Fall 2016

Classes start August 1

Register Now!

Continuing Education and Professional Development Classes and Personal Enrichment Classes

After July 20, fees will be due at the time of registration.

Moraine Park Technical College does not discriminate on the basis of race, color, national origin, sex, disability or age in employment, admissions or its programs or activities. The following person has been designated to handle inquiries regarding the College’s nondiscrimination policies: Equal Opportunity Officer, Moraine Park Technical College, 235 North National Avenue, PO Box 1940, Fond du Lac, WI 54936-1940, 920-924-6355 or 920-924-3495.
Monday, November 12, 2016
Fond du Lac Campus
Stop in and get a taste of Moraine Park's community course offerings. Classes are FREE!

Select one class from each session.

**9:00 - 10:00 a.m.**
- Class option #1 - Basic Candy Making
- Class option #2 - How to Start Your Own Business

**10:15 - 11:15 a.m.**
- Class option #1 - Beginning Monoprints
- Class option #2 - Computer Tips and Tricks

For a complete class listing and course descriptions, go to morainepark.edu/courseschedule.

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**NEW PROGRAMS! Starting Fall 2016**

**MEDICAL OFFICE MANAGEMENT**

**WEB DEVELOPMENT AND DESIGN SPECIALIST**

**MOBILE APPLICATION DEVELOPER**

**HI-VAC TECHNOLOGY COLLEGE**

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**FALL CONTINUING EDUCATION AND PROFESSIONAL DEVELOPMENT CLASSES**

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**What’s New?**

Moraine Park is offering these new Community Education opportunities...

- Cut like a Chef - Part 1 and 2
- SUSHI Simplicity
- Financial Strategies for Retirement
- Basic Video Production and YouTube Publishing
- How to Create an Effective Online Presence for Small Businesses
- Intro to Home Brewing
- Trip to a Large German Beer Festival
- Introduction to the Wisconsin Beer Industry
- Home Brewing: The Basics
- Home Brewing: Advanced Techniques
- Winemaking: The Basics
- Winemaking: Advanced Techniques
- Introduction to Wine Tasting
- Introduction to Bread Making
- Certified Food Safety Manager
- Certified Food Safety Manager Refresher
- Food Safety Management Level 2
- Wisconsin Food Code Exam and Training
- Food Safety Manager Exam and Training
- Wisconsin Food Code and Exam (8 Hrs.)
- Food Safety Manager Exam and Training (8 Hrs.)

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**Health Care Related**

**575-408 NEW First Aid and Procedures to Alleviate Choking (State-Approved CBRF Course)**

4 Hrs. - $70.00 (2 & over $67.00)

Learn basic first aid and skills as determined by the American Red Cross. Students will learn to follow a sequence of actions by clearing the airway of an unconscious victim. Clearing the airway is accomplished by the head-tilt/chin-lift maneuver while other rescuers perform a 4:1 ratio CPR rescue breaths and compressions. CPR training will be provided. **(All 4 Courses)**

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**Forklift Safety**

6 Hrs. - $95.00

2 & over $86.95

Prepares the fundamentals of forklift operation in the workplace. This course includes hands-on application by practicing with a forklift. Participants examine factors affecting safe operation for the forklift, including the functions of the forklift. Certification is available upon completion of program, proper equipment, and pallet jack skills test. (Type II, R. Class is certified with OSHA standard 1910.178 for powered trucks. **(All 4 Courses)**

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

10.5 Hrs. - $120.00 (2 & over $115.00)

Students learn the basic facts about medications; the importance of medication accuracy; the correct methods of giving medication; the importance of communicating with the patient and the importance of documentation. **(All 4 Courses)**

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**575-411 NEW Standard Preparations (State-Approved CBRF Course)**

23 Hrs. - $160.00 (2 & over $154.00)

Prepares the students to manage and provide safe and effective interventions and therapies to the resident that are according to Wisconsin Department of Health Services (DHS) approved and Division of Quality Assurance Bureau of Assisted Living (BAL). This course requires the fork lift to be on-site. To complete this program, the participant needs to complete all requirements successfully. **(All 4 Courses)**

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**575-412 NEW State-Approved CBRF Training (All 4 Courses)**

24 Hrs. - $450.00 (2 & over $435.00)

Prepares the students as a state approved state of Wisconsin, according to Wisconsin Department of Health Services, to provide direct and indirect care to the residents ofWisconsin. **(All 4 Courses)**

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**Cosmetology**

**502-185 Cosmetology Continuing Education**

4 Hrs. - $40.00 (2 & over $35.00)

Students will receive 2 hours toward their continuing education requirement during each licensing renewal period according to Wisconsin Department of Safety and Professional Standards. This course fulfills the 72-hour renewal requirement and covers new laws governing the profession and establishes new safety, sanitation, and infection control. Cosmetology licensed practitioners, managers, and salon owners are the intended audience for this update. Required for March 2017 license renewal.

