

Continuing Education

PROFESSIONAL DEVELOPMENT / PERSONAL ENRICHMENT

EXPLORE LEARNING

NEW! How to Develop Your Career Path 4

Heartsaver CPR for the Workplace 6

Forever Young: Your Fountain of Youth 11

Understanding Medicare Expense 12



MORaine PARK
TECHNICAL COLLEGE

SUMMER 2023

REGISTRATION NOW OPEN! morainepark.edu/ce

Continuing Education



CULINARY



HEALTH & WELLNESS



MOTORCYCLE

Enjoy!

Summer is the time to explore. Vacations take us to new places. Books take us on new adventures. And time with our family and friends allow us to explore our relationships. What is on your next adventure? Whether it is preparing for that next career step, learning a new skill or mastering a new hobby—it's time to get out of your comfort zone and explore all that Moraine Park has to offer in continuing education opportunities.

We are here to help you reach your goals—no matter how big or how small. Call to reserve your spot today!

See you in class!

— JoAnn Hall

Dean of Economic and Workforce Development



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

morainepark.edu/ce

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Learn English

Prepare for college
or employment!

- Beginner to advanced levels with students from many different countries and backgrounds.
- Improve reading, writing, speaking and listening skills.
- Online computer-assisted learning at home or school is convenient and helps build computer skills.



MORaine PARK
TECHNICAL COLLEGE

**For more information, call our bilingual
(Spanish/English) ELL Program Specialists.**

Available at:

Beaver Dam
920-887-4496

Fond du Lac
920-924-6339

West Bend
262-306-5302

Professional Development



COMMUNICATIONS

Human Resources

How to Develop Your Career Path

NEW Do you need guidance preparing you for your next career step? Learn how to recognize your own personal competencies, create a personal development plan and identify improvement strategies to reach personal and professional goals. Learn how to create strategies to identify mentors and engage in a mentoring relationship. You and your organization will benefit from development of succession planning to address staffing needs. You will complete a TriMetrix DNA assessment prior to a one-hour confidential assessment and three-hour group session.

116-426 / 5 hrs \$499 (62+ \$477.07)

41918 T 1:30–4:25p Aug 1
Instructor TBA FDC

COMPUTERS

Computer Software

Introduction to Microsoft PowerPoint 2019/Office 365 **[ONL]**

As technology transforms business practices, Microsoft PowerPoint remains one of the most commonly used tools for presentations. This course is perfect for beginners wanting to learn how to effectively use Microsoft PowerPoint 2019 to create professional presentations.

Online: *Classes starting monthly* **\$129**

Register at ed2go.com/mptc — search class title

Introduction to Microsoft Word 2019/Office 365 **[ONL]**

Learn how the foundational skills needed to utilize Microsoft Word 2019 in Office 365. This course will teach you how to create professional-looking letters, reports and documents.

Online: *Classes starting monthly* **\$129**

Register at ed2go.com/mptc — search class title

Languages

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* **\$115**

Register at ed2go.com/mptc — search class title

Speed Spanish II **[ONL]**

Follow-up to the popular Speed Spanish course with several new ways to help you build fluency.

Online: *Classes starting monthly* **\$115**

Register at ed2go.com/mptc — search class title

RETURNING STUDENT?

Register online using Self-Service!

Log in to your myMPTC student account.

Go to the Student tab and select Add/Drop Classes from Student Tools.

morainepark.edu/online-registration



Sign Language

Discover Sign Language [ONL]

It's truly amazing how much you can communicate just by using your hands. Add in different facial expressions, and you have a full conversation! In this course, you will discover how to use this graceful, expressive language to communicate.

Online: *Classes starting monthly* **\$99**

Register at ed2go.com/mptc — search class title

Discover Sign Language II [ONL]

Take your sign language skills to the next level with additional vocabulary, grammar lessons and cultural information. This course will help you build confidence in your ability to sign with the Deaf community.

