

LIFELONG LEARNING SEMINARS



Spring 2008

NORTHWEST
TECHNICAL COLLEGE
BEMIDJI, MINNESOTA



CHILD CARE

PROCESS ART FOR YOUNG CHILDREN - Pam Stowe - NTC Instructor

I Can't "DO" Art!

Everyone is an artist. This workshop explores the stages of children's art and offers opportunities to explore process art techniques for young children that can be enjoyed by everyone. Be prepared to get messy. Participants may want to bring a "paint shirt." **Maximum number of participants is 25.**

Date: Thursday, November 13, 2008
Time: 6:00 - 8:00 pm
Place: Northwest Technical College, Room # 217
Fee: \$35.00

GENERAL INTEREST

CAR VERSION GPS BASICS - Keith Dahl, Gander Mountain

This class is for owners of Garmin and TomTom car version GPS' that are just not quite sure how to run it. You will learn the basics of these GPS systems and how they operate.

Date: Saturday, October 11, 2008
Time: 9:00 – 11:00 am
Place: Northwest Technical College, Room # 319
Fee: \$30.00

HAND HELD GPS BASICS - Keith Dahl, Gander Mountain

This class is for all the beginners who have a hand held GPS brand name GPS Lowrance H20 but just not quite sure how to run it. You will learn about coordinates, way points, mapping, tracking, and other available features on GPS. Dress for the weather as the class will go outside for some hands on training.

Date: Saturday, October 11, 2008
Time: Noon – 2:00 pm
Place: Northwest Technical College, Room # 319
Fee: \$30.00

PTSD & RETURNING VETERANS - Russ Lee, BSU Instructor (retired)

Many veterans of the Iraq War are returning to the United States having escaped mortal wounds but suffering from stress related psychological disorders. This lively and interactive session will look at the effects of exposure to crisis and stress. Post Traumatic Stress Disorder, and strategies for recovering from stress disorders. We will talk about what we as a community can do to help returning veterans. **Minimum number of participants required is 10.**

Presenter:

Russell Lee, professor emeritus at Bemidji State University, is a licensed psychologist. His book, *Crisis & Trauma in Colleges & Universities*, was published by Chevron Publishing in 2004. A winner of BSU's outstanding teaching award, Dr. Lee served as a military psychologist during the Vietnam War.

Date: Thursday, October 16, 2008
Time: 6:30 – 9:30 pm
Place: Northwest Technical College, Room 315
Fee: \$25.00

BOBCAT/SKIDSTEER RENTAL - Duane Reeve, Bobcat of Bemidji

Want to rent a bobcat/skidsteer to do some landscaping but have no experience running one? This class will show you how to run a bobcat/skidsteer, go over safety issues, and learn what type of landscaping you can do with this equipment. Dress for the weather as the class will go outside for some hands on training. **Maximum number of participants is 15.**

Date: Saturday, October 18, 2008
Time: 9:00 am- Noon
Place: Northwest Technical College, Room 302
Fee: \$30.00 (includes book)

ADULT SUICIDE PREVENTION GATEKEEPER TRAINING
- Stephanie Downie, Healthy Community/Healthy Kids

Nationally suicide is recognized as a public health issue and is the second leading cause of death for those 15-34. Senior citizens have the highest rate of suicide of any age group (in relation to population). Locally Beltrami County has the highest rate of suicide in the state for youth and young adults. The good news is most suicidal people can get better and depression is treatable. This adult gatekeeper training will cover some myths and facts associated with suicide, risk factors, warning signs, and what you can do if you are concerned about someone. We will talk about suicide prevention as building a safety net or cluster of support around a person at risk. We will participate in activities, review resources and have time for questions.

Date: Tuesday, October 21, 2008
Time: 6:30 – 8:00 pm
Place: Northwest Technical College, Room 317
Fee: \$25.00

“OH MY ACHING BACK!”
- Dr. Lyle Erickson, D.C., Chiropractic Sport and Spinal Rehab, Bemidji

The statistics on aching backs are frightening: eight out of 10 Americans suffer from or will suffer from backaches; back pain is the most common cause of worker disability; and following the common cold, the most common cause of job absenteeism is back pain. Dr. Lyle Erickson, chiropractic physician at Sport and Spinal Rehab, will present what your aching back means to you and how you can make that pain go away. The session will feature a brief overview of the back and the relationship of the spine with muscles and nerves; a discussion on the new realities of back safety at home and the workplace; a listing of proactive measures any person can take every day to protect the back; and a demonstration of exercises for the neck, back, legs and knees. Other topics include nutrition, lifestyle changes, posture, and alternative wellness options.

