

# Northwood Tech First in Training Solutions Continuing Education

Professional Development / Life & Leisure



## Spring 2024

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Northwood  
Technical College

ASHLAND • NEW RICHMOND • RICE LAKE • SUPERIOR  
BALSAM LAKE • HAYWARD • LADYSMITH

[NORTHWOODTECH.EDU](http://NORTHWOODTECH.EDU)

# NORTHWOOD TECH Continuing Education

## PROFESSIONAL DEVELOPMENT / LIFE & LEISURE

Welcome to Northwood Tech's Spring 2024 Continuing Education catalog. Inside you will find a variety of informative and exciting Professional Development and Life & Leisure courses, designed to enhance your learning experience. We are pleased to continue to provide these learning opportunities for you! Courses are offered in a variety of instructional formats, including:

### On Site

These courses are offered in person at a variety of campus locations throughout the district, providing face to face instruction and interaction with the instructor.

### Online Live

These courses are offered during a specific time period that can be accessed from your home or office computer or tablet using free web-conferencing software. You will receive log-in information about 1 - 3 days prior to class through the email address you provide when you register. Your computer must have a reliable internet connection, microphone and camera. You can interact with the teacher during the class.

### Online

These courses are offered via the Internet and accessed by using a web browser. You can access the course at any time. Offline supervised tests/exams at specified sites may be conducted in conjunction with these courses.

## It's Easy to Register!

ONLINE | PHONE | MAIL

*For complete registration information, please see page 26.*

Northwood Tech partners with **Ed2Go** to offer a wide range of highly interactive non-credit courses that you can take entirely online.

Complete courses from your home or office and at any time of the day or night – affordable, fun, fast, convenient, and geared just for you.

From art to music to business to languages to technology and more, new course sessions begin monthly.

A variety of Ed2Go classes are featured throughout this catalog.

For a complete list of classes, prices and start dates, please visit:

[bit.ly/northwoodtech\\_online](https://bit.ly/northwoodtech_online)



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- Driver Training



We offer training for

# Firefighters

## INTERESTED?

Contact Michelle

Michelle.Marshall@NorthwoodTech.edu  
715.246.1877

LIFE & LEISURE

Driver Safety

Driver Education - Theory

42-812-401

Students gain awareness of the driving task and the responsibilities that accompany it. They demonstrate knowledge of traffic laws and regulations that help provide safe and efficient patterns. Students understand the impact that natural forces and conditions have concerning driving. They learn to identify hazardous conditions and react appropriately to avoid or minimize problems. Students develop an attitude of safe, courteous, and defensive driving. \*\*Please note - This is an online class with specific assignments to be completed each of the six weeks. Assignments open each Monday morning, and students can work on their assignments anytime throughout the week but must have the assignments completed by Sunday evening.

24721	Jan 22-Mar 3 Online	24/7	\$125 Jordee Reimer
24722	Jan 22-Mar 3 Online	24/7	\$125 Barbara Landstrom
24723	Jan 22-Mar 3 Online	24/7	\$125 Linda Kinsley
24724	Jan 22-Mar 3 Online	24/7	\$125 Larry Flynn
24725	Mar 4-Apr 21 Online	24/7	\$125 Jordee Reimer
24726	Mar 4-Apr 21 Online	24/7	\$125 Barbara Landstrom
24727	Mar 4-Apr 21 Online	24/7	\$125 Linda Kinsley
24728	Mar 4-Apr 21 Online	24/7	\$125 Larry Flynn
24729	Apr 22-Jun 2 Online	24/7	\$125 Jordee Reimer
24730	Apr 22-Jun 2 Online	24/7	\$125 Barbara Landstrom
24731	Apr 22-Jun 2 Online	24/7	\$125 Linda Kinsley
24732	Apr 22-Jun 2 Online	24/7	\$125 Larry Flynn

Traffic Safety for Point Reduction

42-812-404

Participants of the Traffic Safety course will examine their driving behavior and review traffic laws and penalties. Emphasis will be placed on ways to drive responsibly. The Traffic Safety class will show participants how to develop a change plan to reduce their risk of traffic violations and crashes. Students who successfully complete this Traffic Safety class may be eligible to receive a three-point reduction from their driving record. This class also meets the requirements for anyone that has received a "Failure to Yield Right of Way Violation" 2011 Wisconsin Act 173-346.18.

25277	Jan 20-Jan 27 New Richmond: 1208	Sa 8a-2p	\$76.36/\$32.50 Timothy Smith
25278	Feb 17-Feb 24 Rice Lake: 212	Sa 8a-2p	\$76.36/\$32.50 Timothy Smith
25279	Mar 9-Mar 16 Superior: 112	Sa 8a-2p	\$76.36/\$32.50 Timothy Smith
25280	Apr 13-Apr 20 Ashland: 203	Sa 8a-2p	\$76.36/\$32.50 Timothy Smith

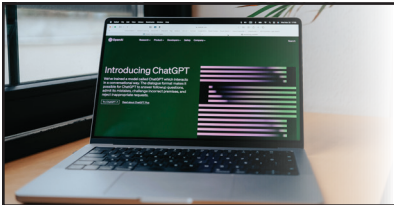
Financial Management

Wills and Trusts

47-102-441

Understand what your current estate plan will achieve for you, how to avoid probate of your assets, and reduce or eliminate taxes to the extent possible. You will also learn how to effectively pass on your assets in the way that you desire.

25708	Apr 8 Rice Lake: 128	M 1p-3p	\$11.81/\$4.50 Susan Miley
25709	Apr 8 Online Live	M 1p-3p	\$11.81/\$4.50 Susan Miley
25710	Apr 8 Ashland: 0003	M 1p-3p	\$11.81/\$4.50 Susan Miley
25711	Apr 8 New Richmond: 1208	M 1p-3p	\$11.81/\$4.50 Susan Miley
25712	Apr 8 Superior: 112	M 1p-3p	\$11.81/\$4.50 Susan Miley
25713	Apr 8 Hayward: 107	M 1p-3p	\$11.81/\$4.50 Susan Miley



From Facebook to ChatGPT &  
Web Design with Wix.com

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Introduction to Quickbooks Online

Manage the financial aspects of your small business quickly and efficiently using QuickBooks Online. This course will give you hands-on experience recording income and expenses; entering checks and credit card payments; tracking your payables, inventory, and receivables; and much more. Ed2Go is the online delivery platform for this class and all tech support and class assistance is handled directly through Ed2Go. Register and pay via Ed2Go at [NorthwoodTech.edu/continuing-education-and-training/professional-development/online-classes](https://NorthwoodTech.edu/continuing-education-and-training/professional-development/online-classes)

N/A    Start dates vary    \$139  
Online    Ed2GoStaff

Language

Speed Spanish

Learn six easy recipes to glue Spanish words together into sentences, and you'll be engaging in conversational Spanish in no time. Ed2Go is the online delivery platform for this class and all tech support and class assistance is handled directly through Ed2Go. Register and pay via Ed2Go at [NorthwoodTech.edu/continuing-education-and-training/professional-development/online-classes](https://NorthwoodTech.edu/continuing-education-and-training/professional-development/online-classes)

N/A    Start dates vary    \$125  
Online    Ed2GoStaff

Gardening

20 Wild Edible Plants NEW!

60-001-601

In this hands-on workshop, we will identify and harvest approximately 20 wild edible plants of late spring in Northern Wisconsin. You will also learn about safe foraging practices, responsible harvest, and the role of foraging in its cultural and ecological context. We will be on the move, so come ready to walk. Please note the off-campus location is to meet at Prentice Park main pavilion in Ashland.

25650    May 25    Sa 2p-4p    \$41.25/\$26.55  
Ashland Prentice Park    Axel Peterman-Spreen

Spring Garden Expo

47-001-415

Discover fresh insights and inspiration for your gardening and landscaping endeavors at the Barron County Master Gardeners' all-day Garden Expo — where enthusiasts of all skill levels can cultivate their knowledge and grow their passion. Mary Schier, former editor of Northern Gardener Magazine, discusses garden trends for 2024 and also presents on the best trees we should be planting. Learn that there is more to shade gardening than hostas with from Barbara Ronningen. Explore sustainable gardening with Gail Hudson, an Emmy-award winning journalist, garden coach and landscape designer. Vendors will be on hand selling garden items, doing interactive demonstrations and providing educational materials. A hot lunch and snacks are included. Please register for this class via our brand new Continuing Education online registration system. Go to [bit.ly/gardenexpo2024](https://bit.ly/gardenexpo2024) and click register.

