Learning for Life
Workforce Training and Community Education
Fall 2018
Serving up fresh classes
Story on inside cover
North Idaho College
Learn kitchen secrets
There’s a deep connection between wellness and good food.

At least, that’s what Hillary Faeta-Ginepra believes – and it’s a philosophy that she passes on to her students in the NIC Culinary Arts program at North Idaho College as well as NIC’s Workforce Training Center courses.

“I work hard to introduce the students to what that means. They’re the ones who are going to be shaping the industry,” she said. “Quality is extremely important.”

A quality finished product requires quality ingredients. Much of that can be found local – extremely local. Some of the kitchen’s produce is grown at the one-acre NIC Gathering Garden located on the Coeur d’Alene campus, which is used in instruction as well as the student-run Emery’s Restaurant.

“The garden is an excellent venue to connect our community through community classes hosted by the Workforce Training Center. I used many of the ingredients from the garden in my public classes,” Faeta-Ginepra said.

Faeta-Ginepra will be teaching two Workforce Training Center courses this fall: Blade Master – Knife Skills in the Kitchen on Sept. 12 and Braising – Secret to Cooking Tender Meats on Oct. 17. Both courses can be found on Page 19.

Because Coeur d’Alene is a tourism hotspot, the demand for skilled culinarians is high. Faeta-Ginepra said there aren’t enough professionals to fill those jobs.

“Everyone’s hurting for help,” she said. “We’re hoping to fill that need within the community. We’re looking for people who are going to make a difference and have those more elevated skills and take advantage of these opportunities.”

The Workforce Training Center courses are a great way for anyone interested in testing the waters and try their hand at learning cooking skills. Learning how to cut in a kitchen – even how to pick the best knife – are skills everyone can use whether it’s for a future career, boning up on old skills, or cooking for the family.

For current student Jenny Pettit, cooking has always been therapeutic, a way to make others happy – and now she’s turning it into a career.

“I’m more of a rounded cook now,” Petit said.
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 in-person, 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!

“The instructor was helpful and showed us other things that were not in the book, but applicable to what we were learning.”

Holly C.
Microsoft Excel 2016–Level 1

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Reasonable accommodations for eligible persons with disabilities will be made. Contact NIC Disability Support Services at (208) 769-5947, 1000 West Garden Ave., Coeur d’Alene, Idaho, 83814.
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.

Instructors: Licensed nurses

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

Thu 8 am-Noon WTC $85
2 sessions

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

CNA-Nursing Assistant Training

Assistance with Medications

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)

Instructor: Jeff Byers

Online: Start anytime $39
1 session

HIV/AIDS

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 9 am-1 pm Sep 10 – Oct 15
11 sessions WTC $595

Certified Patient Care Technician

Patient Care Technicians possess a diverse range of skills and knowledge to provide care to patients in hospital emergency departments, clinics, long-term acute care and rehabilitation centers. Build upon your nursing assistant technical and interpersonal skills 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 with minimum three months experience or National Registered EMT.

Instructors: Multiple Licensed Professionals

F & Sa 8 am-2 pm Sep 22 – Dec 15
15 sessions WTC $1,295

Continuing Education for HealthCare

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 telephone or electronic communication and many more skills.

Instructor: Tammy Annotti

Mon 8 am-4 pm Aug 20 – Oct 29
10 sessions WTC $995

Thu 8 am-4 pm Oct 4 – Dec 13
10 sessions NIC Silver Valley Ctr. $995

Mon 8 am-4 pm Nov 5 – Jan 28
10 sessions WTC $995

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.

Instructor: Buster Cole

Thu 8 am-1 pm Sep 20
1 session WTC $69

Upon successful completion, you will receive an Idaho SkillStack® Badge certification.

Online: Start anytime $39

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

In-Home Care (Idaho)

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

Online: Start anytime $69
Dental Assisting

Dental Assistant

Choose an exciting and challenging career in dental assisting. Dental assisting is one of the fastest growing occupations. Through a competency-based learning approach, you will gain essential skills to enter the dental assistant profession. This program will prepare you to sit for the National Entry Level Dental Assistant (NELDA) certification exam through the Dental Assistant National Board (DANB) www.danb.org. A 40-hours externship at a local dental office included. Prerequisites: High school diploma or equivalent and current Basic Life Support (BLS) Provider by American Heart Association. Must provide evidence of completed prerequisites at the time of registration. Fee includes background check and drug screen.

Instructor: Emily Penberthy

T & Th 6-9 pm Aug 23 – Dec 13
29 sessions WTC $2,495

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 (208) 769-3333.

Online: Self-Study Start anytime $149/Module

Health Careers

Patient Care Coordinator/HUC

This course was formally called Health Unit Coordinator and has been updated and enhanced to best meet current health care practices. The Patient Care Coordinator will assist in facilitating patient care services, learn strong organizational, computer technology and interpersonal communication skills. Course includes customer service in health care, medical terminology, experience with Meditech. Students will be prepared to sit for the National Health Unit Coordinator Certification Exam. Textbooks and Class Materials included.

Instructor: Tammy Annotti

Wed 9 am-Noon Oct 10 – Dec 12
9 sessions WTC $695

Phlebotomy Technician

This 130-hour program 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 specimen practice, and training in skills and techniques to perform puncture methods. There is an online component to this class and you will be oriented on its use the first day of class. The National Healthcare Association Certified Phlebotomy Technician exam included in registration. Note: Must be at least 18 years of age.Externship is available as a separate class for graduates of this course, and is a prerequisite for ASCP certification.

Instructor: Jennifer Baker

T & Th 5:30-9 pm Sep 18 – Dec 6
3 Sat 9 am-3 pm
25 sessions WTC $1,799

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.

$349

TUESDAYS AND THURSDAYS
AUGUST 23 - DECEMBER 13  6-9 P.M.
REGISTRATION FEE - $2,495 INCLUDES TEXTBOOKS AND NELDA EXAM
PAYMENT PLANS ARE AVAILABLE

TO ENROLL, PLEASE CONTACT THE WORKFORCE TRAINING CENTER AT (208) 769-3214
Health Professions

Mental Health

Certified Mental Health Assistant

Take your Certified Nursing Assistant (CNA) training or Mental Health Assistant role to the next level with 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. Students may be eligible to take the level 1 American Association of Psychiatric Technicians (AAPT) exam. Textbook, Lab manual and National Exam included in class fee ($175.00 value). Additional student costs include fingerprinting, scrubs and immunization. It is recommended but not required that students be a Certified Nursing Assistant (CNA).

Instructor: William Normington

Th & F 8 am-Noon Sep 27 – Nov 29
17 sessions WTC $795

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.

