NIC Workforce Training Celebrates 25th Anniversary

The North Idaho College Workforce Training Center is celebrating a milestone in 2020.

Twenty-five years ago, former NIC President Bob Bennett (1987-1997) approached the NIC Foundation to build a Workforce Training Center in Post Falls that would provide space for developing new training programs in the area.

Thanks to the NIC Foundation and its board members, along with Bennet and former Director of Workforce Training, Dr. Robert Ketchum, a 38,000 square-foot facility was constructed in 1994. The center was later expanded in 1999.

Rayelle Anderson, NIC Executive Director, Development, Foundation worked directly with the contractor and project manager in 93-94. “NIC Foundation proudly partnered with North Idaho College to acquire the land and build the facility needed to support NIC’s commitment to serving the people and industry partners of this region,” Anderson said.

Workforce Training Center Director Vicki Isakson pointed to collaboration as the key to the center’s success is a collaborative effort. “The Workforce Training Center wouldn’t be what it is today without the support from previous leaders at North Idaho College and the Foundation,” Isakson said. “We’re so grateful to community leaders, businesses, and organizations who entrust us to provide career and technical training to their employees.”

When the center opened, 39 courses were offered to students in the community. Today, Workforce Training offers more than 800 courses with 8,145 total enrollments in health professions and emergency services, firefighting, trades and industry, apprenticeship, business and professional development, customized training, and community education.

The purpose of the Workforce Training Center was to deliver non-credit open enrollment and customized training courses for working adults in the community. As Workforce Training continues to grow, the center’s student demographic has also shifted. Although a majority of students are adults, with access to financial assistance and scholarships, younger students are now pursuing certification training through the college’s popular dual-credit programs.

To celebrate the center’s 25th year of providing career training and community education, the public is invited to attend the NIC Workforce Training 25th Anniversary Open House on Monday, May 4, from 4:30 to 6:30 p.m. at the NIC Workforce Training Center in Post Falls.

Thank you for supporting community education!

what’s new?

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Learning for Life
Your home for personal and professional development.

WINTER/SRPING 2020 CLASSES

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<tr>
<th>Health Professions</th>
<th>Computers and Technology</th>
<th>Community Education</th>
<th>Industry and Trades</th>
<th>Career Development</th>
<th>Industry and Trades</th>
<th>Career Development</th>
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<tbody>
<tr>
<td>Certified Nursing Assistant</td>
<td>Basic Computer Skills</td>
<td>Journeyman Continuing Education</td>
<td>Commercial Drivers Training (CDL)</td>
<td>Legal Studies</td>
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<td>Journeyman Continuing Education</td>
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<td>Health Careers</td>
<td>Mobile Applications</td>
<td>Welding Certification Testing</td>
<td>Maritime</td>
<td>Give the Gift of Knowledge</td>
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<td>Dental Assisting</td>
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<td>Emergency Services</td>
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<td>Photography</td>
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<td>Special Interest</td>
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<td>Special Interest</td>
</tr>
</tbody>
</table>

Registration Info 32

Whether you want to advance your professional career or enrich your personal life, the NIC Workforce Training Center can help you achieve your goals. We offer credit free, short-term courses at convenient times to fit your busy lifestyle. Choose live, self-study, or online courses. Registration is easy, just call or go online.

Instructor was very knowledgeable and presented material perfectly for the ones who had little or no experience. He made the class fun & interesting.
— Annie Suchocki, New Miner Training

Class Location Key

- **Post Falls**
  - WTC: NIC Workforce Training Center
  - Coeur d'Alene Campus
    - HED: Hedlund Building
    - MHS: Meyer Health & Sciences Bldg
    - WIN: Winton Hall
    - LKH: Lee-Kildow Hall
    - SWRC: Student Wellness Recreation Cntr

Outreach Centers
- Parker Career & Technical Education Center (Rathdrum)
- NIC @ Sandpoint Center
- Silver Valley Center
- Bonners Ferry Center
- TBA (to be announced)

Learning for Life Workforce Training & Community Education is a program of North Idaho College

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

www.nic.edu/wtc/twitter
www.instagram.com/idaholearning4life
www.nic.edu/wtc/facebook
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. Targeted 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. Classes held weekly.

Instructors: Licensed nurses

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<tr>
<th>Day</th>
<th>Time</th>
<th>Location</th>
<th>Sessions</th>
<th>Instructor</th>
<th>Cost</th>
</tr>
</thead>
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<tr>
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<td>5 pm-9 pm</td>
<td>WTC</td>
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<td>2 sessions</td>
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</table>

CNA-Nursing Assistant Training

Begin your health care career as a Certified Nursing Assistant. This course prepares you to enter the workforce as a health care professional and for the state exams required to be placed on the Idaho Nurse Aide registry. The 120-hour class includes online assignments, in class skills practice, and clinical experience at local health care facilities.

Instructors: Licensed nurses

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<tr>
<th>Day</th>
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<th>Location</th>
<th>Sessions</th>
<th>Instructor</th>
<th>Cost</th>
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<tr>
<td>Wed</td>
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<td>M &amp; T</td>
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<tr>
<td>Mon</td>
<td>5 pm-9 pm</td>
<td>NIC Sandpoint Ctr.</td>
<td>18 sessions</td>
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<td>$995</td>
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</table>

Medical Assistant Apprenticeship

Complete your Medical Assistant Apprenticeship in this accelerated program for current health care professionals. Prerequisite: Must be a certified nursing assistant (CNA) or phlebotomy technician (CPT or PBT). You must provide proof of employment as an apprentice prior to registration.

Instructor: Danielle Miller

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<tr>
<th>Day</th>
<th>Time</th>
<th>Location</th>
<th>Sessions</th>
<th>Instructor</th>
<th>Cost</th>
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<tbody>
<tr>
<td>M &amp; T</td>
<td>5 pm-9 pm</td>
<td>NIC Sandpoint Ctr.</td>
<td>67 sessions</td>
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<td>$5,995</td>
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</table>

Continuing Education for Healthcare

Basic Medication Awareness and Infection Control

Basic medication awareness and infection control is a course specifically designed for Certified Family Home (CFH) providers and substitute caregivers. This course satisfies the requirements of IDAPA 16.03.19.402.01.

Instructor: Valerie Scrafford

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<th>Day</th>
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<th>Location</th>
<th>Sessions</th>
<th>Instructor</th>
<th>Cost</th>
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<td>WTC</td>
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</table>
Certified Patient Care Technician

Patient Care Technicians possess a diverse range of skill 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 while advancing in your career. This program includes the opportunity to achieve four micro certifications and a national certification.

*Instructor: June Nafziger-Eberly*

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<th>Day</th>
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<th>Dates</th>
<th>Fee</th>
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<tr>
<td>Mon</td>
<td>8 am-2 pm</td>
<td>Jan 27 – Apr 8</td>
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<tr>
<td>Wed</td>
<td>5 pm-9 pm</td>
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<td>19 sessions</td>
<td>WTC</td>
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Certified Restorative Assistant

Increase your career potential with this advanced course for Certified Nursing Assistants (CNAs) focusing on rehabilitation and restorative care. All course materials included.

*Instructor: Una Alderman*

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<th>Day</th>
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<tr>
<td>Fri</td>
<td>8 am-2 pm</td>
<td>Feb 7 – Mar 27</td>
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<tr>
<td>5 sessions</td>
<td>WTC</td>
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Mentor Specialist

Do you enjoy sharing your professional skills and knowledge with others? 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 nursing assistant and medical assistant apprentice preceptors.

*Instructor: June Nafziger-Eberly*

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<th>Day</th>
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<tr>
<td>Fri</td>
<td>8 am-2 pm</td>
<td>Jan 10 – Jan 24</td>
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<td>3 sessions</td>
<td>WTC</td>
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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.

*Instructor: Buster Cole*

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<td>Mon</td>
<td>8 am-2 pm</td>
<td>Mar 16 – Mar 23</td>
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<td>2 sessions</td>
<td>WTC</td>
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Continuing Education for Healthcare

HIV/AIDS Training

This self-paced, online course is designed to meet the seven-hour HIV/AIDS training requirement for nursing assistants in the state of Washington and any entity requiring HIV/AIDS training. (7 hours)

Online-Start anytime $39

In-Home Care (Idaho)

Individuals working in homecare settings can take this self-paced, online course to meet Medicare/Medicaid requirements in Idaho for in-home care workers. With topics ranging from communication and patient rights to the caregiver’s own self-care, this course prepares individuals to provide many of the needed services for the elderly staying at home. This seven-hour class can be accessed anytime within 12 weeks.

