



2023-24 HIGH SCHOOL PATHWAYS ACADEMIES

Participate in high school pathway academies to earn college credits that lead to a college credential and/or industry recognized certifications. These academies offer flexible scheduling and individual support.

Agronomy Academy – NEW!

Cisco BIT Academy – NEW!

Commercial Driver’s License Academy – NEW!

Comptia A+ IT Academy - NEW!

Early Childhood Licensing Basic Ages 0-2 Academy

EMT Academy

Foundations of Teacher Education Academy

IT Academy

Machine Tool Academy

Marketing Academy

Microsoft Office Advanced Academy – NEW!

Phlebotomy Academy – NEW!

Quality Technician Academy – NEW!

QuickBooks Academy – NEW!

Sports + Recreation Management Academy - NEW

STEM Academy

Welding Academy

Agronomy Academy

The Agronomy Academy is offered to help producers or aspiring agriculturalists learn skills and techniques that will help them become successful agriculturalists in the areas of crops and soils.

The academy provides students with the basics of agronomy. It may be of interest if you want to be more involved with agriculture and enjoy working outside with your hands.

LEARN HOW TO:

- Perform soil sampling
- Utilize a nutrient management plan
- Understand basic principles of crop production

COURSES OFFERED

10-091-135	Principles of Crop Production	3
10-091-140	Nutrient Management	2

TOTAL CREDITS		5
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AVAILABILITY

Courses for this program may be available at a variety of NTC campus locations through multiple modes of delivery if you meet the admission requirements and prerequisites.

COMPLETING THE AGRONOMY ACADEMY EARNS YOU:

- 8% of the total credits in the Crop Science (Agronomy) Associate Degree (5 of 61 credits)
- 8% of the total credits in the Dairy Science Associate Degree (5 of 62 credits)

To apply, contact Maureen Fuller, K-12 Academy Specialist at fullerm@ntc.edu or 715.803.1228.

Course Descriptions

PRINCIPLES OF CROP PRODUCTION

Examines the principles of farm crop production, including classification, growth and management of corn, soybeans, alfalfa, barley, as well as other Midwest crops. Learners will explore soil preparation, plant physiology, planting dates, planting depths and seeding rates for various types of crops. Furthermore, learners will engage in the study of plant structure identification. Different types of equipment used in planting and harvesting will be explored and discussed during the course.

NUTRIENT MANAGEMENT

Explores grid sampling sizes, plant nutrient analysis, CEC, base saturation and nutrient management planning. Learners will apply classroom theory through hands-on activities such as grid sampling, plant identification and pest identification. Furthermore, learners will gain a greater understanding of plant nutrient testing and the implication of soil sampling test results. Learners will examine soil conservation practices, soil nutrition and pesticide application.

Cisco BIT Academy

The courses in the CISCO BIT Academy prepares learners for the CISCO certification exam (Cisco Certified Networking Associate (CCNA)).

Courses in this academy fully ladder into the IT-Computer Support Specialist, the IT-Cybersecurity Specialist, the IT - Network Specialist, and the IT – Network Technician degrees.

LEARN HOW TO:

- Use CISCO software

COURSES OFFERED

10-150-185	CISCO 1 – Network Communications 1	3
10-150-186	CISCO 2 – Network Communications 2	3
10-150-187	CISCO 3 – Network Communications 3	3
10-150-188	CISCO 4 – Network Communications 4	3
TOTAL CREDITS		12

AVAILABILITY

- Online

To apply, contact Maureen Fuller, K-12 Academy Specialist at fullerm@ntc.edu or 715.803.1228.

Course Descriptions

CISCO 1 – NETWORK COMMUNICATIONS 1

Examines both the practical and conceptual skills that build the foundation for understanding basic networking, including: introduction to the OSI and TCP/IP models; gain familiarity with the various network devices and network addressing schemes; and discover the types of media used to carry data across the network. By the end of this course, the learner will be able to build simple LANs, perform basic configurations for routers and switches and implement IP addressing schemes.

CISCO 2 – NETWORK COMMUNICATIONS 2

Examines switching, routing, and wireless essentials including the architecture, components, and operations of routers and switches in small networks. Learners analyze wireless local area networks (WLAN) and security concepts. Learners apply configuration and troubleshooting techniques on routers and switches for advanced functionality using security best practices. Learners resolve common issues with protocols in both IPv4 and IPv6 networks.

CISCO 3 – NETWORK COMMUNICATIONS 3

Examines the architecture, components, operations, and security for large, complex networks, including wide area network (WAN) technologies. Learners will configure, troubleshoot, and secure enterprise network devices and understand how application programming interfaces (API) and configuration management tools enable network automation. Learners will configure and troubleshoot OSPFv2, ACLs, NAT, and QoS on IPv4 and IPv6 networks.

CISCO 4 – NETWORK COMMUNICATIONS 4

Examines the WAN technologies and network services required by converged applications in a complex network. The course enables learners to understand the selection criteria of network devices and WAN technologies to meet network requirements. Learners will configure and troubleshoot network devices with common data link protocols, and extended IPv4 and IPv6 ACLs. Learners will also understand how to mitigate common LAN security threats, and Quality of Service (QoS) and QoS implementation techniques.

Commercial Driver's License Academy (CDL Class A)

The Truck Driving (CDL Class A) Technical Diploma program prepares learners with the skills and knowledge to become safe, professional drivers of commercial motor vehicles. This program emphasizes hands-on learning to teach and develop safe driving techniques, shifting, turning, inspections and common to unusual backing maneuvers. Limited lecture and online materials are used to provide a solid foundation in industry related issues drivers face.

LEARN HOW TO:

- Comply with non-driving activity activities
- Explain vehicle systems and reporting malfunctions
- Explain advanced operating practices
- Adhere to safe truck driving operating procedures
- Perform basic truck driving operations

POTENTIAL CAREERS:

- Straight Truck Driver
- Local Truck Driver
- Owner Operator of a Trucking Business
- Over-the-Road Truck Driver

COURSES OFFERED

Commercial Learner Permit Prep (online): 2/27 – 4/28	(1 credit)
Truck Driving 1 (in person): 5/1 – 5/4	(1 credit)
Truck Driving 2 (in person): 5/8 – 5/31	(4 credits)
Truck Driving 3 (in person): 6/5 – 6/27	(0 credit)

TOTAL CREDITS **5**

** Students must be 18 in order to take the commercial learner permit exam. Students must have their permit and Fed Med Card before starting Truck Driving 1.*

AVAILABILITY

- In Person; NTC Center for Public Safety (Merrill, WI)

COMPLETING THE CDL ACADEMY EARNS YOU:

- The opportunity to test for the Class A CDL license

To apply, contact Maureen Fuller, K-12 Academy Specialist at fullerm@ntc.edu or 715.803.1228.

