Food Tasting and Cultural Walking Tour

Join us for a delicious and educational walking food tour of Chicago’s Chinatown! Explore the remarkable array of authentic and eclectic Chinese food stores and restaurants. Experience Cantonese, Mandarin and Szechuan cuisine from five Hong Kong-owned and operated restaurants, as well as authentic Chinese pastries, baked goods, and specialty stores.

WHAT TO EXPECT:

- One-of-a-kind Food Tastings – Our guided Chinatown Food Tour visits five sit-down tasting locations in the historic Chinatown neighborhood with visits to intriguing cultural, religious and historic landmarks. Your tour includes a hearty lunch.

- Historic & Cultural Experience – Between samples, you’ll receive a behind-the-scenes look at Chicago’s Chinatown neighborhood and learn about the city’s fascinating cultural, religious and historic landmarks. Your tour includes a guide who will share their expertise on local customs, religious and historical landmarks.

- Continuing Education Director

Food Tasting and Cultural Walking Tour
CHINATOWN, CHICAGO

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- Continuing Education Director

Friday, May 2

Instructor: Maria Fields

Fee: $129.00

Room: 5001, Learning Resources Building

This course will help you to develop a basic understanding of how to use your iPad. In this course you will learn how to set up an iTunes account, how to use FaceTime to make video calls, how to download apps, and many other features available on the iPad.

Date: Tuesday, May 1
Time: 5:30-8:30 p.m.
Room: 5001, Learning Resources Building
Fee: $25.00

Instructor: Maria Fields holds a Bachelors degree in Information Technology and has over 10 years of experience working in the fields of education and technology.

Returning Fall 2014!

GLEN SHEPARD:
HOW TO SUPERVISE PEOPLE & LEAD A TEAM

Managing in today’s business world is complex, ever changing, and wrought with serious consequences when you make even the tiniest mistake. How does a manager learn to avoid pitfalls?

Whether you’re a veteran manager or brand new to your job, you’ll learn how to develop the skills and knowledge to handle the unpleasant aspects of management in today’s business world including supervising employees and people with normal, unique, or difficult attitudes, managing people with different work styles, and how to effectively resolve conflicts. You’ll also learn how to hire the right person for the job by improving your interviewing skills. You’ll discover the power questions that will get you into depth answers to make the best hiring decision, red flags to look for on resumes, how to assess personality quirks during the interview, and even a checklist to make sure you’re right. You’ll also learn how to manage your time and productivity and team leader you can be. Plus, we’ll cover specifics like how to constructively give criticism, deal with whiners and complainers, manage multiple priorities and put out multiple fires at once, overcome negativity in the workplace, resolve conflict, motivate people, develop and help employees live up to their maximum potential, maximize your own time management skills, and assert your authority. Finally, a one-day seminar that covers it all.

Date: To be announced, please call for details.

Instructor: Glenn Shepard is an excellent author, speaker and management consultant.

Check out our website for updated information on courses and programs.

sheboygan.uwc.edu/community/ce/

NEW
Tips and Tricks

USING YOUR iPAD

NEW

Introduction Workshop
MICROSOFT
EXCEL 2010 (.7 CEU)

This course will help you become more comfortable with this powerful spreadsheet program from Microsoft. Learn to enter and manipulate data, save and retrieve work, use formulas and functions, create charts, print spreadsheets and much more! Learn to create budgets and forecasts, manage lists of information and produce attractive graphs to summarize your data.

Prerequisite: Windows or working knowledge of the environment

Date: Tuesday & Thursday, April 1 & 3
Time: 8:30 a.m.-Noon
Room: 5001, Learning Resources Building
Fee: $129.00

Instructor: Cathy Lambries has a B.A. in Business Education and a M.A. in Education. She has 37 years experience teaching computer and business classes.

INSTRUCTORS NEEDED!
We are looking for great instructors in a variety of program areas and welcome your expertise and ideas. In particular, we are in need of experienced computer instructors available during the day to teach for business clients. For more information, contact Jane Donlon at (920) 409-6617 or jane.donlon@uwec.edu

Check it out!
We offer TWO ways to take online classes: Learning Education Resources Network (LERN) on page 6 and Ed2Go on page 7.