Online-Start anytime $69

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HEALTH PROFESSIONS

- Certified Nursing Assistant (CNA)
- Assistance with Medication
- Certified Patient Care Technician
- Certified Restorative Assistant
- Patient Care Coordinator
- Mental Health Certifications
- Phlebotomy Technician Program
- Dental Assisting
- Medical Assistant Apprenticeship
- Medical Office

NIC.EDU/HEALTHCAREERS

北达科他学院
Health Careers

Patient Care Coordinator
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 Class Materials included.
Instructor: Tammy Annotti

Online Access: Feb 26 & Apr 15
$595

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 the first day of class. The National Healthcare Association Certified Phlebotomy Technician exam 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.
Instructor: Jennifer Baker

T & Th 5:30 pm-9 pm
Jan 14 – Mar 26
3 Sat 21 sessions WTC $1,799

Mental Health

Certified Mental Health Assistant
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. Upon successful completion, students will receive Adult Mental Health First Aid certification and are eligible to sit for the American Association of Psychiatric Technicians credentialing exam.
Instructor: William Normington

Online: March 23-May 11 $595

Adult Mental Health First Aid
Just as CPR helps you assist an individual having a heart attack — even if you have no clinical training — Mental Health First Aid helps you assist someone experiencing a mental health related crisis. In the Mental Health First Aid course, you learn risk factors and warning signs for mental health and addiction concerns, strategies for how to help someone in both crisis and non-crisis situations, and where to turn for help.
Instructor: William Normington

Mon 8 am-Noon
Wed 5 pm-9 pm
2 sessions WTC $75

Dementia Workshop and Virtual Tour
Provide outstanding care with specialized training in dementia at this dynamic workshop. This workshop is ideal for the health care professional or primary caregiver. The workshop includes an empathy building virtual tour with the Dementia Coach.
Instructors: Lee Vaagen; Rick Bennett

Thu 4 pm-9 pm
1 session WTC $95

Medical Office

CPC Certified Medical Administrative Assistant with Medical Billing and Coding
This program will train students to handle the increasing complexities of health care management including medical billing and coding, and will give you a competitive edge in the health care field. Ideal for individuals already working in healthcare.

Online-Start anytime. Call to register. $3,195

Dental Assisting

Dental Assistant
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 National Entry Level Dental Assistant (NELDA) certification exam through the Dental Assistant National Board (DANB). https://www.danb.org/ Prerequisites: High school diploma or equivalent and current Basic Life Support (BLS) Provider by American Heart Association. Must provide evidence of completed prerequisites at the time of registration.
Instructor: Emily Penberthy

T & Th 5 pm-9 pm
Jan 23 – May 12
30 sessions WTC $2,995

Dental Assistant - Expanded Functions Series
Complete the expanded functions series for dental assistants. You will receive online and hands-on lab instruction with a registered hygienist. The series includes administration of nitrous oxide/oxygen analgesia, polishing restoration, application of pit and fissure sealants, coronal polishing, and temporary crown restoration. Save time and money by taking the series versus single modules.
Instructor: Carrie Crosby

Fri 8 am-Noon
Feb 28 – Mar 27
5 sessions WTC $449

Expanded Function-Online Modules
Choose one or more of the following expanded function module(s) for dental assistants. You will receive instructor facilitated 6-week online instruction with a registered hygienist. Your supervising dentist may provide initial skills training and on-the-job clinical experience. Your final competency evaluation must be with a different dentist within your office or at another practice. Computer access with high speed internet is essential in order to take these Expanded Function’s modules. To get started, call (208) 769-3214.

Expanded Functions-Coronal Polishing Module
Online access Jan 17 – Mar 13 $149
Online access Feb 28 – Apr 17 $149
Online access Apr 9 – May 22 $149

Expanded Functions-High Speed Handpiece to Remove Orthodontic Cement Module
Online access Jan 17 – Mar 13 $149
Online access Feb 28 – Apr 17 $149
Online access Apr 9 – May 22 $149

Expanded Functions-Nitrous Oxide/O2 Analgesia Module
Online access Jan 17 – Mar 13 $149
Online access Feb 28 – Apr 17 $149
Online access Apr 9 – May 22 $149

Expanded Functions-Pit and Fissure Sealants Module
Online access Jan 17 – Mar 13 $149
Online access Feb 28 – Apr 17 $149
Online access Apr 9 – May 22 $149
Expanded Functions- Polishing Restorations Module

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<td>Feb 28 – Apr 17</td>
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<tr>
<td>Online access</td>
<td>Apr 9 – May 22</td>
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Expanded Functions- Temporary Crown Restoration Module

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<td>Online access</td>
<td>Feb 28 – Apr 17</td>
<td>$149</td>
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<tr>
<td>Online access</td>
<td>Apr 9 – May 22</td>
<td>$149</td>
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Emergency Services

Firefighter 1 Academy

Begin or enhance your career in structural firefighting and prepare for testing and certification as IFSAC Fire Fighter 1. Classroom and hands-on instruction includes basic firefighting skills, fire behavior and fire control techniques, fire ground safety, apparatus and equipment operation and maintenance, fire investigations, report writing, and physical fitness. Students must obtain medical clearance from physician and submit an application prior to acceptance into the Fire Fighter 1 Academy. Course fee includes textbooks and uses of turnout gear. More information regarding requirements and prerequisites at http://www.nic.edu/firefighter.

**Instructor:** Bill Deruyter

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<tr>
<td>T &amp; Th</td>
<td>5 pm-9 pm</td>
<td>Jan 21 – May 12</td>
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<tr>
<td>Sat</td>
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<tr>
<td>46 sessions</td>
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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 NREMT included in registration fee. Upon successful completion of this course, you will be eligible to take the National Registry of Emergency Technicians (NREMT) exams.

**Instructor:** Jeff Butcher

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<td>M/W/F</td>
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<td>Sat</td>
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<tr>
<td>55 sessions</td>
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<td>WTC</td>
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Heartsaver CPR/AED and First Aid Combo

Receive CPR and First Aid in one class. The BLS/CPR is recognized for health care providers. This class satisfies the requirement for certified family homes too.

**Instructor:** Blaine Porter

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<th>Day</th>
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<tr>
<td>Thu</td>
<td>9 am-4 pm</td>
<td>Dec 12</td>
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<td>WTC</td>
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<tr>
<td>Sat</td>
<td>9 am-4 pm</td>
<td>Mar 28</td>
<td>$95</td>
</tr>
<tr>
<td>1 session</td>
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<td>WTC</td>
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Basic Life Support BLS Provider

If you work in the healthcare field, you will need this course. Includes adult, child, and infant CPR and use of the AED. Written and skills test will be given at the conclusion of the course. Does not include first aid.

**Instructor:** Blaine Porter

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<th>Day</th>
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<th>Fee</th>
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<tbody>
<tr>
<td>Mon</td>
<td>5 pm-9 pm</td>
<td>Jan 6</td>
<td>$59</td>
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<tr>
<td>1 session</td>
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<tr>
<td>Tue</td>
<td>5 pm-9 pm</td>
<td>Mar 10</td>
<td>$59</td>
</tr>
<tr>
<td>1 session</td>
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<td>WTC</td>
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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.

**Instructor:** Blaine Porter

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<th>Dates</th>
<th>Fee</th>
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<tr>
<td>Tue</td>
<td>6 pm-9 pm</td>
<td>Feb 11</td>
<td>$69</td>
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<tr>
<td>1 session</td>
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<td>WTC</td>
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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.

**Instructor:** Blaine Porter

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<th>Day</th>
<th>Time</th>
<th>Dates</th>
<th>Fee</th>
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<tbody>
<tr>
<td>Thu</td>
<td>6 pm-9 pm</td>
<td>Apr 9</td>
<td>$79</td>
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<tr>
<td>1 session</td>
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<td>WTC</td>
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Wilderness First Aid

This 16-hour course is a great introduction to wilderness medicine and basic life support skills. It is perfect for the outdoor enthusiast who wants more than an urban first aid course provides. The emphasis of the class is on recognizing and treating life-threatening traumatic and medical emergencies, common wilderness injuries, bandaging and splinting, and environmental injuries. American Heart Association CPR is included in the curriculum. Fees include instruction and first aid supplies.

**Instructors:** Jacob Rothrock; Terry Brinton

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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. The NIC Alumni Association unites individuals in an organization of thousands of alumni who have chosen to express their active support for NIC.

