



2024 - 2025

WORKFORCE TRAINING PROFESSIONAL DEVELOPMENT

Western
Technical College
BUSINESS AND
INDUSTRY SERVICES

WELCOME _____

TO BUSINESS & INDUSTRY SERVICES (BIS) AT WESTERN TECHNICAL COLLEGE

The BIS team is honored to serve as the link between the region’s employers and Western Technical College. Through this work, our team has developed a deep understanding of what educational opportunities are needed to keep the region’s incumbent workforce ready to serve in an everchanging employment landscape.

Here in BIS, we pride ourselves on providing training solutions that are adaptable, resourceful, and affordable. When you or your employees need to learn a new technology, obtain an industry certification, or simply brush up on existing skills, our experts are here to help and will meet you where you are at in your educational journey.

On behalf of BIS, I thank you for reviewing this catalog and encourage all employees at every level of your organization to....keep learning!

Best wishes and much success,



Angie M. Martin
Director of Business & Industry Services
Western Technical College

CONTENTS

BUSINESS	2
COMPUTER.....	16
FOOD SERVICE & HEALTH	22
TRADES	24



“When we are looking for relevant, focused training that provides an excellent return on investment – We choose Western Technical College – Business and Industry Services. They offer programs that are focused, relevant and meaningful to both our employees and our business. We appreciate having such a valuable resource close to us and the ability to cooperate with them on future training needs.”

– Daniel Schmitz,
COO-AMS
Micromedical, LLC

There's a reason why every year companies in the Seven Rivers Region select Western as their partner for delivering training and professional development opportunities for their employees.

BIS is committed to providing training solutions that meet employer needs by focusing on employee productivity, quality, and first choice service. Western Technical College BIS makes it our mission to bring the region training solutions focused on relevant topics, presented by industry experts, in a format that fits the needs of your business. By selecting BIS as your training provider, you work with us to customize content that meets the goals of your organization. Delivered at a Western campus location or on-site at your company, day or night, Western BIS has the solutions your company needs.

- **CUSTOMIZED TRAINING AND SERVICE**
- **WORKPLACE ASSESSMENTS AND EVALUATIONS**
- **BUSINESS OPERATIONS AND PLANNING**
- **PROFESSIONAL DEVELOPMENT**
- **EMPLOYER RESOURCES**

CUSTOMIZED SERVICES

By utilizing Western's broad portfolio of industry experts, BIS will work with your business to develop a customized training program that will bring high-impact training to your site on your schedule. We help businesses, large and small, with employees who need to brush up on basic skills or those with skilled workers who are ready to take it to the next level. It's our job to empower your employees with new skills they can apply immediately to make your business better.

- Industrial Automation
- Essential Workplace Skills
- Computer Skills
- Mechanical Design
- Industrial and Technical
- Welding
- Marketing and Sales
- Healthcare and EMS
- Safety Training
- Lean
- Leadership and Supervision
- **Plus Many More!**



BUSINESS

Six Sigma: Total Quality Applications

Learn how to effectively apply the elements and methods of Six Sigma. Understand how more than 25 tools and methods relate to the DMAIC (define, measure, analyze, improve, and control) model. Determine the relationship of basic statistics to Six Sigma and learn about the Six Sigma business case, including strategic planning, the voice of the customer (VOC), quality function deployment (QFD), benchmarking, and financial investment methods. Discover how to use brainstorming; Pareto charts, and critical quality help define processes, problems, and opportunities. Master the use of other key tools such as cause and effect diagrams, check sheets, scatter diagrams, failure mode and effects analysis (FMEA), and force field analysis. In this course you will learn how to apply the DMAIC model each step of the way.

You will learn how to define, plan, implement, and close a Six Sigma project. You will also know how to use process capability and how to apply lean thinking. You will understand the basics of advanced Six Sigma tools. This course will help you prepare for the internationally recognized Six Sigma Black Belt and Quality Manager exams offered by the American Society for Quality® (ASQ®)

Location: Ed2Go

Fee: \$135.00

Notes: Instructor-led and self-paced enrollment



2 ON-SITE AND CUSTOMIZED TRAINING

Register for classes at westernnc.edu/bis

Professional Development Courses, Seminars and Workshops | 2024 - 2025

Speed Spanish

Imagine yourself speaking, reading and writing Spanish. Now you can with Speed Spanish. This course is designed for anyone who wants to learn Spanish pronto.

You will learn six easy recipes for gluing Spanish words together to form sentences. In no time at all, you will be able to go into any Spanish speaking situation and converse in Spanish. ¡Qué Bueno!

Location: Ed2Go

Fee: \$125.00

Notes: Instructor-led and self-paced enrollment options



Mastery of Business Fundamentals

Are you interested in acquiring practical business experience in strategic planning, management, and finance without enrolling in an MBA program? This course is for you!

