



**MADISON COLLEGE
PROFESSIONAL
&
CONTINUING
EDUCATION**

» FALL 2021

NON-CREDIT CLASS SCHEDULE

Graphic Design ... 13

Voice Over ... 24

Fitness ... 30

REVITALIZE RESKILL REENGAGE OUR COMMUNITY

*Healthcare
Interpreting ... 22*

Basic Arc Welding ... 18

Electrical Skills ... 17

Project Management ... 6

*Financial
Planning ... 8*

Ceramics ... 26

Learn LOCAL



MADISON COLLEGE *Center for*
ENTREPRENEURSHIP

WE ARE HERE FOR YOU

in more ways than ever before

Bringing you **NEW content weekly** and a host of **industry pros to INSPIRE** and share their wisdom. Take your passion project or business to the **NEXT LEVEL!**

For the latest on upcoming workshops, webinars, and this season's *Chef Series*, visit our website below.

WWW.MADISONCOLLEGE.EDU/
CENTER-FOR-ENTREPRENEURSHIP



ARTICULATION & DIGITAL BADGES

Start your credit journey with non-credit courses!

CHOOSE FROM 2 TRACKS

Business Communications Series

Management Skills Series

5 NON-CREDIT CLASSES

- | | |
|---|--|
| 1. Communicating with Professionalism | 1. Principles of Effective Leadership |
| 2. Fostering Effective Work Relationships (AVAIL SPRING 2022) | 2. The Transformative Enterprise (AVAIL SPRING 2022) |
| 3. Building Workforce Excellence (AVAIL SPRING 2022) | |

...AND EARN UP TO 6 CREDITS!

Business Communications
3 CREDITS

Management Techniques
3 CREDITS

COMING THIS FALL

The Madison College Chef Series

brings you the complete foodie experience, from preview & taste to practice & mastery. Join our very own **Wisconsin Foodie (PBS) Kyle Cherek** for another enriched season this fall!

Visit madisoncollege.edu/chef-series for more information and where to subscribe so you'll never miss a demo!

Chef
SERIES

2 MINUTE
TREP
tips

Drop in for **2-minute Trep Tips** on our YouTube channel for brief and helpful pieces of advice from our **Entrepreneurs in Residence!** Updated weekly.

Don't miss a single minute!
Subscribe to our youtube channel:

@ENTREPRENEURSHIPCENTER
MADISONCOLLEGE

NEW! **B** Communicating with Professionalism

Develop, practice, and apply business & managerial communication skills & tactics. **Topics include:** Active listening; non-verbal communication & body language; successfully manage difficult (**crucial**) conversations; negotiation tactics; persuasive speaking; business networking; how to build relationships & enhance team culture. ~~\$269~~ **\$229**

#33642 10/5-11/2 Tuesday 9 AM-12 PM

Virtual, Online Live

NEW! **B** Principles of Effective Leadership

This class focuses on the 2 keys to effective management: **results and relationships**, in the context of the traditional managerial elements of planning, organizing, directing, and controlling. Learn techniques for delegation, motivation, change management, and leadership styles, and apply these techniques through assessments, simulations, role-plays, and case studies. **Time includes 30 minute lunch break - bring your lunch to class.** ~~\$269~~ **\$229**

#33629 9/23 Thursday 8 AM-4:30 PM
9/24 Friday 8 AM-3:30 PM

In Person, West Campus

Look for these symbols for all **B** badged courses & ***** badged series!



Schedule at a Glance

FALL 2021

Communication	3	Graphic Design	13-14	Arts	25-26
Leadership	4	Insurance	15	Music	27-28
Human Resources	5	Food & Beverage	16	Writing	29
Project & Resource Management	6	Industry & Trades	17-18	Fitness & Wellness	30
Start-ups & Small Business	7	Ed2Go Classes	19	Regional Campuses	31-32
Finance	8	Mental Health First Aid	21		
Computer Applications	9-10	Healthcare Interpreting	22		
Web Development & Design	11-12	World Languages	23		
		Enrichment	24		

Info, Policies & Campus Locations	33
Professional Training & Development (Ed2Go)	34

WHAT ARE Digital Badges? & WHY USE THEM

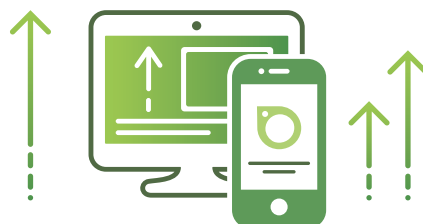
Digital Badges are the latest & best way to share and validate your credentials!

Post your achievements on your social media, website, and resume, and keep job recruiters up-to-date on your qualifications.

BADGE BENEFITS

- Improve your resume/cover letter
- Broadcast achievements
- Motivate participation
- Develop personal brand
- Increase your visibility

- Digital Badges are digital emblems symbolizing skills & accomplishments.
- They are comprised of detailed content describing the achievement, and are validated by associated organizations.
- Digital Badges represent attained knowledge, a specific skill or set of skills, certificate(s), and more.
- Easy to share on social media!



2 Easy Ways to Register

1 ONLINE

Available for most courses, visit MadisonCollege.edu/CE for more info and to register. *Students registering online have the option to pay immediately or be billed later.*

2 BY PHONE

Call (608) 258-2301, Option 2 to register by phone **Mon – Thur 8 AM–5 PM, and Fri 8 AM–1PM.** Students registering by phone will be billed by mail. *For your security, we do not accept payment over the phone.*

NOTE: We are unable to accept postal mail registrations at this time. If you have questions or need assistance with enrollment, please call or email us at ace@madisoncollege.edu. We are happy to explore alternatives.



Business Writing for Success

Learn to write to make the best first impression. Be recognized as ready for the next step in your career through clear and concise communication. Employers place clear and concise communication skills at the top of their list when evaluating job applicants. This course will provide you with tips and techniques to quickly elevate your writing skills for success. ~~\$149~~ **\$109**

#33628 September 9TH–30TH Thursday 6 PM–8 PM

Virtual, Online Live

#33509 November 2ND–23RD Tuesday 6 PM–8 PM

In Person, Truax - Main Building

Grant Writing Essentials

Grant writing is an important craft that empowers seekers to pursue funding for projects to address a wide variety of needs in our society. This course will teach new grant writers how to write successful proposals, providing an overview of the core components of all grant proposals. Students will learn to develop a submission timeline, find funding opportunities, research grant opportunities, brainstorm and plan, write proposals, develop budgets and supplemental documents, and learn to pitch ideas. **Basic business and report writing skills required.** ~~\$179~~ **\$139**

#33615 September 13TH–October 18TH Monday 6 PM–8:30 PM

Virtual, Online Live

**For NEGOTIATION SKILLS
or PERFORMANCE FEEDBACK**
See page 5.

Dealing with Difficult People

You run into difficult people everywhere, which is why it's important to learn strategies to more graciously deal with them. This course will help you gain a better understanding of why others act the way they do, as well as provide ideas for de-escalating awkward situations. \$49

#33555 9/9 Th 5:30 PM–8:30 PM

Virtual, Online Live

Difficult & Crucial Conversations

Crucial conversations shape expectations, relationships and outcomes. Leaders must plan and execute crucial conversations in the workplace to develop high-performing teams and negotiate important topics. Learn how to build cooperative and rewarding relationship, improve team culture and effect positive change in behaviors. ~~\$99~~ **\$59**

#33563 10/4 M 5:30 PM–9 PM

Virtual, Online Live

Power of Positive Relationships

Improve your relationships at work in order to build trust, become more productive and achieve better results. Managers, employees, or teams will benefit from learning how to focus on creating positive interactions in the workplace. ~~\$49~~ **\$29**

#33553 11/3 Wednesday 1 PM–4 PM

Virtual, Online Live

Effective Communication

Being a good communicator is essential, whether you are speaking to a large audience, communicating to your team, or giving effective feedback in a meeting. Learn how to craft a message that is direct, simple and clear. During this class you will learn specific techniques to help you communicate successfully, listen effectively and get your desired results; the tools you need for becoming a strong leader! ~~\$99~~ **\$59**

#33559 9/14 Tu 5:30 PM–9 PM

Virtual, Online Live

#33514 10/6 W 8:30 AM–12 PM

In Person, West Campus

Effective Public Speaking

One of the top qualities employers look for when hiring/promoting individuals is the ability to speak confidently in public. When you become an effective speaker, you will communicate clearly in all work situations. Learn how to transform from reading a script or bullet point to a confident, self-assured person delivering a persuasive message. You will learn specific techniques that will help you reduce nerves, communicate successfully and get your desired results. **\$139**

#33515 10/13–10/27 W 5:30 PM–8:30 PM

In Person, West Campus

Create a Dynamic Elevator Pitch

Are you ready to describe your product, your service, and most importantly, your-self in one minute? Learn a specific formula to help you write your own elevator pitch, whether you are selling a product, interviewing for a job, or planning your next date. In this interactive session you will walk away with a completed elevator pitch that will help you make a good impression and stand out from the competition. You don't want to miss this opportunity to perfect your pitch. ~~\$79~~ **\$49**

#33562 9/8 W 5:30 PM–8:30 PM

Virtual, Online Live

Interested in bringing
these trainings

TO YOUR WORKPLACE?

**Need something more tailored
to your employees? Let us help!**

**Madison College offers customized,
private training to fit your organization's
needs. From leadership to welding,
and everything in between – we are here to help
move your business forward.**

➔ **Contact us at 608.243.4479**
to discuss your training goals!



Essentials of Leadership

Badged Series

If you are seeking a leadership position, have been recently promoted, hired into a supervisory position, or are looking to further develop your leadership skills, Madison College's Leadership Essentials Series is for you.

Required Courses:

- Effective Communication
- Performance Feedback
- Leadership Essentials
- Situational Leadership
- Coaching for Leadership
- Org & Personal Change
- Personal Productivity
- Managing Diversity & Conflict

Complete the **Leadership Essentials Series** to earn our **B** **Essentials of Leadership Badge!**

Leadership Essentials

If your goal is to become a better leader, this course can help. Not only will you examine the practical behaviors and experiences associated with leading individuals and teams in day-to-day operations, but you also will learn the more advanced essentials of leadership practices — including how to incorporate various styles of leadership, apply appropriate leadership traits and recognize individual needs and talents. ~~\$\$\$~~ \$59

#33513 9/10 F 1 PM–4:30 PM

In Person, West Campus

#33561 9/22 W 5:30 PM–9 PM

Virtual, Online Live

Situational Leadership

To be an effective leader, you must be flexible and consistently adjust your leadership style. This course will examine the four primary styles of leadership, helping you align specific approaches with specific situations. ~~\$\$\$~~ \$59

#33558 10/21 Th 1 PM–4:30 PM

Virtual, Online Live



Leading with EQ

Our emotional skills have a direct and important bearing on our relationships with others. We need to understand our feelings, where they come from, and how to properly express them. Emotional Intelligence is the ability to recognize, understand, and manage our own emotions as well as to recognize, understand and influence the emotions of others. This course will provide an overview of why EQ (emotional maturity) matters more than IQ (intelligence) in today's workplace. ~~\$\$\$~~ \$59

#33621

October 6TH

Wednesday 1:30 PM–4:30 PM

In Person, Goodman South Campus

Coaching for Leadership

Leaders must know how to communicate performance and work expectations, and this course will teach you the skills necessary to do so more formally and effectively. The virtual environment allows for specific planning, interactions and processes based on participants' needs. ~~\$\$\$~~ \$59

#33550 9/13 M 5:30 PM–9 PM

Virtual, Online Live

Organizational & Personal Change

Learn to embrace change and make the most of opportunities that organizational and personal change present. Understand the value in and the reasons for change. Become a leader who anticipates change, drives growth, and sustains momentum as you learn skills to adapt to and thrive under change. Learn strategies to lead teams through new situations, promote resiliency, and become agile in the workplace. ~~\$\$\$~~ \$59

#33556 10/5 Tu 1 PM–4:30 PM

Virtual, Online Live

Personal Productivity

If there doesn't seem to be enough time in your day, this course will help you better manage the time you do have. By actively planning, prioritizing and developing control over the amount of time spent on tasks, activities and engagements, you can increase your effectiveness and productivity. This course also will provide you with a variety of time management tools, including delegating, tracking, analyzing and scheduling. ~~\$\$\$~~ \$59

#33557 11/11 Th 5:30 PM–9 PM

Virtual, Online Live

Managing Diversity & Conflict

Through the recognition of differing values and viewpoints, resolution and conflict avoidance can be actively achieved. That's why the key to a productive and respectful workplace environment is the ability to realize the needs of a multi-generational and diverse workforce. Understanding your staff — from communication and learning preferences to technology-use habits — dictates how your organization should position its vision, values and business strategy. This course will help you in that effort, as well as explore the underlying causes, motives, factors and catalysts for staff disagreement. ~~\$\$\$~~ \$59

#33552 10/27 W 5:30 PM–9 PM

Virtual, Online Live

NEW! Intro to Metrics for Leaders

A good leader has their finger on the pulse of an organization. How do leaders know how an organization is performing using metrics like employee satisfaction, sales, costs, and quality? What story is the data trying to tell? How to make sense of metrics in scorecards or dashboards? Learn metrics to track, get your arms around the data, interpret the meaning, and when to take action. \$89

#10550 8/3 Tu 5:30 PM–8:30 PM

#33560 10/6 W 5:30 PM–8:30 PM

Virtual, Online Live



Call (608) 258.2301,
Opt. 2 to register

Human Resources

Essentials of HR

The SHRM Essentials of Human Resources is an introductory course offering a comprehensive overview of the key aspects of HR. It gives participants foundational knowledge and an introduction to behavioral competencies that are essential for business success. This course is ideal for those who are just starting out in the human resources profession, or who are looking for an effective way to boost their employee management skills. Eligible for 12 Professional Development Credits (PDCs). **Register by September 24TH to allow time for course materials to arrive.** ~~\$499~~ **\$349**