Course Descriptions

COMMERCIAL LEARNER PERMIT PREP

Learners will be instructed on the legal and situational components covered in the testing for a Commercial Learner Permit (CLP). During this course, learners will have the opportunity to successfully complete the Department of Motor Vehicle administered CLP testing.

TRUCK DRIVING 1

Introduces learners to the laws, regulations and various certification levels of a Commercial Driver License (CDL). Introduces learners to the basic operation of a Class A Commercial Motor Vehicle. Pre/Corequisite: 10-458-104 COMMERCIAL LEARNER PERMIT. Condition: Accepted into the Truck Driving TD, Electrical Power Distribution TD, Gas Utility Construction & Service TD, Diesel Technology AD or Diesel Equipment Mechanic TD or with Dean approval.

TRUCK DRIVING 2

Introduces learners to the laws, regulations and various certification levels of a Commercial Driver License (CDL). Introduces learners to the basic operation of a Class A Commercial Motor Vehicle. Pre/Corequisite: 10-458-104 COMMERCIAL LEARNER PERMIT. Condition: Accepted into the Truck Driving TD, Electrical Power Distribution TD, Gas Utility Construction & Service TD, Diesel Technology AD or Diesel Equipment Mechanic TD or with Dean approval.

TRUCK DRIVING 3

Builds on skills learned in Truck Driving 1 and 2, as students hone skills and practice to test for a Class A Commercial Driver's License. This course will focus on hands-on training in advanced driving operations, backing skills, weight distribution techniques, and trip planning.

Comptia A+ IT Academy

The courses in the Comptia A+ IT Academy prepares learners for the IT vendor-neutral CompTIA A+ certification exams. Courses cover computer hardware, operating systems, basic networking, security and professionalism.

Courses in this academy fully ladder into the IT-Help Desk Technical Diploma, the IT-Computer Support Technician Technical Diploma and the IT-Computer Support Specialist Associate Degree.

LEARN HOW TO:

- Use CompTIA A+ software

COURSES OFFERED

10-154-100	Computer Fundamentals 1	3
10-154-102	Computer Fundamentals 2	3

TOTAL CREDITS		6
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AVAILABILITY

- Online

To apply, contact Maureen Fuller, K-12 Academy Specialist at fullerm@ntc.edu or 715.803.1228.

Course Descriptions

COMPUTER FUNDAMENTALS 1

Introduces learner to terms, concepts and functions of personal computers. Demonstrate knowledge of proper function and use of computer internal and external components, system configuration, data backup and peripherals. Helps learner prepare for CompTIA's A+ Certification exams.

COMPUTER FUNDAMENTALS 2

Learn advanced PC operating system structure, features and use. Explore in depth hard drive management, file sharing and command line. Helps learner prepare for CompTIA's A+ Certification exams.

Early Childhood Licensing Basic Ages 0-2 Academy

The Early Childhood Licensing Basic Ages 0-2 Certificate is designed for individuals wishing to satisfy the state of Wisconsin Licensing Code, DCF251, Licensing Rules for Group Child Care Centers.

LEARN HOW TO:

- Introduces learner to early childhood profession
- Study infant and toddler development as it applies to early childhood settings
- Examine topics of health, safety, and nutrition within the context of the early childhood educational setting

POTENTIAL CAREERS:

- Lead Daycare Teacher
- Assistant Childcare Teacher
- Family/Childcare Provider

COURSES OFFERED

10-307-148	ECE: Foundations of ECE	3
10-307-151	ECE: Infant & Toddler Dev	3
10-307-167	ECE: Health Safety & Nutrition	3

TOTAL CREDITS		9
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AVAILABILITY

- Virtual College
- Online
- In-person

COMPLETING THE EARLY CHILDHOOD LICENSING BASIC AGES 0-2 ACADEMY EARNS YOU:

- 15% of the total credits in the Early Childhood Education Associate Degree (9 of 62 credits)

To apply, contact Maureen Fuller, K-12 Academy Specialist at fullerm@ntc.edu or 715.803.1228.

Course Descriptions

ECE: FOUNDATIONS OF ECE

Introduces the learner to the early childhood profession. Course competencies include: integrate strategies that support diversity and anti-bias perspectives, investigate the history of early childhood education, examine regulatory requirements for early childhood education programs in WI, summarize types of early childhood education settings, identify the components of a quality early childhood education program, summarize responsibilities of early childhood education professionals and explore early childhood curriculum models.

ECE: INFANT & TODDLER DEV

In this three-credit course, you will study infant and toddler development as it applies to an early childhood education setting. Course competencies include: integrate strategies that support diversity and anti-bias perspectives, analyze development of infants and toddlers (conception to three years), correlate prenatal and postnatal conditions with development, summarize child development theories, analyze the role of heredity and the environment, examine culturally and developmentally appropriate environments for infants and toddlers, examine the role of brain development in early learning (conception through age three) and examine caregiving routines as curriculum.

ECE: HEALTH SAFETY & NUTRITION

Examines the topics of health, safety, and nutrition within the context of the early childhood educational setting. Course competencies include: integrate strategies that support diversity, cultural responsiveness, and anti-bias perspectives; examine governmental regulations and professional standards as they apply to health, safety, and nutrition; plan a safe early childhood environment; plan a healthy early childhood environment; plan nutritionally sound menus; examine child abuse and neglect issues and mandates; describe Sudden Infant Death Syndrome (SIDS) risk reduction strategies; describe strategies to prevent the occurrence of Abusive Head Trauma (AHT) formerly known as Shaken Baby Syndrome (SBS); incorporate health, safety, and nutrition concepts into the children's curriculum.

EMT Academy

The EMT Academy provides you with the basic understanding of emergency medical care to the sick or injured at the scene and en route to a hospital. The focus of this academy is to assess many varying emergency situations to determine what patient care is needed and to provide the necessary care.

LEARN HOW TO:

- Meet state competencies for EMR certification
- Meet state competencies for EMT certification
- Demonstrate professional behavior
- Communicate effectively with others
- Demonstrate EMT 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

POTENTIAL CAREERS:

- Emergency Medical Responder
- Emergency Department Technician
- Emergency Medical Technician

COURSES OFFERED

47-531-437	BLS (Basic Life Support) CPR	.10
30-531-301	Emergency Medical Responder (EMR)/Emergency Medical Technician (EMT) Part 1	2
30-531-302	Emergency Medical Technician - Part 2	3
TOTAL CREDITS		5.1*

**Must have Health Care Provider - CPR certificate before enrolling in the EMT course.*

AVAILABILITY

- In-person

COMPLETING THE EMT ACADEMY EARNS YOU:

- 16% of the total credits in the Fire Science Technical Diploma (5 of 31 credits)

To apply, contact Maureen Fuller, K-12 Academy Specialist at fullerm@ntc.edu or 715.803.1228.