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**502-186 Cosmetology Continuing Education**

4 Hrs. - $40.00 (2 & over $35.00)

Students will receive 2 hours toward their continuing education requirement during each licensing renewal period according to Wisconsin Department of Safety and Professional Standards. This course fulfills the 72-hour renewal requirement and covers new laws governing the profession and establishes new safety, sanitation, and infection control. Cosmetology licensed practitioners, managers, and salon owners are the intended audience for this update. Required for March 2017 license renewal.

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**502-187 Cosmetology Continuing Education**

4 Hrs. - $40.00 (2 & over $35.00)

Students will receive 2 hours toward their continuing education requirement during each licensing renewal period according to Wisconsin Department of Safety and Professional Standards. This course fulfills the 72-hour renewal requirement and covers new laws governing the profession and establishes new safety, sanitation, and infection control. Cosmetology licensed practitioners, managers, and salon owners are the intended audience for this update. Required for March 2017 license renewal.

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**502-188 Cosmetology Continuing Education**

4 Hrs. - $40.00 (2 & over $35.00)

Students will receive 2 hours toward their continuing education requirement during each licensing renewal period according to Wisconsin Department of Safety and Professional Standards. This course fulfills the 72-hour renewal requirement and covers new laws governing the profession and establishes new safety, sanitation, and infection control. Cosmetology licensed practitioners, managers, and salon owners are the intended audience for this update. Required for March 2017 license renewal.

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**Crafts and Recreation**

**304-424 Furniture Upholstery for Profit**

8 Hrs. - $96.00 (2 & over $89.00)

Learn basic upholstery techniques including materials selection, design solutions, and construction. Students will have the opportunity to work on actual client orders and turn a profit for their business. Students will have the opportunity to purchase their supplies and materials for their projects. Held at Moraine Park’s campus at 575-410 NEW First Aid and Procedures to Alleviate Choking (State-Approved CBRF Course)

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**502-189 Cosmetology Continuing Education**

4 Hrs. - $40.00 (2 & over $35.00)

Students will receive 2 hours toward their continuing education requirement during each licensing renewal period according to Wisconsin Department of Safety and Professional Standards. This course fulfills the 72-hour renewal requirement and covers new laws governing the profession and establishes new safety, sanitation, and infection control. Cosmetology licensed practitioners, managers, and salon owners are the intended audience for this update. Required for March 2017 license renewal.

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**502-190 Cosmetology Continuing Education**

4 Hrs. - $40.00 (2 & over $35.00)

Students will receive 2 hours toward their continuing education requirement during each licensing renewal period according to Wisconsin Department of Safety and Professional Standards. This course fulfills the 72-hour renewal requirement and covers new laws governing the profession and establishes new safety, sanitation, and infection control. Cosmetology licensed practitioners, managers, and salon owners are the intended audience for this update. Required for March 2017 license renewal.

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**502-191 Cosmetology Continuing Education**

4 Hrs. - $40.00 (2 & over $35.00)

Students will receive 2 hours toward their continuing education requirement during each licensing renewal period according to Wisconsin Department of Safety and Professional Standards. This course fulfills the 72-hour renewal requirement and covers new laws governing the profession and establishes new safety, sanitation, and infection control. Cosmetology licensed practitioners, managers, and salon owners are the intended audience for this update. Required for March 2017 license renewal.

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**502-192 Cosmetology Continuing Education**

4 Hrs. - $40.00 (2 & over $35.00)

Students will receive 2 hours toward their continuing education requirement during each licensing renewal period according to Wisconsin Department of Safety and Professional Standards. This course fulfills the 72-hour renewal requirement and covers new laws governing the profession and establishes new safety, sanitation, and infection control. Cosmetology licensed practitioners, managers, and salon owners are the intended audience for this update. Required for March 2017 license renewal.
Continuing Education Insurance

162-434 Ethics 4
4 hrs. ($33.00/Book) (2 & over $51.90)
The course will begin with a definition of what good ethics is. Suitability will be defined. Deregulation and other talking points will be discussed. Individual and ethical responsibilities will include forfeitures and commissions.

