Keeping it fresh!

Check out our new class offerings this spring & summer!

• Toonboom Animate Pro Intro
• Autodesk Maya Intro
• 2D Animation for Gaming
• Character Concept Art for Sci-Fi & Fantasy
• Comic Book Inking
• Drawing Creatures
• Sci-Fi & Fantasy Art
• Creating Picture Books for Children
• Puppet Music Video Workshop
• Hybrid Vehicles: What Consumers Need to Know
• Designing the Portable Garden
• Sweet & Savory Crepes
• Fresh Pasta & Sauces
• Applied Cake Decorating: Topsy-Turvy Party Cake
• Baking: Easter & Shamrock Cake Pops
• Baking: Cake from Scratch
• Baking: Cream Puffs & Eclairs
• Baking: Croissants & Breakfast Pastries
• Poetry Writing for Everyone
• Publishing a Novel
• Banjo 2: Clawhammer
• Sustainable Beekeeping for Beginners
• Color Essentials
• Video Editing for Youtube & Facebook
• IPC-A-610 Certification
• Code Refresher for Contractors
• Dementia Specialist Certificate
• Scanning Electronic Microscope

Looking for a room number?

Please make note of your room number when you register, or refer to your schedule via your myMadisonCollege online account. Please phone 608-258-2301 if you need assistance.
PROFESSIONAL DEVELOPMENT

Course listings on this page may be applied to DPI Professional Development Standards 1, 4, 6 & 7.

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

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

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

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

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

iPad for Educators
Customize your classroom with iPads, allowing your students to progress individually while you utilize apps to monitor and modernize. Whether you teach a classroom full of students or work one-to-one in a small office (patients, clients, etc.), you can use an iPad to heighten comprehension and individualize learning. Both you and your students will benefit from this technology, as it customizes the classroom. This class will provide hands-on training for the iPad, including connecting to the internet, email set up and an overview of exciting educational apps such as iTunesU and iBooks! Students should have some experience with iPads, such as having completed our “iPhones, iPads, and Mobile Apps” course. Bring your fully charged iPad if you have one. Some equipment will be available.

iPad for Health Educators
Learn to use iPads in your classroom, customizing the student experience and increasing individualized teaching. This class will provide hands-on training for the iPad, including connecting to the internet, email set up and more. You will be provided with an overview of the exciting educational apps for the iPad such as iTunesU, and iBooks! Register today and experience why the iPad is taking learning to a whole new level! Students should have some experience with iPads, such as having completed our “iPhones, iPads, and Mobile Apps” course. Bring your fully charged iPad if you have one. Some equipment will be available.

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

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

Staging Your Home to Sell
Staging your home to sell is fun, easy and profitable. Learn where to start, what to do and what not to do. This class goes beyond decluttering, it is all about perception, presentation and rearranging to help buyers appreciate your home’s features. Learn how to prevent accessories from distracting buyers. Photos, tips and materials included. See registration page for textbook information.

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

Everybody Wins: How to Turn Conflict into Collaboration
Conflict is a common issue in today’s changing workplace. This module will help recognize common conflict situations between peers, teams and managers, and employees. You will learn to understand why conflict happens in the workplace, know how to change your perspective of conflict, identify the three most common workplace conflicts, identify the five different ways people deal with conflict, and use an “Everybody Wins” approach in conflict situations, and take personal responsibility for dealing with conflict.

Scanning Electron Microscope Practicum
This summer practicum will be a one week long fundamentals course in Scanning Electron Microscopy and X-ray microanalysis. Focus will be on use of the scope, maintenance issues and x-ray microanalysis. This is a rare opportunity for participants to learn about scanning electron microscopes by using them, and to learn maintenance skills as well. Practicum includes lectures, demonstrations and hands-on practice. Reduced rate hotel accommodations available.

Call (608) 258-2353 for more information
COMPUTERS AND SOFTWARE – BASIC SKILLS

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

#61780 $69 TR 12:30pm–3:00pm 3/19–4/4 Madison Senior Center
#61782 $69 T 1:00pm–4:00pm 4/9–5/7 Sun Prairie Colonial Club
#61810 $69 T 9:00am–12:00pm 3/5–4/9 Madison Senior Center
#61811 $69 F 6:00pm–9:00pm 4/5–5/3 Downtown Education Center

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

#62030 $125 W 1:00pm–4:00pm 4/10–5/8 Sun Prairie Colonial Club
#64349 $125 F 9:00am–12:00pm 4/5–5/3 Madison College West
#62029 $125 M 9:00am–12:00pm 3/11–4/8 Waukauke Senior Center

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

#67039 $125 T 6:00am–9:00am 2/26–4/2 Trux Campus

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

#64329 $125 W 12:30pm–3:30pm 4/3–5/1 Madison College West

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

#64348 $125 T 6:00pm–9:00pm 4/23–5/21 Madison College West
#64347 $125 T 9:00am–11:30am 3/19–4/23 Downtown Education Center

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

#61783 $69 M 6:00pm–9:00pm 3/18–4/15 Madison College West

Internet: Travel Plans
Learn how to book airline, train, and bus fares using the Internet. Students will also learn how to purchase tickets for events that they may want to see or attractions that are in the areas in which they intend to travel.

#66476 $20 M 6:00pm–7:00pm 4/22–4/29 Sun Prairie Colonial Club

MS Word 2010 Intro
Learn to use the Microsoft Word 2010 environment and the ribbon. Topics include letter formatting, copying, formatting, and moving text, changing margins, page orientation and paper size, controlling page breaks, correcting errors, and working with tables and forms. Requires familiarity with Windows. See registration page for textbook information.

#61777 $69 R 6:00pm–9:00pm 4/4–5/2 Trux Campus

MS Word: Workshop
This workshop is designed to give a quick summary of Microsoft Word capabilities and uses including memos, templates, fonts, and formatting. Previous experience with Windows is recommended.

#66477 $20 R 9:30am–11:30am 2/21–2/28 Madison Senior Center

MS Word: Working with Pictures
Learn to insert, modify, and manipulate pictures and clip art in MS Word.

#64341 $40 T 10:00am–12:00pm 3/14–3/21 Fitchburg Senior Center

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

#64327 $50 W 6:00pm–8:30pm 5/6–5/15 Downtown Education Center

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

#64357 $125 W 6:00pm–9:00pm 3/6–4/3 Downtown Education Center

Adobe Photoshop CS6 or Photoshop Elements?
Photoshop Elements is an Adobe product intended to meet the photo-editing needs of most home users, and Photoshop CS6 is software for professional photographic editing. We recommend that you take the class for the software that you intend to use. For more information, visit adobe.com. See page 3 for classes using CS6.

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

#62119 $125 W 6:00pm–9:00pm 4/17–5/15 Downtown Education Center

Computers and Software – Professional Skills

MS Word 2010 Intermediate
This course covers section breaks, Wordart, working with clipart and pictures, columns, themes and views, headers and footers, styles, footnotes, templates, shapes, SmartArt, backgrounds and watermarks, as well as mail merge to create customized letters and labels. Requires familiarity with Windows and prior experience using MS Word. See registration page for textbook information.

#64339 $125 R 1:00pm–4:00pm 3/14–4/1 Sun Prairie Colonial Club
#64340 $125 W 6:00pm–9:00pm 4/17–5/15 Madison College West
### MS Word 2010 Advanced
This course covers generating tables of contents and indexes, tracking document changes and reviewing, protecting documents, customizing the ribbon, embedding and linking objects, and recording macros to automate tasks. Requires familiarity with Windows and prior experience using MS Word. See registration page for textbook information.

#62077 $125 R 6:00pm–9:00pm 4/25–5/23 Madison College West

### MS Word: Mail Merge
This class will focus on introducing the functions and features of MS Word mail merge with documents, envelopes, and labels. The data to be incorporated into the merged document will be created by the student. Students are expected to have prior experience with MS Word.

#64355 $30 W 6:00pm–9:00pm 4/17 Truax Campus

### MS Access 2010 Intro
This course discusses Access database concepts and covers creating tables, using forms and reports, editing and formatting tables, setting field properties, retrieving data, and creating queries. Requires familiarity with Windows. See registration page for textbook information.

#62047 $125 M 6:00pm–9:00pm 4/15–5/13 Downtown Education Center

### MS Office 2010 Integration
In this course, you will learn how to integrate each of the Microsoft Word, Excel, PowerPoint, and Access applications with other programs. Examples include embedding objects in Word that link to Excel, importing data from Access or Excel to perform a mail merge in Word, and importing Excel data into Access. You will also learn how to take advantage of the multithreading features available in MS Office 2010. Students are expected to have had some prior experience with MS Office applications such as Word and Excel. See registration page for textbook information.

