

## Continuing Education Course Schedule

# NWTC West

## Regional Learning Center

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



For a complete listing of NWTC courses, go to [www.nwtc.edu](http://www.nwtc.edu) and click on Find a Class.

Credit Classes begin on page 3  
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Serving:  
**Shawano, Bonduel,  
and Pulaski**

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## West Regional Learning Center

Serving: Shawano, Bonduel and Pulaski

Contact: West Regional Office

Phone: (715) 524-2418

Toll-Free: (877) 316-1274

Email: west@nwtc.edu

Address: 111 Thomas Ave  
Shawano, WI 54166

Office/Building Hours:

Monday - Thursday 8:00 a.m. - 7:00 p.m.

Friday 8:00 a.m. - 3:00 p.m.

Saturday 8:00 a.m. - 11:00 a.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:

#### **NWTC – West Regional Learning Center**

111 Thomas Avenue  
Shawano, WI 54166

### Phone-In Registration

To register with one of our friendly Enrollment Services staff, please call: (715) 524-2418 or (877) 316-1274 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](http://www.nwtc.edu) <click> Sign Up then <click> Register for a Class. If you would like a registration form sent to you, call (715) 524-2418 or toll-free: (877) 316-1274.

**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.

<b>Location</b>	<b>Instruction Mode</b>
<p><b>Macintosh Publishing</b>          ...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><b>Catalog # 10-111-120</b></p>
<p><b>Regional Center-Shawano</b>          Dates: 08/16-12/13 (T)</p>	<p><b>Class # 84725 (P)</b>          Time: 05:30-07:30p          Fee: \$46.40/Age 62+: \$4.00</p>
<b>Day(s)</b>	<b>Time</b>
	<b>Fee</b>

**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](http://www.nwtc.edu) and search for **Refund Policy**

**FREE**

## Academic Skills Lab

West Regional Center – Room 119

Day	Hours
Tuesdays .....	9:00 a.m. - 2:00 p.m.
Thursdays .....	Noon - 5:00 p.m.

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 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.

Reg Ctr-Shawano-Classrm 112

Class # 21132 (SP)

Dates: 01/17-05/15

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 )

Reg Ctr-Shawano-Classrm 112

Class # 21133 (SP)

Dates: 01/17-05/15

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)

Reg Ctr-Shawano-Classrm 109

Class # 24214 (VA)

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

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.

Reg Ctr-Shawano-Classrm 110

Class # 21101 (VC)

Dates: 01/20-05/18 (F)

Time: 01:00-05:00p

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)

Reg Ctr-Shawano-Classrm 109

Class # 24233 (VA)

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

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)

Reg Ctr-Shawano-Classrm 112

Class # 21134 (SP)

Dates: 01/17-05/15

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.

Reg Ctr-Shawano-Classrm 112

Class # 21131 (SP)

Dates: 01/17-05/15

Time: Self-Paced

Fee: \$124.10

Credit: 1

## Administrative

### 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.

Reg Ctr-Shawano-Classrm 109

Class # 22964 (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.

Reg Ctr-Shawano-Classrm 119

Class # 22952 (VC)

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

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.)

Reg Ctr-Shawano-Classrm 109

Class # 22958 (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.

Reg Ctr-Shawano-Classrm 109

Class # 22976 (VA)

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

Time: 08:30a-12:30p

Fee: \$124.10

Credit: 1

## Business

### Bus and Info Tech Occup Prep

Catalog # 10-102-100

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

Reg Ctr-Shawano-Classrm 109

Class # 22998 (VC)

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

Time: 05:00-09:15p

Fee: \$124.10

Credit: 1

### 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.

Reg Ctr-Shawano-Classrm 110

Class # 21521 (VA)

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

Time: 05:30-09:30p

Fee: \$364.30

Credit: 3

### 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.

**Reg Ctr-Shawano-Classrm 110**

**Class # 24478 (VA)**

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

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.

**Reg Ctr-Shawano-Classrm 110**

**Class # 23177 (VA)**

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

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.

**Reg Ctr-Shawano-Classrm 110**

**Class # 23033 (VA)**

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

Time: 08:00-11:00a

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.

**Reg Ctr-Shawano-Classrm 109**

**Class # 22076 (VA)**

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

Time: 01:00-05:00p

Fee: \$364.30

Credit: 3

### **NEW** 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).

**Reg Ctr-Shawano-Classrm 119**

**Class # 24443 (VA)**

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

Time: 08:30-11:30a

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.

**Reg Ctr-Shawano-Classrm 109**

**Class # 23042 (VA)**

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

Time: 01:00-05:00p

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)

**Reg Ctr-Shawano-Classrm 109**

**Class # 21545 (B)**

\*Dates: 01/12-05/16

Fee: \$364.30

Credit: 3

*\*Note: This Blended Class requires both online learning and in-person meetings. Class meets in person via video conference 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.

**Reg Ctr-Shawano-Classrm 109**

**Class # 22090 (VA)**

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

Time: 08:30a-12:30p

Fee: \$364.30

Credit: 3

To register, visit [www.nwtc.edu](http://www.nwtc.edu) and <click> the **Sign Up** button.

### 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.

Reg Ctr-Shawano-Classrm 110

Class # 21529 (VA)

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

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.

Reg Ctr-Shawano-Classrm 109

Class # 22104 (VA)

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

Time: 08:30a-12:30p

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.

Reg Ctr-Shawano-Classrm 109

Class # 24471 (VA)

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

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.

Reg Ctr-Shawano-Classrm 119


Class # 24436 (VA)

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

Time: 08:30-11:30a

Fee: \$364.30

Credit: 3



## Thinking about going to college?

It's easier than you think!

Call or stop by our Regional Center and we'll walk you through the process. Our friendly staff will help get you started! We can create a schedule that works for your busy lifestyle as well as provide academic advising or financial aid counseling.

### Did you know...

- 95% of NWTC's 2010 graduates got jobs in Wisconsin.
- NWTC serves approximately 41,500 students annually.
- NWTC's 2010 associate degree graduates were earning a median annual salary of \$35,100 six months after graduation.
- NWTC offers over 100 associate degrees, technical diplomas and apprenticeships; plus nearly 100 certificates.



Find out more about what NWTC can do for you!