162-435 Insurance Fraud 4
4 hrs. ($33.00/Book) (2 & over $51.90)
Definitions insured fraud. Discusses actual insurance fraud stories. Discusses insurance fraud prevention. An insurance fraud quiz is included. Skills tested in a written insurance license - questions that every licensed agent should know. Continuing education for insurance agents.

162-421 Long-Term Care 2
4 hrs. -$65.00 (2 & over $60.00)
Students explore the benefit comparisons of long-term care policies. Discusses long-term care issues and an explanation of a care coordinator and the qualified plan specialist. Students will be prepared to make decisions for future health care. Continuing education for insurance agents.

162-432 Retirement Planning 4
4 hrs. - $65.00 (2 & over $60.00)
Designed for insurance agents to look at many considerations a person needs to do as they get closer to retirement. Social Security is discussed along with many health insurance options that are available. Retirement income sources will be reviewed, along with an overview of planning documents that are needed. Discuss the need for long-term care insurance in the retirement planning process. Continuing education for insurance agents.

162-462 Accident and Health Insurance 12 Hrs. - $150.00 + Books (2 & over $130.00 + Books)
Explores types of policies: policy rights, provisions, options, exclusions & substitutes. Day(s) Time Instructor Method* End Date
162-462 Accident and Health Insurance (cont.)
12 Hrs. - $150.00 + Books (2 & over $130.00 + Books)
Explores types of policies, benefits and related terms; insurance terms and related concepts; policy provisions, 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. Textbook purchased required of students.
162-470 Casualty Insurance 12 Hrs. - $120.00 + Books (2 & over $105.00 + Books)
Explores Wisconsin law as it pertains to the sale of insurance and the importance of ethics in the agent's role. Pre-licensing class - not eligible for insurance CE credit. Textbook purchased required of students.
162-460 Ethics and Law Insurance 8 Hrs. - $70.00 + Books (2 & over $65.00 + Books)
Explores Wisconsin law as it pertains to the sale of insurance and the importance of ethics in the agent's role. Pre-licensing class - not eligible for insurance CE credit. Textbook purchased required of students.
162-462 Ethics/Law/Accident/Health/Life Insurance 12 Hrs. - $150.00 + Books (2 & over $130.00 + Books)
Combines Ethics and Law (162-460), Accident and Health Insurance (162-462), and Casualty Insurance (162-470). Pre-licensing class - not eligible for insurance CE credit. Textbook purchased required of students.
162-464 Life Preparation Insurance 12 Hrs. - $170.00 + Books (2 & over $155.00 + Books)
Explores types of policies, policy rights, provisions, options, exclusions & substitutes. Including application, underwriting and delivering the policy; and taxes, retirement and estate planning concepts. Applies Wisconsin statutes, rules and regulations pertinent to life insurance and annuities. Pre-licensing class - not eligible for insurance CE credit. Textbook purchased required of students.
162-472 Ethics, Law, Property and Casualty Insurance 12 Hrs. - $125.00 + Books (2 & over $112.50 + Books)
Combines Ethics and Law (162-460), Accident and Health Insurance (162-462), and Casualty Insurance (162-470). Pre-licensing class - not eligible for insurance CE credit. Textbook purchased required of students.
162-470 Casualty Insurance 12 Hrs. - $120.00 + Books (2 & over $105.00 + Books)
Explores Wisconsin law as it pertains to the sale of insurance and the importance of ethics in the agent's role. Pre-licensing class - not eligible for insurance CE credit. Textbook purchased required of students.
### Classes for English Language Learners

#### Responsible Beverage Service
- **311-400 Responsible Beverage and Tobacco Service**
  - **CRN:** 16230, 16231, 16232, 16233, 16234, 16235
  - **Location:** MFC 102
  - **Instructor:** Kraft, S.
  - **Method:** On-Line
  - **Cost:** $194.96-

#### Class Sign Language
- **533-425 Sign Language - 1A**
  - **CRN:** 16241
  - **Location:** MFC 102
  - **Instructor:** Kraft, S.
  - **Method:** On-Line
  - **Cost:** $115.80+
  
  - **533-426 Sign Language - 1B**
  - **CRN:** 16245
  - **Location:** MFC 102
  - **Instructor:** Kraft, S.
  - **Method:** On-Line
  - **Cost:** $115.80+

