MORAINE PARK TECHNICAL COLLEGE

Personal Law and Finance

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.

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.

102-628 Help Protect Your Estate with Estate Planning
2 Hrs. - $15.25 (62 & over $12.58)
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).

30744	BDC	T	06:00P-07:55P	Cupery	05/10-05/10
10139	WBC	W	06:00P-07:55P	Melick	06/08-06/08
10176	RIP	R	12:00P-01:55P	Liska	06/30-06/30
10144	HRT	T	02:00P-03:55P	Melick	07/19-07/19

102-612 Planning for the Care of an Elderly Family Member
2 Hrs. - $15.20 (62 & over $12.52)
The cost of a nursing home in Wisconsin is over $10,000 a month. 70 percent of people who reach the age of 65 will spend time in a nursing home. This course will provide an overview of the types of care that are available for those over the age of 65 and will provide helpful information on how to fill out forms for Title XIX and how to maximize family wealth and minimize the amount needed to be spent on nursing home care.

30794	HUS	R	06:00P-07:55P	Melick	05/12-05/12
10140	WBC	W	06:00P-07:55P	Melick	06/15-06/15
10142	FDC	W	06:00P-07:55P	Melick	06/29-06/29

102-626 Powers of Attorney - Why We Need Them and How to Act As One
2 Hrs. - $15.20 (62 & over $12.52)
This presentation will address the importance of having a durable financial & health care power of attorney, how to use them, where to keep them as legal documents, & how to act as agent under a power of attorney document. Common questions related to powers of attorney will be addressed, including the difference between "springing" powers & "immediate" powers, incapacity & activation of documents, and where an agent's legal authority begins and ends.

10089	FDC	W	06:00P-07:55P	Endejan	06/01-06/01
10141	HRT	T	02:00P-03:55P	Melick	06/28-06/28

102-624 How to Be a Personal Representative/Executor 2 Hrs. - $15.20 (62 & over $12.52)

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 & 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 & responsibilities of an executor & explain the gathering of estate assets; paying the debts; distributing the funds to beneficiaries; & administration of an estate. Procedures & costs of probate, & discussion of formal versus informal probate administration, including discussion of court documents required, will be covered.

10175	RIP	R	04:00P-05:55P	Liska	06/02-06/02
10138	HRT	T	02:00P-03:55P	Melick	06/07-06/07

101-408 QuickBooks Level 1 12 Hrs. - $84.52+Books (62 & over $46.00+Books)

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.

10122	BDC	MW	06:00P-08:55P	Kraft	06/20-06/29

102-625 Probate Avoidance 2 Hrs. - $15.20 (62 & over $12.52)

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.

10143	HRT	T	02:00P-03:55P	Melick	07/05-07/05
10177	RIP	R	12:00P-01:55P	Liska	07/07-07/07

101-409 QuickBooks Level 2 12 Hrs. - $84.52+Books (62 & over $46.00+Books)

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.

10125	BDC	MW	06:00P-08:55P	Kraft	07/11-07/20

Many more classes available!

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