**JOIN THE NIC ALUMNI FAMILY TODAY!**

www.nic.edu/alumni • alumni@nic.edu

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

North Idaho College offers over 40 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

- Aerospace Advanced Manufacturing
- Automotive Technology
- Aviation Maintenance Technology Education
- Carpentry & Construction Technology
- Collision Repair Technology
- Computer Aided Design Technology – Architecture
- Computer Aided Design Technology – Mechanical
- Construction Management
- Diesel Technology
- Engineering & Technology Teacher Education
- Heating, Ventilation, Air Conditioning & Refrigeration
- Industrial Mechanic / Millwright
- Machining & CNC Technology
- Mechatronics
- Welding Technology
- Wastewater Treatment Plant Technician

Healthcare

- Medical Assistant
- Medical Laboratory Technology
- Pharmacy 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 Design
- Health Information Fundamentals
- Healthcare Computer Technician
- 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
- Web Design
Accounting/Bookkeeping

SAVINGS! Sign up for both classes for $358. Call (208) 769-3333 to get your discount.

Get Going with Quickbooks
New to Quickbooks? This class is for students getting started with QB, setting up a company, working with lists, setting up inventory, selling product and/or services, processing payments, bank accounts and paying bills.
Instructor: Gaylene Lewin
M & W 5:30 pm-8:30 pm Jan 6 – Jan 13
3 sessions WTC $199

Keep Going with Quickbooks
Want to dive deeper into Quickbooks? This class covers memorizing transactions, customizing forms, journal entries, fixed assets, long-term liability, creating reports and graphs, sales tax and payroll.
Instructor: Gaylene Lewin
M & W 5:30 pm-8:30 pm Feb 3 – Feb 10
3 sessions WTC $199

Business Skills

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, and 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 the success of your organization. You will also take away some extraordinary customer service techniques you won’t find anywhere else.
Online: Feb 3-Mar 27 $245

Writing News and Press Releases
Acquire the skills good journalists have and learn how to craft a news story, press release, or publicity notice that will get attention.
Online: Apr 6-May 1 $195

Entrepreneurs

Managing Social Media Platforms Certificate
Get the skills set for working and managing different social media platforms. 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.
Online: Feb 3-May 1 $495

Management and Leadership

Certificate in Leadership Development
Find out what it takes to become an effective leader. Discover your style of leadership. Discuss task completion, building relationships with your team, becoming socially perceptive to changes in the workplace, utilizing your emotions in a positive and effective manner, and addressing challenging goals.
Online: Feb 3-May 1 $395

Management Certificate
Discover the keys to effectively managing your employees. Find out how to create clear expectations, engage and motivate employees, and increase your effectiveness.
Online: Feb 3-May 1 $595

Enroll online at www.nic.edu/wtc or call (208) 769-3333
Supervisory and Leadership Certificate
Your employees are your most valuable resources. Ensuring the efficiency of your team is the key to your success and is your most important responsibility. Get practical, easy to understand, and insightful methods for both new and experienced supervisors and managers.

Online: Feb 3-Mar 27 $395

Marketing and Sales

Certificate in Sales
Gain a better understanding of the importance of the sales function and learn new skills in relationship management, prospecting, customer management, and delivering a compelling sales presentation. Move yourself or your sales team to increased success.

Online: Feb 3-May 1 $495

Digital Marketing Certificate
Come get a fundamental, yet advanced introduction to eMarketing. Includes improving email promotions, analyzing your website traffic, doing search engine optimization, and how to successfully employ online advertising.

Online: Feb 3-May 1 $495

Professional Development

Certificate in Presentation Media
Be exposed to a powerful, concise way to present information using infographics. Learn the finer points of Photoshop for presentations. Then discover the design elements for creating visual presentations for success using any media. You will come away with the latest, most advanced practical and design knowledge in presentation media.

Online: Feb 3-May 1 $495

Social Media

All are hands-on workshops, designed for attendees to bring a web-ready device: laptop (preferred), tablet, smartphone, etc. Please call to take the entire three-class series for the discounted prices of $120. (208) 769-3214 or (208) 665-5085.

Facebook Marketing for Small Business
Tailored to people just starting out with Facebook for business, this workshop will cover how to manage Facebook for personal and business use. This class is for those who are at a beginner to intermediate level with social media. This is also a hands-on workshop. Please bring your web friendly device (laptop preferred), tablet, cell phone-that you will use to manage your social media channels. Also, bring and ask questions about the challenges you face with social media.

Instructor: Josh King

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LinkedIn and Twitter Marketing for Small Business
Tailored to people starting out with LinkedIn or Twitter for business, this workshop will cover how to manage these sites for personal or business use. This class is a hands-on workshop. Please bring your web friendly device (laptop preferred), tablet, cell phone-that you will use to manage your social media channels. Also, bring and ask questions about the challenges you face with social media.

Instructor: Josh King

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Instagram and Pinterest Marketing for Small Business
Tailored to people starting out with Instagram and Pinterest for business, this workshop will cover how to manage these sites for personal or business use. This class is a hands-on workshop. Please bring your web friendly device (laptop preferred), tablet, cell phone-that you will use to manage your social media channels. Also, bring and ask questions about the challenges you face with social media.

Instructor: Josh King

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Business Skills

Are You Really Ready to Start a Business?

Starting a new business can be overwhelming. Where do you start? Should you be an LLC or a corporation? Is your business idea viable? Can your current lifestyle handle starting a new business? If you are asking yourself any of these questions, this workshop is for you. You will learn a basic overview of what it takes to be a business owner and will help you perform a feasibility analysis of your business idea.

Wed 8:30 am-11:30 pm Jan 8
1 session NIC C'd'A Campus $39

Wed 5:30 pm-9 pm Apr 22
1 session NIC C'd'A Campus $39

Accelerate Your Business Series

Learn the essential skills and tools every business owner needs to take their business to the next level...a thriving profitable business. Current business owners should consider taking classes I through IV. For individuals thinking of starting a business, classes I through IV should be taken after attending the Are You Really Ready to Start a Business? workshop. Take the entire four-class series for the discounted price of $120. Call (208) 769-3214 or (208) 665-5085.

Jan 9-Jan 30 • Feb 7-Feb 28 • Mar 5-Mar 26
Apr 3-Apr 24 • Apr 30-May 21

I. Marketing Strategy for Profit

Marketing is the engine of your business. What problem is your business trying to solve? How big a problem is it? Who has these problems more than any others? How much would they pay for your solution? Answers to these are the difference between thriving and just surviving. Understand what specific need you are meeting and how to create value that your customers will be willing to pay a premium for.

Thu 5:30 pm-9 pm Jan 9
1 session NIC C'd'A Campus $49

Fri 8:30 am-Noon Feb 7
1 session NIC C'd'A Campus $49

Thu 5:30 pm-9 pm Mar 5
1 session NIC C'd'A Campus $49

Fri 8:30 am-Noon Apr 3
1 session NIC C'd'A Campus $49

Thu 5:30 pm-9 pm Apr 30
1 session NIC C'd'A Campus $49

II. Operational Excellence for Profit and Hiring Winners

Learn what key processes make up your business operations and improve productivity, effectiveness, and efficiency for higher profit. Also, your employees are the future of your business. Learn how to hire and keep winners!

Thu 5:30 pm-9 pm Jan 16
1 session NIC C'd'A Campus $49

Fri 8:30 am-Noon Feb 14
1 session NIC C'd'A Campus $49

Thu 5:30 pm-9 pm Mar 12
1 session NIC C'd'A Campus $49

Fri 8:30 am-Noon Apr 10
1 session NIC C'd'A Campus $49

Thu 5:30 pm-9 pm May 7
1 session NIC C'd'A Campus $49

III. Financial Management for Profit

Business financials are not just for paying taxes, they are essential for making good business decisions. Gain an understanding of essential financial statements and learn how to use them for business success.

Thu 5:30 pm-9 pm Jan 23
1 session NIC C'd'A Campus $49

Fri 8:30 am-Noon Feb 19
1 session NIC C'd'A Campus $49

Thu 5:30 pm-9 pm Mar 19
1 session NIC C'd'A Campus $49

Fri 8:30 am-Noon Apr 17
1 session NIC C'd'A Campus $49

Thu 5:30 pm-9 pm May 14
1 session NIC C'd'A Campus $49

IV. Planning for Business Success

If you fail to plan, you plan to fail. Learn why planning is so crucial and the right way to chart a course for your business success. Discover the essential ingredients for developing meaningful goals and a plan that will help you and your team achieve them.

Thu 5:30 pm-9 pm Jan 30
1 session NIC C'd'A Campus $49

Fri 8:30 am-Noon Feb 28
1 session NIC C'd'A Campus $49

Thu 5:30 pm-9 pm Mar 26
1 session NIC C'd'A Campus $49

Fri 8:30 am-Noon Apr 24
1 session NIC C'd'A Campus $49

Thu 5:30 pm-9 pm May 21
1 session NIC C'd'A Campus $49

Small Business Development Center
Your Success is Our Business
Marketing and Sales

**Don’t Have a Website For Your Business?**
This training will walk you through how to create a functional, easy to manage website for your business using one of the many template website platforms out there: Squarespace, Wix, or Weebly. You will learn about functional page structure, formatting, and best practices for maximizing your new website.

