



2010-2011

# Quick Reference **Guide**

*Student Educational Opportunities*

**Blackhawk Technical College**  
*Smart Choice!*

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## Enrollment Services

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Assist in the Enrollment process from first contact, to application, and through registration. Offer career and education options to students in district schools. Represent Blackhawk Technical College at college and education fairs, parent-teacher conferences, parent nights, and community functions.

### Tech Exploration Days

Scheduled throughout the fall semester, Tech Exploration Days highlight BTC programs within a “career cluster”. Prospective students visit classrooms and receive information on the admissions process, student life, and financial aid.

### Campus Tours

Tours are conducted by BTC Student Ambassadors; dates and times are subject to staff availability. Tours can be arranged by calling Admissions at (608) 757-7710 or email [efrazier@blackhawk.edu](mailto:efrazier@blackhawk.edu).

### Customized Presentations

Presentations for grades 6-12, teacher in-services, and parent and community-based organizations. Presentations may include career planning information, employability and life-skills training, labor market trends and employment outlook, college information, and program offerings.

### Tech Knowledge College

Three-day Summer College Camp for grades 7-10. Students choose and participate in hands-on classes that mix discovery with fun. Classes focus on career exploration and employability skills. BTC provides busing for students from all district public middle schools. Brochures are distributed to middle and high schools in April.

### Admissions Previews

Everything you need to know about the admissions process. Held weekly at BTC’s Central Campus. To make an appointment call Admissions (608) 757-7710 or email: [efrazier@blackhawk.edu](mailto:efrazier@blackhawk.edu).

## **Youth Options**

Youth Options provides opportunities for motivated and academically qualified high school juniors and seniors to enroll full-time or part-time at a technical college while still in high school. Students use this option if they are considering a technical career, if they want to begin their college careers early, or if they want to be better prepared for work after high school graduation.

High school students are eligible for Youth Options at a technical college if they:

- Are enrolled in a public high school and have completed 10th grade
- Do not have a history of disciplinary problems and are not a “child-at-risk”
- Are in good academic standing, and meet course entry requirements
- Have the written approval of their parent or guardian
- Notify school district by March 1 for fall enrollment and October 1 for spring enrollment

Candidates must complete the Youth Options Application for Admission process, which includes ACT or COMPASS testing, the semester before attending. The high school district determines whether a BTC course is comparable to a course offered by the district and the number of high school credits that will be awarded.

### **For more information, please contact:**

**Linda Brown**, Enrollment Services Manager [lbrown@blackhawk.edu](mailto:lbrown@blackhawk.edu) or (608) 757-7670

**Website:** [blackhawk.edu/gettingstarted/index.html](http://blackhawk.edu/gettingstarted/index.html)

## Multicultural Affairs & Wingspan Support Services

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### Multicultural Affairs

Blackhawk Technical College provides supportive services designed to assist multicultural students with many aspects of their educational experience at BTC. The main function is to enhance the success and retention of ethnic students attending BTC.

Services include:

- Advisement of entry requirements
- Orientation to college activities
- Program resources and procedures
- Assistance with individualized career plans.
- Workshops for academic skills, employment skills, and stress/time management.
- Mentor/Mentee services
- Administration of various scholarships and loans for ethnic students
- Emergency grants (subject to funding)

### For more information, please contact:

Office of Multicultural Affairs, (608) 757-7719

Website: [blackhawk.edu/multicultural/index.html](http://blackhawk.edu/multicultural/index.html)

### Wingspan

Nontraditional careers are occupations in which women or men comprise 25% or less of the total workforce. For women, these careers include everything from aeronautic engineer to automobile mechanic. For men, they include careers like administrative assistant and nursing. Wingspan offers these students the following services:

- Individual Career Assessment
- Labor Market Information
- Job Shadowing Opportunities
- Mentoring Relationships
- Networking and Support Groups
- College and Community Resources
- Limited Financial Assistance for Transportation

*\* There is no financial need criteria*

Wingspan also works with students who are single parents, 25 years of age or older and displaced homemakers. A displaced homemaker is a female or male who has worked in the home for a substantial number of years providing unpaid household services for family members and who meets the following:

