



Northcentral
TECHNICAL COLLEGE

Guide to Individualized Technical Studies Associate Degree



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Welcome

Welcome to Northcentral Technical College's Individualized Technical Studies Associate Degree Program. We are pleased that you are interested in pursuing your degree under this exciting program. Please review the materials in this packet to help you develop your individual program.

Introduction

The Individualized Technical Studies Program offers students the opportunity to obtain skills and knowledge offered at Northcentral Technical College, meet the needs of their career goals, and meet the needs of business and industry. With the growth of employment opportunities in small to mid-sized firms, employees are taking on multiple tasks and roles that cut across traditional occupational categories. As jobs change and new occupations emerge, workers need skills and knowledge drawn from a variety of disciplines to be productive and successful in today's workplace.

This specialized program of study combines the skills taught in two or more existing NTC programs, and is designed in cooperation with an occupational mentor from the target industry. Students achieve their career goals by acquiring skills and knowledge in an associate degree program tailored to their specific employment needs.

Advanced Standing Opportunities

Advanced standing is the granting of credit in an associate degree or technical diploma program for knowledge and skills which directly relates to the program curriculum. Such credit may be granted for proficiency gained through previous work experience, previous military training or experience, course work done at another accredited institution or other prior learning experience. This policy enables students to accelerate the completion of their education goals.

A minimum of 25 percent of credit requirements must be directly earned through graded course work at Northcentral Technical College for degree program graduation. Students cannot obtain advanced standing and/or transfer credit for more than 75 percent of the required program credits.

Individualized Technical Studies Associate Degree Program Process

1. Print the Individualized Technical Studies Guide (pages 4-13 of this document).
2. Complete the forms including: Self Assessment (page 5), Statement of Need (page 6-7), Career Outcome Statement (page 10) and Program Plan (pages 11-13).
3. Contact an NTC Enrollment Advisor at 715-803-1029 to schedule an appointment to discuss and review the Program Plan documents.
4. Finalize the Program Plan documents and turn them into Admissions for approval.

Individualized Technical Studies Associate Degree Plan Self-Assessment

Fill out this checklist to determine if an Individualized Technical Studies Associate Degree Program is the best learning option for you.

Check yes or no for each of the following statements:	YES	NO
1. I have three to five years of employment experience.	___	___
2. I can list my employment strengths.	___	___
3. I know the areas in which I need to improve or acquire new skills.	___	___
4. I know what kind of work gives me personal satisfaction.	___	___
5. I know what kind of work I would like to be doing five years from now.	___	___
6. I have a plan for preparing for the work I want to be doing in five years.	___	___
7. I have thoroughly explored existing NTC programs and find none that meet my specific career goals .	___	___
8. I am willing to budget my time and prioritize activities in order to be a successful student.	___	___
9. I meet the reading, math, and language writing requirements for college entrance.	___	___
10. I have a good relationship with an employer who may serve as an occupational mentor for my Individualized Technical Studies Associate Degree.	___	___

If you were able to check the “YES” column for all or most of the above statements, you are an excellent candidate for the Individualized Technical Studies Associate Degree. Proceed to prepare the following documents considered by the NTC Individualized Technical Studies Committee.

Individualized Technical Studies Associate Degree Statement of Need

Name _____

Address _____

Phone Number _____ Email Address _____

Educational Background (list any post secondary education):

Employment Experience:

Career Goal:

Targeted Job(s):

Check Any That Apply

Current programs at Northcentral Technical College do not match my career goal.

My employer has recommended I take specific courses.

The courses I need to take come from more than one area of study.

Explain your need for an individual program of study. Include any information that will help the committee understand your educational needs.

Role of Occupational Mentor

The occupational mentor is a valuable individual who will help in guiding your Individualized Technical Studies Associate Degree program. Your occupational mentor may be your employer or even someone with whom you are acquainted who is familiar with the career you are selecting and needs to be aware of the employment demands of the career.

The occupational mentor performs the following tasks in developing your degree:

- Helps you prepare your Career Outcomes Statement.
- Approves and signs your Career Outcome Statement.
- Assists you in preparing your Statement of Need for the individualized program of study that makes up your Individualized Technical Studies Associate Degree.
- May be called upon by your program counselor to provide program planning advice.
- Provides guidance for you as you progress in your program.

SAMPLE

Individualized Technical Studies Associate Degree Career Outcome Statement

(Competencies required for success in your chosen career)

Applicant's Name: Elizabeth Jones

Career Goal: To work in the Computer Support Specialist Supervision field.

