

# Register now! See page 19 for registration information.

Fall 2013

ACCOUNTING & TAX, BUSINESS & MARKETING, DIETARY MANAGER 1

Class # Fee Day Time Start & End Date Location

## ACCOUNTING AND TAX PREPARATION

### Accounting Intro

Designed for students who have no prior accounting experience and who are not necessarily on an accounting career path, but need an understanding of basic accounting principles. This is an excellent companion course to learning software such as QuickBooks. See registration page for textbook information.

#34297 \$150 M 6:00pm-8:30pm 10/28-12/9 Madison College West

### QuickBooks Intro

Learn how to manage your business more effectively with one software package. This class will cover the basics of QuickBooks along with tips to help you become more efficient in your day-to-day functions. Intermediate-level computer skills required. See registration page for textbook information.

#34265 \$135 M 6:00pm-9:00pm 8/26-9/30 Downtown Ed Center

#34361 \$135 T 6:00pm-9:00pm 10/8-11/12 Madison College West

## BUSINESS AND MARKETING

### Business Writing for Success

Refresh and improve your knowledge in writing business documents. Learn how to correct common mistakes in grammar, spelling and punctuation. This course will provide you with tips and techniques to quickly elevate your writing skills. Discover how to apply proven techniques to accomplish successful written communication.

#34313 \$120 T 6:00pm-8:30pm 10/29-12/3 Madison College West

### Facebook and other Social Media for Business

Customers are dictating the corporate and personal branding conversation. With the groundswell of social media tools and strategies, customers have direct access to corporate management and are influencing business communications, product development, customization and personalization. This seminar will provide you the opportunity to grasp the social media phenomenon, its impact on marketing, and learn how to become an effective participant in the web world of social networking.

#36435 \$30 R 6:00pm-9:00pm 10/3 Truax Campus

#36436 \$30 M 6:00pm-9:00pm 11/11 Madison College West

### Grant Writing Essentials

This course teaches the skills new grant writers need to develop in order to write successful grant proposals. Topics include: searching for grant makers, how to write an abstract, needs statement, effective outcomes, and a budget. The course will apply to both public and private grant writing situations. Students are expected to have basic business and report writing skills.

#37181 \$125 T 5:30pm-8:30pm 10/29-11/26 Madison College West

## Accessing Online Courses

Students in online courses must activate their network and email accounts to access the course. If you have not yet activated your accounts, from the home page at [madisoncollege.edu](http://madisoncollege.edu), click "myMadisonCollege" and follow the instructions under **New Student? Set Up Access Now.**

Make note of your login name and passwords for future use. Return to the home page, look for the Blackboard link, and make sure you are able to log in to email and Blackboard.

Your online course may not appear until after the actual start date of the class. You will receive more information from the instructor via your student email and/or Blackboard.

Contact the Student Help Desk at 608-243-4444 or toll-free at (866) 277-4445 for help with email or Blackboard problems.

## Grant and Program Evaluation

Evaluation components are the key to winning grant proposals and managing the award. Learn how to develop a winning evaluation strategy required by grant makers. Topics include: connecting with stakeholders, grant outcomes, collecting and analyzing data, and use of the evaluation report.

#37182 \$60 T 5:30pm-8:30pm 12/3-12/10 Madison College West

### Introduction to Business Apps

The use of Application Programs, or Apps, has become common for smart-phone and tablet computer users. Businesses are now designing and running apps with as much importance (or even more) as their websites. This class will look into the different types of apps and how each can be used as a business tool.

#36569 \$179 M 6:00pm-9:00pm 11/4-12/9 Truax Campus

### Introduction to M-Commerce

M-Commerce requires companies to interact on the customers' terms. The ability to execute a comprehensive plan to reach customers anywhere and at any time is critical to the success of innovative organizations. This course provides participants with the tools to define M-Commerce and examine how M-Commerce is being conducted.

#36432 \$179 Online 10/21-11/25

### Introduction to Mobile Marketing

Mobile internet usage continues to explode, and it has been predicted that it will overtake desktop internet usage in the next five years. Successful businesses need to understand the current mobile landscape and how to harness the power of mobile marketing to reach key target markets. This survey course will examine how mobile marketing fits into your overall digital and social media strategy. We will investigate geo-marketing, mobile advertising, and SMS at a top level.

#36434 \$179 W 6:00pm-9:00pm 9/18-10/23 Truax Campus

## Selling on eBay

Do you want to turn your unwanted stuff into treasure? Conducting business online has been made relatively easy and profitable. This course provides you the opportunity to learn strategies to create a business on eBay.com and with other ecommerce channels. Students should have intermediate-level computer skills.

#34261 \$90 W 6:00pm-8:00pm 11/6-12/11 Madison College West

## DIETARY MANAGER CERTIFICATION

To qualify for certification, students should have: High school, HSED or GED degree; two years of food service employment or post-high school training in food service; current employment in food service position; intermediate computer skills and access to a computer with internet, email & printing capabilities. Please visit <http://madisoncollege.edu/dietary-manager-certification> to complete the brief online program application form. There is no fee to apply.

### Food Service Management 1

This course reviews foodservice management principles including purchasing, standardized recipes, cost controls, budgeting, menu development, production sheets, etc. This course is part of the Dietary Manager's Certificate program, designed for students interested in becoming certified by the Association of Nutrition and Foodservice Professionals (formerly the DMA).

#34417 \$300 Online 9/3-10/8

### Food Service Management 2

This course reviews food service management principles including leadership, communications, emergency planning, & personnel issues. This course is part of the Dietary Manager's Certificate program, designed for students interested in becoming certified by the Association of Nutrition and Foodservice Professionals (formerly the DMA).

#34418 \$300 Online 10/15-11/19

## General Nutrition

The course covers basic nutrition principles and practices, including process of digestion and absorption, sources and functions of nutrients, and nutritional habits and needs during the life cycles. Learn about making wise nutrition choices and the role of nutrition in optimal health. Additional topics include how to determine individual caloric and nutrition needs and current food issues. You will be able to assess your own nutritional health. This course is part of the Dietary Manager's Certificate program.

#34443 \$300 Online 9/4-10/9

## Medical Nutrition Therapy 1

This course reviews the medically-prescribed diets needed for specific disorders and diseases. The specific diets for certain medical conditions such as diabetes mellitus and cardiovascular disease will be examined. Nutritional assessment techniques are introduced to evaluate dietary changes needed to manage disease processes. This course is part of the Dietary Manager's Certificate program.

#34444 \$300 Online 11/15-12/20

## NEW! Going Green in Food Service

Food service operation can impact the environment and the community at large. This class will review recycling and waste management, energy efficiency, water conservation, composting, green cleaning products, sustainable food purchasing practices, use of organic, antibiotic-free, bovine-growth-hormone-free foods and review of sample food service sustainable practices. The movement towards sustainability by governmental and nongovernmental organizations, corporations and consumers are increasingly focused on the need to exist in harmony with their surroundings and reduce their environmental footprint. This course will allow food service personnel (Dietary Managers) to consider the options to sustainability that can be implemented in their food service operation. This course can be taken as part of the Dietary Manager certificate or as a stand-alone class.

#37542 \$300 Online 10/16-11/13

## HEALTH CARE INTERPRETING

### Health Care Interpreting: Intro to the Profession

Are you bilingual? Have you ever been curious about interpreting, particularly in the health care field? Join us for an overview of the profession of medical interpretation. You just might find a whole new career for your set of skills!

#37256 \$40 R 5:30pm-9:30pm 8/29 Downtown Ed Center  
#37257 \$40 S 9:00am-1:00pm 11/16 Madison College West

### BASIC TRAINING FOR HEALTHCARE INTERPRETERS

Individuals who do not hold a national certification or who are working toward completing their 40 hours of basic training will need to have a language skills assessment and receive instructor approval prior to participation in Interpreting Skills 1 and 2. Visit [madisoncollege.edu/health-care-interpreting](http://madisoncollege.edu/health-care-interpreting) to submit an assessment and instructor approval request online.

### Health Care Interpreting: Interpreting Skills 1

**National certification or instructor approval required to take this course.**

This course is designed to teach new interpreters how to interpret consecutively in a medical setting. Emphasis will be placed on learning consecutive technique, expanding medical vocabulary in both English and the target language, and learning how to manage the flow of conversation in the encounter. Participants will work extensively in small groups practicing with dialogues based on real-life medical encounters.

#34448 \$199 R 5:30pm-9:30pm 9/5-10/10 Truax Campus

### Health Care Interpreting: Interpreting Skills 2

**Instructor approval required to take this course.** Please submit an online approval request at [madisoncollege.edu/health-care-interpreting](http://madisoncollege.edu/health-care-interpreting). This course is designed to build on the skills new interpreters have acquired in Interpreting Skills 1. Emphasis will be placed on learning how to intervene and clarify appropriately, acquiring more advanced medical vocabulary in both English and the target language, and learning how to manage the flow of conversation when difficulties arise in the encounter. Participants will work extensively in small groups practicing with dialogues based on real-life medical encounters. See [registration page for textbook information](#).

#34449 \$199 R 5:30pm-9:30pm 10/17-11/21 Truax Campus

### ADDITIONAL TRAINING (CE) FOR HEALTHCARE INTERPRETERS

Visit [madisoncollege.edu/health-care-interpreting](http://madisoncollege.edu/health-care-interpreting) to submit an instructor approval request.

### Health Care Interpreting: Ethics

**No class pre-requisites** Learning the Code of Ethics for Healthcare Interpreters is one of the fundamental steps for entering this profession. The principles and how to apply them as you work will have a huge impact on your success. In class emphasis will be placed on discussion of case studies and the development of critical thinking to make informed choices about the best course of action. Selfcare techniques will be presented to help deal with the stresses of interpreting in the field of healthcare.

#37258 \$65 S 9:00am-12:00pm 9/28-10/5 Madison College West  
#37259 \$65 S 9:00am-12:00pm 11/2-11/9 Truax Campus

### Health Care Interpreting: Telephonic/Video

**National certification or instructor approval required to take this course.**

Are you a working interpreter interested in other venues for your skills? Do you occasionally interpret by phone or video and are interested in exploring the special challenges that may arise in those circumstances? Join us for an introduction to telephonic and video interpreting.

#37261 \$99 S 9:00am-1:00pm 10/12-10/19 Madison College West

### NEW! Health Care Interpreting: Advanced Ethics

**National certification required to take this course.** Advanced Ethics is designed for nationally certified healthcare interpreters who are interested in expanding their understanding of the NCIHC Code of Ethics and how to put it to use in their work environments. All participants will be encouraged to present interpreting scenarios based on their personal experiences for class discussion. It is our goal to help continue developing the critical thinking skills that all healthcare interpreters need to effectively deal with the complex situations that are common in the field. National certification required to take this course.

#37187 \$35 R 5:30pm-8:30pm 8/8 Truax Campus  
#37260 \$35 T 5:30pm-8:30pm 12/10 Madison College West

### Health Care Interpreting: Sight Translation

**National certification or instructor approval required to take this course.**

Sight translation is one of the most difficult skills to acquire as a Health Care Interpreter. Often interpreters are unsure of the guidelines and boundaries they should use when asked to relay written information in verbal form. This class will place emphasis on distinguishing vital from non-vital documents, how to appropriately handle inappropriate requests and skill building and technique for sight translation in the medical field.

#34450 \$40 R 5:30pm-9:30pm 12/12 Downtown Ed Center

### Spanish Medical Terminology

This course is intended for health care professionals or interpreters working with Spanish-speaking patients, but is open to anyone. It focuses on medical technical language in both English and Spanish. Students gain increased familiarity with medical terminology, thereby enhancing patient communication. Medical terminology will be presented according to body systems, clinical specialties and sub-specialties. The student will master both vocabulary and knowledge needed for a wide number of medical settings. Bringing a laptop, tablet, or iPad is recommended but not required. See [registration page for textbook information](#).

#37527 \$179 R 5:45pm-7:15pm 9/5-11/7 Madison College West

## ONLINE Dietary Manager Technician CERTIFICATE!

**Dietary Manager Certificate.** Designed for students interested in becoming certified by the Association of Nutrition and Foodservice Professionals.

Each program is comprised of 5 eight-week courses. To qualify for certification, students should have: consent of instructor to register, high school/HSED or GED degree; two years of food service employment or post-high school training in food service; current employment in food service position; intermediate computer skills and internet.

See [madisoncollege.edu/dietary-manager-certification](http://madisoncollege.edu/dietary-manager-certification).

## HEALTH CARE PROFESSIONAL DEVELOPMENT

### Dementia Specialist: Best Practices for Direct Care Staff

Recommended for direct-care staff, family, and professionals dealing with affected individuals, the Dementia Specialist Program provides comprehensive training on dementia, its impact on a person's life, how to effectively communicate and build relationships with people with dementia and give them extraordinary care. The 15-hour program offers creative and interactive learning with many opportunities for skills application and team building.

#37262 \$150 S 8:30am-12:15pm 10/19-11/9 Madison College West

### ICD-10-CM Diagnosis Coding

**Online course with optional face-to-face meetings.** This 24-hour course will provide medical coders with the updated skills to assign the new ICD-10-CM diagnosis codes supported by medical documentation with entry-level proficiency. All medical coders must have these skills in place by October 2014. Students may be new graduates or already practicing as medical coders, but must have the Medical Coding Specialist technical diploma. You will learn to apply instructional notations, conventions, rules, and official coding guidelines when assigning ICD-10-CM codes to case studies. Prior course work and/or experience in ICD-9-CM coding is required. The price of this course includes 2 books and handouts exceeding \$200 in cost. Materials will be provided in class by the instructor and become the property of the student.

#37769 \$599 MW 3:00pm-5:00pm 10/7-12/6 Truax Campus

## INSURANCE PRE-LICENSING

### **NEW!** Insurance Pre-Licensing: Life & Health

The pre-licensing courses meet the state educational requirements and hours for taking the State of Wisconsin examination for Intermediary Licensure in Life, Accident & Health Insurance with the Office of the Commissioner of Insurance. Licensing in Wisconsin allows the agent to sell and service products and work directly with the consumer. This course covers ethics and general laws as well as product knowledge and laws specific to life, accident and health insurance. Required textbook materials are provided.

#37294 \$299 F 8:30am-4:30pm 10/11-10/19 Madison College West  
S 8:30am-12:30pm

### **NEW!** Insurance Pre-Licensing: Property & Casualty

The pre-licensing courses meet the state educational requirements and hours for taking the State of Wisconsin examination for Intermediary Licensure in Property & Casualty Insurance with the Office of the Commissioner of Insurance. Licensing in Wisconsin allows the agent to sell and service products and work directly with the consumer. This course covers ethics and general laws as well as product knowledge and laws specific to property and casualty insurance. Required textbook materials are provided.

#37295 \$299 F 8:30am-4:30pm 11/8-11/16 Madison College West  
S 8:30am-12:30pm

## INSURANCE CONTINUING EDUCATION

### Commercial Liability & our Legal System

The class will discuss our legal system and legal liabilities arising from torts, contracts, and statutes. It will include a broad look at the sources of liability exposures, as well as an analysis of the Commercial General Liability Insurance Policy and other major liability policies. A case study will determine which liability insurance coverages are appropriate for handling unique liability risks. 4 CE hours, Casualty.

#34333 \$40 W 5:30pm-9:30pm 10/16 Madison College West

### Consumer Identity Theft

Identity theft occurs when personally identifiable information is assumed by a thief. Many consumers confuse identity theft with financial fraud. There are several types of non-financial identity fraud, each having dire consequences to the victims. For example, medical identity theft can result in the victim's death, and character identity theft can result in the victim's arrest. This workshop reviews the many types of consumer identity theft and the consequences to consumers. A major emphasis of the workshop is to educate participants about

how consumers can deter and detect identity theft, and what they can do if they become a victim. This workshop is tailored for consumers and professionals who advise consumers. 3 CE hours.

#34403 \$30 R 1:30pm-4:30pm 12/5 Madison College West

### Ethical Practices in Insurance

This class provides an overview of Wisconsin Insurance Laws including fair marketing, suitability of product, fair claims practices, agent responsibilities and relationships and making ethical decisions. 3 CE hours, Ethics.

#34271 \$30 R 5:30pm-8:30pm 11/7 Madison College West

### Social Security

Trace the history of Social Security from 1935 to the present. Review the evolution of Social Security and the addition of Medicare and Medicaid and how they have impacted America. Benefits versus taxpayers' ability to pay will be examined. 3 CE hours, Life & Health.

