Start on your path to an in-demand career.
SCHEDULES
Program Classes (For new and current students enrolled in a program)

These classes are designed for certificate, technical diploma and associate of applied science degree students.

**ATTENTION STUDENTS!**
Get off to a successful start with your education – make the right choice! When planning your course schedule, please be sure that your ACCUPLACE Placement Exam scores determine whether you meet prerequisites for some General Education core courses. Please work with Student Services so you can choose the right courses to meet your needs.

**ACT** or COMPASS scores accepted too.

### Accounting

#### 101-112 Accounting 1

<table>
<thead>
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<th>CRN</th>
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#### 101-114 Accounting 2

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### Air Conditioning, Heating and Ventilation

#### 601-128 Building Control Systems Applications

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#### 601-134 Commercial Heating and Air Conditioning

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#### 601-119 Geothermal Heat Pumps

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<td>05/28-05/31</td>
<td>06/04-06/08</td>
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### Alcohol and Other Drug Abuse (AODA)

(For a complete class listing, see Human Services.)

#### Apprenticeship

All Apprenticeship classes are for contracted apprentices. Please refer to your apprenticeship schedule for a list of meeting times and dates.

### Automation

#### 620-138 HVAC/Engineering Design and Drafting

<table>
<thead>
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<td>MTWRF</td>
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</table>

### Student Email and Computer Account

Log on to my.mptc.morainepark.edu.

### Payment of Fees

Spring 2017 payment due January 19, 2017. All fees are payable by due dates published prior to the Fall, Spring, or Summer term. If the due date has expired, payment is due at time of registration.

### Student E-Mail and Computer Account

In order to access MPTC computing resources, you will need to open your student account. Once you have registered for a class or have been officially admitted as a student, you will receive a notification to your personal email to set up your student account. You may also go to morainepark.edu and click myMPTC/Login. Under the login name box there is a “First-Time User” link to walk you through the setup.

After opening your account, you will have a username and password to access MPTC computing resources, such as student e-mail, on-campus computers, myMPTC, online learning and on-campus printing.

The Moraine Park student e-mail account is the official College communication tool. Course updates, important notices, teacher and student access to student information is sent to your student e-mail.

### Student Finance

### Alcohol and Other Drug Abuse (AODA)

(For a complete class listing, see Human Services.)

#### Apprenticeship

All Apprenticeship classes are for contracted apprentices. Please refer to your apprenticeship schedule for a list of meeting times and dates.

### ATTENTION STUDENTS!

- **Get off to a successful start with your education – make the right choice!** When planning your course schedule, please be sure that your ACCUPLACE Placement Exam scores determine whether you meet prerequisites for some General Education core courses.
- Please work with Student Services so you can choose the right courses to meet your needs.
- **ACT** or COMPASS scores accepted too.

### If you have an MPTC account, register at morainepark.edu/register.
### Mechatronics
- **Course Code:** 30412
- **Start Date:** 07/07-03/16
- **Location:** Schwanz BLD
- **Description:** All Automotive classes are for Automotive Program students only. Prerequisite: 620-110 Integrated Manufacturing, Planning - 3 Crs. - $474.00+Books.

### QuickBooks Level 2
- **Course Code:** 31278
- **Start Date:** 03/18-03/18
- **Location:** Moy
- **Description:** Students can bring in vehicles with these system concerns. Classroom and hands-on exercises included. Course will support completion of A6 ASE electrical exam.

### Automotive Technology
- **Course Code:** 602-406
- **Start Date:** 01/23-05/19
- **Description:** Students 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.

### Business
- **Course Code:** 105-109
- **Start Date:** 01/23-05/19
- **Description:** This course is being taught by a veteran in the field. 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.

### Credit Transfer
- **Page:** 4
- **Course Code:** CRN
- **Start Date:** 01/01-05/21
- **Location:** BLD
- **Instructor:** Bethel
- **Method:** Hybrid

### Other Classes
- **Course Code:** 30078
- **Start Date:** 01/23-05/15
- **Location:** Rosemont
- **Instructor:** Bouchard
- **Method:** Hybrid

### Online Classes
- **Course Code:** 30551
- **Start Date:** 01/23-05/19
- **Description:** Students can bring in vehicles with these system concerns. Classroom and hands-on exercises included. Course will support completion of A6 ASE electrical exam. Books included.

### Additional Information
- **City:** Moraine Park
- **School:** Moraine Park Technical College
- **Website:** morainepark.edu
- **Contact:** For more information, please contact the Moraine Park Technical College Transfer Office at 920-922-5351 or transfer@morainepark.edu.
106-192 Document Management 3 Crs. - $218.00+Books
Prerequisite: Completion of a core enrollment in 102-110
Computer Literacy - Microsoft Office
This course introduces the user to the software applications typically required for home
and professional use. Textbook recommended.

102-120 Principles of Management 3 Crs. - $218.00+Books
Prerequisite: Completion of a core enrollment in 102-110
This class is self-paced/lite; Instructor will be available via email and minimal mandatory assignments in 1.75. Meets every other week.

310-217 ECE: Credit for Prior Learning 3 Crs. - $222.00+Books
This class is self-paced/lite; Instructors will be available via email and minimal mandatory assignments in 1.75. Meets every other week.

310-194 ECE: Math Science & Social Studies 3 Crs. - $218.00+Books
Prerequisite: Completion of a core enrollment in 102-110
Computational Thinking 1
31101 EDC 1 3 Crs. - $234.00+Books
31108 EDC 2 3 Crs. - $234.00+Books
31123 EDC 3 3 Crs. - $234.00+Books
310-192 ECE: Practicum 2 3 Crs. - $218.00+Books
Prerequisite: 310-191 ECE: Practicum 1
2.5 Crs. mandatory enrollment 2.1. Schedule determined by instructor and site availability. Meets every other week.

310-199 ECE: Practicum 4 3 Crs. - $218.00+Books
Prerequisite: 310-197 ECE: Practicum 3 and 31024 ECE: Mandatory enrollment 2.1. Schedule determined by instructor and site availability. Meets every other week.

The Student Support Services (SSS) program creates an individualized learning experience for Moraine Park students.

We offer:
- Academic Advising
- Financial Aid Assistance
- Professional and Personal Goal Planning
- Continuing Education Planning - College Transfer Options

Get "the edge" you need to succeed! Visit us today at morainepark.edu/trioSSS or call us at 920-924-3165.

LSG/SSS/SSS IS-A Federally Funded Program by a $220,000 grant from the U.S. Department of Education in cooperation with Moraine Park Technical College.

CPR
5 Crs. - $218.00+Books
4 Hrs. - $220,000
(over $300.34)
This course is designed to teach adults, infant and child CPR and is the use of barrier devices,
artiﬁcial respiration, and chest compressions to keep the blood circulating while the heart is
beating. In addition, the course includes the use of AEDs, automated external deﬁbrillators
(AEDs), and a bag mask valve system.

