

Community Education Spring 2011 Schedule

Classes Begin the
Week of January 24th

In this Issue...



NEW CLASSES:

Tae Kwon Do

Backyard
Mechanic Series

Portrait Photography

Reiki

Art History

Meet Some of Our Instructors for:

- Sewing Courses
- Tai Chi
- Professional
Development



Blackhawk Technical College
Smart Choice!

blackhawk.edu

Convenient Locations Just For YOU!



Dear Blackhawk Technical College Community Supporters,

I do most of my work at Central Campus in Janesville; but I do have the occasional, pleasant opportunity to travel to different parts of Rock County to check out the events in the local communities. When I travel to Milton, I get to see Jim Polarski. Jim is an area coordinator of community education classes at Milton High School, and he also teaches woodworking and refinishing classes there. I had the opportunity to attend his (soon to be famous) Annual Student Fish Fry. Students from his classes came and filled up on his special recipe bluegill fish, and they presented their completed projects. I was truly impressed with the craftsmanship I saw, but there was something else that impressed me even more. All of the students came to this event – I mean everyone – it was like a family reunion, and everyone was the guest of honor.

That's what we love about community education – local people are involved in their hometown.

Sometimes I take Highway 59 from Milton to see one of my other coordinators, Phill Klamm, in Edgerton. I like to meet with Phill because he has so much passion for the city of Edgerton. He explained the honor of being a judge at Edgerton's Chilimania which draws more than 3,000 people. Chilimania offers an opportunity for people to come together to taste chili, listen to music, and experience – well – general "mania". Phill and a friend always make it a point to get there early so they can be judges for the chili cook-off awards. I like the names given to the chili dishes: "Gut Buster", "Peppalicious", "Sweet Evil" . . . and my personal favorite, "Nacho Mama's Chili". This is part of the Edgerton Experience. Community education through Blackhawk Technical College has been in Edgerton even longer than Chilimania. Why not consider taking a course at the high school this semester?

Evansville is another of our outreach sites. From time to time, I arrive there via Beloit; and I enjoy going through Orfordville, Footville, and Hanover on my way there. I'm reminded a little bit of Mayberry, the type of town people are proud to call home and raise a family in. Yes, I know teenagers are walking down the streets of Hanover with iPods and laptops, and not everyone has an Aunt Bea putting apple pies on the windowsill to cool; but there's always a certain charm in a small town, a charm that draws you in. When I get to Evansville, I find Kyle McDonald usually working on new ideas for classes. He teaches classes at the high school and also enjoys teaching classes for adults in the evenings. Kyle puts people at ease when they take his Computer for the Absolute Beginner class. That's true hometown service, right in your own hometown.

There are so many fun and unique events that go on in the towns around Rock County, and there are so many hidden treasures in our area. Beckman Mill and Kauffman's Country Store west of Beloit, downtown Clinton where you can stop in at Scoops or see the friendly folks at Clinton Kitchen, watching planes come and go at the local airport, or crossing over Lather's Road Bridge as you pass through the Town of Turtle. We have so many interesting places close to home, so many treasures we can really enjoy. What are your favorite local places to visit?

I hope you enjoyed this impromptu journey. If you're from Milton, Evansville or Edgerton and want to enjoy some hometown community education, stop in and see Kyle, Phill, and Jim. They'll save a spot for you.

Mark Triller

Coordinator, Continuing Education



Create Your *Special Moments*

at Blackhawk Technical College



Cynthia at one of her sewing machines.

Cynthia Walker never thought that she would be taking more than knowledge with her after attending courses at BTC in the 80's. The classes she attended were not only stepping stones for her career, but they were also the setting of a very special moment...where she met her husband.

"The experiences we had at Blackhawk Technical College set the stage for our daughter, Angela, in attending school as well," Cynthia mentioned. In December 2009, BTC shared a role in another special moment in Cynthia's life. She was able to see both her daughter Amy (Nursing) and her husband Mark (Mechanical Maintenance) walk across the stage at graduation together.

Along with the monumental experiences Cynthia has shared already, there is still another adventure that she is continuing to experience at BTC, and that is teaching. When she turned twelve, Cynthia purchased her first sewing machine and sewing not only became a rewarding hobby for her, but also a successful career.

Cynthia loves sewing for others. She has designed and made western wear for horse show participants and is currently sewing for cloth-

ing designer, Andrea Fisher, NYC, who has stores in Brooklyn, NY and in LaCrosse, WI. Cynthia and her daughter, Valerie Brinkman-Kampmann, are also in the process of creating their own line of casual wear.

"I believe that anyone who wants to sew should be given the opportunity and the BTC sewing lab is a great venue for that."

—Cynthia Walker

In her classes, there is a wide range of skill levels in attendance and Cynthia works hard to help them achieve their personal goals that they set. It can be challenging with each student working on different projects, but she feels that watching their drive and determination is what makes it so rewarding. Those who have attended her classes not only participate, they also share their experiences and ideas so the entire class is learning and having fun.

"I have really been enjoying my teaching opportunities and look forward to creating new classes at BTC for serging, quilting, embellishing, and decorative sewing for both wearable and home items. The Community Education courses at BTC have something for everyone to learn, so take a look and start creating your own special moments."

—Cynthia Walker



(above) Amy (Brinkman) Kennedy and step-father Mark Walker graduated together in Dec. 2009.

(l) Angela (Walker) Jass graduated in Spring of 2009.

COMMUNITY EDUCATION REGISTRATION INFORMATION

Registration for Fall Community Education Classes Begins January 10, 2011.

Classes Start the Week of Jan. 24, 2011!

Use one of the Following Options

ONLINE NONCREDIT REGISTRATION SUBMISSION



Go to: blackhawk.edu

- (1) **Choose:** Explore Programs
- (2) **Choose:** Business and Community Development
- (3) **Choose:** Community Education (on left side of the page)
- (4) **Scroll:** to "Register Now" link.
- (5) **Complete:** Registration form
- (6) **Click:** Submit



Learn More

Go to: blackhawk.edu

- (1) **Choose:** Explore Programs
- (2) **Choose:** Business and Community Development
- (3) **Scroll:** to Ed2go (on left side of page)



REGISTRATION BY MAIL

Complete the registration form in this publication. Send in the form with your credit card information or a check made payable to Blackhawk Technical College for the exact amount of fees listed in this schedule.

Send to:
Registration Office
Blackhawk Technical College
6004 S County Rd G, P.O. Box 5009
Janesville WI 53547-5009



IN-PERSON REGISTRATION ON CENTRAL CAMPUS & MONROE CAMPUS

You can register in person during the hours listed below:
Monday-Thursday 8:00 AM-7:00 PM
Friday 8:00 AM-4:30 PM



REGISTRATION BY FAX

Dial (608) 743-4407 for Central Campus or (608) 329-8215 for Monroe Campus to fax your completed registration form and MasterCard, Visa or Discover information. In order for BTC to bill your employer, a letter of authorization for billing must be faxed with your registration form.



GOT QUESTIONS?

Get help anytime, all your FAQs answered on AskBTC at blackhawk.edu/askBTC

KEY TO SCHEDULE

SAMPLE LISTING

AutoCAD

AutoCAD - Beginning

This course will teach a beginner the commands within AutoCAD and how to set up drawings. We will instruct you on how to draw mechanical details, dimension drawings, and how to plot drawings. It is designed to familiarize students with available commands in AutoCAD for the beginners. It is not expected that the students will become proficient operators by the end of this class. Lecture/demonstration/lab type activities where the students will receive "hands-on" time to learn the basics will be provided. *Prerequisite:* An introductory computer class.

421-406-0C2 (27237) W 10/7 6:00-9:00 PM
6 Sessions \$49.63 \$4.00 Sr. 1.8 CEU
Site: Central Campus Instructor: Steve Vinz

Title

Course titles are listed under the subheading.

Description

The description is listed after the title explaining the specific class.

Course Number

The 9-digit number identifies what course you are enrolling in.

Course Reference Number (CRN)

The unique 5-digit class numbers (CRNs) are assigned to class sections, to register for classes.

Day

M=Monday, T=Tuesday, W=Wednesday, R=Thursday, F=Friday, S=Saturday

Start Date

Beginning dates of the class.

Times

Represents the start and end times for classes.

Sessions

This lists the number of sessions per class.

Fees/Senior Fees*

Class fees are based on the 2010-2011 academic year tuition rates. The second fee is the amount for senior citizens.

Community Education Credits (CEUs)

The number of CEUs granted for satisfactory completion of the class.

Site/Instructor

Name of the site and instructor are listed for each class section. "Staff" may be indicated if the instructor has not been determined.

*Senior fees= 62 years of age or older may qualify for this reduced fee.

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Locations To Fit Your Needs!



Central Campus

6004 S County Rd G • Janesville, WI 53546-9458

Hours: 7:30 AM-10:00 PM (M-TH)
7:30 AM-6:00 PM (FRI)
7:00 AM-4:00 PM (SAT)

Phone: (608) 758-6900

Monroe Campus

210 4th Ave • Monroe, WI 53566-1033

Hours: 7:30 AM-9:00 PM (M-TH)
7:30 AM-5:00 PM (FRI)
8:00 AM-NOON (SAT)

Phone: (608) 328-1660

Center for Transportation Studies (CTS)

1740 W US Highway 14 • Janesville, WI 53545-8810

Hours: 8:00 AM-9:30 PM (M-TH)
8:00 AM-5:00 PM (FRI)

Phone: (608) 743-4470

Aviation Center

Southern Wisconsin Regional Airport
4618 S Columbia Dr • Janesville, WI 53546-9120

Hours: 8:00 AM-5:00 PM (M-FRI)

Phone: (608) 757-7743

Beloit Learning Center

50 Eclipse Center • Beloit, WI 53511-3550

Hours: 8:00 AM-4:30 PM (M-FRI)

Phone: (608) 757-7669 or (608) 757-7741

Edgerton High School

200 Elm High Dr • Edgerton, WI 53534

Evansville High School

640 S 5th St • Evansville, WI 53536

Great Plains Zen Center

W7762 Falk Rd • Monroe, WI 53566

Milton High School

430 E High St • Milton, WI 53563

Monroe High School

1600 - 26th St • Monroe, WI 53566

Monroe Senior Center

1113 - 10th St • Monroe, WI 53566

United Congregational Church

201 E 23rd St • Brodhead, WI 53520

Please check for specific office hours and campus holidays prior to visiting our campuses.

ADDITIONAL ASSISTANCE-Central Campus

Admissions: (608) 757-7665

Bookstore: (608) 757-7672

Financial Aid: (608) 757-7664

Information: (608) 757-7710

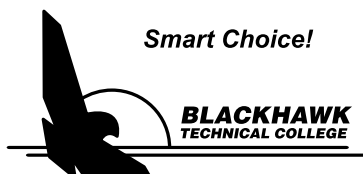
Multicultural Services: (608) 757-7719

Registration: (608) 757-7661

Switchboard: (608) 758-6900

Toll free (in 608 area code only) 1 (800) 498-1282

TDD/TTY-Special Services Lab (608) 743-4422



BTC is an EO/AA educator/employer

ARTS AND CRAFTS

Custom Cards

Learn the beautiful and practical art of making custom cards by hand. Students will learn a variety of card making techniques, including simple fold cards, embellishments, layered paper and embossing. Each class will feature all new cards, including seasonal and/or special event themes. *Students will need to bring a ruler, small sharp scissors, pencil, notebook, and double-sided adhesive tape to class. A \$5.00 project kit is available at the class for materials to create four cards.*

202-651-0M9 (39374) S 2/5 9:30 AM-NOON
1 Session \$10.90 \$9.18 Sr.
Site: Monroe Campus Instructor: Debra Miller

202-651-0M8 (39373) S 3/5 9:30 AM-NOON
1 Session \$10.90 \$9.18 Sr.
Site: Monroe Campus Instructor: Debra Miller

202-651-0M7 (39372) S 4/2 9:30 AM-NOON
1 Session \$10.90 \$9.18 Sr.
Site: Monroe Campus Instructor: Debra Miller

The Art of Felted Jewelry

Learn the art of felting using wool fleece, jewelry findings, soap, and water. In the class, you will learn how to create a one of a kind bracelet or necklace for yourself or for a gift. *A kit fee of \$7.50 is available for supplies to make a bracelet or necklace.*

202-651-0M6 (39371) S 4/30 9:00 AM-NOON
1 Session \$10.90 \$9.18 Sr.
Site: Monroe Campus Instructor: Terry Tackett

Drawing & Painting

Drawing and Painting

Studio atmosphere allows adult artists to learn and/or expand their knowledge. Whether you choose to draw or prefer to paint with watercolor, acrylic, or oil, the individualized instruction, demonstrations and critiques will inspire you to get started and keep going. *Recommended supplies will be discussed at the first class. Textbook optional.*

815-644-0B1 (39235) T 2/1 6:30-9:00 PM
8 Sessions \$50.00 \$38.50 Sr.
Site: Beloit Center Instructor: Carla Day-Johnson

Watercolor Painting for Beginner and Intermediate Painters

Instruction will be given on traditional and experimental watercolor techniques, color mixing, and composition. *Supply list will be made available prior to workshop.*

Watercolor Painting (cont.)

