Learning for Life
Workforce Training and Community Education

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Passion to serve
Mandy Harvey (pictured on the cover) has always been passionate about giving back to the community where she lives. It’s a passion shared by her family - Her husband is employed by the Spokane City Police. In May, the 32-year-old mother of two joined him in the public realm after completing the North Idaho College Workforce Training Center’s Firefighter 1 Academy.

“I always had a desire to serve my community – volunteering in high school and then, after college, I became a teacher,” Harvey said, adding that she took Emergency Medical Services training before earning her national EMS certificate while raising her children. “That desire to help others helped me realize people can serve in so many ways – as a stay-at-home mom, a construction worker… For me, it was always a dream to be in the fire service.”

Now that her youngest is starting kindergarten, she said, it is time for her to go back to full-time work helping people. She currently has a job as a temporary firefighter/EMT at the Timberlake Fire Protection District and is in the hiring process at the Spokane City Fire Department. There, she’s able to put the training she received at Firefighter Academy 1 to good use.

“I wouldn’t have been able to make it past the application stage of the job I currently hold at Timberlake if it wasn’t for the opportunity to take the Firefighter 1 Academy through the Workforce Training Center. The job required applicants to take Firefighter 1 to even apply,” Harvey said.

Firefighter 1 Academy is designed to prepare students for the written and skills examinations for Idaho Firefighter 1 certification, which is accredited by the International Fire Service Accreditation Congress. Instruction includes basic firefighting skills, hazardous materials, and infection control for emergency responders. The academy offers students the opportunity to learn from and network with instructors from the Coeur d’Alene Fire Department, Kootenai County Fire and Rescue, and Northern Lakes Fire District.

“With the excellent reputation of the Firefighter 1 Academy and its instructors, it was exactly what I needed to start me on the path to becoming a professional firefighter,” Harvey said. “The academy sets you up for success to help you with the skills necessary to be successful, but it also gives you a great foundation that can be built upon.”

More information on the Workforce Training Firefighter Academy is on page 3, call (208) 769-3333, or visit www.nic.edu/workforcetraining.

**what’s new?**

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Learning for Life

Your home for personal and professional development.

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

Register online now!
Scan this code with your mobile device’s QR code reader to connect to the online catalog courses page or visit www.workforcetraining.nic.edu

It’s easy!

“She was very passionate and wanted to make us as ready as possible. The instructor was very professional and interested in our success.”

Michael Palmer, Certified Personal Trainer

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Reasonable accommodations for eligible persons with disabilities will be made. Contact NIC Disability Support Services at (208) 769-5974, 1000 West Garden Ave., Coeur d’Alene, Idaho, 83814.

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www.workforcetraining.nic.edu | (208) 769-3333
Health Professions and Emergency Services

Assistance with Medications

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

Classes are available from August until December; check online for dates/sessions.

Instructors: Lee Vaagen; Sara Priest

Wed 5-9 pm WTC $85
2 sessions

Wed 5-9 pm NIC Sandpoint Ctr. $85
2 sessions

CNA–Nursing Assistant Training

(CNA) Nursing Assistant Training

This course prepares you for the state exams required to be placed on the Idaho Nurse Aide registry. Course includes online assignments, in-class skills practice, and clinical experience at local health care facilities. Guest speakers, Customer Service in Health Care certification, job attainment skills, and a comprehensive list of employers ready to hire round out the course. Additional costs include textbook, health screening tests and immunizations, uniform, and state testing fees. More information is found at www.workforcetraining.nic.edu, at registration, or www.workforcetraining.nic.edu, state testing fees. More information is found at

Instructors: Kathy Holm; Suzanne Huguenin

Wed 5-9 pm WTC $85
2 sessions

Wed 5-9 pm NIC Sandpoint Ctr. $85
2 sessions

Explore a Career in Nursing

Learn what it takes to become an LPN or RN, and discover all of the exciting and rewarding opportunities awaiting you in the field of nursing.

Online - Starts monthly. Call to register. $129

HIV/AIDS

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

Continuing Education

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, and 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 following embedded certifications: Phlebotomy, EKG, Mental Health First Aid, and Wound Care. Upon successful completion of the course, students will be prepared to sit for the national Certified Patient Care Technician examination which is included in the registration fee. Prerequisite: Must be a current Certified Nursing Assistant.

Instructor: Luke Emerson

Fri 8 am-2 pm Sep 30 – Nov 18
13 sessions WTC $995

Certified Restorative Assistant

Increase your career potential with this advanced course for Certified Nursing Assistants (CNAs) focusing on rehabilitation and restorative care. Additional student costs include textbook and immunizations. Students must be CNAs to be eligible to take the certification exam. Completion or concurrent enrollment in the Medical Terminology course is recommended. This course also meets the clinical observation requirement for admission into the Physical Therapist Assistant program at North Idaho College. Upon successful completion, you will receive an Idaho SkillStack® Badge certification.

Instructor: Jeff Byers

M & Th 8 am-Noon WTC $495
11 sessions

Customer Service in Health Care

Multiple health care employers have specifically requested this valuable training as the need for outstanding customer service increases. This course will prepare you to stand out as a viable candidate for employment in health care or improve your customer service skills in your current position. Learn the art of warm and professional greetings, how to handle requests and complaints respectfully, and shine in telephonic or electronic communication and many more skills.

Instructor: Tammy Annotti

Wed 5-8 pm Oct 4
1 session WTC $39

EKG Certification

Enhance your skills and role in health care. This class will educate and prepare you with the knowledge and skills for patient preparation and education, operation of the EKG, elimination of artifacts, proper placement of leads, and the necessary maintenance and care of the equipment. You will receive an additional eight hours of clinical experience in the acute care setting. Upon successful completion, you will receive an Idaho SkillStack® Badge certification.

Instructor: Jon Asper

Fri 8 am-Noon Oct 27 – Nov 3
2 sessions WTC $195

Phlebotomy for Health Care Professionals

Are you looking to refresh your practice or expand your professional health care role by learning phlebotomy skills? You will receive expert instruction and hands-on practice for safe and successful blood or specimen collection. Prerequisite: Must be employed or have gained your credential within 12 months in the following professions: Certified Nursing Assistant, Certified Medical Assistant, Emergency Medical Technician, Licensed Practical Nurse or Registered Nurse. Upon successful completion, you will receive an Idaho SkillStack® Badge certification.

Instructor: Michell Luck

Sat 8 am-2 pm Oct 7 – Oct 28
4 sessions WTC $495

Wound Care Certification for Nursing Assistants

Learn the skill of assisting the licensed nurse in wound care. Provide outstanding care to your patients by becoming proficient in wound observation, sterile technique, and assisting in the healing process. This workshop will provide four hours of continuing education for Restorative Assistant Certification renewal.
Upon successful completion, you will receive an Idaho SkillStack® Badge certification.

**Instructor:** Buster Cole

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<td>Mon</td>
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<td>8 am-Noon</td>
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**Certificate in Gerontology**

Earn your certificate while gaining continuing professional education hours (25 hours) for renewal of the Certified Restorative Assistant or other certifications. Gain a broad understanding of the field of gerontology and stay current with emerging trends and best practices.

Online - Starts monthly. Call to register. $149

**Certificate in Holistic and Integrative Health: Foundations 1**

Earn your certificate while gaining continuing professional education hours (14 hours) for renewal of the Certified Restorative Assistant or other certifications. Each lesson offers a variety of methods for empowering patients, including journaling, fitness programs, cognitive restructuring, and how to create an environment that fosters wellness. You’ll gain insights into a unique, person-centered approach to health care in the following areas: Holistic Stress Management, Healing Effects of Physical Activity and Movement, Nutrition, and Healing Environments.

Online - Starts monthly. Call to register. $99

**CNA Continuing Education (Idaho)**

This self-paced, online course is designed to meet Idaho state continuing education requirements for nursing assistants in skilled nursing homes and assisted living facilities. (12 hours)

Online - Start anytime $69

**Emergency Services**

**Basic Life Support Provider**

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.

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<td>Tue</td>
<td>Jan 16</td>
<td>5-9 pm WTC</td>
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**Heartsaver CPR and AED**

This course teaches cardiopulmonary resuscitation and relief of choking in adults and children.

Earn or renew your CPR card, good for two years.

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<td>Tue</td>
<td>Sep 19</td>
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**Heartsaver First Aid**

This course will give you confidence and knowledge in managing illness and injuries in the first few minutes until professional help arrives. Earn or renew your first-aid card, good for two years.

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<td>Thu</td>
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<td>6-9 pm WTC</td>
<td>$49</td>
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**Emergency Medical Technician (EMT)**

This course meets Idaho and national registry standards for obtaining the Emergency Medical Technician license. Additional courses must be completed by the end of class, including Health care Provider CPR certification and five online courses (8.5 hours). Course includes textbook and skills testing fee. More information regarding requirements and prerequisites at www.nic.edu/emt.

**Instructor:** Jeff Butcher

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<td>Aug 14 – Dec 13</td>
<td>6-9 pm WTC</td>
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**Firefighter 1 Academy Information Session**

Considering a career as a firefighter? Attend this FREE information session. Hear from Academy instructors from local fire departments about the prerequisites, application process, physical demands, and course schedule for the Firefighter 1 Academy, as well as the process to become a volunteer or paid firefighter. Students interested in attending Firefighter 1 Academy 2018 are strongly encouraged to attend.

