

Continuing Education Course Schedule

NWTC Northwest 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 and click
on **Find a Class**.

Credit Classes begin on page 3

Non-Credit Classes begin on page 17

Serving:

**Gillett, Lakewood,
Mountain, Oconto Falls,
Suring and Townsend**

 **Northeast**
Wisconsin Technical College
We Are Futuremakers

**Open
Registration**
November 17, 2011

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Northwest Regional Learning Center

Serving: Gillett, Lakewood, Mountain,
Oconto Falls, Suring and Townsend

Phone: (920) 848-6982

Toll-Free: (866) 639-6982

E-mail: northwest@nwtc.edu

Address: 649 E. Jackson St.
Oconto Falls, WI 54154

Office Hours:

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

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



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

NWTC
accepts



Winter/Spring 2012 • Term 2122

Open Registration Begins: November 17, 2011

Registration Information

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

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

Online Registration

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

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

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

Walk-In /Mail-In Registration

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

NWTC – Northwest Regional Learning Center
649 East Jackson Street
Oconto Falls, WI 54154

Phone-In Registration

To register with one of our friendly Enrollment Services staff, please call: (920) 848-6982 or (866) 639-6982 during regular office hours. Please have your Student ID and a credit card available for payment of all non-credit classes.

Registration Forms

To print a mailable registration form, go to: www.nwtc.edu <click> Sign Up then <click> Register for a Class. If you would like a registration form sent to you, call (920) 848-6982 or toll-free: (866) 639-6982.

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

Key

Day(s):

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

Time:

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

Fee:

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

Michigan residents fee
slightly higher.

Instruction Mode:

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

Location	Instruction Mode	
<p>Business Home-Sketching Catalog # 47-306-402</p> <p>...turn your talent into a successful home-based business. Learn how to improve your sketching/drawing techniques while gaining the necessary tools to sell and market your product.</p> <p>Doty Town Hall/Fire Dept</p> <p>Dates: 02/02-04/12 (R)</p>		
Day(s)	Time	Fee
	Class # 24734 (P) Time: 09:00a-12:00p	Fee: \$87.89/Age 62+: \$4.00

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

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

Dropping Classes

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

Third Party or Employer Funding

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

All fees are subject to change.

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

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

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

FREE

Academic Skills Lab Northwest Regional Learning Center

Basic Education is a program using independent, self-paced instruction. Brush up on math, reading or writing to enter a college program or prepare for the Tests of General Educational Development (GED® Tests) or High School Equivalency Diploma (HSED) requirements.

GED®, and the GED Testing Service®, are registered trademarks of the American Council on Education®, and may not be used or reproduced without the express written permission of the American Council on Education.

No fees • Register anytime

For more information, please call (866) 639-6982.

Credit Courses

Accounting

SELF-PACED ACCOUNTING LAB HOURS MONDAYS: 5:30-8:30 P.M.

Accounting 1

Catalog # 10-101-110

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

Reg Ctr-Oc Falls-Classrm 205

Class # 24217 (VA)

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

Time: 05:00-10:00p

Fee: \$493.40

Credit: 4

Accounting Principles

Catalog # 10-101-101

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

Reg Ctr-Oc Falls-Classrm 102

Class # 23012 (SP)

Dates: 01/16-05/07 (M)

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-Oc Falls-Classrm 102

Class # 23013 (SP)

Dates: 01/16-05/07 (M)

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-Oc Falls-Classrm 207

Class # 24210 (VA)

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

Time: 05:00-10:00p

Fee: \$493.40

Credit: 4

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.

Oconto Falls Self-Paced Lab Hours

Math

Day/s	Hours	From/To	Location
Thursdays	5:30 p.m.-8:30 p.m.	1/19-5/10	Room 102

Accounting

Day/s	Hours	From/To	Location
Mondays	5:30 p.m.-8:30 p.m.	1/16-5/7	Room 102

Computer

Day/s	Hours	From/To	Location
Tuesdays	5:30 p.m.-9:00 p.m.	1/17-5/9	Room 208
Wednesdays	5:30 p.m.-9:00 p.m.	1/17-5/9	Room 208

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-Oc Falls-Classrm 207

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

Class # 21102 (VC)

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-Oc Falls-Classrm 207

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

Class # 24222 (VA)

Time: 05:00-10:00p

Fee: \$246.70

Credit: 2

Accounting-Payroll

Catalog # 10-101-151

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

Reg Ctr-Oc Falls-Classrm 102

Dates: 01/16-05/07 (M)

Class # 23014 (SP)

Time: Self-Paced

Fee: \$370.05

Credit: 3

Accounting-QuickBooks

Catalog # 10-101-190

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

Reg Ctr-Oc Falls-Classrm 102

Dates: 01/16-05/07 (M)

Class # 23072 (SP)

Time: Self-Paced

Fee: \$124.10

Credit: 1

Careers in shipbuilding start here.

Have you heard the news? There's a growing demand for skilled workers in shipbuilding! Launch your career with these new learning opportunities at the NWTC Marinette and Green Bay campuses:

- **Marine Technology associate degree**
Two-year, four-semester program | 67 credits
- **Marine Construction technical diploma**
One-year, three-semester program | 41 credits

**Start your future in shipbuilding.
Contact NWTC today!**

Photo: Lockheed Martin



Find out more information, visit us online or call
www.nwtc.edu • (920) 498-5682

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-Oc Falls-Classrm 108

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

Class # 22961 (VC)

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-Oc Falls-Classrm 205

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

Class # 22949 (VC)

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-Oc Falls-Classrm 207

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

Class # 22955 (VC)

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-Oc Falls-Classrm 108

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

Class # 22973 (VA)

Time: 08:30a-12:30p

Fee: \$124.10

Credit: 1

Business/Marketing

Bus and Info Tech Occup Prep

Catalog # 10-102-100

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

Reg Ctr-Oc Falls-Classrm 207

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

Class # 22995 (VC)

Time: 05:00-09:15p

Fee: \$124.10

Credit: 1

Business Law & Ethics

Catalog # 10-102-150

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

Reg Ctr-0c Falls-Classrm 207

Class # 24477 (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-0c Falls-Classrm 108