#### Real Estate
- **194-190 Real Estate Principles**
  - **CRN:** 16250
  - **Location:** MFC 102
  - **Instructor:** Kraft, S.
  - **Method:** On-Line
  - **Cost:** $194.96-

#### Safety
- **531-488 Adult First Aid for the Workplace**
  - **CRN:** 16262
  - **Location:** MFC 102
  - **Instructor:** Kraft, S.
  - **Method:** On-Line
  - **Cost:** $115.80+

#### Small Business Entrepreneurship
- **145-450 Create a Pinterest Presence Small Business**
  - **CRN:** 16275
  - **Location:** MFC 102
  - **Instructor:** Kraft, S.
  - **Method:** On-Line
  - **Cost:** $194.96-

### Classes for Small Business

#### Class Sign Language
- **533-425 Sign Language - 1A**
  - **CRN:** 16241
  - **Location:** MFC 102
  - **Instructor:** Kraft, S.
  - **Method:** On-Line
  - **Cost:** $115.80+
  
  - **533-426 Sign Language - 1B**
  - **CRN:** 16245
  - **Location:** MFC 102
  - **Instructor:** Kraft, S.
  - **Method:** On-Line
  - **Cost:** $115.80+

#### Real Estate
- **194-190 Real Estate Principles**
  - **CRN:** 16250
  - **Location:** MFC 102
  - **Instructor:** Kraft, S.
  - **Method:** On-Line
  - **Cost:** $194.96-

#### Safety
- **531-488 Adult First Aid for the Workplace**
  - **CRN:** 16262
  - **Location:** MFC 102
  - **Instructor:** Kraft, S.
  - **Method:** On-Line
  - **Cost:** $115.80+

#### Small Business Entrepreneurship
- **145-450 Create a Pinterest Presence Small Business**
  - **CRN:** 16275
  - **Location:** MFC 102
  - **Instructor:** Kraft, S.
  - **Method:** On-Line
  - **Cost:** $194.96-
These courses are designed for individuals in the workforce needing to gain current licensure or for individuals looking to enter the workforce needing to gain or improve job skills.

K-12 Educator Courses
Survival Kit for New Teachers $99 per person (L)
To register, visit www.ed2go.com/mptc. Search “Survival.”

Solving Classroom Discipline Problems $99 per person (L)
To register, visit www.ed2go.com/mptc. Search “Discipline.”

Small Business Law for the 21st Century Start Dates: July 13, August 17, September 14, October 12, November 9, December 14 $149 per person (L)
To register, visit www.ed2go.com/mptc. Search “Small Business.”

Employment Law Fundamentals $99 per person (L)
To register, visit www.ed2go.com/mptc. Search “Employment.”

Conversational Foreign Language
Spanish for Law Enforcement $99 per person (L)
To register, visit www.ed2go.com/mptc. Search “Spanish.”

Learn the basics of the Spanish language that you'll need to understand the laws, legal documents, and other Spanish language materials you'll encounter in your workplace.

Spanish for Law Enforcement Series
Introduction to Windows 10 $99 per person (L)
To register, visit www.ed2go.com/mptc. Search “Windows.”

Mastering Your Digital SLR Camera $99 per person (L)
To register, visit www.ed2go.com/mptc. Search “Photography.”

Genealogy Basics $99 per person (L)
To register, visit www.ed2go.com/mptc. Search “Genealogy.”

Personal Enrichment
Start Your Own Edible Garden $99 per person (L)
To register, visit www.ed2go.com/mptc. Search “Edible.”

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

To register for these noncredit offerings, go to the link listed with the course.

To register online, visit www.ed2go.com/mptc. Search “Noncredit.”

For those noncredit certificates, go to the link listed with the course.

Understanding the HR Function $99 per person (L)
To register, visit www.ed2go.com/mptc. Search “HR.”

Solving Classroom Discipline Problems is designed for individuals who are looking to enter the teaching profession or to continue in it.

Small Business Law for the 21st Century is for those who want to understand the legal aspects of running a business.

Employment Law Fundamentals is for those who want to understand the legal aspects of employment.

Conversational Foreign Language - Spanish for Law Enforcement is designed for those who need to communicate in Spanish for their work.

Introduction to Windows 10 is designed for those who want to learn the basics of using Windows 10.

Mastering Your Digital SLR Camera is designed for those who want to improve their photography skills.

Genealogy Basics is designed for those who want to learn about genealogy and how to use it in their personal and professional lives.

These courses are not intended to replace credit or noncredit programs at your local community college or university.