#34411 \$30 R 5:30pm-8:30pm 12/5 Madison College West

### Life Insurance & the Law

This interactive session reviews actual cases involving various life insurance contracts and the legal interpretation of misrepresentation, paying death benefits for missing persons, change of beneficiary disputes and more. 3 CE hours, Life.

#37655 \$30 T 5:30pm-8:30pm 11/19 Madison College West

## PROFESSIONAL DEVELOPMENT

### Event Planning

This course will explore the logistics needed to plan large events, corporate meetings, and conventions. Topics include choosing dates, locales, registration methods, marketing techniques, catering and setup, and suggested timelines for successful event planning. Learn how social media is changing traditional event planning with new tools and new modes of publicity.

#34390 \$60 R 6:00pm-9:00pm 10/17-10/24 Truax Campus

### Corporate Social Event Planning

From budget planning to on-site event execution, learn what you should know as a corporate social planner in charge of coordinating an employee event. This workshop includes a variety of topics such as company liability issues, budget planning and contract negotiation.

#34395 \$30 R 6:00pm-9:00pm 11/7 Madison College West

### Dealing with Difficult People

Learn techniques and strategies to help you deal graciously with difficult people. Gain a better understanding of why others act as they do and develop improved responses to help de-escalate awkward situations.

#11247 \$30 R 6:00pm-9:00pm 7/25 Truax Campus

#36480 \$30 W 6:00pm-9:00pm 11/13 Truax Campus

### Time Management Workshop

Productive and optimal use of time and space has never been a more important skill than in today's workplace and personal life. This workshop will introduce the concepts for assessing time usage, tools to improve time management and utilize demonstrated methods to improve individual productivity.

#36481 \$30 W 6:00pm-9:00pm 11/6 Madison College West

### Project Management Fundamentals

Designed for both new and experienced project managers, this course is a unique blend of key project management concepts and applied training that you can immediately use on your projects. No matter what your level of skill, after this course you will have specific tools that you can apply to all the phases of the project life cycle to successfully manage and deliver results at home, at work or in any project situation. Learn how to: develop project plans, develop functional requirements and identify the scope, develop work breakdown structures and statement of work, prepare estimates, develop resource allocation models, and monitor and control the project. See registration page for textbook information.

#34294 \$135 T 6:00pm-9:00pm 8/27-9/24 Truax Health Building



**NEW! The Culture of Wisconsin's Mexican Immigrants**

This course provides an appreciation of the Mexican culture by offering a personal experience through the use of the five senses, sampling of cactus and Mexican chocolate, field trips to experience a Mexican tienda and restaurant. Through exposure to meaningful words in the Mexican Spanish language, informative stories, videos, historical highlights, and active discussions, an awareness of how the Mexican culture and history have influenced the Mexican mestizo of today will follow. And in the process, learners will collaborate to increase their own awareness and appreciation of culture, history, lifestyle, diversity and how they – and others – think, communicate and behave within a multicultural context. Resources and practical information will be shared. The end result – interacting with Mexican immigrants or providing services to Mexican immigrant families – will be more effective and rewarding. Participants should bring writing materials.

#37490 \$269 S 8:00am–12:00pm 9/21–10/26 *Truax Campus*

**COMPUTER SKILLS – BASIC****PC Computer Intro**

This course provides an overview of the PC for true beginners. Students will become familiar with the keyboard, mouse, hardware terminology, and software programs. Learn to use desktop icons, menus and the Windows operating system. Students also learn how to create and manage files and storage media. See *registration page for textbook information.*

#34954	\$79	TR	9:30am–12:00pm	8/27–9/12	Middleton Senior Center
#34955	\$79	R	9:00am–11:30am	9/5–10/10	Madison Senior Center
#34956	\$79	M	8:30am–11:30am	9/30–10/28	Waunakee Senior Center
#34959	\$79	T	9:00am–12:00pm	10/1–11/5	Downtown Ed Center
#34962	\$79	W	6:00pm–9:00pm	10/2–10/30	Madison College West
#34963	\$79	M	1:00pm–4:00pm	10/7–11/4	Sun Prairie Colonial Club
#34964	\$79	F	6:00pm–9:00pm	11/8–12/13	Downtown Ed Center

**PC Computer Intermediate**

This course is designed for persons who have a basic knowledge of computer hardware and software. The course covers a review of word processing concepts and intermediate word processing functions, a review of the Windows operating system and advanced functions, the Internet, database software, spreadsheets, graphics, and current computer issues. Input from the students helps direct the course emphasis within these areas. See *registration page for textbook information.*

#36430	\$135	M	1:00pm–4:00pm	11/11–12/9	Sun Prairie Colonial Club
#36431	\$135	M	8:30am–11:30am	11/4–12/2	Waunakee Senior Center

**Mac Computer Intro**

Provides an overview of the computer for true beginners with an emphasis on the Mac OS. Students will become familiar with Mac basics and applications, using Mail and Safari, as well as an introduction to iLife (iPhoto, iMovie, iTunes, iWeb, iDVD, and GarageBand). See *registration page for textbook information.*

#34278	\$135	M	12:30pm–3:30pm	9/30–10/28	Downtown Ed Center
#34363	\$135	W	6:00pm–9:00pm	10/2–10/30	Madison College West

**Mac Computer Intermediate**

The course includes a review of Mac fundamentals, discussion of the productivity suites Office, iWork, and iLife, an overview of some advanced Apple applications, and current computer issues. Input from the students helps direct the course emphasis within these areas. See *registration page for textbook information.*

#34364	\$135	W	6:00pm–9:00pm	11/6–12/11	Madison College West
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**Keyboarding Intro**

This course introduces and teaches computer keyboarding to beginning students. Students learn correct fingering and techniques for touch typing. Activities to develop typing speed and accuracy are included.

#33635	\$79	T	6:00pm–9:00pm	11/12–12/10	Downtown Ed Center
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**MS Word 2010 Intro**

Learn to use the Microsoft Word 2010 environment and the ribbon. Topics include letter formatting, copying, formatting, and moving text, changing margins, page orientation and paper size, controlling page breaks, correcting errors, and working with tables and forms. Some Office 2013 features will also be discussed. Requires familiarity with Windows. See *registration page for textbook information.*

#33642	\$79	T	6:00pm–9:00pm	9/3–10/1	Madison College West
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**MS Word: Holiday Letters**

Turn the busy holiday season into a less stressful season by creating a personalized holiday letter for your family and friends. It will be completed in class and ready to mail. In the same class, you will also learn how to create holiday return address labels for your envelopes.

#33703	\$23	R	1:00pm–3:00pm	11/7–11/14	Sun Prairie Colonial Club
#33704	\$23	M	1:00pm–3:00pm	11/11–11/18	Madison Senior Center

**Windows 7/8 Intro**

Students will become familiar with the Windows desktop, taskbar, menus, commands, and gadgets as well as learn about launching programs, resizing windows, and multitasking. This course also covers clipboard functions, using a ribbon interface in applications, and managing files and folders. Course will be conducted on Windows 7 computers but Windows 8 features will be explored as well. See *registration page for textbook information.*

#34250	\$135	M	6:00pm–9:00pm	10/14–11/11	Madison College West
#36325	\$135	R	6:00pm–9:00pm	9/5–10/3	Truax Health Building

**Windows: File Management**

In this class students will learn how to organize and manage their computer files. Students will create, rename, delete, move, copy, and learn to find folders and files easily.

#34388	\$30	M	6:00pm–9:00pm	10/7	Madison College West
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**eBay Workshop**

In this workshop you will explore eBay, the premier on-line marketplace. Learn the basics of how to browse, bid, and sell items at the site. NOTE: Students are NOT required to bid/buy nor sell any item on eBay to successfully attend and complete the course. If students choose to bid/buy or sell, it will be the responsibility of the individual student for payment.

#33634	\$23	F	12:00pm–4:00pm	9/20	Waunakee Senior Center
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**Internet Explorer and Email Intro**

Students will become familiar with searching the Internet and using an e-mail program. Learn to manipulate files, use search engines, print files, set bookmarks, and adjust the preferences. See *registration page for textbook information.*

#33630	\$60	W	1:00pm–4:00pm	10/30–11/20	Sun Prairie Colonial Club
#36484	\$60	M	9:00am–11:00am	9/9–10/14	Monona Senior Center

**Internet Explorer & E-mail Intermediate**

This class is for students who would like to continue learning more about the Internet and e-mail. Students will review how to manipulate files, use search engines, print files, set bookmarks, and adjust the preferences. Recommended prerequisite: Prior experience using Internet searches and e-mail. See *registration page for textbook information.*

#34315	\$41	M	9:00am–11:00am	10/21–11/25	Monona Senior Center
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**Facebook: Connect with Friends**

In this class you will set up your free Facebook account, add information to your profile, choose your privacy settings, add photos, and start making connections online with your friends and family. Students should have basic PC skills.

#33631	\$32	M	9:30am–12:30pm	9/16–9/23	Waunakee Senior Center
#33632	\$32	TR	9:00am–12:00pm	11/12	Middleton Senior Center
#36583	\$32	W	9:00am–11:00am	10/23–11/6	Monona Senior Center

**COMPUTER SKILLS – PROFESSIONAL****iPhones, iPads, and Mobile Apps**

Increase productivity by using your iPad or iPhone to organize information, take and edit photographs and videos, compose messages, as well as play games and watch movies. Other topics covered include information on purchasing, accessing and using the iTunes Store to get Apps and media (music, movies, books, etc), and tips and tricks for getting the most out of your iPad or iPhone. Bring your fully charged iPhone or iPad if you have one. Some equipment will be available.

#10889	\$49	TR	6:00pm–8:30pm	7/30–8/1	Madison College West
#36424	\$49	T	9:00am–11:30am	9/10–9/17	Madison Senior Center
#36425	\$49	F	9:00am–11:30am	10/4–10/11	Sun Prairie Colonial Club
#37263	\$49	W	10:00am–12:30pm	10/9–10/16	Madison College South
#36426	\$49	R	6:00pm–8:30pm	11/14–11/21	Madison College West

**Intermediate computer skills:**

In classes that require intermediate computer skills, students should already have skills at typing and using the mouse, launching and switching applications, moving and resizing windows, using menus and copy/paste, and navigating folders to open or save files.

**MS Excel 2010 Intro**

This introductory course in MS Excel spreadsheets covers working with tables and ribbons, entering, editing, and formatting numbers, text, dates and formulas for calculations, working with themes, formatting worksheets, and creating and modifying charts. Some Office 2013 features will also be discussed. Requires familiarity with Windows. *See registration page for textbook information.*

#34232	\$135	M	6:00pm–9:00pm	9/9–10/7	Truax Health Building
#34365	\$135	W	6:00pm–9:00pm	11/6–12/11	Madison College West
#36491	\$135	R	6:00pm–9:00pm	10/3–10/31	Downtown Ed Center

**MS Excel 2010 Intermediate**

This course covers tools for working with large worksheets, multiple sheets, linking cells and formulas, naming cells and ranges, hyperlinks, working with tables, sorting and filtering, outlines, graphics, templates, and protecting worksheets. Requires familiarity with Windows and prior experience using MS Excel software. *See registration page for textbook information.*

#34233	\$135	M	6:00pm–9:00pm	10/21–11/18	Truax Health Building
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**MS Excel Basic Formulas & Functions**

This workshop will cover basic Excel formulas and functions. Students will learn to write formulas to perform arithmetic calculations with cell references and some of the commonly-used Excel functions. Students in this course should have some prior experience with Excel, such as having completed the Excel Intro course. *See registration page for textbook information.*

#34366	\$30	M	6:00pm–9:00pm	9/9	Madison College West
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**MS Excel Pivot Tables & Charts**

The pivot table is one of the most useful spreadsheet tools for analyzing and summarizing data. This course will explore the visualization possibilities of Excel charts, pivot tables, and pivot charts. Students in this course should have some prior experience with Excel, such as having completed the Excel Intro course. *See registration page for textbook information.*

#34368	\$30	T	6:00pm–9:00pm	10/29	Downtown Ed Center
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**MS Excel VBA Programming**

Harnessing the power of VBA in MS Office can make you the MVP at your company! In this course, students will learn how to use macros to automate routine tasks and create custom functions in MS Excel, beginning from simple examples and working up to Visual Basic programming using dialog boxes and control structures. Students are expected to have prior experience with Excel. No prior programming experience required. *See registration page for textbook information.*

#34234	\$135	T	6:00pm–9:00pm	11/19–12/17	Madison College West
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**MS Excel: Sorting & Filtering**

In this workshop, students will use the sorting and filtering options in MS Excel to rearrange and reorganize data ranges to meet the desired criteria. The course will cover the use of sorting criteria such as wildcards and sort order to organize data as well as filtering to allow you to hide data without rearranging or moving it. Students in this course should have some prior experience with Excel, such as having completed the Excel Intro course. *See registration page for textbook information.*

#34367	\$30	T	6:00pm–9:00pm	11/5	Downtown Ed Center
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**MS PowerPoint 2010 Intro**

This course introduces the PowerPoint 2010 program and ribbon navigation. Learn how to create basic presentations and slide shows, work with slides, create outlines, format and rearrange slides, select different printing options, use clipart, graphics and shapes, choose slide transitions and animations, insert sound effects, create charts and diagrams. Some Office 2013 features will also be discussed. Requires familiarity with Windows. *See registration page for textbook information.*

#34312	\$135	T	6:00pm–9:00pm	11/12–12/10	Truax Campus
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**MS Access 2010 Intro**

This course discusses Access database concepts and covers creating tables, using forms and reports, editing and formatting tables, setting field properties, retrieving data, and creating queries. Some Office 2013 features will also be discussed. Requires familiarity with Windows. *See registration page for textbook information.*

#34369	\$135	R	6:00pm–9:00pm	10/17–11/14	Truax Health Building
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**MS Access: Basic Queries**

This workshop will cover design of multi-table queries, as well as setting query criteria, sorting, and using calculations and functions in queries. Students should have some prior experience with MS Access, such as having completed MS Access Intro. *See registration page for textbook information.*

#34248	\$30	M	6:00pm–9:00pm	9/30	Madison College West
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**Adobe Illustrator CS6 Intro**

Learn to create vector images with Adobe Illustrator. In this course, students will become familiar with the workspace, create backgrounds, work with objects, text, fills and strokes, styles, tools, shapes, and more. Intermediate-level computer skills required. *See registration page for textbook information.*

#34298	\$135	T	6:00pm–9:00pm	11/12–12/10	Truax Health Building
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**Adobe InDesign CS6 Intro**

Create professional looking flyers, posters and more with this powerful program. Students will learn about the principles of design and how to apply them to their work. Topics include how to set up a document, save files, create master pages, use rules, work with color, import images, work with text and create text in columns. Intermediate-level computer skills required. *See registration page for textbook information.*

#34280	\$135	W	6:00pm–9:00pm	10/2–10/30	Downtown Ed Center
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#34302	\$135	R	6:00pm–9:00pm	9/5–10/3	Madison College West
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**Adobe Photoshop CS6 Intro**

Learn advanced photography manipulation techniques in Photoshop CS6. Topics include learning how to adjust color, add and use layers, apply filters for different effects, dodging and burning, using gradients and cutting out sections of a picture. Intermediate-level computer skills required. *See registration page for textbook information.*

#34281	\$135	R	6:00pm–9:00pm	10/3–10/31	Downtown Ed Center
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#34372	\$135	W	6:00pm–9:00pm	8/28–9/25	Madison College West
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#37264	\$135	R	2:00pm–5:00pm	10/24–11/21	Madison College West
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## Earn the Nondegree Basic Web Certificate

**New web responsibilities at work?  
Need web design skills on your resume?**

Complete the nondegree Basic Web Certificate will give you the skills to create basic web sites and maintain CMS content. You do not need to pursue the Certificate to take any of these courses and you do not need to formally enter any program to earn this certificate. You will automatically earn the Certificate if you complete these required noncredit courses with Satisfactory grades within 3 years.

- Web Design Intro
- HTML and CSS Basics for Web
- Adobe Photoshop CS5 or CS6 Intro
- Adobe Dreamweaver CS5 or CS6 Intro
- One CMS course such as Joomla or Wordpress
- Web Site Project Development

### SketchUp

Learn how to easily create three-dimensional models of your designs with this amazing free software. SketchUp is intuitive, has an easy-to-use interface, and is the perfect tool for both beginners and intermediate designers. Topics covered include drawing to modeling, layers, measurements and dimensions, groups, the paint bucket, shadows, scenes, Google Earth and the 3D Warehouse. Students should have basic computer skills.

