

Guide to Individualized Technical Studies Associate Degree



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.

Introduction

The Individualized Technical Studies Degree (ITS) is a flexible degree program intended to address a student's educational and career goals that cannot be achieved through completion of an existing program offered here at NTC, including a combination of pathway certificates, technical diplomas, advanced training certificates or Applied Associate Degrees. To receive an ITS degree, students work with an advisor to design a unique associate degree that combines Wisconsin Technical College associate degree courses from two or more programs.

To determine if this is the best learning option for you, please review the materials in this packet and contact Ashley Deaver, Director of Recruitment (<u>deaver@ntc.edu</u> 715-803-1681) to discuss your program options.

Credit for Prior Learning

Credit for Prior Learning allows students to earn credit for knowledge and skills previously learned that directly relates to the program curriculum. This credit may be gained through a variety of educational, work, volunteer, military, independent study, corporate training and life experiences that are equivalent to NTC coursework.

Students may be able to test out of a class or submit official transcripts from another college, national exam scores, industry credentials or military transcripts.

A minimum of 25 percent of credit requirements must be directly earned through graded course work at Northcentral Technical College for program graduation. Students cannot earn credit for prior learning or transfer credits for more than 75 percent of the required program credits.

Individualized Technical Studies Associate Degree Program Process

- Contact Ashley Deaver, Director of Recruitment (<u>deaver@ntc.edu</u> 715-803-1681) to complete the **Self-Assessment** to determine if the Individualized Technical Studies program is best for you.
- 2. If the ITS Degree is best for you, meet with Chris Munson, Director of Advising (munson@ntc.edu 715-803-1093) to review ITS program requirements, begin program planning and discuss subject areas of interest. Review any previously completed Associate Degree or higher courses for potential transfer or to discuss opportunities to obtain Credit for Prior Learning.
- 3. Working with the Director of Advising, select your **occupational mentor**, someone who is familiar with the occupational position and goals you have selected. The occupational mentor may work in that occupation or manages people in the type of field for which you are preparing.
- 4. Working with your occupational mentor, complete your **Career Outcome Statements** and **Statement of Need.**
- 5. Working with the Director of Advising, finalize your Program Plan, listing the courses needed for your ITS Associate Degree.
- 6. Finalize your ITS Portfolio and submit to the Director of Advising for review by the NTC ITS Associate Degree Committee. Your portfolio must contain the following documents:
 - a. Self-Assessment
 - b. Occupational Mentor
 - c. Career Outcome Statements
 - d. Statement of Need
 - e. Program Plan
- The NTC ITS Associate Degree Committee will review your materials and either approve or disapprove your program. Typically, portfolios will be reviewed within two weeks of being submitted to the committee.
- 8. Upon approval, complete the NTC ITS application. Financial aid or veterans benefits may be available for this associate degree program.
- 9. To review your progression toward degree completion, please meet with the Director of Advising and your occupational mentor at least once per semester.
- 10. Once you have reached your final semester, please be sure to Apply to Graduate through your MyNTC account.

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
 I am currently employed and 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.		
 I know what kind of employment I would like to be doing five years from now. 	, <u> </u>	
 I have identified the skills and knowledge needed to achieve my five ye career goals. 	ear 🔲	
 I have thoroughly explored existing NTC programs and find none that meet my specific goals. 		
7. I believe a combination of associate degree courses from two or more major areas would help to meet my career goals.		
I will be seeking academic credit for prior learning experience obtained through previous and current employment.		
 I have a good relationship with an employer who may serve as an occupational mentor required for my Individualized Technical Studies Associate Degree. 		
10.I understand this program may not be as recognizable by employers in comparison to the college's traditional programs.		

If you were able to check the "YES" for all or most of the above statements, you should schedule an appointment with Ashley Deavers, Director of Recruitment (deaver@ntc.edu) to discuss the program requirements.

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 Outcome Statements.
- Approves and signs your Career Outcome Statements.
- 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 advisor to provide program planning advice.
- Provides guidance as you progress in your program.

udent's Name:	
udent's Career Goal:	_
entor Name:	
entor Employer:	_
entor Job Title:	
entor Phone:	
entor Email:	

Individualized Technical Studies Associate Degree Career Outcome Statements

(Competencies required for success in your chosen career).

Student's Name:		
Career Goal:		
After completion of this program, I will be able to:		
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
Student Signature:	Date:	
Mentor Signature:	Date:	

Please see Appendix A for an example of a completed Career Outcome Statements form.

