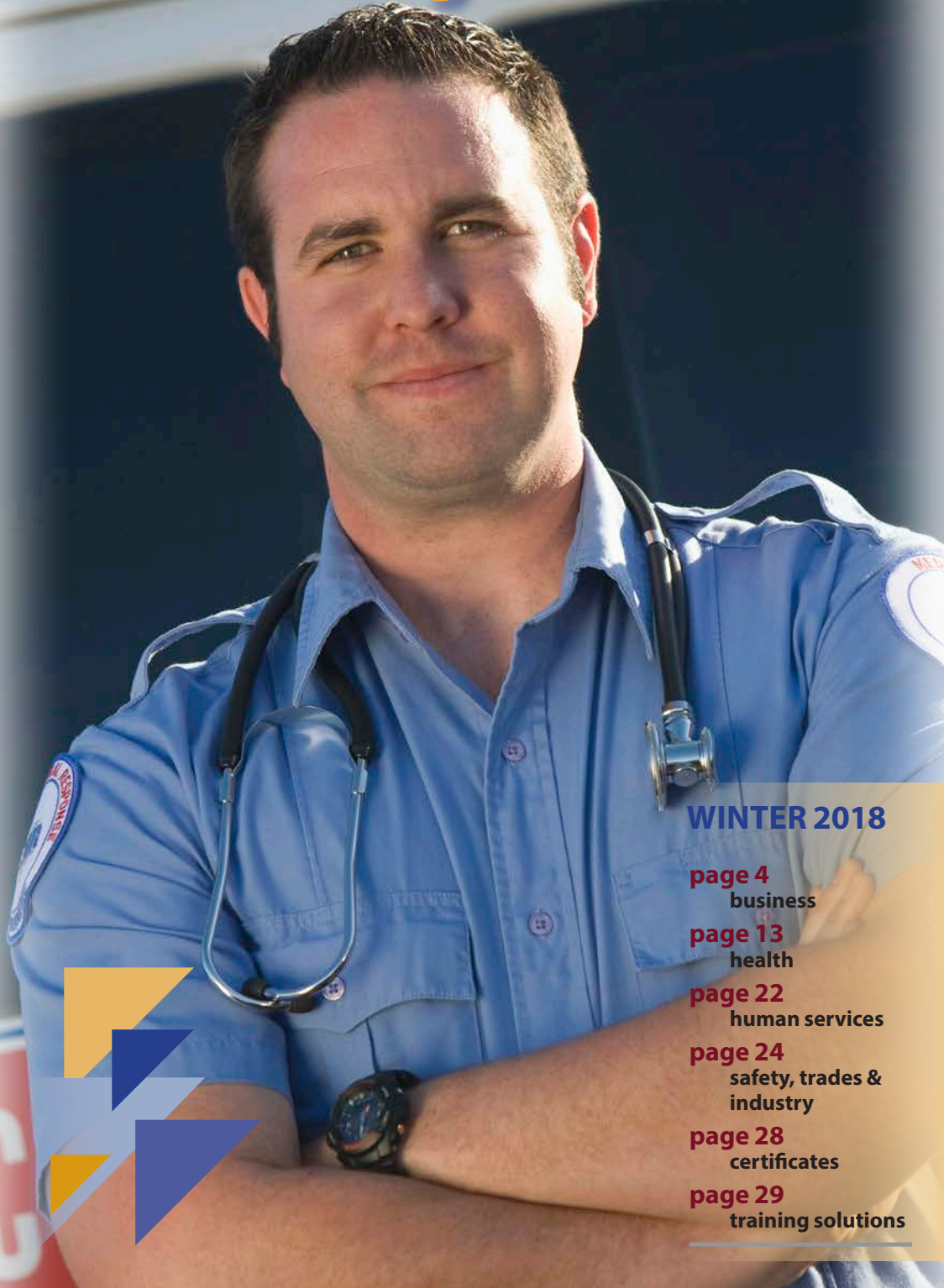


WITC · First in Training Solutions ·
PROFESSIONAL DEVELOPMENT

Continuing Education



WINTER 2018

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WISCONSIN
INDIANHEAD
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ASHLAND • NEW RICHMOND • RICE LAKE • SUPERIOR
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WITC.EDU

Discover a welcome resource

WITC Conference Centers

Call 800.243.WITC (9482) or take a look online at: witic.edu

- **WITC-Ashland Conference Center**
2100 Beaser Avenue, Ashland, WI 54806
715.682.4591, ext. 3150
- **WITC-New Richmond Conference Center**
1019 South Knowles Avenue, New Richmond, WI 54017
715.246.6561, ext. 4318
- **WITC-Superior Conference Center**
600 North 21st Street, Superior, WI 54880
715.394.6677, ext. 6292
- **WITC-Rice Lake Conference Center**
1900 College Drive, Rice Lake, WI 54868
715.234.7082, ext. 5520
- **WITC-Shell Lake Conference Center**
505 Pine Ridge Drive, Shell Lake, WI 54871
715.468.2815 ext. 2050

Each center provides an ideal setting for conferences, seminars, and training sessions for a variety of business and community groups.

Facilities include both small and large-group meeting rooms with accommodations for 50-400 people, depending on the location. Refreshments, meals and room set-ups are coordinated by friendly conference center staff who strive to meet your training and meeting needs at very reasonable prices.

EMERGENCY MEDICAL SERVICES TRAINING

Contact WITC for all your EMS training needs



See pages 14-18, online at witic.edu/search, or contact:

Tim Salo, EMS Coordinator
Timothy.salo@witic.edu



**You're Invited to our
2018 Employer Symposium!**

Shifting the Benefits Paradigm

Learn how to adapt to the changing cost and values of employee benefits while protecting your bottom line.

February 6, 2018
WITC New Richmond Wisconsin
Learn more online: bit.ly/2018symposium-wi

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2018 REGIONAL CAREGIVER CONFERENCE

An educational conference for family caregivers and professionals. This special day will include a light breakfast and lunch along with speakers, vendors and door prizes. 6 CEUs available.

**Learning, Coping,
and Surviving**

Ashland

April 19, 2018
9 am - 3 pm

**The Faces of
Caregiving**

Superior

May 22, 2018
9 am - 3 pm



More information **Page 21**

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**BROADBAND
INDUSTRY ONLINE
SAFETY TRAINING**

For more information contact:

Paul Kostner

715-234-7082, ext. 5298

Todd Larson

715-234-7082, ext. 5281



To register for classes, see page 30 in this booklet.

A Note About Class Numbers

When you register for a class, please provide *both* the Catalog **and** Class numbers.

Catalog Number is a hyphenated eight-digit number (12-345-678) found *under* the Class Title.

Class Number is a bold five-digit number (12345) found to the *left* of class meeting details.

For a complete list of WITC Continuing Education classes, go to: classes at witc.edu/search.

A nationally top-ranked college and a designated 2016 Military Friendly® School, WITC serves the educational and career needs of more than 25,000 residents of Northwestern Wisconsin each year. With multiple campuses, WITC offers career-focused associate degree programs, technical diplomas, short-term certificates, customized business training and a wide array of courses for personal or career enrichment. WITC is a member of Wisconsin Technical College System and is accredited by the Higher Learning Commission (www.ncahlc.org). For more information, call 800.243.WITC or visit witc.edu. **WITC is an Equal Opportunity/Access/Affirmative Action/Veterans/Disability Employer and Educator.**

BUSINESS

Business & Economic Development

Facebook for Farmers

47-090-405

NEW Do you want to connect with consumers, but do not know where to start or do you already have a social media account for your farm and want to improve outreach? Learn how to create a positive social media presence, create fun graphics with pictures from your mobile device and answer difficult questions. This course will give you a strong foundation for advocating for agriculture. Your instructor is a dairy girl to the soul. She grew up on a dairy farm in Central Wisconsin that nurtured her passion for agriculture and sharing her experiences and memories with consumers. She has undergone years of media training and enjoys sharing Wisconsin Agriculture on her travels. Presently she teaches Farm Business and Production Management at WITC at both the Rice Lake and Ashland locations.

25099 Mar 22 Th 6-9p \$20.22/\$7.00
Rice Lake: 180 Julie Wadzinski

Defining Your Target Market

47-104-407

Stop wasting time and money marketing to everyone! Knowing who you are trying to reach is at the core of all marketing. Gain clarity in your message and targeted marketing by clearly identifying your customer. Once you know your target audience, you will be able to develop content that speaks directly to your ideal client saving you time and money while increasing sales. Explore ways to research and find your audience, create your message, and target your ideal customer. Please note: This course is offered in person at WITC Rice Lake. Students at other locations will participate via Interactive Television (ITV). When registering, include the course number of the campus you will be attending. You may also request the course at the Hayward or Ladysmith locations pending room availability. Lunch is included.

NOTE: For all sections course fee is \$39/\$19.17

Mar 9 / F 9a-4p

24904	ITV: Ashland	Amy Klous
24903	ITV: New Richmond	Amy Klous
24886	ITV: Rice Lake	Amy Klous
24905	ITV: Rice Lake	Amy Klous

Marketing on a Shoestring

47-104-413

Are you a small business owner, office manager, non-profit worker, or in direct sales? We all need help with marketing ideas which don't blow through our budget, offer a good marketing mix, and reaches our target audience effectively. Discover various online and offline marketing ideas and ways to determine which is best for your business. Throughout the course, we'll build a simplified marketing plan for you to put into action. Basic computer skills are required. Please note: This course is offered in person at WITC Rice Lake. Students at other locations will participate via Interactive Television (ITV). When registering, include the course number of the campus you will be attending. You may also request the course at the Hayward or Ladysmith locations pending room availability. Lunch is included.

NOTE: For all sections course fee is \$39/\$12.56

Apr 27 / F 9a-4p

24889	ITV: Ashland	Amy Klous
24888	ITV: New Richmond	Amy Klous
24887	ITV: Rice Lake	Amy Klous
24890	ITV: Superior	Amy Klous

Marketing Your Business Online

47-104-413

Marketing your business online can seem overwhelming and intimidating, but it is very cost-effective and easy to do yourself. Get up to speed on various options for online marketing and leave with practical tips and tools to improve your marketing efforts and a custom strategy to implement. We will navigate many popular and cost-effective ways for marketing your business online, explore various types of content, learn how to create engaging content, and use time-saving tools so marketing doesn't take up all of your time. Explore social media channels, blogging, email marketing, design tools, scheduling tools, and more to create content and develop an integrative approach. Note: You can register, begin, and access the content any time during the term of the course. You will receive instructions and an orientation to Blackboard, the WITC online platform.

24891 Jan 29 – Mar 30 24/7 \$55/\$15.34
Online Amy Klous

Web Page Design Using Free App

47-104-413

Learn how to use wix.com to create a free, stunning, simple, and effective website. Easy drag and drop, designer-made templates, beautiful galleries, mobile optimized, domains, huge image collection, secure hosting, SEO all wrapped up in one free

website builder. Just pick a template; change what you want; add your images, videos, text and more!

25250 Jan 16 – Jan 18 TuWTh 5-7p \$24.33/\$4.50
Rice Lake: TBA Abigail Holman

How to Start Your Own Business

47-102-416

This three hour course will explain the ins and outs of starting your own business. Do you have what it takes to be an entrepreneur? This course provides you with the resources of starting your own business. We will guide you through some state law requirements and show you how to obtain an EIN. This course helps you make the decision on what business entity you should be. S-Corp, C-Corp. or LLC. We will also give you helpful tips on creating and presenting a business plan. This fast paced high energy course will have you walking away energized and with ample knowledge on the subject of starting your own business.

25051 Feb 15 Th 6-9p \$25/\$11.78
New Richmond: 1208 Jim Traeger

25052 Apr 5 Th 6-9p \$25/\$11.78
New Richmond: 1208 Jim Traeger

Computers/Information Technology

Adobe Premiere Pro Video Edit

47-103-476

New to digital video or looking to sharpen up your skills? This class will cover basic video editing using Adobe Premiere Pro. We'll cover trimming video, visual effects, transitions, underlying music, and stacking multiple videos together. Familiarity with computer operations is required for this class.

25504 Apr 17 – Apr 24 TuTh 5:30-7:30p \$24.33/\$4.50
Amery Intermed Sch Adam Nelson

Computers: Adobe Photoshop

47-103-476

Get started with Photoshop. This class will be an introduction into the world of Adobe Photoshop. Learn the basic skills for correcting digital photos, restoring old family albums, and a look into photo editing. Familiarity with computer operations is required for this class.

25503 Apr 3 – Apr 10 TuTh 5:30-7:30p \$24.33/\$4.50
Amery Intermed Sch Adam Nelson

Cloud Computing

47-107-414

OneDrive is an integral part of Office 365 and provides place in the Cloud where you can store, share, and sync your files. Update and share your files from any device with OneDrive. You can even work on Office documents with others at the same time. Gain hands-on practice with OneDrive so you can use it at ease!

25254 Feb 13 Tu 3-6p \$25/\$11.78
New Richmond: 1319 Tina Nygren

25252 Mar 13 – Mar 15 TuTh 5-7p \$25/\$11.78
Ashland: 210 Melissa Weber

Computers: MS Excel Beginning

47-103-401

You will be amazed at what Excel can do for you! Learn how to create worksheets for work and personal use. Understand the basics of navigating through the cells, formatting and setting up a spreadsheet for maximum efficiency. You will see how easy it is to have your numbers calculated for you in just seconds and how to sort through long, ponderous lists with absolute ease. Prerequisite: Basic computer skills.

25215* Jan 26 F 9a-4p \$39/\$12.56
Superior: 304 Roberta Grube
**Lunch included*

25497* Feb 20 – Feb 27 TuTh 5:30-7:30p \$24.33/\$4.50
Amery Intermed Sch Adam Nelson
**Optional: bring laptop w/ Office 2016*

25218* Mar 23 F 9a-4p \$39/\$12.56
Superior: 304 Roberta Grube
**Lunch included*

Computers: MS Excel Intermediate

47-103-401

Are you ready for the next level of Excel? Dig into more advanced functions and formulas including date and finance functions. Explore how to customize charts, briefly explore pivot tables, create customized formatting, and protect your workbooks, worksheets or cells. Work with multiple workbooks and named ranges. Prerequisites: Beginning Excel or equivalent skills including how to create, open, save, format and print a worksheet, use formulas and the SUM function.

25217* Feb 9 F 9a-4p \$39/\$12.56
Superior: 304 Roberta Grube
**Lunch included*

25499* Mar 1 – Mar 8 Th 5:30-7:30p \$24.33/\$4.50
Amery Intermed Sch Adam Nelson
**Optional: bring laptop w/ Office 2016*

25219* Apr 13 F 9a-4p \$39/\$12.56
Superior: 304 Roberta Grube
**Lunch included*


new Spreadsheet Basics Using Excel

47-103-401

Explore the basics of spreadsheets. You will create and navigate spreadsheets, tables, and basic formulas. Spreadsheets are great for tracking family budgets, sports stats, your address list, so much more. Basic computer skills are required.

25221	Mar 2	F 9a-4p	\$39/\$12.56
	<i>Rice Lake: 180</i>		<i>Amy Klous</i>
25230	Apr 6	F 9a-4p	\$39/\$12.56
	<i>New Richmond: 1203</i>		<i>Amy Klous</i>

**Make ITV
your
CUP of TEA**



Engage with the class through Interactive Television.