**Instructor:** Bill Deruyter

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<td>Wed</td>
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**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, 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 Firefighter 1 Academy. Course fee includes textbooks and use of turnout gear.

**Instructor:** Bill Deruyter

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<td>Cd’A Fire Station #2</td>
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Enroll online at www.workforcetraining.nic.edu or call (208) 769-3333
### Health Professions and Emergency Services

#### Health Careers

**Become an Optical Assistant**
Learn what it takes to become an optical assistant and discover why it's one of today’s most popular and fascinating career opportunities.

**Explore a Career as a Pharmacy Technician**
Master the skills that will prepare you for an entry-level position as a pharmacy tech or clerk, and discover the steps you can take to become a Certified Pharmacy Technician.

**Human Anatomy and Physiology**
Gain a greater appreciation and understanding of the marvelous complexity of the human body.

**Medical Terminology**
This course is a guide to identifying and understanding medical terms including basic word structure, root words, suffixes, and prefixes. It provides instruction in the organization of the human body and the associated systems, medical abbreviations, symbols, and common medical terms. This is a great introductory course for aspiring health care professionals! You will have six-month access to your course. Upon successful completion of this course, you may challenge CAOT-179 by examination for two NIC credits. For more information, visit [www.nic.edu/caot](http://www.nic.edu/caot).

**Phlebotomy Technician**
This 90-hour program course prepares professionals to collect blood specimens from clients for the purpose of laboratory analysis. Classroom and lab work includes terminology, anatomy, and physiology, blood collection procedures, hands-on practice, and training in skills and techniques to perform puncture methods. Note: Externship is available as a separate class for graduates of this course, and is a prerequisite for ASCP certification.

**Personal Trainer Certification – Online Hybrid Course**
This challenging course is for candidates wanting convenient online information with in-depth instruction and hands-on practical labs at North Idaho College. Exam vouchers for written and practical skills exams to earn Level 1 Certified Personal Trainer are included, along with student workbook and online study tools. As a special bonus, add a 30-hour internship at no extra charge to qualify for Level 2 Certified Personal Trainer. Required textbook is not included and may be purchased online.

**Phlebotomy Externship**
Gain valuable on-the-job training while preparing for the ASCP Certification. The phlebotomy externship is available to students who have successfully completed the Phlebotomy Technician course and meet the eligibility requirements. Once your eligibility application is accepted, you will be placed in the clinical environment for 100 hours in a local laboratory. Upon completion of your nonpaid externship, you will be able to sit for the ASCP certification exam and include this experience on your resume for employment. Fee includes a background check and drug screen.

### Mental Health

#### Adult Mental Health First Aid
Just as CPR helps you assist an individual having a heart attack, Mental Health First Aid helps you assist someone experiencing a mental health-related crisis. 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.

**Youth Mental Health First Aid**
Youth Mental Health First Aid is designed to teach parents, family members, teachers, school staff, peers, and health care personnel how to help an adolescent (age 12-18) who is experiencing a mental health or addiction challenge or is in crisis. Youth Mental Health First Aid is ideal for adults who regularly interact with young people. The course introduces common mental health challenges for youth, reviews typical adolescent development, and teaches a five-step action plan for how to help young people in both crisis and non-crisis situations.
situations. Topics covered include anxiety, depression, substance use, disorders in which psychosis may occur, disruptive behavior disorders (including AD/HD), and eating disorders. Textbook included.

Instructors: William Normington; Hailey Smith

**Certified Mental Health Assistant**

This class provides advanced training in behavioral and mental health. Prepare to provide care for the unique needs of people with mental illness, dementia, and/or developmental disabilities under the direct supervision of the mental health professional. Course fee includes Level 1 American Association of Psychiatric Technicians (AAPT) exam. Additional student costs include textbook and immunizations. It is recommended, but not required, that students be a CNA.

Instructors: William Normington; Hailey Smith

**Dementia Care Workshop**

Provide outstanding care with specialized training in dementia at this dynamic workshop. Ideal for the health care professional or primary caregiver. Topics include current information on Alzheimer’s and dementia disease, effective strategies for care, understanding behavior, and therapeutic communication.

Instructor: Lee Vaagen

**Self Care for Health Care Professionals**

As dedicated health care professionals, have you considered a strategy to buffer the impact of stress and create a self-care plan? It is crucial for your effectiveness and success in honoring your professional and personal commitments to first and foremost take care of yourself. This interactive workshop will focus on four key principles: coping with stress, employing professional boundaries, identifying personal self-care activities, and developing a strategic plan for holistic well-being.

Instructor: Libby Malsom

**Certificate in Brain Health**

Earn your certificate while gaining continuing professional education hours (10 hours) for renewal of the Mental Health Assistant (AAPT Psych Tech) or other certifications. You’ll learn how this new model of medical care combines scientifically proven alternative and complementary methods with medications and psychotherapy to address the physical, psychological, and spiritual needs of individuals with anxiety disorders, sleep disorders, attention deficit hyperactivity disorder (ADHD), post-traumatic stress disorder (PTSD), and mental conditions associated with aging, depression, chronic pain, and Alzheimer’s disease.

Instructor: William Normington; Hailey Smith

**Dental Assisting**

**Dental Assistant Expanded Functions Series**

Gain additional skill sets and increase your employability with self-study courses in fundamentals of dental assisting, coronal polishing, temporary crown restoration, nitrous oxide administration, and pit and fissures sealants. A minimum of six months experience as a dental assistant, and other criteria must be met prior to enrollment. For more details on these modules, or to get started, call Terry at (208) 769-3296.

Self-Study Online - Start anytime $149/Module

**Dental Assisting**

This course prepares students for entry-level positions as a chair-side dental assistant. Topics include the history of dentistry, introduction to the dental office, the legal aspects of dentistry, introduction to oral anatomy, dental operator, introduction to tooth structure, primary and permanent teeth, the oral cavity, and sterilization. You have six-month access to your course. Course includes access to career service website and career mentor. Registration includes all textbooks and related course materials. Upon successful completion of this course, you will be prepared to sit for the Dental Assisting National Board (DANB)-Radiation Health and Safety (RHS) exam and the Infection Control Exam (ICE). An 80-hour externship is available at a local dental office upon successful completion.

Online - Start anytime $1,299

**Dental Office Assistant**

Prepare with the latest dental office information and skill practice you need to succeed in the paperless era: technology, forms, and equipment in use today; up-to-date coding information; HIPAA and OSHA guidelines; functions of the dental business office; communication and critical thinking exercises; and in-depth instruction for completing common tasks such as scheduling, bookkeeping, electronic record regulations, and insurance coding.

Online - Start anytime $189

**Fundamentals of Dental Assisting—Self Study**

This self-study course will equip you with the basic information and skills necessary to become eligible for the Dental Assisting Expanded Functions Series. Students completing the self-study must pass the Dental Assisting Fundamentals Exam to be eligible for the Expanded Functions Series. Requirement: Must be employed in a dental office to take this course. For more details or to get started, call Terry at (208) 769-3296.

Self-Study Online - Start anytime $349

**Medical Office**

**Certified Medical Administrative Assistant with Certified Electronic Health Records Specialist and Medical Terminology**

Prepare for a rewarding career in the health care industry. In this program, you will gain a wide range of medical office management skills that health care professionals need for a successful career in a medical setting.

Online - Start anytime. Call to register. $2,495
CPC Certified Medical Administrative Assistant with Medical Billing and Coding
This program will train students to handle the increasing complexities of health care management and medical billing and coding. It will give you a competitive edge in the health care field.
Online - Start anytime. Call to register. $3,195

Explore a Career as an Administrative Medical Assistant
Learn what it takes to have a successful career as an administrative medical assistant in the exciting and high-demand world of health care.
Online - Starts monthly. Call to register. $129

Explore a Career in Medical Coding
Learn how to use the CPT manual and the ICD-109-CM to find medical codes for any disease, condition, treatment, or surgical procedure.
Online - Starts monthly. Call to register. $129

Medical Administrative Assistant
This course prepares you for a career as a Medical Administrative Assistant. Learn the importance of interpersonal skills, medical ethics and law, medical terminology, basics of insurance billing and coding, telephone techniques, scheduling appointments, medical records management, and management of practice finances. A great course for physicians and medical office professionals! You have six-month access to your course. Course includes access to career service website and career mentor.
Online - Start anytime $1,295

Patient Access Specialist
Explore the roles and responsibilities of the Patient Access Specialist or the Registrar’s role in the hospital setting. Learn about the revenue cycles, compliance with regulatory agencies, correct patient identification practices, customer service skills in difficult situations, and skills and knowledge required for the Certified Healthcare Access Associate certification exam. Ask about the externship upon successful completion of this self-paced online course by calling (208) 665-5448.
Online - Start anytime $299

Veterinary Education

Become a Veterinary Assistant
Become a Veterinary Assistant II and III available
Do you love animals? Have you ever thought about a career as a veterinary assistant? This course, taught by a practicing veterinarian and college instructor, will give you the information you need to prepare for work in veterinary hospitals.
Online - Starts monthly. Call to register. $129

Veterinary Assistant
Prepare to become a productive member of a veterinary team. Learn about anatomy and physiology, animal restraint, laboratory sample collection, assisting in surgery and dentistry, and more. Designed for people who want to work at a veterinary hospital and those who are already employed in positions in which they look after animals.
Online - Start anytime. Call to register. $1,995

Please partner with the North Idaho College Foundation as we strive to:
• Increase scholarship support for education and training
• Enhance technology and equipment in the classrooms and laboratories
• Expand support services to ensure student success
• Ensure capital improvements are made to best serve ever-changing needs

“Congratulations, Samuel! Your investment will provide opportunities for students to pursue education and training that will help them build a brighter future. Donations of all sizes are deeply appreciated. Your gift may qualify for both a federal and state tax deduction and an Idaho state income tax credit.

