School of Continuing Education
Summer 2010
May-September

“You can’t live without learning.”

Kenya Evans
Kenya.WriteNow
Freelance Journalist & Copywriter
Welcome to warmer days and summer programs at the School of Continuing Education (SCE).

As one of UW-Milwaukee’s 14 schools and colleges, SCE is the largest provider of noncredit continuing education in Southeastern Wisconsin.

Each year, we serve as the gateway to lifelong learning, and open doors for more than 19,000 participants – ranging from ages 4-94. They choose from our 1,200 competency-based programs that are led by more than 600 well-qualified instructors with “real-world” experiences.

Because education is constantly evolving, SCE is committed to keeping current with today’s marketplace. We call this educational entrepreneurship. This means SCE provides professional and personal enrichment courses through accessible venues – online, onsite at business locations and in our state-of-the-art Conference Center in the heart of downtown Milwaukee.

Our passion for innovation is evident in collaborations with partners in Egypt, Korea and India, and the development of timely programs for Water Technology and Sustainability strategies. Our new Family University is a fresh new community activity providing a multi-generational opportunity for shared learning.

Whether you desire to complete a professional certificate program or conquer a personal mission, ignite your excitement for learning this summer at SCE.

Peruse the possibilities in your new catalog. You can also visit us at sce.uwm.edu and access hundreds of current opportunities.

Sincerely,

Patricia

Dr. Patricia Arredondo
Associate Vice Chancellor and
Dean, UWM School of Continuing Education
Professor, Department of Educational Psychology
Writing the Recipe for Success

Transforming a personal passion into a profitable profession is a common struggle for aspiring writers— they aren’t called ‘starving artists’ for nothing. But local writer Kenya Evans was determined to satisfy her appetite for the written word and humanity. She nourished both at the School of Continuing Education (SCE).

The Main Course

Kenya recognized that to turn her creative writing degree into a career, her list of professional ingredients needed to include continuous learning.

“I wasn’t sure what to do after I graduated, but I knew writing would always be a part of me,” she says. To challenge herself and build upon her UWM undergraduate experience, Kenya attended SCE magazine writing and editing courses, reading seminars and three SCE Spring Writers Festivals.

“The programs provided unique insight into how to address editors, build relationships and self-market,” Kenya says. She connected with a community of writers at SCE, and fueled her motivation to achieve her dream of becoming a professional writer.

To learn more, see:
Writing and Literature, P. 11
Public Allies, P. 45

A Dash of Community Spirit

Enriching the lives of others was also high on Kenya’s list of goals. She joined SCE’s Public Allies—a national program teaching young adults how to become leaders in their communities.

“I discovered who I was as a leader and found my place in community service,” she says. During her experience, Kenya not only led community development efforts she also applied her writing skills in a marketing department.

Kenya had discovered her recipe for success.

Delicious Results

“SCE gave me the resources, confidence and know-how to make it full-time as a freelance copywriter,” says Kenya. She now writes marketing copy for businesses and individuals and has been published in local journalism giants including the Milwaukee Journal Sentinel, Milwaukee Magazine and the Shepherd Express.

Kenya says her journey has been one of self discovery, persistence…and she’s not done yet.

“Change and creating are the two constants in life for me,” she says. “When you want something, take chances, open your mind, adapt and never stop learning.”
# Table of Contents

## May-September

**Arts, Humanities and Science** 3
- Educational Travel and Tours 3
- Focus on Milwaukee 4
- Focus on Wisconsin 5
- Health and Movement 5
- History, Genealogy and Culture 5
- Languages 6
- Languages for Travelers 9
- Performing Arts 9
- Photography and Digital Communication 9
- Science and Nature 11
- Visual Arts, Art Appreciation and Collecting 11
- Writing and Literature 11

**Early Childhood** 32
- Child Care Administration 33
- Professional Development 33
- Child Care Educators 33
- Professional Development 33
- Degree Pathways 33

**Engineering** 34
- Elastomer Technology 34
- Electrical 34
- Industrial/Mechanical 34
- Innovation 34
- Plastics Technology 34
- Quality Improvement 35
- Refreshers -- PE & FE Exams 35
- Water Technology 35

**Governmental Affairs** 36
- Nonprofit Management 36
- Public Administration 38

**Information Technology** 39
- Computer Applications 39
- Systems and Database Technology 39
- Web Design and Development 39

**Social and Human Services** 40
- Mediation 40
- Solution Focused Brief Therapy 41
- Trauma Counseling 41
- Youth Work Learning 41

**Sustainability** 42
- Sustainability for Business 42
- Water Technology 42

**Transportation** 42
- Transportation Education 43

**Continuing Education Programs** 43
- Offered by Other UWM Schools 43
- English as a Second Language 43

**Special Events and Conferences** 43

---

**Community Research and Practice** 44
- Career Transitions Center 44
- Center for Consumer Affairs 44
- Center for Early Childhood Professional Development & Leadership 44
- Center for Sustainability 44
- Center for Transportation Education and Development 44
- Center for Urban Community Development 44
- Center for Workforce Development 45
- Employment and Training Institute 45
- Public Allies Milwaukee 45
- Small Business Development Center 45
- Youth Work Learning Center 45

**General Information** 46
- Certificate Programs - Credit and Noncredit 46
- Credit Programs 46
- Distance Education 46
- How to Enroll 49
- Parking/Directions 48
- Topic Index 47

---

**Customized Training**

All classes in this catalog can be customized.

sce-customized.uwm.edu
EDUCATIONAL TRAVEL AND TOURS

To learn more on Extended Travel, call the number in the description. For Day Tours call 414-227-3320 or visit sce-arts.uwm.edu.

See Also History, Genealogy and Culture, P. 5
See Also Osher Lifelong Learning Institute: Osher Members Receive 25% Discount on Most AHS Programs, P. 12
See Also Travel Photography, P. 10

Extended Travel

New York City Theater Tour
Best of Broadway 2010
Nov. 11-14
Take a four-day adventure to the theater capital of America! Fly non-stop on Midwest Airlines, see four top Broadway shows, stay in the heart of the Theater District at the Hilton Garden Inn and experience some of the Big Apple’s most famous cultural sites. For more information, call 414-227-3321 or email kcb@uwm.edu.

Thu.-Sun., Nov. 11-14
Tour Leader: Kim Beck
Fee: $1649 per person double occupancy; $1999 per person single occupancy
Deposit of $200 due as soon as possible to ensure your reservation
Final payment due: Fri., Sept. 3
Program No. 8119-2201

Tanzania
Feb. 18-Mar. 6, 2011
Tanzania is a colorful fusion of people, cultures, history and wildlife. It is a land where ancient coastal kingdoms meet with tribal people of the interior, and Eastern mystique mixes with Africa’s vibrancy and rhythms. Experience the pristine forests, grasslands and swamps of Manyara—teeming with a large variety of flora and fauna. Explore the vast game-filled Serengeti. Visit Ngorongoro Crater, a World Heritage Site, and a host of wildlife that make the basin floor their natural home. Meet and interact with local indigenous Maasai warriors. Conclude this unforgettable journey on the spice island of Zanzibar where you can snorkel in magnificent coral, discover lush rain forests or relax on the shores of the Indian Ocean.

Informational Meeting:
Attend a free, no obligation meeting on Wed., June 23 from 6:30-8pm at the UWM Heifer Center. To RSVP contact Kim Beck at 414-227-3321 or kcb@uwm.edu. Sign up by July 2 and receive $100 per person off the cost of the trip. Osher members receive an additional $200 discount.

Trip: Fri.-Sun., Feb. 18-Mar. 6, 2011
Fee: TBD
Program No. 8119-2011

Day and Overnight Tours

Prairie du Chien to La Crosse via the Great River Road
Motor Coach Tour and Riverboat Cruise
Watch for eagles as you travel to historic Prairie du Chien. Visit national historic landmarks, Fort Crawford Military Hospital and the Villa Louis, a Victorian country estate and restored mansion of the fur trading Dousman family. Experience a scenic view of the confluence of the Wisconsin and Mississippi Rivers from Pike’s Peak State Park, and lodge at the AmericInn on the banks of the Mississippi. Sunday enjoy a beautiful drive on the Great River Road to La Crosse where you board the La Crosse Queen riverboat for a luncheon cruise. After lunch, tour the historic city of La Crosse, and take a trip up Granddad Bluff for a spectacular view of Old Man River.

Registration Deadline: Fri., May 7
Tour: Sat.-Sun., May 15-16, 6:30am-7pm
Motor coach departs from Canningham Hall, UWM Campus, 1921 E. Hartford Ave.
(Park free on Sat. and Sun. in Lot 20, west of building)
Tour Leader: Miriam Malone
Fee: $279 single (includes hotel accommodations, two lunches, Sun. breakfast and all admissions)
Osher Fee: $199 per person double occupancy
$239 single
Program No. 8114-3370

Chicago: In and Around the Loop
This Windy City tour treats you to a collection of public art and architecture from two points of view. Begin with a walking tour of the Loop’s most interesting buildings and fabled public places. Enjoy lunch in the Walnut Room of Macy’s. An afternoon cruise aboard the Chicago Architecture Foundation yacht, Chicago’s First Lady, sails you past soaring towers and under more than a dozen of Chicago’s many lift bridges.

Registration Deadline: Mon., May 24
Tour: Sat., June 5, 8am-6pm
Motor coach departs from UWM Canningham Hall, 1921 E. Hartford Ave.
(Park free Sat. in Lot 20, west of building)
Tour Leader: Kim Beck
Fee: $99 (includes lunch and river cruise)
Program No. 8120-2102

We are always looking for new instructors
If you are an experienced instructor and have special expertise, this could be your opportunity to teach for Arts, Humanities and Science. Contact Kim Beck at 414-227-3321 or email kcb@uwm.edu.

“46 Arts courses. I haven’t taken one yet that I was disappointed in.”
-Arlene Brackensick
Arts Participant
Chicago Botanic Garden
Visit these magnificent grounds set on tranquil lagoons. Enjoy a narrated Grand Tram tour of the entire garden, including views of the Japanese Garden, McDonald Woods and the Prairie. Take a guided walking tour featuring the secluded charm of the English Walled Garden with its six garden “rooms.” Enjoy time on your own to stroll at your leisure as well as a 10% discount coupon for the Garden Shop.

Registration Deadline: Fri., June 11
Tour: Fri., June 18, 8am-5:30pm
Motor Coach departs from Holt Avenue Park and Ride south of downtown
Tour Leader: Miriam Malone
Fee: $85 (includes admission and box lunch)
Program No. 8114-3440

Frank Lloyd Wright in Chicago
Tour the Robie House in Hyde Park, considered to be one of the most important buildings in the history of American architecture. It is both a masterpiece of the Prairie style and a renowned forerunner of modernism. Visit the Charles Brown House—designed as a spec house and the prototype of a projected Prairie style tract development referred to as the "Evanston Model Home." Restored to 1905, when you walk in the front door, you step back in time. Tour will include one additional Frank Lloyd Wright house as well.

Registration Deadline: Fri., Sept. 17
Tour: Sat., Sept. 25, 8am-6pm
Motor Coach departs from Holt Avenue Park and Ride south of downtown
Tour Leader: Karen Bergenthal, art and architecture specialist, and board member of Frank Lloyd Wright® Wisconsin
Fee: $129 (includes lunch and admissions)
Program No. 8114-3439

FOCUS ON MILWAUKEE

St. Mary’s Water Tower and the Mansions of Wahl Avenue
Lecture and Walking Tour
Explore one of Milwaukee’s most interesting and architecturally diverse neighborhoods. Pabst Historian John Eastberg shares his knowledge and photographs illustrating the growth of this East Side neighborhood after the turn of the 20th century. Take a walking tour of the district the following Saturday.

Lecture: Wed., Aug. 11, 6:30-8pm
School of Continuing Education
Tour: Sat., Aug. 14, 9:30am-Noon
Tour meeting location will be announced at lecture
Fee: $39
Program No. 8114-3447

An Inside Look at the Villa Terrace Garden
Lecture and Walking Tour
Enjoy an informative slide presentation of Italian Renaissance gardens and landscape history. Then explore this authentic re-creation of a 16th-century Italian garden. The garden features a forecourt with rounded yews and Mediterranean-inspired species and a formal, geometric courtyard. Smaller, tree-lined terraces are filled with statues of mythological figures and an orchard of flowering crabs.

Lecture: Wed., Aug. 18, 6-8 pm
School of Continuing Education
Tour: Wed., Aug. 25, 6-8 pm
Villa Terrace, 2220 North Terrace Avenue, on street parking available
Instructor: Dennis Buettner, Fellow, American Society of Landscape Architects
Fee: $39
Program No. 8114-3484

Ein Prosit!: German Cultural History in Milwaukee
German immigrants were a vital part of Milwaukee’s history. Explore the various reasons for German settlement, the immigrants’ role in the city’s industrial development and the impact of their traditions on city culture and politics. Examine the influence of Milwaukee’s German legacy on contemporary culture and politics.

2 Thu., Sept. 16 & 23, 6:30-8:30pm
Instructor: Joe Walzer, UWM teaching assistant, Ph.D. student in History
Fee: $39
Program No. 8114-3445

Combo Package: Save $10 - Register for both Ein Prosit!: German Cultural History in Milwaukee and What Made Milwaukee Famous: Beer and Brewing.
Fee: $68
Program No. 8114-3446

What Made Milwaukee Famous: Beer and Brewing
Milwaukee is synonymous with brewing in America. Examine the city’s love affair with beer, how it developed as an industry through the city’s culture, geography and climate, and its lasting legacy in American cultural history as well as that of the city itself.

2 Tue., Aug. 3 & 10, 6:30-8:30pm
Instructor: Joe Walzer, UWM teaching assistant, Ph.D. student in History
Fee: $39
Program No. 8114-3444

Combo Package: Save $10 - Register for both What Made Milwaukee Famous: Beer and Brewing and Ein Prosit!: German Cultural History in Milwaukee.
Fee: $68
Program No. 8114-3446

Milwaukee’s Downtown Architecture
Spend an evening exploring architecture in downtown Milwaukee. Examine City Hall, the Mitchell and Mackie buildings, Iron Block, Wisconsin Gas Company, the three Northwestern Mutual Company buildings, the Milwaukee Center, old Federal Building and the Pfister Hotel. Walk along a commercial street virtually unchanged in over 125 years.

Wed., July 21, 5:30-8pm
Meet on the NW corner of Plankinton Ave. and Michigan St.
Tour Leader: Kim Beck
Fee: $29
Program No. 8120-2203

River Watch Expedition Aboard the M/V Voyageur
Take part in a two-hour learning and discovery voyage of the Milwaukee River, the harbor and Lake Michigan aboard the vessel M/V Voyageur. Explore learning stations including Ecology of Invasive Species, Milwaukee History, Great Lakes Maritime History and Maritime Tools and Knots. Time to explore Discovery World on your own is included.

Registration Deadline: Fri., July 16
Tour: Sat., July 24, 9am-Noon
Discovery World at Pier Wisconsin
Tour Leader: staff of Discovery World
Fee: $59 (includes free access to Discovery World after the voyage)
Program No. 8114-3483

Go Explore, P. 13

To learn more call 414-227-3320 or visit sce-arts.uwm.edu.
Unless otherwise noted, all classes are at the UWM School of Continuing Education.
HINDUISM: THE WORLD’S THIRD LARGEST RELIGION

Hinduism has no human founder, no established church, no single scripture, an unbroken history and over 800 million adherents. Learn about Dharma, Karma, Yoga, reincarnation, the Atman and over 800 million adherents. Visit the State Capitol to meet Attorney General J. B. Van Hollen and State Supreme Court Justice David Prosser.

Monday - Friday, June 7-11, 9:30am - 4pm
Depart from the Bayshore Shore Park and Ride (across from Bayshore Town Center)
Instructor: Kim Beck
Fee: $149 (includes lunch)
Non-Other Members: $199
Program No. 0024-0LL1

GREEK GODS AND MYTHS

Listen to tales discussing the richness of Greek myths about gods, heroes and the demons they face. Apply your newfound knowledge to seek the heroes and monsters in the night sky.

Monday - Wednesday, June 16 - 23, 7 - 9pm
Week 1: UWM School of Continuing Education
Instructor: Joel Claassen, History Instructor
Fee: $35
Program No. 8114-3392

WORLD WAR II IN EUROPE: LEGACIES AND CONSEQUENCES

Analyze the social, cultural and ideological changes that were the causes and consequences of the conflict. Discover the conditions that facilitated Hitler and Mussolini’s rise to power. Learn how historians have interpreted the war, and how their interpretations regarding Soviet involvement and the Allies’ policy of “appeasement” are changing. Become a historian yourself by interpreting primary sources and images.

Wednesday, July 13 - 27, 6:30 - 8:30pm
Instructor: Ashley Zampogna, UWM teaching assistant, Ph.D. student in Global History
Fee: $49
Program No. 8114-3449

WOMEN’S HISTORY IN THE 20TH CENTURY: WOMEN AND THE VOTE

Explore the strategies and tactics suffragists used and how they changed over time. While this is no longer a controversial topic, these women were seen as unfeminine radicals so dangerous that they needed to be locked up. Examine individual activists and organizations that were a part of the women’s suffrage movement.

Tuesday, Aug. 3 - 10, 6:30 - 8:30pm
Instructor: Beth Robinson, UWM teaching assistant, M.A. in Women’s Studies, Ph.D. student in History
Fee: $39
Program No. 8114-3450

WOMEN’S HISTORY IN THE 20TH CENTURY: ROSIE THE RIVETER

Why does this iconic woman have such a lasting impact on women even today? Examine the myths and realities of women working in the 1940s and ’50s. Discuss women’s stories of their lives during and after the war, paying close attention to the impact race and class had on their experience.

Tuesday, Aug. 17, 6:30 - 8:30pm
Instructor: Beth Robinson, UWM teaching assistant, MA in Women’s Studies, Ph.D. student in History
Fee: $39
Program No. 8114-3451

COMBO PACKAGE: Save $10 – Register for both Women and the Vote and Rosie the Riveter.
Fee: $68
Program No. 8114-3452

REMEMBERING THE 1960S: JFK, CIVIL RIGHTS, VIETNAM, MUSIC AND FASHION

The ’60s were the age of go-go boots, Nehru jackets, Barbie dolls and GI Joe, Woodstock and the Bay of Pigs. Take a look at the movement away from the conservative ’50s to the revolutionary thinking that changed the cultural fabric of American life.

Tuesday, Sept. 14 - 28, 6:30 - 8:30pm
Instructor: Joel Claassen, History Instructor
Fee: $49
Program No. 8114-3453

UNDERSTANDING ISLAM IN OUR CHANGING WORLD

Examine the life of Prophet Muhammad and study sources of Islamic beliefs, law (Sharia) and practices. Understand relations between Muslims and people of other faiths, and review Islamic civilization. Current related topics and events also are addressed. A tour of the Islamic Center of Milwaukee is included.

Wednesday, Sept. 22 - Oct. 25, 6:30 - 9pm
Instructors: Ahmed Qureshi, President and Othman Atta, former President, Islamic Society of Milwaukee
Fee: $89
Program No. 8114-3454

GREEK CULTURE AND TRAVEL – THE TRADITIONS OF MODERN GREECE

See this fascinating country through the eyes of someone who grew up in Greece and returns regularly. Examine modern Greek culture, daily life, customs, cuisine and language. Explore many attractions including the divine temples and the history surrounding them.

Wednesday, Sept. 22 - 29, 7 - 9pm
Instructor: Jean Creighton, Ph.D., native of Greece
Fee: $35
Program No. 8114-3455
Offered this Fall

Japanese Tea Ceremony
Oct. 2

Women’s History in the 20th Century: Women in the Media
Oct. 7-14

Culture and Travel in Thailand — the “Land of Smiles”
Oct. 13-27

A History of Southern Italy
Oct. 13-27

Women’s History in the 20th Century: Women of the Midwest
Oct. 21-28

The Splendor of Ancient Rome
Nov. 1-8

Ancient Greek History, Archaeology and Architecture
Nov. 15-22

LANGUAGES

To learn more call 414-227-3220 or visit sce-languages.uwm.edu.

Free Shipping

Most language classes use the same textbook for multiple levels of instruction. Textbooks for languages are available at the Panther Bookstore, 3132 N. Downer Ave. or call 414-967-1111 to purchase books. SCE students receive free shipping from Panther Bookstore. For further textbook information, visit sce-languages.uwm.edu. Textbooks for most Spanish and French courses can be found at vhldirect.com/store/uwsce.

To Register: 414-227-3200/800-222-3623 or sce-registration.uwm.edu

To receive the early bird discount, you must register prior to the first session (June 30).

Textbook Information

See Also Business and Management, P. 14
See Also Business Writing, Culture and Presentations, P. 15
See Also Languages for Travelers, P. 9
See Also Osher Language Special Interest Groups, P. 13

Customized Language and Cross Cultural Training

We design classes that focus on your workforce, clients and customers, and the culture or language you specify. Programs can be held at our location or at your workplace, at times convenient to you. Call Julie Liotta, 414-227-3118 or visit sce-customized.uwm.edu.

Early Bird Pricing

To receive the early bird discount, you must register prior to the first session (June 30).

English Language Learning Certificate

Ideal for international college-bound students, scholars and visiting professors, business professionals or international English teachers interested in enhancing their English language skills. CEUs vary depending on courses completed.

Earn a certificate by completing five core courses, one elective and passing the Oral Proficiency Interview (OPI) within three years.

Core Courses

TOEFL Preparation Course

Designed to prepare you for the writing component of the Test of English as a Foreign Language (TOEFL). You will learn a variety of writing skills and test-taking strategies. Explore the vocabulary and sentence structures which relate to a particular writing topic. Required textbook: “Longman Preparation for the TOEFL test, 2nd edition.”

6 Tue., July 13-Aug. 17, 6-8:30pm
Instructor: Amy Mondry
Early Bird: $235
Fees: $249
Program No. 8124-8031

Accent Reduction and Pronunciation

Learn to identify pronunciation issues and increase accuracy in speaking American English. Focus on producing appropriate rhythms, intonation and stress in informal conversation through the practice of reductions, linking, schwas, accents, stretching, phrasing and inflection. No textbook required.

6 Wed., July 14-Aug. 18, 6-8:30pm
Instructor: Terry Corrigan, M.A.
Early Bird: $235
Fees: $249
Program No. 8124-8002

Elective Course

Business Writing, Nuts and Bolts

See Also Above program details under Business Writing, Culture and Presentations, P. 15

Capstone

Oral Proficiency Interview (OPI)

The ACTFL OPI is a highly specialized method of testing to ascertain the English proficiency level of candidates in the areas of interactive listening, and speaking and writing.

Pre-registration is required
Dates: Call 414-227-3118 or email liotta@uwm.edu to schedule exam
Fees: $165
Program No. 8124-B010

Certificate - Enriching Lives - Online -
French

French I
Section I
8 Wed., July 21-Sept. 8, 2-4:30pm
Instructor: Diane Kieser, M.A.
Early Bird: $185
Fee: $199
Program No. 8124-8033

Section II
8 Wed., July 14-Sept. 1, 6-8:30pm
Instructor: Ramona Washington, B.A.
Early Bird: $185
Fee: $199
Program No. 8124-8003

French II
8 Wed., July 21-Sept. 8, 6-8:30pm
Instructor: Diane Kieser, M.A.
Early Bird: $185
Fee: $199
Program No. 8124-8034

French III
8 Mon., July 12-Aug. 30, 6-8:30pm
Instructor: Kiki Anderson
Early Bird: $185
Fee: $199
Program No. 8124-8004

German
From schnitzel to strudel, the German language is all around us in Wisconsin. Because the language is widely spoken throughout Europe, German skills can facilitate travel. Learn basic conversational skills and essential grammar. Required textbook: "Berliner Platz I" (book and CDs); workbook optional.