815-644-0M2 (39391) S 2/12 8:00 AM-4:00 PM
1 Session \$22.40 \$17.80 Sr.
Site: Monroe Campus Instructor: Kathleen D'Angelo

NEW! Portrait Painting

Capture a likeness of someone. Express a person's unique stance or look. Focusing on basic portrait painting, students will begin by reviewing how to draw a person's face and then move towards painting. We will have a chance to work with a clothed model as well as from students' own photographs of people. Students with some prior experience drawing and painting are welcome in this class. Watercolor, acrylic, and water-based oil painting mediums are welcome. *Students should provide their own painting materials; a supply list is available upon registration.*

815-645-001 (39392) T 2/15 6:00-8:30 PM
6 Sessions \$38.50 \$29.88 Sr.
Site: Monroe Senior Center Instructor: Christine Duemler

Plein Air Painting

In open air, works created outdoors in natural light inspired by a diversity of subjects -- old buildings, rolling landscapes, lush gardens, people gathering -- the inspirations are endless! The concept of plein air painting flourished in France and the U.S. in the latter 19th century and has enjoyed a revival in the last 10 years. Students will learn the basic techniques of creating plein air painting. Mediums such as oil, acrylic, watercolor, pastel, watercolor pencils or other mediums are welcome. Students of all skill levels can choose one or more mediums. On nice days, we will work outside visiting different areas around Monroe. On windy, rainy or cold days, we will work inside. *Students should provide their own supplies; a supply list is available upon registration.*

815-644-001 (39390) T 4/5 6:00-8:30 PM
6 Sessions \$38.50 \$29.88 Sr.
Site: Monroe Senior Center Instructor: Christine Duemler

Sewing & Needlecraft

Sewing Lab

Do you have some sewing experience but need a little assistance on a project or two? Come to Sewing Lab! In addition to helping you with your individual project(s), the instructor will demonstrate and explain many useful sewing techniques. *Bring a project of your choice and basic sewing supplies to the first class.*

301-400-0C3 (39427) W 2/2 6:30-9:00 PM
10 Sessions \$72.90 \$4.00 Sr. 2.5 CEU
Site: Central Campus Instructor: Cynthia Walker

Sewing & Needlecraft

Serging

Unleash the power of your serger! Basic serging principles and techniques, thread and fabric selection, edge finishes and practical applications make this a comprehensive course to give you the help you need to use your serger to its fullest potential. *Recommended supplies and projects will be discussed at the first class. If you have your own serger, please bring it to class with its instruction book and tool box.*

301-400-0C2 (39426) T 2/22 6:30-9:00 PM
 10 Sessions \$72.90 \$4.00 Sr. 2.5 CEU
 Site: Central Campus Instructor: Cynthia Walker

Keepin' You in Stitches: Sewing Lab

Do you have some sewing experience but need a little assistance on a project? Come to Sewing Lab! In addition to helping you with your individual project, the instructor will demonstrate and explain useful sewing techniques.

301-400-001 (39377) T 3/1 6:00-8:30 PM
 4 Sessions \$30.50 \$4.00 Sr. 1.0 CEU
 Site: Monroe High School Instructor: Colleen Gift

301-400-002 (39378) W 4/6 6:00-8:30 PM
 4 Sessions \$30.50 \$4.00 Sr. 1.0 CEU
 Site: Monroe High School Instructor: Colleen Gift

Woodworking

Sommerfeld Cabinetry - Level 1

Create a functional and outstanding piece for your home utilizing the Sommerfeld Router Table's exceptional ability to easily produce a traditional, Cathedral, or Somerset style raised panel design. This course is not for beginning woodworking students. *Prerequisite: It is highly recommended that a beginning woodworking course (which can be taken at any of the woodworking open lab classes) be completed prior to taking this course. Additional costs for wood, hardware and supplies will be discussed at the first session when plans and a materials list are handed out. Safety glasses required; students must provide their own safety glasses.*

409-408-0C4 (39326) F 1/28 1:00-4:00 PM
 7 Sessions \$62.30 \$4.00 Sr. 2.1 CEU
 Site: Central Campus Instructor: Dick Gabrielson

Sommerfeld Cabinetry - Level 2

Take the basics you learned in Level 1 and, with the instructor's help, take a peek at a computer program that will help you design and build your own cabinet in this class. *Prerequisite: Previous cabinetmaking experience or cabinetmaking class; this course is not for beginning woodworking students. Additional costs for wood, hardware and supplies will be discussed at the first session. Safety glasses required; students must provide their own safety glasses.*

409-408-0C5 (39327) F 4/1 1:00-4:00 PM
 7 Sessions \$62.30 \$4.00 Sr. 2.1 CEU
 Site: Central Campus Instructor: Dick Gabrielson

Woodworking

Create heirlooms that can be handed down through the generations. Combine solid hardwood and your choice of plan to construct a unique piece that all generations will cherish. Open to all skill levels from novices to experienced woodworkers. *Students must supply their own safety glasses (required) and building materials; materials will be discussed at the first session.*

409-411-0CJ (39329) M 1/24 6:00-9:00 PM
 7 Sessions \$62.30 \$4.00 Sr. 2.1 CEU
 Site: Central Campus Instructor: Dick Gabrielson

409-411-0CC (39328) T 1/25 3:00-6:00 PM
 7 Sessions \$62.30 \$4.00 Sr. 2.1 CEU
 Site: Central Campus Instructor: Dick Gabrielson

409-411-0CO (39334) T 1/25 6:30-9:30 PM
 7 Sessions \$62.30 \$4.00 Sr. 2.1 CEU
 Site: Central Campus Instructor: Dick Gabrielson

409-411-0CR (39337) W 1/26 9:00 AM-NOON
 7 Sessions \$62.30 \$4.00 Sr. 2.1 CEU
 Site: Central Campus Instructor: John Lagerhausen

409-411-0CQ (39336) R 1/27 6:30-9:30 PM
 7 Sessions \$62.30 \$4.00 Sr. 2.1 CEU
 Site: Central Campus Instructor: John Lagerhausen

409-411-006 (39299) T 2/1 6:30-9:00 PM
 10 Sessions \$73.13 \$4.23 Sr. 2.5 CEU
 Site: Milton High School Instructor: Jim Polarski

409-411-005 (39298) W 2/2 6:30-9:00 PM
 10 Sessions \$73.13 \$4.23 Sr. 2.5 CEU
 Site: Milton High School Instructor: Jim Polarski

409-411-007 (39383) R 2/17 6:30-9:00 PM
 10 Sessions \$73.13 \$4.23 Sr. 2.5 CEU
 Site: Monroe High School Instructor: Kim Cairy



Woodworking

409-411-0CK (39330) M 3/28 6:00-9:00 PM
7 Sessions \$62.30 \$4.00 Sr. 2.1 CEU
Site: Central Campus Instructor: Dick Gabrielson

409-411-0CN (39333) T 3/29 3:00-6:00 PM
7 Sessions \$62.30 \$4.00 Sr. 2.1 CEU
Site: Central Campus Instructor: Dick Gabrielson

409-411-0CU (39340) T 3/29 6:30-9:30 PM
7 Sessions \$62.30 \$4.00 Sr. 2.1 CEU
Site: Central Campus Instructor: Dick Gabrielson

409-411-0CP (39335) W 3/30 9:00 AM-NOON
7 Sessions \$62.30 \$4.00 Sr. 2.1 CEU
Site: Central Campus Instructor: John Lagerhausen

409-411-0CT (39339) R 3/31 6:30-9:30 PM
7 Sessions \$62.30 \$4.00 Sr. 2.1 CEU
Site: Central Campus Instructor: John Lagerhausen

Woodworking - Thursday Afternoon

Are you at home on Thursday afternoons watching TV or surfing the internet? Do you need a break from that? How about an afternoon woodworking class complete with hand power tools and the refreshing, invigorating scent of fresh, clean wood shavings? Normally, it doesn't get any better than that, but we also have a great instructor who will teach you to work safely! (Only new lumber is permitted in this class. Safety glasses required; students must provide their own safety glasses.)

409-411-0CL (39331) R 1/27 4:00-6:00 PM
7 Sessions \$41.10 \$4.00 Sr. 1.4 CEU
Site: Central Campus Instructor: John Lagerhausen

409-411-0CS (39338) R 3/31 4:00-6:00 PM
7 Sessions \$41.10 \$4.00 Sr. 1.4 CEU
Site: Central Campus Instructor: John Lagerhausen

Woodworking for Women

For women at all woodworking skill levels -- whether you are a novice or experienced woodworker, this class is for you! Beginners will receive instruction on the safe use of common woodworking tools as you work with your instructor on a specific woodworking project. Those with advanced skill levels will receive instruction and guidance from your instructor on the project of your choice. Supply list provided at first class. Safety glasses required; students must provide their own safety glasses.

409-411-0CV (39341) S 1/29 8:00 AM-NOON
6 Sessions \$67.60 \$4.00 Sr. 2.4 CEU
Site: Central Campus Instructor: Dick Gabrielson

409-411-0CM (39332) S 3/26 8:00 AM-NOON
6 Sessions \$67.60 \$4.00 Sr. 2.4 CEU
Site: Central Campus Instructor: Dick Gabrielson

AUTOMOTIVE**NEW! Backyard Mechanic - Easy Maintenance**

Learn how to extend the life of your vehicle by doing routine maintenance yourself. You will also learn how to do emergency procedures such as changing a flat tire. Save money and take charge of your vehicle by enrolling in this class.

404-439-003 (39297) W 3/2 6:00-8:00 PM
1 Session \$9.30 \$4.00 Sr. .2 CEU
Site: Milton High School Instructor: Ryan Gafner

NEW! Backyard Mechanic - Car Stereo Installation

You have a beater with a heater, and you can live with that; but an AM radio and a cassette player? Oh, I'm sorry; that just won't do. Our mechanic, Ryan, will take you through the process of removing the old and installing the new radio in your vehicle. This is a great do-it-yourself project.

404-439-002 (39296) W 3/9 6:00-9:00 PM
1 Session \$14.60 \$4.00 Sr. .3 CEU
Site: Milton High School Instructor: Ryan Gafner

NEW! Backyard Mechanic - Transmission Service

One of the best things you can do to extend the life of your car is to service the transmission. Ryan will answer your questions and take you through the process on a demo vehicle. Go another 100,000 miles and beyond. This class is intended for those who have some background with auto mechanics.

404-439-001 (39295) W 3/16 6:00-9:00 PM
1 Session \$14.60 \$4.00 Sr. .3 CEU
Site: Milton High School Instructor: Ryan Gafner

BUILDING AND MACHINERY OPERATION**Small Engine Repair**

Learn how to repair your home outdoor power equipment. While you work on your own equipment, you will learn small engine theory, carburetion, ignition and some light chassis maintenance. Bring your own piece of power equipment, tools and paper shop towels. Please note that we may not be able to accommodate rider mowers and larger items. Textbook required.

461-400-004 (39303) T 2/8 6:00-9:00 PM
10 Sessions \$91.69 \$12.19 Sr. 3.0 CEU
Site: Milton High School Instructor: David Barnes

461-400-003 (39302) R 2/10 6:00-9:00 PM
10 Sessions \$91.69 \$12.19 Sr. 3.0 CEU
Site: Milton High School Instructor: David Barnes

CAREER LINK

AutoCAD

AutoCAD - Intermediate

This course covers intermediate topics in AutoCAD to further enhance your AutoCAD skills and increase your productivity through the use of shortcut commands, intermediate editing and drawing commands. This class will provide an overview of paper space/model space and an introduction to plotting. *Suggested class to take in preparation: AutoCAD Beginning, an introductory AutoCAD class or comparable experience.*

421-406-0C2 (39428) W 2/23 6:00-9:00 PM
6 Sessions \$51.70 \$4.00 Sr. 1.8 CEU
Site: Central Campus Instructor: Steve Vinz

CBRF Certification Courses

Effective April 1, 2010, the Department of Health Services began implementation of its changes to the requirements for training and registry services for CBRFs. Changes include a public access registry of CBRF staff and standardized curriculum for all training topics.

Each Blackhawk Technical College class listed below includes classroom instruction and reference materials, followed by an open book test. Participants must provide a \$25 check made payable to UW-Oshkosh CCDET to have their name posted on the state registry; this will be forwarded to UW-Oshkosh upon successful completion of each course.

CBRF Fire Safety

Chapter DHS83.20 requires that all CBRF employees successfully complete this training course within 90 days of their hire date. Learning points include fire hazard recognition, understanding the use of fire extinguishers, evacuation needs of residents, and following emergency and disaster plans.

503-406-0C7 (39415) W 2/2 12:30-5:00 PM
1 Session \$44.00 \$28.10 Sr. .5 CEU
Site: Central Campus Instructor: Loren Lippincott

503-406-0C8 (39416) W 3/30 12:30-5:00 PM
1 Session \$44.00 \$28.10 Sr. .5 CEU
Site: Central Campus Instructor: Loren Lippincott

503-406-0C9 (39417) W 5/18 12:30-5:00 PM
1 Session \$44.00 \$28.10 Sr. .5 CEU
Site: Central Campus Instructor: Loren Lippincott

CBRF Medications

This 2 day (11 hour) course covers training topics including resident's rights, medication management, medical terms and abbreviations, medication packaging, labeling and storage, types of medications and medication administration. *Class times: Friday, 8:00 AM - 2:30 PM; and Saturday, 8:00 AM - 1:30 PM.*

575-413-0C6 (39407) FS 1/7 See Times Above
2 Sessions \$102.00 \$70.20 Sr. 1.1 CEU
Site: Central Campus Instructor: Susan Anema

575-413-0C7 (39408) FS 2/11 See Times Above
2 Sessions \$102.00 \$70.20 Sr. 1.1 CEU
Site: Central Campus Instructor: Susan Anema

575-413-0C8 (39409) FS 4/1 See Times Above
2 Sessions \$102.00 \$70.20 Sr. 1.1 CEU
Site: Central Campus Instructor: Susan Anema

575-413-0C9 (39410) FS 5/6 See Times Above
2 Sessions \$102.00 \$70.20 Sr. 1.1 CEU
Site: Central Campus Instructor: Susan Anema

CBRF Standard Precautions

Chapter DHS83.20 requires all CBRF employees who may be exposed to infectious materials in the course of their jobs to complete this 3-hour training. Learning points include understanding bloodborne diseases and the prevention of the spread of communicable diseases.