31045-403 Intermediate - 9 Hours $19 - $220,000
(over $300.34)
This course introduces features of Microsoft Excel. Provides hands-on experience in using
Excel and understanding worksheet functions. Silver classes are introductory classes
that provide a basic understanding of the software application typically required for home
and professional use. Textbook recommended.

310-490 BLS for Healthcare Provider Refresher 3 Crs. - $218.00+Books
(over $570.00)
Retrains course is designed to teach adults, infant and child CPR and the use of barrier devices,
artiﬁcial respiration, and chest compressions to keep the blood circulating while the heart is
beating. In addition, the course includes the use of AEDs, automated external defibrillators
(AEDs), and a bag mask valve system.

102-445 Complete Professional MS Excel Series 3 Crs. - $218.00+Books
(over $530.00)
This class includes MS Excel 2013 Level 1, Level 2, and Level 3 Professional Series for a total of
18 hours. Materials included.

310-335 Complete Microsoft Office 2010 Series 3 Crs. - $218.00+Books
(over $530.00)
This class includes Microsoft Office 2010: Word, Excel, PowerPoint, and Outlook courses
covering basic skills and is ideal for the newer computer user who wants to become more
familiar with Excel. Included in Excel training are: entering and editing data, using formulas and
functions, creating charts, entering text, inserting clip art, pictures and SmartArt templates; digital signatures; and more. After
completing this course, students can successfully take the challenge examinations in Microsoft
Excel 2010 Exams included.

310-439 Basic Microsoft Excel - 9 Hours $19 - $220,000
(over $300.34)
Course covers essential skills for those present in Level 1 course, but with the same
presentation format as the intermediate level course. Topics introduced include: opens, saves,
prints, enters data, formulas, functions, charting, text, error checking, and more.

310-340 Microsoft Excel Level 1 Professional Series 5 Hrs. - $195.00
(over $315.34)
This course introduces Microsoft Excel for an intermediate level user and is ideal for the
newer computer user who wants to become more familiar with Excel. Included in Excel training are:
entering and editing data, using formulas and functions, creating charts, entering text, inserting
clip art, pictures and SmartArt templates; digital signatures; and more. After completing this
level course, students can successfully take the challenge examinations in Microsoft
Excel Exams included.

310-437 Advanced Microsoft Excel 3 Crs. - $218.00+Books
(over $530.00)
Course covers advanced skills than those presented in a Level 1 course, but with the same
presentation format as the intermediate level course. Topics introduced include: opens, saves,
prints, enters data, formulas, functions, charting, text, error checking, and more.

310-438 Microsoft Excel Level 2 Professional Series 3 Crs. - $218.00+Books
(over $530.00)
Course covers advanced skills than those present in Level 1 course and Level 2 courses, but
with the same presentation format as the intermediate level course. Topics introduced include:
opens, saves, prints, enters data, formulas, functions, charting, text, error checking, and more.

310-440 Microsoft Excel Level 3 Professional Series 3 Crs. - $218.00+Books
(over $530.00)
Course covers advanced skills than those presented in Level 1 course and Level 2 courses, but
with the same presentation format as the intermediate level course. Topics introduced include:
opens, saves, prints, enter data, formulas, functions, charting, text, error checking, and more.
Earn Credit for Prior Learning!

At Moraine Park, credit courses may be granted based on proficiency gained through work or military experience, business and industry training, courses successfully completed at other educational institutions or other prior learning experiences.

For more information, go to: morainepark.edu or call 1-800-472-4544

Credit for prior learning is the granting of credit in an associate of applied science degree, technical diploma program, or certificate, for knowledge or skills directly related to the program curriculum.

For a complete program class listing and course descriptions, go to morainepark.edu/mptccatalog.
Computer Software

Spring 2017

Self-Paced Computer Software Courses (SPCS)

Orientation Times for Windows, Word, Access, Excel, and PowerPoint

Self-paced courses are self-directed learning with no instructor support. Students begin the course on a single start date with an individual log-on. The student must complete the course within the specified module repeat group.

Orientation: A certificate is required and are conducted beginning on January 23rd. Once the course is complete, classes will be entered into CBRF public access registry and the American Red Cross registry.

103-180 Advanced Microsoft Excel

CRN      Start
30476 ONL    ONL 08/21-08/24  Zingsheim  08/27-08/28
30477 ONL    ONL 08/21-08/24  Zingsheim  08/29-08/30
30478 ONL    ONL 08/23-08/24  Zingsheim  08/29-08/30
30479 ONL    ONL 08/21-08/24  Zingsheim  08/31-09/01
30480 ONL    ONL 08/21-08/24  Zingsheim  09/02-09/03
30481 ONL    ONL 08/21-08/24  Zingsheim  09/04-09/05
30482 ONL    ONL 08/21-08/24  Zingsheim  09/06-09/07
30483 ONL    ONL 08/21-08/24  Zingsheim  09/08-09/09
30484 ONL    ONL 08/21-08/24  Zingsheim  09/10-09/11
30485 ONL    ONL 08/21-08/24  Zingsheim  09/12-09/13
30486 ONL    ONL 08/21-08/24  Zingsheim  09/14-09/15
30487 ONL    ONL 08/21-08/24  Zingsheim  09/16-09/17

103-181 Microsoft Access

CRN      Start
30488 ONL    ONL 08/21-08/24  Zingsheim  08/27-08/28
30489 ONL    ONL 08/21-08/24  Zingsheim  08/29-08/30
30490 ONL    ONL 08/23-08/24  Zingsheim  08/29-08/30
30491 ONL    ONL 08/21-08/24  Zingsheim  08/31-09/01
30492 ONL    ONL 08/21-08/24  Zingsheim  09/02-09/03
30493 ONL    ONL 08/21-08/24  Zingsheim  09/04-09/05
30494 ONL    ONL 08/21-08/24  Zingsheim  09/06-09/07
30495 ONL    ONL 08/21-08/24  Zingsheim  09/08-09/09
30496 ONL    ONL 08/21-08/24  Zingsheim  09/10-09/11
30497 ONL    ONL 08/21-08/24  Zingsheim  09/12-09/13
30498 ONL    ONL 08/21-08/24  Zingsheim  09/14-09/15
30499 ONL    ONL 08/21-08/24  Zingsheim  09/16-09/17

