

Schedule of Classes

ACCOUNTING

Spreadsheets, Beginning (1 cr.) 10-101-145

Covers developing, constructing and printing basic business-related worksheets and reports using spreadsheet software. Students create, modify and print various charts based on worksheet data. COREQ: MS Office Suite, Intro (10103120) or Microcomputer Applications (10107150).

10177	6/12 - 8/11	IND	Clintonville Regional Center Flexible	\$147.85
			Txt	

Spreadsheets, Intermediate (1 cr.) 10-101-152

Covers developing and editing business-related worksheets. Students examine various functions such as If, Round, Sum, Average and Pmt. They also use Data Tables, Goal Seek, Scenarios and Solver to assist in decision making. COREQ: Spreadsheets, Beginning (10101145).

10176	6/12 - 8/11	IND	Clintonville Regional Center Flexible	\$147.85
			Txt	

AGRICULTURE

Ag Commodities and Marketing (3 cr.) 30-090-391

Addresses techniques and concepts necessary for creating and implementing ag marketing on an operation. Topics include marketing strategies, ag commodity marketing, direct marketing, risk management and regulatory policies.

10412	6/12 - 5/18	LAB	Clintonville Regional Center Flexible	\$399.45
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Farm Business, Operating a (3 cr.) 30-090-381

Focuses on management skills and concepts that first-year students need to continue farming in today's changing technology. Emphasis is given in establishing and recording farm business records and family goals. Students will organize and maintain farm business records and analyze them to make sound farm management decisions. Entire farming operation is assessed and plans are developed for future needs and goals. Classes are held throughout the year and include classroom and on-farm instruction.

10409	6/12 - 5/18	LAB	Clintonville Regional Center Flexible	\$399.45
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Farm Records and Business Analysis (3 cr.) 30-090-386

Covers the practical use of a farm record system in managing the farm and financial analysis. Topics include the establishment of farm business goals, selection and use of farm credit, farm business arrangements, farm estate planning, and farm income taxes. Use of computers and/or computer records and financial analysis of farm business and finance strategy to meet the students' needs. Production and financial decisions will be based on students' farm business analysis. Classes are held throughout the year, and include classroom and on-farm instruction.

10410	6/12 - 5/18	LAB	Clintonville Regional Center Flexible	\$399.45
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Farm Transitions (3 cr.) 30-090-390

Focuses on different methods and options for transferring a farm or setting up a new farm business enterprise. Topics include family communications, business entities, business principles, business planning, retirement planning, transfer planning and expansions.

10411	6/12 - 5/18	LAB	Clintonville Regional Center Flexible	\$399.45
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BABYSITTING

Home Alone Baby Sitting Safety 47-531-487

Teaches the babysitter how to deal with crying, tantrums, bedtime issues, how to provide a safe environment and first aid emergencies. Infant/Child CPR and choking are also taught. Students receive a certificate of completion.

10221	7/28 - 7/28	CLS	Clintonville Regional Center F 8:00 AM-4:00 PM	\$35.87 (62+) \$9.80
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BARTENDING/RESPONSIBLE BEVERAGE SERVICE

Responsible Beverage Service 47-311-400

Provides the training required by Section 125 of the 1989 Wisconsin Act 253. It is designed for owners/operators in the food and beverage industry. A certificate is awarded to students completing the course with at least an 80% score on the post-test. Attendance is required for the entire scheduled class.

10713	6/9 - 6/9	IVC	Clintonville Regional Center F 8:00 AM-Noon	\$25.00 (62+) \$11.96
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10725	6/20 - 6/20	IVC	Clintonville Regional Center Tu 5:00-9:00 PM	\$25.00 (62+) \$11.96
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10719	7/14 - 7/14	IVC	Clintonville Regional Center F 8:00 AM-Noon	\$25.00 (62+) \$11.96
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10737	7/18 - 7/18	IVC	Clintonville Regional Center Tu 5:00-9:00 PM	\$25.00 (62+) \$11.96
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COMMUNICATIONS

Oral/Interpersonal Comm (3 cr.) 10-801-196

Focuses on developing various communication skills including speaking and listening. Students practice intrapersonal/interpersonal and nonverbal communication skills through oral presentations, group activities and written projects. PREREQ: ACCPL Reading >= 54 & Sentence >= 83 OR ACT (Read/Engl) >= 18 OR Program Prep OR Not pursuing a degree.

