



# Transform U with UW-Green Bay!

Continuing Education  
Programming for Professional  
Development, Certification  
and Summer Camps in  
**Manitowoc** and **Sheboygan**



UNIVERSITY of WISCONSIN  
**GREEN BAY**

[www.uwgb.edu/profed](http://www.uwgb.edu/profed)

# Welcome to UW-Green Bay

# Manitowoc Campus

## Summer 2019 Courses, Trainings, Camps and More!

The University of Wisconsin-Green Bay campuses in Manitowoc and Sheboygan are proud to offer professional development and community engagement opportunities for residents of Sheboygan and Manitowoc Counties. Let UW-Green Bay help you remain at the top of your game through professional development opportunities as well as trainings and conferences to help you grow in your career. Don't forget to check out opportunities for the younger county residents through various summer camps and activities!

### Questions about a program offering or have an idea for a course?

Contact Melissa Schleicher,  
Program Specialist, at  
[schleicm@uwgb.edu](mailto:schleicm@uwgb.edu) or  
920-663-7337.

Register online at  
[www.uwgb.edu/profed](http://www.uwgb.edu/profed) or  
call 920-465-2642.

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## Continuing Education Offerings

### The Art of Public Speaking

Registration Fee: \$69

Tuesdays and Thursdays; June 18, 20, 25, 27, 2019

12-1 p.m.

UW-Green Bay, Manitowoc Campus; Founders Hall, Room F225

Effective and engaging communication is a key component of professional success. In this four-hour interactive workshop, you will learn and practice strategies for creating engaging presentations. We will also develop and practice public speaking and listening skills for varied professional situations. In addition, you will learn how to avoid bias and effectively interact with diverse audiences. (Note: Attendees are encouraged to bring a lunch, as the campus cafeteria will not be open.)

### Instructor:

**Jessica Van Slooten, Ph.D.**, is an associate professor of Humanities, English, Composition and Women's and Gender Studies at the UW-Green Bay, Manitowoc Campus. She teaches a variety of writing and literature courses on campus and uses evidence-based strategies to enhance student learning. Jessica has completed several research projects based on student learning and effective teaching practices.



## English as a Second Language (ESL) 1

Registration Fee: \$99

Monday-Thursday, June 17-20, 2019  
9-11 a.m.

or

Monday-Thursday, June 24-27, 2019  
6-8 p.m.

UW-Green Bay, Manitowoc Campus;  
Founders Hall, Room F170

This 16-hour course is a beginner-level introduction to reading, writing, listening and speaking English in academic and work environments. This course will provide the foundational skills needed to begin successful communication in English in professional, educational or employment scenarios.

### Instructor:

**Mary Kate Newberry** earned a bachelor's degree in English with a minor in Spanish from Cornerstone University and a master's degree in Secondary Curriculum and Instruction with an emphasis in TESOL (Teaching English to Speakers of Other Languages) from the University of South Florida. Mary Kate taught Spanish and ESL courses in St. Petersburg, Florida for 14 years and is now teaching Spanish at Roncalli High School during the academic year.

## English as a Second Language (ESL) 2

Registration Fee: \$99

Mondays and Wednesdays; July 8-31, 2019  
9-11 a.m.

or

Mondays and Wednesdays; July 8-31, 2019  
6-8 p.m.

UW-Green Bay, Manitowoc Campus;  
Founders Hall, Room F170

This 16-hour course is a low to intermediate level course designed to expand core vocabulary by studying words and grammatical structures commonly used in conversation, reading and writing in an academic or work environment. Students will participate in a variety of activities including lectures, in-class reading and writing exercises, weekly homework and quizzes and group work.

### Instructor:

**Mary Kate Newberry** earned a bachelor's degree in English with a minor in Spanish from Cornerstone University and a master's degree in Secondary Curriculum and Instruction with an emphasis in TESOL (Teaching English to Speakers of Other Languages) from the University of South Florida. Mary Kate taught Spanish and ESL courses in St. Petersburg, Florida for 14 years and is now teaching Spanish at Roncalli High School during the academic year.

## Professional Development

### Certified Nursing Assistant (CNA)

Certified Nursing Assistants play an important role as members of the comprehensive healthcare team in a variety of medical settings. CNAs are employed in hospitals, long-term care facilities, nursing homes, hospices, community care facilities and as home health aides in patients' homes. In addition to receiving technical skills, students will learn additional concepts necessary to provide excellent person-centered care.

