

1985

Admissions Requirements of the Wisconsin Vocational, Technical and Adult Education System

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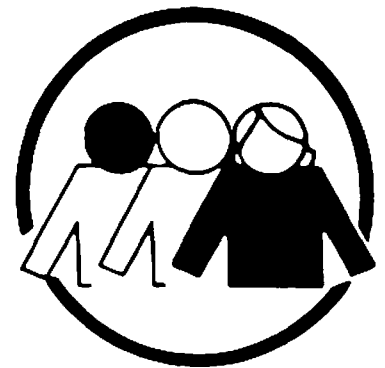
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ADMISSIONS REQUIREMENTS OF THE
WISCONSIN VOCATIONAL, TECHNICAL
AND ADULT EDUCATION (VTAE) SYSTEM
AS THEY APPLY TO THE HIGH SCHOOL
EQUIVALENCY HOLDER

UNIVERSITY OF WISCONSIN - MILWAUKEE
EMPLOYMENT & TRAINING INSTITUTE

ETI is a program of the Division of
Outreach and Continuing Education



ADMISSIONS REQUIREMENTS OF THE
WISCONSIN VOCATIONAL, TECHNICAL AND ADULT
EDUCATION (VTAE) SYSTEM AS THEY APPLY TO THE
HIGH SCHOOL EQUIVALENCY HOLDER

Prepared for the
WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION
HERBERT J. GROVER ----- State Superintendent
DIVISION FOR INSTRUCTIONAL SERVICES
JOHN T. BENSON -- Assistant State Superintendent
BUREAU OF VOCATIONAL EDUCATION
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July, 1985

EXECUTIVE SUMMARY

In Spring 1985, the Employment & Training Institute surveyed the sixteen Vocational, Technical & Adult Education (VTAE) districts in the state to determine admissions requirements for each associate degree and diploma program. The survey was part of a study for the Wisconsin Department of Public Instruction assessing the readiness of GED holders for post-secondary education.

1. Open Door Policy

The Wisconsin VTAE system is committed to an "open door" policy for each institution, which attempts to meet the needs of all students regardless of their skill level at the time of entry. All of the VTAE schools have programs for students who have not completed high school as well as remedial courses which may be needed by some high school graduates or GED holders.

The challenge for districts is to allow students of many backgrounds to enter VTAE degree and certificate programs, while minimizing the frustration to teachers and students when large numbers of students are placed in courses which they cannot handle.

2. Clear Standards in Nine Districts

Nine VTAE districts have worked to define the specific academic background and skills needed for students to successfully work in some (or all) of their associate degree and vocational diploma programs.

--Blackhawk and Milwaukee distribute charts which list the high school credential (if any), high school level courses, tests and other entrance requirements needed for each program area.

--District One, Fox Valley, Lakeshore, North Central and Northeast list academic requirements (and some recommended high school courses) in their current school catalogs.

--Madison requires high school courses or their equivalent and specific skill levels for about half of its programs.

--Western recommends that full-time students take the American College Testing Program's Career Planning Program (CPP) for use as a counseling tool. Western indicates the stanine scores needed in reading and math for specific health programs.

3. Reading Tests Used Mainly to Define Standards for Health Programs

Four districts have indicated the reading levels they believe are necessary for students to successfully enter program areas.

--District One requires a reading level of 10th grade on the California Reading Test for health unit clerk, 10.5th grade for practical nurse, and 11th grade for other health occupations.

- Fox Valley requires all students to complete a Cognitive Style Mapping Evaluation. An 8th grade reading level is required for nursing assistant, 10.5 grade for several other health programs, and a 12th grade reading level for the associate degree nursing program. Fox Valley also requires a 10th grade reading level for police, fire and security programs.
- Milwaukee requires a 10th grade reading level for several health fields and a 10.5 grade level for practical nursing.
- Western requires students to score in the 5th stanine or above on the CPP in reading and math for most health programs.

4. Reading Skills An Issue

Western Wisconsin reviewed the performance levels and skill prerequisites needed for its program offerings. Reading levels needed were determined by reviewing materials students would encounter in that field. In Agriculture, for example, students needed at least a 5th grade reading level for dairy equipment servicing and material handling servicing, a 6th or 7th grade level for farm operations, a 7th-8th grade level for chemicals and fertilizers, and an 8th grade level for feed, seed and farm supply. In other fields, reading levels needed ranged from 7th grade to college level (13th grade or above.) (See pp. 75-84.)

North Central evaluated the student reading levels required for textbooks used in each of its program areas. They found that the readability level averaged 12.1 grades for associate degree programs and 11.0 grades for vocational diploma programs. Textbooks in accounting, insurance, police science, and radiology were at the 13th grade level, using the Fry Readability Formula. (See pp. 85-87.)

5. Testing Done for Assessment But No Defined Standards

Seven VTAE districts require students to take reading and math tests prior to enrollment in many program areas but designate no specific test score results needed for entry into programs. The scores may be used by counselors to determine specific coursework needed or to appraise students of their chances of success in program areas.

- Gateway requires an English placement test for most programs and a math placement test for many trade and industrial education programs. Students who want to "test out" of specific courses must achieve certain minimum scores on the placement tests.
- Mid-State requires all full-time students to take the CPP for use as a counseling tool. Some programs require additional math evaluation and/or personal interviews.
- Moraine Park gives the Stanford Diagnostic Reading Test and a math diagnostic test to all entering students.
- Northeast tests students on reading and mathematics on a need basis.

--Southwest requires ABLE reading and math tests for programs in some health fields, food service and data processing.

--Waukesha has begun a voluntary admissions testing program using the CPP for counseling purposes.

--Wisconsin Indianhead gives a reading test (Reading for Understanding, SRA) and a math test (Steck-Vaughn text) to all incoming students.

6. Two Districts Require GED Scores Above Passing.

All districts accept the GED for programs requiring a high school diploma. Where high school courses are required, GED holders (as well as high school graduates lacking these courses) must take the coursework before entering the program or as a condition for continuing in the program.

Milwaukee and Western require GED scores above passing (225) for entry into certain program areas. Milwaukee requires a GED of 260 or a high school grade point average (GPA) of 2.5 for associate degree programs in the health occupations. They require a GED of 250 or a high school GPA of 2.0 for all other associate degree programs and for one-year diploma programs in health programs. Western requires minimum GED scores of 250 or 275 for health programs. At both schools GED holders with lower scores must demonstrate their ability to handle the program courses.

7. High School Coursework Required for Some Programs

An increasing number of VTAE districts are requiring high school level courses or their equivalents prior to admission to specific associate degree or certificate programs.

--At least one year of high school level math is required for 134 programs around the state. (Forty of these programs require 2 or more years of high school level math.)

--High school level science courses are required for 76 VTAE programs. (Forty-one of these programs require 2 or more years of high school level science.)

--Commonly required high school level courses include:

Algebra	- 109 programs
Biology	- 97 programs
Chemistry	- 40 programs
Typing	- 29 programs
Geometry	- 20 programs

8. Actual Enrollment of GED Holders Unknown

The number of GED students enrolled in associate degree programs at four districts able to provide estimates ranged from 3-7% of the total student enrollment in these programs. GED students enrolled in diploma and certificate programs ranged from 3-11% of the total students enrolled. (Data on GEDs at Milwaukee is available and will be analyzed in detail in a separate report.)

Statewide, GEDs now make up 13% of all high school certificates issued each year.

ENROLLMENT IN ASSOCIATE DEGREE PROGRAMS - Estimates by 4 Respondents

VTAE District	1983-84 SCHOOL YEAR		% of Total	FALL, 1984		% of Total
	# of GEDs	Total Enroll.		# GEDs	Total Enroll.	
District One	100	3,422	3%	86	2,081	4%
Fox Valley	176	2,669	7%	90	1,787	5%
Lakeshore	60	1,489	4%	112	1,850	6%
Southwest	12	310	4%	22	515	4%

ENROLLMENT IN DIPLOMA AND CERTIFICATE PROGRAMS -

Estimates by 4 Respondents

VTAE District	1983-84 SCHOOL YEAR		% of Total	FALL, 1984		% of Total
	# of GEDs	Total Enroll.		# GEDs	Total Enroll.	
District One	139	1,952	7%	100	1,031	10%
Fox Valley	238	2,130	11%	110	1,412	8%
Lakeshore	112	3,259	3%	116	3,029	4%
Southwest	62	1,017	6%	33	506	7%

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INTRODUCTION

In the Fall of 1984 the Employment & Training Institute of the University of Wisconsin was given a grant from the Wisconsin Department of Public Instruction to study the use of the high school equivalency diploma to measure readiness for post-secondary education in Wisconsin. This report summarizes the policies and practices of the Wisconsin Vocational, Technical and Adult Education (VTAE) districts. It is one of a series of reports summarizing the findings of the ten-month research study.

Importance of the High School Equivalency Certificate

Traditionally, the high school equivalency certificate has provided a way for persons not completing high school to earn a high school degree. Since 1960 over 100,000 high school equivalency certificates have been issued by the Wisconsin Department of Public Instruction. 93,790 of these certificates have been for persons passing the GED (General Educational Development) Test.

Over two-thirds of the individuals successfully completing the GED in 1984 indicated that their reason for taking the test was for "further education." One of the major institutions available to serve these individuals is the state VTAE system. Sixteen districts around the state provide vocational and technical education for entry into the job market, training or upgrading of skills for advancement, remedial, or special education, enrichment courses and courses to continue education at other institutions.

The Wisconsin VTAE system is committed to an "open door" policy which attempts to meet the needs of students regardless of their skill level at the time of entry. All GED students and students interested in preparing for a high school diploma or GED are welcome at these institutions.

Research Methodology

The Employment & Training Institute surveyed the administrators of the 16 VTAE districts in Wisconsin to determine their entrance requirements for each of the associate degree and vocational diploma programs offered in the state. Districts were asked to detail how GED holders were treated vis-a-vis high school graduates and non-graduates for each program, to comment on the readiness of GED holders applying for programs at their institution, and to estimate the number of GED holders presently attending their institutions. All districts responded.

The survey focused on VTAE career programs. These programs provide three types of credentials:

Associate Degree Programs -- two-year programs leading to an associate degree for persons seeking careers as technicians or paraprofessionals or for those who want a post-secondary education. Three districts (Madison, Milwaukee and Nicolet) also offer two-year college-parallel programs.

Vocational Diploma Programs -- specialized programs leading to a diploma for persons who want to prepare for a job or to upgrade job skills. Diploma programs are one to two years in length.

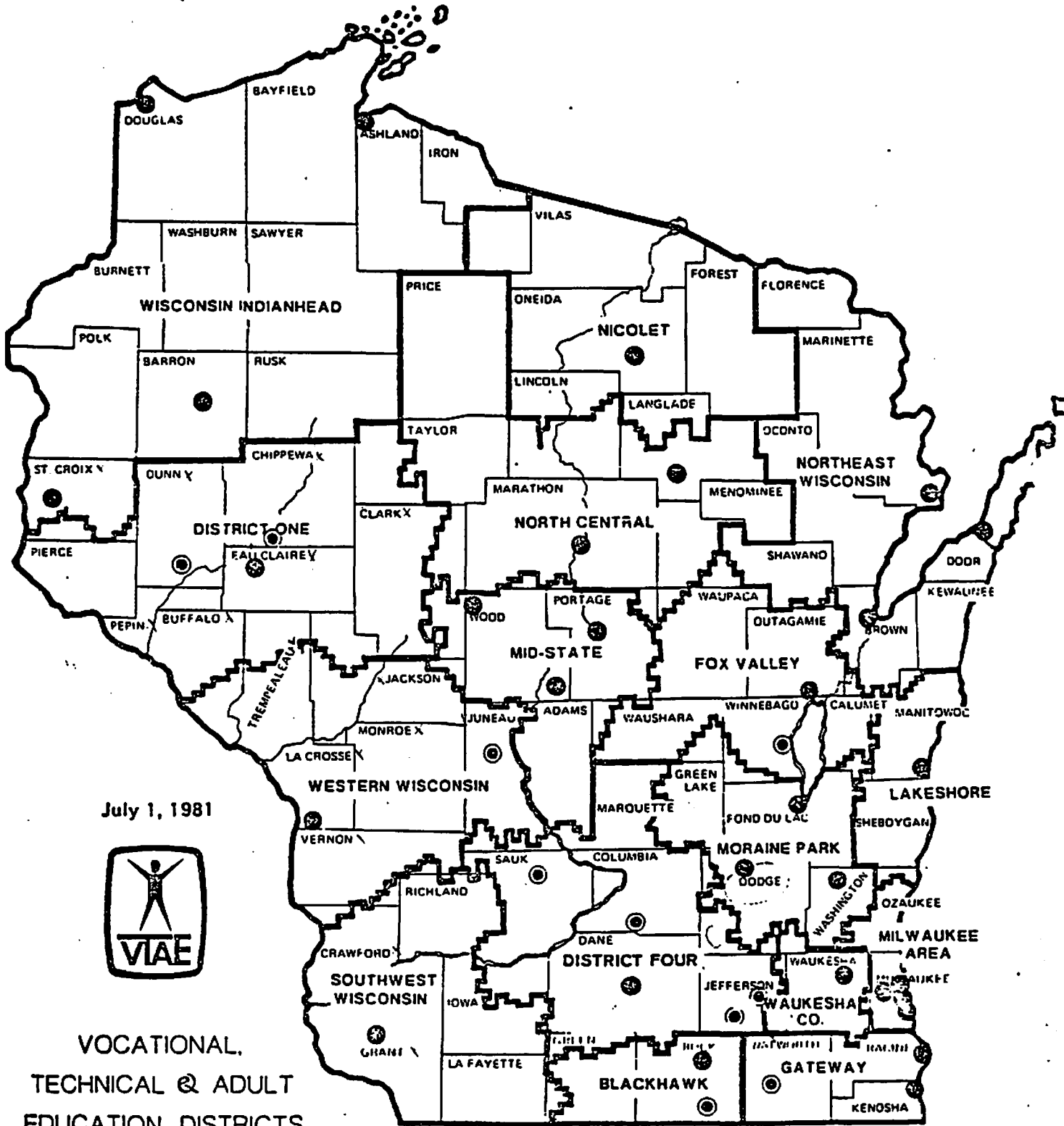
Vocational Certificate Programs -- specialized programs leading to a certificate for persons who want to prepare for a job or upgrade job skills. Certificate programs normally take one semester or less to complete.

In June 1985, the district directors and admissions officers of the sixteen VTAE districts were given a draft copy of this report for their corrections and changes. The Employment & Training Institute acknowledges the helpful assistance of these individuals and VTAE counselors in preparing this report.

The research reported herein was performed pursuant to a grant with the Bureau for Vocational Education, Department of Public Instruction with Federal Vocational Education Act funds. Contractors undertaking such projects are encouraged to express freely their professional judgement in the conduct of the project. The content and opinions do not necessarily represent official Department of Public Instruction position or policy.



State of Wisconsin BOARD OF VOCATIONAL, TECHNICAL AND ADULT EDUCATION



July 1, 1981



VOCATIONAL,
TECHNICAL & ADULT
EDUCATION DISTRICTS
AND FULL-TIME CAMPUSES

A D M I S S I O N R E Q U I R E M E N T S

F O R

V T A E P R O G R A M S I N W I S C O N S I N

BLACKHAWK TECHNICAL INSTITUTE

General Admissions Policies

Blackhawk Technical Institute operates under an open-door admissions policy. The policy states that the major requirement for admission is a willingness to try and the ability to profit from the course of instruction.

Ordinarily, high school graduation or the equivalent is expected. However, others who have not graduated from high school may be admitted to occupational programs which can prepare them for job entry or upgrade their current employment skills. No person is refused admission to the school. Blackhawk Technical Institute, with its wide range of programs, is able to admit any adult with reasonable ability and a sincere desire to obtain a realistic education.

The major admission instrument is a pre-admission counseling interview. This counseling interview is for the purpose of allowing the student to evaluate his/her high school record, grades, skills and motivation. The applicant, with the counselor's assistance, then evaluates this information in view of the program information made available by the counselor and the applicant makes a program selection best suited to his/her needs, interests and abilities.

No general entrance testing is required for admission. However, when additional aptitude information is requested, testing may be used to provide this additional data, and a mathematics proficiency will be required.

