take a class
in Manitowoc, Mishicot or Two Rivers

Personal Enrichment classes offered through LTC • Spring 2015

Advanced Cake Decorating $30.22/$30.22 Sr. Fee
...enables students to learn and practice the following advanced techniques in cake decorating: Fondant and Tiered Cakes, String work and Borders, Cornelli Lace, Sotas, Bead Borders, Brush Embroidery, Ruffle Border, Ruffle Garland, Working with Rolled Fondant, Fondant bows, Curlicues, Cut Outs, Leaves, Lily Nail Flowers using Royal Icing, Poinsettias, Easter Lilies, Petunias, Drop Flowers and Tiered Cake Construction.
26137 3/18-3/25 W 6-9p Two Rivers

Beginning Cake Decorating $30.22/$30.22 Sr. Fee
...introduces the student to the skills/art in the use of the pastry tube to decorate, including simple decorative flowers, borders, and designs; and the use of acquired skills to produce fancy foods and cakes for special occasions.
26135 3/4-3/11 W 6-9p Two Rivers

Computers: Excel-Level 1 $29.88/$11.00 Sr. Fee
...focusses on the development of basic computer skills in Excel. You will create, edit and format an Excel spreadsheet.
26010 3/16-3/18 MW 9a-12p Manitowoc
26128 3/17-3/19 MW 6-9p Mishicot

Computers: Excel-Level 2 $29.88/$11.00 Sr. Fee
...will allow students to build on more Excel knowledge and review on the skills learned in Excel 1. Concentrate on the development of formulas using both relative and absolute referencing, and use of the following functions: sum, average, max, min, now, and If. Create a chart to display a pictorial representation of data from spreadsheets.
26012 3/23-3/25 MW 9a-12p Manitowoc
26129 3/24-3/26 MW 6-9p Mishicot

Computers: Microsoft Beginners-Level 1 $29.88/$11.00 Sr. Fee
...is designed for absolute beginners. The course focuses on the development of very basic skills needed to operate a computer. You will learn terminology related to a computer, navigate through various features of a computer, including how to safely turn off your computer and you will create and save a file.
25995 1/26-1/28 MW 9a-12p Manitowoc
26076 2/16-2/18 MW 6-9p Manitowoc

Computers: Microsoft Beginners-Level 2 $29.88/$11.00 Sr. Fee
...focuses on developing the learner’s basic skills in using a computer. You will demonstrate using the Windows environment.
25994 2/2-2/4 MW 1:15-4:15p Manitowoc
26077 2/23-2/25 MW 6-9p Manitowoc

Computers: Microsoft Beginners-Level 3 $29.88/$11.00 Sr. Fee
...focuses on developing the learner’s basic skills in using a computer. You will construct a file management system by creating folders, and copying, moving, and renaming files. A jump drive for you to keep is included as part of this course.
25986 2/9-2/11 MW 9a-12p Manitowoc
26078 3/2-3/4 MW 6-9p Manitowoc

Computers: Microsoft Beginners-Level 4 $29.88 /$11.00 Sr. Fee
...focuses on the development of intermediate computer skills in file management and windows. You will manipulate the windows environment, troubleshoot and resolve windows problems, and adjust windows. A jump drive for you to keep is included as part of this course.
25983 2/16-2/18 MW 9a-12p Manitowoc
26079 3/9-3/11 MW 6-9p Manitowoc

Computers: PowerPoint Level 2 $29.88/$11.00 Sr. Fee
...introduces the learner to additional slide presentation features in the PowerPoint program. The features include: creating presentations from scratch, saving, opening, spell check, formatting tools, running slide shows, inserting pictures, applying animation features and slide show effects...
26016 4/13-4/15 MW 9a-12p Manitowoc