"Information That Works!"

ed2go | Learn More

INSIDE…

Business Development & Growth..............2

Creative Life Skills............................3

Health & Wellness............................4

World Language Skills.......................5

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NEW

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Intermediate Workshop

**MICROSOFT EXCEL 2010 (7 CEU)**

This course is designed to help you use Excel 2010 more efficiently, while creating more useful and professional-looking worksheets. Use templates, tables, data validation, and automatic subtotaling to speed data entry. Improve data management by learning to filter data, use conditional formatting, and create spark lines. Learn to write formulas using both relative and absolute referencing and use the sum, average, max, min, now and if functions. Along with these features, learn how to create pivot tables and charts.

**Prerequisite:** This class is intended for Excel users who have a basic understanding of the application or who have attended our Microsoft Excel Introduction Workshop.

**Date:** Tuesday & Thursday, April 8 & 10

**Time:** 8:30 a.m.–Noon

**Room:** 5001, Learning Resources Building

**Fee:** $129.00

**Instructor:** Cathy Lambries has a B.A. in Business Education and a M.A. in Education. She has 37 years experience teaching computer and business classes.

**MICROSOFT POWERPOINT 2010 (7 CEU)**

PowerPoint can serve as a valuable tool for making presentations to small, medium or large groups. Learn guidelines for creating slides and understand the purpose of templates. Change the background of slides and add clip art, pictures and other objects. Learn some tricks of the professionals and dazzle your audience with electronic presentations on your computer or projected on a display screen.

**Prerequisite:** Windows or working knowledge of the environment.

**Date:** Tuesday & Thursday, April 22 & 24

**Time:** 8:30 a.m.–Noon

**Room:** 5001, Learning Resources Building

**Fee:** $129.00

**Instructor:** Cathy Lambries has a B.A. in Business Education and a M.A. in Education. She has 37 years experience teaching computer and business classes.

**MICROSOFT WORD 2010 (7 CEU)**

Master the basics of the Microsoft Word 2010 program. In this hands-on course, you will learn how to use the new “ribbon” in Word. Also, you will learn how to create a document and manipulate existing documents. Some of the features in this course include: Learning how to add, move through, and edit text; cut, copy and paste text; work on two or more documents simultaneously; change the size or appearance of text; change margins and tab settings. Alignment is an important feature when working in Word as well as running the integrated grammar and spelling checker. The built in thesaurus is easy to use and save, retrieving, organizing and printing your documents will also be covered. By the time you are done with this step-by-step course, you will have a working knowledge of the Word program for use at work or at home.

**Date:** Tuesday & Thursday, April 15 & 17

**Time:** 8:30 a.m.–Noon

**Room:** 5001, Learning Resources Building

**Fee:** $129.00

**Instructor:** Cathy Lambries has a B.A. in Business Education and a M.A. in Education. She has 37 years experience teaching computer and business classes.

Intermediate Workshop

**QUICKBOOKS ACCOUNTING**

Learn to use QuickBooks for invoicing, bill payment, bank reconciliation, customers, vendors, and employee information, payroll, financial reporting and more. This class features hands-on computer instruction including the accounting needed to work with QuickBooks properly. A 150+ page manual is included.

**Prerequisite:** Windows or working knowledge of the environment.

**Date:** Thursday, May 15

**Time:** 8:30 a.m.–4:30 p.m. (Lunch on your own)

**Room:** 5001, Learning Resources Building

**Fee:** $199.00

**Early Bird Specials:** Enroll on or before May 8, 2014 and pay $179.00 for Quickbooks Accounting Introduction Workshop or $350.00 for both Introduction and Intermediate QuickBooks Accounting Workshops.

**Instructor:** Fay Uraynar, CPA and Quickbooks Pro Advisor

**Intermediate Workshop**

**QUICKBOOKS ACCOUNTING**

Learn time-saving techniques and how to customize the system for your industry and organizations needs, use inventory and non-inventory items, full payroll features, advanced reporting, including aging reports and five-minute books for owners. Common problems and tricky transitions will be included. This course features hands-on computer instruction. An intermediate 150+ page manual is included. This class is filled to the needs of the participants.

**Date:** Tuesday, June 5

**Time:** 8:30 a.m.–4:30 p.m. (Lunch on your own)

**Room:** 5001, Learning Resources Building

**Fee:** $199.00

**Early Bird Specials:** Enroll on or before May 29, 2014 and pay $179.00 for Quickbooks Accounting Intermediate Workshop or $330.00 for both Introduction and Intermediate QuickBooks Accounting Workshops.