Benefits of Interactive Television (ITV).

- Access courses at other locations
- Save gas money and travel time
- Learn from high caliber instructors
- Easy to interact with an instructor and students
- Available at all locations

When registering, look for "ITV" next to the class number and include the course number of the campus you will be attending. You may also request the course at the Hayward or Ladysmith locations pending room availability.

Don't hesitate, sign up today!

Spreadsheets Next Step

47-103-401

new Are you ready to level up your Excel skills? Increase efficiency by learning how to organize a worksheet and table data, understand popular Excel functions, improve your worksheet appearance, and analyze data. Prerequisites: Beginning Excel or equivalent skills including how to create, open, save, format and print a worksheet, use formulas and the SUM function. Lunch is included.

25225	Apr 13	F 9a-4p	\$39/\$12.56
	<i>Rice Lake: 180</i>		<i>Amy Klous</i>
25232	May 11	F 9a-4p	\$39/\$12.56
	<i>New Richmond: 1203</i>		<i>Amy Klous</i>

MS Office for Seniors

47-103-410

Has your computer been updated with Microsoft

Office 2016? Your instructor will guide you to feel more comfortable using programs such as Word, Excel, PowerPoint, and Access.

25237	Jan 30 – Feb 14	TuW 4-6p	\$44.16/\$4.50
	<i>Rice Lake: 213</i>		<i>Sarah LaRose</i>

Microsoft Office

47-103-410

Maximize your potential use of Microsoft Office 2016 including Word, Excel, PowerPoint, and Access. Learn how to organize with OneDrive and use Cloud Storage.

25236	Mar 6 – Mar 27	Tu 1-4p	\$44.16/\$4.50
	<i>Rice Lake: 180</i>		<i>Patti Rumler</i>

Great Presentations: Beginner

47-103-422

Want to capture your audience's attention and keep it? Need some practice making formal presentations? This class will cover the basics for creating presentations using PowerPoint, Sway, and Prezi. Learn the basics for setting up and presenting your information. Prerequisite: Computer and word processing skills.

25509	Mar 13 – Mar 20	TuTh 5:30-7:30p	\$24.33/\$4.50
	<i>Amery Intermed Sch</i>		<i>Adam Nelson</i>

MS Publisher: Beginning

47-103-450

Microsoft Publisher makes designing professional publications as easy as tying your shoe! No graphic design experience needed. Create and personalize a wide range of publications and marketing materials. Generate visually rich, professional-looking publications without investing lots of money and time in a complicated desktop publishing application. You can make things as simple as greeting cards and labels, or as complex as yearbooks, catalogs, and professional email newsletters.

25248	Apr 27	F 8a-12p	\$17.72/\$4.50
	<i>Superior: 304</i>		<i>Roberta Grube</i>

What's New in Windows 10

47-103-409

Learn the essential components of Windows 10. Become familiar with how to customize the Start Menu and work with the mouse, touchscreen, and keyboard. Explore apps, create and modify user account settings, and understand file storage including photo management. Please bring your laptop if you have one.

25234	Feb 20 – Feb 27	Tu 3-6p	\$24.33/\$4.50
	<i>New Richmond: 1309</i>		<i>Tina Nygren</i>
25233	Mar 7 – Mar 8	WTh 4-6p	\$17.72/\$4.50
	<i>Superior: 0302-3</i>		<i>Amy Pozniak</i>

Computers: MS Word Beg

47-103-438

Maximize the power of Microsoft Word. Learn word processing basics and tips to create, edit and format documents; understand files and folders; check spelling and grammar; change font and font size; create tables, tabs, envelopes, labels, borders and shading and much more for both home and office use. Prerequisite: Basic computer and keyboarding skills. Lunch is included.

25241 Mar 9 F 9a-4p \$39/\$12.56
Superior: 304 Roberta Grube

Computers: MS Word I

47-103-438

Maximize the power of Microsoft Word. In this four-night class we will cover the basics and progress beyond into more advanced skills. We will practice page setup, change fonts and paragraph settings, add and edit photos, create lists, type outlines, review and edit text, and add headers and footers. Learn tips and tricks to fully utilize and be more efficient when creating documents in MS Word such as checking spelling and grammar; creating tables, tabs, envelopes, labels, borders and shading and much more for both home and office use. Prerequisite: Basic computer and keyboarding skills. You are encouraged to bring your own laptop if you have MS Office 2016 or you can use the computers available in class.

25502 Feb 6 – Feb 15 TuTh 5:30-7:30p \$30.94/\$4.50
Amery Intermed Sch Adam Nelson

Microsoft Word

47-103-438

Maximize the power of Microsoft Word. Learn word processing basics and tips to create, edit and format documents; understand files and folders; check spelling and grammar; change font and font size; create tables, tabs, envelopes, labels, borders and shading and much more for both home and office use. Prerequisite: Basic computer and keyboarding skills.

25243 Mar 22 Th 5-8p \$17.72/\$4.50
Hayward: 5 David Viner

QuickBooks

47-103-439

Learn the essentials of QuickBooks accounting software. From bookkeeping and billing to payments and payroll. Access data securely and understand how to sync it across devices. Create invoices and track sales. Basic computer skills required. Lunch is included.

25247 Feb 16 F 9a-4p \$39/\$12.56
Superior: 318 Benjamin Strege

25245 Apr 27 F 9a-4p \$39/\$12.56
New Richmond: 1309 Charity Williams

Human Resources & Leadership

HR for the Non HR Manager

47-196-422

Whether you manage employees, work in HR, or aspire to, you can hone HR skills that impact the strategic direction of your company and career. HR for the Non HR Manager will address the real-world, practical, and legal issues faced in the workplace today. This workshop is perfect for those who manage people and need an overview of the Human Resources function, perform HR tasks as a part of their job function, want to break into Human Resources as a profession, or desire to update their current HR knowledge. Sally Field has more than 25 years in the Human Resources field and is currently a consultant to those in need of HR and Organizational Development expertise. She holds an MBA with honors from Aurora University and a BA degree in Political Science from Eastern Illinois University. She is certified as a Senior Professional in Human Resources (SPHR) and SHRM-SCP certified. She is a former faculty member at the University of Wisconsin at River Falls and the advisor for the student SHRM chapter there. Sally is also a former faculty member at St. Catherine University, the largest women’s undergraduate university in North America. Light breakfast and lunch included. This event is sponsored by WITC and SCVEA.

24720 Apr 13 F 9a-3p \$89/\$69.17
New Richmond: TBA Sally Field

Essential Supervisory Skills

47-196-520

Essential Supervisory Skills training gives you the tools to meet the changing demands of the modern business environment. Whether you have just been promoted or have many years of supervisory experience, these Essential Skills will make you and your team more efficient and effective. Modules include: The New Supervisor, Communication, Employee Motivation and Teams, Performance Management-working with HR, and Leader vs. Manager. This training is interactive with practical skill applications, individual and small group exercises, and real-life examples. Breakfast and lunch included.

24716 Mar 7 – Mar 14 W 8a-4:30p \$159/\$106.12
New Richmond: TBA Pete Ptacek & Kelly Sylte

Insurance

Insurance: Principles/Laws & Ethics

47-162-425

This course is designed to meet the Section A, eight-hour, pre-licensing and continuing education requirement. This includes the areas of the principles of insurance, general Wisconsin insurance laws and ethics. Students need to purchase their books at the WITC bookstore.

NOTE: For all sections course fee is \$30.94/\$4.50

Jan 8 / M 8:30a-5:30p

24553	ITV: Ashland	Rodney Schultz
24554	ITV: Hayward	Rodney Schultz
24550	ITV: New Richmond	Rodney Schultz
24551	ITV: Rice Lake	Rodney Schultz
24552	ITV: Superior	Rodney Schultz

Feb 12 / M 8:30a-5:30p

24565	ITV: Ashland	Rodney Schultz
24566	ITV: Hayward	Rodney Schultz
24560	ITV: New Richmond	Rodney Schultz
24561	ITV: Rice Lake	Rodney Schultz
24562	ITV: Superior	Rodney Schultz

Mar 12 / M 8:30a-5:30p

24576	ITV: Ashland	Rodney Schultz
24577	ITV: Hayward	Rodney Schultz
24572	ITV: New Richmond	Rodney Schultz
24573	ITV: Rice Lake	Rodney Schultz
24574	ITV: Superior	Rodney Schultz

Apr 9 / M 8:30a-5:30p

24586	ITV: Ashland	Rodney Schultz
24587	ITV: Hayward	Rodney Schultz
24583	ITV: New Richmond	Rodney Schultz
24584	ITV: Rice Lake	Rodney Schultz
24585	ITV: Superior	Rodney Schultz

May 7 / M 8:30a-5:30p

24596	ITV: Ashland	Rodney Schultz
24597	ITV: Hayward	Rodney Schultz
24593	ITV: New Richmond	Rodney Schultz
24594	ITV: Rice Lake	Rodney Schultz
24595	ITV: Superior	Rodney Schultz

Insurance: Accident and Health

47-162-426

This course is designed to meet the 20-hour requirement for pre-licensing education in the area of accident and health insurance. Students need to purchase their books at the WITC bookstore.

NOTE: For all sections course fee is \$44.16/\$4.50

Jan 9 – Jan 10 / Tu 8:30a-5:30p, W 8:30a-12:30p

24606	ITV: Ashland	Rodney Schultz
24607	ITV: Hayward	Rodney Schultz
24603	ITV: New Richmond	Rodney Schultz
24604	ITV: Rice Lake	Rodney Schultz
24605	ITV: Superior	Rodney Schultz

Mar 13 – Mar 14 / Tu 8:30a-5:30p, W 8:30a-12:30p

24611	ITV: Ashland	Rodney Schultz
24612	ITV: Hayward	Rodney Schultz
24608	ITV: New Richmond	Rodney Schultz
24609	ITV: Rice Lake	Rodney Schultz
24610	ITV: Superior	Rodney Schultz

May 8 – May 9 / Tu 8:30a-5:30p, W 8:30a-12:30p

24616	ITV: Ashland	Rodney Schultz
24617	ITV: Hayward	Rodney Schultz
24613	ITV: New Richmond	Rodney Schultz
24614	ITV: Rice Lake	Rodney Schultz
24615	ITV: Superior	Rodney Schultz

Insurance: Casualty

47-162-429

This course is designed to meet the 20-hour requirement for pre-licensing education in the area of casualty insurance. Students need to purchase their books at the WITC bookstore.

NOTE: For all sections course fee is \$44.16/\$4.50

Feb 14 – Feb 15 / W 1:30-5:30p, Th 8:30a-5:30p

24651	ITV: Ashland	Rodney Schultz
24652	ITV: Hayward	Rodney Schultz
24648	ITV: New Richmond	Rodney Schultz
24649	ITV: Rice Lake	Rodney Schultz
24650	ITV: Superior	Rodney Schultz

Apr 11 – Apr 12 / W 1:30-5:30p, Th 8:30a-5:30p

24656	ITV: Ashland	Rodney Schultz
24657	ITV: Hayward	Rodney Schultz
24653	ITV: New Richmond	Rodney Schultz
24654	ITV: Rice Lake	Rodney Schultz
24655	ITV: Superior	Rodney Schultz

Insurance: Life

47-162-427

This course is designed to meet the 20-hour requirement for pre-licensing education in the area of life insurance. Students need to purchase their books at the WITC bookstore.

NOTE: For all sections course fee is \$44.16/\$4.50

Jan 10 – Jan 11 / W 1:30-5:30p, Th 8:30a-5:30p

24621	ITV: Ashland	Rodney Schultz
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24622	<i>ITV: Hayward</i>	<i>Rodney Schultz</i>
24618	<i>ITV: New Richmond</i>	<i>Rodney Schultz</i>
24619	<i>ITV: Rice Lake</i>	<i>Rodney Schultz</i>
24620	<i>ITV: Superior</i>	<i>Rodney Schultz</i>

Mar 14 – Mar 15 / W 1:30-5:30p , Th 8:30a-5:30p

24626	<i>ITV: Ashland</i>	<i>Rodney Schultz</i>
24627	<i>ITV: Hayward</i>	
24623	<i>ITV: New Richmond</i>	<i>Rodney Schultz</i>
24624	<i>ITV: Rice Lake</i>	<i>Rodney Schultz</i>
24625	<i>ITV: Superior</i>	<i>Rodney Schultz</i>

May 9 – May 10 / W 1:30-5:30p , Th 8:30a-5:30p

24631	<i>ITV: Ashland</i>	<i>Rodney Schultz</i>
24632	<i>ITV: Hayward</i>	<i>Rodney Schultz</i>
24628	<i>ITV: New Richmond</i>	<i>Rodney Schultz</i>
24629	<i>ITV: Rice Lake</i>	<i>Rodney Schultz</i>
24630	<i>ITV: Superior</i>	<i>Rodney Schultz</i>

Insurance: Property

47-162-428

This course is designed to meet the 20-hour requirement for pre-licensing education in the area of property insurance. Students need to purchase their books at the WITC bookstore.

NOTE: For all sections course fee is \$44.16/\$4.50

Feb 13 – Feb 14 / Tu 8:30a-5:30p , W 8:30a-12:30p

24636	<i>ITV: Ashland</i>	<i>Rodney Schultz</i>
24637	<i>ITV: Hayward</i>	<i>Rodney Schultz</i>
24633	<i>ITV: New Richmond</i>	<i>Rodney Schultz</i>
24634	<i>ITV: Rice Lake</i>	<i>Rodney Schultz</i>
24635	<i>ITV: Superior</i>	<i>Rodney Schultz</i>

Apr 10 – Apr 11 / Tu 8:30a-5:30p , W 8:30a-12:30p

24641	<i>ITV: Ashland</i>	<i>Rodney Schultz</i>
24642	<i>ITV: Hayward</i>	<i>Rodney Schultz</i>
24638	<i>ITV: New Richmond</i>	<i>Rodney Schultz</i>
24639	<i>ITV: Rice Lake</i>	<i>Rodney Schultz</i>
24640	<i>ITV: Superior</i>	<i>Rodney Schultz</i>

Insurance CE

Ins CE: 401K's and Other Investments

47-162-470

Learn about investment vehicles such as 401ks, IRAs, SEPs, and more.

NOTE: For all sections course fee is \$55/\$41.78

Apr 24 / Tu 8a-12p

25409	<i>ITV: New Richmond</i>	<i>Bryan LaVoy</i>
25412	<i>ITV: Ashland</i>	<i>Bryan LaVoy</i>

25414	<i>ITV: Hayward</i>	<i>Bryan LaVoy</i>
25411	<i>ITV: Rice Lake</i>	<i>Bryan LaVoy</i>
25413	<i>ITV: Superior</i>	<i>Bryan LaVoy</i>

Ins CE: Ethics-Part I

47-162-414

Do to others as you would have them do to you is the nuts and bolts concept of working with consumers to protect their families without agent bias for the agent's benefit.