Instructor: William Normington

Fri 8 am-Noon Sep 28 – Oct 5
2 sessions WTC $85

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. Topics covered include anxiety, depression, substance use, disorders in which psychosis may occur, disruptive behavioral disorders (including AD/HD), and eating disorders. Textbook included.

Instructor: William Normington

Fri 8 am-Noon Oct 12 – Oct 19
2 sessions WTC $85

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

Thu 8 am-Noon Oct 25
1 session WTC $45

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. Learn to identify self-care practices that enable you to care for others. 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: Tammy Annotti

Wed 9 am-Noon Oct 24
1 session WTC $39

Health Careers

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, www.nic.edu/caot.

Online: Start anytime $499

NASM Certified Personal Trainer and Performance Enhancement (Vouchers Included)

The NASM Certified Personal Trainer and Exam Preparation program is a unique online training that prepares for the NASM CPT exam. The NASM CPT certification is one of the most respected and in-demand certifications in the health and fitness industry.

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

Peer Support Specialist

This program will introduce students to Peer Recovery Services which are provided by people who have personal experience in recovery from addiction, mental illness, or co-occurring substance and mental disorders.

Online: Start anytime. Call to register. $595

Medical Office

CBCS Certified Medical Administrative Assistant with Medical Billing and Coding

This comprehensive program will provide a foundation of medical vocabulary to help you better understand doctors’ notes and medical record contents. It will also teach you essential medical office management skills that healthcare managers look for when hiring new front office staff.

Online: Start anytime. Call to register. $2,695

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 will give you a competitive edge in the health care field.

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

Medical Administrative Assistant

Prepare 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 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

Veterinary Education

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
Firefighter 1 Academy

Begin or enhance your career in structural firefighting and prepare for testing and certification as IFSAC Firefighter 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. More information regarding requirements and prerequisites at http://www.nic.edu/firefighter.

Instructor: Bill Deruyter

T & Th 5-9 pm Aug 21 – Dec 11
Sat 8 am-5 pm Cd’A Fire Station #2
45 sessions $2,499

Heartsaver CPR/AED and First Aid Combo

Take advantage of two Heartsaver classes for one low price. Learn how to save lives and respond in the event of an emergency. You will be prepared to manage a life threatening event until professional help arrives. Earn or renew both your CPR/AED and First Aid cards, good for two years.

Instructor: Blaine Porter

Sat 8 am-2 pm Sep 15
1 session WTC $79

Basic Life Support
BLS Provider

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

Instructor: Blaine Porter

Tue 5-9 pm Aug 21
1 session WTC $59

Tue 5-9 pm Oct 16
1 session WTC $59

SALE

Increased Skill=
Increased Job Opportunity

STARTS AUG. 21, 2018 WWW.NIC.EDU/WTC
Business

Accounting/Bookkeeping

The Basics of Bookkeeping
This course will help you understand, and know how to record, every penny that comes into your business and every penny that goes out of your business as well as how to create a chart of accounts that meet your needs.

Online: Oct 1 - Oct 26  $195

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. Textbook is included in course fee.
Instructor: Gaylene Lewin
M & W 5:30-8:30 pm  Oct 17 – Oct 29  4 sessions  WTC  $199

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, time tracking, customizing QuickBooks, and integration with other programs. Textbook is included in the course fee.
Instructor: Gaylene Lewin
M & W 5:30-8:30 pm  Nov 5 – Nov 14  4 sessions  WTC  $199

Business Skills

Certificate in Customer Service
Customer service is now essential for business and all work organizations. With the increase of technology, human interaction with customers becomes all the more important, and good customer service is now one of the central factors in organizational success. Learn to improve your customer service skills to enhance your career skill set, improve productivity, and increase your organization’s success. You will also take away some extraordinary customer service techniques you won’t find anywhere else.

Online: Sep 4 - Oct 26  $245

Certificate in Office Operations
Position yourself in your organization as the one who knows what to get done, and how to get things done in office operations. Three one-month courses.

Online: Sep 4 - Nov 30  $495

Presentation Skills Certificate
Discover simple key ideas to maximize your presentation. Learn how to effectively deliver a presentation to one person across the table, in front of a small group in a boardroom, from on-stage for a large audience, and host teleseminars or webinars online. 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.

Online: Sep 4 - Nov 30  $495

Writing News and Press Releases
Acquire the skills good journalists have and learn how to craft a news story, press release or publicity notice that will get attention.
Online: Nov 5 - Nov 30  $195

Entrepreneurs

Entrepreneurship Certificate
Take home a step-by-step approach to attract and keep customers, with an emphasis on customer-driven marketing decisions and building a strong brand. Develop an outline for your plan, and take home techniques to successfully manage and market your new business.

Online: Sep 4 - Nov 30  $495

Grant Writing/Nonprofit

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 and career.
Online: Sep 4 - Nov 30  $495

Certificate in Nonprofit Administration
Get the best training on revenue generation for nonprofits, 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.
Online: Sep 4 - Nov 30  $595

Management and Leadership

Management Certificate
Discover the keys for effectively managing your employees. Find out how to create clear expectations, engage and motivate employees, and increase your effectiveness.
Online: Sep 4 - Nov 30  $595
Workplace Conflict Solutions Certificate

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

The ability to solve problems quickly and effectively is a critical interpersonal skill well worth developing. Find out how to deal with difficult personalities and broach challenging subjects in the workplace. Gain skills to be an effective team member and leader in the workplace by taking control of the conversation, managing your reactions, and navigating problematic interactions with ease.

Online: Sep 4 - Nov 30

Business Coaching Certificate

Learn skills in the development, implementation, and support of coaching and mentoring programs in your workplace. Take home the much-awaited toolkit you have been searching for to improve your employees’ performance and create the working environment that your employees will find truly rewarding.

Online: Sep 4 - Oct 26

Certificate in Leadership Development

Find out what it takes to become an effective leader. Discover your style of leadership. Discuss task completion, building relationships with your subordinates, becoming socially perceptive to changes in the workplace, utilizing your emotions in a positive and effective manner, and addressing challenging goals.

Online: Sep 4 - Nov 30

Managing Social Change Certificate

Learn to strategically apply various disciplines to cause organizational change as well as develop the personal skills and attitudes organizations need for implementing change. Then find out how to address change in the workplace, including addressing the resistance to change.

Online: Sep 4 - Nov 30

Supervisory and Leadership Certificate

Your employees are your most valuable resources. Ensuring the efficiency of your team is the key to your success and is your most important responsibility. Get practical, easy-to-understand, and insightful methods for new and even experienced supervisors and managers.

Online: Sep 4 - Oct 26

Your Workplace, Your Employees, and The Law

Designed for non-lawyers, this course will provide business owners, managers, supervisors, and HR professionals with a roadmap for effectively handling complicated employee-related issues that affect today’s legal-prone work environment.

