

Winter-Spring
January - May 2008

Continuing Education Customized Training

PERSONAL INTEREST

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PROFESSIONAL DEVELOPMENT

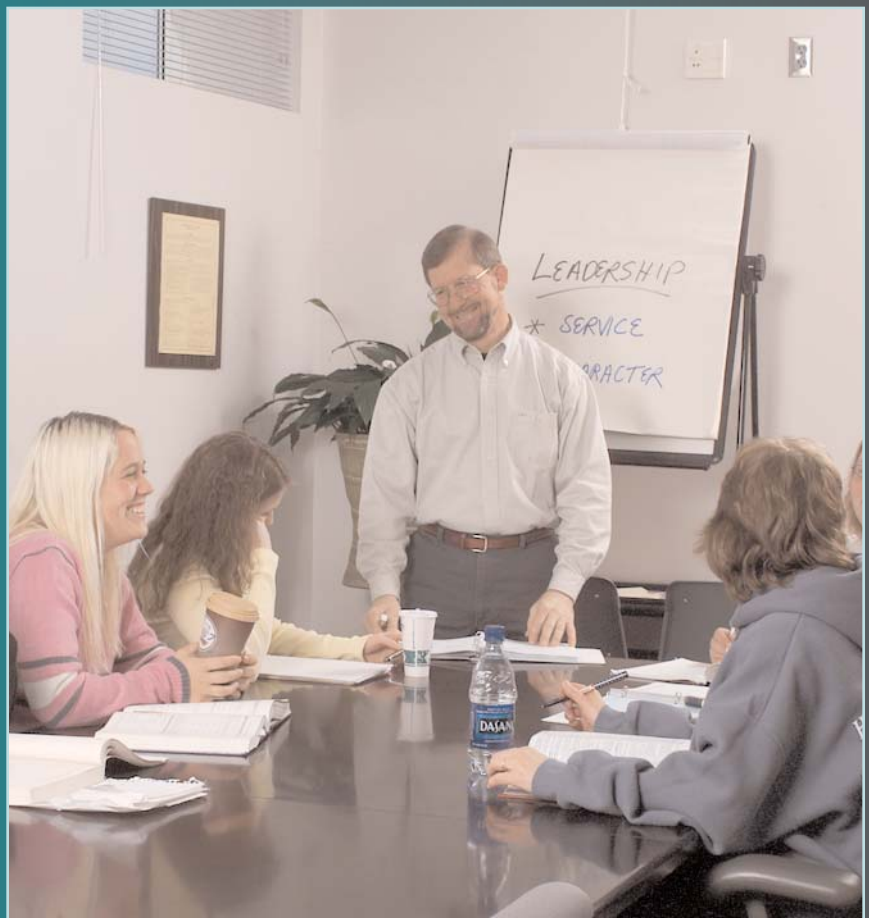
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An Equal Opportunity Educator and Employer

Workforce and Community Development Division

2101 Trinity Road, Duluth MN 55811

Phone: 218.723.4781 www.lsc.edu/continuingeducation



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Welcome to the Center for Lifelong Learning



**Harry S. Cottrell, Manager
Center for Lifelong Learning**

With the advent of the New Year, thoughts turn to resolutions, prospects for learning and adding new dimensions to our lives. Our Continuing Education program has a variety of courses to consider in meeting your personal and professional goals.

Want to develop your creative side? Consider Fiber Art and Basketry classes. Are you craving travel and speaking another language? Our interactive Italy online class might feed your soul. Do you want to

fulfill your life list and run a marathon? Our online Grandma's Marathon and Half-Marathon course will help develop your training program. Spent too much over the holidays? Enroll in Common Cents: The Money Class to tame the spending gremlins and develop a budget. Are you challenged by your latest electronic "toy"? Gadgets Made Easy will get that gadget out of the box and into use.

Our Business and Professional Development selections provide opportunities to develop skills for leadership, supervision, writing and personal improvement. Other classes in Welding, Boiler License Test Prep, Real Estate and Food Service offer opportunities to expand your professional and technical skills. A complete listing of our Winter-Spring offering is included in this brochure.

Classes take place in a stimulating and friendly learning environment. Instructors are industry experts, bringing practical hands-on experience to the classroom. I encourage you to find the perfect class for you.

Best wishes for a new year of learning,

A handwritten signature in black ink that reads "Harry S. Cottrell". The signature is written in a cursive, flowing style.

Personal Interest

ART

DISTINCTIVE FIBERS

What for centuries was a utilitarian craft is now a world-recognized art form. Through a simple, hands-on project, the elements of design and the aesthetic creative process of using a simple thread will be explored. During the course, you will be using a rug-punch tool to create a fun and functional Punch Rug. Fee: \$52 (includes rug-punch tool) plus materials*

WDCE 1839-01

Tuesdays & Thursdays, Jan 8, 10, 15; 6:00 - 8:30 pm

Location: Art Bldg, 2202; Instructor: Cherie Hamilton

*Materials: Six skeins acrylic yarn, 3.5 oz, 170 yds. (3-4 colors); embroidery needle; two small skeins of embroidery floss; one yard of medium weave burlap; and a black marker.