575-412-0C7 (39411) F 1/14 8:00-11:00 AM
1 Session \$32.00 \$21.40 Sr. .3 CEU
Site: Central Campus Instructor: Susan Anema

575-412-0C8 (39412) F 2/18 8:00-11:00 AM
1 Session \$32.00 \$21.40 Sr. .3 CEU
Site: Central Campus Instructor: Susan Anema

575-412-0C9 (39413) F 3/25 8:00-11:00 AM
1 Session \$32.00 \$21.40 Sr. .3 CEU
Site: Central Campus Instructor: Susan Anema

575-412-0C0 (39414) F 4/29 8:00-11:00 AM
1 Session \$32.00 \$21.40 Sr. .3 CEU
Site: Central Campus Instructor: Susan Anema

Electricity**National Electric Code (Articles 90-300)**

This class covers Articles 90-300 of the National Electric Code. The course is intended for anyone with little or no formal electrical training and experience. Latest code changes will be reviewed and code applications to both residential and industrial electricity will be discussed. *This course can fulfill continuing education requirements for certification. Approved for Journeyman and Master Electrician Continuing Education Credits. 2008 NEC Code Book required.*

413-481-0C2 (39245) T 2/1 5:30-8:30 PM
10 Sessions \$83.50 \$4.00 Sr. 3.0 CEU
Site: Central Campus Instructor: Bob Fahey

Basic Introduction to Programmable Logic Controllers

This introductory class will give you a basic overview of how to install, wire and configure SLC 500 programmable logic controllers and do basic programming for ladder logic.

413-489-0C2 (39246) T 2/8 5:30-8:30 PM
10 Sessions \$91.69 \$12.19 Sr. 3.0 CEU
Site: Central Campus Instructor: John Bittner

Electricity for Construction and Industry I

Part I of a three-part series of electrical courses. This course introduces basic electrical theory and covers basic circuit calculations for DC and AC power for series and parallel circuits. This series of courses is offered for tradesmen, maintenance personnel and individuals with an interest in electrical equipment and electrical distribution systems. *Textbook required.*

414-451-0N2 (39277) R 2/17 5:30-8:30 PM
10 Sessions \$83.50 \$4.00 Sr. 3.0 CEU
Site: CTS Instructor: John Bittner

Welding**Welding - Open**

Upgrade your skills with individualized instruction in the principles of welding techniques and processes related to various materials. Welding safety is emphasized.

442-412-004 (39300) M 2/7 6:00-9:00 PM
10 Sessions \$118.50 \$39.00 Sr. 3.0 CEU
Site: Milton High School Instructor: Jeff Bachinski

442-412-005 (39301) W 2/9 6:00-9:00 PM
10 Sessions \$118.50 \$39.00 Sr. 3.0 CEU
Site: Milton High School Instructor: Jeff Bachinski

442-412-006 (39384) R 2/17 6:30-9:00 PM
8 Sessions \$79.00 \$26.00 Sr. 2.0 CEU
Site: Monroe High School Instructor: Dan Saunders

COMPUTERS & RELATED TECHNOLOGY**Accounting**

QuickBooks courses are designed to help you get the most out of the software and maximize your efficiency.

NEW! QuickBooks Pro 2010 - What's New

This class is designed for people who have been using previous versions of QuickBooks. Major new features include integrated document management, mass edit screens for list items, and integrated electronic check scanning/presentation (with Intuit Payment solutions). There are also some new options for selecting items on the Company Snapshot, a dashboard which is integrated into the products.

103-478-0M7 (39472) S 2/12 8:30-11:30 AM
1 Session \$14.60 \$4.00 Sr. .3 CEU
Site: Monroe Campus Instructor: Patty James

QuickBooks Pro 2010: Where to Begin

Work with QuickBooks Pro 2010, a software designed to help small and medium-sized businesses keep their books easily and accurately. Review basic accounting principles. Learn the fundamental skills needed to effectively deal with customers, vendors, and banking transactions; and create a sample company file. *This course is the first in a series of QuickBooks courses.*

103-478-0M6 (39365) S 2/19 8:30-11:30 AM
2 Sessions \$19.90 \$4.00 Sr. .6 CEU
Site: Monroe Campus Instructor: Patty James

QuickBooks Pro 2010: Practical Applications

Learn how QuickBooks Pro 2010 helps you deal with physical inventory and sales tax; and asset, liability, and equity accounts. Learn how to work with class, estimate, and time tracking features. Customize reports and create custom templates. *This course is the second in a series of QuickBooks courses.*

103-478-0M4 (39363) S 3/26 8:30-11:30 AM
2 Sessions \$19.90 \$4.00 Sr. .6 CEU
Site: Monroe Campus Instructor: Patty James

QuickBooks Pro 2010: Payroll Made Easy

Learn how to run payroll using QuickBooks Pro 2010. Learn how to run payroll reports, manage employee lists, create paychecks, track and pay payroll liabilities and more. *This course is the third in a series of QuickBooks courses.*

103-478-0M5 (39364) S 4/9 8:30-11:30 AM
1 Session \$14.60 \$4.00 Sr. .3 CEU
Site: Monroe Campus Instructor: Patty James

COMPUTERS & RELATED TECHNOLOGY

Accounting

QuickBooks - Getting Started

Get the most out of QuickBooks and determine if it is right for your small business or non-profit. Not sure if you are maximizing all of the QuickBooks features? Find out in this class. *This course is the first in a series of QuickBooks courses at the Center for Transportation Studies (CTS). The required textbook is included in the cost of the class and will be provided for students in class.*

103-478-0N8 (39276) W 4/20 6:00-9:00 PM
1 Session \$41.60 \$31.00 Sr. .3 CEU
Site: CTS Instructor: Andrea Hayes

QuickBooks - Put It to Work

Discover how to create and print invoices, receipts, statements; track bills, inventory and receivables; reconcile checking accounts and credit cards; and learn how to generate reports useful to your business or non-profit organization. *This course is the second in the QuickBooks series at the Center for Transportation Studies. Textbook required. (This class uses the same textbook as the QuickBooks-Getting Started class. Students who did not register for the first class in the series will need to purchase the textbook at the Central Campus Bookstore.)*

103-478-0N7 (39275) W 5/4 6:00-9:00 PM
1 Session \$14.60 \$4.00 Sr. .3 CEU
Site: CTS Instructor: Andrea Hayes

QuickBooks - Payroll

Add to your growing awareness of what QuickBooks can do for you. Familiarize yourself with payroll taxes, filing requirements, reporting, proper employee documentation, and how to process a live payroll using QuickBooks Standard Payroll Service. *This course is the third course in the QuickBooks series at the Center for Transportation Studies (CTS). The required textbook is included in the price of the class and will be provided for students in class.*

103-478-0N6 (39274) W 5/11 6:00-9:00 PM
2 Sessions \$46.90 \$31.00 Sr. .6 CEU
Site: CTS Instructor: Andrea Hayes



Buying and Selling Online Series

Learn how to buy and sell merchandise and make travel arrangements online. Participants must be somewhat familiar with the internet.

Buying and Selling With Craig's List

Frustrated with the shipping charges of eBay or losing out on yet another auction? There is another game in town called Craig's List (which is truly the world's biggest garage sale). List your items for sale on the internet and view other items available for purchase. Since it is local, you can pick up your item the same day and receive your cash the day you sell it. No more shipping, no more waiting five days for an auction to end. This is a faster, more socially interactive way to buy and make money from your unused items.

103-444-0C3 (39258) M 1/24 9:00-11:30 AM
4 Sessions \$30.50 \$4.00 Sr. 1.0 CEU
Site: Central Campus Instructor: Tina Aldrich

eBay - Selling

Emphasis for this class is selling online. You will learn how to navigate screens, set up an account, and download digital photos as well as techniques for successfully selling all of those treasures to treasure hunters.

103-444-0C4 (39259) M 1/24 NOON-2:30 PM
4 Sessions \$30.50 \$4.00 Sr. 1.0 CEU
Site: Central Campus Instructor: Tina Aldrich

NEW! Cash In Your Attic? Sell It Online

This class will give you the tools to sell your hidden treasures online. Whether it's selling on eBay, Craig's List, or Etzy, you will learn tips on listing, photographing, and shipping suggestions to maximize your profits.

103-444-0M6 (39352) T 3/1 6:00-9:00 PM
1 Session \$14.60 \$4.00 Sr. .3 CEU
Site: Monroe Campus Instructor: Brenda Carus

Computer Applications

Access 2007 - Beginning

This class introduces you to Microsoft Access, a powerful yet easy-to-use database application that allows you to organize a collection of related information. Access enables you to manage large amounts of information, retrieve it quickly and share it with other Microsoft Office applications. *Recommended Prerequisite: An introductory computer class or working knowledge of the computer. A flash drive is recommended for saving projects.*

103-472-0C2 (39271) W 4/6 6:00-8:30 PM
6 Sessions \$46.40 \$4.00 Sr. 1.5 CEU
Site: Central Campus Instructor: Staff

COMPUTERS & RELATED TECHNOLOGY

Computer Applications

Excel 2007 - Beginning & Beyond

Want to learn a little more than a beginner's class will teach you? Here, you'll learn all of the beginner level skills along with a few more features and tips that will take you further . . . not only in Microsoft Excel but also in your skill and confidence levels. *Recommended Prerequisite: An introductory computer class or working knowledge of the computer. A flash drive is recommended for saving projects.*

103-468-0C5 (39267) R 2/3 6:00-8:30 PM
8 Sessions \$57.00 \$4.00 Sr. 2.0 CEU
Site: Central Campus Instructor: Staff

Excel 2007 - The Essentials

In this Excel class, the following elements will be covered: basic functions, menus, scheme, merging cells, creation of simple tables and charts, basic visual enhancements, as well as similar and unique features in comparison to software in the MS Office Suite. *To be successful in this class, you MUST be able to work in a windows environment and manage files.*

103-468-0M3 (39360) T 2/8 6:00-8:30 PM
3 Sessions \$25.20 \$4.00 Sr. .8 CEU
Site: Monroe Campus Instructor: John Bulanda

Excel 2007 - Beginning

Create, enter, and edit data in the popular Microsoft spreadsheet. In this hands-on course, you will learn commands and functions to select, copy, and move ranges; and experiment with different fonts, borders, shading, styles, and colors to enhance your spreadsheet. Setting up formulas and printing spreadsheets will be covered as well. *Recommended Prerequisite: An introductory computer course such as Windows Basics. A flash drive is recommended for saving projects.*

103-468-0C4 (39266) W 3/30 NOON-2:30 PM
6 Sessions \$46.40 \$4.00 Sr. 1.5 CEU
Site: Central Campus Instructor: Tina Aldrich

NEW! Excel 2007 - Creating Simple Worksheets

Learn to organize, process, and present data using Microsoft Excel, a powerful spreadsheet software. Whether it's budgeting and tracking financial information, data tracking for reports, or assisting with pricing, spreadsheets can be used in many applications in business. You will learn how to create and edit simple worksheets, enter data, edit entries, merge and split cells, simple formulas, and how to use AutoSum and Auto Calculate. *Must have a working knowledge of computer basics in the Windows format and basic keyboarding skills.*

Excel 2007 (cont.)

103-468-0M4 (39361) S 3/5 9:00 AM-NOON
1 Session \$14.60 \$4.00 Sr. .3 CEU
Site: Monroe Campus Instructor: Julie Scheppele

Excel 2007 - Beyond the Basics

This course will teach you how to utilize the advanced features of this spreadsheet software. Topics covered include: functions, sorting, utilities, advanced graph and table features, advanced data analysis techniques, and mail merge. *To be successful in this class, you MUST be familiar with basic Excel features.*

103-468-0M2 (39358) T 3/22 6:00-8:30 PM
4 Sessions \$30.50 \$4.00 Sr. 1.0 CEU
Site: Monroe Campus Instructor: John Bulanda

Excel 2007 - Intermediate

Strengthen your skills in this Microsoft spreadsheet program. Explore more commands and functions, set up formulas, write more complex formulas, create and modify charts and graphs, and learn linking of data. Some logic functions (IF, AND, OR, NOT) will also be covered. *Prerequisite: A beginning Excel course or comparable experience using MS Excel; this class is not for beginners. A flash drive is recommended for saving projects.*

103-469-0C2 (39268) R 4/14 6:00-8:30 PM
6 Sessions \$46.40 \$4.00 Sr. 1.5 CEU
Site: Central Campus Instructor: Staff

NEW! Excel - Charting

Interested in looking at data in several different ways? This one night workshop will allow you to showcase your data in several different chart designs. Learn how to create charts, move and resize embedded charts in a worksheet, customize chart elements and edit titles. We will also be exploring ways to add great looking graphics such as text boxes, graphic shapes, Smart Art and WordArt as well as layering graphic objects. Join us for this informative workshop. *A basic knowledge of MS Excel is needed. Handouts will be provided. You will want to bring in a jump drive to save your projects!*

103-468-0O1 (39369) W 4/6 5:30-8:30 PM
1 Session \$14.60 \$4.00 Sr. .3 CEU
Site: Monroe High School Instructor: Robin McLeish

Excel 2007 Tips & Tricks

In this dynamic session, learn the tricks of Excel masters: a wide variety of useful shortcuts to save you time, energy and frustration. You'll discover features you didn't know exist and begin relying on them again and again. *Materials provided.*

103-468-0M5 (39457) S 4/16 9:00 AM-NOON
1 Session \$14.60 \$4.00 Sr. .3 CEU
Site: Monroe Campus Instructor: Julie Scheppele

COMPUTERS & RELATED TECHNOLOGY

Computer Applications

Microsoft Office 2007 Overview

Take an exploratory look at the MS Office package. During the sessions, students will receive an introduction to the Office component programs of Word, Excel, PowerPoint, and others. The class provides an overview of how the programs work and how they function together.

103-460-0B1 (39229) M 3/28 6:00-8:30 PM
6 Sessions \$46.40 \$4.00 Sr. 1.5 CEU
Site: Beloit Center Instructor: Deborah Gosa

Introduction to MS Office 2003

Explore MS Office 2003 with an introduction to components of this package and get an overview of how the programs work, what they are capable of doing, and how they can work together.

