Beginning Excel 2013
Learn how to open, create, and work with a spreadsheet; enhance spreadsheets using formatting techniques; create and work with charts; create formulas to perform a variety of calculations; manage workbooks; advanced printing options.
Course ID: 8510001
Location: Workforce Training Centre
Instructor: Shanna
Date Day(s) Time Fee
Jan. 12 Tues. 9:00am-2:00pm $139

Intermediate Excel 2013
In this advanced spreadsheet management class, you will learn how to: create and use advanced formulas, manage database information using lists, automate tasks with macros, analyze data using pivot tables and create “what-if” scenarios.
Course ID: 820007
Location: Workforce Training Centre
Instructor: Shanna
Date Day(s) Time Fee
Jan. 19 Tues. 9:00am-2:00pm $139

Intro to Computers
Come learn basic computer functions; creating and editing documents; using the mouse & keyboard; email & internet. In addition, learn how to add pictures to your documents; delete, cut & paste text from web pages; & create an address book.
Course ID: 82003
Location: Workforce Training Centre
Instructor: Lisa
Date Day(s) Time Fee
March 21-22 Mon., Tues. 5:30pm-8:00pm $89

Introduction to Google Apps
This Google Apps training will teach you how to setup a Gmail account, download Chrome web browser, and use the Google applications Docs and Drive.
Course ID: 820018
Location: Workforce Training Centre
Instructor: Jordan
Date Day(s) Time Fee
Feb. 11 Thurs. 5:30pm-7:30pm $29
March 10 Thurs. 5:30pm-7:30pm $29

Social Media Marketing
The best way to get your message to an audience for FREE is through social media. This marketing technique course will be focused on business. In this beginner’s course, we will set up and enhance business Twitter, Instagram, and Facebook accounts. Walking through the purpose, how to properly use each outlet and how to combine the three for the most impact. This course is for those that have never used social media before or those that are learning to enhance those skills. Lunch will be provided.
Course ID: 850025
Location: WSC Alumni Room
Instructor: Karissa
Date Day(s) Time Fee
Feb. 25 & March 3 Thurs. 12:00pm-1:00pm $49

All About iCloud
This class will show you how to use iCloud, Apple’s cloud storage and computing service. Topics covered will include: iCloud settings, iMessage, and family share for iPhone, iPad, iPod, and Mac computers. Students will need to BYOD – bring your own device.
Course ID: 820005
Location: WSC Stevens Hall
Instructor: Jordan
Date Day(s) Time Fee
Feb. 18 Thurs. 6:00pm-8:00pm $29
March 24 Thurs. 6:00pm-8:00pm $29

Introduction to Microsoft Office
Gain the introductory skills needed to present ideas, solve problems, and connect with people using Microsoft desktop applications. This class is designed to teach students the uses of Word, Outlook, Excel, PowerPoint, Publisher, and OneDrive.
Course ID: 820017
Location: Workforce Training Centre
Instructor: Jordan
Date Day(s) Time Fee
Feb. 1-4 Mon, Tues.,Thurs. 6:00pm-8:00pm $85
Feb. 29-March 3 Mon, Tues.,Thurs. 6:00pm-8:00pm $85

Introduction to QuickBooks
QuickBooks is an accounting software designed for small-to mid-sized businesses. In this introduction class you’ll get the training you need to set up a chart of accounts, reconcile your bank account(s) and credit card(s), create and print invoices and bills, track your receivables and payables, and generate reports. Textbooks are included and will be provided on the first night of class.
Course ID: 820002
Location: Workforce Training Centre
Instructor: Amy
Date Day(s) Time Fee
March 15-17 Tues.,Thurs. 5:30pm-8:30pm $175
Your Money, Your Life
During the course, we discuss how to setup a budget, properly record revenue and expenses, as well as ways you can track finances by utilizing both excel and online tools. We will also learn more about items that people may forget about budgeting. Your Money, Your Life is designed to help you save and find yourself on the right financial track for your future.
Course ID: 25517
Location: WSC Stevens Hall  Instructor: Shanna
Date  Day(s)  Time  Fee
Jan. 19  Tues.  5:30pm-7:00pm  $29

