

Continuing Education Course Schedule

NWTC

Sturgeon Bay Campus

Winter/Spring 2012 • Term 2122 • January 12-May 16, 2012



For a complete listing of NWTC courses, go to www.nwtc.edu and click on Find a Class.

Credit Classes begin on page 3
Non-Credit Classes begin on page 19

Serving:

**Northern Door,
Sturgeon Bay, and
Washington Island**

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Sturgeon Bay Campus

Serving: Northern Door, Sturgeon Bay and Washington Island

Contact: Sturgeon Bay Campus Office

Phone: (920) 746-4900

Toll-Free: (800) 422-6982, ext. 4900

E-mail: sturgeonbay@nwtc.edu

Address: 229 N 14th Ave.,
Sturgeon Bay, WI 54235

Office Hours:

Monday - Thursday 8:00 a.m. - 8:00 p.m.

Friday 8:00 a.m. - 4:30 p.m.



Payment for all non-credit classes is required at the time of registration.

NWTC
accepts



Winter/Spring 2012 • Term 2122
**Open Registration Begins:
November 17, 2011**

Registration Information

Registrations are processed on a first-come, first-served basis. Registrations are accepted until the start of a class as long as there is an opening in the class and the class has not been cancelled. Class cancellation process begins seven calendar days before class start date.

If the class starts within one week, we recommend that you register in person or by telephone to ensure your registration request is processed immediately.

Online Registration

Use my.NWTC to access online registration and other services. All you need is your Social Security number or student ID. Please have a credit card available for payment of all non-credit classes.

1. Go to <http://www.nwtc.edu>
2. Click the orange "Sign Up" button near the top of the page.
3. Select "Register for a Class."
4. Follow the on-screen instructions to create an account (for first-time users) or log in.
NOTE: When you see your Student ID and choose a password, write them down – you will need them!
5. Once you are logged in to my.NWTC, select "Student Center" near the top of your screen, then the "Search for Classes" button on the right.

To protect your privacy, we may need your permission to "reactivate" your account. For immediate activation, please call (920) 498-5444 or (888) 385-NWTC. We regret any inconvenience, and we look forward to serving you!

Walk-In /Mail-In Registration

Registrations are processed by postmark dates. Checks should be made payable to Northeast Wisconsin Technical College and mailed WITH REGISTRATION FORM to:

**Northeast Wisconsin Technical College
Sturgeon Bay Campus**

229 North 14th Avenue, Sturgeon Bay, WI 54235

Phone-In Registration

To register with one of our friendly Enrollment Services staff, please call: (920) 746-4900 or (888) 385-NWTC during regular office hours. Please have your Student ID and a credit card available for payment of all non-credit classes.

Registration Forms

To print a mailable registration form, go to: www.nwtc.edu <click> Sign Up then <click> Register for a Class. If you would like a registration form sent to you, call (920) 746-4900 or toll-free: (888) 385-NWTC.

**General Information: (920) 498-5400 or
toll-free (800) 422-NWTC.**

Key

Day(s):

- M=Monday
- T=Tuesday
- W=Wednesday
- R=Thursday
- F=Friday
- S=Saturday
- U=Sunday
- V=Varies

Time:

- a=a.m.
- p=p.m.

Fee:

\$XX/Age 62+\$XX
 (Reduced fee: Age 62+;
 non-credit classes only.)

Michigan residents fee
 slightly higher.

Instruction Mode:

- AC Accelerated. Time-shortened courses take advantage of brain-based research, interactive learning, and on-the-job projects. Work will be assigned prior to the first class and additional out-of-class work is required.
- B Blended Classes. Requires both online learning and in-person meetings.
- IA Interactive Television/Accelerated. Accelerated courses delivered over the ITV system.
- ITV Interactive Television. Live, interactive courses delivered via broadcast technology to sites including our Green Bay, Marinette and Sturgeon Bay Campuses, and District high schools.
- P In Person. Traditional face-to-face classes.
- SC Senior Course. Courses of special interest to Senior Citizens and open to all individuals.
- SP Self-Paced. Self-paced classes vary somewhat in their set-up and procedures. Students work at their own pace. In some cases attendance is not required. Check with the individual division or instructor for further details.
- VA Video Conference/Accelerated. Live, interactive, accelerated courses (see above) delivered via broadcast technology to sites including all campuses and regional learning centers.
- VC Video Conference. Live, interactive courses delivered via broadcast technology to sites including all campuses and regional learning centers.

Location	Instruction Mode
<p>Macintosh Publishing ...develop page layout concepts utilizing document files, tools, guides, objects and shapes, text, colors, style sheets, images, master pages; manage output for printing; and apply copy elements. (Corequisite: 10-111-103, Macintosh-Intro)</p> <p>Sturgeon Bay Campus Dates: 08/16-12/13 (T)</p>	<p>Catalog # 10-111-120</p> <p>Class # 84725 (P) Time: 05:30-07:30p Fee: \$46.40/Age 62+: \$4.00</p>
Day(s)	Time
	Fee

Please Note: Tuition and Fees listed in this publication are subject to change. Additional fees for textbooks or supplies may be required for classes.

Students are fully responsible for tuition and fees. You will NOT be automatically dropped from classes for non-attendance. To avoid charges, late fees, and collection activities, students must pay fees by the due date or must officially drop classes using my.NWTC, or by calling Enrollment Services. Enrollment Services: Green Bay — (920) 498-5444 or Toll-Free — (888) 385-NWTC

Dropping Classes

You will NOT be automatically dropped from classes for non-attendance. To avoid charges, late fees, and collection activities, students must pay fees by the due date or must officially drop classes through Enrollment Services. Please retain your confirmation number as proof of your official drop.

Third Party or Employer Funding

To register for non-credit courses with funding from an employer or other agency, you must ensure that an Authorization to Bill is on file prior to registration.

All fees are subject to change.

Please contact NWTC Student Finance at (920) 498-5444 or Toll-Free — (888) 385-NWTC for questions regarding tuition and fees.

The College reserves the right to cancel classes in the event of insufficient enrollments. If a class cancels, you will be notified prior to the starting date.

To see the NWTC Refund Policy, please visit www.nwtc.edu and search for **Refund Policy**

FREE

Academic Skills Lab

Sturgeon Bay Campus – Room 139

Monday 2:00 p.m. - 7:00 p.m.
Tuesday 9:00 a.m. - Noon
Wednesday 2:00 p.m. - 7:00 p.m.
Thursday 9:00 a.m. - Noon
Friday 9:00 a.m. - Noon

Basic Education is a program using independent, self-paced instruction. Brush up on math, reading or writing to keep up with the demands of today's job market.

No fees • Register anytime

Credit Courses

Accounting

Accounting 1

Catalog # 10-101-110

...accounting principles, financial statements, business transactions, accounting cycles/systems, specialized journals, accounting for cash and receivables for sole proprietorships in service or merchandising businesses.

Sturgeon Bay Campus

Dates: 01/18-04/04 (W)

Class # 24219 (VA)

Time: 05:00-10:00p

Fee: \$493.40

Credit: 4

Accounting Principles

Catalog # 10-101-101

...accounting fundamentals, recording of business transactions, preparation of financial statements, cash basis and accrual business accounting for service enterprises, and merchandising businesses with a manual system.

Sturgeon Bay Campus

Dates: 01/18-05/16 (W)

Class # 24529 (SP)

Time: Self-Paced

Fee: \$364.30

Credit: 3

Accounting-Computer Ledger

Catalog # 10-101-105

...applications on calculators or keypad such as addition, subtraction, multiplication, division, percent, and computers using Microsoft Excel. (Prerequisites: 10-101-110, Accounting 1 OR 10-101-101, Accounting Principles; 10-103-131, Micro: Excel-Intro; 10-103-132, Micro: Excel-Part 2)

Sturgeon Bay Campus

Dates: 01/18-05/16 (W)

Class # 24530 (SP)

Time: Self-Paced

Fee: \$246.70

Credit: 2

Accounting-Cost

Catalog # 10-101-134

...contemporary cost environments and issues; selecting, analyzing, and tracking costs; production costing methods: job order, process, standard costs, by-product, and joint costing. (Prerequisites: 10-101-105, Accounting-Computer Ledger; 10-101-120, Accounting 2)

Sturgeon Bay Campus

Dates: 01/16-03/26 (M)

Class # 24213 (VA)

Time: 05:00-10:00p

Fee: \$493.40

Credit: 4

Accounting-for Non-Accountants

Catalog # 10-101-106

...teaching non-accountants to read, analyze, and interpret financial information for making informed business decisions. This class de-emphasizes the use of debits, credits, journal entries and other accounting procedures.

Sturgeon Bay Campus

Dates: 03/22-05/10 (R)

Class # 24032 (AC)

Time: 01:00-04:00p

Fee: \$370.05

Credit: 3

Accounting-Govern/Nonprofit

Catalog # 10-101-143

...use fundamental knowledge for understanding the operation of governmental and nonprofit entities, their accounting, and financial reporting practices and the standards that shape their accounting and financial reporting systems. (Prerequisite: 10-101-120, Accounting 2)

Sturgeon Bay Campus

Dates: 04/02-05/14 (M)

Class # 24232 (VA)

Time: 05:00-10:00p

Fee: \$246.70

Credit: 2

Accounting-Payroll

Catalog # 10-101-151

...payroll and personnel records, social security, withholding tax, unemployment compensation, time sheets and time-keeping records, and legal aspects of payroll. (Prerequisite: 10-101-110, Accounting 1 OR 10-101-101, Accounting Principles)

Sturgeon Bay Campus

Dates: 01/18-05/16 (W)

Class # 24531 (SP)

Time: Self-Paced

Fee: \$370.05

Credit: 3

Accounting-QuickBooks

Catalog # 10-101-190

...an introductory course in using QuickBooks to create vendor/employee accounts, invoices, budgets, profit/loss statements, balance sheets, A/R, A/P, journals, graphs.

Sturgeon Bay Campus

Dates: 01/18-03/07 (W)

Class # 24534 (SP)

Time: Self-Paced

Fee: \$124.10

Credit: 1

Sturgeon Bay Campus

Dates: 03/21-05/09 (W)

Class # 24553 (SP)

Time: Self-Paced

Fee: \$124.10

Credit: 1

Business/Marketing

Bus and Info Tech Occup Prep

Catalog # 10-102-100

...career exploration, self exploration, career planning, career placement, job seeking skills.

Sturgeon Bay Campus

Dates: 01/31-04/17 (T)

Class # 22997 (VC)

Time: 05:00-09:15p

Fee: \$124.10

Credit: 1

Business Law & Ethics

Catalog # 10-102-150

...common law contracts and sales contracts: formation, interpretation, performance, and discharge; the law of agency; corporations; and introduction to the American legal system: criminal and tort law, and global business issues.

Sturgeon Bay Campus

Dates: 03/19-05/07 (M)

Class # 24472 (VA)

Time: 08:00-11:00a

Fee: \$364.30

Credit: 3

Business-Introduction

Catalog # 10-102-158

...organization/management process of human resources, production, operations, marketing, distribution, and finances; risk management; ethics/legalistic management; international business; accounting, computers, and data processing.

Sturgeon Bay Campus

Dates: 03/19-05/07 (M)

Class # 23176 (VA)

Time: 05:30-08:30p

Fee: \$364.30

Credit: 3

Customer Service

Catalog # 10-104-191

...develop professional telephone etiquette, explore customer service work environments, identify and analyze customer service failures, resolve problems cost effectively, set complaint policies, and develop communication techniques to handle complaining customers.

Sturgeon Bay Campus

Dates: 01/16-03/05 (M)

Class # 23031 (VA)

Time: 08:00-11:00a

Fee: \$364.30

Credit: 3

Event Marketing

Catalog # 10-104-125

...planning, promotion execution, and evaluation of special events (entertainment, industry, meeting/convention). Students will work toward the actual staging of an event (will require time outside of the classroom setting).

Sturgeon Bay Campus

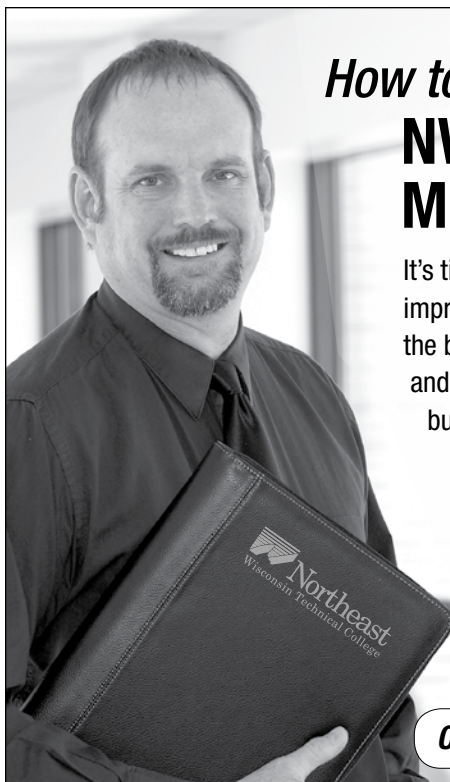
Dates: 03/19-05/07 (M)

Class # 24437 (VA)

Time: 08:30-11:30a

Fee: \$364.30

Credit: 3



How to succeed in business... **NWTC's Business Management degree**

It's time to invest in your future. To develop or improve the core skills that are vital for success in the business world. To prepare for the challenges and opportunities encountered in today's dynamic business environment. Are you ready?

Business Management associate degree

Now offered in Sturgeon Bay!

Two-year program – 66 credits
Fully eligible for financial aid

Classes start in January. Apply today!

Go to www.nwtc.edu or call (920) 746-4900.

Global Business Cultures

Catalog # 10-102-184

...develops cultural knowledge/skills to conduct business in the global marketplace. Compare/contrast attitudes, values, protocol, rituals, traditions, communication styles. Cross-cultural relations skills in business functions will be developed.

Sturgeon Bay Campus

Dates: 04/05-05/10 (R)

Class # 22674 (IA)

Time: 05:30-09:30p

Fee: \$364.30

Credit: 3

Global Business Mgmt

Catalog # 10-102-160

...globalization, cultural environment, global trade environment, politics and law, economic integration, global trade and investment theories, exporting, global marketing, and global supply chain.

Sturgeon Bay Campus

Dates: 01/12-05/10 (R)

Class # 24033 (VC)

Time: 09:00-11:40a

Fee: \$364.30

Credit: 3

Global Trade Finance

Catalog # 10-138-180

...foreign exchange market, fluctuations of the market, development of Euro, role of IMF (International Monetary Fund) in the global capital market, major determinants in country risk, and risks in export financing.

Sturgeon Bay Campus

Dates: 02/23-03/29 (R)

Class # 22677 (IA)

Time: 05:30-09:30p

Fee: \$364.30

Credit: 3

Market Research

Catalog # 10-104-198

...identifying problems and formulating problem hypothesis, situation analysis, informal investigation and secondary research, project objectives, primary research, sampling, questionnaires, interviews, processing the written report, and conclusions and data analysis.

Sturgeon Bay Campus

Dates: 03/20-05/08 (T)

Class # 24465 (VA)

Time: 08:30-11:30a

Fee: \$364.30

Credit: 3

Marketing Comm-Integrated

Catalog # 10-104-107

...creating, coordinating and integrating advertising, public relations and marketing activities for a specific customer or audience. A campaign will be developed and presented.

Sturgeon Bay Campus

Class # 24430 (VA)

Dates: 01/16-03/05 (M)

Time: 08:30-11:30a

Fee: \$364.30

Credit: 3

Marketing Presentations

Catalog # 10-104-124

...the use of Microsoft PowerPoint as a tool to create effective, professional-looking marketing presentations.

