Continuing Education
Summer 2013
Courses still open as of July 10, 2013

Accounting and Tax Preparation

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.
#10894   $135   M   6:00pm-9:00pm   7/22-8/19   Madison College West

Health Care Interpreting

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. Self-care techniques will be presented to help deal with the stresses of interpreting in the field of healthcare.
#10915   $40   W   5:30pm-9:30pm   7/24   Truax Campus

Professional Development

Dealing with Difficult People
Learn techniques and strategies to help you deal graciously with difficult people. Gain a better understanding of why others act as they do and develop improved responses to help de-escalate awkward situations.
#11247   $30   R   6:00pm-9:00pm   7/25   Truax Campus

Project Management Fundamentals
Designed for both new and experienced project managers, this course is a unique blend of key project management concepts and applied training that you can immediately use on your projects. No matter what your level of skill, after this course you will have specific tools that you can apply to all the phases of the project life cycle to successfully manage and deliver results at home, at work or in any project situation. Learn how to: develop project plans, develop functional requirements and identify the scope, develop work breakdown structures and statement of work, prepare estimates, develop resource allocation models, and monitor and control the project. See registration page for textbook information.
#10903   $135   M   6:00pm-9:00pm   7/29-8/26   Downtown Education Center

Computer Skills - Basic

Windows 7/8 Intro
Students will become familiar with the Windows desktop, taskbar, menus, commands, and gadgets as well as learn about launching programs, resizing windows, and multitasking. This course also covers clipboard functions, using a ribbon interface in applications, and managing files and folders. Course will be conducted on Windows 7 computers but Windows 8 features will be explored as well. See registration page for textbook information.
#10896   $135   T   6:00pm-9:00pm   7/16-8/13   Madison College West
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.
#11295 $135 M 6:00pm-9:00pm 7/15-8/12 Truax Campus

Facebook: Connect with Friends
In this class you will set up your free Facebook account, add information to your profile, choose your privacy settings, add photos, and start making connections online with your friends and family. Students should have basic PC skills.
#10992 $32 TR 12:30pm-3:30pm 7/30 Middleton 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.
#10989 $49 TR 6:00pm-8:30pm 7/30 Madison College West

Computer Skills - Professional

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.
#11185 $135 R 6:00pm-9:00pm 7/18-8/15 Downtown Education Center

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.
#11188 $30 R 6:00pm-9:00pm 7/11 Truax Campus

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.
#11189 $135 R 6:00pm-9:00pm 7/18-8/15 Truax Campus

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.
#11238 $135 M 6:00pm-9:00pm 7/15-8/12 Madison College West

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.
#10901 $135 T 6:00pm-9:00pm 7/16-8/13 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.
#10910   $135   W  6:00pm-9:00pm   7/17-8/14   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; however, students do not need to be pursuing the certificate to take this course. Students should have intermediate-level computer skills.
#11245   $79   R  6:00pm-9:00pm   7/25-8/8   Madison College West

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.
#11242   $135   M  6:00pm-9:00pm   7/17-8/14   Downtown Education Center

Adobe Dreamweaver CS6 Intro
Learn the basics of creating your own web pages with Adobe Dreamweaver. Upon finishing this course students should be able to design a simple web site. Topics include basic HTML coding, selecting a page layout, saving pages, inserting text, links, and pictures, choosing text font, color and size, changing headings and previewing pages. Intermediate-level computer skills required. Previous knowledge of HTML is encouraged but not required. See registration page for textbook information.
#11241   $135   W  6:00pm-9:00pm   7/22-8/19   Truax Campus

Blogging with WordPress
The class will introduce students to the WordPress content management system capabilities and techniques by exploring the features and benefits of both WordPress.com and WordPress.org. WordPress.com provides free blogs/websites. WordPress.org provides software to self-host blogs/websites. Students will create a personal or business blog using visual step-by-step instructions for creating and setting up a blog from WordPress.com. The class will explore how to create engaging written and visual content and students will gain an understanding of how to manage their blog by exploring all the tools offered by the WordPress content management system. Students will apply advanced procedures for self-hosted bloggers, including buying a domain, getting a web host, and installing WordPress.org. The class will investigate the benefits of self-hosting by customizing sites through use of plug-ins and themes and custom site editing. Students should have basic computer skills. See registration page for textbook information. Students will provide or purchase inexpensive web hosting to fully participate in this class.
#10909   $135   W  6:00pm-9:00pm   7/17-8/14   Downtown Education Center

Intro to Programming with Java
This course is an introduction to Java programming language for people who have no prior programming experience. Course topics will include variables, data types, arithmetic operations and precedence, string operations, logical operations, loops, comments, operator input and more. Students will learn how to install the JDK on Windows and will design simple programs. Students are expected to have intermediate-level general computer skills. See registration page for textbook information.
#10905   $135   T  6:30pm-9:30pm   7/16-8/13   Madison College West
Photography and Video

Digital Camera 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.