- **Tue**
  - 8:30 am-Noon
  - Jan 21
  - 1 session
  - NIC Cd’A Campus
  - $49

**Social Media—How to Build an Audience**
You have taken several other social media classes and you have set up all your social media accounts for your business, but all you hear are crickets chirping. It could be that you are not telling the proper story. This will be an introduction to digital storytelling and using social media to build your client base.

- **Tue**
  - 5:30 pm-9 pm
  - Mar 17
  - 1 session
  - NIC Cd’A Campus
  - $49

**You Really Want to Buy a Business??**
Buying a business can make great sense, or it can be a real disaster! This class covers the due diligence needed to find the right opportunity for you and avoid a true money pit. If you are business hunting, you can’t afford to miss this class.

- **Wed**
  - 5:30 pm-9 pm
  - Apr 8
  - 1 session
  - NIC Cd’A Campus
  - $49

**Pricing for Profit Growth**
Sustainable profit growth is a key business objective. Many small business owners are unsure how to price their products and services to achieve sustainable profit growth. This class will discuss the most common business pricing strategies in use today and demonstrate how they are implemented for specific types of businesses. This will give business owners solid tools they can use to drive long-term profitability and business growth. Prerequisites include: A basic understanding of profit/loss or income statements, or completion of the ISBDC course: Financial Management for Profit.

- **Wed**
  - 5:30 pm-9 pm
  - Feb 5
  - 1 session
  - NIC Cd’A Campus
  - $49

**Advanced Pricing for Profit Growth**
This second pricing class will explore some advanced pricing strategies that grow business profitability by monetizing more of the value being delivered to their customers. The business owner presents value-based pricing, the most powerful pricing strategy for maximizing profitability to guide practical application. PREREQUISITES INCLUDE A basic understanding of the Profit/Loss or Income Statement and the first class-Pricing for Profit Growth.

- **Tue**
  - 5:30 pm-9 pm
  - Feb 12
  - 1 session
  - NIC Cd’A Campus
  - $49

**You Have a Website—Now What?**
Learn how to optimize your website for search. SEO is the active practice of optimizing a web site by improving internal and external aspects in order to increase the traffic the site receives from search engines. In this class, you will learn some essential SEO tips and tricks to get started down an optimized web presence path.

- **Wed**
  - 8:30 am-Noon
  - Mar 10
  - 1 session
  - NIC Cd’A Campus
  - $49

**North Idaho College**
North Idaho College Adult Education & GED Testing: Improving the fundamental academic skills necessary to achieve your career goals.

GED®
- Free Instruction.
- Instructor-led Day and Night Classes.
- Scholarships available to pay for GED test fees.
- Learn more at www.nic.edu/ged

(208) 665-5099

1000 W. Garden Ave, North Idaho College • Hedlund Building, Room 204, Coeur d’Alene
Basic Computer Skills

Overcome Computer Anxiety: Bit by Bit!

This Computer Basics course is designed specifically for those who are completely new to computers. The goal is to provide general, beginning skills for Windows PC's and Microsoft Word. The lessons will include physical components of the computer, introduction to basic vocabulary and terminology related to computers and word processing, Microsoft Windows navigation, Microsoft Word basic commands, introduction to the internet, and basic web searches. This is a slow-paced, hands-on way to explore and feel more comfortable with basic technology.

Instructor: Kathy Albin
M & W 6 pm-8 pm
2 sessions WTC Jan 13 – Jan 15 $79

Mastering Computer Skills for the Workplace

Master the most common skills to succeed in the workplace including the ability to create, edit, and manage presentations in MS PowerPoint, documents in MS Word, email and calendars in MS Outlook, and spreadsheets in MS Excel.

Online: Feb 3-May 1 $195

Certifications/CompTIA

A+, Network+, CCNA

This course is for entry-level computer support professionals with a basic knowledge of computer hardware, software, and operating systems who wish to increase their knowledge and understanding of networking concepts. This course will prepare students for the CompTIA A+ 220-1001, 220-1002, N10-007: Network+, and Cisco Certified Network Associate (CCNA) 100-105 certification exams.

Online-Start anytime $2,995

Computer-Aided Design (CAD)

AutoCAD 1–Basic 2D

Learn the basic 2D features of the latest versions of AutoCAD. This introductory course covers drawing setup, basic construction and editing tools, layer management, object properties, basic annotation with text and dimensions, and an introduction to layouts and plotting.

Online-Start anytime $835

AutoCAD 2–Advanced 2D

Learn the advanced 2D features of the latest versions of AutoCAD. This course covers paper space detailing, multiple layout setup, advanced dimension techniques, blocks and symbol libraries, tables and schedules, attributes, dynamic blocks and parameters, and external references.

Online-Start anytime $835

Data Analysis and Research

Certificate in 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. Whether your business is home based or a large company, this certificate will take you to the next level of data-driven decision-making.

Online: Feb 3-May 1 $495

Microsoft Applications

Introduction to MS Office Software

Introduction to MS Office is a fun, easy way for beginners to learn how to use this software. The course provides a basic understanding of Word, Excel, PowerPoint and Access. Learning is reinforced with plenty of illustrations and practical, hands-on projects and exercises.

Instructor: Kathy Albin
M & W 6 pm-8:30 pm Jan 27 – Feb 5 WTC $169

Online: Feb 3-May 1 $169

Enroll online at www.nic.edu/wtc or call (208) 769-3333
Microsoft Outlook
This class is designed for those who are new to Microsoft Outlook. Highlights include hands-on direct instruction. Topics explored: Navigating the Outlook Window-The Ribbon, folder panel, quick access toolbar; working with email-account settings, sending messages, attachments, signatures; organizing email-folders, moving and copying messages, sorting; working with people-creating, sorting and editing contacts; working with the calendar-views, scheduling and editing appointments, reminders, recurring appointments, sharing calendars; working with notes, tasks and mobile integrations.
Instructor: Kathy Albin

Microsoft Word
Designed for students new to MS Word. Highlights include hands-on direct instruction. Topics explored: creating documents, formatting and editing text; introducing tables-formatting and modifying, data sorting, visual objects-shapes, WordArt, SmartArt, pictures and text boxes, creating business report-arranging text in columns, tab stops, headers and footers and more.
Instructor: Kathy Albin

Microsoft Excel
Designed for students new to MS Excel. Highlights include hands-on direct instruction. Topics explored: Introduction to worksheets-formatting sheets and cells, numbers, dates, basic calculation; rearranging data-working with rows, cells and columns; managing multiple worksheets, common formulas, cell references, data visualization with charts and images-using tools for formatting and editing; and organizing large amounts of data-sorting, freeze panes and window split.
Instructor: Kathy Albin

Microsoft Access
Designed for students new to MS Access. Highlights include hands-on direct instruction. Topics explored: Introducing databases and tables-data types, field properties, sorting, importing data sources; working with forms-layout and design view; querying a database-using criteria, sorting and limiting results, calculated fields; using reporting to display information-how to organize, structure and modify reports.
Instructor: Kathy Albin

Mobile Applications
Get Smarter About Your Smartphone for iPhones!
Today's smartphones are powerful tools that go far beyond simply placing phone calls. This beginning course is designed to help people who are new to smartphones feel more confident with the basics. We will cover common features, explore simple apps, conduct basic internet searches, explore social media, and upload personal pictures and videos.
Instructor: Kathy Albin

Web Design, Graphics & Coding
Coding Certificate
Coding has become a core skill that bolsters one's chances for becoming a higher value to organizations. 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.
Online: Feb 3-May 1 $595

Certificate in Web Design
Understanding what it takes to produce effective web design is essential in today's market of highly saturated digital competition. Discover the basics of web design using HTML and CSS. No prior knowledge of HTML or web design is required.
Online: Feb 3-May 1 $595

Graphic Design Software Essentials Certificate
The Adobe software tools are the leading software for graphic design. Use Illustrator to draw shapes and design logos, flyers, posters, banners, business cards or any other vector graphics for print or web. InDesign allows you to create simple to complex multi-page documents such as brochures, books and magazines. Use Adobe 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.
Online: Feb 3-May 1 $545
CAREER DEVELOPMENT

Legal Studies

**Paralegal Certificate Course©**
This intensive, nationally acclaimed program, offered through our partner The Center for Legal Studies, is designed for beginning as well as advanced legal workers. Students will be trained to interview witnesses, investigate complex fact patterns, research the law, prepare legal documents, and assist in preparing cases for courtroom litigation. Online or correspondence courses available. Books are extra.

**Online:** $1,395

**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. Prerequisite: Paralegal Certificate Course©. Books extra.

**Online:** $2,100

**eDiscovery for Paralegals**
This 6-week course covers the entire eDiscovery process. It is ideal for both newcomers and professionals wanting to broaden their knowledge of the eDiscovery process. The course includes a textbook.