**Instructor:** Fay Uraynar, CPA and Quickbooks Pro Advisor

New Seminar

**FINANCIAL STRATEGIES FOR SUCCESSFUL RETIREMENT**

Learn how to make informed decisions about your future: set realistic goals, properly allocate assets, and minimize the impact of taxes and inflation, control health care costs and plan for the transfer of your estate. If you are over the age of 50, just getting married, or starting your career? No matter what stage of life you’re in, this course is a must! This three-week course includes a 23-page illustrated textbook and a comprehensive retirement plan at no additional cost.

**Dates:** Tuesdays, March 4, 11, 18

**Time:** 6:00-8:00 p.m.

**Room:** 1202

**Fee:** $119.00*

**Instructor:** Dan T. Gilipsky, AAMS Private Wealth Management

*Please note: Couples may attend together for this price!

Dan T. Gilipsky, AAMS Private Wealth Management

With 12 years of experience in financial services, Dan provides comprehensive wealth management strategies designed to assist clients in the pursuit of their needs and goals. He utilizes a client-centric approach, focusing on frequent client reviews, active monitoring of all investments and comprehensive financial plans.

Holding a B.A. in Management and Communications from Canisius University in Buffalo, Dan subsequently received his designation as an Accredited Asset Management Specialist from the college for Financial Planning in Denver, CO. Dan is a FINRA registered representative and holds the Series 7, 5, 63, 66 and 65 licenses, as well as Wisconsin health, life, and variable annuities licenses.

Call Jane Donlon at (920) 459-6617 to design your custom course today.
Nothing says “welcome” like a unique wreath on your front door! Inspire your imagination and celebrate Spring this year by learning how to make your own fresh boxwood wreath for your front door. Students will be guided step-by-step through this creative process and construct a one-of-a-kind wreath that will be sure to receive many compliments from family and friends. Students will also learn event designing tips for the home and dining table. Please register Thursday, March 6.

**Dates:**
Thursday, March 13
**Time:** 7:00–9:00 p.m.
**Room:** 7103, Fine Arts Building, UW-Sheboygan
**Fee:** $45.00 (includes all supplies)

**Instructor:** Lisa Heun, the event/floral designer and owner of Floral Essence LLC, has over 20 years of experience in the design field as an Interior Designer and Floral Designer specializing in event design, weddings, holiday decor, and much more. Heun worked at several companies including Botanicals Floral Studio of Fondu Lac and Evolutions in Design of Wausau. She earned her Bachelor’s Degree in Interior Design from Mount Mary College in Milwaukee and continued with her floral studies at Milwaukee School of Floral Design. She loves to share her passion through hands-on floral workshops and sharing design tips for making all your celebrations successful.

**SPRING BOXWOOD WREATH WORKSHOP**

**GIFT CERTIFICATES AVAILABLE**
Gift Certificates are available for Continuing Education and Professional Development courses, please call Jane Donlon at (920) 459-6671 for more information. A great gift idea for any occasion!

**NEW**

**CUSTOM WORLD LANGUAGE PROGRAMS**

**CUSTOM DESIGNED FOR YOUR BUSINESS, SCHOOL OR ORGANIZATION**

Courses in Spanish and Chinese available, as well as cultural instruction. Call Jane Donlon at (920) 459-6671 to design your custom course today!

**UNIVERSITY THEATRE**

**How I Learned to Drive**

By Paula Vogel
Winner of the 1998 Pulitzer Prize

April 10–12, 2014
UW-Sheboygan Fine Arts Theatre

For more information or to reserve tickets, call the UW-S Box Office at (920) 459-6652.

**Easy to Learn, Short-term Self Defense Classes**

**CURE FOR UNWANTED CONTACT**

Learn easy to remember techniques that allow a smaller person to overpower a larger aggressor. The human body’s biomechanics make certain positions strong and some weak. A student learns to maneuvers themselves into a strong position while placing an aggressor in a weak position. When placed in a weak position the aggressor is unable to utilize their major muscle groups. A student in a strong position is then able to free themselves without struggle and without the need to hit or strike. These techniques are taught in several levels.

**Instructor:** Keith Kesick is owner of Magokoro Martial Arts, Plymouth, WI. He has studied over eight different martial arts and specializes in designing short-term self defense classes that are easy to learn and effective for everyone including young children and the elderly. Being able to retain control if grabbed is priority #1.