Online: Oct 1 - Oct 26

Marketing and Sales

Certificate in Sales

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

Online: Sep 4 - Nov 30

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 4 - Nov 30

Talent is your most valuable asset

Find your solution with Customized Training.

- Skill development on your terms
- Business, industry, and technology
- Safety and compliance
- Professional and continuing education
- Individual and group opportunities

For more information, contact Colleen Hoffman, Customized Training Coordinator
(208) 769-3222 colleen.hoffman@nic.edu www.nic.edu/customizedtraining

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

Certificate in Presentation Media
Be exposed to a powerful, concise way to present information using Infographics. Learn the finer points of Photoshop for presentations. Then, discover the design elements to creating visual presentations for success using any media. You will come away with the latest, most advanced practical and design knowledge in presentation media.
Online: Sep 4 - Nov 30 $495

Productivity and Time Management Certificate
Boost your productivity by managing your time better. Discover the top-10 most effective time management techniques to increase your work outcomes without spending more time. Take home new 21st century techniques and strategies. Then find out about the exciting productivity eTools that are available now, and utilize technology to boost your productivity.
Online: Sep 4 - Nov 30 $595

Project Management

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 4 - Nov 30 $495

Strategic Project Management Skills for Human Resource Professionals
This course is designed to broaden your understanding of project management principles, develop skills needed to successfully facilitate projects as well as develop an understanding of potential risks that often prevent successful project implementation.
Online: Oct 1 - Oct 26 $245

Social Media

Facebook for Business
Discover applications and design strategies 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 likes.
Online: Oct 1 - Oct 26 $245

Social Media for Business Certificate
Learn how social networks are used to develop a two-way communication and marketing strategy for your organization. Then find out what you can be doing, what you should be doing, and take back a plan to integrate social networks into your communication and marketing.
Online: Sep 4 - Nov 30 $495

UNEMPLOYED OR UNDER-EMPLOYED?
We can help.

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

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

Contact us at (208) 666-8012 or www.nic.edu/workforcetraining
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 need 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) 769-3214.

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<td>NIC Cd’A Campus</td>
<td>$29</td>
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<td>Oct 8</td>
<td>Nov 1</td>
<td>5:30-9 pm</td>
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<tr>
<td>Nov 16</td>
<td>Dec 7</td>
<td>8:30-11:30 am</td>
<td>NIC Cd’A Campus</td>
<td>$29</td>
</tr>
</tbody>
</table>

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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<tr>
<th>Start Date</th>
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<th>Campus</th>
<th>Fee</th>
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<tbody>
<tr>
<td>Tue</td>
<td>6-9 pm</td>
<td>Nov 7</td>
<td>NIC Cd’A Campus</td>
<td>$39</td>
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</table>

II. Hiring Winners, Operational Excellence 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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<th>Start Date</th>
<th>Date</th>
<th>Time</th>
<th>Campus</th>
<th>Fee</th>
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</thead>
<tbody>
<tr>
<td>Tue</td>
<td>8-11:30 am</td>
<td>Oct 2</td>
<td>NIC Cd’A Campus</td>
<td>$29</td>
</tr>
</tbody>
</table>

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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<th>Start Date</th>
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<th>Campus</th>
<th>Fee</th>
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<tbody>
<tr>
<td>Tue</td>
<td>8-11:30 am</td>
<td>Dec 6</td>
<td>NIC Cd’A Campus</td>
<td>Free</td>
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</tbody>
</table>

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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<th>Start Date</th>
<th>Date</th>
<th>Time</th>
<th>Campus</th>
<th>Fee</th>
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</thead>
<tbody>
<tr>
<td>Tue</td>
<td>8-11:30 am</td>
<td>Nov 13</td>
<td>NIC Cd’A Campus</td>
<td>$29</td>
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</table>

“"We are continually faced by great opportunities disguised as insoluble problems.” – Lee Iacocca
Find New Customers and Drive Growth with Email Marketing

This workshop starts with a brief education on ways to better understand and build a client list and better engagement with customers through the lens of public relations. Next, we drill down into 30 ways to grow your marketing list with hands-on training in email marketing and specifically Constant Contact. Having an interested and engaged list of email address is vital to the success of your email marketing strategy. Continuing to grow and interact with your list is just as important. This seminar will cover various strategies to capture new contacts, stay top of mind and build relationships with your subscribers.

Instructor: Jennifer Ferrero, APR

Fri 8-11 am Oct 26
1 session NIC Cd’A Campus Free

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 prices of $99.

Facebook Marketing for Small Business

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

Instructor: Josh King

Tue 5-8 pm Oct 23
1 session NIC Cd’A Campus $39

Linkedln and Twitter Marketing for Small Business

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

Instructor: Josh King

Tue 5-8 pm Dec 18
1 session NIC Cd’A Campus $39

Basic Pricing Strategies for Small Business 101

Pricing is the most powerful business tool for profitability, competitive advantage, and meeting business objectives. Many small business owners are unsure how to price their products and services to meet their business objectives. This course will discuss the basic requirements and strategies for effective pricing, the art of increasing prices, the pros and cons of discounting, along with effective pricing management techniques for sustained profitability. Prerequisites include: A basic understanding of the profit/loss or income statements or completion of the ISBDC course: Financial Management for Profit.

Thu 5:30-8:30 pm Sep 27
1 session NIC Cd’A Campus $29

Basic Pricing Strategies for Small Business 201

Building on the concepts covered in the 101 Pricing Class, this second course will explore some advanced pricing strategies such as supply vs demand pricing, cross-market pricing, parametric and performance base pricing, bundled product pricing, pricing for competitive bidding, and value-added pricing. The course will also build on the basic pricing management strategies covered in the previous course. PREREQUISITES INCLUDE: A basic understanding of the profit/loss or income statement and the Basic Pricing Strategies 101 class.

Tue 5:30-8:30 pm Nov 6
1 session NIC Cd’A Campus $29

Hiring and Retention for Growth

Bringing the right people into a company, and keeping the wrongs ones out, is as important as any activity that business owners undertake. The wrong hiring decision effects growth and organizational strength. This workshop will discuss best methods in recruiting, hiring, defining job duties and responsibilities, identify talent, onboarding processes, and various compliance and regulations.

Tue 5:30-8:30 pm Sep 25
1 session NIC Cd’A Campus $39

You Have a Website—Now What?

SEO is the active practice of optimizing a website by improving internal and external aspects in order to increase the traffic the site receives from search engines. Optimizing a website for search engines can require looking at so many unique elements. In this class you will learn some essential SEO tips and tricks to get started down an optimistic web presence path.

Wed 5:30-9 pm Sep 19
1 session NIC Cd’A Campus $29

You have a Website—Now What?

