

Continuing Education

PROFESSIONAL DEVELOPMENT / PERSONAL ENRICHMENT

DRIVEN TO DISCOVER

Start Your Own
Business Series 8

Reiki Master/
Master Teacher 11

Essential Oils—
Detoxify 33

Retirement
Income Planning 34



MORAINÉ PARK
TECHNICAL COLLEGE

SPRING 2022

REGISTRATION NOW OPEN!

morainepark.edu/ce

Continuing Education



ENTREPRENEURSHIP



REAL ESTATE



CULINARY

Driven to Discover!

As we bring 2021 to a close, we find ourselves looking to what 2022 will bring. We realize it is our chance to make a fresh start and there are endless possibilities to discover. Whether you are driven to exploring new career opportunities, focusing on your health or finding a fun new hobby - Moraine Park is ready to help you discover your next passion. What is driving you this new year?

Our friendly instructors can't wait to meet you and help you discover your next great adventure. With more than 200 classes to explore, we are sure you will find the right fit.

Call to reserve your spot today! See you in class!

— JoAnn Hall
Dean of Economic and Workforce Development

NEW

CLASSES:

- **Hybrid Electric Vehicles 101**
- **Mouthwatering Pate a Choux**
- **Flexibility Yoga**
- **Heart Chakra**
- **Essential Oils**



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

morainepark.edu/ce

Professional Development

Communication 4

| | |
|------------------|---|
| Business Writing | 4 |
| Languages | 4 |
| Sign Language | 5 |

Computers 7

Culinary 7

| | |
|---------------------------|---|
| Food Safety & Hospitality | 7 |
|---------------------------|---|

Entrepreneurship 9

| | |
|----------------|---|
| Small Business | 9 |
|----------------|---|

Finance and Accounting 9

| | |
|------------|---|
| Accounting | 9 |
|------------|---|

Health and Wellness 10

| | |
|----------------------|----|
| Continuing Education | 10 |
| Natural Health | 11 |

Insurance 12

| | |
|----------------------|----|
| Continuing Education | 12 |
| Pre-Licensing | 12 |

Real Estate 13

| | |
|----------------------|----|
| Continuing Education | 13 |
| Pre-Licensing | 14 |

Safety 14

| | |
|-------------------|----|
| CPR and First Aid | 14 |
| Workplace | 14 |

Trades 15

| | |
|-------------------------|----|
| Automotive | 15 |
| Construction | 16 |
| Electricity/Electronics | 19 |
| Welding/Fabrication | 20 |

Personal Enrichment

Communication 22

| | |
|-----------|----|
| Languages | 22 |
|-----------|----|

Computers 23

| | |
|---------------------|----|
| Computer Software | 23 |
| Computers—Beginning | 23 |

Crafts and Recreation 24

| | |
|---------------------|----|
| Art | 24 |
| Photography | 25 |
| Welding/Fabrication | 26 |
| Woodworking | 27 |

Culinary 28

| | |
|---------|----|
| Baking | 28 |
| Cooking | 29 |

COVID-19 UPDATES

For up-to-date information on COVID-19 protocol, please contact Student Services at 920-924-3207 / 1-800-472-4554 or visit morainepark.edu/coronavirus

Health and Wellness 31

| | |
|----------------|----|
| Exercise | 31 |
| Natural Health | 32 |

Personal Finance and Law 34

| | |
|------------------|----|
| Investing | 34 |
| Personal Finance | 34 |

Motorcycle/Scooter 36

Information

Location Index and Map 37 Registration and Fees 38

Professional Development



COMMUNICATION

Business Writing

Grant Writing 101

[VM]

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

196-428 / 3 hrs **\$90** (62+ \$75.90)

41202 R 4–6:55p Mar 10
Huycke Virtual

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 — search class title

Grammar Refresher

[ONL]

Develop your English grammar skills and take your writing and speaking to the next level of excellence in this course.

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

Register at ed2go.com/mptc — search class title

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 — 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* **\$115.00**

Register at ed2go.com/mptc — search class title

Sign Language

American Sign Language 1A [VM]

Introduces American Sign Language (ASL) to students with no previous experience with ASL. Emphasizes the expressive and receptive conversational skills of ASL used by the Deaf community. Students will learn strategies on how to introduce themselves, colors and numbers 0–15. Includes introduction to American Deaf culture.

533-425 / 12 hrs  **\$46.80 (62+ \$4.50)**

41310 M 5:45–8:40p Jan 24–Feb 14
Boness Virtual

41459 T 5:30–8:25p Mar 29–Apr 19
Cucinotta BDC


American Sign Language 1B [VM]

Emphasizes basic expressive and receptive conversational skills through active student participation. Students will learn how to exchange personal information plus numbers 16 - 29. Continues introduction to American Deaf culture.

533-426 / 12 hrs  **\$46.80 (62+ \$4.50)**

41311 M 5:45–8:40p Feb 21–Mar 14
Boness Virtual

41460 T 5:30–8:25p Apr 26–May 17
Cucinotta BDC

 = Textbook Required

 = Textbook Recommended

American Sign Language 2A [VM]

Reviews and builds upon the grammar and conversation skills learned in the ASL 1 courses. Emphasis of use in real world orientation to discuss living situations and ordinal numbers first–ninth plus cardinal numbers 30–66. Analyzes Deaf culture norms and highlights Deaf people in the community.

533-427 / 12 hrs  **\$46.80 (62+ \$4.50)**

41312 M 5:45–8:40p Mar 21–Apr 11
Boness Virtual

41461 T 5:30–8:25p May 24–Jun 14
Cucinotta BDC

American Sign Language 2B [VM]


Concentrates on understanding and acquiring more advanced conversational proficiency in ASL. Focus is on vocabulary used in talking about family, ranking and relationships. Numbers 1-100 will be revisited and age numbers are included. Deaf profiles and cultural perspectives are examined.

533-429 / 12 hrs  **\$46.80 (62+ \$4.50)**

41313 M 5:45–8:40p Apr 18–May 9
Boness Virtual

American Sign Language 3A [VM]

Enhances current ASL skills and uses vocabulary to tell about activities. Focuses on communication skills to effectively use your signing space, calendar signs and sequence activities in everyday life. Examines historical events and Deaf people and their influence in America.

533-430 / 12 hrs  **\$46.80 (62+ \$4.50)**

41314 M 5:45–8:40p May 16–Jun 13
Boness Virtual



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training@morainepark.edu

MORAINE PARK
ECONOMIC AND WORKFORCE
DEVELOPMENT
PERFORMANCE-MINDED BUSINESS SOLUTIONS



CLASS SERIES

EXCEL

Microsoft Excel Level 1

Covers beginning-level skills and is ideal for the newer computer user who wants to become well versed in Excel. Topics introduced include the Ribbon interface: entering and editing data; selecting cells and ranges; printing worksheets; creating formulas and functions, formatting cell contents; inserting and deleting columns, rows, and cells; charts; and more.

Note: Textbook included in pricing. Instructor will provide.

103-448 / 8 hrs \$159 (62+ \$130.80)

40825 M 5:30–9:25p Jan 17–Jan 24
Radke WBC

40830 W 5–8:55p Apr 6–Apr 13
Radke FDC

Microsoft Excel Level 2

Covers more complex skills than those presented in Level 1 course, but with the same proven instructional design. Topics introduced include large worksheets and workbooks; tables; outlines; inserting clip art, pictures and SmartArt; templates; digital signatures; and more.

Note: Textbook included in pricing. Instructor will provide.

103-449 / 7 hrs \$159 (62+ \$130.80)

40826 M 5:30–8:55p Jan 31–Feb 7
Radke WBC

40831 W 5–8:25p Apr 20–Apr 27
Radke FDC

Microsoft Excel Level 3

Provides more complex skills than those presented in our Level 1 and Level 2 courses but with the same proven instructional design. This is an advanced course that will challenge students. Topics introduced include PivotTables, financial functions, data analysis, auditing, advanced formatting, analysis tools and more.

Note: Textbook included in pricing. Instructor will provide.

103-450 / 7 hrs \$159 (62+ \$130.80)

40828 M 5:30–8:55p Feb 14–Feb 21
Radke WBC

40832 W 5–8:25p May 4–May 11
Radke FDC

Save when you sign up for the entire series.

103-446 / 22 hrs \$450 (62+ \$372.45)

40824 M 5:30p–9:25p Jan 17–Jan 24
M 5:30p–8:55p Jan 31–Feb 21
Radke WBC

40829 W 5:00p–8:55p Apr 6–Apr 13
W 5:00p–8:25p Apr 20–May 11
Radke FDC

COMPUTERS

Computer Software

Creating WordPress Websites [ONL]

Learn how to create websites with WordPress, the world's most popular website building platform.

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

Register at ed2go.com/mptc — search class title

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 re-test at the end of class (online or bookstore purchase required). This refresher class also meets the requirements for Food Safety for Small Operators per Wisconsin Food Code Chapter 75, 12-42.11. Small Operators defined as those with less than five food handlers will take a short exam (no fee required). Course approved by the Wisconsin Dept of Ag. 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  **\$49** (62+ \$34.90)

40637 M 1–4:55p Jan 24
Lindgren FDC

40577 M 5:30–9:25p Feb 28
Lindgren FDC

40578 M 5:30–9:25p Apr 25
Lindgren BDC

40579 M 5:30–9:25p May 16
Lindgren WBC

ServSafe Testing

Test Takers for ServSafe only. ServSafe test completion with a proctor for those not seeking to refresh their knowledge by attending the entire four-hour Food Manager Refresher and Small Operator class. Students need to purchase paper exam answer sheet at bookstore or purchase online test in class.

316-431 / 2 hrs **\$20** (62+ \$12.95)

40638 M 3–4:55p Jan 24
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 or bookstore 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  **\$75** (62+ \$11.55)

40580 M 5–9:55p Feb 7*
M 5–9:55p Feb 21
Lindgren BDC
*No class 2/14.

40581 M 5–9:55p Mar 7*
M 5–9:55p Mar 21
Lindgren FDC
*No class 3/14.

40582 M 5–9:55p Apr 18*
M 5–9:55p May 2
Lindgren WBC
*No class 4/25.

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

 = Textbook Required

 = Textbook Recommended

START YOUR OWN BUSINESS

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

Save when you sign up for the entire series.