Individualized Technical Studies Associate Degree Statement of Need

Student Name:	
Career Goal:	
Explain your need for the Individualized Technical Studies Program help the committee understand your educational needs.	. Include any information that will
Student Signature:	Date:

Date: _____

Mentor signature_____

Individualized Technical Studies Associate Degree Program Plan

tudent's Name:ID#			
The Individualized Technical Studies program requires a minimum of 60 credits to graduate. This includes 15-21 General Studies credits and 39-45 Technical Studies credits. A grade of "C" or better is required for each credit requirement. Additionally there is a 1 credit College 101 graduation requirement that is not part of the 60 credit minimum requirement. Please see Appendix B for potential General Studies courses.			
College 101	10-890-165	1 credit	
A. GENERAL STUDIES COURSES 15 - 21 Cr	edits		
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 General St	tudies category if needed)		
Title	Course #	Credits	
	Total Credits		

Individualized Technical Studies Associate Degree Program Plan

B. INDIVIDUALIZED TECHNICAL STUDIES CORE 39 - 45 Credits

PROGRAM EMPHASIS: A minimum of 20 of these credits must be focused in one discipline. The remaining 19 - 25 credits can focus on a variety of different disciplines. Please see Appendix C for a list of disciplines.

Course Title	Course #	Credits
	Total Credits	
	Total Credits (A & B)	

Individualized Technical Studies Associate Degree Program Plan

Date:		
Student Signature:		
Individualized Technical Studies Committee:		
Approved		
Denied		
Director of advising:	Date:	
Director of Recruitment:	Date:	
Registrar:	Date:	
Individualized Technical Studies Plan Number		
School Dean:	Date:	
Reasons for denial (if applicable):		

Appendix A

SAMPLE

Individualized Technical Studies Associate Degree Career Outcome Statement

(Competencies required for success in your chosen career)				
Ap	Applicant's Name: Elizabeth Jones			
Ca	reer Goal: To work in the Computer Support Specialist Supervision field.			
Aft	er completion of this program, I will be able to:			
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.				
Ос	cupational Mentor Approval of Career Outcome Statement:			
Sig	gnature: Date:			
C_{0}	mnany: Computers are Us Telephone No: 1 (800) 123-4567			

Appendix B

General Studies Course List (15-21 credits required) *Please note some courses may not be currently offered at NTC

Communications Skills Category - 6 credits

Muittan Cananauniaatian (2)
Written Communication (3)
English Composition 1 (3)
Oral/Interpersonal Communication (3)
Technical Reporting (3)
Speech (3)
Intro to Mass Communications (3)
English Composition 2 (3)

Social Science Category – 3 credits

10809103	Thinking Critically and Creatively (3)
10809122	Intro to American Government (3)
10809128	Marriage and Family (3)
10809166	Intro to Ethics (3)
10809172	Intro to Diversity Studies (3)
10809174	Social Problems (3)
10809195	Economics (3)
10809196	Intro to Sociology (3)

Behavioral Science Category - 3 credits

10809138	Exceptional Person (3)
10809159	Abnormal Psychology (3)
10809188	Developmental Psychology (3)
10809198	Intro to Psychology (3)
10809199	Psychology of Human Relations (3)
10809170	Tolerance & Humanity (3)

Math or Science Category - 3 credits

10804107 10804118 10804123 10804133 10804189 10804195 10808196 10804198 10804199	College Math (3) Intermediate Algebra with Applications (4) Math w/ Business Applications (3) Math and Logic (3) Intro to Statistics (3) College Algebra with Applications (3) Trig with Applications (3) Calculus 1 (3) Calculus 2 (4)
10806112	Principles of Sustainability (3)
10806114	General Biology (4)
10806134	General Chemistry (4)
10806143	College Physics 1 (3)
10806144	College Physics 2 (3)
10806154	General Physics 1 (4)
10806177	General Anatomy and Physiology (4)
10806179	Advanced Anatomy and Physiology (4)
10806189	Intro to Biochemistry (3)
10806197	Microbiology (4)

Optional General Studies Elective — 0-6 credits

*Any course(s) above not being used to meet requirements within another category

Appendix C

176 Records And Information Mgmt

178 Geographic Info Systems

Individualized Technical Studies Core (39-45 credits)

*Please note some of the Instructional Areas below may not have courses currently offered at NTC

A minimum of 20 credits of the total core credits must be focused in one discipline. The remaining 19–25 credits can focus on a variety of different disciplines. Associate Degree or higher courses only. Some Instructional Areas below may fall under more than one discipline.

