Continuing Education

PROFESSIONAL DEVELOPMENT / PERSONAL ENRICHMENT

Follow your passion . . .
Imagine What’s Next.

Make a Promo Video 6
CBRF Series 14
Flipping Old/New Furniture 28
Understanding Medicare 36

FALL 2017
REGISTRATION NOW OPEN!
morainepark.edu/ce
Something just for you!

Whether you are looking to strengthen your workplace skills or are exploring a new activity for personal enrichment, Moraine Park Continuing Education is here to help. Our passionate instructors are teaching over 300 classes this fall in locations throughout the region. With classes in a variety of topics, there is bound to be something for you to enjoy!

Our new class schedule has been designed with you in mind. I hope you find it easy to use and filled with classes you can’t wait to attend. Want to share it with a friend? Find the electronic version at morainepark.edu/ce.

You will find over 40 new classes to choose from, along with many of your returning favorites. Look for opportunities on campus, in the community or online.

Call today to reserve your spot. And bring a friend!

I can’t wait to see you in class!

Jo Ann Hall
Dean of Economic and Workforce Development

New Classes include:
Intro to home networking, gas metal arc welding, DIY signs, multimedia art, papermaking upcycling, authentic French crepes, peaceful warrior, wellness way approach to inflammation, reverse mortgage, and many more!

Registration is now open! Call or visit one of our campuses today.

morainepark.edu/ce
### Professional Development

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### Personal Enrichment

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communityed@morainepark.edu / 920 924 3207

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FALL 2017 CONTENTS
COMMUNICATION

Professional Development

Business Writing

A to Z Grantwriting [ONL]
Learn how to research and develop relationships with potential funding sources, organize grantwriting campaigns, and prepare proposals.

Online: Classes starting monthly $99
Register at ed2go.com/mptc — search class title

Grant Writing 101
Know the basics about grant writing from the preplanning steps to identifying and selecting opportunities. Understand the process, format, content, and submission guidelines you need to be aware of. This foundational grant writing course will get you started in the grant writing world!

196-428 / 3 hrs $69 (62+ $55.96)
21220 W 9:00a–11:55a Oct 18 FDC

Nonprofit Fundraising Essentials [ONL]
Learn the basics of fundraising for nonprofit organizations, from annual and special fund drives to more advanced projects involving corporate and foundation relations, major gifts, and planned giving.

Online: Classes starting monthly $99
Register at ed2go.com/mptc — search class title

Writing Essentials [ONL]
Master the essentials of writing so you can excel at business communications, express yourself clearly online, and take your creative literary talents to a new level.

Online: Classes starting monthly $99
Register at ed2go.com/mptc — search class title

Languages

Conversational German - 1A
Explores basic greetings, alphabet, numbers and pronunciation. Students will practice basic words. Note: 21181 Textbook required. 21188 Textbook optional.
802-411 / 12 hrs $43.91 (62+ $4.80)
21181 R 5:00p–7:55p Sep 7–Sep 28 Keck
21188 W 6:00p–8:55p Sep 6 M 6:00p–8:55p Sep 11–Sep 25 Spredemann FDC

Conversational German - 1B
Students will observe, interpret, and practice simple conversations in German. Conversations will focus on travel and nationalities. Note: 21182 Textbook required. 21189 Textbook optional.
802-412 / 12 hrs $43.91 (62+ $4.80)
21182 R 5:00p–7:55p Oct 5–Oct 26 Keck
21189 M 6:00p–8:55p Oct 2–Oct 23 Spredemann FDC

Conversational German - 2A
Students will expand on basic greetings, and expand on alphabet, numbers, and pronunciation. Conversations focus around work, schools, cities, and communities. Note: Textbook optional.
802-413 / 12 hrs $43.91 (62+ $4.80)
21190 M 6:00p–8:55p Oct 30–Nov 20 Spredemann WBC

Conversational German - 2B
Students will observe, interpret and practice conversations in German. Conversations will focus on family and free time. Note: Textbook optional.
802-414 / 12 hrs $43.91 (62+ $4.80)
21191 M 6:00p–8:55p Nov 27–Dec 18 Spredemann WBC
**Conversational Spanish - 1A**
Introduces basic Spanish alphabet, pronunciation, greetings, numbers, colors, nouns, adjectives, verbs and conversations. Students will practice using high frequency words and conversations. Note: Textbook optional.

<table>
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<td>Sep 5–Sep 26</td>
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<tr>
<td>21239</td>
<td>W 6:00p–8:55p</td>
<td>Sep 6–Sep 27</td>
<td>WBC</td>
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**Conversational Spanish - 1B**
Continues from beginning Spanish level knowledge to develop fluency in pronunciation and simple conversations. Fluency is gained in using the alphabet, pronunciation, greets, numbers, colors, nouns, adjectives, verbs and conversations.

Note: Textbook optional. 21241 No class 10/18.

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<td>Oct 3–Oct 24</td>
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<td>21241</td>
<td>W 6:00p–8:55p</td>
<td>Oct 4–Nov 1</td>
<td>WBC</td>
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**Conversational Spanish - 2A**
Continues from beginning Spanish level knowledge to develop fluency in pronunciation and simple conversation and questions using days, months, numbers, time, direction and other verbs and topics. Book required.

Note: Textbook optional. 21243 No class 11/22.

<table>
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<td>21243</td>
<td>W 6:00p–8:55p</td>
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<td>WBC</td>
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**Conversational Spanish - 2B**
Students will observe, interpret, and practice using high frequency words and conversations using days, months, numbers, time, directions and other verbs and topics. Suggested completion of previous Spanish classes or experience with the language is encouraged. Book required.

Note: Textbook optional.

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<th>Course Code</th>
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**Discover Sign Language**
[ONL]
Discover the fun of learning sign language and using your hands to communicate with Deaf people.

Online: Classes starting monthly $99
Register at [ed2go.com/mptc — search class title](ed2go.com/mptc)

**Spanish for the Workplace**
This training is designed to provide non-Spanish-speaking employees with functional skills in Spanish to address routine operations found in most workplace settings. Topics include employment, hiring/dismissal, time and work schedules, medical emergencies, and safety issues. Approximately 45 lines of Spanish and numbers will be learned. No prior knowledge of Spanish is necessary.

Note: Includes materials and lunch.

141-409 / 8 hrs $99 (62+ $72.93)
21237 F 8:30a–4:55p Oct 20 Templin FDC

**Spanish-School Admin/Teacher**
Provides functional Spanish language skills for school personnel who have occasional contact with Spanish-speaking students and visitors. Includes extensive training for non-Spanish-speaking classroom teachers who have Spanish-speaking children in their classroom. Approximately 45 lines of Spanish and numbers will be learned. No prior knowledge of Spanish is necessary.

Note: Includes materials and meal.

141-410 / 8 hrs $99 (62+ $72.93)
20980 T 5:00p–8:55p Aug 8–Aug 15 Templin FDC

**Speed Spanish**
[ONL]
Learn six easy recipes to glue Spanish words together into sentences, and you’ll be engaging in conversational Spanish in no time.

Online: Classes starting monthly $99
Register at [ed2go.com/mptc — search class title](ed2go.com/mptc)

**Speed Spanish II**
[ONL]
Follow-up to our popular Speed Spanish course. Several new recipes help you continue building fluency.

Online: Classes starting monthly $99
Register at [ed2go.com/mptc — search class title](ed2go.com/mptc)
### Sign Language

**Sign Language - 1A**  
Explores the fundamentals of sign language and develops a good working knowledge of basic signs. Introduces students to the deaf culture and focuses on introductions of oneself.  
Note: Textbook required.  

<table>
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<td>533-425</td>
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### Sign Language - 1B

Fluency on basic signs is observed, interpreted, and practiced. Students will focus on exchanging personal information with others.  
Note: Textbook required.  

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### Sign Language - 2A

Students will focus on expressive and receptive sign skills, practicing intermediate level signs. Discussion will focus on living situations.  
Note: Textbook required.  

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### Sign Language - 2B

Students will develop, interpret and practice conversational phrases using intermediate signs. Discussion will focus on family.  
Note: Textbook required.  

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### Computer Programming

**Computer Programming**

**Computer Programming - How to Make a Promo Video**  
Discover how to promote your business through the power of a promotional video. All businesses, small and large, can benefit from the use of an online video - in fact consumers are demanding it! This class will guide you through the basic steps toward the production of your first YouTube video in a hands on environment. No previous experience required. Students are encouraged to bring a jump drive to class.  

<table>
<thead>
<tr>
<th>Code</th>
<th>Credits</th>
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### Computer Software

**Intermediate Microsoft Access 2016**  
Master more advanced techniques for this powerful database program, including importing Excel spreadsheets as tables, creating query calculations to crunch numbers, and using Visual Basic to automate common tasks.  

**Intermediate SQL**  
Gain a solid working knowledge of the most powerful and widely used database programming language.  

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**Introduction to Microsoft Visio**  
Create directional maps, diagrams, flowcharts, organizational charts and floor plans. Learning activities and drawings are tailored to individual career needs.  
Note: Materials included.  

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<th>Code</th>
<th>Credits</th>
<th>Fee ($)</th>
<th>Description</th>
<th>Faculty</th>
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Microsoft Excel - Pivot Tables  
ONL
Master all the features of Excel pivot tables, including little-known options and settings, layouts, calculated fields, multi-level subtotals, Pivot Charts, Timelines, and Slicers.

Online: Classes starting monthly  $99
Register at ed2go.com/mptc — search class title

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

103-446 / 18 hrs  $379 (62+ $320.34)
20722 W 6:00p–8:55p  Oct 11–Nov 15
Radke
JAC
21068 R 6:00p–8:55p  Sep 7–Oct 12
Fischer
FDC

MS Excel Level 1 Professional
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.
Note: Materials included.

103-448 / 6 hrs  $139 (62+ $119.45)
20723 W 6:00p–8:55p  Oct 11–Oct 18
Radke
JAC
21069 R 6:00p–8:55p  Sep 7–Sep 14
Fischer
FDC

MS Excel Level 2 Professional
Covers more complex skills than those presented in Level 1 course, but with the same proven instructional design. Topics introduced include large worksheets and workbooks; tables; outlines; inserting clip art, pictures and SmartArt; templates; digital signatures; and more. After completing this course, students can successfully face the challenges presented in Microsoft Excel.
Note: Materials included.

103-449 / 6 hrs  $139 (62+ $119.45)
20724 W 6:00p–8:55p  Oct 25–Nov 1
Radke
JAC
21070 R 6:00p–8:55p  Sep 21–Sep 28
Fischer
FDC

Complete MS Word Specialist
Students will quickly grasp the features and functionality of Microsoft Word applications in 6 hours at each level. The series includes Level 1, 2, and 3. Features include: instructor led learning environment, spiral bound textbook, and student resources included in each level. Step by step skills based approach ensures that students master subject and achieve success quickly. Real world focus helps students develop practical skills that they can apply immediately.
Note: Materials included.

103-404 / 18 hrs  $379 (62+ $320.34)
20830 T 5:30p–8:25p  Oct 31–Dec 5
Albrecht
WBC

MS Excel Level 3 Professional
Provides more complex skills than those presented in our Level 1 and Level 2 courses, but with the same proven instructional design. This is an advanced course that will challenge students. Topics introduced include PivotTables and macros, financial functions, data analysis, auditing and additional functions, advanced formatting and analysis tools, collaboration, and more.
Note: Materials included.

103-450 / 6 hrs  $139 (62+ $119.45)
20725 W 6:00p–8:55p  Nov 8–Nov 15
Radke
JAC
21071 R 6:00p–8:55p  Oct 5–Oct 12
Fischer
FDC

MS Word Specialist - Level 1
This course provides introductory training for Microsoft Word. This course is ideal for newer computer users who want to become well versed in Word. Beginning level skills include: ribbon interface, working with text, printing, using proof-reading tools, creating bulleted and numbered lists, tables and forms, and more. After completing the course students can successfully face the challenges presented in Microsoft Word Specialist Series - Level 2.
Note: Materials included.

103-405 / 6 hrs  $139 (62+ $119.45)
20831 T 5:30p–8:25p  Oct 31–Nov 7
Albrecht
WBC

communityed@morainepark.edu / 920 924 3207
**MS Word Specialist - Level 2**
This course provides intermediate training for Microsoft Word and is for students who are ready to create more complex documents. Intermediate level skills include: newsletter columns, WordArt and clip art, document themes, styles, picture editing, mail merge, footnotes and endnotes, headers and footers, templates, table of contents and indexes, and more.

Note: Materials included.

103-406 / 6 hrs $139 (62 + $119.45)

20832 T 5:30p–8:25p Nov 14–Nov 21 Albrecht WBC

**MS Word Specialist - Level 3**
This course provides more advanced skills than those presented in Microsoft Word Level 1 and Level 2. Advanced skills include: track changes, macros, digital signatures, customization options, and more.

Note: Materials included.