Class # 23015 (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-0c Falls-Classrm 207

Class # 23028 (VA)

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

Time: 08:00-11:00a

Fee: \$364.30

Credit: 3

Event Marketing

Catalog # 10-104-125

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

Reg Ctr-0c Falls-Classrm 108

Class # 24442 (VA)

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

Time: 08:30-11:30a

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-0c Falls-Classrm 108

Class # 24470 (VA)

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

Time: 08:30-11:30a

Fee: \$364.30

Credit: 3

NEW 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-0c Falls-Classrm 108

Class # 24435 (VA)

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

Time: 08:30-11:30a

Fee: \$364.30

Credit: 3

NEW Marketing Presentations Catalog # 10-104-124

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

Reg Ctr-0c Falls-Classrm 108

Class # 24463 (VA)

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

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-0c Falls-Classrm 205

Class # 21518 (VC)

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

Time: 12:45-03:45p

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-0c Falls-Classrm 108

Class # 24456 (VA)

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

Time: 12:30-03:30p

Fee: \$364.30

Credit: 3

NEW Social Media Marketing

Catalog # 10-104-119

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

Reg Ctr-Oc Falls-Classrm 108

Class # 24449 (VA)

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

Time: 12:30-03:30p

Fee: \$364.30

Credit: 3

Child Care

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-Oc Falls-Classrm 207

Class # 21108 (VC)

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

Time: 08:30-11:30a

Fee: \$366.30

Credit: 3

Computer

SPRING SELF-PACED COMPUTER LAB HOURS

TUESDAYS & WEDNESDAYS (1/17-5/9): 5:30-9:00 P.M.

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-Oc Falls-Comp Lab 208

Class # 23037 (SP)

Dates: 01/18-05/09 (W)

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-Oc Falls-Comp Lab 208

Class # 23035 (SP)

Dates: 01/18-05/09 (W)

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-Oc Falls-Comp Lab 208

Class # 23036 (SP)

Dates: 01/18-05/09 (W)

Time: Self-Paced

Fee: \$124.10

Credit: 1

Micro: Access-Intro

Catalog # 10-103-141

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

Reg Ctr-Oc Falls-Comp Lab 208

Class # 23025 (SP)

Dates: 01/17-05/09 (TW)

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-Oc Falls-Comp Lab 208

Class # 23026 (SP)

Dates: 01/17-05/09 (TW)

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-Oc Falls-Comp Lab 208

Class # 23023 (SP)

Dates: 01/17-05/09 (TW)

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-Oc Falls-Comp Lab 208

Class # 23024 (SP)

Dates: 01/17-05/09 (TW)

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-Oc Falls-Comp Lab 208

Class # 23110 (SP)

Dates: 01/17-05/09 (TW)

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-Oc Falls-Comp Lab 208

Class # 23027 (SP)

Dates: 01/17-05/09 (TW)

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-Oc Falls-Comp Lab 208

Class # 23073 (SP)

Dates: 01/17-05/09 (TW)

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.

Reg Ctr-Oc Falls-Comp Lab 208

Class # 23020 (SP)

Dates: 01/17-05/09 (TW)

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-Oc Falls-Comp Lab 208

Class # 23021 (SP)

Dates: 01/17-05/09 (TW)

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-Oc Falls-Comp Lab 208

Class # 23022 (SP)

Dates: 01/17-05/09 (TW)

Time: Self-Paced

Fee: \$124.10

Credit: 1

Entrepreneurship

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-Oc Falls-Classrm 205 **Class # 24043 (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-Oc Falls-Classrm 205 **Class # 24039 (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-Oc Falls-Classrm 205 **Class # 24047 (VC)**
Dates: 04/14-05/19 (S) Time: 08:30-11:30a Fee: \$124.10 Credit: 1

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-Oc Falls-Classrm 207 **Class # 23095 (VC)**
Dates: 01/17-05/15 (T) Time: 08:30-11:30a Fee: \$364.30 Credit: 3

Anatomy/Struct-Funct Catalog # 31-806-312

...human body systems, structural formation.

Reg Ctr-Oc Falls-Classrm 102 **Class # 23060 (P)**
Dates: 01/18-05/16 (W) Time: 05:30-08:30p Fee: \$244.20 Credit: 2

Reg Ctr-Oc Falls-Classrm 108 **Class # 24422 (VC)**
Dates: 01/19-05/17 (R) Time: 08:30-11:30a Fee: \$244.20 Credit: 2

Basic Anatomy Catalog # 10-806-189

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

Reg Ctr-Oc Falls-Classrm 207 **Class # 24682 (B)**
Dates: 01/18-05/16 (W) Time: 11:35a-12:25p 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.

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-Oc Falls-Classrm 102 **Class # 23086 (SP)**
Dates: 01/19-05/10 (R) 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-0c Falls-Classrm 207

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

Class # 21231 (VC)

Time: 01:00-04:00p

Fee: \$364.30

Credit: 3

Reg Ctr-0c Falls-Classrm 102

Dates: 01/19-05/10 (R)

Class # 23078 (SP)

Time: Self-Paced

Fee: \$364.30

Credit: 3

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-0c Falls-Classrm 205

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

Class # 22985 (VC)

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-0c Falls-Classrm 205

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

Class # 22979 (VC)

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-0c Falls-Classrm 205

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

Class # 24415 (VA)

Time: 01:00-05:00p

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-0c Falls-Classrm 108

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

Class # 22990 (VC)

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-0c Falls-Classrm 205

Dates: 01/26-05/10 (R)

Class # 23061 (VA)

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-0c Falls-Classrm 205

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

Class # 21212 (VC)

Time: 01:30-04:30p

Fee: \$364.30

Credit: 3

Reg Ctr-0c Falls-Classrm 102

Dates: 01/16-04/12 (MR)

Class # 23109 (P)

Time: 09:00-11:15a

Fee: \$364.30

Credit: 3

Elementary Algebra w Apps

Catalog # 10-834-110

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

Reg Ctr-0c Falls-Classrm 102

Dates: 01/19-05/10 (R)