#34453 \$135 R 6:00pm–9:00pm 8/29–9/26 Madison College West

### AutoCAD Intro

In this class we will discuss and demonstrate the process of Computer Aided Design using the industry-standard Autodesk AutoCAD. Students will learn how to customize the software to suit their needs and design methods while incorporating AutoCAD into their design process using graphic standards. This course will cover document setup, 2-dimensional drawing, modifications, dimensioning, and document layout for printing. Students will be prepared to learn 3-dimensional model building at the completion of this course. Students are expected to be familiar with Microsoft Windows. *See registration page for textbook information.*

#34359 \$150 R 6:00pm–9:00pm 10/24–12/5 Downtown Ed Center  
#34374 \$150 W 6:00pm–9:00pm 9/4–10/9 Madison College West

### AutoCAD Intermediate

In this class students will build on the knowledge they already have of AutoCAD, while discussing and demonstrating the process of creating three-dimensional models. Students will learn how to customize the software to suit their needs and design methods while incorporating AutoCAD into their design process using graphic standards. This intermediate course will cover converting 2D information to 3D, primitives, solids, surfaces, editing and manipulation. Students will be prepared to learn advance topics, such as rendering, materials, and lighting at the end of this course. Students are expected to have a basic understanding of AutoCAD. *See registration page for textbook information.*

#34452 \$150 W 6:00pm–9:00pm 10/16–11/20 Madison College West

### Autodesk Revit Architecture

This course will expand on the concept of Computer Aided Design by exploring Autodesk Revit Architecture. Revit is Building Information Modeling (BIM) software that helps you effectively capture and visualize your design concepts and maintain your vision through the design process creating accurate and reliable results. The information-rich 3D models are highly effective throughout the process from design to documentation, and finally construction. *See registration page for textbook information.*

#34414 \$150 M 6:00pm–9:00pm 11/11–12/16 Downtown Ed Center

## WEB DESIGN AND CONTENT MANAGEMENT

### Web Design Intro

This course introduces the fundamentals of web development. It is intended to instill a basic understanding of servers and hosting, file structures and page fetching, HTML, the use of style sheets, web graphic design and content management, and will set a foundation for further study. This is the first recommended course to complete the non-credit basic web design certificate; however, students do not need to be pursuing the certificate to take this course. Students should have intermediate-level computer skills.

#34376 \$79 M 6:00pm–9:00pm 11/25–12/9 Madison College West  
#34378 \$79 M 6:00pm–9:00pm 9/9–9/23 Downtown Ed Center  
#36328 \$79 T 6:00pm–9:00pm 10/1–10/15 Truax Health Building

### HTML and CSS Basics for Web

In this course students will be introduced to HTML and CSS for the purpose of building their own Web pages. Students will begin with basic principles of using HTML to display and format text and move on to adding images and links, making tables and frames, and creating forms. Students will learn about style sheets (CSS) and how to use them to format text and control page layout. After incorporating JavaScript and multimedia effects, students will learn how to publish pages to the Web. Intermediate-level computer skills are recommended. *See registration page for textbook information.*

#34310 \$135 M 6:00pm–9:00pm 10/7–11/4 Downtown Ed Center  
#34370 \$135 W 6:00pm–9:00pm 8/28–9/25 Madison College West  
#36327 \$135 T 6:00pm–9:00pm 10/29–11/26 Truax Health Building

### Adobe Dreamweaver CS6 Intro

Learn the basics of creating your own web pages with Adobe Dreamweaver. Upon finishing this course students should be able to design a simple web site. Topics include basic HTML coding, selecting a page layout, saving pages, inserting text, links, and pictures, choosing text font, color and size, changing headings and previewing pages. Intermediate-level computer skills required. Previous knowledge of HTML is encouraged but not required. *See registration page for textbook information.*

#34279 \$135 T 6:00pm–9:00pm 10/29–11/26 Madison College West  
#36326 \$135 M 6:00pm–9:00pm 11/11–12/9 Downtown Ed Center

### Blogging with WordPress

The class will introduce students to the WordPress content management system capabilities and techniques by exploring the features and benefits of both WordPress.com and WordPress.org. WordPress.com provides free blogs/websites. WordPress.org provides software to self-host blogs/websites. Students will create a personal or business blog using visual step-by-step instructions for creating and setting up a blog from WordPress.com. The class will explore how to create engaging written and visual content and students will gain an understanding of how to manage their blog by exploring all the tools offered by the WordPress content management system. Students will apply advanced procedures for self-hosted bloggers, including buying a domain, getting a web host, and installing WordPress.org. The class will investigate the benefits of self-hosting by customizing sites through use of plug-ins and themes and custom site editing. Students should have basic computer skills. *See registration page for textbook information.* Students will provide or purchase inexpensive web hosting to fully participate in this class.

#34377 \$135 T 6:00pm–9:00pm 9/17–10/15 Madison College West

### Creating Your Own Website with Joomla!

Joomla! is an open-source, web-based content management system (CMS) used by millions of people worldwide to build and manage their personal or business websites. Because Joomla! is free software and requires little knowledge of HTML/CSS code for basic operation, it's a popular choice for individuals, students, and small businesses who want to create or update their web presence. In this course, students will learn how to install Joomla! on an internet host, use FTP applications to upload images and documents onto their servers, and build a basic multi-page website. Topics will include logo installation, menu construction, basic HTML coding, website back-up, site organization, and search engine optimization. Students should have intermediate-level computer skills; previous web design experience is not required. *See registration page for textbook information.* Students are expected to provide web hosting or purchase it from an inexpensive recommended provider.

#34356 \$135 W 6:00pm–9:00pm 11/6–12/11 Downtown Ed Center

### Intro to Programming with Java

This course is an introduction to Java programming language for people who have no prior programming experience. Course topics will include variables, data types, arithmetic operations and precedence, string operations, logical operations, loops, comments, operator input and more. Students will learn how to install the JDK on Windows and will design simple programs. Students are expected to have intermediate-level general computer skills. *See registration page for textbook information.*

#34355 \$135 T 6:30pm–9:30pm 9/3–10/1 Downtown Ed Center

### NEW! Search Engine Optimization (SEO)

This course explains what search engine optimization (SEO) is and how you can use it to increase site traffic and ultimately your sales. You will learn how to measure your progress and success while planning a long-term SEO strategy. With the dynamic and rapid changes in this field, it is imperative to understand and implement the latest methods. Topics include understanding search engine indexing, improving keywords and code structures for indexing, differences between sponsored links and organic linking, and working with multiple inbound links such as blogs, partnerships and reciprocal links. You'll also learn how to measure the effectiveness of your SEO and compare the cost-per-lead of SEO with other direct marketing approaches. Some prior experience with HTML is recommended. *See registration page for textbook information.*

#37610 \$135 M 6:00pm–9:00pm 11/11–12/9 Truax Health Building



## Website Project Development

Satisfying web clients takes more than knowing how to use Dreamweaver, to code HTML and to edit a JPEG. Whether you're building a website for an employer, a small business or yourself, you need to know how to use your basic skills to complete the project. In this capstone course of the Nondegree Basic Web Certificate series, learn how to plan and produce a website to satisfy client needs and expectations. Key skills covered: Site planning, file structure, navigation, look and feel, and interpreting client needs. Students are expected to have a basic knowledge of web design, HTML, Dreamweaver and Photoshop.

#34458 \$99 M 6:00pm–9:00pm 11/25–12/9 Madison College West

## PHOTOGRAPHY AND VIDEO

### Using a Digital Camera – Basics

This is a basic course for those interested in using digital cameras. Topics include the basics of point-and-shoot digital camera photography, explanation of typical camera controls, adjusting and using flash, shooting modes, camera set-up menu, exposure controls, and how to retrieve photos from the camera. Students should bring their digital camera, manual, cables, power supplies, and media cards to class.

#33678 \$23 R 12:30pm–3:30pm 9/12 Madison Senior Center  
 #33679 \$23 R 6:00pm–9:00pm 9/26 Madison College West  
 #33680 \$23 R 6:00pm–9:00pm 11/21 Truax Health Building  
 #37307 \$23 W 6:00pm–9:00pm 10/23 Downtown Ed Center

### Digital Camera Photography Workshop

This course is intended for students who understand the basic point-and-shoot operation of their digital cameras, but who are seeking assistance in taking better pictures and making better use of their digital camera's features. Some prior experience with the digital camera, such as having taken our Basics course, is recommended. Students should bring their digital camera, manual, cables, power supplies, and media cards to class.

#11156 \$23 W 6:00pm–8:00pm 7/24–7/31 Truax Campus  
 #33667 \$23 F 12:00pm–4:00pm 11/8 Waunakee Senior Center  
 #33668 \$23 R 6:00pm–8:00pm 10/3–10/10 Madison College West  
 #33669 \$23 R 6:00pm–8:00pm 12/5–12/12 Truax Health Building

### Digital Cameras: Macro and Close-up Photography

This workshop will increase your ability to create beautiful images of small objects and close-ups in nature. The focus will be on the effective use of camera controls and accessories to "move in close" on small objects. Students should bring their digital camera, manual, cables, power supplies, and media cards to class.

#33670 \$23 T 7:00pm–9:00pm 9/17–9/24 Madison College West

### Digital Cameras: Portrait Photography

In this workshop, learn tips and techniques to take portraits and family photos that will be worthy of framing and cherished for decades. Using correct camera controls, lighting technique, posing, subject arrangement and choosing appropriate camera accessories will be discussed. Students should bring their digital camera, manual, cables, power supplies, and media cards to class.

#33671 \$23 R 6:00pm–8:00pm 10/17–10/24 Madison College West

### Product Photography for Marketing

Learn studio lighting techniques for photographing products for in-house corporate marketing purposes. The course includes an introduction to the qualities of light; brief introduction to photographic principles affecting product photography; how to light special types of materials and surfaces; how to solve common lighting challenges; how to select backgrounds and lighting styles for catalog and web use; how to use a DSLR with portable or studio strobes; how to use light modifiers; and how to edit product photographs to prepare them for print or web marketing materials. It is recommended (but not required) to bring a recent-model DSLR camera for some hands-on portions of the course. All course materials are provided.

#34456 \$99 R 6:00pm–8:00pm 10/3–11/7 Truax Campus

### Working with Digital Photos

Use readily available software applications to organize and improve digital photos that you have taken. Topics will include cropping and sizing, correcting color and contrast, red eye removal, preparing photos for printing and e-mailing, using web based photo sites, techniques for storing digital photo files and organizing photos into folders. Students are welcome to bring their own photos on camera media, CDs, thumb drives, or other USB-compatible equipment. Also see courses in Photoshop Elements, Photoshop, Lightroom, or Aperture for more advanced editing.

#33537 \$23 M 6:00pm–8:00pm 9/16–9/23 Madison College West

### Adobe Photoshop CS6 or Photoshop Elements?

Photoshop Elements is an Adobe product intended to meet the photo-editing needs of most home users, and Photoshop CS6 is software for professional photographic editing. We recommend that you take the class for the software that you intend to use. For more information, visit [adobe.com](http://adobe.com). See page 4 for classes using CS6.

### Adobe Photoshop Elements Intro

Adobe Photoshop Elements will be used to demonstrate how digital photos can be edited, enhanced, developed, and stored. Topics will include opening and saving files, file types, using templates, editing and retouching photos and adding text to photos. This class does not demonstrate photo-taking techniques; it is primarily designed for working with photos after they have been taken. Students are expected to be familiar with MS Windows. See registration page for textbook information.

#34293 \$135 F 6:00pm–9:00pm 9/27–10/25 Downtown Ed Center  
 #34262 \$135 M 9:00am–12:00pm 10/21–11/18 Downtown Ed Center

### Adobe Photoshop Elements Intermediate

This course will discuss and demonstrate additional options of Adobe photo editing software beyond those covered in the introductory or basic course. The course will begin with a review of many of the topics covered in the introductory class. Other topics include filters, selection techniques, layer management and transformation, drawing shapes, type (text) options, and image cropping and sizing. This class is not intended to demonstrate proper photo taking techniques. It is primarily designed for working with photos after they have been taken.

Adobe Photoshop Elements Intro or some prior experience with photo editing is recommended. See registration page for textbook information.

#34267 \$135 F 6:00pm–9:00pm 11/8–12/13 Downtown Ed Center

### Adobe Lightroom

In this course students will become familiar with using the Adobe Lightroom 5 interface to import, view and organize photos. Students will use the Develop module to edit photos for white balance, exposure, tonal adjustments, saturation, color and to apply various filters. Students will also learn how to create web galleries and slideshows. Color printing is not available in class. Intermediate-level computer skills recommended. See registration page for textbook information.

#34332 \$135 M 6:00pm–9:00pm 10/21–11/18 Downtown Ed Center

### Photo Manipulation w/ Photoshop

In this hands-on course, students will use Photoshop CS6 to create digital artwork from photographs that are provided and/or photographs of their own. Techniques will include extraction, blending, layer masks, adjustment layers and many other Photoshop tools to glamorize portraits, change mood, add drama, or create exotic art. Students are expected to have prior experience with Photoshop, such as having completed Adobe Photoshop Intro. Students are recommended to bring a removable USB storage device. See registration page for textbook information.

#33675 \$89 M 6:00pm–9:00pm 11/4–12/9 Madison College West

### Photo Restoration Workshop

Whether you have irreplaceable vintage film types or fading Polaroids, it's time to scan them in for preservation and repair. Students will bring in their photos, 35mm negatives, and/or photo files, scan their photos to their flash drives and work on these scanned images to enlarge, correct fading, mend tears or remove other unwanted artifacts, and save the corrected files to take home or order prints. Basic computer skills are recommended.

#33676 \$42 R 5:00pm–9:00pm 12/5–12/12 Madison College West

### Digital Photography Advanced

Advanced digital techniques to be covered include: setting custom white balance, using an off camera flash creatively, overriding automatic camera controls, shooting in the RAW mode, choosing lenses for various shooting situations, and other topics as they may come up as a result of the photo assignments. Students should bring their digital camera, manual, cables, power supplies, and media cards to class.

#33672 \$42 M 6:30pm–8:30pm 9/9–9/30 Madison College West  
 #33673 \$42 TR 6:30pm–8:30pm 10/1–10/10 Downtown Ed Center  
 #33674 \$42 R 6:30pm–8:30pm 11/7–12/5 Middleton High School

### Advanced Digital Photography Seminar

This class is for students who have mastered the controls on their digital cameras and wish to take their photography to the next level. Students will focus on personal shooting assignments that will require them to stretch their imagination and camera manipulation to produce innovative images. Topics include advanced exposure control, special lighting techniques for various subjects and the use of special filters and lenses. At the end of the class students will prepare one image for show at Madison College. Completion of the Digital Photography Advanced course or equivalent skills required. Students must have a digital camera that can shoot in the manual mode, preferably a digital SLR.

#33666 \$42 W 6:00pm-8:00pm 9/11-10/2 Sun Prairie Colonial Club

### Intro to Sound Production

This is an introductory course in digital sound production including basic recording, looping, and mixing techniques. Additionally, students will be introduced to remote recording equipment and on-location best practices to achieve quality audio capture. We will use Apple's GarageBand program (free with iLife). Familiarity with Macintosh recommended. Students will supply their own cameras, storage and recording media.

#33637 \$79 W 6:00pm-9:00pm 11/6-12/11 Downtown Ed Center

### NEW! Intro to Videography (Mac)

Learn how to capture great video and sound while effectively telling a story or recording an event. The course will cover operation of typical video cameras, camera types and media, sound and lighting equipment, and story-boarding, all in a workshop environment. Students will supply their own cameras, storage and recording media.

#34973 \$79 R 6:00pm-9:00pm 8/29-9/26 Downtown Ed Center

### Intro to Digital Video Editing (Mac)

This course is general introduction to basic techniques of digital video production. This includes creating, editing, and exporting digital video for various formats, including web sites, web based video sites (ie YouTube), and social media. We will use Apple iMovie software. Intermediate-level computer skills recommended.

#36482 \$135 W 6:00pm-9:00pm 10/2-10/30 Truax Health Building

### NEW! Digital Animation for Videography (Mac)

This course is general introduction to basic techniques of digital animation, compositing, titling, and post-production effects as they relate to videography. This includes creating title sequences, basic green screen techniques, animating typography and graphic elements and combining the results with existing video footage. Students supply their own cameras, storage and recording media.