Test results, along with an evaluation of the high school transcript, other education or training, and work experience, are used as a basis to counsel students and to assist applicants in relating their abilities to Vocational Diploma or Associate Degree occupational areas. If test scores are lower than desired for admission to any program at the school, deficiencies may be remedied by enrolling in appropriate preparatory programs. For additional information, contact:

Blackhawk Technical Institute
6004 Prairie Road, County Trunk 6
P. O. Box 5009
Janesville, WI 53547

(608) 756-4121

ADMISSION REQUIREMENTS FOR PROGRAMS OF STUDY AT

Program	BLACKHAWK TECHNICAL INSTITUTE			Additional Prerequisites
	H.S. or G.E.D. Recommended	H.S. or G.E.D. Required	Specific Prerequisites	
Agriculture				
Farm Implement Mech.	*			
Farm Training	*		Must be active in farming	
Lawn & Turf	*			
Livestock Mgmt.	*			
Business & Marketing				
Account Clerk	*			
Accounting	*		Algebra	
Adm. Assistant/Sec.	*		H.S. Shorthand	
Business Machines	*			
Clerk Typist	*			
Clerk Typist/Med.	*			
Data Processing	*		Algebra	
Fashion Merch.	*			
Key Punch	*		Typing Ability (25wpm)	or BTI Typing I
Legal Secretary	*		H.S. Shorthand	or BTI Shorthand I & II
Marketing	*			
Personnel-Bus. Admin.	*			Helpful if working in related area
Health				
A.D.N.		*	Alg., Bio., Chem.	NLN Exam, Phy. Exam, Interview
Dental Asst.		*		Career Eval., Interview, Physical
Health Unit Clerk	*			Interview, Physical Exam
Medical Asst.		*	Typing 40wpm or BTI Typing	Interview, Physical Exam
Pre. Serv. Nursing Asst.	*		Recommend Completed 10th grade	Physical Exam
Home Economics				
Child Care Asst.	*			Interview
Food Prep. Asst.	*			Physical Exam
Homemaker/Health Aide	*			
Rest./Hotel Cookery		*		Career Evaluation Interview
Trade & Industry				
Aircraft Electronics	*		Algebra	Admit to 2nd yr. by test only
Airf. & Powr. Mechanic	*			Career Eval. & Interview
Auto Body	*			
Auto Servicing	*			
Diesel Equip. Mechanic	*			Career Eval. & Interview
Electronic Technology	*		Algebra	
Electro-Mech. Tech.	*		Algebra	
Fire Science		*	Algebra	18 yrs-employed in related
Industrial Eng. Tech.	*		Algebra	F.T. Indust. Employ. or Interview
Machine Maintenance	*			
Machine Tool Operator	*			
Mechanical Design Tech.	*		Algebra	
Office Machine Repair	*		Algebra	
Police Recruit		*		Police Dept. Employee
Police Science		*		No Criminal Record/Hiring
Small Gas Engine	*			
Welding	*			
Wood Technics	*			

***NOTE**

When applicant has not completed high school or G.E.D., or when school records are unavailable, or when records indicate potential academic difficulties, Blackhawk Technical Institute reserves the right to schedule appropriate evaluation in order to determine the student's ability to profit from instruction.

DISTRICT ONE TECHNICAL INSTITUTE

General Admissions Policies

Vocational, Technical and Adult Education District One has an open-door policy and believes that an educational program should be available to all students interested in improving their skills. District One admissions are inclusive, rather than exclusive. School officials want to place students in educational programs which best meet their needs and aspirations, and that are commensurate with their previous educational training and work experiences. District One offers this help through its Student Services Counselors and Career Planning Center. The final program choices are left up to the student. If the curriculum offered at District One does not match the student's interests and potentials, he or she will be informed of alternatives.

The school operates on a policy of first come - first serve basis to applicants demonstrating minimum program entry requirements.

Applicants for admission to the Associate Degree program should be a high school graduate, or have passed high school equivalency tests, or have passing results in the General Educational Development (GED) Test; or have work experience that would indicate that they can master the course subject matter.

District One recommends that applicants should have average or above average high school grades with appropriate background in mathematics, science, and English. Students with less than a 2.0 grade average in high school may be required to take a special entrance test battery. The ACT Assessment Test may be used to counsel students. The ACT Career Planning Program is used to provide information to help students make career training program choices.

High school transcripts, test scores, assessment of prior learning experiences, and work experience are used to counsel students and to help them match their abilities to a training program. If students are weak in some areas, they may have to take preparatory classes before they are accepted into an associate degree program.

Specific trade and industrial training programs, health occupations, and some other programs may have additional admission requirements. The Admissions Office or the supervisor of the program will have information on additional requirements.

In all vocational diploma and associate degree training programs that require state or national licensing, or where other state regulations are involved, special admission procedures must be followed. More information is available at the Admissions Office. Contact:

Admissions Office
District One Technical Institute
620 West Clairmont Avenue
Eau Claire, WI 54701

(715) 836-3900

ADMISSION REQUIREMENTS FOR PROGRAMS OF STUDY AT
DISTRICT ONE TECHNICAL INSTITUTE

A. PROGRAMS WITH PREREQUISITES

PROGRAM	REQUIRED		SPECIFIC HIGH SCHOOL COURSES	OTHER PREREQUISITES
	HIGH SCHOOL DIPLOMA	GED		
<u>HEALTH OCCUPATIONS</u>				
Health Unit Clerk	X	X	Typing	California Reading 10.0 Gr.
Histotechnology	X	X	Algebra, Biology, Chemistry (C grade)	California Reading 11.0 Gr., Pre-Admission Interview
Medical Laboratory Technician	X	X	Algebra, Biology, Chemistry (C grade)	California Reading 11.0 Gr., Pre-Admission Interview
Medical Record Technician	X	X	Algebra, Biology, 2 yr Typing (C grade)	California Reading 11.0 Gr., Pre-Admission Interview
Nursing - Technical (ADN) (Generic Track)	X	X	Algebra, Biology, Chemistry, Post-Secondary Chemistry	California Reading 11.0 Gr., Entrance Exam (passing grade)
Nursing - Technical (ADN) (Completion for LPNs)	X	X	Chemistry, Post-Secondary Chemistry.	6 months full-time (or 1,000 hours) work experience as LPN.
Practical Nursing	X	X		California Reading 10.5 Gr.
Radiography	X	X	Algebra, Biology, Physics or Chemistry (C grades)	California Reading 11.0 Gr., Pre-Admission Interview
<u>TRADE & INDUSTRIAL EDUCATION</u>				
Air Conditioning Technology	X	X	Algebra	
Electro-Mechanical Technology	X	X	Algebra or Math 110.	
Electronics Technology	X	X	Algebra	
Fluid Power Technology	X	X	Algebra	
Mechanical Design Technician	X	X	Algebra	
Structural Technician	X	X	Algebra	Pre-Admission Interview.
Truck Driving				Reading Test 6.0 Gr., Age 18 yr., valid driver's license, good driving record ICC physical exam.
<u>SERVICE</u>				
Basic Police Recruit				Must have 60 college credit or be a graduate of police science associate degree program.

ADMISSION REQUIREMENTS FOR PROGRAMS OF STUDY AT
DISTRICT ONE TECHNICAL INSTITUTE (continued)

B. PROGRAMS REQUIRING HIGH SCHOOL DIPLOMA OR GED

AGRICULTURE

Agribusiness Service & Supplies

DISTRIBUTIVE EDUCATION

Marketing
Marketing-Fashion Merchandising
Marketing-Materials Management
Real Estate
Supervisory Management

OFFICE EDUCATION

Accounting
Administrative Assistant-
Information Processing
Administrative Assistant-
Secretarial
Data Processing
Legal Assistant

SERVICE

Child Care Services #
Hospitality Management
Police Science
Restaurant & Hotel Cookery

TRADE & INDUSTRIAL EDUCATION

Industrial Engineering Technician

C. PROGRAMS WITH NO STATED ACADEMIC PREREQUISITES

AGRICULTURE

Dairy Farm Operation
Farm Hand
Farm Management
Farm Training

OFFICE EDUCATION

Account Clerk
Clerk Typist
Clerk Typist-Medical
Data Entry Operations
Financial Services Assistant
Stenography

SERVICES

Barbering
Food Preparation Assistant
Media Assistant

TRADE & INDUSTRIAL EDUCATION

Agriculture Mechanics
Auto Body
Automotive Mechanics
Diesel & Heavy Equipment Mechanics
Drafting-Mechanical
Electrical Power Distribution #
Electronic Servicing
Fluid Power Maintenance
Machine Tool
Precision Inspection &
Non-Destructive Examination
Refrigeration Servicing
Small Engine & Chassis Mechanics
Welding
Wood Technics

Physical examination required.

RECOMMENDED HIGH SCHOOL COURSES FOR PROGRAMS AT
DISTRICT ONE TECHNICAL INSTITUTE

<u>PROGRAM</u>	<u>HIGH SCHOOL COURSES RECOMMENDED</u>
<u>HEALTH OCCUPATIONS</u>	
Histotechnology	Computer Concepts, Basic Photography
Nursing (Technical)	Adv. English, Physics, Math
<u>OFFICE EDUCATION</u>	
Data Processing Programming	Adv. Math, Accounting, Typing, Data Processing
<u>TRADE & INDUSTRIAL EDUCATION</u>	
Civil Structural Technician	Adv. Math
Electronics Technology	Adv. Math
Mechanical Design Technician	Adv. Math

NOTE: REQUIRED HIGH SCHOOL COURSES ARE LISTED ON PREVIOUS PAGES.

FOX VALLEY TECHNICAL INSTITUTE

General Admissions Policies

Fox Valley Technical Institute (FVTI) is open to everyone who feels that they can benefit from the instruction offered. Post high school career programs are available to high school graduates or to all who can show that they are capable of mastering the subject matter. FVTI is more interested in what students can become than in what they have done in their past educational experience.

No students are refused admission to the school based on their academic record; however, it is recommended that students take certain high school courses before entering the technical programs. Applications for each program are accepted on a first come, first served basis.

The current FVTI Catalog includes recommended high school courses and descriptions of each program offered. For further information, contact:

Admissions Office
Fox Valley Technical Institute
1825 North Bluemound Drive
P. O. Box 2277
Appleton, WI 54913

(414) 735-5727

ADMISSION REQUIREMENTS FOR PROGRAMS OF STUDY AT
FOX VALLEY TECHNICAL INSTITUTE

A. PROGRAMS WITH PREREQUISITES

PROGRAM	REQUIRED		SPECIFIC HIGH SCHOOL COURSES	OTHER PREREQUISITES
	HIGH SCHOOL DIPLOMA	GED		
<u>HEALTH OCCUPATIONS</u>				
Dental Assistant	X	X		10.5 Gr. Reading Score
Health Unit Clerk				10.5 Gr. Reading Score, Medical Exam.
Nursing Assistant				8.0 Gr. Reading Score, Medical Exam.
Nursing - Technical (ADN)	X	X	Chemistry, Biology (C grade)	12.0+ Gr. Reading Score, Medical Exam., 60 %ile Math Score; 40%ile Language Score
Nursing - Technical (ADN) for LPNs	X	X	Chemistry or equiva-	12.0+ Gr. Reading Score, 60 %ile Math Score; 40 %ile Language Score; 1 yr. full-time work as LPN
Occupational Therapy Assistant				10.5 Reading Score
Operating Room Assistant				10.5 Gr. Reading Score, Medical Exam.
Practical Nursing				10.5 Gr. Reading Score, 18 yrs. or older, Medical Exam.
Respiratory Therapy Technician	X	X		10.5 Gr. Reading Score, 17-1/2 yrs. or older, Medical Exam.
Technical Nursing for LPNs	X	X	Chemistry (C Grade)	Current Wisconsin LPN License, 1 yr work experience as LPN, Medical Ex
<u>TRADE & INDUSTRIAL ED.</u>				
Fire Protection Technician	X	X		10.0 Gr. reading level
Police Science	X	X		10.0 Gr. reading level
Security Loss Prevention	X	X		10.0 Gr. reading level

ADMISSION REQUIREMENTS FOR PROGRAMS OF STUDY AT
FOX VALLEY TECHNICAL INSTITUTE (continued)

B. PROGRAMS WITH NO STATED ACADEMIC PREREQUISITES

AGRIBUSINESS

Agri-Business Service & Supply
Agricultural Facilities/
Equipment
Farm Operations
Natural Resources Tech.
Parts Specialist

DISTRIBUTIVE ED.

Fashion Merchandising
Marketing
Real Estate
Small Business Management
Supervisors Management

HOME ED. & CONSUMER ED.

Child Care and Development
Food Preparation Assistant
Food Service - Management
Interior Design
Restaurant & Hotel Cookery

OFFICE EDUCATION

Account Clerk
Accounting
Administrative Asst. - Inform. Proc.
Administrative Assistant - Secretarial
Banking and Financial Services
Clerk Typist
Data Processing Computer Programmer
Stenographer

TRADE & INDUSTRIAL ED.

Auto Body
Auto Mechanics
Automotive Technology
Diesel Mechanics
Drafting - Mechanical
Electro-Mechanical Technician
Electronics Technology
Flexographic Printing
Fluid Power Maintenance
Industrial Engineering Technician
Machine Tool Operation
Mechanical Design Technician
Metal Fabrication/Welding
Printing
Printing and Publishing
Pulp and Paper Chemical Technician
Truck Driving
Wood Technics

RECOMMENDED HIGH SCHOOL COURSES FOR PROGRAMS AT
FOX VALLEY TECHNICAL INSTITUTE

PROGRAM	HIGH SCHOOL COURSES RECOMMENDED
<u>AGRIBUSINESS</u>	
Agribusiness Service & Supply	Computers, Science, Vocational Agriculture, Biology, Chemistry
Agricultural Facilities & Equipment	Computers, Mechanics, Vocational Agriculture, Shop
Farm Operations	Agriculture, Conservation, Natural Sciences, Business Courses
Natural Resources Technology	Ecology, General Science, Chemistry, Algebra, Geometry, Trigonometry, Vocational Agriculture, Conservation, Natural Resources, Biology
<u>HEALTH</u>	
Dental Assistant	Science (2 years), English, Hygiene, Speech, Typing, Math, First Aid
Health Unit Clerk	English, Typing, Office Procedures, Biology, Communications, Human Relations
Nursing Assistant	Biology, Hygiene, Chemistry, Math, English
Nursing - Technical (ADN) (R.N. and L.P.N.)	Biology, Chemistry, Physics, Math, Algebra, Geometry, English (3 years), Social Studies, Human Relations
Occupational Therapy Assistant	Psychology, Social Studies, English, Arts and Crafts, Chemistry, Biology, Math
Operating Room Assistant	Science, Biology, Math, Social Studies, English
Practical Nursing	Biology, Hygiene, Chemistry, Math, English
Respiratory Therapy Technician	General Math, Algebra, Biology, Chemistry, Physics
<u>HOME ED. & CONSUMER ED.</u>	
Food Preparation Assistant	Home Economics, English, Math, Typing
Food Service Management	Food Service Co-op, Home Economics, General or Business Math, Algebra, Bookkeeping, Typing, English, Civics, Data Processing, Speech
Interior Design	English, Home Economics, Business Math, Art, Architectural Drawing

RECOMMENDED HIGH SCHOOL COURSES FOR PROGRAMS AT
FOX VALLEY TECHNICAL INSTITUTE (continued)

PROGRAM	HIGH SCHOOL COURSES RECOMMENDED
<u>HOME EC. & CONSUMER ED. (continued)</u>	
Restaurant and Hotel Cookery	Home Economics, Business Math, Bookkeeping, Typing, English, Food Service Co-op, General Math
<u>DISTRIBUTIVE ED.</u>	
Fashion Merchandising	Distributive Education, Business Courses
Marketing	Math, English, Distributive Education, Psychology
Real Estate	Math, English, Bookkeeping, Sales
<u>OFFICE EDUCATION</u>	
Account Clerk	Basic Math, English, Office Related Courses
Accounting	Accounting, Math, Business Arithmetic, Bookkeeping, Marketing, English, Speech, Business Machines, Economics
Administrative Assistant Information Processing	Typing, Business Courses, English, Basic Math
Administrative Assistant Secretarial	Typing, Shorthand, Transcription Courses, English, Basic Math. (For medical emphasis student - Chemistry and Biology)
Banking and Financial Services	Math, Bookkeeping, Speech, Typing, Economics, English, Office Procedures
Clerk Typist	Business Math, English, Typing
Data Processing Computer Programmer	Algebra, Geometry, Trigonometry, Accounting, Business Machine Operation
Stenographer	Typing, Transcription, Shorthand, English, Basic Math
<u>TRADE & INDUSTRIAL EDUCATION</u>	
Auto Body	Auto Body Repair, Auto Mechanics, Basic Math, Machine Shop, Sheet Metal, Welding
Auto Mechanics	Auto Mechanics, Electricity, Machine Shop, Sheet Metal, Welding
Automotive Technology	Algebra, Physics, English, Industrial Arts, Auto Mechanics
Diesel Mechanics	Math, Auto Mechanics, Machine Shop, Welding, Drafting

RECOMMENDED HIGH SCHOOL COURSES FOR PROGRAMS AT
FOX VALLEY TECHNICAL INSTITUTE (continued)

<u>PROGRAM</u>	<u>HIGH SCHOOL COURSES RECOMMENDED</u>
<u>TRADE & INDUSTRIAL</u> <u>EDUCATION</u> (continued)	
Drafting - Mechanical	Machine Shop, Math, Drafting, Blueprint Reading
Electronics Technology	Algebra, Geometry, Trigonometry, Physics, English, Electricity, Drafting
Fire Protection Technician	Math, Chemistry, English, Physical Education
Flexographic Printing	English, Algebra, Typing, Science, Industrial Arts
Fluid Power Maintenance	General Science, Physics, Electricity/Electronics, Drafting, Machine Shop, Welding, Metal Fabrication, Auto Mechanics, Math
Industrial Engineering Technician	Industrial Education, e.g., Drafting, Electricity, Machine Shop, Metal Fabrication
Mechanical Design Technician	Algebra, Physics, English, Industrial Drafting, Metals
Metal Fabrication/ Welding	Math, Machine Shop, Metal Fabrication, Mechanical Drawing, Blueprint Reading
Police Science	Social Studies, History, English
Printing	English, Math, Algebra, Typing, Art, Industrial Arts, Science
Printing and Publishing	English, Algebra, Typing, Art, Industrial Arts, Science, Computers
Pulp and Paper Chemical Technology	Chemistry, Physics, English, Algebra
Security Loss Prevention	Social Studies, History, Communications, Math, English
Truck Driving	Math, Driver Education, Auto Mechanics

NOTE: REQUIRED HIGH SCHOOL COURSES ARE LISTED ON PREVIOUS PAGES.

