

Continuing Education

FALL 2018

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human services

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safety, trades &
industry

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online career
courses

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certificates

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training solutions



WISCONSIN
INDIANHEAD
TECHNICAL
COLLEGE

ASHLAND · NEW RICHMOND · RICE LAKE · SUPERIOR
HAYWARD · LADYSMITH

WITC.EDU

WITC Continuing Education

BUSINESS

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Business & Economic Development

Computers/Information Technology

Human Resources/Leadership

Insurance/Real Estate



WISCONSIN
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COLLEGE

To register for classes,
see page 30.

HEALTH

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CBRF

EMS

Health & Wellness

Health Care

HUMAN SERVICES

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Early Childhood Education

Responsible Beverage & Foods

SAFETY, TRADES & INDUSTRY *pgs 20 – 22*

Manufacturing & Technology

Safety

Transportation & Engines

marine repair, automotive, small engines, CDL

CONFERENCE CENTERS

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ONLINE CAREER COURSES

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UGotClass

Ed2Go

CERTIFICATES

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REGISTRATION

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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:
courses.witc.edu

BUSINESS

Business & Economic Development

Make Your Money Matter

42-102-423

Ready to master your money so it will no longer master you? In this class you'll learn: ways to reduce financial stress with a personal financial plan, how-to's of financial planning and options for planning for both the expected and unexpected. Also explore estate planning, retirement planning, asset management, investments and more! Your instructor has been a Certified Financial Planner for over 16 years and is the current owner of an advisory firm.

65038* Sep 18 – Oct 30 Tu 6:30-8:30p \$149/\$108.74
 New Richmond: 1201 Brett Anderson
 *Class does not meet Oct. 23

Resume Writing Workshop

47-801-411

Enhance, or even start, your resume! Learn how to make a good first impression, write a great resume, and sell yourself in the interview to get hired for the job. Your instructor comes to you with 14 years of experience as a professional in the education field, including managing, hiring and recruitments.

65105 Sep 27 Th 5:30-8:30p \$17.92/\$4.50
 Rice Lake: 207 Jennifer Siem

Social Media for Business

47-107-491

Want to market your business on social media but don't know where to start? Discover various platforms and how to determine which is best, understand the types of content that get engagement, discuss image creation tools and learn how to schedule your post in advance. Basic computer skills are required.

NOTE: For all sections course fee is \$25/\$11.58

Oct 16 / Tu 6-9p

65288 ITV: Rice Lake Abigail Holman

65289 ITV: Superior Abigail Holman

65290 ITV: Ashland Abigail Holman

65291 ITV: New Richmond Abigail Holman

65316 ITV: Ladysmith Abigail Holman

65917 ITV: Balsam Lk (Unity School) Abigail Holman

How to Start Your Own Business

47-102-416

Explore the ins and outs of starting your own business. Do you have what it takes to be an entrepreneur? 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.

64873 Oct 4 Th 6-9p \$25/\$11.58
 New Richmond: 1208 Jim Traeger

64874 Nov 7 W 6-9p \$25/\$11.58
 New Richmond: 1215 Jim Traeger

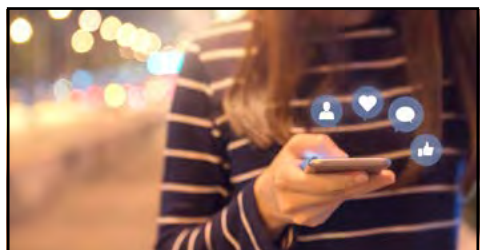
Computers/Information Technology

Web Page Design Using Free Apps

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 and SEO all wrapped up in one free website builder. Just pick a template, change what you want, add your images, videos, text and more!

65417 Nov 13 – Nov 15 TuWTh 6-8p \$24.63/\$4.50
 Rice Lake: 207 Abigail Holman



Facebook:

it's where we're at!

Like, follow us & choose to See Us First for the most up-to-date info on new classes and events!
facebook.com/WITC.ContinuingEd



WITC'S TRUCK DRIVING

The highway to high pay starts here.



800.243.9482 ext. 5220

www.witc.edu/Truck-Driving

Web Design 101

47-107-414

Care to dabble in web design? Don't be afraid to try! Learn the fundamentals of web design. Plan the content, structure and layout of your website. Discover web-based software options for creating and hosting a site.

65283 Sep 21 F 2-5p \$25/\$11.58
New Richmond: 1203 Adam Nelson

Twitter Training

60-107-602

What's all the tweeting about? Learn how to set up a Twitter account and find out! See the news before it hits television. Follow family, friends, celebrities and politicians.

65228 Oct 26 F 1-4p \$22.50/\$13.50
WITC-Hayward Patti Rumler

Intro to Photoshop

60-107-607

Do you value your photos and wish to stylize them? Learn how to enhance and manipulate your photos using the industry leading Adobe Photoshop software. Understand composition of images, resolution and quality, creating layers, scanning, and importing into page layout documents. Create illustrations and modify graphics using various tools and techniques in Photoshop. Please bring a photo you would like to use for this class.

65285 Dec 4 – Dec 13 TuTh 6-8p \$40.50/\$22.50
Rice Lake: 207 Abigail Holman

Beginning Microsoft Excel

47-103-401

You will be amazed at what Excel can do for you! 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 ease. Prerequisite: Basic computer skills. Lunch is included.

65292 Sep 28 F 9a-4p \$39/\$12.16
Superior: 300 Roberta Grube

65295 Oct 12 F 9a-4p \$39/\$12.16
Superior: 301 Roberta Grube

Intermediate Microsoft Excel

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. Lunch is included.

65294	Oct 5	F 9a-4p	\$39/\$12.16
	<i>Superior: 300</i>		<i>Roberta Grube</i>
65296	Oct 26	F 9a-4p	\$39/\$12.16
	<i>Superior: 301</i>		<i>Roberta Grube</i>

Microsoft 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.

65299	Sep 4 – Sep 19	TuW 4:30-6:30p	\$44.76/\$4.50
	<i>Rice Lake: 209</i>		<i>Sarah LaRose</i>

OneDrive and Free Microsoft Apps

47-103-410

Did someone say free? Discover which Microsoft Office online apps are free to use on your computer, tablet or mobile device. Select from Word, Excel, PowerPoint, OneNote, Calendar and more. Learn how you can save and share your documents from these apps with Microsoft OneDrive.

65230	Oct 16 – Oct 17	TuW 4-6p	\$25/\$11.58
	<i>Superior: 312</i>		<i>Amy Pozniak</i>
65280	Dec 4 – Dec 6	TuTh 5-7p	\$25/\$11.58
	<i>Ashland: 210</i>		<i>Melissa Weber</i>

Skype for Business

47-103-410

Understand and use Skype for Business, the enterprise version of Microsoft's popular conferencing and communication app. Explore instant messaging, audio, and video features, including how to send files, start and join conversations, and add contacts to existing calls and IMs. Plus, learn to schedule meetings and poll participants, use the presenter toolkit and connect with mobile devices.

65282	Sep 7	F 2-5p	\$25/\$11.58
	<i>New Richmond: 1203</i>		<i>Adam Nelson</i>
65286	Oct 17	W 5:30-8:30p	\$25/\$11.58
	<i>Rice Lake: 180</i>		<i>Abigail Holman</i>
65281	Oct 26	F 1-4p	\$25/\$11.58
	<i>Ashland: 207</i>		<i>Melissa Weber</i>

Microsoft Publisher: Beginning

47-103-450

Microsoft Publisher makes designing professional publications as easy as tying your shoe! No graphic design experience needed. 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.

65298	Nov 30	F 8a-12p	\$25/\$11.58
	<i>Superior: 300</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.

65229	Oct 2 – Oct 3	TuW 4-6p	\$25/\$11.58
	<i>Superior: 312</i>		<i>Amy Pozniak</i>

Beginning 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. Prerequisite: basic computer and keyboarding skills. Lunch is included.

65297	Nov 2	F 9a-4p	\$39/\$12.16
	<i>Superior: 300</i>		<i>Roberta Grube</i>

QuickBooks

47-103-439

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

65284	Nov 2	F 9a-4p	\$39/\$12.16
	<i>New Richmond: 1309</i>		<i>Charity Williams</i>

Human Resources & Leadership

Dale Carnegie Immersion Seminar

47-801-436

Do you desire to master the skills needed to be a champion in your profession? Influence others and strengthen your communication skills? Improve your confidence and vision? Then this is for you! Consider this 3 days of career rehabilitation. You'll sharpen the skills you need to excel in today's business environment, including: persuasive communication, creative problem solving, conflict resolution and maintaining a positive attitude amidst change. This is a unique and rare opportunity for business people, leaders, entertainers—anyone who wishes to outperform their personal best.