NOTE: For all sections course fee is \$55/\$41.78

Jan 10 / W 6-10p

25383	<i>ITV: Ashland</i>	<i>Rodney Schultz</i>
25385	<i>ITV: Hayward</i>	<i>Rodney Schultz</i>
25287	<i>ITV: New Richmond</i>	<i>Rodney Schultz</i>
25288	<i>ITV: Rice Lake</i>	<i>Rodney Schultz</i>
25384	<i>ITV: Superior</i>	<i>Rodney Schultz</i>

Ins CE: Investment Basic/Asset Allocation

47-162-468

When a person is investing, they should not put all of their eggs in one basket. Investment basics shows the method of accumulating money by spreading risk out among many investments in several categories. Understand the methodology for long range planning.

NOTE: For all sections course fee is \$55/\$41.78

Feb 21 / W 8a-12p

25387	<i>ITV: Ashland</i>	<i>Bryan LaVoy</i>
25389	<i>ITV: Hayward</i>	<i>Bryan LaVoy</i>
24917	<i>ITV: New Richmond</i>	<i>Bryan LaVoy</i>
25386	<i>ITV: Rice Lake</i>	<i>Bryan LaVoy</i>
25388	<i>ITV: Superior</i>	<i>Bryan LaVoy</i>

Ins CE: Medicaid/Medicare

47-162-419

These government programs are complicated but a part of our lives. Understand how the Medicare/Medicaid program works.

NOTE: For all sections course fee is \$55/\$41.78

May 3 / Th 8:30a-12:30p

25422	<i>ITV: Ashland</i>	<i>Robert Wierman</i>
25424	<i>ITV: Hayward</i>	<i>Robert Wierman</i>
25420	<i>ITV: New Richmond</i>	<i>Robert Wierman</i>
25421	<i>ITV: Rice Lake</i>	<i>Robert Wierman</i>
25423	<i>ITV: Superior</i>	<i>Robert Wierman</i>

Ins CE: WI Long Term Care Recertification

47-162-499

This is a recertification class for Wisconsin Long Term Care.

NOTE: For all sections course fee is \$55/\$41.78

Mar 22 / Th 8:30a-12:30p

25397	ITV: Ashland	Robert Wierman
25399	ITV: Hayward	Robert Wierman
25395	ITV: New Richmond	Robert Wierman
25396	ITV: Rice Lake	Robert Wierman
25398	ITV: Superior	Robert Wierman

Insurance CE: Annuities

47-162-466

Annuities are a method of saving money on a tax-deferred basis. Discussion of annuities will center on the difference between a non-qualified and a qualified annuity, contribution limits, methods of contributing, various ways of withdrawing money, taxation of withdrawals, and the difference between a fixed and variable annuity. Includes presentation and discussion of annuities, the types, appropriate uses, regulation requirements, and ethical issues.

NOTE: For all sections course fee is \$55/\$41.78

Feb 21 / W 12:30-4:30p

25392	ITV: Ashland	Bryan LaVoy
25394	ITV: Hayward	Bryan LaVoy
25390	ITV: New Richmond	Bryan LaVoy
25391	ITV: Rice Lake	Bryan LaVoy
25393	ITV: Superior	Bryan LaVoy

Health Care Act-What's Next

47-162-497

The process of implementing the Affordable Care Act has been subject to numerous changes and delays. The purpose of this class is to outline provisions of the ACA that will take effect in coming years with emphasis on group insurance, and self-funded health plans. Taxes, fees, anticipated premiums and required coverage that impact group plans and individual plans will also be covered.

NOTE: For all sections course fee is \$55/\$41.78

May 3 / Th 1:30-5:30p

25429	ITV: Ashland	Robert Wierman
25431	ITV: Hayward	Robert Wierman
25425	ITV: New Richmond	Robert Wierman
25428	ITV: Rice Lake	Robert Wierman
25430	ITV: Superior	Robert Wierman

Ins CE: Ethics for Healthcare

47-162-497

Society has historically had high expectations of health care professionals and also accords them elevated social status. Ethical behavior based on scientific training and a moral belief system is an essential underpinning of individual trusts in our health care professionals. Explore the origin of ethics in health care, current challenges, and draw parallels to the ethical challenges for insurance agents.

NOTE: For all sections course fee is \$55/\$41.78

Mar 22 / Th 1:30-5:30p

25402	ITV: Ashland	Robert Wierman
25404	ITV: Hayward	Robert Wierman
25400	ITV: New Richmond	Robert Wierman
25401	ITV: Rice Lake	Robert Wierman
25403	ITV: Superior	Robert Wierman

Managing Retirement Inc Plan

47-162-497

Manage a retirement portfolio by understanding how retirement income planning fits between accumulation and legacy planning. Learn how to deal with the changing employer commitment to company-provided pensions and how to organize cost-of-living retirement projections. Reduce risks to retirement income. Create a personal endowment strategy along with pension and social security maximization strategies.

NOTE: For all sections course fee is \$55/\$41.78

Apr 24 / Tu 12:30-4:30p

25417	ITV: Ashland	Bryan LaVoy
25419	ITV: Hayward	Bryan LaVoy
25415	ITV: New Richmond	Bryan LaVoy
25416	ITV: Rice Lake	Bryan LaVoy
25418	ITV: Superior	Bryan LaVoy

Ins CE: Principles/Law & Ethics

47-162-425

This course is designed to meet the Section A, eight-hour, pre-licensing and continuing education requirement. This includes the areas of the principles of insurance, general Wisconsin insurance laws and ethics. Students need to purchase their books at the WITC bookstore.

NOTE: For all sections course fee is \$30.94/\$4.50

Jan 8 / M 8:30a-5:30p

24558	ITV: Ashland	Rodney Schultz
24559	ITV: Hayward	Rodney Schultz
24555	ITV: New Richmond	Rodney Schultz
24556	ITV: Rice Lake	Rodney Schultz
24557	ITV: Superior	Rodney Schultz

Feb 12 / M 8:30a-5:30p

24570	<i>ITV: Ashland</i>	<i>Rodney Schultz</i>
24571	<i>ITV: Hayward</i>	<i>Rodney Schultz</i>
24567	<i>ITV: New Richmond</i>	<i>Rodney Schultz</i>
24568	<i>ITV: Rice Lake</i>	<i>Rodney Schultz</i>
24569	<i>ITV: Superior</i>	<i>Rodney Schultz</i>

Mar 12 / M 8:30a-5:30p

24581	<i>ITV: Ashland</i>	<i>Rodney Schultz</i>
24582	<i>ITV: Hayward</i>	<i>Rodney Schultz</i>
24578	<i>ITV: New Richmond</i>	<i>Rodney Schultz</i>
24579	<i>ITV: Rice Lake</i>	<i>Rodney Schultz</i>
24580	<i>ITV: Superior</i>	<i>Rodney Schultz</i>

Apr 9 / M 8:30a-5:30p

24591	<i>ITV: Ashland</i>	<i>Rodney Schultz</i>
24592	<i>ITV: Hayward</i>	<i>Rodney Schultz</i>
24588	<i>ITV: New Richmond</i>	<i>Rodney Schultz</i>
24589	<i>ITV: Rice Lake</i>	<i>Rodney Schultz</i>
24590	<i>ITV: Superior</i>	<i>Rodney Schultz</i>

May 7 / M 8:30a-5:30p

24601	<i>ITV: Ashland</i>	<i>Rodney Schultz</i>
24602	<i>ITV: Hayward</i>	<i>Rodney Schultz</i>
24598	<i>ITV: New Richmond</i>	<i>Rodney Schultz</i>
24599	<i>ITV: Rice Lake</i>	<i>Rodney Schultz</i>
24600	<i>ITV: Superior</i>	<i>Rodney Schultz</i>

Real Estate

Real Estate CE Mod 1: Wisconsin Listings

47-194-401

Course 1 - Wisconsin State-Approved Listing Contracts focuses on the residential listing contract while providing a review of the differences between a customer and a client. Explore agency relationships including subagency, multiple representation with and without designated agency, single agency, and agency under a limited service brokerage. Examine the various forms of delivery available under the pre-printed terms of the listing contract and how to add email as a form of delivery. Review cooperation between brokers including providing access to the property, presentation of offers, and offers of cooperation and compensation. Discuss the concept of protected buyers and exclusions from a listing contract. Topics also included fixtures, personal property, and advertising. Licensees must complete 18 hours of continuing education during each biennium through six approved 3-hour courses. Courses 1, 2, 3, and 4 are mandatory for all licensees; in addition licensees must take two of the elec-

tive courses.

NOTE: For all sections course fee is \$39/\$25.78

Apr 26 / Th 9a-12p

24384	<i>ITV: Ashland</i>	<i>Steven McConnell</i>
24388	<i>ITV: Hayward</i>	<i>Steven McConnell</i>
24386	<i>ITV: New Richmond</i>	<i>Steven McConnell</i>
24387	<i>ITV: Rice Lake</i>	<i>Steven McConnell</i>
24383	<i>ITV: Superior</i>	<i>Steven McConnell</i>

Real Estate CE Mod 2: Issues w/ Offer/Purchase

47-194-487

Course 2 - Wisconsin State-Approved Offers to Purchase reviews use of the WB-11 Residential Offer to Purchase. Discuss using the financing contingency and the appraisal contingency. Understand title and methods of transfer and title insurance in the state-approved residential offer to purchase. Review property condition representations and how to incorporate them in the buyer's offer including how to address as-is transactions. Cover negotiation processes including counter-offers, counter-proposals, presentation of offers, drafting offers for multiple buyers, and how and when a buyer can withdraw an offer. Compare fixtures and personal property and learn how buyers and sellers address property damage between acceptance and closing. Licensees must complete 18 hours of continuing education during each biennium through six approved 3-hour courses. Courses 1, 2, 3, and 4 are mandatory for all licensees; in addition licensees must take two of the elective courses.

NOTE: For all sections course fee is \$39/\$25.78

Apr 26 / Th 1-4p

24390	<i>ITV: Ashland</i>	<i>Steven McConnell</i>
24395	<i>ITV: Hayward</i>	<i>Steven McConnell</i>
24393	<i>ITV: New Richmond</i>	<i>Steven McConnell</i>
24394	<i>ITV: Rice Lake</i>	<i>Steven McConnell</i>
24389	<i>ITV: Superior</i>	<i>Steven McConnell</i>

Real Estate CE Mod 3: New Developments

47-194-403

Course 3 - Wisconsin New Developments updates licensees with the most recent changes and developments in real estate law, practices, and procedures. Understand changes to Wisconsin statutes, administrative code provisions, and case law. Learn about revised forms including state forms and WRA forms. Look at pending and proposed legislative and regulatory changes, forms revisions, and other potential changes to licensing regulations. Attendees will also receive an overview of proposed changes, legislation, policy changes, and other practice issues that are on the horizon.

NOTE: For all sections course fee is \$39/\$25.78

May 3 / Th 9a-12p

24400	ITV: Ashland	Steven McConnell
24403	ITV: Hayward	Steven McConnell
24401	ITV: New Richmond	Steven McConnell
24402	ITV: Rice Lake	Steven McConnell
24399	ITV: Superior	Steven McConnell

Real Estate CE Mod 4A: Ethics/Fair Housing

47-194-421

Course 4 - Ethics and Fair Housing in Wisconsin will satisfy the National Association of REALTORS quadrennial code of ethics requirements. Discuss ways to improve standards of practice by focusing on competency, fairness, and integrity. Ethical agents will be honest with all parties, protect clients' interests, and cooperate with other agents to advance clients' interest. Explore how timely communication and providing equal services to all consumers will raise the level of professionalism in the industry and avoid fair housing complaints. Learn the REALTORS Code of Ethics and the Golden Rule. Review enforcement processes including the Department of Safety and Professional Services enforcement process, the REALTORS arbitration process, and the professional standards enforcement process. Licensees must complete 18 hours of continuing education during each biennium through six approved 3-hour courses. Courses 1, 2, 3, and 4 are mandatory for all licensees; in addition licensees must take two of the elective courses.

NOTE: For all sections course fee is \$39/\$25.78

May 3 / Th 1-4p

24405	ITV: Ashland	Steven McConnell
24408	ITV: Hayward	Steven McConnell
24406	ITV: New Richmond	Steven McConnell
24407	ITV: Rice Lake	Steven McConnell
24404	ITV: Superior	Steven McConnell

Real Estate CE Mod 5: Risk Reduction WI Sales/Broker

47-194-483

Elective B - Liability, Liability in the Office, Preparing Documents, Disclosures of Compensation and Interest, Incentives vs. Fee-splitting and RESPA, and Affiliated Business. Licensees must complete 18 hours of continuing education during each biennium through six approved 3-hour courses. Courses 1, 2, 3, and 4 are mandatory for all licensees; in addition licensees must take two of the elective courses.

NOTE: For all sections course fee is \$39/\$25.78

May 10 / Th 9a-12p

24410	ITV: Ashland	Steven McConnell
24413	ITV: Hayward	Steven McConnell
24411	ITV: New Richmond	Steven McConnell
24412	ITV: Rice Lake	Steven McConnell
24409	ITV: Superior	Steven McConnell

Real Estate CE Mod 6: Inspections & Testing WI Transactions

47-194-484

Elective C - Inspections and Testing in Wisconsin Transactions provides a thorough review of inspections and testing in a Wisconsin transaction using Wisconsin-approved forms. Review the boundaries for an inspection including who can inspect, what can be inspected, the boundaries for a test and who can test, and the result on the offer depending on testing and inspection results. Explore the negotiation process between a seller and a buyer depending on the results of the inspections and tests including using amendments and notices and how the right to cure process works. Understand the difference between a defect and a material adverse fact and how parties respond to the discovery of that information. Licensees must complete 18 hours of continuing education during each biennium through six approved 3-hour courses. Courses 1, 2, 3, and 4 are mandatory for all licensees; in addition licensees must take two of the elective courses.

NOTE: For all sections course fee is \$39/\$25.78

May 10 / Th 1-4p

24415	ITV: Ashland	Steven McConnell
24418	ITV: Hayward	Steven McConnell
24416	ITV: New Richmond	Steven McConnell
24417	ITV: Rice Lake	Steven McConnell
24414	ITV: Superior	Steven McConnell

Experience. Success.

Real Estate Law for Salespersons

47-194-442

This course meets the 72 classroom hours of pre-license education required for a real estate salespersons license as required in Section 452.09(2)(a) of the Wisconsin Statutes. Contents include principles of real estate, real estate law, forms, real estate business operations concepts, ethics, land use control and development, environmental concerns, and miscellaneous additional content. The required book costs approximately \$85 and is available at the WITC bookstore.

NOTE: For all sections course fee is \$255.68/\$4.50

Feb 6 – Apr 10 / TuTh 6-10p

24374	ITV: Ashland	Steven McConnell
24382	ITV: Hayward	Steven McConnell
24376	ITV: New Richmond	Steven McConnell
24381	ITV: Rice Lake	Steven McConnell
24371	ITV: Superior	Steven McConnell

tems and understand the use of fire extinguishers. They will be taught to focus on the evacuation needs of the residents, follow the CBRF emergency and disaster plan and how to respond well in an emergency. Participants must successfully complete this 5-hour training to meet the requirements of DHS 83.20 (2) (b) Fire Safety. Tuition also includes the \$20 State Registry Fee.