UW-Green Bay's CNA program includes a combination of lectures, laboratory practices and supervised clinical work at a medical care facility. This program is recognized and approved by the Wisconsin Department of Health Services. Upon successful completion of the program, the student is eligible to take the Wisconsin Nursing Assistant Competency Examination.



Program  
Coming Soon to  
Manitowoc and  
Sheboygan!



### Personalized Trainings

Training for your employees' needs—  
onsite and on your schedule

Let us build a training and development program to meet your needs, at your location. Courses available in Leadership, Team Building, Conflict Resolution, Customer Service, Computer Skills, Communication and more! Contact Melissa today at **920-663-7337** or **[schleicm@uwgb.edu](mailto:schleicm@uwgb.edu)** to start building an educational plan that meets your organization's needs.

# Online Certificate and Degree Programs

## Online Certificate Programs

Earn a UW-Green Bay certificate or pursue a bachelor's or master's degree—all offered completely online—to launch a new career or to advance in your current one!



### Emergency Management, Planning and Administration

Problems facing today's emergency management professionals are complex and multifaceted. The next generation of emergency response professionals will require high levels of competency in operational expertise, academic credentials, response protocols, critical analysis skills, policy and strategic planning.



### Supervisory Leadership

Start your journey toward your Supervisory Leadership Certificate by attending the Core Workshop (Supervisory Leadership 101) and choosing ten days of one- or two-day electives within three years. Elective topics include building teams, resolving conflict, improving efficiency, managing diversity, maximizing performance, managing projects and many more.

## Online Degree Programs

In addition to certificate programs, students can pursue a bachelor's or master's degree online!



- Health Information Management and Technology (B.S.)
- Organizational Leadership (B.A. or B.A.S.)
- Sustainable Management (M.S.)
- Data Science (M.S.)
- Health and Wellness Management (M.S.)

For more information about online degree programs, visit [www.uwgb.edu/online](http://www.uwgb.edu/online).

# Camps and Conferences

## Watershed Ambassador Camp

Registration Fee: \$75

Wednesday-Thursday, August 14-15, 2019; 9 a.m.-4 p.m.

Friday, August 16, 2019; 9 a.m.-5 p.m.

Wisconsin Maritime Museum; 75 Maritime Drive; Manitowoc

This camp will focus on all things water! Field trips include the Collins Marsh, Woodland Dunes, Blue Rail Beach and Manitowoc Wastewater Utilities. Campers will experience kayaking, fish dissection, invasive species examination, swimming and will end the week with a fish fry! Learn more about the Wisconsin Maritime Museum at [www.wisconsinmaritime.org](http://www.wisconsinmaritime.org).

This camp experience is made possible through a generous grant from the Lakeshore Natural Resource Partnership, Inc.

### Need financial assistance to attend?

Limited scholarship funding is available for qualifying students.

Contact Abbi at [adiatz@wisconsinmaritime.org](mailto:adiatz@wisconsinmaritime.org) for more info!

For campers  
entering  
grades 5-8

## UW-Green Bay, Manitowoc Campus Basketball Camp

Registration Fee: \$199

Tuesday-Thursday, July 30-Aug. 1, 2019

9 a.m.-4 p.m.

UW-Green Bay, Manitowoc Campus;  
Campus Gymnasium

This camp focuses on developing basketball fundamentals through drills and competitive games, emphasizing proper shooting, dribbling, passing skills, rebounding and defensive techniques. Team competition includes 3-on-3 and 5-on-5 play. (Note: Registration Fee includes camp t-shirt and lunches.)

For campers  
entering  
grades 5-8



### Instructor:

**Coach Chuck Nelson** is a Manitowoc Lincoln graduate and a high school special education teacher in Random Lake, Wisconsin. Having coached at every level from elementary to college, Coach Nelson is passionate about the game and enjoys teaching players of all levels more about the greatest sport ever invented—basketball! UW-Green Bay, Manitowoc Campus men's basketball players will join Coach Nelson in instructing and coaching the campers.



