

For a complete listing of classes available, please visit our website at morainepark.edu and click on Programs & Courses.

Register by Phone:

920-924-3207 or 1-800-472-4554

Register In Person:

Stop by Student Services at one of our Campus* locations starred below.

Phone and In-Person

Registration Hours-Academic Year

Monday–Thursday 7:30 a.m.-6:30 p.m.

Friday 7:30 a.m. - 4:30 p.m.

Summer Hours

Monday–Thursday 7:30 a.m.-6:30 p.m.

Closed Fridays in June and July

Registrations requested at least one week prior to class.

***Prices may vary by location**

Locations

Beaver Dam Campus*

700 Gould Street

Beaver Dam, WI 53916-1994

Fond du Lac Campus*

235 North National Avenue

PO Box 1940

Fond du Lac, WI 54936-1940

West Bend Campus*

2151 North Main Street

West Bend, WI 53090-1598

Jackson Regional Center

N173 W21150 Northwest Passage Way

Jackson, WI 53037

Ripon Regional Center

850 Tiger Drive

Ripon, WI 54971-0313

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103-660 Windows 10 Overview Demo

2.5 Hrs. - \$26.20 (62 & over \$20.80)

Windows 10 combines the strengths of Windows 8 & Windows 7. It is easy to use, with lots of similarities to Windows 7 including the Start menu. It has more built-in security to help keep you safe & is designed to work with software & hardware you have. Demo only class.

20695 WBC M 09:00A-11:25A Tess 08/14-08/14

103-603 Using Craigslist

4 Hrs. - \$26.20 (62 & over \$20.80)

In this class, you will learn about selling and buying personal items on Craig's list for first time users. Must have email access. Bring a jump drive, digital camera and item to sell. Please bring your log-in information and passwords to class.

21012 BDC T 05:00P-08:55P Kraft 08/15-08/15

103-694 Introduction to Internet Banking

3 Hrs. - \$26.20 (62 & over \$20.80)

An overview of internet banking. Learn to create a secure session from any location when accessing internet banking websites. We will step through an internet banking website menu, exploring options that enable you to access information on deposit account balances, investments, loans, account history, transfers and paying bills. Class meets in computer lab.

20815 FDC T 09:00A-11:55A Schmitz 08/15-08/15

20816 BDC T 09:00A-11:55A Schmitz 09/12-09/12

103-412 Computer Basics for Beginners Refresher

4 Hrs. - \$17.64 (62 & over \$4.60)

A refresher course on basic computer skills including common terminology, using the mouse and keyboard, starting programs, and understanding Microsoft Windows. Practice hands-on keyboarding and other skills including copy and paste functions; organizing your files; creating, opening, modifying, and deleting files or folders, and an introduction to cloud computing will also be included. Please bring your log-in information and passwords to class.

20696 WBC F 08:30A-12:25P Tess 08/18-08/18

103-689 iPad Refresher

3 Hrs. - \$26.20 (62 & over \$20.80)

Have you already taken Apple iPad I & Apple iPad II and you would like a refresher? This workshop is a great way to review & discover helpful tips and tricks for your iPad. Discover the many incredible things it can do. Bring your log-in information and passwords to class.

20698 FDC F 09:00A-11:55A Mielke 08/25-08/25



Classes Continued

103-453 Basic Microsoft Excel - 9 Hours Silver

9 Hrs. - \$37.34 (62 & over \$4.75)

Learn electronic spreadsheet software. Focus on planning and creating a spreadsheet and entering text, values, formulas and functions onto a worksheet. Create and edit charts, and sort and file data. Use drawing tool bar features. Each student is required to bring a jump drive to class. Silver classes are introductory classes that provide a basic understanding of the software application typically required for home use. Textbook recommended.

20699	FDC	F	08:30A-11:25A	TBD	08/25-09/08
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103-483 Computer Basics for Beginners 1

9 Hrs. - \$37.34 (62 & over \$4.75)

Learn how to turn on equipment; what to expect once it is on; and how to use a mouse, run software and give commands to the computer. Hands-on experience is emphasized. This beginning-level course introduces basic computer information. Each student is required to bring a jump drive to class. Textbook optional.

20702	BDC	R	09:00A-11:55A	Brueggemann	08/31-09/14
20933	FDC	MW	09:00A-11:55A	TBD	08/23-08/30
20708	WBC	MR	08:30A-11:25A	Tess	09/11-09/18

103-485 Computer Basics for Beginners 2

9 Hrs. - \$37.34 (62 & over \$4.75)

Learn how to create and save documents; bold, italicize and format documents; and work with files and folders on a computer. Hands-on experience is emphasized. Each student is required to bring a jump drive to class. Textbook optional.

20934	FDC	MW	09:00A-11:55A	TBD	09/06-09/13
20713	BDC	R	09:00A-11:55A	Brueggemann	09/21-10/05
20714	WBC	MR	08:30A-11:25A	Tess	09/21-09/28

103-695 Android Smartphone Basics

3 Hrs. - \$26.10 (62 & over \$20.70)

Get more out of your Android smartphone. Learn how to adjust settings, increase battery life, and use your mobile data efficiently. Learn how to download apps, movies, books, and more from the Google Play store. Bring your charged Android smartphone to class.

20712	JAC	T	05:30P-08:25P	Schroeder	09/19-09/19
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103-613 Apple iPad Basics II

3 Hrs. - \$26.20 (62 & over \$20.80)

Boost the usage of your iPad by expanding on the information you learned in the Apple iPad Basics course. This class is a continuation of the first course and will take you deeper into the iPad while reinforcing the things you have had a chance to practice. Bring your iPad to class. Please bring your log-in information and passwords to class.

20874	WBC	R	05:30P-08:25P	Ferrer-Herrera	09/28-09/28
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103-697 Android Tablet Basics

3 Hrs. - \$26.20 (62 & over \$20.80)

Explore the basic functions of the Android tablet. Become familiar with the controls, settings and downloading app features of your Android tablet. Bring a fully charged Android tablet to class. Please bring your log-in information and passwords to class.

21014	FDC	W	09:00A-11:55A	Kraft	09/06-09/06
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103-446 Complete Professional MS Excel Series

18 Hrs. - \$379.00 (62 & over \$320.34)

This class includes MS Excel Level 1, Level 2, and Level 3 Professional Series for a total of 18 hours. Materials included.

21068	FDC	R	06:00P-08:55P	Fischer	09/07-10/12
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103-448 Microsoft Excel Level 1 Professional Series

6 Hrs. - \$139.00 (62 & over \$119.45)

Covers beginning-level skills and is ideal for the newer computer user who wants to become well versed in Excel. Topics introduced include the Ribbon interface: entering and editing data; selecting cells and ranges; printing worksheets; creating formulas and functions, formatting cell contents; inserting and deleting columns, rows, and cells; charts; and more. After completing this course, students can successfully face the challenges presented in Microsoft Excel. Materials included.

21069	FDC	R	06:00P-08:55P	Fischer	09/07-09/14
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103-698 Android Tablet II

3 Hrs. - \$26.20 (62 & over \$20.80)

This course will help you get the most out of your Android tablet by expanding the information you learned in the basics class. Learn more about pre-installed apps, data management, camera, contacts, email and more. Bring a fully charged Android tablet to class. Please bring your log-in information and passwords to class.

21016	FDC	W	09:00A-11:55A	Kraft	09/13-09/13
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Many more classes available!

Search our offerings at <http://www.morainepark.edu/programs-and-courses/class-schedule/>.

Interested in **Computer Basics Classes**? Search Keyword *Computer Basics*.