25637    Apr 6    Sa 8a-3p    \$50/\$35.38  
Rice Lake: 241    Guest Presenters

Lifelong Learning

ACT Prep

42-890-415

The Wisconsin Department of Public Instruction is entering into a partnership with ACT®, Inc. to comprehensively assess Wisconsin high school students. Prepare for the assessments with professional instruction specializing in grammar usage review, time maximization on reading comprehension passages, math, science, and test taking strategies. In session one, students will focus on English usage and mechanics including punctuation, grammar, word usage, and sentence structure; plus rhetorical skills including style, strategy, and organization. In session two, they will review four types of reading passages including Literary, Humanities, Natural Science, and Social Studies. Assessed skills will include recognizing cause/effect, main ideas and details, sequence, compare/contrast, interpreting words and phrases in context, making generalizations and inferences, and drawing conclusions. In session three, students will practice algebra, functions, geometry, statistics and probability, integrating essential skills, numbers/quantity, modeling, and trigonometry. Session four will prepare students for the recall of scientific content including interpretation of data, scientific investigation; plus evaluation of models, inferences, and experimental results.

25562    Mar 4-Mar 7    MTWTh 6p-8p    \$33.74  
Online Live    Todd Kittel



Real Estate  
Pgs 14 - 15

## Motorcycle

### 3 Wheel Basic Rider

42-816-404

The MSF 3-Wheel Basic Rider Course (3WBRC) is a basic, entry-level, learn-to-ride 3-wheel motorcycle (3WMC) training and education course. It provides fundamental skills similar to the MSF Basic Rider Course but on 3-wheel, 3-track motorcycles (not motorcycles with a sidecar or car-based motorcycles). 3WBRC Rider Coaches who have been trained and certified by the MSF conduct the 3WBRC. Register and pay for this class at [LearntoRid3wheel.com](http://LearntoRid3wheel.com). For pre-class instructions visit [bit.ly/northwoodtech\\_motorcyclesafety](http://bit.ly/northwoodtech_motorcyclesafety)

May 2-May 3      ThF 8a-5p  
Rice Lake

May 16-May 17      ThF 8p-5p  
Rice Lake



### Inclusive Leadership Speaker Series

Join us for Northwood Tech's virtual DEI Speaker Series! Sessions include a presentation followed by Q&A. Students, faculty, staff, community members and business and industry leaders are invited to attend.

**Tuesday, February 27, 2024**

11:30 a.m. - 12:30 p.m.

**Thursday, April 11, 2024**

11:30 a.m. - 12:30 p.m.

For more details  
and registration, visit:  
[bit.ly/northwoodtechCEevents](http://bit.ly/northwoodtechCEevents)

### Motorcycle - Basic Rider 1

42-816-400

This 16-hour course is approved by the Department of Transportation. It is designed to teach the beginner or experienced rider the safe techniques to riding a motorcycle. It consists of 6 hours of classroom and 10 hours of on-cycle instruction. For pre-class instructions, please go to [bit.ly/northwoodtech\\_motorcyclesafety](http://bit.ly/northwoodtech_motorcyclesafety)  
\*\*Please Note - There will be no motorcycle classes offered in Ashland for spring 2024 due to range updates.

25684	Apr 20-Apr 21 Rice Lake: 152	SaSu 8a-5p Richard Richter	\$263.85
25656	Apr 20-Apr 21 New Richmond: 1604	SaSu 8a-5p John Wright	\$263.85
25686	Apr 27-Apr 28 Rice Lake: 152	SaSu 8a-5p Cody Sandmann	\$263.85
25658	Apr 27-Apr 28 New Richmond: 1604	SaSu 8a-5p John Wright	\$263.85
25687	May 4-May 5 Rice Lake: 152	SaSu 8a-5p Judith Anderson	\$263.85
25659	May 4-May 5 New Richmond: 1201	SaSu 8a-5p Gregory Lane	\$263.85
25679	May 4-May 5 Superior: 126	SaSu 8a-5p Cody Sandmann	\$263.85
25688	May 11-May 12 Rice Lake: 152	SaSu 8a-5p Richard Richter	\$263.85
25660	May 11-May 12 New Richmond: 1208	SaSu 8a-5p John Wright	\$263.85
25846	May 11-May 12 Superior: 126	SaSu 8a-5p Cody Sandmann	\$263.85
25689	May 18-May 19 Rice Lake: 152	SaSu 8a-5p Richard Richter	\$263.85
25661	May 18-May 19 New Richmond: 1604	SaSu 8a-5p John Wright	\$263.85
25682	May 18-May 19 Superior: 126	SaSu 8a-5p Cody Sandmann	\$263.85

## Physical Education

### Hatha Yoga

60-807-628

Hatha Yoga is a very gentle style of yoga that combines stretching (postures) with breath work and meditation to connect you to all parts of yourself. A few of the many benefits include improved flexibility, mobility, strength, circulation, relaxation, balance and energy. Yoga helps to bring awareness and trust to your body, calmness to your restless mind and joy to your spirit. Please bring your own mat, a blanket, two yoga blocks and a 6-8 foot strap. As always, please check with your physician before starting this or any other

exercise class. This class will be offered online using teams; you will need reliable internet service, a microphone and camera to successfully take this class. Please register for this class via our brand new Continuing Education online registration system. Go to [bit.ly/hathayoga2024](https://bit.ly/hathayoga2024) and click register.

25523	Jan 8-Feb 12 Online Live	M 9a-10a	\$41.25/\$26.55 Mary Jirik
25524	Jan 9-Feb 13 Online Live	T 9a-10a	\$41.25/\$26.55 Mary Jirik
25525	Jan 10-Feb 14 Online Live	W 9a-10a	\$41.25/\$26.55 Mary Jirik
25526	Jan 11-Feb 15 Online Live	Th 9a-10a	\$41.25/\$26.55 Mary Jirik
25527	Feb 26-Apr 1 Online Live	M 9a-10a	\$41.25/\$26.55 Mary Jirik
25528	Feb 27-Apr 2 Online Live	T 9a-10a	\$41.25/\$26.55 Mary Jirik
25529	Feb 28-Apr 3 Online Live	W 9a-10a	\$41.25/\$26.55 Mary Jirik
25530	Feb 29-Apr 4 Online Live	Th 9a-10a	\$41.25/\$26.55 Mary Jirik
25531	Apr 15-May 20 Online Live	M 9a-10a	\$41.25/\$26.55 Mary Jirik
25532	Apr 16-May 21 Online Live	T 9a-10a	\$41.25/\$26.55 Mary Jirik
25533	Apr 17-May 22 Online Live	W 9a-10a	\$41.25/\$26.55 Mary Jirik
25534	Apr 18-May 23 Online Live	Th 9a-10a	\$41.25/\$26.55 Mary Jirik

## Wellness

### Herbs for Spring Detox **NEW!**

60-560-610

After a long, sluggish winter your body may need a boost. Explore the topics of herbs and natural medicine to help support and cleanse the five most important eliminative channels in your body. The instructor will guide you with gentle, accessible, and affordable ideas to improve your health this season. Get a head start and spring into health!

25519	Feb 27 Rice Lake: 208	T 1p-3p	\$16.75/\$11.85 Gigi Stafne
25520	Feb 27 Online Live	T 1p-3p	\$16.75/\$11.85 Gigi Stafne

### Herbal Supplement Basics **NEW!**

60-560-610

The Herbalist is in! Do you have questions about botanical medicine basics and are not sure where to begin? This introductory course offers important perspectives about natural medicine, herbs and supplements that you may have read about online or heard of on television, but would like accurate information about. Learn what is fact and what is fiction with herbs. This course is recommended for the public and those fairly new to natural medicine and herbalism. Instructor Gigi Stafne is a Naturopath and Master Herbalist with 37 years of clinical CAM, Complementary Alternative Medicine, experience.

25521	Mar 19 Rice Lake: 208	T 1p-3p	\$16.75/\$11.85 Gigi Stafne
25522	Mar 19 Online Live	T 1p-3p	\$16.75/\$11.85 Gigi Stafne

## Engagement Workshop: Empower Your Workforce for Success

**Coming April 3!** Join us for this exciting workshop for HR managers and business leaders. Featuring keynote presentation *Recruiting and Retaining an Engaged Workforce* by Dr. Furman. Attend at New Richmond or Rice Lake campus. Sponsored by St. Croix Valley Employers Association.

For more information, visit [bit.ly/engagementworkshop2024](https://bit.ly/engagementworkshop2024)



**St. Croix Valley  
Employers  
Association**

# COMPUTERS & TECHNOLOGY

## Computer Software

### Mac Basics

60-107-602

Your Mac includes macOS, the world's most advanced desktop operating system. macOS includes features and apps you'll use each day, and it enables your Mac, iPhone, iPad, iPod touch, and Apple Watch to work together. During this class, you will learn about the desktop, customizing your Mac, Apple ID and iCloud, using your Apple devices together, explore other Apps, find music and apps, create files, protect your data, explore the Mac hardware and much more!

25567	Feb 21	W 3p-5p	\$16.75/\$11.85
	Online Live		Sara Reimann

### MS Excel Essentials

47-103-401

This 4-session class includes the full Microsoft Excel series, including navigation and setup, formatting text and data, formulas and functions, and analyze and chart data. See individual class descriptions for full details and topics covered.