You'll understand the significance of strategic planning and discover how external and internal environmental factors affect an organization. You'll learn about organizational structures, performance measurements, financial investment models, budgeting, ethics, workplace politics, and more! This course will provide you with in-depth knowledge of the business environment.

Location: Ed2Go

Fee: \$135.00

Notes: Instructor-led and self-paced enrollment options



Business Finance for Non-Finance Personnel

Position yourself to be more confident in your business and financial decisions. This course will provide you with a better understanding of financial information and basic operations so you can make better decisions that will positively impact your company's bottom line.

Location: Ed2Go

Fee: \$129.00

Notes: Instructor-led and self-paced enrollment options



Achieving Top Search Engine Positions

If you want to increase website traffic, you must understand how to improve your search engine ranking. This course will give you the knowledge you need to boost website visibility with proven, step-by-step SEO strategies you can implement immediately.

Location: Ed2Go

Fee: \$135.00

Notes: Instructor-led and self-paced enrollment options



Writing Essentials

Master the essentials of writing so you can excel at business communications, engage online audiences, and take your creative literary talents to a new level. This course provides you with the writing tools you need for success.

Location: Ed2Go

Fee: \$129.00

Notes: Instructor-led and self-paced enrollment options



For more information about UGotClass, contact BIS at bis@westerntc.edu

UGotClass is a third party educational provider whose course offerings are not specific to Western Technical College. UGotClass determines course curriculum, establishes course offering dates, employs the instructors, and assesses student progress and completion.



UGotClass

We've partnered with Learning Resources Network (LERN) to provide the UGotClass series of online courses and certificates. Learn and collaborate with experts in their fields right from your home or office! All courses are available for CEUs, and some courses are even available for graduate and undergraduate credit! Find a program to fit your needs today.

CERTIFICATE PROGRAMS ARE AVAILABLE IN:

- Accounting and Finance
- Business Writing
- Digital Marketing
- Data Analysis
- Web Design
- Mobile Marketing
- Sales

AND MANY MORE!



WORKPLACE ASSESSMENTS & EVALUATIONS

Matching an employee's strengths and skills with the right professional opportunities is a powerful plan for success in any organization. Western Technical College BIS couples competency-based workplace assessments, performed by industry experts, with an intensive needs analysis process. This strategic approach to assessments maintains focus on increasing productivity and profitability by matching employees' strengths with employment objectives.

- Needs Analysis
- Machine Maintenance
- Welding
- Workplace Strengths
- Pre-Employment
- Customized Assessments and Testing

"Utilizing BIS to conduct pre-employment mechanical aptitude assessments has given City Brewing Company a validated tool to better gauge the potential success of our candidates."

– Monica Redmond, Human Resources Manager - City Brewing Company

EMERGING LEADERS

Western Technical College Business & Industry Services is proud to host the Emerging Leaders development program. The lessons taught in these three hour training modules will teach new and underdeveloped leaders how to foster the levels of employee engagement needed to reduce employee turnover, prevent attrition, and improve your workforce in an everchanging employment landscape.

Participants will learn skills in the following topics:

- Communication in Today's Work Environment
- Managing Projects & Processes
- Embracing Teamwork
- Emotional Intelligence
- Conflict Resolution
- Cultivating Culture

***email BIS@westerntc.edu
for more information***

\$595.00
per person

 **MORE INFO**





PROJECT MA

Project Management Concepts

In this webinar, participants will learn the basics of project management, including the theory and core methodology needed to manage projects or participate on project teams.

Location: On Demand

Fee: Free



WATCH NOW

Project Management Certification Training

Location: On Demand

Fee: \$2,200.00

Notes: This is an ongoing, instructor led program.

Upon registration you will select start dates and schedule. Cancellation and refund policies apply.

Click on link to register:



REGISTER



MANAGEMENT



STRENGTHSFINDER

DIGITAL DISCOVERY SERIES: NAME IT, AIM IT, CLAIM IT

In this three part course, participants will gain a better understanding of what the Strengthsfinder assessment is and how to review their individual Strengths report. You will identify what it is that you do best. You will make your signature Strengths your own while learning to create partnerships and build strong teams.

LEARNING OBJECTIVES:

- What Strengths-based development is
- Review and understand the Clifton Strengths Report
- Start to recognize the unique talents of yourself and others
- What is a weakness -- How Strengths can help or hinder you?
- Understand the four domains of Strengths
- The power and edge of teams and partnerships
- Identify your values and how your Strengths play a role in living by them
- Applying your Strengths to meet your personal and/or professional goals and improve your interactions with and understanding of others
- How Strengths support your leadership development

* **Three (3) sessions range from 30 - 90 minutes in length**

Location: Online/On Demand/Virtual
Fee: \$99.00 | Instructor: Wallace

Notes: For information about the Strengthsfinder Digital Discovery Series or to register, please email BIS@westerntc.edu or call (608) 785-9232

***NEW**

Corporate Event Planner

Do you have a knack for putting together great parties and events? Are you someone with great attention to detail? If so, a career as a Corporate Event Planner could be perfect for you. Learn everything you need to know in this Corporate Event Planner course including how to plan, design, and execute a successful corporate event, and how to charge for corporate event planning services.