German I
8 Mon., July 12-Aug. 30, 6-8:30pm
Instructor: Amy Mondry
Early Bird: $185
Fee: $199
Program No. 8124-8005

German III
8 Tue., July 13-Aug. 31, 6-8:30pm
Instructor: Jonathan Feld, M.A.
Early Bird: $185
Fee: $199
Program No. 8124-8006

See Also German Culture for Business Professionals, P. 15

Hindi
Learn Devanagari script and the basics of one of the most widely spoken languages of the world. Develop basic Hindi vocabulary and have fun learning to read, write and speak simple phrases and sentences in the Hindi language. Hear popular songs and watch clips from Bollywood movies for enhanced understanding of the language and culture of India. Instructor for all courses is Urmila Bharadwaj.

Hindi I
Required textbook: “Colloquial Hindi”
7 Tue., May 4-June 15, 6-8:30pm
Early Bird: $185
Fee: $199
Program No. 8124-8007

Hindi Conversation
Required textbook: “Say it in Hindi”
4 Thu., June 3-24, 6-8:30pm
Fee: $90
Program No. 8124-8008

See Also Hinduism: The World’s Third Largest Religion, P. 5

Hmong
Learn to speak a language of growing importance in our community. Practical and easy to acquire, Hmong is phonetic. Read, write and speak Hmong in a non-academic, conversational environment. No textbook required.

Hmong I
6 Wed., July 14-Aug. 18, 6-8:30pm
Instructor: Kay Yang
Early Bird: $185
Fee: $199
Program No. 8124-8009

Italian
Build speaking, listening, reading and writing skills as you develop cultural competency. Discuss art, food and films.

Italian I
8 Wed., July 14-Sept. 1, 6-8:30pm
Instructor: Stefano Liotta, M.S.
Early Bird: $185
Fee: $199
Program No. 8124-8010

Italian II
Required textbook: “Prego, 7th Edition”
8 Tue., July 13-Aug. 31, 6-8:30pm
Instructor: Stefano Liotta, M.S.
Early Bird: $185
Fee: $199
Program No. 8124-8012

Japanese
Learn to read and write the hiragana and katakana syllabaries as you study essential grammar and basic sentence structures. Required textbooks: "An Integrated Course in Elementary Japanese Genki 1," "Genki 1 Workbook" and "Practice Sheets." CDs and pen optional.

Japanese I
8 Tue., July 13-Aug. 31, 6-8:30pm
Instructor: Kazuhide Takeuchi
Early Bird: $185
Fee: $199
Program No. 8124-8032

Japanese V
8 Tue., July 13-Aug. 31, 6-8:30pm
Instructor: Yoko Kawamura, M.A.
Early Bird: $185
Fee: $215
Program No. 8124-8013
Korean
Acquire the fundamentals of the Korean language and culture to function socially at a basic survival level. Start with the building blocks, such as the practice and mastery of Hangul and the Korean alphabet. Required textbook: “Seogang Korean 1A” book, workbook and CD.

Korean I
8 Wed., July 14-Sept. 1, 6-8:30pm  
Instructor: SuYong Yi, M.A.  
Early Bird: $185  
Fee: $199  
Program No. 8124-8014

Russian
Understand Russian culture as you learn to speak the language. Discover how to read the Cyrillic alphabet, and gain conversational skills and essential grammar. Required textbook: “28 Lessons in Russian.” Book, workbook, CD and language map required. The instructor for all courses is Oksana Snyder.

Russian I
8 Wed., July 14-Sept. 1, 6-8:30pm  
Early Bird: $185  
Fee: $199  
Program No. 8124-8015

Russian II
8 Mon., July 12-Aug. 30, 6-8:30pm  
Early Bird: $185  
Fee: $199  
Program No. 8124-8016

Spanish
Spanish is a critically important global language you can use at home and abroad, for work, travel and socializing. With nearly 400 million Spanish speakers worldwide and a growing number in the U.S., the ability to speak Spanish can provide you with greater job opportunities, aid you on your next trip or lead to new friendships at home. Develop an awareness and appreciation of Spanish and Hispanic cultures as you open the door to a world of opportunities.

Single courses can be taken online or face-to-face without pursuit of the certificate. CEUs vary depending on course completed.

Spanish Language Certificate  
Earn the certificate by completing Spanish I- VI core courses, one elective course and satisfactorily fulfilling the ACTFL Oral Proficiency Interview Test in a three-year period.

Spanish Language Certificate
Interested in earning your Spanish Language Certificate online? Call 414-227-3118 or email liottaj@uwm.edu to inquire about availability, and requirements. Earn the certificate by completing Spanish I-VI core courses and satisfactorily fulfilling the ACTFL Oral Proficiency Exam in a three-year period.

Fee: $1875  
Discount: Save $180 by purchasing all online courses and the exam at the same time for $1675  
Program No. 8124-6010

Core Courses
Unless indicated all Spanish textbooks available at vhldirect.com/ store/uwsce.

Spanish I
Section 1  
Wed., July 14-Sept. 1, 6-8:30pm  
Instructor: Gabriel Mucino, M.A.  
Early Bird: $185  
Fee: $199  
Program No. 8124-8017

Section 2  
Wed., July 7-Tue., Aug. 31  
Instructor: Patrice Burns, M.A.  
Fee: $285  
Program No. 8124-1000

Spanish II
Section 1  
8 Tue., July 13-Aug. 31, 6-8:30pm  
Instructor: Sarah Shanebrook, M.A.  
Early Bird: $185  
Fee: $199  
Program No. 8124-8019

Section 2  
8 Wed., July 7-Tue., Aug. 31  
Instructor: Karen Woelfle-Potter, M.B.A.  
Fee: $285  
Program No. 8124-1001

Spanish III
Section 1  
8 Wed., July 14-Sept. 1, 6-8:30pm  
Instructor: Sarah Shanebrook, M.A.  
Early Bird: $185  
Fee: $199  
Program No. 8124-8020

Elective Courses
Spanish Conversation
Advanced beginners focus on survival speaking and listening skills. Learn common phrases for basic communication while developing comfort in speaking Spanish. Required textbook: “Invitaciones Primera Parte.”

Spanish Conversation I  
Prerequisite: Spanish I and II required or equivalent.  
8 Tue., July 13-Aug. 31, 6-8:30pm  
Instructor: Lourdes Lopez  
Early Bird: $185  
Fee: $199  
Program No. 8124-8022
Spanish Conversation II
Prerequisite: Spanish Conversation I or Spanish III required or equivalent.
8 Mon., July 12-Aug. 30, 6:30-8:30pm
Instructor: Laura Lopez
Early Bird: $185
Fee: $199
Program No. 8124-8023

Spanish for Business
Learn essential vocabulary and conversation skills to improve your communication with your Spanish-speaking colleagues and clients. Gain knowledge of Latino business culture, and focus on business terminology and communication necessary for daily business situations. No textbook required.
8 Mon., July 12-Aug. 30, 2-4:30pm
Instructor: Patricia Ilizaray, M.B.A., M.S.
Early Bird: $185
Fee: $199
Program No. 8124-8025

Spanish for School Personnel
Focus on essential Spanish needed by teachers, aides, office workers and school administrators. Learn key vocabulary and structures to effectively communicate with your students and their families.
8 Mon., July 12-Aug. 30, 2-4:30pm
Instructor: Sarah Shanebrook, M.A.
Early Bird: $185
Fee: $199
Program No. 8124-8024

Spanish for Service Industry
Ideal for hospitality managers or staff who need to communicate effectively with their Spanish-speaking employees. Learn common phrases, questions and instructions that you can use immediately in everyday operations.
8 Wed., July 7-Aug. 25, 9-11:30am
Instructor: Julie Liotta, M.A.
Early Bird: $185
Fee: $199
Program No. 8124-8026

Spanish for Social Services

ACTFL Oral Proficiency Interview (OPI)
This is the last step in the Spanish Certificate Program. Upon completion of Spanish V and one elective Spanish course, make arrangements to schedule your interview. The OPI is a highly specialized method of testing to ascertain the Spanish proficiency level of candidates in the areas of interactive listening and speaking. Pre-registration is required.
Dates: Call 414-227-3118 or email liottaj@uwm.edu to schedule exam
Fee: $185
Program No. 8124-B009
See Also Latin American Business for Professionals, P. 15

Spanish Conversation I or Spanish III required or equivalent.

Swahili
Learn the basics of Swahili and understand the way of life of Swahili speakers, their artwork, clothing and music. Swahili culture is rich with oral tradition, focused on community and can be found in our own societies. No textbook required.

Swahili I
8 Tue., July 13-Aug. 31, 6-8:30pm
Instructor: Mohamed Khasse
Early Bird: $185
Fee: $199
Program No. 8124-7997

Languages for Travelers
To learn more call 414-227-3320 or visit sce-languages.uwm.edu.
All classes are at the UWM School of Continuing Education.

See Also Languages, P. 6
See Also Travel Photography, P. 10

Italian for Travelers
To fully enjoy your visit to Italy, gain an understanding of Italian language and culture. Learn essential words and phrases that will aid you on your trip. No required textbook; dictionary or phrase book recommended.

Italian for Travelers
6 Mon., July 12-Aug. 16, 6-8:30pm
Instructor: Stefano Liotta, M.S.
Early Bird: $185
Fee: $199
Program No. 8124-8027

French for Travelers
If you are planning a trip to France this course allows you to cope with everyday situations. Lessons focus on making hotel reservations, asking for directions, using public transportation, ordering food, shopping and reporting an accident. No knowledge of French required. No textbook required; dictionary or phrase book recommended.

French for Travelers
6 Wed., July 14-Aug. 18, 6:30-8:30pm
Instructor: Kiki Anderson
Early Bird: $185
Fee: $199
Program No. 8124-8028

Spanish for Law Enforcement

Spanish for Healthcare

Spanish for Green Industry

Also available upon request

Spanish for School Personnel

Spanish for Social Services

Capstone

The “Jumpin and Swingin” Blues
Discover the connection between jazz and blues music through lectures, videos and audio recordings. Analyze and discuss periods of the blues from the 1920s, ’40s and the present. Learn about musicians such as Jay McShann and Duke Robillard, whose music embodies the stylistic elements of both genres.

4 Tue., June 1-22, 6-8pm
Instructor: Sonia Khatchadourian, Blues radio host, journalist
Fee: $69
Program No. 8114-3464

University Community Orchestra
This ensemble invites advanced beginners (age 14 or older) and skilled amateurs to rehearse and perform together. It is open to anyone who can read music and enjoys playing classical symphonic repertoire. UWM Music Professor and Director of Orchestral Activities Margery Deutsch and her graduate conducting staff supervise weekly rehearsals. Musicians do not need to audition to be in the orchestra. The first rehearsal is June 2. If you are a new member please contact Margery Deutsch by May 14 to let her know what instrument you play and what part you prefer (violin 2, flute 1, etc.) Email: uco@uwm.edu; phone: 414-229-4609

9 Wed., June 2-July 28, 7-9:30pm
Concert: Fri., July 30, 7:30pm
UWM Campus, Zelazo Center 280
Fee: $99
Program No. 8111-2204

Photography and Digital Communication

To learn more call 414-227-3320 or visit sce-arts.uwm.edu.
Unless otherwise noted, all classes are at the UWM School of Continuing Education.

Taking Pictures that Talk
Learn what makes a great photo and what to avoid, what is good composition, pattern, form and texture. This class is less technical and more focused on visual organization and visual design. Instructor John Alley has worked from the South Pole to the Middle East, and has received over 300 photography awards.

4 Wed., May 5-26, 6:30-8:30pm
Fee: $95
Program No. 8112-3397
OR
4 Wed., July 14-Aug. 4, 6:30-8:30pm
Fee: $95
Program No. 8112-3465

SCE: Conveniently Located Downtown
**Digital Photography Basics**
Discover various functions of your camera and how to take captivating pictures. Learn the critical skills necessary to make a great photograph through the power of digital imagery. Understand what to do with an image once it is captured. Bring your digital camera and user’s manual to class.

<table>
<thead>
<tr>
<th>Course</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Program No. 8114-3437</strong></td>
<td>2 Wed., May 12 &amp; 19, 6-9pm &lt;br&gt;Instructor: Chris Pollack, award-winning photographer &lt;br&gt;Fee: $69</td>
</tr>
<tr>
<td><strong>Program No. 8114-3467</strong></td>
<td>Combo Package: Save $24 - Register for both Digital Photography Basics (May only) and Photoshop Elements 7.0 (June only). Fee: $210</td>
</tr>
<tr>
<td><strong>Program No. 8112-3468</strong></td>
<td>OR &lt;br&gt;Register for both Digital Photography Basics (July only) and Photoshop Elements 7.0 (Aug. only). Fee: $210</td>
</tr>
<tr>
<td><strong>Program No. 8112-3469</strong></td>
<td>Program includes a field session.</td>
</tr>
</tbody>
</table>

**Nighttime Photography**
Prerequisite: Intermediate Digital Photography or permission from Program Director Miriam Malone before registering.

Learn how to take pictures using ambient light and slow shutter speeds (with tripod). Photograph shooting streaks of traffic, lighted buildings and light-painting. Class includes a field session on the Milwaukee River Walk to apply what you learn in class, and a final session to share and critique results. A digital single lens reflex camera and tripod provide the best results.

<table>
<thead>
<tr>
<th>Course</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Program No. 8112-3438</strong></td>
<td>4 Thu., June 3-24, 6:30-8:30pm &lt;br&gt;Field Sessions: June 10 &amp; 17, 8-10pm &lt;br&gt;Instructor: Chris Pollack, award-winning photographer &lt;br&gt;Fee: $95</td>
</tr>
</tbody>
</table>

**Advanced Photography**
Prerequisite: Digital Photography Intermediate, or permission from Program Director Miriam Malone before registering.

Improve technical and compositional skills. Sharpen night, flash and macro photography. Learn to use the black-and-white Zone system, and to see critically and think creatively.

<table>
<thead>
<tr>
<th>Course</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Program No. 8112-3440</strong></td>
<td>4 Thu., June 8-29, 6:30-8:30pm &lt;br&gt;Instructor: Chris Pollack, award-winning photographer &lt;br&gt;Fee: $95</td>
</tr>
</tbody>
</table>

**Photoshop Elements 7.0 for Photographers**
Hands-on Workshop <br>Prerequisite: Digital Photography Basics and working knowledge of Windows or Mac OS.

Make your digital photos come alive as you discover the tricks of Photoshop Elements. Learn to soften edges, adjust lighting and color, remove blemishes and touch-up photos. Each participant will have a laptop to use in class. Bring your own photos on a disc or flash drive.

<table>
<thead>
<tr>
<th>Course</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Program No. 8112-3470</strong></td>
<td>Sat., June 19, 9am-4pm &lt;br&gt;Instructor: Chris Pollack, award-winning photographer &lt;br&gt;Fee: $165</td>
</tr>
</tbody>
</table>

**Travel Photography**
Awaken your wanderlust and create exciting images of your adventures. Learn how to capture mood and record the action of festivals, rituals and daily life. Discover how to work with artificial light, put together a travel essay, create dynamic travel landscapes and make cultural portraits.

<table>
<thead>
<tr>
<th>Course</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Program No. 8112-3436</strong></td>
<td>3 W ed., June 14-28, 6:30-8:30pm &lt;br&gt;Instructor: John Alley &lt;br&gt;Fee: $95</td>
</tr>
</tbody>
</table>

**Intermediate Digital Photography**
Learn how to take better pictures with your DSLR camera. Examine the fundamentals of exposure and light. Understand aperture, shutter speed, ISO, basic composition, depth of field and histograms.

<table>
<thead>
<tr>
<th>Course</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Program No. 8112-3438</strong></td>
<td>3 Wed., July 14-28, 6:30-8:30pm &lt;br&gt;Instructor: Chris Pollack, award-winning photographer &lt;br&gt;Fee: $79</td>
</tr>
</tbody>
</table>

**Keeping A abreast of the Digital Age**
An Update for Baby Boomers and Beyond
Learn about blogging, Blackberries, Bluetooth, handhelds, iPhones, iPods, geocaching, HDTV, Facebook, MySpace and Skype! Discover technologies to use for travel directions, library access, paying bills and accessing community and government services.

<table>
<thead>
<tr>
<th>Course</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Program No. 8112-3474</strong></td>
<td>3 Mon., June 14-28, 6:30-8:30pm &lt;br&gt;Instructor: Stanley Miller, II, Milwaukee Journal Sentinel, Personal Technology writer &lt;br&gt;Fee: $69</td>
</tr>
</tbody>
</table>

**Shooting Stock Photography on Location**
Prerequisites: Stock Photography 1 and 2 courses (or permission of instructor), Digital photography equipment (or, if shooting film, ability to scan to digital so images can be reviewed in class).

Saleable stock photos should be captured on location: buildings (architectural stock), people (lifestyles), landmarks and special events (travel stock), etc. Learn how to plan your location for greatest efficiency, productivity and profitability. Class includes pre-production planning, shoots on locations and evaluating images from the location shoots.
Kayaking on Lake Michigan
Intermediate
Prerequisite: Introduction to Kayaking class or permission from Program Director Miriam Malone before registering.

Experience the Milwaukee skyline from a kayak on Lake Michigan! Learn new maneuvers as you paddle north from Bradford Beach. Kayaks, paddles and flotation devices provided.

Sat., June 26, 9-11:30am
Bradford Beach
Fee: $85
Enrollment limited to 12; minimum age: 16
Program No. 8123-3418

Canoeing the Milwaukee River
Beginner/Intermediate

Paddle through the heart of downtown to see the city from a new perspective while receiving canoeing tips. Lunch at the Milwaukee Ale House, followed by a paddle back up the river.

Sat., July 17, 11am-3pm
Rowing Club Boathouse
Fee: $65 (lunch on your own)
Enrollment limited to 12; minimum age: 16
Program No. 8123-3482

JEWELRY MAKING: BEGINNING AND INTERMEDIATE

Focus on jewelry construction using wire, beads, chains, recycled jewelry, found objects and other interesting components. Begin with foundational construction techniques and design concepts. Get new ideas and understand design choices. Beginners create a necklace or bracelet with one or two strands of their own design. Intermediate students create a project of their choice with approval from the instructor.

2 Wed., July 14 & 21, 6-9pm
Instructor: Mari Carini, M.S.
Fee: $85 (includes most supplies and use of tools)
Program No. 8117-4002 (beginners)
Program No. 8117-4020 (intermediate)

Offered this Fall
Making a Mosaic Tray or Mirror
Oct. 9

VISUAL ARTS, ART APPRECIATION AND COLLECTING

To learn more call 414-227-3320 or visit sce-arts.uwm.edu.
All classes are at the UWM School of Continuing Education.

Drawing and Painting at Lake Park

Be inspired by nature as you draw and paint outdoors at Lake Park in Milwaukee. The emphasis in this class will be in capturing the essence of natural daylight and atmosphere. Our subjects will include the sky, Lake Michigan, plants and the natural forestry. Class members will meet in the Lake Park parking lot before working on respective projects. Class will be canceled on rainy days and made up at the end of the term. Visit sce-arts.uwm.edu for supply list.

6 Sat., June 19-July 31, 9:30am-Noon
(Omit July 3)
Instructor: Peter Barrickman
Fee: $149
Program No. 8117-4001

Just a Few Minutes a Day: Simple Ways to Keep Writing

Inspire your muse through techniques that help you create powerful writing. Each week discover and explore exercises, and share the resulting work. Use this push to get your writing on paper.

6 Wed., May 5-June 9, 6:30-8:30pm
Instructor: Mary-Jeane Smoller-Phillips, Ph.D.
Fee: $115
Program No. 8116-3013
OSHER LIFELONG LEARNING INSTITUTE

To learn more call 414-227-3222, email sceosher@uwm.edu or visit sce-oshers.uwm.edu.

Membership Information

The Osher Lifelong Learning Institute is a membership organization for adults 50 and over who understand that quality of life is enhanced through learning. Osher is the perfect way to expand your knowledge while joining more than 550 like-minded, active, older adults.

How to Become a Member

You must be a registered member to participate in Osher courses, special interest groups and most social activities.

Annual membership is $40 per person. Download a membership brochure at sce-osher.uwm.edu or call 414-227-3222.

Osher Member Benefits

- Participate in “Go Explore” outings to some of the most interesting places in the community
- Enroll in peer-directed Special Interest Groups
- Socialize with others who love learning
- Enjoy the bi-monthly newsletter highlighting future activities and events of interest around UWM
- Obtain a complimentary library card for the UWM Golda Meir Library
- Receive a membership directory

Discounts on Most Arts, Humanities and Science Programs

Osher members receive a 25% discount on most AHS programs. Special discounts for day tours, travel programs and the Spring Writers Festival may also apply. See P. 3-12 for examples of programs on which you can save!

Go Explore

Programs are docent-led walking tours and excursions to places of interest in and around the Milwaukee area. Please arrange your own transportation.

See Also Focus on Milwaukee, P. 4

Trimborn Farms and Reiman Publications Visitor Center Tour

Journey back to Milwaukee County pioneer days with a tour of Trimborn Farms. Visit the Reiman Visitor Center in downtown Greendale to see a video presentation about historic Greendale, Reiman Publishing and its national magazines.

Fri., June 18, 10am-2pm
8881 W. Grange Ave. and 5602 W. Broad St., Greendale
Fee: $4
Program No. 0041-OLLI

Spiritual Writing: A Window to the Soul

Explore writings of many faiths and develop your own style. Examine samples of spiritual writing and try exercises that encourage your own creative exploration. This class features new readings and exercises.

6 Tue., June 1-July 13, 6:30-8:30pm
Instructor: Mary-Jeane Smoller-Phillips, Ph.D.
Fee: $115
Program No. 8116-4006

Getting Published: Insights into Fiction and Nonfiction Publishing

Join an informative discussion on publishing today. Explore queries, agents, book proposals and how the process differs for fiction and nonfiction.

Wed., June 16, 6-9pm
Instructor: Larry Watson, author; Carolyn Kott Washburne, editor, author
Fee: $49
Program No. 8116-4005

Short Fiction: Read to Write!

This class is split between discussion of contemporary, published short stories that you read (handouts provided) and stories that you write. Particular attention will be paid to issues of craft such as character, plot and structure (how to start a story, when to end). No experience necessary, but enthusiasm for short fiction is required.

4 Tue., June 22-July 13, 7-9pm
Instructor: Liam Callanan, author and chair, UWM Creative Writing Program
Fee: $89
Program No. 8116-4004

Nonfiction Writing: Write and Sell Your Work

Oct. 2-30
Memoir Writing Workshop
Oct. 13-Nov. 17
Writing Short Fiction: How to Get Your Stories onto Paper
Oct. 23

Offered in 2011
9th Annual Spring Writers Festival
Mar. 4-6
Visit sce-writersfestival.uwm.edu and get added to the mailing list.

See Also Special Events and Conferences, P. 43

“Learning is a wonderful thing – it truly never retires.”

-Ruth Kurensky
Osher participant

Certificate - • Enriching Lives - •
Tripoli Shrine Masque and Humphrey Scottish Rite Masonic Cathedral

Tour two of the most important Masonic centers in Milwaukee. Tony Busalacchi, Past Master, 32nd degree Mason and Shriner, will give you a behind-the-scenes tour of these bastions of Masonry.

Mon., June 28, 10am-3pm
Depart from North Shore Park and Ride (across from Bayshore Town Center)
Fee: $25 (includes transportation and lunch at Maharaja)
Program No. 0051-OLLI

St. Francis Seminary: A History in Photographs Seminar Woods Lecture and Tour

Beginning in the 1850’s, St. Francis Seminary on Milwaukee’s southern border was a self sufficient religious community that included the seminary, convent, normal school, boys’ high school, orphanage, school for the deaf and a parish. A slide show will trace this community from its beginnings to the present. This will be followed by a guided tour of the seminary buildings and grounds.