**Call or stop by NWTC in Shawano:**  
(877) 316-1274 | 111 Thomas Ave., Shawano

**NEW Marketing Presentations**

Catalog # 10-104-124

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

**Reg Ctr-Shawano-Classrm 109**

**Class # 24464 (VA)**

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

Time: 08:30-11:30a

Fee: \$124.10

Credit: 1

**NEW Micro-Bus Financial Analysis**

Catalog # 10-145-194

...learn how to use financial worksheets as important sources of business information for strategic decision making; learn how to make an operating budget; calculate gross margins; project income and cash flow.

**Reg Ctr-Shawano-Classrm 119**

**Class # 24044 (VC)**

Dates: 02/25-03/31 (S)

Time: 08:30-11:30a

Fee: \$124.10

Credit: 1

**NEW Micro-Business Marketing Plan**

Catalog # 10-145-193

...learn tactics for market penetration, advertising, and public relations; learn about how to budget for business promotion as well as how to conduct a comprehensive marketing campaign.

**Reg Ctr-Shawano-Classrm 119**

**Class # 24040 (VC)**

Dates: 01/14-02/18 (S)

Time: 08:30-11:30a

Fee: \$124.10

Credit: 1

**NEW Micro-Business Plan Dev**

Catalog # 10-145-195

...this course integrates the full marketing plan and the full financial analysis, bringing these two critical components of the business plan together in one seamless and comprehensive plan.

**Reg Ctr-Shawano-Classrm 119**

**Class # 24048 (VC)**

Dates: 04/14-05/19 (S)

Time: 08:30-11:30a

Fee: \$124.10

Credit: 1

**NEW Operations & Service Mgmt**

Catalog # 10-102-156

...a cross-functional approach to operations management with an overview of safety, quality, inventory and service.

**Reg Ctr-Shawano-Classrm 119**

**Class # 21514 (VC)**

Dates: 01/13-05/11 (F)

Time: 12:45-03:45p

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.

**Reg Ctr-Shawano-Classrm 110**

**Class # 21537 (VA)**

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

Time: 05:30-09:30p

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.

**Reg Ctr-Shawano-Classrm 110**

**Class # 21246 (VA)**

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

Time: 05:30-08:30p

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.

**Reg Ctr-Shawano-Classrm 109**

**Class # 22062 (VA)**

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

Time: 01:00-05:00p

Fee: \$364.30

Credit: 3

**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.

**Reg Ctr-Shawano-Classrm 109**

**Class # 24457 (VA)**

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

Time: 12:30-03:30p

Fee: \$364.30

Credit: 3

### 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)

**Reg Ctr-Shawano-Classrm 109**

**Class # 24450 (VA)**

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

Time: 12:30-03:30p

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.

**Reg Ctr-Shawano-Classrm 109**

**Class # 22097 (VA)**

Dates: 04/14-05/19 (S)

Time: 08:30a-12:30p

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.

**Reg Ctr-Shawano-Classrm 110**

**Class # 22069 (VA)**

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

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.

**Reg Ctr-Shawano-Classrm 110**

**Class # 22083 (VA)**

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

Time: 08:30a-12:30p

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.

**Reg Ctr-Shawano-Classrm 110**

**Class # 21253 (VA)**

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

Time: 05:30-08:30p

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 intreprenurial mindset.

**Reg Ctr-Shawano-Classrm 110**

**Class # 23107 (VA)**

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

Time: 08:30a-12:30p

Fee: \$364.30

Credit: 3

## Computer

### 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.

**Reg Ctr-Shawano-Classrm 109**

**Class # 21188 (P)**

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

Time: 05:30-08:30p

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.

**Reg Ctr-Shawano-Classrm 109**

**Class # 21189 (P)**

Dates: 02/23-05/10 (R)

Time: 01:00-04:00p

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.*

### Shawano Self-Paced Lab Hours

#### Accounting

Day/s	Hours	From/To	Location
Tuesdays	5:30 p.m.-9:30 p.m.	01/17-05/15	Room 112

#### Computer

Day/s	Hours	From/To	Location
Mondays	5:30 p.m.-8:30 p.m.	01/12-05/14	Room 112
Thursdays	2:00 p.m.-5:00 p.m.	01/12-05/14	Room 112
Saturdays	9:00 a.m.-Noon	01/12-05/14	Room 112

#### Math

Day/s	Hours	From/To	Location
Mondays	5:00 p.m.-8:00 p.m.	01/16-05/16	Room 125
Wednesdays	9:00 a.m.-Noon	01/16-05/16	Room 125

## Computer Self-Paced

#### 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.

Reg Ctr-Shawano-Classrm 112

Class # 21183 (SP)

Dates: 01/12-05/14

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.

Reg Ctr-Shawano-Classrm 112

Class # 21184 (SP)

Dates: 01/12-05/14

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.

Reg Ctr-Shawano-Classrm 112

Class # 21185 (SP)

Dates: 01/12-05/14

Time: Self-Paced

Fee: \$124.10

Credit: 1

To register, visit [www.nwtc.edu](http://www.nwtc.edu) and <click> the **Sign Up** button.

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### 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.

Reg Ctr-Shawano-Classrm 112

Class # 21178 (SP)

Dates: 01/12-05/14

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.

Reg Ctr-Shawano-Classrm 112

Class # 21179 (SP)

Dates: 01/12-05/14

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.

Reg Ctr-Shawano-Classrm 112

Class # 21176 (SP)

Dates: 01/12-05/14

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.

Reg Ctr-Shawano-Classrm 112

Class # 21177 (SP)

Dates: 01/12-05/14

Time: Self-Paced

Fee: \$124.10

Credit: 1

### 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.

Reg Ctr-Shawano-Classrm 112

Class # 21180 (SP)

Dates: 01/12-05/14

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.

Reg Ctr-Shawano-Classrm 112

Class # 21181 (SP)

Dates: 01/12-05/14

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.

Reg Ctr-Shawano-Classrm 112

Class # 21182 (SP)

Dates: 01/12-05/14

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.

Shawano HS

Class # 21175 (SP)

Dates: 01/12-05/14

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.

Reg Ctr-Shawano-Classrm 112

Class # 21174 (SP)

Dates: 01/12-05/14

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.

Reg Ctr-Shawano-Classrm 112

Class # 21204 (SP)

Dates: 01/12-05/14

Time: Self-Paced

Fee: \$124.10

Credit: 1

## Early Childhood

**NEW** 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.

Reg Ctr-Shawano-Classrm 110

Class # 21107 (VC)

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

Time: 08:30-11:30a

Fee: \$366.30

Credit: 3

Hillcrest Primary School

Class # 25002 (P)

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

Time: 06:00-09:00p

Fee: \$366.30

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)

Reg Ctr-Shawano-Classrm 119

Class # 23100 (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)

Reg Ctr-Shawano-Classrm 118

Class # 21195 (P)

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

Time: 03:00-08:00p

Fee: \$506.40

Credit: 4

### Anatomy/Struct-Funct

Catalog # 31-806-312

...human body systems, structural formation.

