

Registration Information All classes require pre-registration except lecture programs. If you are a person with a handicap and need special accommodations, please inform us of your need at the time of your registration. Pre-reg. options:

Online richland.uwc.edu/ce
Email rince@uwc.edu
Phone 608-647-6186, ext 227
In Person Monday – Friday, 8:00 – 4:30
Mail UW-Richland Continuing Education
 1200 Highway 14 West
 Richland Center, WI 53581

Please include your name, address, email address, phone number, course title, and payment method. (We accept checks payable to UW-Richland Continuing Education, Visa, and MasterCard.)

Policies You may cancel your registration and receive a refund of your course fees up to 72 hours prior to the course. You may cancel your registration 72 – 48 hours prior to the course start date and time and receive a refund, less a \$10.00 administrative fee. Within 48 hours of the course date there will be no refunds. We reserve the right to cancel classes if participation is insufficient or in the case of inclement weather and will issue you a full refund.

Inclement Weather: Please listen to WRCO radio (100.9 FM) or call our office at 608-647-6186 x227.

Share Your Expertise If you have special expertise you want to share or if you have the desire to teach, UW-R CE could provide your opportunity. Please contact the Continuing Education department to request a class proposal form, and to submit your resume and contact information. Call 608-647-6186 ext 227 or email rince@uwc.edu.

New Courses If there is a course that you would like to see offered in the future, please let us know. Contact the Continuing Education Office at 608-647-6186, x 227 or email rince@uwc.edu.

Winter/Spring 2012
 UW-Richland Continuing Education



1200 Highway 14 West
 Richland Center WI 53581

RETURN SERVICE REQUESTED

Continuing Education 647-6186, ext 227

Check our website or call our office for details.

- Landscaping 101
- Beginning Gardening

Watch for more information on:

- Art
- Children's Acting
- Computer
- Dance
- Lectures
- Travel

New Courses and Reduced Prices

Winter & Spring 2012
 Continuing Education
 A Campus of the University of Wisconsin Colleges

 UNIVERSITY OF WISCONSIN

Exploring Savannah, GA and Its Literary History

Realize why Savannah is known for its "Southern charm." Become immersed in the literary, historical, and cultural components that make Savannah's past so complex, and its presence so inviting. Learn about such historical figures as James Oglethorpe and John Wesley; tour the childhood home of Flannery O'Connor and sites from *Midnight in the Garden of Good and Evil*; learn about urban slavery, visit some of the first African-American schools and churches in the country, and discover how a Gullah-Geechee culture (with its own literary traditions) developed along the coastal regions. During the week, you will also experience Savannah's world-class art museums, visit the Savannah College of Art and Design, and have access to the Georgia Historical Society's archives. Each day you will have formal presentations that will deepen your understanding of the area. We have also built in plenty of free time for you to enjoy the city.. This Literature course includes 3 credits for English 281, airfare, transfers, lodging, all breakfasts, and all admissions to required historical tours. For more info contact: theresa.olson@uwc.edu or 262-335-5259.
March 18 – 25, 2012 **\$1,950**

Silent Saturdays Series

This series of films represents a small taste of the great diversity of films made during the silent era. Associate Professor of History Aharon Zorea will lead the series with discussions of the films. **Films will be shown Saturdays from 1:00 – 4:00 pm at the Richland Center Auditorium, 182 N. Central Ave, downtown Richland Center. Per person cost: \$10 per session or \$15 for all sessions. Per family cost: \$20 per session or \$30 for all sessions.**

The following films will be highlighted:

- January 28th Wings (1927)**
 An action-adventure about two World War I pilots and their lady-loves. This was the first and only silent film to win an Academy Award for Best Production. It includes actual flying sequences by main characters.
- March 10th Safety Last (1923) and The General (1926)**
 This comedy double feature includes Harold Lloyd in his famous skyscraper scene, hanging off a clock tower, and Buster Keaton as a Civil War soldier raiding Southern territory.

Love of Learning Lectures- FREE

Pippin Conference Room in Melvill at UW-Richland.