Instructional Area	Discipline/Career Cluster
001 Horticulture	Agriculture, Food and Natural Resources
003 Dairy Eqt Mtls Hndlg & Bldgs	Agriculture, Food and Natural Resources
005 Machinery Parts And Sales	Agriculture, Food and Natural Resources
006 Agri-Business	Agriculture, Food and Natural Resources
007 Biotechnology	Agriculture, Food and Natural Resources
008 Meat cutting & Processing	Agriculture, Food and Natural Resources
057 Conservation	Agriculture, Food and Natural Resources
065 Food Processing	Agriculture, Food and Natural Resources
070 Agriculture Mechanics	Agriculture, Food and Natural Resources
080 Production Agriculture	Agriculture, Food and Natural Resources
090 Farm Business Management	Agriculture, Food and Natural Resources
091 Animal Husbandry	Agriculture, Food and Natural Resources
092 Farm Mechanization	Agriculture, Food and Natural Resources
093 Crop And Soil	Agriculture, Food and Natural Resources
094 Farm Economics	
095 Taxidermy	Agriculture, Food and Natural Resources
	Agriculture, Food and Natural Resources
096 Energy Services	Agriculture, Food and Natural Resources
101 Accounting	Finance Byginger Management and Administration
102 Business Administration	Business, Management, and Administration
103 Computer Software	Business, Management, and Administration
104 Marketing & Merchandizing Mgmt	Marketing, Sales and Service
105 Related Business	Business, Management, and Administration
106 Office Systems/Technology	Business, Management, and Administration
107 Computer Information Systems	Information Technology
108 Nursing Home Administrator	Business, Management, and Administration
109 Hospitality	Hospitality and Tourism
110 Paralegal	Law, Public Safety and Security
111 Marketing Communications	Marketing, Sales and Service
113 Related Business	Business, Management, and Administration
114 Financial Planning	Business, Management, and Administration
115 Mortgage Lending	Business, Management, and Administration
116 Human Resources	Business, Management, and Administration
135 E-Commerce	Information Technology, Business Management & Administration
138 International Trade	Marketing, Sales and Service
140 Global Education And Services	Marketing, Sales and Service
141 Global Language & Studies	Marketing, Sales and Service
145 Small Business	Business, Management, and Administration
150 IT - Network Communications	Information Technology
151 IT - Security	Information Technology
152 IT - Programmer/Analyst	Information Technology
154 IT - Microcomputer Specialist	Information Technology
155 IT - Computer Languages	Information Technology
156 IT - Data	Information Technology
160 Business Health Services	Business, Management, and Administration
162 Insurance & Risk Management	Finance
170 Broadcast Captioning	Business, Management, and Administration; Arts, Audiovisual
-	Technology and Communication
176 Decords And Information Mant	Information Technology