Reg Ctr-Shawano-Classrm 110

Class # 24423 (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

Reg Ctr-Shawano-Classrm 119

Class # 24686 (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.

To register, visit [www.nwtc.edu](http://www.nwtc.edu) and <click> the **Sign Up** button.

### 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)

**Reg Ctr-Shawano-Classrm 125**

Dates: 01/16-05/16

**Class # 21139 (SP)**

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)

**Reg Ctr-Shawano-Classrm 125**

Dates: 01/16-05/16

**Class # 21138 (SP)**

Time: Self-Paced

Fee: \$364.30

Credit: 3

**Reg Ctr-Shawano-Classrm 119**

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

**Class # 21234 (VC)**

Time: 01:00-04:00p

Fee: \$364.30

Credit: 3



#### Did you know...

Many colleges/universities accept credits from NWTC toward a bachelor's degree.

For a list of transfer opportunities, go to [www.nwtc.edu](http://www.nwtc.edu) and enter Transfer Agreements in the search box.

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- Contemporary American Society
- Developmental Psychology
- Economics
- English Composition 1
- Intermediate Algebra w/Applications
- Intro to Psychology
- Intro to Ethics: Theory & Applications
- Intro to Sociology
- Psychology Human Relations\*
- Race, Ethnic & Diversity
- Speech\*
- Written Communication

\* these courses transfer to UW Oshkosh only



#### Find out more information:

(715) 524-2418 or toll free (877) 316-1274  
[www.nwtc.edu](http://www.nwtc.edu)

### 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.

Reg Ctr-Shawano-Classrm 119

Class # 22987 (VC)

Dates: 01/20-03/09 (F)

Time: 08:30a-12:30p

Fee: \$124.10

Credit: 1

### Communicating-Writing

Catalog # 31-801-385

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

Reg Ctr-Shawano-Classrm 119

Class # 22982 (VC)

Dates: 03/23-05/11 (F)

Time: 08:30a-12:30p

Fee: \$124.10

Credit: 1

### Contemporary Amer Society

Catalog # 10-809-197

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

Reg Ctr-Shawano-Classrm 125

Class # 21203 (AC)

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

Time: 05:30-09:30p

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.

Reg Ctr-Shawano-Classrm 124

Class # 21196 (P)

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

Time: 05:30-08:30p

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.

Reg Ctr-Shawano-Classrm 125

Class # 21193 (P)

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

Time: 06:00-09:00p

Fee: \$364.30

Credit: 3

Reg Ctr-Shawano-Classrm 124

Class # 24931 (AC)

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

Time: 08:30a-12:30p

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.

Reg Ctr-Shawano-Classrm 125

Class # 21201 (P)

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

Time: 05:30-08:30p

Fee: \$364.30

Credit: 3

Reg Ctr-Shawano-Classrm 119

Class # 21216 (VC)

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

Time: 01:30-04:30p

Fee: \$364.30

Credit: 3

Pulaski High School

Class # 25000 (P)

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

Time: 05:30-08:30p

Fee: \$364.30

Credit: 3

### Gen Anatomy & Physiology

Catalog # 10-806-177

...overview of the human anatomy/physiology using a body-systems approach, emphasizing the interrelationships between form/function at the gross and microscopic levels. (Prerequisite: 10-806-134, General Chemistry OR 10-806-155, Chemistry-Basic OR High School Chemistry with a "C" or better OR College Chemistry transfer credit with a grade of "C" or better)

Reg Ctr-Shawano-Classrm 118

Class # 21197 (P)

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

Time: 04:00-09:00p

Fee: \$506.40

Credit: 4

### General Chemistry

Catalog # 10-806-134

...covers chemistry fundamentals. Topics: metric system, problem-solving, periodic relationships, chemical reactions, chemical equilibrium, properties of water; acids, bases, and salts; and gas laws. (Prerequisite: Recommendation: Completion of one year of High School Algebra with a "C" or better)

Shawano HS

Class # 21202 (P)

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

Time: 05:00-09:00p

Fee: \$506.40

Credit: 4

### 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).

**Reg Ctr-Shawano-Classrm 125**

**Class # 21137 (SP)**

Dates: 01/16-05/16

Time: Self-Paced

Fee: \$484.40

Credit: 4

**Reg Ctr-Shawano-Classrm 109**

**Class # 23082 (VC)**

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

Time: 01:00-05:00p

Fee: \$484.40

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.

**Reg Ctr-Shawano-Classrm 125**

**Class # 21199 (P)**

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

Time: 01:00-04:00p

Fee: \$364.30

Credit: 3

**Reg Ctr-Shawano-Classrm 119**

**Class # 23092 (VA)**

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

Time: 05:30-09:30p

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.

**Reg Ctr-Shawano-Classrm 125**

**Class # 21198 (P)**

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

Time: 09:00a-12:00p

Fee: \$364.30

Credit: 3

**Reg Ctr-Shawano-Classrm 124**

**Class # 24933 (P)**

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

Time: 01:00-04:00p

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.

**Reg Ctr-Shawano-Classrm 124**

**Class # 21194 (P)**

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

Time: 01:00-04:00p

Fee: \$364.30

Credit: 3

**Reg Ctr-Shawano-Classrm 119**

**Class # 24410 (VC)**

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

Time: 08:30-11:30a

Fee: \$364.30

Credit: 3

### 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).

**Reg Ctr-Shawano-Classrm 125**

**Class # 21135 (SP)**

Dates: 01/16-05/16

Time: Self-Paced

Fee: \$364.30

Credit: 3

**Reg Ctr-Shawano-Classrm 125**

**Class # 21191 (P)**

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

Time: 09:00a-12:00p

Fee: \$364.30

Credit: 3

**Reg Ctr-Shawano-Classrm 110**

**Class # 24402 (VA)**

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

Time: 05:30-09:30p

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.

**Reg Ctr-Shawano-Classrm 125**

**Class # 21190 (P)**

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

Time: 01:00-04:00p

Fee: \$364.30

Credit: 3

**Reg Ctr-Shawano-Classrm 109**

**Class # 21222 (VA)**

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

Time: 08:30a-12:30p

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.