10053	6/13 - 8/10	IVC	Clintonville Regional Center TuTh 12:30-3:20 PM	\$434.55 Txt
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Written Communication (3 cr.) 10-801-195

Teaches the writing process which includes prewriting, drafting and revising. Through writing assignments, students analyze audience and purpose, research and organize ideas, and format and design documents based on subject matter and content. Class sessions and assignments involve giving oral presentations and using computers. PREREQ: ACCPL Reading >= 54 & Sentence >= 83 OR ACT (Read/Engl) >= 18 OR Program Prep OR Not pursuing a degree.

10057	6/12 - 8/9	IVC	Clintonville Regional Center MW 8:30-11:20 AM	\$434.55 Txt
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Also See: Program Preparation

COMPUTER RELATED

Internet, Intro to 47-103-424A

Demonstrates how to surf the World Wide Web using a browser. Covers creating "favorites," sending e-mail, downloading files, reading and posting newsgroup articles, and the use of online help.

10205	7/17 - 7/26	CLS	Clintonville Regional Center MW 1:00-4:00 PM	\$44.91 Txt (62+) \$5.80
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Introduction to Personal Computers-12 Hrs 47-103-495A

Covers fundamental operations of computers and associated terminology; also introduces Windows operating system as well as word processing, spreadsheets and graphics.

10204	6/19 - 6/28	CLS	Clintonville Regional Center MW 1:00-4:00 PM	\$44.91 (62+) \$5.80
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Also See: Office Skills

COMPUTER SOFTWARE

MS Access Intermediate (1 cr.) 10-103-187

Presents the intermediate features of Microsoft Access 2016. Learners design the structure of tables; build relationships; create advanced queries, forms and reports; and use Access tools and manage objects. Learners automate, customize, secure and integrate Access data.

10170	6/12 - 8/11	IND	Clintonville Regional Center Flexible	\$147.85 Txt
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MS Access Introduction (1 cr.) 10-103-182
Presents the basic features of Microsoft Access 2016. Learners enter and edit data in tables, create and apply queries, produce reports and forms, import and export data, and integrate Access data with other programs.

10169	6/12 - 8/11	IND	Clintonville Regional Center Flexible	\$147.85	Txt
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MS Excel Intermediate (1 cr.) 10-103-186
Presents intermediate features of MS Excel 2016. Learn how to use financial and lookup functions, define names, validate data, and audit worksheets; manage large workbooks and use advanced sorting and filtering; and creating charts, diagrams, and templates.

10175	6/12 - 8/11	IND	Clintonville Regional Center Flexible	\$147.85	Txt
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MS Excel Introduction (1 cr.) 10-103-181
Presents basic features of Microsoft Excel 2016. Learners develop basic skills to create, edit, and format worksheets; use functions; set print options; add visual elements; work with multiple worksheets, tables, and other file formats; and integration with Word.

10174	6/12 - 8/11	IND	Clintonville Regional Center Flexible	\$147.85	Txt
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MS PowerPoint Intermediate (1 cr.) 10-103-185
Presents intermediate level features of Microsoft PowerPoint 2016. Learns focus on creating templates and reviewing, publishing, comparing, combining, and protecting presentations; applying advanced graphic techniques and inserting audio and video; and delivering a presentation.

10173	6/12 - 8/11	IND	Clintonville Regional Center Flexible	\$147.85	Txt
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MS PowerPoint Introduction (1 cr.) 10-103-183
Presents the basic features of Microsoft PowerPoint 2016. Learners create, edit and animate presentations, work with tables, charts, graphics, and custom shows, and learn to integrate, share and protect presentations.

10172	6/12 - 8/11	IND	Clintonville Regional Center Flexible	\$147.85	Txt
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MS Word Intermediate (1 cr.) 10-103-184
Presents intermediate level features of Microsoft Word 2016. Learns focus on functions to format, customize and proof documents, automate and customize formatting, navigate in a document, insert special features and references, create specialized tables and indexes, work with shared documents, and protect and prepare documents.

