Violence, Juvenile Law, Victims, Sexual Assault, and Child Maltreatment. The DOJ Phase III Written Examination will be administered in this course.

Prerequisite: Admission to Criminal Justice-Law Enforcement 720 Academy program 305042 and must successfully complete the application process

CRIMINAL JUSTICE-STUDIES

Associate in Applied Science (AAS)

Program Code: 10-504-5

Total Credits: 61

The Criminal Justice-Studies program offers students multiple career paths in the criminal justice field. Students can choose to enter law enforcement or corrections right after graduation or transfer to a university for a bachelor's degree. The program aims to facilitate employment, keep students updated on industry advancements, and promote further education. Mid-State's experienced instructors prioritize professionalism, integrity, and high ethical standards. The program includes the opportunity to enroll in the separate Wisconsin Department of Justice's 720-hour law enforcement academy or the 200-hour jail academy, allowing students to become certified law enforcement or correctional officers in four semesters. Graduates can also apply their skills in civilian criminal justice roles, such as record maintenance or communications center operations.

To learn more about this program, visit mstc.edu/programs.

ACADEMIC ADVISOR

To schedule an appointment with an academic advisor, call 715-422-5300. Academic advisors will travel to other campuses as necessary to accommodate student needs. For more information about advising, visit mstc.edu/advising.

NEW STUDENT CHECKLIST

Complete the following steps to prepare for your New Student Advising appointment with your academic advisor:

- Submit a Mid-State application at mstc.edu/apply.
- Send official transcripts to:
Mid-State Technical College
Student Services
500 32nd Street North
Wisconsin Rapids, WI 54494
- Complete the Free Application for Federal Student Aid (FAFSA) at fafsa.gov. Mid-State's Financial Aid team is available to assist with your FAFSA application and to answer your financial aid questions. Contact Financial Aid or schedule an appointment at mstc.edu/financial-aid.
- Set up student MyCampus account at mstc.edu/mycampus-assistance.
- Schedule a New Student Advising appointment at mstc.edu/advising.

mstc.edu • 888-575-6782 • TTY: 711



Adams Campus • Marshfield Campus • Stevens Point Downtown Campus • Wisconsin Rapids Campus • Virtual Campus • AMETA® Center

Mid-State does not discriminate on the basis of race, color, national origin, sex, disability, or age in its program, activity, or employment. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Vice President - Human Resources; 500 32nd Street North, Wisconsin Rapids, WI 54494; 715-422-5325 • AAEO@mstc.edu. 3/2026-AC

CAREER PATHWAY



Career pathways help you build your education step by step. Each stage offers one or more credentials that are recognized by employers and lead to real jobs—and you can keep building toward your career goals as you go.

Begin at any point.

Prior Learning

Credit for Prior Learning

- Certifications and Licenses
- Military Experience
- National/Standardized Exams
- Transfer Credit
- Work and Life Experience

Learn about Credit for Prior Learning at mstc.edu/cpl.

High School Credit

- High School Dual Credit
- Mid-State Fast Track

Learn about High School Credit at mstc.edu/dc.

Associate Degree

- Criminal Justice-Studies (61 Credits)
Start Your Career: Deputy Sheriff, Police Officer, Private Security, State Trooper

Bachelor's Degree

For those interested in continuing their education, Mid-State offers transfer guides with various four-year colleges and universities. For more information, visit mstc.edu/transfer.

Other Options

Related Programs: Advanced Emergency Medical Technician, Criminal Justice-Corrections & Community Advocacy, Criminal Justice-Law Enforcement 720 Academy, Emergency Medical Technician, Emergency Services Management, Fire Service Certification, Jail Officer Academy, Paramedic, Paramedic Technician

OUTCOMES

Employers will expect you, as a Criminal Justice-Studies graduate, to be able to:

- Examine the components of and interrelationships in the criminal justice system.
- Analyze situational responses.
- Apply communication skills as a criminal justice professional.
- Conduct investigations.
- Adhere to the professional code of ethics for a criminal justice practitioner.
- Maintain personal wellness.

TECHNICAL SKILLS ATTAINMENT

The Wisconsin Technical College System (WTCS) has implemented a requirement that all technical colleges measure outcomes attained by students. This requirement is called Technical Skills Attainment (TSA). The main objective of TSA is to ensure graduates have the technical skills needed by employers. Faculty will let students know when and how the TSA is being assessed in the program.

Upon earning 40 college credits, you may be eligible to enter the Criminal Justice-Law Enforcement 720 Academy (30-504-2). Successful completion of the Criminal Justice-Law Enforcement 720 Academy provides the education and hands-on training required by the Wisconsin Law Enforcement Standards Board to become certifiable as a law enforcement officer. Entrance and exit physical fitness readiness standards as established by the Wisconsin Department of Justice must be met in order to participate in and complete the Criminal Justice-Law Enforcement 720 Academy.

Anyone with a felony conviction or a domestic abuse conviction cannot become a law enforcement officer without a governor's pardon. Numerous moving traffic violations or a lengthy criminal history or mental illness that prevents the applicant from performing essential job functions may hinder opportunities for employment.

TECHNICAL STANDARDS

A list of specific physical, emotional, and mental tasks needed to function as a law enforcement officer is available at mstc.edu/programs/criminal-justice-studies. Contact the Accessibility Services Coordinator in the Student Services & Information Center to receive assistance.

PROGRAM PROGRESSION

In order to successfully complete the program, students must:

- Receive a grade of "C" or better in all courses required for graduation. Please note that the ability to repeat courses is dependent upon availability of courses.

STUDENT HANDBOOK

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

GRADUATION REQUIREMENT

The GPS for Student Success course is required for all Mid-State program students and is recommended to be completed before obtaining 12 credits. Some students are exempt from this requirement. Please see your academic advisor for more information.

ADDITIONAL COURSES AS NEEDED

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

College Reading and Writing 1

10831104

3 credits

Provides learners with opportunities to develop and expand reading and writing skills to prepare for college-level academic work. Students will employ critical reading strategies to improve comprehension, analysis, and retention of texts. Students will apply the writing process to produce well-developed, coherent, and unified written work.

Pre-Algebra

10834109

3 credits

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

MULTIPLE MEASURES

Students can place into courses using high school GPA and completed classes. Placement can be determined in the following ways:

- **Multiple Measures Writing (MMW)**
High school GPA of 2.6 & successful completion of 2.0 credits of high school writing courses with a "C" or better
- **Multiple Measures Reading (MMR)**
High school GPA of 2.6 & successful completion of 2.0 credits of high school literature courses with a "C" or better
- **Multiple Measures Math 1 (MMM_1)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school math (Algebra 1 or equivalent) with a "C" or better
- **Multiple Measures Math 2 (MMM_2)**
High school GPA of 2.6 & successful completion of 2.0 credits of high school math including Algebra 1 and Algebra 2 with a "C" or better
- **Multiple Measures Science 1 (MMS_1)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school lab science course with a "C" or better
- **Multiple Measures Science 2 (MMS_2)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school chemistry with a "C" or better

Past high school and college transcripts are used in making course placement decisions.

SAMPLE FULL-TIME CURRICULUM OPTION

Criminal Justice-Studies • 61 Total Credits

Term 16 Credits	Course Number	Course Name	CPL	Credits
	10504114	Introduction to Law Enforcement	Yes	3
	10504125	Patrol Procedures	No	3
	10504164	Criminal Law for LE	No	3
	10801136	English Composition 1	Yes	3
	10804107 or 10804189	College Mathematics or Introductory Statistics	Yes	3
Term 15 Credits	10890102	GPS for Student Success	Yes	1
	Course Number	Course Name	CPL	Credits
	10504140	Report Writing for Protective Services	Yes	3
	10504144	Wellness in Public Safety	No	3
	10504163	Constitutional Law for LE	No	3
	10801198 or 10801196	Speech or Oral/Interpersonal Communication	Yes	3
Term 15 Credits	10809198 or 10809188	Introduction to Psychology or Developmental Psychology	Yes	3
	Course Number	Course Name	CPL	Credits
	10504103	Fitness for Law Enforcement	Yes	1
	10504112	Court Procedures	No	3
	10504123	Criminal Investigation	No	3
	10504195 or 10504196	Criminal Justice Internship or Criminal Justice Applications	No or Yes	2
Term 15 Credits	10809122 or 10809196	Introduction to American Government or Introduction to Sociology	Yes	3
	10809172	Introduction to Diversity Studies	Yes	3
	Course Number	Course Name	CPL	Credits
	10504115 or 10504185	Contemporary Issues in Law Enforcement or Basic Jail Academy 2	No or Yes	3
	10504129	Community Policing	No	3
	10504134	Intro to LE Organizations and Leadership	No	3
Term 15 Credits	10504143	Criminology	No	3
	10504166 or 10504184	Criminal Justice Ethics or Basic Jail Academy 1	No or Yes	3

Please Note

- Credit for Prior Learning (CPL) options are available for some courses. You can visit mstc.edu/cpl or contact your academic advisor for details.
- This curriculum sequence is only for student planning. Actual student schedules will vary depending on course availability.
- Program completion time may vary based on student scheduling and course availability. For details, go to mstc.edu/schedule.
- Get the latest updates online at mstc.edu.

SAMPLE PART-TIME CURRICULUM OPTION

Criminal Justice-Studies • 61 Total Credits

Term 10 Credits	Course Number	Course Name	CPL	Credits
	10504114	Introduction to Law Enforcement	Yes	3
	10504164	Criminal Law for LE	No	3
	10801136	English Composition 1	Yes	3
Term 9 Credits	10890102	GPS for Student Success	Yes	1
	Course Number	Course Name	CPL	Credits
	10504140	Report Writing for Protective Services	Yes	3
	10801198 or 10801196	Speech or Oral/Interpersonal Communication	Yes	3
Term 6 Credits	10809198 or 10809188	Introduction to Psychology or Developmental Psychology	Yes	3
	Course Number	Course Name	CPL	Credits
	10504125	Patrol Procedures	No	3
	10804107 or 10804189	College Mathematics or Introductory Statistics	Yes	3
Term 9 Credits	Course Number	Course Name	CPL	Credits
	10504144	Wellness in Public Safety	No	3
	10504163	Constitutional Law for LE	No	3
	10809172	Introduction to Diversity Studies	Yes	3
Term 6 Credits	Course Number	Course Name	CPL	Credits
	10504103	Fitness for Law Enforcement	Yes	1
	10504112	Court Procedures	No	3
	10504195 or 10504196	Criminal Justice Internship or Criminal Justice Applications	No or Yes	2
Term 6 Credits	Course Number	Course Name	CPL	Credits
	10504115 or 10504185	Contemporary Issues in Law Enforcement or Basic Jail Academy 2	No or Yes	3
	10504166 or 10504184	Criminal Justice Ethics or Basic Jail Academy 1	No or Yes	3
Term 6 Credits	Course Number	Course Name	CPL	Credits
	10504123	Criminal Investigation	No	3
	10809122 or 10809196	Introduction to American Government or Introduction to Sociology	Yes	3
Term 9 Credits	Course Number	Course Name	CPL	Credits
	10504129	Community Policing	No	3
	10504134	Intro to LE Organizations and Leadership	No	3
	10504143	Criminology	No	3

Basic Jail Academy 1

10504184

3 credits

This State of Wisconsin jail preparatory training program includes the following topics: Introduction to Corrections, Principles of Subject Control, Maintain Jail Security, Jail Hostage Response, Professional Communication Skills, Ethics and Ethical Decision Making, Admit and Release Inmates, Inmate Supervision and Behavior Control, Supervision of Special Needs Inmates/Crisis Intervention, Prepare Reports, Correctional Law, Jail Health Care, Cardio-Pulmonary Resuscitation, Jail Fire Safety, Application: Scenarios/Simulations, and Testing/Evaluation. Once learners successfully complete this course and the Basic Jail Academy 2 course, they are eligible for certifiable status by the State of Wisconsin to work in a county jail. This is primarily a lab-based class.

Prerequisites: Admission to Criminal Justice-Corrections & Community Advocacy 105047 program, passing of a background check and medical screening; *Corequisite:* Basic Jail Academy 2 10504185

Basic Jail Academy 2

10504185

3 credits

This State of Wisconsin jail preparatory training program includes the following topics: Introduction to Corrections, Principles of Subject Control, Maintain Jail Security, Jail Hostage Response, Professional Communication Skills, Ethics and Ethical Decision Making, Admit and Release Inmates, Inmate Supervision and Behavior Control, Supervision of Special Needs Inmates/Crisis Intervention, Prepare Reports, Correctional Law, Jail Health Care, Cardio-Pulmonary Resuscitation, Jail Fire Safety, Application: Scenarios/Simulations, and Testing/Evaluation. Once learners successfully complete this course and the Basic Jail Academy 1 course, they are eligible for certifiable status by the State of Wisconsin to work in a county jail. This is primarily a lab-based class.

Prerequisite: Admission to Criminal Justice-Corrections & Community Advocacy 105047 program, passing of a background check and medical screening; *Corequisite:* Basic Jail Academy 1 10504184

College Mathematics

10804107

3 credits

This course is designed to review and develop fundamental concepts of mathematics in the areas of algebra, geometry, trigonometry, measurement and data. Algebra topics emphasize simplifying algebraic expressions, solving linear equations and inequalities with one variable, solving proportions and percent applications. Geometry and trigonometry topics include; finding areas and volumes of geometric figures, applying similar and congruent triangles, applying Pythagorean Theorem, and solving right triangles using trigonometric ratios. Measurement topics emphasize the application of measurement concepts and conversion techniques within and between U.S. customary and metric system to solve problems. Data topics emphasize data organization and summarization skills, including: frequency distributions, central tendency, relative position and measures of dispersion. Special emphasis is placed on problem solving, critical thinking and logical reasoning, making connections, and using calculators.

Prerequisite: High School GPA of 2.6 and MMM_1 or Accuplacer Arithmetic of 250 and QAS 234 or ACT Math score of 17 or Pre-Algebra 10834109 with a "C" or better

Community Policing

10504129

3 credits

Learners will analyze key components of Community Policing including community partnerships, organizational transformation and problem solving. They will examine the role of the patrol officer in relation to community-oriented and problem-oriented policing. Learners will identify community-oriented needs and work directly in the field with community partners to develop a plan for implementation.

Prerequisites: Admission to Criminal Justice-Studies program 105045 and Introduction to Law Enforcement 10504114

Constitutional Law for LE

10504163

3 credits

Learners will explore constitutional law as it relates to the legal basis of the action and limits of law enforcement regarding topics such as arrest, use of force, and search and seizure. Learners will examine the requirements under Wisconsin law guiding law enforcement agency policy and procedures.

Prerequisites: Admission to Criminal Justice-Studies program 105045 and Introduction to Law Enforcement 10504114

Contemporary Issues in Law Enforcement

10504115

3 credits

Studies current police issues related to law enforcement and community attitudes. The course builds a strong basis for the discussion of ethical decision making and the need for a professional mindset. A component to this class focuses on community involvement. Students will identify community organizations in need of volunteers and complete 10 hours of service with those organizations.

Prerequisites: Admission to Criminal Justice-Studies program 105045 and Introduction to Law Enforcement 10504114

Court Procedures

10504112

3 credits

Learners examine the court system to include the formation and design of the courts, the key roles of the courts, and the application of law in the courts. The differences between the federal and state systems are explored. The roles and authority of law enforcement, prosecutors, defense attorneys, and judges are investigated. A main focus is dissecting each stage of a criminal case from the initial arrest through the final appeal.

Prerequisites: Admission to Criminal Justice-Studies program 105045 and Criminal Law for LE 10504164

Criminal Investigation

10504123

3 credits

This course covers crime scene investigation and criminalistics, and the laws that govern them. Learners will focus on how a crime scene should be investigated, searched and processed for evidence. Learners will search crime scenes, collect and preserve physical evidence and interview victims and witnesses.

Prerequisites: Admission to Criminal Justice-Studies program 105045, Introduction to Law Enforcement 10504114, Court Procedures 10504112, Criminal Law for LE 10504164, Patrol Procedures 10504125 and Contemporary Issues for LE 10504115

Criminal Justice Applications

10504196

2 credits

This course will offer students who don't wish to do an internship an opportunity to meet and complete many of the same objectives. Learners will explore different aspects of the law enforcement career and work on job skills such as resumes, cover letters and interviews.

Prerequisites: Community Policing 10504129, Report Writing 10504140, Constitutional Law for LE 10504163, Criminal Justice Ethics 10504166, and Criminology 10504143

Criminal Justice Ethics

10504166

3 credits

Introduces learners to ethical duties and decision making dilemmas facing criminal justice professionals. Provides the basic foundations of ethical reasoning and the standards for determining sound ethical decision making. Increases the learner's application of ethical reasoning in the face of agency corruption, use of force, gender and race discrimination, due process, and duty towards others.

Prerequisite: Admission to Criminal Justice-Studies program 105045

Criminal Justice Internship

10504195

2 credits

The internship offers learners an excellent opportunity to experience first-hand, the wide variety of duties and responsibilities of criminal justice professionals in the field. Students interested in an internship with an agency will fill out an application and go through an interview process to determine placement eligibility. NOTE: Host agencies criteria for acceptance as an intern may impact a student's ability to participate in this course.

Prerequisites: Community Policing 10504129, Report Writing 10504140, Constitutional Law for LE 10504163, Criminal Justice Ethics 10504166, and Criminology 10504143

Criminal Law for LE

10504164

3 credits

Learners will identify concepts specific to criminal law to include the purpose, scope, and sources of law. Students will analyze Wisconsin State Statutes to learn about Wisconsin's crimes against people, property, and other forms of criminal behavior. Learners will study how the criminal code is enforced with regard to juveniles in Wisconsin.

Prerequisite: Admission to Criminal Justice-Studies program 105045

Criminology

10504143

3 credits

Learners will explore crime causation to include sources of data used to analyze crime, demographics of victims and offenders, and the main theories on crime causation. The main crime causation theories will be explored and used to analyze crime on a societal and individual level.

Prerequisite: Admission to Criminal Justice-Studies program 105045

Developmental Psychology

10809188

3 credits

Studies human development throughout the lifespan and explores developmental theory and research with an emphasis on the interactive nature of the biological, cognitive, and psychosocial changes that affect the individual from conception to death. Application activities and critical thinking skills enable students to gain an increased knowledge and understanding of themselves and others.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English

English Composition 1

10801136

3 credits

Learners develop and apply skills in all aspects of the writing process. Through a variety of learning activities and written documents, learners employ rhetorical strategies, plan, organize and revise content, apply critical reading strategies, locate and evaluate information, integrate and document sources, and apply standardized English language conventions.

Prerequisite: High School GPA of 2.6 and MMW or Accuplacer Writing of 262 or Accuplacer Reading 253 or ACT English score of 20 or ACT Reading 21 or completion of College Reading and Writing 1 10831104 with a "C" or better

Fitness for Law Enforcement

10504103

1 credit

This course is designed to get students prepared for the physical fitness demands of law enforcement. Learners will identify healthy habits and explore ways to make fitness a part of their daily lives to build the foundation for a healthy career. Learners will be prepared to meet the physical entrance standards for the DOJ recruit academy.

Prerequisites: Admission to Criminal Justice-Studies program 105045, Introduction to Law Enforcement 10504114

GPS for Student Success

10890102

1 credit

Integrate necessary skills for student success by developing an academic plan, identifying interpersonal attributes for success, adopting efficient and effective learning strategies, and utilizing Mid-State resources, policies, and processes. This course is recommended to be completed prior to obtaining 12 credits and is a graduation requirement unless you receive an exemption from your program advisor.

Intro to LE Organizations and Leadership

10504134

3 credits

Learners will examine effective leadership strategies to include concepts on transformational leadership, collaborative leadership, and organizational leadership. Students will identify areas that they can immediately develop regarding their leadership skills and learn how to apply those skills in the future.

Introduction to American Government

10809122

3 credits

Introduces American political processes and institutions. Focuses on rights and responsibilities of citizens and the process of participatory democracy. Learners examine the complexity of the separation of powers and checks and balances. Explores the role of the media, interest groups, political parties, and public opinion in the political process. Also explores the role of state and national government in our federal system.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English

Introduction to Diversity Studies

10809172

3 credits

This course introduces the study of diversity from a local to a global perspective using a holistic, interdisciplinary approach that encourages exploration and prepares students to work in a diverse environment. The course introduces basic diversity concepts, examines the impact of bias and power differentials among groups, explores the use of culturally responsive communication strategies, and compares forces that shape diversity in an international context.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English

Introduction to Law Enforcement

10504114

3 credits

Explores who the police are, what they do, and how they do it. The course provides a general overview of policing in our society so that learners can understand why and how policing is performed. Addresses jobs available in policing, how to get them, what skills you will need and what you will do when you get those jobs. Learners will get a clear look at policing to help them determine if this career is for them.

Prerequisite: Admission to Criminal Justice-Studies program 105045

Introduction to Psychology

10809198

3 credits

This science of psychology course is a survey of multiple aspects of behavior and mental processes. It provides an overview of topics such as research methods, theoretical perspectives, learning, cognition, memory, motivation, emotions, personality, abnormal psychology, physiological factors, social influences, and development.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English

Introduction to Sociology

10809196

3 credits

Introduces students to the basic concepts of sociology: culture, socialization, social stratification, multi-culturalism, and the five institutions of family, politics, economics, religion, and education. Other topics include demography, deviance, technology, environment, social issues, social change, social organization, and workplace issues.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English

Introductory Statistics

10804189

3 credits

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

Prerequisite: High School GPA of 2.6 and MMM_2 or Accuplacer QAS 241 or ACT Math score of 19 or Pre-Algebra 10834109 or College Math 10804107 with a "C" or better

Oral/Interpersonal Communication

10801196

3 credits

Focuses on developing effective listening techniques and verbal and nonverbal communication skills through oral presentation, group activity, and other projects. The study of self, conflict, and cultural contexts will be explored, as well as their impact on communication.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English or College Reading and Writing with a C or better

Patrol Procedures

10504125

3 credits

Learners are introduced to effective patrol techniques related to the use of law enforcement electronic equipment, traffic enforcement, and patrol-related techniques. Learners will utilize a mixture of classroom and realistic training exercises while using equipment that is consistent with what actual law enforcement officers use in the field.

Prerequisites: Admission to Criminal Justice-Studies program 105045 and Introduction to Law Enforcement 10504114

Report Writing for Protective Services

10504140

3 credits

Introduces the knowledge necessary to write a variety of law enforcement reports to convey necessary information that is clear, concise, complete and accurate. Learners will participate in scenarios and role playing which will culminate with them completing a police report.

Prerequisites: Admission to Criminal Justice-Studies program 105045 and English Composition 1 10801136

Speech
10801198
3 credits

Explores the fundamentals of effective oral presentation to small and large groups. Topic selection, audience analysis, methods of organization, research, structuring evidence and support, delivery techniques, and other essential elements of speaking successfully, including the listening process, form the basis of this course. Includes informative, persuasive, and occasion speech presentations.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 253 and Writing of 262 or ACT of 21 Reading/19 English or completion of College Reading and Writing 1 10831104 with a "C" or better

Wellness in Public Safety
10504144
3 credits

Introduces the skills and abilities needed to deal constructively with the stress related to a career in criminal justice. Learners will identify their sources of stress, their early warning signs, and healthy coping styles. Course also focuses on time management, relaxation activities, along with exercise and diet planning.

Prerequisite: Admission to Criminal Justice-Studies program 105045

CULINARY ARTS

Associate in Applied Science (AAS)

Program Code: 10-316-1

Total Credits: 63-64

Mid-State's Culinary Arts program prepares students to provide professional chef and related cooking services in restaurants and other commercial food establishments. Instruction includes recipe and menu planning, preparing and cooking of foods, supervising and training kitchen assistants, the management of food supplies and kitchen resources, aesthetics of food presentation, and familiarity with or mastery of a wide variety of cuisines and culinary techniques. Graduates of this program are prepared for entry-level roles in the food service and restaurant industry. You will develop both the technical and interpersonal skills needed for success and learn proper food safety practices. Hands-on activities include opportunities to apply culinary skills and plan menus, plan events, produce sales and marketing projects, draft budgets, practice effective management and customer service, and participate in an industry-related internship.

To learn more about this program, visit mstc.edu/programs.

ACADEMIC ADVISOR

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NEW STUDENT CHECKLIST

Complete the following steps to prepare for your New Student Advising appointment with your academic advisor:

- Submit a Mid-State application at mstc.edu/apply.
- Send official transcripts to:
Mid-State Technical College
Student Services
500 32nd Street North
Wisconsin Rapids, WI 54494
- Complete the Free Application for Federal Student Aid (FAFSA) at fafsa.gov. Mid-State's Financial Aid team is available to assist with your FAFSA application and to answer your financial aid questions. Contact Financial Aid or schedule an appointment at mstc.edu/financial-aid.
- Set up student MyCampus account at mstc.edu/mycampus-assistance.
- Schedule a New Student Advising appointment at mstc.edu/advising.

mstc.edu • 888-575-6782 • TTY: 711



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CAREER PATHWAY



Career pathways help you build your education step by step. Each stage offers one or more credentials that are recognized by employers and lead to real jobs—and you can keep building toward your career goals as you go.

Begin at any point.

Prior Learning

Credit for Prior Learning

- Certifications and Licenses
- Military Experience
- National/Standardized Exams
- Transfer Credit
- Work and Life Experience

Learn about Credit for Prior Learning at mstc.edu/cpl.

High School Credit

- High School Dual Credit
- Mid-State Fast Track

Learn about High School Credit at mstc.edu/dc.

Certificate

- Communication Essentials (9 Credits)
- Culinary Foundations (9 Credits)
- Meat Cutting and Butchery (9 Credits)
- Pantry Chef & Beverage Server (8 Credits)

Technical Diploma

- Catering Specialist (23 Credits)
Start Your Career: Independent Caterer, Catering Coordinator, Banquet Server/Assistant, Nutrition or Menu Specialist
- Culinary Production Line Cook (20 Credits)
Start Your Career: Food Service Specialist, Line Cook, Production Cook, Station Cook, Sous Chef

Associate Degree

- Culinary Arts (63-64 Credits)
Start Your Career: Food and Beverage Director, Food Service Manager, Head Chef, Restaurant Manager, Sous Chef

Bachelor's Degree

For those interested in continuing their education, Mid-State offers transfer guides with various four-year colleges and universities. For more information, visit mstc.edu/transfer.

Other Options

Related Programs: Hospitality Specialist, Hospitality Management

OUTCOMES

Employers will expect you, as a Culinary Arts graduate, to be able to:

- Apply principles of safety and sanitation in food service operations.
- Apply principles of nutrition.
- Demonstrate culinary skills.
- Manage food service operations.
- Plan menus.
- Analyze food service financial information.
- Relate food service operations to sustainability.

TECHNICAL SKILLS ATTAINMENT

The Wisconsin Technical College System (WTCS) has implemented a requirement that all technical colleges measure outcomes attained by students. This requirement is called Technical Skills Attainment (TSA). The main objective of TSA is to ensure graduates have the technical skills needed by employers. Faculty will let students know when and how the TSA is being assessed in the program.

TECHNICAL STANDARDS

A list of specific physical, emotional, and mental tasks needed to function as a culinary arts graduate is available at mstc.edu/programs/culinary-arts. Contact the Accessibility Services Coordinator in the Student Services & Information Center to receive assistance.

STUDENT HANDBOOK

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

GRADUATION REQUIREMENT

The GPS for Student Success course is required for all Mid-State program students and is recommended to be completed before obtaining 12 credits. Some students are exempt from this requirement. Please see your academic advisor for more information.

ADDITIONAL COURSES AS NEEDED

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

College Reading and Writing 1

10831104

3 credits

Provides learners with opportunities to develop and expand reading and writing skills to prepare for college-level academic work. Students will employ critical reading strategies to improve comprehension, analysis, and retention of texts. Students will apply the writing process to produce well-developed, coherent, and unified written work.

Pre-Algebra

10834109

3 credits

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

MULTIPLE MEASURES

Students can place into courses using high school GPA and completed classes. Placement can be determined in the following ways:

- **Multiple Measures Writing (MMW)**
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- **Multiple Measures Math 1 (MMM_1)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school math (Algebra 1 or equivalent) with a "C" or better
- **Multiple Measures Math 2 (MMM_2)**
High school GPA of 2.6 & successful completion of 2.0 credits of high school math including Algebra 1 and Algebra 2 with a "C" or better
- **Multiple Measures Science 1 (MMS_1)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school lab science course with a "C" or better
- **Multiple Measures Science 2 (MMS_2)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school chemistry with a "C" or better

Past high school and college transcripts are used in making course placement decisions.

SAMPLE FULL-TIME CURRICULUM OPTION

Culinary Arts • 63-64 Total Credits

Term 16 Credits	Course Number	Course Name	CPL	Credits
	10316112	Sanitation for Foodservice Operations	Yes	1
	10316121	Food Science	No	2
	10316125	Introduction to Food Production	No	3
	10316146	Culinary Calculations	No	3
	10801195 or 10801136	Written Communication or English Composition 1	Yes	3
	10809103	Think Critically & Creatively	Yes	3
Term 16-17 Credits	10890102	GPS for Student Success	Yes	1
	Course Number	Course Name	CPL	Credits
	10316128	Introduction to Foodservice	No	3
	10316129	Culinary Internship	No	2
	10316130	Introduction to Baking	No	2
	10316138	Garde Manager	No	3
	10801198 or 10801196	Speech or Oral/Interpersonal Communication	Yes	3
Term 16 Credits	10804107 or 10804189 or 10804118	College Mathematics or Introductory Statistics or Intermediate Algebra with Applications	Yes	3 or 3 or 4
	Course Number	Course Name	CPL	Credits
	10316113	Catering Operations	No	3
	10316120	Advanced Professional Cooking	No	3
	10316127	Menu Planning	No	3
	10316131	Nutrition	Yes	2
	10316132	Environmental Sustainability	No	1
	10316133	Dining Room Customer Service	No	1
Term 15 Credits	10809198	Introduction to Psychology	Yes	3
	Course Number	Course Name	CPL	Credits
	10102232	Entrepreneurial Foundations	Yes	1
	10196191	Supervision	Yes	3
	10316137	Beverage Management	No	1
	10316136	Purchasing & Receiving	No	3
	10316139	Restaurant Operations	No	4
	10809166	Introduction to Ethics: Theory & Application	Yes	3

Please Note

- Credit for Prior Learning (CPL) options are available for some courses. You can visit mstc.edu/cpl or contact your academic advisor for details.
- This curriculum sequence is only for student planning. Actual student schedules will vary depending on course availability.
- Program completion time may vary based on student scheduling and course availability. For details, go to mstc.edu/schedule.
- Get the latest updates online at mstc.edu.

SAMPLE PART-TIME CURRICULUM OPTION

Culinary Arts • 63-64 Total Credits

Term 10 Credits	Course Number	Course Name	CPL	Credits
	10316112	Sanitation for Foodservice Operations	Yes	1
	10316121	Food Science	No	2
	10316125	Introduction to Food Production	No	3
	10316146	Culinary Calculations	No	3
	10890102	GPS for Student Success	Yes	1
Term 8-9 Credits	Course Number	Course Name	CPL	Credits
	10316128	Introduction to Foodservice	No	3
	10316129	Culinary Internship	No	2
	10804107 or 10804189 or 10804118	College Mathematics or Introductory Statistics or Intermediate Algebra with Applications	Yes	3 or 3 or 4
Term 8 Credits	Course Number	Course Name	CPL	Credits
	10316131	Nutrition	Yes	2
	10801195 or 10801136	Written Communication or English Composition 1	Yes	3
	10809103	Think Critically & Creatively	Yes	3
Term 8 Credits	Course Number	Course Name	CPL	Credits
	10316130	Introduction to Baking	No	2
	10316138	Garde Manager	No	3
	10801198 or 10801196	Speech or Oral/Interpersonal Communication	Yes	3
Term 7 Credits	Course Number	Course Name	CPL	Credits
	10316127	Menu Planning	No	3
	10316132	Environmental Sustainability	No	1
	10316120	Advanced Professional Cooking	No	3
Term 7 Credits	Course Number	Course Name	CPL	Credits
	10316137	Beverage Management	No	1
	10316136	Purchasing & Receiving	No	3
	10809166	Introduction to Ethics: Theory & Application	Yes	3
Term 7 Credits	Course Number	Course Name	CPL	Credits
	10316133	Dining Room Customer Service	No	1
	10316113	Catering Operations	No	3
	10809198	Introduction to Psychology	Yes	3
Term 8 Credits	Course Number	Course Name	CPL	Credits
	10196191	Supervision	Yes	3
	10316139	Restaurant Operations	No	4
	10102232	Entrepreneurial Foundations	Yes	1

Advanced Professional Cooking

10316120

3 credits

Through this course, students will take the concepts learned in their previous courses to the next level. Students will refine their skills using modern professional equipment and techniques following industry standards for high-end foods. With an emphasis on presentation, flavors, recipe creation, and time management, students will gain a better understanding of their own personal palate and what constitutes a fine dining experience.

Prerequisites: Introduction to Food Production 10316125, Introduction to Foodservice 10316128, and Sanitation for Foodservice Operations 10316112

Beverage Management

10316137

1 credit

Students will learn to identify types of nonalcoholic beverages and alcoholic drinks. Students will learn to prepare and serve various beverages to meet established standardized recipes. Students will learn about responsible alcohol service by completing the ServSafe Alcohol training program. The ServSafe Alcohol® Training program is developed by the National Restaurant Association and experts who have direct experience with the risks involved in serving alcohol. This connection to the foodservice industry provides insights that help prepare students for difficult situations. Students will take the Responsible Alcohol certification exam at the end of the course.

Catering Operations

10316113

3 credits

This course equips students with the practical skills and technical knowledge required to plan, execute, and manage catering services across a variety of settings. With strong emphasis on operational workflows, food production systems, menu planning, cost control, and compliance with health and safety regulations.

Prerequisite: Sanitation for Food Service 10316112 and Food Science 10316121 and Intro to Food Production 10316125. Corequisite: Culinary Calculations 10316146

College Mathematics

10804107

3 credits

This course is designed to review and develop fundamental concepts of mathematics in the areas of algebra, geometry, trigonometry, measurement and data. Algebra topics emphasize simplifying algebraic expressions, solving linear equations and inequalities with one variable, solving proportions and percent applications. Geometry and trigonometry topics include; finding areas and volumes of geometric figures, applying similar and congruent triangles, applying Pythagorean Theorem, and solving right triangles using trigonometric ratios. Measurement topics emphasize the application of measurement concepts and conversion techniques within and between U.S. customary and metric system to solve problems. Data topics emphasize data organization and summarization skills, including: frequency distributions, central tendency, relative position and measures of dispersion. Special emphasis is placed on problem solving, critical thinking and logical reasoning,

making connections, and using calculators.

Prerequisite: High School GPA of 2.6 and MMM_1 or Accuplacer Arithmetic of 250 and QAS 234 or ACT Math score of 17 or Pre-Algebra 10834109 with a "C" or better

Culinary Calculations

10316146

3 credits

Applies the basic principles of culinary calculations involved in the purchase, preparation and use of goods related to the hospitality field.

Culinary Internship

10316129

2 credits

This internship provides students with practical knowledge and experience in the culinary industry through the lens of restaurant cooks and managers. Integrating the theories and techniques learned in previous courses with specific off-campus occupational experiences at selected training sites allows students to gain a real-world perspective of this segment of the industry.

Prerequisites: Admission to Culinary Arts program 103161, Sanitation for Foodservice Operations 10316112 and Introduction to Food Production 10316125

Dining Room Customer Service

10316133

1 credit

In this course, students will learn about table settings, various styles of dining room service and operations and become familiar with the importance of proper dining room guest service. Students will apply these techniques in the Restaurant Operations course later in the program.

English Composition 1

10801136

3 credits

Learners develop and apply skills in all aspects of the writing process. Through a variety of learning activities and written documents, learners employ rhetorical strategies, plan, organize and revise content, apply critical reading strategies, locate and evaluate information, integrate and document sources, and apply standardized English language conventions.

Prerequisite: High School GPA of 2.6 and MMW or Accuplacer Writing of 262 or Accuplacer Reading 253 or ACT English score of 20 or ACT Reading 21 or completion of College Reading and Writing 1 10831104 with a "C" or better

Entrepreneurial Foundations

10102232

1 credit

Learners study entrepreneurial practices by exploring components of a startup business plan. This includes comparing ways of going into business as well as developing marketing, legal, financial, products/services, management, and operations plans for a small business of their choice.

Environmental Sustainability

10316132

1 credit

In this course, students will learn about responsible ingredient sourcing for restaurants including purchasing locally, farm-to-table practices, and sustainable seafood.

Other topics include restaurant waste economic and environmental impact and practices for reduction, energy use in restaurants, and communicating a restaurant's environmentally sustainable practices to customers.

Food Science

10316121

2 credits

Discover the science and history behind food preparation. Explore what happens when heat and/or cold are applied to foods and how different chemicals can manipulate the texture, flavor, and appearance of foods. This course will also address the hierarchy of culinary titles and what comprises a professional kitchen.

Garde Manager

10316138

3 credits

In this course, students will learn to prepare cold soups, cold sauces, cheese platters, charcuterie boards, pâtés and terrines, as well as salads and decorative fruit and vegetable displays.

Corequisite: Sanitation for Foodservice Operations 10316112

GPS for Student Success

10890102

1 credit

Integrate necessary skills for student success by developing an academic plan, identifying interpersonal attributes for success, adopting efficient and effective learning strategies, and utilizing Mid-State resources, policies, and processes. This course is recommended to be completed prior to obtaining 12 credits and is a graduation requirement unless you receive an exemption from your program advisor.

Intermediate Algebra with Applications

10804118

4 credits

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

Prerequisite: High School GPA of 2.6 and MMM_1 or Accuplacer Arithmetic of 263 and QAS 234 or ACT Math score of 19 or QAS of 245 or Pre-Algebra 10834109 with a "C" or better

Introduction to Baking

10316130

2 credits

Students will learn baking theory through online and workbook exercises and then apply this theory in class by utilizing the equipment and ingredients used in commercial baking to prepare yeast breads, quick breads, pies, cakes, cookies and other products. The course will reinforce the knowledge and skills the student has learned in previous courses including practical kitchen safety & sanitation, mise en

place, product identification, and scaling & product utilization.

Prerequisites: Introduction to Food Production 10316125 and Sanitation for Foodservice Operations 10316112 or ServSafe® Food Manager Certification

Introduction to Ethics: Theory & Application

10809166

3 credits

Provides a basic understanding of the theoretical foundations of ethical thought. Diverse ethical perspectives are used to analyze and compare relevant issues. Students critically evaluate individual, social, and/or professional standards of behavior, and apply a systemic decision-making process to these situations.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English

Introduction to Food Production

10316125

3 credits

Introduces quantity food production to the non-culinary student. Topics include the preparation of a variety of menu items, equipment use, cooking methods and terminologies, recipe conversion and the essentials of timing and coordination of service.

Corequisite: Sanitation for Foodservice Operations 10316112

Introduction to Foodservice

10316128

3 credits

In this course, students will practice the skills they learned in the Introduction to Food Production class by operating a noncommercial foodservice outlet serving guests through a la minute and batch cooking practices. Heavy emphasis is placed on safety & sanitation, knife skills and culinary theory.

Prerequisites: Sanitation for Foodservice Operations 10316112 and Introduction to Food Production 10316125

Introduction to Psychology

10809198

3 credits

This science of psychology course is a survey of multiple aspects of behavior and mental processes. It provides an overview of topics such as research methods, theoretical perspectives, learning, cognition, memory, motivation, emotions, personality, abnormal psychology, physiological factors, social influences, and development.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English

Introductory Statistics

10804189

3 credits

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

COURSE DESCRIPTIONS

are important for success in this course.

Prerequisite: High School GPA of 2.6 and MMM_2 or Accuplacer QAS 241 or ACT Math score of 19 or Pre-Algebra 10834109 or College Math 10804107 with a "C" or better

Menu Planning

10316127

3 credits

A hands-on approach to planning, creating, and maintaining effective menus. Discussions include menu items and placement, food costing and creative menu designs for visual appeal. Menu planning and design software may be utilized.

Nutrition

10316131

2 credits

This course covers key concepts in nutrition including nutrition basics, nutritional standards and guidelines, nutrition programs, market and menu assessment, cooking for health, allergens and special diets, and menu labeling regulations. As part of the course, students will complete a field project and have the opportunity to earn a ManageFirst® Certificate in Nutrition.

Oral/Interpersonal Communication

10801196

3 credits

Focuses on developing effective listening techniques and verbal and nonverbal communication skills through oral presentation, group activity, and other projects. The study of self, conflict, and cultural contexts will be explored, as well as their impact on communication.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English or College Reading and Writing with a C or better

Purchasing & Receiving

10316136

3 credits

In this course, students will learn how to prepare vendor orders using product requisitions from kitchen classes, enter orders online using vendor website, receive products in a safe and secure manner, organize refrigerated, frozen and dry cooler spaces to ensure food safety and anti-theft standards are met, conduct and extend a product inventory and produce, update and maintain food receiving and storage logs utilizing a modified HACCP system to document food safety practices.

Restaurant Operations

10316139

4 credits

Restaurant Operations students will complete product preparation sheets using standardized recipes and restaurant reservations. Students will set up a kitchen for service, including equipment, supplies, and mise en place and prepare menu items to order or buffet style as required. Students will take guest reservations, greet and serve guests, and utilize a point of sale system for order entry and guest check reconciliation.

Prerequisite: Sanitation for Foodservice Operations 10316112, 10316127 Menu Planning, 10316146 Culinary Calculations; Corequisite: Purchasing & Receiving 10316136

Sanitation for Foodservice Operations

10316112

1 credit

Students examine the causes of food-borne illness and apply techniques for preparing, storing, and serving hot and cold foods from a ServSafe® Certified Instructor/Proctor. Students also examine the role of management and workers related to sanitation regulations and standards. The ServSafe® certification test is administered in this course and students will need to hold this valid certificate for graduation and employment in the culinary industry.

Speech

10801198

3 credits

Explores the fundamentals of effective oral presentation to small and large groups. Topic selection, audience analysis, methods of organization, research, structuring evidence and support, delivery techniques, and other essential elements of speaking successfully, including the listening process, form the basis of this course. Includes informative, persuasive, and occasion speech presentations.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 253 and Writing of 262 or ACT of 21 Reading/19 English or completion of College Reading and Writing 1 10831104 with a "C" or better

Supervision

10196191

3 credits

Applies skills and tools necessary to perform the functions of a contemporary frontline leader. Students engage in operational planning, analyze organizational structures, review the staffing process, employ techniques to enhance employee personal and group effectiveness, and develop control techniques to measure effectiveness in the above areas.

Think Critically & Creatively

10809103

3 credits

Provides instruction about critical and creative thinking that is in high demand in all occupations. Models, theories, and processes provide the foundation for learning logical thinking strategies. Students will apply a systematic approach to problem solving by analyzing the problem, assessing possible solutions, and making effective decisions. In addition, students will generate ideas and analyze complex issues. This course assists students with developing a critical thinking mindset which is essential at every level of personal and professional life.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English

Written Communication

10801195

3 credits

Develops writing skills which include prewriting, drafting, revising, and editing. A variety of writing assignments are 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: High School GPA of 2.6 and MMW or Accuplacer Writing of 262 or ACT English score of 20 or completion of College Reading and Writing 1 10831104 with a "C" or better

CULINARY PRODUCTION LINE COOK

Technical Diploma

Program Code: 30-316-4

Total Credits: 20

Mid-State's Culinary Production Line Cook technical diploma program provides the entry-level skills needed for employment in the food service industry. Students will learn and practice skills in cooking, nutrition, menu planning, and serving. All courses count toward Mid-State's Culinary Arts associate of applied science (AAS) program. During this program you will experience a hands-on learning environment. Whether you're preparing food in our state-of-the-art Culinary Kitchen lab or serving food to guests in our Gourmet Café, you'll gain valuable industry knowledge to prepare you for real-life experiences. Start by learning about food science, which provides valuable information about the nutrition, makeup, preparation, and preservation of the food we eat. Then practice your culinary skills by preparing recipes using a wide variety of techniques and ingredients. Finally, earn your industry-recognized ServSafe Manager Certification.

To learn more about this program, visit mstc.edu/programs.

ACADEMIC ADVISOR

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- Schedule a New Student Advising appointment at mstc.edu/advising.

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CAREER PATHWAY



Career pathways help you build your education step by step. Each stage offers one or more credentials that are recognized by employers and lead to real jobs—and you can keep building toward your career goals as you go.

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Credit for Prior Learning

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- Military Experience
- National/Standardized Exams
- Transfer Credit
- Work and Life Experience

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High School Credit

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- Mid-State Fast Track

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- Communication Essentials (9 Credits)
- Culinary Foundations (9 Credits)
- Meat Cutting and Butchery (9 Credits)
- Pantry Chef & Beverage Server (8 Credits)

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Start Your Career: Independent Caterer, Catering Coordinator, Banquet Server/Assistant, Nutrition or Menu Specialist
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Start Your Career: Food Service Specialist, Line Cook, Production Cook, Station Cook, Sous Chef

Associate Degree

- Culinary Arts (63-64 Credits)
Start Your Career: Food and Beverage Director, Food Service Manager, Head Chef, Restaurant Manager, Sous Chef

Bachelor's Degree

For those interested in continuing their education, Mid-State offers transfer guides with various four-year colleges and universities. For more information, visit mstc.edu/transfer.

Other Options

Related Programs: Hospitality Specialist, Hospitality Management

OUTCOMES

Employers will expect you, as a Culinary Production Line Cook graduate, to be able to:

- Apply principles of safety and sanitation in food service operations.
- Demonstrate culinary skills.
- Manage food service operations.
- Plan menus.

TECHNICAL SKILLS ATTAINMENT

The Wisconsin Technical College System (WTCS) has implemented a requirement that all technical colleges measure outcomes attained by students. This requirement is called Technical Skills Attainment (TSA). The main objective of TSA is to ensure graduates have the technical skills needed by employers. Faculty will let students know when and how the TSA is being assessed in the program.

TECHNICAL STANDARDS

Students enrolled in the Culinary Production Line Cook program must be able to meet the established technical standards identified below, which are reflective of those found in the profession.

- Ability to move or transport objects up to 50 pounds, potentially with occasional, frequent, or constant exertion.
- Ability to detect and respond to emergencies.
- Sufficient endurance, strength, mobility, balance, flexibility, and coordination to perform activities and emergency procedures.
- Sufficient sensory (auditory, visual, taste, smell, tactile) ability in order to detect temperature and/or environmental temperature, detect freshness or state of product, etc.

STUDENT HANDBOOK

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

GRADUATION REQUIREMENT

The GPS for Student Success course is required for all Mid-State program students and is recommended to be completed before obtaining 12 credits. Some students are exempt from this requirement. Please see your academic advisor for more information.

ADDITIONAL COURSES AS NEEDED

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

College Reading and Writing 1

10831104

3 credits

Provides learners with opportunities to develop and expand reading and writing skills to prepare for college-level academic work. Students will employ critical reading strategies to improve comprehension, analysis, and retention of texts. Students will apply the writing process to produce well-developed, coherent, and unified written work.

Pre-Algebra

10834109

3 credits

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

MULTIPLE MEASURES

Students can place into courses using high school GPA and completed classes. Placement can be determined in the following ways:

- **Multiple Measures Writing (MMW)**
High school GPA of 2.6 & successful completion of 2.0 credits of high school writing courses with a "C" or better
- **Multiple Measures Reading (MMR)**
High school GPA of 2.6 & successful completion of 2.0 credits of high school literature courses with a "C" or better
- **Multiple Measures Math 1 (MMM_1)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school math (Algebra 1 or equivalent) with a "C" or better
- **Multiple Measures Math 2 (MMM_2)**
High school GPA of 2.6 & successful completion of 2.0 credits of high school math including Algebra 1 and Algebra 2 with a "C" or better
- **Multiple Measures Science 1 (MMS_1)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school lab science course with a "C" or better
- **Multiple Measures Science 2 (MMS_2)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school chemistry with a "C" or better

Past high school and college transcripts are used in making course placement decisions.

SAMPLE FULL-TIME CURRICULUM OPTION

Culinary Production Line Cook • 20 Total Credits

Term 10 Credits	Course Number	Course Name	CPL	Credits
	10316112	Sanitation for Foodservice Operations	Yes	1
	10316121	Food Science	No	2
	10316125	Introduction to Food Production	No	3
	10316146	Culinary Calculations	No	3
	10890102	GPS for Student Success	Yes	1
Term 10 Credits	Course Number	Course Name	CPL	Credits
	10316128	Introduction to Foodservice	No	3
	10316129	Culinary Internship	No	2
	10316130	Introduction to Baking	No	2
	10316138	Garde Manager	No	3

Please Note

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Culinary Calculations

10316146

3 credits

Applies the basic principles of culinary calculations involved in the purchase, preparation and use of goods related to the hospitality field.

Culinary Internship

10316129

2 credits

This internship provides students with practical knowledge and experience in the culinary industry through the lens of restaurant cooks and managers. Integrating the theories and techniques learned in previous courses with specific off-campus occupational experiences at selected training sites allows students to gain a real-world perspective of this segment of the industry.

Prerequisites: Admission to Culinary Arts program 103161, Sanitation for Foodservice Operations 10316112 and Introduction to Food Production 10316125

Food Science

10316121

2 credits

Discover the science and history behind food preparation. Explore what happens when heat and/or cold are applied to foods and how different chemicals can manipulate the texture, flavor, and appearance of foods. This course will also address the hierarchy of culinary titles and what comprises a professional kitchen.

Garde Manager

10316138

3 credits

In this course, students will learn to prepare cold soups, cold sauces, cheese platters, charcuterie boards, pâtés and terrines, as well as salads and decorative fruit and vegetable displays.

Corequisite: Sanitation for Foodservice Operations 10316112

GPS for Student Success

10890102

1 credit

Integrate necessary skills for student success by developing an academic plan, identifying interpersonal attributes for success, adopting efficient and effective learning strategies, and utilizing Mid-State resources, policies, and processes.

This course is recommended to be completed prior to obtaining 12 credits and is a graduation requirement unless you receive an exemption from your program advisor.

Introduction to Baking

10316130

2 credits

Students will learn baking theory through online and workbook exercises and then apply this theory in class by utilizing the equipment and ingredients used in commercial baking to prepare yeast breads, quick breads, pies, cakes, cookies and other products. The course will reinforce the knowledge and skills the student has learned in previous courses including practical kitchen safety & sanitation, mise en place, product identification, and scaling & product utilization.

Prerequisites: Introduction to Food Production 10316125 and Sanitation for Foodservice Operations 10316112 or ServSafe® Food Manager Certification

Introduction to Food Production

10316125

3 credits

Introduces quantity food production to the non-culinary student. Topics include the preparation of a variety of menu items, equipment use, cooking methods and terminologies, recipe conversion and the essentials of timing and coordination of service.

Corequisite: Sanitation for Foodservice Operations 10316112

Introduction to Foodservice

10316128

3 credits

In this course, students will practice the skills they learned in the Introduction to Food Production class by operating a noncommercial foodservice outlet serving guests through a la minute and batch cooking practices. Heavy emphasis is placed on safety & sanitation, knife skills and culinary theory.

Prerequisites: Sanitation for Foodservice Operations 10316112 and Introduction to Food Production 10316125

Sanitation for Foodservice Operations

10316112

1 credit

Students examine the causes of food-borne illness and apply techniques for preparing, storing, and serving hot and cold foods from a ServSafe® Certified Instructor/Proctor. Students also examine the role of management and workers related to sanitation regulations and standards. The ServSafe® certification test is administered in this course and students will need to hold this valid certificate for graduation and employment in the culinary industry.

CUSTOMER RELATIONSHIP PROFESSIONAL

Technical Diploma

Program Code: 30-106-8

Total Credits: 13

The only program of its kind in the Wisconsin Technical College System, Mid-State's Customer Relationship Professional program develops students into important members of a call center or customer service team. The program focuses on communicating with customers to help them navigate past challenges to fulfill their needs, emphasizing active listening, effective verbal communication, and customer service skills. You will learn telephone etiquette, how to respond appropriately to customers, and how to perform quick problem-solving analysis while exceeding customer expectations.

To learn more about this program, visit mstc.edu/programs.

ACADEMIC ADVISOR

To schedule an appointment with an academic advisor, call 715-422-5300. Academic advisors will travel to other campuses as necessary to accommodate student needs. For more information about advising, visit mstc.edu/advising.

NEW STUDENT CHECKLIST

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- Set up student MyCampus account at mstc.edu/mycampus-assistance.
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CAREER PATHWAY



Career pathways help you build your education step by step. Each stage offers one or more credentials that are recognized by employers and lead to real jobs—and you can keep building toward your career goals as you go.

Begin at any point.

Prior Learning

Credit for Prior Learning

- Certifications and Licenses
- Military Experience
- National/Standardized Exams
- Transfer Credit
- Work and Life Experience

Learn about Credit for Prior Learning at mstc.edu/cpl.

High School Credit

- High School Dual Credit
- Mid-State Fast Track

Learn about High School Credit at mstc.edu/dc.

Certificate

- Business Communications Foundations (9 Credits)
- Business Legal Foundations (6 Credits)
- Business Office Foundations (6 Credits)
- Foundations of Business Administration (9 Credits)
- Human Resources Foundations (6 Credits)
- Leadership Foundations (6 Credits)

Technical Diploma

- Customer Relationship Professional (13 Credits)
Start Your Career: Account Representative, Call Center Agent, Client Services Specialist, Customer Service Representative
- Entrepreneur (17 Credits)
Start Your Career: Business Owner, Entrepreneur, Founder/CEO
- Human Resources Assistant (33 Credits)
Start Your Career: HR Generalist, HR Recruitment Coordinator, Job Analyst
- Office Support Specialist (33 Credits)
Start Your Career: Administrative Assistant, Office Assistant, Office Support Specialist, Program Assistant, Secretary

Associate Degree

- Business Management (65-66 Credits)
Start Your Career: Account Executive, Department Supervisor, Office Manager, Production Supervisor, Store Leader

Bachelor's Degree

For those interested in continuing their education, Mid-State offers transfer guides with various four-year colleges and universities. For more information, visit mstc.edu/transfer.

Other Options

Related Programs: Human Resources, Project Management, Leadership Development

OUTCOMES

Employers will expect you, as a Customer Relationship Professional graduate, to be able to:

- Demonstrate effective workplace communications.
- Model professionalism in the workplace.
- Maintain internal and external relationships.

TECHNICAL SKILLS ATTAINMENT

The Wisconsin Technical College System (WTCS) has implemented a requirement that all technical colleges measure outcomes attained by students. This requirement is called Technical Skills Attainment (TSA). The main objective of TSA is to ensure graduates have the technical skills needed by employers. Faculty will let students know when and how the TSA is being assessed in the program.

STUDENT HANDBOOK

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GRADUATION REQUIREMENT

The GPS for Student Success course is required for all Mid-State program students and is recommended to be completed before obtaining 12 credits. Some students are exempt from this requirement. Please see your academic advisor for more information.

ADDITIONAL COURSES AS NEEDED

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

College Reading and Writing 1

10831104

3 credits

Provides learners with opportunities to develop and expand reading and writing skills to prepare for college-level academic work. Students will employ critical reading strategies to improve comprehension, analysis, and retention of texts. Students will apply the writing process to produce well-developed, coherent, and unified written work.

Pre-Algebra

10834109

3 credits

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

MULTIPLE MEASURES

Students can place into courses using high school GPA and completed classes. Placement can be determined in the following ways:

- **Multiple Measures Writing (MMW)**
High school GPA of 2.6 & successful completion of 2.0 credits of high school writing courses with a "C" or better
- **Multiple Measures Reading (MMR)**
High school GPA of 2.6 & successful completion of 2.0 credits of high school literature courses with a "C" or better
- **Multiple Measures Math 1 (MMM_1)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school math (Algebra 1 or equivalent) with a "C" or better
- **Multiple Measures Math 2 (MMM_2)**
High school GPA of 2.6 & successful completion of 2.0 credits of high school math including Algebra 1 and Algebra 2 with a "C" or better
- **Multiple Measures Science 1 (MMS_1)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school lab science course with a "C" or better
- **Multiple Measures Science 2 (MMS_2)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school chemistry with a "C" or better

Past high school and college transcripts are used in making course placement decisions.

SAMPLE FULL-TIME CURRICULUM OPTION

Customer Relationship Professional • 13 Total Credits

Term 13 Credits	Course Number	Course Name	CPL	Credits
	10102101	Introduction to Business	Yes	3
	10106106	Quality Customer Service	Yes	3
	10801195	Written Communication	Yes	3
	10801196	Oral/Interpersonal Communication	Yes	3
	10890102	GPS for Student Success	Yes	1

Please Note

- Credit for Prior Learning (CPL) options are available for some courses. You can visit mstc.edu/cpl or contact your academic advisor for details.
- This curriculum sequence is only for student planning. Actual student schedules will vary depending on course availability.
- This program is offered online and classes are in an 8-week format.
- Program completion time may vary based on student scheduling and course availability. For details, go to mstc.edu/schedule.
- Get the latest updates online at mstc.edu.

SAMPLE PART-TIME CURRICULUM OPTION

Customer Relationship Professional • 13 Total Credits

Term 7 Credits	Course Number	Course Name	CPL	Credits
	10102101	Introduction to Business	Yes	3
	10801196	Oral/Interpersonal Communication	Yes	3
	10890102	GPS for Student Success	Yes	1

Term 6 Credits	Course Number	Course Name	CPL	Credits
	10106106	Quality Customer Service	Yes	3
	10801195	Written Communication	Yes	3

Introduction to Business**10102101****3 credits**

An introduction to what a business is, how it operates, and how it is managed. Students identify forms of ownership and the processes used in production and marketing, finance, personnel, and management in business operations.

GPS for Student Success**10890102****1 credit**

Integrate necessary skills for student success by developing an academic plan, identifying interpersonal attributes for success, adopting efficient and effective learning strategies, and utilizing Mid-State resources, policies, and processes. This course is recommended to be completed prior to obtaining 12 credits and is a graduation requirement unless you receive an exemption from your program advisor.

Oral/Interpersonal Communication**10801196****3 credits**

Focuses on developing effective listening techniques and verbal and nonverbal communication skills through oral presentation, group activity, and other projects. The study of self, conflict, and cultural contexts will be explored, as well as their impact on communication.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English or College Reading and Writing with a C or better

Quality Customer Service**10106106****3 credits**

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

Written Communication**10801195****3 credits**

Develops writing skills which include prewriting, drafting, revising, and editing. A variety of writing assignments are 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: High School GPA of 2.6 and MMW or Accuplacer Writing of 262 or ACT English score of 20 or completion of College Reading and Writing 1 10831104 with a "C" or better

DENTAL ASSISTANT

Technical Diploma

Program Code: 30-508-2

Total Credits: 17

In this program, you will learn to use dental equipment, expose and process radiographs, assist with dental emergencies, record medical and dental information, maintain a supply inventory, and perform related dental office and laboratory procedures. Students in the program receive practical training on-site with one of our dental office partners. Hands-on experiences include working with dental practice management software, dental equipment and materials. Students will also operate x-ray units and other digital imaging devices to perform radiographs.

To learn more about this program, visit mstc.edu/programs.

ACADEMIC ADVISOR

To schedule an appointment with an academic advisor, call 715-422-5300. Academic advisors will travel to other campuses as necessary to accommodate student needs. For more information about advising, visit mstc.edu/advising.

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- Transfer Credit
- Work and Life Experience

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High School Credit

- High School Dual Credit
- Mid-State Fast Track

Learn about High School Credit at mstc.edu/dc.

Technical Diploma

- Dental Assistant (17 Credits)
Start Your Career: Dental Assistant, Dental Hygiene Assistant, Dental Lab Assistant, Orthodontic Assistant

Bachelor's Degree

For those interested in continuing their education, Mid-State offers transfer guides with various four-year colleges and universities. For more information, visit mstc.edu/transfer.

Other Options

Related Programs: Health & Wellness Promotion, Health Information Management, Medical Assistant, Medical Coder, Nursing, Nursing Assistant, Phlebotomy Technician, Radiography, Respiratory Therapy, Sterile Processing Technician, Surgical Technology

OUTCOMES

Employers will expect you, as a Dental Assistant graduate, to be able to:

- Perform a variety of entry-level supportive dental procedures.
- Manage infection and hazard control.
- Produce diagnostic radiographs.
- Perform basic dental laboratory procedures.
- Demonstrate professional behaviors, ethics, and appearance.

TECHNICAL SKILLS ATTAINMENT

The Wisconsin Technical College System (WTCS) has implemented a requirement that all technical colleges measure outcomes attained by students. This requirement is called Technical Skills Attainment (TSA). The main objective of TSA is to ensure graduates have the technical skills needed by employers. Faculty will let students know when and how the TSA is being assessed in the program.

ADDITIONAL ENTRY CRITERIA

To apply to the Dental Assistant program, please submit the following documents to Mid-State Admissions:

- Criminal Background Statement of Understanding and Release of Information form.

Mid-State Technical College • Admissions
500 32nd Street North, Wisconsin Rapids, WI 54494

TECHNICAL STANDARDS

A list of specific physical, emotional, and mental tasks needed to function as a Dental Assistant is available at mstc.edu/programs/dental-assistant. Contact the Accessibility Services Coordinator in the Student Services & Information Center to receive assistance.

CLINICAL-RELATED REQUIREMENTS

Prior to placement at a clinical site, students need to pay for a criminal background check and provide documentation of required health work.

Students are responsible for ensuring all requirements remain current during program enrollment.

Clinical sites have the right to refuse a student's placement based on inadequate health records, pending charges, or conviction records. Students with a criminal history may not be able to complete clinical courses. Mid-State will make two attempts to place a student in an appropriate clinical experience. If Mid-State is unable to place the student after two attempts, the student will be withdrawn from the clinical course and will not be able to advance in the program.

PROGRAM PROGRESSION AND COMPLETION

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

- Repeat courses not completed with a grade of "C" or better prior to progressing in program courses with co- or prerequisites.
- Receive a grade of "C" or better in all courses required for graduation.
- Please note that the ability to repeat courses is dependent upon availability in courses. Students may be required to apply for program re-entry in order to repeat courses within the program's instructional area.

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GRADUATION REQUIREMENT

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ADDITIONAL COURSES AS NEEDED

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

College Reading and Writing 1 10831104 3 credits

Provides learners with opportunities to develop and expand reading and writing skills to prepare for college-level academic work. Students will employ critical reading strategies to improve comprehension, analysis, and retention of texts. Students will apply the writing process to produce well-developed, coherent, and unified written work.

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High school GPA of 2.6 & successful completion of 2.0 credits of high school literature courses with a “C” or better
- **Multiple Measures Math 1 (MMM_1)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school math (Algebra 1 or equivalent) with a “C” or better
- **Multiple Measures Math 2 (MMM_2)**
High school GPA of 2.6 & successful completion of 2.0 credits of high school math including Algebra 1 and Algebra 2 with a “C” or better
- **Multiple Measures Science 1 (MMS_1)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school lab science course with a “C” or better
- **Multiple Measures Science 2 (MMS_2)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school chemistry with a “C” or better

Past high school and college transcripts are used in making course placement decisions.

SAMPLE FULL-TIME CURRICULUM OPTION

Dental Assistant • 17 Total Credits

Term 17 Credits	Course Number	Course Name	CPL	Credits
	31508301	Dental Health Safety	No	1
	31508302	Dental Chairside	No	5
	31508303	Dental Materials	No	2
	31508304	Dental & General Anatomy	No	2
	31508305	Applied Dental Radiography	No	2
	31508306	Dental Assistant Clinical	No	3
	31508307	Dental Assistant Professional	No	1
	10890102	GPS for Student Success	Yes	1

Please Note

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Applied Dental Radiography

31508305

2 credits

Prepares dental auxiliary students to operate x-ray units and expose bitewing, periapical, extra oral, and occlusal images. Emphasis is placed on protection against x-ray hazards. Students also process, mount, and evaluate dental images for diagnostic value. In this course students demonstrate competency on a manikin. In addition, students expose bitewing and periapical images on a peer or patient. Students gain further experience in exposing images on patients in the clinical portion of their program. This course also provides the background in radiographic theory required for students to make informed decisions and adjustments.

Prerequisite: Admission to Dental Assistant program 305082 and 31508301 Dental Health Safety; Corequisites: Dental Assistant Clinical 31508306, Dental & General Anatomy 31508304, Dental Chairside 31508302, and Dental Materials 31508303

Dental & General Anatomy

31508304

2 credits

Apply fundamentals of general and dental anatomy to informed decision-making and to professional communication with colleagues and patients.

Prerequisite: Admission to the Dental Assistant program and 31508301 Dental Health Safety; Corequisites: 31508305 Applied Dental Radiography, 31508302 Dental Chairside, 31508306 Dental Assistant Clinical, 31508303 Dental Materials

Dental Assistant Clinical

31508306

3 credits

Apply skills in a clinical setting with patients. Integration of core abilities and basic occupational skills are emphasized.

Prerequisite: Admission to Dental Assistant program 305082; Corequisites: Dental Chairside 31508302, Dental & General Anatomy 31508304, Applied Dental Radiography 31508305, Dental Health Safety 31508301, and Dental Materials 31508303

Dental Assistant Professional

31508307

1 credit

Develop professional appearance and image and learn to work within ethical guidelines and legal frameworks. Develop and customize a portfolio and on-going professional development plan to prepare for the workforce.

Prerequisite: Admission to the Dental Assistant program 305082 and 31508301 Dental Health Safety; Corequisites: 31508306 Dental Assistant Clinical, 31508305 Applied Dental Radiography, 31508302 Dental Chairside

GPS for Student Success

10890102

1 credit

Integrate necessary skills for student success by developing an academic plan, identifying interpersonal attributes for success, adopting efficient and effective learning strategies, and utilizing Mid-State resources, policies, and processes. This course is recommended to be completed prior to obtaining 12 credits and is a graduation requirement unless you receive an exemption from your program advisor.

Dental Chairside

31508302

5 credits

Prepares dental assistant students to chart oral cavity structures, dental pathology, and restorations and to assist a dentist with basic dental procedures including examinations, pain control, amalgam restoration, and cosmetic restoration. Students will also develop the ability to educate patients about preventive dentistry, brushing and flossing techniques, and dental procedures, using lay terminology. Throughout the course, students will apply decoding strategies to the correct use and interpretation of dental terminology.

Prerequisite: Admission to the Dental Assistant program and 31508301 Dental Health Safety; Corequisites: 31508306 Dental Assistant Clinical, 31508304 Dental & General Anatomy, 31508305 Applied Dental Radiography, 31508303 Dental Materials

Dental Health Safety

31508301

1 credit

Prepares dental auxiliary students to respond proactively to dental emergencies, control infection, prevent disease, adhere to OSHA Standards, and safely manage hazardous materials. Students also take patient vital signs and collect patient medical/dental histories. CPR certification is a prerequisite; students will be required to show proof of certification before beginning the course. This course is a WTCS aligned course required in both the Dental Hygienist and Dental Assisting programs.

Prerequisite: Admission to Dental Assistant program 305082

Dental Materials

31508303

2 credits

Prepares dental auxiliary students to handle and prepare dental materials such as liners, bases, cements, amalgam, resin restorative materials, gypsum products, and impression materials. They also learn to take alginate impressions on manikins and clean removable appliances. This course is aligned to serve students in the Dental Hygienist and Dental Assistant programs.

Prerequisite: Admission to Dental Assistant program 305082 and 31508301 Dental Health Safety; Corequisites: Dental Assistant Clinical 31508306, Dental & General Anatomy 31508304, Applied Dental Radiography 31508305, and Dental Chairside 31508302

DIESEL & HEAVY EQUIPMENT TECHNICIAN

Technical Diploma

Program Code: 31-412-1

Total Credits: 59

Graduates of Mid-State's Diesel & Heavy Equipment Technician program have the knowledge and skills to confidently locate and repair mechanical and electrical problems in trucks, buses, construction equipment, farm equipment, and industrial machinery. Through hands-on classroom learning and training on state-of-the-art equipment, you will learn to perform preventive maintenance and troubleshooting procedures, rebuild components, and respond to field service calls. You'll also participate in field trips, tours, and equipment demonstrations, and you'll get real-world experience by maintaining Mid-State's vehicle fleet and operating onsite equipment.

To learn more about this program, visit mstc.edu/programs.

ACADEMIC ADVISOR

To schedule an appointment with an academic advisor, call 715-422-5300. Academic advisors will travel to other campuses as necessary to accommodate student needs. For more information about advising, visit mstc.edu/advising.

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- National/Standardized Exams
- Transfer Credit
- Work and Life Experience

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High School Credit

- High School Dual Credit
- Mid-State Fast Track

Learn about High School Credit at mstc.edu/dc.

Technical Diploma

- Diesel & Heavy Equipment Technician Assistant (30 Credits)
Start Your Career: Diesel Parts Sales/Service, Light Maintenance Technician, Parts Associate, Undercarriage Technician
- Diesel & Heavy Equipment Technician (59 Credits)
Start Your Career: Agriculture Equipment Technician, Bus and Truck Technician, Fleet Maintenance Technician, Heavy Equipment Technician, Over the Road Truck Technician

Bachelor's Degree

For those interested in continuing their education, Mid-State offers transfer guides with various four-year colleges and universities. For more information, visit mstc.edu/transfer.

Other Options

Related Programs: Automotive Maintenance Technician, Automotive Technician

OUTCOMES

Employers will expect you, as a Diesel & Heavy Equipment Technician graduate, to be able to:

- Diagnose major systems in the diesel and heavy equipment industry.
- Repair major systems in the diesel and heavy equipment industry.
- Service major systems in the diesel and heavy equipment industry.
- Practice personal and professional work habits.
- Document complaint, cause, and correction.

TECHNICAL SKILLS ATTAINMENT

The Wisconsin Technical College System (WTCS) has implemented a requirement that all technical colleges measure outcomes attained by students. This requirement is called Technical Skills Attainment (TSA). The main objective of TSA is to ensure graduates have the technical skills needed by employers. Faculty will let students know when and how the TSA is being assessed in the program.

ACCREDITATION

This program meets the requirements for Master Truck Service Technology Accreditation, the highest level of program accreditation recognized by the National Institute for Automotive Service Excellence (ASE).

PROTECTIVE CLOTHING

Students are required to wear school uniform shirts while working in the diesel shop. Uniform shirts can be purchased from the Wisconsin Rapids campus Bookstore. Students are also required to provide and wear leather work shoes with oil-resistant soles.

STUDENT HANDBOOK

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GRADUATION REQUIREMENT

The GPS for Student Success course is required for all Mid-State program students and is recommended to be completed before obtaining 12 credits. Some students are exempt from this requirement. Please see your academic advisor for more information.

ADDITIONAL COURSES AS NEEDED

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

College Reading and Writing 1

10831104

3 credits

Provides learners with opportunities to develop and expand reading and writing skills to prepare for college-level academic work. Students will employ critical reading strategies to improve comprehension, analysis, and retention of texts. Students will apply the writing process to produce well-developed, coherent, and unified written work.

Pre-Algebra

10834109

3 credits

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

MULTIPLE MEASURES

Students can place into courses using high school GPA and completed classes. Placement can be determined in the following ways:

- **Multiple Measures Writing (MMW)**
High school GPA of 2.6 & successful completion of 2.0 credits of high school writing courses with a "C" or better
- **Multiple Measures Reading (MMR)**
High school GPA of 2.6 & successful completion of 2.0 credits of high school literature courses with a "C" or better
- **Multiple Measures Math 1 (MMM_1)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school math (Algebra 1 or equivalent) with a "C" or better
- **Multiple Measures Math 2 (MMM_2)**
High school GPA of 2.6 & successful completion of 2.0 credits of high school math including Algebra 1 and Algebra 2 with a "C" or better
- **Multiple Measures Science 1 (MMS_1)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school lab science course with a "C" or better
- **Multiple Measures Science 2 (MMS_2)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school chemistry with a "C" or better

Past high school and college transcripts are used in making course placement decisions.

SAMPLE FULL-TIME CURRICULUM OPTION

Diesel & Heavy Equipment Technician • 59 Total Credits

Term 16 Credits	Course Number	Course Name	CPL	Credits
	10457119	Fabrication Fundamentals 1	No	1
	31442320	Welding Foundations 1	Yes	1
	31442321	Welding Foundations 2	No	1
	32412308	Braking Systems-Diesel	No	5
	32412309	Suspension & Steering Systems	No	5
	32412340	Intro to Electricity for the Diesel Industry	Yes	1
	32412375	Service Practices in Diesel Industry	Yes	1
Term 14 Credits	10890102	GPS for Student Success	Yes	1
	Course Number	Course Name	CPL	Credits
	31801368	Workplace Communication	Yes	1
	32412305	Preventative Maintenance-Diesel	No	3
	32412312	Drivetrains	No	4
	32412313	Electrical Systems	No	4
Term 15 Credits	32462302	Mobile Hydraulics	No	2
	Course Number	Course Name	CPL	Credits
	31804305	Applied Mathematics	No	2
	32412303	Heating/AC-Diesel	Yes	3
	32412324	Engine Repair	No	5
Term 14 Credits	32412327	Fuel Systems & Alternative Fuels	No	5
	Course Number	Course Name	CPL	Credits
	32412310	Engine Performance & Emissions-Diesel	No	5
	32412311	Advanced Electricity-Diesel	No	5
	32412330	Capstone-Live Diesel Repair	No	2
	32806351	Applied Science	No	2

Please Note

- Credit for Prior Learning (CPL) options are available for some courses. You can visit mstc.edu/cpl or contact your academic advisor for details.
- This curriculum sequence is only for student planning. Actual student schedules will vary depending on course availability.
- Program completion time may vary based on student scheduling and course availability. For details, go to mstc.edu/schedule.
- Get the latest updates online at mstc.edu.

SAMPLE PART-TIME CURRICULUM OPTION

Diesel & Heavy Equipment Technician • 59 Total Credits

Term 16 Credits	Course Number	Course Name	CPL	Credits
	10457119	Fabrication Fundamentals 1	No	1
	31442320	Welding Foundations 1	Yes	1
	31442321	Welding Foundations 2	No	1
	32412308	Braking Systems-Diesel	No	5
	32412309	Suspension & Steering Systems	No	5
	32412340	Intro to Electricity for the Diesel Industry	Yes	1
	32412375	Service Practices in Diesel Industry	Yes	1
Term 14 Credits	10890102	GPS for Student Success	Yes	1
	Course Number	Course Name	CPL	Credits
	31801368	Workplace Communication	Yes	1
	32412305	Preventative Maintenance-Diesel	No	3
	32412312	Drivetrains	No	4
Term 10 Credits	32412313	Electrical Systems	No	4
	32462302	Mobile Hydraulics	No	2
	Course Number	Course Name	CPL	Credits
Term 10 Credits	32412324	Engine Repair	No	5
	32412327	Fuel Systems & Alternative Fuels	No	5
Term 10 Credits	Course Number	Course Name	CPL	Credits
	32412310	Engine Performance & Emissions-Diesel	No	5
Term 5 Credits	32412311	Advanced Electricity-Diesel	No	5
	Course Number	Course Name	CPL	Credits
	31804305	Applied Mathematics	No	2
Term 4 Credits	32412303	Heating/AC-Diesel	Yes	3
	Course Number	Course Name	CPL	Credits
Term 4 Credits	32412330	Capstone-Live Diesel Repair	No	2
	32806351	Applied Science	No	2

Advanced Electricity-Diesel

32412311

5 credits

Learner receives advanced training in the theory, operating principles, and diagnosis and repair of vehicle electronic/electrical systems. Emphasis on diagnosis and repair of vehicle ignition, starting, charging, lighting, and electronic powertrain systems as related to the transportation, agriculture, and heavy equipment industry.

Prerequisites: Engine Repair 32412324 and Fuel Systems & Alternative Fuels 32412327

Applied Mathematics

31804305

2 credits

Students taking Applied Mathematics make and convert various measurements. Students use formulas to solve problems. They compute dimensions of geometric shapes. Students use statistical tools to represent and analyze data. They analyze various financial situations. Students use basic right triangle trigonometry to solve problems. In each topic area, students solve application problems.

Applied Science

32806351

2 credits

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

Braking Systems-Diesel

32412308

5 credits

Learners employ fundamentals of vehicle braking systems, including drum, disc, hydraulic, and air systems to perform on vehicle diagnosis and repairs. Includes power and anti-skid systems, with emphasis on troubleshooting and component replacement.

Capstone-Live Diesel Repair

32412330

2 credits

Learners have the opportunity to work on "live" diagnostic and repair projects and have their knowledge and skills assessed across a wide spectrum of projects provided by business and industry. Work orders, troubleshooting, parts ordering, installation, and quality checks are all elements included to provide real-life experiences as students prepare to begin their diesel and heavy equipment career.

Prerequisites: Engine Repair 32412324 and Fuel Systems & Alternative Fuels 32412327; Corequisites: Engine Performance & Emissions-Diesel 32412310 and Advanced Electricity-Diesel 32412311

Drivetrains

32412312

4 credits

Learners practice on-vehicle diagnosis and repair of clutches, manual transmissions, drive shafts and universal joints, and drive axles. Provides general overview of the most common transmissions and drive train components used in industry. The diagnostic and service procedures studied apply to the truck, construction, and heavy equipment industries.

Prerequisites: Suspension & Steering Systems 32412309 and Braking Systems-Diesel 32412308

Electrical Systems

32412313

4 credits

Learners employ principles of construction, function, and operation of batteries, starting systems, charging systems, and controls. Incorporates basic electronics, including series and parallel circuits, magnetism and Ohm's Law, wiring schematics, soldering techniques, and use of diagnostic equipment.

Prerequisite: Intro to Electricity for the Diesel Industry 32412340

Engine Performance & Emissions-Diesel

32412310

5 credits

Learners employ principles of construction, function, and operation of ignition systems, fuel systems, air induction systems, exhaust systems, emission control systems. Emphasizes the proper diagnosis, repair, and tune-up of system components as related to the transportation, agriculture, and heavy equipment industry.

Prerequisites: Engine Repair 32412324 and Fuel Systems & Alternative Fuels 32412327

Engine Repair

32404324

5 credits

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

Fabrication Fundamentals 1

10457119

1 credit

An introduction to structural shapes and sheet metal fabrication. Presents fabrication techniques, metal selection, and layout, cutting, bending, drilling, threading, and joining using manual equipment and techniques. Information is presented to the student and followed up with lab activities to provide a hands-on experience. Emphasizes developing an understanding of the tools, techniques, safe work habits, and application of sheet metal fabrication skills.

Fuel Systems & Alternative Fuels

32412327

5 credits

Learners employ principles of construction, function, and operation of low pressure fuel systems, governors, mechanical distributor pumps, multiple plunger pumps, electronic unit injectors, hydraulic actuated electronic unit injectors, and common rail fuel systems. This course emphasizes diagnosis and repair of mechanical, hydraulic, and common rail fuel systems.

GPS for Student Success

10890102

1 credit

Integrate necessary skills for student success by developing an academic plan, identifying interpersonal attributes for success, adopting efficient and effective learning strategies, and utilizing Mid-State resources, policies, and processes. This course is recommended to be completed prior to obtaining 12 credits and is a graduation requirement unless you receive an exemption from your program advisor.

Heating/AC-Diesel

32412303

3 credits

Introduces the learner to the theory and operation of the heating and air conditioning systems found in transportation, farm, and heavy equipment industries. Focuses on the inspection, diagnoses, and repair of heating and air conditioning systems found in the diesel field. Learners have the opportunity to acquire their EPA 608 and 609 Certification. Offers experience in installation, operation, and repair of auxiliary power units along with refrigeration units.

Intro to Electricity for the Diesel Industry

32412340

1 credit

Introduces learners to electrical measurement tools and techniques. Includes both hands-on experience and theory on topics including multimeter operation, Ohm's Law, wiring diagram interpretation, and circuit testing. Content is focused on tools and procedures commonly used in automotive, and diesel/heavy equipment industries. Learners will have the opportunity to earn NC3 multimeter certification during this course.

Mobile Hydraulics

32462302

2 credits

Learners employ basic principles and application of pumps, compressors, motors, valves, actuators, and conductors to demonstrate the understanding of hydraulic systems as well as the physical properties of liquids. Learners will identify various parts of a circuit in order to perform light maintenance and troubleshooting in hydraulic systems used on heavy truck, earth-moving, or agricultural equipment.

Preventative Maintenance-Diesel

32412305

3 credits

Introduces learner to vehicle preventive maintenance and inspection. Focuses on maintaining and inspecting the engine system, cab, electrical and electronics, and frame and chassis components with an emphasis on DOT inspections. Learners practice proper service on vehicle systems and perform a visual inspection of all vehicle components. Learners also practice how to properly document all maintenance and inspection findings.

Prerequisites: Suspension & Steering Systems 32412309 and Braking Systems-Diesel 32412308

Service Practices in Diesel Industry

32412375

1 credit

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

Suspension & Steering Systems

32412309

5 credits

Analyze construction and working principles of chassis components. Includes frames, suspension systems, steering gears and linkages, wheels and tires, and wheel alignment. Learners practice on-vehicle diagnosis and repair of suspension and steering systems.

Welding Foundations 1

31442320

1 credit

An introduction to fundamental welding techniques with an emphasis on safe work habits that covers the processes of FCAW, GMAW, and OXY-Fuel cutting. Classroom instruction paired with lab activities are designed to provide fundamental skills in each of the welding processes covered in the class.

Welding Foundations 2

31442321

1 credit

An introduction to fundamental welding techniques with an emphasis on safe work habits that covers the processes of GTAW, SMAW and Plasma cutting. Classroom instruction paired with lab activities are designed to provide fundamental skills in each of the welding processes covered in the class.

Workplace Communication

31801368

1 credit

Analyze workplace communication situations to develop professional verbal and written communication skills. Learners apply verbal and written communication skills, as well as conflict resolution strategies, to improve workplace communication climates and promote personal and professional growth.

DIESEL & HEAVY EQUIPMENT TECHNICIAN ASSISTANT

Technical Diploma

Program Code: 31-412-2

Total Credits: 30

Mid-State's Diesel & Heavy Equipment Technician Assistant program provides students with the knowledge and technical skills needed to perform basic maintenance and light repairs in the following areas: brakes, hydraulics, suspension and steering, drive train, tire service, basic electricity, and preventive maintenance inspection. This one-year option is ideal for students looking to work in a fleet environment. Through hands-on classroom learning and training on state-of-the-art equipment, you will learn to perform preventive maintenance, inspection, and light repairs. You'll also participate in field trips, tours, and equipment demonstrations, and you'll get real-world experience by maintaining Mid-State's vehicle fleet and operating onsite equipment.

To learn more about this program, visit mstc.edu/programs.

ACADEMIC ADVISOR

To schedule an appointment with an academic advisor, call 715-422-5300. Academic advisors will travel to other campuses as necessary to accommodate student needs. For more information about advising, visit mstc.edu/advising.

NEW STUDENT CHECKLIST

Complete the following steps to prepare for your New Student Advising appointment with your academic advisor:

- Submit a Mid-State application at mstc.edu/apply.
- Send official transcripts to:
Mid-State Technical College
Student Services
500 32nd Street North
Wisconsin Rapids, WI 54494
- Complete the Free Application for Federal Student Aid (FAFSA) at fafsa.gov. Mid-State's Financial Aid team is available to assist with your FAFSA application and to answer your financial aid questions. Contact Financial Aid or schedule an appointment at mstc.edu/financial-aid.
- Set up student MyCampus account at mstc.edu/mycampus-assistance.
- Schedule a New Student Advising appointment at mstc.edu/advising.

mstc.edu • 888-575-6782 • TTY: 711



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Mid-State does not discriminate on the basis of race, color, national origin, sex, disability, or age in its program, activity, or employment. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Vice President - Human Resources; 500 32nd Street North, Wisconsin Rapids, WI 54494; 715-422-5325 • AAEO@mstc.edu. 3/2026-AC

CAREER PATHWAY



Career pathways help you build your education step by step. Each stage offers one or more credentials that are recognized by employers and lead to real jobs—and you can keep building toward your career goals as you go.

Begin at any point.

Prior Learning

Credit for Prior Learning

- Certifications and Licenses
- Military Experience
- National/Standardized Exams
- Transfer Credit
- Work and Life Experience

Learn about Credit for Prior Learning at mstc.edu/cpl.

High School Credit

- High School Dual Credit
- Mid-State Fast Track

Learn about High School Credit at mstc.edu/dc.

Technical Diploma

- Diesel & Heavy Equipment Technician Assistant (30 Credits)
Start Your Career: Diesel Parts Sales/Service, Light Maintenance Technician, Parts Associate, Undercarriage Technician
- Diesel & Heavy Equipment Technician (59 Credits)
Start Your Career: Agriculture Equipment Technician, Bus and Truck Technician, Fleet Maintenance Technician, Heavy Equipment Technician, Over the Road Truck Technician

Bachelor's Degree

For those interested in continuing their education, Mid-State offers transfer guides with various four-year colleges and universities. For more information, visit mstc.edu/transfer.

Other Options

Related Programs: Automotive Maintenance Technician, Automotive Technician

OUTCOMES

Employers will expect you, as a Diesel & Heavy Equipment Technician Assistant graduate, to be able to:

- Practice personal and professional work habits.
- Perform basic maintenance for the diesel and heavy equipment industry.
- Perform light repairs for the diesel and heavy equipment industry.

TECHNICAL SKILLS ATTAINMENT

The Wisconsin Technical College System (WTCS) has implemented a requirement that all technical colleges measure outcomes attained by students. This requirement is called Technical Skills Attainment (TSA). The main objective of TSA is to ensure graduates have the technical skills needed by employers. Faculty will let students know when and how the TSA is being assessed in the program.

PROTECTIVE CLOTHING

Students are required to wear school uniform shirts while working in the diesel shop. Uniform shirts can be purchased from the Wisconsin Rapids campus Bookstore. Students are also required to provide and wear leather work shoes with oil-resistant soles.

STUDENT HANDBOOK

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

GRADUATION REQUIREMENT

The GPS for Student Success course is required for all Mid-State program students and is recommended to be completed before obtaining 12 credits. Some students are exempt from this requirement. Please see your academic advisor for more information.

ADDITIONAL COURSES AS NEEDED

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

College Reading and Writing 1

10831104

3 credits

Provides learners with opportunities to develop and expand reading and writing skills to prepare for college-level academic work. Students will employ critical reading strategies to improve comprehension, analysis, and retention of texts. Students will apply the writing process to produce well-developed, coherent, and unified written work.

Pre-Algebra

10834109

3 credits

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

MULTIPLE MEASURES

Students can place into courses using high school GPA and completed classes. Placement can be determined in the following ways:

- **Multiple Measures Writing (MMW)**
High school GPA of 2.6 & successful completion of 2.0 credits of high school writing courses with a "C" or better
- **Multiple Measures Reading (MMR)**
High school GPA of 2.6 & successful completion of 2.0 credits of high school literature courses with a "C" or better
- **Multiple Measures Math 1 (MMM_1)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school math (Algebra 1 or equivalent) with a "C" or better
- **Multiple Measures Math 2 (MMM_2)**
High school GPA of 2.6 & successful completion of 2.0 credits of high school math including Algebra 1 and Algebra 2 with a "C" or better
- **Multiple Measures Science 1 (MMS_1)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school lab science course with a "C" or better
- **Multiple Measures Science 2 (MMS_2)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school chemistry with a "C" or better

Past high school and college transcripts are used in making course placement decisions.

SAMPLE FULL-TIME CURRICULUM OPTION

Diesel & Heavy Equipment Technician Assistant • 30 Total Credits

Term 16 Credits	Course Number	Course Name	CPL	Credits
	10457119	Fabrication Fundamentals 1	No	1
	31442320	Welding Foundations 1	Yes	1
	31442321	Welding Foundations 2	No	1
	32412308	Braking Systems-Diesel	No	5
	32412309	Suspension & Steering Systems	No	5
	32412340	Intro to Electricity for the Diesel Industry	Yes	1
	32412375	Service Practices in Diesel Industry	Yes	1
Term 14 Credits	10890102	GPS for Student Success	Yes	1
	Course Number	Course Name	CPL	Credits
	31801368	Workplace Communication	Yes	1
	32412305	Preventative Maintenance-Diesel	No	3
	32412312	Drivetrains	No	4
	32412313	Electrical Systems	No	4
	32462302	Mobile Hydraulics	No	2

Please Note

- Credit for Prior Learning (CPL) options are available for some courses. You can visit mstc.edu/cpl or contact your academic advisor for details.
- This curriculum sequence is only for student planning. Actual student schedules will vary depending on course availability.
- Program completion time may vary based on student scheduling and course availability. For details, go to mstc.edu/schedule.
- Get the latest updates online at mstc.edu.

SAMPLE PART-TIME CURRICULUM OPTION

Diesel & Heavy Equipment Technician Assistant • 30 Total Credits

Term 10 Credits	Course Number	Course Name	CPL	Credits
	10457119	Fabrication Fundamentals 1	No	1
	31442320	Welding Foundations 1	Yes	1
	31442321	Welding Foundations 2	No	1
	32412309	Suspension & Steering Systems	No	5
	32412375	Service Practices in Diesel Industry	Yes	1
	10890102	GPS for Student Success	Yes	1
Term 6 Credits	Course Number	Course Name	CPL	Credits
	32412312	Drivetrains	No	4
	32462302	Mobile Hydraulics	No	2
Term 7 Credits	Course Number	Course Name	CPL	Credits
	31801368	Workplace Communication	Yes	1
	32412308	Braking Systems-Diesel	No	5
	32412340	Intro to Electricity for the Diesel Industry	Yes	1
Term 7 Credits	Course Number	Course Name	CPL	Credits
	32412305	Preventative Maintenance-Diesel	No	3
	32412313	Electrical Systems	No	4

Braking Systems-Diesel

32412308

5 credits

Learners employ fundamentals of vehicle braking systems, including drum, disc, hydraulic, and air systems to perform on vehicle diagnosis and repairs. Includes power and anti-skid systems, with emphasis on troubleshooting and component replacement.

Drivetrains

32412312

4 credits

Learners practice on-vehicle diagnosis and repair of clutches, manual transmissions, drive shafts and universal joints, and drive axles. Provides general overview of the most common transmissions and drive train components used in industry. The diagnostic and service procedures studied apply to the truck, construction, and heavy equipment industries.

Prerequisites: Suspension & Steering Systems 32412309 and Braking Systems-Diesel 32412308

Electrical Systems

32412313

4 credits

Learners employ principles of construction, function, and operation of batteries, starting systems, charging systems, and controls. Incorporates basic electronics, including series and parallel circuits, magnetism and Ohm's Law, wiring schematics, soldering techniques, and use of diagnostic equipment.

Prerequisite: Intro to Electricity for the Diesel Industry 32412340

Fabrication Fundamentals 1

10457119

1 credit

An introduction to structural shapes and sheet metal fabrication. Presents fabrication techniques, metal selection, and layout, cutting, bending, drilling, threading, and joining using manual equipment and techniques. Information is presented to the student and followed up with lab activities to provide a hands-on experience. Emphasizes developing an understanding of the tools, techniques, safe work habits, and application of sheet metal fabrication skills.

GPS for Student Success

10890102

1 credit

Integrate necessary skills for student success by developing an academic plan, identifying interpersonal attributes for success, adopting efficient and effective learning strategies, and utilizing Mid-State resources, policies, and processes. This course is recommended to be completed prior to obtaining 12 credits and is a graduation requirement unless you receive an exemption from your program advisor.

Intro to Electricity for the Diesel Industry

32412340

1 credit

Introduces learners to electrical measurement tools and techniques. Includes both hands-on experience and theory on topics including multimeter operation, Ohm's Law, wiring diagram interpretation, and circuit testing. Content is focused on tools and procedures commonly used in automotive, and diesel/heavy equipment industries. Learners will have the opportunity to earn NC3 multimeter certification during this course.

Mobile Hydraulics

32462302

2 credits

Learners employ basic principles and application of pumps, compressors, motors, valves, actuators, and conductors to demonstrate the understanding of hydraulic systems as well as the physical properties of liquids. Learners will identify various parts of a circuit in order to perform light maintenance and troubleshooting in hydraulic systems used on heavy truck, earth-moving, or agricultural equipment.

Preventative Maintenance-Diesel

32412305

3 credits

Introduces learner to vehicle preventive maintenance and inspection. Focuses on maintaining and inspecting the engine system, cab, electrical and electronics, and frame and chassis components with an emphasis on DOT inspections. Learners practice proper service on vehicle systems and perform a visual inspection of all vehicle components. Learners also practice how to properly document all maintenance and inspection findings.

Prerequisites: Suspension & Steering Systems 32412309 and Braking Systems-Diesel 32412308

Service Practices in Diesel Industry

32412375

1 credit

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

Suspension & Steering Systems

32412309

5 credits

Analyze construction and working principles of chassis components. Includes frames, suspension systems, steering gears and linkages, wheels and tires, and wheel alignment. Learners practice on-vehicle diagnosis and repair of suspension and steering systems.

Welding Foundations 1

31442320

1 credit

An introduction to fundamental welding techniques with an emphasis on safe work habits that covers the processes of FCAW, GMAW, and OXY-Fuel cutting. Classroom instruction paired with lab activities are designed to provide fundamental skills in each of the welding processes covered in the class.

Welding Foundations 2

31442321

1 credit

An introduction to fundamental welding techniques with an emphasis on safe work habits that covers the processes of GTAW, SMAW and Plasma cutting. Classroom instruction paired with lab activities are designed to provide fundamental skills in each of the welding processes covered in the class.

Workplace Communication

31801368

1 credit

Analyze workplace communication situations to develop professional verbal and written communication skills. Learners apply verbal and written communication skills, as well as conflict resolution strategies, to improve workplace communication climates and promote personal and professional growth.

DIGITAL MARKETING

Associate in Applied Science (AAS)

Program Code: 10-104-8

Total Credits: 64-65

Mid-State's Digital Marketing program builds the skills, experience, and connections critical to business success. Our graduates can confidently create inventive promotional campaigns, develop and implement graphic and video content, construct a dynamic social media presence, create an Internet marketing strategy, and analyze data essential for making effective business decisions. In this program you'll develop and polish your presentation skills to enable you to work in a multitude of industries. And you'll learn all of this from industry experts while using emerging technology and hands-on tools. Courses are transferable to bachelor's degree programs through a variety of transfer agreements.

To learn more about this program, visit mstc.edu/programs.

ACADEMIC ADVISOR

To schedule an appointment with an academic advisor, call 715-422-5300. Academic advisors will travel to other campuses as necessary to accommodate student needs. For more information about advising, visit mstc.edu/advising.

NEW STUDENT CHECKLIST

Complete the following steps to prepare for your New Student Advising appointment with your academic advisor:

- Submit a Mid-State application at mstc.edu/apply.
- Send official transcripts to:
Mid-State Technical College
Student Services
500 32nd Street North
Wisconsin Rapids, WI 54494
- Complete the Free Application for Federal Student Aid (FAFSA) at fafsa.gov. Mid-State's Financial Aid team is available to assist with your FAFSA application and to answer your financial aid questions. Contact Financial Aid or schedule an appointment at mstc.edu/financial-aid.
- Set up student MyCampus account at mstc.edu/mycampus-assistance.
- Schedule a New Student Advising appointment at mstc.edu/advising.

mstc.edu • 888-575-6782 • TTY: 711



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CAREER PATHWAY



Career pathways help you build your education step by step. Each stage offers one or more credentials that are recognized by employers and lead to real jobs—and you can keep building toward your career goals as you go.

Begin at any point.

Prior Learning

Credit for Prior Learning

- Certifications and Licenses
- Military Experience
- National/Standardized Exams
- Transfer Credit
- Work and Life Experience

Learn about Credit for Prior Learning at mstc.edu/cpl.

High School Credit

- High School Dual Credit
- Mid-State Fast Track

Learn about High School Credit at mstc.edu/dc.

Certificate

- Adobe Suite (6 Credits)
- Foundations of Business Administration (9 Credits)
- Social & Mobile Marketing (6 Credits)

Technical Diploma

- Digital Marketing Promotions (19 Credits)
Start Your Career: Advertising Assistant, Digital Marketing Coordinator, Marketing Assistant, Search Engine Optimization Specialist, Social Media Specialist
- Sales Specialist (19 Credits)
Start Your Career: Account Executive, Field Sales Representative, Inside Sales Representative, Sales Consultant, Sales Manager

Associate Degree

- Digital Marketing (64-65 Credits)
Start Your Career: Account Representative, Digital Marketing Specialist, Marketing Assistant/Coordinator, Search Engine Optimization (SEO) Coordinator, Social Media Manager/Coordinator

Bachelor's Degree

For those interested in continuing their education, Mid-State offers transfer guides with various four-year colleges and universities. For more information, visit mstc.edu/transfer.

OUTCOMES

Employers will expect you, as a Digital Marketing graduate, to be able to:

- Develop digital marketing strategies to anticipate and satisfy market needs.
- Create digital marketing content for products, services, images, and ideas.
- Integrate tools and technology for digital marketing initiatives.
- Analyze the effectiveness of marketing outcomes.
- Promote products, services, images, and/or ideas to achieve a desired outcome.
- Evaluate information through the market research process to make business decisions.
- Prepare selling strategies.

TECHNICAL SKILLS ATTAINMENT

The Wisconsin Technical College System (WTCS) has implemented a requirement that all technical colleges measure outcomes attained by students. This requirement is called Technical Skills Attainment (TSA). The main objective of TSA is to ensure graduates have the technical skills needed by employers. Faculty will let students know when and how the TSA is being assessed in the program.

STUDENT HANDBOOK

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

GRADUATION REQUIREMENT

The GPS for Student Success course is required for all Mid-State program students and is recommended to be completed before obtaining 12 credits. Some students are exempt from this requirement. Please see your academic advisor for more information.

ADDITIONAL COURSES AS NEEDED

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

College Reading and Writing 1

10831104

3 credits

Provides learners with opportunities to develop and expand reading and writing skills to prepare for college-level academic work. Students will employ critical reading strategies to improve comprehension, analysis, and retention of texts. Students will apply the writing process to produce well-developed, coherent, and unified written work.

Pre-Algebra

10834109

3 credits

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

MULTIPLE MEASURES

Students can place into courses using high school GPA and completed classes. Placement can be determined in the following ways:

- **Multiple Measures Writing (MMW)**
High school GPA of 2.6 & successful completion of 2.0 credits of high school writing courses with a "C" or better
- **Multiple Measures Reading (MMR)**
High school GPA of 2.6 & successful completion of 2.0 credits of high school literature courses with a "C" or better
- **Multiple Measures Math 1 (MMM_1)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school math (Algebra 1 or equivalent) with a "C" or better
- **Multiple Measures Math 2 (MMM_2)**
High school GPA of 2.6 & successful completion of 2.0 credits of high school math including Algebra 1 and Algebra 2 with a "C" or better
- **Multiple Measures Science 1 (MMS_1)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school lab science course with a "C" or better
- **Multiple Measures Science 2 (MMS_2)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school chemistry with a "C" or better

Past high school and college transcripts are used in making course placement decisions.

SAMPLE FULL-TIME CURRICULUM OPTION

Digital Marketing • 64-65 Total Credits

Term 16 Credits	Course Number	Course Name	CPL	Credits
	10102101	Introduction to Business	Yes	3
	10103106	Microsoft Office-Introduction	Yes	3
	10104102	Marketing Principles	Yes	3
	10104108	Adobe Visual Design	No	3
	10801195 or 10801136	Written Communication or English Composition 1	Yes	3
	10890102	GPS for Student Success	Yes	1

Term 16-17 Credits	Course Number	Course Name	CPL	Credits
	10103124	Excel-Intermediate	Yes	1
	10104105	Professional Selling	No	3
	10104107	Social Media Marketing	No	3
	10104109	Adobe Video Design	No	3
	10104121	Fundamentals of Marketing Communications	Yes	3
	10804107 or 10804118 or 10804189	College Mathematics or Intermediate Algebra with Applications or Introductory Statistics	Yes	3 or 4 or 3

Term 16 Credits	Course Number	Course Name	CPL	Credits
	10101140	Accounting 1	Yes	3
	10104125	Promotion Management	No	4
	10104174	Marketing Research	No	3
	10104180	Internet and Mobile Marketing	No	3
	10801196	Oral/Interpersonal Communication or Speech	Yes	3

Term 16 Credits	Course Number	Course Name	CPL	Credits
	10104175	Digital Design Components	No	3
	10104160	Marketing Management	No	4
	10809172 or 10809196 or 1809122	Introduction to Diversity Studies or Introduction to Sociology or Introduction to American Government	Yes	3
	10809188 or 10809198	Developmental Psychology or Introduction to Psychology	Yes	3
	10809195	Economics	Yes	3

Please Note

- Credit for Prior Learning (CPL) options are available for some courses. You can visit mstc.edu/cpl or contact your academic advisor for details.
- This curriculum sequence is only for student planning. Actual student schedules will vary depending on course availability.
- This program can be completed entirely online.
- Program completion time may vary based on student scheduling and course availability. For details, go to mstc.edu/schedule.
- Get the latest updates online at mstc.edu.

SAMPLE PART-TIME CURRICULUM OPTION

Digital Marketing • 64-65 Total Credits

Term 7 Credits	Course Number	Course Name	CPL	Credits
	10103106	Microsoft Office-Introduction	Yes	3
	10104102	Marketing Principles	Yes	3
	10890102	GPS for Student Success	Yes	1
Term 9-10 Credits	Course Number	Course Name	CPL	Credits
	10102101	Introduction to Business	Yes	3
	10104105	Professional Selling	No	3
	10804107 or 10804118 or 10804189	College Mathematics or Intermediate Algebra with Applications or Introductory Statistics	Yes	3 or 4 or 3
Term 7 Credits	Course Number	Course Name	CPL	Credits
	10103124	Excel-Intermediate	Yes	1
	10104108	Adobe Visual Design	No	3
	10801195 or 10801136	Written Communication or English Composition 1	Yes	3
Term 9 Credits	Course Number	Course Name	CPL	Credits
	10104107	Social Media Marketing	No	3
	10104109	Adobe Video Design	No	3
	10104121	Fundamentals of Marketing Communications	Yes	3
Term 7 Credits	Course Number	Course Name	CPL	Credits
	10104125	Promotion Management	No	4
	10801196	Oral/Interpersonal Communication or Speech	Yes	3
Term 9 Credits	Course Number	Course Name	CPL	Credits
	10101140	Accounting 1	Yes	3
	10104175	Digital Design Components	No	3
	10809188 or 10809198	Developmental Psychology or Introduction to Psychology	Yes	3
Term 9 Credits	Course Number	Course Name	CPL	Credits
	10104174	Marketing Research	No	3
	10104180	Internet and Mobile Marketing	No	3
	10809172 or 10809196 or 1809122	Introduction to Diversity Studies or Introduction to Sociology or Introduction to American Government	Yes	3
Term 7 Credits	Course Number	Course Name	CPL	Credits
	10104160	Marketing Management	No	4
	10809195	Economics	Yes	3

Accounting 1

10101140

3 credits

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

Adobe Video Design

10104109

3 credits

This course develops marketing communication skills in digital video production. Topics include collaboration, design, video production, and audio production using Adobe Premiere. Learners will develop skills in storytelling, capturing and editing video and audio, and finalizing content for use in social media, web, and other marketing mediums. The design role of the marketer will be discussed throughout the class. Learners should possess basic keyboarding, mouse, and computer skills and should be familiar with Microsoft Windows.

Adobe Visual Design

10104108

3 credits

Provides a project-based, marketing-focused exploration of key Adobe graphic design products to include Photoshop, InDesign, and Illustrator. Students are instructed on document setup, creation techniques, and file formats for both digital and print media required for marketing communications. An introduction to the application of imagery, typography, and color management will also be included. The design role of the marketer will be discussed throughout the class. Learners should possess basic keyboarding, mouse, and computer skills and should be familiar with Microsoft Windows.

College Mathematics

10804107

3 credits

This course is designed to review and develop fundamental concepts of mathematics in the areas of algebra, geometry, trigonometry, measurement and data. Algebra topics emphasize simplifying algebraic expressions, solving linear equations and inequalities with one variable, solving proportions and percent applications. Geometry and trigonometry topics include; finding areas and volumes of geometric figures, applying similar and congruent triangles, applying Pythagorean Theorem, and solving right triangles using trigonometric ratios. Measurement topics emphasize the application of measurement concepts and conversion techniques within and between U.S. customary and metric system to solve problems. Data topics emphasize data organization and summarization skills, including: frequency distributions, central tendency, relative position and measures of dispersion. Special emphasis is placed on problem solving, critical thinking and logical reasoning, making connections, and using calculators.

Prerequisite: High School GPA of 2.6 and MMM_1 or Accuplacer Arithmetic of 250 and QAS 234 or ACT Math score of 17 or Pre-Algebra 10834109 with a "C" or better

Developmental Psychology

10809188

3 credits

Studies human development throughout the lifespan and explores developmental theory and research with an emphasis on the interactive nature of the biological, cognitive, and psychosocial changes that affect the individual from conception to death. Application activities and critical thinking skills enable students to gain an increased knowledge and understanding of themselves and others.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English

Digital Design Components

10104175

3 credits

This Digital Design Components course is ideal for students looking to develop the skills and knowledge needed to create professional, user-friendly websites. The course will focus on key design principles to craft visually appealing and functional web pages. Through hands-on practice, students will learn about color theory, typography, web content writing, graphics, and overall design aesthetics. Additionally, the course will introduce students to SEO and Google Analytics, helping them optimize their designs for search engines. Students will gain experience using web-based software and learn the basics of HTML to enhance their web development skills.