For more information about noncredit courses, visit www.ed2go.com/mptc. Search “Noncredit.”
These classes are designed for individuals looking to enhance personal growth with meaningful and rewarding courses developed around special interests and hobbies.

### Autumn 2023

#### Automotive

- **404-603 Hybrid and Electric Vehicles - Do I Make the Switch?**
  - 3 Hrs. - $26.20 (62 & over $20.80)
  - Covers basic maintenance procedures for your car to keep it running well. Demonstrated skills include checking the fluid systems under the hood, jump starting and basic tire maintenance. Other automotive systems will be discussed and tested.

#### Communication Skills

- **801-611 Creative Writing**
  - 10 Wks. - $26.20 (62 & over $20.80)
  - Have you always wanted to write? Put pencil to paper and explore a variety of genres, including poetry, fiction and creative non-fiction. In-class writing exercises will help you develop your creative voice.

- **801-614 Legacy Letters and Memoirs**
  - 8 Wks. - $69.30 (62 & over $53.10)
  - Jumpstart your creativity. These classes are designed for individuals with various levels of experience, including poetry, fiction and creative non-fiction. In-class writing exercises will help you develop your creative voice.

- **801-613 Writer's Workshop**
  - 13 Hrs. - $80.10 (62 & over $61.20)
  - For writers who have written a manuscript and are now stuck, this course will take you through a systematic process for getting published. Make your dream a reality!

#### Computer Software

- **103-630 Getting to Know Your Mac Computer-Level 1**
  - 4 Hrs. - $26.20 (62 & over $20.80)
  - Get the most from your Apple Computer, or if you are a PC user who has just switched to a Mac, this is the workshop for you. Learn how to utilize the full power of your Mac. In this course you will learn how to navigate your Mac, customize your desktop to your style, perform a "mail merge." Let us help you get those cards signed, sealed, and delivered.

- **103-606 Is an iPad or Tablet Right for You?**
  - 3 Hrs. - $26.20 (62 & over $20.80)
  - If you are thinking about buying a hybrid or an electric vehicle, this is the class for you! This course will cover how to keep your car running smoothly, and basic tire maintenance. Other automobile systems will be discussed and tested.

- **103-603 Using Productivity Apps for the iPad**
  - 3 Hrs. - $26.20 (62 & over $20.80)
  - Boost the usage of your iPad by expanding on the information you learned in the Apple iPad Basics class. We will look into the future of the iPad and explore the potential of the third generation iPad. We will also delve into the iPad while rethinking the ways you have found a habit of using an iPad. This course is intended for both new and experienced iPad users. The third generation iPad will be used as the model in this course.

- **103-642 Create Mailing Labels With Mail Merge**
  - 3 Hrs. - $26.20 (62 & over $20.80)
  - Create mailing labels for wedding invitations, holiday cards or other special events. By using mail merge, you can create new mailing lists and perform a "mail merge." Let us help you find those cards signed, sealed, and delivered.

- **103-608 Using Productivity Apps for the Android Smartphone**
  - 3 Hrs. - $26.20 (62 & over $20.80)
  - Android devices, it can be difficult to know which one will meet your needs. In this class, we will explore the features of the various brands and determine if a tablet is right for you - and if so, which one. Held at the Fond du Lac Senior Center, 151 E. First Street.

- **103-605 Create Mailing Labels With Mail Merge**
  - 3 Hrs. - $26.20 (62 & over $20.80)
  - 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.

- **103-643 Creating Your Music From Records and Tapes**
  - 13 Hrs. - $80.10 (62 & over $61.20)
  - Explore the computer equipment and programming needed to digitize your records and tape recordings into your computer.

#### Crafts and Recreation

- **105-632 Beginning Drawing**
  - 5 Wks. - $20.10
  - Participants will learn the basic techniques of drawing. Desirable for individuals with no drawing experience, participants will explore fundamentals and apply them in fun and creative ways.

- **105-677 Collage Creations**
  - 5 Wks. - $20.10
  - No experience needed! Free choice of newspaper, magazines, and other materials will make one or more collages that you can take home.

- **105-650 Creating With Clay**
  - 5 Wks. - $20.10
  - Express your creativity while learning the basics of pottery making, Handbuilding and Wheel Throwing.

#### Fall Personal Enrollment Classes

To register for classes, go to morainepark.edu/register.
3 reasons you should sign up for CNC or Welding Boot Camps:

1. Get "Paid" to train
2. Get a paid internships during the boot camp
3. Pay no tuition costs

Not a bad deal for a career path with jobs waiting to be filled.