Computers: Word-Level 1 $29.88/$11.00 Sr. Fee
...focusses on the development of basic computer skills in Word. You will create documents using Microsoft Word by inserting/deleting text, formatting text, setting line spacing, aligning documents, using templates, changing margins, and using the spelling/grammar function.
26097 3/3-3/5 W 6-9p Manitowoc

Computers: Word-Level 2 $29.88/$11.00 Sr. Fee
...focusses on the development of intermediate computer skills in Word. You will evaluate the layout of Word documents.
26003 3/9-3/11 MW 9a-12p Manitowoc
26027 3/10-3/12 TR 6-9p Mishicot

Home Landscape Design $17.09/$4.50 Sr. Fee
...prepares the homeowner to develop a step-by-step plan to design a landscape using conventional landscape designs, including flowers, shrubs, trees, and structures and arranging various patterns.
26123 3/10 T 6-9p Mishicot

How to Use Your iPad $23.38/$4.50 Sr. Fee
...addresses now that you have an iPad, do you know how to use it? Find out how to set up an iTunes account, how to purchase Apps and how to customize features.
26008 3/11-3/18 W 1-4p Manitowoc

Internet Basics and Beyond $23.38/$4.50 Sr. Fee
...provides the learner with skills to explore the Internet and utilize it as a resource tool; apply e-mail concepts and advanced web techniques to obtain the best results; demonstrate web browser features; manage favorites and history lists; print a web document; copy and past information from the Web to another document; navigate and refine search sites to local useful information; and apply concepts learned through personal exploration. Experience with Windows environment and using a mouse (left/right/double click) is required.
26086 3/25-4/1 W 6-9p Manitowoc
25999 2/23-2/25 MW 9a-12p Manitowoc
26140 5/5-5/7 TR 6-9p Two Rivers

Internet Buying and Selling $17.09/$4.50 Sr. Fee
...teaches how to buy and sell on the internet. As a buyer, students will learn how the auctions work so that you can find deals and protect yourself when buying online. As a seller, students will learn how to create compelling listings, get exposure for your auction, and command top dollar for your items.
26087 4/8 W 6-9p Manitowoc

To register, call 1.888.GO TO LTC (1.888.468.6582, Ext. 1366) Sr. Fee age 62 and over.
**Intro to Facebook**  
$17.09/4.50 Sr. Fee  
...addresses the question: Are you thinking of joining Facebook, but don’t know enough about it or how to set up an account? This will be an introductory class for anyone who wants to learn more about the phenomena of Facebook and who wants to set up an account.  
26027  5/4  M  12-4p  Manitowoc

**iPhone Basics**  
$17.09/4.50 Sr. Fee  
...introduces students to the basic functions and features of Apple’s iPhone. We will explore the basics of how to use Siri, and the App store.  
26054  4/20  M  1-4p  Manitowoc

**Photography: Digital SLR**  
$23.38/$4.50 Sr. Fee  
...Do you have an SLR camera? Want to know more about how to take great pictures and use the features on your camera? This class is for you! Learn the basics of SLR technology features such as portrait, nighttime lighting, fading, etc.  
26139  2/11-2/25  W  6-8p  Two Rivers

**PowerPoint Level 1**  
$29.88/$11.00 Sr. Fee  
...is a workshop that covers the basic features of using software to create impressive presentations. You will learn how to open existing presentations; use pre-existing templates; create changes; save and exit presentations; use animation; and use special objects to enhance the presentation.  
26014  4/6-4/8  MW  1:15-4:15p  Manitowoc

**ServSafe Certification**  
$117.26/$99.50 Sr. Fee  
...satisfies Wisconsin Statute HSS196.19(2)(a) requirements. The course includes classroom activity, textbook readings, and the testing for food handling certification. The DHSS filing fee is not included in the course fee.  
25863  3/24-4/14  T  6-9p  Manitowoc  
25869  3/24-4/14  T  6-9p  Mishicot  
25868  3/24-4/14  T  6-9p  Two Rivers