103-182 Microsoft PowerPoint

CRN      Start
30490 ONL    ONL 08/21-08/24  Zingsheim  08/27-08/28
30491 ONL    ONL 08/21-08/24  Zingsheim  08/29-08/30
30492 ONL    ONL 08/23-08/24  Zingsheim  08/29-08/30
30493 ONL    ONL 08/21-08/24  Zingsheim  08/31-09/01
30494 ONL    ONL 08/21-08/24  Zingsheim  09/02-09/03
30495 ONL    ONL 08/21-08/24  Zingsheim  09/04-09/05
30496 ONL    ONL 08/21-08/24  Zingsheim  09/06-09/07
30497 ONL    ONL 08/21-08/24  Zingsheim  09/08-09/09
30498 ONL    ONL 08/21-08/24  Zingsheim  09/10-09/11
30499 ONL    ONL 08/21-08/24  Zingsheim  09/12-09/13
30500 ONL    ONL 08/21-08/24  Zingsheim  09/14-09/15
30501 ONL    ONL 08/21-08/24  Zingsheim  09/16-09/17

Health Care Related

575-409 NEW! Fire Safety (State-Approved CBRF Course)

CRNs: 30079 FDC M 01:30P-03:25P  Gruss  01/29-02/29  Temmerman Maychrzak 01/29/21
30080 FDC M 01:30P-03:25P  Gruss  02/02-02/29  Temmerman Maychrzak 02/29/21
30081 FDC M 01:30P-03:25P  Gruss  02/12-02/29  Temmerman Maychrzak 02/29/21
30082 FDC M 01:30P-03:25P  Gruss  02/29-03/02  Temmerman Maychrzak 03/02/21

575-408 NEW! First Aid and Procedures to Allow for Evacuation

CRNs: 30094 FDC M 01:30P-03:25P  Gruss  02/29-03/02  Temmerman Maychrzak 03/02/21
30095 FDC M 01:30P-03:25P  Gruss  03/02-03/02  Temmerman Maychrzak 03/02/21

575-410 NEW! Medication Administration (State-Approved CBRF Course)

CRNs: 30098 FDC M 01:30P-03:25P  Gruss  03/02-03/02  Temmerman Maychrzak 03/02/21
30099 FDC M 01:30P-03:25P  Gruss  03/02-03/02  Temmerman Maychrzak 03/02/21

If you have an MPTC account, register at morainepark.edu/register.
### Insurance Pre-licensing

<table>
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<td>08:30A-11:25</td>
<td>T</td>
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### Continuing Education and Professional Development Classes (cont.)

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#### CRN 104-427 Casualty Insurance

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### Cosmetology

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<th>Instructor</th>
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<td>502-318</td>
<td>Artificial Nails</td>
<td>2 Crs.</td>
<td>$302.00+Books</td>
<td>Jacques</td>
<td></td>
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### Internet - Using the Internet

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<th>Method*</th>
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<th>End Date</th>
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<td>103-403</td>
<td>Google Drive Fundamentals</td>
<td>4 Hrs.</td>
<td>$60.00 (62 &amp; over $46.00)</td>
<td>Bouchard</td>
<td></td>
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### Internet Auditions - Buying and Selling for Profit

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<th>Time</th>
<th>Instructor</th>
<th>Method*</th>
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<td>$40.00 (62 &amp; over $31.00)</td>
<td>Bouchard</td>
<td></td>
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### Introduction to Personal Website Design

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### Languages

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<tr>
<th>CRN</th>
<th>No. Loc.</th>
<th>Day(s)</th>
<th>Time</th>
<th>Instructor</th>
<th>Method*</th>
<th>Start</th>
<th>End Date</th>
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</thead>
<tbody>
<tr>
<td>802-411</td>
<td>Conversational German - 1A</td>
<td>1 Cr.</td>
<td>$151.00+Books</td>
<td>Jacques</td>
<td></td>
<td>02/13/2017</td>
<td>04/27/2017</td>
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### leadership

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<tr>
<th>CRN</th>
<th>No. Loc.</th>
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### Leadership Development

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### Internet - Using the Internet

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<th>Day(s)</th>
<th>Time</th>
<th>Instructor</th>
<th>Method*</th>
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<tr>
<td>103-403</td>
<td>Google Drive Fundamentals</td>
<td>4 Hrs.</td>
<td>$60.00 (62 &amp; over $46.00)</td>
<td>Bouchard</td>
<td></td>
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### Internet Auditions - Buying and Selling for Profit

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<th>Instructor</th>
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<tr>
<td>103-442</td>
<td>Internet Auditions</td>
<td>7 Hrs.</td>
<td>$40.00 (62 &amp; over $31.00)</td>
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### Introduction to Personal Website Design

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### Languages

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<tr>
<td>802-411</td>
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<td>$151.00+Books</td>
<td>Jacques</td>
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<td>02/13/2017</td>
<td>04/27/2017</td>
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### Program Classes (cont.)

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<tr>
<th>CRN</th>
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<th>Time</th>
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<tr>
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<td>2 Crs.</td>
<td>F 08:00A-12:25P</td>
<td>04/28-05/20</td>
<td>31233 FDC</td>
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<td>12:30P-02:55P</td>
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<tr>
<td>316-169</td>
<td>2 Crs.</td>
<td>C 08:00A-12:25P</td>
<td>04/28-05/20</td>
<td>30796 NIVC</td>
<td>W 08:00A-12:25P</td>
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<td>C 05:30P-09:20P</td>
<td>04/28-05/20</td>
<td>30796 NIVC</td>
<td>T 05:30P-09:20P</td>
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<tr>
<td>316-170</td>
<td>2 Crs.</td>
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<td>04/28-05/20</td>
<td>31233 FDC</td>
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<tr>
<td>316-170</td>
<td>2 Crs.</td>
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<td>31233 FDC</td>
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### Drafting and Design

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<th>Instructor</th>
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<tbody>
<tr>
<td>606-176</td>
<td>3 Crs.</td>
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<tr>
<td>606-177</td>
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<td>617-147</td>
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<tr>
<td>617-148</td>
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<td>617-149</td>
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<td>617-150</td>
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### Motorcycle / Scooter

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<tbody>
<tr>
<td>31310</td>
<td>2 Crs.</td>
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<td>316-400 Motorcycle Rider Course (cont.) (2)</td>
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### Continuing Education and Professional Development Classes (cont.)

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<tr>
<th>CRN</th>
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<th>Time</th>
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<tr>
<td>616-100</td>
<td>3 Crs.</td>
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<td>31310</td>
<td>2 Crs.</td>
<td>S 08:00A-12:25P</td>
<td>03/20-05/18</td>
<td>316-400 Motorcycle Rider Course (cont.) (2)</td>
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</table>
Program Classes (cont.)

Program Classes (cont.)

Nursing

431-413 Test Taking Strategies for New Novice Nurses

5 Crs. - $705.00+Books

CNC Loc. No.  Day(s) Time Instructor Method End Date

531-921 Special Patient Populations; 531-922 EMS Operations; 531-923 Paramedic Capstone; 531-924 Paramedic Clinical Field 2 .