**Reg Ctr-Shawano-Classrm 124**

**Class # 21200 (AC)**

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

Time: 08:30a-12:30p

Fee: \$364.30

Credit: 3

**Reg Ctr-Shawano-Classrm 119**

**Class # 23069 (VA)**

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

Time: 05:30-09:30p

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.

**Reg Ctr-Shawano-Classrm 125**

**Class # 21192 (P)**

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

Time: 01:00-04:00p

Fee: \$364.30

Credit: 3

**Reg Ctr-Shawano-Classrm 124**

**Class # 24932 (AC)**

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

Time: 08:30a-12:30p

Fee: \$364.30

Credit: 3

### 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).

**Reg Ctr-Shawano-Classrm 110**

**Class # 24228 (VC)**

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

Time: 06:00-08:40p

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.

**Reg Ctr-Shawano-Classrm 109**

**Class # 21228 (VA)**

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

Time: 08:30a-12:30p

Fee: \$364.30

Credit: 3

**Reg Ctr-Shawano-Classrm 125**

**Class # 25151 (AC)**

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

Time: 05:30-09:30p

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)

**Reg Ctr-Shawano-Classrm 119**

**Class # 23057 (VC)**

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

Time: 08:30a-12:30p

Fee: \$364.30

Credit: 3

### Think Critically & Creatively

Catalog # 10-809-103

...instruction in realistic/practical methods of thinking, including decision making, problem solving, analyzing ideas, troubleshooting, argumentation, persuasion, creativity, setting goals/objectives. Students apply strategies/tools in a variety of situations.

**Reg Ctr-Shawano-Classrm 110**

**Class # 21282 (VA)**

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

Time: 01:00-04:00p

Fee: \$364.30

Credit: 3

## Health Care

### 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)

**Reg Ctr-Shawano-Classrm 110**

**Class # 25271 (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)

**Reg Ctr-Shawano-Classrm 110**

**Class # 21094 (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)

**Reg Ctr-Shawano-Classrm 110**

**Class # 21073 (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)

**Reg Ctr-Shawano-Classrm 110**

**Class # 24356 (VC)**

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

Time: 05:30-08:30p

Fee: \$364.30

Credit: 3

### 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)

**Reg Ctr-Shawano-Classrm 110**

**Class # 21080 (VC)**

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

Time: 01:00-04:00p

Fee: \$364.30

Credit: 3

### Intro to Health Care Computing

Catalog # 10-501-107

...provides an introduction to basic computer functions and applications utilized in contemporary healthcare settings. Students are introduced to the hardware and software components of modern computer systems.

**Reg Ctr-Shawano-Classrm**

**Class # 24946 (B)**

\*Dates: 03/21-05/11

Fee: \$244.20

Credit: 2

\*Note: This Blended Class requires both online learning and in-person meetings. Class meets in person on Wednesday, 5:30-7:30pm, Dates: 3/21, 4/4, 4/25 and 5/9.

### Medical Billing Processes

Catalog # 10-160-166

...optimizing key billing and collection processes; breaking down the billing and collection process; granting credit in a medical facility; examine expected performance outcomes and advanced billing practices. (Prerequisites: 10-101-106, Accounting for Non-Accountants; 10-160-143, Medical Practice Procedures)

**Reg Ctr-Shawano-Classrm 109**

**Class # 21186 (P)**

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

Time: 09:00a-12:00p

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.

**Reg Ctr-Shawano-Classrm 124**

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

**Class # 21187 (P)**

Time: 05:30-08:30p

Fee: \$364.30

Credit: 3

**Pulaski High School**

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

**Class # 25001 (P)**

Time: 05:30-09:30p

Fee: \$364.30

Credit: 3

### 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)

**Reg Ctr-Shawano-Lab 111**

Dates: 01/11-03/07 (MW)

**Class # 21130 (P)**

Time: 03:00-09:00p

Fee: \$398.55

Credit: 3

**Reg Ctr-Shawano-Lab 111**

Dates: 03/19-05/14 (MW)

**Class # 21210 (P)**

Time: 03:00-09:00p

Fee: \$398.55

Credit: 3

### Phlebotomy for HC Personnel

Catalog # 10-513-150

...anatomy/physiology of cardiovascular system, safety/standard precautions, ethics and professionalism related to role of the phlebotomy in patient care. Venipuncture and capillary specimen collection will be demonstrated and practiced.

**Reg Ctr-Shawano-Classrm 125**

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

**Class # 25153 (P)**

Time: 05:30-08:30p

Fee: \$298.70

Credit: 2

## Become a Nursing Assistant

NWTC in Shawano 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 11 – call today!**

For more information or to enroll: (715) 524-2418 or toll-free (877) 316-1274

## Trades/Tech

### 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.

Reg Ctr-Shawano-Classrm 119

Class # 24140 (VC)

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

Time: 05:30-09:00p

Fee: \$253.20

Credit: 2

### **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.

Reg Ctr-Shawano-Classrm 119

Class # 23529 (VC)

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

Time: 11:15a-01:15p

Fee: \$124.10

Credit: 1



## Explore Your Creative Side

### With a variety of arts courses in Shawano:

Sketching

Stain Glass

Glass Etching

Watercolor

Floral Arrangement

Quilting

Acrylics

Soapmaking

Jewelry Making

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*For course details or a complete schedule, call the  
NWTC West Regional Center, toll-free: (877) 316-1274.*

## Non-Credit Courses

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

## Arts and Crafts

### **NEW** Acrylics

Catalog # 47-306-404

...style, ability and techniques in acrylic painting. Explore painting for profit.

Reg Ctr-Shawano-Classrm 118

Class # 24934 (P)

Dates: 03/19-05/21 (M)

Time: 09:00a-12:00p

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

### Crafts

Catalog # 47-306-413

...explore crafting for profit through a series of different projects.

Reg Ctr-Shawano-Classrm 118

Class # 24939 (P)

Dates: 02/01-03/07 (W)

Time: 09:00a-12:00p

Fee: \$54.33/Age 62+: \$4.00

### **Etch Glass/Mirror**

Catalog # 47-306-408

...explore techniques of etching on glass or mirrors. Projects may include goblets, glass or mirror panels, etc.

**Reg Ctr-Shawano-Classrm 118**

**Class # 24937 (P)**

Dates: 02/22-03/07 (W)

Time: 12:30-03:30p

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

### **Floral Arrangement-Wedding**

Catalog # 47-304-402

...current methods and trends of floral design for wedding arrangements including bridal and bridesmaid bouquets and corsages.