103-460-0O1 (39342) T 4/19 6:00-8:30 PM
4 Sessions \$30.50 \$4.00 Sr. 1.0 CEU
Site: Evansville High School Instructor: Kyle McDonald

PowerPoint - Introduction

Jazz up your speeches! Add punch to your presentations! Learn to create, manage and run slide shows using this popular and easy-to-learn software package. *A flash drive is recommended for saving projects.*

103-476-0C2 (39269) T 2/1 6:00-8:30 PM
6 Sessions \$46.40 \$4.00 Sr. 1.5 CEU
Site: Central Campus Instructor: Deborah Gosa

PowerPoint - Dynamic Presentations Made Simply

In this fast paced, informative class you will learn how to create a simple presentation, create and edit slides, insert clip art and photos, apply designs, work with views, and play the slide show. You will also learn how to save, print, and open presentation. Join us and take your presentations to the next level. Handouts provided. *To be successful in this class, you must have a working knowledge of Windows and basic Windows toolbars. You will want to bring a jump drive to class to save your projects!*

103-476-0O1 (39459) T 3/1 5:30-8:30 PM
1 Session \$14.60 \$4.00 Sr. .3 CEU
Site: Monroe High School Instructor: Robin McLeish

Publisher 2007 - Beginning

Create professional-looking brochures, newsletters, flyers, and other marketing materials using this popular, easy-to-use desktop publishing software. Publisher includes dozens of customizable templates, design guidance, and a complete collection of desktop publishing tools. *Recommended*

Prerequisite: An introductory computer class or working knowledge of the computer. Flash drive recommended for saving projects.

103-477-0B1 (39230) W 2/2 6:00-8:30 PM
6 Sessions \$46.40 \$4.00 Sr. 1.5 CEU
Site: Beloit Center Instructor: Staff

103-477-0N1 (39272) T 3/29 10:30 AM-NOON
6 Sessions \$30.50 \$4.00 Sr. .9 CEU
Site: CTS Instructor: Tina Aldrich

NEW! Publisher - Desktop Publishing

You will learn how to create dynamic publications in no time using Microsoft Publisher. Whether you're using it to create business or personal publications, you will become familiar with the various templates, formats, and tools available to make personalized brochures, invoices, greeting cards, and more. *To be successful in this class, you must have a working knowledge of Windows and basic Windows toolbars. You will want to bring in a jump drive to save your projects!*

103-477-0M2 (39362) S 2/5 9:00 AM-NOON
2 Sessions \$19.90 \$4.00 Sr. .6 CEU
Site: Monroe Campus Instructor: Robin McLeish

Word 2007 - Beginning & Beyond

Want to learn a little more than a beginner's class will teach you? Here, you'll learn all of the beginner level skills along with a few more features and tips that will help take you a little further . . . not only in the Microsoft Word software, but also in your skill and confidence levels. *Recommended Prerequisite: An introductory computer class or working knowledge of the computer. A flash drive is recommended for saving projects.*

103-464-0C6 (39263) T 3/29 6:00-8:30 PM
8 Sessions \$57.00 \$4.00 Sr. 2.0 CEU
Site: Central Campus Instructor: Deborah Gosa

Word 2007 - Beginning

Use the popular Microsoft Word software to create, modify, print, save and retrieve a word processing document. Customize your document by selecting fonts, copying, moving and formatting text, setting margins and using the spelling and thesaurus tools. *Recommended Prerequisites: A beginning computer class or basic working knowledge of the computer. A flash drive is recommended for saving projects.*

103-464-0C8 (39265) W 3/30 9:00-11:30 AM
6 Sessions \$46.40 \$4.00 Sr. 1.5 CEU
Site: Central Campus Instructor: Tina Aldrich

COMPUTERS & RELATED TECHNOLOGY

Computer Applications

Word 2007 - Intermediate

Continue building your skills in Word 2007, enhance your documents, and learn to use MS Word to complement your time management skills. We will cover more advanced features including Find and Replace, tabs/margins, page numbering, header/footer, templates, columns, tables, mailing labels, pictures and charts. *Prerequisite: A beginning MS Word course or comparable experience using MS Word; this class is not for beginners. A flash drive is recommended for saving projects.*

103-465-0N1 (39270) T 1/25 10:30 AM-NOON
6 Sessions \$30.50 \$4.00 Sr. .9 CEU
Site: CTS Instructor: Tina Aldrich

Word 2007 - Intermediate Desktop Publishing

Create impressive newsletters, flyers, promotional brochures and more when you discover some of the powerful features of Microsoft Word. You will create extraordinary materials that will get noticed. *Working knowledge of MS Word 2007 is needed for success in this class.*

103-464-0M8 (39356) R 2/10 6:00-9:00 PM
2 Sessions \$19.90 \$4.00 Sr. .6 CEU
Site: Monroe Campus Instructor: Julie Scheppele

Word 2007 - Tips, Tricks & Timesavers

Microsoft Word is one of the most widely used word processing softwares. Learn the tips and tricks that will save you time and help you become more efficient in your word processing tasks. *Working knowledge of MS Word 2007 is necessary for success in this course.*

103-464-0M9 (39357) S 4/2 9:00 AM-NOON
1 Session \$14.60 \$4.00 Sr. .3 CEU
Site: Monroe Campus Instructor: Julie Scheppele

Word 2007 - Envelopes, Letterhead & Mail Merge

Learn how to create personalized letterhead and envelopes for your business or personal use. You will also learn how to use and modify existing templates, use AutoCorrect, and create envelopes and labels. Enhance your efficiency by using Mail Merge Wizard. Mail merge topics to be covered include: data sources, conducting a merge, using envelopes and labels with mail merge, and methods for merging from alternative data sources. *Must have taken Beginning Word or have equivalent working knowledge of Word.*

103-464-0M7 (39355) S 4/9 9:00 AM-NOON
1 Session \$14.60 \$4.00 Sr. .3 CEU
Site: Monroe Campus Instructor: Julie Scheppele

Computer Basics

Learn computer basics, keyboarding, email, getting around in Windows and on the World Wide Web.

Basic Keyboarding

Master the computer keyboard using the touch system (letters, numbers and symbols) while developing speed and accuracy in a non-threatening environment. *Textbook required. This class coordinates with the Office Technology Keyboarding Flex Lab class and uses the same text.*

106-430-0M3 (39367) MW 1/10 1:00-3:00 PM
16 Sessions \$88.80 \$4.00 Sr. 3.2 CEU
Site: Monroe Campus Instructor: Rita Farris

Computer for the Absolute Beginner

This absolutely non-threatening class offers exposure to the hardware, terminology, and functions of the personal computer. Learn basic keyboard functions, how to use a mouse, and how to create a document. *Prerequisite: Basic keyboarding/typing skills. A flash drive is recommended for saving projects.*

103-464-0C7 (39264) M 1/31 6:00-8:30 PM
6 Sessions \$46.40 \$4.00 Sr. 1.5 CEU
Site: Central Campus Instructor: Deborah Gosa

103-464-0O4 (39279) W 2/23 6:00-8:30 PM
6 Sessions \$46.40 \$4.00 Sr. 1.5 CEU
Site: Edgerton High School Instructor: Staff

103-464-0O5 (39343) T 3/1 6:00-8:30 PM
6 Sessions \$46.40 \$4.00 Sr. 1.5 CEU
Site: Evansville High School Instructor: Kyle McDonald

Computer for the Absolute Beginner - The Next Step

Now that you're familiar with computer basics, let us help you take it one step further and gain more confidence before delving into specific computer applications. We'll get you started on WordPad, easy to use templates, email (send/receive messages), the internet, downloading pictures, and more. *Prerequisite: Computer for the Absolute Beginner.*

103-464-0C9 (39425) S 2/19 9:00-11:30 AM
3 Sessions \$25.20 \$4.00 Sr. .8 CEU
Site: Central Campus Instructor: Deborah Gosa

File Management

Do you know how to save documents using a flash drive? Can you save a document and then find it again? These are just a few of the things you will learn in this class. Using My Computer and Windows Explorer, you will learn how to organize your documents and folders for easier use. You will learn how to create, save, find, open, view and delete files and folders. *A flash drive is recommended for saving projects.*

103-440-0C1 (39257) M 2/28 9:00-11:30 AM
2 Sessions \$19.90 \$4.00 Sr. .5 CEU
Site: Central Campus Instructor: Tina Aldrich

COMPUTERS & RELATED TECHNOLOGY

Computers at Home

Genealogy (Family History) and the Internet

Learn how to explore the Internet to find resources and locate documents pertaining to your ancestors and related (collateral) lines. Previous Internet experience is helpful but not necessary. This class is suitable for both beginning and experienced researchers.

103-444-0C6 (39458) S 3/26 9:00 AM-NOON
6 Sessions \$51.70 \$4.00 Sr. 1.8 CEU
Site: Central Campus Instructor: Deborah Gosa

Genealogy - Internet & Traditional Searching

Learn how to begin or complete your genealogy search locating documents pertaining to your ancestors and related (collateral) lines using the internet as well as local resources available in the community. This class is suitable for both beginning and experienced researchers.

103-444-001 (39469) R 4/7 2:00-4:00 PM
2 Sessions \$14.60 \$4.00 Sr. .4 CEU
Site: Monroe Senior Center Instructor: Patricia Skubis

Digital Photography & Digital Video

Digital Photography - Practical Tips for Beginners

Get your feet wet in photography with this fun and informative, hands-on course. Discover the joy and fulfillment of photography by learning the art and the practical tips of the discipline. Pick up tips and tricks to taking better photos, decipher your lengthy manual, and even learn what to look for when buying a camera. *Digital camera encouraged, but not required.*

203-401-0C4 (39239) M 1/31 6:30-9:00 PM
4 Sessions \$30.50 \$4.00 Sr. 1.0 CEU
Site: Central Campus Instructor: Staff

Digital Photography for Beginners

Capture the power and flexibility of digital photography. Learn how digital cameras work, how to use computer software to make minor corrections, and how to save your images in various formats. Bring your camera from home, if you like. *This class is primarily designed for working with photos after they are taken.*

103-412-0C2 (39255) W 1/26 9:00-11:30 AM
4 Sessions \$30.50 \$4.00 Sr. 1.0 CEU
Site: Central Campus Instructor: Tina Aldrich

103-412-0M2 (39350) W 2/23 6:00-9:00 PM
3 Sessions \$30.50 \$4.00 Sr. .9 CEU
Site: Monroe Campus Instructor: Jules Cappelle

Digital Photography for Beginners (cont.)

103-412-0C3 (39422) M 3/28 NOON-2:30 PM
4 Sessions \$30.50 \$4.00 Sr. 1.0 CEU
Site: Central Campus Instructor: Tina Aldrich

How to Use the Advanced Features on Your Digital Camera

Digital cameras can do amazing things if you know how to use them. Are you mystified by the advanced features and capabilities of your camera? Come to this class, and we'll show you how to make better use of your camera and the features it has available for you.

203-401-0M3 (39375) R 3/31 6:00-9:00 PM
1 Session \$14.60 \$4.00 Sr. .3 CEU
Site: Monroe Campus Instructor: Jules Cappelle

NEW Digital Photography - Portrait Photography

Learn how to develop really close portrait shots of family and friends. The instructor will show you how to use the settings on your camera to develop the best portrait photos you can get.

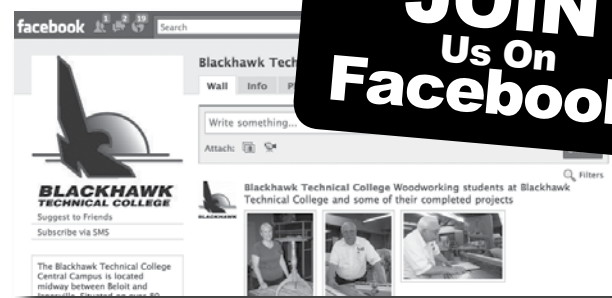
203-401-006 (39345) W 4/6 6:00-8:30 PM
3 Sessions \$25.20 \$4.00 Sr. .8 CEU
Site: Evansville High School Instructor: Staff

203-401-004 (39280) W 4/27 6:00-8:30 PM
3 Sessions \$25.20 \$4.00 Sr. .8 CEU
Site: Edgerton High School Instructor: Matt Thompson

NEW! Travel Digital Photography

Photographs of a trip's details, such as the landscape, public spaces, ceremonial traditions, and signage, can add rich depth to the all-important family photos you'll automatically cherish forever. Learn how to capture your vacation moments using your digital camera.

203-401-0M4 (39376) R 5/5 6:00-9:00 PM
1 Session \$14.60 \$4.00 Sr. .3 CEU
Site: Monroe Campus Instructor: Jules Cappelle



COMPUTERS & RELATED TECHNOLOGY

Graphic Design

Produce eye-catching photographs, ads, newsletters, catalogs, cards, and magazines with Photoshop, Illustrator, InDesign, and other powerful design tools.

Photoshop Elements 7.0 - Beginning

Are you looking for a program to manipulate your digital and scanned photos that is professional and inexpensive? The solution: Photoshop Elements! This is your opportunity to learn the companion program to the powerful design oriented Adobe Photoshop. This program will help you decide what you can do to make your photos better and will give you a variety of filters and amazing tools. This class will give you a basic knowledge of the tools and more! Throughout the sessions, participants will get enough experience to do basic projects and feel comfortable working with the program. Bring some of your photos on a disk, and you will be able to produce some stunning results! *Prerequisite: Working knowledge of a computer keyboard.*

103-411-0C7 (39254) T 2/1 5:30-8:00 PM
4 Sessions \$30.50 \$4.00 Sr. 1.0 CEU
Site: Central Campus Instructor: Angie Kablar

Photoshop Elements 7.0 - Intermediate

Continue to expand your knowledge of this powerful graphics program by learning additional features of Photoshop Elements. *Prerequisite: Photoshop Elements - Beginning or working knowledge of the software.*

103-411-0C6 (39253) W 1/26 NOON-2:30 PM
4 Sessions \$30.50 \$4.00 Sr. 1.0 CEU
Site: Central Campus Instructor: Tina Aldrich

NEW! Adobe® Creative Suite® 4 - Overview

Tap into the power of the Adobe® Creative Suite® 4 Design Standard Edition and take your design projects – and your career – to the next level. Discover the basics of what this software package can do and how you can begin to create amazing digital and vector graphics and eye-catching page layouts; and you will also see how you can be more efficient with your prepress and production skills. The programs work collaboratively together to help you do more in less time while producing high-quality designs. We'll introduce you to Adobe InDesign, Adobe Photoshop, Adobe Illustrator and Adobe Acrobat 9 Pro to get you started on the path of turning your creative visions into reality. *A Flash drive recommended for saving projects.*

103-421-0C2 (39256) W 2/2 5:30-8:30 PM
6 Sessions \$51.70 \$4.00 Sr. 1.8 CEU
Site: Central Campus Instructor: Angie Kablar

The Internet

Email Attachments

Need to get a photo or document somewhere quickly? Attach it to an email message, and it will be there before you know it! Students in this class will need to be able to access their private email account on a public computer (so don't forget to bring your username and password to class!). By the end of this class, you will be able to attach photos, text documents, and pdf files; and you'll also know the steps to take to be sure your recipients can view the documents you send them.