531-922 Paramedic Capstone

531-919 Advanced Resuscitation; 531-923 Paramedic Medical Emergencies; 531-929 Paramedic Trauma; 531-921 Special Patient Population; 531-923 Paramedic Capstone; 531-924 Paramedic Clinical Field 2 .

531-929 Paramedic Clinical Field 2

531-921 Special Patient Populations; 531-922 EMS Operations; 531-923 Paramedic Capstone; 531-924 Paramedic Clinical Field 2 .

531-919 Advanced Resuscitation

For a complete program class listing and course descriptions, go to morainepark.edu/mptcatalog.
30856 WBC R 05:30P-08:25P Lieven  01/26-01/26
30867 FDC R 05:30P-08:25P Melzer  02/02-02/02
31157 BDC W 05:30P-08:25P Kraft  02/15-02/15

This workshop will help you understand social media and its business opportunity.

3 Hrs. - $30.78 (62 & over $17.74)

145-432 Do-It-Yourself Market Research Small Business
3 Hrs. - $33.70

Small businesses and families who are interested in growing your existing small business or considering starting a new business will gain valuable skills to help them evaluate and grow their business. This course will cover techniques for evaluating potential market opportunities to identify how to fill in any gaps and make recommendations for marketing strategies that can be implemented.

113-427 Introduction to Selling on Amazon
4 Hrs. - $33.70

Selling online is a fun and convenient way to market your products. Whether you have a physical product or a service you want to market it online, this course will give you the tools you need to become successful.

HMC 101-201 Introduction to Healthcare Computing
2 Crs. - $285.50+Books

This course will cover computer application and networking concepts in healthcare practice such as hardware, networking, operating systems, word processing, databases, and spreadsheets.

3 Hrs. - $68.00+Books

Review the information provided by your customer in order to better meet their needs.

Welding/Fabrication 442-415 Wisconsin Structural Welding Certification
2 Crs. - $431.30+Books

Provides opportunities for students to earn the State Administrators Code that requires all licensed welding to be certified as certified welders. Allows welders to test and register through the State Administrative Code that requires all licensed welding to be certified.

If you have an MPTC account, register at morainepark.edu/register.
Health and Wellness

546-120 Advanced Wellness Concepts
3 Crs. - $486.00+Books
Prerequisite: Completion of a corequisite in 103-180 Basic Anatomy. Students should access the online portion of the course 1-2 weeks prior to class begin date.

546-122 Theory and Practice of Fitness
3 Crs. - $486.00+Books
Prerequisite: Completion of a corequisite in 103-180 Basic Anatomy. Students should access the online portion of the course 1-2 weeks prior to class begin date.

Health and Wellness

546-120 Advanced Wellness Concepts
3 Crs. - $486.00+Books
Prerequisite: Completion of a corequisite in 103-180 Basic Anatomy. Students should access the online portion of the course 1-2 weeks prior to class begin date.

546-122 Theory and Practice of Fitness
3 Crs. - $486.00+Books
Prerequisite: Completion of a corequisite in 103-180 Basic Anatomy. Students should access the online portion of the course 1-2 weeks prior to class begin date.

Computer Software

103-612 Create Mailing Labels With Mail Merge
2 Hrs. - $20.10
Create mailing labels for sending invitations, holiday cards or other big events invite friends 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 your cards signed, sealed, and delivered.

103-616 Windows 10 Overview Demo
2 Hrs. - $20.10
Windows 10 combines the strengths of Windows 8 and Windows 7. In this course, you will work with lists of similarities in Windows 10 including the Startbars. It has more built-in security to help keep your computer safe and is designed to work with services and hardware you already have. This class is a demo class only.

Computing Enrichment Classes

101-011 Creative Writing
12 Hrs. - $58.30
Have you always wanted to write? Put pencil to paper and explore a variety of genres, including poetry, fiction and creative non-fiction. In-class writing exercises will prompt your imagination.

101-012 Self-Publish Your Own Book
3 Hrs. - $20.70
Writing a book is an exciting goal that anyone can attain. Let us help you publish and market your book. We will provide you with real advice and a comprehensive checklist to help you self-publish your book. If you choose to form being self-published in your own home or an e-book on websites such as Amazon or Barnes.

101-013 Writer's Workshop
10 Hrs. - $10.10
No matter if you’re wondering if you can write or if you have pages of publications behind you, this is for the workshop for you. If you are unsure of fiction or poetry, or you want to expand your scope or your repertoire, we’ll help you discover and develop your own distinct voice using exercises that focus on the processes unique to each genre. First night, one-hour classes 6-8 p.m., each successive evening classes, three-hour workshops. Held at Brown Memorial School, 222 Memorial Drive.

101-014 Business Writing
10 Hrs. - $10.10
Writing professional correspondence, reports and proposals is an important area of specialization for most people in business today. The purpose of this course is to develop your skills in writing to communicate effectively and concisely.

101-053 Introduction to Online Digital Marketing
20 Hrs. - $232.00
Digital marketing is the use of the internet, social media, and other online assets to market a product or service. This class is designed to help you understand the fundamentals of digital marketing and how it can be used to increase your organization’s visibility and drive traffic to your website.

102-506 LinkedIn: Professional Networking
12 Hrs. - $92.10
Learn about the key principles of professional networking and how to use LinkedIn to connect with people in your industry and advance your career.

102-507 LinkedIn: Personal Branding
12 Hrs. - $92.10
Learn how to build and optimize your LinkedIn profile to help you stand out in your field and attract the right types of connections.

102-594 Introduction to Online Business
12 Hrs. - $92.10
This course is designed to help you understand the fundamental concepts of online business and how they can be applied to your personal or professional life.

103-613 Apple iPad Basics
9 Hrs. - $58.30
Explore the basics of using the iPad, including how to use it to play music, take photos, and browse the internet.

103-614 Windows 10
12 Hrs. - $80.10
Windows 10 is Microsoft's latest operating system and a major upgrade from Windows 7. This course will cover the basics of using Windows 10, including how to customize and personalize your desktop, and how to use the new features like the Start menu and productivity tools.

103-615 Introduction to Python Programming
12 Hrs. - $80.10
Learn the basics of Python programming, including syntax, data types, control structures, and functions.

103-616 Python Advanced
12 Hrs. - $80.10
This course will cover advanced Python topics, such as object-oriented programming, exception handling, and file I/O.

103-617 Excel 2016
12 Hrs. - $80.10
Learn the basics of using Microsoft Excel, including how to create and modify spreadsheets, perform basic calculations, and use formulas and functions.

103-618 Excel Advanced
12 Hrs. - $80.10
This course will cover advanced Excel topics, such as creating graphs and charts, using conditional formatting, and using VLOOKUP and other lookup functions.

103-619 SQL Server 2016
12 Hrs. - $80.10
Learn the basics of using SQL Server 2016, including how to create and manage databases, and how to query data using Transact-SQL.