103-407 / 6 hrs $139 (62 + $119.45)

20833 T 5:30p–8:25p Nov 28–Dec 5 Albrecht WBC

**Computers-Beginning**

**Microsoft Word-9 Hours Silver**
Learn word processing applications, functions and features and how to create, edit and save documents. Apply and use wizards and templates. 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.

Note: Textbook optional.

103-482 / 9 hrs $37.34 (62 + $4.75)

20811 MTR 5:30p–8:25p Sep 18–Sep 21 Peto BDC

**MS Powerpoint-9 Hours Silver**
Explores terminology related to presentation software. Develops skills used in creating presentations. Introduces graphics and color in presentation design. Silver classes are introductory classes that provide a basic understanding of the software application typically required for home use.

Note: Textbook optional.

103-462 / 9 hrs $37.34 (62 + $4.75)

20850 W 9:00a–11:55a Nov 1–Nov 15 Hass FDC

**Blogging and Podcasting for Beginners**

Learn how to create your very own blog and add a podcast too using the tools that you already have available on your computer.

Online: Classes starting monthly $99

Register at ed2go.com/mptc — search class title

**Computer Basics - Beginners 1**
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.

Note: Textbook optional.

103-483 / 9 hrs $37.34 (62 + $4.75)

20702 R 9:00a–11:55a Aug 31–Sep 14 Brueggemann BDC

20708 MR 8:30a–11:25a Sep 11–Sep 18 Tess WBC

20933 MW 9:00a–11:55a Aug 23–Aug 30 Instructor TBA FDC

**Computer Basics - Beginners 2**
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.

Note: Textbook optional.

103-485 / 9 hrs $37.34 (62 + $4.75)

20713 R 9:00a–11:55a Sep 21–Oct 5 Brueggemann BDC

20714 MR 8:30a–11:25a Sep 21–Sep 28 Tess WBC

20934 MW 9:00a–11:55a Sep 6–Sep 13 Instructor TBA FDC

**Computer Basics - Beginners 3**
Learn how to browse and search Web pages as well as send and receive email. Build on the skills learned in Computer Basics for Beginners 1 and 2. Each student is required to bring a jump drive to class.

Note: Textbook optional.

103-490 / 9 hrs $37.34 (62 + $4.75)

20719 MR 8:30a–11:25a Oct 2–Oct 9 Tess WBC

20726 R 9:00a–11:55a Oct 12–Oct 26 Brueggemann BDC

20935 MW 9:00a–11:55a Sep 18–Sep 25 Instructor TBA FDC
### Computer Basics - Beginners 4
Explore in-depth concepts of computer software and hardware. This advanced computer basics course builds upon the knowledge and application technique skills learned in Computer Basics for Beginners 1, 2 and 3. Each student is required to bring a jump drive to class.
**Note:** Textbook optional.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Credits</th>
<th>Start Date - End Date</th>
<th>Instructor</th>
<th>Location</th>
<th>Time</th>
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<tr>
<td>103-491</td>
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<td>Nov 2 – Nov 16</td>
<td>Brueggemann</td>
<td>BDC</td>
<td>9:00a–11:55a</td>
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<tr>
<td>20932</td>
<td>9 hrs</td>
<td>Aug 1 – Aug 3</td>
<td>TBA</td>
<td>FDC</td>
<td>9:00a–11:55a</td>
</tr>
<tr>
<td>20948</td>
<td>9 hrs</td>
<td>Oct 11 – Oct 18</td>
<td>TBA</td>
<td>FDC</td>
<td>9:00a–11:55a</td>
</tr>
</tbody>
</table>

**fees:**
- 103-491: $37.34 (62 + $4.75)
- 20948: $17.64 (62 + $4.60)

### Using the Internet

#### Google Drive Fundamentals
Google Drive is a cloud-based office productivity suite, enabling the creation of text documents, slide presentations, web forms and drawings all stored in one location and accessible from anywhere. Items in Google Drive can be created, stored and edited by individuals or shared with collaborators in real time. Students learn how to create, format, and share documents, spreadsheets, presentations, and forms. Tips on organizing, searching and time saving techniques will be shared. This is a hands-on workshop for anyone with a Google account. Please bring your log-in information and passwords to class.

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<tr>
<th>Course Code</th>
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<th>Instructor</th>
<th>Location</th>
<th>Time</th>
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<tr>
<td>103-403</td>
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<td>20825</td>
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<td>Nov 7 – Nov 21</td>
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<td>FDC</td>
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**fees:**
- 103-403: $17.64 (62 + $4.60)
- 20825: $37.34 (62 + $4.75)

### Computer Basics Beginners Refresher
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.

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<tr>
<td>103-412</td>
<td>4 hrs</td>
<td>Aug 18</td>
<td>Tess</td>
<td>WBC</td>
<td>8:30a–12:25p</td>
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<tr>
<td>20949</td>
<td>9 hrs</td>
<td>Oct 10 – Oct 17</td>
<td>TBA</td>
<td>FDC</td>
<td>9:00a–10:55a</td>
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**fees:**
- 103-412: $17.64 (62 + $4.60)
- 20949: $37.34 (62 + $4.75)

### Introduction to Digital Scrapbooking
Learn how to make the most of your scrapbooking talents and artistic ideas when you combine digital and traditional scrapbooking techniques.

**Online:** Classes starting monthly

Register at [ed2go.com/mptc](http://ed2go.com/mptc) — search class title

**fees:** $99

### ENTREPRENEURSHIP

#### Small Business
Discover how to easily create blogs and websites with WordPress, the world’s most popular Web publisher.

**Online:** Classes starting monthly

Register at [ed2go.com/mptc](http://ed2go.com/mptc) — search class title

**fees:** $99
DIY Market Research Small Business
Starting your own business or interested in growing your existing small business? Your journey begins with defining the right business or research questions and then gathering the right data prior to launch or growth. Market research can help uncover trends or opportunities, get a pulse on what potential customers value, and reduce some of the uncertainty by making data driven decisions. Learn how and where to find free and low-cost research sources to help you determine a potential market and what they want, evaluate your industry, size up the competition, and more. Doing research for your business is easier and less scary than you might think when you know where and how to collect the data.

145-426 / 3 hrs $35 (62+ $21.96)
20947 M 6:00p–8:55p Dec 4
          Giese-Kent FED

Facebook for Small Business
Facebook gets people looking at you and your business, and has the potential to reach new customers. Learn how to use this social media tool as a resource that can benefit your small business. Students open an account, set up a Facebook page and learn what Facebook can and cannot do for a small business. Students should have a basic understanding of computers. Please bring your log-in information and passwords to class.

145-450 / 3 hrs $35 (62+ $21.96)
21013 W 5:30p–8:25p Aug 16
          Kraft FDC
21024 W 5:30p–8:25p Nov 1
          Kraft WBC

Intro to Selling on Amazon
Many people are familiar with the idea of selling items on eBay. Another great option for sellers is the Amazon.com Marketplace. Learn the basics of selling items on Amazon. Topics covered will include application process, shipping and fulfillment options, fees, rules and regulations, and keys to success.

103-427 / 4 hrs $35 (62+ $21.96)
20751 R 5:30p–9:25p Oct 19
          Aleithe FDC

Pinterest Presence for Small Business
Let us show you how to creatively use Pinterest to promote your business. This class is packed with techniques to maximize your marketing results using best practices. Students will open a Pinterest account and explore. Leave with a full understanding of Pinterest and its business opportunities. Please bring your log-in information and passwords to class.

145-430 / 3 hrs $35 (62+ $21.96)
20981 T 5:30p–8:25p Oct 31
          Moore BDC

Social Media/Online Small Business 1
A solid strategy is the key to social media success. We will help you identify which social media platforms are best suited to market your business and enhance your brand. You’ll learn to develop a strategy to sustain your social media presence and measure your success.

145-448 / 3 hrs $35 (62+ $21.96)
21098 W 5:30p–8:25p Sep 27
          Moore WBC

Social Media/Marketing Small Bus. 2
Your social media presence is driven by the content you deliver to your audience. Photos, videos, testimonials—everything you create to tell the story of your product or service falls within the realm of content marketing. We will help you identify cost effective ways to tell your story and deliver powerful messages to your customers and prospects that will enhance your brand and work to increase sales.

145-449 / 3 hrs $35 (62+ $21.96)
21099 W 5:30p–8:25p Oct 18
          Moore WBC

Start Your Own Online Business [ONL]
Learn how to leverage the Internet to start your own online business and build a website to sell your traditional and digital products and services. Online: Classes starting monthly $99
Register at ed2go.com/mptc — search class title

Web Site Design-Small Business
Build a web site for your business. You will learn how to design, develop, publish, and promote a web page. We’ll cover the concepts of templates, uploading photos and text, organizing content and strategy to promote an online presence.

145-423 / 6 hrs $49 (62+ $29.45)
21010 W 5:30p–8:25p Aug 2–Aug 9
          Kraft WBC
21019 W 6:00p–8:55p Sep 20–Sep 27
          Kraft FDC
START YOUR OWN BUSINESS SERIES

Small, growing businesses need help. The reality of entrepreneurship is that you can’t do it all on your own. This series of five consecutive workshops are designed to give you the business management skills and resources necessary to succeed in today’s competitive market. Each workshop meets for three hours for a total of 15 hours. Take one workshop, or all five.

WORKSHOP I
Introduction to Owning a Small Business
Participants will be introduced to what it takes to start or purchase a small business. You will get practical advice and ideas that work. We will show you where to find the resources needed to take the next step and discuss economic and other factors of business ownership. No prerequisite.

145-441 / 3 hrs $35 (62+ $21.96)

20855 W 5:30p–8:25p Oct 4
Lien WBC

20862 R 5:30p–8:25p Nov 9
Melzer FDC

WORKSHOP IV
Creating a Budget for a Small Business
Learn to plan and forecast your cash needs in order to start, operate, or purchase a business. This step-by-step seminar concentrates on the basics of cash flow planning. This seminar teaches you the proper format and purpose of this vital part of operating a small business. No prerequisite.

145-444 / 3 hrs $35 (62+ $21.96)

20859 W 5:30p–8:25p Nov 1
Lien WBC

20865 R 5:30p–8:25p Dec 7
Melzer FDC

WORKSHOP II
Bus Plan Part I-Plan Process
This seminar concentrates on the organization and elements of a basic business plan. Learn the uses of a business plan and when and why it is necessary - a must for people starting their own business or business owners seeking financing. No prerequisite.

145-442 / 3 hrs $35 (62+ $21.96)

20856 W 5:30p–8:25p Oct 11
Lien WBC

20863 R 5:30p–8:25p Nov 16
Melzer FDC

WORKSHOP V
Financing a Small Business
Learn where and how to borrow money, the dos and don’ts of borrowing, and the different sources of money available to you. Learn how to build the proper banking relationship and what is needed to secure that business loan. No prerequisite.


20860 W 5:30p–8:25p Nov 8
Lien WBC

20866 R 5:30p–8:25p Dec 14
Melzer FDC

WORKSHOP III
Bus Plan Part II-Mrkt/Promo
This seminar continues from Part I, the Planning Process, by focusing on the business plan and its effect on marketing and promotion for the business owner. The Business Plan Part I: Planning Process recommended.

145-443 / 3 hrs $35 (62+ $21.96)

20858 W 5:30p–8:25p Oct 18
Lien WBC

20864 R 5:30p–8:25p Nov 30
Melzer FDC

Save when you sign up for the entire series.

145-440 / 15 hrs $159 (62+ $106.86)

20861 W 5:30p–8:25p Oct 4–Nov 8
Lien WBC

20867 R 5:30p–8:25p Nov 9–Dec 14
Melzer FDC
**PROFESSIONAL DEVELOPMENT**

**Home-Based Business**

**Quilt Projects for Profit**
Learn specialized techniques to plan and sew small salable quilted projects. Various aspects of small business operation are covered while students work on individual projects.

<table>
<thead>
<tr>
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<th>Dates</th>
<th>Location</th>
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<tr>
<td>301-413</td>
<td>6 hrs</td>
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<td>Sep 30</td>
<td>RIP</td>
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<td>2042</td>
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<td>21043</td>
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<td>Herriges</td>
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<td>WBC</td>
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<td>Nov 4</td>
<td>WBC</td>
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<td>21349</td>
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<td>Herriges</td>
<td>Nov 18</td>
<td>WBC</td>
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**QuickBooks Level 1**
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 QuickBook files, working with customer and vendor transactions, banking with QuickBooks, planning and creating a new company, and opening of balances and balance sheet reports.

Note: Textbook required.

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<tr>
<td>101-408</td>
<td>12 hrs</td>
<td>Didier</td>
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<td>20706</td>
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**QuickBooks Level 2**
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.

Note: Textbook required.

<table>
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<td>FDC</td>
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**QuickBooks Payroll**
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.

Note: Textbook required.

<table>
<thead>
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**Year End Closing w/QuickBooks**
Explore various procedures available in year-end closing of books using QuickBooks software including Form W-2, Form 1099, and proper allocation of retained earnings.