25595	Feb 6-Feb 27	T 10:30a-12:30p	\$65/\$35.76
	Online Live		Sara Reimann

## EMERGENCY MEDICAL SERVICES TRAINING

Contact Northwood Tech for all your EMS training needs.



Questions? Contact:

Dee Folie, Paramedic/EMS  
Clinical Coordinator

dee.folie@NorthwoodTech.edu

### MS Excel: Navigate & Setup

47-103-401

Get started with the essentials of MS Excel 2019. This course will cover a variety of topics on navigation and setup of workbooks and worksheets, such as: select cells and ranges, plan and create a workbook, resize columns and rows, copy and paste formulas, move or copy cells and ranges, create patterned text with Flash Fill, add cell borders and change font size, change worksheet views, prepare for printing and more.

25591	Feb 6	T 10:30a-12:30p	\$19/\$11.69
	Online Live		Sara Reimann

### MS Excel: Format Text & Data

47-103-401

The focus of this course will be formatting the text and data of your MS Excel 2019 workbook. Learn to change fonts and font style or color, add fill colors and background images, create formulas to calculate sales data, format numbers as currency and percentages, format dates and times, use the find and replace functions, change themes, merge a group of cells, apply cell styles, use the average function, copy and paste formats with Format Painter and more.

25592	Feb 13	T 10:30a-12:30p	\$19/\$11.69
	Online Live		Sara Reimann

### MS Excel: Formulas & Functions

47-103-401

Learn about the powerful tools to perform calculations with formulas and functions in MS Excel 2019. Topics in this course include: translate an equation into a function, calculate with dates and times, extend data and formulas with AutoFill, calculate statistics, Quick Analysis toolbar, Function Library, absolute and relative cell reference, logical function, data with lookup tables, and what-if analysis with Goal Seek.

25593	Feb 20	T 10:30a-12:30p	\$19/\$11.69
	Online Live		Sara Reimann

### MS Excel: Analyze & Chart Data

47-103-401

Learn to analyze data with MS Excel 2019 charts, which are graphic elements that illustrate data. Specific topics in this course include: create a variety of chart styles (pie, line, scatter, combination), format chart elements, work with chart legends, edit a chart data source, create a data callout, insert shapes and icons into a worksheet, use a data bar and sparklines.

25594	Feb 27	T 10:30a-12:30p	\$19/\$11.69
	Online Live		Sara Reimann



**Windows 11**

47-103-409

Learn the essential components of Windows 11. 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.

**25596** Feb 21 W 2p-3p \$19/\$11.69  
*Online Live Sara Reimann*

**Technology for Personal Use****Backing Up Your Computer**

60-107-602

There are two types of hard drives: those about to fail, and those that will fail eventually. Plan accordingly. It goes without saying that backing up data is a sensible thing to get into the habit of doing. Not only does it make sense in case your laptop is stolen, or your hard disk fails, but it also means that you have more options for recovery should your computer become infected. In this course you will learn many options available for backing up your data, and we will discuss the pros and cons of each method.

**25571** Feb 28 W 2p-3p \$16.75/\$11.85  
*Online Live Sara Reimann*

**Buy/Sell on Facebook**

60-107-602

Facebook took on Etsy and eBay in 2016 with the launch of Marketplace, a feature within the main Facebook app that you can use to buy and sell goods. We've seen it work really well on a local basis because it's so simple to see free and paid-for items that are around where you live — and around the stuff you're interested in. Before marketplace, people used Facebook Groups to buy, sell and trade even barter. You could set up a garage sale-type group for your community, for instance, so that people in your local neighborhood could post things they had for sale and look for items from others. It was a bit clunky though, with Marketplace offering a much more streamlined approach.

**25573** Jan 31 W 3p-5p \$16.75/\$11.85  
*Online Live Sara Reimann*

**Computer Security/Privacy Protection**

60-107-602

Whether you realize it or not, the internet touches almost all aspects of your daily life and you need the tools, resources and education to stay safe online. In this class you will learn how you can protect your computers, mobile devices, information and identity. Topics include internet browsing & tracking, USB devices, authentication, phishing attacks, scams, identity theft, malware, backups, Wi-Fi security, anti-virus software, deleting files securely and more.

**25566** Mar 6 W 2p-3p \$16.75/\$11.85  
*Online Live Sara Reimann*



## SPRING Caregiver CONFERENCE

**May 9 | Superior & Online Live**

The annual Spring Caregiver Conference is a special, empowering and educational conference for both families and professional caregivers. CEUS available.

**[bit.ly/superiorcaregiver2024](https://bit.ly/superiorcaregiver2024)****Pgs 16 - 17**

Create Custom Photo Gifts

60-107-602

Personalized home decor is the best way to display the images that mean the most to you. Turn your captured memories of your wedding day, your children's milestones, and favorite vacations into custom home decor items perfect for your living space. Explore our selection of wall art such as canvas prints and photo tiles, cozy items like photo pillows and fleece blankets. Shutterfly has the perfect home decor elements to compliment your space's style — from elegant and modern pieces to farmhouse wall decor. Add a unique touch to your home with one-of-a-kind drinkware, framed prints, personalized cookbooks, and other home goods that will double as unique keepsakes. No matter what room you're looking to design home decor for. Shutterfly has the perfect product to suit you and family's style.

25574   Feb 28                      W 3p-5p                      \$16.75/\$11.85  
Online Live    Sara Reimann

Digital Photo Organization Apple/PC

60-305-625

If your digital photo collections are a mess, the good news is that software and online services now have excellent tools for helping you organized your images fast. The goal is to be able to find and share the photos you love without a headache. Learn the concepts and techniques behind efficient photo management, photo editing, organizing, backup, and sharing. This class is for Apple/PC users. Please have your devices ready to go for class.

25578   Apr 3                                      W 3p-5p                      \$16.75/\$11.85  
Online Live    Sara Reimann



Safety Day

Learn about a wide range of safety and health related topics.

Apr 9 | New Richmond | Pg 20

Facebook Basics

60-107-602

Whether you have been using Facebook for years, or you are a newbie, there is always something to learn. In this class you will learn not only navigating around Facebook but also very important privacy and security settings as well as Facebook marketplace buying and selling.

25572   Apr 10                                      W 3p-5p                      \$16.75/\$11.85  
Online Live    Sara Reimann

Introduction to iPhone/iPad

60-107-602

Learn to use Apple's iPhone or iPad. Interact with your device, access different features, set up and manage your account, and access the Internet. Understand the capabilities and limitations of your device and why it may or may not replace your computer. Gain basic troubleshooting tips for when something goes awry. Have your phone or iPad fully charged at start of class and have your charging cable handy.

25569   Mar 13                                      W 3p-5p                      \$16.75/\$11.85  
Online Live    Sara Reimann

iPad Beyond the Basics

60-107-602

Let's go beyond the basics with your Apple iPad and iPhone. There's so much more that you can use. We'll discuss handy apps that can make your life easier; be ready to share any favorites of yours. Have your iPad or iPhone fully charged at start of class and have your charging cable handy.

25570   Mar 20                                      W 3p-5p                      \$16.75/\$11.85  
Online Live    Sara Reimann

iPad/iPhone Camera & Video **NEW!**

60-107-602

Your iPhone/iPad now have advanced hardware and software for taking pictures and recording video. It's able to recognize faces, analyze lighting conditions, record slow-motion video and so much more. This class will show you all the tips and tricks to using the camera, taking video. With just one fingertip, it's possible to edit those photos and videos, create albums, move, and delete images and view memories.

25575   Mar 27                                      W 3p-5p                      \$16.75/\$11.85  
Online Live    Sara Reimann

Keeping Track of Passwords

60-107-602

A good password is easy to remember, but difficult to guess, both for people who know you, and for anonymous password-crackers. We all have so

many different passwords to keep track of nowadays. Rather than taking the dangerous shortcuts of either using the same password for everything, or else writing passwords down and keeping them near your computer, this course will teach you tips to make it easier to create unique, memorable passwords for every different application. You will learn how to create good passwords, and what tools can help you store your passwords safely.

**25565** Feb 14 W 3p-5p \$16.75/\$11.85  
Online Live Sara Reimann

### Online Tools-Resume & Job Hunt

60-107-602

Improve your productivity and collaboration on the job with free tools from Google. Products such as Gmail, Calendar, Meet, Chat, Drive, Docs, Sheets, Slides and more will be covered. Learn to create and share files with others and access them from any computer, smartphone or tablet.

**25576** Mar 19 T 11:30a-12:20p \$16.75/\$11.85  
Online Live Sara Reimann

### Stream Live Tv

60-308-601

Thinking about getting rid of another monthly bill? TV lovers have more budget-friendly options these days than they may realize. This class will teach you how to ditch cable and satellite TV — and save a bundle — without giving up your favorite shows or features. Netflix for old TV Shows and Movies, Hulu to watch LIVE TV, Amazon Prime Video and much much more! Learn how to use the devices you have to watch your favorite shows, rent/buy movies, view photos on your flatscreen TV and much more! This is a VERY fun class that fills up fast.