#33609 October 12TH–November 16TH Tuesday 6 PM–8 PM

In Person, Goodman South Campus



NEW! Negotiation Skills

This practical course will use a mix of theory/lecture and hands on role-play activities to work through power dynamics, negotiation strategies, ethical considerations, planning for a negotiation and traps to avoid. Students will have multiple opportunities to use the theories in-practice, learning from their experience in simulated scenarios which require real-time decision making (in a safe, fun environment). Students will find these skills can be used in both the work and personal environment. ~~\$149~~ **\$109**

#33645 September 28TH–October 19TH Tuesday 5 PM–7 PM

Virtual, Online Live



NEW! Recruit & Hire in a Virtual World

The Covid-19 pandemic has altogether changed the recruiting and hiring process. Many organizations shifted to remote work, and with this shift, came the need for virtual hiring. Many organizations are just now starting to embrace the need to improve the virtual candidate experience. In this class, you will learn how to take an active approach in helping hiring teams understand the unique challenges to virtual hiring as well as bringing empathy and compassion into your recruiting and hiring processes. You will learn how virtual hiring can reduce unconscious bias that can creep into the hiring process, as well as how to create the most effective communication channels for your applicants. By learning to streamline processes, educating hiring teams and communicating with candidates, you can boost your organizations' chances of successfully recruiting and hiring candidates virtually. ~~\$49~~ **\$39**

#33644 9/30 Thursday 6 PM–8 PM

Virtual, Online Live

Performance Feedback

Giving effective performance feedback can be difficult. However, feedback is essential to foster growth & improvement, and is a key responsibility of all leaders. In this class you will learn how to share insight, provide continuous feedback, build engagement and reinforce behaviors of staff & others. ~~\$99~~ **\$59**

#33554 10/14 Th 5:30 PM–9 PM

Virtual, Online Live

#33507 12/7 Tu 5:30 PM–9 PM

In Person, Truax - Main Building

Intro to Lean Operations

Lean is a management strategy that unlocks the hidden potential of an organization. Learn to identify waste in the workplace, and strategies to eliminate causes of waste. Learn to create flow using processes such as 6S. This course is geared to front line workers, supervisors and managers striving to create a lean culture to reduce costs and optimize profits. **\$89**

#33627 9/14 Tu 5:30 PM–9 PM

In Person, West Campus



Agile: Essentials for Leaders

Workshop

What is Agile Project Management? What benefits can be expected from adopting agile techniques and practices? How can I encourage and support agile techniques and practices? Learn how basic agile project management techniques and practices can be used to accelerate project development cycles, reduce cost, rework, and uncertainty associated with projects. Learn to engage project team members and conclude with successful project implementations. **\$89**

#33626 9/10 F 8:30 AM–12 PM

In Person, Truax Foundation Centre

Construction Project Management

This course covers the step-by-step use of all the tools required to operate as a professional manager, making every construction job profitable and successful. You will learn all aspects of a construction project; understanding business structure, administration contracts, blue print constructability review, estimating, project scheduling and all facets of coordination to close out the project. You will work through exercises to develop skills that you can take away for use on the job. **\$499 \$349**

#33505 10/9–10/23 Sa 10 AM–2 PM

In Person, Goodman South Campus

Also see SPANISH FOR CONSTRUCTION on page 17

B Yellow Belt LSS Certificate

Six Sigma is a comprehensive and flexible system for achieving and sustaining results within your organization. This disciplined, data-driven approach assists in eliminating defects in any process — from enhancing customer expectations to boosting bottom-line objectives. You will participate in online modules and in-person meetings that will teach you how to fully integrate Six Sigma methodologies into your organization. ~~\$899~~ **\$699**

#33630 October 5TH–November 2ND Tuesday 6 PM–9 PM

Virtual, Online Live

B Green Belt LSS Certificate

Six Sigma is a comprehensive and flexible system for achieving and sustaining bottom line results in your organization. Six Sigma Green Belt training provides participants with enhanced problem-solving skills, with an emphasis on the DMAIC process and statistical process control with a combination of online learning modules and in-person meetings. Participants are required to have already completed the Yellow Belt Lean Six Sigma Training course. Register one week prior to course date to begin online learning modules. Six Sigma exam is included at the end of this course. No late enrollments. ~~\$1099~~ **\$899**

#33643 November 9TH–December 7TH Tuesday 5:30 PM–9 PM

Virtual, Online Live

Project Management Skills

Are you in charge of managing an event, construction project, implementing new processes or software, changing suppliers or accomplishing other long-term tasks that require major organization, input and execution? This course follows the suggested Project Management Body of Knowledge (PMBOK) and will prepare you to successfully manage projects large and small. Learn about project life cycles and the tools and techniques necessary to successfully manage projects; develop project plans; determine scope and requirements; break down structures and critical paths; develop milestones and estimates; identify and manage resources; conduct risk analyses and contingencies; and monitor, execute and close projects. ~~\$399~~ **\$329**

#33537 9/9–10/7 Th 6 PM–9 PM

Virtual, Online Live

B Intermediate Applied Stats

Have you taken Introduction to Applied Statistics and are ready for more? Are you already familiar with statistics but would like to learn about non-parametric testing and how to work with non-normally distributed data? In this intermediate statistics class, you'll learn how to analyze real-life data scenarios and work with data that doesn't conform to traditional testing. Intermediate computer skills and experience with applied statistics required. A personal laptop with administrator privileges will be required for this class in order to download and install the free software "R". **\$249**

#33625 9/22–10/27 W 6 PM–9 PM

In Person, Truax - Main Building



**Call (608) 258.2301,
Opt. 2 to register**

Start-ups & Small Business

Creating a Successful Business Plan

through Ed2Go

Turn your business ideas into a solid plan for financing and long-term success. Committing your idea to paper in the form of a business plan not only increases your chances of obtaining financing, but also in keeping your business strategically focused. You will work through all the major components of writing a business plan and emerge with your first draft in hand. And most importantly, you will have completed the first—and most difficult—step on the path to small business success. **\$115**

REGISTER AT BIT.LY/ED2GO-BIZPLAN

Small Business Branding

In business, commodities are bought for the lowest price possible, but brands are purchased at a premium. Learn how to create a brand that allows you to master your market while also commanding top dollar. This class will provide the concepts, tools and techniques needed to discover, craft and communicate your true brand. **\$49**

#33534 9/25 Sa 9 AM–12 PM
Virtual, Online Live

Kick-Start Biz with eCommerce

Selling through your own online store allows you launch your business and go to market quickly with a relatively low cost. But how exactly do you get started, and what are the best approaches for capturing your first e-Commerce customers? In this fast-paced workshop you will learn answers to the common questions about starting an eCommerce store, and tactics to gain your first (and repeat) customers. **Note: This class focuses on sales and distribution, and does not cover product development, supply chain or manufacturing.** **\$49**

#33538 12/9 Th 6 PM–8 PM
Virtual, Online Live


Leadership Development

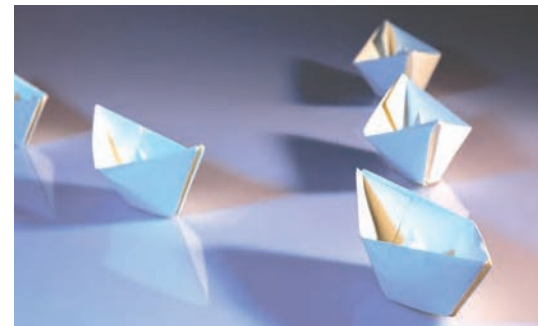


On-Demand Series

Transform employees into leaders with this comprehensive, online, on demand, leadership series. Training focuses on communication, conflict management, change management, diversity and inclusion, facilitation skills and emotional intelligence. Learn from examples, exercises, and key takeaways. **\$399**

#33496 Start Anytime!
Online & On-Demand

Allow up to 2 business days to receive your course login information via email. 
Online content accessible for one year.



For more LEADERSHIP classes, see page 4.

Business Facebook/Social Media

As customers increasingly use social media tools to directly access businesses and corporate leaders, they are influencing how companies operate — from communication strategies and product development to customization and personalization practices. This two-part course will help you better understand how social media works, its impact on business operations, and how to become a more effective social networker. In part one, you will learn how to use popular social media tools such as Facebook and Twitter on the organic (non-paid) level. In part two, you will learn how to reach audiences using content marketing and paid digital marketing tools such as Google ads. **Bring your lunch to class!** **\$49**

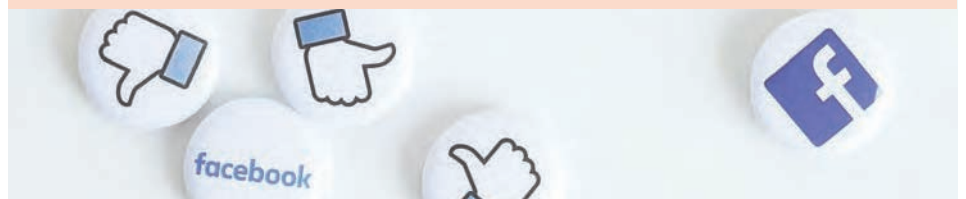
#33475 10/6–10/13 W 11:30 AM–1 PM
Virtual, Online Live

Social Media Business Strategy


Learn the fundamental differences between the top social media platforms, and how to identify the best ones for your business. Learn how to create an effective social media strategy and content, including running social media ads. Students will go through the process to create their own impactful social media plan. **\$69**

#10536 July 28TH Wednesday 6 PM–9 PM
#33535 October 9TH–16TH Saturday 9 AM–11 AM

Virtual, Online Live




QuickBooks Intro – Desktop

QuickBooks is an accounting software package that allows you to more effectively manage your small or medium-sized business. This class will cover QuickBooks basics and provide tips to help you become more efficient in your day-to-day functions.  **\$179**

#33616 11/15–12/13 M 6 PM–9 PM

*Virtual, Online Live**


NEW! QuickBooks Intro - Cloud Based

QuickBooks is an accounting software package that allows you to more effectively manage your small or medium-sized business. This class will cover QuickBooks basics and provide tips to help you become more efficient in your day-to-day functions. This course teaches the cloud-based version.  **\$179**

#33639 10/12–11/16 Tu 6 PM–9 PM

Virtual, Online Live

NEW! QuickBooks Intermediate - Cloud Based

Expand upon the skills learned in the introductory course and learn more about using QuickBooks to deal with physical inventory and payroll. This course teaches the cloud-based version of QuickBooks. *Students are expected to have prior experience with QuickBooks.*  **\$179**

#33638 11/23–12/14 Tu 6 PM–9 PM

12/16 Th 6 PM–9 PM

Virtual, Online Live




Intro to Personal Finance

Introduction to Personal Finance teaches students how to manage personal resources for the achievement of life goals. Subject matter will include financial psychology; savings, expense and budgeting; loans and debt management; taxation, insurance and risk management; investment, estate planning, governmental programs and the economy. **\$157**

#33061 9/23–11/11 Th 6 PM–8 PM

Virtual, Online Live

Accounting Intro

If you have no previous accounting experience, start here. Intended to serve as an excellent companion when learning to use QuickBooks or other accounting software, this course is designed for people who might not be pursuing a career in accounting but need a working understanding of basic accounting principles.  **\$199**

#33522 8/31–10/5 Tu 6 PM–9 PM

Virtual, Online Live

***Login Required?**

See page 33 for more information.



Call (608) 258.2301,
Opt. 2 to register

WE ARE LOOKING FOR Subject Matter Experts

Have you been curious about teaching a topic you're particularly skilled in or passionate about, but don't know where to begin? *Let's talk!*

We are currently in search of established or new course ideas in topics such as *Data Visualization, Data Analytics, and Autodesk.**

**(AutoCAD & Revit)*

As a non-credit course instructor, you'll enjoy schedule flexibility, **and a little boost to your income**, while sharing your expertise with adult learners.

APPLY NOW!

Pass on your **knowledge and skills** to **inspire and enrich our community.**

COLLEGE.EDU/TEACH-LOCAL

Qualifications

Bachelor's Degree
(or equivalent work experience)

Two Years (or equivalent) of Related Work Experience

Instructing Experience
(preferred, but not required)

Proficiency in Relevant Applications *(e.g. Tableau, Revit, Minitab, or other applications used in your class topic)*

Computer Applications



Professional Administrative Assistant

Certificate

This digital credential is designed for individuals aspiring to excel in a professional administrative assistant role. Skills learned in attainment of this badge are crucial in today's fast-paced office environment.

Key topics include proficiency in MS Office products, Excel, Word and PowerPoint, verbal and written communication skills, and personal productivity through time management.

Required Courses:

- MS Word – Advanced
- MS PowerPoint – Advanced
- MS Excel – Intermediate
- Business Writing for Success
- Effective Communication
- Personal Productivity

MS Word Advanced

In this course, take a closer look at tracking document changes, working with multiple reviewers, document sharing and access control as well as digital signatures. Explore personalization options to control AutoCorrect and recovery options. Learn how to automate repetitive tasks with macros and make custom keyboard shortcuts. Become familiar with some of the ways MS Word can interact and integrate with other applications in the MS Office suite. **Requires familiarity with Windows and prior experience using MS Word.** 📖 \$179 **\$149**

#33516 October 12TH–November 9TH Tuesday 1 PM–4 PM

*In Person, West Campus**

MS PowerPoint Advanced

Learn advanced PowerPoint skills, how to present the story of the data. Review the basics, and also learn design principles, how to create customized presentations, special effects, slide, notes and handout masters. **Requires familiarity with PowerPoint.** 📖 \$179 **\$149**

#33533 September 2ND–30TH Thursday 6 PM–9 PM

*Virtual, Online Live**

MS Excel - Basic Formulas & Functions

In this workshop, you will learn to perform arithmetic calculations using cell references in formulas, as well as become familiar with commonly-used functions. **Some prior experience with Excel required.** **\$69**

#33613 October 20TH Wednesday 5:30 PM–8:30 PM

*In Person, Truax - Main Building**

MS Excel Intermediate

Once you understand the basics of MS Excel, you can accomplish a variety of advanced tasks. This course will apply more advanced workbook formatting using themes and styles. You will use custom number formats; explore the potential of lookup functions and analysis tools; and add subtotals, nested functions, date and time calculations, text modification and conditional functions to your Excel skillset. This course also covers tools for working with large worksheets and multiple sheets, linking cells and formulas, naming cells and ranges, working with hyperlinks and tables, sorting and filtering, outlining, adding graphics, making templates and protecting worksheets. Some prior experience with MS Excel required. 📖 \$179

#33527 10/14–11/4 Th 6 PM–9 PM

*Virtual, Online Live**

NEW! MS Excel Advanced

Learn more advanced skills for working with tables, and explore options for protecting workbook data. Become familiar with financial functions and what-if analysis tools, scenarios and goal seeking. Create, format, and filter pivot tables to summarize data and create calculated fields. **Requires familiarity with Windows and prior experience using MS Excel software.** 📖 \$179

#10534 8/3–8/12 Tu/Th 6 PM–9 PM

#33531 11/11–12/9 Th 6 PM–9 PM

Virtual, Online Live — No Class 11/25*

***Login Required?**

See page 33 for more information.