Class # 25451 (SP)

Time: Self-Paced

Fee: \$364.30

Credit: 3

Interm Algebra w Apps

Catalog # 10-804-118

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

Reg Ctr-Oc Falls-Classrm 108

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

Class # 23079 (VC)

Time: 01:00-05:00p

Fee: \$484.40

Credit: 4

Reg Ctr-Oc Falls-Classrm 102

Dates: 01/19-05/10 (R)

Class # 23084 (SP)

Time: Self-Paced

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-Oc Falls-Classrm 205

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

Class # 23089 (VA)

Time: 05:30-09:30p

Fee: \$364.30

Credit: 3

Reg Ctr-Oc Falls-Classrm 102

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

Class # 23094 (P)

Time: 08:30a-12:30p

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-Oc Falls-Classrm 205

Dates: 01/19-05/03 (R)

Class # 21256 (B)

Time: 08:30a-12:30p

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 Thursday, 8:30am-12:30pm, Dates: 1/19, 2/2, 2/16, 3/1, 3/22, 4/5, 4/19, and 5/3.

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-Oc Falls-Classrm 102

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

Class # 23065 (B)

Time: 05:30-08:30p

Fee: \$364.30

Credit: 3

Note: This Blended Class requires both online learning and in-person meetings. Class meets in person on Tuesday, 5:30-8:30pm, Dates: 1/17, 1/31, 2/14, 2/28, 3/20, 4/3, 4/17, and 5/1.

Reg Ctr-Oc Falls-Classrm 207

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

Class # 24409 (VC)

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-Oc Falls-Classrm 102

Dates: 01/19-05/10 (R)

Class # 23102 (SP)

Time: Self-Paced

Fee: \$364.30

Credit: 3

Reg Ctr-Oc Falls-Classrm 108

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

Class # 24401 (VA)

Time: 05:30a-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-Oc Falls-Classrm 205

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

Class # 21219 (VA)

Time: 08:30a-12:30p

Fee: \$364.30

Credit: 3

Reg Ctr-Oc Falls-Classrm 204

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

Class # 23052 (P)

Time: 05:30-08:30p

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-Oc Falls-Classrm 205

Class # 23066 (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-Oc Falls-Classrm 205

Class # 21237 (VA)

Dates: 01/19-03/08 (R)

Time: 01:00-05:00p

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-Oc Falls-Classrm 207

Class # 24224 (VC)

Dates: 01/19-05/10 (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-Oc Falls-Classrm 205

Class # 21225 (VA)

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

Time: 08:30a-12:30p

Fee: \$364.30

Credit: 3

Reg Ctr-Oc Falls-Classrm 102

Class # 23059 (P)

Dates: 02/18-04/21 (S)

Time: 08:30a-12:30p

Fee: \$364.30

Credit: 3

Technical Reporting

Catalog # 10-801-197

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

Reg Ctr-Oc Falls-Classrm 207

Class # 23053 (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-Oc Falls-Classrm 205

Class # 21278 (VC)

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

Time: 01:00-04:00p

Fee: \$364.30

Credit: 3

Trigonometry w Apps

Catalog # 10-804-196

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

Reg Ctr-Oc Falls-Classrm 102

Class # 23087 (SP)

Dates: 01/19-05/10 (R)

Time: Self-Paced

Fee: \$364.30

Credit: 3

Health Care

NEW HCBS Organizational Resources

Catalog # 10-160-165

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

Reg Ctr-Oc Falls-Classrm 207

Class # 25272 (VC)

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

Time: 12:30-04:30p

Fee: \$244.20

Credit: 2

NEW 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-Oc Falls-Classrm 108

Class # 21095 (VC)

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

Time: 08:30-11:30a

Fee: \$246.70

Credit: 2

NEW 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-Oc Falls-Classrm 207

Class # 21074 (VC)

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

Time: 12:30-04:45p

Fee: \$244.20

Credit: 2

NEW 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-Oc Falls-Classrm 205

Class # 24357 (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-Oc Falls-Classrm 207

Class # 21081 (VC)

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

Time: 01:00-04:00p

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-Oc Falls-Classrm 108

Class # 24428 (VC)

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

Time: 12:30-03:30p

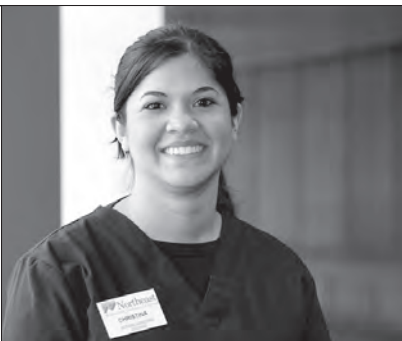
Fee: \$364.30

Credit: 3

Become a Nursing Assistant

NWTC in Oconto Falls is now accepting applications for the 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
- Caregiver background check
- Two-step TB skin test
- Must be at least 16 yrs old

Classes begin January 12, 2012 – call today!

For more information or to enroll: (920) 848-6982 or toll-free (866) 639-6982

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-Oc Falls-Nurs Lab 106
1/12-2/23 (MR)

Class#23178 (P)
08:00a-04:00p

Clinical location and times vary

Fee: \$398.55 Credit: 3

Reg Ctr-Oc Falls-Nurs Lab 106
3/19-5/15 (MTR)

Class#23179 (P)
05:00-09:00p

Clinical location and times vary

Fee: \$398.55 Credit: 3

NEW Nursing Fundamentals

Catalog # 10-543-101

...focuses on basic nursing concepts that the beginning nurse will need to provide care to diverse patient populations across the lifespan. Current and historical issues impacting nursing will be explored within the scope of nursing practice. The nursing process will be introduced as a framework for organizing the care of patients with alterations in cognition, elimination, comfort, grief/loss, mobility, integument, and fluid/electrolyte balance. (Prerequisite: Accepted into Nursing-AD Program; Corequisite: 10-806-177, Gen Anatomy & Physiology)