103-620 SQL Server Advanced
12 Hrs. - $80.10
This course will cover advanced SQL Server topics, such as database security, transaction management, and query optimization.

103-621 Linux
12 Hrs. - $80.10
Learn the basics of using Linux, including how to install and configure the operating system, how to work with the command line, and how to use popular applications.

103-622 macOS
12 Hrs. - $80.10
Learn the basics of using macOS, including how to install and configure the operating system, how to work with the command line, and how to use popular applications.

103-623 Google Workspace
12 Hrs. - $80.10
Learn how to use Google Workspace, including how to create and manage documents, spreadsheets, and presentations, and how to use other tools like Drive and Calendar.

103-624 Online Marketing and Social Media
12 Hrs. - $80.10
Learn how to use online marketing and social media to promote your business or brand, including how to create and manage campaigns, and how to use analytics to track and measure performance.

103-625 Digital Photography
12 Hrs. - $80.10
Learn how to use digital cameras and software to take and edit photos, including how to adjust settings, compose shots, and use editing tools to enhance images.

103-626 Video Production
12 Hrs. - $80.10
Learn how to use video production software to create and edit video content, including how to plan and shoot footage, and how to use editing tools to add transitions, titles, and other effects.

103-627 Web Design
12 Hrs. - $80.10
Learn how to use web design software to create and publish websites, including how to use HTML and CSS, and how to use visual design principles to create engaging and effective websites.

103-628 WordPress
12 Hrs. - $80.10
Learn how to use WordPress to create and manage websites, including how to install and configure the software, and how to use themes and plugins to add functionality and style.

103-629 Adobe Creative Cloud Suite
12 Hrs. - $80.10
Learn how to use the Adobe Creative Cloud suite of software to create and edit content, including how to use Photoshop, Illustrator, InDesign, and other apps to create graphics, illustrations, and publications.

103-630 Adobe After Effects
12 Hrs. - $80.10
Learn how to use Adobe After Effects to create dynamic motion graphics, animations, and visual effects, including how to use keyframing, masks, and filters to add movement and visual interest to your projects.

103-631 Adobe Premiere Pro
12 Hrs. - $80.10
Learn how to use Adobe Premiere Pro to create and edit video content, including how to use timelines, transitions, and effects to add visual interest and polish to your projects.

103-632 Adobe Audition
12 Hrs. - $80.10
Learn how to use Adobe Audition to create and edit audio content, including how to use waveforms, loops, and automation to add interest and variation to your audio tracks.

103-633 Adobe InDesign
12 Hrs. - $80.10
Learn how to use Adobe InDesign to create professional print and digital layouts, including how to use tools like type, shapes, and styles to add visual interest and polish to your designs.

103-634 Adobe Photoshop
12 Hrs. - $80.10
Learn how to use Adobe Photoshop to create and edit images, including how to use tools like layers, selections, and adjustment layers to add visual interest and polish to your work.

103-635 Adobe Illustrator
12 Hrs. - $80.10
Learn how to use Adobe Illustrator to create vector graphics, illustrations, and icons, including how to use tools like the pen tool, shape tools, and color adjustments to add visual interest and polish to your designs.

103-636 Adobe Dreamweaver
12 Hrs. - $80.10
Learn how to use Adobe Dreamweaver to create and edit web pages, including how to use tools like CSS, tables, and images to add visual interest and polish to your designs.

103-637 Adobe Flex
12 Hrs. - $80.10
Learn how to use Adobe Flex to create dynamic user interfaces and applications using Flash, including how to use components, layout, and skinning tools to add visual interest and polish to your work.

For a complete program class listing and course descriptions, go to morainepark.edu/mptccatalog.
CAUTION! Beware of fraud.

To get started today by calling
1-800-472-4554, morainepark.edu/GED

Earn your GED or
High School Equivalency Diploma

MORAIN PARK TECHNICAL COLLEGE

START TODAY!

If you have an MPTC account, register at morainepark.edu/register.

FIND TEXTBOOK INFORMATION AT
www.morainepark.edu/bookstore
Learn how to prepare, primarily, Sicilian cookery including red sauces and meat preparations. The course is taught by an experienced chef, and students will have the opportunity to cook together. 4 Hrs. - $26.60 (62 & over $21.20)

Have you tried Sushi or a Sushi class? Sushi is about subtle combinations kept simple: Have fun while you learn the techniques of slicing, rolling, and presentation. 4 Hrs. - $26.60 (62 & over $21.20)

Learn how to prepare, primarily, Italian cookery including saucing and plating. You will prepare different types of sauces and enhance your presentation. 4 Hrs. - $26.60 (62 & over $21.20)

Get FANCY by bringing your knife skills to the next level. After a brief review of knife safety and some time saving techniques. It is recommended that you take Cut Like a Chef class first. 4 Hrs. - $26.60 (62 & over $21.20)

Learn how to prepare, primarily, British cookery including red sauces and meat preparations including Burns Night. The course is taught by an experienced chef, and the course is interactive. 4 Hrs. - $26.60 (62 & over $21.20)

Learn how to prepare, primarily, Chinese cookery including sauce making and presentation. A great course for novice cooks and an fun challenge for more experienced cooks. 4 Hrs. - $26.60 (62 & over $21.20)

NEW! Introduction to Cooking
4 Hrs. - $26.60 (62 & over $21.20)
Create simple, fresh, family-friendly meals with a variety of easy to prepare recipes. Students will learn basic cooking skills and be challenged to prepare and serve a family meal. Cook in small groups. Begin testing your new skills at home, and be challenged to enhance your cooking skills. 4 Hrs. - $26.60 (62 & over $21.20)

Sushi Party
4 Hrs. - $26.60 (62 & over $21.20)
Learn the techniques of slicing, rolling, and presentation. Have fun while you learn the techniques of slicing, rolling, and presentation. You will create a variety of fun and unique rolls, and take home a box of your own creations. 4 Hrs. - $26.60 (62 & over $21.20)

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

305-695 Spanish Tapas & Delicious Meal
4 Hrs. - $26.60 (62 & over $21.20)
Prepare your own dishes! Learn to create tapas such as paella, churros, and more. Great class for anyone interested in learning about Spanish cuisine. 4 Hrs. - $26.60 (62 & over $21.20)

305-697 SUSHI SIMPLICITY
4 Hrs. - $26.60 (62 & over $21.20)
Learn from Sushi Chef! This course includes simple Sushi rolls and nigiri recipes. Students will be challenged to create and serve sushi rolls. You will take home a box of your own creations. 4 Hrs. - $26.60 (62 & over $21.20)

305-699 INTRODUCTION TO COOKING
4 Hrs. - $26.60 (62 & over $21.20)
Learn the techniques of slicing, rolling, and presentation. Have fun while you learn the techniques of slicing, rolling, and presentation. You will create a variety of fun and unique rolls, and take home a box of your own creations. 4 Hrs. - $26.60 (62 & over $21.20)