SEO is the active practice of optimizing a website by improving internal and external aspects in order to increase the traffic the site receives from search engines. Optimizing a website for search engines can require looking at so many unique elements. In this class you will learn some essential SEO tips and tricks to get started down an optimistic web presence path.

Wed 5:30-9 pm Sep 19
1 session NIC Cd’A Campus $29

Building a High Performance Organization

A culture of performance is essential in developing a high performing business. Learn about the essentials of high performing teams and individuals, what motivates them and the metrics used in high performing businesses during this course.

Instructor: Mike Wells

Fri 8-11 am Sep 14
1 session NIC Cd’A Campus Free

LinkedIn and Twitter Marketing for Small Business

Tailored for people starting out with Linkedin or Twitter for business, this class will cover how to manage these sites for personal use and business use. A hands-on workshop for...
Career Development

Spanish Conversation for Beginners

This course is designed to build oral proficiency and comprehension at a novice level. The course focuses on practical and interactive communication. Its primary focus is oral communications and listening skills. Pre-requisite: This class is for learners who have previously studied Spanish and have basic knowledge of grammatical structures.

Instructor: Valeska Almarza

<table>
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<tr>
<th>Wed</th>
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<th>Aug 8 – Sep 12</th>
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<tbody>
<tr>
<td>6 sessions</td>
<td>NIC Cd'A Campus</td>
<td>$99</td>
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Beginning Spanish I

This course is intended for learners with little or no previous background in Spanish. The primary focus will be oral communication and basic grammar. Students will learn how to understand and start simple conversations about personal interests; talk about themselves, family, friends, the weather, and begin to set the foundation to explore the cultural context of the Spanish-speaking world, all through a series of activities and exercises. By the end of the course students will be able to introduce themselves, name items, and ask simple questions.

Instructor: Valeska Almarza

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Beginning Spanish II

This course continues building on vocabulary, grammar, and common expressions necessary to express yourself orally and in writing. Students will engage in practical and communicative sessions through dynamic and interactive activities. This course covers vocabulary words and expressions related to food, travel, and daily routines; focusing on likes and dislikes, making requests, conduct simple transactions, more advanced set of verbs, and comprehension exercises. By the end of this course students will be able to use communicative strategies to interact with others with greater ease.

Instructor: Valeska Almarza

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<th>Thu</th>
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<th>Sep 27 – Nov 1</th>
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<tr>
<td>6 sessions</td>
<td>NIC Cd'A Campus</td>
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Beginning Spanish III

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

Instructor: Valeska Almarza

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<th>Thu</th>
<th>5-6:50 pm</th>
<th>Nov 8 – Dec 20</th>
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<td>6 sessions</td>
<td>NIC Cd'A Campus</td>
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Legal Studies

Advanced Paralegal Certificate Course

Advanced topics build upon the nationally acclaimed Paralegal Certificate Course®, including advanced legal research, alternative dispute resolution (mediation), bankruptcy law, business law, criminal procedure, estate planning, intellectual property, and more. Participants successfully completing at least six of the advanced topics are awarded a Certificate of completion. Prerequisite: Paralegal Certificate Course®. Books extra.

Online: Oct 15 - Nov 30 $1,800

Real Estate

Idaho Real Estate Sales Pre-License Module 1 PR001/Module 2 PR002

This course fulfills the 90-hour requirement for real estate salesperson licensing in Idaho. No previous knowledge in the field of real estate is required. Topics include seeking employment with a brokerage, listing and selling property, working with buyers and sellers, closing transactions, laws and legal requirements, and ethical duties owed to the public. Can be used to meet a portion of the 90-hour pre-licensing requirement in Washington. Books are included. These classes are offered by the Real Estate Academy of Idaho.

Instructor: Eric Johnson (509) 951-9331

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<tr>
<th>M-F</th>
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<th>Sep 10 – Sep 21</th>
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<tr>
<td>M-F</td>
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<td>Nov 5 – Nov 16</td>
<td>10 sessions</td>
<td>WTC</td>
<td>$695</td>
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Enroll online at www.workforcetraining.nic.edu or call (208) 769-3333
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.

Online: Oct 15 - Nov 30  $729

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 extra.

Online: Oct 15 - Nov 30  $895

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 5 - Nov 30  $245

Paralegal Certificate Course®

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

Online: Oct 15 - Nov 30  $1,289

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 extra.

Online: Oct 15 - Nov 30  $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 extra.

Online: Oct 15 - Nov 30  $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 extra.

Online: Oct 15 - Nov 30  $645

Teaching

3D Printing for Educators

Start with how the technology works and then move on to how to use it effectively. If participants already have 3D printers, the instructors will customize the class as much as possible so participants can follow along on the hardware they have. If a participant does not yet have access to a 3D printer, the instructors can help define criteria to make decisions about appropriate hardware to buy.

Online: Sep 4 - Oct 26  $345

Social Media and Online Tools for K-12 Teachers

Discover tips to use a variety of social media and online tools to help your students and spend some time discussing ways to overcome resistance you might encounter in using these programs. This class is for any teacher interested in social media, from beginners to advanced social networkers.

Online: Oct 1 - Oct 26  $145

Students with ASD (Autism Spectrum Disorder)

Recognize behaviors that may indicate ASD and take away strategies for working effectively with ASD students. Find out how to work effectively with parents to create the most positive learning environments for children and teens with this disorder.

Online: Oct 1 - Oct 26  $145

Substitute Teacher Preparation

Understand what is expected of a substitute and how to maximize your value to a school. Find out about how to develop a sub-book, understand classroom management, the latest techniques in developing lesson plans, how to use your own portfolio to assist in teaching, and much more.

Online: Oct 1 - Oct 26  $145

Using Cell Phones in the Classroom

Discover how to implement cell phones in your classroom. Come away with a step-by-step how-to plan on enhancing your students’ learning, and your teaching.

Online: Nov 5 - Nov 30  $145

Career Training

Voice–Overs... Now is Your Time!

You have heard Lisa Foster on TV and radio commercials! Come hear her live as she illustrates how you can actually begin using your speaking voice for commercials, films, and videos. This class content is designed for ages 16 and up.

Instructor: Lisa Foster

Mon 6:30-8:30 pm  Sep 24

WTC

1 session  $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 4 - Oct 26  $395

Certificate in Designing Webinars

Acquire the webinar planning skills involved in budgeting, pricing, and marketing webinar meetings. Discover the power of successful webinars for your business organization.