**Online:** $995

**Victim Advocacy Certificate Course**
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. Online, or correspondence courses available. Books extra.

**Online:** $729

**Legal Office Administration**
Improve the productivity within the legal office by obtaining effective tools that promote a smoother operation. Get a better understanding of the importance of competency, confidentiality, and the administration of ethics in a legal office environment.

**Online:** Feb 3-Feb 28 $245

Legal Secretary Certificate Course

This intensive program is designed for both beginning and experienced secretaries. Students will study such topics as: legal terminology, process and research, ethics, pleadings, discovery, notices, motions, and citation format.

**Online:** $995

Career Training

**Voice-Overs...Now is Your Time!**
You have heard Lisa Foster on TV and radio commercials! Come hear her live as she illustrates how you can actually begin using your speaking voice for commercials, films, and videos. This class content is designed for ages 16 thru adults.

**Instructor:** Lisa Foster

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**Language**

**Beginning Spanish I**
¿Hablas español? Do you enjoy Latin America and Hispanic culture and food? Are you planning a trip and wish to have access to places only locals know? Learn Spanish and enjoy more of your next adventure. This course is intended for learners with little or no previous background in Spanish. The primary focus will be oral communication and basic grammar. Students will learn how to understand and start simple conversations about personal interests; talk about themselves, family, friends, the weather, and begin to set the foundation to explore the cultural context of the Spanish-speaking world. All through a series of activities and exercises. By the end of the course, students will be able to introduce themselves, name items, and ask simple questions.

**Instructor:** Valeska Almarza

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<td>NIC Cd’A Campus</td>
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Enroll online at www.nic.edu/wtc or call (208) 769-3333
**Beginning Spanish II**
This course continues building on vocabulary, grammar, and common expressions necessary to express yourself orally and in writing. Students will engage in practical and communicative sessions through dynamic and interactive activities. This course covers vocabulary words and expressions related to food, travel, and daily routines; focusing on likes and dislikes, making requests, conduct simple transactions, more advanced set of verbs, and comprehension exercises. By the end of the course, students will be able to use communicative strategies to interact with others with greater ease.

Instructor: Valeska Almarza

M & Th 5 pm-7 pm  Mar 2 – Mar 19
6 sessions NIC Cd’A Campus  $99

**Beginning Spanish III**
¿Mas espanol? If you have studied Spanish before at the novice level and need to continue learning to master your skills, this class will allow you to explore the language even deeper. Students will be introduced to new vocabulary and expressions; compound grammatical forms, the progressive tense, and begin to talk in past tense. This course explores the language to talk about sports, trips, adventures, and the house. By the end of the class, students will have developed a strong foundation of the Spanish grammar, expressions and vocabulary allowing them to feel more confident when speaking in a foreign language.

Instructor: Valeska Almarza

M & W 5 pm-7 pm  Mar 30 – Apr 15
6 sessions NIC Cd’A Campus  $99

**Conversational American Sign Language**
This course will cover conversational topics and vocabulary in ASL, as well as historical information regarding ASL and basic grammatical structure. This course is great for those interested in learning basic phrases and conversational topics. It is not intended to provide adequate training for professional interpreting.

Instructor: Jeanelle Davis

Sat 1 pm-3 pm  Mar 7 – Apr 25
8 sessions NIC Cd’A Campus  $129

**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 (208) 769-3333.

Instructor: Eric Johnson

M-F 8 am-5 pm  Jan 6 – Jan 17
10 sessions WTC  $695
M-F 8 am-5 pm  Feb 3 – Feb 14
10 sessions WTC  $695
M-F 8 am-5 pm  Mar 9 – Mar 20
10 sessions WTC  $695
M-F 8 am-5 pm  Apr 6 – Apr 17
10 sessions WTC  $695
M-F 8 am-5 pm  May 4 – May 15
10 sessions WTC  $695

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. Click on the application image to download

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.
Business Consortium Series 2020

Monthly Workshop for Business Professionals
Sharpen skills and stay ahead of the competition!

Class Schedule: 8:30am - 11:00am at Workforce Training Center

1/15/2020  DEALING WITH DIFFICULT PEOPLE
2/12/2020  BUDDY TO BOSS
3/11/2020  PEER TO PEER FEEDBACK
4/08/2020  TIME MANAGEMENT
5/13/2020  LEADING EFFECTIVE MEETINGS
6/10/2020  GENERATIONS IN THE WORKPLACE

Membership Cost: $550 for the first seat. $500 for each additional seat. Each membership entitles you to one seat in each business workshop class for the current series.

Register before Dec. 16 for a $50 discount
nic.edu/pcs • 208.769.3333
INDUSTRY & TRADES

Commercial Drivers License

CDL NIC/DRIVE 509 CDL Training Program

In a few short weeks, you could be earning a good living as a commercial truck driver. This 160-hour course includes classroom/lab, range, and driving. NIC Workforce Training Center is an approved training school for CDL Class A training requirements in Washington. Course fee includes DOT physical, drug screening and road skills test.

Various Instructors

| M-F | 7 am-4 pm | NIC Parker Technical Education Ctr. | Dec 30 – Jan 24 | $3,880 |
| M-F | 7 am-4 pm | NIC Parker Technical Education Ctr. | Jan 6 – Jan 31 | $3,880 |
| M-F | 7 am-4 pm | NIC Parker Technical Education Ctr. | Feb 3 – Feb 28 | $3,880 |
| M-F | 7 am-4 pm | NIC Parker Technical Education Ctr. | Mar 2 – Mar 27 | $3,880 |
| M-F | 7 am-4 pm | NIC Parker Technical Education Ctr. | Mar 30 – Apr 24 | $3,880 |
| M-F | 7 am-4 pm | NIC Parker Technical Education Ctr. | Apr 27 – May 22 | $3,880 |

Boiler-Kiln

Boiler Environmental Class

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 an overview of EPA Environmental Regulations, an overview of the State Department of Environmental Quality and Air Quality Permit Conditions/Reporting/Monitoring/Testing and Water Quality Permit Conditions/Reporting/Monitoring/Testing.

Instructor: Joseph Peterson

| Wed | 8 am-4 pm | Dec 11 | WTC | $295 |

Safety Fest 2020

Three days of free training dedicated to making this region a safe place to work and live.

February 19-21, 2020
NIC Workforce Training Center
nic.edu/safetyfest
Wood Products

Log Scaling - Online License Preparation Training
Log Scalers are responsible for calculating the net volume of harvested logs. Primarily working in log yards, scalers use industry tools and calculations in their practice. Students will learn species identification, proper techniques for calculating log volumes, and rules/calculations applied to determine types of defects. When combined, these three highly skilled techniques determine net volume. Prior Timber industry experience is not required; however, a working knowledge of basic math and fractions application is required. This online self-study course will prepare students to take the Idaho Log Scalers License Exam, which is administered by the Idaho Board of Scaling Practices. Log Scalers are required by Idaho State law to be licensed.
_Instructor:_ Nancy Ripplinger

Online: Feb 17-Apr 24 $600

Maritime

Get Your Captain’s License Now!  
Zenith Maritime U.S.C.G. Approved Course
Earn your U.S. Coast Guard OUPV (6-pack) license needed for fishing and tour guides to carry up to six paying 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 license. Course fee includes all class materials. 100-ton Master's upgrade training is also available. Must successfully complete the Captains License prior to taking Masters Upgrade Training.
_Instructor:_ Mark Garrison

M-F 8 am-5 pm Mar 9 – Mar 20 $1,295

100 Ton Masters License Upgrade  
This is a Zenith Maritime U.S.C.G. approved course, which is a Masters Upgrade from the captains license.
Earn your U.S. Coast Guard OUPV (6-pack) license needed for fishing and tour guides to carry up to six paying 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 class materials. Must successfully complete the Captains License course prior to taking Masters Upgrade.
_Instructor:_ Mark Garrison

M-F 8 am-5 pm Mar 23 – Mar 27 $450

Journeyman Continuing Education

Alternate Energy Systems
Alternate energy systems are introduced, including solar photovoltaic, geothermal, and wind farms. References will be made to the National Electrical Code - please bring your copy to class. Eight-hours of Journeyman CE credit (Industry-related hours in Idaho).
_Instructor:_ Charles Williams

M & T 5 pm-9 pm Jan 13 – Jan 14 $129

Introduction to Programmable Logic Controllers
Few technological advances have impacted the electrical trade as dramatically as Programmable Logic Controllers (PLCs). Topics include the basics of PLC's and the evolution of these devices in electrical installations. This class meets the 8 hours of Industry Related Journeyman Continuing Education credits.
_Instructor:_ Charles Williams

