



Accelerated programs for working adults

Human Resource Administration • Manufacturing Management

- Work full-time and complete your degree in the SAME amount of time as a full-time student
- Each class meets 1 time a week for 8 weeks
- Focus on 2 classes at a time
- Complete your coursework outside of class using LTC's online platform and a high-speed internet connection

Start this Spring or Summer!

Contact an LTC Career Coach today 920.693.1162 • CareerCoach@gotoltc.edu

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DO SOMETHING FOR YOU

SPRING 2019

Schedule yourself for fun or professional development with a community education class.



AGRICULTURE

Backyard Chicken Farming **\$24.63/\$4.50**

Covers instruction on: diet, climate needs and housing, diseases, breeds, permit requirements and more. With more cities approving chicken ordinances, now is the time to get started with this sustainable hobby. Class is for those who want to get started, those who need assistance with their current setup, or those who are simply curious.

25651 2/26-3/5/19 T 6-9p Plymouth

Beekeeping - Level 1 **\$17.92**

Teaches learners how to start a backyard beekeeping hobby. The class includes an in depth look at the hive cycle, apiary set up, Langstroth hive step up, installation of honeybees, general hive maintenance and problem solving. Safety precautions and beekeeper first-aid will be also be discussed.

25600 3/2/19 S 9a-1p Plymouth

Beekeeping - Level 2 **\$17.92**

Focuses on the needs of an established hive. This includes feeding methods, managing pests and parasites and identifying and treating infectious organisms. This class will also cover trouble-shooting and common challenges of ongoing hive management.

25601 3/16/19 S 9a-1p Plymouth

Exploring Beekeeping **\$17.92**

Provides an overview on beekeeping, including the history of bees, understanding beehives, the life cycle of a honeybee, byproducts of the hive and the overall understanding of hobby beekeeping. You will be able to make a well-informed decision about keeping bees after this class.

25599 2/16/19 S 9a-12p Plymouth

Gardening in Small Spaces **\$17.92/4.50***

Prepares learners how to garden differently. Gardening up, raised-bed gardening, and wall gardens are just a few of the topics that will be discussed during this session on maximizing gardening in small spaces.

25608 4/3/19 W 6-9p Plymouth

25536 3/11/19 M 6-9p Oostburg

Landscape Design **\$17.92/4.50***

Teaches how to create a landscape design for business or home. Develop a plan using flowers, shrubs, trees, structures, and your own creativity to add texture and design to a landscape. The class includes an individual review of plans with the instructor.

25597 2/6-2/13/19 W 6-8p Plymouth

Organic Gardening **\$24.63/4.50***

Covers topics such as: Are you concerned about the rising cost of food? Unsure what the term organic means? Interested in learning how to grow your own vegetables and plants in a sustainable and natural way? Join us to learn all about organic gardening. Topics will also include basic weed control strategies, methods of natural insect control and combating plant disease without using chemicals.

25535 2/21-2/28/19 R 6-9p Oostburg

Perennial Planting **\$17.92/4.50***

Prepares the homeowner to incorporate perennial plantings into their yard and garden design, including selecting plants, preparing beds, and caring for hardy perennials.

25537 4/11/19 R 6-9p Oostburg

Prune Like a Pro **\$17.92/4.50***

Covers how pruning promotes a strong tree structure and leads to an aesthetically pleasing and long living tree or shrub. Poor pruning can be costly and lead to early tree removal. Since winter is the best time of the year to prune your woody plants (shrubs, trees and evergreens) spend a night learning the right techniques now!

25603 2/26/19 T 6-9p Plymouth

Shade Gardening **\$17.92/4.50***

Teaches the participant all about shady characters! Learn from a master gardener about the numerous plants that thrive in minimal sunlight. You will gain inspiration and techniques on how to effectively plant and maintain shade plants. Discover an extensive list of new and old annuals, perennials, ground covers and shrubs that can be combined in exciting and beautiful ways for shady places. Learn how to develop a shade garden that includes making a garden under trees.