145-440 / 15 hrs **\$269** (62+ \$212.60)

41285 R 5:30–8:25p Feb 17–Mar 17
Instructor TBA Virtual

I - Intro Owning Small Business

[VM]

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

145-441 / 3 hrs **\$59** (62+ \$44.90)

41286 R 5:30–8:25p Feb 17
Instructor TBA Virtual

II - Business Planning Process

[VM]

This workshop concentrates on the organization and elements of a basic business plan. Learn the uses of a business plan and when and why it is necessary - a must for people starting their own business or business owners seeking financing. No prerequisite.

145-442 / 3 hrs **\$59** (62+ \$44.90)

41287 R 5:30–8:25p Feb 24
Instructor TBA Virtual

III - Marketing and Promotion

[VM]

This workshop continues from the Business Planning Process by focusing on the business plan and its effect on marketing and promotion for the business owner. Completion of the Business Planning Process is recommended.

145-443 / 3 hrs **\$59** (62+ \$44.90)

41288 R 5:30–8:25p Mar 3
Instructor TBA Virtual



IV - Create Budget for Small Business

[VM]

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

145-444 / 3 hrs **\$59** (62+ \$44.90)

41289 R 5:30–8:25p Mar 10
Instructor TBA Virtual

V - Financing a Small Business

[VM]

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

145-445 / 3 hrs **\$59** (62+ \$44.90)

41290 R 5:30–8:25p Mar 17
Instructor TBA Virtual

ENTREPRENEURSHIP

Small Business

Business Taxes and Deductions

Learn how to comply with IRS and State regulations and how tax reform and changes in the law may affect your business. Capture every legal business deduction available to you including business use of the home, record-keeping requirements and vehicle use. Gain confidence while being compliant with government regulations. For new and existing business owners. Resources will be provided.

145-407 / 3 hrs **\$40** (62+ \$25.90)

40897 T 5:30–8:25p Jan 25
Lindgren FDC

40898 T 5:30–8:25p Feb 22
Lindgren WBC

Integrating Social Media in Your Organization [ONL]

Learn the top five considerations when starting a social network, as well as tips to manage an online community. Discuss the top tools to use to manage your social media life and build integration into your website. Hear about mobile check-in applications and how companies are using coupon and deal sites. Learn what you might be doing wrong in social media as well as essential policies to have in place for your employees and company. See what trends are on the horizon and where your goals fit with those new trends.

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


Register at bit.ly/UGCMPTC — search class title

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 — search class title

 = Textbook Required

 = Textbook Recommended

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 — search class title

FINANCE AND ACCOUNTING

Accounting

QuickBooks Desktop Basics

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.

101-408 / 12 hrs  **\$139** (62+ \$96.70)

40816 S 8:30–11:25a Feb 26–Mar 19
Kraft WBC

QuickBooks Desktop Advanced

This course is a continuation of QuickBooks Desktop Basics. Students are guided with step-by-step instructions covering advanced topics of QuickBooks: working with physical inventory, payroll and job costing, creating estimates and formatting options, working with balance sheets and customizing your QuickBooks file using reports and graphs.

101-409 / 12 hrs  **\$139** (62+ \$96.70)

40817 S 8:30–11:25a Apr 2–Apr 30*
Kraft WBC
*No class April 16.

QuickBooks Payroll

As an employer, learn how to process employee payroll by properly setting up all employees' state and federal withholding including properly dealing with special situations such as wage garnishments. This class is designed to help familiarize you with the basic concepts of creating and distributing end of year W-2s, 1099 forms and quarterly reports.

101-401 / 6 hrs  **\$79** (62+ \$57.85)

40900 S 8:30–11:25a May 7–May 14
Kraft WBC



HEALTH AND WELLNESS

Continuing Education

Mid-Day 1 - Nutrition [VM]

Learn quick and easy ways to eat healthier followed by a session of stretching that can be done anywhere, including your desk, with a focus on head, neck and shoulders. This class will review that what you eat (and when) affects your energy levels and ability to focus during the workday. These mid-day classes are offered by a National Board-Certified Health and Wellness Coach via Zoom and students will be actively engaged and encouraged to participate in their work or work at home environment if they so desire.

546-409 / 1 hrs **\$25 (62+ \$17.95)**

| | | |
|-------|-------------|---------|
| 40775 | R 12–12:55p | Jan 20 |
| | James | Virtual |

Mid-Day 2 - Focus & Productivity [VM]

Learn quick and easy ways to improve your sleep naturally followed by a session of stretching that can be done anywhere, including your desk, with a focus on hands, wrists, arms and shoulders. This class will teach you ways to overcome sleep challenges that can leave you tired, grumpy and unproductive at work. These mid-day classes are offered by a National Board-Certified Health and Wellness Coach via Zoom and students will be actively engaged and encouraged to participate in their work or work at home environment if they so desire.

546-410 / 1 hrs **\$25 (62+ \$17.95)**

| | | |
|-------|-------------|---------|
| 40777 | R 12–12:55p | Feb 17 |
| | James | Virtual |

Mid-Day 3 - Office Break Exercise [VM]

Learn quick and easy ways to increase your activity at or near your desk followed by a session of stretching that can be done anywhere, with a focus on lower back and core. This class will teach you how exercise helps your mood and energy levels. These mid-day classes are offered by a National Board-Certified Health and Wellness Coach via Zoom, and students will be actively engaged and encouraged to participate in their work or work at home environment if they so desire.

546-411 / 1 hrs **\$25 (62+ \$17.95)**

| | | |
|-------|-------------|---------|
| 40778 | R 12–12:55p | Mar 17 |
| | James | Virtual |

Mid-Day 4 - Managing Stress [VM]

Learn quick and easy ways to identify triggers and how to manage stress for better sleep, immunity and mood followed by a session of stretching that can be done anywhere, including your desk, with a focus on hips and legs. This class will review how stress can be the primary cause of many diseases and how it affects all your body systems. These mid-day classes are offered by a National Board-Certified Health and Wellness Coach via Zoom, and students will be actively engaged and encouraged to participate in their work or work at home environment if they so desire.

546-412 / 1 hrs **\$25 (62+ \$17.95)**

| | | |
|-------|-------------|---------|
| 40780 | R 12–12:55p | Apr 21 |
| | James | Virtual |

Natural Health

Reiki Level 1

Hands-on healing that is effective for emotional, mental and physical health issues is currently being practiced at 800 hospitals and clinics throughout the United States. While focusing on the use of Reiki in the Health Care profession, this Japanese form of stress reduction and deep relaxation helps strengthen the immune system and promote healing for just about anyone. Join us to learn Level I Reiki so you are able to give a Reiki session to a patient and perform self-healing. A book is provided. Students will earn a certificate of completion.

546-400 / 7.5 hrs **\$165** (62+ \$136.80)

| | | |
|-------|-------------|--------|
| 40756 | S 8a-3:55p | Jan 29 |
| | Oestreicher | WBC |

Reiki Level 2

Fine-tune your level one Reiki skills by increasing your ability to receive and utilize the Reiki energy. As practitioners, learn to feel high and low energy frequencies, practice distance healing, understand the use of symbols and learn body scanning and beaming. Completion of Reiki Level 1 is recommended. A book is provided in Reiki 1 for both Reiki 1 and Reiki 2. Students will earn a certificate of completion.

546-401 / 7.5 hrs **\$195** (62+ \$166.80)

| | | |
|-------|-------------|-------|
| 40757 | S 8a-3:55p | Mar 5 |
| | Oestreicher | WBC |

Reiki Level 3 - Master

Develop tools, techniques and symbols of the master level to become a Master Practitioner. Receive a Level 3 attunement and learn how to give an attunement that will increase your ability and understanding to receive and utilize the Reiki energy and allow you to become a Master. Completion of Reiki Level 1 and 2 is recommended. A book is provided. Students will earn a certificate of completion at Reiki Level 3 Master if they have completed all three levels.

546-402 / 7.5 hrs **\$265** (62+ \$236.80)

| | | |
|-------|-------------|-------|
| 40758 | S 8a-3:55p | Apr 9 |
| | Oestreicher | WBC |

Reiki Level 4 - Master Teacher

Develop teaching skills for Reiki and receive a Level 4 attunement, which will increase your ability to receive and utilize Reiki energy. Develop an understanding of the essence of being a Master to complete your Reiki training. Further instruction on how to give attunements will enhance your Reiki skills at the Master Teacher level. Completion of Reiki Level 1, 2, and 3 is recommended. A book is provided. Students will earn a certificate of completion at Reiki Level 4 Master Teacher if they have completed all four levels.

546-403 / 7.5 hrs **\$295** (62+ \$266.80)

| | | |
|-------|-------------|--------|
| 40762 | S 8a-3:55p | Apr 30 |
| | Oestreicher | WBC |

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INSURANCE

Continuing Education

NonQualified/Qualified Annuity

Students explore various facets of nonqualified and qualified annuities including definition and characteristics of an annuity, benefits of annuities, annuity markets, compound interest, annuity variations and settlement options. Continuing education for insurance agents.

162-401 / 4 hrs **\$65** (62+ \$50.90)

| | | |
|-------|----------------|--------|
| 41350 | F 8:30a–12:25p | Feb 18 |
| | Mueller | FDC |

Ethics II

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

162-430 / 4 hrs **\$65** (62+ \$50.90)

| | | |
|-------|--------------|--------|
| 41349 | F 1:30–5:25p | Feb 18 |
| | Mueller | FDC |

Comprehensive Estate Planning

Comprehensive review of estate tax planning, buy-sell agreements, gifting, trusts and special planning considerations.

162-473 / 4 hrs **\$65** (62+ \$50.90)

| | | |
|-------|-----------------------|-------|
| 41338 | F 8:30a–12:25p | Mar 4 |
| | <i>Instructor TBA</i> | FDC |

Tax Strategies

Analyze the tax advantages and consequences of using life insurance, annuities, modified endowment contracts, qualified retirement plans, non-qualified retirement plans and tax-favored health accounts.