To make a donation, please contact the NIC Foundation at (208) 769-5978 or give online www.nic.edu/foundation.
Accounting/Bookkeeping

QuickBooks Overview
Are you new to accounting, bookkeeping, or small business and ready to start using QuickBooks? This one-day, hands-on course will enable you to understand the basic business processes used in QuickBooks, including setting up QuickBooks, managing lists, working with bank accounts, entering sales information, receiving payments and making deposits, entering and paying bills, analyzing financial data, setting up inventory, doing payroll, and more. This course is recommended for beginners only and QuickBooks student guide is included.

Instructor: Ninette Goucher

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<td>Wed, Dec 6</td>
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QuickBooks Level 1
Explore the basic functions and features of QuickBooks in this hands-on course and gain confidence, develop practical skills, and compete in a demanding job market. Topics covered include basic accounting principles, backing up files, creating companies, working with vendors, working with customers, and banking with QuickBooks. Level 1 covers basic concepts and skills of QuickBooks 2015. Textbook and 140-day trial software is included in course fee.

Instructor: Barbara Tetherow

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QuickBooks Level 2
Build on the basics of QuickBooks Level 1 and master advanced QuickBooks concepts and skills. Topics covered in this hands-on course include physical inventory, balance sheet accounts, budgets, payroll, estimates and time tracking, customizing QuickBooks, and integration with other programs. Textbook and 140-day QuickBooks 2015 trial software are included in the course fee.

Instructor: Barbara Tetherow

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QuickBooks 2016 Series
Master the fundamentals and more advanced functions of QuickBooks 2016. Learn everything from creating statements to using batch invoicing and managing journal entries.

Online - Starts monthly. Call to register. $199

Performing Payroll in QuickBooks
Master the basic payroll features in QuickBooks. Learn techniques for creating checks, paying taxes, and generating forms and reports quickly and easily. Gain troubleshooting tips and solutions to help you solve common problems and mistakes to simplify the whole payroll process. Courses available for QuickBooks 2013, 2014, and 2015.

Online - Starts monthly. Call to register. $129

Professional Bookkeeping with QuickBooks 2017
Prepare for a career in the high-demand field of bookkeeping and accounting as you master QuickBooks 2017—the leading financial software tool for small businesses.

Online - Start anytime. Call to register. $1,895

TIME TO LEARN
Learn something new every month!

Noon-1 p.m.

Wednesday, Sept. 13
Don’t Become a Victim of Cybercrime! pg. 22

Wednesday, Sept. 27
Homebuying 101 pg. 23

Wednesday, Oct. 4
Defend Your Business Against Cybercrime! pg. 9

Wednesday, Nov. 8
Protect Your Credit Score pg. 23

NIC Workforce Training Center
525 Clearwater Loop, Post Falls
To reserve your spot, register online at www.nic.edu/wtc or call (208) 769-3333

All TIME TO LEARN classes are FREE.
Professional Development

Generational Communication in the Workplace
Whether you’re a front-line manager, an owner, or an employee who wants to become an effective team leader, understanding generational differences is essential in today’s business environment. Explore the five generations currently in the workplace – who they are, what’s important to them, and how they communicate.
Instructor: Ginny Campbell

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Effective Business Writing
Improve your career prospects by learning how to develop powerful written documents that draw readers in and keep them motivated to continue to the end.
Instructor: Ginny Campbell

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Productivity eTools: Be Organized and Get Stuff Done
Turbo-charge your work and simplify your life with the top 40 applications, sites, and eTools of productive workers. Discover how to select the right tools for your needs, evaluate your productivity system, and develop a framework that gets things done.
Instructor: Ginny Campbell

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Presentation Skills Certificate
Discover simple key ideas to maximize your presentation. Learn how to effectively deliver a presentation to one person, a small group, or a large audience. Come away with ideas on how to maintain eye contact, what to do when your equipment fails, and the top 10 things you must do before you present.
Instructor: Ginny Campbell

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Time Management
One of the more precious resources a manager has is time. Become more effective by employing time management and scheduling techniques, delegating, outsourcing key tasks, and employing technology.
Instructor: Ginny Campbell

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Certificate in Data Analysis
Add a whole new skill set to your portfolio by acquiring data analysis skills. Get a basic understanding of data analysis in the business setting. Learn about the statistics behind business decisions, how to perform useful inquiries for your business, and have the skills necessary to communicate these results through graphs and text.
Instructor: Ginny Campbell

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Certificate in Office Operations
Position yourself in your organization as the one who knows what to get done, and how to get things done. Discover strategies to support the highest level of efficiency and productivity within your organization, including office operations, cyber security, and sustainability in the workplace. Three one-month courses.
Instructor: Ginny Campbell

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Missing pieces in your training?
We have the solution with custom training at your convenience.

CUSTOMIZED TRAINING
Augment productivity • Increase profitability
Improve employee morale • Tailored to meet your needs

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Colleen Hoffman, Coordinator
(208) 769-7732
collen.hoffman@nic.edu
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.

Cybersecurity
Time to Learn: Defend Your Business Against Cybercrime! Learn how to defend your business against the growing threat of cybercrime! We will discuss social engineering (phishing, viruses, ransomware), password selection, identity theft, computer security, and provide some methods to protect your business from cyber criminals and cyberattacks.

Instructors: Mike Meline; Paul Carugati

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Cyber Self-Defense for Business
Protect your business against modern cyberattacks with practical tools and techniques you'll acquire in this workshop. Learn about cyber security threats including social engineering, phishing attacks, ransomware, viruses, phone scams, identity theft, and more. Bring your laptop and receive help in setting up your business security plan with policy documents, employee training, cyber risk assessments, data backups, disaster recovery, resiliency plans, and cyber liability insurance coverage.

Instructors: Mike Meline; Paul Carugati

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Grant Writing/Nonprofit
A to Z Grant Writing
Learn how to research and develop relationships with potential funding sources, organize grantwriting campaigns, and prepare proposals.

Instructor: Ginny Campbell

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Budgeting in a Nonprofit Organization
Strengthen your understanding of budgets and how they are used in nonprofit organizational settings. Gain an understanding of the uses and functions of budgets, the relationship between strategic and tactical budgeting, and different budget systems. Explore more advanced budgeting topics such as capital budgets, cash flow budgets, and opportunity budgets and learn how nonprofit organizations are using different budgeting techniques to handle operating challenges.

Instructor: Mike Meline; Paul Carugati

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Certificate in Accounting and Finance for Non-Financial Managers
These three one-month courses explain the financial concepts and accounting processes used in most businesses and will provide practical techniques that will increase your effectiveness in your career.

Instructor: Mike Meline; Paul Carugati

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Certificate in Nonprofit Administration
Get the best training on revenue generation and program evaluation for nonprofits with our Certificate in Nonprofit Administration. You will come away with the best information from instructors who train people in nonprofits.

Instructor: Mike Meline; Paul Carugati

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Fundraising in a Nonprofit Organization
Fundraising is one of the central activities of a nonprofit organization. To help finance operating budgets, nonprofits must raise money every year. In addition, special projects and improvements to facilities may be needed. In these situations, fundraisers will often launch large capital campaigns or apply for foundation grants. This course offers an introduction to fundraising for nonprofit organizations, with an emphasis on the fundamental issues.

Instructor: Mike Meline; Paul Carugati

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Management and Leadership
Essential Leadership Skills
New to leadership? This course covers the fundamentals of leadership. Transform your communication and interpersonal skills as you develop into an effective leader.

Instructor: Paul Carugati

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Certified Information Security Manager (CISM)
Certified Information System Manager (CISM) is one of the most valued credentials in the marketplace. This course prepares students to take the ISACA CISM certification exam and trains for positions in Risk Management, Security Auditor, Compliance Officer or an executive management position as a CCO, CTO or CIO. Topics include information security governance; risk management; program development, implementation, and management; and incident management and response.

Instructor: Mike Meline; Paul Carugati

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CIW Web Security Associate
The CIW Web Security Associate course teaches you how to secure your network from unauthorized activity. This course teaches you about security principles, such as establishing an effective security policy, and about the different types of hacker activities that you are most likely to encounter. Individuals with these security skills can pursue or advance careers in many aspects of online and network security.

