

## **IN THE OFFICE**

### **AUTOCAD 2009**

**January 5 & 6, 9:00 AM - 3:00 PM**

**Brockmann Center, Room 201**

This hands-on course covers the basic AutoCAD® commands necessary to create, edit and plot a drawing. Fundamental concepts of creating, editing, dimensioning, viewing, managing and plotting two-dimensional drawings with AutoCAD 2009 will be covered. Instructor is Krista Milligan, Drafting Instructor, MSU-Northern. Registration fee is \$110, which includes two lunches; after December 29 the fee is \$125. Renewal units are available. **Class is limited to 20 participants.**

### **PERSONAL COMPUTER RISK PREVENTION**

**January 5, 6:00 PM - 9:00 PM**

**Brockmann Center, Room 213**

Everyday computer use on the internet is accompanied by risk of losing your property and/or identity. Learn what these risks are as well as the methods used for prevention. Leave confident knowing that you may use the internet as a tool or for entertainment safely when all measures are in place. Topics will include viruses, firewalls, spyware, phishing e-mails, and ads. Instructor is Andy Morris, Computer Support Specialist, MSU-Northern. Registration fee is \$20; after December 29 the fee is \$25. Renewal units are available. **Class is limited to 25 participants.**

### **RETIREMENT PLANS FOR BUSINESS AND THEIR OWNERS**

**January 5, 7:00 PM - 8:00 PM**

**Brockmann Center, Room 204**

The class will help business owners understand the various retirement plan options available to them and their employees. This class will help a business who is currently thinking about offering a retirement plan with the decision, or one who already has a plan and is wondering if it is the best plan for them. Instructor is Jacob Lorang, Financial Consultant, D.A. Davidson & Co. Registration fee is \$5; after December 29 the fee is \$10.

### **DIGITAL VIDEO EDITING**

**January 6, 6:00 PM - 9:00 PM**

**Brockmann Center, Room 212**

If you have ever wanted to know how to put your home movies or photographs on to a DVD, then this is the class for you! In this class, you learn how to capture video and photos into your computer. You will learn how to edit that video, add music, narration, and transitions. Pinnacle Studio software will be used. Instructor is Rob Everingham, Videographer, Beartooth NBC. Registration fee is \$20; after December 29 the fee is \$25. **Class is limited to 12 participants.**

### **INTRODUCTION TO WINDOWS SHAREPOINT SERVICE FOR SMALL BUSINESSES**

**January 6, 6:00 PM - 9:00 PM**

**Brockmann Center, Room 213**

Good communication is key to productivity. Windows SharePoint Service (WSS) provides centralization linking documents, calendars, lists, wikis, contacts, and more for shared access between team members while maintaining a high level of security. Do you have field agents abroad or frequent out of town meetings? No problem. SharePoint Services is hosted on a web server allowing you access from home or out of town as if you were in your office. Are you worried about web designing? Only a limited understanding is required to start your business using WSS. Come find out what this flexible solution can do for your business infrastructure. Instructor is Andy Morris, Computer Support Specialist, MSU-Northern. Registration fee is \$20; after December 29 the fee is \$25. Renewal units are available. **Class is limited to 25 participants.**

## **CASH MANAGEMENT FOR FARMERS & RANCHERS**

**January 6, 7:00 PM - 8:00 PM**

**Brockmann Center, Room 105**

The purpose of the class is to show producers strategies to invest large short term cash positions in order to maximize their returns and maintain the liquidity and safety that they need. This course will take into consideration the producer's need for liquidity and safety in helping choose what option is best for them. Instructor is Jacob Lorang, Financial Consultant, D.A. Davidson & Co. Registration fee is \$5; after December 29 the fee is \$10.

## **GEARING UP FOR RETIREMENT**

**January 7, 7:00 PM - 8:30 PM**

**Brockmann Center, Room 105**

An interactive class aimed at helping individuals who have a retirement plan through their work with the sometimes daunting decision of how to invest their money within that plan. This class is specifically designed for those nearing, or already in retirement and is aimed at making sure that retirees are not taking unnecessary risks and are maximizing their retirement dollars in a prudent manner. This course will help to show retirees what is an acceptable amount of income to expect from their investments. Instructor is Jacob Lorang, Financial Consultant, D.A. Davidson & Co. Registration fee is \$5; after December 29 the fee is \$10.