Online: *Classes starting monthly* **\$115**

Register at ed2go.com/mptc — search class title

CULINARY

Food Safety and Hospitality


Food Sanitation with ServSafe

First Time Certificate Candidates—Obtain your first WI Certified Food Manager Certificate (CFM). Learn about food as it relates to temperature control of potentially hazardous food during prep, storage, transportation and service. Cleaning, sanitation of utensils, personal hygiene and special handling of potentially hazardous food items discussed. Valid for five years. Utilize the ServSafe Exam at the end of class (online purchase required). Successful students will be issued a course completion certificate after passing the exam.

Note: Textbooks/exams required. Costs may vary.

316-497 / 18 hrs  **\$95 (62+ \$29.21)**

41696	M 5–9:55p	Jun 12–Jun 26*
	Lindgren	FDC
	*No Class 6/19.	

 = Textbook Required



CONTRACT TRAINING

Interested in bringing our training on-site at your organization? Contact us today to learn how!

training@morainepark.edu



MORAINE PARK
ECONOMIC AND WORKFORCE
DEVELOPMENT
PERFORMANCE-MINDED BUSINESS SOLUTIONS

Food Manager Refresher

Existing Certificate Holders Only—Refresh on updated food handling requirements to maintain certification in holding a Wisconsin Certified Food Manager Certificate (CFM). Utilize the ServSafe Exam to re-test at the end of class. Successful students will be issued a course completion certificate and testing is required every five years.

Note: Exam purchase required online during class.

316-430 / 4 hrs **\$69** (62+ \$54.38)

41697 M 5:30–9:25p Jul 10
Lindgren FDC

ServSafe Testing

Test Takers for ServSafe only. ServSafe test completion with a proctor for those seeking to re-certify as a Food Manager. Students need to purchase online test in class.

Note: Exam is required for purchase online during class.

316-431 / 2 hrs **\$20** (62+ \$12.69)

41786 M 7:30–9:25p Jul 10
Lindgren FDC



SAFETY

CPR and First Aid

Heartsaver CPR for the Workplace

This class teaches the requirements needed to address first aid, breathing and cardiac emergencies in the workplace. This is an instructor led, hands-on course. Upon completion of this course, students receive a Heartsaver First Aid CPR/AED certification card that is valid for two years.

531-488 / 5 hrs **\$110** (62+ \$88.07)

41898 R 11:30a–4:25p Jun 8
Fry-Eickstedt FDC

INSTRUCTOR PROFILE

Ann Fry-Eickstedt

CPR AND FIRST AID

Ann Fry-Eickstedt, Emergency Medical Services adjunct instructor at Moraine Park, brings over 25 years of field experience in Fire and Emergency Services, public education and fire safety practices.

Ann served in the US Army and Army Reserves for seven years as a Combat Medic right out of high school. Ann has an Associate of Applied Science Degree as a Fire Protection Technician. She has many hobbies that include gardening, small home improvement projects and spending time with her two beautiful granddaughters. Ann is retired and continues to serve her community as a volunteer EMT-Paramedic with her local fire department.



READY FOR A CHANGE?



Moraine Park Boot Camps provide tuition-free hands-on training with a PAID internship.

- Earn a Welding or CNC Machining Certificate in about three months.
- Do you need your High School Equivalency Diploma (HSED)? We can help you earn that too!
- Attend a Boot Camp in fall 2023 and begin a career with great starting wages!

Sign up today for an Information Session!

To register for Test Drive or an information session, visit morainepark.edu/bootcamps.

Contact our team at 920-924-3334 or bootcamps@morainepark.edu.