Instructor: Mike Meline; Paul Carugati

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Fundraising for Nonprofit Organizations
Learn how to research and develop relationships with potential funding sources, organize grantwriting campaigns, and prepare proposals.

Instructor: Paul Carugati

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Succession Planning – Is Your Business Ready?
Does your business strategy include a plan to keep and attract the best talent in our changing workforce? Gene Hamacher, TechHelp Manufacturing Specialist for north Idaho, will take you through the steps to plan for your future workforce and employee succession. This workshop will be highly interactive and engaging through various activities and discussions, including business plans, workforce plans, key roles in your organization, employee development options, and company cultures that attract and retain great employees.

Instructor: Gene Hamacher

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Certificate in Leadership in the 21st Century
Discover information about how the marketplace and business is changing. Then find out what executive leaders need to know about the new economy to position their organization for success moving forward.

Instructor: Mike Meline; Paul Carugati

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Change in the Workplace
Take home strategies on how to deal with changes in your work environment and even how to introduce changes to your workplace culture.

Online Oct 2 - Oct 27 $195

Change Management Skills for Human Resource Professionals
This class is beneficial to human resources professionals within organizations or those seeking to enter the field of human resource strategy consulting.

Online Oct 2 - Oct 27 $245

Customer Service Leadership
Discover the keys to lead customer service with your team. From selecting customer service-oriented employees to developing the best processes, you’ll find simple ways to increase your bottom line with outstanding customer service.

Online Oct 2 - Oct 27 $195

Effective Leadership
What does it mean to be a good leader, and are leaders made or born? Identifying what makes a leader and how to measure his or her effectiveness is an important area of organizational research that continues to grow. This course will discuss the traits that make a good leader, how to identify leaders through various theoretical lenses, and methods of assessing whether a leader is effective in his or her job.

Online - Start anytime $79

Marketing and Sales
Getting Started in Sales
Finding new clients or customers can be challenging; reaching out to them and actually making a sale is a whole other thing. Whether you are a beginner new to the sales process or a seasoned professional who loves selling, understanding the basic steps of sales and freeing your mind of negativity is the foundation to your business success.

Online Oct 2 - Oct 27 $195

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 Sep 5 - Dec 1 $495

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.

Online Sep 5 - Dec 1 $495

Negotiation: Get What You Want
Negotiation is a key skill for success in business and everyday life. Knowing strategies to clarify what you want and how to prioritize needs will ensure you get more of what’s essential. Having the skills to help others get what they want will improve relationships and increase your odds of success in the future.

Online Oct 2 - Oct 27 $195

Project Management
Project Management Professional (PMP)® Prep I
Gain deeper understanding of the organizational issues surrounding project management, how organizations handle project management, and the project management office (PMO). Video segments with project management professionals offer advice and best practices. Use the Ask the Expert link to access project managers who will answer your questions within 24-48 hours. Master the material with online games, flashcards, and other activities.

Online - Starts monthly. Call to register. $129

Certificate in Project Management
Project management is one of the fastest paths to promotion by increasing your network through greater exposure. Gain the skills, tools, and templates to confidently develop and maintain a project.

Online Sep 5 - Dec 1 $495

Mastering Project Management with PMP® Prep
This program takes you beyond the basics of project management. In this intermediate/advanced-level program, you’ll translate your knowledge into skills by exploring key project management topics in depth.

Online - Start anytime. Call to register. $1,295

Social Media
Facebook for Business
Discover applications and design strategy that are necessary to get the most out of your page. Learn how customized applications are developed and what they can do to increase business and fans.

Online Oct 2 - Oct 27 $245

Strategic Selling with Social Media
Learn how to successfully plan, implement, communicate, create employee involvement and commitment, and add value during change.

Online Sep 5 - Sep 29 $195

WordPress Certificate
WordPress is the most popular content management system (CMS) for website and blog design. After successfully completing this course, you will know how to build a simple WordPress website or blog. Topics include introduction to CMS, WordPress installation and setup, page and content creation, administration, themes, working with widgets and plugins, hand-coding, and SEO techniques to improve your website ranking. Three one-month courses.

Online Sep 5 - Nov 3 $495
Thinking of Starting a Business in Idaho?
This workshop gives an overview of what it takes to be a business owner and will help you perform a feasibility analysis of your business idea. Learn about the new business registration process and regulatory issues, as well as an overview of federal and state tax responsibilities.

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Building a Highly Profitable 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 Thinking of Starting a Business in Idaho? workshop. To take the entire four-class series for the discounted price of $100, call (208) 769-3124.

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.

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II. Managing People and Operations for Profit
Your employees are the future of your business. Learn how to hire and keep winners. Also learn what key processes make up your business operations and improve productivity, effectiveness, and efficiency in your business for higher profit.

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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.

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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.

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For more information about the Idaho SBDC or for a confidential, no-cost business coaching appointment, call (208) 665-5085 or go to www.IdahoSBDC.org.

Accounting/Bookkeeping

Starting a Bookkeeping Service
Discover how to start and run a successful bookkeeping service. Discussion will cover newly enacted Internal Revenue Service requirements, marketing, and pricing your services.

Instructor: Gaylene Lewin

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Budgeting Using QuickBooks
Learn to manage your business finances by creating various budgets using QuickBooks. This class will offer tips on gathering data for budgets and demonstrate how to use the following QuickBooks tools: reports, forecasting, balance sheet, and profit loss. At the end of the class, you will be able to create and analyze budgets by month or year and customer. You must be familiar and able to work with QuickBooks. Computer lab course every student will have a computer for hands-on learning.

Instructor: Gaylene Lewin

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Marketing and Sales

Business Model Canvas
The goal of this workshop is to help leaders and potential entrepreneurs learn to use a strategic tool called business model canvas. An exceptional tool to help assess and refine business ideas into a more viable concept more capable of launching and achieving scale.

Instructor: Bill Jhung

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Marketing Your Business for Results!
Learn the strategies that must be developed in order to effectively reach your unique market. How can you spend less yet reach more target customers? Navigate the online maze and learn what to use and what to avoid. This class is essential for a small business owner concerned about where and how to market in today’s environment. A start-up business or a new direction within an existing business. Owners and managers concerned that they are spending too much or not receiving a strong return on investment in their marketing dollars.

Instructor: Bill Hockett

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Social Media
All are hands-on workshops, designed for attendees to bring a web-ready device: laptop, tablet, smartphone, etc. Take the entire three-class series for the discounted price of $100.

Social Media for Small Businesses 101
This workshop is specifically tailored to people just starting out with social media and social networking, who have not set up or used Facebook, Twitter, or LinkedIn accounts. Learn to use your own Facebook profile, how to set up a Twitter account, and how to use LinkedIn.
Instructor: Josh King

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Social Media for Small Businesses 201
This workshop builds upon the 101 seminar by introducing the business tools offered by Facebook, Twitter, and LinkedIn. This workshop is a fit for you if you have just set one up and need help understanding how to use it.
Instructor: Josh King

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Social Media for Small Businesses 301
This workshop is the third in a series of social media seminars designed to help small business owners.
Instructor: Josh King

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Share Your Bountiful Harvest with Email Marketing
Now is the best time to re-engage with customers and to build your relationships. Email marketing has a higher return on investment than social media, and other methods of outreach. Learn about email marketing best practices, and how to really engage to build awareness, revenue, or your brand.
Instructor: Jennifer Ferrero, APR

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Exit Planning
Have you made preparation so that your exit from the business is on your terms? You will learn how to prepare for your eventual exit so that your next chapter will be rewarding.
Instructor: Bill Jhung

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Leading Employees to Higher Performance
A high-performance culture is essential for business success. Learn how to hire, train and retain exceptional employees that will drive growth in your business.
Instructor: Mike Wells

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Special Interest
Cyber-Security Fundamentals for Business
Cyberattacks are real and most businesses are not well prepared to handle this threat. The cost of recovery and liability may be too large for some to recover. In this workshop we will cover steps you can take to minimize security holes in your systems, protect your client data, and cyber security best practices you and your team can adopt and deploy.
Instructor: Bill Jhung

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Project Management
Do you struggle to complete projects? You begin well but seem to lose momentum and effort fizzles part way. In this class you will learn how to effectively identify, plan, resource, and complete projects critical to your business success, both large and small projects.
Instructor: Bill Jhung

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Protecting Your Intellectual Property
This workshop provides an introduction to identifying and protecting intellectual property. Different types of protections are explained including patents, trademarks, copyrights, trade secrets and contracts. Participants will learn what can be protected and how to estimate costs.
Instructor: Joel Lohrmeyer

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“Secret to success is no mystery. With a laser like focus do the ordinary thing extraordinarily well.”
Bill Jhung
Computers and Technology

Basic Computer Skills

Basic Computer Skills Suite
Learn essential computer skills for the 21st century workplace, including how to troubleshoot PC issues.

Online - Starts monthly. Call to register. $261

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.

Microsoft Excel 2016 Level 1
Provides thorough introductory training of Excel 2016. This course covers beginning-level skills, and is ideal for the newer computer user who wants to become well versed in Excel. Topics include entering and editing data; selecting cells and ranges; printing worksheets; creating formulas and functions; formatting cell contents; inserting and deleting columns, rows, and cells; charts; and more.