GATEWAY TECHNICAL INSTITUTE

General Admissions Policies

Gateway Technical Institute has an "open door" policy. Gateway accepts all students who are high school graduates or 18 years of age or older. Students who are 16 or 17 years of age must see a Gateway counselor before being admitted to a credit course.

A high school transcript and counseling test are usually required of an applicant as a full-time student. (A full-time student is one taking 12 or more credits during an 18-week semester. For summer session, it is someone taking 4 or more credits during the 6-week semester.)

Applicants who wish to take 1 to 3 courses (1-11 credits) are advised to see a Gateway counselor or advisor before registration. The counselor or advisor will help the applicant determine whether the course(s) will meet their needs. (Some programs may require formal admission prior to enrollment in certain courses.) However, the application, high school transcript and counseling tests are usually waived for part-time applicants.

There is a testing requirements for placement purposes. This requirement can be fulfilled by: a) submitting ACT, SAT or CPP scores; b) by taking the Gateway counseling test (math and English aptitude tests); c) testing and high school transcript requirements may be waived if a student can show by transcript that college level courses have been successfully completed.

Questions concerning admission should be directed to:

Admissions Counselor
Gateway Technical Institute
3520 - 30th Avenue
Kenosha, WI 53141

(414) 656-6900

ADMISSION REQUIREMENTS FOR PROGRAMS OF STUDY AT
GATEWAY TECHNICAL INSTITUTE

A. PROGRAMS WITH PREREQUISITES

PROGRAM	REQUIRED		SPECIFIC HIGH SCHOOL COURSES	OTHER PREREQUISITES
	HIGH SCHOOL DIPLOMA	GED		
<u>AGRIBUSINESS</u>				
Horticulture - Production				English Placement Test.
Horticulture- Marketing				English Placement Test.
<u>HEALTH OCCUPATIONS</u>				
Health Unit Clerk				Physical exam. required.
Medical Assistant	X			Physical exam. required.
Dental Assistant	X			
Nursing Assistant				Physical exam. required.
Nursing-Technical (ADN)	X		Arithmetic, Chemistry, Biology or equiv.	English Placement Test. Physical exam. required.
Operating Room Assistant				Physical exam. required.
Practical Nursing (Pre-Service)				10th grade. Physical exam. required.
<u>HOME EC. & CONSUMER ED.</u>				
Cosmetology	X			High school graduate or 18 years of age.
Food Service - Management				English Placement Test.
Interior Design				English Placement Test.
<u>DISTRIBUTIVE ED.</u>				
Aviation Mid-Management				English Placement Test.
Hotel-Motel Management				English Placement Test.
Marketing				English Placement Test.
Marketing - Fashion Merchandising				English Placement Test.
Marketing - Industrial				English & Math Placement Test.
Marketing - Materials Management				English Placement Test.
Marketing - Transportation Dist.				English Placement Test.
Supervisors Management				Person must be employed as a supervisor.
<u>OFFICE EDUCATION</u>				
Accounting				English Placement Test.
Administrative Asst. - Inform. Proc.			2 Typing or equiv.	English Placement Test.
Administrative Asst. - Secretarial			2 Typing or equiv.	English Placement Test.
Count and Conference Reporting			2 Typing or equiv.	English Placement Test.
Data Processing				English and Math Placement Tests.

ADMISSION REQUIREMENTS FOR PROGRAMS OF STUDY AT
GATEWAY TECHNICAL INSTITUTE

A. PROGRAMS WITH PREREQUISITES (continued)

PROGRAM	REQUIRED		SPECIFIC HIGH SCHOOL COURSES	OTHER PREREQUISITES
	HIGH SCHOOL DIPLOMA	GED		
<u>TRADE & INDUSTRIAL EDUCATION</u>				
Aeronautics - Pilot Training				English and Math Placement Tests.
Automotive Technician				English and Math Placement Tests.
Electro-Mechanical Technology				English and Math Placement Tests.
Electronic Technician				English and Math Placement Tests.
Electronics - Computer Technician				English and Math Placement Tests.
Fire Protection Technician				English and Math Placement Tests.
Fluid Power Technician				English and Math Placement Tests.
Industrial Engineering Technician				English and Math Placement Tests.
Land Survey Technician				English and Math Placement Tests.
Mechanical Design Technician				English and Math Placement Tests.
Motorcycle Mechanic				English Placement Test.
Police Science				English and Math Placement tests.
Precision Inspection - Non-Destructive Exam.				English Placement Test.
Quality Assurance Technician				Person must be employed as a supervisor.
Radio Broadcasting Technician				English Placement Test.
Structural Technician - Civil				English and Math Placement Tests.
Upholstery & Auto Trim				English Placement Test.
Welding				English Placement Test.
<u>OTHER PROGRAMS</u>				
Human Services Assoc.				English Placement Test.

ADMISSION REQUIREMENTS FOR PROGRAMS OF STUDY AT
GATEWAY TECHNICAL INSTITUTE

B. PROGRAMS WITH NO STATED ACADEMIC REQUIREMENTS

AGRIBUSINESS

Farm Operation
Farm Training
Farrier

HOME EC. &
CONSUMER EDUCATION

Food Service Assistant
Travel Agent

OFFICE EDUCATION

Account Clerk
Banking and Finance *
Clerk Typist
Data Processing -
Machine Operation

TRADE & INDUSTRIAL
EDUCATION

Airframe & Powerplant Mechanics
Auto Body
Automotive Servicing
Construction Supervisor's
Management *
Drafting - Mechanical
Electronic Servicing
Fluid Power Maintenance
Machine Tool Operation

* For persons already employed in field.

LAKESHORE TECHNICAL INSTITUTE

General Admissions Policies

Lakeshore Technical Institute operates an open-door admissions policy. Ordinarily high school graduation or GED is expected. Others who have not graduated from high school may be admitted to certain occupational programs which can prepare them for job entry or that can result in upgrading of their present skills. The major requirement for admission is that the students be prepared to study and to apply themselves so as to gain full advantage of the instructional program, counseling, and cultural opportunities offered by the school.

The admissions process varies slightly depending upon choice of full- or part-time attendance. Part-time students (1 or 2 courses) can be admitted by completing a registration form and paying the registration and course fees. Full-time program applicants must submit a completed application, submit a transcript of high school or post-high school education, and arrange for a personal interview with an LTI counselor. (Special requirements for program admissions are discussed in the admissions interview as well as program objectives, costs and placement.)

Counseling begins before a student enrolls at LTI. Prospective students are assisted during an admissions interview to explore their educational background, interests, aptitudes, values, goals, motivation, and employment experiences. Program and career knowledge are also explored in light of the individual's self-understanding so that a sound career decision may be reached.

The LTI catalog lists requirements and recommended high school courses for each program area.

For additional information, contact:

Lakeshore Technical Institute
Cleveland Campus
1290 Worth Avenue
Cleveland, WI 53015

(414) 458-4183

ADMISSION REQUIREMENTS FOR PROGRAMS OF STUDY AT
LAKESHORE TECHNICAL INSTITUTE

A. PROGRAMS WITH PREREQUISITES

PROGRAM	REQUIRED		SPECIFIC HIGH SCHOOL COURSES	OTHER PREREQUISITES
	HIGH SCHOOL DIPLOMA	GED		
<u>AGRIBUSINESS</u>				
Equine Management	X	X		Local riding test.
<u>HEALTH OCCUPATIONS</u>				
Emergency Medical Technician	X	X		Current CPR and First Aid Certification necessary.
Nursing Assistant				Age 17 or 11th Grade.
Nursing - Technical (ADN) Generic Track	X	X	3 English, 2 Science (incl. Biology, Chemistry or Physics), 2 Math, 3 Social Studies, 6 electives. Overall GPA of 2.0.	NLN exam. ##
Nursing - Technical (ADN) Progression Track	X	X	3 English, 2 Science (incl. Biology, Chemistry or Physics), 2 Math, 3 Social Studies 6 electives. Overall GPA of 2.0.	NLN exam. LPN from approved WI program + 2,000 hours employment as LPN. ##
Practical Nursing	X	X		NLN exam. ##
<u>OFFICE EDUCATION</u>				
Administrative Assistant - Secretarial	X	X	Typing	
Court and Conference Reporting	X		Typing	
Medical Secretary	X	X	Typing, Shorthand	
Word Processing Specialist			Typing	
<u>TRADE & INDUSTRIAL EDUCATION</u>				
Electrical Power Engineering Technician	X	X	Algebra, Trigonometry, Physics	
Electro-Mechanical Technician	X	X	Algebra, Trigonometry, Physics	
Electronics Technician	X	X	Algebra, Trigonometry, Physics	
Plastics Technician	X	X	Chemistry	

ADMISSION REQUIREMENTS FOR PROGRAMS OF STUDY AT
LAKESHORE TECHICAL INSTITUTE

B. PROGRAMS REQUIRING HIGH SCHOOL DIPLOMA OR GED

AGRIBUSINESS

Dairy Herd Management

HEALTH OCCUPATIONS

Dental Assistant #
Dispensing Optician (high school
diploma only)

Health Unit Clerk #
Medical Assistant #
Optometric Assistant #
Pharmacy Technical Aide #

HOME EC. &
CONSUMER EDUCATION

Baking

DISTRIBUTIVE EDUCATION

* Marketing
* Materials Management
* Supervisors Management

OFFICE EDUCATION

* Accounting
* Data Processing
Legal Assistant

TRADE & INDUSTRIAL
EDUCATION

Auto Body Mechanic
Electronics Servicing
Fire Science
Industrial Engineering Technician
Mechanical Design Technician
Police Science
Radiation Protection
Technician

C. PROGRAMS WITH NO STATED ACADEMIC PREREQUISITES

AGRIBUSINESS

Agri-Development
Farm Training

HOME EC. &
CONSUMER EDUCATION

Child Care Services #

OFFICE EDUCATION

Business Machines
Finance

TRADE & INDUSTRIAL
EDUCATION

Automotive Mechanic
Custodial Services
Graphic Arts
** (9) Industrial Maintenance programs
Machine Tool Operation
Motorcycle, Marine and Small Engine
Mechanic
Welding

- * Persons with work experience may enter program without a degree.
** For people already working in related fields.
Physical exam required.
Physical and dental exam required.

RECOMMENDED HIGH SCHOOL COURSES FOR PROGRAMS AT
LAKESHORE TECHNICAL INSTITUTE

<u>PROGRAM</u>	<u>HIGH SCHOOL COURSES RECOMMENDED</u>
<u>AGRIBUSINESS</u>	
Dairy Herd Management	Agriculture, Math
Equine Management	Biological Sciences, Algebra
<u>HEALTH OCCUPATIONS</u>	
Dental Assistant	Biological Sciences, Typing
Dispensing Optician	Algebra
Health Unit Clerk	Typing, Bookkeeping
Laboratory Optician	Algebra
Medical Assistant	Biological Sciences, Typing
Medical Secretary	Biology, Chemistry, Typing, Shorthand
Nursing Assistant	Biological Sciences, English
Optometric Assistant	Biological Sciences, Algebra, Typing
Pharmacy Technical Aide	Typing, Sciences, Math
Practical Nursing	Biological Sciences, Psychology
<u>HOME EC. & CONSUMER EDUCATION</u>	
Baking	Math, Science Courses
Child Care Services	English, Speech, Science, Art Courses
<u>OFFICE EDUCATION</u>	
Word Processor Specialist	Typing
<u>TRADE & INDUSTRIAL EDUCATION</u>	
Auto Body Mechanic	Industrial Arts, Arts Courses
Automotive Mechanic	Math, Science, Industrial Arts, Power Mechanics, Auto Mechanics
Custodial Services	English

RECOMMENDED HIGH SCHOOL COURSES FOR PROGRAMS AT
LAKE SHORE TECHNICAL INSTITUTE (continued)

PROGRAM	HIGH SCHOOL COURSES RECOMMENDED
<u>TRADE & INDUSTRIAL EDUCATION</u> (continued)	
Electrical Power Engineering Technician	Algebra, Trigonometry, Physics
Electromechanical Technician	Algebra, Trigonometry, Physics, English, Electricity, Drafting
Electronics Servicing	Math, Science, Physics, Industrial Arts
Electronics Technician	Algebra, Geometry, Trigonometry, Physics, English, Electricity, Drafting
Graphic Arts	Drafting, Typing, Algebra, Industrial Arts, Printing, English, Journalism
Machine Tool Operation	Blueprint Reading, Machine Shop, Mechanical Drawing, Basic Math, Algebra, Geometry
Mechanical Design Technician	Math, Physics, Industrial Arts Courses
Motorcycle, Marine & Small Engine Mechanic	Automotive or Small Engines Class
Plastics Technician	Algebra, Chemistry, Machine Shop, Drawing, Geometry, Trigonometry, Physics
Radiation Protection Technician	Math, Physics, Chemistry
Tool and Die Design Technician	Algebra, Trigonometry, Drafting (Basics of Each)
Welding	Shop Math, Industrial Arts

NOTE: REQUIRED HIGH SCHOOL COURSES ARE LISTED ON PREVIOUS PAGES.

MADISON AREA TECHNICAL COLLEGE

General Admissions Policies

The Madison Area Technical College is open to all adults and to all youths 16 years of age and older who are capable of profiting from instruction. Post-secondary programs are open to those who are high school graduates, to those who have passed high school equivalency tests, and to those mature individuals who, through work experience, can prove that they are capable of mastering the subject matter. For particular programs within the college, admission requirements vary depending on aptitude for the curriculum, available student stations, and a reasonable probability of academic success.

A current application form indicates admission testing. Specific examinations are required for certain programs. A student's application is evaluated on the basis of a combination of high school and other transcripts, work experience, entrance examination results, and an interview, if it is deemed necessary.

All students enrolled in post-secondary programs are required to complete a health information form which shall be submitted to the registrar prior to registration. In addition, Health Occupations students are required to have a physical examination and the results mailed to the registrar by their physician prior to registration.

The current MATC catalog lists prerequisites and recommended high school courses for each program area.