Reg Ctr-Oc Falls-Classrm 205
Dates: 01/16-05/14 (M)

Class # 21261 (VC)
Time: 09:30-11:20a

Fee: \$254.20 Credit: 2

NEW Nursing Pharmacology

Catalog # 10-543-103

...this course introduces the principles of pharmacology, including drug classifications and their effects on the body. Emphasis is on the use of the components of the nursing process when administering medications. (Prerequisite: Accepted into Nursing-AD Program; Corequisite: 10-806-177, Gen Anatomy & Physiology)

Reg Ctr-Oc Falls-Classrm 207
Dates: 01/16-05/14 (M)

Class # 23074 (VC)
Time: 01:30-03:20p

Fee: \$254.20 Credit: 2

Leadership

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-Oc Falls-Classrm 108

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

Class # 21526 (VA)

Time: 05:30-09:30p

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-Oc Falls-Classrm 108

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

Class # 22072 (VA)

Time: 01:00-05:00p

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-Oc Falls-Classrm 108

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

Class # 23038 (VA)

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-Oc Falls-Classrm 207

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

Class # 21550 (B)

Time: 05:30-09:30p

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-Oc Falls-Classrm 108

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

Class # 22086 (VA)

Time: 08:30a-12:30p

Fee: \$364.30

Credit: 3

Legal Issues-Supervisors

Catalog # 10-196-134

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

Reg Ctr-Oc Falls-Classrm 108

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

Class # 21534 (VA)

Time: 05:30-09:30p

Fee: \$364.30

Credit: 3

Managing-Quality

Catalog # 10-196-192

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

Reg Ctr-Oc Falls-Classrm 108

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

Class # 22100 (VA)

Time: 08:30a-12:30p

Fee: \$364.30

Credit: 3

Project Mgmt Fundamentals

Catalog # 10-196-188

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

Reg Ctr-Oc Falls-Classrm 108

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

Class # 21542 (VA)

Time: 05:30-09:30p

Fee: \$364.30

Credit: 3

Safety-Workplace

Catalog # 10-196-136

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

Reg Ctr-Oc Falls-Classrm 108

Class # 22058 (VA)

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

Time: 01:00-05:00p

Fee: \$364.30

Credit: 3

Supervision

Catalog # 10-196-191

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

Reg Ctr-Oc Falls-Classrm 108

Class # 22093 (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-Oc Falls-Classrm 108

Class # 22065 (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-Oc Falls-Classrm 108

Class # 22079 (VA)

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

Time: 08:30a-12:30p

Fee: \$364.30

Credit: 3

Workplace Innovation

Catalog # 10-196-145

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

Reg Ctr-Oc Falls-Classrm 108

Class # 23103 (VA)

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

Time: 08:30a-12:30p

Fee: \$364.30

Credit: 3

Logistics/Supply Chain

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-Oc Falls-Classrm 108

Class # 21242 (VA)

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

Time: 05:30-08:30p

Fee: \$364.30

Credit: 3

Transportation Mgmt

Catalog # 10-182-190

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

Reg Ctr-Oc Falls-Classrm 108

Class # 21249 (VA)

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

Time: 05:30-08:30p

Fee: \$364.30

Credit: 3

Technical Trade

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-Oc Falls-Classrm 207

Class # 24113 (VC)

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

Time: 05:30-09:00p

Fee: \$253.20

Credit: 2

CAD

Catalog # 10-606-113

...computer aided drafting using AutoCAD software focusing on template settings; creating and manipulating layers; basic drawing, editing, and inquiry commands; blocks and attributes; and plotting. (Corequisite: 10-607-119, Civil Drafting Technology OR 10-606-119, Technical Sketching OR 10-614-113, 2D Essentials)

Reg Ctr-Oc Falls-Comp Lab 208

Class # 23051 (SP)

Dates: 01/17-05/08 (T)

Time: Self-Paced

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-Oc Falls-Classrm 207

Class # 23524 (VC)

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

Time: 11:15a-01:15p

Fee: \$124.10

Credit: 1

Non-Credit Courses

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

Arts and Crafts

Business Home-Oil Paint

Catalog # 47-306-402

...explore painting for profit. Through series of different projects, learn various techniques of oil painting. Learn how to price, sell, market creations from a home-based business setting.

Reg Ctr-Oc Falls-Classrm 204

Class # 24733 (P)

Dates: 02/08-04/18 (W)

Time: 01:00-04:00p

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

Business Home-Paint Media

Catalog # 47-306-402

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

Reg Ctr-Oc Falls-Classrm 204

Class # 24730 (P)

Dates: 01/24-04/03 (T)

Time: 01:00-04:00p

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

Reg Ctr-Oc Falls-Classrm 204

Class # 24731 (P)

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

Time: 01:00-04:00p

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

Doty Town Hall/Fire Dept

Class # 24732 (P)

Dates: 02/02-04/12 (R)

Time: 01:00-04:00p

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

Business Home-Sketching

Catalog # 47-306-402

...turn your talent into a successful home-based business. Learn how to improve your sketching/drawing techniques while gaining the necessary tools to sell and market your product.

Doty Town Hall/Fire Dept

Class # 24734 (P)

Dates: 02/02-04/12 (R)

Time: 09:00a-12:00p

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

Business Home-Watercolor

Catalog # 47-306-402

...explore painting for profit. Through series of different projects, learn various techniques of water color painting. Learn how to price, sell, market creations from a home-based business setting.

Doty Town Hall/Fire Dept

Class # 24728 (P)

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

Time: 09:00a-12:00p

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

Doty Town Hall/Fire Dept

Class # 24729 (P)

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

Time: 01:00-04:00p

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

Business Home-Woodcarving

Catalog # 47-306-402

...create woodcarvings using a variety of tools, methods and media. Students will be given the tools to successfully market and sell their carvings from a home-based setting.

