



take a class

SUMMER 2012 JUNE-AUGUST



Includes on-campus, online, part-time, day, evening, weekend and accelerated classes.

Registration now open.

Matthew:
Future IT-Web & Software Developer

gotoltc.edu

Table of Contents

Community Education Centers

Cleveland	1
Kiel	1
Manitowoc	2
Plymouth	3
Sheboygan	3
Cleveland Day Schedule	5
Cleveland Evening Schedule	9
Flexible Learning Options Schedule	10
Seminars and Professional Certifications	12
Course Descriptions	14
Room Key	23

Community Education Centers

NORTHERN REGION-CLEVELAND

TITLE	DATES	DAY	TIME	CREDITS	FEE	SR. FEE	ROOM	*CLASS NO.
Advanced Rider Course	07/07-07/07	S	7:30a-5:00p	0.2	\$125.91	\$125.91	P109	41026
Basic Rider Course	06/01-06/01	F	6:00-9:00p	0.4	\$240.33	\$240.33	P111	40932
	06/02-06/02	S	7:30a-3:30p					
	06/03-06/03	U	7:30a-2:30p					
Basic Rider Course	06/04-06/07	MTWR	7:30-11:30a	0.4	\$240.33	\$240.33	P109	40934
Basic Rider Course	06/08-06/08	F	6:00-9:00p	0.4	\$240.33	\$240.33	P109	40937
	06/09-06/09	S	7:30a-3:30p					
	06/10-06/10	U	7:30a-2:30p					
Basic Rider Course	06/11-06/14	MTWR	7:30-11:30a	0.4	\$240.33	\$240.33	P113	40993
Basic Rider Course	06/15-06/15	F	6:00-9:00p	0.4	\$240.33	\$240.33	P111	40994
	06/16-06/16	S	7:30a-3:30p					
	06/17-06/17	U	7:30a-2:30p					
Basic Rider Course	06/15-06/15	F	6:00-9:00p	0.4	\$240.33	\$240.33	P113	40995
	06/16-06/16	S	7:30a-3:30p					
	06/17-06/17	U	7:30a-2:30p					
Basic Rider Course	06/18-06/21	MTWR	5:00-9:00p	0.4	\$240.33	\$240.33	P111	40996
Basic Rider Course	06/25-06/28	MTWR	5:00-9:00p	0.4	\$240.33	\$240.33	P111	41018
Basic Rider Course	06/29-06/29	F	6:00-9:00p	0.4	\$240.33	\$240.33	P111	41019
	06/30-06/30	S	7:30a-3:30p					
	07/01-07/01	U	7:30a-2:30p					
Basic Rider Course	06/29-06/29	F	6:00-9:00p	0.4	\$240.33	\$240.33	P109	41020
	06/30-06/30	S	7:30a-3:30p					
	07/01-07/01	U	7:30a-2:30p					
Basic Rider Course	07/06-07/06	F	6:00-9:00p	0.4	\$240.33	\$240.33	P111	41021
	07/07-07/07	S	7:30a-3:30p					
	07/08-07/08	U	7:30a-2:30p					
Basic Rider Course	07/13-07/13	F	6:00-9:00p	0.4	\$240.33	\$240.33	P111	41022
	07/14-07/14	S	7:30a-3:30p					
	07/15-07/15	U	7:30a-2:30p					
Basic Rider Course	07/20-07/22	F	6:00-9:00p	0.4	\$240.33	\$240.33	P111	41023
	07/21-07/21	S	7:30a-3:30p					
	07/22-07/22	U	7:30a-2:30p					
Basic Rider Course	07/27-07/27	F	6:00-9:00p	0.4	\$240.33	\$240.33	P111	41024
	07/28-07/28	S	7:30a-3:30p					
	07/29-07/29	U	7:30a-2:30p					
Basic Rider Course	06/22-06/22	F	6:00-9:00p	0.4	\$240.33	\$240.33	P118	41029
	06/23-06/23	S	7:30a-2:30p					
	06/24-06/24	U	7:30a-2:30p					
Scooter Basic Rider Course	06/01-06/01	F	6:00-9:00p	0.4	\$53.26	\$6.50	P113	40988
	06/02-06/02	S	7:30a-3:30p					
	06/03-06/03	U	7:30a-2:30p					
Scooter Basic Rider Course	06/22-06/22	F	6:00-9:00p	0.4	\$53.26	\$6.50	P113	40989
	06/23-06/23	S	7:30a-3:30p					
	06/24-06/24	U	7:30a-2:30p					
Scooter Basic Rider Course	07/13-07/13	F	6:00-9:00p	0.4	\$53.26	\$6.50	P109	41028
	07/14-07/14	S	7:30a-3:30p					
	07/15-07/15	U	7:30a-2:30p					

NORTHERN REGION-KIEL

TITLE	DATES	DAY	TIME	CREDITS	FEE	SR. FEE	ROOM	*CLASS NO.
Economics	06/28-08/16	R	5:30-9:30p	3	\$373.99	----	HUI	40750

Community Education Centers

NORTHERN REGION-MANITOWOC

TITLE	DATES	DAY	TIME	CREDITS	FEE	SR. FEE	ROOM	*CLASS NO.
Access 2010 - Level 1	06/04-07/23	M	5:00-8:55p	1	\$127.33	----	M113	40532
Access 2010 - Level 1	06/06-07/25	W	8:00-11:55a	1	\$127.33	----	M113	40533
Access 2010 - Level 2	06/04-07/23	M	5:00-8:55p	1	\$127.33	----	M113	40540
Access 2010 - Level 2	06/06-07/25	W	8:00-11:55a	1	\$127.33	----	M113	40541
Access 2010 - Level 3	06/04-07/23	M	5:00-8:55p	1	\$127.33	----	M113	40548
Access 2010 - Level 3	06/06-07/25	W	8:00-11:55a	1	\$127.33	----	M113	40549
Excel 2010 - Level 1	06/04-07/23	M	5:00-8:55p	1	\$127.33	----	M113	40508
Excel 2010 - Level 1	06/06-07/25	W	8:00-11:55a	1	\$127.33	----	M113	40509
Excel 2010 - Level 2	06/04-07/23	M	5:00-8:55p	1	\$127.33	----	M113	40516
Excel 2010 - Level 2	06/06-07/25	W	8:00-11:55a	1	\$127.33	----	M113	40517
Excel 2010 - Level 3	06/04-07/23	M	5:00-8:55p	1	\$127.33	----	M113	40524
Excel 2010 - Level 3	06/06-07/25	W	8:00-11:55a	1	\$127.33	----	M113	40525
Internet/E-Mail	06/04-07/23	M	5:00-8:55p	1	\$127.33	----	M113	40452
Internet/E-Mail	06/06-07/25	W	8:00-11:55a	1	\$127.33	----	M113	40453
Intro to MS Project - Level 1	06/04-07/23	M	5:00-8:55p	1	\$127.33	----	M113	40567
Intro to MS Project - Level 1	06/06-07/25	W	8:00-11:55a	1	\$127.33	----	M113	40568
Intro to Psychology	06/05-07/26	TR	12:30-3:30p	3	\$373.99	----	M102	40711
Intro to Psychology	06/11-07/30	M	5:30-9:30p	3	\$373.99	----	M102	40713
MS Office 2010 Integrated Project	06/04-07/23	M	5:00-8:55p	2	\$250.66	----	M113	40559
MS Office 2010 Integrated Project	06/06-07/25	W	8:00-11:55a	2	\$250.66	----	M113	40560
Nursing Assistant	06/19-06/19 06/21-06/28 07/10-07/24 07/12-07/19 07/26-08/14 08/16-08/16 06/19-08/16	T TR T R TR R MTWRF	8:00a-1:00p 8:00a-2:00p 8:00a-2:00p 06:00-10:00a 6:00a-1:30p 8:00a-1:00p ----	3	\$399.24	\$0.00	MCKNA MCKNA MCKNA RBHCNA RBHCNA MCKNA ONLINE	40265
Nursing Assistant	06/04-06/18 06/19-06/26 06/25-06/25 07/02-07/10 07/16-07/16 07/17-07/17 06/04-07/17	MT T M MT M T MTWRF	8:00a-3:30p 6:00a-2:00p 8:00a-3:30p 6:00a-2:00p 7:00a-12:00p 8:00a-12:00p ----	3	\$399.24	\$0.00	MHRCNA MHRCNA MHRCNA MHRCNA MHRCNA MHRCNA ONLINE	40007
Nursing Assistant	06/01-06/01 06/01-06/01 06/04-06/08 06/11-06/27 06/15-06/22 06/28-06/28 06/01-06/28	F F MTWRF MTWR F R MTWRF	8:00a-1:00p 1:30-3:30p 9:00a-3:30p 6:30-10:30a 8:00a-12:00p 9:00a-12:00p ----	3	\$399.24	\$0.00	HFMMC HFMMC MCKNA HFMMC MCKNA HFMMC ONLINE	40296
Nursing Assistant	06/13-06/21 06/27-06/28 07/05-07/26 06/13-07/26	WR WR WR MTWRF	03:30-09:30p 02:00-10:30p 02:00-10:30p ----	3	\$399.24	\$0.00	MHRCNA MHRCNA MHRCNA ONLINE	40576
PowerPoint 2010 - Level 1	06/04-07/23	M	5:00-8:55p	1	\$127.33	----	M113	40492
PowerPoint 2010 - Level 1	06/06-07/25	W	8:00-11:55a	1	\$127.33	----	M113	40493
PowerPoint 2010 - Level 2	06/04-07/23	M	5:00-8:55p	1	\$127.33	----	M113	40500
PowerPoint 2010 - Level 2	06/06-07/25	W	8:00-11:55a	1	\$127.33	----	M113	40501
Safety in the Workplace	06/05-07/31	T	5:30-9:30p	3	\$373.99	----	M106	40303

Community Education Centers

Windows 7 Operating System	06/04-07/23	M	5:00-8:55p	1	\$127.33	----	M113	40460
Windows 7 Operating System	06/06-07/25	W	8:00-11:55a	1	\$127.33	----	M113	40461
Word 2010 - Level 1	06/04-07/23	M	5:00-8:55p	1	\$127.33	----	M113	40468
Word 2010 - Level 1	06/06-07/25	W	8:00-11:55a	1	\$127.33	----	M113	40469
Word 2010 - Level 2	06/04-07/23	M	5:00-8:55p	1	\$127.33	----	M113	40476
Word 2010 - Level 2	06/06-07/25	W	8:00-11:55a	1	\$127.33	----	M113	40477
Word 2010 - Level 3	06/04-07/23	M	5:00-8:55p	1	\$127.33	----	M113	40484
Word 2010 - Level 3	06/06-07/25	W	8:00-11:55a	1	\$127.33	----	M113	40485

WESTERN REGION-PLYMOUTH

TITLE	DATES	DAY	TIME	CREDITS	FEE	SR. FEE	ROOM	*CLASS NO.
Access 2010 - Level 1	06/07-07/26	R	5:00-8:55p	1	\$127.33	----	PHS	40905
Access 2010 - Level 2	06/07-07/26	R	5:00-8:55p	1	\$127.33	----	PHS	40906
Access 2010 - Level 3	06/07-07/26	R	5:00-8:55p	1	\$127.33	----	PHS	40907
Excel 2010 - Level 1	06/07-07/26	R	5:00-8:55p	1	\$127.33	----	PHS	40908
Excel 2010 - Level 2	06/07-07/26	R	5:00-8:55p	1	\$127.33	----	PHS	40909
Excel 2010 - Level 3	06/07-07/26	R	5:00-8:55p	1	\$127.33	----	PHS	40910
Internet/E-Mail	06/07-07/26	R	5:00-8:55p	1	\$127.33	----	PHS	40917
Intro to MS Project - Level 1	06/07-07/26	R	5:00-8:55p	1	\$127.33	----	PHS	40911
MS Office 2010 Integrated Project	06/07-07/26	R	5:00-8:55p	2	\$250.66	----	PHS	40912
Portfolio Introduction	07/11-08/01	W	5:30-8:30p	1	\$127.33	----	PHS	40621
PowerPoint 2010 - Level 1	06/07-07/26	R	5:00-8:55p	1	\$127.33	----	PHS	40913
PowerPoint 2010 - Level 2	06/07-07/26	R	5:00-8:55p	1	\$127.33	----	PHS	40914
Windows 7 Operating System	06/07-07/26	R	5:00-8:55p	1	\$127.33	----	PHS	40918
Word 2010 - Level 1	06/07-07/26	R	5:00-8:55p	1	\$127.33	----	PHS	40888
Word 2010 - Level 2	06/07-07/26	R	5:00-8:55p	1	\$127.33	----	PHS	40915
Word 2010 - Level 3	06/07-07/26	R	5:00-8:55p	1	\$127.33	----	PHS	40916

SOUTHERN REGION-SHEBOYGAN

TITLE	DATES	DAY	TIME	CREDITS	FEE	SR. FEE	ROOM	*CLASS NO.
Access 2010 - Level 1	06/06-07/25	W	5:00-8:55p	1	\$127.33	----	S120	40535
Access 2010 - Level 1	06/05-07/24	T	8:00-11:55a	1	\$127.33	----	S120	40534
Access 2010 - Level 2	06/06-07/25	W	5:00-8:55p	1	\$127.33	----	S120	40543
Access 2010 - Level 2	06/05-07/24	T	8:00-11:55a	1	\$127.33	----	S120	40542
Access 2010 - Level 3	06/06-07/25	W	5:00-8:55p	1	\$127.33	----	S120	40551
Access 2010 - Level 3	06/05-07/24	T	8:00-11:55a	1	\$127.33	----	S120	40550
Excel 2010 - Level 1	06/06-07/25	W	5:00-8:55p	1	\$127.33	----	S120	40511
Excel 2010 - Level 1	06/05-07/24	T	8:00-11:55a	1	\$127.33	----	S120	40510
Excel 2010 - Level 2	06/06-07/25	W	5:00-8:55p	1	\$127.33	----	S120	40519
Excel 2010 - Level 2	06/05-07/24	T	8:00-11:55a	1	\$127.33	----	S120	40518
Excel 2010 - Level 3	06/06-07/25	W	5:00-8:55p	1	\$127.33	----	S120	40527
Excel 2010 - Level 3	06/05-07/24	T	8:00-11:55a	1	\$127.33	----	S120	40526
Internet/E-Mail	06/06-07/25	W	5:00-8:55p	1	\$127.33	----	S120	40455
Internet/E-Mail	06/05-07/24	T	8:00-11:55a	1	\$127.33	----	S120	40454
Intro to MS Project - Level 1	06/06-07/25	W	5:00-8:55p	1	\$127.33	----	S120	40570
Intro to MS Project - Level 1	06/05-07/24	T	8:00-11:55a	1	\$127.33	----	S120	40569
Intro to Psychology	06/05-07/26	TR	5:30-8:30p	3	\$373.99	----	S118	40712
MS Office 2010 Integrated Project	06/06-07/25	W	5:00-8:55p	2	\$250.66	----	S120	40562
MS Office 2010 Integrated Project	06/05-07/24	T	8:00-11:55a	2	\$250.66	----	S120	40561