English as a Second Language (ESL) Workshop
Students will practice basic oral conversation skills, gaining self-confidence when speaking English. We will move beyond the basics, learning fun alternatives used by native speakers. For example, “Hi, how are you?” will become “Hey, what’s up?” and ‘Ready to rock and roll!” and “Fired up!” Get ready to interact with others, sing short songs, and even have fun.
Course ID: 840008
Location: WSC Stevens Halls  Instructor: The Purple School
Date  Day(s)  Time  Fee
Feb. 9  Tues.  7:00pm-9:00pm  $25

Accounting 101
This course requires no prior accounting knowledge. It will provide a great foundation for those planning to take a QuickBooks course or an excellent option for small business owners and others who simply need a better understanding of accounting basics.
Course ID: 850001
Location: WSC Stevens Hall  Instructor: Amy
Date  Day(s)  Time  Fee
Feb. 8-10  Mon. & Wed.  5:30pm-8:30pm  $149

Fire Safety - Daycare/Small Business
This class is designed to provide the student with the knowledge and skills necessary to be able to extinguish a fire in its beginning stages. The class will cover the fire combustion process and the theory behind stopping the combustion process from continuing. Also covered in the class are prevention measures to stop the combustion process from taking place, emergency action plans, emergency egress, fire drills and more. The student will exercise the knowledge using a fire extinguisher simulator. The student will be issued a wallet card upon successful completion.
Course ID: 400001
Location: Workforce Training Centre  Instructor: Jason
Date  Day(s)  Time  Fee
March 3  Thurs.  6:30pm-8:30pm  $46

Medic First Aid PediatricPlus: CPR, AED, and First Aid for Children, Infants, and Adults
Medic First Aid PediatricPlus is a hands-on training program that will help individuals develop the knowledge, skills and confidence to respond in a medical emergency. This program is ideal for those who are required to learn how to respond to medical emergencies involving children, and each student will be issued a certification card valid for up to 24 months. The program also caters to those who do not require certification, but live or spend time with children and infants.
Course ID: 300057
Location: Workforce Training Centre  Instructor: Pat
Date  Day(s)  Time  Fee
Feb. 20  Sat.  8:00am-1:30pm  $125

CPR Skills Testing for Healthcare Providers
Basic Life Support for Healthcare providers (BLS) skills testing is offered in collaboration with American Heart Association, for healthcare professionals seeking an initial or renewal BLS for Healthcare Providers course completion card. This is a hands-on skills practice and testing session with an AHA BLS instructor. Students must present proof of completion of the online learning module at time of skills testing. The web-based lessons can be found here: http://www.heart.org/HEARTORG/General/Basic-Life-Support-Online-Training-Courses_UCM_455533_Article.jsp#.ViVnWX6tSUk
Course ID: 300082
Location: Workforce Training Centre  Instructor: Pat
Date  Day(s)  Time  Fee
Feb. 24  Wed.  1:00pm  $40

Practical Spanish
This course is designed for students with little or no previous exposure to the Spanish language. We will focus on essential communication in Spanish required in situations encountered during travel, at the workplace, or in social settings. Please bring a notebook and pen or pencil.
Course ID: 840007
Location: WSC Stevens Hall  Instructor: Joe
Date  Day(s)  Time  Fee
Feb. 3-24  Wed.  6:30pm-8:30pm  $105
Certified Nursing Assistant

Our program provides classroom instruction and clinical experience to those preparing for employment as a certified nursing assistant (CNA) in a skilled and acute care facility, or home health care setting. The program includes classroom instruction, supervised practical training, and clinical experience.