For further information, contact:

Admissions
Madison Area Technical College
211 North Carroll Street
Madison, WI 53703

(608) 266-5100

ADMISSION REQUIREMENTS FOR PROGRAMS OF STUDY AT
MADISON AREA TECHNICAL COLLEGE

A. PROGRAMS WITH PREREQUISITES

PROGRAM	REQUIRED		SPECIFIC HIGH SCHOOL COURSES	OTHER PREREQUISITES
	HIGH SCHOOL DIPLOMA	GED		
<u>AGRIBUSINESS</u>				
Animal Technician	X	X	Algebra, Biology, Chemistry (C grade)	ACT, SAT or CQT
<u>HEALTH OCCUPATIONS</u>				
Dental Assistant			Science (C grade), Typing	Davis Reading, OTIS Quick Score #
Dental Hygienist	X	X	Algebra, Biology, Chemistry (C grade)	ACT, SAT or CQT #
Medical Assistant			Typing (30 wpm), Science	Davis Reading, OTIS Quick Score #
Medical Laboratory Technician			2 Algebra, Geometry, Chemistry	ACT, SAT or CQT #
Nursing - Technician (ADN)	X	X	Chemistry (C grade)	Chemistry Test, ACT, SAT or CQT #
Nursing (ADN) Completion for LPNs	X	X	Chemistry	Chemistry Test; ACT, SAT or CQT. 1 year work as LPN. #
Occupational Therapy Technician			2 Math, Chemistry	ACT, SAT or CQT #
Operating Room Assistant				Davis Reading, OTIS Quick Score #
Optometric Technician	X	X	Chemistry, Geometry, Algebra, Biology, Typing, Bookkeeping	ACT, SAT or CQT #
Practical Nursing				Davis Reading, OTIS Quick Score #
Respiratory Therapy Technician			Chemistry	ACT, SAT or CQT #
<u>HOME EC. & CONSUMER EDUCATION</u>				
Dietetic Technician			Chemistry (C grade)	
Restaurant and Hotel Cookery			Math and English (C grade)	

Physical examination required.

ADMISSION REQUIREMENTS FOR PROGRAMS OF STUDY AT
MADISON AREA TECHNICAL COLLEGE

A. PROGRAMS WITH PREREQUISITES (continued)

PROGRAM	REQUIRED		SPECIFIC HIGH SCHOOL COURSES	OTHER PREREQUISITES
	HIGH SCHOOL DIPLOMA	GED		
<u>OFFICE EDUCATION</u>				
Court & Conference Reporting			Typing (50 wpm); English Composition (C grade)	
Data Processing Computer Programming			Algebra (C grade)	Upper 1/2 of class
Data Processing Computer Operations			Algebra (C grade)	Upper 1/2 of class
Legal Transcriptionist			Typing (45 wpm)	
Medical Office Mid-Management			English Composition (C grade)	
Medical Transcription			Typing (45 wpm)	
Secretarial Science - Executive			English Composition (C grade)	
Stenographer - Legal			Typing (45 wpm); Shorthand (80 wpm)	
Word Processing			English Composition (C grade)	
<u>TRADE & INDUSTRIAL EDUCATION</u>				
Architectural Technician			2 Math (1 Algebra), 2 Science	Math Placement Test.
Auto Body (2 yrs.)			Math, Science	
Automotive Mechanics			Math, Science	
Automotive Technician			2 Math (1 Algebra), 2 Science	Math Placement Test.
Commercial Art			English (C grade)	
Diesel & Heavy Equipment Mech.			Math; Science or Shop	
Electronics			2 Math (1 Algebra), 2 Science	Math Placement Test.
Industrial Welding Technology			2 Math (1 Algebra), 2 Science	Math Placement Test.
Land Survey Technician			2 Math (1 Algebra), 2 Science	Math Placement Test.
Machine Tool Operation			Math, Science or Shop	
Mechanical Design Technician			2 Math (1 Algebra), 2 Science	Math Placement Test.
Photography			English (C grade)	
Printing and Publishing			2 Science, 2 Math (1 Algebra)	Math Placement Test.
Public Works Technician			2 Science, 2 Math (1 Algebra)	Math Placement Test.

ADMISSION REQUIREMENTS FOR PROGRAMS OF STUDY AT
MADISON AREA TECHNICAL COLLEGE

B. PROGRAMS WITH NO STATED ACADEMIC PREREQUISITES

AGRIBUSINESS

Crop Production
Dairy Herd Management
Farm Training
Farm Training -
 Sheep Production
* Operating Agribusiness for
 Results
* Operating an Agribusiness
 Service Department
Taxidermist

HEALTH OCCUPATIONS

Nursing Assistant

HOME EC. &
CONSUMER EDUCATION

Child Care Services
Clothing and Textiles
Consumer/Family Manager
Food Preparation Assistant
Food Service Assistant
Homemaker/Home Health Aide
Interior Design

DISTRIBUTIVE EDUCATION

Fashion Retailing
Hotel/Motel Management
Insurance Technician
Marketing
Marketing - Fashion
 Merchandising
Real Estate
Recreation Resource Associate
Tourist Recreation Associate

OFFICE EDUCATION

Account Clerk
Accounting
Business Machines
Clerk Typist
Finance
Office Mid-Management
Secretarial Science - Medical
Stenographer

TRADE & INDUSTRIAL
EDUCATION

Auto Body Servicing (1 yr.)
Automotive Servicing
Barbering
Drafting - Architectural
Electronic Servicing
Fire Protection Technician
Parts Specialist
Police Science
Printing
Small Engine & Chassis
 Mechanic
Visual Communications
Welding
Wood Technics

* Must be working in this field.

RECOMMENDED HIGH SCHOOL COURSES FOR PROGRAMS AT
MADISON AREA TECHNICAL COLLEGE

<u>PROGRAM</u>	<u>HIGH SCHOOL COURSES RECOMMENDED</u>
<u>AGRIBUSINESS</u>	
Animal Technician	First Aid, Speech, Bookkeeping and Office Practices, Typing, Vocational Animal Science
Dairy Herd Management	Vocational Agriculture, Animal Husbandry, Math, Biology
<u>HEALTH OCCUPATIONS</u>	
Nursing Technician (ADN)	Physical Sciences, Math, Foreign Language
Dental Assistant	Bookkeeping
Medical Assistant	Bookkeeping
Optometric Technician	English, Physics, Adv. Algebra
Respiratory Therapy	2 Algebra
<u>OFFICE EDUCATION</u>	
Stenographer	Shorthand, Typewriting
<u>TRADE & INDUSTRIAL EDUCATION</u>	
Land Survey Technician	Algebra, Geometry, Trigonometry
Printing	Typing

NOTE: REQUIRED HIGH SCHOOL COURSES ARE LISTED ON PREVIOUS PAGES.

MID-STATE TECHNICAL INSTITUTE

General Admissions Policies

Mid-State Technical Institute (MSTI) maintains an open-door admission policy, as prescribed by the Wisconsin Board of Vocational, Technical and Adult Education, to assist people to prepare for job entry, upgrade their existing skills or retrain for a different skill.

Many programs at MSTI demand that students have certain skills, such as reading, math, communication, mechanical reasoning, etc., prior to entry to maximize their experience at the school. Therefore, high school graduation, as well as completion of certain related courses, is usually highly recommended. Those who have not completed high school may be admitted to certain occupational or developmental programs depending upon their needs, capabilities and the demands of the particular program.

Mid-State accepts all students who are 18 or older. High school and post-high school transcripts, as well as the American College Testing - Career Planning Program (CPP) Test, are used primarily as counseling tools to assist an individual in making an informed career decision and to provide the institution information about its student population.

Certain programs require a personal interview, references, additional math evaluation, and a physical exam prior to acceptance. Applicants to these programs are advised of these additional requirements. Students lacking basic skills are strongly encouraged to enter the GOAL Program. A student may be denied entry to certain programs if the applicant lacks certain skills or preparation.

For further information, contact:

Admissions Office
Mid-State Technical Institute
500 - 32nd Street North
Wisconsin Rapids, WI 54494

(715) 423-5668

ADMISSION REQUIREMENTS FOR PROGRAMS OF STUDY AT
MID-STATE TECHNICAL INSTITUTE

A. PROGRAMS WITH PREREQUISITES

PROGRAM	REQUIRED		SPECIFIC HIGH SCHOOL COURSES	OTHER PREREQUISITES
	HIGH SCHOOL DIPLOMA	GED		
<u>HEALTH OCCUPATIONS</u>				
Health Unit Coordinator			Typing (35 wpm)	
Nursing Assistant (Pre-Service)				CPP Physical exam.
Medical Assistant			Typing (35 wpm)	
Respiratory Therapist			Chemistry	
Cosmetology Specialist				For licensed cosmetologists.

B. PROGRAMS WITH NO STATED ACADEMIC PREREQUISITES

AGRIBUSINESS

- * Farm Operation
- * Farm Training

HEALTH OCCUPATIONS

Operating Room Assistant #

HOME EC. AND CONSUMER EDUCATION

Child Care Services
Cosmetology
Dietetic Technician

DISTRIBUTIVE EDUCATION

- Marketing
- Real Estate
- Supermarket Management
- * Supervisors Management

OFFICE EDUCATION

Account Clerk
Accounting
Administrative Assistant -
Secretarial
Clerk Typist

OFFICE EDUCATION (continued)

Data Processing
Financial Services Aid
Medical Transcription
Personnel
Stenography

TRADE & INDUSTRIAL EDUCATION

- Auto Body
- Automotive Mechanics
- Computer Electronics Technician
- * Corrections Science
- Diesel & Heavy Equipment Mech.
- Electrical Power Engineering Technician
- Electronics Technician
- Highway Technician
- Instrumentation Technology
- Machine Tool Operation
- Mechanical Design Technician
- * Police Science
- Small Engine and Chassis Mechanic
- Welding
- Wood Technics

* For persons already employed in these fields.

Physical examination required.

The following list of helpful high school courses may assist students to:

Plan their high school courses, prepare for enrolling in MSTI programs, insure greater success in continuing/completing their education

Campuses: (A) Adams (M) Marshfield (SP) Stevens Point (WR) Wisconsin Rapids (D) District

Types of Programs: AD - Associate Degree Diploma - Vocational Diploma Cert. - Certificate

AGRICULTURE PROGRAMS**HELPFUL COURSES**

FARM OPERATIONS - Diploma (M)
FARM TRAINING - Cert. (D)

Agriculture courses, welding, farm mechanics, bookkeeping
business and/or general math, biology, machine shop.

BUSINESS PROGRAMS

ACCOUNTING - AD (WR, SP, M)
ACCOUNT CLERK - Diploma (SP, WR)

Bookkeeping/accounting, office machines, computer concepts,
business math, typing, English, marketing, economics.

CLERK TYPIST - Diploma (A, SP, WR, M)
STENOGRAPHY - Diploma (SP, WR, M)
ADMINISTRATIVE ASSISTANT
SECRETARIAL - AD (WR, SP, M)

Typing, filing, English, business math, shorthand, typing,
business math, office machines, bookkeeping/accounting.

DATA PROCESSING - AD (WR, SP)

Algebra, accounting/bookkeeping, computer concepts, English,
business machines operation, business math.

MARKETING - AD (WR)
SUPERMARKET MANAGEMENT - AD (WR)

Distributive education, sales, merchandising, business law,
business math, typing, English, speech.

MEDICAL TRANSCRIPTION - Diploma (M)

Typing, filing, office machines, English, biology, anatomy
and physiology, medical terminology.

PERSONNEL - AD (WR)

English, psychology, typing, business law, bookkeeping/
accounting, economics, business math.

HEALTH PROGRAMS

MEDICAL ASSISTANT - Diploma (M)
HEALTH UNIT CLERK - Diploma (M)
(Prerequisite: Typing)

Office machines, biology, bookkeeping, health and hygiene
anatomy and physiology, first aid.

NURSING ASSISTANT - Cert. (D)

Health and hygiene, first aid, biology.

MID-STATE ADAMS COUNTY CENTER
413 North Main Street
Adams, WI 53910
Telephone: 508/339-3272

MID-STATE TECHNICAL INSTITUTE
110 West Third Street
Marshfield, WI 54449
Telephone: 715/287-2538

MID-STATE TECHNICAL INSTITUTE
333 Michigan Ave
Stevens Point, WI 54461
Telephone: 715/344-3053

MID-STATE TECHNICAL INSTITUTE
500 2nd Street North
Wisconsin Rapids, WI 54494
Telephone: 715/422-8550

PRACTICAL NURSING - Diploma (SP) Medical terminology, communications, biology, chemistry, psychology, health and hygiene, math, English, anatomy and physiology, first aid.
OPERATING ROOM ASSISTANT - Diploma (M)

RESPIRATORY THERAPIST - AD (M) Algebra, physics, health and hygiene, first aid, English, biology, anatomy and physiology.
Prerequisite: 1 year high school chemistry

HOME ECONOMICS PROGRAMS

CHILD CARE ASST. - Diploma (WR) Child growth and development courses, psychology, art, music, typing, sociology, family relation courses, consumer education, English, drama, speech, sport activities.

COSMETOLOGY - Diploma (WR) Home economics courses, bookkeeping, business and marketing, psychology, social problems, first aid, biology, art, English, geometry, chemistry.

DIETETIC TECHNICIAN - AD (WR) Home economics courses, chemistry, psychology, health, first aid, physiology and anatomy, algebra, other science and math courses, English, computer science.

TRADES AND INDUSTRY PROGRAMS

AUTO BODY - Diploma (WR)
AUTO MECHANICS - Diploma (WR)
*SMALL ENGINE/CHASSIS MECHANIC (SP)
DIESEL MECHANICS - Diploma (WR)
*Credit courses offered evenings

Auto mechanics, small engine repair, auto body repair, auto welding, sheet metal, math, industrial arts courses, machine shop. Electricity, geometry, algebra, mechanical drawing.

HIGHWAY TECHNICIAN - AD (WR) Drafting, algebra, geometry, trigonometry, physics, English, surveying.

MECHANICAL DESIGN - AD (WR) Algebra, geometry, physics, chemistry, English, blueprint reading, drafting, computer literacy, machine shop.

ELECTRICAL POWER - AD (WR)
INSTRUMENTATION - AD (WR)
ELECTRONIC TECH - AD (WR, SP)
COMPUTER ELECTRONICS - AD (WR, SP)

Algebra, geometry, trigonometry, physics, electricity, chemistry, drafting, English, computer literacy.

MACHINE TOOL OPERATION - Diploma (WR) Machine shop, algebra, geometry, sheet metal, welding, mechanical drawing, other industrial arts courses.

WELDING - Diploma (WR) Welding, math, blueprint reading, mechanical drawing, other industrial arts courses.

*WOOD TECHNICS - Diploma (M) Woodworking, cabinet making, algebra/applied math, blueprint reading, science, drafting.
*Credit classes offered evenings

MILWAUKEE AREA TECHNICAL COLLEGE

General Admissions Policies

MATC is committed to the principle of open admissions. The curriculum for each program has been planned at a level necessary to give graduates the competency to succeed in their chosen field. Admissions criteria are such as to admit students who have a reasonable probability of success. Students who do not meet the admissions standards for a particular program are encouraged to enroll in courses or programs which will prepare them for the program of their choice.

Students must have a high school grade-point average of at least 2.0 ("C" average) for acceptance into an MATC associate degree program, except that in certain instructional areas a higher grade-point average may be required. After examination of the high school transcript (and college transcript, if the student has attended another accredited college), academic testing may be required as a basis for admission. Such tests are administered by MATC.

Applicants who do not meet academic requirements may seek to satisfy them through other available and appropriate means. These include an equivalent GED score, satisfactory completion of recommended post-high school courses, action by the departmental Admissions Committee, satisfactory completion of an MATC Crossover program and/or recommended adult basic education courses, or special action of the instructional dean or his/her designee.

If a program requires specific high school courses as prerequisites, they will be listed in the appropriate divisional bulletin under the program description. Academic prerequisites must be completed prior to entrance into an associate degree program. An ACT or SAT is required for certain Health Occupations programs.