Townsend Town Hall

Dates: 01/04-03/07 (W)

Class # 24721 (P)

Time: 09:00a-12:00p

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

Townsend Town Hall

Dates: 01/04-03/07 (W)

Class # 24722 (P)

Time: 01:00-04:00p

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

Townsend Town Hall

Dates: 01/04-03/07 (W)

Class # 24723 (P)

Time: 06:00-09:00p

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

Townsend Town Hall

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

Class # 24724 (P)

Time: 09:00a-12:00p

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

Townsend Town Hall

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

Class # 24725 (P)

Time: 01:00-04:00p

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

Townsend Town Hall

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

Class # 24726 (P)

Time: 06:00-09:00p

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

Reg Ctr-0c Falls-Classrm 204

Dates: 02/08-04/18 (W)

Class # 24727 (P)

Time: 06:00-09:00p

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

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/alterd ID's; ramifications of selling to underage patrons.

Reg Ctr-0c Falls-Classrm 108

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

Class # 23044 (VC)

Time: 05:30-09:30p

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

Reg Ctr-0c Falls-Classrm 204

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

Class # 24703 (P)

Time: 06:00-10:00p

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-0c Falls-Classrm 108

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

Class # 21271 (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-0c Falls-Classrm 108

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

Class # 21284 (VC)

Time: 05:30-09:30p

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

Child Care

Family-Super Sitter Training

Catalog # 47-305-436

...the physical safety and security during childcare; the important roles of friendship, companionship, understanding and patience; the different ages and how to relate to them.

Reg Ctr-0c Falls-Classrm 102

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

Class # 24761 (P)

Time: 09:00a-03:30p

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



Now's the time to upgrade your skills and become better equipped for a career change, better prepared for going back to school, or just plain BETTER at using technology!

Learn how to

- Change Screen Settings
- Open Word Documents
- Edit Text
- Create a Graphic
- Create & Delete Folders
- Use A USB
- Send Emails and Attachments
- Keep Your Mail Organized
- Surf The Internet
- Recently Viewed Pages List
- Clean Up A Disk
- Protect Your Equipment

Dates: Feb. 15-Mar. 7, 8:30am-12:30pm
Mar. 21-May 9, 6-8pm

Classes are held at NWTC in Oconto Falls; 649 E. Jackson St.

There is **NO** cost for this training,
but pre-registration is necessary, due to class size limitations.
Reserve your space by calling NWTC toll free at (866) 639-6982.

Did you know?

NWTC also provides FREE assistance for individuals who would like to improve their skills in math, reading, or English. No registration necessary!
Stop in our Adult Basic Education Lab: Mon. 1:30-7pm, Wed. 9am-1:30pm.
The Lab is located at NWTC in Oconto Falls.



For additional information,
NWTC in Oconto Falls toll-free at
(866) 639-6982

www.nwtc.edu

Computer

PC: Excel-Personal Budget

Catalog # 47-103-461

...create a personal budget and use an excel spreadsheet to track budget items. Stock market terminology, an understanding of bank procedures and credit issues will also be included.

Doty Town Hall/Fire Dept

Class # 24756 (P)

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

Time: 12:30-03:30p

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

PC: How to Create Pers Budget

Catalog # 47-103-404

...need help getting your finances organized? Using an Excel spreadsheet can help you manage your expenses year after year and help you identify where your money is being spent.

Reg Ctr-Oc Falls-Comp Lab 105

Class # 24750 (P)

Dates: 01/19-02/09 (R)

Time: 05:00-07:00p

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

PC: How to Listen to Music-PC

Catalog # 47-103-404

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

Reg Ctr-Oc Falls-Comp Lab 105

Class # 24747 (P)

Dates: 02/16-02/23 (R)

Time: 05:00-07:00p

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

NEW PC: How to Maintain/Organze PC

Catalog # 47-103-404

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

Reg Ctr-Oc Falls-Comp Lab 105

Class # 24751 (P)

Dates: 03/20-04/10 (T)

Time: 09:00-11:00a

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

PC: How to Make Greeting Cards

Catalog # 47-103-404

...give your greeting cards that personal touch. Make them yourself. We recommend that you have some computer experience before taking this class.

Reg Ctr-Oc Falls-Comp Lab 105

Class # 24748 (P)

Dates: 02/14-03/06 (T)

Time: 09:00-11:00a

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

Doty Town Hall/Fire Dept

Class # 24749 (P)

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

Time: 12:00-02:00p

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

NEW 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-Oc Falls-Comp Lab 105

Class # 24745 (P)

Dates: 03/22-04/12 (R)

Time: 05:00-07:00p

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

Doty Town Hall/Fire Dept

Class # 24746 (P)

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

Time: 09:00-11:00a

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

PC: Internet-How to Photo Book

Catalog # 47-103-494

...new way to share your photos with friends and family. Learn to use shutterfly, a free online photo service, to arrange your digital pictures into online albums. Working knowledge of computers is recommended.

Doty Town Hall/Fire Dept

Class # 24757 (P)

Dates: 02/08-02/29 (W)

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.

Doty Town Hall/Fire Dept

Class # 24758 (P)

Dates: 02/08-02/29 (W)

Time: 12:00-02:00p

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

PC: Internet-How to Technology

Catalog # 47-103-494

...explore a variety of technologies by surfing the Web, downloading files, scanning documents, watching and recording yourself using a computer camera and working with different types of computer files.

Doty Town Hall/Fire Dept

Class # 24760 (P)

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

Time: 08:30a-12:30p

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

NEW PC: Internet-How to Webpage Catalog # 47-103-494

...create web documents using Microsoft Expression Web. Demonstration and practice developing Web pages, editing text, inserting lines/graphics, creating tables, using tag/anchors, linking to other documents.

Doty Town Hall/Fire Dept

Class # 24759 (P)

Dates: 03/21-04/11 (W)

Time: 09:00a-12:00p

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

PC: Office 2010-Intro

Catalog # 47-103-427

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

Reg Ctr-Oc Falls-Comp Lab 105

Class # 24752 (P)

Dates: 02/14-04/10 (T)

Time: 12:00-03:00p

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

PC: Quickbooks-Advanced

Catalog # 42-103-473

...simplified and complex methods of job costing, invoicing, correcting mistakes in sales tax, payroll liabilities and bank account reconciliation, maintaining and adjusting inventory and working with reports.