Register Today!
**Clear Communications**
This class will focus on effective email communication. It will review the elements of good email etiquette and what to avoid. We will discuss basic strategies and tips to help focus your writing and ensure that others understand you. We will also cover ideas for reducing email volume and staying organized.
Course ID: 850001
Location: Stevens Hall  Instructor: Caitlin
Date  Day(s)  Time  Fee
March 28  Mon.  5:30pm-7:30pm  $29

**Strengths Finder: A New Approach to Self, Work, and Life**
Strengths Finder is an affordable, informative assessment that provides insight into your top 5 strengths. Those 5 strengths can be used to better understand and appreciate yourself, navigate work situations more effectively, and life more deliberately. Strengths provides a language to discuss differences, conflicts, assets, create well-rounded teams, and understanding of what each person brings to the table and why it matters.
Course ID: 850001
Location: WSC Stevens Halls  Instructor: Chrissy
Date  Day(s)  Time  Fee
Jan. 25-Feb. 15  Mon.  6:00pm-8:00pm  $79

**SWOT: Strengths Weakness Opportunities & Threats**
A SWOT analysis can be beneficial for a department, an organization or business to look at strengths, weakness, opportunities, and threats facing them. This two part course will walk through the process of gather that information, bringing it together, talking about it as a team, and using it to inform a timeline of moving forward or strategic planning process.
Course ID: 850001
Location: WSC Stevens Hall  Instructor: Chrissy
Date  Day(s)  Time  Fee
Feb. 23 & March 1  Tues.  5:30pm-7:30pm  $79
March 8 & 15  Tues.  5:30pm-7:30pm  $79
March 22 & 29  Tues.  5:30pm-7:30pm  $79

**Your Leadership Journey**
This course arms a new (within their first two-three years) or prospective leader with knowledge and skills they need to confront the challenges they face early in their leader career. The course encourages the learner to think about the transitions that newer leaders face and how to handle those challenges. Learners will be introduced to three leadership differentiators that are most important to build a positive reputation as well as add to the organization’s success.
Course ID: 850016
Location: Workforce Training Centre  Instructor: TBA
Date  Day(s)  Time  Fee
Feb. 18  Thurs.  8:30am-12:30pm  $249

**Communicating for Leadership Success**
Become introduced to the essential interaction skills that are critical to leadership success. Leaders will learn how to meet the personal and practical needs of their team members and how to communicate in order to spark action in others to achieve business results. They will also learn how to provide positive feedback that recognizes and motivates individuals and teams; as well as developmental feedback that helps others get back on track.
Course ID: 850027
Location: Workforce Training Centre  Instructor: TBA
Date  Day(s)  Time  Fee
March 3  Thurs.  8:30am-12:30pm  $249

**Navigating Beyond Conflict**
In this course, individual performers learn how to recognize the warning signs of conflict and take action to prevent situations from escalating or to work out the conflict if it does escalate. This allows them to mitigate any negative impact, thus reducing the cost of conflict and improving business results.
Course ID: 850027
Location: Workforce Training Centre  Instructor: TBA
Date  Day(s)  Time  Fee
March 17  Thurs.  8:30am-12:30pm  $249

**Taking the HEAT**
Even the best proactive customer service skills won’t produce satisfied customers every time. Service providers need to be equipped with reactive skills, too. In this course, individual performers learn how to Take the HEAT in order to turn dissatisfied, angry customers into satisfied, loyal ones. In addition, these service providers must learn how to draw out dissatisfied customers who are reluctant to express their dissatisfaction.
Course ID: 850027
Location: Workforce Training Centre  Instructor: TBA
Date  Day(s)  Time  Fee
March 31  Thurs.  8:30am-12:30pm  $249
Scientist Imaginative Learning
Children come and learn about science by participating in exciting science themed activities and experiments. This series of fun and interactive classes for kids will provide a new science experiment and experience every time.
Course ID: 860019
Location: Crighton Bldg.  Instructor: Sabrina

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<tr>
<td>Jan. 23</td>
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<td>Feb. 27</td>
<td>Sat.</td>
<td>10:30am-12:00pm</td>
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<tr>
<td>March 26</td>
<td>Sat.</td>
<td>10:30am-12:00pm</td>
<td>$19</td>
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Paint Your Own Pottery
Your kids will enjoy expressing their creative side. Every piece will turn out different. We will provide everything your child will need. Please bring an apron if you wish to protect your clothes. For ages 3-10. For children under the age of 7, parent supervision is requested.
Course ID: 25530
Location: WSC Crighton Bldg.  Instructor: Holly