MS Excel Intro

In this course, you will learn how to work efficiently in MS Excel by using tables; creating and navigating worksheets by entering, editing and formatting numbers, text and dates; and writing formulas and using functions for calculations. You also will create and format charts to visualize data and illustrate trends, explore sorting and filtering, and learn helpful tools for working with large data sets.

Familiarity with Windows required. 📖 \$179

#33526 9/8–10/6 W 6 PM–9 PM

*Virtual, Online Live**

#33614 11/10–12/8 W 5:30 PM–8:30 PM

*In Person, Truax - Main Building**

MS Excel VBA Programming

Harnessing the power of VBA in MS Office can make you the MVP at your company! In this course, you will learn how to use macros to automate routine tasks and create custom functions in MS Excel — beginning with simple examples and working up to Visual Basic for Applications programming using dialog boxes and control structures. **Prior experience with Excel required, but no programming experience required.** 📖 ~~\$179~~ **\$159**

#33528 September 8TH–October 6TH Wednesday 6 PM–9 PM

*Virtual, Online Live**

B Python Programming Intro

Knowledge of Python can make you a rock star at work as the go-to person when a challenging problem needs a solution. Python is a widely used programming language for data analysis and reporting. In this course, you will learn how to use the simple but powerful Python language to solve problems through the creation of computer programs that automate tedious and sometimes complex tasks. **Requires intermediate-level computer skills**, but no prior programming experience is necessary. 📖 ~~\$179~~ **\$179**

#33618 11/16–12/14 Tu 6 PM–9 PM

*In Person, Truax - Main Building**

Advanced Python

through Ed2Go

This Advanced Python training course picks up where our Introduction to Python course leaves off. This course is for students who have taken the introductory course and are ready to leverage their previous experience to learn more or have some experience programming with Python and are prepared. **\$119**

Self-Paced, Available On-Demand!

REGISTER AT [BIT.LY/ED2GO-PYTHON](https://bit.ly/ed2go-python)



AutoCAD Intro

In this course, you will be introduced to the process of Computer Aided Design using the industry-standard Autodesk AutoCAD. You'll learn how to customize the software while incorporating AutoCAD into your design process using graphic standards. Topics include document setup, two-dimensional drawing, modifications, dimensioning and document layout for printing. **Intermediate-level computer skills required.** ~~\$239~~ **\$199**

#33511 10/6–11/10 W 6 PM–9 PM

*In Person, Truax - Health & IT Building**

AutoCAD 3D 2021

through Ed2Go

If you know how to use AutoCAD 2D commands, it's time to master the concepts and methods of 3D modeling. This 100% online course will teach you the fundamentals of AutoCAD 3D and explores the main features of the advanced 3D modeling workspace. Course content is heavily focused on hands-on exercises, so you will need to have the software installed on your computer to practice your new skills. All examples and exercises are taken from a variety of fields where AutoCAD is used. **\$1695**

Instructor-led, Self-paced Course

Takes approximately 3 months (85 hours) to complete.

REGISTER AT [BIT.LY/AUT03D](https://bit.ly/aut03d)

MS Excel VBA 2 Programming

With this advanced VBA course you will grow your arsenal of time-saving tricks to become the most essential member of your team! In this course, take a much deeper dive into automating Excel data analysis, with applications in business intelligence, finance and multi-sheet big data extraction. **Excel VBA or consent of instructor required.** 📖 ~~\$179~~ **\$159**

#33532 10/13–11/10 W 6 PM–9 PM

*Virtual, Online Live**

B SketchUp Intro

SketchUp Pro allows you to create three-dimensional models of your designs. Topics covered in this course include creating basic geometry, understanding and using inference and stickiness in SketchUp, using the drawing tools, creating and working with groups and components, texturing your model, creating scenes and managing styles. The features and benefits of SketchUp Pro will also be introduced, along with how to access and free versions. **Basic computer skills required**, but no experience with SketchUp necessary. ~~\$179~~ **\$159**

#33512 11/2–11/30 Tu 6 PM–9 PM

*In Person, Truax - Main Building**



Call (608) 258.2301,
Opt. 2 to register

B Drone Operator: Online Basics

This 8-hour online course teaches all you need to know about drones before you even buy one. Prepare for entry into the field of UAVs in this course, focusing on the variety of devices and UAV uses. Determine your personal drone uses in order to select the best device for your needs, whether it be commercial or personal. Learn about the history and evolution of public use of drones, their basic functions and local laws & ethical flying policies. We'll cover the latest FAA regulations/safety issues. **Students must complete this class prior to any flight training classes.** **\$129**

#33504 9/13–9/26

*Virtual, Blackboard**

Web Development & Design

Web Design Intro

In this course you'll be introduced to principles and practices that will help you build websites that fulfill your strategic objectives while meeting the needs of your users - how to think about a website, not how to make one. We cover the big picture and decisions web designers make to create effective websites. You will be able to begin a website proposal deck. Intermediate-level computer skills recommended. **\$109**

#33539 10/12-10/26 Tu 6 PM-9 PM

Virtual, Online Live

WordPress Intro

WordPress.com provides free blogs and websites, while WordPress.org provides software to self-host blogs and websites. This course will explore the features and benefits of both platforms. You will learn how to create engaging written and visual content on WordPress.com, as well as manage blogs with tools offered by the WordPress content management system. With WordPress.org, you will apply advanced procedures for self-hosted blogging — including buying a domain, obtaining a web host and installing WordPress.org software. You also will investigate the benefits of self-hosting by customizing sites through the use of plug-ins, themes and custom site editing. Intermediate computer skills recommended. **\$179**

#33529 9/9-10/7 Th 6 PM-9 PM

Virtual, Online Live

WordPress Intermediate

Students will explore more customization options for their self-hosted WordPress site to enhance appearance and increase traffic. Topics will include Child themes, basic CSS and PHP to modify themes, additional page templates, featured images, managing multiple contributors, making backups, maintaining both a blog and fixed content, as well as additional content such as custom fields, video, image galleries, and calendars. The class will also discuss analytics and search optimization. **Requires student to have a functioning self-hosted WordPress site and experience navigating the dashboard and host's control panel. \$179**

#33530 10/21-11/18 Th 6 PM-9 PM

Virtual, Online Live

HTML and CSS Basics for Web

This course is an introduction to Hypertext Markup Language (HTML5) and Cascading Style Sheets (CSS), the languages giving structure and style to every website. Students will learn how to write HTML elements and CSS rule-sets, how to use them to build and style web pages, and where to find web-based resources for further learning. Topics include page building blocks, text elements, links, images, color, tables, forms, semantic layout, responsive design and accessibility. Students will build their skills continuously and cumulatively in the course, culminating with a final project of a 4-page basic website. Intermediate-level computer skills are recommended. **\$179**

#33536 9/16-10/14 Th 6 PM-9 PM

Virtual, Online Live

HTML/CSS Advanced

Today's web designers must be able to work with responsive HTML/CSS frameworks, and Bootstrap is the premier framework at the core of most WordPress themes. This course will prepare you to pursue w3schools.com Bootstrap certification. The certification test, however, is not part of the course or course fee. **Students are expected to have completed HTML/CSS Basics for Web Design or have 2 years of experience working with HTML & CSS. \$179**

#33541 10/21-11/18 Th 6 PM-9 PM

Virtual, Online Live

*Login Required?

See page 33 for more information.

Website Project Development

Whether you're building a website for your employer or your own small business, this capstone course of the non-credit Website Development with WordPress Certificate will teach you how to develop one effectively. Key skills covered include site planning, file structure, navigation, look and feel, and interpreting client or company needs. **You will be expected to have a basic knowledge of web design, HTML, Dreamweaver and Adobe Photoshop. \$169 \$139**

#33542 November 9TH-23TH Tuesday 6 PM-9 PM

Virtual, Online Live



NEW! Website Development with WordPress

Certificate

Designed for those entering or looking to advance in the field of web design. The skills learned are important in client-facing roles, performing website edits, resolving issues, building web-based applications and testing websites.

Required Courses:

- Web Design Intro
- WordPress Intermediate
- HTML & CSS Basics
- Java Programming: Intro
- Website Project Development

VISIT BIT.LY/WEB-WP FOR MORE

Java Programming Intro

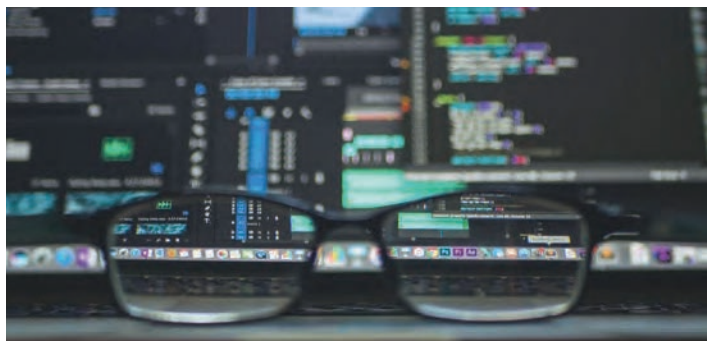
If you have no prior computer programming experience, this course is for you. Topics covered include variables, data types, arithmetic operations and precedence, string operations, logical operations, loops, comments, operator input and more. You will also learn how to install JDK on Windows and design simple programs. **Intermediate-level computer skills needed, but no prior programming experience required. \$169**

#33619 11/17-12/15 W 6 PM-9 PM

In Person, Truax - Main Building*

Obtain a Hyland OnBase System Admin Certification in *two weeks!*

OnBase[®] by Hyland



OnBase Certified System Administrators (OCSA) are in high demand. If you are interested in technology and the many different opportunities that are available in the Content Services industry, **this is the course for you.**

Becoming an OnBase Certified System Administrator can open up new career opportunities for you. This course will train you to effectively use, maintain, administer, and configure business process automation in OnBase, an enterprise information platform for managing content, processes and cases.

Once trained in OnBase, you will have the tools you need to work with organizations to help them use technology to improve their processes. Each student who successfully completes the class will get exclusive access to a virtual career fair hosted by Naviant, connecting them with employers looking for this specific skill set.

NOTE: This course is not intended for individuals who already work in a role supporting or interacting with OnBase or are looking to further certify or recertify.

Summer 2021

Training Session

Virtual Class with Live Web Meetings. **\$349**

#10718 **August 10TH–19TH** **6:00 PM–9:00 PM**

Tuesdays/Wednesdays/Thursdays

Create Website Without Coding

Develop a plan for your website and learn to create it without any coding. **Day 1:** create a website strategy, learn the differences between the major website platforms like Squarespace, Weebly, or WordPress, draft rough content for your website. **Day 2:** Instructor-led lab will assist students as they create a home page, about page, and contact page using Squarespace (*free 14-day trial*). E-commerce pages will be discussed. **Students must be comfortable using the internet and have strong basic computer skills. \$69**

#33543 **11/13–11/20** **Saturday** **9 AM–11:30 AM**

Virtual, Online Live

B Search Engine Optimization

Effective use of search engine optimization can increase website traffic and online sales. In this course, you will learn how to measure your progress and success while planning a long-term SEO strategy. Topics include understanding search engine indexing, improving keywords and code structures for indexing, identifying 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 compare the cost-per-lead of SEO with other direct-marketing approaches. Some prior experience with HTML is recommended. **📖 \$169**

#33540 **9/9–10/7** **Thursday** **6 PM–9 PM**

Virtual, Online Live



B Google Analytics

Use this powerful (*and free!*) digital analytics tool to learn about your customers and other website visitors. Topics covered include tracking multiple websites, exploring who your visitors are and how they find and leave your site, and identifying the most-visited pages. **\$149**

#33617 **10/14–11/4** **Thursday** **6 PM–9 PM**

Virtual, Online Live

Graphic Design

Adobe Lightroom

In this course, you will become familiar with using Adobe Lightroom to import, view and organize photos, as well as apply various filters and create web galleries and slideshows. You also will learn how to edit photos for white balance, exposure, tonal adjustments, saturation and color. Intermediate-level computer skills recommended. **\$169**