103-444-0C5 (39423) M 2/28 NOON-2:30 PM
2 Sessions \$19.90 \$4.00 Sr. .5 CEU
Site: Central Campus Instructor: Tina Aldrich

Facebook Basics

Stay in touch (or reconnect) with friends and family through Facebook, a social networking website where you can add friends and send them messages; update your personal profile to notify friends about yourself; and join networks organized by workplace, school, or college. Discover how to set up and use your account in this non-threatening, informational class.

103-445-0C6 (39424) M 3/28 9:00-11:30 AM
4 Sessions \$30.50 \$4.00 Sr. 1.0 CEU
Site: Central Campus Instructor: Tina Aldrich

NEW! Migrating Your Music Collection to iTunes

Did you know you can fit over 100 mp3s on one CD? Digital music libraries have changed how we store and listen to our music collections. Using iTunes to catalog your music is a must have bit of knowledge for the modern music listener. Learn how to add to, maintain and listen to your music library along with other uses for iTunes that you may not know about. *Basic working knowledge of computers encouraged.*

103-445-0M3 (39353) W 3/23 6:00-8:30 PM
1 Session \$14.60 \$4.00 Sr. .3 CEU
Site: Monroe Campus Instructor: Trevor Dobrygoski

Social Networking/Web 2.0: Twitter, Facebook & More

You've heard about blogging, Twitter, Facebook, and more but aren't quite sure what they're all about or how they work. This class will introduce participants to websites that promote social networking and sharing of videos, personal journals, commentaries, or news on a particular subject. Take advantage of these tools to locate and communicate with former classmates, long-lost friends, and/or distant family members. Find out how they are being used in today's world and take a look at the impact they're making.

103-445-0C5 (39260) W 1/26 5:30-8:30 PM
1 Session \$14.60 \$4.00 Sr. .3 CEU
Site: Central Campus Instructor: Angie Kablar

103-445-0O1 (39278) W 5/4 6:00-8:30 PM
2 Sessions \$19.90 \$4.00 Sr. .5 CEU
Site: Edgerton High School Instructor: Marshall Heller

COMPUTERS & RELATED TECHNOLOGY

Webpage Design, Web Graphics and Multimedia

Create and post your very own site on the Web using the tools the professionals use.

Building a Website Using Dreamweaver - For Beginners

Learn web design using Dreamweaver (the same software tool professionals use!). With instruction and guided practice, master the basic elements of web design. Lessons include creating web pages, optimizing graphic images, and uploading content to a website. *The software used for this class is the Dreamweaver software that is part of the Adobe Creative Suite 4 package.*

103-463-0C4 (39261) M 3/28 6:30-9:00 PM
4 Sessions \$30.50 \$4.00 Sr. 1.0 CEU
Site: Central Campus Instructor: Matthew Rose

EMERGENCY MEDICAL SERVICE

Healthcare Provider CPR

For any medical staff personnel, medical type students, EMT's, nursing students, and nursing personnel. The course consists of airway obstruction and CPR, two person CPR, using adjunct equipment for infants, children, and adults based on the newest American Heart Association techniques. *(OSHA approved)*

531-434-0CH (39398) S 2/19 8:00 AM-2:00 PM
1 Session \$40.40 \$24.50 Sr. .6 CEU
Site: Central Campus Instructor: Staff

531-434-0CI (39399) S 4/9 8:00 AM-2:00 PM
1 Session \$40.40 \$24.50 Sr. .6 CEU
Site: Central Campus Instructor: Staff

Healthcare Provider CPR Refresher

Bi-annual update for those already certified in CPR.

531-436-0M1 (39400) M 3/28 6:00-10:00 PM
1 Session \$17.10 \$6.50 Sr. .4 CEU
Site: Monroe Campus Instructor: Staff

531-436-0C4 (39401) M 5/9 6:00-10:00 PM
1 Session \$17.10 \$6.50 Sr. .4 CEU
Site: Central Campus Instructor: Staff

Heartsaver AED CPR

CPR is an emergency procedure designed to restore life after sudden unexpected death has occurred. This basic life support training includes recognition of the early warning signs of heart attack and proper response to these symptoms. When certified you will be able to recognize respiratory arrest and perform cardiopulmonary resuscitation. CPR involves a combination of ventilation techniques and chest compressions. Proficiency in CPR requires mannequin practice supervised by certified instructors. A bi-annual refresher class is necessary to maintain CPR skills.

531-431-0C3 (39402) S 2/12 8:00 AM-2:00 PM
1 Session \$41.40 \$25.50 Sr. .6 CEU
Site: Central Campus Instructor: Staff

531-431-0M1 (39403) S 4/16 8:00 AM-2:00 PM
1 Session \$41.40 \$25.50 Sr. .6 CEU
Site: Monroe Campus Instructor: Staff

Heartsaver AED First Aid

Basic First Aid for the general public, business and industrial personnel. The course consists of the principles and techniques for aiding the victim until more qualified help arrives. Course also includes CPR and AED training.

531-426-0C3 (39404) W 3/2 6:00-9:30 PM
2 Sessions \$49.20 \$28.00 Sr. .7 CEU
Site: Central Campus Instructor: Staff

FINANCE, INVESTMENTS & PERSONAL LAW

People's Law School

Locally based attorneys present information on topics which may include "Your Courts and How They Work", "Wills, Estates, and Probate", "Family Law", "Personal Injury and Insurance", or other areas of interest. Learn about your rights, ask questions, and discuss cases of the day. Receive accurate information on legal issues confronting the public--attend the People's Law School! Presented in coordination with the Wisconsin Academy of Trial Lawyers.

105-490-0M1 (39460) M 3/28 6:00-9:00 PM
5 Sessions \$46.40 \$4.00 Sr. 1.5 CEU
Site: Monroe Campus Instructor: Duxstad & Bestul, S.C.

we are
futuremakers

FOODS, HEALTH AND WELLNESS

Foods

NEW! Beyond Baking Basics

In this class, intermediate baking skills will be taught to make delicious specialty cakes, pastries, croissants, cinnamon rolls, and linzer cookies. Basic baking and measuring skills are necessary for success in this class. *Supplies needed will be discussed on the first day of class.*

303-405-002 (39379) R 2/3 6:00-8:30 PM
6 Sessions \$58.00 \$15.60 Sr. 1.5 CEU
Site: Monroe High School Instructor: Stef Culberson

Cake Decorating

Add an extra-special, personal touch to your celebrations. The basics of creating borders, scrolls, leaves and flowers will be demonstrated and practiced to start you on your way to creating beautiful cakes for special occasions. *Recommended supplies to purchase will be discussed at the first class.*

303-620-0B1 (39232) R 3/24 6:30-8:30 PM
8 Sessions \$52.40 \$43.20 Sr.
Site: Beloit Center Instructor: Marge Harris

Cake Decorating - Advanced Techniques

Expand your skills to include tiered cakes with specialty designs and borders. What a wonderful gift you'll be able to provide for the special people in your life . . . a one-of-a-kind creation made with only them in mind! *Students should bring cake decorating supplies and icing to the first class.*

303-621-002 (39281) M 2/28 6:30-9:00 PM
6 Sessions \$50.10 \$41.48 Sr.
Site: Edgerton High School Instructor: Jennifer Dail

NEW! Cupcake Craziiness

Learn to make and decorate cupcakes for all occasions and seasons. You will learn the latest techniques in cupcake creation. This is a great class to express your creativity in the kitchen. *Supplies needed will be discussed on the first day of class.*

303-621-003 (39382) R 3/17 6:00-8:30 PM
6 Sessions \$50.10 \$41.48 Sr.
Site: Monroe High School Instructor: Stef Culberson

Mediterranean Cooking

Tempt your family's taste buds with dishes from Italy, Greece, Spain, Morocco, and other Mediterranean countries. Mediterranean cooking uses fresh ingredients, is healthy and low in fat, and tastes terrific! Join us to learn how to prepare tasty Mediterranean dishes.

303-424-0C2 (39241) S 3/5 9:00 AM-NOON
6 Sessions \$65.25 \$17.55 Sr. 1.8 CEU
Site: Central Campus Instructor: Jaleh Dabiri

Soups From Around the World

The British like soup. The French, of course, have that onion variety. Every land has its favorite soup. We'll make several and taste them all. One thing you won't hear said, "No soup for you!"

303-424-0C4 (39240) S 2/5 9:00 AM-12:30 PM
1 Session \$14.60 \$4.00 Sr. .4 CEU
Site: Central Campus Instructor: Jaleh Dabiri

Teas and Tea Parties for Mom

Relax and enjoy life with your friends and family. Learn how to throw a themed tea party that everyone will remember; learn about tea lore and traditions; and find out how teas are brewed, and which tea speaks to you. Treat your mom (and yourself) to the gift of a tea party for Mother's Day.

303-625-0C1 (39243) S 5/7 10:00 AM-1:00 PM
1 Session \$10.90 \$9.18 Sr.
Site: Central Campus Instructor: Jaleh Dabiri

Vegetarian Meals

If you're looking for some great alternatives to the same old, same old – try a vegetarian cooking class. Vegetables are more than a side dish; they can be a scrumptious meal that even the fussiest can enjoy if they are prepared well. We will do that and show you some secrets. Let's add some health and zest to that weekly menu.

303-424-0C3 (39242) S 2/12 9:00 AM-12:30 PM
1 Session \$14.60 \$4.00 Sr. .4 CEU
Site: Central Campus Instructor: Jaleh Dabiri

Health and Wellness

Aromatherapy Introduction

Fragrances may have a far greater impact than is usually realized. They can add to our health and well-being as mood enhancers and contain medicinal properties. Not only can they make our living space smell more pleasant, they can also provide healing properties and be used in cleaning products. This class will cover the use of herbs to provide a natural and non-toxic method of introducing aromatherapy advantages into our daily lives. *A kit cost of \$5.00 is available at class for material to create personalized samples.*

001-410-0M2 (39468) S 4/2 9:30-11:30 AM
1 Session \$9.30 \$4.00 Sr. .2 CEU
Site: Monroe Campus Instructor: Nancy Momsen

FOODS, HEALTH AND WELLNESS

Health and Wellness

Eating Smart - Adapting Recipes for Your Health

This course is perfect for people who want to eat better for their health. Sessions will provide information on healthy eating, cooking, adapting recipes, and hands on demonstrations. You will learn nutritious ways to prepare your favorite recipes using less sugar, salt, and fats.

303-416-002 (39380) W 3/2 1:00-2:30 PM
2 Sessions \$14.60 \$4.00 Sr. .3 CEU
Site: Monroe Senior Center Instructor: Stef Culberson

Introduction to Reflexology

Reflexology is the physical act of applying pressure to the feet and hands with specific thumb, finger and hand techniques without the use of oil or lotion. It is based on a system of zones and reflex areas that reflect an image of the body on the feet and hands with a premise that such work effects a physical change to the body. You will be learning these techniques to share and promote health and wellness.

537-601-0C2 (39247) T 2/22 6:00-9:00 PM
2 Sessions \$17.80 \$14.35 Sr.
Site: Central Campus Instructor: Maureen Birchfield

Introduction to the Practice of Meditation

In this experiential course, students will be introduced to, learn about, and practice meditation. Meditation has many benefits including increased physiological and psychological well-being and better concentration. Students will have the opportunity to reflect on how it is influencing their lives and fostering the development of compassion, equanimity and peacefulness. Selected readings will be discussed in class. This is a wonderful opportunity to learn how this ancient practice can help us cope with the challenges and stress of our modern day lives.

510-439-002 (39386) T 4/12 6:30-8:00 PM
6 Sessions \$30.50 \$4.00 Sr. .9 CEU
Site: Great Plains Zen Center Instructor: Susan Andersen

Latin Dance Fitness

Get in step with the hottest dance/fitness program today. Get fit with a fusion of Latin and international music that creates a dynamic, exciting, and effective fitness system. It is as much of a party as it is a workout. Join in the fun, but please consult your doctor before beginning any exercise program.

807-625-002 (39283) M 2/28 6:00-7:00 PM
8 Sessions \$22.40 \$17.80 Sr.
Site: Edgerton High School Instructor: Jodie Klamm

NEW! Natural Medicine: Nature's Health Insurance

Americans spend more on prescription medications than anyone else in the world. If there were other alternatives to high priced medication, would you want to know? In this two session class, Naturopathic Doctor Aaron Henkel will give practical help in taking charge of your personal health to ward off disease. Whether or not you favor national health care, nature's plan may be the best for all.

560-400-0C2 (39248) T 3/1 6:00-9:00 PM
2 Sessions \$19.90 \$4.00 Sr. .6 CEU
Site: Central Campus Instructor: Aaron Henkel

NEW! Reiki

Reiki is a Japanese form of stress reduction and relaxation. In Reiki Level 1, you will learn the history and principles of Reiki and what Reiki can do for you as well as others. You will be introduced to Reiki techniques such as hand positions for treating yourself and others, as well as the knowledge and experience of Reiki and the attunement process initiations. No prior experience in health care or natural healing is required. The course is informative and beneficial to people of all ages and backgrounds.