Course Descriptions

BLS (BASIC LIFE SUPPORT) CPR

This American Heart Association approved course covers adult and pediatric CPR and FBAO, two-rescuer CPR, barrier devices and AED. The course focuses on the needs of the professional caregiver. Successful completion includes American Heart Association certification that is valid for two years. Textbook required, can be purchased at NTC's Campus Store.

EMERGENCY MEDICAL RESPONDER (EMR)/EMERGENCY MEDICAL TECHNICIAN (EMT) PART 1

Provides the student with the skills to perform patient assessment, stabilize/immobilize injuries and provide basic treatment of medical emergencies

EMERGENCY MEDICAL TECHNICIAN - PART 2

Provides the student with the skills to perform patient assessment, stabilize/immobilize injuries and provide basic treatment of medical emergencies.

Foundations of Teacher Education Academy

This academy prepares qualified individuals to enter the Foundations of Teacher Education Associate degree program. Once the degree program is complete, individuals will work directly with students under the supervision of a licensed teacher. The duties include assisting children with math, science, reading, and writing assignments as well as handling classroom management, clerical and other tasks related to instruction.

LEARN HOW TO:

- Incorporate the reflective process to promote professional growth
- Perform professional responsibilities
- Use proactive classroom management techniques
- Adapt instruction to meet the diverse needs of all learners
- Implement developmentally appropriate practices to foster learning
- Demonstrate instructional support strategies for content areas

POTENTIAL CAREERS:

- Special Education Paraprofessional
- Special Education Teacher Assistant
- Teaching Assistant
- Para-educator
- Special Education Aide
- Teacher Aide
- Instructional Assistant

COURSES OFFERED

10-522-103	EDU: Intro to Ed Practices	3
10-522-104	EDU: Technology in Ed	3
10-522-106	EDU: Child & Adol Dev	3
TOTAL CREDITS		9

AVAILABILITY

- Online
- Virtual College
- In-Person

COMPLETING THE FOUNDATIONS OF TEACHER EDUCATION ACADEMY EARNS YOU:

- 15% of the total credits in the Early Childhood Education Associate Degree (9 of 62 credits)

To apply, contact Maureen Fuller, K-12 Academy Specialist at fullerm@ntc.edu or 715.803.1228.

Course Descriptions

EDU: INTRO TO ED PRACTICES

Analyzes preK-12 education in the United States, determine roles and responsibilities of school personnel, and explore current trends and best practices. Learners identify how students learn and the foundations of lesson planning. Analyze assessment strategies, classroom management, and techniques for supporting learners.

EDU: TECHNOLOGY IN ED

Develops the knowledge and skills to use trending classroom technologies and gain experience creating and using web tools including portfolios. Learners create presentations for educational environments and identify ISTE Standards.

EDU: CHILD & ADOL DEV

Provides an overview of physical, motor, perceptual, cognitive, social/emotional and growth and development birth through adolescence. Analyzes social, parental, cultural, brain, and economic influences on development.

IT Academy

Students participating in the IT Academy will learn how to assist computer users, troubleshoot hardware and software problems, and document solutions.

LEARN HOW TO:

- Demonstrate customer service skills as an IT professional
- Solve information technology problems
- Provide end user support
- Support computer networks
- Manage software
- Manage information technology hardware

POTENTIAL CAREERS:

- Computer Support Specialist
- Computer Applications Specialist
- PC Technician
- Help Desk Specialist
- Help Desk Coordinator
- Software Trainer

COURSES OFFERED

10-154-100	Computer Fundamentals 1	3
10-154-102	Computer Fundamentals 2	3
10-154-151	Troubleshooting	3
	Optional IT course	2-3

TOTAL CREDITS

11-12

AVAILABILITY

- Online
- Virtual College
- In-Person

The classes in the IT Academy are a part of several IT programs. Please contact Maureen for more information.

To apply, contact Maureen Fuller, K-12 Academy Specialist at fullerm@ntc.edu or 715.803.1228.

Course Descriptions

COMPUTER FUNDAMENTALS 1

Introduces learner to terms, concepts and functions of personal computers. Demonstrate knowledge of proper function and use of computer internal and external components, system configuration, data backup and peripherals. Helps learner prepare for CompTIA's A+ Certification exams.

COMPUTER FUNDAMENTALS 2

Learn advanced PC operating system structure, features and use. Explore in depth hard drive management, file sharing and command line. Helps learner prepare for CompTIA's A+ Certification exams.

TROUBLESHOOTING

Develop hardware and software troubleshooting skills by solving computer-related problems. Learner will use textual and online resources, document successful solutions and add them to a personal knowledge base.

Machine Tool Academy

As a participant in the Machine Tool Academy, learners will gain a basic understanding of different Machine Tools found in industry, including lathes, mills, and drill presses, and how to work safely and successfully in a Machine Shop environment. The classes in this academy use hands-on activities, creativity, and problem-solving to teach the skills needed by machinists in the manufacturing industry.

LEARN HOW TO:

- Perform basic machine tool equipment set-up and operation
- Apply precision measuring methods to part inspection
- Interpret industrial/engineering drawings
- Apply basic safety practices in the machine shop

POTENTIAL CAREERS:

- CNC Programmer
- Jig and Fixture Builder
- Tool & Die Apprentice
- Maintenance Machinist
- Machine Setup Operator
- Job Shop Machinist

COURSES OFFERED

32-420-631	Machine Tool Processes 1	3
32-420-316	Print Reading for the Machine Trades 1	2
32-420-338	Precision Inspection	1
32-420-632	Machine Tool Processes 2	5
TOTAL CREDITS		13

AVAILABILITY

- In-Person (Phillips & Wausau only)

COMPLETING THE MACHINE TOOL ACADEMY EARNS YOU:

- 22% of the total credits in the Machine Tool Technics Technical Diploma (13 of 58 credits)

To apply, contact Maureen Fuller, K-12 Academy Specialist at fullerm@ntc.edu or 715.803.1228.

Course Descriptions

MACHINE TOOL PROCESSES 1

Applies shop safety guidelines and becomes familiar with common machine shop equipment. Focuses on drill press, power saw, elementary lathe and mill operations and pedestal grinding machines. Learners will gain knowledge in layout tools and procedures and the proper use of hand tools in the shop.

PRINT READING FOR THE MACHINE TRADES 1

Develop basic proficiency in reading and interpreting machine tool prints. Learners will learn the communication process between designer and machinist.

PRECISION INSPECTION

Measure machined parts using basic theory and practice of mechanical inspection. Learners will experience quality control using dimensional metrology instruments.