#33523 October 4TH–November 1ST Monday 6 PM–9 PM

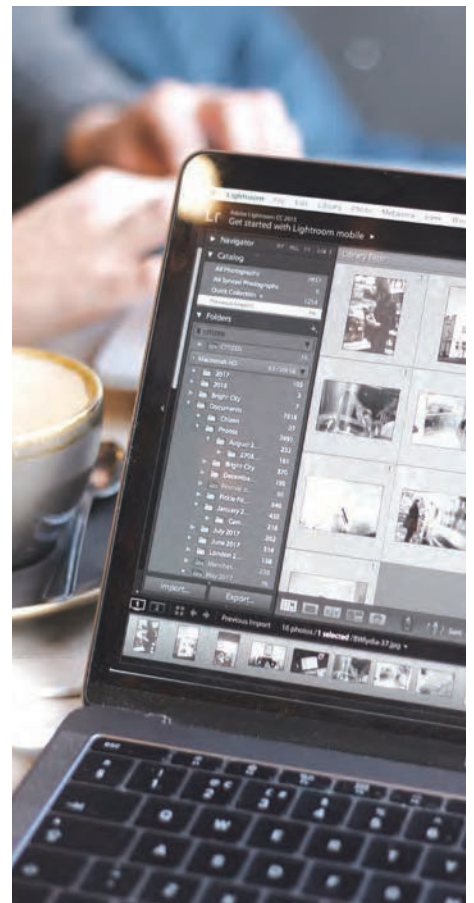
*Virtual, Online Live**

Adobe Photoshop: Intro

Photoshop is the tool of choice for advanced photograph manipulation and digital image preparation. In this course, you will learn how to adjust color, add and use layers, apply filters for different effects, dodge and burn, create gradients and cut out sections of a picture. You also will practice cropping, sizing, correcting color and contrast, and removing red eye while recognizing the importance of pixel-based images, their qualities and limitations. Photos will be prepared for print and email/on-screen use. **Intermediate-level computer skills required. \$179**

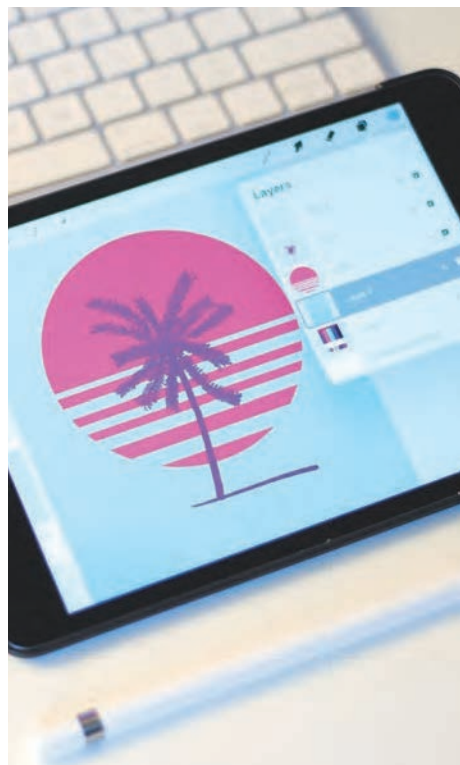
#33623 October 5TH–November 2ND Tuesday 6 PM–9 PM

*In Person, Truax - Main Building**



***Login Required?**

See page 33 for more information.



Adobe Illustrator: Intro

Vector images play an important role in the creative process and provide the best format for logos and illustrations. In this course, you will learn the basics of creating beautiful vector images, gain an understanding of anchor points and paths, and then select, edit and manipulate them using the selection tools and modifier keys. Topics include becoming familiar with workspaces, working with objects, creating and saving swatches, and formatting text. You also will gain experience using the shape, transform, paintbrush and pen tools to create logos, backgrounds and simple illustrations. **Intermediate-level computer skills required. \$179**

#33524 September 2ND–30TH Thursday 6 PM–9 PM

*Virtual, Online Live**

Adobe InDesign: Intro

InDesign is the ultimate layout program for today's graphic designer. This course will help you develop the skills necessary to create professional looking fliers, brochures and other multipage documents with confidence. You also will learn how to apply the principles of design to document layouts and understand how the four-color printing process works. Topics include how to set up specially sized documents, flow in and format text, use and create various styles, work with color, place graphics and output for commercial or desktop printing. **Intermediate-level computer skills required. \$179**

#33564 October 7TH–November 4TH Thursday 6 PM–9 PM

*Virtual, Online Live**



Professional Graphic Design

Certificate

This digital credential will help you build on your existing computer skills and strengthen your know-how about both print design and digital documents. If you are a professional who already knows the basics of graphic design, this certificate will help you to take your skills to the next level.

Required Courses:

- Adobe Photoshop: Intermediate
- Adobe Illustrator: Intermediate
- Adobe InDesign: Intermediate
- Design Processes & Procedures

[BIT.LY/PGD_CERT](http://bit.ly/pgd_cert)

Adobe Photoshop: Intermediate

For those already familiar with Adobe Photoshop, this course will allow you to further explore the program's capabilities, including masking, blending, creating effects, and adjusting layers and type to create exciting digital compositions. You also will gain proficiency using keyboard shortcuts and improve workflow skills. **Students are expected to have prior experience with Photoshop.**

\$179

#33624 November 9th–December 7th Tuesday 6 PM–9 PM

*In Person, Truax - Foundation Centre**

Adobe Illustrator: Intermediate

If you already use Adobe Illustrator, this course will allow you to continue exploring the program's drawing and design capabilities to create layouts and more complex vector illustrations. Hands-on exercises will help you build on the skills learned in the Illustrator Intro course as you are introduced to working with layers, vector paths and the pathfinder panel; adding effects; and managing appearance attributes. **Students are expected to have prior experience with Illustrator.**

\$179

#33525 October 12th–November 9th Tuesday 6 PM–9 PM

*Virtual, Online Live**

Adobe InDesign: Intermediate

Build upon your InDesign knowledge, and gain greater proficiency in techniques to improve your workflow. In this class you will learn keyboard shortcuts, text & object styles, PLUS how to build multi-page documents, perfect the use of master pages, work with tables, apply special effects and use such advanced options as the Books feature. **Students are expected to have prior experience with InDesign, such as having completed Adobe InDesign Intro.**

\$179

#33565 11/11–12/16 Thursday 6 PM–9 PM

Virtual, Online Live — No Class 11/25*

Design Processes & Procedures

Students will learn best practices for building documents of professional quality along with proper software application. A mixture of Illustrator, Photoshop and InDesign will be used to combine vector and raster images into advanced layouts. The course will focus on workflow for print production and will include the completion of a 2-color, a 4-color, and a multi-page document. Topics for the projects will be offered in class, but students are encouraged to come up with their own.

Required prerequisite: experience with Illustrator, Photoshop & InDesign such as completing the introductory courses for all 3.

~~\$179~~ \$129

#33622 9/7–10/5 Tuesday 6 PM–9 PM

*In Person, Truax - Foundation Centre**



Call (608) 258.2301,
Opt. 2 to register



Cyber World Legal Liability

The American legal system has undergone dramatic changes in recent decades as it responds to excessive litigation and challenges initiated by the cyber world. In this course, you not only will learn about these changes, but you also will study the complicated jurisdictional questions stemming from cyber cases and review proposals to limit the number of lawsuits (particularly nuisance suits) filed in this country. 4 CE hours. **\$59**

#33520 10/14 Th 1 PM-5 PM
In Person, West Campus

Identity Theft and Cybercrimes

Identity theft can occur when an enterprise compromises sensitive information that its customers, constituents, and employees entrust with it. Identity theft is costly to the victims. Victims may have the legal right to hold the enterprise responsible for their losses and emotional stress. State and federal regulations also require enterprises to protect sensitive information, and violations can be costly. This course reviews consumer identity theft and information protection legislation. Privacy best practices can provide a safe harbor against litigation and penalties. The four major steps to implementing privacy best practices are reviewed. 4 CE hours. **\$59**

#33519 9/29 W 1 PM-5 PM
In Person, West Campus

LOOKING FOR *PROS!*

Thinking about teaching? We are currently in search of established or new course ideas in topics such as *Finance for Non-Financial Managers, Business Plan Writing, and Communication through Storytelling.*

➔ See page 8 for benefits, requirements and where to apply.

WWW.MADISONCOLLEGE.EDU/
TEACH-LOCAL

Risk Management

This course will provide a review of financial risks faced by the typical family and how to mitigate them using insurance and other options. The class will examine the following insurance policies: automobile, homeowners, umbrella, recreational vehicle, inland marine, life, disability, and health. The class will also discuss retirement planning for the family by examining pension, 401K, and other retirement options. 4 CE hours. **\$59**

#33620 9/14 Tu 1 PM-5 PM
In Person, West Campus

Ethics for Insurance Agents

This is an insurance continuing education class that will discuss and review the role of insurance agents in our society. Ethical and unethical practices will be analyzed. In addition, insurance agent's fiduciary duties in terms of dealing with consumers will be reviewed. Insurance agents work in a cynical and unethical world at times and they need to know and understand how to deal with Ethical questions and situations. The need for a Strict Code of Ethics will be discussed in terms of increasing the public's confidence and respect for the insurance industry and insurance agents. 4 CE hours. **\$59**

#33517 October 12TH-14TH Tues/Thurs 6 PM-8 PM

In Person, West Campus

#33544 December 6TH-8TH Mon/Wed 6 PM-8 PM

Virtual, Online Live



Social Insurance Programs

This course will present an updated look at social insurance programs in the United States, emphasizing Social Security and Medicare. You will review eligibility and funding requirements for each program, as well as each program's benefits. Other topics will include unemployment compensation, disability benefits, worker coinsurance and the Affordable Care Act. 4 CE hours. **\$59**

#33518 9/21-9/23 Tu/Th 6 PM-8 PM

In Person, West Campus

#33545 11/8-11/10 M/W 6 PM-8 PM

Virtual, Online Live

Wisconsin Insurance Law Review

This course will explore insurance industry regulations and review the legal issues associated with the following coverages: property, casualty, accident, health, life and annuities. You also will learn more about the Health insurance Risk Sharing Plans currently available in Wisconsin. 4 CE hours. **\$59**

#33521 10/26 Tu 1 PM-5 PM

In Person, West Campus



Craft Brewing

Certificate

The Craft Brewing program at Madison College consists of 3 core classes that can be taken as part of the Craft Brewing Certificate or as stand-alone classes that each earn a digital badge credential.

Beer Brewing & Serving

Beer Brewing Science

Brewing Practicum

It covers the basics of brewing, teaches key scientific information and provides hands-on brewing experience and beer flavor evaluation under the supervision of an experienced brewer.

You do not need to pursue a certificate to take any of these courses, and you do not need to formally enter any program to earn this certificate.

BIT.LY/BEER-BREWING

B Beer Brewing and Serving

This course covers beer & brewing history, ingredients, styles and flavor evaluation with emphasis placed upon comprehensive knowledge of classic beer styles and flavor attributes. The course also covers serving practices, touches on beer and food pairings and prepares students for the first level of Cicerone Certification. Must be over 21 to register. **\$329**

#33567 9/7-10/26 Tu 6 PM-9 PM

In Person, Truax - Health & IT Building

B Beer Brewing Science

This course covers the process of fermentation and biology of yeast and other organisms useful in the craft brewing industry. Students will study beer ingredients, adjuncts & malting processes, mashing & worts, hops flavoring & bittering, beer flavor compounds and beer maturation. Coursework also includes key industry sanitation procedures including COP (Clean-out-of-place) & CIP (Clean-in-place). Must be over 21 to register. **\$329**

#33571 9/23-11/11 Th 6 PM-9 PM

In Person, Truax - Health & IT Building



Beverage Business Startup

Do you have a passion for beverages and want to start your own business? Whether it's beer, wine, cider or another craft beverage, learn the ins and outs of starting and growing your business from successful local entrepreneur and president of Octopi Brewing, Isaac Showaki. This course will teach you what questions and answers you need to know before starting a beverage brewing business. We will go over what you want to accomplish, your goals and how achieve them with emphasis on how to write a quality beverage business plan. The plan will guide you through your venture so that you have the highest probability of success. The class will also cover: how to legally set up your company, what and where to apply for federal permits, how to approach investors or banks, financials projections, how cash is king and other critical topics. **\$75**

#33572 10/13-10/20 W 6 PM-8:30 PM

In Person, Truax - Health & IT Building

Wines of California

Take a virtual wine tasting tour through northern California where you will learn about the rich and historic traditions of some of the state's finest wine regions, including Napa, Sonoma, Santa Barbara, and more. You will taste red and white wine varietals, compare notes, and engage in a lively discussion with your fellow classmates. Please join us for a wine exploration of this great wine region that promises to be a fun introduction to a famous and noteworthy wine country. Some wine tasting experience would be beneficial but is not necessary. **\$34**

#33655 9/23 Th 6 PM-8 PM

#33656 10/7 Th 6 PM-8 PM

In Person, West Campus

Knife Skills & Safety

What does it mean to julienne, dice or to make a batonnet cut? In what circumstances do you use different cuts? Learning how to work a knife properly may change your life as a cook. Get yourself a good knife and get ready. We will show you how to sharpen your knife and answer all of your questions regarding these sharp and pointy superstars of the kitchen. **\$31**

#33546 9/29 W 6 PM-8 PM

#33547 10/18 M 6 PM-8 PM

Virtual, Online Live

Beverage

Dietary Manager

Program

This 5 course program is focused on food service operations and nutrition within a healthcare or commercial environment (hospitals, acute or long-term care facilities). **Approved by the Association of National Foodservice Professionals (ANFP)**, Madison College's Dietary Manager Program is designed to meet the eligibility requirements for CDM[®], CFPP[®] Credentialing Exam.

Students must submit an application prior to enrolling in any of the 5 classes whether they choose to pursue certification or not.

Food Service Management 1 & 2 are offered in the fall semester. **General Nutrition, Medical Nutrition Therapy, and Going Green in Food Service** are offered in the spring semester.

B Food Service Management 1

#33484 9/14-10/29 ~~\$299~~ **\$249**

Virtual, Blackboard*

B Food Service Management 2

#33485 11/2-12/17 ~~\$299~~ **\$249**

Virtual, Blackboard*

Application, class descriptions, and textbook information is available online. ↘

BIT.LY/MATC-DMC



Call (608) 258.2301,
Opt. 2 to register

Indus

ades



Wisconsin Home Inspection

Exam Prep

This badge indicates successful completion of a course of study to prepare to take the State of Wisconsin Home Inspector exam. Considered an inspector's guide to the field, a badge earner will learn how to identify problem areas through observation, and gain understanding of home elements of soil, foundation, exterior roofing, insulation, home construction, plumbing, electrical and heating systems.