**Reg Ctr-Shawano-Classrm 118**

**Class # 24938 (P)**

Dates: 02/20-03/05 (M)

Time: 05:30-08:30p

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

### **Jewelry Making**

Catalog # 47-306-404

...discover how to use a variety of materials and techniques to create jewelry pieces.

**Reg Ctr-Shawano-Classrm 118**

**Class # 24940 (P)**

Dates: 03/24-05/19 (S)

Time: 09:00a-12:00p

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

### **Sketching**

Catalog # 47-306-402

...learn how to improve your sketching/drawing techniques.

**Reg Ctr-Shawano-Classrm 118**

**Class # 21127 (P)**

Dates: 03/21-05/23 (W)

Time: 01:00-04:00p

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

### **Soap Making**

Catalog # 47-306-412

...using aromatic herbs in the soapmaking process. Includes processing, extracts, packaging and storage.

**Reg Ctr-Shawano-Classrm 118**

**Class # 24936 (P)**

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

Time: 05:00-08:00p

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

### **Stain Glass 24 hrs**

Catalog # 47-306-404

...art of cutting and piecing together glass to form sun catchers, ornaments, and window panels. Introduction to basic tools, techniques, and safety.

**Reg Ctr-Shawano-Classrm 118**

**Class # 21128 (P)**

Dates: 03/26-05/14 (M)

Time: 02:00-05:00p

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

**Reg Ctr-Shawano-Classrm 118**

**Class # 21129 (P)**

Dates: 03/26-05/14 (M)

Time: 05:30-08:30p

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

### **Watercolor**

Catalog # 47-306-402

...through a series of different projects, learn various techniques of water color painting.

**Reg Ctr-Shawano-Classrm 118**

**Class # 21126 (P)**

Dates: 03/20-05/22 (T)

Time: 09:00a-12:00p

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

**Reg Ctr-Shawano-Classrm 118**

**Class # 24935 (P)**

Dates: 03/21-05/23 (W)

Time: 09:00a-12:00p

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

## **Child Care**

### **CC-Child Abuse**

Catalog # 47-307-455

...intervening in suspected cases of child abuse, what to look for and how to report the abuse.

**Reg Ctr-Shawano-Classrm 124**

**Class # 21116 (P)**

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

Time: 05:30-08:30p

Fee: \$16.98/Age 62+: \$5.79

**NEW Child Care-Group Activities** Catalog # 47-307-490

...a variety of activities and material to use in group and circle time with young children.

**Reg Ctr-Shawano-Classrm 124**

**Class # 21118 (P)**

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

Time: 06:00-08:00p

Fee: \$11.49/Age 62+: \$5.90

### **Child Care-Self Esteem**

Catalog # 47-307-459

...components of self esteem, how appropriate praise techniques can enhance a child's self esteem, and how self esteem affects behavior and discipline.

**Reg Ctr-Shawano-Classrm 124**

**Class # 21117 (P)**

Dates: 03/12-03/12 (M)

Time: 06:00-09:00p

Fee: \$16.98/Age 62+: \$5.79

### **NEW School Age Summer Themes** Catalog # 47-307-481

...innovative themes to engage school age children during the summer months: make and take literature, science, and independent play ideas to expand on throughout the summer.

**Reg Ctr-Shawano-Classrm 124**

**Class # 21119 (P)**

Dates: 05/21-05/21 (M)

Time: 06:00-09:00p

Fee: \$16.98/Age 62+: \$5.79

## **Computer**

### **NEW PC: How to Mnge 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.

**Reg Ctr-Shawano-Classrm 109**

**Class # 24941 (P)**

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

Time: 06:00-08:00p

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

### **PC: How to Use Your PC-Basic**

Catalog # 47-103-404

...learn basic skills such as using your mouse easily, finding your way around your computer, file organization & management.

**Reg Ctr-Shawano-Classrm 109**

**Class # 24942 (P)**

Dates: 01/30-02/20 (M)

Time: 09:00-11:00a

Fee: \$26.37/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.

**Reg Ctr-Shawano-Classrm 109**

**Class # 24943 (P)**

Dates: 02/27-03/05 (M)

Time: 09:00-11:00a

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

### **NEW 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.

**Reg Ctr-Shawano-Classrm 109**

**Class # 24944 (P)**

Dates: 03/19-04/09 (M)

Time: 09:00-11:00a

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

## **Emergency Medical**

### **CPR Heartsaver AED**

Catalog # 42-531-431

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

**Reg Ctr-Shawano-Classrm 124**

**Class # 21144 (P)**

Dates: 01/30-01/30 (M)

Time: 05:30-09:30p

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

**Reg Ctr-Shawano-Classrm 124**

**Class # 21145 (P)**

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

Time: 08:00a-12:00p

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

**Reg Ctr-Shawano-Classrm 124**

**Class # 21146 (P)**

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

Time: 05:30-09:30p

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

**Reg Ctr-Shawano-Classrm 124**

**Class # 21147 (P)**

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

Time: 08:00a-12:00p

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

**Glenbrook Sch-Area Child Ctr**

**Class # 21205 (P)**

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

Time: 06:00-10:00p

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 (715) 524-2418 or toll-free (877) 316-1274  
[www.nwtc.edu](http://www.nwtc.edu)**

**Glenbrook Sch-Area Child Ctr**  
Dates: 02/20-02/20 (M)

**Class # 21206 (P)**

Time: 06:00-10:00p

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

**Glenbrook Sch-Area Child Ctr**  
Dates: 03/29-03/29 (R)

**Class # 21207 (P)**

Time: 06:00-10:00p

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

**Glenbrook Sch-Area Child Ctr**  
Dates: 05/12-05/12 (S)

**Class # 21208 (P)**

Time: 08:00a-12:00p

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.