MACHINE TOOL PROCESSES 2

Applies basic methodology and operations of lathes, mills and grinding machines. Focuses on speeds and feeds, basic work holding devices and cutting tools. Milling machine applications to include: project planning, basic milling machine setups and operations and in-process inspection. Lathe applications to include: work planning, basic lathe setups to utilize basic work holding practices and in-process inspection.

Marketing Academy

Marketing is essential to the success of every business – whether large or small, profit or non-profit, product or service-oriented. By completing the Marketing Academy, students will have the skills to succeed in many business occupations in industrial, wholesale, retail, and service areas.

LEARN HOW TO:

- 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
- Develop strategies to anticipate and satisfy market needs

POTENTIAL CAREERS:

- Small Business Owner/Entrepreneur
- Office Manager/Business Manager
- Customer Service Representative
- Marketing Assistant
- Marketing Coordinator
- Marketing Research Assistant
- Sales Merchandiser
- Retail Manager
- Assistant Manager
- Department Manager
- Inside and Field Sales Representatives
- Public Relations and Advertising Assistant

COURSES OFFERED

10-104-103	Customer Service	2
10-103-243	Word Level 1	1
10-104-172	Marketing Principles	3
10-104-150	Intro to Marketing	1
10-103-241	PowerPoint Level 1	1
10-104-208	Retailing and Merchandising Principles	2
10-104-154	Principles of Sales	3
10-103-242	Excel Level 1	1

TOTAL CREDITS **14**

AVAILABILITY

- In-Person
- Online
- Virtual College

COMPLETING THE MARKETING ACADEMY EARNS YOU:

- 15% of Marketing Associate degree program

To apply, contact Maureen Fuller, K-12 Academy Specialist at fullerm@ntc.edu or 715.803.1228.

Course Descriptions

CUSTOMER SERVICE

Analyzes approaches and best practices to strengthen relationships with customers, understand the importance of customer service, and how to satisfy the customer's needs and wants through interaction with the customer. The learner prepares tips about best practices to build customer relationships, along with a total customer service strategic plan for a business.

WORD LEVEL 1

Introduces learners to the basic concepts of using Microsoft Word with hands-on, project based activities. Learners will develop foundational skills by applying concepts explored to start Word, create a new document, create business letters, flyers, brochures, research papers, resumes, work with SmartArt, apply basic formatting and more.

MARKETING PRINCIPLES

Introduces an understanding of basic marketing fundamentals. The learner will explore consumer demographics, lifestyles and decision making; evaluate product distribution; promotions and price planning. The learner will create a Strategic Marketing Plan combining the components listed and develop a presentation.

INTRO TO MARKETING

Introduces the marketing student to the program exit assessment portfolio. The portfolio will be a combination of projects from each of the marketing core classes. This course will also include how to succeed in online learning, frequently asked marketing program questions, improved study habits and exploration of NTC services for students.

POWERPOINT LEVEL 1

Introduces learners to the basic concepts of using Microsoft PowerPoint with hands-on, project based activities. Learners will develop foundational skills by applying concepts explored to create new presentations, adding and formatting slides, navigating a slide show, inserting images/backgrounds, adding transitions, adding animations and working with charts, WordArt and tables.

RETAILING AND MERCHANDISING PRINCIPLES

Explores the retail environment and the increased demand for skills and education in employees. To succeed in retailing, current and future retailers must be able to adapt to a constantly changing environment. Consumers are expecting full service and the consumer "experience" -not mere product purchase transactions. In this course, we will explore the foundation and basic functions of retailing to assist you in becoming a more knowledgeable and effective member of a retail operation. This course provides the opportunity for you to develop the skills, processes and practical experiences to manage, plan, buy, price and merchandise products within a retail business.

PRINCIPLES OF SALES

Introduces the learner to a blend of fundamentals and new practices to prepare them to build quality partnerships by creating customer value. Today's salespeople need to live by a new set of selling principles. Customers want salespeople who are their partners; people who will add value to their business, not just communicate it.

EXCEL LEVEL 1

Introduces learners to the basic concepts of using Microsoft Excel with hands-on, project based activities. Learners will develop foundational skills by applying concepts explored to effectively utilize the functions and features of Microsoft Excel including creating worksheets, entering/editing data, selecting cells/ranges, creating basic charts, formatting entries and creating/modifying basic formulas.

Microsoft Office Advanced Academy

The Microsoft Office Advanced Academy provides comprehensive training using the latest Microsoft Office applications. Learners will complete hands-on basic, intermediate and advanced project based training using Microsoft Word, Microsoft Excel and Microsoft PowerPoint. Microsoft Outlook basics will also be introduced.

Globally recognized industry credentials for the Microsoft Office Specialist Associate level certifications are embedded within the certificate. Upon successful completion of the certificate, learners will obtain the globally recognized industry credentials for Microsoft Office Specialist (MOS) Associate Level Certifications (Word, Excel and PowerPoint) and be eligible to test for the Microsoft Office Specialist (MOS) Expert Certification exams.

LEARN HOW TO:

- Obtain globally recognized Microsoft Office industry credentials
- Solve information technology problems
- Apply Microsoft Office skills to workplace tasks

COURSES OFFERED

10-103-241	Powerpoint 1	1
10-103-242	Excel 1	1
10-103-243	Word 1	1
10-103-248	Powerpoint 2	1
10-103-247	Excel Level 2	1
10-103-246	Word Level 2	1
10-103-245	Office Level 3	3

TOTAL CREDITS 9

AVAILABILITY

- Online

COMPLETING THE AGRONOMY ACADEMY EARNS YOU:

- 15% of the total credits in the IT - Computer Support Specialist Associate Degree (9 of 60 credits)
- 20% of the total credits in the IT - Computer Support Technician Technical Diploma (9 of 46 credits)

To apply, contact Maureen Fuller, K-12 Academy Specialist at fullerm@ntc.edu or 715.803.1228.

Course Descriptions

POWERPOINT 1

Introduces learners to the basic concepts of using Microsoft PowerPoint with hands-on, project based activities. Learners will develop foundational skills by applying concepts explored to create new presentations, adding and formatting slides, navigating a slide show, inserting images/backgrounds, adding transitions, adding animations and working with charts, WordArt and tables.

EXCEL 1

Introduces learners to the basic concepts of using Microsoft Excel with hands-on, project based activities. Learners will develop foundational skills by applying concepts explored to effectively utilize the functions and features of Microsoft Excel including creating worksheets, entering/editing data, selecting cells/ranges, creating basic charts, formatting entries and creating/modifying basic formulas.

WORD 1

Introduces learners to the basic concepts of using Microsoft Word with hands-on, project based activities. Learners will develop foundational skills by applying concepts explored to start Word, create a new document, create business letters, flyers, brochures, research papers, resumes, work with SmartArt, apply basic formatting and more.