Sturgeon Bay Campus

Class # 24458 (VA)

Dates: 01/17-03/06 (T)

Time: 08:30-11:30a

Fee: \$124.10

Credit: 1

Sales Management

Catalog # 10-104-189

...sales-force organization, staffing, and operations; recruiting and processing applicants; training programs; motivating; compensation; forecasting and budgeting; territories and routing; quotas; evaluating performance; and decision-making through case study analysis.

Sturgeon Bay Campus

Class # 24451 (VA)

Dates: 03/19-05/07 (M)

Time: 12:30-03:30p

Fee: \$364.30

Credit: 3

NEW Social Media Marketing

Catalog # 10-104-119

...understand the social media revolution! This course will provide students with the practical knowledge and insights needed to successfully plan, implement, manage and measure social media marketing efforts. (Prerequisite: 10-104-110, Marketing Principles)

Sturgeon Bay Campus

Class # 24444 (VA)

Dates: 01/16-03/05 (M)

Time: 12:30-03:30p

Fee: \$364.30

Credit: 3

Early Childhood

ECE: Art Music & Lang Arts

Catalog # 10-307-178

...beginning curriculum development in art, music, and language arts. Role of play; developmentally appropriate environment; promote child development; caregiving routines as curriculum; language, literature, and literacy activities, art/music, movement activities.

Sturgeon Bay Campus

Class # 21111 (VC)

Dates: 01/21-05/19 (S)

Time: 08:30-11:30a

Fee: \$366.30

Credit: 3

Entrepreneurship

Entrepreneurial Service Mgmt

Catalog # 10-145-188

...the elements of your successful business with a strategic plan that focuses on servicing your customer with a winning attitude, performance, teamwork, and competition.

Sturgeon Bay Campus

Class # 22689 (IA)

Dates: 03/06-04/24 (T)

Time: 05:30-08:30p

Fee: \$364.30

Credit: 3

Financial Management-Small Bus

Catalog # 10-145-186

...the importance of good recordkeeping systems, reports, and the records necessary for a small business. Financial analysis techniques are explored through hands-on Income Statements and Cash Flow Projections for small businesses.

Sturgeon Bay Campus

Class # 22683 (IA)

Dates: 03/09-04/27 (F)

Time: 09:00a-12:00p

Fee: \$364.30

Credit: 3

Marketing Your Small Business

Catalog # 10-145-187

...implementing and evaluating a marketing plan for their small business. Students will develop a marketing plan for a selected small business. Components of the plan include market research, customer focus, quality, pricing, and advertising.

Sturgeon Bay Campus

Class # 22686 (IA)

Dates: 01/10-02/28 (T)

Time: 05:30-08:30p

Fee: \$364.30

Credit: 3

Organizing Your Small Business

Catalog # 10-145-185

...the components of small business ownership by examining a variety of small business startup and operation scenarios. Assesses your own readiness to begin the entrepreneurial adventure.

Sturgeon Bay Campus

Class # 22680 (IA)

Dates: 01/13-03/02 (F)

Time: 09:00a-12:00p

Fee: \$364.30

Credit: 3

General Education

Abnormal Psychology

Catalog # 10-809-159

...surveys features, causes, assessment and treatment of abnormal behavior through major theoretical perspectives. Introduces the diagnosis system of the DSM-IV, the history, cultural/social differences, current perspectives, diagnosis criteria/treatments. (Prerequisite: Recommendation: Completion of 10-809-198, Introduction to Psychology)

Sturgeon Bay Campus

Class # 23098 (VC)

Dates: 01/17-05/15 (T)

Time: 08:30-11:30a

Fee: \$364.30

Credit: 3

Adv Anatomy & Physiology

Catalog # 10-806-179

...normal human anatomy and physiology are studied using a body systems approach with emphasis on the interrelationships between form and function at the gross and microscopic levels of organization. (Prerequisite: 10-806-177, Gen Anatomy & Physiology, with a "C" or better)

Sturgeon Bay Campus

Class # 24641 (P)

Dates: 01/16-05/14 (M)

Time: 07:30a-12:20p

Fee: \$506.40

Credit: 4

Anatomy/Struct-Funct

Catalog # 31-806-312

...human body systems, structural formation.

Sturgeon Bay Campus

Class # 24418 (VC)

Dates: 01/19-05/17 (R)

Time: 08:30-11:30a

Fee: \$244.20

Credit: 2

Basic Anatomy

Catalog # 10-806-189

...examines concepts of anatomy and physiology as they relate to health careers. Learners correlate anatomical and physiological terminology to all body systems. (Prerequisite: Recommendation: High School Chemistry or High School Biology with a "C" or better OR College Chemistry or College Biology or College General Anatomy transfer credit with a grade of "C" or better.

Sturgeon Bay Campus

Class # 24681 (B)

*Dates: 01/18-05/16

Fee: \$364.30

Credit: 3

**Note: This Blended Class requires both online learning and in-person meetings. Class meets in person via video conference every Wednesday, 11:35am-12:25pm.*

Communicating Effectively

Catalog # 31-801-386

...interpersonal communication, including the function of interpersonal communication, listening techniques, perception, non-verbal communication, language, self-concept, conflict resolution and customer service.

Sturgeon Bay Campus

Class # 24612 (P)

Dates: 01/12-05/10 (R)

Time: 12:30-02:20p

Fee: \$124.10

Credit: 1

Communicating-Writing

Catalog # 31-801-385

...writing techniques, memos, letters, descriptions, instructions, and the job-seeking process.

Sturgeon Bay Campus

Class # 24611 (P)

Dates: 01/12-05/10 (R)

Time: 02:30-04:20p

Fee: \$124.10

Credit: 1



Are You Prepared? NWTC's General College Courses!

Earning a college degree or diploma is essential in today's world. With NWTC's general college courses, you can get the skills you need for a successful college career.

With our 1–3 credit courses, you will:

- Strengthen your study skills
- Improve your writing, reading, and math comprehension
- Gain the confidence to perform well in college

General college courses include:

- Intro to College Writing
- College Success & Study Skills
- Fundamentals of Math
- Intro to Reading & Study Skills

Choose from a variety of class times, dates, and locations near you. For a current class schedule, go to www.nwtc.edu, click on "**Basic & General Education**," then "**General College/Prepared Learner**."



We Are Futuremakers

Get started today! Call (920) 746-4900 or toll-free (800) 422-6982, ext. 4900

Contemporary Amer Society

Catalog # 10-809-197

...the major social institutions within the American society: government, family, education, religion, and economic system.

Sturgeon Bay Campus

Dates: 03/22-05/10 (R)

Class # 24411 (VC)

Time: 01:00-05:00p

Fee: \$364.30

Credit: 3

Sturgeon Bay Campus

Dates: 01/17-05/15 (T)

Class # 24619 (P)

Time: 09:00-11:40a

Fee: \$364.30

Credit: 3

Developmental Psychology

Catalog # 10-809-188

...defines human development; examines theories; heredity and environmental effects; prenatal development and birth; evaluates biosocial, cognitive psychosocial development through the life span; aging, death, and dying.

Sturgeon Bay Campus

Dates: 01/17-05/15 (T)

Class # 24618 (P)

Time: 05:30-08:10p

Fee: \$364.30

Credit: 3

Diversity in the Workplace

Catalog # 10-196-169

...diversity in the workplace, analyze the effect of perceptions, attitudes, biases, and organization culture on diversity, dealing with barriers, measuring progress, and celebrating success.

Sturgeon Bay Campus

Dates: 04/13-05/18 (F)

Class # 22075 (VA)

Time: 01:00-05:00p

Fee: \$364.30

Credit: 3

Economics

Catalog # 10-809-195

...scarcity, resources, alternative economic systems, growth, supply and demand, monetary and fiscal policy, inflation, unemployment, and global economic issues.

Sturgeon Bay Campus

Dates: 01/17-05/15 (T)

Class # 24036 (P)

Time: 09:00-11:40a

Fee: \$364.30

Credit: 3

English Composition 1

Catalog # 10-801-136

...learners develop knowledge/skills in planning, organizing, writing, editing. Students will also analyze audience/purpose, use elements of research, format documents using standard guidelines, and develop critical reading skills.

Sturgeon Bay Campus

Class # 24035 (P)

Dates: 01/17-05/15 (T)

Time: 01:00-03:40p

Fee: \$364.30

Credit: 3

Intro to Biochemistry

Catalog # 10-806-186

...covers organic and biological chemistry necessary for application within Nursing and other Allied Health careers. Emphasis is placed on recognizing the structure, physical properties and chemical reactions of organic molecules, body fluids and acids. Discussion of biological functions and their relationship to enzymes, proteins, lipids, carbohydrates and DNA. (Prerequisite: 10-806-134, General Chemistry or equivalent with lab component with a "C" or better within the past five years)

Sturgeon Bay Campus

Class # 24660 (P)

Dates: 01/17-05/15 (T)

Time: 04:00-05:40p

Fee: \$506.40

Credit: 4

Sturgeon Bay Campus

Class # 24660 (P)

Dates: 01/12-05/10 (R)

Time: 04:00-07:00p

Fee: \$506.40

Credit: 4

Intro to Ethics: Theory & App

Catalog # 10-809-166

...basic understanding of theoretical foundations of ethical thought; analyze/compare relevant issues using diverse ethical perspectives; critically evaluate individual, social/professional standards of behavior--applying a systematic decision-making process.

Sturgeon Bay Campus

Class # 24643 (AC)

Dates: 03/22-05/10 (R)

Time: 09:00-11:40a

Fee: \$364.30

Credit: 3

Intro to Psychology

Catalog # 10-809-198

...survey of theoretical foundations of human behavior such as sensation and perception, motivation, emotions, learning, personality, psychological disorders, therapy, stress, and human diversity in personal, social and vocational settings.

Sturgeon Bay Campus

Class # 24620 (P)

Dates: 01/18-05/16 (W)

Time: 05:30-08:10p

Fee: \$364.30

Credit: 3

Intro to Sociology

Catalog # 10-809-196

...the nature and variety of groups; inequality, race and ethnicity; family, population, social integration, and change; collective behavior; politics, economics, religion, education, and the effects of technology.

Sturgeon Bay Campus

Class # 24404 (VC)

Dates: 01/18-05/16 (W)

Time: 08:30-11:30a

Fee: \$364.30

Credit: 3

Oral/Interpersonal Comm

Catalog # 10-801-196

...the communication process, perception and self-concept, language, listening, nonverbal communication, interpersonal relationships, communication in groups and public communication; prepare and deliver an oral presentation.

Sturgeon Bay Campus

Class # 24610 (AC)

Dates: 03/22-05/10 (R)

Time: 02:30-06:30p

Fee: \$364.30

Credit: 3

Psychology Of Human Relations

Catalog # 10-809-199

...decision making, motivation, conflict resolution, learning strategies, growth and adjustment, diversity, psychological theories, relationships, psychological disorders, stress, career analysis, social psychology, and lifespan development.

Sturgeon Bay Campus

Class # 24621 (P)

Dates: 01/18-05/16 (W)

Time: 09:00-11:40a

Fee: \$364.30

Credit: 3

Race Ethnic & Diversity

Catalog # 10-809-172

...basic American values of justice and equality by teaching vocabulary, history of immigration/conquest, transcultural communication, legal liability, multicultural majority/minority relations, ageism, sexism, gender, sexual orientation, the disabled/ADA.

Sturgeon Bay Campus

Class # 24642 (P)

Dates: 01/18-05/16 (W)

Time: 01:00-03:40p

Fee: \$364.30

Credit: 3

Speech

Catalog # 10-801-198

...fundamentals of effective oral presentation to small and large groups: topic selection, audience analysis, methods of organization, research, structuring evidence and support, delivery techniques, and the listening process.

Sturgeon Bay Campus

Class # 21227 (VA)

Dates: 03/21-05/09 (W)

Time: 08:30a-12:30p

Fee: \$364.30

Credit: 3

Technical Reporting

Catalog # 10-801-197

...principles of report writing and correspondence, proposals, feasibility reports, progress reports, investigation reports, evaluation reports, meeting reports, memos, and correspondence. (Prerequisite: 10-801-136, English Composition 1 OR 10-801-195, Written Communication)

Sturgeon Bay Campus

Class # 23056 (VC)

Dates: 01/19-05/17 (R)

Time: 08:30a-12:30p

Fee: \$364.30

Credit: 3

Health Care

NEW **HCBS Organizational Resources** Catalog # 10-160-165

...a study of the principles of management to include planning, organizing, human resource management, directing, and controlling as related to the health information department. (Corequisite: 10-160-143, Medical Practice Procedures)

Sturgeon Bay Campus

Class # 25275 (VC)

Dates: 03/21-05/16 (W)

Time: 12:30-04:30p

Fee: \$244.20

Credit: 2

Health Data Management

Catalog # 10-530-176

...introduces the use and structure of health care data elements, data sets, data standards, their relationships to primary and secondary record systems and health information processing. (Corequisites: 10-530-181, Intro to Health Record; 10-530-172, Healthcare Delivery Systems)

Sturgeon Bay Campus

Class # 21098 (VC)

Dates: 01/18-05/16 (W)

Time: 08:30-11:30a

Fee: \$246.70

Credit: 2

Healthcare Law & Ethics

Catalog # 10-530-178

...examines regulations for the content, use, confidentiality, disclosure, and retention of health information. An overview of the legal system and ethical issues are addressed. (Prerequisite: 10-530-176, Health Data Management)

Sturgeon Bay Campus

Class # 21077 (VC)

Dates: 01/18-03/07 (W)

Time: 12:30-04:45p

Fee: \$244.20

Credit: 2

Human Diseases for Hlth Prof

Catalog # 10-530-182

...this course focuses on the common diseases of each body system as encountered in all types of health care settings by health information professionals. Emphasis is placed on understanding the etiology (cause), signs and symptoms, diagnostic tests, and treatment (including pharmacologic) of each disease. (Prerequisite: 10-501-101, Medical Terminology; 10-806-189, Basic Anatomy)

Sturgeon Bay Campus

Class # 24360 (VC)

Dates: 01/19-05/17 (R)

Time: 05:30-08:30p

Fee: \$364.30

Credit: 3

Medical Terminology

Catalog # 10-501-101

...focuses on the component parts of medical terms: Prefixes, suffixes, and root words. Students practice formation, analysis and reconstruction of terms. Emphasis on spelling, definition and pronunciation. Introduction to operative, diagnostic, therapeutic and symptomatic terminology of all body systems, as well as systemic and surgical terminology.

Sturgeon Bay Campus

Class # 24424 (VC)

Dates: 01/19-05/17 (R)

Time: 12:30-03:30p

Fee: \$364.30

Credit: 3

Become a Nursing Assistant

NWTC in Sturgeon Bay is now accepting applications for the winter/spring semester.

This is a great career choice for those wanting to enter into the health care field. With this three-credit program, you'll prepare for potential employment in a nursing home, hospital, or home health environment.



Program Requirements

- Reading assessment
- Physical exam
- Caregiver background check
- Two-step TB skin test
- Must be at least 16 yrs old

Classes begin January 12 and March 26 – call today!

For more information or to enroll: (920) 746-4900 or toll-free (800) 422-6982, ext. 4900

Nursing Assistant

Catalog # 30-543-300

...basic nursing/personal care skills, principles of communication skills, resident rights and team work with other care givers under the supervision of a licensed nurse. (Prerequisite: Accepted into the Nursing Assistant program)

Sturgeon Bay Campus

Dates: 01/12-03/08 (MR)

Class # 21491 (P)

Time: 03:00-09:00p

Fee: \$398.55

Credit: 3

Sturgeon Bay Campus

Dates: 03/26-04/16 (MTR)

Class # 21492 (P)

Time: 03:00-08:00p

Fee: \$398.55

Credit: 3

Sturgeon Bay Campus

Dates: 04/17-05/08 (MTR)

Time: 04:00-09:00p

Sturgeon Bay Campus

Dates: 05/10-05/10 (R)

Time: 03:00-07:00p

Note: You must be admitted to the Nursing Assistant Program before you enroll in Nursing Assistant classes at the Sturgeon Bay Campus. An application, functional ability inventory, assessment, caregiver background check, and health form are required.