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. Safety glasses and protective gloves must be brought to class. No open toed shoes

460-400 / 8 hrs \$150 (62+ \$120.76)

41720 W 8a–3:55p Jul 19
Miller FDC

TRADES

Welding/Fabrication

Welding Process GMAW Workshop I

This 15-hour workshop provides basic knowledge of welding. It is ideal for beginners, skilled tradespeople, career changers, continuing education training. Topics include: welding terminology, safety, machine setup and shut down, metal identification, plasma cutting and GMAW welding processes and positions and equipment functions. Practice your new skills to make quality gas metal arc welds on metals of different thicknesses. Helmet, safety glasses and gloves must be brought to class.

442-425 / 15 hrs \$259 (62+ \$200.52)

41798 T 6–8:40p Aug 15–Sep 12
McCauley HHS

Personal Enrichment



COMPUTERS

Computers—Beginning

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 phone fully charged and ready to use.

103-695 / 2.5 hrs \$32.18 (62+ \$25.26)

41819	W 5:30–7:55p	Jul 12
	Kraft	WBC

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 fully charged and ready to use.

103-611 / 3 hrs \$32.18 (62+ \$25.26)

41853	T 5:30–8:25p	Jul 11
	Ginard	FDC

Apple Smartphone Basics

Get more out of your Apple iPhone. Learn how to adjust settings, increase battery life and use your mobile data efficiently. Explore iTunes and the App Store to download movies, books and more. Bring your phone fully charged and ready to use.

103-696 / 3 hrs \$32.18 (62+ \$25.26)

41820	W 5:30–8:25p	Jul 26
	Kraft	BDC

Computer Basics 1—Introduction

Overview of computer concepts and the basics of using Microsoft® Windows. You will learn where to look, find, save, open, move and copy documents. Hands-on experience is emphasized. Each student is required to bring a jump drive to class.

103-483 / 9 hrs \$41.05 (62+ \$4.50)

41815	TR 9–11:55a	Jun 6–Jun 13
	Brueggemann	BDC

Computer Basics 2—Word

Overview of Microsoft Word. Learn to type, copy, paste, insert pictures, format letters and other formatting techniques. Hands-on experience is emphasized. Each student is required to bring a jump drive to class.

103-485 / 9 hrs \$41.05 (62+ \$4.50)

41816	TR 9–11:55a	Jun 20–Jun 27
	Brueggemann	BDC

Computer Basics 3—Internet

Overview of web browsers that are useful to your lifestyle. You will learn how to perform searches, narrow searches and open multiple browser windows. You will also create and manage favorites.

103-490 / 9 hrs \$41.05 (62+ \$4.50)

41817	TR 9–11:55a	Jul 11–Jul 18
	Brueggemann	BDC

Computer Basics 4—Gmail

Overview of setting up an email/Gmail account. You will learn how to send and receive email messages, add attachments, download attachments and pictures, set up contacts and more.

103-491 / 9 hrs \$41.05 (62+ \$4.50)

41818	TR 9–11:55a	Jul 25–Aug 1
	Brueggemann	BDC



CRAFTS AND RECREATION

Photography

Introduction to Photography

This workshop will help you simplify basic camera functions and camera settings and help you feel self-assured when taking photos in a variety of settings. In addition, you will learn the fundamentals of photography and how to compose better photographs. Learn ideal camera settings for various situations both indoors and outdoors, such as events, children and nature scenes. Please bring to class a fully charged camera, extra batteries, your camera manual, passwords and USB drive with approximately ten saved photos for feedback, guidance or open dialogue.

203-637 / 3 hrs **\$32.18** (62+ \$25.26)

41851	T 5:30–8:25p	Jun 13
	Ginard	FDC

Intermediate Photography Workshop

This workshop builds off of fundamentals taught in the Introduction to Photography Workshop. Prior photography instruction is recommended. We will review composition methods and camera functions. Students will learn specific techniques to create their own personal vision. Please bring to class a fully charged camera, extra batteries, your camera manual, passwords and USB drive with approximately ten saved photos for feedback, guidance or open dialogue.