POWERPOINT 2

Examines the intermediate level Microsoft PowerPoint skills which build upon the basic Microsoft PowerPoint concepts. Learners will demonstrate their ability to perform a number of hands-on, project based PowerPoint intermediate level activities including but not limited to customizing slide masters/presentations, project collaboration, adding animation, formatting tables/charts, adding media and enhancing SmartArt.

EXCEL LEVEL 2

Examines the intermediate level Microsoft Excel skills which build upon the basic Microsoft Excel concepts. Learners will demonstrate their ability to perform a number of hands-on, project based Excel intermediate level activities including but not limited to working with multiple worksheets and workbooks, creating, sorting and querying a table, importing data, working with SmartArt, images and screenshots, and financial functions.

WORD LEVEL 2

Examines the intermediate level Microsoft Word skills which build upon the basic Microsoft Word concepts. Learners will demonstrate their ability to perform a number of hands-on, project based Word intermediate level activities including but not limited to creating and managing multipage documents, formatting text, paragraphs and sections, creating tables and lists, mail merge, creating a newsletter, sharing documents, and inserting/formatting objects.

OFFICE LEVEL 3

Expands learner's proficiency using advanced functions and features of Microsoft Word, Microsoft Excel and Microsoft PowerPoint. Basic Microsoft Outlook functions and features will also be introduced. Learners will further develop advanced skills with hands-on, project-based activities leading up to the Microsoft Office Specialist (MOS) Associate Certification exams as capstones in the course. This will provide learners not only with college course credit but also globally industry recognized credentials and digital badging for the Microsoft Office Specialist Associate Level Certifications.

Phlebotomy Academy

The Phlebotomy Technician Technical Diploma program provides practical training in the collection of blood specimens by venipuncture and capillary puncture. Learners are also trained in non-blood specimen collection procedures, specimen processing and basic laboratory skills. Because phlebotomists work directly with patients, the program covers customer service training, ethics and communication. This program includes a 100-hour clinical phlebotomy experience. Job opportunities for phlebotomists exist in hospital and clinical laboratories. This program has some courses that transfer into the Medical Lab Technician Associate Degree program. Graduates are eligible to participate in national certification exams, such as ASCP-PBT. Interested applicants must submit a copy of high school transcripts or proof of GED/HSED.

Accreditation Information: The Phlebotomy Technical Diploma program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) 5600 North River Road, Suite 720, Rosemont, IL 60018, 773.714.8880.

LEARN HOW TO:

- Communicate (verbally and nonverbally) effectively and appropriately in the workplace
- Demonstrate understanding of quality assurance and quality control
- Demonstrate understanding of requisitioning, specimen transport and specimen processing
- Follow standard operating procedures to collect specimens
- Demonstrate knowledge of collection equipment, additives, precautions and interfering substances
- Demonstrate understanding of importance of specimen collection and specimen integrity
- Demonstrate basic understanding of the anatomy and physiology of the main body systems

POTENTIAL CAREERS:

- Laboratory Assistant
- Specimen Processor
- Phlebotomist

COURSES OFFERED

10-513-110	Basic Lab Skills	1
10-513-111	Phlebotomy	2
10-513-147	Phlebotomy Clinical	2
TOTAL CREDITS		5

AVAILABILITY

- 40-50% Online
- In-Person

Completing the Phlebotomy Academy allows you to participate in national certification exams, such as ASCP-PBT.

To apply, contact Maureen Fuller, K-12 Academy Specialist at fullerm@ntc.edu or 715.803.1228.

Course Descriptions

BASIC LAB SKILLS

Explores laboratory science career options and the fundamental principles and procedures performed in the laboratory. Learners will utilize medical terminology and basic laboratory equipment. Learners will follow required safety and infection control procedures and perform simple laboratory tests.

PHLEBOTOMY

Provides opportunities for learners to perform routine venipuncture, routine capillary puncture and special collection procedures.

PHLEBOTOMY CLINICAL

Practical training in phlebotomy skills at a clinical site. Travel to clinical sites will be required.

Quality Technician Academy

The Quality Technician Academy is designed to prepare learners for entry-level positions in the area of quality control and inspection for various manufacturing sectors. Learners will be able to apply the concepts of quality assurance, precision measurement, and interpreting engineering drawings to manufactured products.

The classes in this academy fully ladder into NTC's Manufacturing Engineering Technology Associate Degree program.

LEARN HOW TO:

- Measure objects using precision instruments and calibrate tools when necessary
- Develop a plan of action to handle nonconforming products
- Produce gage repeatability and reproducibility studies
- Analyze the cost of quality
- Interpret engineering drawings

POTENTIAL CAREERS:

- Quality Control Trainee
- Product Inspection
- Quality Assurance Technician
- Quality Technician

COURSES OFFERED

10-623-119 QUALITY ASSURANCE	1
10-623-124 PRECISION MEASURING	1
10-623-200 INTERPRETING ENGINEERING DRAWINGS	1
TOTAL CREDITS	3

AVAILABILITY

- Virtual College

COMPLETING THE AGRONOMY ACADEMY EARNS YOU:

- 5% of the total credits in the Manufacturing Engineering Technology Associate Degree (3 of 62 credits)

To apply, contact Maureen Fuller, K-12 Academy Specialist at fullerm@ntc.edu or 715.803.1228.

Course Descriptions

QUALITY ASSURANCE

Analyzes the philosophies and strategies the American industry has been focusing on to improve the quality of their products and services. In this learning plan, the learner will explore their personal philosophy on Quality, the cost of quality, total quality management, and nonconforming products and materials.

PRECISION MEASURING

Introduces the different aspects of utilizing a precision measurement system in the manufacturing process. The learner will investigate different measurements systems and procedures used to control measurement processes. Learning activities will include hands-on measuring activities, gage r&r, and developing procedures for management of the system.

INTERPRETING ENGINEERING DRAWINGS

Explores the foundational skills needed to read and interpret industrial prints. Beginning with the basics, the learner progresses in a logical order through orthographic, pictorial, assembly, section and auxiliary views of products. In addition, you will learn how to interpret part dimensions and tolerances. Emphasis is also placed on title blocks, change blocks and shop notes and symbols. The symbols of geometric dimensioning and tolerancing are introduced.

QuickBooks Academy

The QuickBooks Academy is designed to help learners understand basic accounting fundamentals and provides practical experience in computerized accounting utilizing QuickBooks software.