WEAVING & BASKETRY

In this fiber course you will learn the traditional Native American technique of coil basketry, where a type of stitch is fastened to interlock the coils together. You will create contemporary and individual designs using color raffia, yarn and beads to produce a functional basket. Fee: \$49 plus materials*

*Materials: 1lb of Fiber Rush (purchased from instructor \$7.00), one large yarn needle, three (3.5 oz) skeins of yarn (acrylic or wool), and embellishments of beads, feathers, or bells.

WDCE 1840-01

Tuesdays & Thursdays, Feb 26, 28, Mar 4; 6 - 8:30 pm

Location: Art Bldg, 2202; Instructor: Cherie Hamilton

GREAT GADGETS

GADGETS MADE EASY

Did you receive a new Blackberry, digital camera or MP3 player for a gift and still haven't figured it out? Do the words upload, sync and toggle make your eyes glaze over? This class is for you – we will deal in “any” new electronic gadget (phone, MP3, PDA, camera, printer or DVR). Bring it in and learn all about its features and how to use it at work or play.

Fee: \$49 Location: S1981; Instructor: Don Bremer

WDCE 1832-01

Monday, Feb 4; 6 - 9 pm

WDCE 1832-02

Friday, Jan 25; 9 am - Noon

WDCE-1832-03

Friday, Mar 7; 9 am - Noon



Motorcycle Classes begin April 18.

Lake Superior College offers courses for beginners and experienced riders. All courses are conducted by MSF-Certified Rider Coaches using curriculum developed by the Motorcycle Safety Foundation (MSF).

Basic Rider Course

This course consists of 14.5 hours and is designed to teach basic motorcycle operational skills and advanced skills such as swerving, braking and cornering, and street riding strategies. Morning and evening classes available as well as Friday/ Saturday/Sunday options or two day-time classes. Fee: \$160

Experienced Rider Course

For individuals with riding experience but looking for advanced handling techniques and riding strategies. Fee for seven-hour: \$75 or \$55 for five-hour course.

Street Smarts

Street Smarts is an important step in your evolution as a motorcyclist. Riders should take this course during their first year of riding, and once every two to three years after that. Offered twice: June 21 or September 14. Fee: \$55

For Motorcycle Registration Information Contact:

Gail Wahlberg at 218.733.5914 or Fred Lyon at 218.733.5918. Information is also available at www.motorcyclesafety.org.

FINANCIAL PLANNING

COMMON CENTS: THE MONEY CLASS

This eight-hour course is designed to help participants and families by teaching economic empowerment skills and financial knowledge using a learning-circle group method. It is not intended to provide any specific legal, tax, or investment advice for individual situations, but is a road map and resource to help people find their way to financial well-being. Four cornerstones of financial education will be covered: Budgeting to create savings, debt reduction and asset building, building a good credit rating, and working with consumer protection & financial institutions. The class includes comprehensive materials, assistance with getting credit reports and an individualized session with the instructor. Fee: \$30 (.8 CEUs)

WDCE 1829-01

Tuesdays, Mar 4, 11, 18, 25; 6 - 8 pm

Location: E2158; Instructor: Lee Dietrich

PASSPORT TO RETIREMENT: PLANNING FOR A COMFORTABLE RETIREMENT

This course was developed to help individuals learn more about planning for a comfortable retirement. It is designed to provide the tools necessary to make more informed decisions regarding your financial future. It will help individuals assess the costs of retirement, set realistic retirement goals, identify sources of income, invest for the future, manage joint taxes, protect wealth and assets and manage estate distribution to provide for family and heirs. Fee: \$49 (.75 CEUs)

WDCE 1810-01

Tuesdays, Mar 25, Apr 1, Apr 8; 6:30 pm - 9 pm

Location: E2462; Instructor: Rick Sall

FITNESS

GRANDMA'S MARATHON TRAINING

This introduction course will cover many aspects of training for a marathon including basic training principles, basic sports, physiology, nutrition, equipment selection and race strategy. Course consists of 84 hours, averaging seven hours per week. Access to the Internet is a requirement. A password is issued upon registration. Fee: \$150

WDCE 1820-01 (ONLINE)

Mar 17 – Jun 21

Location: W1650; Instructor: Katie Koski



How's your delivery?

Polish your Presentation & Facilitation Skills

Lake Superior College has just the course you are looking for to improve your public speaking skills and make a lasting impact. Leading Effective Training Sessions will help you enliven your delivery and gain new confidence in your ability to transfer knowledge. You will be amazed how learner interest increases. For details, see page 6.

LANGUAGE

Learn Italian through a Virtual Gateway to Italy

More than a traditional language course, this includes a virtual trip to Italy via the Internet. News and information from Italy will serve to teach grammar, pronunciation and the nuances of day-to-day conversation. Course consists of three hours each week, one hour of online instruction and two hours of self-study. The instructor, Tommaso Forosetti, is a native Italian who makes his home in Florence. He was a visiting instructor of Italian language at LSC this past fall and continues his teaching via the Internet. Fee: \$179 plus headset (\$25). Computer with high-speed Internet connection required. (3.6 CEUs)

WDCE 1831-01 (ONLINE)

Mondays, Jan 28 – Apr 30; 6 - 8 pm

Location: LSC Computer Lab or Home Computer; Instructor: Tommaso Forosetti

poi vediamo!

butta la pasta!

pronto!



Italy is calling you...

Center for Lifelong Learning at Lake Superior College

The Center for Lifelong Learning specializes in assisting adult learners achieve their career goals by providing learning opportunities to meet their varying educational needs.