Hospitality/Tourism

Hospitality Finance

Catalog # 10-109-126

...purchasing/receiving controls, storing/issuing controls, production controls, monitoring activities, sales controls, beverage controls, labor controls.

Sturgeon Bay Campus

Dates: 01/17-05/15 (T)

Class # 21509 (ITV)

Time: 12:30-03:20p

Fee: \$364.30

Credit: 3

Restaurant Management

Catalog # 10-109-168

...food/beverage industry, product classifications, responsible service; bar/kitchen equipment/organization; maintaining clean/sanitary facilities; staffing, training, supervising food/beverage employees; promotions planning; budgeting/cost controls of food/beverage operations.

Sturgeon Bay Campus

Dates: 01/12-05/10 (R)

Class # 21511 (VC)

Time: 12:30-03:20p

Fee: \$364.30

Credit: 3

Insurance

Insurance Health Principles

Catalog # 10-160-161

...this course presents common health insurance terminology. Students are introduced to various insurance programs including: private health insurance, dental insurance, Workers' Compensation, disability insurance, dental insurance, hospital insurance, government plans including: Medicare, Medicaid and TriCare. (Corequisite: 10-530-172, Healthcare Delivery Systems)

Sturgeon Bay Campus

Class # 21084 (VC)

Dates: 01/17-05/15 (T)

Time: 01:00-04:00p

Fee: \$364.30

Credit: 3

Language

Spanish 1

Catalog # 10-802-101

...introduces language acquisition skills; basic pronunciation, vocabulary, and grammar; reading, writing, listening, and speaking activities--basic verb tenses: present, present progressive, preterite and imperfect; cultural/geographical awareness (Spanish-speaking populations).

Sturgeon Bay Campus

Class # 24227 (VC)

Dates: 01/12-05/10 (R)

Time: 06:00-08:40p

Fee: \$364.30

Credit: 3

Logistics/Supply Chain

Global Supply Chain Mgmt

Catalog # 10-182-160

...methods of foreign market entry, international contracts, INCOTERMS 2000, terms of payment, international commercial documents, international insurance, export packaging, customs clearance, and global supply chain logistics infrastructure.

Sturgeon Bay Campus

Class # 22671 (IA)

Dates: 01/12-02/16 (R)

Time: 05:30-09:30p

Fee: \$364.30

Credit: 3

Lean Operations Mgmt

Catalog # 10-182-110

...lean operating concepts, total quality management, six sigma methodologies, continuous improvement tools/techniques, process mapping, 5S principles, statistical process control/pull signals, cellular manufacturing, mixed-model production, human resource development.

Sturgeon Bay Campus

Class # 24342 (ITV)

Dates: 01/16-05/14 (M)

Time: 12:30-03:20p

Fee: \$364.30

Credit: 3

Purchasing

Catalog # 10-182-127

...role of purchasing in business, industry, and the community; legal and ethical aspects of purchasing including systems, staffing, price/cost analysis, contract administration, and dealing with vendors.

Sturgeon Bay Campus

Class # 21244 (VA)

Dates: 01/17-03/06 (T)

Time: 05:30-08:30p

Fee: \$364.30

Credit: 3

Transportation Mgmt

Catalog # 10-182-190

...importance of transportation, transportation regulations/public policy, overview of transportation providers (motor carriers, railroads, air carriers, inter-modal and special carriers), costing/pricing transportation, transportation documentation, transportation management technology systems/processes.

Sturgeon Bay Campus

Class # 21251 (VA)

Dates: 03/20-05/08 (T)

Time: 05:30-08:30p

Fee: \$364.30

Credit: 3

Marketing/Graphic

2D Essentials

Catalog # 10-614-113

...an introduction to technical communication, annotation, geometric construction, model, orthographic and pictorial, section and auxiliary views and dimensioning. Knowledge integral to Model Building.

Sturgeon Bay Campus

Class # 24138 (VC)

Dates: 01/17-05/15 (T)

Time: 05:30-09:00p

Fee: \$253.20

Credit: 2

Math

College Algebra w Apps

Catalog # 10-804-195

...skills needed for success in Calculus and many application areas on a baccalaureate level.

Topics include the real and complex number systems, polynomials, exponents, radicals, solving equations and inequalities (linear and nonlinear), relations and functions, systems of equations and inequalities (linear and nonlinear), matrices, graphing, conic sections, sequences and series, combinatorics, and the binomial theorem. (Prerequisites: Recommendation: Accuplacer (College Level Math) = 63 OR Completion of 10-804-118, Intermediate Algebra w Apps or 10-804-131, Math-Algebra/Inter with grade "C" or better)

Sturgeon Bay Campus

Class # 24520 (SP)

Dates: 01/18-05/16 (W)

Time: Self-Paced

Fee: \$364.30

Credit: 3

College Mathematics

Catalog # 10-804-107

...an introductory level course designed to review and develop fundamental concepts of arithmetic, algebra, geometry, and statistics. Emphasis will be placed on computational skills and applications of rational numbers; problem solving skills with ratios, proportions, and percent; basic principles and application of algebra, geometry, graphing, and statistics; measurement skills in U.S. Customary and Metric Systems; and the use of calculators as a tool. (Prerequisite: Recommendation: Accuplacer Arithmetic Test = 65)

Sturgeon Bay Campus

Class # 21233 (VC)

Dates: 01/19-05/17 (R)

Time: 01:00-04:00p

Fee: \$364.30

Credit: 3

Sturgeon Bay Campus

Class # 24521 (SP)

Dates: 01/18-05/16 (W)

Time: Self-Paced

Fee: \$364.30

Credit: 3

Elementary Algebra w Apps

Catalog # 10-834-110

...operations with real numbers, solving linear equations, using formulas, rules of exponents, operations with polynomials, factoring, rational expressions, solving rational equations, graphing, systems of equations, roots and radicals, quadratic equations.

Sturgeon Bay Campus

Class # 24789 (SP)

Dates: 01/18-05/16 (W)

Time: Self-Paced

Fee: \$364.30

Credit: 3

Interm Algebra w Apps

Catalog # 10-804-118

...algebra content with applications. Topics include properties of real numbers, order of operations, algebraic solution for linear equations and inequalities, operations with polynomial and rational expressions, operations with rational exponents and radicals, algebra of inverse, logarithmic and exponential functions. (Prerequisites: Recommendation: Accuplacer Algebra Test = 61 OR Accuplacer (College Level Math) = 40 OR Completion of 10-804-110, Elementary Algebra w Apps OR 10-804-120, Math-Tech Algebra with grade "C" or better).

Sturgeon Bay Campus

Class # 23081 (VC)

Dates: 01/17-05/15 (T)

Time: 01:00-05:00p

Fee: \$484.40

Credit: 4

Sturgeon Bay Campus

Class # 24519 (SP)

Dates: 01/18-05/16 (W)

Time: Self-Paced

Fee: \$484.40

Credit: 4

Math w Business Apps

Catalog # 10-804-123

...real numbers; basic operations; proportions/one variable; percents, simple/compound interest; annuity; apply math concepts to purchasing/buying process, selling process; and basic statistics with business/consumer applications. (Prerequisite: Recommendation:Accuplacer Arithmetic = 65).

Sturgeon Bay Campus

Class # 24397 (VA)

Dates: 01/16-03/05 (M)

Time: 05:30-09:30p

Fee: \$364.30

Credit: 3

Sturgeon Bay Campus

Class # 24523 (SP)

Dates: 01/18-05/16 (W)

Time: Self-Paced

Fee: \$364.30

Credit: 3

Trigonometry w Apps

Catalog # 10-804-196

...topics include circular functions, graphing of trigonometry functions, identities, equations, trigonometric functions of angles, inverse functions, solutions of triangles complex numbers, DeMoivre's Theorem, polar coordinates, and vectors. (Prerequisites: Recommendation: Accuplacer (College Level Math) = 63 OR Completion of 10-804-118, Intermediate Algebra w Apps; 10-804-195, College Algebra with Apps or 10-804-131, Math-Algebra/Inter with grade "C" or better OR Concurrent enrollment in 10-804-195, College Algebra with Apps)

Sturgeon Bay Campus

Class # 24524 (SP)

Dates: 01/18-05/16 (W)

Time: Self-Paced

Fee: \$364.30

Credit: 3

Office Technology

Admin Business Procedures 2

Catalog # 10-106-136

...today's global business environment including Internet-based research, event planning, customer service, integration of technology, virtual meeting technologies, financial responsibilities, travel coordination, leadership techniques, and career advancement.

Sturgeon Bay Campus

Class # 22963 (VC)

Dates: 01/18-05/16 (W)

Time: 01:00-05:00p

Fee: \$370.05

Credit: 3

Info Process Principles

Catalog # 10-106-103

...information processing cycle and workflow, terminology, hardware, software, networks, digital media, ergonomics, security, systems, Internet, and career opportunities.

Sturgeon Bay Campus

Class # 22951 (VC)

Dates: 01/18-05/16 (W)

Time: 05:30-08:30p

Fee: \$364.30

Credit: 3

Proofreading/Editing Essen 1

Catalog # 10-106-131

...develop skills for using, identifying, and correcting grammar, spelling, punctuation, capitalization, number usage and abbreviations for creating error-free business documents. Introduction and use of reference manuals/resources and portfolio guidelines. (Touch keyboarding and basic word processing skills are assumed.)

Sturgeon Bay Campus

Class # 22957 (VC)

Dates: 01/20-05/11 (F)

Time: 08:30a-12:30p

Fee: \$370.05

Credit: 3

Telephone/Messaging Skills

Catalog # 10-106-172

...using the telephone effectively and efficiently in the world of work; telephone etiquette, messaging, and voice mail.

Sturgeon Bay Campus

Class # 22975 (VA)

Dates: 03/12-03/14 (MW)

Time: 08:30a-12:30p

Fee: \$124.10

Credit: 1

Organic Agriculture

NEW **Org Ruminant Livestock** Catalog # 10-090-104

...topics include: illness prevention, reproduction, feeding (grazing & rations), rumen function, housing, youngstock, newborns, stress reduction, and the organic health care toolbox. Also covered; rules, organic certification and marketing products.

Sturgeon Bay Campus Class # 23527 (VC)
Dates: 01/16-03/05 (M) Time: 11:15a-01:15p Fee: \$124.10 Credit: 1

Self-Paced Computer

Keyboarding Catalog # 10-106-145

...keyboarding at a personal productivity level, correct posture, touch typing on the alpha-numeric keyboard using an interactive software package running on a microcomputer. No experience required.

Sturgeon Bay Campus Class # 24502 (SP)
Dates: 01/12-05/16 (TWR) Time: Self-Paced Fee: \$124.10 Credit: 1

Keyboard-Speed Building 1 Catalog # 10-106-107

...skill development on the alphabetic keyboard using analytic/diagnostic software. Minimum alphabetic speed developed is 40 wpm in a 3-minute timing. Requires touch keyboarding at 30 wpm.

Sturgeon Bay Campus Class # 24504 (SP)
Dates: 01/12-05/16 (TWR) Time: Self-Paced Fee: \$124.10 Credit: 1

Keyboard-Speed Building 2 Catalog # 10-106-112

...skill development on the alphabetic keyboard, top-row number keys, and ten-key pad using analytic/diagnostic software. Minimum alphabetic speed developed is 45 wpm in a 5-minute timing. Requires touch keyboarding at 40 wpm.

Sturgeon Bay Campus Class # 24505 (SP)
Dates: 01/12-05/16 (TWR) Time: Self-Paced Fee: \$124.10 Credit: 1

Micro: Access-Intro Catalog # 10-103-141

...creating and modifying database tables, compacting a database, managing records, defining table relationships, creating queries, calculations, and aggregate functions, sorting, and using form and report wizards. Requires Windows experience.

Sturgeon Bay Campus Class # 24506 (SP)
Dates: 01/12-05/16 (TWR) Time: Self-Paced Fee: \$124.10 Credit: 1

Micro: Access-Part 2 Catalog # 10-103-142

...creating advanced queries, custom forms, multi-page forms, custom reports, integrating, pivot tables, pivot charts, and labels. Requires strong introductory Access skills.

Sturgeon Bay Campus Class # 24507 (SP)
Dates: 01/12-05/16 (TWR) Time: Self-Paced Fee: \$124.10 Credit: 1

Micro: Excel-Intro Catalog # 10-103-131

...creating a worksheet, enhancing worksheet appearance, moving and copying data, using formulas and functions, creating charts and using clip art. Requires Windows experience.

Sturgeon Bay Campus Class # 24508 (SP)
Dates: 01/12-05/16 (TWR) Time: Self-Paced Fee: \$124.10 Credit: 1

Micro: Excel-Part 2 Catalog # 10-103-132

...advanced formatting techniques and functions, working with templates, collaborating with multiple Excel users, Excel's database features and analysis tools. Requires prior completion of Excel Intro.

Sturgeon Bay Campus Class # 24509 (SP)
Dates: 01/12-05/16 (TWR) Time: Self-Paced Fee: \$124.10 Credit: 1

Learn at your own pace!

The **Self-Paced Lab** offers exceptional curriculum, equipment, and personal training from an outstanding instructor. The curriculum is flexible, allowing students to take the courses they need at times that are convenient. Students work at their own pace and may work in the Lab or from home. For successful completion, we recommend students sign up for only one class at a time. Students are required to purchase a textbook to be used in the class and will also serve as a reference manual after the class session. *Students are required to have some knowledge of Windows or similar experience.*

Self-Paced Lab Hours

Computer

Day/s	Hours	From/To	Location
Tuesdays	9:00 a.m.-Noon	January 12-May 16	Room 115
	4:00 p.m.-7:00 p.m.		Room 115
Wednesdays	Noon-6:00 p.m.		Room 115
Thursdays	9:00 a.m.-Noon		Room 115
	4:00 p.m.-7:00 p.m.		Room 115

Accounting

Day/s	Hours	From/To	Location
Wednesdays	5:00 p.m.-8:30 p.m.	January 18-May 16	Room 143

Math

Day/s	Hours	From/To	Location
Wednesdays	4:30 p.m.-8:00 p.m.	January 18-May 16	Room 121

Micro: Expression Web

Catalog # 10-103-163

...create a Website, customize and manage web pages and images; create and use interactive forms using style sheets; publish web pages to a web server. Requires Windows experience.

Sturgeon Bay Campus

Dates: 01/12-05/16 (TWR)

Class # 24510 (SP)

Time: Self-Paced

Fee: \$124.10

Credit: 1

Micro: PowerPoint-Intro

Catalog # 10-103-151

...presentation development skills such as: graphics, tables, diagrams, shapes, design themes, sounds, animations, slide transitions, and integration with other software. Requires Windows and MS Word experience.

Sturgeon Bay Campus

Dates: 01/12-05/16 (TWR)

Class # 24511 (SP)

Time: Self-Paced

Fee: \$124.10

Credit: 1

Micro: Publication Software

Catalog # 10-103-165

...create and edit newsletters, brochures, flyers, forms, business cards, emails, e-commerce websites, and other business publications using publication layout software. Requires Windows experience.

Sturgeon Bay Campus

Dates: 01/12-05/16 (TWR)

Class # 24512 (SP)

Time: Self-Paced

Fee: \$124.10

Credit: 1

Micro: Windows-Intro

Catalog # 10-103-111

...Windows desktop elements, help features, folder and file management (create, delete, move, find file), and Search strategies.