Presenter:

Dr. Lyle Erickson, D.C., is a graduate of the University of North Dakota and Northwestern College of Chiropractic, and is a certified chiropractic physician with nine years of clinical experience in Roseau and Bemidji. His current clinic, Chiropractic Sport and Spinal Rehab in Bemidji, is a recognized area leader in utilizing modern approaches to time-honored chiropractic therapies and treatments.

Date: Tuesday, October 28, 2008
Time: 6:30 – 9:00 pm
Place: Northwest Technical College, Room 328
Fee: \$25.00

PLANNING FOR THE NEXT STAGE SERIES - Debbie Drinkard Grovum, NTC Counselor

Retirement can be a vibrant and rewarding time of renewal and growth. Designed for adults 50 and older, this series of workshops helps adults address and plan for issues that contribute to a positive next stage. Participants may take one or more sessions in the series.

The Changing Face of Retirement

Learn how retirement is changing and how to make the most of this life stage. Topics include an overview of retirement planning, Key Elements of Authentic Retirement and Life Purpose.

Date: Thursday, October 30, 2008
Time: 6:00 – 8:30 pm
Place: Northwest Technical College, Room 315
Fee: \$30.00

Transitions

Learn about the emotional adjustments that occur during retirement. Topics include Social/Relationship Shifts, Thriving in Change, and Who Am I When I'm No Longer Working.

Date: Thursday, November 6, 2008
Time: 6:00 – 8:30 pm
Place: Northwest Technical College, Room 315
Fee: \$30.00

Finances and Work

Learn how your attitude about your finances affects your adjustment to retirement and assess work options. Topics include Financial Attitudes, Working/Volunteering, and Generational Issues.

Date: Thursday, November 13, 2008
Time: 6:00 – 8:30 pm
Place: Northwest Technical College, Room 315
Fee: \$30.00

Retirement Lifestyles

Learn about various retirement lifestyles and healthy aging and how to remain active and involved. Topics include Physical/Lifestyle Adjustments to Retirement, Health and Aging, and Leisure/Travel.

Date: Thursday, November 20, 2008
Time: 6:00 – 8:30 pm
Place: Northwest Technical College, Room 315
Fee: \$30.00

GET ON THE RIGHT TRACK TO CAREER SUCCESS: Learn How to Help Youth Make Informed Education & Career Choices – Marcia Bay and Denise Felder, iSEEK Solutions

“How do I find out which careers will be hot in the future?” “Where can I find information about careers and potential salaries?” If you have asked these questions about your teens or your own job search, this session is for you. This informative, interactive-based presentation will give you the tools needed to evaluate career options based on skills, education and interest. Go to www.iseek.org for a sneak preview of the information available to Minnesota high school and college students, parents, and job seekers.

Minimum number of participants required is 8.

Presenters:

Marcia Bay is the Partner Communications and Training Director for iSeek Solutions. She assists the iSeek Board and the stakeholder agencies in the continued development of ISEEK, an Internet-based information system for all residents of Minnesota. Marcia coordinates and directs services for educational institutions, participating agencies, counselors and other users and promotes the use of ISEEK and other electronic resources for career, education and employment exploration.

Denise Felder is a Content and Outreach Specialist for iSeek Solutions and CareerOneStop.org. She has served as the editor of MnCareers since 2006, writing and editing content for the annual publication, Parent and Facilitator Guides, and correlating Web content. She also does presentations, trainings and partner projects with Minnesota state agencies and community organizations for iSeek Solutions and contributes to the content of CareerOneStop.org, a U.S. Department of Labor-sponsored Web site.

Date: Thursday, November 6, 2008
Time: 6:30 – 8:30 PM
Place: Northwest Technical College, Room 328
Fee: \$19.00

SEXUAL VIOLENCE – Kim Zimmerman, Sexual Assault Program of Beltrami, Cass & Hubbard Counties

What IS Sexual Violence? Learn the definition and the continuum of behaviors that are sexual violence. Learn how to prevent or lessen the chance of becoming a victim. Learn the important steps to take if you or someone you know becomes a victim. Learn about your rights as a victim.

Date: Thursday, November 13, 2008
Time: 6:30 – 9:00 pm
Place: Northwest Technical College, Room 328
Fee: \$25.00

THE WOW EXPERIENCE – BUILDING *EXCELLENT* RELATIONSHIPS

– Deb McGregor-Pfleger, NTC

Have you ever made someone's day? Has someone made your day? Attend **The WOW Experience** and learn how you can make others' day and look for opportunities to help others make your day! Learn how to develop and enhance positive relationships by offering the WOW factor!