**Reg Ctr-Shawano-Classrm 124**  
Dates: 02/04-02/04 (S)

**Class # 21148 (P)**

Time: 08:00a-12:00p

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

**Reg Ctr-Shawano-Classrm 124**  
Dates: 03/05-03/05 (M)

**Class # 21149 (P)**

Time: 05:30-09:30p

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

**Reg Ctr-Shawano-Classrm 124**  
Dates: 04/28-04/28 (S)

**Class # 21150 (P)**

Time: 08:00a-12:00p

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

**Glenbrook Sch-Area Child Ctr**  
Dates: 01/26-01/26 (R)

**Class # 21162 (P)**

Time: 06:00-10:00p

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

**Glenbrook Sch-Area Child Ctr**  
Dates: 03/21-03/21 (W)

**Class # 21163 (P)**

Time: 06:00-10:00p

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

**Glenbrook Sch-Area Child Ctr**  
Dates: 05/03-05/03 (R)

**Class # 21164 (P)**

Time: 06:00-10:00p

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

### **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.

**Reg Ctr-Shawano-Classrm 124**  
Dates: 01/23-01/23 (M)

**Class # 21155 (P)**

Time: 05:30-09:30p

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

**Reg Ctr-Shawano-Classrm 124**  
Dates: 02/18-02/18 (S)

**Class # 21156 (P)**

Time: 08:00a-12:00p

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

**Reg Ctr-Shawano-Classrm 124**  
Dates: 03/19-03/19 (M)

**Class # 21157 (P)**

Time: 05:30-09:30p

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

**Reg Ctr-Shawano-Classrm 124**

Dates: 05/12-05/12 (S)

**Glenbrook Sch-Area Child Ctr**

Dates: 01/30-01/30 (M)

**Glenbrook Sch-Area Child Ctr**

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

**Glenbrook Sch-Area Child Ctr**

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

**Glenbrook Sch-Area Child Ctr**

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

**Class # 21158 (P)**

Time: 08:00a-12:00p

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

**Class # 21167 (P)**

Time: 06:00-10:00p

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

**Class # 21168 (P)**

Time: 06:00-10:00p

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

**Class # 21169 (P)**

Time: 08:00a-12:00p

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

**Class # 21170 (P)**

Time: 06:00-10:00p

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.

**Reg Ctr-Shawano-Classrm 124**

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

**Reg Ctr-Shawano-Classrm 124**

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

**Reg Ctr-Shawano-Classrm 118**

Dates: 03/13-03/15 (TR)

**Reg Ctr-Shawano-Classrm 124**

Dates: 04/30-05/07 (M)

**Glenbrook Sch-Area Child Ctr**

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

**Glenbrook Sch-Area Child Ctr**

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

**Glenbrook Sch-Area Child Ctr**

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

**Class # 21151 (P)**

Time: 08:00a-02:30p

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

**Class # 21152 (P)**

Time: 05:30-08:30p

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

**Class # 21153 (P)**

Time: 05:30-08:30p

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

**Class # 21154 (P)**

Time: 05:30-08:30p

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

**Class # 21165 (P)**

Time: 06:00-09:00p

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

**Class # 21166 (P)**

Time: 06:00-09:00p

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

**Class # 21209 (P)**

Time: 09:00a-12:00p

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.

**Reg Ctr-Shawano-Classrm 124**

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

**Reg Ctr-Shawano-Classrm 124**

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

**Reg Ctr-Shawano-Classrm 124**

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

**Glenbrook Sch-Area Child Ctr**

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

**Glenbrook Sch-Area Child Ctr**

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

**Glenbrook Sch-Area Child Ctr**

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

**Class # 21159 (P)**

Time: 08:00a-12:00p

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

**Class # 21160 (P)**

Time: 05:30-09:30p

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

**Class # 21161 (P)**

Time: 05:30-09:30p

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

**Class # 21171 (P)**

Time: 06:00-10:00p

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

**Class # 21172 (P)**

Time: 06:00-10:00p

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

**Class # 21173 (P)**

Time: 06:00-10:00p

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

## Health/Exercise

### Food/Fitness

Catalog # 42-303-412

...evaluating nutritional intake and initiating changes to maintain healthy lifestyles. Helpful with weight related health problems and special dietary needs.

#### Total Fitness

Dates: 03/19-06/11 (MW)

#### Class # 21140 (P)

Time: 08:00-08:50a

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

#### Total Fitness

Dates: 03/19-06/11 (MW)

#### Class # 21141 (P)

Time: 09:00-09:50a

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

#### Total Fitness

Dates: 03/20-06/08 (TF)

#### Class # 21142 (P)

Time: 07:30-08:20a

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

#### Total Fitness

Dates: 03/20-06/08 (TF)

#### Class # 21143 (P)

Time: 08:30-09:20a

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

#### Bonduel HS

Dates: 02/09-05/01 (TR)

#### Class # 25218 (P)

Time: 07:00-07:50a

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

#### Bonduel HS

Dates: 02/09-05/01 (TR)

#### Class # 25219 (P)

Time: 08:00-08:50a

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

#### Bonduel HS

Dates: 05/03-07/26 (TR)

#### Class # 25220 (P)

Time: 07:00-07:50a

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

#### Bonduel HS

Dates: 05/03-07/26 (TR)

#### Class # 25222 (P)

Time: 08:00-08:50a

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

#### Gresham Woodland Supper Club

Dates: 03/06-05/24 (TR)

#### Class # 25242 (P)

Time: 08:10-09:00a

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

## Personal Enrichment

### Food: Appetizers

Catalog # 42-303-435

...create new and exciting finger foods and other hors d'oeuvres using gourmet cooking methods.

#### Reg Ctr-Shawano-Classrm 118

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

#### Class # 25079 (P)

Time: 09:00-11:30a

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

### **NEW** Food: Bread Making

Catalog # 42-303-432

...hands on participation in various types of bread making including tips and simple techniques.

#### Reg Ctr-Shawano-Classrm 118

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

#### Class # 25064 (P)

Time: 09:00a-12:30p

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

### Food: Chocolate

Catalog # 42-303-438

...prepare delicious chocolate treats. Learn cooking techniques and tips to work and create with chocolates.

#### Reg Ctr-Shawano-Classrm 118

Dates: 02/27-03/05 (M)

#### Class # 25099 (P)

Time: 09:00-11:30a

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

### Food: Cupcake Crazy-4hr

Catalog # 42-303-403

...join us for a flavorful and fanciful look at some new cupcakes that you're sure to want to make for your next bake sale or party. Let's get creative.

#### Reg Ctr-Shawano-Classrm 118

Dates: 05/21-05/21 (M)

#### Class # 25076 (P)

Time: 05:00-08:30p

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

### **NEW** Food: Fondue

Catalog # 42-303-440

...explore your menu options using a fondue. Create a variety of fondue meals.

#### Reg Ctr-Shawano-Classrm 118

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

#### Class # 25065 (P)

Time: 09:00-11:30a

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



# Cooking in Shawano

## Here's what's cooking:

- Appetizers
- Dazzling Desserts
- Bread Making
- Gourmet Dipped Apples
- Pizza, Panini & More
- Fondue
- And many more cooking courses!