**25577** Feb 7 W 3p-5p \$16.75/\$11.85  
Online Live Sara Reimann

### Using All Google Has to Offer

60-107-602

What is the use of Google? Google offers Gmail, Chrome, Maps, Drive, Spreadsheets, YouTube, Calendar...and much more! With Google, you can upload and store all of your files online. You can then share these files with others and access them from any computer, smartphone, or tablet. With Google you can quickly and easily get answers on your smartphone or computer. Come and find out more about using Google has Everything. Please bring your laptop or device to class.

**25568** Mar 6 W 3p-5p \$16.75/\$11.85  
Online Live Sara Reimann

## Web-based Tools

### From Facebook to ChatGPT **NEW!**

47-107-491

From Facebook to ChatGPT: Unlock the power of social media for your business. Discover the ins and outs of Facebook and Instagram. Elevate your content with free resources such as Canva.com and leverage AI with ChatGPT. Learn to create, share, and exchange information and master mobile app operation. Open to beginner levels.

**25714** Feb 6-Feb 15 TTh 6p-8p \$65/\$35.76  
Online Live Abigail Brueggen

### Web Design With Wix.com **NEW!**

47-107-492

Learn how to use wix.com to create a free, stunning, simple, and effective website. Easy drag and drop, designer-made templates, beautiful galleries, mobile optimized domains, huge image collection, secure hosting, SEO all wrapped up in one free website builder. Just pick a template; change what you want; add your images, videos, text and more! Open to beginner levels. Please create a wix account before our first meeting.

**25716** Feb 20-Feb 29 TTh 6p-8p \$65/\$35.76  
Online Live Abigail Brueggen



## CERTIFIED MEDICAL ASSISTANT

### CEU Workshops

Feb 13 & Apr 13 | Pg 17

[bit.ly/northwoodtechCEevents](https://bit.ly/northwoodtechCEevents)

# BROADBAND

## Broadband

### Broadband Cable Installation 201

47-451-457

The student will design and install network cabling. The focus will be to understand voice and data networking. The basic cable installer will be able to build and administrate the physical layer of network infrastructure and gain a deeper understanding of the networking devices that this layer interconnects. Contact Dan.Schullo@NorthwoodTech.edu before registering. *Prerequisite: Successful completion of Telco 101 or current employment by a telecommunications company.*

25443	Jan 22-May 17	24/7	\$472.35/\$33.75
	Online		Paul Kostner

### Broadband Fiber Service 101

47-451-454

This course is an introduction to the evolution of fiber optics. Students will be introduced to the physical characteristics of cable and the transmission of light through fiber optic cable. Students will view basic installation and troubleshooting methods while being introduced to industry color codes, print reading, system maps and a variety of fiber optic services. Contact Dan.Schullo@NorthwoodTech.edu before registering. *Prerequisite for Fiber 201.*

25441	Jan 22-May 17	24/7	\$157.45/\$11.25
	Online		Trent Givens



Spring Garden  
Expo

Apr 6 | Pg 5

### Broadband Fiber Service 201

47-451-456

This course will introduce the students to fiber optic communication systems. Topics covered include fiber optic design, installation, test and maintenance for multimode and singlemode networks. This class will benefit those with little or no fiber experience. Contact Dan.Schullo@NorthwoodTech.edu before registering. *Prerequisite: Successful completion of Fiber Service 101 or current employment by a telecommunications company.*

25442	Jan 22-May 17	24/7	\$472.35/\$33.75
	Online		Paul Kostner

### Broadband Internet Service 101

47-451-452

This course is an introduction to the evolution of Internet services. Students will be introduced to the different types of broadband Internet delivery methods, installation and troubleshooting methods, Internet transmission types, safety issues, government regulatory services, the "Internet of Things" (IoT) and future trends. Contact Dan.Schullo@NorthwoodTech.edu before registering.

25439	Jan 22-May 17	24/7	\$157.45/\$11.25
	Online		Paul Kostner

### Broadband Telco Service 101

47-451-451

This course is an introduction to the evolution of POTS (Plain Old Telephone Service) and Public Switch Telephone Networks. Students will be introduced to the physical and electrical design of cables, basic installation, troubleshooting, industry color codes, print reading, system maps and telco service procedures. Contact Dan.Schullo@NorthwoodTech.edu before registering.

25438	Jan 22-May 17	24/7	\$157.45/\$11.25
	Online		Trent Givens

### Broadband Television Service 101

47-451-453

This course is an introduction to the evolution of hybrid fiber coaxial and IPTV systems within the broadband industry. Students will be introduced to RF & IPTV networks, basic installation, print reading and set-top box administration. Students will address the importance of proper installation of customer equipment, troubleshooting and customer service. Contact Dan.Schullo@NorthwoodTech.edu before registering.

25440	Jan 22-May 17	24/7	\$157.45/\$11.25
	Online		Paul Kostner



Fiber Outside Plant Design

47-451-463

Fiber optic OSP design refers to the specialized processes leading to a successful installation and operation of a fiber optic network. It includes determining the type of communication system(s) which will be carried over the network, the geographic layout (premises, outside plant), the transmission equipment required and the fiber network over which it will operate. Design considerations include requirements for permits, easements, permissions and inspections. Contact Dan.Schullo@NorthwoodTech.edu to register.

25444 Jan 22-May 17 24/7 \$223.80/\$4.50  
Online Paul Kostner

Overhead Construction Practices **NEW!**

47-451-461

The Overhead Utility Installer Technician (OUIT) is a member of a crew with skills in the construction and maintenance of overhead telecom utility and broadband systems. Depending on the service provided, the OUIT will work with a wide variety of cabling, including fiber optic cable, as part of their daily work routine. In addition, the OUIT may be required to operate overhead equipment. Contact dan.schullo@NorthwoodTech.edu before registering.

25445 Jan 22-May 17 24/7 \$260.35/\$4.50  
Online Anthony Rohde

Underground Construction Practices **NEW!**

47-451-460

The Underground Utility Installer Technician (UUIT) is a member of a crew with skills in the construction and maintenance of underground or buried telecom utility systems. The UUIT will use skills such as underground utility location, fiber optic technology, and industry regulations as part of their daily work routine. In addition, the UUIT may be required to operate underground equipment. Contact dan.schullo@NorthwoodTech.edu before registering.

25447 Jan 22-May 17 24/7 \$296.90/\$4.50  
Online Anthony Rohde

BUSINESS, FINANCE & LEADERSHIP

Business

Engagement Workshop: Empower Your Workforce for Success

47-196-422

Empower your workforce for success. Calling all Supervisors and HR Professionals! Discover the keys to enhancing employee engagement in today's rapidly evolving workplace environment. This event offers a unique opportunity to delve into the intricacies of employee engagement, network with fellow professionals, and gain valuable insights from esteemed experts in the field. More details and registration is available online at [bit.ly/engagementworkshop2024](https://bit.ly/engagementworkshop2024)

25874 Apr 3 W 8a-12p \$35/\$20.83  
New Richmond Conf Center Guest Presenters

25875 Apr 3 W 8a-12p \$35/\$20.83  
Rice Lake Conf Center Guest Presenters

Insurance CE

Comprehensive Estate Planning

47-162-482

Learn about estate tax planning including calculations and solutions for reducing estate tax. Discover advantages of buy-sell agreements. Understand gifting, trusts, and special planning considerations.

25380 Feb 16 F 8:30a-12:30p \$65/\$50.38  
Online Live Brad Charles

Estate Planning

47-162-482

Take an in-depth look at estate planning. Understand the process of estate planning and discuss various considerations.

25379 Mar 8 F 1p-5p \$65/\$50.38  
Online Live Brad Charles



MS Excel Essentials | Pg 8

Explore all Microsoft Excel has to offer, including navigation and setup, formatting text and data, formulas and functions, and analyze and chart data.

Social Security/Medicare

47-162-482

Social Security is a United States federal program of social insurance and benefits developed in 1935. The Social Security program's benefits include retirement income, disability income, Medicare and Medicaid, and death and survivorship benefits. Social Security is one of the largest government programs in the world, paying out hundreds of billions of dollars per year.

25378 Mar 8 F 8:30a-12:30p \$65/\$50.38  
Online Live Brad Charles

Tax Strategies

47-162-482

Dig into life insurance tax consequences and policies along with annuities. Find out what constitutes a Modified Endowment Contract and how to use one. Discuss qualified and non-qualified retirement plans and IRAs and learn about tax-favored health accounts.

25382 Feb 16 F 1p-5p \$65/\$50.38  
Online Live Brad Charles

2024 Employer Symposium

Feb 6 | 8:30 a.m. - 3:30 p.m.  
New Richmond Campus



How Does Your Total Rewards Package Measure Up?