# Sheboygan Campus

## Social Media Strategies Summit

Registration Fee: \$119

Wednesday, August 21, 2019

8 a.m.-4 p.m.

Holiday Inn Manitowoc; 4601 Calumet Avenue; Manitowoc

Attend the first Social Media Strategies Summit hosted by the UW-Green Bay Continuing Education Department! Learn best practices in social media marketing from some of the area's best!

Speakers include **Dr. Phil Clampitt**, Blair Endowed Chair of Communication at UW-Green Bay and **Lisa Cruz**, President of Red Shoes PR! Topics include: crisis communication, social media strategic planning, brand creation/awareness and advertising through social media.

Learn best practices from some of the area's best!



## Continuing Education Offerings

### Resumes and Cover Letters: Update or Start Fresh

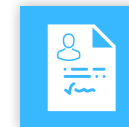
Registration Fee: \$59

Tuesdays; June 4 and 11, 2019

6-8 p.m.

UW-Green Bay, Sheboygan Campus; Learning Resources Building, Room 5001

This course focuses on drafting and revising two documents that can open up professional opportunities for you. Through in-class exercises, independent work and hands-on workshops, you will create or update cover letters and resumes for real-world jobs. This course will look at trends in employment and how to write employment documents designed to make positive first impressions. (Note: This class builds on basic skills with Microsoft Word.)



#### Instructor:

**Melissa Olson-Petrie** is a Senior Lecturer at UW-Green Bay, Sheboygan Campus. She earned her MFA from Arizona State University and teaches critical reading and writing courses.

### PowerPoint Presentations Unboxed

Registration Fee: \$35

Tuesday, July 16, 2019

6-8 p.m.

UW-Green Bay, Sheboygan Campus; Learning Resources Building, Room 5001

PowerPoint slide shows can bring out the best and worst in workplace communication. This hands-on class focuses on structuring the content of presentations, drafting slides, selecting images and getting your message across clearly. The class may challenge some commonly held beliefs about PowerPoint. You will examine best and worst practices to help you focus on what works. (Note: This class builds on basic skills with PowerPoint or other presentation software programs.)



#### Instructor:

**Melissa Olson-Petrie** is a Senior Lecturer at UW-Green Bay, Sheboygan Campus. She earned her MFA from Arizona State University and teaches critical reading and writing courses.

## Business Correspondence: The “You” Attitude in Memos, Letters and Emails

Registration Fee: \$59

Tuesdays; June 18 and 25, 2019

6-8 p.m.

UW-Green Bay, Sheboygan Campus;  
Learning Resources Building, Room 5001

In the work world, how your writing comes across on paper or computer screens can have far-reaching consequences. Learn ways to assess the information needs of your recipients to communicate more effectively. Through in-class exercises and hands-on work, you'll assess and draft common types of memos, letters and email communication to explore the influences of tone, word choices and more. (Note: This class builds on basic skills with Microsoft Word.)

### Instructor:

**Melissa Olson-Petrie** is a Senior Lecturer at UW-Green Bay, Sheboygan Campus. She earned her MFA from Arizona State University and teaches critical reading and writing courses.

## Microsoft Excel – Beginner

Registration Fee; \$69

Wednesdays; June 5 and 12, 2019

6-8 p.m.

UW-Green Bay, Sheboygan Campus;  
Learning Resources Building, Room 5001

This course is ideal for people new to Excel who need to produce reports, budgets, lists and other spreadsheets. You will learn to create, modify, format and print Excel worksheets and workbooks.



### Instructor:

**Gary Johnson** is a Senior Lecturer in the Cofrin School of Business at the UW-Green Bay, Sheboygan Campus. Johnson received his MBA from UW-Whitewater. He has taught courses in business, accounting and computer applications since 2005.

## Microsoft Excel – Intermediate

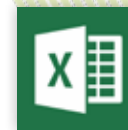
Registration Fee: \$69

Wednesdays; June 19 and 26, 2019

6-8 p.m.

UW-Green Bay, Sheboygan Campus;  
Learning Resources Building, Room 5001

Learn how to create informative, eye-catching charts and graphs and to master charting, PivotTables, Slicers, Sparklines and other advanced features of Microsoft Excel 2016. Harness the power of Excel's data analysis tools and AutoFilter commands, and see how easy it is to create macros that eliminate repetitive tasks. Set yourself apart from the casual Excel user by adding VLOOKUP, INDEX, MATCH and Excel's other timesaving functions to your repertoire.