To register, visit morainepark.edu/bootcamps. Call 920-924-3334 or email communityed@morainepark.edu for details.

FOR A COMPLETE CLASS LISTING AND COURSE DESCRIPTIONS, GO TO www.morainepark.edu/mptccatalog.
INDUSTRIAL MAINTENANCE
BOOT CAMP

Did you know employment in the Industrial Maintenance field is projected to grow 18% by 2024?
Train with us today! Be prepared for tomorrow.

Call Now. Classes begin August 10.

920-924-3334 or visit us at:
morainepark.edu/bootcamp
103-639 Photoshop Elements Independent Projects
3 Hrs. - $26.20 (62 & over $20.80)
If you are a home user or hobbyist this class will include time for independent projects using Photoshop Elements. Bring your images on a USB drive and create a personal album, enhance your photos, make collages or create border, and so much more. Students will get assistance with their own personal photo projects.
12120 BDC W 05:00-09:20P Kraft 11/08/11

Safety
204-003 Adult Self-Defense
4 Hrs. - $26.20 (62 & over $20.80)
Adult self-defense classes designed around the areas of self-defense. Do you know what they are? This class goes beyond "sport" martial arts and gives you what traditional arts don’t. Don’t fight fire with fire, but use the knowledge you need in a cut-throat style. We’ll focus on speed and control to defend yourself. You will learn the strategies and techniques you need to defend yourself and others. This class will help you feel more confident and more secure in your daily lives.
12117 RDC R 05:00-09:20P Deike 11/18/10

204-002 Women’s Self-Defense - 7 Self-Defense Moves Every Woman Should Know
4 Hrs. - $26.20 (62 & over $20.80)
Adult female participants will learn seven easy and extremely effective self-defense techniques they can use to escape from larger and stronger opponents. We will teach you what to do if someone grabs you by the hair, pulls you down to the ground or assaill you with a weapon. You will learn strategies and techniques you need to defend yourself and others.
12117 RDC R 05:00-09:20P Deike 09/13/10

Welding/Fabrication
442-609 Welding Garden Sculptures
12 Hrs. - $82.80 (62 & over $67.75)
Explore basic welding techniques. Assemble metallic parts into art objects that can be used on garden sculptures.
12119 EQS E 07:30A-11:20A Kraus 09/28/10
12330 RDC S 09:00A-12:50P Kraus 10/18/10

442-611 Welding for the Home and Garden Expanded
12 Hrs. - $82.80 (62 & over $67.75)
Develop skills in welding processes using oxy-fuel to make home projects. Learn safety, welding techniques, oxy-fuel cutting and techniques of welding. Deterioration projects will be made for your home and garden uses.
12117 RHT R 06:00-09:20P McCauley 01/28/10

Woodworking
409-610 Introduction to Woodworking
4 Hrs. - $38.95 (62 & over $30.30)
Review the safe use of power tools. Create a basic project. Apply safety precautions for woodworking. Students are required to supply their own projects. No class 10/17.
12115 HRT W 05:00-09:20P Kraus 10/18/11

409-613 Introduction to Woodworking for Women
6 Hrs. - $51.35 (62 & over $40.90)
The safe use of power tool and hand tools and project planning. Create a basic project while applying safety precautions for woodworking. Students are required to supply their own projects. This class is also open to men.
12114 BDC T 05:00-09:20P Babin 10/03/11

409-602 Woodworking - 24 Hours
4 Hrs. - $125.20 (62 & over $102.30)
The power tools to create individualized wooden objects. Safety procedures will be stressed. Students are required to supply their own tools. Class is open to men and women from beginners to advanced. 21147 class 10/24.
12116 HRT T 05:00-09:20P Babin 10/25/11

409-612 Woodworking Projects
5 Hrs. - $38.95 (62 & over $30.30)
Construct individualized wooden objects. Safety procedures will be stressed. Students are required to supply their own tools. Projects are open to men and women from beginners to advanced. 21146 class 11/22.
12117 RDC R 05:00-09:20P Deike 11/22/11
12118 HRT W 05:00-09:20P Kraus 11/28/11

409-614 Woodworking Projects for Women
5 Hrs. - $38.95 (62 & over $30.30)
Construct individualized wooden objects. Safety procedures will be stressed. Students are required to supply their own tools. Projects are open to men and women from beginners to advanced. 21145 class 11/22.
12118 RDC R 05:00-09:20P Kraus 11/28/11
12117 RDC R 05:00-09:20P Deike 11/22/11

For a complete class listing and course descriptions, go to morainepark.edu/courseschedule.
Classroom Instructional Methods

ACCL — Accelerated classes offer the same content in a condensed time frame. These classes meet scheduled days and times on all campuses and projects require extensive time outside of class. Assignments may be required for the first class. These classes are usually offered once a week for up to one year. If you elect to take multiple classes in one semester, in ACCL, programs you may be asked to follow a sequence of your accelerated classes.