- Is not gainfully employed, including unemployed or underemployed
- Has had or would have difficulty securing employment and
- Has been dependent on public assistance or who may be terminated from such assistance or
- Is the parent of a minor child(ren) supported by public assistance or spousal support but whose children are within two years of reaching adulthood

**Wingspan offers these students the following services:**

- Assess vocational and job training skills
- Peer and individualized support
- Self-management skills (time, stress, goals, finances, self-esteem, etc.)
- Career planning assistance
- Job seeking skill assistance
- Funding for brush-up and pre-vocational classes
- Links to vocational, financial, and community resources
- Limited financial assistance for tuition, books, and training costs at BTC

*\* Financial need criteria MUST be met*

**For more information, please contact:**

Lynn Smith, Wingspan Coordinator

lsmith@blackhawk.edu or (608) 757-7656

Website: [blackhawk.edu/asd/wingspan.html](http://blackhawk.edu/asd/wingspan.html)

## Services for Students with Disabilities

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### Application Process for Students with Disabilities:

- Complete an application and return it with the application fee and high school transcripts to Student Services. If you want accommodations on your entrance test, please contact the Student Resource Learning Center directly.
- Contact the Student Resource Learning Center to make arrangements for help with transition into BTC, assistance with registration, and/or development of an accommodation plan. You must provide documentation of your disability.

### Students with Disabilities may have access to the following services and accommodations:

- Individual and small group tutorial assistance
- Testing accommodations
- Alternative media (text conversion, e-text, etc.)
- Note takers
- Interpreters for students who are deaf or hard of hearing
- Liaison with classroom instructors
- Coordination of support services within BTC and in the community
- Modification of environment/facilities
- Priority registration
- Assistive technology
- Student Resource Learning Center
- Assessment of learning style, ability, and interests

### For more information, please contact:

**Student Resource Learning Center:** (608) 743-4422.

**Christine Flottum**, Special Populations Instructor/Program Manager  
cflottum@blackhawk.edu or (608) 757-7796

**Diane Murphy**, Disability Support Specialist  
dmurphy@blackhawk.edu or (608) 743-4422

**Pam Schumacher**, Transition Specialist  
pschumacher1@blackhawk.edu or (608) 757-7795

**Website:** [blackhawk.edu/asd/services/index.html](http://blackhawk.edu/asd/services/index.html)

## Counseling and Career Center

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### Counseling/Advising Center

Counselors and Advisors are available to assist students with their academic and career goals. Counselors assist with personal issues, provide crisis intervention and professional referrals.

Students are encouraged to meet with a counselor/advisor:

- To discuss program and course expectations
- To explore career options
- To review assessment scores
- To evaluate transfer credits

### For more information, please contact:

**Central Campus:** (608) 757-7668 **Monroe Campus:** (608) 328-1660

### Career Center

Assists individuals with their career planning needs by offering the following resources:

- Computer software programs
- COMPASS test (BTC requires the COMPASS, or another form of testing, such as the ACT or SAT, for admission into most programs)
- Career assessment
- Career counseling services (by appointment)
- Assistance for students and graduates with job search skills - resume/cover letter preparation and interviewing
- Self-assessments to help identify interests and strengths as they relate to occupations
- Employment opportunities via the college employment information system (TechConnect) and the Internet

*Services offered at no cost to members of the community, students, and alumni.*

### For more information, please contact:

**Arlana Richardson**, Career Center Assistant – arichardson@blackhawk.edu or (608) 757-6329

**Chris Pody**, Career Center Coordinator – cpody@blackhawk.edu or (608) 757-7724

**Website:** [blackhawk.edu/career/](http://blackhawk.edu/career/)

## Adult High School Completion Options

Blackhawk Technical College offers preparation and testing opportunities for obtaining a General Education Development (GED) or High School Equivalency Diploma (HSED) credential. These completion options are for students 18 ½ years of age or older, or whose 9th grade class has graduated from high school. Exceptions to this requirement allow a person who is at least 17 years old to enroll in an HSED contract program approved by the State Superintendent of Public Instruction or those that are incarcerated.

### **GED Testing Service®**

*A program of the American Council on Education*

### **General Education Development (GED) and High School Equivalency (HSED) Credentials**

The GED and HSED tests measure high school-level knowledge and skills. The tests are designed to measure the academic outcomes students normally acquire by completing a typical high school program of study.