**Level 1** is a two-day class. A student learns how to maneuver and why the techniques work. The student is then taught how to use them properly to easily free themselves from grabs and holds.

**Section A:** Monday & Wednesday, March 10 & 12
**Time:** 6:00–7:00 p.m.
**Room:** 2112, Main Building
**Fee:** $15.00 per section

**Level 2** is a two-day class which teaches a student to free themselves and regain control by positioning themselves in an off position allowing time to consider their options for escape.

**Dates:** Monday & Wednesday, May 5 & 7
**Time:** 6:00–7:00 p.m.
**Room:** 2112, Main Building
**Fee:** $19.00

These classes have been developed over several years with great success. Below is what UW-Sheboygan students, who completed level 1, had to say about the techniques taught in class:

“Very fun and easy to learn. Makes me feel in control of situations that could come up.”

— Carly

“Nothing was too complicated. There are few and easy steps.”

— Sarah

Below is what UW-Sheboygan students, who completed level 1, had to say about the instructors:

“Not only friendly, but very fun and easy to talk to!”

— Bryce

“The instructors are hilarious and make the class fun!”

— Kelly

**STOP READING SO SLOW**

This course is designed to quickly improve your reading speed by 50–100%, using a totally natural technique that increases the speed and flexibility of your “reading voice.” Most people have a slow reading voice, which usually goes along with weak comprehension. Slow readers read word by word: a faster reader reads whole phrases in a single glance, which boosts comprehension and recall, and makes reading a lot more fun. The fast acting techniques in this course can turn you into a phrase reader with minimal effort. These techniques are so simple that they can be used by young children. Course is appropriate for ages 14 through adult.

**Dates:** Mondays, April 7, 14, 21
**Time:** 6:30–8:00 p.m.
**Room:** 3107, Main Building
**Fee:** $35.00
**Instructor:** James Protsman

For Beginners

**SELLING ON EBAY**

Making money on eBay doesn’t have to be trial and error; it is a skill that can be learned. Our instructors will share their enthusiasm and expertise and help you sell your own items on eBay. In this three-week class you will learn why a Paypal account is important, discover how to price your item, take usable digital photographs and write good descriptions. You will also cover some of the finer points of using eBay, such as clearing a sale, the importance of shipping and why feedback will make or break you as a seller or buyer. Students should be computer savvy and know how to use the Internet. Please register with eBay and Paypal prior to starting this class. Both instructors are veteran eBay sellers and have extensive experience.

**Dates:** Mondays, February 10, 17, 24
**Time:** 6:30–8:30 p.m.
**Room:** 5001, Learning Resources Building
**Fee:** $75.00
**Instructors:** Lisa Hurley and Lori Rose have over 10 years experience as seasoned eBayers.

**SILK PARCEL EXPERIMENTATION WORKSHOP**

Design and paint a one-of-a-kind silk scarf! Experience the Japanese Shibori technique of painting and dying cloth by folding, sewing tucks, scrunching, pleating, tying, and pipe wrapping. The instructor will also demonstrate methods using bottle caps, twist ties, rubber bands, tubes and other odds and ends. The silk scarf will need time to dry, so students’ work will be mailed within a few days after class.

**Class size is limited to 10 participants!**

**Dates:**
Thursday, March 20
**Time:** 6:00–9:00 p.m.
**Room:** 7103, Fine Arts Building
**Fee:** $33 (This class has an additional $10.00 materials fee to be paid directly to the instructor at the time of class). If time permits, you can do an extra silk scarf project for the price of $4.00 for a second scarf.

**Instructor:** Patty Aker’s current work started when asked to create a baptismal banner for her church. She endeavored to paint the banner on silk. The project took many months of trial and error, but the experience was so wonderful and addictive, that she now paints nearly exclusively on silk. Aker is a docent at the John Michael Kohler Arts Center and has joined two website-based art groups.

**The Nature of DIGITAL PHOTOGRAPHY**

Explore patterns, texture and color in nature with macro images. Learn how to improve landscape scenes with composition and perspective. Manual exposure settings will be tested. You will gain an understanding of how to use your telephoto lens and capture wonderful images during the golden hour.