After completion of this program, I will:

1. Be prepared in four areas of IT support: software, hardware, website design and development, and help desk.
2. Be proficient in Microsoft Office
3. Be proficient in Windows operating system
4. Be proficient with computer hardware
5. Be proficient with the development of websites
6. Be proficient in designing and developing databases
7. Be proficient in understanding basic computer network technologies
8. Be proficient in performing low-level programming
9. Be proficient in formal help desk environments and with mobile computing devices.
10. Hold a Microsoft Certified Application Specialist (MCAS) Certification,
11. Be prepared to test for the A+ Certification and HDI Customer Support Specialist (CSS) Certification.

(Use more pages as needed)

Occupational Mentor Approval of Career Outcome Statement:

Signature: _____

Date: _____

Company: Computers are Us

Telephone No: 1 (800) 123-4567

Individualized Technical Studies Associate Degree Career Outcome Statements

(Competencies required for success in your chosen career).

Applicant's Name: _____

Career Goal: _____

After completion of this program, I will be able to:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

(use more pages as needed)

Occupational Mentor Approval of Career Outcome Statements:

Signature: _____

Date: _____

Company: _____

Telephone No: _____

Individualized Technical Studies Associate Degree Program Plan

Date: _____

Applicant's Signature: _____

Approval by Individualized Technical Studies Committee:

Enrollment Advisors: _____

Program Counselor: _____

Registrar: _____

Dean of General Education: _____

Date: _____

Student Progress Record

Individualized Technical Studies Associate Degree Program Plan

Name _____
(Last) (First) (MI)

ID#: _____

(Social Security Number)

Effective date of this curriculum _____

Credits required to graduate from this program - 60

A. GENERAL EDUCATION

21 credits

Communications – 6 credits (minimum)

Title	Course #	Credits
_____	_____	_____
_____	_____	_____
_____	_____	_____

Social Science – 3 credits (minimum)

Title	Course #	Credits
_____	_____	_____
_____	_____	_____
_____	_____	_____

Behavioral Science – 3 credits (minimum)

Title	Course #	Credits
_____	_____	_____
_____	_____	_____
_____	_____	_____

Mathematics or Science – 3 credits (minimum)

Title	Course #	Credits
_____	_____	_____
_____	_____	_____
_____	_____	_____

Additional Gen Ed. – 6 credits (from any category)

Title	Course #	Credits
_____	_____	_____
_____	_____	_____
_____	_____	_____

Individualized Technical Studies Associate Degree Program Plan

B. INDIVIDUALIZED TECHNICAL STUDIES CORE 39 Credits

PROGRAM EMPHASIS: A minimum of 20 of these credits must be focused in one discipline. A discipline is described as a program cluster such as finance, information technology, transportation, etc.

_____	_____	_____	*	_____
_____	_____	_____	*	_____
_____	_____	_____	*	_____
_____	_____	_____	*	_____
_____	_____	_____	*	_____
_____	_____	_____	*	_____
_____	_____	_____	*	_____
_____	_____	_____	*	_____
_____	_____	_____	*	_____
_____	_____	_____	*	_____
_____	_____	_____	*	_____
_____	_____	_____	*	_____
_____	_____	_____	*	_____
_____	_____	_____	*	_____
_____	_____	_____	*	_____
_____	_____	_____	*	_____
_____	_____	_____	*	_____
_____	_____	_____	*	_____
_____	_____	_____	*	_____
_____	_____	_____	*	_____
_____	_____	_____	*	_____
_____	_____	_____	*	_____
_____	_____	_____	*	_____

Total Credits _____

Total Credits (A & B) _____



Visit a campus near you or on the web at www.ntc.edu

Antigo:

■ **Antigo, East Campus**

312 Forrest Avenue
Antigo, WI 54409
715.623.7601

■ **Wood Technology Center of Excellence**

312 Forrest Avenue
Antigo, WI 54409

Medford:

■ **Medford, West Campus**

624 E. College Avenue
Medford, WI 54451
715.748.3603

Merrill:

★ **Public Safety Center of Excellence**

1603 Champagne Street
Merrill, WI 54452

Phillips:

■ **Phillips, North Campus**

1408 Pine Ridge Road
Phillips, WI 54555
715.339.4555

Spencer:

■ **Spencer, Southwest Campus**

808 N. Pacific Street
Spencer, WI 54479
715.659.5120

Wausau:

■ **Wausau, Central Campus**

1000 W. Campus Drive
Wausau, WI 54401
715.675.3331

■ **Agriculture Center of Excellence**

6625 County Road K
Wausau, WI 54401

■ **Apprenticeship Center of Excellence**

2520 N. 14th Avenue
Wausau, WI 54401

Wittenberg:

■ **Wittenberg, Southeast Campus**

1790 Applewood Lane, Suite B
Wittenberg, WI 54499
715.253.3500