#37657 \$180 W 6:00pm-9:00pm 11/6-12/18 Truax Health Building

### Intro to Video Editing (PC)

In this course we will cover a general introduction to the basic techniques of digital video production. Topics include creating, editing, and exporting digital video for various deliverables such as web sites, DVD, and Web based video sites such as YouTube. The goal is to learn how to better communicate with video in the Digital Age. We will use Adobe Premiere Elements software on PC Windows-based computers. Intermediate-level computer skills recommended.

#36483 \$135 M 6:00pm-9:00pm 10/14-11/11 Madison College West

### Stop Motion Animation

In an open workshop environment that encourages experimentation with new materials, this 3-week workshop will focus on creating different forms of stop motion animation. Using digital cameras and stop motion software, students will create short frame-by-frame animation sequences using sand, cut out paper and clay. Students are expected to have some basic computer skills. Students must supply their own digital camera. Tripods and other materials will be supplied.

#33677 \$79 F 2:00pm-5:00pm 10/25-11/22 Downtown Ed Center

## FINANCIAL PLANNING

### Do Your Own Will

This course covers basic estate planning, taxes, marital property, creating a children's trust, funeral planning, and how to buy life insurance. Participants receive instruction on how to write their own wills using the Wisconsin Basic Will. No legal advice or counseling is given.

#35128 \$32 M 5:30pm-8:30pm 10/14-10/21 Waunakee Senior Center

#35130 \$32 M 6:00pm-9:00pm 11/18-11/25 Madison College West

### Financial Planning for Women

Every woman, single, married, or divorced, needs to know how to take control of her finances. Learn strategies and techniques that will help you manage your finances effectively. Learn about cash management, investments, taxes, retirement planning, considerations at marriage and in divorce, how to be debt free, and much more!

#34952 \$32 W 6:00pm-9:00pm 10/2-10/9 Sun Prairie Colonial Club

## WRITING AND PUBLISHING

### Creative Writing All Levels

Explore the possibilities of writing for fun and publication. Practice specific writing skills that enhance descriptive language usage, story telling, and exposition. Classroom activities include discussion of styles, grammar usage, and imagery as well as the art of writing for fun. This is an individualized course designed to meet the needs of the beginning or advanced writer. Weekly assignments for critique expected.

#36231 \$79 T 7:00pm-9:00pm 8/27-10/15 Downtown Ed Center

#36233 \$79 T 6:00pm-8:00pm 10/15-12/10 Madison College West

### Creative Writing: Film & Screenwriting

This course focuses on understanding the medium of film regarding mise-en-scène, character dialogue, and the story arc. Significant emphasis is placed on character development, film treatments, the use of conflict, multiple storylines, high concept vs. low concept storytelling, and "the pitch."

#36232 \$79 R 6:00pm-8:00pm 9/5-10/24 Madison College West

### Publishing a Novel

Are you thinking about writing a book? Have you written a book that you want to publish? In this course, students will learn how to format a manuscript to meet specifications for publishing a book in print or as an ebook, and in particular, how to format interior and exterior files using Microsoft Word. Students will learn some marketing tips while exploring the pros and cons of self-publishing a book and learn how to avoid some of the pitfalls of the publishing world.

#36330 \$99 W 6:00pm-8:00pm 10/9-11/6 Downtown Ed Center

## ANIMATION AND CARTOONING

### Introduction to Cartooning

This introductory course will guide you through the process of creating sequential art including topics such as: 2D design and perspective, basic drawing techniques with pen and ink, figure drawing and character modeling, abstraction/props, shading/color, narrative development, story boarding, and panel arrangement. This course will give you the basic tools to develop your own cartooning style appropriate for comics, graphic novels, manga etc. *Students provide their own supplies.*

#33741 \$79 F 6:00pm-9:00pm 10/4-11/1 Downtown Ed Center

### NEW! The History of Comic Books in America

The History of Comic Books in America tracks the development of a true American artform. Love Superman, Spider-Man, Batman, the Avengers? Learn their history and the forces that shaped their creation. But it's not just superheroes! This 12-hour class also covers historical genres, from crime and horror to romance and teen comedy, and today's graphic novels. Plus, discover the histories of the men and women behind the comics, as well as the political forces that attempted to periodically drive them out of business! Taught by comics historian and former DC Comics Editor KC Carlson.

#37846 \$60 W 6:00pm-8:00pm 10/16-11/20 Madison College West

### Comic Book and Graphic Novel Art

Do you have a passion for comic books and comic art? Would you like to learn the steps the pros use to create a page of comic book art? This course will guide students through the process of developing artwork for comic books and graphic novels. Through lectures, slideshows and demonstrations, we will examine both traditional and modern methods and workflow for creating professional comic art. During lab time, students will work at their own pace to complete 1-3 pages of comic book continuity by the end of the course. *Students provide their own supplies.*

#34375 \$200 T 6:00pm-9:00pm 10/15-12/10 Downtown Ed Center



## Digital Comic Book Art

Create comic book art on a computer! With the rapid growth of digital media, more and more comic book professionals are creating their artwork on the computer. Through lectures, slideshows and demonstrations, we will examine the modern methods and workflow of creating digital comic art. Students will use Adobe Photoshop to sketch, ink, letter and color their own comic creations. Students must provide a flash drive on which to store their work, as well as sketchbooks and drawing supplies. See registration page for textbook information. #34360 \$200 M 6:00pm–9:00pm 8/26–10/21 Madison College West

## Digital Painting with Adobe Software

Prepare to look at digital art in a whole new light. This class is a beginner level exploration of the tools, theory, techniques and tricks of working with Adobe Photoshop and Illustrator. You will learn techniques for producing digital paintings and conceptual art by applying traditional art skills in a virtual environment. Be prepared to immerse yourself in practical assignments that will build your digital painting skills from the ground up. Familiarity with Adobe Photoshop or Illustrator is recommended but not required. Class is taught in a computer lab. #36524 \$89 M 6:00pm–9:00pm 9/30–11/4 Truax Health Building

## Sci-Fi and Fantasy Art

Visions of distant and future worlds have always captured the imagination, and this is your chance to create your own piece of digital sci-fi art. This course is for budding artists who want to create their own extreme sci-fi art, whether it is for illustration, graphic novels or fine art. Core elements are explored through classroom demonstrations, focusing on creating ambiance and emotional response in your chosen environment. Students are recommended to have some experience with the Adobe Photoshop program. Color printing will not be available; students should bring a flash drive. #36306 \$89 T 6:00pm–9:00pm 9/17–10/29 Downtown Ed Center

## 2D Animation Intro

See your drawings come to life as you learn the fundamentals of classical 2D animation. This course introduces the basic principles of animation and is a foundation for other mediums of animation. Exercises include the bouncing ball, overlapping action, squash and stretch and walk cycles. Both traditional and digital methods will be explored using Toonboon Animation software. Students are expected to have basic drawing skills and basic computer skills. #37265 \$249 R 2:00pm–5:00pm 8/29–10/17 Truax Health Building

## 2D Animation for Gaming

Learn the processes used by professional animators to create 2D animation for games! You will learn how to design and animate your own main characters, enemies, and special effects such as explosions and collision animations. You will also create backgrounds, props and sprite sheets for your game design. This course is designed for artists who want to learn animation and animators who want to explore 2D game creation. Some experience with Adobe Photoshop is recommended. #36331 \$175 F 6:00pm–9:00pm 10/25–12/6 Downtown Ed Center

## Toonboom Animate Pro Intro

This course will serve as a comprehensive introduction to ToonBoom Animate Pro, the industry standard for 2D vector based animation. Students will first learn the fundamental concepts and practices in creating a basic character through both drawing and cut-out animation. They will learn camera and layer multi-planing, compositing, exposure sheets and advanced lip-sync techniques as well as compression, output and HD quality video. Students should have basic drawing and computer skills. #37266 \$249 R 6:00pm–9:00pm 10/3–11/21 Truax Health Building

## Autodesk 3D Studio Max Intro

Learn the fundamentals of working with 3DStudio Max in this introductory course. This class will provide an overview of the many aspects of working in 3DS Max, ranging from modeling to animation. Through lectures, examples and in-class projects you'll gain a solid understanding of working in 3D. Whether you wish to use your new skills at work or just for fun, this class is the perfect place to start. Students should bring their own flash drive. #37179 \$150 M 6:00pm–9:00pm 9/9–10/14 Downtown Ed Center

## ART

### Basic Color Theory for Artists and Designers

This beginner's course on color uses Adobe software to expose you to the theories and application of color as it relates to both print and screen. Strengthen your use of color by understanding how colors interact and which conditions create harmony and disharmony. This course for designers and artists includes topics such as: hue/value/saturation, the color wheel, traits of color, color palette strategies, color mixing, CMYK vs RGB, simultaneous contrast, and social/cultural/psychological effects of color. #33682 \$79 T 6:00pm–9:00pm 11/12–12/10 Downtown Ed Center

### Calligraphy/Mixed Media

Learn the basics of calligraphy, which involves different alphabet styles, with individualized instruction. Create projects using watercolor and various media combined with calligraphy. Students provide their own supplies. #33756 \$60 M 6:00pm–9:00pm 10/7–10/28 Downtown Ed Center

### Ceramics

The instructor will direct classes in the art of ceramics for gift giving and home decoration. New techniques and glazes will be presented for beginning as well as advanced painters. Students will work on pre-formed greenware at their own pace with instruction. Students provide their own supplies. #36496 \$136 T 9:00am–11:00am 9/3–12/10 Sun Prairie Colonial Club

#36497 \$136 R 9:00am–11:00am 9/5–12/12 Sun Prairie Colonial Club

### Ceramics 1: Sculpture & Hand-Building

This course is an introduction to clay through the use of hand-building techniques such as pinch pots, coil, and slab pots. A wide variety of decorating and glazing techniques will also be introduced. Individual pieces will be encouraged after basic skills are mastered. Students provide their own supplies. #36498 \$224 T 1:00pm–4:00pm 9/3–12/10 Downtown Ed Center

### Ceramics 2: Wheel Throwing

This class is for both beginning and continuing wheel throwers. Topics covered include forming techniques as well as decorating and glazing. Students provide their own supplies.

#36499 \$224 W 6:30pm–9:30pm 9/4–12/11 Downtown Ed Center

#36500 \$224 R 1:00pm–4:00pm 9/5–12/12 Downtown Ed Center

#36501 \$224 M 6:30pm–9:30pm 9/9–12/9 Downtown Ed Center

### Creating Picture Books For Children

Do you have an idea for a children's book that you would like to develop? Through lectures, slideshows, and demonstrations students will learn how a book is produced from start to finish. We will look at the history of children's literature and discuss strategies and approaches used in making narrative, conceptual, and wordless books. We will examine traditional and digital techniques and discuss how technology is changing the children's book market. During studio time students will take their stories or concepts from thumbnails to dummy book form and produce two finished illustrations in their choice of medium. Students provide their own supplies. #36329 \$175 R 6:00pm–9:00pm 9/5–10/17 Downtown Ed Center

### Drawing Fundamentals

Explore the principles of drawing. All levels of aptitude are encouraged as the instructor will be working one-on-one with individuals. Students are encouraged to work independently and participate in group discussions and critiques. The primary objective is for individuals to learn to see as artists do. Confidence will be created in producing drawings. Students provide their own supplies.

#33581 \$89 W 6:30pm–9:30pm 10/23–12/4 Downtown Ed Center

#37326 \$89 W 6:00pm–9:00pm 9/4–10/9 Madison College West

### Figure Drawing

This is a basic course introducing the study of the human figure, including proportions, construction, balance, and relationships. Different drawing media are used for reasons of expression, detail, articulation, dramatic effect, and reproducibility. For the advanced student, the course involves composing the figure in successful finished drawings with greater technical development. Students provide their own supplies. Students must be 18 or older. #33582 \$204 T 6:30pm–9:30pm 9/3–12/10 Downtown Ed Center

## Floral Design

Students learn the basic principles and mechanics of floral design using fresh flowers, and will create and take home flower arrangements each night. This class is for beginners as well as the advanced students. Supplies will be provided.

#33545 \$48 W 6:00pm–8:00pm 9/4–9/11 Downtown Ed Center  
#33546 \$48 R 6:00pm–8:00pm 11/14–11/21 Madison College West

## Theatre Arts: Introduction to Acting

In this course students will be introduced to the Stanislavski System of Acting. Students will develop self-expression through performance, learn tools that aid in analysis of a character or scene, warm up the body and voice, and spark the imagination.

#33665 \$60 W 6:00pm–8:00pm 9/18–10/23 Truax Campus

## Jewelry 1 Art/Metal

Jewelry 1 / Art Metal is an introduction to the basic techniques of jewelry making and small-scale metal objects using silver, copper, bronze and brass. The fall semester focuses on fabrication and forming. The spring semester focuses on bezel stone setting and casting. Advanced level students enrolled in Jewelry 1 will work independently. Student must be 18 or over. *Students provide their own supplies.*

#36507 \$213 M 9:00am–12:00pm 9/9–12/9 Downtown Ed Center  
#36508 \$213 W 6:00pm–9:00pm 9/4–12/11 Downtown Ed Center  
#36509 \$213 M 6:00pm–9:00pm 9/9–12/9 Downtown Ed Center

## NEW! Jewelry-Wax Modeling & Casting Stones in Place

This course is for student of any level who is interested in incorporating a stone setting into a wax carving and casting stones in place. Student must be 18 or over. *Students provide their own supplies.*

#36510 \$213 T 9:00am–12:00pm 9/3–12/10 Downtown Ed Center

## Jewelry 2 Art/Metal

This course expands on the techniques learned in Jewelry 1. The class is run in a workshop manner; demonstrations are based the desires and needs of the students in the class. Advanced techniques are demonstrated such as wax modeling for casting in silver, gold, or bronze. Students are expected to have completed Jewelry 1 or to have obtained instructor consent. Student must be 18 or over. *Students provide their own supplies.*

#36511 \$213 M 1:00pm–4:00pm 9/9–12/9 Downtown Ed Center  
#36512 \$213 W 9:00am–12:00pm 9/4–12/11 Downtown Ed Center

## NEW! Jewelry-Stone Setting & Mokume-Gane

This course expands on the techniques learned in Jewelry 1 Art/Metal and is for any student who has learned the basic fabrication techniques. Demonstrations include advanced stone settings and Mokume-Gane. Student must be 18 or over. *Students provide their own supplies.*

#36513 \$213 R 9:00am–12:00pm 9/5–12/12 Downtown Ed Center

## Jewelry Workshop Advanced

This course expands on the techniques learned in Jewelry 1 and is for any student who has learned the basic fabrication techniques. The class is run in a workshop manner in that demonstrations are based on the desires and needs of the students in the class. Some of the demonstration possibilities include use of the hydraulic press for forming, photo-etching, tube setting, marriage of metal and casting. Student must be 18 or over. *Students provide their own supplies.*

#36514 \$213 W 1:00pm–4:00pm 9/4–12/11 Downtown Ed Center  
#36515 \$213 R 6:00pm–9:00pm 9/5–12/12 Downtown Ed Center

## Jewelry/Art Metal Enameling

This course is an introduction to the art of kiln-fired vitreous enamel on metal utilizing both transparent and opaque enamels. Traditional techniques such as Limoges, Cloisonné, Champlevé, Basse-Taille and Plique-a-Jour will be introduced. *Students provide their own supplies.* Attendance of the first class is mandatory and students should bring drawing materials and a sketchbook to class. *Student must be 18 or over.*

#36606 \$213 T 6:00pm–9:00pm 9/3–12/10 Downtown Ed Center

## Matting & Framing 1

Students learn how to mat and frame pictures, making them more appealing as well as protecting them from the elements. Students learn how to design the mat and frame, and then construct their designs. The class covers several procedures for finishing frames, combinations of frame moldings, restoration procedures, and conservation materials and procedures. Designed for both the new and the continuing student. Experienced students will learn advanced mat cutting and decoration as well as more complex frame building. Some current techniques are covered as well as an exploration of the latest materials. *Students provide their own supplies. See registration page for textbook information.*