Sturgeon Bay Campus

Dates: 01/12-05/16 (TWR)

Class # 24513 (SP)

Time: Self-Paced

Fee: \$124.10

Credit: 1

Micro: Word-Intro

Catalog # 10-103-121

...word processing basics including creating, revising, formatting, and printing; sections, tabs, multiple-page numbering; manipulating text; creating headers/footers; creating and formatting tables, graphics; and merging documents. Requires Windows experience.

Sturgeon Bay Campus

Dates: 01/12-05/16 (TWR)

Class # 24501 (SP)

Time: Self-Paced

Fee: \$124.10

Credit: 1

Micro: Word-Part 2

Catalog # 10-103-122

...advanced word processing features including working with headers/footers, inserting quick parts, themes, styles, sort and select; text flow; footnotes/endnotes, images, shapes, shared documents; specialized tables and indexes; forms; and sharing data. Requires strong introductory Word skills or Word-Intro.

Sturgeon Bay Campus

Dates: 01/12-05/16 (TWR)

Class # 24514 (SP)

Time: Self-Paced

Fee: \$124.10

Credit: 1

Supervisory

Business Ethics

Catalog # 10-196-199

...ethical points-of-view, morality/ethical theory, utilitarianism, Kantian ethics, justice and the market system, whistle-blowing, trade secrets/conflict of interest, privacy, advertising, product safety, corporate social responsibility, international business.

Sturgeon Bay Campus

Dates: 04/11-05/16 (W)

Class # 21523 (VA)

Time: 05:30-09:30p

Fee: \$364.30

Credit: 3

Human Resource Mgmt

Catalog # 10-196-193

...impacts of EEOC, writing job descriptions, recruitment, selection, conducting job interviews, orientation, developing policies and procedures, training, performance, counseling and development, and compensation and benefit strategies.

Sturgeon Bay Campus

Dates: 02/24-04/06 (F)

Class # 23041 (VA)

Time: 01:00-05:00p

Fee: \$364.30

Credit: 3

Sturgeon Bay Campus

Dates: 01/18-02/22 (W)

Class # 24037 (AC)

Time: 09:00-11:40a

Fee: \$364.30

Credit: 3

Leadership Capstone

Catalog # 10-196-196

...leadership assessment, career research and planning; task management, human relations leadership, and professional self-development through the culminating experience of leading a real-life, hands-on project. (Prerequisites: 10-196-189, Team Building/Problem Solving; 10-196-190, Leadership Development; 10-196-188, Project Management Fundamentals)

Sturgeon Bay Campus

*Dates: 01/12-05/16

Class # 21547 (B)

Fee: \$364.30

Credit: 3

**Note: This Blended Class requires both online learning and in-person meetings. Class meets in person via video conference on Tuesday, 5:30-9:30pm, Dates: 2/7, 3/6, 4/24, 5/1, and 5/8.*

Leadership Development

Catalog # 10-196-190

...leadership effectiveness and organization requirements, individual and group motivation strategies, vision, mission and goals, ethical behavior, leadership style and adaptation, impacts of power and influence, employee development, coaching, managing change, and conflict resolution.

Sturgeon Bay Campus

Dates: 02/18-03/31 (S)

Class # 22089 (VA)

Time: 08:30a-12:30p

Fee: \$364.30

Credit: 3

Legal Issues-Supervisors

Catalog # 10-196-134

...legal practices of recruiting, interviewing, hiring, selection, evaluation/promotion, employee discipline, firing, EEOC and nondiscrimination, employee privacy, workplace harassment, FMLA, ADA and unions.

Sturgeon Bay Campus

Dates: 01/11-02/15 (W)

Class # 21531 (VA)

Time: 05:30-09:30p

Fee: \$364.30

Credit: 3

Managing-Quality

Catalog # 10-196-192

...developing a personal philosophy of quality, identifying all stakeholder relationships, meeting/exceeding customer expectations, managing a quality improvement project, measuring effectiveness, lean thinking, six sigma, and systems thinking.

Sturgeon Bay Campus

Dates: 01/07-02/11 (S)

Class # 22103 (VA)

Time: 08:30a-12:30p

Fee: \$364.30

Credit: 3

Project Mgmt Fundamentals

Catalog # 10-196-188

...the role of project management, developing a project proposal, demonstration of relevant software, working with project teams, sequencing tasks, charting progress, dealing with variations, budgets and resources, implementation, and assessment.

Sturgeon Bay Campus

Dates: 02/22-04/04 (W)

Class # 21539 (VA)

Time: 05:30-09:30p

Fee: \$364.30

Credit: 3

Safety-Workplace

Catalog # 10-196-136

...safety awareness, federal/state/local compliance, inspections, risk analysis, workplace violence, substance abuse, health hazards, first aid, CPR, fire and electrical safety, and emergency preparedness.

Sturgeon Bay Campus

Dates: 01/13-02/17 (F)

Class # 22061 (VA)

Time: 01:00-05:00p

Fee: \$364.30

Credit: 3

Supervision

Catalog # 10-196-191

...front-line leadership including teamwork, setting goals, planning, delegation, controlling, communication, motivation, performance management, staffing, training, problem solving, and conflict management.

Sturgeon Bay Campus

Dates: 01/12-02/16 (R)

Class # 24034 (AC)

Time: 12:30-04:30p

Fee: \$364.30

Credit: 3

Supervisors-Personal Skills

Catalog # 10-196-164

...time management and personal planning, emotional intelligence, effective communication, assertiveness and stress management related to the challenges of a supervisor.

Sturgeon Bay Campus

Dates: 04/13-05/18 (F)

Class # 22068 (VA)

Time: 08:30a-12:30p

Fee: \$364.30

Credit: 3

Team Building/Prob Solve

Catalog # 10-196-189

...benefits and challenges of group work, necessary roles in a team, stages of team development, meeting facilitation, different approaches to problem solving, consensus, data acquisition, analysis, developing alternative solutions, implementation and evaluation.

Sturgeon Bay Campus

Dates: 01/13-02/17 (F)

Class # 22082 (VA)

Time: 08:30a-12:30p

Fee: \$364.30

Credit: 3

Workplace Innovation

Catalog # 10-196-145

...use of inventive thinking techniques and innovative methods to improve work processes in multiple workplace environments; research and analyze the use of technology in businesses to promote innovation in the workplace; develop an innovative, entrepreneurial, and intrapreneurial mindset.

Sturgeon Bay Campus

Dates: 02/24-04/06 (F)

Class # 23106 (VA)

Time: 08:30a-12:30p

Fee: \$364.30

Credit: 3

Technical Trade

Creative Metal Fabrication

Catalog # 31-442-304

...cutting, forming, shaping and joining creative metal items. (Prerequisite 31-442-302. Welding-Basic Preparation)

Sturgeon Bay Campus

Dates: 01/17-02/25 (S)

Class # 24536 (P)

Time: 08:00a-12:15p

Fee: \$172.10

Credit: 1

Welding-Basic Preparation

Catalog # 31-442-302

...entry level skills in welding. Students learn gas metal arc welding, shielded metal arc welding (stick), and oxy-acetylene equipment.

Sturgeon Bay Campus

Dates: 03/03-4/28 (S)

Class # 24535 (P)

Time: 08:00a-12:15p

Fee: \$172.10

Credit: 1

Non-Credit Courses

Payment for all non-credit classes is required at time of registration.

Arts and Crafts

Business Home-Paint Media

Catalog # 47-306-402

...explore painting for profit. Through series of different projects, learn different paint media and techniques involved in use. Learn how to price, sell, market creations from a home-based business setting.

Sturgeon Bay Campus

Dates: 01/13-03/16 (F)

Class # 24557 (P)

Time: 09:00-11:40a

Fee: \$87.89/Age 62+: \$4.00

Sturgeon Bay Campus

Dates: 03/23-06/01 (F)

Class # 24558 (P)

Time: 09:00-11:40a

Fee: \$87.89/Age 62+: \$4.00

Rec Center-Wash Island

Dates: 01/12-03/15 (R)

Class # 24559 (P)

Time: 09:00-11:40a

Fee: \$87.89/Age 62+: \$4.00

Rec Center-Wash Island

Dates: 03/22-05/24 (R)

Class # 24560 (P)

Time: 09:00-11:40a

Fee: \$87.89/Age 62+: \$4.00

Computer

Keyboarding

Catalog # 47-106-435

...the alpha-numeric keyboard on a microcomputer with the ability to transfer keyboarding skills to a standard typewriter keyboard, including the use of an interactive software package on a microcomputer.

Sturgeon Bay Campus

Dates: 01/12-05/16 (TWR)

Class # 24503 (SP)

Time: Self-Paced

Fee: \$104.67/Age 62+: \$4.00

PC: Access 2010-Intro

Catalog # 47-103-431

...database techniques for Microsoft Access 2010. Demonstration and practice on basic features: defining fields/records, building tables, performing queries, formatting reports, relational databases.

Sturgeon Bay Campus

Dates: 01/12-05/16 (TWR)

Class # 24515 (SP)

Time: Self-Paced

Fee: \$71.11/Age 62+: \$4.00

PC: Beginning Computer

Catalog # 47-103-404

...learn basic skills such as using your mouse easily, finding your way around your computer, file organization & management. Learn a little word processing & internet exploration.

Sturgeon Bay Campus

Dates: 03/27-04/19 (TR)

Class # 24576 (P)

Time: 09:00-11:40a

Fee: \$71.11/Age 62+: \$4.00

PC: Desktop Publishing

Catalog # 47-103-414

...beginners course using Desktop Publishing software. Learners will make banners, greeting cards, stationery and more.

First Baptist Church of Sis.Ba

Class # 24658 (P)

Dates: 03/06-03/15 (TR)

Time: 01:00-04:10p

Fee: \$43.15/Age 62+: \$4.00

PC: Excel 2010-Intro

Catalog # 47-103-429

...spreadsheet techniques using Microsoft Excel 2010. Demonstration and practice creating/printing worksheets; formulas, functions, copy/move cells, manipulate rows/columns, charts.

Sturgeon Bay Campus

Class # 24516 (SP)

Dates: 01/12-05/16 (TWR)

Time: Self-Paced

Fee: \$71.11/Age 62+: \$4.00

First Baptist Church of Sis.Ba

Class # 25239 (P)

Dates: 02/14-03/08 (TR)

Time: 09:00-11:40a

Fee: \$71.11/Age 62+: \$4.00

Sturgeon Bay Campus

Class # 25240 (P)

Dates: 04/09-05/02 (MW)

Time: 09:00-11:40a

Fee: \$71.11/Age 62+: \$4.00

PC: Excel 2010-Part 2

Catalog # 47-103-421

...intermediate features of Excel 2010. Demonstration and practice on managing workbooks, macros, lists, enhancing charts, and sharing data.

Sturgeon Bay Campus

Class # 24674 (SP)

Dates: 01/12-05/16 (TWR)

Time: Self-Paced

Fee: \$48.74/Age 62+: \$4.00

PC: Excel-Overview

Catalog # 47-103-461

...fast-paced coverage: creating/printing worksheets, formulas, functions, copy/move cells, manipulate rows/columns, charts.

Washington Island School

Class # 25241 (P)

Dates: 04/21-05/06 (S)

Time: 08:30-11:40a

Fee: \$31.96/Age 62+: \$4.00

PC: Exploring Your Computer

Catalog # 47-103-404

...class will cover basic skills such as using your mouse easily, finding your way around your computer, file organization and management, a little word processing, internet exploration, and the answers to many of your "how to" questions.

Sturgeon Bay Campus

Class # 24575 (P)

Dates: 01/16-02/08 (MW)

Time: 09:00-11:40a

Fee: \$71.11/Age 62+: \$4.00

PC: File Manage & Organize

Catalog # 47-103-445

...will explore the relationships between drives, folders, and files; the use/creation of a folder hierarchy; the creation, deletion, naming, moving, and copying of files/folders and use of Windows Explorer.

Sturgeon Bay Campus

Class # 24648 (P)

Dates: 02/14-02/16 (TR)

Time: 08:30a-12:00p

Fee: \$26.37/Age 62+: \$4.00



Want to learn a new skill, but you're short on time?

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PC: How to Burn CD/DVDs

Catalog # 47-103-404

...learn how to burn a CD or DVD. You will learn how to backup your files, make music CDs and archive your family photos. This class will give you the hands on experience you will need to make your CD burner work for you. Working knowledge of computers is recommended.

Sturgeon Bay Campus

Class # 24645 (P)

Dates: 02/21-02/23 (TR)

Time: 08:30a-12:00p

Fee: \$26.37/Age 62+: \$4.00

Washington Island School

Class # 24646 (P)

Dates: 03/10-03/10 (S)

Time: 08:30a-12:00p

Fee: \$26.37/Age 62+: \$4.00

PC: How to Listen to Music-PC

Catalog # 47-103-404

...enjoy the media technology that is still changing the world. Learn how to use an iPod or similar MP3 player even if you have not purchased one yet. This class will teach you how to work with the free iTunes software. This amazing software will allow you to organize and play many media files on your computer.

Sturgeon Bay Campus

Class # 24622 (P)

Dates: 03/27-03/27 (T)

Time: 01:00-04:30p

Fee: \$15.19/Age 62+: \$4.00

First Baptist Church of Sis.Ba

Class # 24623 (P)

Dates: 01/31-01/31 (T)

Time: 01:00-04:30p

Fee: \$15.19/Age 62+: \$4.00

Washington Island School

Class # 24624 (P)

Dates: 03/09-03/09 (F)

Time: 01:00-04:30p

Fee: \$15.19/Age 62+: \$4.00

PC: How to Listen to Music-PC

Catalog # 47-103-404

...enjoy the media technology that is still changing the world. Learn how to use an iPod or similar MP3 player even if you have not purchased one yet. This class will teach you how to work with the free iTunes software. This amazing software will allow you to organize and play many media files on your computer.

Washington Island School

Class # 24625 (P)

Dates: 01/28-01/28 (S)

Time: 08:30a-12:00p

Fee: \$15.19/Age 62+: \$4.00

PC: How to Maintain/Organize PC

Catalog # 47-103-404

...learn how to keep your system running smoothly, and faster. Delete unwanted programs & files. Customize your desktop, shortcuts and folders. Defrag, clean-up and use check disk.

Sturgeon Bay Campus

Class # 24664 (P)

Dates: 02/14-02/21 (T)

Time: 01:00-04:30p

Fee: \$26.37/Age 62+: \$4.00

First Baptist Church of Sis.Ba

Class # 24665 (P)

Dates: 02/14-02/16 (TR)

Time: 01:00-04:30p

Fee: \$26.37/Age 62+: \$4.00

PC: How to Mng Digital Photos

Catalog # 47-103-404

...learn to download from your camera, install software, e-mail images, and compress and organize photos. Designed for beginners.

Sturgeon Bay Campus

Class # 24662 (P)

Dates: 01/17-02/07 (T)

Time: 01:00-04:30p

Fee: \$48.74/Age 62+: \$4.00

First Baptist Church of Sis.Ba

Class # 24663 (P)

Dates: 02/21-03/01 (TR)

Time: 01:00-04:30p

Fee: \$48.74/Age 62+: \$4.00

First Baptist Church of Sis.Ba

Class # 25216 (P)

Dates: 01/09-01/18 (MW)

Time: 08:30a-12:00p

Fee: \$48.74/Age 62+: \$4.00

PC: How to Use Your PC

Catalog # 47-103-404

...overview of basic skills such as using your mouse easily, finding your way around a computer and more.