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

**Call the NWTC West Region, toll-free: (877) 316-1274.**

**NEW Food: Garnishing/Presenting** Catalog # 42-303-416

...preparing a variety of dishes focusing on garnishing with regards to colors, textures, and flavors that compliment the dishes. Includes table placement and table decor.

**Reg Ctr-Shawano-Classrm 118**

**Class # 25066 (P)**

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

Time: 09:00-11:30a

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

**NEW Food: Gourmet Dipped Apples** Catalog # 42-303-403

...create luscious gourmet-dipped apples using caramel and any number of toppings. Ideal for holiday gift giving or party favors.

**Reg Ctr-Shawano-Classrm 118**

**Class # 25067 (P)**

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

Time: 09:00a-12:00p

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

**NEW Food: Italian Peasant Bread** Catalog # 42-303-400

...making a genuine Italian country bread that is crusty with a soft inside.

**Reg Ctr-Shawano-Classrm 118**

**Class # 25068 (P)**

Dates: 01/27-01/27 (F)

Time: 09:00-11:30a

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

**Food: Meal Mania-4hr**

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.

**Reg Ctr-Shawano-Classrm 118**

**Class # 25069 (P)**

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

Time: 09:00a-12:30p

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

**NEW Food: Mushrooms**

Catalog # 42-303-403

...cooking with mushrooms and recipes that include mushrooms.

**Reg Ctr-Shawano-Classrm 118**

**Class # 25070 (P)**

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

Time: 09:00a-12:30p

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

**NEW Food: Pizza, Panini & More-4hr** Catalog # 42-303-403

...join us as we explore one of America's favorite dishes. Learn to create savory pizzas, paninis and more.

**Reg Ctr-Shawano-Classrm 118**

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

**Class # 25071 (P)**

Time: 09:00a-12:30p

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

**NEW Food: Quick/Easy Desserts** Catalog # 42-303-403

...create gourmet desserts with quick and easy recipes.

**Reg Ctr-Shawano-Classrm 118**

Dates: 03/30-03/30 (F)

**Class # 25072 (P)**

Time: 09:00a-12:30p

Fee: \$21.19/Age 62+: \$10.00

**Food: Seafood/Poultry**

Catalog # 42-303-401

...healthy meals based on main courses using seafood and poultry ingredients.

**Reg Ctr-Shawano-Classrm 118**

Dates: 05/11-05/18 (F)

**Class # 25074 (P)**

Time: 09:00-11:30a

Fee: \$22.14/Age 62+: \$5.36

**NEW Food: Seasonal Dazzling Dessert** Catalog # 42-303-452

...create beautiful and decadent desserts to celebrate Valentine's Day.

**Reg Ctr-Shawano-Classrm 118**

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

**Class # 25078 (P)**

Time: 09:00-11:30a

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

**NEW Food: Super Bowl**

Catalog # 42-303-451

...learn to entertain with style for the big game. Get new ideas and recipes.

**Reg Ctr-Shawano-Classrm 118**

Dates: 01/30-01/30 (M)

**Class # 25077 (P)**

Time: 09:00-11:30a

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

**Food:Recipes We Grew Up With-4** Catalog # 42-303-403

...memories of the people we love and the important events in our lives are shaped by the smells & tastes of special dishes shared. Let's make the memories come alive by bringing our own favorite family recipe to share.

**Reg Ctr-Shawano-Classrm 118**

Dates: 04/20-04/20 (F)

**Class # 25073 (P)**

Time: 09:00a-12:30p

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

**Quilting-Advanced Beginning**

Catalog # 42-301-457

...tired of the same old patterns using squares and rectangles? This class will teach additional skills using triangles and easier paper piecing techniques. You have the option to choose the class project or work independently. Prior experience necessary for independent work.

**Reg Ctr-Shawano-Classrm 124**

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

**Class # 24950 (P)**

Time: 09:30a-12:30p

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

**Reg Ctr-Shawano-Classrm 124**

Dates: 02/10-03/02 (F)

**Class # 24951 (P)**

Time: 09:30a-12:30p

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

**Reg Ctr-Shawano-Classrm 124**

Dates: 03/23-04/13 (F)

**Class # 24952 (P)**

Time: 01:00-04:00p

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

**Reg Ctr-Shawano-Classrm 124**

Dates: 04/20-05/11 (F)

**Class # 24953 (P)**

Time: 01:00-04:00p

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

**Quilting-Beginning**

Catalog # 42-301-465

...if you ever wanted to learn to quilt, then this class is for you! The absolute beginner's class will get you quilting in no time. You have the option to choose the class project or work independently.

**Reg Ctr-Shawano-Classrm 124**

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

**Class # 24947 (P)**

Time: 01:00-04:00p

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

**Reg Ctr-Shawano-Classrm 124**

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

**Class # 24948 (P)**

Time: 01:00-04:00p

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

To register, visit [www.nwtc.edu](http://www.nwtc.edu) and <click> the **Sign Up** button.

**Reg Ctr-Shawano-Classrm 124**

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

**Class # 24949 (P)**

Time: 01:00-04:00p

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

**Reg Ctr-Shawano-Classrm 124**

Dates: 03/23-05/11 (F)

**Class # 24954 (P)**

Time: 09:30a-12:30p

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

**Selling on eBay**

Catalog # 47-103-472

...experience buying and selling on eBay®, an internet auction website. Using the most up-to-date training and student materials - the same ones used by eBay® University - students will learn how to leverage the auction site as a business tool.

**Reg Ctr-Shawano-Classrm 109**

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

**Class # 25350 (P)**

Time: 08:00a-04:00p

Fee: \$70.00/Age 62+: \$47.63

**Reg Ctr-Shawano-Classrm 109**

Dates: 04/12-04/19 (R)

**Class # 25351 (P)**

Time: 05:30-09:30p

Fee: \$70.00/Age 62+: \$47.63

## 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.

**Reg Ctr-Shawano-Classrm 124**

Dates: 01/23-01/23 (M)

**Class # 25416 (P)**

Time: 12:30-04:00p

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

**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.

**Reg Ctr-Shawano-Classrm 124**

Dates: 01/30-01/30 (M)

**Class # 25418 (P)**

Time: 12:30-04:00p

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.

**Reg Ctr-Shawano-Classrm 124**

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

**Class # 25413 (P)**

Time: 08:30a-12:00p

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.

**Reg Ctr-Shawano-Classrm 124**

Dates: 01/23-01/23 (M)

**Class # 25415 (P)**

Time: 08:30a-12:00p

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.