Reg Ctr-Oc Falls-Comp Lab 208

Class # 24744 (P)

Dates: 02/04-03/10 (S)

Time: 09:00a-12:00p

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

PC: Windows 7-Intro

Catalog # 47-103-433

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

Reg Ctr-Oc Falls-Comp Lab 105

Class # 24754 (P)

Dates: 01/19-03/08 (R)

Time: 01:00-04:00p

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

PC: Windows-Advanced

Catalog # 42-103-440

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

Reg Ctr-Oc Falls-Comp Lab 105

Class # 24743 (P)

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

Time: 01:00-04:00p

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

PC: Word 2010-Intro

Catalog # 47-103-428

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

Doty Town Hall/Fire Dept

Class # 24753 (P)

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

Time: 09:00a-12:00p

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

PC: Word-Family Calendar

Catalog # 47-103-456

...beginners course using Microsoft Word to create a family calendar. Learn to use templates, insert graphic and photos.

Doty Town Hall/Fire Dept

Class # 24755 (P)

Dates: 03/21-05/02 (W)

Time: 12:30-02:30p

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



Here's what's cooking in Oconto Falls:

- Superbowl Snacks
- Soups as a Main Dish
- Recipes We Grew Up With
- Sweetbreads
- Appetizers and Desserts
- Seasonal Dazzling Desserts
- Pasta Dishes
- Cupcake Crazy
- Stir Fry Fun
- Lowfat Cooking
- Grilling

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

Call the NWTC Northwest Region, toll-free: (866) 639-6982.

Cooking

NEW 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.

Oconto Falls High School

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

Class # 24715 (P)

Time: 05:30-09:30p

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

NEW Food: Grill-Apptzr-Desserts Catalog # 42-303-441

...substitute your grill for your stove or oven and create a new way of cooking. Learn new techniques, tips and many new recipes.

Oconto Falls High School

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

Class # 24717 (P)

Time: 05:30-08:30p

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

NEW Food: Lowfat Cooking Catalog # 42-303-403

...learn to create and prepare healthy and sensible meals that will get you back on track with your weight and eating habits.

Oconto Falls High School

Dates: 04/26-04/26 (R)

Class # 24716 (P)

Time: 05:30-08:30p

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

NEW Food: Pasta Catalog # 42-303-400

...making dough for ravioli, fettucine, lasagna, and pasta flavored with vegetable purees.

Oconto Falls High School

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

Class # 24710 (P)

Time: 05:30-08:30p

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

Food: Recipes We Grew Up With 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.

Oconto Falls High School

Dates: 03/22-04/12 (R)

Class # 24712 (P)

Time: 04:30-06:30p

Fee: \$29.52/Age 62+: \$7.15

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

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

Oconto Falls High School

Class # 24719 (P)

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

Time: 05:30-08:30p

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

NEW Food: Soups/Main Dish Salads Catalog # 42-303-403

...combination of hearty salads and soups that complement each other. Cooking of nutritious soups including gumbos, cream, stock, dessert soups. Create pasta, lettuce, fruit, vegetable, warm salads.

Oconto Falls High School

Class # 24713 (P)

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

Time: 05:30-08:30p

Fee: \$44.29/Age 62+: \$10.73

NEW Food: Stir Fry

Catalog # 42-303-400

...stir fry cooking with a focus on various woks, cooking oils and Oriental methods of preparing a variety of recipes including vegetable, pork, beef, fish, egg rolls, and soups.

Oconto Falls High School

Class # 24711 (P)

Dates: 03/08-03/08 (R)

Time: 05:30-08:30p

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

Food: Super Bowl

Catalog # 42-303-451

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

Oconto Falls High School

Class # 24718 (P)

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

Time: 05:30-08:30p

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

NEW Food: Sweet Bread & Coffeecake

Catalog # 42-303-403

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

Oconto Falls High School

Class # 24714 (P)

Dates: 03/22-04/12 (R)

Time: 07:00-09:00p

Fee: \$29.52/Age 62+: \$7.15

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.

Mountain Ambulance

Class # 24735 (P)

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

Time: 05:30-09:30p

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.

Mountain Ambulance

Class # 24736 (P)

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

Time: 05:30-09:30p

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

Reg Ctr-Oc Falls-Classrm 204

Class # 24781 (P)

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

Time: 01:00-05:00p

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.

Mountain Ambulance

Class # 24739 (P)

Dates: 02/09-02/09 (R)

Time: 05:30-09:30p

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

Mountain Ambulance

Class # 24740 (P)

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

Time: 05:30-09:30p

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.

Mountain Ambulance

Dates: 01/25-01/26 (WR)

Class # 24737 (P)

Time: 06:00-09:00p

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

Mountain Ambulance

Dates: 03/01-03/08 (R)

Class # 24738 (P)

Time: 06:00-09:00p

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

Reg Ctr-0c Falls-Classrm 204

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

Class # 24741 (P)

Time: 09:00a-03:30p

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

Reg Ctr-0c Falls-Classrm 204

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

Class # 24742 (P)

Time: 06:00-09:00p

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

Health/Exercise

Food/Fitness

Catalog # 42-303-410

...evaluating nutritional intake and initiating changes to maintain healthy life styles. Helpful to the general population with weight-related health problems and special dietary needs.

Senior Center-Oconto Falls

Dates: 01/10-03/08 (TR)

Class # 24762 (SC)

Time: 09:00-10:00a

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

Senior Center-Oconto Falls

Dates: 01/10-03/08 (TR)

Class # 24763 (SC)

Time: 10:30-11:30a

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

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.