Date: Thursday, November 6, 2008
Time: 6:00 – 9:00 pm
Place: Northwest Technical College, Room 319
Fee: \$50.00

LIVE YOUR BEST LIFE NOW – Deb McGregor-Pfleger, NTC

Do you want to learn how to get, keep and use positive energy in your life? Do you want to learn how to change your perspective on events? Attend **Live Your Best Life Now** and develop your potential by learning how to get, keep and use positive energy in your life. Warning: positive results may happen in your life when you attend this training.

Date: Tuesday, November 18, 2008
Time: 6:00 – 9:00 pm
Place: Northwest Technical College, Room 317
Fee: \$50.00

PURPOSE-DRIVEN LIFE 101 – Deb McGregor-Pfleger, NTC

What is my purpose on this earth? What is my personal mission? How do I fulfill the purpose and mission for myself each day? Attend **Purpose Drive Life 101** and begin to discover your purpose and write your own mission statement.

Date: Monday, December 1, 2008
Time: 6:00 – 9:00 pm
Place: Northwest Technical College, Room 315
Fee: \$50.00

PROFESSIONAL DEVELOPMENT

ACTIVE LISTENING SKILLS ON THE TELEPHONE - Peter Marino, NTC

This three-hour course is intended to help employees both learn and practice active listening on their company telephones. The participants will be introduced to a set of active listening skills aimed at helping them to take in not only the logical message of their customers, but the emotional message as well. For, to be effective, employees must not only pick up on what the customer has said, but on why and how they have said. Otherwise, all attempts on the part of employees to play a problem solving role will be futile. Customers on the phone don't care how much you know until they know how much you care.

Date: Monday, October 13, 2008
Time: 6:30 – 9:30 pm
Place: Northwest Technical College, Room 315
Fee: \$50.00

MINNESOTA COMMERCIAL VEHICLE INSPECTION RE-CERTIFICATION CLASS - Keith Williamson, NTC

This mandatory course is designed to provide re-certification for commercial and/or self-truck inspectors already in Commercial Vehicle Inspection. Individuals whose certification has expired must complete this re-certification course to renew within six months of expiration date. *Participants are required to bring their current certification number and business address with them to class.*

Date: Friday, October 17, 2008
Time: 9:00 am - 4:00 pm (Lunch on your own)
Place: Northwest Technical College, Room # 319
Fee: \$75.00 - (includes manual, regulation book, and state certification fee)

MANAGING EMPLOYEES EFFECTIVELY - Peter Marino, NTC

This three-hour course is intended to assist managers in their primary responsibility as managers: to provide their employees with the direction that enables them to perform their assignments effectively. Too often what impedes managers from helping their employees to make needed changes in their performance is the lack of interpersonal managing skills. This module focuses on a number of such skills.

Date: Monday, October 20, 2008
Time: 6:30 – 9:30 PM
Place: Northwest Technical College, Room 319
Fee: \$50.00

STEAM PLANT ENGINEERING (Low & High Pressure) - Bob Goggleye, NTC

This 36-hour course is designed to prepare the boiler operator or those preparing for employment as a boiler operator to take either the Minnesota Low Pressure (C Level) or Minnesota High Pressure (Levels A & B) Boiler Exam for the following classes: special engineer, 2nd class engineer, 1st class engineer, or chief engineer. The contents include the following: Low pressure - valves, steam traps, pumps, flame safeguards, burners, safety valves, boiler room safety, and hot water boilers. High pressure - condensers, steam engines, mathematical formulas, boiler room safety, and hot water boilers.

Date: Mondays & Thursdays, October 20, 2008 - December 1, 2008
Time: 5:00 – 9:00 PM
Place: Northwest Technical College, Room 317
Fee: \$400.00 (includes textbooks & handouts)

MOLDS: REMEDIATION TO MITIGATING THE LOSS - Marcus Benoit, Steamatic, Grand Forks

This three-hour course is designed for those individuals needing CEU's for insurance licensure. The learning objectives of this course are: 1. acquire and understanding of the types of mold that typically are found in water damage; 2. learn the possible health effects associated with microbial contamination; 3. have an increase knowledge of the proper protocol for remediation of microbial contamination; 4. increase the awareness of the proper steps to mitigate the possibilities of mold contamination. **Insurance Licensure CEU's: 3. *Minimum number of participants required is 15.***

Date: Thursday, October 23, 2008
Time: 9:00 am - Noon
Place: Northwest Technical College, Room 130
Fee: \$10.00