Online: Oct 1 - Nov 30  $345

= live class
Computers and Technology

Getting Started

Mastering Computer Skills for the Workplace
Master the most common skills to succeed in the workplace including the ability to create, edit, and manage presentations in MS PowerPoint, documents in MS Word, email and calendars in MS Outlook, and spreadsheets in MS Excel.
Online: Sep 4 - Sep 28 $195

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.
Online: Start anytime $2,995

A+, Network+, Security+, MCSE Data Platform
Online: Start anytime $3,895

Certified Information Systems Security Professional (CISSP) 2015
The Certified Information Systems Security Professional (CISSP) certification provides information security professionals with an objective measure of competence and a globally recognized standard of achievement. 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 Security Manager (CISM)
Certified Information Security 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 CSO, CTO or CIO. Topics include information security governance; risk management; program development, implementation, and management; and incident management and response.
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

AutoCAD Fundamentals Certificate
This course covers all aspects of 2D Computer Aided Drafting and Design with the latest versions of AutoCAD. It also includes an introduction to basic 3D modeling concepts, ensuring the graduate of this program will have a sound fundamental understanding of both 2D and 3D skills for working with AutoCAD.
Online: Start anytime $2,445

Cyber Security

Certified Information Security Manager (CISM)
Data Analysis and Research

Certificate in Data Analysis

Whether your business is home-based or a large company, this certificate will take you to the next level where important decision-making is concerned.

Online: Sep 4 - Nov 30  $495

Hands-on Technology Workshops

Build an Alexa Skill for Amazon Smart Speakers

Get ready to have some fun with interactive voice with the Amazon Alexa voice interface. During this two-hour workshop you’ll create a basic fact skill. This will also show how this technology is incorporated into NIC computer science semester courses available at the Coeur d’Alene campus. Pre-requisites: Ability to follow verbal and written instructions for creating an Alexa skill. Basic keyboarding/typing and basic 8th-grade reading/writing ability.

Instructor: Kathy Albin

Tue 6-8 pm  Aug 28  $29

Building IoT Systems from Smart “Things”

Learn how low-cost distributed sensor networks are built from proof of concept through prototyping, implementation, and maintenance. Students will experience hands-on experience with sensors using near field communication, Bluetooth low energy, and other telecommunications protocols as well as local area networks, Internet, cloud and specialized software applications. This workshop will also show how this technology is incorporated into NIC computer science semester courses available at the Coeur d’Alene campus.

Instructor: Kathy Albin

Tue 6-8 pm  Sep 11  $29
Sat 9-11 am  Sep 15  $29
Tue 6-8 pm  Sep 18  $29
Sat 9-11 am  Sep 22  $29

Understanding Blockchain Software

Learn how Blockchain technology works from high-level architecture through detailed design and software code levels. See how Blockchain can support information integrity in all sorts of applications such as contracts, but why the technology is still not mature, especially when used for cryptocurrencies such as Bitcoin. Pre-requisites: Competency in at least one high level programming language such as C, C++, Java or Python.

Instructor: Karen Thurston

Tue 6-8 pm  Oct 3  $29
Sat 9-11 am  Oct 7  $29
Tue 6-8 pm  Oct 23  $29
Sat 9-11 am  Dec 1  $29

Microsoft Applications

Microsoft Excel 2016 Level 1

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 the Ribbon interface; 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

T & Th 6-8:30 pm  Oct 2 – Oct 18  6 sessions  WTC  $199

Microsoft Excel 2016 Level 2

Microsoft Excel 2016 Level 2 provides thorough intermediate training of Excel 2016. Topics include Advanced workbook formatting, date functions and conditional formatting, advanced functions for text and analysis, and lookup functions and outlines. Course fee includes printed textbook with ebook.

Instructor: Kathy Albin

T & Th 6-8:30 pm  Oct 30 – Nov 15  6 sessions  WTC  $199

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: Kathy Albin

T & Th 6-8:30 pm  Sep 11 – Sep 27  6 sessions  WTC  $199

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: Brandin Hooper

Mon 6-9 pm  Oct 1  $49

Programming and Networking

Coding Certificate

Coding has become a core skill that bolsters one’s chances for becoming a higher value to organizations. Begin by getting introduced to the basics of computer programming and various programming languages. Then go to the next level and acquire all the basics of HTML and CSS.

Online: Sep 4 – Nov 30  $595
Programming for Non-Programmers Certificate

Learn how programming works, including processes, timelines and how projects are planned. Then learn the basic concepts of programming, so you can communicate more effectively with programmers and techies.

Online: Sep 4 - Nov 30  $495

Web Design and Development

Certificate in Web Design

Understanding what it takes to produce effective web design is essential in today’s market of highly saturated digital competition. Discover the basics of web design using HTML and CSS. No prior knowledge of HTML or web design is required.

Online: Sep 4 - Nov 30  $595

Graphic Design Software Essentials Certificate

The Adobe software tools are the leading software for graphic design. Use Illustrator to draw shapes and design logos, flyers, posters, banners, business cards or any other vector graphics for print or web. InDesign allows you to create simple to complex multi-page documents such as brochures, books and magazines. Use Adobe Photoshop to effectively work with selection and editing tools, layers, and masks to edit, retouch and enhance existing images or create your own composite digital art work.

Online: Sep 4 - Nov 30  $545
**Commercial Drivers License**

**CDL Class A – ID and WA**

In a few short weeks you could be earning a living as a commercial truck driver. This 160-hour CDL Class A training includes 40 hours of classroom instruction, 50 hours of driving, backing maneuvers and proficiency development, and up to 70 hours of lab, range training and observation. DOT physical, drug screening, driving skills test and textbooks are included in course fees; additional student costs include permit tests, permit and license fee. NIC Workforce Training Center is an approved training school for CDL Class A training requirements in Washington. Special Notice: Generally, your first and second week of training will be held in the classroom; then your individual CDL skills drive sessions will be scheduled.

**CDL Instructors**

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<th>M &amp; T</th>
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<th>Nov 5 – Dec 5</th>
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<tbody>
<tr>
<td>8 sessions</td>
<td>WTC</td>
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**CDL Refresher/Upgrade Training**

Do you have a Commercial Driver License (CDL-Class A) but have been off the road? Sharpen your commercial truck driving skills to get back on the road with confidence. This program also provides training for experienced Class B drivers who would like to upgrade their license to a Class A license. This 40-hour training includes classroom instruction, behind the wheel, backing and proficiency development. Candidates must hold a current class A CDL license or Commercial Learner's Permit (CLP), a good driving record, current DOT physical card, and pass a drug test. For more information, call (208) 769-3214.

By appointment only $2,495

**Journeyman Continuing Education**

**Grounding and Bonding**

Topics include the purpose of grounding and its operations, system grounding versus circuit grounding, location of grounding connection, enclosure grounding, equipment grounding, methods of grounding, and bonding of services and transformers. This class meets the eight hours of Code Related CE credits for journeyman.