Senior Center-Oconto Falls

Dates: 03/20-06/07 (TR)

Class # 24769 (SC)

Time: 09:00-10:00a

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

Senior Center-Oconto Falls

Dates: 03/20-06/07 (TR)

Class # 24770 (SC)

Time: 10:30-11:30a

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

Lakewd/Townsend Comm Bldg

Dates: 03/05-05/25 (MF)

Class # 24771 (SC)

Time: 09:00-10:00a

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

Suring Village Hall

Dates: 03/07-05/30 (MW)

Class # 24777 (SC)

Time: 08:00-09:00a

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

Suring Village Hall

Dates: 03/07-05/30 (MW)

Class # 24778 (SC)

Time: 09:15-10:15a

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

Suring Village Hall

Dates: 03/07-05/30 (MW)

Class # 24779 (SC)

Time: 10:30-11:30a

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

Real Estate

NEW 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-0c Falls-Classrm 205

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

Class # 24293 (VC)

Time: 05:00-08:30p

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

Doty Town Hall/Fire Dept

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

Class # 24775 (P)

Time: 01:00-04:30p

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

NEW 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-0c Falls-Classrm 205

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

Class # 24323 (VC)

Time: 05:00-08:30p

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

Doty Town Hall/Fire Dept

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

Class # 24780 (P)

Time: 01:00-04:30p

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

NEW 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-Oc Falls-Classrm 205

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

Class # 24299 (VC)

Time: 05:00-08:30p

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

Doty Town Hall/Fire Dept

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

Class # 24772 (P)

Time: 09:00a-12:30p

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-Oc Falls-Classrm 205

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

Class # 24311 (VC)

Time: 05:00-08:30p

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

Doty Town Hall/Fire Dept

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

Class # 24774 (P)

Time: 09:00a-12:30p

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-Oc Falls-Classrm 205

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

Class # 24305 (VC)

Time: 05:00-08:30p

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

Doty Town Hall/Fire Dept

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

Class # 24773 (P)

Time: 01:00-04:30p

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

NEW Real Estate Other Approved For

Catalog # 47-194-477

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

Reg Ctr-Oc Falls-Classrm 205

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

Class # 24317 (VC)

Time: 05:00-08:30p

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

Doty Town Hall/Fire Dept

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

Class # 24776 (P)

Time: 09:00a-12:30p

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

Sewing/Quilting

NEW Computerized Quilt Design-Adv

Catalog # 42-301-465

...completely design a quilt using all skills previously learned and fine-tuning your skills within the computerized quilt design program. Practice & Play!! You will learn to understand and use a custom set layout, including set blocks of various sizes, skew blocks, create borders that give an irregular edge to the quilt, and resize the quilt designed. Knowledge of Computerized Quilt Design through the Beginner & intermediate class expected.

Reg Ctr-Oc Falls-Comp Lab 208

Dates: 03/29-04/19 (R)

Class # 24765 (P)

Time: 04:00-07:00p

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

Computerized Quilt Dsgn-Begin

Catalog # 42-301-465

...discover computer quilting! You will learn to create projects on the computer using either pre-made designs and editing them to make them your own, or completely create your own designs. You will create your own "Sketchbook" and learn how to name, save, edit, print, E-mail, and move projects from one computer to another. Discover libraries full of blocks, color and layouts. Quilt possibilities are endless.

Reg Ctr-Oc Falls-Comp Lab 208

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

Class # 25384 (P)

Time: 01:30-04:30p

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

Computerized Quilt Dsgn-Interm Catalog # 42-301-465

...create projects in your computer "Sketchbook" utilizing specialized buttons, tools and menus within the software. Use the library of blocks, color, layouts, embroidery designs, photos, & thread. Understand sizes, block placement, setting blocks, rotating & flipping blocks, borders, drawing and using layers for overlays and stencils, and importing and/or scanning fabrics and photos. Learn how to print blocks, motifs, foundation patterns, templates, borders & sash blocks. Knowledge of Computerized Quilt Design through the beginner class expected.

Reg Ctr-Oc Falls-Comp Lab 208

Class # 24764 (P)

Dates: 01/19-02/23 (R)

Time: 04:00-07:00p

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

Sew & Go: Make & Take Projects Catalog # 42-301-472

...create and complete a project using sewing machines in this hands-on learning environment. Great for decorating and gift ideas.

Suring Village Hall

Class # 25377 (P)

Dates: 04/19-05/10 (R)

Time: 09:00a-12:00p

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

Sewing

Catalog # 42-301-457

...home sewing machine and serger machine skills; basic techniques: patterns, fitting, buttonholes and zippers, sleeves, collars, hems, and clothing repair. Participants register for a specific number of hours and work on sewing projects of their choice.

Reg Ctr-Oc Falls-Classrm 102

Class # 24705 (P)

Dates: 03/06-03/27 (T)

Time: 09:00a-12:00p

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

NEW Sewing: Banners & Flags Catalog # 42-301-465

...design and create banners or flags to decorate your porch, garden and more.

Suring Village Hall

Class # 25378 (P)

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

Time: 04:30-07:30p

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

Sewing: Beg

Catalog # 42-301-457

...basic sewing techniques including the selection, use, and care of sewing machine, selection of patterns and fabric, basic garment construction, and pressing techniques.

Reg Ctr-Oc Falls-Classrm 102

Class # 24704 (P)

Dates: 02/07-02/28 (T)

Time: 09:00a-12:00p

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

Sewing: Learn To Long Arm 16hr Catalog # 47-306-427

...learn the basic knowledge of using a long arm quilting machine, which will involve loading a quilt, threading, placing a bobbin, batting, and more. Students will develop the ability to sew different designs in quilting through hands-on sewing on a long arm quilting machine. Becoming proficient on a long arm machine opens a world of possibilities for the quilting entrepreneur.

Reg Ctr-Oc Falls-Classrm 204

Class # 24766 (P)

Dates: 01/23-02/20 (M)

Time: 02:00-05:10p

Fee: \$65.74/Age 62+: \$21.00

Reg Ctr-Oc Falls-Classrm 204

Class # 24767 (P)

Dates: 04/24-05/22 (T)

Time: 05:30-08:40p

Fee: \$65.74/Age 62+: \$21.00

Sewing: Mystery Quilt Catalog # 42-301-465

...do you have trouble trying to decide how to place color for your quilts? Take the worry away by finding out how your quilt will look when you complete your project. A supply list will be received prior to class and a portion of the Instructions will be given for your project each time you meet. Your goal will be to have all portions of your quilt completed and ready to assemble to discover the mystery on the final meeting date.