Prerequisites: Microsoft Office-Introduction 10103106, Marketing Principles 10104102

Economics

10809195

3 credits

Provides an overview of how a market-oriented economic system operates and surveys the factors that influence national economic policy. Basic concepts and analyses are illustrated by reference to a variety of contemporary problems and public policy issues. Concepts include scarcity, resources, alternative economic systems, growth, supply and demand, monetary and fiscal policy, inflation, unemployment and global economic issues.

Prerequisite: High School GPA of 2.6 and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English

English Composition 1

10801136

3 credits

Learners develop and apply skills in all aspects of the writing process. Through a variety of learning activities and written documents, learners employ rhetorical strategies, plan, organize and revise content, apply critical reading strategies, locate and evaluate information, integrate and document sources, and apply standardized English language conventions.

Prerequisite: High School GPA of 2.6 and MMW or Accuplacer Writing of 262 or Accuplacer Reading 253 or ACT English score of 20 or ACT Reading 21 or completion of College Reading and Writing 1 10831104 with a "C" or better

Excel-Intermediate**10103124****1 credit**

Students learn to summarize and analyze large data sets. Some of Excel's data tools and what-if tools are applied.

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

Fundamentals of Marketing Communications**10104121****3 credits**

This course prepares the learner to create and manage a wide range of internal and external organizational communications. Learners will be instructed on the interpersonal communication techniques required for success as a marketing professional. Topics will include preparing professionally written content, effectively using verbal and non-verbal communication in a business setting, developing a professional appearance and polish, presentation techniques for the creation and delivery of complex marketing materials, writing press releases, managing crises, and speaking with the media.

GPS for Student Success**10890102****1 credit**

Integrate necessary skills for student success by developing an academic plan, identifying interpersonal attributes for success, adopting efficient and effective learning strategies, and utilizing Mid-State resources, policies, and processes.

This course is recommended to be completed prior to obtaining 12 credits and is a graduation requirement unless you receive an exemption from your program advisor.

Intermediate Algebra with Applications**10804118****4 credits**

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

Prerequisite: High School GPA of 2.6 and MMM_1 or Accuplacer Arithmetic of 263 and QAS 234 or ACT Math score of 19 or QAS of 245 or Pre-Algebra 10834109 with a "C" or better.

Internet and Mobile Marketing**10104180****3 credits**

This course explores the evolving world of digital marketing in an era shaped by artificial intelligence and conversational search. Students learn how to design data-driven, human-centered strategies that reach audiences across search engines, social platforms, and AI-powered discovery tools. Key topics include search and generative engine optimization (SEO/GEO), pay-per-click (PPC) advertising, analytics, content strategy, and mobile marketing. Emphasis is placed on creating authentic, authoritative content optimized for both people and AI systems.

Introduction to American Government**10809122****3 credits**

Introduces American political processes and institutions. Focuses on rights and responsibilities of citizens and the process of participatory democracy. Learners examine the complexity of the separation of powers and checks and balances. Explores the role of the media, interest groups, political parties, and public opinion in the political process. Also explores the role of state and national government in our federal system.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English

Introduction to Business**10102101****3 credits**

An introduction to what a business is, how it operates, and how it is managed. Students identify forms of ownership and the processes used in production and marketing, finance, personnel, and management in business operations.

Introduction to Diversity Studies**10809172****3 credits**

This course introduces the study of diversity from a local to a global perspective using a holistic, interdisciplinary approach that encourages exploration and prepares students to work in a diverse environment. The course introduces basic diversity concepts, examines the impact of bias and power differentials among groups, explores the use of culturally responsive communication strategies, and compares forces that shape diversity in an international context.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English

Introduction to Sociology**10809196****3 credits**

Introduces students to the basic concepts of sociology: culture, socialization, social stratification, multi-culturalism, and the five institutions of family, politics, economics, religion, and education. Other topics include demography, deviance, technology, environment, social issues, social change, social organization, and workplace issues.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English

Introductory Statistics**10804189****3 credits**

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

Prerequisite: High School GPA of 2.6 and MMM_2 or Accuplacer QAS 241 or ACT Math score of 19 or Pre-Algebra 10834109 or College Math 10804107 with a "C" or better

Marketing Management

10104160

4 credits

Examines the marketing function from the manager's perspective. Topics include management functions, decision making in regard to the customer, product planning, pricing strategies, evaluation of distribution channels, and promotional tactics.

Prerequisites: Marketing Principles 10104102, Adobe Visual Design 10104108, Adobe Video Design 10104109, Professional Selling 10104105, Social Media Marketing 10104107, Fundamentals of Marketing Communications 10104121

Marketing Principles

10104102

3 credits

This course serves as an introduction to the fundamental marketing concepts used to apply marketing strategies to product development, distribution, pricing, and promotion of goods and services.

Marketing Research

10104174

3 credits

Introduces techniques of research and research reporting. The study of market behavior is pursued as students undertake a marketing focused research project.

Prerequisite: Marketing Principles 10104102

Microsoft Office-Introduction

10103106

3 credits

Develops introductory skills in the Microsoft Office Suite (Word, Excel, Access, PowerPoint, and Outlook) while reinforcing the students' knowledge of computer concepts, Windows Explorer, and web usage. This course prepares students for the Associate level MOS Certification exams for Word, Excel, PowerPoint, and Outlook. Students should possess basic keyboarding, mouse, and Windows 11 skills. Students may develop these skills in the Academic Learning Center while concurrently enrolled in this course.

Oral/Interpersonal Communication

10801196

3 credits

Focuses on developing effective listening techniques and verbal and nonverbal communication skills through oral presentation, group activity, and other projects. The study of self, conflict, and cultural contexts will be explored, as well as their impact on communication.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English or College Reading and Writing with a C or better

Professional Selling

10104105

3 credits

This course will prepare the student to formulate and facilitate sales presentations using fundamental principles, concepts, and theories of business and consumer selling. An emphasis is given to developing the selling process which includes prospecting and qualifying, planning and pre-approaching, approaching the customer, the sales

presentation/demonstration, handling objections, closing the sale and post-sale service and follow-up. Additionally, sales careers and the benefits of personal selling will be explored.

Promotion Management

10104125

4 credits

Focuses on the theory and practice of integrated marketing communications in order to develop content strategies and marketing campaigns. The fundamentals of multi-channel promotions as related to target audiences and the marketing mix are studied. The characteristics of major media alternatives including radio, television, newspapers, magazines, outdoor, direct response, and digital media are also explored. Finally, target market research, campaign planning, and creative approaches to messaging are practiced within a project-based learning environment.

Prerequisite: Marketing Principles 10104102

Social Media Marketing

10104107

3 credits

Addresses how social media has transformed marketing communications from traditional mass media to individualized marketing. Using a variety of social media tools and platforms, this class explores the different methodologies for social media marketing. Topics include creating social media, integrating social media as part of a marketing campaign, the concept of viral marketing, measuring social media success through analytics, and how organizations and individuals have successfully applied this form of marketing.

Speech

10801198

3 credits

Explores the fundamentals of effective oral presentation to small and large groups. Topic selection, audience analysis, methods of organization, research, structuring evidence and support, delivery techniques, and other essential elements of speaking successfully, including the listening process, form the basis of this course. Includes informative, persuasive, and occasion speech presentations.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 253 and Writing of 262 or ACT of 21 Reading/19 English or completion of College Reading and Writing 1 10831104 with a "C" or better

Written Communication

10801195

3 credits

Develops writing skills which include prewriting, drafting, revising, and editing. A variety of writing assignments are 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: High School GPA of 2.6 and MMW or Accuplacer Writing of 262 or ACT English score of 20 or completion of College Reading and Writing 1 10831104 with a "C" or better

DIGITAL MARKETING PROMOTIONS

Technical Diploma

Program Code: 30-104-8

Total Credits: 19

The Digital Marketing Promotions technical diploma prepares students to communicate with customers with an emphasis on the use of technology and digital media. Graduates are able to use graphic design and video editing software to create a variety of promotional materials to be used by traditional or online businesses. Courses are taught using hands-on projects that create marketing content using Adobe Photoshop, Illustrator, and InDesign for visual design. You'll also use Adobe Premiere to design and create videos. Finally, an emphasis is placed on planning and developing social media content, learning best practices for email marketing, implementing a variety of techniques for effective search engine marketing (SEM), and the use of analytics for better decision making.

To learn more about this program, visit mstc.edu/programs.

ACADEMIC ADVISOR

To schedule an appointment with an academic advisor, call 715-422-5300. Academic advisors will travel to other campuses as necessary to accommodate student needs. For more information about advising, visit mstc.edu/advising.

NEW STUDENT CHECKLIST

Complete the following steps to prepare for your New Student Advising appointment with your academic advisor:

- Submit a Mid-State application at mstc.edu/apply.
- Send official transcripts to:
Mid-State Technical College
Student Services
500 32nd Street North
Wisconsin Rapids, WI 54494
- Complete the Free Application for Federal Student Aid (FAFSA) at fafsa.gov. Mid-State's Financial Aid team is available to assist with your FAFSA application and to answer your financial aid questions. Contact Financial Aid or schedule an appointment at mstc.edu/financial-aid.
- Set up student MyCampus account at mstc.edu/mycampus-assistance.
- Schedule a New Student Advising appointment at mstc.edu/advising.

mstc.edu • 888-575-6782 • TTY: 711



Adams Campus • Marshfield Campus • Stevens Point Downtown Campus • Wisconsin Rapids Campus • Virtual Campus • AMETA® Center

Mid-State does not discriminate on the basis of race, color, national origin, sex, disability, or age in its program, activity, or employment. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Vice President - Human Resources; 500 32nd Street North, Wisconsin Rapids, WI 54494; 715-422-5325 • AAEO@mstc.edu. 3/2026-AC

CAREER PATHWAY



Career pathways help you build your education step by step. Each stage offers one or more credentials that are recognized by employers and lead to real jobs—and you can keep building toward your career goals as you go.

Begin at any point.

Prior Learning

Credit for Prior Learning

- Certifications and Licenses
- Military Experience
- National/Standardized Exams
- Transfer Credit
- Work and Life Experience

Learn about Credit for Prior Learning at mstc.edu/cpl.

High School Credit

- High School Dual Credit
- Mid-State Fast Track

Learn about High School Credit at mstc.edu/dc.

Certificate

- Adobe Suite (6 Credits)
- Foundations of Business Administration (9 Credits)
- Social & Mobile Marketing (6 Credits)

Technical Diploma

- Digital Marketing Promotions (19 Credits)
Start Your Career: Advertising Assistant, Digital Marketing Coordinator, Marketing Assistant, Search Engine Optimization Specialist, Social Media Specialist
- Sales Specialist (19 Credits)
Start Your Career: Account Executive, Field Sales Representative, Inside Sales Representative, Sales Consultant, Sales Manager

Associate Degree

- Digital Marketing (64-65 Credits)
Start Your Career: Account Representative, Digital Marketing Specialist, Marketing Assistant/Coordinator, Search Engine Optimization (SEO) Coordinator, Social Media Manager/Coordinator

Bachelor's Degree

For those interested in continuing their education, Mid-State offers transfer guides with various four-year colleges and universities. For more information, visit mstc.edu/transfer.

OUTCOMES

Employers will expect you, as a Digital Marketing Promotions graduate, to be able to:

- Apply digital marketing principles.
- Create digital marketing content.
- Promote products and services.
- Create digital marketing content for products, services, images, and ideas.
- Integrate tools and technology for digital marketing initiatives.

TECHNICAL SKILLS ATTAINMENT

The Wisconsin Technical College System (WTCS) has implemented a requirement that all technical colleges measure outcomes attained by students. This requirement is called Technical Skills Attainment (TSA). The main objective of TSA is to ensure graduates have the technical skills needed by employers. Faculty will let students know when and how the TSA is being assessed in the program.

STUDENT HANDBOOK

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GRADUATION REQUIREMENT

The GPS for Student Success course is required for all Mid-State program students and is recommended to be completed before obtaining 12 credits. Some students are exempt from this requirement. Please see your academic advisor for more information.

ADDITIONAL COURSES AS NEEDED

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

College Reading and Writing 1

10831104

3 credits

Provides learners with opportunities to develop and expand reading and writing skills to prepare for college-level academic work. Students will employ critical reading strategies to improve comprehension, analysis, and retention of texts. Students will apply the writing process to produce well-developed, coherent, and unified written work.

Pre-Algebra

10834109

3 credits

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

MULTIPLE MEASURES

Students can place into courses using high school GPA and completed classes. Placement can be determined in the following ways:

- **Multiple Measures Writing (MMW)**
High school GPA of 2.6 & successful completion of 2.0 credits of high school writing courses with a "C" or better
- **Multiple Measures Reading (MMR)**
High school GPA of 2.6 & successful completion of 2.0 credits of high school literature courses with a "C" or better
- **Multiple Measures Math 1 (MMM_1)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school math (Algebra 1 or equivalent) with a "C" or better
- **Multiple Measures Math 2 (MMM_2)**
High school GPA of 2.6 & successful completion of 2.0 credits of high school math including Algebra 1 and Algebra 2 with a "C" or better
- **Multiple Measures Science 1 (MMS_1)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school lab science course with a "C" or better
- **Multiple Measures Science 2 (MMS_2)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school chemistry with a "C" or better

Past high school and college transcripts are used in making course placement decisions.

SAMPLE PART-TIME CURRICULUM OPTION

Digital Marketing Promotions • 19 Total Credits

Term 10 Credits	Course Number	Course Name	CPL	Credits
	10104102	Marketing Principles	Yes	3
	10104108	Adobe Visual Design	No	3
	10104180	Internet and Mobile Marketing	No	3
	10890102	GPS for Student Success	Yes	1
Term 9 Credits	Course Number	Course Name	CPL	Credits
	10104107	Social Media Marketing	No	3
	10104109	Adobe Video Design	No	3
	10104121	Fundamentals of Marketing Communications	Yes	3

Please Note

- Credit for Prior Learning (CPL) options are available for some courses. You can visit mstc.edu/cpl or contact your advisor for details.
- This curriculum sequence is only for student planning. Actual student schedules will vary depending on course availability.
- This program can be completed entirely online.
- Program completion time may vary based on student scheduling and course availability. For details, go to mstc.edu/schedule.
- Get the latest updates online at mstc.edu.

Adobe Video Design

10104109

3 credits

This course develops marketing communication skills in digital video production. Topics include collaboration, design, video production, and audio production using Adobe Premiere. Learners will develop skills in storytelling, capturing and editing video and audio, and finalizing content for use in social media, web, and other marketing mediums. The design role of the marketer will be discussed throughout the class. Learners should possess basic keyboarding, mouse, and computer skills and should be familiar with Microsoft Windows.

Adobe Visual Design

10104108

3 credits

Provides a project-based, marketing-focused exploration of key Adobe graphic design products to include Photoshop, InDesign, and Illustrator. Students are instructed on document setup, creation techniques, and file formats for both digital and print media required for marketing communications. An introduction to the application of imagery, typography, and color management will also be included. The design role of the marketer will be discussed throughout the class. Learners should possess basic keyboarding, mouse, and computer skills and should be familiar with Microsoft Windows.

Fundamentals of Marketing Communications

10104121

3 credits

This course prepares the learner to create and manage a wide range of internal and external organizational communications. Learners will be instructed on the interpersonal communication techniques required for success as a marketing professional. Topics will include preparing professionally written content, effectively using verbal and non-verbal communication in a business setting, developing a professional appearance and polish, presentation techniques for the creation and delivery of complex marketing materials, writing press releases, managing crises, and speaking with the media.

GPS for Student Success

10890102

1 credit

Integrate necessary skills for student success by developing an academic plan, identifying interpersonal attributes for success, adopting efficient and effective learning strategies, and utilizing Mid-State resources, policies, and processes.

This course is recommended to be completed prior to obtaining 12 credits and is a graduation requirement unless you receive an exemption from your program advisor.

Internet and Mobile Marketing

10104180

3 credits

This course explores the evolving world of digital marketing in an era shaped by artificial intelligence and conversational search. Students learn how to design data-driven, human-centered strategies that reach audiences across search engines, social platforms, and AI-powered discovery tools. Key topics include search and generative engine optimization (SEO/GEO), pay-per-click (PPC) advertising, analytics, content strategy, and mobile marketing. Emphasis is placed on creating authentic, authoritative content optimized for both people and AI systems.

Marketing Principles

10104102

3 credits

This course serves as an introduction to the fundamental marketing concepts used to apply marketing strategies to product development, distribution, pricing, and promotion of goods and services.

Social Media Marketing

10104107

3 credits

Addresses how social media has transformed marketing communications from traditional mass media to individualized marketing. Using a variety of social media tools and platforms, this class explores the different methodologies for social media marketing. Topics include creating social media, integrating social media as part of a marketing campaign, the concept of viral marketing, measuring social media success through analytics, and how organizations and individuals have successfully applied this form of marketing.

EARLY CHILDHOOD EDUCATION

Associate in Applied Science (AAS)

Program Code: 10-307-1

Total Credits: 61-62

Graduates of the Early Childhood Education program have the hands-on knowledge and skills to work confidently with young children in a variety of settings. Mid-State's program lets you work directly with teachers in early childhood educational settings and develop creative and educational activities within the teaching cycle. You'll also learn the physical, emotional, intellectual, and social development of children spanning infancy through school age as well as how to recognize typical and exceptional patterns of growth.

To learn more about this program, visit mstc.edu/programs.

ACADEMIC ADVISOR

To schedule an appointment with an academic advisor, call 715-422-5300. Academic advisors will travel to other campuses as necessary to accommodate student needs. For more information about advising, visit mstc.edu/advising.

NEW STUDENT CHECKLIST

Complete the following steps to prepare for your New Student Advising appointment with your academic advisor:

- Submit a Mid-State application at mstc.edu/apply.
- Send official transcripts to:
Mid-State Technical College
Student Services
500 32nd Street North
Wisconsin Rapids, WI 54494
- Complete the Free Application for Federal Student Aid (FAFSA) at fafsa.gov. Mid-State's Financial Aid team is available to assist with your FAFSA application and to answer your financial aid questions. Contact Financial Aid or schedule an appointment at mstc.edu/financial-aid.
- Set up student MyCampus account at mstc.edu/mycampus-assistance.
- Schedule a New Student Advising appointment at mstc.edu/advising.

mstc.edu • 888-575-6782 • TTY: 711



Adams Campus • Marshfield Campus • Stevens Point Downtown Campus • Wisconsin Rapids Campus • Virtual Campus • AMETA® Center

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CAREER PATHWAY



Career pathways help you build your education step by step. Each stage offers one or more credentials that are recognized by employers and lead to real jobs—and you can keep building toward your career goals as you go.

Begin at any point.

Prior Learning

Credit for Prior Learning

- Certifications and Licenses
- Military Experience
- National/Standardized Exams
- Transfer Credit
- Work and Life Experience

Learn about Credit for Prior Learning at mstc.edu/cpl.

High School Credit

- High School Dual Credit
- Mid-State Fast Track

Learn about High School Credit at mstc.edu/dc.

Certificate

- Early Childhood-Lead Teacher (9 Credits)
- Foundational Early Childhood Education (4 Credits)
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- Early Childhood Professional (28 Credits)
Start Your Career: Child Care Center Teacher, Educational Assistant, Head Start Assistant Teacher, Special Education Assistant

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Bachelor's Degree

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OUTCOMES

Employers will expect you, as an Early Childhood Education graduate, to be able to:

- Apply child development theory to practice.
- Cultivate relationships with children, families, and the community.
- Assess child growth and development.
- Use effective, research-based best practices in teaching and learning.
- Demonstrate professionalism.
- Integrate health, safety, and nutrition practices.

TECHNICAL SKILLS ATTAINMENT

The Wisconsin Technical College System (WTCS) has implemented a requirement that all technical colleges measure outcomes attained by students. This requirement is called Technical Skills Attainment (TSA). The main objective of TSA is to ensure graduates have the technical skills needed by employers. Faculty will let students know when and how the TSA is being assessed in the program.

Students enrolled in field experience courses will combine classroom learning experiences with sixteen hours per week of purposeful experience in local early childhood centers working with children from infancy through school age.

TECHNICAL STANDARDS

A list of specific physical, emotional, and mental tasks needed to function as an early childhood education provider is available at mstc.edu/programs/early-childhood-education. Contact the Accessibility Services Coordinator in the Student Services & Information Center to receive assistance.

PROGRAM PROGRESSION AND COMPLETION

The following requirement must be met in order to progress in the Early Childhood Education program:

A Criminal Background Check (CBC) through the Wisconsin Department of Justice and Wisconsin Department of Health Services/Department of Children and Families/Bureau of Regulation and Licensing must show no record of crimes that would prevent persons from being employed in an early childhood setting licensed by the Department of Health Services/Department of Children and Families/Bureau of Regulation and Licensing. The background check process will include fingerprinting and will require students to visit a Fieldprint location in order to have their fingerprints scanned. A current list of crimes prohibiting one from being licensed to care for children in Wisconsin can be found at <https://dcf.wisconsin.gov/files/publications/pdf/5206.pdf>.

In order to progress in and successfully complete the program, students must:

- Repeat courses not completed with a “C” or better prior to progressing in core courses or other courses with a co- or prerequisites.
- Receive a grade of “C” or better in all courses required for graduation.

Please note that the ability to repeat a course is dependent upon availability of all courses. Students may be required to apply for program re-entry in order to repeat a course within the program’s instructional area.

FIELD EXPERIENCE-RELATED REQUIREMENT

Prior to placement at a field experience site, students need to pay for a five-year criminal background check/fingerprint and provide documentation of required health work to the Mid-State Technical College Early Childhood Program coordinator. A background check will also be required to be completed on a yearly basis while in the program.

Field experience sites have the right to refuse a student’s placement based on inadequate health records, pending charges, or conviction records. Students with a criminal history may not be able to complete field experience courses. Mid-State will make two attempts to place a student in an appropriate field experience. If Mid-State is unable to place the student after two attempts, the student will be withdrawn from the field experience course and will not be able to advance in the program.

Prior to beginning a field experience, students must:

- a. Provide evidence of current completion certificates for Abusive Head Trauma, Sudden Infant Death Syndrome, Mandated Reporter, and Darkness to Light Trainings.

Note: Throughout each of the four field experience courses, students are required to maintain current completion certificates in each of the above-listed topic areas. In the event that any certificate expires before the student successfully completes each of the four field experience courses, the student will be required to complete the necessary training to obtain a valid completion certificate. Any additional cost incurred to update the certificate(s) is the responsibility of the student.

- b. Complete form DCF/F(CFS/0054) Staff Health Report-Child Care Provider (revision date R02/2009).
- c. Successfully complete Wisconsin Model Early Learning Standards training.
- d. Meet the identified Technical Standards necessary to be successful in field experience placement.

STUDENT HANDBOOK

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GRADUATION REQUIREMENT

The GPS for Student Success course is required for all Mid-State program students and is recommended to be completed before obtaining 12 credits. Some students are exempt from this requirement. Please see your academic advisor for more information.

ADDITIONAL COURSES AS NEEDED

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

College Reading and Writing 1

10831104

3 credits

Provides learners with opportunities to develop and expand reading and writing skills to prepare for college-level academic work. Students will employ critical reading strategies to improve comprehension, analysis, and retention of texts. Students will apply the writing process to produce well-developed, coherent, and unified written work.

Pre-Algebra

10834109

3 credits

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

MULTIPLE MEASURES

Students can place into courses using high school GPA and completed classes. Placement can be determined in the following ways:

- **Multiple Measures Writing (MMW)**
High school GPA of 2.6 & successful completion of 2.0 credits of high school writing courses with a “C” or better
- **Multiple Measures Reading (MMR)**
High school GPA of 2.6 & successful completion of 2.0 credits of high school literature courses with a “C” or better
- **Multiple Measures Math 1 (MMM_1)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school math (Algebra 1 or equivalent) with a “C” or better
- **Multiple Measures Math 2 (MMM_2)**
High school GPA of 2.6 & successful completion of 2.0 credits of high school math including Algebra 1 and Algebra 2 with a “C” or better
- **Multiple Measures Science 1 (MMS_1)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school lab science course with a “C” or better
- **Multiple Measures Science 2 (MMS_2)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school chemistry with a “C” or better

Past high school and college transcripts are used in making course placement decisions.

SAMPLE FULL-TIME CURRICULUM OPTION

Early Childhood Education • 61-62 Total Credits

Term 16 Credits	Course Number	Course Name	CPL	Credits
	10801195 or 10801136	Written Communication or English Composition 1	Yes	3
	10307148	ECE: Foundations of ECE	Yes	3
	10307110	ECE: Soc S, Art & Music	No	3
	10307167	ECE: Health, Safety, and Nutrition	Yes	3
	10307160	ECE: Field Experience 1	Yes	3
	10890102	GPS for Student Success	Yes	1
Term 15 Credits	Course Number	Course Name	CPL	Credits
	10801198 or 10801196	Speech or Oral/Interpersonal Communication	Yes	3
	10307108	ECE: Early Language & Literacy	No	3
	10307151	ECE: Infant and Toddler Development	Yes	3
	10307188	ECE: Guiding Child Behavior	Yes	3
	10307170	ECE: Field Experience 2	No	3
Term 15 Credits	Course Number	Course Name	CPL	Credits
	10809172 or 10809196	Introduction to Diversity Studies or Introduction to Sociology	Yes	3
	10809198 or 10809188	Introduction to Psychology or Developmental Psychology	Yes	3
	10307179	ECE: Child Development	Yes	3
	10307187	ECE: Children with Differing Abilities	Yes	3
	10307190	ECE: Field Experience 3	No	3
Term 15 or 16 Credits	Course Number	Course Name	CPL	Credits
	10809166 or 10809122	Introduction to Ethics: Theory & Application or Introduction to American Government	Yes	3
	10804107 or 10804118	College Mathematics or Intermediate Algebra with Applications	Yes	3 or 4
	10307112	ECE: STEM	No	3
	10307195	ECE: Family and Community Relationships	No	3
	10307210	ECE: Field Experience 4	No	3

Please Note

- Credit for Prior Learning (CPL) options are available for some courses. You can visit mstc.edu/cpl or contact your academic advisor for details.
- This curriculum sequence is only for student planning. Actual student schedules will vary depending on course availability.
- Program completion time may vary based on student scheduling and course availability. For details, go to mstc.edu/schedule.
- Get the latest updates online at mstc.edu.

SAMPLE PART-TIME CURRICULUM OPTION

Early Childhood Education • 61-62 Total Credits

Term 7 Credits	Course Number	Course Name	CPL	Credits
	10307148	ECE: Foundations of ECE	Yes	3
	10307110	ECE: Soc S, Art & Music	No	3
	10890102	GPS for Student Success	Yes	1
Term 6 Credits	Course Number	Course Name	CPL	Credits
	10307108	ECE: Early Language & Literacy	No	3
	10307188	ECE: Guiding Child Behavior	Yes	3
Term 9 Credits	Course Number	Course Name	CPL	Credits
	10801195 or 10801136	Written Communication or English Composition 1	Yes	3
	10307167	ECE: Health, Safety, and Nutrition	Yes	3
	10307160	ECE: Field Experience 1	Yes	3
Term 9 Credits	Course Number	Course Name	CPL	Credits
	10801198 or 10801196	Speech or Oral/Interpersonal Communication	Yes	3
	10307151	ECE: Infant and Toddler Development	Yes	3
	10307170	ECE: Field Experience 2	No	3
Term 6 Credits	Course Number	Course Name	CPL	Credits
	10307179	ECE: Child Development	Yes	3
	10307187	ECE: Children with Differing Abilities	Yes	3
Term 6 Credits	Course Number	Course Name	CPL	Credits
	10307112	ECE: STEM	No	3
	10307195	ECE: Family and Community Relationships	No	3
Term 9 Credits	Course Number	Course Name	CPL	Credits
	10809172 or 10809196	Introduction to Diversity Studies or Introduction to Sociology	Yes	3
	10809198 or 10809188	Introduction to Psychology or Developmental Psychology	Yes	3
	10307190	ECE: Field Experience 3	No	3
Term 9 Credits	Course Number	Course Name	CPL	Credits
	10809166 or 10809122	Introduction to Ethics: Theory & Application or Introduction to American Government	Yes	3
	10804107 or 10804118	College Mathematics or Intermediate Algebra with Applications	Yes	3 or 4
	10307210	ECE: Field Experience 4	No	3

College Mathematics

10804107

3 credits

This course is designed to review and develop fundamental concepts of mathematics in the areas of algebra, geometry, trigonometry, measurement and data. Algebra topics emphasize simplifying algebraic expressions, solving linear equations and inequalities with one variable, solving proportions and percent applications. Geometry and trigonometry topics include; finding areas and volumes of geometric figures, applying similar and congruent triangles, applying Pythagorean Theorem, and solving right triangles using trigonometric ratios. Measurement topics emphasize the application of measurement concepts and conversion techniques within and between U.S. customary and metric system to solve problems. Data topics emphasize data organization and summarization skills, including: frequency distributions, central tendency, relative position and measures of dispersion. Special emphasis is placed on problem solving, critical thinking and logical reasoning, making connections, and using calculators.

Prerequisite: High School GPA of 2.6 and MMM_1 or Accuplacer Arithmetic of 250 and QAS 234 or ACT Math score of 17 or Pre-Algebra 10834109 with a "C" or better

Developmental Psychology

10809188

3 credits

Studies human development throughout the lifespan and explores developmental theory and research with an emphasis on the interactive nature of the biological, cognitive, and psychosocial changes that affect the individual from conception to death. Application activities and critical thinking skills enable students to gain an increased knowledge and understanding of themselves and others.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English

ECE: Child Development

10307179

3 credits

This 3-credit course examines child development within the context of the early childhood education setting. This course focuses on children ages 3-8 years of age.

ECE: Children with Differing Abilities

10307187

3 credits

This 3-credit course focuses on the child with differing abilities in an inclusive early childhood education setting while examining strategies for cultivating partnerships with families and community supports for children from birth to 8 years of age.

ECE: Early Language & Literacy

10307108

3 credits

This 3-credit course explores strategies to encourage the development of early language and literacy knowledge and skill building in children birth to 8 years of age.

ECE: Family and Community Relationships

10307195

3 credits

This 3-credit course will examine the role of relationships with family and community in early childhood education for children from birth to 8 years of age. In this course, students will complete the Strengthening Families Training.

ECE: Field Experience 1

10307160

3 credits

This 3-credit introductory field experience course, introduces the foundations of early childhood education under guided supervision of a mentor teacher in an early childhood setting, working with children birth through age 8. This course meets the requirements for the Wisconsin Model Early Learning Standards 18-hour training.

Prerequisite: ECE: Admission to ECE 103071, Health, Safety & Nutrition 10307167; Corequisites: Early Language & Literacy 10307108 OR Soc S, Art, & Music 10307110. Must meet state admin code reqs to be in an ECE setting (prior coursework & Caregiver Background Check).

ECE: Field Experience 2

10307170

3 credits

This 3-credit intermediate field experience course includes assisting the mentor teacher in carrying out classroom routines and implementing developmentally appropriate learning experiences that promote child development and learning through play for children birth to age 8.

Prerequisite: ECE: Field Experience 1 10307160

ECE: Field Experience 3

10307190

3 credits

This 3-credit advanced field experience course focuses on supporting young children's development birth to age 8 through observation, assessment, and implementation of developmentally appropriate teaching strategies.

Prerequisite: ECE: Field Experience 2 10307170

ECE: Field Experience 4

10307210

3 credits

This final 3-credit, pre-professional field experience course focuses on demonstrating a comprehensive understanding of children birth to age 8 and families. An emphasis is on practicing the lead teacher role to design, implement, and evaluate a connected unit of learning experiences.

Prerequisite: ECE Field Experience 3 10307190

ECE: Foundations of ECE

10307148

3 credits

This 3-credit course introduces the early childhood profession through a historical overview of the field. The course will explore program trends, quality indicators, and developmentally appropriate practices for children birth to 8 years of age.

ECE: Guiding Child Behavior

10307188

3 credits

This 3-credit course examines positive strategies to guide children's behavior in the early childhood education setting for children from birth to 8 years of age. This course meets the requirements of the Wisconsin Pyramid Model training.

ECE: Health, Safety, and Nutrition

10307167

3 credits

This 3-credit course examines the topics of health, safety, and nutrition within the context of the early childhood educational setting for children from birth through 8 years of age. This course includes training for Abusive Head Trauma, SIDS, and Mandated Reporter certifications.

ECE: Infant and Toddler Development

10307151

3 credits

This 3-credit course explores infant and toddler development as it applies to an early childhood education setting. This course focuses on children's development from conception through thirty-six months (3 years). This course includes training for Wisconsin Breastfeeding Friendly Child Care certification.

ECE: Soc S, Art & Music

10307110

3 credits

This 3-credit course will focus on beginning level curriculum development in the specific integrated content areas of social studies, art, music, & movement (SSAMM) for children from birth to 8 years of age.

ECE: STEM

10307112

3 credits

This 3-credit course will focus on beginning level curriculum development in the specific integrated content areas of science, technology, engineering and mathematics (STEM) in children birth to age 8.

English Composition 1

10801136

3 credits

Learners develop and apply skills in all aspects of the writing process. Through a variety of learning activities and written documents, learners employ rhetorical strategies, plan, organize and revise content, apply critical reading strategies, locate and evaluate information, integrate and document sources, and apply standardized English language conventions.

Prerequisite: High School GPA of 2.6 and MMW or Accuplacer Writing of 262 or Accuplacer Reading 253 or ACT English score of 20 or ACT Reading 21 or completion of College Reading and Writing 1 10831104 with a "C" or better

GPS for Student Success

10890102

1 credit

Integrate necessary skills for student success by developing an academic plan, identifying interpersonal attributes for success, adopting efficient and effective learning strategies, and utilizing Mid-State resources, policies, and processes. This course is recommended to be completed prior to obtaining 12 credits and is a graduation requirement unless you receive an exemption from your program advisor.

Intermediate Algebra with Applications

10804118

4 credits

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

Prerequisite: High School GPA of 2.6 and MMM_1 or Accuplacer Arithmetic of 263 and QAS 234 or ACT Math score of 19 or QAS of 245 or Pre-Algebra 10834109 with a "C" or better.

Introduction to Ethics: Theory & Application

10809166

3 credits

Provides a basic understanding of the theoretical foundations of ethical thought. Diverse ethical perspectives are used to analyze and compare relevant issues. Students critically evaluate individual, social, and/or professional standards of behavior, and apply a systemic decision-making process to these situations.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English

Introduction to Psychology

10809198

3 credits

This science of psychology course is a survey of multiple aspects of behavior and mental processes. It provides an overview of topics such as research methods, theoretical perspectives, learning, cognition, memory, motivation, emotions, personality, abnormal psychology, physiological factors, social influences, and development.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English

Introduction to Sociology

10809196

3 credits

Introduces students to the basic concepts of sociology: culture, socialization, social stratification, multi-culturalism, and the five institutions of family, politics, economics, religion, and education. Other topics include demography, deviance, technology, environment, social issues, social change, social organization, and workplace issues.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English

Introduction to American Government**10809122****3 credits**

Introduces American political processes and institutions. Focuses on rights and responsibilities of citizens and the process of participatory democracy. Learners examine the complexity of the separation of powers and checks and balances. Explores the role of the media, interest groups, political parties, and public opinion in the political process. Also explores the role of state and national government in our federal system.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English

Introduction to Diversity Studies**10809172****3 credits**

This course introduces the study of diversity from a local to a global perspective using a holistic, interdisciplinary approach that encourages exploration and prepares students to work in a diverse environment. The course introduces basic diversity concepts, examines the impact of bias and power differentials among groups, explores the use of culturally responsive communication strategies, and compares forces that shape diversity in an international context.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English

Oral/Interpersonal Communication**10801196****3 credits**

Focuses on developing effective listening techniques and verbal and nonverbal communication skills through oral presentation, group activity, and other projects. The study of self, conflict, and cultural contexts will be explored, as well as their impact on communication.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English or College Reading and Writing with a C or better

Speech**10801198****3 credits**

Explores the fundamentals of effective oral presentation to small and large groups. Topic selection, audience analysis, methods of organization, research, structuring evidence and support, delivery techniques, and other essential elements of speaking successfully, including the listening process, form the basis of this course. Includes informative, persuasive, and occasion speech presentations.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 253 and Writing of 262 or ACT of 21 Reading/19 English or completion of College Reading and Writing 1 10831104 with a "C" or better

Written Communication**10801195****3 credits**

Develops writing skills which include prewriting, drafting, revising, and editing. A variety of writing assignments are 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: High School GPA of 2.6 and MMW or Accuplacer Writing of 262 or ACT English score of 20 or completion of College Reading and Writing 1 10831104 with a "C" or better

EARLY CHILDHOOD PROFESSIONAL

Technical Diploma

Program Code: 31-307-6

Total Credits: 28

The Early Childhood Professional technical diploma prepares individuals to work in a variety of settings. You'll learn to support children in learning early literacy, math, science, art, and music, guided by the Wisconsin Model Early Learning Standards. The program's 28 credits seamlessly transfer into Mid-State's Early Childhood Education associate degree. As a student in the program, you'll learn through a combination of hands-on fieldwork in area childcare centers, along with related academic work at the college. The program includes hands-on learning opportunities and practice in an early childhood setting.

To learn more about this program, visit mstc.edu/programs.

ACADEMIC ADVISOR

To schedule an appointment with an academic advisor, call 715-422-5300. Academic advisors will travel to other campuses as necessary to accommodate student needs. For more information about advising, visit mstc.edu/advising.

NEW STUDENT CHECKLIST

Complete the following steps to prepare for your New Student Advising appointment with your academic advisor:

- Submit a Mid-State application at mstc.edu/apply.
- Send official transcripts to:
Mid-State Technical College
Student Services
500 32nd Street North
Wisconsin Rapids, WI 54494
- Complete the Free Application for Federal Student Aid (FAFSA) at fafsa.gov. Mid-State's Financial Aid team is available to assist with your FAFSA application and to answer your financial aid questions. Contact Financial Aid or schedule an appointment at mstc.edu/financial-aid.
- Set up student MyCampus account at mstc.edu/mycampus-assistance.
- Schedule a New Student Advising appointment at mstc.edu/advising.

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- Work and Life Experience

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TECHNICAL STANDARDS

A list of specific physical, emotional, and mental tasks needed to function as an early childhood education provider is available at mstc.edu/programs/early-childhood-professional. Contact the Accessibility Services Coordinator in the Student Services & Information Center to receive assistance.

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The following requirement must be met in order to progress in the Early Childhood Professional program:

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In order to progress in and successfully complete the program, students must:

- Repeat courses not completed with a “C” or better prior to progressing in core courses or other courses with a co- or prerequisites.
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Please note that the ability to repeat a course is dependent upon availability of all courses. Students may be required to apply for program re-entry in order to repeat a course within the program’s instructional area.

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Field experience sites have the right to refuse a student’s placement based on inadequate health records, pending charges, or conviction records. Students with a criminal history may not be able to complete field experience courses. Mid-State will make two attempts to place a student in an appropriate field experience. If Mid-State is unable to place the student after two attempts, the student will be withdrawn from the field experience course and will not be able to advance in the program.

Prior to beginning a field experience, students must:

- a. Provide evidence of current completion certificates for Abusive Head Trauma, Sudden Infant Death Syndrome, and Mandated Reporter.

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- b. Complete form DCF/F(CFS/0054) Staff Health Report-Child Care Provider (revision date R02/2009).
- c. Successfully complete Wisconsin Model Early Learning Standards training.
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10831104

3 credits

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Pre-Algebra

10834109

3 credits

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

MULTIPLE MEASURES

Students can place into courses using high school GPA and completed classes. Placement can be determined in the following ways:

- **Multiple Measures Writing (MMW)**
High school GPA of 2.6 & successful completion of 2.0 credits of high school writing courses with a “C” or better
- **Multiple Measures Reading (MMR)**
High school GPA of 2.6 & successful completion of 2.0 credits of high school literature courses with a “C” or better
- **Multiple Measures Math 1 (MMM_1)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school math (Algebra 1 or equivalent) with a “C” or better
- **Multiple Measures Math 2 (MMM_2)**
High school GPA of 2.6 & successful completion of 2.0 credits of high school math including Algebra 1 and Algebra 2 with a “C” or better
- **Multiple Measures Science 1 (MMS_1)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school lab science course with a “C” or better
- **Multiple Measures Science 2 (MMS_2)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school chemistry with a “C” or better

Past high school and college transcripts are used in making course placement decisions.

SAMPLE FULL-TIME CURRICULUM OPTION

Early Childhood Professional • 28 Total Credits

Term 16 Credits	Course Number	Course Name	CPL	Credits
	10307110	ECE: Soc S, Art & Music	No	3
	10307151	ECE: Infant and Toddler Development	Yes	3
	10307160	ECE: Field Experience 1	Yes	3
	10307167	ECE: Health, Safety, and Nutrition	Yes	3
	10307187	ECE: Children with Differing Abilities	Yes	3
	10890102	GPS for Student Success	Yes	1

Term 12 Credits	Course Number	Course Name	CPL	Credits
	10307179	ECE: Child Development	Yes	3
	10307188	ECE: Guiding Child Behavior	Yes	3
	10307195	ECE: Family and Community Relationships	No	3
	10801136	English Composition 1	Yes	3

Please Note

- Credit for Prior Learning (CPL) options are available for some courses. You can visit mstc.edu/cpl or contact your academic advisor for details.
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- Program completion time may vary based on student scheduling and course availability. For details, go to mstc.edu/schedule.
- Get the latest updates online at mstc.edu.

SAMPLE PART-TIME CURRICULUM OPTION

Early Childhood Professional • 28 Total Credits

Term 10 Credits	Course Number	Course Name	CPL	Credits
	10307110	ECE: Soc S, Art & Music	No	3
	10307167	ECE: Health, Safety, and Nutrition	Yes	3
	10307151	ECE: Infant and Toddler Development	Yes	3
	10890102	GPS for Student Success	Yes	1

Term 6 Credits	Course Number	Course Name	CPL	Credits
	10307179	ECE: Child Development	Yes	3
	10801136	English Composition 1	Yes	3

Term 6 Credits	Course Number	Course Name	CPL	Credits
	10307187	ECE: Children with Differing Abilities	Yes	3
	10307160	ECE: Field Experience 1	Yes	3

Term 6 Credits	Course Number	Course Name	CPL	Credits
	10307188	ECE: Guiding Child Behavior	Yes	3
	10307195	ECE: Family and Community Relationships	No	3

ECE: Child Development

10307179

3 credits

This 3-credit course examines child development within the context of the early childhood education setting. This course focuses on children ages 3-8 years of age.

ECE: Children with Differing Abilities

10307187

3 credits

This 3-credit course focuses on the child with differing abilities in an inclusive early childhood education setting while examining strategies for cultivating partnerships with families and community supports for children from birth to 8 years of age.

ECE: Family and Community Relationships

10307195

3 credits

This 3-credit course will examine the role of relationships with family and community in early childhood education for children from birth to 8 years of age. In this course, students will complete the Strengthening Families Training.

ECE: Field Experience 1

10307160

3 credits

This 3-credit introductory field experience course, introduces the foundations of early childhood education under guided supervision of a mentor teacher in an early childhood setting, working with children birth through age 8. This course meets the requirements for the Wisconsin Model Early Learning Standards 18-hour training.

Prerequisite: ECE: Admission to ECE 103071, Health, Safety & Nutrition 10307167; Corequisites: Early Language & Literacy 10307108 OR Soc S, Art, & Music 10307110. Must meet state admin code reqs to be in an ECE setting (prior coursework & Caregiver Background Check).

ECE: Guiding Child Behavior

10307188

3 credits

This 3-credit course examines positive strategies to guide children's behavior in the early childhood education setting for children from birth to 8 years of age. This course meets the requirements of the Wisconsin Pyramid Model training.

ECE: Health, Safety, and Nutrition

10307167

3 credits

This 3-credit course examines the topics of health, safety, and nutrition within the context of the early childhood educational setting for children from birth through 8 years of age. This course includes training for Abusive Head Trauma, SIDS, and Mandated Reporter certifications.

ECE: Infant and Toddler Development

10307151

3 credits

This 3-credit course explores infant and toddler development as it applies to an early childhood education setting. This course focuses on children's development from conception through thirty-six months (3 years). This course includes training for Wisconsin Breastfeeding Friendly Child Care certification.

ECE: Soc S, Art & Music

10307110

3 credits

This 3-credit course will focus on beginning level curriculum development in the specific integrated content areas of social studies, art, music, & movement (SSAMM) for children from birth to 8 years of age.

English Composition 1

10801136

3 credits

Learners develop and apply skills in all aspects of the writing process. Through a variety of learning activities and written documents, learners employ rhetorical strategies, plan, organize and revise content, apply critical reading strategies, locate and evaluate information, integrate and document sources, and apply standardized English language conventions.

Prerequisite: High School GPA of 2.6 and MMW or Accuplacer Writing of 262 or Accuplacer Reading 253 or ACT English score of 20 or ACT Reading 21 or completion of College Reading and Writing 1 10831104 with a "C" or better

GPS for Student Success

10890102

1 credit

Integrate necessary skills for student success by developing an academic plan, identifying interpersonal attributes for success, adopting efficient and effective learning strategies, and utilizing Mid-State resources, policies, and processes. This course is recommended to be completed prior to obtaining 12 credits and is a graduation requirement unless you receive an exemption from your program advisor.

EMERGENCY MEDICAL TECHNICIAN

Technical Diploma

Program Code: 30-531-3

Total Credits: 7

The Emergency Medical Technician (EMT) program at Mid-State prepares students with the knowledge and skills needed to work as an entry-level EMT. This hands-on 252-hour program consists of classroom lectures, practical skill labs, laboratory simulations, and pre-hospital clinical experiences. Successfully completing the program qualifies you to take the National Registry of EMT's certification exam required to apply for state licensure. Graduates of the Emergency Medical Technician technical diploma may advance into either the Paramedic program or Paramedic Technician program.

Mid-State's Emergency Medical Technician program prepares students to obtain the required licensure to be employed/practice in the state of Wisconsin. The College does not guarantee its curriculum matches the requirements for preparation, examination, or licensure for other states.

To learn more about this program, visit mstc.edu/programs.

ACADEMIC ADVISOR

To schedule an appointment with an academic advisor, call 715-422-5300. Academic advisors will travel to other campuses as necessary to accommodate student needs. For more information about advising, visit mstc.edu/advising.

NEW STUDENT CHECKLIST

Complete the following steps to prepare for your New Student Advising appointment with your academic advisor:

- Submit a Mid-State application at mstc.edu/apply.
- Send official transcripts to:
Mid-State Technical College
Student Services
500 32nd Street North
Wisconsin Rapids, WI 54494
- Complete the Free Application for Federal Student Aid (FAFSA) at fafsa.gov. Mid-State's Financial Aid team is available to assist with your FAFSA application and to answer your financial aid questions. Contact Financial Aid or schedule an appointment at mstc.edu/financial-aid.
- Set up student MyCampus account at mstc.edu/mycampus-assistance.
- Schedule a New Student Advising appointment at mstc.edu/advising.

mstc.edu • 888-575-6782 • TTY: 711



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Mid-State does not discriminate on the basis of race, color, national origin, sex, disability, or age in its program, activity, or employment. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Vice President - Human Resources; 500 32nd Street North, Wisconsin Rapids, WI 54494; 715-422-5325 • AAEO@mstc.edu. 3/2026-AC

CAREER PATHWAY



Career pathways help you build your education step by step. Each stage offers one or more credentials that are recognized by employers and lead to real jobs—and you can keep building toward your career goals as you go.

Begin at any point.

Prior Learning

Credit for Prior Learning

- Certifications and Licenses
- Military Experience
- National/Standardized Exams
- Transfer Credit
- Work and Life Experience

Learn about Credit for Prior Learning at mstc.edu/cpl.

High School Credit

- High School Dual Credit
- Mid-State Fast Track

Learn about High School Credit at mstc.edu/dc.

Technical Diploma

- Emergency Medical Technician (7 Credits)
Start Your Career: Dispatcher, Emergency Department Technician, Emergency Medical Technician, First Responder, Industry Safety Department

Bachelor's Degree

For those interested in continuing their education, Mid-State offers transfer guides with various four-year colleges and universities. For more information, visit mstc.edu/transfer.

Other Options

Related Programs: Advanced Emergency Medical Technician, Emergency Services Management, Fire Service Certification, Jail Officer Academy, Paramedic, Paramedic Technician

OUTCOMES

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

- Prepare for incident response and EMS operations.
- Integrate pathophysiological principles and assessment findings to provide appropriate patient care.
- Demonstrate EMT skills associated with established standards and procedures for a variety of patient encounters.
- Communicate effectively with others.
- Demonstrate professional behavior.
- Meet state competencies for EMT certification.

TECHNICAL SKILLS ATTAINMENT

The Wisconsin Technical College System (WTCS) has implemented a requirement that all technical colleges measure outcomes attained by students. This requirement is called Technical Skills Attainment (TSA). The main objective of TSA is to ensure graduates have the technical skills needed by employers. Faculty will let students know when and how the TSA is being assessed in the program.

ADDITIONAL ENTRY CRITERIA

To apply to the Emergency Medical Technician program, please submit the following documents to Mid-State Admissions:

- Criminal Background Statement of Understanding and Release of Information form.

Mid-State Technical College • Admissions
500 32nd Street North, Wisconsin Rapids, WI 54494

TECHNICAL STANDARDS

A list of specific physical, emotional, and mental tasks needed to function as an emergency medical technician is available at mstc.edu/programs/emergency-medical-technician. Contact the Accessibility Services Coordinator in the Student Services & Information Center to receive assistance.

CLINICAL-RELATED REQUIREMENTS

Prior to placement at a clinical site, students will be required to provide documentation of required health work and current healthcare provider CPR certification via a Blackboard assignment. Students are responsible for ensuring all requirements remain current during program enrollment.

Clinical sites have the right to refuse a student's placement based on inadequate health records, pending charges, or conviction records. Students with a criminal history may not be able to complete clinical courses. Mid-State will make two attempts to place a student in an appropriate clinical experience. If Mid-State is unable to place the student after two attempts, the student will be withdrawn from the course and will not be able to advance in the program.

Prior to beginning a clinical experience in a health care agency or ambulance service, students must:

- a. Provide evidence of completion of the required health work.
- b. Hold a Department of Health Services EMS Training Center Training Permit at the EMT level.
- c. Provide evidence of current CPR at the health care professional level by a CPR organization specified under s. DHS 110.17(1).

- d. Obtain the required uniform for clinical experiences.
- e. Assume responsibility for clinical assignment(s) regardless of time and location, including transportation and other personal arrangements.

PROGRAM PROGRESSION

In order to be eligible to take the National Registry of Emergency Medical Technician's examination, students must:

- Receive a minimum grade of "C" in all courses within the Emergency Medical Technician program.

STUDENT HANDBOOK

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

ADDITIONAL COURSES AS NEEDED

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

College Reading and Writing 1 10831104

3 credits

Provides learners with opportunities to develop and expand reading and writing skills to prepare for college-level academic work. Students will employ critical reading strategies to improve comprehension, analysis, and retention of texts. Students will apply the writing process to produce well-developed, coherent, and unified written work.

Pre-Algebra 10834109

3 credits

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

SAMPLE FULL-TIME CURRICULUM OPTION

Emergency Medical Technician • 7 Total Credits

Term 3 Credits	Course Number	Course Name	CPL	Credits
	30531100	EMR/EMT 1	No	3
Term 4 Credits	Course Number	Course Name	CPL	Credits
	30531101	EMR/EMT 2	No	4

Please Note

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- Program completion time may vary based on student scheduling and course availability. For details, go to mstc.edu/schedule.
- Get the latest updates online at mstc.edu.

EMR/EMT 1**30531100****3 credits**

Prepares students to perform emergency medical care sanctioned by the Wisconsin Department of Health Services, EMS Section scope of practice for the EMR/EMT. Includes foundational knowledge and skill application for both EMR/ EMT in the following areas: the EMS system, EMR/ EMT responsibilities, legal and ethical standards, patient movement techniques, pathophysiology, body systems and functions, patient assessment and treatment, pharmacology, shock and resuscitation, age-specific patient considerations, special medical considerations, medication administration, airway anatomy and management. Successful completion prepares the learner for Wisconsin EMR Certification and the National Registry EMR written examination.

EMR/EMT 2**30531101****4 credits**

This curriculum prepares students to perform emergency medical care sanctioned by the Wisconsin Department of Health Services, EMS Section scope of practice for the Emergency Medical Technician (EMT). Includes foundational knowledge and skill application for EMT in the following areas: the EMS system, EMT responsibilities, legal and ethical standards, patient movement techniques, pathophysiology, body systems and functions, patient assessment and treatment, pharmacology, shock and resuscitation, age-specific patient considerations, special medical considerations, medication administration, airway anatomy and management. Successful completion prepares the learner for the National Registry EMT written examination.

EMERGENCY SERVICES MANAGEMENT

Associate in Applied Science (AAS)

Program Code: 10-503-5

Total Credits: 61

Mid-State's Emergency Services Management program will strengthen and advance the knowledge and skills needed for firefighters and paramedics to become supervisors. The program focuses on topics such as personnel management, risk management, OSHA, legal aspects, and community relations. Fire and EMS tracks are available to allow students an opportunity to pursue additional knowledge in their area of interest or career path. This program is online, thus the experiences will be different from a traditional course. Activities in class will strengthen collaboration, problem-solving, critical thinking, and research.

To learn more about this program, visit mstc.edu/programs.

ACADEMIC ADVISOR

To schedule an appointment with an academic advisor, call 715-422-5300. Academic advisors will travel to other campuses as necessary to accommodate student needs. For more information about advising, visit mstc.edu/advising.

NEW STUDENT CHECKLIST

Complete the following steps to prepare for your New Student Advising appointment with your academic advisor:

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Student Services
500 32nd Street North
Wisconsin Rapids, WI 54494
- Complete the Free Application for Federal Student Aid (FAFSA) at fafsa.gov. Mid-State's Financial Aid team is available to assist with your FAFSA application and to answer your financial aid questions. Contact Financial Aid or schedule an appointment at mstc.edu/financial-aid.
- Set up student MyCampus account at mstc.edu/mycampus-assistance.
- Schedule a New Student Advising appointment at mstc.edu/advising.

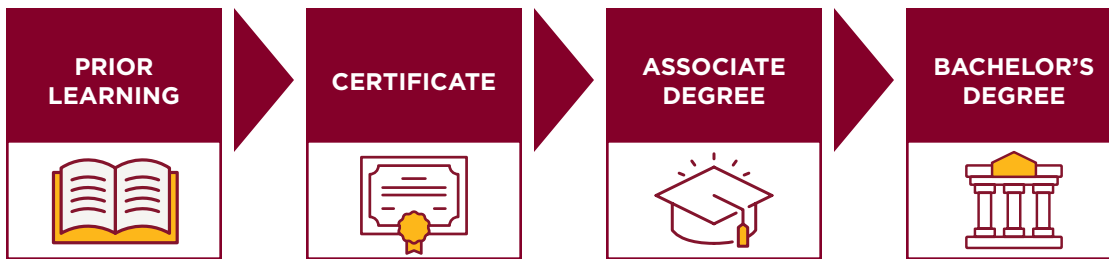
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CAREER PATHWAY



Career pathways help you build your education step by step. Each stage offers one or more credentials that are recognized by employers and lead to real jobs—and you can keep building toward your career goals as you go.

Begin at any point.

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Credit for Prior Learning

- Certifications and Licenses
- Military Experience
- National/Standardized Exams
- Transfer Credit
- Work and Life Experience

Learn about Credit for Prior Learning at mstc.edu/cpl.

High School Credit

- High School Dual Credit
- Mid-State Fast Track

Learn about High School Credit at mstc.edu/dc.

Certificate

- EMS Wellness Technician (6 Credits)

Associate Degree

- Emergency Services Management (61 Credits)
Start Your Career: Assistant Chief, Captain/Lieutenant, Chief, EMS Supervisor

Bachelor's Degree

For those interested in continuing their education, Mid-State offers transfer guides with various four-year colleges and universities. For more information, visit mstc.edu/transfer.

Other Options

Related Programs: Advanced Emergency Medical Technician, Emergency Medical Technician, Fire Service Certification, Jail Officer Academy, Paramedic, Paramedic Technician

OUTCOMES

Employers will expect you, as an Emergency Services Management graduate, to be able to:

- Demonstrate the professional responsibilities of a fire or emergency services manager.
- Demonstrate critical and creative thinking in the problem-solving process.
- Apply research and best practices in the fire or emergency services professions.
- Demonstrate the professional attributes necessary for a fire or emergency services manager to lead effectively.
- Apply the legal, ethical, and regulatory standards that relate to the fire or emergency services.

TECHNICAL SKILLS ATTAINMENT

The Wisconsin Technical College System (WTCS) has implemented a requirement that all technical colleges measure outcomes attained by students. This requirement is called Technical Skills Attainment (TSA). The main objective of TSA is to ensure graduates have the technical skills needed by employers. Faculty will let students know when and how the TSA is being assessed in the program.

TECHNICAL STANDARDS

A list of specific physical, emotional, and mental tasks needed to function in emergency services management is available at mstc.edu/programs/emergency-services-management. Contact the Accessibility Services Coordinator in the Student Services & Information Center to receive assistance.

PROGRAM PROGRESSION

Students must receive a grade of “C” or better in each of the technical and general education courses in order to qualify for graduation.

STUDENT HANDBOOK

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

GRADUATION REQUIREMENT

The GPS for Student Success course is required for all Mid-State program students and is recommended to be completed before obtaining 12 credits. Some students are exempt from this requirement. Please see your academic advisor for more information.

ADDITIONAL COURSES AS NEEDED

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

College Reading and Writing 1

10831104

3 credits

Provides learners with opportunities to develop and expand reading and writing skills to prepare for college-level academic work. Students will employ critical reading strategies to improve comprehension, analysis, and retention of texts. Students will apply the writing process to produce well-developed, coherent, and unified written work.

Pre-Algebra

10834109

3 credits

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

MULTIPLE MEASURES

Students can place into courses using high school GPA and completed classes. Placement can be determined in the following ways:

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- **Multiple Measures Reading (MMR)**
High school GPA of 2.6 & successful completion of 2.0 credits of high school literature courses with a “C” or better
- **Multiple Measures Math 1 (MMM_1)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school math (Algebra 1 or equivalent) with a “C” or better
- **Multiple Measures Math 2 (MMM_2)**
High school GPA of 2.6 & successful completion of 2.0 credits of high school math including Algebra 1 and Algebra 2 with a “C” or better
- **Multiple Measures Science 1 (MMS_1)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school lab science course with a “C” or better
- **Multiple Measures Science 2 (MMS_2)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school chemistry with a “C” or better

Past high school and college transcripts are used in making course placement decisions.

SAMPLE FULL-TIME CURRICULUM OPTION

Emergency Services Management • 61 Total Credits

Term 17 Credits	Course Number	Course Name	CPL	Credits
	10503123	Occupational Safety and Health for Emergency Services	No	3
	10503121	Emergency Services Safety and Survival	No	2
	10503143 or 10531170	Building Construction for Fire Protection or Intro to Evidence-Based EMS	No	3
	10196135	Conflict Resolution	No	3
	10546112	Mental Wellness for Emergency Services	No	2
	10801136	English Composition 1	Yes	3
Term 16 Credits	10890102	GPS for Student Success	Yes	1
	Course Number	Course Name	CPL	Credits
	10503122	Principles of Emergency Services Administration	Yes	4
	10546100	Essential Concepts for Health and Wellness	No	3
	10503195 or 10531171	Fire Behavior & Combustion or EMS Leadership Challenges	No	3
	10804107 or 10806189	College Mathematics or Basic Anatomy	Yes or No	3
	10809166	Introduction to Ethics: Theory & Application	Yes	3
Term 15 Credits	Course Number	Course Name	CPL	Credits
	10503124	Emergency Services Instructor	Yes	3
	10503125	Personnel Management for Emergency Services	No	3
	10503126	Legal Aspects of Emergency Services	No	3
	10503127	Community Risk Reduction	No	3
	10809198	Introduction to Psychology	Yes	3
Term 13 Credits	Course Number	Course Name	CPL	Credits
	10503128	Public Information and Community Relations	No	3
	10503156 or 10531173	Strategies, Tactics, & Incident Management or Complex Mass Casualty Incidents	No	4
	10801198 or 10801196	Speech or Oral/Interpersonal Communication	Yes	3
	10809122 or 10809172 or 10809196	Introduction to American Government or Introduction to Diversity Studies or Introduction to Sociology	Yes	3

Please Note

- Credit for Prior Learning (CPL) options are available for some courses. You can visit mstc.edu/cpl or contact your academic advisor for details.
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- Program completion time may vary based on student scheduling and course availability. For details, go to mstc.edu/schedule.
- Get the latest updates online at mstc.edu.

SAMPLE PART-TIME CURRICULUM OPTION

Emergency Services Management • 61 Total Credits

Term 11 Credits	Course Number	Course Name	CPL	Credits
	10503123	Occupational Safety and Health for Emergency Services	No	3
	10503121	Emergency Services Safety and Survival	No	2
	10503143 or 10531170	Building Construction for Fire Protection or Intro to Evidence-Based EMS	No	3
	10546112	Mental Wellness for Emergency Services	No	2
	10890102	GPS for Student Success	Yes	1
Term 9 Credits	Course Number	Course Name	CPL	Credits
	10546100	Essential Concepts for Health and Wellness	No	3
	10503195 or 10531171	Fire Behavior & Combustion or EMS Leadership Challenges	No	3
	10809166	Introduction to Ethics: Theory & Application	Yes	3
Term 6 Credits	Course Number	Course Name	CPL	Credits
	10196135	Conflict Resolution	No	3
	10801136	English Composition 1	Yes	3
Term 7 Credits	Course Number	Course Name	CPL	Credits
	10503122	Principles of Emergency Services Administration	Yes	4
	10804107 or 10806189	College Mathematics or Basic Anatomy	Yes or No	3
Term 9 Credits	Course Number	Course Name	CPL	Credits
	10503126	Legal Aspects of Emergency Services	No	3
	10503127	Community Risk Reduction	No	3
	10809198	Introduction to Psychology	Yes	3
Term 7 Credits	Course Number	Course Name	CPL	Credits
	10503156 or 10531173	Strategies, Tactics, & Incident Management or Complex Mass Casualty Incidents	No	4
	10801198 or 10801196	Speech or Oral/Interpersonal Communication	Yes	3
Term 6 Credits	Course Number	Course Name	CPL	Credits
	10503124	Emergency Services Instructor	Yes	3
	10503125	Personnel Management for Emergency Services	No	3
Term 6 Credits	Course Number	Course Name	CPL	Credits
	10503128	Public Information and Community Relations	No	3
	10809122 or 10809172 or 10809196	Introduction to American Government or Introduction to Diversity Studies or Introduction to Sociology	Yes	3

Basic Anatomy

10806189

3 credits

Examines concepts of anatomy and physiology as they relate to health careers. Learners correlate anatomical and physiological terminology to all body systems.

Prerequisite: High School GPA of 2.6 and MMM_1 or MMS_1 or Accuplacer QAS 246 or Accuplacer Reading Skills of 249 or ACT Math 19 or ACT Reading score of 15

Building Construction for Fire Protection

10503143

3 credits

Provides the components of building construction related to firefighter and life safety. The elements of construction and design of structures are shown to be key factors when inspecting buildings, pre-planning fire operations, and operating at emergencies.

Prerequisite: Admission to Fire Service Certification program 305032 or Emergency Services Management program 105035

College Mathematics

10804107

3 credits

This course is designed to review and develop fundamental concepts of mathematics in the areas of algebra, geometry, trigonometry, measurement and data. Algebra topics emphasize simplifying algebraic expressions, solving linear equations and inequalities with one variable, solving proportions and percent applications. Geometry and trigonometry topics include; finding areas and volumes of geometric figures, applying similar and congruent triangles, applying Pythagorean Theorem, and solving right triangles using trigonometric ratios. Measurement topics emphasize the application of measurement concepts and conversion techniques within and between U.S. customary and metric system to solve problems. Data topics emphasize data organization and summarization skills, including: frequency distributions, central tendency, relative position and measures of dispersion. Special emphasis is placed on problem solving, critical thinking and logical reasoning, making connections, and using calculators.

Prerequisite: High School GPA of 2.6 and MMM_1 or Accuplacer Arithmetic of 250 and QAS 234 or ACT Math score of 17 or Pre-Algebra 10834109 with a "C" or better

Community Risk Reduction

10503127

3 credits

Prepares the student to understand the assessment of community risk, the analysis of risk, risk communication, risk problem-solving, and mitigation efforts.

Prerequisite: Intro to Emergency Services 10503102

Complex Mass Casualty Incidents

10531173

3 credits

The learner will review general incident command and mass casualty principles. The course will build into more complex issues of an MCI, primarily centered around triage, treatment, and transport responsibilities for an EMS supervisor.

Conflict Resolution

10196135

3 credits

Students will apply different conflict resolution techniques that can be used by a manager or leader within an organization given real-world scenarios. Students will also evaluate the importance of consultation, team building, trust, and win-win outcomes from a managerial standpoint in the resolution of organizational conflict.

Emergency Services Instructor

10503124

3 credits

Introduces the emergency services professional to the education system as it relates to fire and EMS education. Students explore issues in curriculum development, teaching, program direction, and development.

Prerequisite: Intro to Emergency Services 10503102

Emergency Services Safety and Survival

10503121

2 credits

Broadens the scope of the national firefighter life safety initiatives and emphasizes their importance at the supervisory and managerial levels. The life safety initiatives are examined from firefighter and EMS provider perspectives.

Prerequisite: Intro to Emergency Services 10503102

EMS Leadership Challenges

10531171

3 credits

Explores the unique challenges that face EMS leaders in today's environment. Emphasizes key issues such as recruitment, retention, education, and mental health.

English Composition 1

10801136

3 credits

Learners develop and apply skills in all aspects of the writing process. Through a variety of learning activities and written documents, learners employ rhetorical strategies, plan, organize and revise content, apply critical reading strategies, locate and evaluate information, integrate and document sources, and apply standardized English language conventions.

Prerequisite: High School GPA of 2.6 and MMW or Accuplacer Writing of 262 or Accuplacer Reading 253 or ACT English score of 20 or ACT Reading 21 or completion of College Reading and Writing 1 10831104 with a "C" or better

Essential Concepts for Health and Wellness

10546100

3 credits

This class introduces the student to basic health and wellness promotion principles at the individual level including the six dimensions of wellness, determinants of health and behavior change theory. Students explore a holistic view of health and wellness concepts covering healthy lifestyle choices, managing stress, individual wellness perspective and how economics can positively and negatively impact the health and wellness of an individual.

Fire Behavior & Combustion**10503195****3 credits**

Explores the theories and fundamentals of how and why fires start, spread, and are controlled.

Prerequisite: Building Construction for Fire Protection 10503143 or Intro to Emergency Services 10503102

GPS for Student Success**10890102****1 credit**

Integrate necessary skills for student success by developing an academic plan, identifying interpersonal attributes for success, adopting efficient and effective learning strategies, and utilizing Mid-State resources, policies, and processes.

This course is recommended to be completed prior to obtaining 12 credits and is a graduation requirement unless you receive an exemption from your program advisor.

Introduction to American Government**10809122****3 credits**

Introduces American political processes and institutions. Focuses on rights and responsibilities of citizens and the process of participatory democracy. Learners examine the complexity of the separation of powers and checks and balances. Explores the role of the media, interest groups, political parties, and public opinion in the political process. Also explores the role of state and national government in our federal system.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English

Intro to Evidence-Based EMS**10531170****3 credits**

Examines evidence-based medicine and its application to EMS operations. Topics of study include airway management, cardiac resuscitation, prehospital ultrasound, dispatch policies, and others.

Introduction to Diversity Studies**10809172****3 credits**

This course introduces the study of diversity from a local to a global perspective using a holistic, interdisciplinary approach that encourages exploration and prepares students to work in a diverse environment. The course introduces basic diversity concepts, examines the impact of bias and power differentials among groups, explores the use of culturally responsive communication strategies, and compares forces that shape diversity in an international context.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English

Introduction to Ethics: Theory & Application**10809166****3 credits**

Provides a basic understanding of the theoretical foundations of ethical thought. Diverse ethical perspectives are used to analyze and compare relevant issues. Students critically evaluate individual, social, and/or professional standards of behavior, and apply a systemic decision-making process to these situations.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English

Introduction to Psychology**10809198****3 credits**

This science of psychology course is a survey of multiple aspects of behavior and mental processes. It provides an overview of topics such as research methods, theoretical perspectives, learning, cognition, memory, motivation, emotions, personality, abnormal psychology, physiological factors, social influences, and development.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English

Introduction to Sociology**10809196****3 credits**

Introduces students to the basic concepts of sociology: culture, socialization, social stratification, multi-culturalism, and the five institutions of family, politics, economics, religion, and education. Other topics include demography, deviance, technology, environment, social issues, social change, social organization, and workplace issues.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English

Legal Aspects of Emergency Services**10503126****3 credits**

Addresses the federal, state, and local laws that regulate emergency services and includes a review of national standards, regulations, and consensus standards.

Prerequisite: Intro to Emergency Services 10503102

Mental Wellness for Emergency Services**10546112****2 credits**

Learners in this course will examine the issues that affect employees' mental health. They will study important concepts, such as recognizing mental health issues, improving work/life balance, creating a healthy work culture, and the managers' role in supporting the mental health of their staff.

**Occupational Safety and Health for Emergency Services
10503123
3 credits**

Introduces the basic concepts of occupational health and safety as it relates to emergency services organizations. Topics include risk and hazard evaluation and control procedures for emergency service organizations.

Prerequisite: Intro to Emergency Services 10503102

**Oral/Interpersonal Communication
10801196
3 credits**

Focuses on developing effective listening techniques and verbal and nonverbal communication skills through oral presentation, group activity, and other projects. The study of self, conflict, and cultural contexts will be explored, as well as their impact on communication.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English or College Reading and Writing with a C or better

**Personnel Management for Emergency Services
10503125
3 credits**

Examines personnel administration and the development of human resources. Topics of study include personnel management, organizational development, productivity, recruitment and selection, performance management systems, discipline, and collective bargaining.

Prerequisite: Intro to Emergency Services 10503102

**Principles of Emergency Services Administration
10503122
4 credits**

Demonstrates the importance of the following skills necessary to manage and lead a fire and emergency services department through the challenges and changes of the 21st century: persuasion and influence, accountable budgeting, anticipation of challenges and the need for change, and using specific management tools for analyzing and solving problems.

Prerequisite: Intro to Emergency Services 10503102

**Public Information and Community Relations
10503128
3 credits**

Introduces the emergency services professional to the benefits of community information and community relations. Students explore issues in marketing, developing the message, identifying the audience, developing programs, and creating press releases.

Prerequisite: Intro to Emergency Services 10503102

**Speech
10801198
3 credits**

Explores the fundamentals of effective oral presentation to small and large groups. Topic selection, audience analysis, methods of organization, research, structuring evidence and support, delivery techniques, and other essential elements of speaking successfully, including the listening process, form the basis of this course. Includes informative, persuasive, and occasion speech presentations.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 253 and Writing of 262 or ACT of 21 Reading/19 English or completion of College Reading and Writing 1 10831104 with a "C" or better

**Strategies, Tactics, & Incident Management
10503156
4 credits**

Provides the principles of fire ground control through use of personnel, equipment, and extinguishing agents.

Prerequisite: Firefighting Principles 10503142 or Intro to Emergency Services 10503102

ENTREPRENEUR

Technical Diploma

Program Code: 30-145-2

Total Credits: 17

Mid-State's Entrepreneur program prepares students to provide the vision for their created business as well as lead staff management, financial planning, marketing strategies, human resources (HR) functions, and the development of policies and procedures. Graduates will also be equipped to integrate their knowledge and skills within existing organizations. Through a wide variety of activities, students will explore vital components of entrepreneurial practices such as business plan development, financial principles, staffing needs and support, modern marketing strategies, and effective communication skills—all to successfully start and sustain their own business.

To learn more about this program, visit mstc.edu/programs.

ACADEMIC ADVISOR

To schedule an appointment with an academic advisor, call 715-422-5300. Academic advisors will travel to other campuses as necessary to accommodate student needs. For more information about advising, visit mstc.edu/advising.

NEW STUDENT CHECKLIST

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Wisconsin Rapids, WI 54494
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- Set up student MyCampus account at mstc.edu/mycampus-assistance.
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CAREER PATHWAY



Career pathways help you build your education step by step. Each stage offers one or more credentials that are recognized by employers and lead to real jobs—and you can keep building toward your career goals as you go.

Begin at any point.

Prior Learning

Credit for Prior Learning

- Certifications and Licenses
- Military Experience
- National/Standardized Exams
- Transfer Credit
- Work and Life Experience

Learn about Credit for Prior Learning at mstc.edu/cpl.

High School Credit

- High School Dual Credit
- Mid-State Fast Track

Learn about High School Credit at mstc.edu/dc.

Certificate

- Business Communications Foundations (9 Credits)
- Business Legal Foundations (6 Credits)
- Business Office Foundations (6 Credits)
- Foundations of Business Administration (9 Credits)
- Human Resources Foundations (6 Credits)
- Leadership Foundations (6 Credits)

Technical Diploma

- Customer Relationship Professional (13 Credits)
Start Your Career: Account Representative, Call Center Agent, Client Services Specialist, Customer Service Representative
- Entrepreneur (17 Credits)
Start Your Career: Business Owner, Entrepreneur, Founder/CEO
- Human Resources Assistant (33 Credits)
Start Your Career: HR Generalist, HR Recruitment Coordinator, Job Analyst
- Office Support Specialist (33 Credits)
Start Your Career: Administrative Assistant, Office Assistant, Office Support Specialist, Program Assistant, Secretary

Associate Degree

- Business Management (65-66 Credits)
Start Your Career: Account Executive, Department Supervisor, Office Manager, Production Supervisor, Store Leader

Bachelor's Degree

For those interested in continuing their education, Mid-State offers transfer guides with various four-year colleges and universities. For more information, visit mstc.edu/transfer.

Other Options

Related Programs: Human Resources, Project Management, Leadership Development

OUTCOMES

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

- Demonstrate an entrepreneurial mindset.
- Develop a business canvas and/or plan.
- Outline a business operational plan.
- Develop a business marketing plan.

TECHNICAL SKILLS ATTAINMENT The Wisconsin Technical College System (WTCS) has implemented a requirement that all technical colleges measure outcomes attained by students. This requirement is called Technical Skills Attainment (TSA). The main objective of TSA is to ensure graduates have the technical skills needed by employers. Faculty will let students know when and how the TSA is being assessed in the program.

STUDENT HANDBOOK

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

GRADUATION REQUIREMENT

The GPS for Student Success course is required for all Mid-State program students and is recommended to be completed before obtaining 12 credits. Some students are exempt from this requirement. Please see your academic advisor for more information.

ADDITIONAL COURSES AS NEEDED

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

College Reading and Writing 1

10831104

3 credits

Provides learners with opportunities to develop and expand reading and writing skills to prepare for college-level academic work. Students will employ critical reading strategies to improve comprehension, analysis, and retention of texts. Students will apply the writing process to produce well-developed, coherent, and unified written work.

Pre-Algebra

10834109

3 credits

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

MULTIPLE MEASURES

Students can place into courses using high school GPA and completed classes. Placement can be determined in the following ways:

- **Multiple Measures Writing (MMW)**
High school GPA of 2.6 & successful completion of 2.0 credits of high school writing courses with a "C" or better
- **Multiple Measures Reading (MMR)**
High school GPA of 2.6 & successful completion of 2.0 credits of high school literature courses with a "C" or better
- **Multiple Measures Math 1 (MMM_1)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school math (Algebra 1 or equivalent) with a "C" or better
- **Multiple Measures Math 2 (MMM_2)**
High school GPA of 2.6 & successful completion of 2.0 credits of high school math including Algebra 1 and Algebra 2 with a "C" or better
- **Multiple Measures Science 1 (MMS_1)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school lab science course with a "C" or better
- **Multiple Measures Science 2 (MMS_2)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school chemistry with a "C" or better

Past high school and college transcripts are used in making course placement decisions.

SAMPLE FULL-TIME CURRICULUM OPTION

Entrepreneur • 17 Total Credits

Term 17 Credits	Course Number	Course Name	CPL	Credits
	10101140	Accounting 1	Yes	3
	10102101	Introduction to Business	Yes	3
	10102104	Business Law	Yes	3
	10102232	Entrepreneurial Foundations	Yes	1
	10104102	Marketing Principles	Yes	3
	10106106	Quality Customer Service	Yes	3
	10890102	GPS for Student Success	Yes	1

Please Note

- Credit for Prior Learning (CPL) options are available for some courses. You can visit mstc.edu/cpl or contact your academic advisor for details.
- This curriculum sequence is only for student planning. Actual student schedules will vary depending on course availability.
- This program can be completed entirely online.
- Program completion time may vary based on student scheduling and course availability. For details, go to mstc.edu/schedule.
- Get the latest updates online at mstc.edu.

SAMPLE PART-TIME CURRICULUM OPTION

Entrepreneur • 17 Total Credits

Term 8 Credits	Course Number	Course Name	CPL	Credits
	10102101	Introduction to Business	Yes	3
	10102232	Entrepreneurial Foundations	Yes	1
	10106106	Quality Customer Service	Yes	3
	10890102	GPS for Student Success	Yes	1

Term 9 Credits	Course Number	Course Name	CPL	Credits
	10101140	Accounting 1	Yes	3
	10102104	Business Law	Yes	3
	10104102	Marketing Principles	Yes	3

Accounting 1**10101140****3 credits**

A beginning course designed especially for majors or those who need a strong foundation in accounting principles.

Develops the accounting cycle of journaling, posting, adjusting, closing, and reporting. Also emphasizes service and merchandising sole proprietorships in developing the accounting cycle. Explores issues for accounting for cash, accounts and notes receivable, inventories, and fixed assets.

Business Law**10102104****3 credits**

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

Entrepreneurial Foundations**10102232****1 credit**

Learners study entrepreneurial practices by exploring components of a startup business plan. This includes comparing ways of going into business as well as developing marketing, legal, financial, products/services, management, and operations plans for a small business of their choice.

GPS for Student Success**10890102****1 credit**

Integrate necessary skills for student success by developing an academic plan, identifying interpersonal attributes for success, adopting efficient and effective learning strategies, and utilizing Mid-State resources, policies, and processes. This course is recommended to be completed prior to obtaining 12 credits and is a graduation requirement unless you receive an exemption from your program advisor.

Introduction to Business**10102101****3 credits**

An introduction to what a business is, how it operates, and how it is managed. Students identify forms of ownership and the processes used in production and marketing, finance, personnel, and management in business operations.

Marketing Principles**10104102****3 credits**

This course serves as an introduction to the fundamental marketing concepts used to apply marketing strategies to product development, distribution, pricing, and promotion of goods and services.

Quality Customer Service**10106106****3 credits**

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

FARM OPERATION

Technical Diploma

Program Code: 31-080-4

Total Credits: 27

The Farm Operation program at Mid-State prepares graduates to confidently run the day-to-day operations on a farm. You'll learn about livestock and their products, livestock diseases and prevention, quality milk and meat production, soils, crop production, and more. This hands-on program features agribusiness professionals who share their knowledge directly through presentations, demonstrations, and tours. Course topics include best practices for farming, such as how to manage farm records, farm computerization, critical facts about financial credit, creating a business plan, and marketing.

To learn more about this program, visit mstc.edu/programs.

ACADEMIC ADVISOR

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CAREER PATHWAY



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Credit for Prior Learning

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- Military Experience
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- Work and Life Experience

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High School Credit

- High School Dual Credit
- Mid-State Fast Track

Learn about High School Credit at mstc.edu/dc.

Technical Diploma

- Farm Operation (27 Credits)
Start Your Career: Agriculture Industry Technician, Agriculture Sales, Farm Owner, Herdsperson, Livestock Breeder

Bachelor's Degree

For those interested in continuing their education, Mid-State offers transfer guides with various four-year colleges and universities. For more information, visit mstc.edu/transfer.

Other Options

Related Programs: Agribusiness Science & Technology, Arborist Technician, Utility Tree Trimmer

OUTCOMES

Employers will expect you, as a Farm Operation graduate, to be able to:

- Utilize agronomic resources for optimal farm production.
- Evaluate livestock management plans.
- Plan for operation and maintenance of facilities and equipment.
- Create a farm business plan.
- Apply marketing principles to agricultural enterprises.

TECHNICAL SKILLS ATTAINMENT

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TECHNICAL STANDARDS

Students enrolled in the Agriculture Program must be able to meet the established technical standards identified below, which reflect those found in the profession.

- Ability to lift, carry or transport supplies, equipment, feeds, animals or other agricultural products, potentially up to or beyond 50 pounds, with occasional, frequent, or constant exertion.
- Ability to detect and respond to emergencies and operational hazards in agricultural environments (machinery, livestock, chemicals, weather, etc.).
- Sufficient endurance, strength, mobility, balance, flexibility and coordination to perform tasks such as tending livestock, operating equipment, working outdoors, and executing emergency or protective procedures.
- Sufficient sensory (auditory, visual, smell, tactile) ability to detect animal cues, environmental changes, product quality, equipment status, and safety-related conditions.

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ADDITIONAL COURSES AS NEEDED

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3 credits

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- **Multiple Measures Math 2 (MMM_2)**
High school GPA of 2.6 & successful completion of 2.0 credits of high school math including Algebra 1 and Algebra 2 with a "C" or better
- **Multiple Measures Science 1 (MMS_1)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school lab science course with a "C" or better
- **Multiple Measures Science 2 (MMS_2)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school chemistry with a "C" or better

Past high school and college transcripts are used in making course placement decisions.

SAMPLE FULL-TIME CURRICULUM OPTION

Farm Operation • 27 Total Credits

Term 16 Credits	Course Number	Course Name	CPL	Credits
	10103106	Microsoft Office-Introduction	Yes	3
	10093104	Principles of Crop Management	No	3
	10091105	Animal Health	No	3
	10080105	Intro to Soil Science	No	3
	10091102	Intro to Animal Science	No	3
	10890102	GPS for Student Success	Yes	1

Term 11 Credits	Course Number	Course Name	CPL	Credits
	10006102	Agribusiness Equipment & Facilities	No	2
	10006107	Agriculture Commodities & Marketing	No	3
	10070104	Basic Agriculture Mechanics and Technology	No	3
	10090101	Agriculture Business Management	No	3

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SAMPLE PART-TIME CURRICULUM OPTION

Farm Operation • 27 Total Credits

Term 10 Credits	Course Number	Course Name	CPL	Credits
	10103106	Microsoft Office-Introduction	Yes	3
	10093104	Principles of Crop Management	No	3
	10091105	Animal Health	No	3
	10890102	GPS for Student Success	Yes	1

Term 11 Credits	Course Number	Course Name	CPL	Credits
	10006102	Agribusiness Equipment & Facilities	No	2
	10006107	Agriculture Commodities & Marketing	No	3
	10070104	Basic Agriculture Mechanics and Technology	No	3
	10090101	Agriculture Business Management	No	3

Term 6 Credits	Course Number	Course Name	CPL	Credits
	10080105	Intro to Soil Science	No	3
	10091102	Intro to Animal Science	No	3

Agribusiness Equipment & Facilities

10006102

2 credits

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

Agriculture Business Management

10090101

3 credits

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

Agriculture Commodities & Marketing

10006107

3 credits

This course introduces students to agricultural commodity markets with a focus on price analysis, market structures, marketing strategies, and risk management. Topics include supply and demand, government policies, international trade, and the agricultural supply chain. Students will study major field crops, livestock, and milk markets; explore the role of cooperatives in marketing; and learn how futures and options markets function as tools for price discovery and risk management.

Animal Health

100091105

3 credits

This course provides students with the essential knowledge and practical skills required to maintain and promote the health of dairy and livestock animals. Emphasizing preventive care, early disease detection, and effective treatment strategies, students will explore animal physiology, common infectious and non-infectious diseases, vaccination protocols, biosecurity practices, and the responsible use of medications.

Basic Agriculture Mechanics and Technology

10070104

3 credits

Students learn the fundamentals of agricultural mechanics, focusing on the operation, maintenance, and repair of relevant equipment. Topics include diesel and small engine systems, hydraulics, electrical, fuel, and exhaust systems, with emphasis on precision measuring and safe work practices. The course also introduces the troubleshooting of modern technologies such as GPS, automation, and sustainable energy systems used in today's agricultural operations.

GPS for Student Success

10890102

1 credit

Integrate necessary skills for student success by developing an academic plan, identifying interpersonal attributes for success, adopting efficient and effective learning strategies, and utilizing Mid-State resources, policies, and processes. This course is recommended to be completed prior to obtaining 12 credits and is a graduation requirement unless you receive an exemption from your program advisor.

Intro to Animal Science

10091102

3 credits

Introduces the basics of livestock management. Examines management of dairy, beef, sheep, and other common livestock with concentration on nutrition, feedstuffs classification, reproduction, genetics, animal behavior, animal health, and sustainable agriculture practices. Includes basic husbandry and care procedures for animals. A livestock management plan will be created and analyzed.

Intro to Soil Science

10080105

3 credits

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

Microsoft Office-Introduction

10103106

3 credits

Develops introductory skills in the Microsoft Office Suite (Word, Excel, Access, PowerPoint, and Outlook) while reinforcing the students' knowledge of computer concepts, Windows Explorer, and web usage. This course prepares students for the Associate level MOS Certification exams for Word, Excel, PowerPoint, and Outlook. Students should possess basic keyboarding, mouse, and Windows 11 skills. Students may develop these skills in the Academic Learning Center while concurrently enrolled in this course.

Principles of Crop Management

10093104

3 credits

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

FIRE SERVICE CERTIFICATION

Technical Diploma

Program Code: 30-503-2

Total Credits: 8

The Fire Service Certification program teaches the entry-level fire behavior and techniques needed to control structural and related fire emergencies as well as life safety practices. You will gain knowledge and skills in the areas of fire suppression, victim rescue, salvage, and overhaul. You will also be exposed to realistic simulations—inside and outside the classroom—and train on Mid-State's state-of-the-art burn tower, fire engines, and other high-tech equipment. Developed in partnership with local fire departments, this program ensures you have a competitive edge when starting your career.

To learn more about this program, visit mstc.edu/programs.

ACADEMIC ADVISOR

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- Set up student MyCampus account at mstc.edu/mycampus-assistance.
- Schedule a New Student Advising appointment at mstc.edu/advising.

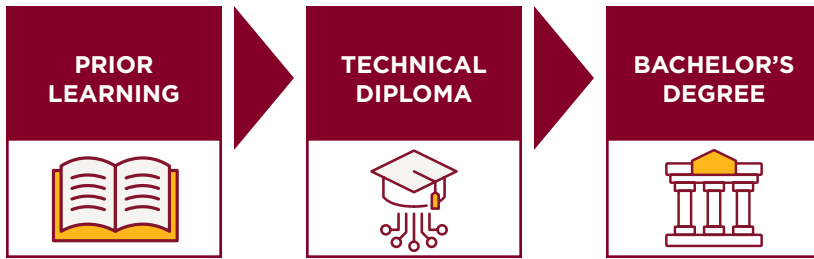
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Mid-State does not discriminate on the basis of race, color, national origin, sex, disability, or age in its program, activity, or employment. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Vice President - Human Resources; 500 32nd Street North, Wisconsin Rapids, WI 54494; 715-422-5325 • AAEO@mstc.edu. 3/2026-AC

CAREER PATHWAY



Career pathways help you build your education step by step. Each stage offers one or more credentials that are recognized by employers and lead to real jobs—and you can keep building toward your career goals as you go.

Begin at any point.

Prior Learning

Credit for Prior Learning

- Certifications and Licenses
- Military Experience
- National/Standardized Exams
- Transfer Credit
- Work and Life Experience

Learn about Credit for Prior Learning at mstc.edu/cpl.

High School Credit

- High School Dual Credit
- Mid-State Fast Track

Learn about High School Credit at mstc.edu/dc.

Technical Diploma

- Fire Service Certification (8 Credits)
Start Your Career: Firefighter, Firefighter/EMT, Firefighter/Paramedic

Bachelor's Degree

For those interested in continuing their education, Mid-State offers transfer guides with various four-year colleges and universities. For more information, visit mstc.edu/transfer.

Other Options

Related Programs: Advanced Emergency Medical Technician, Emergency Medical Technician, Emergency Services Management, Jail Officer Academy, Paramedic, Paramedic Technician

OUTCOMES

Employers will expect you, as a Fire Service Certification graduate, to be able to:

- Demonstrate professional conduct.
- Perform fire prevention activities.
- Apply incident management and mitigation skills to emergency incidents.
- Meet professional fire and EMS credentialing standards.
- Communicate clearly and effectively.
- Apply critical thinking skills to both emergency and non-emergency situations.

TECHNICAL SKILLS ATTAINMENT

The Wisconsin Technical College System (WTCS) has implemented a requirement that all technical colleges measure outcomes attained by students. This requirement is called Technical Skills Attainment (TSA). The main objective of TSA is to ensure graduates have the technical skills needed by employers. Faculty will let students know when and how the TSA is being assessed in the program.

TECHNICAL STANDARDS

A list of specific physical, emotional, and mental tasks needed to function in fire service certification is available at mstc.edu/programs/fire-service-certification. Contact the Accessibility Services Coordinator in the Student Services & Information Center to receive assistance.

PROGRAM PROGRESSION

Students must receive a grade of “C” or better in each of the technical and general education courses in order to qualify for graduation.

STUDENT HANDBOOK

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

ADDITIONAL COURSES AS NEEDED

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

College Reading and Writing 1

10831104

3 credits

Provides learners with opportunities to develop and expand reading and writing skills to prepare for college-level academic work. Students will employ critical reading strategies to improve comprehension, analysis, and retention of texts. Students will apply the writing process to produce well-developed, coherent, and unified written work.

Pre-Algebra

10834109

3 credits

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

SAMPLE FULL-TIME CURRICULUM OPTION

Fire Service Certification • 8 Total Credits

Term 4 Credits	Course Number	Course Name	CPL	Credits
	30503101	Basic Firefighting and Hazmat Ops	No	4
Term 4 Credits	Course Number	Course Name	CPL	Credits
	30503102	Advanced Firefighting	No	2
	30503103	Firefighter Safety and Survival	No	2

Please Note

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- This curriculum sequence is only for student planning. Actual student schedules will vary depending on course availability.
- Program completion time may vary based on student scheduling and course availability. For details, go to mstc.edu/schedule.
- Get the latest updates online at mstc.edu.

Advanced Firefighting**30503102****2 credits**

Explores advanced firefighting skills, focusing on communications, investigations, and other advanced firefighting techniques. Fulfills the job performance requirements for Wisconsin Firefighter 2 certification eligibility.

Prerequisite: Basic Firefighting and Hazmat Ops 30503101

Basic Firefighting and Hazmat Ops**30503101****4 credits**

Describes basic fire behavior, techniques used to control structural and related fire emergencies, and life safety practices. Examines characteristics relating to hazardous materials, including problems of recognition and mitigation. Learners perform all practical evolutions necessary to control and extinguish fires and otherwise meet all requirements for Firefighter I certification in the State of Wisconsin.

Prerequisite: Admission to Fire Service Certification 305035

Firefighter Safety and Survival**30503103****2 credits**

Explores the concepts of firefighter safety and survival techniques on the active fireground. Practical evolutions focus on rescue techniques for self and others, as well as the function of the rapid intervention team.

Prerequisite: Basic Firefighting and Hazmat Ops 30503101

HEALTH & WELLNESS PROMOTION

Associate in Applied Science (AAS)

Program Code: 10-546-2

Total Credits: 61-62

Mid-State's Health & Wellness Promotion graduates possess a strong foundation in health and wellness concepts across the lifespan. They have the knowledge and skills needed to develop and implement health and wellness promotion activities that seek to maximize quality of life and reduce or prevent illness and injury. The program will prepare you to support individuals, organizations, and communities with health and wellness initiatives. You will also learn to design, develop, and promote wellness programs and initiatives through a variety of educational campaigns, promotion concepts, and modification interventions. Mid-State is the only college in the Wisconsin Technical College System to offer this online program.

To learn more about this program, visit mstc.edu/programs.

ACADEMIC ADVISOR

To schedule an appointment with an academic advisor, call 715-422-5300. Academic advisors will travel to other campuses as necessary to accommodate student needs. For more information about advising, visit mstc.edu/advising.

NEW STUDENT CHECKLIST

Complete the following steps to prepare for your New Student Advising appointment with your academic advisor:

- Submit a Mid-State application at mstc.edu/apply.
- Send official transcripts to:
Mid-State Technical College
Student Services
500 32nd Street North
Wisconsin Rapids, WI 54494
- Complete the Free Application for Federal Student Aid (FAFSA) at fafsa.gov. Mid-State's Financial Aid team is available to assist with your FAFSA application and to answer your financial aid questions. Contact Financial Aid or schedule an appointment at mstc.edu/financial-aid.
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- Schedule a New Student Advising appointment at mstc.edu/advising.

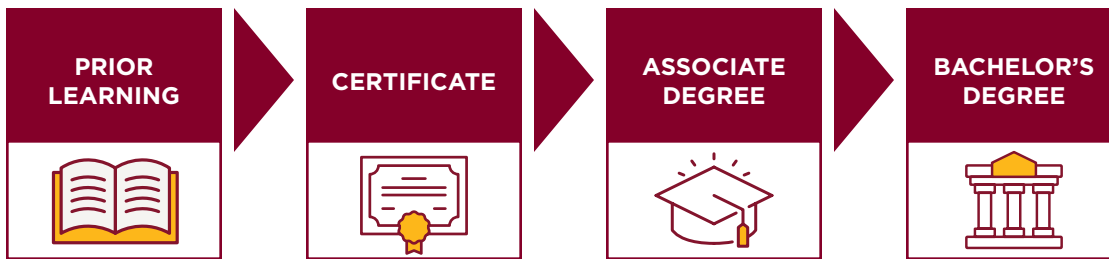
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High School Credit

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Certificate

- Fitness Professional (12 Credits)
- Gerontology Professional (12 Credits)
- Health Navigator (9 Credits)
- Therapeutic Activity Specialist (10 Credits)
- Wellness Specialist (12 Credits)

Associate Degree

- Health & Wellness Promotion (61-62 Credits)
Start Your Career: Community Engagement Specialist, Community Health Worker, Fitness Manager, Health Promotion Coordinator, Wellness Coach

Bachelor's Degree

For those interested in continuing their education, Mid-State offers transfer guides with various four-year colleges and universities. For more information, visit mstc.edu/transfer.

Other Options

Related Programs: Dental Assistant, Health Information Management, Medical Assistant, Medical Coder, Nursing, Nursing Assistant, Phlebotomy Technician, Respiratory Therapy, Sterile Processing Technician, Surgical Technology

OUTCOMES

Employers will expect you, as a Health & Wellness Promotion graduate, to be able to:

- Provide evidence-based health and wellness direction to individuals and organizations.
- Design, develop, and implement health and wellness promotion activities and campaigns.
- Champion behavior modification interventions to promote sustainable health and wellness.
- Support the maintenance of health and wellness promotion for individuals and organizations.

TECHNICAL SKILLS ATTAINMENT

The Wisconsin Technical College System (WTCS) has implemented a requirement that all technical colleges measure outcomes attained by students. This requirement is called Technical Skills Attainment (TSA). The main objective of TSA is to ensure graduates have the technical skills needed by employers. Students are notified of TSA reporting in Health Coaching for the Wellness Professional; Youth Wellness; and Health & Wellness Practicum.

ADDITIONAL ENTRY CRITERIA

To apply to the Health & Wellness Promotion program, please submit the following documents to Mid-State Admissions:

- Criminal Background Statement of Understanding and Release of Information form.

Mid-State Technical College • Admissions
500 32nd Street North, Wisconsin Rapids, WI 54494

TECHNICAL STANDARDS

A list of specific physical, emotional, and mental tasks needed to function as a Health & Wellness Promotion graduate is available at mstc.edu/programs/health-wellness-promotion. Contact the Accessibility Services Coordinator in the Student Services & Information Center to receive assistance.

PRACTICUM-RELATED REQUIREMENTS

Prior to placement at a practicum site, students need to pay for a criminal background check and provide documentation of required health work.

Students are responsible for ensuring all requirements remain current during program enrollment.

Practicum sites have the right to refuse a student's placement based on inadequate health records, pending charges, or conviction records. Students with a criminal history may not be able to complete practicum courses. Mid-State will make two attempts to place a student in an appropriate practicum experience. If Mid-State is unable to place the student after two attempts, the student will be withdrawn from the practicum course and will not be able to advance in the program.

PROGRAM PROGRESSION AND COMPLETION

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

- Repeat courses not completed with a grade of "C" or better prior to progressing in program courses with co- or prerequisites.
- Receive a grade of "C" or better in all courses required for graduation.
- Please note that the ability to repeat courses is dependent upon availability in courses. Students may be required to apply for program re-entry in order to repeat courses within the program's instructional area.

STUDENT HANDBOOK

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

GRADUATION REQUIREMENT

The GPS for Student Success course is required for all Mid-State program students and is recommended to be completed before obtaining 12 credits. Some students are exempt from this requirement. Please see your academic advisor for more information.

ADDITIONAL COURSES AS NEEDED

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

College Reading and Writing 1 10831104 3 credits

Provides learners with opportunities to develop and expand reading and writing skills to prepare for college-level academic work. Students will employ critical reading strategies to improve comprehension, analysis, and retention of texts. Students will apply the writing process to produce well-developed, coherent, and unified written work.

Pre-Algebra 10834109 3 credits

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

MULTIPLE MEASURES

Students can place into courses using high school GPA and completed classes. Placement can be determined in the following ways:

- **Multiple Measures Writing (MMW)**
High school GPA of 2.6 & successful completion of 2.0 credits of high school writing courses with a “C” or better
- **Multiple Measures Reading (MMR)**
High school GPA of 2.6 & successful completion of 2.0 credits of high school literature courses with a “C” or better
- **Multiple Measures Math 1 (MMM_1)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school math (Algebra 1 or equivalent) with a “C” or better
- **Multiple Measures Math 2 (MMM_2)**
High school GPA of 2.6 & successful completion of 2.0 credits of high school math including Algebra 1 and Algebra 2 with a “C” or better
- **Multiple Measures Science 1 (MMS_1)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school lab science course with a “C” or better
- **Multiple Measures Science 2 (MMS_2)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school chemistry with a “C” or better

Past high school and college transcripts are used in making course placement decisions.

SAMPLE FULL-TIME CURRICULUM OPTION

Health & Wellness Promotion • 61-62 Total Credits

Term 16 Credits	Course Number	Course Name	CPL	Credits
	10544103	Healthy Aging	Yes	3
	10546100	Essential Concepts for Health and Wellness	No	3
	10801195 or 10801136	Written Communication or English Composition 1	Yes	3
	10809196	Introduction to Sociology	Yes	3
	10809198 or 10809188	Introduction to Psychology or Developmental Psychology	Yes	3
	10890102	GPS for Student Success	Yes	1
Term 15-16 Credits	Course Number	Course Name	CPL	Credits
	10546101	Nutrition for Healthy Living	No	3
	10546102	Behavior Change for Wellness	No	3
	10546108	Group Fitness Instruction	Yes	3
	10801198 or 10801196	Speech or Oral/Interpersonal Communication	Yes	3
	10806189 or 10806177	Basic Anatomy or General Anatomy & Physiology	No or Yes	3 or 4
Term 15 Credits	Course Number	Course Name	CPL	Credits
	10102101	Environmental Science	Yes	3
	10546103	Principles of Physical Conditioning	Yes	3
	10546104	Community Health	Yes	3
	10546109	Youth Wellness	Yes	3
	10546110	Mental Wellness and Stress Management	No	3
Term 15 Credits	Course Number	Course Name	CPL	Credits
	10807205	Well Traveler	Yes	1
	10546107	Health Coaching for the Wellness Professional	Yes	3
	10546113	Health Navigator	Yes	3
	10546106	Health & Wellness Practicum	Yes	2
	10546111	Wellness Marketing and Entrepreneurship	No	3
	10809166 or 10809172	Introduction to Ethics: Theory & Application or Introduction to Diversity Studies	Yes	3

Please Note

- Credit for Prior Learning (CPL) options are available for some courses. You can visit mstc.edu/cpl or contact your academic advisor for details.
- This curriculum sequence is only for student planning. Actual student schedules will vary depending on course availability.
- This program is offered online and classes are in an 8-week format.
- Program completion time may vary based on student scheduling and course availability. For details, go to mstc.edu/schedule.
- Get the latest updates online at mstc.edu.

Basic Anatomy

10806189

3 credits

Examines concepts of anatomy and physiology as they relate to health careers. Learners correlate anatomical and physiological terminology to all body systems.

Prerequisite: High School GPA of 2.6 and MMM_1 or MMS_1 or Accuplacer QAS 246 or Accuplacer Reading Skills of 249 or ACT Math 19 or ACT Reading score of 15

Behavior Change for Wellness

10546102

3 credits

Examines the importance of understanding the theory of behavior change to assist others in overcoming barriers so they may achieve sustainable behavior change. Refines a beginning skill set including how to advise individuals on goal setting, strategy planning, and encouraging maintenance of health and wellness goals.

Corequisite: Essential Concepts for Health and Wellness 10546100

Community Health

10546104

3 credits

This course introduces students to the Community Health Worker (CHW) Core Consensus (C3) Roles and Competencies, emphasizing evidence-based practice in community-focused health promotion. Students will examine ten CHW core roles and eleven core skills, including cultural mediation, care coordination, outreach, health education, advocacy, capacity building, assessment, coaching, and evaluation. Through applied learning, students will analyze how CHWs operate across diverse community and clinical settings, strengthen community capacity, and improve access to health and social service systems.

Corequisite: Essential Concepts for Health and Wellness 10546100

Developmental Psychology

10809188

3 credits

Studies human development throughout the lifespan and explores developmental theory and research with an emphasis on the interactive nature of the biological, cognitive, and psychosocial changes that affect the individual from conception to death. Application activities and critical thinking skills enable students to gain an increased knowledge and understanding of themselves and others.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English

English Composition 1

10801136

3 credits

Learners develop and apply skills in all aspects of the writing process. Through a variety of learning activities and written documents, learners employ rhetorical strategies, plan, organize and revise content, apply critical reading strategies, locate and evaluate information, integrate and document sources, and apply standardized English language conventions.

Prerequisite: High School GPA of 2.6 and MMW or Accuplacer Writing of 262 or Accuplacer Reading 253 or ACT English score of 20 or ACT Reading 21 or completion of College Reading and Writing 1 10831104 with a "C" or better

Environmental Science

10102101

3 credits

Develops an understanding of environmental concerns and current issues including water resources, total land use, population, pollution, and health. Examines ecological, economic, historical, and philosophic views of issues.

Essential Concepts for Health and Wellness

10546100

3 credits

This class introduces the student to basic health and wellness promotion principles at the individual level including the six dimensions of wellness, determinants of health and behavior change theory. Students explore a holistic view of health and wellness concepts covering healthy lifestyle choices, managing stress, individual wellness perspective and how economics can positively and negatively impact the health and wellness of an individual.

General Anatomy & Physiology

10806177

4 credits

Examines basic concepts of human anatomy and physiology as they relate to health sciences. Using a body systems approach, the course emphasizes the interrelationships between structure and function at the gross and microscopic levels of organization of the entire human body. It is intended to prepare health care professionals who need to apply basic concepts of whole-body anatomy and physiology to informed decision making and professional communication with colleagues and patients.

Prerequisite: High School GPA of 2.6 and MMS_1 and MMM_1 or Accuplacer Reading Skills of 262 and QAS of 246 or ACT Math score of 19 and Reading score of 19 or College Math 10804107 or Intermediate Algebra with Applications 10804118 with a "C" or better; or General Chemistry 10806134, or General Biology 10806114, or Human Body in Health & Disease 31509302

GPS for Student Success

10890102

1 credit

Integrate necessary skills for student success by developing an academic plan, identifying interpersonal attributes for success, adopting efficient and effective learning strategies, and utilizing Mid-State resources, policies, and processes. This course is recommended to be completed prior to obtaining 12 credits and is a graduation requirement unless you receive an exemption from your program advisor.

Group Fitness Instruction

10546108

3 credits

Provides theoretical knowledge and practical skills in preparation for a national certification exam in group fitness instruction. Topics include guidelines for instructing safe, effective, and purposeful exercise, essentials of the instructor-participant relationship, principles of motivation to encourage adherence in the group fitness setting, effective instructor-to-participant communication techniques, methods for enhancing group leadership, and the group fitness instructor's (GFI's) professional role.