Community Education Centers

Nursing Assistant	06/18-07/02 07/03-07/24 07/30-07/30 07/31-07/31	MT MT M T	8:00a-2:00p 6:00a-2:30p 6:00a-12:00p 8:00a-12:00p	3	\$399.24	\$0.00	RKHCNA RKHC RKHC RKHCNA	40726
Nursing Assistant	06/05-06/21 06/26-06/26 06/27-07/03 07/05-07/11 07/12-07/12 06/05-07/12	TR T TWR TWR R MTWRF	8:00a-3:30p 8:00a-1:00p 6:30a-2:30p 6:30a-2:30p 8:00a-12:00p -----	3	\$399.24	\$0.00	SRNA SRNA SRNA SRNA SRNA ONLINE	40002
Nursing Assistant	06/13-06/28 07/11-07/18 07/12-07/12 07/19-08/08 08/09-08/09 06/13-08/09	WR W R WR R MTWRF	2:30-8:30p 5:00-9:00p 2:30-8:30p 2:30-10:00p 4:30-8:30p -----	3	\$399.24	-----	S117 SMMC S117 SMMC S117 ONLINE	40804
Nursing Assistant	06/13-06/20 06/22-06/29 06/27-06/27 07/06-07/06 07/11-08/01 07/13-08/03 06/13-08/03	W F W F W F MTWRF	8:00a-2:00p 8:00a-4:30p 8:00a-12:00p 8:00a-4:30p 6:00a-12:00p 6:00a-2:30p -----	3	\$399.24	-----	S117 S117 S117 S117 RKHCNA RKHCNA ONLINE	41101
Portfolio Introduction	06/02-07/12	W	5:30-08:30p	1	\$127.33	-----	S118	40620
PowerPoint 2010 - Level 1	06/06-07/25	W	5:00-8:55p	1	\$127.33	-----	S120	40495
PowerPoint 2010 - Level 1	06/05-07/24	T	8:00-11:55a	1	\$127.33	-----	S120	40494
PowerPoint 2010 - Level 2	06/06-07/25	W	5:00-8:55p	1	\$127.33	-----	S120	40503
PowerPoint 2010 - Level 2	06/05-07/24	T	8:00-11:55a	1	\$127.33	-----	S120	40502
Windows 7 Operating System	06/06-07/25	W	5:00-8:55p	1	\$127.33	-----	S120	40463
Windows 7 Operating System	06/05-07/24	T	8:00-11:55a	1	\$127.33	-----	S120	40462
Word 2010 - Level 1	06/06-07/25	W	5:00-8:55p	1	\$127.33	-----	S120	40471
Word 2010 - Level 1	06/05-07/24	T	8:00-11:55a	1	\$127.33	-----	S120	40470
Word 2010 - Level 2	06/06-07/25	W	5:00-8:55p	1	\$127.33	-----	S120	40479
Word 2010 - Level 2	06/05-07/24	T	8:00-11:55a	1	\$127.33	-----	S120	40478
Word 2010 - Level 3	06/06-07/25	W	5:00-8:55p	1	\$127.33	-----	S120	40487
Word 2010 - Level 3	06/05-07/24	T	8:00-11:55a	1	\$127.33	-----	S120	40486

Cleveland Day

BUSINESS & TECHNOLOGY

TITLE	DATES	DAY	TIME	CREDITS	FEE	SR. FEE	ROOM	*CLASS NO.
Accounting 2	05/22-07/17	T	9:00-11:55a	4	\$506.32	-----	L126	40803
	05/24-07/12	R	9:00-11:55a	4			L126	
	05/29-07/17	MTWRF	-----	4			ONLINE	
Career Exploration	06/04-07/23	M	9:00a-12:00p	2	\$250.66	-----	L108	40577
Keyboarding	06/04-07/23	M	8:00-11:55a	1	\$127.33	-----	L102	40571
Keyboarding	06/07-07/26	R	8:00-11:55a	1	\$127.33	-----	L102	40572
Lean Manufacturing and Execution Control	06/05-07/24	T	12:30-4:30p	3	\$373.99	-----	L108	40321
Logistics	06/05-07/24	T	8:00-11:55a	3	\$373.99	-----	L108	40419
Portfolio Introduction	06/04-07/09	M	9:15-11:15a	1	\$127.33	-----	L128	40627
Six Sigma Tools for Green Belts - Implementation	05/31-07/19	R	8:30a-12:30p	3	\$373.99	-----	FDEXP	40578
	07/19-07/19	R	8:30a-12:30p				L111	

GENERAL EDUCATION

TITLE	DATES	DAY	TIME	CREDITS	FEE	SR. FEE	ROOM	*CLASS NO.
College Mathematics	06/05-07/26	TR	8:30-11:30a	3	\$373.99	-----	L104	40680
Communication Skills for the Workplace	06/04-07/25	MW	9:00-11:55a	2	\$250.66	-----	L105	40824
Economics	06/04-07/25	MW	8:30-11:45a	3	\$373.99	-----	L106	40704
Economics	06/04-07/25	MW	12:30-3:45p	3	\$373.99	-----	L232	40705
Elem Algebra with Apps	06/04-07/25	MW	12:30-3:30p	3	\$373.99	-----	L101	40685
General Chemistry	05/22-07/12	TWR	8:30-11:55a	4	\$519.32	-----	L101	40692
Intro Reading & Study Skills	06/04-07/25	MW	9:00-11:55a	3	\$373.99	-----	L104	40719
Intro to College Writing	06/05-07/26	TR	8:30-11:30a	3	\$373.99	-----	L105	40672
Intro to Psychology	06/04-07/25	MW	8:30-11:45a	3	\$373.99	-----	L127	40708
Intro to Psychology	06/04-07/25	MW	11:00a-4:15p	3	\$373.99	-----	S121	40709
Intro to Psychology	06/05-07/26	TR	8:30-11:30a	3	\$373.99	-----	L127	40710
Introduction to American Government	06/05-07/24	T	2:00-4:55p	3	\$373.99	-----	L232	40701
	06/05-07/24	MTWRF	-----				ONLINE	
Introduction to Biochemistry	05/15-07/11	TWR	8:30-11:45a	4	\$519.32	-----	L232	40697
Introduction to Sociology	06/04-07/25	MW	8:30-11:45a	3	\$373.99	-----	L103	40707
Math w Business Apps	06/04-07/25	MW	12:30-3:45p	3	\$373.99	-----	L126	40688
Oral/Interpersonal Comm	06/04-07/25	MW	8:30-11:45a	3	\$373.99	-----	L107	40673
Oral/Interpersonal Comm	06/05-07/26	TR	8:30-11:30a	3	\$373.99	-----	L103	40674
Oral/Interpersonal Comm	06/04-07/25	MW	12:30-3:45p	3	\$373.99	-----	L106	40676
Oral/Interpersonal Comm	06/05-07/26	TR	12:30-3:30p	3	\$373.99	-----	L103	40677
Oral/Interpersonal Comm	05/21-08/13	M	1:00-3:55p	3	\$373.99	-----	LKCUL	40802
Pre-Algebra	05/30-07/18	MW	12:30-3:55p	3	\$373.99	-----	L100	40682
Pre-Algebra	05/30-07/18	MW	8:30a-12:00p	3	\$373.99	-----	L100	40683
Pre-College Math	05/29-07/19	TR	9:00-10:55a	1	\$4.00	-----	L100	41190
Prep for Basic Chemistry	05/15-06/21	TR	12:30-3:30p	2	\$250.66	-----	L220	40694
Psychology for Life	06/04-07/25	MW	12:30-02:25p	1	\$127.33	-----	L105	40822
Race, Ethnic and Diversity Studies	06/04-07/25	MW	12:30-3:45p	3	\$373.99	-----	L103	40702
Speech	06/06-07/25	W	12:30-04:45p	3	\$373.99	-----	L107	40678
Written Communication	06/05-07/26	TR	8:30-11:30a	3	\$373.99	-----	L107	40609
Written Communication	06/04-07/25	MW	12:30-3:45p	3	\$373.99	-----	L104	40610
Written Communication	06/05-07/26	TR	12:30-3:30p	3	\$373.99	-----	L107	40611

Cleveland Day

HEALTH & HUMAN SERVICES

TITLE	DATES	DAY	TIME	CREDITS	FEE	SR. FEE	ROOM	*CLASS NO.
Healthcare Customer Service	06/05-06/05 07/10-07/10 06/04-07/26	T T MTWRF	1:00-3:55p 1:00-3:55p -----	2	\$250.66	-----	L205 L205 ONLINE	40660
Intro to Healthcare Computing	06/05-07/24 06/04-07/26	T MTWRF	8:30-11:30a -----	2	\$259.66	-----	L121 ONLINE	40659
Massage Therapy in Healthcare Setting	07/16-07/18		8:00a-2:00p	1	\$127.33	-----	L205	40652
Medical Terminology	06/05-08/02	TR	9:00-11:55a	3	\$373.99	-----	L208	40661
Nursing Assistant	06/12-06/19 06/20-06/20 06/21-06/28 06/26-06/26 06/27-06/27 07/10-07/10 07/11-07/18 06/12-07/19 07/19-07/19	TWR W R T W T TWR MTWRF R	8:00a-3:00p 8:00a-1:00p 6:00a-2:00p 8:00a-3:00p 8:00a-2:00p 8:00a-3:00p 6:00a-2:00p ----- 8:00a-1:00p	3	\$399.24	-----	L230 SPCC SPCC L230 L230 L230 SPCC ONLINE L230	40003
Reflexology - Foot	06/04-06/06 06/07-06/07	MTW R	8:00a-12:00p 8:00a-2:00p	1	\$139.33	-----	L205 L205	40650
Reflexology - Hand	07/30-08/01 08/02-08/02	MTW R	8:00a-12:00p 8:00a-2:00p	1	\$139.33	-----	L205 L205	40651

HOSPITALITY

TITLE	DATES	DAY	TIME	CREDITS	FEE	SR. FEE	ROOM	*CLASS NO.
Beverage and Wine	05/17-06/14 05/14-06/15	R MTWRF	12:30-4:30p -----	1	\$168.83	-----	LKCUL ONLINE	40945
Professional Wait Staff Trng	07/24-07/24 08/07-08/21	T	1:00-4:55p 1:00-4:55p	1	\$127.33	-----	LKCUL LKCUL	41099
Sanitation for Food Service	07/24-07/24 08/07-08/21	T T	8:00-11:55a 8:00-11:55a	1	\$163.33	-----	LKCUL LKCUL	41100

MANUFACTURING/INDUSTRIAL/ENGINEERING

TITLE	DATES	DAY	TIME	CREDITS	FEE	SR. FEE	ROOM	*CLASS NO.
Industrial Maintenance Measurement and Drills	06/04-06/28	MTWR	8:00-11:55a	2	\$308.66	-----	T109	40643
Industrial Maintenance Mills and Lathes	06/04-06/28	MTWR	8:00-11:55a	2	\$308.66	-----	T109	40644
Industrial Maintenance Print Reading	05/15-06/19	TR	12:30-3:25p	1	\$127.33	-----	A220	40589
Machine Tool CAM	05/15-07/12	TR	12:30-4:10p	2	\$298.66	-----	A220	41002
Machine Tool CNC Machining Center	06/04-06/28	MTWR	8:00-11:55a	2	\$308.66	-----	T109	40642
Machine Tool CNC Programming	05/15-07/12	TR	12:30-4:10p	2	\$308.66	-----	A220	41003
Machine Tool CNC Turning Center	06/04-06/28	MTWR	8:00-11:55a	2	\$308.66	-----	T109	40641
Machine Tool Drills	06/04-06/14	MTWR	8:00-11:55a	1	\$154.33	-----	T109	40630
Machine Tool Drills	06/18-06/28	MTWR	8:00-11:55a	1	\$154.33	-----	T109	40668
Machine Tool EDM 1	06/04-06/28	MTWR	8:00-11:55a	2	\$308.66	-----	T109	40634
Machine Tool EDM 2	06/04-06/28	MTWR	8:00-11:55a	2	\$308.66	-----	T109	40635
Machine Tool Grinders	06/04-06/14	MTWR	8:00-11:55a	1	\$154.33	-----	T109	40631
Machine Tool Grinders	06/18-06/28	MTWR	8:00-11:55a	1	\$154.33	-----	T109	40669
Machine Tool Lathes 1	06/04-06/28	MTWR	8:00-11:55a	2	\$308.66	-----	T109	40636
Machine Tool Lathes 2	06/04-06/28	MTWR	8:00-11:55a	2	\$308.66	-----	T109	40637
Machine Tool Math - Advanced	05/15-06/19	TR	12:30-3:25p	1	\$127.33	-----	A220	40584
Machine Tool Math-Intermediate	05/15-06/19	TR	12:30-3:25p	1	\$127.33	-----	A220	40583
Machine Tool Measuring	06/04-06/14	MTWR	8:00-11:55a	1	\$154.33	-----	T109	40628

Cleveland Day

Machine Tool Measuring	06/18-06/28	MTWR	8:00-11:55a	1	\$154.33	----	T109	40666
Machine Tool Metallurgy	06/04-06/14	MTWR	8:00-11:55a	1	\$154.33	----	T109	40632
Machine Tool Metallurgy	06/18-06/28	MTWR	8:00-11:55a	1	\$154.33	----	T109	40670
Machine Tool Mills 1	06/04-06/28	MTWR	8:00-11:55a	2	\$308.66	----	T109	40638
Machine Tool Mills 2	06/04-06/28	MTWR	8:00-11:55a	2	\$308.66	----	T109	40639
Machine Tool Print Reading 1	05/15-06/12	TR	12:30-4:10p	1	\$127.33	----	A220	40591
Machine Tool Print Reading 2	06/14-07/12	TR	12:30-4:10p	1	\$127.33	----	A220	40592
Machine Tool Print Reading Advanced	05/15-06/19	TR	12:30-3:25p	1	\$127.33	----	A220	40593
Machine Tool Saws	06/04-06/14	MTWR	8:00-11:55a	1	\$154.33	----	T109	40629
Machine Tool Saws	06/18-06/28	MTWR	8:00-11:55a	1	\$154.33	----	T109	40667
Trades Math Industrial Maintenance	05/15-07/12	TR	12:30-4:10p	2	\$250.66	----	A220	40585
Trades Math Industrial Maintenance 2	05/15-06/19	TR	12:30-3:25p	1	\$127.33	----	A220	40586
Weld Math 1	05/15-06/12	TR	12:30-4:10p	1	\$127.33	----	A220	40587
Weld Math 2	06/14-07/12	TR	12:30-4:10p	1	\$127.33	----	A220	40588
Welding Advance Process 1A	06/04-06/06	MTWR	7:00a-3:30p	1	\$178.58	----	T111	40276
Welding Advance Process 1B	06/07-06/12	MTRF	7:00a-3:30p	1	\$178.58	----	T111	40277
Welding Fabrication Introduction	06/13-06/25	MTWRF	7:00a-3:30p	2	\$357.16	----	T111	40278
Welding Gas Metal Arc 1A	06/27-07/03	MTWR	7:00a-3:30p	1	\$178.58	----	F109	41169
Welding Gas Metal Arc 1B	07/09-07/12	MTWR	7:00a-3:30p	1	\$178.58	----	F109	41176
Welding Gas Metal Arc 2A	07/16-07/19	MTWR	7:00a-3:30p	1	\$178.58	----	F109	41170
Welding Gas Tungsten Arc 1A	07/23-07/26	MTWR	7:00a-3:30p	1	\$178.58	----	F109	41171
Welding Intro	07/02-07/10	MTWR	7:00a-3:30p	1	\$178.58	----	T114	41142
Welding Intro	06/28-06/28	R	7:00-10:55a	1	\$178.58	----	T114	41142
Welding Intro	06/04-06/07	MTWR	7:00a-3:30p	1	\$178.58	----	F109	41163
Welding Math 1	07/30-08/02	MTWR	7:00a-3:30p	1	\$127.33	----	F107	41174
Welding Metallurgy	06/08-06/13	MTWF	7:00a-3:30p	1	\$178.58	----	F109	41164
Welding Print Reading	08/03-08/08	MTWF	7:00a-3:30p	1	\$127.33	----	F107	41175
Welding Print Reading	05/15-06/19	TR	12:30-3:25p	1	\$127.33	----	TBA	40590
Welding Shielded Metal Arc IA	07/18-07/24	MTWR	7:00a-3:30p	1	\$178.58	----	T114	41138
Welding Shielded Metal Arc IA	06/14-06/19	MTRF	7:00a-3:30p	1	\$178.58	----	F109	41166
Welding Shielded Metal Arc IB	07/25-07/31	MTWR	7:00a-3:30p	1	\$178.58	----	T114	41137
Welding Shielded Metal Arc IB	06/20-06/26	MTWR	7:30a-3:30p	1	\$178.58	----	F109	41168
Welding Shielded Metal Arc IIA	08/01-08/06	MTWR	7:00a-3:30p	1	\$178.58	----	T114	41136
Welding Submerged Arc (SAW)	07/11-07/17	MTWR	7:00a-3:30p	1	\$178.58	----	T114	41141