Have you ever wondered how your Total Rewards Strategy measures up? How do you stay ahead of the curve to recruit and retain top talent? How do your Total Rewards impact your culture?

Wait no longer, this symposium will help you answer all these questions and more. A must attend for large employers, C-suite executives, business owners, HR professionals, and administrators looking to gain insights, strategies, and stay ahead of the curve in 2024 and beyond. For more information, visit [bit.ly/employersymposium2024](https://bit.ly/employersymposium2024)



Real Estate

CE 1 Agency

47-194-496

This course covers agency. Topics include creating agency, the difference between a client and a customer, an agent's fiduciary duties, sub-agency, pre-agency, disciplinary actions by the DSPS, and anti-trust issues including how licensees have violated anti-trust rules. The course also includes some case studies of anti-trust violations and a discussion of referrals.

25721 Dec 23-May 31 24/7 \$29/\$14.38  
Online Ron Nyhus

CE 2 Inspection

47-194-496

This course covers the gamut of inspections. Topics include differences between testing and inspecting, who is authorized to conduct inspections, what constitutes an adequate and acceptable inspection, what happens when a defect is discovered, and financing and appraisal contingencies. Students are introduced to terms such as letter of unacceptability, loan commitment, satisfaction of loan contingency, and mortgage factor. Other topics involve seller financing, the "Not subject to financing" clause of the Residential Offer to Purchase, appraisal contingency and how a licensee will handle a situation where the property does not appraise at the selling price, the area of buyer and seller default, various remedies such as liquidated damages, specific performance, actual damages, the disbursement of earnest money, the use of the WB-45, and Cancellation Agreement.

25722 Dec 23-May 31 24/7 \$29/\$14.38  
Online Ron Nyhus

CE 3 Revised Forms

47-194-496

This course covers changes in the following forms: WB-44 — Counter Offer, WB-24 — Option to Purchase, WB-40 — Amendment to the Offer, WB-41 — Notice Form, and WB-45 — Cancellation Agreement. Homeowner's associations are growing in popularity and we review their powers and recent law changes governing what they can and cannot do. Recent changes in the 40-year easement law have made easements for ingress and egress perpetual. The recent law change is outlined. Equity theft is the practice of government bodies taking land for taxes and keeping the equity. A new law is discussed pertaining to this practice. Marketing is discussed, including deceptive advertising,

NAR Code of Ethics stand on advertising, MLS rules on withholding listings, and open house rules and responsibilities. The violation of fair housing rules through advertising is also discussed.

**25723** Dec 23-May 31    24/7    \$29/\$14.38  
Online    Ron Nyhus

**CE 4 Protected Classes**

47-194-496

This course covers protected classes, prohibited practices under fair housing rules, and implied bias. Cooperation is a requirement when working with other agents. It is in the seller's and buyer's best interest when real estate agents cooperate. Topics also include the presentation of offers, confidentiality of offers, open house and showing responsibilities, and areas of required disclosures by the seller, the buyer, and the agent.

**25724** Dec 23-May 31    24/7    \$29/\$14.38  
Online    Ron Nyhus

**CE 5 Vacant Land Offer**

47-194-496

This course covers areas of the Vacant Land Offer to Purchase including proposed use contingency, government programs, and shoreland zoning rules. We review the use of the WB-44 – Counter Offer and the WB-46 – Multiple Counter Offer. Topics also include the importance of checking the addenda box on the Offer to Purchase, the closing of the buyer's property contingency, the bump clause, and the use of secondary offers.

**25725** Dec 23-May 31    24/7    \$29/\$14.38  
Online    Ron Nyhus

**CE 6 Short Sales**

47-194-496

This course covers short sales and foreclosures. Issues relating to listing and writing offers on short-sale properties and foreclosure properties are discussed. Topics also include personal property versus fixtures, contingency drafting, and the relationships between the buyer and the selling agent. A complete discussion of "As Is" sales along with the waiving or not including contingencies in an Offer, and compensation and self-dealing rounds out this course.

**25726** Dec 23-May 31    24/7    \$29/\$14.38  
Online    Ron Nyhus

**Real Estate Brokers**

47-194-497

This course meets the 72 classroom hours required and covers the items needed to pass the broker license exam. Topics include a review of license laws, trust accounts, broker supervision rules, real estate forms, office management, and other aspects of becoming a broker. The course includes a practice exam. You will have access to the broker videos for one year from signing up for the course. Our instructors are committed to helping you get your license. Please note that regardless of the date you sign up, you must complete it by May 31, 2024. If you are signing up closer to that date, consider waiting for the next session of classes. Upon registration, you will receive a password to enter the online REI course and will then receive your textbook and forms book via US Mail. To register, email Sara.Dobberschutz@NorthwoodTech.edu. \*This class is non-refundable.

**25676** Dec 23-May 31    24/7    \$267.66/\$4.50  
Online    Ron Nyhus

**Real Estate Law Online**

47-194-497

This course meets the 72 classroom hours of pre-license education required for a real estate salesperson license as required in Section 452.09(2)(a) of the Wisconsin Statutes. Completing this course will prepare you for the WI Real Estate license exam. 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. You will have one year to complete this course. Please note that regardless of the date you sign up, you must complete it by May 31, 2024. If you are signing up closer to that date, consider waiting for the next session of classes. Upon registration, you will receive a password to enter the online REI course and will then receive your textbook and forms book via US Mail. To register, email Sara.Dobberschutz@NorthwoodTech.edu. \*This class is non-refundable.

**25677** Dec 23-May 31    24/7    \$267.66/\$4.50  
Online    Ron Nyhus



**iPad/iPhone Camera & Video**

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# COSMETOLOGY

## Cosmetology

### Cosmetology Expo

47-502-410

Update your cosmetology skills and learn advanced techniques in all aspects of hair, skin and nails. The day will include main stage speakers, breakout sessions, vendor exhibits, professional networking and more. Please register for this class via our brand new Continuing Education online registration system. For full agenda and registration, visit [bit.ly/cosmoexpo\\_2024](https://bit.ly/cosmoexpo_2024)

25672	Apr 29	M 8:30a-4:30p	\$65/\$43.07
	Rice Lake: 241		Guest Presenters

# HEALTH & HUMAN SERVICES

## Human Services CE

### Ethics, Boundaries & Rural Social Work Practice

47-520-405

This four-hour workshop will discuss the specific challenges and considerations with ethical social work practice in rural settings. As technology connects more people in different ways, maintaining privacy and healthy boundaries can be increasingly challenging. We will discuss healthy boundaries, dual relationships, and use the NASW Code of Ethics and Reamer's Ethical Decision-Making Model to assess the ways technology and rural social practice intersect. Class link will be sent to the email provided with registration 2-3 days prior to class. The complete live, 4-hour session is required for CEU attainment.

25638	Jan 26	F 8:30a-12:30p	\$79/\$64.38
	Online Live		Kate Kipp

# Caregiving

### Caregiver Conference

47-520-405

The annual Spring Caregiver Conference is a special, empowering and educational conference just for those provide care for others. This special day will include four featured speakers, a resource fair and snacks. Attend in-person session in Superior, attend a livestream session at another site, or watch from your home or office. Please register for this class via our brand new Continuing Education online registration system. Register online at [bit.ly/superiorcaregiver2024](https://bit.ly/superiorcaregiver2024)

25717	May 9	Th 1p-5p	\$21/\$6.38
	Superior		Guest Presenter

### Virtual Caregiver Conference

47-520-405

The annual Spring Caregiver Conference is a special, empowering and educational conference just for those provide care for others. This webinar is available live or via recorded video link for 7 days following the live event. NOTE: This class section is for family caregivers and/or those who do not need Continuing Education Units (CEUs). Class link will be emailed 2-3 days prior to the session. Please register for this class via our brand new Continuing Education online registration system. Register online at [bit.ly/superiorcaregiver2024](https://bit.ly/superiorcaregiver2024)

25719	May 9	Th 1p-5p	\$21/\$6.38
	Online Live		Guest Presenter

### Professional Caregiver CEU

47-520-405

The annual Spring Caregiver Conference is a special, empowering and educational conference just for those provide care for others. This special day will includes four featured speakers, a resource fair and snacks. Attend in-person session in Superior, attend a livestream session at another site, or watch from your home or office. NOTE: This course is for those who want to enroll for Continuing Education Units (CEUs). Please register for this class via our brand new Continuing Education online registration system. Register online at [bit.ly/superiorcaregiver2024](https://bit.ly/superiorcaregiver2024)

25718	May 9	Th 1p-5p	\$35/\$20.38
	Superior		Guest Presenter





**Virtual Professional Caregiver CEU**

47-520-405

The annual Spring Caregiver Conference is a special, empowering and educational conference just for those provide care for others. This webinar is available live or via recorded video link for 7 days following the live event. NOTE: This class section is for those who want to enroll for Continuing Education Units (CEUs). Class link will be emailed 2-3 days prior to the session. Please register for this class via our brand new Continuing Education online registration system. Register online at [bit.ly/superiorcaregiver2024](https://bit.ly/superiorcaregiver2024)

25720	May 9	Th 1p-5p	\$35/\$20.38
	Online Live		Guest Presenter

**Medical Assistant****CMA CE Conference**

47-509-409

This program is designed to enhance the learning of CMAs working in area health facilities providing new information on current trends in healthcare. This conference will be approved for 4 hours of CEU's through AAMA. Online live webinar format via Zoom. Each participant must log-in separately to the Zoom session via their own computer or device to document virtual attendance. The complete live, 4-hour session is required for CEU attainment. Zoom link will be sent to participants via email 2-3 days prior to the event. Please register for this class via our brand new Continuing Education online registration system. Go to [bit.ly/cmaconference\\_feb2024](https://bit.ly/cmaconference_feb2024) or [bit.ly/cmaconference\\_april2024](https://bit.ly/cmaconference_april2024) and click register.