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<tr>
<td>March 19</td>
<td>Sat.</td>
<td>1:00pm-3:00pm</td>
<td>$39</td>
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The Purple School (Mommy and Me)
Spanish for Kids
Babies and young children can learn any language! Brain chemistry changes as children age so it’s important to learn while in the window. The Purple School teaches children a second language through chants, singing, and games. Our enthusiastic teachers use The Purple School’s fun, child-centered curriculum to achieve concrete, quantifiable results. In these engaging parent-child classes, we’ll teach you fun songs for you to sing at home. You’ll learn to tell your child in a second language to “please wash your hands” and your kids will learn how to ask you questions in a second language like, “Mom, could you pass the giraffe (please)?” *ages 0 - 6, parents must accompany children. Come to as many as eights classes for the price of five classes.
Course ID: 860003
Location: ARC  Instructor: The Purple School

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<tr>
<td>Jan. 4-Feb. 29</td>
<td>Mon.</td>
<td>10:00am-10:45am</td>
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<tr>
<td>April 4-May 16</td>
<td>Mon.</td>
<td>10:00am-10:45am</td>
<td>$69</td>
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Frozen Fun
Students will make a snowman keepsake and a magical silly putty that truly shimmers in the light. This class is designed for parents and children ages 3 to 10. All supplies are included.
Location: WSC Crighton Bldg.  Instructor: Holly
Course ID: 860011

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<tr>
<td>Jan. 16</td>
<td>Sat.</td>
<td>1:00pm-3:00pm</td>
<td>$29</td>
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Kid’s After School Tech Camp
During this after school camp, students will learn how a PC works, the hardware needed to make it run, and how to install the operating system. Topics covered will include: RAM, HDD, and other hardware that helps make your computer process.
Location: Workforce Training Centre  Instructor: Dakota
Course ID: 860015

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<tr>
<td>Jan.20-Feb. 10</td>
<td>Wed.</td>
<td>3:30pm-5:00pm</td>
<td>$99</td>
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<tr>
<td>Feb. 24-March 23</td>
<td>Wed.</td>
<td>3:30pm-5:00pm</td>
<td>$99</td>
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Kid’s Cupcake Decorating
Join a group of kids and our experienced chef Allyson for this memorable kid’s cooking class. Participants will take home their frosted Valentine masterpieces. All smiles and supplies are included. The class is designed for children ages 3-12. Kids under the age of 7 must be accompanied by an adult.
Course ID: 25510
Location: Workforce Training Centre  Instructor: Allyson

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<td>Feb. 13</td>
<td>Sat.</td>
<td>1:00pm-3:00pm</td>
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Kid’s After School Tech Camp
During this after school camp, students will learn how a PC works, the hardware needed to make it run, and how to install the operating system. Topics covered will include: RAM, HDD, and other hardware that helps make your computer process.
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<td>Jan.20-Feb. 10</td>
<td>Wed.</td>
<td>3:30pm-5:00pm</td>
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<tr>
<td>Feb. 24-March 23</td>
<td>Wed.</td>
<td>3:30pm-5:00pm</td>
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An Everyday Guide to Red Wine
Every time you open a bottle of wine, you embark on a unique journey through a wonderful world of sensations. Yet for all its pleasures, wine can be mysterious and complex. Intriguing questions about the best wine regions, food pairing suggestions, taste profiles, storage suggestions, and more are at the heart of any enjoyable experience with wine, whether you’re hosting a party, touring a vineyard, shopping for a gift, or simply having a glass with your dinner. Unlocking the secrets of wine—its varieties, the ways it’s made, the techniques of tasting and shopping for it—is the key to heightening your appreciation of this intense and rewarding experience.
Course ID: 840002
Location: WSC Crighton Bldg.
Instructor: Holly
Date           Day(s)  Time               Fee
Jan. 27-Feb. 10 Wed.       6:00pm-7:15pm       $95

An Everyday Guide to White Wine
Every time you open a bottle of wine, you embark on a unique journey through a wonderful world of sensations. Yet for all its pleasures, wine can be mysterious and complex. Intriguing questions about the best wine regions, food pairing suggestions, taste profiles, storage suggestions, and more are at the heart of any enjoyable experience with wine, whether you’re hosting a party, touring a vineyard, shopping for a gift, or simply having a glass with your dinner. Unlocking the secrets of wine—its varieties, the ways it’s made, the techniques of tasting and shopping for it—is the key to heightening your appreciation of this intense and rewarding experience.
Course ID: 840002
Location: WSC Crighton Bldg.
Instructor: Holly
Date           Day(s)  Time               Fee
March 16-30       Wed.       6:00pm-7:15pm       $95