203-638 / 3 hrs **\$32.18** (62+ \$25.26)

41852	T 5:30–8:25p	Jun 20
	Ginard	FDC

Welding/Fabrication

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. Helmet, safety glasses and gloves must be brought to class.

442-617 / 15 hrs **\$136.22** (62+ \$108.54)

41921	W 5:30–9:10p	Jun 21–Jul 26*
	Shaw	JAC
	*No Class 7/5.	
41799	T 6–8:40p	Aug 15–Sep 12
	McCauley	HHS

Earn Your GED or High School Equivalency Diploma.



Meet the growing demands of the job market!
The GED/HSED certificate can open doors to higher education, job training and employment.
Courses are free with daytime and evening sessions on all three campuses.

Get started today!



Contact us for more information: 1-800-472-4554 • morainepark.edu/GED

Home/Garden Welding Projects II

Take your home garden art welding project to the next level and advance your welding skills. (Recommended to have taken **442-617** Home and Garden Art Welding Projects I or permission of the instructor). Helmet, safety glasses and gloves must be brought to class.

442-618 / 15 hrs \$136.22 (62+ \$108.54)

41925	W 5:30–9:10p	Aug 2–Aug 16
	M 5:30–9:10p	Aug 21–Aug 28
	Mendoza Herrera	JAC



CULINARY

Baking

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 \$32.18 (62+ \$25.26)

41916	W 5:30–8:25p	Jun 21
	Sommer	FDC

Mouthwatering Pate a Choux

Create this versatile dough to make traditional cream puffs, eclairs, savory Gougere, French-style gnocchi and other mouthwatering goodies!

303-653 / 4 hrs \$32.18 (62+ \$25.26)

41917	W 5:30–9:25p	Jun 28
	Sommer	FDC

Pastry/Coffee Cake/Sweet Dough

Add an extra-special, personal touch to your family brunches. Learn to make Danish pastries, cinnamon rolls and coffee cakes and taste the delicious results.

303-636 / 4 hrs \$32.18 (62+ \$25.26)

41793	T 5:30–9:25p	Jul 25
	Sommer	FDC

Cooking

Northern Italian Cookery

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

303-629 / 4 hrs \$32.18 (62+ \$25.26)

41807	T 5:30–9:25p	Jun 13
	Aggas	FDC

Appetizers—Summer Celebrations

Prepare simple appetizers, snacks and seasonal beverages that will be perfect for graduations, weddings and summer outings. Students will sample a variety of food items, prepare at least one in class and take home an abundance of recipes.

303-634 / 3 hrs \$32.18 (62+ \$25.26)

41768	W 5:25–8:25p	Jul 12
	Aggas	FDC

Cooking for One

Create simple meals for one or two people that will get you out of the kitchen in an hour or less. Recipes and meals cooked will be tailored for two servings or less, involving simple recipes. Be ready to cook some delicious food without all the fuss!

303-618 / 3 hrs \$32.18 (62+ \$25.26)

41808	T 5:30–8:25p	Jun 20
	Aggas	FDC

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.

303-641 / 4 hrs \$32.18 (62+ \$25.26)

41769	W 5:30–9:25p	Aug 2
	Aggas	FDC

Roasted Veggies

Roasting brings out the natural sweetness of vegetables that tantalizes your senses and adds flavor to any dish. Learn how to roast eggplant, beets, garlic and other healthy vegetables!

303-604 / 4 hrs \$32.18 (62+ \$25.26)

41770	W 5:30–9:25p	Aug 16
	Aggas	FDC

Super Summer Salads

Learn to prepare a variety of entree and side salads from around the world for home or entertaining. This course includes a cooking presentation, tasting, recipes and tips and tricks for delicious summer salads.

303-689 / 3 hrs **\$32.18** (62+ \$25.26)

41792 R 5:30–8:25p Jul 20
Sommer FDC

Heal Your Life—Reiki Seminar

Encourage healing for any moderate to severe health issue including cancer, fibromyalgia and depression. Reiki is practiced in approximately 800 hospitals and clinics in the U.S. Learn all about Reiki and participate in a group session.