#33595 \$175 T 1:00pm–4:00pm 9/10–12/3 Westminster Presbyterian

## Matting & Framing 2

Students learn how to mat and frame pictures, making them more appealing and protecting them from the elements. The class presents information and techniques that are new to beginning students and a review for more experienced students. This course also offers more advanced techniques in matting, v-grooves, French lines and panels, open v-grooves and more for the experienced students. Techniques on joining various mouldings to produce different profiles, different finishing applications such as gold/silver leafing, antiquing, staining, dry brushing, and restoring are among the techniques introduced and reviewed. The course is an open lab after the first session and is tailored to the individual needs of the students. *Students provide their own supplies. See registration page for textbook information.*

#36516 \$175 R 1:00pm–4:00pm 9/12–12/5 Westminster Presbyterian

## Oil Painting

Students will have the opportunity to observe the instructor demonstrate oil painting techniques and can choose to paint along with the class project or may select a subject of individual preference. *Students provide their own supplies.*

#33591 \$175 R 9:00am–12:00pm 9/12–12/5 Westminster Presbyterian  
#33592 \$175 T 9:00am–12:00pm 9/10–12/3 Westminster Presbyterian

## Painting 1

This beginning course teaches basic painting skills using different paint media. Students will learn how to lay out a palette, prepare painting backgrounds, mix colors and develop pictures along with other painting skills. *Students provide their own supplies.*

#33588 \$204 F 9:00am–12:00pm 9/6–12/13 Downtown Ed Center

## Painting for Pleasure

This class is designed to introduce or reinforce the idea that painting can be a way to relax or can be a form of self-expression. Students will have the opportunity to observe the instructor demonstrating acrylic painting techniques and can either choose to paint along with a class project or may select an individual project. The instructor will accommodate all levels of painting skills, from beginning to advanced, will help students with ideas for subject matter, composition, color, etc., and will encourage each student to develop their own painting style. *Students provide their own supplies.*

#11176 \$79 M 6:00pm–9:00pm 7/22–8/19 Madison College West  
#33589 \$89 M 6:00pm–8:30pm 9/23–11/4 Waunakee Village Center  
#33590 \$89 W 1:00pm–3:30pm 9/18–10/30 Waunakee Village Center  
#36517 \$89 T 6:00pm–8:30pm 9/3–10/15 Madison College West  
#36519 \$89 R 9:00am–11:30am 9/19–10/31 Waunakee Village Center

## Polymer Clay Sculpting

Whether you already have experience sculpting or are a beginner who would like to learn more, this class is for you. Polymer Clay is a versatile medium and wonderful for sculpting figures, large and small. Build a simple wire armature (supporting "skeleton") and sculpt your favorite character, 8 inches tall, 12 inches tall or whatever scale you choose! Or, you can create smaller figures, like a 5-inch tall fairy for a terrarium. Push your imagination into the 3rd dimension! Add this skill to your professional portfolio, or begin a fun, new hobby to enjoy for life! Basic drawing skills, a working knowledge of anatomy, and some experience or knowledge of sculpting techniques would be helpful but are not required. *Students provide their own supplies.*

#36486 \$146 W 6:00pm–9:00pm 9/18–11/27 Downtown Ed Center

## Printmaking

The course covers relief printing (wood block and linoleum block) and intaglio printing (etching, collagraphs, engraving and dry point). Formal instruction and techniques will be demonstrated in the beginning of class, and students will be given time to work on individual projects with instructor guidance. Designed for both the new and the continuing student. *Students provide their own supplies.*  
 #33593 \$199 T 6:30pm–9:30pm 9/10–12/10 Truax Campus

## Puppet Workshop

Are you a fan of Muppet style puppets? Students will learn how to make this style of hand and rod puppet construction, including build-up techniques with foam, cloth, and other materials. Foam and some materials will be supplied. Students will work together to build a set and film their puppets with fellow students. Students must supply their own hot glue guns and fabric for their puppets.  
 #36304 \$89 R 6:00pm–9:00pm 8/29–9/26 Madison College West

## Stained Glass

Construct a stained glass piece using standard principles and techniques. This class is designed to acquaint students with basic stained glass cutting, copper foil method, and soldering in making stained glass art. Continuing students have the option of learning lead method, mosaic art, stepping stones, lamp making, etc. Students will need to purchase basic tools and supplies. Supplies (typically costing \$50+) discussed at the first class.  
 #36308 \$107 M 6:30pm–9:30pm 10/7–11/18 Middleton High School

## Stained Glass Suncatcher

Take this short workshop to find out if creating stained glass art is for you. Join us to make a star suncatcher; no experience is necessary. With step-by-step instruction on glass cutting, pattern preparation, foiling, soldering, you will complete a star to take home with you. *Supplies and materials are included in the class fee.*  
 #36309 \$37 S 9:00am–1:00pm 11/9 Downtown Ed Center

## NEW! Tole Painting: Decorative Painting

This class is designed for beginners in Tole Painting. Students will learn the basics of base coating, shading, and floating. Students will be painting the Halloween-themed design on wood which can then be placed on a wreath or a stake for outdoors. Supplies are provided, and students take home a finished project. Come and have fun with decorative painting!  
 #37659 \$53 S 9:00am–1:00pm 10/12 Downtown Ed Center

## NEW! Tole Painting: Trash to Treasure

This fun class is designed for beginners in Tole Painting. Students will learn the basics of base coating, shading, and floating. We will be using a winter pattern (choice of 2 designs) which is yours to keep. Students will bring their own objects to paint. Surface preparation will be needed before class; all surfaces must be sprayed with a light mist of flat white spray paint and allowed to completely dry before class. All other supplies included, and you will take home your finished object.  
 #37661 \$38 S 9:00am–1:00pm 11/9 Madison College West

## Watercolor Painting All Levels

For those beginners starting out or the advanced students wanting to refine their watercolor skills, this class will be filled with technical information, demonstrations, individual instruction and lots of time to paint. Learn brush handling, color theory and watercolor techniques such as washes, glazes and textural effects. Choose your subject matter from photos, book references or still lifes as the class explores various painting styles from realism to abstract. *Students provide their own supplies.*  
 #33737 \$79 M 6:30pm–9:30pm 9/23–10/21 Wis. Heights Middle School  
 #33738 \$79 M 12:30pm–3:30pm 9/23–10/21 Middleton Senior Center  
 #33739 \$79 W 9:00am–12:00pm 9/25–10/23 Monona Community Center  
 #33740 \$79 W 12:30pm–3:30pm 9/25–10/23 Monona Community Center  
 #36520 \$79 T 12:30pm–3:30pm 9/24–10/29 Madison College West  
 #36522 \$79 F 6:00pm–9:00pm 10/25–11/22 Downtown Ed Center  
 #36523 \$79 M 6:00pm–8:30pm 9/16–10/21 Middleton High School

## Woodcarving

This hands-on class will give students a basic knowledge of different knives, woods, and finishes. Students will develop, sketch, or transfer a picture or mental image into wood. If students' skills and interest develops, carving can become their art. *Students provide their own supplies.*

#36503 \$145 R 8:00am–10:00am 8/29–12/12 Stoughton Senior Center  
 #36504 \$145 R 10:00am–12:00pm 8/29–12/12 Stoughton Senior Center

## Woodcarving: Caricatures

No previous carving experience is required. Individual help is provided from start to finish in working on a project of your choice (ranging from caricatures to realistic human figures). Carving is done with hand tools such as knives and gouges. *Students provide their own supplies.*

#36502 \$223 T 1:00pm–4:00pm 8/27–12/10 Monona Senior Center

# COOKING AND CUISINE

## 60-Minute Vegetarian Gourmet

No matter whether you are an omnivore, pascal-vegetarian, lacto-ovo-vegetarian or a carnivore, everyone can benefit from knowing more ways to prepare vegetables. Vegetables add nutrition to your diet and can be economical gourmet delights. All you need is a creative mind and a brave heart to explore the world of vegetables, fruits, grains, legumes, nuts and spices. We will prepare quinoa, almond and orange salad, asparagus or scallion frittata, penne with sun-dried tomatoes and pesto, polenta with cashews and herbs served with roasted red pepper sauce, roasted vegetable moussaka with tempeh, marinated mushrooms with fresh lentil pasta, chocolate mousse, and more. Food, equipment, and recipes are provided.

#34997 \$66 M 6:00pm–9:00pm 9/16–9/30 Sun Prairie Colonial Club

## A Taste of Chocolate

This course covers the history, geography, and tasting of chocolate. Learn to taste chocolate as we sample artisan brands and stir up a variety of delicious chocolate creations. The recipes change with the season. Food, equipment, and recipes are provided.

#36206 \$30 U 1:00pm–4:00pm 10/27 Waunakee Village Center

## Baking: Cake Pops

Enter the whimsical and tasty world of cake pops – those fun little confections on a stick. Learn the basic techniques and special tricks that make these delightful treats a great addition to any party. This hands-on class will make holiday-themed cake pops, assembling them into a finished bouquet for each student to take home. Students will learn how to form the cake pops, create custom shapes, melt confectioner's coating, enrobe the pops, decorate the pops using various techniques, and create a base to hold the finished pops. This class is appropriate for both beginners and experienced students. All supplies for this hands-on class are provided.

#36209 \$37 W 6:00pm–9:00pm 11/6 Madison Senior Center

## Baking: Cream Puffs and Éclairs

How do they get those cream puffs so high and airy? And what is the secret to making éclairs? Learn to make these cherished pastries at home for every-day delights and special occasions and taste the results of your efforts! The instructor will show you how to fill the pastries to make them extra special. Food, equipment, and recipes are provided in this hands-on class.

#36207 \$34 U 1:00pm–4:00pm 12/8 Waunakee Village Center

## Baking: Croissants and Breakfast Pastries

Learn how to make your own savory and sweet croissants from scratch as well as tasty sweet roll pastries. The instructor will demonstrate various techniques while students prepare and eat these delicious treats. Food, equipment, and recipes are provided in this hands-on class.

#36208 \$35 R 6:00pm–9:00pm 11/7 Sun Prairie Colonial Club

## Baking: Cupcakes

Cupcakes have long been a favorite at bake sales, pot-lucks and children's birthday parties, and are now more popular than ever! In this hands-on class we will make great tasting cupcakes in several flavors with an assortment of icings and glazes as well as discuss tips on how to keep our delicious treats ready to enjoy. We will discuss how to decorate for parties and holidays while taking ideas from popular cupcake designs. Join us for this fun and creative class. Food, equipment, and recipes are provided in this hands-on class.

#36212 \$30 W 6:00pm–9:00pm 11/6 Middleton Senior Center



**Baking: Healthy Breads**

Nothing compares to the aroma of bread baking. All types of healthy breads will be covered in this class, using a variety of grains. Even bread machine owners can learn from this class. Food, equipment, and recipes are provided in this hands-on class.

#36271 \$30 T 6:00pm–9:00pm 12/10 Madison Senior Center

**Baking: Holiday Cookies**

Enjoy making a variety of cookies based on the winter holiday theme. These treats are guaranteed to please. Create some old-time favorites and learn some new recipes. Food, equipment, and recipes are provided in this hands-on class.

#36213 \$43 T 6:00pm–9:00pm 11/19–11/26 Waunakee High School  
#37666 \$43 MW 6:00pm–9:00pm 12/9–12/11 Madison College West

**NEW! Cake Decorating with Fondant**

Learn how to use fondant to cover a cake like a professional, creating a smooth canvas for your creativity to take hold. Explore a variety of techniques for decorating with fondant, including molding shapes, painting, and texturing to personalize the cake for your special celebration. Students are expected to bring a filled and unfrosted 8" or 9" round cake with 2-3 layers, 5 lbs of Fondant (available at craft stores), plastic wrap, a container of corn starch, a rolling pin, 2 pints of buttercream frosting, a serrated knife, scissors, and their choice of food colors.

#37208 \$34 U 1:00pm–4:00pm 11/17 Waunakee Village Center

**NEW! Cake Decorating: Gum Paste Flowers**

Learn how to use gum paste to create a variety of beautiful flowers and decorations for cakes. Students will learn the tricks and techniques professionals use to create sugar roses, lilies, and daisies, forming them into a decorative bouquet to take a cake from ordinary to extraordinary.

#37207 \$43 T 6:00pm–9:00pm 9/17 Sun Prairie Colonial Club

**Cake Decorating Workshop**

Learn the basics of cake decorating: creating, outlining and filling-in designs, writing messages, star and shell borders, drop flowers, roses, stems, and leaves. Learn and practice techniques and then apply them to your own cake. The emphasis of this course is on design and composition. Students are expected to provide some supplies, such as a cake, bags, and decorating tips. Supply kits are available at the Madison College bookstore (608-246-6016).

#33541 \$30 W 5:00pm–9:00pm 9/18 Madison Senior Center  
#37667 \$30 T 5:30pm–9:30pm 12/3 Madison College West  
#33542 \$30 M 5:30pm–9:30pm 11/11 Middleton Senior Center

**Cooking: 60-Minute Gourmet**

Gourmet cooking does not need to be difficult, costly, or time consuming. Create and taste-test a 60-minute gourmet menu with many different foods, and learn to decorate the simple to make it special. This is a fun and tasty class for the inexperienced or expert cook. Food, equipment, and recipes are provided in this hands-on class.

#34998 \$67 T 5:30pm–9:00pm 10/1–10/15 Madison Senior Center

**Cooking: All Things Chowder**

Ever wondered how to make clam chowder creamy? It is all in the roux. Together we will make roux, stock and sauce and create clam chowder, corn chowder, and seafood chowder. We will also make fresh cornmeal biscuits to go with our chowder. Join us for this comfort food experience. Food, equipment, and recipes are provided.

#34999 \$48 M 6:00pm–9:00pm 10/14–10/21 Middleton Senior Center

**NEW! Cooking: Indian Cuisine**

Indian Cuisine, as understood outside of India, is mostly a collection of about 10 popular dishes and does not do justice to the variety and diversity it offers. In reality, Indian cuisine offers appetizers, curries, stews, rice dishes and desserts based on a variety of vegetables and meats, spice levels from zero to extremely spicy, and a rich variety of grains. Because more than half of the population happens to be vegetarian, a large number of Indian dishes are vegan and many others are naturally gluten-free. Indian cuisine is a great option to improve your health without compromising on taste! Week 1 features Vegetable Samosa, Spinach and Paneer Curry (Palak Paneer) and Fragrant Cumin (Jeera) Rice. Week 2 features Mixed Vegetable Pakora with Green Cilantro Chutney, Home Style Chicken Curry and Coconut Rice. Week 3 features Naan Bread, Butter Chicken (Chicken Tikka Masala) and Mango Lassi.

#37611 \$67 W 6:00pm–9:00pm 9/25–10/9 Madison College West

**Cooking: Asian Cuisine I**

Intrigued by Asian cooking? This is the perfect opportunity to experience Asian cooking from an Asian cuisine expert. Many dishes will be prepared in this hands-on class of easily made entrees and healthy cuisine. This "chef-at-your-side" class uses market-available natural ingredients and innovative cooking techniques to prepare popular Asian meals. Food, equipment, and recipes are provided.

#33606 \$67 T 5:30pm–8:30pm 9/3–9/24 Madison Senior Center

**Cooking: Thai Foods**

Week 1-Thai I (Tom Yum Gung soup, Thai fruit & veggie salad, grilled eggplant salad [yam makeua issaan], jasmine rice); Week 2-Thai II (fresh spring rolls [cha gio], pad Thai, Massaman curry, jasmine rice); Week 3-Thai III (yum yai [mixed salad], neua panaeng [panaeng curry with beef], gai thod khao phod [fried chicken and corn patties], jasmine rice). Food, equipment, and recipes are provided in this hands-on class.

#37670 \$67 M 6:00pm–9:00pm 10/28–11/11 Madison College West

**Cooking: Comfort Food Soups**

When the temperatures grow colder or we just feel under weather, we reach for warm and comforting foods like soup to make us feel better. In this class you will learn how to make soup from scratch. We will make quick stock, chicken noodle, wonton, chili, and cream based soups. Food, equipment, and recipes are provided in this hands-on class.

#35000 \$48 W 5:30pm–8:30pm 10/23–10/30 Madison Senior Center

**Cooking: Knife Skills & Safety**

Improve your knife skills for cooking! In this class you will learn how to properly and safely handle knives. While learning how to dice, julienne and slice, you will improve coordination between hands and learn how to move your knife ergonomically. The class will cover different types of knives, such as the chef knife, paring knife, boning knife and more. Learn about using knives with the C-claw or rocking motion and types of cutting board to match the knife you are using. Learn the safe way to sharpen knives and how to cut an onion without tears. Knives, cutting boards, and materials will be provided.

