

# Continuing Education

PROFESSIONAL DEVELOPMENT / PERSONAL ENRICHMENT

## FEED YOUR CURIOSITY

Smartphone  
Photography 8

Roasted Veggies 10

Create Your Own  
Essential Oil 10

Plan Well Retire Well –  
Social Security 11



**MORaine PARK**  
TECHNICAL COLLEGE

SUMMER 2022

REGISTRATION NOW OPEN!

[morainepark.edu/ce](https://morainepark.edu/ce)

# Continuing Education



CRAFTS & RECREATION



HEALTH & WELLNESS



MOTORCYCLE

## It's summer time!

The best part of the lazy days of summer is the opportunity to reconnect and explore. We explore new places, meet new people and try new hobbies. We give ourselves a chance to stretch physically and mentally. It's all about being curious and inquisitive. Feed your curiosity this summer! Brush up those computer skills, enhance your personal wellbeing or learn a new skill.

We are excited for all the in-person opportunities. Don't miss out on all that our instructors have to share!

We can't wait to have you join the Moraine Park family! Call today to reserve your spot.

— JoAnn Hall  
*Dean of Economic and Workforce Development*

**NEW**

### CLASSES:

- **Ethnic Cooking Series – Southern American**
- **Roasted Veggies**
- **Create Your Own Essential Oil**



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

[morainepark.edu/ce](https://morainepark.edu/ce)

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## Learn English

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

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



**MORAINE PARK**  
TECHNICAL COLLEGE

**Available at:**

**Beaver Dam**  
920-887-4496

**Fond du Lac**  
920-924-6339

**West Bend**  
262-306-5302

# Professional Development



## COMMUNICATION

### Business Writing

#### Publish and Sell Your E-Books [ONL]

Learn how to use free tools to publish an e-book, and then list and sell your e-books in the world's largest online bookstores.

Online: *Classes starting monthly* **\$115.00**

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

#### Resume Writing Workshop [ONL]

Transform your resume into a powerful tool that will help you get interviews. This course is invaluable to anyone who wants to improve their resume as it will introduce you to different formats, help you make the most of your work experience and discover how to use reference to your advantage.

Online: *Classes starting monthly* **\$115.00**

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

 = Textbook Required

 = Textbook Recommended

## 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* **\$115.00**

Register at [ed2go.com/mptc](https://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* **\$115.00**

Register at [ed2go.com/mptc](https://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](https://morainepark.edu/online-registration)



## CULINARY

### Food Safety and Hospitality

#### 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 retest at the end of class (online purchase required). Successful students will be issued a course completion certificate, and testing is required every five years.

Note: Exams need to be purchased, and costs may vary.

**316-430 / 4 hrs**  **\$69** (62+ \$54.90)

40033 M 5:30–9:25p Jul 11  
Lindgren FDC

#### Food Sanitation with ServSafe

First time certificate candidates—new to food safety? 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 need to be purchased, and costs may vary.

**316-497 / 18 hrs**  **\$95** (62+ \$31.55)

40028 M 5–9:55p Jun 13\*  
M 5–9:55p Jun 27  
Lindgren FDC  
\*No class 6/20.

## 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](http://morainepark.edu/GED)

**ENTREPRENEURSHIP**

**Small Business**

**Introduction to Social Media [ONL]**

Get involved in the move from in-person to online communication. Learn what social media is and it's role in your business and personal life. Find out the top sites and how businesses are using the sites for communication, customer retention, branding, marketing, market research, needs assessment and serving customers and clients.

Online: *Classes starting monthly* **\$195.00**

Register at [bit.ly/UGCMPTC](https://bit.ly/UGCMPTC) — search class title

**Marketing Using Social Media [ONL]**

Explore major social media, including Twitter, LinkedIn and blogging. Learn quick, easy ways to use Twitter, blogs and LinkedIn to engage your customers or clients and keep them interested in your organization or business. You will find out the advantages and disadvantages of each, and learn what's right for your work and organization.

Online: *Classes starting monthly* **\$195.00**

Register at [bit.ly/UGCMPTC](https://bit.ly/UGCMPTC) — search class title



**REAL ESTATE**

**Pre-licensing**

**Real Estate Preparation**

Learn 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. In accordance with WI DSPS, students cannot audit this course if they intend to apply for licensing and need to obtain a course completion certificate.