546-607 / 3 hrs **\$32.18** (62+ \$25.26)

41703 T 5:30–8:25p Jul 18
Oestreicher WBC

HEALTH AND 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 / 3 hrs **\$32.18** (62+ \$25.26)

41704 T 5:30–8:25p Jul 11
Oestreicher WBC

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 / 3 hrs **\$32.18** (62+ \$25.26)

41702 T 5:30–8:25p Jun 20
Oestreicher WBC

Melt Your Stress Away

Slow down, calm your mind and melt the stress away. Learn how to end the mind chatter and overwhelming feelings by incorporating practical, natural and holistic methods to a new, fun, healthy and calmer lifestyle.

546-620 / 3 hrs **\$32.18** (62+ \$25.26)

41700 T 5:30–8:25p Jun 6
Oestreicher WBC

Peaceful Warrior

Develop practical and holistic approaches to move through life as a Peaceful Warrior. Our relaxation expert, John Oestreicher, will teach you ways to understand, control and find healthier ways to express your anger. Learn the early anger warning signs and ways to cool down quickly to avoid a short fuse, arguments and explosive anger.

546-609 / 3 hrs **\$32.18** (62+ \$25.26)

41701 T 5:30–8:25p Jun 13
Oestreicher WBC

PERSONAL FINANCE AND LAW

Estate Planning

Protect Estate with Estate Planning

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 **\$18.34** (62+ \$14.88)

41830 T 2–3:55p Aug 8
Melick WBC



Personal Finance

Plan Well Retire Well—
Social Security

Being well informed 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 \$18.34 (62+ \$14.88)

41909 M 6:15–8:10p Aug 7
Oldenburg FDC

Understanding Medicare Expense

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 hrs \$18.34 (62+ \$14.88)

41716 M 4–5:55p Jun 12
Rausch FDC

41717 M 4–5:55p Jul 17
Rausch WBC

MOTORCYCLE/SCOOTER

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 under the “Scooter” column.



PRE-REQUISITE: WisDOT Motorcycle Safety Foundation Basic Rider Course e-course.

REQUIREMENT: Students under 18 years of age must have a parent or legal guardian signed waiver.

WEEKEND

- Friday, 5:30–8:25p
- Saturday, 8a–4:55p
- Sunday, 8a–1:55p

WEEKDAY AM

- MTWR, 8–11:55a

WEEKDAY PM

- MTWR, 5–8:55p

All sections
will meet at FDC.