65141 Oct 17 – Oct 19 WThF 8a-4:30p \$1785/\$1704.48
Superior: 108F Dale Carnegie Training

HR for the Non-HR Manager

47-196-422

Do you manage people or perform HR tasks as a part of your job? Want to break into HR as a profession? Or desire to update your current HR knowledge? Then this is for you! Hone HR skills that impact the strategic direction of your company and career as you explore real-world, practical and legal issues faced in the workplace today. Co-sponsored with St. Croix Valley Employers Association (SCVEA). Breakfast & lunch included.

65213 Nov 2 F 9a-3p \$89/\$68.87
New Richmond: 1122A 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 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 & lunch included.

64188 Sep 12 – Sep 19 W 8a-4:30p \$159/\$105.32
New Richmond: 1122A Peter Ptacek/Kelly Sylte

Insurance

Insurance: Accident and Health

47-162-426

This course is designed to meet the 20-hour requirement for prelicensing education in the area of accident and health insurance. Prerequisite: You must take the 8-hour Principles Law & Ethics course to apply for your license. If it is past a year since having the laws course and you are taking additional prelicensing classes, the OCI requires you take the class again before testing. You are required to purchase the textbook at the WITC bookstore before class.

NOTE: For all sections course fee is \$59/\$18.74

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

64934 *ITV: New Richmond Rodney Schultz*

64935 *ITV: Rice Lake Rodney Schultz*

64936 *ITV: Superior Rodney Schultz*

64937 *ITV: Ashland Rodney Schultz*

64938 *ITV: Hayward Rodney Schultz*

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

64973 *ITV: New Richmond Rodney Schultz*

64974 *ITV: Rice Lake Rodney Schultz*

64975 *ITV: Superior Rodney Schultz*

64977 *ITV: Ashland Rodney Schultz*

64978 *ITV: Hayward Rodney Schultz*

EMERGENCY MEDICAL SERVICES TRAINING

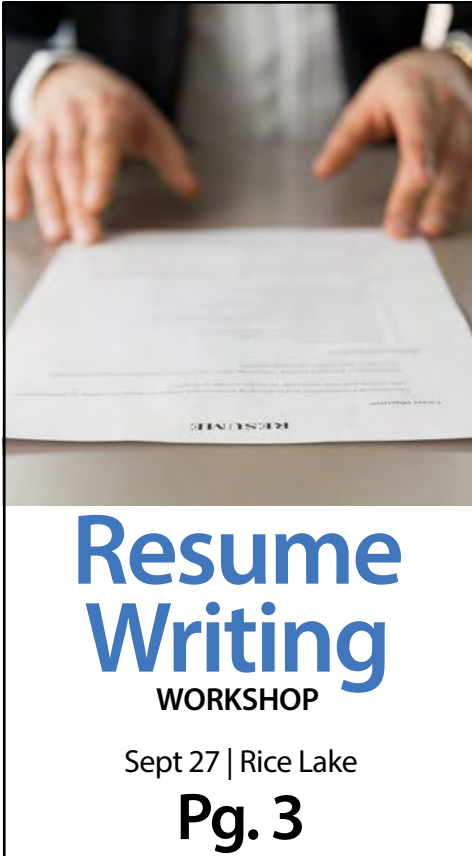
Contact WITC for all your EMS training needs



Search courses online at courses.witc.edu or contact:

Tim Salo, EMS Coordinator

timothy.salo@witc.edu



Resume Writing
WORKSHOP

Sept 27 | Rice Lake
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Insurance: Casualty

47-162-429

This course is designed to meet the 20-hour requirement for prelicensing education in the area of casualty insurance. Prerequisite: You must take the 8-hour Principles Law & Ethics course to apply for your license. If it is past a year since having the laws course and you are taking additional prelicensing classes, the OCI requires you take the class again before testing. You are required to purchase the textbook at the WITC bookstore before class.

NOTE: For all sections course fee is \$59/\$18.74

Oct 17 – Oct 18 / W 1:30-5:30p , Th 8:30a-5:30p64968 *ITV: New Richmond* Rodney Schultz64969 *ITV: Rice Lake* Rodney Schultz64970 *ITV: Superior* Rodney Schultz64971 *ITV: Ashland* Rodney Schultz64972 *ITV: Hayward* Rodney Schultz**Dec 19 – Dec 20** / W 1:30-5:30p , Th 8:30a-5:30p64993 *ITV: New Richmond* Rodney Schultz64995 *ITV: Rice Lake* Rodney Schultz64996 *ITV: Superior* Rodney Schultz65000 *ITV: Ashland* Rodney Schultz65002 *ITV: Hayward* Rodney Schultz**Insurance: Life**

47-162-427

This course is designed to meet the 20-hour requirement for prelicensing education in the area of life insurance. Prerequisite: You must take the 8-hour Principles Law & Ethics course to apply for your license. If it is past a year since having the laws course and you are taking additional prelicensing classes, the OCI requires you take the class again before testing. You are required to purchase the textbook at the WITC bookstore before class.

NOTE: For all sections course fee is \$59/\$18.74

Sep 12 – Sep 13 / W 1:30-5:30p , Th 8:30a-5:30p64939 *ITV: New Richmond* Rodney Schultz64940 *ITV: Rice Lake* Rodney Schultz64959 *ITV: Superior* Rodney Schultz64960 *ITV: Ashland* Rodney Schultz64961 *ITV: Hayward* Rodney Schultz**Nov 14 – Nov 15** / W 1:30-5:30p , Th 8:30a-5:30p64980 *ITV: New Richmond* Rodney Schultz64981 *ITV: Rice Lake* Rodney Schultz64982 *ITV: Superior* Rodney Schultz64983 *ITV: Ashland* Rodney Schultz64984 *ITV: Hayward* Rodney Schultz**Insurance: Principles/Laws & Ethics**

47-162-425

This course is designed to meet the Section A, 8-hour, prelicensing requirement. This includes the areas of the principles of insurance, general Wisconsin insurance laws, and ethics. You are required to purchase your books at the WITC bookstore before class.

NOTE: For all sections course fee is \$45/\$18.16

Sep 10 / M 8:30a-5:30p64893 *ITV: New Richmond* Rodney Schultz64894 *ITV: Rice Lake* Rodney Schultz64895 *ITV: Superior* Rodney Schultz64896 *ITV: Ashland* Rodney Schultz64897 *ITV: Hayward* Rodney Schultz**Oct 15** / M 8:30a-5:30p64903 *ITV: New Richmond* Rodney Schultz64904 *ITV: Rice Lake* Rodney Schultz64905 *ITV: Superior* Rodney Schultz64906 *ITV: Ashland* Rodney Schultz64907 *ITV: Hayward* Rodney Schultz**Nov 12** / M 8:30a-5:30p64914 *ITV: New Richmond* Rodney Schultz64915 *ITV: Rice Lake* Rodney Schultz64916 *ITV: Superior* Rodney Schultz64917 *ITV: Ashland* Rodney Schultz64918 *ITV: Hayward* Rodney Schultz

Dec 17 / M 8:30a-5:30p

64924	<i>ITV: New Richmond</i>	<i>Rodney Schultz</i>
64925	<i>ITV: Rice Lake</i>	<i>Rodney Schultz</i>
64926	<i>ITV: Superior</i>	<i>Rodney Schultz</i>
64927	<i>ITV: Ashland</i>	<i>Rodney Schultz</i>
64928	<i>ITV: Hayward</i>	<i>Rodney Schultz</i>

Insurance: Property

47-162-428

This course is designed to meet the 20-hour requirement for prelicensing education in the area of property insurance. Prerequisite: You must take the 8-hour Principles Law & Ethics course to apply for your license. If it is past a year since having the laws course and you are taking additional prelicensing classes, the OCI requires you take the class again before testing. You are required to purchase the textbook at the WITC bookstore before class.

NOTE: For all sections course fee is \$59/\$18.74

Oct 16 – Oct 17 / Tu 8:30a-5:30p , W 8:30a-12:30p

64962	<i>ITV: New Richmond</i>	<i>Rodney Schultz</i>
64963	<i>ITV: Rice Lake</i>	<i>Rodney Schultz</i>
64964	<i>ITV: Superior</i>	<i>Rodney Schultz</i>
64965	<i>ITV: Ashland</i>	<i>Rodney Schultz</i>
64967	<i>ITV: Hayward</i>	<i>Rodney Schultz</i>

Dec 18 – Dec 19 / Tu 8:30a-5:30p , W 8:30a-12:30p

64985	<i>ITV: New Richmond</i>	<i>Rodney Schultz</i>
64986	<i>ITV: Rice Lake</i>	<i>Rodney Schultz</i>
64987	<i>ITV: Superior</i>	<i>Rodney Schultz</i>
64990	<i>ITV: Ashland</i>	<i>Rodney Schultz</i>
64992	<i>ITV: Hayward</i>	<i>Rodney Schultz</i>

Insurance CE

Insurance CE: Auto and Homeowners Basics

47-162-473

Understand the various coverages in an automobile and homeowners policy.

