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PROFESSIONAL/PERSONAL ENRICHMENT

Getting Down To Business...The Easy Way! Back by popular demand, the "Getting Down to Business Series" hosted by the Harms Technology Center at WNCC will place your business on the fast-track to success! In its third year, this series has been revamped to meet your needs, including updated sessions and new topics for managers.

Change Management

Date: 09/01/10 Wednesday Time: 8:00am-5:00pm
HATC, Room A113 Cost: \$50

If employee reaction to change is disrupting your business or productivity, this course is a must! You will learn why change in business is important and why it benefits you and others. You will learn the change process, how to work through change productively and logically, and how to be resilient in an environment of ongoing change. **Pre-registration is required.** Lunch is on your own. The instructor is Nellene Mailander.

Business Taxes 101

Date: 08/17/10 Tuesday Time: 8:30am – Noon
HATC, Room A108A,B,C,D (the Plex) Cost: \$10

This class will cover the basics of Nebraska Sales and Consumers Use Taxes and Nebraska Withholding. Tax form preparation will be the major emphasis. Instructors will help participants to complete actual tax forms for a variety of scenarios. This is an ideal class for small- business owners and employees responsible for completing or preparing the forms for these tax programs. Participants should bring calculators. All other materials will be provided.

Manufacturing, Machinery and Equipment (MME) Sales Tax Exemption

Date: 08/17/10 Tuesday Time: 1:00-4:30pm
HATC A113 Cost: \$10

This class will cover, in detail, sales tax exemption for MME on the purchase, parts, and repair labor used in the manufacturing process. Discussion will include qualifying manufacturing operations and which equipment qualifies for exemption. This session will benefit anyone operating a manufacturing facility or who provides equipment, parts, or repairs to manufacturing operations. All materials provided.

Nebraska Agricultural Equipment Sales Tax

Date: 08/17/10 Tuesday Time: 1:00-4:30pm
HATC Room A108A,B,C,D (the Plex) Cost: \$10

This class will cover, in detail, the sales tax exemption for commercial agricultural producers on the purchase and repair of equipment. Discussion will include qualifying agricultural operations and equipment, and how to obtain a refund for tax paid.

Backflow Recertification

Date: 09/16/10 Thursday Time: 9:00am-5:00pm
HATC, Room F013 Cost: \$85

This course meets the requirements set by the Nebraska Department of Health and Human Services Regulations and Licensure for receiving CEUs towards recertification. Credit hours: Grade 6=5 hours; Grades 1-4=3 hours. This workshop is designed for Grade VI water operators who are dedicated to the water industry by keeping abreast of the latest water industry regulations and technology.

Sales & Use Tax

Date: 09/30/10 Thursday Time: 8:30am-Noon
HATC, Room B132 Cost: \$10

Presented by the Nebraska Department of Revenue –if you sell goods or provide certain services you will learn when you're supposed to collect sales tax, who, and what is exempt from sales and use tax, what to do when you make a tax-free sale, how to complete your sales and use tax return, when delivery charges are taxable, and what use tax is and when you might owe it.

Microenterprise Tax Credit & Construction Contractors

Date: 09/30/10 Thursday Time: 1:00-4:30pm
HATC, Room B132 Cost: \$10

Presented by the Nebraska Department of Revenue – The Microenterprise Tax Credit Act provides a refundable income tax credit up to \$10,000.00 to individual taxpayers who meet certain criteria. The requirements for obtaining this credit will be reviewed. The information for this seminar is for applications filed for 2011 and incorporates recent law changes.

Panhandle Safety Conference & Expo

Date: 10/07/10 Thursday Time: 8:00am-3:45pm
HATC, Rooms A108A,B,C,D (the Plex), F001, F003

Cost: By 09/15, non-mbrs: \$119, mbrs: \$99

After 09/15, non-mbrs: \$139, mbrs: \$119

This conference, presented by the NE Safety Council, provides the help you need to build and maintain a solid safety program for your employees. Top safety and health suppliers will be on hand to visit with you about the latest equipment, supplies and services available. Visit the NSC website at:

www.nesafetycouncil.org **TO REGISTER** and for a complete listing of exhibitors and more info on the five sessions to be presented.

Beginning Rapid Spanish (1Credit)

Dates: Oct 19,21,25,27 & 29, 2010 Time: 5:30-8:30pm

HATC, Room C139 Cost: \$109

Learn basic Spanish in a fun, stress-free environment.

This course starts you on the road to speaking Spanish. Using a variety of learning strategies, Pat Randolph teaches you fundamental Spanish vocabulary and grammar.