Ecuadorian Cuisine
Do you want to cook something different at home? Ecuadorian food is delicious and easy to cook. In this course, you will learn how to make traditional food such as: ceviche, arroz marinero (seafood rice), seco de pollo (chicken stew) and a surprise traditional dessert homemade Ecuadorian style.
Course ID: 840006
Location: Workforce Training Centre
Instructor: Karina
Date             Day(s)  Time               Fee
Feb. 24                       Wed.       5:30pm-8:30pm          $75

Edible Arts
You will learn to make beautiful pieces of art to feed your friends and family. Together we will explore techniques to create frosting, flowers, and other decorations for cakes. There is so much to discover about cake decorating and the joy of expressing your creativity!
Course ID: 840035
Location: Workforce Training Centre
Instructor: Leah
Date             Day(s)  Time               Fee
Jan. 30                       Sat.            9:00am-12:00pm        $49
March 5                          Sat.            9:00am-12:00pm        $49

Mixology
Are you disappointed when you make mixed drinks at home? Are they too bland, too sour, or just too disgusting to drink? This class will solve your problems! Learn the basics of creating a great cocktail and what bar essentials are needed to change your mixed drinks from yuck to yum! In this session, we will learn how to concoct: a Bloody Mary, margarita, mojito, martini, plus others with the help of 26th Street Liquor. Participants must be at least 21 years of age
Course ID: 840021
Location: WSC Crighton Bldg.
Instructor: 26th Street Liquor
Date             Day(s)  Time               Fee
Jan. 21                       Thurs.            6:30pm-8:00pm         $35
Painting and Tasting
During our painting nights, a local artist will guide participants in painting their interpretation of the evening's selected piece while enjoying wine from 26th Street Liquor. Please bring an apron if you wish to protect your clothes. Participants must be at least 21 years of age.
Location: WSC Crighton Bldg. Instructor: Kim

**Snowman Art**
Course ID: 090002
Jan. 23 Saturday 6:30pm-8:30pm $59

**Heart - Painting for All Ages over 9!**
Course ID: 090002
Feb. 6 Saturday 2:00pm-4:00pm $45
Soda and water will only be served

**Pair Painting**
Course ID: 090002
Feb. 13 Saturday 6:30pm-8:30pm $95
Come with your significant other, your best friend, or by yourself!
This class comes with 2 canvases to paint on. Even if 2 of you are coming, only sign up for 1 spot.

**Wine Glass**
Course ID: 090002
Feb. 27 Saturday 6:30pm-8:30pm $59

**Lucky Hat**
Course ID: 090002
March 4 Friday 6:30pm-8:30pm $59

**DIY: Tumbler Art**
Come paint a four piece set of tumblers to take home with you or give away as a gift while enjoying wine from 26th Street Liquor. This is a fun way to personalize an everyday household item. All supplies are included. Participants must be at least 21 years of age.
Course ID: 090001
Location: WSC Crighton Bldg. Instructor: Holly
Date Day(s) Time Fee
Jan. 15 Fri. 6:00pm-8:00pm $59

**DIY: Photo Transfer**
In this class, we will learn how to take an ordinary way of displaying photos to a whole new level by immortalizing your favorite images on a piece of wood. Plus, you are learning a cool new craft to teach your friends and family while enjoying wine from 26th Street Liquor. All supplies are included with the exception of your favorite photograph. Participants must be at 21 years of age.
Course ID: 090001
Location: WSC Crighton Bldg. Instructor: Natalie
Date Day(s) Time Fee
Feb. 5 Fri. 6:00pm-8:00pm $59