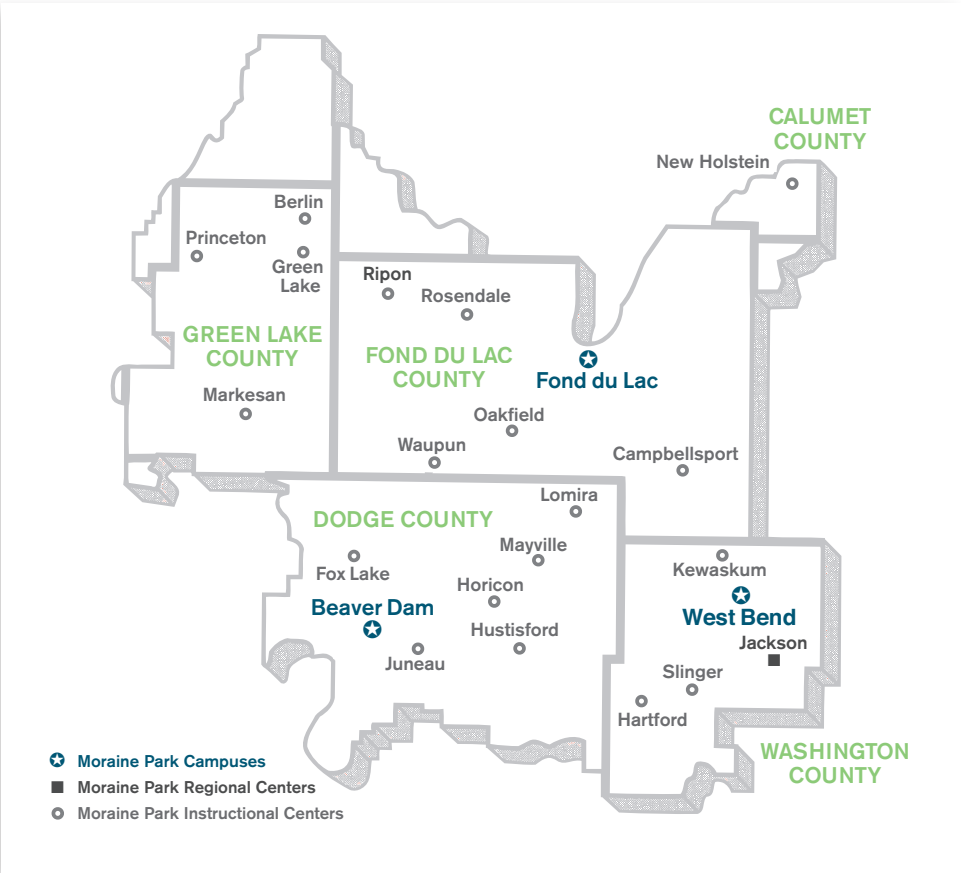
Motorcycle and Scooter Rider Courses

816-400 / 16 hrs \$260.35 (62+ \$260.35)

Motorcycle	Scooter		
41730	41748	WKEND	Jun 2–4
41731	41749	WKDAY AM	Jun 5–Jun 8
41732	41750	WKEND	Jun 9–11
41733	41751	WKDAY PM	Jun 19–Jun 22
41734	41752	WKEND	Jun 23–25
41735	41753	WKEND	Jul 7–9
41736	41754	WKDAY PM	Jul 10–Jul 13
41737	41755	WKEND	Jul 14–16
41738	41756	WKEND	Jul 21–23
41739	41757	WKEND	Jul 28–30
41740	41758	WKEND	Aug 4–6
41741	41759	WKEND	Aug 11–13
41742	41760	WKEND	Aug 18–20
41743	41761	WKEND	Aug 25–27

See morainepark.edu/motorcycle for details.

Location Information



MPTC Campus Codes

- BDC** **Beaver Dam Campus**
700 Gould St.
Beaver Dam, WI 53916-1994
- FDC** **Fond du Lac Campus**
235 N. National Ave.
PO Box 1940
Fond du Lac, WI 54936-1940

- WBC** **West Bend Campus**
2151 N. Main St.
West Bend, WI 53090-1598
- JAC** **Jackson Regional Center**
N173 W21150
Northwest Passage Way
Jackson, WI 53037-9387

Additional Locations

- HHS** **Hartford Union High School**
805 Cedar St.
Hartford, WI 53027
- RIP** **Ripon High School**
850 Tiger Dr.
Ripon, WI 54971-0313

Moraine Park Technical College is accredited by the Higher Learning Commission, a regional accreditation agency recognized by the U.S. Department of Education. (hlcommission.org)



Registration Information

Three Ways to Register

New students must register through Student Services staff by phone, in-person or electronic registration form. Returning students can register online through myMPTC Student.

Note: Have the 5-digit CRN # for your class available when you are ready to register. (See class information on opposite page.)

- **Phone:** 1-800-472-4554
- **Electronic Registration Form:** morainepark.edu/online-registration
- **In-Person:** Visit Student Services at any of the three campuses during Student Services Office Hours.

Student Services Hours

- Monday – Friday: 8 a.m.–4:30 p.m.
- Closed Fridays in June and July.