SOFTWARE LEARNING CENTER

TITLE	DATES	DAY	TIME	CREDITS	FEE	SR. FEE	ROOM	*CLASS NO.
Access 2010 - Level 1	06/04-07/23	M	8:00-11:55a	1	\$127.33	----	L102	40528
Access 2010 - Level 1	06/07-07/26	R	12:00-3:55p	1	\$127.33	----	L102	40531
Access 2010 - Level 1	06/07-07/26	R	8:00-11:55a	1	\$127.33	----	L102	40530
Access 2010 - Level 1	06/04-07/23	M	12:00-3:55p	1	\$127.33	----	L102	40529
Access 2010 - Level 2	06/04-07/23	M	8:00-11:55a	1	\$127.33	----	L102	40536
Access 2010 - Level 2	06/07-07/26	R	12:00-3:55p	1	\$127.33	----	L102	40539
Access 2010 - Level 2	06/07-07/26	R	8:00-11:55a	1	\$127.33	----	L102	40538
Access 2010 - Level 2	06/04-07/23	M	12:00-3:55p	1	\$127.33	----	L102	40537
Access 2010 - Level 3	06/04-07/23	M	8:00-11:55a	1	\$127.33	----	L102	40544
Access 2010 - Level 3	06/07-07/26	R	12:00-3:55p	1	\$127.33	----	L102	40547
Access 2010 - Level 3	06/07-07/26	R	8:00-11:55a	1	\$127.33	----	L102	40546
Access 2010 - Level 3	06/04-07/23	M	12:00-3:55p	1	\$127.33	----	L102	40545
Excel 2010 - Level 1	06/04-07/23	M	8:00-11:55a	1	\$127.33	----	L102	40504
Excel 2010 - Level 1	06/07-07/26	R	12:00-3:55p	1	\$127.33	----	L102	40507
Excel 2010 - Level 1	06/07-07/26	R	8:00-11:55a	1	\$127.33	----	L102	40506

Cleveland Day

Excel 2010 - Level 1	06/04-07/23	M	12:00-3:55p	1	\$127.33	----	L102	40505
Excel 2010 - Level 2	06/04-07/23	M	8:00-11:55a	1	\$127.33	----	L102	40512
Excel 2010 - Level 2	06/07-07/26	R	12:00-3:55p	1	\$127.33	----	L102	40515
Excel 2010 - Level 2	06/07-07/26	R	8:00-11:55a	1	\$127.33	----	L102	40514
Excel 2010 - Level 2	06/04-07/23	M	12:00-3:55p	1	\$127.33	----	L102	40513
Excel 2010 - Level 3	06/04-07/23	M	8:00-11:55a	1	\$127.33	----	L102	40520
Excel 2010 - Level 3	06/07-07/26	R	12:00-3:55p	1	\$127.33	----	L102	40523
Excel 2010 - Level 3	06/07-07/26	R	8:00-11:55a	1	\$127.33	----	L102	40522
Excel 2010 - Level 3	06/04-07/23	M	12:00-3:55p	1	\$127.33	----	L102	40521
Internet/E-Mail	06/04-07/23	M	8:00-11:55a	1	\$127.33	----	L102	40448
Internet/E-Mail	06/07-07/26	R	12:00-3:55p	1	\$127.33	----	L102	40451
Internet/E-Mail	06/07-07/26	R	8:00-11:55a	1	\$127.33	----	L102	40450
Internet/E-Mail	06/04-07/23	M	12:00-3:55p	1	\$127.33	----	L102	40449
Intro to MS Project - Level 1	06/04-07/23	M	8:00-11:55a	1	\$127.33	----	L102	40563
Intro to MS Project - Level 1	06/07-07/26	R	12:00-3:55p	1	\$127.33	----	L102	40566
Intro to MS Project - Level 1	06/07-07/26	R	8:00-11:55a	1	\$127.33	----	L102	40565
Intro to MS Project - Level 1	06/04-07/23	M	12:00-3:55p	1	\$127.33	----	L102	40564
MS Office 2010 Integrated Project	06/04-07/23	M	8:00-11:55a	2	\$250.66	----	L102	40555
MS Office 2010 Integrated Project	06/07-07/26	R	12:00-3:55p	2	\$250.66	----	L102	40558
MS Office 2010 Integrated Project	06/07-07/26	R	8:00-11:55a	2	\$250.66	----	L102	40557
MS Office 2010 Integrated Project	06/04-07/23	M	12:00-3:55p	2	\$250.66	----	L102	40556
PowerPoint 2010 - Level 1	06/04-07/23	M	8:00-11:55a	1	\$127.33	----	L102	40488
PowerPoint 2010 - Level 1	06/07-07/26	R	12:00-3:55p	1	\$127.33	----	L102	40491
PowerPoint 2010 - Level 1	06/07-07/26	R	8:00-11:55a	1	\$127.33	----	L102	40490
PowerPoint 2010 - Level 1	06/04-07/23	M	12:00-3:55p	1	\$127.33	----	L102	40489
PowerPoint 2010 - Level 2	06/04-07/23	M	8:00-11:55a	1	\$127.33	----	L102	40496
PowerPoint 2010 - Level 2	06/07-07/26	R	12:00-3:55p	1	\$127.33	----	L102	40499
PowerPoint 2010 - Level 2	06/07-07/26	R	8:00-11:55a	1	\$127.33	----	L102	40498
PowerPoint 2010 - Level 2	06/04-07/23	M	12:00-3:55p	1	\$127.33	----	L102	40497
Windows 7 Operating System	06/04-07/23	M	8:00-11:55a	1	\$127.33	----	L102	40456
Windows 7 Operating System	06/07-07/26	R	12:00-3:55p	1	\$127.33	----	L102	40459
Windows 7 Operating System	06/07-07/26	R	8:00-11:55a	1	\$127.33	----	L102	40458
Windows 7 Operating System	06/04-07/23	M	12:00-3:55p	1	\$127.33	----	L102	40457
Word 2010 - Level 1	06/04-07/23	M	8:00-11:55a	1	\$127.33	----	L102	
Word 2010 - Level 1	06/07-07/26	R	12:00-3:55p	1	\$127.33	----	L102	40467
Word 2010 - Level 1	06/07-07/26	R	8:00-11:55a	1	\$127.33	----	L102	40466
Word 2010 - Level 1	06/04-07/23	M	12:00-3:55p	1	\$127.33	----	L102	40465
Word 2010 - Level 2	06/04-07/23	M	8:00-11:55a	1	\$127.33	----	L102	40472
Word 2010 - Level 2	06/07-07/26	R	12:00-3:55p	1	\$127.33	----	L102	40475
Word 2010 - Level 2	06/07-07/26	R	8:00-11:55a	1	\$127.33	----	L102	40474
Word 2010 - Level 2	06/04-07/23	M	12:00a-3:55p	1	\$127.33	----	L102	40473
Word 2010 - Level 3	06/04-07/23	M	8:00-11:55a	1	\$127.33	----	L102	40480
Word 2010 - Level 3	06/07-07/26	R	12:00-3:55p	1	\$127.33	----	L102	40483
Word 2010 - Level 3	06/07-07/26	R	8:00-11:55a	1	\$127.33	----	L102	40482
Word 2010 - Level 3	06/04-07/23	M	12:00-3:55p	1	\$127.33	----	L102	40481

Cleveland Evening

BUSINESS & TECHNOLOGY

TITLE	DATES	DAY	TIME	CREDITS	FEE	SR. FEE	ROOM	*CLASS NO.
Planning for Six Sigma	06/05-07/24	T	5:30-9:30p	3	\$373.99	-----	L111	40273
Project Management-Capstone	05/24-07/12	R	5:30-9:30p	3	\$373.99	-----	L111	40012

GRAPHIC DESIGN

TITLE	DATES	DAY	TIME	CREDITS	FEE	SR. FEE	ROOM	*CLASS NO.
Digital Photography 1	06/07-06/28	R	8:00-11:55a	1	\$127.33	-----	L110	40420

GENERAL EDUCATION

TITLE	DATES	DAY	TIME	CREDITS	FEE	SR. FEE	ROOM	*CLASS NO.
College Mathematics	06/07-07/31	TR	5:30-8:30p	3	\$373.99	-----	L105	40681
College Technical Math 1B	06/04-07/23	M	5:30-09:45p	2	\$250.66	-----	L126	40687
Elem Algebra with Apps	06/05-07/26	TR	5:30-8:30p	3	\$373.99	-----	L104	40686
General Physics 1	05/15-08/07	T	6:00-9:30p	4	\$519.32	-----	T135	40693
	05/17-08/09	R	6:00-9:15p				T135	
Introduction to Sociology	06/05-07/26	TR	5:30-8:30p	3	\$373.99	-----	L232	40706
Math w Business Apps	06/04-07/23	M	5:30-9:30p	3	\$373.99	-----	L104	40689
Oral/Interpersonal Comm	06/04-07/25	MW	5:30-08:45p	3	\$373.99	-----	L106	40675
Pre-Algebra	05/30-07/18	MW	6:00-9:30p	3	\$373.99	-----	L100	40684
Principles of Sustainability	05/24-07/12	R	5:30-8:30p	3	\$373.99	-----	L103	40691
	05/24-07/12	MTWRF	-----				ONLINE	
Speech	06/04-07/23	M	5:30-9:30p	3	\$373.99	-----	L107	40679

MANUFACTURING/INDUSTRIAL/ENGINEERING

TITLE	DATES	DAY	TIME	CREDITS	FEE	SR. FEE	ROOM	*CLASS NO.
Welding Gas Metal Arc 1A	06/04-06/27	TW	5:00-8:55p	1	\$178.58	-----	T111	40900
Welding Gas Metal Arc 1B	06/05-06/27	TW	5:00-8:55p	1	\$178.58	-----	T111	40901
Welding Gas Metal Arc 2A	06/05-06/27	TW	5:00-8:55p	1	\$178.58	-----	T111	40902
Welding Gas Metal Arc 2B	06/05-06/27	TW	5:00-8:55p	1	\$178.58	-----	T111	40903
Welding Intro	06/05-06/27	TW	5:00-8:55p	1	\$178.58	-----	T111	40895
Welding Shielded Metal Arc IA	06/05-06/27	TW	5:00-8:55p	1	\$178.58	-----	T111	40896
Welding Shielded Metal Arc IB	06/05-06/27	TW	5:00-8:55p	1	\$178.58	-----	T111	40897
Welding Shielded Metal Arc IIA	06/05-06/27	TW	5:00-8:55p	1	\$178.58	-----	T111	40898
Welding Shielded Metal Arc IIB	06/05-06/27	TW	5:00-8:55p	1	\$178.58	-----	T111	40899

Flexible Learning Options

BUSINESS & TECHNOLOGY

TITLE	DATES	DAY	TIME	CREDITS	FEE	SR. FEE	ROOM	*CLASS NO.
Business Law 1	06/04-07/26	MTWRF	-----	3	\$403.99	-----	ONLINE	41098
Career Exploration	06/04-07/26	MTWRF	-----	2	\$270.66	-----	ONLINE	40298
Career Exploration	06/04-07/26	MTWRF	-----	2	\$270.66	-----	ONLINE	40445
Customer Interaction Skills	06/04-07/26	MTWRF	-----	2	\$270.66	-----	ONLINE	40443
Customer Service Techniques	06/04-07/26	MTWRF	-----	2	\$250.66	-----	ONLINE	40725
E-Commerce	06/04-07/26	MTWRF	-----	3	\$403.99	-----	ONLINE	40440
Human Resource Management	06/04-07/26	MTWRF	-----	3	\$403.99	-----	ONLINE	40300
Internship-Business Management	06/04-07/26	MTWRF	-----	3	\$373.99	-----	ONLINE	40616
Payroll Accounting	06/04-07/26	MTWRF	-----	3	\$409.74	-----	ONLINE	40446
Portfolio Assessment-Marketing	06/04-07/26	MTWRF	-----	1	\$137.33	-----	ONLINE	40439
Portfolio Introduction	06/04-07/26	MTWRF	-----	1	\$137.33	-----	ONLINE	40297
Promotion Principles	06/04-07/26	MTWRF	-----	3	\$403.99	-----	ONLINE	40441
Selling Principles	06/04-07/26	MTWRF	-----	3	\$403.99	-----	ONLINE	40442
Supervision	06/04-07/26	MTWRF	-----	3	\$403.99	-----	ONLINE	40299
Teambuilding and Problem Solving	06/04-07/26	MTWRF	-----	3	\$403.99	-----	ONLINE	40617
Training for Organizations	06/04-07/26	MTWRF	-----	3	\$403.99	-----	ONLINE	40301