Instructor: Charles Williams

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<th>M &amp; T</th>
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<td>2 sessions</td>
<td>WTC</td>
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**RCW/WAC Update**

Review the Washington Administrative Code and the Revised Code of Washington as required by WAC 296-46B-970. This class meets four hours of journeyman continuing education credit.

Instructor: Charles Williams

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<tr>
<th>Tue</th>
<th>5-9 pm</th>
<th>Oct 9</th>
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<tbody>
<tr>
<td>1 session</td>
<td>WTC</td>
<td>$69</td>
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**Introduction to Programmable Logic Controllers**

Few technological advances have impacted the electrical trade as dramatically as Programmable Logic Controllers (PLCs). Topics include the basics of PLCs and evolution of these devices in electrical installations. This class meets eight hours of industry related journeyman continuing education credits.

Instructor: Charles Williams

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<thead>
<tr>
<th>M &amp; T</th>
<th>5-9 pm</th>
<th>Oct 22 – Oct 23</th>
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<tbody>
<tr>
<td>2 sessions</td>
<td>WTC</td>
<td>$89</td>
</tr>
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</table>

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

Meet Idaho and Washington requirements for 2017 National Electric Code change continuing 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 2017 NEC and a calculator to class. This class meets the eight-hour code update CE credit for journeyman.

Instructor: Charles Williams

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<thead>
<tr>
<th>M &amp; T</th>
<th>5-9 pm</th>
<th>Nov 12 – Nov 13</th>
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</thead>
<tbody>
<tr>
<td>2 sessions</td>
<td>WTC</td>
<td>$129</td>
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**Off-Highway Vehicle Great Trails Workshop**

This course teaches the basic principles necessary to effectively provide for and manage off-highway vehicle (OHV) recreation with the target audience being OHV managers, technicians, and volunteers. Instruction discusses key elements in each phase of the Great Trails Continuum: planning, location and design, implementation, maintenance, and management with the focus on quality, variety, sustainability, and the process of assessing a given scenario and making an informed decision. Days two and three will be out in the field where students will apply the tools they’ve learned by observation and critiquing various local trail segments.

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<th>T/W/Th</th>
<th>8 am-5 pm</th>
<th>Oct 2 – Oct 4</th>
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<tbody>
<tr>
<td>3 sessions</td>
<td>WTC</td>
<td>$695</td>
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**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

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<thead>
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<th>M &amp; W</th>
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<td>2 sessions</td>
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<tr>
<td>1 session</td>
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<td>1 session</td>
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<th>M &amp; W</th>
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<tbody>
<tr>
<td>2 sessions</td>
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**OSHA 10–Hour- General Industry**

This 10-hour course is intended to provide the entry-level worker general awareness in recognizing and preventing hazards in a general industry setting. Upon successful completion of this course participants will receive an OSHA General Industry Safety and Health 10-hour card.

Instructor: Dalena Tripplet

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<tr>
<th>F &amp; Sa</th>
<th>8:30 am-2:30 pm</th>
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<td>2 sessions</td>
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APPRENTICESHIP
ELECTRICAL, PLUMBING, HVAC

LIVE CLASSES
Registration opens July 1. Classes begin in early September.

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

For more information:
NIC Workforce Training Center
(208) 769-7735 or www.nic.edu/apprenticeship

North Idaho College
OSHA 10-Hour Construction Industry

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 9 – Nov 10
2 sessions WTC $149

Forklift Operator Certification

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

Instructor: Dalena Tripplet
Fri 8 am-Noon Oct 5
1 session WTC $99

Mine Safety

New Miner Training

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

Surface Part 46/48

Instructor: Jason James
M/T/W 8 am-5 pm Sep 10 – Sep 12
3 sessions WTC $300
M/T/W 8 am-5 pm Nov 12 – Nov 14
3 sessions WTC $300
M/T/W 8 am-5 pm Jan 7 – Jan 9
3 sessions WTC $300

Underground Part 48

Instructor: Jason James
M-Th 8 am-5 pm Sep 10 – Sep 13
4 sessions WTC $400
M-Th 8 am-5 pm Nov 12 – Nov 15
4 sessions WTC $400
M-Th 8 am-5 pm Jan 7 – Jan 10
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.

Surface Refresher Part 46/48

Instructor: Jason James
Mon 8 am-5 pm Sep 24
1 session WTC $80
Mon 8 am-5 pm Nov 5
1 session WTC $80
Mon 8 am-5 pm Jan 14
1 session WTC $80

Underground Refresher Part 48

Instructor: Jason James
Mon 8 am-5 pm Oct 1
1 session NIC Silver Valley Ctr. $80
Mon 8 am-5 pm Dec 10
1 session NIC Silver Valley Ctr. $80

Miners and Contractors First Aid/CPR/AED Training

Through lecture, videos, and hands-on practice, this half-day course will prepare miners, contractors, and operators to respond confidently to emergency situations. Skills and topics include CPR and AED use, choking, bleeding control, bandaging and splinting, cold and heat related emergencies, epinephrine auto-injector, and much more. Upon successful completion, participants will receive a two-year certification.

Instructor: Jason James
Tue 8 am-Noon Sep 25
1 session WTC $40
Tue 8 am-Noon Nov 6
1 session WTC $40

Welding

Fundamentals of Welding with Basic Certification

Gain fundamental skills in structural steel welding. Techniques that are taught will be a course in oxygen and acetylene cutting and welding and safe practices for shielded metal arc welding (SMAW), gas metal arc welding (GMAW), and flux core arc welding (FCAW), in all positions. Prepare for and perform two skills tests for American Welding Society (AWS) qualification. Students provide their own personal protective clothing, including welding jacket or cotton overalls, gauntlet style welding gloves, and clear safety glasses. Textbooks are provided for in-class use.

Instructor: Joe Stockdale
M/T/W 5:30-9:30 pm Oct 1 – Dec 12
32 sessions NIC Parker Technical Education Ctr. $2,795

Welding 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
T & Th 6-9 pm Sep 11 – Sep 27
6 sessions NIC Parker Technical Education Ctr. $399

Textbooks are provided for in-class use.

Required personal protective clothing will be discussed at the first session.