Continuing Education

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Cathy Bennett, Credit for Prior Learning & High School Connections, 218.723.2393, c.bennett@lsc.edu

Learn more
today!

Earn Credit for What you Already Know!

Lake Superior College's Credit for Prior Learning enables adult learners to earn college credit for demonstrating learning occurring through prior work, education and life experiences. If you have five-plus years of relevant experience and a desire to continue your academic education this may be an option for you. To learn more, call Lake Superior College Center for Lifelong Learning at 218.723.2393 or visit our website at www.lsc.edu/lifelonglearning.

LEADERSHIP AND PERFORMANCE MANAGEMENT

ESSENTIALS OF LEADERSHIP

The essence of being an effective leader lies in establishing good interpersonal work relationships and having the ability to spark action in others. This four-hour foundation course teaches participants how to get results through people. Learners acquire a set of proven interaction skills key to meeting today's challenges and realize their role as a catalyst leader who inspires others to act. Fee: \$99 (.4 CEUs) Room: S1981; Instructor: Linda Mathiasen

WDCE 1800-01

Wednesday, Jan 16; 8 - Noon

WDCE 1800-02

Wednesday, Mar 5; 8 - Noon

WDCE 1800-03

Wednesday, Apr 16; 8 - Noon

CUSTOMER SERVICE, GLAD I COULD HELP

This course will equip you to handle difficult telephone calls and face-to-face confrontations without getting rattled. Skills to work through misunderstandings, misinformation and frustration over policies and practices while helping angry customers, external and internal to your organization, feel heard and valued in the process will be included. Customers will feel positive about the employee, the organization and the way they have been treated—ultimately creating long-term customer loyalty. Fee: \$99 (.35 CEUs) Location: S1981; Instructor: Linda Mathiasen

WDCE-1807-01

Wednesday, Feb 6; 12:30 - 4 pm

WDCE-1807-02

Wednesday, Feb 27; 12:30 - 4 pm

LEADING EFFECTIVE TRAINING SESSIONS

Whether you train people one at a time or speak in front of large groups, your ability to transfer knowledge is crucial to your professional and organizational success. Enliven your delivery, increase learner interest and retention and build skill and confidence in your facilitation skills. A review of adult learning principles and their application and how to accommodate each learning style reminds trainers of the importance of each participant's needs. Fee: \$99 (.9 CEUs)

WDCE 1806-01

Tuesday, Mar 25, Thursday, Mar 27, Tuesday, Apr 1; 6 - 9 pm

Location: S1981; Instructor: Barb Jones

DIVERSITY IN THE WORKFORCE

For the first time in recent history, there are four generations of employees active in the workforce. The potential for misunderstanding, frustration and conflict puts increasing pressure on productivity. Geared for all employee levels, participants in this four-hour course will gain insights, strategies and skills that help minimize generational as well as cultural conflict and strengthen collaboration. Fee: \$69 (.35CEUs) Location: S1981; Instructor: Linda Mathiasen

WDCE1805-01

Tuesday, Jan 29
8 - Noon

WDCE1805-02

Thursday, Feb 7
8 - Noon

WDCE1805-03

Tuesday, Apr 22
8 - Noon

Did you Know?

Today's workforce has four generations—a first in history. It brings opportunities and challenges. Diversity in the Workforce has the skills you want to possess.



Development

IMPROVING PERSONAL PRODUCTIVITY

Are you less productive because of constant interruptions or tendencies to procrastinate? Improving Personal Productivity gives individuals the skills they need to increase their productivity while decreasing stress levels through new, more productive work habits. Fee: \$99 (.3CEUs)

Location: S1981; Instructor: Barb Jones

WDCE 1802-01

Thursday, Feb 21; 8 - Noon

WDCE 1802-02

Thursday, Mar 6; 8 - Noon

MAKING MEETINGS WORK

Many people say they hate meetings, but what they really dislike are non-productive, poorly run meetings. Meetings are a great tool for achieving business results when the right people meet with a clear purpose and agenda. This course helps people save time and resources by leading meetings that support business needs. Fee: \$99 (.4 CEUs) Location: S1981; Instructor: Barb Jones

WDCE 1803-01

Tuesday, Jan 29; 8 - Noon

WDCE 1803-02

Tuesday, Feb 26; 5:30 - 9:30 pm

RESOLVING CONFLICT

This course teaches leaders how to recognize that a conflict is escalating and minimize damage by using the most appropriate resolution tactic--regardless of which stage a conflict is in. Leaders also learn the true cost of conflict to an organization and skills for handling even the most challenging conflict-related discussions effectively. Fee: \$99 (.4 CEUs)

WDCE 1804 Prerequisite: Essentials of Leadership (offered on pg. 6)

Wednesday, Mar 19; 8:00 - Noon

Location: S1981; Instructor: Linda Mathiasen

GETTING STARTED AS A NEW LEADER

This course arms new supervisors and managers with the knowledge and skills they need to confront the challenges associated with getting their footing—and getting results more quickly—in their new leadership role. They learn how to focus their time and efforts on tasks important to the organization's success. New leaders learn an approach that will accelerate their ability to achieve results through others. Fee: \$99 (.4 CEUs) Location: S1981; Instructor: Barb Jones

WDCE 1808-01

Tuesday, Jan 22; 8 - Noon

WDCE 1808-02

Tuesday, Feb 19; 6 - 10 pm

WDCE 1808-03 Tuesday, Mar 18; 8 - Noon

Is Leadership Training for You?