Corporate events span all industries and are planned for a variety of occasions and celebrations. Corporations and their employees celebrate many milestones and accomplishments within the lifespan of the growth and evolution of its people, products, and successes so there are unlimited opportunities in this field. From special events and meetings to assemblies, recognition events and corporate training—you'll be prepared to handle them all!

Upon successfully completing the course final exam, you will be awarded a Certified Corporate Event Planner certification offered by Lovegevity

Location: Ed2Go

Fee: \$995.00

Notes: Instructor-led and self-paced enrollment options



REGISTER

***NEW**

Hotel Management

This course provides a comprehensive introduction to the fundamentals of the hospitality industry and an overview of the various roles and responsibilities within hotel management.

This hotel management training course will cover the responsibilities and skills required for various positions, including front desk management, guest relations, housekeeping, and revenue management. You will learn the different areas of hotel management, including staff leadership and management, learning effective strategies for motivating and managing a diverse team. Gain a firm grasp of business management principles, understanding key concepts such as budgeting, marketing, strategic planning, logistics, and record-keeping, all of which play a crucial role in the successful operation of a hotel.

You will also learn to navigate the process of planning and executing successful events and activities that meet the needs and expectations of guests. Along with food and beverage roles, you will master the intricacies of menu planning, food safety, and customer service in a hospitality setting.

Location: Ed2Go

Fee: \$995.00

Notes: Instructor-led and self-paced enrollment options



REGISTER



Western Technical College

BUSINESS AND
INDUSTRY SERVICES



ONLINE COURSES

Accounting Fundamentals Series

Whether you're a sole proprietor looking to manage your business finances or you simply want to gain an understanding of accounting basics for career advancement or for personal use, the courses in this bundle will give you a solid foundation in financial matters. If you're interested in increasing your financial awareness while also gaining a marketable skill, this series of courses is perfect for you.

Mastering Public Speaking

Become an effective public speaker by discovering how to talk confidently and persuasively to both large and small groups. This course will help you equip yourself with the skills you need to communicate with ease and authority on the job or in any social setting.

Discover Sign Language Series

Gain confidence in your ability to sign with the Deaf community. This course bundle will help you understand the perspective of the hard of hearing through use of videos to demonstrate how to make signs and communicate by facial expression.

These **high-quality courses** are taught by **industry experts** and designed to quickly deliver specific skills and knowledge that **help to advance personal or professional development.**

Our online classroom is informative, convenient, and highly interactive.

Microsoft Excel 2019 Office 365 Series

Whether you're new to Excel or need a refresher, the Microsoft Excel 2019 Series bundle will help you master this long standing spreadsheet software.

Speed Spanish

Learn six easy recipes to glue Spanish words together into sentences, and you'll be engaging in conversational Spanish in no time.

Introduction to SQL

Gain a solid working knowledge of the most powerful and widely used database programming language.

Accounting Fundamentals

Gain a marketable new skill by learning the basics of double-entry bookkeeping, financial reporting, and more.

**VISIT OUR ONLINE STORE FOR MORE
FEATURED CLASS OFFERINGS.**

24/7 Access • All classes start new every month
Certificate of completion • 6 - week format
Average 24 work hours • Discussion boards • Mobile accessible

Scan the code to view all our online courses
www.ed2go.com/westernnc





ed2go ON CAREER

Learn in-demand skills around the world
designed to prepare you for e

FEATURES INCLUDE:

- Self-paced, Start anytime
- 24/7 Access
- Books and materials included
- Certificate of Completion
- Certification Exam Voucher may be included
- Financial assistance available
- Student Advisors Included
- Industry Recognized Certifications
- Counselors help match your interests

ONLINE ADVANCED CNC MACHINIST TRAINING

**Fit your schedule. This online, self-paced training is
entry or advancement in career opportunities.**

CNC Machinist

Computers control much of the world today. The manufacturing industry is no exception, and you can make yourself an indispensable part of the future of manufacturing by training to become a Computer Numerical Control (CNC) Machinist. This online CNC Machinist course will provide you with the knowledge and skills you need to prove competency and begin your career quickly.

The course provides an intensive overview of the skills necessary to perform CNC machining, including workholding, math, inspection, safety, metal cutting, materials, quality, and grinding.

Quality Inspector

Do you have a keen attention to detail? A career as a quality inspector could be a great fit. This online Quality Inspector course will provide you with the knowledge and skills you need to prove competency and begin your new career quickly.

