



2009-2010

Quick Reference **Guide**

Student Educational Opportunities

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High School/Community Relations & Admissions

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Provides the following services to the BTC District:

High School Relations

Represents Blackhawk Technical College at college and education fairs, parent-teacher conferences, parent nights, and community functions to provide information and materials related to career planning/preparation, labor market trends and employment outlook, college admissions information, and program offerings.

Admissions Information Sessions

Regularly scheduled, weekly workshops at the BTC Central Campus, which cover the admissions process, financial aid, with time reserved for individual questions.

Tech Exploration Days

Intended for high school seniors, Tech Exploration Days highlight different programs within a “career cluster”. Prospective students visit classrooms and receive information on the admissions process and different aspects of the college.

Campus Tours

Can be scheduled as part of the Admissions Information Session. Other requests for tours may vary in time and length and are subject to staff availability.

Speakers Bureau

Customized presentations are offered for grades 6-12, as well as teacher in-services and parent and community-based organizations. Presentations include career planning information, labor market trends and employment outlook, college admissions information, and program offerings, and are subject to staff availability.

Sixth Grade On-Campus Days

Held during BTC’s Spring Break week, all 6th grade classes from Rock and Green County are invited to spend part of a day doing career exploration activities at BTC’s Central Campus.

Tech Knowledge College

Three-day Summer Tech Camp for grades 7-10. Students choose and participate in hands-on classes that mix discovery with fun. Career exploration and employability skills are emphasized. BTC provides busing for students from all district middle schools.

For more information, please contact:

Linda Brown, High School/Community Relations
lbrown@blackhawk.edu / (608) 757-7670

Website: <http://www.blackhawk.edu/gettingstarted/index.html>

Multicultural Affairs & Wingspan Support Services

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Multicultural Affairs

Blackhawk Technical College provides supportive services to assist multicultural students with their educational experience. To help ensure the success and retention of ethnic students attending BTC the following services are available:

- 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:

Emmett Riddle, Multicultural Affairs Specialist
eriddle@blackhawk.edu / (608) 757-7719

Website: <http://www.blackhawk.edu/multicultural/index.html>

Wingspan

For students enrolled in programs non-traditional to their gender (in which men or women comprise 25% or less of the total workers in that occupation), Wingspan offers the following services:

- Develop interest in non-traditional and higher wage career options
- Career planning assistance
- Job shadowing
- Mentoring
- Networking
- Support groups
- One-on-one assistance to provide personal advocacy

**There is no financial need criteria.*

For students who are single parents or displaced homemakers (one who is widowed, divorced or who has a disabled spouse and who must be self-supporting), the following services are available:

- Assessment of vocational and job training skills
- Support groups for adult students
- Self-management skills workshops (time, stress, goals, finances, self-esteem, etc.)
- Career planning workshops
- 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 / (608) 757-7656

Website: <http://www.blackhawk.edu/asd/wingspan.html>

Services for Students with Disabilities

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

- Individual and small group tutorial assistance
- Testing accommodations
- Alternative format for textbooks
- 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
- Adaptation of course work or programs
- Modification of environment/facilities
- Advance registration
- Assistive technology
- Special Services Lab with assistive technology
- Assessment of learning style, ability, and interest

Application process for students with disabilities:

- Complete an application and return it with the application fee and high school transcripts to Student Services. You must provide documentation of your disability.
- Request accommodations for your entrance test (optional). Contact the Student Resource Learning Center at (608) 743-4422.
- Make arrangements with the Student Resource Learning Center for help with transition into BTC, assistance with registration, and/or development of an accommodation plan.

For more information, please contact:

Special Services Lab: (608) 743-4422

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

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

Website: <http://www.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. Current and newly admitted students are encouraged to meet with a counselor/advisor to:

- Discuss program and course expectations
- Review assessment scores
- Evaluate transfer credits

For more information, please contact:

Central Campus: (608) 757-7668

Monroe Campus: (608) 328-1660

Career Center

Career Center services are offered at no cost to members of the community, students, and alumni. Staff assists individuals with their career planning needs by providing the following resources:

- Computer software programs
- COMPASS testing (BTC requires the COMPASS, or another form of testing, such as the ACT or SAT, for admission into most programs)
- Printed materials on programs and occupations
- Career counseling services (by appointment)
- Assistance for students and graduates with job seeking 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

For more information, please contact:

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

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

Website: <http://www.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 1/2 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 who 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 / (608) 757-7734

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

David Schmidtke, Adult High School Specialist – dschmidtke@blackhawk.edu / (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 is an agreement between BTC and district high schools. High schools enter into agreements with Blackhawk Technical College for courses when school curriculum is comparable or equivalent in content and rigor to BTC introductory coursework. Articulation connects high schools with certificate, diploma and associate degree programs by providing students opportunities to earn post-secondary credit along with high school credit for knowledge and skills mastered in high school. The goal of articulation is to provide a smooth transition from high school to post-secondary without duplication of coursework.