#6436 $125 T 6:00pm–9:00pm 3/5–4/9 Madison College West

### MS Excel 2007 Intro
Students will learn the various parts of a spreadsheet. Learn how to enter and edit numbers, text, and formulas. Manipulate and format information and individual cells in columns and rows. Students will learn to use financial, statistical, math, trig, and logical functions to create formulas to perform calculations. Requires familiarity with Windows. See registration page for textbook information.

#64344 $125 W 1:00pm–4:00pm 3/6–4/3 Fitchburg Senior Center

### MS Excel 2010 Intro
This is an introductory course in MS Excel spreadsheets, and it covers working with tables and ribbons, entering, editing, and formatting numbers, text, dates and formulas for calculations, working with themes, formatting worksheets, and creating and modifying charts. Requires familiarity with Windows. See registration page for textbook information.

#62140 $125 R 6:00pm–9:00pm 4/15–5/16 Madison College West

### MS Excel 2010 Intermediate
This course covers tools for working with large worksheets, multiple sheets, linking cells and formulas, naming cells and ranges, hyperlinks, working with tables, sorting and filtering, outlines, graphics, templates, and protecting worksheets. Requires familiarity with Windows and prior experience using MS Excel software. See registration page for textbook information.

#62071 $125 M 6:00pm–9:00pm 3/11–4/8 Downtown Education Center

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

#62051 $30 R 1:00pm–4:00pm 3/28 Madison College South

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

#64333 $30 M 6:00pm–9:00pm 3/18 Madison College West

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

#64338 $125 R 6:00pm–9:00pm 4/11–5/9 Madison College West

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

#6204 $125 T 6:00pm–9:00pm 3/5–4/9 Downtown Education Center

### QuickBooks Intermediate
In this course, students will expand upon the skills learned in the introductory course and learn more about using Quickbooks to deal with physical inventory and payroll. Students are expected to have taken Quickbooks Intro or have prior experience with Quickbooks. See registration page for textbook information.

#64323 $125 T 6:00pm–9:00pm 4/23–5/21 Downtown Education Center

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

#66426 $125 T 6:00pm–9:00pm 4/16–5/14 Madison College West

### Adobe Photoshop CS6 Intermediate
Students will further explore Adobe Photoshop with the use of masking, blending, effects, adjustment layers and type to create exciting digital compositions while gaining proficiency using keyboard shortcuts and improve workflow skills. Students are expected to have prior experience with Photoshop, such as having completed Photoshop Intro. See registration page for textbook information.

#62074 $125 M 6:00pm–9:00pm 3/18–4/15 Downtown Education Center

### Adobe InDesign CS6 Intro
Create professional looking flyers, posters and more with this powerful program. Students will learn about the principles of design and how to apply it to their work. Topics include how to set up a document, save files, create master pages, use rules, work with color, import images, work with text and create text in columns. Intermediate-level computer skills required. See registration page for textbook information.

#62107 $125 R 6:00pm–9:00pm 3/14–4/11 Downtown Education Center

### Adobe InDesign CS6 Intermediate
Students will gain proficiency in techniques that will improve their workflow by reinforcing keyboard shortcuts, building multiple page booklets, efficient use of master pages, paragraph and character styles, working with tables, managing artwork, and exporting to PDF for print and web. Students are expected to have prior experience with InDesign, such as having completed Adobe InDesign Intro. See registration page for textbook information.

#66424 $125 M 6:00pm–9:00pm 4/15–5/13 Downtown Education Center

### Adobe Illustrator CS6 Intro
Learn to create vector images with Adobe Illustrator. In this course, students will become familiar with the workspace, create backgrounds, work with objects, text, fills and strokes, styles, tools, shapes, and more. Intermediate-level computer skills required. See registration page for textbook information.

#62077 $125 R 6:00pm–9:00pm 4/25–5/23 Madison College West
AutoCAD Intro
In this class we will discuss and demonstrate the process of Computer Aided Design using the industry-standard Autodesk AutoCAD. Students will learn how to customize the software to suit their needs and design methods while incorporating AutoCAD in their design process using graphic standards. This course will cover document setup, 2-dimensional drawing, modifications, dimensioning, and document layout for printing. Students will be prepared to learn 3-dimensional model building at the completion of this course. Students are expected to be familiar with Microsoft Windows. See registration page for textbook information.

#62191 $150 T 6:00pm–9:00pm 3/19–4/23 Truax Campus

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

#6455 $150 M 6:00pm–9:00pm 4/15–5/20 Madison College West

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

#62125 $150 W 6:00pm–9:00pm 4/10–5/15 Downtown Education Center

WEB DESIGN AND CONTENT MANAGEMENT

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

#6402 $80 T 6:00pm–9:00pm 3/19–4/23 Madison College West
#66578 $80 W 6:00pm–9:00pm 5/8–5/22 Truax Campus

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

#62106 $125 T 6:00pm–9:00pm 4/16–5/14 Madison College West
#64363 $125 W 6:00pm–9:00pm 3/6–4/3 Madison College West

Adobe Dreamweaver CS6 Intro
Learn the basics of creating your own web pages with Adobe Dreamweaver. After this class students should be able to design a simple web site. Topics include basic HTML coding, selecting a page layout, saving pages, inserting text, links, and pictures, choosing text font, color and size, changing headings and previewing pages. Intermediate-level computer skills required. Previous knowledge of HTML is encouraged but not required. See registration page for textbook information.

#64015 $125 W 6:00pm–9:00pm 4/17–5/15 Downtown Education Center

Managing an Established Joomla Website
Joomla open source CMS software has made it much easier and more affordable for people unfamiliar with HTML/CSS code to make day-to-day edits and additions to their websites. Businesses and individuals often hire a web developer to build their website in Joomla, but they want to manage the site on their own. This course will teach you the basics of administering, navigating, and editing your EXISTING Joomla website. This introduction to Joomla is recommended for those who wish to edit or manage an existing, Joomla site: if you would like to build a site from scratch, see Creating Your Own Website with Joomla! Students should have intermediate-level computer skills to take this class: previous web design experience is not required. See registration page for textbook information.

#66405 $125 W 6:00pm–9:00pm 2/27–3/27 Madison College West

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

#66403 $125 W 6:00pm–9:00pm 4/10–5/8 Madison College West

Earn the Nondegree Basic Web Certificate

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

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

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

Get connected at www.linkedin.com/company/2638209
WEBSITE PROJECT DEVELOPMENT
Satisfying web clients takes more than knowing how to use Dreamweaver, to code HTML and to edit a JPEG. Whether you’re building a website for an employer, a small business or yourself, you need to know how to use your basic skills to complete the project. In this capstone course of the Nondegree Basic Web Certificate series, learn how to plan and produce a website to satisfy client needs and expectations. Key skills covered: Site planning, file structure, navigation, look and feel, and interpreting client needs. Students are expected to have a basic knowledge of web design, HTML, Dreamweaver and Photoshop.
#67194 $99 T 6:00pm–9:00pm 5/14–5/28 Downtown Education Center

INSURANCE CONTINUING EDUCATION

BUSINESS IDENTITY THEFT
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. 3 CE hours.
#66410 $30 F 9:00am–12:00pm 3/22 Downtown Education Center

WHEN LIABILITY LIMITS ARE NOT ENOUGH
This course will discuss the Excess Liability policy, the Straight Excess Liability policy and the Commercial Umbrella policy. We will use a case study to do an umbrella policy analysis, review typical insuring agreements, policy conditions and exclusions. We will also discuss how to select a limit of coverage, how to set underlying limits, find the right coverage conditions and how to select the right umbrella carrier. 3 CE hours.
#66411 $30 T 1:00pm-4:00pm 4/9–4/9 Truax Campus

RISK MANAGEMENT FOR THE FAMILY
This course will provide a review of financial risks faced by the typical family and how to deal with them using insurance and other options. The class will examine the following insurance policies: automobile, homeowner’s umbrella, recreational vehicle, inland marine, life, disability, and health. The class will also discuss retirement planning for the family, examining pension, 401K, and other retirement options. 4 CE hours.
#66408 $40 W 1:00pm–5:00pm 4/10 Madison College West

ETHICAL PRACTICES IN INSURANCE
This class provides an overview of Wisconsin Insurance Laws including fair marketing, suitability of product, fair claims practices, agent responsibilities and relationships and making ethical decisions. This class has been approved by the Wisconsin Insurance Commissioner’s Office for insurance continuing education hours equal to the number of actual hours for which the class is held and meets the state’s continuing education requirements in ethics.
#66407 $30 T 5:30pm–8:30pm 4/23 Madison College West