Instructor: Colleen Ward
T & Th 6-9 pm Sep 11 – Sep 27
6 sessions NIC Parker Technical Education Ctr. $399
Arts

Adventures in Acrylics
Learn how to select, simplify, and draw subjects of interest. Discover how to place them in attractive compositions. Learn how to paint realistic and invented subjects using acrylics applied with brushes and other innovative tools.
Instructor: Wes Hanson
Tue 6-9 pm Oct 9 – Oct 23
3 sessions WTC $109

Discovering Watercolor Painting
Explore the creative possibilities of watercolor painting. Learn about various supplies needed to paint with 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 meeting; estimated cost of supplies is $70-$100 dollars.
Instructor: Wes Hanson
Mon 6-9 pm Oct 8 – Oct 29
4 sessions WTC $129

Stained Glass–Beginning
Explore the art of creating stained glass. You will 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
Wed 6-9 pm Sep 5 – Oct 10
6 sessions WTC $149

Culinary

Blade Master–Knife Skills in the Kitchen
Preparing great food begins with a sharp knife and solid hand skills. Class begins with a brief discussion of knife types, what to look for when purchasing, sharpening stones, how to sharp-en, and honing with the steel. Then work in the kitchen under the watchful eye of NIC’s Chef Hillary to ensure proper hand movements while learning various important vegetable cuts that every serious food enthusiast should know.
Instructor: Hillary Faeta-Ginepra
Wed 6-9 pm Sep 12
1 session NIC Cd’A Campus $49

Braising: Secret to Cooking Tender Meats
Learn how to make any meat deliciously tender as Chef Hillary shares her braising cooking techniques so that your meaty dishes make mouths water.
Instructor: Hillary Faeta-Ginepra
Wed 6-9 pm Oct 17
1 session NIC Cd’A Campus $49

Strudels
Learn the secrets involved in making a good Vienna apple strudel and mushroom strudel.
Sat 2-4 pm Nov 17
1 session NIC Cd’A Campus $49

Christmas Stollen
Students will bake an American fruit cake and the famous German Christmas Stollen. Then decide which one is the favorite.
Sat 2-4 pm Dec 8
1 session NIC Cd’A Campus $49

Specialty German Baking Courses
Doris Sandstrom is a German pastry Chef and baker. She has been in North Idaho for two years and is very passionate about sharing her talents. Students will learn about making different types of dough and techniques for cakes, pastries and breads and to top it off you will learn the special blend of ingredients that go into making the delicious pastry and cake fillings as well. You don’t want to miss these classes. Sign up for all four classes for a discounted price of $167 or pick and choose the class(es) that appeal to you for the individual class price
Instructor: Doris Sandstrom

Käse–Sahne Torte
This class will be learning to bake the famous, fluffy, and light German cheese cake called kase-sahne torte. Students will make cake size and cup cake size in various flavors, lemon, mandarin and cherry chocolate.
Sat 2-4 pm Sep 8
1 session NIC Cd’A Campus $49

Bienenstich and Flamm Kuchen
This class will be sweet and savory as you learn to make the bee sting cake (bienenstich). Tender and buttery dough layered with vanilla pudding cream filling and topped with sticky, sweet almonds. You will also venture into the world of making the German pizza (flamm kuchen), homemade bread dough topped with a yogurt cream, onions and bacon.
Sat 2-4 pm Oct 13
1 session NIC Cd’A Campus $49

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

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

Instructor: Rick Frangione

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<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Instructor</th>
<th>Course</th>
<th>Location</th>
<th>Price</th>
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<td>Tue</td>
<td>7-8 pm</td>
<td>Rick Frangione</td>
<td>Let's Dance!</td>
<td>NIC Cd'A Campus</td>
<td>$49</td>
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<tr>
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<td>7-8 pm</td>
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<tr>
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Mind and Body

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

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<tr>
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Weight Loss Accountability and Nutrition Education
Not being accountable is why most people fail in their weight loss endeavors. This course is designed to help you set realistic goals, stay disciplined and remain accountable with Weight Loss Specialist and Nutritionist, Brittany Stapleton. Topics covered will be on dieting myths, how hormones affect weight loss, gut health, metabolism, inflammation, meal planning, healthy snacks and recipes, healthy food alternatives and much more! Let us provide you with tools that will help to create a better you in all aspects of your life!

Instructor: Brittany Stapleton

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<tr>
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<th>Time</th>
<th>Instructor</th>
<th>Course</th>
<th>Location</th>
<th>Price</th>
</tr>
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<tbody>
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<tr>
<td>M/W/F</td>
<td>10-11 am</td>
<td>Brittany Stapleton</td>
<td>Weight Loss Accountability and Nutrition Education</td>
<td>NIC Cd'A Campus</td>
<td>$117</td>
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<tr>
<td>M/W/F</td>
<td>7-8 pm</td>
<td>Brittany Stapleton</td>
<td>Weight Loss Accountability and Nutrition Education</td>
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<td>$117</td>
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<td>Weight Loss Accountability and Nutrition Education</td>
<td>NIC Cd'A Campus</td>
<td>$117</td>
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<tr>
<td>11 sessions</td>
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Learn at-Home Workouts with Limited to No Equipment
Struggling with motivation and how to mix-up your workouts at home? Each week, personal trainer Brittany Stapleton will teach you a variety of workouts along with correct form and fitness education to help you attain your fitness goals. Students will experiment with different types of equipment that are inexpensive and helpful to enhance your at home workouts. It’s important to continually change up your workouts to break out of plateaus. At the end of this course you will receive a booklet full of workout ideas that you can use to mix-up your fitness routine.

Instructor: Brittany Stapleton

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<td>11 sessions</td>
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Graphic Arts and Photography

Master the technical basics of your digital SLR camera with hands-on instruction, new tips and techniques, and great fun! Take the entire three-class series for the discounted price of $199. Call (208) 769-3333.

Digital SLR Photography—Beginning
Explore the bells and whistles of your digital SLR camera. Learn how a digital camera works, why it works the way it does, and how to use the features of your camera to create great pictures. Bring your digital camera and owner’s manual to class.

Instructor: Drake Mesenbrink

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<th>Date</th>
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<td>M &amp; W</td>
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<td>Drake Mesenbrink</td>
<td>Digital SLR Photography—Beginning</td>
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Digital SLR Photography—Intermediate
Review the science and art of creating memorable photos using the timeless photographic principles of composition, lighting, and balance. Take memorable photos then interact with class members in a friendly critique of those photos. Completion of Digital SLR Photography Beginning is required.

Instructor: Drake Mesenbrink

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<td>4 sessions</td>
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Digital SLR Photography—The Art of Composition
Train your eye to make better photos and create memorable images. Completion of Digital SLR Photography Intermediate is required.