Have you recently accepted more responsibilities, added more staff, or seen a clash of personalities and work styles? If you said yes to any of these, then we have the answer for you.

Lake Superior College partners with Development Dimensions International (DDI) to provide proven curriculum. Taught by certified instructors, dynamic and interactive courses cover a variety of leadership skills.

Get Lasting Results

A recent Leadership Forecast shows organizations with high-quality leadership development programs achieve superior business performance.

Points of Interest:

- * Strategy execution is increased 22% with strong leadership
- * Only three of ten leaders have the qualities to be successful.
- * Confidence in frontline leaders is lower than other leadership levels.
- * Only half of leaders are satisfied with their organization's development opportunities.

To learn more about training options for your company, contact Lake Superior College at 218.733.5917. We can help you gain the lasting job-critical competencies and promote positive behavior changes for your organization.

BUSINESS WRITING

STRATEGIES OF SUCCESSFUL WRITERS

This 10-hour course focuses on audience analysis, discovering purpose and examining human motivators and analyzing the process of writing. The goal of this course is writing to get results. Fee: \$89 Location: S1981; Instructor: Robin Fuller

WDCE 1833-01

Wednesdays, Jan 30 – Feb 20; 6:30 - 9 pm

WDCE 1833-02

Wednesdays, Jan 30 – Feb 20; 9:30 am - Noon

REVISING AND EDITING FOR THE PROFESSIONAL

This 10-hour course focuses on the steps successful writing must take to fine tune a message. Paragraph structure, sentence structure, and common errors in grammar and punctuation will be covered. Fee: \$89

Location: S1981; Instructor: Robin Fuller

WDCE 1834-01

Wednesdays, Mar 26 – Apr 16; 6:30 - 9 pm

WDCE 1834-02

Wednesdays, Mar 26 – Apr 16, 9:30 am - Noon

EMAIL – (Did I write that?)

The goal of this 2.5-hour course is to improve and enhance your email writing skills to become an effective business communicator. Practical applications will focus on audience, purpose, the 10 c's of email writing, troubleshooting special situations, and the difference between this unique business form and traditional forms. Participants will develop confidence in their ability to communicate effectively through email. Fee: \$49 Location: S1981; Instructor: Robin Fuller

WDCE 1835-01

Wednesday, Feb 27; 6:30 - 9 pm

WDCE 1835-03

Wednesday, Apr 23; 9:30 am - Noon

WDCE 1835-02

Wednesday, Mar 12; 6:30 - 9 pm

WDCE 1835-04

Wednesday, Apr 30; 9:30 am - Noon



SUPERVISORY MANAGEMENT

Accelerated AAS Degree

Convenient evening classes for working adults

Spring Semester Cohort Starts January

Call or email today!