For more information, contact:

Admissions Department
Milwaukee Area Technical College
1015 North 6th Street
Milwaukee, WI 53203

(414) 278-6370

ADMISSION REQUIREMENTS FOR PROGRAMS OF STUDY AT
MILWAUKEE AREA TECHNICAL COLLEGE

A. PROGRAMS WITH PREREQUISITES

PROGRAM	REQUIRED		SPECIFIC HIGH SCHOOL COURSES	OTHER PREREQUISITES
	HIGH SCHOOL DIPLOMA GPA	GED		
<u>AGRI-BUSINESS</u>				
Agribusiness Services & Supplies	2.0	250		
Landscape Management	2.0	250		
<u>BUSINESS DIVISION</u>				
Accounting	2.0	250		
Administrative Assistant-Secretarial	2.0	250		
Banking & Finance	2.0	250		
Business Mid-Management	2.0	250		
Communications	2.0	250		
Computer Programming	2.0	250	Algebra (C grade)	
Data Processing Machine Operator				Reading and Math Test
Information Processing	2.0	250	Typing (35 wpm)	
Legal Assistant	2.0	250		
Legal Secretary	2.0	250		
Marketing Management	2.0	250		
Materials Management	2.0	250		
Medical Secretary	2.0	250		
Real Estate	2.0	250		
Retail/Fashion Management	2.0	250		
Supervisors Management	2.0	250		
Word Processing Specialist	2.0	250	Typing (35 wpm)	
Transportation & Distribution	2.0	250		
<u>GRAPHIC & APPLIED ARTS</u>				
Commercial Art	2.0	250		
Photography Technician	2.0	250		
Printing and Publishing Operations	2.0	250		
Visual Communications/Video	2.0	250		
<u>HOME ECONOMICS</u>				
Baking				Medical record required.
Child Care & Development	2.0	250		Medical record required.
Child Care Services	2.0	250		Medical record required.
Dietetic Technician - Nutrition	2.0	250	Biology, Chemistry (C grade)	Medical record required.
Food Preparation Asst.				Medical record required.
Home Furnishing Asst.	2.0	250		
Housekeeping Management	2.0	250		
Interior Design	2.0	250		

ADMISSION REQUIREMENTS FOR PROGRAMS OF STUDY AT
MILWAUKEE AREA TECHICAL COLLEGE

A. PROGRAMS WITH PREREQUISITES (continued)

A. PROGRAMS WITH PREREQUISITES (continued)				
PROGRAM	REQUIRED HIGH SCHOOL DIPLOMA GPA	GED	SPECIFIC HIGH SCHOOL COURSES	OTHER PREREQUISITES
<u>SERVICE & HEALTH OCCUPATIONS</u>				
Barbering				Medical record required. If under 18, must be a high school graduate; if over 18, must have completed 10th grade
Cosmetology	X	X		
Dental Assistant	2.0	250	Biology	Reading Test 10.0 Gr.
Dental Hygiene	2.5	260	Biology, Chemistry	ACT or SAT; Medical record required.
Dental Lab Technician	2.5	260	Algebra, Chemistry	Medical record required.
Environmental Health Technician	2.5	260	Algebra; Biology or Chemistry	
Fire Technology	2.0	250	Algebra	
Funeral Service	2.0	250		28 college credits with C or better. Medical record required.
Health Unit Clerk				Reading Test 10.0 Gr. Medical record required.
Human Services Associate	2.0	250		
Medical Assistant	2.0	250	Typing (35 wpm), Biology	Reading Test 10.0 Gr. Medical record required.
Medical Lab. Technician	2.5	260	Algebra, Biology, Chemistry	ACT or SAT Medical record required.
Nursing Assistant				Reading Test *
Occupational Therapy Assistant	2.5	260	Biology	ACT or SAT
Operating Room Assistant	2.0	250	Biology	Reading Test 10.0 Gr. *
Pharmacy Technical Aide	2.0	250		Reading Test 10.0 Gr. *
Physical Therapy Assistant	2.5	260	Algebra, Biology	ACT or SAT *
Police Science	2.0	250		
Practical Nursing	2.0	250	Biology	Reading Test 10.5 Gr. *
Radiologic Technician	2.5	260	Algebra; Biology; Chemistry or Physics	ACT or SAT Medical record required.
Registered Nursing	2.5	260	Algebra, Biology, Chemistry	ACT or SAT
Respiratory Therapy	2.5	260	Algebra, Biology, Chemistry	ACT or SAT Medical record required.
Restaurant & Hotel Cookery	2.0	250		Medical record required.
Water, Wastewater Tech.	2.5	260	Algebra, Biology or Chemistry	
<u>TECHNICAL DIVISION</u>				
Air Conditioning & Refrigeration Technology	2.0	250	Algebra	
Architectural Technology	2.0	250	Algebra, Geometry	
Biomedical Electronics	2.0	250	Algebra, Geometry	Medical record required.
Chemical Technology	2.0	250	Algebra, Chemistry	
Combustion Engines Technology	2.0	250	Algebra	
Communications	2.0	250	Algebra, Geometry	
Computer Science	2.0	250	Algebra, Geometry	
Computerized Machining Technician	2.0	250	Algebra, Geometry	

* Medical record required.

ADMISSION REQUIREMENTS FOR PROGRAMS OF STUDY AT
MILWAUKEE AREA TECHNICAL COLLEGE

A. PROGRAMS WITH PREREQUISITES (continued)

PROGRAM	REQUIRED		SPECIFIC HIGH SCHOOL COURSES	OTHER PREREQUISITES
	HIGH SCHOOL DIPLOMA GPA	GED		
<u>TECHNICAL DIVISION (cont'd)</u>				
Electro-Mechanical Technology	2.0	250	Algebra, Geometry	Math test.
Electronic Systems Technician	2.0	250	Algebra, Geometry	
Fluid Power Technology	2.0	250	Algebra	
Industrial Engineering Technician	2.0	250	Algebra	
Industrial Electronics	2.0	250	Algebra, Geometry	
Industrial Instrumentation	2.0	250	Algebra, Geometry	
Manufacturing Engineering Technician	2.0	250	Algebra	
Mechanical Design Technician	2.0	250	Algebra	
Metallurgical Technology	2.0	250	Algebra	
Plastics Technician	2.0	250	Algebra	
Public Works Technician	2.0	250	Algebra	
Structural Technician	2.0	250	Algebra	
Welding Technology	2.0	250	Algebra	
<u>TELEVISION DIVISION</u>				
Telecasting	2.0	250	Algebra	
<u>GENERAL EDUCATION DIVISION</u>				
General Education Program	2.0	250		
Occupational Music	2.0	250		
<u>INDUSTRIAL DIVISION</u>				
Airframe Aviation Mechanics			Algebra	
Electronics Servicing				Math and Reading tests.
Industrial Plastics				Math test.
Part Programmer				Math test.
Power Plant Aviation Mechanic			Algebra	
Tool and Die Making				Math test.

ADMISSION REQUIREMENTS FOR PROGRAMS OF STUDY AT
MILWAUKEE AREA TECHNICAL COLLEGE

B. PROGRAMS WITH NO STATED ACADEMIC REQUIREMENTS

AGRIBUSINESS

Arboriculture/Urban Forestry
Horticulture
Ornamental Horticulture

BUSINESS DIVISION

Clerk Typist
Small Business Operation

GRAPHIC & APPLIED ARTS

Graphic Communications
Jewelry Service & Sales
Printing

HOME ECONOMICS

Alterationist
Tailoring

SERVICE & HEALTH OCCUPATIONS

Air Conditioning, Refrigeration
& Heating
Appliance Servicing
Automotive Servicing
Auto Body Servicing
Bricklaying & Masonry
Cabinetmaking & Millwork
Carpentry
Combustion Engines Service
Electricity
Horology (Watch Making)
Hydraulics - Pneumatics
Loose Molder
Machine Molder and Machine Coremaker
Machine Shop
Mechanical Drafting
Shoe Servicing
Small Engine & Chassis Mechanic
Upholstery
Welding

MORaine PARK TECHNICAL INSTITUTE

General Admissions Policies

The Moraine Park Technical Institute maintains an open-door admissions policy for all prospective students 16 years of age or older. Programs within the schools have requirements which should be met to afford enrollees a fair chance of success. All efforts will be made to help enrollees find a program that meets their aspirations, interests, and abilities. High school graduation is recommended. Others who have not graduated from high school may be admitted to certain occupational or developmental programs which prepare them for job entry or result in upgrading their skills.

An interview with a Moraine Park Technical Institute counselor is necessary prior to admission.

All entering students are given reading and math diagnostic tests. Applications for each program are accepted on a first-come, first-accepted basis if all requirements are met.

The MPTI catalog describes personal qualifications needed for each program area. Contact:

Student Services
Moraine Park Technical Institute
Fond du Lac Campus
235 North National Avenue
Fond du Lac, WI 54935-2897

(414) 922-8611

ADMISSION REQUIREMENTS FOR PROGRAMS OF STUDY AT
MORAINÉ PARK TECHNICAL INSTITUTE

A. PROGRAMS WITH PREREQUISITES

PROGRAM	REQUIRED		SPECIFIC HIGH SCHOOL COURSES	OTHER PREREQUISITES
	HIGH SCHOOL DIPLOMA	GED		
<u>HEALTH OCCUPATIONS</u>				
Associate Degree Nursing- Generic	X	X	Chemistry or test equivalent; Math or test equivalent	ACT (18); Medical and dental exam.
Associate Degree Nursing - Progression			Chemistry or test equivalent; Math or test equivalent.	2,000 hours experience as LPN; ACT (18), Medical and dental exam.
Nursing Assistant				Stanford Diagnostic Reading Test-10th Gr.
Practical Nursing	X	X		Stanford Diagnostic Reading Test-12th Gr. Medical and dental exam.

B. PROGRAMS WITH NO STATED ACADEMIC PREREQUISITES

AGRIBUSINESS

Ag Equipment Install & Service
Agriculture Mechanics
Farm Operations
Farm Training
Food Science Tech. Canning Freezing
Food Science Technician-Dairy
Operating an Agribusiness for Results

HEALTH OCCUPATIONS

Dental Assistant Equivalency
Health Record Clerk for Ext. Care Facility
Health Unit Clerk
Medical Record Technician
Operating Room Assistant

HOME EC. & CONSUMER ED.

Baking Assistant
Child Care Services
Cosmetology
Cosmetology Specialist
Food Service Assistant
Restaurant and Hotel Cookery

DISTRIBUTIVE ED.

Marketing
Marketing-Fashion Merchandising
Marketing-Industrial
Supervisors Management

OFFICE EDUCATION

Account Clerk
Accounting
Administrative Asst. Secretarial
Clerk Typist

OFFICE EDUCATION (continued)

Data Processing Computer Operations
Data Processing - Machine Operation
Medical Secretary
Medical Transcription

TRADE & INDUSTRIAL

Appliance Servicing
Auto Body Collision Repair & Refinishing
Auto Body Repair
Automotive Mechanics
Corrections Science
Electrical Power Dist.
Electro-Mechanical Technician
Electronic Servicing
Electronics Computer
Engine Technology
Fire Service Certification
Industrial Engineering Tech.
Machine Repair
Machine Tool Operation
Machine Tooling Technics
Mechanical Design Technician
Mechanical Drafting
Office Machine Repair
Police Science
Production Welding
Structural Technician
Water & Wastewater Treatment Tech.
Welding

NICOLET COLLEGE AND TECHNICAL INSTITUTE

General Admissions Policies

Everyone over the age of 16 is welcome to attend Nicolet College. To enroll in classes or other learning activities at Nicolet, entering students fill out an admission application form and send it along with transcripts of prior educational experience to the Office of Student Advising. Nicolet then sends students acceptance letters inviting them to discuss their education plans with an academic advisor. (A few programs have special admission requirements. The Office of Student Advising has this information.)

At this point, some students have definite plans to go into specific programs and other students have very little idea of what educational direction they want to take. The Office of Student Advising can help students in both situations.

As part of registration for each semester, students review their educational goals and program with an academic advisor.

For more information contact:

Office of Student Advising
Nicolet VTAE District
P. O. Box 518
Rhineland, WI 54501

(715) 369-4451

ADMISSION REQUIREMENTS FOR PROGRAMS OF STUDY AT
NICOLET COLLEGE AND TECHNICAL INSTITUTE

A. PROGRAMS WITH PREREQUISITES

PROGRAM	REQUIRED		SPECIFIC HIGH SCHOOL COURSES	OTHER PREREQUISITES
	HIGH SCHOOL DIPLOMA	GED		
<u>HEALTH OCCUPATIONS</u>				
Nursing Assistant	X	X		
Nursing - Technical (ADN)	X	X	Algebra, Biology, Chemistry (taken within last 5 years) Grades of C or better	Physical and dental exam.
<u>OFFICE ED.</u>				
Data Processing Computer Oper.			Basic Algebra	
<u>TRADE & INDUSTRIAL ED.</u>				
Land Survey Technician			Basic Algebra	

B. PROGRAMS WITH NO STATED ACADEMIC PREREQUISITES

AGRIBUSINESS

Timber Harvesting Eq. Op.
Timber Producer

HOME EC. & CONSUMER ED.

Consumer/Family Manager
Cosmetology
Food Preparation Assistant
Marketing

DISTRIBUTIVE ED.

Hospitality Management
Real Estate
Recreation Leadership Aide

OFFICE ED.

Account Clerk
Accounting

OFFICE ED. (continued)

Clerk Typist
Office Mid-Management
Secretarial Science
Small Business Operations
Stenography

TRADE & INDUSTRIAL ED.

Automotive Mechanics
Automotive Servicing
Building Materials Specialist
Machine Tool Operation
Machine Tooling Technics
Mechanical Drafting
Police Science
Small Engine & Chassis Mechanic

NORTH CENTRAL TECHNICAL INSTITUTE

General Admissions Policies

NCTI has an open door policy to the services of the institution and believes that all persons should have the chance to improve their skills. Admissions requirements vary from program to program. Generally they include a minimum of high school graduation, GED, or the ability to benefit, as determined by standardized tests.

Applications for admission are considered on a first-come, first-served basis according to the date that students meet admissions requirements. Out-of-district students are also considered on a first-come, first-served basis for the limited number of places available, as required by state code.

When NCTI has reviewed a student's application and transcripts, they send either a letter accepting the student into one of NCTI's career programs or inviting the student to discuss his or her application for admission with an admission counselor. Sometimes additional testing or course work is recommended before acceptance into a training program. In the Health Occupation programs, special testing is required before admittance.

Student Service counselors are available to explain programs. They will help students plan career goals based on their previous work experience and educational background. After discussing alternatives with them, students are encouraged to choose a career program compatible with their needs.

For additional information, contact:

Admissions
North Central Technical Institute
1000 Campus Drive
Wausua, WI 54401

(715) 675-3331

ADMISSION REQUIREMENTS FOR PROGRAMS OF STUDY AT

NORTH CENTRAL TECHNICAL INSTITUTE

A. PROGRAMS WITH PREREQUISITES

PROGRAM	REQUIRED		SPECIFIC HIGH SCHOOL COURSES	OTHER PREREQUISITES
	HIGH SCHOOL DIPLOMA	GED		
<u>HEALTH OCCUPATIONS</u>				
Dental Hygiene			Biology, Chemistry, Algebra (C grade)	Allied Health Aptitude Test CPR Certification ##
Nursing Assistant				Completed 8th grade # (10th grade preferred)
Nursing - Technical (ADN)			Algebra, Biology, Chemistry (C grade) (within last 6 years)	Pre-nursing exam. CPR Certification #
Operating Room Assistant			2 Biology	Aptitude Test
Radiography			Biology, Chemistry, Algebra, Adv. Algebra	Aptitude Test, Math Test, CPR Certification #
<u>OFFICE ED.</u>				
Accounting			Algebra	
Administrative Assistant - Secretarial			Shorthand, Typing	
Data Processing			Algebra, Typing	
Finance - Banking				Only for persons already employed in industry.
Legal Secretary			Shorthand, Typing	
Marketing			Algebra	
Medical Secretary			Shorthand, Typing	
Supervisor's Management				For persons already employed in supervisory or mid-management job.
<u>TRADE & INDUSTRIAL ED.</u>				
Architectural Residential Design			Algebra	
Electro-Mechanical Technology			Algebra	
Electronics			Algebra	
Industrial Engineering Technician				For persons already employed in industry.
Laser Technician			Algebra	
Machine Tooling Technics			Basic Math	
Mechanical Design Technician			Algebra	
<u>OTHER PROGRAMS</u>				
Educational Interpreter Technician				Vocabulary & Reading Test. Possible Math Test.

Physical exam required after acceptance.

Physical and dental exams required after acceptance.

ADMISSION REQUIREMENTS FOR PROGRAMS OF STUDY AT
NORTH CENTRAL TECHNICAL INSTITUTE

B. PROGRAMS WITH NO STATED ACADEMIC REQUIREMENTS

AGRIBUSINESS

Agricultural Mechanics
Farm Training

OFFICE ED.

Account Clerk
Clerk Typist
Insurance

TRADE & INDUSTRIAL ED.