GRAPHIC DESIGN

TITLE	DATES	DAY	TIME	CREDITS	FEE	SR. FEE	ROOM	*CLASS NO.
Photoshop	06/04-07/26	MTWRF	-----	3	\$409.74	-----	ONLINE	40618

GENERAL EDUCATION

TITLE	DATES	DAY	TIME	CREDITS	FEE	SR. FEE	ROOM	*CLASS NO.
Adv Anatomy & Phys Online	06/04-08/09	MTWRF	-----	4	\$559.32	-----	ONLINE	40696
Gen Anatomy & Phys Online	06/04-08/09	MTWRF	-----	4	\$559.32	-----	ONLINE	40695
Intro to Psycholog Online	05/21-07/12	MTWRF	-----	3	\$403.99	-----	ONLINE	40717
Intro to Psycholog Online	05/21-07/12	MTWRF	-----	3	\$403.99	-----	ONLINE	40718
Intro to Psychology	05/21-07/12	MTWRF	-----	3	\$373.99	-----	PRINT	40714
Introduction to Sociology Online	05/21-07/12	MTWRF	-----	3	\$403.99	-----	ONLINE	40805
Introduction to Sociology Online	05/21-07/12	MTWRF	-----	3	\$403.99	-----	ONLINE	40806
Math w Business Apps -- Online	06/04-07/26	MTWRF	-----	3	\$403.99	-----	ONLINE	40690
Microbiology - Online	05/21-07/13	MTWRF	-----	4	\$559.32	-----	ONLINE	40699
Microbiology - Online	05/21-07/13	MTWRF	-----	4	\$559.32	-----	ONLINE	40700
Oral/Interpersonal Comm - Online	06/04-07/26	MTWRF	-----	3	\$403.99	-----	ONLINE	40800
	06/05-07/24	T	11:30a- 12:30p				CHAT	
Oral/Interpersonal Comm - Online	06/04-07/26	MTWRF	-----	3	\$403.99	-----	ONLINE	40801
	06/06-07/25	W	8:00-8:55a				CHAT	
Race, Ethnic and Diversity Online	05/21-07/12	MTWRF	-----	3	\$403.99	-----	ONLINE	40703
Written Comm - Online	06/04-07/26	MTWRF	-----	3	\$403.99	-----	ONLINE	40671

Flexible Learning Options

HEALTH & HUMAN SERVICES

TITLE	DATES	DAY	TIME	CREDITS	FEE	SR. FEE	ROOM	*CLASS NO.
Clinical Information Management	06/04-07/26	MTWRF	-----	4	\$537.32	-----	ONLINE	40665
ECE: Health, Safety and Nutrition	06/01-07/26	MTWRF	-----	3	\$373.99	-----	PRINT	40287
ECE: Practicum 4	06/04-07/26 06/04-07/26	MTWRF	----- 9:00a-12:00p	3	\$373.99	-----	ONLINE FDEXP	40292
ECE: Practicum 2	06/04-07/26 06/04-07/26	MTWRF MTWRF	----- 9:00a-12:00p	3	\$373.99	-----	ONLINE FDEXP	40290
ECE: Practicum 3	06/04-07/26	MTWRF	-----	3	\$373.99	-----	ONLINE	40291
Health Insurance and Reimbursement	06/04-07/26	MTWRF	-----	3	\$403.99	-----	ONLINE	40664
Medical Terminology	06/04-07/26	MTWRF	-----	3	\$403.99	-----	ONLINE	40662
Nsg: Complex Health Alterat 1	06/04-08/03	MTWRF	-----	3	\$403.99	-----	ONLINE	40267
Nursing Fundamentals	06/04-08/03	MTWRF	-----	2	\$270.66	-----	ONLINE	40266
Nursing Health Promotion	06/04-07/26	MTWRF	-----	3	\$403.99	-----	ONLINE	40264
Therapeutic Reflexology	06/04-12/17	MTWRF	-----	2	\$270.66	-----	ONLINE	40698

Seminars and Professional Certifications

BUSINESS

TITLE	DATES	DAY	TIME	CREDITS	FEE	SR. FEE	ROOM	*CLASS NO.
Communicating with Tact and Professionalism	06/20-06/20	W	8:00a-12:00p	0.1	\$15.69	\$4.00	WFCR	40624

EMERGENCY MEDICAL SERVICES

TITLE	DATES	DAY	TIME	CREDITS	FEE	SR. FEE	ROOM	*CLASS NO.
Advanced Cardiac Life Support-Renewal	07/12-07/12	R	8:00a-4:00p	0.25	\$58.23	\$29.00	M104	40733
	07/12-07/12	R	8:00a-4:00p				M106	
Basic Life Support Healthcare Provider	06/14-06/14	R	8:00a-12:00p	0.1	\$21.69	\$10.00	P117	40597
Basic Life Support Healthcare Provider	07/19-07/19	R	8:00a-12:00p	0.1	\$21.69	\$10.00	P109	40598
Basic Life Support Healthcare Provider	08/02-08/02	R	8:00a-12:00p	0.1	\$21.69	\$10.00	P109	40599
Basic Life Support Healthcare Provider	08/06-08/06	M	6:00-10:00p	0.1	\$21.69	\$10.00	P109	40600
Basic Life Support Healthcare Provider	08/07-08/07	T	8:00a-12:00p	0.1	\$21.69	\$10.00	P109	40601
Basic Life Support Healthcare Provider	08/08-08/08	W	6:00-10:00p	0.1	\$21.69	\$10.00	P109	40602
Basic Life Support Healthcare Provider	08/13-08/13	M	8:00a-12:00p	0.1	\$21.69	\$10.00	P109	40603
Basic Life Support Healthcare Provider	08/15-08/15	W	6:00-10:00p	0.1	\$21.69	\$10.00	P111	40604
Basic Life Support Healthcare Provider	06/06-06/06	W	11:30a-3:30p	0.1	\$21.69	\$10.00	P109	41088
CPR Skills Assessment	06/04-08/02	MTWRF	9:00a-5:00p	0.05	\$9.85	\$4.00	TBA	40606
EMT-Basic Refresher	06/02-06/10	SU	8:00a-4:30p	0.75	\$97.43	\$9.75	P117	40735
First Aid Skills Assessment	06/04-08/02	MTRF	8:00a-5:00p	0.05	\$9.85	\$4.00	TBA	40607
HeartCode ACLS Skills	06/04-08/02	MTWRF	8:00a-5:00p	0.1	\$15.69	\$4.00	TBA	40608
Heartsaver Child/Infant CPR	07/11-07/11	W	12:00-3:00p	0.1	\$21.69	\$10.00	P109	40605
Heartsaver First Aid	07/12-07/12	R	8:00a-9:00p	0.1	\$21.69	\$10.00	P109	40596

FIRE SAFETY

TITLE	DATES	DAY	TIME	CREDITS	FEE	SR. FEE	ROOM	*CLASS NO.
Firefighter II Practical Examination	06/02-06/02	S	8:00a-12:30p	0.1	\$80.00	\$68.31	P105	40581
	06/02-06/02	S	8:00a-12:30p				P109	
	06/02-06/02	S	8:00a-12:30p				P115	
	06/02-06/02	S	8:00a-12:30p				P116	
	06/02-06/02	S	8:00a-12:30p				P106	
	06/02-06/02	S	8:00a-12:30p				P102	
Firefighter II Practical Examination	06/02-06/02	S	8:00a-12:30p	0.1	\$80.00	\$68.31	SEARES	40581
Firefighter I Practical Examination	06/23-06/23	S	7:00a-4:00p	0.1	\$95.69	\$84.00	P117	40930
	06/23-06/23	S	7:00a-4:00p				P114	
	06/23-06/23	S	7:00a-4:00p				P115	
	06/23-06/23	S	7:00a-4:00p				P111	
	06/23-06/23	S	7:00a-4:00p				P109	
	06/23-06/23	S	7:00a-4:00p				P102	
	06/23-06/23	S	7:00a-4:00p				P116	
	06/23-06/23	S	7:00a-4:00p				P105	
FF1 Skill Development	06/16-06/16	S	8:00a-12:00p	0.1	\$15.69	\$4.00	P102	40931
	06/16-06/16	S	8:00a-12:00p				P109	
FF1 Skill Development	06/16-06/16	S	12:30-4:30p	0.1	\$15.69	\$4.00	P109	40933
	06/16-06/16	S	12:30-4:30p				P102	
Entry Level Firefighter 1 Part 1	06/09-07/07	S	8:00a-2:30p	0.75	-----	-----	P113	40715
	06/16-07/07	S	8:00a-2:30p				P106	
	06/16-07/07	S	8:00a-2:30p				SEARES	
Entry Level Firefighter 1 Part 1	06/18-06/22	MTWRF	8:00a-2:30p	0.75	-----	-----	P113	40720
	06/19-06/22	TWRF	8:00a-2:30p				P106	
	06/19-06/22	TWRF	8:00a-2:30p				SEARES	

Seminars and Professional Certifications

Entry Level Firefighter 1 Part 2	07/14-08/11	S	8:00a-2:30p	0.75	-----	-----	P113	40716
	07/14-08/11	S	8:00a-2:30p				P106	
	07/14-08/11	S	8:00a-2:30p				SEARES	
Entry Level Firefighter 1 Part 2	06/25-06/29	MTWRF	8:00a-2:30p	0.75	-----	-----	P113	40721
	06/26-06/29	TWRF	8:00a-2:30p				P106	
	06/26-06/29	TWRF	8:00a-2:30p				SEARES	

HEALTH & HUMAN SERVICES/COMMUNITY

TITLE	DATES	DAY	TIME	CREDITS	FEE	SR. FEE	ROOM	*CLASS NO.
Nursing Assistant Refresher	08/07-08/09	TWR	8:00-11:55a	0.3	\$39.07	\$4.00	L222	40009
Nursing Assistant Refresher	08/07-08/09	TWR	1:00-4:55p	0.3	\$39.07	\$4.00	L222	40010

SAFETY

TITLE	DATES	DAY	TIME	CREDITS	FEE	SR. FEE	ROOM	*CLASS NO.
Confined Space Rescue	07/19-07/19	R	8:00a-4:30p	0.2	\$225.00	-----	P105	40810
	07/19-07/19	R	8:00a-4:30p				P106	
Confined Space- Attendant/Entrant/Supervisor	07/18-07/18	W	8:00a-4:30p	0.2	\$215.00	-----	P105	40809
	07/18-07/18	W	8:00a-4:30p				P106	
Electrical Safety and Arc Flash	06/25-06/25	M	5:30-9:30p	0.1	\$120.00	-----	PHS	40828
Emergency Planning/Coordination	07/12-07/12	R	8:00a-12:00p	0.1	\$120.00	-----	P114	40812
IER 40 HR Tech Level	06/25-06/29	MTWRF	8:00a-4:30p	1	\$795.00	-----	P105	40811
	06/25-06/29	M	8:00a-4:30p				P106	
OSHA Outreach Training 10 Hour General Industry	06/21-06/21	R	8:00a-4:30p	0.3	\$275.00	-----	PHS	40829
	06/22-06/22	F	8:00a-12:00p				PHS	
Powered Industrial Vehicle (PIV) Safety	07/10-07/10	T	3:30-06:30p	0.1	\$80.00	-----	P109	40815
Powered Industrial Vehicle (PIV) Safety	06/20-06/20	W	6:00-9:00p	0.1	\$80.00	-----	PHS	40826
Powered Industrial Vehicle (PIV) Train-the- Trainer	07/12-07/12	R	8:00a-4:30p	0.2	\$295.00	-----	PHS	40827
Waste Site Worker 40 Hour	06/28-06/29	RF	8:00a-4:30p	1	\$795.00	-----	P114	40813
Waste Site Worker Refresher--Eight Hour	06/29-06/29	F	8:00a-4:30p	0.2	\$225.00	-----	TBA	40814
Wind Energy Safe Access and Rescue	07/10-07/11	TW	8:00a-4:30p	0.4	\$699.00	-----	P105	40830
	07/10-07/10	T	12:30-4:30p				WNTDWR	
	07/11-07/11	W	8:00a-4:30p				WNTDWR	
Wind Energy Safe Access and Rescue	08/07-08/08	TW	8:00a-4:30p	0.4	\$699.00	-----	P105	40831
	08/07-08/07	T	12:30-4:30p				WNTDWR	
	08/08-08/08	W	8:00a-4:30p				WNTDWR	

Course Descriptions

Access 2010 - Level 1

...introduces the student to creating a database, a table, a query, a form, a report, and a relationship. This course is offered in a self-paced format.

Access 2010 - Level 2

...prepares the student to create advanced queries; set advanced field properties and data types; edit and format forms and subforms; manipulate report data; integrate a database with other applications; and use PivotTables and PivotCharts to analyze data. This course is offered in a self-paced format. PREREQUISITES: 10103170 Access 2007-Level 1 or 10103125 Access 2010-Level 1 or CONDITION: Access Testout Score >=52

Access 2010 - Level 3

...prepares the student to use Action queries to modify tables, define advanced table relationships, automate tasks with macros, create a switchboard, filter data, secure a database, and analyze the performance of a database. This course is offered in a self-paced format. PREREQUISITES: 10103171 Access 2007-Level 2 or 10103126 Access 2010-Level 2 or CONDITION: Access Testout Score >=64

Accounting 2

...provides the learner with the skills to transition to more advanced accounting courses with emphasis given to notes and interest; forms of legal entities, depreciation methods, payroll, valuation, and financial analysis. PREREQUISITE: 10101111 Accounting I

Adv Anatomy & Phys Online

...is the second semester in a two-semester sequence in which normal human anatomy and physiology are studied using a body systems approach with emphasis on the interrelationships between form and function at the gross and microscopic levels of organization. Instructional delivery within a classroom and laboratory setting. Experimentation within a science lab will include analysis of cellular metabolism, the individual components of body systems such as the nervous, neuro-muscular, cardiovascular, and urinary. Continued examination of homeostatic mechanisms and their relationship to fluid, electrolyte, acid-base balance and blood. Integration of genetics to human reproduction and development are also included in this course. PREREQUISITE: 10806177 General Anatomy & Physiology or 10806177SA General Anatomy & Physiology

Advanced Cardiac Life Support-Renewal

...is a refresher course in the didactic and practical areas of advanced cardiac life support. The course includes content and skills specified by the American Heart Association. Upon satisfactory completion, the student receives a two-year ACLS Recognition through the American Heart Association of Wisconsin.

Advanced Rider Course

...complements a rider's basic skills and helps with personal risk assessment. It includes a fast-paced classroom segment with several interactive activities to improve perception and hazard-awareness. Range exercises enhance both basic skills and crash avoidance skills. Improving braking and cornering finesse is emphasized. The course is beneficial for riders on any type of street motorcycle. The course is offered only with the use of your own cycle; proof of ownership and insurance is required.

Basic Life Support Healthcare Provider

...provides training to recognize and treat of cardiac arrest and obstructed airway, includes 2-person CPR, adult and child and infant 1-person CPR and obstructed airway. This class also includes AED

Basic Rider Course

...provides an introduction to the fundamentals of safe, responsible motorcycling. This includes the knowledge and skills that lead to licensing and motorcycle operation on the streets and highways. Certified MSF RiderCoaches provide a safe, positive learning environment.

Beverage and Wine

...introduces learners to all areas of beverage service including wine, spirits, beer, mixology, and non-alcoholic drinks. a special focus is on wine tasting and appreciation. Safety, sanitation and cost control concepts are applied.

Business Law 1

...provides the learner with the skills to summarize the American legal system; diagram the state/federal court systems; evaluate dispute resolution methods; sequence the civil litigation process; summarize the administrative agencies; differentiate civil and criminal law; apply theories of negligence, intentional tort, and product liability; summarize elements of a contract; assess the validity of a contract; assess third-party rights and available remedies; and analyze warranties.