**Dates:**
Thursdays, June 5, 12, 19, 26
**Time:** 6:00–7:30 p.m.
**Room:** 5001, Learning Resources Building
**Fee:** $59.00
**Instructor:** Keary Kautzer, Director of WSCS and accomplished photographer.

**EXPERIMENTATION WORKSHOP**

**GIFT CERTIFICATES are available for Continuing Education and Professional Development courses, please call Jane Donlon at (920) 459-6617 for more information. A great gift idea for any occasion!**

**UW-Sheboygan Commons, please call (920) 459-6617 for details.**
Herbalist Linda Conroy as we explore the holistic approach to calming the winter blues. In this workshop we will learn about a whole array of herbs and how to incorporate them into daily life, as we cope with the last stretch of winter. Samples of herbal infusions and other remedies will be available for tasting and sampling. Come on out and beat the winter blues.

**Dates:** Wednesday, February 19
**Time:** 6:30–8:30 p.m.
**Room:** 7103, Fine Arts Building
**Fee:** $25.00
**Instructor:** Linda Conroy, Herbalist

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**FOR MORE INFORMATION OR TO REGISTER, VISIT:** http://www.manitowoc.uwc.edu/ce/ or contact UW-Manitowoc’s Office of Continuing Education at (920) 683-4702.
**World Language Skills**

**SPANISH 2 (2.5 CEU)**

This course is for people who have completed one of the credit Spanish classes through UW-Shoboygan CE. Outside students may join at this level if they have studied the Spanish language, including all grammar tenses. This total immersion course is designed to stimulate conversation and expand vocabulary. Students will use the text “Advanced Spanish Grammar” as a self-teaching guide to reinforce grammar structures previously presented in the introductory Spanish courses.

**Winter Session:** Tuesdays, January 7, 14, 21, 28; February 4, 11, 18, 25; March 4, 11 (10 weeks)

**Spring Session:** Tuesdays, March 25; April 1, 8, 15, 22, 29; May 6, 13, 20, 27 (10 weeks)

**Time:** 5:30–7:30 p.m.

**Room:** 3201, Main Building

**Fee:** $140.00 per session

**Text (required):** Spanish Verb Tenses ($30)

**Instructor:** Jose F. Araujo

**ALL SPANISH CLASSES**

Textbooks are required for participation in all Spanish courses. If a text is needed, payment must accompany your registration and books will be distributed at the first class session. If uncertain about class placement, please call (920) 459-6617.

**SPANISH 3 (2.5 CEU)**

This course is designed for serious Spanish students at an intermediate level of study. The class will offer continuing study and application of the Spanish language for those who have completed Spanish 1 and 2. Students will have a general understanding of the language's grammar structure and could join at this level. The emphasis will be on grammar, conversation, and will include both the introduction to the present tense, with introduction to past tense and other main grammar concepts. Study continues in the workbook “Spanish Verb Tenses.”

**Dates:** Wednesdays, March 26, April 2, 9, 16, 23, 30; May 7, 14, 21, 28 (10 weeks)

**Time:** 5:30-8:00 p.m.

**Room:** 5002, Learning Resources Building

**Fee:** $149.00 plus $12 for materials

**Text (required):** Spanish Verb Tenses ($13)

**Instructor:** Susan Allison

**SPANISH 4 (2.5 CEU)**

This course is designed for serious Spanish students ready to complete their study of grammar concepts and strengthen conversational skills. The emphasis will be on advanced grammar and will include reinforcement of present and past tense while introducing future, conditional and subjunctive tenses. Study will focus on completing the workbook “Spanish Verb Tenses.”

**Dates:** Weeks of June 1–August 20 (10 weeks)

**Time:** 7:30–9:00 p.m.

**Room:** 5002, Learning Resources Building

**Fee:** $149.00 plus $12 for materials

**Text (required):** Spanish Verb Tenses ($13)

**Instructor:** Susan Allison

**FRENCH 4**

Continuation of French 3, or for students who have some knowledge of French, this course will start at Level 16 in the text “Festival 1.” Students will enjoy expressing themselves while deepening their grammar knowledge to increase fluency, as well as continuing to learn about cultural differences.