This accelerated Quality Inspector course provides an intensive overview of the skills necessary for quality assurance and inspection, including math, inspection, safety, materials, quality, and management. This course provides an intensive overview of the skills necessary for quality assurance and inspection.

**VISIT OUR ONLINE STORE FOR MORE
FEATURED CLASS OFFERINGS.**

Scan the code to view all our online courses
www.ed2go.com/westernnc



BUSINESS OPERATIONS AND PLANNING

Successful organizational development can take on many forms. BIS can help your business gain access to industry experts who will help your team navigate the changing methods, regulatory requirements, and continuous improvement actions required to stay competitive in business today.

- Strategic Planning
- Coaching and Mentoring
- Train the Trainer Program Development
- Marketing and Sales Planning
- Cultural Awareness Programs
- Continuous Improvement and Lean
- ISO 9000 Implementation and Planning
- Team Building
- Retreats and Staff Development

"When Western first came in, we did an overall training for Lean and 5s organizational skills, and then after that we slowly chipped away at different projects. We drastically dropped our operating expenses. It allowed us to get more business out the door with the same amount of people."

– Sean Rezin, VP Operations - USEMCO, Inc.

Professional Development

Western Technical College BIS offers a comprehensive variety of classes and seminars to enhance your current career and assist you in meeting new professional goals. BIS leverages our close connection with organizations in the region to identify training topics and trends important to businesses today. That data informs the development of hot topics in professional development available to you at a reasonable cost at Western campus locations throughout our region. These non-degree, industry validated courses are published in catalogs available in the Spring and Fall of each year. Contact BIS at (608) 785-9232 or email BIS@westerntc.edu to be added to our mailing list.



WAT GRANTS

PURPOSE

(Workforce Advancement Training grants)
Increase Wisconsin's investment in incumbent worker training while supporting increased business productivity and regional economic strategies

BENEFIT TO EMPLOYERS

Enables small, medium, and large businesses to grow by implementing training projects addressing needs for multiple categories of employees and topics

EXAMPLES OF TYPES OF TRAINING PROVIDED:

- Trade Specific (e.g. medical, CNC, welding, electromechanical, etc.)
- Lean
- Critical Core Employee & Supervisor Skills
- Safety
- Medical Support Areas
- Supervisory Management/Leadership
- Communication/Team Building
- Diversity/Change Management
- Computer Skills
- Basic Skills (e.g. math, writing, e-mail etc.)

PROCESS:

- BIS Consultant will meet with each approved partner to discuss training plan
- Involves small time commitment on the part of the company(s)
- Western grant writer will have questions for company on history, demographics, measurements of success, etc.
- Follow-up meeting to capture results of training upon grant completion

MINIMUM GRANT REQUIREMENTS:

- Commitment and application process starts in January 2025
- \$5,000 to \$200,000 per application
- Training must begin after July 2025 and end by September 2026
- Employer match required (WAT Grant funds approximately 50 – 55% of the training)

**For more information,
contact John Zimprich at (608) 785-9916.**





COMPUTER

Computer Skills for the Workplace

Confidently apply for jobs knowing that you possess the computer skills needed to perform on the job. This course includes a great introduction to Windows 10 and Office 365 to provide the fundamental computer competencies you need to prosper in a modern workplace. This course is designed to provide the fundamental computer competencies you need to survive and prosper in today's fast-changing workplace. You will learn how to implement the powers of modern office software to work faster and more efficiently. This course will also focus on practical applications for software most common to the workplace. By the time you finish, you will have learned why employers consider technological literacy so critical to the success of any organization.

Location: Ed2Go

Fee: \$129.00

Notes: Instructor-led and self-paced enrollment options

 REGISTER

Getting Started with Google Workspace

More and more businesses are switching to Google Workspace for their business documents and communications. Are you ready? In this course, you will get experience with nine great Google apps for business and personal use, including Gmail, Docs, Sheets, and Slides, and learn how they all work together in a seamless suite.

Location: Ed2Go

Fee: \$149.00

Notes: Instructor-led and self-paced enrollment options

 REGISTER

Introduction to QuickBooks Online

This QuickBooks course will teach you how to manage your business finances with QuickBooks Online. This powerful accounting software has helped millions of small business owners oversee their finances. Now that the cloud-based version is outpacing the desktop version, there's no better time to refresh your QuickBooks knowledge. You will learn to use key features of QuickBooks Online and gain hands-on experience creating invoices, receipts, and statements; track payables, inventory, and receivables; generating reports; and more. Whether you're new to QuickBooks or need a quick refresher, this course will empower you to take control of your business's financial accounting, all with the ease and convenience of an online platform.

Location: Ed2Go

Fee: \$139.00

Notes: Instructor-led and self-paced enrollment options

 REGISTER

Microsoft Excel Certification Training

Becoming a certified Microsoft Office Specialist (MOS) Expert demonstrates your mastery of Microsoft Office products. This course prepares you for the Microsoft Office Specialist Expert certification exam for Microsoft Excel.