### Instructor:

**Gary Johnson** is a Senior Lecturer in the Cofrin School of Business at the UW-Green Bay, Sheboygan Campus. Johnson received his MBA from UW-Whitewater. He has taught courses in business, accounting and computer applications since 2005.

## Microsoft Excel – Advanced

Registration Fee: \$69

Wednesdays; July 10 and 17, 2019

6-8 p.m.

UW-Green Bay, Sheboygan Campus;  
Learning Resources Building, Room 5001

In this practical and information-packed course, you will learn to maximize Excel's functions and capabilities. Most organizations rely heavily on Excel to consolidate, analyze and report financial information. By learning these advanced techniques, you will become more valuable to your organization. Learn how to work with the additional analysis tools provided by Excel add-ins and become skilled in using validation to protect the integrity of your worksheets from less-experienced users. Impress your coworkers by learning how to add functional and eye-catching custom controls to any worksheet and how to use scenarios and data tables to quickly perform “what-if” data analyses.

### Instructor:

**Gary Johnson** is a Senior Lecturer in the Cofrin School of Business at the UW-Green Bay, Sheboygan Campus. Johnson received his MBA from UW-Whitewater. He has taught courses in business, accounting and computer applications since 2005.



## Bookkeeping

Registration Fee: \$149

Tuesdays and Thursdays; June 11, 13, 18, 20, 2019  
5:30-8 p.m.

or

Tuesdays; July 23 and 30, 2019  
10 a.m.-4 p.m.

**UW-Green Bay, Sheboygan Campus;  
Main Building, Room 2223**

This course is for individuals and business owners with little to no accounting background who wish to learn the principles of double-entry bookkeeping. Topics include recording day-by-day business and financial transactions, as well as the basics of financial statements and general ledger management. The principles taught in this traditional bookkeeping course will be helpful to those planning to learn a computer bookkeeping program in the future, since these same principles operate “behind the scenes” in computer bookkeeping programs, such as QuickBooks.

### Instructor:

**Jamie L. Burkart** is an accomplished business owner with almost 25 years in the accounting field, serving companies through her work in accounting, taxes, financial statements, QuickBooks and business development. She has great knowledge of entrepreneurship through her business ventures and teaching courses as an adjunct instructor for three technical colleges. Jamie earned bachelor's degrees in accounting and management from Silver Lake College and is pursuing her MBA from the Jack Welch Management Institute through Strayer University. Jamie is the owner of Foenix Tax & Business Services, LLC and is an active member of several local chambers of commerce and business networking groups.

## Spanish for the Professions

Registration Fee: \$139

Tuesdays and Thursdays;  
July 16, 18, 23, 25, 30, Aug 1, 2019  
4-6 p.m.

**UW-Green Bay, Sheboygan Campus;  
Main Building, Room 1202**

This course is for professionals interested in improving their ability to communicate with Spanish speakers in the workplace, including customers, patients, clients and colleagues. Students will learn strategies for Spanish-language acquisition that will provide the tools needed to communicate more effectively and build proficiency. Special attention will be paid to cultural etiquette and workplace-specific vocabulary, as well as to pronunciation and basic sentence structure. The class will take a student-centered approach that will engage the learner in content relevant to their professional field, and is designed for students with some beginning-level knowledge of Spanish.

### Instructor:

**Leah Strobel, Ph.D.**, has been an instructor of Spanish language and culture within the UW System since 2013, after having earned her doctoral degree in Hispanic Languages and Literature from the University of Pittsburgh. Leah's passion for Latin America grew from a life-changing trip to Cuba as an undergraduate student. She then studied Spanish in Ecuador and traveled to Costa Rica, Puerto Rico, Argentina and Brazil, where she studied Portuguese.

## Building a Website for Your Small Business or Service

Registration Fee: \$139

Tuesdays, July 16-Aug 6, 2019  
5:30-7:30 p.m.

**UW-Green Bay, Sheboygan Campus;  
Acuity Technology Building,  
Room 1207**

Do you own a small business or professional service and need a website, but don't know how to start? Have you worked with a web professional and walked away confused about the terminology presented to you? If your answer to these questions is YES, this program is for you.

