LEARNING FOR LIFE
WORKFORCE TRAINING CENTER | FALL 2022

LAUNCH YOUR CAREER
Cover Story Inside
If you were ever thinking about embarking on a new, lucrative career, now is the time to do it. A statewide funding program coupled with robust and growing apprenticeship programs through the North Idaho College Workforce Training Center is currently being offered.

“Everyone needs to know about Idaho Launch. This won’t last forever. But, for right now, 90 percent of a qualifying course – up to $7,500 – could be covered,” said Vicki Isakson, NIC Workforce Training Center director.

“There are no income requirements. There are no age requirements or training-related requirements. The only requirement is that you are an Idaho resident and plan to work in Idaho following your training.”

NIC Workforce Training Center has several apprenticeship programs available for Idaho Launch funding, such as HVAC, Plumbing, Electrical, Medical Assistant, Dental Assistant, and Certified Nursing Assistant (CNA). There are also several apprenticeship programs that will be available in the upcoming year, such as Construction and Heavy Equipment.

The $7,500 from Idaho Launch can be used to fund as many as four years of an apprenticeship. A student will earn as they learn. They earn a paycheck during the week and they learn the industry on the weekends or at night. At the end of the program, they will have the opportunity to become a skilled journeyman in their trade. NIC Workforce Training Center set a record 637 last year for the number of apprentices enrolled in the HVAC, Plumbing, and Electrical programs as more and more North Idahoans realize their potential.

“We’re also working with high school students at Kootenai Technical Education Campus for some classes next year,” said Brenda Hamilton, NIC Workforce Training Center Apprenticeship Programs manager. “We’re looking for businesses to take on 16- and 17-year old apprentices. For these students, they could be journeymen by the time they’re 20. For employers, they have employees who are experts in their field and a proven commodity.”

For information about the Idaho Launch program, visit www.nic.edu/IdahoLaunch.

For information about the NIC Workforce Training Center HVAC, Plumbing and Electrical Apprenticeships, visit www.nic.edu/apprenticeship.

For more information about other apprenticeships and programs offered through the NIC Workforce Training Center, visit www.nic.edu/wtc or call (208) 769-3333.

All classes marked with Idaho Launch are eligible for Idaho Launch funds.
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IC Workforce Training Center offers learning opportunities that increase the economic self-sufficiency, business productivity, and quality of life of students and the community. Flexible options are available for credit-free, short-term courses offered weekly and throughout the year. Students can learn via live, self-study, online, and hybrid courses. Classes are open to the public, generally without pre-admission, academic, or residential requirements.

In 2021, there were 6,680 total class enrollments with a student completion rate of 83.16 percent. The center served 4,794 students.

Don’t let money be a barrier! There are many different payment alternatives available such as scholarships, interest-free payment plans, and more. To explore all tuition assistance options, visit www.nic.edu/wtcpaymentoptions.

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www.twitter.com/nicwtc
www.instagram.com/nicworkforcetraining
www.nic.edu/wtc/facebook
www.linkedin.com/company/nicwtc

The Workforce Training Center is a program of North Idaho College

www.nic.edu/wtc  | (208) 769-3333
INDUSTRY & TRADES

Boiler:

**Boiler: Environmental and Permitting**

This course will provide an overview of the environmental regulations that apply to the operation of a facility. Participants will learn the latest combustion control technology, as well as EPA regulations and their implications. This course will cover the Clean Air Act, Clean Water Act and provide an overview of the State Department of Environmental Quality permitting and enforcement. Topics include air quality and water quality permit(s) conditions, reporting, monitoring, and testing.

*Cost: $450 | 1 session*

Instructor: Diane Lorenz

Aug 24 - W 8:00 am - 5:00 pm WTC 107664

By Attending Boiler: Environmental and Permitting students will receive a $50 discount towards the Boiler: Steam Training class registration fee.

**Boiler: Steam Training**

This course will provide a comprehensive overview of the safe and efficient operation of high-pressure boilers and related equipment. Students will learn the latest combustion control technology, as well as EPA regulations and their implications. This eight-week course will be held every Wednesday at NIC’s Workforce Training Center.

*Cost: $1,250 | 8 sessions*

Instructor: Fred Kayler

Aug 31 – Oct 19 W 8:00 am - 5:00 pm WTC 106477

Commercial Driver’s License

**ELDT Class A Commercial Driver’s License**

In just a few short weeks you could be earning an excellent living as a Class A commercial vehicle driver! This four-week course includes one week of convenient, self-paced online theory, followed by up to three weeks of rigorous skills training in lab and open road settings. Upon completion, students take a CDL skills test with an Idaho DOT-approved tester. Course fee includes student manual and vouchers for a DOT physical, drug screen, and one Idaho skills test. NIC is an FMCSA-registered training provider and the Class A ELDT is a federally registered course.

*Cost: $695 | Start Anytime*

Instructor: Travis Mobbs

Call (208) 597-0733 to reserve.

CDL Testing Vehicle Use

Register to use the North Idaho College Workforce Training Center’s commercial vehicle equipment while testing with Idaho State CDL Proctor Jeff McLagan. Registration includes up to three hours of use in one of our Class A tractors and a trailer up to 53’ in length. Fuel is included. Interested in registering to use our equipment? Arrange a test date and time with Jeff McLagan, Idaho State CDL Proctor, to get started at (208) 597-0733.

*Cost: $250*

Instructor: Jeff McLagan

Home Inspection

**American Home Inspectors Training: Online Idaho Only**

Ready to start a career in home inspections? Whether you choose the in-person intensive training or the self-paced, online course, you’ll obtain the vital knowledge to become a licensed home inspector and start your inspector business. The American Home Inspection Training (AHIT) courses detail the entire home inspection process. In-person training includes 19 days of training (120 hrs in classroom, 40 hours in field), includes all materials, and is approved by the Washington State Dept. of Licensing. Online training includes 12-month course access, includes all materials, and can be used to start a home inspection career in Idaho. NIC is in partnership with American Home Inspection Training (AHIT) to offer home inspection education.

*Cost: $695 | Start Anytime*

AHIT Instructor

Start Anytime ONLINE 105724
Journeyman Continuing Education

Grounding and Bonding
Topics include the purpose of grounding and its operations systems, grounding versus circuit grounding, location of grounding connection, enclosure grounding, equipment grounding, methods of grounding, bonding of services, and transformers. This course meets eight hours of code-related CE credits for journeyman in Idaho and Washington.

$125  |  2 sessions  
start Anytime  
Instructor: Philip Lohman  
Aug 29 – 30  M Tu  5:00 pm - 9:00 pm  WTC  
104970

Enroll online at www.nic.edu/wtc or call (208) 769-3333

Manufacturing

Hand Tools
This online class covers the most important hand tools used on the job. Begins with measuring tools, including a discussion of units of measurement. Examines the various kinds of wrenches and screwdrivers, their uses and handling techniques. Explains other hand tools by specialty: pipefitting tools, plumbing tools, electrician’s tools, sheet metalworking tools, machinists’ metal-working tools. Ends with hoisting and pulling tools.

$149  
start Anytime  
TPC Instructor  
Start Anytime  
ONLINE  
106480

Making Measurements
This online class covers units of measurement used in commercial and industrial applications. It will examine all aspects of basic measurement concepts and procedures, including accuracy and tolerance. We will discuss techniques and devices for comparison measurements (dial indicators and gauge blocks). Learn common methods for measuring volume, motion, force, temperature, fluid flow, and electricity. In addition, learn how to use scales and rules, combination calipers, and micrometers.

$149  
start Anytime  
TPC Instructor  
Start Anytime  
ONLINE  
106478

Portable Power Tools
This online class explains the uses, selection, safety, and care of industrial power tools: electric drills, electric hammers, pneumatic drills and hammers, screwdrivers, nutrunners, wrenches, linear-motion and circular saws, routers and planes, electric sanders, grinders, and shears. Covers tool sharpening techniques for selected tools.

$149  
start Anytime  
TPC Instructor  
Start Anytime  
ONLINE  
106481

Programmable Logic Controllers
This class helps prepare technicians to take full advantage of vendor training on specific equipment. Students will cover the basic operating principles of all Programmable Logic Controllers, their inputs and outputs, programming, maintenance, and networking.

$149  
start Anytime  
TPC Instructor  
Start Anytime  
ONLINE  
106483

Troubleshooting Skills
This class explores the subject of troubleshooting and the importance of proper maintenance procedures. Students will learn about the importance of teamwork, communication, and trade responsibilities. Outlines troubleshooting techniques and aids, using schematics and symbols. Focuses on specific maintenance tasks, breakdown maintenance, and planned maintenance.

$149  
start Anytime  
TPC Instructor  
Start Anytime  
ONLINE  
106482

Safety

MSHA New Miner Training
These courses prepare new miners and contractors for safety and health hazards involved in surface and/or underground mining and meet U.S. Department of Labor–Mine Safety and Health Administration (MSHA) 30 CFR Parts 46 and 48 requirements for New Miner Training. Upon successful completion of the course, a 5000-23 Certificate of Training will be issued.

Surface

$300  |  3 sessions  
instructor: Jason James  
Aug 22 – 24  M Tu W  8:00 am - 5:00 pm  WTC  
105721

Sep 19 – 21  M Tu W  8:00 am - 5:00 pm  WTC  
105722

Nov 14 – 16  M Tu W  8:00 am - 5:00 pm  WTC  
106464

Dec 12 – 14  M Tu W  8:00 am - 5:00 pm  WTC  
106465

Jan 30 – Feb 1  M Tu W  8:00 am - 5:00 pm  WTC  
106466

Underground

$400  |  4 sessions  
instructor: Jason James  
Aug 22 – 25  M – Th  8:00 am - 5:00 pm  WTC  
105718

Sep 19 – 22  M – Th  8:00 am - 5:00 pm  WTC  
105719

Nov 14 – 17  M – Th  8:00 am - 5:00 pm  WTC  
106467

Dec 12 – 15  M – Th  8:00 am - 5:00 pm  WTC  
106468

Jan 30 – Feb 2  M – Th  8:00 am - 5:00 pm  WTC  
106469

Get Your Captain’s License Now
Earn your U.S. Coast Guard OUPV (6-pack) license needed for fishing and tour guides to carry up to six passengers for hire on waters regulated by the federal government. Students will learn piloting, navigation, charting, and general rules of the road and deck. Successfully complete the four-part test and submit the certificate of course completion to the regional exam center with an application for licensure. Course fee includes all printed materials. This is a Zenith Maritime USCG-approved course.