Health & Wellness Practicum

10546106

2 credits

Provides practical experience and the opportunity to apply concepts from previous coursework to help students transition to the role of community health promoter. The practicum location is chosen in collaboration with faculty based on student interest and site availability. Students work closely with an approved preceptor and faculty to accomplish individualized learning goals.

Prerequisites: Essential Concepts for Health & Wellness 10546100, Behavior Change for Wellness 10546102, Principles of Physical Conditioning 10546103, and Nutrition for Healthy Living 10546101; Corequisite: Community Health 10546104

Health Coaching for the Wellness Professional

10546107

3 credits

Builds on the Behavior Change for Wellness class to introduce and practice techniques for lifestyle health coaching. Analyzes the relationships between exercise, nutrition, and weight control and how to effectively and sustainably promote lifelong positive behavior change in individual clients.

Prerequisites: Behavior Change for Wellness 10546102 and Principles of Physical Conditioning 10546103

Health Navigator

10546113

3 credits

This course prepares the student to support client navigation within the healthcare and social systems. Employed in a variety of settings, the health navigator serves as the primary client liaison to organizations and systems. The student will learn how to work with clients, synchronizing care of the physical, psychological, and social needs while providing assistance through health education, the identification and reduction of barriers, and linking clients to services to address care needs.

Prerequisites: Essential Concepts of Health & Wellness 10546100 and Healthy Aging 10544103

Healthy Aging

10544103

3 credits

Provides an overview of practices to promote healthy aging. Addresses nutrition, physical activity, and prevention practices as well as medications commonly prescribed for the older adult. Emphasis is on practices to address current aging trends.

Introduction to Diversity Studies

10809172

3 credits

This course introduces the study of diversity from a local to a global perspective using a holistic, interdisciplinary approach that encourages exploration and prepares students to work in a diverse environment. The course introduces basic diversity concepts, examines the impact of bias and power differentials among groups, explores the use of culturally responsive communication strategies, and compares forces that shape diversity in an international context.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English

Introduction to Ethics: Theory & Application

10809166

3 credits

Provides a basic understanding of the theoretical foundations of ethical thought. Diverse ethical perspectives are used to analyze and compare relevant issues. Students critically evaluate individual, social, and/or professional standards of behavior, and apply a systemic decision-making process to these situations.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English

Introduction to Psychology

10809198

3 credits

This science of psychology course is a survey of multiple aspects of behavior and mental processes. It provides an overview of topics such as research methods, theoretical perspectives, learning, cognition, memory, motivation, emotions, personality, abnormal psychology, physiological factors, social influences, and development.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English

Introduction to Sociology

10809196

3 credits

Introduces students to the basic concepts of sociology: culture, socialization, social stratification, multi-culturalism, and the five institutions of family, politics, economics, religion, and education. Other topics include demography, deviance, technology, environment, social issues, social change, social organization, and workplace issues.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English

Mental Wellness and Stress Management

10546110

3 credits

Investigate the underpinnings of mental health and wellness. Explore the risks of stress and emotional management techniques to mitigate these risks by embracing a growth mindset. The learner will be engaged in processes to support the emotional dimension of health and demonstrate ways to implement these practices for oneself and others along their wellness journey.

Nutrition for Healthy Living

10546101

3 credits

Students learn concepts of healthy eating to facilitate the journey of good health across the lifespan. Healthy eating concepts focus on individual decision making and behavior change with sustainable interventions rooted in evidenced-based practice. Students investigate nutrition myth versus fact and explore how policy and environment impact nutritional choice.

Corequisite: Essential Concepts for Health and Wellness 10546100

Oral/Interpersonal Communication**10801196****3 credits**

Focuses on developing effective listening techniques and verbal and nonverbal communication skills through oral presentation, group activity, and other projects. The study of self, conflict, and cultural contexts will be explored, as well as their impact on communication.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English or College Reading and Writing with a C or better

Principles of Physical Conditioning**10546103****3 credits**

Emphasizes quality of life improvement and encouraging others to maximize health and wellness potential through physical conditioning. Explores the effects of physical exercise on body systems and functioning, including specific exercises for balance, endurance, strength, and weight loss. Special populations and considerations are highlighted throughout the course.

Corequisite: Basic Anatomy 10806189

Speech**10801198****3 credits**

Explores the fundamentals of effective oral presentation to small and large groups. Topic selection, audience analysis, methods of organization, research, structuring evidence and support, delivery techniques, and other essential elements of speaking successfully, including the listening process, form the basis of this course. Includes informative, persuasive, and occasion speech presentations.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 253 and Writing of 262 or ACT of 21 Reading/19 English or completion of College Reading and Writing 1 10831104 with a "C" or better

The Well Traveler**10807205****1 credit**

In this course the student will examine components of travel as it impacts their personal dimensions of health and wellness. The student will develop global citizenship skills by preparing for travel with an emphasis on maximizing opportunities that support individual well-being and the appreciation of growth through experiences. We will also explore interventions to ensure safety while traveling.

Wellness Marketing and Entrepreneurship**10546111****3 credits**

Explore ways to support entrepreneurship strategies in the wellness market. Learners will investigate ways to market themselves as emerging wellness professionals, find their niche market and use social media to attract clients all while exploring the basics of wellness business building. The learner will create a digital platform and a business plan geared toward their unique future wellness professional interests.

Corequisite: Essential Concepts for Health and Wellness 10546100

Written Communication**10801195****3 credits**

Develops writing skills which include prewriting, drafting, revising, and editing. A variety of writing assignments are 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: High School GPA of 2.6 and MMW or Accuplacer Writing of 262 or ACT English score of 20 or completion of College Reading and Writing 1 10831104 with a "C" or better

Youth Wellness**10546109****3 credits**

Explore the developmental science which shapes youth wellness as seen through the lens of each of the wellness dimensions. Examining different socioeconomic implications and childhood events will support evidence based resiliency interventions. An exploration of youth community programming and application exercises will support the learner's transition to the health and wellness professional role.

Corequisite: Essential Concepts for Health and Wellness 10546100

HEALTH INFORMATION MANAGEMENT

Associate in Applied Science (AAS)

Program Code: 10-530-4

Total Credits: 62-63

Mid-State's Health Information Management program prepares individuals to enter the emerging field of electronic health record management. Students learn to use computer programs and established methods to securely process, compile, maintain, and report electronic health information data for patient care. In this program, you'll learn to abstract and code clinical data using classifications systems as well as analyze health records according to industry protocols. You'll build knowledge about reimbursement, facility planning, marketing, risk management, and more. Graduates are eligible to take the AHIMA national certification exam for Registered Health Information Technician (RHIT).

To learn more about this program, visit mstc.edu/programs.

ACADEMIC ADVISOR

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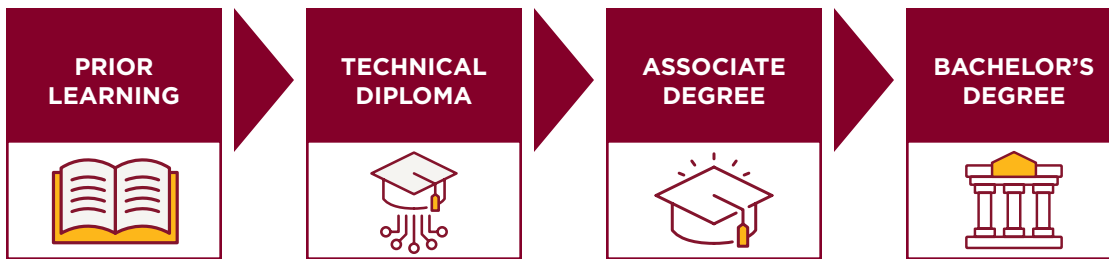
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Technical Diploma

- Medical Coder (31 Credits)
Start Your Career: Financial Services Specialist, Medical Biller, Medical Claims Reviewer, Medical Coder/Specialist, Medical Records Technician

Associate Degree

- Health Information Management (62-63 Credits)
Start Your Career: Health Information Specialist/Technician, Health Information Supervisor, Master Patient Index Specialist, Medical Coding Auditor/Reviewer, Revenue Cycle Coordinator

Bachelor's Degree

For those interested in continuing their education, Mid-State offers transfer guides with various four-year colleges and universities. For more information, visit mstc.edu/transfer.

Other Options

Related Programs: Dental Assistant, Health & Wellness Promotion, Medical Assistant, Medical Coder, Nursing, Nursing Assistant, Phlebotomy Technician, Radiography, Respiratory Therapy, Sterile Processing Technician, Surgical Technology

OUTCOMES

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

- Demonstrate professional behaviors and ethics.
- Apply information technology and analytics in data use.
- Apply coding and reimbursement systems.
- Supervise various components of the health information system.
- Apply data governance principles to ensure the quality of health data.

TECHNICAL SKILLS ATTAINMENT

The Wisconsin Technical College System (WTCS) has implemented a requirement that all technical colleges measure outcomes attained by students. This requirement is called Technical Skills Attainment (TSA). The main objective of TSA is to ensure graduates have the technical skills needed by employers. Students are notified of TSA reporting in their final few courses of the program and will complete a mock RHIT exam to fulfill the TSA requirement for this program.

ACCREDITATION

The Health Information Management accreditor of Mid-State Technical College is the Commission on Accreditation for Health Informatics and Information Management (CAHIIM). The College's accreditation for associate degree in Health Information Management at the Marshfield campus has been reaffirmed through 2031.



Graduates are eligible to take the national certification exam offered by the American Health Information Management Association (AHIMA) for the Registered Health Information Technician (RHIT) credential.

ADDITIONAL ENTRY CRITERIA

To apply to the Health Information Management program, please submit the following documents to Mid-State Admissions:

- Criminal Background Statement of Understanding and Release of Information form.

Mid-State Technical College • Admissions
500 32nd Street North, Wisconsin Rapids, WI 54494

TECHNICAL STANDARDS

A list of specific physical, emotional, and mental tasks needed to function as a Health Information Management graduate is available at mstc.edu/programs/health-information-management. Contact the Accessibility Services Coordinator in the Student Services & Information Center to receive assistance.

PRACTICUM-RELATED REQUIREMENTS

Prior to placement at a practicum site, students need to pay for a criminal background check and provide documentation of required health work.

Students are responsible for ensuring all requirements remain current during program enrollment.

Practicum sites have the right to refuse a student's placement based on inadequate health records, pending charges, or conviction records. Students with a criminal history may not be able to complete practicum courses. Mid-State will make two attempts to place a student in an appropriate practicum experience. If Mid-State is unable to place the student after two attempts, the student will be withdrawn from the practicum course and will not be able to advance in the program.

PROGRAM PROGRESSION AND COMPLETION

In order to progress in and successfully complete the program, students must:

- Repeat courses not completed with a "C" or better prior to progressing in core courses or other courses with co- or prerequisites.
- Receive a grade of "C" or better in all courses required for graduation.

A student may repeat the same course in the HIM (or medical coder) program. If the course is failed a second time, the student is required to meet with the program advisor prior to enrolling in the course again. If a HIM (or medical coder) student fails four separate program courses, the student will be withdrawn from the program. Failures will include failing the same course or failing different courses. A withdrawal grade of "W" counts as one attempt for the course.

STUDENT HANDBOOK

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

GRADUATION REQUIREMENT

The GPS for Student Success course is required for all Mid-State program students and is recommended to be completed before obtaining 12 credits. Some students are exempt from this requirement. Please see your academic advisor for more information.

ADDITIONAL COURSES AS NEEDED

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

College Reading and Writing 1

10831104

3 credits

Provides learners with opportunities to develop and expand reading and writing skills to prepare for college-level academic work. Students will employ critical reading strategies to improve comprehension, analysis, and retention of texts. Students will apply the writing process to produce well-developed, coherent, and unified written work.

Pre-Algebra

10834109

3 credits

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

MULTIPLE MEASURES

Students can place into courses using high school GPA and completed classes. Placement can be determined in the following ways:

- **Multiple Measures Writing (MMW)**
High school GPA of 2.6 & successful completion of 2.0 credits of high school writing courses with a “C” or better
- **Multiple Measures Reading (MMR)**
High school GPA of 2.6 & successful completion of 2.0 credits of high school literature courses with a “C” or better
- **Multiple Measures Math 1 (MMM_1)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school math (Algebra 1 or equivalent) with a “C” or better
- **Multiple Measures Math 2 (MMM_2)**
High school GPA of 2.6 & successful completion of 2.0 credits of high school math including Algebra 1 and Algebra 2 with a “C” or better
- **Multiple Measures Science 1 (MMS_1)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school lab science course with a “C” or better
- **Multiple Measures Science 2 (MMS_2)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school chemistry with a “C” or better

Past high school and college transcripts are used in making course placement decisions.

SAMPLE FULL-TIME CURRICULUM OPTION

Health Information Management • 62-63 Total Credits

Term 15-16 Credits	Course Number	Course Name	CPL	Credits
	10103106	Microsoft Office-Introduction	Yes	3
	10501101	Medical Terminology	Yes	3
	10530123	Introduction to Digital Information in Healthcare	No	3
	10530125	Organization of Healthcare	No	2
	10806189 or 10806177	Basic Anatomy or General Anatomy & Physiology	No or Yes	3 or 4
	10890102	GPS for Student Success	Yes	1
Term 15 Credits	Course Number	Course Name	CPL	Credits
	10103124	Excel Intermediate	Yes	1
	10530144	CPT Coding for HIM	No	3
	10530112	Legal Aspects of HIM	No	2
	10530117	Human Disease for the Health Professions	No	3
	10530197	ICD Diagnosis Coding	No	3
	10801195 or 10801136	Written Communication or English Composition 1	Yes	3
Term 15 Credits	Course Number	Course Name	CPL	Credits
	10530132	Health Data Analysis	No	3
	10530160	Performance Improvement for Health Professions	No	3
	10804189	Introductory Statistics	Yes	3
	10801198 or 10801196	Speech or Oral/Interpersonal Communication	Yes	3
	10809198 or 10809188	Introduction to Psychology or Developmental Psychology	Yes	3
Term 15 Credits	Course Number	Course Name	CPL	Credits
	10530146	Private and Government Reimbursement	No	3
	10530147	HIM Advanced Coding	No	3
	10530113	RHIT Test Prep	No	1
	10530114	Health Information Practicum	No	1
	10530115	Inpatient Procedure Coding	No	3
	10530116	Management of Health Information Services	No	3
	10809172 or 10809196	Introduction to Diversity Studies or Introduction to Sociology	Yes	3

Please Note

- Credit for Prior Learning (CPL) options are available for some courses. You can visit mstc.edu/cpl or contact your academic advisor for details.
- This curriculum sequence is only for student planning. Actual student schedules will vary depending on course availability.
- Program completion time may vary based on student scheduling and course availability. For details, go to mstc.edu/schedule.
- Get the latest updates online at mstc.edu.

SAMPLE PART-TIME CURRICULUM OPTION
Health Information Management • 62-63 Total Credits

Term 10-11 Credits	Course Number	Course Name	CPL	Credits
	10501101	Medical Terminology	Yes	3
	10530123	Introduction to Digital Information in Healthcare	No	3
	10806189 or 10806177	Basic Anatomy or General Anatomy & Physiology	No or Yes	3 or 4
	10890102	GPS for Student Success	Yes	1
Term 5 Credits	Course Number	Course Name	CPL	Credits
	10530112	Legal Aspects of HIM	No	2
	10530117	Human Disease for the Health Professions	No	3
Term 8 Credits	Course Number	Course Name	CPL	Credits
	10103106	Microsoft Office-Introduction	Yes	3
	10530125	Organization of Healthcare	No	2
	10530197	ICD Diagnosis Coding	No	3
Term 7 Credits	Course Number	Course Name	CPL	Credits
	10103124	Excel Intermediate	Yes	1
	10530144	CPT Coding for HIM	No	3
	10801195 or 10801136	Written Communication or English Composition 1	Yes	3
Term 6 Credits	Course Number	Course Name	CPL	Credits
	10530132	Health Data Analysis	No	3
	10804189	Introductory Statistics	Yes	3
Term 9 Credits	Course Number	Course Name	CPL	Credits
	10530146	Private and Government Reimbursement	No	3
	10530147	HIM Advanced Coding	No	3
	10530115	Inpatient Procedure Coding	No	3
Term 9 Credits	Course Number	Course Name	CPL	Credits
	10530160	Performance Improvement for Health Professions	No	3
	10801198 or 10801196	Speech or Oral/Interpersonal Communication	Yes	3
	10809198 or 10809188	Introduction to Psychology or Developmental Psychology	Yes	3
Term 8 Credits	Course Number	Course Name	CPL	Credits
	10530113	RHIT Test Prep	No	1
	10530114	Health Information Practicum	No	1
	10530116	Management of Health Information Services	No	3
	10809172 or 10809196	Introduction to Diversity Studies or Introduction to Sociology	Yes	3

Basic Anatomy

10806189

3 credits

Examines concepts of anatomy and physiology as they relate to health careers. Learners correlate anatomical and physiological terminology to all body systems.

Prerequisite: High School GPA of 2.6 and MMM_1 or MMS_1 or Accuplacer QAS 246 or Accuplacer Reading Skills of 249 or ACT Math 19 or ACT Reading score of 15

CPT Coding for HIM

10530144

3 credits

Prepares learners to assign current procedural terminology (CPT) codes supported by medical documentation with entry-level proficiency. Students are familiar with and use standard coding references. Emphasizes accuracy, CPT instructional notations, conventions, rules, and official coding guidelines when assigning CPT codes to case studies and actual medical record documentation. Also covers application of modifiers to services and relationship to financial impact.

Prerequisites: Medical Terminology 10501101, Basic Anatomy 10806189, and Introduction to Digital Information in Healthcare 10530123; *Corequisite:* Human Disease for the Health Professions 10530117

Developmental Psychology

10809188

3 credits

Studies human development throughout the lifespan and explores developmental theory and research with an emphasis on the interactive nature of the biological, cognitive, and psychosocial changes that affect the individual from conception to death. Application activities and critical thinking skills enable students to gain an increased knowledge and understanding of themselves and others.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English

English Composition 1

10801136

3 credits

Learners develop and apply skills in all aspects of the writing process. Through a variety of learning activities and written documents, learners employ rhetorical strategies, plan, organize and revise content, apply critical reading strategies, locate and evaluate information, integrate and document sources, and apply standardized English language conventions.

Prerequisite: High School GPA of 2.6 and MMW or Accuplacer Writing of 262 or Accuplacer Reading 253 or ACT English score of 20 or ACT Reading 21 or completion of College Reading and Writing 1 10831104 with a "C" or better

Excel-Intermediate

10103124

1 credit

Students learn to summarize and analyze large data sets. Some of Excel's data tools and what-if tools are applied.

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

General Anatomy & Physiology

10806177

4 credits

Examines basic concepts of human anatomy and physiology as they relate to health sciences. Using a body systems approach, the course emphasizes the interrelationships between structure and function at the gross and microscopic levels of organization of the entire human body. It is intended to prepare health care professionals who need to apply basic concepts of whole-body anatomy and physiology to informed decision making and professional communication with colleagues and patients.

Prerequisite: High School GPA of 2.6 and MMS_1 and MMM_1 or Accuplacer Reading Skills of 262 and QAS of 246 or ACT Math score of 19 and Reading score of 19 or College Math 10804107 or Intermediate Algebra with Applications 10804118 with a "C" or better, or General Chemistry 10806134, or General Biology 10806114, or Human Body in Health & Disease 31509302

GPS for Student Success

10890102

1 credit

Integrate necessary skills for student success by developing an academic plan, identifying interpersonal attributes for success, adopting efficient and effective learning strategies, and utilizing Mid-State resources, policies, and processes. This course is recommended to be completed prior to obtaining 12 credits and is a graduation requirement unless you receive an exemption from your program advisor.

Health Data Analysis

10530132

3 credits

Focuses on the collection, computation, analysis, and presentation of healthcare statistical data. Examines data analytics, registries, vital statistics, mandatory reporting, and research.

Prerequisites: Introduction to Digital Information in Healthcare 10530123 and Excel Intermediate 10103124

Health Information Practicum

10530114

1 credit

Provides a blend of supervised experiential learning from a health information professional with online classroom activities. Students apply skills and knowledge gained from previous courses in the health information management setting. Classroom activity includes discussion of practicum experience and resume and interview preparedness.

Prerequisites: Health Data Analysis 10530132, Performance Improvement for Health Professions 10530160, Legal Aspects of HIM 10530112; *Corequisites:* Inpatient Procedure Coding 10530115, Private & Government Reimbursement 10530146, HIM Advanced Coding 10530147.

HIM Advanced Coding**10530147****3 credits**

Builds on basic coding knowledge and skills through the coding of clinical case studies and actual medical records. Students access, review, and code electronic medical records from the virtual lab software; perform data quality reviews to validate code assignment and compliance with reporting requirements; develop appropriate physician queries; and assign diagnosis related groups (DRGs) and ambulatory payment classifications (APCs) with entry-level proficiency using computerized encoding and grouping software.

Prerequisites: ICD Diagnosis Coding 10530197 and CPT Coding 10530144; *Corequisites:* Private and Government Reimbursement 10530146 and Inpatient Procedure Coding 10530115

Human Disease for the Health Professions**10530117****3 credits**

Focuses on the common diseases of each body system as encountered in all types of healthcare settings by health information professionals. Emphasizes understanding the etiology (causes), signs and symptoms, diagnostic tests, and treatment (including pharmacologic) of each disease.

Prerequisites: Medical Terminology 10501101 and Basic Anatomy 10806189

ICD Diagnosis Coding**10530197****3 credits**

Prepares students to assign ICD diagnosis codes supported by medical documentation with entry-level proficiency. Students apply instructional notations, conventions, rules, and official coding guidelines when assigning ICD diagnosis codes to case studies and actual medical record documentation.

Prerequisites: Medical Terminology 10501101, Basic Anatomy 10806189, and Introduction to Digital Information in Healthcare 10530123; *Corequisite:* Human Disease for the Health Professions 10530117

Inpatient Procedure Coding**10530115****3 credits**

Prepares students to assign ICD procedure codes supported by medical documentation with entry-level proficiency. Students apply instructional notations, conventions, rules, and official coding guidelines when assigning ICD procedure codes to case studies and actual medical record documentation.

Prerequisite: ICD Diagnosis Coding 10530197; *Corequisites:* Private and Government Reimbursement 10530146 and HIM Advanced Coding 10530147

Introduction to Digital Information in Healthcare**10530123****3 credits**

This introductory course examines the field of Health Information Management including the hardware and software systems used, common industry terminology, the security and ethical responsibilities of professionals in the field, and the current trends in the industry. Students will focus on accuracy and integrity of health data and confidentiality in this course.

Corequisite: 10501101 Medical Terminology

Introduction to Diversity Studies**10809172****3 credits**

This course introduces the study of diversity from a local to a global perspective using a holistic, interdisciplinary approach that encourages exploration and prepares students to work in a diverse environment. The course introduces basic diversity concepts, examines the impact of bias and power differentials among groups, explores the use of culturally responsive communication strategies, and compares forces that shape diversity in an international context.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English

Introduction to Psychology**10809198****3 credits**

This science of psychology course is a survey of multiple aspects of behavior and mental processes. It provides an overview of topics such as research methods, theoretical perspectives, learning, cognition, memory, motivation, emotions, personality, abnormal psychology, physiological factors, social influences, and development.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English

Introduction to Sociology**10809196****3 credits**

Introduces students to the basic concepts of sociology: culture, socialization, social stratification, multi-culturalism, and the five institutions of family, politics, economics, religion, and education. Other topics include demography, deviance, technology, environment, social issues, social change, social organization, and workplace issues.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English

Introductory Statistics**10804189****3 credits**

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

Prerequisite: High School GPA of 2.6 and MMM_2 or Accuplacer QAS 241 or ACT Math score of 19 or Pre-Algebra 10834109 or College Math 10804107 with a "C" or better

Legal Aspects of HIM**10530112****2 credits**

Focuses on regulations for the content, access, disclosure, privacy, confidentiality, security, retention, and destruction of health information. Includes an overview of the US legal system.

Prerequisite: Introduction to Digital Information in Healthcare 10530123

Management of Health Information Services**10530116****3 credits**

Examines the principles of management to include planning, organizing, human resource management, directing, and controlling as related to the health information department.

Prerequisites: Organization of Healthcare 10530125, Legal Aspects of HIM 10530112, Health Data Analysis 10530132, and Performance Improvement for Health Professions 10530160

Medical Terminology**10501101****3 credits**

Focuses on the component parts of medical terms: prefixes, suffixes, and word roots. Learners practice formation, analysis, and reconstruction of terms. Emphasizes spelling, definition, and pronunciation. Introduces operative, diagnostic, therapeutic, and symptomatic terminology of all body systems as well as systemic and surgical terminology.

Microsoft Office-Introduction**10103106****3 credits**

Develops introductory skills in the Microsoft Office Suite (Word, Excel, Access, PowerPoint, and Outlook) while reinforcing the students' knowledge of computer concepts, Windows Explorer, and web usage. This course prepares students for the Associate level MOS Certification exams for Word, Excel, PowerPoint, and Outlook. Students should possess basic keyboarding, mouse, and Windows 11 skills. Students may develop these skills in the Academic Learning Center while concurrently enrolled in this course.

Oral/Interpersonal Communication**10801196****3 credits**

Focuses on developing effective listening techniques and verbal and nonverbal communication skills through oral presentation, group activity, and other projects. The study of self, conflict, and cultural contexts will be explored, as well as their impact on communication.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English or College Reading and Writing with a C or better

Organization of Healthcare**10530125****2 credits**

Examines the organization and delivery of healthcare services, external standards, regulations, initiatives, payment and reimbursement systems, and healthcare providers and disciplines.

Performance Improvement for Health Professions**10530160****3 credits**

Examines healthcare performance improvement systems. Includes performance assessment, measurement, and improvement as well as patient safety, risk management, utilization management, and medical staff credentialing.

Prerequisites: Introduction to Digital Information in Healthcare 10530123 and Excel Intermediate 10103124

Private and Government Reimbursement**10530146****3 credits**

Introduces students to the vocabulary of private healthcare and government reimbursement. Students will identify and compare the varieties of private and government healthcare insurance including the advantages and disadvantages of each for the provider and for the policyholder. HIPAA guidelines are utilized throughout.

Prerequisites: ICD Diagnosis Coding 10530197 and CPT Coding 10530144; Corequisites: Inpatient Procedure Coding 10530115; HIM Advanced Coding 10530147

RHIT Test Prep**10530113****1 credit**

Explores strategies for preparing for the Registered Health Information Technician (RHIT) examination, including study skills, test-preparation skills, and test-taking skills. Includes a basic review of content related to the examination.

Prerequisites: Health Data Analysis 10530132, Performance Improvement for Health Professions 10530160, and Legal Aspects of HIM 10530112; Corequisites: Private and Government Reimbursement 10530146, HIM Advanced Coding 10530147, and Inpatient Procedure Coding 10530115

Speech**10801198****3 credits**

Explores the fundamentals of effective oral presentation to small and large groups. Topic selection, audience analysis, methods of organization, research, structuring evidence and support, delivery techniques, and other essential elements of speaking successfully, including the listening process, form the basis of this course. Includes informative, persuasive, and occasion speech presentations.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 253 and Writing of 262 or ACT of 21 Reading/19 English or completion of College Reading and Writing 1 10831104 with a "C" or better

Written Communication**10801195****3 credits**

Develops writing skills which include prewriting, drafting, revising, and editing. A variety of writing assignments are 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: High School GPA of 2.6 and MMW or Accuplacer Writing of 262 or ACT English score of 20 or completion of College Reading and Writing 1 10831104 with a "C" or better

HEATING, VENTILATION, & AIR CONDITIONING (HVAC) INSTALLER

Technical Diploma

Program Code: 30-401-4

Total Credits: 25

Mid-State's Heating, Ventilation, & Air Conditioning (HVAC) Installer program provides the hands-on foundation needed for an entry-level position in the heating, ventilation, air conditioning (HVAC) fields. Graduates will understand the various components of heating, ventilation, air conditioning, and refrigeration systems, including furnaces, ductwork, boilers, hydronic piping, HRVs (heat recovery ventilators), evaporators, condensers, circuits, and controls. Students will also explore geothermal, biomass, and solar heating systems. Through hands-on classroom lab activities, students will join various piping types, design and construct ductwork, and install a complete residential HVAC system. They will also learn the electrical skills necessary to read wiring diagrams and troubleshoot mechanical control systems. Graduates are prepared to take the EPA 608 Technician Certification exam for refrigerants.

To learn more about this program, visit mstc.edu/programs.

ACADEMIC ADVISOR

To schedule an appointment with an academic advisor, call 715-422-5300. Academic advisors will travel to other campuses as necessary to accommodate student needs. For more information about advising, visit mstc.edu/advising.

NEW STUDENT CHECKLIST

Complete the following steps to prepare for your New Student Advising appointment with your academic advisor:

- Submit a Mid-State application at mstc.edu/apply.
- Send official transcripts to:
Mid-State Technical College
Student Services
500 32nd Street North
Wisconsin Rapids, WI 54494
- Complete the Free Application for Federal Student Aid (FAFSA) at fafsa.gov. Mid-State's Financial Aid team is available to assist with your FAFSA application and to answer your financial aid questions. Contact Financial Aid or schedule an appointment at mstc.edu/financial-aid.
- Set up student MyCampus account at mstc.edu/mycampus-assistance.
- Schedule a New Student Advising appointment at mstc.edu/advising.

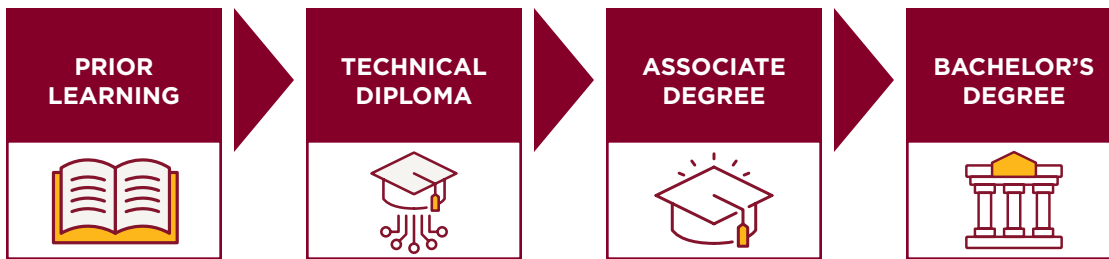
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Adams Campus • Marshfield Campus • Stevens Point Downtown Campus • Wisconsin Rapids Campus • Virtual Campus • AMETA® Center

Mid-State does not discriminate on the basis of race, color, national origin, sex, disability, or age in its program, activity, or employment. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Vice President - Human Resources; 500 32nd Street North, Wisconsin Rapids, WI 54494; 715-422-5325 • AAEO@mstc.edu. 3/2026-AC

CAREER PATHWAY



Career pathways help you build your education step by step. Each stage offers one or more credentials that are recognized by employers and lead to real jobs—and you can keep building toward your career goals as you go.

Begin at any point.

Prior Learning

Credit for Prior Learning

- Certifications and Licenses
- Military Experience
- National/Standardized Exams
- Transfer Credit
- Work and Life Experience

Learn about Credit for Prior Learning at mstc.edu/cpl.

High School Credit

- High School Dual Credit
- Mid-State Fast Track

Learn about High School Credit at mstc.edu/dc.

Technical Diploma

- Construction Trades (11 Credits)
Start Your Career: Electrical Contracting Laborer, Carpentry Contracting Laborer, General Construction Laborer, Plumbing Contracting Laborer
- Heating, Ventilation, & Air Conditioning (HVAC) Installer (25 Credits)
Start Your Career: Heating, Ventilation, and Air Conditioning Installer, Heating, Ventilation, and Air Conditioning Sales Representative, Residential Heating, Ventilation, and Air Conditioning Technician

Associate Degree

- Heating, Ventilation, Air Conditioning, & Refrigeration (HVAC-R) Technician (61 Credits)
Start Your Career: Controls Technician, Installation and Service Technician, Refrigeration Technician, Steamfitter

Bachelor's Degree

For those interested in continuing their education, Mid-State offers transfer guides with various four-year colleges and universities. For more information, visit mstc.edu/transfer.

Other Options

Apprenticeship Opportunities: Carpenter, Construction Electrician (ABC), Construction Electrician (IBEW-NECA), Plumber, Steamfitter and Steamfitter Service

OUTCOMES

Employers will expect you, as a Heating, Ventilation, and Air Conditioning (HVAC) Installer graduate, to be able to:

- Maintain a safe and professional work environment when installing HVAC equipment.
- Plan the installation of a gas-fired furnace with a central air-conditioning system.
- Install forced air ductwork.
- Commission an HVAC system.

TECHNICAL SKILLS ATTAINMENT

The Wisconsin Technical College System (WTCS) has implemented a requirement that all technical colleges measure outcomes attained by students. This requirement is called Technical Skills Attainment (TSA). The main objective of TSA is to ensure graduates have the technical skills needed by employers. Faculty will let students know when and how the TSA is being assessed in the program.

STUDENT HANDBOOK

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

GRADUATION REQUIREMENT

The GPS for Student Success course is required for all Mid-State program students and is recommended to be completed before obtaining 12 credits. Some students are exempt from this requirement. Please see your academic advisor for more information.

ADDITIONAL COURSES AS NEEDED

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

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10831104

3 credits

Provides learners with opportunities to develop and expand reading and writing skills to prepare for college-level academic work. Students will employ critical reading strategies to improve comprehension, analysis, and retention of texts. Students will apply the writing process to produce well-developed, coherent, and unified written work.

Pre-Algebra

10834109

3 credits

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

MULTIPLE MEASURES

Students can place into courses using high school GPA and completed classes. Placement can be determined in the following ways:

- **Multiple Measures Writing (MMW)**
High school GPA of 2.6 & successful completion of 2.0 credits of high school writing courses with a "C" or better
- **Multiple Measures Reading (MMR)**
High school GPA of 2.6 & successful completion of 2.0 credits of high school literature courses with a "C" or better
- **Multiple Measures Math 1 (MMM_1)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school math (Algebra 1 or equivalent) with a "C" or better
- **Multiple Measures Math 2 (MMM_2)**
High school GPA of 2.6 & successful completion of 2.0 credits of high school math including Algebra 1 and Algebra 2 with a "C" or better
- **Multiple Measures Science 1 (MMS_1)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school lab science course with a "C" or better
- **Multiple Measures Science 2 (MMS_2)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school chemistry with a "C" or better

Past high school and college transcripts are used in making course placement decisions.

SAMPLE FULL-TIME CURRICULUM OPTION

Heating, Ventilation, & Air Conditioning (HVAC) Installer • 25 Total Credits

Term 15 Credits	Course Number	Course Name	CPL	Credits
	10476171	Safety for Construction Trades	Yes	1
	10482107	Construction Fundamentals	No	2
	10483123	Piping Installation	No	2
	10601130	Blueprint Reading for Construction Trades	No	2
	10601140	Electricity for the Construction Trades	No	2
	10601150	Fundamentals of HVAC	No	2
	31442320	Welding Foundations 1	No	1
	10601110	HVAC Heating Fundamentals	No	2
	10890102	GPS for Student Success	Yes	1
Term 10 Credits	Course Number	Course Name	CPL	Credits
	10482103	Electrical Components & Control Circuits 1	No	2
	10483113	Hydronics	No	3
	10601121	Intro to HVAC Installation	No	2
	10601123	Foundations of Air Conditioning & Refrigeration	No	3

Please Note

- Credit for Prior Learning (CPL) options are available for some courses. You can visit mstc.edu/cpl or contact your academic advisor for details.
- This curriculum sequence is only for student planning. Actual student schedules will vary depending on course availability.
- Program completion time may vary based on student scheduling and course availability. For details, go to mstc.edu/schedule.
- Get the latest updates online at mstc.edu.

SAMPLE PART-TIME CURRICULUM OPTION

Heating, Ventilation, & Air Conditioning (HVAC) Installer • 25 Total Credits

Term 9 Credits	Course Number	Course Name	CPL	Credits
	10483123	Piping Installation	No	2
	10601140	Electricity for the Construction Trades	No	2
	10601150	Fundamentals of HVAC	No	2
	10601110	HVAC Heating Fundamentals	No	2
	10890102	GPS for Student Success	Yes	1
Term 6 Credits	Course Number	Course Name	CPL	Credits
	10476171	Safety for Construction Trades	Yes	1
	10482107	Construction Fundamentals	No	2
	10601123	Foundations of Air Conditioning & Refrigeration	No	3
Term 3 Credits	Course Number	Course Name	CPL	Credits
	10601130	Blueprint Reading for Construction Trades	No	2
	31442320	Welding Foundations 1	No	1
Term 7 Credits	Course Number	Course Name	CPL	Credits
	10482103	Electrical Components & Control Circuits 1	No	2
	10483113	Hydronics	No	3
	10601121	Intro to HVAC Installation	No	2

Blueprint Reading for Construction Trades

10601130

2 credits

Develops the ability to read blueprints for commercial and non-commercial structures. Emphasizes blueprints drawn by licensed architects, covering plumbing, electrical wiring, structural framing, millwork, interior and exterior details, and basic information.

Construction Fundamentals

10482107

2 credits

Studies the concepts associated with the theory, materials, and methods used in construction, including footings and foundations, walls, floors, roofs and roof materials, exterior finishes, interior walls, ceiling and floor finishes, insulation types, vapor and air infiltration, and sound protection. Students also become familiar with blueprint reading and examine all trades associated with construction, including, electrical, HVAC, and plumbing. Safe use of the appropriate tools for each trade is covered.

Electrical Components & Control Circuits 1

10482103

2 credits

Topics include a review of AC/DC electricity fundamentals and the physical laws that apply to electronic circuits. Direct current (DC) covers basic definitions of voltage, current, and resistance and analysis of series and parallel resistive circuits. Alternating current (AC) includes an introduction to AC generation, capacitors, inductors, and transformers and their applications in electronic circuits. Additional topics include control circuits, symbols, diagrams, protection devices, relays, thermostats, single-phase motors, control components, and troubleshooting ACR system wiring diagrams.

Prerequisite: Electrical Circuits I 10605105 or Electricity for the Construction Trades 10601140

Electricity for Construction Trades

10601140

2 credits

This course is an introduction to electrical theory and application for those in the construction and building trades. Content includes AC and DC circuits, schematics, Ohm's Law, multimeter use and circuit troubleshooting. This course will also provide an introduction to the contents of the National Electrical Code (NEC).

Foundations of Air Conditioning & Refrigeration

10601123

3 credits

Topics include air conditioning principles and terms, the refrigeration vapor and compression cycle, refrigerants and oils, and methods of conditioning air for comfort and health. Also covers the proper use of refrigeration gauges, dry bulb thermometers, hygrometers, and reading and interpretation of psychrometric charts and scales as well as EPA 608 refrigerant handling standards.

Fundamentals of HVAC

10601150

2 credits

Fundamentals of HVAC is an introductory course designed to provide an understanding of the core principles that govern heating, ventilation, and air conditioning systems. Students will explore essential topics such as heat, temperature, and pressure, the relationship between matter and energy, and the importance of general safety practices in the field. The course will also cover the proper use of tools, instrumentation, and equipment commonly used in the HVAC industry.

HVAC Heating Fundamentals

10601110

2 credits

Provides an introduction to how homes and buildings are heated. Topics include introduction to heat principles, temperature measurement, fuels and other sources of heat, combustion, basic heating systems, basic furnace design, boiler design and operation, venting of furnaces, chimney or exhaust gases, and system controls. (HVAC is a common industry reference to heating, ventilation, and air conditioning.)

Hydronics

10483113

3 credits

Students participate in the installation and design of a hydronic hot water and heat pump system. Topics include safety; system design and layout; component selection; mounting hydronic heat sources; installing distribution tubing; and installing heat emitters, air separator, circulation pumps, and other system components.

Prerequisite: Piping Installation 10483123

Intro to HVAC Installation

10601121

2 credits

Addresses residential and light commercial heating and cooling systems. Emphasizes the diversity of heating and cooling systems and how they operate. Students participate in the installation of a variety of HVAC systems and troubleshoot and service systems. (HVAC is a common industry reference to heating, ventilation, and air conditioning.)

Piping Installation

10483123

2 credits

This course introduces students to the fundamentals of measuring, fitting, joining, and installing piping common to the plumbing and HVAC industries.

Safety for Construction Trades

10476171

1 credit

The Safety for Construction Trades course teaches construction related workers about their rights, employer responsibilities and how to identify, abate, avoid and prevent job related hazards. Students will familiarize themselves with the proper selection and use of personal protective equipment and safety requirements on a construction site for various activities. Course outcomes align with the training outcomes recommended by OSHA. Upon successful completion, students will receive an OSHA 10 Card.

Welding Foundations 1

31442320

1 credit

An introduction to fundamental welding techniques with an emphasis on safe work habits that covers the processes of FCAW, GMAW, and OXY-Fuel cutting. Classroom instruction paired with lab activities are designed to provide fundamental skills in each of the welding processes covered in the class.

HEATING, VENTILATION, AIR CONDITIONING, & REFRIGERATION (HVAC-R) TECHNICIAN

Associate in Applied Science (AAS)

Program Code: 10-601-1

Total Credits: 61

Mid-State's HVAC-R program students learn to install, maintain, and repair HVAC and refrigeration systems in residential, commercial, and industrial settings. This includes the ability to diagnose system issues, identify faulty components, and apply effective repair solutions as well as calibrate and optimize HVAC systems for energy efficiency, airflow, and performance. Students will also understand and work safely with electrical wiring, circuits, and control systems that power HVAC units and gain expertise in handling refrigerants, including EPA-certified safe disposal and adherence to environmental regulations. The program includes hands-on work to help students gain proficiency with industry-standard tools such as gauges, vacuum pumps, and multimeters. Students also participate in practical training to simulate real-world scenarios, including system installation, repairs, and inspections.

To learn more about this program, visit mstc.edu/programs.

ACADEMIC ADVISOR

To schedule an appointment with an academic advisor, call 715-422-5300. Academic advisors will travel to other campuses as necessary to accommodate student needs. For more information about advising, visit mstc.edu/advising.

NEW STUDENT CHECKLIST

Complete the following steps to prepare for your New Student Advising appointment with your academic advisor:

- Submit a Mid-State application at mstc.edu/apply.
- Send official transcripts to:
Mid-State Technical College
Student Services
500 32nd Street North
Wisconsin Rapids, WI 54494
- Complete the Free Application for Federal Student Aid (FAFSA) at fafsa.gov. Mid-State's Financial Aid team is available to assist with your FAFSA application and to answer your financial aid questions. Contact Financial Aid or schedule an appointment at mstc.edu/financial-aid.
- Set up student MyCampus account at mstc.edu/mycampus-assistance.
- Schedule a New Student Advising appointment at mstc.edu/advising.

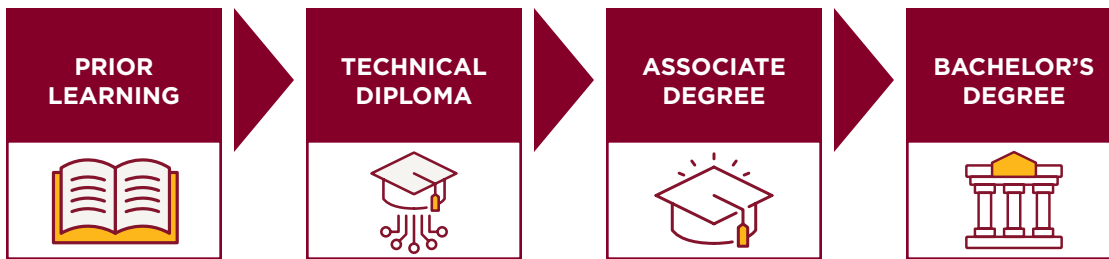
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Mid-State does not discriminate on the basis of race, color, national origin, sex, disability, or age in its program, activity, or employment. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Vice President - Human Resources; 500 32nd Street North, Wisconsin Rapids, WI 54494; 715-422-5325 • AAEO@mstc.edu. 3/2026-AC

CAREER PATHWAY



Career pathways help you build your education step by step. Each stage offers one or more credentials that are recognized by employers and lead to real jobs—and you can keep building toward your career goals as you go.

Begin at any point.

Prior Learning

Credit for Prior Learning

- Certifications and Licenses
- Military Experience
- National/Standardized Exams
- Transfer Credit
- Work and Life Experience

Learn about Credit for Prior Learning at mstc.edu/cpl.

High School Credit

- High School Dual Credit
- Mid-State Fast Track

Learn about High School Credit at mstc.edu/dc.

Technical Diploma

- Construction Trades (11 Credits)
Start Your Career: Electrical Contracting Laborer, Carpentry Contracting Laborer, General Construction Laborer, Plumbing Contracting Laborer
- Heating, Ventilation, & Air Conditioning (HVAC) Installer (25 Credits)
Start Your Career: Heating, Ventilation, and Air Conditioning Installer, Heating, Ventilation, and Air Conditioning Sales Representative, Residential Heating, Ventilation, and Air Conditioning Technician

Associate Degree

- Heating, Ventilation, Air Conditioning, & Refrigeration (HVAC-R) Technician (61 Credits)
Start Your Career: Controls Technician, Installation and Service Technician, Refrigeration Technician, Steamfitter

Bachelor's Degree

For those interested in continuing their education, Mid-State offers transfer guides with various four-year colleges and universities. For more information, visit mstc.edu/transfer.

Other Options

Apprenticeship Opportunities: Carpenter, Construction Electrician (ABC), Construction Electrician (IBEW-NECA), Plumber, Steamfitter and Steamfitter Service

OUTCOMES

Employers will expect you, as a Heating, Ventilation, Air Conditioning, & Refrigeration (HVAC-R) Technician graduate, to be able to:

- Install HVAC-R components.
- Service HVAC-R systems.
- Troubleshoot HVAC-R systems.
- Evaluate HVAC-R system designs.

TECHNICAL SKILLS ATTAINMENT

The Wisconsin Technical College System (WTCS) has implemented a requirement that all technical colleges measure outcomes attained by students. This requirement is called Technical Skills Attainment (TSA). The main objective of TSA is to ensure graduates have the technical skills needed by employers. Faculty will let students know when and how the TSA is being assessed in the program.

STUDENT HANDBOOK

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

GRADUATION REQUIREMENT

The GPS for Student Success course is required for all Mid-State program students and is recommended to be completed before obtaining 12 credits. Some students are exempt from this requirement. Please see your academic advisor for more information.

ADDITIONAL COURSES AS NEEDED

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

College Reading and Writing 1

10831104

3 credits

Provides learners with opportunities to develop and expand reading and writing skills to prepare for college-level academic work. Students will employ critical reading strategies to improve comprehension, analysis, and retention of texts. Students will apply the writing process to produce well-developed, coherent, and unified written work.

Pre-Algebra

10834109

3 credits

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

MULTIPLE MEASURES

Students can place into courses using high school GPA and completed classes. Placement can be determined in the following ways:

- **Multiple Measures Writing (MMW)**
High school GPA of 2.6 & successful completion of 2.0 credits of high school writing courses with a "C" or better
- **Multiple Measures Reading (MMR)**
High school GPA of 2.6 & successful completion of 2.0 credits of high school literature courses with a "C" or better
- **Multiple Measures Math 1 (MMM_1)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school math (Algebra 1 or equivalent) with a "C" or better
- **Multiple Measures Math 2 (MMM_2)**
High school GPA of 2.6 & successful completion of 2.0 credits of high school math including Algebra 1 and Algebra 2 with a "C" or better
- **Multiple Measures Science 1 (MMS_1)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school lab science course with a "C" or better
- **Multiple Measures Science 2 (MMS_2)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school chemistry with a "C" or better

Past high school and college transcripts are used in making course placement decisions.

SAMPLE FULL-TIME CURRICULUM OPTION

Heating, Ventilation, Air Conditioning, & Refrigeration (HVAC-R) Technician • 61 Total Credits

Term 18 Credits	Course Number	Course Name	CPL	Credits
	10476171	Safety for Construction Trades	Yes	1
	10482107	Construction Fundamentals	No	2
	10483123	Piping Installation	No	2
	10601130	Blueprint Reading for Construction Trades	No	2
	10601140	Electricity for the Construction Trades	No	2
	10601150	Fundamentals of HVAC	No	2
	10804107	College Mathematics	Yes	3
	31442320	Welding Foundations 1	No	1
	10601110	HVAC Heating Fundamentals	No	2
	10890102	GPS for Student Success	Yes	1
Term 13 Credits	Course Number	Course Name	CPL	Credits
	10482103	Electrical Components & Control Circuits 1	No	2
	10483113	Hydronics	No	3
	10601121	Intro to HVAC Installation	No	2
	10601123	Foundations of Air Conditioning & Refrigeration	No	3
	10809103	Think Critically and Creatively	Yes	3
Term 15 Credits	Course Number	Course Name	CPL	Credits
	10809198	Introduction to Psychology	Yes	3
	10801195	Written Communication	Yes	3
	10482113	Electrical Components and Control Circuits 2	No	3
	10601124	Commercial Refrigeration	No	3
	10483115	Energy Load Estimation and Modeling	No	3
Term 15 Credits	Course Number	Course Name	CPL	Credits
	10601125	Sustainable Energies for HVAC-R	No	3
	10601126	Commercial Building HVAC Systems	No	3
	10601127	Mechanical Service & Troubleshooting	No	3
	10801196	Oral/Interpersonal Communication	Yes	3
	10809172	Introduction to Diversity Studies	Yes	3

Please Note

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- Get the latest updates online at mstc.edu.

SAMPLE PART-TIME CURRICULUM OPTION

Heating, Ventilation, Air Conditioning, & Refrigeration (HVAC-R) Technician • 61 Total Credits

Term 9 Credits	Course Number	Course Name	CPL	Credits
	10483123	Piping Installation	No	2
	10601140	Electricity for the Construction Trades	No	2
	10601150	Fundamentals of HVAC	No	2
	10601110	HVAC Heating Fundamentals	No	2
	10890102	GPS for Student Success	Yes	1
Term 9 Credits	Course Number	Course Name	CPL	Credits
	10482103	Electrical Components & Control Circuits 1	No	2
	10483113	Hydronics	No	3
	10809103	Think Critically and Creatively	Yes	3
	31442320	Welding Foundations 1	No	1
Term 8 Credits	Course Number	Course Name	CPL	Credits
	10476171	Safety for Construction Trades	Yes	1
	10482107	Construction Fundamentals	No	2
	10601130	Blueprint Reading for Construction Trades	No	2
	10809172	Introduction to Diversity Studies	Yes	3
Term 8 Credits	Course Number	Course Name	CPL	Credits
	10601121	Intro to HVAC Installation	No	2
	10601123	Foundations of Air Conditioning & Refrigeration	No	3
	10804107	College Mathematics	Yes	3
Term 9 Credits	Course Number	Course Name	CPL	Credits
	10482113	Electrical Components and Control Circuits 2	No	3
	10601124	Commercial Refrigeration	No	3
	10801196	Oral/Interpersonal Communication	Yes	3
Term 9 Credits	Course Number	Course Name	CPL	Credits
	10483115	Energy Load Estimation and Modeling	No	3
	10601126	Commercial Building HVAC Systems	No	3
	10601127	Mechanical Service & Troubleshooting	No	3
Term 9 Credits	Course Number	Course Name	CPL	Credits
	10601125	Sustainable Energies for HVAC-R	No	3
	10801195	Written Communication	Yes	3
	10809198	Introduction to Psychology	Yes	3

Blueprint Reading for Construction Trades**10601130****2 credits**

Develops the ability to read blueprints for commercial and non-commercial structures. Emphasizes blueprints drawn by licensed architects, covering plumbing, electrical wiring, structural framing, millwork, interior and exterior details, and basic information.

College Mathematics**10804107****3 credits**

This course is designed to review and develop fundamental concepts of mathematics in the areas of algebra, geometry, trigonometry, measurement and data. Algebra topics emphasize simplifying algebraic expressions, solving linear equations and inequalities with one variable, solving proportions and percent applications. Geometry and trigonometry topics include; finding areas and volumes of geometric figures, applying similar and congruent triangles, applying Pythagorean Theorem, and solving right triangles using trigonometric ratios. Measurement topics emphasize the application of measurement concepts and conversion techniques within and between U.S. customary and metric system to solve problems. Data topics emphasize data organization and summarization skills, including: frequency distributions, central tendency, relative position and measures of dispersion. Special emphasis is placed on problem solving, critical thinking and logical reasoning, making connections, and using calculators.

Prerequisite: High School GPA of 2.6 and MMM_1 or Accuplacer Arithmetic of 250 and QAS 234 or ACT Math score of 17 or Pre-Algebra 10834109 with a "C" or better

Commercial Building HVAC Systems**10601126****3 credits**

This associate-level course provides comprehensive training in systems commonly used in commercial and industrial settings. Key systems studied include Commercial, Packaged Rooftop Units, Variable Refrigerant Flow (VRF), and Variable Air Volume (VAV) Systems, with a focus on their unique operating characteristics and maintenance procedures. Supplemental materials will provide additional knowledge in maintaining and troubleshooting commercial boilers, chilled water, and steam heat systems, ensuring a comprehensive understanding of HVAC heating and cooling components.

Prerequisite: HVAC Heating Fundamentals 10601110 and Foundations of Air Conditioning 10601123

Commercial Refrigeration**10601124****3 credits**

This comprehensive course provides students with the essential knowledge and hands-on skills required for the installation, maintenance, and repair of commercial refrigeration systems. Designed for aspiring technicians, the course covers topics such as refrigeration principles, system components, electrical controls, troubleshooting, and safety protocols specific to commercial applications. Students will learn to work with a variety of refrigeration systems used in industry.

Prerequisite: Fundamentals of HVAC 10601150 and Foundations of Air Conditioning 10601123

Construction Fundamentals**10482107****2 credits**

Studies the concepts associated with the theory, materials, and methods used in construction, including footings and foundations, walls, floors, roofs and roof materials, exterior finishes, interior walls, ceiling and floor finishes, insulation types, vapor and air infiltration, and sound protection. Students also become familiar with blueprint reading and examine all trades associated with construction, including, electrical, HVAC, and plumbing. Safe use of the appropriate tools for each trade is covered.

Developmental Psychology**10809188****3 credits**

Studies human development throughout the lifespan and explores developmental theory and research with an emphasis on the interactive nature of the biological, cognitive, and psychosocial changes that affect the individual from conception to death. Application activities and critical thinking skills enable students to gain an increased knowledge and understanding of themselves and others.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English

Electrical Components & Control Circuits 1**10482103****2 credits**

Topics include a review of AC/DC electricity fundamentals and the physical laws that apply to electronic circuits. Direct current (DC) covers basic definitions of voltage, current, and resistance and analysis of series and parallel resistive circuits. Alternating current (AC) includes an introduction to AC generation, capacitors, inductors, and transformers and their applications in electronic circuits. Additional topics include control circuits, symbols, diagrams, protection devices, relays, thermostats, single-phase motors, control components, and troubleshooting ACR system wiring diagrams.

Prerequisite: Electrical Circuits I 10605105 or Electricity for the Construction Trades 10601140

Electrical Components & Control Circuits 2**10482113****3 credits**

HVAC Electrical Components and Controls 2 is an advanced-level course designed for students who want to deepen their understanding of electrical systems and control mechanisms used in modern HVAC applications. This course builds on foundational electrical knowledge and focuses on advanced concepts related to automated control systems, motor applications, and troubleshooting techniques commonly used in HVAC systems.

Pre-requisite: Electrical Components & Control Circuits 10482103

Electricity for Construction Trades**10601140****2 credits**

This course is an introduction to electrical theory and application for those in the construction and building trades. Content includes AC and DC circuits, schematics, Ohm's Law, multimeter use and circuit troubleshooting. This course will also provide an introduction to the contents of the National Electrical Code (NEC).

Energy Load Estimation and Modeling**10483115****3 credits**

In this course students will develop the skills to do residential and light commercial energy load estimations. Students will calculate heating and cooling building loads and estimate energy consumption rates and quantities. The student will also estimate energy upgrades such as insulation, window improvements, etc., and calculating payback and fuel savings. The course covers a variety of computer programs available for analyzing buildings.

Foundations of Air Conditioning & Refrigeration**10601123****3 credits**

Topics include air conditioning principles and terms, the refrigeration vapor and compression cycle, refrigerants and oils, and methods of conditioning air for comfort and health. Also covers the proper use of refrigeration gauges, dry bulb thermometers, hygrometers, and reading and interpretation of psychrometric charts and scales as well as EPA 608 refrigerant handling standards.

Fundamentals of HVAC**10601150****2 credits**

Fundamentals of HVAC is an introductory course designed to provide an understanding of the core principles that govern heating, ventilation, and air conditioning systems. Students will explore essential topics such as heat, temperature, and pressure, the relationship between matter and energy, and the importance of general safety practices in the field. The course will also cover the proper use of tools, instrumentation, and equipment commonly used in the HVAC industry.

HVAC Heating Fundamentals**10601110****2 credits**

Provides an introduction to how homes and buildings are heated. Topics include introduction to heat principles, temperature measurement, fuels and other sources of heat, combustion, basic heating systems, basic furnace design, boiler design and operation, venting of furnaces, chimney or exhaust gases, and system controls. (HVAC is a common industry reference to heating, ventilation, and air conditioning.)

Hydronics**10483113****3 credits**

Students participate in the installation and design of a hydronic hot water and heat pump system. Topics include safety; system design and layout; component selection; mounting hydronic heat sources; installing distribution tubing; and installing heat emitters, air separator, circulation pumps, and other system components.

Prerequisite: Piping Installation 10483123

Intro to HVAC Installation**10601121****2 credits**

Addresses residential and light commercial heating and cooling systems. Emphasizes the diversity of heating and cooling systems and how they operate. Students participate in the installation of a variety of HVAC systems and troubleshoot and service systems. (HVAC is a common industry reference to heating, ventilation, and air conditioning.)

Introduction to Diversity Studies**10809172****3 credits**

This course introduces the study of diversity from a local to a global perspective using a holistic, interdisciplinary approach that encourages exploration and prepares students to work in a diverse environment. The course introduces basic diversity concepts, examines the impact of bias and power differentials among groups, explores the use of culturally responsive communication strategies, and compares forces that shape diversity in an international context.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English

Introduction to Psychology**10809198****3 credits**

This science of psychology course is a survey of multiple aspects of behavior and mental processes. It provides an overview of topics such as research methods, theoretical perspectives, learning, cognition, memory, motivation, emotions, personality, abnormal psychology, physiological factors, social influences, and development.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English

Mechanical Service & Troubleshooting

10601127

3 credits

This course is designed to provide students with the essential skills needed to perform HVAC mechanical service and troubleshooting in commercial and industrial environments. The course covers typical operating conditions and troubleshooting techniques for a range of HVAC systems. Students will gain hands-on experience with pump and blower service and alignment. Rigging techniques essential for equipment handling and installation will also be covered. The course culminates with a service job shadow experience.

Oral/Interpersonal Communication

10801196

3 credits

Focuses on developing effective listening techniques and verbal and nonverbal communication skills through oral presentation, group activity, and other projects. The study of self, conflict, and cultural contexts will be explored, as well as their impact on communication.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English or College Reading and Writing with a C or better

Piping Installation

10483123

2 credits

This course introduces students to the fundamentals of measuring, fitting, joining, and installing piping common to the plumbing and HVAC industries.

Safety for Construction Trades

10476171

1 credit

The Safety for Construction Trades course teaches construction related workers about their rights, employer responsibilities and how to identify, abate, avoid and prevent job related hazards. Students will familiarize themselves with the proper selection and use of personal protective equipment and safety requirements on a construction site for various activities. Course outcomes align with the training outcomes recommended by OSHA. Upon successful completion, students will receive an OSHA 10 Card.

Sustainable Energies for HVAC-R

10601125

3 credits

This associate-level course explores sustainable energy solutions in the HVAC/R industry, focusing on environmentally friendly alternatives to traditional energy sources. Students will gain an in-depth understanding of various renewable energy systems, including Geothermal, Photovoltaic Solar, and Wind Energy, and how they can be integrated into HVAC/R systems for enhanced efficiency and sustainability. The course also covers the operation and maintenance of Solar Thermal Systems, and the use of Wood Fired, Pellet Fired, and Biomass Boilers for heating applications.

Think Critically & Creatively

10809103

3 credits

Provides instruction about critical and creative thinking that is in high demand in all occupations. Models, theories, and processes provide the foundation for learning logical thinking strategies. Students will apply a systematic approach to problem solving by analyzing the problem, assessing possible solutions, and making effective decisions. In addition, students will generate ideas and analyze complex issues. This course assists students with developing a critical thinking mindset which is essential at every level of personal and professional life.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English

Welding Foundations 1

31442320

1 credit

An introduction to fundamental welding techniques with an emphasis on safe work habits that covers the processes of FCAW, GMAW, and OXY-Fuel cutting. Classroom instruction paired with lab activities are designed to provide fundamental skills in each of the welding processes covered in the class.

Written Communication

10801195

3 credits

Develops writing skills which include prewriting, drafting, revising, and editing. A variety of writing assignments are 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: High School GPA of 2.6 and MMW or Accuplacer Writing of 262 or ACT English score of 20 or completion of College Reading and Writing 1 10831104 with a "C" or better

HOSPITALITY MANAGEMENT

Associate in Applied Science (AAS)

Program Code: 10-109-2

Total Credits: 61-62

Through Mid-State's Hospitality Management program, students will develop a wide array of skills useful in various roles within hospitality and tourism, including a fundamental understanding of food service operations, hospitality sales and marketing, event planning, management principles, customer service, effective communication, and creative thinking. Students in this program engage in various activities and learning opportunities surrounding hospitality and tourism. You will plan events, produce sales and marketing projects, draft budgets, plan menus, practice effective management and customer service, and participate in an industry-related internship.

To learn more about this program, visit mstc.edu/programs.

ACADEMIC ADVISOR

To schedule an appointment with an academic advisor, call 715-422-5300. Academic advisors will travel to other campuses as necessary to accommodate student needs. For more information about advising, visit mstc.edu/advising.

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- Send official transcripts to:
Mid-State Technical College
Student Services
500 32nd Street North
Wisconsin Rapids, WI 54494
- Complete the Free Application for Federal Student Aid (FAFSA) at fafsa.gov. Mid-State's Financial Aid team is available to assist with your FAFSA application and to answer your financial aid questions. Contact Financial Aid or schedule an appointment at mstc.edu/financial-aid.
- Set up student MyCampus account at mstc.edu/mycampus-assistance.
- Schedule a New Student Advising appointment at mstc.edu/advising.

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Mid-State does not discriminate on the basis of race, color, national origin, sex, disability, or age in its program, activity, or employment. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Vice President - Human Resources; 500 32nd Street North, Wisconsin Rapids, WI 54494; 715-422-5325 • AAEO@mstc.edu. 3/2026-AC

CAREER PATHWAY



Career pathways help you build your education step by step. Each stage offers one or more credentials that are recognized by employers and lead to real jobs—and you can keep building toward your career goals as you go.

Begin at any point.

Prior Learning

Credit for Prior Learning

- Certifications and Licenses
- Military Experience
- National/Standardized Exams
- Transfer Credit
- Work and Life Experience

Learn about Credit for Prior Learning at mstc.edu/cpl.

High School Credit

- High School Dual Credit
- Mid-State Fast Track

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Certificate

- Communication Essentials (9 Credits)

Technical Diploma

- Customer Relationship Professional (13 Credits)
Start Your Career: Account Representative, Call Center Agent, Client Services Specialist, Customer Service Representative
- Hospitality Specialist (27 Credits)
Start Your Career: Customer Service Representative, Food & Beverage Server, Host and Hostess, Hotel/Resort Front Desk Representative

Associate Degree

- Hospitality Management (61-62 Credits)
Start Your Career: Event Coordinator, Hospitality and Tourism Coordinator, Hotel Supervisor, Restaurant/Food & Beverage Supervisor, Sales and Service Manager

Bachelor's Degree

For those interested in continuing their education, Mid-State offers transfer guides with various four-year colleges and universities. For more information, visit mstc.edu/transfer.

Other Options

Related Programs: Culinary Arts, Culinary Production Line Cook

OUTCOMES

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

- Plan the operations within a hospitality organization.
- Organize hospitality resources to achieve the goals of the organization.
- Direct individuals and/or processes to meet organizational goals.
- Control hospitality processes/procedures.

TECHNICAL SKILLS ATTAINMENT

The Wisconsin Technical College System (WTCS) has implemented a requirement that all technical colleges measure outcomes attained by students. This requirement is called Technical Skills Attainment (TSA). The main objective of TSA is to ensure graduates have the technical skills needed by employers. Faculty will let students know when and how the TSA is being assessed in the program.

STUDENT HANDBOOK

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

GRADUATION REQUIREMENT

The GPS for Student Success course is required for all Mid-State program students and is recommended to be completed before obtaining 12 credits. Some students are exempt from this requirement. Please see your academic advisor for more information.

ADDITIONAL COURSES AS NEEDED

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

College Reading and Writing 1

10831104

3 credits

Provides learners with opportunities to develop and expand reading and writing skills to prepare for college-level academic work. Students will employ critical reading strategies to improve comprehension, analysis, and retention of texts. Students will apply the writing process to produce well-developed, coherent, and unified written work.

Pre-Algebra

10834109

3 credits

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

MULTIPLE MEASURES

Students can place into courses using high school GPA and completed classes. Placement can be determined in the following ways:

- **Multiple Measures Writing (MMW)**
High school GPA of 2.6 & successful completion of 2.0 credits of high school writing courses with a "C" or better
- **Multiple Measures Reading (MMR)**
High school GPA of 2.6 & successful completion of 2.0 credits of high school literature courses with a "C" or better
- **Multiple Measures Math 1 (MMM_1)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school math (Algebra 1 or equivalent) with a "C" or better
- **Multiple Measures Math 2 (MMM_2)**
High school GPA of 2.6 & successful completion of 2.0 credits of high school math including Algebra 1 and Algebra 2 with a "C" or better
- **Multiple Measures Science 1 (MMS_1)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school lab science course with a "C" or better
- **Multiple Measures Science 2 (MMS_2)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school chemistry with a "C" or better

Past high school and college transcripts are used in making course placement decisions.

SAMPLE FULL-TIME CURRICULUM OPTION

Hospitality Management • 61-62 Total Credits

Term 17 Credits	Course Number	Course Name	CPL	Credits
	10102101	Introduction to Business	Yes	3
	10102231	Business Networking	No	1
	10106106	Quality Customer Service	Yes	3
	10109101	Exploring Hospitality	No	3
	10801195 or 10801136	Written Communication or English Composition 1	Yes	3
	10801198 or 10801196	Speech or Oral/Interpersonal Communication	Yes	3
	10890102	GPS for Student Success	Yes	1
Term 16 Credits	Course Number	Course Name	CPL	Credits
	10102230	Business Communities	No	1
	10103106	Microsoft Office-Introduction	Yes	3
	10104102	Marketing Principles	Yes	3
	10109110	Room Operations Division	No	3
	10109160	Hospitality Internship	Yes	2
	10316112	Sanitation for Foodservice Operations	Yes	1
	10809103	Think Critically & Creatively	Yes	3
Term 13-14 Credits	Course Number	Course Name	CPL	Credits
	10102232	Entrepreneurial Foundations	No	1
	10109134	Cost Control-Revenue Management	No	3
	10109161	Event Planning and Management	No	3
	10196192	Managing for Quality	No	3
	10804107 or 10804118 or 10804189	College Mathematics or Intermediate Algebra with Applications or Introductory Statistics	Yes	3 or 4 or 3
Term 15 Credits	Course Number	Course Name	CPL	Credits
	10104107	Social Media Marketing	No	3
	10109107	Hospitality Law and Liability	No	3
	10196191	Supervision	Yes	3
	10809172	Introduction to Diversity Studies	Yes	3
	10809198	Introduction to Psychology	Yes	3

Please Note

- Credit for Prior Learning (CPL) options are available for some courses. You can visit mstc.edu/cpl or contact your academic advisor for details.
- This program can be completed entirely online.
- This curriculum sequence is only for student planning. Actual student schedules will vary depending on course availability.
- Program completion time may vary based on student scheduling and course availability. For details, go to mstc.edu/schedule.
- Get the latest updates online at mstc.edu.

SAMPLE PART-TIME CURRICULUM OPTION

Hospitality Management • 61-62 Total Credits

Term 10 Credits	Course Number	Course Name	CPL	Credits
	10106106	Quality Customer Service	Yes	3
	10109101	Exploring Hospitality	No	3
	10801195 or 10801136	Written Communication or English Composition 1	Yes	3
	10890102	GPS for Student Success	Yes	1
Term 9 Credits	Course Number	Course Name	CPL	Credits
	10103106	Microsoft Office-Introduction	Yes	3
	10104102	Marketing Principles	Yes	3
	10801198 or 10801196	Speech or Oral/Interpersonal Communication	Yes	3
Term 6 Credits	Course Number	Course Name	CPL	Credits
	10102101	Introduction to Business	Yes	3
	10102231	Business Networking	No	1
	10109160	Hospitality Internship	Yes	2
Term 8 Credits	Course Number	Course Name	CPL	Credits
	10102230	Business Communities	No	1
	10109110	Room Operations Division	No	3
	10316112	Sanitation for Foodservice Operations	Yes	1
	10809172	Introduction to Diversity Studies	Yes	3
Term 6 Credits	Course Number	Course Name	CPL	Credits
	10109134	Cost Control-Revenue Management	No	3
	10109161	Event Planning and Management	No	3
Term 9-10 Credits	Course Number	Course Name	CPL	Credits
	10109107	Hospitality Law and Liability	No	3
	10804107 or 10804118 or 10804189	College Mathematics or Intermediate Algebra with Applications or Introductory Statistics	Yes	3 or 4 or 3
	10196191	Supervision	Yes	3
Term 7 Credits	Course Number	Course Name	CPL	Credits
	10102232	Entrepreneurial Foundations	No	1
	10809198	Introduction to Psychology	Yes	3
	10196192	Managing for Quality	No	3
Term 6 Credits	Course Number	Course Name	CPL	Credits
	10104107	Social Media Marketing	No	3
	10809103	Think Critically & Creatively	Yes	3

Business Communities**10102230****1 credit**

This course provides students with a comprehensive understanding of how different business communities operate, how they contribute to economic ecosystems, and how learners can participate effectively. This course will explore the dynamics, structures, and strategies involved in various professional associations, including local, global, industry-specific, and online communities.

Business Networking**10102231****1 credit**

This course will equip students with the knowledge, strategies, and practical techniques to build, nurture, and leverage professional relationships for personal and organizational success. Through a combination of classroom instruction, interactive exercises, and simulated practice, this course will empower students to enhance their networking abilities, expand their professional circles, and create valuable connections.

College Mathematics**10804107****3 credits**

This course is designed to review and develop fundamental concepts of mathematics in the areas of algebra, geometry, trigonometry, measurement and data. Algebra topics emphasize simplifying algebraic expressions, solving linear equations and inequalities with one variable, solving proportions and percent applications. Geometry and trigonometry topics include; finding areas and volumes of geometric figures, applying similar and congruent triangles, applying Pythagorean Theorem, and solving right triangles using trigonometric ratios. Measurement topics emphasize the application of measurement concepts and conversion techniques within and between U.S. customary and metric system to solve problems. Data topics emphasize data organization and summarization skills, including: frequency distributions, central tendency, relative position and measures of dispersion. Special emphasis is placed on problem solving, critical thinking and logical reasoning, making connections, and using calculators.

Prerequisite: High School GPA of 2.6 and MMM_1 or Accuplacer Arithmetic of 250 and QAS 234 or ACT Math score of 17 or

Pre-Algebra 10834109 with a "C" or better

Cost Control-Revenue Management**10109134****3 credits**

Covers the concepts and techniques of controlling costs with particular emphasis placed on cost-to-sales relationship. Utilizing industry specific technology, students calculate the cost of goods, selling price and relative percentages. They also forecast sales, conduct yield analyses and calculate break-even points.

English Composition 1**10801136****3 credits**

Learners develop and apply skills in all aspects of the writing process. Through a variety of learning activities and written documents, learners employ rhetorical strategies, plan, organize and revise content, apply critical reading strategies, locate and evaluate information, integrate and document sources, and apply standardized English language conventions.

Prerequisite: High School GPA of 2.6 and MMW or Accuplacer Writing of 262 or Accuplacer Reading 253 or ACT English score of 20 or ACT Reading 21 or completion of College Reading and Writing 1 10831104 with a "C" or better

Entrepreneurial Foundations**10102232****1 credit**

Learners study entrepreneurial practices by exploring components of a startup business plan. This includes comparing ways of going into business as well as developing marketing, legal, financial, products/services, management, and operations plans for a small business of their choice.

Event Planning and Management**10109161****3 credits**

Provides comprehensive coverage of the convention/meetings industry with an in-depth review on how to successfully sell to groups and how to service the business before, during and after the sale. A review of changing customer demographics and the increasing influence of meeting planners on all hospitality businesses is researched as well.

Exploring Hospitality**10109101****3 credits**

Introduces students to the broad field of hospitality management. Typical career areas include foodservice, lodging, travel/tourism, and recreation. The course will explore the industry from historical to contemporary career opportunities.

GPS for Student Success**10890102****1 credit**

Integrate necessary skills for student success by developing an academic plan, identifying interpersonal attributes for success, adopting efficient and effective learning strategies, and utilizing Mid-State resources, policies, and processes. This course is recommended to be completed prior to obtaining 12 credits and is a graduation requirement unless you receive an exemption from your program advisor.

Hospitality Internship

10109160

2 credits

This course is designed to give the student on-the-job work experience in the hospitality industry. Integrating the theories and techniques learned in previous courses along with specific off-campus occupational experiences allows students to gain a real-world perspective of a segment in the hospitality industry of their choosing. The student will complete academic hours related to the competencies of the course reflecting on their experiential learning. This work will provide resume and job seeking skills, develop a network of contacts, and cultivate career readiness.

Hospitality Law and Liability

10109107

3 credits

Introduces legal principles together with standard business law concepts and emphasizes their implications for the hospitality and tourism industry. Among the topics covered are contracts, torts and negligence, hotel/guest relationships, ADA, food service and employment laws and consumer protection. Case studies involving the basic principles of law assist in developing judgment in these areas.

Intermediate Algebra with Applications

10804118

4 credits

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

Prerequisite: High School GPA of 2.6 and MMM_1 or Accuplacer Arithmetic of 263 and QAS 234 or ACT Math score of 19 or QAS of 245 or Pre-Algebra 10834109 with a "C" or better

Introduction to Business

10102101

3 credits

An introduction to what a business is, how it operates, and how it is managed. Students identify forms of ownership and the processes used in production and marketing, finance, personnel, and management in business operations.

Introduction to Diversity Studies

10809172

3 credits

This course introduces the study of diversity from a local to a global perspective using a holistic, interdisciplinary approach that encourages exploration and prepares students to work in a diverse environment. The course introduces basic diversity concepts, examines the impact of bias and power differentials among groups, explores the use of culturally responsive communication strategies, and compares forces that shape diversity in an international context.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English

Introduction to Psychology

10809198

3 credits

This science of psychology course is a survey of multiple aspects of behavior and mental processes. It provides an overview of topics such as research methods, theoretical perspectives, learning, cognition, memory, motivation, emotions, personality, abnormal psychology, physiological factors, social influences, and development.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English

Introductory Statistics

10804189

3 credits

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

Prerequisite: High School GPA of 2.6 and MMM_2 or Accuplacer QAS 241 or ACT Math score of 19 or Pre-Algebra 10834109 or College Math 10804107 with a "C" or better

Managing for Quality

10196192

3 credits

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

Marketing Principles

10104102

3 credits

This course serves as an introduction to the fundamental marketing concepts used to apply marketing strategies to product development, distribution, pricing, and promotion of goods and services.

Microsoft Office-Introduction

10103106

3 credits

Develops introductory skills in the Microsoft Office Suite (Word, Excel, Access, PowerPoint, and Outlook) while reinforcing the students' knowledge of computer concepts, Windows Explorer, and web usage. This course prepares students for the Associate level MOS Certification exams for Word, Excel, PowerPoint, and Outlook. Students should possess basic keyboarding, mouse, and Windows 11 skills. Students may develop these skills in the Academic Learning Center while concurrently enrolled in this course.

Oral/Interpersonal Communication

10801196

3 credits

Focuses on developing effective listening techniques and verbal and nonverbal communication skills through oral presentation, group activity, and other projects. The study of self, conflict, and cultural contexts will be explored, as well as their impact on communication.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English or College Reading and Writing with a C or better

Quality Customer Service

10106106

3 credits

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

Room Operations Division

10109110

3 credits

Investigates the organization, performance, evaluation, and interdependency of the rooms division of a lodging facility (front desk, reservations, housekeeping, facilities, and telephone systems) as essential components of operational success and guest satisfaction.

Sanitation for Foodservice Operations

10316112

1 credit

Students examine the causes of food-borne illness and apply techniques for preparing, storing, and serving hot and cold foods from a ServSafe® Certified Instructor/Proctor. Students also examine the role of management and workers related to sanitation regulations and standards. The ServSafe® certification test is administered in this course and students will need to hold this valid certificate for graduation and employment in the culinary industry.

Social Media Marketing

10104107

3 credits

Addresses how social media has transformed marketing communications from traditional mass media to individualized marketing. Using a variety of social media tools and platforms, this class explores the different methodologies for social media marketing. Topics include creating social media, integrating social media as part of a marketing campaign, the concept of viral marketing, measuring social media success through analytics, and how organizations and individuals have successfully applied this form of marketing.

Speech

10801198

3 credits

Explores the fundamentals of effective oral presentation to small and large groups. Topic selection, audience analysis, methods of organization, research, structuring evidence and support, delivery techniques, and other essential elements of speaking successfully, including the listening process, form the basis of this course. Includes informative, persuasive, and occasion speech presentations.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 253 and Writing of 262 or ACT of 21 Reading/19 English or completion of College Reading and Writing 1 10831104 with a "C" or better

Supervision

10196191

3 credits

Applies skills and tools necessary to perform the functions of a contemporary frontline leader. Students engage in operational planning, analyze organizational structures, review the staffing process, employ techniques to enhance employee personal and group effectiveness, and develop control techniques to measure effectiveness in the above areas.

Think Critically & Creatively

10809103

3 credits

Provides instruction about critical and creative thinking that is in high demand in all occupations. Models, theories, and processes provide the foundation for learning logical thinking strategies. Students will apply a systematic approach to problem solving by analyzing the problem, assessing possible solutions, and making effective decisions. In addition, students will generate ideas and analyze complex issues. This course assists students with developing a critical thinking mindset which is essential at every level of personal and professional life.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English

Written Communication

10801195

3 credits

Develops writing skills which include prewriting, drafting, revising, and editing. A variety of writing assignments are 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: High School GPA of 2.6 and MMW or Accuplacer Writing of 262 or ACT English score of 20 or completion of College Reading and Writing 1 10831104 with a "C" or better

HOSPITALITY SPECIALIST

Technical Diploma

Program Code: 31-109-4

Total Credits: 27

Through Mid-State's Hospitality Specialist technical diploma program, students develop foundational skills useful in various roles within hospitality and tourism, including a basic understanding of food service operations, hospitality sales and marketing, event planning, management principles, customer service, effective communication, and creative thinking. All courses count toward Mid-State's Hospitality Management associate of applied science (AAS) program. In this program you will gain a real-world, professional perspective on the hospitality industry by participating in an on-the-job hospitality internship. In addition, you will create marketing materials, explore the inner workings of a hospitality-related business, brush up on your communication skills, and achieve your industry-recognized ServSafe Manager certification.

To learn more about this program, visit mstc.edu/programs.

ACADEMIC ADVISOR

To schedule an appointment with an academic advisor, call 715-422-5300. Academic advisors will travel to other campuses as necessary to accommodate student needs. For more information about advising, visit mstc.edu/advising.

NEW STUDENT CHECKLIST

Complete the following steps to prepare for your New Student Advising appointment with your academic advisor:

- Submit a Mid-State application at mstc.edu/apply.
- Send official transcripts to:
Mid-State Technical College
Student Services
500 32nd Street North
Wisconsin Rapids, WI 54494
- Complete the Free Application for Federal Student Aid (FAFSA) at fafsa.gov. Mid-State's Financial Aid team is available to assist with your FAFSA application and to answer your financial aid questions. Contact Financial Aid or schedule an appointment at mstc.edu/financial-aid.
- Set up student MyCampus account at mstc.edu/mycampus-assistance.
- Schedule a New Student Advising appointment at mstc.edu/advising.

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Start Your Career: Customer Service Representative, Food & Beverage Server, Host and Hostess, Hotel/Resort Front Desk Representative

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For those interested in continuing their education, Mid-State offers transfer guides with various four-year colleges and universities. For more information, visit mstc.edu/transfer.

Other Options

Related Programs: Culinary Arts, Culinary Production Line Cook

OUTCOMES

Employers will expect you, as a Hospitality Specialist graduate, to be able to:

- Distinguish the varying components of the hospitality industry.
- Apply business concepts to the industry.
- Communicate as a hospitality professional.

TECHNICAL SKILLS ATTAINMENT

The Wisconsin Technical College System (WTCS) has implemented a requirement that all technical colleges measure outcomes attained by students. This requirement is called Technical Skills Attainment (TSA). The main objective of TSA is to ensure graduates have the technical skills needed by employers. Faculty will let students know when and how the TSA is being assessed in the program.

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3 credits
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10834109
3 credits
Provides an introduction to algebra. Includes operations on real numbers, solving linear equations, percent and proportion, and an introduction to polynomials and statistics. Prepares students for elementary algebra and subsequent algebra-related courses.

MULTIPLE MEASURES

Students can place into courses using high school GPA and completed classes. Placement can be determined in the following ways:

- **Multiple Measures Writing (MMW)**
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- **Multiple Measures Reading (MMR)**
High school GPA of 2.6 & successful completion of 2.0 credits of high school literature courses with a "C" or better
- **Multiple Measures Math 1 (MMM_1)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school math (Algebra 1 or equivalent) with a "C" or better
- **Multiple Measures Math 2 (MMM_2)**
High school GPA of 2.6 & successful completion of 2.0 credits of high school math including Algebra 1 and Algebra 2 with a "C" or better
- **Multiple Measures Science 1 (MMS_1)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school lab science course with a "C" or better
- **Multiple Measures Science 2 (MMS_2)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school chemistry with a "C" or better

Past high school and college transcripts are used in making course placement decisions.

SAMPLE FULL-TIME CURRICULUM OPTION

Hospitality Specialist • 27 Total Credits

Term 14 Credits	Course Number	Course Name	CPL	Credits
	10102101	Introduction to Business	Yes	3
	10102231	Business Networking	No	1
	10106106	Quality Customer Service	Yes	3
	10109101	Exploring Hospitality	No	3
	10801196	Oral/Interpersonal Communication	Yes	3
	10890102	GPS for Student Success	Yes	1

Term 13 Credits	Course Number	Course Name	CPL	Credits
	10102230	Business Communities	No	1
	10103106	Microsoft Office-Introduction	Yes	3
	10109110	Room Operations Division	No	3
	10109160	Hospitality Internship	Yes	2
	10316112	Sanitation for Foodservice Operations	Yes	1
	10801195	Written Communication	Yes	3

Please Note

- Credit for Prior Learning (CPL) options are available for some courses. You can visit mstc.edu/cpl or contact your academic advisor for details.
- This program can be completed entirely online.
- This curriculum sequence is only for student planning. Actual student schedules will vary depending on course availability.
- Program completion time may vary based on student scheduling and course availability. For details, go to mstc.edu/schedule.
- Get the latest updates online at mstc.edu.

SAMPLE PART-TIME CURRICULUM OPTION

Hospitality Specialist • 27 Total Credits

Term 8 Credits	Course Number	Course Name	CPL	Credits
	10102231	Business Networking	No	1
	10106106	Quality Customer Service	Yes	3
	10109101	Exploring Hospitality	No	3
	10890102	GPS for Student Success	Yes	1

Term 6 Credits	Course Number	Course Name	CPL	Credits
	10103106	Microsoft Office-Introduction	Yes	3
	10801196	Oral/Interpersonal Communication	Yes	3

Term 6 Credits	Course Number	Course Name	CPL	Credits
	10102101	Introduction to Business	Yes	3
	10801195	Written Communication	Yes	3

Term 7 Credits	Course Number	Course Name	CPL	Credits
	10102230	Business Communities	No	1
	10316112	Sanitation for Foodservice Operations	Yes	1
	10109110	Room Operations Division	No	3
	10109160	Hospitality Internship	Yes	2

Business Communities

10102230

1 credit

This course provides students with a comprehensive understanding of how different business communities operate, how they contribute to economic ecosystems, and how learners can participate effectively. This course will explore the dynamics, structures, and strategies involved in various professional associations, including local, global, industry-specific, and online communities.

Business Networking

10102231

1 credit

This course will equip students with the knowledge, strategies, and practical techniques to build, nurture, and leverage professional relationships for personal and organizational success. Through a combination of classroom instruction, interactive exercises, and simulated practice, this course will empower students to enhance their networking abilities, expand their professional circles, and create valuable connections.

Exploring Hospitality

10109101

3 credits

Introduces students to the broad field of hospitality management. Typical career areas include foodservice, lodging, travel/tourism, and recreation. The course will explore the industry from historical to contemporary career opportunities.

GPS for Student Success

10890102

1 credit

Integrate necessary skills for student success by developing an academic plan, identifying interpersonal attributes for success, adopting efficient and effective learning strategies, and utilizing Mid-State resources, policies, and processes. This course is recommended to be completed prior to obtaining 12 credits and is a graduation requirement unless you receive an exemption from your program advisor.

Hospitality Internship

10109160

2 credits

This course is designed to give the student on-the-job work experience in the hospitality industry. Integrating the theories and techniques learned in previous courses along with specific off-campus occupational experiences allows students to gain a real-world perspective of a segment in the hospitality industry of their choosing. The student will complete academic hours related to the competencies of the course reflecting on their experiential learning. This work will provide resume and job seeking skills, develop a network of contacts, and cultivate career readiness.

Introduction to Business

10102101

3 credits

An introduction to what a business is, how it operates, and how it is managed. Students identify forms of ownership and the processes used in production and marketing, finance, personnel, and management in business operations.

Microsoft Office-Introduction

10103106

3 credits

Develops introductory skills in the Microsoft Office Suite (Word, Excel, Access, PowerPoint, and Outlook) while reinforcing the students' knowledge of computer concepts, Windows Explorer, and web usage. This course prepares students for the Associate level MOS Certification exams for Word, Excel, PowerPoint, and Outlook. Students should possess basic keyboarding, mouse, and Windows 11 skills. Students may develop these skills in the Academic Learning Center while concurrently enrolled in this course.

Oral/Interpersonal Communication

10801196

3 credits

Focuses on developing effective listening techniques and verbal and nonverbal communication skills through oral presentation, group activity, and other projects. The study of self, conflict, and cultural contexts will be explored, as well as their impact on communication.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English or College Reading and Writing with a C or better

Quality Customer Service

10106106

3 credits

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

Room Operations Division

10109110

3 credits

Investigates the organization, performance, evaluation, and interdependency of the rooms division of a lodging facility (front desk, reservations, housekeeping, facilities, and telephone systems) as essential components of operational success and guest satisfaction.

Sanitation for Foodservice Operations

10316112

1 credit

Students examine the causes of food-borne illness and apply techniques for preparing, storing, and serving hot and cold foods from a ServSafe® Certified Instructor/Proctor. Students also examine the role of management and workers related to sanitation regulations and standards. The ServSafe® certification test is administered in this course and students will need to hold this valid certificate for graduation and employment in the culinary industry.

Written Communication

10801195

3 credits

Develops writing skills which include prewriting, drafting, revising, and editing. A variety of writing assignments are 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: High School GPA of 2.6 and MMW or Accuplacer Writing of 262 or ACT English score of 20 or completion of College Reading and Writing 1 10831104 with a "C" or better

HUMAN RESOURCES

Associate in Applied Science (AAS)

Program Code: 10-116-1

Total Credits: 61-62

The Human Resources associate degree program is designed to provide students with a comprehensive skill set tailored to meet the demands of the modern human resources landscape. Graduates will acquire new skills in specialized areas crucial for effective human resources (HR) management, including recruitment, hiring, training and development; employee records management; and compensation and benefits administration. Students will also explore key aspects of HR operations such as employment law, occupational safety and health, equal employment opportunity, wage management, healthcare administration, family leave policies, and retirement plans. With a strong emphasis on practical application and theoretical understanding, graduates will be well-equipped to navigate the complexities of the HR profession and make valuable contributions to any organization. Mid-State's program offers a dynamic learning environment that goes beyond traditional classroom instruction. Students will engage in hands-on experiences and simulations to reinforce learning and prepare for real-world challenges. Our state-of-the-art facilities and technology-equipped classrooms provide the tools and resources needed to excel in your studies and prepare for a successful career in HR. You will have the option to take courses in person or fully virtually.

To learn more about this program, visit mstc.edu/programs.

ACADEMIC ADVISOR

To schedule an appointment with an academic advisor, call 715-422-5300. Academic advisors will travel to other campuses as necessary to accommodate student needs. For more information about advising, visit mstc.edu/advising.

NEW STUDENT CHECKLIST

Complete the following steps to prepare for your New Student Advising appointment with your academic advisor:

- Submit a Mid-State application at mstc.edu/apply.
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Student Services
500 32nd Street North
Wisconsin Rapids, WI 54494
- Complete the Free Application for Federal Student Aid (FAFSA) at fafsa.gov. Mid-State's Financial Aid team is available to assist with your FAFSA application and to answer your financial aid questions. Contact Financial Aid or schedule an appointment at mstc.edu/financial-aid.
- Set up student MyCampus account at mstc.edu/mycampus-assistance.
- Schedule a New Student Advising appointment at mstc.edu/advising.

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CAREER PATHWAY



Career pathways help you build your education step by step. Each stage offers one or more credentials that are recognized by employers and lead to real jobs—and you can keep building toward your career goals as you go.

Begin at any point.

Prior Learning

Credit for Prior Learning

- Certifications and Licenses
- Military Experience
- National/Standardized Exams
- Transfer Credit
- Work and Life Experience

Learn about Credit for Prior Learning at mstc.edu/cpl.

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- High School Dual Credit
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Certificate

- Business Communications Foundations (9 Credits)
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Technical Diploma

- Human Resources Assistant (33 Credits)
Start Your Career: Human Resources Generalist, Human Resources Recruitment Coordinator, Job Analyst

Associate Degree

- Human Resources (61-62 Credits)
Start Your Career: Compensation, Benefits, and Job Analysis Specialist, Human Resources Specialist, Payroll/Benefits Specialist, Staffing Administrator, Training and Development Specialist

Bachelor's Degree

For those interested in continuing their education, Mid-State offers transfer guides with various four-year colleges and universities. For more information, visit mstc.edu/transfer.

Other Options

Related Programs: Business Management, Customer Relationship Professional, Entrepreneur, Leadership Development, Office Support Specialist, Project Management

OUTCOMES

Employers will expect you, as a Human Resources graduate, to be able to:

- Design an organizational workforce plan.
- Develop training programs.
- Analyze organizational total rewards programs.
- Incorporate employment law into business practices.
- Apply employee relations techniques.

TECHNICAL SKILLS ATTAINMENT

The Wisconsin Technical College System (WTCS) has implemented a requirement that all technical colleges measure outcomes attained by students. This requirement is called Technical Skills Attainment (TSA). The main objective of TSA is to ensure graduates have the technical skills needed by employers. Faculty will let students know when and how the TSA is being assessed in the program.

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The GPS for Student Success course is required for all Mid-State program students and is recommended to be completed before obtaining 12 credits. Some students are exempt from this requirement. Please see your academic advisor for more information.

ADDITIONAL COURSES AS NEEDED

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

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10831104

3 credits

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10834109

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

MULTIPLE MEASURES

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- **Multiple Measures Writing (MMW)**
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- **Multiple Measures Math 1 (MMM_1)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school math (Algebra 1 or equivalent) with a "C" or better
- **Multiple Measures Math 2 (MMM_2)**
High school GPA of 2.6 & successful completion of 2.0 credits of high school math including Algebra 1 and Algebra 2 with a "C" or better
- **Multiple Measures Science 1 (MMS_1)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school lab science course with a "C" or better
- **Multiple Measures Science 2 (MMS_2)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school chemistry with a "C" or better

Past high school and college transcripts are used in making course placement decisions.

SAMPLE FULL-TIME CURRICULUM OPTION

Human Resources • 61-62 Total Credits

Term 17 Credits	Course Number	Course Name	CPL	Credits
	10102231	Business Networking	No	1
	10103106	Microsoft Office-Introduction	Yes	3
	10106106	Quality Customer Service	Yes	3
	10196190	Leadership Development	Yes	3
	10801195 or 10801136	Written Communication or English Composition 1	Yes	3
	10801196 or 10801198	Oral/Interpersonal Communication or Speech	Yes	3
	10890102	GPS for Student Success	Yes	1

Term 16 Credits	Course Number	Course Name	CPL	Credits
	10101140	Accounting 1	Yes	3
	10102110	Employment Law	No	3
	10102230	Business Communities	No	1
	10196191	Supervision	Yes	3
	10196193	Human Resource Management	Yes	3
	10809172 or 10809196 or 10809122	Introduction to Diversity Studies or Introduction to Sociology or Introduction to American Government	Yes	3

Term 13-14 Credits	Course Number	Course Name	CPL	Credits
	10102233	Negotiation Skills	No	1
	10196135	Conflict Resolution	No	3
	10196163	Managing Risk & Safety	Yes	3
	10804107 or 10804118 or 10804189	College Mathematics or Intermediate Algebra with Applications or Introductory Statistics	Yes	3 or 4 or 3
	10809195	Economics	Yes	3

Term 15 Credits	Course Number	Course Name	CPL	Credits
	10101120	Payroll Accounting	Yes	3
	10116153	Compensation and Benefits	No	3
	10116154	Recruiting and Hiring	No	3
	10196171	Organizational Development	Yes	3
	10809198 or 10809188	Introduction to Psychology or Developmental Psychology	Yes	3

Please Note

- Credit for Prior Learning (CPL) options are available for some courses. You can visit mstc.edu/cpl or contact your academic advisor for details.
- This curriculum sequence is only for student planning. Actual student schedules will vary depending on course availability.
- This program can be completed entirely online.
- Program completion time may vary based on student scheduling and course availability. For details, go to mstc.edu/schedule.
- Get the latest updates online at mstc.edu.

SAMPLE PART-TIME CURRICULUM OPTION

Human Resources • 61-62 Total Credits

Term 8 Credits	Course Number	Course Name	CPL	Credits
	10102231	Business Networking	No	1
	10106106	Quality Customer Service	Yes	3
	10801196 or 10801198	Oral/Interpersonal Communication or Speech	Yes	3
	10890102	GPS for Student Success	Yes	1
Term 9 Credits	Course Number	Course Name	CPL	Credits
	10103106	Microsoft Office-Introduction	Yes	3
	10196190	Leadership Development	Yes	3
	10801195 or 10801136	Written Communication or English Composition 1	Yes	3
Term 7 Credits	Course Number	Course Name	CPL	Credits
	10101140	Accounting 1	Yes	3
	10102110	Employment Law	No	3
	10102230	Business Communities	No	1
Term 9 Credits	Course Number	Course Name	CPL	Credits
	10196191	Supervision	Yes	3
	10196193	Human Resource Management	Yes	3
	10809172 or 10809196 or 10809122	Introduction to Diversity Studies or Introduction to Sociology or Introduction to American Government	Yes	3
Term 7-8 Credits	Course Number	Course Name	CPL	Credits
	10102233	Negotiation Skills	No	1
	10196163	Managing Risk & Safety	Yes	3
	10804107 or 10804118 or 10804189	College Mathematics or Intermediate Algebra with Applications or Introductory Statistics	Yes	3 or 4 or 3
Term 6 Credits	Course Number	Course Name	CPL	Credits
	10196135	Conflict Resolution	No	3
	10809195	Economics	Yes	3
Term 9 Credits	Course Number	Course Name	CPL	Credits
	10101120	Payroll Accounting	Yes	3
	10116153	Compensation and Benefits	No	3
	10809198 or 10809188	Introduction to Psychology or Developmental Psychology	Yes	3
Term 6 Credits	Course Number	Course Name	CPL	Credits
	10116154	Recruiting and Hiring	No	3
	10196171	Organizational Development	Yes	3

Accounting 1**10101140****3 credits**

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

Business Communities**10102230****1 credit**

This course provides students with a comprehensive understanding of how different business communities operate, how they contribute to economic ecosystems, and how learners can participate effectively. This course will explore the dynamics, structures, and strategies involved in various professional associations, including local, global, industry-specific, and online communities.

Business Networking**10102231****1 credit**

This course will equip students with the knowledge, strategies, and practical techniques to build, nurture, and leverage professional relationships for personal and organizational success. Through a combination of classroom instruction, interactive exercises, and simulated practice, this course will empower students to enhance their networking abilities, expand their professional circles, and create valuable connections.

College Mathematics**10804107****3 credits**

This course is designed to review and develop fundamental concepts of mathematics in the areas of algebra, geometry, trigonometry, measurement and data. Algebra topics emphasize simplifying algebraic expressions, solving linear equations and inequalities with one variable, solving proportions and percent applications. Geometry and trigonometry topics include; finding areas and volumes of geometric figures, applying similar and congruent triangles, applying Pythagorean Theorem, and solving right triangles using trigonometric ratios. Measurement topics emphasize the application of measurement concepts and conversion techniques within and between U.S. customary and metric system to solve problems. Data topics emphasize data organization and summarization skills, including: frequency distributions, central tendency, relative position and measures of dispersion. Special emphasis is placed on problem solving, critical thinking and logical reasoning, making connections, and using calculators.

Prerequisite: High School GPA of 2.6 and MMM_1 or Accuplacer Arithmetic of 250 and QAS 234 or ACT Math score of 17 or Pre-Algebra 10834109 with a "C" or better

Compensation and Benefits**10116153****3 credits**

Focuses on the compensation and benefit elements that comprise total compensation. This course covers base pay, merit pay, and variable pay programs and examines such benefits as government regulation, group welfare plans, pension plans and flexible benefit plans.

Conflict Resolution**10196135****3 credits**

Students will apply different conflict resolution techniques that can be used by a manager or leader within an organization given real-world scenarios. Students will also evaluate the importance of consultation, team building, trust, and win-win outcomes from a managerial standpoint in the resolution of organizational conflict.

Developmental Psychology**10809188****3 credits**

Studies human development throughout the lifespan and explores developmental theory and research with an emphasis on the interactive nature of the biological, cognitive, and psychosocial changes that affect the individual from conception to death. Application activities and critical thinking skills enable students to gain an increased knowledge and understanding of themselves and others.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English

Economics**10809195****3 credits**

Provides an overview of how a market-oriented economic system operates and surveys the factors that influence national economic policy. Basic concepts and analyses are illustrated by reference to a variety of contemporary problems and public policy issues. Concepts include scarcity, resources, alternative economic systems, growth, supply and demand, monetary and fiscal policy, inflation, unemployment and global economic issues.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English

Employment Law**10102110****3 credits**

Introduces a broad scope of employment laws and provides the opportunity to apply these laws to the employment arena. Includes laws relating to anti-discrimination, including the Civil Rights Act, ADEA, and ADA; wage and hour regulation, including FLSA; employer-provided pensions, including ERISA; health insurance, including COBRA and ACA; and unemployment and worker's compensation insurance.

English Composition 1**10801136****3 credits**

Learners develop and apply skills in all aspects of the writing process. Through a variety of learning activities and written documents, learners employ rhetorical strategies, plan, organize and revise content, apply critical reading strategies, locate and evaluate information, integrate and document sources, and apply standardized English language conventions.

Prerequisite: High School GPA of 2.6 and MMW or Accuplacer Writing of 262 or Accuplacer Reading 253 or ACT English score of 20 or ACT Reading 21 or completion of College Reading and Writing 1 10831104 with a "C" or better

GPS for Student Success**10890102****1 credit**

Integrate necessary skills for student success by developing an academic plan, identifying interpersonal attributes for success, adopting efficient and effective learning strategies, and utilizing Mid-State resources, policies, and processes. This course is recommended to be completed prior to obtaining 12 credits and is a graduation requirement unless you receive an exemption from your program advisor.

Human Resource Management**10196193****3 credits**

Applies skills and tools necessary to perform human resource functions in an organization. Each learner demonstrates skill in following EEOC laws; writing job descriptions; recruiting, selecting, and orienting employees; developing policies and procedures; developing and conducting training; designing performance appraisal plans; developing employee development plans; and selecting compensation and benefit strategies.

Intermediate Algebra with Applications**10804118****4 credits**

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

Prerequisite: High School GPA of 2.6 and MMM_1 or Accuplacer Arithmetic of 263 and QAS 234 or ACT Math score of 19 or QAS of 245 or Pre-Algebra 10834109 with a "C" or better.

Introduction to American Government**10809122****3 credits**

Introduces American political processes and institutions. Focuses on rights and responsibilities of citizens and the process of participatory democracy. Learners examine the complexity of the separation of powers and checks and balances. Explores the role of the media, interest groups, political parties, and public opinion in the political process. Also explores the role of state and national government in our federal system.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English

Introduction to Diversity Studies**10809172****3 credits**

This course introduces the study of diversity from a local to a global perspective using a holistic, interdisciplinary approach that encourages exploration and prepares students to work in a diverse environment. The course introduces basic diversity concepts, examines the impact of bias and power differentials among groups, explores the use of culturally responsive communication strategies, and compares forces that shape diversity in an international context.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English

Introduction to Psychology**10809198****3 credits**

This science of psychology course is a survey of multiple aspects of behavior and mental processes. It provides an overview of topics such as research methods, theoretical perspectives, learning, cognition, memory, motivation, emotions, personality, abnormal psychology, physiological factors, social influences, and development.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English

Introduction to Sociology**10809196****3 credits**

Introduces students to the basic concepts of sociology: culture, socialization, social stratification, multi-culturalism, and the five institutions of family, politics, economics, religion, and education. Other topics include demography, deviance, technology, environment, social issues, social change, social organization, and workplace issues.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English

Introductory Statistics**10804189****3 credits**

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

Prerequisite: High School GPA of 2.6 and MMM_2 or Accuplacer QAS 241 or ACT Math score of 19 or Pre-Algebra 10834109 or College Math 10804107 with a "C" or better

Leadership Development**10196190****3 credits**

Applies skills and tools necessary to fulfill their role as a modern leader. Each learner evaluates personal leadership effectiveness, use individual and group motivation strategies, implement mission and goals, demonstrate ethical behavior, adapt personal leadership style to worker readiness, use power, facilitate employee development, coach, manage change, and resolve conflict.

Managing Risk & Safety

10196136

3 credits

This course is designed for students to understand the basic concepts of risk assessment, risk mitigation, workplace hazards, and safety practices. Students will examine personal, physical, environmental, and virtual safety policies and practices as part of this course.

Microsoft Office-Introduction

10103106

3 credits

Develops introductory skills in the Microsoft Office Suite (Word, Excel, Access, PowerPoint, and Outlook) while reinforcing the students' knowledge of computer concepts, Windows Explorer, and web usage. This course prepares students for the Associate level MOS Certification exams for Word, Excel, PowerPoint, and Outlook. Students should possess basic keyboarding, mouse, and Windows 11 skills. Students may develop these skills in the Academic Learning Center while concurrently enrolled in this course.

Negotiation Skills

10102233

1 credit

This course explores the principles, strategies, and practical applications of negotiation in a variety of contexts, from business transactions to interpersonal relationships. Learners will gain the confidence and expertise required to navigate complex negotiations successfully.

Oral/Interpersonal Communication

10801196

3 credits

Focuses on developing effective listening techniques and verbal and nonverbal communication skills through oral presentation, group activity, and other projects. The study of self, conflict, and cultural contexts will be explored, as well as their impact on communication.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English or College Reading and Writing with a C or better

Organizational Development

10196171

3 credits

Develop skills to lead organizational development strategies to achieve greater effectiveness, including creating psychologically safe environments, alignment with mission, vision, and values, and engaging employee populations. Skills developed include fostering healthy organizational cultures, collecting, analyzing, and assessing organization development data; developing organizational strategic plans, and employee motivation, engagement, work design, human resources, and organization environment; with special attention paid to leading and managing the implementation of these plans.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English

Payroll Accounting

10101120

3 credits

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

Corequisite: Microsoft Office-Introduction 10103106

Quality Customer Service

10106106

3 credits

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

Recruiting and Hiring

10116154

3 credits

Focuses on recruitment, selection and hiring practices. This course examines what today's workforce expects and how to efficiently use the recruitment budget. All steps of the hiring process are reviewed. This material supplements the legal aspects of the employment process.

Speech

10801198

3 credits

Explores the fundamentals of effective oral presentation to small and large groups. Topic selection, audience analysis, methods of organization, research, structuring evidence and support, delivery techniques, and other essential elements of speaking successfully, including the listening process, form the basis of this course. Includes informative, persuasive, and occasion speech presentations.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 253 and Writing of 262 or ACT of 21 Reading/19 English or completion of College Reading and Writing 1 10831104 with a "C" or better

Supervision

10196191

3 credits

Applies skills and tools necessary to perform the functions of a contemporary frontline leader. Students engage in operational planning, analyze organizational structures, review the staffing process, employ techniques to enhance employee personal and group effectiveness, and develop control techniques to measure effectiveness in the above areas.