560-600-0M1 (39387) S 2/12 8:30 AM-4:30 PM
1 Session \$22.40 \$17.80 Sr.
Site: Monroe Campus Instructor: Sharyn Gooder

NEW! Tae Kwon Do

Students learn the fundamentals of Tae Kwon Do and self defense with an emphasis on developing their character and mental focus. *There is an optional advancement testing fee.*

807-625-004 (39471) R 1/27 6:00-8:00 PM
10 Sessions \$50.00 \$38.50 Sr.
Site: Brodhead United Congregational Instructor: Scott Counts

807-625-003 (39470) R 4/28 6:00-8:00 PM
5 Sessions \$27.00 \$21.25 Sr.
Site: Brodhead United Congregational Instructor: Scott Counts

Tai Chi

"Meditation in motion." Tai Chi, originally developed in China as a form of self-defense, is a graceful form of exercise that has existed for centuries. It promotes a mind-body connection through gentle, flowing movements. Non-intimidating, it appeals to people of all ages, and some view it as "therapy" (rather than a workout) and practice it to help reduce stress while improving flexibility and feelings of well being.

560-600-0C3 (39249) T 2/1 5:30-6:30 PM
8 Sessions \$22.40 \$17.80 Sr.
Site: Central Campus Instructor: Richard Mayo

560-600-0C2 (39250) T 4/5 5:30-6:30 PM
8 Sessions \$22.40 \$17.80 Sr.
Site: Central Campus Instructor: Richard Mayo

FOODS, HEALTH AND WELLNESS

Health and Wellness

The Herbal Medicine Chest

What would you keep in a well stocked "herbal" medicine chest? Learn by doing. Make healing salves using the Herb of the Year—Calendula, blend relaxing teas and combine soothing oils. This workshop will give you the basics to build your own "alternative" medicine chest. A \$5.00 project kit is available at the class for materials to create your own herbal medicine chest.

303-416-0M1 (39381) S 2/5 9:30-11:30 AM
1 Session \$9.30 \$4.00 Sr. .2 CEU
Site: Monroe Campus Instructor: Nancy Momsen

NEW! Zumba

Get in step with the hottest dance/fitness program today. Get fit with a fusion of Latin and international music that creates a dynamic, exciting, and effective fitness system. It is as much of a party as it is a workout. Join the fun!

807-625-0M1 (39388) S 2/5 11:00 AM-NOON
4 Sessions \$13.20 \$10.90 Sr.
Site: Monroe Campus Instructor: Cynthia Villavicencio

PERSONAL (HOME) CARE WORKER

Personal (Home) Care Worker

The Personal Care Worker-Home Care Course is a 40 hour course that prepares students to assist clients with personal and restorative health care. Basic knowledge and skills include current job duties, client rights, human development, nutrition, safety, communication, supportive and restorative care, and death and dying. Demonstration of selected skills such as body mechanics, standard precautions, hygiene care, transfers, and vital signs are necessary to receive a certification of completion.

510-426-0M2 (39213) WF 2/23 8:00 AM-NOON
10 Sessions \$110.00 \$4.00 Sr. 4.0 CEU
Site: Monroe Campus Instructor: Dawn Dean

HOME AND HOME FURNISHING

Gardening

Build an Herb Dish Garden

The session will provide participants with the opportunity to build their own herb dish garden and embark upon the adventure of growing herbs for home use. Come and join the fun of planting herbs to take home and learning more about how to plan and plant your own home indoor or outdoor herb garden. A project kit (cost is \$8.75) is available at the class for materials to make your own herb dish garden.

Build an Herb Dish Garden (cont.)

001-410-0M1 (39348) S 5/14 9:30-11:30 AM
1 Session \$9.30 \$4.00 Sr. .2 CEU
Site: Monroe Campus Instructor: Nancy Momsen

Organic Gardening 101 - Planning Ahead

Learn the basic principles and methods for successful organic gardening for yourself and your family. Emphasis in this session will be on planning ahead and preparing for spring and summer gardening. Participants will receive information on starting composting activity now, soil preparation, pest management and disease prevention without use of chemicals, and early seed order planning. Best practices for planning and organizing the garden lay-out will also be discussed.

094-403-0M2 (39349) W 3/23 6:00-9:00 PM
3 Sessions \$30.50 \$4.00 Sr. .9 CEU
Site: Monroe Campus Instructor: Dela Ends

Home Furnishing

Chair Caning

Experience the satisfaction of caning your own chairs. You will study the type of cane used, the selection and preparation, and the techniques of application in the completion of an appropriate class project. Students provide their own project and supplies.

304-461-0C3 (39318) M 1/24 9:00-11:30 AM
7 Sessions \$51.70 \$4.00 Sr. 1.8 CEU
Site: Central Campus Instructor: Dorothy Laskowski

304-461-0C4 (39319) M 3/28 9:00-11:30 AM
8 Sessions \$57.00 \$4.00 Sr. 2.0 CEU
Site: Central Campus Instructor: Dorothy Laskowski

Furniture Refinishing

Refinish your own furniture! Learn how to strip existing finish, disassemble and glue (if necessary), and prepare surface for refinishing. Bring your small piece of furniture, old paint brush, scraper, rubber gloves, roll of paper towels, #1 grade steel wool and you'll be ready to get started! Additional supplies will be discussed at first class.

304-465-0C0 (39323) M 1/24 1:00-3:30 PM
7 Sessions \$51.70 \$4.00 Sr. 1.8 CEU
Site: Central Campus Instructor: Dorothy Laskowski

304-465-0CA (39324) R 1/27 9:00-11:30 AM
7 Sessions \$51.70 \$4.00 Sr. 1.8 CEU
Site: Central Campus Instructor: Dorothy Laskowski

304-465-0C9 (39322) R 1/27 1:00-3:30 PM
7 Sessions \$51.70 \$4.00 Sr. 1.8 CEU
Site: Central Campus Instructor: Dorothy Laskowski

304-465-0O2 (39293) M 1/31 6:30-9:00 PM
10 Sessions \$72.90 \$4.00 Sr. 2.5 CEU
Site: Milton High School Instructor: Jim Polarski

304-465-0C7 (39320) M 3/28 1:00-3:30 PM
8 Sessions \$57.00 \$4.00 Sr. 2.0 CEU
Site: Central Campus Instructor: Dorothy Laskowski

HOME AND HOME FURNISHING

Home Furnishing

Furniture Refinishing (cont.)

304-465-0C8 (39321) R 3/31 9:00-11:30 AM
8 Sessions \$57.00 \$4.00 Sr. 2.0 CEU
Site: Central Campus Instructor: Dorothy Laskowski

304-465-0CB (39325) R 3/31 1:00-3:30 PM
8 Sessions \$57.00 \$4.00 Sr. 2.0 CEU
Site: Central Campus Instructor: Dorothy Laskowski

Reupholstery

Reupholster your own furniture! (Sorry, no automobile upholstery.) With the direction and guidance of the instructor you will learn the operations of springing, webbing and stuffing; as well as how to select an appropriate fabric and apply it. *Bring your own small reupholstery project, cloth measuring tape, empty soup-size tin can, old sheet or plastic drop cloth, 30 gallon size trash bag, pliers and small screwdriver. Additional supplies will be discussed at the first class.*

304-462-0B3 (39233) M 1/31 5:30-8:30 PM
8 Sessions \$67.60 \$4.00 Sr. 2.4 CEU
Site: Beloit Center Instructor: Curt Biele

304-462-0B4 (39234) M 4/11 5:30-8:30 PM
8 Sessions \$67.60 \$4.00 Sr. 2.4 CEU
Site: Beloit Center Instructor: Curt Biele

LANGUAGE AND COMMUNICATION

French

French for the Absolute Beginner

This beginning level class is for students who know little or no French. Emphasis is on speaking and understanding simple conversations. Simple conversations may include basic greetings, expressions of courtesy, weather, location, direction, family, activities/hobbies, food, work/play, travel and health.

802-403-0C2 (39252) W 2/2 6:00-8:00 PM
8 Sessions \$46.40 \$4.00 Sr. 1.6 CEU
Site: Central Campus Instructor: Sarah Shea

Sign Language

Beginning American Sign Language (ASL)

American Sign Language (ASL) can bridge the communication gap between the hearing and non-hearing. For the hearing student, this course focuses on practicing signing techniques at the beginning level. *Textbook required (available at the Central Campus bookstore).*

533-411-0M2 (39466) T 2/8 6:00-8:00 PM
10 Sessions \$57.00 \$4.00 Sr. 2.0 CEU
Site: Monroe Campus Instructor: Esther Henry

Communication to the Deaf – ASL for Beginners

American Sign Language (ASL) can bridge the communication gap between the hearing and non-hearing. For the hearing student, this course focuses on practicing signing techniques at the beginning level. *Textbook required. Book available at Central Campus Bookstore.*

533-411-002 (39306) M 2/14 7:00-9:30 PM
12 Sessions \$83.50 \$4.00 Sr. 3.0 CEU
Site: Milton High School Instructor: James Inwood

Communication to the Deaf - ASL Continuing

For those who have taken a previous sign language course (this course is not for beginners). Emphasis will be on practicing signs already learned to become more fluent in communicating in sign language. *Textbook required. Book available at Central Campus bookstore.*

533-412-002 (39305) M 2/14 7:00-9:30 PM
12 Sessions \$83.50 \$4.00 Sr. 3.0 CEU
Site: Milton High School Instructor: Jeanine Inwood

Signing for Babies and Toddlers

It seems a lot of people are talking about using sign language with their babies recently. Be advised, this is not a trend! Teaching American Sign Language to infants and toddlers enhances communication between parent and child and/or caregiver and child. Being able to express oneself is a basic human need. Sign language gives babies a way to share what they are truly feeling or needing, thereby reducing frustration and outbursts. *Recommended resources will be discussed at the first class.*

533-411-0M3 (39467) T 5/3 6:00-8:00 PM
3 Sessions \$19.90 \$4.00 Sr. .6 CEU
Site: Monroe Campus Instructor: Esther Henry

Spanish

Beginning Conversational Spanish

This beginning level class is for students who know little or no Spanish. Emphasis is on speaking and understanding simple conversations which may include basic greetings, expressions of courtesy, weather, location, direction, and more. The class also offers students cultural information adding to the understanding and choice of words as well as non-verbal communications.

140-401-0M2 (39461) TR 1/25 6:30-9:00 PM
10 Sessions \$72.90 \$4.00 Sr. 2.5 CEU
Site: Monroe Campus Instructor: Margarita Garfias de Christianson

Spanish for the Absolute Beginner

This beginning level class is for students who have had absolutely no prior Spanish language training. Emphasis is on speaking and understanding simple conversations. *Textbook is included in the total fee paid for the course.*

140-401-0C2 (39236) T 2/1 5:30-7:30 PM
8 Sessions \$63.15 \$20.75 Sr. 1.6 CEU
Site: Central Campus Instructor: Mark Triller

LANGUAGE & COMMUNICATION

Spanish

Lunch & Learn: Spanish for the Absolute Beginner

Want to learn a new language but don't have a large block of time available? If so, meet with us (those who have no prior Spanish language training) for one hour each week as we emphasize speaking and understanding simple conversations. What a great way to start an afternoon!

140-401-0B2 (39231) F 2/18 NOON-1:00 PM
12 Sessions \$35.80 \$4.00 Sr. 1.2 CEU
Site: Beloit Center Instructor: Walter Gutierrez

Continuing Conversational Spanish

If you have completed Beginning Conversational Spanish or a Spanish I class, this class will provide more practice in speaking the language. Students will expand their vocabulary and learn to formulate slightly more complex sentences. Emphasis in this class is also on speaking and understanding simple conversations with some fluency as well as cultural similarities and differences.

140-402-0M2 (39462) TR 3/22 6:30-9:00 PM
10 Sessions \$72.90 \$4.00 Sr. 2.5 CEU
Site: Monroe Campus Instructor: Margarita Garfias de Christianson

Spanish for the Community I

Get started on your quest to learn Spanish! You'll enjoy this introduction to basic vocabulary and grammar with an emphasis on basic Spanish pronunciation and the ability to use present tense in conversation. You'll study commonly used words and phrases, including workplace applications. *Textbook available at Central Campus bookstore. Prerequisite: Spanish for the Absolute Beginner.*

140-403-0C2 (39237) T 4/5 6:30-8:30 PM
8 Sessions \$46.40 \$4.00 Sr. 1.6 CEU
Site: Central Campus Instructor: Colleen Mendez

PERSONAL IMPROVEMENT

Women's Self-Defense

Safety techniques and proper escapes will be demonstrated.

560-602-0C2 (39251) R 3/31 5:30-6:30 PM
6 Sessions \$17.80 \$14.35 Sr.
Site: Central Campus Instructor: Richard Mayo

SMALL BUSINESS & ENTREPRENEURSHIP

Internet Marketing for Small Business Workshop

There are so many things to consider when you're starting your

Internet Marketing for Small Business (cont.)

own small business. If you have questions about how to use the internet or even whether you should be using it, this workshop is for you. Come and find out some basic information you should consider in regard to web marketing and promotion. Some topics discussed will include: social media, website building blocks, search engines - natural, paid and local, affiliates and linking, email, and analytics and free tools.

103-463-0M3 (39359) W 2/2 6:00-9:00 PM
2 Sessions \$19.90 \$4.00 Sr. .6 CEU
Site: Monroe Campus Instructor: Steve Moon

Facebook, Twitter & More: Opportunities for Small Business

What is social media and how can it help your business? Learn how to get started spreading your message within various social media platforms. This workshop will cover Facebook, Twitter, blogging basics and social media in general for business owners including those who are complete novices in its use. Did you know the fastest growing demographic on social networking sites like Twitter and Facebook is women between 35 and 54 years of age? Social media provides new opportunities to build your brand, stay connected, spread updates, and build a loyal customer base for little or no cost. If you can get online, you can learn to use social media and make it work for you.

103-444-0M5 (39351) T 4/26 6:00-9:00 PM
1 Session \$14.60 \$4.00 Sr. .3 CEU
Site: Monroe Campus Instructor: Brenda Carus

SPECIAL INTEREST

NEW! Art History

Explore the life and works of artists like Harvey Dunn, Grant Wood, Frida Kahlo, and Georgia O'Keeffe to learn how their lives inspired the art they created. We'll also explore the often misunderstood Abstract Expressionist Movement and take a look at the Pop Art Movement.