**DIY: Illuminated Canvas**
Come take your canvas art creations to a new and unexpected level! In this class, we will learn to take your ordinary paintings from drab to fab while enjoying wine from 26th Street Liquor. Our instructor will give you step-by-step guidance while creating this illuminating piece of wall art. All supplies are included. Participants must be at least 21 years of age.
Course ID: 090001
Location: WSC Crighton Bldg. Instructor: Natalie
Date Day(s) Time Fee
March 18 Fri. 6:00pm-7:00pm $59
**Puppy/Dog Obedience Training**
This training course is presented in detailed but basic instruction so everyone attending will benefit from the materials presented and be able to transfer the information to their dog and family members. Lessons are given in a how-to style and include the commands: sit, down, controlled walk, stay, come, wait, leave-it, and more. Behavioral situations are also addressed for group or individual needs. Price is per dog, numerous family members are welcome to attend. Please bring your dog to class.

Course ID: 83001
Location: WSC Western Star  Instructor: Bekki

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<tr>
<td>Jan. 28-March 3</td>
<td>Thurs.</td>
<td>6:00pm-7:00pm</td>
<td>$129</td>
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**Yoga**
A 1-hour yoga class mixing hatha, vinyasa & adapted yoga poses to build strength, stability, endurance & balance. This class will focus on increasing flexibility in a safe, intelligent way. You can come to as few or as many classes as you'd like. It's a wonderful all-levels class experience for the beginner to the advanced. Must bring your own yoga mat.

Course ID: 840015
Location: WSC Crighton Bldg.  Instructor: Marti

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<tr>
<td>Jan. 4-27</td>
<td>Mon. &amp; Wed.</td>
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<td>Feb. 1-29</td>
<td>Mon. &amp; Wed.</td>
<td>5:30pm-6:30pm</td>
<td>$25</td>
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<tr>
<td>March 2-30</td>
<td>Mon. &amp; Wed.</td>
<td>5:30pm-6:30pm</td>
<td>$25</td>
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**Floral Arrangement**
Come learn how to make a beautiful flower arrangement for any occasion. Instructor Tracey Paulsen will teach students through a hands on approach how to care for, handle and arrange living flowers. In addition, students will learn florists’ tips and tricks including how to make arrangements last while learning general information on particular flowers.

Jan. 14 - Bow Making, students may bring their own ribbon to make additional bows.
Feb. 18 - Rose Arranging, students must bring their own vase.
March 10 - Corsage Making

Course ID: 840030
Location: Shepherd’s Garden  Instructor: Tracey

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<td>Jan 14</td>
<td>Thurs.</td>
<td>4:00pm-6:00pm</td>
<td>$49</td>
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<tr>
<td>Feb. 18</td>
<td>Thurs.</td>
<td>4:00pm-6:00pm</td>
<td>$79</td>
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<td>March 10</td>
<td>Thurs.</td>
<td>4:00pm-6:00pm</td>
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**Film Review Club**
Do you love movies and want a class where you can share the experience with other film buffs? Come enjoy watching, reviewing and discussing films with us! This class will review the dialogue, cinematography, psychology, and the plot behind particular film shorts. This class will be an open forum for discussion.

Course ID: 840034
Location: WSC Stevens Hall  Instructor: Natalie

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<td>Feb. 25-26</td>
<td>Thurs. &amp; Fri.</td>
<td>6:30pm-8:00pm</td>
<td>$49</td>
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**Assessing Hollywood’s Most Iconic Movies**
Ever wonder why you felt sick while watching a war movie, or felt nervous during a long scene? This class with break down unique approaches that movie makers take to make you feel like you are experiencing the movie first hand. Watching the movie will never be the same after you understand the rules and tricks used to persuade the viewers. We will review famous scenes from *The Godfather, Psycho, Saving Private Ryan, The Graduate*, as well as many others that have broken typical film rules to make them stand out.

Course ID: 840034
Location: Teton Lounge  Instructor: Natalie

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<td>Jan. 28</td>
<td>Thurs.</td>
<td>6:00pm-7:30pm</td>
<td>$35</td>
</tr>
</tbody>
</table>

**Your Vision Board for 2016**
There's one powerful way to help you get exactly what you want in 2016. A vision board is a poster board with images representing your dreams and goals. Its purpose is to motivate, help you stay on track, and keep you focused on whatever you want to achieve. Do you have goals and dreams that you keep pushing back year after year? Do you want to master a powerful tool to help you clearly organize your goals and accelerate their achievement? If yes, join us for an evening of encouragement, motivation, and networking in Williston.