Career Exploration

...prepares the student to develop a career plan, write a resume, create a cover letter, prepare for an interview, search for work on the Internet, adapt a resume for an electronic scan, and post a resume and cover letter on the Internet. PREREQUISITE: 10105124 Portfolio Introduction

Clinical Information Management

...prepares learners for work with health information in various health care delivery systems and within a health information department. It prepares learners to retrieve data from health credits. Professional ethics, confidentiality and security of information are emphasized. It introduces learners to the use and structure of health care data elements, data sets, data standards, their relationships to primary and secondary record systems and health information processing.

College Mathematics

...is designed to review and develop fundamental concepts of mathematics pertinent to the areas of: 1) arithmetic and algebra; 2) geometry and trigonometry; and 3) probability and statistics. Special emphasis is placed on problem solving, critical thinking and logical reasoning, making connections, and using calculators. PREREQUISITE: Accuplacer Math minimum score of 79 or Equivalent or 10834109 Pre-Algebra and COREQUISITE: 10838105 Intro Reading and Study Skills or CONDITION: Reading accuplacer minimum score of 74 or equivalent

College Technical Math 1B

...is a continuation of College Technical Math 1A. Topics include: measurement systems; computational geometry; right and oblique triangle trigonometry; and trigonometric functions on the unit circle. Emphasis will be on the application of skills to technical problems. Successful completion of College Technical Mathematics 1A and College Technical Mathematics 1B is the equivalent of College Technical Mathematics 1. PREREQUISITE: 10804196 College Tech Math 1A,

or COREQUISITE: 10804113 College Tech Math 1A or 10804118 Intermediate Algebra with Applications

Communicating with Tact and Professionalism

...is the essence of how we function with one another. All workplace successes and failures occur under the umbrella of communication. Lets do it right.

Communication Skills for the Workplace

...prepares the student to develop paper job-search tools and job-related writing skills to increase job stability; introduces the students to team-building skills to resolve organizational problems; introduces the student to the skills of effective listening; prepares the student to respond to workplace criticism and praise; and introduces the student to interpersonal relationship skills, including effective interviewing skills, customer relations, and management/employee relations.

Confined Space Rescue

...is an introduction to procedures and practices used while extracting victims from confined spaces. Topics covered include: patient packaging, knots and webbing, pulley systems, incident command, site control and other rescue considerations. Students will participate in mock rescues.

Confined Space-Attendant/Entrant/Supervisor

...prepares the participant to assume the role of Attendant, Entrant, or Supervisor for a Permit Required Confined Space (PRCS) entry according to CFR 1910.146. Skills include learning the applicable regulations; classification of different types of confined spaces and identifying hazards associated with entry into PRCS. The participant practices these skills with a simulated confined space entry.

CPR Skills Assessment

...allows students to complete online all but the psychomotor components of the Healthcare Provider Renewal course. When followed by a brief skills session with an AHA BLS instructor at a training center, participants earn the BLS for Healthcare Provider card. Students must first complete the online portion of Healthcare Provider Renewal Certificate program.

Customer Interaction Skills

...prepares the student for effective communication. Content includes writing memos, reports, drafting e-mail messages, developing effective speaking skills, resolving customer disputes, and promoting excellent customer relations.

Customer Service Techniques

...assess participants' skills in customer relations, judgment and business development and provides training in connecting with customers, healing customer relationships, and dealing with customer needs.

Digital Photography 1

...will help the individual with a basic understanding of photographic principles, and shoot with the latest in digital photographic cameras. Through in-class discussions, audio visuals, camera demonstrations, and in-the-field shooting sessions, the individual learns shooting tips and lighting techniques designed to capture a better image on digital still cameras.

Course Descriptions

ECE: Health, Safety and Nutrition

... prepares the student to follow governmental regulations and professional standards as they apply to health, safety, and nutrition; provide a safe, healthy and nutritionally sound early childhood program; adhere to child abuse and neglect mandates; apply Sudden Infant Death Syndrome (SIDS) risk reduction strategies; incorporate health, safety, and nutrition concepts into the children's curriculum; and integrate strategies that support diversity and anti-bias perspectives.

ECE: Practicum 4

...prepares the student to analyze children's growth and development based on assessment; promote professional behaviors and practices; implement meaningful curriculum; create respectful, reciprocal relationships; evaluate early childhood education programs for quality; explore professional options in early childhood education; and integrate strategies that support diversity and anti-bias perspectives. **PREREQUISITE:** 10307197 ECE: Practicum 3 and **CONDITION:** 103071 Early Childhood Education Admission Requirements Met

ECE: Practicum 2

...prepares the student to identify children's growth and development; implement student teacher-developed activity plans; identify the elements of a developmentally appropriate environment; implement positive guidance strategies; demonstrate professional behaviors; utilize caregiving routines as curriculum; utilize positive interpersonal skills with children and adults; and integrate strategies that support diversity and anti-bias perspectives. **PREREQUISITE:** 10307174 ECE: Practicum 1 or 10307109 Practicum 1 and **CONDITION:** 103071 Early Childhood Education Admission Requirements Met or 313071 Child Care Services Admission Requirements Met

ECE: Practicum 3

...prepares the student to assess children's growth and development; implement the standards for quality early childhood education; build meaningful curriculum; provide a developmentally appropriate environment; facilitate positive guidance strategies; evaluate one's own professional behaviors and practices; lead caregiving routines as curriculum; utilize positive interpersonal skills with children and adults; and integrate strategies that support diversity and anti-bias perspectives. **PREREQUISITE:** 10307192 ECE: Practicum 2 or 10307110 Practicum 2 and **CONDITION:** 103071 Early Childhood Education Admission Requirements Met

E-Commerce

...provides the student with both an operational and strategic perspective of electronic commerce. Students will review technology trends such as internet infrastructure, web site usability, web server hardware and software, and security issues. Web marketing topics will include branding, relationship marketing, and positioning strategies of web sites.

Economics

...provides the participant with an overview of how a market-oriented economic system operates, and it surveys the factors which influence national economic policy. Basic concepts and analyses are illustrated by reference to a variety of contemporary problems and public policy issues. Concepts include scarcity, resources, alternative economic systems, growth, supply and demand, monetary and fiscal policy, inflation, unemployment and global economic issues.

COREQUISITE: 10838105 Intro Reading and Study Skills or Accuplacer Reading score of 74 or equivalent

Electrical Safety and Arc Flash

...combines education about the safety hazards involved in working with or near electricity and arc flash hazard. The course reviews the basics of electricity, defines electrical terms, and identifies methods that can be used to ensure proper operation of electrical equipment. Also covered is the danger associated with the release of energy caused by an electric arc. Participants in this course will examine new industry standards which establish safe practices to protect workers from arc flash.

Elem Algebra with Apps

...offers traditional algebra topics with applications. Learners develop algebraic problem solving techniques needed for technical problem solving and for more advanced algebraic studies. Topics include linear equations, exponents, polynomials, rational expressions, and roots and radicals. Successful completion of this course prepares learners to succeed in technical mathematics courses.

Emergency Planning/Coordination

...is designed for those in industry who are designated persons of responsibility with developing emergency action plans, people who own their own business and are responsible for a hired staff of employees, and non-profit organizations who need to develop an "all hazards" based set of Emergency Action Plans.

EMT-Basic Refresher

...is designed to maintain skill competencies and instruct emergency medical technicians in current techniques and methods of practice. The course is based on the Department of Transportation recommendations for refresher training of emergency medical technicians and Wisconsin State Statutes. Prerequisite is current State of Wisconsin EMT License.

Energy Introduction to

...provides participants with an overview of electrical energy generation and distribution. Topics include electricity from the following systems: photovoltaic, wind, coal-fired, hydro, and natural gas. Career awareness for maintenance technicians and plant operators is explored.

Entry Level Firefighter 1 Part 1

...introduces the participant to the basic knowledge and skills necessary to perform fire fighting functions under direct supervision. The targeted audience is individuals new to the fire fighting field. These courses, when taken in sequential order, are designed to provide the Entry Level Fire Fighter candidate with the information needed to comply with the minimum fire fighter training requirements as specified in Comm 30.08.

Entry Level Firefighter 1 Part 2

...introduces the participant to the basic knowledge and skills necessary to perform fire fighting functions under direct supervision. The targeted audience is individuals new to the fire fighting field. These courses, when taken in sequential order, are designed to provide the Entry Level Fire Fighter candidate with the information needed to comply with the minimum fire fighter training requirements as specified in Comm 30.08.

Excel 2010 - Level 1

...introduces the student to crating, modifying and formatting worksheets; entering formulas and functions; working with charts; and developing multiple-sheet workbooks. This course is offered in a self-paced format.

Excel 2010 - Level 2

...prepares the student to create templates, work with PivotTables and PivotCharts, insert hyperlinks, sort and filter tables, apply subtotals, integrate Excel with other programs, write formulas referencing multiple worksheets, and use complex functions. This course is offered in a self-paced format. **PREREQUISITES:** 10103115 Excel 2010-Level 1 or 10103174 Excel 2007-Level 1 or 10103158MS Intro to Microsoft Software or **CONDITION:** 2007 Excel Skills Equivalent or Excel 2010 Level 1 Testout Score >=19

Excel 2010 - Level 3

...prepares the student to simplify formulas with named ranges, validate data entry, protect worksheets and workbooks, automate tasks with macros, use analysis features, and manage data from multiple sources. This course is offered in a self-paced format. **PREREQUISITES:** 10103175 Excel 2007-Level 2 or 10103116 Excel 2010-Level 2 or **CONDITION:** Excel 2010 Level 2 Testout Score >=38

FF1 Skill Development

...is scheduled to provide the Firefighter 1 Certification candidate with additional time to sharpen practical skills that will be tested during the Firefighter 1 Practical Examination.

Firefighter I Practical Examination

...prepares the participant to qualify for certification at Firefighter - Level I. This test is based on guidance prepared by the Wisconsin Technical College System.

Firefighter II Practical Examination

...prepares the participant to qualify for certification at Firefighter Level 2. This test is based on guidance prepared by the Wisconsin Technical College System.

First Aid Skills Assessment

...allows students to complete online all but the psychomotor components of the American Heart Association First Aid course. When followed by a brief skills session with an AHA Instructor at a training center, participants earn the Heartsaver First Aid card. Students must first complete the online portion of the First Aid program

Gen Anatomy & Phys Online

...examines basic concepts of human anatomy and physiology as they relate to health sciences. Using a body systems approach, the course emphasizes the interrelationships between structure and function at the gross and microscopic levels of organization of the entire human body. It is intended to prepare health care professionals who need to apply basic concepts of whole body anatomy and physiology to informed decision-making and professional communication with colleagues and patients. **PREREQUISITE:** 10806174 General Chemistry or 10806134 General Chemistry or High School Chemistry Equivalent

Course Descriptions

General Chemistry

...covers the fundamentals of chemistry. Topics include the metric system, problem-solving, periodic relationships, chemical reactions, chemical equilibrium, properties of water; acids, bases, and salts; and gas laws. **PREREQUISITE:** 10804196 or 10804113 College Tech Math 1A or 10804109 Alg for Gen Chem or 10804121 Tech Math 1 or 10804195 College Tech Math 1 or 10804115 College Tech Math 1 or equiv or 10834110 Elem Algebra and 10838105 Intro Rdg & Study Skills or equiv

General Physics 1

...presents the applications and theory of basic physics principles. This course emphasizes problem-solving, laboratory investigation, and applications. Topics include unit conversions and analysis, vectors, translational and rotational kinematics, translational and rotational dynamics, heat and temperature, and harmonic motion and waves. **COREQUISITE:** 10804197 College Tech Math 1B or 10804114 College Tech Math 1B or 10804114M1 College Tech Math 1B Mod 1 & 10804114M2 College Tech Math 1B Mod 2 or 10804115 College Tech Math 1 or 10624105 Health Physics Calc & 10804118 Intern Algebra

Health Insurance and Reimbursement

...introduces the learner to Federal, state, and private health insurance plans and managed care systems; and surveys the coding, submission and processing cycle of claims, as well as reimbursement methods used by payers. It provides application of information to ambulatory settings, pharmacies, hospitals, and long term care.

Healthcare Customer Service

...is designed as an introduction to customer service for learners interested in working in various health care settings. The learner investigates health care systems and the health care workforce. The learner examines professionalism, interpersonal and written communication skills, and confidentiality as they relate to customer service.

HeartCode ACLS Skills

...allows students to complete ACLS training with a brief session with an AHA ACLS Instructor at a training center. Students must first complete online portion of the HeartCode ACLS Program.

Heartsaver Child/Infant CPR

...teaches lay rescuers Child and Infant CPR.

Heartsaver First Aid

...provides training of first aid techniques and procedures for bleeding control, shock, sudden illness, muscle and skeletal injuries and poisoning.

Hospitality Internship

...affords students on-the-job experience while providing instructor and workplace supervision. Students are responsible for seeking and obtaining the internship position with instructor approval. Course requirements include maintaining a log of work activities, identifying and receiving approval from the job supervisor and instructor, and completing a work-related project. Students meet periodically at LTC. **CONDITION:** Verification of eligibility by the Instructor

Human Resource Management

...applies the skills/tools necessary to effectively value and apply employees' abilities and needs to organization goals. Learners will demonstrate the application of the supervisor's role in contemporary

human resources management, impacts of EEOC, writing job descriptions, recruitment, selection, conducting job interviews, orientation, developing policies/procedures, training, performance management, employee counseling/development, and effective use of compensation and benefit strategies.

IER 40 HR Tech Level

...trains individuals to respond defensively and offensively to a spill. In addition to containment, these individuals gain skills to take an aggressive role and approach the point of release in order to plug, patch, or otherwise stop the release of the hazardous substance.

Industrial Maintenance Measurement and Drills

...provides the learner with the skills to: Use precision hand held measuring tools, use semi-precision measuring tools, follow cutoff safety rules, and operate vertical cutoff machines. It prepares the learner to calculate speeds and feeds to match specific material processes, identify attributes of hole-producing cutting tools, follow drilling machine tool safety rules, identify drilling machine tool components, and operate a sensitive drilling machine tool.

Industrial Maintenance Mills and Lathes

...provides the learner with the skills to: Apply safety rules, identify machine components, select cutting tools, set up the milling machine for work, mill square surfaces, mill precision steps and slots, and mill keyseats on shafts. It prepares the learner to follow engine lathe safety rules, identify engine lathe components, operate engine lathe machine tools, perform facing and center drilling operations, perform turning operations between centers, and perform hole-producing operations. **COREQUISITE:** 31420394 Industrial Maintenance Measurement and Drills

Industrial Maintenance Print Reading

...prepares the learner to read prints; make sketches; interpret orthographic projections to include sections, auxiliary views, threads, and fasteners; and to solve problems in metal trades, fabrication, and troubleshooting.

Internet/E-Mail

...prepares the learner to manipulate a Web browser, complete research utilizing various World Wide Web resources, communicate via e-mail, and outline the process of downloading files. This course is offered in a self-paced format.