162-474 / 4 hrs **\$65** (62+ \$50.90)

| | | |
|-------|-----------------------|-------|
| 41337 | F 1:30–5:25p | Mar 4 |
| | <i>Instructor TBA</i> | FDC |

Understanding Social Security

Students explore various facets of Social Security including history and purpose of Social Security; benefits for retirees, disabled and survivors; and current facts about Social Security. Continuing education for insurance agents.

162-411 / 4 hrs **\$65** (62+ \$50.90)

| | | |
|-------|----------------|-------|
| 41385 | R 8:30a–12:25p | Apr 7 |
| | Mueller | FDC |

Ethics 4

The course will begin with a definition of what good ethics is. Suitability will be defined. Demographics and other talking points will be discussed. Individual work on case studies will be included followed by small and large group discussions.

162-434 / 4 hrs **\$65** (62+ \$50.90)

| | | |
|-------|--------------|-------|
| 41351 | R 1:30–5:25p | Apr 7 |
| | Mueller | FDC |

Pre-licensing

Ethics and Law Insurance [VM]

Explore Wisconsin law as it pertains to the sale of insurance and the importance of ethics in the agent's role. This class is not eligible for CE credit. Classes can be taken individually, but all students need to take the eight-hour Ethics and Law class within 12 months of the exam date to be eligible for the Wisconsin state exams; once the eight hours are complete, it need not be repeated for each product line.

162-460 / 8 hrs  **\$70** (62+ \$41.80)

| | | |
|-------|---------------|---------|
| 41134 | F 8:30a–5:25p | Feb 18 |
| | Schultz | Virtual |

| | | |
|-------|---------------|---------|
| 41135 | F 8:30a–5:25p | Apr 15 |
| | Schultz | Virtual |

Accident and Health Insurance [VM]

Explore types of policies; policy provisions, clauses and riders; social insurance; insurance concepts; and field underwriting procedures. Wisconsin statutes, rules and regulations pertinent to disability insurance are covered. Pre-licensing class—not eligible for insurance CE credit. Each applicant for licensing must complete, no more than 12 months earlier than exam date, at least 20 hours of pre-licensing education at an approved school prior to sitting for the examination. Classes can be taken individually, but all students need to take the eight-hour Ethics and Law class within 12 months of the exam date to be eligible for the Wisconsin state exams; once the eight hours are complete, it need not be repeated for each product line.

162-462 / 12 hrs  **\$150** (62+ \$107.70)

| | | |
|-------|----------------|---------|
| 41136 | S 8:30a–5:25p | Feb 19 |
| | F 8:30a–12:25p | Feb 25 |
| | Schultz | Virtual |

 = Textbook Required

 = Textbook Recommended



Life Insurance Preparation [VM]

Explore types of policies; policy riders, provisions, options and exclusions; completing the application; underwriting and delivering the policy; and taxes, retirement and other insurance concepts. Applies Wisconsin statutes, rules and regulations pertinent to life insurance and annuities. Pre-licensing class—not eligible for insurance CE credit. Each applicant for licensing must complete, no more than 12 months earlier than exam date, at least 20 hours of pre-licensing education at an approved school prior to sitting for the examination. Classes can be taken individually, but all students need to take the eight-hour Ethics and Law class within 12 months of the exam date to be eligible for the Wisconsin state exams; once the eight hours are complete, it need not be repeated for each product line.

162-464 / 12 hrs  **\$150 (62+ \$107.70)**

| | | |
|-------|---------------|---------|
| 41137 | F 1:30–5:25p | Feb 25 |
| | S 8:30a–5:25p | Feb 26 |
| | Schultz | Virtual |

Property Insurance [VM]

Explores types of policies, insurance terms and related concepts, policy provisions and contract law. Applies Wisconsin statutes, rules and regulations common to property and casualty insurance, and those pertinent to property insurance. Pre-licensing class—not eligible for insurance CE credit. Each applicant for licensing must complete, no more than 12 months earlier than exam date, at least 20 hours of pre-licensing education at an approved school prior to sitting for the examination. Classes can be taken individually, but all students need to take the eight-hour Ethics and Law class within 12 months of the exam date to be eligible for the Wisconsin state exams; once the eight hours are complete, it need not be repeated for each product line.

162-468 / 12 hrs  **\$150 (62+ \$107.70)**

| | | |
|-------|----------------|---------|
| 41143 | S 8:30a–5:25p | Apr 16 |
| | F 8:30a–12:25p | Apr 22 |
| | Schultz | Virtual |

Casualty Insurance [VM]

Explores types of policies, bonds and related terms; insurance terms and related concepts; and policy provisions. Applies Wisconsin statutes, rules and regulations common to property and casualty, and those pertinent to casualty insurance. Pre-licensing class—not eligible for insurance CE credit. Each applicant for licensing must complete, no more than 12 months earlier than exam date, at least 20 hours of pre-licensing education at an approved school prior to sitting for the examination. Classes can be taken individually, but all students need to take the eight-hour Ethics and Law class within 12 months of the exam date to be eligible for the Wisconsin state exams; once the eight hours are complete, it need not be repeated for each product line.

162-470 / 12 hrs  **\$150 (62+ \$107.70)**

| | | |
|-------|---------------|---------|
| 41144 | F 1:30–5:25p | Apr 22 |
| | S 8:30a–5:25p | Apr 23 |
| | Schultz | Virtual |

REAL ESTATE

Continuing Education

Course 1 - Listing Contracts [VM]

Instruction on seller disclosure obligations and defects, advertising rules, advertising mistakes and distinguishing between real and personal property and what is or is not included in the sale.

194-405 / 3 hrs **\$39 (62+ \$24.90)**

| | | |
|-------|-----------------------|-------|
| 41462 | R 6–8:55p | Mar 3 |
| | <i>Instructor TBA</i> | FDC |

| | | |
|-------|-----------------------|---------|
| 41469 | R 6–8:55p | Mar 3 |
| | <i>Instructor TBA</i> | Virtual |

Course 2 - Offer to Purchase [VM]

Inspections, testing, amendments, notices, financing/appraisal contingencies and bump clause will be reviewed.

194-406 / 3 hrs **\$39 (62+ \$24.90)**

| | | |
|-------|-----------------------|-------|
| 41463 | R 2–4:55p | Mar 3 |
| | <i>Instructor TBA</i> | FDC |

| | | |
|-------|-----------------------|---------|
| 41470 | R 2–4:55p | Mar 3 |
| | <i>Instructor TBA</i> | Virtual |

Course 3 - New Developments [VM]

WI DSPS complaint and discipline process, new statutes, administrative codes and history of transactions that led to recent changes.

194-407 / 3 hrs **\$39** (62+ \$24.90)

41464 T 6–8:55p Mar 8
Instructor TBA FDC

41471 T 6–8:55p Mar 8
Instructor TBA Virtual

Course 4 - Risk Reduction with Professionalism [VM]

Misrepresentation, concealment, negotiating professionally, building relationships, fair housing and best practices to avoid complaints will be reviewed.

194-408 / 3 hrs **\$39** (62+ \$24.90)

41465 T 2–4:55p Mar 8
Instructor TBA FDC

41473 T 2–4:55p Mar 8
Instructor TBA Virtual

Course 5 - R.E. Law and Practice [VM]

Explore how to avoid complaints and litigations, waterfront property regulations, unexpected disruptions to a business and how to protect your business.

194-410 / 3 hrs **\$39** (62+ \$24.90)

41466 R 6–8:55p Mar 10
Instructor TBA FDC

41474 R 6–8:55p Mar 10
Instructor TBA Virtual

Course 6 - R.E. Transactions [VM]

Explore vacant land transactions, condominium offers, what not to do in a condo transaction, agency and multiple representation, as well as non-traditional CE content.

194-412 / 3 hrs **\$39** (62+ \$24.90)

41467 R 2–4:55p Mar 10
Instructor TBA FDC

41476 R 2–4:55p Mar 10
Instructor TBA Virtual

 = Textbook Required

 = Textbook Recommended

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  **\$465**

30774 T 5–8:55p Jan 18–May 17
Curtis Virtual

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.

Note: Textbook included in pricing. Instructor will provide.

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

40855 F 1:30–6:25p Jan 28
McCartney FDC

40856 F 11:30a–4:25p May 13
McCartney WBC

Workplace**MSHA Mine Safety Refresher** [VM]

Learn the latest changes at the mine that could adversely affect your health and safety. Review of recent fatalities (Fatalgrams) and first aid refresher are included. Other topics include lock out tag out, hazard communication, ladder safety, safe lifting, tire safety and more. Each training topic will involve discussion and a question and answer session. This course satisfies the requirements for MSHA 30 CFR Part 46.

449-400 / 8 hrs **\$119** (62+ \$90.80)

41306 F 7:30a–4:25p Feb 18
Anderson 360 Virtual

41307 F 7:30a–4:25p Mar 11
Anderson 360 BDC



The instructor was great. It was very hands-on and helpful.

Forklift Student

Forklift Safety

Obtain compliance with OSHA standard 1910.178 for powered trucks as a new driver, attend for refresher training, or update your certification every three years by exploring the fundamentals of forklift operation. Students receive classroom and hands-on application by practicing with a forklift.

460-400 / 8 hrs \$125 (62+ \$96.80)

40749 S 8a–3:55p Jan 29
Instructor TBA FDC

40750 S 8a–3:55p Mar 5
Instructor TBA FDC

40751 R 8a–3:55p May 26
Instructor TBA FDC

TRADES

Automotive

Automotive Electrical 1

Build circuits and utilize basic electrical test equipment to understand electrical fundamentals. Apply Ohm’s law to series, parallel, and series-parallel circuits. Classroom education is combined with hands-on application. Course prepares student for completion of A6 ASE electrical exam.

602-411 / 6 hrs \$169 (62+ \$147.85)

40764 F 9a–3:25p Jan 21
Instructor TBA FDC

Automotive Electrical 2

Use digital volt ohmmeters (DVOM), conduct voltage drop and relay circuit testing, and learn how to read automotive wiring diagrams. Classroom education is combined with hands-on application. Course prepares student for completion of A6 ASE electrical exam. Students are encouraged to complete Automotive Electrical 1 prior to this course.