Location: Ed2Go

Fee: \$595.00

Notes: Instructor-led and self-paced enrollment options

 REGISTER

WESTERN TECHNICAL
COLLEGE IS NOW A
CERTIPOINT
AUTHORIZED
TESTING CENTER
(CATC).

THE MICROSOFT OFFICE SPECIALIST

PROGRAM provides industry-leading assessments of skills and knowledge through our new project-based testing, giving students and professionals real-world exercises to appraise their understanding of Microsoft Office. This guarantees that every certified user has demonstrated the ability to command the full features and functionality of Microsoft Office, preparing them for future academic or workforce opportunities.

COST: \$145 per exam. The Microsoft Office Specialist certifications that are available are Word Associate, Excel Associate, PowerPoint Associate, and Outlook Associate.

For scheduling a proctored exam, please call 608-785-9232.

To prepare for your exam, please register for the online Ed2Go Microsoft Excel Certification offering.



MS EXCEL TRAINING

Microsoft Excel Level 1 (Beginner)

This course helps students become familiar with the fundamental functions of Excel, including: creating spreadsheets, working with rows, columns and cells, formatting worksheets and performing basic calculations.

**See website
for upcoming classes
and locations**

westernnc.edu/professional-development

XCEL

Microsoft Excel Level 2 (Intermediate)

Learn to use templates, to create and modify charts, learn commonly used functions, absolute cell referencing, 3-D formulas, conditional formatting, sorting, and filtering data. Ideal for those who know the basic fundamentals of Excel and want to become more productive users

Microsoft Excel Level 3 (Advanced)

This course covers advanced features of Excel. We will learn how to create and modify PivotTables and PivotCharts, the Vlookup function, internal/external links, data analysis, and other time saving features. Ideal for users that want to use Excel to get more from their data.

Introduction to Cybersecurity

This self-paced course is designed to help you increase your knowledge of cybersecurity and technology fundamentals to fill knowledge gaps in your current role or pursue an entry-level career in this in-demand field. We answer questions around what cybersecurity is, what an operating system does and the most common types, cloud computing, and many other topics related to cybersecurity foundations.

You will have the opportunity to develop your foundational cybersecurity skills through hands-on demonstrations as you follow along with the instructor videos, learn time-saving tips to increase your efficiency, and establish best practices.

Location: Ed2Go

Fee: \$129.00

Notes: Instructor-led and self-paced enrollment options

 REGISTER





MS W TRAINING

Microsoft Word Level 1 (Beginner)

This course is for users familiar with text input basics, aiming to enhance text appearance. The course covers formatting techniques including line spacing, formatting, margins, page numbering, headers, footers, bullets, and graphics insertion. Learn to work more proficiently with everyday tasks.

**See website
for upcoming classes
and locations**

westernnc.edu/professional-development

WORD

Microsoft Word Level 2 (Intermediate)

This course emphasizes tabs, paragraph indents, table creation, style utilization, and multi-column text formatting. It provides essential skills for more effective document creation and formatting. Ideal for users seeking to maximize their efficiency with Microsoft Word.

Microsoft Word - Level 3 (Advanced)

This course is designed for users eager to elevate their document creation skills. From mastering mail merge and creating dynamic table of contents to efficiently comparing documents using redline features, this course empowers participants to accomplish more with their documents.



EMPLOYER RESOURCES:

Hiring Western Graduates

Handshake is your online employment connection for employers looking to hire Wisconsin Technical College graduates. This system is available to students and graduates at all 16 Wisconsin Technical Colleges. Visit www.westerntc.edu/handshake to learn more.

 **Handshake**

The #1 way college students find jobs





FOOD SERVICE & HEALTH

***NEW**

Restaurant Management

As one of today's most in-demand jobs, the salary for a restaurant manager is over \$50,000 on average. To become a successful restaurant manager, you must acquire the practical skills and theoretical knowledge necessary to execute all elements of a restaurant business. Restaurant Management provides this foundation by teaching each aspect of the process; from inception through creation to ultimately managing a successful restaurant.

This course will impart the theory behind food and beverage production and management, human resource management and basic accounting practices for the restaurant industry. You will also learn how to market a restaurant to key customer groups and how to sustain a profitable restaurant while adhering to all legal requirements.

Location: Ed2Go

Fee: \$995.00

Notes: Instructor-led and self-paced enrollment options

 REGISTER

Food Manager Certification

Course meets state requirements for Food Manager Certification in Wisconsin and Minnesota utilizing the ServSafe curriculum. Upon successful completion, the student must apply to the state for certification. Book and exam cost included in registration fee. Zoom link will be provided for training dates and send via email; zoom participants will be required to pick up their book at the LaCrosse campus prior to class. Training is offered in person at the La Crosse campus and online via zoom at any regional location campus. PHOTO ID REQUIRED for testing.