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<tbody>
<tr>
<td>101-403</td>
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<td>WBC</td>
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<td>21026</td>
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**FINANCE**

**Accounting**

**Introduction to QuickBooks Online [ONL]**
Use this cloud-based accounting program to record income and expenses; enter checks and credit card payments; track your payables, inventory, and receivables; and much more.

Online: Classes starting monthly $99

Register at ed2go.com/mptc — search class title
**PROFESSIONAL DEVELOPMENT**

**FUNERAL DIRECTOR**

**Recertification**

**Funeral Director Recert-15 Hrs**
Explores multiple areas related to the technical, ethical, communications and business areas of the industry. Provides 15 hours of the biannual 15-hour certification requirement.

528-402 / 15 hrs $289 (62+ $236.86)

20688 WR 8:00a–4:25p Aug 2–Aug 3
McCord & Adams BDC

**Funeral Director Recert-7.5 Hrs**
Explores multiple areas related to the technical, ethical, communications and business areas of the industry. Provides 7.5 hours of the biannual certification requirement.

Note: 20687 and 21247 Meets Category I & II.
20691 and 21255 Meets Category II & IV.

528-400 / 7.5 hrs $159 (62+ $132.93)

20687 W 8:00a–4:25p Aug 2
McCord BDC

20691 R 8:00a–4:25p Aug 3
Adams BDC

21247 F 8:00a–4:25p Sep 29
McCord BDC

21255 F 8:00a–4:25p Dec 1
Adams BDC

**HEALTH & WELLNESS**

**Health Care Related**

**Certificate in Food, Nutrition, and Health** [ONL]
(16 contact hours) In this certificate program, you’ll gain a holistic overview of current food and nutrition issues and their impact on physical, social, emotional, and spiritual health.

Online: Classes starting monthly $225

Register at ed2go.com/mptc — search class title

**Introduction to Natural Health and Healing** [ONL]
Learn how to promote wellness, balance, and health in all aspects of your daily life.

Online: Classes starting monthly $99

Register at ed2go.com/mptc — search class title

**Introduction to Blood Collection**
The course will refresh and/or introduce nursing staff to proper blood collection techniques. Participants will receive hands-on learning with vein location, collection supplies, capillary punctures, venipunctures and non-blood specimen collection. Instructor will utilize the CLSI standards to ensure staff learn how to reduce preanalytical and safety errors. All participants will perform venipunctures on manikin arms.

513-401 / 4 hrs $149 (62+ $135.96)

21318 F 8:00a–11:55a Sep 22
Klostermann FDC

**Sleep Technician/A-STEP**

**Monitoring Sleep/Cardio/Resp**
Students learn how to monitor patient sleep, cardiovascular and respiratory systems. Sleep related disorders will also be introduced. A portion of this course needs to be completed online and will require a visit to a sleep lab. Sleep Technician training requires completion of 515-401, 515-402, 515-403, 515-404.

Note: Held in Room C002.1.

515-402 / 20 hrs $250 (62+ $184.82)

21373 W 1:00p–4:55p Oct 18–Oct 20
Reysen FDC

**Parasomnias/Ped Polysomnography**
Parasomnias will be reviewed as well as circadian rhythm disorders and pediatric polysomnography. A portion of this course needs to be completed online and will require a visit to a sleep lab. Sleep Technician training requires completion of 515-401, 515-402, 515-403, 515-404.

Note: Held in Room C002.1.

515-404 / 20 hrs $250 (62+ $184.82)

21375 WRF 8:30a–2:55p Oct 25–Oct 27
Reysen FDC
NEW! CBRF SERIES

Curriculum developed by the UW-Oshkosh, Center for Career Development (CCDET) and approved by DHS Division of Quality Assurance Bureau of Assisted Living (BAL). Each class includes classroom instruction by a Wisconsin DHS approved instructor and includes the UW-Oshkosh registry fee upon successful completion. These face-to-face training sessions includes hands-on classroom instruction, reference material, and will have an open book test.

Completion of these courses does not guarantee employment in a CBRF.

NEW! Fire Safety CBRF
Students will learn techniques to protect individuals they are caring for and themselves in the case of fire. Topics will include types of fire extinguishers and operation, determining fire location within a building, protecting individuals in the event of a fire, mapping out fire exits and implementing fire safety plans.

575-409 / 4.5 hrs
$90 (62+ $70.45)

21271 S 7:30a–11:55a Oct 28
Bruegman-May WBC

NEW! First Aid/Choking CBRF
Learn basic first aid skills as determined by the American Red Cross. Students will learn how to alleviate choking by clearing the airway of a conscious individual. Learning CPR technique is not an element of this course.

575-408 / 4.5 hrs
$130 (62+ $110.45)

21273 S 12:30p–4:55p Oct 28
Bruegman-May WBC

NEW! Medication Admin CBRF
Students learn the basics of medication administration to include effects, best practices and safety precautions when using oral, inhalant, drops and suppository medications. Additional topics covered include documentation, storage, resident rights, confidentiality, and standard delivery practices.

575-410 / 10.5 hrs
$170 (62+ $130.89)

21274 S 8:00a–3:55p Nov 4–Nov 11
Bruegman-May WBC

NEW! Standard Precautions CBRF
This class identifies infectious diseases and the transmission of disease from person to person. Topics covered will include proper handling of blood and bodily fluids by using protective equipment and personal hygiene practices.

575-411 / 2.5 hrs
$80 (62+ $66.96)

21275 S 12:00p–2:25p Nov 11
Bruegman-May WBC

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575-411 / 2.5 hrs
$80 (62+ $66.96)

21275 S 12:00p–2:25p Nov 11
Bruegman-May WBC

Save when you sign up for the entire series.

575-412 / 22 hrs
$450 (62+ $378.31)

21272 S 7:30a–4:55p Oct 28–Nov 11
Bruegman-May WBC
Sleep Disorders
Students will review sleep related disorders, along with EMG, movement disorders, and parasomnias. A portion of this course needs to be completed online and will require a visit to a sleep lab. Sleep Technician training requires completion of 515-401, 515-402, 515-403, 515-404. Note: Held in Room C002.1.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Hours</th>
<th>Price</th>
<th>Dates</th>
<th>Instructor</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>515-403</td>
<td>20</td>
<td>$250</td>
<td>Oct 23–Oct 25</td>
<td>Reysen FDC</td>
<td></td>
</tr>
</tbody>
</table>

Sleep Staging
Students receive an introduction to the Sleep Technician/Polysomnography field and will learn about EEG and Sleep Staging. Sleep monitoring will be introduced. A portion of this course needs to be completed online and will require a visit to a sleep lab. Sleep Technician training requires completion of 515-401, 515-402, 515-403, 515-404. Note: Held in Room C002.1.

<table>
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<tr>
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<th>Instructor</th>
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<tr>
<td>515-401</td>
<td>20</td>
<td>$250</td>
<td>Oct 16–Oct 18</td>
<td>Reysen FDC</td>
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</tbody>
</table>

Ethics 2-Insurance Professional
 Begins with a review of Ethics 1. Covers the important of policy delivery, follow-up and service work. Suitability is discussed; understanding customer needs, wants and personalities are covered. Concludes with a small and large group discussion. Continuing education for insurance agents.

<table>
<thead>
<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>162-430</td>
<td>4</td>
<td>$65</td>
<td>Sep 14</td>
<td>Mueller FDC</td>
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</tbody>
</table>

Life Insurance Contracts
This class is designed to give the attendee an understanding of the different types of life insurance contracts. A review of the reasons people buy life insurance will be covered. Term life, whole life, universal life and indexed universal life will be explained. Each life policy will be compared with the other policies. Riders and other options will be covered. Small and large group case studies will help the attendee decide how to choose the best program for the prospect.

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<th>Instructor</th>
<th>Notes</th>
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<td>162-405</td>
<td>4</td>
<td>$65</td>
<td>Oct 10</td>
<td>Mueller FDC</td>
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</table>

Understand Errors/Omissions/Cust
This course is designed to give the attendee a greater knowledge of putting their customer first. Areas covered include an explanation of the importance of offering all lines; errors and omissions along with ways to prevent agencies from E&O exposure; customer surveys; Employment Practices Liability and Officers contracts. Continuing education for insurance agents.

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<tr>
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<th>Instructor</th>
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Insurance Pre-licensing

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<tr>
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<th>Price</th>
<th>Dates</th>
<th>Instructor</th>
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<tr>
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<td></td>
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<td>Nov 29</td>
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</table>

Insurance Continuing Education

College Fund/Preretirement Planning
Addresses financial planning for the baby boomer generation. Students explore methods for funding children’s education, preretirement needs, retirement expectations, retirement benefits coordinated with Social Security, and the uses of insurance and tax-deferred savings programs to meet their objectives. Continuing education for insurance agents.

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<tbody>
<tr>
<td>162-406</td>
<td>4</td>
<td>$65</td>
<td>Sep 14</td>
<td>Mueller FDC</td>
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</tbody>
</table>

Insurance Pre-licensing
Explores types of policies; policy provisions, clauses and riders; social insurance; insurance concepts; and field underwriting procedures. Wisconsin statutes, rules and regulations pertinent to disability insurance are covered. Pre-licensing class - not eligible for insurance CE credit. Note: Textbook purchase required at bookstore.

<table>
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<tr>
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</tbody>
</table>

INSURANCE

communityed@morainepark.edu / 920 924 3207
PROFESSIONAL DEVELOPMENT

Casualty Insurance
Explores types of policies, bonds and related terms; insurance terms and related concepts; and policy provisions. Applies Wisconsin statutes, rules and regulations common to property and casualty, and those pertinent to casualty insurance. Pre-licensing class - not eligible for insurance CE credit.
Note: Textbook purchase required at bookstore.

162-470 / 12 hrs $150 (62+ $110.89)
21357 W 1:30p–5:25p Sep 13
R 8:30a–5:25p Sep 14
Mueller FDC

21358 M 8:30a–5:25p Nov 27
Mueller FDC

Life Insurance Preparation
Explores types of policies; policy riders, provisions, options and exclusions; completing the application; underwriting and delivering the policy; and taxes, retirement and other insurance concepts. Applies Wisconsin statutes, rules and regulations pertinent to life insurance and annuities. Pre-licensing class - not eligible for insurance CE credit.
Note: Textbook purchase required at bookstore.

162-464 / 12 hrs $150 (62+ $110.89)
21361 W 1:30p–5:25p Nov 29
R 8:30a–5:25p Nov 30
Mueller FDC

Ethic/Law/Accident/Health/Life
Combines Ethics and Law Insurance (162-460), Accident and Health Insurance (162-462), and Life Insurance Preparation (162-464). Pre-licensing class - not eligible for insurance CE credit.
Note: Textbook purchase required at bookstore.

162-466 / 32 hrs $240 (62+ $135.72)
21359 MTWR 8:30a–5:25p Nov 27–Nov 30
Mueller FDC

Property Insurance
Explores types of policies, insurance terms and related concepts, policy provisions and contract law. Applies Wisconsin statutes, rules and regulations common to property and casualty insurance, and those pertinent to property insurance. Pre-licensing class - not eligible for insurance CE credit.
Note: Textbook purchase required at bookstore.

162-468 / 12 hrs $150 (62+ $110.89)
21356 TW 8:30a–5:25p Sep 12–Sep 13
Mueller FDC

Ethics and Law Insurance
Explores Wisconsin law as it pertains to the sale of insurance and the importance of ethics in the agent’s role. Pre-licensing class - not eligible for insurance CE credit.
Note: Textbook purchase required at bookstore.

162-460 / 8 hrs $70 (62+ $43.93)
21354 M 8:30a–5:25p Sep 11
Mueller FDC

21358 M 8:30a–5:25p Nov 27
Mueller FDC

REAL ESTATE

Real Estate

Course 1 - Listing Contracts
Wisconsin state approved listing contracts examines details about the new WB-1 Residential Listing Contract surrounding agency choices. Updated delivery methods including email as a form of delivery are reviewed. Revised commission section and additional ways that the buyer can be protected, what as-is sales mean, and disclosure requirements when a licensee is the seller are reviewed along with many other topics.

194-405 / 3 hrs $37 (62+ $23.96)
21301 M 6:00p–8:55p Sep 18
Crites FDC

21302 W 6:00p–8:55p Nov 1
Crites WBC
PROFESSIONAL DEVELOPMENT

Course 2 - Offer to Purchase
Wisconsin state approved offers to purchase reviews the use of WB-11 and how financing, closing on the buyer’s property and secondary offer contingences affect the process. As-is sales and how they impact the buyer and the licensee along with the pre and post closing occupancy agreements are reviewed. Transaction fees that can impact the mortgage are reviewed, along with closing documents.

194-406 / 3 hrs $37 (62+ $23.96)

21303 M 6:00p–8:55p Crites  
21304 W 6:00p–8:55p Crites

Course 3 - New Developments
Wisconsin New Developments provides updates on new and emerging changes in real estate law, practices, procedures, law and code provisions, etc.