$1,395  |  9 sessions  
instructor: Mark Garrison  
Nov 28 – Dec 9  M – F  8:00 am - 5:00 pm  WTC  
106449

100-Ton Master Upgrade
Want to upgrade your OUPV/6-pack Captain's License to a 100-Ton Master License? The 100-Ton Master License allows you to perform all the duties of the OUPV/6-pack captain and also operate inspected vessels up to 100 gross tons and/or carry more than six passengers-for-hire. Course fee includes all class materials. Must complete Captain's License program before completing 100-Ton Master License. Zenith Maritime USCG-approved course.

$550  |  4 sessions  
instructor: Mark Garrison  
Dec 12 – 15  M – Th  8:00 am - 5:00 pm  WTC  
106487

Enroll online at www.nic.edu/wtc or call (208) 769-3333
MSHA Annual Refresher Training
This one-day class will refresh experienced miners and contractors in the safety and health hazards involved in surface and underground mining operations. Topics include miners’ rights and responsibilities, industrial hygiene, water hazards, explosives, fall prevention, first aid, respiratory protection, powered haulage, sliding material hazards, and much more. This course meets the US Department of Labor-Mine Safety and Health Administration’s (MSHA) requirements per 30 CFR parts 46/48 and is designed for the experienced miner with a current 5000-23 Certificate of Training.
$80  |  1 session  Instructor: Jason James
Aug 15 M  8:00 am - 5:00 pm WTC  105715
Sep 12 M  8:00 am - 5:00 pm WTC  105716
Nov 7 M  8:00 am - 5:00 pm WTC  106460
Dec 5 M  8:00 am - 5:00 pm WTC  106461
Jan 9 M  8:00 am - 5:00 pm WTC  106463

MSHA Instructor Training Course
This three-day course is a prerequisite to becoming an MSHA Approved Instructor. Participants who successfully complete the training and are approved by their respective MSHA district office will be recognized as MSHA-approved instructors and can conduct 30 CFR Part 48 Health and Safety Training.
$500  |  3 sessions  Instructor: Jason James
Nov 1 – 3 Tu W Th  8:00 am - 5:00 pm WTC  106470

Flagger Certification
Gain the skills and expertise to enhance the safety of workers and road users during construction, maintenance, and repair projects. This course is 100 percent safety-driven with topics of flagger qualifications and requirements, positions for safety, road user safety, flagging signals, elements of traffic control, specialty lighting, intersections, grade crossings, and short duration and mobile work. After successful completion of this course, you will be issued a flagger card required by the Idaho Transportation Department and accepted in many other states including Washington, Montana, and Oregon. Flagger certification is valid for three years. Minimum age required is 18 years. Fee includes Traffic Control Flagger Certification Handbook.
$89  |  1 session  Instructor: Kathy Cardwell
Aug 10 W  9:00 am - 4:00 pm WTC  104979
Sep 14 W  9:00 am - 4:00 pm WTC  106453
Oct 12 W  9:00 am - 4:00 pm WTC  106454
Nov 9 W  9:00 am - 4:00 pm WTC  106455
Dec 14 W  9:00 am - 4:00 pm WTC  106456
Jan 11 W  9:00 am - 4:00 pm WTC  106457

Forklift Operator Certification
Comply with the latest OSHA 29 CFR 1910.178 training requirements. Forklift fundamentals and operations are provided in this hands-on training and driver-performance testing. Increase your value as a job-seeker or just add another skill with a forklift certification.
$129  |  1 session  Instructor: Dalena Tripplet
Aug 26 F  8:00 am - 12:00 pm NIC-PTE  104982
Sep 9 F  8:00 am - 12:00 pm NIC-PTE  104983
Oct 21 F  8:00 am - 12:00 pm NIC-PTE  106458
Nov 18 F  8:00 am - 12:00 pm NIC-PTE  106459
Dec 16 F  8:00 am - 12:00 pm NIC-PTE  106462
Jan 20 F  8:00 am - 12:00 pm NIC-PTE  106471

Scissor Lift Certification
This scissor lift training is designed for anyone who works with, on, or near scaffolds, including scissor lifts. This safety training may help prevent serious injury in the workplace and save lives. Scissor lift training presents an overview of safe operating procedures for scissor lifts. Topics include applicable regulations, hazard identification, and the responsibilities of employers and employees. Scissor lift training also details the safe use of scissor lifts, such as maintenance, inspections, stabilization, positioning, and other safety precautions. This certification course meets the requirements set forth by OSHA for scissor lift certification training.
$129  |  1 session  Instructor: Dalena Tripplet
Aug 26 F  1:00 pm - 5:00 pm NIC-PTE  105054
Sep 9 F  1:00 pm - 5:00 pm NIC-PTE  105055
Oct 21 F  1:00 pm - 5:00 pm NIC-PTE  106472
Nov 18 F  1:00 pm - 5:00 pm NIC-PTE  106473
Dec 16 F  1:00 pm - 5:00 pm NIC-PTE  106474
Jan 20 F  1:00 pm - 5:00 pm NIC-PTE  106475

OSHA #3115 Fall Protection
This course covers the OSHA Fall Protection Standard for construction and an overview of fall protection methods. Course topics include principles of fall protection, components and limitations of fall arrest systems, and OSHA Standards and policies regarding fall protection. Students will participate in workshops demonstrating the inspection and use of fall protection equipment, residential construction fall protection, training requirements, and developing a fall protection program. Upon completion of this course, students will have the ability to assess compliance with the OSHA Fall Protection Standard, evaluate installed passive systems and fall arrest systems, and develop and implement fall protection plans. This course is offered by the University of Washington - Department of Environmental and Occupational Health Sciences. To enroll, please call (206) 685-3089 or email ce@uw.edu.
$625  |  3 sessions  Instructor: Dalena Tripplet
Aug 17 – 19 W Th F  8:00 am - 4:00 pm WTC  105006

OSHA #501 Trainer Course in Occupational Safety and Health Standards for General Industry
This course is designed for individuals interested in teaching the 10- and 30-hour general industry safety and health Outreach Training Program to their employees and other interested groups. Using the OSHA General Industry Standards as a guide, special emphasis is placed on those topics required in the 10- and 30-hour programs as well as those which are most hazardous. Students are briefed on effective instructional approaches and use of visual aids and handouts. This course allows the student to become a trainer in the OSHA Outreach Training Program, to conduct both 10- and 30-hour General Industry Outreach classes, and to issue cards to participants after verifying course completion. Students who wish to participate as authorized trainers in the OSHA Outreach Training Program must prepare a presentation on an assigned OSHA General Industry Outreach Training Program topic individually or as part of a group and successfully pass a written exam at the end of the course. This class is offered by the University of Washington - Department of Environmental and Occupational Health Sciences. To enroll, please call (206) 685-3089 or email ce@uw.edu.
$725  |  4 sessions  Instructor: Dalena Tripplet
Aug 17 – 19 W Th F  8:00 am - 4:00 pm WTC  105057
Dec 6 – 9 Tu W Th  8:00 am - 4:00 pm WTC  105057
F  8:00 am - 2:00 pm WTC  105057
OSHA #511 Occupational Safety and Health Standards for General Industry
This course covers OSHA Standards, policies, and procedures in general industry. Topics include scope and application of the OSHA General Industry Standards, general industry principles, and special emphasis on those areas in general industry which are most hazardous. Upon course completion, students will have the ability to define general industry terms found in the OSHA General Industry Standards, identify hazards which occur in general industry, locate and determine appropriate OSHA General Industry Standards, policies, and procedures, and describe the use of OSHA General Industry Standards and regulations to supplement an ongoing safety and health program. Prerequisite for OSHA #501 Trainer Course in Occupational Safety and Health Standards for General Industry. This class is offered by the University of Washington - Department of Environmental and Occupational Health Sciences. To enroll, please call (206) 685-3089 or email ce@uw.edu.
$695  |  5 sessions  
Sep 26 – 30  M – Th  8:00 am - 4:00 pm  |  TPC Instructor  
F  8:00 am - 2:00 pm  |  WTC  
105056

Unlimited Safety Courses
Students will receive a 12-month subscription for unlimited, online Industrial Safety Training Courses. There are 140-plus topics designed to train employees on essential safety procedures. In addition to helping maintain regulatory compliance, safety training helps maintain employee morale, well-being, and improves productivity. This online safety offering includes OSHA 10/30 equivalent curriculum and is available in both English and Spanish.
$195  |  TPC Instructor  
Start Anytime  |  ONLINE  
106484

Welding

Intro to Torch Cutting
Whether you’re new to oxy-acetylene torch cutting or just need some extra practice, this course will cover the basics, giving you ample practice time to develop your skills. You’ll also have an opportunity to try plasma torch cutting. Already have your own oxy/fuel setup and/or plasma cutter and want to learn to set it up and practice on your own equipment? Bring it along! Tuition now includes the use of PPE/tool kits, should a student not own equipment they prefer to use during class.
$449  |  4 sessions  
Instruc: Frank Rollins  
Sep 19 – 22  M – Th  6:00 pm - 9:00 pm  |  NIC-PTE  
106489

Intro to Stick Welding
Gain fundamental skills in structural steel welding in this introductory course. You’ll learn techniques to safely begin practicing Stick (SMAW) welding. Have your own stick welder that you’d like to learn on? You’re welcome to bring it along! Protective gear and tool kits now available for loan to students while in class.
$479  |  4 sessions  
Instruc: Frank Rollins  
Oct 10 – 13  M – Th  6:00 pm - 9:00 pm  |  NIC-PTE  
106486

Intro to MIG Welding
Gain fundamental skills in structural steel welding in this introductory course. You’ll learn techniques to safely begin practicing MIG (wire feed) welding. If you have your own wire feed welder that you’d like to learn on, you’re welcome to bring it along! Protective gear and tool kits now available for loan to students while in class.
$499  |  4 sessions  
Instruc: Frank Rollins  
Nov 14 – 17  M – Th  6:00 pm - 9:00 pm  |  NIC-PTE  
106485

Intro to TIG Welding
This course is designed to introduce you to the basic skills of gas tungsten arc (TIG) welding. Learn the principle set-up of TIG (tungsten inert gas) welding equipment; proper tungsten selection and shielding gases for this welding process; and the correct welding parameters for the material to be welded. Learn how to weld in different positions for a variety of weld joints using steel and aluminum. Have your own TIG welder and want to learn on it? Bring it along! Tuition now includes the use of PPE/tool kits, should a student not own equipment they prefer to use during class.
$479  |  4 sessions  
Instruc: Frank Rollins  
Dec 5 – 8  M – Th  6:00 pm - 9:00 pm  |  NIC-PTE  
106488

Welding Open Labs
Have a set of welding equipment you want to learn with, a project you’re stuck on, or just interested in brushing up on welding fundamentals? Join a Welding Open Lab where you’ll receive an introduction to shop safety and best practices, then receive guidance as you go. Students can receive mentorship on torch cutting, MIG, Stick, and TIG.
$179  |  1 session  
Instruc: Frank Rollins  
Oct 29  Sa  10:00 am - 3:00 pm  |  NIC-PTE  
107334
Dec 17  Sa  10:00 am - 3:00 pm  |  NIC-PTE  
107335

Blueprint Reading for Welders
This online welding course will teach you how to read, use, and make blueprints. You will discuss different types of welds, weld joints, and weld symbols. The course will also touch on advanced shop math and measurement skills.
$149  |  TPC Instructor  
Start Anytime  |  ONLINE  
103110
HEALTH CAREERS

Assistance with Medications

This course is required for any unlicensed assistive personnel who is delegated the task of assisting with oral, topical, suppository, ear drops, eye drops, nasal, gastrostomy tube, or pre-mixed inhaled medications. This program is designed for individuals who care for clients in a home or assisted living setting, but is beneficial to anyone assisting with medication. Reading medication instructions and labels is a critical skill to safely practice in health care.