Instructor: Kathy Albin

Microsoft Office 2016 Introductory Skills
This is a fun and easy way for beginners to learn how to use Office 2016 software. This course provides a basic understanding of the applications typically required for both home and business, including Word, Excel, PowerPoint, and Access. Learning is reinforced with plenty of illustrations and practical, hands-on projects and exercises.

Instructor: Allison Hall

Microsoft Office 365–Fundamentals
This hands-on course introduces you to accessing Office 365, using email and calendaring on the go, anywhere access and file-sharing, collaboration, running more effective meetings, mobile access, and integration with Windows 10 and Microsoft Office.

Instructor: Allison Hall

Welcome to Windows 10
Discover the many new features of Windows 10. This hands-on course introduces you to creating an online account, using the new start menu, setting up Cortana, understanding Windows 10 settings, customizing your desktop, using Windows new web browser Microsoft Edge, using email, managing files, installing apps, and integration with Microsoft Office and Office 365.

Instructor: Allison Hall

Introduction to Microsoft Project 2016
Use this popular project management software to plan, implement, and control projects, track costs and resources, and generate reports using Gantt Chart and Calendar views.

Microsoft Access 2016 Series
Learn how to organize, edit, manage, and report data using Microsoft Access 2016.

Microsoft Word 2016 Series
Learn Microsoft’s newest release of Microsoft Word. This discounted bundle teaches everything you need to know about the 2016 release.

Certifications/CompTIA

A+, Network+, CCNA
This course prepares students to take the CompTIA A+ 220-801 & 220-802, N10-006: Network+, and Cisco CCNA 200-120 certification exams.

A+, Network+, Security+, MCSE Data Platform
Basic CompTIA A+ Certification Prep
Advanced course available
Become a PC technician by beginning your CompTIA A+ certification studies. Dive inside the computer and explore common PC hardware and learn how to troubleshoot in real-world environments.

Online - Starts monthly. Call to register. $139

CompTIA Cloud Essentials
The CompTIA Cloud Essential certification is the first step to a technical career in cloud computing. This course prepares students to take the CompTIA Cloud Essentials certification exam.

Online - Start anytime $599

Certified Information Systems Security Professional (CISSP) 2015
This course prepares students to take the CISSP 2015 certification exam. Topics include access, control systems, cryptography, security management practices, and the new eight domains of information system security knowledge.

Online - Start anytime $1,895

Certified Information Systems Auditor (CISA)
The Certified Information Systems Auditor (CISA) credential is to auditing what CPA and CA are to accounting. This course prepares students to take the ISACA CISA certification exam.

Online - Start anytime $599

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

Intro to 3D Printing
Become familiar with some typical online databases of objects available to print, and get a bit of experience with free or open-source software for all stages of the process. This class will be primarily focused on the tools of the open 3D printer ecosystem, but the principles will apply to consumer 3D printers in general.

Online Sep 5 - Sep 29 $195

Mobile Applications

Mobile Applications: Android
This course provides students with an introduction to HTML5 technology. Students will learn about basic HTML, CSS, and JavaScript, and they will also be introduced to the more complicated new features of HTML5.

Online - Start anytime $299

Mobile Applications: iOS 6
This course provides learners with an introduction to iOS technology. Discover how to design and build dynamic, commercial-grade mobile applications for the iPhone, iPad, and iPod Touch.

Online - Start anytime $299

Programming and Networking

Java Programming Fundamentals 3.0
Solve simple problems using the fundamental syntax and semantics of the Java programming language. Write Java programs that make use of methods for transfer of control, use arrays, and examine object-oriented programming using objects and classes.

Online - Start anytime $1,599

HTML and CSS Series

HTML and CSS 1
Survive and excel in the fast-paced world of web publishing by learning how the pros use CSS3 and HTML5 to quickly build, maintain, and modify effective sites. Master your HTML5 skills and wield the new CSS3 features. You’ll leave this course with valuable skills essential to creating modern websites.

Online - Starts monthly. Call to register. $269

SQL Series

NEW! Learn about the basic structure of relational databases and how to read and write simple and complex SQL statements and advanced data manipulation techniques.

Online - Starts monthly. Call to register. $174

Introduction to JavaScript
The course begins with the basics of JavaScript code and then moves on to more advanced topics. You’ll learn how to define what happens when a user clicks a button or presses a key on your pages, and see how JavaScript enables your pages to make “if-then-else” decisions about what to do based on circumstances.

Online - Starts monthly. Call to register. $129

Introduction to Python 3 Programming
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.

Online - Starts monthly. Call to register. $129

Introduction to C++ Programming
Learn how to program the easy way in C++. Introduction to C++ Programming is a project-oriented course taught by a master programming instructor and published author. You’ll get right to programming in this course—even if you have no prior programming experience!

Online - Starts monthly. Call to register. $129
Career Development

Career Training

Voice-Overs... Now is Your Time!
You’ve heard Lisa Foster on TV and radio commercials! Now hear Lisa live as she illustrates how you could actually begin using your speaking voice for commercials, films, and videos.
Instructor: Lisa Foster
Thu 6-8:30 pm Sep 21
1 session WTC $39

Certificate in Basic Game Design
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.
Online Sep 5 - Oct 27 $395

Home Inspector Certification
Upon completing this program students will be able to understand the home as a system, understand the home inspection process, perform a professional home inspection, start a home inspection company, or seek employment as a home inspector.
Online - Start anytime. Call to register. $2,295

Interior Decorating and Design
Interior design and decorating touches the lives of all of us. This course helps you understand the basic principles of interior design and decorating to both improve your life, and help you create the business you want. In the Interior Decorating and Design module, you will explore the design process, project management, and technical issues. In the Start Your Own Business module, you will be working on your business plan and creating a quick comprehensive overview of the elements you want in your new business.
Instructor: Valeska Almarza
Tue 5-7 pm Sep 12 – Oct 17
6 sessions NIC Cd’A Campus $99
Tue 5-7 pm Oct 24 – Nov 28
6 sessions NIC Cd’A Campus $99

Language

Spanish for Beginners
Develop your Spanish language skills in speaking, listening, reading, and writing activities that will prepare you to interact with other Spanish speakers. Experience the language using real-life examples in authentic settings. Take this class more than once to develop your skills and increase your confidence in the Spanish-speaking world.
Instructor: Valeska Almarza
Online Sep 5 - Oct 27 $99

NEW SESSIONS START EVERY MONTH
ONLINE OR CORRESPONDENCE

North Idaho College Workforce Training Center

BECOME A PARALEGAL

NEW SESSIONS START EVERY MONTH
ONLINE OR CORRESPONDENCE

EARN ON AVERAGE $20.11/HR $41,840/YEAR

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

Spanish for Medical Professionals
Are you frustrated by the communication gap that can occur between you and your Spanish-speaking patients? Learn the basics of the language, gain an understanding of the culture, and know how to ask the questions crucial to quality health care.
Online Sep 5 - Oct 27 $290

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.
New sessions starting every month. $1,289

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.
New sessions starting every month. $1,800

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.
New sessions starting every month. $729

*From Idaho Department of Labor

Enroll online at www.workforcetraining.nic.edu or call (208) 769-3333
Legal Nurse Consultant Training Course
This exciting program prepares Registered Nurses and Physician’s Assistants for a career in the legal field as legal nurse consultants. Building on the medical education and clinical experience of RNs and PAs, this course provides the RN and PA with fundamental skills necessary to advise law firms, health care providers, insurance companies, and governmental agencies regarding medically related issues and to appear in court as expert witnesses. Books cost extra. New sessions starting every month. $895

Medical Professional Legal Consultant (MPLC)
Prepare for a career in the legal field as a Medical Professional Legal Consultant (MPLC). Building on your medical education and clinical experience, this course provides the fundamental skills necessary to advise law firms, insurance companies, and governmental agencies regarding medically related issues and to appear in court as expert witnesses. The course teaches legal concepts related to the health care industry, the role of a legal consultant, and litigation areas such as medical malpractice, toxic torts, product liability, personal injury, wrongful death, criminal law, and workers' compensation. This program is approved for AAPA Category 1 CME credit. Books are extra. New sessions starting every month. $975

Personal Injury for Paralegals
Learn many of the legal terms, causes of action, and remedies available to victims of personal injury accidents. Lessons include the different kinds of personal injury claims including (but not limited to): car accidents, slip and falls, medical negligence/malpractice, manufacturer product defects, and class-action lawsuits. Books cost extra. New sessions starting every month. $729

Software Essentials for the Law Office
Designed for legal professionals interested in improving their skills and knowledge of commonly used computer technology and programs within the law office. Course topics include computer operating systems and peripheral devices; time tracking and billing software; database, case management and docket control software; litigation support software; electronic discovery, and trial presentation and graphics software. Books cost extra. New sessions starting every month. $729

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 cost extra. New sessions starting every month. $645

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 Nov 6 - Dec 1 $245

UNEMPLOYED OR UNDER-EMPLOYED?
We can help.
The Workforce Investment and Opportunity Act – WIOA-Adult Program is designed to help you gain the skills you need to succeed in the workforce.