NOTE: For all sections course fee is \$55/\$41.58

Sep 13 / Th 8:30a-12:30p

65062	<i>ITV: New Richmond</i>	<i>Steven McDermid</i>
65063	<i>ITV: Rice Lake</i>	<i>Steven McDermid</i>
65064	<i>ITV: Superior</i>	<i>Steven McDermid</i>
65065	<i>ITV: Ashland</i>	<i>Steven McDermid</i>
65066	<i>ITV: Hayward</i>	<i>Steven McDermid</i>

Insurance CE: Business Owners Policy

47-162-430

The Business Owners Policy is a policy designed for small, main street businesses. It is a comprehensive policy combining property, business income, inland marine, and liability coverages. Gain a comprehensive overview of the various sections of this policy.

NOTE: For all sections course fee is \$55/\$41.58

Sep 13 / Th 1-5p

65067	<i>ITV: New Richmond</i>	<i>Steven McDermid</i>
65068	<i>ITV: Rice Lake</i>	<i>Steven McDermid</i>
65069	<i>ITV: Superior</i>	<i>Steven McDermid</i>
65070	<i>ITV: Ashland</i>	<i>Steven McDermid</i>
65071	<i>ITV: Hayward</i>	<i>Steven McDermid</i>

Insurance CE: Non-Qualified and Qualified Annuities

47-162-440

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.

NOTE: For all sections course fee is \$55/\$41.58

Oct 25 / Th 1-5p

65039	<i>ITV: New Richmond</i>	<i>Diana Johnston</i>
65041	<i>ITV: Rice Lake</i>	<i>Diana Johnston</i>
65042	<i>ITV: Superior</i>	<i>Diana Johnston</i>
65043	<i>ITV: Ashland</i>	<i>Diana Johnston</i>
65044	<i>ITV: Hayward</i>	<i>Diana Johnston</i>

Insurance 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/\$41.58

Oct 3 / W 8a-12p

65057	<i>ITV: New Richmond</i>	<i>Bryan LaVoy</i>
65058	<i>ITV: Rice Lake</i>	<i>Bryan LaVoy</i>
65059	<i>ITV: Superior</i>	<i>Bryan LaVoy</i>
65060	<i>ITV: Ashland</i>	<i>Bryan LaVoy</i>
65061	<i>ITV: Hayward</i>	<i>Bryan LaVoy</i>

Managing Retirement Income 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/\$41.58

Oct 3 / W 12:30-4:30p

65050	ITV: New Richmond	Bryan LaVoy
65051	ITV: Rice Lake	Bryan LaVoy
65052	ITV: Superior	Bryan LaVoy
65053	ITV: Ashland	Bryan LaVoy
65054	ITV: Hayward	Bryan LaVoy

Insurance CE: Disability Insurance

47-162-497

Learn the history of disability insurance along with the necessity, types and renewal options. Assess the disability needs, integration with Social Security and tax implications including state and federal mandates. Understand characteristics of a policy, the definitions, elimination period, benefit period and income replacement versus disability income.

NOTE: For all sections course fee is \$55/\$41.58

Sep 20 / Th 8:30a-12:30p

65090	ITV: New Richmond	Robert Wierman
65091	ITV: Rice Lake	Robert Wierman
65092	ITV: Superior	Robert Wierman
65093	ITV: Ashland	Robert Wierman
65094	ITV: Hayward	Robert Wierman

Insurance CE: Social Security and Medicare

47-162-497

Explore history and current function of the federal programs Social Security and Medicare. Social Security is one of the largest government programs in the world, paying out hundreds of billions of dollars per year. Its benefits include retirement income, disability income, Medicare and Medicaid, and death and survivorship benefits. Medicare is a health insurance program for people 65 years of age or older, under 65 with certain disabilities, and any age with end-stage renal disease.

NOTE: For all sections course fee is \$55/\$41.58

Sep 20 / Th 1-5p

65095	ITV: New Richmond	Robert Wierman
65096	ITV: Rice Lake	Robert Wierman
65097	ITV: Superior	Robert Wierman
65098	ITV: Ashland	Robert Wierman
65099	ITV: Hayward	Robert Wierman

Insurance CE: Ethics for Health Care Professionals

47-162-497

Society has historically 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 trust 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/\$41.58

Nov 1 / Th 1-5p

65045	ITV: New Richmond	Robert Wierman
65046	ITV: Rice Lake	Robert Wierman
65047	ITV: Superior	Robert Wierman
65048	ITV: Ashland	Robert Wierman
65049	ITV: Hayward	Robert Wierman



Make Your Money Matter

Tuesdays, Sept 18 - Oct 30
New Richmond

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Insurance CE: Individual Health Plan

47-162-497

Gain basic knowledge of individual health insurance policies including types of coverage offered in the State of Wisconsin and Medicare supplement policies. Understand Medical Savings Accounts compared with individual health insurance policies. Learn about supplemental policies such as cancer, accidental death and dismemberment and dread disease. Plus, policy exclusions, limitations and mandates.

NOTE: For all sections course fee is \$55/\$41.58

Nov 1 / Th 8:30a-12:30p

65100	ITV: New Richmond	Robert Wierman
65101	ITV: Rice Lake	Robert Wierman
65102	ITV: Superior	Robert Wierman
65103	ITV: Ashland	Robert Wierman
65104	ITV: Hayward	Robert Wierman

Insurance CE: Principles/Laws & Ethics

47-162-425

See how ethics play a role in the daily operations of agents and their agencies. This course will focus on the areas of the principles of insurance and general Wisconsin insurance laws and ethics. You are required to purchase the textbook at the WITC bookstore before the start of class in order to receive CE credit.

NOTE: For all sections course fee is \$45/\$18.16

Sep 10 / M 8:30a-5:30p

64898	ITV: New Richmond	Rodney Schultz
64899	ITV: Rice Lake	Rodney Schultz
64900	ITV: Superior	Rodney Schultz
64901	ITV: Ashland	Rodney Schultz
64902	ITV: Hayward	Rodney Schultz

Oct 15 / M 8:30a-5:30p

64908	ITV: New Richmond	Rodney Schultz
64909	ITV: Rice Lake	Rodney Schultz
64910	ITV: Superior	Rodney Schultz
64911	ITV: Ashland	Rodney Schultz
64912	ITV: Hayward	Rodney Schultz

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

64919	ITV: New Richmond	Rodney Schultz
64920	ITV: Rice Lake	Rodney Schultz
64921	ITV: Superior	Rodney Schultz
64922	ITV: Ashland	Rodney Schultz
64923	ITV: Hayward	Rodney Schultz

Dec 17 / M 8:30a-5:30p

64929	ITV: New Richmond	Rodney Schultz
64930	ITV: Rice Lake	Rodney Schultz

64931	ITV: Superior	Rodney Schultz
64932	ITV: Ashland	Rodney Schultz
64933	ITV: Hayward	Rodney Schultz

Real Estate

Real Estate Law for Salespersons

47-194-442

This course meets the 72 classroom hours of prelicense education required for a real estate salesperson license as required in Section 452.09(2)(a) of the WI 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. Book cost not included; can be purchased at the WITC bookstore.

NOTE: For all sections course fee is \$259.48/\$4.50; classes do not meet Oct. 23

Sep 11 – Nov 15 / TuTh 6-10p

64889	ITV: New Richmond	Steven McConnell
64890	ITV: Rice Lake	Steven McConnell
64887	ITV: Superior	Steven McConnell
64888	ITV: Ashland	Steven McConnell
64891	ITV: Hayward	Steven McConnell



Injection Molding TECHNOLOGY

Wednesdays, Oct 3 - Nov 7
New Richmond

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HEALTH

Community Based Residential Facility

CBRF Challenging Behaviors

47-575-405

This course identifies causes and preventive measures of challenging behaviors, how to intervene when challenging behaviors occur, and how to document the behavior incident.

64303	Dec 12	W 8:30a-4:30p	\$31.34/\$4.50
	<i>Rice Lake: 170</i>		<i>Doris Eberhardy</i>

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.

64290	Sep 24	M 12:30-4:30p	\$17.92/\$4.50
	<i>Rice Lake: 223</i>		<i>Marsha Stoeberl</i>

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 systems 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 includes the state registry fee.

64292	Sep 22	Sa 8a-1p	\$44.63/\$24.50
	<i>New Richmond: 1208</i>		<i>Daniel Roeglin</i>
64297	Oct 3	W 5-10p	\$44.63/\$24.50
	<i>Rice Lake: 225</i>		<i>Gary Strong</i>
64291	Oct 10	W 5-10p	\$44.63/\$24.50
	<i>Superior: 200</i>		<i>Kenneth Maki</i>
64296	Dec 5	W 5-10p	\$44.63/\$24.50
	<i>New Richmond: 1217</i>		<i>Daniel Roeglin</i>
64298	Dec 8	Sa 8a-1p	\$44.63/\$24.50
	<i>Rice Lake: 174</i>		<i>Gary Strong</i>

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.