Course ID: 840036
Location: WSC Crighton Bldg.  Instructor: Kim

<table>
<thead>
<tr>
<th>Date</th>
<th>Day(s)</th>
<th>Time</th>
<th>Fee</th>
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</thead>
<tbody>
<tr>
<td>Jan. 8</td>
<td>Fri.</td>
<td>7:00pm-9:00pm</td>
<td>$25</td>
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</table>
Register Online: www.willistonstate.edu/trainnd

Register by Mail: Williston State College Attn: Community Education • 1410 University Ave, Williston, ND 58801

Register in Person: Crighton Building

First Name: __________________________ Last Name: __________________________

Address: _________________________________________________________________

City: __________________ State: __________________ Zip: ______________

Phone Number: __________________________ Birthdate: __________________

Email Address: ____________________________________________________________

<table>
<thead>
<tr>
<th>Class Name</th>
<th>Start Date</th>
<th>Fee Amount</th>
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<tbody>
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Payment Information:

☐ Cash  ☐ Check  ☐ Credit Card

Type of Credit Card: Master Card, Visa, Discover, American Express

Name of Card Holder: _________________________________________________________

Card Number: _______________________________________________________________

Exp. Date: __________________________ V-code: ________________________________

Refunds granted at the participant’s request will incur a $15 processing fee per class to be deducted from the amount refunded. All refunds are made by mail unless paid with a credit card; in which case the card is credited. Please allow four weeks to process refunds. If cancellation is less than one (1) business day prior to the first session, no refund is available. Full refunds are guaranteed if WSC Continuing Education cancels a course.
How do I know if there is space available in the class?
If a class is already filled, there will be a “Waiting List” button rather than an “Add to Cart” button to the right of the class listing. Click on the “Waiting List” button or call (701) 774-6236 to be placed on the waiting list. If there is a cancellation, we contact those on the waiting list in the order listed. On some occasions, the waiting list is long enough to warrant opening another section of the course. If you register for a different offering date, your registration can be transferred.

What are your policies for payment of fees?
Full payment must accompany your registration. To guarantee placement in the course, online payment may be made by Visa, Discover, Master Card, American Express or personal check. If your registration will be paid by an employer or other agency, you may register and request payment but you are not guaranteed a place in the course until payment is authorized by that party. Contact our registration staff at (701) 774-6236 with any further questions.

What if I cannot attend a course as planned?
If you need to withdraw or change your registration in a class, you must call our registration staff at (701) 774-6236 at least three (3) business days before the class starts. You will receive a refund according to the refund policy of that class and through the same method in which the class was paid. After this time, a $15 processing fee will be withheld. There are no refunds or transfers allowed if you notify us after a class starts.

What is the refund/drop policy?
Refunds granted at the participants’ request will incur a $15 processing fee per class to be deducted from the amount refunded. All refunds are made by mail unless paid with a credit card; in which case the card is credited. Please allow four weeks to process refunds. If cancellation is less than one (1) business day prior to the first session no refund is available. Full refunds are guaranteed if WSC Continuing Education cancels a course.

Can a class be cancelled because of low enrollment?
If we have to cancel a class due to low enrollment, we will notify you as soon as possible before the class is scheduled to begin. You will receive a full refund of your tuition or transfer to another course of your choice, space permitting.

How do I know if a course is canceled?
In the event a class must be cancelled, participants will be notified prior to the start of the class. In case of inclement weather, please check local radio and television stations for class cancellation announcements.

I have a question and would like to speak with someone. Whom can I call?
We want to hear from you and are happy to answer any questions you might have. Give our office a call at (701) 774-6236.

I have a question after hours and would like to speak with someone. Who can I call?
Give our office a call at (701) 774-6236
Community Education & Training
1410 University Ave
Williston ND, 58801

Register Today!
www.willistonstate.edu/trainnd
701-774-4557

The Bistro
Open Daily 11a-1:30p
Daily Lunch Specials
Located inside the Workforce Training Centre