306-606-0C1 (39505) W 2/23 6:00-8:00 PM
3 Sessions \$17.80 \$14.35 Sr.
Site: Central Campus Instructor: Crystal Swanson

Chainsaw Safety and Maintenance

This class provides you with a basic understanding of the chainsaw, including chainsaw maintenance, chain sharpening and identification, bar maintenance, practical and safe cutting techniques, chainsaw safety and safety equipment. Must be at least 16 years of age to attend. *This class meets for three sessions: the weeknight sessions will meet from 6:00 pm to 9:00 pm; and the Saturday session will meet from 8:00 am until 2:00 pm. Bring your own chainsaw to all of the sessions.*

057-416-0C2 (39421) MWS 3/28 See Times Above
3 Sessions \$35.80 \$4.00 Sr. 1.2 CEU
Site: Central Campus Instructor: David Barnes

SPECIAL INTEREST

NEW! Culture and History through Foreign Films

If you enjoy entertaining films that give you insight into life beyond our borders, we have 2 foreign films that you are sure to enjoy. We will watch and discuss the most decorated film from Japan in 1996 and Czechoslovakia's famous Oscar winner from 1965. Haven't guessed what they are? Come watch them with us.

801-620-001 (39282) W 5/4 6:00-9:30 PM
2 Sessions \$20.10 \$16.08 Sr.
Site: Edgerton High School Instructor: Mark Triller

NEW! Current Affairs Forum

Major issues facing Americans today are tackled head-on and features current headlines presentations followed by open discussion. Share your ideas about the news of the week, gain context for perspective, hear the views of fellow students, and explore some of our world's most interesting issues and dilemmas. Topics for special focus will be selected weekly by participants.

194-418-001 (39370) M 3/21 1:00-2:30 PM
4 Sessions \$19.90 \$4.00 Sr. .6 CEU
Site: Monroe Senior Center Instructor: Colleen Gift

Geocaching Basics

Geocaching is a high-tech treasure hunting game that is played by adventurers equipped with a GPS device. Geocaching is enjoyed by people of all ages all over the world. The idea is to locate the hidden containers that have been placed. In this class, you will learn about geocaching and the basics of GPS navigation using handheld devices. Once you have the basics down, you will have an opportunity to put your new skills to work with an chance to go on a local geocach hunt (weather permitting). Please bring your GPS until and manual to class if you have one. *It would be helpful if you are somewhat familiar with your GPS unit prior to class.*

103-611-0M1 (39366) S 5/7 9:00 AM-NOON
1 Session \$10.90 \$9.18 Sr.
Site: Monroe Campus Instructor: Dan Bestul

NEW! Hunter Safety

The course will cover state mandated curriculum including: hunting heritage, safety of firearms and rules for hunters and shooters, storage of firearms and equipment, marksmanship fundamentals, responsibilities for our environment, wildlife identification, field care of game, outdoor emergencies, wildlife management, and preventing hunting accidents. This course will go beyond the mandated ten hours to cover safety in greater detail and will include bow hunting as well.

057-411-0C1 (39504) MTWR 2/21 6:00-8:00 PM
8 Sessions \$46.40 \$4.00 Sr. 1.6 CEU
Site: Central Campus Instructor: Rick Turner

NEW! Spice It Up With Salsa Dancing

No partner necessary, but come as a couple if you wish, for this friendly introduction to a dance style that people enjoy throughout the world.

807-625-0M2 (39389) M 2/14 6:30-7:30 PM
4 Sessions \$13.20 \$10.90 Sr.
Site: Monroe Campus Instructor: Cynthia Villavicencio

Spring Cleaning Naturally

Just in time for spring cleaning! This class will help you discover ways to use everyday pantry items to make inexpensive, and very effective household cleaners. You will come away with recipes and helpful hints for eco-friendly cleaning supplies. *An optional kit fee of \$5.00 to create sample products will be available on the day of class.*

001-400-0M1 (39347) S 3/5 9:30-11:30 AM
1 Session \$9.30 \$4.00 Sr. .2 CEU
Site: Monroe Campus Instructor: Nancy Momsen

NEW! Successful Garage Sales

Your unwanted odds and ends can be valuable. But the thought of having a garage sale makes even the heartiest cringe. Have no fear, we have a class that can help you. Students will learn how to stage, price, market and plan for a successful garage sale in their community.

308-611-001 (39506) W 3/23 6:00-9:00 PM
1 Session \$10.90 \$9.18 Sr.
Site: Evansville High School Instructor: Staff

NEW! Unleashing the Potential of Your Blackberry®

Are using your Blackberry to its full potential? With the cost of the additional data plan, not knowing what your Blackberry is capable of is a waste of money. Learn productivity tips, how to back up your information, which email provider works best with your Blackberry, and more.

103-445-0M4 (39354) W 4/6 6:00-9:00 PM
1 Session \$14.60 \$4.00 Sr. .3 CEU
Site: Monroe Campus Instructor: Trevor Dobrygoski

NEW! Winemaking Introduction

In this class you will learn the history of winemaking and how to make mead (honeywine), an ancient but easy to make wine. You will learn about the equipment, supplies, and safety considerations to make delicious wine in your home. *You must be 21 at the start of the class to participate in the course. Students will need to provide photo identification at the start of class.*

303-620-0M1 (39463) R 4/7 6:30-9:00 PM
4 Sessions \$32.75 \$27.00 Sr.
Site: Monroe Campus Instructor: Paul Richardson

PROFESSIONAL DEVELOPMENT COURSES

Contractors

Dwelling Contractor Qualifier Certification

As of January 1, 2008, contractors and remodelers need to have the "Dwelling Contractor Qualifier Credential" in addition to the Dwelling Contractor Financial Responsibility Certificate in order to pull a permit for a one- or two-family dwelling in Wisconsin. This class includes 12 hours of coursework in construction laws, codes, and business practices.

410-401-0C2 (39307) T 2/8 6:00-9:00 PM
4 Sessions \$75.00 \$43.20 Sr. 1.2 CEU
Site: Central Campus Instructors: Michael Eggleston
and Robert Blakely

Electricians

Master Electrician Exam Prep

This class gives participants the opportunity to review the residential and commercial electrical codes and systems so they can write the state master/journeyman exam. The electrical licensing law that takes effect on April 1, 2013 requires completion of the exam. Participants should be familiar with the National Electric Code. Several practice test sessions will be included. *This class is 24 total hours. Three sessions will be four hours in length, and four sessions will be three hours in length. The instructor will determine at the start of the class which sessions will be three hours or four hours. Textbook required.*

413-482-0C2 (39308) T 4/19 5:30-9:30 PM
7 Sessions \$129.00 \$65.40 Sr. 2.4 CEU
Site: Central Campus Instructor: Bob Fahey

Forklift Training

Forklift Operator Safety Certification

This 4 hour OSHA certification course is designed to provide present or future powered industrial truck operators the instruction and knowledge they need to get into compliance with OSHA standard 29CFR1910.178. The training includes forklift capacity, stability, center of gravity, vehicle inspections, refueling, pedestrian traffic and hands on driving exercise for competency in safe driving practices. To pass the safety training, participants must demonstrate driving proficiencies. Passing participants receive a workplace hazard and equipment checklist for those interested in becoming fully certified by their present or future employer. *Pre-registration required one week prior to the start of the course.*

Forklift Operator Safety Certification (cont.)

449-407-0N3 (39211) S 2/5 7:00-11:00 AM
1 Session \$110.00 \$99.40 Sr. .4 CEU
Site: CTS Instructor: Al Zimmerman

449-407-0N4 (39212) W 5/11 5:00-9:00 PM
1 Session \$110.00 \$99.40 Sr. .4 CEU
Site: CTS Instructor: Al Zimmerman

Insurance

These courses are designed to meet the State requirements for continuing education in the insurance field. Fee includes materials.

Tax Me If You Can

Develop a working understanding of tax issues around insurance and retirement products. We will explore strategies in case studies to allow clients to make informed investing and accumulation decisions. And finally, use a video to discuss various proposals illustrating tax situations.

162-409-0C3 (39285) F 2/18 8:00 AM-3:00 PM
1 Session \$59.00 \$43.10 Sr. .6 CEU
Site: Central Campus Instructor: Matthew Molitor

162-409-0C4 (39284) F 4/1 8:00 AM-3:00 PM
1 Session \$59.00 \$43.10 Sr. .6 CEU
Site: Central Campus Instructor: Matthew Molitor

Identity Theft, Fraud, and Ethics

Explore the business ethics of insurance agents in our climate of fraud, changing privacy expectations, and identity theft. The course will utilize case studies to explore agent responses to actual ethical challenges. A video will help to flesh out actual fraud situations. We will pull together class conclusions and implications in a summary evaluation.

162-415-0C4 (39286) F 3/4 8:00 AM-3:00 PM
1 Session \$59.00 \$43.10 Sr. .6 CEU
Site: Central Campus Instructor: Matthew Molitor

162-415-0C3 (39287) F 4/8 8:00 AM-3:00 PM
1 Session \$59.00 \$43.10 Sr. .6 CEU
Site: Central Campus Instructor: Matthew Molitor

NEW! Insuring Your Income in Retirement

We'll discuss income options available to today's retirees. Participants will look at the structure and income alternatives for both qualified and non-qualified retirement assets, including immediate annuities and income riders on variable annuity products.

162-440-0C3 (39290) F 3/11 8:00 AM-3:00 PM
1 Session \$59.00 \$43.10 Sr. .6 CEU
Site: Central Campus Instructor: Matthew Molitor

162-440-0C1 (39288) F 4/29 8:00 AM-3:00 PM
1 Session \$59.00 \$43.10 Sr. .6 CEU
Site: Central Campus Instructor: Matthew Molitor

PROFESSIONAL DEVELOPMENT COURSES

Insurance

NEW! Senior Market Health Insurance Planning

Build a working overview of long term care insurance and Medicare supplement coverage and options available to consumers. We'll discuss strategies for protecting assets from the high cost of health care in America today.

162-443-0C1 (39291) F 3/25 8:00 AM-3:00 PM
1 Session \$59.00 \$43.10 Sr. .6 CEU
Site: Central Campus Instructor: Matthew Molitor

162-443-0C2 (39292) F 5/6 8:00 AM-3:00 PM
1 Session \$59.00 \$43.10 Sr. .6 CEU
Site: Central Campus Instructor: Matthew Molitor

Can I Afford to Retire

This course discusses issues related to retirement and instructs on the systems and plans to inform individuals how prepared they are, financially, for the future. We will also discuss investment alternatives in light of a changing economic system. Course includes video, case studies and small group interaction.

162-440-0C2 (39289) F 5/13 8:00 AM-3:00 PM
1 Session \$59.00 \$43.10 Sr. .6 CEU
Site: Central Campus Instructor: Matthew Molitor

Real Estate

Real Estate Practice

For persons preparing to write the Real Estate Salesperson exam, this 72-hour pre-license course is approved by the Wisconsin Department of Regulation and Licensing and meets the education requirements of Section 452.09(02) (a), Wisconsin statutes. This course combines real estate law, financing, appraising, and marketing; and it covers new areas such as environmental issues. *Textbooks required.*

194-414-0C2 (39238) MW 2/7 6:30-9:30 PM
24 Sessions \$194.80 \$4.00 Sr. 7.2 CEU
Site: Central Campus Instructor: Robert Blakely

Responsible Beverage

Responsible Beverage Service

Increase your knowledge of alcoholic beverage service techniques, signs of intoxication, methods of intervention, local and state laws, preventing negative or unsafe situations, and the potential for increasing profits through responsible management practices. Required for all new applicants/bartenders/operators; fulfills Wisconsin's

Responsible Beverage Service (cont.)

requirements for certification relating to the selling or serving of alcoholic products. *Participants are required to pre-register. Registration for the Saturday classes ends at noon the day before class is scheduled to be held.*

311-401-0CN (39316) S 1/29 8:30 AM-12:30 PM
311-401-0CM (39315) W 2/9 5:30-9:30 PM
311-401-0CL (39314) S 3/5 8:30 AM-12:30 PM
311-401-0CH (39310) W 3/23 5:30-9:30 PM
311-401-0CK (39313) S 4/9 8:30 AM-12:30 PM
311-401-0CO (39317) S 4/30 8:30 AM-12:30 PM
311-401-0CJ (39312) W 5/11 5:30-9:30 PM
311-401-0CI (39311) S 5/21 8:30 AM-12:30 PM
1 Session \$22.00 \$11.40 Sr. .4 CEU
Site: Central Campus Instructor: Ray Hadley

Safety

Safety - MSHA

These 8-hour training workshops are designed to meet the training requirements of the Federal MSHA Part 46 Standard for employees of mining operations that are required to have a written safety plan. We have created sections for quarry pit operators as well as truckers to address their specific requirements. Six hours of safety and health training and two hours of first aid refresher training will be provided. For more information, call (608) 328-1660.

MSHA 8 Hour Annual Refresher - Quarry Pit

449-401-0M2 (39465) M 1/24 8:00 AM-4:00 PM
1 Session \$75.00 \$53.80 Sr. .8 CEU
Site: Monroe Campus Instructor: Harry Zoellick

MSHA 8 Hour Annual Refresher - Truckers

449-401-0M1 (39464) T 1/25 8:00 AM-4:00 PM
1 Session \$75.00 \$53.80 Sr. .8 CEU
Site: Monroe Campus Instructor: Harry Zoellick

Transition to Trainer

Transition to Trainer

Transition to Trainer targets final year apprentices who will, as journey workers, soon be responsible for passing on their skills to new apprentices. Developed by the Bureau of Apprenticeship Standards, this 8-hour course teaches soon-to-be journey workers how to serve as a mentor and job coach, how to provide hands-on skill training, how to give positive and effective performance feedback, and explores the characteristics of a positive and diverse work environment.