194-407 / 3 hrs $37 (62+ $23.96)

21299 M 6:00p–8:55p Crites  
21300 W 6:00p–8:55p Crites

Course 4 - Ethics-Best Practices
Ethics and Best Practices in Wisconsin outlines the National Association of Realtors Code of Ethics requirements and how to improve standards of practice by focusing on communication with the involved parties. Additional topics include fair housing, responsibilities of firms and licensees, enforcement procedures, best practices, statute of limitations for actions, changes in recordkeeping, etc.

194-408 / 3 hrs $37 (62+ $23.96)

21305 M 6:00p–8:55p Crites  
21306 W 6:00p–8:55p Crites

Elective B - WI Invest Prop/Mgmt
Rental property as it relates to investors, property managers or the licensee are reviewed. Sale, purchase or lease of rental property and how they affect the licensee are also explored. Many other topics surrounding local and state law are discussed.

194-410 / 3 hrs $37 (62+ $23.96)

21307 M 6:00p–8:55p Crites  
21309 W 6:00p–8:55p Crites

Elective D - Other WI Approved Forms
Usage of approved one-page forms to include notices, amendments, counter-offers, counter-proposals, cancellations and mutual releases will be examined. The proper form selection and usage of these will be discussed as it relates to the parties involved.

194-412 / 3 hrs $37 (62+ $23.96)

21308 M 6:00p–8:55p Crites  
21310 W 6:00p–8:55p Crites

Real Estate Preparation
Introduces the fundamentals required for acting as a salesperson in the brokering of real estate. Develops skills in the topical items identified in current Wisconsin Administrative Code. Meets Wisconsin’s 72-hour educational requirement for those seeking a sales license.

Note: Textbook required. No class 11/23.

194-190 / 72 hrs $426 (62+ $34.95)

21311 R 5:00p–9:25p Crites  
21312 R 6:00p–9:25p Crites

SAFETY

CPR & First Aid
Prompt action in an emergency medical situation can really make a difference. Are you prepared? In this class, you will learn basic first aid and CPR in a relaxed environment. It fulfills OSHA requirements for bloodborne pathogens and first aid for business and industry. This is an instructor led, hands-on, video-based course. The course covers first aid basics, medical emergencies, injury emergencies, and environmental emergencies. Upon completion of this course, students receive an American Heart Association Heartsaver First Aid Course Completion Card that is valid for two years.

531-488 / 5 hrs $80 (62+ $60.45)

20694 M 8:30a–1:25p Fugate  
20794 F 12:30p–5:25p Hilvo

CPR & First Aid

Adult First Aid for Workplace
Prompt action in an emergency medical situation can really make a difference. Are you prepared? In this class, you will learn basic first aid and CPR in a relaxed environment. It fulfills OSHA requirements for bloodborne pathogens and first aid for business and industry. This is an instructor led, hands-on, video-based course. The course covers first aid basics, medical emergencies, injury emergencies, and environmental emergencies. Upon completion of this course, students receive an American Heart Association Heartsaver First Aid Course Completion Card that is valid for two years.

531-488 / 5 hrs $80 (62+ $60.45)

20694 M 8:30a–1:25p Fugate  
20794 F 12:30p–5:25p Hilvo

Communityed@morainepark.edu / 920 924 3207
BLS (Basic Lifesaving) Provider
Provides instruction in adult, infant and child CPR and the use of barrier devices, foreign-body airway obstruction and automated external defibrillation for health care providers who respond to cardiac and respiratory emergencies.

531-450 / 6 hrs $27.20 (62 + $7.65)

20002 TW 6:00p–8:55p Instructor TBA
Aug 1–Aug 2 BDC

20004 MT 6:00p–8:55p Instructor TBA
Aug 7–Aug 8 FDC

20007 MT 6:00p–8:55p Instructor TBA
Aug 14–Aug 15 WBC

BLS Provider Refresher
Renewal course that is designed to teach adult, infant and child CPR and the use of barrier devices, foreign-body airway obstruction (FBAO), an automated external defibrillator (AED) and a bag-valve mask.

531-451 / 4 hrs $20.64 (62 + $7.60)

20003 R 6:00p–9:55p Instructor TBA
Aug 3 BDC

20005 W 6:00p–9:55p Instructor TBA
Aug 9 FDC

20008 W 6:00p–9:55p Instructor TBA
Aug 16 WBC

First Aid Emergency Care Procedures
Focuses on procedures to follow in emergency first aid situations, including shock, bleeding, bandaging, different types of wounds and care, sprains, fractures, burns, chemical exposure, poisonings, allergic reactions, tick bites, electric shocks, head injuries, cold and heat exposures, seizures, and heart attacks.

531-449 / 4 hrs $20.64 (62 + $7.60)

20006 R 6:00p–9:55p Instructor TBA
Aug 10 FDC

Heartsaver CPR/AED-Infant/Child
Applies adult one-rescuer CPR, foreign-body airway obstruction (FBAO) and the use of an Automated External Defibrillator (AED). Designed for lay responders at work sites and for responders to citizens at high risk.

531-440 / 4 hrs $20.64 (62 + $7.60)

20806 R 5:30p–9:25p Instructor TBA
Aug 31 FDC

21362 F 1:00p–4:55p Instructor TBA
Sep 8 WBC

Forklift

Forklift Safety
Explores the fundamentals of forklift operation in the workplace. Students receive hands-on application by practicing with a forklift. Participants examine factors affecting safe operation for the operator, the load, the forklift and the physical environment. Certification is available upon completion for propane, electric and pallet jack forklifts (types I, IV, V). Class is compliant with OSHA standard 1910.178 for powered trucks. Forklift books are included in the cost and will be distributed by the instructor the day of the class.

460-400 / 8 hrs $95 (62 + $68.93)

21184 S 7:45a–3:55p TeStroete
Sep 9 FDC

TRADES

Apprenticeship

Trans Train-Role Journeyworker
Introduces students to the tools of a job-site trainer. Students explore the role of a journeyworker/trainer, discover how to deliver hands-on training, and examine the process for giving useful feedback. Designed for completing apprentices.

455-455 / 8 hrs $30.77 (62 + $4.70)

20529 S 8:00a–3:55p Bouchard
Nov 11 FDC

20530 S 8:00a–3:55p Bouchard
Oct 7 WBC

Automotive

NEW! Application of Automotive Lab Scope
Review introduction to lab scopes with hands-on application to lab scope testing in shop setting. Participants can provide vehicles with concerns. Students are strongly encouraged to take Introduction to Automotive Lab Scope before this hands-on course. Snap-on certification testing after course completion is available upon request.

602-403 / 4 hrs $149 (62 + $135.96)

21097 T 6:00p–9:55p Instructor TBA
Aug 8 FDC

21257 T 6:00p–9:55p Daniels
Oct 17 FDC
### NEW! Auto Computer Control
Develop the skills needed to diagnose, service, and repair various computer control systems. Students can bring in vehicles with these system concerns. Classroom and hands-on exercises included. Students are encouraged to take Automotive Electrical and Electronic Fundamentals prior to this course. Course will support completion of A6 ASE electrical exam.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Duration</th>
<th>Classes</th>
<th>Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>602-409</td>
<td>12 hrs</td>
<td>$259 (62 + $219.89)</td>
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</tr>
<tr>
<td>21263</td>
<td>S  8:00a–1:55p</td>
<td>Nov 4–Nov 11 Moy FDC</td>
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### NEW! Auto Electrical Fundamentals
Develop an understanding of basic electrical and electronic fundamentals using Ohm’s Law. Students will build circuits, use electrical test equipment, develop wire repair techniques, and read automotive wiring diagrams. Classroom and hands-on exercises included. Course will support completion of A6 ASE electrical exam. Note: Textbooks included.

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<tbody>
<tr>
<td>602-406</td>
<td>16 hrs</td>
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<tr>
<td>21259</td>
<td>S  8:00a–3:55p</td>
<td>Sep 30–Oct 7 Moy FDC</td>
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</table>

### NEW! Auto OBD II
Learn to diagnose, service, and repair On-Board Diagnostic System II used on 1996 and newer gasoline internal combustion engines. Students can bring in vehicles with these system concerns. Classroom and hands-on exercises included. Students are encouraged to complete Automotive Computer Control Systems course prior to taking this course. Course will support completion of A6 ASE electrical exam.

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<td>12 hrs</td>
<td>$259 (62 + $219.89)</td>
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<tr>
<td>21265</td>
<td>S  8:00a–1:55p</td>
<td>Dec 2–Dec 9 Moy FDC</td>
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### NEW! Auto Starting & Charging
Develop the skills needed to diagnose, service, and repair battery, starting, and charging systems. Students can bring in vehicles with these system concerns. Classroom and hands-on exercises included. Students should have the ability to read automotive wiring diagrams as necessary and are encouraged to take Automotive Electrical and Electronic Fundamentals prior to this course. Course will support completion of A6 ASE electrical exam.

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<tr>
<td>602-407</td>
<td>12 hrs</td>
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<tr>
<td>21262</td>
<td>S  8:00a–1:55p</td>
<td>Oct 21–Oct 28 Moy FDC</td>
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### NEW! Intro to Automotive Lab Scope
Provides an introduction to operating an automotive lab scope. Snap-on Verus scan tool will be provided for the lab scope training. You are encouraged to bring your lab scope for comparison and classroom discussion. Highly recommend taking the Snap-on Verus Pro Navigation and Scanner Operation course first. Snap-on certification testing after course completion is available upon request.

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<tbody>
<tr>
<td>602-402</td>
<td>6 hrs</td>
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<tr>
<td>21256</td>
<td>T 6:00p–8:55p</td>
<td>Oct 3–Oct 10 Daniels FDC</td>
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### Operation of Snap-on Verus Pro
This course provides navigation and operation training on the Snap-on Verus Pro scan tool. With this training you should be aware of approximately 95% of the features and functionality of this high tech scan tool. Verus Pro scan tools will be provided but you are encouraged to bring your own. Snap-on certification testing after course completion is available upon request.

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<td>21261</td>
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### Construction

#### Hiring Subcontractor/Emp Const
All organizations have a culture, even if you are independent. Find the right fit for your culture and discover what the right questions are to ask. Find out just what you are asking of your subs or employees and identify those who fit with you and your vision. This course is approved for WI Dwelling Contractor Qualifier continuing education.

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<tr>
<td>410-420</td>
<td>4 hrs</td>
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<tr>
<td>20752</td>
<td>F 8:00a–11:55a</td>
<td>Oct 20 Didier WBC</td>
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#### Personality Matters-Const Trade
Explore your own personality preferences and how they impact everyday communication from sales to project management. Identify ways to improve communication and understand those around you. This course is approved for WI Dwelling Contractor Qualifier continuing education.

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<tr>
<td>410-418</td>
<td>4 hrs</td>
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<tr>
<td>20709</td>
<td>F 8:00a–11:55a</td>
<td>Sep 15 Didier WBC</td>
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</table>
Think Safe Jobsite-Const Trade

Hundreds of workers are killed in the U.S. each month. Learn how to make each person on a jobsite think about safety and employ approved practices. Set safety goals and achieve them after defining what safety means to you. This course is approved for WI Dwelling Contractor Qualifier continuing education.

410-422 / 4 hrs $59 (62+ $45.96)

20683 T 4:00p–7:55p Didier Aug 1 WBC
20795 F 8:00a–11:55a Didier Nov 17 WBC

Culinary & Hospitality

Food Manager Refresher

Students will study and review the food handling requirements and learn about state requirements. Students needing a Certified Food Manager license (more than 5 food handlers) will need to take the ServSafe Exam in class (exam fee required). This course will also meet the requirements of Food Safety for Small Operators, per WI Food Code Chapter 75, 12-42.11. Small Operators (5 or less food handlers) will be required to take a short exam (no exam fee). The Instructor will serve as the Test Proctor and tests can be taken on paper or online. This course is approved by the WI Department of Agriculture, Trade and Consumer Protection, Division of Food and Recreational Safety, for Small Operators.

Note: Textbook optional. Exam must be purchased.

316-497 / 18 hrs $75 (62+ $16.34)

20886 M 5:00p–9:55p Lindgren Aug 7–Aug 21 FDC
21178 M 5:00p–9:55p Lindgren Oct 9–Oct 23 WBC
21179 M 5:00p–9:55p Lindgren Nov 13–Nov 27 FDC

Sanitation/Safety Certification

Focuses on temperature control of potentially hazardous food during preparation, storage, transportation and service. Provides skills in cleaning and sanitation of utensils, personal hygiene, and special handling of potentially hazardous food items. This certification is valid for five years and after January 1, 2015, certification now requires taking and passing a CFP approved exam every five years and applying for certification.

Note: 20886 No class on 8/14. Textbooks/exams need to be purchased and costs may vary. 21178 No class on 10/17. 21179 No class on 11/20.