305-704 Soup Making
2 Hrs. - $15.35 (62 & over $12.65)
Learn the art of soup making. Learn the techniques of slicing, rolling, and presentation. Have fun while you learn the techniques of slicing, rolling, and presentation. You will create a variety of fun and unique rolls, and take home a box of your own creations. 4 Hrs. - $26.60 (62 & over $21.20)

305-706 Intro to Cheese Making
2 Hrs. - $15.35 (62 & over $12.65)
Learn to prepare different types of cheeses and enjoy cheese making at home. 4 Hrs. - $26.60 (62 & over $21.20)

305-708 spirits
2 Hrs. - $15.35 (62 & over $12.65)
Learn the techniques of slicing, rolling, and presentation. Have fun while you learn the techniques of slicing, rolling, and presentation. You will create a variety of fun and unique rolls, and take home a box of your own creations. 4 Hrs. - $26.60 (62 & over $21.20)

305-709 Fondue Party
4 Hrs. - $26.60 (62 & over $21.20)
Learn the techniques of slicing, rolling, and presentation. Have fun while you learn the techniques of slicing, rolling, and presentation. You will create a variety of fun and unique rolls, and take home a box of your own creations. 4 Hrs. - $26.60 (62 & over $21.20)

305-710 LIVE COOKING SHOW
4 Hrs. - $26.60 (62 & over $21.20)
Learn the techniques of slicing, rolling, and presentation. Have fun while you learn the techniques of slicing, rolling, and presentation. You will create a variety of fun and unique rolls, and take home a box of your own creations. 4 Hrs. - $26.60 (62 & over $21.20)

305-711 Fondue de Falafel
4 Hrs. - $26.60 (62 & over $21.20)
Learn the techniques of slicing, rolling, and presentation. Have fun while you learn the techniques of slicing, rolling, and presentation. You will create a variety of fun and unique rolls, and take home a box of your own creations. 4 Hrs. - $26.60 (62 & over $21.20)

305-712 Intro to Fondue
2 Hrs. - $15.35 (62 & over $12.65)
Learn the techniques of slicing, rolling, and presentation. Have fun while you learn the techniques of slicing, rolling, and presentation. You will create a variety of fun and unique rolls, and take home a box of your own creations. 4 Hrs. - $26.60 (62 & over $21.20)

305-713 Intro to Fondue
2 Hrs. - $15.35 (62 & over $12.65)
Learn the techniques of slicing, rolling, and presentation. Have fun while you learn the techniques of slicing, rolling, and presentation. You will create a variety of fun and unique rolls, and take home a box of your own creations. 4 Hrs. - $26.60 (62 & over $21.20)

305-714 Intro to Fondue
2 Hrs. - $15.35 (62 & over $12.65)
Learn the techniques of slicing, rolling, and presentation. Have fun while you learn the techniques of slicing, rolling, and presentation. You will create a variety of fun and unique rolls, and take home a box of your own creations. 4 Hrs. - $26.60 (62 & over $21.20)

305-715 Intro to Fondue
2 Hrs. - $15.35 (62 & over $12.65)
Learn the techniques of slicing, rolling, and presentation. Have fun while you learn the techniques of slicing, rolling, and presentation. You will create a variety of fun and unique rolls, and take home a box of your own creations. 4 Hrs. - $26.60 (62 & over $21.20)

305-716 Intro to Fondue
2 Hrs. - $15.35 (62 & over $12.65)
Learn the techniques of slicing, rolling, and presentation. Have fun while you learn the techniques of slicing, rolling, and presentation. You will create a variety of fun and unique rolls, and take home a box of your own creations. 4 Hrs. - $26.60 (62 & over $21.20)
## Medical Technology

<table>
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<th>CRN</th>
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## Personal Enrichment Classes (cont.)

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<th>CRN</th>
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<th>Day(s)</th>
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<td>Healthy Sleep</td>
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<td>Introduction to Reflexology</td>
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<td>306-464</td>
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<td>306-465</td>
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<td></td>
<td>NEW! Outdoor Yoga</td>
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## Nursing Applications for Nurses

**Class read “Course Information” located at morainepark.edu/nursing**

- **Applications for Nurses**
  - **3 Crs. - $453.00+Books**
    - **543-191 Interpreting Diagnostic Studies 1**
      - Prerequisites: RN, GN, or LPN status. **1 Cr. - $189.00+Books**
      - **543-192 Interpreting Diagnostic Studies 2**
      - Prerequisites: RN, GN, or LPN status. **1 Cr. - $189.00+Books**
    - **501-101 Medical Terminology**
      - Prerequisite: Completion of or concurrent enrollment in 509-107. **3 Crs. - $432.00+Books**
      - **543-230 Legal Aspects of Health Care**
        - **1 Cr. - $189.00+Books**
    - **501-102 Medical Terminology**
      - Prerequisite: Completion of or concurrent enrollment in 509-107. **3 Crs. - $432.00+Books**
      - **543-231 Legal Aspects of Health Care**
        - **1 Cr. - $189.00+Books**

## Tech Classes (cont.)

- **Digital Graphic Imaging 4 Crs. - $702.00+Books**
  - **103-174 Adobe Design**
  - **210-168 Design/Prod/Plan 3: Digital Media**
  - **210-169 Design/Prod/Plan 4: Digital Media**

## Personal Enrichment Classes (cont.)

<table>
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<td>T</td>
<td>06:00P-08:55P</td>
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<td>03:00P-09:25P</td>
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</table>

## Online Class Listing and Course Descriptions

For a complete program class listing and course descriptions, go to morainepark.edu/mptccatalog.
Web Development

152-114 CSS Technologies
3 Crs. - 442-20 Books
Online course designed for the first half of 152-114 Web Application Development. Online classes delivered via the internet will have an additional 80 hrs.
30207 ONL $70.80/12 01/22-05/17
30216 ONL $70.80/12 01/22-05/17
30220 ONL $70.80/12 01/22-05/17

152-175 Coding for Android Web Application Development
3 Crs. - 442-20 Books
Prerequisite: Completion of a successful enrollment in 152-114 CSS: Technologies. Online classes delivered via the internet will have an additional 80 hrs.
30115 ONL T $70.80/12 01/22-05/17
30116 ONL T $70.80/12 01/22-05/17
30117 ONL T $70.80/12 01/22-05/17

152-116 Database-Driven Web Sites
3 Crs. - 442-20 Books
Prerequisite: 152-116 Web Site Design and 152-113 Web Coding Technologies. Online classes delivered via the internet will have an additional 80 hrs.
30011 ONL T $70.80/12 01/22-05/17
30012 ONL T $70.80/12 01/22-05/17
30013 ONL T $70.80/12 01/22-05/17