Written Communication

10801195

3 credits

Develops writing skills which include prewriting, drafting, revising, and editing. A variety of writing assignments are 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: High School GPA of 2.6 and MMW or Accuplacer Writing of 262 or ACT English score of 20 or completion of College Reading and Writing 1 10831104 with a "C" or better

HUMAN RESOURCES ASSISTANT

Technical Diploma

Program Code: 31-116-1

Total Credits: 33

Mid-State's Human Resources Assistant program prepares students to successfully manage activities involving new staff, including recruiting, interviewing, hiring, and onboarding. Graduates can provide support for all existing staff regarding employment needs as well as integrate human resources to align with an organization's strategic direction. In this program students will engage in various activities and learning opportunities focused on employee support, vital aspects of the hiring process, and labor relations and law. Students will also develop and practice effective communication skills to meet the needs of the employer and employees in any organization.

To learn more about this program, visit mstc.edu/programs.

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- Set up student MyCampus account at mstc.edu/mycampus-assistance.
- Schedule a New Student Advising appointment at mstc.edu/advising.

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- **Multiple Measures Reading (MMR)**
High school GPA of 2.6 & successful completion of 2.0 credits of high school literature courses with a "C" or better
- **Multiple Measures Math 1 (MMM_1)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school math (Algebra 1 or equivalent) with a "C" or better
- **Multiple Measures Math 2 (MMM_2)**
High school GPA of 2.6 & successful completion of 2.0 credits of high school math including Algebra 1 and Algebra 2 with a "C" or better
- **Multiple Measures Science 1 (MMS_1)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school lab science course with a "C" or better
- **Multiple Measures Science 2 (MMS_2)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school chemistry with a "C" or better

Past high school and college transcripts are used in making course placement decisions.

SAMPLE FULL-TIME CURRICULUM OPTION

Human Resources Assistant • 33 Total Credits

Term 17 Credits	Course Number	Course Name	CPL	Credits
	10196190	Leadership Development	Yes	3
	10102231	Business Networking	No	1
	10103106	Microsoft Office-Introduction	Yes	3
	10106106	Quality Customer Service	Yes	3
	10801195	Written Communication	Yes	3
	10801196	Oral/Interpersonal Communication	Yes	3
	10890102	GPS for Student Success	Yes	1
Term 16 Credits	Course Number	Course Name	CPL	Credits
	10101140	Accounting 1	Yes	3
	10102110	Employment Law	No	3
	10102230	Business Communities	No	1
	10196191	Supervision	Yes	3
	10196193	Human Resource Management	Yes	3
	10809172	Introduction to Diversity Studies	Yes	3

Please Note

- Credit for Prior Learning (CPL) options are available for some courses. You can visit mstc.edu/cpl or contact your academic advisor for details.
- This curriculum sequence is only for student planning. Actual student schedules will vary depending on course availability.
- This program can be completed entirely online.
- Program completion time may vary based on student scheduling and course availability. For details, go to mstc.edu/schedule.
- Get the latest updates online at mstc.edu.

SAMPLE PART-TIME CURRICULUM OPTION

Human Resources Assistant • 33 Total Credits

Term 8 Credits	Course Number	Course Name	CPL	Credits
	10102231	Business Networking	No	1
	10106106	Quality Customer Service	Yes	3
	10801196	Oral/Interpersonal Communication	Yes	3
	10890102	GPS for Student Success	Yes	1
Term 9 Credits	Course Number	Course Name	CPL	Credits
	10196190	Leadership Development	Yes	3
	10103106	Microsoft Office-Introduction	Yes	3
	10801195	Written Communication	Yes	3
Term 7 Credits	Course Number	Course Name	CPL	Credits
	10101140	Accounting 1	Yes	3
	10102110	Employment Law	No	3
	10102230	Business Communities	No	1
Term 9 Credits	Course Number	Course Name	CPL	Credits
	10196191	Supervision	Yes	3
	10196193	Human Resource Management	Yes	3
	10809172	Introduction to Diversity Studies	Yes	3

Accounting 1

10101140

3 credits

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

Business Communities

10102230

1 credit

This course provides students with a comprehensive understanding of how different business communities operate, how they contribute to economic ecosystems, and how learners can participate effectively. This course will explore the dynamics, structures, and strategies involved in various professional associations, including local, global, industry-specific, and online communities.

Business Networking

10102231

1 credit

This course will equip students with the knowledge, strategies, and practical techniques to build, nurture, and leverage professional relationships for personal and organizational success. Through a combination of classroom instruction, interactive exercises, and simulated practice, this course will empower students to enhance their networking abilities, expand their professional circles, and create valuable connections.

Employment Law

10102110

3 credits

Introduces a broad scope of employment laws and provides the opportunity to apply these laws to the employment arena. Includes laws relating to anti-discrimination, including the Civil Rights Act, ADEA, and ADA; wage and hour regulation, including FLSA; employer-provided pensions, including ERISA; health insurance, including COBRA and ACA; and unemployment and worker's compensation insurance.

GPS for Student Success

10890102

1 credit

Integrate necessary skills for student success by developing an academic plan, identifying interpersonal attributes for success, adopting efficient and effective learning strategies, and utilizing Mid-State resources, policies, and processes. This course is recommended to be completed prior to obtaining 12 credits and is a graduation requirement unless you receive an exemption from your program advisor.

Human Resource Management

10196193

3 credits

Applies skills and tools necessary to perform human resource functions in an organization. Each learner demonstrates skill in following EEOC laws; writing job descriptions; recruiting, selecting, and orienting employees; developing policies and procedures; developing and conducting training; designing performance appraisal plans; developing employee development plans; and selecting compensation and benefit strategies.

Introduction to Diversity Studies

10809172

3 credits

This course introduces the study of diversity from a local to a global perspective using a holistic, interdisciplinary approach that encourages exploration and prepares students to work in a diverse environment. The course introduces basic diversity concepts, examines the impact of bias and power differentials among groups, explores the use of culturally responsive communication strategies, and compares forces that shape diversity in an international context.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English

Leadership Development

10196190

3 credits

Applies skills and tools necessary to fulfill their role as a modern leader. Each learner evaluates personal leadership effectiveness, use individual and group motivation strategies, implement mission and goals, demonstrate ethical behavior, adapt personal leadership style to worker readiness, use power, facilitate employee development, coach, manage change, and resolve conflict.

Microsoft Office-Introduction

10103106

3 credits

Develops introductory skills in the Microsoft Office Suite (Word, Excel, Access, PowerPoint, and Outlook) while reinforcing the students' knowledge of computer concepts, Windows Explorer, and web usage. This course prepares students for the Associate level MOS Certification exams for Word, Excel, PowerPoint, and Outlook. Students should possess basic keyboarding, mouse, and Windows 11 skills. Students may develop these skills in the Academic Learning Center while concurrently enrolled in this course.

Oral/Interpersonal Communication

10801196

3 credits

Focuses on developing effective listening techniques and verbal and nonverbal communication skills through oral presentation, group activity, and other projects. The study of self, conflict, and cultural contexts will be explored, as well as their impact on communication.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English or College Reading and Writing with a C or better

Quality Customer Service

10106106

3 credits

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

Supervision

10196191

3 credits

Applies skills and tools necessary to perform the functions of a contemporary frontline leader. Students engage in operational planning, analyze organizational structures, review the staffing process, employ techniques to enhance employee personal and group effectiveness, and develop control techniques to measure effectiveness in the above areas.

Written Communication

10801195

3 credits

Develops writing skills which include prewriting, drafting, revising, and editing. A variety of writing assignments are 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: High School GPA of 2.6 and MMW or Accuplacer Writing of 262 or ACT English score of 20 or completion of College Reading and Writing 1 10831104 with a "C" or better

INDUSTRIAL MECHANICAL TECHNICIAN

Associate in Applied Science (AAS)

Program Code: 10-462-1

Total Credits: 61

Mid-State's Industrial Mechanical Technician program will give you the hands-on foundation necessary to confidently maintain, repair, and operate mechanical and electrical machinery and equipment in an industrial environment. You will learn to align, maintain, repair, and replace machine components as well as gain understanding of predictive and preventive maintenance, reliability-centered maintenance, automation, and many other topics. The program emphasizes safety in the workplace and includes many hands-on and interactive classroom experiences and lab/shop activities.

To learn more about this program, visit mstc.edu/programs.

ACADEMIC ADVISOR

To schedule an appointment with an academic advisor, call 715-422-5300. Academic advisors will travel to other campuses as necessary to accommodate student needs. For more information about advising, visit mstc.edu/advising.

NEW STUDENT CHECKLIST

Complete the following steps to prepare for your New Student Advising appointment with your academic advisor:

- Submit a Mid-State application at mstc.edu/apply.
- Send official transcripts to:
Mid-State Technical College
Student Services
500 32nd Street North
Wisconsin Rapids, WI 54494
- Complete the Free Application for Federal Student Aid (FAFSA) at fafsa.gov. Mid-State's Financial Aid team is available to assist with your FAFSA application and to answer your financial aid questions. Contact Financial Aid or schedule an appointment at mstc.edu/financial-aid.
- Set up student MyCampus account at mstc.edu/mycampus-assistance.
- Schedule a New Student Advising appointment at mstc.edu/advising.

mstc.edu • 888-575-6782 • TTY: 711



Adams Campus • Marshfield Campus • Stevens Point Downtown Campus • Wisconsin Rapids Campus • Virtual Campus • AMETA® Center

Mid-State does not discriminate on the basis of race, color, national origin, sex, disability, or age in its program, activity, or employment. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Vice President - Human Resources; 500 32nd Street North, Wisconsin Rapids, WI 54494; 715-422-5325 • AAEO@mstc.edu. 3/2026-AC

CAREER PATHWAY



Career pathways help you build your education step by step. Each stage offers one or more credentials that are recognized by employers and lead to real jobs—and you can keep building toward your career goals as you go.

Begin at any point.

Prior Learning

Credit for Prior Learning

- Certifications and Licenses
- Military Experience
- National/Standardized Exams
- Transfer Credit
- Work and Life Experience

Learn about Credit for Prior Learning at mstc.edu/cpl.

High School Credit

- High School Dual Credit
- Mid-State Fast Track

Learn about High School Credit at mstc.edu/dc.

Associate Degree

- Industrial Mechanical Technician (61 Credits)
Start Your Career: Industrial Machinery Mechanic, Industrial Maintenance Technician, Maintenance Technician, Predictive Maintenance (PM) Technician

Bachelor's Degree

For those interested in continuing their education, Mid-State offers transfer guides with various four-year colleges and universities. For more information, visit mstc.edu/transfer.

Other Options

Related Programs: Advanced Manufacturing Technology, Manufacturing Operations Management, Metal Fabrication, Precision Machining Technician, Stainless Steel Welding, Welding

Apprenticeship Opportunities: Maintenance Technician, Millwright/Maintenance Mechanic

OUTCOMES

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

- Demonstrate safe work procedures.
- Install industrial equipment and systems.
- Maintain industrial equipment and systems.
- Troubleshoot industrial equipment and systems.
- Repair industrial equipment and systems.
- Communicate technical information.

TECHNICAL SKILLS ATTAINMENT

The Wisconsin Technical College System (WTCS) has implemented a requirement that all technical colleges measure outcomes attained by students. This requirement is called Technical Skills Attainment (TSA). The main objective of TSA is to ensure graduates have the technical skills needed by employers. Faculty will let students know when and how the TSA is being assessed in the program.

PROTECTIVE CLOTHING

Students are required to wear safety glasses at all times in the lab. Acquiring safety glasses is the responsibility of the student. Proper clothing is discussed in safety lectures.

STUDENT HANDBOOK

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

GRADUATION REQUIREMENT

The GPS for Student Success course is required for all Mid-State program students and is recommended to be completed before obtaining 12 credits. Some students are exempt from this requirement. Please see your academic advisor for more information.

ADDITIONAL COURSES AS NEEDED

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

College Reading and Writing 1

10831104

3 credits

Provides learners with opportunities to develop and expand reading and writing skills to prepare for college-level academic work. Students will employ critical reading strategies to improve comprehension, analysis, and retention of texts. Students will apply the writing process to produce well-developed, coherent, and unified written work.

Pre-Algebra

10834109

3 credits

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

MULTIPLE MEASURES

Students can place into courses using high school GPA and completed classes. Placement can be determined in the following ways:

- **Multiple Measures Writing (MMW)**
High school GPA of 2.6 & successful completion of 2.0 credits of high school writing courses with a "C" or better
- **Multiple Measures Reading (MMR)**
High school GPA of 2.6 & successful completion of 2.0 credits of high school literature courses with a "C" or better
- **Multiple Measures Math 1 (MMM_1)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school math (Algebra 1 or equivalent) with a "C" or better
- **Multiple Measures Math 2 (MMM_2)**
High school GPA of 2.6 & successful completion of 2.0 credits of high school math including Algebra 1 and Algebra 2 with a "C" or better
- **Multiple Measures Science 1 (MMS_1)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school lab science course with a "C" or better
- **Multiple Measures Science 2 (MMS_2)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school chemistry with a "C" or better

Past high school and college transcripts are used in making course placement decisions.

SAMPLE FULL-TIME CURRICULUM OPTION

Industrial Mechanical Technician • 61 Total Credits

Term 17 Credits	Course Number	Course Name	CPL	Credits
	10462102	Bearings and Lubrication	No	2
	10462110	Material Handling	No	2
	10462132	Machine Shop Fundamentals	No	3
	10605105	Electrical Circuits I	Yes	3
	10801195 or 10801136	Written Communication or English Composition 1	Yes	3
	10804107	College Mathematics	Yes	3
	10890102	GPS for Student Success	Yes	1
Term 15 Credits	Course Number	Course Name	CPL	Credits
	10462107	Industrial Safety	Yes	2
	10462122	Preventive, Predictive, and RCM	Yes	2
	10462133	Electric Controls for Industrial Automation	No	3
	10623106	Introduction to AutoCAD	Yes	1
	10623114	Intro to Inventor	Yes	1
	10801198 or 10801196	Speech or Oral/Interpersonal Communication	Yes	3
	10809103	Think Critically and Creatively	Yes	3
Term 14 Credits	Course Number	Course Name	CPL	Credits
	10462104	Fluid Process Systems	No	3
	10462106	Mechanical Power Transmission	No	3
	10605117	Automation 1 - Beginning PLC	Yes	3
	10809198 or 10809188	Introduction to Psychology or Developmental Psychology	Yes	3
	31442320	Welding Foundations 1	Yes	1
Term 15 Credits	31442321	Welding Foundations 2	No	1
	Course Number	Course Name	CPL	Credits
	10457119	Fabrication Fundamentals 1	No	1
	10457120	Fabrication Fundamentals 2	No	1
	10462120	Industrial Hydraulics & Pneumatics	No	3
	10462134	Industrial Mechanical Capstone	No	2
	10605119	Automation 2 - Advanced PLC	No	3
	10462131	Industrial Electric Power Applications	No	2
	10809166	Introduction to Ethics: Theory & Application	Yes	3

Please Note

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- This curriculum sequence is only for student planning. Actual student schedules will vary depending on course availability.
- Program completion time may vary based on student scheduling and course availability. For details, go to mstc.edu/schedule.
- Get the latest updates online at mstc.edu.

SAMPLE PART-TIME CURRICULUM OPTION

Industrial Mechanical Technician • 61 Total Credits

Term 9 Credits	Course Number	Course Name	CPL	Credits
	10462110	Material Handling	No	2
	10462132	Machine Shop Fundamentals	No	3
	10804107	College Mathematics	Yes	3
	10890102	GPS for Student Success	Yes	1
Term 6 Credits	Course Number	Course Name	CPL	Credits
	10462107	Industrial Safety	Yes	2
	10462122	Preventive, Predictive, and RCM	Yes	2
	10623106	Introduction to AutoCAD	Yes	1
	10623114	Intro to Inventor	Yes	1
Term 8 Credits	Course Number	Course Name	CPL	Credits
	10462102	Bearings and Lubrication	No	2
	10605105	Electrical Circuits I	Yes	3
	10801195 or 10801136	Written Communication or English Composition 1	Yes	3
Term 6 Credits	Course Number	Course Name	CPL	Credits
	10462133	Electric Controls for Industrial Automation	No	3
	10809103	Think Critically and Creatively	Yes	3
Term 10 Credits	Course Number	Course Name	CPL	Credits
	10462106	Mechanical Power Transmission	No	3
	10462131	Industrial Electric Power Applications	No	2
	10605117	Automation 1 - Beginning PLC	Yes	3
	31442320	Welding Foundations 1	Yes	1
	31442321	Welding Foundations 2	No	1
Term 8 Credits	Course Number	Course Name	CPL	Credits
	10457119	Fabrication Fundamentals 1	No	1
	10457120	Fabrication Fundamentals 2	No	1
	10809166	Introduction to Ethics: Theory & Application	Yes	3
	10801198 or 10801196	Speech or Oral/Interpersonal Communication	Yes	3
Term 6 Credits	Course Number	Course Name	CPL	Credits
	10462104	Fluid Process Systems	No	3
	10809198 or 10809188	Introduction to Psychology or Developmental Psychology	Yes	3
Term 8 Credits	Course Number	Course Name	CPL	Credits
	10462120	Industrial Hydraulics & Pneumatics	No	3
	10462134	Industrial Mechanical Capstone	No	2
	10605119	Automation 2 - Advanced PLC	No	3

Automation 1 - Beginning PLC

10605117

3 credits

An overview of programmable logic controllers (PLCs) that provides a foundation of knowledge of the programming techniques, operation, and maintenance of PLCs used in typical industrial automation.

Automation 2 - Advanced PLC

10605118

3 credits

A lab intensive course covering advanced PLC topics and programming techniques, analog I/O, VFDs, basic HMI interfaces, industrial robotics and troubleshooting.

Prerequisite: Automation 1 - Beginning PLC 10605117 or consent of instructor

Bearings and Lubrication

10462102

2 credits

Students are presented with information pertaining to the basic functions of bearing surfaces, bearing inspections, analysis of bearing failures and the importance of preventative maintenance.

College Mathematics

10804107

3 credits

This course is designed to review and develop fundamental concepts of mathematics in the areas of algebra, geometry, trigonometry, measurement and data. Algebra topics emphasize simplifying algebraic expressions, solving linear equations and inequalities with one variable, solving proportions and percent applications. Geometry and trigonometry topics include; finding areas and volumes of geometric figures, applying similar and congruent triangles, applying Pythagorean Theorem, and solving right triangles using trigonometric ratios. Measurement topics emphasize the application of measurement concepts and conversion techniques within and between U.S. customary and metric system to solve problems. Data topics emphasize data organization and summarization skills, including: frequency distributions, central tendency, relative position and measures of dispersion. Special emphasis is placed on problem solving, critical thinking and logical reasoning, making connections, and using calculators.

Prerequisite: High School GPA of 2.6 and MMM_1 or Accuplacer Arithmetic of 250 and QAS 234 or ACT Math score of 17 or Pre-Algebra 10834109 with a "C" or better

Developmental Psychology

10809188

3 credits

Studies human development throughout the lifespan and explores developmental theory and research with an emphasis on the interactive nature of the biological, cognitive, and psychosocial changes that affect the individual from conception to death. Application activities and critical thinking skills enable students to gain an increased knowledge and understanding of themselves and others.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English

Electric Controls for Industrial Automation

10462133

3 credits

Introduces the fundamentals of industrial motor controls, relay logic, ladder diagrams, industrial automation, and integrated manufacturing systems. The purpose of the course is to familiarize students with the terminology, capabilities, applications, and limitations of automated industrial controls through classroom and lab activities.

Prerequisite: Electrical Circuits 1 10605105

Electrical Circuits I

10605105

3 credits

The study of Ohm's Law and its application to D.C. circuits. Major topics include: Ohm's Law, series circuits, parallel circuits, combination circuits, Kirchhoff's Laws, and power relationships.

Corequisite: Intermediate Algebra with Applications 10804118 or College Mathematics 10804107

English Composition 1

10801136

3 credits

Learners develop and apply skills in all aspects of the writing process. Through a variety of learning activities and written documents, learners employ rhetorical strategies, plan, organize and revise content, apply critical reading strategies, locate and evaluate information, integrate and document sources, and apply standardized English language conventions.

Prerequisite: High School GPA of 2.6 and MMW or Accuplacer Writing of 262 or Accuplacer Reading 253 or ACT English score of 20 or ACT Reading 21 or completion of College Reading and Writing 1 10831104 with a "C" or better

Fabrication Fundamentals 1

10457119

1 credit

An introduction to structural shapes and sheet metal fabrication. Presents fabrication techniques, metal selection, and layout, cutting, bending, drilling, threading, and joining using manual equipment and techniques. Information is presented to the student and followed up with lab activities to provide a hands-on experience. Emphasizes developing an understanding of the tools, techniques, safe work habits, and application of sheet metal fabrication skills.

Fabrication Fundamentals 2

10457120

1 credit

An introduction to plate steel and heavy fabrication. Presents fabrication techniques using heavy fabrication equipment. CNC Cutting, Plate and Tube bending, Sawing and Shearing equipment will be presented and followed up with lab activities to provide a hands-on experience. Emphasizes developing an understanding of the equipment, techniques, safe work habits, and application of heavy metal fabrication skills.

Fluid Process Systems**10462104****3 credits**

Provides a “hands-on” approach to the study of fluid handling systems. A wide variety of system components, including pumps, piping, seals and packing, flow control devices, flow measuring devices, and pressure vessels, are studied. System design considerations for fluid media temperature, pressure, specific gravity, viscosity, solids concentrations, and volume requirements are analyzed. An introduction to refrigeration and air conditioning provides the student with a basic understanding of these systems.

GPS for Student Success**10890102****1 credit**

Integrate necessary skills for student success by developing an academic plan, identifying interpersonal attributes for success, adopting efficient and effective learning strategies, and utilizing Mid-State resources, policies, and processes. This course is recommended to be completed prior to obtaining 12 credits and is a graduation requirement unless you receive an exemption from your program advisor.

Industrial Electric Power Applications**10462131****2 credits**

Introduces concepts and applications of typical 3-phase power systems used in industry with focus on selection of overload devices, fuse sizing, wire selection, electrical motor theory and applications, and introduction to variable frequency drives through lecture and lab activities.

Prerequisite: Electric Controls for Industrial Automation 10462133

Industrial Hydraulics & Pneumatics**10462120****3 credits**

Studies basic principles of hydraulics and pneumatics. Covers the advantages, disadvantages, and inherent problems with these systems. Includes the principles of operation and the constructional features of pumps, motors, valves, seals, packing, and conductors as well as the physical properties of liquids. Students learn to identify various parts of a circuit and analyze them for their use.

Corequisite: Intermediate Algebra with Applications 10804118

Industrial Mechanical Capstone**10462134****2 credits**

This course is designed for students near the end of their program to practice using industry-standard processes, documentation practices, and structures through approved projects.

Industrial Safety**10462107****2 credits**

Provides an overview of safety, health, and environmental issues as they relate to industry. Various types of hazards and the controls and equipment used to reduce risks from hazards are discussed. Focuses on understanding the Occupational Safety and Health Administration (OSHA) and its function as well as other regulatory and enforcement agencies associated with industrial safety, health, and the environment.

Intermediate Algebra with Applications**10804118****4 credits**

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

Prerequisite: High School GPA of 2.6 and MMM_1 or Accuplacer Arithmetic of 263 and QAS 234 or ACT Math score of 19 or QAS of 245 or Pre-Algebra 10834109 with a “C” or better.

Intro to Inventor**10623114****1 credit**

Learners will create 3D models in Inventor using a variety of feature and modify tools, analyze the volume of the models, and apply a material to determine weight of the finished product. Learners will generate 2D representations of the 3D model in appropriate views, and add dimensions and annotations before formatting drawings to print out. Prior experience with computers is recommended.

Introduction to AutoCAD**10623106****1 credit**

Learners will develop practical approaches to constructing basic 2D drawings in AutoCAD software by drawing, modifying, and assigning appropriate layer properties. Learners will also analyze length and area of shapes drawn in AutoCAD, summarize details through dimensions and annotations added to the drawings, and format the drawings for printing. Prior experience with computers is recommended.

Introduction to Ethics: Theory & Application**10809166****3 credits**

Provides a basic understanding of the theoretical foundations of ethical thought. Diverse ethical perspectives are used to analyze and compare relevant issues. Students critically evaluate individual, social, and/or professional standards of behavior, and apply a systemic decision-making process to these situations.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English

Introduction to Psychology**10809198****3 credits**

This science of psychology course is a survey of multiple aspects of behavior and mental processes. It provides an overview of topics such as research methods, theoretical perspectives, learning, cognition, memory, motivation, emotions, personality, abnormal psychology, physiological factors, social influences, and development.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English

Machine Shop Fundamentals**10462132****3 credits**

Students participating in this class will be introduced to common machine tools and their functions. Classroom activities and hands-on lab exercises will be used to introduce participants to some of the most common applications in machining. Lab activities will introduce students to shop safety and identification of machine tools. Students will also gain understanding of the basic processes performed with different machine tools and basic machine set up and operations.

Material Handling**10462110****2 credits**

Introduces the concepts and equipment that transport solid materials in the industrial production process. Various types of equipment, including rigging, cranes, mechanical conveyors, pneumatic conveyors, elevators, and lift trucks, are discussed. Practical applications and use guidelines are presented to promote the safe and efficient use of this type of material handling equipment.

Prerequisite: Student must be 18 years old at start of course.

Mechanical Power Transmission**10462106****3 credits**

A study of the systems and components that transmit power from the prime mover through the system. Gear trains, linkages, clutches, couplings, and flexible drives are evaluated mathematically in lab situations.

Oral/Interpersonal Communication**10801196****3 credits**

Focuses on developing effective listening techniques and verbal and nonverbal communication skills through oral presentation, group activity, and other projects. The study of self, conflict, and cultural contexts will be explored, as well as their impact on communication.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English or College Reading and Writing with a C or better

Preventive, Predictive, and RCM**10462122****2 credits**

Preventive, Predictive, and RCM (Reliability Centered Maintenance) is an exploration of the various maintenance systems and approaches used to maintain manufacturing and industrial facilities. Through various hands-on labs and class demonstrations, learners will explore Computerized Maintenance Management Systems (CMMS) as well as the techniques and tools associated with vibration analysis, thermography, precision alignment, and ultrasound.

Speech**10801198****3 credits**

Explores the fundamentals of effective oral presentation to small and large groups. Topic selection, audience analysis, methods of organization, research, structuring evidence and support, delivery techniques, and other essential elements of speaking successfully, including the listening process, form the basis of this course. Includes informative, persuasive, and occasion speech presentations.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 253 and Writing of 262 or ACT of 21 Reading/19 English or completion of College Reading and Writing 1 10831104 with a "C" or better

Think Critically & Creatively**10809103****3 credits**

Provides instruction about critical and creative thinking that is in high demand in all occupations. Models, theories, and processes provide the foundation for learning logical thinking strategies. Students will apply a systematic approach to problem solving by analyzing the problem, assessing possible solutions, and making effective decisions. In addition, students will generate ideas and analyze complex issues. This course assists students with developing a critical thinking mindset which is essential at every level of personal and professional life.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English

Welding Foundations 1**31442320****1 credit**

An introduction to fundamental welding techniques with an emphasis on safe work habits that covers the processes of FCAW, GMAW, and OXY-Fuel cutting. Classroom instruction paired with lab activities are designed to provide fundamental skills in each of the welding processes covered in the class.

Welding Foundations 2**31442321****1 credit**

An introduction to fundamental welding techniques with an emphasis on safe work habits that covers the processes of GTAW, SMAW and Plasma cutting. Classroom instruction paired with lab activities are designed to provide fundamental skills in each of the welding processes covered in the class.

Written Communication**10801195****3 credits**

Develops writing skills which include prewriting, drafting, revising, and editing. A variety of writing assignments are 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: High School GPA of 2.6 and MMW or Accuplacer Writing of 262 or ACT English score of 20 or completion of College Reading and Writing 1 10831104 with a "C" or better

IT CYBERSECURITY SPECIALIST

Associate in Applied Science (AAS)

Program Code: 10-151-2

Total Credits: 61

Graduates of this program understand the security measures needed to safeguard an organization's electronic files and computer networking infrastructure. Students will be involved in planning, implementing, and monitoring information technology security systems. Through hands-on projects, you will learn ethical hacking techniques in order to fully understand network vulnerabilities. You will also learn effective ways to implement intrusion detection systems to mitigate security risks. Includes demonstration of the use of computer forensics to help track down and stop potential information security breaches.

To learn more about this program, visit mstc.edu/programs.

ACADEMIC ADVISOR

To schedule an appointment with an academic advisor, call 715-422-5300. Academic advisors will travel to other campuses as necessary to accommodate student needs. For more information about advising, visit mstc.edu/advising.

NEW STUDENT CHECKLIST

Complete the following steps to prepare for your New Student Advising appointment with your academic advisor:

- Submit a Mid-State application at mstc.edu/apply.
- Send official transcripts to:
Mid-State Technical College
Student Services
500 32nd Street North
Wisconsin Rapids, WI 54494
- Complete the Free Application for Federal Student Aid (FAFSA) at fafsa.gov. Mid-State's Financial Aid team is available to assist with your FAFSA application and to answer your financial aid questions. Contact Financial Aid or schedule an appointment at mstc.edu/financial-aid.
- Set up student MyCampus account at mstc.edu/mycampus-assistance.
- Schedule a New Student Advising appointment at mstc.edu/advising.

mstc.edu • 888-575-6782 • TTY: 711



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Mid-State does not discriminate on the basis of race, color, national origin, sex, disability, or age in its program, activity, or employment. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Vice President - Human Resources; 500 32nd Street North, Wisconsin Rapids, WI 54494; 715-422-5325 • AAEO@mstc.edu. 3/2026-AC

CAREER PATHWAY



Career pathways help you build your education step by step. Each stage offers one or more credentials that are recognized by employers and lead to real jobs—and you can keep building toward your career goals as you go.

Begin at any point.

Prior Learning

Credit for Prior Learning

- Certifications and Licenses
- Military Experience
- National/Standardized Exams
- Transfer Credit
- Work and Life Experience

Learn about Credit for Prior Learning at mstc.edu/cpl.

High School Credit

- High School Dual Credit
- Mid-State Fast Track

Learn about High School Credit at mstc.edu/dc.

Certificate

- Communication Essentials (9 Credits)

Technical Diploma

- IT User Support Technician (25 Credits)
Start Your Career: IT Customer Support Technician, IT Field Technician, IT Operations Support Technician, System Support Technician, Technical Support Analyst

Associate Degree

- IT Cybersecurity Specialist (61 Credits)
Start Your Career: Information Security Specialist, Junior Penetration Tester, Security Engineer, Security Operations Center (SOC) Analyst, Systems Administrator

Bachelor's Degree

For those interested in continuing their education, Mid-State offers transfer guides with various four-year colleges and universities. For more information, visit mstc.edu/transfer.

Other Options

Related Programs: IT Network Specialist, IT Software Developer

OUTCOMES

Employers will expect you, as an IT Cybersecurity Specialist graduate, to be able to:

- Identify security strategies.
- Implement secure infrastructures.
- Conduct security testing.
- Analyze security data.
- Mitigate risk.
- Develop security documentation.

TECHNICAL SKILLS ATTAINMENT

The Wisconsin Technical College System (WTCS) has implemented a requirement that all technical colleges measure outcomes attained by students. This requirement is called Technical Skills Attainment (TSA). The main objective of TSA is to ensure graduates have the technical skills needed by employers. Faculty will let students know when and how the TSA is being assessed in the program.

STUDENT HANDBOOK

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

GRADUATION REQUIREMENT

The GPS for Student Success course is required for all Mid-State program students and is recommended to be completed before obtaining 12 credits. Some students are exempt from this requirement. Please see your academic advisor for more information.

ADDITIONAL COURSES AS NEEDED

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

College Reading and Writing 1

10831104

3 credits

Provides learners with opportunities to develop and expand reading and writing skills to prepare for college-level academic work. Students will employ critical reading strategies to improve comprehension, analysis, and retention of texts. Students will apply the writing process to produce well-developed, coherent, and unified written work.

Pre-Algebra

10834109

3 credits

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

MULTIPLE MEASURES

Students can place into courses using high school GPA and completed classes. Placement can be determined in the following ways:

- **Multiple Measures Writing (MMW)**
High school GPA of 2.6 & successful completion of 2.0 credits of high school writing courses with a "C" or better
- **Multiple Measures Reading (MMR)**
High school GPA of 2.6 & successful completion of 2.0 credits of high school literature courses with a "C" or better
- **Multiple Measures Math 1 (MMM_1)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school math (Algebra 1 or equivalent) with a "C" or better
- **Multiple Measures Math 2 (MMM_2)**
High school GPA of 2.6 & successful completion of 2.0 credits of high school math including Algebra 1 and Algebra 2 with a "C" or better
- **Multiple Measures Science 1 (MMS_1)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school lab science course with a "C" or better
- **Multiple Measures Science 2 (MMS_2)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school chemistry with a "C" or better

Past high school and college transcripts are used in making course placement decisions.

SAMPLE FULL-TIME CURRICULUM OPTION

IT Cybersecurity Specialist • 61 Total Credits

Term 16 Credits	Course Number	Course Name	CPL	Credits
	10150110	Networking I	Yes	3
	10151105	Linux	No	3
	10154102	IT Essentials	Yes	3
	10801198 or 10801196	Speech or Oral/Interpersonal Communication	Yes	3
	10801196	Quantitative Reasoning	Yes	3
Term 15 Credits	10890102	GPS for Student Success	Yes	1
	Course Number	Course Name	CPL	Credits
	10150111	Networking II	Yes	3
	10150120	Server Administration-Beginning	No	3
	10150165	Network Server Scripting	No	3
	10151110	Information Security 1	Yes	3
Term 15 Credits	10152101	Intro to Programming	Yes	3
	Course Number	Course Name	CPL	Credits
	10150112	Networking III	Yes	3
	10151111	Information Security 2	No	3
	10151160	Ethical Hacking	No	3
	10809103	Think Critically & Creatively	Yes	3
Term 15 Credits	10809198	Introduction to Psychology	Yes	3
	Course Number	Course Name	CPL	Credits
	10151112	Information Security 3	No	3
	10151161	IT Security Capstone	No	3
	10151162	Secure Software Applications	No	3
	10801195 or 10801136	Written Communication or English Composition 1	Yes	3
Term 15 Credits	10809166	Introduction to Ethics: Theory & Application	Yes	3

Please Note

- Credit for Prior Learning (CPL) options are available for some courses. You can visit mstc.edu/cpl or contact your academic advisor for details.
- This curriculum sequence is only for student planning. Actual student schedules will vary depending on course availability.
- Program completion time may vary based on student scheduling and course availability. For details, go to mstc.edu/schedule.
- Get the latest updates online at mstc.edu.

SAMPLE PART-TIME CURRICULUM OPTION
IT Cybersecurity Specialist • 61 Total Credits

Term 10 Credits	Course Number	Course Name	CPL	Credits
	10150110	Networking I	Yes	3
	10154102	IT Essentials	Yes	3
	10804135	Quantitative Reasoning	Yes	3
Term 9 Credits	10890102	GPS for Student Success	Yes	1
	Course Number	Course Name	CPL	Credits
	10150111	Networking II	Yes	3
	10151110	Information Security 1	Yes	3
Term 6 Credits	10152101	Intro to Programming	Yes	3
	Course Number	Course Name	CPL	Credits
	10151105	Linux	No	3
	10801198 or 10801196	Speech or Oral/Interpersonal Communication	Yes	3
Term 6 Credits	Course Number	Course Name	CPL	Credits
	10150120	Server Administration-Beginning	No	3
	10150165	Network Server Scripting	No	3
	Course Number	Course Name	CPL	Credits
Term 9 Credits	10150112	Networking III	Yes	3
	10151111	Information Security 2	No	3
	10809103	Think Critically & Creatively	Yes	3
	Course Number	Course Name	CPL	Credits
Term 6 Credits	10151162	Secure Software Applications	No	3
	10809166	Introduction to Ethics: Theory & Application	Yes	3
	10809198	Introduction to Psychology	Yes	3
	Course Number	Course Name	CPL	Credits
Term 6 Credits	10151160	Ethical Hacking	No	3
	10801195 or 10801136	Written Communication or English Composition 1	Yes	3
	Course Number	Course Name	CPL	Credits
	10151112	Information Security 3	No	3
Term 6 Credits	10151161	IT Security Capstone	No	3
	Course Number	Course Name	CPL	Credits

English Composition 1**10801136****3 credits**

Learners develop and apply skills in all aspects of the writing process. Through a variety of learning activities and written documents, learners employ rhetorical strategies, plan, organize and revise content, apply critical reading strategies, locate and evaluate information, integrate and document sources, and apply standardized English language conventions.

Prerequisite: High School GPA of 2.6 and MMW or Accuplacer Writing of 262 or Accuplacer Reading 253 or ACT English score of 20 or ACT Reading 21 or completion of College Reading and Writing 1 10831104 with a "C" or better

Ethical Hacking**10151160****3 credits**

Introduces the techniques hackers use to discover vulnerabilities. Students will learn ways to tighten the network security to protect the exposed data from the discovered vulnerabilities. Focus is on penetration-testing tools and techniques that security testers and ethical hackers use to protect computer networks.

Prerequisite: Information Security 1 10151110

GPS for Student Success**10890102****1 credit**

Integrate necessary skills for student success by developing an academic plan, identifying interpersonal attributes for success, adopting efficient and effective learning strategies, and utilizing Mid-State resources, policies, and processes. This course is recommended to be completed prior to obtaining 12 credits and is a graduation requirement unless you receive an exemption from your program advisor.

Information Security 1**10151110****3 credits**

Introduces students to the fundamentals of information security. Topics include security terms and concepts, risk assessment, cryptography, monitoring and auditing, attacks and techniques, and the legal and ethical issues associated with information security. This course aligns with the CompTIA Security+ certificate. Students can take this certification exam after completing this course.

Corequisite: Networking I 10150110, Linux 10151105

Information Security 2**10151111****3 credits**

Introduces students to network security design, various types of network firewalls, and the basics of VPN configuration. A solid understanding of LAN/WAN fundamentals is required for this course.

Prerequisite: Information Security 1 10151110; *Corequisite:* Networking III 10150112

Information Security 3**10151112****3 credits**

This course explores security incidents and intrusions, including identifying and categorizing incidents. Students will be responding to incidents, and analyzing logs and network traffic. Additionally, students will be utilizing various tools and creating an incident response team.

Prerequisite: Information Security 2 10151111

Introduction to Ethics: Theory & Application**10809166****3 credits**

Provides a basic understanding of the theoretical foundations of ethical thought. Diverse ethical perspectives are used to analyze and compare relevant issues. Students critically evaluate individual, social, and/or professional standards of behavior, and apply a systemic decision-making process to these situations.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English

Intro to Programming**10152101****3 credits**

Applies the basic concepts of computer programming having learners build Python applications, with an emphasis on problem solving, structured programming, debugging, and testing. Additional topics include: online software development resources, programming and documentation standards, variable lifetime/scope, data types, control structures (conditions and iterations) working within Microsoft Windows, and mathematical calculations.

Introduction to Psychology**10809198****3 credits**

This science of psychology course is a survey of multiple aspects of behavior and mental processes. It provides an overview of topics such as research methods, theoretical perspectives, learning, cognition, memory, motivation, emotions, personality, abnormal psychology, physiological factors, social influences, and development.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English

IT Essentials**10154102****3 credits**

An introductory course covering essential IT support and computer hardware skills. Students will learn to build, configure, secure, network, and troubleshoot PCs, along with an introduction to operating systems, basic networking concepts and configuration used in end devices, basic server functions, mobile devices, and printers—preparing them for entry-level IT roles.

IT Security Capstone

10151161

3 credits

In this capstone course students complete a project that incorporates skills gained from previous terms. Students demonstrate those skills by creating a project proposal, presenting a technical design, and/or implementing a project based on specifications provided by the instructor.

Prerequisite: Information Security 2 10151111, Ethical Hacking 10151160; Corequisite: Information Security 3 10151112

Linux

10151105

3 credits

Covers introductory Linux topics, including operating system basics, system installation, file system management, file system administration, and basic commands. This course aligns with the CompTIA Linux+ certificate. Students can take this certification exam after completing this course.

Network Server Scripting

10150165

3 credits

Provides best practices and techniques in Linux and Windows shell and command line scripting using PowerShell and BASH.

Prerequisite: IT Essentials 10154102; Corequisite: Server Administration-Beginning 10150120 and Intro to Programming 10152101

Networking I

10150110

3 credits

Introduces the architecture, structure, functions, components, and models of the Internet and other computer networks. The principles and structure of IP addressing and the fundamentals of Ethernet concepts, media, and operations are introduced to provide a foundation for the curriculum. By the end of the course, participants will be able to build simple LANs, perform basic configurations for routers and switches, and implement IP addressing schemes. This course is the first of three courses that align with CCNA certification. Covers the objectives of the first CCNA exam.

Networking II

10150111

3 credits

Describes the architecture, components, and operations of routers and switches in a small network. It focuses on small-to-medium business networks and includes wireless local area networks (WLANs) and security concepts. Students learn key switching and routing concepts. They can perform basic network configuration and troubleshooting, identify and mitigate LAN security threats, and configure and secure a basic WLAN. This course is the second of three courses that align with CCNA certification. Covers the objectives of the first CCNA exam but is not designed or intended to be a "test prep" course.

Prerequisites: Networking I 10150110

Networking III

10150112

3 credits

This course covers wide area network (WAN) technologies and quality of service (QoS) mechanisms used for secure remote access. Students are introduced to network management tools and learn key concepts of software-defined networking, including controller-based architectures and how application programming interfaces (APIs) enable network automation. This course is the final course that aligns with the CCNA certification. The course covers the objectives of the second CCNA exam but is not designed or intended to be a "test prep" course.

Prerequisite: Networking II 10150111

Oral/Interpersonal Communication

10801196

3 credits

Focuses on developing effective listening techniques and verbal and nonverbal communication skills through oral presentation, group activity, and other projects. The study of self, conflict, and cultural contexts will be explored, as well as their impact on communication.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English or College Reading and Writing with a C or better

Quantitative Reasoning

10804135

3 credits

This course is intended to develop analytic reasoning and the ability to solve quantitative problems. Topics to be covered may include construction and interpretation of graphs; descriptive statistics; geometry and spatial visualizations; math of finance; functions and modeling; probability; and logic. Appropriate use of units and dimensions, estimates, mathematical notation, and available technology will be emphasized throughout the course.

Prerequisite: High School GPA of 2.6 and MMM_1 or Accuplacer QAS 241 or ACT Math score of 19 or Pre-Algebra 10834109 or College Math 10804107 with a "C" or better

Secure Software Applications

10151162

3 credits

The Secure Software Applications course teaches students about the most common attacks against applications and how to defend against those attacks through secure coding practices and good security hygiene. The class focuses on the OWASP top 10, certificates, code scanning, SDL Security automation and more.

Prerequisite: Intro to Programming 10152101

Server Administration-Beginning

10150120

3 credits

Develops skill in the design, installation, administration, and management of computer networks. Topics include network design; installation and configuration of a commonly used network operating system; service packs and updated drivers; user accounts, groups, profiles, and policies; file system security; printer management; and application software installation, backup, and recovery.

Prerequisite: IT Essentials 10154102; Corequisite: Linux 10151105

Speech
10801198
3 credits

Explores the fundamentals of effective oral presentation to small and large groups. Topic selection, audience analysis, methods of organization, research, structuring evidence and support, delivery techniques, and other essential elements of speaking successfully, including the listening process, form the basis of this course. Includes informative, persuasive, and occasion speech presentations.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 253 and Writing of 262 or ACT of 21 Reading/19 English or completion of College Reading and Writing 1 10831104 with a "C" or better

Think Critically & Creatively
10809103
3 credits

Provides instruction about critical and creative thinking that is in high demand in all occupations. Models, theories, and processes provide the foundation for learning logical thinking strategies. Students will apply a systematic approach to problem solving by analyzing the problem, assessing possible solutions, and making effective decisions. In addition, students will generate ideas and analyze complex issues. This course assists students with developing a critical thinking mindset which is essential at every level of personal and professional life.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English

Written Communication
10801195
3 credits

Develops writing skills which include prewriting, drafting, revising, and editing. A variety of writing assignments are 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: High School GPA of 2.6 and MMW or Accuplacer Writing of 262 or ACT English score of 20 or completion of College Reading and Writing 1 10831104 with a "C" or better

IT NETWORK SPECIALIST

Associate in Applied Science (AAS)

Program Code: 10-150-2

Total Credits: 61

The IT Network Specialist program at Mid-State prepares students to administer and support personal computer and network environments. Graduates are able to install, troubleshoot, analyze, and repair networks, as well as maximize network efficiency and security. In this program you will develop skills in the design, installation, administration, and management of computer networks, including wide area networks (WAN) and virtualization technologies. You'll also apply concepts in hands-on projects through project proposals, presenting technical designs, project implementation, and more.

To learn more about this program, visit mstc.edu/programs.

ACADEMIC ADVISOR

To schedule an appointment with an academic advisor, call 715-422-5300. Academic advisors will travel to other campuses as necessary to accommodate student needs. For more information about advising, visit mstc.edu/advising.

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- Schedule a New Student Advising appointment at mstc.edu/advising.

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CAREER PATHWAY



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- Certifications and Licenses
- Military Experience
- National/Standardized Exams
- Transfer Credit
- Work and Life Experience

Learn about Credit for Prior Learning at mstc.edu/cpl.

High School Credit

- High School Dual Credit
- Mid-State Fast Track

Learn about High School Credit at mstc.edu/dc.

Certificate

- Communication Essentials (9 Credits)

Technical Diploma

- IT User Support Technician (25 Credits)
Start Your Career: IT Customer Support Technician, IT Field Technician, IT Operations Support Technician, System Support Technician, Technical Support Analyst

Associate Degree

- IT Network Specialist (61 Credits)
Start Your Career: Field Services Technician, Network Operations Technician, Network Support Specialist/Administrator, Network Support Technician, System/Server Administrator

Bachelor's Degree

For those interested in continuing their education, Mid-State offers transfer guides with various four-year colleges and universities. For more information, visit mstc.edu/transfer.

Other Options

Related Programs: IT Cybersecurity Specialist, IT Software Developer

OUTCOMES

Employers will expect you, as an IT Network Specialist graduate, to be able to:

- Implement computer networks.
- Implement client systems.
- Implement server operating systems.
- Implement network security components.
- Develop technical documentation.
- Troubleshoot network systems.

TECHNICAL SKILLS ATTAINMENT

The Wisconsin Technical College System (WTCS) has implemented a requirement that all technical colleges measure outcomes attained by students. This requirement is called Technical Skills Attainment (TSA). The main objective of TSA is to ensure graduates have the technical skills needed by employers. Faculty will let students know when and how the TSA is being assessed in the program.

STUDENT HANDBOOK

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GRADUATION REQUIREMENT

The GPS for Student Success course is required for all Mid-State program students and is recommended to be completed before obtaining 12 credits. Some students are exempt from this requirement. Please see your academic advisor for more information.

ADDITIONAL COURSES AS NEEDED

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

College Reading and Writing 1

10831104

3 credits

Provides learners with opportunities to develop and expand reading and writing skills to prepare for college-level academic work. Students will employ critical reading strategies to improve comprehension, analysis, and retention of texts. Students will apply the writing process to produce well-developed, coherent, and unified written work.

Pre-Algebra

10834109

3 credits

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

MULTIPLE MEASURES

Students can place into courses using high school GPA and completed classes. Placement can be determined in the following ways:

• Multiple Measures Writing (MMW)

High school GPA of 2.6 & successful completion of 2.0 credits of high school writing courses with a "C" or better

• Multiple Measures Reading (MMR)

High school GPA of 2.6 & successful completion of 2.0 credits of high school literature courses with a "C" or better

• Multiple Measures Math 1 (MMM_1)

High school GPA of 2.6 & successful completion of 1.0 credit of high school math (Algebra 1 or equivalent) with a "C" or better

• Multiple Measures Math 2 (MMM_2)

High school GPA of 2.6 & successful completion of 2.0 credits of high school math including Algebra 1 and Algebra 2 with a "C" or better

• Multiple Measures Science 1 (MMS_1)

High school GPA of 2.6 & successful completion of 1.0 credit of high school lab science course with a "C" or better

• Multiple Measures Science 2 (MMS_2)

High school GPA of 2.6 & successful completion of 1.0 credit of high school chemistry with a "C" or better

Past high school and college transcripts are used in making course placement decisions.

SAMPLE FULL-TIME CURRICULUM OPTION

IT Network Specialist • 61 Total Credits

Term 16 Credits	Course Number	Course Name	CPL	Credits
	10150110	Networking I	Yes	3
	10151105	Linux	No	3
	10154102	IT Essentials	Yes	3
	10801198 or 10801196	Speech or Oral/Interpersonal Communication	Yes	3
	10804135	Quantitative Reasoning	Yes	3
	10890102	GPS for Student Success	Yes	1
Term 15 Credits	Course Number	Course Name	CPL	Credits
	10150111	Networking II	Yes	3
	10150120	Server Administration-Beginning	No	3
	10150165	Network Server Scripting	No	3
	10151110	Information Security 1	Yes	3
	10152101	Intro to Programming	Yes	3
Term 15 Credits	Course Number	Course Name	CPL	Credits
	10150112	Networking III	Yes	3
	10150121	Server Administration-Intermediate	No	3
	10150130	Virtualization	No	3
	10809103	Think Critically & Creatively	Yes	3
	10809198	Introduction to Psychology	Yes	3
Term 15 Credits	Course Number	Course Name	CPL	Credits
	10150142 or 10106106	Information Technology Internship or Quality Customer Service	No or Yes	3
	10150113	Networking IV	No	3
	10150161	Advanced Networking Projects	No	3
	10801195 or 10801136	Written Communication or English Composition 1	Yes	3
	10809166	Introduction to Ethics: Theory & Application	Yes	3

Please Note

- Credit for Prior Learning (CPL) options are available for some courses. You can visit mstc.edu/cpl or contact your academic advisor for details.
- This curriculum sequence is only for student planning. Actual student schedules will vary depending on course availability.
- Program completion time may vary based on student scheduling and course availability. For details, go to mstc.edu/schedule.
- Get the latest updates online at mstc.edu.

SAMPLE PART-TIME CURRICULUM OPTION

IT Network Specialist • 61 Total Credits

Term 10 Credits	Course Number	Course Name	CPL	Credits
	10150110	Networking I	Yes	3
	10154102	IT Essentials	Yes	3
	10152101	Intro to Programming	Yes	3
	10890102	GPS for Student Success	Yes	1
Term 9 Credits	Course Number	Course Name	CPL	Credits
	10150111	Networking II	Yes	3
	10151110	Information Security 1	Yes	3
	10804135	Quantitative Reasoning	Yes	3
Term 6 Credits	Course Number	Course Name	CPL	Credits
	10151105	Linux	No	3
	10801198 or 10801196	Speech or Oral/Interpersonal Communication	Yes	3
Term 6 Credits	Course Number	Course Name	CPL	Credits
	10150120	Server Administration-Beginning	No	3
	10150165	Network Server Scripting	No	3
Term 9 Credits	Course Number	Course Name	CPL	Credits
	10150112	Networking III	Yes	3
	10150121	Server Administration-Intermediate	No	3
	10809103	Think Critically & Creatively	Yes	3
Term 9 Credits	Course Number	Course Name	CPL	Credits
	10150142 or 10106106	Information Technology Internship or Quality Customer Service	No or Yes	3
	10801195 or 10801136	Written Communication or English Composition 1	Yes	3
	10809166	Introduction to Ethics: Theory & Application	Yes	3
Term 6 Credits	Course Number	Course Name	CPL	Credits
	10150130	Virtualization	No	3
	10809198	Introduction to Psychology	Yes	3
Term 6 Credits	Course Number	Course Name	CPL	Credits
	10150113	Networking IV	No	3
	10150161	Advanced Networking Projects	No	3

Advanced Networking Projects**10150161****3 credits**

In this capstone course students complete projects that incorporate networking skills gained from previous terms. Students demonstrate those skills by creating a project proposal, presenting a technical design, and/or implementing a project based on specifications provided by the instructor.

Prerequisites: Networking III 10150112 and Virtualization 10150130

English Composition 1**10801136****3 credits**

Learners develop and apply skills in all aspects of the writing process. Through a variety of learning activities and written documents, learners employ rhetorical strategies, plan, organize and revise content, apply critical reading strategies, locate and evaluate information, integrate and document sources, and apply standardized English language conventions.

Prerequisite: High School GPA of 2.6 and MMW or Accuplacer Writing of 262 or Accuplacer Reading 253 or ACT English score of 20 or ACT Reading 21 or completion of College Reading and Writing 1 10831104 with a "C" or better

GPS for Student Success**10890102****1 credit**

Integrate necessary skills for student success by developing an academic plan, identifying interpersonal attributes for success, adopting efficient and effective learning strategies, and utilizing Mid-State resources, policies, and processes. This course is recommended to be completed prior to obtaining 12 credits and is a graduation requirement unless you receive an exemption from your program advisor.

Information Security 1**10151110****3 credits**

Introduces students to the fundamentals of information security. Topics include security terms and concepts, risk assessment, cryptography, monitoring and auditing, attacks and techniques, and the legal and ethical issues associated with information security. This course aligns with the CompTIA Security+ certificate. Students can take this certification exam after completing this course.

Corequisite: Networking I 10150110, Linux 10151105

Information Technology Internship**10150142****3 credits**

Integrates networking skill developed in classroom study with specific occupational experiences at local employment sites. Develops work behavior appropriate to the computer information systems environment. Students are responsible for securing placement at their own internship site prior to registering for this course.

Introduction to Ethics: Theory & Application**10809166****3 credits**

Provides a basic understanding of the theoretical foundations of ethical thought. Diverse ethical perspectives are used to analyze and compare relevant issues. Students critically evaluate individual, social, and/or professional standards of behavior, and apply a systemic decision-making process to these situations.

Prerequisite: High School GPA of 2.6 and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English

Intro to Programming**10152101****3 credits**

Applies the basic concepts of computer programming having learners build Python applications, with an emphasis on problem solving, structured programming, debugging, and testing. Additional topics include: online software development resources, programming and documentation standards, variable lifetime/scope, data types, control structures (conditions and iterations) working within Microsoft Windows, and mathematical calculations.

Introduction to Psychology**10809198****3 credits**

This science of psychology course is a survey of multiple aspects of behavior and mental processes. It provides an overview of topics such as research methods, theoretical perspectives, learning, cognition, memory, motivation, emotions, personality, abnormal psychology, physiological factors, social influences, and development.

Prerequisite: High School GPA of 2.6 and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English

Introductory Statistics**10804189****3 credits**

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

Prerequisite: High School GPA of 2.6 and MMM_2 or Accuplacer QAS 241 or ACT Math score of 19 or Pre-Algebra 10834109 or College Math 10804107 with a "C" or better

IT Essentials**10154102****3 credits**

An introductory course covering essential IT support and computer hardware skills. Students will learn to build, configure, secure, network, and troubleshoot PCs, along with an introduction to operating systems, basic networking concepts and configuration used in end devices, basic server functions, mobile devices, and printers—preparing them for entry-level IT roles.

**Linux
10151105
3 credits**

Covers introductory Linux topics, including operating system basics, system installation, file system management, file system administration, and basic commands. This course aligns with the CompTIA Linux+ certificate. Students can take this certification exam after completing this course.

**Network Server Scripting
10150165
3 credits**

Provides best practices and techniques in Linux and Windows shell and command line scripting using PowerShell and BASH.

Prerequisite: IT Essentials 10154102; Corequisite: Server Administration-Beginning 10150120 and Intro to Programming 10152101

**Networking I
10150110
3 credits**

Introduces the architecture, structure, functions, components, and models of the Internet and other computer networks. The principles and structure of IP addressing and the fundamentals of Ethernet concepts, media, and operations are introduced to provide a foundation for the curriculum. By the end of the course, participants will be able to build simple LANs, perform basic configurations for routers and switches, and implement IP addressing schemes. This course is the first of three courses that align with CCNA certification. Covers the objectives of the first CCNA exam.

**Networking II
10150111
3 credits**

Describes the architecture, components, and operations of routers and switches in a small network. It focuses on small-to-medium business networks and includes wireless local area networks (WLANs) and security concepts. Students learn key switching and routing concepts. They can perform basic network configuration and troubleshooting, identify and mitigate LAN security threats, and configure and secure a basic WLAN. This course is the second of three courses that align with CCNA certification. Covers the objectives of the first CCNA exam but is not designed or intended to be a "test prep" course.

Prerequisites: Networking I 10150110

**Networking III
10150112
3 credits**

This course covers wide area network (WAN) technologies and quality of service (QoS) mechanisms used for secure remote access. Students are introduced to network management tools and learn key concepts of software-defined networking, including controller-based architectures and how application programming interfaces (APIs) enable network automation. This course is the final course that aligns with the CCNA certification. The course covers the objectives of the second CCNA exam but is not designed or intended to be a "test prep" course.

Prerequisite: Networking II 10150111

**Networking IV
10150113
3 credits**

Discusses the new and upcoming technologies and network services required by converged applications in complex networks. Students will learn how to provision and monitor services in the cloud and network based applications.

Prerequisites: Networking III 10150112 and Virtualization 10150130

**Oral/Interpersonal Communication
10801196
3 credits**

Focuses on developing effective listening techniques and verbal and nonverbal communication skills through oral presentation, group activity, and other projects. The study of self, conflict, and cultural contexts will be explored, as well as their impact on communication.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English or College Reading and Writing with a C or better

**Quality Customer Service
10106106
3 credits**

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

**Quantitative Reasoning
10804135
3 credits**

This course is intended to develop analytic reasoning and the ability to solve quantitative problems. Topics to be covered may include construction and interpretation of graphs; descriptive statistics; geometry and spatial visualizations; math of finance; functions and modeling; probability; and logic. Appropriate use of units and dimensions, estimates, mathematical notation, and available technology will be emphasized throughout the course.

Prerequisite: High School GPA of 2.6 and MMM_1 or Accuplacer QAS 241 or ACT Math score of 19 or Pre-Algebra 10834109 or College Math 10804107 with a "C" or better

**Secure Software Applications
10151162
3 credits**

The Secure Software Applications course teaches students about the most common attacks against applications and how to defend against those attacks through secure coding practices and good security hygiene. The class focuses on the OWASP top 10, certificates, code scanning, SDLC Security automation and more.

Prerequisite: Intro to Programming 10152101

**Server Administration-Beginning
10150120
3 credits**

Develops skill in the design, installation, administration, and management of computer networks. Topics include network design; installation and configuration of a commonly used network operating system; service packs and updated drivers; user accounts, groups, profiles, and policies; file system security; printer management; and application software installation, backup, and recovery.

Prerequisite: IT Essentials 10154102; Corequisite: Linux 10151105

Server Administration-Intermediate

10150121

3 credits

This course provides an in-depth introduction to cloud computing, focusing on the principles and best practices for deploying, securing, and managing cloud environments. Students will explore key concepts such as virtualization, cloud infrastructure, security, automation, performance optimization, and disaster recovery. Through a combination of lectures, hands-on labs, and real-world case studies, students will develop the skills needed to evaluate cloud solutions, implement security controls, and ensure business continuity in modern IT environments.

Prerequisite: Server Administration-Beginning 10150120

Speech

10801198

3 credits

Explores the fundamentals of effective oral presentation to small and large groups. Topic selection, audience analysis, methods of organization, research, structuring evidence and support, delivery techniques, and other essential elements of speaking successfully, including the listening process, form the basis of this course. Includes informative, persuasive, and occasion speech presentations.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 253 and Writing of 262 or ACT of 21 Reading/19 English or completion of College Reading and Writing 1 10831104 with a "C" or better

Think Critically & Creatively

10809103

3 credits

Provides instruction about critical and creative thinking that is in high demand in all occupations. Models, theories, and processes provide the foundation for learning logical thinking strategies. Students will apply a systematic approach to problem solving by analyzing the problem, assessing possible solutions, and making effective decisions. In addition, students will generate ideas and analyze complex issues. This course assists students with developing a critical thinking mindset which is essential at every level of personal and professional life.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English

Virtualization

10150130

3 credits

This course introduces students to virtualization concepts and technologies. Students will gain hands-on experience with hypervisors, virtual machine management, resource allocation, storage solutions, virtual networking, and high availability. The course aligns with foundational virtualization certification objectives but is not specifically designed as a test preparation course.

Prerequisites: Server Administration-Beginning 10150120 and Linux 10151105

Written Communication

10801195

3 credits

Develops writing skills which include prewriting, drafting, revising, and editing. A variety of writing assignments are 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: High School GPA of 2.6 and MMW or Accuplacer Writing of 262 or ACT English score of 20 or completion of College Reading and Writing 1 10831104 with a "C" or better

IT SOFTWARE DEVELOPER

Associate in Applied Science (AAS)

Program Code: 10-152-1

Total Credits: 63

Graduates of Mid-State's IT Software Developer program have the skills needed to design, develop, and maintain software and software systems on a wide variety of computing devices and to meet the spectrum of business needs. You'll learn to create software to run on all platforms including network servers, desktop workstations, web pages, and mobile devices. You will use state-of-the-art equipment and work in teams to design, develop, test, and implement small-scale software systems for nonprofit organizations and actual clients.

To learn more about this program, visit mstc.edu/programs.

ACADEMIC ADVISOR

To schedule an appointment with an academic advisor, call 715-422-5300. Academic advisors will travel to other campuses as necessary to accommodate student needs. For more information about advising, visit mstc.edu/advising.

NEW STUDENT CHECKLIST

Complete the following steps to prepare for your New Student Advising appointment with your academic advisor:

- Submit a Mid-State application at mstc.edu/apply.
- Send official transcripts to:
Mid-State Technical College
Student Services
500 32nd Street North
Wisconsin Rapids, WI 54494
- Complete the Free Application for Federal Student Aid (FAFSA) at fafsa.gov. Mid-State's Financial Aid team is available to assist with your FAFSA application and to answer your financial aid questions. Contact Financial Aid or schedule an appointment at mstc.edu/financial-aid.
- Set up student MyCampus account at mstc.edu/mycampus-assistance.
- Schedule a New Student Advising appointment at mstc.edu/advising.

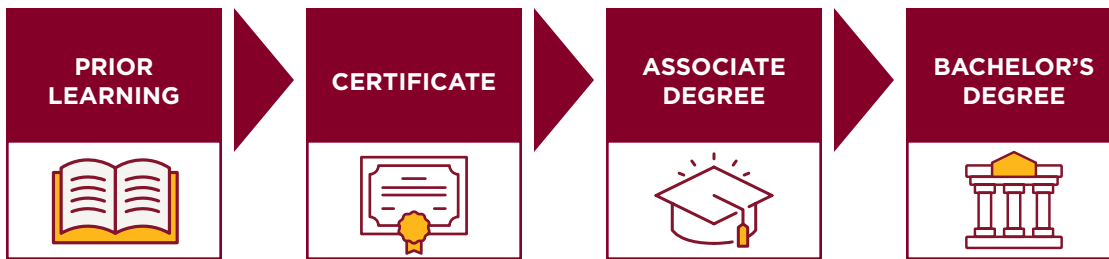
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Adams Campus • Marshfield Campus • Stevens Point Downtown Campus • Wisconsin Rapids Campus • Virtual Campus • AMETA® Center

Mid-State does not discriminate on the basis of race, color, national origin, sex, disability, or age in its program, activity, or employment. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Vice President - Human Resources; 500 32nd Street North, Wisconsin Rapids, WI 54494; 715-422-5325 • AAEO@mstc.edu. 3/2026-AC

CAREER PATHWAY



Career pathways help you build your education step by step. Each stage offers one or more credentials that are recognized by employers and lead to real jobs—and you can keep building toward your career goals as you go.

Begin at any point.

Prior Learning

Credit for Prior Learning

- Certifications and Licenses
- Military Experience
- National/Standardized Exams
- Transfer Credit
- Work and Life Experience

Learn about Credit for Prior Learning at mstc.edu/cpl.

High School Credit

- High School Dual Credit
- Mid-State Fast Track

Learn about High School Credit at mstc.edu/dc.

Certificate

- Fundamentals of Programming (9 Credits)

Associate Degree

- IT Software Developer (63 Credits)
Start Your Career: Full-Stack Developer, Programmer/Analyst, Software Developer, Software Engineer, Web Developer

Bachelor's Degree

For those interested in continuing their education, Mid-State offers transfer guides with various four-year colleges and universities. For more information, visit mstc.edu/transfer.

Other Options

Related Programs: IT Network Specialist, IT Cybersecurity Specialist, IT User Support Technician

OUTCOMES

Employers will expect you, as an IT Software Developer graduate, to be able to:

- Design software systems.
- Implement a team-based software development methodology.
- Navigate in a software development environment.
- Integrate data technologies.
- Develop software applications.
- Develop technical documentation.

TECHNICAL SKILLS ATTAINMENT

The Wisconsin Technical College System (WTCS) has implemented a requirement that all technical colleges measure outcomes attained by students. This requirement is called Technical Skills Attainment (TSA). The main objective of TSA is to ensure graduates have the technical skills needed by employers. Faculty will let students know when and how the TSA is being assessed in the program.

STUDENT HANDBOOK

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

GRADUATION REQUIREMENT

The GPS for Student Success course is required for all Mid-State program students and is recommended to be completed before obtaining 12 credits. Some students are exempt from this requirement. Please see your academic advisor for more information.

ADDITIONAL COURSES AS NEEDED

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

College Reading and Writing 1

10831104

3 credits

Provides learners with opportunities to develop and expand reading and writing skills to prepare for college-level academic work. Students will employ critical reading strategies to improve comprehension, analysis, and retention of texts. Students will apply the writing process to produce well-developed, coherent, and unified written work.

Pre-Algebra

10834109

3 credits

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

MULTIPLE MEASURES

Students can place into courses using high school GPA and completed classes. Placement can be determined in the following ways:

- **Multiple Measures Writing (MMW)**
High school GPA of 2.6 & successful completion of 2.0 credits of high school writing courses with a "C" or better
- **Multiple Measures Reading (MMR)**
High school GPA of 2.6 & successful completion of 2.0 credits of high school literature courses with a "C" or better
- **Multiple Measures Math 1 (MMM_1)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school math (Algebra 1 or equivalent) with a "C" or better
- **Multiple Measures Math 2 (MMM_2)**
High school GPA of 2.6 & successful completion of 2.0 credits of high school math including Algebra 1 and Algebra 2 with a "C" or better
- **Multiple Measures Science 1 (MMS_1)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school lab science course with a "C" or better
- **Multiple Measures Science 2 (MMS_2)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school chemistry with a "C" or better

Past high school and college transcripts are used in making course placement decisions.

SAMPLE FULL-TIME CURRICULUM OPTION

IT Software Developer • 63 Total Credits

Term 18 Credits	Course Number	Course Name	CPL	Credits
	10152101	Intro to Programming	Yes	3
	10152121	Object-Oriented Programming 1	Yes	3
	10152150	Web Design 1	Yes	3
	10152178	Intro to Artificial Intelligence	No	1
	10801196	Quantitative Reasoning	Yes	3
	10152103	IT Exploration	Yes	1
	10801195 or 10801136	Written Communication or English Composition 1	Yes	3
Term 15 Credits	10890102	GPS for Student Success	Yes	1
	Course Number	Course Name	CPL	Credits
	10152122	Object-Oriented Programming 2	No	3
	10152159	User Experience Design	No	3
	10152174	Collaborative Application Development	Yes	3
	10156101	Database Concepts and Design	No	3
Term 15 Credits	10801196 or 10801198	Oral/Interpersonal Communication or Speech	Yes	3
	Course Number	Course Name	CPL	Credits
	10152155	Web Programming 1	No	3
	10152160	Introductory Mobile Application Development	No	3
	10152175	Software Architecture	No	3
	10156102	SQL Development	No	3
Term 15 Credits	10801197	Technical Reporting	No	3
	Course Number	Course Name	CPL	Credits
	10151162	Secure Software Applications	No	3
	10152158	Web Programming 2	No	3
	10152176	Application Development Capstone	No	3
	10809166	Introduction to Ethics: Theory & Application	Yes	3
	10809198 or 10809188	Introduction to Psychology or Developmental Psychology	Yes	3

Please Note

- Credit for Prior Learning (CPL) options are available for some courses. You can visit mstc.edu/cpl or contact your academic advisor for details.
- This curriculum sequence is only for student planning. Actual student schedules will vary depending on course availability.
- Program completion time may vary based on student scheduling and course availability. For details, go to mstc.edu/schedule.
- Get the latest updates online at mstc.edu.

SAMPLE PART-TIME CURRICULUM OPTION

IT Software Developer • 63 Total Credits

Term 11 Credits	Course Number	Course Name	CPL	Credits
	10152101	Intro to Programming	Yes	3
	10152121	Object-Oriented Programming 1	Yes	3
	10152150	Web Design 1	Yes	3
	10152103	IT Exploration	Yes	1
	10890102	GPS for Student Success	Yes	1
Term 9 Credits	Course Number	Course Name	CPL	Credits
	10152122	Object-Oriented Programming 2	No	3
	10152159	User Experience Design	No	3
	10156101	Database Concepts and Design	No	3
Term 9 Credits	Course Number	Course Name	CPL	Credits
	10152178	Intro to Artificial Intelligence	No	1
	10801196	Quantitative Reasoning	Yes	3
	10801195 or 10801136	Written Communication or English Composition 1	Yes	3
Term 6 Credits	Course Number	Course Name	CPL	Credits
	10152174	Collaborative Application Development	Yes	3
	10801196 or 10801198	Oral/Interpersonal Communication or Speech	Yes	3
Term 9 Credits	Course Number	Course Name	CPL	Credits
	10152155	Web Programming 1	No	3
	10156102	SQL Development	No	3
	10801197	Technical Reporting	No	3
Term 6 Credits	Course Number	Course Name	CPL	Credits
	10152158	Web Programming 2	No	3
	10809166	Introduction to Ethics: Theory & Application	Yes	3
Term 6 Credits	Course Number	Course Name	CPL	Credits
	10152160	Introductory Mobile Application Development	No	3
	10152175	Software Architecture	No	3
Term 9 Credits	Course Number	Course Name	CPL	Credits
	10151162	Secure Software Applications	No	3
	10152176	Application Development Capstone	No	3
	10809198 or 10809188	Introduction to Psychology or Developmental Psychology	Yes	3

Application Development Capstone**10152176****3 credits**

Learners form self-directed Agile teams working with a client where each team will be responsible for identifying, designing, and implementing a software application. Teams will manage their projects, communicate project status, adapt to changing requirements, and overcome technical challenges. Students will build their application leveraging Agile project management software to manage their project. Additional topics: Agile software development methodology and team-based communication.

Prerequisites: Software Architecture 10152175, Web Programming 1 10152155, SQL Development 10156102, and Introductory Mobile Application 10152160

Collaborative Application Development**10152174****3 credits**

Provides students with introductory experience in full-stack web development within an agile team environment. Students collaborate to design, build, test, and deploy scalable applications using modern frameworks such as Angular, Node.js, and MongoDB. Emphasis is placed on agile practices including sprint planning, daily standups, retrospectives, and continuous integration/continuous delivery (CI/CD). Students explore team-based problem solving, version control strategies, and introductory test-driven development concepts. The course also develops professional and interpersonal skills essential to collaborative software engineering. Students practice effective communication, conflict management, and feedback in cross-functional teams while applying emotional and cultural intelligence. Additional topics include software licensing, intellectual property rights, and ethical use of third-party code. Graduates of this course will be prepared to work productively in professional agile development environments using contemporary tools and workflows.

Prerequisites: Web Design 1 10152150, Intro to Programming 10152101 *Corequisite:* Oral/Interpersonal Communication 10801196

Database Concepts and Design**10156101****3 credits**

Introduces the concepts of relational database design, development, and maintenance. Topics include relational normalization, referential integrity, and Structured Query Language (SQL).

Prerequisite: Object-Oriented Programming 1, 10152121

Developmental Psychology**10809188****3 credits**

Studies human development throughout the lifespan and explores developmental theory and research with an emphasis on the interactive nature of the biological, cognitive, and psychosocial changes that affect the individual from conception to death. Application activities and critical thinking skills enable students to gain an increased knowledge and understanding of themselves and others.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English

English Composition 1**10801136****3 credits**

Learners develop and apply skills in all aspects of the writing process. Through a variety of learning activities and written documents, learners employ rhetorical strategies, plan, organize and revise content, apply critical reading strategies, locate and evaluate information, integrate and document sources, and apply standardized English language conventions.

Prerequisite: High School GPA of 2.6 and MMW or Accuplacer Writing of 262 or Accuplacer Reading 253 or ACT English score of 20 or ACT Reading 21 or completion of College Reading and Writing 1 10831104 with a "C" or better

GPS for Student Success**10890102****1 credit**

Integrate necessary skills for student success by developing an academic plan, identifying interpersonal attributes for success, adopting efficient and effective learning strategies, and utilizing Mid-State resources, policies, and processes. This course is recommended to be completed prior to obtaining 12 credits and is a graduation requirement unless you receive an exemption from your program advisor.

Intro to Artificial Intelligence**10152178****1 credit**

This course introduces the foundational concepts of Artificial Intelligence (AI) and its role in shaping modern society. Students will explore AI's applications in fields ranging from entertainment to healthcare, with hands-on examples and interactive discussions. Students will engage with tools and techniques relevant to their fields ensuring that all participants gain valuable insights into how AI is transforming industries and creating new career opportunities. By the end of this course, students will be equipped to understand and navigate the AI-driven world with confidence.

Introduction to Ethics: Theory & Application**10809166****3 credits**

Provides a basic understanding of the theoretical foundations of ethical thought. Diverse ethical perspectives are used to analyze and compare relevant issues. Students critically evaluate individual, social, and/or professional standards of behavior, and apply a systemic decision-making process to these situations.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English

Intro to Programming**10152101****3 credits**

Applies the basic concepts of computer programming having learners build Python applications, with an emphasis on problem solving, structured programming, debugging, and testing. Additional topics include: online software development resources, programming and documentation standards, variable lifetime/scope, data types, control structures (conditions and iterations) working within Microsoft Windows, and mathematical calculations.

Introduction to Psychology**10809198****3 credits**

This science of psychology course is a survey of multiple aspects of behavior and mental processes. It provides an overview of topics such as research methods, theoretical perspectives, learning, cognition, memory, motivation, emotions, personality, abnormal psychology, physiological factors, social influences, and development.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English

Introductory Mobile Application Development**10152160****3 credits**

Provides instruction in developing software applications for mobile devices using the Microsoft Visual Studio and Maui.

Prerequisite: Object-Oriented Programming 2 10152122, Database Concepts and Design 10156101 or consent of instructor

Introductory Statistics**10804189****3 credits**

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

Prerequisite: High School GPA of 2.6 and MMM_2 or Accuplacer QAS 241 or ACT Math score of 19 or Pre-Algebra 10834109 or College Math 10804107 with a "C" or better

IT Exploration**10152103****1 credit**

This course provides first-semester Information Technology students with hands-on professional development and career exploration opportunities. Students will gain practical insight into the IT profession through participation in industry-related activities including company tours, professional organization meetings, guest speaker events, and networking opportunities.

Object-Oriented Programming 1**10152121****3 credits**

Introduces object-oriented programming and design, with a focus on building the conceptual framework necessary to understand and build object-oriented programs. This course uses C# .NET, and the Unified Modeling Language (UML), to present concepts from a variety of perspectives. Learners will create UML diagrams and write/debug C# .NET applications, applying the object-oriented basics of abstraction, encapsulation, inheritance and polymorphism. Additional topics include: object instantiation/lifetime/scope, methods, properties, visibility modifiers and collections/multiplicity.

Corequisites: Intro to Programming 10152101

Object-Oriented Programming 2**10152122****3 credits**

Builds upon the object-oriented concepts learned in Object-Oriented Programming 1, continuing with an in-depth application of object-oriented design principles and patterns. Focus is put on SOLID principles of OO development, and coding to abstraction, utilizing Factory, Strategy, and Observer patterns. Additional topics include delegates, iterators, and data structures.

Prerequisite: Object-Oriented Programming 1 10152121

Oral/Interpersonal Communication**10801196****3 credits**

Focuses on developing effective listening techniques and verbal and nonverbal communication skills through oral presentation, group activity, and other projects. The study of self, conflict, and cultural contexts will be explored, as well as their impact on communication.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English or College Reading and Writing with a C or better

Quantitative Reasoning**10804135****3 credits**

This course is intended to develop analytic reasoning and the ability to solve quantitative problems. Topics to be covered may include construction and interpretation of graphs; descriptive statistics; geometry and spatial visualizations; math of finance; functions and modeling; probability; and logic. Appropriate use of units and dimensions, estimates, mathematical notation, and available technology will be emphasized throughout the course.

Prerequisite: High School GPA of 2.6 and MMM_1 or Accuplacer QAS 241 or ACT Math score of 19 or Pre-Algebra 10834109 or College Math 10804107 with a "C" or better

Secure Software Applications**10151162****3 credits**

The Secure Software Applications course teaches students about the most common attacks against applications and how to defend against those attacks through secure coding practices and good security hygiene. The class focuses on the OWASP top 10, certificates, code scanning, SDLC Security automation and more.

Prerequisite: Intro to Programming 10152101

Software Architecture**10152175****3 credits**

Introduces N-tier software architecture where learners work in Agile teams to create and deploy ASP.NET applications comprised of data access, business, and presentation layers using MVC architecture. The application will access data from a relational database. Additional topics include: Agile project management, team communication and conflict management, requirements gathering, version control, authentication, authorization, and consuming web services.

Prerequisites: Collaborative Application Development 10152174, Object-Oriented Programming 2 10152122, Database Concepts and Design 10156101; Corequisite: Quantitative Reasoning 10804135, Web Programming 1 10152155

Speech
10801198
3 credits

Explores the fundamentals of effective oral presentation to small and large groups. Topic selection, audience analysis, methods of organization, research, structuring evidence and support, delivery techniques, and other essential elements of speaking successfully, including the listening process, form the basis of this course. Includes informative, persuasive, and occasion speech presentations.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 253 and Writing of 262 or ACT of 21 Reading/19 English or completion of College Reading and Writing 1 10831104 with a "C" or better

SQL Development
10156102
3 credits

Expands on Database Concepts and Design, with advanced SQL syntax (indexes, views, stored procedures, and triggers), database design, and data transformation. Additional topics include alternate database technologies, data warehousing, emerging database trends, and database administration and security.

Prerequisites: Database Concepts and Design 10156101, Introduction to Programming 10152101; *Corequisite* Quantitative Reasoning 10804135

Technical Reporting
10801197
3 credits

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

Prerequisite: English Composition 1 10801136 or Written Communication 10801195 with a "C" or better

User Experience Design
10152159
3 credits

Examines the design, prototyping, and evaluation of user interfaces. Learners will apply user experience standards in the development of web and software interfaces to provide a quality user experience. Topics include psychological and interaction principles (including ADA and international standards), requirements analysis, designing for different devices, style guides, usability testing, and visual design principles.

Corequisite: Web Design 1 10152150

Web Design 1
10152150
3 credits

Introduces HTML and Cascading Style Sheets (CSS) coding techniques. Learners will create/modify web pages using HTML tags and style the web pages with CSS and JavaScript. For the final course project, learners will create a personal website portfolio. Additional topics include inclusive design, copyright considerations, text editors, image optimization, FTP utilities, and browser tools.

Web Programming 1
10152155
3 credits

Provides students with practical skills to design, develop, deploy, and maintain modern full-stack web applications. Students will use current real-world practices in cloud deployment, automated CI/CD pipelines, containerization with Docker and Kubernetes, identity and authentication, debugging, and secure SQL database integration. Included skills are configuring cloud infrastructure, implementing scalable deployment workflows, managing cloud-based databases, and applying best practices for security, reliability, and maintainability in professional web applications.

Prerequisite: Object Oriented Programming 1 10152121; *Corequisite:* Database Concepts and Design 10156101

Web Programming 2
10152158
3 credits

Expands upon modern web development practices by integrating artificial intelligence and machine learning concepts into full-stack applications. Students will explore foundational AI domains including supervised, unsupervised, and reinforcement learning, as well as natural language processing, computer vision, and transformer-based large language models. Emphasis is placed on developing intelligent, data-driven web solutions using neural networks, Retrieval-Augmented Generation (RAG), and agent-based architectures. Students will gain experience implementing cloud-based AI pipelines, integrating Model Context Protocol (MCP) for contextual data interaction, and applying ethical and secure development practices in AI-enabled systems. Skills include configuring and deploying AI models, designing interactive web interfaces for intelligent systems, leveraging modern frameworks for model integration, and adhering to best practices in scalability, transparency, and accountability.

Prerequisites: Web Programming 1 10152155, Quantitative Reasoning 10804135

Written Communication
10801195
3 credits

Develops writing skills which include prewriting, drafting, revising, and editing. A variety of writing assignments are 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: High School GPA of 2.6 and MMW or Accuplacer Writing of 262 or ACT English score of 20 or completion of College Reading and Writing 1 10831104 with a "C" or better

IT USER SUPPORT TECHNICIAN

Technical Diploma

Program Code: 30-154-5

Total Credits: 25

The IT User Support Technician program teaches the skills necessary to support computer users and their computers. Students will be able to manage, configure, and troubleshoot common computer hardware and software issues, configure and troubleshoot network access, and develop customer service skills. This program will cover the fundamentals of networking, security, hardware, and troubleshooting. Students will get hands-on experience with common network hardware, security tools, and common operating systems. They will also be immersed in a variety of activities including building a network from scratch, lock picking, rebuilding a desktop computer, learning scripting techniques, and interactive labs with server and client operating systems.

To learn more about this program, visit mstc.edu/programs.

ACADEMIC ADVISOR

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CAREER PATHWAY



Career pathways help you build your education step by step. Each stage offers one or more credentials that are recognized by employers and lead to real jobs—and you can keep building toward your career goals as you go.

Begin at any point.

Prior Learning

Credit for Prior Learning

- Certifications and Licenses
- Military Experience
- National/Standardized Exams
- Transfer Credit
- Work and Life Experience

Learn about Credit for Prior Learning at mstc.edu/cpl.

High School Credit

- High School Dual Credit
- Mid-State Fast Track

Learn about High School Credit at mstc.edu/dc.

Certificate

- Communication Essentials (9 Credits)

Technical Diploma

- IT User Support Technician (25 Credits)
Start Your Career: IT Customer Support Technician, IT Field Technician, IT Operations Support Technician, System Support Technician, Technical Support Analyst

Associate Degree

- IT Network Specialist (61 Credits)
Start Your Career: Field Services Technician, Network Operations Technician, Network Support Specialist/Administrator, Network Support Technician, System/Server Administrator
- IT Cybersecurity Specialist (61 Credits)
Start Your Career: Information Security Specialist, Junior Penetration Tester, Security Engineer, Security Operations Center (SOC) Analyst, Systems Administrator

Bachelor's Degree

For those interested in continuing their education, Mid-State offers transfer guides with various four-year colleges and universities. For more information, visit mstc.edu/transfer.

Other Options

Related Programs: IT Network Specialist, IT Software Developer, IT Cybersecurity Specialist

OUTCOMES

Employers will expect you, as an IT User Support Technician graduate, to be able to:

- Support and maintain computer and mobile hardware.
- Support and maintain computer operating systems.
- Manage computer network connected devices.
- Demonstrate customer service skills as an IT professional.

TECHNICAL SKILLS ATTAINMENT

The Wisconsin Technical College System (WTCS) has implemented a requirement that all technical colleges measure outcomes attained by students. This requirement is called Technical Skills Attainment (TSA). The main objective of TSA is to ensure graduates have the technical skills needed by employers. Faculty will let students know when and how the TSA is being assessed in the program.

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GRADUATION REQUIREMENT

The GPS for Student Success course is required for all Mid-State program students and is recommended to be completed before obtaining 12 credits. Some students are exempt from this requirement. Please see your academic advisor for more information.

ADDITIONAL COURSES AS NEEDED

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

College Reading and Writing 1

10831104

3 credits

Provides learners with opportunities to develop and expand reading and writing skills to prepare for college-level academic work. Students will employ critical reading strategies to improve comprehension, analysis, and retention of texts. Students will apply the writing process to produce well-developed, coherent, and unified written work.

Pre-Algebra

10834109

3 credits

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

MULTIPLE MEASURES

Students can place into courses using high school GPA and completed classes. Placement can be determined in the following ways:

- **Multiple Measures Writing (MMW)**
High school GPA of 2.6 & successful completion of 2.0 credits of high school writing courses with a "C" or better
- **Multiple Measures Reading (MMR)**
High school GPA of 2.6 & successful completion of 2.0 credits of high school literature courses with a "C" or better
- **Multiple Measures Math 1 (MMM_1)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school math (Algebra 1 or equivalent) with a "C" or better
- **Multiple Measures Math 2 (MMM_2)**
High school GPA of 2.6 & successful completion of 2.0 credits of high school math including Algebra 1 and Algebra 2 with a "C" or better
- **Multiple Measures Science 1 (MMS_1)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school lab science course with a "C" or better
- **Multiple Measures Science 2 (MMS_2)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school chemistry with a "C" or better

Past high school and college transcripts are used in making course placement decisions.

SAMPLE FULL-TIME CURRICULUM OPTION

IT User Support Technician • 25 Total Credits

Term 13 Credits	Course Number	Course Name	CPL	Credits
	10150110	Networking I	Yes	3
	10151105	Linux	No	3
	10154102	IT Essentials	Yes	3
	10152101	Intro to Programming	Yes	3
	10890102	GPS for Student Success	Yes	1
Term 12 Credits	Course Number	Course Name	CPL	Credits
	10150120	Server Administration-Beginning	No	3
	10150165	Network Server Scripting	No	3
	10151110	Information Security 1	Yes	3
	10801196	Oral/Interpersonal Communication	Yes	3

Please Note

- Credit for Prior Learning (CPL) options are available for some courses. You can visit mstc.edu/cpl or contact your academic advisor for details.
- This curriculum sequence is only for student planning. Actual student schedules will vary depending on course availability.
- Program completion time may vary based on student scheduling and course availability. For details, go to mstc.edu/schedule.
- Get the latest updates online at mstc.edu.

SAMPLE PART-TIME CURRICULUM OPTION

IT User Support Technician • 25 Total Credits

Term 7 Credits	Course Number	Course Name	CPL	Credits
	10151105	Linux	No	3
	10154102	IT Essentials	Yes	3
	10890102	GPS for Student Success	Yes	1
Term 6 Credits	Course Number	Course Name	CPL	Credits
	10150120	Server Administration-Beginning	No	3
	10801196	Oral/Interpersonal Communication	Yes	3
Term 6 Credits	Course Number	Course Name	CPL	Credits
	10150110	Networking I	Yes	3
	10152101	Intro to Programming	Yes	3
Term 9 Credits	Course Number	Course Name	CPL	Credits
	10150165	Network Server Scripting	No	3
	10151110	Information Security 1	Yes	3

GPS for Student Success**10890102****1 credit**

Integrate necessary skills for student success by developing an academic plan, identifying interpersonal attributes for success, adopting efficient and effective learning strategies, and utilizing Mid-State resources, policies, and processes. This course is recommended to be completed prior to obtaining 12 credits and is a graduation requirement unless you receive an exemption from your program advisor.

Information Security 1**10151110****3 credits**

Introduces students to the fundamentals of information security. Topics include security terms and concepts, risk assessment, cryptography, monitoring and auditing, attacks and techniques, and the legal and ethical issues associated with information security. This course aligns with the CompTIA Security+ certificate. Students can take this certification exam after completing this course.

Corequisite: Networking I 10150110, Linux 10151105

Intro to Programming**10152101****3 credits**

Applies the basic concepts of computer programming having learners build Python applications, with an emphasis on problem solving, structured programming, debugging, and testing. Additional topics include: online software development resources, programming and documentation standards, variable lifetime/scope, data types, control structures (conditions and iterations) working within Microsoft Windows, and mathematical calculations.

IT Essentials**10154102****3 credits**

An introductory course covering essential IT support and computer hardware skills. Students will learn to build, configure, secure, network, and troubleshoot PCs, along with an introduction to operating systems, basic networking concepts and configuration used in end devices, basic server functions, mobile devices, and printers—preparing them for entry-level IT roles.

Linux**10151105****3 credits**

Covers introductory Linux topics, including operating system basics, system installation, file system management, file system administration, and basic commands. This course aligns with the CompTIA Linux+ certificate. Students can take this certification exam after completing this course.

Network Server Scripting**10150165****3 credits**

Provides best practices and techniques in Linux and Windows shell and command line scripting using PowerShell and BASH.

Prerequisite: IT Essentials 10154102; Corequisite: Server Administration-Beginning 10150120 and Intro to Programming 10152101

Networking I**10150110****3 credits**

Introduces the architecture, structure, functions, components, and models of the Internet and other computer networks. The principles and structure of IP addressing and the fundamentals of Ethernet concepts, media, and operations are introduced to provide a foundation for the curriculum. By the end of the course, participants will be able to build simple LANs, perform basic configurations for routers and switches, and implement IP addressing schemes. This course is the first of three courses that align with CCNA certification. Covers the objectives of the first CCNA exam.

Oral/Interpersonal Communication**10801196****3 credits**

Focuses on developing effective listening techniques and verbal and nonverbal communication skills through oral presentation, group activity, and other projects. The study of self, conflict, and cultural contexts will be explored, as well as their impact on communication.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English or College Reading and Writing with a C or better

Server Administration-Beginning**10150120****3 credits**

Develops skill in the design, installation, administration, and management of computer networks. Topics include network design; installation and configuration of a commonly used network operating system; service packs and updated drivers; user accounts, groups, profiles, and policies; file system security; printer management; and application software installation, backup, and recovery.

Prerequisite: IT Essentials 10154102; Corequisite: Linux 10151105

JAIL OFFICER ACADEMY

Technical Diploma

Program Code: 10-504-7

Total Credits: 6

The Jail Officer Academy is a Wisconsin Department of Justice (DOJ)-accredited 200-hour program that prepares learners for positions as corrections officers in county jails. To work in a county jail in the state of Wisconsin, you must be certifiable. The Jail Academy certificate fulfills this requirement. Students in the Jail Officer Academy work with modern correctional facility equipment in a simulated jail environment. Through training and simulations, you'll practice subject control, professional communications, officer wellness, jail safety, and more. Upon hire and within two years of successful completion of the program, you will be eligible for certification with the Wisconsin Department of Justice, Law Enforcement Standards Board as a jail officer.

To learn more about this program, visit mstc.edu/programs.

ACADEMIC ADVISOR

To schedule an appointment with an academic advisor, call 715-422-5300. Academic advisors will travel to other campuses as necessary to accommodate student needs. For more information about advising, visit mstc.edu/advising.

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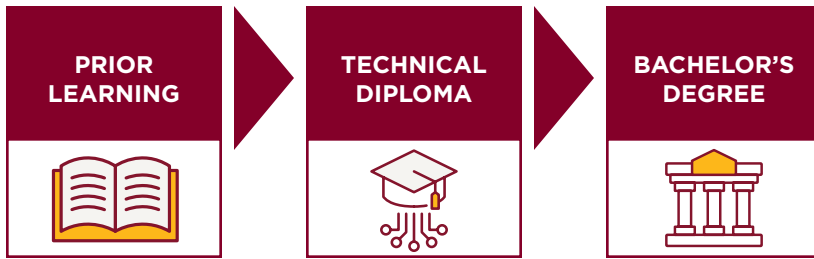
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Prior Learning

Credit for Prior Learning

- Certifications and Licenses
- Military Experience
- National/Standardized Exams
- Transfer Credit
- Work and Life Experience

Learn about Credit for Prior Learning at mstc.edu/cpl.

High School Credit

- High School Dual Credit
- Mid-State Fast Track

Learn about High School Credit at mstc.edu/dc.

Technical Diploma

- Jail Officer Academy (6 Credits)
Start Your Career: Correctional Officer, Juvenile Detention Officer

Bachelor's Degree

For those interested in continuing their education, Mid-State offers transfer guides with various four-year colleges and universities. For more information, visit mstc.edu/transfer.

Other Options

Related Programs: Advanced Emergency Medical Technician, Criminal Justice-Corrections & Community Advocacy, Criminal Justice-Studies, Emergency Medical Technician, Emergency Services Management, Fire Service Certification, Paramedic, Paramedic Technician

OUTCOMES

Employers will expect you, as a Jail Officer Academy graduate, to be able to:

- Explain the components of and interrelationships in the criminal justice system.
- Apply appropriate communication skills to public safety incidents.
- Establish situational safety.
- Engage effectively with vulnerable and disenfranchised individuals/populations.
- Adhere to accepted culturally competent, ethical, and behavioral conduct.

TECHNICAL SKILLS ATTAINMENT

The Wisconsin Technical College System (WTCS) has implemented a requirement that all technical colleges measure outcomes attained by students. This requirement is called Technical Skills Attainment (TSA). The main objective of TSA is to ensure graduates have the technical skills needed by employers. Faculty will let students know when and how the TSA is being assessed in the program.

Anyone with a felony conviction or a domestic abuse conviction cannot become a law enforcement officer without a governor's pardon. Numerous moving traffic violations or a lengthy criminal history or mental illness that prevents the applicant from performing essential job functions may hinder opportunities for employment.

ADDITIONAL ENTRY CRITERIA

Applicants must meet the following requirements for the Jail Officer Academy program:

- The applicant shall have attained a minimum age of 18 years.
- The applicant shall possess a Wisconsin high school diploma or a diploma issued by an out-of-state high school accredited by an appropriate agency of the state or have a General Education Development® (GED®) certificate or a High School Equivalency Diploma (HSED). In Wisconsin, high school diplomas are issued by public and private schools. A home-based private educational program does not lead to a traditional Wisconsin high school diploma. A student who is enrolled in a home-based private educational program must attain a GED or HSED to be eligible for preparatory law enforcement officer training.
- The applicant shall not have been convicted of any federal felony or of any offense that if committed in Wisconsin could be punished as a felony unless the applicant has been granted an absolute and unconditional pardon.
- The applicant shall not have been convicted of any misdemeanor crime of domestic violence unless the applicant has been granted an absolute and unconditional pardon. A background check with fingerprints will be required to be completed at the student's expense.
- The applicant shall be a United States citizen.

- A physical assessment shall be conducted to verify that the applicant can meet the physical standards required of a correctional officer. The assessment shall be conducted by a Wisconsin licensed physician who shall provide a signed written report on the results of the assessment to the training school. (Exempt if already working as a correctional officer)
- An oral interview shall be conducted with a panel of law enforcement executives or with teaching or counseling staff affiliated with the training school to determine the applicant's suitability for jail officer employment and to assess the applicant's demeanor, background, and ability to communicate. (Exempt if already working as a correctional officer)

TECHNICAL STANDARDS

A list of specific physical, emotional, and mental tasks needed to function as a jail officer is available at mstc.edu/programs/jail-officer-academy. Contact the Accessibility Services Coordinator in the Student Services & Information Center to receive assistance.

PROGRAM PROGRESSION

In order to successfully complete the program, students must:

- Receive a grade of "C" or better in all courses required for graduation. Please note that the ability to repeat courses is dependent upon availability of courses.

STUDENT HANDBOOK

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SAMPLE FULL-TIME CURRICULUM OPTION

Jail Officer Academy • 6 Total Credits

Term 6 Credits	Course Number	Course Name	CPL	Credits
	10504184	Basic Jail Academy 1	No	3
	10504185	Basic Jail Academy 2	No	3

Please Note

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Basic Jail Academy 1**10504184****3 credits**

This State of Wisconsin jail preparatory training program includes the following topics: Introduction to Corrections, Principles of Subject Control, Maintain Jail Security, Jail Hostage Response, Professional Communication Skills, Ethics and Ethical Decision Making, Admit and Release Inmates, Inmate Supervision and Behavior Control, Supervision of Special Needs Inmates/Crisis Intervention, Prepare Reports, Correctional Law, Jail Health Care, Cardio-Pulmonary Resuscitation, Jail Fire Safety, Application: Scenarios/Simulations, and Testing/Evaluation. Once learners successfully complete this course and the Basic Jail Academy 2 course, they are eligible for certifiable status by the State of Wisconsin to work in a county jail. This is primarily a lab-based class.

Prerequisites: Admission to Criminal Justice-Corrections & Community Advocacy 105047 program, passing of a background check and medical screening; Corequisite: Basic Jail Academy 2 10504185

Basic Jail Academy 2**10504185****3 credits**

This State of Wisconsin jail preparatory training program includes the following topics: Introduction to Corrections, Principles of Subject Control, Maintain Jail Security, Jail Hostage Response, Professional Communication Skills, Ethics and Ethical Decision Making, Admit and Release Inmates, Inmate Supervision and Behavior Control, Supervision of Special Needs Inmates/Crisis Intervention, Prepare Reports, Correctional Law, Jail Health Care, Cardio-Pulmonary Resuscitation, Jail Fire Safety, Application: Scenarios/Simulations, and Testing/Evaluation. Once learners successfully complete this course and the Basic Jail Academy 1 course, they are eligible for certifiable status by the State of Wisconsin to work in a county jail. This is primarily a lab-based class.

Prerequisites: Admission to Criminal Justice-Corrections & Community Advocacy 105047 program, passing of a background check and medical screening; Corequisite: Basic Jail Academy 1 10504184

LEADERSHIP DEVELOPMENT

Associate in Applied Science (AAS)

Program Code: 10-196-1

Total Credits: 62-63

Designed for individuals currently employed and working closely with their employer on skill development, Mid-State's Leadership Development program prepares students for success in effectively managing processes and inspiring a diverse workforce. In this program you'll develop the technical and interpersonal skills needed to lead the operations of a business including helping organizations adapt to change, encouraging innovation, displaying a variety of effective leadership skills, demonstrating critical-thinking skills, and using communication skills appropriate in a professional and collaborative environment. You'll grow your skills in planning, finance, team building, leadership, safety, project management, decision making, talent development, supervision, innovation, and the use of software. Every course directly applies learning to the student's real-world work environment through various projects. As a graduate of the Leadership Development associate degree, you'll be prepared for leadership roles in any organization.

To learn more about this program, visit mstc.edu/programs.

ACADEMIC ADVISOR

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Certificate

- LEAD Institute (16 Credits)
- Leadership Foundations (6 Credits)
- Project Management Foundations (6 Credits)
- Supervision Foundations (6 Credits)
- Transformational Leadership (6 Credits)

Technical Diploma

- Project Management (33 Credits)
Start Your Career: Implementation Manager, Project Leader, Project Manager

Associate Degree

- Leadership Development (62-63 Credits)
Start Your Career: Administrator, Director, Manager, Supervisor, Team Leader

Bachelor's Degree

For those interested in continuing their education, Mid-State offers transfer guides with various four-year colleges and universities. For more information, visit mstc.edu/transfer.

Other Options

Related Programs: Business Management, Customer Relationship Professional, Entrepreneur, Human Resources, Human Resources Assistant, Office Support Specialist

OUTCOMES

Employers will expect you, as a Leadership Development graduate, to be able to:

- Utilize quality strategies and tactics.
- Apply effective leadership skills.
- Apply human resource policies and procedures.
- Perform supervisory management functions to achieve organizational objectives.

TECHNICAL SKILLS ATTAINMENT

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10831104

3 credits

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High school GPA of 2.6 & successful completion of 2.0 credits of high school literature courses with a "C" or better
- **Multiple Measures Math 1 (MMM_1)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school math (Algebra 1 or equivalent) with a "C" or better
- **Multiple Measures Math 2 (MMM_2)**
High school GPA of 2.6 & successful completion of 2.0 credits of high school math including Algebra 1 and Algebra 2 with a "C" or better
- **Multiple Measures Science 1 (MMS_1)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school lab science course with a "C" or better
- **Multiple Measures Science 2 (MMS_2)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school chemistry with a "C" or better

Past high school and college transcripts are used in making course placement decisions.

SAMPLE FULL-TIME CURRICULUM OPTION

Leadership Development • 62-63 Total Credits

Term 17 Credits	Course Number	Course Name	CPL	Credits
	10101140 or 10102178	Accounting 1 or Personal Finance	Yes	3
	10102231	Business Networking	No	1
	10196189	Team Building & Problem Solving	No	3
	10196190	Leadership Development	Yes	3
	10801195 or 10801136	Written Communication or English Composition 1	Yes	3
	10801196 or 10801198	Oral/Interpersonal Communication or Speech	Yes	3
	10890102	GPS for Student Success	Yes	1
Term 16-17 Credits	Course Number	Course Name	CPL	Credits
	10102230	Business Communities	No	1
	10103106	Microsoft Office-Introduction	Yes	3
	10196152	Strategic Leadership	No	3
	10196188	Project Management	No	3
	10196192	Managing for Quality	No	3
	10804107 or 10804118 or 10804189	College Mathematics or Intermediate Algebra with Applications or Introductory Statistics	Yes	3 or 4 or 3
Term 14 Credits	Course Number	Course Name	CPL	Credits
	10102233	Negotiation Skills	No	1
	10196135	Conflict Resolution	No	3
	10196136	Managing Risk & Safety	Yes	3
	10196151	Leadership Mentorship	No	1
	10196191	Supervision	Yes	3
	10809172 or 10809196 or 10809122	Introduction to Diversity Studies or Introduction to Sociology or Introduction to American Government	Yes	3
Term 15 Credits	Course Number	Course Name	CPL	Credits
	10196139	Workplace Innovation	No	3
	10196150	Ethical Leadership	No	3
	10196171	Organizational Development	Yes	3
	10809166	Introduction to Ethics: Theory & Application	Yes	3
	10809188 or 10809198	Developmental Psychology or Introduction to Psychology	Yes	3

Please Note

- Credit for Prior Learning (CPL) options are available for some courses. You can visit mstc.edu/cpl or contact your academic advisor for details.
- This curriculum sequence is only for student planning. Actual student schedules will vary depending on course availability.
- Program completion time may vary based on student scheduling and course availability. For details, go to mstc.edu/schedule.
- Get the latest updates online at mstc.edu.

SAMPLE PART-TIME CURRICULUM OPTION

Leadership Development • 62-63 Total Credits

Term 8 Credits	Course Number	Course Name	CPL	Credits
	10102231	Business Networking	No	1
	10196190	Leadership Development	Yes	3
	10801196 or 10801198	Oral/Interpersonal Communication or Speech	Yes	3
	10890102	GPS for Student Success	Yes	1
Term 9 Credits	Course Number	Course Name	CPL	Credits
	10101140 or 10102178	Accounting 1 or Personal Finance	Yes	3
	10196189	Team Building & Problem Solving	No	3
	10801195 or 10801136	Written Communication or English Composition 1	Yes	3
Term 7-8 Credits	Course Number	Course Name	CPL	Credits
	10102230	Business Communities	No	1
	10196192	Managing for Quality	No	3
	10804107 or 10804118 or 10804189	College Mathematics or Intermediate Algebra with Applications or Introductory Statistics	Yes	3 or 4 or 3
Term 9 Credits	Course Number	Course Name	CPL	Credits
	10103106	Microsoft Office-Introduction	Yes	3
	10196152	Strategic Leadership	No	3
	10196188	Project Management	No	3
Term 7 Credits	Course Number	Course Name	CPL	Credits
	10102233	Negotiation Skills	No	1
	10196191	Supervision	Yes	3
	10809172 or 10809196 or 10809122	Introduction to Diversity Studies or Introduction to Sociology or Introduction to American Government	Yes	3
Term 7 Credits	Course Number	Course Name	CPL	Credits
	10196135	Conflict Resolution	No	3
	10196136	Managing Risk & Safety	Yes	3
	10196151	Leadership Mentorship	No	1
Term 9 Credits	Course Number	Course Name	CPL	Credits
	10196150	Ethical Leadership	No	3
	10809166	Introduction to Ethics: Theory & Application	Yes	3
	10809188 or 10809198	Developmental Psychology or Introduction to Psychology	Yes	3
Term 6 Credits	Course Number	Course Name	CPL	Credits
	10196139	Workplace Innovation	No	3
	10196171	Organizational Development	Yes	3

Accounting 1**10101140****3 credits**

A beginning course designed especially for majors or those who need a strong foundation in accounting principles.

Develops the accounting cycle of journaling, posting, adjusting, closing, and reporting. Also emphasizes service and merchandising sole proprietorships in developing the accounting cycle. Explores issues for accounting for cash, accounts and notes receivable, inventories, and fixed assets.

Business Communities**10102230****1 credit**

This course provides students with a comprehensive understanding of how different business communities operate, how they contribute to economic ecosystems, and how learners can participate effectively. This course will explore the dynamics, structures, and strategies involved in various professional associations, including local, global, industry-specific, and online communities.

Business Networking**10102231****1 credit**

This course will equip students with the knowledge, strategies, and practical techniques to build, nurture, and leverage professional relationships for personal and organizational success. Through a combination of classroom instruction, interactive exercises, and simulated practice, this course will empower students to enhance their networking abilities, expand their professional circles, and create valuable connections.