- Job preparation skills
- Resume building
- Interview coaching
- Skill and interest assessments
- Training opportunities
- Job shadowing
- Work experience
- Apprenticeship opportunities

Contact us at (208) 666-8012 or nic.edu/workforcetraining
Enroll online at www.workforcetraining.nic.edu or call (208) 769-3333

Commercial Driver License

CDL Class A – ID and WA

In a few short weeks you could be earning a good living as a commercial truck driver. Our CDL Class A training includes 160 hours of behind-the-wheel street driving, backing maneuvers, classroom instruction, observation, and skills testing. Additional student costs include permit, physical exam, drug screen, testing fees, and license.

M-F 7:30 am-4 pm  Aug 14 – Sep 15
24 sessions  WTC  $3,995

M-F 7:30 am-4 pm  Sep 11 – Oct 13
25 sessions  WTC  $3,995

M-F 7:30 am-4 pm  Oct 2 – Nov 3
25 sessions  WTC  $3,995

M-F 7:30 am-4 pm  Oct 23 – Nov 17
20 sessions  WTC  $3,995

M-F 7:30 am-4 pm  Nov 13 – Dec 19
25 sessions  WTC  $3,995

M-F 7:30 am-4 pm  Dec 4 – Jan 11
25 sessions  WTC  $3,995

CDL Refresher/Upgrade Training

Do you have a Commercial Driver License (CDL-Class A) but have been off the road? Are you an experienced Class “B” driver who would like to upgrade to Class “A”?

This 40-hour training includes classroom instruction, behind-the-wheel, backing, proficiency development, and skills testing. Students must hold a current CDL Class A license or Commercial Learner’s Permit (CLP), current DOT exam card, and pass a drug test.

By appointment only  $2,495

CDL Tutoring

Get the help you need to build your CDL skills with one-on-one, hands-on training personalized to your particular challenge, experience, and proficiency. This three-hour course is designed for experienced truck drivers to prepare for CDL skills testing, brush up on backing or shifting, or practice to eliminate a license restriction. Additional training time is available for $100 per hour. For more information, call (208) 769-3412.

By appointment only  $300

CDL Skills Testing – ID or WA

Commercial Driver’s License (CDL) Skills testing is available at the NIC Workforce Training Center – by appointment only.

ID CDL - $150 per test (utilizing your equipment)

ID CDL - $300 per test (utilizing NIC’s equipment)

WA CDL - $250 per test (utilizing your equipment)

WA CDL - $400 per test (utilizing NIC’s equipment)

Motorcycle Service Technician

Motorcycle Service Technician – Basic Service Procedures

Do you love the sound of a finely tuned Harley? Rev up your motorcycle maintenance and basic repair skills for entry-level employment or hobby enjoyment. Learn about motorcycle service procedures and topics relating to routine maintenance, including tires, electrical, brakes, engine, fuel system, powertrain, and more. Emphasis is placed on understanding basic motorcycle mechanics along with the practical applications.

Instructor: Issac Lebrun

M 6:30-9:30 pm  Sep 18 – Nov 5
14 sessions  NIC Cd’A Campus  $499

Motorcycle Service Technician

Programmable Logic Controllers Level 1

Gain an understanding and overview of programmable logic controllers (PLC), in this hybrid class that combines online learning and hands-on live labs. This introductory course provides an understanding of PLC’s and step-by-step demonstrations of LogixPro 500 PLC simulation software by using ladder logic diagrams in our labs. Apply knowledge and understanding of the following topics: PLC processors, timer/counter instructions, program control instructions, data manipulation, math functions, shift registers/sequencers, analog I/O, and networks. An Idaho SkillStack® Badge certificate will be awarded upon completion of the technical skills assessment exam. This course is also approved for Idaho Electrical Journeyman CE of eight hours.

Instructor: Mike Boyle

Wed 6-9 pm  Sep 27 – Dec 13  $699

Programmable Logic Controllers

Controller Level 1

Gain an understanding and overview of programmable logic controllers (PLC), in this hybrid class that combines online learning and hands-on live labs. This introductory course provides an understanding of PLC’s and step-by-step demonstrations of LogixPro 500 PLC simulation software by using ladder logic diagrams in our labs. Apply knowledge and understanding of the following topics: PLC processors, timer/counter instructions, program control instructions, data manipulation, math functions, shift registers/sequencers, analog I/O, and networks. An Idaho SkillStack® Badge certificate will be awarded upon completion of the technical skills assessment exam. This course is also approved for Idaho Electrical Journeyman CE of eight hours.

Instructor: Mike Boyle

Wed 6-9 pm  Sep 27 – Dec 13  $699

Trade and Industry

Earn on Average $19.36/HR $40,260/Year

*From Idaho Department of Labor

Enroll online at www.workforcetraining.nic.edu or call (208) 769-3333
**Apprenticeship**

**Apprenticeship Information for Electrical, Plumbing, and 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. NIC Workforce Training Center offers the required classroom instruction, which currently ranges in cost from $1,195 to $1,595 per year. For more information: NIC Workforce Training Center (208) 769-7735 or www.nic.edu/apprenticeship.

**Continuing Education**

**2017 National Electric Code (NEC) Update**

Meet Idaho and Washington requirements for 2017 National Electric Code changing education. Learn how to navigate, use, and understand 2017 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 the 2017 NEC to class. Eight hours of Journeyman continuing education credit.

_Instructor:_ Charles Williams

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<th>Sep 11 – Sep 12</th>
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**2009 Idaho State Plumbing Code Definitions**

Common trade terms and definitions will be highlighted. Common violations related to definitions and trade terms will be discussed. Bring a copy of the 2009 Idaho State Plumbing Code and 2015 addendums. Four hours of Journeyman continuing education credit.

_Instructor:_ Terry Deems

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**2009 Idaho State Plumbing Code Update**

Review the 2009 Idaho State Plumbing Code and addendums, including administration, definitions, general regulations, plumbing fixtures and fittings, water heaters, water supply and distribution, and common violations using job site scenarios. Bring a copy of the 2009 Idaho State Plumbing Code and addendums. Four hours of Journeyman continuing education credit.

_Instructor:_ Terry Deems

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**Electrical Safety in the Workplace**

Create safe working conditions and avoid electrical hazards at your workplace. Meet OSHA standards for compliance and utilize the guidance offered in NFPA 70E. Eight hours of Journeyman continuing education credit.

_Instructor:_ Charles Williams

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**Introduction to Programmable Logic Controllers**

Few technology advances have impacted the electrical trade so dramatically as Programmable Logic Controllers (PLCs). Topics include the basics of PLCs and evolution of these devices in electrical installations. Eight hours of Journeyman continuing education credit.

_Instructor:_ Charles Williams

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**Certified Occupational Safety Specialist® (COSS®)**

Certified Occupational Safety Specialist (COSS) is a unique, curriculum-based program that builds a solid foundation in both General Industry (CFR 1910) and Construction (CFR 1926) knowledge for the beginning safety practitioner as well as the experienced safety professional. The COSS program consists of 40 hours of hands-on, face-to-face learning, delivered by an Authorized OSHA Outreach Trainer in Construction and General Industry. Case studies and workshops are used extensively to bring learning objectives into focus. Student presentations, daily quizzes, practical reviews, and a comprehensive final exam allow students to demonstrate their competency in the class. By learning how to promote safety on a job site, COSS graduates have the knowledge to help lower fatalities, near misses, and OSHA citations.

_Instructor:_ Safety Council Alliance

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**Earning Potential**

- **Electrical** - $22.47/HR*
- **Plumbing** - $22.72/HR*
- **HVAC** - $18.68/HR*

*From Idaho Department of Labor

**REGISTRATION OPENS JULY 1. CLASSES BEGIN EARLY SEPT.**

[www.nic.edu/apprenticeship](http://www.nic.edu/apprenticeship)
Flagger Certification
Start your career in traffic control by earning your Flagger Certification card now. This course meets the Idaho Transportation Department requirements and is accepted in Washington, Montana, and Oregon. Flagger certification is valid for three years and minimum age required is 18 years.

Instructor: Kathy Cardwell

M & W 6-9 pm Sep 11 – Sep 13
2 sessions WTC $79
Wed 9 am-4 pm Oct 11
1 session WTC $79
M & W 6-9 pm Nov 6 – Nov 8
2 sessions WTC $79
Wed 9 am-4 pm Dec 13
1 session WTC $79
M & W 6-9 pm Jan 8 – Jan 10
2 sessions WTC $79

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 Noon-4pm Sep 29
1 session Parker Technical Education Ctr. $99
Fri Noon-4pm Oct 27
1 session Parker Technical Education Ctr. $99
Fri Noon-4pm Dec 1
1 session Parker Technical Education Ctr. $99

OSHA 10-Hour Construction Industries
This 10-hour course provides entry-level construction worker general awareness in recognizing and preventing hazards on a construction site. Following successful completion of this course, participants receive an OSHA Construction Industry Safety and Health 10-Hour card.