LEARN HOW TO:

- Prepare for the QuickBooks Certified User exam
- Integrate QuickBooks reports into Microsoft Word and Excel
- Manage accounting records on the computer using QuickBooks software
- Demonstrate basic knowledge of accounting

COURSES OFFERED

10-101-180	QuickBooks 1	1
10-101-181	QuickBooks 2	2
10-101-111	Accounting 1	4
	Or	
10-101-147	Accounting Fundamentals	3
TOTAL CREDITS		6-7

AVAILABILITY

- Online

Completing the QuickBooks Academy allows you test for the QuickBooks Certified User exam

To apply, contact Maureen Fuller, K-12 Academy Specialist at fullerm@ntc.edu or 715.803.1228.

Course Descriptions

QUICKBOOKS 1

Introduces basic accounting concepts, set up and management of QuickBooks company files. The learner will navigate through the software by setting up users, entering beginning balances, and creating non-inventory items. Introduces customers and vendors by entering and paying bills, writing checks, creating invoices and sales receipts. Demonstrates achievement by producing reports and graphs.

QUICKBOOKS 2

Expands on the learner's ability to set up and manage a company chart of accounts, record purchases and process sales in QuickBooks. Learners will manage customer, vendor and employee records. Learners will expand upon their base knowledge of QuickBooks by performing investing and financing activities, payroll, budgets and banking activities. The learner will enter adjusting entries, produce financial statements and other year-end reports to close the books at year-end. Through a simulation project, the learner will check for reporting accuracy and correct common mistakes to ensure accurate financial reporting through the use of an Accounting Information System.

ACCOUNTING 1

Introduces accounting concepts and financial statements for sole proprietorships. Learners analyze and record routine transactions, adjusting entries, and closing entries. Learners prepare the Income Statement, Statement of Owner's Equity, and the Balance Sheet from the financial records they create for service and merchandising businesses. Covers accounting for sales, inventory, cash, and receivables.

ACCOUNTING FUNDAMENTALS

Examines the basic accounting principles and procedures for those individuals who will work with accounting information, accountants, and in a business related setting. The learner will identify the accounting cycles, prepaid expenses, accruals, merchandise inventory, uncollectible accounts, and depreciation. The course is not intended as an in-depth study of accounting.

Sports and Recreation Management Academy

The Sports and Recreation Management Academy will introduce learners to the skills and knowledge earned in business leadership; finance, sales, risk management administration, marketing, promotion, and event coordination. In addition, the academy courses will also include the study of recreation, sports, and wellness. Classes in this academy will count towards the Sports and Recreation Management Associate degree.

LEARN HOW TO:

- Describe athlete health and safety laws
- Build and maintain relationships with community stakeholders
- Create & successfully promote sports and recreation events and activities within the community

POTENTIAL CAREERS:

- Adventure Guide
- Youth Camp Coordinator
- Activities Coordinator
- Member Services Representative

COURSES OFFERED

FALL

Exploring Hospitality and Recreation	2
Exploring Team Sports in the US	3

SPRING

Customer Service	2
Marketing Principles	3

TOTAL CREDITS	10
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AVAILABILITY

- Online

To apply, contact Maureen Fuller, K-12 Academy Specialist at fullerm@ntc.edu or 715.803.1228.

Course Descriptions

EXPLORING HOSPITALITY AND RECREATION

Introduces new students to the broad spectrum of the leisure services industry. Learners will have the opportunity to explore career options in the hospitality and recreation industries. They will delve into operational perspectives of a variety of organizations.

EXPLORING TEAM SPORTS IN THE U.S.

Explores athletic teams in the United States, which are usually members of a league that schedules a championship season, although independent teams also can arrange their own contests. This can range from amateur to professional sports where athletic organizations are comprised of talented, expert players hired by club owners.

CUSTOMER SERVICE

Analyzes approaches and best practices to strengthen relationships with customers, understand the importance of customer service, and how to satisfy the customer's needs and wants through interaction with the customer. The learner prepares tips about best practices to build customer relationships, along with a total customer service strategic plan for a business.

MARKETING PRINCIPLES

Introduces an understanding of basic marketing fundamentals. The learner will explore consumer demographics, lifestyles and decision making; evaluate product distribution; promotions and price planning. The learner will create a Strategic Marketing Plan combining the components listed and develop a presentation.

STEM Academy

The STEM Academy gives students the opportunity to build the foundational knowledge needed to be successful in a college level program while determining which job is the best fit for a rewarding career in the STEM field.

LEARN HOW TO:

- Develop programs to operate and monitor automated equipment
- Demonstrate configuration of computer controlled equipment
- Troubleshoot electrical/electronic systems
- Read and interpret electrical/electronic drawings
- Apply safety policies, standards, practices and procedures to the industrial environment

POTENTIAL CAREERS:

- Survey or CAD Technician
- Assistant Construction Engineer
- Estimator
- Municipal or State Engineering Technician
- Civil Engineering Technician
- Quality Engineer
- Manufacturing Engineering Technician
- Industrial Engineering Technician
- Assistant Manufacturing Engineer
- Assistant Industrial Engineer
- Engineering Technician
- Product Designer
- Design Drafter
- Drafter

COURSES OFFERED

10-606-133	Solidworks 1	1
10-606-134	Solidworks 2	1
10-620-172	Industry Workplace Safety	1
10-660-123	Industrial Electronics Technology 1	1
10-660-124	Industrial Electronics Technology 2	1
10-660-125	Industrial Electronics Technology 3	1
10-660-121	Intro to Microcontrollers	1
TOTAL CREDITS		7

AVAILABILITY

- In-Person
- Online
- Virtual College

Completing the STEM Academy allows you to test for the SolidWorks Certified Associate Exam (CSWA).

To apply, contact Maureen Fuller, K-12 Academy Specialist at fullerm@ntc.edu or 715.803.1228.

Course Descriptions

SOLIDWORKS 1

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.

SOLIDWORKS 2

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. Upon completion the Learner will have an opportunity to take the SolidWorks Certified Associate Exam (CSWA) to obtain a highly recognized credential known worldwide.

INDUSTRY WORKPLACE SAFETY

Introduces General Industry Safety Practices and is intended to provide an entry level worker's general awareness on recognizing and preventing hazards in a general industry setting. An OSHA 10 General Industry certification will be obtained with completion of the course. In addition, lab specific safety will be covered. OSHA has some very specific rules for receiving the certification card for OSHA 10. OSHA 10 Cards can only be issued to students in the face-to-face classes who attend every class. OSHA will not allow anyone taking this course in an online/flex format to receive a certification card. If you need the OSHA 10 card upon completion of this course, please be sure you are enrolled in the face-to-face section.

INDUSTRIAL ELECTRONICS TECHNOLOGY 1

Introduces the fundamental principles of direct current (DC) and the effects of resistance, capacitance and inductance operating within the DC electrical and magnetic fields. Circuit analysis utilizes project based labs where students experience the practical application of Ohm's, Watt's, Kirchhoff's and Lenz's laws. Learning experiences in IET 1 will be continued and expanded upon in IET 2.