316-497 / 18 hrs $75 (62+ $16.34)

20886 M 5:00p–9:55p Lindgren Aug 7–Aug 21 FDC
21178 M 5:00p–9:55p Lindgren Oct 9–Oct 23 WBC
21179 M 5:00p–9:55p Lindgren Nov 13–Nov 27 FDC

Responsible Beverage

Resp Beverage/Tobacco Service [IVC]

Explores the laws and regulations that owners, operators and employees of the food/beverage industry must understand in providing safe customer service. This training meets Department of Revenue’s Alcohol Beverage Bill and local ordinances for new bartenders. The elements of responsible drinking will also be covered.

311-400 / 4 hrs $25 (62+ $11.96)

21198 M 1:00p–4:55p Speich Sep 25 FDC, BDC, WBC
21199 M 5:00p–8:55p Speich Nov 6 FDC, BDC, WBC

Water Quality/Wastewater

Lime Softening Certification

Provides information necessary to produce a safe and aesthetically appropriate water supply for human consumption utilizing lime softening to control water hardness. Students explore the principle of lime softening, operation and maintenance procedures, and monitoring and troubleshooting of systems. This course addresses WDNR Classification L certification objectives for those who desire information necessary to achieve this certification.

527-474 / 6 hrs $24.20 (62+ $4.65)

20539 W 8:30a–3:25p Schmidt Aug 30 FDC
Welding/Fabrication

WI Structural Welding Certification
Provides an opportunity for students to meet the State Administrative Code that requires all structural welding be performed by state certified welders. Allows welders to test and register with the State under the guidance of a State of Wisconsin Weld Test Conductor. Includes two sets of test plates. Actual testing time varies by individual requirements. Contact the instructor before enrolling.

442-415 / 8 hrs $200 (62+ $173.93)

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<th>Course</th>
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<td>20700</td>
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<td>Clark</td>
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<td>20718</td>
<td>Sep 30</td>
<td>Clark</td>
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<td>FDC</td>
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<td>20823</td>
<td>Dec 2</td>
<td>Clark</td>
<td>8:00a–3:55p</td>
<td>BDC</td>
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</tbody>
</table>

Come in and Test Drive a career in CNC or Welding.
Join us for a free hands-on workshop in the fields of CNC Machining or Welding. Test Drive dates are July 19, August 1 or August 3; join us for all or part of the Test Drive.

To register, visit morainepark.edu/bootcamp

CNC or Welding Boot Camp
Get Paid to train…
- No tuition costs!
- Paid internship during the boot camp!
Not a bad deal for a career path with jobs waiting to be filled!

Boot camps start early
September 2017

Are you currently in the Industrial Maintenance field?
Are you looking to grow in the field?
Employment in the Industrial Maintenance field is projected to grow 18% by 2024.
Train with us today! Be prepared for tomorrow!
Visit morainepark.edu/bootcamp to learn about upcoming opportunities.
### Personal Enrichment

**Computers**

#### Computer Software

**NEW! Create Labels with Mail Merge**
Create mailing labels for wedding invitations, holiday cards or other big events hassle free by using mail merge. In just a few steps, you can create your own mailing list and perform a mail merge. Let us help you get those cards signed.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Description</th>
<th>Instructor</th>
<th>Dates</th>
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<tr>
<td>103-642</td>
<td>Create Labels with Mail Merge</td>
<td>Create mailing labels for wedding invitations, holiday cards or other big events hassle free by using mail merge.</td>
<td>Nyhouse</td>
<td>Nov 6</td>
<td>WBC</td>
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</tbody>
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**Windows 10 Overview Demo**
Windows 10 combines the strengths of Windows 8 and 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 and is designed to work with software and hardware you already have. This class is a demo only class.

<table>
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<tr>
<th>Course</th>
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<th>Description</th>
<th>Instructor</th>
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<tbody>
<tr>
<td>103-660</td>
<td>Windows 10 Overview Demo</td>
<td>Windows 10 combines the strengths of Windows 8 and 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 and is designed to work with software and hardware you already have. This class is a demo only class.</td>
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**Computers-Beginning**

**Basic MS Excel-9 Hours Silver**
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.

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<tr>
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<th>Description</th>
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<tr>
<td>103-453</td>
<td>Basic MS Excel-9 Hours Silver</td>
<td>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.</td>
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**Intermediate Excel-9 Hours Silver**
Explores intermediate features of Microsoft Excel. Provides hands-on experience in using Excel and building and designing worksheet solutions. Silver classes are introductory classes that provide a basic understanding of the software application typically required for home use.

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<th>Course</th>
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<tr>
<td>103-455</td>
<td>Intermediate Excel-9 Hours Silver</td>
<td>Explores intermediate features of Microsoft Excel. Provides hands-on experience in using Excel and building and designing worksheet solutions. Silver classes are introductory classes that provide a basic understanding of the software application typically required for home use.</td>
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**Stay up to date with the latest info on community education classes.**

Visit:

facebook.com/moraineparkcommunity.
PERSONAL ENRICHMENT

**Android Smartphone Basics**
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.

103-695 / 3 hrs $26.20 (62+ $20.80)

20712 T 5:30p–8:25p Sep 19 Schroeder JAC
20796 T 5:30p–8:25p Nov 14 Schroeder RIP
21011 T 9:00a–11:55a Aug 8 Kraft BDC

**Android Tablet Basics**
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.

103-697 / 3 hrs $26.20 (62+ $20.80)

20820 T 5:30p–8:25p Nov 28 Schroeder WBC
21014 W 9:00a–11:55a Sep 6 Kraft FDC
21025 R 5:30p–8:25p Nov 2 Kraft BDC

**Android Tablet II**
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.

103-698 / 3 hrs $26.20 (62+ $20.80)

20824 T 5:30p–8:25p Dec 5 Schroeder WBC
21016 W 9:00a–11:55a Sep 13 Kraft FDC
21028 R 5:30p–8:25p Nov 9 Kraft BDC

**Apple iPad Basics**
Explore the basic functions and features of iPads. Learn the various uses for an iPad and what this tablet device can offer to you. This class is intended for people wanting to learn about the iPad and also for beginner users. Bring your iPad to class. Please bring your log-in information and passwords to class.

103-611 / 3 hrs $26.20 (62+ $20.80)

20685 T 9:00a–11:55a Aug 1 Mielke FSC
20748 W 9:00a–11:55a Oct 11 Stadler BDC
20822 F 9:00a–11:55a Dec 1 Mielke FDC
20873 R 5:30p–8:25p Sep 21 Ferrer-Herrera WBC
20937 R 5:30p–8:25p Nov 9 Motzkus JAC

**Apple iPad Basics II**
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.

103-613 / 3 hrs $26.20 (62+ $20.80)

20692 T 9:00a–11:55a Aug 8 Mielke FSC
20749 W 9:00a–11:55a Oct 18 Stadler BDC
20826 F 9:00a–11:55a Dec 8 Mielke FDC
20874 R 5:30p–8:25p Sep 28 Ferrer-Herrera WBC
20939 R 5:30p–8:25p Nov 16 Motzkus JAC

**Apple Smartphone Basics**
Get more out of your Apple iPhone. Learn how to adjust settings, increase battery life, and use your mobile data efficiently. Learn how to use iTunes and the Apps Store to download movies, books, and more. Bring your charged iPhone to class.

103-696 / 3 hrs $26.20 (62+ $20.80)

20872 W 5:30p–8:25p Oct 18 Ferrer-Herrera WBC
21033 F 9:00a–11:55a Dec 1 Kraft FSC
**Introduction to Using the iPad**
Learn how to use the iPad including how to set it up; how to find, install and use productivity and entertainment apps; how to access the Internet and use email; how to create files; and tips on how to perform useful functions and enjoy other features. You will need to have your own iPad.

103-607 / 9 hrs $58.75 (62+ $45.25)

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<tr>
<th>Course Code</th>
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<th>Instructor</th>
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**Productivity Apps for the iPad**
You understand the basics of using the iPad and are now ready to harness its full power. Learn about various productivity apps that enable the iPad to function like a personal PC. You will need to have your own iPad.

103-608 / 9 hrs $58.75 (62+ $45.25)

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<th>Course Code</th>
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<th>Instructor</th>
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**iPad Refresher**
Have you already taken Apple iPad I and Apple iPad II and you would like a refresher? This workshop is a great way to review and discover helpful tips and tricks for your iPad. Discover the many incredible things it can do. Please bring your log-in information and passwords to class.

103-689 / 3 hrs $26.20 (62+ $20.80)

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<th>Course Code</th>
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**Is an iPad or Tablet for You?**
With so many tablets to choose from, iPad, Kindle Fire and the many other versions of Android devices, it can be difficult to know which one will meet your needs. In this class, we will compare the features of the various brands and determine if a tablet is right for you - and if so, which one.

103-606 / 3 hrs $26.10 (62+ $20.70)

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<th>Course Code</th>
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**Using the Internet**

**Cloud Computing Basics**
Confused by the Cloud? You are not alone. We'll cover key points about cloud computing to help you reap its benefits and get you into the 21st century. This class is hands on and meets in a computer lab.

103-647 / 3 hrs $26.20 (62+ $20.80)

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<th>Course Code</th>
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**Setting up Facebook Profile**
Your profile page on Facebook tells the world who you are. It includes information like your background, interests, hobbies, relationships and more. We'll teach you how to fill out your profile to include your favorite things. Students should already have an email account. Please bring your log-in information and passwords to class.

103-678 / 4 hrs $26.20 (62+ $20.80)

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<tr>
<th>Course Code</th>
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**Connecting on Facebook**
Now that you have a Facebook account, you will want to connect with your family and friends, upload pictures, understand newsfeeds, and more. We’ll teach you how to find friends, and share your favorite photos with others. Please bring your log-in information and passwords to class.

103-679 / 4 hrs $26.20 (62+ $20.80)

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<th>Course Code</th>
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<th>Instructor</th>
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<td>Nov 17</td>
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**Creating Your Gmail Account**
Google Gmail is a good choice for your e-mail account. It is a web-based e-mail service that allows you to access your e-mail from any Internet-connected computer in the world. We will help you set up and organize a new Google account and get you started using your new Gmail account. Please bring your log-in information and passwords to class.

103-675 / 3 hrs $26.20 (62+ $20.80)

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<th>Course Code</th>
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Google Docs
Google docs is similar to and compatible with Microsoft Office. If you are looking for a free online word processor that lets you create and format text documents, Google Docs is it. Learn how to gain access to Google Docs and files you previously created in MS Office. Please bring your log-in information and passwords to class.

103-672 / 3 hrs $26.20 (62+ $20.80)
20818 M 5:30p–8:25p Stadler BDC Nov 20

Internet Security/Your Computer
Protect your computer, your data and your online accounts from hackers. Explore various types of malware threats and the use of protection software. Learn to schedule regular computer system maintenance and keep your computer clean and free from risks and threats.

103-657 / 3 hrs $26.20 (62+ $20.80)
20786 F 8:30a–11:25a Tess WBC Nov 3
20814 T 9:00a–11:55a Schmitz RIP Aug 8
20817 T 1:00p–3:55p Schmitz FDC Oct 17
21032 R 5:30p–8:25p Kraft BDC Nov 30

NEW! Intro to Home Networking
This introductory course explores the benefits of a basic home network. This class is ideal for those wanting to set up a home network and is taught with the novice computer user in mind. Topics covered will include components necessary to build a home network, important terminology to know, resource sharing configuration, security essentials and basic network troubleshooting. Gain practical experience during our lab sessions that you can take home and use to set up your own small home network.

103-649 / 4 hrs $26.20 (62+ $20.80)
20716 W 5:30p–9:25p Loomans WBC Sep 27
20782 W 5:30p–9:25p Loomans FDC Nov 1

Intro to Internet Banking
This course is 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. This class meets in a computer lab.

103-694 / 3 hrs $26.20 (62+ $20.80)
20815 T 9:00a–11:55a Schmitz FDC Aug 15
20816 T 9:00a–11:55a Schmitz BDC Sep 12

Introduction to Twitter
You see it everywhere: on television, in commercials, and on websites. But what is a hashtag? This class will walk you through the basics of Twitter from setting up an account, making a “tweet” learning how to “follow” someone and finally get your own followers. Other topics will include how to link Twitter to your Facebook account and other alternatives. Please bring your log-in information and passwords to class.

103-683 / 2 hrs $15.35 (62+ $12.65)
20930 S 8:30a–10:25a Ferrer-Herrera WBC Sep 23

Pinterest Interests
Pinterest is a virtual online pin board that is a fun way to discover new things and get inspiration from people who share your interests. Find, share, and organize events, home decorating projects, recipes, craft and woodworking projects, inspirational quotes and more. This course is designed for beginning users as well as those who already have a Pinterest account. Please bring your log-in information and passwords to class.

103-670 / 3 hrs $26.20 (62+ $20.80)
20711 T 9:00a–11:55a Mielke FDC Sep 19

Using Craigslist
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.