10168	6/12 - 8/11	IND	Clintonville Regional Center Flexible	\$147.85	Txt
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MS Word Introduction (1 cr.) 10-103-180
Presents the basic features of Microsoft Word 2016. Learners create, edit, and save documents, format characters, paragraphs, pages and documents, and apply special features when formatting.

10167	6/12 - 8/11	IND	Clintonville Regional Center Flexible	\$147.85	Txt
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COMPUTER SOFTWARE - MICROSOFT

Microsoft Word-12 Hrs 47-103-490B
Learn the capabilities and features of Microsoft Word.

10206	7/31 - 8/9	CLS	Clintonville Regional Center MW 1:00-4:00 PM	\$44.91 (62+) \$5.80	Txt
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MS Office Suite, Introduction (2 cr.) 10-103-120
Provides an opportunity to gain technical skills employers are seeking, by using the features in Outlook, Word, Excel, and PowerPoint. Through hand-on course work, students will be able to integrate Word, Excel and PowerPoint.

10163	6/12 - 8/11	IND	Clintonville Regional Center Flexible	\$291.20	Txt
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Also See: Office Skills

CPR & FIRST AID

See: Emergency Medical & CPR

EMERGENCY MEDICAL & CPR

AHA BLS Provider CPR 47-531-401

Previously known as Healthcare Provider, this course certifies individuals in 1 and 2 rescuer CPR/AED for adult/child/infant, bag-mask techniques for adult/child/infant, rescue breathing for adult/child/infant, relief of choking for adult/child/infant, and introduction to CPR with an Advanced Airway. Upon completion, students are emailed an American Heart Association BLS Provider CPR e-Card with two-year certification.

10322	6/6 - 6/6	CLS	Clintonville Regional Center Tu 5:00-9:30 PM	\$35.35 (62+) \$15.80	Txt
10324	7/15 - 7/15	CLS	Clintonville Regional Center Sa 8:00 AM-12:30 PM	\$35.35 (62+) \$15.80	Txt
10323	7/27 - 7/27	CLS	Clintonville Regional Center Th 5:00-9:30 PM	\$35.35 (62+) \$15.80	Txt
10666	6/24 - 6/24	CLS	New London Adult Ed & Fam Lrng Sa 8:00 AM-12:30 PM	\$35.35 (62+) \$15.80	Txt

AHA BLS Provider Update 47-531-401A

Previously known as Healthcare Provider Renewal, this course updates certified individuals in 1 and 2 rescuer CPR/AED for adult/child/infant, bag-mask techniques for adult/child/infant, rescue breathing for adult/child/infant, relief of choking for adult/child/infant, and introduction to CPR with an Advanced Airway. Upon completion, students are emailed an American Heart Association BLS Provider CPR e-Card with two-year certification. Must have current BLS Provider CPR certification to enroll in this course.

10325	6/6 - 6/6	CLS	Clintonville Regional Center Tu 5:00-9:30 PM	\$28.84 (62+) \$15.80	Txt
10326	7/15 - 7/15	CLS	Clintonville Regional Center Sa 8:00 AM-12:30 PM	\$28.84 (62+) \$15.80	Txt
10327	7/27 - 7/27	CLS	Clintonville Regional Center Th 5:00-9:30 PM	\$28.84 (62+) \$15.80	Txt
10672	6/24 - 6/24	CLS	New London Adult Ed & Fam Lrng Sa 8:00 AM-12:30 PM	\$28.84 (62+) \$15.80	Txt

CPR - Heartsaver AED and First Aid 47-531-483

Teaches and evaluates CPR/AED for adult, rescue breathing for adult, and relief of choking for adult and basic first aid until an ambulance arrives. Students are emailed an American Heart Association Heartsaver CPR/First Aid e-Card with two-year certification.

10329	7/13 - 7/13	CLS	Clintonville Regional Center Th 5:00-10:00 PM	\$35.35 (62+) \$15.80	Txt
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First Aid Seminar 47-531-450

Presents and evaluates basic first aid skills necessary to care for the ill and injured until medical help arrives. The course is designed for the layperson. Students receive an American Heart Association First Aid card with two-year certification.