152-115 Design/Implementation/Maintenance Workflow
3 Crs. - 442-20 Books
Prerequisite: 152-116 Web Site Design and 152-113 Web Coding Technologies. Online classes delivered via the internet will have an additional 80 hrs.
30297 ONL T $70.80/12 01/22-05/17
30301 ONL T $70.80/12 01/22-05/17
30306 ONL T $70.80/12 01/22-05/17

152-107 Graphics for the Web
2 Crs. - 442-20 Books
Online course designed for the first half of 152-107 Web Design. Online classes delivered via the internet will have an additional 40 hrs.
30290 ONL T $40.80/8 01/22-05/17
30291 ONL T $40.80/8 01/22-05/17
30292 ONL T $40.80/8 01/22-05/17

152-176 UX/UI Design for Android Application Development
3 Crs. - 442-20 Books
Prerequisite: 152-116 Web Site Design and 152-113 Web Coding Technologies. Online classes delivered via the internet will have an additional 80 hrs.
30110 ONL T $70.80/12 01/22-05/17
30111 ONL T $70.80/12 01/22-05/17
30112 ONL T $70.80/12 01/22-05/17

152-120 Web Developer Internship
2 Crs. - 442-20 Books
Prerequisite: Completion of a successful enrollment in 152-124 a web developer internship and 442-109 Web Design.
30321 ONL T $70.80/12 01/22-05/17

Personal Enrichment Classes (cont.)

504-602 Women’s Self-Defense: 7 Self-Defense Moves Every Woman Should Know
4 Hrs. - $225.00 (8) (2 & over $225.00)
Adult female participants will learn seven easy and extremely effective self-defense tools they can use to escape from bigger and stronger opponents. Woman who do it daily have found they can guide you from behind, tackle you down to the ground or assault you with a weapon.
31101 FDC T 07:30A-11:55A Clark 01/23-05/15
31113 BDC W 07:30A-01:55P Watry 03/29-05/17

504-612 Woodworking Projects
4 Crs. - $300.00
Construct individualized woodwork projects. Students will be instructed. Students are required to purchase their own wood with the instructor. This class is also available in the evening for non-Trumbull residents.
31020 FDC MW 07:30A-11:55A Clark 03/23-05/15
31021 FDC W 07:30A-11:55A Clark 03/26-05/16
31022 FDC W 07:30A-11:55A Clark 04/29-06/17
31023 FDC F 07:30A-11:55A Clark 05/24-07/12

Woodworking

406-610 Woodworking for Beginners
15 Hrs. - $30.00 (2 & over $30.00)
Woodworking fundamentals and tools and tools and planning principles and safe methods of shop practice. This is a great introduction for anyone who wants to expand his or her woodworking skills.
31113 FDC T 07:30A-11:55A Clark 03/29-05/17
31114 D 07:30A-11:55A Clark 03/31-05/17
31115 R 07:30A-11:55A Clark 04/25-06/12
31116 T 07:30A-11:55A Clark 04/22-06/17
31117 B 07:30A-11:55A Clark 05/21-07/12

406-612 Woodworking - 24 Hours
24 Hrs. - $60.00 (2 & over $60.00)
Use power tools to create individualized woodwork objects. Safety procedures will be stressed. Students are required to purchase their own wood. Class is open to men and women beginners to advanced. Or
to 11:55A
31118 R 07:30A-11:55A Clark 03/29-05/17
31119 B 04/25-05/12
31120 T 04/25-05/12
31121 F 04/25-05/12
31122 B 05/21-06/17

406-613 Woodworking - 10 Hours
10 Hrs. - $30.00 (2 & over $30.00)
Use power tools to create individualized woodwork objects. Safety procedures will be stressed. Students are required to purchase their own wood. Class is open to men and women beginners to advanced. Or
to 11:55A
31118 R 07:30A-11:55A Clark 03/29-05/17
31119 B 04/25-05/12
31120 T 04/25-05/12
31121 F 04/25-05/12
31122 B 05/21-06/17

504-603 Adult Self-Defense
4 Hrs. - $130.00 (2 & over $130.00)
An adult self defense course designed for the average man or woman as a defense technique that will enable you to protect yourself from attack. Don't limit yourself to one or two skills. Get the knowledge you need and start getting a good understanding of what you can do and how you can use that knowledge to your advantage. Be it used to defend themselves in a real world situation, self defense is the answer. 
31106 FDC R 07:30A-11:55A Deike 04/13-04/13

For a complete program class listing and course descriptions, go to morainepark.edu/mptccatalog.
Grant Writing

Grant writing in today’s economic environment is becoming increasingly competitive. Prepare yourself to write effective grant proposals with the guidance of the following course offering. Many of the great writing courses qualify for the Edward B. Cook Graduate Credit Program.

A to Z of Grant Writing

$99 per person (IL)
Start Dates: January 16, February 15, March 15, April 15, May 15, June 21
A to Z of Grant Writing is an informative and informative course that will walk you through the steps you need to take to ensure the writing of funding of goal-granting institutions. You’ll learn the different types of funding sources, how to find them, what questions to ask, and how to put together a powerful proposal that will get you in the door.

To register, visit www.ed2go.com. Search “Grant Writing.”

Writing Effective Grant Proposals

$99 per person (IL)
Start Dates: January 16, February 15, March 15, April 15, May 15, June 21
Learn to prepare grant proposals that will result in successful funding for your favorite organization or charity. Over $200,000 annually is available for worthy causes and most people don’t know how to prepare the applications that will deliver funding. Avoid the mistakes that get applications rejected and funded. You’ll learn how to properly present your case. This course will allow you to control the financial accounting for your business.

To register, visit www.ed2go.com. Search “Effective Grant.”

Small Business

Introduction to QuickBooks 2016

$99 per person (IL)
Start Dates: January 16, February 15, March 15, April 15, May 15, June 21
These courses are designed for small business owners or managers. You will learn how to use QuickBooks 2016 to save time and money. This course will teach you basic bookkeeping routines, such as how to set up charts of accounts, record sales, accounts receivable and sales taxes, reconcile accounts, enter payment, create reports, and perform other tasks. This course will also show you how to control the financial accounting for your business.

To register, visit www.ed2go.com. Search “Intro to QuickBooks 2016.”

Other QuickBooks titles are available, and we check the QuickBooks 2016 Series.

Employment Law Fundamentals

$99 per person (IL)
Start Dates: January 16, February 15, March 15, April 15, May 15, June 21
Learn the basics of employment law so you can legally hire, evaluate and manage employees as a supervisor, small business owner, human resource specialist, or corporate executive. Learn the differences between an employer and independent contract. The basic types of employee benefits, effective hiring, evaluation, and termination procedures, methods to create management, and mid-range and low-level employment law are covered.