#35001 \$19 W 6:00pm–8:00pm 9/4 Madison Senior Center  
#35002 \$19 R 6:00pm–8:00pm 11/14 Middleton Senior Center  
#37672 \$19 M 6:00pm–8:00pm 10/7 Madison College West

**Cooking: Mexican**

Known for its vibrant flavors and popular dishes, Mexican food is delicious and fun to prepare at home. Students will learn cooking techniques and unique foods to use to prepare various Mexican dishes. Food, equipment, and recipes are provided in this hands-on class.

#33607 \$67 T 6:00pm–9:00pm 10/1–10/15 Sun Prairie Colonial Club

**Fresh Pasta and Sauces**

Have you ever wondered how to make fresh pasta from scratch? Here is your opportunity to get your hands covered in flour! Together we will make colorful pasta, egg pasta, and various sauces to go with our freshly made pasta. We will also take a spin at making a gnocchi, a small dumpling with potatoes or other starch vegetable such as squash. All flour is not created equal; some have more protein and others have less gluten. Sauce should come from a good stock base, so we will also touch upon the basics of making good stock. Food, equipment, and recipes are provided.

#35003 \$47 R 6:00pm–8:00pm 10/3–10/17 Sun Prairie Colonial Club

**Gluten-Free Baking**

As more people are diagnosed with celiac disease or other types of gluten-intolerance, demand for affordable gluten-free products is on the rise. In this class, we learn how to combine gluten free-flours, starches and baking aids to produce high quality gluten-free baked goods such as breads and desserts at home. Gluten-free baking mixes and other resources are reviewed and all supplies are provided. Food, equipment, and recipes are provided in this hands-on class.

#36494 \$43 T 6:00pm–9:00pm 11/12–11/19 Madison Senior Center

**Let The Spring Roll**

Spring rolls originated in Asia but are now considered a popular comfort food among many cultures. With a dash of creativity and a few simple ingredients these delectable finger foods can be quite easy and fun to make. In this class we will introduce a variety of selections from the base of the roll to the contents and sauces. Food, equipment, and recipes are provided in this hands-on class.

#36603 \$38 R 5:30pm–8:30pm 9/19–9/26 Middleton Senior Center

## Preserving Summer's Bounty

In this introductory class, we will learn about the many ways food can be preserved for future use and transformed into flavorful condiments. These main methods of fermenting, salting, curing, canning, freezing, drying, pickling, brewing and making jams, jellies, preserves, chutneys and vinegars will be explained with recommendations for further study. Then we will explore easy ways to make the most of our garden's harvest and farmer's market purchases by making jam, pesto, refrigerator pickles and sun-dried tomatoes. A demonstration on canning is included. All food, equipment, and recipes are furnished.

#35004 \$43 R 6:00pm-9:00pm 9/12-9/19 Sun Prairie Colonial Club

## Saute and Stir-Fry Essentials

Saut e is a great, useful and easy cooking technique essential to many recipes. Saut e is a beneficial cooking skill to have because it cooks food quickly but keeps it fresh and flavorful. In this class we will be focusing on the relationship between heat and length of cooking time, which protein options go best with seasonal vegetables, the proper way to cut vegetables, and which cooking oils and pans work best along with many other useful related saut e topics. Food, equipment, and recipes are provided in this hands-on class.

#36605 \$38 T 5:30pm-8:30pm 10/29-11/5 Madison Senior Center

## Beer Appreciation

This introductory course to craft beers covers ingredients, process, styles, finished product and food pairing. The class includes a craft beer and artisan cheese tasting with souvenir tasting glass. Must be 21 or over to register.

#33636 \$34 W 6:00pm-9:00pm 11/6 Downtown Ed Center

## Introduction to Wine

This course provides the opportunity to become familiar with commonly known types of wine, wine terminology, how to buy and store wine, proper glassware, proper serving temperatures, etc, to take the mystery and confusion out of enjoying a glass of wine. The course will also include sampling three white wines and three red wines. Wine sampling discussion will combine wine history, geography, chemistry and fun. The student will develop the knowledge to confidently order and enjoy wine. Must be 21 or over to register.

#34971 \$39 M 6:00pm-9:00pm 10/14 Sun Prairie Colonial Club

#34972 \$39 W 6:00pm-9:00pm 11/20 Downtown Ed Center

## Wine Tasting Fundamentals

Learn the basic wine terminology and the proper tasting methods to evaluate wine. The class will finish with a wine tasting. Must be 21 or over to register.

#34966 \$39 F 6:00pm-9:00pm 8/9 Waunakee Senior Center

#34967 \$39 T 6:00pm-9:00pm 9/24 Sun Prairie Colonial Club

## FITNESS

### Pilates Intro

This beginning course incorporates mat exercises that will strengthen and tone core muscles while improving posture, balance and flexibility. This class is perfect for those students who are new to Pilates or for those looking to "brush up" on the basics. Students provide their own yoga-type mat.

#36294 \$42 R 6:00pm-7:00pm 8/29-10/17 Madison College West

### Pilates Intermediate

Building upon the foundation of the Pilates Intro, this mat course will continue to challenge the student to improve strength, balance and flexibility while focusing on precision, flow of movement and flattening abdominal muscles. It is recommended to have completed the Intro course or to have some prior Pilates experience. Students provide their own yoga-type mat.

#36295 \$42 R 6:00pm-7:00pm 10/24-12/12 Madison College West

### Tai Chi Basics

The practice of Tai Chi consists of slow, circular movements coordinating the entire body. Students will learn the rudiments of Tai Chi form to improve concentration, relaxation abilities, and body awareness. The class starts with gentle warm up with a short period of standing to increase stamina followed by Tai Chi formwork.

#36296 \$32 T 6:00pm-7:00pm 10/29-12/3 Madison College West

### NEW! T'ai Chi Chih

T'ai Chi Chih consists of 19 simple, easy-to-learn movements that can be practiced at any age to reduce stress and promote serenity, flexibility and balance. It is not a martial art, but a moving meditation for gathering, circulating and balancing your intrinsic energy.

#36297 \$42 F 1:00pm-2:00pm 9/27-11/15 Madison College West

### Yoga

Yoga can help you develop strength, endurance, and balance in addition to flexibility and relaxation with friendly and practical instruction. The class is suitable for all ages, body types, and levels of fitness. *Students must provide their own mat.*

#36298 \$42 R 7:30pm-8:30pm 8/29-10/17 Madison College West

### NEW! Continuing Yoga

Building on the basic standing poses, students will continue to practice sun salutations, inversions, balance poses and twists while building endurance and strength. Classes will include a study of breathwork and meditation/relaxation. *Students must provide their own mat.*

#37309 \$42 R 7:30pm-8:30pm 10/24-12/12 Madison College West

### Zumba

Join us for an exciting dance fitness class with great music and high-energy rhythms that make it fun to get fit! Students may need to obtain suitable shoes per the instructor's recommendation.

#36288 \$42 M 6:00pm-7:00pm 8/26-10/21 Madison College West

#36289 \$42 W 6:00pm-7:00pm 8/28-10/16 Madison College West

#36290 \$42 W 6:00pm-7:00pm 10/23-12/18 Madison College West

#36291 \$42 M 6:00pm-7:00pm 10/28-12/16 Madison College West

### Zumba Gold

Zumba Gold is a fun, 60-minute dance fitness class geared for the active older adult. The class also prepares students to enter a Zumba class by starting with simplified dance routines.

#36292 \$42 R 1:30pm-2:30pm 10/3-11/21 Waunakee Senior Center

#36293 \$42 T 11:00am-12:00pm 10/1-11/26 Madison College West

## GARDENING, LANDSCAPING, AND AGRICULTURE

### Backyard Chickens

Chickens are a great source of joy, healthy eating, fertilizer for your garden and friendly pets. Join us for an introduction to the care and feeding of city chickens, choosing your chicks or hens, coop design, disease management and winter preparations. Learn about all the Dane County Chicken Resources available and take a field trip to observe real backyard chickens.

#33629 \$23 R 5:30pm-7:30pm 9/26-10/3 Truax Campus

### Container Gardening

Discover the potential of portable gardens and learn ways to enhance your yard and porch. We will cover tips and tools for getting started with an emphasis on growing organically, soil building, multiple functions for your plants, design tips, and selecting the right plants for the right spaces. We will provide a new set of tools to help you get started — one that considers space and the environment's needs as well as your own. Participants are encouraged to bring a sampling of containers as well as any plants or seeds you're thinking about incorporating into containers.

#36422 \$20 M 6:00pm-8:00pm 11/4 Truax Campus

### Understanding the Farm Business

This course is intended for individuals that are new to farm management. A farm business is a complex set of enterprises that all need to be managed effectively to be successful and sustainable. This course will introduce students to the variety of resources, both public and private, to assist them on all aspects of their farm business, from crop and nutrient management planning to veterinary services to developing feed rations and much more. In addition, students will learn the value of sound business planning to the success of their farm business and begin the journey of developing a business plan. They will develop a mission statement, write goals (personal, family, farm, partnership, etc.), write a description of their farm business, list assets and needs, etc. There will also be an introduction to the financial components of a business plan (covered in detail in the next course).

#37284 \$239 TR 10:00am-12:00pm 11/5-12/17 Plain GreenTTEC

## Developing a Farm Business Plan

This course will teach students how to develop a business plan for their farming operation. Students will be introduced to the components of a good business plan including a narrative of their operation, the Balance Sheet, Accrual Income Statement, and the Statement of Cash Flow. Students will see how these tools are used to understand a farm business financial position through understanding the financial measures of Liquidity, Solvency, and Profitability. Finally, students will develop each of these records for their farm and have an introduction to using financial ratios to evaluate their financial position. Prior completion of Understanding the Farm Business is recommended.

#37488 \$239 TR 1:00pm-3:00pm 11/5-12/17 Plain GreenTTEC

## Herb Gardening

In this class, we'll take a close look at twenty favorite culinary herbs and discover what they look, taste and smell like, plus how to grow, harvest and preserve them. We'll cover cooking tips and how to pair herbs with foods and with each other. You'll take home some great recipes, an herbal plant, and handouts. Herbs covered include anise hyssop, basil, bay laurel, chives, cilantro, dill, fennel, lavender, lemon balm, lemon verbena, marjoram, mint, oregano, parsley, rosemary, rose scented geranium, sage, stevia, tarragon, and thyme.

#33535 \$26 T 6:00pm-9:00pm 10/15 Madison College West

## Hunting for Sustainability

Sustainable, natural resources conservation, agriculture and hunting naturally fit hand in hand. The recent upward trend in and focus on sustainable, local living could lead to increased interest in hunting. Specifically, adults who did not grow up hunting, but are committed to more local living and learning to gather protein from a sustainable, free range source can learn to hunt in this course. Specific instruction will be focused on learning to hunt deer and developing a sense of identity and community that support hunting. How to scout for deer, hunting techniques, field dressing, and butchering will be taught.

#33768 \$51 T 6:00pm-8:00pm 8/27-9/24 Madison College West

#37193 \$51 T 6:00pm-8:00pm 8/27-9/24 Truax Campus

## Landscaping & Design

Learn landscape design principles and apply them to your own property. A registered landscape architect will guide you through the design process and then help you apply it to your own property. You will be given homework consisting of measuring, taking photos, and recording your site's existing conditions. Once the design is complete you will learn how to prepare a material list of plants and landscape products for the do-it-yourselfer or how to bid out your project. Options for construction products and plant materials will be introduced as well as installation tips and techniques.

#33534 \$89 W 6:00pm-9:00pm 8/28-10/2 Madison College West

## Sustainable Beekeeping for Beginners

This course will cover what you will need to know to keep bees through the first two years: purchasing and assembling equipment, ordering bees and queens, installing packages, preparing the colony for winter and spring management as well as producing and harvesting honey. We will cover basic bee biology as well as disease and mite control with an emphasis on sustainable apiculture.

#34412 \$60 M 5:30pm-7:30pm 9/30-10/14 Madison College West

#34413 \$60 R 5:30pm-7:30pm 11/7-11/21 Truax Campus

## HOME DECORATING

### NEW! Decorating Styles

Traditional? Contemporary? Eclectic? Whether you are finding your own decorating style or helping a friend with theirs, this course will help you explore these and other decorating styles. You will also learn about historical influences on the various furniture styles as well as home accessorizing to complete the look you are seeking for your home. This is one of the required courses for the nondegree Certificate for Professional Home Decorators, but you do not have to be pursuing the certificate to take the course.

#37267 \$99 T 6:00pm-9:00pm 9/10-10/1 Madison College West

### NEW! Home Decorating II

Make the dream a reality! This course covers the basic components of home decoration by discussing the types and quality of furnishings available in the marketplace and discusses fabrics, lighting fixtures, and the many different materials and finishes available to the home decorator. You will learn about selecting and shopping for these items and how to use them effectively in home staging and decoration. This is one of the required courses for the nondegree Certificate for Professional Home Decorators, but you do not have to be pursuing the certificate to take the course.

#37301 \$99 T 6:00pm-9:00pm 10/29-11/19 Madison College West

## HOME AND BUILDING INSPECTION

### NEW! Becoming a Home Inspector 1

This course provides an initiation into the residential inspection process and is the first of two classes to prepare you for taking the State of Wisconsin Home Inspector exam. Considered an inspector's guide to the field, these courses will help you develop the art of identifying problem areas through observation. The course deals with various elements of a home including soils, foundation, exterior roofing, venting and insulation and construction of a new home.

#37185 \$299 M 6:30pm-8:30pm 8/26-10/14 Truax Campus

### NEW! Becoming a Home Inspector 2

Home Inspection is the art of identifying problem areas through observation. This two-course series prepares the student to take the state exams needed to become licensed. Second and final course focuses on the residential inspection process and part 2 of the inspector's guide to the field, this course deals with various elements of a home including plumbing, electrical and heating systems. This course will also include a discussion of changes to State policies in the field.

#37186 \$299 M 6:30pm-8:30pm 10/21-12/2 Truax Campus

## HOME REPAIR, AUTO, AND SHOP

### Basics of Automotive Maintenance

This course will show you the basics for checking and maintaining oil fluid, air filter, brake fluid, antifreeze, tire pressure, air filters and other questions you may have. Approximately half of the class will be presentation, including safety, and the other half will be spent in the lab checking the above fluids and pressures so that you may do it yourself when needed. This course will also help prepare you to discuss issues when you need to take your car to a facility to be repaired.

#36219 \$23 R 5:00pm-8:00pm 11/7 Truax Campus

### Cabinet and Furniture Making Intro

Through a combination of lecture/demonstration and open work time in the woodworking laboratory students will learn the basic skills of woodworking while working on a project of their own selection. Included will be use of the table saw, jointer, planer, portable power tools, beginning joinery, and material selection. *Students will be responsible for obtaining project materials.*

#36222 \$199 M 6:30pm-9:30pm 9/16-12/9 Truax Campus

### Cabinet and Furniture Making Intermediate

Building on the skills learned in the Intro course, students will use the woodworking laboratory to construct projects of their own choosing or design. Additional instruction will be centered on the individual's project, including the shaper, panel saw, wide belt sander, lathe, and more complex joinery such as mortise, tenons, and dovetails. Students are expected to have a prior knowledge and experience in woodworking tools and machines; completion of the Introduction to Woodworking course is recommended. *Students will be responsible for obtaining project materials.*

#36221 \$199 W 6:30pm-9:30pm 9/11-12/11 Truax Campus

### Home Maintenance: Homeowner 101

You bought a home; now what?! This course will provide information on basic home maintenance and simple repairs. Learn how to determine whether a project can be done by the homeowner or when to call a professional. Topics include foundation and basement, outer walls and roofs, interior walls and floors, cabinetry, plumbing, electrical, HVAC, insulation and home performance.

#34318 \$150 W 6:00pm-9:00pm 10/9-11/13 Commercial Avenue Campus



## Small Engine Repair

A 10-session experience in troubleshooting and rebuilding small engines. Form theories of 2 and 4-cycle engines are utilized in a "do-it-yourself" approach for disassembly, repair, and installation of new parts. This class has it all. The well-equipped work area has equipment for all rebuilding operations. *Students should bring a small engine project to the first class.*

#33594 \$158 M 6:30pm–9:30pm 9/16–11/18 Middleton High School

## Winter Car Care and Driving

This course will teach you how to prepare your car for the winter. Topics include coolant, batteries, maintenance, driving tips. Handouts will include how to jump start a dead battery, check fluids and antifreeze concentration.