103-603 / 4 hrs $26.20 (62+ $20.80)
21012 T 5:00p–8:55p Kraft BDC Aug 15
20951 W 5:00p–8:55p Kozlowski WBC Nov 15
CRAFTS & RECREATION

**Photography**

**Beginning Digital Cameras**
Examine the features of digital cameras. Learn the technology and jargon associated with digital cameras such as megapixel and flash memory. Experiment with different types of digital cameras and learn how to share your digital photos with friends and family by e-mail and over the Internet.

- **203-640 / 4 hrs** $26.20 (62+ $20.80)
  - 20689 W 5:30p–9:25p Aug 2 Runge
  - 20776 W 4:00p–7:55p Oct 11 DeBack
  - 20957 T 4:00p–7:55p Dec 12 Schroeder

**Intermediate Digital Cameras**
Discover tools to improve both your digital pictures and your digital photography skills. This class builds on Basic Digital Cameras skills.

- **203-641 / 4 hrs** $26.20 (62+ $20.80)
  - 20693 W 5:30p–9:25p Aug 9 Runge
  - 20778 W 4:00p–7:55p Oct 18 DeBack
  - 20958 R 4:00p–7:55p Dec 14 Schroeder

**Intermediate Digital Cameras**

**Photoshop Elements I**
Learn the basics of Photoshop Elements designed for the home user and hobbyists. There are tricks that will help you organize, manipulate, create and manage your valuable personal family photos and albums. Learn how to crop, resize, retouch, and enhance your family photos. This hands-on class will take you from novice to capable user. This class is for the computer literate.

- **103-637 / 6 hrs** $37.05 (62+ $28.95)

**Photoshop Elements II**
Now as a home user or hobbyist, you know the basics, but how do you use that knowledge to move to the next level of personal photography? This class has the answers and these ideas will help make your photography better. Work with a variety of toolbar buttons to enhance your family photos. This class is for the computer literate. Students should have a basic knowledge of the program.

- **103-638 / 6 hrs** $37.05 (62+ $28.95)
  - 21023 W 5:30p–8:25p Oct 18–Oct 25 Kraft

**Photoshop Elements Independent Project**
As a home user or hobbyist this class will include time for an independent project using Photoshop Elements. Bring your photos in on a USB drive and create a personal album, poster, enhance your photos, make collages or mood board, and so much more. Students will get assistance with their own personal photo projects.

- **103-639 / 4 hrs** $26.20 (62+ $20.80)
  - 21030 W 5:30p–9:25p Nov 15 Kraft

**Video Prod/YouTube Publishing**
Throughout this class, students will learn the basic steps in planning, shooting, post-producing, and delivering a simple video project. Students can utilize these skills for their own projects, whether it be for a business or a small home video. Publishing content to YouTube will be covered.

- **206-605 / 6 hrs** $37.05 (62+ $28.95)
  - 20938 W 5:30p–8:25p Nov 8–Nov 15 Motzkus
PERSONAL ENRICHMENT

Welding/Fabrication

NEW! Gas Metal Arc Welding Workshop I
This 5 week workshop is designed to provide students with basic knowledge of welding. It is ideal for skilled tradespeople, career changers, continuing education related training or those that just want to know more about welding. We will introduce you to welding terminology, safety, machine setup and shut down, metal identification, plasma cutting and GMAW welding processes and positions. Learn how welding equipment functions and then practice your new skills to make quality gas metal arc welds on metals of different thicknesses. Other welding processes may be explored with the permission of the instructor.

442-615 / 15 hrs $148 (62+ $126.40)
21404 T 6:00p–8:40p McCauley Aug 15–Sep 12 HHS

NEW! Gas Metal Arc Welding Workshop II
Take your welding skills to the next level in this workshop. Advance your skills and incorporate new metals and thicknesses. Students develop advanced welding techniques and receive instruction to give your welds a more professional appearance. We will also cover plasma cutting. Other welding processes may be explored with the permission of the instructor. (Prerequisite: 442-615 Gas Metal Arc Welding (GMAW) Workshop I)

442-616 / 15 hrs $148 (62+ $126.40)
21406 T 6:00p–8:40p McCauley Sep 19–Oct 17 HHS

NEW! Home/Garden Welding Projects I
This workshop is designed for beginners as well as the experienced artist. Learn safety precautions in handling, setup, and use of welding equipment. Learn how to cut metal and join two pieces of metal together as you design a small project for your home or garden. Students may incorporate personal objects into their project. Basic material and equipment usage included.

442-617 / 15 hrs $148 (62+ $126.40)
21405 T 6:00p–8:40p McCauley Aug 15–Sep 12 HHS

NEW! Home/Garden Welding Projects II
Take your home garden art welding project to the next level and advance your welding skills. Basic material and equipment usage included. (Prerequisite: 42-617 Home and Garden Art Welding Projects I or permission of the instructor)

442-618 / 15 hrs $148 (62+ $126.40)
21407 T 6:00p–8:40p McCauley Sep 19–Oct 17 HHS

Welding Garden Sculptures
Explores basic welding techniques. Assemble metal parts into art objects that can be used as garden sculptures.

442-609 / 12 hrs $82.95 (62+ $66.75)
20705 S 7:30a–11:25a Siegl Sep 9–Sep 23 BDC
20799 S 9:00a–12:55p Siegl Oct 21–Nov 4 FDC

Woodworking

Woodworking - 24 Hours
Use power tools to create individualized wooden objects. Safety procedures will be stressed. Students are required to supply their own projects. Class is open to men and women from beginners to advanced.

409-602 / 24 hrs $134.10 (62+ $101.70)
21185 T 6:30p–9:25p Evensen Sep 12–Oct 31 RIP
21186 T 6:30p–9:25p Evensen Sep 12–Oct 3 RIP
21231 W 6:00p–8:55p Kraus Sep 20–Oct 11 HHS
21232 W 6:00p–8:55p Kraus Nov 8–Dec 6 HHS

Woodworking Projects
Construct individualized wooden projects. Safety will be stressed. Students are required to supply their own projects. This class is open to all genders and students are strongly encouraged to take an Introduction to Woodworking class before taking this course or seek teacher approval.

409-612 / 12 hrs $69.30 (62+ $53.10)
21186 T 6:30p–9:25p Evensen Sep 12–Oct 3 RIP
21187 T 6:30p–9:25p Evensen Nov 7–Nov 28 RIP
21231 W 6:00p–8:55p Kraus Sep 20–Oct 11 HHS
21232 W 6:00p–8:55p Kraus Nov 8–Dec 6 HHS
General Crafts & Recreation

**Beginning Drawing**
Participants will learn the basic techniques of drawing. Designed for individuals with no drawing experience, participants will explore fundamentals and apply them in fun and creative ways.

815-632  /  4 hrs  $26.20 (62+ $20.80)
21331  T  6:00p–9:55p  Oct 10
Walters  FDC

**NEW! DIY Signs**
Create a painted sign for your home by using special painting/word techniques and bring it home that same night! Enjoy a night out creating something special for your home!

815-631  /  3 hrs  $26.10 (62+ $20.70)
21161  W  5:30p–8:25p  Nov 8
Willett  RIP

**NEW! Flipping Old/New Furniture**
Create a talking piece for your home by bringing an old piece of small furniture (end table, foot stool, chair) and applying special art techniques to make it look new and usable with your current decor. Neutral paints and special brushes will be provided. Flip your old furniture to new usable pieces and learn about the many possibilities!

815-679  /  4 hrs  $26.10 (62+ $20.70)
21160  W  5:30p–9:25p  Oct 25
Willett  RIP

**NEW! Flower Masterpiece**
Develop a beautiful flower using scrapbook paper, paint, canvas or wood. The end result will be a beautiful flower for your wall that will look professionally done. Bring a friend or family member to this fun class to make your very own wall art.

815-678  /  3 hrs  $26.10 (62+ $20.70)
21159  W  5:30p–8:25p  Oct 11
Willett  RIP

**Hand Spun Glass Ornaments**
Practice the technique of creating fine art with glass. Create decorative ornaments using torches and glass tubing. All materials included, no tools required. Wear closed-toe shoes and cotton or natural fiber clothing; no polar fleece or synthetic clothes. Must be 18 years of age to register.

304-631  /  3 hrs  $26.20 (62+ $20.80)
21218  S  8:30a–11:25a  Nov 4
Nagle  BDC
21219  S  12:00p–2:55p  Nov 4
Nagle  BDC

**NEW! Multimedia Art - Dancer**
Using assorted media on a mat board, create “Lead Dancer Entering the Stage” by artist Edgar Degas. Students will use pencils, colored pencils and pastels. Students may need to purchase a small amount of supplies and will be notified prior to class.

815-694  /  4 hrs  $26.20 (62+ $20.80)
21334  T  6:00p–9:55p  Oct 3
Walters  WBC

**NEW! Multimedia Art - Poppies**
Using natural loose canvas, learn how to add dimension and texture to your art and how to prime and prep. Poppies in a Gold Vase is comprised of texture compound and acrylic on loose canvas. Students may need to purchase a small amount of supplies and will be notified prior to class.

815-693  /  4 hrs  $26.20 (62+ $20.80)
21333  M  6:00p–9:55p  Oct 2
Walters  WBC

**NEW! Multimedia Art - Zebra**
Create unique artist effects using specialized texture compounds to create a “Textured Zebra.” Students may need to purchase a small amount of supplies and will be notified prior to class.

815-696  /  4 hrs  $26.20 (62+ $20.80)
21336  T  6:00p–9:55p  Nov 7
Walters  WBC

**NEW! Multimedia Art-Sunflowers**
Painted on glass with enamels, the “Sunflowers in a Silver Vase” will come alive before you. Students may need to purchase a small amount of supplies and will be notified prior to class.

815-695  /  4 hrs  $26.20 (62+ $20.80)
21332  M  6:00p–9:55p  Nov 6
Walters  WBC

**NEW! Multimedia Draw-Portrait**
Focus on portraiture using pencils, colored pencils and pastels to recreate by drawing Mona Lisa and Adele Block Bauer (The Woman in Gold). Students may need to purchase a small amount of supplies and will be notified prior to class.

815-646  /  4 hrs  $26.20 (62+ $20.80)
21337  M  6:00p–9:55p  Dec 4
Walters  WBC
NEW! Papermaking Upcycling
Upcycle your scraps into beautiful paper! We all have lots of recyclable paper laying around the house - but did you know you can turn it into beautiful new sheets of handmade paper? Join us for the super fun, super easy class and learn how to create something beautiful from the scraps around your house!

815-697 / 2 hrs $15.35 (62 + $12.65)
21376 W 5:00p–6:55p Sep 27 Kolstad FDC

NEW! String Art Signs - DIY!
Create a beautiful masterpiece with wood, nails and string. When you are done, this piece will be something you will surely be proud to place in your home or give as a gift! The instructor will guide you through the process of creating your own string art masterpiece! Bring a friend or family member to this fun class to make your very own wall art.

815-677 / 4 hrs $26.10 (62 + $20.70)
21158 W 5:30p–9:25p Sep 27 Willett RIP

Basic Pie Making
Learn to make several basic pie crusts and fillings. In this hands-on class students will prepare small size pies.

303-615 / 4 hrs $26.50 (62 + $21.10)
21343 S 8:00a–11:55a Oct 28 Dorst KHS

NEW! Cheesecake Lovers!!
Mix, bake and taste a variety of cheesecakes including no-bake cheesecake for those in a hurry, classic New York Style, and a couple other variations. Recipes for cheesecake and crusts, including home-made graham crackers will be included. It’s great to live in the dairy state!

303-659 / 4 hrs $26.60 (62 + $21.20)
21330 S 8:30a–12:25p Sep 23 Endejan FDC

Christmas Holiday Baking
Prepare and bake a variety of delicious holiday sweets like quick breads, cookies, yeast dough sweets, and a special pie. Mmmm good.
Note: 21236 British.

303-624 / 4 hrs $26.50 (62 + $21.10)
21236 T 5:30p–9:25p Nov 28 Thomas HHS
21322 T 5:30p–9:25p Nov 14 Stolberg BHS

Flatbreads, Chapattis and Dip
Make several kinds of flatbreads and chapattis with a side dip (regular and gluten free to use as wraps or dipping). This is a hands-on workshop that includes cooking in small groups and eating.

303-620 / 3 hrs $26.60 (62 + $21.20)
21278 W 5:30p–8:25p Sep 20 Horvath FDC

French Cookery - Bon Apetit!
Learn how to prepare and sample a variety of traditional French ethnic foods.

303-665 / 4 hrs $26.60 (62 + $21.20)
21281 W 5:30p–9:25p Oct 4 Horvath FDC

CULINARY

Artisan Breads
Explore the world of Artisan Bread. Hand-mixing of dough and an explanation of essential ingredients and processes are combined with baking and tasting of hearth baked breads.