College Mathematics**10804107****3 credits**

This course is designed to review and develop fundamental concepts of mathematics in the areas of algebra, geometry, trigonometry, measurement and data. Algebra topics emphasize simplifying algebraic expressions, solving linear equations and inequalities with one variable, solving proportions and percent applications. Geometry and trigonometry topics include; finding areas and volumes of geometric figures, applying similar and congruent triangles, applying Pythagorean Theorem, and solving right triangles using trigonometric ratios. Measurement topics emphasize the application of measurement concepts and conversion techniques within and between U.S. customary and metric system to solve problems. Data topics emphasize data organization and summarization skills, including: frequency distributions, central tendency, relative position and measures of dispersion. Special emphasis is placed on problem solving, critical thinking and logical reasoning, making connections, and using calculators.

Prerequisite: High School GPA of 2.6 and MMM_1 or Accuplacer Arithmetic of 250 and QAS 234 or ACT Math score of 17 or Pre-Algebra 10834109 with a "C" or better

Conflict Resolution**10196135****3 credits**

Students will apply different conflict resolution techniques that can be used by a manager or leader within an organization given real-world scenarios. Students will also evaluate the importance of consultation, team building, trust, and win-win outcomes from a managerial standpoint in the resolution of organizational conflict.

Developmental Psychology**10809188****3 credits**

Studies human development throughout the lifespan and explores developmental theory and research with an emphasis on the interactive nature of the biological, cognitive, and psychosocial changes that affect the individual from conception to death. Application activities and critical thinking skills enable students to gain an increased knowledge and understanding of themselves and others.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English

English Composition 1**10801136****3 credits**

Learners develop and apply skills in all aspects of the writing process. Through a variety of learning activities and written documents, learners employ rhetorical strategies, plan, organize and revise content, apply critical reading strategies, locate and evaluate information, integrate and document sources, and apply standardized English language conventions.

Prerequisite: High School GPA of 2.6 and MMW or Accuplacer Writing of 262 or Accuplacer Reading 253 or ACT English score of 20 or ACT Reading 21 or completion of College Reading and Writing 1 10831104 with a "C" or better

Ethical Leadership**10196150****3 credits**

This course illustrates the critical role that ethical decision-making and values-driven leadership play in guiding individuals, teams, and organizations. This course explores the principles, models, and practices that underpin ethical leadership to equip learners with the skills to navigate moral complexities with integrity and conviction. Students will take a deep dive into ethical leadership, authentic leadership, and servant leadership strategies.

GPS for Student Success**10890102****1 credit**

Integrate necessary skills for student success by developing an academic plan, identifying interpersonal attributes for success, adopting efficient and effective learning strategies, and utilizing Mid-State resources, policies, and processes.

This course is recommended to be completed prior to obtaining 12 credits and is a graduation requirement unless you receive an exemption from your program advisor.

Intermediate Algebra with Applications**10804118****4 credits**

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

Prerequisite: High School GPA of 2.6 and MMM_1 or Accuplacer Arithmetic of 263 and QAS 234 or ACT Math score of 19 or QAS of 245 or Pre-Algebra 10834109 with a "C" or better.

Introduction to American Government**10809122****3 credits**

Introduces American political processes and institutions. Focuses on rights and responsibilities of citizens and the process of participatory democracy. Learners examine the complexity of the separation of powers and checks and balances. Explores the role of the media, interest groups, political parties, and public opinion in the political process. Also explores the role of state and national government in our federal system.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English

Introduction to Diversity Studies**10809172****3 credits**

This course introduces the study of diversity from a local to a global perspective using a holistic, interdisciplinary approach that encourages exploration and prepares students to work in a diverse environment. The course introduces basic diversity concepts, examines the impact of bias and power differentials among groups, explores the use of culturally responsive communication strategies, and compares forces that shape diversity in an international context.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English

Introduction to Ethics: Theory & Application**10809166****3 credits**

Provides a basic understanding of the theoretical foundations of ethical thought. Diverse ethical perspectives are used to analyze and compare relevant issues. Students critically evaluate individual, social, and/or professional standards of behavior, and apply a systemic decision-making process to these situations.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English

Introduction to Psychology**10809198****3 credits**

This science of psychology course is a survey of multiple aspects of behavior and mental processes. It provides an overview of topics such as research methods, theoretical perspectives, learning, cognition, memory, motivation, emotions, personality, abnormal psychology, physiological factors, social influences, and development.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English

Introduction to Sociology**10809196****3 credits**

Introduces students to the basic concepts of sociology: culture, socialization, social stratification, multi-culturalism, and the five institutions of family, politics, economics, religion, and education. Other topics include demography, deviance, technology, environment, social issues, social change, social organization, and workplace issues.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English

Introductory Statistics**10804189****3 credits**

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

Prerequisite: High School GPA of 2.6 and MMM_2 or Accuplacer QAS 241 or ACT Math score of 19 or Pre-Algebra 10834109 or College Math 10804107 with a "C" or better

Leadership Development**10196190****3 credits**

Applies skills and tools necessary to fulfill their role as a modern leader. Each learner evaluates personal leadership effectiveness, use individual and group motivation strategies, implement mission and goals, demonstrate ethical behavior, adapt personal leadership style to worker readiness, use power, facilitate employee development, coach, manage change, and resolve conflict.

Leadership Mentorship**10196151****1 credit**

This course explores the dynamics of mentorship, the responsibilities of both mentors and mentees, and the impact of mentorship on leadership growth and personal development. Learners in this course will participate in a facilitated mentorship experience.

Managing for Quality**10196192****3 credits**

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

Managing Risk & Safety**10196136****3 credits**

This course is designed for students to understand the basic concepts of risk assessment, risk mitigation, workplace hazards, and safety practices. Students will examine personal, physical, environmental, and virtual safety policies and practices as part of this course.

Microsoft Office-Introduction**10103106****3 credits**

Develops introductory skills in the Microsoft Office Suite (Word, Excel, Access, PowerPoint, and Outlook) while reinforcing the students' knowledge of computer concepts, Windows Explorer, and web usage. This course prepares students for the Associate level MOS Certification exams for Word, Excel, PowerPoint, and Outlook. Students should possess basic keyboarding, mouse, and Windows 11 skills. Students may develop these skills in the Academic Learning Center while concurrently enrolled in this course.

Negotiation Skills**10102233****1 credit**

This course explores the principles, strategies, and practical applications of negotiation in a variety of contexts, from business transactions to interpersonal relationships. Learners will gain the confidence and expertise required to navigate complex negotiations successfully.

Oral/Interpersonal Communication**10801196****3 credits**

Focuses on developing effective listening techniques and verbal and nonverbal communication skills through oral presentation, group activity, and other projects. The study of self, conflict, and cultural contexts will be explored, as well as their impact on communication.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English or College Reading and Writing with a C or better

Organizational Development**10196171****3 credits**

Develop skills to lead organizational development strategies to achieve greater effectiveness, including creating psychologically safe environments, alignment with mission, vision, and values, and engaging employee populations. Skills developed include fostering healthy organizational cultures, collecting, analyzing, and assessing organization development data; developing organizational strategic plans, and employee motivation, engagement, work design, human resources, and organization environment; with special attention paid to leading and managing the implementation of these plans.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English

Personal Finance**10102178****3 credits**

This course examines personal financial planning topics and best practices. Areas covered include financial record keeping, budgeting, consumer credit, investing, purchasing real estate, insurance, tax planning, retirement planning, and estate planning. Using financial tools, the student will learn how to develop and use a personal financial plan based on their own unique situation.

Project Management**10196188****3 credits**

Applies skills and tools necessary to design, implement, and evaluate formal projects. Each learner will examine the role of project management, create a project charter, define project work scope, manage project risks, and develop a network diagram, project schedule, and project budget.

Prerequisite: Nine core credits from a 101, 102, 103, 109, 196, or 623 program code.

Speech**10801198****3 credits**

Explores the fundamentals of effective oral presentation to small and large groups. Topic selection, audience analysis, methods of organization, research, structuring evidence and support, delivery techniques, and other essential elements of speaking successfully, including the listening process, form the basis of this course. Includes informative, persuasive, and occasion speech presentations.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 253 and Writing of 262 or ACT of 21 Reading/19 English or completion of College Reading and Writing 1 10831104 with a "C" or better

Strategic Leadership**10196152****3 credits**

This course provides students with a comprehensive understanding of strategic thinking, decision-making, and the skills necessary to lead organizations toward long-term success. This course explores strategic planning, change management, strategic directions, organizational effectiveness metrics, and building and sustaining organizational trust.

Supervision**10196191****3 credits**

Applies skills and tools necessary to perform the functions of a contemporary frontline leader. Students engage in operational planning, analyze organizational structures, review the staffing process, employ techniques to enhance employee personal and group effectiveness, and develop control techniques to measure effectiveness in the above areas.

Team Building & Problem Solving**10196189****3 credits**

Applies skills and tools necessary to facilitate problem solving in a team environment. Each learner assumes the roles and responsibilities of team leadership in the stages of team development, uses a systematic problem-solving process, and employs consensus-building and conflict-management strategies.

Workplace Innovation**10196139****3 credits**

This capstone course is designed to inspire innate creativity to help launch major projects or untangle difficult situations. It focuses on providing fresh insight and new perspective on even the most routine elements of any job and to view problem solving as a creative opportunity. Students will tackle real-world workplace issues and learn to create innovative and workable solutions for the good of the organization.

Prerequisite: Nine core credits from a 101, 102, 103, 109, or 623 program code

Written Communication**10801195****3 credits**

Develops writing skills which include prewriting, drafting, revising, and editing. A variety of writing assignments are 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: High School GPA of 2.6 and MMW or Accuplacer Writing of 262 or ACT English score of 20 or completion of College Reading and Writing 1 10831104 with a "C" or better

MANUFACTURING OPERATIONS MANAGEMENT

Associate in Applied Science (AAS)

Program Code: 10-195-5

Total Credits: 61

The Manufacturing Operations Management program is designed to help those with some prior experience in manufacturing advance into management positions. Graduates are prepared to supervise and coordinate the activities of production and operating workers, such as inspectors, precision workers, machine setters and operators, assemblers, fabricators, and plant and system operators. Supply chain, automation, quality, lean leadership, and supervisory skills are all emphasized along with creative problem solving and team building. Students in the program will have opportunities to explore manufacturing facilities where they will analyze manufacturing operations, identify process efficiencies, and identify management strategies leading to quality production and processing.

To learn more about this program, visit mstc.edu/programs.

ACADEMIC ADVISOR

To schedule an appointment with an academic advisor, call 715-422-5300. Academic advisors will travel to other campuses as necessary to accommodate student needs. For more information about advising, visit mstc.edu/advising.

NEW STUDENT CHECKLIST

Complete the following steps to prepare for your New Student Advising appointment with your academic advisor:

- Submit a Mid-State application at mstc.edu/apply.
- Send official transcripts to:
Mid-State Technical College
Student Services
500 32nd Street North
Wisconsin Rapids, WI 54494
- Complete the Free Application for Federal Student Aid (FAFSA) at fafsa.gov. Mid-State's Financial Aid team is available to assist with your FAFSA application and to answer your financial aid questions. Contact Financial Aid or schedule an appointment at mstc.edu/financial-aid.
- Set up student MyCampus account at mstc.edu/mycampus-assistance.
- Schedule a New Student Advising appointment at mstc.edu/advising.

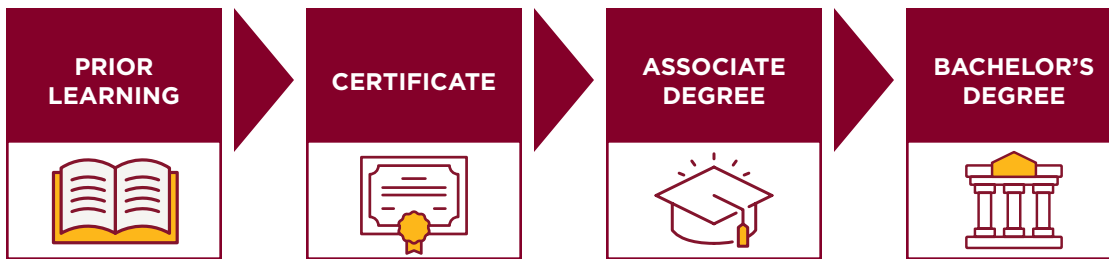
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Adams Campus • Marshfield Campus • Stevens Point Downtown Campus • Wisconsin Rapids Campus • Virtual Campus • AMETA® Center

Mid-State does not discriminate on the basis of race, color, national origin, sex, disability, or age in its program, activity, or employment. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Vice President - Human Resources; 500 32nd Street North, Wisconsin Rapids, WI 54494; 715-422-5325 • AAEO@mstc.edu. 3/2026-AC

CAREER PATHWAY



Career pathways help you build your education step by step. Each stage offers one or more credentials that are recognized by employers and lead to real jobs—and you can keep building toward your career goals as you go.

Begin at any point.

Prior Learning

Credit for Prior Learning

- Certifications and Licenses
- Military Experience
- National/Standardized Exams
- Transfer Credit
- Work and Life Experience

Learn about Credit for Prior Learning at mstc.edu/cpl.

High School Credit

- High School Dual Credit
- Mid-State Fast Track

Learn about High School Credit at mstc.edu/dc.

Certificate

- Process Improvement (9 Credits)

Associate Degree

- Manufacturing Operations Management (61 Credits)
Start Your Career: Manufacturing Supervisor, Production Manager, Production Supervisor, Project Manager, Quality Assurance Supervisor

Bachelor's Degree

For those interested in continuing their education, Mid-State offers transfer guides with various four-year colleges and universities. For more information, visit mstc.edu/transfer.

Other Options

Related Programs: Advanced Mechanical Technology, Industrial Mechanical Technician, Metal Fabrication, Precision Machining Technician, Stainless Steel Welding, Welding

OUTCOMES

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

- Organize resources to achieve the goals of the organization.
- Direct individuals and/or processes to meet organizational goals.
- Implement safe work practices.
- Design, implement, and evaluate industrial processes.
- Apply leadership skills and tools to facilitate problem solving.
- Develop and maintain a continuous improvement environment.

TECHNICAL SKILLS ATTAINMENT

The Wisconsin Technical College System (WTCS) has implemented a requirement that all technical colleges measure outcomes attained by students. This requirement is called Technical Skills Attainment (TSA). The main objective of TSA is to ensure graduates have the technical skills needed by employers. Faculty will let students know when and how the TSA is being assessed in the program.

STUDENT HANDBOOK

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

GRADUATION REQUIREMENT

The GPS for Student Success course is required for all Mid-State program students and is recommended to be completed before obtaining 12 credits. Some students are exempt from this requirement. Please see your academic advisor for more information.

ADDITIONAL COURSES AS NEEDED

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

College Reading and Writing 1

10831104

3 credits

Provides learners with opportunities to develop and expand reading and writing skills to prepare for college-level academic work. Students will employ critical reading strategies to improve comprehension, analysis, and retention of texts. Students will apply the writing process to produce well-developed, coherent, and unified written work.

Pre-Algebra

10834109

3 credits

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

MULTIPLE MEASURES

Students can place into courses using high school GPA and completed classes. Placement can be determined in the following ways:

- **Multiple Measures Writing (MMW)**
High school GPA of 2.6 & successful completion of 2.0 credits of high school writing courses with a "C" or better
- **Multiple Measures Reading (MMR)**
High school GPA of 2.6 & successful completion of 2.0 credits of high school literature courses with a "C" or better
- **Multiple Measures Math 1 (MMM_1)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school math (Algebra 1 or equivalent) with a "C" or better
- **Multiple Measures Math 2 (MMM_2)**
High school GPA of 2.6 & successful completion of 2.0 credits of high school math including Algebra 1 and Algebra 2 with a "C" or better
- **Multiple Measures Science 1 (MMS_1)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school lab science course with a "C" or better
- **Multiple Measures Science 2 (MMS_2)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school chemistry with a "C" or better

Past high school and college transcripts are used in making course placement decisions.

SAMPLE FULL-TIME CURRICULUM OPTION

Manufacturing Operations Management • 61 Total Credits

Term 16 Credits	Course Number	Course Name	CPL	Credits
	10196189	Team Building & Problem-Solving	No	3
	10623126 or 10196191	Manufacturing Supervision or Supervision	No or Yes	3
	10462107	Industrial Safety	Yes	2
	10623114	Intro to Inventor	Yes	1
	10801136	English Composition 1	Yes	3
	10804107 or 10804189	College Mathematics or Introductory Statistics	Yes	3
Term 15 Credits	10890102	GPS for Student Success	Yes	1
	Course Number	Course Name	CPL	Credits
	10102110	Employment Law	No	3
	10623124 or 10102121	Budgets & Economic Impact for Manufacturing or Finance and Budgeting	No or Yes	3
	10103123	Excel-Beginning	Yes	1
	10623112	Manufacturing Practices	No	2
	10801198 or 10801196	Speech or Oral/Interpersonal Communication	Yes	3
Term 15 Credits	10809166	Introduction to Ethics: Theory & Application	Yes	3
	Course Number	Course Name	CPL	Credits
	10196190	Leadership Development	Yes	3
	10196193	Human Resource Management	No	3
	10605117	Automation 1 - Beginning PLC	Yes	3
	10623169 or 10623168	Manufacturing Operations Management Internship or Manufacturing Operations Capstone	No	3
Term 15 Credits	10809198 or 10809188	Introduction to Psychology or Developmental Psychology	Yes	3
	Course Number	Course Name	CPL	Credits
	10196192	Managing for Quality	No	3
	10196188	Project Management	No	3
	10623171	Lean Six Sigma	No	3
	10623177	Manufacturing Leadership	No	3
	10809172	Introduction to Diversity Studies	Yes	3

Please Note

- Credit for Prior Learning (CPL) options are available for some courses. You can visit mstc.edu/cpl or contact your academic advisor for details.
- This curriculum sequence is only for student planning. Actual student schedules will vary depending on course availability.
- Program completion time may vary based on student scheduling and course availability. For details, go to mstc.edu/schedule.
- Get the latest updates online at mstc.edu.

SAMPLE PART-TIME CURRICULUM OPTION

Manufacturing Operations Management • 61 Total Credits

Term 7 Credits	Course Number	Course Name	CPL	Credits
	10462107	Industrial Safety	Yes	2
	10623114	Intro to Inventor	Yes	1
	10801136	English Composition 1	Yes	3
	10890102	GPS for Student Success	Yes	1
Term 6 Credits	Course Number	Course Name	CPL	Credits
	10103123	Excel-Beginning	Yes	1
	10804107 or 10804189	College Mathematics or Introductory Statistics	Yes	3
	10623112	Manufacturing Practices	No	2
Term 9 Credits	Course Number	Course Name	CPL	Credits
	10196189	Team Building & Problem-Solving	No	3
	10623126 or 10196191	Manufacturing Supervision or Supervision	No or Yes	3
	10809166	Introduction to Ethics: Theory & Application	Yes	3
Term 9 Credits	Course Number	Course Name	CPL	Credits
	10102110	Employment Law	No	3
	10623124 or 10102121	Budgets & Economic Impact for Manufacturing or Finance and Budgeting	No or Yes	3
	10801198 or 10801196	Speech or Oral/Interpersonal Communication	Yes	3
Term 9 Credits	Course Number	Course Name	CPL	Credits
	10196190	Leadership Development	Yes	3
	10196193	Human Resource Management	No	3
	10809198 or 10809188	Introduction to Psychology or Developmental Psychology	Yes	3
Term 6 Credits	Course Number	Course Name	CPL	Credits
	10196192	Managing for Quality	No	3
	10809172	Introduction to Diversity Studies	Yes	3
Term 6 Credits	Course Number	Course Name	CPL	Credits
	10605117	Automation 1 - Beginning PLC	Yes	3
	10623169 or 10623168	Manufacturing Operations Management Internship or Manufacturing Operations Capstone	No	3
Term 9 Credits	Course Number	Course Name	CPL	Credits
	10196188	Project Management	No	3
	10623171	Lean Six Sigma	No	3
	10623177	Manufacturing Leadership	No	3

Automation 1 - Beginning PLC**10605117****3 credits**

An overview of programmable logic controllers (PLCs) that provides a foundation of knowledge of the programming techniques, operation, and maintenance of PLCs used in typical industrial automation.

Budgets & Economic Impact for Manufacturing**10623124****3 credits**

Students will study the language of budgets and fiscal management as it relates to the manufacturing industry. Provides an overview of the use and analysis of financial statements. Students will study the impact of current and historical economics and how they have a role in successful business planning.

College Mathematics**10804107****3 credits**

This course is designed to review and develop fundamental concepts of mathematics in the areas of algebra, geometry, trigonometry, measurement and data. Algebra topics emphasize simplifying algebraic expressions, solving linear equations and inequalities with one variable, solving proportions and percent applications. Geometry and trigonometry topics include; finding areas and volumes of geometric figures, applying similar and congruent triangles, applying Pythagorean Theorem, and solving right triangles using trigonometric ratios. Measurement topics emphasize the application of measurement concepts and conversion techniques within and between U.S. customary and metric system to solve problems. Data topics emphasize data organization and summarization skills, including: frequency distributions, central tendency, relative position and measures of dispersion. Special emphasis is placed on problem solving, critical thinking and logical reasoning, making connections, and using calculators.

Prerequisite: High School GPA of 2.6 and MMM_1 or Accuplacer Arithmetic of 250 and QAS 234 or ACT Math score of 17 or

Pre-Algebra 10834109 with a "C" or better

Developmental Psychology**10809188****3 credits**

Studies human development throughout the lifespan and explores developmental theory and research with an emphasis on the interactive nature of the biological, cognitive, and psychosocial changes that affect the individual from conception to death. Application activities and critical thinking skills enable students to gain an increased knowledge and understanding of themselves and others.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English

Employment Law**10102110****3 credits**

Introduces a broad scope of employment laws and provides the opportunity to apply these laws to the employment arena. Includes laws relating to anti-discrimination, including the Civil Rights Act, ADEA, and ADA; wage and hour regulation, including FLSA; employer-provided pensions, including ERISA; health insurance, including COBRA and ACA; and unemployment and worker's compensation insurance.

English Composition 1**10801136****3 credits**

Learners develop and apply skills in all aspects of the writing process. Through a variety of learning activities and written documents, learners employ rhetorical strategies, plan, organize and revise content, apply critical reading strategies, locate and evaluate information, integrate and document sources, and apply standardized English language conventions.

Prerequisite: High School GPA of 2.6 and MMW or Accuplacer Writing of 262 or Accuplacer Reading 253 or ACT English score of 20 or ACT Reading 21 or completion of College Reading and Writing 1 10831104 with a "C" or better

Excel-Beginning**10103123****1 credit**

Students learn to create, modify, and format spreadsheets, charts, and graphics. Students also learn to perform calculations and analysis on data.

Finance and Budgeting**10102121****3 credits**

For the nonfinancial manager, this course introduces the language of accounting, finance, and budgeting. Provides an overview of the use and analysis of financial statements. Business planning and the foundations and development of budgets are explored. Business financing basics and the securing of necessary financing for a business are covered. Practical application of financial statement creation and analysis, budgetary activities, and finance calculations are included.

Human Resource Management**10196193****3 credits**

Applies skills and tools necessary to perform human resource functions in an organization. Each learner demonstrates skill in following EEOC laws; writing job descriptions; recruiting, selecting, and orienting employees; developing policies and procedures; developing and conducting training; designing performance appraisal plans; developing employee development plans; and selecting compensation and benefit strategies.

Industrial Safety**10462107****2 credits**

Provides an overview of safety, health, and environmental issues as they relate to industry. Various types of hazards and the controls and equipment used to reduce risks from hazards are discussed. Focuses on understanding the Occupational Safety and Health Administration (OSHA) and its function as well as other regulatory and enforcement agencies associated with industrial safety, health, and the environment.

Intro to Inventor**10623114****1 credit**

Learners will create 3D models in Inventor using a variety of feature and modify tools, analyze the volume of the models, and apply a material to determine weight of the finished product. Learners will generate 2D representations of the 3D model in appropriate views, and add dimensions and annotations before formatting drawings to print out. Prior experience with computers is recommended.

Introduction to Diversity Studies**10809172****3 credits**

This course introduces the study of diversity from a local to a global perspective using a holistic, interdisciplinary approach that encourages exploration and prepares students to work in a diverse environment. The course introduces basic diversity concepts, examines the impact of bias and power differentials among groups, explores the use of culturally responsive communication strategies, and compares forces that shape diversity in an international context.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English

Introduction to Ethics: Theory & Application**10809166****3 credits**

Provides a basic understanding of the theoretical foundations of ethical thought. Diverse ethical perspectives are used to analyze and compare relevant issues. Students critically evaluate individual, social, and/or professional standards of behavior, and apply a systemic decision-making process to these situations.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English

Introduction to Psychology**10809198****3 credits**

This science of psychology course is a survey of multiple aspects of behavior and mental processes. It provides an overview of topics such as research methods, theoretical perspectives, learning, cognition, memory, motivation, emotions, personality, abnormal psychology, physiological factors, social influences, and development.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English

Introductory Statistics**10804189****3 credits**

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

Prerequisite: High School GPA of 2.6 and MMM_2 or Accuplacer QAS 241 or ACT Math score of 19 or Pre-Algebra 10834109 or College Math 10804107 with a "C" or better

Leadership Development**10196190****3 credits**

Applies skills and tools necessary to fulfill their role as a modern leader. Each learner evaluates personal leadership effectiveness, use individual and group motivation strategies, implement mission and goals, demonstrate ethical behavior, adapt personal leadership style to worker readiness, use power, facilitate employee development, coach, manage change, and resolve conflict.

Lean Six Sigma**10623171****3 credits**

Learners will examine methods used in Lean Six Sigma to implement continuous improvement projects in the workplace. Concepts identified in this course cover problem solving tools, root cause analysis and project management using the DMAIC model. Learners will incorporate basic statistics to support projects and explore the Lean Six Sigma 'body of knowledge' providing skills to achieve Lean Six Sigma Green Belt certification.

Managing for Quality**10196192****3 credits**

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

Manufacturing Leadership**10623177****3 credits**

This course equips aspiring manufacturing supervisors with the skills to lead teams, drive performance, and align manufacturing operations with organizational goals. Students will learn to analyze key metrics, apply problem-solving techniques, and implement change management strategies to enhance efficiency. By applying effective communication and leadership styles, participants will be well-equipped to transition from production roles to impactful supervisory positions.

Manufacturing Operations Capstone

10623168

3 credits

This project-based course simulates working in a supervisory role where students build a portfolio demonstrating skills they could present to an employer when applying for supervisory or management positions.

Prerequisites: minimum 21 credits of 623 or 196 or 462 program courses

Manufacturing Operations Management Internship

10623169

3 credits

This internship provides students with practical knowledge and experience in the manufacturing industry through the lens of supervisors and managers. Integrating the theories and techniques learned in previous courses with specific off-campus occupational experiences at selected training sites allows students to gain a real-world perspective of this segment of the manufacturing industry.

Manufacturing Practices

10623112

2 credits

As competition for market share continues to increase, manufacturers rely on innovations in technology, methods, and practices to give them the edge they need. To remain competitive globally, the watchwords are productivity, efficiency, and quality. In this course, students examine some of the practices that many manufacturing operations have come to rely on to make their operations competitive, efficient, and cost-effective. Topics covered in this class include the principles of lean manufacturing, value versus non-value added waste, 5S methodology, value stream mapping, setup reduction and quick changeover, cellular flow, building a lean culture, total productive maintenance, and statistical process control (SPC).

Manufacturing Supervision

10623126

3 credits

Applies skills and tools necessary to perform the functions of a supervisor in a manufacturing field. Students engage in operational planning, analyze organizational structures, review the staffing process, study techniques that enhance personal and group functionality, and develop techniques to measure production and effectiveness of teams.

Oral/Interpersonal Communication

10801196

3 credits

Focuses on developing effective listening techniques and verbal and nonverbal communication skills through oral presentation, group activity, and other projects. The study of self, conflict, and cultural contexts will be explored, as well as their impact on communication.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English or College Reading and Writing with a C or better

Project Management

10196188

3 credits

Applies skills and tools necessary to design, implement, and evaluate formal projects. Each learner will examine the role of project management, create a project charter, define project work scope, manage project risks, and develop a network diagram, project schedule, and project budget.

Prerequisite: Nine core credits from a 101, 102, 103, 109, 196, or 623 program code.

Speech

10801198

3 credits

Explores the fundamentals of effective oral presentation to small and large groups. Topic selection, audience analysis, methods of organization, research, structuring evidence and support, delivery techniques, and other essential elements of speaking successfully, including the listening process, form the basis of this course. Includes informative, persuasive, and occasion speech presentations.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 253 and Writing of 262 or ACT of 21 Reading/19 English or completion of College Reading and Writing 1 10831104 with a "C" or better

Supervision

10196191

3 credits

Applies skills and tools necessary to perform the functions of a contemporary frontline leader. Students engage in operational planning, analyze organizational structures, review the staffing process, employ techniques to enhance employee personal and group effectiveness, and develop control techniques to measure effectiveness in the above areas.

Team Building & Problem Solving

10196189

3 credits

Applies skills and tools necessary to facilitate problem solving in a team environment. Each learner assumes the roles and responsibilities of team leadership in the stages of team development, uses a systematic problem-solving process, and employs consensus-building and conflict-management strategies.

MECHANICAL DESIGN TECHNOLOGY

Associate in Applied Science (AAS)

Program Code: 10-606-1

Total Credits: 63-64

This program prepares graduates to work with engineers to design, prepare, develop, and test all types of machines and products. Students learn to apply knowledge of mechanical engineering technology and use 2D and 3D computer-aided design applications. They also learn about manufacturing processes, material strength, basic mechanisms, and three-dimensional modeling. You'll gain an understanding of complex systems and how parts and pieces work together. You will also learn about and use research and development (R&D) processes, such as prototyping, testing, and QA, and how these are applied in the world of manufacturing. Hands-on projects include building parts to make mechanical systems as well as first-hand experience with scanning and modeling parts, 3D printing parts, and additive manufacturing.

To learn more about this program, visit mstc.edu/programs.

ACADEMIC ADVISOR

To schedule an appointment with an academic advisor, call 715-422-5300. Academic advisors will travel to other campuses as necessary to accommodate student needs. For more information about advising, visit mstc.edu/advising.

NEW STUDENT CHECKLIST

Complete the following steps to prepare for your New Student Advising appointment with your academic advisor:

- Submit a Mid-State application at mstc.edu/apply.
- Send official transcripts to:
Mid-State Technical College
Student Services
500 32nd Street North
Wisconsin Rapids, WI 54494
- Complete the Free Application for Federal Student Aid (FAFSA) at fafsa.gov. Mid-State's Financial Aid team is available to assist with your FAFSA application and to answer your financial aid questions. Contact Financial Aid or schedule an appointment at mstc.edu/financial-aid.
- Set up student MyCampus account at mstc.edu/mycampus-assistance.
- Schedule a New Student Advising appointment at mstc.edu/advising.

mstc.edu • 888-575-6782 • TTY: 711



Adams Campus • Marshfield Campus • Stevens Point Downtown Campus • Wisconsin Rapids Campus • Virtual Campus • AMETA® Center

Mid-State does not discriminate on the basis of race, color, national origin, sex, disability, or age in its program, activity, or employment. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Vice President - Human Resources; 500 32nd Street North, Wisconsin Rapids, WI 54494; 715-422-5325 • AAEO@mstc.edu. 3/2026-AC

CAREER PATHWAY



Career pathways help you build your education step by step. Each stage offers one or more credentials that are recognized by employers and lead to real jobs—and you can keep building toward your career goals as you go.

Begin at any point.

Prior Learning

Credit for Prior Learning

- Certifications and Licenses
- Military Experience
- National/Standardized Exams
- Transfer Credit
- Work and Life Experience

Learn about Credit for Prior Learning at mstc.edu/cpl.

High School Credit

- High School Dual Credit
- Mid-State Fast Track

Learn about High School Credit at mstc.edu/dc.

Associate Degree

- Mechanical Design Technology (63-64 Credits)
Start Your Career: CAD Technician, Design Technician, Engineering Technician, Mechanical Design Technician, Product Designer

Bachelor's Degree

For those interested in continuing their education, Mid-State offers transfer guides with various four-year colleges and universities. For more information, visit mstc.edu/transfer.

Other Options

Related Programs: Automation & Instrumentation Technology, Civil Engineering Technology-Highway Technician, Precision Machining Technician

OUTCOMES

Employers will expect you, as a Mechanical Design Technology graduate, to be able to:

- Prepare detail and assembly drawings for documentation of mechanical components and products.
- Create CAD geometry, parts and assemblies.
- Design mechanical components and products.
- Analyze mechanical engineering problems.
- Select purchased parts.

TECHNICAL SKILLS ATTAINMENT

The Wisconsin Technical College System (WTCS) has implemented a requirement that all technical colleges measure outcomes attained by students. This requirement is called Technical Skills Attainment (TSA). The main objective of TSA is to ensure graduates have the technical skills needed by employers. Faculty will let students know when and how the TSA is being assessed in the program.

STUDENT HANDBOOK

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

GRADUATION REQUIREMENT

The GPS for Student Success course is required for all Mid-State program students and is recommended to be completed before obtaining 12 credits. Some students are exempt from this requirement. Please see your academic advisor for more information.

ADDITIONAL COURSES AS NEEDED

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

College Reading and Writing 1

10831104

3 credits

Provides learners with opportunities to develop and expand reading and writing skills to prepare for college-level academic work. Students will employ critical reading strategies to improve comprehension, analysis, and retention of texts. Students will apply the writing process to produce well-developed, coherent, and unified written work.

Pre-Algebra

10834109

3 credits

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

MULTIPLE MEASURES

Students can place into courses using high school GPA and completed classes. Placement can be determined in the following ways:

- **Multiple Measures Writing (MMW)**
High school GPA of 2.6 & successful completion of 2.0 credits of high school writing courses with a "C" or better
- **Multiple Measures Reading (MMR)**
High school GPA of 2.6 & successful completion of 2.0 credits of high school literature courses with a "C" or better
- **Multiple Measures Math 1 (MMM_1)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school math (Algebra 1 or equivalent) with a "C" or better
- **Multiple Measures Math 2 (MMM_2)**
High school GPA of 2.6 & successful completion of 2.0 credits of high school math including Algebra 1 and Algebra 2 with a "C" or better
- **Multiple Measures Science 1 (MMS_1)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school lab science course with a "C" or better
- **Multiple Measures Science 2 (MMS_2)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school chemistry with a "C" or better

Past high school and college transcripts are used in making course placement decisions.

SAMPLE FULL-TIME CURRICULUM OPTION

Mechanical Design Technology • 63-64 Total Credits

Term 16 Credits	Course Number	Course Name	CPL	Credits
	10420101	Manufacturing Processes - Machining	No	2
	10606163	Materials of Industry	No	2
	10606164	Technical Detailing	No	2
	10623106	Introduction to AutoCAD	Yes	1
	10623114	Intro to Inventor	Yes	1
	10801136	English Composition 1	Yes	3
	10804118	Intermediate Algebra with Applications	Yes	4
	10890102	GPS for Student Success	Yes	1
Term 16 Credits	Course Number	Course Name	CPL	Credits
	10457119	Fabrication Fundamentals 1	No	1
	10457120	Fabrication Fundamentals 2	No	1
	10606165	Intro to Solidworks	No	1
	10606114	Machine Design 1	No	2
	10606131	Strengths of Materials	No	3
	10606145	Applied Mechanics	No	2
	10804196	Trigonometry with Applications	No	3
	10809166 or 10809172	Introduction to Ethics: Theory & Application or Introduction to Diversity Studies	Yes	3
Term 17-18 Credits	Course Number	Course Name	CPL	Credits
	10606115	Machine Design 2	No	3
	10606117	Designing for Manufacturability	No	3
	10606119	Mechanisms	No	3
	10623176	Quality Assurance	No	1
	10607106	Excel for Engineering	No	1
	10801198 or 10801196	Speech or Oral/Interpersonal Communication	Yes	3
	10806143 or 10806154	College Physics 1 or General Physics 1	No or Yes	3 or 4
Term 14 Credits	Course Number	Course Name	CPL	Credits
	10462120	Industrial Hydraulics & Pneumatics	No	3
	10606113	Tool and Fixture Design	No	2
	10606166	Intermediate Solidworks	No	1
	10623171	Lean Six Sigma	No	3
	10809198 or 10809188	Introduction to Psychology or Developmental Psychology	Yes	3
	32420325	Inspection with Geometric Dimensioning	No	2

Please Note

- Credit for Prior Learning (CPL) options are available for some courses. You can visit mstc.edu/cpl or contact your academic advisor for details.
- This curriculum sequence is only for student planning. Actual student schedules will vary depending on course availability.
- Program completion time may vary based on student scheduling and course availability. For details, go to mstc.edu/schedule.
- Get the latest updates online at mstc.edu.

SAMPLE PART-TIME CURRICULUM OPTION
Mechanical Design Technology • 63-64 Total Credits

Term 11 Credits	Course Number	Course Name	CPL	Credits
	10420101	Manufacturing Processes - Machining	No	2
	10606163	Materials of Industry	No	2
	10623106	Introduction to AutoCAD	Yes	1
	10623114	Intro to Inventor	Yes	1
	10804118	Intermediate Algebra with Applications	Yes	4
	10890102	GPS for Student Success	Yes	1
Term 8-9 Credits	Course Number	Course Name	CPL	Credits
	10457119	Fabrication Fundamentals 1	No	1
	10457120	Fabrication Fundamentals 2	No	1
	10804196	Trigonometry with Applications	No	3
	10806143 or 10806154	College Physics 1 or General Physics 1	No or Yes	3 or 4
Term 8 Credits	Course Number	Course Name	CPL	Credits
	10606164	Technical Detailing	No	2
	10801136	English Composition 1	Yes	3
	10809166 or 10809172	Introduction to Ethics: Theory & Application or Introduction to Diversity Studies	Yes	3
Term 7 Credits	Course Number	Course Name	CPL	Credits
	10606114	Machine Design 1	No	2
	10606131	Strengths of Materials	No	3
	10606145	Applied Mechanics	No	2
Term 7 Credits	Course Number	Course Name	CPL	Credits
	10606115	Machine Design 2	No	3
	10607106	Excel for Engineering	No	1
	10801198 or 10801196	Speech or Oral/Interpersonal Communication	Yes	3
Term 9 Credits	Course Number	Course Name	CPL	Credits
	10462120	Industrial Hydraulics & Pneumatics	No	3
	10606165	Intro to Solidworks	No	1
	10809198 or 10809188	Introduction to Psychology or Developmental Psychology	Yes	3
	32420325	Inspection with Geometric Dimensioning	No	2
Term 7 Credits	Course Number	Course Name	CPL	Credits
	10606117	Designing for Manufacturability	No	3
	10606119	Mechanisms	No	3
	10623176	Quality Assurance	No	1
Term 6 Credits	Course Number	Course Name	CPL	Credits
	10606113	Tool and Fixture Design	No	2
	10606166	Intermediate Solidworks	No	1
	10623171	Lean Six Sigma	No	3

Applied Mechanics

10606145

2 credits

Learners develop a thorough understanding of statics and mechanics principles found in mechanical design. Learners will apply mechanics principles in various assignments and lab activities.

Corequisites: Intermediate Algebra with Applications (10804118), Trigonometry with Applications (10804196)

College Physics 1

10806143

3 credits

Presents the applications and theory of basic physics principles. This course emphasizes problem solving, laboratory investigation and applications. Topics include laboratory safety, unit conversions and analysis, kinematics, dynamics, work, energy, power, temperature and heat.

Corequisite: Trigonometry with Applications 10804196

Designing for Manufacturability

10606117

3 credits

Utilize industry accepted methods for the design and development of customer focused products. Emphasis is placed on team building and the application of industry practices for the efficient and cost-effective design, development and production of products. The learner will incorporate design considerations for specific manufacturing processes into product design. Current industry methods of product design and re-engineering will be used to complete product design projects.

Prerequisites: Manufacturing Processes- Machining (10420101), Fabrication Fundamentals 1 (10457119), Fabrication Fundamentals 2 (10457120)

Developmental Psychology

10809188

3 credits

Studies human development throughout the lifespan and explores developmental theory and research with an emphasis on the interactive nature of the biological, cognitive, and psychosocial changes that affect the individual from conception to death. Application activities and critical thinking skills enable students to gain an increased knowledge and understanding of themselves and others.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English

English Composition 1

10801136

3 credits

Learners develop and apply skills in all aspects of the writing process. Through a variety of learning activities and written documents, learners employ rhetorical strategies, plan, organize and revise content, apply critical reading strategies, locate and evaluate information, integrate and document sources, and apply standardized English language conventions.

Prerequisite: High School GPA of 2.6 and MMW or Accuplacer Writing of 262 or Accuplacer Reading 253 or ACT English score of 20 or ACT Reading 21 or completion of College Reading and Writing 1 10831104 with a "C" or better

Fabrication Fundamentals 1

10457119

1 credit

An introduction to structural shapes and sheet metal fabrication. Presents fabrication techniques, metal selection, and layout, cutting, bending, drilling, threading, and joining using manual equipment and techniques. Information is presented to the student and followed up with lab activities to provide a hands-on experience. Emphasizes developing an understanding of the tools, techniques, safe work habits, and application of sheet metal fabrication skills.

Fabrication Fundamentals 2

10457120

1 credit

An introduction to plate steel and heavy fabrication. Presents fabrication techniques using heavy fabrication equipment. CNC Cutting, Plate and Tube bending, Sawing and Shearing equipment will be presented and followed up with lab activities to provide a hands-on experience. Emphasizes developing an understanding of the equipment, techniques, safe work habits, and application of heavy metal fabrication skills.

General Physics 1

10806154

4 credits

Presents the applications and theory of basic physics principles. This course emphasizes problem solving, laboratory investigation, and applications. Topics include unit conversion and analysis, vectors, translational and rotational kinematics, translational and rotational dynamics, heat and temperature, and harmonic motion and waves.

Corequisite: Trigonometry with Applications 10804196

GPS for Student Success

10890102

1 credit

Integrate necessary skills for student success by developing an academic plan, identifying interpersonal attributes for success, adopting efficient and effective learning strategies, and utilizing Mid-State resources, policies, and processes. This course is recommended to be completed prior to obtaining 12 credits and is a graduation requirement unless you receive an exemption from your program advisor.

Industrial Hydraulics & Pneumatics

10462120

3 credits

Studies basic principles of hydraulics and pneumatics. Covers the advantages, disadvantages, and inherent problems with these systems. Includes the principles of operation and the constructional features of pumps, motors, valves, seals, packing, and conductors as well as the physical properties of liquids. Students learn to identify various parts of a circuit and analyze them for their use.

Corequisite: Intermediate Algebra with Applications 10804118

Inspection with Geometric Dimensioning

32420325

2 credits

This course will familiarize learners with interpreting Geometric Dimensioning and introduce dimensional metrology. Activities and classroom presentations will provide insight into the use of direct and indirect measuring tools, instrument calibration, and the use of Coordinate Measuring Machines, and quality documentation. Emphasis of the course will be on interpretation of Geometric Dimensioning and using metrology fundamentals to ensure manufactured components meet design specifications.

Intermediate Algebra with Applications

10804118

4 credits

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

Prerequisite: High School GPA of 2.6 and MMM_1 or Accuplacer Arithmetic of 263 and QAS 234 or ACT Math score of 19 or QAS of 245 or Pre-Algebra 10834109 with a "C" or better.

Intermediate Solidworks

10606166

1 credit

Introduces the learner to intermediate SolidWorks commands to produce 3- dimensional parts, assemblies and engineering drawings. The learner will utilize and practice their existing beginner level commands and skills while mastering intermediate level skills with an emphasis on mechanical engineering drafting and design.

Prerequisite: Intro to Solidworks 10606165

Intro to Inventor

10623114

1 credit

Learners will create 3D models in Inventor using a variety of feature and modify tools, analyze the volume of the models, and apply a material to determine weight of the finished product. Learners will generate 2D representations of the 3D model in appropriate views, and add dimensions and annotations before formatting drawings to print out. Prior experience with computers is recommended.

Intro to Solidworks

10606165

1 credit

Introduces the learner to basic SolidWorks commands to produce 3-dimensional parts, assemblies and engineering drawings. The learner will master beginner level commands and have a thorough understanding of the basic operation of the software.

Introduction to AutoCAD

10623106

1 credit

Learners will develop practical approaches to constructing basic 2D drawings in AutoCAD software by drawing, modifying, and assigning appropriate layer properties. Learners will also analyze length and area of shapes drawn in AutoCAD, summarize details through dimensions and annotations added to the drawings, and format the drawings for printing. Prior experience with computers is recommended.

Introduction to Diversity Studies

10809172

3 credits

This course introduces the study of diversity from a local to a global perspective using a holistic, interdisciplinary approach that encourages exploration and prepares students to work in a diverse environment. The course introduces basic diversity concepts, examines the impact of bias and power differentials among groups, explores the use of culturally responsive communication strategies, and compares forces that shape diversity in an international context.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English

Introduction to Ethics: Theory & Application

10809166

3 credits

Provides a basic understanding of the theoretical foundations of ethical thought. Diverse ethical perspectives are used to analyze and compare relevant issues. Students critically evaluate individual, social, and/or professional standards of behavior, and apply a systemic decision-making process to these situations.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English

Introduction to Psychology

10809198

3 credits

This science of psychology course is a survey of multiple aspects of behavior and mental processes. It provides an overview of topics such as research methods, theoretical perspectives, learning, cognition, memory, motivation, emotions, personality, abnormal psychology, physiological factors, social influences, and development.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English

Lean Six Sigma

10623171

3 credits

Learners will examine methods used in Lean Six Sigma to implement continuous improvement projects in the workplace. Concepts identified in this course cover problem solving tools, root cause analysis and project management using the DMAIC model. Learners will incorporate basic statistics to support projects and explore the Lean Six Sigma 'body of knowledge' providing skills to achieve Lean Six Sigma Green Belt certification.

Machine Design 1

10606114

2 credits

Emphasizes horsepower, torque and speed regarding machine design requirements. The learner will be capable of proper selection of commercially available power transmission chain and belt drives, couplings, clutches, brakes and gear reducers, as well as the selection of electric motors and small two and four cycle gasoline engines.

Corequisite: Applied Mechanics 10606145

Machine Design 2

10606115

3 credits

Incorporates the concepts learned in Strengths of Materials and applies them to 3-dimensional applications. The learner will master the basic concepts of fatigue strength, the use of stress concentration factors, de-rating factors and factors of safety in order to compare design loads to material properties of objects in their actual working environment. The learner will understand all aspects of shaft design and will be able to properly account for all considerations when designing common machine components.

Prerequisite: Machine Design 1 10606114, Strengths of Materials 10606131

Manufacturing Processes - Machining

10420101

2 credits

Learners will be introduced to manufacturing methods and the progression a part follows from raw material to finished product following supplied drawings. Learners will practice techniques in standard machining processes, methods, and procedures to safely machine materials using manufacturing equipment including manual milling machines and manual lathes.

Materials of Industry

10606163

2 credits

Learners are involved in the examination of manufacturing materials related to the ultimate design decision involved in part and product design. Students will learn the principles and theory of material selection, properties of materials, structures of materials and specific materials and their function in product application.

Mechanisms

10606119

3 credits

Analyzes existing mechanisms and their motion characteristics with application to the design of machines. Four bar linkages, slider cranks, cams, gears and other typical mechanisms are examined. The effects that displacement, velocity and acceleration have on mechanisms will be studied.

Prerequisite: Applied Mechanics 10606145

Oral/Interpersonal Communication

10801196

3 credits

Focuses on developing effective listening techniques and verbal and nonverbal communication skills through oral presentation, group activity, and other projects. The study of self, conflict, and cultural contexts will be explored, as well as their impact on communication.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English or College Reading and Writing with a C or better

Quality Assurance

10623176

1 credit

Analyzes the philosophies and strategies the American industry has been focusing on to improve the quality of their products and services. The learner will explore their personal philosophy on quality, the cost of quality, total quality management, and nonconforming products and materials.

Speech

10801198

3 credits

Explores the fundamentals of effective oral presentation to small and large groups. Topic selection, audience analysis, methods of organization, research, structuring evidence and support, delivery techniques, and other essential elements of speaking successfully, including the listening process, form the basis of this course. Includes informative, persuasive, and occasion speech presentations.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 253 and Writing of 262 or ACT of 21 Reading/19 English or completion of College Reading and Writing 1 10831104 with a "C" or better

Strengths of Materials

10606131

3 credits

Examines how forces affect machine members and structural elements. The learner will calculate stress and strain, analyze connections and evaluate beams and columns. The learner will use these calculations to determine if a given design will perform or fail.

Corequisites: Applied Mechanics 10606145, Materials of Industry 10606163

Technical Detailing

10606164

2 credits

Expands basic knowledge and skill development of mechanical drawing. Emphasis is placed on fits and tolerances, geometric and positional dimensioning and tolerancing, assembly and detail drawings and parts lists.

Corequisites: Intro to Inventor 10623114 or Intro to Solidworks 10606165

Tool and Fixture Design**10606113****2 credits**

Develops an in-depth understanding of production systems control and planning. The learner will acquire the skills necessary for the design and creation of engineering drawings of production tools and work holder devices such as jigs and fixtures.

Prerequisites: Intro to Solidworks 10606165, Designing for Manufacturability 10606117

Trigonometry with Applications**10804196****3 credits**

Topics include circular functions, graphing of trigonometry functions, identities, equations, trigonometric functions of angles, inverse functions, solutions of triangles, complex numbers, DeMoivre's Theorem, polar coordinates, and vectors.

Prerequisite: ACT Math score of 22 or Intermediate Algebra with Applications 10804118 with a "C" or better

MEDICAL ASSISTANT

Technical Diploma

Program Code: 31-509-1

Total Credits: 29-31

Mid-State's Medical Assistant program prepares graduates to work confidently in medical offices and clinics, assisting in the reception, examination, and treatment of patients. You'll learn valuable clinical and clerical skills as well as how to sterilize equipment and perform lab procedures, EKGs, and injections. The program's combination of classroom instruction and clinical practicum at a variety of area medical offices and clinics provides comprehensive, cognitive (knowledge), psychomotor (skills), and affective (behavior) preparation. Successful graduates are eligible to write one of two voluntary national certification exams for medical assistants.

To learn more about this program, visit mstc.edu/programs.

ACADEMIC ADVISOR

To schedule an appointment with an academic advisor, call 715-422-5300. Academic advisors will travel to other campuses as necessary to accommodate student needs. For more information about advising, visit mstc.edu/advising.

NEW STUDENT CHECKLIST

Complete the following steps to prepare for your New Student Advising appointment with your academic advisor:

- Submit a Mid-State application at mstc.edu/apply.
- Send official transcripts to:
Mid-State Technical College
Student Services
500 32nd Street North
Wisconsin Rapids, WI 54494
- Complete the Free Application for Federal Student Aid (FAFSA) at fafsa.gov. Mid-State's Financial Aid team is available to assist with your FAFSA application and to answer your financial aid questions. Contact Financial Aid or schedule an appointment at mstc.edu/financial-aid.
- Set up student MyCampus account at mstc.edu/mycampus-assistance.
- Schedule a New Student Advising appointment at mstc.edu/advising.

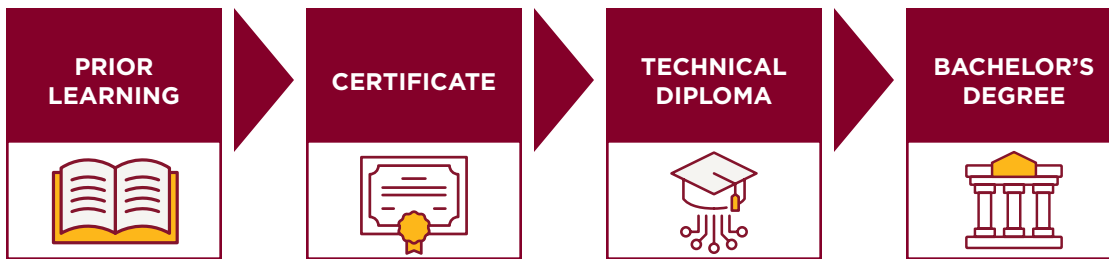
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Mid-State does not discriminate on the basis of race, color, national origin, sex, disability, or age in its program, activity, or employment. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Vice President - Human Resources; 500 32nd Street North, Wisconsin Rapids, WI 54494; 715-422-5325 • AAEO@mstc.edu. 3/2026-AC

CAREER PATHWAY



Career pathways help you build your education step by step. Each stage offers one or more credentials that are recognized by employers and lead to real jobs—and you can keep building toward your career goals as you go.

Begin at any point.

Prior Learning

Credit for Prior Learning

- Certifications and Licenses
- Military Experience
- National/Standardized Exams
- Transfer Credit
- Work and Life Experience

Learn about Credit for Prior Learning at mstc.edu/cpl.

High School Credit

- High School Dual Credit
- Mid-State Fast Track

Learn about High School Credit at mstc.edu/dc.

Certificate

- Healthcare Foundations (5-6 Credits)

Technical Diploma

- Medical Assistant (29-31 Credits)
Start Your Career: Appointment Clerk (Medical/Dental), Medical Administrative Assistant, Medical Assistant, Medical Records Clerk, Patient Services Representative

Bachelor's Degree

For those interested in continuing their education, Mid-State offers transfer guides with various four-year colleges and universities. For more information, visit mstc.edu/transfer.

Other Options

Related Programs: Dental Assistant, Health & Wellness Promotion, Health Information Management, Medical Coder, Nursing, Nursing Assistant, Phlebotomy Technician, Radiography, Respiratory Therapy, Sterile Processing Technician, Surgical Technology

OUTCOMES

Employers will expect you, as a Medical Assistant graduate, to be able to:

- Perform medical office administrative functions.
- Provide patient care in accordance with regulations, policies, laws, and patient rights.
- Perform medical laboratory procedures.
- Demonstrate professionalism in a health care setting.
- Demonstrate safety and emergency practices in a healthcare setting.

TECHNICAL SKILLS ATTAINMENT

The Wisconsin Technical College System (WTCS) has implemented a requirement that all technical colleges measure outcomes attained by students. This requirement is called Technical Skills Attainment (TSA). The main objective of TSA is to ensure graduates have the technical skills needed by employers. Students are notified of TSA reporting in the Medical Assistant course.

ACCREDITATION

The goal of this program is “to prepare Medical Assistants who are competent in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains to enter the profession.” This program is accredited by the Commission on Accreditation of Allied Health Programs (www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB).

Graduates are eligible to take the national certification exams offered by the American Association of Medical Assistants (AAMA) and American Medical Technologists (AMT).

Commission on Accreditation of Allied Health Education Programs

9355 113th St. N, #7709, Seminole, FL 33775
Phone: 727-210-2350 • www.caahep.org



ADDITIONAL ENTRY CRITERIA

To apply to the Medical Assistant program, please submit the following documents to Mid-State Admissions:

- Criminal Background Statement of Understanding and Release of Information form

Mid-State Technical College • Admissions
500 32nd Street North, Wisconsin Rapids, WI 54494

TECHNICAL STANDARDS

A list of specific physical, emotional, and mental tasks needed to function as a medical assistant is available at mstc.edu/programs/medical-assistant. Contact the Accessibility Services Coordinator in the Student Services & Information Center to receive assistance.

CLINICAL-RELATED REQUIREMENTS

Prior to placement at a clinical site, students need to pay for a criminal background check and provide documentation of required health work.

Students are responsible for ensuring all requirements remain current during program enrollment.

Clinical sites have the right to refuse a student's placement based on inadequate health records, pending charges, or conviction records. Students with a criminal history may not be able to complete clinical courses. Mid-State will make two attempts to place a student in an appropriate clinical experience. If Mid-State is unable to place the student after two attempts, the student will be withdrawn from the clinical course and will not be able to advance in the program.

PROGRAM PROGRESSION AND COMPLETION

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

- Repeat courses not completed with a grade of “C” or better prior to progressing in program courses with co- or prerequisites.
- Receive a grade of “C” or better in all courses required for graduation.
- Please note that the ability to repeat courses is dependent upon availability in courses. Students may be required to apply for program re-entry in order to repeat courses within the program's instructional area.

STUDENT HANDBOOK

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

GRADUATION REQUIREMENT

The GPS for Student Success course is required for all Mid-State program students and is recommended to be completed before obtaining 12 credits. Some students are exempt from this requirement. Please see your academic advisor for more information.

ADDITIONAL COURSES AS NEEDED

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

College Reading and Writing 1

10831104

3 credits

Provides learners with opportunities to develop and expand reading and writing skills to prepare for college-level academic work. Students will employ critical reading strategies to improve comprehension, analysis, and retention of texts. Students will apply the writing process to produce well-developed, coherent, and unified written work.

Pre-Algebra

10834109

3 credits

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

MULTIPLE MEASURES

Students can place into courses using high school GPA and completed classes. Placement can be determined in the following ways:

- **Multiple Measures Writing (MMW)**
High school GPA of 2.6 & successful completion of 2.0 credits of high school writing courses with a “C” or better
- **Multiple Measures Reading (MMR)**
High school GPA of 2.6 & successful completion of 2.0 credits of high school literature courses with a “C” or better
- **Multiple Measures Math 1 (MMM_1)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school math (Algebra 1 or equivalent) with a “C” or better
- **Multiple Measures Math 2 (MMM_2)**
High school GPA of 2.6 & successful completion of 2.0 credits of high school math including Algebra 1 and Algebra 2 with a “C” or better
- **Multiple Measures Science 1 (MMS_1)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school lab science course with a “C” or better
- **Multiple Measures Science 2 (MMS_2)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school chemistry with a “C” or better

Past high school and college transcripts are used in making course placement decisions.

SAMPLE FULL-TIME CURRICULUM OPTION

Medical Assistant • 29-31 Total Credits

Term 15-17 Credits	Course Number	Course Name	CPL	Credits
	31801368	Workplace Communication	No	1
	31509301	Medical Assistant Administrative Procedures	No	2
	31509302 or 10806177	Human Body in Health & Disease or General Anatomy & Physiology	No	3 or 4
	31509303	Medical Assistant Laboratory Procedures 1	No	2
	31509304	Medical Assistant Clinical Procedures 1	No	4
	31509320 or 10501101	Medical Terminology for Medical Assistant or Medical Terminology	No or Yes	2 or 3
	10890102	GPS for Student Success	Yes	1
Term 14 Credits	Course Number	Course Name	CPL	Credits
	31509305	Medical Assistant Laboratory Procedures 2	No	2
	31509306	Medical Assistant Clinical Procedures 2	No	3
	31509307	Medical Office Insurance and Finance	No	2
	31509308	Pharmacology for Allied Health	Yes	2
	31509309	Medical Laws, Ethics, and Professionalism	No	2
	31509310	Medical Assistant Practicum	No	3

Please Note

- Credit for Prior Learning (CPL) options are available for some courses. You can visit mstc.edu/cpl or contact your academic advisor for details.
- This curriculum sequence is only for student planning. Actual student schedules will vary depending on course availability.
- Program completion time may vary based on student scheduling and course availability. For details, go to mstc.edu/schedule.
- Get the latest updates online at mstc.edu.

SAMPLE PART-TIME CURRICULUM OPTION

Medical Assistant • 29-31 Total Credits

Term 6-8 Credits	Course Number	Course Name	CPL	Credits
	31509302 or 10806177	Human Body in Health & Disease or General Anatomy & Physiology	No	3 or 4
	31509320 or 10501101	Medical Terminology for Medical Assistant or Medical Terminology	No or Yes	2 or 3
	10890102	GPS for Student Success	Yes	1
Term 3 Credits	Course Number	Course Name	CPL	Credits
	31509308	Pharmacology for Allied Health	Yes	2
	31801368	Workplace Communication	No	1
Term 10 Credits	Course Number	Course Name	CPL	Credits
	31509301	Medical Assistant Administrative Procedures	No	2
	31509303	Medical Assistant Laboratory Procedures 1	No	2
	31509304	Medical Assistant Clinical Procedures 1	No	4
	31509309	Medical Laws, Ethics, and Professionalism	No	2
Term 10 Credits	Course Number	Course Name	CPL	Credits
	31509305	Medical Assistant Laboratory Procedures 2	No	2
	31509306	Medical Assistant Clinical Procedures 2	No	3
	31509307	Medical Office Insurance and Finance	No	2
	31509310	Medical Assistant Practicum	No	3

General Anatomy & Physiology

10806177

4 credits

Examines basic concepts of human anatomy and physiology as they relate to health sciences. Using a body systems approach, the course emphasizes the interrelationships between structure and function at the gross and microscopic levels of organization of the entire human body. It is intended to prepare health care professionals who need to apply basic concepts of whole-body anatomy and physiology to informed decision making and professional communication with colleagues and patients.

Prerequisite: High School GPA of 2.6 and MMS_1 and MMM_1 or Accuplacer Reading Skills of 262 and QAS of 246 or ACT Math score of 19 and Reading score of 19 or College Math 10804107 or Intermediate Algebra with Applications 10804118 with a "C" or better, or General Chemistry 10806134, or General Biology 10806114, or Human Body in Health & Disease 31509302

GPS for Student Success

10890102

1 credit

Integrate necessary skills for student success by developing an academic plan, identifying interpersonal attributes for success, adopting efficient and effective learning strategies, and utilizing Mid-State resources, policies, and processes. This course is recommended to be completed prior to obtaining 12 credits and is a graduation requirement unless you receive an exemption from your program advisor.

Human Body in Health & Disease

31509302

3 credits

Students learn to recognize human body structure and function in health and disease states. Students explore the causes, signs, and symptoms of diseases of the major body systems as well as the diagnostic procedures, usual treatment, prognosis, and prevention of diseases commonly diagnosed and treated in the medical office setting.

Medical Assistant Administrative Procedures

31509301

2 credits

Introduces medical assistant students to office management, business administration, and the electronic medical record (EMR) in the medical office. Students learn to schedule appointments, perform filing, record keeping, telephone and reception duties, communicate effectively with patients and other medical office staff, and keep an inventory of supplies.

Prerequisite: Admission to Medical Assistant program 315091;

Corequisite: 31509304 Medical Assistant Clinical Procedures 1

Medical Assistant Clinical Procedures 1

31509304

4 credits

Introduces medical assistant students to clinical procedures performed in the medical office setting. Students perform basic examining room skills, including screening, vital signs, patient history, minor surgery, and patient preparation for routine and specialty exams in the ambulatory setting. Learners explore communication principles and psychology theories related to patient care.

Prerequisite: Admission into Medical Assistant program 315091;

Corequisite: Medical Assistant Laboratory Procedures 1 31509303,

Medical Assistant Administrative Procedures 31509301

Medical Assistant Clinical Procedures 2

31509306

3 credits

Prepares medical assistant students to perform patient care skills in the medical office setting. Students perform clinical procedures including administering medications, assisting with minor surgery, performing an electrocardiogram, assisting with respiratory testing, educating patients/community, and maintaining clinical equipment in an ambulatory setting. Students learn preventive care and principles of nutrition.

Prerequisites: Medical Assistant Clinical Procedures 1 31509304,

Medical Assistant Laboratory Procedures 1 31509303, Medical

Terminology for Medical Assistants 31509320, and Human Body

in Health and Disease 31509302; *Corequisite:* Medical Assistant

Laboratory Procedures 2 31509305

Medical Assistant Laboratory Procedures 1

31509303

2 credits

Introduces medical assistant students to laboratory procedures commonly performed by medical assistants in a medical office setting. Students perform Clinical Laboratory Improvement Amendment (CLIA) waived routine laboratory procedures commonly performed in the ambulatory care setting. Students follow laboratory safety requirements and federal regulations while performing specimen collection and processing, microbiology and urinalysis testing.

Prerequisite: Admission to Medical Assistant program 315091;

Corequisite: Medical Assistant Clinical Procedures 1 31509304

Medical Assistant Laboratory Procedures 2

31509305

2 credits

Prepares students to perform phlebotomy and Clinical Laboratory Improvement Amendment (CLIA) waived hematology, chemistry, immunology and laboratory procedures commonly performed by medical assistants in the ambulatory care setting.

Prerequisite: Medical Assistant Laboratory Procedures 1 31509303;

Corequisite: Medical Assistant Clinical Procedures 2 31509306

Medical Assistant Practicum

31509310

3 credits

Requires medical assistant students to integrate and apply knowledge and skills from all previous medical assistant courses in actual ambulatory health care settings. Learners perform medical assistant administrative, clinical, and laboratory duties under the supervision of trained mentors to effectively transition to the role of a medical assistant.

This is a supervised, unpaid, clinical experience. AAMA required Practicum - 160 minimum hours (AAMA minimum) up to 216 hours.

Prerequisites: Medical Assistant Laboratory Procedures 2 31509305

and Medical Assistant Clinical Procedures 2 31509306

Medical Law, Ethics, and Professionalism

31509309

2 credits

Prepares students to display professionalism and perform within ethical boundaries in the healthcare setting. Students maintain confidentiality, examine legal aspects of the medical record, perform risk management procedures, and examine legal and bioethical issues.

Medical Office Insurance and Finance**31509307****2 credits**

Introduces medical assistant students to health insurance and finance in the medical office. Students perform bookkeeping procedures, apply managed care guidelines, and complete insurance claim forms. Students also use medical coding and managed care terminology to perform insurance-related duties.

Prerequisite: Admission to Medical Assistant program 315091;

Corequisite: Medical Assistant Clinical Procedures 2 31509306

Medical Terminology**10501101****3 credits**

Focuses on the component parts of medical terms: prefixes, suffixes, and word roots. Learners practice formation, analysis, and reconstruction of terms. Emphasizes spelling, definition, and pronunciation. Introduces operative, diagnostic, therapeutic, and symptomatic terminology of all body systems as well as systemic and surgical terminology.

Medical Terminology for Medical Assistants**31509320****2 credits**

Focuses on the prefixes, suffixes, and root words of medical terminology. Students will practice pronunciation, spelling, and analysis of words associated with different body systems. Abbreviations common to the field of medical assisting will be introduced.

Pharmacology for Allied Health**31509308****2 credits**

Introduces students to medication classification, basic pharmacology principles, and supplements. Students apply basic pharmacodynamics to identify common medications and calculate dosages in preparation for medication administration.

Workplace Communication**31801368****1 credit**

Analyze workplace communication situations to develop professional verbal and written communication skills. Learners apply verbal and written communication skills, as well as conflict resolution strategies, to improve workplace communication climates and promote personal and professional growth.

MEDICAL CODER

Technical Diploma Program Code: 31-530-3 Total Credits: 31-32

The Medical Coder program at Mid-State prepares students for entry-level work as medical coders in health care settings such as hospitals, physician offices, long-term care facilities, and more. Medical coders review medical documentation and assign diagnosis and procedure codes for the purposes of billing, quality improvement, statistical reporting, and medical research. In this program, you'll be introduced to reimbursement principles and build proficiency in assigning codes across all settings. After program completion, graduates may qualify to take the Certified Coding Associate (CCA) credentialing exam through the American Health Information Management Association (AHIMA).

To learn more about this program, visit mstc.edu/programs.

ACADEMIC ADVISOR

To schedule an appointment with an academic advisor, call 715-422-5300. Academic advisors will travel to other campuses as necessary to accommodate student needs. For more information about advising, visit mstc.edu/advising.

NEW STUDENT CHECKLIST

Complete the following steps to prepare for your New Student Advising appointment with your academic advisor:

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Student Services
500 32nd Street North
Wisconsin Rapids, WI 54494
- Complete the Free Application for Federal Student Aid (FAFSA) at fafsa.gov. Mid-State's Financial Aid team is available to assist with your FAFSA application and to answer your financial aid questions. Contact Financial Aid or schedule an appointment at mstc.edu/financial-aid.
- Set up student MyCampus account at mstc.edu/mycampus-assistance.
- Schedule a New Student Advising appointment at mstc.edu/advising.

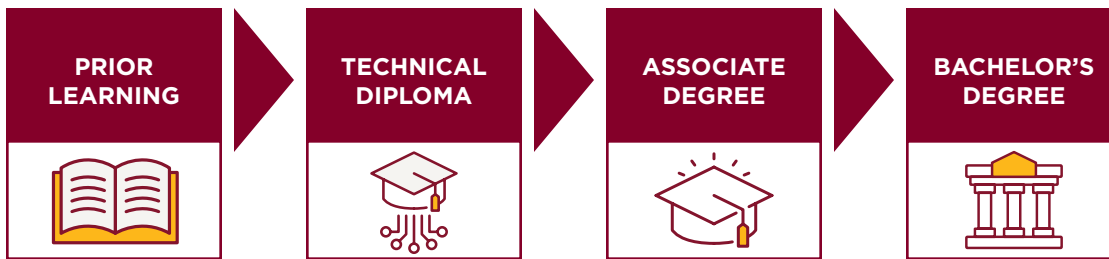
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CAREER PATHWAY



Career pathways help you build your education step by step. Each stage offers one or more credentials that are recognized by employers and lead to real jobs—and you can keep building toward your career goals as you go.

Begin at any point.

Prior Learning

Credit for Prior Learning

- Certifications and Licenses
- Military Experience
- National/Standardized Exams
- Transfer Credit
- Work and Life Experience

Learn about Credit for Prior Learning at mstc.edu/cpl.

High School Credit

- High School Dual Credit
- Mid-State Fast Track

Learn about High School Credit at mstc.edu/dc.

Technical Diploma

- Medical Coder (31 Credits)
Start Your Career: Financial Services Specialist, Medical Biller, Medical Claims Reviewer, Medical Coder/Specialist, Medical Records Technician

Associate Degree

- Health Information Management (62-63 Credits)
Start Your Career: Health Information Specialist/Technician, Health Information Supervisor, Master Patient Index Specialist, Medical Coding Auditor/Reviewer, Revenue Cycle Coordinator

Bachelor's Degree

For those interested in continuing their education, Mid-State offers transfer guides with various four-year colleges and universities. For more information, visit mstc.edu/transfer.

Other Options

Related Programs: Dental Assistant, Health & Wellness Promotion, Medical Assistant, Nursing, Nursing Assistant, Phlebotomy Technician, Radiography, Respiratory Therapy, Sterile Processing Technician, Surgical Technology

OUTCOMES

Employers will expect you, as a Medical Coder graduate, to be able to:

- Apply clinical documentation and diagnostic results to ensure accurate diagnostic and procedural coding.
- Validate completeness and accuracy of health data for coding, billing, and statistical purposes.
- Evaluate components of revenue cycle management and clinical documentation improvement.

TECHNICAL SKILLS ATTAINMENT

The Wisconsin Technical College System (WTCS) has implemented a requirement that all technical colleges measure outcomes attained by students. This requirement is called Technical Skills Attainment (TSA). The main objective of TSA is to ensure graduates have the technical skills needed by employers. Faculty will let students know when and how the Technical Skills Attainment (TSA) is being assessed in the program.

TECHNICAL STANDARDS

A list of specific physical, emotional, and mental tasks needed to function as a medical coder is available at mstc.edu/programs/medical-coder. Contact the Accessibility Services Coordinator in the Student Services & Information Center to receive assistance.

PROGRAM PROGRESSION AND COMPLETION

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

- Repeat courses not completed with a grade of “C” or better prior to progressing in program courses with co- or prerequisites.
- Receive a grade of “C” or better in all courses required for graduation.

A student may repeat the same course in the HIM (or medical coder) program. If the course is failed a second time, the student is required to meet with the program advisor prior to enrolling in the course again. If a HIM (or medical coder) student fails four separate program courses, the student will be withdrawn from the program. Failures will include failing the same course or failing different courses. A withdrawal grade of “W” counts as one attempt for the course.

STUDENT HANDBOOK

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

GRADUATION REQUIREMENT

The GPS for Student Success course is required for all Mid-State program students and is recommended to be completed before obtaining 12 credits. Some students are exempt from this requirement. Please see your academic advisor for more information.

ADDITIONAL COURSES AS NEEDED

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

College Reading and Writing 1

10831104

3 credits

Provides learners with opportunities to develop and expand reading and writing skills to prepare for college-level academic work. Students will employ critical reading strategies to improve comprehension, analysis, and retention of texts. Students will apply the writing process to produce well-developed, coherent, and unified written work.

Pre-Algebra

10834109

3 credits

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

MULTIPLE MEASURES

Students can place into courses using high school GPA and completed classes. Placement can be determined in the following ways:

- **Multiple Measures Writing (MMW)**
High school GPA of 2.6 & successful completion of 2.0 credits of high school writing courses with a “C” or better
- **Multiple Measures Reading (MMR)**
High school GPA of 2.6 & successful completion of 2.0 credits of high school literature courses with a “C” or better
- **Multiple Measures Math 1 (MMM_1)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school math (Algebra 1 or equivalent) with a “C” or better
- **Multiple Measures Math 2 (MMM_2)**
High school GPA of 2.6 & successful completion of 2.0 credits of high school math including Algebra 1 and Algebra 2 with a “C” or better
- **Multiple Measures Science 1 (MMS_1)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school lab science course with a “C” or better
- **Multiple Measures Science 2 (MMS_2)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school chemistry with a “C” or better

Past high school and college transcripts are used in making course placement decisions.

SAMPLE FULL-TIME CURRICULUM OPTION

Medical Coder • 31-32 Total Credits

Term 13-14 Credits	Course Number	Course Name	CPL	Credits
	10103106	Microsoft Office-Introduction	Yes	3
	10501101	Medical Terminology	Yes	3
	10530123	Introduction to Digital Information in Healthcare	No	3
	10806189 or 10806177	Basic Anatomy or General Anatomy & Physiology	No or Yes	3 or 4
	10890102	GPS for Student Success	Yes	1
Term 9 Credits	Course Number	Course Name	CPL	Credits
	10530144	CPT Coding for HIM	No	3
	10530117	Human Disease for the Health Professions	No	3
	10530197	ICD Diagnosis Coding	No	3
Term 9 Credits	Course Number	Course Name	CPL	Credits
	10530146	Private and Government Reimbursement	No	3
	10530147	HIM Advanced Coding	No	3
	10530115	Inpatient Procedure Coding	No	3

Please Note

- Credit for Prior Learning (CPL) options are available for some courses. You can visit mstc.edu/cpl or contact your academic advisor for details.
- This curriculum sequence is only for student planning. Actual student schedules will vary depending on course availability.
- This program can be completed entirely online.
- Program completion time may vary based on student scheduling and course availability. For details, go to mstc.edu/schedule.
- Get the latest updates online at mstc.edu.

SAMPLE PART-TIME CURRICULUM OPTION

Medical Coder • 31-32 Total Credits

Term 10-11 Credits	Course Number	Course Name	CPL	Credits
	10501101	Medical Terminology	Yes	3
	10530123	Introduction to Digital Information in Healthcare	No	3
	10806189 or 10806177	Basic Anatomy or General Anatomy & Physiology	No or Yes	3 or 4
	10890102	GPS for Student Success	Yes	1
Term 6 Credits	Course Number	Course Name	CPL	Credits
	10103106	Microsoft Office-Introduction	Yes	3
	10530117	Human Disease for the Health Professions	No	3
Term 6 Credits	Course Number	Course Name	CPL	Credits
	10530144	CPT Coding for HIM	No	3
	10530197	ICD Diagnosis Coding	No	3
Term 9 Credits	Course Number	Course Name	CPL	Credits
	10530146	Private and Government Reimbursement	No	3
	10530147	HIM Advanced Coding	No	3
	10530115	Inpatient Procedure Coding	No	3

Basic Anatomy

10806189

3 credits

Examines concepts of anatomy and physiology as they relate to health careers. Learners correlate anatomical and physiological terminology to all body systems.

Prerequisite: High School GPA of 2.6 and MMM_1 or MMS_1 or Accuplacer QAS 246 or Accuplacer Reading Skills of 249 or ACT Math 19 or ACT Reading score of 15

CPT Coding for HIM

10530144

3 credits

Prepares learners to assign current procedural terminology (CPT) codes supported by medical documentation with entry-level proficiency. Students are familiar with and use standard coding references. Emphasizes accuracy, CPT instructional notations, conventions, rules, and official coding guidelines when assigning CPT codes to case studies and actual medical record documentation. Also covers application of modifiers to services and relationship to financial impact.

Prerequisites: Medical Terminology 10501101, Basic Anatomy 10806189, and Introduction to Digital Information in Healthcare 10530123; *Corequisite:* Human Disease for the Health Professions 10530117

General Anatomy & Physiology

10806177

4 credits

Examines basic concepts of human anatomy and physiology as they relate to health sciences. Using a body systems approach, the course emphasizes the interrelationships between structure and function at the gross and microscopic levels of organization of the entire human body. It is intended to prepare health care professionals who need to apply basic concepts of whole-body anatomy and physiology to informed decision making and professional communication with colleagues and patients.

Prerequisite: High School GPA of 2.6 and MMS_1 and MMM_1 or Accuplacer Reading Skills of 262 and QAS of 246 or ACT Math score of 19 and Reading score of 19 or College Math 10804107 or Intermediate Algebra with Applications 10804118 with a "C" or better; or General Chemistry 10806134, or General Biology 10806114, or Human Body in Health & Disease 31509302

GPS for Student Success

10890102

1 credit

Integrate necessary skills for student success by developing an academic plan, identifying interpersonal attributes for success, adopting efficient and effective learning strategies, and utilizing Mid-State resources, policies, and processes.

This course is recommended to be completed prior to obtaining 12 credits and is a graduation requirement unless you receive an exemption from your program advisor.

HIM Advanced Coding

10530147

3 credits

Builds on basic coding knowledge and skills through the coding of clinical case studies and actual medical records. Students access, review, and code electronic medical records from the virtual lab software; perform data quality reviews to validate code assignment and compliance with reporting requirements; develop appropriate physician queries; and assign diagnosis related groups (DRGs) and ambulatory payment classifications (APCs) with entry-level proficiency using computerized encoding and grouping software.

Prerequisites: ICD Diagnosis Coding 10530197 and CPT Coding 10530144; *Corequisites:* Private and Government Reimbursement 10530146 and Inpatient Procedure Coding 10530115

Human Disease for the Health Professions

10530117

3 credits

Focuses on the common diseases of each body system as encountered in all types of healthcare settings by health information professionals. Emphasizes understanding the etiology (causes), signs and symptoms, diagnostic tests, and treatment (including pharmacologic) of each disease.

Prerequisites: Medical Terminology 10501101 and Basic Anatomy 10806189

ICD Diagnosis Coding

10530197

3 credits

Prepares students to assign ICD diagnosis codes supported by medical documentation with entry-level proficiency. Students apply instructional notations, conventions, rules, and official coding guidelines when assigning ICD diagnosis codes to case studies and actual medical record documentation.

Prerequisites: Medical Terminology 10501101, Basic Anatomy 10806189, and Introduction to Digital Information in Healthcare 10530123; *Corequisite:* Human Disease for the Health Professions 10530117

Inpatient Procedure Coding

10530115

3 credits

Prepares students to assign ICD procedure codes supported by medical documentation with entry-level proficiency. Students apply instructional notations, conventions, rules, and official coding guidelines when assigning ICD procedure codes to case studies and actual medical record documentation.

Prerequisite: ICD Diagnosis Coding 10530197; *Corequisites:* Private and Government Reimbursement 10530146 and HIM Advanced Coding 10530147

Introduction to Digital Information in Healthcare

10530123

3 credits

This introductory course examines the field of Health Information Management including the hardware and software systems used, common industry terminology, the security and ethical responsibilities of professionals in the field, and the current trends in the industry. Students will focus on accuracy and integrity of health data and confidentiality in this course.

Corequisite: 10501101 Medical Terminology

Medical Terminology**10501101****3 credits**

Focuses on the component parts of medical terms: prefixes, suffixes, and word roots. Learners practice formation, analysis, and reconstruction of terms. Emphasizes spelling, definition, and pronunciation. Introduces operative, diagnostic, therapeutic, and symptomatic terminology of all body systems as well as systemic and surgical terminology.

Microsoft Office-Introduction**10103106****3 credits**

Develops introductory skills in the Microsoft Office Suite (Word, Excel, Access, PowerPoint, and Outlook) while reinforcing the students' knowledge of computer concepts, Windows Explorer, and web usage. This course prepares students for the Associate level MOS Certification exams for Word, Excel, PowerPoint, and Outlook. Students should possess basic keyboarding, mouse, and Windows 11 skills. Students may develop these skills in the Academic Learning Center while concurrently enrolled in this course.

Private and Government Reimbursement**10530146****3 credits**

Introduces students to the vocabulary of private healthcare and government reimbursement. Students will identify and compare the varieties of private and government healthcare insurance including the advantages and disadvantages of each for the provider and for the policyholder. HIPAA guidelines are utilized throughout.

Prerequisites: ICD Diagnosis Coding 10530197 and CPT Coding 10530144; Corequisites: Inpatient Procedure Coding 10530115; HIM Advanced Coding 10530147

METAL FABRICATION

Technical Diploma

Program Code: 31-457-2

Total Credits: 30

Mid-State's Metal Fabrication program prepares graduates for jobs as fabricators, fitters, mill beam fitters, welder-fabricators, structural-steel fabricators, weld technicians, and structural steel fitters. Students will work with a variety of metals and learn to produce and assemble structural metal products for machinery, ovens, tanks, pipes, stacks, and parts for buildings. They will learn the physical properties of metals and how to read job orders and blueprints. This program prepares students with an understanding of basic design, types of materials and their uses, weld types, and material fitting. Students train on equipment found in local industry and learn to operate press brakes, industrial hydraulic shears, ironworkers, CNC plasma cutting tables, robotic welders, plate rollers, grinders, welders, and various other metal cutting and fitting equipment.

To learn more about this program, visit mstc.edu/programs.

ACADEMIC ADVISOR

To schedule an appointment with an academic advisor, call 715-422-5300. Academic advisors will travel to other campuses as necessary to accommodate student needs. For more information about advising, visit mstc.edu/advising.

NEW STUDENT CHECKLIST

Complete the following steps to prepare for your New Student Advising appointment with your academic advisor:

- Submit a Mid-State application at mstc.edu/apply.
- Send official transcripts to:
Mid-State Technical College
Student Services
500 32nd Street North
Wisconsin Rapids, WI 54494
- Complete the Free Application for Federal Student Aid (FAFSA) at fafsa.gov. Mid-State's Financial Aid team is available to assist with your FAFSA application and to answer your financial aid questions. Contact Financial Aid or schedule an appointment at mstc.edu/financial-aid.
- Set up student MyCampus account at mstc.edu/mycampus-assistance.
- Schedule a New Student Advising appointment at mstc.edu/advising.

mstc.edu • 888-575-6782 • TTY: 711



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Mid-State does not discriminate on the basis of race, color, national origin, sex, disability, or age in its program, activity, or employment. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Vice President - Human Resources; 500 32nd Street North, Wisconsin Rapids, WI 54494; 715-422-5325 • AAEO@mstc.edu. 3/2026-AC

CAREER PATHWAY



Career pathways help you build your education step by step. Each stage offers one or more credentials that are recognized by employers and lead to real jobs—and you can keep building toward your career goals as you go.

Begin at any point.

Prior Learning

Credit for Prior Learning

- Certifications and Licenses
- Military Experience
- National/Standardized Exams
- Transfer Credit
- Work and Life Experience

Learn about Credit for Prior Learning at mstc.edu/cpl.

High School Credit

- High School Dual Credit
- Mid-State Fast Track

Learn about High School Credit at mstc.edu/dc.

Technical Diploma

- Metal Fabrication (30 Credits)
Start Your Career: Fabricator, Fitter, Metalworker, Welder-Fabricator

Bachelor's Degree

For those interested in continuing their education, Mid-State offers transfer guides with various four-year colleges and universities. For more information, visit mstc.edu/transfer.

Other Options

Related Programs: Advanced Manufacturing Technology, Industrial Mechanical Technician, Manufacturing Operations Management, Precision Machining Technician, Stainless Steel Welding, Welding

Apprenticeship Opportunity: Ironworker

OUTCOMES

Employers will expect you, as a Metal Fabrication graduate, to be able to:

- Demonstrate industry recognized safety practices.
- Form materials to detailed drawings.
- Cut materials to detailed drawings.
- Join materials to detailed drawings.
- Layout components/assemblies.
- Inspect product.

TECHNICAL SKILLS ATTAINMENT

The Wisconsin Technical College System (WTCS) has implemented a requirement that all technical colleges measure outcomes attained by students. This requirement is called Technical Skills Attainment (TSA). The main objective of TSA is to ensure graduates have the technical skills needed by employers. Faculty will let students know when and how the TSA is being assessed in the program.

PROTECTIVE CLOTHING

Students are required to provide their own protective clothing and equipment. Details of the requirements and where they may be purchased are provided by the program instructor at the beginning of each semester.

STUDENT HANDBOOK

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

GRADUATION REQUIREMENT

The GPS for Student Success course is required for all Mid-State program students and is recommended to be completed before obtaining 12 credits. Some students are exempt from this requirement. Please see your academic advisor for more information.

ADDITIONAL COURSES AS NEEDED

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

College Reading and Writing 1

10831104

3 credits

Provides learners with opportunities to develop and expand reading and writing skills to prepare for college-level academic work. Students will employ critical reading strategies to improve comprehension, analysis, and retention of texts. Students will apply the writing process to produce well-developed, coherent, and unified written work.

Pre-Algebra

10834109

3 credits

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

MULTIPLE MEASURES

Students can place into courses using high school GPA and completed classes. Placement can be determined in the following ways:

- **Multiple Measures Writing (MMW)**
High school GPA of 2.6 & successful completion of 2.0 credits of high school writing courses with a "C" or better
- **Multiple Measures Reading (MMR)**
High school GPA of 2.6 & successful completion of 2.0 credits of high school literature courses with a "C" or better
- **Multiple Measures Math 1 (MMM_1)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school math (Algebra 1 or equivalent) with a "C" or better
- **Multiple Measures Math 2 (MMM_2)**
High school GPA of 2.6 & successful completion of 2.0 credits of high school math including Algebra 1 and Algebra 2 with a "C" or better
- **Multiple Measures Science 1 (MMS_1)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school lab science course with a "C" or better
- **Multiple Measures Science 2 (MMS_2)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school chemistry with a "C" or better

Past high school and college transcripts are used in making course placement decisions.

SAMPLE FULL-TIME CURRICULUM OPTION

Metal Fabrication • 30 Total Credits

Term 16 Credits	Course Number	Course Name	CPL	Credits
	10457119	Fabrication Fundamentals 1	No	1
	10457120	Fabrication Fundamentals 2	No	1
	10623106	Introduction to AutoCAD	Yes	1
	10623114	Intro to Inventor	Yes	1
	31442317	Print Reading for Welding	No	1
	31442323	GMAW: Introduction	No	2
	31442324	GMAW: Stainless & Aluminum	No	2
	31442325	FCAW: Introduction	No	2
	31442413	Technical Math for Welding and Fabrication	No	1
	31457400	Measurement and Layout	No	1
	31457404	Material Handling for Metal Fabrication	No	1
	31462318	Safety for Industrial Trades	Yes	1
	10890102	GPS for Student Success	Yes	1
Term 14 Credits	Course Number	Course Name	CPL	Credits
	10442115	Welding Fabrication Techniques	No	2
	31442314	Gas Tungsten Arc Welding: Intro	No	2
	31442316	Metallurgy for Welding	No	1
	31442322	Robotic Welding	No	2
	31457401	Metal Fabrication for Pipe	No	2
	31457402	Metal Fabrication for Plate	No	2
	31457403	CNC Programming and Operation	No	1
	31462302	Machine Shop Foundations	No	2

Please Note

- Credit for Prior Learning (CPL) options are available for some courses. You can visit mstc.edu/cpl or contact your academic advisor for details.
- This curriculum sequence is only for student planning. Actual student schedules will vary depending on course availability.
- Program completion time may vary based on student scheduling and course availability. For details, go to mstc.edu/schedule.
- Get the latest updates online at mstc.edu.

SAMPLE PART-TIME CURRICULUM OPTION

Metal Fabrication • 30 Total Credits

Term 10 Credits	Course Number	Course Name	CPL	Credits
	10623106	Introduction to AutoCAD	Yes	1
	31442317	Print Reading for Welding	No	1
	31442323	GMAW: Introduction	No	2
	31442324	GMAW: Stainless & Aluminum	No	2
	31457400	Measurement and Layout	No	1
	31457404	Material Handling for Metal Fabrication	No	1
	31462318	Safety for Industrial Trades	Yes	1
	10890102	GPS for Student Success	Yes	1
Term 8 Credits	Course Number	Course Name	CPL	Credits
	31442316	Metallurgy for Welding	No	1
	31457401	Metal Fabrication for Pipe	No	2
	31457402	Metal Fabrication for Plate	No	2
	31457403	CNC Programming and Operation	No	1
	31462302	Machine Shop Foundations	No	2
Term 6 Credits	Course Number	Course Name	CPL	Credits
	10457119	Fabrication Fundamentals 1	No	1
	10457120	Fabrication Fundamentals 2	No	1
	10623114	Intro to Inventor	Yes	1
	31442325	FCAW: Introduction	No	2
	31442413	Technical Math for Welding and Fabrication	No	1
Term 6 Credits	Course Number	Course Name	CPL	Credits
	10442115	Welding Fabrication Techniques	No	2
	31442314	Gas Tungsten Arc Welding: Intro	No	2
	31442322	Robotic Welding	No	2

CNC Programming and Operation**31457403****1 credit**

Introduces fundamental concepts of CNC programming as related to metal fabrication. Learners apply concepts by creating and running simple programs with a welding robot, thermal shape-cutting system, and a press brake.

Fabrication Fundamentals 1**10457119****1 credit**

An introduction to structural shapes and sheet metal fabrication. Presents fabrication techniques, metal selection, and layout, cutting, bending, drilling, threading, and joining using manual equipment and techniques. Information is presented to the student and followed up with lab activities to provide a hands-on experience. Emphasizes developing an understanding of the tools, techniques, safe work habits, and application of sheet metal fabrication skills.

Fabrication Fundamentals 2**10457120****1 credit**

An introduction to plate steel and heavy fabrication. Presents fabrication techniques using heavy fabrication equipment. CNC Cutting, Plate and Tube bending, Sawing and Shearing equipment will be presented and followed up with lab activities to provide a hands-on experience. Emphasizes developing an understanding of the equipment, techniques, safe work habits, and application of heavy metal fabrication skills.

FCAW: Introduction**31442325****2 credits**

In this course, learners will develop skills in the flux core arc welding (FCAW) process by creating weldments across various welding positions. They will gain a thorough understanding of electrode types, flux compositions, and shielding gases suitable for different materials. Additionally, learners will practice reading weld symbols and interpreting written welding procedures, enhancing their technical comprehension and hands-on abilities in FCAW techniques. This course prepares students with foundational knowledge and skills for effectively working with flux core welding in real-world applications.

Corequisite: GMAW: Stainless & Aluminum 31442324

Gas Tungsten Arc Welding: Intro**31442314****2 credits**

Learners will use GTAW processes to weld common production welding joints with various materials.

GMAW: Introduction**31442323****2 credits**

Learners will focus on the gas metal arc welding (GMAW) process to create weldments on mild steel sheet metals and plates. They will work in various welding positions, applying axial spray, pulse spray, and short circuit transfer modes. Emphasis will be placed on interpreting written welding procedures and understanding weld symbols, ensuring learners develop a foundational grasp of essential welding techniques and standards used in the industry.

Corequisite: Welding Foundations I 31442320

GMAW: Stainless & Aluminum**31442324****2 credits**

In this advanced gas metal arc welding (GMAW) course, learners will concentrate on welding stainless steel and aluminum sheet metals and plates, using specialized techniques. They will learn to differentiate and select appropriate electrodes and shielding gases for different base metals, as well as accurately adjust parameters for optimal results. The course emphasizes mastery of axial spray, pulse spray, and short circuit transfer modes, tailored to the specific properties of stainless steel and aluminum. Through hands-on practice, learners will deepen their understanding of advanced GMAW processes and their applications in diverse welding scenarios.

Corequisite: GMAW: Introduction 31442323

GPS for Student Success**10890102****1 credit**

Integrate necessary skills for student success by developing an academic plan, identifying interpersonal attributes for success, adopting efficient and effective learning strategies, and utilizing Mid-State resources, policies, and processes. This course is recommended to be completed prior to obtaining 12 credits and is a graduation requirement unless you receive an exemption from your program advisor.

Introduction to AutoCAD**10623106****1 credit**

Learners will develop practical approaches to constructing basic 2D drawings in AutoCAD software by drawing, modifying, and assigning appropriate layer properties. Learners will also analyze length and area of shapes drawn in AutoCAD, summarize details through dimensions and annotations added to the drawings, and format the drawings for printing. Prior experience with computers is recommended.

Intro to Inventor**10623114****1 credit**

Learners will create 3D models in Inventor using a variety of feature and modify tools, analyze the volume of the models, and apply a material to determine weight of the finished product. Learners will generate 2D representations of the 3D model in appropriate views, and add dimensions and annotations before formatting drawings to print out. Prior experience with computers is recommended.

Machine Shop Foundations**31462302****2 credits**

This introductory course in machining will provide basic content related to shop safety, identification of common machine tools, their functions, and the basic processes they perform, and lab activities which will include basic setup and operations.

Material Handling for Metal Fabrication

31457404

1 credit

This course prepares students with the skills and knowledge necessary for safe and effective material handling in metal fabrication environments. Students will learn to identify and inspect rigging equipment, ensuring proper safety standards are met. They will gain hands-on experience in safely rigging loads and will demonstrate safe operation techniques for cranes and forklifts. By the end of the course, students will be equipped to handle materials efficiently and safely, reducing risks and improving workplace safety in fabrication settings.

Prerequisite: GMAW: Student must be 18 years old at start of course

Math for Manufacturing

32420320

2 credits

Studies Welding and Fabrication problems involving calculations with fractions, decimals, percentages, measurements and conversions. Includes work with the metric system, measurement conversion, shapes, formulas for circumference area and volume and use of a scientific calculator. Formulas with application to bending metal are also studied.

Prerequisite: Admission into Precision Machining Technician 3142010 program, Welding program 314421, Gas Tungsten Arc Welding (Stainless Steel) 304427, or consent of instructor

Measurement and Layout

31457400

1 credit

An introduction to measurement scales and the different tools used in fabrication. An introduction into the different layout methods used for pipe and plate fabrication incorporating angles, arcs and area.

Metal Fabrication for Pipe

31457401

2 credits

An introduction into pipe fabrication where students will learn how to use the different machines involved with pipe bending, rolling, coping and cutting. Students will also learn accurate measuring and layout methods pertaining to bending and rolling.

Corequisite: Fabrication Fundamentals 1 10457119, Fabrication Fundamentals 2 10457120

Metal Fabrication for Plate

31457402

2 credits

An introduction into plate fabrication where students will learn how to use the different machines involved with bending, rolling and cutting plate material. Students will also learn accurate measuring and layout methods involved with bending and rolling of plate material.

Corequisite: Fabrication Fundamentals 1 10457119, Fabrication Fundamentals 2 10457120

Metallurgy for Welding

31442316

1 credit

Investigates the effects of welding on the mechanical properties of metals. Learners explore hardness, strength, and weldability of various metals. Concepts are applied in various activities including heat treating, hardness testing, and tensile testing.

Print Reading for Welding

31442317

1 credit

Learners will view, interpret, and create multi-view orthographic projection drawings, print symbols and dimensioning standards.

Robotic Welding

31442322

2 credits

An introduction into the operation, set-up and uses for robots in the welding industry. Students will learn simple teach pendant techniques, perform CNC basics for making programs and utilizing welding knowledge for proper set-up of the robots, students will perform multiple functions to produce quality weldments performed by the robot.

Safety for Industrial Trades

31462318

1 credit

This course introduces basic concepts of safety, health, and environmental issues. Hazards and harm reduction protocols are covered, and completion of Occupational Safety and Health Administration (OSHA) 10-hour general industry certification is included in the course.

Technical Math for Welding and Fabrication

31442413

1 credit

In this course, students will gain essential math skills tailored for welding and fabrication applications, enhancing their accuracy and efficiency in real-world settings. Students will develop proficiency in working with whole numbers, fractions, and decimals, and will perform conversions and calculations in both the imperial and metric systems. They will learn to use common welding measurement tools and calculate important dimensions such as perimeter, circumference, area, and volume for standard shapes like triangles, squares, and circles. Additionally, students will perform calculations for project estimation, design, production analysis, and metal forming processes.

Welding Fabrication Techniques

10442115

2 credits

Students fabricate parts from prints and weld assemblies with a specified welding process. Cutting and forming may be required prior to assembly. Depending on the size and complexity of the project, students may be asked to work in a team to complete an assignment.

Prerequisite: GMAW: Introduction 31442323; Corequisites: Metal Fabrication for Pipe 31457401, Metal Fabrication for Plate 31457402

NAIL TECHNICIAN

Technical Diploma

Program Code: 30-502-4

Total Credits: 11

Mid-State's Nail Technician program prepares students to shape fingernails and toenails, remove unwanted skin and blemishes, apply polish and cosmetics to nails, and function as licensed manicurists or nail technicians/specialists. You'll learn manicuring theory; skin anatomy; nail growth, irregularities, and diseases; sterilization and sanitation; equipment and table maintenance; cuticle, blemish, and rough skin removal; nail filing, shaping, and polishing; cream application and extremity massage; nail sculpture and design art; product storage and use; customer service; laws and regulations; and business practices. You'll receive instruction and practice your new skills in our completely remodeled teaching/learning space and salon, which includes a room dedicated to nail technician students and nail services, with brand new manicure tables and pedicure thrones as well as equipment for acrylic and gel nail services.

To learn more about this program, visit mstc.edu/programs.

ACADEMIC ADVISOR

To schedule an appointment with an academic advisor, call 715-422-5300. Academic advisors will travel to other campuses as necessary to accommodate student needs. For more information about advising, visit mstc.edu/advising.

NEW STUDENT CHECKLIST

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Wisconsin Rapids, WI 54494
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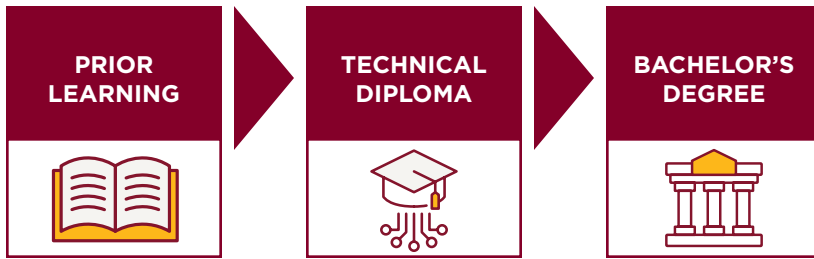
mstc.edu • 888-575-6782 • TTY: 711



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CAREER PATHWAY



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Prior Learning

Credit for Prior Learning

- Certifications and Licenses
- Military Experience
- National/Standardized Exams
- Transfer Credit
- Work and Life Experience

Learn about Credit for Prior Learning at mstc.edu/cpl.

High School Credit

- High School Dual Credit
- Mid-State Fast Track

Learn about High School Credit at mstc.edu/dc.

Technical Diploma

- Nail Technician (11 Credits)
Start Your Career: Gel & Acrylic Nail Specialist, Manicurist, Nail Artist, Nail Tech/Technician, Pedicurist

Bachelor's Degree

For those interested in continuing their education, Mid-State offers transfer guides with various four-year colleges and universities. For more information, visit mstc.edu/transfer.

Other Options

Related Programs: Barber Technologist, Cosmetology

OUTCOMES

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

- Apply safety and sanitation procedures.
- Adhere to the current Wisconsin administrative codes and statutes for cosmetology/manicurist licensing.
- Demonstrate interpersonal skills for success.
- Perform nail services.
- Develop strategies to market products and services.

TECHNICAL SKILLS ATTAINMENT

The Wisconsin Technical College System (WTCS) has implemented a requirement that all technical colleges measure outcomes attained by students. This requirement is called Technical Skills Attainment (TSA). The main objective of TSA is to ensure graduates have the technical skills needed by employers. Faculty will let students know when and how the TSA is being assessed in the program.

This program meets the Wisconsin state nail technician requirement of 300 hours of training and is regulated by the Wisconsin Department of Safety and Professional Services.

Students must purchase a kit comprised of required tools and supplies. The cost of the kit is approximately \$400.

TECHNICAL STANDARDS

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

PROGRAM PROGRESSION

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

STUDENT HANDBOOK

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GRADUATION REQUIREMENT

The GPS for Student Success course is required for all Mid-State program students and is recommended to be completed before obtaining 12 credits. Some students are exempt from this requirement. Please see your academic advisor for more information.

ADDITIONAL COURSES AS NEEDED

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

College Reading and Writing 1

10831104

3 credits

Provides learners with opportunities to develop and expand reading and writing skills to prepare for college-level academic work. Students will employ critical reading strategies to improve comprehension, analysis, and retention of texts. Students will apply the writing process to produce well-developed, coherent, and unified written work.

Pre-Algebra

10834109

3 credits

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

MULTIPLE MEASURES

Students can place into courses using high school GPA and completed classes. Placement can be determined in the following ways:

- **Multiple Measures Writing (MMW)**
High school GPA of 2.6 & successful completion of 2.0 credits of high school writing courses with a "C" or better
- **Multiple Measures Reading (MMR)**
High school GPA of 2.6 & successful completion of 2.0 credits of high school literature courses with a "C" or better
- **Multiple Measures Math 1 (MMM_1)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school math (Algebra 1 or equivalent) with a "C" or better
- **Multiple Measures Math 2 (MMM_2)**
High school GPA of 2.6 & successful completion of 2.0 credits of high school math including Algebra 1 and Algebra 2 with a "C" or better
- **Multiple Measures Science 1 (MMS_1)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school lab science course with a "C" or better
- **Multiple Measures Science 2 (MMS_2)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school chemistry with a "C" or better

Past high school and college transcripts are used in making course placement decisions.

SAMPLE FULL-TIME CURRICULUM OPTION

Nail Technician • 11 Total Credits

Term 11 Credits	Course Number	Course Name	CPL	Credits
	31502337	Nail Technology	No	1
	30502322	Manicurist Client Service	No	4
	30502323	Manicurist Capstone	No	2
	30502331	Advanced Nail Technology	No	2
	30502332	Nail Salon Operations & Management	No	1
	10890102	GPS for Student Success	Yes	1

Please Note

- Credit for Prior Learning (CPL) options are available for some courses. You can visit mstc.edu/cpl or contact your academic advisor for details.
- This curriculum sequence is only for student planning. Actual student schedules will vary depending on course availability.
- Program completion time may vary based on student scheduling and course availability. For details, go to mstc.edu/schedule.
- Get the latest updates online at mstc.edu.

Advanced Nail Technology

30502331

2 credits

This course will provide students with advanced nail techniques. Fundamentals will include: nail terminology, acrylics, nail enhancements, gel services, nail design, finger & toe waxing, product knowledge, and safety and sanitation procedures.

Corequisite: Nail Technology 31502337 or consent of instructor

GPS for Student Success

10890102

1 credit

Integrate necessary skills for student success by developing an academic plan, identifying interpersonal attributes for success, adopting efficient and effective learning strategies, and utilizing Mid-State resources, policies, and processes. This course is recommended to be completed prior to obtaining 12 credits and is a graduation requirement unless you receive an exemption from your program advisor.

Manicurist Capstone

30502323

2 credits

Students prepare for the state board exam and for securing a job. Students complete a mock assessment of all state board practical and written concepts, including state law. Students also prepare for their job search and for working with the business side of the nail industry. Course includes student completion of the Barbicide® Certification and Barbicide® COVID-19 Certification.

Corequisite: Manicurist Client Service 30502322

Manicurist Client Service

30502322

4 credits

Perform spa nail services on guests including manicures, pedicures, nail enhancement services, finger and toe waxing, and specialty techniques. Apply critical client interaction and professionalism to all aspects of guest services. Improve time and accuracy of services throughout the course. Includes refining techniques that will ensure entry-level preparedness for the Wisconsin licensure exam. Students complete this course in the on-campus salon.

Corequisite: Nail Salon Operations & Management 30502332

Nail Salon Operations & Management

30502332

1 credit

This course includes business and management principles for nail technicians, laws and regulations, and career strategies. Emphasized are daily operations of a salon, client consultations and relations, infection control, proper business practices, and professional attitudes. Additionally, is a focus on industry trends, salon sales, and advertising techniques.

Corequisite: Advanced Nail Technology 30502331

Nail Technology

31502337

1 credit

Students achieve skills in manicuring, pedicuring, and nail enhancement services, including polish application and massage techniques. Students study nail shape and safe and sanitary use of nail care products. Paraffin hand dips, advanced polish techniques, and various nail art application are practiced.

Prerequisite: Admission to Cosmetology program 315021 or Nail Technician program 305024

NURSING

Associate in Applied Science (AAS)

Program Code: 10-543-1

Total Credits: 68

The Associate Degree Nursing (ADN) program at Mid-State prepares each graduate to work successfully as a registered nurse (RN). Students acquire a balance of knowledge and technical skills in physical and biological sciences, social sciences, and nursing. They also contribute to classroom discussion, independent learning projects, simulation labs, and hands-on clinical experiences at area healthcare agencies. After completing all required first- and second-semester nursing courses, students can opt to take the national licensing exam for practical nurse (NCLEX-PN). After completing the entire nursing program, graduates are eligible to take the national licensing exam for registered nurse (NCLEX-RN).