24461	Feb 3	Sa 8a-1p	\$44.33/\$24.50
	New Richmond: 1208		Jack Running
24469	Feb 14	W 5-10p	\$44.33/\$24.50
	Rice Lake: 183		Gary Strong
24473	Feb 21	W 5-10p	\$44.33/\$24.50
	Superior: 112		Kenneth Maki
24463	Mar 28	W 5-10p	\$44.33/\$24.50
	New Richmond: 1210		Daniel Roeglin
24471	Apr 7	Sa 8a-1p	\$44.33/\$24.50
	Rice Lake: 155		Gary Strong
24466	May 12	Sa 8a-1p	\$44.33/\$24.50
	New Richmond: 1208		Daniel Roeglin
24475	May 19	Sa 8a-1p	\$44.33/\$24.50
	Superior: 200		Kenneth Maki
24472	May 23	W 5-10p	\$44.33/\$24.50
	Rice Lake: 156		Gary Strong

HEALTH

Community Based Residential Facility

CBRF Dietary

47-303-485

This course will prepare the learner to plan and prepare healthy, nutritious meals using the Food Guide Pyramid. Proper food handling, storage, and sanitation principles will also be covered.

24501	Mar 19	M 12:30-4p	\$17.72/\$4.50
	Rice Lake: 225		Marsha Stoeberl

CBRF Fire Safety Training

47-503-432

This course is designed to instruct community-based residential facility (CBRF) operators and staff on how to prepare themselves to react effectively for staff and resident preservation in residential fires of different origins and intensities. Participants will be taught to understand the nature of fire, recognize fire hazards, learn about early warning sys-

CBRF First Aid and Choking

47-531-401

Initial training applicable to the responsibilities of CBRF caregivers designed to meet the requirements of administrative rule DHS 83 for CBRFs in the area of First Aid and choking. The student will be taught how to handle life-threatening emergencies which also includes how to alleviate choking. Successful Completion of this training meets the requirements of DHS 83. Tuition also includes the \$20 State Registry & Red Cross \$19 fee.

24493	Feb 24	Sa 9a-1p	\$59.22/\$46
	Rice Lake: 225		Bambi Forcey
24500	Mar 10	Sa 9a-1p	\$59.22/\$46
	Superior: 134		Bambi Forcey
24499	Apr 7	Sa 9a-1p	\$59.22/\$46
	New Richmond: 1317		Bambi Forcey
24498	May 16	W 2:30-6:30p	\$59.22/\$46
	Rice Lake: 225		Bambi Forcey

CBRF Medications

47-575-401

Initial training applicable to the responsibilities of CBRF caregivers designed to meet the requirements of administrative rule HFS 83 for CBRFs in the area of medication administration and documentation. The learner will be taught general categories of medications, effects and side effects, documentation, proper administration, legal issues of con-

trolled substances and the proper procedure for handling medication errors. Successful completion of this 12 hour course meets the requirements of administrative rule DHS 83 for CBRF in the area of Medication Administration and documentation. Tuition also includes the \$20 State Registry Fee.

24490	Feb 27 – Feb 28	TuW 9a-4p	\$64.16/\$24.50
	<i>Rice Lake: 221</i>		<i>Doris Eberhardy</i>
24491	May 23 – May 24	TuW 3-9:30p	\$64.16/\$24.50
	<i>Rice Lake: 225</i>		<i>Kimberly Heinz</i>

CBRF Resident's Rights

47-575-403

This course covers respect for and promotion of resident rights. Participants learn how to report violations of residents rights.

24492	Apr 10	Tu 8:30a-4:30p	\$30.94/\$4.50
	<i>Rice Lake: 225</i>		<i>Doris Eberhardy</i>

CBRF Standard Precautions Training

47-531-479

This class will teach a person how to handle potential exposure to bloodborne pathogens. You will learn about standard precautions and why they are important in your work. You will understand how bloodborne diseases and other communicable diseases spread from person to person, how to prevent the spread of communicable diseases and learn what to do during and after an exposure incident. Participants must successfully complete this two-hour training to meet the CBRF training requirements of CH DHS 83.20 (2)(a) Standard Precautions. Tuition also includes the \$20 State Registry fee.

24494	Feb 24	Sa 1:30-3:30p	\$31.11/\$24.50
	<i>Rice Lake: 225</i>		<i>Bambi Forcey</i>
24497	Mar 10	Sa 1:30-3:30p	\$31.11/\$24.50
	<i>Superior: 134</i>		<i>Bambi Forcey</i>
24496	Apr 7	Sa 1:30-3:30p	\$31.11/\$24.50
	<i>New Richmond: 1317</i>		<i>Bambi Forcey</i>
24495	May 16	W 7-9p	\$31.11/\$24.50
	<i>Rice Lake: 225</i>		<i>Bambi Forcey</i>

Emergency Medical Services

ACLS Provider

47-531-429

Upon successful completion of this American Heart Association class, students will be proficient in the advanced skills necessary to manage an adult patient suffering from a cardiovascular or cerebrovascular event. Certification as an ACLS Provider requires successful completion of the cognitive and

psychomotor portions of the class. Textbook required.

24854	Jan 17 – Jan 19	W 8a-12p F 8a-5p	\$160/\$120.34
	<i>Rice Lake: 170</i>		<i>Timothy Salo</i>
24855	Apr 18 – Apr 20	W 8a-12p F 8a-5p	\$160/\$120.34
	<i>Rice Lake: 170</i>		<i>Timothy Salo</i>

ACLS Renewal

47-531-430

This American Heart Association class will update students on the 2015 AHA guidelines plus recertify them in the skills and competencies needed to manage an adult cardiovascular or cerebrovascular emergency. Students must pass both the cognitive exam and the psychomotor portions of the class to obtain their two year recertification. Students should complete the AHA pre-test prior to class and bring a copy of their test results along with their current ACLS Provider manual to all sessions.

24856	Jan 19	F 8a-5p	\$135/\$108.56
	<i>Rice Lake: 170</i>		<i>Timothy Salo</i>
24851	Apr 20	F 8a-5p	\$135/\$108.56
	<i>Rice Lake: 170</i>		<i>Timothy Salo</i>

Advanced EMT Transition Refresher

47-531-484

This class will include the review and revision of the Intermediate Technician(AEMT) curriculum with inclusion of the National Emergency Medical Services Education Standards. It will refresh EMT Intermediate Technician students in the competencies required to maintain their present state license or transition to the Advanced EMT. Components will include preparatory, A & P, advanced assessments and treatments in medical and trauma patients, advanced life support per current AHA guidelines, shock and fluid resuscitation, advanced airway management, special considerations for age-related variables, and EMS operations.

24301*	Jan 8 – Jan 9	MTu 8a-3p	\$44.16/\$4.50
	<i>Rice Lake Fire Dept</i>		<i>Timothy Salo</i>
	<i>*Must have an additional 30 hrs of EMT Refresher training for renewal.</i>		

24659*	Jan 26 – Feb 16	FSaSu	\$153.51/\$14.70
	<i>Birchwood EMS Hall</i>		<i>Marlene Dirkes</i>
	<i>*Must finish the WMD 2 hr course prior to class completion. Class meets Jan 26 & Feb 16, F 6-10p; Jan 27, 28 & Feb 10, 11 SaSu 8a-4p</i>		

CPR Health Care Provider - AHA

47-531-437

The AHA for Health Care Providers Course is designed to teach the skills of CPR for victims of all ages including ventilation with a barrier device and use of an automated external defibrillator (AED), and relief of foreign-body airway obstruction

(FBAO). It is intended for participants who provide health care to patients in a hospital setting and out-of-hospital settings. This course is for anyone that is required to take a health care provider course for employment. All participants who successfully complete the course, including the written examination and skill demonstrations will receive a BLS for Health Care provider completion card that will certify them for two years (credential.) Book provided at class.

Book fee is part of tuition and the book will be given out in class.

24310	Jan 13	Sa 8:30a-4:30p	\$47.19/\$20.75
	<i>Rice Lake: 155</i>		<i>WITC TBD</i>
24922	Jan 8 – Jan 9	MTu 5:30-9:30p	\$47.19/\$20.75
	<i>New Richmond: 1201</i>		<i>WITC TBD</i>
24821	Jan 16 – Jan 18	TuWTh 6-10p	\$47.19/\$20.75
	<i>Ashland: 206</i>		<i>WITC TBD</i>
24828	Feb 3	Sa 9a-5p	\$47.19/\$20.75
	<i>Superior: 136</i>		<i>WITC TBD</i>
24312	Feb 19 – Feb 20	MTu 5:30-9:30p	\$47.19/\$20.75
	<i>Rice Lake: 225</i>		<i>WITC TBD</i>
24934	Feb 24	Sa 9a-5p	\$47.19/\$20.75
	<i>New Richmond: 1201</i>		<i>WITC TBD</i>
24829	Mar 3	Sa 9a-5p	\$47.19/\$20.75
	<i>Superior: 136</i>		<i>WITC TBD</i>
24938	Mar 12 – Mar 13	MTu 5:30-9:30p	\$47.19/\$20.75
	<i>New Richmond: 1201</i>		<i>WITC TBD</i>
24822	Mar 12 – Mar 14	MW 6-10p	\$47.19/\$20.75
	<i>Ashland: TBA</i>		<i>WITC TBD</i>
24316	Mar 20 – Mar 21	TuW 5:30-9:30p	\$47.19/\$20.75
	<i>Hayward: 4</i>		<i>Matthew Fitch</i>
24314	Apr 7	Sa 8:30a-4:30p	\$47.19/\$20.75
	<i>Rice Lake: 165</i>		<i>WITC TBD</i>
24830	Apr 7	Sa 9a-5p	\$47.19/\$20.75
	<i>Superior: 136</i>		<i>WITC TBD</i>
24962	Apr 21	Sa 9a-5p	\$47.19/\$20.75
	<i>New Richmond: 1201</i>		<i>WITC TBD</i>
24831	May 5	Sa 9a-5p	\$47.19/\$20.75
	<i>Superior: 136</i>		<i>WITC TBD</i>
24969	May 7 – May 8	MTu 5:30-9:30p	\$47.19/\$20.75
	<i>New Richmond: 1201</i>		<i>WITC TBD</i>
24823	May 7 – May 9	MW 6-10p	\$47.19/\$20.75
	<i>Ashland: 306</i>		<i>WITC TBD</i>
24318	May 19	Sa 8:30a-4:30p	\$47.19/\$20.75
	<i>Rice Lake: 165</i>		<i>WITC TBD</i>

CPR Health Care Provider Renewal - AHA

47-531-439

This course is intended for the biennial renewal of the CPR Healthcare Provider. Students must successfully complete skills testing on one-and two-rescuer CPR (adult, child, infant), foreign body airway obstruction (FBAO) procedures (adult, child, infant), and mask with one-way valve usage. A minimum of 84 percent must be attained on the written

test. (Prerequisite: CPR Healthcare Provider successful completion within previous two years). Book fee is part of tuition and the book will be given out in class.

24924	Jan 9	Tu 5:30-9:30p	\$29/\$15.78
	<i>New Richmond: 1201</i>		<i>WITC TBD</i>
24311	Jan 13	Sa 12:30-4:30p	\$29/\$15.78
	<i>Rice Lake: 155</i>		<i>WITC TBD</i>
24308	Jan 20	Sa 8a-12p	\$29/\$15.78
	<i>Cumberland: Toftness Clinic</i>		<i>Janet Thompson</i>
24832	Jan 22	M 6-10p	\$29/\$15.78
	<i>Ashland: 427</i>		<i>WITC TBD</i>
24837	Feb 3	Sa 1-5p	\$29/\$15.78
	<i>Superior: 136</i>		<i>WITC TBD</i>
24833	Feb 6	Tu 6-10p	\$29/\$15.78
	<i>Ashland: 206</i>		<i>WITC TBD</i>
24313	Feb 20	Tu 5:30-9:30p	\$29/\$15.78
	<i>Rice Lake: 225</i>		<i>WITC TBD</i>
24935	Feb 24	Sa 1-5p	\$29/\$15.78
	<i>New Richmond: 1201</i>		<i>WITC TBD</i>
24838	Mar 3	Sa 1-5p	\$29/\$15.78
	<i>Superior: 136</i>		<i>WITC TBD</i>
24944	Mar 13	Tu 5:30-9:30p	\$29/\$15.78
	<i>New Richmond: 1201</i>		<i>WITC TBD</i>
24834	Mar 20	Tu 6-10p	\$29/\$15.78
	<i>Ashland: 206</i>		<i>WITC TBD</i>
24317	Mar 21	W 5:30-9:30p	\$29/\$15.78
	<i>Hayward: 4</i>		<i>Matthew Fitch</i>
24315	Apr 7	Sa 12:30-4:30p	\$29/\$15.78
	<i>Rice Lake: 165</i>		<i>WITC TBD</i>
24839	Apr 7	Sa 1-5p	\$29/\$15.78
	<i>Superior: 136</i>		<i>WITC TBD</i>
24835	Apr 16	M 6-10p	\$29/\$15.78
	<i>Ashland: 206</i>		<i>WITC TBD</i>
24967	Apr 21	Sa 1-5p	\$29/\$15.78
	<i>New Richmond: 1201</i>		<i>WITC TBD</i>
24840	May 5	Sa 1-5p	\$29/\$15.78
	<i>Superior: 136</i>		<i>WITC TBD</i>
24974	May 8	Tu 5:30-9:30p	\$29/\$15.78
	<i>New Richmond: 1201</i>		<i>WITC TBD</i>
24836	May 14	M 6-10p	\$29/\$15.78
	<i>Ashland: 204</i>		<i>WITC TBD</i>
24319	May 19	Sa 12:30-4:30p	\$29/\$15.78
	<i>Rice Lake: 165</i>		<i>WITC TBD</i>

CPR/AED/Basic First Aid Renewal-ASHI

47-531-459

This course will recertify students in CPR/AED & Basic first aid. Students will renew their skills in CPR/AED and first aid. Prerequisite: Students must have taken the original course within the last 2 years.

24930	Jan 20	Sa 1-5p	\$37/\$23.78
	<i>New Richmond: TBA</i>		<i>WITC TBD</i>
24845	Jan 29	M 6-10p	\$37/\$23.78
	<i>Ashland: TBA</i>		<i>WITC TBD</i>

continued

24848	Jan 30	Tu 6-10p	\$37/\$23.78 WITC TBD
<i>Superior: 136</i>			
24933	Feb 13	Tu 5:30-9:30p	\$37/\$23.78 WITC TBD
<i>New Richmond: TBA</i>			
24846	Mar 14	W 6-10p	\$37/\$23.78 WITC TBD
<i>Ashland: 306</i>			
24849	Mar 22	Th 6-10p	\$37/\$23.78 WITC TBD
<i>Superior: 134</i>			
24948	Mar 24	Sa 1-5p	\$37/\$23.78 WITC TBD
<i>New Richmond: TBA</i>			
24960	Apr 10	Tu 5:30-9:30p	\$37/\$23.78 WITC TBD
<i>New Richmond: TBA</i>			
24847	May 17	Th 6-10p	\$37/\$23.78 WITC TBD
<i>Ashland: 204</i>			
24976	May 19	Sa 1-5p	\$37/\$23.78 WITC TBD
<i>New Richmond: TBA</i>			
24850	May 21	M 6-10p	\$37/\$23.78 WITC TBD
<i>Superior: 136</i>			

CPR/AED/Basic First Aid-ASHI

47-531-419

This course is a combined CPR/AED & Basic First Aid program designed specifically for laypeople. The program is good for the community and the workplace setting. This course is designed to teach people the knowledge and skills that they need to recognize emergencies and perform CPR and use an AED and perform First Aid until EMS arrives. This course will certify a person for 2 years in CPR/AED/Basic First Aid.