#### **The GED test battery consists of five tests:**

- Language Arts, Writing (this test contains an essay portion)
- Language Arts, Reading
- Mathematics
- Science
- Social Studies

The **HSED credential** is earned by completing the five GED tests and three additional requirements:

- Health
- Civic Literacy
- Employability Skills

In addition, all GED and HSED candidates must complete an aptitude/interest assessment. The Career-scope assessment is offered at the Central and Monroe Campus. There is no charge for this assessment.

*GED tests are available in Spanish at the Central Campus. Students with disabilities may be eligible for testing accommodations.*

#### **For more information, please contact:**

**Terese Tann**, GED/HSED Chief Examiner – ttann@blackhawk.edu or (608) 757-7734

**Chris Flottum**, Special Populations Instructor – cflottum@blackhawk.edu or (608) 757-7796

**David Schmidtke**, Adult High School Specialist – dschmidtke@blackhawk.edu or (608) 757-7612

## Tech Prep and Youth Apprenticeship

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Tech Prep promotes and supports high school to college transitions for career and technical education students. It enhances a high school student's technical and academic skills as well as provides opportunities for transition into post-secondary education and/or the workforce. Tech Prep funded activities include career exploration opportunities for middle and high school students and professional development activities for secondary and post-secondary educators. Tech Prep makes connections for students and educators and offers a variety of benefits to stakeholders.

### **Opportunities for students and parents:**

- Career exploration and connections to BTC
- Earn articulated credit while still in high school which could save time and money
- Create a smooth transition to post-secondary education
- Provide motivation and career focus

### **Opportunities for educators and school districts:**

- Engage students in relevant learning
- Offer articulated credit to students
- Help students make connections to post-secondary education

### **Opportunities for Blackhawk Technical College:**

- Better prepared students enrolling in programs
- Help high school students make smooth transitions
- Make connections with secondary educators

### **Benefits to employers and the community:**

- Better educated and skilled workers entering the workforce
- Participate in planning school curriculum for necessary skills
- Help develop educated citizens that are prepared to contribute to the life of the community

Articulation gives high school students the opportunity to earn technical college credit while still in high school. Agreements exist between Blackhawk Technical College and the high schools within its district area in a variety of program areas. At BTC, articulation connects high schools with certificate, diploma and associate degree programs. They provide students with the opportunity to earn technical college credit and high school credit for knowledge and skills mastered in high school. High schools enter into agreements with Blackhawk Technical College for specific courses. Agreements are created after both the secondary and post-secondary instructors determine that the high school curriculum is comparable or equivalent in content and rigor to BTC introductory coursework. The goal of articulation is to provide a smooth transition from high school to post-secondary without the duplication of coursework. Talk to your high school counselor for more information on articulation offered in your high school.

**For more information, please contact:**

**Julie Budrow**, Tech Prep Specialist – [jbudrow@blackhawk.edu](mailto:jbudrow@blackhawk.edu) or (608) 757-7729

Youth Apprenticeship is a work-based learning program designed for high school juniors and seniors. It involves related classroom instruction plus a minimum amount of paid, work-based learning hours. The classroom instruction and work hours differ, depending on whether a student is completing a Level One or a Level Two program. Students who complete a Youth Apprenticeship Program may be eligible for credit for prior learning at a post-secondary school.

**School-to-Work Consortiums offer different Youth Apprenticeship Programs which may include:**

- Auto Technician
- Financial Services
- Health Services
- Lodging Management
- Manufacturing
- Welding

*Contact the **School-to-Work** representative within each school district for more information.*