25642	Feb 17	Sa 8a-12p	\$30/\$15.38
	Online Live		Guest Presenter

25645	Apr 13	Sa 8a-12p	\$30/\$15.38
	Online Live		Guest Presenter

**LAW, PUBLIC SAFETY & SECURITY****Emergency Medical Services****ASHI Pediatric 1st Aid/CPR Renewal**

47-531-417

ASHI Pediatric CPR, AED, and First Aid training program provides an ideal training solution for schools, child care providers, youth sports coaches, and others required to learn how to respond to medical emergencies involving children. This versatile program is based upon the 2023 CPR and First Aid Guidelines, Caring for Our Children, 3rd Ed; and other evidence-based treatment recommendations.

25319	Mar 4	M 6p-10p	\$36/\$21.38
	Ashland: 204		Instructor TBD

25320	Mar 5	T 6p-10p	\$36/\$21.38
	Superior: 136		Instructor TBD

25376	May 4	Sa 8:30a-12:30p	\$36/\$21.38
	Rice Lake: 221		Judith Balog

**ASHI Pediatric 1st Aid and CPR**

47-531-420

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. Students will have the option to download a book from the internet after successful completion of the course.

25317	Feb 3	Sa 8a-4:30p	\$45.24/\$16
	Ashland: 204		Instructor TBD

25318	Mar 16	Sa 8a-4:30p	\$45.24/\$16
	Superior: 136		Instructor TBD

25375	May 4	Sa 8:30a-4:30p	\$45.24/\$16
	Rice Lake: 221		Judith Balog

**Facebook****@NorthwoodTechContinuingEducation**

BLS Basic Life Support

47-531-437

The BLS Basic Life Support 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 Basic Life Support provider completion card that will certify them for two years (credential.) Book provided at class.

25281	Jan 6 Ashland: 427	Sa 8a-4p	\$56.09/\$26.85 Instructor TBD
25361	Jan 6 Rice Lake: 223	Sa 8:30a-4:30p	\$56.09/\$26.85 Judith Balog
25285	Jan 16-Jan 17 Superior: 136	TW 6p-10p	\$56.09/\$26.85 Instructor TBD
25424	Jan 27 New Richmond: 1201	Sa 9a-5p	\$56.09/\$26.85 Instructor TBD
25016	Feb 3 Ashland: 427	Sa 9a-5p	\$56.09/\$26.85 Instructor TBD
25006	Feb 3 Rice Lake: 178	Sa 9a-5p	\$56.09/\$26.85 Diana Wymer
25015	Feb 3 Superior: 135-136	Sa 9a-5p	\$56.09/\$26.85 Instructor TBD
25028	Feb 3 New Richmond: 1605	Sa 9a-5p	\$56.09/\$26.85 Instructor TBD
25282	Feb 6-Feb 7 Ashland: 427	TW 6p-10p	\$56.09/\$26.85 Instructor TBD
25425	Feb 21-Feb 22 New Richmond: 1201	WTh 6p-10p	\$56.09/\$26.85 Instructor TBD
25362	Feb 24 Rice Lake: 223	Sa 8:30a-4:30p	\$56.09/\$26.85 Judith Balog
25286	Mar 9 Superior: 136	Sa 8a-4p	\$56.09/\$26.85 Instructor TBD
25426	Mar 16 New Richmond: 1201	Sa 9a-5p	\$56.09/\$26.85 Instructor TBD
25283	Mar 19-Mar 20 Ashland: 427	TW 6p-10p	\$56.09/\$26.85 Instructor TBD
25363	Apr 6 Rice Lake: 174	Sa 8:30a-4:30p	\$56.09/\$26.85 Judith Balog
25428	Apr 13 Balsam Lake: 106	Sa 9a-5p	\$56.09/\$26.85 Instructor TBD
225427	Apr 23-Apr 24 New Richmond: 1201	TW 6p-10p	\$56.09/\$26.85 Instructor TBD
25288	Apr 30-May 1 Superior: 136	TW 6p-10p	\$56.09/\$26.85 Instructor TBD
25284	May 7-May 8 Ashland: 427	TW 6p-10p	\$56.09/\$26.85 Instructor TBD
25364	May 11 Rice Lake: 223	Sa 8:30a-4:30p	\$56.09/\$26.85 Diana Wymer

BLS Basic Life Support Renewal

47-531-439

This course is intended for the biennial renewal of the BLS Basic Life Support. 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: BLS Basic Life Support completion within previous two years.)

25403	Jan 6 Rice Lake: 223	Sa 12:30p-4:30p	\$42/\$27.38 Judith Balog
25301	Jan 10 Ashland: 427	W 6p-10p	\$42/\$27.38 Instructor TBD
25305	Jan 23 Superior: 136	T 6p-10p	\$42/\$27.38 Instructor TBD
25429	Jan 24 New Richmond: 1201	W 6p-10p	\$42/\$27.38 Instructor TBD
25274	Feb 10 Toftness Clinic - Cumberland	Sa 8a-12p	\$42/\$27.38 Sara Oratch
25366	Feb 24 Rice Lake: 223	Sa 12:30p-4:30p	\$42/\$27.38 Judith Balog
25302	Feb 28 Ashland: 427	W 6p-10p	\$42/\$27.38 Instructor TBD
25430	Mar 7 New Richmond: 1201	Th 6p-10p	\$42/\$27.38 Instructor TBD
25303	Mar 12 Ashland: 427	T 6p-10p	\$42/\$27.38 Instructor TBD
25306	Mar 27 Superior: 136	W 6p-10p	\$42/\$27.38 Instructor TBD
25367	Apr 6 Rice Lake: 174	Sa 12:30p-4:30p	\$42/\$27.38 Judith Balog
25431	Apr 17 New Richmond: 1201	W 6p-10p	\$42/\$27.38 Instructor TBD
25368	May 11 Rice Lake: 223	Sa 12:30p-4:30p	\$42/\$27.38 Diana Wymer
25304	May 15 Ashland: 427	W 6p-10p	\$42/\$27.38 Instructor TBD
25432	May 16 New Richmond: 1201	Th 6p-10p	\$42/\$27.38 Instructor TBD
25307	May 21 Superior: 136	T 6p-10p	\$42/\$27.38 Instructor 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.

25372	Jan 27 Rice Lake: 221	Sa 8:30a-12:30p	\$39/\$24.38 Judith Balog
25436	Jan 30 New Richmond: 1201	T 6p-10p	\$39/\$24.38 Instructor TBD

25315	Jan 30 <i>Superior: 136</i>	T 6p-10p	\$39/\$24.38 <i>Instructor TBD</i>
25312	Jan 31 <i>Ashland: 427</i>	W 6p-10p	\$39/\$24.38 <i>Instructor TBD</i>
25313	Mar 26 <i>Ashland: 427</i>	T 6p-10p	\$39/\$24.38 <i>Instructor TBD</i>
25437	Apr 10 <i>New Richmond: 1201</i>	W 6p-10p	\$39/\$24.38 <i>Instructor TBD</i>
25373	Apr 20 <i>Rice Lake: 221</i>	Sa 8:30a-12:30p	\$39/\$24.38 <i>Judith Balog</i>
25314	May 6 <i>Ashland: 204</i>	M 6p-10p	\$39/\$24.38 <i>Instructor TBD</i>
25374	May 18 <i>Rice Lake: 221</i>	Sa 8:30a-12:30p	\$39/\$24.38 <i>Diana Wymer</i>
25316	May 22 <i>Superior: 136</i>	W 6p-10p	\$39/\$24.38 <i>Instructor TBD</i>