#11156 $23 W 6:00pm-8:00pm 7/24-7/31 Truax Campus

Intro to Video Editing (Mac)
In this course we will cover a general introduction to basic techniques of digital video production. This includes creating, editing, and exporting digital video for various deliverables such as web sites, DVD, and Web-based video sites such as YouTube. The goal is to learn how to better communicate with video in the Digital Age. We will use Apple iMovie software on Apple iMac computers. Intermediate-level computer skills recommended. See registration page for textbook information.

#11249 $135 M 6:00pm-9:00pm 7/15-8/12 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.

#11160 $42 W 5:30pm-9:30pm 7/24-7/31 Madison College West

Financial Planning

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

#10680 $32 TR 6:00pm-9:00pm 7/16-7/18 Truax Campus

Animation and Cartooning

Character Drawing and Design
Learn and practice professional drawing techniques to create your own imaginative characters. Whether you enjoy drawing cute cartoon animals, swashbuckling superheroes or futuristic robot warriors, this course will show you both traditional and digital methods used by character concept artists from comic books, video games, animation and film. 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, but the emphasis will be on digital drawing in Adobe Photoshop.

#10919 $150 R 6:00pm-9:00pm 7/18-8/22 Downtown Education Center

Intro to Comic Book Art
If you like to draw and have always wanted to learn how to create your own comic book art, instructor Jeff Butler will show you the basic tools and techniques used by the pros. More artists are creating their own comics, manga and graphic novels. Students will be introduced to the traditional tools of the comic artist and will practice the basic skills and methods used in professional comic book art and cartooning. These are great skills to expand a professional artist’s repertoire, as well as a fun hobby for those who just enjoy drawing. Students should possess basic drawing skills and a working knowledge of both anatomy and perspective. Students provide their own supplies.

#10954 $159 T 6:00pm-9:30pm 7/16-8/13 Madison College West
2D Animation Workshop
Learn the techniques professional animators use to bring life to their characters. In this 3-week workshop, you will learn how to design and animate your own 2D animated character. Students will create their own background and animate the character with sound using 2D animation software. Some experience with Adobe Photoshop is recommended.

#11255 $89 S 9:00am-12:00pm 7/13-7/27 Madison College West

Art

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.

#11020 $48 S 9:00am-1:00pm 7/27 Madison College West

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

#11176 $79 M 6:00pm-9:00pm 7/22-8/19 Madison College West

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.

#11280 $79 W 9:00am-12:00pm 7/10-8/19 Madison College West
#11260 $79 R 6:00pm-9:00pm 7/10-8/19 Madison College West

Cooking and Cuisine

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.

#11005 $34 F 6:00pm-9:00pm 7/19 Waunakee Senior Center

Cooking for One or Two
Create desserts, entrees, meats, soups and more for 1-2 people. Recipes can be increased for larger servings. Learn how to cook/bake without leftovers and learn how to make "leftovers" into "plan-overs." Recipes include healthy, diabetic, and many more in a fun, hands-on class. Everything is furnished and no experience is necessary. Food, equipment, and recipes are provided in this hands-on class.