602-412 / 6 hrs \$169 (62+ \$147.85)

40765 F 9a–3:25p Feb 18
Instructor TBA FDC

Automotive Scan Tool

Navigate and operate a Snap-on Verus Pro scan tool by exploring 95 percent of the features and functionality. Verus Pro scan tools are used in class but students can bring in their own scan tools if they prefer. Snap-on certification testing after passing certification exam (optional). Course prepares student for ASE A6 Electrical exam.

602-415 / 6 hrs \$169 (62+ \$147.85)

40766 F 9a–3:25p Mar 18
Instructor TBA FDC

Automotive Electrical 3

Explore computer control systems and troubleshoot using scan tools. Expand on electrical testing techniques covered in Automotive Electrical 1 and 2. Students should have significant scan tool experience. Classroom education is combined with hands-on application. Course prepares student for completion of A6 ASE electrical exam.

602-413 / 6 hrs \$169 (62+ \$147.85)

40768 F 9a–3:25p Apr 22
Instructor TBA FDC



Automotive Labscope

Introduction to automotive Labscope using Snap-on Verus Pro scan tool and Labscope. Students are encouraged to bring your own lab scope and vehicles with concerns. Course prepares student for completion of A6 ASE electrical exam.

602-416 / 6 hrs \$169 (62+ \$147.85)

40769 F 9a–3:25p May 20
Instructor TBA FDC

Automotive Electrical 4

Hands-on application of lab scope testing in a shop setting. Briefly reviews introductory concepts but utilizes application on vehicles with concerns on a more advanced level. Students are encouraged to bring vehicles with concerns. Students are encouraged to take Automotive Lab Scope prior to this course. Course prepares student for completion of A6 ASE electrical exam.

602-414 / 6 hrs \$169 (62+ \$147.85)

40770 F 9a-3:25p May 27
Instructor TBA FDC

Hybrid Electric Vehicles 101

NEW Purchasing a hybrid or electric vehicle that is used or new? Attend this class and learn all the confusing terminology associated with hybrid and electric vehicles and their pros and cons. Instructor has taught, driven and worked on these vehicles for over 10 years!

602-603 / 3 hrs \$31.12 (62+ \$24.47)

41396 W 5-7:55p Mar 30
Moy FDC

Construction

Guide to QuickBooks Construction [VM]

Explore the features of QuickBooks specifically useful for contractors. Topics include creating estimates, running job cost reports, tracking time, producing statements and invoices and using the sales tax and payroll features. Staying organized helps you make better decisions and saves you time and money at tax time. Approved by State of Wisconsin for three hours of credit for Dwelling Contractor Qualifier.

101-404 / 3 hrs \$40 (62+ \$25.90)

40927 S 8:30-11:25a Jan 29
Didier Virtual

A "Think Safe" Jobsite [VM]

Hundreds of workers are killed in the U.S. each month. Construction accidents and fatalities are real, they happen and they can be serious. This course is designed for all employees in the construction workforce from office staff to field workers. It is intended to make each attendee an active part of a safety culture on all job sites from large to small. Upon completion of this course, you will be able to enact safe practices on the job-site, cut costs, reduce injury and eliminate worry. Approved by State of Wisconsin for four hours of credit for Dwelling Contractor Qualifier.

410-422 / 4 hrs \$50 (62+ \$35.90)

40930 M 5:30-9:25p Mar 28
Didier Virtual



Construction Blueprint Reading [VM]

Introduces the skills required to read and interpret building trade-related blueprints. Incorporates sketching, interpretation of symbols and line identification. Provides experience in reading plans in both residential and light commercial construction, as well as interpreting specification.

410-425 / 8 hrs \$99 (62+ \$70.80)

40928 TW 4:30-8:25p Feb 1-Feb 2
Didier Virtual

40931 TW 5:30-9:25p Mar 29-Mar 30
Didier Virtual

Personality Matters - Communication [VM]

Expert communication between construction professionals and others on the job site is essential for successful project completion. Construction tradespeople interact with onsite supervisors and project managers, as well as, expeditors, bookkeepers and designers, to name a few. Successfully communicating with others requires clear and efficient communication tailored to the needs of all those involved. Learn how personality impacts the construction process. Approved by State of Wisconsin for four hours of credit for Dwelling Contractor Qualifier.

410-418 / 4 hrs \$50 (62+ \$35.90)

40932 M 5:30-9:25p Apr 11
Didier Virtual

Civility and Communications [VM]

The construction workplace is becoming more diverse and stressful. This course seeks to promote civility and equality at the work site. Students will learn about the impact of stress, aggression, violence and incivility on themselves and other workers. Awareness of non-traditional populations on the jobsite, proper management of personnel, well-being and enhanced productive communication among stakeholders will be discussed. Approved by State of Wisconsin for four hours of credit for Dwelling Contractor Qualifier.

410-426 / 4 hrs **\$50** (62+ \$35.90)

| | | |
|-------|--------------|---------|
| 40929 | M 5:30–9:25p | Mar 7 |
| | Didier | Virtual |

Intro Onsite WW Treatment and SPS

The first portion of this session will be a general introduction to onsite wastewater treatment. It will include an overview of onsite applications and techniques, a description of wastewater characteristics and a discussion of the role of soil in treating wastewater. The second portion will cover administrative rules from SPS 383 and SPS 385 (Wisconsin Administrative Code) that pertain to soil and site evaluations. The session will conclude with a summary of a soil and site evaluator's responsibilities in Wisconsin.

607-401 / 3 hrs **\$60** (62+ \$45.90)

| | | |
|-------|------------|--------|
| 41358 | R 9–11:55a | Mar 17 |
| | Finger | FDC |

| | | |
|-------|------------|-------|
| 41362 | R 9–11:55a | Apr 7 |
| | Finger | BDC |

Soil Fundamentals

The objective of this session will be to provide the student with a basic understanding of the principles of soil genesis, morphology and classification as they apply to the description and interpretation of soil profiles in relation to evaluating soil for wastewater treatment. The importance of recognizing genetic soil horizons and their properties will be stressed. Soil horizons as expressions of unique physical, chemical and biological processes will also be explained. The concluding portion of this session will present a phase view of soil as a composite interaction of solids, liquids and gases. The importance of this view with respect to wastewater treatment will be emphasized.

607-402 / 3 hrs **\$60** (62+ \$45.90)

| | | |
|-------|-----------|--------|
| 41359 | R 1–3:55p | Mar 17 |
| | Finger | FDC |

| | | |
|-------|-----------|-------|
| 41363 | R 1–3:55p | Apr 7 |
| | Finger | BDC |

INSTRUCTOR PROFILE



Mark Finger

SOIL TESTER

Mark Finger is a Certified Professional Soil Scientist, and licensed in Wisconsin as a Certified Soil Tester, POWTS Inspector, POWTS Maintainer and Designer of Engineering Systems-POWTS. He is a retired Wastewater Specialist for the Wisconsin Department of Safety & Professional Services. He has worked in the decentralized wastewater or private onsite wastewater treatment system (POWTS) industry for over 36 years. For 21 years, he had his own business providing soil testing, design and consulting for small and large POWTS, wetland delineations along with other soil investigative and wastewater treatment projects. In retirement he continues to provide soil testing, design and consulting services for small and large POWTS. He is a long-time member of the Wisconsin Onsite Wastewater Recycling Association and the Soil Science Society of America.

Mark teaches students looking for DSPS credential categories for CEUs including: Certified Soil Tester, POWTS Inspector, POWTS Maintainer, Master/Journeyman Plumber, Master/Journeyman Plumber-RS and as preparation for taking the Certified Soil Tester exam.



Trainer has a lot of knowledge to pass on, and provided good resources.

Soil Tester CE Student

Describing and Interpreting Soil

This session will be a collection of hands-on activities to introduce techniques and standard documentation protocols for describing soil profiles. Topics will include necessary equipment, identifying soil horizons, estimating soil texture, documenting soil colors, evaluating soil structure and consistency, recognizing miscellaneous profile features, using standard description notation and completing an SBD 8330 soil evaluation form. Explanations of how to interpret the descriptive features will also be provided.

607-403 / 3 hrs **\$60** (62+ \$45.90)

| | | |
|-------|------------|--------|
| 41360 | F 9–11:55a | Mar 18 |
| | Finger | FDC |

| | | |
|-------|------------|-------|
| 41364 | F 9–11:55a | Apr 8 |
| | Finger | BDC |

Site Mapping and POWTS Design

The importance of accurate site maps to avoid plan review and system installation problems will be the topic to begin this session. Basic field and drafting procedures for accurate mapping will be illustrated. The concluding part of this session will entail a summary of important POWTS design rules and principles that every CST should know to competently perform a soil and site evaluation.

607-407 / 3 hrs **\$60** (62+ \$45.90)

| | | |
|-------|-----------|--------|
| 41361 | F 1–3:55p | Mar 18 |
| | Finger | FDC |

| | | |
|-------|-----------|-------|
| 41365 | F 1–3:55p | Apr 8 |
| | Finger | BDC |

Soil Testers: Field Practicum

This field practicum will be offered as a way of practically applying the concepts and techniques covered during the classroom sessions. Students will be challenged to describe soil profiles and to perform an actual soil and site evaluation. Instructional guidance will be available for all activities. POWTS design. The possible role of an ‘individual site design’ will also be explained. Several example problems will be provided for illustration.

Note: Tentative date dependent on weather.

607-406 / 4 hrs **\$125** (62+ \$110.90)

| | | |
|-------|-------------|--------|
| 41366 | F 10a–1:55p | Apr 22 |
| | Finger | FDO |

CAD Drawing SketchUp I

Introduces the student to the basics of computer-aided drawing (CAD) techniques and its uses in the construction industry. Students explore basic construction drawings. Familiarity with basic computer knowledge and blueprint reading helpful.

410-404 / 6 hrs **\$69** (62+ \$47.85)

41132 MR 5:30–8:25p Jan 31–Feb 3
Hansen WBC

CAD Drawing SketchUp II

Take your computer-aided drawing (CAD) skills to the next level. Students explore additional CAD topics related to the construction industry.