Washington Island School

Class # 24659 (P)

Dates: 01/20-01/20 (F)

Time: 01:00-04:30p

Fee: \$15.19/Age 62+: \$4.00

PC: How to-Digital Photo Fun

Catalog # 47-103-404

...learn fun and creative ways to use those digital photos you've taken. We will touch on the techniques used in digital scrapbooking and how to create photo-wear and gifts. Several software packages will be demonstrated to help you create your photo stories. Come join in the fun.

Washington Island School

Class # 24661 (P)

Dates: 01/21-01/28 (S)

Time: 08:30a-12:00p

Fee: \$26.37/Age 62+: \$4.00

PC: Internet-How to Use Skype

Catalog # 47-103-494

...learn how easy and free it is to video chat with anyone in the world. Watch your grandkids grow up before your eyes even if you don't live near your kids. This technology for all people who love to stay in touch with loved ones and see them while you talk.

Sturgeon Bay Campus

Class # 24626 (P)

Dates: 03/13-03/13 (T)

Time: 01:00-04:30p

Fee: \$15.19/Age 62+: \$4.00

First Baptist Church of Sis.Ba

Class # 24627 (P)

Dates: 01/24-01/24 (T)

Time: 01:00-04:30p

Fee: \$15.19/Age 62+: \$4.00

Washington Island School

Class # 24628 (P)

Dates: 02/10-02/10 (F)

Time: 01:00-04:30p

Fee: \$15.19/Age 62+: \$4.00

PC: Internet-Use Email

Catalog # 47-103-494

...learn how easy it is to compose, reply, forward, send and receive messages. Master attaching and sending that favorite photo to family and friends.

Sturgeon Bay Campus

Class # 24670 (P)

Dates: 03/06-03/06 (T)

Time: 01:00-04:30p

Fee: \$15.19/Age 62+: \$4.00

First Baptist Church of Sis.Ba

Class # 24671 (P)

Dates: 01/19-01/19 (R)

Time: 01:00-04:30p

Fee: \$15.19/Age 62+: \$4.00

Rec Center-Wash Island

Class # 24672 (P)

Dates: 01/21-01/21 (S)

Time: 08:30a-12:00p

Fee: \$15.19/Age 62+: \$4.00

PC: Office 2010-Intro

Catalog # 47-103-427

...a beginning course that provides an overview of computers, terminology, hardware, Windows, Word, and Excel. Demonstration and practice on the basic features of the Windows operating system, Word and Excel.

First Baptist Church of Sis.Ba

Class # 25228 (P)

Dates: 03/13-04/05 (TR)

Time: 09:00-11:40a

Fee: \$71.11/Age 62+: \$4.00

Sturgeon Bay Campus

Class # 25230 (P)

Dates: 03/12-04/04 (MW)

Time: 09:00-11:40a

Fee: \$71.11/Age 62+: \$4.00

PC: PowerPoint 2010-Intro

Catalog # 47-103-430

...coverage of the basic presentation graphics features: developing transparencies/slides, computerized slide shows, using slide masters/templates.

Sturgeon Bay Campus

Class # 24517 (SP)

Dates: 01/12-05/16 (TWR)

Time: Self-Paced

Fee: \$71.11/Age 62+: \$4.00

PC: Use Digital Gadgets-4hr

Catalog # 47-103-404

...explore a taste of technology by surfing the web, downloading files, scanning documents, watching and recording yourself on a computer monitor using a video conferencing camera and working with different types of computer files.

First Baptist Church of Sis.Ba

Class # 24675 (P)

Dates: 02/02-02/02 (R)

Time: 01:00-04:30p

Fee: \$15.19/Age 62+: \$4.00

PC: Windows 7-Intro

Catalog # 47-103-433

...coverage of the basic features of the Windows 7 operating system. Demonstration and practice using a mouse, managing programs/files/folders, My Computer, Explorer, Control Panel, Network Neighborhood. No experience required.

First Baptist Church of Sis.Ba

Class # 25226 (P)

Dates: 01/03-01/26 (TR)

Time: 09:00-11:40a

Fee: \$71.11/Age 62+: \$4.00

PC: Windows-Advanced

Catalog # 42-103-440

...advanced concepts related to the Windows environment. Learn how to use various settings, system tools, and built-in multimedia capabilities of Windows.

First Baptist Church of Sis.Ba

Class # 24637 (P)

Dates: 04/10-05/03 (TR)

Time: 09:00-11:40a

Fee: \$71.11/Age 62+: \$4.00

Sturgeon Bay Campus

Class # 25215 (P)

Dates: 02/13-03/07 (MW)

Time: 09:00-11:40a

Fee: \$71.11/Age 62+: \$4.00

PC: Word 2010-Intro

Catalog # 47-103-428

...word processing using Microsoft Word 2010. Demonstration and practice on basic features: creating, editing, proofing, formatting, printing documents, and creating tables.

Sturgeon Bay Campus

Class # 24518 (SP)

Dates: 01/12-05/16 (TWR)

Time: Self-Paced

Fee: \$71.11/Age 62+: \$4.00

Sturgeon Bay Campus

Class # 25233 (P)

Dates: 01/17-02/09 (TR)

Time: 09:00-11:40a

Fee: \$71.11/Age 62+: \$4.00

Sturgeon Bay Campus

Class # 25235 (P)

Dates: 02/28-03/22 (TR)

Time: 09:00-11:40a

Fee: \$71.11/Age 62+: \$4.00

First Baptist Church of Sis.Ba

Class # 25238 (P)

Dates: 03/20-04/12 (TR)

Time: 01:00-03:40p

Fee: \$71.11/Age 62+: \$4.00

PC: Word 2010-Part 2

Catalog # 47-103-420

...intermediate features of Word 2010. Demonstration and practice on adding graphics, creating a web page, merging documents, and styles.

Sturgeon Bay Campus

Class # 24673 (SP)

Dates: 01/12-05/16 (TWR)

Time: Self-Paced

Fee: \$48.74/Age 62+: \$4.00

PC:Internet-How to Soc Ntwrk

Catalog # 47-103-494

...explore social networking sites and learn how to create an account on Facebook. Learn how to share pictures and communicate through Facebook with friends and family.

Sturgeon Bay Campus

Class # 24666 (P)

Dates: 03/20-03/20 (T)

Time: 01:00-04:30p

Fee: \$15.19/Age 62+: \$4.00

First Baptist Church of Sis.Ba

Class # 24667 (P)

Dates: 01/26-01/26 (R)

Time: 01:00-04:30p

Fee: \$15.19/Age 62+: \$4.00

Washington Island School

Class # 24668 (P)

Dates: 02/11-02/11 (S)

Time: 08:30a-12:00p

Fee: \$15.19/Age 62+: \$4.00

PC:Internet-How to Surf Web

Catalog # 47-103-494

...use a browser and various search engines to locate information of interest to you. Create and use bookmarks for easy retrieval. Learn what equipment, software and connections are needed to get on the web at home.

Sturgeon Bay Campus

Class # 24669 (P)

Dates: 02/28-02/28 (T)

Time: 01:00-04:30p

Fee: \$15.19/Age 62+: \$4.00

Windows Movie Maker

Catalog # 42-103-402

...a simple application used to import video, audio, and still photos into your computer. Imported clips can be edited/arranged and transitions/special effects added resulting in a video movie saved to a CD/DVD.

First Baptist Church of Sis.Ba

Class # 24647 (P)

Dates: 02/07-02/09 (TR)

Time: 01:00-04:30p

Fee: \$26.37/Age 62+: \$4.00

Emergency Medical

Cardiac Rehab

Catalog # 42-510-443

...coronary artery disease and its primary and secondary prevention and rehabilitation through regular physical exercise and risk factor education. Most students are referred by their physicians.

Sturgeon Bay Campus

Class # 24594 (P)

Dates: 01/30-03/14 (MWR)

Time: 12:30-02:00p

Fee: \$89.39/Age 62+: \$5.50

Sturgeon Bay Campus

Class # 24595 (P)

Dates: 01/30-03/14 (MWR)

Time: 02:00-03:30p

Fee: \$89.39/Age 62+: \$5.50

Sturgeon Bay Campus

Class # 24596 (P)

Dates: 03/15-04/30 (MWR)

Time: 12:30-02:00p

Fee: \$89.39/Age 62+: \$5.50

Sturgeon Bay Campus

Class # 24597 (P)

Dates: 03/15-04/30 (MWR)

Time: 02:00-03:30p

Fee: \$89.39/Age 62+: \$5.50

Sturgeon Bay Campus

Class # 24598 (P)

Dates: 05/02-06/18 (MWR)

Time: 12:30-02:00p

Fee: \$89.39/Age 62+: \$5.50

Sturgeon Bay Campus

Class # 24599 (P)

Dates: 05/02-06/18 (MWR)

Time: 02:00-03:30p

Fee: \$89.39/Age 62+: \$5.50

CPR Heartsaver AED

Catalog # 42-531-431

...adult, child, infant cpr and choking. Use of automated external defibrillator on adult and child victims.

Sturgeon Bay Campus

Class # 24600 (P)

Dates: 01/16-01/16 (M)

Time: 05:30-09:30p

Fee: \$18.44/Age 62+: \$7.25

Sturgeon Bay Campus

Class # 24601 (P)

Dates: 02/20-02/20 (M)

Time: 05:30-09:30p

Fee: \$18.44/Age 62+: \$7.25

Sturgeon Bay Campus

Class # 24602 (P)

Dates: 03/19-03/19 (M)

Time: 05:30-09:30p

Fee: \$18.44/Age 62+: \$7.25

Sturgeon Bay Campus

Class # 24603 (P)

Dates: 04/16-04/16 (M)

Time: 05:30-09:30p

Fee: \$18.44/Age 62+: \$7.25

Rec Center-Wash Island

Class # 24604 (P)

Dates: 04/25-04/25 (W)

Time: 01:00-05:00p

Fee: \$18.44/Age 62+: \$7.25

CPR Heartsaver AED Refresher

Catalog # 47-531-437

...renewal of adult, child, infant cpr and choking. Use of automated external defibrillator on adult and child victims.

Sturgeon Bay Campus

Class # 24605 (P)

Dates: 01/25-01/25 (W)

Time: 05:30-09:30p

Fee: \$18.44/Age 62+: \$7.25

Sturgeon Bay Campus

Class # 24606 (P)

Dates: 02/15-02/15 (W)

Time: 05:30-09:30p

Fee: \$18.44/Age 62+: \$7.25

Sturgeon Bay Campus

Class # 24607 (P)

Dates: 03/21-03/21 (W)

Time: 05:30-09:30p

Fee: \$18.44/Age 62+: \$7.25

Sturgeon Bay Campus

Class # 24608 (P)

Dates: 04/18-04/18 (W)

Time: 05:30-09:30p

Fee: \$18.44/Age 62+: \$7.25

Sturgeon Bay Campus

Class # 24609 (P)

Dates: 05/09-05/09 (W)

Time: 05:30-09:30p

Fee: \$18.44/Age 62+: \$7.25

For more class information, visit www.nwtc.edu and <click> the **Find a Class** button.

CPR Refr-Healthcare Provider

Catalog # 47-531-448

...renewal of adult, child and infant CPR (including ventilation with barrier devices, bag mask). Use of AED and relief of foreign body airway obstruction.

Sturgeon Bay Campus

Dates: 01/18-01/18 (W)

Class # 24632 (P)

Time: 05:30-09:30p

Fee: \$18.44/Age 62+: \$7.25

Sturgeon Bay Campus

Dates: 02/08-02/08 (W)

Class # 24633 (P)

Time: 05:30-09:30p

Fee: \$18.44/Age 62+: \$7.25

Scandia Village

Dates: 03/06-03/06 (T)

Class # 24634 (P)

Time: 05:30-09:30p

Fee: \$18.44/Age 62+: \$7.25

Sturgeon Bay Campus

Dates: 04/04-04/04 (W)

Class # 24635 (P)

Time: 05:30-09:30p

Fee: \$18.44/Age 62+: \$7.25

Rec Center-Wash Island

Dates: 04/16-04/18 (MW)

Class # 24636 (P)

Time: 01:00-05:00p

Fee: \$18.44/Age 62+: \$7.25

CPR-Healthcare Provider

Catalog # 47-531-446

...adult, child and infant CPR (including ventilation with barrier devices, bag mask). Use of AED and relief of foreign body airway obstruction.

Sturgeon Bay Campus

Dates: 01/24-01/26 (TR)

Class # 24629 (P)

Time: 05:30-08:30p

Fee: \$24.03/Age 62+: \$7.25

Sturgeon Bay Campus

Dates: 03/06-03/08 (TR)

Class # 24630 (P)

Time: 05:30-08:30p

Fee: \$24.03/Age 62+: \$7.25

Sturgeon Bay Campus

Dates: 05/01-05/03 (TR)

Class # 24631 (P)

Time: 05:30-08:30p

Fee: \$24.03/Age 62+: \$7.25

Heartsaver First Aid

Catalog # 42-531-439

...Heartsaver First Aid teaches how to manage illness and injuries in the first few minutes until help arrives. Course content includes general principles, medical emergencies, and injury emergencies. Choking included.

Sturgeon Bay Campus

Dates: 02/01-02/01 (W)

Class # 24638 (P)

Time: 05:30-09:30p

Fee: \$18.44/Age 62+: \$7.25

Sturgeon Bay Campus

Dates: 03/07-03/07 (W)

Class # 24639 (P)

Time: 05:30-09:30p

Fee: \$18.44/Age 62+: \$7.25

Sturgeon Bay Campus

Dates: 04/11-04/11 (W)

Class # 24640 (P)

Time: 05:30-09:30p

Fee: \$18.44/Age 62+: \$7.25

Rec Center-Wash Island

Dates: 04/23-04/23 (M)

Class # 24678 (P)

Time: 01:00-05:00p

Fee: \$18.44/Age 62+: \$7.25



Want to be a lifesaver?

Learn CPR and Heartsaver First Aid at NWTC!

Be ready to prevent or assist in life-threatening emergencies. Get the skills you'll need with American Heart Association CPR and Heartsaver First Aid classes.

NWTC offers courses in your community and can even bring the training right to your business.

**Register for a class: call (920) 746-4900 or toll-free (800) 422-6982, ext. 4900
www.nwtc.edu**

Exercise

Exercise: Aqua Cardio

Catalog # 60-807-601

...anyone, any age can do this! Water causes your body to be buoyant, thus causing less stress on your joints and muscles. This class is a non-weight bearing exercise where water, instead of your lower extremities, supports your weight.

Rec Center-Wash Island

Dates: 01/09-02/03 (MWF)

Class # 24569 (P)

Time: 08:30-09:30a

Fee: \$51.45/Age 62+: \$29.55

Rec Center-Wash Island

Dates: 02/13-03/09 (MWF)

Class # 24570 (P)

Time: 08:30-09:30a

Fee: \$51.45/Age 62+: \$29.55

Rec Center-Wash Island

Dates: 03/19-04/13 (MWF)

Class # 24571 (P)

Time: 08:30-09:30a

Fee: \$51.45/Age 62+: \$29.55

Rec Center-Wash Island

Dates: 04/23-05/18 (MWF)

Class # 24572 (P)

Time: 08:30-09:30a

Fee: \$51.45/Age 62+: \$29.55

Exercise: Water Fitness One

Catalog # 60-807-601

...how can something this fun be exercise? Discover the benefits of water exercise relieving all weight on feet, ankles, and joints making exercise easier than land aerobics.

Rec Center-Wash Island

Dates: 01/10-02/16 (TR)

Class # 24565 (P)

Time: 09:30-10:30a

Fee: \$51.45/Age 62+: \$29.55

Rec Center-Wash Island

Dates: 02/28-04/05 (TR)

Class # 24566 (P)

Time: 09:30-10:30a

Fee: \$51.45/Age 62+: \$29.55

Rec Center-Wash Island

Dates: 04/17-05/24 (TR)

Class # 24567 (P)

Time: 09:30-10:30a

Fee: \$51.45/Age 62+: \$29.55

Family

NEW Divorce-Successful

Catalog # 42-305-404

...help for parents in meeting the needs of children during the divorce process and after it is final. Topics include: emotional issues, stages of loss, co-parenting, joint custody, ages/stages.