Internship-Business Management

...requires students to complete 72 to 216 hours (1 to 3 credits) of performing work in a business/industrial service setting related to their Business Management program objectives. Students are responsible for seeking and obtaining the internship position. Course requirements include maintaining a log of work activities, identifying and receiving approval from the job supervisor and instructor, and completing a work-related project. Students may meet periodically at LTC. **PREREQUISITE:** 10105128 Career Exploration or 10105126 Career Assessment & 10105124 Portfolio Intro & 10105128 Career Exploration & **CONDITION:** Verification of eligibility by Business Mgmt coordinator(student needs 45 credits of Business Mgmt program)

Internship-Human Resources

...requires students to complete 72 to 216 hours (1 to 3 credits) of performing work in a business/industrial service setting related to their Human Resource program objectives. Students are responsible for seeking and obtaining the internship workstation position. Course requirements include maintaining a log of work activities, identifying and receiving approval from the job supervisor and instructor, and completing a work-related project. Students meet periodically at LTC. **PREREQUISITE:** 10105124 Portfolio Intro and 10105126 Career Assess or 10105128 Career Expl and **CONDITION:** Verification of eligibility by instructor coordinator of Human Resource prog (student must have at least 45 credits of Human Res prog courses)

Internship-ITS

...requires students to complete 72 to 216 hours (1 to 3 credits) of performing work in a business/industrial service setting related to their program objectives. Students are responsible for seeking and obtaining the internship workstation position. Course requirements include maintaining a log of work activities, identifying and receiving approval from the job supervisor and instructor, and completing a work-related project. Students meet periodically at LTC.

Intro Reading & Study Skills

...provides learners with opportunities to develop study skills and expand reading skills including comprehension, fluency, and vocabulary skills. Learners apply reading skills to academic tasks and read to acquire information from a variety of sources. **CONDITION:** Accuplacer reading score of 55 or equivalent or **PREREQUISITE:** 77858760 Language Review Reading

Intro to College Writing

...introduces basic principles of composition, including organization, development, unity, and coherence in paragraphs and multi-paragraph documents. **PREREQUISITE:** 77851760 Language Review Writing or **CONDITION:** Accuplacer Writing score of 70 or equivalent

Intro to Healthcare Computing

...provides an introduction to basic computer functions and applications utilized in contemporary healthcare settings. Students are introduced to the hardware and software components of modern computer systems and the application of computers in the workplace. Emphasis is placed on the use of common software packages, operating systems, file management, word processing, spreadsheet, database, Internet, and electronic mail.

Intro to MS Project - Level 1

...is a software tool used to enter, analyze, track, and summarize information about a project. This course prepares the learner to enter and edit tasks, durations, task dependencies, and lag and lead times. The learner will use the project time scale and calendar, review project statistics, work with a network diagram, create and assign resources, and track the progress of a project. This class is offered in a self-paced format.

Intro to Psychology Online

...introduces students to a survey of the multiple aspects of human behavior. It involves a survey of the theoretical foundations of human functioning in such areas as learning, motivation, emotions, personality, deviance and pathology, physiological factors, and social influences. It directs the student to an insightful understanding of the complexities of human

Course Descriptions

relationships in personal, social, and vocational settings. COREQUISITE: 10838105 Intro Reading and Study Skills or Accuplacer Reading score of 74 or equivalent

Intro to Psychology

...introduces students to a survey of the multiple aspects of human behavior. It involves a survey of the theoretical foundations of human functioning in such areas as learning, motivation, emotions, personality, deviance and pathology, physiological factors, and social influences. It directs the student to an insightful understanding of the complexities of human relationships in personal, social, and vocational settings. COREQUISITE: 10838105 Intro Reading and Study Skills or Accuplacer Reading score of 74 or equivalent

Introduction to American Government

...introduces American political processes and institutions. It focuses on rights and responsibilities of citizens and the process of participatory democracy. Learners examine the complexity of the separation of powers and checks and balances. It explores the role of the media, interest groups, political parties and public opinion in the political process. It also explores the role of state and national government in our federal system. COREQUISITE: 10838105 Intro Reading and Study Skills or Accuplacer Reading score of 74 or equivalent

Introduction to Biochemistry

...provides students with skills and knowledge of organic and biological chemistry necessary for application within Nursing and other Allied Health careers. Emphasis is placed on recognizing the structure, physical properties and chemical reactions of organic molecules, body fluids, and acids. Additional emphasis is placed on biological functions and their relationships to enzymes, proteins, lipids, carbohydrates and DNA. PREREQUISITE: 10806134 General Chemistry or 10806174 General Chemistry or High School Chemistry Equivalent

Introduction to Sociology

...introduces students to the basic concepts of sociology: culture, socialization, social stratification, multi-culturalism, and the five institutions, including family, government, economics, religion, and education. Other topics include demography, deviance, technology, environment, social issues, social change, social organization, and workplace issues. COREQUISITE: 10838105 Intro Reading and Study Skills or Accuplacer Reading score of 74 or equivalent

Introduction to Sociology Online

...introduces students to the basic concepts of sociology: culture, socialization, social stratification, multi-culturalism, and the five institutions, including family, government, economics, religion, and education. Other topics include demography, deviance, technology, environment, social issues, social change, social organization, and workplace issues.

Keyboarding

...prepares the student to touch-type on the alphabetic keyboard of a microcomputer using correct techniques and to develop speed to at least 20 words per minute for 2 minutes with 2 or fewer errors. NOTE: Administrative Assistant, Office Assistant, Medical Administrative Specialist, Medical Assistant, and

Pharmacy Technician students need 25 words per minute for 2 minutes with 2 or fewer errors.

Lean Manufacturing and Execution Control

...expands the learner's ability to develop skills to prioritize and sequence work, execute work plans, implement controls, and create and analyze performance evaluations. It allows the student to explore the execution of quality initiatives and continuous improvement plans in addition to the control and handling of inventories.

Logistics

...introduces the student to business logistics, including the efficient and effective flow of goods, services, and related information from the point of origin to the point of consumption and provides a summary of the role and importance of transportation and an overview of carriers, carrier management, and technology and strategies in logistics.

Machine Tool CAM

...provides the learner with skills to: explore "Mastercam" computer software environment, construct 2-D geometry, modify existing geometry, create 2-D toolpaths for hole producing, profiling and pocketing, modify toolpaths using operations manager, transform existing toolpaths and create CNC Machine Operator documents.

Machine Tool CNC Machining Center

...prepares the learner to follow Computer Numerical Control (CNC) machining center machine tool safety rules, identify components, set-up, and operate a CNC machining center machine tool with Fanuc controls, and set up and operate a CNC machining center machine tool with Mazatrol controls. COREQUISITE: 31420330 Machine Tool Measuring or 31420390 Industrial Maintenance Measurement or 31420394 Industrial Maintenance Measurement and Drills

Machine Tool CNC Programming

...prepares the learner to interpret positions in coordinate systems, prepare a sequence of machining operations, use G&M programming codes, and prepare G&M part programs for machining centers and turning centers.

Machine Tool CNC Turning Center

...prepares the learner to follow computer numerical control (CNC) turning machine tool safety rules, identify components, set up and operate a CNC turning machine tool with Fanuc controls, and set up and operate a CNC turning machine tool with Mazatrol control. COREQUISITE: 31420330 Machine Tool Measuring or 31420390 Industrial Maintenance Measurement or 31420394 Industrial Maintenance Measurement and Drills

Machine Tool Drills

...prepares the learner to follow drilling machine tool safety rules, identify drilling machine tool components, and operate sensitive drilling machine tools and radial drilling machine tools. COREQUISITE: 31420330 Machine Tool Measuring or 31420390 Industrial Maintenance Measurement

Machine Tool EDM 1

...prepares the student to analyze basic Electrical Discharge Machining (EDM) theory, select electrode material, fabricate an electrode, follow sinker EDM safety rules, categorize EDM machine components, set up a sinker EDM, operate a sinker EDM, and create a hand-finished surface. COREQUISITE: 31420330

Machine Tool Measuring or 31420390 Industrial Maintenance Measurement and 31420352 Machine Tool Mills 2

Machine Tool EDM 2

...prepares the learner to analyze wire EDM processes, identify wire EDM components, follow wire EDM safety rules, set up wire EDM machine tools, operate wire EDM machine tool, hand-finish wire EDM surfaces, manual programming wire EDM machine tools and programming wire EDM machine tools using Master CAM Wire. COREQUISITE: 31420330 Machine Tool Measuring or 31420390 Industrial Maintenance Measurement and 31420382 Machine Tool CNC Programming and 10420120 Machine Tool CAM

Machine Tool Grinders

...prepares the learner to follow grinding machine tool safety rules, identify grinding machine tool components, grinding wheels, and operate horizontal spindle reciprocating table surface grinders. COREQUISITE: 31420330 Machine Tool Measuring or 31420390 Industrial Maintenance Measurement and 31420350 Machine Tool Mills 1 and 31420352 Machine Tool Mills 2

Machine Tool Lathes 1

...prepares the student to identify the characteristics and attributes of Turning Tools: Follow engine lathe safety rules, identify engine lathe components, perform facing and center drilling operations, perform turning operations, perform lathe operations using collets and perform radius and profile operations. COREQUISITE: 31420330 Machine Tool Measuring or 31420390 Industrial Maintenance Measurement

Machine Tool Lathes 2

...prepares the learner to perform hole producing operation in a lathe, perform cutoff operations, perform threading operations and perform turning operations using soft jaws. COREQUISITE: 31420340 Machine Tool Lathes 1 or successful completion of Lathes Hands-on exam.

Machine Tool Math - Advanced

...prepares the learner with the necessary skills to use scientific calculators for the application of pre-algebra, algebra, geometry, and trigonometry. This advanced course is self-paced, open-entry/exit, and designed for individualized student needs. This is Credit 3 of 3 credits.

Machine Tool Math-Intermediate

...prepares the learner with the necessary skills to use scientific calculators for the application of pre-algebra, algebra, geometry, and trigonometry. This advanced course is self-paced, open-entry/exit, and designed for individualized student needs. This is Credit 2 of 3 credits.

Machine Tool Measuring

...prepares the learner to use precision measuring instruments and measurement techniques, use comparison measuring instruments and measurement techniques, and perform layout processes.

Machine Tool Metallurgy

...prepares the learner to interpret the properties of ferrous materials, heat treat ferrous material, test the hardness of ferrous materials, and interpret the properties of non-ferrous materials.

Course Descriptions

Machine Tool Mills 1

...provides the learner with the skills to: Apply safety rules, Identify machine components, Select cutting tools, Set up the milling machine for work, Mill square surfaces, Mill precision steps and slots, Mill Keyseats on a shafts, and Machine holes on rectangular parts. COREQUISITE: 31420330 Machine Tool Measuring or 31420390 Industrial Maintenance Measurement

Machine Tool Mills 2

...prepares the learner to select cutting tools, setup, program and operate Proto-Trak vertical mills. Operations to include: face mill, mill slots, pockets, angles and position drill and program and operate the Proto-Trak using the DXF converter. COREQUISITE: 31420350 Machine Tool Mills 1 or successful completion of the Mills hands-on exam

Machine Tool Print Reading 1

...prepares the learner to read prints; make isometric sketches; interpret orthographic projection drawings to include sections, auxiliary views, threads, fasteners, surface finishes, geometric dimensions, tolerancing, and assembly prints. The course is self-paced, open-entry/exit, and designed for individualized student needs. This is Credit 1 of 2 credits.

Machine Tool Print Reading 2

...prepares the learner to read prints; make isometric sketches; interpret orthographic projection drawings to include sections, auxiliary views, threads, fasteners, surface finishes, geometric dimensions, tolerancing, and assembly prints. The course is self-paced, open-entry/exit, and designed for individualized student needs. This is Credit 2 of 2 credits.

Machine Tool Print Reading Advanced

...enhances the learner's ability to read complex drawings, apply geometric dimensioning, and solve problems related to the metal trades. The course is self-paced and designed for individualized student needs.

Machine Tool Saws

...prepares the learner to follow cutoff machine tool safety rules and operate horizontal cutoff machine tools and vertical cutoff machine tools. COREQUISITE: 31420330 Machine Tool Measuring and 31420390 Industrial Maintenance Measurement

Massage Therapy in Healthcare Setting

...prepares students to perform simple, focused massages on patients in various healthcare settings. The goals of these massages are to provide comfort, relaxation, and general palliative care. PREREQUISITE: 10806177 General Anatomy and Physiology or 10806103 Body Structure and Function

Math w Business Apps

...covers real numbers, basic operations, linear equations, proportions with one variable, percents, simple interest, compound interest, annuity, apply math concepts to the purchasing/buying process, apply math concepts to the selling process, and basic statistics with business/consumer applications. PREREQUISITE: Accuplacer Math minimum score of 79 or Equivalent or 10834109 Pre-Algebra and COREQUISITE: 10838105 Intro Reading and Study Skills or CONDITION: Reading accuplacer minimum score of 74 or equivalent

Math w Business Apps -- Online

...covers real numbers, basic operations, linear equations, proportions with one variable, percents, simple interest, compound interest, annuity, apply math concepts to the purchasing/buying process, apply math concepts to the selling process, and basic statistics with business/consumer applications. PREREQUISITE: Accuplacer Math minimum score of 79 or Equivalent or 10834109 Pre-Algebra and COREQUISITE: 10838105 Intro Reading and Study Skills or CONDITION: Reading accuplacer minimum score of 74 or equivalent

Medical Terminology

...focuses on the component parts of medical terms, including prefixes, suffixes, and word roots. Spelling, definition, and pronunciation will enhance student learning as students practice formation, analysis, and reconstruction of medical terms. Medical terminology will come "alive" through an introduction to operative, diagnostic, therapeutic and symptomatic terminology of all body systems, as well as systemic and surgical terminology. Students will explore the Greek and Latin origins of medical terms and commonly used abbreviations.

Microbiology - Online

...introduces the learner to examine microbial structure, metabolism, genetics, growth and relationship between humans and microorganisms. Addresses disease production, epidemiology, host defense mechanisms and the medical impact of microbes. Examines the role of microbes in the environment, industry, and biotechnology. PREREQUISITE: 10806195 Anat and Phys I, or 10806177 General Anat and Physiology

MS Office 2010 Integrated Project

...expands the student's ability to create professional looking business documents by integrating Microsoft Office Applications. The student creates these documents using advanced document formatting features, advanced mail merge features, Excel spreadsheets, Access to manipulate data and PowerPoint to create various types of presentations. This class is offered in a self-paced format. There are several prerequisites that are needed. Please check the certificate. CONDITION: Prior approval from an instructor is required.