LIFE INSURANCE & THE LAW
This interactive session reviews actual cases involving various life insurance contracts and the legal interpretation of misrepresentation, paying death benefits for missing persons, change of beneficiary disputes and more. 4 CE hours.
#66406 $40 T 3:45am–3:46am 4/30 Online

CRISIS MANAGEMENT
This insurance continuing education class reviews how Crisis Management Plans are conceived, written, and carried out. Students look at the costs and benefits of developing a CM Plan. The eight essential elements of emergency preparedness are reviewed, as well as the need for committed management. The class concludes with students participating in case studies regarding recent major crises throughout the world. 6 CE hours.
#66409 $60 W 9:00am–3:30pm 5/1 Madison College West

HEALTH CARE CONTINUING EDUCATION

DEMENTIA SPECIALIST CERTIFICATE
Recommended for direct-care staff, the Dementia Specialist Program provides comprehensive training on dementia, its impact on a person’s life, how to effectively communicate and build relationships with people with dementia and give them extraordinary care. The program offers creative and interactive learning with many opportunities for skills application and team building. At the completion of the program, participants will receive a certificate of completion.
#68776 $150 S 8:30am–12:15pm 4/20–5/11 Madison College West

HEALTH CARE INTERPRETING

HEALTH CARE INTERPRETING: AN INTRODUCTION TO THE PROFESSION
Are you bilingual? Have you ever been curious about interpreting, particularly in the health care field? Join us for an overview of the profession of medical interpretation. You just might find a whole new career for your set of skills!
#67040 $40 S 9:00am–1:00pm 5/4 Madison College West

Interpreters with a national certification may enroll in any of the following courses to fulfill their continuing education requirement. Others may require instructor consent. Please visit http://madisoncollege.edu/health-careinterpreting for additional program information.

HEALTH CARE INTERPRETING: 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 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. Also, some self-care techniques will be presented to help deal with the stresses of interpreting in the field of healthcare.
#66891 $40 S 9:00am–1:00pm 3/9 Madison College West

HEALTH CARE INTERPRETING: SIGHT TRANSLATION
Sight translation is one of the most difficult skills to acquire as a Health Care Interpreter. Often interpreters are unsure of the guidelines and boundaries they should use when asked to relay written information in verbal form. This class will place emphasis on distinguishing vital from non-vital documents, how to appropriately handle inappropriate requests and skill building and technique for sight translation in the medical field.
#66450 $40 T 5:30pm–9:30pm 4/30 Downtown Education Center

HEALTH CARE INTERPRETING: TELPHONIC/VIDEO
Are you a working interpreter interested in other venues for your skills? Do you occasionally interpret by phone or video and are interested in exploring the special challenges that may arise in those circumstances? Join us for an introduction to telephonic and video interpreting. Please bring a working headset with microphone if you have one; some equipment will be provided.
#62122 $80 S 9:00am–1:00pm 4/6–4/13 Madison College West

HOME DECORATING CERTIFICATION

See http://madisoncollege.edu/home-decorating-certificate for program information.

COLOR ESSENTIALS
This course covers color theory and the psychology of color, while exploring various color systems, color relationships and schemes, and the many properties of color applied to home decorating.
#67077 $99 T 6:00pm–9:00pm 4/2–4/23 Madison College West

Join us at gplus.to/MadConEd

Fees listed are estimates based on information available at time of printing and may be subject to change. Information (608) 258-2301 Registration (608) 246-6210
**DIETARY MANAGER AND EATING BEHAVIORS TECHNICIAN CERTIFICATION**

The following courses are part of the Dietary Manager and Eating Behaviors Certificate programs. Please visit [http://madisoncollege.edu/dietary-manager-certification](http://madisoncollege.edu/dietary-manager-certification) for program requirements.

### Food Service Management 2

This course reviews food service management principles including, leadership, communications, emergency planning, & personnel issues. This course is part of the Dietary Manager’s Certificate program, designed for students interested in becoming certified by the Association of Nutrition and Foodservice Professionals (formerly the DMA). To qualify for certification, students should have: High school, HSED or GED degree; two years of food service employment or post-high school training in food service; current employment in food service position; intermediate computer skills and access to a computer with internet, email & printing capabilities.

#66434 $300 M 3:55am–3:56am 4/8–5/24 Online

### Medical Nutrition Therapy 2

Students develop knowledge of the principles and application of diet and nutrition as therapeutic measures in various disease conditions related to weight control, including under- and overweight/obesity, metabolic syndrome, diseases of the digestive system, and misc. disease conditions. Students learn to plan modified diets, write nutritional care plans individualized to meet nutritional needs of clients with weight-related health concerns, and become familiar with related medical terminology. This course is part of the Dietary Manager’s Certificate program, designed for students interested in becoming certified by the Association of Nutrition and Foodservice Professionals (formerly the DMA). To qualify for certification, students should have: High school, HSED or GED degree; two years of food service employment or post-high school training in food service; current employment in food service position; intermediate computer skills and access to a computer with internet, email & printing capabilities.

#66441 $300 M 3:51am–3:52am 3/18–5/10 Online

### CONSTRUCTION CONTINUING EDUCATION

#### IPC-A-610 (CIS) Certification Course Prep

This course is an industry developed and approved program that includes training, certification and instructional materials based on the IPC-A-610. Certified IPC Application Specialist (CIS) training focuses on what line workers, operators, inspectors and buyers need to know to inspect or make acceptance/rejection decisions. IPC-A-610, Acceptability of Electronic Assemblies is the most widely used standard published by the IPC. Certification in this industry-traceable program demonstrates a commitment to continuous improvement of product quality and reliability. The CIS program provides individuals with a portable credential that represents their understanding of IPC-A-610. All testing supplies and training materials are provided for the students.

#66763 $395 MTW 8:00am–4:00pm 5/20 Truax Campus

#### IPC-A-610 (CIS) Certification or Recertification

An industry developed and approved program that includes training, certification and instructional materials based on the IPC-A-610. Certified IPC Application Specialist (CIS) training focuses on what line workers, operators, inspectors and buyers need to know to inspect or make acceptance/rejection decisions. IPC-A-610, Acceptability of Electronic Assemblies is the most widely used standard published by the IPC. Certification in this industry-traceable program demonstrates a commitment to continuous improvement of product quality and reliability. The CIS program provides individuals with a portable credential that represents their understanding of IPC-A-610. All testing supplies and training materials are provided for the students.

#66759 $495 RF 8:00am–4:00pm 5/23 Truax Campus

### ELECTRONICS CONTINUING EDUCATION

#### IPC-A-610 (CIS) Certification Course Prep

This course is an industry developed and approved program that includes training, certification and instructional materials based on the IPC-A-610. Certified IPC Application Specialist (CIS) training focuses on what line workers, operators, inspectors and buyers need to know to inspect or make acceptance/rejection decisions. IPC-A-610, Acceptability of Electronic Assemblies is the most widely used standard published by the IPC. Certification in this industry-traceable program demonstrates a commitment to continuous improvement of product quality and reliability. The CIS program provides individuals with a portable credential that represents their understanding of IPC-A-610. All testing supplies and training materials are provided for the students.

#66444 $175 MW 5:30pm–8:30pm 3/4–3/20 Commercial Avenue Campus

### ONLINE Dietary Manager & Eating Behaviors Technician CERTIFICATES!

@MADISON COLLEGE

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

**Eating Behaviors Technician.** Designed for employees of healthcare or human services wanting a certification in Eating Behaviors Counseling.

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

For more information, please contact Michael Braun, MS, RD, Program Director at (608) 246-6313 or mbraun@madisoncollege.edu

#### Registering for Online Courses

Students in online courses must activate their network and email accounts to access the course. If you have not yet activated your accounts, from the home page at madisoncollege.edu, click “myMadisonCollege” and follow the instructions under New Student? Set Up Access Now.

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

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

Contact the Student Help Desk at 608-243-4444 or toll-free at (866) 277-4445 for help with email or Blackboard problems.
Construction Estimating
If you're in the construction business you know how important accurate bidding is for getting jobs and, more importantly, making money on them. This course will discuss the different types of bids and when to use each type. Students will then learn how to estimate each aspect of a construction project including site work, foundations, carpentry, subcontractors and finishes. Emphasis will be on including not only materials and labor costs, but also adding overhead and profit in bids. This is a hands-on course in which students will be creating bids using a Microsoft Excel spreadsheet. Students do not need to be familiar with Excel, but they should have basic computer skills.