Mike Pflepsen
218-733-7698
m.pflepsen@lsc.edu

SMGT1445 Accelerated Leadership Strategies 2 Credits

SMGT1400 Supervisory Leadership 3 Credits

SMGT1405 Strategies For Personal Leadership 3 Credits

SMGT1415 Leadership Development & Ethics 3 Credits

SMGT1425 Managing Time, Change & Stress 3 Credits

SMGT1455 Leadership Capstone Project 2 Credits

Course descriptions online at www.lsc.edu

EVENING CREDIT COURSES SCHEDULE

Subject	Course	Section	Title	Credits	Time	Day	Dates
ADSC	1621	90	Medical Office Anatomy/Physiology	3	6:00 - 8:50 pm	MW	3/17/2008
ADSC	1610	90	Medical Terminology	3	5:30 - 8:20 pm	MW	1/14/2008
ALTH	1410	90	Medical Terminology	1	6:00 - 6:50 pm	W	1/16/2008
ART	1305	90	Ceramic Workshop	1	6:00 - 7:50 pm	W	1/16/2008
ART	1199	90	Topics in Art: Ceramics Vessel Making	3	5:00 - 9:50 pm	T	1/15/2008
ART	1138	90	Ceramics I	3	5:00 - 9:50 pm	M	1/14/2008
ASTR	1101	75	Intro to Astronomy	4	6:00 - 7:50 pm	T	1/15/2008
BUS	1462	75	Developing a Financial Plan	4	6:00 - 9:00 pm	H	1/15/2008
BUS	1464	75	Developing a Marketing Plan	4	6:00 - 9:00 pm	H	1/17/2008
BUS	1466	75	Developing a Management Plan	4	6:00 - 9:00 pm	H	3/20/2008
BUS	1460	75	Industry Analysis & Business Planning	4	6:00 - 9:00 pm	T	3/18/2008
BUS	1402	90	Principles of Management	3	6:00 - 9:00 pm	H	1/17/2008
BUS	1400	90	Principles of Marketing	3	6:00 - 9:00 pm	T	1/15/2008
CHEM	1210	90	General Chemistry I	5	6:00 - 9:50 pm	MW	1/16/2008
CHEM	1210	90	General Chemistry I	5	6:00 - 7:50 pm	MW	1/14/2008
COMM	1105	90	Interpersonal Communication	3	6:00 - 8:50 pm	M	1/14/2008
ECON	1160	90	Principles of Economics: Micro	3	4:00 - 6:50 pm	T	1/15/2008
ENGL	1109	90	College Composition	3	6:00 - 8:50 pm	W	1/16/2007
ENGL	1106	90	College Composition	3	6:00 - 8:50 pm	W	1/16/2008
ENGL	2000	90	Poetry Writing	3	6:00 - 8:50 pm	T	1/15/2008
ENGL	2132	90	Minnesota Literature	3	6:00 - 6:50 pm	MW	1/14/2008
FIRE	1406	90	Fire I	3	6:00 - 9:50 pm*	W	1/16/2008
FIRE	1560	90	Fire II	3	6:00 - 9:50 pm*	W	1/15/2008
FYE	1000	90	Intro to Lake Superior College	3	6:00 - 8:50 pm	H	1/17/2008
FYE	1000	91	Intro to Lake Superior College	3	6:00 - 8:50 pm	H	1/17/2008
GEOG	2999	75	Geography	3	6:00 - 8:50 pm	H	1/17/2008
HIST	1220	90	History	3	6:00 - 8:50 pm	H	1/17/2008
LGST	1430	90	Leadership	3	6:00 - 8:50 pm	T	1/15/2008
MATH	0470	90	Math	3	6:00 - 8:50 pm	T	1/15/2008
MATH	0460	90	Math	3	6:00 - 8:50 pm	T	1/15/2008
MATH	0450	90	Math	3	6:00 - 8:50 pm	T	1/15/2008
MUSC	1120	90	Music	3	6:00 - 8:50 pm	W	1/16/2008
NUNA	1400	90	Nursing	3	6:00 - 9:00 pm	MW	1/14/2008
NUNA	1400	90	Intro to Nursing/	3	6:00 - 9:00 pm	MW	2/26/2008
NUNA	1400	92	Intro to Nursing/	3	6:00 - 9:00 pm*	MW	3/26/2008
PHIL	1125	90	Logic	3	6:00 - 8:50 pm	W	1/16/2008
PHYS	1202	90	Intro to Physics II	5	6:00 - 8:50 pm	MW	1/14/2008
PHYS	2202	90	General Physics	5	6:00 - 7:50 pm*	T H	1/15/2008
PSCI	1110	90	American Government	3	6:00 - 8:50 pm	W	1/16/2008
PSYC	1120	90	General Psychology	3	5:00 - 7:50 pm	W	1/16/2008
PSYC	1135	90	Human Development	3	5:00 - 7:00 pm	W	1/15/2008
SMFT	1425	90	Managing Time, Change & Stress	3	6:00 - 9:00 pm	T H	4/15/2008
SMFT	1400	90	Supervisory Leadership	3	6:00 - 9:00 pm*	T H	2/12/2008
SMGT	1405	90	Strategies for Personal Leadership	3	6:00 - 9:00 pm*	T H	2/28/2008
SMGT	1415	90	Leadership Development Ethics	3	6:00 - 9:00 pm	T H	3/25/2008
SMGT	1445	90	Accelerated Leadership Strategies	3	6:00 - 9:00 pm	T H	1/15/2008
SMGT	1455	90	Leadership Capstone Project	2	6:00 - 9:00 pm	T H	2/5/2008
SMGT	1455	90	Leadership Capstone Project	2	6:00 - 9:00 pm	T H	5/6/2008
SOC	1114	90	Intro to Criminal Justice	3	6:00 - 8:50 pm	W	1/16/2008
SPAN	1020	90	Beginning Spanish II	5	6:00 - 7:20 pm	M T H	1/14/2008
SPAN	2050	90	Conversational Spanish	3	6:00 - 8:50 pm	T	1/15/2008
THTR	1100	90	Theater Production	1	4:00 - 5:50 pm	T	1/29/2008
THTR	1100	90	Theater Production	1	ARR		1/30/2008

Don't forget to check Lake Superior College's evening classes.

These courses are offered for regular college credit through the traditional college. For details and registration information, call Student Services at 733.7601 or go online to www.lsc.edu.

Certification &

FOOD SERVICE

Food Managers Certification Course & Exam

This Sanitation ServSafe course provides experience to gain knowledge, skills and techniques to meet the Food Manager Certification requirements of the State of Minnesota and Wisconsin Departments of Health. Participants are expected to complete required reading and assignments prior to class so that the classroom experience provides overview and clarification of the subject. Completion of this course includes taking the NA/HHA competency exam which comes with the book. Fee: \$110 plus textbook (.8 CEUs)

WDCE 1826-01

Wednesday, Apr 2, 8 am - 5 pm

Location: E2158; Instructor: Sue Davidson

Food Managers Re-Certification

This course provides four hours of in-service training to qualify participants for renewal of Food Manager's Certification with the Minnesota Department of Health. Fee: \$72 (.4 CEUs)

WDCE 1827-01

Thursday, Apr 3; 9 am - 1 pm

Location: E2158; Instructor: Sue Davidson

Need Specialized Training? Customized Training has the Experts & Tools

Understanding your unique business needs and giving you access to experts and tools is what Lake Superior College's Customized Training Department does best. Our customized training representatives work with small and large businesses to conceptualize and develop training options specific to your business and staff. We offer tremendous value, shortening the time of return on investment while also making it convenient and flexible for your employees. Courses are taught by leaders in business and industry and can be held at the site of your choice including our state-of-the-art training facilities.