10330	7/13 - 7/13	CLS	Clintonville Regional Center Th 5:00-8:00 PM	\$22.84 (62+) \$9.80	Txt
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MATHEMATICS

College Mathematics (3 cr.) 10-804-107

Designed to review and develop fundamental concepts of mathematics pertinent to the areas of arithmetic and algebra; geometry and trigonometry; and probability and statistics. Special emphasis is placed on problem solving, critical thinking and logical reasoning, making connections, and using calculators. PREREQ: ACCPL Arithmetic \geq 65 OR ACT Math \geq 18 OR Program Prep OR Not enrolled in a program.

10102	6/12 - 8/9	IND	Clintonville Regional Center MW 8:30-11:20 AM	Txt	\$434.55
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College Technical Math 1A (3 cr.) 10-804-113

Included topics are solving linear, quadratic, and rational equations; graphing; formula rearrangement; solving systems of equations; percent; proportions; and operations on polynomials. Emphasis will be on the application of skills to technical problems. Successful completion of College Technical Math 1A and College Technical Math 1B is the equivalent of College Technical Math 1. PREREQ: ACCPL Arithmetic \geq 65 OR ACT Math \geq 18 OR Program Prep OR Not pursuing a degree.

10098	6/12 - 8/9	IND	Clintonville Regional Center MW 8:30-11:20 AM	Txt	\$434.55
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College Technical Math 1B (2 cr.) 10-804-114

Continuation of College Technical Math 1A. Topics include measurement systems; computational geometry; right and oblique triangle trigonometry; and trigonometric functions on the unit circle. Emphasis will be on the application of skills to technical problems. Successful completion of College Technical Math 1A and College Technical Math 1B is the equivalent of College Technical Math 1. PREREQ: College Technical Math 1A (10804113).

10125	6/12 - 8/7	IND	Clintonville Regional Center M 8:30 AM-12:20 PM	Txt	\$291.20
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College Technical Math 2 (4 cr.) 10-804-116

Included topics are vectors; trigonometric functions and their graphs; identities; exponential and logarithmic functions and equations; radical equations; equations with rational exponents; dimension of a circle; velocity; sine and cosine graphs; complex numbers in polar and rectangular form; trigonometric equations; conic sections; and analysis of statistical data. Emphasis will be on the application of skills to technical problems. PREREQ: College Technical Math 1 (10804115) or College Technical Math 1B (10804114).

10131	6/12 - 8/9	IND	Clintonville Regional Center MW 8:30 AM-12:20 PM	Txt	\$577.90
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Industrial Maintenance Math (2 cr.) 31-804-308

Focuses on a wide range of calculation skills using a scientific calculator with an algebraic-entry method. Topics include elementary calculator operations, scientific notation, formula evaluation, measurement systems, rules of estimation and right trigonometry.

10137	6/12 - 8/9	IND	Clintonville Regional Center MW 8:30 AM-12:20 PM	Txt	\$291.20
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Math for the Trades (2 cr.) 31-804-307

Focuses on the math skills needed for various trades. Topics include arithmetic fundamentals, percent and proportion applications, the metric system, conversions, practical geometry, measurement applications, signed numbers and formula evaluation. Micrometer, equation solving and standard rule measurement units are included as needed. Scientific calculator use is introduced as needed.

10143	6/12 - 8/9	IND	Clintonville Regional Center MW 8:30 AM-12:20 PM	Txt	\$291.20
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Math w Business Apps (3 cr.) 10-804-123

Covers real numbers, basic operations, linear equations, proportions with one variable, percents, simple interest, compound interest, annuities, applying math concepts to the purchasing/buying process, applying math concepts to the selling process, and basic statistics with business/consumer applications. PREREQ: ACCPL Arithmetic \geq 65 OR ACT Math \geq 18 OR Program Prep OR Not pursuing a degree.

10114	6/12 - 8/9	IND	Clintonville Regional Center MW 8:30-11:20 AM	Txt	\$434.55
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Also See: Program Preparation

OFFICE SKILLS

Keyboarding Speed Development (1 cr.) 10-106-112

Focuses on improving typing speed and accuracy through the use of skill-building software. Introduces data entry using the numeric keypad.