Information Technology

Information Technology

Marketing, Sales and Service; Business Management and 182 Logistics & Materials Mgmt Administration 185 Quality Process Management Business, Management, and Administration 194 Real Estate Marketing, Sales and Service Marketing, Sales and Service 195 Real Estate Appraisal 196 Supervision & Leadership Dvlpmt Business, Management, and Administration Arts, Audiovisual Technology and Communication 201 Graphic Arts Arts, Audiovisual Technology and Communication 202 Crafts 203 Photography Arts, Audiovisual Technology and Communication 204 Printing & Publishing Arts, Audiovisual Technology and Communication Arts, Audiovisual Technology and Communication 206 Visual Communications 207 Animation Arts, Audiovisual Technology and Communication 301 Clothing Arts, Audiovisual Technology and Communication 302 School Food Service Agriculture, Food and Natural Resources 303 Foods Agriculture, Food and Natural Resources 304 Housing & Home Furnishings Arts, Audiovisual Technology and Communication, Marketing, Sales and Service 305 Individual Family Relationship **Human Services** 306 Related Art Arts, Audiovisual Technology and Communication 307 Child Development **Human Services** Health Services; Hospitality and Tourism 313 Dietetic Technician 314 Baking Hospitality and Tourism 316 Culinary Arts Hospitality and Tourism 317 Culinary Management Hospitality and Tourism 318 Food And Hospitality Management Hospitality and Tourism 319 Brewing Science Hospitality and Tourism 325 Golf Course Management Hospitality and Tourism; Agriculture, Food and Natural Resources 401 Air Cond. Refrig. & Heating Architecture and Construction 402 Aeronautics Transportation, Distribution, and Logistics 403 Architectural Drafting Architectural and Construction 404 Automobile - Mechanical Transportation, Distribution, and Logistics 405 Auto Body - Chassis And Finish Transportation, Distribution, and Logistics 406 Blacksmithing Architectural and Construction Architectural and Construction 407 Boilermaking 408 Bricklaying And Masonry Architectural and Construction 409 Cabinetmaking & Millwork Architectural and Construction 410 Carpentry Architectural and Construction 411 Carpet & Resilient Tile Work Architectural and Construction 412 Combustion Engines Transportation, Distribution, and Logistics 413 Electricity Industrial 414 Electronics Servicing Industrial 415 Foundry Manufacturing 417 Glazing Architectural and Construction 418 Meat Cutting Agriculture, Food and Natural Resources 419 Indust. Hydraulics-Pneumatics Manufacturing 420 Machine Shop Manufacturing; Industrial 421 Mechanical Drafting Manufacturing; Industrial 422 Metallurgy Industrial 423 Millwright Industrial 424 Painting & Decorating Architectural and Construction 425 Patternmaking Industrial 426 Plastering And Decorating Architectural and Construction 427 Plumbing Architectural and Construction 428 Power Plant Engineer Science, Technology, Engineering and Mathematics 429 Cement & Concrete Finishing Architectural and Construction 430 Heat & Frost Insulation Architectural and Construction 431 School For Workers Architectural and Construction 432 Sheet Metal Architectural and Construction 434 Sprinkler Fitting Architectural and Construction 435 Steam fitting/Pipefitter Industrial

Architectural and Construction

437 Structural Steel And Iron Work

438 Manufacturing Technology Manufacturing Architectural and Construction; Manufacturing 439 Tool And Die Making 440 Upholstery Manufacturing 442 Welding Manufacturing 443 Building Service Architectural and Construction Architectural and Construction; Manufacturing 444 Numerical Control 445 Appliance Servicing Science, Technology, Engineering and Mathematics Architectural and Construction 446 Roofing 447 Operating Engineer Science, Technology, Engineering and Mathematics 448 Maritime Science, Technology, Engineering and Mathematics 449 Industrial Safety Science, Technology, Engineering and Mathematics 450 Office Machine Repair Science, Technology, Engineering and Mathematics 451 Voice, Video & Data Architectural and Construction; Information Technology 453 Recreational Equipment Service Transportation, Distribution, and Logistics 454 Packaging Serviceperson Manufacturing 455 Supervision-Management Architectural and Construction 457 Metal Fabrication Manufacturing Transportation, Distribution, and Logistics 458 Commercial Driving Transportation, Distribution, and Logistics 459 Commercial Driving 460 Machine Repair Transportation, Distribution, and Logistics 461 Small Engine & Chassis Mechanic Transportation, Distribution, and Logistics 462 Industrial Equip Mechanic Manufacturing; Transportation, Distribution, and Logistics Science, Technology, Engineering and Mathematics; Manufacturing 463 Plastics 464 Maintenance Technician Science, Technology, Engineering and Mathematics; Manufacturing 465 Wood Manufacturing Technology Manufacturing Transportation, Distribution, and Logistics 467 Bus Driver Training 468 Energy Services Science, Technology, Engineering and Mathematics 469 Petroleum Chemical Service Architectural and Construction 470 Parts & Material Exam & Inspec Science, Technology, Engineering and Mathematics, Manufacturing 471 Horology Science, Technology, Engineering and Mathematics 472 Industrial Mobile Equip Mech Transportation, Distribution, and Logistics 475 Construction Worker Architectural and Construction 480 Renewable Energy - Foundations Architectural and Construction 482 Renewable Energy - Electricity Science, Technology, Engineering and Mathematics; Agriculture, Food and Natural Resources 484 Bio-Fuel/Bio-Mass Science, Technology, Engineering and Mathematics; Agriculture, Food and Natural Resources 487 Drone Technology Science, Technology, Engineering and Mathematics 499 Technical Studies Science, Technology, Engineering and Mathematics; Manufacturing **Health Services** 501 Medical Terminology 502 Barbering/Cosmetology **Human Services** 503 Fire Technology Law, Public Safety and Security 504 Police Science Technology Law, Public Safety and Security Agriculture, Food and Natural Resources 506 Environmental 507 Dental Laboratory Technology **Health Services** 508 Dental **Health Services** 509 Medical Assistant Health Services 510 Nursing **Health Services** 512 Surgical Technician **Health Services** 513 Laboratory Assistant **Health Services** 514 Occupational Therapy Assistant **Health Services** 515 Respiratory Therapy **Health Services** 516 Optometrics **Health Services** 517 Renal Dialysis **Health Services** 519 Institutional Housekeeping Architectural and Construction 520 Social Services **Human Services** 521 Cardiovascular Health Services