Fri.-Sat., July 9-10, 1-3pm
UWM Hefter Conference Center, and Seminar Woods, 3257 S. Lake Dr.
Instructor: Jim Pietrusz
Fee: $10
Program No. 0044-OLLI

Kenosha Public Museum and Civil War Museum

The Kenosha Museum is a natural sciences and decorative arts museum. Exhibits include world cultures, Native Americans, zoology, geology, fossils, and fine and decorative arts. At the Civil War Museum, step back in time to discover how the Upper Midwest helped shape American history and the growth of our nation.

Tue., Aug. 24, 9am-3:30pm
Depart from Bayshore Park and Ride (across from Bayshore Town Center)
Tour Leader: Buzz Althoen
Fee: $45
Program No. 0047-OLLI

Tour of Pabst Theater and “Behind the Scenes at the Rep”

The Pabst was constructed in 1895, the same year as City Hall. It was updated in 1976 and bought by Michael Cadaby early in this decade. Learn the history and tour the inside of the theater. The behind the scenes tour of the Rep will include the actual stage of the Power House Theater, rehearsal rooms, make up, set building, costume construction, lighting and sound effects.

Mon., Aug. 30, 9:30am-Noon
Pabst Theater, 144 E. Wells St., (Meet in the lobby)
Tour Leader: Buzz Althoen
Fee: $5
Program No. 0048-OLLI

Short Courses

Short courses, three to five weeks long, focus on topics such as the arts, literature, ethics, politics, religion and history. Short courses are taught by UWM faculty and noted experts.

Wellness Week

Have you read about the latest way to live longer, be fit in 10 minutes a day or stay in shape? What are the recommendations from the American Medical Association, American Heart Association and the American Cancer Association? Discuss current research and recommendations for a healthy lifestyle.

Mon., Wed., Fri., July 12, 14 & 16, 1-2:30pm
UWM Hefter Conference Center
Fee: $15
Program No. 0049-OLLI

Mind Aerobics

Gain insight into the memory process. Learn memory techniques and exercises for the right, left and whole brain.

3 Thu., July 29-Aug. 12, 10:30am-Noon
UWM Hefter Conference Center
Instructor: Murali Vedula
Fee: $15
Program No. 0045-OLLI

Special Interest Groups

Peer-led study groups meet regularly at various locations and are free to Osher members.

To register email sceosher@uwm.edu, call 414-227-3222, or visit sce-osher.uwm.edu.

Book Group

Third Tue., 10am-Noon
Shorewood Library

Computer Users

Most Fri., 9-10am
Shorewood Library

Earth Wisdom

First & Third Wed., 10:30am-Noon
UWM Hefter Conference Center

French

Wed., 10:30am-Noon
UWM Hefter Conference Center

German Conversation

Second & Fourth Tue., 1-2:30pm
UWM Hefter Conference Center

Gold Star Mysteries

First Thu., 1:30-3pm
UWM Hefter Conference Center

History

Second & Fourth Wed., 9-10am
UWM Hefter Conference Center

Italian

Tue., Noon-1:15pm
UWM Hefter Conference Center

Spanish

Thu., 9:30-11:30am
UWM Hefter Conference Center

Spanish Conversation

Tue., 10:30am-Noon
UWM Hefter Conference Center

See Also Languages, P. 6

Understanding the American Legal System

June 7-11

See Also Above event details under History, Genealogy and Culture, P. 5

Gray Matters: Celebrating The Power and Impact of Older Adults

Fri., June 25

See Also Above event details under Special Events and Conferences, P. 43
### BUSINESS COACHING

**To learn more call 414-227-3208, email dshepand@uwm.edu or visit sce-coach.uwm.edu.**

All classes are at the UWM School of Continuing Education.

Single courses can be taken without the pursuit of the certificate.

#### Business Coaching Certificate

The ability to coach others is a core competency for staff development. Coaches assist with productive change in individuals, teams and systems. The certificate program arms you with necessary tools for successful coaching.

> Earn a certificate by completing five programs plus the capstone within two years.

**Early Bird Discount:**

Save 10% when you register 30 days in advance of a Coaching class.

#### Assessment Tools for Coaches

Learn cutting-edge coaching technology, hard facts, leadership science and proven best practices. Whether you’re identifying and improving leaders, establishing personal and organizational alignment, understanding how to improve a team’s performance or enhancing executive skills, get the tools you need to drive exceptional performance.

**Mon., May 3, 8:30am-4:30pm**

- Instructor: Jeff Percival
- Fee: $845
- CEUs: 0.7
- Program No. 5040-2757

#### Strategic Coaching for Advancement

- **Prerequisites:**
  - Fundamentals of Coaching (Program No. 5040-2706)
  - Competency in Coaching (Program No. 5040-2711)

Examining coaching as a talent management process using introspective tools to examine various dimensions and motivations. Learn to adapt communication styles to create a climate of trust and openness. Plan a coaching session to deliver developmental feedback for continued success, and strengthen coaching skills to apply immediately in your work and life.

**Wed.-Thu., June 9-10**

- Day 1: 8:30am-4:30pm; Day 2: 8:30am-3:30pm
- Instructor: C. Michelle Bryant
- Fee: $845
- CEUs: 1.4
- Program No. 5040-2726

#### Coaching to Engage Commitment in the Workplace

Engagement is crucial to retaining good employees, increasing customer satisfaction and increasing profits. Study the book "First Break all the Rules: What the World’s Greatest Managers Do Differently" to learn factors of an effective workplace and why the manager is the critical link to employee engagement.

**Wed.-Thu., May 5-6, 8:30am-4:30pm**

- Instructor: Ted Fancher
- Fee: $845
- CEUs: 1.4
- Program No. 5040-2759

#### The Art of Coaching

Organizations are faced with the evolving challenge to develop, manage, leverage, sustain and maximize today’s multi-faceted environment. Get a working foundation for understanding development, application and measure of critical foundational components of workforce coaching.

**Mon.-Tue., June 7-8**

- Day 1: 8:30am-4:30pm; Day 2: 8:30am-3:30pm
- Instructor: Deborah Hix-Sykes
- Fee: $845
- CEUs: 1.4
- Program No. 5040-2706

#### Coach’s Guide to Culture & Conflict

Increase your understanding of diversity, and learn to work together effectively. Special emphasis is placed on providing skills and competencies needed to coach others through challenges and conflicts on diverse teams. Receive tools and techniques to assist with communication and conflict resolution situations.

**Wed.-Thu., June 16-17**

- Day 1: 8:30am-4:30pm; Day 2: 8:30am-3:30pm
- Instructor: Debra J. Crawford
- Fee: $845
- CEUs: 1.4
- Program No. 5040-2751

#### Capstone

Candidates must complete five Coaching courses prior to the capstone project (capstone due two weeks prior to class). The instructor will work closely with each candidate to review the 360° exam and fine tune coaching skills to ensure success. Project criteria is available at sce-coach.uwm.edu.

**Thu.-Fri., May 13-14**

- Day 1: 8:30am-4:30pm; Day 2: 8:30am-3:30pm
- Instructor: Deborah Hix-Sykes
- Fee: $845
- CEUs: 1.4
- Program No. 5040-2750

---

**See Also**
- Career Transitions, P. 23
- Center for Workforce Development, P. 45
- Languages, P. 6
- Small Business Development Center, P. 45
- Sustainability, P. 42
Business Process Improvement

To learn more call 414-227-3121, email mvedula@uwm.edu or visit sce-businessimprovement.uwm.edu.
All classes are at the UWM School of Continuing Education.

See Also Sustainability for Business, P. 42
See Also Quality Improvement, P. 35

Office Lean Certificate

Streamline and eliminate waste from processes, and use value stream mapping to achieve bottom-line savings within administrative and transactional areas, including healthcare and service industries, accounting and product development. Participate in a dialog, case study and hands-on simulation to successfully apply Office Lean methodology.

Earn a certificate by completing both modules and a capstone project. It takes about three months to complete the capstone project after Module II.

Module I

Tue.-Thu., July 27-29, 8am-4:30pm
Instructors: Tom Laack, Paul Pejsa
Fee: $1290
CEUs: 2.0
Program No. 4830-8201

Module II

Tue.-Thu., Aug. 30-Sept. 2, 8am-4:30pm
Instructors: Tom Laack, Paul Pejsa
Fee: $1290
CEUs: 2.0
Program No. 4830-8202

Six Sigma Green Belt for Office Operations Certificate

Specifically designed for non-manufacturing operations. Acquire proven Six Sigma tools and skills in an office operations environment. Discover methods to bring about breakthrough improvements and reduce errors in performance to generate significant cost savings.

Earn a certificate by completing both modules and a capstone project. It takes about three months to complete the capstone project after Module II.

Module I

Tue.-Thu., Sept. 21-23, 8am-4:30pm
Instructor: Davis R. Bothe
Fee: $990
CEUs: 2.0
Program No. 4830-8105

Business Writing, Culture and Presentations

To learn more call 414-227-3320 or visit sce-business.uwm.edu.
All classes are at the UWM School of Continuing Education.

See Also Languages, P. 6
See Also Writing and Literature, P. 11

Business Writing for Clarity and Conciseness:
The Big Picture

Review strategies and techniques that promote effective workplace writing. Learn to write for maximum effect, use direct and indirect approaches when appropriate, include critical information in proposals and reports and write effectively using the Internet and email. Learn to edit, revise and rewrite.

Wed., June 9, 9am-4pm
Instructor: Mariann Maris,
UWM English Department
Fee: $239 (includes lunch)
Program No. 8125-4016

Business Writing Nuts and Bolts

Focus on grammar and other issues of correctness when writing for business. Learn how to correct the most common grammar mistakes. Know when to use the active voice; correctly apply commas, semi-colons and other punctuation; and remember hard-to-spell words.

Thu., June 10, 9am-4pm
Instructor: Mariann Maris,
UWM English Department
Fee: $239 (includes lunch)
Program No. 8125-4010

Combo Package: Save $30 - Register for both
Business Writing Nuts and Bolts and Business Writing for Clarity and Conciseness.
Fee: $448 (includes lunches)
Program No. 8125-4009

See Also English Language
Learning Certificate, P. 6

Latin American Business for Professionals

Discover general Latin American business practices. Learn about traveling for business in Latin America, discover the different schools of thought, general current economic and political views and understand how to relate effectively with the local business community. Course taught in English but key Spanish terminology is provided.

8 Wed., July 13-Aug. 31, 6-8:30pm
Instructor: Patricio Iligaray, BBA, MBA, MS
Fee: $289
Program No. 8124-7998
See Also Spanish Language, P. 8

German Culture for Business Professionals

Germany is a dominant nation in the worldwide business arena, and many U.S. firms aspire to work with German firms. Learn about cultural differences between the workforce in Germany as related to punctuality, making appointments, addressing colleagues and themes appropriate for discussion. Course taught in English with some examples in German. No textbook required.

8 Thu., July 13-Aug. 31, 6-8:30pm
Instructor: James Roskob, B.S.
Fee: $289
Program No. 8124-7998
See Also German Language, P. 7

English for Professionals: An Interactive ESL Workshop for Non-native Speakers

Non-native English speakers refine skills they need to speak and write English in the workplace. Topics include:

• Common grammar mistakes in speaking and writing
• Helpful hints on American business culture
• How to prepare for spoken presentations
• Communicating via email when English is not your first language

Check website for required texts.

4 Thu., July 15-Aug. 5, 1-4pm
Instructor: Charlene Tillman-Piery
Fee: $289
Program No. 8125-4013
See Also English Language
Learning Certificate, P. 6
Technical Writing That Improves Performance
Discover proven approaches and techniques to apply immediately back on the job to achieve successful written communication of technical information. This workshop is for technical writers, developers, product managers, training designers and content experts. It is for anyone who writes manuals, documentation and proposals.

Wed., July 14, 9am-4pm
Instructor: Leslie Whitaker
Fee: $239 (includes lunch)
Program No. 8125-4011

Powerful Presentations
This workshop is for any professional or volunteer who needs to communicate effectively in front of an audience, and is especially helpful for those who do technical or financial presentations. Learn how to:
• Understand and build rapport with an audience
• Grab attention and keep it
• Build credibility and control interactivity
• Project your voice with power and authority
• Use PowerPoint presentations to enhance, not detract from, your message

Thu., July 15, 9am-4pm
Instructor: Kim Beck
Fee: $239 (includes lunch)
Program No. 8125-4015

Combo Package: Save $30 - Register for both Powerful Presentations and Technical Writing. Fee: $448 (includes lunches)
Program No. 8125-4014

Chinese Business Culture for Professionals
Discover Chinese business practices. Learn about Chinese schools of thought and the conduct expected in personal interactions, meetings and banquets. Practice interpersonal communication techniques you can use to work more efficiently, and communicate more effectively with suppliers, clients and colleagues. Experience a Chinese banquet, from the reception of guests to the farewell protocols, as you enjoy a multi-course meal. Survival Language Cards to use in travel (in English/Pinyin/Mandarin) are available for purchase in class.

Tue.-Wed., Sept. 28-29
Day 1: 9am-4pm; Day 2: 9am-Noon
Instructor: Ping Braatz, M.S.
Fee: $289 (includes lunch on Tue.)
Program No. 8124-8030
See Also Chinese (Mandarin) Language, P.6
See Also The Secrets of China’s Success, P.5

Effective Writing for Professionals — One-on-One Coaching
Get one-on-one help with creating an important document from Anne O’Meara, Program Director for Business Writing at the UWM School of Continuing Education. Coaching package includes: planning discussion, pre-writing, editing/feedback on two drafts and final review. Email aomeara@uwm.edu for more information on this package or other coaching options.

Dates set to meet you schedule
Fee: $299
Program No. 8125-4012

COMPUTER APPLICATIONS
To learn more call 414-227-3220, email ITinfo@uwm.edu or visit sce-computerapps.uwm.edu.

All classes are at the UWM School of Continuing Education.

Access 2003 - Level I
Wed., Sept. 22, 8:30am-4:30pm
Instructor: Lynne Miller
Fee: $224
CEUs: 0.7
Program No. 5070-4601

Access 2007 - Level I
Tue., Sept. 28, 8:30am-4:30pm
Instructor: Lynne Miller
Fee: $224
CEUs: 0.7
Program No. 5070-4606

Excel 2003 - Level I
Tue., Sept. 21, 8:30am-4:30pm
Instructor: Rebecca Brath
Fee: $224
CEUs: 0.7
Program No. 5070-4610

Excel 2007 - Level I
Thu., Sept. 23, 8:30am-4:30pm
Instructor: Therese Bohn
Fee: $224
CEUs: 0.7
Program No. 5070-4616

DIVERSITY
To learn more call 414-227-3208, email dshepard@uwm.edu or visit sce-diversity.uwm.edu.

We design classes that focus on your workforce, clients and customers in the areas of race, gender, sexual orientation and generational differences. Programs can be held at our state-of-the-art facility or at your workplace, at times convenient for you. For more information contact Donna Shepard at 414-227-3208 or dshepard@uwm.edu.

FINANCIAL MANAGEMENT - PERSONAL
To learn more call Yolanda White at 414-227-3243, email yolandaw@uwm.edu or visit sce-ctc.uwm.edu.

All classes are at the UWM School of Continuing Education.

See Also Career Transitions, P. 23

Economic Update
What are the markets doing now and why? Look at how to position yourself in your portfolio to take advantage of the current valuations in the market and meet financial goals.

Thu., May 6, 6-7pm
Instructor: Deanne E. Phillips, CFP
Fee: $20
Program No. 3030-8006

Financial Strategies For Successful Retirement
Learn how to make informed decisions about your future, set realistic goals, properly allocate assets, and minimize the impact of taxes and inflation, control health care costs and plan for the transfer of your estate. If you are over the age of 50, this course is a must! Couples may attend together for a single registration fee.

4 Thu., May 6-27, 6:15-8:15pm
Instructors: Melinda Hein, LLP; John W. Ethington, CFP, Senior VP Investments, Dan T. Gilipsky, Financial Advisor
Fee: $112 (includes 235 page illustrated textbook and comprehensive retirement plan)
Program No. 3030-8001

Suddenly Single
Your financial future as a single woman may be the last thing on your mind after the loss of a spouse or the end of your marriage. Take charge of your money. Review your income, discover your net worth, develop a budget and create a strategy for how to manage your cash flow.

Wed., May 12, 6-8pm
Instructor: Paul E. Westphal, CIMA
SPHR certification is necessary to successfully complete your PHR/SPHR Management and acquire the skills and preparation needed for career advancement.

In this environment, it is imperative that you stay informed of the latest interpretations of current laws and best practices. Federal and state laws continue to change the nature of how an organization must manage its operations and employees. Human resource management becomes more complex every year. It is imperative that you stay informed of the latest interpretations of current laws and best practices.

Society For Human Resource Management Learning System (PHR/SPHR Certification)

Obtain an overview of key areas of human resource management and acquire the skills and preparation necessary to successfully complete your PHR/SPHR certification.

Other Programs

**Talent Management Webinar**

**NOTE:** Webinar does not count towards certificate.

Create an effective talent management system and outline to begin planning, developing, managing and retaining employees. Gain an understanding of how talent management can improve ROI through an integrated HR infrastructure. This presentation will show you how to get executives in your organization to leverage talent across teams.

**Labor Relations**

To learn more call 414-227-3208, email dshepard@uwm.edu or visit sce-lr.uwm.edu.

All classes are at the UWM School of Continuing Education.

**Labor Relations Webinar**

**NOTE:** Free webinar does not count towards certificate.

**Other Programs**

**Collective Bargaining: Tactics, Techniques and Table Manners**

Mon.-Wed., June 7-9
Day 1: 8:30am-4pm; Day 2: 8:30am-3:30pm; Day 3: 8:30am-3pm
Instructors: Jonathan T. Swain, Thomas W. Mackenzie
Fee: $1165
CEUs: 1.8
Program No. 5045-2890

**Dealing with the Union - with Confidence!**

Mon.-Thurs., Aug. 2-5
Days 1-2: 8:30am-4pm; Day 3: 8:30am-3:30pm; Day 4: 8:30am-3pm
Instructors: Howard L. Bernstein, Gary A. Marsack
Fee: $1595
CEUs: 2.4
Program No. 5045-2896

**Labor Relations Training for Managers and Supervisors in a Unionized Setting**

Mon.-Tues., Sept. 13-14, 8:30am-4pm
Instructors: Steven M. Bierig, Harry J. Secaras
Fee: $1165
CEUs: 1.3
Program No. 5045-2897

**MANAGEMENT DEVELOPMENT**

To learn more call 414-227-3378 or visit sce-mgmt.uwm.edu.

All classes are at the UWM School of Continuing Education.

**Certificate in Labor Relations Management**

Gain the necessary insight and skills for effectively managing in a union environment.

Earn the certificate by completing ten days of Labor Relations classes within three years.

**Advanced Collective Bargaining Workshop**

Thu.-Fri., May 6-7
Day 1: 8:30am-4pm; Day 2: 8:30am-3:30pm
Instructors: Thomas W. Mackenzie, Gary A. Marsack
Fee: $1195
CEUs: 1.3
Program No. 5045-2892

**Sustainability**

Gain the necessary insight and skills for effectively managing in a union environment.

Earn the certificate by completing ten days of Labor Relations classes within three years.

**Advanced Collective Bargaining Workshop**

Thu.-Fri., May 6-7
Day 1: 8:30am-4pm; Day 2: 8:30am-3:30pm
Instructors: Thomas W. Mackenzie, Gary A. Marsack
Fee: $1195
CEUs: 1.3
Program No. 5045-2892
Leadership Series
Prepares managers who are potential candidates for executive and leadership roles, or managers who lead others with managerial responsibility.

Springboard to Better Problem-Solving and Decision Outcomes
How much time does your team spend problem solving? How good are the results? For today’s complex problems, “working harder” or “doing more of the same” is often not the optimal approach. Instead, learn to integrate techniques from multiple disciplines to reach quality solutions to unstructured problems in record time.

Tue.-Wed., May 4-5, 8:30am-4pm
Instructor: Karen L. Woelfle-Potter, MBA
Fee: $995/$895 for two or more from the same organization
CEUs: 1.3
Program No. 5050-3528

Leading Project Managers: Facilitating Project Success
Professionals who oversee project managers often do not have project management backgrounds. But success requires that project managers and their supervisors speak the same language and have the same expectations. This class provides supervisors an understanding of project management terminology, process and the key role they play in project support.

Wed.-Thur., May 19-20, 8:30am-4:30pm
Instructor: Sandra Hoskins, ISP, PMP, ITCP
Fee: $1095/$985 for two or more from the same organization
CEUs: 1.4
Program No. 5050-3529

Creating and Leading Accountable Teams
Learn an effective approach that is radically different than what many have been taught. Discover how applying this approach gets your team talking about real issues and taking accountability for results. Even the most dysfunctional team can become functional and accountable.

Tue.-Wed., May 25-26, 8:30am-4pm
Instructor: Eric Coryell
Fee: $995/$895 for two or more from the same organization
CEUs: 1.3
Program No. 5050-3530

Finance for Nonfinancials-Advanced
Strengthen your business acumen and master financial tools used in business today. Leave equipped to speak with your financial colleagues and evaluate alternatives that add to your company’s economic success.

Tue.-Wed., June 8-9, 8:30am-4pm
Instructor: Kathleen Villars, MBA
Fee: $945/$855 for two or more from the same organization
CEUs: 1.3
Program No. 5050-3531

The Leadership Challenge Workshop
Based upon the internationally best-selling book and curriculum by Kouzes and Posner. The Leadership Challenge incorporates research on what leadership is and what behaviors separate mediocre employees from exemplary leaders. Learn practical behaviors that can be applied in any setting.

Tue.-Thur., Sept. 21-23, 8:30am-4pm
Instructor: Angela V. Chaplin, MA, CPBA
Fee: $1395/$1255 for two or more from the same organization
CEUs: 2.0
Program No. 5050-3564

Single courses can be taken without pursuit of the certificate.

Management Certificate
Establish a strong foundation in current management practices. Designed for managers looking to obtain maximum results from employees and team members.

Earn the certificate by completing 10 days of training within four years.

Leading Through Employee Engagement: Reconnecting the Disconnected
Explore options and opportunities to create an environment where people want to come to work. Get tools and practical applications to boost your confidence, reconnect the disconnected employee and develop greater work potential and commitment from everyone.

Wed.-Thu., May 26-27, 8:30am-4pm
Instructor: Barbara Williams
Fee: $945/$855 for two or more from the same organization
CEUs: 1.3/PDUs: 13
Program No. 5050-3543

Emotional Intelligence I: Dealing With Difficult People, Including Yourself!
How you handle yourself and your “difficult people” determines whether trying situations escalate into war or result in peaceful resolution. Learn how to identify what triggers conflict in the workplace, improve your emotional intelligence skills, discover neutralizing communication skills and develop resolution techniques.

Tue.-Wed., Sept. 28-29, 8:30am-4:30pm
Instructor: Patricia Clason, RCC
Fee: $945/$855 for two or more from the same organization
CEUs: 1.4/PDUs: 14
Program No. 5050-3567

Single courses can be taken without pursuit of the certificate.

Supervision Certificate
Provides effective tools for managers and supervisors with less than five years of experience.

Earn the certificate by completing 10 days of training within four years.

Delegation Tune-Up
Are you working harder, not smarter? Learn tools and techniques for delegation strategies. In this fast-paced seminar, you have an opportunity to practice delegation skills that work.

Thu., May 27, 8:30am-4pm
Instructor: Jan Allen
Fee: $395/$355 for two or more from the same organization
CEUs: 0.7
Program No. 5050-3548

Essential Skills for Supervisors
Acquire time-tested, proven competencies delivered by a seasoned professional helping you optimize your performance as a supervisor. The need for higher productivity and employee commitment all combine to require you to perform at a new higher standard.

Tue.-Wed., Sept. 14-15, 8:30am-4:30pm
Instructor: Rodney (Buck) Hillestad
Fee: $845/$765 for two or more from the same organization
CEUs: 1.4
Program No. 5050-3563
Time Management
Now more than ever, managing your most valuable resource - your time - is critical. Receive practical techniques for controlling how you spend your time to feel more productive.