What we offer:

- ♦Committed Staff ♦Expert Trainers ♦Tailored Curriculum
- ♦Measurable Results ♦Relevant Topics
- ♦Varied Delivery Methods ♦Flexible Schedule

Current Specialties include: Computer Applications; Employee and Organizational Development; Environmental Health & Safety; Healthcare; Industrial/Manufacturing Certifications and Training; Quality Systems: Lean for Health, Knowledge Management; and many more.

Call us today for educational solutions that make a difference!

LSC Customized Training Representatives

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Re-Certification

HEALTHCARE

HEALTH UNIT COORDINATOR (HUC)

This course provides instruction for becoming an entry level Health Unit Coordinator in a hospital, clinic or extended care facility. Students will be introduced to all aspects of medical orders and computer transcription. Course consists of 80 classroom hours and 80 hours of clinicals. Prerequisites: Medical terminology (prior completion or currently taking), basic keyboarding and basic computer proficiency (40 wpm with accuracy). Fee: \$825 plus \$65 textbook. (16 CEUs)

WDCE 1825-01

Jan 14 – May 5; Instruction: Mondays & Wednesdays, Jan 14 – Feb 20, 5 - 9 pm

Clinicals: Wednesdays, Feb 27 – Apr 30; 5 - 9 pm; Fridays, Feb 22 – May 2; 9 am - 1 pm

Location: E2328; Instructor: Lorie Duzell

PHYSICAL THERAPIST ASSISTANTS LICENSURE REVIEW

This two-day course is for physical therapist assistants studying for the national examination. As a review course, you will analyze clinically oriented multiple-choice questions, explore the scope of the PTA Content Outline, develop strategies to maximize effectiveness of study sessions, examine intricacies of computer-based testing and more. Fee: \$149 (1.6 CEUs)

WDCE 1830-01

Friday, Feb 15 and Saturday, Feb 16; 8 am - 4:30 pm

Location: W2846; Instructor: Jane Worley

TRAINED MEDICATION ADMINISTRATION FOR NON-LICENSED PERSONNEL (TMA)

An introduction course meeting the requirements of the MN Dept. of Health medication administration for non-licensed personnel working in long-term or residential care settings under the supervision of a registered nurse. Topics are legal requirements, safety measures, terminology, body systems, and reference materials. Students will study actions, dosages, toxic symptoms, and special considerations of commonly prescribed medications and practice the administration of oral, topical, otic, ophthalmic, and rectal forms of medication in a lab setting. Prerequisites: 18 years or older, 6 months or 1000 hours as a CNA, currently employed as a CNA, recommendation from RN or qualified professional. Fee: \$375 (2 Credits)

WDCE 1828-01

Mondays, Mar 10 – May 12; 4 - 9 pm (4 - 10 pm on May 5 & 12)

Location: E2152; Instructor: Rebecca Holmstrom

NURSING REFRESHER (LPN/RN)

This course is designed for nurses whose licenses have lapsed and wish to renew their registration with the state of Minnesota. Through an online theory course, you will review current nursing procedures, skills, diagnostic tests, medications and documentation. Upon completion, you will be placed in a clinical experience in an acute or long-term care setting. An online password will be issued with registration. Clinicals to begin in June and run through July. Fee: \$895 plus \$100 textbook. (15 CEUs-RN and 12 CEUs-LPN) Lab location: E2324; Instructor: Julie Drake

WDCE 1838-01 (RN Refresher/150 Hours)

WDCE-1841-01 (LPN Refresher/120 Hours)

Online coursework: Monday, Feb 25 – Friday, May 25

REAL ESTATE PRE-LICENSURE

Attendance is mandatory for all three sections in order to take the Minnesota State Real Estate Exam and become licensed by the State of Minnesota. The first course may serve as an overview for anyone seeking additional knowledge or skills. Certificates of Completion will be issued.

REAL ESTATE I

This intensive 30-hour course covers the basics of Real Estate principles and practices in preparation for the State License Exam, which is required to become a real estate salesperson. Course outcomes include the responsibilities of a salesperson, legal issues, and content knowledge to pass practice exam. Fee: \$253 plus \$68 textbook. (.3 CEUs)

WDCE 1822-01

Tuesday, Wednesday, Thursday, Jan 22, 23, 24, 26, 29, 30, 31; 6 pm - 9 pm; Saturday, Jan 26, Feb 2; 9 am - 3:30 pm
Location: E2462; Instructor: Frank Messina

REAL ESTATE II

This second course in the Real Estate series continues to explore the business relationship between the salesperson and client. Practical activities provide applied experiences to gain skills and refine techniques for understanding the various types of agreements and written materials necessary including financial arrangement matters to conduct business between buyer and seller. Fee: \$253. (.3 CEUs)

WDCE 1823-01

Tuesday, Wednesday, Thursday, Feb 12, 13, 14, 19, 20, 21; 6 pm - 9 pm; Saturday, Feb 16, 23; 9 am - 3:30 pm
Location: E2462; Instructor: Ken Truscott

REAL ESTATE III

This 30-hour course is the last in the Real Estate Series and further explores listing and sales business transactions. Practical activity scenarios provide applied experiences to gain skills and refine techniques to accurately complete and present forms. Fee: \$253 (.3 CEUs)