BLD — Blended classes are a combination of Online, Internet Video Conference (IVC) or Telepresence, and Classroom. Coursework is completed both online and in the classroom. For the online work, a computer with Internet access is required. Students use the Moraine Park Learning Management System (LMS) to submit assignments using the Microsoft Office Suite software. Instructors will supply further information during the first class session. Classroom learning will take place either in a classroom at one of our sites or at one of three different sites using the IVC system.

IVC — Interactive Video Conference classes are offered at multiple Moraine Park sites with video and audio interaction through television and microwave channels. These classes meet at scheduled dates and times. You communicate with the instructor via audio using dial-up or ISDN technology. Some classes use an Online Course System to communicate. To register for any of these courses, please visit the student e-mail web page at any of our sites.

OLN — Online classes are offered via the Internet. A computer with Internet access is required. Students use the Moraine Park Learning Management System (LMS) to submit assignments using the Microsoft Office Suite software. Students have the flexibility to learn where they choose. These classes are not self-paced and have required due dates for assessments and specified start and end dates. A mixture of classroom and online classes may apply (see course description). Communication with instructors is done using the various communications tools within the LMS. Online classes delivered via the Internet will have an additional fee.

SPCS — Self-Paced Computer Software concept means you may start a class anytime within a semester. Class completion dates are communicated during the face-to-face orientation and are strictly adhered to by the College. If the competencies and components of the classes are not satisfactorily completed by the end of the semester, you will receive an F for the class grade. An orientation session is required before beginning SPCS classes.

SPOL — Self-Paced Open Lab within the scheduled open lab, students choose times to attend class. Traditional classes meet at scheduled meeting dates and times at Moraine Park sites. Information is face to face.
Education to Fit Your Needs