410-405 / 6 hrs **\$69** (62+ \$47.85)

41133 MR 5:30–8:25p Feb 21–Feb 24
Hansen WBC

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

Electricity/Electronics**NEC Updates Ch 1–9**

Provides the students with 24 hours of instruction related to change, additions, deletions in the current National Electrical Code Chapters 1–9 of the NEC and SPS 316. Class is approved for 24 hours of continuing education credit by the Wisconsin Department of Safety and Professional Services for electricians and inspectors. Emphasizes code application as it relates to electrical residential, commercial and industrial installations to determine compliance with the state and national electrical code. Each topic is presented in a PowerPoint format followed by discussion and questions related to code. Students should bring a copy of the National Electrical Code book. Students will receive an updated copy of SPS 316.

413-406 / 24 hrs **\$459** (62+ \$374.40)

40894 S 7:30–11:25a Jan 29–Mar 5
Boyle-Gustavus FDC

NEC Updates Ch 1–3

Provides the student with eight hours of instruction related to change, additions, deletions in the current National Electrical Code. Instruction focuses on Chapters 1, 2, and 3 of the NEC and SPS 316.

413-461 / 8 hrs **\$159** (62+ \$130.80)

40896 S 7:30–11:25a Jan 29–Feb 5
Boyle-Gustavus FDC



NEC Updates Ch 4-6

Provides the student with eight hours of instruction related to change, additions, deletions in the current National Electrical Code. Instruction focuses on Chapters 4, 5, and 6 of the NEC and SPS 316.

413-462 / 8 hrs **\$159** (62+ \$130.80)

| | | |
|-------|----------------|---------------|
| 40906 | S 7:30-11:25a | Feb 12-Feb 19 |
| | Boyle-Gustavus | FDC |

NEC Updates Ch 7-9

Provides the student with eight hours of instruction related to change, additions, deletions in the current National Electrical Code. Instruction focuses on Chapters 7, 8, and 9 of the NEC and SPS 316.

413-463 / 8 hrs **\$159** (62+ \$130.80)

| | | |
|-------|----------------|--------------|
| 40907 | S 7:30-11:25a | Feb 26-Mar 5 |
| | Boyle-Gustavus | FDC |

Welding/Fabrication

WI Structural Welding Certification

Allows welders to test and register in Wisconsin under the guidance of a State of Wisconsin Weld Test Conductor. Actual testing time varies by individual requirements. All tests are in accordance with AWS D1.1 Structural Steel Welding Code. All joint configurations and welding processes must meet the criteria given under section 3 of AWS D1.1 titled Prequalification of WPSs. Includes two sets of test plates. Contact the instructor before enrolling.

442-415 / 8 hrs **\$400** (62+ \$371.80)

| | | |
|-------|------------|--------|
| 40870 | S 8a-3:55p | Jan 29 |
| | Clark | FDC |

| | | |
|-------|------------|-------|
| 40871 | S 8a-3:55p | May 7 |
| | Clark | JAC |

READY FOR A CHANGE?



BETTER THAN FREE:
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 Spring 2022 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.

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 **\$207** (62+ \$150.60)

| | | |
|-------|------------------------|----------------------|
| 41291 | T 5:30–8:25p Watry | Jan 25–Feb 22 FDC |
| 40910 | T 5:30–8:25p Jensen | Mar 15–Apr 12 BDC |
| 40866 | T 6–8:40p McCauley | Mar 15–Apr 12 HHS |

Welding Process GMAW Workshop II

Take your welding skills to the next level in this workshop. Advance your skills and incorporate new metals and thicknesses. Students develop advanced welding techniques and receive instruction to give your welds a more professional appearance. Includes other welding processes. Recommended to have taken **442-425** Welding Process GMAW Workshop I. Helmet, safety glasses and gloves must be brought to class.

442-426 / 15 hrs **\$207** (62+ \$150.60)

| | | |
|-------|------------------------|----------------------|
| 41293 | T 5:30–8:25p Watry | Mar 1–Mar 29 FDC |
| 40868 | T 6–8:40p McCauley | Apr 19–May 17 HHS |
| 40912 | T 5:30–9:10p Jensen | Apr 26–May 17 BDC |



Most beneficial to me was the instructor's passion and knowledge and his desire to see us succeed.

Welding Student

INSTRUCTOR PROFILE



Larry Clark

WELDING

Larry Clark is a welding, metal fab and fabrication technologies program instructor at Moraine Park. He has been with the College for more than 20 years and worked in the welding industry prior. Larry has held a variety of positions throughout his life including welding in the shipyard in Superior, production welding on Western snow plows and making gas and oil tanks in South Milwaukee. He has held the titles of welder, machinist, fabricator, foreman and supervisor.

Larry holds a Bachelor's Degree in Career and Technical Education as well as certifications in welding, welding inspection and precision sheet metal. "My greatest accomplishment to date is earning the American Welding Society's Certified Welding Inspector credential," Larry said. To qualify as a Certified Welding Inspector, you must pass a vision test and have a combination of qualifying education and work experience, with supporting documentation as well as pass an exam. Outside of the College, he enjoys hunting, fly-fishing for trout, musky fishing and the Green Bay Packers.

Personal Enrichment



COMMUNICATIONS

Languages

Conversational Spanish - 1A [VM]

Introduction of basic Spanish alphabet, pronunciation, greetings, numbers, colors, nouns, adjectives, verbs and conversations. Students will practice using high frequency words and conversations.

802-464 / 12 hrs  **\$46.80** (62+ \$4.50)

40820 W 5:30–8:25p Jan 12–Feb 2
Pomeranke WBC

40858 T 5:30–8:25p Feb 1–Feb 22
Munoz Virtual

Conversational Spanish - 1B [VM]

Continue from beginning Spanish level knowledge to develop fluency in pronunciation and simple conversations. Fluency is gained in using the alphabet, pronunciation, greetings, numbers, colors, nouns, adjectives, verbs and conversations.

802-465 / 12 hrs  **\$46.80** (62+ \$4.50)

40821 W 5:30–8:25p Feb 23–Mar 16
Pomeranke WBC

40859 T 5:30–8:25p Mar 1–Mar 22
Munoz Virtual

Conversational Spanish - 2A [VM]

Continues from beginning Spanish level knowledge to develop fluency in pronunciation and simple conversation and questions using days, months, numbers, time, direction and other verbs and topics.

802-466 / 12 hrs  **\$46.80** (62+ \$4.50)

40822 W 5:30–8:25p Mar 23–Apr 13
Pomeranke WBC

40860 T 5:30–8:25p Mar 29–Apr 19
Munoz Virtual

Conversational Spanish - 2B [VM]

Students will observe, interpret and practice using high frequency words and conversations using days, months, numbers, time, directions and other verbs and topics. Suggested completion of previous Spanish classes or experience with the language is encouraged.

802-467 / 12 hrs  **\$46.80** (62+ \$4.50)

40823 W 5:30–8:25p Apr 20–May 11
Pomeranke WBC

40861 T 5:30–8:25p Apr 26–May 17
Munoz Virtual

 = Textbook Required

 = Textbook Recommended

COMPUTERS

Computer Software

Windows 10 Hands On

Windows 10 is easy to use, with lots of similarities to Windows 7, including the Start menu. It has more built-in security to help keep you safe and is designed to work with software and hardware you already have. This is a hands-on class offered in a computer lab. Students may bring their laptops to class.

103-660 / 3 hrs \$31.12 (62+ \$24.47)

| | | |
|-------|--------------|--------|
| 40834 | M 5:30–8:25p | May 16 |
| | Radke | WBC |

Computers-Beginning

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 \$39.75 (62+ \$4.50)

| | | |
|-------|------------------------|----------------|
| 40799 | TF 9–11:55a | Jan 11–Jan 21* |
| | Brueggemann | FDC |
| | <i>*No class 1/18.</i> | |

| | | |
|-------|---------------|---------------|
| 41272 | TR 5:30–8:25p | Feb 15–Feb 22 |
| | Radke | WBC |

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 \$39.75 (62+ \$4.50)

| | | |
|-------|-------------|--------------|
| 40800 | TF 9–11:55a | Jan 25–Feb 1 |
| | Brueggemann | FDC |

| | | |
|-------|---------------|--------------|
| 41273 | TR 5:30–8:25p | Feb 24–Mar 3 |
| | Radke | WBC |

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 \$39.75 (62+ \$4.50)

| | | |
|-------|-------------|--------------|
| 40801 | TF 9–11:55a | Feb 4–Feb 11 |
| | Brueggemann | FDC |

| | | |
|-------|---------------|--------------|
| 41274 | TR 5:30–8:25p | Mar 8–Mar 15 |
| | Radke | WBC |

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 \$39.75 (62+ \$4.50)

| | | |
|-------|-------------|---------------|
| 40802 | TF 9–11:55a | Feb 15–Feb 22 |
| | Brueggemann | FDC |

| | | |
|-------|---------------|---------------|
| 41275 | TR 5:30–8:25p | Mar 17–Mar 24 |
| | Radke | WBC |

Computer Basics 5 - Internet Security

Overview of malware and how it affects your computer. Learn to maintain and protect your computer from security issues.

103-657 / 3 hrs \$31.12 (62+ \$24.47)

| | | |
|-------|--------------|--------|
| 41276 | T 5:30–8:25p | Mar 29 |
| | Radke | WBC |

| | | |
|-------|------------|--------|
| 40818 | R 9–11:55a | Apr 14 |
| | Kraft | FDC |

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 \$31.12 (62+ \$24.47)

| | | |
|-------|-----------------------|--------|
| 41316 | T 5:30–8:25p | Jan 25 |
| | <i>Instructor TBA</i> | WBC |

Apple iPad Basics II

This class is a continuation of Apple iPad Basics and will take a deeper dive into the iPad. Bring your iPad fully charged and ready to use.

103-613 / 3 hrs \$31.12 (62+ \$24.47)

| | | |
|-------|-----------------------|-------|
| 41317 | T 5:30–8:25p | Feb 1 |
| | <i>Instructor TBA</i> | WBC |

Beyond iPad Basics

This three-hour course will go beyond iPad Basics I and II. There will be time for questions and hands-on practice. Bring your iPad fully charged and ready to use.