Auto Body Repair
Automotive Mechanic
Drafting - Mechanical
Machine Tool Operation
Parts Specialist
Police Science
Printing
Welding

RECOMMENDED HIGH SCHOOL COURSES FOR PROGRAMS AT
NORTH CENTRAL TECHNICAL INSTITUTE

<u>PROGRAM</u>	<u>HIGH SCHOOL COURSES RECOMMENDED</u>
<u>AGRIBUSINESS</u>	
Agricultural Mechanics	Vocational Agriculture, Welding, Drafting, Auto Mechanics, General Math, Blueprint Reading
Farm Training	Vocational Agriculture, Biology, English, Introduction to Computers
<u>HEALTH OCCUPATIONS</u>	
Dental Hygiene	Geometry, English, Psychology
Nursing Assistant	Psychology, Biology, English, General Math
Nursing - Technical	English (3 years), Psychology, Speech
Operating Room Assistant	Chemistry (or equivalent science courses), English
Radiology	Psychology, Typing, English (3 years), Geometry, Physics
<u>OFFICE EDUCATION</u>	
Accounting	Bookkeeping, English (3 years), Typing
Account Clerk	Business Math, Bookkeeping, Typing, Introduction to Computers
Administrative Assistant - Secretarial	English (3 years), Introduction to Computers, Bookkeeping, Business Math
Clerk Typist - (Antigo)	English, Typing (1 year), Bookkeeping, General Math, General Business, Office Practice, Computer Literacy
Clerk Typist - (Wausau)	English (3 years), Typing, Bookkeeping, Introduction to Computers
Data Processing	Introduction to Computers
Insurance	Accounting, Typing, Algebra, English (3 years)
Legal Secretary	Bookkeeping, English (3 years), Business Math, Introduction to Computers, Business Law
Marketing	English (3 years), Speech, Distributive Education
Medical Secretary	English (3 years), Biology, Bookkeeping, Business Math, Introduction to Computers
Supervisor's Management	English, Math, Psychology, Computer Literacy

RECOMMENDED HIGH SCHOOL COURSES FOR PROGRAMS AT
NORTH CENTRAL TECHNICAL INSTITUTE (continued)

PROGRAM	HIGH SCHOOL COURSES RECOMMENDED
<u>TRADE & INDUSTRIAL EDUCATION</u>	
Architectural - Residential Design	Architectural Drawing, Mechanical Drawing, Trigonometry, General Science, Physics,
Auto Body Repair Program	Basic Math, Auto Mechanics, Machine Shop, Welding, Metal Fabrication
Automotive Mechanic	General Math, Industrial Arts, General Science, English (Reading and Writing)
Drafting - Mechanical	Algebra, Drafting, Typing, Introduction to Computers
Electromechanical Technology	Adv. Algebra, Mechanical Drafting, Physics, English (3 years), Geometry, Trigonometry, Machine Shop, Electricity, Introduction to Computers
Electronics	Adv. Algebra, Geometry, Trigonometry, Physics, English (3 years), Electricity, Drafting
Industrial Engineering Technician	Algebra, Geometry, Typing, English (3 years), Computer Literacy
Laser Technician	Adv. Algebra, Geometry, Physics, English (3 years), Chemistry, Drafting
Machine Tool Operation	Blueprint Reading, Machine Shop, Sheet Metal, Mechanical Drafting, Algebra, Trigonometry
Machine Tooling Technics	Blueprint Reading, Machine Shop, Sheet Metal, Introduction to Computers, Mechanical Drafting, Algebra, Trigonometry
Mechanical Design Technician	Geometry, Trigonometry, Physics, Drafting (1 year), Machine Shop, Welding, Blueprint Reading, Introduction to Computers
Parts Specialist	Bookkeeping, Mathematics, Typing, Filing, English, Introduction to Computers
Printing	English (3 years), Typing, Basic Math, Introduction to Computers, Printing
Welding	Math, Mechanical Drawing, Blueprint Reading, Welding, Industrial Arts
<u>OTHER PROGRAMS</u>	
Educational Interpreter Technician	English (4 years, including basic grammar background), Psychology, Basic Sign Language, Algebra, Geometry
Police Science	English (3 years), Algebra, Biology, Typing

NOTE: Required high school courses are listed on previous pages.

NORTHEAST WISCONSIN TECHNICAL INSTITUTE

General Admissions Policies

Northeast Wisconsin Vocational, Technical and Adult Education District admits those applicants as students who want to obtain a vocational or technical education and who have completed the application procedures. To be eligible for admission to one of the various programs, the applicant should be a high school graduate or equivalent. ACT scores may be required for certain programs. Admission requirements vary from program to program and are determined by the demands of the particular curriculum.

An adult will be accepted upon evaluation and approval of the applicant's experience and/or examinations to meet the entrance requirements. The high school record and other transcripts, as well as the test results submitted, are used in counseling and placement of students in programs in accordance with their academic backgrounds, abilities, attitudes and motivation. Pre-admission counseling interviews may be arranged for applicants in all programs.

After review, prospective students are notified in writing whether or not they have been accepted. These completed applications are processed on a first-come, first-served basis.

Since curriculums are ever changing to match employment needs, it is important that the applicant contact the Institution to discuss requirements and potential requisite courses.

Contact:

Northeast VTAE District
2740 West Mason Street
P. O. Box 19042
Green Bay, WI 54307

(414) 498-5544

ADMISSION REQUIREMENTS FOR PROGRAMS OF STUDY AT
NORTHEAST WISCONSIN TECHNICAL INSTITUTE

A. PROGRAMS WITH PREREQUISITES (See note on page 57.)

PROGRAM	REQUIRED HIGH SCHOOL DIPLOMA	GED	SPECIFIC HIGH SCHOOL COURSES	OTHER PREREQUISITES
<u>HEALTH OCCUPATIONS</u>				
Dental Assistant	X	X	Typing, Biology	ACT or CPP ##
Dental Hygienist	X	X	Algebra, Biology, Geometry, Chemistry	ACT (Comp. 18) #
Health Unit Clerk			Typing	
Medical Assistant	X	X	Typing (45 wpm), Biology	ACT or CPP #
Nursing Assistant				Must be 17-1/2 yrs. old #
Nursing - Technical (ADN)	X	X	Chemistry; Biology, 2 Social Studies; 2 English; 2 Math (incl. Geometry, Adv. Algebra, Trigonometry or Calculus)	ACT (Comp. 18)
Operating Room Assistant	X	X		ACT or CPP
Practical Nursing	X	X		ACT or CPP (12)
Respiratory Therapy Technician	X	X	Algebra, Chemistry, 1 other science.	ACT or CPP
<u>OFFICE ED.</u>				
Clerk Typist	X	X	Typing	
Data Processing	X	X	Algebra	
<u>TRADES & INDUSTRIAL ED.</u>				
Architectural	X	X	Algebra or NWTI Math test	
Architectural - Industrial Models	X	X	Algebra or NWTI Math test	
Automotive Mechanics	X	X	Math, Science, Industrial Ed.	
Barbering	X	X		10th grade
Diesel Equipment Mechanic				Minimum GPA 2.0
Electricity	X	X	Algebra	Math test
Electro-Mechanical Technology	X	X	Algebra, Geometry, Adv. Algebra, Trigonometry	Math Test for Tech. Math I.
Electronics	X	X	Algebra, Geometry, Adv. Algebra, Trigonometry	Math Test for Tech. Math I.
Electronics Tele- Communications	X	X	Algebra, Geometry, Adv. Algebra, Trigonometry	Math Test for Tech. Math I.
Facility Systems Tech.	X	X	Algebra or NWTI Math test	
Fire Protection Technician			Algebra or NWTI Math test	
Fire Science	X	X	Algebra	
Instrumentation	X	X	Algebra, Geometry, Adv. Algebra, Trigonometry	Math test - Tech Math I.
Manufacturing Engineering Technician	X	X	Algebra or NWTI Math test.	
Marine Drafting	X	X		Minimum GPA 2.0
Maritime Construction	X	X		Minimum GPA 2.0

Medical exam required within 3 months prior to program entry.

Medical and dental exams required within 3 months prior to program entry.

ADMISSION REQUIREMENTS FOR PROGRAMS OF STUDY AT
NORTHEAST WISCONSIN TECHNICAL INSTITUTE

A. PROGRAMS WITH PREREQUISITES (continued)

PROGRAM	REQUIRED		SPECIFIC HIGH SCHOOL COURSES	OTHER PREREQUISITES
	HIGH SCHOOL DIPLOMA	GED		
<u>TRADES & INDUSTRIAL ED.</u> (continued)				
Mechanical Design Technician	X	X	Algebra or NWTI Math test.	
Public Works Technician	X	X	Algebra or NWTI Math test.	
Quality Assurance Technician	X	X	Algebra or NWTI Math test.	

NOTE: Students lacking a high school diploma or GED may be accepted based on their work experience, military record, test results, etc.

B. PROGRAMS REQUIRING A HIGH SCHOOL DIPLOMA OR GED

HOME EC. & CONSUMER ED.

Child Day Care

DISTRIBUTIVE ED.

- * Marketing
- * Marketing -- Communications
- * Marketing - Fashion Merchandising
- * Marketing - Transportation Distribution

- * Supervisors Management

OFFICE EDUCATION

Account Clerk
Accounting
Administrative Assistant - Secretarial
Business Admin. Credit
Mid-Management
Data Entry Operations
Financial Institution Management
Medical Office Mid-Management

TRADES & INDUSTRIAL ED.

Auto Body
Corrections Science
Industrial Mechanic
Industrial Truck Mechanic
Jewelry Service & Sales
Machine Tool Operation
Parts Specialist
Police Science
Precision Inspection and Non-destructive Examination
Welding
Wood Technics

C. PROGRAMS WITH NO STATED ACADEMIC PREREQUISITES

AGRIBUSINESS

Agri-Business Service & Supplies
Farm Training

DISTRIBUTIVE EDUCATION

Wholesale & Retail Sales

TRADES & INDUSTRIAL
EDUCATION

Drafting - Mechanical
Machine Tooling Technics

* Persons over 18 can enter without diploma or GED.

SOUTHWEST WISCONSIN VOCATIONAL-TECHNICAL INSTITUTE

General Admissions Policies

Southwest Wisconsin Vocational-Technical Institute has an "open door" admission policy for persons of post-high school age who are residents of the district. High school graduates are eligible to enroll in associate degree programs at the Southwest Wisconsin Vocational-Technical Institute. Non-high school graduates may enroll if they are capable of successfully profiting from the vocational diploma level of instruction.

Acceptance of students for most programs is on a first-come, first-served basis. Admission to occupational programs is granted on the basis of the individual's interests, aptitude, previous experience and career objectives. Admission is open to those individuals who meet requirements and can benefit from occupational education.

It may be necessary for some students to take certain preparatory courses before entering the program. Student Services and other school personnel will assist entering students in regard to program placement on the basis of counseling, examinations, pre-enrollment interviews and past academic achievement. For further information, contact:

Student Services Office
Southwest Wisconsin Vocational-Technical Institute
Route 1, Box 500
Fennimore, WI 53809

(608) 822-3262

ADMISSION REQUIREMENTS FOR PROGRAMS OF STUDY AT
SOUTHWEST WISCONSIN VOCATIONAL-TECHNICAL INSTITUTE

A. PROGRAMS WITH PREREQUISITES

PROGRAM	REQUIRED		SPECIFIC HIGH SCHOOL COURSES	OTHER PREREQUISITES
	HIGH SCHOOL DIPLOMA	GED		
<u>HEALTH OCCUPATIONS</u>				
Health Unit Clerk				ABLE II Math test. (No # specific score required.)
Medical Office Aide				ABLE II Math Test. (No # specific score required.)
Nursing Assistant				ABLE II Math Test. (No # specific score required.)
Nursing - Technical (ADN) Generic Track Progression Track (for LPNs)			Chemistry, Biology	P.S.B. Nursing School # Aptitude Exam.; Psycholo- gical Bureau Inventory Te.
Practical Nursing				ABLE II Math and III # Vocabulary & Reading Tests. (No specific scores re- quired.)
<u>HOME EC. & CONSUMER ED.</u>				
Food Service - Management				ABLE Test. (No # specific score required.,
<u>OFFICE EDUCATION</u>				
Data Processing				ABLE II Math and III # Vocabulary & Reading Tests. (No specific scores re- quired.)

A physical examination is required before entering this program.

ADMISSION REQUIREMENTS FOR PROGRAMS OF STUDY AT
SOUTHWEST WISCONSIN VOCATIONAL-TECHNICAL INSTITUTE

B. PROGRAMS WITH NO STATED PREREQUISITES

AGRIBUSINESS

Agricultural Building
Agriculture Mechanics
Agriculture Production & Service
Agri-Equipment Service
Dairy Herd Management
Farm Training
Machinery, Parts and Sales
Parts Specialist

HOME EC. &
CONSUMER EDUCATION

Child Care and Development
Child Care Services
Consumer/Family Manager
Cosmetology
Family Day Care
Food Preparation Assistant
Food Service - Baking
Food Service/Kitchen Helper
Home Furnishing Services
Home Management Assistant

DISTRIBUTIVE EDUCATION

Marketing
Marketing - Fashion Merchandising
Supervisors Management

OFFICE EDUCATION

Account Clerk
Administrative Assistant -
Secretarial
Business Administration -
Accounting
Business Administration -
Finance
Clerk Typist
Data Entry Operations
Data Processing
Legal Secretary
Word Processing Specialist

TRADE & INDUSTRIAL
EDUCATION

Appliance Servicing
Auto Body
Automotive Mechanics
Butcher - All Around
Electro-Mechanical Technology
Electronic Servicing
Machine Tool Operation
Mechanical Design Technician
Mechanical Drafting
Mechanical Schematics
Municipal Engineering Technician
Recreation Equipment Technician
Welding

WAUKESHA COUNTY TECHNICAL INSTITUTE

General Admissions Policies

WCTI is open to all persons from Waukesha County and the State of Wisconsin who will profit from instruction and meet admissions requirements.

Admission procedures and requirements for some programs vary depending on the student's aptitude, ability, interests and experience. Students 16 or 17 years old who are currently enrolled in high school may be admitted to WCTI classes only with written consent from their principal and if the course they are taking is not a duplication of the high school course.

An application of admission should be made well in advance of the start of classes for all full time vocational-technical programs. Students must provide a high school transcript (and a college transcript if any college work was done). New full time WCTI students are required to have an admissions interview with a guidance counselor prior to admission and registration. Counselors help each student develop an organized and appropriate plan for his or her education.

For more information, contact:

Admissions and Counseling
Waukesha County Technical Institute
800 Main Street
Pewaukee, WI 53072

(414) 691-5271

ADMISSION REQUIREMENTS FOR PROGRAMS OF STUDY AT
WAUKESHA COUNTY TECHNICAL INSTITUTE

A. PROGRAMS WITH PREREQUISITES

PROGRAM	REQUIRED		SPECIFIC HIGH SCHOOL COURSES	OTHER PREREQUISITES
	HIGH SCHOOL DIPLOMA	GED		
<u>HEALTH OCCUPATIONS</u>				
Nursing - Technical (ADN) General Program Progression Program	X	X	Chemistry, Algebra	CPP Reading - 5 stanine CPP Math - 5 stanine #
Operating Room Assistant	X	X		CPP Reading - 4 stanine CPP Math - 4 stanine #
Practical Nursing	X	X		CPP Reading - 4 stanine CPP Math - 4 stanine #
<u>TRADE & INDUSTRIAL ED.</u>				
Electronics			Algebra, Geometry	

B. PROGRAMS WITH NO STATED REQUIREMENTS

HEALTH OCCUPATIONS

Central Service Assistant
Health Unit Clerk #
Medical Assistant #
Nursing Assistant

OFFICE ED. (continued)

Clerk Typist
Data Processing - Machine Operation

HOME EC. AND CONSUMER ED.

Child Care Services
Food Preparation Assistant
Home Furnishing Services

TRADE & INDUSTRIAL ED.

Appliance Servicing
Auto Body
Automotive Servicing
Electronic Circuit Board
Design Technician
Electronics Servicing
Industrial Diesel Mechanic
Industrial Engineering Technician
Industrial Maintenance Mechanic
Industrial Supervision Technician
Machine Tool Operation (1 yr.)
Machine Tool Operations (2 yr.)
Manufacturing Engineering Technician
Material Handling Equipment/
Robotics Repair
Mechanical Design Technician
Mechanical Drafting
Office Equipment Repair
Quality Assurance Technician
Small Engine and Chassis Mechanic
Welding

DISTRIBUTION ED.

Life Insurance Underwriter
Marketing
Marketing - Fashion Merchandising
Marketing - Retail
Property Assessment
Real Estate
Supermarket Management
Supervisor's Management

OFFICE ED.

Account Clerk
Accounting
Administrative Assistant - Secretarial
Business Data Processing

OTHER SERVICE OCCUPATIONS

Instructional Assistant
Police Science Technology

Medical exam, dental exam, immunization records required prior to admission.

WESTERN WISCONSIN TECHNICAL INSTITUTE

General Admissions Policies

Western Wisconsin Technical Institute enrolls as regular students in full-time programs those persons having a certificate of graduation from a school providing secondary education or the recognized equivalent of such a certificate. Western Wisconsin Technical Institute will accept as special students those persons who are beyond the age of compulsory education. Special students may be enrolled in programs for which they meet the minimum entry requirements.