You will learn and understand such terms as hosting and domain names. You will also learn how to create a simple website using WordPress or WIX to further your understanding of this important technology and how you can use it to advance your business or profession.

### Instructor:

**Al Jante** has had an extensive career as a teacher and school administrator where he began his work in computer programming and instructional technology. Since 2005, Al has been developing websites for and consulting with local businesses and professionals in Sheboygan and Manitowoc Counties through his business, Creative Net Designs, LLC.

## Mindfulness Educator Series

Registration Fee: \$125

Tuesday-Thursday; August 6-8, 2019

9-11 a.m.

UW-Green Bay, Sheboygan Campus; Main Building, Room 2223

The Mental Health America (MHA) Mindful Educator Series is an engaging, interactive and comprehensive workshop. Created by a team of MHA Mindful Instructors, culminating various mindfulness educational backgrounds and certifications, the series encompasses different elements from their favorite evidence-based curricula. Workshop participants gain life-enhancing skills to develop their personal and professional mindfulness practices.

### Instructors:

Staff Members of Mental Health America in Sheboygan.

## Camps and Conferences

### Nursing Career Explorers Camp

Registration Fee: \$149

Tuesday-Wednesday; August 6-7, 2019

UW-Green Bay, Sheboygan Campus;  
Main Building, Wombat Room, Room 2114

Come explore different exciting career options in Nursing! Join us for two field trips to health care centers and hear from a panel of nurses working in a variety of settings. If you are interested in Nursing or other fields of healthcare and medical services, you will not want to miss this career exploration focused on Nursing!

For career  
explorers  
entering  
grades 5-8

# Travel Opportunities

### Lake Geneva Day Trip

Registration Fee: \$179

Includes transportation to and from Lake Geneva, lunch package, cruise ticket and ice cream social.

Wednesday, July 17, 2019

Spend the morning strolling the shops of Lake Geneva. Enjoy lunch at Sprecher's Restaurant & Pub before getting on the Lake Geneva Cruise and enjoying an ice cream sundae on board.

Transportation will depart Green Bay at 7:30 a.m., Manitowoc at 8:15 a.m., and Sheboygan at 8:45 a.m.

### Annie at the Fireside Theatre

Registration Fee: \$139

Includes transportation to and from the Fireside Theatre, Fort Atkinson, WI, lunch buffet and theatre ticket.

Thursday, August 1, 2019

Enjoy renowned playwright Thomas Meehan's comedic heartwarming musical tale, *Annie*, performed at the famed Fireside Theatre. Based on the popular Harold Gray comic strip, "Little Orphan Annie," the original Broadway production ran for nearly six years and has delighted audiences around the world for more than 40 years.

Transportation will depart Green Bay at 8:30 a.m., Manitowoc at 9:15 a.m., and Sheboygan at 9:45 a.m.

### Explore St. Louis!

Registration Fee: \$699

Includes bus transportation to and from St. Louis, lodging for three nights at the Westin St. Louis (daily breakfast included), admission to the Missouri Botanical Gardens, Riverfront Cruise admission, documentary movie and tram ride at the St. Louis Arch.

Tuesday-Friday; September 10-13, 2019

Come and explore St. Louis, Missouri with UW-Green Bay's Continuing Education Department! This four-day, three-night trip will cover all of St. Louis' major attractions. From the Arch, Saint Louis Zoo, Art Museum and the Anheuser Busch Clydesdales—you will see all that St. Louis has to offer!





Continuing Education and  
Community Engagement – CPE 2472  
University of Wisconsin-Green Bay  
2420 Nicolet Drive  
Green Bay, WI 54311-7001



## Lifelong Learning Institute

Learning for the fun of it!

The Lifelong Learning Institute (LLI) is a friendly member-led program offering non-credit educational enrichment programs to adults of all ages and all educational backgrounds. There are no educational prerequisites, no grades, no tests, no papers—just learning for the fun of it! Classes are offered on a wide variety of topics and in a variety of lengths and formats, including lectures, discussions, hands-on arts, crafts, cooking, technology classes and moderate exercise classes.

For a list of classes and membership questions, visit [www.uwgb.edu/lli](http://www.uwgb.edu/lli).



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