Date: September 17, 19, 24, 2024 | Day: T/TH

Time: 5:30 PM-9:00 PM

Location: La Crosse and Zoom

Fee: \$175.00 | **Instructor:** Granum

Notes: Registration deadline is one week prior to class state date. Testing is on September 24, 2024, starting at 5:30pm at the La Crosse campus only. (Retest Oct 1)

 REGISTER

Date: November 5, 7, 12, 2024 | Day: T/TH

Time: 5:30 PM - 9:00 PM

Location: La Crosse and Zoom

Fee: \$175.00

Instructor: Granum

Notes: Registration deadline is one week prior to class state date. Testing is on November 12, 2024, starting at 5:30pm at the La Crosse campus only.

 REGISTER

Date: March 18, 20, 25, 2025 | Day: T/TH

Time: 5:30 PM - 9:00 PM

Location: La Crosse and Zoom

Fee: \$175.00

Instructor: Granum

Notes: Registration deadline is one week prior to class state date. Testing is on March 25, 2025, starting at 5:30pm at the La Crosse campus only.

 REGISTER

Date: Summer 2025

Location: La Crosse and Zoom

Fee: \$175.00 | Instructor: Granum

Notes: Future course dates updated online

Expanded Function Dental Auxiliary Program

The Expanded Functions Dental Auxiliary (EFDA) program allows current dental assistants and hygienists that meet the program's prerequisites to perform 10 newly approved duties. Employees with EFDA certification can streamline care, free up time in a doctor's production schedule, and allow for the service of more patients. In addition, it allows for the possibility of a pay increase.

Prerequisites

To enroll in the program, applicants must demonstrate the following:

Pathway 1: Possession of the certified dental assistant credential (CDA) issued by the Dental Assisting National Board, Inc., or its successor, a minimum of 1,000 hours of practice as a dental assistant and current CPR/BLS certification.

Pathway 2: On the job dental assisting training, a minimum of 2,000 hours of practice as a dental assistant as verified by a supervising licensed dentist, and current CPR/BLS certification.

Course Prerequisites

The Dental Health Safety and Dental and General Anatomy courses are prerequisites for the EFDA certification program. Transfer credits and credit for prior learning (CPL) options are available. Students who lack these prerequisite(s) may register and complete them concurrent with other program courses.

Clinical Requirements

The clinical portion of the program is completed at the applicant's place of employment or other approved dental office. Applicant must complete 30 patient experiences within one year of completing the in classroom/laboratory portion of the program.

Scan code for more information
608.785.9232

westernnc.edu/professional-development





"If you are an organization that is going to invest in training, Western BIS is a wonderful organization. They develop programs that are affordable, great, and drive bottom line results."

- Pete Johnson, President, Duratech Industries

TRADES

Manufacturing Applications

Learn to apply the principles and concepts of manufacturing. Discover the nature of strategy and learn how it leads to the development of manufacturing strategy. Understand the purpose of customer demand forecasting and find out what forecasting methods are suitable for which situations. Explore the nature of planning and learn how to effectively use Gantt charts and the precedence diagram method. Determine how purchasing, production and inventory control, and logistics support a manufacturing operation. Discover the basics of lean manufacturing and see how capacity management converts production plans into concrete products. Learn why manufacturing, industrial, and quality engineering are so essential to any firm. Understand the true meaning of productivity and how to improve it.

In this online course, you will learn how successful organizations effectively use master production scheduling (MPS), production activity control (PAC), material requirements planning (MRP), and inventory management. You'll also discover how the application of Six Sigma, and statistical process control (SPC) increase customer satisfaction, and you'll learn about the elements of a logistics system, including warehousing and receiving.

Location: Ed2Go

Fee: \$129.00

Notes: Instructor-led and self-paced enrollment options

 REGISTER

Forklift Train the Trainer

This Forklift Train the Trainer session will focus on the OSHA forklift regulations 29 CFR 1910.178. It is designed for forklift trainers and individuals desiring to become forklift trainers. It is also recommended for current forklift trainers and operators as an avenue to stay current and up to date.

Date: October 15, 2024 | **Day:** T

Time: 8:00 AM - 12:00 PM

Location: La Crosse

Fee: \$200.00

Instructor: Scafe

Notes: Materials provided in class.



Date: October 30, 2024 | **Day:** W

Time: 8:00 AM - 12:00 PM

Location: Tomah

Fee: \$200.00 | **Instructor:** Scafe

Notes: Materials provided in class.