**Dates:** Tuesdays, June 10, 17, 24; July 1, 8, 15, 22; August 5, 12, 19, 26 (12 weeks)

**Time:** 6:00-8:00 p.m.

**Room:** 3109, Main Building

**Fee:** $220.00 per session

**Text (required):** Festival 1 ($60)

**Instructor:** Debra Desmoulin

**ADVANCED FRENCH**

This class is for students who would like to gain increased confidence in their ability to communicate in and understand French through their active participation in conversation on a variety of topics, including cultural differences. The text will be either “Festival 1,” “Festival 2” or another text that is agreed upon by the class. (12 weeks)

**Dates/Time:** Please contact Jane Donlon at (920) 459-6617 for dates and times.

**Fee:** $220.00 per session

**Instructor:** Debra Desmoulin

**ALL ITALIAN CLASSES**

Textbooks are required for participation in all Italian courses. If a text is needed, payment must accompany your registration and books will be distributed at the first class session.

**ITALIAN 1**

Join in this six-week course learning the romance language “Italian” in the local native of Italy, Mario Ciotola. In each lesson you will further your enjoyment and growing expertise with conversational concepts and grammar. The tone of the class will be relaxed with opportunities to enjoy practicing and sharing with other students.

**Dates:** Mondays, March 10, 17, 24; April 7, 14

**Time:** 6:30-8:30 p.m.

**Room:** 3209, Main Building

**Fee:** $69.00 per session

**Text (required):** Italian: A Self Teaching Guide ($16)

**Instructor:** Marie Ciotola

**ITALIAN 2**

This course is a continuation of Italian 1 and will focus on expressing oneself in Italian language. In each lesson you will further your enjoyment and growing expertise with conversational concepts and grammar. The tone of the class will be relaxed with opportunities to enjoy practicing and sharing with other students.

**Winter Session:** Mondays, January 27; February 3, 10, 17, 24; March 3

**Spring Session:** Mondays, April 21, 28, May 5, 12, 19; June 2

**Time:** 6:30-8:30 p.m.

**Room:** 3209, Main Building

**Fee:** $69.00 per session

**Text (required):** Italian: A Self Teaching Guide ($16)

**Instructor:** Marie Ciotola

**What is a CEU?**

Continuing Education Units, where indicated, may be awarded upon completion of a course. Ten hours is equivalent to 1.0 CEU. If you need a CEU certificate, please request it at the time of registration.
what you do:
1. In the online classroom, listen to audio lectures, view slides, even take an optional quiz to test yourself.
2. Discussion and Questions. Then post written comments in the online discussion with your fellow participants and the instructor. Your instructor logs on once a day to answer questions and join in on the discussion.
3. Readings. Many courses have online readings up to 20 pages a week.
4. Participate anytime of day or night. The ideal is to go online 2-3 times a week, but you decide.
It’s easy! It’s fun. Most courses are offered four times a year.

Twitter
Twitter is a hot social media platform these days—and everyone seems to be using it. Learn the best way to take advantage of the unique opportunities Twitter offers—and discover the best ways to create relationships and network with your key constituents. You will find out the best—and easiest—techniques for successful interactions in the Twitterverse.

Dates: February 3–28 OR April 7–May 2
Fee: $195.00
Instructor: Suzanne Karr

LinkedIn
LinkedIn is the most popular business social network and the website for professionals to network, build business relationships, and provide or receive referrals. Most people rarely get beyond setting up a profile and therefore miss out on all the advanced features that have come to make LinkedIn so popular. Learn how to set up your personal profile so that it gets noticed by others. Discover how LinkedIn can be used to generate leads, recruit new employees, and find new jobs. This class will cover all the intricacies of LinkedIn to help you create, customize, and optimize your presence on LinkedIn.

Dates: April 7–May 2 OR June 2–27
Fee: $195.00
Instructor: Jennifer Selke

Facebook for Business
Find out what goes on behind the scenes on Facebook pages and how to increase the chances that your message is seen and acted on. Discover new tools and proven techniques to increase business and expand your reach. Discuss how to adapt your marketing message for the Facebook platform and how to integrate Facebook across all marketing areas. This is an advanced class and assumes you have started a page on Facebook and have some basic knowledge of the platform. In includes the most current updates Facebook has made to pages.

Dates: March 3–28 OR May 5–30
Fee: $245.00
Instructor: Jennifer Selke

Cyber Security for Managers
Cyber security issues are all around us and reach nearly every part of our business and work, from online banking and education to Facebook and Wi-Fi. Finally, you can get up to date on Cyber Security basics and fundamentals. Designed for non-technical managers, directors and others in the work place, you will find out about threats and vulnerabilities, safeguards, common attacks, viruses, malware and spyware, disaster recovery planning, Intrusion Detection/ Prevention, basic security architecture, introductory forensics, and cyber terrorism.