Becoming a Home Inspector 1

Part 1 of 2. 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 & insulation, and construction of a new home. ~~\$299~~ **\$249**

#33566 9/7-10/19 Tu 6 PM-9 PM

In Person, Commercial Ave Campus

Becoming a Home Inspector 2

Part 2 of 2. Home Inspection is the art of identifying problem areas through observation. The complete series prepares the student to take the state exams needed to become licensed. This final course focuses on the residential inspection process and part 2 of the inspector's guide to the field. Students will learn about various elements of a home including plumbing, electrical & heating systems. We will also discuss changes to State policies in the field. ~~\$299~~ **\$249**

#33570 10/26-12/14 Tu 6 PM-9 PM

In Person, Commercial Ave Campus

No Class 11/23

NEW! Soares Grounding and Bonding

This class is a must for those who wish to keep informed and increase their expertise in the grounding & bonding of electrical systems. This course is based on the authoritative text IAEI Soares Book on Grounding which clearly explains the fundamentals and practice of grounding & bonding in easily understood language, guiding learners through the language and intent of the National Electrical Code, NEC-2017. **Course is approved for 14 CEU credits for those licensed in Wisconsin.** **\$179**

#33690 9/15-10/27 W 5 PM-7 PM

In Person, Commercial Ave Campus

Construction Project Management

This course covers the step-by-step use of all the tools required to operate as a professional manager, making every construction job profitable and successful. You will learn all aspects of a construction project; understanding business structure, administration contracts, blue print constructability review, estimating, project scheduling and all facets of coordination to close out the project. You will work through exercises to develop skills that you can take away for use on the job. ~~\$499~~ **\$349**

#33505 10/9-10/23 Sa 10 AM-2 PM

In Person, Goodman South Campus

NEW! Spanish for Construction Industry

Want to improve communication with your Spanish speaking co-workers? This class provides you with specific vocabulary for the construction industry. This course will give you a solid vocabulary base to draw from in order to bridge the communication gap with the Spanish-speakers at your worksite and in your community. ~~\$179~~ **\$129**

#33641 9/22-10/27 W 6 PM-8:30 PM

In Person, Goodman South Campus



Call (608) 258.2301,
Opt. 2 to register



Journeyman & Master Electrician

Exam Prep

This digital credential demonstrates the successful completion of a course of study to prepare to take State of Wisconsin Journeyman or Master Exam test.

Electrical Exam Prep (Parts 1 & 2)

This course provides the opportunity for the learner to develop the skills needed and the ability to prepare for and pass the State of Wisconsin Journeyman or Master Exam test. Both Part 1 and Part 2 are needed to prepare for the exam.

PART 1 OF 2 — \$229

#33506 9/8-10/6 W 5 PM-8 PM

PART 2 OF 2 — \$229

#33640 10/13-11/10 W 5 PM-8 PM

In Person, Commercial Ave Campus

SKILLS:

- How to prepare for a State of Wisconsin Electrical Exam
- Methods of navigating the National Electrical Code and Wisconsin SPS 316
- Dwelling unit calculations and requirements
- Multi-family calculations and requirements
- Commercial calculations
- Transformer requirements
- Motor and air conditioner calculations and requirements
- Conductor, box and wireway requirements and calculations

EARNING CRITERIA:

- Electrical Exam Prep Course #1
- Electrical Exam Prep Course #2

Basic Gas Metal Arc Welding (Parts 1 & B 2)

In this two-part introductory course, you will develop manipulative skills on all types of joints in the flat, horizontal and vertical up-and-down positions using short circuiting transfer. You will perform gas metal arc welding techniques using 1/8"-1/2" structural fabricated parts, per American Welding Society code standards. We will emphasize on operating gas metal arc welding equipment in a safe manner and determining machine set-up for metal thickness, wire size and speed. **Each part requires a separate registration.**

PART 1 OF 2 — \$279

#33677	September 14 TH –30 TH	Tuesday/Thursday	6 PM–9 PM
#33678	October 26 TH –November 11 TH	Tuesday/Thursday	6 PM–9 PM

PART 2 OF 2 — \$279

#33679	October 5 TH –21 ST	Tuesday/Thursday	6 PM–9 PM
#33680	November 16 TH –December 7 TH	Tuesday/Thursday	6 PM–9 PM

In Person, Truax - Main Building

Basic Gas Tungsten Arc Welding 1 (Parts 1 & B 2)

This two-part introductory course provides a basic understanding of the Gas Tungsten Arc Welding process. We will emphasize on welding safety, equipment set-up/adjustment and developing manipulative skills using the Gas Tungsten Arc Welding process. Develop welding skills by performing a variety of weld joints in the flat and horizontal position on mild steel and stainless steel. Welding electrode identification, applications and shielding gasses also are addressed. **Each part requires a separate registration.**

PART 1 OF 2 — \$279

#33684	September 13 TH –29 TH	Monday/Wednesday	6 PM–9 PM
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PART 2 OF 2 — \$279

#33683	October 4 TH –20 TH	Monday/Wednesday	6 PM–9 PM
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In Person, Truax - Main Building



For REGIONAL WELDING, see page 32.

Advanced Gas Tungsten Arc Welding 1 (Parts 1 & B 2)

This course is designed to build upon the skills and knowledge gained in the Basic Gas Tungsten Arc Welding course. We will emphasize on developing advanced skills by performing a variety of weld joints in the flat and horizontal position using stainless steel and aluminum. Time permitting, learners may also perform welding competencies in the vertical up and down positions.

PART 1 OF 2 — \$279

#33681	10/25–11/10	M/W	6 PM–9 PM
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In Person, Truax - Main Building

PART 2 OF 2 — \$279

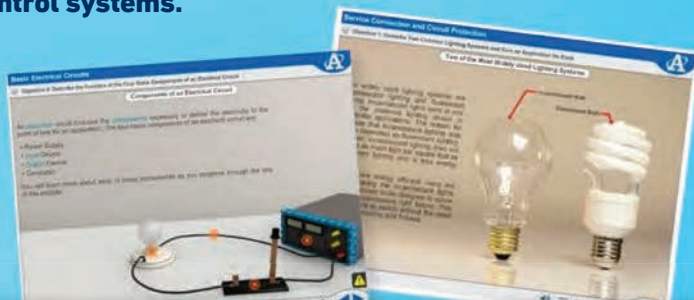
#33682	11/15–12/1	M/W	6 PM–9 PM
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In Person, Truax - Main Building

Electrical Technology Education for today's workforce

Madison College is proud to collaborate with Lab Midwest and Amatrol technical training systems to offer highly interactive eLearning modules.

Classes offered include technical training in the high-demand areas of electrical, electronics and control systems.



MADISONCOLLEGE.EDU/INDUSTRY-AND-TRADES



Available Classes ON DEMAND

- AC/DC Electrical Systems
- Electric Motor Control
- Reduced Voltage Starting
- Electronic Counter
- Rotating Electric Machines
- PLC/FVD Wiring System
- Ethernet and Analog Wiring
- **AND MORE!**



Renew your skills with



Non-credit, Online, Affordable

- ▶ Ideal for those returning to work or school.
- ▶ Choose from **Self-Paced** or **Instructor-Led Options**.

BUSINESS BUDGETING FOR BEGINNERS

Explore the budgeting process, techniques and tools for make budgeting forecasts, and learn the components of a basic operating budget.

CORPORATE DOCUMENT DRAFTING

Learn the fundamentals of how to draft various types of transactional documents.

INTRODUCTION TO CRYSTAL REPORTS

Use Crystal Reports to create attractive business documents that are easy to read and understand.

PROFESSIONAL SALES SKILLS

Discover how to begin a successful and rewarding career in sales.

GET ASSERTIVE!

Find out how you can stop others from intimidating you or treating you poorly.

EFFECTIVE SELLING

Learn the secret to converting a potential customer into a long-term asset. Lay the groundwork for repeat business and your future success.

LEARN TO BUY AND SELL ON EBAY

Auction pros teach you how to work from home or earn extra income by buying and selling goods online.

START YOUR OWN ONLINE BUSINESS

Leverage the internet to start your own online business and build a website to sell your traditional and digital products and services.

HANDLING MEDICAL EMERGENCIES

Learn how to identify common medical emergencies, recognize signs and symptoms, and how to render appropriate emergency care.

HIPAA COMPLIANCE

Learn how to comply with the duties, rights, and responsibilities of HIPAA, ARRA HITECH.

HUMAN ANATOMY AND PHYSIOLOGY

Gain a greater appreciation and understanding of the marvelous complexity of the human body.

MEDICAL TERMINOLOGY

Prepare for a career in the health services industry by learning medical terminology in a memorable and enjoyable fashion.

KEYBOARDING

Learn how to touch-type or improve your existing typing skills using Keyboarding Pro 5.

SPEED READING

Acclaimed speed reading expert teaches you how to save yourself time by reading faster with better comprehension.

SAT/ACT PREP SERIES

This series will prepare you to excel in all sections of the undergraduate college entrance exams. **Part 1 & Part 2: \$99 each or purchase the series for \$189.**

MANUFACTURING FUNDAMENTALS

Learn the basic skills required to work in the manufacturing field.

MANUFACTURING APPLICATIONS

Increase efficiencies and productivity by learning to apply the principles and concepts of manufacturing.

BLOCKCHAIN FUNDAMENTALS

Learn how blockchain is used for secure, real-time transactions through mining, minting, and the algorithms that determine consensus.

INTRODUCTION TO C# PROGRAMMING

Learn the fundamentals of computer programming with the new C# programming language.

INTRODUCTION TO C++ PROGRAMMING

Learn to program in C++, even if you have no prior programming experience!

INTRODUCTION TO SQL

Learn the key concepts of SQL the powerful and standard database management query language for relational databases.

CREATING A CLASSROOM WEBSITE

Learn how to create a classroom website and how having one can make you a more effective and dynamic teacher.

Need a REFRESHER?



ALGEBRA REFRESHER

Understand how algebra is relevant to every aspect of your daily life and become skilled at solving a variety of algebraic problems.

MATH REFRESHER

Gain confidence in your basic math skills and start using math to your advantage.

BIOLOGY REFRESHER

Learn how cells and DNA determine the structure and function of the human body.

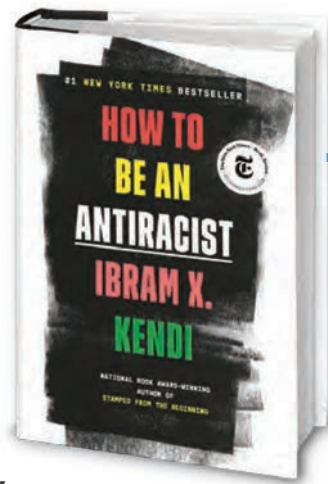
CHEMISTRY REFRESHER

Gain a solid foundation in the basics of chemistry and see how everything that goes on in your body depends on a chemical reaction.

GRAMMAR REFRESHER

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

Lead Your Own Book Club



with content created by our expert faculty at **Madison College**.

How To Be An Anti-Racist is a #1 New York Times bestseller and National Book Club Award winner. Dr. Ibram Kendi's moving and personal journey towards anti-racism is an important read in today's society, and a great selection for a book club.

Includes our **book club guide**, conveniently organized by chapter with resources to deepen your understanding and enrich the reading experience.

*Book not included, though widely available for purchase through local and online bookstores. **\$14.99***

VISIT [BIT.LY/MC-ANTI-RACIST](https://bit.ly/MC-ANTI-RACIST)

STOP RACISM NOW

A Message of Acknowledgement and Hope

At Madison College, we value the lives and experiences of every African American person. We are committed to doing all we can to provide a safe space built on equity and inclusiveness, even when that means taking a good look in the mirror and asking...not

"What can we do?" but "What WILL we do?"

Starting right now, we challenge every member of our community to look inward, to reflect, to be honest, to acknowledge bias and white privilege and to listen to the black members of our community.

It is not enough to be non-racist.

We must be firmly anti-racist.

Let's Stand Together to Understand, Confront and STOP Racism.



What do you want to learn today?

SKILL SHARE.

Expand your creativity with customized course bundles offered by the online learning community Skillshare, and available **only through Madison College.**

Enjoy online access to thousands of short courses spanning hundreds of topics!

**Watch.
Learn.
Make.
Discover!**

Coming this Fall 2021

Special pre-semester pricing available NOW! Classes just \$59.⁹⁹ through August! Prices return to \$69.⁹⁹ on September 1ST.

Check-out our customized offerings **here: bit.ly/MC-SKILLSHARE**

ART • HISTORY • LANGUAGE • MUSIC • DESIGN • MORE!

Mental Health First Aid

Mental Health First Aid is a course that teaches you how to identify, understand and respond to signs of mental illnesses and substance use disorders. **This training gives you the skills you need to reach out and provide initial help and support to someone who may be developing a mental health or substance use problem or experiencing a crisis.**

Mental Health First Aid for Adults

This course teaches people how to recognize signs of mental health or substance use challenges in adults ages 18+. Learn how to offer and provide initial help, and how to guide a person toward appropriate care if necessary. *Topics covered include, depression, psychosis, and addictions.*

#33491	September 14 TH & 15 TH	Tues/Wed	6 PM–9 PM
#33495	December 8 TH & 9 TH	Wed/Thurs	6 PM–9 PM

In Person, Truax - Health & IT Building

#33492	October 12 TH & 14 TH	Tues/Thurs	2:30 PM–5:30 PM
#33494	December 14 TH & 16 TH	Tues/Thurs	6 PM–9 PM

In Person, Goodman South Campus

#33493	November 13 TH & 14 TH	Sat/Sun	9 AM–12 PM
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Online Live

Mental Health First Aid for Youth

This course is designed to teach parents, family members, caregivers, teachers, school staff, peers, neighbors, health and human services workers, and other caring citizens how to help an adolescent (aged 12–18) who is experiencing a mental health or addictions challenge or is in crisis. The course introduces common mental health challenges for youth, reviews typical adolescent development, and teaches a 5-step action plan for how to help young people in both crisis and non-crisis situations.