Sturgeon Bay Campus

Dates: 01/28-01/28 (S)

Class # 24488 (VC)

Time: 09:00a-12:15p

Fee: \$42.05/Age 62+: \$30.86

Sturgeon Bay Campus

Dates: 02/25-02/25 (S)

Class # 24491 (VC)

Time: 09:00a-12:15p

Fee: \$42.05/Age 62+: \$30.86

Sturgeon Bay Campus

Dates: 03/24-03/24 (S)

Class # 24495 (VC)

Time: 09:00a-12:15p

Fee: \$42.05/Age 62+: \$30.86

Sturgeon Bay Campus

Dates: 04/28-04/28 (S)

Class # 24499 (VC)

Time: 09:00a-12:15p

Fee: \$42.05/Age 62+: \$30.86

Sturgeon Bay Campus

Dates: 05/19-05/19 (S)

Class # 24913 (VC)

Time: 09:00a-12:15p

Fee: \$42.05/Age 62+: \$30.86

**Do you have any course ideas?
Would you like to teach a course?**

Contact Cheryl Tieman, Sturgeon Bay Regional Coordinator:
(920) 746-4904 or cheryl.tieman@nwtc.edu



Cooking in Sturgeon Bay

Here's what's cooking:

- Baking Pies/Quiches
- International Foods
- Cake Decorating I & II
- Knife Skills
- Diabetic Cooking
- Natural Cooking
- And many more cooking courses!

Join us for great tasting food, helpful tips, and new recipes.

Call the NWTC Sturgeon Bay Campus, toll-free: (800) 422-6982, ext. 4900.

Financial Planning

Trusts/Wills-Setup

Catalog # 42-308-430

...complying with the law in setting up a Trust or Will - will include question/answer period.

To Be Determined Ephraim

Class # 24586 (P)

Dates: 01/14-01/14 (S)

Time: 08:30a-12:10p

Fee: \$15.19/Age 62+: \$4.00

Sturgeon Bay Campus

Class # 24587 (P)

Dates: 02/07-02/07 (T)

Time: 06:00-09:40p

Fee: \$15.19/Age 62+: \$4.00

Foods/Cooking

Food: Baking-Pies/Quiches

Catalog # 42-303-425

...techniques to create a variety of pies and quiches: crusts, fruit filling, cream meringue, main dish and quiches. Emphasis on economical ingredients and time-saving techniques. Includes low-fat recipes.

Sturgeon Bay Campus

Class # 24528 (P)

Dates: 03/20-04/03 (T)

Time: 09:00-11:40a

Fee: \$46.96/Age 62+: \$19.00

Food: Bread Making

Catalog # 42-303-432

...hands on participation in various types of bread making including tips and simple techniques. Please note that some of the recipes will not be yeast breads.

Sturgeon Bay Campus

Class # 24538 (P)

Dates: 01/17-01/17 (T)

Time: 08:30a-12:00p

Fee: \$15.19/Age 62+: \$4.00

Sturgeon Bay Campus

Class # 24555 (P)

Dates: 03/13-03/13 (T)

Time: 01:00-04:30p

Fee: \$15.19/Age 62+: \$4.00

Food: Breakfast/Brunch

Catalog # 42-303-403

...a wide variety of breakfast and brunch menu ideas with a focus on sound nutritional principles and an emphasis on attractive presentations.

Sturgeon Bay Campus

Class # 24956 (P)

Dates: 01/24-02/02 (TR)

Time: 09:00-11:40a

Fee: \$49.29/Age 62+: \$15.73

Food: Cake Decorating I

Catalog # 42-303-437

...learn how to make cakes for any special occasion, including cake decorating tips, techniques and design. This is a beginners class.

Sturgeon Bay Campus

Class # 24539 (P)

Dates: 02/06-02/13 (M)

Time: 05:30-08:10p

Fee: \$27.14/Age 62+: \$10.36

Food: Cake Decorating II

Catalog # 42-303-437

...take it up a notch with advanced cake decorating tips, techniques and design.

Sturgeon Bay Campus

Class # 24556 (P)

Dates: 02/20-02/27 (M)

Time: 05:30-08:10p

Fee: \$27.14/Age 62+: \$10.36

Food: Cupcake Crazy - Kids Only

Catalog # 42-303-403

...no school today? Join us for a fun filled day making funky, crazy cupcakes. For ages 6+.

Sturgeon Bay Campus

Class # 24548 (P)

Dates: 02/08-02/08 (W)

Time: 12:30-04:00p

Fee: \$15.19

NEW Food: Diabetic Cooking

Catalog # 42-303-408

...manage your day-to-day meal plans with diabetic-friendly recipes that include entrees and desserts.

Sturgeon Bay Campus

Class # 24955 (P)

Dates: 01/18-01/18 (W)

Time: 01:00-04:30p

Fee: \$20.19/Age 62+: \$9.00

Food: Holiday Brunches

Catalog # 42-303-443

...create the perfect brunch using favorite breakfast and lunch ideas. Learn how to dress it up for presentation.

Sturgeon Bay Campus

Class # 24541 (P)

Dates: 03/26-03/28 (MW)

Time: 09:00-11:40a

Fee: \$27.14/Age 62+: \$10.36

NEW Food: International

Catalog # 42-303-403

...the making of appetizers, salads, main dishes, bread and desserts from a variety of countries, with each session touching on the traditions and customs of selected countries. **This class will feature Danish, Belgium, Chinese, and French cuisine.**

Sturgeon Bay Campus

Class # 24527 (P)

NEW Food: International

Catalog # 42-303-403

Dates: 01/23-02/01 (MW)

Time: 05:30-08:10p

Fee: \$56.29/Age 62+: \$22.73

...the making of appetizers, salads, main dishes, bread and desserts from a variety of countries, with each session touching on the traditions and customs of selected countries. **This class will feature Mediteranean, Peruvian, Vietnamese, and Middle East cuisine.**

Sturgeon Bay Campus

Class # 24552 (P)

Dates: 03/05-03/14 (MW)

Time: 05:30-08:10p

Fee: \$56.29/Age 62+: \$22.73

NEW Food: International

Catalog # 42-303-403

...the making of appetizers, salads, main dishes, bread and desserts from a variety of countries, with each session touching on the traditions and customs of selected countries. **This class will feature cuisine from the Iberian Peninsula.**

Sturgeon Bay Campus

Class # 24957 (P)

Dates: 02/21-03/01 (TR)

Time: 09:00-11:40a

Fee: \$56.29/Age 62+: \$22.73

Food: Italian

Catalog # 42-303-456

...learn to cook and eat some of the best Italian cuisine from soups to pasta to salads and desserts.

Sturgeon Bay Campus

Class # 24546 (P)

Dates: 05/14-05/16 (MW)

Time: 05:30-08:10p

Fee: \$27.14/Age 62+: \$10.36

Food: Italian Peasant Bread

Catalog # 42-303-400

...making a genuine Italian country bread that is crusty with a soft inside--FAT-FREE! Please note that some or all of the recipes may not be yeast breads.

Sturgeon Bay Campus

Class # 24525 (P)

Dates: 04/24-04/24 (T)

Time: 01:00-03:40p

Fee: \$15.19/Age 62+: \$4.00

NEW Food: Knife Skills

Catalog # 42-303-408

...knife skills are essential in the kitchen. Learn how to slice and dice your food items to speed up preparation and how to properly handle a knife.

Sturgeon Bay Campus

Class # 25060 (P)

Dates: 01/10-01/10 (T)

Time: 05:00-08:30p

Fee: \$15.19/Age 62+: \$4.00

Sturgeon Bay Campus

Class # 25061 (P)

Dates: 05/08-05/08 (T)

Time: 01:00-04:30p

Fee: \$15.19/Age 62+: \$4.00

NEW Food: Learn to Cook

Catalog # 42-303-402

...an introduction to cooking including menu planning, food selection, table setting, kitchen equipment, and cooking terms. Emphasis on food preparation using the oven, microwave, and stove top.

Sturgeon Bay Campus

Class # 24526 (P)

Dates: 01/09-01/16 (MW)

Time: 09:00-11:40a

Fee: \$36.90/Age 62+: \$8.94

NEW Food: Low Calorie Meals

Catalog # 42-303-413

...create healthy and sensible menus that will not only satisfy you, but help get you back on track with your weight and eating habits.

Sturgeon Bay Campus

Class # 24537 (P)

Dates: 02/15-02/15 (W)

Time: 09:00a-12:40p

Fee: \$29.14/Age 62+: \$12.36

Food: Meal Mania - Kids Only

Catalog # 42-303-403

...let's kick it up and whip up some heartier meals. You'll never have to think, "There's nothing to eat!" again because you'll know how to make it yourself. For ages 6+.

Sturgeon Bay Campus

Class # 24551 (P)

Dates: 03/06-03/06 (T)

Time: 12:30-04:00p

Fee: \$29.52

Food: Mexican

Catalog # 42-303-454

...learn a variety of recipes exclusive to our neighboring country, Mexico. Enjoy a colorful, flavorful cuisine.

Sturgeon Bay Campus

Class # 24544 (P)

Dates: 04/16-04/23 (M)

Time: 05:30-08:10p

Fee: \$27.14/Age 62+: \$10.36

NEW Food: Natural Cooking

Catalog # 42-303-483

...natural versus man-made, low processed versus highly processed food, modifying recipes to make them healthier, food preparation guidelines, and sources of natural food products.

Sturgeon Bay Campus

Class # 24532 (P)

Dates: 04/02-04/11 (MW)

Time: 05:30-08:10p

Fee: \$37.56/Age 62+: \$4.00

Food: Pizza, Panini & More

Catalog # 42-303-403

...join us as we explore one of America's favorite dishes. Learn to create breakfast pizzas, savory pizzas, sweet dessert pizzas, deep dish pizza, piadina & paninis and more.

Sturgeon Bay Campus

Class # 24549 (P)

Dates: 03/21-03/21 (W)

Time: 01:00-04:30p

Fee: \$22.19/Age 62+: \$11.00

Food: Quick & Easy Desserts

Catalog # 42-303-413

...Desserts don't have to take hours to prepare and involve lengthy, complicated recipes. Create gourmet desserts with our quick and easy recipes.

Sturgeon Bay Campus

Class # 24554 (P)

Dates: 04/18-04/25 (W)

Time: 01:00-03:40p

Fee: \$29.14/Age 62+: \$12.36

Food: Seasonal Candy Making

Catalog # 42-303-439

...learn to create traditional Easter candy including chocolate bunnies, truffles, eggs and other molded candies.

Sturgeon Bay Campus

Class # 24540 (P)

Dates: 02/29-02/29 (W)

Time: 05:30-09:00p

Fee: \$20.19/Age 62+: \$9.00

Food: Southern Cooking

Catalog # 42-303-448

...learn to prepare and serve traditional southern cuisine like Jambalaya, Gumbo, shrimp, grits and others.

Sturgeon Bay Campus

Class # 24542 (P)

Dates: 02/07-02/14 (T)

Time: 02:00-04:40p

Fee: \$32.14/Age 62+: \$15.36

Food: Stews, Casseroles & More

Catalog # 42-303-453

...learn time saving techniques and tips to make a complete meal in just one pot. Nutritious and balanced recipes.

Sturgeon Bay Campus

Class # 24543 (P)

Dates: 02/22-02/22 (W)

Time: 10:00a-12:40p

Fee: \$22.19/Age 62+: \$11.00

Food: Sushi

Catalog # 42-303-458

...learn to make sushi and cooking techniques.

Sturgeon Bay Campus

Class # 24547 (P)

Dates: 04/30-05/02 (MW)

Time: 01:00-03:40p

Fee: \$27.14/Age 62+: \$10.36

Food: Sweet Bread/Coffeecake

Catalog # 42-303-403

...learn shortcuts for making deliciously delightful danishes, soothingly sumptuous sweet rolls and mouthwatering muffins. Bring your morning appetite and we'll bring the rest.

Sturgeon Bay Campus

Class # 24550 (P)

Dates: 05/01-05/01 (T)

Time: 01:00-04:30p

Fee: \$22.19/Age 62+: \$11.00

Food: Thai

Catalog # 42-303-455

...learn popular Asian cooking techniques and recipes such as Pad Thai, Thai Shrimp and Butternut Squash in Coconut Milk Broth, among many other exciting cooking ideas.

Sturgeon Bay Campus

Class # 24545 (P)

Dates: 05/07-05/09 (MW)

Time: 01:00-03:40p

Fee: \$27.14/Age 62+: \$10.36

Health/Exercise

Nutrition/Healthy Living

Catalog # 42-303-410

...acquire information and skills on healthy lifestyle changes, including nutritional planning, special dietary needs, or diet related health care problems. Topics may include: motivation, exercise, and goal setting.

Rec Center-Wash Island

Class # 24651 (P)

Dates: 01/10-01/26 (TR)

Time: 04:00-05:00p

Fee: \$20.78/Age 62+: \$4.00

Rec Center-Wash Island

Class # 24652 (P)

Dates: 02/07-02/23 (TR)

Time: 04:00-05:00p

Fee: \$20.78/Age 62+: \$4.00

Wellness/Lifestyle

Catalog # 42-303-410

...Acquire information and skills on healthy lifestyle changes. Topics may include: motivation, exercise, and goal setting. Included are both group discussion and gentle chair exercise.

Appropriate for all fitness levels.

Sturgeon Bay Campus

Dates: 01/19-04/05 (R)

Class # 24649 (P)

Time: 12:30-01:30p

Fee: \$37.56/Age 62+: \$4.00

Sturgeon Bay Campus

Dates: 01/19-04/05 (R)

Class # 24650 (P)

Time: 04:00-05:00p

Fee: \$37.56/Age 62+: \$4.00

Insurance

Insurance-Automobile

Catalog # 47-162-454

...the coverages of collision, comprehensive, uninsured, underinsured, liability, towing, etc. "Real-life" examples will be used to enhance the material covered.

Sturgeon Bay Campus

Dates: 04/04-04/04 (W)

Class # 23677 (ITV)

Time: 08:00-11:30a

Fee: \$30.00/Age 62+: \$18.81

Insurance-Com Gen Liability

Catalog # 47-162-455

...the liability exposures that business and industry face. Also discussed will be exclusions and minor liability coverages.

Sturgeon Bay Campus

Dates: 02/17-02/17 (F)

Class # 23666 (ITV)

Time: 08:00-11:30a

Fee: \$30.00/Age 62+: \$18.81

Insurance-Ethics

Catalog # 47-162-459

...a good understanding of why ethics is good for business. Discussed are issues affecting the insurance industry as well as the general public's perception of insurance.

Sturgeon Bay Campus

Dates: 03/24-03/24 (S)

Class # 23669 (ITV)

Time: 08:00-11:30a

Fee: \$30.00/Age 62+: \$18.81

Insurance-Long Term Care

Catalog # 47-162-452

...state and federal laws affecting and regulating Long Term Care, the Long Term Care policy structure, eligibility and benefits, and alternate solutions to Long Term Care.

Sturgeon Bay Campus

Dates: 01/11-01/11 (W)

Class # 23663 (ITV)

Time: 06:00-09:30p

Fee: \$30.00/Age 62+: \$18.81

Insurance-Social Sec/Basics

Catalog # 47-162-466

...the history and purpose of Social Security and what consumers should know about the mechanics of Social Security.