WDCE 1824-01

Tuesday, Wednesday, Thursday, Feb 26, 27, 28; Mar 4, 5, 6; 6 - 9 pm; Saturday, Mar 1, 8; 9 am - 3:30 pm
Location: E2142; Instructor: Gary Kalligher

TRADES AND MANUFACTURING

LOW PRESSURE BOILER LICENSE TEST PREP

This course will prepare participants to take the tests for Special or Upgrading to 2nd Class 2B or the first of 2nd Class C license. Participants are expected to complete required reading prior to class so that the classroom experience provides overview and clarification of the subject. Pre-requisite: Read book, *Low Pressure Boiler*, 2nd Edition, Steingress & Walker prior to class. Fee: \$159 plus \$62 textbook (.8 CEUs)

WDCE 1836-01

Saturday, Mar 15; 8 - 4:30 pm
Location: W2888; Instructor: Chuck Gehrke

POWER LIMITED TECHNICIAN

This course is designed for holders of the Minnesota Power Limited Technical License. The course covers applicable articles and sections of 2002 National Electrical Code, Minnesota Statutes governing electrical work, and a review of the basic elements of electricity and electrical calculations. This course has been approved by the Minnesota State Board of Electricity and will provide participants with eight hours of continuing education, which is mandated by the Board of Electricity every two years to keep a Power Limited/Low Voltage License current. Fee: \$195 (.8 CEUs)

WDCE 1837-01

Friday, Apr 18, 8 - 5 pm

Location: E2158; Instructor: Ed Lethert

COMMERCIAL MOTOR VEHICLE INSPECTION RE-CERTIFICATION

Every two years, individuals must become re-certified to legally inspect trucks. This five-hour class covers new law changes, inspection changes, and problem areas. It includes a manual and the re-certification test. Fee: \$75 (.5 CEUs)

Location: Emergency Response Training Ct, ARFF3 (Call or visit our website for directions to class location)

Instructor: David Amys

WDTC 1900-01

Friday, Jan 25; 8 - 1 pm

WDTC 1900-02

Friday, Feb 15; 8 - 1 pm

WDTC 1900-03

Friday, Mar 28; 8 - 1 pm

WDTC 1900-04

Friday, Apr 11; 8 - 1 pm

WDTC 1900-05

Friday, Apr 25; 8 - 1 pm

Note: If certification has lapsed six months or more, the New Certification course needs to be taken again. Contact Alexandria Technical College, 1-888-234-1222, x 4490 for details.

BLACKSMITHING I

For beginners, this course will focus on using the hammer, anvil, fire and tongs and important metal shaping techniques. Tools and materials will be provided. Students working at average or better speeds tend to "earn back" their tuition in value of artifacts produced. Students should bring eye and ear protection, stout shoes and natural fiber clothing.

Fee: \$59 plus \$15 for materials. (1.5 CEUs)

WDCE 1908-01

Saturdays, Jan 12, 19; 9 - 4 pm and Tuesday, Jan 15; 6 - 9 pm

Location: W2752; Instructor: Paul Webster

WELDING – DO IT THE RIGHT WAY!

A seven-session class designed for students with some prior welding experience. Topics include learning proper machine set-up and techniques in MIG, SMAW (stick) and/or TIG. Fee: \$149 (2.1 CEUs)

WDCE 1811-01

Wednesdays, Jan 16 – Feb 27; 6 - 9 pm

Location: W2752; Instructor: Randy Washenesky

MIG WELDING MADE EASY

This class is designed for students with little or no welding experience who want to learn the basics in one of the most demanding forms of welding. Learn proper machine set-up, various techniques and their application to a MIG welding project. Fee: \$149 (2.1 CEUs)

WDCE 1813-01

Thursdays, Jan 17 – Feb 28; 6 - 9 pm

Location: W2752; Instructor: Randy Washenesky

[CALL 218.723.4781 TO REGISTER](tel:218.723.4781)

FIVE EASY WAYS TO REGISTER

- 1. By Mail.** Mail your registration (pg. 14) and payment to: Lake Superior College, Continuing Education, Attn: Melissa Doolittle, 2101 Trinity Road, Duluth, MN 55811-3399
- 2. By Fax.** Fax your completed registration form (pg. 14) and credit card information. We will accept faxed registrations payable by credit card only. Fax: 218.733.5974.
- 3. In Person.** Visit us at Lake Superior College, Room 2072, second floor, weekdays 8 am – 4:30 pm.
- 4. By Phone.** Call during regular office hours, 8 am – 4:30 pm and register with your credit card. Phone: 218.723.4781.
- 5. Online.** Visit www.lsc.edu, click Course Schedule button on left of the LSC Main Page.

MORE QUESTIONS? Contact Continuing Education Coordinator at 218.733.5917 or email continuinged@lsc.edu.

Classes fill quickly! Register today to reserve your spot.

IMPORTANT REGISTRATION & POLICY INFORMATION

REGISTRATION PROCEDURE:

Complete the registration form in this schedule or online at www.lsc.edu/continuingeducation by clicking on Registration and printing the form. Send to us by one of the ways listed above with your payment by check, money order, or credit card payment. See course description for amount, supplies and book fees as indicated. Only one person per registration form. All registrations will receive confirmation, location and parking details.