Nsg: Complex Health Alterat 1

...prepares the learner to expand knowledge from previous courses in caring for clients across the lifespan with alterations in cardiovascular, respiratory, endocrine, and hemataologic systems as well as clients with fluid/electrolyte and acid-base imbalance, and alterations in comfort. Student must have completed all second semester courses. Course requires a minimum grade of "C" or better. PREREQUISITE: 10543105 Nrsrg Hlth Alterations and 10543106 Nrsrg Hlth Promotion and 10543107 Clin Care Across Lifespan and 10543108 Intro Clin Care Mgmt and 10806196 A&P II or 10806179 Adv A&P and COREQUISITE: 10806197 Microbiology

Nursing Assistant

...is designed to prepare learners for employment in home care agencies, nursing homes, and hospitals. Learners are supervised by qualified RNs in classroom, lab, and clinical areas. Classes are presented by means of online and face-to-face instruction. Lab and clinical activities are scheduled at designated locations in Manitowoc and Sheboygan Counties. Upon successful completion, the graduate will be eligible to sit for the State of Wisconsin Nursing

Assistant Competency Examination. CONDITION: 305431 Nursing Assistant Admission Requirements Met

Nursing Assistant Refresher

...utilizes a review of the videotape/CD-ROM series, Basic Nursing Assistant. The series contains a presentation of skills tested in the State of WI NA Competency Exam. This refresher course is a self-paced, self-study review. It provides the opportunity for the learner to review the knowledge, skills, and understanding of basic nursing skills. It prepares the student to take the Promissor State of Wisconsin Competency Exam and will help prepare the student for the nursing program clinicals at LTC. Prerequisite: Nursing Assistant or Instructor Approval

Nursing Fundamentals

...focuses on basic nursing concepts that the beginning nurse will need to provide care to diverse patient populations across the lifespan. Current and historical issues impacting nursing will be explored within the scope of nursing practice. The nursing process will be introduced as a framework for organizing the care of patients with alterations in cognition, elimination, comfort, grief/loss, mobility, integument, and fluid/electrolyte balance. Student must be admitted to the Nursing program and complete this course with a minimum grade of "C" or better. Do not register for this class until you are assigned a clinical slot in 543-104 in current or next semester. COREQUISITE: 10806196 Anatomy and Physiology II or 10806177 Gen Anatomy and Physiology, 10801195 Written Communication and CONDITION: 105431 Nursing-Associate Degree or 315431 Practical Nursing Admission Requirements met

Nursing Health Promotion

...focuses on topics related to health promotion in for individuals and families throughout the lifespan. We will cover nursing care of the developing family, which includes reproductive issues, pregnancy, labor and delivery, post-partum, the newborn, and the child. Recognizing the spectrum of healthy families we will discern patterns associated with adaptive and maladaptive behaviors applying mental health principles. An emphasis is placed on teaching and supporting healthy lifestyle choices for individuals of all ages. Nutrition, exercise, stress management, empowerment, and risk reduction practices are highlighted. Study of the family will cover dynamics, functions, discipline styles, and stages of development. Course requires a minimum grade of "C" or better. PREREQUISITE: 10543101 Nrsrg Fund, 10543102 Nrsrg Skills, 10543103 Nrsrg Pharm, 10543104 Nrsrg Intro Clin Pract , 10809164 Human Grwth/Dev or 10809188 Dev Psyc & 10806177 Gen A & P or 10806196 A & P II & COREQUISITE: 10801196 or 10801196OL Oral/Interprs Com

Oral/Interpersonal Comm

...provides students with the skills to develop speaking, verbal and nonverbal communication, and listening skills through individual speeches, group activities, and other projects. COREQUISITE: 10838105 Intro Reading and Study Skills or CONDITION: Reading accuplacer minimum score of 74 or equivalent

Oral/Interpersonal Comm - Online

...provides students with the skills to develop speaking, verbal and nonverbal communication, and listening skills through individual speeches, group activities, and other projects. Students will be expected to meet face-

Course Descriptions

to-face occasionally in order to complete group projects.

OSHA Outreach Training 10 Hour General Industry
...provides the participant with the skills to recognize and implement OSHA standards in the private and public sector workplace with a portion of the class focused on the most commonly cited OSHA standards.

Payroll Accounting

...introduces the learner to federal and state payroll laws; calculations for gross and net income; preparing payroll deductions; maintaining payroll records; and processing payroll in both a manual and computerized setting. **COREQUISITE:** 10101111 Accounting 1

Photoshop

...introduces the learner to using Adobe Photoshop to edit, enhance, and combine digital images which are prepared for print and web media. Topics will include photo correction, masks, channels, page backgrounds, brushes and optimizes images for web use. **COREQUISITE:** Microsoft PowerPoint Skills or Equivalent and **CONDITION:** 102012 Graphic and Web Design or 191061 Desktop Publishing and Digital Design Certificate Admission Requirements Met

Planning for Six Sigma

...uses Design for Six Sigma (DFSS) tools and techniques to build high levels of quality into the design of products, services, and processes. The DMADV process is used to identify critical-to-customer requirements and incorporate them into effective specifications, methods and process controls. The techniques for the automotive APQP process and the Stage-Gate qualification system used by industrial, health care and service businesses, are presented and applied to the course materials.

Portfolio Assessment-Marketing

...prepares the student to identify what they have learned throughout the program, write career goals, re-examine their resume, research and collect project samples of their achievements, and analyze their achievements within the college core abilities and program outcomes. **PREREQUISITES:** 10105124 Portfolio Introductions and 101105128 Career Exploration or 10105126 Career Assessment

Portfolio Introduction

...prepares the student to develop a personal and professional portfolio, to identify self-awareness through various self-assessments and apply these results to the workplace and other environments, to write goal statements and understand their value, to develop an individual history of events and achievements, and to identify significant learning experiences throughout the student's life.

Powered Industrial Vehicle (PIV) Safety

...is a three-hour classroom course that meets OSHA 1910.178 requirements. It covers basic lift truck principles, lift truck components and controls, safe driving and load handling principles, and vehicle inspection for lift truck operators. It is taught with the use of audiovisuals, handouts, discussions, and a check test. OSHA rules and regulations pertaining to safe lift truck operations are also covered. This course is recommended for lift truck operators, their supervisors, and all other persons associated with lift truck operation.

Powered Industrial Vehicle (PIV) Train-the-Trainer

... designed to train participants to teach forklift safety procedures to operators of Powered Industrial Trucks. Participants will learn by use of handouts, videos, class discussion and on-board driving evaluations. Learn to design a forklift safety course at the worksite and identify key forklift operator skills.

PowerPoint 2010 - Level 1

...introduces the student to slide presentation features, working with master slides, setting up and running slide shows, inserting graphics, adding footers, and applying animations and transitions. This course is offered in a self-paced format.

PowerPoint 2010 - Level 2

...prepares the student to integrate PowerPoint with other programs, use PowerPoint's web and collaboration features, use advanced multimedia tools, modify visual elements, create interactive slid-shows, and customize presentations for individualized needs. This course is offered in a self-paced format. **PREREQUISITES:** 10103108 PowerPoint 2010-Level 1 or 10103175 PowerPoint 2007-Level 1 or 10103158MS Introto Microsoft Software or **CONDITION:** 2007 PowerPoint Skills Equivalent or PowerPoint 2010-Level 1 Testout Score >=20

Pre-Algebra

...provides an introduction to algebra. Includes operations on real numbers, solving linear equations, percent and proportion, and an introduction to polynomials and statistics. Prepares students for elementary algebra and subsequent algebra related courses. **CONDITION:** Accuplacer math score of 50 or equivalent

Pre-College Math

...prepares the learner to calculate using whole numbers, integers, fractions, decimals, exponents and solve word problems. This course requires the use of a computer and is an option for satisfying the prerequisite for Pre Algebra.

Prep for Basic Chemistry

...prepares the learner for success in General Chemistry. Topics include atomic structure and the periodic table, chemical bonding and ion formation, chemical formulas, naming simple ionic compounds, the metric system, dimensional analysis, writing and balancing chemical equations, descriptions of matter, acids and bases, and Avogadro's number and the mole concept. This course cannot be used to meet program elective credit requirements.

Principles of Sustainability

...prepares students to develop sustainable literacy, analyze interconnections among physical and biological sciences and environmental systems, summarize effects of sustainability on health and well-being, analyze connections among social, economic, and environmental systems, employ energy conservation strategies to reduce use of fossil fuels, investigate alternative energy options, evaluate options to current waste disposal/recycling in the U.S., and analyze approaches used by your community. **COREQUISITE:** 10838105 Intro Reading and Study Skills or Accuplacer Reading score of 74 or equivalent

Professional Wait Staff Trng

...will ensure that after completing this course the student will be able to accept responsibility for personal appearance and professionalism, examine the various types of service offered in a restaurant setting,

coordinate the supporting tasks that surround the central dining experience, develop a guest-centric service style, and acquire accepted sanitation, safety practices in food service.

Project Management-Capstone

...provides an opportunity for the student to demonstrate knowledge accumulated through this certificate program. This is accomplished through the review and assessment of the knowledge and skills outlined in the Project Management Institute's Body of Knowledge. After the completion of this course, the student is prepared for Project Management Institute's examination for the Certified Associate in Project Management (CAPM) designation. **PREREQUISITE:** 10103124 Intro to Microsoft Project-Level 1

Promotion Principles

...provides the student the ability to explain the relationship of the uncontrollable variables and the marketing mix to the promotion plan and to distinguish when to use advertising, personal selling, publicity, or sales promotion in the development of the promotional plan. **COREQUISITE:** 10104012 Principles of Marketing

Psychology for Life

...prepares the learner to select behavior modification techniques, demonstrate techniques for enhancing memory, analyze expressions of emotion, use conflict for common good, employ techniques to reduce conflict/frustration, use several methods to reduce stress, interpret personality types, ascertain contributors to perception, and apply methods of problem-solving.

Race, Ethnic and Diversity Online

...is a course that draws from several disciplines to reaffirm the basic American values of justice and equality by teaching a basic vocabulary, a history of immigration and conquest, principles of transcultural communication, legal liability and value of aesthetic production to increase the probability of respectful encounters among people. In addition to an analysis of majority/minority relations in a multicultural context, the topics of ageism, sexism, gender differences, sexual orientation, the disabled and the American Disability Act (ADA) are explored. Ethnic relations are studied in global and comparative perspectives. **COREQUISITE:** 10838105 Intro Reading and Study Skills or Accuplacer Reading score of 74 or equivalent

Race, Ethnic and Diversity Studies

...is a course that draws from several disciplines to reaffirm the basic American values of justice and equality by teaching a basic vocabulary, a history of immigration and conquest, principles of transcultural communication, legal liability and value of aesthetic production to increase the probability of respectful encounters among people. In addition to an analysis of majority/minority relations in a multicultural context, the topics of ageism, sexism, gender differences, sexual orientation, the disabled and the American Disability Act (ADA) are explored. Ethnic relations are studied in global and comparative perspectives. **COREQUISITE:** 10838105 Intro Reading and Study Skills or Accuplacer Reading score of 74 or equivalent

Reflexology - Foot

...introduces learners to bodywork through the application of gentle pressure to zones and reflex areas in the feet that correspond to various parts of the body. Ideally suited for students with a health care background, the course focus is reflexology for stress

Course Descriptions

management, improved circulation and normalizing the body naturally. Hands-on laboratory and a practicum are included in the course.

Reflexology - Hand

...builds on the reflexology techniques learned in Reflexology - Foot. Introduces learners to bodywork through the application of gentle pressure to zones and reflex areas in the hands that correspond to various parts of the body. Ideally suited for students with a health care background, the course is reflexology for stress management, improved circulation and normalizing the body naturally. Hands-on laboratory and a practicum are included in the course. COREQUISITE: 10543122 Reflexology - Foot

Safety in the Workplace

...applies the skills and tools necessary to provide a safe and secure work environment. Each learner will demonstrate the application of safety awareness, federal/state/local compliance, incident investigation and documentation, human relations techniques, safety orientation, inspections, and risk analysis, issues of workplace violence, substance abuse, and health hazards, first aid and CPR, fire and electrical safety, emergency preparedness, and liaison with external agencies.

Sanitation for Food Service

...develops skills to follow sanitation and hygiene provisions in state codes. The NRA certification test is included.

Scooter Basic Rider Course

...is the best place for a new rider to start once they've made the decision to ride a scooter. This course includes 6 hours of classroom activities and 10 hours of on-scooter riding exercises. Successful completion may lead to an insurance discount. A person must pass a knowledge and skill test for successful completion. May lead to license waiver.

Selling Principles

...prepares the student to use the steps of the selling process to perform sales presentations.

Six Sigma Tools for Green Belts - Implementation

...introduces the student to the implementation of a six sigma project. Students will apply the techniques used in the above courses on a real problem in their place of employment. An emphasis will be placed on team skills required to successfully implement the project. Skills emphasized will be project charter, time management, and constraint management. COREQUISITE: 10623111 Six Sigma Tools for Green Belts-Improve & Control

Speech

...explores the fundamentals of effective oral presentation to small and large groups. Topic selection, audience analysis, methods of organization, research, structuring evidence and support, delivery techniques, and other essential elements of speaking successfully, including the listening process, form the basis of the course. COREQUISITE: 10838105 Intro Reading and Study Skills or CONDITION: Reading accuplcer minimum score of 74 or equivalent

Supervision

...allows the learner to apply the skills and tools necessary to perform the functions of a frontline leader. Students learn the application of strategies and transition to a contemporary supervisory role including day-to-day operations, controlling, staffing, leadership,

problem-solving, team skills, motivation, and training. COREQUISITE: Microsoft Word skills or equivalent or CONDITION: 105361 Pharm Svcs Mgmt or 315361 Pharm Tech requirements met

Teambuilding and Problem Solving

...applies the skills and tools necessary to facilitate problem solving in a team environment. Each learner will demonstrate the application of the benefits and challenges of group work, necessary roles in a team, stages of team development, different approaches to problem solving, consensus, a systematic process of problem definition, data acquisition, analysis, developing alternative solutions, solution implementation, and evaluation.

Therapeutic Reflexology

...prepares the learner to expand knowledge and skills from previous reflexology courses. A body systems approach will be used to guide the learner to describe the health challenges of each body system, and to identify the location of the reflexes on the feet for each body system. It also provides an opportunity for the learner to evaluate the techniques of a practicing reflexologist. Additional emphasis is placed on learning the anatomy and physiology of the foot and leg. COREQUISITE: 10543122 Foot Reflexology and PREREQUISITE: 10806177 General Anatomy and Physiology or 10806103 Body Structure and Function

Trades Math Industrial Maintenance

...provides the learner with the necessary skills to use scientific calculators for the application of pre-algebra, algebra, geometry, and trigonometry. The course is designed for individualized student needs and can be taken in one-credit increments. Please refer to the class listing for specific one-credit class offerings.

Trades Math Industrial Maintenance 2

...provides the learner with the necessary skills to use scientific calculators for the application of pre-algebra, algebra, geometry, and trigonometry. The course is self-paced, open entry/exit, and designed for individualized student needs. This is Credit 2 of the 2 credit class.

Training for Organizations

...applies the skills and tools necessary to implement the training cycle of assessment, design, implementation and evaluation. Each learner will develop and present a complete training project based upon adult learning theory and instructional design techniques.

Waste Site Worker 40 Hour

...provides private and public personnel with the skills necessary to work with hazardous materials for the protection of the environment and people.

Waste Site Worker Refresher--Eight Hour

...provides the participant with an annual eight-hour refresher that expands the participant's skills in hazard control, personal protective equipment, respirators, work practices, monitoring, emergency response, worker rights and responsibilities, and recognition of changes in regulations and technologies. This course satisfies the OSHA Standard 1910.120 requirements and requires participants to have completed a refresher or 40-hour course within the last 13 months.