Electrical Code Update (16 Hours)

Dates: 11/01 – 11/22/10 on Mondays & Fridays

Time: 5:30-9:30pm

HATC, Room F013 Cost: \$60

This course will cover NEC code updates at the national and state level for Nebraska and Wyoming Electricians.

Intermediate Rapid Spanish (1 Credit)

Dates: Nov 2,4,9,11 & 12, 2010 Time: 5:30-8:30pm

HATC, Room C139 Cost: \$109

Continue to learn Spanish in a fun, stress-free environment. This course builds upon what you have already learned in Beginning Rapid Spanish. Pat Randolph continues teaching you advanced Spanish vocabulary using music, vocals, and other learning strategies.

COMPUTER CLASSES

FOR ALL COMPUTER CLASSES, PLEASE BRING A FLASH-DRIVE TO CLASS.

Digital Camera 1, Phot-0100 (1 Credit)

Dates: 8/19-9/16/10 on Thursdays

Time: 6:00-9:00pm

OR 9/09-10/07/10 on Thursdays

Time: 2:15-5:15pm

HATC, Room B118 Cost: \$85

Develop your skills in composing and taking photographs. You will shoot photographs with your digital camera, experiment with zoom lenses, exposure modes, flash and image quality. You will use Adobe Photoshop Elements 8.0 to crop, manipulate, improve, print and e-mail your images. Learn to use all the features of your camera, basic rules for composition and how to avoid common mistakes. You will need access to a digital camera for this class. The instructor is Bill Loring. The textbook for this class will be used for the follow-up class, Digital Camera 2.

Using Windows (1 Credit)

Dates: 08/26-11/18/10 on Tuesdays & Thursdays

Time: 1:00-2:15pm

HATC, Room B118 Cost: \$85

This course is an introductory, hands-on, windows course. Learn the fundamentals of using Windows; work with desktop, files, documents, and folder

management. Learn to use Explorer, how to modify the desktop work environment, using a customized Control Panel and how to use advanced file and web searching. IDEAL FOR NEW COMPUTER USERS!

Excel 2003 Part 1 (.5 Credit, Two Days)

Dates: 09/09 & 09/16/10 on Thursdays

Time: 8:00am-12:00pm

HATC, Room B118 Cost: \$42.50 plus book

This course is a beginning spreadsheet course that introduces students to the basic principles of a spreadsheet. Students will learn to use simple formulas and format a spreadsheet. Application projects will vary to meet class needs.

Excel 2003 Part 1 (.5 Credit, One Day)

Date: 09/10/10 Friday

Time: 8:00am-5:00pm

HATC, Room B118 Cost: \$42.50 plus book

This course is a beginning spreadsheet course that introduces students to the basic principles of a spreadsheet. Students will learn to use simple formulas and format a spreadsheet. Application projects will vary to meet class needs.

Excel 2003 Part 1 (.5 Credit, Two Evenings)

Dates: 09/21 & 09/23/10 on Tuesday & Thursday

Time: 5:30-9:30pm

HATC, Room B118 Cost: \$42.50 plus book

This course is a beginning spreadsheet course that will introduce students to the basic principles of a spreadsheet. Students will learn to use simple formulas and format a spreadsheet. This course is designed for Business and Individual Training. Application projects will vary to meet class needs.

Digital Camera 2, Phot-0110 (1 Credit)

Dates: 09/23-10/21/10 on Thursdays

Time: 6:00-9:00pm

OR 10/14-11/11/10 on Thursdays

Time: 2:15-5:15pm

HATC, Room B118 Cost: \$85

Further develop your skills in composing and taking photographs. You will use advanced composition and lighting to shoot photographs with a digital camera. Then, you will use Adobe Photoshop Elements 8.0 to do advanced image editing techniques to crop, manipulate, repair, and retouch your images.

Excel 2003 Part 2 (.5 Credit)

Dates: 09/28 & 09/30/10 on Tuesday & Thursday

Time: 8:00am -12:00pm

HATC, Room B118 Cost: \$42.50 plus book

This course is a continuation of Part 1. Students will format a spreadsheet, create a chart, and link worksheets together. Application projects will vary to meet class needs.

Intro. to Digital Video Editing (1 Credit)

Dates: 10/28-12/09/10 on Thursdays

Time: 6:00-9:00pm

HATC, Room B118

Cost: \$85

Students will use Adobe Premiere Elements 8.0 to import, edit, and create video projects. Students will practice basic editing techniques, to include: digitize, import, and export video, and manipulate/edit video and still images. Then, they will compose an original video for the Internet, create a DVD or archive VHS tapes. If you facilitate training events, or find yourself presenting at professional/social functions, ensure your information is presented professionally and coherently, resulting in a successful event. Before you post your video on YouTube, or some other popular internet site, ensure it reflects the quality and clarity you desire, then sit back and watch the number of "hits" grow.