$85  |  2 sessions

W  8:00 am - 12:00 pm  WTC  HP-59-0001
W  5:00 pm - 9:00 pm  WTC
W  5:00 pm - 9:00 pm  NIC-SP

Please check online for dates and availability.

Assistance with Medications-Online and Skills Test

Experience the flexibility of this Assistance with Medication online format with in-person skills testing. This course is required for any unlicensed assistive personnel who is delegated the task of assisting with medications in the assisted living or residential care setting. Registration provides access to the 8-hour online course and a process for scheduling skills testing at your site of employment. Students gain access to the online content within two to three business days of registration to help prepare for their skills test. Once the online course and online written test are completed, students may schedule and take the skills test. Skills tests are administered by a qualified RN approved by NIC Workforce Training Center. Students have 30 days to complete this course after registration. Available to students who live outside a 50-mile radius from the Coeur d’Alene/Post Falls Metropolitan Area.

$85  |  1 session

Instructor: Valerie Scrafford and Approved Site Administrator

Start Anytime  ONLINE

CNA-Nursing Assistant Training

Nursing Assistant Training

Begin your health care career as a Certified Nursing Assistant. This course prepares you to enter into the workforce and for the state exams required to be placed on the Idaho Nurse Aide Registry. This registry is transferrable to other states. The 152-hour class includes online assignments, in-class skills practice, and clinical experience at local health care facilities. Class registration covers all class materials, technology, and state testing fees. Students will have access to free TB testing and influenza vaccinations. Additional class costs are scrubs.

$995  |  13 sessions

Aug 15 – Nov 14  M  8:00 am - 4:00 pm  WTC  105022
Sep 6 – Dec 6   Tu  8:00 am - 4:00 pm  WTC  106442
Sep 16 – Dec 16 F  8:00 am - 4:00 pm  NIC-SP  106424
Sep 21 – Dec 21 W  8:00 am - 4:00 pm  WTC  106501
Oct 27 – Feb 9  Th  8:00 am - 4:00 pm  WTC  106502
Jan 9 – Apr 17  M  8:00 am - 4:00 pm  WTC  106503

Career Pathways in Health Care

Basic Medication Awareness and Infection Control

Basic Medication Awareness and Infection Control is a course specifically designed for certified family home providers and substitute caregivers. This course satisfies the requirements of IDAPA 16.03.19.402.01.

$75  |  1 session

Instructor: Valerie Scrafford

Aug 25   Th  8:00 am - 1:00 pm  WTC  105030
Sep 15   Th  8:00 am - 1:00 pm  WTC  106436
Oct 20   Th  8:00 am - 1:00 pm  WTC  106437
Dec 1    Th  8:00 am - 1:00 pm  WTC  106438
Certified Restorative Assistant  

Increase your career potential with this advanced course for Certified Nursing Assistants (CNAs) focusing on rehabilitation and restorative care. Course topics include assisting nursing staff and physical, occupational, and speech therapists in rehabilitating patients with neurological, musculoskeletal, and orthopedic conditions. Course fee includes Idaho Career and Technical Certified Restorative Assistant exam.

$595  |  6 sessions  
Instructor: Una Alderman

Oct 27 – Dec 8  
Tu  8:00 am - 2:00 pm  
WTC  106498

Mentor Specialist  

Do you enjoy sharing your professional skills and knowledge with others? Are you a lead in your facility and seek ways to motivate, empower and help those around you grow? Learn how to be a mentor specialist in peer development, coaching, and mentoring. You will receive effective tools to enable you to mentor students or new team members. This course is ideal for any health care professional who precepts or mentors.

$195  |  3 sessions  
Instructor: Dotty Heberer

Oct 31 – Nov 14  
M  8:00 am - 1:00 pm  
WTC  106511

Patient Care Coordinator  

The Patient Care Coordinator course will teach you how to assist in facilitating patient care services as well as practice strong organizational, computer technology, and interpersonal communication skills. This course is primarily online with one introductory lab. Students will be prepared to sit for the National Health Unit Coordinator Certification Exam. Textbooks and Classroom Materials included.

$595  |  1 session, then Online  
Instructor: Dotty Heberer

Oct 11 – Dec 6  
ONLINE  
WTC  106515

Orientation  
Tu  9:00 am - 10:00 am  
WTC  106441

Patient Care Technician  

Advance your career! Patient Care Technicians possess a diverse range of skills and knowledge to provide care to patients in hospital emergency departments, clinics, long-term acute care, and rehabilitation centers. Build upon your nursing assistant technical and interpersonal skills. Learn Mental Health First Aid, Phlebotomy, Wound Care, EKG, and advance your patient care skills. This program includes the opportunity to achieve four micro certifications and a national certification. Exam fees and textbooks are included in tuition.

$1,295  |  19 sessions  
Instructor: Multiple Licensed Professionals

Sep 19 – Nov 21  
M W  5:00 pm - 9:00 pm  
WTC  106441

Wound Care for Health Care Professionals  

Learn the essentials of wound care designed for licensed nurses and patient care technicians. Gain confidence in identifying, treating, and helping to prevent acute and chronic wounds. Receive hands-on instructions on applying and removing dressings. In-depth discussion on advanced wound care, technology, and various types of dressings, round out the course.

$119  |  2 sessions  
Instructor: Dotty Heberer

Oct 17 – 24  
M  5:00 pm - 9:00 pm  
WTC  106514

Dental Assisting  

Choose an exciting and challenging career in Dental Assisting. Through a competency-based learning approach, you will gain essential skills to enter the Dental Assistant profession. This program will prepare you to sit for the American Medical Technologists (AMT) Registered Dental Assistant (RDA) certification exam. Visit: www.nic.edu/da for more information and to apply for this rewarding career. An application is required. Applications open 9/26/22 - 10/14/22. Prerequisite: High school diploma or equivalent. Limited seats are available.

$3,495  |  43 sessions  
Instructor: Emily Penberthy, RDH, BSDH, MSDH

Jan 10 – May 16  
Tu Th F  5:00 pm - 9:00 pm  
WTC  106516

Dental Assistant Apprenticeship  

For those currently working at a dental practice: Choose an exciting and challenging career in dental assisting. Attend live classes and in-class demonstrations via Zoom, augmented with online class assignments, quizzes, and exams. Work with an approved clinical preceptor to practice skills and meet clinical proficiencies. This program will prepare you to sit for the American Medical Technologists (AMT) Registered Dental Assistant (RDA) certification exam. Contact Health Careers at Workforce Training for information on registration at wtc_HealthCareers@nic.edu.

$3,495  |  44 sessions  
Instructor: Emily Penberthy, RDH, BSDH, MSDH

Jan 10 – May 16  
Tu Th F  5:00 pm - 9:00 pm  
WTC  106517

Dental Assistant - Expanded Functions Series - Online  

Complete the expanded functions series for dental assistants. Receive Online instruction with a registered Dental Hygienist Instructor and Lab instruction with a registered Dental Hygienist where you work. The series includes: administration of nitrous oxide/oxygen analgesia, polishing restoration, application of pit and fissure sealants, coronal polishing, and temporary crown restoration. Lab skills will be overseen by your supervising Licensed Dentist and Dental Hygienist.

$549  |  9 sessions  
Instructor: Carrie Whitfield, RDH, MSDH

Sep 23 – Nov 18  
F  8:00 am - 12:00 pm  
WTC  106500

Medical Assistant Apprenticeship  

Medical Assistant Apprenticeship  

Complete your Medical Assistant Apprenticeship and obtain national certification in this accelerated program for currently employed health care professionals. In this 8.5-month program, learn direct patient care, clinical, and administrative skills necessary for this high-demand career. Under the supervision of health care providers, Medical Assistants are valued support members of the health care team. Doctors, nurses, and other team members rely on the Medical Assistant to provide clinical services for patients and ensure the clinic flows smoothly. Take skills learned in class and apply them under the supervision of a clinical preceptor where you work. Must be employed or becoming employed as a Medical Assistant. CNAs or Phlebotomy Technicians are preferred, but not required. Textbooks and exam fees are included in tuition. This course may be taken online for those outside of the Coeur d’Alene metro area. Please contact Workforce Training Center for more information and (208) 769-3333 or email wtc_HealthCareers@nic.edu.

$3,995  |  67 sessions  
Instructor: Danielle Miller, RN, BSN

Sep 19 – Jun 12  
M Tu  5:00 pm - 9:00 pm  
WTC  106439
Certified Medical Administrative Assistant with Medical Billing and Coding (Vouchers Included)

This course will teach you how Administrative Medical Assistants are versatile and valuable healthcare team members who handle a broad range of duties. Students will also be prepared for the Certified Medical Administrative Assistant (CMAA) national certification exam offered by the National Healthcareer Association (NHA).

$3,695  |  1 session  
Start Anytime  ONLINE  106525

Mental Health Certification - Online

Mental Health Assistant certification is a convenient, instructor-led, online learning experience. There are three scheduled online instructional meetings with the majority of the course offering full online flexibility to work around your busy schedule. Enrollment includes Adult Mental Health First Aid Certification for those who attend two specified class sessions in person. Upon successful completion, students are eligible to sit for the American Association of Psychiatric Technicians credentialing exam.

$595  |  1 session  
Sep 28 – Dec 7  ONLINE  106499

Adult Mental Health First Aid

Mental Health First Aid is an 8-hour, in-person, adult public education program designed to improve participants’ knowledge and modify their attitudes and perceptions about mental health and related issues. This includes how to respond to individuals who are experiencing one or more acute mental health crises (i.e., suicidal thoughts and/or behavior, acute stress reaction, panic attacks, and/or acute psychotic behavior) or are in the early stages of one or more chronic mental health problems (i.e., depressive, anxiety, and/or psychotic disorders, which may occur with substance abuse).

