

CONSTRUCTION CONTINUING EDUCATION SERIES

Essential for all persons in the building trades from salespeople to rough carpenters to painters, each person attending will take away new, applicable knowledge about their role in the construction process. *These courses have been approved by the State of Wisconsin for continuing education as indicated.*

A Guide to Quickbooks Construction - \$50 (62 & over \$36.35) per person.

Explore the features of QuickBooks specifically useful for contractors. Topics include creating estimates, running job cost reports, tracking time, producing statements & invoices, & using the sales tax and payroll features. Staying organized helps you make better decisions and saves you time and money at tax time. Approved by State of WI for 3 hours of credit for Dwelling Contractor Qualifier.

CRN: 31040; Saturday, February 1, 2020
9:00 a.m. - 12:00 Noon
West Bend Campus, T-105

or

CRN: 31041; Saturday, February 8, 2020
9:00 a.m. - 12:00 Noon
Fond du Lac Campus, O-107

A "Think Safe" Jobsite - \$50 (62 & over \$36.35) per person.

This course is designed for all employees in the construction workforce from office staff to field workers. It is intended to make each attendee an active part of a safety culture on all job sites from large to small. Upon completion of this course, you will be able to enact safe practices on the jobsite, cut costs, reduce injury, and eliminate worry. Approved for 4 hours of credit.

CRN: 31043; Monday, February 3, 2020
5:30 p.m. – 9:30 p.m.
West Bend Campus, S-111

Personality Matters: Better Communication - \$50 (62 & over \$36.35) per person.

Expert communication between construction professionals and others on the job site is essential for successful project completion. Construction tradespeople interact with onsite supervisors and project managers, as well as, expeditors, bookkeepers, and designers, to name a few. Successfully communicating with others requires clear and efficient communication tailored to the needs of all those involved. Learn how personality impacts the construction process. Approved by State of WI for 4 hours of credit for Dwelling Contractor Qualifier.

CRN: 31042; Monday, February 17, 2020
5:30 p.m. – 9:30 p.m.
West Bend Campus, S-111

Construction Blueprint Reading - \$99 (62 & over \$71.70) per person.

Introduces the skills required to read and interpret building trade-related blueprints. Incorporates sketching, interpretation of symbols and line identification. Provides experience in reading plans in both residential and light commercial construction, as well as interpreting specification.

CRN: 31468 Tues & Wed, February 4-5, 2020
4:30 p.m. – 8:30 p.m.
West Bend Campus, S-111

CRN: 31051; Mondays, Feb. 24-Mar. 2, 2020
5:30 p.m. - 9:30 p.m.
West Bend Campus, S-111

Civility and Communications - \$50 (62 & over \$36.35) per person.

This course seeks to promote civility and equality at the work site. Students will learn about the impact of stress, aggression, violence, and incivility on themselves and other workers. Awareness of non-traditional populations on the jobsite, proper management of personnel, well-being, and enhanced productive communication among stakeholders will be discussed. Approved by State of WI for 4 hours of credit for Dwelling Contractor Qualifier.

CRN: 31469; Wednesday, February 26, 2020
4:30 p.m. – 8:30 p.m.
West Bend Campus, S-111

CRN: 31052; Monday, March 9, 2020
5:30 p.m. - 9:30 p.m.
West Bend Campus, S-111

Register Now!
Call 1-800-472-4554

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