Instructor: Dalena Tripplet

F & Sa 8:30 am-2:30 pm Nov 10 – Nov 11
2 sessions Parker Technical Education Ctr. $149

Mine Safety

New Miner Training
These courses prepare new miners and contractors for safety and health hazards involved in surface (three-day training) or underground mining (four-day training) 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 Part 46/48

M/T/W 8 am-5 pm Sep 18 – Sep 20
3 sessions WTC $300
M/T/W 8 am-5 pm Nov 6 – Nov 8
3 sessions WTC $300
M/T/W 8 am-5 pm Dec 11 – Dec 13
3 sessions WTC $300
M/T/W 8 am-5 pm Jan 8 – Jan 10
3 sessions WTC $300

Underground Part 48

M-Th 8 am-5 pm Aug 14 – Aug 17
4 sessions WTC $400
M-Th 8 am-5 pm Sep 18 – Sep 21
4 sessions WTC $400
M-Th 8 am-5 pm Nov 6 – Nov 9
4 sessions WTC $400
M-Th 8 am-5 pm Dec 11 – Dec 14
4 sessions WTC $400
M-Th 8 am-5 pm Jan 8 – Jan 11
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 or underground mining. These courses meet U.S. Department of Labor–Mine Safety and Health Administration (MSHA) 30 CFR Parts 46 and 48 requirements for Annual Refresher Training and are designed for the experienced miner who has a current 5000-23 Certificate of Training.

Instructor: Jason James

Surface Refresher Part 46/48

Mon 8 am-5 pm Oct 2
1 session WTC $80
Tue 8 am-5 pm Dec 18
1 session WTC $80

Underground Refresher Part 48

Wed 8 am-5 pm Sep 11
1 session NIC Silver Valley Center $80
Thu 8 am-5 pm Nov 13
1 session NIC Silver Valley Center $80

Welding

Metal Craft Basics
Learn fundamentals of metal working 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

M-Th 6-9 pm Sep 12 – Sep 28
6 sessions Parker Technical Education Ctr. $399

Welding Certification with Blueprint Reading
Gain fundamentals skills in structural steel welding, including techniques and safe practices for shielded metal arc welding (SMAW), gas metal arc welding (GMAW), flux core arc welding (FCAW), and blueprint reading for welders. Prepare for and perform two American Welding Society (AWS) qualifications.

Instructor: Jeff Stankiewicz

M-Th 46 sessions 5:30-9:30 pm Oct 2 – Dec 21
46 sessions Parker Technical Education Ctr. $3,295

Surface Refresher Part 46/48

Mon 8 am-5 pm Oct 2
1 session WTC $80
Tue 8 am-5 pm Dec 18
1 session WTC $80

Underground Refresher Part 48

Wed 8 am-5 pm Sep 11
1 session NIC Silver Valley Center $80
Thu 8 am-5 pm Nov 13
1 session NIC Silver Valley Center $80

Enroll online at www.workforcetraining.nic.edu or call (208) 769-3333
## Community Education

### Arts

#### Acrylics Painting
Discover how to paint like the Masters and learn the glazing technique to give your painting depth. Review the basic techniques of shading, shadows, and perspective. Practice exercises in experimental painting, and using palette knife and fan brush. Estimated cost of art supplies is $90.

_Instructor:_ Agnes Monique Carran

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#### Classical Drawing
Explore classical drawing techniques and learn to draw like the Masters in contour drawings, still life, plein air (outdoor sketching), portraits, life drawing, negative space, and wild animals. Students provide their own art supplies at approximately $50.

_Instructor:_ Agnes Monique Carran

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#### Color Theory Workshop
Explore color theory and color mixing in this three-hour, hands-on workshop. Learn how to mix primary and secondary colors on a color grid from light to dark. Materials fee of $10 for art supplies is payable in class.

_Instructor:_ Agnes Monique Carran

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#### Discovering Watercolor Painting
Explore the creative possibilities of watercolor painting. Learn about various supplies needed to paint watercolors and how to use them. Create different kinds of compositions, learn how to use values, and discover how colors behave and interact. Develop skills needed to finish and revamp paintings. Supply list provided in first class; estimated cost of supplies is $70-$100.

_Instructor:_ Wes Hanson

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### Writing

#### 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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#### Beginners East Coast and Country Swing
Come learn some East Coast and Country Swing and get those feet moving! East Coast Swing, also known as the jitterbug, is one of the easiest swing dances to learn. Country Swing is a mixture of the Country Two-Step and East Coast Swing. This course will incorporate six intermediate steps not commonly used by the general dancing public.

_Instructor:_ Rick Frangione

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#### Get Your Book Into Print – Start to Finish
Getting a book into print is not a journey for the faint-hearted. This class is a must for those wanting to publish their own books or those who just want to learn what it takes. Explore the decisions and details involved including different ways to publish, ideas on layout, paper, font, binding, illustrations, and more. The instructor will share her recent experiences and lessons learned in her own self-publishing journey.

_Instructor:_ Jessica Raetzke

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### Photography

#### Adobe Photoshop Lightroom
Get started with Adobe Photoshop Lightroom’s key features including image organization, digital imaging basics, photo adjustments, and output. Students are encouraged to bring laptops, however Mac computers will also available for class use.

_Instructor:_ Jessica Raetzke

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#### Stained Glass–Beginning
Explore the art of stained glass in this fun and exciting six-week class. Get step-by-step instruction as you create a freeform sun catcher using the copper foil art form of stained glass. Students order tools and materials for individually selected projects ($70 approximate cost) at first class.

_Instructor:_ Elaine Mobarry

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#### Drawing to Discover
Discover how to see and draw the world around you using various mediums including pencil and colored pencil. 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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#### Writing Short Stories
Dramatically retell personal stories and write short fiction. Read published short stories and discuss how writers create setting, characters, description, dialog, and dramatic action. Practice and hone your fiction writing skills using similar techniques. Learn how to write from different points of view and revise your own work. Students should bring pencils, pens, and a lined spiral bound 8.5 by 11-inch notebook.

_Instructor:_ Wes Hanson

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Culinary

### CULINARY ESSENTIALS
Gain greater confidence in the kitchen with hands-on instruction in various cooking techniques, knife skills, stocks, and more.

#### Blade Master Knife Skills in the Kitchen
Work in the kitchen under the watchful eye of NIC’s Chef Hillary to ensure proper hand movements while learning knife skills that every serious food enthusiast should know.

**Instructor:** Hillary Faeta-Ginepra

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#### Stocks and Soups
Learn to make delicious stocks and soups for those great fall and winter recipes. Master basic stock, cream and dairy-free cream soup, clear broth, and chowder for many occasions.

**Instructor:** Hillary Faeta-Ginepra

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#### Cooking Techniques Basics
Master the most-used techniques of the classically trained chef. We will focus on sauté, sear, pan-fry, and braise. Learn how to choose the appropriate cooking technique based on the ingredients you have on hand.

**Instructor:** Hillary Faeta-Ginepra

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#### Sausage Making
Discover the secrets to creating the ultimate homemade sausage. Learn about selecting high-quality ingredients, grinding, seasoning, and filling to make your own fresh, flavorful sausages at home.

**Instructor:** Hillary Faeta-Ginepra

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#### Holiday Baking
Fill your kitchen with the delicious aroma of home-baked pies during the holidays. Learn techniques and recipes for memorable holiday baking along with ideas for a gluten-free holiday dessert.

**Instructor:** Hillary Faeta-Ginepra

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#### Chocolate Workshop
Come take a hands-on class on the art of chocolate! Learn to make beautiful and scrumptious hand-rolled truffles and molded chocolates.

**Instructor:** Hillary Faeta-Ginepra

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## HEALTHY COOKING
Take a fresh approach to healthy cooking with appealing recipes and tips to prepare simply good food.

### Healthy Italian Eats
You don’t have to fly across the globe to get the fresh taste of healthy, homemade Italian cuisine.

**Instructor:** Rich Henning

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### Harvest Veggie Clean Eating with Quinoa
Explore how to cook a variety of healthy and satisfying dishes that are appropriate for fall and winter.

**Instructor:** Rich Henning

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### Thanksgiving Favorites to Complement Your Bird
Make your meal extra special this year with classic recipes with a healthy twist.

**Instructor:** Rich Henning

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<tr>
<td>Thu</td>
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<tr>
<td>Nov 16</td>
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### Christmas Non-Traditional Dessert All Year, Every Day
Sweeten the holidays with delicious and sensible fruit-centered desserts.

**Instructor:** Rich Henning

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## Home

### Grandparents Bag of Tricks!
Come prepared for an informative and fun two-hour session with activities to do with your grandchild. Discover hands-on activities, informative strategies, and “tried and true” fun for grandkids!

**Instructor:** Ann Tichy

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Enroll online at [www.workforcetraining.nic.edu](http://www.workforcetraining.nic.edu) or call (208) 769-3333.
Time to Learn: Don’t Become a Victim of Cyber crime!

Learn the basics of cyber security and methods to limit your exposure to criminals who prey upon us all. Bring your questions to this free information session presented by cyber security experts.

Instructors: Mike Meline; Paul Carugati

Sat 1-2 pm Sep 13 1 session WTC Free

Cyber Self-Defense for Your Home and Family

Protect yourself against modern cyber attacks with practical tools and techniques you’ll get in this workshop. Bring your laptop and get help in setting up home security for your computers. Update your basic security toolkit to deal with phishing scams, computer viruses, fraud, password management, encryption, and Internet and phone security.