#6648 $175 MW 6:00pm–9:00pm 4/1–4/17 Commercial Avenue Campus

Construction Lien Laws
This course is designed for independent contractors and subcontractors who want to gain a better understanding of the contractor - client relationship, and explains construction (mechanic's) liens in detail, including what construction liens are, who can make a claim under the law, and how the liens are enforced.

#66412 $49 W 3:45am–3:46am 4/3–4/24 Online

Code Refresher for Contractors 1
This session will focus on understanding the code, and is offered as a "ground up refresher" on the code. What is standard practice and what should you be doing to remain compliant? How do you make decisions when some areas of the code (like insulation) have standard requirements that can be swapped by upgrading other areas of the home? Course materials will be provided. Lunch is included if you also register for Code Refresher 2.

#68493 $99 W 8:00am–12:00pm 3/6 Madison College West

Code Refresher for Contractors 2
This session will focus on areas where controversy about the codes most often occurs. We will examine where the code is trending: enforcing energy performance, when the builder has latitude regarding certain engineering, etc. We will discuss situations for which there are no black and white answers in the course. Course materials will be provided. Lunch is included if you also register for Code Refresher 1.

#68494 $99 W 1:00pm–5:00pm 3/6 Madison College West

ANIMATION AND CARTOONING
Toonboom Animate Pro Intro
This course will serve as a comprehensive introduction to ToonBoom Animate Pro, the industry standard for 2D vector based animation. Students will first learn the fundamental concepts and practices in creating a basic character through both drawing and cut-out animation. They will learn camera and layer multi-planing, compositing, exposure sheets and advanced lip-sync techniques as well as compression, output and HD quality video. Students should have basic drawing and computer skills.

#66873 $225 R 6:00pm–9:00pm 4/4–5/23 Madison College West

2D Animation for Gaming
Learn the processes used by professional animators to create 2D animation for games! You will learn how to design and animate your own main characters, enemies, and special effects such as explosions and collision animations. You will also create backgrounds, props and sprite sheets for your game design. This course is designed for artists who want to learn animation and animators who want to explore 2D game creation. Some experience with Adobe Photoshop is recommended.

#66875 $175 F 6:00pm–9:00pm 4/5–5/10 Downtown Education Center

Stop Motion Animation
Students will learn skills and techniques to make stop-motion animated films through digital technology. Students will explore stop-motion animation through various exercises, and will learn how to make storyboards, armatures, clay puppets, and the process to make a short animated film. Students are expected to have some basic computer skills. Students will provide their own supplies and/or work in small groups with provided equipment.

#6681 $69 F 6:00pm–9:00pm 2/22–3/22 Downtown Education Center

Comic Book Inking
"Inking" is the art of drawing with India ink over the pencil drawings on the comic book page. Also known as "Finishers" and "Embellishers," inkers add dramatic elements of light and shadow to comic art, while enhancing the pencil drawings with stylistically elegant line work. Students will have the opportunity to ink their own drawings, as well as samples from other artists. We will investigate the working methods tools of the professional inker, including pen nibs, sable-hair brushes and markers. Students should possess basic drawing skills and a working knowledge of both anatomy and perspective. Students must provide their own supplies.

#66470 $200 R 6:00pm–9:00pm 3/28–5/16 Downtown Education Center

Drawing Creatures
Do you love MONSTERS? Do you have notebooks and sketchpads filled with sketches of creatures? Are you a GAMES who likes to draw your own characters and critters? Instructor Jeff Butler will teach you the art of creating magnificent monstrosities by using simplified human and animal anatomy. Students will use traditional pencil and paper drawing methods to sketch famous monsters and original creatures from imagination. Students provide their own supplies.

#66736 $53 S 10:00am–12:00pm 4/6–5/11 Madison College West

Digital Painting with Adobe Software
Prepare to look at digital art in a whole new light. This class is a beginner level exploration of the tools, theory, techniques and tricks of working with Adobe Photoshop and Illustrator. You will learn techniques for producing digital paintings and conceptual art by applying traditional art skills in a virtual environment. Be prepared to immerse yourself in practical assignments that will build your digital painting skills from the ground up. Familiarity with Adobe Photoshop or Illustrator is recommended but not required. Class is taught in a computer lab.

#66618 $77 F 6:00pm–9:00pm 4/5–5/10 Downtown Education Center

Sci-Fi and Fantasy Art
Visions of distant and future worlds have always captured the imagination, and this is your chance to create your own piece of digital sci-fi art. This course is for budding artists who want to create their own extreme sci-fi art, whether it is for illustration, graphic novels or fine art. Core elements are explored through classroom demonstrations, focusing on creating ambiance and emotional responses in your chosen environment. Students are recommended to have some experience with the Adobe Photoshop program. Color printing will not be available; students should bring a flash drive.

#66750 $77 R 6:00pm–9:00pm 3/7–4/11 Madison College West

Character Concept Art for Sci-Fi and Fantasy
Unleash your imagination and bring your very own science fiction or fantasy character to life! Will it be an intergalactic warrior, or a lumbering troll giant? The modern concept artist uses digital art software and “speed painting” techniques to create wonderful character and costume designs. Develop your character art from rough sketch to finished digital painting using Adobe Photoshop and Wacom Bamboo digital painting tablets. Students should possess basic drawing and computer skills and a working knowledge of anatomy. Some experience with Adobe Photoshop will be helpful. Students must provide basic drawing supplies and a flash drive; emphasis will be on digital painting in Adobe Photoshop.

#66463 $150 W 6:00pm–9:00pm 3/27–5/1 Madison College West

Autodesk Maya Intro
This course will introduce you to the industry’s number one animation program, Maya. Learn how to work in 3D, creating 3D models and bringing them to life through animation. Whether you need the skills to help in your career, or you would just like to try creating digital worlds, this class will provide you with a solid understanding of how Maya can work for you. Students should bring their own flash drive.

#66430 $150 M 6:00pm–9:00pm 4/1–5/6 Downtown Education Center

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

#66665 $53 W 6:00pm–8:00pm 4/3–5/8 Downtown Education Center

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Basic Color Theory for Artists and Designers
This beginner’s course on color uses Adobe software to expose you to the theories and application of color as it relates to both print and screen. Strengthen your use of color by understanding how colors interact and which conditions create harmony and disharmony. This course for designers and artists includes topics such as: hue/value/saturation, the color wheel, traits of color, color palette strategies, color mixing, CMYK vs RGB, simultaneous contrast, and social/cultural/psychological effects of color.
#61819 $69 M 6:00pm–9:00pm 3/11–4/8 Downtown Education Center

Calligraphy
If you’ve ever wanted to learn the art of making beautiful notes, letters, and signs, then this is the class for you. Basic alphabets are used so students will finish the course with elemental knowledge of the use of the chisel-edge pen. Uses of calligraphy are discussed. Students provide their own supplies.
#64333 $53 M 6:00pm–8:00pm 4/29–6/3 Waunakee Village Center

Creating Picture Books For Children
Do you have an idea for a children’s book that you would like to develop? Through lectures, slideshows, and demonstrations students will learn how a book is produced from start to finish. We will look at the history of children’s literature and discuss strategies and approaches used in making narrative, conceptual, and wordless books. We will examine traditional and digital techniques and discuss how technology is changing the children’s book market. During studio time students will take their stories or concepts from thumbnails to dummy book form and produce two finished illustrations in their choice of medium. Students provide their own supplies.
#66868 $175 T 6:00pm–9:00pm 3/19–4/30 Downtown Education Center

Drawing Fundamentals
Explore the principles of drawing. All levels of aptitude are encouraged as the instructor will be working one-on-one with individuals. Students are encouraged to work independently and participate in group discussions and critiques. The primary objective is for individuals to learn to see as artists do. Confidence will be created in producing drawings. Students provide their own supplies.
#61756 $77 R 6:00pm–9:00pm 3/14–4/18 Downtown Education Center

Floral Design
Students learn the basic principles and mechanics of floral design using fresh flowers, and will create and take home flower arrangements each night. This class is for beginners as well as the advanced students. Supplies will be provided.
#61692 $45 R 6:00pm–8:00pm 2/28–3/7 Downtown Education Center
#61789 $45 R 5:30pm–7:30pm 4/11–4/18 Waunakee Senior Center

Painting for Pleasure
This class is designed to introduce or reinforce the idea that painting can be a way to relax or can be a form of self-expression. Students will have the opportunity to observe the instructor demonstrating acrylic painting techniques and can either choose to paint along with a class project or may select an individual project. The instructor will accommodate all levels of painting skills, from beginning to advanced, will help students with ideas for subject matter, composition, color, etc., and will encourage each student to develop their own painting style. Students provide their own supplies.
#68934 $77 R 6:00pm–8:30pm 4/4–5/16 Madison College West