Thu., Sept. 30, 8:30am-4pm
Instructor: Jan Allen
Fee: $395/$355 for two or more from the same organization
CEUs: 0.7
Program No. 5050-3569

PROJECT MANAGEMENT
To learn more call 414-227-3220 or visit sce-pm.uwm.edu.
All classes are at the UWM School of Continuing Education.

Single courses can be taken without pursuit of the certificate.

Project Management Certificate
Gain the skills to work within time, quality, cost and technical constraints while focusing on customers’ real needs. Choose from a variety of project management and mid-management programs. For complete certificate details, visit sce-pm.uwm.edu.

To earn a certificate, you must complete seven courses – five to seven from the core courses and the remaining from the electives – within four years.

Core Courses

Business Analysis Essentials
Mon.-Tue., May 3-4, 8:30am-4:30pm
Instructor: Timothy Johnson
Fee: $845
CEUs: 1.4/PDUs: 14
Program No. 5025-0315

Managing Multiple Projects
Thu.-Fri., May 6-7, 8:30am-4:30pm
Instructor: Robert McIlree
Fee: $845
CEUs: 1.4/PDUs: 14
Program No. 5025-0322

MS Project for Project Managers – Advanced
Mon.-Tue., May 17-18, 8:30am-4:30pm
Instructor: Sandra Hoskins, ISP, PMP, ITCP
Fee: $845
CEUs: 1.4/PDUs: 14
Program No. 5025-0339

Project Management/Management Electives

Emotional Intelligence I: Dealing with Difficult People, Including Yourself!
See Also Above program details under Management Development, P. 18

Project Management/
Organizational Development Electives

Fundamentals of Organizational Development and Change Management
Organizational Development Plan and Implementation
See Also 2 above programs details under Training, P. 23

SALES AND SERVICE
To learn more call 414-227-3378 or visit sce-sales.uwm.edu.
Unless otherwise noted, all classes are online.

Individual modules may be taken without pursuit of the certificate.

Certificate in Sales and Service Excellence
Consultative selling is the key to customer-focused sales and service interactions. Apply the skills and strategies necessary to gain competitive advantage by planning and executing a proven sales process. You can personalize this highly interactive, self-paced, online program for your needs and skill level. All modules feature ongoing feedback and individual coaching.

Interested in test driving this program?
View a demo at sce-sales.uwm.edu.

Want help choosing modules?
Register for the free online assessment.

Ready to start?
Register for one or several modules based on your self-identified needs.

What happens after I register?
A coach will contact you to review your assessment (if applicable) and help you get started.

For all modules except the complimentary assessment:

Open enrollment - register at anytime
Instructor: Marcia Gauger
Fee: $349 each/$299 with registration of five or more modules (includes skill assessment, weekly coaching and follow-up review surveys)
CEUs: 0.5 per module

Earn the certificate on your timeline by completing a minimum of five modules.

Complimentary Skill and Knowledge Assessment
Unsure about what training you need? This comprehensive skill and knowledge assessment will help you pinpoint your strengths and identify opportunities for improvement. You and your coach can use your results to choose your training modules, prioritize discussion topics for coaching sessions and evaluate your progress throughout your training.

Fee: Free
Program No. 5050-3549

Closing, Gaining Commitments & Follow-Up
Gaining commitments is a natural part of the consultative sales process when applied correctly. Learn to eliminate fear of commitment, recognize buying signs and appeal to different “convincer” strategies to confirm the sale.

Program No. 5050-3553

Consultative Selling – Identifying Needs
Discover how to identify customer needs by utilizing questions effectively. Learn how to present solutions that target the customer’s true needs and interests even if those needs are not communicated.

Program No. 5050-3557

Expanding Your Business – Managing Relationships
Learn to increase market share by prioritizing sales activities, developing objectives, utilizing pre-call planning techniques, identifying tools for developing new business or reinventing new markets and by applying a customer modeling and profiling process to attract optimum customers.

Program No. 5050-3556

Handling Stalls & Objections
Prepare yourself to handle even the most difficult objections. Learn how to manage stalls, overcome customer doubt, get customers who are dragging their feet to make a commitment and learn to quantify value over price objections.

Program No. 5050-3551
It Takes All Kinds
Learn how to build relationships by reading people, understanding yourself and adjusting your approach to gain commitments and improve communication.

Program No. 5050-3552

Service from the Inside Out
A common thread in all outstanding organizations is that service starts on the inside. Enhance internal and external customer service and relationship building skills to provide service beyond expectations.

Program No. 5050-3555

Speaking Your Customers’ Language
Enhance your communication with internal and external customers by identifying communication styles and applying effective communication, listening and rapport building skills.

Program No. 5050-3550

Other Programs
Managing Customer Service for Competitive Advantage
Quality service is a competitive advantage that starts with knowing what your customers want. Establishing customer-driven service practices and leading your service delivery team are the focus of this high-powered session. Assess your organization’s service readiness, develop an action plan to build customer loyalty, and receive a customer care kit.

Wed., Sept. 29, 8:30am–4pm
UWM School of Continuing Education
Instructor: Mary B. Wacker
Fee: $395/$355 for two or more from the same organization
CEUs: 0.7
Program No. 5050-3568

SMALL BUSINESS DEVELOPMENT
To learn more call 414-227-3240, email sbdc@uwm.edu or visit sce-sbdc.uwm.edu.

All classes are at the UWM School of Continuing Education.

See Also Consulting, Your Career Option, P. 24
See Also Nonprofit Management, P. 36
See Also Small Business Development Center, P. 45

Cancellation Policy for SBDC Programs
If you cancel prior to the start of a program, you may transfer your balance to another program or receive a refund minus a $19 cancellation fee. Cancellations made after the program start dates are subject to the full fee.

Starting a Business
First Steps to Starting a Business
Learn key elements to starting a business and how to avoid common mistakes. Bring your questions, discuss concerns and network with other potential entrepreneurs. Begin working on your business in class and leave with a wealth of information and resources. Offered at various locations throughout Milwaukee, Ozaukee and Washington counties. Visit sce-sbdc.uwm.edu for a list of additional dates and locations.

Thu., May 6, 6-9pm
Instructor: Sheree Walker-Armstrong
Fee: $29
Program No. 5025-0210

Financial Foundations: Funding, Bookkeeping and Taxes for Your Business
Cover the key financial elements you need to know as you start or grow your small business.

Thu., May 20, 6–9pm
Instructors: Tim Nolan, Michael Ward
Fee: $29
Program No. 5125-0234

Entrepreneur Training Program
During this 12-week program you will create a comprehensive business plan and learn critical skills for opening a business. This program uses the Kauffman Foundation FastTrac curriculum, combining the power of classroom instruction with peer networking and experienced business counseling.

*A grant covering 75% of the program cost is available. Call for details and a grant application.

12 Tue., June 8-Aug. 31, 6–9pm
Fee: $1000*
Program No. 5125-0256

Getting Started with Constant Contact
More than 300,000 businesses use Constant Contact to help grow their repeat and referral business. Create and enhance your first email marketing campaigns – we’ll provide tips, techniques and guide you through the tools and features in the Constant Contact system.

Thu., June 17, 8:30–10:30am
Instructor: Steve Robinson
Fee: $20 (Participants in the Electronic Marketing series can register for free using discount code EM10)
Program No. 5130-3009

Growing a Business
The SBDC offers programs that small business owners and managers can use to improve business performance. Each series provides knowledge and skills important in small business development.

Series include:
I. Electronic Marketing
II. Financial Management
III. Human Resources Legal
IV. QuickBooks
V. Sales for Small Business
VI. Small Business Leadership
VII. Strategic Marketing
VIII. Growth Venture – Growth Planning Capstone

Visit the website for course details and fall dates.

Single courses or series may be taken without pursuit of the certificate.

Small Business Management Certificate
Become a well-rounded manager or business owner. Receive training in all the essential elements of small business management.

Earn the certificate by completing four core series, one elective series and the capstone program (Growth Venture) within three years. See website for complete details.

I. Electronic Marketing Series
Offered this Fall
Successful Small Business Websites
Nov. 16
Email Marketing Strategies
Nov. 30
Improving Search Engine Results
Dec. 7
Using Web Advertising to Build Sales
Dec. 14

See Also Getting Started with Constant Contact, this page

Certificate
Enriching Lives
Online

To Register: 414-227-3200/800-222-3623 or sce-registration.uwm.edu
II. Financial Management Series
Offered this Fall
Foundations of Financial Management
Oct. 14
Using Financial Statements
Oct. 21
Budgeting and Planning
Oct. 28
Improving Cash Flow
Nov. 4

III. Human Resources Legal Series
Offered this Fall
Employment: Hiring and Firing
Oct. 27
ADA, Harassment and Other Key HR Issues
Nov. 3
The Employee Handbook
Nov. 10
Evaluation and Performance
Nov. 17

IV. QuickBooks Series
Offered this Fall
QuickBooks Level I
Nov. 11
QuickBooks Level II
Nov. 18

V. Sales for Small Business Series
Offered this Fall
Finding Leads & Building Relationships
Sept. 29
Building the Sales Conversation
Oct. 6
Qualifying Prospects
Oct. 13
Closing the Sale
Oct. 20

VI. Small Business Leadership Series
Offered this Fall
Essentials of Leadership and Coaching
Dec. 1
Communication and Delegation Skills
Dec. 8
Managing Conflict
Dec. 15

VII. Strategic Marketing Series
Offered this Fall
Marketing Essentials
Oct. 19
Meaningful Market Research
Oct. 26
Cost-Effective Marketing
Nov. 2
Building an Effective Sales and Marketing Plan
Nov. 9

VIII. Growth Venture – Growth Planning Capstone
Growth Venture incorporates all aspects of your previous coursework in a structured plan for business growth. Learn how to sharpen decision-making and strategic-thinking, create a vision and business strategy for growth, and align all areas of your business. Although Growth Venture is the capstone for the Small Business Management Certificate, you do not need to be a certificate participant to enroll.

Program runs eight weeks and is scheduled when there is a group of six. Call for details.
Fee: $1495
Program No. 5130-3100

On-Demand Training
Put Your Small Business on the Path to Success
The more distinctive your business is, the more you can benefit from customized training. We work with you to:
• Develop and present programs tailored to your business
• Refocus existing programs to cover topics and issues relevant to you
• Deliver customized sessions for groups needing training on similar skills
• Make the most of your time by bringing the right training to your site

Contact the SBDC to see if on-demand training is right for your small business.

Special SBDC Programs/Services
Business Development Services
We help existing businesses improve their performance and competitive position by defining challenges and offering specific solutions to improve growth. If you are an existing business with more than 20 employees and growing, call us today to arrange an initial consultation.

The SBDC is funded in part through a cooperative agreement with the U.S. Small Business Administration. All opinions, conclusions or recommendations expressed are those of the author(s) and do not necessarily reflect the views of the SBA. Reasonable accommodations for persons with disabilities will be made if requested at least two weeks in advance. Call 414-227-3240 or email sbdc@uw.edu. An EEO/AA employer, the University of Wisconsin provides equal opportunities in employment and programming, including Title IX and ADA

“I learned how to take something I enjoy doing and turn it into a profitable business.”
- Eric Gramza
SBDC participant
Learning objectives are the very heart of a solid training program design. Discover how to write effective objectives and how they fit with the training design process. You’ll also meet the instructor and learn other details associated with this Train the Trainer Certificate program.

### Train the Trainer Certificate

Engage participants and energize your program by creating a learning environment that is dynamic and has an impact.

**Earn the certificate by completing both Unit I and II within two years.**

#### Unit I

**Design and Development of Training Programs**

Gain the knowledge and skills to create compelling, effective training programs. Learn to:

- Examine elements of effective training
- Utilize design and development tools
- Develop successful evaluation techniques

**Wed.-Fri., Sept. 29-Oct. 1, 8:30am-4:30pm**

Instructors: Rodney (Buck) Hillestad, Jon Kaupla

Fee: $855

CEUs: 2.1

**Program No. 7710-1612**

**Offered this Fall**

#### Unit II

**Presentation and Delivery of Training Programs**

**Offered this Fall**

**See Also** 2 above class details under Train the Trainer, this page

---

Single courses may be taken without pursuit of the certificate.

### Master Trainer Certificate

Build on knowledge gained in Train the Trainer to demonstrate your proficiency in developing and delivering training by earning the Master Trainer Certificate. Prior Unit I and II Train the Trainer certificate participants are encouraged to take part in this program.

To earn the certificate participants must complete the following within three years:

- Train the Trainer Units I and II
- Four electives
- Capstone project

#### Core Programs

**Unit I: Design and Development of Training Programs**

**Unit II: Presentation and Delivery of Training Programs**

**See Also** 2 above class details under Train the Trainer, this page

#### Electives

**ROI: The Trainers Role**

Training needs to provide an acceptable return on the time and resources invested. Learn how to maximize the return through course design that optimizes retention and learning transfer. Explore evaluation strategies and calculation methods that quantify ROI. This “roll up your sleeves” interactive workshop includes case studies, tips and techniques and provides ample opportunity to work on individual applications.

**Wed., Sept. 15, 8:30am-4:30pm**

Instructor: Rodney (Buck) Hillestad

Fee: $345

CEUs: 0.7

**Program No. 7710-1662**

---

**To Register:** 414-227-3200/800-222-3623 or sce-registration.uwm.edu

**TRAINING**

To learn more call Mary Pick 414-227-3353, email mpick@uwm.edu or visit sce-ttt.uwm.edu.

All classes are at the UWM School of Continuing Education.

**See Also** Human Resources, P. 17

**Social Media**

To learn more call 414-227-3378 or visit sce-social.uwm.edu.

**See Also** Keeping Abreast of the Digital Age, P. 10

**See Also** Web Design and Development, P. 39
Career Transitions

Career Coaching and Assessments 23
Career Workshops 24

See Also Business and Management, P. 14
See Also Career Transitions Center, P. 44
See Also Center for Workforce Development, P. 45
See Also Financial Management - Personal, P. 16
See Also Osher Lifelong Learning Institute, P. 12

Discount for Dislocated Workers
Dislocated worker = Those who have been recently laid-off or downsized, or an entrepreneur who has a business which has suffered adverse affects from the current economic environment.

CAREER COACHING AND ASSESSMENTS

To learn more call Yolanda White at 414-227-3243, email yolandaw@uwm.edu or visit sce-ctc.uwm.edu.

Career Coaching—Hourly
Succeed with a little help from a Career Coach. Clarify your objectives, learn how to research employers for best “job fit,” develop natural networking skills and prepare for successful interviews. Session is customized to fit your schedule and transition needs. You are paired with a coach based on the Complimentary Career Intake Session.

Register online to schedule your appointment
Fee: $75/hour
Program No. 3030-6007

Career Pathways—Personalized
Explore and clarify your interests, skills, values and work style, weigh options, set goals and learn “new economy” job-seeking skills. A qualified career management professional provides customized support, access to a crucial interest or personality assessment and an hour-long interpretation session. Features innovative, user-friendly Internet exploration and research learning through text messaging and other online “smart-chats.” Take part in two optional in-person or teleconferencing work experiences.

Register online to schedule your appointment
Instructor: Laura Henderson
$375/$300 for dislocated workers
Program No. 3030-6009

Complimentary Career Intake Session
Leave this free half-hour consultation with clarity and focus on your next steps to managing your own career. Understand your career transition challenges and tasks while prioritizing your new focus. During this session, we listen to you and respond with your specific needs in mind.

Register online to schedule your appointment
Fee: Free
Program No. 3030-6006

Single courses may be taken without pursuit of the certificate.

Organizational Development Certificate
Prepare for workforce changes, change management, succession planning and more. Get a snapshot of what organizational development and planning really is, and move into knowledge transfer, succession planning and talent management. Discover tools to gain buy-in and implementation tactics for the OD plan.

Earn the certificate by completing one core program, three electives and the capstone within two years.

See Also Organization Development and Analysis, P. 38

Core Program
Offered this Fall
Fundamentals in Organizational Development and Change Management

Oct. 12-13

Electives
The Art of Coaching
Coach’s Guide to Culture and Conflict
See Also 2 above program details under Business Coaching, P. 14

Capstone
Organizational Development Plan and Implementation
Wed.-Thu., June 9-10, 8:30am-4:30pm
Instructors: Dan Anhalt, Mark Huenemann
Fee: $895
CEUs: 2.1
Program No. 7710-1657
Enhanced Coaching Package

What do you want to be when you grow up? Receive one-on-one support during flexible sessions that include online assessments, goal setting, resume review/development and career transition management and preparation skills. Work closely with a career coach, learn how to research employers for best “candidate-job fit,” develop “new economy” networking skills and prepare for winning interviews. Follow-up support (email and phone-based) is provided.

Register online to schedule your appointment
Fee: $375/$300 for dislocated workers
Program No. 3030-6008

Myers-Briggs Type Indicator® (MBTI®)

Learn how to identify opportunities that best fit your personality type. Gain a better understanding of yourself and others, and improve your communication, teamwork and leadership skills. Once the online assessment is completed, you will be scheduled to meet with a career coach to interpret your assessment and get direction on making critical career choices.

Register online to schedule your appointment
Fee: $75 (includes a one-hour, individualized feedback session)
Program No. 3030-6004

Strong Interest Inventory

Identify your favorite pastime and it could become your most fulfilling career. This in-depth assessment identifies your level of interest in a wide range of familiar items. Results are printed on a profile which a CTC career coach will help interpret. This feedback and direction helps you better match who you are with what you do best.

Register online to schedule your appointment
Fee: $75 (includes a one-hour, individualized feedback session)
Program No. 3030-6005

CAREER WORKSHOPS

To learn more call Yolanda White at 414-227-3243, email yolandaw@uwm.edu or visit sce-ctc.uwm.edu.

Unless otherwise noted, all classes are at the UWM School of Continuing Education.

Shift Happens: Make Change Work for You

Do you want to continue to work beyond retirement? Volunteer in community service? Pursue a hobby? Explore important, strategic lifestyle planning and methods for reaching your objectives. Included in the course is a one-on-one, hour-long personalized consultation to ensure that your shift works for you.

Tue., May 11, 7-9pm
Instructor: Charles D. Hays
Fee: $109
Program No. 3030-7110
OR
Tue., Aug. 10, 7-9pm
Program No. 3030-7111

Consulting as a Career Option

Individuals at all stages of their careers are developing consulting practices as an alternative to continued full-time employment. Explore this specialized form of business start-up and topics such as rationale and expectations for getting into consulting, identification of services you offer, fee setting, marketing and finances.

Thu., May 27, 7-9pm
Instructor: Charles D. Hays
Fee: $109
Program No. 3030-7112
OR
Thu., Aug. 24, 7-9pm
Program No. 3030-7113

Your Cover Letter: The Makeover

Prerequisite: Electronic copy of a cover letter prior to beginning program. Email cover letter to yolandaw@uwm.edu.

This service provides personal and customized feedback for your cover letter. Experienced writers and career coaches will work with you directly on creating a cover letter that effectively represents your potential.

Register online to schedule your appointment
Instructor: Dasha Kelly
Fee: $75
Program No. 3030-7017

What’s in Your Resume?

Prerequisite: Electronic copy of your resume prior to beginning program. Space is limited due to personalized attention. Email resume to yolandaw@uwm.edu.

Get specific, critical assistance with your resume from the comfort of your own home. Is your work history all over the place? Does your resume lack needed velocity? Discover reasons why an employer might not have called you back. Online Q & A sessions help you uncover resume traps and provide feedback to finally give that resume traction.

Register online to schedule your appointment
Instructor: Yolanda D. White
Fee: $75
Program No. 3030-7018

See Also Small Business Development, P. 20
SAVE THE DATE
(and your appetite too)

LUNCH & LEARN
@ THE SCE SUMMER OPEN HOUSE
Thu., July 29
**College for Kids**

To learn more call 414-227-3360, email cfkids@uwm.edu or visit sce-kids.uwm.edu.

**WHAT IS COLLEGE FOR KIDS (GRADES K-8) AND COLLEGE FOR TEENS (GRADES 9-12)?**

CFK/CFT are academic enrichment programs for students who have the motivation or talent to achieve high academic potential. Now in its 30th year for CFK and 7th year for CFT, these engaging one- and two-week classes provide students with an "academic edge." All programs are at the University of Wisconsin-Milwaukee and are taught by UWM faculty or highly qualified and experienced instructors. Class size is limited to 16 students. When registering, use fall 2010 grade levels.

**When are Classes?**


**How Do I Get a Catalog?**

To receive your CFK or CFT catalog, call the number listed above. Course descriptions are available on our website.

**2010 SUMMER DISCOUNTS**

Must submit all registrations at same time to receive discounts.

- Register for three to five classes and receive $10 off each class
- Register for six or more classes and receive $20 off each class
- Sign up with a new student (someone who has not taken a CFK/CFT class in the past five years) and you both receive $20 off one class

**TO REGISTER**

When registering, use fall 2010 grade levels.

**Online**

Visit sce-kids.uwm.edu or enter the program number directly on sce-registration.uwm.edu.

**Call**

414-227-3200 or 800-222-3623

Mon.-Fri., 8am-5pm

MC, VISA or American Express accepted.

**Fax**

414-227-3146 or 800-399-4896

MC, VISA or American Express accepted.