MIND OVER MONEY: New Thinking, More Money, Less Stress

This 4-part series is presented by NHS of Richland County to help you look at personal finances and spending in a new way. Take one or all. Woven through each session is financial advice from experts such as Suze Orman and Dave Ramsey. Understand your own personal financial story and how it plays a part in your spending habits, and discover how coaching can help you reach your financial goals. Note: a light meal will be provided. **Pre-register by the Friday before each session.**

Credit: The Good, the Bad, and the Ugly. What's all the fuss about your credit score? Use credit to your advantage. Find out how to play the game to get and keep your score in the 700's.
Mon. February 6 **5:30-7:30 PM or**
Tue. February 7 **9:00-11:00 AM**

Too Much Month at the End of Your Money?

You work hard for your money; take control, make a plan and enjoy the "leftovers." Discover the value of a spending plan and methods of getting out of debt to regain peace of mind.
Mon. February 13 **5:30-7:30 PM or**
Tue. February 14 **9:00-11:00 AM**

Affordable Living. Touch on ways to save money in and out of the home, from evaluating insurance needs and purchasing the right policy to greening your environment and saving on utilities.
Mon. February 20 **5:30-7:30 PM or**
Tue. February 21 **9:00-11:00 AM**

Building Wealth. Do more than live from paycheck to paycheck. Feel financially secure no matter what's in your future. Discuss investments, retirement accounts, banking options, and financial products to grow your savings.
Mon. February 27 **5:30-7:30 PM or**
Tue. February 28 **9:00-11:00 AM**

Love of Learning Lectures- FREE

Conservation and Buddhism in Thailand

Known as Siam until 1939, Thailand is especially renowned for its beautiful temples, its mouth-watering cuisine, and its astonishing biotic diversity. Buddhism influences all aspects of Thai life and is practiced by 95% of the population. In July 2011, as part of Noah Rothering's graduate studies, he stayed at two Buddhist forest monasteries, explored the relationships of Buddhism to the environment, and studied the indigenous ecological knowledge and spiritual connections to nature.
Thur. February 16 **6:30 pm**

Mars Returns/Return to Mars

Join John Heasley, an enthusiastic member of Iowa County Astronomers to experience something seen only every two years. You are invited to celebrate the 2012 Return of Mars. The evening begins indoors with a presentation on the history of Mars and observation and explanation of how Mars moves across the sky. We will also take a look at how we are returning to Mars with Curiosity, a NASA rover scheduled to begin exploring Mars later this year. As the sky darkens, we will head outdoors to have a look at Mars through telescopes and enjoy the other wonders of the March sky. We won't promise canals, but you should be able to see the polar caps and other surface features.
Science Building Room 102.
2 Thur. March 1 & 8 **6:30 pm**

UW-Richland Your Way

Earn your Associate of Arts & Science degree **YOUR** way at the University of Wisconsin-Richland. Work one-on-one with a dedicated advisor and find classes that work with your schedule. Accelerated Blended courses meet once on Wed. from 5:00 – 7:30 pm.
ENG 102 Composition **Jan. 23 – Mar. 14**
CHE 123 Chemistry and Society **Mar. 15 – May 9**
MAT 105 Intro to College Algebra **TBA**

For more information about these courses and UW-Richland Your Way contact Jennifer Foley at jennifer.foley@uwc.edu, 608-647-6186, x 228, or visit richland.uwc.edu.

Combine Computer Courses For Reduced Rates

5% OFF when you enroll in two or more computer classes.

All computer classes are "hands on" with one person per computer. Follow along with the instructor and take home valuable resources. Classes are held in Room 211, Classroom Building.

Introduction to Windows 7

Learn to use new features of Windows 7 and how to use programs on your computer. Receive an introduction to some Microsoft programs.

Mon. Jan. 23 6:00 – 8:00 pm Free
Tues. Jan. 24 9:00 – 11:00 am Free

Computer Crash Course

Starting with the basics, learn how to customize, protect, and personalize your computer.