$79  |  2 sessions  
Oct 3 – 10  M  5:00 pm - 9:00 pm  WTC  106512

Dementia Workshop

Provide outstanding care with specialized training in dementia at this dynamic workshop. This workshop is ideal for the health care professional or primary caregiver. Learn about the most common forms of dementia, communication tips, and methods to reduce the effects of cognitive impairment. This course provides a valuable foundation to help those in all stages of mental decline.

$75  |  1 session  
Dec 15  Th  4:00 pm - 8:00 pm  WTC  106507

Phlebotomy Technician

This program prepares professionals to collect blood specimens from clients for the purpose of laboratory analysis. There is an online component to this class, and you will be oriented on its use on the first day of class. The National Healthcare Association Certified Phlebotomy Technician exam is included in registration. Note: Must be at least 18 years of age. Externship is available as a separate class for graduates of this course and is a prerequisite for ASCP certification.

$1,799  |  27 sessions  
Sep 13 – Dec 13  Tu Th Sa  5:00 pm - 8:30 pm  WTC  106385

Advance your CNA career with the following programs:

- **Patient Care Technician**: Build your career. This program includes these embedded certifications: Phlebotomy, EKG, Mental Health First Aid, and Wound Care.
- **Certified Restorative Assistant**: Focus on rehabilitation and restorative care. Assist nursing staff and therapists in rehabilitating patients.
- **Patient Care Coordinator**: Assist in patient care services. Gain strong medical organizational, computer and interpersonal communication skills.
- **Mental Health**: Provide care for the unique needs of people with mental illness, dementia and/or developmental disabilities under the supervision of a mental health professional.
- **Mentor Specialist**: Share your professional skills and knowledge with others. Be a mentor to others in peer development, coaching, and leading.

Looking to enhance your skills with other health classes?

- **Assist with Medications**: Beneficial to anyone assisting with medication. Gain critical skills in reading medication instructions and labels. Classroom and online.
- **Wound Care for Health Care Professionals**: Learn the essentials of wound care. Gain confidence in identifying, treating, and helping to prevent acute and chronic wounds.
- **Phlebotomy for Health Care Professionals**: Qualifies you for an Idaho SkillStack certification. Prerequisite – employed as CNA, CMA, EMT, LPN, RN, LPN. RNs can enroll without the above requirements.
- **IV Therapy Training**: Customized class for LPN and RN to refresh your IV therapy skills.
- **Medical Assistant Apprenticeship**: Are you a CNA or Phlebotomy Tech employed as an MA Apprentice? Complete your MA education in this accelerated program.

For More Info visit www.nic.edu/healthcareers
The options you need to succeed.

Flexible Classes
From multiple start dates, online, hybrid, and evening classes, learning is more flexible than ever at NIC.

North Idaho College | Enroll Today. ▶ nic.edu/apply
Emergency Medical Technician (EMT)

This program will prepare you to provide pre-hospital emergency medical care and transportation for critical and emergent patients who access the Emergency Medical Services (EMS) system. Textbook, class materials, Basic Life Support Provider certification, and the skills exam for the National Registry of Emergency Technicians NREMT are included in the registration fee. Upon successful completion of this course, you will be eligible to take the National Registry of Emergency Technicians (NREMT) exams.

$2,495  |  53 sessions

Instructor: Coeur d'Alene Firefighters

Aug 22 – Dec 21 M W F 6:00 pm - 9:00 pm WTC 105012
Sep 12 – Jan 20 M W F 6:00 pm - 9:00 pm WTC 106370

Firefighter 1 Academy

Begin or enhance your career in structural firefighting and prepare for testing and certification as an IFSAC Firefighter 1. Classroom and hands-on instruction include basic firefighting skills, fire behavior, fire control techniques, fire ground safety, apparatus/equipment operation and maintenance, fire investigation, report writing and physical fitness. Students must obtain medical clearance from a physician and apply prior to acceptance into the Fire Fighter 1 Academy. Course fee includes textbooks, use of turnout gear and training equipment. Applications are required. Application registration opens Sept. 2 and closes Sept. 23. More information regarding requirements and prerequisites at www.nic.edu/firefighter.

$2,699  |  53 sessions

Instructor: Bill Deruyter

Jan 24 – May 25 Tu Th Sa 5:00 pm - 9:00 pm CDA-FIRE 106443

First Aid, CPR, AED and BLS

This course is for health care workers, first responders and those who seek CPR certification. This four-hour course includes adult, child, and infant CPR and use of the automated external defibrillator (AED). Written and skills test will be given at the conclusion of the course. CPR/AED certification on successful completion. This course does not include first aid.

$69  |  1 session

Instructor: Blaine Porter

Nov 8  Tu  5:00 pm - 9:00 pm WTC 106508

Basic Life Support BLS Refresher

Is your Basic Life Support for health care professionals about to expire? Obtain a quick refresher and recertify in this abbreviated class. Includes adult, child, and infant CPR, the use of the bag valve mask, and an automated external defibrillator (AED). Does not include first aid. Must provide a copy of your current BLS card at the beginning of class.

$45  |  1 session

Instructor: Blaine Porter

Aug 16  Tu  6:00 pm - 8:00 pm WTC 106509
Nov 15  Tu  6:00 pm - 8:00 pm WTC 106510

Heartsaver CPR/AED and First Aid Combo

Receive CPR/AED and First Aid in one class. This class satisfies the requirement for certified family homes too. Take advantage of this combination class. Learn how to save lives and respond in the event of an emergency. You will be prepared to manage a life-threatening event until professional help arrives. Earn or renew both your CPR/AED and First Aid card, good for two years.

$95  |  1 session

Instructor: Blaine Porter

Sep 10  Sa  9:00 am - 4:00 pm WTC 106504

Heartsaver First Aid

Do you know what to do in case of a medical emergency? This course will give you confidence and knowledge in how to manage illness and injuries in the first few minutes until professional help arrives. Earn or renew your First Aid card, good for two years. Textbook optional.

$69  |  1 session

Instructor: Blaine Porter

Sep 10  Sa  9:00 am - 12:00 pm WTC 106505

Heartsaver CPR and AED

Learn how to save a life! This course teaches CPR (cardiopulmonary resuscitation) and relief of choking in adults and children only (no infants). Earn or renew your CPR card; good for two years. Textbook optional. This course does not meet the requirements for Healthcare Provider CPR (BLS).

$69  |  1 session

Instructor: Blaine Porter

Sep 10  Sa  1:00 pm - 4:00 pm WTC 106506
This fall, three new apprenticeship programs will come online:

- Construction Pre-Apprenticeship
- Construction Apprenticeship
- Heavy Equipment Operator

All of these programs will qualify for IDAHO Launch and have up to 90% of tuition paid for!

Phone: (208) 769-3333
Email: Colleen.Hoffman@nic.edu

Apprenticeship combines paid on-the-job experience with classroom instruction to prepare individuals to become journey-level workers in electrical, plumbing, and heating, ventilation and air conditioning (HVAC) trades. Most classes meet on weeknights and Saturdays.

LIVE CLASSES
Registration Now Open!
Classes begin in September.
www.nic.edu/apprenticeship
BUSINESS & PROFESSIONAL DEVELOPMENT

Accounting

Introduction to QuickBooks Online
This QuickBooks course will teach you how to manage your business finances with QuickBooks Online. Students will learn to use key features of QuickBooks Online and gain hands-on experience creating invoices, receipts, and statements; track payables, inventory, and receivables; generating reports; and more. Whether new to QuickBooks or in need of a quick refresher, this course will empower students to take control of their business's financial accounting, all with the ease and convenience of an online platform.

$149 | 12 sessions
Aug 17 – Oct 7  ONLINE  106678
Sep 14 – Nov 4  ONLINE  106839

Introduction to QuickBooks 2019
Introduction to QuickBooks 2019 is designed for those new to QuickBooks or those wanting a refresher with the latest version. You will learn how QuickBooks makes it easy to set up a chart of accounts; create and print invoices, receipts, and statements; track your payables, inventory, and receivables, and generate reports.

$129 | 12 sessions
Aug 17 – Oct 7  ONLINE  106686
Sep 14 – Nov 4  ONLINE  106853

Intermediate QuickBooks 2019
The Intermediate QuickBooks 2019 course is ideal if you understand the basics of accounting software or previously completed an introductory-level QuickBooks training, and want to advance your QuickBooks skills. You will also learn how to use QuickBooks in many common scenarios that small business owners encounter, such as creating customer statements and assessing finance charges. By the time you complete the course, you will know how to set up a chart of accounts; reconcile your checking account; create and print invoices, receipts, and statements; track your payables, inventory, and receivables; create estimates; and generate reports.

$129 | 12 sessions
Aug 17 – Oct 7  ONLINE  106687
Sep 14 – Nov 4  ONLINE  106854

Bookkeeping Certificate
How do you manage the finances of a business? Whether you are an entrepreneur, running a family business, or just looking to advance your career and add to your skillset, this Bookkeeping Certificate will provide you with the knowledge needed to measure, and manage, the financial health of your business. This program focuses on cash basis accounting. Three one-month courses.

Course List:
- Understanding Debits and Credits
- General Ledger and Month End Procedures
- Closing Procedures and Financial Statements

$495
Sep 6 – Dec 2  ONLINE  106942
Understanding Debits and Credits
In this course, you will learn about the accounting equation and the five categories involved in every business (Assets, Liabilities, Owner’s Equity, Revenue, and Expenses). Every financial transaction falls into one or more of these categories. Learn how to create a chart of accounts that meets the needs of your business. You will learn how double-entry bookkeeping works and the process of recording debits and credits. This course will show you how to identify, analyze, and record transactions using journal entries under the cash basis accounting method.

$195  Instructor: Sharon DeFonteny (LERN)

Sep 6 – 30  ONLINE  106941

General Ledger and Month End Procedures
In this course, you will learn how to post journal entries to the correct general ledger accounts impacted by each transaction. This course will show you how to make sure your general ledger balances at the end of each month by preparing an unadjusted trial balance. You will learn how to look for errors when you don’t balance, and how to determine to correct entries. After posting correcting entries and/or adjusting entries, you will verify debits and credits equal with an adjusted trial balance. This course also goes through the steps of performing monthly bank reconciliations.

$195  Instructor: Sharon DeFonteny (LERN)

Oct 3 – 28  ONLINE  106940

Closing Procedures and Financial Statements
This course shows you how to create a worksheet used to adjust account balances and prepare financial statements. Use your financial statements to measure performance, make improvements, and set goals. The final step covered in this course is closing your books and preparing them for the next accounting period; this is done by journalizing and posting closing entries.