**Mail**

Complete the College for Kids registration form (P. 31), enclose payment and mail to:

College for Kids
School of Continuing Education
University of Wisconsin-Milwaukee
Drawer No. 491
Milwaukee, WI 53293-0491

*Before faxing or mailing a registration, please verify class availability by calling 414-227-3200 or 800-222-3623.*

---

**NOTE:** Kindergartners must be five years old by June 10 and must have prior five-days-a-week school experience.

**Class for grades 6-12**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Prog.#</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Smart Money</td>
<td>10CFK0401</td>
<td>$129</td>
</tr>
<tr>
<td>Theatre Workshop</td>
<td>10CFK0402</td>
<td>$129</td>
</tr>
<tr>
<td>Fit Finances</td>
<td>10CFK0403</td>
<td>$129</td>
</tr>
<tr>
<td>Gizmos &amp; Gadgets</td>
<td>10CFK0404</td>
<td>$129</td>
</tr>
<tr>
<td>Learn to Lead</td>
<td>10CFK0405</td>
<td>$129</td>
</tr>
<tr>
<td>Acrylic Painting</td>
<td>10CFK0406</td>
<td>$129</td>
</tr>
<tr>
<td>American Sign Language</td>
<td>10CFK0407</td>
<td>$129</td>
</tr>
<tr>
<td>Bowling 101</td>
<td>10CFK0408</td>
<td>$129</td>
</tr>
<tr>
<td>Delve into Your Memory</td>
<td>10CFK0409</td>
<td>$129</td>
</tr>
</tbody>
</table>

**11:30am-1:30pm**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Prog.#</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Sign Language</td>
<td>10CFK0410</td>
<td>$129</td>
</tr>
<tr>
<td>Pottery</td>
<td>10CFK0411</td>
<td>$149</td>
</tr>
<tr>
<td>Algebra + Mazes = Amazing Fun</td>
<td>10CFK0412</td>
<td>$129</td>
</tr>
<tr>
<td>Bugs, Beetles &amp; Butterflies</td>
<td>10CFK0413</td>
<td>$129</td>
</tr>
<tr>
<td>Watercolor Wonders</td>
<td>10CFK0414</td>
<td>$129</td>
</tr>
<tr>
<td>Charting China</td>
<td>10CFK0415</td>
<td>$129</td>
</tr>
<tr>
<td>Criminal Psychology</td>
<td>10CFK0416</td>
<td>$129</td>
</tr>
<tr>
<td>Learn to Lead</td>
<td>10CFK0417</td>
<td>$129</td>
</tr>
<tr>
<td>Meet Rube Goldberg</td>
<td>10CFK0418</td>
<td>$129</td>
</tr>
</tbody>
</table>
2-4pm
Grade  Prog.#  Fee
Bone-a-fide Specialists  
K5-2  10CFK0419  $129
Charting China  
K5-2  10CFK0420  $129
American Sign Language  
3-5  10CFK0421  $129
Delve into your Memory  
3-5  10CFK0422  $129
Pottery  
3-5  10CFK0423  $149
Alternative Art  
6-8  10CFK0424  $129
AUTOCAD/Sketch-Up  
6-8  10CFK0425  $129
Event Planning  
6-8  10CFK0426  $129
Theatre Workshop  
6-8  10CFK0427  $129
*Bowling 101  
6-12  10CFK0428  $129

July 5-16 - Session II
9-11am
Grade  Prog.#  Fee
Musical Theatre Workshop  
K5-2  11CFK0001  $129
Bubbles, Balloons, Blastoff  
K5-2  11CFK0002  $129
Paints Alive  
3-5  11CFK0003  $129
Ready, Set, Geocache!  
3-5  11CFK0004  $129
What Do You See?  
3-5  11CFK0005  $129
Game Show Math  
6-8  11CFK0006  $129
Interior Design Time  
6-8  11CFK0007  $129
LEGO® Mindstorms® Robotics  
6-8  11CFK0008  $129
Spanish I  
6-8  11CFK0009  $129
*Design Your Own Computer Games  
6-12  11CFK0010  $129

11:30am-1:30pm
Grade  Prog.#  Fee
Crunchin Numbers  
K5-2  11CFK0011  $129
Paints Alive  
K5-2  11CFK0012  $129
LEGO® Mindstorms® Robotics  
3-5  11CFK0013  $129
Musical Theatre Workshop  
3-5  11CFK0014  $129
Spanish I  
3-5  11CFK0015  $129
Design Your Own Computer Games  
6-8  11CFK0016  $129
Ready, Set, Geocache!  
6-8  11CFK0017  $129
Wisconsin Inventions  
6-8  11CFK0018  $129
Pottery  
6-12  11CFK0019  $149

2-4pm
Grade  Prog.#  Fee
Ready, Set, Geocache!  
K5-2  11CFK0020  $129
Spanish 1  
K5-2  11CFK0021  $129
Geometry All Around  
3-5  11CFK0022  $129
Photoshop & Graphic Design  
3-5  11CFK0023  $129
Pottery  
3-5  11CFK0024  $149
Design Your Own Computer Games  
6-8  11CFK0025  $129
Fit Finances  
6-8  11CFK0026  $129
Meteorology  
6-8  11CFK0027  $129
Musical Theatre Workshop  
6-8  11CFK0028  $129

July 19-30 - Session III
9-11am
Grade  Prog.#  Fee
Astronomy  
K5-2  11CFK0029  $129
Walk Like an Egyptian  
6-8  11CFK0030  $129
From Zero to Googolplex  
3-5  11CFK0031  $129
Making Movies on the Cheap  
3-5  11CFK0032  $129
Theatre Workshop  
3-5  11CFK0033  $129
Cryptography  
6-8  11CFK0034  $129
Navigating Africa  
6-8  11CFK0035  $129
Printmaking  
6-8  11CFK0036  $129
Psychology  
6-8  11CFK0037  $129
*Advanced Bowling  
6-12  11CFK0038  $129

11:30am-1:30pm
Grade  Prog.#  Fee
Navigating Africa  
K5-2  11CFK0039  $129
Pottery  
K5-2  11CFK0040  $149
Astronomy  
3-5  11CFK0041  $129
Bloggins Basics  
3-5  11CFK0042  $129
LEGO® Mindstorms® Robotics  
3-5  11CFK0043  $129
Advanced Chemical Concoctions  
6-8  11CFK0044  $129
Ca Va! French Immersion  
6-8  11CFK0045  $129
It’s Electric  
6-8  11CFK0046  $129
Stock Market  
6-8  11CFK0047  $129

2-4pm
Grade  Prog.#  Fee
Wacky World of Numbers  
K5-2  11CFK0048  $129
Dance Moves  
K5-2  11CFK0049  $129
Advanced Chemical Concoctions  
3-5  11CFK0050  $129
It’s Electric  
3-5  11CFK0051  $129
Navigating Africa  
3-5  11CFK0052  $129
Advanced Bowling  
6-8  11CFK0053  $129
Astronomy  
6-8  11CFK0054  $129
Making Movies on the Cheap  
6-8  11CFK0055  $129
Pottery  
6-8  11CFK0056  $149

June 21-25 - Discovery Camp 1
9-11am
Grade  Prog.#  Fee
Keyboarding Basics  
K5-2  10CFK0429  $89
Kitchen Kids  
K5-2  10CFK0430  $89
Guten Tag! German Immersion  
3-5  10CFK0431  $89
Larger than Life Paper Maché  
3-5  10CFK0432  $89
Chess Champs  
6-8  10CFK0433  $89

11:30am-1:30pm
Grade  Prog.#  Fee
State Facts and Figures  
K5-2  10CFK0435  $89
Young Scientist Toolbox  
K5-2  10CFK0436  $89
Chess Champs  
3-5  10CFK0437  $89
Kitchen Kids  
3-5  10CFK0438  $89
Larger than Life Paper Maché  
6-8  10CFK0439  $89

2-4pm
Grade  Prog.#  Fee
Into the Amazon Rainforest  
K5-2  10CFK0440  $89
Mask Making  
K5-2  10CFK0441  $89
Bird Biologist for a Week  
3-5  10CFK0442  $89
Keyboarding Basics  
3-5  10CFK0443  $89
Algebra Camp  
6-8  10CFK0444  $89
Travel to Russia  
6-8  10CFK0445  $89
<table>
<thead>
<tr>
<th>July 12-16 - Discovery Camp 2</th>
<th>July 26-30 - Discovery Camp 3</th>
<th>Aug. 2-6 Discovery Camp 4</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Grade</strong></td>
<td><strong>Prog.#</strong></td>
<td><strong>Fee</strong></td>
</tr>
<tr>
<td>Kinderdeutsch! K5-2</td>
<td>11CFK0057</td>
<td>$89</td>
</tr>
<tr>
<td>Print it! Penmanship K5-2</td>
<td>11CFK0058</td>
<td>$89</td>
</tr>
<tr>
<td>Digging Up the Past 3-5</td>
<td>11CFK0059</td>
<td>$99</td>
</tr>
<tr>
<td>Let’s Party 3-5</td>
<td>11CFK0060</td>
<td>$89</td>
</tr>
<tr>
<td>The Real ER 6-8</td>
<td>11CFK0061</td>
<td>$89</td>
</tr>
<tr>
<td>*Drawing Basics 6-12</td>
<td>11CFK0062</td>
<td>$89</td>
</tr>
<tr>
<td>11:30am-1:30pm</td>
<td></td>
<td></td>
</tr>
<tr>
<td>How Green is Your Thumb? K5-2</td>
<td>11CFK0081</td>
<td>$89</td>
</tr>
<tr>
<td>Cursive Writing Made Easy 3-5</td>
<td>11CFK0065</td>
<td>$89</td>
</tr>
<tr>
<td>The Real ER 6-8</td>
<td>11CFK0066</td>
<td>$89</td>
</tr>
<tr>
<td>Architectural Model Building 6-8</td>
<td>11CFK0067</td>
<td>$99</td>
</tr>
<tr>
<td>Sportitics 6-8</td>
<td>11CFK0068</td>
<td>$89</td>
</tr>
<tr>
<td>2:4pm</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Money Magic K5-2</td>
<td>11CFK0069</td>
<td>$89</td>
</tr>
<tr>
<td>Chalk it Up K5-2</td>
<td>11CFK0070</td>
<td>$89</td>
</tr>
<tr>
<td>Bugs, Beetles &amp; Butterflies 3-5</td>
<td>11CFK0071</td>
<td>$89</td>
</tr>
<tr>
<td>Uncover the Titanic 3-5</td>
<td>11CFK0078</td>
<td>$89</td>
</tr>
<tr>
<td>Debate Dynamics 6-8</td>
<td>11CFK0073</td>
<td>$89</td>
</tr>
<tr>
<td>German Immersion 6-8</td>
<td>11CFK0074</td>
<td>$89</td>
</tr>
</tbody>
</table>

*Class for grades 6-12*
Special Programs - CFK

The Writing Project
Grade 5-8
Mon.-Fri., June 21-25, 9am–1:30pm
Fee: $159
Program No. 10CFK0434

Magic on the Move
Grade 5-8
Mon., July 19-Fri., July 30, 1-4pm and
Mon.-Fri., Aug. 2-6, 9am-4pm
Fee: $375
Program No. 11CFK0130

Traveling Theatre Company
Grade 5-8
Mon., July 19-Fri., July 30, 9am-Noon and
Mon.-Fri., Aug. 2-6, 9am-4pm
Fee: $375
Program No. 11CFK0135

Family University
See Also Above program details under
Family University, P. 30

Jason Project - The Mystery of Sunken Ships –
How Accurate is the Weather Forecast?
Grade 6-8
Mon.-Fri., Aug. 9-13, 9am-4pm
Fee: $349
Program No. 7930-1005

Collegiate for Teens
To learn more call 414-227-3360, email cfkids@uwm.edu or
visit sce-kids.uwm.edu.
CFT offers classes for high school students (grades
9-12) in architecture, art, foreign languages, theater
and much more.
See discount and registration information on P. 26.
*Class for grades 6-12

June 17-30 - Session I
(Special start days: Thu.-Wed.)
9-11am  Prog.#  Fee
Introduction to Chinese and its Culture!
10CFT4400  $129
Staying Safe
10CFT4401  $129

11:30am-1:30pm  Prog.#  Fee
Delve into Your Memory
10CFT4402  $129
Theatre Workshop 10CFT4403  $129

2-4pm  Prog.#  Fee
*Bowling 101 10CFK0428  $129
Algebra Camp 10CFT4405  $129

July 5-16 - Session II
9-11am  Prog.#  Fee
*Design Your Own Computer Games
11CFK0010  $129
Event Planning 11CFT4001  $129

11:30am-1:30pm  Prog.#  Fee
*Pottery 11CFK0019  $149
College Entrance Essay 101
11CFT4003  $129
German Immersion 11CFT4004  $129

2-4pm  Prog.#  Fee
Anatomy & Physiology 11CFT4005  $129
Interior Design Time 11CFT4006  $129

July 19-30 - Session III
9-11am  Prog.#  Fee
*Advanced Bowling 11CFK0038  $129
Advanced Chemical Concoctions 11CFT4007  $129

11:30am-1:30pm  Prog.#  Fee
Criminal Psychology 11CFT4008  $129
Printmaking 11CFT4009  $129

2-4pm  Prog.#  Fee
Alternative Art 11CFT4010  $129
Stock Market 11CFT4011  $129

June 21-25 - Discovery Camp 1
9-11am  Prog.#  Fee
What in the World Isn’t Chemistry
10CFT4406  $89
Fashionista 10CFT4407  $89

11:30am-1:30pm  Prog.#  Fee
Master Microsoft 10CFT4408  $89
Travel to Russia 10CFT4409  $89

2-4pm  Prog.#  Fee
College Entrance Essay 101
10CFT4410  $89
Learn to Lead 10CFT4411  $89

July 12-16 - Discovery Camp 2
9-11am  Prog.#  Fee
*Drawing Basics 11CFK0062  $89
Trigonometry 11CFT4012  $89
Web 2010 11CFT4013  $89

11:30am-1:30pm  Prog.#  Fee
Debate Dynamics 11CFT4014  $89
Geology 11CFT4015  $89

2-4pm  Prog.#  Fee
Architectural Model Building
11CFT4016  $99
Car Smarts 11CFT4030  $89

July 26-30 - Discovery Camp 3
9-11am  Prog.#  Fee
Medieval Times 11CFT4017  $89
Success Skills 11CFT4018  $89

11:30am-1:30pm  Prog.#  Fee
*Design Your Own Computer Games II
11CFK0086  $89
Industrial Engineering 11CFT4019  $89

2-4pm  Prog.#  Fee
American Sign Language
11CFT4020  $89
Order in the Court: Fairytales on Trial
11CFT4021  $89

Aug. 2-6 - Discovery Camp 4
9-11am  Prog.#  Fee
Beauty of the Night Sky!
11CFT4022  $89
*Take a Seat! 11CFK0101  $89
The Real ER 11CFT4023  $89

11:30am-1:30pm  Prog.#  Fee
Rocketry-Up, Up and Away
11CFT4024  $89
Take a Chance, Try Some Dance
11CFT4025  $89

2-4pm  Prog.#  Fee
*Calligraphy 11CFK0119  $89
Cartooning 11CFT4026  $89
Making Headlines 11CFT4027  $89
FAMILY UNIVERSITY

Since our beginning 30 years ago, our very first participants are now sending their own children to CFK/CFT programs, making this the perfect time to introduce a fun learning event for the entire family.

Family University is a two-day camp for family members to take classes and grow together. We can accommodate any family arrangements: grandparents and grandkids, adult and younger siblings, or whatever your situation might be. There will be the opportunity to spend a night in the dorm together, or you can choose to just attend classes during the day. You will attend two different classes, your first day will be your top available choice (major) and your second day will be your second available (minor).

Day 1 (Mon., Aug. 9)
9-9:30am  Registration
9:35-9:55am Welcome/opening ceremony
10-11:30am Major classes start
11:30am-12:15pm Lunch on your own
12:30-2pm Major class #2
2-2:15pm Break
2:25-3:55pm Major class #3
4-6pm Panther Picnic – BBQ buffet

Day 2 (Tue., Aug. 10)
8:45-8:55am Meet in Union at classroom signs
9-10:30am Minor classes start
10:30-10:45am Break
10:45am-12:15pm Minor class #2
12:15-1:30pm Lunch
1:35-2pm Showcase class projects – fill out evaluations
1:45-3pm Graduation ceremony
3pm Program concludes

Mon.-Tue., Aug. 9-10
Fee: $185* (includes two people, parking, t-shirt, instruction, activities and Panther Picnic BBQ)
Program No. 11CFK0200

*For every two children there needs to be one adult, i.e. for three children attending two adults must be present.

Optional overnight arrangements can be made. Please call 414-229-6588 directly for pricing information and enrolling.

When selecting classes, please list your top five choices (the first available slot will be your major and the second available slot will be your minor) - Major = Day one all time slots (4 ½ hours of instruction), Minor = Day two all time slots (3 hours of instruction).

Choose from:
Architecture
Astronomy
Chemistry
Dance Fun for Everyone
Engineering Wonders
Genealogy 101
Meteorology
Ready, Set, Geocache!
Romance Language Exploratory
Sticky Icky Art
Theatre Workshop
Web 2010
WATER Institute
See sce-kids.uwm.edu for class descriptions.
**General Information**

**Online:** sce-registration.uwm.edu  
**Phone:** 8am-5pm (Central) M-F  
414-227-3200 – Direct  
800-222-3623 – Toll Free  
**Mail:** Noncredit Registration  
UW–Milwaukee  
Drawer No. 491  
Milwaukee, WI 53293-0491  
**In person:** (advanced registration only)  
161 W. Wisconsin Ave., Ste. 6000  
Milwaukee, WI  
Plankinton Bldg. adjacent to the  
Shops of Grand Avenue  

- Please note: All registrations are processed on a first-come, first-served basis.  
- If children are carpooling, please send registrations in together.  
- If you wish to register more than two children, please make copies of this form.  
- Please register children using fall 2010 grade levels.  
- Need special accommodations, advise us when registering.

---

**Child #1**  
**First Name Last**  
**Fall 2010 Grade Level:**  
**Course #/title:** 1  
**Alternate selection:** 1  
**Course #/title:** 2  
**Alternate selection:** 2  
**Course #/title:** 3  
**Alternate selection:** 3

**Parent/Guardian Signature**

**2nd Child**  
**First Name Last**  
**Fall 2010 Grade Level:**  
**Course #/title:** 1  
**Alternate selection:** 1  
**Course #/title:** 2  
**Alternate selection:** 2  
**Course #/title:** 3  
**Alternate selection:** 3

**Discounts**  
- Discount for multiple classes (3-5)  
- Discount for multiple classes (6+)  
- Bring a buddy discount (New to CFK, register at same time)

**Buddy’s Name**  
**Buddy’s Grade Level:**  
**Buddy’s Course #/title:**

---

**Method of Payment**

- Check enclosed (Make payable to: UWM COLLEGE FOR KIDS)  
- MC  
- Visa  
- American Express

**Credit Card Number**

**Expiration Date**

**Cardholder’s Name**  
3 Digit Security Code -------- on back of card  
(Am. Express code, 4 digits, on front of card)

**Email address**

**Required**  
Address on credit card statement is:

- Same as address of Parent/Guardian  
- Other

**Address**

City    State    Zip

**Signature**

**Subtotal $**

**Less Gift Certificate or discount amount (if applicable) $**

**Total $**

---

**Program Selection**  
**CHOOSE YOUR PROGRAMS:** Please list in order of preference each group’s day one and day two class selections. When selecting classes, please list your top five choices (the first available slot will be your major and the second available slot will be your minor) - Major = Day one all time slots (4 ½ hours of instruction), Minor = Day two all time slots (3 hours of instruction)

---

**Adult/Child Group 1**  
**First Name Last**  
**Course Title #1**  
**Course Title #2**  
**Course Title #3**  
**Course Title #4**  
**Course Title #5**

**Adult/Child Group 2**  
**First Name Last**  
**Course Title #1**  
**Course Title #2**  
**Course Title #3**  
**Course Title #4**  
**Course Title #5**

*ADULT/CHILD REQUIREMENT: Children attending Family University must be accompanied by an adult at all times. No more than two children can be accompanied by one adult. If two children attend with one adult, they must all attend the same classes. If two children attend with two adults, each adult/child pair may attend a different class. No more than two adults may accompany one child. If you have multiple adults and children participating, please use the notes field to make it clear which grouping of family members will be attending each set of classes.*
Formal & Informal Outreach Programs
WATER Education Outreach is the K-12 educational arm of the UWM-Great Lakes WATER Institute (GLWI) in partnership with the School of Continuing Education (SCE). WATER Education Outreach has a team of dedicated freshwater and marine scientists, professional educators and graduate students presenting opportunities that advance science research.

The program supports:

- Current scientific research
- A model STEM water systems learning environment
- Cutting edge technology applications
- Science education for grade PK-16
- Diversity initiatives
- Teacher professional development
- Public outreach
- Water content delivered via the Internet

For Elementary-High School Teachers
Aquatic Science Exploration: Onboard
Prerequisite: Letter indicating your interest in the program.

Participate in Lake Michigan research designed especially for teachers that includes interdisciplinary research, pedagogy and hands-on activities such as cruising aboard the research vessel Neeskay, lab analysis and applications at the Great Lakes WATER Institute, and final poster presentations on invasive species.

Mon.-Fri., June 28-July 2, 8:30am-5:30pm
Great Lakes WATER Institute,
600 E. Greenfield, Ave., Milwaukee
Instructor: Dr. Carmen Aguilar,
UWM Great Lakes WATER Institute
Fee: Grant supported
Program No. 7930-0621

For Upper Elementary-Middle School Students
The Mystery of Sunken Ships — How Accurate is the Weather Forecast?
A Week-Long Field Experience
Prerequisite: Must know how to swim.

Explore the principles of tornados, cyclones and severe weather to identify firsthand how shipwrecks are caused on the Great Lakes. Begin your adventure by taking weather related data of storm boundaries on the coast of Lake Michigan. Next, snorkel in a quarry to find two sunken boats and the debris fields to unravel if the event is weather related. Lastly, board a dive boat on Lake Michigan to find wrecks off the coast of Milwaukee.

Mon.-Fri., Aug. 9-13, 8am-4pm
Bus departs daily from UWM School of Continuing Education
Instructor: TBD
Fee: $349
Program No. 7930-1005

See Also Early Childhood, P. 32-33
See Also Lifesmarts, P. 43
See Also Water Technology, P. 42

BLENDED - CERTIFICATE - ENRICHING LIVES - ONLINE
#1 Administration & Supervision in Early Childhood

Examine essential role relationships for administrators, and identify the different stakeholder groups with which administrators work. This includes staff, boards or owners, parents, funding sources and the community.

**Tues., June 1-Sat., July 31**
**Instructor:** Dave Linsmeier, BBA
**Credits:** 3 Undergrad/Graduate
**Program No. AD LDSP 581**

#2 Operations Management in Early Childhood

Discuss principles, practices and systems involved in managing early care and education programs in the context of complex social and economic environments.

**Tues., June 1-Sat., July 31**
**Instructor:** Angela Stoddard, M.S.
**Credits:** 3 Undergrad/Graduate
**Program No. AD LDSP 582**

#3 Financial Management & Planning in Early Childhood Programs

Analyze the principles of sound financial management. Gain a better understanding of the critical relationship between financial management and program quality.

**Tues., June 1-Sat., July 31**
**Instructor:** Dave Linsmeier, BBA
**Credits:** 3 Undergrad/Graduate
**Program No. AD LDSP 583**

#4 Early Childhood Programs & the External Environment

Examine the external factors and relationships that impact early childhood program quality and ability to flourish. Gain an understanding of how an individual child care program fits into the broader community it serves from the local, state and national level.

**Tues., June 1-Sat., July 31**
**Instructor:** Angela Stoddard, M.S.
**Credits:** 3 Undergrad/Graduate
**Program No. ED POL 584**

#5 Best Program Practices for Children & Families in Early Childhood

Focus on best practices for teachers and administrators in early care and education programs. Topics include integrating child growth and development theories, exploring principles and practices, and developing partnerships with parents.

**Online:** Tues., June 1-Sun., July 11
**Face-to-Face:** Thu.-Fri., June 17-18, 8:30am-4:30pm
**Instructor:** Lisa Mosier, M.S.
**Credits:** 3 Undergrad/Graduate
**Program No. CURRINS 585**

#6 Leadership in Early Childhood Programs

Focus on the leadership role of the administrator, within the program and as part of the child care profession managing the process of change, and organizational growth and development.

**Online:** Mon., June 28-Sat., July 31
**Face-to-Face:** Thu.-Fri., Aug. 12-13, 8:30am-4:30pm
**Instructor:** Pam Boulton, Ed.D.
**Credits:** 3 Undergrad/Graduate
**Program No. AD LDSP 586**

---

For tuition and course registration information, contact Shari Vinluan at 414-227-3223 or email svinluan@uwm.edu. All courses are credit-based.

**CHILD CARE ADMINISTRATION PROFESSIONAL DEVELOPMENT**

To learn more call 414-227-3223, email svinluan@uwm.edu or visit sce-earlychildhood.uwm.edu.

Unless otherwise noted, all face-to-face sessions are held at the UWM School of Continuing Education.

Single courses may be taken without pursuit of the Certificate.

**Child Care Administration Credential & Certificate**

Ideal for managers and leaders of today’s child care programs interested in earning the Wisconsin Professional Credential for Child Care Administrators. It is recommended that the programs be taken in the 1-6 order listed below.

**Earn the Certificate by completing all six Administrator Credential courses within three years (scholarship recipients two years).**

**#1 Administration & Supervision in Early Childhood Programs**

Examine essential role relationships for administrators, and identify the different stakeholder groups with which administrators work. This includes staff, boards or owners, parents, funding sources and the community.

**Tues., June 1-Sat., July 24**
**Instructor:** Pam Bennett, M.S.
**Credits:** 3 Undergrad/Graduate
**Program No. AD LDSP 581**

**#2 Operations Management in Early Childhood Programs**

Discuss principles, practices and systems involved in managing early care and education programs in the context of complex social and economic environments.

**Tues., June 1-Sat., July 31**
**Instructor:** Angela Stoddard, M.S.
**Credits:** 3 Undergrad/Graduate
**Program No. AD LDSP 582**

**#3 Financial Management & Planning in Early Childhood Programs**

Analyze the principles of sound financial management. Gain a better understanding of the critical relationship between financial management and program quality.