103-651 / 3 hrs \$31.12 (62+ \$24.47)

| | | |
|-------|-----------------------|-------|
| 41318 | T 5:30–8:25p | Feb 8 |
| | <i>Instructor TBA</i> | WBC |

Get to Know Your Mac - Level 1

Get the most from your Apple Computer, or if you are a PC user who has just switched to the Mac, this course will help you develop a foundation of skills that will allow you to tap into the full power of your Mac. In this course you will learn how to navigate your Mac, create and store files where you can find them and customize your Mac so it works and looks the way you like it.

103-635 / 3 hrs **\$31.12** (62+ \$24.47)

40835 S 8:30–11:25a Jan 29
Ward WBC

Get to Know Your Mac - Level 2

Get your work done quickly and easily using your Mac as a tool in accomplishing your daily tasks. Explore the operating system and some standard Mac applications. Enhance your Mac experience with time saving tips you just can't live without.

103-636 / 3 hrs **\$31.12** (62+ \$24.47)

40836 S 8:30–11:25a Feb 5
Ward WBC

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

40810 R 8–10:25a Mar 24
Flora WBC

40813 R 8–10:25a May 12
Flora BDC

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

40814 T 1–3:55p Feb 15
Kraft WBC

Android Tablet Basics

Explore the basic functions of the Android tablet. Become familiar with the controls, settings and downloading app features of your Android tablet. Bring your tablet fully charged and ready to use.

103-697 / 2.5 hrs **\$31.12** (62+ \$24.47)

40811 R 8–10:25a Apr 28
Flora WBC

Android Tablet Basics II

This course will help you get the most out of your Android tablet by expanding the information you learned in the basics class. Learn more about pre-installed apps, data management, camera, contacts, email and more. Bring your tablet fully charged and ready to use.

103-698 / 2.5 hrs **\$31.12** (62+ \$24.47)

40812 R 8–10:25a May 5
Flora WBC

Get Started with Zoom

Bring your fully charged smartphone or laptop, and we will show you how to join a meeting and use the meeting controls. Next, we will show you how to schedule, host and record a meeting, share your screen and conduct a poll. Bring your email address and log-in information to class.

103-699 / 2.5 hrs **\$31.12** (62+ \$24.47)

40809 R 8–10:25a Jan 27
Flora WBC

40815 M 2–4:25p Feb 21
Kraft BDC

40833 M 5:30–7:55p Mar 28
Radke FDC

CRAFTS & RECREATION

Art

Creating with Clay

Express your creativity while learning the basics of pottery making. Hand building and pottery wheel techniques will be explored.

815-650 / 6 hrs **\$44.42** (62+ \$34.44)

41438 S 9a–12:55p Feb 5
S 9–10:55a Feb 19
Young RIP





Photography

Adobe Lightroom - Organizing

In this class, you will use the Library Module to manage your images. We will discuss organizing your images so you can find and share them. We will cover importing your photos, using keywords, collections, ratings and more. Let's get started by organizing your workflow.

103-685 / 2.5 hrs **\$31.12** (62+ \$24.47)

| | | |
|-------|--------------|-------|
| 41119 | T 5:30–7:55p | Feb 1 |
| | Ginard | FDC |

Adobe Lightroom - Editing

In this class, you will use the Develop Module to do non-destructive editing of your images. We will discuss making adjustments using tools and brushes like exposure, color, spot removal and gradient adjustments. Let's fully realize your creative side.

103-686 / 2.5 hrs **\$31.12** (62+ \$24.47)

| | | |
|-------|--------------|-------|
| 41120 | T 5:30–7:55p | Feb 8 |
| | Ginard | FDC |

Adobe Lightroom - Advanced

In this class, you will learn how to finish and display your images working mostly in the Library and Development module. Now is the time for inspiration.

103-687 / 2.5 hrs **\$31.12** (62+ \$24.47)

| | | |
|-------|--------------|--------|
| 41121 | T 5:30–7:55p | Feb 15 |
| | Ginard | FDC |

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)

| | | |
|-------|--------------|--------|
| 41277 | M 5:30–8:25p | Feb 14 |
| | Schneider | FDC |

| | | |
|-------|--------------|--------|
| 41282 | M 5:30–8:25p | Feb 28 |
| | Spors | WBC |

| | | |
|-------|------------|--------|
| 41195 | R 8–10:55a | Apr 21 |
| | Ginard | BDC |

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)

| | | |
|-------|--------------|--------|
| 41278 | M 5:30–8:25p | Feb 21 |
| | Schneider | FDC |

| | | |
|-------|--------------|-------|
| 41283 | M 5:30–8:25p | Mar 7 |
| | Spors | WBC |

| | | |
|-------|------------|--------|
| 41196 | R 8–10:55a | Apr 28 |
| | Ginard | BDC |

Advanced Photography Workshop

Sharpen your digital photography skills with additional instruction in camera functions and picture composition. Introduction to Photography Workshop **203-637** and Intermediate Photography Workshop **203-638** are recommended. 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.

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

41279 M 5:30–8:25p Feb 28
Schneider FDC

41284 M 5:30–8:25p Mar 14
Spors WBC

41197 R 8–10:55a May 5
Ginard BDC

Photoshop Novice

This hands-on, instructor-led class will get you started in using Photoshop for photographers. Learn how to use editing options, tools, layers, fix common problems and make changes to existing pictures. Must have basic computer skills.

103-634 / 2.5 hrs **\$31.12** (62+ \$24.47)

41124 T 5:30–7:55p Feb 22
Ginard FDC

Photoshop Competent

This hands-on, instructor-led class will take you from novice to capable user for photographic work. Learn how to crop, resize, retouch and enhance your photos. Must have basic computer skills.

103-637 / 2.5 hrs **\$31.12** (62+ \$24.47)

41125 T 5:30–7:55p Mar 1
Ginard FDC

Photoshop Proficient

Move to the next level of photography. Work with a variety of toolbar buttons to enhance your photos. Photoshop Novice and Photoshop Competent recommended.

103-638 / 2.5 hrs **\$31.12** (62+ \$24.47)

41192 T 5:30–7:55p Mar 8
Ginard FDC

Photoshop Experienced

Focus on exploring more tools and features to be applied to your photographic images.

103-641 / 2.5 hrs **\$31.12** (62+ \$24.47)

41194 T 5:30–7:55p Mar 15
Ginard FDC

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)

41280 M 5:30–8:25p Mar 7
Schneider FDC

41281 R 8–10:55a May 19
Schneider BDC



Welding/Fabrication

Home/Garden Welding Project 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)

41292 W 5:30–8:25p Jan 26–Feb 23
Watry FDC

40908 S 8:30–11:25a Jan 29–Feb 26
Jensen JAC

40867 T 6–8:40p Mar 15–Apr 12
McCauley HHS

Home/Garden Welding Project II

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

442-618 / 15 hrs **\$127.46** (62+ \$100.86)

41294 W 5:30–8:25p Mar 2–Mar 30
Watry FDC

40909 S 8:30–11:25a Mar 5–Apr 9*
Jensen JAC
**No class on 3/26.*

40869 T 6–8:40p Apr 19–May 17
McCauley HHS

Woodworking

Woodworking for Beginners

Learn the safe use of power and hand tools and project planning. Create a basic project while applying safety procedures for woodworking. Students are required to supply their own projects. This class is open to both men and women and is strongly encouraged for beginners.

409-610 / 15 hrs **\$110.96** (62+ \$84.36)

41156 W 5:45–8:40p Jan 26–Mar 2*
Kraus HHS
**No class 2/23.*

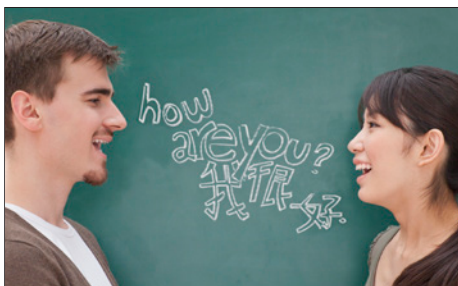
Woodworking Projects

Construct individualized wooden projects. Safety will be stressed. Students are required to supply their own projects. This class is open to anyone that enjoys woodworking projects and students are strongly encouraged to take a Woodworking for Beginners class prior to this class or seek teacher approval.

409-612 / 12 hrs **\$84.35** (62+ \$64.40)

41157 W 5:45–8:40p Apr 6–Apr 27
Kraus HHS

41158 W 5:45–8:40p May 4–May 25
Kraus HHS



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Beginner to advanced levels, with students from many different countries and backgrounds

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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

CULINARY

Baking

Artisan Breads 1

Is your temper the only thing that rises when you bake bread? Investigate the theory and practice of bread making in this hands-on class. This class is designed for those who feel intimidated or confounded by yeast products. Theory, hands-on practice and tasting are included.

303-608 / 4 hrs \$31.12 (62+ \$24.47)

40977 S 9a–12:55p Jan 29
Abou Zeid FDC

40979 S 9a–12:55p Mar 5
Abou Zeid FDC

40541 S 8–11:55a Mar 5
Dorst KHS

Artisan Breads 2

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

303-612 / 4 hrs \$31.12 (62+ \$24.47)

40978 S 9a–12:55p Feb 19
Abou Zeid FDC

40980 S 9a–12:55p Mar 19
Abou Zeid FDC

Fruit, Cream and Custard Pies

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

303-615 / 4 hrs \$31.12 (62+ \$24.47)

41412 R 5:30–9:25p Apr 7
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)

41011 T 5:30–9:25p Mar 15
Aggas 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 \$31.12 (62+ \$24.47)

41410 R 5:30–9:25p Mar 17
Sommer FDC

Sheboygan Hard Rolls

Whether buttered and enjoyed with coffee, or filled with a double brat and sauerkraut, the hard roll is a way of life in Sheboygan. Learn the craft of creating this unique regional specialty.