SELLING VIEWED AS SIDE-BY-SIDE BUYING - Peter Marino, NTC

Customers buy every day without salespeople in a variety of super marts. Salespeople never sell without buyers. Customers don't look for salespeople in order to give them practice in selling. Customers look for only one thing from salespeople: to get their help in order to make the best buying decision. This three-hour course will cover the following: 1) The skill of active listening by which the salesperson acknowledges both the logical and emotional content of the customer's words; 2) The salesperson's perspective of his or her role as a consultant; 3) Getting a professional start; 4) Obtaining a personalized understanding of each customer's needs; 5) Earning the customer's buy-in; 6) Handling all customer objections as implied needs; 7) Keeping customers for life through repeat sales and referrals; 8) Acquiring the habit of role playing.

Date: Monday, October 27, 2008
Time: 6:30 – 9:30 PM
Place: Northwest Technical College, Room 319
Fee: \$50.00

TOTAL CUSTOMER SERVICE - Peter Marino, NTC

This three-hour course is designed to emphasize that as important as it is to learn the skills required to handle customer service problems successfully, that corrective strategy is not nearly enough. What is needed above and beyond that corrective strategy, is a preventive strategy that calls for everyone that works within an organization, as well as each of the organization's suppliers, to work together to provide the buying customers with the best possible service. This presentation does just that.

Date: Monday, November 3, 2008
Time: 6:30 – 9:30 pm
Place: Northwest Technical College, Room 319
Fee: \$50.00

TECHNOLOGY/COMPUTERS

MICROSOFT POWERPOINT BASICS - Sheila Lapp, NTC Instructor

This 4-hour class is for the new learner who wants to learn PowerPoint 2007. The learner will create a slide presentation, add transitions, sound, apply a design theme, create a custom theme, insert clip art etc.

Date: Wednesday, October 22, 2008
Time: 6:00 - 10:00 pm
Place: Northwest Technical College, Room # 322
Fee: \$50.00
Book: \$45.00 (used in both Basic and Advanced classes) - optional

MICROSOFT POWERPOINT ADVANCED - Sheila Lapp, NTC Instructor

This class is for the learner who has used PowerPoint before or has completed the PowerPoint Basics class. The learner will experience the use of Smart Art, table and charts, while also learning how to customize the slide master. In addition, they will learn how to create a photo album and apply custom animations.

Date: Thursday, October 23, 2008
Time: 6:00 - 10:00 pm
Place: Northwest Technical College, Room # 322
Fee: \$50.00
Book: \$45.00 (used in both Basic and Advanced classes) - optional

USING MICROSOFT ACCESS – Jennifer Theisen, TJ Design Studio

This 3-hour workshop is designed for the participants who would like to learn how to set up and maintain a basic database. Participants will learn the basics in Microsoft Access so that you can set up a database for a book collection, stamp collection, address lists, etc.

Date: Tuesday, October 28, 2008
Time: 6:00 – 9:00 pm
Place: Northwest Technical College, Room # 322
Fee: \$50.00

MICROSOFT EXCEL ADVANCED – Gary Sorenson, NTC Instructor

This 3-hour workshop is for the participants who have used Microsoft Excel 2003 or Microsoft Excel 2007 before. Participants will learn the new features with Microsoft Excel and become familiar with the newly designed Excel interface. They will learn how to use formula AutoComplete, to download the 2007 predefined Excel templates, to use advanced arithmetic and logic functions, to insert and create the new 2007 charts, to use formulas from other Excel files, to use conditional formatting, and to integrate Word with Excel, and to transfer Access files into Excel. Each participant will receive a manual with all of the Excel Office 2007 commands and features.

Date: Monday, November 3, 2008
Time: 6:30 - 9:30 pm
Place: Northwest Technical College, Room # 322
Fee: \$50.00

USING MICROSOFT PUBLISHER – Jennifer Theisen, TJ Design Studio

This 3-hour workshop is designed for the participants who want to learn the basics in Microsoft Publisher to be able to create your own publications. The participant will learn how to create your own flyers, newsletters and business cards.

Date: Tuesday, November 18, 2008
Time: 6:00 - 9:00 pm
Place: Northwest Technical College, Room # 322
Fee: \$50.00

CALLING ALL SENIOR CITIZENS! These classes are customized just for you.

DIGITAL CAMERA - Sheila Lapp, NTC Instructor

You know how to take pictures with your new digital camera but now what? Bring your camera and USB cord (the cord that connects your camera to your computer) and learn how to download your pictures to the computer. In addition you will learn how to select pictures for printing and creating a slideshow.