303-612 / 4 hrs $26.60 (62 + $21.20)
21284 S 8:30a–12:25p Oct 21 Horvath FDC
21313 S 8:30a–12:25p Sep 16 Endejan FDC

NEW! Authentic French Crepes
Create authentic French crepes and exquisite fillings. Students will make batter, fry crepes, and create savory and sweet fillings. At the end of class, tasting and sampling of the finished crepes will delight your taste buds!

303-617 / 4 hrs $26.50 (62 + $21.10)
21280 S 9:00a–12:55p Sep 30 Horvath RIP

NEW! Cheesecake Lovers!!
Mix, bake and taste a variety of cheesecakes including no-bake cheesecake for those in a hurry, classic New York Style, and a couple other variations. Recipes for cheesecake and crusts, including home-made graham crackers will be included. It’s great to live in the dairy state!

303-659 / 4 hrs $26.60 (62 + $21.20)
21330 S 8:30a–12:25p Sep 23 Endejan FDC
Holiday Specialty Cookies
Entry level bakers will learn how to bake specialty holiday cookies. Pairs of students, under the direction and guidance of a Culinarian, will prepare and bake specialty holiday cookies and learn tips to enhance products. At the end of the class, each participant will leave with approximately 2-3 dozen of the total cookies produced. Please bring a cookie container.

303-611 / 4 hrs $26.50 (62+ $21.10)
21290 R 5:30p–9:25p Nov 30 Horvath RIP
21291 W 5:30p–9:25p Dec 6 Horvath FDC
21292 S 7:30a–11:25a Dec 9 Horvath FDC
21293 S 7:30a–11:25a Dec 16 Horvath FDC
21314 S 11:30a–3:25p Dec 9 Endejan FDC
21315 S 11:30a–3:25p Dec 16 Endejan FDC

Introduction to Cake Decorating
Explore the fundamental techniques of cake decorating. Students will have hands-on practice with icing, designing and decorating cakes.

303-668 / 3 hrs $26.50 (62+ $21.10)
21345 S 8:00a–10:55a Sep 23 Dorst KHS

Rustic Breads And Hearty Soups
Learn how to bake and prepare a variety of hearth and flat breads and several hearty cream and broth soups to be tasted and enjoyed.

303-648 / 6 hrs $39.90 (62+ $31.80)
21286 S 9:00a–2:55p Oct 28 Horvath FDC
21344 S 8:00a–1:55p Nov 11 Dorst KHS

NEW! Scrumptious Historical Bread-Holidays
Taste the best of some old-time Holiday breads like Stollen, Kugelhopf, and St. Basil’s bread. These breads have a history and flavor all their own. Learn to mix, form and bake these hearty holiday breads for your loved ones at home.

303-661 / 4 hrs $26.60 (62+ $21.20)
21329 S 8:30a–12:25p Nov 18 Endejan FDC

Cooking

Appetizers for the Holidays
Create impressive hors d’oeuvres and appetizers with a holiday theme.

303-621 / 2 hrs $15.35 (62+ $12.65)
21317 W 5:30p–7:25p Nov 29 Stolberg RIP

Basic Candy Making - Holidays
Explore techniques for making basic candy for the holidays. Discover how to make fudge, truffles, turtles and more.

303-610 / 2 hrs $15.30 (62+ $12.60)
21289 T 5:30p–7:25p Nov 28 Horvath RIP

Cajun Cookery
Learn how to prepare a variety of Cajun and Creole favorites.

303-622 / 4 hrs $26.60 (62+ $21.20)
20943 T 5:00p–8:55p Aug 15 Horvath FDC

Cut Like a Chef
Students will "Cut Like a Chef" and learn the tricks of the trade for using kitchen cutting tools. Knife safety and maintenance along with cutting drills will be conducted.

303-673 / 4 hrs $26.60 (62+ $21.20)
21196 T 5:30p–9:25p Oct 24 Speich FDC

NEW! Cut Like a Chef - Part 2
Get FANCY by bringing your knife skills to the next level. After a brief review of knife safety principles learned in Cut Like a Chef, you will perform more advanced cutting drills to develop your cutting techniques. Practice cutting some exotic fruits and vegetables. Learn how to sharpen your knives and keep them sharp. Students will use a mandoline slicer to incorporate some time saving techniques. It is strongly recommended that you take Cut Like a Chef (303-673) prior to this course.

303-694 / 4 hrs $26.60 (62+ $21.20)
21197 T 5:30p–9:25p Nov 28 Speich FDC
**Personal Enrichment**

### Delicious Fall Soups
As we look forward to cooler temperatures, let’s learn to prepare a variety of tasty fall soups perfect to pair with sandwiches or fresh breads.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Duration</th>
<th>Fee (62+ $21.20)</th>
<th>Dates</th>
<th>Location</th>
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<tr>
<td>303-698</td>
<td>4 hrs</td>
<td>$26.60</td>
<td>21288</td>
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<tr>
<td>21323</td>
<td>4 hrs</td>
<td>$26.60</td>
<td>21323</td>
<td>T 5:30p–9:25p Oct 3 Stolberg BHS</td>
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</table>

### Ethnic Cooking Series
The Ethnic Cooking class series features typical foods and ingredients from one specific geographic/cultural influence somewhere around the world and includes a short lecture followed by hands-on preparation of recipes that are accessible to most/all students at their various skill levels (can easily be prepared). Includes tasting and sampling of the finished dishes.

*Note: 21233 Australian. 21234 Sicilian. 21235 Baltic.*

<table>
<thead>
<tr>
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<th>Fee (62+ $21.10)</th>
<th>Dates</th>
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<tbody>
<tr>
<td>303-687</td>
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<td>$26.50</td>
<td>21233</td>
<td>T 5:30p–9:25p Sep 19 Thomas HHS</td>
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<tr>
<td>21234</td>
<td>4 hrs</td>
<td>$26.50</td>
<td>21234</td>
<td>T 5:30p–9:25p Oct 17 Thomas HHS</td>
</tr>
<tr>
<td>21235</td>
<td>4 hrs</td>
<td>$26.50</td>
<td>21235</td>
<td>T 5:30p–9:25p Oct 31 Thomas HHS</td>
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</table>

### Greek Cookery
Learn to prepare a variety of appetizers, entrees and desserts from the Greek Isles.

<table>
<thead>
<tr>
<th>Course Code</th>
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<th>Fee (62+ $21.20)</th>
<th>Dates</th>
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<tbody>
<tr>
<td>303-607</td>
<td>4 hrs</td>
<td>$26.60</td>
<td>21276</td>
<td>W 5:30p–9:25p Sep 6 Horvath FDC</td>
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</table>

### NEW! Introduction to Cooking

**NEW!** Develop basic knife skills and learn about different pieces of equipment used for cooking. Explore cooking methods to include braising, roasting, sauteing, and frying. This hands-on course will study principles of cooking meats, fish, steak and more. This course is intended for beginners. Learn some introductory skills to impress your guests!

<table>
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<tr>
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<th>Fee (62+ $21.20)</th>
<th>Dates</th>
<th>Location</th>
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<tr>
<td>303-695</td>
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<td>21193</td>
<td>T 5:30p–9:25p Sep 12 Speich FDC</td>
</tr>
<tr>
<td>21316</td>
<td>4 hrs</td>
<td>$26.60</td>
<td>21316</td>
<td>T 5:30p–9:25p Nov 7 Stolberg RIP</td>
</tr>
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</table>

### NEW! Mucho Mexicano!
Create tantalizing tortillas, enchiladas, and tamales. Sauces, salsa, rice, and beans will be explored as well. Come for some great recipes, practice, and fun in creating authentic Mexican cuisine.

<table>
<thead>
<tr>
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<th>Fee (62+ $21.20)</th>
<th>Dates</th>
<th>Location</th>
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<tr>
<td>21283</td>
<td>4 hrs</td>
<td>$26.60</td>
<td>21283</td>
<td>W 5:00p–8:55p Oct 18 Horvath RIP</td>
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</tbody>
</table>

### Ethnic Cooking Series

### Northern Italian Cookery
Learn to prepare traditional northern Italian cuisine of Italy, including sauces, soups, flatbread and roasted vegetables.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Duration</th>
<th>Fee (62+ $21.20)</th>
<th>Dates</th>
<th>Location</th>
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<tbody>
<tr>
<td>303-629</td>
<td>4 hrs</td>
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<td>21282</td>
<td>W 5:30p–9:25p Oct 11 Horvath FDC</td>
</tr>
<tr>
<td>21287</td>
<td>4 hrs</td>
<td>$26.60</td>
<td>21287</td>
<td>S 8:30a–12:25p Nov 4 Horvath FDC</td>
</tr>
</tbody>
</table>

### NEW! Pizzeria Party
Students will start with classic Italian and deep dish pizzas, before moving towards calzones, stromboli, and piadinas. Satisfy your taste buds with this pizza/Italian lovers’ class!

<table>
<thead>
<tr>
<th>Course Code</th>
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<th>Fee (62+ $21.10)</th>
<th>Dates</th>
<th>Location</th>
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<tr>
<td>303-626</td>
<td>4 hrs</td>
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<td>20942</td>
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<tr>
<td>21287</td>
<td>4 hrs</td>
<td>$26.60</td>
<td>21287</td>
<td>S 8:30a–12:25p Nov 4 Horvath FDC</td>
</tr>
</tbody>
</table>

### Southern Italian Cookery
Learn how to prepare, primarily, Sicilian cookery including red sauces and meat preparations.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Duration</th>
<th>Fee (62+ $21.10)</th>
<th>Dates</th>
<th>Location</th>
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<tbody>
<tr>
<td>303-628</td>
<td>4 hrs</td>
<td>$26.50</td>
<td>20944</td>
<td>T 5:00p–8:55p Aug 22 Horvath RIP</td>
</tr>
</tbody>
</table>

### NEW! Spanish Tapas = Delicious Meal
Popular Spanish small-bite appetizers or snacks, tapas are delicious and serving a variety of them easily creates an enjoyable full meal for family or guests. Sign up with your friend or family member to prepare and taste a sampling from the Iberian Peninsula.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Duration</th>
<th>Fee (62+ $21.10)</th>
<th>Dates</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>303-601</td>
<td>4 hrs</td>
<td>$26.50</td>
<td>21277</td>
<td>W 5:30p–9:25p Sep 13 Horvath RIP</td>
</tr>
</tbody>
</table>

communityed@morainepark.edu / 920 924 3207
NEW! SUSHI Simplicity
Have you tried Sushi or a Sushi class? Sushi is about subtle combinations kept simple: seasoned rice, seasonal fish at peak flavor, slightly roasted seaweed, and just a hint of flavoring from sauces and condiments. Learn the art of hand rolling and then how to select fish to best present it’s freshness in sushi. Once you’ve mastered the basics, you’ll be prepared to make great sushi at home whenever the craving arrives.

303-697 / 4 hrs $26.60 (62+ $21.20)
21194 T 5:30p–9:25p Speich Oct 3 FDC
21195 T 5:00p–8:55p Speich Oct 17 RIP

Vegetarian Cooking
Prepare nontraditional vegetarian entrees using Middle Eastern cooking techniques.

303-630 / 4 hrs $26.60 (62+ $21.20)
21279 W 5:30p–9:25p Horvath Sep 27 FDC

Wine Tasting
Wine Aficionado
Do you know about wine? Have you attended classes/tastings and want to learn more? This is for you. What is the difference between a $10 and $100 bottle of wine? What are the regions to have wine from, and much more. The elements of responsible drinking will also be covered. Must be 21 or older to register.

311-612 / 2 hrs $15.30 (62+ $12.60)
21382 T 6:30p–8:25p Cujak Oct 17 CWM

General Health & Wellness

As You Think
Create the life you want by using your thoughts effectively. Discover insights about your Vibrational Universe and learn to recognize why your life is moving in a certain direction and how to change it. Students will learn techniques to apply the power of intentions to attract the life you want.

546-603 / 2 hrs $15.35 (62+ $12.65)
21167 M 6:30p–8:25p Oestreicher Dec 4 WBC, BDC, FDC, RIP

Chakra Balancing
Balance your “Chakras” in this course that will teach you to understand their characteristics and help you in your daily life. Chakras are the centers of your spiritual powers inside the human body. Students will learn Chakra Meditation and be given a custom visualization and breathing exercise based on your personalized Chakra scan.

546-606 / 2 hrs $15.35 (62+ $12.65)
21164 T 4:00p–5:55p Oestreicher Nov 14 FDC
21168 T 6:00p–7:55p Oestreicher Oct 10 WBC
21352 M 6:30p–8:25p Oestreicher Sep 25 BDC

Forever Young
Is it possible to reverse the aging process? Can we grow younger? In this class, you will learn that it is possible to look, feel and be younger. Anti-aging studies will be presented and you will explore how other cultures have reversed the aging process. Learn natural, holistic and practical techniques that will help you tap into the fountain of youth that is already within you!