Weld Math 1

...provides the learner with the necessary skills to solve problems involving whole numbers, fractions, and decimal numbers using pad and pencil and calculator.

The course is self-paced, and designed for individualized student needs. This is credit one of the two math credits needed for the Welding program.

Weld Math 2

...prepares the learner with the necessary skills to use scientific calculators for the application of solving problems of ratio and proportion, precision, and accuracy in measurements, unit conversions, direct-length measurements, pre-algebra, and simple and complex equations using algebra concepts. The class is self-paced, and designed for individualized student needs. This is credit two of the two-credits needed for the Welding program. COREQUISITE: 31457311 Welding Math 1

Welding Advance Process 1A

...is the third course in a student selected welding process. In it the student will begin to use that process to weld specialty metals including pipe. PREREQUISITE: 30442308M2 GMAWII; 30442308S2 SMAWII; 30442308T2 GTAW 2; COREQUISITES: 31442326 Wire/MIG; 30442326 Wire/MIG; 31442316 Stick; 30442316 Stick; 31442336 Heli-Arc/TIG; 30442336 Heli-Arc/TIG; CONDITION: 314421 or 304422 Wldg prog reqmnts met

Welding Advance Process 1B

...is the third course in a student selected welding process. In it the student will learn to use that process to weld specialty metals including pipe in preparation for welder qualification testing. PREREQUISITE: 30442308S3 SMAWIII; 30442308T2 GTAW2 COREQUISITE: 31442340MC Wire/MIG; 30442340M3 Wire/MIG; 31442340S3 Stick; 30442340S3 Stick; 30442336 Heli-Arc/TIG; 30442336 Heli-Arc/TIG; CONDITION: 314421 or 304422 Wldg prog req met

Welding Fabrication Introduction

...introduces the learner to various types of structural steel, sheet metal, and pipe and prepares the learner to perform fabrication from assembly prints, including cutting, welding, bending, straightening and repair. Repair practice of home and shop projects is encouraged for skill development. COREQUISITE: 31442340 Welding Advance Process IA or 31442340M3 Welding Advance Process IA or 31442340S3 Welding Advance Process IA or 31442340T3 Welding Advance Process IA or 31442386 Wldg Print Rdg and 31457384 Welding Print Reading

Welding Gas Metal Arc 1A

...prepares the learner to demonstrate safe shop work practices; set up and shut down of GMAW (Gas Metal Arc Welding) and FCAW (Flux Core Arc Welding) equipment; welding 1/16" mild steel in the flat, horizontal, vertical down, and overhead positions; weld 1/4" mild steel in the flat, horizontal and overhead positions; welding 3/8" mild steel in the vertical up position; and welding 1/2" mild steel in the flat and horizontal positions using the FCAW process. COREQUISITE: 31442300 Welding Intro or 30442300 Welding Intro or 31462301 Ind Mtnc Welding or 31404314 Welding Auto Svcs PREREQUISITE: 30442300IN Welding Intro or successful completion of Welding Intro Hands-on exam

Welding Gas Metal Arc 1B

...prepares the learner to demonstrate safe shop work practices; weld tube to plate making 1/4" fillet welds; make fillet welds in the horizontal, vertical, and overhead positions using .052" flux core electrode wire on mild steel; make groove welds in the horizontal,

Course Descriptions

vertical, and overhead positions using 1/2 inch steel plate. Using .052" flux core electrode wire; weld mild steel plate in the flat and horizontal positions using .052 metal core wire. COREQUISITE: 31442320 Welding Gas Metal Arc IA (Wire/MIG) or 30442320 Welding Gas Metal Arc IA (Wire/MIG) PREREQUISITE: 30442300GM GMAWI

Welding Gas Metal Arc 2A

...prepares the learner to demonstrate safe shop work practices; make single bevel groove welds in the flat position; make groove welds in the horizontal, vertical, and overhead positions using 1 inch steel plate. Using .052" flux core electrode wire; make single bevel groove welds in the flat position using .052" metal core wire. COREQUISITE: 31442322 Welding Gas Metal Arc IB (Wire/MIG) or 30442322 Welding Gas Metal Arc IB (Wire/MIG) PREREQUISITE: 30442300GM GMAWI or 30442300M2 GMAWI

Welding Gas Metal Arc 2B

...prepares the learner to demonstrate safe shop work practices; make single bevel groove welds in the horizontal, vertical, and overhead positions using 1 inch steel plate, and using .052" flux core electrode wire; make single bevel tee welds in the horizontal position using .052" metal core wire. Learners will be introduced to welding through corners and stagger starts and stops. COREQUISITE: 31442324 Welding Gas Metal Arc IIA (Wire/MIG) or 30442324 Welding Gas Metal Arc IIA (Wire/MIG) PREREQUISITE: 30442308M2 GMAWII or 30442308M1 GMAWII

Welding Gas Tungsten Arc 1A

...prepares the learner to demonstrate safe shop work practices; weld mild steel in the flat position and horizontal positions, weld stainless steel in the flat position and horizontal positions, and weld aluminum in the flat position and horizontal positions using the GTAW process. COREQUISITE: 31442300 Welding Intro or 30442300 Welding Intro or 31462301 Ind MtnC Welding or 31404314 Welding Auto Svcs PREREQUISITE: 30442300IN Welding Intro or successful completion of Welding Intro Hands-on exam

Welding Intro

...is an introduction to the welding field. The necessary safety, set up of welding equipment and fabrication machinery that is used in the industry are presented. The learner will practice welding skills using the SMAW, GMAW, and GTAW equipment and cutting operations are covered. Common joints and positions are practiced in all types of welding processes.

Welding Math 1

...provides the learner with the necessary skills to solve problems involving whole numbers, fractions, and decimal numbers using pad and pencil and calculator. The course is designed for individualized student needs. This is credit one of the two math credits need for the Welding program.

Welding Metallurgy

.....prepares the learner to interpret properties of ferrous materials, heat treat ferrous metals; and test the hardness of ferrous materials. The learner will interpret weld discontinuities and how heat of the weld affects base metal properties.

Welding Print Reading

...prepares the learner to apply orthographic projection principles and AWS welding symbols as they relate to welding fabrications. Students will learn the basics of

print reading including alphabet lines, tolerances, bill of materials, title blocks, and revision blocks.

Welding Print Reading

...prepares the learner to apply orthographic projection principles and AWS symbology as it relates to welding fabrications. The class is self-paced, and designed for individualized student needs.

Welding Shielded Metal Arc IA

...prepares the learner to demonstrate safe shop work practices; make beads and surfacing welds on mild steel; making 1/4 and 3/4 fillet welds on 3/8" mild steel plate in the horizontal, vertical and overhead positions; and perform a groove weld in the flat position on mild steel plate. Weld joints will be performed with using E6011 and E7018 stick electrodes. COREQUISITE: 31442300 Welding Intro or 30442300 Welding Intro or 30442300IN Welding Intro or 31462301 Ind MtnC Welding or 31404314 Welding Auto Svcs or successful completion of Welding Intro Hands-on exam

Welding Shielded Metal Arc IB

...prepares the learner to demonstrate safe shop work practices; make surfacing welds in the horizontal position; weld tube to plate making 1/4" fillet welds; and make groove welds in horizontal positions. Learners will be introduced to open root groove joint in the flat position. Weld joints will be performed with E7018 electrode. COREQUISITE: 31442310 Welding Shielded Metal Arc IA (Stick) or 30442310 Welding Shielded Metal Arc IA (Stick) PREREQUISITE: 30442300SM SMAWI

Welding Shielded Metal Arc IIA

...prepares the learner to use safe shop work practices; learners will experience the art of welding in the vertical and overhead position. To gain an understanding of the vertical and overhead positions, learners will perform padding plate welds on mild steel with E7018 electrode; perform fillet welds in the vertical, overhead and 5F positions; and groove welds will also be performed in the vertical and overhead position. Groove welds will be with and without backing. COREQUISITE: 31442312 Welding Shielded Metal Arc IB (Stick) or 30442312 Welding Shielded Metal Arc IB (Stick) PREREQUISITE: 30442300SM SMAWI or 30442300S2 SMAWI

Welding Shielded Metal Arc IIB

...prepares the learner to demonstrate safe shop work practices while making multi pass groove welds in single beveled plate in the 1G, 3G, and 4G positions using E7018 electrode. You will make multi pass fillet welds to pipe to plate in the 2F and 5F positions. You will be introduced to pipe welding in the 1G and 2G positions. COREQUISITE: 31442314 Welding Shielded Metal Arc IIA (Stick) or 30442314 Welding Shielded Metal Arc IIA (Stick) PREREQUISITE: 30442308S2 SMAWII or 30442308S1 SMAWII

Welding Submerged Arc (SAW)

...is a common arc welding process. It requires a continuously fed consumable electrode. The molten weld and the arc zone are protected from atmospheric contamination by being "submerged" under a blanket of granular fusible flux. The learner will interpret SAW terminology, setup and shut down of SAW equipment, SAW weld safety; and perform SAW welds in the flat position. PREREQUISITE: 30442300IN Welding Intro or COREQUISITES: 31442300 Welding Intro or 30442300 Welding Intro or 31462301 Ind MtnC Welding or 31404314 Welding Auto Svcs or Welding Intro Hands-on Exam

Wind Energy Safe Access and Rescue

...is designed around the specific requirements of the Wind Energy Industry this course deals with access to a Turbine using personal safety and rescue equipment. During the course students are taught the dangers of working at height, how to use lanyards, fall arrest harnesses, positioning equipment and the correct method of dealing with emergencies including suspension trauma and rescue.

Windows 7 Operating System

...introduces the student to identifying components of a window and a dialog box, personalizing Desktop elements, organizing files and using advanced search techniques. This course is offered in a self-paced format.

Word 2010 - Level 1

...introduces the student to word processing features such as creating saving, editing, formatting and printing documents; crating basic diagrams, and applying these concepts to produce usable documents. This course is offered in a self-paced format.

Word 2010 - Level 2

...prepares the student to work with multi-column documents, templates, and the mail merge feature while applying WordArt, Themes, Styles, and other advanced document formatting features. This course is offered in a self-paced format. PREREQUISITES: 10103104 Word 2010-Level 1 or 10103172 Word 2007-Level 1 or 10103158MS Intro to Microsoft Software or CONDITION: 2007 Word Skills Equivalent or Word 2010 Level 1 Testout Score >=20

Word 2010 - Level 3

...prepares the student to collaborate with others on a Word project; work with macros; create templates, on-screen forms, master documents, cross references, an index, and a table of contents. This course is offered in a self-paced format. PREREQUISITES: 10103105 Word 2010-Level 2 or 10103173 Word 2007-Level 2 or CONDITION: Word 2010 Level 2 Testout Score >=63

Written Comm - Online

...teaches the writing process, which includes prewriting, drafting, revising, and editing. Through a variety of writing assignments, the student will analyze audience and purpose, research and organize ideas, and format and design documents based on subject matter and content. Keyboarding skills are required for this course. It also develops critical reading and thinking skills through the analysis of a variety of written documents. PREREQUISITE: 10831103 Intro to College Wrtg or CONDITION: Written Comm Prepared Learner (Accuplacer Wrtg min score of 86 or Equivalent) and COREQUISITE: 10838105 Intro Rdg & Study Skills or CONDITION: Reading Accuplacer min score of 74 or equivalent

Written Communication

...teaches the writing process, which includes prewriting, drafting, revising, and editing. Through a variety of writing assignments, the student will analyze audience and purpose, research and organize ideas, and format and design documents based on subject matter and content. Keyboarding skills are required for this course. It also develops critical reading and thinking skills through the analysis of a variety of written documents. PREREQUISITE: 10831103 Intro to College Wrtg or CONDITION: Written Comm Prepared Learner (Accuplacer Wrtg min score of 86 or Equivalent) and COREQUISITE: 10838105 Intro Rdg &

Course Descriptions

Study Skills or CONDITION: Reading Accuplacer min

score of 74 or equivalent

Room Key & Refund Policy

A Agriculture Building
 CHAT Online Chat
 F Flexible Training Arena
 FDEXP Field Experience
 HUI HUI, Kiel
 INTERN Internship
 KLHS Kiel High School
 L Lakeshore Building
 LKCUL Lakeshore Culinary Institute, Sheboygan
 M LTC Manitowoc
 MHCNA Manitowoc Health and Rehab Center
 NWTC Northeast Wisconsin Technical College
 OHS Oostburg High School

ONLINE Online Delivery
 P Public Safety Building
 PHS Plymouth High School
 PRINT Print-Based Delivery
 RBHNA Rivers Bend Health Care
 RKHC Rocky Knoll Health Care Center
 S LTC Sheboygan
 SEARES Search and Rescue Building
 SJC Sheboygan Job Center
 SMMC Sheboygan Memorial Medical Center
 SPCC Sheboygan Progressive Care Center
 SRNA Sunny Ridge
 T Trade and Industry Building

TCFD Two Creeks Fire Department
 TRHS Two Rivers High School
 TSFFD Town of Sheboygan Falls Fire Department
 WFCR Wells Fargo Conference Room
 WNDTWR LTC Wind Tower, Cleveland Campus

WISCONSIN TECHNICAL COLLEGE SYSTEM REFUND POLICY

Refunds of fees paid to LTC are in accordance with the Wisconsin Technical College System policy.

- Application Fee—The application fee is nonrefundable unless the program is canceled or if no openings are available for applicants on the waiting listing.
- Students enrolling in courses are entitled to fee refunds equal to 80 percent of the fees if they withdraw before or at the time 10 percent of the course's potential hours of instruction have been completed. If students withdraw after 10 percent but before more than 20 percent of the course's potential hours of instruction have been completed, they are entitled to a fee refund equal to 60 percent of the fees. If students withdraw after 20 percent of the course's potential hours of instruction have been completed, they are not entitled to a fee refund.
- No refunds will be considered for advanced standing and testout fees.

Students must request a refund in writing within the refund period in order to get either a partial or full refund. The amount of refund received is based on a number of factors, including when the withdrawal occurred and class meeting time which has lapsed.

Refund request forms are available from the staff in Student Services Records and must be returned to Records for processing. If students are receiving financial aid, the Title IV refund policy will be used.

Students seeking advanced standing in classes in which they are currently enrolled can receive approval at any time. Successful advanced requests receive full class refunds when the student is withdrawn from the class.

You may drop a class in several ways: through the MyLTC web portal at www.gotoltc.edu; by phone at 920-693-1888; or in person at the Student Records Office on the Cleveland Campus. **Drop requests are not accepted through your instructors.**

*****Students are fully responsible for tuition and fees. Any drops that occur after the class start date will result in tuition charges to your account. To avoid suspension of registration and record access, collection agency action, and additional collection fees, students must pay class fees by the due date and must drop any classes through Student Records. Attendance records do NOT affect the amount due.***

The WTCS Refund Policy states:

Drop before the first scheduled meeting of the class:

100% refund

If at or less than 10% of total class meetings completed at time of drop:

80% refund

If after 10% but not more than 20% of total class meetings completed at time of drop:

60% refund

After more than 20% of total class meetings completed at time of drop:

0% refund

For more information, visit <http://gotoltc.edu/refunds>.