Suring Village Hall

Class # 25379 (P)

Dates: 01/19-03/15 (R)

Time: 09:00a-03:30p

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

Sewing: Textiles/Quilting-Adv Catalog # 42-301-465

...working independently designing and constructing quilting projects using a variety of textile techniques. Students have availability of the Longarm quilting machine for use on class projects.

Reg Ctr-Oc Falls-Classrm 204

Class # 25452 (P)

Dates: 04/10-05/15 (T)

Time: 09:00a-12:00p

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

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

Sewing: Quilting/Appliqué

Catalog # 42-301-465

...experience the fun of appliqué, foundation paper piecing and other creative techniques in the construction of projects of your choice.

Reg Ctr-Oc Falls-Classrm 204

Class # 24709 (P)

Dates: 01/20-02/10 (F)

Time: 08:30a-12:10p

Fee: \$59.33/Age 62+: \$9.00

Doty Town Hall/Fire Dept

Class # 25380 (P)

Dates: 04/24-05/22 (T)

Time: 09:00a-12:30p

Fee: \$59.33/Age 62+: \$9.00

NEW Sewing: Stripping & Stitching Catalog # 42-301-465

...create a unique designer tote by exchanging fabric pieces with other students. Apply embellishments for that one-of-a-kind look.

Reg Ctr-Oc Falls-Classrm 204

Class # 24720 (P)

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

Time: 08:30a-12:30p

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

Sewing: Textiles/Quilting

Catalog # 42-301-465

...explore textiles in the creation of quilting projects. Work independently using various construction techniques; Longarm "Hobby Quilter" quilting machine available; learn to price, sell and market your creations.

Reg Ctr-Oc Falls-Classrm 204

Class # 24706 (P)

Dates: 02/17-04/13 (F)

Time: 08:30a-12:10p

Fee: \$93.48/Age 62+: \$4.00

Doty Town Hall/Fire Dept

Class # 24707 (P)

Dates: 02/06-04/02 (M)

Time: 09:00a-12:40p

Fee: \$93.48/Age 62+: \$4.00

Suring Village Hall

Class # 24708 (P)

Dates: 01/19-03/08 (R)

Time: 04:30-08:10p

Fee: \$93.48/Age 62+: \$4.00

Sewing: UFO's Anyone?

Catalog # 42-301-465

...do you have projects that you just never got around to completing? Collect your unfinished objects (UFOs) and participate in this open lab construction with assistance. Celebrate your accomplishments.

Suring Village Hall

Class # 25376 (P)

Dates: 03/22-04/12 (R)

Time: 09:00a-12:00p

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

Sewing:Long Arm Quilt-Open Lab

Catalog # 47-306-428

...work independently using various construction techniques to create quilted projects. Long arm quilting machine available to complete projects. Becoming proficient on a long arm machine opens a world of possibilities for the quilting entrepreneur. (Corequisite: 47-306-427, Sewing: Learn to Long Arm)

Reg Ctr-Oc Falls-Classrm 204

Class # 24768 (P)

Dates: 02/17-04/13 (F)

Time: 12:15-03:15p

Fee: \$91.11/Age 62+: \$24.00

Online Courses

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

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

Online Class Title	Catalog #	Class #	Fee	Credits
Abnormal Psychology.....	10809159	21917	388.75.....	3
Accident Investigation.....	10449102	22693	388.75.....	3
Accounting 1	10101110	21322	526.00.....	4
Accounting 1	10101110	21323	526.00.....	4
Accounting 2	10101120	21327	526.00.....	4
Accounting Applications/Proc.....	10101107	21318	263.00.....	2
Accounting-Applying Quickbooks.....	10101189	21353	394.50.....	3
Accounting-Applying 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

To register, visit www.nwtc.edu and <click> the **Sign Up** button.

Online Class Title	Catalog #	Class #	Fee	Credits
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
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

Registration and Further Online Class Information

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

Online Class Title	Catalog #	Class #	Fee	Credits
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
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

To register, visit www.nwtc.edu and <click> the **Sign Up** button.

Online Class Title	Catalog #	Class #	Fee	Credits
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
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

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or call (920) 498-5444; toll-free (888) 385-NWTC

Online Class Title	Catalog #	Class #	Fee	Credits
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
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

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

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	<input type="checkbox"/> High School <input type="checkbox"/> HSED <input type="checkbox"/> GED®
Education: Name of High School			City	State	H.S. Year Graduated
Disability: <input type="checkbox"/> Yes <input type="checkbox"/> No Check 'Yes' if you are self-identifying a disability.					
Class Number	Class Title	Catalog Number	Start Date	Class Fee	Highest Grade Completed

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SOURCE CODE: ACE

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

Signature (required)

Date



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 – Northwest Regional Learning Center

649 East Jackson Street, Oconto Falls, WI 54154

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

NWTC accepts



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

at the **Northwest Regional Learning Center.**



Associate Degrees and Technical Diplomas:

Leadership Development
Marketing
Nursing Assistant
Emergency Medical Technician–Basic

Farm Business and
Production Management
General Studies Transfer
Health Care Business Services
Office Professional

The Northwest Regional Center offers the first year for these programs:

Accounting
Administrative Assistant
Business Management
Health Care Business Services

Health Information Technology
Marketing
Supply Chain Management
Financial Institutions Management

Certificates:

Business Operations
Business Writing
Cultural and Social Studies
Customer Service
Ethical Leadership
General Studies Transfer–UWGB
General Studies Transfer–UWO
Health Care Business Services
Health Care Leadership

Health Care Leadership Advanced
Micro Business Fast Track
Psychology and Behavioral Studies
Promotion and Events Management
Quality Improvement and Innovation
Small Business Bookkeeping
Social and Human Services
Software Level 1 and 2
Supervision

Many certificates will transfer into an associate degree or technical diploma. For more information on our certificate options, please call our office at (920) 848-6982 or (866) 639-6982 or set up an appointment with an academic advisor.

Go online to 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.

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