Any person with reasonable ability and a sincere desire to obtain a realistic education may enroll for instructional programs at Western Wisconsin Technical Institute. Due to various standards, especially in professional and paraprofessional fields where licensure and personal health standards must be met, specific programs at Western Wisconsin Technical Institute are required to have minimum entrance requirements which prospective applicants must meet before being accepted. Applicants who do not qualify for a specific program may enroll in developmental courses. These are planned to prepare an individual for future acceptance. When it is demonstrated that sufficient skills have been acquired, the student may reapply for the desired program.

To apply for a post-high school program at Western Wisconsin Technical Institute, a student must fill out an application for admission. High school graduates are required to submit their transcripts with the application. In some cases, additional testing may be required. The high school transcripts, test results, and other pertinent data enable counselors to assist students with program selection. Students may be required to have personal interviews with a counselor or a representative of the appropriate department responsible for the program applied for.

For additional information, contact:

Western Wisconsin Technical Institute
Sixth and Vine Streets
LaCrosse, WI 54608

(608) 785-9200

ADMISSION REQUIREMENTS FOR PROGRAMS OF STUDY AT
WESTERN WISCONSIN TECHNICAL INSTITUTE

A. PROGRAMS WITH PREREQUISITES

PROGRAM	REQUIRED		SPECIFIC HIGH SCHOOL COURSES	OTHER PREREQUISITES
	HIGH SCHOOL DIPLOMA	GED		
<u>HEALTH OCCUPATIONS</u>				
Central Service Aide	X	250	Biology, Math	CPP Reading - 5 stanine Math - 5 stanine
Dental Assistant	X	250	Biology, Math	CPP Reading - 5 stanine Math - 5 stanine
Electroencephalographic Technician	X	250	2 Math, 2 Science	CPP Reading - 5 stanine Math - 5 Stanine
Emergency Medical Technician				Requires employment in emergency service.
Health Unit Clerk	X	250	3 English, Typing	CPP Reading - 5 stanine Math - 5 stanine
Medical Assistant	X	250	Biology, Math, Typing	CPP Reading - 5 stanine Math - 5 stanine
Medical Laboratory Technician	X	275	Algebra, 1 Other Math 3-Science, Bio-Chem	CPP Reading - 5 stanine Math - 6 stanine
Medical Record Technician	X	275	2 Math, 1 Algebra, 2 Science, 1 Biology	CPP Reading - 5 stanine Math - 5 stanine
Nursing Assistant (Pre-Service)			Math	CPP Reading - 4 stanine Math - 3 stanine
Nursing - Technical (ADN)	X	275	Biology, 2 Other Sciences, Algebra, 1 Other Math	CPP Reading - 5 stanine
Operating Room Assistant	X	250	Math, Biology	CPP Reading - 5 stanine Math - 5 stanine
Practical Nursing	X	250	Math, Biology	CPP Reading - 5 stanine Math - 5 stanine
Radiologic Technology	X	275	Algebra, Geometry, 1 Other Math, Biology, Chemistry, 1 Other Science	CPP Reading - 6 stanine
Respiratory Therapy	X	250	2 Science, 2 Biology Math	CPP Reading - 5 stanine Math - 5 stanine

ADMISSION REQUIREMENTS FOR PROGRAMS OF STUDY AT
WESTERN WISCONSIN TECHNICAL INSTITUTE

B. PROGRAMS REQUIRING A HIGH SCHOOL DIPLOMA OR GED **

AGRIBUSINESS

* Agridevelopment
Dairy Equipment Service
Farm Implement Servicing
Mechanics
Farm Operation
Feed, Fertilizer and Farm
Supply

HOME EC. &
CONSUMER EDUCATION

Child Care & Development
Food Service - Management
Institutional Foods
Interior Design

DISTRIBUTIVE EDUCATION

Broadcast Advertising Sales
Fashion Merchandising
Food Marketing
General Marketing
Real Estate
Retailing
Supermarket Management
* Supervisory Management

OFFICE EDUCATION

Accounting
Administrative Assistant - Secretarial
Business Administration - Personnel
Clerk Typist

OFFICE EDUCATION (continued)

Data Processing
Data Processing - Machine Operation
Finance
Legal Secretary
Medical Secretary
Office Computer Specialist

TRADE AND INDUSTRIAL
EDUCATION

Air Conditioning
Auto Body
Automotive Servicing Mechanic
Bio-Medical Electronics
Commercial Art
Diesel & Heavy Equipment Mechanic
Electro-Mechanical Technology
Electronic Servicing
Electronics
Industrial Engineering Technician
Machine Tool Operation
Machine Tooling Technics
Mechanical Design Technician
Mechanical Drafting
Police Science
Printing
Printing and Publishing -
Computerized Type-Setting
* Quality Assurance Technician
Refrigeration Servicing
Small Engine & Chassis Mechanic
Visual Communication Technician
Welding
Wood Technics

C. PROGRAMS WITH NO STATED ACADEMIC PREREQUISITES

AGRIBUSINESS

* Farm Training

- * For persons already employed in these fields.
** Western Wisconsin Technical Institute will accept as special students those persons beyond the age of compulsory education. Special students may be enrolled in programs for which they meet the minimum entry requirements. (See General Admissions Policies.)

WISCONSIN INDIANHEAD TECHNICAL INSTITUTE

General Admissions Policies

The Wisconsin Indianhead Vocational, Technical and Adult Education District has an "open door" admission policy for prospective students in post-secondary education within statutory requirements. The District operates on a policy providing enrollment on a first-come, first-served basis.

School officials desire to place students in educational programs which best meet their needs and aspirations, and their previous education training and previous work experience.

The Wisconsin Indianhead VTAE District, through its student services offices, provides assistance for students to enroll in educational programs. Counselors assist applicants in the range of choices, providing assistance in examining these choices and assisting wherever possible in making realistic educational decisions.

In incidents where the curriculum offered at the school does not match the interest and potential of a particular student, the student will be assisted in and informed of alternatives outside the vocational technical programs offered in the district.

Applicants for admission are normally high school graduates or high school equivalency holders or persons who, through experience, indicate the capability of handling the subject matter. In all vocational diploma or associate degree training programs involved with state and national licensing or where other state regulations are to be adhered to, special admission procedures must be followed.

An evaluation of transcripts, test scores, other educational training and work experiences are used as a basis to assist applicants in relating their abilities to the technical training areas. If, through this evaluation, it appears that the applicant has certain deficiencies which could prevent success in a program, it will be recommended that the applicant enroll in preparatory classes and demonstrate successful achievement prior to acceptance.

For more information, contact:

Wisconsin Indianhead VTAE District Office
404 Pine Ridge Drive
P. O. Box B
Shell Lake, WI 54871

(715) 468-2815

ADMISSION REQUIREMENTS FOR PROGRAMS OF STUDY AT
WISCONSIN INDIANHEAD TECHNICAL INSTITUTE

A. PROGRAMS WITH PREREQUISITES

PROGRAM	REQUIRED		SPECIFIC HIGH SCHOOL COURSES	OTHER PREREQUISITES
	HIGH SCHOOL DIPLOMA	GED		
<u>HEALTH OCCUPATIONS</u>				
Medical Assistant	X	X		Evaluation of Math, Typing, Reading and Spelling Skills; Physical Exam; Personal Interview.
Nursing Assistant	X	X		Physical Exam
Nursing-Technical (ADN)	X	X		Psychological Services Bureau Nursing School Aptitude Exam; Physical Exam.
Health Unit Clerk				Evaluation of Basic Academic Skills; Physical Exam
<u>OFFICE EDUCATION</u>				
Court & Conference Reporting	X	X	Typing or equivalent.	Personal Interview

ADMISSION REQUIREMENTS FOR PROGRAMS OF STUDY AT
WISCONSIN INDIANHEAD TECHNICAL INSTITUTE

B. PROGRAMS WITH NO STATED ACADEMIC PREREQUISITES

AGRIBUSINESS

Agri-Business Service & Supplies
Agriculture Mechanics
Dairy Herd Management
Farm Management
Farm Operation
Farm Training

HEALTH & SERVICE OCCUPATIONS

Maternal/Child Health Worker
Basic Police Recruit

HOME EC. &

CONSUMER EDUCATION

Cosmetology
Food Service - Baking
Quantity Food Preparation

DISTRIBUTIVE EDUCATION

Hospitality Management
Marketing
Marketing - Fashion Merchandising
Marketing -
Transportation Dist.
Municipal Administration
Sales Specialist
Supervisors' Management

OFFICE EDUCATION

Account Clerk
Accounting
Administrative Assistant -
Secretarial
Advertising Sales
Clerk Typist
Court & Conference Reporting
Data Processing
(Operations-Programming)
Finance (Rural Banking/
Agricultural Finance)
Financial Services Assistant
(Finance & Banking Operations)
Information Systems Management
Microcomputer Accounting Assistant
Small Business Operation
Word Processor Specialist

TRADE & INDUSTRIAL EDUCATION

Architectural - Commercial Design
Auto Body Repair
Automotive Mechanics
Community Antenna TV Installation
(CATV)
Drafting - Mechanical
Electronic Servicing
Electronics
Electronics - Computer
Electronics - Telecommunications
Facility Systems Technician

RESPONSES TO SURVEY QUESTION :

"DOES YOUR SCHOOL VIEW G.E.D. HOLDERS AS READY FOR ENTRANCE INTO ANY ASSOCIATE DEGREE, CERTIFICATE OR DIPLOMA PROGRAMS? PLEASE EXPLAIN."

VTAE DISTRICT	RESPONSE
BLACKHAWK	Yes. Students are eligible to enter programs. Admission to technical classes depends upon necessary prerequisites.
DISTRICT ONE	Yes.
FOX VALLEY	Yes. The official view of entrance into FVTT is that of an open door policy with limited exceptions [e.g., reading levels required for certain programs]. Most instructors support the concept but qualify their support in terms of student readiness on an individual basis, not a categorical basis (i.e., G.E.D. vs. high school diploma.)
GATEWAY	Yes.
LAKESHORE	Yes. If an area seems weak, the student is requested to take some additional preparatory classes to be successful.
MADISON	Yes. If they meet the specific program admissions requirements [e.g., need course like chemistry for admission to associate degree in nursing].
MID-STATE	[Survey not returned.]
MILWAUKEE	[Not surveyed.]
MORAIN PARK	Yes, the same as high school graduation.
NICOLET	Yes.
NORTHEAST	If they meet the criteria, they are admitted.
NORTH CENTRAL	Yes, dependent on scores.
SOUTHWEST	Yes. GED demonstrates academic accomplishment -- not just ability to live through high school.
WAUKESHA	Yes, except when applying to specific programs which have course or testing requirements (i.e., ADN-nursing, electronics). We have a decentralized admissions/counseling program which takes a very individualized approach to admitting students.... We have never made a distinction between the G.E.D. and a regular high school diploma as it relates to admissions... We are <u>very</u> "open door" oriented. We also are extremely cautious not to encourage secondary age students to utilize the GED as a vehicle to leave school, but we face reality and respect those who make that choice.
WESTERN	Yes. If the student is weak in any area, he or she may be asked to take additional preparatory courses in that area.
WISCONSIN INDIANHEAD	Yes. A Reading/Math Admissions Exam is required of all incoming students. GED holders must also show positive results on the admissions exam.

WESTERN WISCONSIN STUDY OF READING LEVELS NEEDED FOR VTAE PROGRAMS

In 1978, a task force at the Western Wisconsin Technical Institute reviewed the performance levels and skill prerequisites for 57 vocational and technical programs offered at the institution. Entry level performance guidelines were specified in the cognitive, affective and psychomotor domains, based on Bloom's taxonomy. In each case, applications to class work were described. (See example, p. 83.)

As part of its work, the task force identified the approximate reading levels needed to handle coursework in various program areas. This review looked at operator and lab manuals, bulletins, professional publications, and other reading materials required on the job, as well as textbooks used at the VTAE schools.

The results were published in a handbook entitled, Guidelines for Program Planning at Western Wisconsin Technical Institute. Western Wisconsin uses this handbook to improve career counseling at entry, for realistic academic advising, and to identify supportive assistance for students with special needs. It is particularly helpful for at-risk youth and students not completing traditional high school programs.

The tables on the following pages are excerpted from the Guidelines with permission of the Western Wisconsin Technical Institute.

READING LEVELS OF MATERIALS USED TO TEACH PROGRAMS AT WESTERN WISCONSIN TECHNICAL INSTITUTE

PROGRAM AREA	DESIRABLE READING LEVEL	APPLICATION TO CLASS WORK
<u>AGRICULTURE</u>		
Chemicals and Fertilizers	Textbooks written at 7-8 grade level.	Read and comprehend chemical formulas and compounds with strange names as pertaining to the field of Agriculture.
Feed, Seed and Farm Supply	Textbooks at 8th grade level.	Textbooks, lab manuals, professional publications, bulletin instructions.
Dairy Equipment Servicing	Basic understanding at 5th grade level. Ability to read drawings, diagrams, pictures.	Student must read instruction for work, machine set-up, and operating instructions.
Farm Operations	Textbooks written on level of daily newspaper language - 6 or 7th grade level.	Reading is necessary in texts, magazines, operator manuals.
Material Handling Servicing	Textbooks written at 5th grade level. Ability to read drawings, diagrams, pictures.	Student must read instruction for work, machine set-up, and operating instructions.
<u>BUSINESS</u>		
Accounting	Textbooks written at 8-12 grade level.	Read textbooks and workbooks.
Broadcast-Advertising Sales	Textbooks written at 8th or 9th grade level.	Ability to understand in order to follow directions. Read and interpret news items; reading commercials for broadcasting; reading research reports.
Data Processing	Textbooks written at 9-10th grade level.	Ability to read and comprehend manuals, textbooks, handouts, and general instructions.
Fashion Merchandising	Textbooks written at 7-8th grade reading level.	Ability to read and comprehend college-level books, fashion magazines, and market research reports.

READING LEVELS OF MATERIALS USED TO TEACH PROGRAMS AT WESTERN WISCONSIN TECHNICAL INSTITUTE (continued)

PROGRAM AREA	DESIRABLE READING LEVEL	APPLICATION TO CLASS WORK
<u>BUSINESS (continued)</u>		
Finance	Textbooks written at 8-9th grade level.	Textbooks, handouts, outside independent research.
General Marketing	Textbooks written at 7-8th grade reading level.	Read assignments; analyze problems, make judgements, and comprehend associated readings with business problems.
Retailing	Textbooks written at 7-8th grade reading level.	Normal amount of reading for class assignments. Read and comprehend college level textbooks.
Secretarial Science	Textbooks written at 9th grade to college level.	Read textbooks, handouts, and follow written instructions.
Legal Secretarial Science	Textbooks written at 9th grade to college level.	Read textbooks, handouts, and follow written instructions.
Medical Secretarial Science	Textbooks written at 9th grade to college level.	Read textbooks, handouts, and follow written instructions.
Supermarket Management	Textbooks written at 8-9th grade level.	Participate in class; follow directions in writing; case problems.
Clerk-Typist	Textbooks written at 9th grade to college level.	Read textbooks, handouts, and follow written instructions.
Data Entry	Textbooks written at 8th to 9th grade levels.	Ability to read and comprehend manuals, textbooks, handouts and general instructions.
Data Processing Machine Operator	Textbooks written at 8th to 9th grade levels.	Ability to read and comprehend manuals, computer-run instructions, textbooks and handouts.

READING LEVELS OF MATERIALS USED TO TEACH PROGRAMS AT WESTERN WISCONSIN TECHNICAL INSTITUTE (continued)

PROGRAM AREA	DESIRABLE READING LEVEL	APPLICATION TO CLASS WORK
<u>GRAPHICS</u>		
Commercial Art	Textbooks written at 10-11th grade reading level.	Interpret design concepts, understand marketing and sales concepts, interpret project specifications, textbooks, handouts, general instructions, interpret technical data, charts, tables, codes.
Printing and Publishing	Textbooks written at 8-9th grade level.	Interpretation of manuals, codes and specifications. Understanding textbooks, handouts, general instructions.
Visual Communication	Textbooks will be written at 10th grade level.	Reading and understanding textbook assignments; reading instruction sheets and manuals; understanding handouts; service manuals.
-87- Printing	Textbooks written at 8th grade level.	Ability to read manuals and assignments sheets for projects; find information from dictionary; and sort data and follow written instructions.
<u>HEALTH OCCUPATIONS</u>		
Electroencephalographic Technician	Textbooks written at 9th grade level.	Textbooks in EEG are at a very high reading level, and lab procedures require a complete understanding. Ability to read and comprehend course textbooks and medical terminology written at the 9th grade level.
Medical Lab Technician	Textbooks written at 9-10th grade reading level.	Basic technical information is written at this level, instrumentation manuals, textbooks, laboratory procedures and general instructions. Ability to read and comprehend course textbooks and medical terminology written at the 9-10th grade level.
Medical Records Technician	Textbooks written for 9th grade level.	Ability to read and comprehend course textbooks and medical terminology written at the 9th grade level.