Puppet Music Video Workshop
Design, plan and create a puppet music video! Students will learn how to make a hand and rod puppets using various styles and techniques. They will work with others in their class to write a script, design a set, and film and edit a final music video. Students will be required to purchase supplies to make their own puppets, including a hot glue gun, fabric, fur, feathers and foam.
#66887 $51 S 9:00am–12:00pm 4/6–5/4 Downtown Education Center

Stained Glass
Construct a stained glass piece using standard principles and techniques. This class is designed to acquaint students with basic stained glass cutting, copper foil method, and soldering in making stained glass art. Continuing students have the option of learning lead method, mosaic art, stepping stones, lamp making, etc. Students will need to purchase basic tools and supplies. Supplies (typically costing $50+) discussed at the first class.
#61663 $93 M 6:30pm–9:30pm 3/11–4/22 Middleton High School

Stained Glass Suncatcher
Take this short workshop to find out if creating stained glass art is for you. Join us to make a star suncatcher; no experience is necessary. With step-by-step instruction on glass cutting, pattern preparation, foiling, soldering, you will complete a star to take home with you. Supplies and materials are included in the class fee.
#66513 $34 U 1:00pm–5:00pm 4/21 Waunakee Village Center

Watercolor and acrylic painting courses are now available at our popular west campus location. Watch for more west campus art courses in our summer brochure.

Watercolor Painting All Levels
For those beginners starting out or the advanced students wanting to refine their watercolor skills, this class will be filled with technical information, demonstrations, individual instruction and lots of time to paint. Learn brush handling, color theory and watercolor techniques such as washes, glazes and textural effects. Choose your subject matter from photos, book references or still lifes as the class explores various painting styles from realism to abstract. Students provide their own supplies.
#66720 $69 R 1:30pm–4:30pm 3/21–4/18 Downtown Education Center
#66722 $69 M 12:30pm–3:30pm 3/11–4/8 Middleton Senior Center
#66723 $69 M 6:30pm–9:30pm 3/11–4/8 Wis Heights Middle School
#66724 $69 W 6:00pm–9:00pm 3/13–4/10 Middleton High School
#68884 $69 T 12:30pm–3:30pm 3/19–4/16 Madison College West

Using a Digital Camera - Basics
This is a basic course for those interested in using digital cameras. Topics include the basics of point-and-shoot digital camera photography, explanation of typical camera controls, adjusting and using flash, shooting modes, camera set-up menu, exposure controls, and how to retrieve photos from the camera. Students should bring their digital camera, manual, cables, power supplies, and media cards to class.
#66682 $20 M 6:00pm–9:00pm 3/11 Madison College West
#66666 $20 W 9:30am–11:00am 3/20–3/27 Sun Prairie Colonial Club
#66668 $20 M 6:00pm–9:00pm 4/8 Downtown Education Center

Digital Camera Photography Workshop
This course is intended for students who understand the basic point-and-shoot operation of their digital cameras, but who are seeking assistance in taking better pictures and making better use of their digital camera’s features. Some prior experience with the digital camera is recommended. Students should bring their digital camera, manual, cables, power supplies, and media cards to class.
#66670 $20 M 6:00pm–8:00pm 3/6–5/13 Downtown Education Center
#66671 $20 M 6:00pm–8:00pm 3/25–4/1 Madison College West

Working with Digital Photos
Use readily available software applications to organize and improve digital photos that you have taken. Topics will include cropping and sizing, correcting color and contrast, red eye removal, preparing photos for printing and e-mailing, using web based photo sites, techniques for storing digital photo files and organizing photos into folders. Students are welcome to bring their own photos on camera media, CDs, thumb drives, or other USB-compatible equipment. Also see courses in Photoshop Elements, Photoshop, Lightroom, or Aperture for more advanced editing.
#61720 $20 R 7:00pm–9:00pm 2/28–3/7 Waunakee Middle School
#61856 $20 W 6:00pm–8:00pm 5/15–5/22 Madison College West

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

#66675 $37 W 6:30pm–8:30pm 3/6–3/27 Downtown Education Center
#66676 $37 W 6:30pm–8:30pm 4/10–5/1 Madison College West

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

#66429 $99 T 6:00pm–8:00pm 4/16–5/14 Downtown Education Center

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

#68889 $37 T 5:30pm–9:30pm 5/21–5/28 Madison College West

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

#64358 $125 R 6:00pm–9:00pm 4/18–5/16 Downtown Education Center

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

#66678 $77 T 6:00pm–9:00pm 4/16–5/21 Downtown Education Center

Video Editing for Youtube & Facebook
Create lasting images for the Social Media blogosphere! This course provides a general introduction to basic techniques of digital video production. This includes creating, editing, and exporting digital video for Social Media web sites such as Youtube and Facebook. The goal is to learn how to better communicate with video in the Digital Age. We will use Apple iMovie software on Apple iMac computers. Intermediate-level computer skills recommended. See registration page for textbook information.

#66765 $125 T 6:00pm–9:00pm 4/16–5/14 Truax Campus
MUSIC

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

#66449 S53 W 6:30pm–8:30pm 2/20–3/24 Madison College West

Guitar 2
More advanced chords, strumming, and picking techniques are applied. Completion of Guitar 1 is strongly recommended. Students must bring their own guitar to each class. See registration page for textbook information.

#66455 S53 M 6:30pm–8:30pm 2/18–4/22 Downtown Education Center

Banjo 2: Clawhammer
Intermediate five-string banjo course, to focus on clawhammer banjo style (as opposed to bluegrass or Scruggs style). Goal will be to play more banjo tunes, fiddle tunes, and songs. Completion of Banjo 1 or equivalent required; students should already know how tune banjo and play simple clawhammer melodies. Students must bring their own five-string banjo. See registration page for textbook information.

#66454 S61 W 6:30pm–8:30pm 3/6–4/17 Downtown Education Center

Harmonica 2
This course is intended for current harmonica players who need new ideas to further develop their playing. Participants should already know how to get single notes, play simple songs, and some basic blues. This class will explore harmonica techniques such as: solo improvising, vibrato, high note playing, slides, chord shuffles, minor keys, tongue blocking, and tone quality. Players will be encouraged to share their own techniques with everyone. Students should bring a basic 10 hole, diatonic harmonica in the key of C.

#66443 S53 W 6:30pm–8:30pm 4/10–5/15 Downtown Education Center

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

#66466 S77 R 7:00pm–9:00pm 3/7–5/2 Downtown Education Center

FOODS AND COOKING

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

#61733 S61 R 6:00pm–9:00pm 3/28–4/11 Madison Senior Center

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

#66518 S18 M 6:00pm–8:00pm 3/25 Middleton Senior Center

Cooking: Thai Foods
Week 1-Thai I (coconut-squash soup, red curry, egg-rolls with nuo'c châm, jasmine rice); Week 2-Thai II (fresh spring rolls [cha gai], pad Thai, Massaman curry, jasmine rice); Week 3-Thai III (yum yai [mixed salad], neua panang [panang curry with beef], gai thad khoa phod [fried chicken and corn patties], jasmine rice). Food, equipment, and recipes are provided in this hands-on class.

#68406 S61 W 6:00pm–9:00pm 5/1–5/15 Madison Senior Center

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

#66535 S43 M 5:30pm–8:30pm 4/15–4/22 Middleton Senior Center

Restaurant Favorites at Home
Let's take the mystery out of our favorite restaurant classics so we can enjoy them at home. Creme brulee, eggs benedict, shrimp scampi, feutonc alfredo and chocolate lava cake are just some of the dishes we’ll prepare and sample in this fun, informative class. Food, equipment, and recipes are provided in this hands-on class.

#66534 S61 T 6:00pm–9:00pm 5/7–5/21 Madison Senior Center

Sweet and Savory Crepes
Learn to make a variety of sweet and savory crepes! The instructor will demonstrate how to make the batter and then coach students through the process of making their own individual crepes utilizing a variety of fillings. Learn how to take an everyday meal and turn it to the next level, and then taste your handiwork! Food, equipment, and recipes are provided.

#66535 S30 S 9:00am–12:00pm 3/2 Waunakee Village Center
A Taste of Chocolate
This course covers the history, geography, and tasting of chocolate. Learn to taste chocolate as we sample artisan brands and stir up a variety of delicious chocolate creations. The recipes change with the season. Food, equipment, and recipes are provided.