M & T 5 pm-9 pm Feb 3 – Feb 4 $89

2020 National Electric Code (NEC) Update
Meet Idaho and Washington requirements for 2020 National Electric Code change continuing education. Learn how to navigate, use and understand 2020 NEC as it applies to the electrical work you do. A copy of Mike Holt's Changes to the NEC textbook is included. Bring your copy of 2020 NEC and a calculator to class. This class meets the 8-hour requirement for Code Update CE credits for journeymen.
_Instructor:_ Charles Williams

M & T 5 pm-9 pm Mar 2 – Mar 3 $129

RCW/WAC Update
_Instructor:_ Charles Williams

Mon 5 pm-9 pm Apr 6 $69

Safety

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 and minimum age required is 18 years. Fee includes Traffic Control Flagger Certification Handbook.
_Instructor:_ Kathy Cardwell

Mon 9 am-4 pm Jan 13 $79

Wed 9 am-4 pm Apr 8 $79

HAZWOPER 40-hour Certification Training
Our 40-hour HAZWOPER course is specifically designed for workers who are involved in clean-up operations, voluntary clean-up operations, emergency response operations, and storage, disposal, or treatment of hazardous substances or uncontrolled hazardous waste sites. HAZWOPER 40 Hour is required for employees working on a project consisting of Uncontrolled Hazardous Waste Operation mandated by the Government.
_Instructor:_ Anne Bailey

M-F 8 am-5 pm Mar 16 – Mar 20 $650
Forklift Operator Certification

Comply with the latest OSHA 29 CFR 1910.178 training requirements and earn forklift certification required for warehouse and other jobs.

Instructor: Dalena Tripplet

Fri 8 am-Noon  
1 session  
NIC Parker Technical Education Ctr.  
$99

Fri 8 am-Noon  
1 session  
NIC Parker Technical Education Ctr.  
$99

Fri 8 am-Noon  
1 session  
NIC Parker Technical Education Ctr.  
$99

Mine Safety

New Miner Training

This course prepares 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.

Instructor: Jason James

Surface

M/T/W 8 am-5 pm  
3 sessions  
WTC  
$300

M/T/W 8 am-5 pm  
3 sessions  
WTC  
$300

M/T/W 8 am-5 pm  
3 sessions  
WTC  
$300

M/T/W 8 am-5 pm  
3 sessions  
WTC  
$300

Underground

M/T/W/Th 8 am-5 pm  
4 sessions  
WTC  
$400

M/T/W/Th 8 am-5 pm  
4 sessions  
WTC  
$400

M/T/W/Th 8 am-5 pm  
4 sessions  
WTC  
$400

M/T/W/Th 8 am-5 pm  
4 sessions  
WTC  
$400

Annual Refresher Training

This one-day class will refresh experienced miners and contractors in safety and health hazards involved in surface and underground mining operations. This class meets the US Department of Labor–Mine Safety and Health Administration’s (MSHA) requirements and is designed for the Experienced Miner who has a current 5000-23.

Mon 8 am-5 pm  
1 session  
WTC  
$80

Mon 8 am-5 pm  
1 session  
NIC Silver Valley Ctr.  
$80

Mon 8 am-5 pm  
1 session  
WTC  
$80

Mon 8 am-5 pm  
1 session  
NIC Silver Valley Ctr.  
$80

Welding

Welder Qualification Testing

This offering is for the following AWS (American Welding Society) welder qualification tests. AWS D1.1 Structural Steel Welder Qualifications using SMAW or FCAW in the 3G (vertical up) and 4G (overhead) positions. Each test will be done on 1” plate to qualify welders in unlimited thickness. Other weld positions can be performed upon request. There will be a 4-hour time limit per test and AWS qualification specifications will apply. Welders will be provided a WTS and all testing material and supplies. Welders must provide their own PPE/safety equipment and tools. Failure to come properly prepared to test will result in dismissal from testing area and will need to reschedule their testing time.

Instructors: Tim Straw; Earl Dreisbach

Fri 7 am-11 am or 10 am-2 pm or Noon-4 pm  
1 session  
NIC Parker Technical Education Ctr.  
Jan 10  
$150

Fri 7 am-11 am or 10 am-2 pm or Noon-4 pm  
1 session  
NIC Parker Technical Education Ctr.  
Jan 24  
$150

Fri 7 am-11 am or 10 am-2 pm or Noon-4 pm  
1 session  
NIC Parker Technical Education Ctr.  
Feb 7  
$150

Fri 7 am-11 am or 10 am-2 pm or Noon-4 pm  
1 session  
NIC Parker Technical Education Ctr.  
Feb 21  
$150

Fri 7 am-11 am or 10 am-2 pm or Noon-4 pm  
1 session  
NIC Parker Technical Education Ctr.  
Mar 6  
$150

Fri 7 am-11 am or 10 am-2 pm or Noon-4 pm  
1 session  
NIC Parker Technical Education Ctr.  
Mar 20  
$150

Fri 7 am-11 am or 10 am-2 pm or Noon-4 pm  
1 session  
NIC Parker Technical Education Ctr.  
Apr 10  
$150

Fri 7 am-11 am or 10 am-2 pm or Noon-4 pm  
1 session  
NIC Parker Technical Education Ctr.  
Apr 24  
$150
Arts

**Acrylic Dot Art**
Learn about the Mandala, its purpose, and how it can serve as a compliment to the healing arts. You will create these beautiful, symmetrical geometric patterns with dots using acrylic paints with common household items. Learn how to prepare a palette using a compass, ruler, and acrylic paint. The instructor will show you step-by-step how to create your Mandala. You will be amazed at what comes through you by the instructors examples.

*Instructor:* Susan Mayo

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<thead>
<tr>
<th>Mon</th>
<th>5:30 pm-7:30 pm</th>
<th>Feb 24 – Mar 16</th>
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<tbody>
<tr>
<td>4 sessions</td>
<td>WTC</td>
<td>$59</td>
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**Fluid Acrylic Art**
Students will learn a variety of techniques such as dirty pours, straight pours, flip cup and colander pours. You will also learn to mix and prepare mediums to obtain the desired viscosity for fluid art. Preparing pallets and learning about creating cells and learning how to seal and preserve your finished product.

*Instructor:* Susan Mayo

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<tr>
<th>Tue</th>
<th>6 pm-7:30 pm</th>
<th>Feb 25 – Mar 3</th>
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<tr>
<td>2 sessions</td>
<td>WTC</td>
<td>$39</td>
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**Drawing to Discover**
Learn how to see and draw the world around you using various mediums including pencil and colored pencils. Practice drawing individual subjects and subjects in scenes using contour lines and values. Add color to your drawings to bring them to life.

*Instructor:* Wes Hanson

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<tr>
<th>Tue</th>
<th>6:30 pm-8:30 pm</th>
<th>Feb 4 – Mar 3</th>
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<tbody>
<tr>
<td>4 sessions</td>
<td>WTC</td>
<td>$79</td>
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</table>

**Discovering Watercolor Painting**
Learn about various supplies needed to paint watercolors and how to use them. Use different drawing and watercolor painting techniques. Develop different compositional arrangements while using your favorite subjects. You will also learn to use values effectively, apply various color schemes and to plan, develop and revise your own paintings.

*Instructor:* Wes Hanson

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<tr>
<th>Wed</th>
<th>6 pm-9 pm</th>
<th>Feb 5 – Mar 4</th>
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<tr>
<td>4 sessions</td>
<td>WTC</td>
<td>$99</td>
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**Stained Glass—Beginning**
Explore the art of creating stained glass in this fun and exciting six-week class. You will get step-by-step instructions as you create a free-form sun catcher using the copper foil art form of stained glass. Students order tools and materials for individually selected projects ($70 approximate cost). Material list will be handed out at the first class.

*Instructor:* Elaine Mobarry

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<th>Wed</th>
<th>6 pm-9 pm</th>
<th>Mar 4 – Apr 8</th>
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<tr>
<td>6 sessions</td>
<td>WTC</td>
<td>$149</td>
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Dance

**Let’s Dance!**
Get dance ready for weddings, parties, and cruises. Learn a few popular, useful, and easy dance moves that can be used in many social situations. This course is for absolute beginners with easy steps and simple, clear instruction.

*Instructor:* Rick Frangione

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<th>Tue</th>
<th>6:30 pm-7:30 pm</th>
<th>Jan 7 – Jan 28</th>
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<tbody>
<tr>
<td>4 sessions</td>
<td>NIC Cd’A Campus</td>
<td>$49</td>
</tr>
<tr>
<td>Tue</td>
<td>6:30 pm-7:30 pm</td>
<td>Feb 4 – Feb 25</td>
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<tr>
<td>4 sessions</td>
<td>NIC Cd’A Campus</td>
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<td>4 sessions</td>
<td>NIC Cd’A Campus</td>
<td>$49</td>
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**From Wall-Flower to Dance Power: Prep for Prom Dance Classes**
Targeted for high school juniors and seniors to set you up with some smooth moves on the dance floor at the prom. Learn how to gracefully waltz, rock the cha-cha, swing dance with style and dance to your favorite music! No partner required.