64332	Sep 29	Sa 10a-2p	\$37.92/\$24.50
	<i>Ashland: 431</i>		<i>Bambi Forcey</i>
64304	Oct 10	W 12-4p	\$37.92/\$24.50
	<i>Rice Lake: 225</i>		<i>Bambi Forcey</i>
64315	Dec 1	Sa 9a-1p	\$37.92/\$24.50
	<i>New Richmond: 1201</i>		<i>Bambi Forcey</i>
64310	Dec 8	Sa 8:30a-12:30p	\$37.92/\$24.50
	<i>Rice Lake: 208</i>		<i>Bambi Forcey</i>

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 controlled substances and the proper procedure for handling medication errors.

64299	Sep 26 – Sep 27	WTh 3-9:30p	\$64.76/\$24.50
	<i>Rice Lake: 223</i>		<i>Kimberly Metcalf</i>
64301	Nov 27 – Nov 28	TuW 9a-4p	\$64.76/\$24.50
	<i>Rice Lake: 247</i>		<i>Doris Eberhardy</i>
64300	Dec 19–20	W 10a-5p Th 9a-4p	\$64.76/\$24.50
	<i>New Richmond: 1327</i>		<i>Kimberly Metcalf</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.

64302	Oct 9	Tu 8:30a-4:30p	\$31.34/\$4.50
	<i>Rice Lake: 225</i>		<i>Doris Eberhardy</i>



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

Experience. Success.

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.

64333	Sep 29 <i>Ashland: 431</i>	Sa 2:30-4:30p	\$31.21/\$24.50 <i>Bambi Forcey</i>
64307	Oct 10 <i>Rice Lake: 225</i>	W 4:30-6:30p	\$31.21/\$24.50 <i>Bambi Forcey</i>
64316	Dec 1 <i>New Richmond: 1201</i>	Sa 1:30-3:30p	\$31.21/\$24.50 <i>Bambi Forcey</i>
64314	Dec 8 <i>Rice Lake: 174</i>	Sa 1-3p	\$31.21/\$24.50 <i>Bambi Forcey</i>

NA/CBRF Medications Refresher

47-510-479

A variety of topics providing required continuing education for health care professionals.

64337	Nov 7 <i>Rice Lake: 225</i>	W 8a-12p	\$17.92/\$4.50 <i>Doris Eberhardy</i>
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Emergency Medical Services

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.

65348	Dec 8 <i>New Richmond: 1201</i>	Sa 8a-4p	\$51.59/\$24.75 <i>TBD</i>
65180	Sep 4 – Sep 6 <i>Ashland: 427</i>	TuTh 6-10p	\$51.59/\$24.75 <i>TBD</i>
65186	Sep 8 <i>Superior: 111</i>	Sa 9a-5p	\$51.59/\$24.75 <i>TBD</i>

65344	Sep 10 – Sep 11 <i>New Richmond: 1201</i>	MTu 6-10p	\$51.59/\$24.75 <i>TBD</i>
64104	Sep 15 <i>Rice Lake: 165</i>	Sa 8:30a-4:30p	\$51.59/\$24.75 <i>TBD</i>
64111	Sep 22 <i>Hayward: 7</i>	Sa 8:30a-4:30p	\$51.59/\$24.75 <i>Matthew Fitch</i>
65190	Sep 24 – Sep 26 <i>Superior: 111</i>	M 6-10p	\$51.59/\$24.75 <i>TBD</i>
65187	Oct 6 <i>Superior: 111</i>	Sa 9a-5p	\$51.59/\$24.75 <i>TBD</i>
65182	Oct 15 – Oct 17 <i>Ashland: 427</i>	MW 6-10p	\$51.59/\$24.75 <i>TBD</i>
64135	Oct 29 – Oct 30 <i>Rice Lake: 221</i>	MTu 5:30-9:30p	\$51.59/\$24.75 <i>TBD</i>
65188	Nov 3 <i>Superior: 111</i>	Sa 9a-5p	\$51.59/\$24.75 <i>TBD</i>
65183	Nov 6 – Nov 8 <i>Ashland: 427</i>	Tu 6-10p	\$51.59/\$24.75 <i>TBD</i>
65346	Nov 7 – Nov 8 <i>New Richmond: 1201</i>	WTh 6-10p	\$51.59/\$24.75 <i>TBD</i>
65184	Nov 10 <i>Ashland: 427</i>	Sa 9a-5p	\$51.59/\$24.75 <i>TBD</i>
65191	Nov 13 – Nov 15 <i>Superior: 134</i>	TuTh 6-10p	\$51.59/\$24.75 <i>TBD</i>
65189	Dec 1 <i>Superior: 111</i>	Sa 9a-5p	\$51.59/\$24.75 <i>TBD</i>
64143	Dec 8 <i>Rice Lake: 221</i>	Sa 8:30a-4:30p	\$51.59/\$24.75 <i>TBD</i>
65185	Dec 17 – Dec 19 <i>Ashland: 307</i>	MW 6-10p	\$51.59/\$24.75 <i>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.

65198	Sep 8 <i>Superior: 111</i>	Sa 1-5p	\$35/\$21.58 <i>TBD</i>
65345	Sep 11 <i>New Richmond: 1201</i>	Tu 6-10p	\$35/\$21.58 <i>TBD</i>
64105	Sep 15 <i>Rice Lake: 165</i>	Sa 12:30-4:30p	\$35/\$21.58 <i>TBD</i>
65192	Sep 17 <i>Ashland: 203</i>	M 6-10p	\$35/\$21.58 <i>TBD</i>
65381	Sep 18 <i>St. Croix Cty Sheriff's Dept</i>	Tu 8a-12p	\$35/\$21.58 <i>TBD</i>
65382	Sep 18 <i>St. Croix Falls Fire Dept</i>	Tu 1-5p	\$35/\$21.58 <i>TBD</i>
65383	Sep 20 <i>St. Croix Falls Fire Dept</i>	Th 8a-12p	\$35/\$21.58 <i>TBD</i>

65384	Sep 20	Th 1-5p	\$35/\$21.58
	St. Croix Falls Fire Dept		TBD
64112	Sep 22	Sa 12:30-4:30p	\$35/\$21.58
	Hayward: 7		Matthew Fitch
65199	Oct 6	Sa 1-5p	\$35/\$21.58
	Superior: 111		TBD
65202	Oct 15	M 6-10p	\$35/\$21.58
	Superior: 134		TBD
65193	Oct 16	Tu 6-10p	\$35/\$21.58
	Ashland: 427		TBD
64136	Oct 30	Tu 5:30-9:30p	\$35/\$21.58
	Rice Lake: 221		TBD
65200	Nov 3	Sa 1-5p	\$35/\$21.58
	Superior: 111		TBD
65347	Nov 8	Th 6-10p	\$35/\$21.58
	New Richmond: 1201		TBD
65194	Nov 14	W 6-10p	\$35/\$21.58
	Ashland: 427		TBD
65201	Dec 1	Sa 1-5p	\$35/\$21.58
	Superior: 111		TBD
64144	Dec 8	Sa 12:30-4:30p	\$35/\$21.58
	Rice Lake: 221		TBD
65349	Dec 8	Sa 12-4p	\$35/\$21.58
	New Richmond: 1201		TBD
65197	Dec 13	Th 6-10p	\$35/\$21.58
	Ashland: 427		TBD
65203	Dec 17	M 6-10p	\$35/\$21.58
	Superior: 111		TBD

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.

65211	Sep 17	M 6-10p	\$34/\$20.58
	Superior: 111		TBD
65209	Oct 9	Tu 6-10p	\$34/\$20.58
	Ashland: 206		TBD
65351	Oct 20	Sa 12-4p	\$34/\$20.58
	New Richmond: 1201		TBD
65212	Nov 28	W 6-10p	\$34/\$20.58
	Superior: 200		TBD
65353	Dec 4	Tu 6-10p	\$34/\$20.58
	New Richmond: TBD		TBD
65210	Dec 10	M 6-10p	\$34/\$20.58
	Ashland: 206		TBD

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.

65204	Sep 10 – Sep 12	MW 6-10p	\$41.54/\$14.70
	Ashland: 427		TBD
65350	Oct 20	Sa 8a-4p	\$41.54/\$14.70
	New Richmond: 1201		TBD
65206	Oct 22 – Oct 24	MW 6-10p	\$41.54/\$14.70
	Superior: 134		TBD
65205	Nov 6 – Nov 8	Tu 6-10p	\$41.54/\$14.70
	Ashland: 3		TBD
65352	Dec 3 – Dec 4	MTu 6-10p	\$41.54/\$14.70
	New Richmond: 1201		TBD
65208	Dec 10 – Dec 12	MW 6-10p	\$41.54/\$14.70
	Superior: 202		TBD

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. Textbooks required.



Caregiver
CONFERENCES

September 28 | WITC-New Richmond
October 26 | WITC-Rice Lake

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- 65412** Aug 27 – Oct 29 MW 6-10p \$266.76/\$25.20
Danbury Fire Dept Marie Bernatz
- 65343*** Sep 5 – Jan 23 W 6-10p \$266.76/\$25.20
New Richmond: 1611 Craig Nelson
 *Class does not meet: Oct, 31, Nov, 21, Dec, 26

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.