## What You Should Know When Applying to a BTC Program

	Admission Requirements					Program Requirements																
	Application ( \$30 fee)	HS/HSED/GED transcripts	ACT OR COMPASS Test (\$10 fee)	SP-2 Safety Test	Typing test	Algebra	Biology	Chemistry	Written Communication	General Anatomy & Physiology	Background Check (fee required)	Skilled Nursing Assistant	CPR Certification	Radiography Program Completion	Current Valid Driver's License	ACT – Math (minimum score)	ACT – Reading (minimum score)	ACT – English (minimum score)	COMPASS – Math (minimum score)	COMPASS – Reading (minimum score)	COMPASS – Writing (minimum score)	
Accounting **	X	X	X																			
Administrative Assistant	X	X	X		X																	
Agri-Business Specialist *	X	X	X																			
Airframe & Powerplant Technician	X	X	X																			
Automotive Service Technician	X	X	X	X																		
Business Management **	X	X	X																			
Clinical Lab Technician *	X	X	X					X														
CNC Technician	X	X	X																			
Computer Service Technician **	X	X	X																			
Criminal Justice	X	X	X								X											
Culinary Arts	X	X	X																			
Dental Assistant	X	X	X										X									
Diagnostic Medical Sonography	X	X	X			Contact Cindy Alfano (608) 757-7708 or Admissions (608) 743-4463																
Diesel & Heavy Equipment Technician	X	X	X	X																		
Early Childhood Education **	X	X	X							X												
Electric Power Distribution	X	X	X												X							
Electro-Mechanical Technology	X	X	X																			
Emergency Medical Technician **	Contact Registration (608) 757-7661									X		X										
Farm Business & Production Mgmt**	X	X																				
Fire Protection Technician	X	X	X																			



## Blackhawk Technical College Contact Directory

### Student Services

<b>Edward Robinson</b> Vice President of Student Services	erobinson@blackhawk.edu	(608) 757-7713
<b>Linda Brown</b> Enrollment Services Manager	lbrown@blackhawk.edu	(608) 757-7670
<b>Dominique Boston</b> Admissions Specialist	dboston@blackhawk.edu	(608) 743-4463
<b>Mandy McDowell</b> Admissions Assistant	mkmcowell1@blackhawk.edu	(608) 757-7665
<b>Julie Budrow</b> Tech Prep/School-to-Work	jbudrow@blackhawk.edu	(608) 757-7729
<b>Terese Tann</b> – Program Advisor GED/HSED Chief Examiner	ttann@blackhawk.edu	(608) 757-7734
<b>Amy Mills</b> GED/HSED Assistant	amills@blackhawk.edu	(608) 757-7666
<b>Chris Pody</b> Career Center Coordinator	cpody@blackhawk.edu	(608) 757-7724
<b>Arlana Richardson</b> Career Center Assistant	arichardson@blackhawk.edu	(608) 757-6329
<b>Cindy Fuerstenberg-Peters</b> Counselor	cfuerstenberg@blackhawk.edu	(608) 757-7707
<b>Cindy Alfano</b> Counselor	calfano@blackhawk.edu	(608) 757-7708
<b>Darian Snow</b> Program Advisor	dsnow2@blackhawk.edu	(608) 757-7706
<b>Margo Swan</b> Program Advisor	mswan@blackhawk.edu	(608) 743-4536
<b>Rachel Jorgenson</b> Monroe Campus Counselor	rjorgenson@blackhawk.edu	(608) 329-8207
<b>Theresa Greer</b> Counseling Assistant and Skilled Nursing Assistant Contact	tgreer@blackhawk.edu	(608) 757-7668
<b>Sue Ullrick</b> Financial Aid Coordinator	sullrick@blackhawk.edu	(608) 757-7716
<b>JoAnn Moller</b> Financial Aid Specialist	jmoller@blackhawk.edu	(608) 757-6330
<b>Judy Buroker</b> Financial Aid Assistant	jburoker@blackhawk.edu	(608) 757-7664
<b>Amy Prater</b> Financial Aid Assistant	aprater@blackhawk.edu	(608) 757-7631
<b>Kerry Froehlich-Mueller</b> Registrar	kfroehlich-mueller@blackhawk.edu	(608) 757-7654
<b>Stephanie Hewitt</b> Coordinator of Student Life	shewitt1@blackhawk.edu	(608) 757-7702
<b>Jacque Williams</b> Multicultural Affairs Specialist	jwilliams97@blackhawk.edu	(608) 757-7719

### **Academic Support Division**

Mona Antonelli - Dean	mantonelli@blackhawk.edu	(608) 757-7655
Diane Murphy Disability Support Specialist	dmurphy@blackhawk.edu	(608) 743-4422
Christine Flottum Special Populations Program Manager	cflottum@blackhawk.edu	(608) 757-7796
Pam Schumacher Transition Specialist	pschumacher1@blackhawk.edu	(608) 757-7795
Lynn Smith Wingspan Coordinator	lsmith@blackhawk.edu	(608) 757-7656