#61738 $27 U 1:30pm–4:30pm 4/14 Waunakee Village Center

Baking: Breads, Plain and Fancy
You CAN bake with yeast—no previous experience necessary! Even bread machine owners can learn something from this class. Plain and fancy, sweet and savory, you’ll bake delicious breads and sample them all! Food, equipment, and recipes are provided in this hands-on class.

#61790 $39 R 6:30pm–9:30pm 4/11–4/18 Waunakee High School

Baking: Cake from Scratch
There’s nothing like a homemade cake, especially when it is made from fresh, natural ingredients. In this class, you will learn how to prepare the batter, bake the cake, and cover it in a homemade buttercream frosting. The instructor will share many tips for ensuring success and minimizing mess. Food, equipment, and recipes are provided in this hands-on class.

#61791 $31 R 6:00pm–9:00pm 4/4 Middleton Senior Center

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

#61828 $31 W 6:30pm–9:30pm 4/17 Madison Senior Center

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

#61831 $33 R 6:30pm–9:30pm 2/28 Sun Prairie Colonial Club

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

#61848 $27 T 5:30pm–8:30pm 3/19 Sun Prairie Colonial Club

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

#66574 $34 S 9:00am–12:00pm 3/16 Middleton Senior Center

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

#66573 $34 R 5:30pm–8:30pm 3/28 Sun Prairie Colonial Club

Fees listed are estimates based on information available at time of printing and may be subject to change. Information (608) 258-2301 Registration (608) 246-6210
### Cake Decorating Workshop
Learn the basics of cake decorating: creating, outlining and filling-in designs, writing messages, star and shell borders, drop flowers, roses, stems, and leaves. Learn and practice techniques and then apply them to your own cake. The emphasis of this course is on design and composition. Students are expected to provide some supplies, such as a cake, bags, and decorating tips. Supply kits are available at the DTEC bookstore.

#66536  $27  R  5:00pm–9:00pm  4/18  Middleton Senior Center

### Applied Cake Decorating: Topsy-Turvy Party Cake
Make a fun and fanciful two-tier party cake that is sure to make your guests smile. Learn how to stack one tier on top of another in a safe and stable way, as well as how to work with gum paste. A variety of techniques for decorating the cake will be demonstrated in this hands-on class. Students are recommended to have some prior cake decorating experience, such as having completed our Cake Decorating Workshop, before taking this class. Students provide some tools and supplies.

#61714  $32  W  5:00pm–9:00pm  3/20  Madison Senior Center

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

#61845  $31  R  6:00pm–9:00pm  3/21  Downtown Education Center

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

#64330  $36  R  6:00pm–9:00pm  3/14  Downtown Education Center

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

#61752  $20  R  5:00pm–8:00pm  4/4  Truax Campus

### Hybrid Vehicles: What Consumers Need to Know
This class will provide the consumer with information on the technical differences between various hybrid vehicle models and potential service concerns. It will also cover what to look for in a used hybrid vehicle and review Fact vs. Myth with respect to hybrids.

#66577  $45  T  6:00pm–9:00pm  4/9  Truax Campus

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

#66659  $37  R  6:00pm–7:00pm  4/4–5/23  Madison College West

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

#66661  $28  T  6:00pm–7:00pm  4/2–5/7  Madison College West
T’ai Chi Chih
T’ai Chi Chih consists of 19 simple, easy-to-learn movements that can be practiced at any age to reduce stress and promote serenity, flexibility and balance. It is not a martial art, but a moving meditation for gathering, circulating and balancing your intrinsic energy.
#68412 $37 F 1:00pm–2:00pm 3/15–5/10 Madison College West

Yoga
Yoga can help you develop strength, endurance, and balance in addition to flexibility and relaxation with friendly and practical instruction. The class is suitable for all ages, body types, and levels of fitness. Students must provide their own mat.
#66662 $37 R 7:30pm–8:30pm 4/4–5/23 Madison College West

Zumba
Join us for an exciting dance fitness class with great music and high-energy rhythms that make it fun to get fit!
#66651 $37 W 6:00pm–7:00pm 4/3–5/22 Madison College West
#66654 $37 M 6:00pm–7:00pm 4/1–5/20 Madison College West

Zumba Gold
Zumba Gold is a fun, 60-minute dance fitness class geared for the active older adult. The class also prepares students to enter a Zumba class by starting with simplified dance routines.
#66655 $37 T 11:00am–12:00pm 2/26–4/23 Middleton Sr Ctr
#66656 $37 R 1:30pm–2:30pm 4/4–5/23 Waunakee Senior Center
#66657 $37 T 9:00am–10:00am 3/19–5/14 Sun Prairie Colonial Club

Sustainable Beekeeping for Beginners
This course will cover what you will need to know to keep bees through the first two years: purchasing and assembling equipment, ordering bees and queens, installing packages, preparing the colony for winter and spring management as well as producing and harvesting honey. We will cover basic bee biology as well as identification, ecology, plant community function and ethical harvest/care.
#66400 $60 R 6:00pm–8:00pm 3/14–3/28 Truax Campus

Designing the Portable Garden
Discover the potential of portable gardens and learn ways to enhance your yard and porch. We will cover tips and tools for getting started with an emphasis on growing organically, soil building, multiple functions for your plants, design tips, and selecting the right plants for the right spaces. We will provide a new set of tools to help you get started -- one that considers space and the environment’s needs as well as your own. Participants are encouraged to bring a sampling of containers as well as any plants or seeds you’re thinking about incorporating into containers.
#64346 $20 T 1:00pm–3:00pm 4/16 Fitchburg Senior Center
#64345 $20 M 6:00pm–8:00pm 3/4 Truax Campus

Edible Native Plants
Learn how to identify, prepare, and grow a sampling of edible native plants. Many native plants make excellent garden plants, and beauty and variety are not the only reasons why. Native plants are adapted to local conditions and are easier to grow and maintain. This low-maintenance approach means saving both time and money. This course will meet for two sessions. The first session will focus on the basic identification, ecology, plant community function and ethical harvest/care while the second session will focus on ways to prepare edible native plants and tips and tools for integrating edible native plants into your yards and garden spaces.
#61859 $28 T 6:00pm–8:30pm 4/30–5/7 Madison College West

Backyard Chickens
Chickens are a great source of joy, healthy eating, fertilizer for your garden and friendly pets. Join us for an introduction to the care and feeding of city chickens, choosing your chicks or hens, coop design, disease management and winter preparations. Learn about all the Dane County Chicken Resources available and take a field trip to observe real backyard chickens.
#61815 $20 R 5:30pm–7:30pm 4/18–4/25 Truax Campus

Herb Gardening
In this class, we’ll take a close look at twenty favorite culinary herbs and discover what they look, taste and smell like, plus how to grow, harvest and preserve them. We’ll cover cooking tips and how to pair herbs with foods and with each other. You’ll take home some great recipes, an herbal plant, and handouts. Herbs covered include anise hyssop, basil, bay laurel, chives, cilantro, dill, fennel, lavender, lemon balm, lemon verbena, marjoram, mint, oregano, parsley, rosemary, rose scented geranium, sage, stevia, tarragon, and thyme.
#61719 $23 M 5:00pm–8:00pm 4/8 Sun Prairie Colonial Club
#61773 $23 T 5:00pm–8:00pm 3/26 Madison College West

Horticulture, Gardening, Landscaping & Agriculture

Herb Gardening
In this class, we’ll take a close look at twenty favorite culinary herbs and discover what they look, taste and smell like, plus how to grow, harvest and preserve them. We’ll cover cooking tips and how to pair herbs with foods and with each other. You’ll take home some great recipes, an herbal plant, and handouts. Herbs covered include anise hyssop, basil, bay laurel, chives, cilantro, dill, fennel, lavender, lemon balm, lemon verbena, marjoram, mint, oregano, parsley, rosemary, rose scented geranium, sage, stevia, tarragon, and thyme.
#61719 $23 M 5:00pm–8:00pm 4/8 Sun Prairie Colonial Club
#61773 $23 T 5:00pm–8:00pm 3/26 Madison College West
SEWING, HOME FURNISHINGS, AND RELATED ARTS

Knitting Beginning
This course is designed for the beginning knitter. Students learn to choose and interpret a pattern and select equipment and yarn. Basic knitting stitches and processes, perfection gauge, and finishing seams are also included. Project for new knitters. Participants must know how to cast on, knit, purl and bind off. Please bring 240 yds worsted weight yarn, (4) size 7 double pointed needles, or 8, or 9 knitting needles and light-colored worsted-weight yarn to the first class.
#66553 $69 T 6:00pm–8:00pm 3/19–5/7 Truax Campus