Thur. & Tue. Jan. 26 & 31 5:30 – 8:00 pm \$35
Mon. & Tue. Jan. 30 & 31 9:00 – 11:30 am \$35

Files, Folders, and Finding Things I

Create, rename, copy, and move folders. Save files to a new folder. Use a USB flash drive. Search for files the easy way.

Wed. Feb. 1 5:30 – 7:30 pm \$24
Tue. Mar. 6 9:00 – 11:00 am \$24

Files, Folders, and Finding Things II

Learn about file extensions, how to open files in different programs, and how to burn files to a CD. Use Windows Explorer to quickly move files from one location to another. Prerequisites *FFFT I*.

Thur. Feb. 2 5:30 – 8:00 pm \$29
Tue. Mar. 13 9:00 – 11:30 am \$29

Beginning Word 2010

Learn how to use spell check, the ribbon, and the thesaurus; create margins, headers, and footers; change font and size; adjust margins and line spacing. Learn how to form bullet and numbered lists and utilize the tab function and ruler bar effectively.

Tue. – Thur. Feb. 7 – 9 5:30 – 8:10 pm \$74
3 Mon. April 16 – 30 5:30 – 8:10 pm \$74

Word 2010 Mail Merge

Learn to use the Mail Merge feature in Word. This feature allows you to create address labels and personalized letters with ease. Great for businesses, churches, clubs, and family newsletters.

Wed. Feb. 15 6:00 – 8:00 pm \$24
Mon. April 30 9:00 – 11:00 am \$24

PowerPoint 2010

Learn to create slides and capture the audience's attention like a professional. Learn to use themes, layouts, animation, sound, and pictures to enhance your presentation. Create electronic albums for special occasions, including graduations.

Tue. & Thur. Feb. 21 & 23 6:00- 8:00 pm \$44

Designing a Brochure in Word 2010

Learn to use templates to create your own brochure or design a brochure from scratch. You will learn how to make page changes and use pictures and clip art to customize your brochure. Great for businesses, clubs, churches, and family newsletters.

Tue. Feb. 28 5:30 – 8:00 pm \$29

Facebook

Discover why Facebook is the most popular social networking site on the internet. In this class we will start by setting up your Facebook page. Learn to upload photo albums, write on a wall, send messages, and create a social calendar. Keep in contact with distant relatives or old friends.

Mon. Mar. 5 5:30 – 7:30 pm \$24

Excel Basics 2010

Master the essential skills to build an effective spreadsheet. Set up fully formatted worksheets quickly and efficiently. Practice using tabs, formulas, create graphs, and work with ranges of data.

2 Tue. & Wed. Mar. 6 – 13 5:30 – 8:10 pm \$74

Intermediate Excel 2010

Create formulas using Absolute Cell References and Order of Operations. Explore sort and filter features, appearance of values, and methods to combine data.

Tue. & 2 Wed. Mar. 14 – 21 5:30 – 8:10 pm \$74

Advanced Excel 2010

Create Pivot Tables and Macros. Use Validation to improve speed and accuracy of data entry. Learn to set limits on what can be entered, add drop-down lists, and pop-up explanation boxes.

Tue. & Wed. Mar. 27 & 28 5:30 – 8:00 pm \$53

Google Earth at Your Fingertips

Learn to use this free program that will provide hours of entertainment. This class will teach you how Google Earth works and how it's beneficial for use with GPS, locations, outdoor sports, GIS maps of Richland County, and much more. Locate prime fishing spots, track flights in the air, and watch earthquakes and tsunamis.

Mon. & Thur. Mar. 12 & 15 6:00 – 8:00 pm \$29

Resume Writing with Word 2010

Learn to use resume designs that will help you land the job. Bring your information and begin your resume in class. With the help of the instructor you can find the perfect resume design to give you the edge.

Mon. Mar. 26 6:00 – 8:00 pm \$24

eBay for Beginners

Learn to shop and sell from home. Learn how to search, buy, and sell online with eBay. Protect yourself and take advantage of all eBay has to offer.