> Health Services Health Services

> **Health Services**

522 Educational Services

523 Chiropractic Services

524 Physical Therapy Assistant

525 Electroencephalograph Asst

Education and Training

526 Radiologic Technology Health Services 527 Water/Wastewater Technology Agriculture, Food and Natural Resources 528 Funeral Services **Human Services** 529 Hazardous Materials Science, Technology, Engineering and Mathematics; Agriculture, Food and Natural Resources 530 Medical Records **Health Services** Law, Public Safety and Security 531 Emergency Medical Service 532 Speech Pathology **Human Services** 533 Interpreter Technology Education and Training; Human Services 534 Central Services/Tech Assistant Health Services 535 Recreational Therapy **Health Services** 536 Pharmacy **Health Services** 537 Therapeutic Massage **Health Services** 538 Language Interpreter For Health **Human Services** 539 Health Services Health Services 540 Intergovernmental Services Law, Public Safety and Security 541 Anesthesiology **Health Services Health Services** 542 Homemaker/Home Health Aide 543 Nursing **Health Services** 544 Gerontology **Health Services** 545 Developmental Disabilities Svc **Human Services** 550 Alcohol & Other Drug Abuse Svc **Human Services** 555 Telecommunicator Arts, Audiovisual Technology & Communication; Info Technology 560 Health & Wellness **Health Services** 575 Community based Residential Fac Health Services; Human Services 580 Geriatric Services Health Services 599 General Service Occupations Marketing, Sales and Service 601 Air Con & Refrig Technology Architectural and Construction 602 Automotive Technology Transportation, Distribution, and Logistics 603 Chemical Technology Science, Technology, Engineering and Mathematics Science, Technology, Engineering and Mathematics 605 Electronic Technology Science, Technology, Engineering and Mathematics 606 Mechanical Technology 607 Civil Engineering Technology Architectural and Construction; Science, Technology, Engineering and Mathematics 608 Technical Engineering Science, Technology, Engineering and Mathematics Science, Technology, Engineering and Mathematics 609 Electronic Technology 612 Fluid Power Technology Science, Technology, Engineering and Mathematics 613 Metallurgical Technology Science, Technology, Engineering and Mathematics Architectural and Construction 614 Architectural Technology Science, Technology, Engineering and Mathematics 617 Tool & Die Design 619 Plastics Technology Science, Technology, Engineering and Mathematics; Manufacturing 620 Electromechanical Technology Science, Technology, Engineering and Mathematics; Manufacturing 621 Industrial Welding Technology Science, Technology, Engineering and Mathematics; Manufacturing 622 Laser Electro Optics Science, Technology, Engineering and Mathematics; Manufacturing Science, Technology, Engineering and Mathematics 623 Industrial Manufacturing Tech 624 Nuclear Technology Science, Technology, Engineering and Mathematics 625 Quality Interdisciplinary Science, Technology, Engineering and Mathematics 626 E-Business For Wmep/Ace Ed Business, Management, and Administration 627 Orthotic & Prosthetic Tech **Health Services** Science, Technology, Engineering and Mathematics; Manufacturing 628 Automated Manufacturing Science, Technology, Engineering and Mathematics; Manufacturing 629 Industrial Materials 630 Composite Technology Science, Technology, Engineering and Mathematics; Manufacturing Information Technology; Manufacturing 631 Computer Hardware Technology Science, Technology, Engineering and Mathematics 635 Nanotechnology 636 Electron Microscopy Technician Science, Technology, Engineering and Mathematics 660 Electronics Foundation Arts, Audiovisual Technology and Communication 662 Electrical Engineering Technology Science, Technology, Engineering and Mathematics; Manufacturing 663 Computer Control Engineering Tech Science, Technology, Engineering and Mathematics 664 Automation Systems Technology Science, Technology, Engineering and Mathematics; Manufacturing 699 Technical Communications Arts, Audiovisual Technology and Communication

701 Telecasting

Arts, Audiovisual Technology and Communication



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