Knitting & Crochet
Beginning students learn equipment selection, basic knitting or crocheting stitches and processes, pattern interpretation, yarn study, perfecting gauge, and joining a seam. Each class starts with basic instructions and review, and then moves on to more complicated concepts and projects. Students should bring size 7 or 8 knitting needles or a size G or H crochet hook and a ball of light colored worsted yarn to the first class.
#66475 $85 M 9:30am–11:30am 2/4–4/6 Dale Heights Presb. Church
#66548 $85 M 1:00pm–3:00pm 3/4–5/6 West Madison Senior Center
#66549 $85 W 9:30am–11:30am 3/6–5/8 Verona Senior Center

Knitting All Levels
This course is for beginning as well as advanced knitters. Beginners learn to choose and interpret a pattern and select equipment and yarn. Basic knitting stitches and processes, perfection gauge, and finishing seams are also included. Advanced students work on projects of their choice. Individual help is provided. Projects may include scarves, caddy mocs, hoods, and blocking fundamentals. Students provide their own supplies.
#66552 $85 W 1:00pm–3:00pm 3/6–5/15 Monona Community Center

Knitting Hats in the Round
Learn to knit hats for all ages and sizes in the round on circular and double point needles. Sizing, gauge and modifications will be covered. This is great second project for new knitters. Participants must know how to cast on, knit, purl and bind off. Please bring 240 yds worsted weight yarn, (4) size 7 double pointed needles, 16” size 7 circular needle, darning needle, small crochet hook, stitch marker and tape measure.
#66554 $28 R 6:00pm–8:00pm 4/18–5/2 Downtown Education Center

Quilting Beginning
This is for the true quilting beginner. Students start at ‘square one’ learning how to use a rotary cutter and tools to cut fabric. Many techniques for piecing different blocks and attaching borders will be taught while students make a sampler wallhanging or table runner. Quilting and binding will be demonstrated in the last session. Basic sewing skills are required for this course. Students provide their own supplies.
#66546 $58 M 6:30pm–9:30pm 2/25–3/18 Dale Heights Presbyterian Church

Sewing Beginning
This course introduces the basics of sewing. The topics covered include operation of a sewing machine, familiarity with essential equipment, choosing and preparing a pattern, information on fabric and interfacing selection, and construction of simple projects. This is also a great refresher course. Individual help is given along with demonstration of techniques. The sewing lab is well equipped. Students are responsible for bringing their own sewing materials; sewing machines are provided.
#61721 S92 S 1:30pm–4:30pm 4/13–5/18 Madison College South
#61824 S92 M 6:30pm–9:30pm 4/1–5/6 Dale Heights Presbyterian Church
#61825 S92 R 6:30pm–9:30pm 4/18–5/23 Dale Heights Presbyterian Church

Sewing All Levels Open Lab
This is a course designed for the student wanting a workspace with sewing equipment for sewing projects. All levels of sewers are welcome. There are no lectures/demonstrations, just individual help with the use of equipment and technique inquiries on individuals’ sewing projects. Students are responsible for bringing their own sewing materials; sewing machines are provided.
#61726 S98 F 9:00am–12:00pm 3/22–4/19 Madison College South
#61727 S98 F 12:30pm–3:30pm 3/22–4/19 Madison College South
#61730 S98 R 1:00pm–4:00pm 4/11–5/2 Dale Heights Presbyterian Church

Sewing Intermediate
This course is a continuation of the Sewing Beginning course and includes lectures and demonstrations. Students will construct a project of their choice that is at the beginner level from a commercial pattern. Other topics include buttonholes, zippers, closures, and some alterations. Individual help is given. The sewing lab is well equipped. Students are responsible for bringing their own sewing materials; sewing machines are provided.
#61785 S92 T 6:30pm–9:30pm 4/2–5/7 Dale Heights Presb. Church

Sewing for the Home
This course is for the beginning to advanced student wanting individual help with the use of equipment, technique, and individual’s sewing projects. Students are responsible for bringing their own sewing materials; sewing machines are not provided.
#61731 S53 M 9:00am–3:30pm 3/18–3/25 Stoughton Lakeview Church

PERSONAL IMPROVEMENT

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.
#61793 S69 M 6:30pm–8:30pm 3/4–4/22 Waunakee Village Center
#66595 S69 W 6:30pm–8:30pm 3/20–5/8 Truax Campus

Creative Writing: Film & Screenwriting
This course focuses on understanding the medium of film regarding mise-en-scene, character dialogue, and the story arc. Significant emphasis is placed on character development, film treatments, the use of conflict, multiple storylines, high concept vs. low concept storytelling, and “the pitch.”
#66596 S69 M 6:30pm–8:30pm 3/4–4/2 Madison College West

Financial Planning for Women
Every woman, single, married, or divorced, needs to know how to take control of her finances. Learn strategies and techniques that will help you manage your finances effectively. Learn about cash management, investments, taxes, retirement planning, considerations at marriage and in divorce, how to be debt free, and much more!
#66899 S28 M 5:30pm–8:30pm 5/6–5/13 Truax Campus
Poetry Writing for Everyone
Poetry is for everyone! Whether you’ve been writing poems for a while or are new to the art, this class is for you! In a supportive environment, we’ll explore poetry in many of its forms—from the traditional to the surprising—with lots of hands-on activities, in-class writing opportunities, and vibrant discussions. Writing poetry can help writers of all genres become more creative, concise, and in touch with language. So, dust off your notebook and join in the fun and adventure of writing poetry.

#6597 $53 M 6:30pm–8:30pm 4/1–5/6 Downtown Education Center

Do Your Own Will
This course covers basic estate planning, taxes, martial property, creating a children’s trust, funeral planning, and how to buy life insurance. Participants receive instruction on how to write their own wills using the Wisconsin Will.

#6737 $38 M 1:00pm–4:00pm 4/15–4/22 Sun Prairie Colonial Club
#61904 $28 WF 1:00pm–4:00pm 3/13 Waukesha Senior Center

LANGUAGES

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

#6658 $85 M 6:30pm–9:00pm 3/18–5/6 Downtown Education Center

French 2
This course is for students who have some previous knowledge of French, or have successfully completed non-degree French 1. Engage in elementary to intermediate study of phonetics, numbers, travel vocabulary, and verbal communication. See registration page for textbook information.

#61993 $85 R 6:00pm–8:30pm 3/21–5/9 Downtown Education Center

German 1
This course is for students with no previous knowledge of the German language. We will be emphasizing German for recreation. Topics included basic phonetics, numbers, foods and travel with very elementary, uncomplicated verbal communication. See registration page for textbook information.

#61794 $85 W 6:00pm–8:30pm 4/3–5/22 Downtown Education Center
#61806 $85 R 6:00pm–8:30pm 2/21–4/11 Truax Campus

Hindi 1
An introductory course in the Hindi language appropriate to the students’ level and age, including vocabulary, grammar, conversation, writing, and syntax. See registration page for textbook information.

#6433 $85 M 6:00pm–8:30pm 3/18–5/6 Downtown Education Center

Italian 1
This course is designed for the beginning student. Emphasis is on basic grammar, comprehension, and pronunciation. See registration page for textbook information.

#66614 $85 M 6:00pm–8:30pm 3/11–4/29 Truax Campus

Italian 2
This class is for students with previous Italian knowledge. Students are encouraged to complete Italian 1 before taking this course. Emphasis is on intermediate grammar, comprehension and pronunciation. See registration page for textbook information.

#66615 $85 T 6:00pm–8:30pm 3/26–5/14 Downtown Education Center
#66723 $69 M 6:30pm–9:30pm 3/11–4/8 Wis. Heights Middle School
#66724 $69 W 6:00pm–9:00pm 3/13–4/10 Middleton High School
#68884 $69 T 12:30pm–3:30pm 3/19–4/16 Madison College West

Japanese 2
Students will spend more time improving their grammar, practicing and building upon sentence patterns, and expanding their vocabularies. Time will also be spent in conversation with fellow students and the instructor in order to become more comfortable with everyday situations and common expressions. See registration page for textbook information.

#61689 $85 T 6:00pm–8:30pm 4/2–5/21 Madison College West

Latin 1
Latin is the language of the ancient Romans and the basis for many modern languages. Students will learn pronunciation and basic grammar and vocabulary with the aim of recognizing Latin roots in English and to set the stage for reading elementary ancient texts. This course is for students with no previous knowledge of Latin. See registration page for textbook information.