$195  Instructor: Sharon DeFonteny (LERN)

Nov 7 – Dec 2  ONLINE  106939

Accounting and Finance for Non-Financial Managers
Every successful person in the workplace utilizes financial information to aid effective decision making. Accounting and Finance for Non-Financial Managers explains the financial concepts and accounting processes used in most businesses and will provide practical techniques that will increase your effectiveness and career. First, get a foundation to understand the seven steps in the accounting cycle and use financial information in decision making. Come away with the knowledge to analyze resource allocation and evaluate financial performance. Then find out what you need to know about cash. Cash is the non-financial manager who really makes a difference in the day-to-day cash activities. Discover how to maximize cash flow, learn the importance of cash and find out your role in cash flow success. Finally, acquire advanced knowledge on the financial information that drives your organization. Three one-month courses.

Course List:
- Classes also offered individually.
- Accounting and Finance for Non Financial Managers
- Cash is King
- Financial Analysis and Planning for Non Financial Managers

$495  Instructor: Jodie Trana (LERN)

Sep 6 – Dec 2  ONLINE  106909

Cash is King
Cash is arguably the most important factor in business success. Dun & Bradstreet (D&B) reports 90% of all small business failures are due to poor cash flow—more money gets paid out than collected. It is the non-financial manager who really makes a difference in the day-to-day cash activities. Discover how to maximize cash flow, learn the importance of cash and find out your role in cash flow success.

$195  Instructor: Jodie Trana (LERN)

Oct 3 – 28  ONLINE  106872

Financial Analysis and Planning for Non-Financial Managers
Designed for non-financial managers, business owners, entrepreneurs, and other decision-makers, this advanced course will take the mystery out of money matters. Throughout this course, financial information that drives your organization, as seen on the business’s reports, will be assessed and analyzed to understand it. An understanding of this information will help you make smart decisions when it comes to budgeting, setting goals, and assessing performance within your own area of influence.

$195  Instructor: Jodie Trana (LERN)

Nov 7 – Dec 2  ONLINE  106915

North Idaho College Foundation
The North Idaho College Foundation is proud to provide over $1 million in scholarship funding this year to assist North Idaho College students!

How to apply:
1. Go to www.nic.edu/wtc
2. Click on "Scholarship Application"
3. Complete & Submit Application

All NIC students are encouraged to apply for scholarships as there are hundreds of opportunities available for students enrolled in credit courses and short-term training programs.

www.nic.edu/wtc  (208) 769-333
Accounting Fundamentals
In this comprehensive course, you will learn the basics of double-entry bookkeeping, as well as how to analyze and record financial transactions. You will get hands-on experience with handling accounts receivable, accounts payable, payroll procedures, sales taxes, and various common banking activities. Accounting Fundamentals covers all the bases, from writing checks to preparing an income statement and closing out accounts at the end of each fiscal period. Whether you’re a sole proprietor looking to manage your business finances or you simply want to gain an understanding of accounting basics for career advancement or for personal use, this course will give you a solid foundation in financial matters.

$495 | 12 sessions
Aug 17 – Oct 7 ONLINE 106551
Sep 14 – Nov 4 ONLINE 106713

The Basics of Bookkeeping
The Basics of Bookkeeping course will help you understand, and know how to record, every penny that comes into your business and every penny that goes out of your business. This course shows you how to create a chart of accounts that will meet your needs. All of the money you spend and all of the money you earn have a place to go. How do you record them? What are debits and credits? What do the numbers mean? How do you label accounts? Even if you outsource your bookkeeping needs, you should still have a basic understanding of what happens with the money earned and the money spent. No one should be blind to his or her finances! In this course you will learn where the numbers go and why! You will learn bookkeeping terminology, as well as what it means to keep track of the numbers. At the end of the cycle, what do the numbers mean? The Basics of Bookkeeping will show you how to keep track of the numbers and why!

$195 Instructor: Sharon DeFonteny (LERN)
Oct 3 – 28 ONLINE 106923

Communication and Writing

A to Z Grant Writing
A to Z Grant Writing will take you through the process of finding and writing a grant application. Using a Theory of Change process to engage stakeholders in framing a grant application, you will prepare a draft of a grant application of your choice step-by-step. In doing so, you will learn what grant funders look for in an application by reviewing pieces of your peers' grant proposals to provide and receive feedback. Additional features include six teachable moments videos and six choose your own adventure branching scenarios.

$149 | 12 sessions
Aug 17 – Oct 7 ONLINE 106535
Sep 14 – Nov 4 ONLINE 106697

Effective Communication in the Workplace
Ever felt like what you’ve said isn’t what was heard? Effective interpersonal communication is crucial to developing long-term relationships that improve workplace productivity. In this course, you'll learn the fundamentals of effectively expressing your ideas, giving and receiving feedback, effective listening, empathy, personal communication styles and personality, specifics of words, and messages both verbal and non-verbal.

$79 | 1 session
Oct 4 Tu 9:00 am - 12:00 pm ONLINE 106496

Discover Sign Language
Discover Sign Language will teach you how to sign basic phrases and complete sentences and how to put it all together, allowing you to introduce yourself and start a conversation. Along the way, you will learn signs for colors, numbers, locations, family, and the activities you like to do. Throughout the course, you will learn by watching videos that demonstrate how to make the signs and how to incorporate facial expressions to communicate in this beautiful language. This course is taught using the best practices of the industry with a minimum of audio support. Throughout it, you will be immersed in silence, which will help you gain an understanding of the perspective of Deaf people and sign language. You will also gain an introduction to the world of the Deaf culture and explore topics such as lip reading, baby signs, and the career of interpreting.

$495 Instructor: Kathryn Will (LERN)
Sep 6 – Dec 2 ONLINE 106910

Grammar Refresher
Develop your English grammar skills and take your writing and speaking to the next level of excellence in this course. This course explores the eight parts of speech, punctuation and mechanics, and foundational sentence construction. You will learn about phrases, clauses, problem words, common grammar mistakes, and much more through practical, hands-on exercises. You will also learn through short videos, examples, and even fun games. Take your writing and speaking to the next level of excellence!

$149 | 12 sessions
Aug 17 – Oct 7 ONLINE 106570
Sep 14 – Nov 4 ONLINE 106732

Grammar Refresher

Conflict to Collaboration
The art of managing conflict and shifting to collaboration is essential in the workplace. Learn the basic conflict behaviors, styles and the effective means to resolve issues by understanding your personal style and those of others. This course will assist you with learning the effectiveness and power of listening, being familiar with diverse backgrounds as well as behavioral styles, and mastering the essentials of communicating in a dynamic way to positively affect collaborative outcomes and solutions.

$79 | 1 session
Oct 11 Tu 9:00 am - 12:00 pm ONLINE 106495

Effective Business Writing
Do you have a nagging suspicion that a small improvement in your writing skills might also improve your career prospects? Don't let small gaps in your business writing skills prevent you from reaching your full potential! It doesn't matter whether you're a clerical worker, an engineer, or an executive. If you communicate with others in writing, you need this course to help you identify and eliminate problem areas. By the end of this course, you'll know the secrets to developing powerful written documents that immediately draw readers in and keep them motivated to continue until your very last, well-chosen word.

$149 | 12 sessions
Aug 17 – Oct 7 ONLINE 106558
Sep 14 – Nov 4 ONLINE 106720

Effective Business Writing

Discover Sign Language

Language in the Workplace

Language in the Workplace
Spanish for Medical Professionals
Spanish for Medical Professionals gives you the basic tools you need to bridge the communication gap. With increasing numbers of Spanish-speaking patients entering the healthcare system every year, it's more crucial than ever for health professionals to learn medical Spanish. What's more, adding Spanish skills to your resume can broaden your career horizons and give you an advantage over other healthcare workers. This course skips the touristy topics and focuses on the basic medical Spanish phrases you really need to know in a medical setting. Whether you're new to the language or just want a refresher, this medical Spanish class can help you.

$149  |  12 sessions
Aug 17 – Oct 7  ONLINE  106634
Sep 14 – Nov 4  ONLINE  106795

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

$149  |  12 sessions
Aug 17 – Oct 7  ONLINE  106540
Sep 14 – Nov 4  ONLINE  106702

Legal Studies
Paralegal Certificate Course©
This course teaches students the in-demand skills necessary to perform a variety of paralegal tasks and is an asset for paralegal professionals looking to advance their career, increase earning potential, and gain job-ready skills.

Advanced Paralegal Certificate Course
Advanced topics build upon the nationally acclaimed Paralegal Certificate Course©, including advanced legal research, alternative dispute resolution (mediation), bankruptcy law, business law, criminal procedure, estate planning, intellectual property, and more. Participants successfully completing at least six of the advanced topics are awarded a Certificate of completion. Dates listed are for one session. Take one, two, or three topics during one online session. Books are extra. Prerequisite: Paralegal Certificate Course©.

$3,300  |  6 sessions
Aug 22 – Oct 7  ONLINE  105279
Oct 17 – Dec 2  ONLINE  107337

eDiscovery for Paralegals
The eDiscovery for Paralegals course is an introductory course for persons entering the eDiscovery field, as well as professionals wanting to broaden their knowledge of the eDiscovery process. This six-week course covers the entire eDiscovery process, from preparation, to collection, to review of Electronically Stored Information (ESI). Throughout the 17 online modules and tests, learners will progress through the basics of eDiscovery preparation, best practices for ESI collection, and finally, the review process. The course is supplemented with a comprehensive textbook that covers most relevant eDiscovery topics.

$995  |  1 session
Aug 22 – Oct 7  ONLINE  105277
Oct 17 – Dec 2  ONLINE  107336

The NIC Alumni Association encourages a lifelong connection to North Idaho College by its alumni and friends. Membership is free, and open to anyone who has completed at least 12 NIC academic credits or the first semester of a certificate course or apprenticeship program. You need not be a graduate to become a member.