#33488	September 28 TH & 30 TH	Tues/Thurs	6 PM–8:30 PM
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In Person, Truax - Health & IT Building

#33489	November 15 TH & 17 TH	Mon/Wed	2:30 PM–5 PM
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In Person, Goodman South Campus

#33490	October 23 RD & 24 TH	Sat/Sun	9:30 AM–12 PM
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Online Live

WWW.MENTALHEALTHFIRSTAID.ORG



* Please register at least **10 days** prior to the first, live training date

Students must complete self-paced modules prior to first class.

All course hours must be completed to receive certification.

Special Fall Pricing \$69!

Save \$30 on these select trainings

Why Mental Health Matters for Adults

1 in 5

American adults **experience a mental health disorder** in a single year.

almost 50%

of all American adults **will experience a mental illness** in the course of their lifetime.

20 million+

Americans ages 12 and older **will face an addiction.**

Why Mental Health Matters for Youth

1 in 5

youth will **experience a mental health challenge** at some point during their life.

17.1 million

youth under the age of 18 **have or have had a psychiatric disorder** – more than the number of children with cancer, diabetes, and AIDS combined.

7.4%

of children in the United States **have a mental health visit in a given year.**

Healthcare Interpreting

B Health Care Interpreting Intro


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! **\$29**

#33487 **Start Anytime!**

Virtual, Self-Paced, On-Demand

Allow up to 2 business days to receive your course login information via email.

B Medical Terminology in Spanish

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.  ~~\$199~~ **\$179**

#33389	9/23–10/28	Th	6 PM–8:30 PM
#33390	11/8–12/13	M	6 PM–8:30 PM

In Person, Goodman South Campus

Spanish for Spanish Speakers

This advanced Spanish class will help you improve your Spanish language skills, whether you learned the language in school or at home. Topics will include grammar (verb tenses), spelling (accents), reading comprehension and writing. Vocabulary practice will be focused on healthcare terminology. ~~\$199~~ **\$179**

#33387	10/18–11/22	M	6 PM–8:30 PM
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In Person, Goodman South Campus

**Call (608) 258.2301,
Opt. 2 to register**



Madison College goes beyond CCHI healthcare interpreter training requirements. Our instructors are experienced, practicing healthcare interpreters. They are dedicated to training the next generation of medical interpreters by developing strong medical proficiency, building interpreting confidence, and instilling professional and ethical communication skills.

FOR MORE INFORMATION, VISIT: BIT.LY/MC-HCI

HCI: Oral Proficiency Assessment


This assessment is required of all students advancing beyond the introductory classes of this program (Intro to the Profession, Spanish Medical Terminology, and Advanced Spanish for Spanish Speakers). **\$63**

Scan this QR code to complete your application and register!



BIT.LY/HCI-ASSESS

B HCI Skills 1

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. Participants will work extensively in small groups practicing with dialogues based on real-life medical encounters. **Department consent required to enroll.**  **\$315**


#33391	9/11–10/16	Sa	9 AM–1 PM
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In Person, Goodman South Campus

#33392	10/26–12/8	Tu/W	6 PM–8 PM
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*In Person, Truax - Health & IT Building
No Class 11/23 or 11/24*

B HCI Skills 2

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. **Department consent required to enroll.**  **\$315**

#33393	9/7–10/13	Tu/W	6 PM–8 PM
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In Person, Truax - Health & IT Building

#33394	10/30–12/11	Sa	9 AM–1 PM
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*In Person, Goodman South Campus
No Class 11/27*

B Health Care Interpreter Ethics

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 this 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. Self-care techniques will be presented to help deal with the stresses of interpreting in the field of healthcare. **This course is designed for those with at least 24 hours of interpreter training.** **\$99**

#33467	8/31–9/2	Tu–Th	6 PM–8:40 PM
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Virtual, Online Live

#33468	12/14–12/16	Tu–Th	6 PM–8:40 PM
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In Person, Truax - Health & IT Building

World Languages

Spanish 2

Ideal for those who have had some Spanish before and are seeking a refresher, this class will help improve your reading, writing, speaking, and listening skills. Spanish 2 emphasizes on vocabulary building, grammar, and communicating in a meaningful way. **Students should have completed non-credit Spanish 1 or the equivalent. \$195**

#33585	9/7-12/21	Tu	10:30 AM-11:45 AM
#33588	9/14-11/4	Tu/Th	1 PM-2:15 PM
#33587	9/14-11/4	Tu/Th	6 PM-7:15 PM

Virtual, Online Live

Spanish 3

Advanced your skills in reading, writing, and speaking Spanish. Successful completion of non-credit Spanish 2 or the equivalent recommended. **\$195**

#33421	9/7-10/26	Tu	6 PM-8:30 PM
#33589	9/27-11/17	M/W	8 AM-9:15 AM

Virtual, Online Live

Spanish 4

In this class conducted largely in Spanish, you will have the opportunity to learn complex sentence structures and become more comfortable communicating in the Spanish language. Successful completion of non-credit Spanish 3 recommended. **\$195**

#33403	11/2-12/21	Tu	6 PM-8:30 PM
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Virtual, Online Live

Italian 1

In this beginning Italian course you will learn basic expressions, greetings, numbers and simple sentences as well as basic grammar. We will watch and discuss short video clips and learn about Italian culture and traditions. No previous study of Italian required. **\$195**

#33586	9/9-11/11	Th	6 PM-8 PM
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Virtual, Online Live

Norwegian 1

This introductory course is for students with no previous knowledge of the language, and will emphasize Norwegian for recreation. Topics include basic phonetics, numbers, foods, and common travel (talk). **\$195**

#33397	9/14-11/16	Tu	6:30 PM-8:30 PM
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Virtual, Online Live

Spanish 1

If you want to learn to speak Spanish, this is where to start! This class is designed for students with little or no previous knowledge of Spanish. This is an introductory course in Spanish language including basic commands, greetings, colors, numbers, parts of the body, family relationships, time, and foods. **\$195**

#33422	9/7-12/21	Tuesday	8:30 AM-9:45 AM
#33579	9/14-11/16	Tuesday	6 PM-8 PM
#33580	9/20-11/22	Monday	6 PM-8 PM

Virtual, Online Live

Sign Language 1

Learn the 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 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. Learn basic ASL questions, commands, and simple sentences. Information about the deaf community is also presented. You will practice with non-verbal/gesture activities, alphabet, and numbers. **\$195**

#33646	September 20 TH -November 8 TH	Monday	9 AM-11:30 AM
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In Person, Commercial Ave Campus

#33647	September 20 TH -November 22 ND	Monday	6 PM-8 PM
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Virtual, Online Live

Sign Language 2

For those who have completed 1 or 2 semesters of introductory American Sign Language and want continued practice with vocabulary, nuances of ASL non-verbal communication, expression, and structure. This 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. **Students are expected to have a firm grasp of the material from Sign Language 1 to succeed in this immersion class. \$195**

#33651	September 9 TH -October 28 TH	Thursday	6 PM-8:30 PM
#33652	October 13 TH -December 1 ST	Wednesday	6 PM-8:30 PM

In Person, Truax - Foundation Centre

Japanese 1

For students with no prior knowledge of the language, emphasis will be placed on introductory Japanese for recreation. Topics include: basic pronunciation, alphabets, numbers, travel and uncomplicated verbal communication. **\$195**

#33583	9/7-10/26	Tu	6 PM-8:30 PM
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Virtual, Online Live

Japanese 2

Improve your grammar, build upon sentence patterns, and expand vocabulary. Time will be spent in conversation in order to become more comfortable with common expressions. **\$195**

#33584	11/2-12/21	Tu	6 PM-8:30 PM
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Virtual, Online Live

Japanese 3

Expand upon the vocabulary, grammar, and conversation skills from levels 1 & 2. Writing skills may also be covered if of interest to the students. **\$195**

#33658	9/9-10/28	Th	6 PM-8:30 PM
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Virtual, Online Live



NEW! Introduction to Voiceovers

Flexible Online Options!

Register now for your live online 90-minute one-on-one coaching session with a trainer from industry educator, **Voices for All**.

Session topics include:

- How voiceover acting can be a work-from-home career
- Setting up a home studio
- The importance of a professional demo

Students will also experience a script-reading and coaching session, with professional voice evaluation. Script-reading is recorded for evaluation purposes, only. **Registration Fee: \$49**

Meeting date/time will be scheduled at student's convenience by representative of Voices for All after registration. Select from online live meeting via Zoom, Skype or FaceTime.

REGISTER AT BIT.LY/VOICEOVERS



Discovering FamilySearch

FamilySearch.org is a website which offers people FREE access to over 2 billion images of genealogical records held by the Church of Jesus Christ of Latter Day Saints. Learn how to make your own family tree on their site by using the many resources available in their catalog, historical records, and online books sections. Learn how to research ancestors from other countries in a methodical way which will help you find results quickly and easily. **\$119**

#33591 9/22-11/10 W 6:30 PM-8 PM

Virtual, Online Live

Genealogy Intro

Learn how to begin researching your family tree. Use family group sheets and pedigree charts as tools to build your tree. Find out how to identify clues in records so you can go back through the generations of your family history. Explore different record types (vital, baptism, probate, burial, census, immigration, naturalization, military, and newspaper) to make the story of your family come to life. **\$119**

#33590 9/23-10/28 T 6 PM-8 PM

Virtual, Online Live

Introduction to Bridge (BB1)

This course is for new players or people returning to the game after a long absence. Instruction is based on the Standard American System, which is played all over the world. Basic bidding, play and defense will be covered, and you will be playing bridge by the end of this course. **\$119**

#33598 9/10-10/15 F 9 AM-11 AM

Virtual, Online Live

Enrichment



Bridge Competitive Bidding BB2

Want to take your bridge game up a notch? This course is devoted to competitive bidding, which completes the basic foundation of playing bridge. Competitive bidding is necessary for well-rounded bridge players, as it is the method used to take the contract away from opponents. It covers overcalls as well as suits, notrump and takeout doubles. Scoring, defense with leads and advanced bidding skills needed for competition will be introduced. Students should have completed BB1 or have some prior experience with bridge. **\$119**

#33599 10/22-12/3 F 9 AM-11 AM

Virtual, Online Live



Call (608) 258.2301, Opt. 2 to register

Staging Your Home to Sell

Staging your home to sell is fun, easy, and profitable. This class goes beyond decluttering and teaches you what to do (and what not to do) when staging your home. The key is managing buyers' perceptions by presenting and rearranging your home to help them appreciate its features. You also will learn how to prevent decorative accessories from distracting buyers. Photos, tips and other materials are included. **\$62**

#33548 October 19TH-26TH Tuesday 6:30 PM-9:30 PM

Virtual, Online Live



Floral Embroidery

Embellish your wares! Embroidery is a great way to spruce up old worn garments or simply give them a fresh appearance. It's a great time to be thinking about prints and patterns, too. Learn some easy-to-follow embroidery techniques to create your own embellishing patterns. This is also a great way to learn the basics of embroidery so you can take more advanced courses in the future. **\$39**

#10565 8/10-8/17 Tuesday 6:30 PM-8:30 PM

Online Live

Floral Design Workshop

Learn the basic principles and mechanics of floral design using fresh flowers, and create lovely flower arrangements to take home. This class is for beginners as well as advanced students and features different arrangements each time. **\$93**

#33549 September 28TH-October 5TH Tuesday 6 PM-8 PM
 #33582 October 19TH-26TH Tuesday 6 PM-8 PM

In Person, West Campus

Wedding Floral Design Workshop

Are you planning a wedding and would like to make the flowers yourself? In this workshop you'll learn about the care and handling of wedding flowers, types of flowers to use, how to determine how many stems to buy, and a working timeline. Learn how to make a bridal bouquet, corsage, boutonniere, and centerpiece. **\$93**

#33608 September 14TH Tuesday 6 PM-9 PM

In Person, West Campus



NEW! Fabric Collage Compositions

Free your mind and exercise your creativity with an easy project. Play with color, print, and texture while composing a hand-sewn fabric collage. Embroidery, mending and other stitching techniques will be utilized to embellish and add dimension to the piece. Final piece can become a wall hanging, a tote bag, a pillow or other item. **\$39**

#10564 August 5TH-12TH Thursday 9 AM-11 AM

Online Live

NEW! Shibori Scarves Online

Learn the Japanese Shibori technique from the comfort of your home. All you need are a few easy-to-obtain materials and you can follow along with the instructor's steps to create beautiful, intricate patterns on fabric that will captivate you and leave you begging for more! **\$39**

#10532 July 31ST Saturday 9 AM-12 PM

Virtual, Online Live



Call (608) 258.2301,
Opt. 2 to register



Calligraphy/Mixed Media

Learn the basics of calligraphy, involving different alphabet styles, with individualized instruction. Create projects using watercolor and various media combined with calligraphy. **\$119**

#33398 9/13-10/18 Monday 6 PM-8 PM

Virtual, Online Live



Watercolor Painting-All Levels

For beginners or continuing students refining 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 subject matter from photos, book references or still lifes as the class explores painting styles from realism to abstract. **\$157**

#33400 9/8-10/27 Wednesday 6 PM-8 PM

Virtual, Online Live



Makers Classes are Returning to Commercial Avenue Campus!