24925	Jan 20	Sa 9a-5p	\$40.39/\$13.95 WITC TBD
<i>New Richmond: 1201</i>			
24931	Feb 12 – Feb 13	MTu 5:30-9:30p	\$40.39/\$13.95 WITC TBD
<i>New Richmond: 1201</i>			
24843	Feb 19 – Feb 21	MW 6-10p	\$40.39/\$13.95 WITC TBD
<i>Superior: 136</i>			
24841	Feb 20 – Feb 22	TuTh 6-10p	\$40.39/\$13.95 WITC TBD
<i>Ashland: 204</i>			
24946	Mar 24	Sa 9a-5p	\$40.39/\$13.95 WITC TBD
<i>New Richmond: 1201</i>			
24958	Apr 9 – Apr 10	MTu 5:30-9:30p	\$40.39/\$13.95 WITC TBD
<i>New Richmond: 1201</i>			
24844	Apr 16 – Apr 18	MW 6-10p	\$40.39/\$13.95 WITC TBD
<i>Superior: 136</i>			
24842	Apr 23 – Apr 25	MW 6-10p	\$40.39/\$13.95 WITC TBD
<i>Ashland: 306</i>			
24975	May 19	Sa 9a-5p	\$40.39/\$13.95 WITC TBD
<i>New Richmond: 1201</i>			

Critical Care Transport - Refresher

47-531-450

The Wisconsin Indianhead Technical College Critical Care Transport Refresher is designed to provide the nurse or paramedic with 24 hours of continuing education (CE) designed to update and renew their State of Wisconsin critical care credentials. It is open to all nurses and paramedics who have previously

completed a State of Wisconsin approved critical care transport course. The Wisconsin Indianhead Technical College Critical Care Transport Refresher is valid for 2 years whereupon renewal is required. It is didactically designed to allow the nurse or paramedic to remain current in critical care trends and issues that will advance the skills and knowledge that make them a valuable member of the critical care transport team. The Wisconsin Indianhead Technical College Critical Care Transport Refresher is distributed in the following modules: Critical Care Environment, Complications of Transport & Special Considerations, Airway and Breathing Management, Surgical Airway Management, Hemodynamic Management, Cardiac Management, Pharmaceutical Management, GI, GU & Renal Management, Neurological Management.

This is a 12-hour online refresher for individuals that have some CEUs but still require additional hours for the completion of their 24 hour refresher.

25271	Jan 22 – Apr 11	24/7	\$54.16/\$14.50 WITC TBD
<i>Online</i>			

This is a full 24 refresher class which includes ITV, in-person hours and 12 hours of Blackboard training. Classes meet Jan 22 5-9p (ITV) & Mar 3, 8:30a-3:30p (in-person).

25272	Jan 22 – Apr 11	24/7	\$83.82/\$4.50 WITC TBD
<i>ITV: Rice Lake</i>			
25274	Jan 22 – Apr 11	24/7	\$83.82/\$4.50 WITC TBD
<i>ITV: Ashland</i>			
25275	Jan 22 – Apr 11	24/7	\$83.82/\$4.50 WITC TBD
<i>ITV: Hayward</i>			
25277	Jan 22 – Apr 11	24/7	\$83.82/\$4.50 WITC TBD
<i>ITV: New Richmond</i>			

Defibrillation Heartsaver AED - AHA

47-531-463

The Heartsaver AED course teaches the basic techniques of adult CPR and the use of the automated external defibrillator (AED). You will learn about using barrier devices in CPR and giving first aid for choking. This course follows American Heart Association guidelines for performing CPR and using the AED.

24790	Mar 17	Sa 8:30a-2:30p	\$44.33/\$24.50 WITC TBD
<i>Rice Lake: 165</i>			
24789	May 19	Sa 8:30a-2:30p	\$44.33/\$24.50 Matthew Fitch
<i>WITC-Hayward</i>			

Emergency Medical Responder

47-531-486

This course is designed to present the student with basic life support skills that may be used at the scene of an accident or illness, until advanced level care and transport can be arranged. This class will include the review and revision of the Emergency Medical Responder (First Responder) curriculum

with inclusion of the National Emergency Medical Services Education Standards. Required textbooks: 2nd Edition EMR Complete: A Worktext ISBN-13: 978-0-13-351703-3 OR ISBN-10: 0-13-351703-9. Also students must purchase the BLS for Health Care Provider textbook.

24813 Jan 16 – Mar 15 TuTh 6-10p \$263.16/\$25.20
Iron River Ambulance Hall WITC TBD

Emergency Medical Tech Transition-Refresher

47-531-443

This class will include the review and revision of the Emergency Medical Technician curriculum with inclusion of the National Emergency Medical Services Education Standards allowing students to transition from EMT Basic to EMT designation. This program is designed to serve as a refresher for Emergency Medical Technicians who have successfully completed the Emergency Medical Technician program. Prerequisites: Previous completion of a recognized Emergency Medical Technician program. Must also be 18 years of age.

24531* Jan 3 – Feb 14 W 6-10p \$109.65/\$10.50
Dallas Area Ambulance Marlene Dirkes
 *WMD not included; please bring WMD certificate to class

25122* Jan 6 – Jan 14 SaSu 8a-4p \$109.65/\$10.50
Mellen Fire Dept Joseph Belany
 *Includes a 1/2 hour lunch

24783* Jan 12 – Jan 20 F 6-9p \$109.65/\$10.50
Minong Fire Dept WITC TBD
 *Class meets in-person Jan 12, F6-9p; Jan 13, 14, 19 & 20, SaSu 8a-4:30p; includes 1/2 hr lunch

24302* Jan 20 – Mar 17 Sa 8a-6p \$109.65/\$10.50
Ladysmith Fire Dept Marlene Dirkes
 *Class meets in-person 1/20, 2/17, 3/17, Sa 8a-6p.

24658* Jan 26 – Feb 10 F 6-10p \$109.65/\$10.50
Birchwood EMS Hall Marlene Dirkes
 *Class meets in-person Jan 26, F6-10p; Jan 27, 28, Feb 10, SaSu 8a-4; must finish the WMD 2 hr course prior to class completion

24702* Feb 17 – Mar 11 24/7 \$109.65/\$10.50
Online/Chetek Ambulance Svc Nathaniel Dunston
 *Class meets in-person Mar 10-11, SaSu 8a-5p

First Aid Heartsaver - AHA

47-531-421

The Heartsaver First Aid Course is designed to teach rescuers the knowledge and psychomotor skills they need to recognize emergencies and to give CPR and first aid until EMS arrives. The goal of the course is to train laypeople in first aid assessments and actions that have been shown to make a difference in mortality and morbidity rates.

24791 Jan 22 M 8a-1p \$44.33/\$24.50
Rice Lake: Jefferson Elem Sch Janet Thompson

24792 Apr 2 M 4-9p \$44.33/\$24.50
Rice Lake Middle Sch Janet Thompson

First Responder Transition Refresher

47-531-446

This class will include the review and revision of the Emergency Medical Responder (EMR) curriculum with inclusion of the National Emergency Medical Services Education Standards to allow students to transition. This program is designed to serve as a refresher for the student who has previously attended and completed the EMR course. Prerequisite: Certification as a First Responder as evidenced by successful completion of the Department of Transportation (DOT) EMR course.

This class does not include WMD. Please bring your WMD certificate to class.

24532 Jan 3 – Jan 31 W 6-10p \$73.10/\$7
Dallas Area Ambulance Marlene Dirkes

24303 Feb 16 – Feb 18 F 6-10p. SaSu 8a-4p \$73.10/\$7
Ladysmith Senior Ctr Woodene Stevens

Medic First Aid

47-531-404

This course will help students gain the knowledge, skills, and confidence necessary to manage a medical emergency using CPR, an automated external defibrillator (AED), and first aid until more advanced help is available. This course will certify a student for two years in CPR/AED/First Aid. Book is provided at the class.

24320 Feb 3 Sa 8:30a-3:30p \$46.84/\$20.40
Rice Lake: 174 WITC TBD

24322 Mar 24 Sa 8:30a-3:30p \$46.84/\$20.40
Hayward: 7 Matthew Fitch

24326 Apr 14 Sa 8:30a-3:30p \$46.84/\$20.40
Rice Lake: 223 WITC TBD

24324 May 29-30 Tu 5:30-9:30p, W 5:30-8:30p \$46.84/\$20.40
Rice Lake: 174 WITC TBD

Medic First Aid Recertification

47-531-405

This course will recertify students in Medic First Aid. Students will renew skills in CPR, an automated external defibrillator (AED) and first aid. Prerequisite: Students must have taken the original course, 47531404 Medic First Aid within the last two years. This course will renew your certification for two years. Book is provided at class.

24321 Feb 3 Sa 8:30a-12:30p \$37/\$23.78
Rice Lake: 183 WITC TBD

24323 Mar 24 Sa 8:30a-12:30p \$37/\$23.78
Hayward: 7 Matthew Fitch

24327 Apr 14 Sa 8:30a-12:30p \$37/\$23.78
Rice Lake: 223 WITC TBD

24325 May 29 Tu 5:30-9:30p \$37/\$23.78
Rice Lake: 174 WITC TBD

PALS - Pediatric Advanced Life Support (Initial Provider)

47-531-409

This American Heart Association class will certify students who pass its cognitive and psychomotor exams in the infant and child resuscitation skills necessary to recognize and treat cardiac, respiratory, and shock emergencies in the pediatric setting. Students must take the PALS pre-test prior to the first day of class and bring their results along with the PALS Provider manual to class.

24852 Jan 17 – Jan 19 W 1-5p, F 8a-5p \$160/\$120.34
Rice Lake: 170 Timothy Salo

24853 Apr 18 – Apr 20 W 1-5p, F 8a-5p \$160/\$120.34
Rice Lake: 170 Timothy Salo

PALS-Pediatric Advanced Life Support (Renewal)

47-531-410

This American Heart Association class will update students on the 2015 AHA guidelines plus recertify them in the skills and competencies needed to manage an Pediatric cardiovascular or cerebrovascular emergency. Students must pass both the cognitive exam and the psychomotor portions of the class to obtain their two year recertification. Students should complete the AHA pre-test prior to class and bring a copy of their test results along with their current PALS Provider manual to all sessions.

24857 Jan 19 F 8a-5p \$135/\$108.56
Rice Lake: 170 Timothy Salo

24858 Apr 20 F 8a-5p \$135/\$108.56
Rice Lake: 170 Timothy Salo

Pediatric Medic First Aid & CPR

47-531-464

This course will help students gain the knowledge, skills and confidence necessary to respond to and manage medical emergencies involving children and infants until more advanced help is available. A student will be taught the updated guidelines of CPR, and an automated external defibrillator (AED), and first aid for children and infants. This course will certify a student for 2 years in CPR/AED/First Aid. Book is provided at class.

24328 Feb 17 Sa 8:30a-4:30p \$45.99/\$19.55
Rice Lake: TBA WITC TBD

24333 Apr 21 Sa 8:30a-4:30p \$45.99/\$19.55
Hayward: 7 Matthew Fitch

24336 May 12 Sa 8:30a-4:30p \$45.99/\$19.55
Rice Lake: TBA WITC TBD

Pediatric Medic First Aid & CPR Recertification

47-531-477

This course will recertify a student in Pediatric Med-

ic First Aid & CPR. Students will renew their skills in CPR, an automated external defibrillator (AED) and first aid for infants and children. Students must have taken the original course, Pediatric Medic First Aid & CPR 47531464 within the last two years. This course will renew a student's certification for 2 years. Book is provided at class.

24331 Feb 17 Sa 8:30a-12:30p \$37/\$23.78
Rice Lake: TBA WITC TBD

24334 Apr 21 Sa 8:30a-12:30p \$37/\$23.78
Hayward: 7 Matthew Fitch

24338 May 12 Sa 8:30a-12:30p \$37/\$23.78
Rice Lake: TBA WITC TBD

Health & Wellness

Intro to Shamanism

47-560-430

Explore the world of Shamanism: directions, beliefs, tools, power place and animal, fire ceremony and more. You will experience opening a sacred space and have a quick journey experience. Your instructor is a Master/Teacher Reiki practitioner and has ample experience in Reiki, Shamanism, and quantum Biofeedback.

25461 Feb 1 Th 7-9p \$15/\$8.39
St Croix Healing Arts Ctr Irene Pregl

25462 Mar 22 Th 7-9p \$15/\$8.39
St Croix Healing Arts Ctr Irene Pregl

Herbal Apprentice

47-560-411

Have you dabbled in herbalism and now you're ready to dig in deeper? This intensive course is a solid foundational basis in primary botanical medicine topics. Combine the intuitive art and clinical science of herbalism, apprenticing with an educator, Master Herbalist and Naturopath who has three decades of direct experience in this field nationally and internationally. Core components of this course include: history of herbalism, cross-cultural influences, naturopathic principles, art & science of herbalism, top herbs in north America, herbs for the developmental life cycle and more. You will create own natural medicine kit in addition to handcrafted teas, tinctures, lotions, oils and flower essences. This course is a pathway those pursuing a future degree in Intermediate Herbalism and Master of Herbalism.

24906 Apr 26 – Apr 27 ThF 8:45a-4:15p \$149/\$96.12
Superior: TBA Gigi Stafne

24907 May 24 – May 25 ThF 8:45a-4:15p \$149/\$96.12
New Richmond: TBA Gigi Stafne

Personal Fitness Trainer Certification

47-560-435

Turn your love of health and fitness into a fulfilling career! This hybrid course offered through W.I.T.S. (World Instructor Training Schools) gives you 36 hours of in-person instruction along with a 30-hour internship. This course is approved for Massage Therapists, Occupational Therapists, and Athletic Trainers. Go to www.witsecducation.com for more information. Required textbook is not included in cost contact W.I.T.S. to order at 888.330.9487.

25307* Mar 17 – Apr 28 Sa 9a-1p \$649/\$589.51
New Richmond: TBA WITS Staff
*Class does not meet Apr 21

Reiki 1

47-560-420

Reiki is a safe, non-invasive holistic healing practice that uses touch to facilitate energy movement. Reiki one is the foundation of multiple levels where you learn the history and benefits of the practices. You will also receive an attunement that will cleanse and strengthen you. Our Reiki teachers are rooted in experience and wisdom: Irene has her Master's in Social Work and a plethora of experience in Reiki, Shamanism and quantum biofeedback. She is a Master/Teacher Reiki practitioner. Mary Jo has been a Reiki Master for 9 years and is also a registered yoga teacher and certified Emotion Code Practitioner. \$25 book fee payable to the instructor. CEUs available.