Dates: March 3–28 OR May 5–30
Fee: $245.00
Instructor: Stan Waddell

Online Learning and Teaching
Discover the fascinating world of online learning and teaching. Find out about all the wonderful eTools being used, from drag-and-drop games to virtual labs. Then find out how you can begin to use the web in your own teaching. See why web-enhanced courses are being introduced in K-12 schools. Take home online strategies for keeping your students to learn more and prepare them for the workplace.

Dates: March 3–28 OR June 2–27
Fee: $149.00
Optional: 1.0 graduate credit from the University of South Dakota $40.00, paid later.
Instructor: William Draves

Gender in the Classroom
Your female students learn differently than your male students. Discover how girls learn and take away tips for helping boys learn and succeed more. Then discover how boys learn and take away tips for helping boys learn and succeed more. Get info about research not available anywhere else.

Dates: March 3–28 OR June 2–27
Fee: $145.00
Optional: 1.0 graduate credit from the University of South Dakota $40.00, paid later.
Instructor: Julie Coates and William A. Draves

Generation Learning Styles
Your students learn differently than you do. Come find out how to help your students learn more and discover something new about yourself. Get fascinating information on the brain and how all generations respond to the “cohort experience.” You will acquire the information on how Generation Y learns and find out how you as a Gen-X or Baby Boomer learn differently. Participants will take away 20 generational techniques for helping students learn more.

Dates: April 7–22 OR July 7–August 1
Fee: $145.00
Optional: 1.0 graduate credit from the University of South Dakota $40.00, paid later.
Instructor: Kassia DellaBough

Social Media & Online Tools
Get the latest information on why and how your students are using social media. Find out how social media is being used in education and come away with tips on how you can use social media to help your students learn more. This course is recommended for any teacher interested in social media, from beginners to advanced social networkers.

Dates: April 7–22 OR July 7–August 1
Fee: $145.00
Optional: 1.0 graduate credit from the University of South Dakota $40.00, paid later.
Instructor: Heather Dimits

Using Cell Phones in the Classroom
Class, turn your cell phones-on! Most of your students have cell phones, and now you can use this valuable tool in your classroom to engage and involve your students more in their learning. Discover how to implement cell phones in your classroom from a teacher who has done it successfully. Come away with a step-by-step how-to plan on enhancing your students’ learning and your teaching.

Dates: April 7–22 OR July 7–August 1
Fee: $145.00
Optional: 1.0 graduate credit from the University of South Dakota $40.00, paid later.
Instructor: Ryan Moore

Students with ASD (Autism Spectrum Disorders)
Today, every school in America has students who have been diagnosed with Autism Spectrum Disorders. The effects of this disorder vary wildly, but it is important for every teacher to understand how to recognize behaviors that may indicate Autism Spectrum Disorders. In this course, you will take away strategies for working effectively with these students and their parents to create the most positive learning environments for children and teens.

Dates: March 3–28 OR June 2–27
Fee: $145.00
Optional: 1.0 graduate credit from the University of South Dakota $40.00, paid later.
Instructor: Julie Coates
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Teaching Smarter with SMART Boards
SMART boards are revolutionizing today’s classrooms. Using these exciting interactive whiteboards, you can provide multiple instructional strategies that engage students and address their diverse needs. But having SMART boards in the classroom in the wrong way can create quality issues different from those that were experienced in the traditional board. This course will guide you as you explore the range of SMART board features and help you to create true SMART classrooms.

Grammar Refresher
Whatever your goal, a grasp of English grammar is important if you wish to improve your speaking and writing skills. This course will help you gain confidence in your ability to produce clear, grammatically correct work. You’ll review the basics of English grammar—like sentence structure and punctuation—as well as more sophisticated concepts—like logic and clarity. A patient instructor, renown author and career advisor will help you identify the job that is the best fit for you.

Getting Assertive!
You’ve had the experience of being in situations where you felt that you were unable to adequately express your needs or views. You may have felt left out or ignored. You may have found it easier to do what others expected instead of to express your true feelings. This compassionate and comprehensive class will give you the tools, techniques, and insights to help parents get their children to do their share of the housework. It will help you deal with a difficult relative who resists your efforts to make the situation better.