303-647 / 4 hrs \$31.12 (62+ \$24.47)

40984 S 9a–12:55p May 7
Abou Zeid FDC

Mouthwatering Pate a Choux

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

303-653 / 4 hrs \$31.12 (62+ \$24.47)

41409 S 9a–12:55p Mar 12
Sommer FDC



Cheesecake Lovers!!

Taste a variety of cheesecakes including no-bake cheesecake for those in a hurry, classic New York Style, and a couple other variations. Create a work of art with your team from the shared recipes for cheesecake and crusts, including home-made graham crackers. It's great to live in the dairy state!

303-659 / 4 hrs \$31.12 (62+ \$24.47)

41398 R 5:30–9:25p Jan 20
Sommer FDC



Historical Breads - Easter

Taste the best of some old-time Easter breads like Hot Cross Buns, Kulich and Lambropsano. These breads have a history and flavor all their own. Learn to mix, form and bake these hearty Easter breads for your loved ones at home.

| | | | |
|----------------|--------------------------|----------------|---------------|
| 303-663 | / 4 hrs | \$31.12 | (62+ \$24.47) |
| 40982 | S 9a–12:55p Abou Zeid | Apr 9 | FDC |

Introduction to Cake Decorating

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

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|----------------|----------------------|----------------|---------------|
| 303-668 | / 3 hrs | \$31.12 | (62+ \$24.47) |
| 41402 | S 9–11:55a Sommer | Feb 12 | FDC |

Cooking

Spanish Tapas = Delicious Meal

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

| | | | |
|----------------|----------------------|----------------|---------------|
| 303-601 | / 4 hrs | \$31.12 | (62+ \$24.47) |
| 41007 | S 9a–12:55p Aggas | Feb 5 | FDC |

Pizzeria Party

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

| | | | |
|----------------|-----------------------|----------------|---------------|
| 303-626 | / 4 hrs | \$31.12 | (62+ \$24.47) |
| 41150 | T 5:30–9:25p Aggas | May 10 | HHS |

Southern Italian Cookery

Learn how to prepare, primarily, Sicilian cookery including red sauces and meat preparations.

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|----------------|----------------------|----------------|---------------|
| 303-628 | / 4 hrs | \$31.12 | (62+ \$24.47) |
| 41009 | S 9a–12:55p Aggas | Mar 5 | FDC |

Northern Italian Cookery

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

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|----------------|-----------------------|----------------|---------------|
| 303-629 | / 4 hrs | \$31.12 | (62+ \$24.47) |
| 41008 | S 9a–12:55p Aggas | Feb 19 | FDC |
| 41149 | T 5:30–9:25p Aggas | Apr 26 | HHS |

Rustic Breads And Hearty Soups

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

| | | | |
|----------------|---------------------|----------------|---------------|
| 303-648 | / 6 hrs | \$44.65 | (62+ \$34.67) |
| 41010 | S 9a–2:55p Aggas | Mar 12 | FDC |



Fun recipes and the instructor was very nice.

Culinary Student

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 / 2 hrs \$17.81 (62+ \$14.48)

| | | |
|-------|--------------|-------|
| 41413 | R 5:30-7:25p | May 5 |
| | Sommer | RIP |

| | | |
|-------|-----------|-------|
| 40543 | S 8-9:55a | May 7 |
| | Dorst | KHS |

Sushi Simplicity

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

303-697 / 4 hrs \$31.12 (62+ \$24.47)

| | | |
|-------|--------------|--------|
| 41145 | W 5:30-9:25p | Feb 16 |
| | 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)

| | | |
|-------|--------------|--------|
| 41012 | T 5:30-9:25p | Mar 22 |
| | Aggas | FDC |

Introduction to Cooking

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

303-695 / 4 hrs \$31.12 (62+ \$24.47)

| | | |
|-------|--------------|-------|
| 41146 | W 5:30-9:25p | Mar 2 |
| | Aggas | FDC |

Authentic French Crepes

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

303-617 / 4 hrs \$31.12 (62+ \$24.47)

| | | |
|-------|------------|--------|
| 40540 | S 8-11:55a | Feb 19 |
| | Dorst | KHS |

INSTRUCTOR PROFILE



Alicia Aggas

CULINARY

As a new adjunct instructor in our Culinary department, Alicia originally started off her educational journey in Leadership Development. After visiting Moraine Park's Park Terrace restaurant and seeing the rest of our culinary department, she immediately knew what she wanted to do with her career. Not only did Alicia attend MPTC's Culinary program but she also went on to earn a Hospitality Management degree. Later, she obtained a bachelors degree in Careers, Technical Education and Training from UW-Stout. Lifetime learning is very important to Alicia.

Alicia was previously employed at Mayville's historic Audubon Inn and has had other positions as a cook, pastry chef and Kitchen Manager throughout her culinary career. She also had the honor of working beside Chef Jack Birren, the Vice-President of the American Culinary Foundation in Milwaukee as his lab assistant. Alicia enjoys working in community education and sharing her love of culinary arts!

French Cookery - Bon Appetit!

Learn how to prepare and sample a variety of traditional French ethnic foods.

303-665 / 4 hrs **\$31.12** (62+ \$24.47)

41006 W 5:30–9:25p Feb 2
Aggas FDC

Chef's Favorites

Prepare dishes from our Chef's (teacher) favorite recipes while cooking up their favorite indulgences. Lots of surprises here and each class will be unique as the Chef has so many favorites to share!

303-666 / 4 hrs **\$31.12** (62+ \$24.47)

40542 S 8–11:55a Apr 2
Dorst KHS

Healthy Anti-Inflammation Cooking

Newly researched anti-inflammatory diet principles and recipes are designed to help us eat wholesome foods that help eliminate chronic inflammation. Discover which foods help control inflammation. Prepare and taste flavorful recipes that will help you tweak your diet for healthy results.

303-680 / 3 hrs **\$31.12** (62+ \$24.47)

41148 T 5:30–8:25p Apr 19
Aggas FDC

Ethnic Cooking Series - German

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)

41147 S 9a–12:55p Mar 26
Aggas FDC

Fresh Italian Pastas and Sauces

Put on your apron, roll up your sleeves and make several kinds of Italian pastas and then match them with delicious marinara, alfredo and pesto sauces to please your family and guests. Arrivederci!

303-699 / 4 hrs **\$31.12** (62+ \$24.47)

40539 S 8–11:55a Feb 5
Dorst KHS



HEALTH AND WELLNESS

Exercise

Women's Self-Defense: 7 Moves

Adult female participants will learn easy and extremely effective self-defense tools they can use to escape from bigger and stronger opponents. Know what to do if someone grabs you from behind, tackles you down to the ground or assaults you with a weapon. No experience needed.

504-602 / 4 hrs **\$31.12** (62+ \$24.47)

41199 T 5:30–9:25p Mar 22
Gruss BDC

41201 M 5:30–9:25p Apr 18
Gruss FDC

Adult Self-Defense

An adult co-ed course designed around five areas of self-defense. Get the knowledge you need while getting a great workout! We will teach any adult how to defend themselves in a variety of real life altercations. No experience needed.

504-603 / 4 hrs **\$31.12** (62+ \$24.47)

41198 T 5:30–9:25p Feb 1
Gruss FDC

41200 M 5:30–9:25p May 16
Gruss BDC

Gentle Yoga: De-Stress/Renew

Experience breathing and relaxation practices while you explore gentle stretches and poses. Support the development of your strength, flexibility, mental clarity and inner calm. Please bring a yoga mat, yoga strap, yoga block and a water bottle. Appropriate for all levels, beginner to advanced.

807-601 / 4 hrs **\$31.12** (62+ \$24.47)

41487 T 5:45–6:40p Mar 1–Mar 22
James WBC

41258 T 5:45–6:40p Apr 5–Apr 26
James WBC



Flexibility Yoga

NEW Do you have locked up hips? Tight hamstrings? Stiff lower back? Gravity Yoga is a targeted mobility training method that works to open up your body and can help improve your flexibility. No experience or flexibility required.

807-607 / 4 hrs **\$31.12** (62+ \$24.47)

41488 T 7-7:55p Mar 1-Mar 22
James WBC

41259 T 7-7:55p Apr 5-Apr 26
James WBC

Natural Health

Healthy Sleep

[VM]

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

546-601 / 2 hrs **\$17.81** (62+ \$14.48)

41184 T 5:30-7:25p Jan 11
Oestreicher Virtual

41230 T 5:30-7:25p Apr 26
Oestreicher WBC

Meditation Training

[VM]

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

546-602 / 2 hrs **\$17.81** (62+ \$14.48)

41233 T 5:30-7:25p Jan 18
Oestreicher Virtual

41232 T 5:30-7:25p May 10
Oestreicher WBC

As You Think

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

546-603 / 2 hrs **\$17.81** (62+ \$14.48)

41188 T 5:30-7:25p Feb 22
Oestreicher WBC

Forever Young

[VM]

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

546-604 / 2 hrs **\$17.81** (62+ \$14.48)

41185 T 5:30-7:25p Jan 25
Oestreicher Virtual

41231 T 5:30-7:25p May 3
Oestreicher WBC

Heart Chakra

NEW Want to be loved more? Want to feel more deserving? Want to trust more? Learn how to unleash your inner power mentally, emotionally, physically and spiritually. You will be taught how to keep your energy high, maintain it and not give it away. This class focuses on the characteristics of the Heart Chakra and how to bring back love, deservingness, trust and balance into your life.

546-627 / 3 hrs **\$31.12** (62+ \$24.47)

41229 T 5:30-8:25p Mar 8
Oestreicher WBC

Chakra Balancing

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

546-606 / 2 hrs **\$17.81** (62+ \$14.48)

41189 T 5:30-7:25p Mar 15
Oestreicher WBC



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 / 2 hrs **\$17.81** (62+ \$14.48)

41187 T 5:30–7:25p Feb 15
Oestreicher WBC

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)

41260 T 5:30–8:25p May 3
James FDC

Essential Oils - Healthy Family

NEW Discover the essential oils that will put you in control over germs and viruses. Examine the science behind our oil choices and how to go about choosing alternatives. Keep yourself and your family healthy without medications.