- 64108** Oct 13 Sa 8:30a-3:30p \$41.94/\$15.10
Rice Lake: 165 TBD
- 64113** Oct 20 Sa 8:30a-3:30p \$41.94/\$15.10
Hayward: 4 Matthew Fitch
- 64139** Nov 10 Sa 8:30a-3:30p \$41.94/\$15.10
WITC-Ladysmith Renee Sajdera
- 64145** Dec 11 – Dec 12 Tu 5:30-9:30p \$41.94/\$15.10
Rice Lake: 165 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.

- 64109** Oct 13 Sa 8:30a-12:30p \$35/\$21.58
Rice Lake: 165 TBD
- 64114** Oct 20 Sa 8:30a-12:30p \$35/\$21.58
Hayward: 4 Matthew Fitch
- 64140** Nov 10 Sa 8:30a-12:30p \$35/\$21.58
WITC-Ladysmith Renee Sajdera
- 64146** Dec 11 Tu 5:30-9:30p \$35/\$21.58
Rice Lake: 165 TBD

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.

- 64106** Sep 22 Sa 8:30a-4:30p \$41.94/\$15.10
Rice Lake: 155 TBD



**WITC'S
 2018 JAIL ACADEMY**

OCT 1 - 26
8 a.m. - 5 p.m.
SUPERIOR, WI

INTERESTED?
CALL 715.234.7082 ext. 5488
E-MAIL jennifer.ruid@witc.edu

Students are not required to be employed by a County Sheriff's Department Jail; however, it is beneficial to either be hired or start that process prior to the beginning of the academy.

64137	Oct 13 WITC-Ladysmith	Sa 8:30a-4:30p	\$41.94/\$15.10 Renee Sajdera
64141	Dec 1 Rice Lake: 165	Sa 8:30a-4:30p	\$48.65/\$15.10 TBD
64115	Dec 15 Hayward: 4	Sa 8:30a-4:30p	\$41.94/\$15.10 Matthew Fitch

Pediatric Medic First Aid & CPR Recertification

47-531-477

This course will recertify a student in Pediatric Medic 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.

64107	Sep 22 Rice Lake: 155	Sa 8:30a-12:30p	\$39/\$25.58 TBD
64138	Oct 13 WITC-Ladysmith	Sa 8:30a-12:30p	\$39/\$25.58 Renee Sajdera
64142	Dec 1 Rice Lake: 165	Sa 8:30a-12:30p	\$39/\$25.58 TBD
64116	Dec 15 Hayward: 4	Sa 8:30a-12:30p	\$39/\$25.58 Matthew Fitch

Health & Wellness

Compassion Fatigue

47-560-430

Now more than ever caregivers need deep healing, support and nourishment. If you are a caregiver you may experience compassion fatigue, or vicarious trauma or high intensity stress that impacts healthful living and quality of life. In this course you will explore ways to utilize natural medicine health and wellness to cope with the work you do. Discover how to nourish your personal and professional life through research-based CAM modalities and techniques.

64490	Oct 9 Rice Lake: 210	Tu 9a-3p	\$79/\$58.87 Gigi Stafne
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Consumer & Clinical Herbalism

47-560-430

Have you taken several Herbalism courses and now wish to acquire deeper, wider wisdom? This intensive 2-day course is designed for herbal enthusiasts, CAM clinicians, health workers and others who feel they need more consumer and clinical information about herbs and other natural products being used by patients and consumers in North America. This course transcript and credit hours are transferrable to the Master of Herbalism Program in the Upper Midwest via Green Wisdom School of Natural & Botanical Medicine. Note: This is not a make-n-take course, but is rich in important, inspiring material.

64489	Sep 25 – Sep 26 Rice Lake: 258	TuW 9a-4p	\$159/\$112.03 Gigi Stafne
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Natural Medicine Assessment

47-560-430

Are you seeking additional clinical assessment skills as a natural medicine student or practitioner? Do you have interest in what your body is saying to you? Acquire and practice gentle, non-intrusive assessments, tools and ancient techniques that hold an important place in CAM, Complementary Alternative Medicine. This 2-day course includes instruction, case examples plus practice time. Instructor Gigi Stafne MH, ND, has 3 decades of experience in Complementary Alternative Medicine and will share experiences from her personal health clinic and school and the global health justice work that she has done.

64488	Sep 11 – Sep 12 Rice Lake: 223	TuW 3-8p	\$149/\$115.45 Gigi Stafne
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Dale Carnegie IMMERSION SEMINAR

Oct 17-19 | WITC-Superior

Pg. 6

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.

65300 Oct 3 – Oct 4 WTh 8:45a-4:15p \$149/\$95.32
Superior: 217 Gigi Stafne

65301 Oct 18 – Oct 19 ThF 8:45a-4:15p \$149/\$95.32
Rice Lake: 210 Gigi Stafne

Reiki I

47-560-420

Reiki is a safe holistic healing practice that uses touch to facilitate energy movement. Reiki 1 is the foundation for other levels where you learn the history and benefits of the practices. You will also receive an attunement that will cleanse and strengthen you. Your teacher is rooted in experience and wisdom: 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 instructor.

65307 Sep 29 Sa 10a-4p \$100/\$79.87
Hayward Senior Ctr Mary Jo Jirik

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

65308 Oct 20 Sa 10a-4p \$150/\$129.87
Hayward Senior Ctr Mary Jo Jirik

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.

65311 Nov 17 & Dec 8 Sa 10a-4p \$400/\$359.74
Hayward Senior Ctr Mary Jo Jirik

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

65309 Nov 17 Sa 10a-4p \$200/\$179.87
Hayward Senior Ctr Mary Jo Jirik



We offer training for

Firefighters

INTERESTED?

Contact Carolyn
 Carolyn.Anderson@witc.edu
 715.246.1819

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 abil-

ity to give attunements to others. The same book from Reiki 3 will be used. CEUs available. Prerequisites: Reiki 1-3

65310 Dec 8 Sa 10a-4p \$250/\$229.87
Hayward Senior Ctr Mary Jo Jirik

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.

65152 Oct 26 F 9a-4p \$99/\$78.87
Ashland: 206 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.

65459 Nov 30 F 9a-4p \$99/\$78.87
Ashland: TBA Ann Turnquist

Dynamic Structure Balancing

47-537-455

Level 4: Level 1-3 Review & Balancing 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.

65463 Dec 14 F 9a-4p \$99/\$78.87
Ashland: TBA Ann Turnquist

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

65151 Oct 12 F 9a-4p \$99/\$78.87
Ashland: 307 Ann Turnquist

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

65153 Nov 2 F 9a-4p \$99/\$78.87
Ashland: 206 Ann Turnquist

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)



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our biweekly e-newsletter:

bit.ly/witccenews

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

65156 Dec 7 F 9a-4p \$99/\$78.87
Ashland: 206 Ann Turnquist

Level 10: Dynamic Structure Balancing Dive deep into Pregnancy Structural Balancing and Infant Craniosacral Therapy in this lab-based course. We will be constructing an infant doll model for craniosacral therapy education. Please contact instructor 2 weeks in advance for material needed prior to this class. Massage therapy table required for this class. Prerequisites: Levels 1-9

65154 Nov 16 F 9a-4p \$99/\$78.87
Ashland: 206 Ann Turnquist

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.

65149 Sep 21 F 9a-4p \$99/\$78.87
Ashland: 307 Ann Turnquist

Health Care

Caregiver Conference

47-520-405

Celebrate Caregiving: Experiencing True Happiness (3rd Annual Regional Caregiver Conference)

This empowering and educational conference for family caregivers and professionals features keynote speaker Tasha Shuh, plus breakout sessions on a wide variety of topics just for caregivers. Vendors, door prizes, continental breakfast and lunch included. CEUs are available.

64340 Oct 26 F 8a-3:30p \$29/\$8.87
Rice Lake: 241 Guest Speakers

Choosing to Care: 12th Annual regional Caregiver Conference Don't miss this empowering and educational conference with inspirational Keynote

Speaker Amy Goyer. Vendors, breakout sessions, door prizes and lunch included. CEUs are available.

64101 Sep 28 F 8a-3:30p \$29/\$8.87
New Richmond: 1122A Guest Speakers

Certified Medical Assistant CE Conference

47-509-409

This program is designed to enhance the learning of CMAs working in area health facilities by providing new information on current trends in health-care. This conference will be approved for CEUs through AAMA. Light breakfast and lunch included. The presenters will be in-person at Superior with ITV to New Richmond.

NOTE: For all sections course fee is \$39/\$18.87

Oct 27 / Sa 8a-3:30p

64209 ITV: Superior Guest Speakers

64210 ITV: New Richmond Guest Speakers

HUMAN SERVICES

Early Childhood Education

Child Care: Licensing Classes

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. These courses fulfill introductory non-credit course requirements as specified in HFS Chapters 45 and 46 for family and group day care in Wisconsin's Administrative Code.

Last day to register is November 7th.