546-604 / 2 hrs $15.35 (62+ $12.65)
20946 M 4:00p–5:55p Oestreicher Nov 27 WBC, BDC, FDC
PERSONAL ENRICHMENT

Gentle Yoga: De-Stress/Renew
A soothing experience that includes breathing and relaxation practices along with the gentle exploration of therapeutic stretches and poses. This practice supports the development of strength and flexibility, mental clarity, and inner calm. Appropriate for all levels, beginner to advanced. Participants bring a yoga mat, towel, and a water bottle.

807-601 / 4 hrs $26.20 (62 + $20.80)
21384 T 6:00p–6:55p Sep 26–Oct 17 Eberly

Heal Your Life!
In this group Reiki healing session, a Reiki Master provides a session that promotes healing, is affordable, and has the ability to help many people at the same time. Any size group can benefit, from two people to one-hundred people or more. This session is designed to encourage healing for any moderate to severe health issues including cancer and fibromyalgia. Come learn more about Reiki healing!

546-607 / 2 hrs $15.35 (62 + $12.65)
20945 W 4:00p–5:55p Aug 9 Oestreicher
21165 T 6:30p–8:25p Nov 14 Oestreicher
21169 T 6:00p–7:55p Oct 24 Oestreicher

Healthy Sleep
Fall asleep easily and quickly by learning to release the endless mind chatter in our brains. Learn natural, holistic and practical techniques to develop a calm and peaceful mind for healthy and longer sleep.

546-601 / 2 hrs $15.35 (62 + $12.65)
21166 M 3:30p–5:25p Oct 16 Oestreicher

Meditation Training
Learn the benefits of meditation, how and when to meditate, focused attention, and how to slow down and release your mind in this informative and relaxing class. Students will practice meditating and each individual will receive a customizable meditation based on their goals and energy scan.

546-602 / 2 hrs $15.35 (62 + $12.65)
21162 M 6:00p–7:55p Oct 16 Oestreicher
21163 M 6:30p–8:25p Nov 6 Oestreicher
21351 M 4:00p–5:55p Sep 25 Oestreicher

NEW! Peaceful Warrior
[IVC]
Develop healthier ways to express your anger and respond to and perceive situations more calmly. Do you have a short fuse or get into frequent arguments and fights? Our relaxation expert will teach you to understand how to control anger and learn the early anger warning signs and ways to cool down quickly.

546-609 / 2 hrs $15.35 (62 + $12.65)
21170 T 6:00p–7:55p Oct 3 Oestreicher

NEW! Wellness Way Approach to Inflammation
Combat inflammation! You hear the term a lot, but really . . . what is it? What is going on in the body when something gets inflamed? Is inflammation the root of your illness? How harmful is chronic inflammation? How do you correct the problem naturally? Students will learn a different way to tackle inflammation . . . a unique way of approaching your health conditions and symptoms that has helped countless people feel better, think better and be better . . . essentially, helping people re-write their life story!

546-610 / 2 hrs $15.35 (62 + $12.65)
21383 T 6:00p–7:55p Nov 14 Instructor TBA

Yoga for the Core!
Develop your core by using yoga poses and initiating them in your daily movements. Introduce yourself to your pelvic floor and inner core muscles and take yoga/fitness practice to a whole new level. We will start with pranayama (breath work), move through core poses, and end with relaxation. Open to all levels. No prior yoga experience necessary.

807-604 / 8 hrs $47.90 (62 + $37.10)
21385 T 6:00p–6:55p Oct 24–Dec 12 Eberly

Moraine Park Technical College is accredited by the Higher Learning Commission.
Motorcycle and Scooter Rider Courses
Provides beginning or returning riders with hands-on experience in the basic skills of riding. Motorcycles are provided by MPTC. We also have two scooters available for each course. To reserve a scooter, select a class in the Scooter Section. PREREQUISITE WisDOT requirement: Motorcycle Safety Foundation Basic Rider Course e-course. Students under 18 years of age must have a parent or legal guardian signed waiver. See morainepark.edu/motorcycle for details. All sections meet at FDC for three sessions:
• Friday evening, 5:30p–8:25p
• Saturday daytime, 8:00a–4:55p
• Sunday, 8:00a–1:55p
816-400 / 16 hrs $260.80 (62+ $260.80)
21144 Aug 11–Aug 13 Van Herwynen
21145 Aug 25–Aug 27 Keenan
21146 Sep 8–Sep 10 Erck
21147 Sep 22–Sep 24 Erck
21148 Sep 29–Oct 1 Ralph

Scooter Courses
To reserve a scooter, select a class from this list:
816-400 / 16 hrs $260.80 (62+ $260.80)
21150 Aug 25–Aug 27 Keenan
21151 Sep 8–Sep 10 Erck
21152 Sep 22–Sep 24 Erck
21153 Sep 29–Oct 1 Ralph

Investing
Investing for Women In/Near Retirement
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.
114-613 / 2 hrs $15.35 (62+ $12.65)
21087 T 5:30p–7:25p Sep 19 Krueger
21088 T 5:30p–7:25p Oct 3 Krueger

Investment Essentials-Women
Women face a number of unique challenges when it comes to finances. Typically, women earn less and live longer. Become a smarter investor and gain the confidence to take control of your finances. Explore investment planning options and goals from a woman’s perspective. Learn terminology you need to know before investing. Investment vehicles covered will be: stocks, bonds, mutual funds, ETF’s, maturing CDs, IRA or 401(k), inherited accounts, cash, and annuities.
114-610 / 4 hrs $26.20 (62+ $20.80)
20789 T 5:30p–9:25p Nov 7 Sprader

Plan Well Retire Well-Soc Sec
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.
114-620 / 2 hrs $15.35 (62+ $12.65)
20701 T 6:00p–7:55p Aug 29 Sprader
20829 R 6:00p–7:55p Oct 26 Walschinski
NEW! Reverse Mortgage 101
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.

114-614 / 2 hrs $15.35 (62+ $12.65)
21154 W 4:00p–5:55p Staples Sep 27 RIP
21155 W 6:00p–7:55p Staples Oct 18 BDC
21156 W 2:00p–3:55p Staples Dec 13 FDC
21157 W 2:00p–3:55p Staples Nov 15 WBC

Planning Care–Elderly Family
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.

102-612 / 2 hrs $15.35 (62+ $12.65)
20953 W 6:00p–7:55p Melick Oct 11 WBC
20956 W 6:00p–7:55p Melick Nov 15 BDC

Personal Finance

How to be a Personal Rep/Exec
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.

102-624 / 2 hrs $15.35 (62+ $12.65)
20690 R 6:00p–7:55p Cupery Aug 3 BDC

Powers of Attorney
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.

102-626 / 2 hrs $15.35 (62+ $12.65)
20697 W 6:00p–7:55p Endejan Aug 23 FDC
20952 T 6:00p–7:55p Melick Sep 12 WBC

Probate Avoidance
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.

102-625 / 2 hrs $15.35 (62+ $12.65)
20684 T 12:00p–1:55p Lioka Aug 1 RIP
20703 R 6:00p–7:55p Cupery Aug 31 BDC
20791 W 6:00p–7:55p Endejan Nov 8 FDC
20954 R 6:00p–7:55p Melick Nov 9 WBC
PERSONAL ENRICHMENT

Protect Estate w/Estate Plan
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).

102-628 / 2 hrs $15.35 (62+ $12.65)
20704 W 6:00p–7:55p Endejan
20785 R 6:00p–7:55p Cupery
20955 T 6:00p–7:55p Melick

NEW! Understanding Medicare
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.

114-611 / 2.5 hrs $26.20 (62+ $20.80)
20828 R 6:00p–8:25p Walschinski
21086 T 5:30p–7:55p Krueger
21089 T 5:30p–7:55p Krueger
Stop in and get a taste of Moraine Park’s Personal Enrichment course offerings.

Classes are FREE! Visit: morainepark.edu/saturdaysampler to view course info and sign up!

Class options:
- Cakes & Cupcakes Décor Galore!
- Community Ed 101
- The Wellness Way Approach to Inflammation
- Android Smart Phone and Tablets
How to Register:
• Phone: 920-924-3207 or 1-800-472-4554
• In-Person at any of our campus locations. See location info on the next page.
• Enrollment Services Hours: Monday – Thursday 7:30 a.m. – 6:30 p.m. Friday 7:30 a.m. – 4:30 p.m. (Closed Fridays in June and July)

Class Details
• Each class description includes the course number, course title, CRN number (used for registration), instructor, location, meeting day and time, start and end dates and fee.
• Meeting days are abbreviated in the course descriptions: M = Monday; T = Tuesday; W = Wednesday; R = Thursday; F = Friday; S = Saturday; and U = Sunday.
• The class meeting time or day may be blank if the class is offered online or in a self-paced instructional method.
• The IVC and ONL instructional methods (below) are indicated next to the course number. If no instructional method is listed, the class is taught using a traditional face to face format.

Instructional Methods
• Traditional: Classes meet at scheduled meeting dates and times at Moraine Park sites. Instruction is face to face.
• IVC (Interactive Video Conference): Classes are offered at multiple Moraine Park sites with video and audio interaction through television medium and microphones. Classes meet at scheduled dates and times. You communicate with the instructor via audio and video technology.
• ONL (Online): These classes are offered via the Internet. A computer with Internet access is required. Students use Canvas, Moraine Park’s Learning Management System (LMS) to submit assignments. These classes are not self-paced, have required due dates and specified start and end dates.
• Ed2go courses: Instructor led, six-week courses starting monthly, unless noted as a tutorial. Tutorials are on-demand with no specific start date. Ed2go classes do not transfer to credit or noncredit programs at Moraine Park. To register, go to www.ed2go.com/mptc and search for the course title.

General Information
• Class schedules and fees are subject to change without notice and are not to be considered as contractual guarantees for any course.
• If a class is full, please request to be placed on a class waiting list. Waiting lists are compiled on a “first-come, first-serve” basis. If openings occur, students on the class waiting list will be called sequentially. Student have 24 hours to respond or the next person on the waiting list will be called. Please inform Student Services center if your contact information changes.

Fees
• All fees listed are 2016-17 fees. At press time, new fees had not been set due to the status of the Wisconsin state budget. 2017-2018 fees will be available at morainepark.edu as soon as they are approved.
• The fees for each course in this schedule include tuition and classroom/lab material fees. (Out-of-state residents pay an additional $65.18 per credit.) All postsecondary courses include a supplemental fee per credit, used to subsidize student life and student health programs. The fees do not include textbooks or other supplies purchased at any Moraine Park Bookstore.

Tuition Exemptions
The Wisconsin State Legislature provides exemption from paying program and material fees in the following courses:
1. Adult high school courses
2. Adult basic education courses
3. English as a Second Language courses

Payment of Fees
All fees are payable by due dates published prior to the Fall, Spring and Summer terms. If the due date has expired, payment is due at the time of registration.
MPTC Campus and Community Information

MPTC Location Codes

<table>
<thead>
<tr>
<th>Code</th>
<th>Location</th>
<th>Address</th>
<th>Phone</th>
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<tbody>
<tr>
<td>BDC</td>
<td>Beaver Dam Campus</td>
<td>700 Gould Street, Beaver Dam, WI 53916-1994</td>
<td>920 924 3207</td>
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<tr>
<td>FDC</td>
<td>Fond du Lac Campus</td>
<td>235 North National Avenue, Fond du Lac, WI 54936-1940</td>
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<tr>
<td>WBC</td>
<td>West Bend Campus</td>
<td>2151 North Main Street, West Bend, WI 53090-1598</td>
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<tr>
<td>JAC</td>
<td>Jackson Regional Center</td>
<td>N173 W21150, Northwest Passage Way, Jackson, WI 53037-9387</td>
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<td>RIP</td>
<td>Ripon Regional Center</td>
<td>850 Tiger Drive, Ripon, WI 54971-0313</td>
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Additional Locations

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<tr>
<td>FSC</td>
<td>Fond du Lac Senior Center</td>
<td>151 E. First Street, Fond du Lac, WI 54936-1940</td>
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<td>HHS</td>
<td>Hartford Union High School</td>
<td>805 Cedar Street, Hartford, WI 54943-1940</td>
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<td>CMW</td>
<td>Cujak’s Market &amp; Wine Bar</td>
<td>47 N. Main Street, Fond du Lac, WI 54936-1940</td>
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<td>BHS</td>
<td>Berlin High School</td>
<td>222 Memorial Drive, Berlin, WI 54930-9387</td>
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<tr>
<td>KHS</td>
<td>Kewaskum High School</td>
<td>510 Bilgo Lane, Kewaskum, WI 54943-1940</td>
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<td>FED</td>
<td>Fond du Lac County Economic Development Corporation</td>
<td>116 N. Main Street, Fond du Lac, WI 54936-1940</td>
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Town Codes

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<td>New Holstein</td>
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</tbody>
</table>

communityed@morainepark.edu / 920 924 3207
Register now for Fall 2017.

Digital Photography page 26

Call or visit one of our campuses today.

MPTC LOCATIONS
Beaver Dam Campus
Fond du Lac Campus
West Bend Campus
Jackson Regional Center
Ripon Regional Center

More information: page 00

morainepark.edu/ce