## CPR/AED/Basic First Aid-ASHI

47-531-419

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

25369	Jan 27 <i>Rice Lake: 221</i>	Sa 8:30a-4:30p	\$45.24/\$16 <i>Judith Balog</i>
25310	Feb 12-Feb 13 <i>Superior: 111</i>	MT 6p-10p	\$45.24/\$16 <i>Instructor TBD</i>
25435	Feb 17 <i>Balsam Lake: 106</i>	Sa 9a-5p	\$45.24/\$16 <i>Instructor TBD</i>
25308	Feb 19-Feb 20 <i>Ashland: 206</i>	MT 6p-10p	\$45.24/\$16 <i>Instructor TBD</i>
25433	Mar 23 <i>New Richmond: 1201</i>	Sa 9a-5p	\$45.24/\$16 <i>Instructor TBD</i>
25370	Apr 20 <i>Rice Lake: 221</i>	Sa 8:30a-4:30p	\$45.24/\$16 <i>Judith Balog</i>
25434	May 11 <i>New Richmond: 1201</i>	Sa 9a-5p	\$45.24/\$16 <i>Instructor TBD</i>
25311	May 11 <i>Superior: 111</i>	Sa 8a-4:30p	\$45.24/\$16 <i>Instructor TBD</i>
25371	May 18 <i>Rice Lake: 221</i>	Sa 8:30a-4:30p	\$45.24/\$16 <i>Diana Wymer</i>
25309	May 25 <i>Ashland: 427</i>	Sa 8a-4:30p	\$45.24/\$16 <i>Instructor TBD</i>

# MANUFACTURING, TECHNOLOGY & ENGINEERING

## Manufacturing

### Machine Tool Operation

47-420-493

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.

25384	Jan 11-Mar 7 <i>Superior: 119</i>	Th 5p-9p	\$175.46/\$43.88 <i>Raymond Banks</i>
25386	Jan 11-Mar 7 <i>Ashland: 119</i>	Th 5:30p-9:30p	\$175.46/\$43.88 <i>Wayne Kreitzmann</i>



Stay **connected & informed**  
with our biweekly  
e-newsletter.

Sign up at:

[bit.ly/northwoodtechcenews](http://bit.ly/northwoodtechcenews)

## Safety

### 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 day long conference, to raise awareness of the importance of personal safety for workers; exploring the risks that workers may encounter during their working day. The agenda will include a keynote presentation, OSHA update, and break-out sessions on topics related to safety for the worker, administrative and advanced safety. The Keynote speaker, Joe Fredrickson, will share his story as a survivor of a combustible dust explosion. Please register for this class via our brand new Continuing Education online registration system. For full agenda and registration, visit [bit.ly/safetyday2024](https://bit.ly/safetyday2024)

25674 Apr 9 Th 8a-3p \$55/\$33.48  
New Richmond: Conf Center Guest Presenters



## Ethics, Boundaries & Rural Social Work Practice

Jan 26 | Online Live | Pg 16

This four-hour workshop will discuss the specific challenges and considerations with ethical social work practice in rural settings. As technology connects more people in different ways, maintaining privacy and healthy boundaries can be increasingly challenging.

For more information, visit  
[bit.ly/ethics2024](https://bit.ly/ethics2024)

## Welding

### Welding

47-442-406

Learn oxy-fuel and plasma cutting, shielded metal arc, gas metal arc, and gas tungsten arc welding processes. This class is designed for beginners and individuals looking to advance present welding skills. Please bring notebook, pliers, safety glasses, welding gloves, welding jacket/helmet and leather boots.

25387	Jan 19-Apr 5 Superior: 128	F 6p-9p	\$188.95/\$57.37 Paul Renman
25537	Feb 9-Apr 5 Rice Lake: 189	F 4p-8p	\$188.95/\$57.37 Ric Eckstein
25538	Jan 19-Apr 5 Ashland: 118	F 6p-9p	\$188.95/\$57.37 Jay Vittone

### Welding Stick/MIG **NEW!**

47-442-406

Enhance your welding skills beyond the basics during this one day aluminum/stainless MIG workshop. Practice gas metal arc welding in a state-of-the-art welding lab. Learn advanced techniques while understanding theory and safety, metallurgy, distortion control, heat treatment, and machine control. Please bring a lunch, notebook, pliers, safety glasses, work boots, and welding helmet to class.

25539 Jan 20 Sa 9a-3p \$79/\$57.07  
New Richmond: 1209 Daniel Wilkinson

### Welding Flux Core/TIG **NEW!**

47-442-406

Enhance your welding skills beyond the basics during this one day aluminum/stainless TIG workshop. Practice gas tungsten arc welding in a state-of-the-art welding lab. Learn advanced techniques while understanding theory and safety, metallurgy, distortion control, heat treatment, and machine control. Please bring a lunch, notebook, pliers, safety glasses, work boots, and welding helmet to class.

25541 Jan 27 Sa 9a-3p \$79/\$57.07  
New Richmond: 1209 Daniel Wilkinson



# TRANSPORTATION, DISTRIBUTION & LOGISTICS

## Driver Training

### CDL B License - Behind the Wheel

47-458-407

Professional drivers are responsible for the safe and efficient delivery of goods. This course will prepare you for that through a driving simulator and behind-the-wheel activities. The course includes an introduction to the industry, vehicle inspections and systems overview, safe driving techniques, cargo documentation and employer/employee relations. The Class B license does not allow a driver to operate tractor-trailers or other combination vehicles. A student must have their Class B permit before starting this course.

**25563** Dec 23-May 31 M-F 7a-7:30a \$1550/\$1403.80  
*New Richmond: Parking Lot Keith Scholz*

**25564** Dec 23-May 31 M-F 7a-7:30a \$1550/\$1403.80  
*Rice Lake: Parking Lot George Meierstein*

### CDL Permit Prep Online

47-458-405

This is a self-study online course. You may study at your own pace for the written Commercial Driver's License Permit test. This is applicable to Class A or Class B students.

Are you interested in obtaining your Commercial Driver's License? Did you know that before learning how to drive a rig, you need to get a learning permit? Ensure that you are better prepared before attempting the CDL test when you visit your local DMV service center. If you prefer to learn with a schedule convenient for you, Northwood Technical College also offers an online option. The online course is designed for you to progress at your own pace. Receive links to WI Commercial Driver's Manual (WI CDM), suggested readings and study aids, and sample tests which will help prepare you for the CDL Permit Exam. There are no deadlines other than you must be completed with all tests and activities before the end of the academic semester.

**25561** Dec 23-May 31 24/7 \$69/\$17.83  
*Online George Meierstein*

### Haz Mat Endorsement

47-458-412

This course meets the FMCSA standards for ELDT theory education for Haz Mat. Completion deadline is the end of each semester. If you are registering toward the end of the semester, consider waiting for the next session.

**25585** Dec 23-May 31 24/7 \$49/\$19.76  
*Online George Meierstein*

### Truck Driving Theory Class A

47-458-410

This course meets the FMCSA standards for ELDT theory education for Class A vehicles. Completion deadline is the end of each semester. If you are registering toward the end of the semester, consider waiting for the next session.

**25542** Dec 23-May 31 24/7 \$199/\$52.80  
*Online George Meierstein*

### Truck Driving Theory Class B

47-458-410

This course meets the FMCSA standards for ELDT theory education for Class B vehicles. Completion deadline is the end of each semester. If you are registering toward the end of the semester, consider waiting for the next session.

**25543** Dec 23-May 31 24/7 \$199/\$52.80  
*Online George Meierstein*



## Cosmetology Expo

Update your cosmetology skills  
and learn advanced techniques in  
all aspects of hair, skin and nails.

**Apr 29 | Pg 16**

# SPRING 2024 CALENDAR

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Look inside or online at [bit.ly/northwoodtechCEevents](https://bit.ly/northwoodtechCEevents) for full descriptions and details.

- **Ethics, Boundaries & Rural Social Work Practice**  
Jan 26 | Online Live  
Explore the challenges and considerations with ethical social work practice in rural settings.
- **2024 Employer Symposium**  
Feb 6 | New Richmond  
How does your total rewards package measures up?
- **Certified Medical Assistant CE Conference**  
Feb 17 | Online Live  
Conference approved for 4 hours of CEU's through AAMA.
- **Inclusive Leadership Speaker Series**  
Feb 27 | Online Live  
An informative presentation followed by Q&A.
- **Engagement Workshop: Empower Your Workforce for Success**  
Apr 3 | Rice Lake -OR- New Richmond  
Discover the keys to enhancing employee engagement in today's rapidly evolving workplace environment.
- **Spring Garden Expo**  
Apr 6 | Rice Lake  
Get ready for gardening season!
- **Safety Day**  
Apr 9 | New Richmond  
Explore workplace safety and health related topics.
- **Inclusive Leadership Speaker Series**  
Apr 11 | Online Live  
An informative presentation followed by Q&A.
- **Emergency Services Conference**  
Apr 12 - 13 | Rice Lake  
Cutting-edge classes in subjects for Fire and EMS professionals.
- **Certified Medical Assistant CE Conference**  
Apr 13 | Online Live  
Conference approved for 4 hours of CEU's through AAMA.
- **Cosmetology Expo**  
Apr 29 | Rice Lake  
Update your cosmetology skills & learn advanced techniques.
- **Spring Caregiver Conference**  
May 9 | Superior -OR- Online Live  
Topics for family and professional caregivers.