General Information

- Class schedules and tuition 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-served” basis. If openings occur, students on the class waiting list will be called sequentially. Students have 24 hours to respond or the next person on the waiting list will be called. Please inform Student Services if your contact information changes.
- Audit policy: Students may choose to audit undergraduate (UG) level courses to gain a general understanding of the subject matter. This request must be completed at the time of registration. Audited classes do not earn credit, and the standard tuition, fees, withdrawal policies apply.

Disability Resources

Disability Resources provides services and accommodations for students with documented disabilities at Moraine Park Technical College. Please call 920-929-2117 to request an appointment with an Accommodation Specialist or request an accommodation at morainepark-accommodate.symphlicity.com/public_accommodation/.

Tuition and Fees

- The fees for each course in this schedule include tuition and classroom/lab material fees. (Out-of-state residents pay an additional \$73.10 per credit.)
- The fees do not include textbooks or other supplies (unless noted).
- Senior discounts are available for seniors 62 and over for most classes.
- Tuition and fee payments are due at time of registration. (If you are mailing a check, we will hold your registration for three days.)

Payment Methods

Pay online via:

- Electronic check from a checking or savings
- Credit or debit card (convenience fee may apply)

Go to our Guest Checkout:
commerce.cashnet.com/MORAINEGUEST

Go to student.morainepark.edu > My Finances > MaxPay

Pay in-person with cash or check:

Please visit Student Financial Services during regular business hours.

If you need to mail a check, please contact Student Financial Services at sfs@morainepark.edu or 920-924-3124 and we will gladly hold your registration for up to three days.

Payment or student account questions?

Contact us at 920-924-3124 or sfs@morainepark.edu.



Moraine Park Technical College takes pride in being an Affirmative Action/Equal Opportunity educator and employer. The College does not discriminate on the basis of race, color, ethnicity, national origin, sex, gender identity, disability, age, or any other class protected by law, in employment, admission or educational programs and activities. Moraine Park is dedicated to fostering a diverse, inclusive and equitable experience for students and within the working environment for employees.

Moraine Park Technical College inquiries regarding AA/EO and the College's non-discrimination policies can be directed to the Equal Opportunity Officers at MPTC, 235 N. National Ave., PO Box 1940, Fond du Lac, WI 54936-1940, 920-924-6355 or 920-924-3445. TTY/VP: Use Relay/VRS. For more information, visit morainepark.edu/nondiscrimination.


How to Read Class Information

Course #

CRN #

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.

101-408 / 12 hrs 

30928 S 9a-12:55p
Didier

\$99 (62+ \$59.34)



Apr 7-Apr 21
WBC

Instructor

Location

Fees

Senior fee indicated in gray when a senior (62+) discount applies.

 = Textbook Required
 = Textbook Recommended

If a textbook is included in the tuition fee, that is noted under the class description.

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 VM and ONL class formats are indicated next to the course number. If no class format is listed, the class is taught using an in-person format.

Contact Information

Registration: 920-924-3207

MPTC Continuing Education
235 N. National Ave.
Fond du Lac, WI 54936
communityed@morainepark.edu
General Information: 920-929-2117

Instructional Methods

- **Traditional:** Classes meet at scheduled meeting dates and times at Moraine Park sites. Instruction is face-to-face.
- **ONL (Online):** Classes are offered via the Internet. A computer with Internet access is required. Ed2Go courses are instructor led, six-week courses starting monthly, unless noted as a tutorial. Tutorials are on-demand with no specific start date. To register, go to ed2go.com/mptc and search for the course title. UGotClass courses and certificates are instructor led, one to two months long and available on scheduled start dates. To register, go to bit.ly/UGCMPTC. Ed2Go and UGotClass classes do not transfer to credit or non-credit programs and are not eligible for financial aid at Moraine Park.
- **VM (Virtual Meeting):** A link to the class will be sent 24 hours prior to the start of the class. Participants will need internet access.



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MPTC LOCATIONS

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