Sturgeon Bay Campus

Dates: 03/24-03/24 (S)

Class # 23673 (ITV)

Time: 12:30-04:00p

Fee: \$30.00/Age 62+: \$18.81

**Do you have any course ideas?
Would you like to teach a course?**

Contact Cheryl Tieman, Sturgeon Bay Regional Coordinator:
(920) 746-4904 or cheryl.tieman@nwtc.edu

Landscape

Landscape Design-Basic

Catalog # 47-001-414

...basic principles of occupational landscape designing using drawing instruments, symbolizing landscape features, analyzing landscape site, selection and use of plant materials including trees, shrubs, groundcovers, vines, flowers, grass.

Sturgeon Bay Campus

Dates: 04/17-06/05 (T)

Class # 25003 (P)

Time: 06:00-08:40p

Fee: \$71.11/Age 62+: \$4.00

Landscape-Special Gardens

Catalog # 47-001-402

...butterfly, water, rock, prairie, wildflower, cut flower, cottage and rose gardens. Practical instruction on basic design, materials, construction, planting, soil building and maintenance.

Sturgeon Bay Campus

Dates: 01/16-03/05 (M)

Class # 23132 (ITV)

Time: 06:00-08:40p

Fee: \$71.11/Age 62+: \$4.00

Gibraltar High School

Dates: 01/16-03/05 (M)

Class # 23133 (ITV)

Time: 06:00-08:40p

Fee: \$71.11/Age 62+: \$4.00

Washington Island School

Dates: 01/16-03/05 (M)

Class # 23134 (ITV)

Time: 06:00-08:40p

Fee: \$71.11/Age 62+: \$4.00

To Be Determined Door Cnty

Dates: 04/19-06/07 (R)

Class # 24961 (P)

Time: 09:00-11:40a

Fee: \$71.11/Age 62+: \$4.00

Language

Spanish-Workplace 1

Catalog # 47-802-401

...(1) Spanish pronunciation, (2) introductory Spanish conversation in the workplace/business, (3) elementary grammar, reading, and writing, and (4) cross cultural awareness.

Sturgeon Bay Campus

Dates: 01/10-02/16 (TR)

Class # 24613 (P)

Time: 06:30-08:30p

Fee: \$71.11/Age 62+: \$4.00

Spanish-Workplace 1

Catalog # 47-802-401

...whether you are traveling or just interested in doing something new, join us and learn to speak Spanish. This is a beginners class.

To Be Determined W Island

Dates: 01/17-02/23 (TR)

Class # 25055 (P)

Time: 09:00-11:00a

Fee: \$71.11/Age 62+: \$4.00

To Be Determined W Island

Dates: 02/28-04/05 (TR)

Class # 25057 (P)

Time: 09:00-11:00a

Fee: \$71.11/Age 62+: \$4.00

Spanish-Workplace 1

Catalog # 47-802-401

...continue with your Spanish in this intermediate class. Learning a new language is a great way to exercise your brain!

To Be Determined W Island

Dates: 01/17-02/23 (TR)

Class # 25056 (P)

Time: 01:30-03:30p

Fee: \$71.11/Age 62+: \$4.00

To Be Determined W Island

Dates: 02/28-04/05 (TR)

Class # 25059 (P)

Time: 01:30-03:30p

Fee: \$71.11/Age 62+: \$4.00

Spanish-Workplace 2

Catalog # 47-802-402

...expanding Spanish conversation in the workplace/business; expanding elementary grammar, reading and writing, and increasing cross cultural awareness.

Sturgeon Bay Campus

Dates: 02/21-04/05 (TR)

Class # 24614 (P)

Time: 06:30-08:30p

Fee: \$71.11/Age 62+: \$4.00

Spanish-Workplace 3

Catalog # 47-802-403

...intermediate workplace Spanish - conversation, grammar, writing and cultural awareness.

Sturgeon Bay Campus

Class # 24615 (P)

Dates: 04/10-05/17 (TR)

Time: 06:30-08:30p

Fee: \$71.11/Age 62+: \$4.00

Gibraltar High School

Class # 24616 (P)

Dates: 01/09-02/15 (MW)

Time: 06:30-08:30p

Fee: \$71.11/Age 62+: \$4.00

Gibraltar High School

Class # 24617 (P)

Dates: 04/09-05/16 (MW)

Time: 06:30-08:30p

Fee: \$71.11/Age 62+: \$4.00

Spanish-Workplace Adv

Catalog # 47-802-403

...continuing advanced workplace Spanish - with additional emphasis on conversation, grammar, writing and cultural awareness.

Sister Bay Fire Station

Class # 24653 (P)

Dates: 01/09-02/06 (M)

Time: 01:00-03:00p

Fee: \$31.96/Age 62+: \$4.00

Sister Bay Fire Station

Class # 24654 (P)

Dates: 04/09-05/07 (M)

Time: 01:00-03:00p

Fee: \$31.96/Age 62+: \$4.00

Real Estate

Real Estate Business Ethics

Catalog # 47-194-474

...ethical obligations of real estate practitioners including advertising and obligations to practice competently; risk reduction relating to use of social media or other technology. Includes the National Association of REALTORS quadrennial ethics requirement.

Sturgeon Bay Campus

Class # 24267 (VC)

Dates: 05/09-05/09 (W)

Time: 05:00-09:00p

Fee: \$27.00/Age 62+: \$27.00

Real Estate Financing

Catalog # 47-194-478

...overview of financing industry developments and regulations; Good Faith Estimate and HUD-1, loan process from application to delivery. Review loan sources including conventional loans, government financing and loan programs, nonconforming loans and loans obtained through seller financing.

Sturgeon Bay Campus

Class # 24318 (VC)

Dates: 05/23-05/23 (W)

Time: 05:00-09:00p

Fee: \$27.00/Age 62+: \$15.81

Real Estate Listing Contracts

Catalog # 47-194-471

...focus on listing contract including examination of Wisconsin's agency models, commission concerns relating to listing contract, licensee inspection obligations, issues related to seller being contacted by other brokers during the term of the listing; seller and licensee disclosure obligations, seller's real estate condition report.

Sturgeon Bay Campus

Class # 24294 (VC)

Dates: 04/18-04/18 (W)

Time: 05:00-09:00p

Fee: \$27.00/Age 62+: \$15.81

Real Estate New Developments

Catalog # 47-194-473

...update of changes in real estate law, practices, procedures. Review revised Wisconsin offers to purchase and revised statutes and administrative code relating to the practice of real estate; covers real estate industry developments and recent developments in financing regulations.

Sturgeon Bay Campus

Class # 24306 (VC)

Dates: 05/02-05/02 (W)

Time: 05:00-09:00p

Fee: \$27.00/Age 62+: \$15.81

Real Estate Offer to Purchase

Catalog # 47-194-472

...in-depth look at practices specifically concerning offer to purchase; uses of WB-41 Notice Relating to Offer to Purchase and WB-40 Amendment to Offer to Purchase.

Sturgeon Bay Campus

Class # 24300 (VC)

Dates: 04/25-04/25 (W)

Time: 05:00-09:00p

Fee: \$27.00/Age 62+: \$15.81

NEW Real Estate Other Approved For Catalog # 47-194-477

...correct use of Forms WB-40 Amendment of Offer to Purchase, WB-41 Notice Relating to Offer to Purchase, WB-44 Counter-Offer, WB-45 Cancellation Agreement & Mutual Release, WB-46 Multiple Counter-Proposal and WB-25 Bill of Sales; review use of approved forms and addenda in real estate transactions drafted by the parties, attorneys, and WRA.

Sturgeon Bay Campus
Dates: 05/16-05/16 (W)

Class # 24312 (VC)
Time: 05:00-09:00p

Fee: \$27.00/Age 62+: \$15.81

Responsible Beverage/Food Server

Beverage Server-Resp

Catalog # 47-311-400

... state laws relating to alcohol beverage service and sale of tobacco products. Factors/behaviors of unsafe driving, discouraging intoxication, identifying fake/altered ID's; ramifications of selling to underage patrons.

Sturgeon Bay Campus
Dates: 03/13-03/13 (T)

Class # 23047 (VC)
Time: 05:30-09:30p

Fee: \$23.00/Age 62+: \$11.81

Sturgeon Bay Campus
Dates: 02/16-02/16 (R)

Class # 24588 (P)
Time: 05:30-09:30p

Fee: \$23.00/Age 62+: \$11.81

Sturgeon Bay Campus
Dates: 03/08-03/08 (R)

Class # 24589 (P)
Time: 05:30-09:30p

Fee: \$23.00/Age 62+: \$11.81

Sturgeon Bay Campus
Dates: 04/12-04/12 (R)

Class # 24590 (P)
Time: 05:30-09:30p

Fee: \$23.00/Age 62+: \$11.81

Sturgeon Bay Campus
Dates: 05/23-05/23 (W)

Class # 24591 (ITV)
Time: 05:30-09:30p

Fee: \$23.00/Age 62+: \$11.81

Gibraltar High School
Dates: 05/23-05/23 (W)

Class # 24592 (ITV)
Time: 05:30-09:30p

Fee: \$23.00/Age 62+: \$11.81

Washington Island School
Dates: 05/23-05/23 (W)

Class # 24593 (ITV)
Time: 05:30-09:30p

Fee: \$23.00/Age 62+: \$11.81

Food Serv Sani Recert

Catalog # 47-303-475

...procedures for food preparation, sanitation work habits, storage of poisonous/toxic materials, and importance of employee training. This course prepares learner to renew their WI restaurant food protection certificate.

Sturgeon Bay Campus
Dates: 03/15-03/15 (R)

Class # 21273 (VC)
Time: 05:30-09:30p

Fee: \$41.98/Age 62+: \$30.79

Sturgeon Bay Campus
Dates: 03/28-03/28 (W)

Class # 24578 (ITV)
Time: 05:30-09:30p

Fee: \$41.98/Age 62+: \$30.79

Gibraltar High School
Dates: 03/28-03/28 (W)

Class # 24579 (ITV)
Time: 05:30-09:30p

Fee: \$41.98/Age 62+: \$30.79

Washington Island School
Dates: 03/28-03/28 (W)

Class # 24580 (ITV)
Time: 05:30-09:30p

Fee: \$41.98/Age 62+: \$30.79

Sturgeon Bay Campus
Dates: 04/25-04/25 (W)

Class # 24581 (P)
Time: 05:30-09:30p

Fee: \$41.98/Age 62+: \$30.79

For more class information, visit www.nwtc.edu and <click> the **Find a Class** button.

Food Service Sanitation

Catalog # 47-303-480

...employee health and hygiene; food borne illness prevention; pest management, and safe food handling. Certification requirements (WI Law 50.545). Successful completion of written exam required.

Sturgeon Bay Campus

Dates: 03/12-03/14 (MW)

Class # 21266 (VC)

Time: 05:30-09:30p

Fee: \$68.96/Age 62+: \$46.59

Sturgeon Bay Campus

Dates: 05/07-05/14 (M)

Class # 24582 (ITV)

Time: 05:30-09:30p

Fee: \$68.96/Age 62+: \$46.59

Gibraltar High School

Dates: 05/07-05/14 (M)

Class # 24583 (ITV)

Time: 05:30-09:30p

Fee: \$68.96/Age 62+: \$46.59

Washington Island School

Dates: 05/07-05/14 (M)

Class # 24584 (ITV)

Time: 05:30-09:30p

Fee: \$68.96/Age 62+: \$46.59

Sturgeon Bay Campus

Dates: 04/16-04/18 (MW)

Class # 24585 (P)

Time: 05:30-09:30p

Fee: \$68.96/Age 62+: \$46.59

Welding

Welding-Adv

Catalog # 47-442-416

...preparation for testing to become qualified according to AWS and ASME welding codes. For shop/construction welders to upgrade proficiency in shielded metal arc welding (stick), gas metal arc welding (MIG), and flux cored arc welding (FLAW).

Sturgeon Bay Campus

Dates: 01/07-02/25 (S)

Class # 24533 (P)

Time: 08:00a-12:15p

Fee: \$147.47/Age 62+: \$46.80

Online Courses

For more information, go to: www.nwtc.edu and click on **Ways of Learning**

Winter/Spring 2012 • Term 2122 | Start/End Dates: 1/12/12-5/16/12 (unless otherwise noted)

Online Class Title	Catalog #	Class #	Fee	Credits
Abnormal Psychology.....	10809159	21917	388.75	3
Accident Investigation.....	10449102	22693	388.75	3
Accounting 1	10101110	21322	526.00	4
Accounting 1	10101110	21323	526.00	4
Accounting 2	10101120	21327	526.00	4
Accounting Applications/Proc.....	10101107	21318	263.00	2
Accounting-Appling Quickbooks.....	10101189	21353	394.50	3
Accounting-Appling Quickbooks.....	10101189	21354	394.50	3
Accounting-Computer Ledger	10101105	21309	263.00	2
Accounting-Computer Ledger	10101105	21310	263.00	2
Accounting-for Non-Accountants	10101106	21314	394.50	3
Accounting-for Non-Accountants	10101106	21315	394.50	3
Accounting-Payroll.....	10101151	21339	394.50	3
Admin Business Procedures 1.....	10106126	21675	263.00	2
Alzheimer's and Dementia Disea.....	10544205	23172	260.50	2
Anatomy/Struct-Funct.....	31806312	22441	260.50	2
Audits/Inspections	10449104	22695	388.75	3
Autism: Teaching Methods	10307201	25062	388.75	3
Autism: Transition & Beyond (3/22-5/6)	10307202	25063	388.75	3
Basic Anatomy.....	10806189	22438	388.75	3
Basic Anatomy.....	10806189	22439	388.75	3
Beverage Server-Resp	47311400	23203	33.00	0.1
Bus and Info Tech Occup Prep.....	10102100	23007	132.25	1

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Online Class Title	Catalog #	Class #	Fee	Credits
Bus and Info Tech Occup Prep.....	10102100	23008	132.25	1
Bus and Info Tech Occup Prep.....	10102100	23009	132.25	1
Bus and Info Tech Occup Prep.....	10102100	23010	132.25	1
Bus and Info Tech Occup Prep (2/23-4/5)	10102100	23011	132.25	1
Business Ethics	10196199	21615	388.75	3
Business Finance/Budgeting	10101184	21351	388.75	3
Business Law & Ethics.....	10102150	22933	388.75	3
Business Law & Ethics.....	10102150	22934	388.75	3
Business-Introduction	10102158	22931	388.75	3
Business-Introduction	10102158	22932	388.75	3
CC-SIDS/Shaken Baby/Chld Abuse.....	47307469	21745	43.95	0.25
Central Service Tech Theory.....	31512335	22135	388.75	3
Child Care Profession-Intro	47307447	21751	114.67	0.9
Child Care Teacher-Skill/Strat	47307448	21752	131.94	1.05
College Mathematics	10804107	21835	388.75	3
College Mathematics	10804107	21836	388.75	3
Communicating Effectively.....	31801386	22353	132.25	1
Communicating-Writing	31801385	22350	132.25	1
Construction Meth/Bldg Syst.....	10607152	22783	269.50	2
Contact Center Processes	10104150	23480	388.75	3
Contact Center Technology.....	10104151	23481	388.75	3
Contemporary Amer Society.....	10809197	22020	388.75	3
Contemporary Amer Society.....	10809197	22021	388.75	3
Contemporary Amer Society.....	10809197	22022	388.75	3
Conveyances and Descriptions	10607220	22703	132.25	1
Curves-Tri,Vert & Horiz.....	10607230	22713	132.25	1
Customer Service	10104191	23474	388.75	3
Descriptions, CSM's & Maps	10607222	22705	134.75	1
Developmental Psychology	10809188	21927	388.75	3
Developmental Psychology	10809188	21928	388.75	3
Developmental Psychology	10809188	21929	388.75	3
Developmental Psychology	10809188	21930	388.75	3
Developmental Psychology (5/14-5/30)	10809188	21924	364.30	3
ECE: Physical Activity-Child (4/19-5/31)	10307203	25158	132.25	1
ECE: Admin an ECE Program	10307198	21760	388.75	3
ECE: Admin an ECE Program	10307198	21761	388.75	3
ECE: Behavior/Emotional Chall	10307171	21763	388.75	3
ECE: Capstone Family/Team Prac	10307173	21764	388.75	3
ECE: CC-External Environ	10307163	21757	388.75	3
ECE: CC-Operations Mgmt	10307162	21759	388.75	3
ECE: Child Care-Best Practices	10307164	21754	388.75	3
ECE: Child Care-Financial Mgmt.....	10307161	21758	388.75	3
ECE: Child Centered Planning (4/19-5/31)....	10307211	25162	132.25	1
ECE: Child Development.....	10307179	21765	388.75	3
ECE: Child Development (2/13-5/16).....	10307179	21767	388.75	3
ECE: Children w Diff Abilities	10307187	21768	388.75	3
ECE: Children w Diff Abilities (2/13-5/16)	10307187	21770	388.75	3
ECE: Curriculum Planning.....	10307166	21771	388.75	3
ECE: Family & Community Rel.....	10307195	21778	388.75	3
ECE: Family & Community Rel (2/13-5/16) ...	10307195	21780	388.75	3
ECE: Family Involvement (4/19-5/31)	10307206	25160	138.00	1
ECE: Food/Nutrition Issues	10307108	21776	132.25	1
ECE: Foundations of ECE	10307148	21777	388.75	3
ECE: Foundations of ECE (2/13-5/16)	10307148	21783	388.75	3
ECE: Guiding Child Behavior	10307188	21784	388.75	3
ECE: Guiding Child Behavior (2/13-5/16)	10307188	21786	388.75	3
ECE: Hlth Safety & Nutrition.....	10307167	21787	388.75	3