10165	6/12 - 8/11	IND	Clintonville Regional Center Flexible	Txt	\$147.85
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Office Desktop Publishing: MS Publisher (1 cr.) 10-106-102

Develops skills for working with different types of office documents such as brochures, newsletters and reports. Introduces page layout, graphics, styles and fonts.

10171	6/12 - 8/11	IND	Clintonville Regional Center Flexible	Txt	\$147.85
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Practical Office Software (1 cr.) 10-106-183

Explore how to use Microsoft Office software in the office. Focus will be on basic features and concepts associated with the software.

10166	6/12 - 8/11	IND	Clintonville Regional Center Flexible	Txt	\$147.85
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PHOTOGRAPHY

Sports Photography 60-306-6050

Covers the essentials of photographing sports from the sidelines, court, or dugout. Gain techniques that will enable you to shoot like a pro regardless of your camera. Learn about lens types, composition, lighting, working in the elements, and proper care of equipment. Includes trip to local sporting event for a practice shoot!

10207	7/18 - 7/19	CLS	Clintonville Regional Center TuW 5:30-8:30 PM		\$30.57 (62+) \$28.09
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PROGRAM PREPARATION

Introduction to College Writing (3 cr.) 10-831-103

Introduces basic principles of composition including organization, development, unity, and coherence in paragraphs and multi-paragraph documents. This course does not count toward program degree completion.

10049	6/12 - 8/9	IVC	Clintonville Regional Center MW 12:30-3:20 PM	Txt	\$434.55
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Pre-Algebra (3 cr.) 10-834-109

Provides an introduction to algebra. Includes operations on real numbers, solving linear equations, percent and proportion, and an introduction to polynomials and statistics. This course does not count toward program degree completion.

10153	6/12 - 8/9	IND	Clintonville Regional Center MW 8:30-11:20 AM	Txt	\$434.55
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SOCIAL SCIENCE

Economics (3 cr.)

10-809-195

Provides a foundation of economic concepts and institutions so that students can apply economic thinking to their own decisions as consumers, employees and citizens in a market-oriented economic system. Topics include supply and demand, employment, prices and production, fiscal policy, monetary policy, market structures, and international trade and finance. PREREQ: ACCPL Reading ≥ 54 & Sentence ≥ 83 OR ACT (Read/Engl) ≥ 18 OR Program Prep OR Not pursuing a degree.

10215 6/12 - 8/9 IVC Clintonville Regional Center \$434.55
MW 5:30-8:20 PM Txt

Intro to Psychology (3 cr.)

10-809-198

Focuses on the theoretical foundation of human functioning and looks at learning, motivation, emotions, personality, deviance and pathology, physiological factors and social influences. Students consider the complexities of human relationships in personal, social and vocational settings. PREREQ: ACCPL Reading ≥ 54 & Sentence ≥ 83 OR ACT (Read/Engl) ≥ 18 OR Program Prep OR Not pursuing a degree.

10211 6/13 - 8/10 IVC Clintonville Regional Center \$434.55
TuTh 8:30-11:20 AM Txt

Intro to Sociology (3 cr.)

10-809-196

Focuses on the basic concepts of the intercultural discipline of sociology. Emphasis is placed on culture, socialization and social stratification. The course also looks at five institutions: family, politics, economics, religion and education. Additional topics include demography, deviance, technology, environmental social issues, and social change and organization. PREREQ: ACCPL Reading ≥ 54 & Sentence ≥ 83 OR ACT (Read/Engl) ≥ 18 OR Program Prep OR Not pursuing a degree.

10219 6/13 - 8/10 IVC Clintonville Regional Center \$434.55
TuTh 8:30-11:20 AM Txt

WELDING & METALS

SMAW/GMAW Basic

47-442-441

Emphasizes flat to horizontal welding positions covering the basic joints--tee, lap, butt, corner, etc. Also covers the different welding wire and welding electrodes to be used. Safety, power source setup and operation are discussed.

10119 6/5 - 6/28 CLS Clintonville High School \$143.69
MW 5:30-9:00 PM (62+) \$45.93

WRITING

See: Communications