Child Care: Intro to Child Care Profession

65165 Sep 12 – Dec 12 24/7 \$170.33/\$16
Online Karen Pesik

Child Care: Profession Mod A

65166 Sep 12 – Dec 12 24/7 \$88.31/\$14.50
Online Karen Pesik

Child Care: Profession Mod B

65167 Sep 12 – Dec 12 24/7 \$95.02/\$14.50
Online Karen Pesik

Fundamentals 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 this training within 6 months of assuming a position.

Last day to register is November 7, 2018.

65169 Sep 12 – Dec 12 24/7 \$68.18/\$14.50
Online Karen Pesik

Skills and Strategies for the 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 Child Care Profession.

Last day to register is November 7, 2018.

65168 Sep 12 – Dec 12 24/7 \$155.91/\$15
Online Karen Pesik

Fundamentals Family Child Care

47-307-420

Provides essential information about establishing a family child care business that is in accordance with WI State Law. This class requires a \$46 toolkit that can be purchased at the class. Lunch is included.

65170 Oct 27 Sa 8:30a-3p \$34.63/\$14.50
New Richmond: 1210 Rebecca Elbert

You Can't Make Me: Early Childhood Education CE Conference

47-307-445

You can't make me, you aren't my mom! When is the last time you heard a child say that to you? Did your hair stand up on the back of your neck? Did you get red in the face? Then this seminar is for you. Upon completion, you will: better understand challenging behaviors and why they happen, discover how to deal with power struggles and explore how to not lose it when these things happen. Daniel Hodgins is an exceptional presenter and author of two books: *Boys: Changing the Classroom, Not the Child* and *Get Over It: Relearning Guidance Practices*. He brings over 36 years of experience as a teacher, director, educator and parent.

64087 Oct 20 Sa 9a-3p \$39/\$18.87
New Richmond: 1122A Daniel Hodgins

Responsible Beverage & Foods

Food Manager Refresher

47-316-430

This course prepares certified managers for recertification by the Wisconsin Department of Health Services, and is based on the requirements of WI Food Code Chapter 12-402.11 and the Council on Food Protection Practices Guidelines relating to recertification training course approval. Course competencies include the requirements for continuing education found in DHS 196.

Book and/or test grid can be purchased at the WITC Rice Lake Bookstore. You must bring your book & grid to class. Book: *ServSafe Manager 7th edition*.

64098 Oct 29 M 12-4p \$40/\$26.58
Rice Lake: 223 Marsha Stoerber

Wine Basics: Restaurant Staff

47-303-468

Professional wine service is like waiting on tables, it's easy once you know the protocol. Learn the skills to be confident selling and serving wine to restaurant clients. This seminar will increase your wine knowledge while focusing mostly on wine etiquette at the table.

64080 Sep 17 M 9-10a \$11.21/\$4.50
Hayward: 4 Rolfe Hanson

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. 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 may purchase book or test grid by contacting the WITC Rice Lake Bookstore. You must bring textbook & grid to class. Book: *ServSafe Manager 7th edition*. Books purchased from WITC include test grid.

64093 Sep 11 – Sep 18 Tu 9a-4p \$44.76/\$4.50
Hayward: 4 Marsha Stoerber


64095 Dec 3 – Dec 10 M 9a-4p \$44.76/\$4.50
Rice Lake: 247 Marsha Stoerber

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 management practices. Course developed by the WI Restaurant Association and the WI Technical College System and may fulfill or partially fulfill local municipal ordinance requirements for beverage servers.

64099	Oct 1	M 5:30-9:30p	\$17.92/\$4.50
	<i>Rice Lake: 225</i>		<i>Elaine Schuck</i>
64100	Nov 12	M 5:30-9:30p	\$17.92/\$4.50
	<i>Hayward: 4</i>		<i>Elaine Schuck</i>



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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

CEUs for your certification if you attend 8 of the 10 classes. The curriculum is designed for electrical workers and wiremen who use electrical code on the job. It also covers 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 Education Course Attendance Verification.

NOTE: For all sections course fee is \$105.15/\$4.50

Sep 10 – Nov 12 / M 6:30-9:30p

65072	<i>ITV: Spring Valley HS</i>	<i>James Biesterveld</i>
65075	<i>ITV: Rice Lake</i>	<i>James Biesterveld</i>
65113	<i>ITV: Superior</i>	<i>James Biesterveld</i>
65114	<i>ITV: Ashland</i>	<i>James Biesterveld</i>
65115	<i>ITV: New Richmond</i>	<i>James Biesterveld</i>
65116	<i>ITV: Hayward</i>	<i>James Biesterveld</i>
65117	<i>ITV: Ladysmith</i>	<i>James Biesterveld</i>

Injection Molding Technology

47-420-440

Learn the basics of injection molding. Understand good molding practices including the components of an injection mold to basic operation of press. Gain hands-on experience in four basic molding techniques. Your instructor will demonstrate how to make parts from zero point to full part along with how to do screw pulls and clay test for new tips.

65219	Oct 3 – Nov 7	W 7-9p	\$75/\$34.74
	<i>New Richmond: 1219</i>		<i>Shawn Sigsworth</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.

65136	Sep 12 – Nov 28	W 6-9p	\$155.43/\$34.65
	<i>Superior: 118</i>		<i>Steven Merling</i>
65135*	Sep 13 – Dec 6	Th 6-9p	\$155.43/\$34.65
	<i>Superior: 118</i>		<i>Steven Merling</i>
	<i>*Class does not met Nov. 22</i>		
65127*	Sep 14 – Nov 9	F 5:30-9:30p	\$155.43/\$34.65
	<i>Ashland: 119</i>		<i>David Olson</i>
	<i>*Class does not met Nov. 23</i>		



Professional Boat Winterization

Oct 8 & 15
New Richmond

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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.

65134*	Sep 14 – Dec 14	F 6-9p	\$190.20/\$56.00
	Superior: 128		Paul Renman
	*Class does not met Nov. 23		
65133	Sep 28 – Nov 16	F 4-8p	\$152.16/\$44.80
	New Richmond: 1209		Casey Wagner
25722*	Oct 12 – Dec 7	F 4-8p	\$190.20/\$56.00
	Rice Lake: TBD		Ric Eckstein
	*Class does not met Nov. 23		

Safety

Lead Safe Renovator Training

47-449-451

This course is designed for repair persons, remodeling, renovation and painting contractors, tradesmen and landlords who conduct/oversee activities that disturb painted surfaces in homes, apartments, or child occupied facilities built before 1978. This course satisfies the training requirement to obtain Wisconsin Department of Health Services and EPA Lead-Safe Renovator Certification. 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, regulations, worksite preparation, interim control and non-abatement activities, work site clean-up and disposal.

65302	Sep 11	Tu 8a-5p	\$239/\$212.16
	Rice Lake: 245		TBD
65303	Sep 18	Tu 8a-5p	\$239/\$212.16
	Superior: 0108E		TBD
65304	Oct 1	M 8a-5p	\$239/\$212.16
	Ashland: TBD		TBD
65305	Nov 5	M 8a-5p	\$239/\$212.16
	Rice Lake: 245		TBD
65306	Nov 29	Th 8a-5p	\$239/\$212.16
	Superior: 108F		TBD

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.

64882	Sep 21	F 8a-4:30p	\$135/\$108.16
	Ashland: TBD		Todd Larson
64883	Oct 12	F 8a-4:30p	\$135/\$108.16
	Superior: 134		Todd Larson
64884	Nov 12	M 8a-4:30p	\$135/\$108.16
	New Richmond: 1602		Todd Larson
64885	Dec 3	M 8a-4:30p	\$135/\$108.16
	Rice Lake: 205		Todd Larson

OSHA Safety: General Industry 10hr

47-449-425

This course for people in the general industry sector covers the following subjects: hazard communication, hazardous materials, means of egress and fire protection, walking and working surfaces, machine guarding, lock out/tag out, personal protec-

tive equipment, introduction to OSHA inspections, citations, and penalties. Cost 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.

64876	Sep 13–14 Th 8a–4p, F 8–11:30a <i>Rice Lake: 223</i>	\$159/\$125.45 <i>Todd Larson</i>
64877	Oct 15–16 M 8a–4p, T 8–11:30a <i>Ashland: 106</i>	\$159/\$125.45 <i>Todd Larson</i>
64878	Nov 8 – Nov 9 Th 8a–4p, F 8–11:30a <i>New Richmond: 1309</i>	\$159/\$125.45 <i>Todd Larson</i>
64879	Dec 17–18 M 8a–4p, T 8–11:30a <i>Superior: 206</i>	\$159/\$125.45 <i>Todd Larson</i>

OSHA Safety: General Industry 30hr

47-449-425

This course for people in the general industry sector covers the following subjects: hazard communication, hazardous materials, means of egress and fire protection, walking and working surfaces, machine guarding, lock out/tag out, personal protective equipment, introduction to OSHA inspections, citations, and penalties. 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.