INDUSTRIAL ELECTRONICS TECHNOLOGY 2

Introduces the fundamental principles of alternating current (AC) and the effects of resistance, capacitance and inductance operating at 60 Hertz (Hz) single phase within the AC electrical and magnetic fields. Circuit analysis uses project based labs where students experience the practical application of Ohm's, Watt's, and Faraday's laws. Learning experiences in IET 2 build upon those in IET 1 and will be continued and expanded upon in IET 3.

INDUSTRIAL ELECTRONICS TECHNOLOGY 3

Introduces the fundamentals associated with the properties of silicon controlled devices used in industry. Both DC and AC operating characteristics will be explored as well as the application of silicon controlled devices used in industrial circuit controls. Circuit analysis utilizes project based labs where students experience the practical application of skills learned in IET 1 and 2.

INTRO TO MICROCONTROLLERS

Introduces the microcontroller, a tiny computer which uses digital inputs and outputs to control electrical/electronic circuits. A Basic Stamp microcontroller will be programmed via a USB port to a PC using a PBASIC editor program. It will then be connected to digital inputs such as switches and sensors and used to control output circuits such as LED displays, DC motors, relays, buzzers and servo motors.

Welding Academy

The Gas Metal Arc Welding (GMAW) Technical Diploma program provides a solid foundation in process-specific production welding technology. The program is designed to develop the necessary entry-level competencies for work in the production welding and metal fabrication industries.

Coursework includes all position “mig” welds on steel, stainless steel and aluminum, mechanical and thermal cutting, fabricating parts from prints and assessing weld quality.

LEARN HOW TO:

- Produce Gas Metal Arc Welds (GMAW)
- Interpret welding drawings
- Demonstrate industry recognized safety practices

POTENTIAL CAREERS:

- Maintenance and Repair Welder
- Construction Trades Apprentice
- Welder

COURSES OFFERED

10-442-101	Intro to Welding	1
10-442-163	Weld Inspection & Testing	1
10-442-172	Welding Safety	1
10-442-173	Thermal Cutting	1
10-442-181	Weld Print Reading 1	1
10-442-182	Weld Print Reading 2	1
10-442-183	Gas Metal Arc Welding 1	1
10-442-184	Gas Metal Arc Welding 2	1
10-442-185	Gas Metal Arc Welding 3	1
10-442-186	Gas Metal Arc Welding 4	1
10-442-204	Gas Metal Arc Welding 5	1
10-442-205	Gas Metal Arc Welding 6	1

TOTAL CREDITS **12**

AVAILABILITY

- In-Person:
 - Antigo: MWF, 7:00 AM – 10:00 AM
 - Phillips: MTWRF, 8:00 – 11:00 a.m., 12:00 p.m. – 3:00 p.m. (August – May)
 - Wausau: TBD (August – May)

COMPLETING THE WELDING ACADEMY EARNS YOU:

- 35% of the total credits in the Welding Technical Diploma (12 of 34 credits)

To apply, contact Maureen Fuller, K-12 Academy Specialist at fullerm@ntc.edu or 715.803.1228.

Course Descriptions

INTRO TO WELDING

Compares equipment and techniques used in the major arc welding and thermal cutting processes. Learners perform introductory level welds in the SMAW, GMAW, FCAW and GTAW processes. Learners also perform material preparation skills including shearing, grinding and thermal cutting.

WELD INSPECTION & TESTING

Emphasizes measurement of weld defects and assessment of weld quality conformance to common welding codes. Learners conduct etch tests, bend tests and break tests on welds. The process of procedure and welder qualification is explored through group activities.

WELDING SAFETY

Prepares learners for safe operation of work site equipment. Procedures regarding welding machines, band saws, shears, grinders, oxy fuel equipment and an array of hand tools are practiced. Crane and forklift operation are introduced.

THERMAL CUTTING

Develops skill in thermal cutting and gouging processes. Learners practice manual and machine oxy-fuel cutting, plasma cutting and gouging and air carbon arc gouging.

WELD PRINT READING 1

Develop print interpretation skills needed in metal fabrication. Learners study orthographic projection, dimensioning, welding symbols and bill of materials. Learners apply concepts in hands-on activities, practicing basic layout skills and safe operation of saws, shears and drills.

WELD PRINT READING 2

Builds on print interpretation skills developed in Weld Print Reading 1. Learners study increasingly complicated prints and welding symbols. Learners will apply concepts in hands-on activities, practicing basic layout skills and safe operation of saws, shears and drills.

GAS METAL ARC WELDING 1

Develops skill in gas metal arc welding. Learners use short circuit transfer to make fillet and groove welds in the flat and horizontal positions on steel. Weld quality is assessed per AWS D1.1 Structural Steel Code.

GAS METAL ARC WELDING 2

Develops skill in gas metal arc welding. Learners use short circuit transfer to make fillet and groove welds in the vertical and overhead positions on steel. Weld quality is assessed per AWS D1.1 Structural Steel Code.

GAS METAL ARC WELDING 3

Develops skill in gas metal arc welding. Learners use spray transfer to make fillet and groove welds in the flat and horizontal positions on steel. Weld quality is assessed per AWS D1.1 Structural Steel Code.

GAS METAL ARC WELDING 4

Develops skill in gas metal arc welding. Learners use pulsed spray transfer to make fillet and groove welds in the horizontal and vertical positions on steel. Weld quality is assessed per AWS D1.1 Structural Steel Code.

GAS METAL ARC WELDING 5

Develops skill in gas metal arc welding. Learners use pulsed spray transfer to make fillet and groove welds in the horizontal and vertical positions on stainless steel and aluminum.

GAS METAL ARC WELDING 6

Develops skill in gas metal arc welding. Learners use short circuit transfer and pulsed spray transfer to make fillet and groove welds in the horizontal and vertical positions on sheet metal.

III - Student & Parent/Guardian Signatures *This section completed by student/parent*

STUDENT SIGNATURE—IN SIGNING THIS DOCUMENT, I acknowledge the following:

- I understand and will comply with the assurances and conditions outlined in “Student/Parent Specific Responsibilities” and Subchapter 38.12 (14).
- I authorize the high school and technical college to share course and grade information with one another or the parent/guardian listed above, including course, grade, and financial information.

Student Signature *Required* Date Signed - 00/00/0000

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PARENT/GUARDIAN SIGNATURE—Required if student is under 18.

- I understand and will comply with the assurances and conditions outlined in “Student/Parent Specific Responsibilities” and Subchapter 38.12 (14)
- I authorize the high school and college to share course and grade information.