*Instructor:* Natalia King

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<tr>
<th>Sat</th>
<th>10:30 am-11:30 am</th>
<th>Feb 22 – Mar 21</th>
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<tbody>
<tr>
<td>5 sessions</td>
<td>NIC Cd’A Campus</td>
<td>$59</td>
</tr>
<tr>
<td>Sat</td>
<td>5:30 pm-6:30 pm</td>
<td>Feb 22 – Mar 21</td>
</tr>
<tr>
<td>5 sessions</td>
<td>NIC Cd’A Campus</td>
<td>$59</td>
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Sign up for all three classes for $199. Call (208) 769-3333 to receive your discount.

Digital SLR Photography–Beginning
Explore the bells and whistles of your digital SLR camera. Learn how a digital camera works, why it works the way it does, and how to use the features of your camera to create great pictures. Bring your digital camera and owner’s manual to class.
Instructor: Drake Mesenbrink
M & W
6:30 pm-8:30 pm
4 sessions
NIC Cd’A Campus
Jan 6 – Jan 15
$79

Digital SLR Photography–Intermediate
Enhance your digital picture taking skills. Review the science and art of creating memorable photos using the timeless photographic principles of composition, lighting, and balance. Completion of the beginning Digital SLR Photography is required. Bring your digital SLR camera to class.
Instructor: Drake Mesenbrink
M & W
6:30 pm-8:30 pm
4 sessions
NIC Cd’A Campus
Jan 27 – Feb 5
$79

Digital SLR Photography–The Art of Composition
Train your eye to make better photos and create memorable images. Learn how to photograph architecture, people, and activities. Handouts will be emailed to students to bring to class.
Instructor: Drake Mesenbrink
M & W
6:30 pm-8:30 pm
4 sessions
NIC Cd’A Campus
Feb 24 – Mar 4
$79

Landscape Photography
Learn everything you need to get started in landscape photography. Get hands-on practice near Lake Coeur d’Alene. DSLR camera strongly recommended. Weather permitting; portions of the class will be outdoors.
Instructor: Charlotte Gardunia
Sat
8 am-Noon
2 sessions
NIC Cd’A Campus
Apr 18 – Apr 25
$83

Photo Editing
This course will help you get started on basic photo editing in Adobe Lightroom.
Instructor: Charlotte Gardunia
Sat
8 am-Noon
1 session
NIC Cd’A Campus
May 2
$47

Mind and Body

Chronic Fatigue Workshop
What is chronic fatigue syndrome? What are the causes? Based on a cross-country epidemiological health-study survey, America is tired. Learn about the correlation between food, lifestyle, and chronic fatigue. Learn how to energize and heal naturally through holistic nutrition and lifestyle choices. This course will empower you with the education and practical application skills to transform your health and quality of life. Ameliorate chronic fatigue through a very specific nutrition protocol, and explore the psychology behind lifestyle choices that promote energy or initiate fatigue. Learn how to implement coping strategies and realistic goals! Sign up today and prepare for an energized spring/summer!
Instructor: Karen Kibbey, MS
Sat
1 pm-4 pm
1 session
WTC
Apr 11
$49

Foundations of Mindfulness
Cultivating mindfulness is one of the most beneficial and direct paths to reducing stress and living with more balance, ease and peace of mind. Guided instruction will teach you a variety of mindfulness meditation practices and meditations that can be used in everyday circumstances.
Instructor: Carol Reager
Tue
6:30 pm-8 pm
6 sessions
Mar 31 – May 5
NIC Cd’A Campus
$120

Ballroom Dance Workout
Learn how to dance while tightening the belly, sculpting the waistline, and lifting those buns. Shed pounds and trim inches with this complete body-sculpting routine. Follow along and you will Cha-Cha, Samba, and Jive. No partner required.
Instructor: Natalia King
Thu
6 pm-7 pm
5 sessions
Jan 9 – Feb 6
NIC Cd’A Campus
$59
Thu
6 pm-7 pm
5 sessions
Feb 20 – Mar 19
NIC Cd’A Campus
$59
Thu
6 pm-7 pm
5 sessions
Apr 9 – May 7
NIC Cd’A Campus
$59

Lower Back, Core and More
A unique combination of Pilates, Yoga, strength conditioning, flexibility, and dynamic balance. Learn movements that elongate muscles, strengthen the back, and release tension, improving joint stability, balance and range of motion.
Instructor: Natalia King
Tue
6 pm-7 pm
5 sessions
Jan 7 – Feb 4
NIC Cd’A Campus
$59
Tue
6 pm-7 pm
5 sessions
Feb 18 – Mar 17
NIC Cd’A Campus
$59
Tue
6 pm-7 pm
5 sessions
Apr 7 – May 5
NIC Cd’A Campus
$59

Yoga for You
Your instructor, Gerry Bryak, will offer adaptations and gently guide you in the stretching and strengthening postures. Class includes centering, seated and standing poses, balance, and breathe work. Each class ends with a meditation/relaxation. Come experience the melding of body, mind and spirit that a yoga practice offers YOU!
Instructor: Gerry Bryak
Mon
4:15 pm-5:15 pm
3 sessions
Jan 6 – Jan 27
NIC Cd’A Campus
$28
Mon
4:15 pm-5:15 pm
3 sessions
Feb 3 – Feb 24
NIC Cd’A Campus
$28
Mon
4:15 pm-5:15 pm
4 sessions
Mar 2 – Mar 23
NIC Cd’A Campus
$37
Mon
4:15 pm-5:15 pm
4 sessions
Apr 6 – Apr 27
NIC Cd’A Campus
$37

Stress Management
Stress isn’t the enemy. It is our perceptions of stress that amp our anxiety and uses up all our steam. Turn stress into a stepping stone, not a stumbling block!
Online: Apr 6-May 1
$145
## Money

### Budgeting 101
Take control of your financial life with a budgeting plan that’s simple, reasonable, and effective. This free workshop, hosted by STCU will cover; the importance of financial goals, five steps to creating a successful spending plan, how to manage your plan, and methods for putting your plan into action.

**Instructor:** STCU Credit Union  
**Fee:** FREE  

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<td>Jan 8</td>
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### Become Debt Free
Living debt-free is achievable. It just takes a different point of view. At this free workshop, hosted by STCU you will; discover your current financial situation and determine where you want to be, how to use tools that can make debt-free living possible, and celebrating your milestones.

**Instructor:** STCU Credit Union  
**Fee:** FREE  

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### Organize Your Finances
Experience the joy of getting your files and money organized at this free workshop, hosted by STCU. Good for emergencies; great for everyday living. We will cover why it is important to get organized. What records to keep, and for how long. How to develop an efficient bill-paying system. What to keep handy in case of a disaster and where to go for help.

**Instructor:** STCU Credit Union  
**Fee:** FREE  

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### Protect Your Credit Score
Learn why a good credit score is more important than ever at this free workshop hosted by STCU. We will cover how a credit score is determined, how to maintain/earn a healthy credit score, and where to go for help.

**Instructor:** STCU Credit Union  
**Fee:** FREE  

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### Creating your Grandchild’s Financial Future
If you are a grandparent with the means and desire to provide a solid financial foundation for your grandchildren, then this course is for you. This highly focused session is designed to help grandparents avoid common mistakes that could result in unintended financial consequences. Your instructors will focus on topics such as the best type of college savings accounts, the proper account type for the proper purpose, annual and lifetime gift tax-exemptions, as well as investment strategies and estate planning considerations.

**Instructors:** Brad Dugdale; Darin Hayes  
**Fee:** $19  

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<tbody>
<tr>
<td>Dec 14</td>
<td>9 am-11 am</td>
<td>NIC Cd’A Campus</td>
<td>$19</td>
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<tr>
<td>Feb 29</td>
<td>9 am-11 am</td>
<td>NIC Cd’A Campus</td>
<td>$19</td>
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### Fundamental of Investing - 5 Truths and Myths of Investing
This course will teach students investment fundamentals. Income planning utilizing insurance, annuities, and efficient tax investing. Workbook for this course is included in the class fee.

**Instructor:** Rick Durbin  
**Fee:** $19  

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<td>6 pm-7:30 pm</td>
<td>NIC Cd’A Campus</td>
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**How to Buy a Home with Average-to-Low Income**
Do you have a dream of owning your own home? First-time homebuyers or experienced home owners, this program is for you! The USDA Rural Development Program is the only 100 percent financing program available from the US Department of Agriculture. There is no required down payment for residential purchase on new or existing homes. Come learn more about this program, it’s easier than you think. Refreshments and a FREE Credit report will be available. Hosted by Darlene Kacalek and Julia Boord - Treaty Rock Realty.