25083 Jan 27 Sa 10a-4p \$100/\$80.17
WITC-Hayward Mary Jo Jirik

25465 Feb 2 F 9a-4p \$125/\$105.17
St Croix Healing Arts Ctr Irene Pregl

Reiki 2

47-560-420

Continue to delve into the art of Reiki as you explore the three sacred symbols and attunement alongside a Reiki Master. You will learn to increase the focus of the reiki energy, bring mental and emotional issues to the surface and send Reiki through distance healing. Then practice what you learn as you utilize the techniques on yourself and others. Prerequisite: Reiki 1.

25464* Feb 16 F 9a-4p \$175/\$155.17
St Croix Healing Arts Ctr Irene Pregl
*\$25 book fee payable to the instructor (if you do not have Reiki 1 book).

25084* Mar 24 Sa 10a-4p \$150/\$130.17
WITC-Hayward Mary Jo Jirik
*Manual included

*Experience. Success.***Reiki 3 & Teacher**

47-560-420

Special Pricing for both Reiki Level 3 and Reiki Teacher. See Reiki 3 and Reiki Teacher descriptions. \$25 book fee payable to the instructor. CEUs available.

25286* May 12 & May 26 Sa 10a-4p \$400/\$360.34
WITC-Hayward Mary Jo Jirik
*Class does not meet May 19

Reiki 3-Master Level

47-560-420

Become a Reiki Master! Become attuned to the master Usui symbol, a sacred symbol that strengthens our connection to the divine sources. You will learn a master meditation, some advanced energy techniques and work with crystals, oils, stones, grids and more! Take your practice to a new level as you start to create and use your own technique and style. \$25 book fee payable to instructor at class. CEUs available. Prerequisites: Reiki 1 & Reiki 2

25463 Mar 16 F 9a-4p \$225/\$205.17
St Croix Healing Arts Ctr Irene Pregl

25085 May 12 Sa 10a-4p \$200/\$180.17
WITC-Hayward Mary Jo Jirik

Reiki 4-Teacher Level

47-560-420

Spread your passion of Reiki by learning to teach it to others! Learn from an experienced Reiki Master how to give attunements, create teaching materials and develop professional practice techniques as you make your practice your own. You will be attuned to the Master Level which gives you the ability to give attunements to others. The same book from Reiki 3 will be used. CEUs available. Prerequisites: Reiki 1-3

25086 May 26 Sa 10a-4p \$250/\$230.17
WITC-Hayward Mary Jo Jirik

Integrative Bodywork Therapy

47-537-455

Level 1: Beginning Integrative Bodywork Therapy. Emotional stress, physical injury and traumatic events can cause the body to hold on to tension, which may lead to symptoms as anxiety, depression, pain throughout the body and extreme fatigue. In this beginning level, the integrative concepts will be discussed and applied with classroom demonstration of releasing the tension in the spinal cord, releasing three trigger point areas and energy boosting acupressure points. Wear comfortable, modest clothing to this class.

24892 Feb 2 F 9a-4p \$99/\$79.17
Ashland: TBA Ann Turnquist

Dynamic Fascial Web

47-537-455

Level 2: Craniosacral/ Myofascial Therapy & Balancing the Emotional Area of Life. In this level, basic techniques of craniosacral therapy and myofascial release will be explained, demonstrated and then applied within the classroom lab. The role of emotions, thoughts, repetitive actions and habits will be discussed you'll discover how this connects with the health and healing process. Lab will include feeling and finding trauma in the tissue, following the fascia as it releases and releasing spinal cord tension and releasing lower and upper extremities to reduce pain. Also learn the cranial-sacral-occipital hold to release tension within the entire body. Wear comfortable, modest clothing and bring in a massage table to this class.

24893 Feb 16 F 9a-4p \$99/\$79.17
Ashland: TBA Ann Turnquist

Subtle Energy Therapy

47-537-455

Level 3: Subtle Energy Therapy. Meridians, acupressure points, chakras and essential oils play an intriguing role in healing, energy levels, stress management and pain relief. You will explore these modalities along with learning the hands-on techniques of opening the meridian channels in the legs, back, arms and head to aid with the body's natural healing capabilities. Essential oils will be used and bodywork techniques will be practiced in afternoon lab. Wear comfortable, modest clothing and bring in a massage table and a blanket to this class.

24894 Mar 16 F 9a-4p \$99/\$79.17
Ashland: TBA Ann Turnquist

Dynamic Structure Balancing

47-537-455

Level 4: Combining Levels 1-3 & Balancing the Brain Hemispheres to Promote Positivity & Reduce Stress. Discover how colors, sounds, temperatures and textures all can play an important role in the body's innate healing force. Bodywork will be practiced most of the day in this level. Wear comfortable, modest clothing and bring in a massage table to this class.

24895 Apr 27 F 9a-4p \$99/\$79.17
Ashland: TBA Ann Turnquist

new Level 5: Head, Neck, and Jaw Trauma. Discuss and apply integrative massage and bodywork techniques to relieve head pain, migraines, neck discomfort, ear pain, jaw pain, clenching and grinding of teeth, brain fog, fatigue, anxiety, sore throat and dry mouth. Trauma, body posture, sleep positions, stress and repetitive motion can be con-

tributing factors to the discomfort felt throughout the human body. Wear comfortable, modest clothing and bring in a massage table and a blanket to this class. Prerequisites: Levels 2-4

24897 Jan 26 F 9a-4p \$99/\$79.17
Ashland: TBA Ann Turnquist

24896 May 18 F 9a-4p \$99/\$79.17
Ashland: TBA Ann Turnquist

new Level 6: Shoulder, Arm and Hand Trauma. Discuss and apply integrative massage and bodywork techniques to relieve shoulder pain, upper arm pain, elbow pain, wrist pain, hand pain, and numbness in arms and hands. Trauma, body posture, sleep positions, stress and repetitive motion can be contributing factors to the discomfort felt throughout the human body. Wear comfortable, modest clothing and bring in a massage table and a blanket to this class. Prerequisites: Levels 2-4

24899 Feb 9 F 9a-4p \$99/\$79.17
Ashland: TBA Ann Turnquist

new Level 7: Back, Hip and Leg Trauma. Discuss and apply integrative massage and bodywork techniques to relieve back pain, pain with sitting, pain with walking, pain with standing, restless legs, knee pain, leg cramping, leg fatigue and feet pain. Trauma, body posture, sleep positions, stress and repetitive motion can be contributing factors to the discomfort felt throughout the human body. Wear comfortable, modest clothing and bring in a massage table and a blanket to this class. Prerequisites: Levels 2-4

24900 Mar 2 F 9a-4p \$99/\$79.17
Ashland: TBA Ann Turnquist

new Level 8: Pregnancy Wellness and Discomfort. Discuss and apply integrative bodywork techniques to align the pelvis, uterine ligaments, sacrum and spine to relieve back pain, pelvic pain, rib pain and shortness of breath (when due to torsion in structure), allowing for improved fetal mobility, positioning and comfort. We will discuss stress, anxiety, and overall wellness for both mother and child. Visualization technique will be taught for promoting calm, relaxed, supportive birth plans. Wear comfortable, modest clothing and bring in a massage table and a blanket to this class. Prerequisites: Levels 2-4

24901 May 4 F 9a-4p \$99/\$79.17
Ashland: TBA Ann Turnquist

new Level 9: Infant & Toddler Massage & Bodywork. Discuss and apply integrative bodywork techniques for therapy with infants and toddlers for birth trauma, spinal torsion, cranial tension, colic, poor latching with breastfeeding, torticollis, digestive tension, excessive crying, and general discomforts within the body structure. Birth is an amazing experience and can leave myofascial tension within the structure causing discomfort, pain,

headaches, jaw pain and stress. Toddlers have many falls and stressors that can create tension in the spinal cord and joints. Wear comfortable, modest clothing to this class (massage table not needed). Prerequisites: Levels 1-5 and 8

24902 May 11 F 9a-4p \$99/\$79.17
Ashland: TBA Ann Turnquist

Health Care

Caregiver Conference

47-520-405

Learning, Coping, and Surviving. Don't miss this exciting and educational conference for family caregivers and professionals with former Wisconsin Governor Martin Schreiber. This special day will include a light breakfast and lunch along with speakers, vendors, and door prizes. 6 CEUs available.

25305 Apr 19 Th 9a-3p \$29/\$9.17
Ashland: 305 Various Speakers

The Faces of Caregiving. Don't miss this exciting and educational conference for family caregivers and professionals. This special day will include a light breakfast and lunch along with speakers, vendors, and door prizes. 6 CEUs available.

25306 May 22 Tu 9a-3p \$29/\$9.17
Superior: 0108E Various Speakers

Dental Assistant Update

47-508-400

Au Naturele: Oral Health and Homeopathic Trends. Holistic and alternative medicine trends are on the rise. More and more people are seeking out natural ways to feel better, improve their health and minimize the need for harmful chemicals and invasive procedures. The dental team has the opportunity to serve as a valuable resource for optimal oral and overall health. This course will provide background on natural healing practices as well as an overview of current oral and homeopathic trends and alternative medicine culture. Your presenter is Lancette VanGuilder, RDH, BS. CEUs through AGD. Light breakfast included.

24724 Mar 9 F 8a-12p \$29/\$15.78
Rice Lake: TBA Lancette VanGuilder

Sexuality and End of Life

47-520-405

Adoray Educational Institute 2nd Annual Ethics Seminar: Sexuality and Intimacy in Aging and at the End of Life. Discussing sexuality and intimacy at the end of life presents a variety of communication challenges for the health care professional, the pa-

tient and loved ones. Despite a recent movement towards approaching medical care from a holistic perspective, sexuality and intimacy have often been excluded from our understanding of the whole person. This ethics seminar will explore the importance of including intimacy and sexuality as central components of the health care assessment. Participants will gain a better understanding about communication and care regarding this sensitive topic. Who should attend? Social Workers, Counselors, Clergy, Physicians, Nurses, CNAs, Personal Care Workers, and other Professional Care Providers Care Facility Administrators, and Others. This event is presented by Adoray Educational Institute in Collaboration with WITC. Light breakfast and lunch included. 6 CEUs available.

25460 Apr 26 Th 8a-2:30p \$69/\$49.17
New Richmond: 1122A Melanie Ramey

CMA CE Conference

47-509-409

This program is designed to enhance the learning of CMAs working in area health facilities providing new information on current trends in healthcare. This conference will be approved for 6 hours of CEUs through AAMA. Light breakfast and lunch included. Sponsored by WITC and NWAHEC. This conference is being offering in-person at Rice Lake and via ITV to Ashland.

NOTE: For all sections course fee is \$39/\$19.17

Mar 10 / Sa 8a-3:30p

24715 ITV: Ashland Various Speakers

24714 ITV: Rice Lake Various Speakers

This program is designed to enhance the learning of CMAs working in area health facilities providing new information on current trends in healthcare. This conference will be approved for 6 hours of CEUs through AAMA. Light breakfast and lunch included. Sponsored by WITC and NWAHEC. This conference is being offering in-person at New Richmond and via ITV to Superior.

Apr 14 / Sa 8a-3:30p

24713 ITV: Superior Various Speakers

24712 ITV: New Richmond Various Speakers

5th Annual FINAL AFFAIRS CONFERENCE

April 27, 2018-Hudson
8 am - 3 pm

Brought to you by:



Getting Your Affairs in Order
and
Creating a Gift for Your Loved Ones

HUMAN SERVICES

Early Childhood Education

Child Care: Intro to Child Care Profession

47-307-461

Provides entry level knowledge and skills for individuals as they begin to or intend to care for children in group or family child care. Learners explore rules and regulations governing group and family child care and the responsibilities of child care providers. This course fulfills introductory non-credit course requirements as specified in HFS Chapters 45 and 46 for family and group day care in Wisconsin's Administrative Code.

25482* Feb 5 – May 11 24/7 \$168.03/\$16
Online Karen Pesik
*Last day to register is April 4th

Child Care: Profession Mod A

47-307-461

Provides entry level knowledge and skills for individuals as they begin to or intend to care for children in group or family child care. Learners explore rules and regulations governing group and family child care and the responsibilities of child care providers. This course fulfills introductory non-credit course requirements as specified in HFS Chapters 45 and 46 for family and group day care in Wisconsin's Administrative Code.

25483* Feb 5 – May 11 24/7 \$87.21/\$14.50
Online Karen Pesik
*Last day to register is April 4th

Child Care: Profession Mod B

47-307-461

Provides entry level knowledge and skills for individuals as they begin to or intend to care for children in group or family child care. Learners explore rules and regulations governing group and family child care and the responsibilities of child care providers. This course fulfills introductory non-credit course requirements as specified in HFS Chapters 45 and 46 for family and group day care in Wisconsin's Administrative Code.

25484* Feb 5 – May 11 24/7 \$93.82/\$14.50
Online Karen Pesik
*Last day to register is April 4th

Infant/Toddler Care

47-307-470

Provides requirements and practices for entry level childcare providers who are or will work with infants and toddlers. Course fulfills requirements as specified by Wisconsin's State Law. Wisconsin day care regulations require that individuals working with infants and toddlers must complete infant and toddler training within six months of assuming a position.

25485* Feb 5 – May 11 24/7 \$67.38/\$14.50
Online Karen Pesik
*Last day to register is April 4th

Child Care: Skills and Strategies for Child Care Teacher

47-307-462

Focuses on skills and strategies for the child care teacher with emphasis on selecting developmentally appropriate activities, planning lessons, and facilitating children's activities. This course meets Wisconsin's requirements for Child Care Teacher. Prerequisite: Introduction to the Child Care Profession.

25486* Feb 5 – May 11 24/7 \$153.81/\$15
Online Karen Pesik
*Last day to register is April 4th

Child Care: Fundamentals Family Child Care

47-307-420

Provides essential information about establishing a family child care that is in accordance with Wisconsin's State Law. This class requires a toolkit that can be purchased at the class. The cost of the toolkit is \$46 cash/check. Lunch is included.

24717 Mar 10 Sa 8:30a-3p \$34.33/\$14.50
Rice Lake: 203 Rebecca Elbert

Responsible Beverage & Foods

Restaurant Workforce Training

47-303-468

In this workshop series you will be introduced to a myriad of skills designed to prepare you for a career in food service establishments such as hotels, resorts, restaurants and more. You will explore topics such as product identification, recipe structure, cooking methods, equipment handling, menu planning and design. You will expand to social network promotion and customer service skills, and will discuss the transition from employee to super-

visor roles, evaluating various leadership and communication styles along the way. The workshop will also prepare you for the nationally recognized ServSafe Food Managers Certificate exam and will culminate with a hands-on cooking presentation from start to finish. This five-module workshop can be taken by individual modules or at a discounted rate for all five sessions. Lunch is not provided; however a student discount at the cafeteria will be available. Instructor, Rob Vallone has been working as a professional Chef for the past 35 years. Trained in classical Italian cuisine, he has worked for the Parasole Restaurant Group as a Chef for the famed Figlio and Chino Latino restaurants, was instrumental in developing Stella's Fish Cafe & Prestige Oyster Bar before joining the likes of Mitch Omer, Steve Meyer and the infamous Hell's Kitchen crew. From there Rob was tasked with leading the culinary team and bringing Darden's newest concept, The Yard House, to Minnesota.