#10677 $43 R 6:00pm-9:00pm 7/25-8/1 Middleton Senior Center
Cooking: Knife Skills & Safety
Improve your knife skills for cooking! In this class you will learn how to properly and safely handle knives. While learning how to dice, julienne and slice, you will improve coordination between hands and learn how to move your knife ergonomically. The class will cover different types of knives, such as the chef knife, paring knife, boning knife and more. Learn about using knives with the C-claw or rocking motion and types of cutting board to match the knife you are using. Learn the safe way to sharpen knives and how to cut an onion without tears. Knives, cutting boards, and materials will be provided.
#10718 $19 T 5:30pm-7:30pm 7/23 Madison Senior Center

Cooking: Thai Foods
Week 1-Thai I (Tom Yum Gung soup, Thai fruit & veggie salad, grilled eggplant salad [yam makeua issaan], jasmine rice); Week 2-Thai II (fresh spring rolls [cha gio], pad Thai, Massaman curry, jasmine rice); Week 3-Thai III (yum yai [mixed salad], neua panaeng [panaeng curry with beef], gai thod khao phod [fried chicken and corn patties], jasmine rice). Food, equipment, and recipes are provided in this hands-on class.
#10716 $67 W 5:30pm-8:30pm 7/17-7/31 Sun Prairie Colonial Club

Pick Your Pickle
Pickling is one of the oldest forms of preservation, beginning 4,000 years ago. Great pickles can be made not only from cucumbers, but also okra, green beans, jalapeno peppers and a host of other fruits and vegetables. Pickling is a great way to use food that would otherwise spoil and many pickles can be made quickly and stored in the fridge when time is too short to can. In this one session class, we'll learn the basic methods of pickling, and then make an assortment of pickles to take home. A demonstration on canning is included. All food, equipment, and recipes are furnished.
#11014 $30 T 6:00pm-9:00pm 7/30 Madison Senior Center

Preserving Summer's Bounty
In this introductory class, we will learn about the many ways food can be preserved for future use and transformed into flavorful condiments. These main methods of fermenting, salting, curing, canning, freezing, drying, pickling, brewing and making jams, jellies, preserves, chutneys and vinegars will be explained with recommendations for further study. Then we will explore easy ways to make the most of our garden's harvest and farmer's market purchases by making jam, pesto, refrigerator pickles and sun-dried tomatoes. A demonstration on canning is included. All food, equipment, and recipes are furnished.
#11015 $43 W 6:00pm-9:00pm 7/31-8/7 Middleton Senior Center

Sewing and Fiber Arts
Sewing All Levels Open Lab
This is a course designed for the student wanting a workspace with sewing equipment for sewing projects. All levels of sewers are welcome. There are no lectures/demonstrations, just individual help with the use of equipment and technique inquiries on individuals' sewing projects. Students are responsible for bringing their own sewing materials; sewing machines are provided only at Dale Hts and South Madison.
#10631 $75 T 1:00pm-4:00pm 7/16-8/6 Dale Heights Presbyterian Church
#10675 $75 F 9:00am-12:00pm 7/19-8/9 Madison College South

World Languages
Chinese 1
Chinese 1 is an introductory Mandarin Chinese course for English speakers with little or no Chinese background. Students will learn pronunciation, basic grammar and sentence patterns, cultural tips, and simple conversations on a variety of topics. The class focuses on becoming functional while building a solid foundation for further study. See registration page for textbook information.
#11030 $98 MV 6:00pm-8:30pm 7/22-8/14 Madison College West
Ojibwe 1
The course is a study and demonstration of a Native American language. Students will learn culture-based terms and basic introductions. Students will learn how to conjugate basic verbs, decline two types of nouns, and construct basic and complex sentences. Students will also learn practical speaking techniques and practical uses for the language. Vocabulary will concentrate on the seasonal categories, conditions, and activities in which the Ojibwe people worked. See registration page for textbook information.
#10712 $98  TR  6:00pm-8:30pm  7/25-8/22  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.
#10638 $138  TR  6:00pm-8:30pm  7/16-8/8  Downtown Education Center

Sign Language 2
For students who have completed one or two semesters of introductory American Sign Language and want continued practice with previously introduced sign vocabulary, nuances of ASL non-verbal communication, expression, and structure. The class features further vocabulary building, advancement of grammar pattern use and increased ASL conversation without voice. Guest deaf participants provide receptive finger spelling and conversational skill practice. See registration page for textbook information.
#11026 $138  MW  6:00pm-8:30pm  7/24-8/19  Madison College West

Spanish Conversation Practice - Advanced
The instructor will facilitate conversation in Spanish by grouping students by skill level and organizing activities. This is an excellent way for Spanish students to improve fluency and vocabulary and practice what they've learned in other classes. Students should have completed noncredit Spanish 3 or Spanish 4 or the equivalent. No textbook required.
#11152 $51  R  6:00pm-8:30pm  7/18-8/8  Downtown Education Center