**Instructors:** Christine Fisher; Veronica Garnsey  
**Fee:** FREE  

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<td>Mar 18</td>
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**Medicare and Social Security**
Please join us to learn about the fundamentals of our current Medicare system as well as upcoming changes and new information you will face during open enrollment this year. In addition, if you plan on taking or have recently started taking Social Security this class will help you. The information you will learn will give you the education you need in order to be up-to-date and aware of your health and retirement options. Each paid participant may bring a guest for no additional fee, but will still need to be registered.

**Instructor:** John Marcheso  
**Fee:** $29  

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<tr>
<td>Apr 21</td>
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<td>Apr 23</td>
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**Modern Retirement Planning**
This course is designed to help you comprehend the principles for a successful retirement. You will learn how to set reasonable goals based on your personal means. A primary objective will be to become familiar with the concepts and terminology that are frustrating to individuals approaching retirement age. The course is not biased toward any company or product, but rather focuses on the concepts needed to make informed decisions. With knowledge comes confidence! With confidence comes control! Take control of your retirement. Each paid participant may bring a guest for no additional fee, but will still need to be registered.

**Instructor:** John Marcheso  
**Fee:** $49  

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Enroll online at [www.nic.edu/wtc](http://www.nic.edu/wtc) or call (208) 769-3333
Retire on Purpose

People who seek meaning beyond themselves are healthier, happier and live longer. Before, at, and beyond retirement it is vital to our well-being that we maintain a strong sense of purpose. This course introduces concepts and exercises intended to help you begin to unlock your purpose. Reconciling your path to purpose revolves around a variety of personal priorities, such as social, financial, physical, mental and spiritual. We will help you create your life purpose statement and discover how you can put it into practice. Each paid participant may bring a guest for no additional fee.

Instructors: Tucker Marcheso; Tarie Zimmerman

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Roadmap to Retirement

**NEW!** You’re only in your 20's, why think about retirement now? This class will help you determine your financial goals and give you the tools to accomplish your goals. Learn about investment strategies and how to avoid pitfalls that could divert you from achieving your financial retirement goals. Bring a guest for no additional fee.

Instructor: Dan Green

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Veterans...This is For You!

Are you a Veteran and want to buy a home with 100 percent financing? Veterans let us show you how to obtain your DD214 Certificate of Eligibility and how to buy a home with your VA Benefits! Please join us for this free informational session with Guest Speakers that specialize in VA Home Loans and VA Appraisal requirements. Refreshments and FREE Credit Report will be available. Hosted by Darlene Kacalek and Julia Boord of Treaty Rock Realty.

Instructor: Lucas Schell

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Recreation

Avalanche Awareness Clinic

Play and travel safely in mountain snow this winter. Develop your avalanche awareness with knowledge and skills, including identification of avalanche terrain, basic decision making, and risks associated with winter backcountry travel. Learn to perform rescue through fast and efficient transceiver use. This course is designed for the backcountry beginner and should not substitute for Level 1 training. Course fee includes instruction, transportation, and avalanche equipment. Fees do not cover ski/snowboard/snowshoe rentals or meals.

Instructors: Jacob Rothrock; Terry Brinton

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UNEMPLOYED OR UNDER-EMPLOYED?

We can help.

The Qualified Worker Retraining Program/WIOA Adult Services is designed to help you gain the skills you need to succeed in the workforce.

- Job preparation skills
- Resumé/Interview
- Skill and interest assessments
- Occupational skills training
- Internships/On-the-job Training
- Apprenticeship opportunities
- Unemployed, or under-employed
- Low Income
- Seeking full-time employment

Are you:

- Age 18 or older
- A U.S. citizen or authorized to work in the U.S.
- An Idaho resident (5 northern counties)
- Unemployed, or under-employed
- Low Income
- Seeking full-time employment

The WIOA-Qualified Worker Retraining Program might be right for you!

To find out, contact us at (208) 666-8012, or www.nic.edu/workforcetraining
Cross Country Ski Basics Clinic
Get ready for the sport of cross country skiing. Learn how equipment works, and get hints and helpful techniques from seasoned skiers. Before you know it, you’ll be gracefully gliding along on smooth snow through the forests. Fees include all necessary equipment, transportation, and instruction.
Instructors: Jacob Rothrock; Terry Brinton
Sun 8 am-2 pm NIC Cd'A Campus $60

Snowshoe Basics Clinic
This introductory clinic will get you started in the sport of snowshoeing. Explore untracked snow away from groomed trails. Learn how snowshoes work. Pick up simple and useful techniques. Find local snowshoe trails for enjoyment after class. The clinic also covers elements of safety conscious travel while in the backcountry. Fees include all necessary equipment, transportation, and instruction.
Instructors: Jacob Rothrock; Terry Brinton
Sun 9 am-2 pm NIC Cd'A Campus $50

Travel Tips
Come learn about helpful Travel Tips for your next big adventure! Instructor Ann Tichy has lived and traveled all over the world. She will share tips that she learned that will assist you in planning your travels.
Instructor: Ann Tichy
Tue 6 pm-7:30 pm Jan 28 $17
Wed 6 pm-7:30 pm Mar 11 $17

Welding Craft Basics
Learn fundamentals of metalworking while creating a simple, yet elegant sculpture. Explore metal separation and joining processes. Cut and weld a project that you’ll be proud of. This class will focus on oxy-fuel setup and safety and wire feed welding. Clear safety glasses are required for the first class session and at all times in the lab. Required personal protective clothing will be discussed at the first session.
Instructor: Colleen Ward
T & Th 6 pm-9 pm NIC Parker Technical Education Ctr. $399

Auto Restoration-Refinishing Techniques
Do you have an old vehicle project sitting in the garage but don’t know where to start? The NIC Collision Repair program may be the boost that you need. This hands-on 6-week restoration course will introduce you to skill sets that will give you the confidence to tackle your refinishing project. Learn about body filler, priming and block sanding. You may also get into metal straightening and finishing.
Instructor: Andy Rogge
Sat 9 am-3:30 pm NIC Parker Technical Education Ctr. $639

Writing
Write Your Book Now!
Regardless of where students are at in the writing of their book, this workshop is designed for students who know what story they want to write, but don’t know how to get started and follow through. Jack Castle (one of Amazon’s best-selling authors) will help you tell your story, offer motivation and feedback, but most importantly, help you write your book, week-after-week!
Instructor: Jack Castle
Thu 6:30 pm-8:30 pm NIC Cd'A Campus $99

How To Self Publish
This workshop is designed for anyone interested in self-publishing their novel, regardless of where they are in the writing process. Jack Castle, one of Amazon’s best-selling authors, will guide you through the process of preparing your novel as an e-book and in print for Amazon, and marketing it online. In addition to being a bestselling novelist with a traditional publishing house, three of his self-published books have been consistently ranked on Amazon’s Top 100 Bestselling Books!
Instructor: Jack Castle
Mon 6:30 pm-8:30 pm NIC Cd'A Campus $74

How to Become Published
This workshop is designed for anyone interested in becoming a published author, regardless of where they are at in the writing process. Jack Castle, one of Amazon’s best-selling authors, will guide you through the process of preparing your novel, contacting agents and publishers, and marketing your book. His first book, Europa Journal, was #1 on Amazon’s Bestseller list and over the last three years his books have been consistently ranked on Amazon’s Top 100 Bestselling Books.
Instructor: Jack Castle
Tue 6:30 pm-8:30 pm NIC Cd'A Campus $99

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

APPRENTICESHIP

ELECTRICAL • PLUMBING • HVAC
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 Saturdays.

LIVE CLASSES
Registration opens July 1
Classes begin in September.
www.nic.edu/apprenticeship
Maps to NIC/WTC

Map to the NIC Workforce Training and Community Education 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.
CLOSURES: The Workforce Training Center will be closed and classes will NOT be held Sept. 2, Nov. 27, 28, 29, and Dec. 25.

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-lighted parking spaces.

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

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, e-mail address, course schedule, 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.

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Method of Payment:

- Credit/Debit Card
- Cash
- Check (make checks payable to NIC-WTC)
- Visa
- Mastercard

Card Number ___________________________ - __________________ - ____________ - ____________

Exp Date __________________________ Signature _______________________

TOTAL $ __________

Enrollment for Workforce Training and Community Education is on a first-come basis. Should a class be cancelled, or if the class is full when your enrollment is received, your full payment will be returned.

☐ I verify that I meet minimum course requirements, if any, including age. Signature: ______________________

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