455-455-0C3 (39309) T 2/15 5:00-9:00 PM
2 Sessions \$32.00 \$10.80 Sr. .8 CEU
Site: Central Campus Instructor: Jim Davis

ROCK COUNTY SITES

Community Education Courses

BELOIT CENTER

Cake Decorating	20
Drawing and Painting	8
Office 2007 - Overview	15
Publisher 2007 - Beginning	15
Reupholstery	23
Spanish	23-24

CTS (CENTER FOR TRANSPORTATION STUDIES)

Electricity for Construction and Industry I	12
Forklift Operator Safety Certification	26
Publisher 2007 - Beginning	15
QuickBooks	12-13
Word 2007 - Intermediate	16

CENTRAL CAMPUS

Access 2007 - Beginning	13
Adobe® Creative Suite® 4 - Overview	18
Art History	24
AutoCAD - Intermediate	11
Basic Introduction to Programmable Logic Controllers	12
Building a Website Using Dreamweaver - for Beginners	19
CBRF, CPR, First Aid Courses	11, 19
Chainsaw Safety and Maintenance	24
Chair Caning	22
Computer for the Absolute Beginner	16
Craig's List, Buying and Selling	13
Digital Photography	17
Dwelling Contractor Qualifier Certification	26
eBay - Selling	13
Email Attachments	18
Excel 2007 - Beginning, Intermediate	14
Facebook	18, 24
File Management	16
French, Beginner	23
Furniture Refinishing	22-23
Genealogy (Family History) and the Internet	17
Hunter Safety	25
Insurance Continuing Education Courses	26-27
Master Electrician Exam Prep	26
Mediterranean Cooking	20

National Electric Code (Articles 90-300)	12
Natural Medicine: Nature's Health Insurance	21
Photoshop Elements 7.0 - Beginning, Intermediate	18
PowerPoint - Introduction	15
Real Estate Practice	27
Reflexology, Introduction	21
Responsible Beverage Service	27
Sewing Lab, Sewing	8-9
Social Networking	18
Soups From Around the World	20
Spanish	23-24
Tai Chi	21
Teas and Tea Parties for Mom	20
Transition to Trainer	27
Vegetarian Meals	20
Women's Self Defense	24
Woodworking, Sommerfeld Cabinetry	9-10
Word 2007 - Beginning	15

EDGERTON HIGH SCHOOL

Cake Decorating - Advanced Techniques	20
Computer for the Absolute Beginner	16
Culture and History Through Foreign Films	25
Digital Photography	17
Latin Dance Fitness	21
Social Networking	18

EVANSVILLE HIGH SCHOOL

Computer for the Absolute Beginner	16
Digital Photography	17
Office 2003, Introduction	15
Successful Garage Sales	25

MILTON HIGH SCHOOL

Backyard Mechanic	10
Furniture Refinishing	22-23
Sign Language	23
Small Engine Repair	10
Welding - Open	12
Woodworking	9-10

GREEN COUNTY SITES

Community Education Courses

BRODHEAD UNITED CONGREGATIONAL

Tae Kwon Do	21
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GREAT PLAINS ZEN CENTER

Meditation, Introduction	21
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MONROE CAMPUS

Aromatherapy Introduction	20
Cash in Your Attic? Sell It Online	13
Custom Cards	8
Digital Photography	16-17
Excel 2007	14
Facebook, Twitter & More: Opportunities, Small Business	18, 23-24
Geocaching Basics	25
Herb Dish Garden	22
Herbal Medicine Chest, The	22
Internet Marketing for Small Business Workshop	24
Jewelry, The Art of Felted	8
Keyboarding, Basic	16
Migrating Your Music Collection to iTunes	18
Organic Gardening 101 - Planning Ahead	22
People's Law School	19
Personal (Home) Care Worker	21-22
Publisher - Desktop Publishing	15
QuickBooks Pro 2010	12-13

Reiki	21
Safety- MSHA 8 Hour Annual Refresher	27
Salsa Dancing	25
Sign Language	23
Spanish-Beginning, Continuing	23-24
Spring Cleaning Naturally	25
Unleashing the Potential of Your BlackBerry®	25
Watercolor Painting - Beginner and Intermediate Painter	8
Winemaking Introduction	25
Word 2007	16
Zumba	22

MONROE HIGH SCHOOL

Baking Basics	20
Cupcake Crazy	20
Excel - Charting	14
Keepin' You in Stitches: Sewing Lab	9
PowerPoint	15
Welding - Open	12
Woodworking	9-10

MONROE SENIOR CENTER

Current Affairs Forum	25
Eating Smart - Adapting Recipes for Your Health	21
Genealogy - Internet and Traditional Searching	17
Painting, Plein Air, Portrait	8

Recipe for Career Success

Turn the Competition Upside-Down Cake

Ingredients:

- 1 cup Working Together Effectively
- 1/2 cup Taking Initiative
- Proactivity
- 2 Tbsp Improved Communication
- Pinch of "Secret Ingredient"

Preparation:

1. Stir up the desire to improve yourself by mixing 1/2 cup of Taking Initiative with seeing the opportunity for improvement in your current career or future.
2. Add 2 cups Improved Communication with employers, and then sift out negative attitudes to allow only the best to flow through.
3. After best identity flows through, you are ready to fold in 1 cup of Working Together Effectively. In the past, we needed only 1/2 cup of Working Together Effectively; but in today's workplace, we need one full cup to bind the product together successfully.
4. This recipe calls for an undetermined amount of Proactivity. We cannot tell you when or how much to add; you'll need to gauge this on what it takes to get that new job, reach for a better career, or to improve your situation, in general.
5. Now, lastly, add the "Secret Ingredient".

Everyone can make a "Turn the Competition Upside-Down Cake." In fact, many people may already have the ingredients for the first four steps of this recipe; but if you want your cake to stand out from the rest, come to Blackhawk Technical College for the Secret Ingredient for success. Let our Business and Community Development team help you turn your career into a dream come true. Contact us to see how a secret ingredient can help you rise to the top.

Mark Triller, Coordinator, Community and Continuing Education • (608) 757-7701
mtriller@blackhawk.edu

Jeff Messer, Experiential Learning Coordinator • (608) 757-6332
jmesser@blackhawk.edu



Great Opportunities in Community Education

Are you looking for computer software expertise, business related classes, or have you wanted to get into a new career? Julie Scheppele, a Monroe resident and Blackhawk Technical College (BTC) instructor, has a wide range of skills to share with her students.

Julie is a "home-grown" employee. She earned her associate degree in the Accounting program here at BTC and then transferred to Upper Iowa to get her bachelor's degree in Accounting. Because her ultimate goal was to be a teacher, Julie then attended UW-Whitewater to earn her teacher certification; and she also began working on her master's degree. "Without the encouragement from the BTC faculty and my family, I may not have completed my education. I have been very blessed to have such a great support system throughout my career. Determination and perseverance is key in whatever goal you are trying to achieve," Julie mentioned.

"I chose to teach at BTC because I enjoyed being a student here, and I believe the staff works hard to help you succeed."

-Julie Scheppele

"Community Education classes are great because they provide such a wide range of education," she noted. BTC tries to meet everyone's needs at a pace that is right for them." Julie also feels these non-credit, professional development classes are perfect for people who want to "get their feet wet" to see if it's something they like; or they can use it as an opportunity to make themselves more marketable in our economy.

Julie has taught in the Accounting and Administrative Professional programs since 2001, including a variety of computer classes for BTC at both the Monroe and Janesville campuses. She will be teaching one or two session non-credit classes in Word and Excel on Saturday mornings at the BTC Monroe Campus this semester. "The great thing about these classes is that they are designed to help students target their specific needs," she explained.

Discover a "Mind-Guided Experience" at BTC

This experience is a bit different than anything found in program classes at Blackhawk Technical College (BTC). Originally developed in China as a form of self-defense, Tai Chi is an ancient art that has been increasing in popularity because of the amazing benefits it provides for the mind, body and soul; and the gentle, flowing movements appeal to people of all ages. BTC is fortunate to have Richard Mayo, a Janesville resident who has a strong martial arts background. He uses his extensive experience to help class participants get the most from their Tai Chi experience.

Richard studied martial arts for 33 years and began his journey in Tae Kwon Do. He holds many black belts at varying degrees and has worked with great masters in the Beloit and Janesville area, but he credits his wife for his interest in martial arts, saying, "I want to thank my wife for giving me the support I needed to change my unhealthy lifestyle. Tae Kwon Do was the perfect thing for me; it helped me reduce my stress and lose weight while having fun."

Although Richard still enjoys doing Tae Kwon Do on occasion, he prefers the slower pace of Tai Chi as a daily routine because it allows him to focus on his breathing and overall mental health. Tai Chi is a slow motion martial art that helps retain focus, balance, and posture, and helps us unwind. Tai Chi is "your way or path" and represents "being one with nature".

When teaching Tai Chi, he tries to modify each class to fit the students' specific needs. This can be challenging, but he finds it invigorating and rewarding; and he enjoys the challenge. "I love working with people of all ages, helping them in their struggles, and watching them evolve in my classes," he said.

Richard enjoys sharing his expertise with others. Check out the class schedule for specific times and dates for the spring semester.



Richard demonstrates a Tai Chi form in class.

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3. When your course starts, return to our Online Instruction Center and click the **Classroom** link. To begin your studies, simply log in with your e-mail and the password you selected during enrollment.

Blackhawk Technical College

Introduction to Microsoft Excel

Discover the secrets to setting up fully formatted worksheets quickly and efficiently.

Introduction to Microsoft Access

Store, locate, print, and automate access to all types of information.

Introduction to Microsoft Word

Learn how to create and modify documents with the world's most popular word processor.

Introduction to PowerPoint

Build impressive slide presentations filled with text, images, video, audio, charts, and more.

Creating Web Pages

Learn the basics of HTML so you can design, create, and post your very own site on the Web.

Accounting Fundamentals

Gain a marketable new skill by learning the basics of double-entry bookkeeping, financial reporting, and more.

Speed Spanish

Learn six easy recipes to glue Spanish words together into sentences, and you'll be speaking Spanish in no time.

A to Z Grantwriting

Learn how to research and develop relationships with potential funding sources, organize grantwriting campaigns, and prepare proposals.

Introduction to QuickBooks

Learn how to quickly and efficiently gain control over the financial aspects of your business.

Grammar Refresher

Gain confidence in your ability to produce clean, grammatically correct documents and speeches.

Real Estate Investing

Build and protect your wealth by investing in real estate.

Computer Skills for the Workplace

Gain a working knowledge of the computer skills you'll need to succeed in today's job market.

Introduction to PC Troubleshooting

Learn to decipher and solve almost any problem with your PC.

Discover Digital Photography

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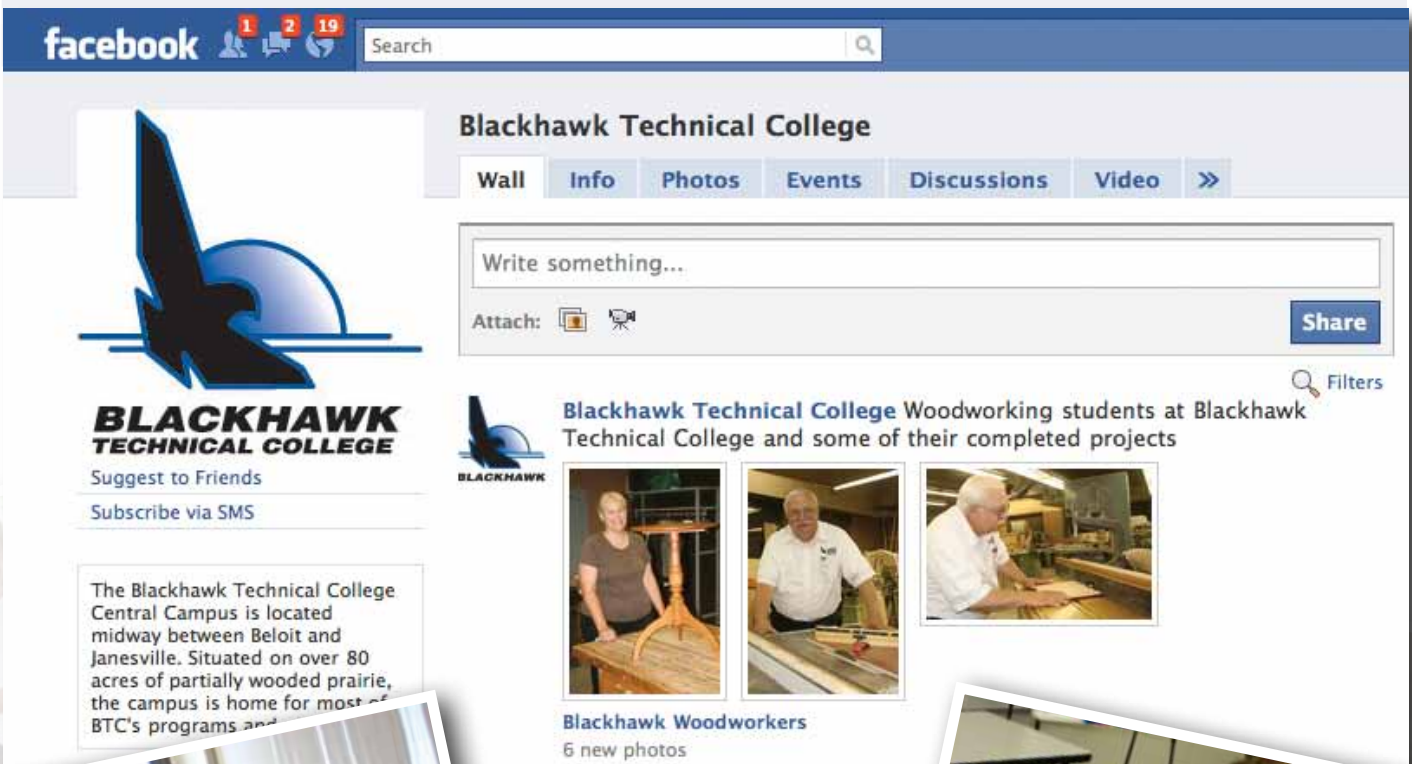
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Social Media Class



we are
futuremakers



Drawing & Painting

Check Out The New BTC Virtual Tour!