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Online Class Title	Catalog #	Class #	Fee	Credits
ECE: Hlth Safety & Nutrition (2/13-5/16).....	10307167	21789	388.75	3
ECE: Improving Environments (3/1-4/12)	10307208	25155	132.25	1
ECE: Infant & Toddler Dev.....	10307151	21790	388.75	3
ECE: Infant & Toddler Dev.....	10307151	21796	388.75	3
ECE: Infant & Toddler Dev (2/13-5/16).....	10307151	21793	388.75	3
ECE: Intentional Teaching.....	10307204	25157	132.25	1
ECE: Model Work Standards (3/1-5/31).....	10307209	25156	132.25	1
ECE: Portfolio-Individual Child (3/1-4/12).....	10307210	25159	132.25	1
ECE: Practicum 1	10307174	21794	414.00	3
ECE: Practicum 1	10307174	21795	414.00	3
ECE: Practicum 2	10307192	21797	414.00	3
ECE: Practicum 2	10307192	21798	414.00	3
ECE: Practicum 3	10307197	21800	414.00	3
ECE: Practicum 4	10307199	21802	414.00	3
ECE: Preschool Capstone	10307102	21804	388.75	3
ECE: Rating Scales/Environment	10307207	25154	132.25	1
ECE: School Age.....	10307109	21805	132.25	1
ECE: Special Health Care Needs.....	10307172	21806	388.75	3
ECE: Supervision Track/Report	10307205	25161	132.25	1
ECE: Teacher/Fam Communication	10307110	21807	132.25	1
Economics.....	10809195	22635	388.75	3
Economics.....	10809195	22636	388.75	3
Economics.....	10809195	22637	388.75	3
Elderly Assessment.....	10543158	22593	388.75	3
Energy-Intro Renew & Sustain	10480101	21560	517.00	4
English Composition 1	10801136	22294	388.75	3
English Composition 1	10801136	22297	388.75	3
English Composition 1	10801136	22298	388.75	3
English Composition 1	10801136	22299	388.75	3
English Composition 1	10801136	22308	388.75	3
English Composition 2	10801185	22309	388.75	3
Evidence-Property Survey.....	10607221	22704	132.25	1
Finance-Banking Principles.....	10114151	21422	388.75	3
Financial Statement Analysis.....	10102181	21415	517.00	4
Fund of Family Childcare.....	47307466	21748	63.96	0.2
Fund of Infant/Toddler.....	47307452	21811	89.90	0.5
Gaming Regulations.....	10109185	21287	388.75	3
Global Business Mgmt	10102160	23219	388.75	3
Grammar-Business Appl	31801387	22356	132.25	1
Health Data Management (2/27-5/16).....	10530176	22611	263.00	2
Healthcare Delivery Systems.....	10530172	22608	260.50	2
Healthcare Delivery Systems.....	10530172	22609	260.50	2
Healthy Aging	10544203	23170	388.75	3
Human Body in Health & Disease.....	31509302	23885	388.75	3
IA: Adv Readg/Language Arts	10522122	21288	388.75	3
IA: Bilingual/ELL Strategies	10522134	21299	388.75	3
IA: Child & Adolescent Devel	10522106	21289	388.75	3
IA: Guiding & Mnging Behavior.....	10522111	21293	388.75	3
IA: Intro to Educ Practices	10522103	21290	388.75	3
IA: Library Science-Intro.....	10522108	21291	388.75	3
IA: Overview of Special Ed.....	10522107	21292	388.75	3
IA: Positive Classrm Mgmt Tech.....	10522132	21298	388.75	3
IA: Practicum 1	10522129	21296	394.50	3
IA: Practicum 2	10522131	21297	394.50	3
IA: Support Students w Disab.....	10522124	21464	388.75	3
IA: Techniques for Science	10522120	21294	388.75	3
IA: Techniques/Readg/Lang Art.....	10522102	21295	388.75	3
Indian Law.....	10110169	23226	388.75	3
Industrial Hygiene-Intro.....	10449103	22694	388.75	3
Infant/Toddler-Capstone.....	10307115	21808	388.75	3
Infant/Toddler-Group Care.....	10307113	21809	388.75	3
Interm Algebra w Apps.....	10804118	21846	517.00	4

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Online Class Title	Catalog #	Class #	Fee	Credits
Intro to Amer Government	10809122	24784	388.75	3
Intro to Ethics: Theory & App	10809166	21985	388.75	3
Intro to Ethics: Theory & App	10809166	21986	388.75	3
Intro to Ethics: Theory & App	10809166	21987	388.75	3
Intro to Gerontology	10544201	23173	388.75	3
Intro to Health Record	10530181	22616	132.25	1
Intro to Organic Ag Systems	10090101	23609	388.75	3
Intro to Psychology	10809198	21942	388.75	3
Intro to Psychology	10809198	21943	388.75	3
Intro to Psychology	10809198	21944	388.75	3
Intro to Psychology	10809198	21945	388.75	3
Intro to Sociology	10809196	22001	388.75	3
Intro to Sociology	10809196	22002	388.75	3
Intro to Sociology	10809196	22003	388.75	3
Intro to Sociology	10809196	22004	388.75	3
Intro to Solar	10482126	21562	517.00	4
IT:Documentation	10107194	21465	276.00	2
IT:Support:Database App	10154172	21482	394.50	3
IT:Support:Integration-VBA	10154171	21481	394.50	3
IT:Support:Software-Intro	10154160	21479	394.50	3
Keyboarding	10106145	21683	132.25	1
Keyboarding (3/19-5/16)	10106145	21684	132.25	1
Land Law 1	10607154	22697	388.75	3
Land Surveyors Exam-Refresher	10607101	22782	388.75	3
Lean Operations Mgmt	10182110	23222	388.75	3
Legal Computer Applications	10110175	23225	453.00	3
Legal Research	10110104	23223	388.75	3
Legal Writing	10110105	23224	388.75	3
Logistics/Supply Chain Mgmt	10182157	23221	388.75	3
Managing-Quality	10196192	21616	388.75	3
Market Research	10104198	23478	388.75	3
Marketing Comm-Integrated	10104107	23476	388.75	3
Marketing Principles	10104110	23475	388.75	3
Math w Business Apps	10804123	21859	388.75	3
Math w Business Apps	10804123	21860	388.75	3
Medical Law, Ethics & Profess	31509309	23888	260.50	2
Medical Terminology	10501101	23877	388.75	3
Medical Terminology	10501101	23878	388.75	3
Medical Terminology	10501101	23879	388.75	3
Medical Terminology (2/13-5/16)	10501101	23881	388.75	3
Medical Terminology (3/19-5/16)	10501101	23883	388.75	3
Micro: Access-Intro	10103141	21667	132.25	1
Micro: Access-Intro (3/19-5/16)	10103141	21668	132.25	1
Micro: Excel-Intro	10103131	21653	132.25	1
Micro: Excel-Intro	10103131	21654	132.25	1
Micro: Excel-Intro (3/19-5/16)	10103131	21655	132.25	1
Micro: Excel-Intro (3/19-5/16)	10103131	21656	132.25	1
Micro: Excel-Part 2	10103132	21659	132.25	1
Micro: Excel-Part 2 (3/19-5/16)	10103132	21660	132.25	1
Micro: PowerPoint-Intro	10103151	21670	132.25	1
Micro: PowerPoint-Intro (3/19-5/16)	10103151	21671	132.25	1
Micro: PowerPoint-Intro (3/19-5/16)	10103151	21672	132.25	1
Micro: Windows-Intro	10103111	21625	132.25	1
Micro: Windows-Intro (3/19-5/16)	10103111	21626	132.25	1
Micro: Word-Intro	10103121	21637	132.25	1
Micro: Word-Intro	10103121	21638	132.25	1
Micro: Word-Intro	10103121	21639	132.25	1

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Online Class Title	Catalog #	Class #	Fee	Credits
Micro: Word-Intro (3/19-5/16)	10103121	21640	132.25	1
Micro: Word-Intro (3/19-5/16)	10103121	21641	132.25	1
NEC Update 2008	47413420	24024	105.88	0.6
NEC Update 2011	47413505	24025	105.88	0.6
Nursing Pharmacology	10543103	22579	270.50	2
Online Search Strategies	10135115	23307	388.75	3
Oral/Interpersonal Comm	10801196	22322	388.75	3
Oral/Interpersonal Comm	10801196	22323	388.75	3
Oral/Interpersonal Comm	10801196	22324	388.75	3
Org Hort/Fruits, Veggies, Herbs	10090105	23612	132.25	1
Org Soils, Nutrients, Comp (2/8-4/11)	10090102	23610	132.25	1
Organic Ag and Food Marketing	10090107	23613	132.25	1
Organic Agronomic Crops	10090103	23611	132.25	1
Pain and Dementia	10543160	22594	388.75	3
Pharm for Allied Health	31509308	22319	260.50	2
Pharm for Allied Health	31509308	25044	260.50	2
Photogrammetry	10607223	22706	132.25	1
Principles of Sustainability	10806112	22389	388.75	3
Probability, Stats & Astronomy	10607224	22707	132.25	1
Professional Liability	10607225	22708	132.25	1
Property Law/Unwritten Rights	10607226	22709	132.25	1
Psychology Of Human Relations	10809199	21960	388.75	3
Psychology Of Human Relations	10809199	21961	388.75	3
Psychology Of Human Relations	10809199	21962	388.75	3
Psychopharmacology	10550173	21817	388.75	3
PTA-Pathology Concepts	10524105	22219	388.75	3
Public Dental Hlth-Dental Prin	10508181	22133	388.75	3
Public Dental Hlth-Dental Prog	10508182	22134	388.75	3
Race Ethnic & Diversity	10809172	21906	388.75	3
Race Ethnic & Diversity	10809172	21907	388.75	3
Race Ethnic & Diversity	10809172	21908	388.75	3
Race Ethnic & Diversity	10809172	21909	388.75	3
Race Ethnic & Diversity	10809172	21910	388.75	3
Regulatory Compliance	10449101	22692	388.75	3
Reversion, Riparian Rights	10607227	22710	132.25	1
Safety Management	10449100	22691	388.75	3
Safety-Workplace	10196136	21618	388.75	3
Sectionalized Lands	10607228	22711	132.25	1
Selling Principles	10104101	23477	388.75	3
Social Media Marketing	10104119	23479	388.75	3
Speech	10801198	22346	388.75	3
ST: Infection Control	31512326	22182	132.25	1
Subdivision Plats	10607229	22712	134.75	1
Supervisors-Personal Skills	10196164	21621	388.75	3
Surveillance Operations	10504125	21285	388.75	3
Surveying-Drafting	10607134	22699	404.25	3
Table Games Management	10109198	21286	388.75	3
Team Building/Prob Solve	10196189	21619	388.75	3
Technical Reporting	10801197	22341	388.75	3
Think Critically & Creatively	10809103	21972	388.75	3
U.S.Public Land System	10607231	22714	134.75	1
Website Coding	10152185	21462	394.50	3
WI Model Early Learn Standards	10307180	21810	132.25	1
Workplace Innovation	10196145	21620	388.75	3
Writing a Business Plan-Sm Bus	10145189	24929	388.75	3
Written Communication	10801195	24266	388.75	3

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Classes with Supplemental Videos/DVD's

Class Title	Catalog #	Class #	Credits	Fee
Medical Terminology	10501101	22497	3	\$358.75
Speech	10801198	22510	3	\$358.75
Technical Reporting	10801197	22512	3	\$358.75

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Class Title	Catalog #	Class #	Credits	Fee
Abnormal Psychology	10809159	22262	3	\$358.75
Business-Introduction	10102158	22487	3	\$358.75
Business Law & Ethics	10102150	22344	3	\$358.75
College Mathematics	10804107	22357	3	\$358.75
Communication Oral/Interpersonal	10801196	22501	3	\$358.75
Customer Service	10104191	22358	3	\$358.75
Developmental Psychology	10809188	22401	3	\$358.75
Economics	10809195	22432	3	\$358.75
English Composition 1	10801136	22458	3	\$358.75
English Composition 2	10801185	22468	3	\$358.75
Entrepreneurship	10145177	22486	3	\$358.75
Finance-Personal	10114153	22504	3	\$358.75
Introduction to Psychology	10809198	22488	3	\$358.75
Introduction to Sociology	10809196	22489	3	\$358.75
Math with Business Apps	10804123	22495	3	\$358.75
Race Ethnic & Diversity	10809172	22506	3	\$358.75
Selling Principles	10104101	22508	3	\$358.75

For more information: Call Sherry Olive at (920) 498-5571 or toll-free (800) 422-NWTC, ext. 5571

OR Write to NWTC, Correspondence (TCA), 2740 W. Mason St.,
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OR Contact the Regional Learning Services Coordinator in your area.

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Area Code	Home Telephone	Legal Resident of:	County	<input type="checkbox"/> Village <input type="checkbox"/> City <input type="checkbox"/> Town	Required Government Statistical Information <input type="checkbox"/> 1. American Indian/Alaskan Native <input type="checkbox"/> 2. Asian <input type="checkbox"/> 3. Black or African American <input type="checkbox"/> 4. Hispanic/Latino <input type="checkbox"/> 5. White <input type="checkbox"/> 6. Native Hawaiian or other Pacific Islander
Area Code	Work Telephone	Area Code	Call Phone Number	Date of Birth	
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Disability: <input type="checkbox"/> Yes <input type="checkbox"/> No Check 'Yes' if you are self-identifying a disability:			H.S. Year Graduated	Highest Grade Completed	
Class Number	Class Title	Catalog Number	Start Date	Class Fee	

I certify that the information on this form is true to the best of my knowledge.

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Cultural and Social Studies	Small Business Bookkeeping
Ethical Leadership	Social and Human Services
Fundamentals of Real Estate Sales	Software Level 1 and 2
General Studies Transfer	Supervision
Health Care Business Services	Supply Chain Management

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