**194-190 / 72 hrs**  **\$469.50**

21315 R 5-9:25p Aug 18-Dec 8\*  
*Instructor TBA* FDC  
*\*No class 11/24.*

**SAFETY**

**CPR and First Aid**

**Heart Saver CPR for 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 Heart Saver First Aid CPR/AED certification card that is valid for two years.

**531-488 / 5 hrs** **\$110 (62+ \$88.85)**

40062 R 11:30a-4:25p Jun 2  
 McCartney FDC



 = Textbook Required

 = Textbook Recommended



# Personal Enrichment

## 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, students 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** **\$31.12** (62+ \$24.47)

40530	M 5:30–8:25p Spors	Jun 6 WBC
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#### Intermediate Photography Workshop

This workshop builds off of fundamentals taught in the Introduction to Photography Workshop. Prior photography instruction is recommended. Students 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** **\$31.12** (62+ \$24.47)

40531	M 5:30–8:25p Spors	Jun 20 WBC
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#### Advanced Photography Workshop

Sharpen your digital photography skills with additional instruction in camera functions and picture composition. **203-637** Introduction to Photography Workshop and **203-638** Intermediate Photography Workshop recommended. Please bring to class a fully-charged camera, extra batteries, your camera manual, password and USB drive with approximately ten saved photos for feedback, guidance or open dialogue.

**203-639 / 3 hrs** **\$31.12** (62+ \$24.47)

40532	M 5:30–8:25p Spors	Jun 27 WBC
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#### Smartphone Photography

Learn how to take a great shot on your phone and what editing apps to use to turn your photos into unique and artistic images. In addition, learn to share and print your images. Bring your Smartphone fully charged and ready to use.

**203-605 / 3 hrs** **\$31.12** (62+ \$24.47)

40545	M 5:30–8:25p Schneider	Aug 1 WBC
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Material was geared to what I wanted to learn. I will be able to apply what I learned right away to my phone.

– Photography Student

## 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 \$127.46 (62+ \$100.86)**

40079 W 5:30–9:10p Jun 22–Jul 20\*  
Shaw JAC  
\*No class 6/29.

40087 T 6–8:40p Aug 2–Aug 30  
McCauley HHS

### 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 \$127.46 (62+ \$100.86)**

40080 W 5:30–9:10p Jul 27–Aug 17  
Shaw JAC

## CULINARY

### Baking

#### 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 \$31.12 (62+ \$24.47)**

40571 T 5:30–9:25p Jul 26  
Sommer FDC

#### Puff Pastry and Filo Dough

Discover the creative possibilities of puff pastry and Filo (Phyllo) dough while creating delicious baked goods like baklava, Napoleons, turnovers, elephant ears and cream horns.

**303-623 / 4 hrs \$31.12 (62+ \$24.47)**

40569 T 5:30–9:25p Jul 12  
Sommer FDC



I really enjoyed the class and being able to ask questions. The instructor was great!

– Culinary Student

### Cooking

#### 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 \$31.12 (62+ \$24.47)**

40576 T 5:30–8:25p Jul 19  
Aggas FDC

#### Ethnic Cooking Series - Southern American

**NEW** 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.

**303-687 / 4 hrs \$31.12 (62+ \$24.47)**

40574 R 5:30–9:25p Jun 23  
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** **\$31.12** (62+ \$24.47)

40577 M 5:30–9:25p Aug 8  
Aggas FDC

### Northern Italian Cookery

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

**303-629 / 4 hrs** **\$31.12** (62+ \$24.47)

40575 T 5:30–9:25p Jul 12  
Aggas FDC

### Roasted Veggies

**NEW** Bring out the natural sweetness and roast vegetables to tantalize your senses and add flavor to any dish. Learn how to roast eggplant, beets, garlic and other healthy vegetables!

**303-604 / 4 hrs** **\$31.12** (62+ \$24.47)

40583 R 5:30–9:25p Aug 11  
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** **\$31.12** (62+ \$24.47)

40570 R 5:30–8:25p Jul 21  
Sommer FDC



Loved the hands-on learning—and eating what we baked at the end. Wonderful and patient instructor!

– Culinary Student

## HEALTH AND WELLNESS

### Natural Health

#### 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** **\$31.12** (62+ \$24.47)

40047 W 5:30–8:25p Jun 1  
Oestreicher BDC

#### 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 / 3 hrs** **\$31.12** (62+ \$24.47)

40596 R 5:30–8:25p Jun 23  
Oestreicher BDC

#### Create Your Own Essential Oil

**NEW** Learn about the dangerous chemicals used in your home or on your body. Create your own scented bath salts and body scrub and discover how easy it is to replace cleaning and self-care products with common household ingredients and natural essential oils.