Using Power Tools & Building Stuff

In this hands-on experience you will learn how to use power tools to build a couple of projects. This class will focus on safe use of circular saws, jigsaws, table saws and miter saws. You will also learn about drills and drivers. You will learn how to lay out and build a small 2x4 stud wall, and then learn how to measure, cut and build a step stool/tool carrier, which you get to take home. **\$295**

#33659 9/30-11/18 Thursday 6 PM-9 PM

In Person, Commercial Ave Campus

Ceramics 2: Wheel Throwing

Ceramics 2 is for both beginning and continuing wheel throwers. Topics covered include forming techniques as well as decorating and glazing. **\$451**

#33399 9/8-12/8 Wednesday 5 PM-8 PM

In Person, Commercial Ave Campus

Intro Jewelry/Metals Rings

This is a beginning level class that focuses on the fundamentals of jewelry and metalsmithing. Students will create rings while learning basic techniques such as sawing, piercing, filing, sanding, texturing, soldering, finishing, and bezel stone setting. Projects are predetermined but open to interpretation based upon your own design aesthetic. **Must be 18 or over. \$424**

#33664 9/14-12/14 Tuesday 9 AM-12 PM

#33654 9/14-12/14 Tuesday 6 PM-9 PM

In Person, Commercial Ave Campus



Applied Guitar 1

Learn how to read music and interpret chord diagrams for the guitar as well as basic strumming rhythms/patterns. We will play basic tunes together as a class. Bring your own guitar (preferably acoustic) to each class. **\$119**

#33594 9/13–10/18 Monday 6:30 PM–8:30 PM

Virtual, Online Live

Applied Guitar 2

For this class, you should be comfortable with basic music reading and chord knowledge. The class will review material as needed from Applied Guitar 1 and you will continue to learn to read music as well as tablature. More advanced strumming patterns will be introduced, and beginning blues/rock examples will be explored. **\$119**

#33595 11/1–12/6 Monday 6:30 PM–8:30 PM

Virtual, Online Live

Folk Guitar 1

This course is designed for the novice, but reinforces the basics and moves along quickly if you want to review. Learn by 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. Bring your own guitar (preferably acoustic) to each class. **\$119**

#33660 9/14–10/19 Tu 6:30 PM–8:30 PM

Virtual, Online Live

Folk Guitar 2

Completion of Folk Guitar 1 is strongly recommended. More advanced chords, strumming, and picking techniques are applied. **\$119**

#33661 10/26–11/30 Tu 6:30 PM–8:30 PM

Virtual, Online Live

Banjo 1: Bluegrass Style

This course will cover banjo basics, chords and strumming and the Bluegrass three-finger picking style. Upon completion, students will be able to play basic accompaniment for songs and be able to choose a direction for further study. **\$119**

#33662 10/27–12/1 W 6:30 PM–8:30 PM

Virtual, Online Live

Ukulele 1

Strum a song using easy chords during the first class! The ukulele has long been a delightful go-to for folks who want to get started playing music now. Learn various strumming patterns and how to pluck melodies on an instrument you can carry with you virtually anywhere. **\$119**

#33596 9/13–10/18 M 9 AM–11 AM

Virtual, Online Live

Ukulele 2

More chords, more songs, more strumming patterns, more ukulele fun! If you would like to continue on from Ukulele 1 or have some working knowledge of the ukulele and would like to learn more, then this is your class. In addition, learn the rhythmic finger roll, add tremolo to your strumming and learn how to invent your own chords. **\$119**

#33597 11/1–12/6 M 9 AM–11 AM

Virtual, Online Live

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. **\$157**

#33395 9/14–11/2 Tuesday 6:30 PM–8:30 PM

Virtual, Online Live

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. **\$119**

#33396 11/9–12/14 Tuesday 6:30 PM–8:30 PM

Virtual, Online Live



Piano Semester 1

This course is for those with no or minimal piano background. Learn basic note reading, technique, rhythm, and music theory. Pieces will include familiar melodies of classical, folk, and pop songs.

\$138

#33592 9/7–12/7 Tu 2 PM–3 PM

#33402 9/13–12/13 M 6 PM–7 PM

#33603 9/14–12/14 Tu 9 AM–10 AM

Virtual, Online Live

Piano Semester 2

Students will continue studies of note reading, technique, rhythm, and music theory. Successful completion of non-credit Piano 1 or the equivalent is required. **\$138**

#33593 9/7–12/7 Tu 3 PM–4 PM

#33604 9/14–12/14 Tu 10 AM–11 AM

Virtual, Online Live

Piano Semester 3

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. **\$138**

#33605 9/14–12/14 Tu 11 AM–12 PM

Virtual, Online Live



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. **Contact Jamie Kember at JKember@madisoncollege.edu for more information. \$62**

#33674 9/13–12/13 Monday 6:15 PM–7:30 PM

In Person, Truax - Main Building

Madison College Choral Collective

If you enjoy singing, consider joining the Madison College Choral Collective. This community-based vocal ensemble comprised of Madison College students and staff, as well as Madison-area community members, finds joy in group singing and fulfilling the ensemble's mission of bringing choral performances to campus and the surrounding Madison area. Madison College Choral Collective is a non-audition, inclusive organization, and all are welcome. **\$62**

#33671 9/9–12/16 Thursday 7 PM–9 PM

In Person, Truax - Main Building

Call (608) 258.2301,
Opt. 2 to register



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. **Contact bwalter@edgewood.edu to schedule an audition. \$62**

#33672 9/7–12/14 Tuesday 7:15 PM–9:15 PM

In Person, Truax - Main Building

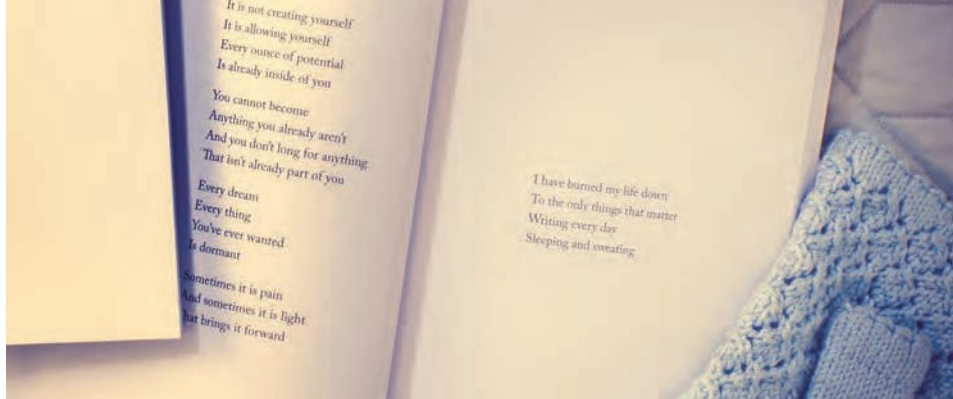
Madison Municipal Band

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. **Contact Scott Teeple at steeplematc@gmail.com to schedule an audition. \$62**

#33675 9/8–12/18 Wednesday 7 PM–9 PM

In Person, Truax - Main Building





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. **\$157**

#33606	9/7-10/26	Tu	6 PM-8 PM
#33401	9/9-10/28	Th	9:30 AM-11:30 AM
#33648	10/27-12/22	W	6 PM-8 PM

Virtual, Online Live

Picture Books for Children

In this course, you will study the history of children's literature and discuss strategies for making narrative, conceptual, and wordless books. You will also work on writing and polishing your own manuscript with two rounds of professional critique from the instructor. By the end of the course, you will gain knowledge on next steps for either submitting to the publishing industry or for self-publication. **\$176**

#33581	9/8-10/20	W	6 PM-8:30 PM
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Virtual, Online Live

NEW! Guided Autobiography

You have a wealth of memories and stories. It's time to capture them in writing. By using the Guided Autobiography method developed by Dr. James Birren, you will do more than start writing down your memories—you will gain insights into how the events of your life have contributed to the person you are today—and may become tomorrow. Themes include branching points, family history, the role of money, history of one's life work, health and body, development of sexual identity, ideas about death, spiritual life and values, and changing goals and aspirations. The objective of this course is to produce about 9 thematic autobiographical essays. The emphasis is on self-discovery rather than writing craft. Expressive writing of this nature has been shown to decrease anxiety and isolation and increase self-esteem, energy, and social connection. **\$195**

#33663	9/8-11/10	W	9:30 AM-11:30 AM
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Virtual, Online Live

Business Writing for Success

Learn to write to make the best first impression. Be recognized as ready for the next step in your career through clear and concise communication. Employers place clear and concise communication skills at the top of their list when evaluating job applicants. This course will provide you with tips and techniques to quickly elevate your writing skills for success. ~~\$149~~ **\$109**

#33628	September 9 TH -30 TH	Thursday	6 PM-8 PM
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Virtual, Online Live

#33509	November 2 ND -23 RD	Tuesday	6 PM-8 PM
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In Person, Truax - Main Building

Grant Writing Essentials

Grant writing is an important craft that empowers seekers to pursue funding for projects to address a wide variety of needs in our society. This course will teach new grant writers how to write successful proposals, providing an overview of the core components of all grant proposals. Students will learn to develop a submission timeline, find funding opportunities, research grant opportunities, brainstorm and plan, write proposals, develop budgets and supplemental documents, and learn to pitch ideas. **Basic business and report writing skills required** ~~\$179~~ **\$139**

#33615	September 13 TH -October 18 TH	Monday	6 PM-8:30 PM
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Virtual, Online Live



Fitness & Wellness



Core Minute Strong

Are you looking for personal fitness exercises with an experienced instructor in the convenience of your home? Each week you'll have access to a progressive 1 hour video routine that includes core work, yoga, and light cardio, which will be instructed in a way that is suitable for either the beginner or advanced student. Plus you can use the video as often as you like throughout the week! You'll also have the opportunity to connect with your instructor to discuss each week's exercises and any questions you might have along the way. **\$81**

#33600 10/4–11/15 Monday 6 PM–7 PM

Virtual, Online Live

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. **\$81**

#33602 9/9–10/21 Thursday 8 AM–9 AM

Virtual, Online Live

Call (608) 258.2301,
Opt. 2 to register



Happy Dance

Are you looking for fun dance exercise with an experienced dance fitness instructor in the convenience of your home? Each week you'll have access to a 45 min video routine that includes fun dance routines to Latin, Pop and other international rhythms that will keep you physically fit and mentally happy. Plus you can use the video as often as you like throughout the week! You'll also have the opportunity to connect with your instructor to discuss any questions you might have or modifications you might need along the way. **\$81**

#33607 10/6–11/17 Wednesday 6 PM–7 PM

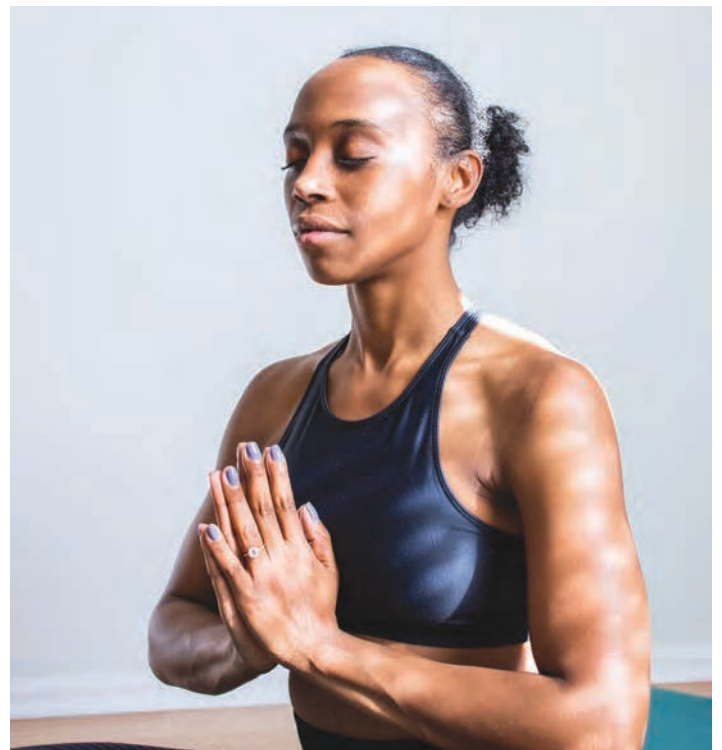
Virtual, Online Live

Gentle Yoga

Breathe in awareness and exhale tension in this slow moving gentle exploration of stress reduction and mindful stretching. **\$81**

#33601 10/5–11/16 Tuesday 6 PM–7 PM

Virtual, Online Live



Regional Campuses

Microsoft 365 Mail Merge

Mail merge is a great feature that combines data from both Microsoft Word and Microsoft Excel and allows you to create multiple documents at once, such as letters, labels and envelopes saving you time and effort. **\$43**

#33503 November 16TH Tuesday 5 PM–8 PM

*In Person, Reedsburg Campus**

Microsoft 365 Excel Beginning

In this course, you will learn how to create and navigate worksheets by entering, editing and formatting numbers, text and dates. Learn how to write formulas, sort data and insert charts. Page numbering and creating headers and footers will also be covered. Students should be familiar with the Windows environment. There is very little difference between Microsoft 365 Excel and Excel 2019. **\$100**

#33482 October 26TH–November 9TH Tuesday 5 PM–8 PM

*In Person, Reedsburg Campus**

Microsoft 365 Word Beginning

Learn how to work in different document views, create your own document or create a document from a template. Editing, formatting, spell checking and page numbering your document will also be included. See how easy it is to enhance your documents by inserting graphics and Word Art. There is very little difference between Microsoft 365 Word and Word 2019. **\$100**

#33479 September 21ST–October 5TH Tuesday 5 PM–8 PM

*In Person, Reedsburg Campus**

Acupressure for Self-care of Common Ailments

This class will introduce students to the meridian system of Chinese medicine. We will learn about simple protocols that are quick, effective and free to alleviate a number of common ailments. We will cover self-care as well as techniques to assist friends and family. Simple aromatherapy adjunct therapies will be addressed as well. **\$43**

#33476 10/25 M 5:30 PM–8:30 PM

In Person, Reedsburg Campus

Call (608) 524.7800,
for REEDSBURG classes



*Login Required?

See page 33 for more information.

