



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.



102-626 Powers of Attorney - Why We Need Them and How to Act As One

2 Hrs. - \$15.30 (62 & over \$12.60)

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.

10073	RIP	R	12:00P-01:55P	Liska	06/01-06/01
10179	HRT	T	02:00P-03:55P	Melick	06/27-06/27

114-613 NEW! Investing for Women in or Near Retirement

2 Hrs. - \$15.30 (62 & over \$12.60)

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.

10238	HRT	T	05:30P-07:25P	Krueger	06/06-06/06
10239	RIP	T	05:30P-07:25P	Krueger	07/25-07/25

102-624 How to be a Personal Representative/Executor

2 Hrs. - \$15.30 (62 & over \$12.60)

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.

10177	HRT	T	02:00P-03:55P	Melick	06/06-06/06
10086	RIP	R	12:00P-01:55P	Liska	06/29-06/29



Classes Continued

102-628 Help Protect Your Estate with Estate Planning

2 Hrs. - \$15.30 (62 & over \$12.60)

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).

10178	HRT	T	02:00P-03:55P	Melick	06/13-06/13
10093	RIP	R	12:00P-01:55P	Liska	07/13-07/13

101-408 QuickBooks Level 1

12 Hrs. - \$95.00+Books (62 & over \$55.89 +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.

10203	BDC	MW	05:30P-08:25P	Kraft	06/19-06/28
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114-620 Plan Well Retire Well - Your Social Security Benefits

2 Hrs. - \$15.30 (62 & over \$12.60)

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.

10123	HRT	W	01:00P-02:55P	Walchinski	06/28-06/28
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101-409 QuickBooks Level 2

12 Hrs. - \$95.00+Books (62 & over \$55.89 +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.

10206	BDC	MW	05:30P-08:25P	Kraft	07/10-07/19
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102-625 Probate Avoidance

2 Hrs. - \$15.30 (62 & over \$12.60)

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.

10180	HRT	T	02:00P-03:55P	Melick	07/11-07/11
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114-611 NEW! Understanding Medicare

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

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.

10124	HRT	W	01:00P-03:25P	Walschinski	07/12-07/12
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114-612 NEW! Retirement Income Planning

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

No matter when you plan to retire, getting a head start on income planning can impact your future. Keep your income flowing during your retirement years with an effective retirement income strategy. We will explore maximizing income, minimizing taxes, while having your money last through your lifetime and the lifetime of your spouse. If you are retired or thinking about retirement, you will not want to miss this workshop!

10125	HRT	W	01:00P-03:25P	Walschinski	07/19-07/19
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102-612 Planning for the Care of an Elderly Family Member

2 Hrs. - \$15.30 (62 & over \$12.60)

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.

10181	HRT	R	02:00P-03:55P	Melick	07/20-07/20
10182	RIP	R	12:00P-01:55P	Melick	07/27-07/27

Many more classes available!

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