546-614 / 3 hrs **\$31.12** (62+ \$24.47)

41261 T 5:30–8:25p May 17
James FDC

Essential Oils - The Science

NEW 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)

41254 R 5:30–8:25p Feb 24
James FDC

Essential Oils - Daily Routine

NEW 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)

41255 R 5:30–8:25p Mar 3
James FDC

Essential Oils - Detoxify

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)

41257 R 5:30–8:25p Mar 10
James FDC

The Modern Shaman

Walk the path of a Modern Shaman. Learn to create what you want by changing your perception of the world and move through life as an 'energy being'. Topics covered include 'What is Shamanism'.

546-611 / 4 hrs **\$31.12** (62+ \$24.47)

41193 T 5–8:55p Apr 12
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 / 2 hrs **\$17.81** (62+ \$14.48)

41204 T 5:30–7:25p Apr 19
Oestreicher WBC

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 / 2 hrs **\$17.81** (62+ \$14.48)

41191 T 5:30–7:25p Mar 29
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 / 2 hrs **\$17.81** (62+ \$14.48)

| | | |
|-------|--------------|--------|
| 41190 | T 5:30–7:25p | Mar 22 |
| | Oestreicher | WBC |

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)

| | | |
|-------|--------------|-------|
| 41186 | T 5:30–8:25p | Feb 1 |
| | Oestreicher | WBC |

PERSONAL FINANCE AND LAW

Investing

Retirement Income Planning

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

114-612 / 2 hrs **\$17.81** (62+ \$14.48)

| | | |
|-------|--------------|--------|
| 41271 | T 5:30–7:25p | Apr 19 |
| | Oldenburg | FDC |

Build Wealth in Your 20s and 30s

This course is geared for twenty and thirty year-olds who are looking to learn how to accumulate wealth. We will look at savings, investing and paying off debt. At the end of the course, you will be provided with actionable steps you can take to positively impact your financial life.

114-616 / 2.5 hrs **\$31.12** (62+ \$24.47)

| | | |
|-------|-------------|--------|
| 40819 | T 6–8:25p | Mar 15 |
| | Pogodzinski | WBC |

Personal Finance

Understanding Personal Taxes [VM]

Understand how tax reform impacts your tax preparation. Focus will be on changes to the tax laws and tax rates, itemized and standard deductions, personal exemptions, child tax credit and much more.

101-601 / 2.5 hrs **\$31.12** (62+ \$24.47)

| | | |
|-------|--------------|---------|
| 40899 | T 5:30–7:55p | Feb 1 |
| | Lindgren | Virtual |

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)

| | | |
|-------|--------------|--------|
| 40803 | M 5:30–7:25p | Jan 24 |
| | Cupery | BDC |

| | | |
|-------|--------------|--------|
| 41266 | T 5:45–7:40p | Feb 15 |
| | Melick | WBC |

| | | |
|-------|--------------|--------|
| 40808 | W 5:30–7:25p | Apr 20 |
| | Endejan | FDC |

Protect Estate with Estate Plan

Outlines the documents required in a sound estate plan, creating your own will, different kinds of wills, the importance of power of attorney documents, when to include Marital Property Agreements in a Wisconsin estate plan and provisions that should be included in a will and in power of attorney documents (comparison of attorney-drafted versus statutory power of attorney form).

102-628 / 2 hrs **\$17.81** (62+ \$14.48)

| | | |
|-------|--------------|-------|
| 40806 | W 5:30–7:25p | Feb 9 |
| | Endejan | FDC |

| | | |
|-------|--------------|--------|
| 41268 | T 5:45–7:40p | Apr 19 |
| | Melick | WBC |

| | | |
|-------|--------------|--------|
| 40805 | M 5:30–7:25p | May 16 |
| | Cupery | BDC |



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)

41263 M 6:15–8:10p Jan 24
Krueger FDC

41265 M 6:15–8:10p Apr 18
Krueger WBC

Tax Planning for Retirees [VM]

Your taxes in retirement may be a lot more complicated than taxes while you're working. Make sure your retirement income isn't consumed by taxes. Educate yourself on what to expect when you hit retirement age.

114-622 / 2.5 hrs \$31.12 (62+ \$24.47)

41270 W 3–5:25p Feb 16
Oldenburg Virtual

Planning Care - Elderly Family

The cost of a nursing home in Wisconsin is over \$10,000 a month. Seventy percent of people who reach the age of 65 will spend time in a nursing home. This course will provide an overview of the types of care that are available for those over the age of 65, provide helpful information on how to fill out forms for Title XIX, how to maximize family wealth and minimize the amount needed to be spent on nursing home care.

544-601 / 2.5 hrs \$31.12 (62+ \$24.47)

41269 T 5:30–7:55p May 3
Melick WBC

Estate Planning for Parents [VM]

Estate plans are designed to help you make important decisions about the future. Before you begin to take action on your estate plan, it's important to understand the key topics that may arise as you address specific needs. Join us as we explore topics related to wills and trusts, guardians and trustees, updating account ownership and beneficiary designations, and more.

544-602 / 2 hrs \$17.81 (62+ \$14.48)

41267 T 5:45–7:40p Mar 1
Melick Virtual

Power of Attorney/Executor

This presentation will provide an overview of your legal rights and responsibilities when acting as a personal representative, executor or trustee of an estate under a durable health care and financial power of attorney.

102-629 / 2 hrs \$17.81 (62+ \$14.48)

41248 T 5:45–7:40p Jan 25
Melick WBC

40807 W 5:30–7:25p Mar 23
Endejan FDC

40804 M 5:30–7:25p Apr 18
Cupery BDC

Understanding Medicare Expense

This course will assist you in gaining knowledge on managing healthcare 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)

41262 M 4–5:55p Jan 24
Krueger FDC

41264 M 4–5:55p Apr 18
Krueger WBC

A Women's Retirement Outlook

Explore financial concerns facing women who are getting ready for or have recently transitioned to retirement. Discussions include: retirement income strategies, including perspectives around Social Security, withdrawal and reliance rates. Also discussed, how to prepare for the unexpected including market and inflation risks and the rising cost of health care and long-term care.

114-615 / 2 hrs \$17.81 (62+ \$14.48)

41203 M 5:30–7:25p Mar 28
McGauley BDC

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.

Motorcycle and Scooter Rider Courses

816-400 / 16 hrs

\$259.95 (62+ \$259.95)

| Motorcycle | Scooter | | |
|------------|---------|-------|---------------|
| 41472 | 41481 | WKEND | Apr 22–Apr 24 |
| 41475 | 41482 | WKEND | Apr 29–May 1 |
| 41477 | 41483 | WKDAY | May 9–May 12 |
| 41478 | 41484 | WKEND | May 13–May 15 |
| 41479 | 41485 | WKEND | May 20–May 22 |
| 41480 | 41486 | WKDAY | May 23–May 26 |

WEEKEND

3 sessions:

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

WEEKDAY

4 sessions:

- **AM** on MTWR 8a–11:55a

All sections will meet at FDC.

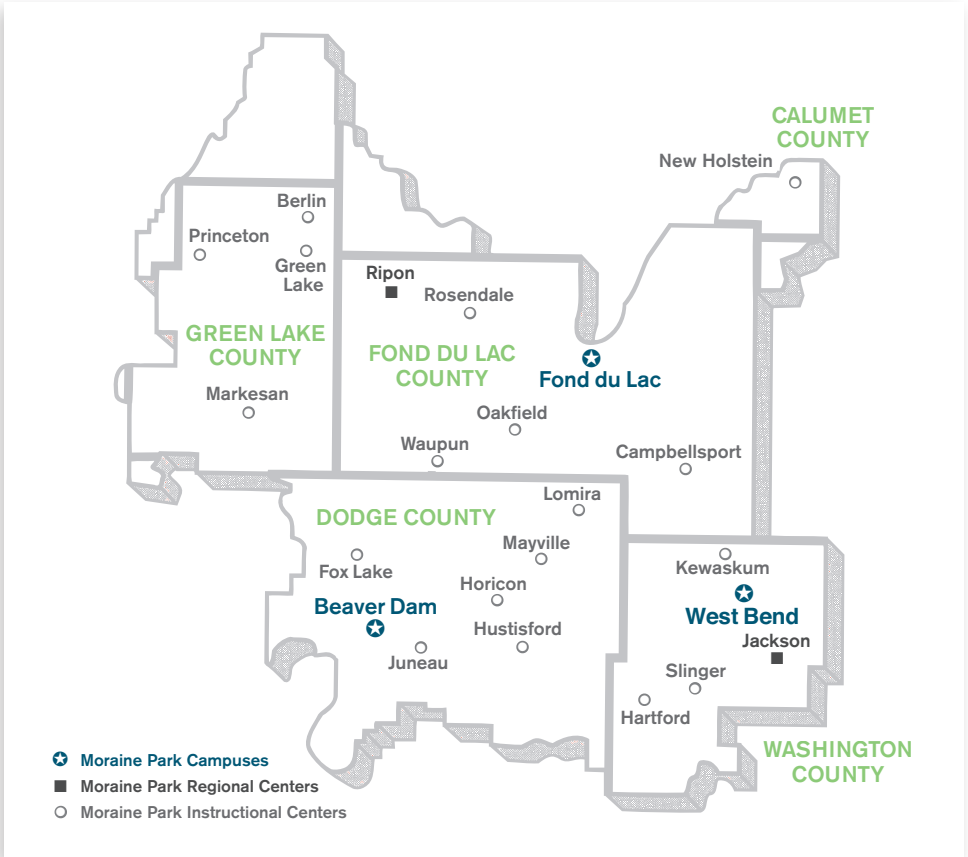
See morainepark.edu/motorcycle for details.



Stay connected with the latest information on Community Education classes!

facebook.com/moraineparkcommunity

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

Registration Information

Three Ways to Register

New students must register through Student Services staff by phone, in-person, or online 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
- **Online:** 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.

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.



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.



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)

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 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.



Postal Customer

Register now for Spring 2022.



Gentle Yoga
page 32

Call or visit one of our campuses today.

MPTC LOCATIONS

Beaver Dam Campus

Fond du Lac Campus

West Bend Campus

Jackson Regional Center

Ripon Regional Center

More information: page 37

imagine
what's
next