## **ACCESS**

**January 8, 9:00 AM - 12:00 PM**

**Brockmann Center, Room 213**

This workshop is designed for those interested in learning the fundamentals of a database. Participants will build a relational database and will learn to input data, link data, run queries, build calculations for data, run reports, and do mailing labels from the database. Instructor is Mary Verploegen, Assistant Professor of Computer Information Systems, MSU-Northern. Registration fee is \$20; after December 29 the fee is \$25. Renewal units are available.

## **EXCEL - SPREADSHEETS**

**January 8, 1:00 PM - 4:00 PM**

**Brockmann Center, Room 213**

Participants will learn the basic operations and functions of a windows based spreadsheet program with an identification of what a spreadsheet is and its basic capabilities. Learn to create a basic spreadsheet, format it to meet your printing needs, use formulas and functions, and simplify tasks through the use of a spreadsheet. Participants will be using Office 2007, but if you have an older or different version at home the capabilities and concepts are the same. Participants must be familiar with Microsoft Windows. Instructor is Mary Verploegen, Assistant Professor of Computer Information Systems, MSU-Northern. Registration fee is \$20; after December 29 the fee is \$25. Renewal units are available.

## **REALTORS UPDATE**

**January 8, 8:00 AM - 5:00 PM**

**January 9, 8:00 AM - 12:00 PM**

**MSU-Northern Student Union Building**

A variety of classes will be offered during this one and a half day program; attendees will receive twelve continuing education credits if participants attend all sessions. Sessions will include:

### **Healthy Homes**

As you market a home there are many environmental concerns, many of them you cannot see. During this four hour session participants will learn about: water quality and how to test; septic systems; and indoor air quality. Air quality subjects include: radon; asbestos containing materials;

moisture and molds; and household chemical sources. The discussion will include testing, interpretation and mitigation. The instructor is Mike Vogel.

## **RESPA**

Protect your business and your clients. Learn the “new” up-to-date information regarding recent HUD rules for mortgages, including three page forms for HUD-1 Closing Statements and Good Faith Estimates (within 10%), as well as focus on mandatory REALTOR/Lender disclosures. Know the cans and cannots of RESPA 2009, then moving into impending legislation and enforcement action by January 2010. Instructor is Cal Scott.

## **Agency**

Relationships in real estate are changing. Be up to date regarding agency disclosure to potential clients, dual agency, impending change and compliance. Discuss when to disclose agency relationship(s), who signs forms and what form to use. What are Buyer’s and Seller’s remedies? More about adverse material facts and other disclosures. Instructor is Cal Scott.

## **Bringing Mediation Home**

Mediation works. Learn how to get your angry customers and fellow Realtors to work with you and not against you. Maintaining good relations with clients, brings you repeat business. Help Realtors keep their commissions and have mediation instead of litigation. Instructor is Cindy Lanier. Registration fee is \$110, which includes one lunch; after December 29 the fee will be \$125.

## **SO NOW YOU ARE A REALTOR BROKER OWNER/SUPERVISING BROKER**

**January 9, 1:00 PM - 5:00 PM**

### **MSU-Northern, Student Union Building**

What do you do? What is your responsibility to the sales associates? Is your office a dual agent office, in house designation or what? You are responsible for your sales agents actions. How are you protected? Are they protected? How is the public protected? This class will answer these questions and so many more. This course will meet the requirements for broker supervisor endorsement. Instructor is Cindy Lanier. This session has been approved for four Real Estate Continuing Education Credits. Registration fee is \$50; after December 29 the fee is \$55.

## **BASIC WINDOWS INSTALLATION**

**January 9, 8:00 AM - 5:00 PM**

### **Brockmann Center, Room 213**

Learn the how-to behind installing Windows XP and Vista. By the end of your time, you will have installed Windows three times three different ways, learned where to download and how to install device drivers, and best practices for patching Windows in a home or business environment. This is a learn by experience course where you don’t have to worry about making mistakes. Instructor is Andy Morris, Computer Support Specialist, MSU-Northern. Registration fee is \$50, which includes one lunch; after December 29 the fee is \$65. Renewal units are available. **Class is limited to 15 participants.**