Date: Spring 2025 | **Day:** W

Time: 8:00 AM - 12:00 PM

Location: La Crosse

Fee: \$200.00 | **Instructor:** Scafe

Notes: Future course dates updated online

Date: Spring/Summer 2025 | **Day:** TBD

Time: 8:00 AM - 12:00 PM

Location: Tomah

Fee: \$200.00 | **Instructor:** Scafe

Notes: Future course dates updated online

Quality Inspector

Do you have a keen attention to detail? A career as a quality inspector could be a great fit. This online Quality Inspector course will provide you with the knowledge and skills you need to prove competency and begin your new career quickly. This accelerated Quality Inspector course provides an intensive overview of the skills necessary for quality assurance and inspection, including math, inspection, safety, materials, quality, and management.

Location: Ed2Go

Fee: \$1,995.00

Notes: Instructor-led and self-paced enrollment options



ROBOTICS TRAINING

- Hands on training with primarily Yaskawa robots and review on Fanuc robots
- Working safely in and around the robot cell
- Powering up/down
- Jogging the robot using all coordinate systems
- Create, test, run, and edit robot programs
- Touch up points in robot programs
- Checking programmed and current positions
- Programming I/O instructions & connections
- Controller hardware architecture
- Circuit board replacement
- Power Distributions
- Signal Flow
- Preventative maintenance schedule
- Robot calibration procedures

INDUSTRIAL CONTROLS

40-hour training includes hands-on activities for participants to hard-wire components and systems including:

Basic knowledge of electrical machine wiring recommended and experience with Relays, Motor Controls, and Motor Drives Systems is helpful

- Pilot Devices
- Relays
- Timing Relays
- Proximity & Photoelectric Sensors
- Motors and Motor Starters
- VFDs



**See website
for upcoming
classes and
locations**

westernnc.edu/professional-development



TRAINING



**See website
for upcoming
classes and
locations**

westernnc.edu/professional-development

INTRODUCTION TO FANUC WELDING & FANUC INDUSTRIAL ROBOTS

Course Outcomes: (36hrs)

- Understanding robot cells and safety.
- Perform various jogging methods.
- Create movement-only & welding programs using JOINT & WORLD coordinates.
- Understand the basic maintenance requirements for a robo welder.
- Create programs which repeat recorded locations to minimize programming time.
- Understand the components of robotic welding system.
- Create welding programs using linear, weave, and circular motions using JOINT and /or WORLD coordinates.
- Create welding programs which administer welds in the flat and/or vertical down positions.
- Create industrial robot programs using gripper tool action.
- Utilize program editing.

\$675.00 Per Person

For more information email
zimprichj@westernnc.edu





OSHA 10-Hour

This course is a real life look at how OSHA regulations affect the way we do business and how to apply these regulations to specific industries. This class is fully interactive with instruction on job-specific subjects as well as the basics of how to read and interpret the OSHA regulations. Through this training, OSHA helps to ensure that workers are more knowledgeable about workplace hazards and their rights and contribute to our nation's productivity. Upon course completion, participants will receive a OSHA 10-Hour completion card.

Date: October 3 & 10 | **Day:** TH

Time: 10:00 AM - 4:00 PM | **Location:** La Crosse

Fee: \$175.00 | **Instructor:** Heilman

Notes: Materials provided in class.

 REGISTER

Date: Spring/Summer 2025 | **Day:** TBD

Time: TBD

Location: La Crosse

Fee: \$175.00 | **Instructor:** TBD

Notes: Future course dates updated online

OSHA 30-Hour

This course will provide training for workers and employers on the recognition of, avoidance, abatement, and prevention of safety and health hazards in the workplace. The program also provides information regarding workers' rights and employer responsibilities. This OSHA 30-hour class is more appropriate for supervisors or workers with some safety responsibility. Through this training, OSHA helps to ensure that workers are more knowledgeable about workplace hazards and their rights and contribute to our nation's productivity. Upon course completion, participants will receive a OSHA 30-Hour completion card.

Date: Spring/Summer 2025 | **Day:** TBD

Time: TBD

Location: La Crosse

Fee: \$550.00 | **Instructor:** TBD

Notes: Future course dates updated online

SAFETY CIRCUITS & MACHINE SAFEGUARDING

- Safety Switches & Relays
- Door Interlocks & Barriers
- Safety Circuits & Machine Guarding
- Programmable Safety Controllers
- Wiring Light Curtains & Area Scanners into

- Safety Circuit
- Safety Devices & Work Conditions
- Review EM Devices Designed for the Purpose of Monitoring a Machine's Safety System



Contact BIS for upcoming offerings 608.785.9232

westerntc.edu/professional-development



TECHNICAL SKILLS TRAINING

Virtual, Self Paced, and Affordable

Western's Business and Industry Services (BIS) is proud to partner with Amatrol to offer on-demand, interactive technical skills training. Eye-popping graphics, interactive 3-D simulations, and comprehensive assessments make Western's Virtual Technical Skills trainings the region's best option in virtual learning and assessment. This training is easily completed online using the Google Chrome or Firefox web browsers.