Project Management Fundamentals

$99 per person (IL)
Start Dates: January 16, February 15, March 15, April 15, May 15, June 21
This course is a must for any manager who is managing projects. You will learn how to use a software program to create a project plan. You will also learn how to use a software program to create a budget for your project. This course is a must for any manager who is managing projects.

To register, visit www.ed2go.com. Search “Project Fundamentals.”

Personal Enrichment

These classes are designed for individuals looking to enhance personal growth with meaningful and rewarding courses developed around special interests and hobbies.

Start Your Own Edible Garden

$99 per person (IL)
Start Dates: January 15, February 15, March 15, April 15, May 15, June 21
Learn to prepare grant proposals that will result in successful funding for your favorite organization or charity. Over $200,000 annually is available for worthy causes and most people don’t know how to prepare the applications that will deliver funding. Avoid the mistakes that get applications rejected and funded. You’ll learn how to properly present your case. This course will allow you to control the financial accounting for your business.

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Small Business

To register, visit www.ed2go.com. Search “Intro to QuickBooks 2016.”

Other QuickBooks titles are available, and we check the QuickBooks 2016 Series.

Intermediate Microsoft Excel 2013

$99 per person (IL)
Start Dates: January 18, February 15, March 15, April 15, May 15, June 21
This course is a must for any manager who is managing projects. You will learn how to use a software program to create a project plan. You will also learn how to use a software program to create a budget for your project. This course is a must for any manager who is managing projects.


Mastering Your Digital SLR Camera

$99 per person (IL)
Start Dates: January 18, February 15, March 15, April 15, May 15, June 21
Learn to prepare grant proposals that will result in successful funding for your favorite organization or charity. Over $200,000 annually is available for worthy causes and most people don’t know how to prepare the applications that will deliver funding. Avoid the mistakes that get applications rejected and funded. You’ll learn how to properly present your case. This course will allow you to control the financial accounting for your business.

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Education to Fit Your Needs

**Business, Technology and Digital Arts**

- Accounting
- Accounting Assistant
- Administrative Professional
- Advanced Office Software Suite Certificate
- Automotive Sales Certificate
- Business Management
  - Management and Supervision Emphasis
  - Marketing Emphasis
  - Small Business Entrepreneurship Emphasis
- Digital Marketing
- Digital Marketing/Social Media Certificate
- Electronic Publishing Certificate
- Entrepreneurship Certificate
- Graphic Communications
- Human Resource Development Certificate
- Human Resources
- Information Technology – Information Security Certificate
- Information Technology – Mobile Applications Developer
- Information Technology – Network Specialist
- Information Technology – Technical Support Specialist
- Information Technology – Web Designer/Developer
- Interactive Media Design
  - Animation Emphasis
  - Motion Graphics Emphasis
- Leadership Development
- Office Assistant
- Office Software Suite Certificate
- Organizational Management Certificate
- Principles of Management Certificate
- Web Site Coordinator Certificate

**Consumer and Hospitality Services**

- Artisan Baking Certificate
- Cosmetology
- Cosmetology Apprenticeship
- Culinary Arts
- Customer Service Certificate
- Food Service Production

- Nail Technician Certificate
- Engineering
  - Civil Engineering Technician – Structural Electromechanical Technology
  - Mechanical Design Technology
  - Process Engineering Technology
    - Industrial/Manufacturing Emphasis
    - Quality Assurance Emphasis
- Environmental Sciences and Trades
  - ABC Carpentry Apprenticeship
  - ABC Construction Preparation Apprenticeship
  - Ap/ibusiness Science and Technology (shared)
  - Air Conditioning, Heating and Refrigeration Technology (NHCRP)
  - Automotive Technician
  - Automotive Technology
  - Commercial Refrigeration Certificate
  - Electrical Power Distribution
  - Electrical Substation Certificate
  - Electricity
  - HVAC Installation Technician
  - Industrial Wiring Certificate
  - Technical Studies – Journeyworker
  - Wastewater Treatment Plant Operator Apprenticeship
- General Studies
  - Global Studies Certificate
  - Individualized Technical Studies
  - Professional Communication Certificate
  - Wellness Promotion Certificate
- Health Science and Human Services
  - AADCA Certification Preparation Certificate
  - Administrative Medical Assistant Career Pathway Certificate
  - Advanced Emergency Medical Technician
  - Alcohol and Other Drug Abuse Associate (AODA)
- Child Care Services
  - Chiropractic Specialist
  - Chiropractic Technician: Office Certificate
  - Chiropractic Technician: Radiography Certificate
  - Chiropractic Technician: Therapy Certificate
  - Counselor Training for Gambling Addiction Certificate
- Court Reporting (shared)
  - Criminal Justice – Corrections
  - Early Childhood Administrative Credential
- Early Childhood Education
  - Early Childhood Inclusion Credential
  - Early Childhood Mentor/Protégé Certificate
  - Early Childhood Preschool Credential
- Emergency Medical Technician
  - Emergency Medical Technician – Paramedic
    - Health and Wellness
  - Health Care Leadership Certificate
  - Health Information Technology
  - Infant/Toddler Credential
  - Legal Administrative Professional
  - Legal Office Skills Certificate
  - LPN to ADN Progression Track
  - Medical Assistant
  - Medical Billing Specialist Certificate
  - Medical Coding Specialist
  - Medical Laboratory Technician
  - Medical Office Management
  - Medical Office Specialist
  - Nursing Assistant
  - Nursing – Associate Degree With a Practical
  - Nursing Exit Point
  - Paramedical Technician
  - Pharmacy Technician (shared)
  - Phlebotomy Technician Certificate
  - Radiography
  - Respiratory Therapist
  - Surgical Technology
- Manufacturing
  - Advanced Industrial Maintenance Certificate
  - Basic Industrial Maintenance Certificate

**Online Programs**

- Accounting
- Business Management
- Early Childhood Administrative Credential
- Health Care Leadership Certificate
- Health Information Technology (clinicals required)
- Human Resource Development Certificate
- Information Technology – Technical Support Specialist
- Leadership Development
- Medical Office Assistant
- Medical Office Specialist
- Nursing Assistant
- Nursing – Associate Degree With a Practical
  - Nursing Exit Point
- Paramedical Technician
- Pharmacy Technician (shared)
- Phlebotomy Technician Certificate
- Respiratory Therapist
- Surgical Technology
  - Textbook and supply information, including possible and are not included in the advertised fee. The bookstore also offers textbook rental and a limited number of e-book options during each semester. These options are noted on our course booklets.

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Bookstore hours vary, please check the bookstore website for the hours of each campus store or call one of the numbers below:

Beaver Dam 920-887-4407
Fond du Lac 920-929-2105
West Bend 262-335-5774

Textbook and supply information, including price, is available on our website approximately four weeks prior to the start of a semester.