**546-626 / 3 hrs** **\$31.12** (62+ \$24.47)

40620 W 5:30–8:25p Jun 29  
James FDC

#### Essential Oils - Beginners

Learn about the powerful medicine that essential oils are and why they need to be treated as such. Keep your family and furry children safe and healthy while using essential oils. Beginner oil terminology, buying and using high quality oils, appropriate dosages for use, possible toxicity and contraindications for their use and best methods of application will be reviewed.

**546-613 / 3 hrs** **\$31.12** (62+ \$24.47)

40091 W 5:30–8:25p Aug 17  
James FDC



### Essential Oils - Daily Routine

Learn to relax, reduce stress and anxiety, manage your emotions and fall asleep easier with all natural essential oils. Develop your daily routine that incorporates oils to help you focus, increase energy and keep you balanced.

**546-625 / 3 hrs** **\$31.12** (62+ \$24.47)

40619 W 5:30–8:25p Jun 15  
James FDC

### Essential Oils - The Science

Understand the science supporting the health benefits of essential oils. Learn how to select the right oils at the right time. Guidance will also be provided on making your own blends.

**546-624 / 3 hrs** **\$31.12** (62+ \$24.47)

40618 W 5:30–8:25p Jun 1  
James FDC

### 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 / 3 hrs** **\$31.12** (62+ \$24.47)

40593 T 5:30–8:25p Jun 7  
Oestreicher BDC

### Holistic Healing

Learn techniques on how to heal naturally and treat your pain (without pills) by understanding the vibrational cause of your pain or illness. If you believe the mind controls the body, then this class is for you.

**546-623 / 3 hrs** **\$31.12** (62+ \$24.47)

40598 T 5:30–8:25p Aug 9  
Oestreicher BDC

### 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** **\$31.12** (62+ \$24.47)

40594 T 5:30–8:25p Jun 14  
Oestreicher BDC

### 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 / 3 hrs** **\$31.12** (62+ \$24.47)

40595 T 5:30–8:25p Jun 21  
Oestreicher BDC

### Thought to Form

Transform your life by thinking about what you want your reality to be. You will learn to deliberately create what you want quickly and easily by the power of your thoughts. This class will teach you that it's possible to think 'apple' and have it show up immediately in your physical reality. If you believe that's possible and want to learn techniques to have it happen more often, then this class is for you!

**546-621 / 3 hrs** **\$31.12** (62+ \$24.47)

40597 T 5:30–8:25p Jul 12  
Oestreicher BDC

## PERSONAL FINANCE AND LAW

### 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** **\$17.81** (62+ \$14.48)

40557 M 6:15–8:10p Aug 8  
Krueger FDC

#### Probate Avoidance

After your death, your estate does not have to be subject to probate administration. 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** **\$17.81** (62+ \$14.48)

40548 W 5:30–7:25p Jun 22  
Endejan FDC

**Protect Estate with Estate Plan [VM]**

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 \$17.81 (62+ \$14.48)**

40562 T 2–3:55p Aug 9  
Melick Virtual

**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 \$17.81 (62+ \$14.48)**

40556 M 4–5:55p Aug 8  
Krueger FDC

**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 evening, 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.**