12 Steps to a Successful Job Search

This 12-step job search course helps candidates discover what job is best for you. You’ll be given a complete step-by-step instructions on how to get that job. Includes a summary of what employers look for in a resume. You will learn how to tailor your resume, references, how to write an effective cover letter, and how to prepare for an interview. The course also includes an assessment of your strengths and personal attributes when combined with your experience and training.

Get Assertive!

Learn specific techniques to become more assertive in all parts of your life. Discover how to maneuver your way into a situation of being a victim. Understand the differences between passive, aggressive, and assertive behavior, and how to decide which behavior is appropriate in any given situation. Explore ways to change your inner dialogue, such as using affirmations and visualization, creating new labels for yourself and others, and managing a journal. Assess the skills that will empower you to talk as an assured, assertive person, including specific verbal techniques and phrases for situations of anger. Anger and criticism from others are difficult to deal with, so you’ll get many tips on how to manage them. Improve your handling of conflict situations and how to control often explosive feelings.

Advanced Fiction Writing
In this course, you’ll explore all the topics a writer needs to create a successful manuscript, including story structure, plot, character, dialogue, setting, suspense, conflict, action, viewpoint, tone, and setting to help you get published. Each lesson includes an assignment that will help you develop your writing skills. In the Discussion Area, you’ll have the opportunity to share your work with classmates to assist your initial feedback. Explore essential techniques in a clinician step-by-step format. You’ll be taught the tools you need to protect your story into a published book.

Assistant Parenting Professionals
This comprehensive and compassionate class will give you the tools, techniques, and insights to help parents get their children to do their share of the housework. It will help you deal with a difficult relative who resists your efforts to make the situation better.

Introduction to Microsoft Windows 8
Microsoft Windows 8 is a robust, powerful operating system that gives you an exceptional environment to manage your apps, programs, photos, files, and videos. By understanding what is going on within Windows 8, you can obtain the most out of your PC. This course will teach you the fundamental concepts of working with Windows, and how it relates to your everyday experiences in the computing world.

Introduction to GMAT Preparation
Learn the secrets of the test that will change your future by improving your GMAT score. You’ll learn the nature of the threats you face, how to assess your vulnerability, how to win the heart of your test takers, and how to achieve your score goals.

Introduction to Internet Writing Markets
If you have a nagging suspicion that a small improvement in your writing skills might also improve your career prospects, then this course will help you. You’ll discover what in your work is critical to your career, and learn how to identify and avoid making mistakes.

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Information and Registration

Jane Donlon, Program Assistant
Continuing Education & Professional Development
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Susan Allison, Foreign Language Coordinator
(920) 467-3848 or sallison@uwec.edu

Lisa Herman, After School Spanish Coordinator
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(920) 459-4413 or Cleworker@uw.edu

Web: http://www.ushsb.org/community/ce/

Office Hours: 8:30 a.m.–2:30 p.m., Monday–Thursday, or by appointment

Registration and payment are due no later than one week before the first class session. You may call to reserve a spot in any class, but payment must follow within five working days to hold the reservation. Early registration is recommended.

The following optional demographic information will enhance programming efforts:

Gender: [ ] Male [ ] Female
Age: [ ] Under 18 [ ] 18-34 [ ] 35-49 [ ] 50-64 [ ] 65+
Ethnic Background: [ ] Asian or Pacific Islanders [ ] American Indian or Alaskan Native [ ] Hispanic/Latin [ ] White (Other)

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A refund will automatically be issued if a class is canceled for any reason.

Unless otherwise noted on specific class descriptions or cultural reasons. A refund will automatically be issued if a class is canceled. You may call (920) 459-6617 to confirm your registration.

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Please register no later than two weeks prior to chosen date to reserve a place. Fee: $69.00

All courses will be held from 8:00 a.m.–2:30 p.m. in the UW-S Brotz Science Building, Room 6001. Please register no later than two weeks prior to chosen date to reserve a place. Fee: $69.00

Students will learn:
• Strategies in test taking
• Strategies in solving math problems—algebra, geometry and trigonometry
• Proper usage of English—rhetorical skills and mechanics
• Analysis and interpretation of scientific research summaries and conflicting hypotheses

Learn the skills necessary to do well on your ACT exam with the help of top-notch instructors!

January 18, March 15 & May 17

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