***Register early as events fill quickly!***



# KEEP ON TRUCKIN'

## Truck Driving | Class B | CDL Permit Prep

Take the wheel! There's a high demand for professional truck drivers. Northwood Tech can help you earn your commercial driver's license. Professional truck drivers are responsible for the safe, efficient delivery of goods between locations. Spend time behind the wheel learning how to maneuver trucks in a variety of real-world scenarios. You will develop backing and driving skills through classroom, lab, range and roadway experiences.

Visit [NorthwoodTech.edu](https://NorthwoodTech.edu) or contact an Admissions Advisor to learn more at **800.243.9482**

# Featured Certificates 2024

## Agricultural Business Fundamentals Certificate Pathway certificate 11 credits

The business side of the farm operation is often times the most critical part of any farm regardless of focus. In this pathway certificate, you will learn what financial records to keep, how to market commodities, analyze financial benchmarks and assess new technology.

31080375	Farm Records and Analysis	3 credits
31094343	Farm Commodities	2 credits
31080370	Operating the Farm Business	3 credits
31080378	Emerging Trends in Agriculture	3 credits

## Business Administration Specialist Technical certificate 18 credits

This certificate will provide you with the well-rounded skills that are necessary to become an integral support employee in a business firm. *\*Full requirements list online.*

10105100	Introduction to Business	3 credits
10105125	Business Law	3 credits
10145101	Entrepreneurship	3 credits
10196191	Supervision	3 credits
10801197	Technical Reporting	3 credits
10116100	Human Resource Management	3 credits

## Business Graphics Technical certificate 10 credits

Learn the Adobe Creative Suite basics to create graphic based designs for your organization or update projects in place. Students will learn Photoshop, Desktop Publishing, and Web & Social Media skills to engage and attract customers via many marketing platforms and strategies. Numerous social media platforms, website builders, and design-based apps are introduced and used in the creative process while working on project-based designs.

10103156	Adobe Photoshop	2 credits
10106127	Desktop Publishing	2 credits
10106129	Web and Social Media Technologies	3 credits
10106147	Advanced Graphics Applications	3 credits

## Crop Production Pathway certificate 9 credits

The Crop Production pathway certificate will teach you the fundamentals of soil science and basic agronomy skills. Couple those skills with farm records and financials, and you will be prepared to rejoin your family's crop operation or manage your own farm after successful completion of this certificate.

31080371	Soil Management	3 credits
31080372	Crop Management	3 credits
31080375	Farm Records and Analysis	3 credits

## Customer Service Specialist Technical certificate 14 credits

Customer service specialists are in high demand in every organization. The ability to communicate clearly, listen effectively and provide exceptional customer service are essential skills for these positions. The Customer Service Specialist Certificate prepares you to serve a diverse customer base in business.

10104102	Marketing Principles	3 credits
10104104	Selling Principles	3 credits
10104191	Customer Service Management	3 credits
10196138	Conflict Resolution and Confrontation Skills	1 credits
10801196	Oral/Interpersonal Communication	3 credits
10890116	Job Quest	1 credit

Contact your local campus Student Services office for more information and registration details about any certificate. Visit us online at [www.NorthwoodTech.edu/certificate](http://www.NorthwoodTech.edu/certificate) for the full list of offered certificates and their requirements. *\*Academic support services are available.*



## NORTHWOOD TECH BUSINESS TRAINING

FIRST IN TRAINING SOLUTIONS



**Flexible**

**Convenient**

**Customized**

**Fully online  
programs  
available**

### ➤ **Solve complex problems.**

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

### ➤ **We start by listening.**

Northwood Tech 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.

**Contact your regional associate dean today for a free, no obligation customized training assessment!**

**Dan Miller**

**715.319.7335**

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

[Dan.Miller@NorthwoodTech.edu](mailto:Dan.Miller@NorthwoodTech.edu)

**BJ Williams**

**715.788.7046**

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

[BJ.Williams@NorthwoodTech.edu](mailto:BJ.Williams@NorthwoodTech.edu)

**Liz Pizzi**

**715.752.8127**

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

[Liz.Pizzi@NorthwoodTech.edu](mailto:Liz.Pizzi@NorthwoodTech.edu)

# It's Easy to Register!

- ONLINE** Register and submit your credit card payment online at [NorthwoodTech.edu](https://NorthwoodTech.edu). Then click, 'Find a Class'.
- PHONE** Register by phone using a credit card.
- MAIL** Fill out the registration and mail it with your payment to the appropriate campus. Your registration must be received before you begin courses.

## Registration Locations

### Northwood Tech

2100 Beaser Ave, Ashland, WI 54806  
715.682.4591

### Northwood Tech

1019 S. Knowles Ave, New Richmond, WI 54017  
715.246.6561

### Northwood Tech

1900 College Drive, Rice Lake, WI 54868  
715.234.7082

### Northwood Tech

600 N. 21<sup>st</sup> Street, Superior, WI 54880  
715.394.6677

### Northwood Tech Outreach Center

400 Polk County Plaza  
Balsam Lake, WI 54810  
715.485.3044

### Northwood Tech Outreach Center

15618 Windrose Ln. Suite 106  
Hayward, WI 54843  
715.634.5167

### Northwood Tech Outreach Center

1104 Lake Avenue Suite 1  
Ladysmith, WI 54848  
715.532.3399

## REGISTRATION POLICIES

### Nondiscrimination Notice

Northwood Technical College is an equal opportunity employer/educator functioning under the affirmative action plan. Northwood Technical College does not discriminate on the basis of race, color, ancestry, religion, sex, service in the uniformed services, veteran status, national origin, age, disability, sexual orientation, marital or family status, pregnancy, pregnancy-related conditions or status in any group protected by federal, state or local law in employment, admissions or its programs, services or 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, 1900 College Drive, Rice Lake WI 54868, 715-645-7042, [Amanda.Gohde@NorthwoodTech.edu](mailto:Amanda.Gohde@NorthwoodTech.edu).

### 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 715.645.7042, 30 days in advance of needed assistance.

### Senior Fees

Northwood Technical College 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 40% discount. (Amount varies based on material fees.) Students age must be 62 plus at the start of the term (6/12 for summer, 8/28 for fall, 12/23 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.

# ARE YOU AN ALUM?



Follow the Alumni Community on Facebook:  
[@NorthwoodTechAlumni](https://www.facebook.com/NorthwoodTechAlumni)



Sign up for the e-newsletter:  
[bit.ly/northwoodtechalum](https://bit.ly/northwoodtechalum)



Make a difference; give today:  
[northwoodtech.edu/donate](https://northwoodtech.edu/donate)



# REGISTRATION FORM

For Continuing Education (non-credit) Courses

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

Student ID No. No student ID, or don't remember? Provide Social Security No.  
\*Why do we ask for SSN? NorthwoodTech.edu/SSN

I've taken classes at Northwood Technical College and/or WITC in the past.

Email address (required as email is primary method of communication by the college)

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 following information 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

It is your responsibility to contact Northwood Tech 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 Northwood Tech 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 Northwood Tech and a promise to pay.				TOTAL	

A full detailed Annual Security Report can be located at the following link: [www.northwoodtech.edu/annualsecurityreport](http://www.northwoodtech.edu/annualsecurityreport)  
Northwood Tech is an Equal Opportunity/Access/Affirmative Action/Veterans/Disability Employer and Educator.

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

Driver's License Number Assessment Agency and Date

Youth Registration: With parent/guardian approval, Northwood Tech 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.

Parent/Legal Guardian name: (please print) Signature: Date:

Agency Bill/Sponsored Registration: If an agency or employer has agreed to pay your tuition, provide organization name, signature and attach written authorization.

Name of Business/Agency or EMS/Fire Sponsor:

I authorize Northwood Tech to forward information regarding the completion of this course to the sponsor listed on the line above.

Student Signature 07.23.21

PAYMENT METHOD: Check/money order payable to Northwood Technical College CK # Cash  
Agency bill (complete section above)

Credit Card No. Exp. Date Security Code  
(Mastercard/Visa/Discover) (month/year)

Name on Card Cardholder Signature

# Emergency Services Conference

**April 12 - 13, 2024 | Rice Lake**

**SAVE THE DATE** and join us for this exciting conference. Participate in cutting-edge classes for subjects that are timely and meaningful to emergency responders. You will also have a chance to network with neighboring agencies and industry experts throughout the conference. For full details and registration, visit:

**[bit.ly/esc2024](https://bit.ly/esc2024)**



Northwood Technical College  
1900 College Drive  
Rice Lake, WI 54868