**Sign Language**  
$35.96/$4.50 Sr. Fee  
...addresses the question, Do you like to “talk with your hands?” Here’s your opportunity to really say something! In Introduction to Sign Language, you will learn fingerspelling, basic vocabulary, and some simple grammar. This class is for everyone - from the absolute beginner to those who know a little about sign language. Come join the fun!  
26131  3/9-3/16  MW  6-8p  Two Rivers

**Sign Language Level 2**  
$35.96/$4.50 Sr. Fee  
...teaches advanced sign language techniques. Signing Naturally™ curriculum will be used. This class is appropriate for those who already have some basic sign language skills or have taken cSign Language for Beginners.  
26132  3/18-3/25  MW  6-8p  Two Rivers

**Spanish for Travelers-1**  
$35.96/$35.96 Sr. Fee  
...provides a quick and confident grasp of some basic Spanish phrases to make your trip to Spanish speaking countries more enjoyable. The class will introduce you to the basics of Spanish pronunciation and sounds.  
25809  2/17-3/3  T  6-9p  Manitowoc  
25818  2/17-3/3  T  6-9p  Mishicot  
25816  2/17-3/3  T  6-9p  Two Rivers

**Spring Pruning**  
$17.09/4.50 Sr. Fee  
...teaches the participant to give shape and openness to their plants and revitalize them for years of lasting beauty. If you have established plants you’re just not satisfied with, don’t rip them out! You’ll learn about plant structure, and pruning timing and techniques. We’ll cover tools, aesthetics, and strategies for sprucing up old plants in stages so they always look good. We’ll also focus on common mistakes people make when pruning.  
26124  3/16  M  6-9p  Two Rivers

**Using Email**  
$17.09/4.50 Sr. Fee  
...provides the learner with basic skills to communicate over the Internet by creating, sending and receiving E-Mail messages. Students will also learn how to create an address book and attach files and photographs.  
25997  2/18  W  1-4p  Manitowoc

**Vegetable Gardening**  
$17.09/4.50 Sr. Fee  
...will help get started or improve your large or small vegetable garden and learn: seed germination, cropping methods, insect and disease problems, organic, square foot and vertical gardening. All of the key topics in vegetable gardening will be covered.  
26125  4/7  T  6-9p  Mishicot

**Water Gardening**  
$17.09/4.50 Sr. Fee  
...will teach one of the newest trends in gardening and how to design and start your own water garden. Different from having a pond, water gardening can be in a much smaller area and can be as simple as a pool of water in a half barrel with a small cascade of water. Appropriate plants and fish could enhance the water setting. Learn to incorporate water into your landscape large or small scale and what plants and fish could be added.  
26126  5/4  M  6-9p  Mishicot

**Windows 7**  
$23.38/$4.50 Sr. Fee  
...takes a unique approach to teaching the skills necessary to navigate and use the Windows 7 operating system efficiently and confidently. Learn to maximize new features to get around, customize the desktop, and efficiently store, locate and search for files. Make the most of new tools and programs.  
26021  4/20-4/22  MW  9a-12p  Manitowoc

**Windows 8**  
$23.38/$4.50 Sr. Fee  
...looks at while Windows 8 may seem like a whole new “foreign” operating system, this 2 night class will give you the tools you need to function and use the new enhancements to the fullest. You will be introduced to many of the new features, including the useful apps of calendar, photos, music and more.  
26023  4/27-4/29  MW  1:15-4:15p  Manitowoc

**Locations**  
Manitowoc (LTC) • 3733 Dewey Street, Manitowoc  
Mishicot High School • 660 Washington Street, Mishicot  
Two Rivers High School • 4519 Lincoln Avenue, Two Rivers

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**ADVANCE YOUR MANUFACTURING CAREER ONE NIGHT A WEEK**

**CLASSES FORMING NOW–START THIS SPRING. OFFERED IN MANITOWOC, TWO RIVERS, MISHICOT AND REEDSVILLE.**

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