Business, Technology and Digital Arts
Accounting
Accounting Assistant
Administrative Professional
Advanced Office Software Suite Certificate
Automotive Sales Certificate
Business Management
• Management and Supervision Emphasis
• Marketing Emphasis
• Small Business Entrepreneurship Emphasis
Digital Marketing
Digital Marketing/Social Media Certificate
Electronic Publishing Certificate
Entrepreneurship Certificate
Graphic Communications
Human Resource Development Certificate
Human Resources
Information Technology — Information Security Certificate
Information Technology — Mobile Applications Developer
Information Technology — Network Specialist
Information Technology — Technical Support Specialist
Information Technology — Web Designer/Developer
Information Technology — Web Development/Design Specialist
Interactive Media Design
• Animation Emphasis
• Motion Graphics Emphasis
Leadership Development
Office Assistant
Office Software Suite Certificate
Organizational Management Certificate
Principles of Management Certificate
Web Site Coordinator Certificate
Consumer and Hospitality Services
Artisan Baking Certificate
Cosmetology Apprenticeship
Cosmetology
Culinary Arts
Customer Service Certificate
Food Service Production
Hotel/Hospitality Management (shared)
Nail Technician Certificate
Engineering
Civil Engineering Technician — Structural
Electromechanical Technology
Mechanical Design Technology
Process Engineering Technology
• Industrial/Manufacturing Emphasis
• Quality Assurance Emphasis
Quality/SuperVision Certificate
Environmental Sciences and Trades
ABC Carpentry Apprenticeship
ABC Construction Electrification Apprenticeship
Agriculture Science and Technology (shared)
Air Conditioning, Heating and Refrigeration Technology (HVACR)
Automotive Technician
Automotive Technology
Commercial Refrigeration Certificate
Electrical Power Distribution
Electrical Substation Certificate
Electricity
HVAC Installation Technician
Industrial Wiring Certificate
Technical Studies — Journeyworker
Wastewater Treatment Plant Operator Apprenticeship
Water Quality Technology
Wind Energy Technology (Shared)
General Studies
Global Studies Certificate
Individualized Technical Studies
Professional Communication Certificate
Wellness Promotion Certificate
Health Science and Human Services
AGDA Certification Program Certificate
Advanced Emergency Medical Technician
Alcohol and Other Drug Abuse Associate (AGDA)
Child Care Services
Chiropractic Technician: Office Certificate
Chiropractic Technician: Radiography Certificate
Chiropractic Technician: Therapy Certificate
Chiropractic Specialist
Court Reporting (shared)
Criminal Justice — Corrections
Early Childhood Administrative Credential Certificate
Early Childhood Education
Early Childhood Inclusion Credential Certificate
Early Childhood Mentor/Protégé Certificate
Early Childhood Preschool Credential Certificate
Emergency Medical Technician
Emergency Medical Technician — Paramedic
Health Care Leadership Certificate
Health Information Technology
Infant/Toddler Credential Certificate
Legal Administrative Professional
Legal Office Skills Certificate
LPN to ADN Progression Track
Medical Billing Specialist Certificate
Medical Coding Specialist
Medical Laboratory Technician
Medical Office Management
Medical Office Specialist
Nursing Assistant
Nursing — Associate Degree With a Practical Nursing Exit Point
Paralegal (shared)
Paramedic Technician
Pharmacy Technician (shared)
Phlebotomy Technician Certificate
Radiography
Respiratory Therapist
Surgical Technology
Manufacturing
Advanced Industrial Maintenance Certificate
Basic Industrial Maintenance Certificate
CNC Set-Up/Operator Certificate
CNC Tool and Die Technologies
Computer Numerical Control Certificate
Die Design Certificate
Fabrication Technologies
Introduction to Welding Career Pathway Certificate
Introduction to CNC Operations Career Pathway Certificate
Metal Fabrication
Mold Design Certificate
Tool and Die Technologies Apprentice
Welding
Online Programs
Accounting
Accounting Assistant
Business Management
Early Childhood Administrative Credential Certificate
Health Care Leadership Certificate
Health Information Technology (clinics required)
Human Resource Development Certificate
Information Technology — Mobile Applications Developer
Information Technology — Web Designer/Developer (internship required)
Information Technology — Web Development/Design Specialist
Leadership Development
Legal Office Skills Certificate
Medical Coding Specialist
Medical Office Management
Organizational Management Certificate
Principles of Management Certificate
Wastewater Treatment Plant Operator Apprentice
Water Quality Technology (internship required)
Web Site Coordinator Certificate
Wellness Promotion Certificate

Campus and Community Information

Beaver Dam
700 Gould Street • Beaver Dam, WI 53916-1994
For class information, call 920-887-1101.
Student Services Call Center 920-924-3207.
To register, call 920-887-1101 or 1-800-472-4554.

Fond du Lac
235 North National Avenue • PO Box 1940
Fond du Lac, WI 54936-1940
For class information, call 920-924-3207.
Student Services Call Center 920-924-3207.
To register, call 920-922-8611 or 1-800-472-4554.

West Bend
2151 North Main Street • West Bend, WI 53095-1598
For class information, call 262-334-3413.
Student Services Call Center 920-924-3207.
To register, call 262-334-3413 or 1-800-472-4554.

Jackson Regional Center
N173 W21510 Northwest Passage Way • Jackson, WI 53037-9387
For class information, call 262-335-5857 or e-mail communityed@morainepark.edu
To register, call 262-334-3413 or 1-800-472-4554.

Ripon Regional Center
850 Tiger Drive • Ripon, WI 54971-0313 (Room 1120)
For class information, call 920-746-3260 or e-mail communityed@morainepark.edu
To register, call 920-922-8611 or 1-800-472-4554.

To view our program videos and for a virtual college tour, go to morainepark.edu.

Textbooks and Supplies
Textbooks and supplies should be purchased prior to the first day/night of class when possible and are not included in the advertised fee. The bookstore also offers textbook rental and a limited number of e-book options during each semester. These options are noted on our course book lists.

In addition to visiting one of our three campus bookstores, you can find all your textbook and supply information at the Moraine Park online bookstore — available for all three campuses and regional centers. Visit our website at moraineparkshop.com. When you place an order, you can have it shipped to your home or you can pick it up at one of the campus bookstores. We accept all major credit cards for online orders (Visa, MasterCard, Discover, American Express). Financial Aid is available only during designated days. You can check Financial Aid dates by going to morainepark.edu/financial-aid/dates and selecting “Important Student Dates.”

Bookstore hours vary; please check the bookstore website for the hours of each campus store or call one of the numbers below:
Beaver Dam 920-887-4407
Fond du Lac 920-929-2105
West Bend 262-335-5774

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