For more information, please contact:

Julie Budrow, Tech Prep Specialist – jbudrow@blackhawk.edu / (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.*

Youth Options

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Youth Options (YO) 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. Enrollment should be done the semester before attending. The high school district determines whether a college course is comparable to a course offered by their school district, as well as the number of high school credits that will be awarded for the college class. In most cases, the school district is obligated to pay for the tuition and fees for technical college courses that the student takes. The student pays for books and equipment that the student keeps.

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 their school district of their intent to enroll at a technical college under YO by March 1 for fall enrollment and October 1 for spring enrollment

Some courses also require the COMPASS test for placement. Students are not guaranteed a seat in a class.

For more information, please contact:

Student Services: (608) 758-6900

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 – Writing (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																			
Air Conditioning, Heating, & Refrigeration	X	X	X																			
Airframe & Power Plant Mechanic	X	X	X																			
Automotive Service Technician	X	X	X	X																		
Business Management **	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 Margo Swan (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 Technician	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

Edward Robinson

Vice President of Student Services

erobinson7@blackhawk.edu

(608) 757-7713

Linda Brown

High School/Community Relations

lbrown@blackhawk.edu

(608) 757-7670

Margo Swan

Admissions Specialist

mswan@blackhawk.edu

(608) 743-4463

Kari Hoesly

Admissions Assistant

khoesly1@blackhawk.edu

(608) 757-7665

Julie Budrow

Tech Prep/School-to-Work

jbudrow@blackhawk.edu

(608) 757-7729

Terese Tann – Program Advisor

GED/HSED Chief Examiner

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(608) 757-7734

Amy Mills

GED/HSED Assistant

amills@blackhawk.edu

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Chris Pody

Career Center Coordinator

cpody@blackhawk.edu

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Arlana Richardson

Career Center Assistant

arichardson@blackhawk.edu

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Cindy Fuerstenberg-Peters

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cfuerstenberg@blackhawk.edu

(608) 757-7707

Cindy Alfano

Counselor

calfano@blackhawk.edu

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Darian Snow

Program Advisor

dsnow2@blackhawk.edu

(608) 757-7706

Rachel Jorgenson

Counselor - Monroe Campus

rjorgenson@blackhawk.edu

(608) 329-8207

Diane Riesen

Counseling Assistant and

Skilled Nursing Asst Contact

driesen@blackhawk.edu

(608) 757-7668

Sue Ullrick

Financial Aid Coordinator

sullrick@blackhawk.edu

(608) 757-7716

JoAnn Moller

Financial Aid Specialist

jmoller@blackhawk.edu

(608) 757-6330

Judy Buroker

Financial Aid Assistant

jburoker@blackhawk.edu

(608) 757-7664

Kerry Froehlich-Mueller

Registrar

kfroehlich-mueller@blackhawk.edu

(608) 757-7654

Stephanie Hewitt

Coordinator of Student Life

shewitt1@blackhawk.edu

(608) 757-7702

Emmett Riddle

Multicultural Affairs Specialist

eriddle@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

Hal Zenisek - Dean	hzenisek@blackhawk.edu	(608) 757-7723
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General Education Division

Melanie Baak - Dean	mbaak@blackhawk.edu	(608) 757-6320
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Health, Human and Protective Services Division

Ann Krause - Dean	akrause@blackhawk.edu	(608) 757-7750
Loren Lippincott - Associate Dean	llippincott@blackhawk.edu	(608) 757-7709

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

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

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 / Phone (608) 757-7741

www.blackhawk.edu

BTC is an equal opportunity, equal access, affirmative action educator/employer

Program Offerings at Blackhawk Technical College

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Associate Degree

- Accounting **
- Administrative Assistant
- Air Conditioning, Refrigeration & Heating
- Business Management**
- *Civil Engineering*
- Clinical Lab Technician *
- Criminal Justice
- Culinary Arts
- Diagnostic Medical Sonography
- Early Childhood Education **
- Electro-Mechanical Technician
- Fire Protection Technician
- IT-Network Specialist
- IT-Information Security Specialist
- IT-Web Analyst/Programmer
- Individualized Technical Studies **
- Industrial Engineering Technician**
- Human Resources
- 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
- Supply Chain Management
- Quality Improvement Specialist
- Skilled Nursing Assistant **
- Lodging and Hospitality Management

Certificate Programs

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

** offered at BOTH Monroe & Central Campuses

* offered at ONLY Monroe Campus

Blackhawk Technical College
Smart Choice!

6004 S CTY RD G Janesville, WI 53547
Office (608) 757-7670 Fax (608) 743-4407
www.blackhawk.edu