Instructor: Drake Mesenbrink

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<th>Date</th>
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Lower Back, Core and More

NEW! A unique combination of Pilates, yoga, strength conditioning, flexibility, and dynamic balance. Learn movements that elongate muscles, strengthen the back, release tension, improve joint stability, balance and range of motion. 
Instructor: Natalia King

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<th>Time</th>
<th>Location</th>
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<td>10:30-11:30 am</td>
<td>NIC Cd’A Campus</td>
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Lunch Time Yoga

NEW! Take a break from your day and enjoy a 45-minute flow-style class that will help move your body and increase metabolism. This class is designed to provide you with that extra energy to get you through that afternoon drag and keep you invigorated throughout the day! 
Instructor: Natalia King

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<th>Time</th>
<th>Location</th>
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<tr>
<td>Tue</td>
<td>Noon-12:45 pm</td>
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Regain Health and Vitality-Whole Food Plant-Based Eating

Health studies show the benefits of a whole food plant-based eating that prevents and reverses heart disease, type 2 diabetes, hypertension, high cholesterol, obesity and more. Learn how the right foods can help you regain your health and vitality. You will be highly encouraged and motivated when you see the data, and taste wonderful food samples. Each class will include a cooking demonstration with food samples that will show you how you can make healthy recipes in minutes. Recipe booklet will be provided.
Instructor: Valerie Scrafford

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</table>

Getting Started on Your Healthy Weight Loss Journey

NEW! Are you stuck in your health journey? Are you frustrated with trying diet after diet only to end up bigger than you started? This class will help! Come learn dieting myths, why most of America is failing at losing weight, and what small simple changes you can make to accelerate your own progress. Pre-Registration required.
Instructor: Britt Stapleton

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<tr>
<td>Tue</td>
<td>10 am-Noon</td>
<td>NIC Cd’A Campus</td>
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<tr>
<td>Tue</td>
<td>7-9 pm</td>
<td>NIC Cd’A Campus</td>
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Stress Management

Stress isn’t the enemy. It is our perceptions of stress that amp our anxiety and use up all our steam. Turn stress into a stepping stone, not a stumbling block!

Online: Nov 5 - Nov 30 $145

Money

Adulthood 101-Basic Finance

This course serves as a bridge between what finance skills may have been taught in high school compared to what skills are needed in the “adult” world. Topics include, but are not limited to: basic budgeting, savings and checking accounts, paying bills, credit cards, credit reports and scores, basic tax preparation, apartment lease and expenses, and basic home buying. This is the first in a series of classes designed to prepare young adults for the world beyond school.

Online: Sep 19 – Oct 30 $145

Financial Planning

This complimentary workshop is hosted by CFS financial advisors at STCU Investment Services, provided by CFS. You will learn how to establish a strong financial foundation, create emergency funds, manage debt, and navigate some basic investment options.

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How to Buy a Home with Average-to-Low Income

Do you have a dream of owning your own home, but your income is below average? The USDA Rural Development program is the only 100 percent financing program available from the U.S. Department of Agriculture. There is no required down payment for a residential purchase on new or existing homes. Come learn more about this program; it’s easier than you thought. FREE credit report will be available after attending class.
Instructors: Christine Fisher-USDA Rep.; Veronica Gamsey-Loan Depot

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Medicare and Social Security

We will discuss the fundamentals of our current Medicare system, as well as upcoming changes and new information you will face during open enrollment this year. In addition, we will be speaking about Social Security if you plan on taking, or have recently started taking Social Security. The information you will learn from this class will give you the education you need in order to be up-to-date and aware of your health and retirement options. Each paid participant may bring a guest for no additional fee.

Instructor: John Marcheso

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<td>Tue</td>
<td>6-8 pm</td>
<td>Sep 18</td>
<td>NIC Sandpoint Ctr.</td>
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Medicare and You

Understand your Medicare options for 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, and how to save money.

You may qualify for additional assistance and, if so, hear how to get it. Learn to use the Medicare website or how to get help if you are not computer savvy. Computer experience is not necessary. The course fee includes a reference booklet prepared by the instructor, which includes all Idaho Medicare Advantage, Medicare Prescription Drug Plans, and Medicare Supplement options available.

Instructor: Brad Miles

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<td>Wed</td>
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<td>Sep 12 – Oct 3</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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Revocable Living Trust

Learn about estate planning, trusts, and the probate process in Idaho. Understand the legal procedures that enable the transition of property to heirs by means of a living trust without court intervention. The transition of property after death can be smooth, efficient, and cost effective. Your instructor will use diagrams and copies of documents that he uses daily in his legal practice. This class provides unbiased, balanced information, with no sales approach.

Instructor: Richard Wallace

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<td>Wed</td>
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Social Security: Your Questions Answered
Ways to maximize Social Security benefit amounts for the individual and spouse based on age, life expectancy, employment and need.
Instructor: Doug Rupiper

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<td>NIC Silver Valley Ctr.</td>
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Time Matters: A Woman’s Retirement Outlook Seminar
This women’s focused seminar will be discussing retirement income, Social Security, withdrawal rates, preparing for the unexpected, inflation risks, and costs of health care and long-term care.
Instructor: Doug Rupiper

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What Happens After the Paychecks Stop? Retirement Income Primer
You will learn how to budget for retirement expenses, potential sources of retirement income and potential risks such as LTC and health care costs.
Instructor: Doug Rupiper

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Recreation

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

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

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<td>Sep 6 – Sep 9</td>
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Writing

Get Your Book Into Print — Start to Finish
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: Linda Shane

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Memoir Writing
Learn how to write riveting memoirs by reading other people’s compelling recollections. Use effective writing techniques to dramatically retell your memories. Discover how to enrich your recall, create realistic accounts, and discover your own narrative voice. Please bring pencils, pens, and a spiral bound notebook to class.
Instructor: Wes Hanson

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<td>Oct 10 – Oct 31</td>
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<td>4 sessions</td>
<td>WTC</td>
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(208) 769-3333
www.workforcetraining.nic.edu

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

NIC at Sandpoint
102 South Euclid Street, Sandpoint
(208) 263-4594
www.nic.edu/sandpoint

NIC Silver Valley Center
323 Main Street, Kellogg
(208) 783-1254
www.nic.edu/silvervalley

NIC Bonners Ferry Center
6791 Main Street, Ste. B, Bonners Ferry
(208) 267-3878
www.nic.edu/bonnersferry

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

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

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

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

For parking guidelines, go to www.nic.edu/parking.
CLOSURES: The Workforce Training Center will be closed Sept. 3, Nov. 21 - 23, and Dec. 24 - Jan 1. The center is closed on Saturdays from June 30 through Sept. 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, or previous institutions attended. Currently enrolled students may withhold disclosure of any category of information under the Family Educational Rights and Privacy Act of 1947, as amended. To withhold disclosure, written notification must be received in the Workforce Training Center office. The North Idaho College Workforce Training Center assumes that failure on the part of any student to specifically request the withholding of categories of Directory Information indicates approval for disclosure.

Enroll online at www.workforcetraining.nic.edu or call (208) 769-3333 25
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Specialty German Baking
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Dental Assistant
Page 3

Fundamentals of Welding with Basic Certification
Page 18

Commercial Drivers License
Page 16

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