Mid-State's Nursing program prepares students to obtain the required licensure to be employed/practice in the state of Wisconsin. The College does not guarantee its curriculum matches the requirements for preparation, examination, or licensure for other states.

To learn more about this program, visit mstc.edu/programs.

ACADEMIC ADVISOR

To schedule an appointment with an academic advisor, call 715-422-5300. Academic advisors will travel to other campuses as necessary to accommodate student needs. For more information about advising, visit mstc.edu/advising.

NEW STUDENT CHECKLIST

Complete the following steps to prepare for your New Student Advising appointment with your academic advisor:

- Submit a Mid-State application at mstc.edu/apply.
- Send official transcripts to:
Mid-State Technical College
Student Services
500 32nd Street North
Wisconsin Rapids, WI 54494
- Complete the Free Application for Federal Student Aid (FAFSA) at fafsa.gov. Mid-State's Financial Aid team is available to assist with your FAFSA application and to answer your financial aid questions. Contact Financial Aid or schedule an appointment at mstc.edu/financial-aid.
- Set up student MyCampus account at mstc.edu/mycampus-assistance.
- Schedule a New Student Advising appointment at mstc.edu/advising.

mstc.edu • 888-575-6782 • TTY: 711



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Mid-State does not discriminate on the basis of race, color, national origin, sex, disability, or age in its program, activity, or employment. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Vice President - Human Resources; 500 32nd Street North, Wisconsin Rapids, WI 54494; 715-422-5325 • AAEO@mstc.edu. 3/2026-AC

CAREER PATHWAY



Career pathways help you build your education step by step. Each stage offers one or more credentials that are recognized by employers and lead to real jobs—and you can keep building toward your career goals as you go.

Begin at any point.

Prior Learning

Credit for Prior Learning

- Certifications and Licenses
- Military Experience
- National/Standardized Exams
- Transfer Credit
- Work and Life Experience

Learn about Credit for Prior Learning at mstc.edu/cpl.

High School Credit

- High School Dual Credit
- Mid-State Fast Track

Learn about High School Credit at mstc.edu/dc.

Associate Degree

- Nursing (68 Credits)
Start Your Career: Charge Nurse, Clinic Nurse, Registered Nurse, Staff Nurse

Bachelor's Degree

For those interested in continuing their education, Mid-State offers transfer guides with various four-year colleges and universities. For more information, visit mstc.edu/transfer.

Other Options

Related Programs: Dental Assistant, Dental Hygienist, Health & Wellness Promotion, Health Information Management, Medical Assistant, Medical Coder, Nursing Assistant, Phlebotomy Technician, Radiography, Respiratory Therapy, Sterile Processing Technician, Surgical Technology

OUTCOMES

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

- Integrate professional nursing identity reflecting integrity, responsibility, and nursing.
- Communicate comprehensive information using multiple sources in nursing practice.
- Integrate theoretical knowledge to support decision making.
- Integrate the nursing process into patient care across diverse populations.
- Function as a healthcare team member to provide safe and effective care.

TECHNICAL SKILLS ATTAINMENT

The Wisconsin Technical College System (WTCS) has implemented a requirement that all technical colleges measure outcomes attained by students. This requirement is called Technical Skills Attainment (TSA). The main objective of TSA is to ensure graduates have the technical skills needed by employers. Nursing students will take the NCLEX-RN exam, and the results from this exam will satisfy the TSA requirement.

ACCREDITATION

The Nursing program is approved by the Wisconsin Board of Nursing and accredited by the Accreditation Commission for Education in Nursing (ACEN). ACEN can be reached for program verification information at:

Accreditation Commission for Education in Nursing (ACEN)

3390 Peachtree Road NE, Suite 1400, Atlanta, GA 30326
www.acenursing.org • Phone: 404-975-5000

TO APPLY

To apply to the Nursing program, please submit the following to Mid-State Admissions:

Step 1:

1. Complete a Mid-State Application form.
2. Submit the Criminal Background Statement of Understanding, Release of Information, and Technical Standards for Nursing forms. These forms are available at midstatetech.tfaforms.net/217861

Step 2 (required prior to starting core nursing classes):

1. Complete placement testing (if needed, as determined by academic advisor). Test scores are valid for five years.
2. Meet one of the following math requirements:
 - Math ACT score of 18+
 - TABE Level D Math Score of 596+
 - Accuplacer Next Generation Arithmetic Score of 259+
 - ALEKS PPL score of 30+
 - Completion of College Math or Statistics with “C” or better
 - HESI Math Score of 75% or better with last year
3. Complete the Nursing Assistant pre-requisite requirement.
4. Complete the following courses with a grade of “C” or better:
 - General Anatomy & Physiology
 - Advanced Anatomy & Physiology
 - Developmental Psychology
 - English Composition 1

Step 3 (Requires completion before graduation, but recommended prior to starting core nursing classes, the following courses with a grade of “C” or better):

- Introduction to Psychology
- Introduction to Sociology or Introduction to Diversity Studies
- Microbiology
- Oral/Interpersonal Communication or Speech
- GPS for Student Success

TECHNICAL STANDARDS

A list of specific physical, emotional, and mental tasks needed to function as a nurse is available at mstc.edu/programs/nursing. Contact the Accessibility Services Coordinator in the Student Services & Information Center to receive assistance.

CLINICAL-RELATED REQUIREMENTS

Students are required to purchase an account with a third-party vendor who manages documents relating to criminal background check, CPR, and health work. The student is responsible for all fees associated with these requirements. All requirements must be completed to be eligible for clinical placement.

Clinical sites have the right to refuse a student (initial or continued) placement. Reasons for refusal may include (but are not limited to) incomplete agency-required orientation/computer-based training, incomplete health work requirements, results of the background check, pending charges, or conviction records. If the clinical site will not allow the student to participate in clinical, this may mean the student will not be able to progress in the program, and will not be able to complete the courses required for graduation.

Prior to beginning a clinical experience in a health care facility, students must:

- a. Submit evidence of completed health work.
- b. Provide evidence of current American Heart Association or American Red Cross Basic Life Support CPR Certification.
- c. Complete all agency-required orientation and computer-based training.
- d. Accept responsibility for clinical assignment(s) regardless of time and location, including transportation and other personal arrangements.
- e. Obtain the required uniform for clinical experiences.

PROGRAM PROGRESSION AND COMPLETION

In order to progress in and successfully complete the program, students must:

- Maintain a program GPA of 2.0 or higher.
- Receive a grade of “C” or better in all courses required for graduation. Grades earned in core nursing courses are not rounded and reflects the student’s actual grade.
- If a student is not successful in a Nursing 10543 core course, they will need to repeat that course prior to progressing in the program. Potential continuation is dependent upon availability in the course/program.

A student may repeat the same course only once in the ADN program. If the course is failed a second time, the student will be withdrawn from the Nursing program. If an ADN student fails four separate nursing courses, the student will be withdrawn from the program. Failures will include failing the same course or failing different courses. A withdrawal grade of “W” counts as one attempt for the course.

ARTICULATION OPPORTUNITIES

Articulation opportunities are between Wisconsin technical colleges with the implementation of the system-wide nursing curriculum. Identical courses in nursing throughout the Wisconsin Technical College System (WTCS) make transfer and readmission to other WTCS colleges easier for nursing students throughout the state. This articulation is based on seat availability and college residency requirements.

Also, articulation opportunities in nursing are available with most private universities and all public universities in Wisconsin. Generally, a graduate of Mid-State’s Nursing program can expect approximately 60–70 credits to transfer from Mid-State to a Wisconsin university.

ELIGIBILITY REQUIREMENTS FOR REGISTERED NURSE EXAMINATION

1. Graduated from high school or its equivalent as determined by the Wisconsin State Board of Nursing.
2. Wisconsin State Statutes require that the student DOES NOT have an arrest or conviction record for acts or circumstances that relate directly to the clinical practice of the license being requested (e.g., harm/injury; drug or alcohol impairment). Individuals cannot be discriminated against for arrest or conviction records if the precipitating actions do not directly relate to practice.
3. Graduated from a Wisconsin Board of Nursing approved program.
4. To be eligible for testing and/or licensing in the state of Wisconsin, you may be required to obtain a social security number.

MAINTAINING A NURSING LICENSE

The Wisconsin State Board of Nursing may revoke, limit, suspend, or deny renewal of license if the person has committed any of the following:

1. Fraud in the procuring or renewal of the license.
2. One or more violations of the Nurse Practice Act (Chapter 441) or accompanying Administrative Rules.
3. Acts that show practitioner to be unfit or incompetent.
4. Misconduct or unprofessional conduct.

STUDENT HANDBOOK

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

GRADUATION REQUIREMENT

The GPS for Student Success course is required for all Mid-State program students and is recommended to be completed before obtaining 12 credits. Some students are exempt from this requirement. Please see your academic advisor for more information.

ADDITIONAL COURSES AS NEEDED

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

College Reading and Writing 1 10831104

3 credits

Provides learners with opportunities to develop and expand reading and writing skills to prepare for college-level academic work. Students will employ critical reading strategies to improve comprehension, analysis, and retention of texts. Students will apply the writing process to produce well-developed, coherent, and unified written work.

Pre-Algebra 10834109

3 credits

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

MULTIPLE MEASURES

Students can place into courses using high school GPA and completed classes. Placement can be determined in the following ways:

- **Multiple Measures Writing (MMW)**
High school GPA of 2.6 & successful completion of 2.0 credits of high school writing courses with a “C” or better
- **Multiple Measures Reading (MMR)**
High school GPA of 2.6 & successful completion of 2.0 credits of high school literature courses with a “C” or better
- **Multiple Measures Math 1 (MMM_1)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school math (Algebra 1 or equivalent) with a “C” or better
- **Multiple Measures Math 2 (MMM_2)**
High school GPA of 2.6 & successful completion of 2.0 credits of high school math including Algebra 1 and Algebra 2 with a “C” or better
- **Multiple Measures Science 1 (MMS_1)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school lab science course with a “C” or better
- **Multiple Measures Science 2 (MMS_2)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school chemistry with a “C” or better

Past high school and college transcripts are used in making course placement decisions.

PREREQUISITES/REQUIRED PRIOR TO BEGINNING NURSING COURSES

Course Number	Course Name	CPL	Credits
10806177	General Anatomy & Physiology	Yes	4
10806179	Advanced Anatomy & Physiology	No	4
10809188	Developmental Psychology	Yes	3
10801136	English Composition 1	Yes	3
30543200	Nursing Assistant	No	2

NEEDED PRIOR TO GRADUATION OR RECOMMENDED PRIOR TO BEGINNING NURSING COURSES

Course Number	Course Name	CPL	Credits
10801198 or 10801196	Speech or Oral/Interpersonal Communication	Yes	3
10809196 or 10809172	Introduction to Sociology or Introduction to Diversity Studies	Yes	3
10806197	Microbiology	Yes	4
10809198	Introduction to Psychology	Yes	3
10890102	GPS for Student Success	Yes	1

SAMPLE FULL-TIME CURRICULUM OPTION

Nursing • 68 Total Credits

Term 9 Credits	Course Number	Course Name	CPL	Credits
	10543101	Nursing Fundamentals	No	2
	10543102	Nursing Skills	Yes	3
	10543103	Nursing Pharmacology	Yes	2
	10543104	Nursing Intro Clinical Practice	Yes	2
Term 10 Credits	Course Number	Course Name	CPL	Credits
	10543105	Nursing Health Alterations	No	3
	10543106	Nursing Health Promotion	No	3
	10543107	Nursing: Clinical Care Across the Lifespan	No	2
	10543108	Intro to Clinical Care Management	No	2
Term 9 Credits	Course Number	Course Name	CPL	Credits
	10543109	Nursing Complex Health Alterations 1	No	3
	10543110	Mental Health and Community Concepts	No	2
	10543111	Nursing Intermediate Clinical Practice	No	3
	10543112	Nursing Advanced Skills	No	1
Term 10 Credits	Course Number	Course Name	CPL	Credits
	10543113	Nursing Complex Health Alterations 2	No	3
	10543114	Nursing Management & Professional Concepts	No	2
	10543115	Nursing Advanced Clinical Practice	No	3
	10543116	Nursing Clinical Transition	No	2

Please Note

- Credit for Prior Learning (CPL) options are available for some courses. You can visit **mstc.edu/cpl** or contact your academic advisor for details.
- Full-time status is defined as taking all four core nursing courses in each term. Students seeking to take less than four core nursing courses in any term will be considered out of sequence and must work with the program specialist to register for classes.
- This curriculum sequence is only for student planning. Actual student schedules will vary depending on course availability.
- Program completion time may vary based on student scheduling and course availability. For details, go to **mstc.edu/schedule**.
- Get the latest updates online at **mstc.edu**.

Advanced Anatomy & Physiology

10806179

4 credits

The second semester in a two-semester sequence in which normal human anatomy and physiology are studied using a body system approach with emphasis on the interrelationships between form and function at the gross and microscopic levels of organization. Instructional delivery is within a classroom and laboratory setting. Experimentation within a science lab includes analysis of cellular metabolism and the individual components of body systems such as the nervous, neuromuscular, cardiovascular, and urinary. Continued examination of homeostatic mechanisms and their relationship to fluid, electrolyte, acid-base balance, and blood. Integration of genetics to human reproduction and development are also included in this course.

Prerequisite: General Anatomy & Physiology 10806177 with a grade of "C" or better

Developmental Psychology

10809188

3 credits

Studies human development throughout the lifespan and explores developmental theory and research with an emphasis on the interactive nature of the biological, cognitive, and psychosocial changes that affect the individual from conception to death. Application activities and critical thinking skills enable students to gain an increased knowledge and understanding of themselves and others.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English

English Composition 1

10801136

3 credits

Learners develop and apply skills in all aspects of the writing process. Through a variety of learning activities and written documents, learners employ rhetorical strategies, plan, organize and revise content, apply critical reading strategies, locate and evaluate information, integrate and document sources, and apply standardized English language conventions.

Prerequisite: High School GPA of 2.6 and MMW or Accuplacer Writing of 262 or Accuplacer Reading 253 or ACT English score of 20 or ACT Reading 21 or completion of College Reading and Writing 1 10831104 with a "C" or better

General Anatomy & Physiology

10806177

4 credits

Examines basic concepts of human anatomy and physiology as they relate to health sciences. Using a body systems approach, the course emphasizes the interrelationships between structure and function at the gross and microscopic levels of organization of the entire human body. It is intended to prepare health care professionals who need to apply basic concepts of whole-body anatomy and physiology to informed decision making and professional communication with colleagues and patients.

Prerequisite: High School GPA of 2.6 and MMS_1 and MMM_1 or Accuplacer Reading Skills of 262 and QAS of 246 or ACT Math score of 19 and Reading score of 19 or College Math 10804107 or Intermediate Algebra with Applications 10804118 with a "C" or better, or General Chemistry 10806134, or General Biology 10806114, or Human Body in Health & Disease 31509302

GPS for Student Success

10890102

1 credit

Integrate necessary skills for student success by developing an academic plan, identifying interpersonal attributes for success, adopting efficient and effective learning strategies, and utilizing Mid-State resources, policies, and processes. This course is recommended to be completed prior to obtaining 12 credits and is a graduation requirement unless you receive an exemption from your program advisor.

Intro to Clinical Care Management

10543108

2 credits

Applies nursing concepts and therapeutic nursing interventions to groups of clients across the lifespan. Provides an introduction to leadership, management, and team building.

Prerequisite: Nursing Intro Clinical Practice 10543104

Introduction to Diversity Studies

10809172

3 credits

This course introduces the study of diversity from a local to a global perspective using a holistic, interdisciplinary approach that encourages exploration and prepares students to work in a diverse environment. The course introduces basic diversity concepts, examines the impact of bias and power differentials among groups, explores the use of culturally responsive communication strategies, and compares forces that shape diversity in an international context.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English

Introduction to Psychology

10809198

3 credits

This science of psychology course is a survey of multiple aspects of behavior and mental processes. It provides an overview of topics such as research methods, theoretical perspectives, learning, cognition, memory, motivation, emotions, personality, abnormal psychology, physiological factors, social influences, and development.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English

Introduction to Sociology

10809196

3 credits

Introduces students to the basic concepts of sociology: culture, socialization, social stratification, multi-culturalism, and the five institutions of family, politics, economics, religion, and education. Other topics include demography, deviance, technology, environment, social issues, social change, social organization, and workplace issues.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English

Mental Health and Community Concepts**10543110****2 credits**

Covers topics related to the delivery of community and mental health care. Specific health needs of individuals, families, and groups are addressed across the lifespan. Attention is given to diverse and at-risk populations. Mental health concepts concentrate on adaptive/maladaptive behaviors and specific mental health disorders. Community resources are examined in relation to specific types of support offered to racial, ethnic, economically diverse individuals and groups.

Prerequisites: Nursing Clinical Care Across the Lifespan 10543107, and Intro to Clinical Care Management 10543108

Microbiology**10806197****4 credits**

Examines microbial structure, metabolism, genetics, growth and the relationship between humans and microbes. Addresses disease production, epidemiology, host defense mechanisms and the medical impact of microbes. Presents the role of microbes in the environment, industry, and biotechnology.

Prerequisite: "C" or better in General Anatomy & Physiology 10806177 or General Biology 10806114 or Plant Biology 10806184

Nursing Advanced Clinical Practice**10543115****3 credits**

This advanced clinical course requires the student to integrate concepts from all previous courses in the management of groups of clients facing complex health alterations. Students have the opportunity to further develop critical thinking skills using the nursing process in making clinical decisions. Emphasizes continuity of care through interdisciplinary collaboration.

Prerequisite: Nursing Intermediate Clinical Practice 10543111

Nursing Advanced Skills**10543112****1 credit**

Focuses on the development of advanced clinical skills across the lifespan. Includes advanced intravenous skills, blood product administration, chest tube systems, basic electrocardiogram interpretation, and nasogastric/feeding tube insertion.

Prerequisites: Nursing Clinical Care Across the Lifespan 10543107, and Intro to Clinical Care Management 10543108

Nursing Assistant**30543300****2 credits**

The Nursing Assistant program prepares students for employment as nursing assistants. The program also prepares Nursing Assistant students with some of the skills needed for the first semester of the Nursing program. During this 120-hour course, students are required to demonstrate the following skills under the supervision of a licensed nurse: communication, basic nursing assistant and personal care skills, attention to clients' rights, and care of clients with dementias. The program is recognized by the Wisconsin Department of Health Services as a nurse-aide training program. Upon successful completion of the program, students are eligible to take the Wisconsin Nursing Assistant competency evaluation for employment in nursing homes, hospitals, home health agencies, hospices, CBRFs, assisted living centers, and homes for the developmentally disabled.

Prerequisite: Admission to Nursing Assistant program 305431 and Nursing Assistant Checklist within last 3 months

Nursing: Clinical Care Across the Lifespan**10543107****2 credits**

Applies nursing concepts and therapeutic interventions to clients across the lifespan. Provides an introduction to concepts of teaching and learning, and emphasizes extending care to include the family.

Prerequisite: Nursing Intro Clinical Practice 10543104

Nursing Clinical Transition**10543116****2 credits**

This clinical experience integrates all knowledge learned in the previous courses in transitioning to the role of the graduate nurse. Promotes relatively independent clinical decisions, delegation, and working collaboratively with others to achieve client and organizational outcomes. Fosters continued professional development.

Prerequisite: Nursing Intermediate Clinical Practice 10543111

Nursing Complex Health Alterations 1**10543109****3 credits**

Prepares the student to provide and evaluate care for patients across the lifespan with alterations in cardiovascular, respiratory, endocrine, and hematologic systems. Also focuses on patients with fluid/electrolyte and acid-base imbalance as well as alterations in comfort.

Prerequisites: Nursing Clinical Care Across the Lifespan 10543107, and Intro to Clinical Care Management 10543108

Nursing Complex Health Alterations 2**10543113****3 credits**

Prepares students to provide and evaluate care for patients across the lifespan with alterations in the immune, neuro-sensory, musculoskeletal, gastrointestinal, hepatobiliary, renal/urinary, reproductive systems and shock, burns, and trauma. Includes a focus on managing care for patients with high-risk perinatal conditions and high-risk newborns.

Prerequisite: Nursing Intermediate Clinical Practice 10543111

Nursing Fundamentals

10543101

2 credits

Focuses on basic nursing concepts to provide evidenced-based care to diverse patient populations across the lifespan. Current and historical issues impacting nursing are explored within the scope of nursing practice. Introduces the nursing process as a framework for organizing the care of patients.

Prerequisite: Successful completion of Step 1 & 2 Nursing program requirements

Nursing Intermediate Clinical Practice

10543111

3 credits

This intermediate-level clinical course develops the RN role when working with clients with complex health care needs. Includes developing skills needed for managing multiple clients and priorities. Using the nursing process, students gain experience in adapting nursing practice to meet the needs of clients with diverse needs and backgrounds.

Prerequisites: Nursing Clinical Care Across the Lifespan 10543107, and Intro to Clinical Care Management 10543108

Nursing Intro Clinical Practice

10543104

2 credits

This introductory clinical course emphasizes basic nursing skills and application of the nursing process in meeting the needs of diverse clients across the lifespan. Emphasis is placed on performing basic nursing skills, the formation of nurse-client relationships, communication, data collection, documentation, and medication administration.

Prerequisite: Successful completion of Step 1 & 2 Nursing program requirements

Nursing Health Alterations

10543105

3 credits

This course elaborates upon the basic concepts of health and illness presented in Nursing Fundamentals. It applies theories of nursing in the care of clients through the lifespan, utilizing problem solving and critical thinking. This course will provide an opportunity to study conditions affecting different body systems and apply evidence based nursing interventions. It will also introduce concepts of leadership and management.

Prerequisite: Nursing Intro Clinical Practice 10543104

Nursing Health Promotion

10543106

3 credits

This course focuses on topics related to health promotion for individuals and families throughout the lifespan. Topics include reproductive issues, pregnancy, labor and delivery, post-partum, the newborn, and the child, adaptive and maladaptive behaviors applying mental health principles. An emphasis is placed on teaching and supporting healthy lifestyles choices for individuals of all ages. Nutrition, exercise, stress management, empowerment, and risk reduction practices are highlighted. Study of the family will cover dynamics, functions, discipline styles, and stages of development.

Prerequisite: Nursing Intro Clinical Practice 10543104

Nursing Management & Professional Concepts

10543114

2 credits

Covers nursing management and professional issues related to the role of the registered nurse. Emphasizes preparing for practice as a registered nurse.

Prerequisite: Nursing Intermediate Clinical Practice 10543111

Nursing Pharmacology

10543103

2 credits

Introduces the principles of pharmacology, including drug classifications and their effects on the body. Emphasizes the use of the components of the nursing process when administering medications.

Prerequisite: Successful completion of all Step 1 & 2 Nursing program requirements

Nursing Skills

10543102

2 credits

Focuses on development of evidence-based clinical skills and physical assessment across the lifespan. Includes mathematical calculations and conversions related to clinical skills. Teaches techniques related to obtaining a health history and basic physical assessment skills using a body systems approach.

Prerequisite: Successful completion of all Step 1 & 2 Nursing program requirements

Oral/Interpersonal Communication

10801196

3 credits

Focuses on developing effective listening techniques and verbal and nonverbal communication skills through oral presentation, group activity, and other projects. The study of self, conflict, and cultural contexts will be explored, as well as their impact on communication.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English or College Reading and Writing with a C or better

Speech

10801198

3 credits

Explores the fundamentals of effective oral presentation to small and large groups. Topic selection, audience analysis, methods of organization, research, structuring evidence and support, delivery techniques, and other essential elements of speaking successfully, including the listening process, form the basis of this course. Includes informative, persuasive, and occasion speech presentations.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 253 and Writing of 262 or ACT of 21 Reading/19 English or completion of College Reading and Writing 1 10831104 with a "C" or better

NURSING ASSISTANT

Technical Diploma

Program Code: 30-543-1

Total Credits: 2

The Nursing Assistant program at Mid-State provides hands-on learning that prepares students to assist in the care of patients in hospitals, extended care facilities, and home care situations. This 81-hour program includes campus lab experiences and a 27-hour clinical practicum working with patients and residents. Skills labs ensure students have opportunities to practice skills under the supervision of experienced professionals. Personal care and emotional support of patients are always primary considerations. Upon completion of the course, students may choose to take the state certification exam.

Mid-State's Nursing Assistant program prepares students to obtain state certification to be employed/practice in the state of Wisconsin. The College does not guarantee its curriculum matches the requirements for preparation, examinations, or licensure for other states.

To learn more about this program, visit mstc.edu/programs.

ACADEMIC ADVISOR

To schedule an appointment with an academic advisor, call 715-422-5300. Academic advisors will travel to other campuses as necessary to accommodate student needs. For more information about advising, visit mstc.edu/advising.

NEW STUDENT CHECKLIST

Complete the following steps to prepare for your New Student Advising appointment with your academic advisor:

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- Send official transcripts to:
Mid-State Technical College
Student Services
500 32nd Street North
Wisconsin Rapids, WI 54494
- Set up student MyCampus account at mstc.edu/mycampus-assistance.
- Schedule a New Student Advising appointment at mstc.edu/advising.

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Mid-State does not discriminate on the basis of race, color, national origin, sex, disability, or age in its program, activity, or employment. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Vice President - Human Resources; 500 32nd Street North, Wisconsin Rapids, WI 54494; 715-422-5325 • AAEO@mstc.edu. 3/2026-AC

CAREER PATHWAY



Career pathways help you build your education step by step. Each stage offers one or more credentials that are recognized by employers and lead to real jobs—and you can keep building toward your career goals as you go.

Begin at any point.

Prior Learning

Credit for Prior Learning

- Certifications and Licenses
- Military Experience
- National/Standardized Exams
- Transfer Credit
- Work and Life Experience

Learn about Credit for Prior Learning at mstc.edu/cpl.

High School Credit

- High School Dual Credit
- Mid-State Fast Track

Learn about High School Credit at mstc.edu/dc.

Technical Diploma

- Nursing Assistant (2 Credits)
Start Your Career: Caregiver, CBRF Caregiver, Certified Nursing Assistant (CNA), Home Health Aide, Nursing Assistant

Bachelor's Degree

For those interested in continuing their education, Mid-State offers transfer guides with various four-year colleges and universities. For more information, visit mstc.edu/transfer.

Other Options

Related Programs: Dental Assistant, Dental Hygienist, Health & Wellness Promotion, Health Information Management, Medical Assistant, Medical Coder, Nursing, Phlebotomy Technician, Radiography, Respiratory Therapy, Sterile Processing Technician, Surgical Technology

OUTCOMES

Employers will expect you, as a Nursing Assistant graduate, to be able to:

- Communicate effectively with clients, family, and co-workers.
- Protect rights of clients.
- Demonstrate ethical and legal responsibilities.
- Work cooperatively in a team environment.
- Provide holistic, safe care to diverse populations.
- Demonstrate reporting and documentation.
- Assist clients with rehabilitation and restorative care.
- Provide safe care for clients with acute and chronic health conditions.
- Complete educational requirements for the WI NA competency evaluation.

Note: Outcomes for the Nursing Assistant program are state and federally mandated.

TECHNICAL SKILLS ATTAINMENT

The Wisconsin Technical College System (WTCS) has implemented a requirement that all technical colleges measure outcomes attained by students. This requirement is called Technical Skills Attainment (TSA). The main objective of TSA is to ensure graduates have the technical skills needed by employers. Faculty will let students know when and how the Technical Skills Attainment (TSA) is being assessed in the program.

ACCREDITATION

The Mid-State Technical College Nursing Assistant program is accredited by the Wisconsin Department of Health Services (DHS) Bureau of Quality Assurance.

ADDITIONAL ENTRY CRITERIA

To apply to the Nursing Assistant program, please submit the following documents to Mid-State Admissions:

- GPA of 2.0 as a high school junior or above.
- Complete a Background Information Disclosure (BID) form and submit \$15 Caregiver Background check. The Wisconsin Caregiver Law requires a background check.
- Complete a new student orientation session.
- Must be at least 16 years of age.

After satisfactorily completing above steps, an Academic Advisor will reach out to schedule a Nursing Assistant New Student Advising Session.

TECHNICAL STANDARDS

A list of specific physical, emotional, and mental tasks needed to function as a nursing assistant is available at mstc.edu/programs/nursing-assistant. Contact the Accessibility Services Coordinator in the Student Services & Information Center to receive assistance.

CLINICAL-RELATED REQUIREMENTS

Prior to placement at a clinical site, students need to pay for a criminal background check and provide documentation of required health work and immunization records.

Clinical sites have the right to refuse a student's placement based on inadequate health records, pending charges, or conviction records. Students with a criminal history may not be able to complete clinical courses. Mid-State will make two attempts to place a student in an appropriate clinical experience before the student is able to register for their preferred site. If Mid-State is unable to place the student after two attempts, the student will be unable to register for the Nursing Assistant course.

Prior to beginning a clinical experience in a health care facility, students must:

- a. Submit evidence of completed health work.
- b. Obtain the required uniform for clinical experiences.
- c. Accept responsibility for clinical assignment(s) regardless of time and location, including transportation and other personal arrangements.

PROGRAM PROGRESSION

In order to successfully complete the program, students must receive a "C" or better in the Nursing Assistant course 30543200.

CERTIFICATION

The Department of Health Services Bureau of Quality Assurance requires that students who successfully pass the Nursing Assistant program take a state certification exam to qualify them to be listed in the state and federal nurse aide registries. Information to apply for this certification exam will be provided to students during their Nursing Assistant course. Nursing assistants must be listed on the state and federal nurse aide registries to be eligible to work in Wisconsin. Appropriate proof of identity will be required by the certification testing agency.

ADDITIONAL INFORMATION

The Nursing Assistant program is a prerequisite for admission to the Nursing program.

STUDENT HANDBOOK

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

SAMPLE FULL-TIME CURRICULUM OPTION
Nursing Assistant • 2 Total Credits

Term 2 Credits	Course Number	Course Name	CPL	Credits
	30543200	Nursing Assistant	No	2

Please Note

- Credit for Prior Learning (CPL) options are available for some courses. You can visit **mstc.edu/cpl** or contact your academic advisor for details.
- This curriculum sequence is only for student planning. Actual student schedules will vary depending on course availability.
- Program completion time may vary based on student scheduling and course availability. For details, go to **mstc.edu/schedule**.
- Get the latest updates online at **mstc.edu**.

Nursing Assistant**30543200****2 credits**

The Nursing Assistant program prepares students for employment as nursing assistants. The program also prepares Nursing Assistant students with some of the skills needed for the first semester of the Nursing program. During this 81-hour course, students are required to demonstrate the following skills under the supervision of a licensed nurse: communication, basic nursing assistant and personal care skills, attention to clients' rights, and care of clients with dementias. The program is recognized by the Wisconsin Department of Health Services as a nurse-aide training program. Upon successful completion of the program, students are eligible to take the Wisconsin Nursing Assistant competency evaluation for employment in nursing homes, hospitals, home health agencies, hospices, CBRFs, assisted living centers, and homes for developmentally disabled individuals.

Prerequisite: Admission to Nursing Assistant program 305431 and Nursing Assistant Checklist within last 3 months

OFFICE SUPPORT SPECIALIST

Technical Diploma

Program Code: 31-106-8

Total Credits: 33

Mid-State's Office Support Specialist program develops students into key members of an office team. The program emphasizes document preparation and the effective use of personal interactions and ever-changing technology to support your role as the central communications link in an office. Through a variety of activities, you will learn to handle multiple projects and deadlines, manage time, solve problems, and be helpful in nature—all skills in high demand by employers.

To learn more about this program, visit mstc.edu/programs.

ACADEMIC ADVISOR

To schedule an appointment with an academic advisor, call 715-422-5300. Academic advisors will travel to other campuses as necessary to accommodate student needs. For more information about advising, visit mstc.edu/advising.

NEW STUDENT CHECKLIST

Complete the following steps to prepare for your New Student Advising appointment with your academic advisor:

- Submit a Mid-State application at mstc.edu/apply.
- Send official transcripts to:
Mid-State Technical College
Student Services
500 32nd Street North
Wisconsin Rapids, WI 54494
- Complete the Free Application for Federal Student Aid (FAFSA) at fafsa.gov. Mid-State's Financial Aid team is available to assist with your FAFSA application and to answer your financial aid questions. Contact Financial Aid or schedule an appointment at mstc.edu/financial-aid.
- Set up student MyCampus account at mstc.edu/mycampus-assistance.
- Schedule a New Student Advising appointment at mstc.edu/advising.

mstc.edu • 888-575-6782 • TTY: 711



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Mid-State does not discriminate on the basis of race, color, national origin, sex, disability, or age in its program, activity, or employment. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Vice President - Human Resources; 500 32nd Street North, Wisconsin Rapids, WI 54494; 715-422-5325 • AAEO@mstc.edu. 3/2026-AC

CAREER PATHWAY



Career pathways help you build your education step by step. Each stage offers one or more credentials that are recognized by employers and lead to real jobs—and you can keep building toward your career goals as you go.

Begin at any point.

Prior Learning

Credit for Prior Learning

- Certifications and Licenses
- Military Experience
- National/Standardized Exams
- Transfer Credit
- Work and Life Experience

Learn about Credit for Prior Learning at mstc.edu/cpl.

High School Credit

- High School Dual Credit
- Mid-State Fast Track

Learn about High School Credit at mstc.edu/dc.

Certificate

- Business Communications Foundations (9 Credits)
- Business Legal Foundations (6 Credits)
- Business Office Foundations (6 Credits)
- Foundations of Business Administration (9 Credits)
- Human Resources Foundations (6 Credits)
- Leadership Foundations (6 Credits)

Technical Diploma

- Customer Relationship Professional (13 Credits)
Start Your Career: Account Representative, Call Center Agent, Client Services Specialist, Customer Service Representative
- Entrepreneur (17 Credits)
Start Your Career: Business Owner, Entrepreneur, Founder/CEO
- Human Resources Assistant (33 Credits)
Start Your Career: HR Generalist, HR Recruitment Coordinator, Job Analyst
- Office Support Specialist (33 Credits)
Start Your Career: Administrative Assistant, Office Assistant, Office Support Specialist, Program Assistant, Secretary

Associate Degree

- Business Management (65-66 Credits)
Start Your Career: Account Executive, Department Supervisor, Office Manager, Production Supervisor, Store Leader

Bachelor's Degree

For those interested in continuing their education, Mid-State offers transfer guides with various four-year colleges and universities. For more information, visit mstc.edu/transfer.

Other Options

Related Programs: Human Resources, Project Management, Leadership Development

OUTCOMES

Employers will expect you, as an Office Support Specialist graduate, to be able to:

- Perform accurate workplace communications.
- Use technology skills for business tasks.
- Perform routine office procedures.
- Demonstrate professionalism and effective workplace relationships.

TECHNICAL SKILLS ATTAINMENT

The Wisconsin Technical College System (WTCS) has implemented a requirement that all technical colleges measure outcomes attained by students. This requirement is called Technical Skills Attainment (TSA). The main objective of TSA is to ensure graduates have the technical skills needed by employers. Faculty will let students know when and how the TSA is being assessed in the program.

STUDENT HANDBOOK

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

GRADUATION REQUIREMENT

The GPS for Student Success course is required for all Mid-State program students and is recommended to be completed before obtaining 12 credits. Some students are exempt from this requirement. Please see your academic advisor for more information.

ADDITIONAL COURSES AS NEEDED

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

College Reading and Writing 1

10831104

3 credits

Provides learners with opportunities to develop and expand reading and writing skills to prepare for college-level academic work. Students will employ critical reading strategies to improve comprehension, analysis, and retention of texts. Students will apply the writing process to produce well-developed, coherent, and unified written work.

Pre-Algebra

10834109

3 credits

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

MULTIPLE MEASURES

Students can place into courses using high school GPA and completed classes. Placement can be determined in the following ways:

- **Multiple Measures Writing (MMW)**
High school GPA of 2.6 & successful completion of 2.0 credits of high school writing courses with a "C" or better
- **Multiple Measures Reading (MMR)**
High school GPA of 2.6 & successful completion of 2.0 credits of high school literature courses with a "C" or better
- **Multiple Measures Math 1 (MMM_1)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school math (Algebra 1 or equivalent) with a "C" or better
- **Multiple Measures Math 2 (MMM_2)**
High school GPA of 2.6 & successful completion of 2.0 credits of high school math including Algebra 1 and Algebra 2 with a "C" or better
- **Multiple Measures Science 1 (MMS_1)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school lab science course with a "C" or better
- **Multiple Measures Science 2 (MMS_2)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school chemistry with a "C" or better

Past high school and college transcripts are used in making course placement decisions.

SAMPLE FULL-TIME CURRICULUM OPTION

Office Support Specialist • 33 Total Credits

Term 17 Credits	Course Number	Course Name	CPL	Credits
	10102101	Introduction to Business	Yes	3
	10196190	Leadership Development	Yes	3
	10102231	Business Networking	No	1
	10106106	Quality Customer Service	Yes	3
	10801195	Written Communication	Yes	3
	10801196	Oral/Interpersonal Communication	Yes	3
	10890102	GPS for Student Success	Yes	1
Term 16 Credits	Course Number	Course Name	CPL	Credits
	10101140	Accounting 1	Yes	3
	10102230	Business Communities	No	1
	10103106	Microsoft Office-Introduction	Yes	3
	10104102	Marketing Principles	Yes	3
	10106190	Professional Business Skills	Yes	3
	10196189	Team Building & Problem Solving	No	3

Please Note

- Credit for Prior Learning (CPL) options are available for some courses. You can visit mstc.edu/cpl or contact your academic advisor for details.
- This curriculum sequence is only for student planning. Actual student schedules will vary depending on course availability.
- This program is offered online and classes are in an 8-week format.
- Program completion time may vary based on student scheduling and course availability. For details, go to mstc.edu/schedule.
- Get the latest updates online at mstc.edu.

SAMPLE PART-TIME CURRICULUM OPTION

Office Support Specialist • 33 Total Credits

Term 8 Credits	Course Number	Course Name	CPL	Credits
	10102101	Introduction to Business	Yes	3
	10102231	Business Networking	No	1
	10801196	Oral/Interpersonal Communication	Yes	3
	10890102	GPS for Student Success	Yes	1
Term 9 Credits	Course Number	Course Name	CPL	Credits
	10196190	Leadership Development	Yes	3
	10106106	Quality Customer Service	Yes	3
	10801195	Written Communication	Yes	3
Term 7 Credits	Course Number	Course Name	CPL	Credits
	10101140	Accounting 1	Yes	3
	10102230	Business Communities	No	1
	10196189	Team Building & Problem Solving	No	3
Term 9 Credits	Course Number	Course Name	CPL	Credits
	10103106	Microsoft Office-Introduction	Yes	3
	10104102	Marketing Principles	Yes	3
	10106190	Professional Business Skills	Yes	3

Accounting 1

10101140

3 credits

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

Business Communities

10102230

1 credit

This course provides students with a comprehensive understanding of how different business communities operate, how they contribute to economic ecosystems, and how learners can participate effectively. This course will explore the dynamics, structures, and strategies involved in various professional associations, including local, global, industry-specific, and online communities.

Business Networking

10102231

1 credit

This course will equip students with the knowledge, strategies, and practical techniques to build, nurture, and leverage professional relationships for personal and organizational success. Through a combination of classroom instruction, interactive exercises, and simulated practice, this course will empower students to enhance their networking abilities, expand their professional circles, and create valuable connections.

GPS for Student Success

10890102

1 credit

Integrate necessary skills for student success by developing an academic plan, identifying interpersonal attributes for success, adopting efficient and effective learning strategies, and utilizing Mid-State resources, policies, and processes. This course is recommended to be completed prior to obtaining 12 credits and is a graduation requirement unless you receive an exemption from your program advisor.

Introduction to Business

10102101

3 credits

An introduction to what a business is, how it operates, and how it is managed. Students identify forms of ownership and the processes used in production and marketing, finance, personnel, and management in business operations.

Leadership Development

10196190

3 credits

Applies skills and tools necessary to fulfill their role as a modern leader. Each learner evaluates personal leadership effectiveness, use individual and group motivation strategies, implement mission and goals, demonstrate ethical behavior, adapt personal leadership style to worker readiness, use power, facilitate employee development, coach, manage change, and resolve conflict.

Marketing Principles

10104102

3 credits

This course serves as an introduction to the fundamental marketing concepts used to apply marketing strategies to product development, distribution, pricing, and promotion of goods and services.

Microsoft Office-Introduction

10103106

3 credits

Develops introductory skills in the Microsoft Office Suite (Word, Excel, Access, PowerPoint, and Outlook) while reinforcing the students' knowledge of computer concepts, Windows Explorer, and web usage. This course prepares students for the Associate level MOS Certification exams for Word, Excel, PowerPoint, and Outlook. Students should possess basic keyboarding, mouse, and Windows 11 skills. Students may develop these skills in the Academic Learning Center while concurrently enrolled in this course.

Professional Business Skills

10106190

3 credits

This course introduces critical technology and organizational skills for the modern workplace. Participants will learn calendar management and meeting scheduling, virtual and in-person meeting hosting, document formatting and filing, and presentation layout and design using industry-standard applications. This course emphasizes practical applications to ensure participants can immediately apply their acquired skills in real-world scenarios.

Quality Customer Service

10106106

3 credits

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

Speech

10801198

3 credits

Explores the fundamentals of effective oral presentation to small and large groups. Topic selection, audience analysis, methods of organization, research, structuring evidence and support, delivery techniques, and other essential elements of speaking successfully, including the listening process, form the basis of this course. Includes informative, persuasive, and occasion speech presentations.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 253 and Writing of 262 or ACT of 21 Reading/19 English or completion of College Reading and Writing 1 10831104 with a "C" or better

Team Building & Problem Solving
10196189
3 credits

Applies skills and tools necessary to facilitate problem solving in a team environment. Each learner assumes the roles and responsibilities of team leadership in the stages of team development, uses a systematic problem-solving process, and employs consensus-building and conflict-management strategies.

Written Communication
10801195
3 credits

Develops writing skills which include prewriting, drafting, revising, and editing. A variety of writing assignments are 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: High School GPA of 2.6 and MMW or Accuplacer Writing of 262 or ACT English score of 20 or completion of College Reading and Writing 1 10831104 with a "C" or better

PARAMEDIC

Technical Diploma

Program Code: 31-531-1

Total Credits: 39

Mid-State's Paramedic program provides the knowledge and skills needed to work competently as an entry-level paramedic. Students enter a joint core course cohort with Paramedic Technician degree students. Graduates earn a technical diploma upon successful completion of this program. This program consists of classroom lectures, practical skills lab, laboratory simulations, and hospital and pre-hospital clinical experiences. Upon successful completion, you will earn certifications in Advanced Cardiac Life Support, Prehospital Trauma Life Support, and Pediatric Advanced Life Support and be eligible to take the National Registry of Emergency Medical Technician written exam.

Mid-State's Paramedic program prepares students to obtain the required licensure to be employed/practice in the state of Wisconsin. The College does not guarantee its curriculum matches the requirements for preparation, examination, or licensure for other states.

To learn more about this program, visit mstc.edu/programs.

ACADEMIC ADVISOR

To schedule an appointment with an academic advisor, call 715-422-5300. Academic advisors will travel to other campuses as necessary to accommodate student needs. For more information about advising, visit mstc.edu/advising.

NEW STUDENT CHECKLIST

Complete the following steps to prepare for your New Student Advising appointment with your academic advisor:

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Student Services
500 32nd Street North
Wisconsin Rapids, WI 54494
- Complete the Free Application for Federal Student Aid (FAFSA) at fafsa.gov. Mid-State's Financial Aid team is available to assist with your FAFSA application and to answer your financial aid questions. Contact Financial Aid or schedule an appointment at mstc.edu/financial-aid.
- Set up student MyCampus account at mstc.edu/mycampus-assistance.
- Schedule a New Student Advising appointment at mstc.edu/advising.

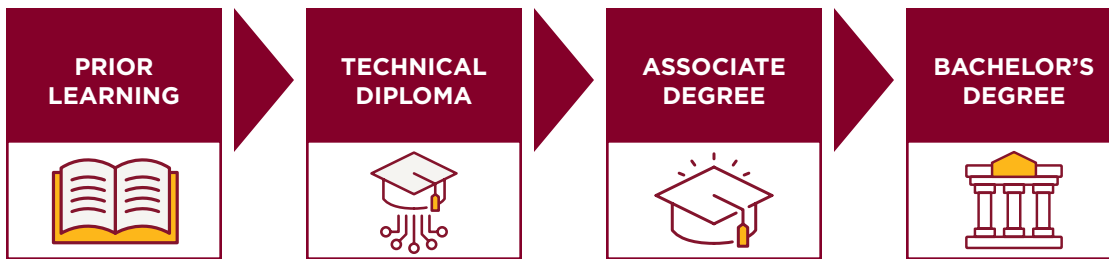
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CAREER PATHWAY



Career pathways help you build your education step by step. Each stage offers one or more credentials that are recognized by employers and lead to real jobs—and you can keep building toward your career goals as you go.

Begin at any point.

Prior Learning

Credit for Prior Learning

- Certifications and Licenses
- Military Experience
- National/Standardized Exams
- Transfer Credit
- Work and Life Experience

Learn about Credit for Prior Learning at mstc.edu/cpl.

High School Credit

- High School Dual Credit
- Mid-State Fast Track

Learn about High School Credit at mstc.edu/dc.

Technical Diploma

- Paramedic (39 Credits)
Start Your Career: Emergency Room Technician, Firefighter/Paramedic, Paramedic

Associate Degree

- Paramedic Technician (62 Credits)
Start Your Career: Emergency Room Technician, Firefighter/Paramedic, Paramedic

Bachelor's Degree

For those interested in continuing their education, Mid-State offers transfer guides with various four-year colleges and universities. For more information, visit mstc.edu/transfer.

Other Options

Related Programs: Advanced Emergency Medical Technician, Emergency Medical Technician, Emergency Services Management, Fire Service Certification, Jail Officer Academy

OUTCOMES

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

- Prepare for incident response and EMS operations.
- Integrate pathophysiological principles and assessment findings to provide appropriate patient care.
- Demonstrate paramedic skills associated with established standards and procedures for a variety of patient encounters.
- Communicate effectively with others.
- Demonstrate professional behavior.
- Meet state and national competencies listed for paramedic certification(s).

TECHNICAL SKILLS ATTAINMENT

The Wisconsin Technical College System (WTCS) has implemented a requirement that all technical colleges measure outcomes attained by students. This requirement is called Technical Skills Attainment (TSA). The main objective of TSA is to ensure graduates have the technical skills needed by employers. Faculty will let students know when and how the TSA is being assessed in the program.

The Paramedic program contains the same core courses (10-531) as the Associate Degree Paramedic Technician program. Completion of the Emergency Medical Technician program is required prior to beginning the Paramedic Technician core courses.

Paramedic is a 1,150-hour program based upon the US Department of Transportation Administration/Wisconsin Bureau Local Health Support and EMS curriculum.

ADDITIONAL ENTRY CRITERIA

To apply to the Paramedic program, please submit the following documents to Mid-State Admissions:

- Criminal Background Statement of Understanding and Release of Information form.
- A current Wisconsin EMT license.

Mid-State Technical College • Admissions
500 32nd Street North, Wisconsin Rapids, WI 54494

TECHNICAL STANDARDS

A list of specific physical, emotional, and mental tasks needed to function as a paramedic is available at **mstc.edu/programs/paramedic**. Contact the Accessibility Services Coordinator in the Student Services & Information Center to receive assistance.

CLINICAL-RELATED REQUIREMENTS

Prior to placement at a clinical site, students need to pay for a criminal background check through a private vendor. Students will be required to provide documentation of required health work and current healthcare provider CPR certification via a Blackboard assignment. Students are responsible for ensuring all requirements remain current during program enrollment.

Clinical sites have the right to refuse a student's placement based on inadequate health records, pending charges, or conviction records. Students with a criminal history may not be able to complete clinical courses. Mid-State will make two attempts to place a student in an appropriate clinical experience. If Mid-State is unable to place the student after two attempts, the student will be withdrawn from the course and will not be able to advance in the program.

Prior to beginning a clinical experience in a health care agency or ambulance service, students must:

- a. Provide evidence of completion of the required health work.
- b. Hold a current State of Wisconsin EMT license.
- c. Hold a Department of Health Services EMS Training Center Training Permit at the paramedic level.
- d. Provide evidence of current CPR at the health care professional level by a CPR organization specified under s. DHS 110.17(1).
- e. Obtain the required uniform for clinical experiences.
- f. Assume responsibility for clinical assignment(s) regardless of time and location, including transportation and other personal arrangements.

PROGRAM PROGRESSION

In order to maintain a passing status and progress in the Paramedic program, students must receive a grade of "C" or better in each of the paramedic core courses.

Failure to obtain a grade of "C" in any core course will prevent a student from progressing onto the next course in the sequence until they have retaken the course and achieved a grade of "C" or better.

This requirement also applies to the last class in the sequence, as a grade of "C" or better is required in all courses in order to retain eligibility to take the National Registry exam.

STUDENT HANDBOOK

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GRADUATION REQUIREMENT

The GPS for Student Success course is required for all Mid-State program students and is recommended to be completed before obtaining 12 credits. Some students are exempt from this requirement. Please see your academic advisor for more information.

ADDITIONAL COURSES AS NEEDED

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

College Reading and Writing 1

10831104

3 credits

Provides learners with opportunities to develop and expand reading and writing skills to prepare for college-level academic work. Students will employ critical reading strategies to improve comprehension, analysis, and retention of texts. Students will apply the writing process to produce well-developed, coherent, and unified written work.

Pre-Algebra

10834109

3 credits

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

MULTIPLE MEASURES

Students can place into courses using high school GPA and completed classes. Placement can be determined in the following ways:

- **Multiple Measures Writing (MMW)**
High school GPA of 2.6 & successful completion of 2.0 credits of high school writing courses with a “C” or better
- **Multiple Measures Reading (MMR)**
High school GPA of 2.6 & successful completion of 2.0 credits of high school literature courses with a “C” or better
- **Multiple Measures Math 1 (MMM_1)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school math (Algebra 1 or equivalent) with a “C” or better
- **Multiple Measures Math 2 (MMM_2)**
High school GPA of 2.6 & successful completion of 2.0 credits of high school math including Algebra 1 and Algebra 2 with a “C” or better
- **Multiple Measures Science 1 (MMS_1)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school lab science course with a “C” or better
- **Multiple Measures Science 2 (MMS_2)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school chemistry with a “C” or better

Past high school and college transcripts are used in making course placement decisions.

SAMPLE FULL-TIME CURRICULUM OPTION

Paramedic • 39 Total Credits

Term 20 Credits	Course Number	Course Name	CPL	Credits
	10531911	EMS Fundamental	No	2
	10531912	Paramedic Medical Principles	No	4
	10531913	Patient Assessment Principles	No	3
	10531914	Prehospital Pharmacology	No	3
	10531915	Paramedic Respiratory Management	No	2
	10531918	Advanced Resuscitation	No	1
	10531955	Paramedic Cardiology 1	No	2
	10531959	Paramedic Clinical	No	2
	10890102	GPS for Student Success	Yes	1
Term 19 Credits	Course Number	Course Name	CPL	Credits
	10531919	Paramedic Medical Emergencies	No	4
	10531920	Paramedic Trauma	No	3
	10531921	Special Patient Populations	No	3
	10531922	EMS Operations	No	1
	10531923	Paramedic Capstone	No	1
	10531956	Paramedic Cardiology 2	No	2
	10531957	Paramedic Field Experience	No	3
	10531958	Paramedic Field Leadership	No	1
	10531960	Paramedic Clinical/Field Prep	No	1

Please Note

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- Program completion time may vary based on student scheduling and course availability. For details, go to mstc.edu/schedule.
- Get the latest updates online at mstc.edu.

Advanced Resuscitation

10531918

1 credit

By teaching advanced cardiac life support (ACLS) and pediatric advanced life support (PALS) methodologies and protocols, this course prepares the paramedic student to integrate comprehensive knowledge of causes and pathophysiology into the management of shock, respiratory failure, respiratory arrest, cardiac arrest, and peri-arrest states. Emphasizes early intervention to prevent respiratory and/or cardiac arrest if possible.

Prerequisite: Admission to Paramedic Technician program 105311 or Paramedic program 315311

EMS Fundamental

10531911

2 credits

Provides learners with comprehensive knowledge of EMS systems, safety, well-being, legal issues, and ethical issues, with the intended outcome of improving the health of EMS personnel, patients, and the community. Learners obtain fundamental knowledge of public health principles and epidemiology as related to public health emergencies, health promotion, and illness/injury prevention. Introduces learners to comprehensive anatomical and medical terminology with the aim of fostering the development of effective communications with colleagues and other healthcare professionals.

Prerequisite: Admission to Paramedic Technician program 105311 or Paramedic program 315311

EMS Operations

10531922

1 credit

Provides paramedic students with the knowledge of operational roles and responsibilities to ensure patient, public, and EMS personnel safety.

Prerequisite: Admission to Paramedic Technician program 105311 or Paramedic program 315311

GPS for Student Success

10890102

1 credit

Integrate necessary skills for student success by developing an academic plan, identifying interpersonal attributes for success, adopting efficient and effective learning strategies, and utilizing Mid-State resources, policies, and processes. This course is recommended to be completed prior to obtaining 12 credits and is a graduation requirement unless you receive an exemption from your program advisor.

Paramedic Capstone

10531923

1 credit

Provides students with a final opportunity to incorporate their cognitive knowledge and psychomotor skills through labs and scenario-based practice and evaluations prior to taking the National Registry written and practical examinations. Technical skills attainment (TSA) for each student will be compiled and/or documented within this course as required by the DHS-approved paramedic curriculum.

Prerequisite: Admission to Paramedic Technician program 105311 or Paramedic program 315311

Paramedic Cardiology 1

10531955

2 credits

Provides basic knowledge to integrate pathophysiological principles and assessment findings to formulate a field impression and implement the treatment for the patient with cardiovascular disease.

Prerequisite: Admission to Paramedic Technician program 105311 or Paramedic program 315311

Paramedic Cardiology 2

10531956

2 credits

Teaches the paramedic student knowledge and skills to integrate assessment findings with principles of cardiovascular anatomy, physiology, epidemiology, and pathophysiology to formulate a field impression and implement a comprehensive treatment plan for a patient with a variety of cardiovascular complaints.

Prerequisite: Admission to Paramedic Technician program 105311 or Paramedic program 315311

Paramedic Clinical

10531959

2 credits

Enhances learning through the practice of paramedicine in a healthcare environment. Learners will experience actual patients under the supervision of instructors or approved preceptors. Learners will also have the opportunity to participate in formal high-fidelity human patient simulator experiences as a part of this course.

Prerequisite: Admission to Paramedic Technician program 105311 or Paramedic program 315311

Paramedic Clinical/Field Prep

10531960

1 credit

Enhances learning through the practice of paramedicine in a healthcare or field environment. Learners will experience actual patients under the supervision of instructors or approved preceptors.

Prerequisite: Admission to Paramedic Technician program 105311 or Paramedic program 315311

Paramedic Field Experience

10531957

3 credits

Provides the opportunity to enhance learning through the practice of paramedicine in a field environment and through experiences with actual patients under the supervision of instructors or approved preceptors. Students may also have the opportunity to participate in formal high-fidelity human patient simulator experiences as a part of this course. Successful completion of this course requires the student to meet all clinical and field competency requirements at the paramedic level as defined by WI DHS EMS.

Prerequisites: Admission to Paramedic Technician program 105311 or Paramedic program 315311 and Advanced Resuscitation 10531918

Paramedic Field Leadership

10531958

1 credit

Provides the opportunity to act as the field team leader in a field environment and through experiences with actual patients under the supervision of instructors or approved preceptors. Successful completion of this course requires the student to meet all team leader competency requirements at the paramedic level as defined by WI DHS EMS and the CoAEMSP.

Prerequisite: Admission to Paramedic Technician program 105311 or Paramedic program 315311

Paramedic Medical Emergencies

10531919

4 credits

Teaches the paramedic student to integrate assessment findings with principles of anatomy, physiology, epidemiology, and pathophysiology to formulate a field impression and implement a comprehensive treatment plan for a patient with a medical complaint.

Prerequisite: Admission to Paramedic Technician program 105311 or Paramedic program 315311

Paramedic Medical Principles

10531912

4 credits

Addresses the complex depth of anatomy, physiology, and pathophysiology of major human systems while also introducing paramedic students to the topics of shock, immunology, and bleeding.

Prerequisite: Admission to Paramedic Technician program 105311 or Paramedic program 315311

Paramedic Respiratory Management

10531915

2 credits

Teaches the paramedic student to integrate complex knowledge of anatomy, physiology, and pathophysiology into the assessment to develop and implement a treatment plan with the goal of assuring a patient airway, adequate mechanical ventilation, and respiration for patients of all ages. Also provides specific knowledge pertaining to the respiratory system to ensure the student is prepared to formulate a field impression and implement a comprehensive treatment plan for a patient with a respiratory complaint.

Prerequisite: Admission to Paramedic Technician program 105311 or Paramedic program 315311

Paramedic Trauma

10531920

3 credits

Teaches the paramedic student to integrate assessment findings with principles of anatomy, physiology, epidemiology, and pathophysiology to formulate a field impression and implement a comprehensive treatment plan for an acutely injured patient.

Prerequisites: Admission to Paramedic Technician program 105311 or Paramedic program 315311 and Advanced Resuscitation 10531918

Patient Assessment Principles

10531913

3 credits

Teaches the paramedic student to integrate scene and patient assessment findings with knowledge of epidemiology and pathophysiology to form a field impression. Uses a structured and organized assessment process that draws on knowledge of anatomy, physiology, pathophysiology, life span development, and changes that occur to the human body with time. Using this process students learn to develop a list of differential diagnoses through clinical reasoning and modify the assessment as necessary to formulate a treatment plan for their patients.

Prerequisite: Admission to Paramedic Technician program 105311 or Paramedic program 315311

Prehospital Pharmacology

10531914

3 credits

Provides the paramedic student with the comprehensive knowledge of pharmacology required to formulate and administer a pharmacological treatment plan intended to mitigate emergencies and improve the overall health of the patient.

Prerequisite: Admission to Paramedic Technician program 105311 or Paramedic program 315311

Special Patient Populations

10531921

3 credits

Teaches the paramedic student to integrate assessment findings with principles of anatomy, physiology, epidemiology, and pathophysiology to formulate a field impression and implement a comprehensive treatment plan for patients with special needs. Also includes gynecological emergencies, along with special considerations in trauma.

Prerequisite: Admission to Paramedic Technician program 105311 or Paramedic program 315311

PARAMEDIC TECHNICIAN

Associate in Applied Science (AAS)

Program Code: 10-531-1

Total Credits: 62

Mid-State's Paramedic Technician program prepares students with the knowledge and skills to work competently as an entry-level paramedic. In this associate degree program, students will complete two semesters of general studies as well as two semesters of core paramedic courses in a joint cohort with students in the Paramedic program. You will learn prehospital skills in the classroom, skills laboratory, hospital, and prehospital settings. Upon successful completion, you will earn certifications in Advanced Cardiac Life Support, Prehospital Trauma Life Support, and Pediatric Advanced Life Support and be eligible to take the National Registry written exam.

Mid-State's Paramedic Technician program prepares students to obtain the required licensure to be employed/practice in the state of Wisconsin. The College does not guarantee its curriculum matches the requirements for preparation, examination, or licensure for other states.

To learn more about this program, visit mstc.edu/programs.

ACADEMIC ADVISOR

To schedule an appointment with an academic advisor, call 715-422-5300. Academic advisors will travel to other campuses as necessary to accommodate student needs. For more information about advising, visit mstc.edu/advising.

NEW STUDENT CHECKLIST

Complete the following steps to prepare for your New Student Advising appointment with your academic advisor:

- Submit a Mid-State application at mstc.edu/apply.
- Send official transcripts to:
Mid-State Technical College
Student Services
500 32nd Street North
Wisconsin Rapids, WI 54494
- Complete the Free Application for Federal Student Aid (FAFSA) at fafsa.gov. Mid-State's Financial Aid team is available to assist with your FAFSA application and to answer your financial aid questions. Contact Financial Aid or schedule an appointment at mstc.edu/financial-aid.
- Set up student MyCampus account at mstc.edu/mycampus-assistance.
- Schedule a New Student Advising appointment at mstc.edu/advising.

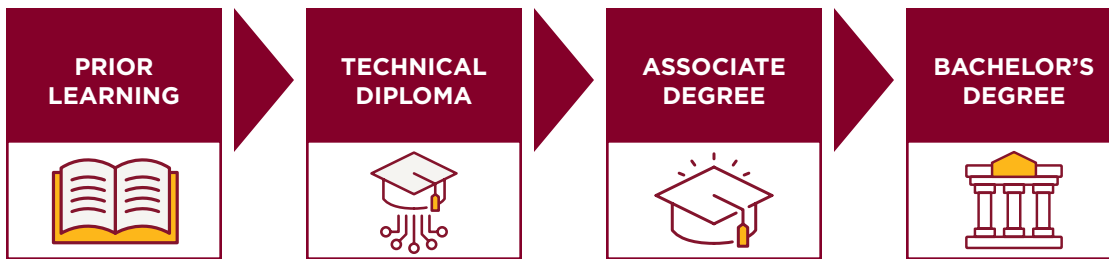
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Mid-State does not discriminate on the basis of race, color, national origin, sex, disability, or age in its program, activity, or employment. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Vice President - Human Resources; 500 32nd Street North, Wisconsin Rapids, WI 54494; 715-422-5325 • AAEO@mstc.edu. 3/2026-AC

CAREER PATHWAY



Career pathways help you build your education step by step. Each stage offers one or more credentials that are recognized by employers and lead to real jobs—and you can keep building toward your career goals as you go.

Begin at any point.

Prior Learning

Credit for Prior Learning

- Certifications and Licenses
- Military Experience
- National/Standardized Exams
- Transfer Credit
- Work and Life Experience

Learn about Credit for Prior Learning at mstc.edu/cpl.

High School Credit

- High School Dual Credit
- Mid-State Fast Track

Learn about High School Credit at mstc.edu/dc.

Technical Diploma

- Paramedic (39 Credits)
Start Your Career: Emergency Room Technician, Firefighter/Paramedic, Paramedic

Associate Degree

- Paramedic Technician (62 Credits)
Start Your Career: Emergency Room Technician, Firefighter/Paramedic, Paramedic

Bachelor's Degree

For those interested in continuing their education, Mid-State offers transfer guides with various four-year colleges and universities. For more information, visit mstc.edu/transfer.

Other Options

Related Programs: Advanced Emergency Medical Technician, Emergency Medical Technician, Emergency Services Management, Fire Service Certification, Jail Officer Academy

OUTCOMES

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

- Prepare for incident response and EMS operations.
- Integrate pathophysiological principles and assessment findings to provide appropriate patient care.
- Demonstrate paramedic skills associated with established standards and procedures for a variety of patient encounters.
- Communicate effectively with others.
- Demonstrate professional behavior.
- Meet state and national competencies listed for paramedic credentialing.

Paramedic Technician is based upon the US Department of Transportation Administration/Wisconsin Bureau Local Health Support and EMS curriculum.

TECHNICAL SKILLS ATTAINMENT

The Wisconsin Technical College System (WTCS) has implemented a requirement that all technical colleges measure outcomes attained by students. This requirement is called Technical Skills Attainment (TSA). The main objective of TSA is to ensure graduates have the technical skills needed by employers. Faculty will let students know when and how the TSA is being assessed in the program.

ADDITIONAL ENTRY CRITERIA

To apply to the Paramedic Technician program, please submit the following documents to Mid-State Admissions:

Step 1:

- Criminal Background Statement of Understanding and Release of Information form.

Mid-State Technical College • Admissions
500 32nd Street North, Wisconsin Rapids, WI 54494

Completion of step 1 requirements allows the student to begin general education courses.

If you are taking Emergency Medical Technician program courses as part of the Paramedic Technician program, you must apply to Emergency Medical Technician program (30-531-3) separately. Although the Emergency Medical Technician program is part of the curriculum, it is handled as a stand-alone program for admission purposes.

Step 2:

- Submit a current Wisconsin EMT license.

Mid-State Technical College • Admissions
500 32nd Street North, Wisconsin Rapids, WI 54494

Completion of the Step 2 requirement will make the student eligible for entry into the Paramedic core courses. Completion of Step 2 does not guarantee entry into the next available cohort of core program students. Cohorts are filled on a first-eligible, first-served basis.

TECHNICAL STANDARDS

A list of specific physical, emotional, and mental tasks needed to function as a paramedic technician is available at mstc.edu/programs/paramedic-technician. Contact the Accessibility Services Coordinator in the Student Services & Information Center to receive assistance.

CLINICAL-RELATED REQUIREMENTS

Prior to placement at a clinical site, students need to pay for a criminal background check through a private vendor. Students will be required to provide documentation of required health work and current healthcare provider CPR certification via a Blackboard assignment. Students are responsible for ensuring all requirements remain current during program enrollment.

Clinical sites have the right to refuse a student's placement based on inadequate health records, pending charges, or conviction records. Students with a criminal history may not be able to complete clinical courses. Mid-State will make two attempts to place a student in an appropriate clinical experience. If Mid-State is unable to place the student after two attempts, the student will be withdrawn from the course and will not be able to advance in the program.

Prior to beginning a clinical experience in a health care agency or ambulance service, students must:

- Provide evidence of completion of the required health work.
- Hold a current State of Wisconsin EMT license.
- Hold a Department of Health Services EMS Training Center Training Permit at the paramedic level.
- Provide evidence of current CPR at the health care professional level by a CPR organization specified under s. DHS 110.17(1).
- Obtain the required uniform for clinical experiences.
- Assume responsibility for clinical assignment(s) regardless of time and location, including transportation and other personal arrangements.

PROGRAM PROGRESSION

In order to progress in and complete the program, students must receive a grade of "C" or better in each of the paramedic core courses. Failure to obtain a grade of "C" in any core course will prevent a student from progressing on to the next course in the sequence until they have retaken the course and achieved a grade of "C" or better.

All general education courses must be completed with a grade of "C" or better in order to be eligible for graduation.

Having to retake a core course will require removal from the student's cohort, and placement will be made in the next cohort with an available seat.

This requirement also applies to the last class in the sequence, as the grade of "C" or better is required in all core courses in order to retain eligibility to take the National Registry exam.

STUDENT HANDBOOK

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

GRADUATION REQUIREMENT

The GPS for Student Success course is required for all Mid-State program students and is recommended to be completed before obtaining 12 credits. Some students are exempt from this requirement. Please see your academic advisor for more information.

ADDITIONAL COURSES AS NEEDED

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

College Reading and Writing 1

10831104

3 credits

Provides learners with opportunities to develop and expand reading and writing skills to prepare for college-level academic work. Students will employ critical reading strategies to improve comprehension, analysis, and retention of texts. Students will apply the writing process to produce well-developed, coherent, and unified written work.

Pre-Algebra

10834109

3 credits

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

MULTIPLE MEASURES

Students can place into courses using high school GPA and completed classes. Placement can be determined in the following ways:

- **Multiple Measures Writing (MMW)**
High school GPA of 2.6 & successful completion of 2.0 credits of high school writing courses with a "C" or better
- **Multiple Measures Reading (MMR)**
High school GPA of 2.6 & successful completion of 2.0 credits of high school literature courses with a "C" or better
- **Multiple Measures Math 1 (MMM_1)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school math (Algebra 1 or equivalent) with a "C" or better
- **Multiple Measures Math 2 (MMM_2)**
High school GPA of 2.6 & successful completion of 2.0 credits of high school math including Algebra 1 and Algebra 2 with a "C" or better
- **Multiple Measures Science 1 (MMS_1)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school lab science course with a "C" or better
- **Multiple Measures Science 2 (MMS_2)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school chemistry with a "C" or better

Past high school and college transcripts are used in making course placement decisions.

SAMPLE FULL-TIME CURRICULUM OPTION

Paramedic Technician • 62 Total Credits

Term 14 Credits	Course Number	Course Name	CPL	Credits
	10801136	English Composition 1	Yes	3
	10806177	General Anatomy & Physiology	Yes	4
	10809122 or 10809172 or 10809196	Introduction to American Government or Introduction to Diversity Studies or Introduction to Sociology	Yes	3
	10809198	Introduction to Psychology	Yes	3
	10890102	GPS for Student Success	Yes	1
Term 10 Credits	Course Number	Course Name	CPL	Credits
	10801198 or 10801196 or 10801197	Speech or Oral/Interpersonal Communication or Technical Reporting	Yes or Yes or No	3
	10804107 or 10806134	College Mathematics or General Chemistry	Yes	3
	10806179	Advanced Anatomy & Physiology	No	4
Term 19 Credits	Course Number	Course Name	CPL	Credits
	10531911	EMS Fundamental	No	2
	10531912	Paramedic Medical Principles	No	4
	10531913	Patient Assessment Principles	No	3
	10531914	Prehospital Pharmacology	No	3
	10531915	Paramedic Respiratory Management	No	2
	10531918	Advanced Resuscitation	No	1
	10531955	Paramedic Cardiology 1	No	2
Term 19 Credits	10531959	Paramedic Clinical	No	2
	Course Number	Course Name	CPL	Credits
	10531919	Paramedic Medical Emergencies	No	4
	10531920	Paramedic Trauma	No	3
	10531921	Special Patient Populations	No	3
	10531922	EMS Operations	No	1
	10531923	Paramedic Capstone	No	1
	10531956	Paramedic Cardiology 2	No	2
	10531957	Paramedic Field Experience	No	3
	10531958	Paramedic Field Leadership	No	1
	10531960	Paramedic Clinical/Field Prep	No	1

Please Note

- Credit for Prior Learning (CPL) options are available for some courses. You can visit mstc.edu/cpl or contact your academic advisor for details.
- This curriculum sequence is only for student planning. Actual student schedules will vary depending on course availability.
- Program completion time may vary based on student scheduling and course availability. For details, go to mstc.edu/schedule.
- Get the latest updates online at mstc.edu.

Advanced Anatomy & Physiology

10806179

4 credits

The second semester in a two-semester sequence in which normal human anatomy and physiology are studied using a body system approach with emphasis on the interrelationships between form and function at the gross and microscopic levels of organization. Instructional delivery is within a classroom and laboratory setting. Experimentation within a science lab includes analysis of cellular metabolism and the individual components of body systems such as the nervous, neuromuscular, cardiovascular, and urinary. Continued examination of homeostatic mechanisms and their relationship to fluid, electrolyte, acid-base balance, and blood. Integration of genetics to human reproduction and development are also included in this course.

Prerequisite: General Anatomy & Physiology 10806177 with a grade of "C" or better

Advanced Resuscitation

10531918

1 credit

By teaching advanced cardiac life support (ACLS) and pediatric advanced life support (PALS) methodologies and protocols, this course prepares the paramedic student to integrate comprehensive knowledge of causes and pathophysiology into the management of shock, respiratory failure, respiratory arrest, cardiac arrest, and peri-arrest states. Emphasizes early intervention to prevent respiratory and/or cardiac arrest if possible.

Prerequisite: Admission to Paramedic Technician program 105311 or Paramedic program 315311

College Mathematics

10804107

3 credits

This course is designed to review and develop fundamental concepts of mathematics in the areas of algebra, geometry, trigonometry, measurement and data. Algebra topics emphasize simplifying algebraic expressions, solving linear equations and inequalities with one variable, solving proportions and percent applications. Geometry and trigonometry topics include; finding areas and volumes of geometric figures, applying similar and congruent triangles, applying Pythagorean Theorem, and solving right triangles using trigonometric ratios. Measurement topics emphasize the application of measurement concepts and conversion techniques within and between U.S. customary and metric system to solve problems. Data topics emphasize data organization and summarization skills, including: frequency distributions, central tendency, relative position and measures of dispersion. Special emphasis is placed on problem solving, critical thinking and logical reasoning, making connections, and using calculators.

Prerequisite: High School GPA of 2.6 and MMM_1 or Accuplacer Arithmetic of 250 and QAS 234 or ACT Math score of 17 or Pre-Algebra 10834109 with a "C" or better

EMS Fundamental

10531911

2 credits

Provides learners with comprehensive knowledge of EMS systems, safety, well-being, legal issues, and ethical issues, with the intended outcome of improving the health of EMS personnel, patients, and the community. Learners obtain fundamental knowledge of public health principles and epidemiology as related to public health emergencies, health promotion, and illness/injury prevention. Introduces learners to comprehensive anatomical and medical terminology with the aim of fostering the development of effective communications with colleagues and other healthcare professionals.

Prerequisite: Admission to Paramedic Technician program 105311 or Paramedic program 315311

EMS Operations

10531922

1 credit

Provides paramedic students with the knowledge of operational roles and responsibilities to ensure patient, public, and EMS personnel safety.

Prerequisite: Admission to Paramedic Technician program 105311 or Paramedic program 315311

English Composition 1

10801136

3 credits

Learners develop and apply skills in all aspects of the writing process. Through a variety of learning activities and written documents, learners employ rhetorical strategies, plan, organize and revise content, apply critical reading strategies, locate and evaluate information, integrate and document sources, and apply standardized English language conventions.

Prerequisite: High School GPA of 2.6 and MMW or Accuplacer Writing of 262 or Accuplacer Reading 253 or ACT English score of 20 or ACT Reading 21 or completion of College Reading and Writing 1 10831104 with a "C" or better

General Anatomy & Physiology

10806177

4 credits

Examines basic concepts of human anatomy and physiology as they relate to health sciences. Using a body systems approach, the course emphasizes the interrelationships between structure and function at the gross and microscopic levels of organization of the entire human body. It is intended to prepare health care professionals who need to apply basic concepts of whole-body anatomy and physiology to informed decision making and professional communication with colleagues and patients.

Prerequisite: High School GPA of 2.6 and MMS_1 and MMM_1 or Accuplacer Reading Skills of 262 and QAS of 246 or ACT Math score of 19 and Reading score of 19 or College Math 10804107 or Intermediate Algebra with Applications 10804118 with a "C" or better, or General Chemistry 10806134, or General Biology 10806114, or Human Body in Health & Disease 31509302

General Chemistry**10806134****4 credits**

Covers the fundamentals of chemistry. Topics include the metric system; problem solving; periodic relationships; chemical reactions, chemical equilibrium; properties of water; acids, bases, and salts; and gas laws.

Prerequisite: High School GPA of 2.6 or Accuplacer QAS of 246 or ACT of 19, or College Mathematics 10804107 with a "C" or better, or Intermediate Algebra with Applications 10804118 with a "C" or better. Students are encouraged to bring transcripts for further evaluation if they do not meet these requirements

GPS for Student Success**10890102****1 credit**

Integrate necessary skills for student success by developing an academic plan, identifying interpersonal attributes for success, adopting efficient and effective learning strategies, and utilizing Mid-State resources, policies, and processes. This course is recommended to be completed prior to obtaining 12 credits and is a graduation requirement unless you receive an exemption from your program advisor.

Introduction to American Government**10809122****3 credits**

Introduces American political processes and institutions. Focuses on rights and responsibilities of citizens and the process of participatory democracy. Learners examine the complexity of the separation of powers and checks and balances. Explores the role of the media, interest groups, political parties, and public opinion in the political process. Also explores the role of state and national government in our federal system.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English

Introduction to Diversity Studies**10809172****3 credits**

This course introduces the study of diversity from a local to a global perspective using a holistic, interdisciplinary approach that encourages exploration and prepares students to work in a diverse environment. The course introduces basic diversity concepts, examines the impact of bias and power differentials among groups, explores the use of culturally responsive communication strategies, and compares forces that shape diversity in an international context.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English

Introduction to Psychology**10809198****3 credits**

This science of psychology course is a survey of multiple aspects of behavior and mental processes. It provides an overview of topics such as research methods, theoretical perspectives, learning, cognition, memory, motivation, emotions, personality, abnormal psychology, physiological factors, social influences, and development.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English

Introduction to Sociology**10809196****3 credits**

Introduces students to the basic concepts of sociology: culture, socialization, social stratification, multi-culturalism, and the five institutions of family, politics, economics, religion, and education. Other topics include demography, deviance, technology, environment, social issues, social change, social organization, and workplace issues.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English

Oral/Interpersonal Communication**10801196****3 credits**

Focuses on developing effective listening techniques and verbal and nonverbal communication skills through oral presentation, group activity, and other projects. The study of self, conflict, and cultural contexts will be explored, as well as their impact on communication.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English or College Reading and Writing with a C or better

Paramedic Capstone**10531923****1 credit**

Provides students with a final opportunity to incorporate their cognitive knowledge and psychomotor skills through labs and scenario-based practice and evaluations prior to taking the National Registry written and practical examinations. Technical skills attainment (TSA) for each student will be compiled and/or documented within this course as required by the DHS-approved paramedic curriculum.

Prerequisite: Admission to Paramedic Technician program 105311 or Paramedic program 315311

Paramedic Cardiology 1**10531955****2 credits**

Provides basic knowledge to integrate pathophysiological principles and assessment findings to formulate a field impression and implement the treatment for the patient with cardiovascular disease.

Prerequisite: Admission to Paramedic Technician program 105311 or Paramedic program 315311

Paramedic Cardiology 2**10531956****2 credits**

Teaches the paramedic student knowledge and skills to integrate assessment findings with principles of cardiovascular anatomy, physiology, epidemiology, and pathophysiology to formulate a field impression and implement a comprehensive treatment plan for a patient with a variety of cardiovascular complaints.

Prerequisite: Admission to Paramedic Technician program 105311 or Paramedic program 315311

Paramedic Clinical

10531959

2 credits

Enhances learning through the practice of paramedicine in a healthcare environment. Learners will experience actual patients under the supervision of instructors or approved preceptors. Learners will also have the opportunity to participate in formal high-fidelity human patient simulator experiences as a part of this course.

Prerequisite: Admission to Paramedic Technician program 105311 or Paramedic program 315311

Paramedic Clinical/Field Prep

10531960

1 credit

Enhances learning through the practice of paramedicine in a healthcare or field environment. Learners will experience actual patients under the supervision of instructors or approved preceptors.

Prerequisite: Admission to Paramedic Technician program 105311 or Paramedic program 315311

Paramedic Field Experience

10531957

3 credits

Provides the opportunity to enhance learning through the practice of paramedicine in a field environment and through experiences with actual patients under the supervision of instructors or approved preceptors. Students may also have the opportunity to participate in formal high-fidelity human patient simulator experiences as a part of this course. Successful completion of this course requires the student to meet all clinical and field competency requirements at the paramedic level as defined by WI DHS EMS.

Prerequisites: Admission to Paramedic Technician program 105311 or Paramedic program 315311 and Advanced Resuscitation 10531918

Paramedic Field Leadership

10531958

1 credit

Provides the opportunity to act as the field team leader in a field environment and through experiences with actual patients under the supervision of instructors or approved preceptors. Successful completion of this course requires the student to meet all team leader competency requirements at the paramedic level as defined by WI DHS EMS and the CoAEMSP.

Prerequisite: Admission to Paramedic Technician program 105311 or Paramedic program 315311

Paramedic Medical Emergencies

10531919

4 credits

Teaches the paramedic student to integrate assessment findings with principles of anatomy, physiology, epidemiology, and pathophysiology to formulate a field impression and implement a comprehensive treatment plan for a patient with a medical complaint.

Prerequisite: Admission to Paramedic Technician program 105311 or Paramedic program 315311

Paramedic Medical Principles

10531912

4 credits

Addresses the complex depth of anatomy, physiology, and pathophysiology of major human systems while also introducing paramedic students to the topics of shock, immunology, and bleeding.

Prerequisite: Admission to Paramedic Technician program 105311 or Paramedic program 315311

Paramedic Respiratory Management

10531915

2 credits

Teaches the paramedic student to integrate complex knowledge of anatomy, physiology, and pathophysiology into the assessment to develop and implement a treatment plan with the goal of assuring a patient airway, adequate mechanical ventilation, and respiration for patients of all ages. Also provides specific knowledge pertaining to the respiratory system to ensure the student is prepared to formulate a field impression and implement a comprehensive treatment plan for a patient with a respiratory complaint.

Prerequisite: Admission to Paramedic Technician program 105311 or Paramedic program 315311

Paramedic Trauma

10531920

3 credits

Teaches the paramedic student to integrate assessment findings with principles of anatomy, physiology, epidemiology, and pathophysiology to formulate a field impression and implement a comprehensive treatment plan for an acutely injured patient.

Prerequisites: Admission to Paramedic Technician program 105311 or Paramedic program 315311 and Advanced Resuscitation 10531918

Patient Assessment Principles

10531913

3 credits

Teaches the paramedic student to integrate scene and patient assessment findings with knowledge of epidemiology and pathophysiology to form a field impression. Uses a structured and organized assessment process that draws on knowledge of anatomy, physiology, pathophysiology, life span development, and changes that occur to the human body with time. Using this process students learn to develop a list of differential diagnoses through clinical reasoning and modify the assessment as necessary to formulate a treatment plan for their patients.

Prerequisite: Admission to Paramedic Technician program 105311 or Paramedic program 315311

Prehospital Pharmacology

10531914

3 credits

Provides the paramedic student with the comprehensive knowledge of pharmacology required to formulate and administer a pharmacological treatment plan intended to mitigate emergencies and improve the overall health of the patient.

Prerequisite: Admission to Paramedic Technician program 105311 or Paramedic program 315311

Special Patient Populations**10531921****3 credits**

Teaches the paramedic student to integrate assessment findings with principles of anatomy, physiology, epidemiology, and pathophysiology to formulate a field impression and implement a comprehensive treatment plan for patients with special needs. Also includes gynecological emergencies, along with special considerations in trauma.

Prerequisite: Admission to Paramedic Technician program 105311 or Paramedic program 315311

Speech**10801198****3 credits**

Explores the fundamentals of effective oral presentation to small and large groups. Topic selection, audience analysis, methods of organization, research, structuring evidence and support, delivery techniques, and other essential elements of speaking successfully, including the listening process, form the basis of this course. Includes informative, persuasive, and occasion speech presentations.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 253 and Writing of 262 or ACT of 21 Reading/19 English or completion of College Reading and Writing 1 10831104 with a "C" or better

Technical Reporting**10801197****3 credits**

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

Prerequisite: English Composition 1 10801136 or Written Communication 10801195 with a "C" or better

PHLEBOTOMY TECHNICIAN

Technical Diploma

Program Code: 30-513-1

Total Credits: 6

Mid-State's Phlebotomy Technician program teaches blood collecting techniques to provide samples for lab analysis, including venipuncture, skin punctures, and arterial punctures. You will also learn to perform various lab procedures, including specimen processing. Our program is among the few in Wisconsin accredited by the National Accrediting Agency for Clinical Laboratory Sciences. The course of study is quick and hands-on, with a practicum at a regional health care agency. Graduates are prepared to take a voluntary national certification exam.

To learn more about this program, visit mstc.edu/programs.

ACADEMIC ADVISOR

To schedule an appointment with an academic advisor, call 715-422-5300. Academic advisors will travel to other campuses as necessary to accommodate student needs. For more information about advising, visit mstc.edu/advising.

NEW STUDENT CHECKLIST

Complete the following steps to prepare for your New Student Advising appointment with your academic advisor:

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- Send official transcripts to:
Mid-State Technical College
Student Services
500 32nd Street North
Wisconsin Rapids, WI 54494
- Set up student MyCampus account at mstc.edu/mycampus-assistance.
- Schedule a New Student Advising appointment at mstc.edu/advising.

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Mid-State does not discriminate on the basis of race, color, national origin, sex, disability, or age in its program, activity, or employment. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Vice President - Human Resources; 500 32nd Street North, Wisconsin Rapids, WI 54494; 715-422-5325 • AAEO@mstc.edu. 3/2026-AC

CAREER PATHWAY



Career pathways help you build your education step by step. Each stage offers one or more credentials that are recognized by employers and lead to real jobs—and you can keep building toward your career goals as you go.

Begin at any point.

Prior Learning

Credit for Prior Learning

- Certifications and Licenses
- Military Experience
- National/Standardized Exams
- Transfer Credit
- Work and Life Experience

Learn about Credit for Prior Learning at mstc.edu/cpl.

High School Credit

- High School Dual Credit
- Mid-State Fast Track

Learn about High School Credit at mstc.edu/dc.

Technical Diploma

- Phlebotomy Technician (6 Credits)
Start Your Career: Blood Donor Specialist, Clinical Lab Assistant, Laboratory Assistant, Phlebotomist, Specimen Processor

Bachelor's Degree

For those interested in continuing their education, Mid-State offers transfer guides with various four-year colleges and universities. For more information, visit mstc.edu/transfer.

Other Options

Related Programs: Dental Assistant, Health & Wellness Promotion, Health Information Management, Medical Assistant, Medical Coder, Nursing, Radiography, Respiratory Therapy, Sterile Processing Technician, Surgical Technology

OUTCOMES

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

- Adhere to infection control and safe practices.
- Perform specimen collection.
- Process specimens.
- Comply with legal regulations.
- Model professional behaviors.

TECHNICAL SKILLS ATTAINMENT

The Wisconsin Technical College System (WTCS) has implemented a requirement that all technical colleges measure outcomes attained by students. This requirement is called Technical Skills Attainment (TSA). The main objective of TSA is to ensure graduates have the technical skills needed by employers. Faculty will let students know when and how the Technical Skills Attainment (TSA) is being assessed in the program.

ACCREDITATION

The Phlebotomy Technician program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences, one of only three approved programs in Wisconsin. Graduates are also prepared to take a national certification exam. However, taking and passing a national exam is not a graduation requirement.

National Accrediting Agency for Clinical Laboratory Sciences

5600 N. River Road Suite 720 Rosemont, IL 60018-5119
773-714-8880 • www.naacls.org

ADDITIONAL ENTRY CRITERIA

To apply to the Phlebotomy Technician program, please submit the following documents to Mid-State Admissions:

- Criminal Background Statement of Understanding and Release of Information form.

Mid-State Technical College • Admissions
500 32nd Street North, Wisconsin Rapids, WI 54494

TECHNICAL STANDARDS

A list of specific physical, emotional, and mental tasks needed to function as a phlebotomy technician is available at mstc.edu/programs/phlebotomy-technician. Contact the Accessibility Services Coordinator in the Student Services & Information Center to receive assistance.

CLINICAL-RELATED REQUIREMENTS

Prior to placement at a clinical site, students need to pay for a criminal background check and provide documentation of required health work.

Students are responsible for ensuring all requirements remain current during program enrollment.

Clinical sites have the right to refuse a student's placement based on inadequate health records, pending charges, or conviction records. Students with a criminal history may not be able to complete clinical courses. Mid-State will make two attempts to place a student in an appropriate clinical experience. If Mid-State is unable to place the student after two attempts, the student will be withdrawn from the clinical course and will not be able to advance in the program.

PROGRAM PROGRESSION

In order to maintain a passing status and enroll in the Phlebotomy Clinical, students must earn a grade of "C" or better in all courses required for graduation.

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

Students will receive three attempts to pass any 10-513 course. If a passing grade is not achieved in three attempts, the student will be permanently withdrawn from the program or program waiting list. A withdrawal grade of "W" counts as one attempt for the course. Requests for special consideration should be directed to the associate dean of the School of Health.

STUDENT HANDBOOK

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

ADDITIONAL COURSES AS NEEDED

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

College Reading and Writing 1 10831104

3 credits

Provides learners with opportunities to develop and expand reading and writing skills to prepare for college-level academic work. Students will employ critical reading strategies to improve comprehension, analysis, and retention of texts. Students will apply the writing process to produce well-developed, coherent, and unified written work.

Pre-Algebra 10834109

3 credits

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

MULTIPLE MEASURES

Students can place into courses using high school GPA and completed classes. Placement can be determined in the following ways:

- **Multiple Measures Writing (MMW)**
High school GPA of 2.6 & successful completion of 2.0 credits of high school writing courses with a “C” or better
- **Multiple Measures Reading (MMR)**
High school GPA of 2.6 & successful completion of 2.0 credits of high school literature courses with a “C” or better
- **Multiple Measures Math 1 (MMM_1)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school math (Algebra 1 or equivalent) with a “C” or better
- **Multiple Measures Math 2 (MMM_2)**
High school GPA of 2.6 & successful completion of 2.0 credits of high school math including Algebra 1 and Algebra 2 with a “C” or better
- **Multiple Measures Science 1 (MMS_1)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school lab science course with a “C” or better
- **Multiple Measures Science 2 (MMS_2)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school chemistry with a “C” or better

Past high school and college transcripts are used in making course placement decisions.

SAMPLE FULL-TIME CURRICULUM OPTION

Phlebotomy Technician • 6 Total Credits

Term 6 Credits	Course Number	Course Name	CPL	Credits
	31801368	Workplace Communication	Yes	1
	10513110	Basic Lab Skills	No	1
	10513111	Phlebotomy	Yes	2
	10513117	Phlebotomy Clinical	No	2

Please Note

- Credit for Prior Learning (CPL) options are available for some courses. You can visit mstc.edu/cpl or contact your academic advisor for details.
- This curriculum sequence is only for student planning. Actual student schedules will vary depending on course availability.
- Program completion time may vary based on student scheduling and course availability. For details, go to mstc.edu/schedule.
- Get the latest updates online at mstc.edu.

Basic Lab Skills**10513110****1 credit**

Explores laboratory science career options and the fundamental principles and procedures performed in the laboratory. You will utilize medical terminology and basic laboratory equipment. You will follow required safety and infection control procedures and perform simple laboratory tests.

Prerequisite: Admission to Phlebotomy program 305131

Phlebotomy**10513111****2 credits**

Provides opportunities for learners to perform routine venipuncture, routine capillary puncture and special collection procedures.

Prerequisite: Admission to Phlebotomy program 305131

Phlebotomy Clinical**10513117****2 credits**

Prepares the learner to function as a staff member in a medical laboratory setting performing venipuncture and other specimen collection procedures, processing and handling of laboratory specimens, and performing related duties. There is no remuneration for students enrolled in this course.

Corequisite: Phlebotomy 10513111 and Basic Lab Skills 10513110 with a grade of "C" or better.

Workplace Communication**31801368****1 credit**

Analyze workplace communication situations to develop professional verbal and written communication skills. Learners apply verbal and written communication skills, as well as conflict resolution strategies, to improve workplace communication climates and promote personal and professional growth.

PRECISION MACHINING TECHNICIAN

Technical Diploma

Program Code: 31-420-10

Total Credits: 53-54

The Precision Machining Technician program prepares graduates for machining positions, an in-demand skill set at the heart of industrial production. Additional training and experience often lead to supervisory, quality assurance, and tool maker positions. In this program you will learn to shape various materials into intricate, precise, usable parts. You'll also work from blueprints and written specifications to select the proper machinery, materials, and tools, and you'll gain proficiency with machine tools such as lathes, mills, grinders, computers, and computerized numerical control (CNC) machines.

To learn more about this program, visit mstc.edu/programs.

ACADEMIC ADVISOR

To schedule an appointment with an academic advisor, call 715-422-5300. Academic advisors will travel to other campuses as necessary to accommodate student needs. For more information about advising, visit mstc.edu/advising.

NEW STUDENT CHECKLIST

Complete the following steps to prepare for your New Student Advising appointment with your academic advisor:

- Submit a Mid-State application at mstc.edu/apply.
- Send official transcripts to:
Mid-State Technical College
Student Services
500 32nd Street North
Wisconsin Rapids, WI 54494
- Complete the Free Application for Federal Student Aid (FAFSA) at fafsa.gov. Mid-State's Financial Aid team is available to assist with your FAFSA application and to answer your financial aid questions. Contact Financial Aid or schedule an appointment at mstc.edu/financial-aid.
- Set up student MyCampus account at mstc.edu/mycampus-assistance.
- Schedule a New Student Advising appointment at mstc.edu/advising.

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Technical Diploma

- Precision Machining Technician (53-54 Credits)
Start Your Career: Advanced Machine Operator, CNC Machine Operator, CNC Programmer, Job Shop Machinist ,
Quality Control Technician

Bachelor's Degree

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Other Options

Related Programs: Industrial Mechanical Technician, Manufacturing Operations Management, Mechanical Design Technology, Metal Fabrication

Apprenticeship Opportunity: CNC Machinist

OUTCOMES

Employers will expect you, as a Precision Machining Technician graduate, to be able to:

- Apply basic safety practices in the machine shop.
- Interpret industrial/engineering drawings.
- Apply precision measuring methods to parts inspection.
- Perform basic machine tool equipment setup and operation.
- Perform programming, setup, and operation of CNC machine tools.
- Perform advanced CNC machining operations.

TECHNICAL SKILLS ATTAINMENT

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GRADUATION REQUIREMENT

The GPS for Student Success course is required for all Mid-State program students and is recommended to be completed before obtaining 12 credits. Some students are exempt from this requirement. Please see your academic advisor for more information.

ADDITIONAL COURSES AS NEEDED

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

College Reading and Writing 1

10831104

3 credits

Provides learners with opportunities to develop and expand reading and writing skills to prepare for college-level academic work. Students will employ critical reading strategies to improve comprehension, analysis, and retention of texts. Students will apply the writing process to produce well-developed, coherent, and unified written work.

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10834109

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- **Multiple Measures Math 2 (MMM_2)**
High school GPA of 2.6 & successful completion of 2.0 credits of high school math including Algebra 1 and Algebra 2 with a "C" or better
- **Multiple Measures Science 1 (MMS_1)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school lab science course with a "C" or better
- **Multiple Measures Science 2 (MMS_2)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school chemistry with a "C" or better

Past high school and college transcripts are used in making course placement decisions.

SAMPLE FULL-TIME CURRICULUM OPTION

Precision Machining Technician • 53-54 Total Credits

Term 15-16 Credits	Course Number	Course Name	CPL	Credits
	31804305 or 10804107	Applied Math or College Mathematics	No or Yes	2 or 3
	32420311	Safety, Measurement and Layout	No	1
	32420326	Introduction to Turning Machines	No	2
	32420329	Intermediate Turning Applications	No	5
	32420331	Print Reading for Precision Machining	No	2
	32420373	CNC Lathes Set Up and Operation	Yes	2
Term 12 Credits	10890102	GPS for Student Success	Yes	1
	Course Number	Course Name	CPL	Credits
	31801368	Workplace Communication	No	1
	32420310	Introduction to Solid Modeling	No	2
	32420337	Introduction to Milling Machines	No	2
	32420340	Intermediate Milling Applications	No	5
	32420374	CNC Mills Set Up and Operation	Yes	2
Term 12 Credits	Course Number	Course Name	CPL	Credits
	32420325	Inspection with Geometric Dimensioning	No	2
	32420330	Advanced Turning Applications	No	3
	32420332	Materials and Machinability	No	2
	32420362	CNC Lathes/Manual Programming	Yes	2
	32444377	CNC Lathes Computer Aided Programming	No	2
	32623301	Manufacturing Principles	No	1
Term 14 Credits	Course Number	Course Name	CPL	Credits
	32420341	Advanced Milling Applications	No	3
	32420364	CNC Mills/Manual Programming	No	2
	32420380	Multi-Axis Manual Processes	No	3
	32444378	CNC Mills Computer Aided Programming	No	3
	32444379	Advanced CNC Milling Operations	No	3

Please Note

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SAMPLE PART-TIME CURRICULUM OPTION
Precision Machining Technician • 53-54 Total Credits

Term 8 Credits	Course Number	Course Name	CPL	Credits
	32420311	Safety, Measurement and Layout	No	1
	32420326	Introduction to Turning Machines	No	2
	32420331	Print Reading for Precision Machining	No	2
	32420332	Materials and Machinability	No	2
	10890102	GPS for Student Success	Yes	1
Term 6-7 Credits	Course Number	Course Name	CPL	Credits
	31804305 or 10804107	Applied Math or College Mathematics	No or Yes	2 or 3
	32420310	Introduction to Solid Modeling	No	2
	32420337	Introduction to Milling Machines	No	2
Term 6 Credits	Course Number	Course Name	CPL	Credits
	32420329	Intermediate Turning Applications	No	5
	32623301	Manufacturing Principles	No	1
Term 7 Credits	Course Number	Course Name	CPL	Credits
	32420340	Intermediate Milling Applications	No	5
	32420374	CNC Mills Set Up and Operation	Yes	2
Term 6 Credits	Course Number	Course Name	CPL	Credits
	31801368	Workplace Communication	No	1
	32420325	Inspection with Geometric Dimensioning	No	2
	32420330	Advanced Turning Applications	No	3
Term 8 Credits	Course Number	Course Name	CPL	Credits
	32420341	Advanced Milling Applications	No	3
	32420364	CNC Mills/Manual Programming	No	2
	32444378	CNC Mills Computer Aided Programming	No	3
Term 6 Credits	Course Number	Course Name	CPL	Credits
	32420373	CNC Lathes Set Up and Operation	Yes	2
	32420362	CNC Lathes/Manual Programming	Yes	2
	32444377	CNC Lathes Computer Aided Programming	No	2
Term 6 Credits	Course Number	Course Name	CPL	Credits
	32420380	Multi-Axis Manual Processes	No	3
	32444379	Advanced CNC Milling Operations	No	3

Advanced CNC Milling Operations

32444379

3 credits

This course will utilize classroom presentations, discussions and hands-on lab activities to build on the skills from previous classroom experiences to equip learners to follow the entire process of manufacturing from print to part and through final inspection using CNC milling machines. Learners will explore in-process automated part inspection with the use of machine based probing systems. Additionally, students will become accustomed to the use of Wire EDM machines and Coordinate Measuring Machines as they progress through the course.

Corequisite: CNC Mills/Manual Programming 32420364

Advanced Milling Applications

32420341

3 credits

Students in this class will receive further insight into milling machine concepts. This course places major emphasis on work-holding methods with the use of jigs and fixtures. Jig and fixture design elements for location and rigid work holding in both a production environment as well as single piece runs, and advanced cutting tools and cutting processes will be explored to focus on manufacturing efficiency.

Prerequisite: Intermediate Milling Applications 32420340

Advanced Turning Applications

32420330

3 credits

Students in this class will receive further insight into turning machine concepts. This course includes a safety review and adds depth in advanced cutting tool materials such as ceramics, cubic boron nitride (CBN), and polycrystalline diamonds (PCD). Learners will explore differing fixturing and tooling needs for a production environment as well as planning for single piece runs.

Prerequisite: Intermediate Turning Applications 32420329

Applied Mathematics

31804305

2 credits

Students taking Applied Mathematics make and convert various measurements. Students use formulas to solve problems. They compute dimensions of geometric shapes. Students use statistical tools to represent and analyze data. They analyze various financial situations. Students use basic right triangle trigonometry to solve problems. In each topic area, students solve application problems.

CNC Lathes Computer Aided Programming

32444377

2 credits

This course introduces learners to Computer-Aided Machining/Manufacturing (CAM). Demonstrations and hands-on use of CAD/CAM software and hardware will be used. Major emphasis is placed on geometry creation and editing functions, process planning, proper cutter selection, feed and speed selection, and tool path generation along with post processing to CNC lathes. Some basic machine set-up and operation are included to verify program operation.

Prerequisite: Introduction to Solid Modeling 32420310

CNC Lathes Set Up and Operation

32420373

2 credits

In this introductory Computer Numerical Control (CNC) machining course, students will practice the skills needed to setup and operate CNC lathes. Classroom presentations and lab projects will focus on safety, theory, terminology as it relates to completing machine setups in the CNC lathe. Topics covered will be tool and work offset setting, work holding and quality. Learners will work with proven CNC part programs and setup documents to create parts to specifications and ensure all parts of a production run maintain quality throughout the run.

CNC Lathes/Manual Programming

32420362

2 credits

Covers NC/CNC terminology and introduces students to computers and components of NC/CNC lathes. All programming is manual word address (G+M Code) basics. Includes basic CNC lathe operation.

CNC Mills Computer Aided Programming

32444378

3 credits

This course introduces learners to Computer-Aided Machining/Manufacturing (CAM). Demonstrations and hands-on of CAD/CAM software and hardware will be used. Major emphasis is placed on geometry creation and editing functions, process planning, proper cutter selection, feed and speed selection, and tool path generation along with post processing to CNC milling machines and machining centers. Some basic machine set-up and operation are included to verify program operation.

Prerequisite: Introduction to Solid Modeling 32420310

CNC Mills Set Up and Operation

32420374

2 credits

In this introductory Computer Numerical Control (CNC) machining course, students will practice the skills needed to setup and operate CNC milling machines. Classroom presentations and lab projects will focus on safety, theory, terminology as it relates to completing machine setups in the CNC milling machine. Topics covered will be tool and work offset setting, work holding and quality. Learners will work with proven CNC part programs and setup documents to create parts to specifications and ensure all parts of a production run maintain quality throughout the run.

CNC Mills/Manual Programming

32420364

2 credits

Covers NC/CNC terminology and introduces students to computers and components of NC/CNC mills. All programming is manual word address (G+M code) basics. Includes basic CNC mill operation.

College Mathematics**10804107****3 credits**

This course is designed to review and develop fundamental concepts of mathematics in the areas of algebra, geometry, trigonometry, measurement and data. Algebra topics emphasize simplifying algebraic expressions, solving linear equations and inequalities with one variable, solving proportions and percent applications. Geometry and trigonometry topics include; finding areas and volumes of geometric figures, applying similar and congruent triangles, applying Pythagorean Theorem, and solving right triangles using trigonometric ratios. Measurement topics emphasize the application of measurement concepts and conversion techniques within and between U.S. customary and metric system to solve problems. Data topics emphasize data organization and summarization skills, including: frequency distributions, central tendency, relative position and measures of dispersion. Special emphasis is placed on problem solving, critical thinking and logical reasoning, making connections, and using calculators.

Prerequisite: High School GPA of 2.6 and MMM_1 or Accuplacer Arithmetic of 250 and QAS 234 or ACT Math score of 17 or Pre-Algebra 10834109 with a "C" or better

Inspection with Geometric Dimensioning**32420325****2 credits**

This course will familiarize learners with interpreting Geometric Dimensioning and introduce dimensional metrology. Activities and classroom presentations will provide insight into the use of direct and indirect measuring tools, instrument calibration, and the use of Coordinate Measuring Machines, and quality documentation. Emphasis of the course will be on interpretation of Geometric Dimensioning and using metrology fundamentals to ensure manufactured components meet design specifications.

Intermediate Milling Applications**32420340****5 credits**

This course will develop additional skills needed for effective milling machine operations. Common work holding and fixturing tools will be utilized to create parts accurately and efficiently. Classroom presentation and lab activities will be utilized to hone the learner's skills with manual milling machines. Attention will be on safety, machine setups, operations, calculations, and inspection.

Corequisite: Introduction to Milling Machines 32420337

Intermediate Turning Applications**32420329****5 credits**

Students enrolled in this course will build additional skills from previous classroom experiences related to turning machines. Presentations and lab activities will focus on machine setups, metal removal techniques, and common calculations encountered on the job. Lab projects will be created using techniques to ensure accuracy, efficiency, and repeatability with an introduction to CNC. Emphasis will be put on common turning procedures with inspection processes to produce quality components.

Corequisite: Introduction to Turning Machines 32420326

Introduction to Milling Machines**32420337****2 credits**

Explore the fundamentals of basic operations and safety of manual mills. Through the utilization of classroom and lab activities learners will acquire a basic understanding of the Milling Machine components as well as the cutting tools and basic work holding devices that may be used on the machine. The importance of proper tool selection and usage as utilizing the Milling Machines components properly will be the concentration.

Introduction to Solid Modeling**32420310****2 credits**

Introduces students creating computer-aided drafting (CAD) represented solid models for use in the manufacturing arena. As an introductory course in three-dimensional modeling, learners use computer software to develop two-dimensional sketches and use modeling tools to create solid models on the computer. Students also use the models to create and detail two-dimensional engineering drawings for use on the manufacturing floor. Computer knowledge and prior knowledge of drawing/drafting techniques is recommended.

Introduction to Turning Machines**32420326****2 credits**

This course will introduce functions and capabilities of turning machines known as lathes. Activities and hands-on lab exercises will be used to introduce learners to the most common applications of lathes in the machine shop. Shop safety, terminology, and identification of turning machines and related equipment in a machine shop environment will be introduced. Learners will also gain an understanding of basic setup and metal cutting processes performed on turning machines.

Manufacturing Principles**32623301****1 credit**

As competition for market share continues to increase, manufacturers rely on innovations in technology, methods, and practices to give them the edge they need. To remain competitive globally, the watchwords are productivity, efficiency, and quality. In this course, students examine some of the practices that many manufacturing operations have come to rely on to make their operations competitive, efficient, and cost-effective. Topics covered in this class include the principles of lean manufacturing, value versus non-value added waste, 5S methodology, value stream mapping, setup reduction and quick changeover, cellular flow, building a lean culture, total productive maintenance, and statistical process control (SPC).

Materials and Machinability**32420332****2 credits**

This course covers sources, strengths, and industry uses for common metals and materials.