#61857 $85 TR 6:00pm–8:00pm 4/23–5/23 Madison College West

Norwegian 1
This class is for students with no previous knowledge of the Norwegian language. We will be emphasizing Norwegian for recreation. Topics include basic phonetics, numbers, foods, and travel with very elementary, uncomplicated verbal communication. This is a very elementary, introductory language course. See registration page for textbook information.

#66612 $85 M 6:00pm–8:30pm 4/1–5/20 Downtown Education Center

Ojibwe 1
The course is a study and demonstration of a Native American language. Students will learn culture-based terms and basic introductions. Students will learn how to conjugate basic verbs, decline two types of nouns, and construct basic and complex sentences. Students will also learn practical speaking techniques and practical uses for the language. Vocabulary will concentrate on the seasonal categories, conditions, and activities in which the Ojibwe people worked. See registration page for textbook information.

#66616 $85 R 6:00pm–8:30pm 3/21–5/9 Downtown Education Center

Russian 1
This course introduces students to the basics of conversational Russian language and grammar. Students have the opportunity to learn to write, read, and speak simple, natural Russian. Russian history and the Russian case system is studied in phases and in conjunction with pertinent real life situations. Students get a sense of Russian literature, culture, and traditions. Students are expected to participate in groups as well as in pairs. This class is useful for traveling or learning about Russian culture. See registration page for textbook information.

#61747 $85 R 6:00pm–8:30pm 3/28–5/16 Downtown Education Center

Sign Language 1
Students learn basic skills of the American Sign Language (ASL) used by and for the deaf. This is an introductory course for those wanting to learn a second language or those who want to communicate with people who are deaf or hard of hearing. Clinical and cultural aspects are covered as well as basic tips on how to best communicate with people who have hearing loss. Receptive and expressive sign vocabulary building activities are introduced through class activities stressing conversational skills. Students learn basic ASL questions, commands, and simple sentences. Information about the deaf community is also presented. Students practice with non-verbal/gesture activities, alphabet, and numbers. See registration page for textbook information.

#61742 $125 MW 6:00pm–8:30pm 4/8–5/1 Truax Campus
#67042 $125 S 9:30am–12:00pm 3/9–5/4 Madison College West

Sign Language 2
For students who have completed one or two semesters of introductory American Sign Language and want continued practice with previously introduced sign vocabulary, nuances of ASL non-verbal communication, expression, and structure. The class features further vocabulary building, advancement of grammar pattern use and increased ASL conversation without voice. Guest deaf participants provide receptive finger spelling and conversational sign practice. See registration page for textbook information.

#61745 $125 T 6:00pm–8:30pm 3/26–5/14 Madison College West
#61792 $126 W 6:00pm–8:30pm 3/20–5/8 Downtown Education Center

Do Your Own Will
This class covers basic estate planning, taxes, martial property, creating a children’s trust, funeral planning, and how to buy life insurance. Participants receive instruction on how to write their own wills using the Wisconsin Will.

#6737 $38 M 1:00pm–4:00pm 4/15–4/22 Sun Prairie Colonial Club
#61904 $28 WF 1:00pm–4:00pm 3/13 Waukesha Senior Center

Join us at gplus.to/MadConEd

 Fees listed are estimates based on information available at time of printing and may be subject to change. Information (608) 258-2301 Registration (608) 246-6210
Spanish 1
This class is designed for students with little or no previous knowledge of Spanish. This is an introductory course in Spanish language appropriate to the students' level, including basic commands, greetings, colors, numbers, parts of the body, family relationships, time, and foods. See registration page for textbook information.

#66601 $85 T 6:00pm–8:30pm 4/2–5/21 Downtown Education Center
#66603 $85 W 6:00pm–8:30pm 2/27–4/17 Madison College West
#66605 $85 R 7:00pm–9:00pm 2/28–5/9 Truax Campus

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

#66608 $85 R 6:00pm–8:30pm 3/21–5/9 Downtown Education Center
#66609 $85 TR 6:00pm–8:30pm 2/26–3/26 Madison College South
#66610 $85 T 6:00pm–8:30pm 2/26–4/23 Madison College West

Visit us at YouTube
www.youtube.com/MadConEd
Check out fun and informative tutorials from Madison College instructors — learn about woodworking, painting and more!

Dive into Adobe® CS6
Get the CS6 training you need to make a splash. See page 3 for more details or call us at (608) 258-2301.
### Part 1 - STUDENT INFORMATION

All fields with an asterisk (*) must be completed. Social Security Numbers are used for record keeping and statistical purposes and are kept in strict confidence. Privacy information is available at: madisoncollege.edu/ferpa.

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### Part 2 - REGISTRATION

Add classes using the fields below. In case first choices are filled/closed, include second choices. Review carefully to prevent scheduling conflicts. Check class availability at: programs.madisoncollege.edu/allcourses.php. This form cannot be used to add classes after the class start date. All other requests will be considered void. Waitlists are limited to 1 per course up to 12 units. Auto-enroll occurs as space becomes available, up to 2 days prior to class start date. Students enrolled will be responsible for all tuition and fees. Monitor class schedule to confirm enrollment.

**Send Study List upon registration?** [ ] Yes  [ ] No

**Part 3 - SIGNATURE & AGREEMENT**

By signing and submitting this form, I certify that I agree to Madison College's payment policies related to the registration above. In the event that I fail to timely comply with the payment obligations of Madison College, I agree to pay all collection costs incurred by Madison College. I understand Madison College may certify any past due balance I incur to the Wisconsin Department of Revenue (WDR) and make a claim for the total due against refunds, overpayments or lottery winnings owed to me by the WDR.

**Signature** __________________________  **Date** ____________
Registration Information – Register now!

BEFORE YOU BEGIN:
- First time students: If you have never enrolled for a course at Madison College you will need to create a student account.
  Go online to madisoncollege.edu/student-status or visit one of our campuses with photo ID.
- It is important that you have the correct address and phone number on file in order to ensure receipt of your invoice as well as any last minute course information. If your information is incorrect, make corrections in your myMadisonCollege Student Center or call 608.246.6210 for assistance.
- Have alternate class numbers ready to add in case your first choices are full.

Telephone Registration
(608) 246-6210 • TDD for Deaf and Hard of Hearing: use 711 (relay)
Mon. – Thurs.: 8 am – 6 pm | Fri.: 9 am – 4:30 pm
Have your student identification number or Social Security Number ready.

In-Person Registration
Mon. – Thurs.: In-person services begin at 7:30 am

Enrollment & Information Centers
Truax Campus: Room 159
Downtown Education Center: Room D117
Any regional or metro campus office

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

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

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

Class Refund/Reduction Schedule
Student Request Date . . . . . . . . . Percent of Refund/Reduction
Prior to class start date . . . . . . . . . 100% refund.
Prior to 11% of class completed . . . . 80% refund.
From 11% and prior to 20% . . . . . 60% refund.
This is the last period in which a class completed student may drop a degree credit class without receiving an official status of “W” (withdrawn) on their record.
After 20% of class completed . . . . No Refund. Dropping a degree credit class during this time will result in a “W” (withdrawn) on a student’s record. A student may drop a class prior to it being 90% completed.*
*NOTE: Often more than 20% of the potential class hours have expired prior to the end of the first class session.

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

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

Course Notes
In addition to convenient online management of your schedule, your myMadisonCollege account on our website gives you access to a college email account and an online course search with additional information, such as room numbers and supply lists, for some courses.
Supply lists will either be mailed to students’ homes after registration or will be discussed at the first class. For many courses, additional supply information is available under myMadisonCollege.
If you have general questions about any of the classes listed, please call the Continuing Education office at (608) 258-2301.

Holiday Notes
Continuing Education classes will not meet on the following dates: 3/12 and 3/29–3/31. Course start and end dates have been adjusted appropriately.

Meeting Dates
Days designated “R” and “U” stand for Thursday and Sunday, respectively.

Textbooks/Bookstore
For textbook information, please contact the Madison College Downtown Education Center bookstore, 211 N Carroll, Madison at 608.258.2417 or go to http://madisoncollege.edu/downtown-bookstore.

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

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

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

Corporate Success
Many of the courses in this catalog are available to your business as contract training. For more information see madisoncollege.edu/bics.

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

Follow us on Twitter @MadConEd
Attention K–12 Teachers

Madison College Continuing Education courses can help you meet your PDP goals. Classes may be applied to Teacher Standards 1, 4, 6 and 7. See page 1 for classes.

Eating Behaviors Technician Certification - Online

For counselors, social workers, food service professionals. Help your clients help themselves!

Five online classes of 6–8 weeks each

See page 6 for details.
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