#36217 \$23 R 12:30pm–3:30pm 10/17 Madison Senior Center

## Woodworking All Levels

This course is for beginning or experienced woodworkers. The course includes discussions on safety as well as demonstrations of the operation of tablesaws, bandsaws, jointers, planers, mitersaws, routers and more. Students work on individual projects. *Students must provide their own supplies and safety glasses.*

#36220 \$117 T 6:00pm–9:00pm 9/17–11/12 McFarland High School

# MUSIC

## Banjo 1

Banjo 1 is a course for the novice 5-string banjo picker. This course will cover banjo basics and survey different old-time styles, such as strumming, clawhammer, and up-picking. Upon finishing the course, the student will be able to play basic accompaniment for songs and be able to choose a direction for further study. Students must bring their own 5-string banjo. *See registration page for textbook information.*

#36285 \$60 R 6:30pm–8:30pm 8/29–10/3 Madison College West

## NEW! Banjo 2: Seeger Style

Intermediate five-string banjo course, to focus on Seeger-style banjo, the folk-oriented banjo style perfected and popularized by Pete Seeger. Completion of Banjo 1 or equivalent required; should already know how tune banjo and play simple clawhammer or Seeger style. Goal will be to learn to play and sing folk songs with banjo accompaniment in the style of Pete Seeger. Completion of Banjo 1 or equivalent required; students should already know how tune banjo and play simple melodies. Students must bring their own five-string banjo. *See registration page for textbook information.*

#36286 \$60 W 6:30pm–8:30pm 10/9–11/13 Downtown Ed Center

## Guitar 1

Guitar 1 is a course designed for the novice, but reinforces the basics and moves along quickly for those who want to review. Students learn the chord/accompaniment method, so there is no need to be able to read music. A variety of drills, techniques, and songs enable anyone to learn how to understand, strum and pick the guitar. Students must bring their own guitar to each class. Students are encouraged to bring an acoustic guitar; however if only an electric guitar is available it may be used. Students should be prepared to practice between class sessions. *See registration page for textbook information.*

#33573 \$60 M 6:30pm–8:30pm 9/9–10/14 Madison College West

#33574 \$60 W 6:30pm–8:30pm 9/18–10/23 Downtown Ed Center

## Guitar 2

More advanced chords, strumming, and picking techniques are applied. Completion of Guitar 1 is strongly recommended. Students must bring their own guitar to each class. *See registration page for textbook information.*

#36287 \$60 M 6:30pm–8:30pm 10/28–12/2 Madison College West

## Harmonica 1

The harmonica is a fun, simple, yet expressive musical instrument. In this class we will look at beginning harmonica techniques such as getting single notes, popular melodies, blues, bent notes, and improvising. Ability to read music is unnecessary. Students should bring a basic 10 hole, diatonic harmonica in the key of C to class.

#36282 \$79 W 6:30pm–8:30pm 9/4–10/23 Downtown Ed Center

## Harmonica 2

This course is intended for current harmonica players who need new ideas to further develop their playing. Participants should already know how to get single notes, play simple songs, and some basic blues. This class will explore harmonica techniques such as: solo improvising, vibrato, high note playing, slides, chord shuffles, minor keys, tongue blocking, and tone quality. Players will be encouraged to share their own techniques with everyone. Students should bring a basic 10 hole, diatonic harmonica in the key of C.

#36283 \$60 W 6:30pm–8:30pm 10/30–12/11 Downtown Ed Center

## Madison College Big Band

The Madison College Big Band explores music of many periods for jazz big band, including swing, funk, Latin, and modern jazz styles. Performances are held throughout the year on Madison College campuses and in surrounding communities. Open to all as space is available. Instructor consent required; contact Jamie Kember at [JKember@madisoncollege.edu](mailto:JKember@madisoncollege.edu) for more information.

#37296 \$42 R 6:30pm–7:20pm 9/5–12/12 Downtown Ed Center

## NEW! Madison College Community Show Choir

The Madison College Community Show Choir consists of adult singers of all ages. The group performs twice annually in the Mitby Theater and in our community. The group's winter concerts features seasonal music, and the annual spring performance, Supershow, is a thematic program featuring popular musical styles from throughout the 20th century. All singers are welcome!

#37297 \$42 R 6:00pm–9:00pm 8/29–12/5 Truax Campus

## NEW! Madison Community Orchestra

The Madison Community Orchestra is an ensemble of approximately 80 musicians of varying ages and abilities from the Madison area. The group is committed to the growth and continuing education of amateur musicians through regular rehearsals and performances. The MCO rehearses weekly and performs four concerts annually, including the popular Holiday Concert in the State Capitol Rotunda. Open to all string players. Open to winds, brass, and percussion by audition with the conductor, Blake Walter. Instructor consent required; contact [bwalter@edgewood.edu](mailto:bwalter@edgewood.edu) to schedule an audition.

#37298 \$42 T 7:15pm–9:30pm 9/3–12/10 Downtown Ed Center

## NEW! Madison Municipal Band

The Madison Municipal Band is a traditional concert band consisting of woodwind, brass and percussion instruments. The mission of the ensemble is to provide, for its membership, a continued opportunity for personal involvement in the arts, while fostering an environment for musical expression, appreciation, growth and fellowship. The group performs public concerts regularly in the Mitby Theater. Membership is open to all following a brief seating audition with the conductor. Instructor consent required; contact Scott Teeple at [steplematc@gmail.com](mailto:steplematc@gmail.com) to schedule an audition.

#37299 \$42 R 7:30pm–9:00pm 9/5–12/12 Downtown Ed Center

## Music Theory and Composition

This course is designed to provide students with a basic foundation in music theory. Weekly lessons will include note reading, rhythm/melody/harmony structure and recognition, music terminology, scales, key signatures and composition techniques. Class time will include written and ear-training exercises. Throughout the course, students will be exposed to active-listening exercises in a variety of musical styles. Each student will incorporate his or her newfound theory skills by creating an original composition using the musical knowledge gained through the coursework.

#33572 \$89 W 8:00pm–9:30pm 9/11–12/4 Downtown Ed Center

## Piano Semester 1

This course is for students with no or minimal piano background. Students will learn basic note reading, technique, rhythm, and music theory. Pieces will include familiar melodies of classical, folk, and pop songs. The lesson book will be used in semester 2 as well. *See registration page for textbook information.*

#36275 \$75 W 9:00am–10:00am 9/4–12/11 Downtown Ed Center

#36276 \$75 R 6:00pm–7:00pm 8/29–12/5 Downtown Ed Center

#36277 \$75 T 6:00pm–7:00pm 9/3–12/10 Downtown Ed Center

## Piano Semester 2

Piano 2 is a continuation of Piano 1. Students will complete the Piano Book 1. Additional books include a technique and classical repertoire book. Students will continue studies of note reading, technique, rhythm, and music theory. Successful completion of non-credit Piano 1 or the equivalent is required. See *registration page for textbook information.*

#37327 \$75 W 8:00am-9:00am 9/4-12/11 Downtown Ed Center  
#36279 \$75 T 7:00pm-8:00pm 9/3-12/10 Downtown Ed Center

## Piano Semester 3

Piano 3 is for students who have completed Piano 2. Students will continue studies of technique and music theory including rhythm, harmony, chord progressions, scales, and key signatures. Requires successful completion of non-credit Piano 1 and 2 or the equivalent. See *registration page for textbook information.*

#36278 \$75 W 6:00pm-7:00pm 8/28-12/4 Downtown Ed Center

## Piano Semester 4

Piano 4 is a continuation of Piano 3 along with new technique, duets and chording. This course is for students who have completed Piano 3 or 2 yrs of recent private lessons. Students should have completed noncredit Piano 3 or the equivalent. See *registration page for textbook information.*

#36280 \$75 W 7:00pm-8:00pm 8/28-12/4 Downtown Ed Center

# SEWING AND FIBER ARTS

## Hardanger

Hardanger embroidery is the ethnic thread count stitchery of Norway. This class is offered workshop style with students working on a piece of their own choice or a class project for beginners. Stitches covered are klosterblocks, blanket stitch, double cable, eyelets, satin stitch stars, and open work (cutting, weaving, and lacing). Also, for intermediate/advanced students, variations of klosterblocks, complicated lacing designs (picots, woven flowers, etc.), and satin stitch star variations are presented. *Students provide their own supplies.*

#33547 \$98 W 8:00am-10:00am 9/11-11/13 Stoughton Lakeview Church  
#33548 \$98 W 10:00am-12:00pm 9/11-11/13 Stoughton Lakeview Church

## Knitting Beginning

This course is designed for the beginning knitter. Students learn to choose and interpret a pattern and select equipment and yarn. Basic knitting stitches and processes, perfection gauge, and finishing seams are also included. Bring size 7, 8, or 9 knitting needles and light-colored worsted-weight yarn to the first class.

#35335 \$79 R 6:00pm-8:00pm 10/17-12/12 Downtown Ed Center

## Knitting & Crochet

Beginning students learn equipment selection, basic knitting or crocheting stitches and processes, pattern interpretation, yarn study, perfecting gauge, and joining a seam. Each class starts with basic instructions and review, and then moves on to more complicated concepts and projects. Students should bring size 7 or 8 knitting needles or a size G or H crochet hook and a ball of light colored worsted yarn to the first class.

#35331 \$98 M 9:30am-11:30am 9/9-11/11 Dale Heights Presb. Church  
#35332 \$98 T 1:00pm-3:00pm 9/10-11/19 Dale Heights Presb. Church  
#35333 \$98 W 9:30am-11:30am 9/11-11/13 Verona Senior Center

## Knitting All Levels

This course is for beginning as well as advanced knitters. Beginners learn to choose and interpret a pattern and select equipment and yarn. Basic knitting stitches and processes, perfection gauge, and finishing seams are also included. Advanced students work on projects of their choice. Individual help is provided. Projects may include scarves, cuddle mocs, hoods, and blocking fundamentals. *Students provide their own supplies.*

#35334 \$98 W 1:00pm-3:00pm 9/11-11/13 Monona Community Center

## Knitting Hats in the Round

Learn to knit hats for all ages and sizes in the round on circular and double point needles. Sizing, gauge and modifications will be covered. This is great second project for new knitters. Participants must know how to cast on, knit, purl and bind off. Please bring 240 yds worsted weight yarn, (4) size 7 double pointed needles, 16" size 7 circular needle, darning needle, small crochet hook, stitch marker and tape measure.

#35336 \$32 M 6:00pm-8:00pm 10/7-10/21 Madison College West

## Quilting Beginning

This is for the true quilting beginner. Students start at 'square one' learning how to use a rotary cutter and tools to cut fabric. Many techniques for piecing different blocks and attaching borders will be taught while students make a sampler wallhanging or table runner. Quilting and binding will be demonstrated in the last session. Basic sewing skills are required for this course. *Students provide their own supplies.*

#33724 \$65 R 6:00pm-9:00pm 11/7-12/5 Dale Heights Presb. Church

## Rag Rugs

Reuse and recycle fabric or pare down your fabric stash while making a unique rug that's decorative and functional. With individual assistance, participants learn quick and easy methods to make a rag rug. *Students provide their own supplies.*

#33755 \$51 M 6:00pm-9:00pm 11/4-11/18 Truax Campus

## Sewing Beginning

This course introduces the basics of sewing. The topics covered include operation of a sewing machine, familiarity with essential equipment, choosing and preparing a pattern, information on fabric and interfacing selection, and construction of simple projects. This is also a great refresher course. Individual help is given along with demonstration of techniques. The sewing lab is well equipped. *Students are responsible for bringing their own sewing materials; sewing machines are provided.*

#34989 \$104 T 6:30pm-9:30pm 8/27-10/1 Dale Heights Presb. Church  
#34990 \$104 F 12:30pm-3:30pm 9/13-10/18 Madison College South  
#34991 \$104 M 6:30pm-9:30pm 9/16-10/21 Dale Heights Presb. Church  
#34992 \$104 U 1:00pm-4:00pm 10/13-11/17 Madison College South  
#34993 \$104 S 1:30pm-4:30pm 10/26-11/30 Madison College South  
#34994 \$104 W 6:30pm-9:30pm 10/30-12/11 Dale Heights Presb. Church  
#34995 \$104 W 1:00pm-4:00pm 10/16-11/20 Dale Heights Presb. Church

## Sewing Intermediate

This course is a continuation of the Sewing Beginning course and includes lectures and demonstrations. Students will construct a project of their choice that is at the beginner level from a commercial pattern. Other topics include buttonholes, zippers, closures, and some alterations. Individual help is given. The sewing lab is well equipped. Students are responsible for bringing their own sewing materials; sewing machines are provided.

#33647 \$104 F 12:30pm-3:30pm 10/25-12/6 Madison College South  
#33715 \$104 T 6:30pm-9:30pm 10/29-12/3 Dale Heights Presb. Church

## Sewing All Levels Open Lab

This is a course designed for the student wanting a workspace with sewing equipment for sewing projects. All levels of sewers are welcome. There are no lectures/demonstrations, just individual help with the use of equipment and technique inquiries on individuals' sewing projects. Students are responsible for bringing their own sewing materials; sewing machines are provided only at Dale Hts and South Madison.

#33646 \$75 F 9:00am-12:00pm 11/8-12/6 Madison College South  
#33711 \$75 W 6:30pm-9:30pm 10/2-10/23 Dale Heights Presb. Church  
#33712 \$75 R 1:00pm-4:00pm 11/7-12/5 Dale Heights Presb. Church  
#33714 \$75 M 1:00pm-4:00pm 10/14-11/4 Dale Heights Presb. Church

## Sewing for the Home

This course is for the beginning to advanced student wanting individual help with the use of equipment, technique, and individual's sewing projects.

#33710 \$32 M 1:00pm-4:00pm 10/21-10/28 Stoughton Lakeview Church

## Sewing Individual Projects

This course is designed for the intermediate and advanced sewer. Short demonstrations, lectures and assistance to the student are given in all aspects of sewing. Students select their own projects. Students are responsible for bringing their own sewing materials; sewing machines are provided.

#33645 \$132 F 9:00am-12:00pm 9/13-11/1 Madison College South  
#33713 \$132 M 9:00am-12:00pm 9/9-10/28 Stoughton Lakeview Church

## Sewing: Machine Applique

Learn various methods for applique by machine including double needle, bias, raw edge, blanket stitch, mock hand, and satin stitch. Small projects are demonstrated with help for participants' machines. Students are responsible for bringing their own sewing materials; sewing machines are not provided.