HEALTHCARE/MEDICAL

Basic Nursing Assistant (4 Credits)

Date: 08/23-12/13/10 Mondays Time: 4:30-9:30pm

HATC Room B126

Cost: \$365

This course is designed to instruct students in becoming Basic Nursing Assistants. The course provides essential knowledge and skills to provide basic care and skills to residents/clients of health care facilities: including such topics as residents' rights, communication, safety, observation, reporting and assisting residents/clients in maintaining comfort and safety. This course is designed to meet the training requirements, as mandated by federal and Nebraska state laws, pertaining to nursing assistants working in licensed facilities.

Basic Nursing Assistant (4 Credits)

Date: 08/30-10/05/10

Time: 9:00am-2:00pm

HATC, Room B132

Cost: \$365

Same course description as above.

CLASS DAYS: M, T, W, & Thu

Basic Nursing Assistant (4 Credits)

Date: 08/31-09/29/10

Time: 9:00am-3:30pm

HATC, Room F011

Cost: \$365

SAME COURSE DESCRIPTION AS ABOVE.

CLASS DAYS: M, T, & W

Phlebotomy/MLA Certificate Program

Dates: 09/10-12/14/10 Mondays through Fridays

Time: 1-5:00pm

Location: Online/HATC B132

This is a blended class, with online work, combined with classroom instruction. *The Fall semester consists of four pre-Clinical courses, resulting in 11 credit hours aggregate.* Applicants are selected on a "best-qualified" basis. For more information regarding the selection process and cost, please call Frank at 308.630.6537.

REAL ESTATE CONTINUING EDUCATION

Real Estate Contracts 0095R

Date: 08/23/10 Monday

Time: 8:30-11:45am

HATC, Room B132

Cost: \$40

Identify the concepts of express, implied, bilateral, unilateral, executed, and executory contracts. Distinguish between a void, voidable and unenforceable contract. Understand the responsibilities involved in obtaining an offer and acceptance, including the knowledge of consideration and the capacity of the parties. Recognize the broker's authority in the preparation of a listing, sales, lease and option contract. Define the reasons for a discharge and remedies of both the client and customer in the breach of a contract. Contracts discussed will be those from the State Association, local Boards, and the Real Estate Commission. Forms will be provided for discussion purposes.

Agency Relationship in Real Estate 0020R

Date: 08/23 Monday

Time: 1:00-4:15pm

HATC, Room B132

Cost: \$40

Distinguish between a client and customer, the duties owed to each and how an agency is created. Be alert to sources of confusion in agency relationships. Define agency relationships and fiduciary responsibilities including the scope of authority offered by the special and general agency. Understand various agency alternatives including: sub-agency, dual agency, single agency, seller agency, and buyer agency. Acknowledge conflicting positions the agent is faced with. Define and distinguish single agency, seller agency and buyer agency. Realize the proper forms of disclosure.

Unfair Trade Practice and Unworthiness 0021R

Date: 08/24 Tuesday

Time: 8:30am-11:45am

HATC, Room B132

Cost: \$40

Receive a formal review of those laws and regulations, which have changed or been added. Comprehend the four basic authorities the Commission has when disciplining including: revocation, reprimands, suspension, and entering into consent decrees. Clarify unworthiness and unfair trade practices and put them in every day circumstances during discussion. Develop an understanding of these license law violations to prevent disciplinary actions being taken due to lack of understanding.

Fair Housing 0271R

Date: 08/24 Tuesday Time: 1:00-4:15pm
HATC, Room B132 Cost: \$45

Identify the four major Fair Housing violations. Name all protected classes. How to answer potentially illegal questions without damaging client/customer relationships. Know the correct procedures for your protection when your seller, buyer, or another agent discriminates. Recite the penalties of violating the Fair Housing Law.

Risk Management 0417R

Date: 10/28 Thursday Time: 8:30am-11:45am
HATC, Room A108A,B,C,D (the Plex) Cost: \$45

Recognize potential environmental problems and realize the severity of these problems. Know what to say when questioned. Recognize the penalties arising from the conflicts faced in fair housing, understand the law, realize protected classes include migrant workers, factory workers, and etc. Know when competition is fair and understand the boundaries that are created by law. Price fixing, boundaries and group boycotting. Comprehend the basics of misrepresentation, facets of nondisclosure and the unauthorized practice of law. Very simply know when to say "when."