FEES: Registrations are confirmed by your payment of fees on a first-come, first-served basis. Reserve your place early as classes fill quickly. Payment options include: cash, check, Visa, Discover, AMEX or MasterCard. Make checks payable to Lake Superior College (LSC). Organizations sending several individuals may pay with one check or credit card. All attendees are responsible for direct payment of class costs to LSC. If you fail the course, or register but do not show up for the training, a refund will NOT be issued.

ALL REGISTRATIONS MUST BE ACCOMPANIED BY PAYMENT—REGISTRATIONS WILL NOT BE PROCESSED WITHOUT ONE. Book or supply costs are included in course fees unless indicated otherwise.

REFUNDS: You will receive a 100% refund if you withdraw two business days prior to the first class, no refund after that. There are no refunds after the start of the first class session. No refunds for a one-session class, one-day seminar or workshop without a two-day notice prior to the class. A full refund will be made if the course is cancelled. Withdrawals from Real Estate must be made five days prior to the first day of class. See Motorcycle FAQ for refund policy. Refunds are usually issued immediately with VISA/Master Card, American Express but may take 4-6 weeks when other methods of payment are used.

CLASS CANCELLATIONS: Lake Superior College reserves the right to reschedule and/or cancel courses due to insufficient

registrations. Students registered in those classes will be notified and offered an alternative date and/or location, or a refund if requested. Weather related cancellations will be announced on local media stations and on LSC's main phone message. Please call 218.723.4781 or 218.733.5917 to confirm a cancellation.

PARKING: Park only in areas designated for students in the East Lot (first lot on the right) OR West Lot (farthest lot up on the right). Any vehicles parked in handicapped, faculty or other marked parking spots will be ticketed. See Building maps at <http://www.lsc.edu/ContinuingEducation>.

SERVICES FOR STUDENTS WITH DISABILITIES: Individuals with disabilities may request reasonable accommodations or information by contacting Georgia Robillard at 218.733.7650 or 218.722.6893 TTY. This document is available in alternative formats by contacting Disability Services, E2114, at 218.733.7650 (voice) or 218.722.6893 TTY.

Did you find the class for you?

Continuing Education Seeks Input

Continuing Education is continuously adding new courses to expand its offering. If you have interest in a specific class or need certification in an area and want the flexibility and friendly learning environment of Lake Superior College, let us know by sending an email to continuinged@lsc.edu or by calling Amy Westbrook at 218.733.5917. We want to hear from you!

CONTINUING EDUCATION REGISTRATION FORM

Lake Superior College, Center for Lifelong Learning

2101 Trinity Road, Duluth, MN 55811 Tel: 218.723.4781 Fax: 218.733.5974 Email: Continuinged@lsc.edu

Date: ____/____/____

Semester you are registering for: Fall Winter-Spring Summer Year: _____

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 student recruitment and retention policies. (Your Social Security number must be provided in order for you to claim tax deductions under Hope Scholarship and Life-Long Learning tax laws.)

Social Security #: _____ Birthdate _____ Gender: Male Female

Race and Ethnic Background (select any that apply):

- (0) Unknown (5) Hispanic or Latino
 (1) Black or African American (6) American Indian or Alaska Native
 (2) Asian (7) Native Hawaiian/or other Pacific Islander
 (3) White

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 for preferred dates. If your first choice is full when registration is received, you will be placed into the second choice selection. All registrations will be confirmed. 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. Find more information at www.lsc.edu/ContinuingEducation or pg. 13 of this Course Schedule.

Course ID#/Title:	Date/Times/Location:	Fee:
(first choice)		

Course ID#/Title:	Date/Times/Location:	Fee:
(second choice if applicable)		

PAYMENT SOURCE: Cash Check Credit Card
Check #: _____ (make check payable to Lake Superior College)

Please bill my: Company Credit Card Personal Credit Card AMEX Visa Master Card Discover
Company Name & Address: _____

Expiration Date: _____ Account #: _____ Student ID #: _____

Signature: _____

Individuals with disabilities may request reasonable accommodations or information by contacting Georgia Robillard at 218.733.7650 or 218.722.6893 TTY. This document is available in alternative formats by contacting Disability Services, E2114, at 218.733.7650 (voice) or 218.722.-6893 TTY. (CS-12/07)





Center for Lifelong Learning
 Continuing Education
 2101 Trinity Road
 Duluth, MN 55811

We're Working for You...

Lake Superior College's Workforce and Community Development Division is committed to meeting the ever-changing needs of Duluth and the North Shore. Offering educational opportunities for individuals, businesses, re-careering adults and high school students, we have the experts and tools to make the difference.

Customized Training

- Lean Management
- Computer Software
- Customer Service
- Healthcare
- Quality Management
- Leadership and Performance Management
- Environmental Health & Safety
- Industry Specific Certifications & Technical Training

Customized training solutions are unlimited, as we partner with members of Minnesota State Colleges and Universities and industry professionals to bring the desired skills to you.

Center for Lifelong Learning

- Continuing Education: Open enrollment in stimulating, friendly environment
- Credit for Prior Learning: Work experience translates to college credit
- High School Connections: College credit for completed coursework in HS
- Upward Bound: Support for under-represented high school students

Learn more about what makes us different by calling 218.733.5917 or visit www.lsc.edu/continuingeducation.

Topics in Continuing Education Winter-Spring 2008 Course Schedule:

Healthcare

Professional Development

Certification & Re-Certification

Personal Interest

Classes fill quickly. Register today!



Connect. Explore. Achieve.