READING LEVELS OF MATERIALS USED TO TEACH PROGRAMS AT WESTERN WISCONSIN TECHNICAL INSTITUTE (continued)

PROGRAM AREA	DESIRABLE READING LEVEL	APPLICATION TO CLASS WORK
<u>HEALTH OCCUPATIONS</u> (continued)		
Radiologic Technology	Textbooks written at college reading level.	Ability to read and comprehend course textbooks /handouts, charts, and general instructions/ and medical terminology written at the college reading level.
Technical Nursing	Textbooks written at 12th grade level.	Ability to read and comprehend course textbooks and medical terminology written at the 12th grade level.
Central Services Assistant	Textbooks written at high school and college level.	Read and comprehend written directions, AV materials; handouts, assigned articles pertinent to the field, inventory data, and using dictionary. Ability to read and comprehend course textbooks and medical terminology written at the high school and college level.
-79- Dental Assistant	Textbooks written at college level.	Ability to read and comprehend course textbooks and medical terminology written at college level. Self-study packets.
Medical Assistant	Textbooks written at 10th grade level, literal comprehension.	Ability to follow directions properly, read and comprehend textbooks, handouts, general instructions; tables, symbols; forms, and tests. Ability to read and comprehend course textbooks and medical terminology written at the 10th grade level.
Operating Room Assistant	Textbooks are written at 12th grade level.	Ability to read and comprehend course textbooks and medical terminology written at the 12th grade level.
Practical Nursing	Textbooks written at 12th grade level.	Ability to read and comprehend course textbooks /and handouts; comprehension of assignments or situations/ and medical terminology written at the 12th grade level.

READING LEVELS OF MATERIALS USED TO TEACH PROGRAMS AT WESTERN WISCONSIN TECHNICAL INSTITUTE (continued)

<u>PROGRAM AREA</u>	<u>DESIRED READING LEVEL</u>	<u>APPLICATION TO CLASS WORK</u>
<u>HEALTH OCCUPATIONS</u> (continued)		
Ward Clerk	Textbooks written at 9th - 10th grade level.	Transcribe orders, daily reports, diet sheets, census sheets, messages. Understand textbook, self-instructional packet, instructors' handouts. Ability to read and comprehend course textbooks and medical terminology written at the 9th and 10th grade level.
Pre-Service Nursing Assistant	Textbooks written at 9th grade level.	Ability to read and comprehend course textbooks and medical terminology written at the 9th grade level.
<u>HOME ECONOMICS</u>		
Child Care and Development	Textbooks written at 10th grade level.	Ability to comprehend textbooks and other written assignments.
Food Service Management	Textbooks written at 8-12th grade level.	Comprehend material relating to science, social studies, mathematics and business.
Interior Design	Textbooks written at 10th grade reading level.	Textbooks, handouts, general instructions; specifications for furnishings, blueprint reading.
Institutional Foods	Textbooks written at 6th grade level.	Manuals on machinery, recipe books, classroom texts.
<u>INDUSTRIAL</u>		
Air Conditioning Technician	Textbooks written at 10th grade level.	Reading assigned units and completing required course work.
Bio-Medical Electronic Technician	Textbooks written at 9th and 12th grade level.	Ability to read and interpret textbooks, laboratory and technical manuals used in classes and laboratories.

READING LEVELS OF MATERIALS USED TO TEACH PROGRAMS AT WESTERN WISCONSIN TECHNICAL INSTITUTE (continued)

PROGRAM AREA	DESIRABLE READING LEVEL	APPLICATION TO CLASS WORK
<u>INDUSTRIAL (continued)</u>		
Electrical Power Technician	Textbooks written at 9-12th grade reading level.	Textbooks, lab sheets, diagrams, charts, instructional manuals and other written materials.
Environmental Health & Safety Technician	Textbooks written at 9th-12th grade level.	Homework reading assignments of textbook material, newspapers, news periodicals and technical articles. Homework assignments requiring outlining of material.
Industrial Electronics Technician	Textbooks written at 9th to 12th grade level.	Textbooks are low to high college level. High vocabulary in textbooks. Many symbols to interpret. High mixture of math to written material.
Industrial Engineering Technician	Textbooks written at 11th through college level.	Textbooks, workbooks and journals.
100 Mechanical Design Technician	Textbooks written at 10th grade level.	Reading assignments, general instructions and ability to read blackboard notes. Some reading assignments may be on a first-year college level.
Auto Body	Textbooks written at 7th or 8th grade level.	Textbooks, parts book, damage report.
Automotive Mechanics	Textbooks written at 8-9th grade reading level.	General directions, service manuals, diagrams, specifications, textbooks, handouts, etc.
Diesel and Heavy Equipment Mechanics	Textbooks written at 7-8th grade level.	Ability to understand textbooks, service manuals, specification sheets, handout materials, work order instructions, instruction sheets.
Drafting - Mechanical	Textbooks are written at 9th grade level.	Ability to read and interpret texts, engineering manuals, manufacturing catalogs, drafting specifications, manufacturing specifications.

READING LEVELS OF MATERIALS USED TO TEACH PROGRAMS AT WESTERN WISCONSIN TECHNICAL INSTITUTE (continued)

PROGRAM AREA	DESIRABLE READING LEVEL	APPLICATION TO CLASS WORK
<u>INDUSTRIAL (continued)</u>		
Electronic Servicing	Textbooks written at 8th - 9th grade level.	Classwork; lab experiment directions; schematics; directions and general instructions.
Machine Tool Technics	Textbooks written at 9th grade level.	Ability to interpret blueprints, textbooks, handouts, comprehend general instructions and safety workbook tests.
Refrigeration Servicing	Textbooks written at 8th grade level.	Read assigned units and complete required course work - written reports, manuals, and assigned questions at end of each textbook chapter.
Small Engine and Chassis Mechanics	Textbooks written at 9th grade level.	Ability to read and comprehend texts, service manuals, specifications sheets, work orders and instruction sheets.
Welding	Textbooks written at 7-8th grade level.	Blueprint interpretation; manuals; codes and specifications; textbooks; handouts; general instructions.
Wood Technics	Textbooks written between 7th and 8th grade level.	Reading textbooks, handouts, blueprints, building codes and specifications and general instructions.
Personnel Technician	Textbooks written at 10-12th grade reading level.	Most textbooks in Personnel Administration are designed for college level students. Text selection standards have been aimed at the upper high school/lower college levels.

CHEMICALS AND FERTILIZERS

COGNITIVE DOMAIN — Academic

DESIRABLE PERFORMANCE LEVEL		APPLICATION TO CLASS WORK
I. Communication Skills		
Oral	—Ability to interact and communicate with others	—Ask and answer questions presented in class discussion; he/she should not be afraid to talk to people
Written	—Knowledge of basic written, grammar and spelling skills. Ability to write reports, investigate problems, and summarize in legible form	—Be capable of writing tests, reports, and taking notes as presented in class
II. Math		
—Basic math fundamentals including addition, subtraction, division, multiplication, fractions and decimals. Be able to understand graphs and charts		—Add quantities of materials, formulated materials, be familiar with costs and how they relate in money problems
III. Reading		
—Textbooks written at 7-8 grade level		—Read and comprehend chemical formulas and compounds with strange names as pertaining to the field of Agriculture
IV. Science		
—Basic understanding of general science — eighth grade level		—Student will be working with recommendations of fertilizers, pH, chemicals as supplied for crop production and environmental effects
V. Other		

AFFECTIVE DOMAIN — Emotional and/or Attitudinal

DESIRABLE PERFORMANCE LEVEL		APPLICATION TO COURSE WORK
I. Interests		
—Student must have an inquisitive mind that pertains to crops and soils. Must show an interest in people and their problems		—When involved in lab work, should show an interest beyond what is required. Be able to solve problems by research information in many areas, and look for new ideas.
II. Attitudes		
—Must be willing to listen and be able to accept blame for what others have done. May be bossed or be boss in giving orders. Be understanding, honest, and have desire to get the job done.		—The student must have the attitude that what you learn will make it easier in the future. Should have the customer at heart; the person that is being served is the reason for the job. Be willing to do more than requested.
III. Emotional Endurance (Stress)		
—Should be patient, be willing to accept criticism without getting angry. Have good sense of humor, be able to accept pressure from more than one direction.		—Not find criticism when more than one test is required in one day, or that making an informational notebook on pesticides is too much. Should be able to get involved and be able to follow it up, even if the problem takes time to answer.
IV. Other		
—Has to be a willing worker and learner.		—Should be involved in organizational functions that pertain to the future area of employment.

PSYCHOMOTOR DOMAIN — Physical

DESIRABLE PERFORMANCE LEVEL		APPLICATION TO COURSE WORK
I. Coordination -		
Gross Motor (Physical agility)	—Ability to lift*	
Fine Motor (Manipulative skills)	—Eye-hand coordination ability	—Working with fine, precise lab machinery; ability to balance eye-hand contact when working with spraying equipment or fertilizer blending equipment.
Mobility	—Ability to move about* *Severe mobility impairments may present difficulties	
II. Senses -		
Vision	—Normal, corrected or aidable	—Working around machinery, eye contact valuable during sales
Hearing	—Normal, corrected or aidable	—Speaking with people in sales
Touch	—Average tactile sensitivity	—Manipulation of small parts during maintenance
Taste	—Average savory ability	—Tasting and smelling around chemical pesticides — indication of something wrong.
Smell	—Average olfactory ability	—As above
III. Physical Endurance		
—Physical strength and stamina desirable		—Long hours on job; must withstand hard work for short periods of time
IV. Other		
—Personal and physical appearance		—Personal appearance makes important first impression

NORTH CENTRAL STUDY OF READING LEVELS NEEDED FOR SCHOOL TEXTBOOKS

In 1983, North Central conducted a study of textbooks used from 1979-80 through 1983-84. Textbooks were evaluated using the Fry Readability Index and compared with student reading levels in each program area. The study is being used to improve textbook selection criteria to weed out textbooks which students can't handle and to increase the availability of remedial reading services to help students achieve high reading comprehension levels.

NORTH CENTRAL TECHNICAL INSTITUTE ASSOCIATE DEGREE STUDENT/TEXTBOOK READABILITY LEVELS

1979-80, 1980-81, 1981-82, 1982-83 and 1983-84 School Years

	<u>1979-80 Student Level</u>	<u>1979-80 Textbook Level</u>	<u>1980-81 Student Level</u>	<u>1980-81 Textbook Level</u>	<u>1981-82 Student Level</u>	<u>1981-82 Textbook Level</u>	<u>1982-83 Student Level</u>	<u>1982-83 Textbook Level</u>	<u>1983-84 Student Level</u>	<u>1983-84 Textbook Level</u>	<u>5 Year Student Level</u>	<u>5 Year Textbook Level</u>
Accounting	11.1	13.5	10.9	12.9	10.5	13.2	9.6	13.2	10.2	13.1	10.5	13.1
Architectural Residential Design	10.4	10.8	10.3	9.5	10.4	10.5	10.4	10.0	10.2	10.0	10.3	10.0
Data Processing	11.0	12.2	10.9	12.4	10.4	12.7	10.4	12.5	10.7	12.0	10.7	12.0
Dental Hygiene	*	*	10.5	12.4	10.3	13.2	11.6	13.0	10.7	12.2	10.8	12.0
Electromechanical Technology	*	*	*	*	*	*	*	*	11.9	11.1	11.9	11.0
Electronics	10.9	11.9	11.3	10.8	11.7	11.5	11.0	11.7	11.0	11.3	11.2	11.0
Insurance	11.6	13.1	11.3	12.9	12.2	13.0	10.2	13.1	10.4	13.1	11.1	13.0
Interpreter Technician	11.0	10.2	10.5	9.8	12.3	10.5	9.3	10.0	11.0	9.7	10.8	10.0
Laser	11.7	10.6	12.1	10.7	10.5	11.5	11.3	11.7	11.3	11.6	11.4	11.0
Marketing	10.8	12.9	10.2	12.9	10.4	12.6	11.0	12.5	10.2	13.0	10.5	12.0
Mechanical Design	10.0	12.2	10.9	11.7	11.3	11.6	10.4	11.5	11.9	11.7	10.9	11.0
Nursing	10.9	13.0	11.0	13.1	10.9	12.8	11.3	12.7	11.0	12.7	11.0	12.0
Police Science	11.0	13.0	10.0	13.0	10.3	13.9	10.2	13.7	10.4	13.5	11.1	13.0
Radiological Technician	11.0	13.8	11.0	14.1	11.4	12.8	11.9	13.5	11.3	13.4	11.3	13.0
Secretarial Science - Admin.	10.6	12.6	10.8	12.4	10.7	11.8	9.6	11.9	9.6	11.8	10.3	12.0
Secretarial Science - Legal	10.6	12.7	10.8	12.2	10.7	11.9	9.9	11.7	10.2	12.0	10.4	12.0
Secretarial Science - Medical	10.6	12.6	10.8	12.6	10.7	12.1	11.0	12.2	9.6	11.9	10.6	12.0
Average Readability Score	<u>10.9</u>	<u>12.2</u>	<u>10.8</u>	<u>12.1</u>	<u>10.9</u>	<u>12.2</u>	<u>10.6</u>	<u>12.2</u>	<u>10.7</u>	<u>12.0</u>	<u>10.9</u>	<u>12.0</u>

* No Program in progress

NORTH CENTRAL TECHNICAL INSTITUTE VOCATIONAL PROGRAM STUDENT/TEXTBOOK READABILITY LEVELS

1979-80, 1980-81, 1981-82, 1982-83 and 1983-84 School Years

	<u>1979-80</u> <u>Student</u> <u>Level</u>	<u>1979-80</u> <u>Textbook</u> <u>Level</u>	<u>1980-81</u> <u>Student</u> <u>Level</u>	<u>1980-81</u> <u>Textbook</u> <u>Level</u>	<u>1981-82</u> <u>Student</u> <u>Level</u>	<u>1981-82</u> <u>Textbook</u> <u>Level</u>	<u>1982-83</u> <u>Student</u> <u>Level</u>	<u>1982-83</u> <u>Textbook</u> <u>Level</u>	<u>1983-84</u> <u>Student</u> <u>Level</u>	<u>1983-84</u> <u>Textbook</u> <u>Level</u>	<u>5 Year</u> <u>Student</u> <u>Level</u>	<u>5 Year</u> <u>Textbook</u> <u>Level</u>
Agriculture Mechanics	9.6	9.9	9.7	9.7	9.6	9.4	10.2	9.7	9.9	9.9	9.8	9.7
Auto Mechanics	7.7	10.9	9.4	10.4	9.9	10.9	9.6	10.7	9.3	10.9	10.2	10.5
Clerk Typist	9.8	10.9	9.2	11.6	9.4	11.8	9.6	11.5	9.9	10.9	9.3	11.3
Drafting Mechanical	9.5	13.0	10.2	12.5	11.2	12.6	10.7	12.4	9.6	12.6	10.2	12.6
Machine Tool	9.6	10.1	10.9	10.4	11.3	11.0	10.7	10.9	9.9	11.0	10.5	10.7
Operating Room Assistant	10.4	11.1	10.0	11.1	10.2	10.7	10.4	10.6	9.9	10.5	10.2	10.8
Parts Specialist	9.9	10.8	9.7	11.1	11.8	10.0	10.4	9.7	9.9	9.9	10.3	10.3
Printing	10.1	10.9	9.8	10.9	10.4	11.0	10.4	11.0	9.3	11.2	12.0	11.0
Retail Sales	10.7	12.6	10.1	12.4	10.5	12.8	9.6	12.5	9.6	12.8	10.1	12.6
Welding	9.9	12.6	9.2	10.4	9.5	10.3	9.6	10.5	9.6	10.8	9.7	10.9
Average Readability Score	<u>9.7</u>	<u>11.2</u>	<u>9.8</u>	<u>11.1</u>	<u>10.4</u>	<u>11.1</u>	<u>10.1</u>	<u>11.0</u>	<u>9.7</u>	<u>11.1</u>	<u>10.2</u>	<u>11.0</u>