#33716 \$79 M 1:00pm-4:00pm 9/9-10/7 Stoughton Lakeview Church

## Upholstery

New students begin on a basic project such as a footstool or a small chair, receive instruction in the use of tools and equipment, and learn about the selection, estimation and application of fabric, basic construction processes such as webbing, springs, rolled edges, frames, fillings, and the use of the upholstery sewing machines. Continuing students work on projects and learn intermediate upholstery techniques such as types of spring construction, stitched edges, rolled edges, deck and nosing of seat, channel backs, buttons and tucks, pillows, etc. Students must purchase fabric and supplies. *See registration page for textbook information.*

#35115 \$206 T 6:30pm–9:30pm 9/3–12/10 Commercial Avenue Campus  
 #35116 \$206 W 6:30pm–9:30pm 9/4–12/11 Commercial Avenue Campus  
 #35119 \$206 W 8:30am–11:30am 9/4–12/11 St. John's Catholic Church  
 #35120 \$206 R 6:30pm–9:30pm 9/5–12/12 St. John's Catholic Church  
 #35122 \$206 S 9:00am–12:00pm 9/7–12/7 Commercial Avenue Campus  
 #35124 \$206 M 6:30pm–9:30pm 9/9–12/9 Commercial Avenue Campus

## WORLD LANGUAGES

### Chinese 1

Chinese 1 is an introductory Mandarin Chinese course for English speakers with little or no Chinese background. Students will learn pronunciation, basic grammar and sentence patterns, cultural tips, and simple conversations on a variety of topics. The class focuses on becoming functional while building a solid foundation for further study. *See registration page for textbook information.*

#36247 \$98 M 6:00pm–8:30pm 9/23–11/11 Downtown Ed Center

### French 1

This course is for students with no previous French experience. It will emphasize French for recreation. Topics include basic phonetics, numbers, foods and travel with very elementary, uncomplicated verbal communication. *See registration page for textbook information.*

#33556 \$98 M 6:00pm–8:30pm 9/16–11/4 Downtown Ed Center

### French 2

This course is for students who have some previous knowledge of French, or have successfully completed non-degree French 1. Engage in elementary to intermediate study of phonetics, numbers, travel vocabulary, and verbal communication. *See registration page for textbook information.*

#33638 \$98 MW 6:00pm–8:30pm 11/13–12/11 Downtown Ed Center

### German 1

This course is for students with no previous knowledge of the German language. We will be emphasizing German for recreation. Topics included basic phonetics, numbers, foods and travel with very elementary, uncomplicated verbal communication. *See registration page for textbook information.*

#36244 \$98 R 6:00pm–8:30pm 8/29–10/17 Madison College West

#36245 \$98 T 6:00pm–8:30pm 10/15–12/10 Downtown Ed Center

### Hindi 1

An introductory course in the Hindi language appropriate to the students' level and age, including vocabulary, grammar, conversation, writing, and syntax. *See registration page for textbook information.*

#33639 \$98 T 6:00pm–8:30pm 9/10–11/5 Downtown Ed Center

### Italian 1

This course is designed for the beginning student. Emphasis is on basic grammar, comprehension, and pronunciation. *See registration page for textbook information.*

#33566 \$98 R 6:30pm–9:00pm 9/5–10/24 Downtown Ed Center

#33658 \$98 W 6:00pm–8:30pm 10/9–12/4 Madison College West

### Italian 2

This class is for students with previous Italian knowledge. Students are encouraged to complete Italian 1 before taking this course. Emphasis is on intermediate grammar, comprehension and pronunciation. *See registration page for textbook information.*

#33567 \$98 TR 6:30pm–9:00pm 10/29–11/21 Downtown Ed Center

## Japanese 1

This course is for students with no previous knowledge of the Japanese language. We will be emphasizing introductory-level Japanese for recreation. Topics included basic pronunciation, alphabets, numbers, travel and ordering food with uncomplicated verbal communication. *See registration page for textbook information.*

#33558 \$98 M 6:00pm–8:30pm 8/26–10/21 Truax Campus

## Japanese 2

Students will spend more time improving their grammar, practicing and building upon sentence patterns, and expanding their vocabularies. Time will also be spent in conversation with fellow students and the instructor in order to become more comfortable with everyday situations and common expressions. *See registration page for textbook information.*

#33559 \$98 M 6:00pm–8:30pm 10/28–12/16 Truax Campus

## Latin 1

Latin is the language of the ancient Romans and the basis for many modern languages. Students will learn pronunciation and basic grammar and vocabulary with the aim of recognizing Latin roots in English and to set the stage for reading elementary ancient texts. This course is for students with no previous knowledge of Latin. *See registration page for textbook information.*

#33758 \$98 TR 6:00pm–8:30pm 11/14–12/12 Downtown Ed Center

## Latin 2

We will learn Latin by reading simple Latin text that adds new grammar, vocabulary, and complexity with each lesson. Students who have not taken Latin 1 but have had some Latin in the past and want to refresh their knowledge can also take this class if they independently read through the first 6 chapters of the textbook before starting the class. *See registration page for textbook information.*

#37528 \$98 T 6:00pm–8:30pm 9/3–10/29 Madison College West

## Norwegian 1

This class is for students with no previous knowledge of the Norwegian language. We will be emphasizing Norwegian for recreation. Topics include basic phonetics, numbers, foods, and travel with very elementary, uncomplicated verbal communication. This is a very elementary, introductory language course. *See registration page for textbook information.*

#36260 \$98 T 6:30pm–9:00pm 10/8–12/3 Madison College West

## Ojibwe 1

The course is a study and demonstration of a Native American language. Students will learn culture-based terms and basic introductions. Students will learn how to conjugate basic verbs, decline two types of nouns, and construct basic and complex sentences. Students will also learn practical speaking techniques and practical uses for the language. Vocabulary will concentrate on the seasonal categories, conditions, and activities in which the Ojibwe people worked. *See registration page for textbook information.*

#33757 \$98 T 6:00pm–8:30pm 10/8–12/3 Madison College West

## Russian 1

This course introduces students to the basics of conversational Russian language and grammar. Students have the opportunity to learn to write, read, and speak simple, natural Russian. Russian history and the Russian case system is studied in phases and in conjunction with pertinent real life situations. Students get a sense of Russian literature, culture, and traditions. Students are expected to participate in groups as well as in pairs. This class is useful for traveling or learning about Russian culture. *See registration page for textbook information.*

#33560 \$98 M 6:00pm–8:30pm 10/7–11/25 Madison College West



## Sign Language 1

Students learn basic skills of the American Sign Language (ASL) used by and for the deaf. This is an introductory course for those wanting to learn a second language or those who want to communicate with people who are deaf or hard of hearing. Clinical and cultural aspects are covered as well as basic tips on how to best communicate with people who have hearing loss. Receptive and expressive sign vocabulary building activities are introduced through class activities stressing conversational skills. Students learn basic ASL questions, commands, and simple sentences. Information about the deaf community is also presented. Students practice with non-verbal/gesture activities, alphabet, and numbers. See *registration page for textbook information.*

#36224	\$138	T	6:00pm–8:30pm	8/27–10/15	Downtown Ed Center
#36225	\$138	W	6:00pm–8:30pm	8/28–10/16	Madison College West
#36226	\$138	S	9:30am–12:00pm	9/21–11/9	Madison College West
#36227	\$138	TR	6:00pm–8:30pm	11/5–12/3	Truax Campus

## Sign Language 2

For students who have completed one or two semesters of introductory American Sign Language and want continued practice with previously introduced sign vocabulary, nuances of ASL non-verbal communication, expression, and structure. The class features further vocabulary building, advancement of grammar pattern use and increased ASL conversation without voice. Guest deaf participants provide receptive finger spelling and conversational skill practice. See *registration page for textbook information.*

#36228	\$138	R	6:00pm–8:30pm	10/17–12/12	Downtown Ed Center
#36229	\$138	W	6:00pm–9:00pm	10/23–12/11	Madison College West

## Spanish 1

This class is designed for students with little or no previous knowledge of Spanish. This is an introductory course in Spanish language appropriate to the students' level, including basic commands, greetings, colors, numbers, parts of the body, family relationships, time, and foods. See *registration page for textbook information.*

#36248	\$98	M	6:00pm–8:30pm	9/16–11/4	Downtown Ed Center
#36249	\$98	W	9:30am–11:30am	9/11–11/13	Downtown Ed Center
#36250	\$98	R	6:00pm–8:30pm	8/22–10/10	Truax Campus
#36251	\$98	M	6:00pm–8:30pm	8/26–10/21	Madison College West
#36252	\$98	TR	6:30pm–8:30pm	9/24–10/29	Madison College South
#36253	\$98	R	6:00pm–8:30pm	10/17–12/12	Madison College West
#36254	\$98	M	6:30pm–8:30pm	9/23–11/25	Middleton High School

## Spanish 2

Spanish 2 is ideal for those who have had some Spanish before and are looking to refresh what they know and to improve their reading, writing, speaking, and listening skills. There will be an emphasis on vocabulary building, covering a variety of topics, and being able to communicate in a meaningful way. Grammar will also be covered in order to help students understand the structure behind the language. Students should have completed two years of high school Spanish or non-credit Spanish 1. See *registration page for textbook information.*

#36255	\$98	MW	6:00pm–8:30pm	11/13–12/11	Downtown Ed Center
#36256	\$98	R	6:00pm–8:30pm	10/17–12/12	Truax Campus
#36257	\$98	M	6:00pm–8:30pm	10/28–12/16	Madison College West
#36258	\$98	TR	6:30pm–8:30pm	11/7–12/12	Madison College South
#36475	\$98	M	9:30am–11:30am	9/16–11/18	Downtown Ed Center

## Spanish 3

Spanish 3 is a continuation of Spanish 2. Students gain more advanced skills in reading, writing, and speaking Spanish. This course assumes the student has completed three years of high school Spanish or non-credit Spanish 1 and 2. Successful completion of non-credit Spanish 2 recommended. See *registration page for textbook information.*

#33565	\$98	W	6:30pm–8:30pm	9/11–11/13	Middleton High School
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## Spanish Conversation Practice - Advanced

The instructor will facilitate conversation in Spanish by grouping students by skill level and organizing activities. This is an excellent way for Spanish students to improve fluency and vocabulary and practice what they've learned in other classes. Students should have completed noncredit Spanish 3 or Spanish 4 or the equivalent. *No textbook required.*

#33561	\$51	R	6:00pm–8:30pm	9/19–10/10	Downtown Ed Center
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Continuing Education Information and Registration (608) 258-2301 • General College Information (608) 246-6100

# Madison College locations

### Online:

[madisoncollege.edu/ce](http://madisoncollege.edu/ce)

### Madison Campuses:

**Downtown Education Center**  
211 N Carroll St., Madison

**Truax Campus**  
1701 Wright St., Madison  
(608) 246-6100

**Truax Health Building**  
1705 Hoffman Street, Madison

**Madison College South**  
Villager Mall, 2338 S. Park St.,

**Madison College West**  
302 S. Gammon Rd., Madison

**Commercial Ave Education Center**  
2125 Commercial Ave., Madison

### Other Locations:

**Dale Heights Presbyterian Church**  
5501 University Ave., Madison

**Madison Senior Center**  
330 West Mifflin St., Madison

**McFarland High School**  
5104 Farwell St., McFarland

**Middleton High School**  
2100 Bristol St., Middleton

**Middleton Senior Center**  
7448 Hubbard Ave., Middleton

**Monona Community Center**  
1011 Nichols Rd., Monona

**Monona Senior Center**  
(Ground Level)  
1011 Nichols Rd., Monona

**Plain GreenTTEC**  
1110 Leed Parkway, Plain, WI

**Stoughton Lakeview Church**  
2200 Lincoln Ave., Stoughton

**Stoughton Senior Center**  
248 W Main St., Stoughton

**Sun Prairie Colonial Club**  
301 Blankenheim, Sun Prairie

**Verona Senior Center**  
108 Paoli St., Verona

**St. John's Catholic Church**  
209 South St., Waunakee

**Waunakee High School**  
301 Community Dr., Waunakee

**Waunakee Senior Center**  
333 S. Madison St., Waunakee

**Waunakee Village Center**  
333 S. Madison St., Waunakee

**Westminster Presbyterian Church**  
4100 Nakoma Rd., Madison

**Wisconsin Heights Middle School**  
10173 Hwy 14, Mazomanie



# Registration Information – Register now!

## BEFORE YOU BEGIN:

- First time students: If you have never enrolled for a course at Madison College you will need to create a student account. Go online to [madisoncollege.edu/student-status](http://madisoncollege.edu/student-status) or visit one of our campuses with photo ID.
- It is important that you have the correct address and phone number on file in order to ensure receipt of your invoice as well as any last minute course information. If your information is incorrect, make corrections in your myMadisonCollege Student Center or call (608) 258-2301 for assistance.
- Have alternate class numbers ready to add in case your first choices are full.



## Online Registration

Once you have created an account, go to our home page at [madisoncollege.edu](http://madisoncollege.edu) and click **myMadisonCollege**. If you have not yet done so, you will need to activate your **myMadisonCollege** account using the *New student? Set up Access Now* link on the **myMadisonCollege** web page to obtain your ID and password. Then login to **myMadisonCollege**, click *Go to my Student Center*, choose the correct Nondegree semester, and enter the 5-digit class number as listed in this booklet.

## Telephone Registration

(608) 258-2301 • TDD for Deaf and Hard of Hearing: use 711 (relay)  
Mon. – Thurs.: 8 am – 6 pm | Fri.: 9 am – 4:30 pm  
Have your student identification number or Social Security Number ready.

## In-Person Registration

Visit any Continuing Education office, regional or metro campus office, or Enrollment and Information Centers. Services begin at 7:30 am Monday thru Thursday.

## Continuing Education Offices

West campus, 302 S Gammon, suite 207  
Downtown campus, 211 N Carroll, suite D116

## Billing/Invoice

You will receive a bill in the mail after you have registered. Fees listed are subject to change. Students are responsible for all tuition and fees unless they drop the class prior to the class start date, in which case fees may be reduced or refunded in accordance with the WTCS Refund/Reduction policy. If you do not officially drop a class, you will be billed for it even if you do not attend.

## Cancellation Policy

We must meet minimal enrollment requirements to run a class. If there are insufficient enrollments in a class, it will be cancelled four days prior to the start date. In case of a class cancellation, Continuing Education will attempt to reach students using the contact information on file with the school. Register early to prevent class cancellations!

## Class Refund/Reduction Schedule

*Student Request Date . . . . . Percent of Refund/Reduction*

Prior to class start date . . . . . 100% refund.

Prior to 11% of class completed . . . 80% refund.

From 11% and prior to 20% . . . . . 60% refund.

*This is the last period in which a of class completed student may drop a degree credit class without receiving an official status of "W" (withdrawn) on their record.*

After 20% of class completed . . . . . No Refund.

*Dropping a degree credit class during this time will result in a "W" (withdrawn) on a student's record. A student may drop a class prior to it being 90% completed.\**

*\*NOTE: Often more than 20% of the potential class hours have expired prior to the end of the first class session.*

## Waitlists

If a class is full, please join the waitlist; if enough students are waiting, Continuing Education may open additional sections. When a class is full, the next student who tries to enroll is offered the opportunity to join a "wait list." The system will (up until 2 days before the class) automatically attempt to enroll the first person on the waitlist when a space opens up, and if successful (e.g. it doesn't conflict with another course) the person will be enrolled and will be sent both an email to their student account and a letter to their postal address on file to let them know they are enrolled and how to drop if desired. Students may only be on one waitlist per course catalog number. Students should use caution in joining a waitlist for a class in which they may not want to become enrolled and should be sure to have their correct mailing address and phone number in our system.

## Grades

600-level enrichment courses are not graded; other noncredit courses are graded on a satisfactory/unsatisfactory basis.

## Course Notes

In addition to convenient online management of your schedule, your **myMadisonCollege** account on our website gives you access to a college email account and an online course search with additional information, such as room numbers and supply lists, for some courses.

If instructors do not contact students regarding supplies, supplies will be discussed at the first class. For many courses, additional supply information is available under **myMadisonCollege**.

If you have general questions about any of the classes listed, please call the Continuing Education office at (608) 258-2301.

## Holiday Notes

Continuing Education classes will not meet on the following dates: 8/31–9/2, 10/22, 11/27–12/1. Course start and end dates have been adjusted appropriately.

## Meeting Dates

Days designated "R" and "U" stand for Thursday and Sunday, respectively.

## Textbooks/Bookstore

For textbook information, please contact the Madison College bookstore at (608) 246-6016 or visit [madisoncollegebookstore.com](http://madisoncollegebookstore.com)

## Senior Discounts

Students over 62 (and in many cases, over 60) receive a discount which varies depending on the course. Contact (608) 258-2301 for specific course pricing.

## Underage Students

Students aged 16 and 17 can register for most courses with no special permission if the subject matter is age-appropriate and the course is not during school hours. Students aged 14 and 15 will need to complete an Under-16 permission form; permission is most often granted when these students enroll together with a parent or guardian. See [madisoncollege.edu/underage-registration](http://madisoncollege.edu/underage-registration) for information and access to underage registration forms.

## About Continuing Education

Continuing Education (part of Community and Corporate Learning – CCL) is committed to promoting and providing a variety of non-credit courses throughout the greater Madison area and Dane County. Madison College is able to offer these courses, which include nontraditional offerings not usually associated with a formal classroom setting, with the cooperation of school districts and community organizations throughout the district. Courses are offered at Madison College campuses and facilities, public schools, senior centers, neighborhood centers, libraries, and area churches.

## Corporate Success

Many of the courses in this catalog are available to your business as contract training. For more information see [madisoncollege.edu/bics](http://madisoncollege.edu/bics).

## Website

Our email subscribers and facebook followers receive early notice of new schedule releases. For more course information including location maps, instructor profiles with photos from our classes, an e-mail contact form, or to join an email list, visit our Website: [madisoncollege.edu/ce](http://madisoncollege.edu/ce)

## Online Learning Badges

Some classes offer online badges that you can earn when you complete certain tasks. For more information go to: [madison.badgestack.net/register](http://madison.badgestack.net/register)



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