JOIN THE NIC ALUMNI FAMILY TODAY!
www.nic.edu/alumni • alumni@nic.edu

WHY EARN A COMMERCIAL DRIVER’S LICENSE?
Idaho learners can reduce out-of-pocket registration expenses by 90% through the Idaho LAUNCH program.
Employment Law Certificate Course
Employment law is a branch of contract law that deals with relationships between employers and employees. This course will cover statutes such as the National Labor Relations Act, the Railway Labor Act, and other various statutes dealing with public employees. Topics to be included are master and servant, wages and hours, antidiscrimination in employment and minimum wages and maximum hours, as well as regulation of working conditions. Successful graduates of this non-credit course will be awarded a Certificate of Completion from the college or university of their choice. The Employment Law Certificate Course provides 45 PDCs toward this 60 PDC requirement.
$995 | 1 session  Center for Legal Studies Instructor
Aug 22 – Oct 7  ONLINE 105281
Oct 17 – Dec 2  ONLINE 107338

Legal Secretary Certificate Course
This intensive program is designed for both beginning and experienced secretaries who are interested in improving their skills and working more efficiently within the law office. Students will study such topics as: legal terminology; legal process; jurisdiction and venue; ethics; written communications including letters, pleadings, discovery, notices and motions; filing procedures, billing and accounting; time management; records management; an overview of commonly used word and data processing programs; legal research; memoranda preparation, and citation format.
$995 | 1 session  Center for Legal Studies Instructor
Aug 22 – Oct 7  ONLINE 105283
Oct 17 – Dec 2  ONLINE 107339

Victim Advocacy Certificate Course
This exciting course, offered by our partner The Center for Legal Studies, will prepare you to work in victim advocacy arenas, such as domestic violence shelters, crisis centers, crisis hotlines, and with state and county governments to assist crime victims in progressing through the criminal justice system and toward successful recovery. Course topics include legal terminology, legal process, legislation regarding victims’ rights, jurisdiction and venue, ethics, effects of victimization on the victim, victim advocate skills, guardianships and crisis intervention. It also covers counseling skills for victims of assault, battery, robbery, domestic violence, sexual assault, child abuse, murder and homicide. Books extra.
$995 | 1 session  Center for Legal Studies Instructor
Aug 22 – Oct 7  ONLINE 105287
Oct 17 – Dec 2  ONLINE 107341

Management and Leadership

Developing High-Performing Teams
Working collaboratively with others to find solutions to complex, every-day issues that organizations face should be fun, dynamic and sometimes even challenging. Learn how to develop a high-performing team that possesses a strong sense of purpose, properly defines roles and responsibilities, understands the value of different personalities, and works with defined strengths and weaknesses to accomplish tasks and goals.
$79 | 1 session  Instructor: Ginny Campbell
Nov 3  Th  9:00 am - 12:00 pm ONLINE 106494

Effective Recruitment
The simple truth is that the selection process itself doesn’t make candidates any better. The quality of your applicant pool ultimately determines the success of your hire. Since selection begins with recruitment, finding qualified applicants is the first—and potentially most crucial—aspect of the hiring process. In this course you’ll learn best practices for recruiting quality candidates, the do’s and don’ts of interviewing, COVID-era considerations, and more!
$69 | 1 session  Instructor: Kerri Straw
Oct 12  W  9:00 am - 11:00 am NIC-CDA 106521

Onboarding New Hires
You’ve made your decision about whom to hire. You’ve gotten them excited about their new job. You’re excited about what they can bring to your team. Now what? Onboarding is important because it introduces the employee to the company’s culture and expectations and provides the vital training and information needed to succeed in their new position. In this course, you’ll learn steps to building an effective onboarding program, how to properly complete the new hire documents, and how the law impacts different stages of employment.
$69 | 1 session  Instructor: Kerri Straw
Oct 19  W  9:00 am - 11:00 am NIC-CDA 106522

Handling Harassment in the Workplace
In recent years we’ve a new energy around thwarting workplace harassment and discrimination, beyond the basis of gender. To promote a safe workplace and minimize the risk of costly claims, employers must be more vigilant than ever to ensure the work environment is free of unlawful conduct and act swiftly when a complaint comes in. In this course, you’ll learn what is unlawful harassment, how to set a standard of conduct, how to handle complaints, and steps to take when an incident occurs.
$69 | 1 session  Instructor: Kerri Straw
Oct 26  W  9:00 am - 11:00 am NIC-CDA 106523

End of Employment
Using effective separation practices when an employee leaves—voluntarily or involuntarily—not only makes good business sense but also serves to minimize the numerous legal risks that can arise when navigating a host of employment laws. In this course, you’ll learn pre-termination actions and planning, steps to effective terminations, and best practices following an employee separation.
$69 | 1 session  Instructor: Kerri Straw
Nov 2  W  9:00 am - 11:00 am NIC-CDA 10652
Lean Management: The Role of Lean Leaders **NEW**
Join Robert Brock, MBA, MPM, Lean Six Sigma Blackbelt, and VP of Operations for GarageSkis to learn: why Lean concepts are meant for so much more than manufacturing; how organizations of any size and purpose can benefit from understanding and implementing processes designed to streamline their every-day tasks and improve quality; identify and remove waste, and effectively problem solve based on data.
$395 | 8 sessions
Instructor: Robert Brock

Managing Remote Workers Certificate
Discover the keys to communicating with and managing remote workers, one of the fastest-growing sectors of the workforce. Some 80 percent of employers are keeping some or many of their employees working from home part of the week. People working from home are 25 percent more productive than those who work in an office. Working from home is here to stay. Tap into the experience of a CEO who has been managing remote workers for 22 years. He has pioneered the fundamental processes and procedures you won’t get anywhere else. Two one-month courses.

Course List:
Classes also offered individually.

Managing Remote Workers
$395  
Instructor: William Draves (LERN)

Train the Trainer Certification **LAUNCH**
This course is an exciting journey into learning how to teach others using an ingenious, error-free learning model. Using innovative, hands-on techniques, you will benefit by becoming an expert, certified trainer and be able to teach others these skills. Your workplace will be more efficient with a well-designed, error-free, learner-friendly course that is focused on helping learners get results in the least-amount of time.
$995 | 3 sessions
Instructor: Ginny Campbell

Digital Marketing Certificate
Come get a fundamental yet advanced introduction to eMarketing, including improving email promotions, analyzing your website traffic, doing search engine optimization, and how to successfully employ online advertising. Relevant for any type of organization, including businesses, companies, nonprofits, and government agencies. No eMarketing experience or expertise is necessary. If you are already at an advanced level, your instructors are experts and can provide the latest most advanced information and answer your toughest questions. Three one-month courses.

$495
Instructor: Dan Belhassen (LERN)

Real Estate

Idaho Real Estate Sales Pre-License Module
1 PR001/Module 2 PR002
This course fulfills the 90-hour requirement for real estate salesperson licensing in Idaho. No previous knowledge in the field of real estate is required. Topics include seeking employment with a brokerage, listing and selling property, working with buyers and sellers, closing transactions, laws and legal requirements, and ethical duties owed to the public. Can be used to meet a portion of the 90-hour pre-licensing requirement in Washington. Books are included. These classes are offered by the Real Estate Academy of Idaho. To enroll please call (509) 951-9331.

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Instructor: Ron DeCamp (LERN)

Professional Development

Administrative Assistant Fundamentals
Rapid growth in the health, legal services, data processing, management, public relations, and other industries has created many new job opportunities for administrative assistants. This course will help you discover and master the essentials of managerial and staff support, information and records management, communications technology, travel and meeting coordination, space planning, and office ergonomics. You will become an indispensable member of your team by identifying opportunities and implementing solutions to turn your office into a high productivity machine. This course and its follow up (Administrative Assistant Applications) may help prepare for the internationally-recognized Certified Administrative Professional® (CAP®) exam offered by the International Association of Administrative Professionals® (IAAP®). Note: This course is not affiliated with, nor has it been endorsed by, the International Association of Administrative Professionals® (IAAP®).
$149 | 12 sessions
Ed2go Instructor

Certificate in Customer Service
Customer service is now essential for business and all work organizations. With the increase of technology, human interaction with customers becomes all the more important. Whether it relates to retaining customers, serving your audience, or turning inquiries from potential customers into sales, good customer service is now one of the central factors in organizational success. Learn to improve your customer service skills to enhance your career skill set, improve productivity, and increase your organization’s success. You will also take away some extraordinary customer service techniques you won’t find anywhere else. Two one-month courses.

$245  
Instructor: Nanette Sanders-Cobb (LERN)

Time Management
Time is one of the most valuable resources we have, yet one of the easiest ones to waste. Managing your time wisely is critical to being a high-performing member of your team. This course will show you best practices for understanding how employers view and value time, prioritizing key goals and vital tasks, overcoming procrastination, improving your concentration, and dealing with frequent distractions.

$79 | 1 session
Instructor: Ginny Campbell

Project Management

Certificate in Project Management
Gain the skills, tools and templates to confidently develop and maintain a project. An overview of salaries, certification costs, education and experience requirements are provided. Then acquire a well-rounded knowledge of the five Project Management Processes relating to the Project Management Body of Knowledge Guide. Finally, learn the 10 Project management Knowledge Areas and their support role and relationships to the five Project Management Processes. Three one-month courses.

$495  
Instructor: Ron DeCamp (LERN)

Enroll online at www.nic.edu/wtc or call (208) 769-3333
Social Media Management

Social Media for Business Certificate

Get in on this exciting and growing way to communicate, market, and serve your customers and clients. For businesses, nonprofits, government, and other organizations. From Facebook to Twitter, blogging, YouTube, LinkedIn, and more, discover the new principles of communication that apply across all networks and how these specific social networks work and the possible uses for your organization. Learn how social networks are used to develop a two-way communication and marketing strategy for your organization. Then find out what you can be doing, what you should be doing, and take back a plan to integrate social networks into your communication and marketing. Three one-month courses.

Course List:
- Classes also offered individually.
- Introduction to Social Media
- Marketing Using Social Media
- Integrating Social Media in Your Organization

$495  Instructor: Jennifer Selke (LERN)
Sep 6 – Dec 2  ONLINE  106859

Introduction to Social Media

Get involved in the move from in-person to online communication. Learn what social media are and their role in your business and personal life. Find out the top sites and how businesses are using the sites for communication, customer retention, branding, marketing, market research, needs assessment and serving customers and clients. Explore the options for your organization. Look at case studies of what other organizations are doing. Let your instructor guide your exploration of Facebook and YouTube. For anyone interested in social media.

$195  Instructor: Jennifer Selke (LERN)
Sep 6 – 30  ONLINE  106860

Professional Consortium Series 2023

A Monthly Workshop for Business Professionals to Sharpen Their Skills and Stay Ahead of the Competition!

$100 off if you register by Sept. 30

Full workshop descriptions can be found at www.nic.edu/customizedtraining

North Idaho College JOB CORPS

The Future is Brighter Than You Think

We can help you get there.

By joining Job Corps, you will receive:
- 100% coverage of NIC education costs.
- One-on-one academic and career support.
- Hands-on experience and paid internships.
- Cash rewards for completing certificates / degrees.
- And much, much more!

For more information, visit nic.edu/jobcorps

Class Schedule:
9:00am - 12:00pm | Online 2023

Membership Cost: $650 for a “Seat” in the series that can be interchanged within organization.