25605 3/5/19 T 6-9p Plymouth

BUSINESS & TECHNOLOGY

App Attack Apps for Everyday Life **\$24.63/4.50***

Learn about the many apps available for free or at a nominal cost on your smart phone or tablet. Apps can assist you in your daily tasks, travel, budgeting, entertainment, and much more! While this class is a companion class to "How to Use Your Smart Devices", the apps and information covered can be useful for Apple touch screen products and Android phones and tablets.

25598 2/11-2/18/19 M 6-9p Plymouth



Computers: Excel 2016-Level 1 \$31.13/\$11*
Focuses on the development of basic computer skills in Excel 2016 You will create, edit and format an Excel spreadsheet. A jump drive for you to keep is included as part of this course.

25633	2/26-3/5/19	T	6-9p	Oostburg
25643	3/25-4/1/19	M	6-9p	Sheboygan

Computers: Excel 2016-Level 2 \$31.13/\$11*
Allows students to build more Excel knowledge and review on the skills learned in Excel 2016-Level 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. A jump drive for you to keep is included as part of this course.

25634	3/12-3/19/19	T	6-9p	Oostburg
25645	4/22-4/29/19	M	6-9p	Sheboygan

Computers: File Management \$24.63/4.50*
Covers all forms of file management and file maintenance, giving the user a firm understanding of how and where files are saved. User needs prior knowledge of computer usage, such as mouse and keyboard skills.

25606	3/13-3/20/19	W	6-9p	Plymouth
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Computer Maintenance-Basic \$24.63/4.50*
Teaches the participant how to keep their computer running to its fullest potential. Are you tired of your computer slowing down or locking up? We will share inside tips and tricks, and the best applications to download to maintain your PC. Learn how to get into safe mode, use system restore, and much more. This class will contain similar topics as covered in Computer for Beginners Level 4.

25546	4/4-4/11/19	R	6-9p	Oostburg
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Computers: Word 2016-Level 1 \$31.13/\$11*
Focuses on the development of basic computer skills in Word. You will create documents using Microsoft Word 2016 by inserting/deleting text, formatting text, setting line spacing, aligning documents, using templates, changing margins, and using the spelling/grammar function. A jump drive for you to keep is included as part of this course.

25637	1/29-2/5/19	T	6-9p	Plymouth
25662	5/14-5/16/19	TR	6-9p	Sheboygan

Computers: Word 2016-Level 2 \$31.13/\$11*
Focuses on the development of intermediate computer skills in Word 2016. You will evaluate the layout of Word documents. A jump drive for you to keep is included as part of this course.

25638	2/12-2/19/19	T	6-9p	Plymouth
25663	5/21-5/23/19	TR	6-9p	Sheboygan

Computers: Microsoft Beginners-Level 1 \$31.13/\$11*
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. A jump drive for you to keep is included as part of this course.

25628	2/13-2/20/19	W	6-9p	Oostburg
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Computers: Microsoft Beginners-Level 2 \$31.13/\$11*
Focuses on developing the learner's basic skills in using a computer. You will demonstrate using the Windows environment. A jump drive for you to keep is included as part of this course.

25629	2/27-3/6/19	W	6-9p	Oostburg
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Computers: Microsoft Beginners-Level 3 \$31.13/\$11*
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.

25630	3/13-3/20/19	W	6-9p	Oostburg
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How to Use Your Smart Devices-Android Products \$24.63/4.50*
Provides information for learners on how to make the most of their Android devices such as a Samsung cell phone, tablet or HTC smart phone. You will learn operating basics in this class for your device and get your questions answered. Please bring your device and power and connection cords. **Apple users—please take our Smart Devices-Apple products class.

25595	1/28-2/4/19	M	6-9p	Plymouth
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Internet Basics and Beyond \$24.83/4.50*
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.

25607	4/2-4/9/19	T	6-9p	Plymouth
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Windows 10 \$24.63/4.50*
Provides learners with the foundation needed to get started using Windows 10. Students will learn how to find their way around the operating system, start menu, desktop, and system settings. The course demonstrates how to customize settings, manage files, and create documents using WordPad. There will be discussion on how to protect files and update Windows 10. Students may bring a Windows 10 laptop to class.