64880	Oct 4 – Oct 25 Th 8a-4:30p <i>Superior: 305</i>	\$265/\$164.35 <i>Todd Larson</i>
64881	Nov 29 – Dec 20 Th 8a-4:30p <i>Rice Lake: 210</i>	\$265/\$164.35 <i>Todd Larson</i>

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.

65437	Sep 5 – Sep 6 WTh 3:30-9p <i>WITC-Ladysmith</i>	\$159/\$125.45 <i>Todd Larson</i>
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Safety Day

47-449-431

Safety Day is a conference designed for participants to learn about a wide range of safety and health related topics in a single daylong 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.

64886	Dec 11 Tu 8a-3p <i>Superior: 0108E</i>	\$65/\$44.87 <i>Todd Larson</i>
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Transportation & Engines

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.

65132	Sep 21 – Nov 9 F 1-4p <i>Superior: 117</i>	\$91.02/\$10.50 <i>Terrance Tucker</i>
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Marine Winterization/Storage

47-461-416

Do you have a boat or pontoon? Are you prepared to safely and correctly store it for winter? Gain or refresh skills necessary to properly winterize and store your watercraft. This is a unique opportunity to work directly on your boat or pontoon with the assistance from a Marine Technology instructor in a modern Marine Repair Lab. Learn how to correctly drain the water from the engine block on outboard or inboard engines, change the oil and filter on a four stroke or inboard (you must provide your own oil and filter), drain the gear case and check for water in oil, check seals in the gear case for leaks, refill the gear case with quality oil (included), treat/stabilize fuel for seasonal storage, check the battery, and clean the exterior. Your instructor will discuss gasoline, ethanol and fuel treatments along with proper storage and tips for covering. Spend part of the class learning in the classroom and the other part hands on winterizing your own watercraft in our lab. Be prepared to bring your boat or pontoon; remember space is limited. You do not need to have a boat to attend this class. Please bring your own oil and filter.

65137	Oct 8 – Oct 15 M 5:30-9:30p <i>New Richmond: 1211</i>	\$59/\$32.16 <i>David Brown</i>
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To register for classes, see page 30 in this booklet.

WITC CONFERENCE CENTERS

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2100 Beaser Avenue
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715.682.4591, ext. 3150

WITC-Shell Lake

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up to 60 people.

505 Pine Ridge Drive
Shell Lake, WI 54871
715.468.2815 ext. 2050

WITC-New Richmond

Small and large groups
up to 200 people.

1019 South Knowles Avenue
New Richmond, WI 54017
715.246.6561, ext. 4318

WITC-Superior

Small and large groups
up to 200 people.

600 North 21st Street
Superior, WI 54880
715.394.6677, ext. 6292

WITC-Rice Lake

Small and large groups
up to 300 people.

1900 College Drive
Rice Lake, WI 54868
715.234.7082, ext. 5520

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Fall 2018 FLEX credit courses start the week of August 27!

Courses offered include:

- PowerPoint, Word, Access, Excel
- Medical Terminology
- Adobe Photoshop
- Administrative Office Procedures
- Financial Accounting
- ...and MORE!

Register at: www.witc.edu/registration

ONLINE CAREER CLASSES

Offered @ WITC through UGotClass

Register for UGotClass courses at bit.ly/witcCEonline

Business

Cyber Security for Managers

Cyber security issues are all around us and reach nearly every part of our business and work, from online banking and education to Facebook and Wi-Fi. Finally, you can get up to date on Cyber Security basics and fundamentals. Designed for non-technical managers, directors and others in the work place, you will find out about threats and vulnerabilities, safeguards, common attacks, viruses, malware and spyware, disaster recover planning, Intrusion Detection/Prevention, basic security architecture, introductory forensics, and cyber terrorism. At the end of this course, you will have the knowledge needed to practice safer computing and safe-

guard your business and work information.

October 1 - 26	\$195
Online	Avg. hours 16; 1.6 CEUs/ILUs

Business Communication

Female Bullying in the Workplace

Recently we have seen an upsurge of individuals claiming bullying in the workplace. The phenomenon of females being bullied by other females has been discussed in recent years in the media but little has been done to combat or try to deal with the problem. Both females and males need to understand about relational aggression in the workplace. This course is designed to not only help you understand this growing issue but to also help you to not become a victim of of workplace bullying.

October 1 - 26	\$195
Online	Avg. hours 16; 1.6 CEUs/ILUs

Experience. Success.



Therapeutic Massage

Continuing Ed Classes

- Dynamic Fascial Web
- Subtle Energy Therapy
- Dynamic Structure Balancing
- Integrative Bodywork Therapy

Pg. 17-18

Human Resources

Applying Lean Sigma Practices to HR Functions

Develop the mindset of Lean Operational Excellence, an advanced problem solving approach that facilitates continuous improvement within the organization through the identification and elimination of waste. Lean principles can also be used to streamline processes in the human resource functions such as recruiting, hiring, training, compensating and managing performance. Find out about Lean concepts, tools, and methods with which you can benchmark and assess problems, and lead continuous improvement efforts to resolve them. After taking this course you will have an expanded capacity to facilitate small groups and teams using Lean Process Improvement principles and methodologies to create change within your organization.

October 1 - 26 \$245

Online Avg. hours 16; 1.6 CEUs/ILUs

New Media Marketing

Online Advertising

Get the keys to making online advertising work for you and your organization. See how pay-per-click advertising with Google AdWords works. Find out how to test low budget Adword campaigns. Learn how you can target local audiences. Then discover Facebook advertising and how you can determine the demographics and even numbers of people you want to reach.

No experience necessary, but if you are at an advanced level, your instructor is an online ad expert and can answer your toughest questions as well.

November 5 - 30 \$195

Online Avg. hours 16, 1.6 CEUs/ILUs

YouTube for Business

Increase your business with YouTube, the online video site and now the second largest search engine. Discover the power of video for your organization, and how to use video as a marketing tool to reach and serve more people.

Find out what types of video work best on YouTube, how other business organizations are using YouTube, how to create your own YouTube channel, and the techniques of adding captions, annotations and other extra features.

YouTube can enhance your current marketing and communication strategy. After attending this course you will take back proven strategies and techniques for making YouTube work successfully for your organization.

October 1 - 26 \$245

Online Avg. hours 16, 1.6 CEUs/ILUs

Training and Education

The Flipped Classroom

The flipped classroom concept changes routine, boring education, into a vibrant exchange of ideas and group learning that makes for a fascinating and memorable experience. In this course we will explore what defines a flipped classroom, why it is important, the advantages, how to implement, and some examples of how others have benefited from this process.

November 5 - 30 \$195

Online Avg. hours 16; 1.6 CEUs/ILUs

Social Media and Online Tools for K12 Teachers

Facebook, Twitter, YouTube, it seems everyone, including your students, talk about ways the Internet lets them stay in touch and see what others are doing. Since many of your students are already there, have you been curious if any of these tools might keep them stay engaged in your class? Do you ever wonder if there might be some time effective ways to communicate with their parents? GoogleDocs, Adobe ConnectNow, iGoogle, Flickr, animoto, earth album, Teacher Tube, blogs, virtual labs and yes, even Facebook and Twitter can help you add dimension and interest to your class. Discover tips to use a variety of social media and online tools to help your students. You will also spend some time discussing ways to overcome resistance you might encounter in using these programs. For any teacher interested in social media, from beginners to advanced social networkers.

November 5 - 30 \$145
 Online Avg. hours 16, 1.6 CEUs/ILUs

Substitute Teacher Preparation

To be a substitute today it takes student respect, skills and a portfolio of ideas and workable presentations. You may get the first call but the successful substitute gets the second and third call to report.

Understand what is expected of a substitute and how to maximize your value to a school. Find out about how to develop a sub notebook, understand classroom management, the latest techniques in developing lesson plans, how to use your own portfolio to assist in teaching, and much more.

With information applicable to any U.S. state, this course will provide you with the information you need to know to be successful at any level in any school. It will start you on the teaching path with a working knowledge and a portfolio of ideas to use the day you walk in to a new teaching environment. It will also assist you in finding important information to make you a valuable asset to any school system.

October 1 - 26 \$145
 Online Avg. hours 16, 1.6 CEUs/ILUs



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Certificate in Women's Health Issues

(14 contact hours) Women represent over half of the global population. While women have a longer life expectancy than men in most every country, they don't necessarily get to enjoy healthier lives. Millions of women suffer from health issues each year throughout the world—health issues that would not affect them if they were men. Women and their health issues have traditionally been neglected both nationally and globally. Poverty, scarce education or economic opportunities, gender bias, gender discrimination, unjust laws, and human rights violations impede advancements in women's health worldwide. The ability to effectively communicate their needs also impacts women's health. When women's health concerns, women's rights, and empowerment are made a priority, the result is immense improvements in the health and well-being of women and their children on a global scale.