Holistic Prevention for Alzheimer's and Dementia

We will discuss lifestyle, diet, supplements and herbs that are scientifically proven to reduce the risk of Alzheimer's and dementia, with Sauk County herbalist and acupuncturist Laurel Redmon. **\$24**

#33477 10/11 M 5:30 PM–7:30 PM

In Person, Reedsburg Campus

Basic Life Support CPR

The BLS Provider CPR Course is designed to provide a wide variety of healthcare professionals the ability to recognize severe life-threatening emergencies, provide CPR, use an AED, and relieve choking in a safe, timely and effective manner. The Basic Life Support Provider Course is designed to train you in the lifesaving skills of both CPR and relief of choking. **\$31**

Because this course covers a lot of material in a relatively short time, advance preparation is required. 1. Purchase the Basic Life Support (BLS) Provider manual 2. Review your manual, paying particular attention to the steps of CPR and relief of choking; 3. Carefully read the objectives at the beginning of each section.

#33078 8/26/21 Th 8 AM–1 PM

In Person, Reedsburg Campus

#33020 9/30 Th 4:30 PM–9:20 PM

#33021 11/20 S 8:30 AM–1:20 PM

In Person, Fort Atkinson Campus

#32974 9/18/21 S 8:30 AM–1:30 PM

#32975 11/6/21 S 8:30 AM–1:30 PM

In Person, Watertown Campus



Call (920) 206.8000,
for WATERTOWN classes

NEW! Decorating Your Home for the Holidays

Give your holiday decor an update this year. This course will inspire you to see your "holiday home" in a new way. Decorating inspirations for a range of budgets and tastes will be explored. **\$24**

#33478 10/20 W 6 PM–8 PM

In Person, Reedsburg Campus

Call (608) 745.3100,
for **PORTAGE** classes



Microsoft Office Fundamentals

This course will introduce you to the features and functionality of Microsoft's latest software including Word, Excel, and PowerPoint. Learn through step-by-step instruction and hands-on activities as you move through exercises that will help you create documents, spreadsheets, and presentations that are sure to impress. **\$119**

#33383 10/13–11/17 W 2:30 PM–4:30 PM

*In Person, Portage Campus**

PC Computer Intro

This course is designed for true computer beginners. Become familiar with the keyboard, mouse, and software and hardware terminology, as well as learn how to use desktop icons, menus, applications and the Windows operating system. You also will learn how to create and manage files and storage media. **\$119**

#33384 9/1–10/6 W 2:30 PM–4:30 PM

*In Person, Portage Campus**

*Login Required?

See page 33 for more information.

Welding

This course is an introduction to Welding technology. Instruction will center on Arc, wire feed, and oxyacetylene welding, oxy-fuel cutting, plasma ore cutting, and safe operation of all equipment. We also discuss and practice soldering and TIG welding for aluminum and stainless steel. Participants can focus on building skills and small project work. **\$179**

#33330 September 7TH–23RD Tuesday/Thursday 5 PM–8:30 PM

In Person, Fort Atkinson Campus

#33386 September 21ST–October 26TH Tuesday 6 PM–9 PM

#33388 November 4TH–December 9TH Tuesday 6 PM–9 PM

In Person, Portage Enterprise Center

Basic Gas Tungsten Arc Weld 1

In this two-part introductory course, you will obtain a basic understanding of the Gas Tungsten Arc Welding process. Emphasis is placed on welding safety, equipment set-up/adjustment and developing manipulative skills using the Gas Tungsten Arc Welding process. You will develop welding skills by performing a variety of weld joints in the flat and horizontal position on mild steel and stainless steel. Welding electrode identification, applications and shielding gasses also are addressed. **\$179**

#33331 September 28TH–October 14TH Tues/Thurs 5 PM–8:30 PM

In Person, Fort Atkinson Campus



Call (920) 568.7200, for
FORT ATKINSON classes

For more **WELDING**
see page 18

New Addition to the Family?

Puppy Kindergarten

The class will learn the secrets of successful puppy training. The puppies will be taught to relinquish an object, enter/exit commands, the off command and how to retrieve. The puppy will learn basic manners and obedience commands. Information will be given on dog laws, grooming, puppy proofing your home, just to name a few. **The dog handler must be a minimum of 12 years of age. The puppy must have the required vaccination and proof must be provided at the first class. The puppy should be 5 months – 12 months old. \$62**

#33469 September 8TH–October 13TH Wednesday 5:30 PM–6:30 PM

Portage Campus

Dog Obedience

The instructor will teach the handlers how to train their dog for a lifelong commitment to basic manners and obedience. *See Puppy Kindergarten description.* **The dog must be at least 12 months old. \$62**

#33471 September 8TH–October 13TH Wednesday 6:30 PM–7:30 PM

Portage Campus



Info



MADISON COLLEGE
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FALL 2021

Student Account Access

Your student account gives you access to class registration, your student portal (myMadisonCollege) and more. All students will benefit from having access to their account, but it is **essential to secure your login credentials prior to your first class if:**

- *Your class takes place in a Madison College computer lab;*
- *You need to connect to the Madison College internet on campus with a personal laptop or mobile device;*
- *You have an online class that uses Blackboard and/or uses course specific software.*

Create/activate your student account to begin exploring its many uses: madisoncollege.edu/student-account

Once you finish the account creation process, you have the following credentials:

STUDENT ID NUMBER... *A seven-digit number that uniquely identifies you in our database.*

USERNAME... *Based on your name, this is required when logging into college systems and resources.*

PASSWORD... *This is also required when logging into college systems and resources. You can change your password at any time.*

CHALLENGE QUESTION... *A safeguard in case you forget your username or password.*

CANCELLATION POLICY

Minimal enrollment requirements must be met to run a class. If a class has insufficient enrollments, it will be canceled 5–7 days prior to the start date. In the event of a class cancellation, our staff will attempt to reach students using the contact information on file with the school.

REFUND POLICY

Students are responsible for all tuition and fees unless they drop the class 24 hours prior to the class start date. Refunds will be issued in accordance with the WTCS Refund Policy. If you do not officially drop a class, you will be billed for it even if you do not attend.

EEO STATEMENT

Madison Area Technical College does not discriminate on the basis of race, color, national origin, sex, disability, or age, in employment, admissions, or its programs or activities.

PHOTO RELEASE

Madison College reserves the right to use images (photographic and video) of students for publicity purposes. Students not wanting their images used must notify the Madison College School of Professional and Continuing Education staff in writing.

Software Access

LOGIN REQUIRED

Course that use specific computer applications — like Adobe, QuickBooks, or AutoCAD — do not require a separate software purchase. **Unless otherwise noted, students are provided access to these application via their virtual desktop. For more help connecting to your virtual desktop, please feel free to email, chat, or call the library at 608-246-6640.**

VIRTUAL DESKTOP

A Virtual Desktop is a computer that exists in the cloud, which you access remotely. It works like a desktop or laptop computer except there is no physical hardware. Instead, the virtual desktop is made available “virtually” in Madison College’s data center; which you can access anytime, from almost any device, from anywhere with reliable Internet access.

Madison College allows students to access and use virtual desktops from personally owned computers and some mobile devices. Using your personal equipment, you can install the free application, **VMware View Client**, or use **VMware Horizon HTML access**.

Campus Locations

Commercial Ave. Campus

2125 Commercial Ave.

Goodman South Campus

2429 Perry St.

West Campus

8017 Excelsior Dr.

Truax Campus

1701 Wright St.

Truax Foundation Centre

3591 Anderson St.

Truax Health Building

1705 Hoffman St.

MADISON COLLEGE CAMPUSES

Fort Atkinson Campus

827 Banker Road,
Fort Atkinson, WI 53538

(920) 568-7200

Portage Campus

330 W. Collins Street,
Portage, WI 53901

(608) 745-3100

Reedsburg Campus

300 Alexander Ave.,
Reedsburg, WI 53959

(608) 524-7800

Watertown Campus

1300 W. Main St.,
Watertown, WI 53098

(920) 206-8000

REGIONAL LOCATIONS



Career Training Programs with ed2go

Online courses and career training programs prepare you for a new career, or help you advance within your current occupation. Learn new skills and prepare for industry-recognized certifications.

AutoCAD 2021 Certified User

This AutoCAD 2021 training course will teach you how to create and edit a simple drawing, with a focus on the 2D tools within AutoCAD. Once you master the basic 2D skills, you will move on to explore more advanced efficiency tools, complex objects, using external reference and image files, collaboration tools, publishing, and enhancing productivity with simple customization. The course content is heavily focused on hands-on exercises which require that the software be installed. On course completion, you will meet the requirements needed to take the Autodesk AutoCAD Certified User exam. This course offers enrollment with a voucher. The voucher is prepaid access to sit for the certifying exam upon eligibility. **Learn More: bit.ly/AUTOCAD-USER \$2,595**

Autodesk Revit Architecture 2021

Autodesk Revit for Architecture is one of the leading Building Information Modeling (BIM) software products for architectural firms. This 100% online course will teach you the fundamentals of Autodesk Revit Architecture software and fully prepare you to pass the Autodesk Revit Certified User for Architecture exam. You will learn how to navigate the interface and use the fundamental design functions available in Revit. The course content is heavily focused on hands-on exercises which require that the software be installed. This course offers enrollment with a voucher. The voucher is pre-paid access to sit for the certifying exam upon eligibility. **Learn more: bit.ly/REVIT-2021 \$2,595**

Lean Six Sigma Black Belt

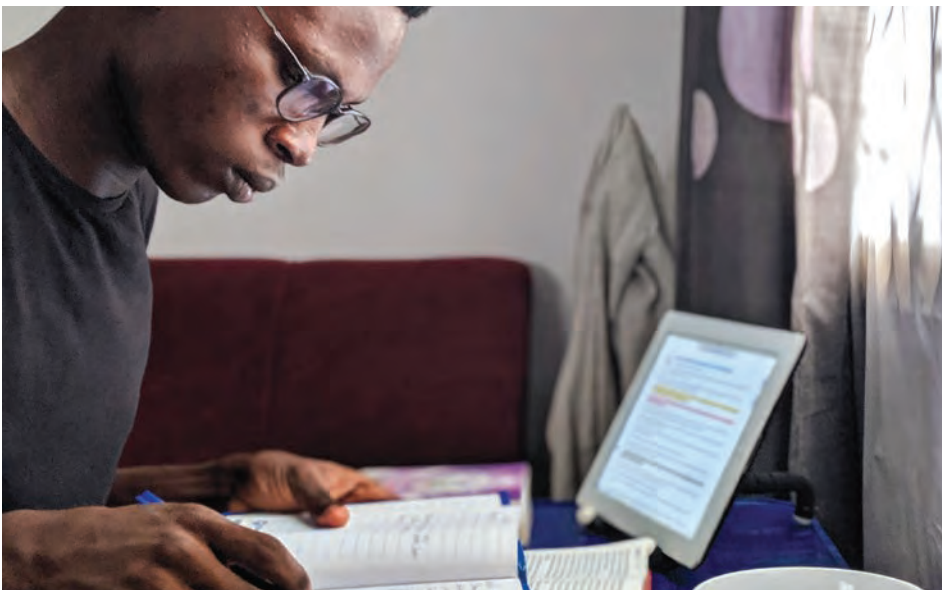
This online Six Sigma training course will help you prepare for the Lean Six Sigma Black Belt certification exam. You will be enabled to transform your organization by reducing costs, increasing revenue, and improving collaboration. Learn how to manage multiple projects and ensure their alignment meets organizational goals. Upon completion of this course and the required project, you will be prepared for the Lean Six Sigma Black Belt Certification exam. The fee for this exam is included with the course. **Learn More: bit.ly/LSS-Black \$1695**

NEW! 120-Hour TEFL Certification

With an estimated 1.5 billion English language learners around the world, the demand for TEFL certified teachers is sky high. Earn your internationally recognized TEFL certificate in this online course, so you can teach English online, abroad or wherever the need arises. Once qualified, you will be able to confidently walk into a classroom and deliver a lesson to English language learners. **Learn More: bit.ly/TEFL-120 \$695**

Leadership in Energy and Environmental Design (LEED)

The Leadership in Energy & Environmental Design (LEED) course is designed to educate candidates on the cutting edge green building and sustainable design practices, and enables participants to designate that expertise with an internationally recognized professional credential. Coursework will prepare you for the LEED Green Associate Credential from USGBC (US Green Building Council). This is an internationally recognized certification that designates expertise in green building and design principles. The exam fee is included with the course. **Learn More: bit.ly/LEED-Green \$695**





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this Fall 2021

**Communicating with Professionalism
Principles of Effective Leadership**
.....page **1**

**Business Writing for Success
Grant Writing Essentials
Difficult & Crucial Conversations
Power of Positive Relationship
Effective Communication**
.....page **3**

**Leadership Essentials
Situational Leadership
Leading with EQ
Coaching for Leadership
Org & Personal Change
Managing Diversity & Conflict
Personal Productivity**
.....page **4**

**Essentials of HR
Negotiation Skills
Performance Feedback**
.....page **5**

**Green Belt Lean SS Training
Yellow Belt Lean SS Training
Construction Project Mgmt**
.....page **6**

**MS PowerPoint Advanced
MS Word Advanced**
.....page **9**

**MS Excel VBA Programming
MS Excel VBA 2 Programming
AutoCAD Intro
Sketchup Intro**
.....page **10**

Website Project Development
.....page **11**

Design Processes & Procedures
.....page **14**

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**Special pricing listed with class descriptions.*

Food Service Management 1 & 2
.....page **16**

**Becoming a Home Inspector 1 & 2
Spanish for Construction Industry**
.....page **17**

Mental Health First Aid: Adult & Youth
.....page **21**

**Medical Terminology in Spanish
Advanced Spanish for Spanish Speakers**
.....page **22**

Register Online at

WWW.MADISONCOLLEGE.EDU/CE

or call (608) 258.2301, Opt. 2