Avoiding Discrimination in Rentals 0344R

Date: 10/28 Thursday Time: 1:00-4:15pm
HATC, Room A108A,B,C,D (the Plex) Cost: \$45

If you think this seminar does not pertain to you because you do not deal in rentals, think again. If you have ever answered a call and the caller requested information concerning rental property, even if you state you do not handle rentals - you are affected. Most agents are caught in Fair Housing violations, totally unaware a potential violation even exists. Do not let this happen to you! All calls coming from persons in a protected class must be properly documented- it is the law! You will learn all seven protected classes and be able to define "handicap" and "family" according to federal law. The requirement for reasonable accommodations in rules, policies, practices or services and the handling of housing for "older persons" will be thoroughly discussed. Education and documentation is your only protection as errors and omissions insurance does not cover Fair Housing or discrimination charges.

High Risk Transactions: Short Sales, Repos, & Predatory Lending 0645

Date: 10/29 Friday Time: 8:30am-11:45am
HATC A108A,B,C,D (the Plex) Cost: \$45

This 3 hour, basic difficulty CE Seminar discusses the effects of a short sale starting with forms for disclosure to the buyer, most frequent problems encountered during the process and how to handle today's problems. Learn steps in assisting your client in avoiding foreclosure and information the client should have in the event foreclosure happens. Mortgage fraud is discussed from the most apparent to the slight-of-hand; most agents are astonished to see they have

partnered in this illegal practice. Learn how to help your clients avoid foreclosure. Objectives of the seminar include: Identifying and recognizing various forms of foreclosure and seeking ways to avoid foreclosure with lender approval and assistance. Be proficient in discussing various types of short sales, the risks involved and tax law changes concerning imputed income. Discuss concerns about illegal flipping in violation of the Nebraska License Law.

Agency Relationship in Real Estate 0020R

Date: 10/29 Friday Time: 1:00-4:15pm
HATC, Room B132 Cost: \$45

Distinguish between a client and customer, the duties owed to each and how an agency is created. Be alert to sources of confusion in agency relationships. Define agency relationships and fiduciary responsibilities including the scope of authority offered by the special and general agency. Understand various agency alternatives including: sub-agency, dual agency, single agency, seller agency, and buyer agency. Acknowledge conflicting positions the agent is faced with. Define and distinguish single agency, seller agency and buyer agency. Realize the proper forms of disclosure.

MISCELLANEOUS

Citizenship Classes

Date: 09/13-11/15 Monday Time: 6:00-08:00pm
HATC, Room C139 Cost: **FREE**

This Fall class will prepare the Citizenship Candidate for the Citizenship Interview. This is not the test. Candidates are requested to arrive at the class location no later than 6:00pm. For more info, please call 308.635.6700.

Date: 02/05-04/16 Saturday Time: 10:00am-NOON
HATC, Room C139 Cost: **FREE**

This SPRING class will prepare the Citizenship Candidate for the Citizenship Interview. This is not the test. Candidates are requested to arrive at the class location no later than 10:00am. For more info, please call 308.635.6700.

Bob Ross Painting Techniques

Dates: 09/25/10, 10/23/10, 11/20/10, 12/11/10

Time: 9:00am-4:00pm
HATC, Room F003 Cost: \$60

Bob Ross believed that everyone who wanted to paint could paint like a natural with the right tools and a little encouragement. Come and experience the joy and confidence of painting a beautiful landscape using the Ross wet-on-wet technique. This class is for beginners and experienced artists. PLEASE BRING A ROLL OF PAPER TOWELS TO CLASS. The instructor is Rachele Eversole.

Drivers Education (Online Course)

Dates: 10/4/10-02/13/11 Cost: \$195

Students must have access to a computer that is connected to the internet, and have computer skills (keyboarding, saving documents, and sending/reading email.) Learn at your own pace, in the comfort of your own home! Students will first work through completion of 20 hours ONLINE instruction with the instructor, then drive with an instructor in the Spring of 2011. **NOTE:** \$30 will be collected from registrants for the use of a driving manual during the completion of this course. The money will be returned to the registrants upon the return of the manual to HATC. The instructors for this course are Ed Hagerman and Ron Howard.

IF YOU ARE SIXTY YEARS OLD OR OLDER, PLEASE CALL 635-6700 AND ASK ABOUT OUR "GOLD CARD PROGRAM" DESIGNED JUST FOR YOU. YOU CAN SAVE TUITION COSTS FOR UP TO SIX CREDIT HOURS!



CALL 308.635.6700
TO REGISTER

HATC continues to offer effective, affordable and customized training tailored to the needs of your business. For more information, contact Lori Stromberg, Director of Business & Individual Training at 635-6703.