Date: Saturday, November 1, 2008
Time: 10:30 am - Noon
Place: Northwest Technical College, Room # 322
Fee: \$25.00

INTERNET AND EMAIL - Sheila Lapp, NTC Instructor

Learn Internet, email, and computer terminology such as Blogs, Wikiis, Domain software, Plug-ins etc. Plus, learn how to use your email and the Internet effectively and efficiently.

Date: Saturday, November 1, 2008
Time: 1:00 - 3:00 pm
Place: Northwest Technical College, Room # 322
Fee: \$25.00

REGISTRATION IS EASY:

Registration by Mail:

Please complete the registration form and return it with payment to:
Northwest Technical College
Custom College Division
905 Grant Avenue SE
Bemidji, MN 56601

Register by Fax:

Please complete the registration form and fax it to:
218-333-6683

Register in Person:

Visit our office at Northwest Technical College, 905 Grant Ave SE, Bemidji
Main Entrance on the East side of the main building, Room 101/103
Office Hours: 8:00 am – 5:00 pm

Register by Phone:

Registration will be accepted by phone if you are paying by credit card.
218-333-6656 or 1-800-942-8324 ext. 6656.

Course Registration Information: These are courses for non-degree seeking students only; financial aid is not applicable. **PAYMENT MUST ACCOMPANY THE REGISTRATION FORM.** Registrations will be processed on a first come-first served basis. Class sizes are limited, so early registrations are encouraged. Your class reservation is confirmed by payment of fee. No written confirmations are sent. Please keep a personal record.

Refunds: You will receive a 100% refund if you withdraw at least of two business days prior to the first class, no refunds after that. No refunds for a one-session class, one-day seminar or workshop without a two-day prior notice to the class. A full refund will be made if the course is cancelled. Northwest Technical College reserves the right to cancel courses due to low enrollment or unforeseen circumstances (a full refund will be granted).

NORTHWEST
TECHNICAL COLLEGE
BEMIDJI, MINNESOTA



A MEMBER OF THE MINNESOTA STATE COLLEGES
AND UNIVERSITIES SYSTEM

Northwest Technical College is an equal opportunity and affirmative action institution that does not discriminate on the basis of race/ethnicity, color, religion, sex, including marital status, national origin, ancestry, age, sexual orientation, disability, or veteran status in its admission, employment practices, education program or other related activities.

REGISTRATION FORM

Northwest Technical College, Attn: Custom College Division
 905 Grant Avenue SE, Bemidji, MN 56601
 Tel: 218-333-6656 Fax: 218-333-6683

Date: ____/____/____

Student Information: Please print clearly – certificates will be created as name appears below:

Name _____
 Last First MI (previous name if applicable)

Home Address _____

City _____ State _____ Zip _____

Home Phone _____ Work/Cell Phone _____

Email Address _____

Resident of MN? Yes No County _____

Request for Confidential Information: Providing the following information is voluntary. This information is used only to assist Minnesota State Colleges and Universities in evaluating learner recruitment and retention policies. (Your Social Security number must be provided in order for you to claim tax deductions under Hope Scholarship and Life-Log Learning tax laws.)

Social Security #: _____ Birthdate _____ Gender: Male Female

Race and Ethnic Background (select any that apply):

- Unknown White Black or African American American Indian or Alaska Native
 Hispanic or Latino Asian Native Hawaiian/or other Pacific Islander

Course Registration Information: These are non-credit courses; financial aid is not applicable. **PAYMENT MUST ACCOMPANY THE REGISTRATION FORM.** Registrations will be processed on a first come-first served basis. Class sizes are limited, so early registrations are encouraged. Your class reservation is confirmed by payment of fee. No written confirmations are sent. You will receive a 100% refund if you withdraw two business days prior to the first class, no refunds after that. No refunds for a one-session class, one-day seminar or workshop without a two-day prior notice to the class. A full refund will be made if the course is cancelled.

Course Name	Course Date	Fee
Total Fee		\$

PAYMENT TYPE: (payment, purchase order, or billing information must accompany registration)

- Check Enclosed (make check payable to Northwest Technical College)
 Cash
 Bill my Employer (PO # _____)

Credit Card

Company Name: _____ Type: VISA MasterCard Discover
 Address: _____ Credit Card Number: _____
 City: _____ Expiration Date: _____
 State: _____ Zip: _____ Name on Card: _____

If you have any questions, please contact our office at 218-333-6656 or 1-800-942-8324 ext. 6656.

NORTHWEST

TECHNICAL COLLEGE
BEMIDJII, MINNESOTA



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