



For a complete listing of classes available, please visit our website at [morainepark.edu](http://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.**

**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

Moraine Park Technical College does not discriminate on the basis of race, color, national origin, sex, disability or age in employment, admissions or its programs or activities. The following person has been designated to handle inquiries regarding the college's nondiscrimination policies: Equal Opportunity Officer, Moraine Park Technical College, 235 North National Avenue, PO Box 1940, Fond du Lac, WI 54936-1940.



**102-625 Probate Avoidance**

2 Hrs. - \$15.35 (62 & over \$12.65)

After your death, your estate does not have to be subject to probate administration. With a little planning, it is possible to avoid probate so that property goes directly to your intended beneficiaries without court documents and fees. This presentation is an overview of probate avoidance techniques in Wisconsin and includes setting up payable on death and transfer on death designations on accounts, compelling legal reasons for creating revocable living trusts and transferring your home or other real estate to avoid probate without the cost of establishing a revocable trust.

20684	RIP	T	12:00P-01:55P	Liska	08/01-08/01
20703	BDC	R	06:00P-07:55P	Cupery	08/31-08/31

**102-624 How to be a Personal Representative/Executor**

2 Hrs. - \$15.35 (62 & over \$12.65)

Have you been named as an executor, personal representative or trustee of an estate for a relative or friend? Most people accept the appointment as both an honor and responsibility to those close to them, but rarely do they have an idea of what is in store for them. This presentation will provide an overview of the legal rights and responsibilities of an executor and explain the gathering of estate assets; paying the debts; distributing the funds to beneficiaries; and administration of an estate. Procedures and costs of probate, and discussion of formal versus informal probate administration, including discussion of court documents required, will be covered.

20690	BDC	R	06:00P-07:55P	Cupery	08/03-08/03
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**114-611 Understanding Medicare**

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

This course will assist you in gaining knowledge on managing health care expenses in retirement. We will cover topics such as when to sign up for Medicare, what Parts A, B, C, D cover, and how to plan for health care expenses during retirement. Anyone retiring or planning to retire should attend this informative workshop.

21086	RIP	T	05:30P-07:55P	Krueger	08/08-08/08
20828	WBC	R	06:00P-08:25P	Walschinski	09/07-09/07



# Classes Continued

## **102-626 Powers of Attorney - Why We Need Them and How to Act As One** 2 Hrs. - \$15.35 (62 & over \$12.65)

This presentation will address the importance of having a durable financial and health care power of attorney, how to use them, where to keep them as legal documents, and how to act as agent under a power of attorney document. Commonly asked questions related to powers of attorney will be addressed, including the difference between "springing" powers and "immediate" powers, incapacity and activation of documents, and where an agent's legal authority begins and ends.

20697	FDC	W	06:00P-07:55P	Endejan	08/23-08/23
20952	WBC	T	06:00P-07:55P	Melick	09/12-09/12

## **114-620 Plan Well Retire Well - Your Social Security Benefits** 2 Hrs. - \$15.35 (62 & over \$12.65)

Being well informed in making the decision on how and when to file for Social Security benefits could now be more critical than ever. The government is providing less support and information to applicants. Before you apply, you need to know what your options are so YOU can make the best decisions regarding your current and future financial needs.

20701	FDC	T	06:00P-07:55P	Sprader	08/29-08/29
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## **102-628 Help Protect Your Estate with Estate Planning** 2 Hrs. - \$15.35 (62 & over \$12.65)

Outlines the documents required in a sound estate plan, creating your own will, different kinds of wills, the importance of power of attorney documents, when to include Marital Property Agreements in a Wisconsin estate plan, and provisions that should be included in a will and in power of attorney documents (comparison of attorney-drafted versus statutory power of attorney form).

20704	FDC	W	06:00P-07:55P	Endejan	09/06-09/06
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## **101-408 QuickBooks Level 1** 12 Hrs. - \$95.00 (62 & over \$55.89)

This is a brief introductory course that covers the basic concepts of QuickBooks. It also reviews fundamental accounting concepts. The key lesson features you will learn are managing QuickBooks files, working with customer and vendor transactions, banking with QuickBooks, planning and creating a new company, and opening of balances and balance sheet reports. Textbook required.

20706	FDC	M	05:30P-08:25P	Didier	09/11-10/02
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## **101-401 QuickBooks Payroll** 6 Hrs. - \$55.00 (62 & over \$35.45)

As an employer, learn how to process employee payroll by properly setting up all employees' state and federal withholding including properly dealing with special situations such as wage garnishments. This class is designed to help familiarize you with the basic concepts of creating and distributing end of year W-2s, 1099 forms and quarterly reports. Textbook required.

21017	WBC	S	08:30A-03:25P	Kraft	09/16-09/16
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## **114-613 Investing for Women in or Near Retirement** 2 Hrs. - \$15.35 (62 & over \$12.65)

This course is designed for women who are in or near retirement who need a plan for income that will last throughout their retirement years. It offers real world strategies and methods that will take the confusion out of investing and empower women to invest wisely based on sound principles and safe practices. We will equip you with the knowledge and tools to take action on defining your goals and objectives, properly allocating your assets, and understanding characteristics unique to you.

21087	BDC	T	05:30P-07:25P	Krueger	09/19-09/19
21088	WBC	T	05:30P-07:25P	Krueger	10/03-10/03

## **114-614 Reverse Mortgage 101** 2 Hrs. - \$15.35 (62 & over \$12.65)

You have heard about Reverse Mortgages and seen the TV ads. Now come educate yourself on how the product really works. This class is for 62+ homeowners and adult children of senior homeowners. We will discuss qualification, eligible properties, product options, costs, the loan process, and how funds are received. If you have thought about accessing the equity in your home for any reason, come and have all your questions answered.

21154	RIP	W	04:00P-05:55P	Staples	09/27-09/27
21155	BDC	W	06:00P-07:55P	Staples	10/18-10/18

## **101-409 QuickBooks Level 2** 12 Hrs. - \$95.00 (62 & over \$55.89)

This course is a continuation of QuickBooks Level 1. Students are guided with step by step instructions covering advanced topics of QuickBooks: working with physical inventory, payroll and job costing, creating estimates and formatting options, working with balance sheets and customizing your QuickBooks file using reports and graphs. Textbook required.

20707	FDC	M	05:30P-08:25P	Didier	10/09-10/30
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## Many more classes available!

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