25127* Jan 22 – Feb 26 M 10a-2p \$149/\$82.90
 Hayward: LCO College Rob Vallone
 *Class will not meet Feb 19

Mod 1: Food Service Intro

47-303-468

This module is designed to introduce the foodservice industry, its history, organization, the importance of safety/sanitation and the care and use of kitchen tools and equipment to the aspiring professionals. Lunch is not provided; however a student discount at the cafeteria will be available.

25132 Jan 22 M 10a-2p \$39/\$25.78
 Hayward: LCO College Rob Vallone

Mod 2: Food Safety & Sanitation

47-303-468

This module is to develop an understanding of the basic principles of food safety and to be able to apply them in the foodservice operations, utilizing best practices that protects the health of the consumer. The culmination of the course is preparation for the nationally recognized ServSafe Food Handlers Certification. Lunch is not provided; however a student discount at the cafeteria will be available.

25134 Jan 29 M 10a-2p \$39/\$25.78
 Hayward: LCO College Rob Vallone

Mod 3: Menus, Marketing & Cust Service

47-303-468

This module introduces you to the art of successful menu planning, and design. How to reach your audience through the different types of social media platforms, and the critical key components to a positive customer service experience. Lunch is not

provided; however a student discount at the cafeteria will be available.

25135 Feb 5 M 10a-2p \$39/\$25.78
 Hayward: LCO College Rob Vallone

Mod 4: Team Building & Leadership

47-303-468

This module is designed to prepare for the transition from employee to supervisor or simply learn to become a great team player. We will evaluate styles of leadership, develop skills in human relations and personnel management, and develop effective communication skills all the while learning how to delegate, solve problems, deal with workplace stress, and train others. Review of key customer service principles will be emphasized. Lunch is not provided; however a student discount at the cafeteria will be available.

25138 Feb 12 M 10a-2p \$39/\$25.78
 Hayward: LCO College Rob Vallone

Mod 5: Cooking Methods 1

47-303-468

In this final module you will have the opportunity to share in a unique experience and collaboratively prepare and serve to one another a four course meal. During this class, the importance of plate presentation, and key service topics will be covered as well. Lunch is not provided; however a student discount at the cafeteria will be available.

25139 Feb 26 M 10a-2p \$39/\$25.78
 Hayward: LCO College WITC NonEmployee

Food Manager Refresher

47-316-430

This course prepares certified managers for re-certification by the Wisconsin Department of Health Services, and is based on the requirements of Wisconsin Food Code Chapter 12-402.11 and the Council on Food Protection Practices Guidelines relating to re-certification training course approval. Course competencies include the requirements for continuing education found in DHS 196. (Formerly known as Foods Sanitation re-certification.) Students will be taking the ServSafe Food Manager test based on the 7th Edition of the ServSafe Manager Textbook. Students must have a test grid. You call 1-800-243-9482 ext. 5263 to purchase a test grid and a book if needed.

24430 Mar 26 M 12-4p \$40/\$26.78
 Rice Lake: TBA Marsha Stoerberl

24426 Feb 19 M 12:30-4p \$40/\$26.78
 Rice Lake: TBA Marsha Stoerberl

24432 Apr 24 Tu 12:30-4p \$40/\$26.78
 Superior: TBA Marsha Stoerberl

24428 May 14 M 12:30-4p \$40/\$26.78
 Rice Lake: TBA Marsha Stoerberl

Foods: Sanitation for Restaurant Managers

47-303-405

This course provides the background information needed for the National Restaurant Association's Certification exam for sanitation. This exam meets state certification requirements for restaurant managers effective January 1, 1995. The exam will be given at the end of the last class. Course topics include: Microorganisms and food-borne diseases, safe food handling and storage, and standards for cleanliness and sanitation.

Students are strongly encouraged to review the information at this website prior to registering for class: www.servsafe.com/downloads/pdf/SSFS_Exchange_Handbook.pdf Students may purchase book by contacting the WITC Rice Lake Bookstore at 800.243.9482, extension 5474. You MUST bring your textbook to class. Book: *ServSafe Manager 7th edition*.

24425	Feb 12 – Feb 19	M 9a-4p	\$44.16/\$4.50
	<i>Rice Lake: 221</i>		<i>Marsha Stoeberl</i>
24431	Apr 17 – Apr 24	Tu 9a-4p	\$44.16/\$4.50
	<i>Superior: 111</i>		<i>Marsha Stoeberl</i>
24427	May 7 – May 14	M 9a-4p	\$44.16/\$4.50
	<i>Rice Lake: 223</i>		<i>Marsha Stoeberl</i>

Responsible Beverage Service

47-311-400

Students will learn responsible beverage service techniques. Local and state laws will be discussed. Techniques for creating a more profitable business environment by preventing negative and/or unsafe situations in the serving of alcoholic beverages are included. Content will also include implications for legal action against owners and operators of beverage service facilities from inappropriate patron behavior. In general the course is designed to increase the awareness of alcoholic beverage service techniques for owners/operators and the potential for increasing profits through responsible manage-

ment practices. This course was jointly developed by the Wisconsin Restaurant Association and the Wisconsin Technical College System and may fulfill or partially fulfill local municipal ordinance requirements for beverage servers.

24433	Apr 23	M 5:30-9:30p	\$29/\$15.78
	<i>Hayward: 4</i>		<i>Elaine Schuck</i>
24435	May 12	Sa 9a-1p	\$29/\$15.78
	<i>Superior: 200</i>		<i>Brenda Spurlock</i>
24434	May 21	M 5:30-9:30p	\$29/\$15.78
	<i>Rice Lake: 214</i>		<i>Elaine Schuck</i>

SAFETY, TRADES & INDUSTRY

Manufacturing & Technology

Electrical Code for Electricians

47-413-415

This course covers the Wisconsin State Code (SPS316) and National Electrical (NEC) Code. Receive 24 state CEU points for your certification if you attend eight of the ten classes. The curriculum is designed for electrical workers and wiremen who will use electrical code on the job. It also covers the code revisions, formulas, tables, and the intent and general use of the code. This is a primer for all code certification tests. NFPA 70: National Electric Code (2011/2014) is required. You can order the book directly from NFPA or a local supplier. Please note, you must attend the last session to obtain the Educa-



Restaurant Workforce Training

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Page 22

tion Course Attendance Verification.

NOTE: For all sections course fee is \$103.65/\$4.50

Jan 29 – Apr 2 / M 6:30-9:30p

24877	<i>Spring Valley HS</i>	<i>James Biesterveld</i>
24880	<i>ITV: Ashland</i>	<i>James Biesterveld</i>
24882	<i>ITV: Hayward</i>	<i>James Biesterveld</i>
24883	<i>ITV: Ladysmith</i>	<i>James Biesterveld</i>
24881	<i>ITV: New Richmond</i>	<i>James Biesterveld</i>
24878	<i>ITV: Rice Lake</i>	<i>James Biesterveld</i>
24879	<i>ITV: Superior</i>	<i>James Biesterveld</i>

Machine Tool Operation

47-420-455

Gain the basic skills necessary to safely operate machine tool equipment at the beginning and intermediate levels. Through group lecture and demonstrations, learn safety, set ups, proper feeds, and speeds of machine tool equipment. An advanced lab opportunity is available for students demonstrating competency in safe operation of machines. You may be approved to work independently on selected vocational objectives with assistance from your instructor. Safety glasses required; work boots and ear protection recommended.

24871	Jan 18 – Apr 5	Th 6-9p	\$150.48/\$31.50
	<i>Superior: 119</i>		<i>Steven Merling</i>
24872*	Jan 19 – Apr 13	F 5-8p	\$150.48/\$31.50
	<i>Superior: 119</i>		<i>Steven Merling</i>
	<i>*Class will not meet Mar 30</i>		
24873	Jan 26 – Mar 23	F 5:30-9:30p	\$150.48/\$31.50
	<i>Ashland: 119</i>		<i>David Olson</i>

Plumbing Topics

47-427-455

This continuing education course will cover an array of topics throughout Chapter SPS 382 and geared mainly toward your code questions which have been addressed by the Department over the past year along with the Department's responses. Three hours of credit for MP, JP, UDC PI and Comm PI. Remember to bring your code books along and take advantage of creating your own notes right where you need them.

NOTE: For all sections course fee is \$17.72/\$4.50

Jan 25 / Th 6-9p

24663	<i>ITV: Ashland</i>	<i>DSPS Staff</i>
24661	<i>ITV: Hayward</i>	<i>DSPS Staff</i>
24664	<i>ITV: New Richmond</i>	<i>DSPS Staff</i>
24665	<i>ITV: Rice Lake</i>	<i>DSPS Staff</i>
24662	<i>ITV: Superior</i>	<i>DSPS Staff</i>

Stormwater

47-427-455

This continuing education course will cover storm water drainage systems. This course will include the plan review requirements, checklists, sizing based on GPM load, types of systems to comply with NR 151 Standards, (detention, retention, infiltration, 1004 Standard), soil reports,(1002 Standard), and inspection practices. Remember to bring your code books along and take advantage of creating your own notes right where you need them.

24669	Mar 8	Th 6-9p	\$17.72/\$4.50
	<i>Ashland: 3</i>		<i>DSPS Staff</i>
24667	<i>ITV: Hayward</i>		<i>DSPS Staff</i>
24670	<i>ITV: New Richmond</i>		<i>DSPS Staff</i>
24671	<i>ITV: Rice Lake</i>		<i>DSPS Staff</i>
24668	<i>ITV: Superior</i>		<i>DSPS Staff</i>

Welding

47-442-406

Learn oxy-fuel, shielded metal arc, gas metal arc and gas tungsten arc welding processes. This course is designed for beginner or intermediate students who wish to advance their present skills. Individual projects need prior approval from instructor. Please bring a notebook, pliers, safety glasses, work boots, goggles and welding helmet to class. This course meets the 30 hour requirement for apprentices.

24864	Jan 19 – Mar 23	F 6-9p	\$143.78/\$44.63
	<i>Superior: 128</i>		<i>Paul Renman</i>
24863*	Jan 24 – Apr 4	W 6-9p	\$143.78/\$44.63
	<i>Ashland: 118</i>		<i>Matthew Tetzner</i>
	<i>*Class will not meet Mar 28</i>		
24811*	Mar 1 – May 10	Th 5:30-8:30p	\$143.78/\$44.63
	<i>Spooner HS</i>		<i>Samuel Woods</i>
	<i>*Class will not meet Mar 29</i>		
24865*	Feb 16 – Apr 13	F 4-8p	\$153.36/\$47.60
	<i>New Richmond: 1209</i>		<i>Casey Wagner</i>
	<i>*Class will not meet Mar 30</i>		
24866*	Feb 16 – Apr 13	F 4-8p	\$153.36/\$47.60
	<i>Rice Lake: 188</i>		<i>Jordan Back</i>
	<i>*Class will not meet Mar 30</i>		

Safety

Lead Safe Renovator Training

47-449-451

This 1 day course is designed for repair and handy persons, remodeling, renovation and painting contractors, tradesmen, and landlords who conduct (or oversee) activities that disturb painted surfaces in homes, apartments, or child occupied facilities (day-cares, schools, etc.) built before 1978. This

course satisfies the training requirement to obtain Wisconsin Department of Health Services and EPA Lead-Safe Renovator Certification that is required when working in or on these structures. This course also satisfies HUD requirements for persons conducting non-abatement LBP activity as part of a federally funded project. This course is designed to educate attendees how to conduct repair, renovation and remodeling activities in a lead-safe manner. Topics covered include background information on lead, health effects of exposure to lead, regulations, worksite preparation, conducting interim control and non-abatement activities, work site clean-up and disposal.

25364	Jan 10	W 8a-5p	\$239/\$212.56
	Superior: TBA		WITC NonEmployee
25365	Jan 30	Tu 8a-5p	\$239/\$212.56
	Rice Lake: TBA		WITC NonEmployee
25366	Feb 15	Th 8a-5p	\$239/\$212.56
	New Richmond: TBA		WITC NonEmployee
25367	Mar 1	Th 8a-5p	\$239/\$212.56
	Ashland: TBA		WITC NonEmployee
25368	Mar 8	Th 8a-5p	\$239/\$212.56
	Rice Lake: TBA		WITC NonEmployee
25369	Mar 22	Th 8a-5p	\$239/\$212.56
	Superior: TBA		WITC NonEmployee
25370	Apr 30	M 8a-5p	\$239/\$212.56
	Rice Lake: TBA		WITC NonEmployee
25371	May 17	Th 8a-5p	\$239/\$212.56
	Superior: TBA		WITC NonEmployee
25372	May 31	Th 8a-5p	\$239/\$212.56
	Ashland: TBA		WITC NonEmployee

MSHA Refresher: Part 46

47-449-418

This course meets the 8-hour annual refresher requirements for MSHA Part 46 mine workers. The purpose of this training is to keep miners informed of conditions at the mine that present potential health or safety hazards. You or your company must have a MSHA Part 46 training plan to attend this class. The training plan must be sent to the college or instructor/trainer at least 2 weeks prior to the start of class. The instructor/trainer must be listed on your company's training plan as a competent person prior to the start of class. Cost of class includes morning and afternoon refreshments and lunch.

25157	Jan 26	F 8a-5p	\$119/\$92.56
	Ashland: 204		Todd Larson
25158	Feb 12	M 8a-5p	\$119/\$92.56
	Superior: 134		Todd Larson
25159	Mar 16	F 8a-5p	\$119/\$92.56
	Rice Lake: 212		Todd Larson
25160	Mar 26	M 8a-5p	\$119/\$92.56
	New Richmond: TBA		Todd Larson

Safety Day

47-449-425

Safety Day is a conference designed for participants to learn about a wide range of safety and health related topics in a single day-long conference. Sessions are fast-paced and provide the most relevant, up-to-date information based on today's OSHA standards and regulations. Several workshops will give participants practical experience in applying standards and concepts.

25161	Apr 12	Th 8a-3p	\$59/\$32.56
	Rice Lake: 241		Guest Speakers

OSHA Safety: General Industry - 30 hr

47-449-425

The OSHA 30-hour General Industry training is intended for supervisors and workers with some safety responsibility. Students who complete the course will receive DOL issued student course completion cards. Students must complete all 4 sessions in consecutive order to receive their card. The class tuition includes lunch and snacks each day.

25156	Apr 18 – May 9	W 8a-4:30p	\$239/\$139.85
	Superior: 111		Todd Larson

OSHA Safety Construction-10 hr

47-449-426

Course includes introduction to OSHA standards, electrical, fall protection, excavations, tools, personal protective equipment, materials handling and storage, welding and cutting, fire protection and hazard communications. Price includes snacks both days, and lunch on day 1. Students who complete the course will receive DOL issued student course completion cards. This class has been approved for CEUs by WI DSPS.

