



**Fall Continuing Education Courses**  
**Center for Outreach and Innovation**  
**Northland Community & Technical College**

**QuickBooks - Beginner**

This class is designed for participants who would like to use, or are already using, QuickBooks for your business. You will learn how to set up your business account, identify asset accounts, liability accounts, revenue accounts, expense accounts, and more!

Dates: October 20 , 27, November 3, and 10, 2009  
Time: 8 am to noon  
Location: Room 603 - TRF Campus  
Class Size: Minimum: 8  
Class Cost: \$199  
Textbook and software: \$115  
Instructor: Shannon Jesme

**Microsoft Computer Courses**

**Microsoft Word 2007 - The Basics and Beyond**

This class is designed for participants that have a limited working knowledge of Microsoft Word (any version). The course will begin with the new 2007 interface, move through some of the basic features that "self-taught" individuals may not have known, and move on through the intermediate level of Word.

Dates: October 5 & 12  
Time: 6 - 9 pm;  
Location: Room 605 - TRF Campus  
Class Size: Minimum: 8 - Maximum 12  
Class Cost: \$75  
Materials: \$20  
Instructor: Connie Troska

**Microsoft Excel 2007 - The Basics and Beyond**

This class is designed for participants that have a limited working knowledge of Microsoft Excel (any version). This course will begin with the new 2007 interface, move through some of the basic features that "self-taught" individuals may not have known, and move on through the intermediate level of Excel.

Dates: November 2 & 9  
Time: 6 - 9 pm  
Location: Room 605 - TRF Campus  
Class Size: Minimum: 8 - Maximum 12  
Class Cost: \$75  
Materials: \$20  
Instructor: Connie Troska

**Microsoft Power Point 2007 - The Basics and Beyond**

This class is designed for participants that have a very limited working knowledge of Microsoft Power Point (any version). The course will begin by introducing Power Point basic features and move and move through the intermediate level of Word. Participants need to be comfortable using a mouse and navigating a computer.

Dates: December 7 & 14  
Time: 6 - 9 pm;  
Location: Room 605 - TRF Campus  
Class Size: Minimum: 8 - Maximum 12  
Class Cost: \$75  
Materials: \$20  
Instructor: Connie Troska

**Heartsaver CPR Infant & Child/Adult**

The Heartsaver CPR Course teaches participants CPR and relief of choking in adults and children, infant CPR and relief of choking, and use of barrier devices for all ages and the use of an AED. The courses are intended for those who have a duty to respond to a cardiac emergency because of job responsibilities or regulatory requirements. A course completion card is given to those that successfully complete a skills test.

Date: November 30  
Time: 5:30 - 9:30 pm  
Place: NCTC Campus, Room 703  
Cost: \$50  
Instructor: Connie Troska

**Online Courses**

**Human Resource Management – Performance Appraisals, Coaching, and Termination**

Dates: October 5 - 18  
Class Cost: \$200

**Grant Writing**

Dates: October 5 – November 15  
Class Cost: \$350

**The Basics of a New Position: Job Analysis to Hiring**

Dates: October 19 – November 1  
Class Cost: \$200

**Steam Plant Engineering**

This course covers steam and hot water boilers and heating plant operations. Participants are prepared for the Minnesota Grade C Boiler license. Classes start in January on both the Thief River Falls and East Grand Forks campuses. Call for more information!

**To register, contact Melrene Kaiser at 218-683-8645 or email [melrene.kaiser@northlandcollege.edu](mailto:melrene.kaiser@northlandcollege.edu). All classes will be held at Northland Community & Technical College on the Thief River Falls campus.**