**Tues., June 1-Sat., July 31**
**Instructor:** Dave Linsmeier, BBA
**Credits:** 3 Undergrad/Graduate
**Program No. AD LDSP 583**

**#4 Early Childhood Programs & the External Environment**

Examine the external factors and relationships that impact early childhood program quality and ability to flourish. Gain an understanding of how an individual child care program fits into the broader community it serves from the local, state and national level.

**Tues., June 1-Sat., July 31**
**Instructor:** Angela Stoddard, M.S.
**Credits:** 3 Undergrad/Graduate
**Program No. ED POL 584**

**#5 Best Program Practices for Children & Families in Early Childhood**

Focus on best practices for teachers and administrators in early care and education programs. Topics include integrating child growth and development theories, exploring principles and practices, and developing partnerships with parents.

**Online:** Tues., June 1-Sun., July 11
**Face-to-Face:** Thu.-Fri., June 17-18, 8:30am-4:30pm
**Instructor:** Lisa Mosier, M.S.
**Credits:** 3 Undergrad/Graduate
**Program No. CURRINS 585**

**#6 Leadership in Early Childhood Programs**

Focus on the leadership role of the administrator, within the program and as part of the child care profession managing the process of change, and organizational growth and development.

**Online:** Mon., June 28-Sat., July 31
**Face-to-Face:** Thu.-Fri., Aug. 12-13, 8:30am-4:30pm
**Instructor:** Pam Boulton, Ed.D.
**Credits:** 3 Undergrad/Graduate
**Program No. AD LDSP 586**

---

**LEADERSHIP DEVELOPMENT**

**Certificate**

Ideal for anyone who wants to lead, those who have completed the six-course child care administrator credential series or any early childhood professional looking to take their leadership to the next level. This comprehensive early childhood “Leading to Excellence Series” consists of three 3-credit courses that are offered consecutively at both the undergraduate and graduate levels. Discover your leadership potential today.

Information and application packet for the Fall 2010 cohort is available upon request. Applications must be submitted by July 1.

**CHILD CARE EDUCATORS PROFESSIONAL DEVELOPMENT**

To learn more call 414-227-3223, email svinluan@uwm.edu or visit sce-earlychildhood.uwm.edu.

Designed for child care teachers, these courses introduce the field of child care, programming, communication, conflict resolution and analysis of the child care environment.

**Child Care Programming**

Study child care programming and supporting theories as they relate to the child’s social milieu: family, community and child care center.

**Tues., June 1-Sat., July 31**
**Instructor:** Laura Kucharski, M.S.
**Credits:** 3 Undergrad
**Program No. ED POL 383**

---

**DEGREE PATHWAYS FOR EARLY CHILDHOOD ADMINISTRATORS AND EDUCATORS**

To learn more call 414-227-3223, email svinluan@uwm.edu or visit sce-earlychildhood.uwm.edu.

All courses held at UWM main east side campus.

All SCE early childhood courses can be applied toward the following degrees:

**Bachelor’s**
CED Community Education with a sub major in Child Care

**Master’s**
ADLDSP Administrative Leadership
CFE Cultural Foundations of Education
## Engineering

### Elastomer Technology
- Certificate: 34
- Single courses may be taken without pursuit of the certificate.

### Electrical
- Certificate: 34
- Single courses can be taken without pursuit of the certificate.

### Industrial/Mechanical
- Certificate: 34
- Single courses can be taken without pursuit of the certificate.

### Innovation
- Certificate: 34
- Single courses can be taken without pursuit of the certificate.

### Plastics Technology
- Certificate: 34
- Single courses can be taken without pursuit of the certificate.

### Quality Improvement
- Certificate: 35

### Refresher - PE & FE Exams
- Certificate: 35

### Water Technology
- Certificate: 35

### Certificate Details

#### Elastomer Technology
- **Certificate**
  - **Program**
    - To learn more call 414-227-3121, email mvedula@uwm.edu or visit sce-eng.uwm.edu.
    - Program is at the UWM School of Continuing Education.

#### Electrical
- **Certificate**
  - **Program**
    - To learn more call 414-227-3121, email mvedula@uwm.edu or visit sce-eng.uwm.edu.
    - Program is at the UWM School of Continuing Education.

#### Industrial/Mechanical
- **Certificate**
  - **Program**
    - To learn more call 414-227-3121, email mvedula@uwm.edu or visit sce-eng.uwm.edu.
    - Program is at the UWM School of Continuing Education.

#### Innovation
- **Certificate**
  - **Program**
    - To learn more call 414-227-3121, email mvedula@uwm.edu or visit sce-eng.uwm.edu.
    - Program is at the UWM School of Continuing Education.

#### Plastics Technology
- **Certificate**
  - **Program**
    - To learn more call 414-227-3121, email mvedula@uwm.edu or visit sce-eng.uwm.edu.
    - Program is at the UWM School of Continuing Education.

### Courses

#### Elastomer Technology
- **Rubber Extrusion Technology**
  - **Date & Time**
    - Wed.-Fri., Aug. 25-27, 8am-4:30pm (Third day ends at Noon)
  - **Instructor**
    - Raymond Drago
  - **Fee**
    - $1095
  - **CEUs**
    - 1.8
  - **Program No.**
    - 4830-8100

#### Electrical
- **Electrical Substation Design Fundamentals**
  - **Date & Time**
    - Mon.-Wed., Sept. 13-15, 8am-4:30pm
  - **Instructor**
    - Dan Chaply
  - **Fee**
    - $1295
  - **CEUs**
    - 2.1
  - **Program No.**
    - 4830-8413

#### Industrial/Mechanical
- **Advanced Gear Design and Theory**
  - **Date & Time**
    - Wed.-Fri., Aug. 25-27, 8am-4:30pm
  - **Instructor**
    - James Stevenson, John Dick
  - **Fee**
    - $990
  - **CEUs**
    - 2.0
  - **Program No.**
    - 4830-8302

#### Innovation
- **Accelerated Product Development**
  - **Date & Time**
    - Mon.-Tue., Aug. 23-24, 8am-4:30pm
  - **Instructor**
    - Michael Lovell, Dean, College of Engineering and Applied Science, UWM
  - **Fee**
    - $790
  - **CEUs**
    - 1.4
  - **Program No.**
    - 4830-8501

#### Plastics Technology
- **Designing Plastic Parts for the Injection Molding Process**
  - **Date & Time**
    - Thu.-Fri., June 3-4, 8am-4:30pm
  - **Instructor**
    - Dan Chaply
  - **Fee**
    - $1295
  - **CEUs**
    - 2.1
  - **Program No.**
    - 4830-8413

- **Purchasing Molds and Plastic Parts in China**
  - **Date & Time**
    - Thu.-Fri., June 3-4, 8am-4:30pm
  - **Instructor**
    - John Vosmeier
  - **Fee**
    - $790
  - **CEUs**
    - 1.4
  - **Program No.**
    - 4830-8316
Injection Molding, Issues and Solutions
Thu.-Fri., June 17-18, 8am-4:30pm
Instructors: John Vosmeier, Nick Brown
Fee: $790
CEUs: 1.4
Program No. 4830-8317

Plastic Injection Mold Design Basics
Mon.-Wed., Aug. 23-25, 8am-4:30pm
Instructor: James Walsh
Fee: $990
CEUs: 2.0
Program No. 4830-8313

QUALITY IMPROVEMENT
To learn more call 414-227-3121, email mvedula@uwm.edu or visit sce-eng.uwm.edu.
All programs are at the UWM School of Continuing Education.

See Also Business Process Improvement, P. 15
Check our website often for unadvertised special discounts!

Six Sigma Black Belt Training Certificate
Obtain proven six sigma skills and practical experience to transform your organization beyond world-class performance.
Earn the certificate by completing four modules and homework assignments as well as a capstone project.

Module I
Tue.-Thu., Sept. 14-16, 8am-4:30pm
Instructor: Davis R. Bothe
Fee: $1295
CEUs: 2.0
Program No. 4830-8101

Civil Engineering Refresher
Review civil engineering fundamentals and applications to prepare for the State of Wisconsin PE exam or for a general review.
11 Tue., Aug. 10-Oct. 20, 6:30-8:20pm
Instructors: C. Crandall, J. Fait, J. Hoopes, P. Huttelmaier, M. Maamouri, R. Osantowski, J. Rolfes, H. Titi
Fee: $725 (includes three books related to review for the test)
CEUs: 2.2
Program No. 4860-8701

Fundamentals of Engineering Refresher
For engineers planning to take (and pass!) the State of Wisconsin FE exam.
11 Tue., Aug. 10-Oct. 20, 5:30-7:20pm
Instructors: A. Kolker, M. Vedula
Discounted Fee: $300 for all current undergraduate students
Fee: $625 (includes review manual and sample test workbook)
CEUs: 2.2
Program No. 4860-8700

We learned new methodologies that resulted in both hard and soft cost savings for our organization.”
– Kerri Markowski, Jack Ford & Robert Baylerian
Blood Center of Wisconsin
Six Sigma Black Belt Graduates

REFRESHERS - PE & FE EXAMS
To learn more call 414-227-3121, email mvedula@uwm.edu or visit sce-eng.uwm.edu.
All programs are at the UWM School of Continuing Education.

Civil Engineering Refresher
Review civil engineering fundamentals and applications to prepare for the State of Wisconsin PE exam or for a general review.
11 Tue., Aug. 10-Oct. 20, 6:30-8:20pm
Instructors: C. Crandall, J. Fait, J. Hoopes, P. Huttelmaier, M. Maamouri, R. Osantowski, J. Rolfes, H. Titi
Fee: $725 (includes three books related to review for the test)
CEUs: 2.2
Program No. 4860-8701

Fundamentals of Engineering Refresher
For engineers planning to take (and pass!) the State of Wisconsin FE exam.
11 Tue., Aug. 10-Oct. 20, 5:30-7:20pm
Instructors: A. Kolker, M. Vedula
Discounted Fee: $300 for all current undergraduate students
Fee: $625 (includes review manual and sample test workbook)
CEUs: 2.2
Program No. 4860-8700

WATER TECHNOLOGY
To learn more call 414-227-3121, email mvedula@uwm.edu or visit sce-sustainability.uwm.edu.
See Also Water Technology, P. 42
Governmental Affairs supports public and nonprofit sector managers through partnerships with individuals and organizations in government. The goal is to help improve policies, services, and operations. We provide consulting on management issues, and connect you with experts throughout the University and community.

Our expertise includes systems analysis, continuous improvement, public policy analysis, and management and employee training.

Onsite training is available. Fees are based on preparation and number of participants. Call 414-227-3157 for details.

**Nonprofit Management**

To learn more call 414-227-3157, email sbufford@uwm.edu or visit sce-nonprofit.uwm.edu.

Unless otherwise noted, all face-to-face workshops are at the UWM School of Continuing Education.

**Introductory Nonprofit Certificate**

Earn the certificate by completing all seven online workshops within seven months.

Get basic knowledge of the nonprofit world. These workshops are self-paced and online. You will have access to the workshops for 30 days. Upon successful completion, you will receive a completion verification. Learners must score an average test score of at least 70% to meet the minimum successful completion requirement and qualify to receive IACET CEU credit.

Open enrollment – register at any time
Fee: $699 (full certificate program)
CEUs: 3.7
Program No. 7350-1000

**Budgeting in a Nonprofit Organization**

Examine budgets and how they are used in nonprofit organizational settings. Continue with slightly more advanced topics such as capital cash flow and opportunity budgets. Understand the uses of, and the relationship between strategic and tactical budgeting. Learn how nonprofit organizations are using different techniques to handle operating challenges.

Open enrollment – register at any time
Fee: $79
CEUs: 0.5
Program No. 7350-1001

**Fundraising for Nonprofit Organizations**

Discover the key issues affecting fundraising efforts in nonprofits. Examine critical components including operating budgets, capital campaigns and foundation grants.

Open enrollment – register at any time
Fee: $150
CEUs: 0.6
Program No. 7350-1002

**How to Read a Nonprofit Financial Statement**

Interpret the major financial accounting statements that are used by nonprofit organizations. Understand the types of financial statements that are used and how they differ from for-profit financial reporting. Learn the uses of financial statement analysis, or ratio analysis for nonprofit organizations. Designed for adult learners involved or interested in nonprofit management.

Open enrollment – register at any time
Fee: $79
CEUs: 0.5
Program No. 7350-1003

**Leadership in a Nonprofit Organization**

What is leadership? Why is it important? What does it require to be a nonprofit leader? Consider the foundations of leadership and examine how to be a successful and effective nonprofit leader. Designed for learners with a basic understanding of nonprofit organizations.

Open enrollment – register at any time
Fee: $99
CEUs: 0.5
Program No. 7350-1004

**Nonprofit Board and Volunteer Development**

Volunteers are the lifeblood of most nonprofit organizations. Board members are a special type of volunteer. See how they help guide the direction of a nonprofit, promote the organization in the community and ensure that the nonprofit’s mission is fulfilled.
Open enrollment – register at any time
Fee: $150
CEUs: 0.6
Program No. 7350-1005

Principles of Marketing for Nonprofit Organizations
As in the for-profit world, nonprofit marketing includes advertising, promotion, public relations and customer relationship management. Examine how nonprofits use marketing to publicize their mission and gather contributions of time and money. Discuss marketing planning in the nonprofit organization.

Open enrollment – register at any time
Fee: $79
CEUs: 0.5
Program No. 7350-1006

Strategy for Nonprofit Organizations
Even though nonprofit organizations are not concerned with profit maximization, they can benefit from following a strategy. Examine a nonprofit’s strategy and how it helps the organization fulfill its mission. Designed for learners with a basic understanding of business concepts.

Open enrollment – register at any time
Fee: $79
CEUs: 0.5
Program No. 7350-1007

Single workshops may be taken without pursuit of the certificate.

Professional Certificate in Nonprofit Management
In conjunction with the Helen Bader Institute for Nonprofit Management
The curriculum consists of competency areas central to nonprofit management: human resources development, oversight and ethics, planning and programming, economics and finances, and external relations.

Earn the certificate by completing 18 six-hour core workshops and a four-hour capstone session within two years. There are no elective sessions. Mini-certificates are awarded to students when they complete any of the competency areas in human resource development, oversight and ethics, planning and programming, economics and finances, and external relations.

Core Workshops

Legislative Relations for Nonprofit Leaders
One of the important roles of the nonprofit sector is to advocate for social and governmental changes. Learn effective methods of public advocacy, whether through direct contact with decision makers or through grass roots campaigns.

Thu., May 6, 8:30am-3pm
Instructor: Mordecai Lee
Fee: $165 (includes lunch)
CEUs: 0.6
Program No. 7360-1850

Effective Employee Management for Nonprofit Organizations
Discuss key human resource management issues critical for you as a nonprofit leader. Improve your awareness regarding best practices in performance management systems, personnel policies and job designs. Strengthen your knowledge of legal, technical and practical issues, which are important for better controls, compliance and growth for your organization.

Wed., May 19, 8:30am-3pm
Instructor: Douglas Ihrke
Early Bird: $150 (register by May 7)
Fee: $165 (includes lunch)
CEUs: 0.6
Program No. 7360-1860

Valuable Volunteer Management Tools for Nonprofit Organizations
Volunteers are critical components to the operation of many successful nonprofit organizations. Explore best practices for volunteer management including effective skill utilization, performance recognition, recruitment, training and liabilities.

Wed., June 9, 8:30am-3pm
Instructor: Bonnie Andrews
Early Bird: $150 (register by May 28)
Fee: $165 (includes lunch)
CEUs: 0.6
Program No. 7360-1870

Creative Nonprofit Leadership
Be more than a good manager. Learn creative ways to lead people to accomplish shared goals and positive outcomes.

Wed., June 30, 8:30am-3pm
Instructor: Gary Keller
Early Bird: $150 (register by June 18)
Fee: $165 (includes lunch)
CEUs: 0.6
Program No. 7360-1880

Ethics and Values in the Nonprofit Sector
Explore key moral issues and managerial approaches to promoting ethical conduct among nonprofit employees. Learn how to promote appropriate conduct, manage ethically and handle potential problems in enforcing rules on ethical behavior in philanthropy and the nonprofit sector.

Wed., July 14, 8:30am-3pm
Instructor: Patricia Clason
Early Bird: $150 (register by July 2)
Fee: $165 (includes lunch)
CEUs: 0.6
Program No. 7360-1900

Inclusion Strategies for Nonprofit Organizations
Learn ways to create an environment that respects the broad spectrum of human diversity, which is imperative for healthy organizations today. Increase your understanding of all aspects of inclusion to promote more productive work groups. Get the skills and competencies you need for working within an inclusive team.

Wed., July 28, 8:30am-3pm
Instructor: Gladis Benavides
Early Bird: $150 (register by July 16)
Fee: $165 (includes lunch)
CEUs: 0.6
Program No. 7360-1910

Legal Concepts Essential to Nonprofit Organizations
Understand the legal frameworks under which nonprofits operate and are regulated. Discuss administrative and tax requirements. Review legal rights and responsibilities involved in the daily activities of nonprofits including boards, executive directors, fundraisers and employees.

Wed., Aug. 11, 8:30am-3pm
Instructor: Sheila Heitzig
Early Bird: $150 (register by July 30)
Fee: $165 (includes lunch)
CEUs: 0.6
Program No. 7360-1920

Nonprofit Boards & Governance
Boards that govern effectively are essential to the success of any nonprofit. Explore reasons why boards exist, and examine the board’s roles and responsibilities and its relationship to staff. Gain tools for enhancing board effectiveness including recruitment and development, meeting management and self-assessment.

Wed., Aug. 25, 8:30am-3pm
Instructor: Patricia Wyzbinski
Early Bird: $150 (register by Aug. 13)
Fee: $165 (includes lunch)
CEUs: 0.6
Program No. 7360-1940

SCE: Conveniently Located Downtown
Organization Development and Analysis
As the leader and change agent, you are responsible for assuring that your organization adapts internally to changing times and external circumstances. Learn to assess, introduce, and implement change that is successfully incorporated into the organization’s values, culture, and operations.

Wed., Sept. 8, 8:30am-3pm
Instructor: Shirley Bufford
Early Bird: $150 (register by Aug. 27)
Fee: $165 (includes lunch)
CEUs: 0.6
Program No. 7360-1960

See Also Organizational Development Certificate, P 23

Developing a Strategic Plan for Your Nonprofit Organization
This workshop presents a model to achieve a critical level of strategic thinking in all employees. Apply the tools to your own agency and identify next steps in creating strategic thinkers on your team.

Wed., Sept. 22, 8:30am-3pm
Instructor: Jeffrey Russell
Early Bird: $150 (register by Sept. 10)
Fee: $165 (includes lunch)
CEUs: 0.6
Program No. 7360-1970

Capstone
Session and Ceremony
This final workshop will pull together everything you’ve learned in the previous 18 workshops, make connections and identify common themes. Your certificate will be presented at the end of this workshop.

By invitation only
Fri., Aug. 20, 9am-1pm
Instructor: Mordecai Lee
Fee: $100 (includes lunch)
CEUs: 0.4

Public Administration
To learn more call 414-227-3157, email sbufford@uwm.edu or visit see/PublicAdmin.uwm.edu.
All workshops are at the UWM School of Continuing Education.

Single workshops may be taken without pursuit of the certificate.

Certificate in Public Administration
Earn the certificate by completing five core workshops and 17 one-day electives.

Core Workshops

Budgeting Basics
Part 1: Explore the financial aspects of a manager’s responsibilities. Focus on linking service obligations to fiscal planning and budgeting. Analyze the application and appropriateness of private sector financial management techniques in a governmental environment to improve program performance and justify budget resources.

Wed.-Thu., June 16-17, 8:30am-3pm
Instructor: Michael Daun
Early Bird: $300 (register by June 4)
Fee: $330 (includes lunches)
CEUs: 1.2
Program No. 7310-2890

Information Management
Gain a basic foundation for effectively and efficiently managing information within an organization. Understand processes and tools, including issues of hardware/software selection and purchase, networks and databases and security and ethical issues. Includes discussion of both mainframe and microcomputer issues.

Wed., July 21, 8:30am-3pm
Instructor: Todd Curry
Early Bird: $150 (register by July 9)
Fee: $165 (includes lunch)
CEUs: 0.6
Program No. 7310-2910

Leadership
Examine factors involved in becoming a leader, how to develop leadership abilities and how context affects your behavior as a leader. Further develop leadership skills you already have and learn how to use your power and influence as a manager effectively. Acquire skills to help you promote change and innovation, and motivate others through specific programs and activities.

Wed., Sept. 1, 8:30am-3pm
Instructor: Gary Keller
Early Bird: $150 (register by Aug. 20)
Fee: $165 (includes lunch)
CEUs: 0.6
Program No. 7310-2930

Elective Workshops

Workplace Dispute Resolutions
Discover strategies for diffusing tense situations, and training staff to do the same, while maintaining the policies and image of your employer. Learn and practice those techniques found to be effective in “chilling out” situations without losing the battle.

Wed., May 12, 8:30am-3pm
Instructor: Patricia Clason
Early Bird: $150 (register by Apr. 30)
Fee: $165 (includes lunch)
CEUs: 0.6
Program No. 7310-2880

Effectively Managing within a Multi-Generational Workplace
Traditionalists, Baby Boomers, Generation Jones, Gen Xers and Millenials, oh my! Put them all in one workplace and what do you do? Explore engagement tools for each group. Discover unique factors of each generation to help build successful teams.

Wed., Aug. 4, 8:30am-3pm
Instructor: Shirley Bufford
Early Bird: $150 (register by July 23)
Fee: $165 (includes lunch)
CEUs: 0.6
Program No. 7310-2920

Collaboration within the Public Sector
Public administrators rely on the joint efforts of the nonprofit and private sectors to assist in delivering services. This may include sharing tasks with other organizations or monitoring the work of contractors rather than delivering services directly. Learn best practices for developing collaborative relationships.

Wed., Sept. 15, 8:30am-3pm
Instructor: Gladis Benavides
Early Bird: $150 (register by Sept. 3)
Fee: $165 (includes lunch)
CEUs: 0.6
Program No. 7310-2940

Collaboration within the Public Sector
Public administrators rely on the joint efforts of the nonprofit and private sectors to assist in delivering services. This may include sharing tasks with other organizations or monitoring the work of contractors rather than delivering services directly. Learn best practices for developing collaborative relationships.

Wed., Sept. 15, 8:30am-3pm
Instructor: Gladis Benavides
Early Bird: $150 (register by Sept. 3)
Fee: $165 (includes lunch)
CEUs: 0.6
Program No. 7310-2940
COMPUTER APPLICATIONS

To learn more call 414-227-3220, email ITInfo@uwm.edu or visit sce-computerapps.uwm.edu.

See Also Computer Applications, P. 16

SYSTEMS AND DATABASE TECHNOLOGY

To learn more call 414-227-3216, email ITInfo@uwm.edu or visit sce-systems.uwm.edu.

All classes are at the UWM School of Continuing Education.

(DES) indicates the course is also an elective for the Web Design Certificate, P. 39-40

(DEV) indicates the course is also an elective for the Web Development Certificate, P. 39-40

Crystal Reports I (DEV)
Prerequisite: Understanding of databases. Knowledge of SQL a plus but not required. No prior experience with Crystal Reports is required.

Learn how to create professional reports. Survey all the features including new ways of implementing parameter reports.

Tue.-Wed., May 18-19, 8:30am-4:30pm
Instructor: Hannah Goodman
Fee: $525
CEUs: 1.4
Program No. 5071-1404

PHP - I (DEV)
This hands-on class enables web developers and others with limited programming experience to build dynamic websites using the PHP programming language. Review the most important range of PHP features and functions.

Thu., May 6, 8:30am-4:30pm
Instructor: Andy Biewer
Fee: $299
CEUs: 0.7
Program No. 5071-1418

SharePoint Design and Implementation (DES, DEV)
Prerequisites: General knowledge in HTML and Web Development basics

SharePoint Server 2007 enables enterprises to deploy an intelligent portal that seamlessly connects users, teams and knowledge to relevant information across business processes.