25163	Jan 15 – Jan 16	M 8a-4p, Tu 8-11:30a	\$139/\$105.95
	New Richmond: 1215		Todd Larson
25164	Feb 22 – Feb 23	Th 8a-4p, F 8-11:30a	\$139/\$105.95
	Superior: 111		Todd Larson
25165	Mar 5 – Mar 6	M 8a-4p, F 8-11:30	\$139/\$105.95
	Ashland: 427		Todd Larson
25166	Apr 5 – Apr 6	Th 8a-4p, F 8-11:30a	\$139/\$105.95
	Rice Lake: 214		Todd Larson

Traffic Safety for Point Reduction

42-812-404

Participants of the Traffic Safety course will examine their driving behavior and review traffic laws and penalties. Emphasis will be placed on ways to drive responsibly. The Traffic Safety class will show participants how to develop a change plan to reduce their risk of traffic violations and crashes. Students who successfully complete this Traffic Safety class may be eligible to receive a three-point reduction from their driving record. This class also meets the

requirements for anyone that has received a "Failure to Yield Right of Way Violation" 2011 Wisconsin Act 173-346.18. Tuition includes books which will be given to students the first night of class.

24689	Feb 5 – Feb 14	MW 6-9p	\$68.56/\$28.90
	<i>New Richmond: 1210</i>		<i>Davin Miller</i>
24687	Feb 10 – Feb 17	Sa 8a-2p	\$68.56/\$28.90
	<i>Rice Lake: 212</i>		<i>Timothy Smith</i>
24686	Mar 10 – Mar 17	Sa 8:30a-3p	\$68.56/\$28.90
	<i>Ashland: 203</i>		<i>Casey Johnstone</i>
24685	Apr 4 – Apr 25	W 6-9p	\$68.56/\$28.90
	<i>Superior: 216</i>		<i>Casey Johnstone</i>
24688	May 12 – May 19	Sa 8a-2p	\$68.56/\$28.90
	<i>Rice Lake: 212</i>		<i>Timothy Smith</i>
24690	May 14 – May 23	MW 6-9p	\$68.56/\$28.90
	<i>New Richmond: 1215</i>		<i>Davin Miller</i>

Transition to Trainer

47-455-401

Understand the tools of a jobsite trainer. Explore the role of a journey worker trainer, discover how to deliver hands-on training, and examine the process for giving useful feedback. This class is for apprentices only.

24876	Mar 10	Sa 8a-4:30p	\$30.94/\$4.50
	<i>Rice Lake: 212</i>		<i>Thomas Bembnister</i>

Transportation & Engines

Basic Auto Transmissions

47-404-411

new Learn or refresh your skills working with transmissions. Your instructor will introduce you to manual and automatic transmissions. Understand drive shafts, differentials, and drive axles. Work directly with four-wheel drive systems and drivetrain electrical systems. Please note, this is not a beginner course as some automotive knowledge is necessary,

24543	Jan 19 – Mar 9	F 1-4p	\$95/\$15.68
	<i>Superior: 117</i>		<i>Jim Buetto</i>

Auto Mechanics for Mechanics

47-404-411

Learn component identification, basic tune-up, oil change, fuel systems, basic electrical system troubleshooting, tires and suspension and drive line maintenance. Plan to work on your own vehicle in coordination with instructor.

24874*	Mar 16 – May 11	F 1-4p	\$89.82/\$10.50
	<i>Superior: 117</i>		<i>Terrance Tucker</i>
	<i>*Class will not meet Mar 30</i>		

Outboard Motor Servicing

47-461-411

Learn how to maintain and repair your outboard motor with personalized instruction. Please no sterndrive powered boats. Limited space is available for outboard powered boats under 18'. Please bring your outboard motor, basic hand tools, and safety glasses.

24875	Mar 28 – Apr 25	W 5-8p	\$61.28/\$8.40
	<i>Ashland: TBA</i>		<i>Todd Larson</i>

Lawn & Garden Equipment Clinic

47-461-401

new Learn to properly maintain your lawn and garden equipment. Gain direct experience - bring your lawn tractor, mower, tiller, snow blower or any other lawn and garden equipment. Your instructor will provide training in the classroom along with hands-on work to insure your equipment is ready. Learn to check the battery, change oil, sharpen blades, properly clean carburetor, perform a tune-up, change spark plugs, and do a compression test. For seasonal storage you will treat/stabilize fuel, discuss fuel treatments, fog engine, clean exterior, and discuss proper storage and covering tips.

25302	Apr 9 – Apr 16	M 5:30-9:30p	\$49/\$22.56
	<i>New Richmond: TBA</i>		<i>David Brown</i>

WITC
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CERTIFICATES Curriculum 2017-18

Phlebotomy Technician

13 Credits

witc.edu/certificate/phlebotomy/index.htm

Occupational Supportive/General Studies Courses

Through this series of courses, participants receive practical training in the collection of blood specimens, processing blood samples and basic laboratory skills as well as customer service and communication expertise.

10801196	Oral/Interpersonal Communication	3 credits
10501101	Medical Terminology	3 credits
-or-		
10806177	General Anatomy and Physiology	4 credits
10501104	Healthcare Customer Service	2 credits
-or-		
10106143	Medical Office Procedures & Customer Serv	2 credits
10513110	Basic Lab Skills	1 credits
10513111	Phlebotomy	2 credits
10513112	Phlebotomy Clinical	2 credits

Contact your local campus Student Services office for more information and registration details about any certificate.

Note: WITC academic support services are available.

Dementia Care

Short-term technical certificate

12 Credits

The Dementia Care technical certificate is ideal for caregivers and practitioners who work directly with older adults in healthcare and clinical settings, community-based programs, residential facilities, and private and for profit business and industry. Learners will gain relevant and emerging information related to dementia types, symptoms and progression. Students will be provided with practical tools and strategies that promote effective communication, honor human dignity, and support the importance of advanced planning. Certificate coursework and experiences will examine ways for students to positively affect their communities through advocacy, education and other cutting edge initiatives.

10544100	Communication of Aging	3 credits
10544107	Death and Dying	3 credits
10544105	Alzheimer's and Dementia	3 credits
10544111	Legal and Financial Issues of Aging	3 credits

Healthcare and Service Provider

Short-term technical certificate

13 Credits

The Healthcare and Service Provider technical certificate is designed to enhance the education and experience of practitioners who work directly with older adults in healthcare and clinical settings, community-based programs, residential facilities, and private and for profit business and industry. Successful completion of this certificate prepares learners to directly apply their acquired theory, knowledge and practical skills within a variety of professional settings.

10544101	Social Gerontology	3 credits
10544105	Alzheimer's and Dementia	3 credits
10544110	Programs of Aging Services	3 credits
10544100	Communication of Aging	3 credits

Management Certificate

12 Credits

The management of a business or organization. Key topics include managing priorities, managing performance, legal issues of the supervisor, setting priorities, delegating tasks, developing employees and safety in the workplace. Designed for working adults, participants take two courses a semester, one night a week, for one year and supplement class time with online learning.

Certified Nursing Assistant

Technical diploma

120 hours

The Certified Nursing Assistant program provides classroom, laboratory instruction, and supervised clinical hours in area long term care facilities and hospitals. Nursing assistants work in a wide variety of settings such as; long term care facilities, hospitals, adult day care centers, home care, community care and assisted living facilities. CNAs provide hands-on care and perform routine tasks under the supervision of nursing and medical staff.

First in Training Solutions

Essential Employee Skills Training

Our program is targeted to new employees in business and manufacturing, as well as seasoned veterans who may benefit from an exposure to modern business strategies, the impact of globalization and responses to cost and competition pressures.

You will examine various business strategies and practices that have helped companies like yours remain competitive in the global marketplace. Learning activities will help your front-line staff understand the importance of essential skills in employing new technologies and process improvements.

The training design is interactive with practical skill applications, individual and small group exercises and real-life examples.

Essential Employee Skills comprises 12 modules broken into four types of competencies. Each module ranges from one to three hours in length for a total of 30 hours of instruction, discussion and hands-on practice. You choose which modules you want your employees to attend.



Wisconsin Indianhead Technical College

“Essential Employee Skills”


Competency 1: Basic Employee Skill Set


Competency 2: Essential Team Skills


Competency 3: Problem Solving Skills

Competency 4: Supervisory/Management Essential Tools

To further your efforts to be first in training solutions, call a regional associate dean at 800.243.9482.

 **Charlie Glazman, ext. 6341**
 Ashland and Superior campuses
 including counties of Ashland,
 Bayfield, Douglas and Iron

 **Liz Pizzi, ext. 4376**
 New Richmond campus including
 counties of Burnett, Polk and St. Croix

 **BJ Williams, ext. 5179**
 Rice Lake campus including counties of
 Barron, Rusk, Sawyer and Washburn

HOW DO I REGISTER?



ONLINE
www.witc.edu/search



PHONE / FAX
VISA, MasterCard, Discover



MAIL
Send registration & payment
to your local WITC Campus



IN PERSON
Visit Student Services at
your local WITC campus

Registration Locations

- WITC-Ashland**
 2100 Beaser Ave, Ashland, WI 54806
 715.682.4591, ext. 3170 fax: 715.682.8040
- WITC-Hayward Outreach Center**
 15618 Windrose Lane Suite 106
 Hayward, WI 54843 715.634.5167
- WITC-Ladysmith Outreach Center**
 1104 Lake Avenue Suite 1
 Ladysmith, WI 54848 715.532.3399
- WITC-New Richmond**
 1019 S. Knowles Ave
 New Richmond, WI 54017
 715.246.6561, ext. 4221 fax: 715.246.2777
- WITC-Rice Lake**
 1900 College Drive, Rice Lake, WI 54868
 715.234.7082, x 5045 fax: 715.234.1241
- WITC-Superior**
 600 N. 21st Street, Superior, WI 54880
 715.394.6677, x 6367 fax: 715.394.3771

REGISTRATION POLICIES

Nondiscrimination Notice

Wisconsin Indianhead Technical College does not discriminate on the basis of race, color, religion, sex, national origin, age, disability or status in any group protected by state or local law in employment, admissions or its programs or activities. The following person has been designated to handle inquiries regarding the College's nondiscrimination policies: Cher Vink, AA/EEO Officer/Associate Vice President, Human Resources & Employee Relations, Administrative Office, 505 Pine Ridge Drive, Shell Lake WI 54871, 715-468-2815 ext. 2225, cher.vink@witc.edu. Wisconsin Relay System TTY:711

Accommodations for Persons With Disabilities

Reasonable accommodations for persons with disabilities will be made to ensure access to academic programs, activities, services and employment in accordance with 504 of the Rehabilitation Act of 1973, the Americans With Disabilities Act of 1990 and the Americans with Disabilities Act (ADA) Amendments Act of 2008. If accommodations are needed, the student should contact the campus Accommodations Specialist or Cher Vink, WITC Affirmative Action Officer/Title IX, Section 504 and Title VII Coordinator, at 715.468.2815, TTY 711, 30 days in advance of needed assistance.

Senior Fees

WITC has implemented a waiver for students ages 62 plus. This waiver is for personal enrichment courses only (the catalog number begins with 60) and provides up to a 50% discount. (Amount varies based on material fees.) Student's age must be 62 plus at the start of the term (6/1 for summer, 8/28 for fall and 12/26 for spring). Students ages 62 plus who are enrolled in professional courses (catalog number begins with 42 or 47) are still exempt from program fees under State Statute 38.24 (1)(b) and only required to pay material fees, which is approximately \$4.50 for many courses.

WITC Foundation

Mission: To encourage the success & achievement of WITC students, staff, faculty, and alumni.

For information on how you, too, can support WITC students in your area, visit witc.edu.





REGISTRATION FORM

For Continuing Education (non-credit) Courses

WITC is an equal opportunity employer/educator

Last Name First Name M.I. Former Last Name (if applicable) Date of Birth Age 62+

WITC Student ID No. Social Security No.

I've taken classes at WITC in the past.

Email address (required for WITC alerts and important communication)

Home phone Cell phone

Home address

City State ZIP Code

Resident of (check one): Township Village City County School District

Last high school attended:

Highest grade COMPLETED (K-12): _____

The information below and right is required for state and federal reporting purposes and will be kept confidential.

Gender: Male Female

Ethnicity: Hispanic/Latino origin? Yes No

Race (check all that apply):

- American Indian/Alaska Native
- Asian Black/African American
- Native Hawaiian/Other Pacific Islander
- White

OFFICE USE ONLY

Term _____
 38.14 Contract # _____
 Employer # _____
 Course Fees \$ _____
 Senior Fees \$ _____
 Other _____
 Received by/ext. _____
 Date/time _____

Highest Credential Earned

- 01 = No Credential
- 02 = GED
- 03 = HSED
- 04 = High school diploma
- 05 = Some college credit
- 06 = Short-term diploma/certificate
- 07 = 1yr diploma
- 08 = 2yr diploma
- 09 = Associate degree
- 10 = Associate degree + credential
- 11 = Baccalaureate
- 12 = More than Baccalaureate
- 99 = Student Declined/Unknown

It is your responsibility to contact WITC to officially drop a class. If you decide to drop, you should do so immediately as a single day can affect your refund amount. A full refund will be given if you notify WITC prior to the first scheduled class meeting.

CLASS NO.	CATALOG NO.	CLASS TITLE	LOCATION	START DATE	CLASS FEE
Once registered for a course(s), you have created a liability with WITC and a promise to pay.					TOTAL

PAYMENT METHOD: Check or money order payable to WITC Cash MasterCard Visa Discover Exp. Date _____ Security Code _____

Credit Card No.: _____ Name on Card: _____ Signature: _____

Traffic-Related Registration: Motorcycle, Traffic Safety, Group Dynamics, Multiple Offender

Driver's License Number _____ Assessment Agency and Date _____

Youth Registration: With parent/guardian approval, WITC courses are open to students age 16 or younger when the course meets outside student's normal school hours. Some courses may have minimum age prerequisites.

Signature of Parent/Legal Guardian _____ Date _____

Sponsored Registration: If an agency or employer has agreed to pay your tuition, complete the section below and attach written authorization.

Name of Business/Agency: _____ EMS/Fire Sponsor: _____

I authorize WITC to forward information regarding the completion of this course to the sponsor listed on the line above. _____
Student Signature



WISCONSIN
INDIANHEAD
TECHNICAL
COLLEGE

Wisconsin Indianhead Technical College
505 Pine Ridge Drive
Shell Lake, WI 54871

2018 CALENDAR

*Look inside for full descriptions and details. Or online at witc.edu.
Register early as events fill quickly!*

Event	Date	Location
UDC/OSHA Update	Jan 23	Rice Lake
JA Counter Employer Symposium	Feb 6	New Richmond
Ag Safety Day	Feb 28	New Richmond
Essential Supervisory Skills	Mar 7 & 14	New Richmond
Dental Assistant Update	Mar 9	Rice Lake
CMA Conference	Mar 10	Rice Lake/ITV to Ashland
Personal Trainer Certification	Mar 17 – Apr 28	New Richmond
Emergency Services Conference	Mar 24	Rice Lake
Listen to your Heart	Apr 5	New Richmond
Spring Safety Day	Apr 12	Rice Lake
HR for the Non HR Manager	Apr 13	New Richmond
CMA Conference	April 14	New Richmond/ITV to Superior
Caregiver Conference	Apr 19	Ashland
Sexuality and End of Life	Apr 26	New Richmond
Final Affairs Conference	Apr 27	Hudson
Caregiver Conference	May 22	Superior
SCVEA Spring Seminar	May 23	New Richmond