Multi-Axis Machining Processes**32420380****3 credits**

Multi-Axis CNC machines have become standard in the machining industry. Participants in this course will become familiar with the set-up procedures for 4 and 5 axis milling machines, manual programming techniques, and advanced CAM programming for multi-axis positioning and contouring. Lab activities and classroom presentations will prepare students for the added machining versatility of multi-axis machines.

Prerequisites: CNC Lathes Set Up and Operation 32420373 and CNC Mills Set Up and Operation 32420374

Print Reading for Precision Machining**32420331****2 credits**

Learners are introduced to interpreting multi-view orthographic projection drawings, callouts and symbols, GD&T, dimensioning, tolerancing standards, and assembly drawings in relationship to the machining industry.

Safety, Measurement and Layout**32420311****1 credit**

In this course students become familiar with the machine shop environment. An overview of safety is covered with emphasis in lathes, mills, cut-off machines, and grinders. Learners are also introduced to measurement with various types of precision measurement tools, including micrometers, height gages, and calipers.

Workplace Communication**31801368****1 credit**

Analyze workplace communication situations to develop professional verbal and written communication skills. Learners apply verbal and written communication skills, as well as conflict resolution strategies, to improve workplace communication climates and promote personal and professional growth.

PROJECT MANAGEMENT

Technical Diploma

Program Code: 31-196-2

Total Credits: 33

Mid-State's Project Management program prepares students to successfully lead a project toward completion. Graduates are prepared to lead both teams and individuals toward a common goal and effectively use problem solving, budgeting, technology and math skills, and effective communication. Through hands-on projects, you will learn how to manage and develop teams while practicing problem-solving analysis to effectively lead teams toward goal or project completion.

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Certificate

- LEAD Institute (16 Credits)
- Leadership Foundations (6 Credits)
- Project Management Foundations (6 Credits)
- Supervision Foundations (6 Credits)
- Transformational Leadership (6 Credits)

Technical Diploma

- Project Management (33 Credits)
Start Your Career: Implementation Manager, Project Leader, Project Manager

Associate Degree

- Leadership Development (62-63 Credits)
Start Your Career: Administrator, Director, Manager, Supervisor, Team Leader

Bachelor's Degree

For those interested in continuing their education, Mid-State offers transfer guides with various four-year colleges and universities. For more information, visit mstc.edu/transfer.

Other Options

Related Programs: Business Management, Customer Relationship Professional, Entrepreneur, Human Resources, Human Resources Assistant, Office Support Specialist

OUTCOMES

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

- Identify the different stages involved in project planning.
- Employ common project management tools.
- Utilize relevant milestones in monitoring and measuring progress taking account of budget, expenditure, and risk management.
- Demonstrate effective interpersonal communications and conflict management techniques.

TECHNICAL SKILLS ATTAINMENT

The Wisconsin Technical College System (WTCS) has implemented a requirement that all technical colleges measure outcomes attained by students. This requirement is called Technical Skills Attainment (TSA). The main objective of TSA is to ensure graduates have the technical skills needed by employers. Faculty will let students know when and how the TSA is being assessed in the program.

STUDENT HANDBOOK

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

GRADUATION REQUIREMENT

The GPS for Student Success course is required for all Mid-State program students and is recommended to be completed before obtaining 12 credits. Some students are exempt from this requirement. Please see your academic advisor for more information.

ADDITIONAL COURSES AS NEEDED

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

College Reading and Writing 1

10831104

3 credits

Provides learners with opportunities to develop and expand reading and writing skills to prepare for college-level academic work. Students will employ critical reading strategies to improve comprehension, analysis, and retention of texts. Students will apply the writing process to produce well-developed, coherent, and unified written work.

Pre-Algebra

10834109

3 credits

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

MULTIPLE MEASURES

Students can place into courses using high school GPA and completed classes. Placement can be determined in the following ways:

- **Multiple Measures Writing (MMW)**
High school GPA of 2.6 & successful completion of 2.0 credits of high school writing courses with a "C" or better
- **Multiple Measures Reading (MMR)**
High school GPA of 2.6 & successful completion of 2.0 credits of high school literature courses with a "C" or better
- **Multiple Measures Math 1 (MMM_1)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school math (Algebra 1 or equivalent) with a "C" or better
- **Multiple Measures Math 2 (MMM_2)**
High school GPA of 2.6 & successful completion of 2.0 credits of high school math including Algebra 1 and Algebra 2 with a "C" or better
- **Multiple Measures Science 1 (MMS_1)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school lab science course with a "C" or better
- **Multiple Measures Science 2 (MMS_2)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school chemistry with a "C" or better

Past high school and college transcripts are used in making course placement decisions.

SAMPLE FULL-TIME CURRICULUM OPTION

Project Management • 33 Total Credits

Term 17 Credits	Course Number	Course Name	CPL	Credits
	10101140	Accounting 1	Yes	3
	10102231	Business Networking	No	1
	10196189	Team Building & Problem Solving	No	3
	10196190	Leadership Development	Yes	3
	10801195	Written Communication	Yes	3
	10801196	Oral/Interpersonal Communication	Yes	3
	10890102	GPS for Student Success	Yes	1
Term 16-17 Credits	Course Number	Course Name	CPL	Credits
	10102230	Business Communities	No	1
	10103106	Microsoft Office-Introduction	Yes	3
	10196152	Strategic Leadership	No	3
	10196188	Project Management	No	3
	10196192	Managing for Quality	No	3
	10804107	College Mathematics	Yes	3

Please Note

- Credit for Prior Learning (CPL) options are available for some courses. You can visit mstc.edu/cpl or contact your academic advisor for details.
- This curriculum sequence is only for student planning. Actual student schedules will vary depending on course availability.
- This program is offered online and classes are in an 8-week format.
- Program completion time may vary based on student scheduling and course availability. For details, go to mstc.edu/schedule.
- Get the latest updates online at mstc.edu.

SAMPLE PART-TIME CURRICULUM OPTION

Project Management • 33 Total Credits

Term 8 Credits	Course Number	Course Name	CPL	Credits
	10102231	Business Networking	No	1
	10196190	Leadership Development	Yes	3
	10801196	Oral/Interpersonal Communication	Yes	3
Term 9 Credits	10890102	GPS for Student Success	Yes	1
	Course Number	Course Name	CPL	Credits
	10101140	Accounting 1	Yes	3
	10196189	Team Building & Problem Solving	No	3
Term 7 Credits	10801195	Written Communication	Yes	3
	Course Number	Course Name	CPL	Credits
	10102230	Business Communities	No	1
	10196192	Managing for Quality	No	3
Term 9 Credits	10804107	College Mathematics	Yes	3
	Course Number	Course Name	CPL	Credits
	10103106	Microsoft Office-Introduction	Yes	3
	10196152	Strategic Leadership	No	3
	10196188	Project Management	No	3

Accounting 1

10101140

3 credits

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

Business Communities

10102230

1 credit

This course provides students with a comprehensive understanding of how different business communities operate, how they contribute to economic ecosystems, and how learners can participate effectively. This course will explore the dynamics, structures, and strategies involved in various professional associations, including local, global, industry-specific, and online communities.

Business Networking

10102231

1 credit

This course will equip students with the knowledge, strategies, and practical techniques to build, nurture, and leverage professional relationships for personal and organizational success. Through a combination of classroom instruction, interactive exercises, and simulated practice, this course will empower students to enhance their networking abilities, expand their professional circles, and create valuable connections.

College Mathematics

10804107

3 credits

This course is designed to review and develop fundamental concepts of mathematics in the areas of algebra, geometry, trigonometry, measurement and data. Algebra topics emphasize simplifying algebraic expressions, solving linear equations and inequalities with one variable, solving proportions and percent applications. Geometry and trigonometry topics include; finding areas and volumes of geometric figures, applying similar and congruent triangles, applying Pythagorean Theorem, and solving right triangles using trigonometric ratios. Measurement topics emphasize the application of measurement concepts and conversion techniques within and between U.S. customary and metric system to solve problems. Data topics emphasize data organization and summarization skills, including: frequency distributions, central tendency, relative position and measures of dispersion. Special emphasis is placed on problem solving, critical thinking and logical reasoning, making connections, and using calculators.

Prerequisite: High School GPA of 2.6 and MMM_1 or Accuplacer Arithmetic of 250 and QAS 234 or ACT Math score of 17 or Pre-Algebra 10834109 with a "C" or better

GPS for Student Success

10890102

1 credit

Integrate necessary skills for student success by developing an academic plan, identifying interpersonal attributes for success, adopting efficient and effective learning strategies, and utilizing Mid-State resources, policies, and processes. This course is recommended to be completed prior to obtaining 12 credits and is a graduation requirement unless you receive an exemption from your program advisor.

Leadership Development

10196190

3 credits

Applies skills and tools necessary to fulfill their role as a modern leader. Each learner evaluates personal leadership effectiveness, use individual and group motivation strategies, implement mission and goals, demonstrate ethical behavior, adapt personal leadership style to worker readiness, use power, facilitate employee development, coach, manage change, and resolve conflict.

Managing for Quality

10196192

3 credits

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

Microsoft Office-Introduction

10103106

3 credits

Develops introductory skills in the Microsoft Office Suite (Word, Excel, Access, PowerPoint, and Outlook) while reinforcing the students' knowledge of computer concepts, Windows Explorer, and web usage. This course prepares students for the Associate level MOS Certification exams for Word, Excel, PowerPoint, and Outlook. Students should possess basic keyboarding, mouse, and Windows 11 skills. Students may develop these skills in the Academic Learning Center while concurrently enrolled in this course.

Oral/Interpersonal Communication

10801196

3 credits

Focuses on developing effective listening techniques and verbal and nonverbal communication skills through oral presentation, group activity, and other projects. The study of self, conflict, and cultural contexts will be explored, as well as their impact on communication.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English or College Reading and Writing with a C or better

Project Management**10196188****3 credits**

Applies skills and tools necessary to design, implement, and evaluate formal projects. Each learner will examine the role of project management, create a project charter, define project work scope, manage project risks, and develop a network diagram, project schedule, and project budget.

Prerequisite: Nine core credits from a 101, 102, 103, 109, 196, or 623 program code.

Strategic Leadership**10196152****3 credits**

This course provides students with a comprehensive understanding of strategic thinking, decision-making, and the skills necessary to lead organizations toward long-term success. This course explores strategic planning, change management, strategic directions, organizational effectiveness metrics, and building and sustaining organizational trust.

Team Building & Problem Solving**10196189****3 credits**

Applies skills and tools necessary to facilitate problem solving in a team environment. Each learner assumes the roles and responsibilities of team leadership in the stages of team development, uses a systematic problem-solving process, and employs consensus-building and conflict-management strategies.

Written Communication**10801195****3 credits**

Develops writing skills which include prewriting, drafting, revising, and editing. A variety of writing assignments are 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: High School GPA of 2.6 and MMW or Accuplacer Writing of 262 or ACT English score of 20 or completion of College Reading and Writing 1 10831104 with a "C" or better

RADIOGRAPHY

Associate in Applied Science (AAS)

Program Code: 10-526-1

Total Credits: 66

Mid-State's Radiography program prepares individuals for a career in diagnostic imaging as a radiographer. Graduates of the program are eligible to apply to take the entry-level certification examination administered by the American Registry of Radiography Technologists (ARRT) and may obtain employment in hospitals, medical clinics, and private offices after successfully gaining state licensure. This program is a shared program with Northcentral Technical College. Students experience a comprehensive foundation for competent, customer-focused radiography with pathways for advanced imaging. The coursework focuses on theoretical and applied radiography and includes clinical experience in a radiology department. Students learn to use imaging technology to demonstrate body parts for diagnostic purposes, including bedside, trauma, pediatric, and special procedures. This program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT).

To learn more about this program, visit mstc.edu/programs.

ACADEMIC ADVISOR

To schedule an appointment with an academic advisor, call 715-422-5300. Academic advisors will travel to other campuses as necessary to accommodate student needs. For more information about advising, visit mstc.edu/advising.

NEW STUDENT CHECKLIST

Complete the following steps to prepare for your New Student Advising appointment with your academic advisor:

- Submit a Mid-State application at mstc.edu/apply.
- Send official transcripts to:
Mid-State Technical College
Student Services
500 32nd Street North
Wisconsin Rapids, WI 54494
- Complete the Free Application for Federal Student Aid (FAFSA) at fafsa.gov. Mid-State's Financial Aid team is available to assist with your FAFSA application and to answer your financial aid questions. Contact Financial Aid or schedule an appointment at mstc.edu/financial-aid.
- Set up student MyCampus account at mstc.edu/mycampus-assistance.
- Schedule a New Student Advising appointment at mstc.edu/advising.

mstc.edu • 888-575-6782 • TTY: 711



Adams Campus • Marshfield Campus • Stevens Point Downtown Campus • Wisconsin Rapids Campus • Virtual Campus • AMETA® Center

Mid-State does not discriminate on the basis of race, color, national origin, sex, disability, or age in its program, activity, or employment. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Vice President - Human Resources; 500 32nd Street North, Wisconsin Rapids, WI 54494; 715-422-5325 • AAEO@mstc.edu. 3/2026-AC

CAREER PATHWAY



Career pathways help you build your education step by step. Each stage offers one or more credentials that are recognized by employers and lead to real jobs—and you can keep building toward your career goals as you go.

Begin at any point.

Prior Learning

Credit for Prior Learning

- Certifications and Licenses
- Military Experience
- National/Standardized Exams
- Transfer Credit
- Work and Life Experience

Learn about Credit for Prior Learning at mstc.edu/cpl.

High School Credit

- High School Dual Credit
- Mid-State Fast Track

Learn about High School Credit at mstc.edu/dc.

Associate Degree

- Radiography (66 Credits)
Start Your Career: Radiographer, Radiologic Technician, Radiologic Technologist

Bachelor's Degree

For those interested in continuing their education, Mid-State offers transfer guides with various four-year colleges and universities. For more information, visit mstc.edu/transfer.

Other Options

Related Programs: Dental Assistant, Health & Wellness Promotion, Health Information Management, Medical Assistant, Medical Coder, Nursing, Nursing Assistant, Phlebotomy Technician, Respiratory Therapy, Sterile Processing Technician, Surgical Technology

OUTCOMES

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

- Apply critical thinking and problem solving skills in the practice of diagnostic radiography.
- Model professional and ethical behavior consistent with the ARRT Code of Ethics.
- Provide quality patient care.
- Practice radiation safety principles.
- Carry out the production and evaluation of radiographic images.

TECHNICAL SKILLS ATTAINMENT

The Wisconsin Technical College System (WTCS) has implemented a requirement that all technical colleges measure outcomes attained by students. This requirement is called Technical Skills Attainment (TSA). The main objective of TSA is to ensure graduates have the technical skills needed by employers. Faculty will let students know when and how the Technical Skills Attainment (TSA) is being assessed in the program.

ACCREDITATION

The program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT).

20 N. Wacker Drive, Suite 2850
Chicago, IL 60606-3182
312-704-5300 • Fax: 312-704-5304
Email: mail@jrcert.org

ENTRY CRITERIA

To apply to the Radiography program, please complete the following steps:

1. This program may require a Criminal Background Check and/or Health Record. Acceptance to Northcentral Technical College (NTC) will not be denied based on a criminal background or health record; however, a check may be required for placement at clinical sites or field experiences.
2. You must be 18 years of age to start clinical.
3. Current Basic Life Support (BLS) CPR certification is required prior to starting program courses or within the timeframe discussed at program orientation. Accepted certifications include BLS CPR from American Heart Association or American Red Cross.
4. Verification of high school graduation or GED completion is required.
5. After admission to the College, you will be considered a Radiography - Mid-State student. Students are eligible to submit a financial aid application at this point and can work to complete general education courses as laid out in the program curriculum. Students interested in beginning the core clinical radiography program courses will declare during the designated dates.
6. You may begin your Mid-State coursework prior to high school graduation or GED completion, but this must be completed before transitioning to NTC coursework.

TECHNICAL STANDARDS

A list of specific physical, emotional, and mental tasks needed to function as a radiographer is available at mstc.edu/programs/radiography. Contact the Accessibility Services Coordinator in the Student Services & Information Center to receive assistance.

ADMISSIONS PROCEDURES

The Radiography program is a shared offering with Northcentral Technical College (NTC). Students begin coursework at Mid-State and must meet NTC's admissions criteria—including a HESI score of at least 75—to enter the core program. Financial aid should be filed through NTC using FAFSA code 005301.

CLINICAL-RELATED REQUIREMENTS

Prior to placement at a clinical site, students need to pay for a criminal background check and provide documentation of required health work.

Students are responsible for ensuring all requirements remain current during program enrollment.

Clinical sites have the right to refuse a student's placement based on inadequate health records, pending charges, or conviction records. Students with a criminal history may not be able to complete clinical courses. Mid-State will make two attempts to place a student in an appropriate clinical experience. If Mid-State is unable to place the student after two attempts, the student will be withdrawn from the clinical course and will not be able to advance in the program.

PROGRAM PROGRESSION

Students apply for this shared Radiography Program through a single application that will put them in the Radiography program at Northcentral Technical College (NTC) and in the Radiography Foundations local certificate at Mid-State Technical College.

Upon completion of the entry requirements, five students annually will transition to the NTC-Pre-Radiography program.

STUDENT HANDBOOK

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GRADUATION REQUIREMENT

The GPS for Student Success course is required for all Mid-State program students and is recommended to be completed before obtaining 12 credits. Some students are exempt from this requirement. Please see your academic advisor for more information.

ADDITIONAL COURSES AS NEEDED

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

College Reading and Writing 1

10831104

3 credits

Provides learners with opportunities to develop and expand reading and writing skills to prepare for college-level academic work. Students will employ critical reading strategies to improve comprehension, analysis, and retention of texts. Students will apply the writing process to produce well-developed, coherent, and unified written work.

Pre-Algebra

10834109

3 credits

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

MULTIPLE MEASURES

Students can place into courses using high school GPA and completed classes. Placement can be determined in the following ways:

- **Multiple Measures Writing (MMW)**
High school GPA of 2.6 & successful completion of 2.0 credits of high school writing courses with a “C” or better
- **Multiple Measures Reading (MMR)**
High school GPA of 2.6 & successful completion of 2.0 credits of high school literature courses with a “C” or better
- **Multiple Measures Math 1 (MMM_1)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school math (Algebra 1 or equivalent) with a “C” or better
- **Multiple Measures Math 2 (MMM_2)**
High school GPA of 2.6 & successful completion of 2.0 credits of high school math including Algebra 1 and Algebra 2 with a “C” or better
- **Multiple Measures Science 1 (MMS_1)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school lab science course with a “C” or better
- **Multiple Measures Science 2 (MMS_2)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school chemistry with a “C” or better

Past high school and college transcripts are used in making course placement decisions.

SAMPLE FULL-TIME CURRICULUM OPTION

Radiography • 66 Total Credits

Term 18 Credits	Course Number	Course Name	CPL	Credits
	10806177	General Anatomy & Physiology	Yes	4
	10526149	Radiographic Procedures 1	No	5
	10526158	Introduction to Radiography	No	3
	10526159	Radiographic Imaging	No	3
	10526168	Radiography Clinical 1	No	2
	10890102	GPS for Student Success	Yes	1
Term 15 Credits	Course Number	Course Name	CPL	Credits
	10526191	Radiographic Procedures 2	No	5
	10526192	Radiography Clinical 2	No	2
	10804107	College Mathematics	No	3
	10801195 or 10801136	Written Communication or English Composition 1	Yes	3
	10526230	Advanced Radiographic Imaging	No	2
Term 5 Credits	Course Number	Course Name	CPL	Credits
	10526193	Radiography Clinical 3	No	2
	10809172	Introduction to Diversity Studies	Yes	3
Term 12 Credits	Course Number	Course Name	CPL	Credits
	10526194	Imaging Equipment Operation	No	3
	10526199	Radiography Clinical 4	No	4
	10809198	Introduction to Psychology	Yes	3
	10526231	Imaging Modalities	No	2
Term 13 Credits	Course Number	Course Name	CPL	Credits
	10526195	Radiographic Image Analysis	No	2
	10526189	Radiography Pathology	No	1
	10526190	Radiography Clinical 5	No	4
	10526197	Radiation Protection and Biology	No	3
	10801198	Speech	Yes	3
Term 3 Credits	Course Number	Course Name	CPL	Credits
	10526198	Radiography Clinical 6	No	1
	10526174	ARRT Certification Seminar	No	2

Please Note

- Credit for Prior Learning (CPL) options are available for some courses. You can visit mstc.edu/cpl or contact your academic advisor for details.
- This curriculum sequence is only for student planning. Actual student schedules will vary depending on course availability.
- Program completion time may vary based on student scheduling and course availability. For details, go to mstc.edu/schedule.
- Get the latest updates online at mstc.edu.

Advanced Radiographic Imaging

10526230

2 credits

Explores the factors that impact image acquisition, display, archiving and retrieval. Guidelines for selecting exposure factors and evaluating images within digital systems are discussed. Principles of digital system quality assurance and maintenance are presented.

Student has satisfied all of the following: [Student has completed all of the following course(s): RADTECH 10526159 - Radiographic Imaging] And Student has satisfied all of the following: [Students who specified one or more of these Programs of Study or Program Foci: Radiography, Radiography - Mid-State]

ARRT Certification Seminar

10526174

2 credits

Provides preparation for the national certification examination prepared by the American Registry of Radiologic Technologists. Simulated registry examinations are utilized.

Student has satisfied all of the following: [Student has completed all of the following course(s): RADTECH 10526189 - Radiographic Pathology, RADTECH 10526190 - Radiography Clinical 5, RADTECH 10526195 - Radiographic Image Analysis, RADTECH 10526197 - Radiation Protection And Biolo] And Student has satisfied all of the following: [Students who specified one or more of these Programs of Study or Program Foci: Radiography, Radiography - Mid-State]

College Mathematics

10804107

3 credits

This course is designed to review and develop fundamental concepts of mathematics in the areas of algebra, geometry, trigonometry, measurement and data. Algebra topics emphasize simplifying algebraic expressions, solving linear equations and inequalities with one variable, solving proportions and percent applications. Geometry and trigonometry topics include; finding areas and volumes of geometric figures, applying similar and congruent triangles, applying Pythagorean Theorem, and solving right triangles using trigonometric ratios. Measurement topics emphasize the application of measurement concepts and conversion techniques within and between U.S. customary and metric system to solve problems. Data topics emphasize data organization and summarization skills, including: frequency distributions, central tendency, relative position and measures of dispersion. Special emphasis is placed on problem solving, critical thinking and logical reasoning, making connections, and using calculators.

Prerequisite: High School GPA of 2.6 and MMM_1 or Accuplacer Arithmetic of 250 and QAS 234 or ACT Math score of 17 or Pre-Algebra 10834109 with a "C" or better

GPS for Student Success

10890102

1 credit

Integrate necessary skills for student success by developing an academic plan, identifying interpersonal attributes for success, adopting efficient and effective learning strategies, and utilizing Mid-State resources, policies, and processes. This course is recommended to be completed prior to obtaining 12 credits and is a graduation requirement unless you receive an exemption from your program advisor.

English Composition 1

10801136

3 credits

Learners develop and apply skills in all aspects of the writing process. Through a variety of learning activities and written documents, learners employ rhetorical strategies, plan, organize and revise content, apply critical reading strategies, locate and evaluate information, integrate and document sources, and apply standardized English language conventions.

Prerequisite: High School GPA of 2.6 and MMW or Accuplacer Writing of 262 or Accuplacer Reading 253 or ACT English score of 20 or ACT Reading 21 or completion of College Reading and Writing 110831104 with a "C" or better

General Anatomy & Physiology

10806177

4 credits

Examines basic concepts of human anatomy and physiology as they relate to health sciences. Using a body systems approach, the course emphasizes the interrelationships between structure and function at the gross and microscopic levels of organization of the entire human body. It is intended to prepare health care professionals who need to apply basic concepts of whole-body anatomy and physiology to informed decision making and professional communication with colleagues and patients.

Prerequisite: High School GPA of 2.6 and MMS_1 and MMM_1 or Accuplacer Reading Skills of 262 and QAS of 246 or ACT Math score of 19 and Reading score of 19 or College Math 10804107 or Intermediate Algebra with Applications 10804118 with a "C" or better, or General Chemistry 10806134, or General Biology 10806114, or Human Body in Health & Disease 31509302

Imaging Equipment Operation

10526194

3 credits

Introduces radiography students to the principles and applications of x-ray technology. Students analyze how x-rays are produced and determine the corrective actions necessary for common equipment malfunctions.

Student has satisfied all of the following: [Student has completed all of the following course(s): RADTECH 10526193 - Radiography Clinical 3, RADTECH 10526230 - Advanced Radiographic Imaging] And Student has satisfied all of the following: [Students who specified one or more of these Programs of Study or Program Foci: Radiography, Radiography - Mid-State]

Imaging Modalities

10526231

2 credits

Introduces radiography students to imaging modalities with an emphasis in computed tomography and cross-sectional anatomy.

Student has completed all of the following course(s): RADTECH 10526193 - Radiography Clinical 3

Introduction to Diversity Studies

10809172

3 credits

This course introduces the study of diversity from a local to a global perspective using a holistic, interdisciplinary approach that encourages exploration and prepares students to work in a diverse environment. The course introduces basic diversity concepts, examines the impact of bias and power differentials among groups, explores the use of culturally responsive communication strategies, and compares forces that shape diversity in an international context.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English

Introduction to Psychology

10809198

3 credits

This science of psychology course is a survey of multiple aspects of behavior and mental processes. It provides an overview of topics such as research methods, theoretical perspectives, learning, cognition, memory, motivation, emotions, personality, abnormal psychology, physiological factors, social influences, and development.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English

Introduction to Radiography

10526158

3 credits

Introduces learners to the role of radiography in health care. Learners apply healthcare communication techniques. Learners are introduced to legal and ethical considerations, patient interactions and management, patient and provider safety, and pharmacology.

Students who specified one or more of these Programs of Study or Program Foci: Radiography, Radiography - Mid-State

Radiation Protection and Biology

10526197

3 credits

Prepares radiography students to protect themselves and others from exposure to radioactivity. Students examine the characteristics of radiation and how radiation affects cell biology. Students apply standards and guidelines for radiation exposure.

Student has completed all of the following course(s): RADTECH 10526194 - Imaging Equipment Operation

Radiographic Image Analysis

10526195

2 credits

Prepares radiography students to analyze radiographic images for quality. Students apply quality control tests to determine the causes of image problems including equipment malfunctions and procedural errors.

Student has satisfied all of the following: [Student has completed all of the following course(s): RADTECH 10526194 - Imaging Equipment Operation] And Student has satisfied all of the following: [Students who specified one or more of these Programs of Study or Program Foci: Radiography, Radiography - Mid-State]

Radiographic Imaging

10526159

3 credits

Introduces radiography students to the process and components of imaging. Students determine the factors that affect image quality including contrast, receptor exposure, spatial resolution and distortion.

Students who specified one or more of these Programs of Study or Program Foci: Radiography, Radiography - Mid-State

Radiographic Pathology

10526189

1 credit

Prepares radiography students to determine the basic radiographic manifestations of pathological conditions. Students classify trauma related to site, complications and prognosis and locate the radiographic appearance of pathologies.

Student has completed all of the following course(s): RADTECH 10526199 - Radiography Clinical 4

Radiographic Procedures 1

10526149

5 credits

Prepares radiography learners to perform routine radiographic procedures of the chest, abdomen, upper and lower extremities, and pelvis. Course includes considerations for mobile and trauma procedures. Learners apply knowledge of human anatomy to position the patient correctly to achieve and evaluate optimal diagnostic quality images which includes identifying radiographically significant anatomy.

Student has satisfied all of the following: [Student has completed or is in process of completing all of the following course(s): SCIENCE 10806177 - Gen Anatomy & Physiology] And Student has satisfied all of the following: [Students who specified one or more of these Programs of Study or Program Foci: Radiography, Radiography - Mid-State]

Radiographic Procedures 2

10526191

5 credits

Prepares radiography students to perform routine radiographic procedures of the skull, facial bones, sinus, spine, bony thorax, gastrointestinal, urological, and special studies. Course includes considerations for contrast, mobile, surgical and trauma procedures. Students apply knowledge of human anatomy to position the patient correctly to achieve and evaluate optimal diagnostic quality images which includes identifying radiographically significant anatomy.

Student has satisfied all of the following: [Student has completed all of the following course(s): RADTECH 10526149 - Radiographic Procedures 1, SCIENCE 10806177 - Gen Anatomy & Physiology] And Student has satisfied all of the following: [Students who specified one or more of these Programs of Study or Program Foci: Radiography, Radiography - Mid-State]

Radiography Clinical 1

10526168

2 credits

This beginning level clinical course prepares radiography students to perform radiologic procedures on patients with extensive supervision and direction. Students apply radiation protection and standard precautions in the production of radiographic images while adhering to legal and ethical guidelines. An emphasis of the course is the development of communication and critical thinking skills appropriate to the clinical setting.

Student has satisfied all of the following: [Student has completed or is in process of completing all of the following course(s): RADTECH 10526149 - Radiographic Procedures 1, RADTECH 10526158 - Introduction To Radiography, RADTECH 10526159 - Radiographic Imaging, SCIENCE 10806177 - Gen Anatomy & Physiology] And Student has satisfied all of the following: [Students who specified one or more of these Programs of Study or Program Foci: Radiography, Radiography - Mid-State]

Radiography Clinical 2

10526192

2 credits

This second level clinical course continues to prepare radiography students to perform radiologic procedures on patients with considerable direct and limited indirect supervision. Students apply radiation protection and standard precautions in the production of radiographic images in a health care setting while adhering to legal and ethical guidelines. An emphasis of the course is the development of communication and critical thinking skills appropriate to the clinical setting.

Student has satisfied all of the following: [Student has completed all of the following course(s): RADTECH 10526168 - Radiography Clinical 1] And Student has satisfied all of the following: [Student has completed or is in process of completing all of the following course(s): RADTECH 10526191 - Radiographic Procedures 2]

Radiography Clinical 3

10526193

2 credits

This third level clinical course prepares radiography students to perform radiologic procedures on patients with varying degrees of direct and indirect supervision. Students apply radiation protection and standard precautions in the production of radiographic images in a health care setting while adhering to legal and ethical guidelines. An emphasis of the course is the demonstration of communication and critical thinking skills appropriate to the clinical setting.

Student has completed or is in process of completing all of the following course(s): RADTECH 10526191 - Radiographic Procedures 2, RADTECH 10526192 - Radiography Clinical 2, RADTECH 10526230 - Advanced Radiographic Imaging

Radiography Clinical 4

10526199

4 credits

This fourth level clinical course prepares radiography students to perform radiologic procedures on patients. The student transitions from direct to indirect supervision as competency performance increases. Students apply radiation protection and standard precautions in the production of radiographic images in a health care setting while adhering to legal and ethical guidelines. Students are encouraged to demonstrate independent judgment in the performance of clinical competencies.

Student has completed all of the following course(s): RADTECH 10526193 - Radiography Clinical 3

Radiography Clinical 5

10526190

4 credits

This fifth level clinical course prepares radiography students to perform radiologic procedures on patients with limited direct and mainly indirect supervision. Students apply radiation protection and standard precautions in the production of radiographic images in a health care setting while adhering to legal and ethical guidelines. Students are encouraged to demonstrate independent judgment in the performance of clinical competencies.

Student has completed all of the following course(s): RADTECH 10526199 - Radiography Clinical 4

Radiography Clinical 6

10526198

1 credit

This final clinical course requires students to integrate and apply all knowledge learned in previous courses to the production of high quality images in the clinical setting with minimal direct and primarily indirect supervision. Students apply radiation protection and standard precautions in the production of images in a health care setting while adhering to legal and ethical guidelines. Students are encouraged to demonstrate independent judgment in the performance of clinical competencies.

Student has completed or is in process of completing all of the following course(s): RADTECH 10526190 - Radiography Clinical 5

Speech

10801198

3 credits

Explores the fundamentals of effective oral presentation to small and large groups. Topic selection, audience analysis, methods of organization, research, structuring evidence and support, delivery techniques, and other essential elements of speaking successfully, including the listening process, form the basis of this course. Includes informative, persuasive, and occasion speech presentations.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 253 and Writing of 262 or ACT of 21 Reading/19 English or completion of College Reading and Writing 1 10831104 with a "C" or better

Written Communication
10801195
3 credits

Develops writing skills which include prewriting, drafting, revising, and editing. A variety of writing assignments are 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: High School GPA of 2.6 and MMW or Accuplacer Writing of 262 or ACT English score of 20 or completion of College Reading and Writing 1 10831104 with a "C" or better

RESPIRATORY THERAPY

Associate in Applied Science (AAS)

Program Code: 10-515-1

Total Credits: 70

The Respiratory Therapy program at Mid-State prepares students to employ scientific principles to identify, treat, and prevent acute or chronic dysfunction of the cardiopulmonary system. Successful graduates work under medical direction in a variety of care settings. Students study airway management and life support, airway clearance therapies, pulmonary rehabilitation, medication administration, and the use of therapeutic medical gases. The program combines classroom instruction and clinical experience with actual patients and equipment at local hospitals and agencies. Travel is required.

To learn more about this program, visit mstc.edu/programs.

ACADEMIC ADVISOR

To schedule an appointment with an academic advisor, call 715-422-5300. Academic advisors will travel to other campuses as necessary to accommodate student needs. For more information about advising, visit mstc.edu/advising.

NEW STUDENT CHECKLIST

Complete the following steps to prepare for your New Student Advising appointment with your academic advisor:

- Submit a Mid-State application at mstc.edu/apply.
- Send official transcripts to:
Mid-State Technical College
Student Services
500 32nd Street North
Wisconsin Rapids, WI 54494
- Complete the Free Application for Federal Student Aid (FAFSA) at fafsa.gov. Mid-State's Financial Aid team is available to assist with your FAFSA application and to answer your financial aid questions. Contact Financial Aid or schedule an appointment at mstc.edu/financial-aid.
- Set up student MyCampus account at mstc.edu/mycampus-assistance.
- Schedule a New Student Advising appointment at mstc.edu/advising.

mstc.edu • 888-575-6782 • TTY: 711



Adams Campus • Marshfield Campus • Stevens Point Downtown Campus • Wisconsin Rapids Campus • Virtual Campus • AMETA® Center

Mid-State does not discriminate on the basis of race, color, national origin, sex, disability, or age in its program, activity, or employment. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Vice President - Human Resources; 500 32nd Street North, Wisconsin Rapids, WI 54494; 715-422-5325 • AAEO@mstc.edu. 3/2026-AC

CAREER PATHWAY



Career pathways help you build your education step by step. Each stage offers one or more credentials that are recognized by employers and lead to real jobs—and you can keep building toward your career goals as you go.

Begin at any point.

Prior Learning

Credit for Prior Learning

- Certifications and Licenses
- Military Experience
- National/Standardized Exams
- Transfer Credit
- Work and Life Experience

Learn about Credit for Prior Learning at mstc.edu/cpl.

High School Credit

- High School Dual Credit
- Mid-State Fast Track

Learn about High School Credit at mstc.edu/dc.

Associate Degree

- Respiratory Therapy (70 Credits)
Start Your Career: Cardiopulmonary Technician, Polysomnography (Sleep Lab) Technician, Pulmonary Function Technologist, Respiratory Care Practitioner, Respiratory Therapist

Bachelor's Degree

For those interested in continuing their education, Mid-State offers transfer guides with various four-year colleges and universities. For more information, visit mstc.edu/transfer.

Other Options

Related Programs: Dental Assistant, Health & Wellness Promotion, Health Information Management, Medical Assistant, Medical Coder, Nursing, Nursing Assistant, Phlebotomy Technician, Radiography, Sterile Processing Technician, Surgical Technology

OUTCOMES

Employers will expect you, as a Respiratory Therapy graduate, to be able to:

- Apply advanced-level respiratory therapy concepts to patient care situations.
- Demonstrate technical proficiency required to fulfill the role of an advanced-level respiratory therapist.
- Practice respiratory therapy according to established professional and ethical standards.

TECHNICAL SKILLS ATTAINMENT

The Wisconsin Technical College System (WTCS) has implemented a requirement that all technical colleges measure outcomes attained by students. This requirement is called Technical Skills Attainment (TSA). The main objective of TSA is to ensure graduates have the technical skills needed by employers. Faculty will let students know when and how the Technical Skills Attainment (TSA) is being assessed in the program.

ACCREDITATION

Respiratory therapists in Wisconsin and most states are licensed professionals. The Respiratory Therapist program is accredited by the Commission on Accreditation for Respiratory Care (CoARC).

Commission on Accreditation for Respiratory Care (CoARC)

264 Precision Boulevard
Telford, TN 37690
817-283-2835 • www.coarc.com
CoARC Program #: 200234



ENTRY CRITERIA

To apply to the Respiratory Therapy program, please complete the following steps:

1. Complete a Mid-State application at mstc.edu/apply.
2. Meet with an advisor for your new student advising appointment. Completion of the Criminal Background Statement of Understanding, Release of Information, and Technical Standards Form will be done at the appointment. These forms can also be found at mstc.edu/programs/respiratory-therapy.
3. Complete placement testing if requirements not met via High School Grade Point Average.

Mid-State Technical College • Admissions
500 32nd Street North, Wisconsin Rapids, WI 54494

For guaranteed course start date in core Respiratory Therapy program courses (515-level classes):

Meet the prerequisite for General Anatomy and Physiology:

- Complete General Anatomy & Physiology with a final grade of "C" or better

TECHNICAL STANDARDS

A list of specific physical, emotional, and mental tasks needed to function as a respiratory therapist is available at mstc.edu/programs/respiratory-therapy. Contact the Accessibility Services Coordinator in the Student Services & Information Center to receive assistance.

CLINICAL-RELATED REQUIREMENTS

Prior to placement at a clinical site, students need to pay for a criminal background check and provide documentation of required health work.

Students are responsible for ensuring all requirements remain current during program enrollment.

Clinical sites have the right to refuse a student's placement based on inadequate health records, pending charges, or conviction records. Students with a criminal history may not be able to complete clinical courses. Mid-State will make two attempts to place a student in an appropriate clinical experience. If Mid-State is unable to place the student after two attempts, the student will be withdrawn from the clinical course and will not be able to advance in the program.

PROGRAM PROGRESSION

In order to progress in and successfully complete the program, students must:

- Repeat courses not completed with a grade of "C" or better prior to progressing in core courses or other courses with co- or prerequisites.
- Receive a grade of "C" or better in all courses required for graduation.

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

STUDENT HANDBOOK

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

GRADUATION REQUIREMENT

The GPS for Student Success course is required for all Mid-State program students and is recommended to be completed before obtaining 12 credits. Some students are exempt from this requirement. Please see your academic advisor for more information.

ADDITIONAL COURSES AS NEEDED

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

College Reading and Writing 1

10831104

3 credits

Provides learners with opportunities to develop and expand reading and writing skills to prepare for college-level academic work. Students will employ critical reading strategies to improve comprehension, analysis, and retention of texts. Students will apply the writing process to produce well-developed, coherent, and unified written work.

Pre-Algebra

10834109

3 credits

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

MULTIPLE MEASURES

Students can place into courses using high school GPA and completed classes. Placement can be determined in the following ways:

- **Multiple Measures Writing (MMW)**
High school GPA of 2.6 & successful completion of 2.0 credits of high school writing courses with a “C” or better
- **Multiple Measures Reading (MMR)**
High school GPA of 2.6 & successful completion of 2.0 credits of high school literature courses with a “C” or better
- **Multiple Measures Math 1 (MMM_1)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school math (Algebra 1 or equivalent) with a “C” or better
- **Multiple Measures Math 2 (MMM_2)**
High school GPA of 2.6 & successful completion of 2.0 credits of high school math including Algebra 1 and Algebra 2 with a “C” or better
- **Multiple Measures Science 1 (MMS_1)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school lab science course with a “C” or better
- **Multiple Measures Science 2 (MMS_2)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school chemistry with a “C” or better

Past high school and college transcripts are used in making course placement decisions.

SAMPLE FULL-TIME CURRICULUM OPTION

Respiratory Therapy • 70 Total Credits

Term 17 Credits	Course Number	Course Name	CPL	Credits
	10501101	Medical Terminology	Yes	3
	10515111	Respiratory Survey	No	3
	10515171	Respiratory Therapeutics 1	No	3
	10801195 or 10801136	Written Communication or English Composition 1	Yes	3
	10806177	General Anatomy & Physiology	Yes	4
	10890102	GPS for Student Success	Yes	1
Term 16 Credits	Course Number	Course Name	CPL	Credits
	10515172	Respiratory Therapeutics 2	No	3
	10515173	Respiratory Pharmacology	No	3
	10515174	Respiratory/Cardiac Physiology	No	3
	10806197	Microbiology	Yes	4
	10809166	Introduction to Ethics: Theory & Application	Yes	3
Term 5 Credits	Course Number	Course Name	CPL	Credits
	10515175	Respiratory Clinical 1	No	2
	10801198 or 10801196	Speech or Oral/Interpersonal Communication	Yes	3
Term 17 Credits	Course Number	Course Name	CPL	Credits
	10515112	Respiratory Airway Management	No	2
	10515113	Respiratory Life Support	No	3
	10515176	Respiratory Disease	No	3
	10515178	Respiratory Clinical 2	No	3
	10515179	Respiratory Clinical 3	No	3
	10809122 or 10809172 or 10809196	Introduction to American Government or Introduction to Diversity Studies or Introduction to Sociology	Yes	3
Term 15 Credits	Course Number	Course Name	CPL	Credits
	10515101	Respiratory Therapist Test Prep	No	1
	10515180	Respiratory Neo/Peds Care	No	2
	10515181	Respiratory/Cardio Diagnostics	No	3
	10515182	Respiratory Clinical 4	No	3
	10515183	Respiratory Clinical 5	No	3
	10809198 or 10809188	Introduction to Psychology or Developmental Psychology	Yes	3

Please Note

- Credit for Prior Learning (CPL) options are available for some courses. You can visit mstc.edu/cpl or contact your academic advisor for details.
- This curriculum sequence is only for student planning. Actual student schedules will vary depending on course availability.
- Program completion time may vary based on student scheduling and course availability. For details, go to mstc.edu/schedule.
- Get the latest updates online at mstc.edu.

SAMPLE PART-TIME CURRICULUM OPTION

Respiratory Therapy • 70 Total Credits

Term 7 Credits	Course Number	Course Name	CPL	Credits
	10501101	Medical Terminology	Yes	3
	10801195 or 10801136	Written Communication or English Composition 1	Yes	3
	10890102	GPS for Student Success	Yes	1
Term 7 Credits	Course Number	Course Name	CPL	Credits
	10806177	General Anatomy & Physiology	Yes	4
	10809122 or 10809172 or 10809196	Introduction to American Government or Introduction to Diversity Studies or Introduction to Sociology	Yes	3
Term 7 Credits	Course Number	Course Name	CPL	Credits
	10806197	Microbiology	Yes	4
	10809198 or 10809188	Introduction to Psychology or Developmental Psychology	Yes	3
Term 6 Credits	Course Number	Course Name	CPL	Credits
	10801198 or 10801196	Speech or Oral/Interpersonal Communication	Yes	3
	10809166	Introduction to Ethics: Theory & Application	Yes	3
Term 6 Credits	Course Number	Course Name	CPL	Credits
	10515111	Respiratory Survey	No	3
	10515171	Respiratory Therapeutics 1	No	3
Term 9 Credits	Course Number	Course Name	CPL	Credits
	10515172	Respiratory Therapeutics 2	No	3
	10515173	Respiratory Pharmacology	No	3
	10515174	Respiratory/Cardiac Physiology	No	3
Term 2 Credits	Course Number	Course Name	CPL	Credits
	10515175	Respiratory Clinical 1	No	2
Term 14 Credits	Course Number	Course Name	CPL	Credits
	10515112	Respiratory Airway Management	No	2
	10515113	Respiratory Life Support	No	3
	10515176	Respiratory Disease	No	3
	10515178	Respiratory Clinical 2	No	3
	10515179	Respiratory Clinical 3	No	3
Term 12 Credits	Course Number	Course Name	CPL	Credits
	10515101	Respiratory Therapist Test Prep	No	1
	10515180	Respiratory Neo/Peds Care	No	2
	10515181	Respiratory/Cardio Diagnostics	No	3
	10515182	Respiratory Clinical 4	No	3
	10515183	Respiratory Clinical 5	No	3

Developmental Psychology**10809188****3 credits**

Studies human development throughout the lifespan and explores developmental theory and research with an emphasis on the interactive nature of the biological, cognitive, and psychosocial changes that affect the individual from conception to death. Application activities and critical thinking skills enable students to gain an increased knowledge and understanding of themselves and others.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English

English Composition 1**10801136****3 credits**

Learners develop and apply skills in all aspects of the writing process. Through a variety of learning activities and written documents, learners employ rhetorical strategies, plan, organize and revise content, apply critical reading strategies, locate and evaluate information, integrate and document sources, and apply standardized English language conventions.

Prerequisite: High School GPA of 2.6 and MMW or Accuplacer Writing of 262 or Accuplacer Reading 253 or ACT English score of 20 or ACT Reading 21 or completion of College Reading and Writing 1 10831104 with a "C" or better

General Anatomy & Physiology**10806177****4 credits**

Examines basic concepts of human anatomy and physiology as they relate to health sciences. Using a body systems approach, the course emphasizes the interrelationships between structure and function at the gross and microscopic levels of organization of the entire human body. It is intended to prepare health care professionals who need to apply basic concepts of whole-body anatomy and physiology to informed decision making and professional communication with colleagues and patients.

Prerequisite: High School GPA of 2.6 and MMS_1 and MMM_1 or Accuplacer Reading Skills of 262 and QAS of 246 or ACT Math score of 19 and Reading score of 19 or College Math 10804107 or Intermediate Algebra with Applications 10804118 with a "C" or better, or General Chemistry 10806134, or General Biology 10806114, or Human Body in Health & Disease 31509302

Introduction to American Government**10809122****3 credits**

Introduces American political processes and institutions. Focuses on rights and responsibilities of citizens and the process of participatory democracy. Learners examine the complexity of the separation of powers and checks and balances. Explores the role of the media, interest groups, political parties, and public opinion in the political process. Also explores the role of state and national government in our federal system.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English

Introduction to Diversity Studies**10809172****3 credits**

This course introduces the study of diversity from a local to a global perspective using a holistic, interdisciplinary approach that encourages exploration and prepares students to work in a diverse environment. The course introduces basic diversity concepts, examines the impact of bias and power differentials among groups, explores the use of culturally responsive communication strategies, and compares forces that shape diversity in an international context.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English

Introduction to Ethics: Theory & Application**10809166****3 credits**

Provides a basic understanding of the theoretical foundations of ethical thought. Diverse ethical perspectives are used to analyze and compare relevant issues. Students critically evaluate individual, social, and/or professional standards of behavior, and apply a systemic decision-making process to these situations.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English

Introduction to Psychology**10809198****3 credits**

This science of psychology course is a survey of multiple aspects of behavior and mental processes. It provides an overview of topics such as research methods, theoretical perspectives, learning, cognition, memory, motivation, emotions, personality, abnormal psychology, physiological factors, social influences, and development.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English

Introduction to Sociology**10809196****3 credits**

Introduces students to the basic concepts of sociology: culture, socialization, social stratification, multi-culturalism, and the five institutions of family, politics, economics, religion, and education. Other topics include demography, deviance, technology, environment, social issues, social change, social organization, and workplace issues.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English

Medical Terminology**10501101****3 credits**

Focuses on the component parts of medical terms: prefixes, suffixes, and word roots. Learners practice formation, analysis, and reconstruction of terms. Emphasizes spelling, definition, and pronunciation. Introduces operative, diagnostic, therapeutic, and symptomatic terminology of all body systems as well as systemic and surgical terminology.

Microbiology

10806197

4 credits

Examines microbial structure, metabolism, genetics, growth and the relationship between humans and microbes.

Addresses disease production, epidemiology, host defense mechanisms and the medical impact of microbes. Presents the role of microbes in the environment, industry, and biotechnology.

Prerequisite: "C" or better in General Anatomy & Physiology

10806177 or General Biology 10806114 or Plant Biology 10806184

Oral/Interpersonal Communication

10801196

3 credits

Focuses on developing effective listening techniques and verbal and nonverbal communication skills through oral presentation, group activity, and other projects. The study of self, conflict, and cultural contexts will be explored, as well as their impact on communication.

Prerequisite: High School GPA of 2.6 and MMR and MMW or

Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15

Reading/16 English or College Reading and Writing with a C or better

Respiratory Airway Management

10515112

2 credits

Provides a comprehensive exploration of airway management concepts and skills. Emphasis is placed on promotion of evidence-based practice using established clinical practice guidelines and published research for its relevance to patient care.

Prerequisite: Respiratory Clinical 1 10515175; Corequisites: Life

Support 10515113, Respiratory Disease 10515176, Respiratory Clinical

2 10515178 & Respiratory Clinical 3 10515179

Respiratory Clinical 1

10515175

2 credits

Introduces Respiratory Therapy practice in the hospital setting. Includes the development of skills such as basic therapeutics, patient assessment, medical record review, safety practices, patient interaction, and communication. Emphasis is placed on promotion of evidence-based practice using established clinical practice guidelines and published research for its relevance to patient care. This course includes the complete program competency list. At the completion of this clinical learners must demonstrate competence in a minimum of 7 (required and/or simulated) competencies. The instructor may identify specific competencies to be addressed during this clinical.

Prerequisites: Respiratory Survey 10515111, Respiratory Therapeutics

1 10515171, Respiratory Therapeutics 2 10515172, Respiratory

Pharmacology 10515173, Respiratory/Cardiac Physiology 10515174,

and Microbiology 10806197, General Anatomy & Physiology

10806177

Respiratory Clinical 2

10515178

3 credits

Continued development of Respiratory Therapy clinical skills including respiratory therapeutics. Focuses on monitoring, analyzing and interpreting data to make appropriate modifications in patient care. Emphasis is placed on promotion of evidence-based practice using established clinical practice guidelines and published research for its relevance to patient care. This course includes the complete program competency list. At the completion of this clinical learners must demonstrate competence in a minimum of 14 (required and/or simulated) competencies (cumulative through all clinical courses). The instructor may identify specific competencies to be addressed during this clinical.

Prerequisite: Respiratory Clinical 1 10515175

Respiratory Clinical 3

10515179

3 credits

Continued development of Respiratory Therapy clinical skills including respiratory therapeutics. Focuses on monitoring, analyzing and interpreting data to make appropriate modifications in patient care. Emphasis is placed on promotion of evidence-based practice using established clinical practice guidelines and published research for its relevance to patient care. This course includes the complete program competency list. At the completion of this clinical learners must demonstrate competence in a minimum of 19 (required and/or simulated) competencies (cumulative through all clinical courses). The instructor may identify specific competencies to be addressed during this clinical.

Corequisite: Respiratory Clinical 2 10515178

Respiratory Clinical 4

10515182

3 credits

Continued development of Respiratory Therapy clinical skills including respiratory therapeutics. Focuses on monitoring, analyzing and interpreting data to make appropriate modifications in patient care. Emphasis is placed on promotion of evidence-based practice using established clinical practice guidelines and published research for its relevance to patient care. This course includes the complete program competency list. At the completion of this clinical learners must demonstrate competence in a minimum of 26 (required and/or simulated) competencies (cumulative through all clinical courses). The instructor may identify specific competencies to be addressed during this clinical.

Prerequisite: Respiratory Life Support 10515113, Respiratory Clinical

3 10515179; Corequisite: Respiratory Clinical 3 10515179

Respiratory Clinical 5

10515183

3 credits

Focuses on the completion of respiratory therapy competencies and transition to employment. Emphasis is placed on promotion of evidence-based practice using established clinical practice guidelines and published research for its relevance to patient care. This course includes the complete program competency list. At the completion of this clinical learners must demonstrate competence in all of the required and required/simulated competencies. The instructor may identify specific competencies to be addressed during this clinical.
Corequisite: Respiratory Clinical 4 10515182

Respiratory Disease

10515176

3 credits

Exploration of signs, symptoms, causes, progression, and treatment of diseases or disorders of the body that affect the respiratory cardiopulmonary system. Emphasis is placed on promotion of evidence-based practice using established clinical practice guidelines and published research for its relevance to patient care.

Prerequisites: Respiratory Survey 10515111, General Anatomy & Physiology 10806177, and Microbiology 10806197; Co-reqs: Respiratory Airway Management 10515112, Respiratory Life Support 10515113

Respiratory Life Support

10515113

3 credits

Focuses on management of adult ventilatory support. Emphasis is placed on promotion of evidence-based practice using established clinical practice guidelines and published research for its relevance to patient care.

Prerequisites: Respiratory Therapeutics 2 10515172 and Respiratory Clinical 1 10515175; Corequisites: Respiratory Airway Management 10515112, Respiratory Disease 10515176

Respiratory Neo/Peds Care

10515180

2 credits

Provides a comprehensive orientation to the field of neonatal and pediatric respiratory care to include fetal development, birth, neonatal physiology, pulmonary dynamics, abnormal cardiopulmonary conditions, diseases, noninvasive and invasive therapeutic interventions. Emphasis is placed on promotion of evidence-based practice using established clinical practice guidelines and published research for its relevance to patient care.

Prerequisite: Respiratory Life Support 10515113 and Respiratory Clinical 3 10515179

Respiratory Pharmacology

10515173

3 credits

Examines basic pharmacology principles, drug dosage, and calculations. Medications for inhalation including mucolytics, bronchodilators, and anti-inflammatories. Also includes cardiac drugs, anesthetic drugs, neuromuscular blockers, and antimicrobials. Emphasis is placed on promotion of evidence-based practice using established clinical practice guidelines and published research for its relevance to patient care.

Prerequisites: Respiratory Survey 10515111, Respiratory Therapeutics 1 10515171, and General Anatomy & Physiology 10806177

Respiratory Survey

10515111

3 credits

Examines the role of the Respiratory Therapist within the healthcare community. Reviews the ethical, legal, and regulatory principles that guide practice across diverse populations. Introductory patient assessment and critical thinking processes used in the development of respiratory care plans are explored. Emphasis is placed on promotion of evidence-based practice using established clinical practice guidelines and published research for its relevance to patient care.

Prerequisites: Admission to Respiratory Therapy program 105151; Corequisites: Medical Terminology 10501101 and General Anatomy & Physiology 10806177

Respiratory Therapeutics 1

10515171

3 credits

Introduces the topics of medical gas administration and humidity and aerosol therapy. The learner will apply physics, math and patient assessment concepts to oxygen, aerosol and humidity therapy. Emphasis is placed on promotion of evidence-based practice using established clinical practice guidelines and published research for its relevance to patient care.

Prerequisites: Admission to Respiratory Therapy program 105151; Corequisites: Respiratory Survey 10515111, Medical Terminology 10501101, and General Anatomy & Physiology 10806177

Respiratory Therapeutics 2

10515172

3 credits

Introduces therapeutic procedures including arterial puncture, bronchial hygiene, lung expansion therapy, and pulmonary rehabilitation. Emphasis is placed on promotion of evidence-based practice using established clinical practice guidelines and published research for its relevance to patient care.

Prerequisites: Respiratory Therapeutics 1 10515171, Respiratory Survey 10515111, and General Anatomy & Physiology 10806177

Respiratory Therapist Test Prep

10515101

1 credit

Explores strategies for preparing for respiratory therapist professional examinations including study skills, test-preparation skills, and test-taking skills. Includes a basic review of content related to the examinations.

Corequisite: Respiratory Clinical 4 10515182

Respiratory/Cardiac Physiology

10515174

3 credits

Provides the student with an in-depth knowledge of the structure and function of the respiratory and circulatory systems necessary to function as a competent Respiratory Therapist. Emphasis is placed on promotion of evidence-based practice using established clinical practice guidelines and published research for its relevance to patient care.

Prerequisites: General Anatomy & Physiology 10806177, Respiratory Survey 10515111, and Respiratory Therapeutics 1 10515171

Respiratory/Cardio Diagnostics**10515181****3 credits**

Advanced invasive and noninvasive diagnostic cardiopulmonary procedures including pulmonary function, hemodynamics and rescue medicine. Emphasis is placed on promotion of evidence-based practice using established clinical practice guidelines and published research for its relevance to patient care.

Prerequisite: Respiratory Clinical 3 10515179

Speech**10801198****3 credits**

Explores the fundamentals of effective oral presentation to small and large groups. Topic selection, audience analysis, methods of organization, research, structuring evidence and support, delivery techniques, and other essential elements of speaking successfully, including the listening process, form the basis of this course. Includes informative, persuasive, and occasion speech presentations.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 253 and Writing of 262 or ACT of 21 Reading/19 English or completion of College Reading and Writing 1 10831104 with a "C" or better

Written Communication**10801195****3 credits**

Develops writing skills which include prewriting, drafting, revising, and editing. A variety of writing assignments are 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: High School GPA of 2.6 and MMW or Accuplacer Writing of 262 or ACT English score of 20 or completion of College Reading and Writing 1 10831104 with a "C" or better

SALES SPECIALIST

Technical Diploma

Program Code: 30-104-7

Total Credits: 19

The Sales Specialist program prepares students for success through a curriculum that provides fundamental knowledge of marketing and sales. Students develop communication skills, problem-solving abilities, and a professional polish, while learning how to sell goods and services using a consultative approach—abilities that are highly valued by organizations seeking to employ sales professionals. Mid-State's Sales Specialist program prepares individuals through hands-on sales practice and salesperson/client role-play activities. Includes a focus on digital sales communication in the social media realm, preparing you to communicate effectively with clients, prepare and deliver sales-related presentations, and recommend the most appropriate solutions for your client.

To learn more about this program, visit mstc.edu/programs.

ACADEMIC ADVISOR

To schedule an appointment with an academic advisor, call 715-422-5300. Academic advisors will travel to other campuses as necessary to accommodate student needs. For more information about advising, visit mstc.edu/advising.

NEW STUDENT CHECKLIST

Complete the following steps to prepare for your New Student Advising appointment with your academic advisor:

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- Send official transcripts to:
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Student Services
500 32nd Street North
Wisconsin Rapids, WI 54494
- Complete the Free Application for Federal Student Aid (FAFSA) at fafsa.gov. Mid-State's Financial Aid team is available to assist with your FAFSA application and to answer your financial aid questions. Contact Financial Aid or schedule an appointment at mstc.edu/financial-aid.
- Set up student MyCampus account at mstc.edu/mycampus-assistance.
- Schedule a New Student Advising appointment at mstc.edu/advising.

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CAREER PATHWAY



Career pathways help you build your education step by step. Each stage offers one or more credentials that are recognized by employers and lead to real jobs—and you can keep building toward your career goals as you go.

Begin at any point.

Prior Learning

Credit for Prior Learning

- Certifications and Licenses
- Military Experience
- National/Standardized Exams
- Transfer Credit
- Work and Life Experience

Learn about Credit for Prior Learning at mstc.edu/cpl.

High School Credit

- High School Dual Credit
- Mid-State Fast Track

Learn about High School Credit at mstc.edu/dc.

Certificate

- Adobe Suite (6 Credits)
- Foundations of Business Administration (9 Credits)
- Social & Mobile Marketing (6 Credits)

Technical Diploma

- Digital Marketing Promotions (19 Credits)
Start Your Career: Advertising Assistant, Digital Marketing Coordinator, Marketing Assistant, Search Engine Optimization Specialist, Social Media Specialist
- Sales Specialist (19 Credits)
Start Your Career: Account Executive, Field Sales Representative, Inside Sales Representative, Sales Consultant, Sales Manager

Associate Degree

- Digital Marketing (64-65 Credits)
Start Your Career: Account Representative, Digital Marketing Specialist, Marketing Assistant/Coordinator, Search Engine Optimization (SEO) Coordinator, Social Media Manager/Coordinator

Bachelor's Degree

For those interested in continuing their education, Mid-State offers transfer guides with various four-year colleges and universities. For more information, visit mstc.edu/transfer.

OUTCOMES

Employers will expect you, as a Sales Specialist graduate, to be able to:

- Develop marketing strategies.
- Develop selling strategies.
- Deliver sales presentations.
- Apply customer relationship building strategies.
- Analyze sales information.
- Prepare selling strategies.
- Promote products, services, images, and/or ideas to achieve a desired result.

TECHNICAL SKILLS ATTAINMENT

The Wisconsin Technical College System (WTCS) has implemented a requirement that all technical colleges measure outcomes attained by students. This requirement is called Technical Skills Attainment (TSA). The main objective of TSA is to ensure graduates have the technical skills needed by employers. Faculty will let students know when and how the TSA is being assessed in the program.

STUDENT HANDBOOK

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

GRADUATION REQUIREMENT

The GPS for Student Success course is required for all Mid-State program students and is recommended to be completed before obtaining 12 credits. Some students are exempt from this requirement. Please see your academic advisor for more information.

ADDITIONAL COURSES AS NEEDED

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

College Reading and Writing 1

10831104

3 credits

Provides learners with opportunities to develop and expand reading and writing skills to prepare for college-level academic work. Students will employ critical reading strategies to improve comprehension, analysis, and retention of texts. Students will apply the writing process to produce well-developed, coherent, and unified written work.

Pre-Algebra

10834109

3 credits

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

MULTIPLE MEASURES

Students can place into courses using high school GPA and completed classes. Placement can be determined in the following ways:

- **Multiple Measures Writing (MMW)**
High school GPA of 2.6 & successful completion of 2.0 credits of high school writing courses with a "C" or better
- **Multiple Measures Reading (MMR)**
High school GPA of 2.6 & successful completion of 2.0 credits of high school literature courses with a "C" or better
- **Multiple Measures Math 1 (MMM_1)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school math (Algebra 1 or equivalent) with a "C" or better
- **Multiple Measures Math 2 (MMM_2)**
High school GPA of 2.6 & successful completion of 2.0 credits of high school math including Algebra 1 and Algebra 2 with a "C" or better
- **Multiple Measures Science 1 (MMS_1)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school lab science course with a "C" or better
- **Multiple Measures Science 2 (MMS_2)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school chemistry with a "C" or better

Past high school and college transcripts are used in making course placement decisions.

SAMPLE PART-TIME CURRICULUM OPTION

Sales Specialist • 19 Total Credits

Term 10 Credits	Course Number	Course Name	CPL	Credits
	10104102	Marketing Principles	Yes	3
	10801136	English Composition 1	Yes	3
	10801198	Speech	Yes	3
	10890102	GPS for Student Success	Yes	1
Term 9 Credits	Course Number	Course Name	CPL	Credits
	10104105	Professional Selling	Yes	3
	10104107	Social Media Marketing	No	3
	10104121	Fundamentals of Marketing Communications	Yes	3

Please Note

- Credit for Prior Learning (CPL) options are available for some courses. You can visit mstc.edu/cpl or contact your academic advisor for details.
- This curriculum sequence is only for student planning. Actual student schedules will vary depending on course availability.
- This program is offered online and classes are in an 8-week format.
- Program completion time may vary based on student scheduling and course availability. For details, go to mstc.edu/schedule.
- Get the latest updates online at mstc.edu.

English Composition 1

10801136

3 credits

Learners develop and apply skills in all aspects of the writing process. Through a variety of learning activities and written documents, learners employ rhetorical strategies, plan, organize and revise content, apply critical reading strategies, locate and evaluate information, integrate and document sources, and apply standardized English language conventions.

Prerequisite: High School GPA of 2.6 and MMW or Accuplacer Writing of 262 or Accuplacer Reading 253 or ACT English score of 20 or ACT Reading 21 or completion of College Reading and Writing 1 10831104 with a "C" or better

Fundamentals of Marketing Communications

10104121

3 credits

This course prepares the learner to create and manage a wide range of internal and external organizational communications. Learners will be instructed on the interpersonal communication techniques required for success as a marketing professional. Topics will include preparing professionally written content, effectively using verbal and non-verbal communication in a business setting, developing a professional appearance and polish, presentation techniques for the creation and delivery of complex marketing materials, writing press releases, managing crises, and speaking with the media.

GPS for Student Success

10890102

1 credit

Integrate necessary skills for student success by developing an academic plan, identifying interpersonal attributes for success, adopting efficient and effective learning strategies, and utilizing Mid-State resources, policies, and processes. This course is recommended to be completed prior to obtaining 12 credits and is a graduation requirement unless you receive an exemption from your program advisor.

Marketing Principles

10104102

3 credits

This course serves as an introduction to the fundamental marketing concepts used to apply marketing strategies to product development, distribution, pricing, and promotion of goods and services.

Professional Selling

10104105

3 credits

This course will prepare the student to formulate and facilitate sales presentations using fundamental principles, concepts, and theories of business and consumer selling. An emphasis is given to developing the selling process which includes prospecting and qualifying, planning and pre-approaching, approaching the customer, the sales presentation/demonstration, handling objections, closing the sale and post-sale service and follow-up. Additionally, sales careers and the benefits of personal selling will be explored.

Social Media Marketing

10104107

3 credits

Addresses how social media has transformed marketing communications from traditional mass media to individualized marketing. Using a variety of social media tools and platforms, this class explores the different methodologies for social media marketing. Topics include creating social media, integrating social media as part of a marketing campaign, the concept of viral marketing, measuring social media success through analytics, and how organizations and individuals have successfully applied this form of marketing.

Speech

10801198

3 credits

Explores the fundamentals of effective oral presentation to small and large groups. Topic selection, audience analysis, methods of organization, research, structuring evidence and support, delivery techniques, and other essential elements of speaking successfully, including the listening process, form the basis of this course. Includes informative, persuasive, and occasion speech presentations.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 253 and Writing of 262 or ACT of 21 Reading/19 English or completion of College Reading and Writing 1 10831104 with a "C" or better

STAINLESS STEEL WELDING

Technical Diploma

Program Code: 30-442-7

Total Credits: 6

Mid-State's Stainless Steel Welding program prepares students for entry-level employment as a stainless steel welder in production, construction, manufacturing, and servicing industries. Experienced instructors will teach you basic TIG (tungsten inert gas) welding of stainless steel as well as fabrication, print reading, and more. Instruction will combine lecture with hands-on practice, giving you the confidence you need to start your career in this rewarding field.

To learn more about this program, visit mstc.edu/programs.

ACADEMIC ADVISOR

To schedule an appointment with an academic advisor, call 715-422-5300. Academic advisors will travel to other campuses as necessary to accommodate student needs. For more information about advising, visit mstc.edu/advising.

NEW STUDENT CHECKLIST

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- Set up student MyCampus account at mstc.edu/mycampus-assistance.
- Schedule a New Student Advising appointment at mstc.edu/advising.

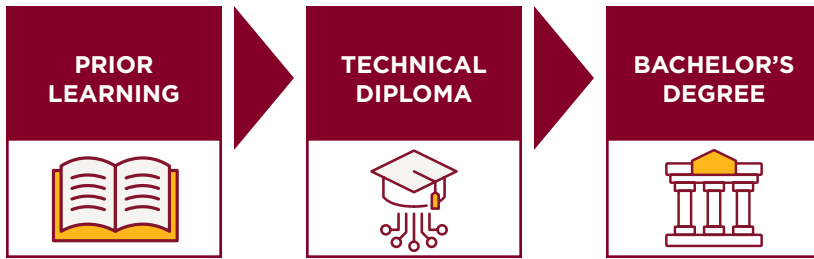
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CAREER PATHWAY



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Begin at any point.

Prior Learning

Credit for Prior Learning

- Certifications and Licenses
- Military Experience
- National/Standardized Exams
- Transfer Credit
- Work and Life Experience

Learn about Credit for Prior Learning at mstc.edu/cpl.

High School Credit

- High School Dual Credit
- Mid-State Fast Track

Learn about High School Credit at mstc.edu/dc.

Technical Diploma

- Stainless Steel Welding (6 Credits)
Start Your Career: Production Line Welder, Stainless Steel Welder, TIG Welder

Bachelor's Degree

For those interested in continuing their education, Mid-State offers transfer guides with various four-year colleges and universities. For more information, visit mstc.edu/transfer.

Other Options

Related Programs: Advanced Manufacturing Technology, Industrial Mechanical Technician, Manufacturing Operations Management, Metal Fabrication, Precision Machining Technician, Welding

Apprenticeship Opportunity: Ironworker

OUTCOMES

Employers will expect you, as a Stainless Steel Welding graduate, to be able to:

- Demonstrate industry-recognized safety practices.
- Interpret welding drawings.
- Produce gas tungsten arc welds (GTAW).

PROTECTIVE CLOTHING

Students are required to provide their own protective clothing and equipment. Details of the requirements and where they may be purchased are provided by the program instructor at the beginning of each semester.

STUDENT HANDBOOK

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ADDITIONAL COURSES AS NEEDED

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

College Reading and Writing 1

10831104

3 credits

Provides learners with opportunities to develop and expand reading and writing skills to prepare for college-level academic work. Students will employ critical reading strategies to improve comprehension, analysis, and retention of texts. Students will apply the writing process to produce well-developed, coherent, and unified written work.

Pre-Algebra

10834109

3 credits

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

SAMPLE FULL-TIME CURRICULUM OPTION

Stainless Steel Welding • 6 Total Credits

Term 6 Credits	Course Number	Course Name	CPL	Credits
	30442104	Basic TIG (Stainless)	No	2
	30442105	Intermediate TIG (Stainless)	No	2
	30442106	Advanced TIG (Stainless)	No	2

Please Note

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- Program completion time may vary based on student scheduling and course availability. For details, go to mstc.edu/schedule.
- Get the latest updates online at mstc.edu.

Advanced TIG (Stainless)

30442106

2 credits

Students learn advanced GTAW processes through the completion of stainless steel pipe weldments in the 5G and 6G positions.

Corequisite: Intermediate TIG (Stainless) 30442105

Basic TIG (Stainless)

30442104

2 credits

An introduction to the gas tungsten arc welding (GTAW) process commonly known as TIG. Topics include study and application of necessary safety and care of equipment and supplies. The student develops skills with the common production welding joints and materials all completed on stainless steel.

Intermediate TIG (Stainless)

30442105

2 credits

Intermediate GTAW weldments created in the horizontal and vertical positions on stainless steel. Pulsed current is applied to stainless steel weldments. Complete penetration groove welds in stainless steel are practiced and evaluated.

Corequisite: Basic TIG (Stainless) 30442104

STERILE PROCESSING TECHNICIAN

Technical Diploma

Program Code: 31-534-2

Total Credits: 5

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

To learn more about this program, visit mstc.edu/programs.

ACADEMIC ADVISOR

To schedule an appointment with an academic advisor, call 715-422-5300. Academic advisors will travel to other campuses as necessary to accommodate student needs. For more information about advising, visit mstc.edu/advising.

NEW STUDENT CHECKLIST

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CAREER PATHWAY



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Begin at any point.

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Credit for Prior Learning

- Certifications and Licenses
- Military Experience
- National/Standardized Exams
- Transfer Credit
- Work and Life Experience

Learn about Credit for Prior Learning at mstc.edu/cpl.

High School Credit

- High School Dual Credit
- Mid-State Fast Track

Learn about High School Credit at mstc.edu/dc.

Technical Diploma

- Sterile Processing Technician (5 Credits)
Start Your Career: Central Processing Technician, Central Services Technician, Instrument Specialist, Processing and Distribution Technician, Sterile Processing Technician,

Bachelor's Degree

For those interested in continuing their education, Mid-State offers transfer guides with various four-year colleges and universities. For more information, visit mstc.edu/transfer.

Other Options

Related Programs: Dental Assistant, Health & Wellness Promotion, Health Information Management, Medical Assistant, Medical Coder, Nursing, Nursing Assistant, Phlebotomy Technician, Radiography, Respiratory Therapy, Surgical Technology

OUTCOMES

Employers will expect you, as a Sterile Processing Technician graduate, to be able to:

- Apply principles of infection control in the role of the sterile processing technician.
- Decontaminate instruments and equipment.
- Prepare instruments, equipment, and supplies.
- Apply sterilization techniques.
- Perform inventory control and distribution.
- Function as an ethical, legal, and professional member of the health care team.

TECHNICAL SKILLS ATTAINMENT

The Wisconsin Technical College System (WTCS) has implemented a requirement that all technical colleges measure outcomes attained by students. This requirement is called Technical Skills Attainment (TSA). The main objective of TSA is to ensure graduates have the technical skills needed by employers. Faculty will let students know when and how the Technical Skills Attainment (TSA) is being assessed in the program.

ADDITIONAL ENTRY CRITERIA

To apply to the Sterile Processing Technician program, please submit the following document to Mid-State Admissions:

- Criminal Background Statement of Understanding and Release of Information form

Mid-State Technical College • Admissions
500 32nd Street North
Wisconsin Rapids, WI 54494

TECHNICAL STANDARDS

A list of specific physical, emotional, and mental tasks needed to function as a sterile processing technician is available at mstc.edu/programs/sterile-processing-technician. Contact the Accessibility Services Coordinator in the Student Services & Information Center to receive assistance.

CLINICAL-RELATED REQUIREMENTS

Prior to placement at a clinical site, students need to pay for a criminal background check and provide documentation of required health work.

Students are responsible for ensuring all requirements remain current during program enrollment.

Clinical sites have the right to refuse a student's placement based on inadequate health records, pending charges, or conviction records. Students with a criminal history may not be able to complete clinical courses. Mid-State will make two attempts to place a student in an appropriate clinical experience. If Mid-State is unable to place the student after two attempts, the student will be withdrawn from the clinical course and will not be able to advance in the program.

STUDENT HANDBOOK

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ADDITIONAL COURSES AS NEEDED

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

College Reading and Writing 1

10831104

3 credits

Provides learners with opportunities to develop and expand reading and writing skills to prepare for college-level academic work. Students will employ critical reading strategies to improve comprehension, analysis, and retention of texts. Students will apply the writing process to produce well-developed, coherent, and unified written work.

Pre-Algebra

10834109

3 credits

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

MULTIPLE MEASURES

Students can place into courses using high school GPA and completed classes. Placement can be determined in the following ways:

- **Multiple Measures Writing (MMW)**
High school GPA of 2.6 & successful completion of 2.0 credits of high school writing courses with a "C" or better
- **Multiple Measures Reading (MMR)**
High school GPA of 2.6 & successful completion of 2.0 credits of high school literature courses with a "C" or better
- **Multiple Measures Math 1 (MMM_1)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school math (Algebra 1 or equivalent) with a "C" or better
- **Multiple Measures Math 2 (MMM_2)**
High school GPA of 2.6 & successful completion of 2.0 credits of high school math including Algebra 1 and Algebra 2 with a "C" or better
- **Multiple Measures Science 1 (MMS_1)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school lab science course with a "C" or better
- **Multiple Measures Science 2 (MMS_2)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school chemistry with a "C" or better

Past high school and college transcripts are used in making course placement decisions.

SAMPLE FULL-TIME CURRICULUM OPTION
Sterile Processing Technician • 5 Total Credits

Term 5 Credits	Course Number	Course Name	CPL	Credits
	30534301	Sterile Processing	No	5

Please Note

- Credit for Prior Learning (CPL) options are available for some courses. You can visit **mstc.edu/cpl** or contact your academic advisor for details.
- This curriculum sequence is only for student planning. Actual student schedules will vary depending on course availability.
- Program completion time may vary based on student scheduling and course availability. For details, go to **mstc.edu/schedule**.
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Sterile Processing**30534301****5 credits**

Students are prepared with the knowledge and skills necessary to function as a central service technician. Central service is the hub of all activities involving supplies and equipment for surgery, obstetrics, emergency departments, and other patient care areas. Students learn the principles of standard precautions, asepsis, disinfection, and sterilization procedures. Effective communication is vital within this multi-service area. Central service is located in all health care facilities such as nursing homes, clinics, and hospitals. Patient interaction is minimal within this area of specialty. Online instruction, lab, and clinical experience are part of the curriculum. Upon graduation, students are eligible for certification exams. Students are responsible for transportation to and from classroom, lab, and clinical sites. A minimum of two clinical sites will be utilized in the clinical portion of this class.

Prerequisite: Admission to Sterile Processing Technician program 305342

SUBSTANCE USE DISORDER COUNSELOR (SUDC)

Associate in Applied Science (AAS)

Program Code: 10-530-1

Total Credits: 68

Mid-State's Substance Abuse Disorder Counselor (SUDC) program is designed for individuals interested in working with addiction issues. You will develop skills in counseling, diagnosis of addiction issues, treatment planning, group facilitation, and crisis management. This program is a shared program with Nicolet Technical College. In this program you'll also learn how to respect client rights, understand the complexity of addiction illnesses, and adhere to ethical guidelines. The degree will prepare you for entry-level work in facilities such as clinics, hospitals, community residential facilities, and various community and social services agencies.

To learn more about this program, visit mstc.edu/programs.

ACADEMIC ADVISOR

To schedule an appointment with an academic advisor, call 715-422-5300. Academic advisors will travel to other campuses as necessary to accommodate student needs. For more information about advising, visit mstc.edu/advising.

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Credit for Prior Learning

- Certifications and Licenses
- Military Experience
- National/Standardized Exams
- Transfer Credit
- Work and Life Experience

Learn about Credit for Prior Learning at mstc.edu/cpl.

High School Credit

- High School Dual Credit
- Mid-State Fast Track

Learn about High School Credit at mstc.edu/dc.

Associate Degree

- Substance Use Disorder Counselor (SUDC) (68 Credits)
Start Your Career: Resident Manager, Residential SUDC Counselor, Substance Use Disorder Counselor (SUDC), SUDC Counselor Aide, Treatment Counselor

Bachelor's Degree

For those interested in continuing their education, Mid-State offers transfer guides with various four-year colleges and universities. For more information, visit mstc.edu/transfer.

Other Options

Related Programs: Advanced EMT, Emergency Medical Technician, Health & Wellness Promotion, Medical Assistant, Phlebotomy, Radiography

OUTCOMES

Employers will expect you, as a Substance Use Disorder Counselor (SUDC) graduate, to be able to:

- Apply personal wellness strategies for the helping professions.
- Counsel clients.
- Develop individualized treatment plans.
- Develop professional relationships with clients.
- Display professional conduct in the clinical setting.
- Evaluate client for SUD treatment.
- Facilitate client referrals.
- Manage client cases.
- Produce professional SUDC documentation.
- Provide education relevant to substance use and recovery.

TECHNICAL SKILLS ATTAINMENT

The Wisconsin Technical College System (WTCS) has implemented a requirement that all technical colleges measure outcomes attained by students. This requirement is called Technical Skills Attainment (TSA). The main objective of TSA is to ensure graduates have the technical skills needed by employers. Faculty will let students know when and how the TSA is being assessed in the program.

PROGRAM PROGRESSION

Students must obtain a grade of “C” or better in each required general education and core course. If a “C” grade is not obtained, you will be required to repeat the course.

TECHNICAL STANDARDS

A list of specific physical, emotional, and mental tasks needed to function as a substance use disorder counselor is available at mstc.edu/programs/substance-use-disorder-counselor-sudc. Contact the Accessibility Services Coordinator in the Student Services & Information Center to receive assistance.

ADMISSIONS PROCEDURES

This shared Substance Use Disorder Counselor (SUDC) program allows students to start at Mid-State and transition into core coursework delivered by Nicolet College. Financial aid is processed through Nicolet using code 008919.

STUDENT HANDBOOK

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GRADUATION REQUIREMENT

The GPS for Student Success course is required for all Mid-State program students and is recommended to be completed before obtaining 12 credits. Some students are exempt from this requirement. Please see your academic advisor for more information.

ADDITIONAL COURSES AS NEEDED

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

College Reading and Writing 1

10831104

3 credits

Provides learners with opportunities to develop and expand reading and writing skills to prepare for college-level academic work. Students will employ critical reading strategies to improve comprehension, analysis, and retention of texts. Students will apply the writing process to produce well-developed, coherent, and unified written work.

Pre-Algebra

10834109

3 credits

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

MULTIPLE MEASURES

Students can place into courses using high school GPA and completed classes. Placement can be determined in the following ways:

- **Multiple Measures Writing (MMW)**
High school GPA of 2.6 & successful completion of 2.0 credits of high school writing courses with a “C” or better
- **Multiple Measures Reading (MMR)**
High school GPA of 2.6 & successful completion of 2.0 credits of high school literature courses with a “C” or better
- **Multiple Measures Math 1 (MMM_1)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school math (Algebra 1 or equivalent) with a “C” or better
- **Multiple Measures Math 2 (MMM_2)**
High school GPA of 2.6 & successful completion of 2.0 credits of high school math including Algebra 1 and Algebra 2 with a “C” or better
- **Multiple Measures Science 1 (MMS_1)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school lab science course with a “C” or better
- **Multiple Measures Science 2 (MMS_2)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school chemistry with a “C” or better

Past high school and college transcripts are used in making course placement decisions.

SAMPLE FULL-TIME CURRICULUM OPTION

Substance Use Disorder Counselor (SUDC) • 68 Total Credits

Term 17 Credits	Course Number	Course Name	CPL	Credits
	10550201	Understanding Substance Use	No	3
	10550206	Introduction Interviewing and Counseling Skills	No	3
	10801195	Written Communication	Yes	3
	10806198	Human Biology	No	4
	10809198	Introduction to Psychology	Yes	3
	10890102	GPS for Student Success	Yes	1
Term 18 Credits	Course Number	Course Name	CPL	Credits
	10550202	Foundations of Case Management	No	3
	10550204	Group Facilitation	No	3
	10550207	Psychopharmacology	No	3
	10550209	Family Systems	No	3
	10550210	Boundaries and Ethics for the Helping Profession	No	3
	10809159	Abnormal Psychology	No	3
Term 18 Credits	Course Number	Course Name	CPL	Credits
	10550200	Intro to Substance Use Disorder Profession	No	3
	10550203	Overview of Mental Health Disorders	No	3
	10550205	Counseling Theory	No	3
	10550208	SUDC Assessment Diagnosis and Treatment	No	3
	10550211	Clinical Experience 1	No	3
	10801196	Oral Interpersonal Communication	Yes	3
Term 15 Credits	Course Number	Course Name	CPL	Credits
	10550122	Across the Lifespan	No	3
	10550212	Clinical Experience 2	No	3
	10809188	Developmental Psychology	Yes	3
	10809172	Introduction to Diversity Studies	Yes	3
	Elective	Elective	No	3

Please Note

- Credit for Prior Learning (CPL) options are available for some courses. You can visit mstc.edu/cpl or contact your academic advisor for details.
- This curriculum sequence is only for student planning. Actual student schedules will vary depending on course availability.
- Program completion time may vary based on student scheduling and course availability. For details, go to mstc.edu/schedule.
- Get the latest updates online at mstc.edu.

Abnormal Psychology

20809237

3 credits

The course addresses the foundations of abnormal psychology and psychological disorders, including their characteristics, possible causes, assessments, diagnostic processes, and treatments. The course includes examination of major historical and theoretical perspectives, research, sociocultural considerations, and elements of psychological wellness.

Prerequisite: Introduction to Psychology 10809198 with a grade of "C" or better

Across the Lifespan

10550122

3 credits

This course introduces and assists students to evaluate problematic issues found in development across the lifespan. Development areas range from birth to death and includes topics such as sexuality, sexual behaviors, child maltreatment, and AODA/substance abuse issues. This course is designed to encourage understanding of healthy development in humans and provide a foundation of therapeutic interventions and knowledge of development across the lifespan. Students will assess ethical and boundary issues that are common when working in a helping profession.

Prerequisite: 10550211 Clinical Experience 1 (C or better)

Boundaries and Ethics for the Helping Profession

10550210

3 credits

Evaluate the ethical codes of the helping professions. Examine professional boundaries related to the helping professions. Incorporate ethical standards into decision making processes. Examine ethical considerations related to professional standards for the helping professions. Examine ethical considerations related to state and federal regulations for the helping professions. Examine the ethical considerations related to professional self-care.

Prerequisite: 10550206 Introduction to Interview and Counsel (C or better)

Clinical Experience 1

10550211

3 credits

Immersive experience with an agency including supervised practice in the 12 core functions. Integrates the knowledge, theory, skills, and professional behaviors learned in the two previous semesters of coursework. Emphasis on gaining first-hand knowledge and refine previously acquired skills to gain a greater understanding of self and the helping professions.

Prerequisites: 10550201 Understanding Substance Use (C or better) and 10550206 Introduction to Interview and Counsel (C or better) and 10550202 Foundations of Case Management (C or better) and 10550210 Boundaries Ethics for Helping Profession (C or better).

Corequisite: 10550200 Intro to Substance Use Disorder Profession

Clinical Experience 2

10550212

3 credits

Immersion experience with an agency including supervised practice in the 12 core functions. Integrates the knowledge, theory, skills, and professional behaviors learned in previous courses and refined in Clinical I immersion experience.

Emphasis on applying previously acquired knowledge and skills and gaining a greater understanding of self and the helping professions through first-hand experience.

Prerequisites: 10550211 Clinical Experience 1 (C or better) and 10550205 Counseling Theory (C or better)

Counseling Theory

10550205

3 credits

Summarize the history of, and explore the primary concepts within, the major approaches to counseling. Explore the empirical foundations of each theory. Examine application of theories to counseling. Review specific techniques of each theoretical approach. Examine the role of the counselor within each theoretical approach. Explore the role of the counselor, the scope of practice, and the ethical implications in counseling.

Prerequisite: 10550204 Group Facilitation (C or better)

Developmental Psychology

10809188

3 credits

Studies human development throughout the lifespan and explores developmental theory and research with an emphasis on the interactive nature of the biological, cognitive, and psychosocial changes that affect the individual from conception to death. Application activities and critical thinking skills enable students to gain an increased knowledge and understanding of themselves and others.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English

Family Systems

10550209

3 credits

Provides a broad understanding of family systems theory and practice relevant to the human services field. Focus is on evaluating the communication and interaction patterns and applying interventions and strategies.

Prerequisite: 10550201 Understanding Substance Use (C or better)

Foundations of Case Management

10550202

3 credits

Introduction to case management techniques and processes. Incorporates intake assessment techniques, service planning techniques, referral processes, coordination of care, and discharge processes determined by a multidisciplinary team approach. Includes client self-determination and autonomy. Incorporates clinical documentation requirements and processes.

Prerequisite: 10550206 Introduction to Interview and Counsel (C or better)

GPS for Student Success

10890102

1 credit

Integrate necessary skills for student success by developing an academic plan, identifying interpersonal attributes for success, adopting efficient and effective learning strategies, and utilizing Mid-State resources, policies, and processes. This course is recommended to be completed prior to obtaining 12 credits and is a graduation requirement unless you receive an exemption from your program advisor.

Group Facilitation

10550204

3 credits

An introduction to theory and practice of group dynamics and processes. Includes ethical considerations, effective group leadership, and stages of group development. Also includes demonstration of group facilitation skills, clinical documentation, co-facilitation strategies, reflective practitioner techniques, and group formation.

Prerequisite: 10550206 Introduction to Interview and Counsel (C or better)

Human Biology

10806198

4 credits

This is an introductory course that emphasizes the structure of the human body and the functional interrelationships of the body's systems. Consideration is given to the human body and disease, human genetics, human ecology, and the role that humans play in the environment. The course consists of 3 hours of lecture and 2 hours of lab per week.

Note: This course does not meet requirements for or substitute for General Anatomy and Physiology or Anatomy & Physiology I and II.

Prerequisite: High School GPA of 3.0 or Accuplacer Reading Skills of 236, or ACT of 15, or Accuplacer Reading 262, or QAS 246, or ACT Reading 196, or ACT Math 19, or General Chemistry 10806134, or General Biology 10806114, or Human Body in Health & Disease 31509302

**this course does satisfy the Diversity Ethnic Studies requirement and/or Social and Behavioral Sciences requirement*

Intro to Substance Use Disorder Profession

10550200

3 credits

Explore characteristics that are incorporated into substance use counseling and practice. Determine personal values, beliefs, strengths and weaknesses. Analyze the eight practice dimensions used to effectively treat substance use disorders: Clinical Evaluation; Treatment Planning; Referral; Service Coordination; Counseling; Patient, Family and Community Education; Documentation; and Professional and Ethical Responsibilities. Evaluate legal and ethical issues surrounding substance use counseling. Evaluate Information about Wisconsin licensing for substance use counseling.

Note: This course does not meet requirements for or substitute for General Anatomy and Physiology or Anatomy & Physiology I and II.

Prerequisites: 10550206 Introduction to Interview and Counsel (C or better) and 10550202 Foundations of Case Management (C or better) and 10550210 Boundaries Ethics for Helping Profession (C or better). Corequisite: 10550211 Clinical Experience 1

Introduction Interviewing and Counseling Skills

10550206

3 credits

Analyze foundational skills in the counseling relationship. Analyze the stages of the helping processes and the roles professionals play in the processes. Analyze the importance of establishing therapeutic relationships. Apply basic counseling techniques. Apply interviewing and counseling skills through mock counseling sessions and personal experience reflections. Examine issues of boundaries and ethics.

Introduction to Diversity Studies

10809172

3 credits

This course introduces the study of diversity from a local to a global perspective using a holistic, interdisciplinary approach that encourages exploration and prepares students to work in a diverse environment. The course introduces basic diversity concepts, examines the impact of bias and power differentials among groups, explores the use of culturally responsive communication strategies, and compares forces that shape diversity in an international context.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English

Introduction to Psychology

10809198

3 credits

This science of psychology course is a survey of multiple aspects of behavior and mental processes. It provides an overview of topics such as research methods, theoretical perspectives, learning, cognition, memory, motivation, emotions, personality, abnormal psychology, physiological factors, social influences, and development.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English

Oral/Interpersonal Communication

10801196

3 credits

Focuses on developing effective listening techniques and verbal and nonverbal communication skills through oral presentation, group activity, and other projects. The study of self, conflict, and cultural contexts will be explored, as well as their impact on communication.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English or College Reading and Writing with a C or better

Overview of Mental Health Disorders

10550203

3 credits

Provides an overview to the history, diagnosis, treatment strategies, legal and ethical considerations, and documentation of mental health conditions. Focus is on understanding the mental health conditions that co-occur with substance use disorders.

Prerequisite: 10550206 Introduction to Interview and Counsel (C or better)

Psychopharmacology**10550207****3 credits**

Overview of psychopharmacology including drug categorization history, drug categorization, and drug classification. Includes analysis of neurophysiology of the brain and endocrine system, effects of substances on the body, analysis of delivery systems, and analysis of medical aspects of SUDs. Also includes etiology of addiction, psychopharmacological aspects of withdrawal management, analysis of medications used to treat SUDs and mental health disorders, and SUD medical impacts on the body.

Prerequisite: 10550201 Understanding Substance Use (C or better)

SUDC Assessment, Diagnosis and Treatment**10550208****3 credits**

Explore the core components of substance use disorder treatment. Apply the core practice dimensions of Substance Use Disorder Counseling. Evaluate process for SUD clients for the purpose of developing treatment plans and documenting the treatment process.

Prerequisite: 10550210 Boundaries Ethics for Helping Profession (C or better)

Understanding Substance Use**10550201****3 credits**

Explore the bio-psych social dynamics of substance use. Examine treatment approaches, models, and screening criteria. Examine substances of abuse, history of SUDs, and their impact on the individual and society.

Written Communication**10801195****3 credits**

Develops writing skills which include prewriting, drafting, revising, and editing. A variety of writing assignments are 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: High School GPA of 2.6 and MMW or Accuplacer Writing of 262 or ACT English score of 20 or completion of College Reading and Writing 1 10831104 with a "C" or better

SURGICAL TECHNOLOGY

Associate in Applied Science (AAS)

Program Code: 10-512-1

Total Credits: 62

The Surgical Technology program at Mid-State prepares graduates to work as part of the surgical team in operating rooms, providing proper handling and use of equipment, assisting the surgeon during procedures, and ensuring patient safety. Students learn skills and techniques used in sterile processing. Training encompasses both classroom and lab instruction. You will gain clinical hands-on experience in surgery, ambulatory centers, sterile processing, and other related areas. After successful completion of the program and certification exam, you will be a Certified Surgical Technologist (CST).

To learn more about this program, visit mstc.edu/programs.

ACADEMIC ADVISOR

To schedule an appointment with an academic advisor, call 715-422-5300. Academic advisors will travel to other campuses as necessary to accommodate student needs. For more information about advising, visit mstc.edu/advising.

NEW STUDENT CHECKLIST

Complete the following steps to prepare for your New Student Advising appointment with your academic advisor:

- Submit a Mid-State application at mstc.edu/apply.
- Send official transcripts to:
Mid-State Technical College
Student Services
500 32nd Street North
Wisconsin Rapids, WI 54494
- Complete the Free Application for Federal Student Aid (FAFSA) at fafsa.gov. Mid-State's Financial Aid team is available to assist with your FAFSA application and to answer your financial aid questions. Contact Financial Aid or schedule an appointment at mstc.edu/financial-aid.
- Set up student MyCampus account at mstc.edu/mycampus-assistance.
- Schedule a New Student Advising appointment at mstc.edu/advising.

mstc.edu • 888-575-6782 • TTY: 711



Adams Campus • Marshfield Campus • Stevens Point Downtown Campus • Wisconsin Rapids Campus • Virtual Campus • AMETA® Center

Mid-State does not discriminate on the basis of race, color, national origin, sex, disability, or age in its program, activity, or employment. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Vice President - Human Resources; 500 32nd Street North, Wisconsin Rapids, WI 54494; 715-422-5325 • AAEO@mstc.edu. 3/2026-AC

CAREER PATHWAY



Career pathways help you build your education step by step. Each stage offers one or more credentials that are recognized by employers and lead to real jobs—and you can keep building toward your career goals as you go.

Begin at any point.

Prior Learning

Credit for Prior Learning

- Certifications and Licenses
- Military Experience
- National/Standardized Exams
- Transfer Credit
- Work and Life Experience

Learn about Credit for Prior Learning at mstc.edu/cpl.

High School Credit

- High School Dual Credit
- Mid-State Fast Track

Learn about High School Credit at mstc.edu/dc.

Associate Degree

- Surgical Technology (62 Credits)
Start Your Career: GI Technician, OB Technologist (Birth Center), Ophthalmic Assistant, Surgical Technologist (Clinical Setting, Operating Room, Ambulatory Surgery Center, Dermatology/MOHS Surgery, or Oral Surgery), Vascular/Cath Lab Surgical Technologist

Bachelor's Degree

For those interested in continuing their education, Mid-State offers transfer guides with various four-year colleges and universities. For more information, visit mstc.edu/transfer.

Other Options

Related Programs: Dental Assistant, Health & Wellness Promotion, Health Information Management, Medical Assistant, Medical Coder, Nursing, Nursing Assistant, Phlebotomy Technician, Radiography, Respiratory Therapy, Sterile Processing Technician

OUTCOMES

Employers will expect you, as a Surgical Technology graduate, to be able to:

- Apply health care and technological science principles to the perioperative environment.
- Maintain principles of sterile technique in the surgical environment.
- Provide a safe, efficient, and supportive environment for the patient.
- Prepare the patient, operating room, and surgical team for the preoperative phase.
- Perform intraoperative case management in the scrub role.
- Perform postoperative case management.
- Function as an ethical, legal, and professional member of the health care team as determined by governing bodies.

TECHNICAL SKILLS ATTAINMENT

The Wisconsin Technical College System (WTCS) has implemented a requirement that all technical colleges measure outcomes attained by students. This requirement is called Technical Skills Attainment (TSA). The main objective of TSA is to ensure graduates have the technical skills needed by employers. Faculty will let students know when and how the Technical Skills Attainment (TSA) is being assessed in the program.

ACCREDITATION

The Mid-State Technical College Surgical Technology program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA).

Commission on Accreditation of Allied Health Education Programs

9355 113th St. N, #7709
Seminole, FL 33775

Accreditation Review Council on Education in Surgical Technology and Surgical Assisting

19751 East Mainstreet, Suite #339
Parker, CO 80138
303-694-9262 • www.arcstsa.org

ENTRY CRITERIA

To apply to the Surgical Technology program, please complete the following steps:

1. Complete a Mid-State application at mstc.edu/apply.
2. Meet with an advisor for your new student advising appointment. Completion of the Criminal Background Statement of Understanding, Release of Information, and Technical Standards Form will be done at the appointment. These forms can also be found at mstc.edu/programs/surgical-technology.
3. Complete placement test or ACT if requirements not met via High School Grade Point Average.

Mid-State Technical College • Admissions
500 32nd Street North, Wisconsin Rapids, WI 54494

For guaranteed course start date in core Surgical Technology Program courses (512-level classes):

Meet the Prerequisite for General Anatomy and Physiology via one of the following options:

- Complete General Anatomy & Physiology with a final grade of "C" or better.
- Verify completion of the above with assigned academic advisor.

TECHNICAL STANDARDS

A list of specific physical, emotional, and mental tasks needed to function as a surgical technologist is available at mstc.edu/programs/surgical-technology. Contact the Accessibility Services Coordinator in the Student Services & Information Center to receive assistance.

CLINICAL-RELATED REQUIREMENTS

Prior to placement at a clinical site, students need to pay for a criminal background check and provide documentation of required health work.

Students are responsible for ensuring all requirements remain current during program enrollment.

Clinical sites have the right to refuse a student's placement based on inadequate health records, pending charges, or conviction records. Students with a criminal history may not be able to complete clinical courses. Mid-State will make two attempts to place a student in an appropriate clinical experience. If Mid-State is unable to place the student after two attempts, the student will be withdrawn from the clinical course and will not be able to advance in the program.

PROGRAM PROGRESSION

In order to progress in and successfully complete the program, students must:

- Repeat courses not completed with a grade of "C" or better prior to progressing in core courses or other courses with co- or prerequisites.
- Receive a grade of "C" or better in all courses required for graduation.

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

STUDENT HANDBOOK

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

GRADUATION REQUIREMENT

The GPS for Student Success course is required for all Mid-State program students and is recommended to be completed before obtaining 12 credits. Some students are exempt from this requirement. Please see your academic advisor for more information.

ADDITIONAL COURSES AS NEEDED

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

College Reading and Writing 1

10831104

3 credits

Provides learners with opportunities to develop and expand reading and writing skills to prepare for college-level academic work. Students will employ critical reading strategies to improve comprehension, analysis, and retention of texts. Students will apply the writing process to produce well-developed, coherent, and unified written work.

Pre-Algebra

10834109

3 credits

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

MULTIPLE MEASURES

Students can place into courses using high school GPA and completed classes. Placement can be determined in the following ways:

- **Multiple Measures Writing (MMW)**
High school GPA of 2.6 & successful completion of 2.0 credits of high school writing courses with a “C” or better
- **Multiple Measures Reading (MMR)**
High school GPA of 2.6 & successful completion of 2.0 credits of high school literature courses with a “C” or better
- **Multiple Measures Math 1 (MMM_1)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school math (Algebra 1 or equivalent) with a “C” or better
- **Multiple Measures Math 2 (MMM_2)**
High school GPA of 2.6 & successful completion of 2.0 credits of high school math including Algebra 1 and Algebra 2 with a “C” or better
- **Multiple Measures Science 1 (MMS_1)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school lab science course with a “C” or better
- **Multiple Measures Science 2 (MMS_2)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school chemistry with a “C” or better

Past high school and college transcripts are used in making course placement decisions.

SAMPLE FULL-TIME CURRICULUM OPTION

Surgical Technology • 62 Total Credits

Prerequisite/Required Prior to Beginning Surgical Technology Courses

Prerequisite 4 Credits	Course Number	Course Name	CPL	Credits
	10801677	General Anatomy & Physiology	Yes	4
Term 14 Credits	Course Number	Course Name	CPL	Credits
	10501101	Medical Terminology	Yes	3
	10512125	Intro to Surgical Technology	No	4
	10512126	Surgical Tech Fundamentals 1	No	4
	10512127	Exploring Surgical Issues	Yes	2
	10890102	GPS for Student Success	Yes	1
Term 15 Credits	Course Number	Course Name	CPL	Credits
	10512128	Surgical Tech Fundamentals 2	No	4
	10512129	Surgical Pharmacology	Yes	2
	10512130	Surgical Skills Application	Yes	2
	10806197	Microbiology	Yes	4
	10801195 or 10801136	Written Communication or English Composition 1	Yes	3
Term 16 Credits	Course Number	Course Name	CPL	Credits
	10512131	Surgical Interventions I	No	4
	10512132	Surgical Technology Clinical 1	No	3
	10512133	Surgical Technology Clinical 2	No	3
	10801198 or 10801196	Speech or Oral/Interpersonal Communication	Yes	3
	10809122 or 10809172 or 10809196	Introduction to American Government or Introduction to Diversity Studies or Introduction to Sociology	Yes	3
Term 13 Credits	Course Number	Course Name	CPL	Credits
	10512135	Surgical Technology Clinical 3	No	3
	10512136	Surgical Technology Clinical 4	Yes	3
	10512142	Surgical Interventions II	No	4
	10809198 or 10809188	Introduction to Psychology or Developmental Psychology	Yes	3

Please Note

- Credit for Prior Learning (CPL) options are available for some courses. You can visit mstc.edu/cpl or contact your academic advisor for details.
- This curriculum sequence is only for student planning. Actual student schedules will vary depending on course availability.
- Program completion time may vary based on student scheduling and course availability. For details, go to mstc.edu/schedule.
- Get the latest updates online at mstc.edu.

SAMPLE PART-TIME CURRICULUM OPTION

Surgical Technology • 62 Total Credits

Prerequisite/Required Prior to Beginning Surgical Technology Courses

Prerequisite 4 Credits	Course Number	Course Name	CPL	Credits
	10801677	General Anatomy & Physiology	Yes	4
Term 7 Credits	Course Number	Course Name	CPL	Credits
	10501101	Medical Terminology	Yes	3
	10809198 or 10809188	Introduction to Psychology or Developmental Psychology	Yes	3
	10890102	GPS for Student Success	Yes	1
Term 7 Credits	Course Number	Course Name	CPL	Credits
	10806197	Microbiology	Yes	4
	10801195 or 10801136	Written Communication or English Composition 1	Yes	3
Term 10 Credits	Course Number	Course Name	CPL	Credits
	10512125	Intro to Surgical Technology	No	4
	10512126	Surgical Tech Fundamentals 1	No	4
	10512127	Exploring Surgical Issues	Yes	2
Term 8 Credits	Course Number	Course Name	CPL	Credits
	10512128	Surgical Tech Fundamentals 2	No	4
	10512129	Surgical Pharmacology	Yes	2
	10512130	Surgical Skills Application	Yes	2
Term 6 Credits	Course Number	Course Name	CPL	Credits
	10801198 or 10801196	Speech or Oral/Interpersonal Communication	Yes	3
	10809122 or 10809172 or 10809196	Introduction to American Government or Introduction to Diversity Studies or Introduction to Sociology	Yes	3
Term 10 Credits	Course Number	Course Name	CPL	Credits
	10512131	Surgical Interventions I	No	4
	10512132	Surgical Technology Clinical 1	No	3
	10512133	Surgical Technology Clinical 2	No	3
Term 10 Credits	Course Number	Course Name	CPL	Credits
	10512135	Surgical Technology Clinical 3	No	3
	10512136	Surgical Technology Clinical 4	Yes	3
	10512142	Surgical Interventions II	No	4

Developmental Psychology

10809188

3 credits

Studies human development throughout the lifespan and explores developmental theory and research with an emphasis on the interactive nature of the biological, cognitive, and psychosocial changes that affect the individual from conception to death. Application activities and critical thinking skills enable students to gain an increased knowledge and understanding of themselves and others.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English

English Composition 1

10801136

3 credits

Learners develop and apply skills in all aspects of the writing process. Through a variety of learning activities and written documents, learners employ rhetorical strategies, plan, organize and revise content, apply critical reading strategies, locate and evaluate information, integrate and document sources, and apply standardized English language conventions.

Prerequisite: High School GPA of 2.6 and MMW or Accuplacer Writing of 262 or Accuplacer Reading 253 or ACT English score of 20 or ACT Reading 21 or completion of College Reading and Writing 1 10831104 with a "C" or better

Exploring Surgical Issues

10512127

2 credits

Explores a variety of issues related to surgical technology. Emphasis is placed on becoming a professional member of the surgical team.

Corequisites: Intro to Surgical Technology 10512125 and Surgical Tech Fundamentals 1 10512126

General Anatomy & Physiology

10806177

4 credits

Examines basic concepts of human anatomy and physiology as they relate to health sciences. Using a body systems approach, the course emphasizes the interrelationships between structure and function at the gross and microscopic levels of organization of the entire human body. It is intended to prepare health care professionals who need to apply basic concepts of whole-body anatomy and physiology to informed decision making and professional communication with colleagues and patients.