Parent Signature *Required* Date Signed - 00/00/0000

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IV - High School Approval *This section completed by district*

Named student is approved to enroll for courses marked “Approved” in Section II:

Yes No If no, indicate reason for denial:

Check if student has a record of disciplinary issues.

Name of High School Board/Administrator Approval Authority	Phone Number

High School Board/Administrator Approval Authority Signature Date Signed - 00/00/0000

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V - Technical College Approval *This section completed by NTC*

Technical College Course Name	Class Number	Technical College Course Number	Number of College Credits	District Approved?	
				Yes	No
				<input type="radio"/>	<input type="radio"/>
				<input type="radio"/>	<input type="radio"/>
				<input type="radio"/>	<input type="radio"/>
				<input type="radio"/>	<input type="radio"/>
				<input type="radio"/>	<input type="radio"/>
				<input type="radio"/>	<input type="radio"/>
				<input type="radio"/>	<input type="radio"/>

Eligible to enroll I CERTIFY that the above-named student is eligible to attend the course(s) listed in Section VI and that all these courses are nonsectarian in content. The student will be notified of college admission policies/criteria and record disclosure provisions. The technical college agrees to provide the school district with grade information (and attendance information upon request).

Not eligible to enroll I CERTIFY that the above-named student is not eligible to enroll in and/or attend the course(s) listed in Section VI. The student will be notified of the reasons for ineligibility.

Maureen Fuller, Academy Specialist	715-803-1228	fullerm@NTC.EDU
Name of Technical College Representative and Title	Phone Number	Email

Technical College Representative Signature Date Signed - 00/00/0000

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VI - Appeals

Appeals of school board decision: A student may appeal a school board decision regarding awarding of high school credit or course comparability to the State Superintendent within 30 days of the board's decision.

NTC High School Student Enrollment: Being a Responsible Learner

College coursework opens the door to greater learning opportunities. It also requires a time commitment and greater responsibility from you, the learner. Below are expectations we would like you to know so you can better prepare yourself for NTC college coursework.

Please read and initial your understanding of each expectation listed below.

_____ **Commitment:** I understand that taking NTC classes while still in high school is a privilege given and supported by NTC and my high school district. Therefore, I will act responsibly to make sure that I am successful.

_____ **Attendance:**

- 1) I understand I must attend every class period to which I am assigned. If an instructor has an attendance policy that says a student will be dropped when a certain number of absences/lack of participation online occurs, I realize I may be dropped from the course, or receive a grade of "NS" (No Show) or "F" in the course.
- 2) I understand that I must follow NTC class dates. If my high school does not have school on a date where class is assigned at NTC, that does not excuse me from attending my NTC course without prior approval from my NTC instructor.

_____ **Coursework:**

- 1) I understand I must follow my course syllabus for my NTC class, as well as all assigned due dates. I realize late assignment will result in a lower grade or a "0".
- 2) I understand that I will need to spend 2 to 4 hours on coursework for every hour the class is in session.
- 3) I understand that it is my responsibility to communicate with my instructor regarding questions I have about my NTC assignments/quizzes and/or after returning to class after being absent.
- 4) Teamwork is an integral part of learning in some post-secondary courses. I understand my team will depend upon me to be an active, involved, and informed team member.

_____ **Communication:**

- 1) I understand that my NTC instructor will communicate with me via my NTC student email account and/or Canvas. I am aware of how to log-in to both of these services. If I have questions or am unable to log-in, I know who to contact at my high school or NTC for assistance.
- 2) If I choose to no longer participate in or continue with my course, I understand I must let my high school counselor and NTC contact person know immediately.

Student Signature

Date

Parent/Guardian Signature

Date

NTC Official Signature

Date

ACADEMY FAQS

Q: Who is eligible to participate in an academy?

A: Academy options are available to high school Juniors and Seniors through the Start College Now program.

Q: Why should students participate in an academy?

A: Participating in an academy offers students the opportunity to either earn a credential or a head start in earning college credit in their chosen program at no charge to the student.

Q: I am not located near an NTC campus. Can I still participate in an academy?

A: It depends. Many of our academies feature online class options in which case it is possible to complete an academy online. However, some of our academies require in person labs so completing the entire academy would not be possible.

Q: I've already taken some of the courses listed in the academy through dual credit and/or distance learning. Can I switch these courses out for others in the program?

A: We do our best to accommodate academy class change requests, but may be unable to do so due to competitive admissions requirements, pre-requisites, etc.

Q: Can I participate in more than one academy?

A: Students can only participate in one academy per year since the workload can be difficult to manage on top of high school classes, work, and extra-curricular activities. Students may be able to participate in multiple academies during high school, but would need to get approval from their high school each semester/year.

Q: I want to participate in an academy. What are my next steps?

A: Talk to your counselor to find out if the academy is a good fit for your schedule. You'll fill out the Start College Now application and list the academy you'd like to enroll in. Once your application has been approved by the school board, your counselor will work with NTC's K-12 Academy Specialist to enroll you in classes and determine what materials are needed.

Q: What is the deadline to sign up for an academy?

A: The State of Wisconsin sets 2 deadlines per year for Start College Now and academy applications – October 1st for spring semester classes and March 1st for fall semester classes. Check with your high school counselor regarding sign up and/or application deadlines as your school may have additional deadlines in place.

Q: What happens if I start an academy and realize I'm no longer interested in the program?

A: Our main goal with academies is to provide students the opportunity to get a head start earning college credits or earn a degree in their program of choice. However, we understand that interests can change once a student has gained experience in their chosen program. If this happens, we encourage students to finish the classes they are enrolled in for the semester to avoid negative consequences. We then suggest students work with their counselor to see if continuing with an academy or the Start College Now program would be possible for the next semester.

Q: What happens if I fail a course?

A: You may need to pay back course fees to your high school. Please contact your high school counselor to find out next steps.

Q: If I earn college credit through an academy, can they be transferred to another college?

A: NTC has several transfer agreements with colleges across the state of Wisconsin and U.S. However, not all classes you take at NTC may transfer to another college. If you are planning to attend a different school after graduating high school, please let us know so we can do our best to ensure the classes you plan to take are transferable.

Q: There isn't an academy for the program I'm interested in. Can one be created?

A: It is possible, but not guaranteed, that an academy can be created for a specific program. Please contact Maureen Fuller, K-12 Academy Specialist, at 715.803.1228 or fullerm@ntc.edu to find out if an academy is possible for your program of interest.



Northcentral Technical College does not discriminate on the basis of race, color, national origin, sex, disability or age in employment, admissions or its programs or activities. The following person has been designated to handle inquiries regarding the College's nondiscrimination policies: Equal Opportunity Officer, Northcentral Technical College, 1000 W. Campus Drive, Wausau, WI 54401. Phone: 715.803.1057