**Reg Ctr-Shawano-Classrm 124**

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

**Class # 25414 (P)**

Time: 12:30-04:00p

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

**Real Estate-Other Approved Forms**

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.

**Reg Ctr-Shawano-Classrm 124**

Dates: 01/30-01/30 (M)

**Class # 25417 (P)**

Time: 08:30a-12:00p

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.

#### Reg Ctr-Shawano-Classrm 124

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

#### Class # 21114 (P)

Time: 05:30-09:30p

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

#### Reg Ctr-Shawano-Classrm 124

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

#### Class # 21115 (P)

Time: 05:30-09:30p

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

#### Reg Ctr-Shawano-Classrm 110

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

#### Class # 23049 (VC)

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.

#### Reg Ctr-Shawano-Classrm 119

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

#### Class # 21275 (VC)

Time: 05:30-09:30p

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

### 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.

#### Reg Ctr-Shawano-Classrm 110

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

#### Class # 21268 (VC)

Time: 05:30-09:30p

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

## Online Courses

For more information, go to: [www.nwtc.edu](http://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 Chld (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

## Registration and Further Online Class Information

Online at <http://online.nwtc.edu> or go to [www.nwtc.edu](http://www.nwtc.edu) and click on **Ways of Learning**  
or call (920) 498-5444; toll-free (888) 385-NWTC

## Correspondence Courses

Register to earn credit by taking classes at home.

- Are you self-motivated?
- Do you have good study skills?
- Do you have good time management and organization skills?
- Are you able to communicate your needs?
- Are you able to work independently?

Semester start date for the spring is January 12, 2012.

### 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

### Print Based Classes – No Videos/DVD's

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.,  
P.O. Box 19042, Green Bay, WI 54307-9042

OR Contact the Regional Learning Services Coordinator in your area.

# NWTC REGISTRATION FORM

Print all information using black ink only (Make checks payable to NWTC)

Register online, visit our website at  
[www.nwtc.edu](http://www.nwtc.edu)

Student Number	National ID (SS#)	Last Name	First Name	Middle Initial	Previous Last Name
Street Address	City	State	Zip Code	<input type="checkbox"/> Male <input type="checkbox"/> Female	Check one: <input type="checkbox"/> U.S. Citizen <input type="checkbox"/> Immigrant <input type="checkbox"/> Nonimmigrant
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	
Education: Name of High School			City	State	<input type="checkbox"/> High School <input type="checkbox"/> HSED <input type="checkbox"/> GED®
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.

Signature (required)

Date

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**SOURCE CODE: ACE**



**For registration information,**  
call (920) 496-5444 or  
toll-free (888) 385-NWTC.

Out-of-state residents may be responsible for additional fees.

## 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 – West Regional Learning Center**  
111 Thomas Avenue, Shawano, WI 54166

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

NWTC accepts



# The future is what you make it.

NWTC offers the following **programs** and **certificates**

at the **West Regional Learning Center.**



## Associate Degrees and Technical Diplomas:

Business Management  
General Studies Transfer  
Health Care Business Services  
Health Information Technology - 1st year  
Leadership Development

Nursing Assistant  
Nursing-Associate Degree - 1st year  
Office Professional  
Practical Nursing  
Supply Chain Management

## Certificates:

Business Operations  
Business Writing  
Casino Management:  
Customer Relationship Management  
Casino Management:  
Foundations of Gaming Leadership  
Casino Management:  
Regulations and Operations  
Contact Center  
Cultural and Social Studies  
Customer Service  
Early Childhood: Foundation  
Early Childhood: Licensing Basic Ages 0-2  
Early Childhood: Premier  
Entrepreneurship  
Ethical Leadership  
Fundamentals of Real Estate Sales  
General Studies Transfer

Gerontology Nursing  
Global Business  
Health Care Business Services  
Health Care Leadership  
Health Care Leadership Advanced  
Introduction to the  
Instructional Assistant Careers  
Library Assistant  
Micro-Business Fast Track  
Psychology and Behavioral Studies  
Quality Improvement and Innovation  
Small Business Bookkeeping  
Social and Human Services  
Software Level 1 and 2  
Special Education  
Supervision  
Supply Chain Management  
Supporting Children's Learning

Many certificates will transfer into an associate degree or technical diploma. For more information on our certificate options, please call our office at (715) 524-2418 or (877) 316-1274 or set up an appointment with an academic advisor.

**Go online to [www.nwtc.edu](http://www.nwtc.edu) to get started today.**

## VISION STATEMENT

We will provide the highest quality, life-long learning opportunities that are

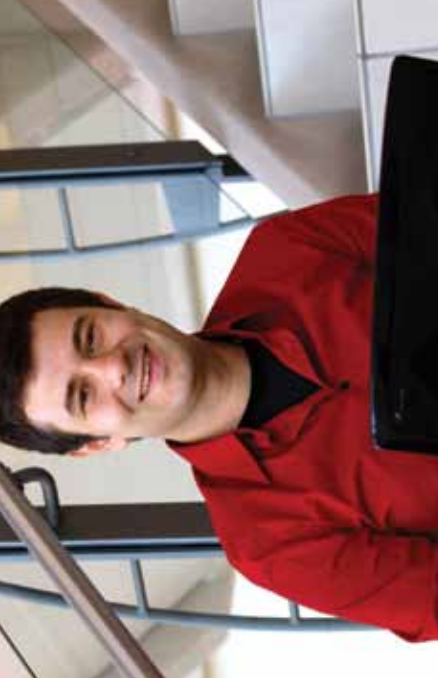
- what you want
- when you want
- where you want, and
- how you want them

so you may continue learning and successfully engage in a career that enhances your quality of life in a global community.

NWTC does not discriminate on the basis of age, race, color, disability, sex, national origin, or other protected class.

NWTC is a member of the Wisconsin Technical College System.

 **Northeast**  
Wisconsin Technical College  
*We Are Futuremakers*



NWTC offers **more classes**  
and has **more locations**.

You can take classes at **any**  
of NWTC's **convenient locations**:

#### **Campuses**

- Green Bay
- Marinette
- Sturgeon Bay

#### **Regional Learning Centers**

- Crivitz
- Oconto Falls
- Luxemburg
- Shawano
- Niagara
- Green Bay Metro

Learn more. Go to [www.nwtc.edu](http://www.nwtc.edu) today!

Winter/Spring 2012 • Course Schedule

# NWTC West Regional Learning Center

Serving: Shawano, Bonduel and Pulaski

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