Gain the knowledge necessary to work with SharePoint Designer in an Enterprise environment. Work with key integration points, use CSS editing tools to create and modify SharePoint themes and supplement SharePoint Designer functionality by using Microsoft Visual Studio to create a rich interactive experience. Counts as three electives toward the Web Design or Web Development Certificate.

Mon.-Wed., May 3-5, 8:30am-4:30pm
Instructor: Samir Kablaoui
Fee: $699
CEUs: 2.1
Program No. 5071-1420

SQL Server 2008 – Database Design (DEV)
Learn how to work with Microsoft Visual Studio 2008 to develop data-access portions of .NET applications. Address working with .NET Data Providers; working with Object, SQL and XML data sources; working with the new MS Entity Framework; and understanding the new LINQ language for data access. Counts as two electives toward the Web Development Certificate.

Mon.-Tue., May 10-11, 8:30am-4:30pm
Instructor: Samir Kablaoui
Fee: $699
CEUs: 1.4
Program No. 5071-1423

SQL - Special Topics – Joins (DES, DEV)
Prerequisite: SQL - Intro (or equivalent experience)

For people who know how to write SQL statements, but want to master the concept of Joins. The class covers inner, outer and self Joins.

Thu., May 13, 8:30am-4:30pm
Instructor: Hannah Goodman
Fee: $299
CEUs: 0.7
Program No. 5071-1422

WEB DESIGN AND DEVELOPMENT

To learn more call 414-227-3220, email ITInfo@uwm.edu or visit sce-internet.uwm.edu.

All classes are at the UWM School of Continuing Education.

See Also Social Media, P. 22

Single courses can be taken without pursuit of the certificate.

Web Certificates

Enhance your Internet skills with up-to-date courses. Gain the tools you need to enter the field.

Earn a certificate in Web Design or Web Development by completing six core courses plus four electives in four years.
Social and Human Services

Mediation 40
Solution Focused Brief Therapy 41
Trauma Counseling 41
Youth Work 41

Certificates

Mediation 40
Trauma Counseling 41

See Also Youth Work, P. 41

MEDIATION
To learn more call Mary Pick at 414-227-3353, email mpick@uwm or visit sce-mediation.uwm.edu.
All programs are at the UWM School of Continuing Education.

See Also Youth Work Learning Center, P. 45

Mediation Certificate
This 40-hour mediation certificate program provides the necessary background for conflict resolution services in all aspects of family concerns, divorce, custody disputes, separation of never-married or same-gender couples, intact marriages, family businesses, estates and more. It meets the criteria for Wisconsin Act 355 mediating parenting plans and the Wisconsin Association of Mediators Model Standards for Training, and has approval of the Association for Conflict Resolution.

Earn the certificate by attending all five days.
Wed.-Fri., Sept. 22-24 & Tue.-Wed., Oct. 12-13, 8:30am-5:30pm
Instructor: Sue Bronson
Fee: $1295 (includes materials, lunches and breaks)
CEUs: 4.0 and approved for 35 CLEs
Program No. 7740-1011

Other Programs

Ethics and Boundaries-On Demand
Examine boundaries in relationships and discuss the importance of ethics. Explore models used for ethical decision-making. This instructor-led, interactive online course can be taken from anywhere: your home, your office, even when you travel. Learn at your convenience.

Open enrollment-register at anytime
Instructor: Barbara Bartlein
Fee: $59
CEUs: 0.4/CEHs: 4.0
Program No. 7740-1014

Elective Courses

Dreamweaver - II (DES, DEV)
Prerequisite: Dreamweaver Level I
Work with advanced concepts of the Dreamweaver web development application. Understand advanced website features, including libraries and behaviors.

Tue., May 4, 8:30am-4:30pm
Instructor: Erica Mendez
Fee: $299
CEUs: 0.7
Program No. 5071-1410

Photoshop - II (DES)
Work with advanced image handling tools and features for optimal web and print display. Create graphics for the web, manage color, apply advanced imaging and video, use scripts and integrate variables in Photoshop.

Wed., Apr. 28, 8:30am-4:30pm
Instructor: Erica Mendez
Fee: $299
CEUs: 0.7
Program No. 5071-1417

XML Essentials (DES, DEV)
An introduction to creating, validating and rendering an XML document and using Document Type Definition and XML-Schema.

Wed., May 12, 9am-5pm
Instructor: Subbu Ramanathan
Fee: $299
CEUs: 0.7
Program No. 5071-1426

"I discovered new ways to move my clients forward in therapy."
-Kasim Al-Mashat
SFBT participant
Single workshops may be taken without pursuit of the certificate.

Certificate in Trauma Counseling

This series is a multidisciplinary training program for those working with survivors of abuse, violence, war, accident, crime and disaster. It consists of 84 clock hours of classroom instruction presented in two, 42-hour courses. All instructors have been involved in diverse areas of trauma counseling with a variety of populations from acute to chronic situations. Courses may be taken for graduate credit or continuing education credit which may also be used for licensing and certification requirements.

Completion of the two Trauma Counseling courses results in a Certificate of Completion, which may be used to apply for certification as a Trauma Counselor with the Association of Traumatic Stress Specialists or the Traumatology Institute.

Trauma Counseling I

Understand psychological, behavioral, somatic and cognitive sequelae in children, adults and communities caused by traumatic events. Receive an overview of trauma, traumatic populations and issues involving injury and resolution. Explore advancements in understanding the neurobiology of trauma, its effect on brain development and the body, and traumatic memory and learning.

6 Sat., Sept. 11 & 25, Oct. 9 & 23, Nov. 6 & 20, 9am-4:30 pm
Instructor: Christine Dunning, Ph.D.

Noncredit
Early Bird: $1175 (register by Aug. 15)
Fee: $1250
CEUs: 4.2/CEHs: 42
Program No. 7420-1111

Credit
Fee: approximately $1,722.36 (Off campus resident graduate tuition)
Credits: 3 graduate credits in Social Work, Nursing, or Occupational Therapy

To inquire/enroll for graduate credit contact
Christine Dunning at 414-227-3399 or email cdunning@uwm.edu.

Trauma Counseling II

Explore diagnosis and assessment instruments as well as therapeutic techniques used to address issues in counseling acute and chronic traumatized clients. Address methods of intervening pre-, trans- and post-trauma. Open to clinicians and practitioners in the medical, mental and behavioral health services as well as social service, alcohol and drug, pastoral and bereavement counselors whose duties involve working with trauma survivors in acute and chronic situations including substance use, eating disorders, physical illness, criminal justice, rehabilitation, recovery and pastoral settings.

8 Mon., June 21 & 28, July 12-26, Aug. 2-16
3:30 -9:15pm
Instructor: Christine Dunning, Ph.D.

Noncredit
Fee: $1175
CEUs: 4.2 (42 continuing education credit hours)
Program No. 7420-1021

Credit
Fee: approximately $1,722.36 (Off campus resident graduate tuition)
Credits: 3 graduate credits in Social Work, Nursing, or Occupational Therapy

To inquire/enroll for graduate credit contact
Christine Dunning at 414-227-3399 or email cdunning@uwm.edu.

Other Courses/Services

Techniques for Constructive Feedback and Conflict Resolution with Traumatized Clients

Learn how to recognize and resolve impasses, and how to give constructive feedback, both positive and negative, when the client is ready for it. Discover ways to deal constructively with the client’s expression of sexual feelings, and how to resolve conflict without pacifying the client or being aggressive. Understand when an intervention has been effective or ineffective. Gain ways to manage suicidal ideation.

Fri., June 4, 9am-4pm
Instructor: Karen Maroda, Ph.D.
Fee: $130 (fee includes tuition, handouts, breaks, lunch and $3 toward parking)
CEUs: 0.6/CEHs: 6
Program No. 7420-1002

Onsite Trauma Programming

Onsite in-service training is available for school systems, social service and clinical agencies in Trauma Counseling for adults and children. All training meets federal standard for being a Trauma-Informed organization. Contact Chris Dunning for information.

YOUTH WORK

To learn more call 414-227-3354 or visit sce-youthwork.uwm.edu.

Unless otherwise noted, all programs are at the UWM School of Continuing Education.

See Also: Mediation, P. 40
See Also: Youth Work Learning Center, P. 45

Advanced Seminar: Supervision

Focus on supervision practices and leadership skills required in the development and management of human service delivery systems. Examine macro supervision foundations that focus on group, organizational and community theories and strategies for change. This seminar will combine theory, real practice, writing, presentation and classroom discussion in order to define leadership, communication, conflict, team building, community collaboration, ethics, diversity issues, strategic management, human resource management, and community and organizational development.

Mon., June 28-Mon., Aug. 16
Instructor: Undraye Howard
Fee: $300
CEUs: 2.4
Program No. 7610-6606

Special Events

See Also: Special Events and Conferences, P. 43

Wisconsin Association of Child and Youth Care Professionals (WACYP) Midwest Regional Youth Care Conference

Gain insight on working with youth through nationally recognized speakers and attend workshops on how to reach and engage youth. Obtain new skills and knowledge, and share ideas while networking with your peers.

For more information, contact Rick Flowers at 414-227-3358 or rflowers@uwm.edu.

Fri., June 4, 9am-4pm
Instructor: Karen Maroda, Ph.D.
Fee: $130 (fee includes tuition, handouts, breaks, lunch and $3 toward parking)
CEUs: 0.6/CEHs: 6
Program No. 7420-1002

Onsite Trauma Programming

Onsite in-service training is available for school systems, social service and clinical agencies in Trauma Counseling for adults and children. All training meets federal standard for being a Trauma-Informed organization. Contact Chris Dunning for information.

YOUTH WORK

To learn more call 414-227-3354 or visit sce-youthwork.uwm.edu.

Unless otherwise noted, all programs are at the UWM School of Continuing Education.

See Also: Mediation, P. 40
See Also: Youth Work Learning Center, P. 45

Advanced Seminar: Supervision

Focus on supervision practices and leadership skills required in the development and management of human service delivery systems. Examine macro supervision foundations that focus on group, organizational and community theories and strategies for change. This seminar will combine theory, real practice, writing, presentation and classroom discussion in order to define leadership, communication, conflict, team building, community collaboration, ethics, diversity issues, strategic management, human resource management, and community and organizational development.

Mon., June 28-Mon., Aug. 16
Instructor: Undraye Howard
Fee: $300
CEUs: 2.4
Program No. 7610-6606

Special Events

See Also: Special Events and Conferences, P. 43

Wisconsin Association of Child and Youth Care Professionals (WACYP) Midwest Regional Youth Care Conference

Gain insight on working with youth through nationally recognized speakers and attend workshops on how to reach and engage youth. Obtain new skills and knowledge, and share ideas while networking with your peers.

For more information, contact Rick Flowers at 414-227-3358 or rflowers@uwm.edu.

Fri., June 4, 9am-4pm
Instructor: Karen Maroda, Ph.D.
Fee: $130 (fee includes tuition, handouts, breaks, lunch and $3 toward parking)
CEUs: 0.6/CEHs: 6
Program No. 7420-1002

Onsite Trauma Programming

Onsite in-service training is available for school systems, social service and clinical agencies in Trauma Counseling for adults and children. All training meets federal standard for being a Trauma-Informed organization. Contact Chris Dunning for information.

YOUTH WORK

To learn more call 414-227-3354 or visit sce-youthwork.uwm.edu.

Unless otherwise noted, all programs are at the UWM School of Continuing Education.

See Also: Mediation, P. 40
See Also: Youth Work Learning Center, P. 45

Advanced Seminar: Supervision

Focus on supervision practices and leadership skills required in the development and management of human service delivery systems. Examine macro supervision foundations that focus on group, organizational and community theories and strategies for change. This seminar will combine theory, real practice, writing, presentation and classroom discussion in order to define leadership, communication, conflict, team building, community collaboration, ethics, diversity issues, strategic management, human resource management, and community and organizational development.

Mon., June 28-Mon., Aug. 16
Instructor: Undraye Howard
Fee: $300
CEUs: 2.4
Program No. 7610-6606

Special Events

See Also: Special Events and Conferences, P. 43

Wisconsin Association of Child and Youth Care Professionals (WACYP) Midwest Regional Youth Care Conference

Gain insight on working with youth through nationally recognized speakers and attend workshops on how to reach and engage youth. Obtain new skills and knowledge, and share ideas while networking with your peers.

For more information, contact Rick Flowers at 414-227-3358 or rflowers@uwm.edu.

Fri., June 4, 9am-4pm
Instructor: Karen Maroda, Ph.D.
Fee: $130 (fee includes tuition, handouts, breaks, lunch and $3 toward parking)
CEUs: 0.6/CEHs: 6
Program No. 7420-1002

Onsite Trauma Programming

Onsite in-service training is available for school systems, social service and clinical agencies in Trauma Counseling for adults and children. All training meets federal standard for being a Trauma-Informed organization. Contact Chris Dunning for information.

YOUTH WORK

To learn more call 414-227-3354 or visit sce-youthwork.uwm.edu.

Unless otherwise noted, all programs are at the UWM School of Continuing Education.

See Also: Mediation, P. 40
See Also: Youth Work Learning Center, P. 45

Advanced Seminar: Supervision

Focus on supervision practices and leadership skills required in the development and management of human service delivery systems. Examine macro supervision foundations that focus on group, organizational and community theories and strategies for change. This seminar will combine theory, real practice, writing, presentation and classroom discussion in order to define leadership, communication, conflict, team building, community collaboration, ethics, diversity issues, strategic management, human resource management, and community and organizational development.

Mon., June 28-Mon., Aug. 16
Instructor: Undraye Howard
Fee: $300
CEUs: 2.4
Program No. 7610-6606

Special Events

See Also: Special Events and Conferences, P. 43

Wisconsin Association of Child and Youth Care Professionals (WACYP) Midwest Regional Youth Care Conference

Gain insight on working with youth through nationally recognized speakers and attend workshops on how to reach and engage youth. Obtain new skills and knowledge, and share ideas while networking with your peers.

For more information, contact Rick Flowers at 414-227-3358 or rflowers@uwm.edu.

Fri., June 4, 9am-4pm
Instructor: Karen Maroda, Ph.D.
Fee: $130 (fee includes tuition, handouts, breaks, lunch and $3 toward parking)
CEUs: 0.6/CEHs: 6
Program No. 7420-1002

Onsite Trauma Programming

Onsite in-service training is available for school systems, social service and clinical agencies in Trauma Counseling for adults and children. All training meets federal standard for being a Trauma-Informed organization. Contact Chris Dunning for information.
Sustainability

Sustainability for Business 42
Water Technology 42

Certificate
Water Technology 42

See Also Center for Sustainability, P. 14
See Also Engineering, P. 34
See Also Management Development, P. 17

"Those who are on the cutting edge of innovation are those who operate sustainably."

- Murali Vedula
Program Director

SUSTAINABILITY FOR BUSINESS
To learn more call 414-227-3121, email mvedula@uwm.edu or visit sce-sustainability.uwm.edu.
All programs are at the UWM School of Continuing Education.

See Also Business Process Improvement, P. 15
See Also Management Development, P. 17

The Competitive Advantage of the Sustainable Enterprise
6 Wed., May 26-June 30, 6-8:30pm
Instructors: Greg Bell, Jeff Neubauer, Ellen Censky, Bob Israel, Michelle Mason, Paul von Paumgartten
Fee: $495
CEUs: 1.5
Program No. 4860-8604

Sustainable Code Integration
Thu., Sept. 16, 8am-4:30pm
Instructor: Carolyn Esswein
Fee: $295
CEUs: 0.7
Program No. 4830-8603

WATER TECHNOLOGY
To learn more call 414-227-3121, email mvedula@uwm.edu or visit sce-sustainability.uwm.edu.
All programs are at the UWM School of Continuing Education.

See Also WATER Education, P. 32

Single courses can be taken without pursuit of the certificate.

Water Technology Certificate
Earn the certificate by attending nine or more days of related courses within one year.

Wetland Hydrology and Sustainability
Thu., May 20, 8am-4:30pm
Instructors: Minal Halim, Ginny Plumeau
Fee: $295
CEUs: 0.7
Program No. 4830-8604

Basics of Process Control for Water Technology
Tue.-Wed., June 29-30, 8am-4:30pm
Instructor: Marshall C. Seawright
Fee: $395
CEUs: 1.4
Program No. 4830-8605

Offered this Fall
Construction Site Stormwater
Best Management Practices
Nov. 11-12

Transportation

Transportation Education 43

See Also Center for Transportation Education and Development, P. 44

"The CTED team was so easy to work with, and their instructors did an exemplary job in training our staff."

- Donna L. Johnson
Transportation Education participant
TRANSPORTATION EDUCATION
To learn more call 414-227-3332, email woodall@uwm.edu or visit sce-cted.uwm.edu.
All classes are at the UWM School of Continuing Education.

Passenger Assistance: Certification for Trainers
Enhance your knowledge, skills and sensitivity practices in passenger assistance by blending new ideas with core values. Develop self confidence as a trainer, gain tools for evaluating and assessing job performance and learn how to develop training curriculum to match your operating characteristics, vehicle requirements, policies and clients in accordance with federal ADA guidelines.

Mon.-Wed., May 10-12, 8:30am-4:30pm
Instructors: Larry Carrie, Mary Lee Spitz
Fee: $725
CEUs: 2.1
Program No. 7510-3060

Fundamentals of Public Transit
Help new or recently hired staff, with little or no public transportation experience, to upgrade their skills through public transportation history and current practice.

Take the full course and attend all four sessions at a discounted rate or take the individual sessions of your choice.

Tue.-Wed., May 18-19, 8:30am-4:30pm
Instructor: Peter Albrecht
Fee: $650 (full 2-day program)
CEUs: 1.4
Program No. 7510-3061

Session 1
Introduction, Benefits, Funding
May 18, 8am-Noon
Fee: $200
CEUs: 0.35
Program No. 7510-3062

Session 2
Operations, Maintenance, Planning, Management
May 18, 1-5pm
Fee: $200
CEUs: 0.35
Program No. 7510-3063

Session 3
Rider Characteristics, Marketing, Multimodalism and Innovations
May 19, 8am-Noon
Fee: $200
CEUs: 0.35
Program No. 7510-3064

Session 4
Mobility Management, ADA, Safety and Security
May 19, 1-5pm
Fee: $200
CEUs: 0.35
Program No. 7510-3066

Customized Training
CTED provides onsite programs for transit organizations, state Departments of Transportation, as well as nonprofit and for-profit organizations nationwide. All programs can be customized to your specifications and presented at your location. To learn more contact Ken Woodall at 414-227-3332 or email woodall@uwm.edu.

To learn more call 414-229-5757, email esl@uwm.edu or visit esl.uwm.edu.

ESL Intensive English Program
Open to any non-native speaker of English, at least 18 years old or a high school graduate, who wishes to improve English proficiency for academic study.

Mon.-Fri., June 14-July 9 & July 12-Aug. 6, 1-5:20pm
Full-time tuition: 8 weeks: $2,360 plus administrative fees
4 weeks: $1,290 plus administrative fees

Sustainability
Continuing Education Programs Offered by Other UWM Schools

Wisconsin Association of Child and Youth Care Professionals (WACYP) Midwest Regional Youth Care Conference
May 25-27
See Also Above event details under Youth Work Learning, P. 41

Gray Matters: Celebrating the Power and Impact of Older Adults
Looking for new ways to increase your self-fulfillment and become involved in the community? Discover how today’s accomplished adults are finding opportunities for lifelong learning, leadership and community engagement. Get ideas on how to enrich your life ranging from running for public office to overcoming ageism; from how to become a consultant to finding your voice in the written word. Whether you are recently retired, searching for new employment opportunities, or just looking for challenges and rewards, you will find inspiration at this event. Learn more at sce-graymatters.uwm.edu.

Fri., June 25, 8:30am-4pm
Fee: $50 person/$80 couples; $20 Osher Lifelong Learning Institute members/$30 Osher member couples
Program No. 0052-OLLI

Gray Matters: Celebrating the Power and Impact of Older Adults
Looking for new ways to increase your self-fulfillment and become involved in the community? Discover how today’s accomplished adults are finding opportunities for lifelong learning, leadership and community engagement. Get ideas on how to enrich your life ranging from running for public office to overcoming ageism; from how to become a consultant to finding your voice in the written word. Whether you are recently retired, searching for new employment opportunities, or just looking for challenges and rewards, you will find inspiration at this event. Learn more at sce-graymatters.uwm.edu.

Fri., June 25, 8:30am-4pm
Fee: $50 person/$80 couples; $20 Osher Lifelong Learning Institute members/$30 Osher member couples
Program No. 0052-OLLI

SCE Open House
Thu., July 29, 11am-1pm
Fee: Free
UWM School of Continuing Education sce-summer.uwm.edu

To learn more call the phone number in the description or visit sce-events.uwm.edu.

Middle and high school students
LifeSmarts
Fall Program Begins Sept. 15
LifeSmarts can be used as an activity for classes, groups, clubs and community organizations. This educational program provides a fun, competitive approach to developing consumer and marketplace knowledge and skills. For more information call 414-227-3251 or email celia@uwm.edu.

Offered this Fall
A Time to Give: Supporting the Needs of Urban Communities
Nov. 3-4

Offered in 2011
9th Annual Spring Writers Festival
Mar. 4-6
Brochures for the 2010-11 LifeSmarts will be available in early Aug.
For more information call 414-227-3251 or email celia@uwm.edu.

See Also College for Kids, P. 26
See Also College for Teens, P. 29
See Also Early Childhood, P. 32
See Also WATER Education, P. 32

CENTER FOR EARLY CHILDHOOD PROFESSIONAL DEVELOPMENT & LEADERSHIP
To learn more call 414-227-3223, email svilam@uwm.edu or visit sce-earlychildhood.uwm.edu.

The Center for Early Childhood Professional Development and Leadership provides several growth opportunities for early childhood administrators, educators and other professionals in the field.

The Center offers credit-based courses and certificate and credential programs. Most classes are available for three undergraduate credits and some for graduate credit. Earn a Certificate in Child Care Administration along with the Administrator Credential, which is awarded by the WI Registry. The Educator course series meets state licensing requirements for child care teachers and NAECY accreditation criteria for assistant teachers.

Center staff have teamed up with the UWM Department of Educational Policy and Community Studies and the Department of Administrative Leadership to offer an online degree completion pathway for a Bachelor’s in Community Education with a submajor in Child Care and a Master’s in Administrative Leadership.

UWM accepts scholarships from the T.E.A.C.H. funding program available through WECA.
For more information on professional development programs in early childhood, see P. 32.

CENTER FOR SUSTAINABILITY
To learn more call 414-227-3212, email mvedula@uwm.edu or visit sce-sustainability.uwm.edu.

Sustainability is gaining acceptance as a value proposition within many industries. The Center’s mission is to educate professionals and community members on the benefits of committing to sustainable practices.
Continuing education programs teach participants the latest trends in sustainability and how to make a career within it. Topics explore how to use sustainable design practices to drive innovation and grow a business.
To learn more call 414-227-3243, email yolandaw@uwm.edu or visit sce-workforce.uwm.edu.

The Center for Workforce Development works with a wide array of university, business and community partners to build and implement development strategies that increase worker skills in the southeast region of our state. The Center generates new approaches to building a quality workforce by engaging in active research, study and participation with Workforce Development stakeholders; while maintaining involvement in a variety of initiatives, including:

- Creation of industry-specific training for jobs that are likely to develop in the changing economy. The Center works with partners from industry, educational institutions and government to analyze needs, and offer classes, certificates and degrees to improve the workforce.
- Exploring the underlying changes in the economy and what they mean for individual workers and employers. For example, we may be moving toward an economy in which workers behave more like Hollywood film employees, in that they are hired for specific projects and expect to move to another employer when the project ends. Such behavior creates new issues for the employers in traditionally stable industries and for workers who still envision working 30 years with the same employer.

WorkforceEnterprise.org

WorkforceEnterprise.org is the premier workforce development resource for Southeast Wisconsin. The website houses a database of over 100 workforce training and service providers throughout the region, spanning basic skills to executive development, from Associate Degrees to Master’s Degrees.