Prerequisite: High School GPA of 2.6 and MMS_1 and MMM_1 or Accuplacer Reading Skills of 262 and QAS of 246 or ACT Math score of 19 and Reading score of 19 or College Math 10804107 or Intermediate Algebra with Applications 10804118 with a "C" or better, or General Chemistry 10806134, or General Biology 10806114, or Human Body in Health & Disease 31509302

Introduction to Diversity Studies

10809172

3 credits

This course introduces the study of diversity from a local to a global perspective using a holistic, interdisciplinary approach that encourages exploration and prepares students to work in a diverse environment. The course introduces basic diversity concepts, examines the impact of bias and power differentials among groups, explores the use of culturally responsive communication strategies, and compares forces that shape diversity in an international context.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English

Introduction to Ethics: Theory & Application

10809166

3 credits

Provides a basic understanding of the theoretical foundations of ethical thought. Diverse ethical perspectives are used to analyze and compare relevant issues. Students critically evaluate individual, social, and/or professional standards of behavior, and apply a systemic decision-making process to these situations.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English

Introduction to Sociology

10809196

3 credits

Introduces students to the basic concepts of sociology: culture, socialization, social stratification, multi-culturalism, and the five institutions of family, politics, economics, religion, and education. Other topics include demography, deviance, technology, environment, social issues, social change, social organization, and workplace issues.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English

Introduction to Psychology

10809198

3 credits

This science of psychology course is a survey of multiple aspects of behavior and mental processes. It provides an overview of topics such as research methods, theoretical perspectives, learning, cognition, memory, motivation, emotions, personality, abnormal psychology, physiological factors, social influences, and development.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English

Intro to Surgical Technology

10512125

4 credits

Provides the foundational knowledge of the occupational environment. Principles of sterilization and disinfection are learned. Surgical instruments are introduced. Preoperative patient care concepts are simulated. Lab practice is included.

Prerequisites: Admission to Surgical Technology 105121; General Anatomy & Physiology 10806177 with a grade of "C" or better. Corequisite: Medical Terminology 10501101

Medical Terminology

10501101

3 credits

Focuses on the component parts of medical terms: prefixes, suffixes, and word roots. Learners practice formation, analysis, and reconstruction of terms. Emphasizes spelling, definition, and pronunciation. Introduces operative, diagnostic, therapeutic, and symptomatic terminology of all body systems as well as systemic and surgical terminology.

Microbiology

10806197

4 credits

Examines microbial structure, metabolism, genetics, growth and the relationship between humans and microbes. Addresses disease production, epidemiology, host defense mechanisms and the medical impact of microbes. Presents the role of microbes in the environment, industry, and biotechnology.

Prerequisite: "C" or better in General Anatomy & Physiology

10806177 or General Biology 10806114 or Plant Biology 10806184

Oral/Interpersonal Communication

10801196

3 credits

Focuses on developing effective listening techniques and verbal and nonverbal communication skills through oral presentation, group activity, and other projects. The study of self, conflict, and cultural contexts will be explored, as well as their impact on communication.

Prerequisite: High School GPA of 2.6 and MMR and MMW or

Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English or College Reading and Writing with a C or better

Speech

10801198

3 credits

Explores the fundamentals of effective oral presentation to small and large groups. Topic selection, audience analysis, methods of organization, research, structuring evidence and support, delivery techniques, and other essential elements of speaking successfully, including the listening process, form the basis of this course. Includes informative, persuasive, and occasion speech presentations.

Prerequisite: High School GPA of 2.6 and MMR and MMW or

Accuplacer Reading Skills of 253 and Writing of 262 or ACT of 21 Reading/19 English or completion of College Reading and Writing 1 10831104 with a "C" or better

Surgical Interventions I

10512131

4 credits

Provides the foundational knowledge of surgical core and specialty procedures. Examines the pathophysiology, diagnostic interventions, health sciences, and surgical techniques for a variety of procedures.

Prerequisites: Surgical Tech Fundamentals 2 10512128 and Surgical Skills Application 10512130

Surgical Interventions II

10512142

4 credits

Expands knowledge of core and specialty surgical procedures by incorporating pathophysiology, diagnostic interventions, health sciences, and surgical techniques.

Prerequisites: Surgical Interventions 1 10512131 and Surgical Technology Clinical 2 10512133

Surgical Pharmacology

10512129

2 credits

Basic study of drug classifications, care, and handling of drugs and solutions, application of mathematical principles in dosage calculations, terminology related to pharmacology, anesthesia, and drugs used in surgery.

Prerequisites: Surgical Tech Fundamentals 1 10512126

Surgical Skills Application

10512130

2 credits

Provides a transition from the academic to the clinical setting. Learners integrate the surgical technologist skills as they apply to various surgical procedures.

Corequisite: Surgical Tech Fundamentals 2 10512128

Surgical Tech Fundamentals 1

10512126

4 credits

Focuses on preparing the patient and operating room for surgery. Principles of sterile technique are emphasized as the student moves into the scrub role. Lab practice is included.

Corequisite: Intro to Surgical Technology 10512125

Surgical Tech Fundamentals 2

10512128

4 credits

Focuses on enhancing surgical technology skills while functioning as a sterile team member. Lab is included.

Prerequisites: Surgical Tech Fundamentals 1 10512126, and Exploring Surgical Issues 10512127; Corequisites: Microbiology 10806197 and Surgical Pharmacology 10512129

Surgical Technology Clinical 1

10512132

3 credits

Apply basic surgical theories, principles, and procedural techniques in the operating room. Students begin to function as team members under the guidance of the instructor and authorized clinical personnel.

Prerequisites: Surgical Tech Fundamentals 2 10512128, Surgical Skills Application 10512130, General Anatomy & Physiology 10806177, and Microbiology 10806197

Surgical Technology Clinical 2

10512133

3 credits

Further experience in a clinical setting allows the student to continue to improve technical skills while accepting more responsibilities during surgical procedures.

Prerequisites: Surgical Technology Clinical 1 10512132 and Surgical Skills Application 10512130

Surgical Technology Clinical 3**10512135****3 credits**

Further experience in a clinical setting allows the student to continue to improve technical skills while accepting more responsibilities during surgical procedures.

Prerequisite: Surgical Technology Clinical 2 10512133

Surgical Technology Clinical 4**10512136****3 credits**

During this clinical course the student will function relatively independently. Serves as a transition from a student perspective to an employee by utilizing advanced skills for an entry-level Surgical Technologist.

Prerequisite: Surgical Technology Clinical 3 10512135

Written Communication**10801195****3 credits**

Develops writing skills which include prewriting, drafting, revising, and editing. A variety of writing assignments are 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: High School GPA of 2.6 and MMW or Accuplacer Writing of 262 or ACT English score of 20 or completion of College Reading and Writing 1 10831104 with a "C" or better

UNIVERSITY TRANSFER- ASSOCIATE OF ARTS

Associate of Arts (AA) Program Code: 20-800-1 Total Credits: 61

Students in the University Transfer-Associate of Arts program take courses to meet the general requirements of a four-year degree, just like at a four-year campus. Through inquiry, observation, and analysis, students gain knowledge and skills in the arts and sciences, which enable them to broaden their perspective, increase problem-solving skills, and express themselves effectively in both writing and speaking. Students take courses within a core curriculum, with an emphasis on social sciences and humanities.

Students who complete an associate degree often have the benefit of a degree-to-degree transfer, where universities grant junior status and automatically waive specific lower-division requirements, such as general degree requirements, regardless of individual courses taken at Mid-State Technical College.

To learn more about this program, visit mstc.edu/programs.

ACADEMIC ADVISOR

To schedule an appointment with an academic advisor, call 715-422-5300. Academic advisors will travel to other campuses as necessary to accommodate student needs. For more information about advising, visit mstc.edu/advising.

NEW STUDENT CHECKLIST

Complete the following steps to prepare for your New Student Advising appointment with your academic advisor:

- Submit a Mid-State application at mstc.edu/apply.
- Send official transcripts to:
Mid-State Technical College
Student Services
500 32nd Street North
Wisconsin Rapids, WI 54494
- Complete the Free Application for Federal Student Aid (FAFSA) at fafsa.gov. Mid-State's Financial Aid team is available to assist with your FAFSA application and to answer your financial aid questions. Contact Financial Aid or schedule an appointment at mstc.edu/financial-aid.
- Set up student MyCampus account at mstc.edu/mycampus-assistance.
- Schedule a New Student Advising appointment at mstc.edu/advising.

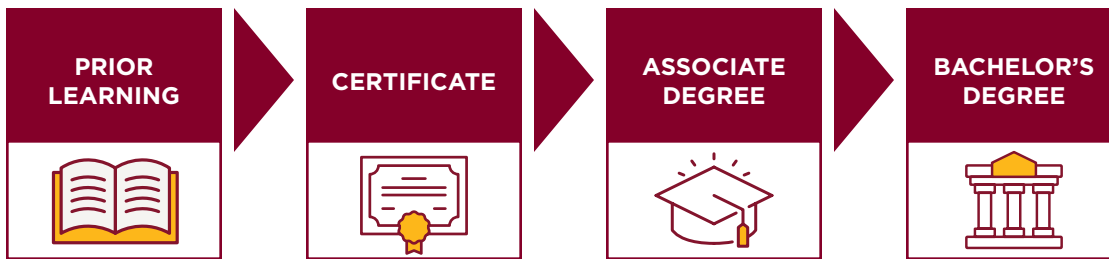
mstc.edu • 888-575-6782 • TTY: 711



Adams Campus • Marshfield Campus • Stevens Point Downtown Campus • Wisconsin Rapids Campus • Virtual Campus • AMETA® Center

Mid-State does not discriminate on the basis of race, color, national origin, sex, disability, or age in its program, activity, or employment. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Vice President - Human Resources; 500 32nd Street North, Wisconsin Rapids, WI 54494; 715-422-5325 • AAEO@mstc.edu. 3/2026-AC

CAREER PATHWAY



Career pathways help you build your education step by step. Each stage offers one or more credentials that are recognized by employers and lead to real jobs—and you can keep building toward your career goals as you go.

Begin at any point.

Prior Learning

Credit for Prior Learning

- Certifications and Licenses
- Military Experience
- National/Standardized Exams
- Transfer Credit
- Work and Life Experience

Learn about Credit for Prior Learning at mstc.edu/cpl.

High School Credit

- High School Dual Credit
- Mid-State Fast Track

Learn about High School Credit at mstc.edu/dc.

Certificate

- Communication Essentials (9 Credits)
- University Transfer (12 Credits)

Associate Degree

- University Transfer-Associate of Arts (61 Credits)

Bachelor's Degree

For those interested in continuing their education, Mid-State offers transfer guides with various four-year colleges and universities. For more information, visit mstc.edu/transfer.

Other Options

Related Programs: University Transfer-Associate of Science

OUTCOMES

Employers will expect you, as a University Transfer-Associate of Arts graduate, to possess the following skills:

- **Communication:** Demonstrate effective communication in diverse contexts using appropriate methods.
- **Intellectual Acquisition of Knowledge:** Demonstrate critical and ethical reasoning.
- **Personal and Social Awareness:** Demonstrate knowledge of life skills required of an effective member of a diverse and global community with increased responsibility for self-directed learning and personal wellness.
- **Problem Solving:** Use mathematical and scientific problem-solving processes.
- **Environmental Awareness:** Demonstrate a heightened awareness of our physical, chemical, and biological environment.

TECHNICAL SKILLS ATTAINMENT

The Wisconsin Technical College System (WTCS) has implemented a requirement that all technical colleges measure outcomes attained by students. This requirement is called Technical Skills Attainment (TSA). The main objective of TSA is to ensure graduates have the technical skills needed by employers. Faculty will let students know when and how the TSA is being assessed in the program.

STUDENT HANDBOOK

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

GRADUATION REQUIREMENT

The GPS for Student Success course is required for all Mid-State program students and is recommended to be completed before obtaining 12 credits. Some students are exempt from this requirement. Please see your academic advisor for more information.

ADDITIONAL COURSES AS NEEDED

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

College Reading and Writing 1

10831104

3 credits

Provides learners with opportunities to develop and expand reading and writing skills to prepare for college-level academic work. Students will employ critical reading strategies to improve comprehension, analysis, and retention of texts. Students will apply the writing process to produce well-developed, coherent, and unified written work.

Pre-Algebra

10834109

3 credits

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

PROGRAM CURRICULUM

GPS for Student Success (1 credit required)

Humanities & Fine Arts and Social & Behavioral Sciences (21 credits required)

- **Communication (9 credits required)**
Must include six credits of English and three credits of Speech.
- **Humanities & Fine Arts (6 credits required)**
Must include courses in at least two disciplines: art, history, journalism/writing, literature, music, philosophy, theatre/film, world language, and political science.
- **Social & Behavioral Sciences (6 credits required)**
Must include courses in at least two disciplines: anthropology, economics, geography, political science, psychology, sociology.

Quantitative Reasoning & Natural Sciences (9 credits required)

- **Quantitative Reasoning (3 credits required)**
- **Natural Science (6 credits required, one lab course required)**

Global Studies & Languages (1 course required)

May be met with one year of high school foreign language with a grade of "C" or better.

Health/Wellness/Physical Education (1 credit required)

Diversity & Ethnic Studies (1 course required)

Electives (Additional credits to attain 61 total credits)

Select any college transfer courses beyond the minimum requirements. One credit of health and PE beyond the required credit may be selected.

MULTIPLE MEASURES

Students can place into courses using high school GPA and completed classes. Placement can be determined in the following ways:

- **Multiple Measures Writing (MMW)**
High school GPA of 2.6 & successful completion of 2.0 credits of high school writing courses with a "C" or better
- **Multiple Measures Reading (MMR)**
High school GPA of 2.6 & successful completion of 2.0 credits of high school literature courses with a "C" or better
- **Multiple Measures Math 1 (MMM_1)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school math (Algebra 1 or equivalent) with a "C" or better
- **Multiple Measures Math 2 (MMM_2)**
High school GPA of 2.6 & successful completion of 2.0 credits of high school math including Algebra 1 and Algebra 2 with a "C" or better
- **Multiple Measures Science 1 (MMS_1)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school lab science course with a "C" or better
- **Multiple Measures Science 2 (MMS_2)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school chemistry with a "C" or better

Past high school and college transcripts are used in making course placement decisions.

ALL COURSES FOR UNIVERSITY TRANSFER-ASSOCIATE OF ARTS

GPS for Student Success (1 credit required)

Course Number	Course Name	CPL	Credits
10890102	GPS for Student Success	Yes	1

Communication • English (6 credits required)

Course Number	Course Name	CPL	Credits
10801136	English Composition 1	Yes	3
20801223	English 2	Yes	3

Communication • Speech (3 credits required)

Course Number	Course Name	CPL	Credits
10801196	Oral/Interpersonal Communication	Yes	3
10801198	Speech	Yes	3

Students cannot take Oral/Interpersonal to fulfill their required Speech credit. It may be used as an elective.

Humanities & Fine Arts (6 credits required)

Course Number	Course Name	CPL	Credits
10809103	Think Critically & Creatively	Yes	3
10809166	Introduction to Ethics: Theory & Application	Yes	3
20801227	Creative Writing	Yes	3
20801233	Children's Literature	Yes	3
20801247	Contemporary World Literature	Yes	3
20801204	Introduction to Literature	Yes	3
20803211	US History to 1877	Yes	3
20803212	US History 1877 to Present	No	3
20803258	World History to 1500	No	3
20805201	Music Appreciation	Yes	3
20809223	Introduction to World Religions	Yes	3
20809226	Environmental Ethics	No	3
20809260	Introduction to Philosophy	Yes	3

Please Note

- Credit for Prior Learning (CPL) options are available for some courses. You can visit mstc.edu/cpl or contact your academic advisor for details.
- This curriculum sequence is only for student planning. Actual student schedules will vary depending on course availability.
- Program completion time may vary based on student scheduling and course availability. For details, go to mstc.edu/schedule.
- Get the latest updates online at mstc.edu.

Social & Behavioral Science (6 credits required)

Course Number	Course Name	CPL	Credits
10140101	Global Cultural Experience	No	1
10809122	Introduction to American Government	Yes	3
10809172	Introduction to Diversity Studies	Yes	3
10809188	Developmental Psychology	Yes	3
10809195	Economics	Yes	3
10809196	Introduction to Sociology	Yes	3
10809198	Introduction to Psychology	Yes	3
10809217	Race, Class, Gender	No	3
10809283	Cultural Anthropology & Human Diversity	No	3
20809237	Abnormal Psychology	Yes	3
20809254	Educational Psychology	Yes	3
20809204	Marriage and Family	Yes	3
20809287	Principles of Macroeconomics	Yes	3
20809291	Principles of Microeconomics	Yes	3

Quantitative Reasoning (3 credits required)

Course Number	Course Name	CPL	Credits
10804118	Intermediate Algebra with Applications	Yes	4
10804135	Quantitative Reasoning	Yes	3
10804189	Introductory Statistics	Yes	3
10804190	Calculus and Analytic Geometry 1	Yes	5
10804195	College Algebra with Applications	Yes	3
10804196	Trigonometry with Applications	Yes	3
20804227	Elementary Math Education 1	No	4
20804237	Elementary Math Education 2	No	4

Natural Science (6 credits required, one lab course required)

Course Number	Course Name	CPL	Credits
10806112	Principles of Sustainability	Yes	3
10806114	General Biology	No	4
10806134	General Chemistry	Yes	4
10806143	College Physics 1	No	3
10806154	General Physics 1	Yes	4
10806177	General Anatomy & Physiology	Yes	4
10806179	Advanced Anatomy & Physiology	No	4
10806186	Intro to Biochemistry	No	4
10806189	Basic Anatomy	No	3
10806197	Microbiology	Yes	4
10806198	Human Biology	No	4
20806215	Environmental Science	No	3

Courses that have labs: 10806114, 10806134, 10806143, 10806154, 10806177, 10806179, 10806197, and 10806186

Global Studies & Languages (1 course required)

Course Number	Course Name	CPL	Credits
10140101	Global Cultural Experience	No	1
10809283	Cultural Anthropology and Human Diversity	No	3
20802211	Spanish 1	No	4
20802212	Spanish 2	No	4
20809223	Introduction to World Religions	Yes	3

Health/Wellness/PE (1 credit required)

Course Number	Course Name	CPL	Credits
10807205	The Well Traveler	Yes	1
10807210	Environmental Wellness	No	1
20807202	Nutrition for Life	Yes	1
20807203	Stress Management Fitness for Life	Yes	1
20807204	Physical Fitness for Life	Yes	1

Diversity & Ethnic Studies (1 course required)

Course Number	Course Name	CPL	Credits
10140101	Global Cultural Experience	No	1
10809172	Introduction to Diversity Studies	Yes	3
10809217	Race, Class, Gender	No	3
10809283	Cultural Anthropology and Human Diversity	No	3

Electives (Additional credits to attain 61 total credits)

- Select other courses to fill in available credits.
- One additional credit of Health/Wellness/PE may be selected.
- If students satisfy the world language requirement by successfully completing a full year of high school world language with a “C” or better, then they may need elective credits to satisfy the program credit requirement.

Abnormal Psychology

20809237

3 credits

The course addresses the foundations of abnormal psychology and psychological disorders, including their characteristics, possible causes, assessments, diagnostic processes, and treatments. The course includes examination of major historical and theoretical perspectives, research, sociocultural considerations, and elements of psychological wellness.

Prerequisite: Introduction to Psychology 10809198 with a grade of "C" or better

Advanced Anatomy & Physiology

10806179

4 credits

The second semester in a two-semester sequence in which normal human anatomy and physiology are studied using a body system approach with emphasis on the interrelationships between form and function at the gross and microscopic levels of organization. Instructional delivery is within a classroom and laboratory setting. Experimentation within a science lab includes analysis of cellular metabolism and the individual components of body systems such as the nervous, neuromuscular, cardiovascular, and urinary. Continued examination of homeostatic mechanisms and their relationship to fluid, electrolyte, acid-base balance, and blood. Integration of genetics to human reproduction and development are also included in this course.

Prerequisite: General Anatomy & Physiology 10806177 with a grade of "C" or better

Basic Anatomy

10806189

3 credits

Examines concepts of anatomy and physiology as they relate to health careers. Learners correlate anatomical and physiological terminology to all body systems.

Prerequisite: High School GPA of 2.6 and MMM_1 or MMS_1 or Accuplacer QAS 246 or Accuplacer Reading Skills of 249 or ACT Math 19 or ACT Reading score of 15

Calculus & Analytic Geometry 1

10804190

5 credits

Designed for students of mathematics, science, and engineering. An introduction to the basic properties of limits, rate of change of functions, continuity, derivatives of algebraic and elementary transcendental functions, their products quotients and compositions, curve sketching, finding maxima and minima, and indefinite and definite integration with applications.

Prerequisites: College Algebra with Applications 10804195 and Trigonometry with Applications 10804196 with a "C" or better

Children's Literature

20801233

3 credits

Introduces the forms, functions, and merits of literature for children. Students will read and evaluate both classic and contemporary texts for a variety of age levels. Readings, lecture, class discussion, and projects will also explore historical and cultural contexts for, and influences upon, children's literature. Special consideration will be given to diverse and multicultural works. Art and illustration will also be explored as storytelling tools.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading score of 253 and Writing of 262 or ACT English 16 or ACT Reading score of 20 or completion of College Reading and Writing 1 10831104 with a "C" or better

College Algebra with Applications

10804195

3 credits

Covers the skills needed for success in calculus and many application areas on a baccalaureate level. Topics include the real and complex number systems, polynomials, exponents, radicals, solving equations and inequalities (linear and nonlinear), relations and functions, systems of equations and inequalities (linear and nonlinear), matrices, graphing, conic sections, sequences and series, combinatorics, and the binomial theorem.

Prerequisite: ACT Math score of 22 or Trigonometry with Applications 10804196 or Intermediate Algebra with Applications 10804118 with a "C" or better

College Physics 1

10806143

3 credits

Presents the applications and theory of basic physics principles. This course emphasizes problem solving, laboratory investigation and applications. Topics include laboratory safety, unit conversions and analysis, kinematics, dynamics, work, energy, power, temperature and heat.

Corequisite: Trigonometry with Applications 10804196

Contemporary World Literature

20801247

3 credits

Contemporary World Literature presents a post-World War II overview of diverse and multicultural literature. Through readings in long and short fiction and poetry, students explore the way different cultures and writers see their internal and external worlds in relation to their sense of self. The primary focus will be on diverse and multicultural text analysis, seeking and challenging evidence of universal themes and human experience.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading score of 253 and Writing of 262 or ACT English 16 or ACT Reading score of 20 or completion of College Reading and Writing 1 10831104 with a "C" or better

Creative Writing

20801227

3 credits

Introduces and encourages the creative writing process as an avenue for individual expression. Students will read and respond to works of creative writing in various genres to determine their principles as well as how and why writers break formal conventions. Students will experiment with techniques for producing original work in both poetry and prose. Emphasis is on idea generation, collaborative feedback, and effective revision. This is a workshop-based course.

Prerequisites: MMR; MMW; Accuplacer Reading 253; Accuplacer Writing 262; ACT Reading 21; ACT English 19

Cultural Anthropology and Human Diversity

10809283

3 credits

This course explores the range of human cultural diversity around the world and seeks explanations of both commonalities and differences. The class will focus on anthropological theoretical perspectives, historical ties indicating patterns of population migrations, and the myriad complexities of modern industrialized multicultural societies, like the United States, as influenced by the global economy and technology.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English

**this course does satisfy the Diversity Ethnic Studies requirement and/or Social and Behavioral Sciences requirement*

Developmental Psychology

10809188

3 credits

Studies human development throughout the lifespan and explores developmental theory and research with an emphasis on the interactive nature of the biological, cognitive, and psychosocial changes that affect the individual from conception to death. Application activities and critical thinking skills enable students to gain an increased knowledge and understanding of themselves and others.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English

Economics

10809195

3 credits

Provides an overview of how a market-oriented economic system operates and surveys the factors that influence national economic policy. Basic concepts and analyses are illustrated by reference to a variety of contemporary problems and public policy issues. Concepts include scarcity, resources, alternative economic systems, growth, supply and demand, monetary and fiscal policy, inflation, unemployment and global economic issues.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English

Educational Psychology

20809254

3 credits

Explores the psychological theories of development and learning related to education and teaching. Course covers the unique diversity of students that we teach as well as exceptionalities. Students examine learning theory and instructional practice as well as issues of motivation and classroom management. Classroom planning and assessment methods and techniques are evaluated.

Prerequisite: Introduction to Psychology 10809198 or Developmental Psychology 10809188 with a "C" or better

Elementary Math Education 1

20804227

4 credits

Covers mathematics content necessary for prospective early childhood and elementary teachers. Topics include foundational and historical concepts from arithmetic and algebra.

Prerequisite: High school GPA 2.6 and MMM_2 or Accuplacer Arithmetic of 263 and QAS 234 or ACT Math score of 19 or QAS of 245 or Intermediate Algebra with Applications 10804118 with a "C" or better

Elementary Math Education 2

20804237

4 credits

Includes concepts of proportionality, statistics and probability, plane geometry, the geometry of solids, and measurement.

Prerequisite: Elementary Math Education 1 20804227; High school GPA 2.6 and MMM_2 or Accuplacer Arithmetic of 263 and QAS 234 or ACT Math score of 19 or QAS of 245 or Intermediate Algebra with Applications 10804118 with a "C" or better

English Composition 1

10801136

3 credits

Learners develop and apply skills in all aspects of the writing process. Through a variety of learning activities and written documents, learners employ rhetorical strategies, plan, organize and revise content, apply critical reading strategies, locate and evaluate information, integrate and document sources, and apply standardized English language conventions.

Prerequisite: High School GPA of 2.6 and MMW or Accuplacer Writing of 262 or Accuplacer Reading 253 or ACT English score of 20 or ACT Reading 21 or completion of College Reading and Writing 1 10831104 with a "C" or better

English 2

20801223

3 credits

Students continue the study of academic writing to attain advanced writing and critical thinking skills. Students learn textual synthesis, analysis, advanced source integration, and rhetorical strategies.

Prerequisite: English Composition 1 10801136 or Written Communication 10801195 with a "C" or better

Environmental Ethics**20809226****3 credits**

An introduction to environmental ethics for students who have had little or no exposure to the philosophical issues surrounding the problems of nature. Problems to be discussed are endangered species, energy and pollution wilderness, environmental justice, world hunger, immigration and overpopulation, animal rights, and corporate obligations regarding the natural environment. Covers theoretical approaches and practical applications and provides a history of the development of our present ecological situations.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English or completion of College Reading and Writing 1 10831104 with a "C" or better

Environmental Science**10102101****3 credits**

Develops an understanding of environmental concerns and current issues including water resources, total land use, population, pollution, and health. Examines ecological, economic, historical, and philosophic views of issues.

Environmental Wellness**10807210****1 credit**

This course will explore the relationship between individuals and their environment and provide an overview of environmental wellness in relation to the impacts on human well-being. The student will focus on the individual's role in preserving and interacting with the environment to promote holistic health through sustainable interventions.

General Anatomy & Physiology**10806177****4 credits**

Examines basic concepts of human anatomy and physiology as they relate to health sciences. Using a body systems approach, the course emphasizes the interrelationships between structure and function at the gross and microscopic levels of organization of the entire human body. It is intended to prepare health care professionals who need to apply basic concepts of whole-body anatomy and physiology to informed decision making and professional communication with colleagues and patients.

Prerequisite: High School GPA of 2.6 and MMS_1 and MMM_1 or Accuplacer Reading Skills of 262 and QAS of 246 or ACT Math score of 19 and Reading score of 19 or College Math 10804107 or Intermediate Algebra with Applications 10804118 with a "C" or better, or General Chemistry 10806134, or General Biology 10806114, or Human Body in Health & Disease 31509302

General Biology**10806114****4 credits**

Introduces general biological concepts and principles. Emphasis is on cell structure and function, genetics, evolution, and taxonomical relationships. Consideration is also given to diversity among the various kingdoms.

Prerequisite: High School GPA of 2.6 and MMS_1, MMM_1; Accuplacer QAS 246 or ACT Math 19 or Accuplacer Reading Skills of 249 or ACT Reading score of 15

General Chemistry**10806134****4 credits**

Covers the fundamentals of chemistry. Topics include the metric system; problem solving; periodic relationships; chemical reactions, chemical equilibrium; properties of water; acids, bases, and salts; and gas laws.

Prerequisite: High School GPA of 2.6 or Accuplacer QAS of 246 or ACT of 19, or College Mathematics 10804107 with a "C" or better, or Intermediate Algebra with Applications 10804118 with a "C" or better.

General Physics 1**10806154****4 credits**

Presents the applications and theory of basic physics principles. This course emphasizes problem solving, laboratory investigation, and applications. Topics include unit conversion and analysis, vectors, translational and rotational kinematics, translational and rotational dynamics, heat and temperature, and harmonic motion and waves.

Corequisite: Trigonometry with Applications 10804196

Global Cultural Experience**10140101****1 credit**

Through travel, students will gain experiences interacting with people from different cultures as they develop perspectives and skills to effectively interact within a global environment. Intercultural values and behaviors will be studied. The impact of geography, history, religion, and politics in shaping individual identities will be analyzed. Students will explore the importance of healthy group dynamics, professional communications, and interpersonal relationships for career success. Independent travel planning and execution will be a focus.

Corequisite: A college-sponsored domestic or international trip is a requirement of this course.

**this course does satisfy the Diversity Ethnic Studies requirement and/or Global Studies and Languages requirement*

Human Biology**10806198****4 credits**

This is an introductory course that emphasizes the structure of the human body and the functional interrelationships of the body's systems. Consideration is given to the human body and disease, human genetics, human ecology, and the role that humans play in the environment. The course consists of 3 hours of lecture and 2 hours of lab per week.

Note: This course does not meet requirements for or substitute for General Anatomy and Physiology or Anatomy & Physiology I and II. *Prerequisite:* High School GPA of 3.0 or Accuplacer Reading Skills of 236, or ACT of 15, or Accuplacer Reading 262, or QAS 246, or ACT Reading 196, or ACT Math 19, or General Chemistry 10806134, or General Biology 10806114, or Human Body in Health & Disease 31509302

Intermediate Algebra with Applications**10804118****4 credits**

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

Prerequisite: High School GPA of 2.6 and MMM_1 or Accuplacer Arithmetic of 263 and QAS 234 or ACT Math score of 19 or QAS of 245 or Pre-Algebra 10834109 with a "C" or better

Intro to Biochemistry**10806186****4 credits**

Provides students with skills and knowledge of organic and biological chemistry necessary for application within Nursing and other Allied Health careers. Emphasis is placed on recognizing the structure, physical properties and chemical reactions of organic molecules, body fluids, and acids. Additional emphasis is placed on biological functions and their relationships to enzymes, proteins, lipids, carbohydrates and DNA.

Prerequisite: MMM_1, MMS_2; Accuplacer QAS 246, Reading 262, ACT Math 19, Reading 16. Chemistry is waived if you have completed two semesters of lab based high school chemistry with a C or better or college level lab-based chemistry with a C or better

Introduction to American Government**10809122****3 credits**

Introduces American political processes and institutions. Focuses on rights and responsibilities of citizens and the process of participatory democracy. Learners examine the complexity of the separation of powers and checks and balances. Explores the role of the media, interest groups, political parties, and public opinion in the political process. Also explores the role of state and national government in our federal system.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English

Introduction to Diversity Studies**10809172****3 credits**

This course introduces the study of diversity from a local to a global perspective using a holistic, interdisciplinary approach that encourages exploration and prepares students to work in a diverse environment. The course introduces basic diversity concepts, examines the impact of bias and power differentials among groups, explores the use of culturally responsive communication strategies, and compares forces that shape diversity in an international context.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English

**this course does satisfy the Diversity & Ethnic Studies requirement and/or Social and Behavioral Sciences requirement*

Introduction to Ethics: Theory & Application**10809166****3 credits**

Provides a basic understanding of the theoretical foundations of ethical thought. Diverse ethical perspectives are used to analyze and compare relevant issues. Students critically evaluate individual, social, and/or professional standards of behavior, and apply a systemic decision-making process to these situations.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English

Introduction to Literature**20801204****3 credits**

Presents the major literary genres of poetry, fiction, nonfiction, and drama, and their distinct characteristics. Students will be introduced to relevant theoretical approaches and the influence of culture on a text's creation. Students will discuss, analyze, interpret, and write about literature. This course enhances appreciation of literature and prepares students for further literary study.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading 262, QAS 246 and Writing of 262 or ACT Reading 196, Math 19 or completion of College Reading and Writing 1 10831104 with a "C" or better

Introduction to Philosophy**20809260****3 credits**

This course introduces the traditional divisions of philosophy and methods of philosophical inquiry as presented by ancient and modern philosophers. Includes an examination of human nature, reality and being, religion and the existence of God, knowledge and truth, moral values, and social and political philosophy. Students will develop thinking, reasoning, and argumentation skills to support their own philosophical perspectives and challenge the perspectives of others.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English or completion of College Reading and Writing 1 10831104 with a "C" or better

Introduction to Psychology**10809198****3 credits**

This science of psychology course is a survey of multiple aspects of behavior and mental processes. It provides an overview of topics such as research methods, theoretical perspectives, learning, cognition, memory, motivation, emotions, personality, abnormal psychology, physiological factors, social influences, and development.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English

COURSE DESCRIPTIONS

Introduction to Sociology

10809196

3 credits

Introduces students to the basic concepts of sociology: culture, socialization, social stratification, multi-culturalism, and the five institutions of family, politics, economics, religion, and education. Other topics include demography, deviance, technology, environment, social issues, social change, social organization, and workplace issues.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English

Introduction to World Religions

20809223

3 credits

This course will familiarize students with the religious traditions of the world by providing a broad overview of major religions including Buddhism, Christianity, Confucianism, Hinduism, Islam, Judaism, and others. Indigenous religions and new religious movements will also be studied. An emphasis is placed on each religion's origins and historical development, main doctrines, teachings, ethics, sacred texts, and ways of worship.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English or completion of College Reading and Writing 1 10831104 with a "C" or better

Introductory Statistics

10804189

3 credits

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

Prerequisite: High School GPA of 2.6 and MMM_2 or Accuplacer QAS 241 or ACT Math score of 19 or Pre-Algebra 10834109 or College Math 10804107 with a "C" or better

Marriage and Family

20809204

3 credits

This course introduces the student to the sociological aspects of marriage and family life in contemporary American society. Students will become familiar with the empirical patterns and trends, political and cultural debates, and policy issues concerning families – and the major theories and research methods used in the sociological study of the family.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English

Microbiology

10806197

4 credits

Examines microbial structure, metabolism, genetics, growth and the relationship between humans and microbes.

Addresses disease production, epidemiology, host defense mechanisms and the medical impact of microbes. Presents the role of microbes in the environment, industry, and biotechnology.

Prerequisite: "C" or better in General Anatomy & Physiology 10806177 or General Biology 10806114 or Plant Biology 10806184

Music Appreciation

20805201

3 credits

Discover how music is intertwined with the history, art, politics, religion, and culture of people from around the world and across the centuries. Students will learn to identify voices, instruments, and genres of music from the Middle Ages to today. Students will develop active listening skills and an understanding of how music, beyond one's personal taste, can be appreciated for its artistry and significance on human interconnectedness. Attendance at one live school, community, or professional musical performance is required.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English

Nutrition for Life

20807202

1 credit

Examines the nutrient requirements of healthy individuals, nutrient categories, and food sources as well as their characteristics in relation to physiological functions, metabolism and disease prevention.

Oral/Interpersonal Communication

10801196

3 credits

Focuses on developing effective listening techniques and verbal and nonverbal communication skills through oral presentation, group activity, and other projects. The study of self, conflict, and cultural contexts will be explored, as well as their impact on communication.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English or College Reading and Writing with a C or better

Physical Fitness for Life

20807204

1 credit

Examines the relationship of physical fitness and activity to healthy lifestyles and wellness. Students will access current level of fitness, then plan and implement a personal fitness program.

COURSE DESCRIPTIONS

Principles of Macroeconomics

20809287

3 credits

Macroeconomics explores the performance and behaviors of a free-market economy; specifically output, income, and employment and how forces act to shape these factors and determine their fluctuations. Government fiscal and monetary roles as well as the impact of international transactions on the domestic economy are studied. Balance is drawn between theory, analysis, and a critique of the institutions that characterize modern mixed-capitalist economies. Conflicting social goals and economic constraints provide the framework through which the macroeconomy is analyzed.

Prerequisite: MMR, MMW, Accuplacer Reading 236, Writing 237; ACT Reading 15, English 16

Principles of Microeconomics

20809291

3 credits

This course introduces economic analysis of individual, business, and industry choices in the market economy. Topics include the price mechanism, supply and demand, optimizing economic behavior, costs and revenue, market structures, factor markets, income distribution, market failure, and government intervention. Upon completion, students should be able to identify and evaluate consumer and business alternatives to achieve economic objectives efficiently.

Prerequisite: MMR, MMW, Accuplacer Reading 236, Writing 237; ACT Reading 15, English 16

Principles of Sustainability

10806112

3 credits

Prepares the student to develop sustainable literacy, analyze the interconnections among the physical and biological sciences and environmental systems, summarize the effects of sustainability on health and well-being, analyze connections among social, economic, and environmental systems, employ energy conservation strategies to reduce the use of fossil fuels, investigate alternative energy options, evaluate options to current waste disposal and recycling in the U.S., and analyze approaches used by your community to promote and implement sustainability.

Quantitative Reasoning

10804135

3 credits

This course is intended to develop analytic reasoning and the ability to solve quantitative problems. Topics to be covered may include construction and interpretation of graphs; descriptive statistics; geometry and spatial visualizations; math of finance; functions and modeling; probability; and logic. Appropriate use of units and dimensions, estimates, mathematical notation, and available technology will be emphasized throughout the course.

Prerequisite: High School GPA of 2.6 and MMM_1 or Accuplacer QAS 241 or ACT Math score of 19 or Pre-Algebra 10834109 or College Math 10804107 with a "C" or better

Race, Class, Gender

10809217

3 credits

This course considers how race, class, gender, and sexuality, with roots in historical legacies of power, privilege, and oppression, continue to be constructed in a global context. Rather than analyzing race, class, gender, and sexuality as separate and distinct categories of difference, this course utilizes various theories to explore how these variables integrate, overlap, and intersect to affect individuals' and groups' lived experiences with structures of power. The course concludes with an examination of social movements and their role in constructing identity, challenging structural inequality, and creating social change.

Prerequisite: Introduction to Diversity Studies 10809172 or Introduction to Sociology 10809196

**this course does satisfy the Diversity Ethnic Studies requirement and/or Social and Behavioral Sciences requirement*

Spanish 1

20802211

4 credits

For students beginning the study of Spanish. Emphasizes development of basic communicative skills through practice in listening, speaking, reading, and writing. Stresses vocabulary and grammar to enhance students' ability to speak and write in Spanish. Study of customs and values provides an increased awareness of Spanish speaking cultures. On completion students are expected to participate in uncomplicated conversations on everyday topics.

Spanish 2

20802212

4 credits

Enhances student ability to learn to read, write, understand, and speak Spanish.

Prerequisite: Spanish 1 20802211 with a "C" or better

Speech

10801198

3 credits

Explores the fundamentals of effective oral presentation to small and large groups. Topic selection, audience analysis, methods of organization, research, structuring evidence and support, delivery techniques, and other essential elements of speaking successfully, including the listening process, form the basis of this course. Includes informative, persuasive, and occasion speech presentations.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 253 and Writing of 262 or ACT of 21 Reading/19 English or completion of College Reading and Writing 1 10831104 with a "C" or better

Stress Management: Fitness for Life

20807203

1 credit

The course explores the nature of stress, determinant causes, the physiological and psychological reactions to stress and will introduce and implement physiological, cognitive, and behavioral stress management techniques.

Technical Reporting**10801197****3 credits**

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

Prerequisite: English Composition 1 10801136 or Written Communication 10801195 with a "C" or better

The Well Traveler**10807205****1 credit**

In this course the student will examine components of travel as it impacts their personal dimensions of health and wellness. The student will develop global citizenship skills by preparing for travel with an emphasis on maximizing opportunities that support individual well-being and the appreciation of growth through experiences. We will also explore interventions to ensure safety while traveling.

Think Critically & Creatively**10809103****3 credits**

Provides instruction about critical and creative thinking that is in high demand in all occupations. Models, theories, and processes provide the foundation for learning logical thinking strategies. Students will apply a systematic approach to problem solving by analyzing the problem, assessing possible solutions, and making effective decisions. In addition, students will generate ideas and analyze complex issues. This course assists students with developing a critical thinking mindset which is essential at every level of personal and professional life.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English

Trigonometry with Applications**10804196****3 credits**

Topics include circular functions, graphing of trigonometry functions, identities, equations, trigonometric functions of angles, inverse functions, solutions of triangles, complex numbers, DeMoivre's Theorem, polar coordinates, and vectors.

Prerequisite: ACT Math score of 22 or Intermediate Algebra with Applications 10804118 with a "C" or better

U.S. History 1877 to Present**20803212****3 credits**

Surveys U.S. political, social, and economic development from the post-Civil War era to the present. Emphasizes reading, writing, and discussion.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English or completion of College Reading and Writing 1 10831104 with a "C" or better

U.S. History to 1877**20803211****3 credits**

Surveys U.S. political, social, and economic development from the pre-colonial era to the post-Civil War period.

Emphasizes reading, writing, and discussion.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English or completion of College Reading and Writing 1 10831104 with a "C" or better

World History to 1500**20803258****3 credits**

Survey to 1500 of the political, economic, social, geographic, and religious/philosophical characteristics of the major world civilizations and the interactions among these civilizations.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English or completion of College Reading and Writing 1 10831104 with a "C" or better

UNIVERSITY TRANSFER- ASSOCIATE OF SCIENCE

Associate of Science (AS)

Program Code: 20-800-2

Total Credits: 61

Students in the University Transfer-Associate of Science program take courses to meet the general requirements of a four-year degree, just like at a four-year campus. Through inquiry, observation, and analysis, students gain knowledge and skills in the arts and sciences, which enable them to broaden their perspective, increase problem-solving skills, and express themselves effectively in both writing and speaking. Students take courses within a core curriculum, with an emphasis on science and mathematics.

Students who complete an associate degree often have the benefit of a degree-to-degree transfer, where universities grant junior status and automatically waive specific lower-division requirements, such as general degree requirements, regardless of individual courses taken at Mid-State Technical College.

To learn more about this program, visit mstc.edu/programs.

ACADEMIC ADVISOR

To schedule an appointment with an academic advisor, call 715-422-5300. Academic advisors will travel to other campuses as necessary to accommodate student needs. For more information about advising, visit mstc.edu/advising.

NEW STUDENT CHECKLIST

Complete the following steps to prepare for your New Student Advising appointment with your academic advisor:

- Submit a Mid-State application at mstc.edu/apply.
- Send official transcripts to:
Mid-State Technical College
Student Services
500 32nd Street North
Wisconsin Rapids, WI 54494
- Complete the Free Application for Federal Student Aid (FAFSA) at fafsa.gov. Mid-State's Financial Aid team is available to assist with your FAFSA application and to answer your financial aid questions. Contact Financial Aid or schedule an appointment at mstc.edu/financial-aid.
- Set up student MyCampus account at mstc.edu/mycampus-assistance.
- Schedule a New Student Advising appointment at mstc.edu/advising.

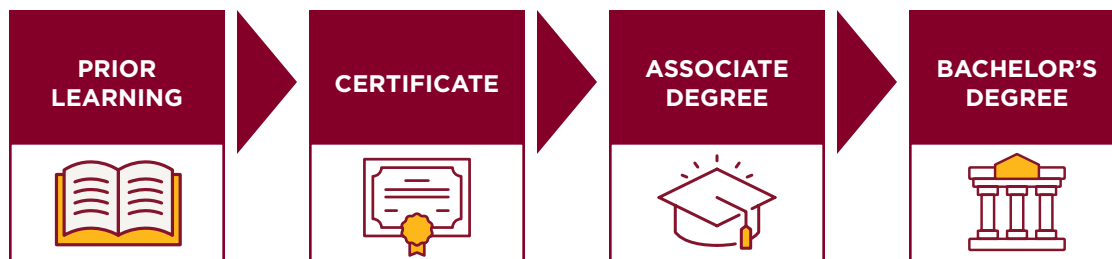
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Adams Campus • Marshfield Campus • Stevens Point Downtown Campus • Wisconsin Rapids Campus • Virtual Campus • AMETA® Center

Mid-State does not discriminate on the basis of race, color, national origin, sex, disability, or age in its program, activity, or employment. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Vice President - Human Resources; 500 32nd Street North, Wisconsin Rapids, WI 54494; 715-422-5325 • AAEO@mstc.edu. 3/2026-AC

CAREER PATHWAY



Career pathways help you build your education step by step. Each stage offers one or more credentials that are recognized by employers and lead to real jobs—and you can keep building toward your career goals as you go.

Begin at any point.

Prior Learning

Credit for Prior Learning

- Certifications and Licenses
- Military Experience
- National/Standardized Exams
- Transfer Credit
- Work and Life Experience

Learn about Credit for Prior Learning at mstc.edu/cpl.

High School Credit

- High School Dual Credit
- Mid-State Fast Track

Learn about High School Credit at mstc.edu/dc.

Certificate

- Communication Essentials (9 Credits)
- University Transfer (12 Credits)

Associate Degree

- University Transfer-Associate of Science (61 Credits)

Bachelor's Degree

For those interested in continuing their education, Mid-State offers transfer guides with various four-year colleges and universities. For more information, visit mstc.edu/transfer.

Other Options

Related Programs: University Transfer-Associate of Arts

OUTCOMES

Employers will expect you, as a University Transfer-Associate of Science graduate, to possess the following skills:

- **Communication:** Demonstrate effective communication in diverse contexts using appropriate methods.
- **Intellectual Acquisition of Knowledge:** Demonstrate critical and ethical reasoning.
- **Personal and Social Awareness:** Demonstrate knowledge of life skills required of an effective member of a diverse and global community with increased responsibility for self-directed learning and personal wellness.
- **Problem Solving:** Use mathematical and scientific problem-solving processes.
- **Environmental Awareness:** Demonstrate a heightened awareness of our physical, chemical, and biological environment.

TECHNICAL SKILLS ATTAINMENT

The Wisconsin Technical College System (WTCS) has implemented a requirement that all technical colleges measure outcomes attained by students. This requirement is called Technical Skills Attainment (TSA). The main objective of TSA is to ensure graduates have the technical skills needed by employers. Faculty will let students know when and how the TSA is being assessed in the program.

STUDENT HANDBOOK

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

GRADUATION REQUIREMENT

The GPS for Student Success course is required for all Mid-State program students and is recommended to be completed before obtaining 12 credits. Some students are exempt from this requirement. Please see your academic advisor for more information.

ADDITIONAL COURSES AS NEEDED

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

College Reading and Writing 1

10831104

3 credits

Provides learners with opportunities to develop and expand reading and writing skills to prepare for college-level academic work. Students will employ critical reading strategies to improve comprehension, analysis, and retention of texts. Students will apply the writing process to produce well-developed, coherent, and unified written work.

Pre-Algebra

10834109

3 credits

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

PROGRAM CURRICULUM

GPS for Student Success (1 credit required)

Humanities & Fine Arts and Social & Behavioral Sciences (21 credits required)

- **Communication (9 credits required)**
Must include: six credits of English, three credits of Speech.
- **Humanities & Fine Arts (6 credits required)**
Must include courses in at least two disciplines: art, history, journalism/writing, literature, music, philosophy, theatre/film, world language, and political science.
- **Social & Behavioral Sciences (6 credits required)**
Must include courses in at least two disciplines: anthropology, economics, geography, political science, psychology, sociology.

Quantitative Reasoning & Natural Sciences (18 credits required)

- **Quantitative Reasoning (3 credits required)**
- **Natural Sciences with Lab (6 credits required)**
Two lab courses required, one from each science discipline.

Global Studies & Languages (1 course required)

May be met with one year of high school foreign language with a grade of "C" or better.

Health/Wellness/Physical Education (1 credit required)

Diversity & Ethnic Studies (1 course required)

Electives (Additional credits to attain 61 total credits)

Select any college transfer courses beyond the minimum requirements. One credit of health and PE beyond the required credit may be selected.

MULTIPLE MEASURES

Students can place into courses using high school GPA and completed classes. Placement can be determined in the following ways:

- **Multiple Measures Writing (MMW)**
High school GPA of 2.6 & successful completion of 2.0 credits of high school writing courses with a "C" or better
- **Multiple Measures Reading (MMR)**
High school GPA of 2.6 & successful completion of 2.0 credits of high school literature courses with a "C" or better
- **Multiple Measures Math 1 (MMM_1)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school math (Algebra 1 or equivalent) with a "C" or better
- **Multiple Measures Math 2 (MMM_2)**
High school GPA of 2.6 & successful completion of 2.0 credits of high school math including Algebra 1 and Algebra 2 with a "C" or better
- **Multiple Measures Science 1 (MMS_1)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school lab science course with a "C" or better
- **Multiple Measures Science 2 (MMS_2)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school chemistry with a "C" or better

Past high school and college transcripts are used in making course placement decisions.

ALL COURSES FOR UNIVERSITY TRANSFER-ASSOCIATE OF SCIENCE

GPS for Student Success (1 credit required)

Course Number	Course Name	CPL	Credits
10890102	GPS for Student Success	Yes	1

Communication • English (6 credits required)

Course Number	Course Name	CPL	Credits
10801136	English Composition 1	Yes	3
20801223	English 2	Yes	3

Communication • Speech (3 credits required)

Course Number	Course Name	CPL	Credits
10801196	Oral/Interpersonal Communication	Yes	3
10801198	Speech	Yes	3

Students cannot take Oral/Interpersonal to fulfill their required Speech credit. It may be used as an elective.

Humanities & Fine Arts (6 credits required)

Course Number	Course Name	CPL	Credits
10809103	Think Critically & Creatively	Yes	3
10809166	Introduction to Ethics: Theory & Application	Yes	3
20801227	Creative Writing	Yes	3
20801233	Children's Literature	Yes	3
20801247	Contemporary World Literature	Yes	3
20801204	Introduction to Literature	Yes	3
20803211	US History to 1877	Yes	3
20803212	US History 1877 to Present	No	3
20803258	World History to 1500	No	3
20805201	Music Appreciation	Yes	3
20809223	Introduction to World Religions	Yes	3
20809226	Environmental Ethics	No	3
20809260	Introduction to Philosophy	Yes	3

Please Note

- Credit for Prior Learning (CPL) options are available for some courses. You can visit mstc.edu/cpl or contact your academic advisor for details.
- This curriculum sequence is only for student planning. Actual student schedules will vary depending on course availability.
- Program completion time may vary based on student scheduling and course availability. For details, go to mstc.edu/schedule.
- Get the latest updates online at mstc.edu.

Social & Behavioral Science (6 credits required)

Course Number	Course Name	CPL	Credits
10140101	Global Cultural Experience	No	1
10809122	Introduction to American Government	Yes	3
10809172	Introduction to Diversity Studies	Yes	3
10809188	Developmental Psychology	Yes	3
10809195	Economics	Yes	3
10809196	Introduction to Sociology	Yes	3
10809198	Introduction to Psychology	Yes	3
10809217	Race, Class, Gender	No	3
10809283	Cultural Anthropology & Human Diversity	No	3
20809237	Abnormal Psychology	Yes	3
20809254	Educational Psychology	Yes	3
20809204	Marriage and Family	Yes	3
20809287	Principles of Macroeconomics	Yes	3
20809291	Principles of Microeconomics	Yes	3

Quantitative Reasoning (3 credits required)

Course Number	Course Name	CPL	Credits
10804118	Intermediate Algebra with Applications	Yes	4
10804135	Quantitative Reasoning	Yes	3
10804189	Introductory Statistics	Yes	3
10804190	Calculus and Analytic Geometry 1	Yes	5
10804195	College Algebra with Applications	Yes	3
10804196	Trigonometry with Applications	Yes	3
20804227	Elementary Math Education 1	No	4
20804237	Elementary Math Education 2	No	4

Natural Sciences with Lab (6 credits required)

Course Number	Course Name	CPL	Credits
10806112	Principles of Sustainability	Yes	3
10806114	General Biology	No	4
10806134	General Chemistry	Yes	4
10806143	College Physics 1	No	3
10806154	General Physics 1	Yes	4
10806177	General Anatomy & Physiology	Yes	4
10806179	Advanced Anatomy & Physiology	No	4
10806186	Intro to Biochemistry	No	4
10806189	Basic Anatomy	No	3
10806197	Microbiology	Yes	4
10806198	Human Biology	No	4
20806215	Environmental Science	No	3

Courses that have labs: 10806114, 10806134, 10806143, 10806154, 10806177, 10806179, 10806197, and 10806186

Global Studies & Languages (1 course required)

Course Number	Course Name	CPL	Credits
10140101	Global Cultural Experience	No	1
10809283	Cultural Anthropology and Human Diversity	No	3
20802211	Spanish 1	No	4
20802212	Spanish 2	No	4
20809223	Introduction to World Religions	Yes	3

Health/Wellness/PE (1 credit required)

Course Number	Course Name	CPL	Credits
10807205	The Well Traveler	Yes	1
10807210	Environmental Wellness	No	1
20807202	Nutrition for Life	Yes	1
20807203	Stress Management Fitness for Life	Yes	1
20807204	Physical Fitness for Life	Yes	1

Diversity & Ethnic Studies (1 course required)

Course Number	Course Name	CPL	Credits
10140101	Global Cultural Experience	No	1
10809172	Introduction to Diversity Studies	Yes	3
10809217	Race, Class, Gender	No	3
10809283	Cultural Anthropology and Human Diversity	No	3

Electives (Additional credits to attain 61 total credits)

- Select other courses to fill in available credits.
- One additional credit of Health/Wellness/PE may be selected.
- If students satisfy the world language requirement by successfully completing a full year of high school world language with a “C” or better, then they may need elective credits to satisfy the program credit requirement.

Abnormal Psychology

20809237

3 credits

The course addresses the foundations of abnormal psychology and psychological disorders, including their characteristics, possible causes, assessments, diagnostic processes, and treatments. The course includes examination of major historical and theoretical perspectives, research, sociocultural considerations, and elements of psychological wellness.

Prerequisite: Introduction to Psychology 10809198 with a grade of "C" or better

Advanced Anatomy & Physiology

10806179

4 credits

The second semester in a two-semester sequence in which normal human anatomy and physiology are studied using a body system approach with emphasis on the interrelationships between form and function at the gross and microscopic levels of organization. Instructional delivery is within a classroom and laboratory setting. Experimentation within a science lab includes analysis of cellular metabolism and the individual components of body systems such as the nervous, neuromuscular, cardiovascular, and urinary. Continued examination of homeostatic mechanisms and their relationship to fluid, electrolyte, acid-base balance, and blood. Integration of genetics to human reproduction and development are also included in this course.

Prerequisite: General Anatomy & Physiology 10806177 with a grade of "C" or better

Basic Anatomy

10806189

3 credits

Examines concepts of anatomy and physiology as they relate to health careers. Learners correlate anatomical and physiological terminology to all body systems.

Prerequisite: High School GPA of 2.6 and MMM_1 or MMS_1 or Accuplacer QAS 246 or Accuplacer Reading Skills of 249 or ACT Math 19 or ACT Reading score of 15

Calculus & Analytic Geometry 1

10804190

5 credits

Designed for students of mathematics, science, and engineering. An introduction to the basic properties of limits, rate of change of functions, continuity, derivatives of algebraic and elementary transcendental functions, their products quotients and compositions, curve sketching, finding maxima and minima, and indefinite and definite integration with applications.

Prerequisites: College Algebra with Applications 10804195 and Trigonometry with Applications 10804196 with a "C" or better

Children's Literature

20801233

3 credits

Introduces the forms, functions, and merits of literature for children. Students will read and evaluate both classic and contemporary texts for a variety of age levels. Readings, lecture, class discussion, and projects will also explore historical and cultural contexts for, and influences upon, children's literature. Special consideration will be given to diverse and multicultural works. Art and illustration will also be explored as storytelling tools.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading score of 253 and Writing of 262 or ACT English 16 or ACT Reading score of 20 or completion of College Reading and Writing 1 10831104 with a "C" or better

College Algebra with Applications

10804195

3 credits

Covers the skills needed for success in calculus and many application areas on a baccalaureate level. Topics include the real and complex number systems, polynomials, exponents, radicals, solving equations and inequalities (linear and nonlinear), relations and functions, systems of equations and inequalities (linear and nonlinear), matrices, graphing, conic sections, sequences and series, combinatorics, and the binomial theorem.

Prerequisite: ACT Math score of 22 or Trigonometry with Applications 10804196 or Intermediate Algebra with Applications 10804118 with a "C" or better

College Physics 1

10806143

3 credits

Presents the applications and theory of basic physics principles. This course emphasizes problem solving, laboratory investigation and applications. Topics include laboratory safety, unit conversions and analysis, kinematics, dynamics, work, energy, power, temperature and heat.

Corequisite: Trigonometry with Applications 10804196

Contemporary World Literature

20801247

3 credits

Contemporary World Literature presents a post-World War II overview of diverse and multicultural literature. Through readings in long and short fiction and poetry, students explore the way different cultures and writers see their internal and external worlds in relation to their sense of self. The primary focus will be on diverse and multicultural text analysis, seeking and challenging evidence of universal themes and human experience.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading score of 253 and Writing of 262 or ACT English 16 or ACT Reading score of 20 or completion of College Reading and Writing 1 10831104 with a "C" or better

COURSE DESCRIPTIONS

Creative Writing

20801227

3 credits

Introduces and encourages the creative writing process as an avenue for individual expression. Students will read and respond to works of creative writing in various genres to determine their principles as well as how and why writers break formal conventions. Students will experiment with techniques for producing original work in both poetry and prose. Emphasis is on idea generation, collaborative feedback, and effective revision. This is a workshop-based course.

Prerequisites: MMR; MMW; Accuplacer Reading 253; Accuplacer Writing 262; ACT Reading 21; ACT English 19

Cultural Anthropology and Human Diversity

10809283

3 credits

This course explores the range of human cultural diversity around the world and seeks explanations of both commonalities and differences. The class will focus on anthropological theoretical perspectives, historical ties indicating patterns of population migrations, and the myriad complexities of modern industrialized multicultural societies, like the United States, as influenced by the global economy and technology.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English

**this course does satisfy the Diversity Ethnic Studies requirement and/or Social and Behavioral Sciences requirement*

Developmental Psychology

10809188

3 credits

Studies human development throughout the lifespan and explores developmental theory and research with an emphasis on the interactive nature of the biological, cognitive, and psychosocial changes that affect the individual from conception to death. Application activities and critical thinking skills enable students to gain an increased knowledge and understanding of themselves and others.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English

Economics

10809195

3 credits

Provides an overview of how a market-oriented economic system operates and surveys the factors that influence national economic policy. Basic concepts and analyses are illustrated by reference to a variety of contemporary problems and public policy issues. Concepts include scarcity, resources, alternative economic systems, growth, supply and demand, monetary and fiscal policy, inflation, unemployment and global economic issues.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English

Educational Psychology

20809254

3 credits

Explores the psychological theories of development and learning related to education and teaching. Course covers the unique diversity of students that we teach as well as exceptionalities. Students examine learning theory and instructional practice as well as issues of motivation and classroom management. Classroom planning and assessment methods and techniques are evaluated.

Prerequisite: Introduction to Psychology 10809198 or Developmental Psychology 10809188 with a "C" or better

Elementary Math Education 1

20804227

4 credits

Covers mathematics content necessary for prospective early childhood and elementary teachers. Topics include foundational and historical concepts from arithmetic and algebra.

Prerequisite: High school GPA 2.6 and MMM_2 or Accuplacer Arithmetic of 263 and QAS 234 or ACT Math score of 19 or QAS of 245 or Intermediate Algebra with Applications 10804118 with a "C" or better

Elementary Math Education 2

20804237

4 credits

Includes concepts of proportionality, statistics and probability, plane geometry, the geometry of solids, and measurement.

Prerequisite: Elementary Math Education 1 20804227; High school GPA 2.6 and MMM_2 or Accuplacer Arithmetic of 263 and QAS 234 or ACT Math score of 19 or QAS of 245 or Intermediate Algebra with Applications 10804118 with a "C" or better

English Composition 1

10801136

3 credits

Learners develop and apply skills in all aspects of the writing process. Through a variety of learning activities and written documents, learners employ rhetorical strategies, plan, organize and revise content, apply critical reading strategies, locate and evaluate information, integrate and document sources, and apply standardized English language conventions.

Prerequisite: High School GPA of 2.6 and MMW or Accuplacer Writing of 262 or ACT English score of 20 or completion of College Reading and Writing 1 10831104 with a "C" or better; ACT Reading 21; Accuplacer Reading 253

English 2

20801223

3 credits

Students continue the study of academic writing to attain advanced writing and critical thinking skills. Students learn textual synthesis, analysis, advanced source integration, and rhetorical strategies.

Prerequisite: English Composition 1 10801136 or Written Communication 10801195 with a "C" or better

Environmental Ethics

20809226

3 credits

An introduction to environmental ethics for students who have had little or no exposure to the philosophical issues surrounding the problems of nature. Problems to be discussed are endangered species, energy and pollution wilderness, environmental justice, world hunger, immigration and overpopulation, animal rights, and corporate obligations regarding the natural environment. Covers theoretical approaches and practical applications and provides a history of the development of our present ecological situations.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English or completion of College Reading and Writing 1 10831104 with a "C" or better

Environmental Science

10102101

3 credits

Develops an understanding of environmental concerns and current issues including water resources, total land use, population, pollution, and health. Examines ecological, economic, historical, and philosophic views of issues.

Environmental Wellness

10807210

1 credit

This course will explore the relationship between individuals and their environment and provide an overview of environmental wellness in relation to the impacts on human well-being. The student will focus on the individual's role in preserving and interacting with the environment to promote holistic health through sustainable interventions.

General Anatomy & Physiology

10806177

4 credits

Examines basic concepts of human anatomy and physiology as they relate to health sciences. Using a body systems approach, the course emphasizes the interrelationships between structure and function at the gross and microscopic levels of organization of the entire human body. It is intended to prepare health care professionals who need to apply basic concepts of whole-body anatomy and physiology to informed decision making and professional communication with colleagues and patients.

Prerequisite: High School GPA of 2.6 and MMS_1 and MMM_1 or Accuplacer Reading Skills of 262 and QAS of 246 or ACT Math score of 19 and Reading score of 19 or College Math 10804107 or Intermediate Algebra with Applications 10804118 with a "C" or better, or General Chemistry 10806134, or General Biology 10806114, or Human Body in Health & Disease 31509302

General Biology

10806114

4 credits

Introduces general biological concepts and principles. Emphasis is on cell structure and function, genetics, evolution, and taxonomical relationships. Consideration is also given to diversity among the various kingdoms.

Prerequisite: High School GPA of 2.6 and MMS_1, MMM_1; Accuplacer QAS 246 or ACT Math 19 or Accuplacer Reading Skills of 249 or ACT Reading score of 15

General Chemistry

10806134

4 credits

Covers the fundamentals of chemistry. Topics include the metric system; problem solving; periodic relationships; chemical reactions, chemical equilibrium; properties of water; acids, bases, and salts; and gas laws.

Prerequisite: High School GPA of 2.6 or Accuplacer QAS of 246 or ACT of 19, or College Mathematics 10804107 with a "C" or better, or Intermediate Algebra with Applications 10804118 with a "C" or better

General Physics 1

10806154

4 credits

Presents the applications and theory of basic physics principles. This course emphasizes problem solving, laboratory investigation, and applications. Topics include unit conversion and analysis, vectors, translational and rotational kinematics, translational and rotational dynamics, heat and temperature, and harmonic motion and waves.

Corequisite: Trigonometry with Applications 10804196

Global Cultural Experience

10140101

1 credit

Through travel, students will gain experiences interacting with people from different cultures as they develop perspectives and skills to effectively interact within a global environment. Intercultural values and behaviors will be studied. The impact of geography, history, religion, and politics in shaping individual identities will be analyzed. Students will explore the importance of healthy group dynamics, professional communications, and interpersonal relationships for career success. Independent travel planning and execution will be a focus.

Corequisite: A college-sponsored domestic or international trip is a requirement of this course.

**this course does satisfy the Diversity Ethnic Studies requirement and/or Social and Behavioral Sciences requirement*

Human Biology

10806198

4 credits

This is an introductory course that emphasizes the structure of the human body and the functional interrelationships of the body's systems. Consideration is given to the human body and disease, human genetics, human ecology, and the role that humans play in the environment. The course consists of 3 hours of lecture and 2 hours of lab per week.

Note: This course does not meet requirements for or substitute for General Anatomy and Physiology or Anatomy & Physiology I and II. Prerequisite: High School GPA of 3.0 or Accuplacer Reading Skills of 236, or ACT of 15, or Accuplacer Reading 262, or QAS 246, or ACT Reading 196, or ACT Math 19, or General Chemistry 10806134, or General Biology 10806114, or Human Body in Health & Disease 31509302

Intermediate Algebra with Applications

10804118

4 credits

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

Prerequisite: High School GPA of 2.6 and MMM_1 or Accuplacer Arithmetic of 263 and QAS 234 or ACT Math score of 19 or QAS of 245 or Pre-Algebra 10834109 with a "C" or better

Intro to Biochemistry

10806186

4 credits

Provides students with skills and knowledge of organic and biological chemistry necessary for application within Nursing and other Allied Health careers. Emphasis is placed on recognizing the structure, physical properties and chemical reactions of organic molecules, body fluids, and acids. Additional emphasis is placed on biological functions and their relationships to enzymes, proteins, lipids, carbohydrates and DNA.

Prerequisite: MMM_1, MMS_2; Accuplacer QAS 246, Reading 262, ACT Math 19, Reading 16. Chemistry is waived if you have completed two semesters of lab based high school chemistry with a C or better or college level lab-based chemistry with a C or better

Introduction to American Government

10809122

3 credits

Introduces American political processes and institutions. Focuses on rights and responsibilities of citizens and the process of participatory democracy. Learners examine the complexity of the separation of powers and checks and balances. Explores the role of the media, interest groups, political parties, and public opinion in the political process. Also explores the role of state and national government in our federal system.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English

Introduction to Diversity Studies

10809172

3 credits

This course introduces the study of diversity from a local to a global perspective using a holistic, interdisciplinary approach that encourages exploration and prepares students to work in a diverse environment. The course introduces basic diversity concepts, examines the impact of bias and power differentials among groups, explores the use of culturally responsive communication strategies, and compares forces that shape diversity in an international context.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English

**this course does satisfy the Diversity & Ethnic Studies requirement and/or Social and Behavioral Sciences requirement*

Introduction to Ethics: Theory & Application

10809166

3 credits

Provides a basic understanding of the theoretical foundations of ethical thought. Diverse ethical perspectives are used to analyze and compare relevant issues. Students critically evaluate individual, social, and/or professional standards of behavior, and apply a systemic decision-making process to these situations.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English

Introduction to Literature

20801204

3 credits

Presents the major literary genres of poetry, fiction, nonfiction, and drama, and their distinct characteristics. Students will be introduced to relevant theoretical approaches and the influence of culture on a text's creation. Students will discuss, analyze, interpret, and write about literature. This course enhances appreciation of literature and prepares students for further literary study.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading 262, QAS 246 and Writing of 262 or ACT Reading 196, Math 19 or completion of College Reading and Writing 1 10831104 with a "C" or better

Introduction to Philosophy

20809260

3 credits

This course introduces the traditional divisions of philosophy and methods of philosophical inquiry as presented by ancient and modern philosophers. Includes an examination of human nature, reality and being, religion and the existence of God, knowledge and truth, moral values, and social and political philosophy. Students will develop thinking, reasoning, and argumentation skills to support their own philosophical perspectives and challenge the perspectives of others.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English or completion of College Reading and Writing 1 10831104 with a "C" or better

Introduction to Psychology

10809198

3 credits

This science of psychology course is a survey of multiple aspects of behavior and mental processes. It provides an overview of topics such as research methods, theoretical perspectives, learning, cognition, memory, motivation, emotions, personality, abnormal psychology, physiological factors, social influences, and development.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English

COURSE DESCRIPTIONS

Introduction to Sociology

10809196

3 credits

Introduces students to the basic concepts of sociology: culture, socialization, social stratification, multi-culturalism, and the five institutions of family, politics, economics, religion, and education. Other topics include demography, deviance, technology, environment, social issues, social change, social organization, and workplace issues.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English

Introduction to World Religions

20809223

3 credits

This course will familiarize students with the religious traditions of the world by providing a broad overview of major religions including Buddhism, Christianity, Confucianism, Hinduism, Islam, Judaism, and others. Indigenous religions and new religious movements will also be studied. An emphasis is placed on each religion's origins and historical development, main doctrines, teachings, ethics, sacred texts, and ways of worship.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English or completion of College Reading and Writing 1 10831104 with a "C" or better

Introductory Statistics

10804189

3 credits

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

Prerequisite: High School GPA of 2.6 and MMM_2 or Accuplacer QAS 241 or ACT Math score of 19 or Pre-Algebra 10834109 or College Math 10804107 with a "C" or better

Marriage and Family

20809204

3 credits

This course introduces the student to the sociological aspects of marriage and family life in contemporary American society. Students will become familiar with the empirical patterns and trends, political and cultural debates, and policy issues concerning families – and the major theories and research methods used in the sociological study of the family.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English

Microbiology

10806197

4 credits

Examines microbial structure, metabolism, genetics, growth and the relationship between humans and microbes.

Addresses disease production, epidemiology, host defense mechanisms and the medical impact of microbes. Presents the role of microbes in the environment, industry, and biotechnology.

Prerequisite: "C" or better in General Anatomy & Physiology 10806177 or General Biology 10806114 or Plant Biology 10806184

Music Appreciation

20805201

3 credits

Discover how music is intertwined with the history, art, politics, religion, and culture of people from around the world and across the centuries. Students will learn to identify voices, instruments, and genres of music from the Middle Ages to today. Students will develop active listening skills and an understanding of how music, beyond one's personal taste, can be appreciated for its artistry and significance on human interconnectedness. Attendance at one live school, community, or professional musical performance is required.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English

Nutrition for Life

20807202

1 credit

Examines the nutrient requirements of healthy individuals, nutrient categories, and food sources as well as their characteristics in relation to physiological functions, metabolism and disease prevention.

Oral/Interpersonal Communication

10801196

3 credits

Focuses on developing effective listening techniques and verbal and nonverbal communication skills through oral presentation, group activity, and other projects. The study of self, conflict, and cultural contexts will be explored, as well as their impact on communication.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English or College Reading and Writing with a C or better

Physical Fitness for Life

20807204

1 credit

Examines the relationship of physical fitness and activity to healthy lifestyles and wellness. Students will access current level of fitness, then plan and implement a personal fitness program.

COURSE DESCRIPTIONS

Principles of Macroeconomics

20809287

3 credits

Macroeconomics explores the performance and behaviors of a free-market economy; specifically output, income, and employment and how forces act to shape these factors and determine their fluctuations. Government fiscal and monetary roles as well as the impact of international transactions on the domestic economy are studied. Balance is drawn between theory, analysis, and a critique of the institutions that characterize modern mixed-capitalist economies. Conflicting social goals and economic constraints provide the framework through which the macroeconomy is analyzed.

Prerequisite: MMR, MMW, Accuplacer Reading 236, Writing 237; ACT Reading 15, English 16

Principles of Microeconomics

20809291

3 credits

This course introduces economic analysis of individual, business, and industry choices in the market economy. Topics include the price mechanism, supply and demand, optimizing economic behavior, costs and revenue, market structures, factor markets, income distribution, market failure, and government intervention. Upon completion, students should be able to identify and evaluate consumer and business alternatives to achieve economic objectives efficiently.

Prerequisite: MMR, MMW, Accuplacer Reading 236, Writing 237; ACT Reading 15, English 16

Principles of Sustainability

10806112

3 credits

Prepares the student to develop sustainable literacy, analyze the interconnections among the physical and biological sciences and environmental systems, summarize the effects of sustainability on health and well-being, analyze connections among social, economic, and environmental systems, employ energy conservation strategies to reduce the use of fossil fuels, investigate alternative energy options, evaluate options to current waste disposal and recycling in the U.S., and analyze approaches used by your community to promote and implement sustainability.

Quantitative Reasoning

10804135

3 credits

This course is intended to develop analytic reasoning and the ability to solve quantitative problems. Topics to be covered may include construction and interpretation of graphs; descriptive statistics; geometry and spatial visualizations; math of finance; functions and modeling; probability; and logic. Appropriate use of units and dimensions, estimates, mathematical notation, and available technology will be emphasized throughout the course.

Prerequisite: High School GPA of 2.6 and MMM_1 or Accuplacer QAS 241 or ACT Math score of 19 or Pre-Algebra 10834109 or College Math 10804107 with a "C" or better

Race, Class, Gender

10809217

3 credits

This course considers how race, class, gender, and sexuality, with roots in historical legacies of power, privilege, and oppression, continue to be constructed in a global context. Rather than analyzing race, class, gender, and sexuality as separate and distinct categories of difference, this course utilizes various theories to explore how these variables integrate, overlap, and intersect to affect individuals' and groups' lived experiences with structures of power. The course concludes with an examination of social movements and their role in constructing identity, challenging structural inequality, and creating social change.

Prerequisite: Introduction to Diversity Studies 10809172 or Introduction to Sociology 10809196

**this course does satisfy the Diversity Ethnic Studies requirement and/or Social and Behavioral Sciences requirement*

Spanish 1

20802211

4 credits

For students beginning the study of Spanish. Emphasizes development of basic communicative skills through practice in listening, speaking, reading, and writing. Stresses vocabulary and grammar to enhance students' ability to speak and write in Spanish. Study of customs and values provides an increased awareness of Spanish speaking cultures. On completion students are expected to participate in uncomplicated conversations on everyday topics.

Spanish 2

20802212

4 credits

Enhances student ability to learn to read, write, understand, and speak Spanish.

Prerequisite: Spanish 1 20802211 with a "C" or better

Speech

10801198

3 credits

Explores the fundamentals of effective oral presentation to small and large groups. Topic selection, audience analysis, methods of organization, research, structuring evidence and support, delivery techniques, and other essential elements of speaking successfully, including the listening process, form the basis of this course. Includes informative, persuasive, and occasion speech presentations.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 253 and Writing of 262 or ACT of 21 Reading/19 English or completion of College Reading and Writing 1 10831104 with a "C" or better

Stress Management: Fitness for Life

20807203

1 credit

The course explores the nature of stress, determinant causes, the physiological and psychological reactions to stress and will introduce and implement physiological, cognitive, and behavioral stress management techniques.

Technical Reporting**10801197****3 credits**

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

Prerequisite: English Composition 1 10801136 or Written Communication 10801195 with a "C" or better

The Well Traveler**10807205****1 credit**

In this course the student will examine components of travel as it impacts their personal dimensions of health and wellness. The student will develop global citizenship skills by preparing for travel with an emphasis on maximizing opportunities that support individual well-being and the appreciation of growth through experiences. We will also explore interventions to ensure safety while traveling.

Think Critically & Creatively**10809103****3 credits**

Provides instruction about critical and creative thinking that is in high demand in all occupations. Models, theories, and processes provide the foundation for learning logical thinking strategies. Students will apply a systematic approach to problem solving by analyzing the problem, assessing possible solutions, and making effective decisions. In addition, students will generate ideas and analyze complex issues. This course assists students with developing a critical thinking mindset which is essential at every level of personal and professional life.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English

Trigonometry with Applications**10804196****3 credits**

Topics include circular functions, graphing of trigonometry functions, identities, equations, trigonometric functions of angles, inverse functions, solutions of triangles, complex numbers, DeMoivre's Theorem, polar coordinates, and vectors.

Prerequisite: ACT Math score of 22 or Intermediate Algebra with Applications 10804118 with a "C" or better

U.S. History 1877 to Present**20803212****3 credits**

Surveys U.S. political, social, and economic development from the post-Civil War era to the present. Emphasizes reading, writing, and discussion.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English or completion of College Reading and Writing 1 10831104 with a "C" or better

U.S. History to 1877**20803211****3 credits**

Surveys U.S. political, social, and economic development from the pre-colonial era to the post-Civil War period.

Emphasizes reading, writing, and discussion.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English or completion of College Reading and Writing 1 10831104 with a "C" or better

World History to 1500**20803258****3 credits**

Survey to 1500 of the political, economic, social, geographic, and religious/philosophical characteristics of the major world civilizations and the interactions among these civilizations.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English or completion of College Reading and Writing 1 10831104 with a "C" or better

UTILITY TREE TRIMMER

Technical Diploma

Program Code: 30-001-4

Total Credits: 17

The Utility Tree Trimmer program is a one-year technical diploma embedded in the Arborist Technician associate degree. Students are trained in introductory electrical awareness and safety, electrical hardware identification, tree pruning, chainsaw use, climbing and related aerial tree work, tree identification, pesticide handling and application, and tree biology. Teamwork and crew leadership are also emphasized. The program includes hands-on exploration and learning, and many classes are outdoors. Our unique aerial component ensures students gain experience while working safely in trees.

To learn more about this program, visit mstc.edu/programs.

ACADEMIC ADVISOR

To schedule an appointment with an academic advisor, call 715-422-5300. Academic advisors will travel to other campuses as necessary to accommodate student needs. For more information about advising, visit mstc.edu/advising.

NEW STUDENT CHECKLIST

Complete the following steps to prepare for your New Student Advising appointment with your academic advisor:

- Submit a Mid-State application at mstc.edu/apply.
- Send official transcripts to:
Mid-State Technical College
Student Services
500 32nd Street North
Wisconsin Rapids, WI 54494
- Complete the Free Application for Federal Student Aid (FAFSA) at fafsa.gov. Mid-State's Financial Aid team is available to assist with your FAFSA application and to answer your financial aid questions. Contact Financial Aid or schedule an appointment at mstc.edu/financial-aid.
- Set up student MyCampus account at mstc.edu/mycampus-assistance.
- Schedule a New Student Advising appointment at mstc.edu/advising.

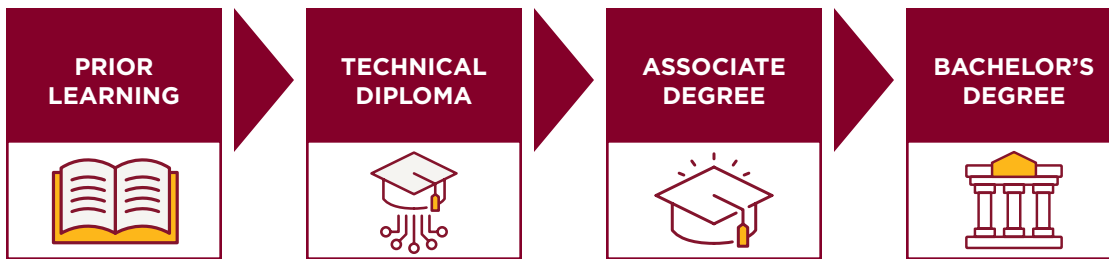
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Adams Campus • Marshfield Campus • Stevens Point Downtown Campus • Wisconsin Rapids Campus • Virtual Campus • AMETA® Center

Mid-State does not discriminate on the basis of race, color, national origin, sex, disability, or age in its program, activity, or employment. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Vice President - Human Resources; 500 32nd Street North, Wisconsin Rapids, WI 54494; 715-422-5325 • AAEO@mstc.edu. 3/2026-AC

CAREER PATHWAY



Career pathways help you build your education step by step. Each stage offers one or more credentials that are recognized by employers and lead to real jobs—and you can keep building toward your career goals as you go.

Begin at any point.

Prior Learning

Credit for Prior Learning

- Certifications and Licenses
- Military Experience
- National/Standardized Exams
- Transfer Credit
- Work and Life Experience

Learn about Credit for Prior Learning at mstc.edu/cpl.

High School Credit

- High School Dual Credit
- Mid-State Fast Track

Learn about High School Credit at mstc.edu/dc.

Technical Diploma

- Utility Tree Trimmer (17 Credits)
Start Your Career: Right of Way Vegetation Management Specialist, Tree Climber, Tree Trimmer, Utility Arborist, Utility Vegetation Management

Associate Degree

- Arborist Technician (61-62 Credits)
Start Your Career: Arborist (commercial, utility, government), Landscape Contractor, Plant Health Care Technician, Tree Trimmer/Climber, Utility Vegetation Management Technician

Bachelor's Degree

For those interested in continuing their education, Mid-State offers transfer guides with various four-year colleges and universities. For more information, visit mstc.edu/transfer.

Other Options

Related Programs: Agribusiness Science & Technology, Agronomy Technician, Farm Operation

Apprenticeship Opportunity: Arborist

OUTCOMES

Employers will expect you, as a Utility Tree Trimmer graduate, to be able to:

- Relate basic electrical system components with safe work practices.
- Perform arborist chainsaw cutting practices in a safe manner.
- Conduct arboriculture industry pruning practices.

TECHNICAL SKILLS ATTAINMENT

The Wisconsin Technical College System (WTCS) has implemented a requirement that all technical colleges measure outcomes attained by students. This requirement is called Technical Skills Attainment (TSA). The main objective of TSA is to ensure graduates have the technical skills needed by employers. Faculty will let students know when and how the TSA is being assessed in the program.

STUDENT HANDBOOK

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

GRADUATION REQUIREMENT

The GPS for Student Success course is required for all Mid-State program students and is recommended to be completed before obtaining 12 credits. Some students are exempt from this requirement. Please see your academic advisor for more information.

ADDITIONAL COURSES AS NEEDED

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

College Reading and Writing 1

10831104

3 credits

Provides learners with opportunities to develop and expand reading and writing skills to prepare for college-level academic work. Students will employ critical reading strategies to improve comprehension, analysis, and retention of texts. Students will apply the writing process to produce well-developed, coherent, and unified written work.

Pre-Algebra

10834109

3 credits

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

MULTIPLE MEASURES

Students can place into courses using high school GPA and completed classes. Placement can be determined in the following ways:

- **Multiple Measures Writing (MMW)**
High school GPA of 2.6 & successful completion of 2.0 credits of high school writing courses with a "C" or better
- **Multiple Measures Reading (MMR)**
High school GPA of 2.6 & successful completion of 2.0 credits of high school literature courses with a "C" or better
- **Multiple Measures Math 1 (MMM_1)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school math (Algebra 1 or equivalent) with a "C" or better
- **Multiple Measures Math 2 (MMM_2)**
High school GPA of 2.6 & successful completion of 2.0 credits of high school math including Algebra 1 and Algebra 2 with a "C" or better
- **Multiple Measures Science 1 (MMS_1)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school lab science course with a "C" or better
- **Multiple Measures Science 2 (MMS_2)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school chemistry with a "C" or better

Past high school and college transcripts are used in making course placement decisions.

SAMPLE FULL-TIME CURRICULUM OPTION

Utility Tree Trimmer • 17 Total Credits

Term 10 Credits	Course Number	Course Name	CPL	Credits
	10001118	Landscape Plant Identification	Yes	2
	10001124	Arborist Skills Introduction	No	2
	10001133	Chainsaw Safety and Operation	No	2
	10001173	Pruning for Structure	Yes	2
	10001108	Electric Systems & Safety in Arboriculture	Yes	1
	10890102	GPS for Student Success	Yes	1

Term 7 Credits	Course Number	Course Name	CPL	Credits
	10001102	Plant Health Care Applicator	Yes	2
	10001110	Tree Biology	No	2
	10001125	Arboriculture Operations 1	No	2
	10001150	Workplace Communications in Arboriculture	No	1

Please Note

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- Get the latest updates online at mstc.edu.

Arboriculture Operations 1

10001125

2 credits

Emphasizes practice of skills associated with being safe & productive members of crews engaged in basic tree work/ arboricultural operations. Topics include introductory elements of pruning & removal techniques, equipment operations, & work site set-up.

Prerequisites: Arborist Skills Introduction 10001124 and Pruning for Structure 10001173

Arborist Skills Introduction

10001124

2 credits

A hands-on introduction to the basic techniques employed by arborists engaged in performing aerial tree care operations. Topics include canopy access methods, arborist gear usage, safety considerations/risk recognition, and knot selection.

Chainsaw Safety and Operation

10001133

2 credits

This course will familiarize students with common chainsaw practices employed within the arboricultural industry, including safe operation, routine maintenance, common cutting techniques, and use of personal protective equipment. Students will operate and maintain chainsaws. Additionally, field exercises will simulate tree removal operations.

Electric Systems & Safety in Arboriculture

10001108

1 credit

Students will gain familiarity with electrical distribution and transmission system hardware identification. Industry safety best practices and standards related to performing tree work near energized conductors will be explored.

GPS for Student Success

10890102

1 credit

Integrate necessary skills for student success by developing an academic plan, identifying interpersonal attributes for success, adopting efficient and effective learning strategies, and utilizing Mid-State resources, policies, and processes. This course is recommended to be completed prior to obtaining 12 credits and is a graduation requirement unless you receive an exemption from your program advisor.

Landscape Plant Identification

10001118

2 credits

Introduces students to woody trees/shrubs and herbaceous plants commonly used in residential and commercial landscapes in Wisconsin. The three plant groups covered in this course are woody trees/shrubs, herbaceous perennial plants, and herbaceous annual plants. Identification, installation, and maintenance are covered for each plant group.

Plant Health Care Applicator

10001102

2 credits

Focuses on training to successfully pass the Wisconsin Department of Agriculture and Consumer Protection's pesticide applicator exam (which will be proctored in this class). Additionally, students are familiarized with chemical handling, mixing, calibration, and application via field exercises.

Pruning for Structure

10001173

2 credits

Focuses on the art and science of tree pruning. Topics include tree structure, introductory biology, pruning cuts, and young tree training. Students will gain hands-on experience performing tree pruning.

Tree Biology

10001110

2 credits

This course provides an overview of the major structures and functions of woody plants. The overall objective is to provide a basic understanding of these complex organisms, equipping you with a solid foundation to diagnose myriad health & structural abnormalities you'll encounter. Major course themes include plant functions, physiology, adaptations, root systems, planting, & basic risk assessment.

Workplace Communication in Arboriculture

10001150

1 credit

This course introduces students to the key concepts of effective and impactful communications in the arboriculture industry. Students will investigate the diversity of commonalities and differences among people and how they relate to improving personal and organizational effectiveness at work.

WELDING

Technical Diploma Program Code: 31-442-1 Total Credits: 28-30

The Welding program at Mid-State prepares graduates for a wide variety of welding jobs in production, maintenance, construction, manufacturing, and servicing industries. You will receive hands-on instruction and practice in a number of welding processes, including shielded metal arc, gas tungsten arc, gas metal arc, submerged arc, oxyacetylene cutting, plasma arc, and arc-air cutting. You will also become familiar with various types of metals, fabrication of metals, and welding under industry codes. Successful completion of this program prepares you to take welding certification tests.

Mid-State's Welding program courses prepare students for numerous state and national certifications. None is required to complete the program; there are additional costs for testing/certification. The College does not guarantee its curriculum matches the requirements for preparation, examinations, or licensure for other states.

To learn more about this program, visit mstc.edu/programs.

ACADEMIC ADVISOR

To schedule an appointment with an academic advisor, call 715-422-5300. Academic advisors will travel to other campuses as necessary to accommodate student needs. For more information about advising, visit mstc.edu/advising.

NEW STUDENT CHECKLIST

Complete the following steps to prepare for your New Student Advising appointment with your academic advisor:

- Submit a Mid-State application at mstc.edu/apply.
- Send official transcripts to:
Mid-State Technical College
Student Services
500 32nd Street North
Wisconsin Rapids, WI 54494
- Complete the Free Application for Federal Student Aid (FAFSA) at fafsa.gov. Mid-State's Financial Aid team is available to assist with your FAFSA application and to answer your financial aid questions. Contact Financial Aid or schedule an appointment at mstc.edu/financial-aid.
- Set up student MyCampus account at mstc.edu/mycampus-assistance.
- Schedule a New Student Advising appointment at mstc.edu/advising.

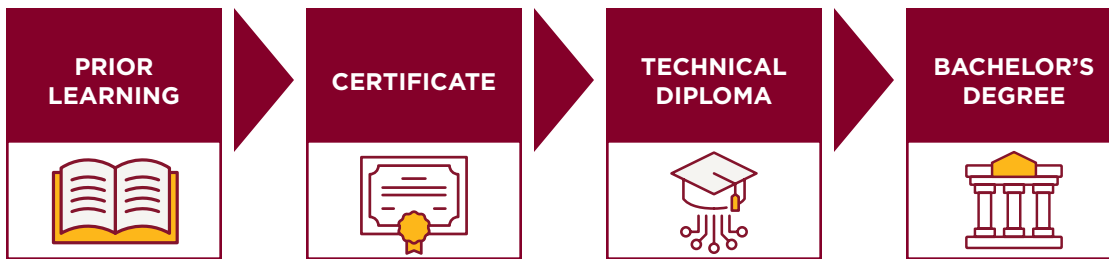
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Adams Campus • Marshfield Campus • Stevens Point Downtown Campus • Wisconsin Rapids Campus • Virtual Campus • AMETA® Center

Mid-State does not discriminate on the basis of race, color, national origin, sex, disability, or age in its program, activity, or employment. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Vice President – Human Resources; 500 32nd Street North, Wisconsin Rapids, WI 54494; 715-422-5325 • AAEO@mstc.edu. 3/2026-AC

CAREER PATHWAY



Career pathways help you build your education step by step. Each stage offers one or more credentials that are recognized by employers and lead to real jobs—and you can keep building toward your career goals as you go.

Begin at any point.

Prior Learning

Credit for Prior Learning

- Certifications and Licenses
- Military Experience
- National/Standardized Exams
- Transfer Credit
- Work and Life Experience

Learn about Credit for Prior Learning at mstc.edu/cpl.

High School Credit

- High School Dual Credit
- Mid-State Fast Track

Learn about High School Credit at mstc.edu/dc.

Certificate

- Gas Metal Arc Welding (5 Credits)

Technical Diploma

- Welding (28-30 Credits)
Start Your Career: Fabricator Maintenance Welder, Production Line Welder, Welder

Bachelor's Degree

For those interested in continuing their education, Mid-State offers transfer guides with various four-year colleges and universities. For more information, visit mstc.edu/transfer.

Other Options

Related Programs: Advanced Manufacturing Technology, Industrial Mechanical Technician, Manufacturing Operations Management, Metal Fabrication, Precision Machining Technician, Stainless Steel Welding

Apprenticeship Opportunity: Ironworker

OUTCOMES

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

- Demonstrate industry-recognized safety practices.
- Interpret welding drawings.
- Produce shielded metal arc welds (SMAW).
- Produce gas metal arc welds (GMAW).
- Produce flux core welds.
- Produce gas tungsten arc welds (GTAW).
- Perform cutting operations.

TECHNICAL SKILLS ATTAINMENT

The Wisconsin Technical College System (WTCS) has implemented a requirement that all technical colleges measure outcomes attained by students. This requirement is called Technical Skills Attainment (TSA). The main objective of TSA is to ensure graduates have the technical skills needed by employers. Faculty will let students know when and how the TSA is being assessed in the program.

PROTECTIVE CLOTHING

Students are required to provide their own protective clothing and equipment including welding gloves, jacket, and helmet. Details of the requirements and where they may be purchased are provided by the program instructor at the beginning of each semester.

STUDENT HANDBOOK

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

GRADUATION REQUIREMENT

The GPS for Student Success course is required for all Mid-State program students and is recommended to be completed before obtaining 12 credits. Some students are exempt from this requirement. Please see your academic advisor for more information.

ADDITIONAL COURSES AS NEEDED

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

College Reading and Writing 1

10831104

3 credits

Provides learners with opportunities to develop and expand reading and writing skills to prepare for college-level academic work. Students will employ critical reading strategies to improve comprehension, analysis, and retention of texts. Students will apply the writing process to produce well-developed, coherent, and unified written work.

Pre-Algebra

10834109

3 credits

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

MULTIPLE MEASURES

Students can place into courses using high school GPA and completed classes. Placement can be determined in the following ways:

- **Multiple Measures Writing (MMW)**
High school GPA of 2.6 & successful completion of 2.0 credits of high school writing courses with a "C" or better
- **Multiple Measures Reading (MMR)**
High school GPA of 2.6 & successful completion of 2.0 credits of high school literature courses with a "C" or better
- **Multiple Measures Math 1 (MMM_1)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school math (Algebra 1 or equivalent) with a "C" or better
- **Multiple Measures Math 2 (MMM_2)**
High school GPA of 2.6 & successful completion of 2.0 credits of high school math including Algebra 1 and Algebra 2 with a "C" or better
- **Multiple Measures Science 1 (MMS_1)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school lab science course with a "C" or better
- **Multiple Measures Science 2 (MMS_2)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school chemistry with a "C" or better

Past high school and college transcripts are used in making course placement decisions.

SAMPLE FULL-TIME CURRICULUM OPTION

Welding • 28-30 Total Credits

Term 14-16 Credits	Course Number	Course Name	CPL	Credits
	10457119	Fabrication Fundamentals 1	No	1
	31442311	Weld Testing for GMAW & FCAW	No	1
	31442315	Inspections and Testing in Welding	No	1
	31442317	Print Reading for Welding	No	1
	31442320	Welding Foundations 1	Yes	1
	31442323	GMAW: Introduction	No	2
	31442324	GMAW: Stainless & Aluminum	No	2
	31442325	FCAW: Introduction	No	2
	31442413 or 10804107	Technical Math for Welding and Fabrication or College Mathematics	No or Yes	1 or 3
	31462318	Safety for Industrial Trades	Yes	1
	10890102	GPS for Student Success	Yes	1

Term 14 Credits	Course Number	Course Name	CPL	Credits
	10442102 or 30442105	Intermediate GTAW (TIG) or Intermediate TIG (Stainless)	No	2
	10442103 or 30442106 or 10442115	Advanced GTAW (TIG) or Advanced TIG (Stainless) or Welding Fabrication Techniques	No	2
	10457120	Fabrication Fundamentals 2	No	1
	31442314 or 30442104	Gas Tungsten Arc Welding: Intro or Basic TIG (Stainless)	No	2
	31442316	Metallurgy for Welding	No	1
	31442319	Shielded Metal Arc Welding: Introduction	No	2
	31442321	Welding Foundations 2	No	1
	31442322	Robotic Welding	No	2
	31442412	Weld Testing for SMAW & GTAW	No	1

Please Note

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SAMPLE PART-TIME CURRICULUM OPTION

Welding • 28-30 Total Credits

Term 8 Credits	Course Number	Course Name	CPL	Credits
	10457119	Fabrication Fundamentals 1	No	1
	31442320	Welding Foundations 1	Yes	1
	31442323	GMAW: Introduction	No	2
	31442324	GMAW: Stainless & Aluminum	No	2
	31462318	Safety for Industrial Trades	Yes	1
	10890102	GPS for Student Success	Yes	1
Term 7 Credits	Course Number	Course Name	CPL	Credits
	10442102 or 30442105	Intermediate GTAW (TIG) or Intermediate TIG (Stainless)	No	2
	10457120	Fabrication Fundamentals 2	No	1
	31442314 or 30442104	Gas Tungsten Arc Welding: Intro or Basic TIG (Stainless)	No	2
	31442316	Metallurgy for Welding	No	1
	31442321	Welding Foundations 2	No	1
Term 6-8 Credits	Course Number	Course Name	CPL	Credits
	31442311	Weld Testing for GMAW & FCAW	No	1
	31442315	Inspections and Testing in Welding	No	1
	31442317	Print Reading for Welding	No	1
	31442325	FCAW: Introduction	No	2
	31442413 or 10804107	Technical Math for Welding and Fabrication or College Mathematics	No or Yes	1 or 3
Term 7 Credits	Course Number	Course Name	CPL	Credits
	10442103 or 30442106 or 10442115	Advanced GTAW (TIG) or Advanced TIG (Stainless) or Welding Fabrication Techniques	No	2
	31442319	Shielded Metal Arc Welding: Introduction	No	2
	31442322	Robotic Welding	No	2
	31442412	Weld Testing for SMAW & GTAW	No	1

Advanced GTAW (TIG)**10442103****2 credits**

Students learn complete penetration stainless steel pipe welds in the 5G and 6G positions.

Corequisite: Intermediate GTAW (TIG) 10442102

Advanced TIG (Stainless)**30442106****2 credits**

Students learn advanced GTAW processes through the completion of stainless steel pipe weldments in the 5G and 6G positions.

Corequisite: Intermediate TIG (Stainless) 30442105

Basic TIG (Stainless)**30442104****2 credits**

An introduction to the gas tungsten arc welding (GTAW) process commonly known as TIG. Topics include study and application of necessary safety and care of equipment and supplies. The student develops skills with the common production welding joints and materials all completed on stainless steel.

College Mathematics**10804107****3 credits**

This course is designed to review and develop fundamental concepts of mathematics in the areas of algebra, geometry, trigonometry, measurement and data. Algebra topics emphasize simplifying algebraic expressions, solving linear equations and inequalities with one variable, solving proportions and percent applications. Geometry and trigonometry topics include; finding areas and volumes of geometric figures, applying similar and congruent triangles, applying Pythagorean Theorem, and solving right triangles using trigonometric ratios. Measurement topics emphasize the application of measurement concepts and conversion techniques within and between U.S. customary and metric system to solve problems. Data topics emphasize data organization and summarization skills, including: frequency distributions, central tendency, relative position and measures of dispersion. Special emphasis is placed on problem solving, critical thinking and logical reasoning, making connections, and using calculators.

Prerequisite: High School GPA of 2.6 and MMM_1 or Accuplacer Arithmetic of 250 and QAS 234 or ACT Math score of 17 or Pre-Algebra 10834109 with a "C" or better

Fabrication Fundamentals 1**10457119****1 credit**

An introduction to structural shapes and sheet metal fabrication. Presents fabrication techniques, metal selection, and layout, cutting, bending, drilling, threading, and joining using manual equipment and techniques. Information is presented to the student and followed up with lab activities to provide a hands-on experience. Emphasizes developing an understanding of the tools, techniques, safe work habits, and application of sheet metal fabrication skills.

Fabrication Fundamentals 2**10457120****1 credit**

An introduction to plate steel and heavy fabrication. Presents fabrication techniques using heavy fabrication equipment. CNC Cutting, Plate and Tube bending, Sawing and Shearing equipment will be presented and followed up with lab activities to provide a hands-on experience. Emphasizes developing an understanding of the equipment, techniques, safe work habits, and application of heavy metal fabrication skills.

FCAW: Introduction**31442325****2 credits**

In this course, learners will develop skills in the flux core arc welding (FCAW) process by creating weldments across various welding positions. They will gain a thorough understanding of electrode types, flux compositions, and shielding gases suitable for different materials. Additionally, learners will practice reading weld symbols and interpreting written welding procedures, enhancing their technical comprehension and hands-on abilities in FCAW techniques. This course prepares students with foundational knowledge and skills for effectively working with flux core welding in real-world applications.

Corequisite: GMAW: Stainless & Aluminum 31442324

Gas Tungsten Arc Welding: Introduction**31442314****2 credits**

An introduction to the gas tungsten arc welding (GTAW) process commonly known as TIG, including the necessary safety and care of equipment and supplies. The student develops skills with the common production welding joints and materials.

Corequisite: Welding Foundations 2 31442321

GMAW: Introduction**31442323****2 credits**

Learners will focus on the gas metal arc welding (GMAW) process to create weldments on mild steel sheet metals and plates. They will work in various welding positions, applying axial spray, pulse spray, and short circuit transfer modes. Emphasis will be placed on interpreting written welding procedures and understanding weld symbols, ensuring learners develop a foundational grasp of essential welding techniques and standards used in the industry.

Corequisite: Welding Foundations 1 31442320

GMAW: Stainless & Aluminum

31442324

2 credits

In this advanced gas metal arc welding (GMAW) course, learners will concentrate on welding stainless steel and aluminum sheet metals and plates, using specialized techniques. They will learn to differentiate and select appropriate electrodes and shielding gases for different base metals, as well as accurately adjust parameters for optimal results. The course emphasizes mastery of axial spray, pulse spray, and short circuit transfer modes, tailored to the specific properties of stainless steel and aluminum. Through hands-on practice, learners will deepen their understanding of advanced GMAW processes and their applications in diverse welding scenarios.

Corequisite: GMAW: Introduction 31442323

GPS for Student Success

10890102

1 credit

Integrate necessary skills for student success by developing an academic plan, identifying interpersonal attributes for success, adopting efficient and effective learning strategies, and utilizing Mid-State resources, policies, and processes. This course is recommended to be completed prior to obtaining 12 credits and is a graduation requirement unless you receive an exemption from your program advisor.

Inspections and Testing in Welding

31442315

1 credit

Learners will administer various tests to measure weld quality and conformance to welding codes. In addition to administering etch, bend and break tests on welds, students will implement visual inspection, dye penetrant testing and magnetic particle testing.

Intermediate GTAW (TIG)

10442102

2 credits

In this course students weld in the horizontal and vertical positions on stainless steel and aluminum. Pulsed current is applied to stainless steel weldments. Complete penetration groove welds in stainless steel are practiced and evaluated.

Corequisite: Gas Tungsten Arc Welding: Introduction 31442314

Intermediate TIG (Stainless)

30442105

2 credits

Intermediate GTAW weldments created in the horizontal and vertical positions on stainless steel. Pulsed current is applied to stainless steel weldments. Complete penetration groove welds in stainless steel are practiced and evaluated.

Corequisite: Basic TIG (Stainless) 30442104

Metallurgy for Welding

31442316

1 credit

Investigates the effects of welding on the mechanical properties of metals. Learners explore hardness, strength, and weldability of various metals. Concepts are applied in various activities including heat treating, hardness testing, and tensile testing.

Print Reading for Welding

31442317

1 credit

Learners will view, interpret, and create multi-view orthographic projection drawings, print symbols and dimensioning standards.

Robotic Welding

31442322

2 credits

An introduction into the operation, set-up and uses for robots in the welding industry. Students will learn simple teach pendant techniques, perform CNC basics for making programs and utilizing welding knowledge for proper set-up of the robots, students will perform multiple functions to produce quality weldments performed by the robot.

Safety for Industrial Trades

31462318

1 credit

This course introduces basic concepts of safety, health, and environmental issues. Hazards and harm reduction protocols are covered, and completion of Occupational Safety and Health Administration (OSHA) 10-hour general industry certification is included in the course.

Shielded Metal Arc Welding: Introduction

31442319

2 credits

Begins to build the knowledge and skills of the SMAW process commonly known as stick welding. Students are able to weld in several positions, read some basic weld symbols, and have a basic understanding of written welding procedures.

Corequisite: Welding Foundations 2 31442321

Technical Math for Welding and Fabrication

31442413

1 credit

In this course, students will gain essential math skills tailored for welding and fabrication applications, enhancing their accuracy and efficiency in real-world settings. Students will develop proficiency in working with whole numbers, fractions, and decimals, and will perform conversions and calculations in both the imperial and metric systems. They will learn to use common welding measurement tools and calculate important dimensions such as perimeter, circumference, area, and volume for standard shapes like triangles, squares, and circles. Additionally, students will perform calculations for project estimation, design, production analysis, and metal forming processes.

Welding Fabrication Techniques

10442115

2 credits

Students fabricate parts from prints and weld assemblies with a specified welding process. Cutting and forming may be required prior to assembly. Depending on the size and complexity of the project, students may be asked to work in a team to complete an assignment.

Prerequisite: GMAW: Introduction 31442323; Corequisites: Metal Fabrication for Pipe 31457401, Metal Fabrication for Plate 31457402

Weld Testing for GMAW & FCAW**31442311****1 credit**

Learners will execute weldments, in multiple positions, leading to bend tests for the GMAW and FCAW processes. Weldments will be certified and conducted to AWS (American Welding Society) standards, meeting requirements for Wisconsin Department of Safety and Professional Services certification. Upon successful completion of bend tests, learners will choose one process to submit for certification.

Prerequisite: GMAW: Introduction 31442323, FCAW: Introduction 31442325

Weld Testing for SMAW & GTAW**31442312****1 credit**

Learners will execute weldments, in multiple positions, leading to bend tests for the SMAW and GTAW processes. Weldments will be certified and conducted to AWS (American Welding Society) standards, meeting requirements for Wisconsin Department of Safety and Professional Services certification. Upon successful completion of bend tests, learners will choose one process to submit for certification.

Prerequisite: Gas Tungsten Arc Welding: Introduction 31442314, Shielded Metal Arc Welding: Introduction 31442319

Welding Foundations 1**31442320****1 credit**

An introduction to fundamental welding techniques with an emphasis on safe work habits that covers the processes of FCAW, GMAW, and OXY-Fuel cutting. Classroom instruction paired with lab activities are designed to provide fundamental skills in each of the welding processes covered in the class.

Welding Foundations 2**31442321****1 credit**

An introduction to fundamental welding techniques with an emphasis on safe work habits that covers the processes of GTAW, SMAW and Plasma cutting. Classroom instruction paired with lab activities are designed to provide fundamental skills in each of the welding processes covered in the class.



Adams Campus

401 North Main
Adams, WI 53910



Marshfield Campus

2600 West 5th Street
Marshfield, WI 54449



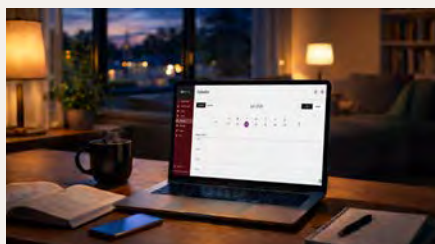
Stevens Point Downtown Campus

1001 Centerpoint Drive
Stevens Point, WI 54481



Wisconsin Rapids Campus

500 32nd Street North
Wisconsin Rapids, WI 54494



Virtual Campus

www.mstc.edu

Mission

Mid-State Technical College transforms lives through the power of teaching and learning.

Vision

Mid-State Technical College is the educational provider of first choice for its communities.

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