January 11  Rookie Leader
Taught by: Sam Jennings II

February 8  Use Your Muscle – Putting Your Strengths, Gifts, and Talents to Work
Taught by: Ginny Campbell

March 8  Project Management
Taught by: Gene Hamacher

April 12  Brain Health
Taught by: Dotty Heberer

May 10  Difficult Conversations Workshop
Taught by: Sam Jennings II

June 14  Succession Planning
Taught by: Gene Hamacher
Computer Skills

**Certificate in Mastering Excel**

A must-have skill to succeed in business, whether an entrepreneur or a valued employee, is the ability to create, edit, and manage spreadsheets. Microsoft Excel is the most used spreadsheet tool in the world. Begin with learning how an Excel worksheet is constructed, populated with content, and edited for delivery. Discover how various menu items, commands, settings and processes affect the look of your Excel worksheets and workbooks. Then, increase your efficiency by learning how to organize, display and calculate your data into useful information. Identify different types of data and how data can be best visually represented or formatted, by using different data tool techniques. Finally, you'll learn a variety of Excel's most powerful features to analyze data quickly and easily. This Certificate will help you discover how to attractively visualize your data into meaningful information with confidence.

**Course List:**
- Classes also offered individually.
- Mastering Microsoft Excel
- Intermediate Excel
- Advanced Excel

$495  
Sep 6 – Dec 2  
ONLINE  
106926

Instructor: John Rutledge (LERN)

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**CompTIA**

**CompTIA® Network+ Certification Prep**

This course will teach you everything you need to take and pass the CompTIA Network+ certification exam (N10-007). You will learn about the OSI seven-layer model, protocol suites, modern network operating systems, network hardware, cabling standards, remote connectivity, Internet connections, cloud computing, network security, network troubleshooting, and more.

$139  |  12 sessions  
Aug 17 – Oct 7  ONLINE  106533
Sep 14 – Nov 4  ONLINE  106695

**A+, Network+, CCNA**

This course prepares students to take the CompTIA A+ 220-1001 & 220-1002, N10-007: Network+, and Cisco Certified Network Associate (CCNA) 100-105 and 200-105 certification exams. This course includes FREE access for 12 months to a cloud based lab platform to assist students develop the practical information technology (IT) skills necessary to succeed in high in demand IT jobs.

$3,299  
Start Anytime  ONLINE  107363

Instructor: Protrain Instructor

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**Computer-Aided Design (CAD)**

**Revit Architecture Certificate**

This Certificate program covers all aspects of Building Information Modeling with Revit Architecture. Students will learn how to work within the BIM process to effectively create and document a full range of building types including residential buildings, small commercial buildings, and multi-story towers with custom curtain walls. Students will also learn how to create custom content within the Revit family editor, create conceptual massing studies, use structural tools, and generate photorealistic renderings of their building projects. Students will be able to receive a free copy of the latest version Revit from Autodesk (valid for one year). Revit 1-3 also available individually.

$1,600  
Start Anytime  ONLINE  107498

Instructor: Protrain Instructor

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Enroll online at www.nic.edu/wtc or call (208) 769-3333
Certified Information Systems Security Professional (CISSP) 2021
This course is designed to adequately train an individual to take the (ISC)² CISSP certification exam. Before you dive into this course, you need to have accomplished a few tasks on your own. You need to have a general understanding of IT and of security. You should have the necessary five years of full-time paid work experience (or four years if you have a college degree) in two or more of the eight domains covered by the CISSP exam. If you are qualified to take the CISSP exam according to (ISC)², then you are sufficiently prepared to use this course to study for it.
$1,895 Protrain Instructor
Start Anytime ONLINE 107647

Systems Security Certified Practitioner (SSCP)
Get certified for the (ISC)² SSCP certification exam with the Systems Security Certified Practitioner (SSCP) course and lab. The lab can be mapped to any course, textbook, or training, therefore, adding value and a hands-on component to training. The SSCP course covers the common needs for privacy, confidentiality, integrity, and availability; SSCP and professional ethics; ongoing, continuous monitoring, and more. The SSCP training will help you understand exam objectives completely with its various interactive learning resources.
$999 Protrain Instructor
Start Anytime ONLINE 107618

Data Analysis

Certificate in Data Analysis
Begin with getting a basic understanding of how to analyze data in a business setting. Then learn how many of your business decisions involve comparing groups for differences. You will know the statistics behind these group differences and relationships. Finally you will find out how to perform inquiries that will be useful to your business or organization, and have the skill necessary to communicate these results through graphs and text that your fellow employees will understand. Whether your business is home-based or a large company, this certificate will take you to the next level where important decision-making is concerned.
Course List:
Classes also offered individually.
Introduction to Data Analysis
Intermediate Data Analysis
Advanced Data Analysis
$495 Instructor: Jeff Kritzer (LERN)
Sep 6 – Dec 2 ONLINE 106881

Introduction to Data Analysis
Data Analysis is quickly becoming one of the most sought-after skills in the workplace. Companies have vast amounts of data, but it is rare to have someone with the ability to analyze that data to see trends and make predictions. This course will give you a basic understanding of how to analyze data in a business setting. Businesses look for candidates with an understanding of how to analyze the data they have been collecting; this course will help you start on that journey.
$195 Instructor: John Rutledge (LERN)
Sep 6 – 30 ONLINE 106882

Intermediate Data Analysis
Many of your business decisions involve comparing groups for differences. For example, would men and women prefer different product features? In addition, you may look at relationships between variables. Does product recognition relate to subsequent product purchase? This Intermediate Data Analysis course will introduce you to the statistics behind these group differences and relationships. In addition, you’ll learn how to work with ratings, graphs and user-friendly reports of statistical results.
$195 Instructor: Mary Dereshiwsky (LERN)
Oct 3 – 28 ONLINE 106883

Advanced Data Analysis
After taking this Advanced course in Data Analysis, you will be able to perform inquiries that will be useful to your business or organization, and have the skill necessary to communicate these results through graphs and text that your fellow employees will understand. Take the guesswork out of important company decisions and make decisions based on statistically-significant information. Whether your business is home-based or a large company, this class will take you to the next level where important decision-making is concerned.
$195 Instructor: Jeff Kritzer (LERN)
Nov 7 – Dec 2 ONLINE 106884

SQL Certificate
Learn about relational database structures, the history and uses of Structured Query Language (SQL), and how to use Structured Query Language to create a database, add records to database tables, and how to use SQL queries to extract meaningful data from database tables. Quickly progress from creating simple SQL queries that query a single table to querying multiple tables simultaneously. You’ll also learn how to alter data in a database and how to gather significant statistics from data stored in a database. Finally, learn techniques that will enable you to write powerful queries that perform complicated searches and sorts on your data.
$595 Instructor: Cecelia Allison (LERN)
Sep 6 – 30 ONLINE 106954
Oct 3 – 28 ONLINE 106955
Nov 7 – Dec 2 ONLINE 106956
Dec 5 – 30 ONLINE 106957

Introduction to SQL
Learn the key concepts of SQL (Structured Query Language) the powerful and standard database management query language for relational databases. SQL (Structured Query Language) is one of the best programming languages for beginning web developers to learn. This course will teach you the basics of designing and writing SQL queries to execute on a practice database. Using a SQL Server Express, you’ll learn several real-world applications for SQL so you can put this valuable skill set on your resume.
$149 12 sessions Ed2go Instructor
Aug 17 – Oct 7 ONLINE 106560
Sep 14 – Nov 4 ONLINE 106722

Graphic and Media Arts

Adobe Illustrator Essentials
Adobe Illustrator is the industry standard computer illustration software. Use Illustrator to draw shapes and design logos, flyers, posters, banners, business cards or any other vector graphics for print or web. In this course, you will learn Adobe Illustrator fundamentals to set up a print document and use various tools to draw, type and color all kinds of shapes and illustrations. Learn how to efficiently manage layers and artboards, and create print-ready PDF documents. Access to Adobe Illustrator software required. One-month course.
$225 Instructor: Andy Helmi (LERN)
Sep 6 – 30 ONLINE 106943
Adobe InDesign Essentials
Adobe InDesign is the industry standard page-layout program that works with Adobe Illustrator and Photoshop seamlessly. InDesign allows you to create simple to complex multi-page documents such as brochures, flyers, books and magazines. This course is a comprehensive exploration of InDesign tools and capabilities to create professional documents. You will learn how to manage the InDesign environment, create, setup, design, enhance and finalize multi-page documents. Access to Adobe InDesign software required. One-month course.

$225  Instructor: Andy Helmi (LERN)
Nov 7 – Dec 2  ONLINE  106944

Adobe Photoshop Essentials
This fundamental course covers Adobe Photoshop CC most commonly used tools, menus and panels. You’ll learn all the basics of Photoshop to effectively work with selection and editing tools, layers, and masks to edit, retouch and enhance existing images or create your own composite digital art work. Impress your business organization, friends and family by enhancing their photos and create magazine cover quality enhanced images. Access to Adobe Photoshop software required. One-month course.

$225  Instructor: Andy Helmi (LERN)
Oct 3 – 28  ONLINE  106945

Certificate in Basic Game Design
Games are increasingly recognized as a tool that can serve many business purposes beyond entertainment. This Certificate provides you with a general introduction to what goes into the design and development of both video and analog games, with a particular focus on the use of games outside of consumer entertainment. In the first course, you will discover resources for developing game design and identify the mechanics and verbs used in different games. In the second course, you will you will learn the basics of video game design process, learn about the main video game genres, and use a game development application to begin your journey of making games. By successfully completing this Certificate in Basic Game Design, you will have taken the first steps into understanding game design, and being able to create your own games.

$395  Instructor: Moses Wolfenstein (LERN)
Sep 6 – Oct 28  ONLINE  106924

Introduction to Coding
After taking this course in “Introduction to Coding,” you will be introduced to the basics of computer programming and various programming languages. New technologies allow people outside of the computer science field to be able to create their own web pages using code. Students will learn the basics of HTML, CSS, and JavaScript in this course, as well as the practical uses for each.

$195  Instructor: Jeff Kritzer (LERN)
Sep 6 – 30  ONLINE  106928

Introduction to Python 3 Programming
This course will show you how to create basic programming structures like decisions and loops. Then, you will move on to more advanced topics such as object-oriented programming with classes and exceptions. In addition, you will explore unique Python data structures such as tuples and dictionaries. You will even learn how to create Python programs with graphic elements that range from simple circles and squares to graphical user interface (GUI) objects like buttons and labels. Whether you’re interested in writing simple scripts, full programs, or graphical user interfaces, this course will give you the tools you need to use Python with skill and confidence.