### **Business and Information Technology Division**

Donald Smith - Dean	don.smith@blackhawk.edu	(608) 757-7723
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### **General Education Division**

Ann Krause - Interim Dean	akrause@blackhawk.edu	(608) 757-7750
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### **Health, Human and Protective Services Division**

Ann Krause - Dean	akrause@blackhawk.edu	(608) 757-7750
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### **Protective Services Division**

J. Mike Brackin - Dean	jbrackin@blackhawk.edu	(608) 757-7709
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### **Manufacturing, Construction and Aviation Division**

Kirke Plank - Dean	kplank@blackhawk.edu	(608) 757-7727
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### **Transportation, Agriculture and Apprenticeship**

Nancy Lightfield - Dean	nlightfield@blackhawk.edu	(608) 743-4472
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### **Monroe Campus**

Chris Wellington - Dean	cwellington@blackhawk.edu	(608) 329-8202
Rachel Jorgenson - Counselor	rjorgenson@blackhawk.edu	(608) 329-8207

### **Blackhawk Technical College Locations**

**Central Campus:** 6004 S. County Rd G, P.O. Box 5009, Janesville, WI 53547-5009  
Phone (608) 758-6900

**Aviation Center:** 4618 South Columbia Drive, Janesville, WI 53546-9120 (located at the Southern Wisconsin Regional Airport) Phone (608) 757-7743

**Beloit Center:** 50 Eclipse Center, Beloit, WI 53511-3550  
Phone (608) 757-7669

**Center for Transportation Studies:** 1740 Highway 14 West, Janesville, WI 53545-8810  
Phone (608) 743-4470

**Monroe Campus:** 210 4th Ave., Monroe, WI 53566-1033  
Phone (608) 328-1660

## Program Offerings at Blackhawk Technical College

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### Associate Degree

- Accounting \*\*
- Administrative Professional
- Air Conditioning, Refrigeration & Heating
- Automated Systems Technology
- Business Management\*\*
- Civil Engineering
- Clinical Lab Technician \*
- Criminal Justice
- Culinary Arts
- Diagnostic Medical Sonography
- Early Childhood Education \*\*
- Fire Protection Technician
- Human Resources
- Individualized Technical Studies \*\*
- Industrial Engineering Technician\*\*
- IT-Information Security Specialist
- IT-Network Specialist
- IT-Web Analyst/Programmer
- Legal Administrative Professional
- Marketing
- Mechanical Design Technician
- Medical Administrative Specialist
- Nursing \*\*
- Physical Therapist Assistant
- Radiography
- Supervisory Management \*\*
- Technical Communications

*Programs in italics are shared programs offered in cooperation with another technical college*

### Two-Year Technical Diploma

- Airframe and Powerplant Mechanic
- Automotive Technician
- Computer Numeric Control Technician
- Diesel and Heavy Equipment Technician

## One-Year Technical Diploma

- Agri-Business Specialist\*
- Computer Service Technician \*\*
- Dental Assistant
- Electric Power Distribution
- Farm Business & Production Management\*\*
- Green Industry Technician
- Industrial Mechanic
- Laboratory Technician Assistant\*
- Medical Assistant
- Medical Coding Specialist \*
- Phlebotomy \*\*
- Welding

## Less Than One-Year Programs

- Criminal Justice-Law Enforcement Academy
- EMT \*\* – Basic, Intermediate, & IV Tech
- Food Service Aide
- Food Service Aide
- Lodging and Hospitality Management
- Skilled Nursing Assistant \*\*
- Quality Improvement Specialist

\*\*offered at BOTH Monroe & Central Campuses

\*offered at ONLY Monroe Campus

## Certificate Programs

Certificates are also available in some of the above listed programs, as well as some special “stand alone” programs. *See our website (blackhawk.edu) for details!*

## blackhawk.edu

BTC is an equal opportunity/equal access educator/employer

**Blackhawk Technical College**  
*Smart Choice!*

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6004 S CTY RD G Janesville, WI 53547  
Office (608) 757-7670 Fax (608) 743-4407  
[blackhawk.edu](http://blackhawk.edu)