Troubleshooting concepts are integrated throughout the training to challenge learners, and pre/post assessments demonstrate knowledge. With 24/7 access, these on-demand options offer high quality, accessible, and affordable training from a name you trust...Western!

Want more information?

Contact BIS by phone at (608) 785-9232 or e-mail bis@westerntc.edu



FANUC PROGRAMMING AND APPLICATIONS

The Fanuc Programming and Applications course will present an employee with a basic understanding of Fanuc teach pendant programming using a 30ib Mate Plus controller along with Roboguide simulation software.

- Understanding robot cells and safety
- Performing jogging methods
- Creating user and tool frames
- Programming motion and non-motion instructions
- Program editing
- Creating and off setting registers
- Using robot inputs, outputs, and end effectors
- Mapping Digital I/O
- Wiring I/O
- Understanding and Programming Ethernet I/O
- Manipulating files and program backups

**CLASS IS LIMITED
TO 12 PARTICIPANTS**





**See website
for upcoming
classes and
locations**

westernnc.edu/professional-development

CAREER SERVICES

Looking to connect directly with Western students?

Career Services at Western Technical College is your resource for career fairs, events, and student work-based learning opportunities. For the latest information, contact the Career Services office at (608) 785-9440 or email careerservices@westernnc.edu.

ADVISORY COMMITTEE

Every academic program at Western has an advisory committee made up of experts who work in the field of study. The committee provides advice and feedback on the skills students should have as they enter the workforce. For more information, contact BIS at (608) 785-9232 or email BIS@westernnc.edu.

MANUFACTURING EVENT

SAVE THE DATE
WEDNESDAY,
OCTOBER 16, 2024

Western Technical College Business and Industry Services hosts an annual luncheon every October that celebrates the partnerships built between our local school districts and businesses. The luncheon includes a keynote speaker, local student STEM projects on display, and tours of our Integrated Technology Center.

Please join us as we celebrate manufacturing and support its connection to education and workforce development. We encourage area manufacturers, educators, and all others to attend this event. For more information on the event, please reach out to John Zimprich at zimprichj@westerntc.edu.



WORKFORCE TRAINING 
PROFESSIONAL DEVELOPMENT

Any of the courses listed in our brochure can be delivered on-site and customized for your business. For more information, please visit www.westerntc.edu/bis or call (608) 785-9232.



**HAVE YOU EVER
THOUGHT ABOUT
TRAINING OTHERS?**

**DO YOU HAVE KNOWLEDGE
AND SKILLS YOU COULD
PASS ON?**

IF SO, WE WANT YOU!

BIS is always looking for qualified instructors in a variety of topics to help train the workforce in our region. We offer flexible scheduling and great compensation.

Some topics include: CNC, Blueprint Reading, Welding Training, Medication Aide, IV Skills, Heartsaver, Computer Skills, Electro-Mechanical, Robotics, Employee and Leadership Skills, Customer Service, Lean, Refrigeration, Ammonia, OSHA, Safety, and many more.

Western Technical College is committed to principles of equal opportunity and affirmative action. The College shall not discriminate on the grounds of race, color, religion, sex, sexual orientation, national origin or citizenship status, age, disability, veteran status, or genetic information in employment, education, and all other areas of the College. The College provides reasonable accommodations to qualified individuals with disabilities upon request. Questions, requests and/or complaints about discrimination should be directed to the Employment, Benefits, and EEO Manager, 608-785-9274.

CUSTOMIZED TRAINING

Western's Business and Industry Services Division offers a wide array of training options designed to meet your needs. We deliver what you want, when and where you want it. How do you get the essential training you need? Contact Business and Industry Services at (608) 785-9232, bis@westernnc.edu, or visit us online at westernnc.edu/bis

Western Technical
College
THE ESSENTIAL EXPERIENCE

La Crosse Campus
400 seventh street north
La Crosse WI, 54601

NONPROFIT
US POSTAGE
PAID
LA CROSSE, WI
PERMIT 373

"The facility was extremely well equipped and laid out. It was a safe learning environment for all levels of students and set up in such a way to make it easy for us to communicate with each other throughout each day. There was ample room for our group of 15 and equal opportunity to work with the different welding machines/processes. The instructor was very knowledgeable and personable. He was kind and patient with everyone in the group. Despite our large group size, Josh was able to spend time working with each individual teaching to their specific level of ability. He answered any questions presented to him and was able to offer great insights. He was a great fit for our group."

- US Army Corps of Engineers

WORKFORCE TRAINING PROFESSIONAL DEVELOPMENT

Any of the courses listed in our brochure can be delivered on-site and customized for your business. For more information, please visit www.westernnc.edu/bis or call (608) 785-9232.



Western Technical
College
BUSINESS AND INDUSTRY
SERVICES