$149  12 sessions  Ed2go Instructor
Aug 17 – Oct 7  ONLINE  106647
Sep 14 – Nov 4  ONLINE  106808

Programming and Coding

Coding Certificate
Coding is becoming one of the most in-demand skills in the workplace today. As a result, coding has become a core skill that bolsters one’s chances for becoming a higher value to organizations. The highest demand is for programming languages with broad applicability. Begin by getting introduced to the basics of computer programming and various programming languages. Then go to the next level and acquire all the basics of HTML and CSS. You will learn the relationship between these two industry-standard web page coding languages and the step by step process of hand coding and building web pages. Finally, discover the advanced features of CSS and learn how to use this very powerful language. Three one-month courses.

Course List:
Classes also offered individually.
Introduction to Coding
HTML Fundamentals
CSS Fundamentals

$595  Instructor: Andy Helmi (LERN)
Sep 6 – Dec 2  ONLINE  106938

A WELL-TRAINED & MOTIVATED WORKFORCE IS ESSENTIAL FOR A THRIVING BUSINESS
Skilled workers are harder and harder to find. To stay competitive, productive and profitable, organizations need ongoing, results-driven business training. This course is an exciting journey into learning how to teach others using an ingenious, error-free learning model.

Oct 18 - Nov 1 - REGISTER TODAY!
NIC.EDU/WTC  208-769-3333

Enroll online at www.nic.edu/wtc or call (208) 769-3333  23
**SPECIAL INTEREST**

### Home Buying

**How to Buy a Home with 100% Financing**

Do you have a dream of owning your own home? First-time home buyers, veterans or experienced homeowners, this free informational session is for you! Discover what you qualify for and what you need to know about purchasing a home in today's market. It's easier than you think! Refreshments and a free credit report will be made available. This session will be hosted by Darlene Kacalek and Julia Boord of Treaty Rock Realty. Please call/text/email to make reservations at (208) 773-2524 or darlene@treatyrock.com.

**FREE | 1 session**

Instructor: Darlene Kacalek, Realtor

- **Sep 21 W  6:00 pm - 8:00 pm WTC**
- **Oct 19 W  6:00 pm - 8:00 pm WTC**

### Recreation

#### Discover Sailing

Discover Sailing! Have you been curious about sailing, but never had the opportunity? Are you an Old Salt, wanting to introduce a friend to the sport? Just looking for a new adventure to try? Come out for an afternoon on the water with our experienced crew. We will head out, handle the boat, and answer your questions. We will also give you the opportunity to participate as much as you want to, from sail trimming to driving the boat on this three-hour tour. Youth are welcome to enroll with a parent or guardian.

**$75 | 1 session**

Instructor: Terry Brinton

- **Aug 10 W  2:00 pm - 5:00 pm NIC-CDA**

#### Keelboat Sailing

There's no better way to experience Lake Coeur d'Alene than by sailboat. Enjoy 12 hours of hands-on keelboat sailing instruction aboard Outdoor Pursuits' 26-foot teaching sloop. Spending the majority of our lesson time on the water ensures that the student has a better chance of retaining the information after the course is complete. Proper use of equipment, safety, and terminology are all covered. Students must be 18 years of age.

**$285 | 2 sessions**

Instructor: Terry Brinton

- **Sep 17 – 18 Sa Su  9:00 am - 4:00 pm NIC-CDA 106492**

#### Avalanche Awareness Clinic

There's a world of mountains to explore during the winter. Feel more confident getting out there with a better understanding of avalanche awareness. In this course, you'll learn skills needed to play and travel safely in snow. We'll cover identifying avalanche terrain, basic decision making, and the risks associated with winter backcountry travel. You'll also learn to perform companion rescue through fast and efficient transceiver use. Course fee includes instruction and avalanche equipment. Backcountry skis, snowboards, and snowshoes are available to rent from Outdoor Pursuits for an extra fee.

**$145 | 2 sessions**

Instructor: Terry Brinton

- **Dec 14 – 17 W  5:30 pm - 8:30 pm Sa  7:00 am - 4:00 pm NIC-CDA 106490 On Site**
So Many Opportunities

North Idaho College offers over 35 career and technical education (CTE) programs. Our CTE programs include 6-month, 1-year, and 2-year certificate and 2-year AAS degree options, which prepare individuals for employment in a wide variety of high-demand careers.

### Manufacturing & Trades
- Autobody & Paint Technology
- Automotive Technology
- Diesel Technology
- Heating, Ventilation, Air Conditioning & Refrigeration
- Industrial Mechanic / Millwright
- Machining & CNC Technology
- Mechanical Design Engineering Technology
- Mechatronics
- Welding Technology
- Wastewater Treatment Plant Technician

### Healthcare
- Dental Hygiene
- Medical Laboratory Technology
- Physical Therapist Assistant
- Practical Nursing
- Radiography Technology
- Surgical Technology

### Business Administration & Management
- Accounting Assistant
- Administrative Office Management Technology
- Business Management
- Computer Applications
- Computer Information Technology
- Culinary Arts
- Cybersecurity & Networking
- Fire Service Technology
- Graphic and Web Design
- Health Information Fundamentals
- Healthcare Document Management
- Hospitality Management
- Law Enforcement
- Medical Administrative Assistant
- Medical Billing Specialist
- Medical Receptionist
- Network Security Administration
- Office Specialist / Receptionist
- Office Technology
- Outdoor Recreation Leadership
- Paralegal
- Virtual Administrative Assistant

Enroll Today. 
[nic.edu/cte](http://nic.edu/cte)
Maps to NIC/WTC

Map to the NIC Workforce Training Center
525 S. Clearwater Loop, Post Falls
(208) 769-3333  www.nic.edu/wtc

From I-90 Westbound:
Take the Pleasant View Rd. (Exit 2) exit. Turn south on Pleasant View Rd. to Riverbend Blvd., turn right. Go to Clearwater Loop (on your left). Turn left into the Riverbend Commerce Park and proceed to 525 S. Clearwater Loop. Free parking.

From I-90 Eastbound:
Take the Beck Rd. (Exit 1) exit. Turn left on W. Pointe Pkwy. to Riverbend Blvd., turn left. Go to Clearwater Loop (on your right). Turn right into the Riverbend Commerce Park and proceed to 525 Clearwater Loop. Free parking.

Map to the NIC Coeur d’Alene Campus
1000 West Garden Ave.
Coeur d’Alene
(208) 769-3300
www.nic.edu

From I-90 East or West, take the Northwest Boulevard Exit (Exit 11) and go south on Northwest Boulevard. Entrances to the college exist at Hubbard Street, River Avenue, and Mullan Avenue. Mullan Avenue is accessible Labor Day to Memorial Day only. For a detailed map of the NIC Coeur d’Alene campus, go to www.nic.edu/maps.

For parking guidelines, go to www.nic.edu/parking.

North Idaho College Locations

NIC Workforce Training Center (WTC)
525 S. Clearwater Loop, Post Falls
(208) 769-3333
www.nic.edu/wtc

NIC Coeur d’Alene Campus
1000 West Garden Avenue, Coeur d’Alene
(208) 769-3300
www.nic.edu

NIC at Sandpoint
515 Pine Street, Sandpoint
(208) 263-4594
www.nic.edu/sandpoint

NIC Parker Technical Education Center
7064 West Lancaster Road, Rathdrum
(208) 929-4040
www.nic.edu/tech
Ways to Enroll

In Person
North Idaho College
Workforce Training Center
525 South Clearwater Loop
Post Falls, ID 83854
Coeur d’Alene Campus
(Lee Kildow Hall)
1000 West Garden Avenue
Coeur d’Alene, ID 83814

Online
Register online at www.nic.edu/wtc

Mail
North Idaho College
Workforce Training Center
525 South Clearwater Loop
Post Falls, ID 83854-9400

Phone, Fax & Email
Phone: (208) 769-3333
Fax: (208) 769-3223
nicworkforcetraining@nic.edu

CLOSURES: The Workforce Training Center will be closed and classes will NOT be held Sept. 5, Nov. 23-27, & Dec. 24-31.
CLASS CANCELLATIONS: Courses are subject to cancellation if minimum enrollment is not met. If the Workforce Training Center cancels a class, you will be notified by telephone and/or email. Your registration fee will be fully refunded, or you can transfer to another class, or receive a voucher good for a future class.
GETTING A REFUND: To withdraw your registration and receive a full refund, you must notify our office at least three full business days before the class starts. Your full tuition can be refunded, transferred to another class, or you will be issued a voucher for a future class. If notice is received less than three full business days, we cannot issue refunds, transfers, or vouchers.
PARKING: The Workforce Training Center has over 200 free, well lit parking spaces.

SPECIAL ACCESS NEEDS: The Workforce Training Center is wheelchair accessible with convenient parking.

NO OUT-OF-STATE TUITION: There is no additional charge for students who are not Idaho residents for classes offered through the Workforce Training Center.

VA: Students using VA Education Benefits must provide transcripts from any college, university, vocational school and military training previously attended or completed. Prior credit for education and training will be evaluated.

EQUAL OPPORTUNITY: NIC is an equal opportunity employer.

North Idaho College is a tobacco-free campus. Thank you for your cooperation.

Request for Confidentiality
The NIC Workforce Training Center designates the following categories of student information as public or “Directory Information.” The following information may be disclosed by the institution for any purpose, at its discretion: student’s name, student’s address or phone number, dates of attendance, email address, or previous institutions attended. Currently enrolled students may withhold disclosure of any category of information under the Family Educational Rights and Privacy Act of 1947, as amended. To withhold disclosure, written notification must be received in the Workforce Training Center office. The North Idaho College Workforce Training Center assumes that failure on the part of any student to specifically request the withholding of categories of Directory Information indicates approval for disclosure.

Enroll online at www.nic.edu/wtc or call (208) 769-3333
Interested in making some extra cash? Retired, but want to stay active and pass along your passion, skills, and knowledge?

The NIC Workforce Training Center needs instructors! We’re looking for experts to teach in the following fields:

- Carpentry / Construction
- Heavy Equipment Operation/Maintenance
- Programmable Logic Controls
- NCCER Certified Craft Instructors
- Class A & B Commercial Driving
- Electrical
- HVAC
- Plumbing
- Welding

Instructors are responsible for providing accurate and timely information about their courses to prospective students, current students, and members of the University community. Instructors must provide academic units and students with accurate course descriptions in a timely fashion.

Continuing education often leads to a raise or a higher starting salary at a new position. Whether you’re offered a promotion or qualify for a new job that has a higher salary, continuing education will have a major benefit for your income.

If you’re interested in training at the NIC Workforce Training Center please visit www.nic.edu/wtcinstructor.

www.nic.edu/wtc  |  (208) 769-3333