See Also Business and Management, P. 14
See Also Career Transitions, P. 23, 44

EMPLOYMENT AND TRAINING INSTITUTE

To learn more visit eti.uwm.edu.

ETI collaborates with the Regional Workforce Alliance and nearly 4,000 local employers to identify workforce development needs through annual surveys of job openings in the metro area. These surveys analyze:

- Occupations in demand
- Changes in job vacancies by industry and location
- Skill and spatial mismatches between employers and the available workforce

Innovative technical assistance work (in partnership with the Milwaukee Area Workforce Investment Board) focuses on:

- Employment needs of African American males
- Tracking earnings and job recovery by laid-off workers receiving unemployment insurance
- Identifying barriers to employment for ex-offenders returning to Milwaukee County neighborhoods
- Anticipating immediate and future need for licensed health care professionals
- Measuring gender changes in employment in private sector firms in the Milwaukee metro area

ETI works with Milwaukee Public Schools to provide demographic data on the student population, identify neighborhood conditions affecting MPS students and their families, and increase certifications for free and reduced-price meals. For the Greater Milwaukee Foundation, ETI prepares “Vital Signs” measuring changes in economic health in Milwaukee, Ozaukee, Washington and Waukesha counties. For inner city Milwaukee neighborhoods, ETI analyzes and maps barriers and support for employment including: education and training needs of released state prisoners, government policies affecting driver’s license suspensions, availability of childcare subsidies and claim rates for earned income tax credit support. ETI reports and job openings studies are available at eti.uwm.edu.

WORKFORCE ENTERPRISE.org

WorkforceEnterprise.org is the premier workforce development resource for Southeast Wisconsin. The website houses a database of over 100 workforce training and service providers throughout the region, spanning basic skills to executive development, from Associate Degrees to Master’s Degrees.

See Also Business and Management, P. 14
See Also Career Transitions, P. 23, 44

PUBLIC ALLIES MILWAUKEE

To learn more call Kate Flynn at 414-227-3135 or visit sce-publicallies.uwm.edu.

Our mission: to advance new leadership to strengthen communities, nonprofits and civic participation.

Public Allies creates opportunities for emerging young leaders (ages 18-30) to gain valuable hands-on experience in full-time, 10-month paid apprenticeships at nonprofit partner organizations throughout the country. In addition to the apprenticeship, Allies gather for weekly leadership skills trainings and work together to create and implement team service projects. For the last 15 years, Public Allies Milwaukee has created an energetic, talented and diverse network of over 300 young leaders who will strengthen Milwaukee’s communities for years to come.

Ally stipend, benefits and additional compensation:

- First year Allies: $1600/month stipend (taxable)
- Second-year Fellows: $1600/month (taxable) plus $1000 education fund
- Individual health care
- Child care coverage (based on income eligibility)
- Public Allies Milwaukee has recently reached a credit agreement with UWM’s Department of Educational Policy and Community Studies, allowing for up to 15 undergraduate credits for the Public Allies experience
- Student loan deferment - $5350 education award to be used for prior or future educational expenses (upon completion of the program)

For more information, including applying to become an Ally or hosting an Ally at your organization, contact us or visit sce-publicallies.uwm.edu.

SMALL BUSINESS DEVELOPMENT CENTER

To learn more call 414-227-3240, email sbdc@uwm.edu or visit sce-sbdc.uwm.edu.

For 30 years the SBDC has worked with new entrepreneurs to turn ideas into viable business concepts and with established businesses to improve performance. Explore our programs on P. 20 to find the right training and resources for your business.

See Also Business and Management, P. 14

YOUTH WORK LEARNING CENTER

To learn more call 414-2273354 or visit sce-youthwork.uwm.edu.

The Center for Youth Work Learning is focused on education, research and staff development for child and youth care workers. Participants in our programs include child and youth care workers, school-age care professionals, detention workers, house parents, foster parents and others who work with children and youth in community-based programs, neighborhood centers, churches, schools, group homes, residential treatment centers, detention centers, foster homes, correctional facilities and recreation and after school programs.

For more information on youth work public programs, see P.41.
CERTIFICATE PROGRAMS-
CREDIT AND NONCREDIT

A certificate program is a course or sequence of courses in a focused field of study. We offer certificates in a wide variety of business, engineering, information technology, languages, management and other professional fields.

When you earn a certificate from the School of Continuing Education, it demonstrates that you are committed to developing your career. It proves you have the current, in-depth knowledge in your field that can make you more valuable to your organization. And it can be a powerful tool in achieving the promotion you want or in launching the new career you desire.

Certificate programs offer Continuing Education Units (CEUs; see P. 48 for other available units), and some offer college graduate credit. Please reference the specific information on each certificate program for details.

Business Coaching ............................................. 14
Child Care Administration .................................... 33
Elastomer Technology .......................................... 34
Electrical .......................................................... 34
English Language Learning .................................... 6
Human Resource Management ................................ 17
Labor Relations ................................................... 17
Leadership Development, (Early Childhood) ....... 33
Management ........................................................ 18
Master Trainer ....................................................... 22
Mediation ............................................................ 40
Nonprofit - Introductory (online) ............................ 36
Nonprofit Management ........................................ 37
Office Lean .......................................................... 15
Organizational Development ................................. 23
Plastics Technology .............................................. 34
Project Management ............................................ 19
Public Administration ............................................ 38
Sales and Service (online) ...................................... 19
Six Sigma Black Belt .......................................... 35
Six Sigma Green Belt - Office Operations ............... 15
Small Business Management ................................. 20
Spanish Language ............................................... 8
Spanish Language (online) .................................... 8
Supervision .......................................................... 18
Train the Trainer ................................................... 22
Trauma Counseling .............................................. 41
Water Technology ............................................... 42
Web Design ........................................................ 39
Web Development ............................................... 39

CREDIT PROGRAMS
Participants may earn credit in select programs. See specific course descriptions for details:

Credential Program and Degree Pathways
for Child Care Administrators .............................. 33
Trauma Counseling .............................................. 41

DISTANCE EDUCATION
If you’re pressed for time and do not want to be tied down to a set class schedule, yet you want a quality educational experience, our online and blended courses may be perfect for you.

Online
Administration & Supervision in Early Childhood
Programs .......................................................... 33
Budgeting in a Nonprofit Organization .................... 36
Child Care Programming ....................................... 33
Closing, Gaining Commitments & Follow-Up ............ 19
Consultative Selling — Identifying Needs ................. 19
Early Childhood Programs & the External Environment .................................................. 33
Ethics and Boundaries .......................................... 40
Expanding Your Business — Management Relationships .................................................. 19
Financial Management & Planning in Early Childhood Programs ........................................... 33
Fundraising for Nonprofit Organizations .................. 36
Handling Stalls & Objections ................................. 19

Blended - Online/Face-to-Face Mix
Best Program Practices for Children & Families in Early Childhood ........................................... 33
Enhanced Coaching Package .................................. 24
Career Pathway-Personalized ................................ 23
Leadership in Early Childhood Programs ................. 33
Myers-Briggs Type Indicator® (MBTI®) ..................... 24
Strong Interest Inventory ...................................... 24

Attention All Military Spouses

Did you know you could receive up to $6,000 in financial assistance through the MyCAA program?

It’s true!

Call 414-227-3370 to discuss MyCAA training options at the School of Continuing Education.

Military spouses who are pursuing education, training, licenses, certificates and degrees leading to employment in a Portable Career field may be eligible for financial assistance.

My Career Advancement Account
MyCAA program details can be viewed at https://aiportal.acc.af.mil/mycaa/default.aspx.
## TOPIC INDEX

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Architecture</td>
<td>3-4</td>
</tr>
<tr>
<td>Art</td>
<td>3, 11</td>
</tr>
<tr>
<td>Business Coaching</td>
<td>14</td>
</tr>
<tr>
<td>Business Culture</td>
<td>15-16</td>
</tr>
<tr>
<td>Business Development</td>
<td>20-21</td>
</tr>
<tr>
<td>Business Process Improvement</td>
<td>15</td>
</tr>
<tr>
<td>Business Writing</td>
<td>15-16</td>
</tr>
<tr>
<td>Canoeing</td>
<td>11</td>
</tr>
<tr>
<td>Career Transitions</td>
<td>23-24</td>
</tr>
<tr>
<td>Centers and Institutes</td>
<td>44-45</td>
</tr>
<tr>
<td>Certificate Programs – Credit and Noncredit</td>
<td>46</td>
</tr>
<tr>
<td>Centers &amp; Institutes</td>
<td>44-45</td>
</tr>
<tr>
<td>Chicago</td>
<td>3-4</td>
</tr>
<tr>
<td>Child Care Administrators, Credential Program for</td>
<td>33</td>
</tr>
<tr>
<td>Child and Youth Programs</td>
<td>26-32</td>
</tr>
<tr>
<td>Chinese Language (Mandarin)</td>
<td>6</td>
</tr>
<tr>
<td>College for Kids/Teens</td>
<td>26-31</td>
</tr>
<tr>
<td>Communication Skills</td>
<td>15-18, 20-21, 38</td>
</tr>
<tr>
<td>Community Research and Practice</td>
<td>44-45</td>
</tr>
<tr>
<td>Computer Applications</td>
<td>16</td>
</tr>
<tr>
<td>Conflict/Resolution</td>
<td>17-18, 21, 38, 40</td>
</tr>
<tr>
<td>Consumer Affairs</td>
<td>44</td>
</tr>
<tr>
<td>Credit Programs</td>
<td>46</td>
</tr>
<tr>
<td>Day and Overnight Tours</td>
<td>3-4</td>
</tr>
<tr>
<td>Digital Photography</td>
<td>9-11</td>
</tr>
<tr>
<td>Diversity</td>
<td>16</td>
</tr>
<tr>
<td>Dreams, C.G. Jung and the Interpretation of</td>
<td>5</td>
</tr>
<tr>
<td>E-Learning</td>
<td>46</td>
</tr>
<tr>
<td>Early Childhood Professional Development</td>
<td></td>
</tr>
<tr>
<td>Leadership</td>
<td>32-33</td>
</tr>
<tr>
<td>Elastomer/Rubber Technology</td>
<td>34</td>
</tr>
<tr>
<td>Electrical Engineering</td>
<td>34</td>
</tr>
<tr>
<td>Employment and Training</td>
<td>45</td>
</tr>
<tr>
<td>Engineering</td>
<td>34-35</td>
</tr>
<tr>
<td>ENRICHING LIVES</td>
<td>3-6, 8-9, 11-24, 26, 30, 33, 36-37</td>
</tr>
<tr>
<td>Enrollment, How to</td>
<td>49</td>
</tr>
<tr>
<td>Entrepreneur Training Program</td>
<td>20</td>
</tr>
<tr>
<td>ESL</td>
<td>15, 43</td>
</tr>
<tr>
<td>Extended Travel</td>
<td>3</td>
</tr>
<tr>
<td>Family University</td>
<td>30</td>
</tr>
<tr>
<td>Financial Management</td>
<td>16-18, 21, 33, 36, 38</td>
</tr>
<tr>
<td>French Language</td>
<td>7</td>
</tr>
<tr>
<td>General Information</td>
<td>48</td>
</tr>
<tr>
<td>German Language</td>
<td>7</td>
</tr>
<tr>
<td>Governmental Affairs</td>
<td>36-38</td>
</tr>
<tr>
<td>Gray Matters: Older Adult Conference</td>
<td>43</td>
</tr>
<tr>
<td>Growing a Business</td>
<td>20-21</td>
</tr>
<tr>
<td>Health and Movement</td>
<td>5</td>
</tr>
<tr>
<td>Hindi Language</td>
<td>7</td>
</tr>
<tr>
<td>History, Genealogy and Culture</td>
<td>5-6</td>
</tr>
<tr>
<td>Hmong Language</td>
<td>7</td>
</tr>
<tr>
<td>Human Resources</td>
<td>17, 21, 37</td>
</tr>
<tr>
<td>Industrial/ Mechanical Engineering</td>
<td>34</td>
</tr>
<tr>
<td>Information Technology</td>
<td>39-40</td>
</tr>
<tr>
<td>Internet Technology</td>
<td>39-40</td>
</tr>
<tr>
<td>Italian Language</td>
<td>6, 7</td>
</tr>
<tr>
<td>Innovation - Engineering</td>
<td>34</td>
</tr>
<tr>
<td>Japanese Language</td>
<td>7</td>
</tr>
<tr>
<td>Kayaking</td>
<td>11</td>
</tr>
<tr>
<td>Kids, College for</td>
<td>26-31</td>
</tr>
<tr>
<td>Korean Language</td>
<td>8</td>
</tr>
<tr>
<td>Labor Relations</td>
<td>17</td>
</tr>
<tr>
<td>Languages</td>
<td>6-9</td>
</tr>
<tr>
<td>Languages for Travelers</td>
<td>9</td>
</tr>
<tr>
<td>Lean</td>
<td>15</td>
</tr>
<tr>
<td>LifeSmarts</td>
<td>44</td>
</tr>
<tr>
<td>Literature</td>
<td>11-12</td>
</tr>
<tr>
<td>Management Solutions</td>
<td>17-18, 20, 37</td>
</tr>
<tr>
<td>Marketing for Small Business</td>
<td>20-21</td>
</tr>
<tr>
<td>Mediation</td>
<td>40</td>
</tr>
<tr>
<td>Milwaukee Architecture</td>
<td>4</td>
</tr>
<tr>
<td>Milwaukee, Focus on</td>
<td>4</td>
</tr>
<tr>
<td>Music</td>
<td>9</td>
</tr>
<tr>
<td>New York</td>
<td>3</td>
</tr>
<tr>
<td>Nonprofit Management</td>
<td>36-38</td>
</tr>
<tr>
<td>Online/Blended Programs</td>
<td>46</td>
</tr>
<tr>
<td>Organizational Development</td>
<td>23, 38</td>
</tr>
<tr>
<td>Osher Lifelong Learning Institute</td>
<td>12-13</td>
</tr>
<tr>
<td>Performing Arts</td>
<td>9</td>
</tr>
<tr>
<td>Photography</td>
<td>9-11</td>
</tr>
<tr>
<td>Plastics Technology</td>
<td>34-35</td>
</tr>
<tr>
<td>Presentations</td>
<td>15-16</td>
</tr>
<tr>
<td>Process Improvement</td>
<td>15</td>
</tr>
<tr>
<td>Project Management</td>
<td>19</td>
</tr>
<tr>
<td>Public Administration</td>
<td>38</td>
</tr>
<tr>
<td>Public Allies</td>
<td>45</td>
</tr>
<tr>
<td>Public Speaking</td>
<td>16</td>
</tr>
<tr>
<td>Quality Improvement</td>
<td>15, 35</td>
</tr>
<tr>
<td>Refreshers - PE &amp; FE Exams</td>
<td>35</td>
</tr>
<tr>
<td>Research</td>
<td>44-45</td>
</tr>
<tr>
<td>Russian Language</td>
<td>8</td>
</tr>
<tr>
<td>Sales and Service</td>
<td>19-20</td>
</tr>
<tr>
<td>SCE Open House</td>
<td>25</td>
</tr>
<tr>
<td>Science and Nature</td>
<td>11</td>
</tr>
<tr>
<td>Six Sigma Black Belt</td>
<td>35</td>
</tr>
<tr>
<td>Six Sigma Green Belt</td>
<td>15</td>
</tr>
<tr>
<td>Small Business Development Center</td>
<td>20-21, 45</td>
</tr>
<tr>
<td>Social and Human Services Training</td>
<td>40-41</td>
</tr>
<tr>
<td>Spanish Language</td>
<td>8-9</td>
</tr>
<tr>
<td>Solution Focused Brief Therapy</td>
<td>41</td>
</tr>
<tr>
<td>Special Events and Conferences</td>
<td>13, 25, 41, 43</td>
</tr>
<tr>
<td>Starting a Business</td>
<td>20</td>
</tr>
<tr>
<td>Supervision</td>
<td>18, 33, 37</td>
</tr>
<tr>
<td>Sustainability</td>
<td>42, 44</td>
</tr>
<tr>
<td>Swahili Language</td>
<td>9</td>
</tr>
<tr>
<td>Systems and Database Technology</td>
<td>39</td>
</tr>
<tr>
<td>Tanzania</td>
<td>3</td>
</tr>
<tr>
<td>Technical Writing</td>
<td>16</td>
</tr>
<tr>
<td>Tours</td>
<td>3-4</td>
</tr>
<tr>
<td>Training</td>
<td>22</td>
</tr>
<tr>
<td>Transportation Education</td>
<td>42-43</td>
</tr>
<tr>
<td>Trauma Counseling</td>
<td>41</td>
</tr>
<tr>
<td>Travel and Tours</td>
<td>3-4</td>
</tr>
<tr>
<td>University Community Orchestra</td>
<td>9</td>
</tr>
<tr>
<td>Urban Community Development, Center for</td>
<td>44</td>
</tr>
<tr>
<td>Walking Tours</td>
<td>3-4</td>
</tr>
<tr>
<td>WATER Education (youth program)</td>
<td>32</td>
</tr>
<tr>
<td>Water Technology</td>
<td>39, 42</td>
</tr>
<tr>
<td>Web Design</td>
<td>39-40</td>
</tr>
<tr>
<td>Web Development</td>
<td>39-40</td>
</tr>
<tr>
<td>Wisconsin, Focus on (none in summer)</td>
<td>5</td>
</tr>
<tr>
<td>Women’s History</td>
<td>5-6</td>
</tr>
<tr>
<td>Workforce Development</td>
<td>45</td>
</tr>
<tr>
<td>Wright, Frank Lloyd</td>
<td>4</td>
</tr>
<tr>
<td>Writing and Literature</td>
<td>11-12</td>
</tr>
<tr>
<td>Youth Work</td>
<td>41, 45</td>
</tr>
</tbody>
</table>
Parking
Location
Ample parking is available in the adjacent Shops of Grand Avenue parking structure. The structure is easily entered from Plankinton Avenue between Wisconsin Ave. and Michigan St. Additional lots and structures are nearby.

Discount
The School of Continuing Education provides a parking discount for participants in its classes/programs who park in the Grand Avenue structure. Please bring your parking gate ticket to the 7th floor reception desk to have it validated, and to receive a $3.00 voucher. The validation means you are entitled to the special UWM rate of $6.00, regardless of day, time of day, or length of stay. The $3.00 voucher can then be applied toward that $6.00 charge resulting in you paying only $3.00.

Driving Directions
To get the latest information on getting to and from the UWM School of Continuing Education, visit sce-directions.uwm.edu. The webpage includes access to printable PDFs of current maps, information about parking and public transportation, and other details relevant to our location.

Bus Routes
UWM School of Continuing Education is located on Wisconsin Ave. and is served by numerous Milwaukee County Transit bus routes.

Campus Locations
Located in downtown Milwaukee. It occupies a 100,000 square foot modern adult education and conference facility on the sixth and seventh floors of the Plankinton Building at 161 West Wisconsin Avenue. The UWM campus is located between the Locust Street and Capitol Drive exits east of I-43.

Mail List Requests
To update your name and address, remove your name from our mailing list or eliminate duplicate mailings, you can contact us in one of the following ways:

Online
sce-keepmeposted.uwm.edu

Phone
8a-5p (Central) M-F
414-227-3200 – Direct
800-222-3623 – Toll Free
Please refer to your name and address exactly as they appear on the mailing label.

Email
scelists@uwm.edu

Special Needs
Please advise us at the time of registration if you have special needs. Requests will be kept confidential. If requests are received less than four weeks prior to the program date, we may not be able to accommodate you.

Transcripts
You can request transcripts by calling our Customer Service Department at 414-227-3200 or 800-222-3623. You will be asked to provide your name and address.

Continuing Education Units
Participants may earn Continuing Education Units (CEUs) by attending many of the programs listed in this catalog. CEUs are a means of recognizing and recording satisfactory participation in nondegree programs.

One CEU is awarded for each ten contact hours (or equivalent) in an organized continuing education experience. All CEUs earned through the University of Wisconsin-Milwaukee School of Continuing Education noncredit programs become a part of your permanent record.

CEUs are earned in Social and Human Services programs.

HRCIs are earned in Labor Relations programs.

PDUs are earned in Project Management programs.

Equal Opportunity
UWM provides equal opportunities in programming under Title IX.

Every effort has been made to ensure the accuracy of the information presented in this catalog. However, all courses, instructor designations, locations and fees are subject to change without notice.

No Wisconsin tax dollars were used in the printing of this publication.

*10% discount (P. 25) excludes extended travel, College for Kids/Teens and Trauma programs.
# How to Enroll

Enrolling for School of Continuing Education courses is quick and easy! Select the option most convenient for you.

**Online**

sce-registration.uwm.edu

**Phone**

8a-5p (Central) M-F  
414-227-3200 – Direct  
800-222-3623 – Toll Free

**Fax**

414-227-3146 – Direct  
800-399-4896 – Toll Free

---

**Noncredit Registration Form - Please Print**

Photocopy this form for multiple person registrations.  
☐ I cannot attend, but please keep me on your mailing list.

<table>
<thead>
<tr>
<th>First Name</th>
<th>MI</th>
<th>Last</th>
<th>Business Title</th>
<th>Program No.</th>
<th>Program Title</th>
<th>Beginning Date</th>
<th>Fee</th>
</tr>
</thead>
</table>

Please enter the keycode located to the left of the name on the mailing panel.

<table>
<thead>
<tr>
<th>KEYCODE:</th>
<th>MESSAGE CODE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>FB-22-10-C</td>
<td></td>
</tr>
</tbody>
</table>

Subtotal $__________  
Less Gift Certificate or discount amount (if applicable*) $__________  
Total $__________  

*Gift Certificate #: ________________________

Bill to information (if different than above)  
☐ Same as address of orderer  
☐ Other

<table>
<thead>
<tr>
<th>Address</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
</tr>
</thead>
</table>

| Daytime Phone | | | |
| Evening Phone | | | |

| Email Address | | | |

---

**Program Cancellations/Refunds**

A full refund is issued to program participants if the School of Continuing Education cancels a program for any reason. Unless otherwise stated, the School also issues a full refund when a program cancellation notice is received from a participant at least five business days before the start of the program. The full program fee is charged when enrollment has not been cancelled five business days prior to the first session, however this fee may be applied to another enrollment within the next 12 months.

**Become A Fan**

Find us on Facebook  
companies.to/uwmcontinuinged

---

**Method of Payment**

Most classes require full payment at the time of registration.

☐ Check enclosed. (Make payable to UW–Milwaukee.)  
☐ Bill my organization  
☐ VISA  
☐ MasterCard  
☐ American Express

<table>
<thead>
<tr>
<th>Cr. Cd. No.</th>
<th>Expiration Date</th>
<th>Cardholder’s Name</th>
<th>3 Digit Security Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address on credit card statement is:</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Same as address of orderer (X)</td>
</tr>
<tr>
<td>☐ Other</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>City</th>
<th>State</th>
<th>Zip</th>
</tr>
</thead>
</table>

Have a registration question? 800-222-3623  
If you need special accommodations, please advise us when registering. Requests will be kept confidential.

<table>
<thead>
<tr>
<th>Office use only: Order #</th>
<th>Initials</th>
<th>Date</th>
</tr>
</thead>
</table>

In Partnership with UW-Extension
College for Kids & College for Teens

Celebrating 30 years of fun, friends and learning

College for Kids continues to provide local youth with an exceptional summer learning experience. Students, K5-8th grade, participate in hands-on educational programs ranging from art to astronomy. And teens join in the fun, too! College for Teens offers exciting enrichment programs for students in grades 9-12.

Give your kids an academic edge – see a complete list of programs on pages 26-31.

New this Summer!

Family University

Families that learn together, grow together

Join us for the first ever Family University! During this two-day camp, your entire family learns together and makes memories to last a lifetime. All family arrangements are welcome.

SUMMER 2010 – Continuing Education for Professional Development and Personal Growth