Instructors: Mike Meline; Paul Carugati

T & Th 6:30-8 pm Sep 26 – Sep 28 2 sessions WTC $99

Mind and Body

Essential Oils 101

Enjoy the healthful benefits of essential oils. Explore the suggested uses and proper application methods for basic essential oils, including lemon, peppermint, lavender, eucalyptus, tea tree, oregano, and geranium.

Instructor: Kammie Roylance

Thu 6-9 pm Oct 5 1 session NIC Cd’A Campus $39

Medicinal Herbs 101

Improve your level of fitness, wellness, and general sense of well-being with medicinal herbs. Explore the uses and applications of medicinal herbs, including infusions, decoctions, poultices, compresses, tinctures, infused oils, and salves. Discover common plants grown in North Idaho, their medicinal uses, and basic herbal recipes.

Instructor: Kammie Roylance

Thu 6-9 pm Sep 28 1 session NIC Cd’A Campus $39

Medicinal Herbs 102

Expand your knowledge of the use and application of medicinal herbs, including how to safely control, harvest, and preserve medicinal herbs. Explore in more detail 12 common herbal plants that grow in Northern Idaho, and how they are used medicinally. Watch and learn as basic herbal recipes are demonstrated. This course is an extension of the Medicinal Herbs 101 class. The student will need to already have an understanding of tinctures, infused oils, and salves to take this course.

Instructor: Kammie Roylance

Thu 6-9 pm Oct 12 1 session NIC Cd’A Campus $39

Introduction to Mindfulness

If you are curious, join us as we briefly explore mindfulness and its relationship to meditation practice. We will discuss a few types of meditation and spend time practicing. We’ll discuss our experience and the potential value of regular practice in everyday life. Participants will leave with strategies for practicing at home and resources for further study.

Instructor: Ashley McCormack

Mon 6-9 pm Sep 25 1 session NIC Cd’A Campus $49

Meditation for Beginners

Think meditation sounds like a good idea, but haven’t started a practice yet? Join us as we explore meditation and how it can impact your life. We’ll discuss various aspects of meditation over the course of six weeks and practice together. Between classes you’ll have a chance to practice at home and then, during class, we’ll discuss how it’s going and explore strategies. This is a great way to develop the habits of a beginning practice.

Instructor: Ashley McCormack

Mon 6:30-8 pm Oct 2 – Nov 13 6 sessions NIC Cd’A Campus $99

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

Fri 10:30-11:30 am Sep 29 – Oct 27 5 sessions NIC Cd’A Campus $59

Pilates on the Ball

This unique class incorporates many mat- and ball-based Pilates exercises to increase your mind/body awareness, core strength, balance, and flexibility as you perform the work on an unstable base support. Each student works on their own ball and throughout the class variations and modifications are shown as needed.

Instructor: Natalia King

Thu 9-10 am Sep 28 – Oct 26 5 sessions NIC Cd’A Campus $59

Introduction to Kundalini Yoga and Meditation

Kundalini Yoga is a practical tool for everyday people, accessible to everyone, regardless of age, gender, or body type. It’s powerful, efficient, and effective. It gives people the experience of connecting with their personal power, of having a clear mind and a wholeness of being.

Instructor: Natalia King

Tue 8:30-10 am Sep 26 – Oct 24 5 sessions NIC Cd’A Campus $59

Morning Yoga Flow - Sun Salutation

Please join us for morning Sun Salutation class. Recharge, restore and reconnect with yourself at the end of the week. This beautiful Sun Salutation sequence not only wakes up the body, but also calls us to stretch our minds and spirits to the corners of the Universe, allowing us to feel the vast expanse of the Cosmos within the movement of our bodies.

Instructor: Natalia King

Fri 9-10 am Sep 29 – Oct 27 5 sessions NIC Cd’A Campus $59

Yoga for You

This blend of stretching, strengthening, and balance work, along with relaxation, may be just what you are looking for. Come enjoy the many benefits of this ancient practice! The instructor will adapt poses to your need so this yoga is truly for YOU! All levels are welcome, from beginners to experienced.

Instructor: Gerry Bryak

Sat 10-11 am Sep 9 – Sep 30 4 sessions NIC Cd’A Campus $49

Sat 10-11 am Oct 14 – Nov 4 4 sessions NIC Cd’A Campus $49

Sat 10-11 am Nov 11 – Dec 9 4 sessions NIC Cd’A Campus $49
**Yoga for You: Gentle-Yin Style**

Have you felt yoga isn’t your thing because you are not flexible? This gentle practice is very beneficial for those with limited mobility. Seated and reclined poses are held for longer periods of time to allow deep tissue to relax gently. Through continued practice many experience greater mobility and flexibility. This class will include breathing exercises, guided relaxation, and peaceful music to help achieve a state of relaxation. Come enjoy the benefits of this quiet practice!

*Instructor: Gerry Bryak*

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<th>Wed</th>
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<tr>
<td>4 sessions</td>
<td>Sep 13 – Oct 4</td>
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**Protect Your Credit Score**

Learn why a good credit score is more important than ever. We’ll show you how a credit score is determined, how to maintain/earn a healthy credit score, and where to go for help. A light meal will be served, so plan to arrive a few minutes early.

*Instructor: STCU Credit Union*

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<td>1 session</td>
<td>Nov 8</td>
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**Retirement: Making Your Money Last**

How much money do you need to live in retirement? Is your money going to last? During this class, we’ll discuss strategies to help you work toward fulfilling your retirement expectations, focusing on providing not only for your income needs today, but also well into the future. We’ll also explore how to address key concerns such as inflation, health care expenses, market volatility, as well as ways to prepare in advance for things that may not go as expected. Seating is limited so reserve now.

*Instructor: James Perkinson*

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<th>Tue</th>
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<th>NIC Cd’A Campus</th>
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**Time Matters – A Woman’s Retirement Outlook**

Explore perspectives on financial concerns facing women who are getting ready for or have recently transitioned to retirement. Discover retirement income strategies, including perspectives around Social Security, withdrawal, and reliance rates. Learn how to prepare for the unexpected, including market and inflation risks, and the rising costs of health care and long-term care.

*Instructor: James Perkinson*

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<tr>
<th>Wed</th>
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**Social Security: Your Questions Answered**

How does Social Security fit into my retirement plan? When should I start taking benefits? What about taxes? What about Medicare? If you are nearing retirement, ages 55 and up, you’ll want to attend this information session.

*Instructor: James Perkinson*

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**Moneybuying 101**

Discuss factors to consider when you’re deciding whether to buy a home or continue to rent. Learn how to find the right home, what happens between an offer to buy and continue to rent. Learn how to find the right home, what happens between an offer to buy and continue to rent. Learn how to find the right home, what happens between an offer to buy and continue to rent. Learn how to find the right home, what happens between an offer to buy and continue to rent.

*Instructor: STCU Credit Union*

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<td>1 session</td>
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**Medicare and You 2018!**

Take advantage of an insider’s expertise to learn what you need to know about Medicare and demystify Parts A, B, C, and D, the prescription drug plan. Determine which option best suits you. Understand your costs, the benefits included, how to save money, and if you qualify for additional assistance. Learn to use the Medicare website and how to get help if you are not computer savvy. Computer experience is not necessary. Course fee includes reference booklet which includes all Idaho Medicare Advantage, Medicare Prescription Drug Plans, and Medicare Supplement options available.

*Instructor: Brad Miles*

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<td>4 sessions</td>
<td>Sep 20 – Oct 11</td>
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**Recreation**

**Wetland Walk and Exploration**

Explore the magic of wetland habitats, hunt for animal and bird tracks in the mud, and scope the skies for fall migration bird-life. Come prepared with binoculars, cameras, good footwear, layered outdoor clothing, and a good attitude. Class meets up at NIC Sandpoint Center before heading out for field study.

*Instructor: Brian Baxter*

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**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. Proper use of equipment, safety, and terminology are all covered. Students must be 18 years of age.

*Instructor: Jacob Rothrock*

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**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.

*Instructor: Jacob Rothrock*

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<th>Wed</th>
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<th>NIC Cd’A Campus</th>
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<td>Sat</td>
<td>6 am-4 pm</td>
<td>NIC Cd’A Campus</td>
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<tr>
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<td>Dec 6 – Dec 9</td>
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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 south 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 S. Clearwater Loop. Free parking.

From I-90 East or West, take the Northwest Boulevard Exit (Exit 11) and go south on Northwest Boulevard. Go approximately 1.8 miles (you will see a large North Idaho College readerboard on your right). Turn right onto Mullan Road. Turn left at Garden Avenue and after two city blocks you will enter the NIC campus.

For parking guidelines, go to www.nic.edu/parking.
CLOSURES: The Workforce Training Center will be closed and classes will NOT be held Sept. 2-4, Nov. 22 - 26, and Dec. 25 - Jan. 1.

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 the Workforce Training Center 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 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.

TUITION AND FEES: All prices and fees contained in this catalog are subject to change without notice.

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, 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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