Start Dates: Sep 12, Oct 17, Nov 14 \$89
 Online 6 weeks

Certificate in Music Therapy and Sound Healing

Music Therapy and Sound Healing is an established health profession in which music is used within a therapeutic relationship to address physical, emotional, cognitive, and social needs of individuals. At a time when people are increasingly turning to holistic methods of healing, music therapy has developed into a powerful and nonthreatening method that can be used successfully with individuals of all ages and disabilities.

For example, music therapy often complements the treatment provided for pediatric and adult individuals with neurological conditions, including brain injury, stroke, and Parkinson's and Alzheimer's diseases, mental illness, and trauma, and for hospice patients and those undergoing rehabilitation. This program is ideal for professionals in nursing and other healthcare fields, as well as individuals interested in music therapy and sound healing.

Start Dates: Sep 12, Oct 17, Nov 14 \$89
 Online 6 weeks

Introduction to Mobile Security (Self-Paced Tutorial)

Mobile devices continue to grow in importance in managing our personal and business lives. As such, it makes them particularly vulnerable to attacks and we need to be able to defend against them. This course is an excellent starting point to understanding the different types of mobile devices, understanding the risks associated with mobile devices, developing a list of ways to secure mobile devices, learning how to apply mobile device app security, and learning how to implement BYOD security.

This course not only covers the fundamentals of mobile security, but also provides a hands-on experience through the use of live virtual machine labs, lab simulations, and case projects. Hands-on projects will have you create and use QR codes, use software to locate a missing laptop, and install an Android emulator to test different anti-malware tools.

A basic knowledge of mobile security is needed for many careers such as cyber security, software development, and web development.

Don't just learn about mobile security, roll your sleeves up, and get to actually do mobile security with the labs, simulations, and projects in this course.

<i>Open Enrollment</i>	<i>\$59</i>
<i>Online</i>	<i>6 weeks</i>

Achieving Success with Difficult People

Do you know people whose behavior makes completing even the simplest tasks difficult? Would you like to learn how to have more successful relationships with difficult bosses, co-workers, students, neighbors or family members? Join this class and get helpful information for understanding yourself, solving people problems, and improving your relationships and personal and professional productivity.

<i>Start Dates: Sep 12, Oct 17, Nov 14</i>	<i>\$89</i>
<i>Online</i>	<i>6 weeks</i>

Speed Spanish

Imagine yourself speaking, reading and writing Spanish. Now you can with Speed Spanish! This course is designed for anyone who wants to learn Spanish pronto. You'll learn six easy recipes for gluing Spanish words together to form sentences. In no time at all, you'll be able to go into any Spanish speaking situation and converse in Spanish. ¡Qué Bueno!

<i>Start Dates: Sep 12, Oct 17, Nov 14</i>	<i>\$89</i>
<i>Online</i>	<i>6 weeks</i>



Motorcycle CLASSES

- Basic Rider 1
- Basic Rider 2
- 3-Wheel Motorcycle

More info: bit.ly/witc_motorcycle

Featured Certificates 2018-19

Phlebotomy Technician

13 Credits

Occupational Supportive/General Studies Courses

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

Choose one:

10501101	Medical Terminology	3 credits
or 10806177	General Anatomy and Physiology	4 credits
10801196	Oral/Interpersonal Communication	3 credits
10106143	Medical Office Procedures & Cust 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: Academic support services are available.

Dementia Care

Short-term technical certificate

12 Credits

This certificate is ideal for caregivers and practitioners who work with older adults in various settings. You will gain relevant information related to dementia types, symptoms and progression and will be provided with practical tools and strategies that promote effective communication, honor human dignity and support the importance of advanced planning. Upon completion you will be able to positively affect your community through advocacy, education and other initiatives.

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

Healthcare and Service Provider

Short-term technical certificate

12 Credits

This certificate is designed to enhance the education and experience of practitioners who work directly with older adults in various settings. Upon completion you will be able to directly apply the acquired theory, knowledge and practical skills within a variety of professional settings.

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

Nonprofit Essential Technical Certificate

15 Credits

Explore. Develop. Coordinate. Manage. With this certificate you can complete all the classes in one semester or take one class at a time. Explore strategies for meeting the challenges of running board meetings, raising funds through grants and events, and managing volunteers.

10196131	Fundamentals of Nonprofit Management	3 credits
10104189	Social Media Marketing	3 credits
10196123	Grant Writing & Management	2 credits
10196127	Fundraising & Event Planning	3 credits
10196149	Dynamics of Board Relations	1 credit
10196158	Managing Volunteers	2 credits
10196159	Nonprofit Field Experience	1 credit

Certified Nursing Assistant

Technical diploma

120 hours

The CNA program provides classroom & laboratory instruction and supervised clinical hours in area long term care facilities and hospitals. CNAs provide hands-on care and perform routine tasks under the supervision of nursing and medical staff.

WITC BUSINESS TRAINING

FIRST IN TRAINING SOLUTIONS



WISCONSIN
INDIANHEAD
TECHNICAL
COLLEGE



Flexible

Convenient

Customized

26 of WITC's
programs are
fully online.

✔ Solve complex problems.

To compete in today's global marketplace, your employees need to be well trained and current. WITC can help you get there.

✔ We start by listening.

WITC takes the time to understand your needs. We know how to assess and design your customized training supported by business experts and instructional staff. Our experts will be there, every step of the way, keeping in touch, so you can focus on your day-to-day operations.

✔ Delivering the solution.

Courses meet the training and certification needs of today's workforce, with convenient locations and a variety of delivery formats to fit your schedule.

Call regional associate dean today for your free, no obligation customized training assessment!

✔ Charlie Glazman

800.243.9482 ext. 6341

Ashland and Superior campuses including counties of Ashland, Bayfield, Douglas and Iron

✔ Liz Pizzi

800.243.9482 ext. 4376

New Richmond campus including counties of Burnett, Polk and St. Croix

✔ BJ Williams

800.243.9482 ext. 5179

Rice Lake campus including counties of Barron, Rusk, Sawyer and Washburn

HOW DO I REGISTER?



ONLINE
courses.witc.edu



PHONE
VISA, MasterCard,
Discover



MAIL
Send registration
& payment to your
local campus



IN PERSON
See Student Services
at any campus

Registration Locations

- **WITC-Ashland**
2100 Beaser Ave, Ashland, WI 54806
715.682.4591, ext. 3050 fax: 715.682.8040
- **WITC-Hayward Outreach Center**
15618 Windrose Ln Ste 106 Hayward, WI 54843
715.634.5167
- **WITC-Ladysmith Outreach Center**
1104 Lake Avenue Ste 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, ext. 5045 fax: 715.234.1241
- **WITC-Superior**
600 N. 21st Street, Superior, WI 54880
715.394.6677, ext. 6050 fax: 715.394.3771

REGISTRATION POLICIES

Nondiscrimination Notice

WITC is an equal opportunity employer/educator functioning under the affirmative action plan. The Wisconsin Indianhead Technical College District does not discriminate on the basis of race, color, national origin, sex, disability or other applicable legislated categories, in its services, employment programs, and/or its educational programs and activities, including but not limited to admissions, treatment, and access. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Amanda Gohde, Director, Human Resources, Equal Opportunity/Access & Affirmative Action Officer, 505 Pine Ridge Drive, Shell Lake WI 54871, 715.468.2815 ext. 2240, Amanda.Gohde@witc.edu. Program information or assistance regarding requests for reasonable accommodation under the Americans With Disabilities Act can be obtained from the College Affirmative Action Office.

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 Amanda Gohde, Director, Human Resources, Equal Opportunity/Access & Affirmative Action Officer, at 715.468.2240, 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, 8/27 for fall and 12/24 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.

YOUR INVESTMENT, THEIR FUTURE

WITC Foundation Mission

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



For information on how you can take part in this mission & support students in your area, visit witc.edu.

Foundation





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 = Baccaalaureate
- 12 = More than Baccaalaureate
- 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



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

2018 CALENDAR

Look inside for full descriptions and details. Or online at bit.ly/witcCEevents.

Register early as events fill quickly!

Essential Supervisory Skills

September 12 & 19 | WITC-New
Richmond
*For managers and supervisors both new
and seasoned*

Juggling Life & Caregiving

September 27 | WITC-New Richmond
Practical tips for working caregivers

Caregiver Conference

September 28 | WITC-New Richmond
*Conference for family and professional
caregivers*

Nonprofit Workshop

October 4 | New Richmond
*Educational event for nonprofit
professionals*

Early Childhood Ed CE Conference

October 20 | WITC-New Richmond
*You Can't Make Me: Power Struggles &
Young Children*

Dale Carnegie Immersion Seminar

October 17-19 | WITC-Superior
Sharpen your skills, ignite your career!

Caregiver Conference

October 26 | WITC-Rice Lake
*Conference for family and professional
caregivers*

Medical Assistant Conference

October 27 | WITC-Superior (ITV to New
Richmond)
A day of learning for Medical Assistants

HR for the Non-HR Manager

November 2 | WITC-New Richmond
*Event for current and aspiring managers/HR
professionals*

Superior Safety Day

December 11 | WITC-Superior
*Learn about a range of safety & health-
related topics*