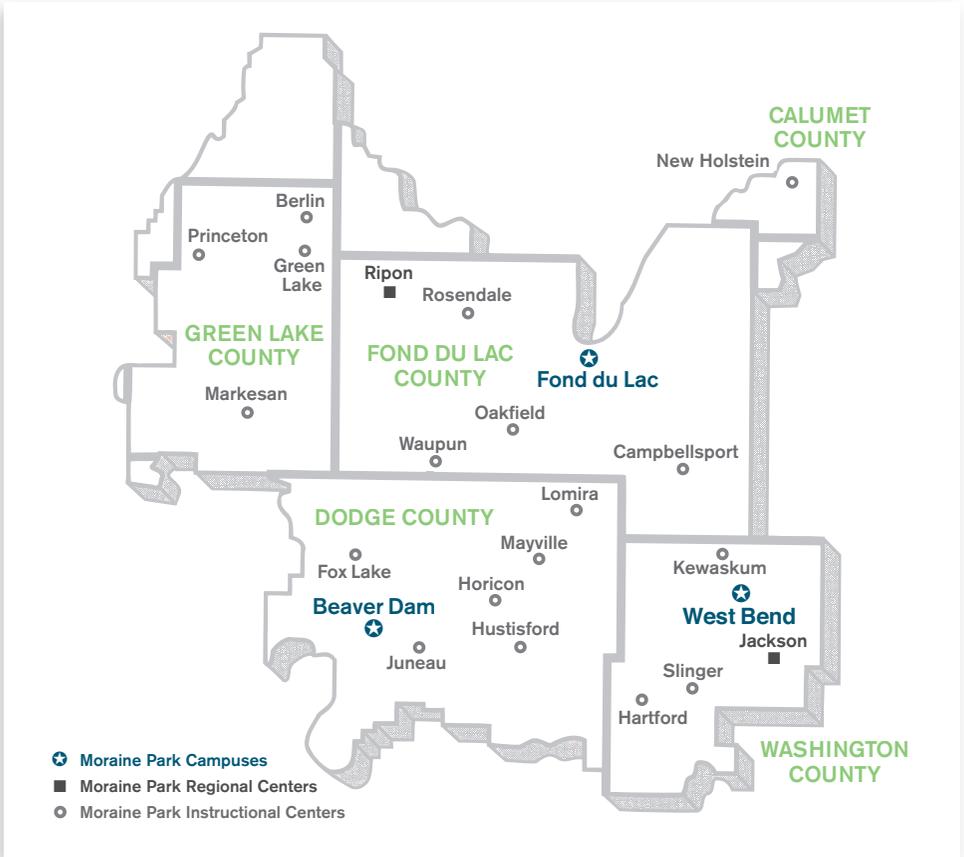
**Motorcycle and Scooter Rider Courses**

**816-400 / 16 hrs \$259.95 (62+ \$259.95)**

Motorcycle	Scooter		
40476	40489	WKEND	Jun 3–Jun 5
40477	40490	WKDAY AM	Jun 6–Jun 9
40478	40491	WKEND	Jun 10–Jun 12
40479	40492	WKDAY PM	Jun 20–Jun 23
40480	40493	WKEND	Jun 24–Jun 26
40481	40494	WKEND	Jul 8–Jul 10
40482	40495	WKDAY PM	Jul 11–Jul 14
40483	40496	WKEND	Jul 15–Jul 17
40484	40497	WKEND	Jul 22–Jul 24
40485	40498	WKDAY PM	Jul 25–Jul 28
40486	40499	WKEND	Jul 29–Jul 31
40487	40500	WKEND	Aug 5–Aug 7
40488	40501	WKEND	Aug 12–Aug 14
40502	40508	WKEND	Aug 19–Aug 21
40503	40509	WKEND	Aug 26–Aug 28

See [morainepark.edu/motorcycle](http://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
- RIP** **Ripon Regional Center**  
850 Tiger Dr.  
(Room 1120)  
Ripon, WI 54971-0313

## Additional Locations

- BHS** **Berlin High School**  
222 Memorial Dr.  
Berlin, WI 54923
- FSC** **Fond du Lac Senior Center**  
151 E. First St.  
Fond du Lac, WI 54935
- HHS** **Hartford Union High School**  
805 Cedar St.  
Hartford, WI 53027
- KHS** **Kewaskum High School**  
1510 Bilgo Ln.  
Kewaskum, WI 53040
- MRK** **Markesan High School**  
100 E. Vista Blvd.  
Markesan, WI 53946

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](https://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: 8:00 a.m. – 4:30 p.m.

## 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 [https://morainepark-accommodate.symphlicity.com/public\\_accommodation/](https://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 \$70.50 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 within three days of registration.

## Payment Methods

### Pay online via:

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

Go to myMPTC Student > My Finances > MaxPay

Or, for one-time payments, simply log onto our Guest Checkout.

### Mail your check to:

MPTC, Student Financial Services  
235 N. National Ave.,  
Fond du Lac, WI 54936

### Pay in-person with cash or check:

Please visit Student Financial Services during regular business hours.

Payment or student account questions?  
Contact us at 920-924-3124  
or [sfs@morainepark.edu](mailto: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](https://morainepark.edu/nondiscrimination).

# How to Read Class Information

## 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 QuickBooks files, working with customer and vendor transactions, banking with QuickBooks, planning and creating a new company, and opening of balances and balance sheet reports.

Course #

101-408 / 12 hrs  \$99 (62+ \$59.34)

CRN #

30928 S 9a-12:55p  
Didier 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 [www.ed2go.com/mptc](http://www.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](http://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.



# Register now for Summer 2022.



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Welding Projects**

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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**

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