25646	2/20-2/27/19	W	6-9p	Sheboygan
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LIFE & LEISURE

Baby Sign Language \$29.63/\$9.50*

This is a great way to communicate with your baby and a strategy for avoiding frustration. Discuss the way baby signs can help you understand what your baby needs, learn signs that will help get you started, and end with songs and finger plays that incorporate baby signs. This class is for parents with a baby on the way as well as parents of babies that are 4-15 months old. Parents/caregivers this class is for you so please arrange childcare, if needed. Your instructor, Abigail Anderson, is an experienced sign language interpreter with over twenty years of experience signing and interpreting in a variety of personal and professional settings.

25632	4/1-4/29/19	M	6-7p	Plymouth
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Beginning Jewelry \$32.92

Create a pair of freshwater pearl earrings (for yourself or as a gift) using basic tools and simple jewelry techniques including bending, forming, hammering and finishing. All materials and tools are included. Learn from Tim Pinkert, a local artist skilled in design and craftsmanship.

25664	2/25/19	M	6-8:30p	Plymouth
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Concepts for Improving Your Photographs \$24.63/4.50*

Teaches the beginner and amateur photographer the basics of photography. It will explore the three basic features of great photographs including light, composition, and interesting subject. Making better use of features such as aperture, flash & shutter speed. The goal is to produce artistic and fun photography for display. Bring your fully charged point & shoot or SLR digital camera, manual, charger/batteries & memory cards.

25521	3/18-3/19/19	MT	6-9p	Oostburg
25650	4/3-4/10/19	W	6-9p	Sheboygan

Concepts of Travel Photography \$24.63/4.50*

Adds to your photographic knowledge by teaching the difference between travel and sightseeing photography. Topics include using natural light, techniques for creative photos, public performances, parades and festivals, and other concepts of travel photography. It is highly recommended that students take Concepts for Improving your Photographs and Digital SLR prior to enrolling in this course.

25522	4/1-4/8/19	M	6-9p	Oostburg
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No More Jerks/Jerkettes \$17.92/4.50*

Teaches single people in this fun, interactive course what to look for in a healthy relationship and how to identify key markers of an unhealthy relationship. Topics include the 3 Most Important Warning Signs of Difficult Partners, Key Areas to Get to Know Someone You're Dating, and Keeping your Heart Safe and Judgment Sound. All are welcome to join in the fun of learning something new about oneself and relationships with others.

25631	3/21/19	R	6-9p	Sheboygan
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Digital Photography with Your Smart Device \$24.63/4.50*

Teaches students how to take a photo with your phone or tablet and what you can do with your photos after you have taken them. Topics include: digital photography basics: how to take photos, how to view and delete photos, how to edit photos, how to share photos, how to create photo projects and order them, and the various digital photography apps available for your smart device.

25602	2/25-3/4/19	M	6-9p	Plymouth
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Photography: Digital SLR \$31.13/\$11*

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.

25520	3/4-3/11/19	M	6-9p	Oostburg
25649	3/20-3/27/19	W	6-9p	Sheboygan

ServSafe Certification  \$119.76/\$79.50*

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 course fee.

25541	3/19-4/9/19	T	6-9p	Sheboygan
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Small Engine Repair \$44.76

Teaches how to perform maintenance on all your small engines. Learn to troubleshoot, make minor repairs, and set up a maintenance routine for your small engines. Keep your equipment in top running condition.

25596	2/4-2/25/19	M	6-9p	Plymouth
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Spanish for Travelers-1  \$38.05

Provides a quick 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.

25528	2/19-3/5/19	T	6-8p	Plymouth
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25529	2/19-3/5/19	T	6-8p	Sheboygan
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Stand Up Speak Up \$17.92/\$4.50*

Refreshes students on communication skills. Focuses on making communication skills better; including how to create better presentations and how to handle nerves. There will be discussions on non-verbal communication and listening skills in order to increase skills and help communicate more effectively.

25673	4/9/19	T	6-9p	Sheboygan
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LOCATIONS

Oostburg High School • 410 New York Avenue, Oostburg

Plymouth (LTC)

Science & Technology Center • 125 South Highland Avenue, Plymouth
Enter LTC doors 3 or 4 in the north end of the building.

Sheboygan (LTC) • 3620 Wilgus Avenue, Sheboygan