Tue. & Wed. April 10 – 11 5:30 – 8:30 pm \$45

Basic Digital Photography

Use your own camera or one from the campus. Learn the technical aspects of how digital cameras work. Compare features of various brands. Take photos, save, and enhance them. Manipulate images, recolor, resize, rotate, brighten, and more. Please indicate if you need to use a campus camera.

Tue. & Wed. April 17 & 18 5:30 – 8:30 pm \$59

Movie Maker

Learn to use this fun and easy program to create your own home movie. Learn to create an animated show that includes photos, special effects, titles, background music, sound effects, and existing video.

Tue. & Wed. April 24 & 25 6:00 – 8:00 pm \$45

Social Dance

Discover dance and take your first steps to enjoying yourself as your instructors, Ed Lee and Natasha Zinkle-Rewey, ease you into the Foxtrot, Swing, Waltz, Cha-Cha, Electric Slide, and Polka. All ages are welcome.

5 Sun. Jan. 22 – Feb. 26 Wallace Student Center
Session A Beginners: 3:30 – 5:30 pm \$59 per couple
Session B Intermed.: 5:45 – 7:15 pm \$49 per couple

Children's Acting Workshop

Presented by Continuing Education in collaboration with Richland County Performing Arts Council and its Arts Council Classroom. Scholarships are available.

Students will learn from Lee Honer, veteran of Community Players Theatre and UW-Richland Theatre. Classes are designed for students interested in theatre as well as those who are looking to overcome shyness and make new friends. Performance on February 11. meets at the Richland Center Auditorium, 182 N. Central Avenue, downtown Richland Center.

5 Sat. January 14 – February 11
Grades 2-4 9:00 - 10:15 am \$39
Grades 5-7 10:30 - 12:00 pm \$39

Basic Drawing I: Beginners Level Made Easy

Join Jason Miklik and learn to draw objects and views around us. Emphasis will be placed on material handling, tone values, linear perspective, gesture and proportions. Limit of 10 students. Classroom 213.

4 Wed. Jan. 25 – Feb. 15 5:30 – 8:00 pm \$59

Basic Drawing II: Intermediate and Advanced

Continue to master drawing of objects and views around us, with greater emphasis on integrating and relating personal interpretation and expression. This will be noted in choices of composition, intensity, and artistic spirit. Limit of 10 students. Classroom 213.

4 Wed. Feb. 22 – Mar. 14 5:30 – 8:00 pm \$59

Pysanky- Ukrainian Egg Decorating

Just in time for spring, learn how to create unique and beautiful colored eggs. Have fun with waxes and dyes and learn about this century old art form. You do not have to be artistic to design eggs like a pro. Ages 14 and up. East Hall, Room 715

2 Sat. Mar. 24 9 – 2 pm & Mar. 31 9 – 11 am \$54

A New Cosmology

Join Elaine Hanson-Hysell, retired Presbyterian Minister for a provocative discussion about natural order and origin. She will define cosmology and discuss the old story that has created the world view of the West.

3 Mon. April 2 – 16 6:00 – 8:00 pm \$24

Online Business Communication Certificate

What do most employers look for in an employee? The ability to communicate effectively with others. Instructor-led online courses run for six weeks, offering a minimum of six lessons per course. Interactive quizzes, assignments, tutorials, and online discussion areas supplement the lessons. Read your lessons and ask questions of your instructor at times that are most convenient to you!

Start Date	Course
Mon. Jan. 9	Problem Solving and Decision Making
Mon. Feb. 13	Effective Business Writing
Mon. Mar. 12	Understanding and Managing Conflict
Mon. Apr. 9	Building and Sustaining Teamwork

\$99 per course \$550 for certificate (5 courses, 1 elective)

More information: www.uwmanitowoc.uwc.edu click on Continuing Education at the top of the screen.

Online Social Media for Business Certificate

Get in on this exciting and growing way to communicate, market and serve your customers and clients. Learn how to develop a two-way communication and marketing strategy. Great for businesses, nonprofits, government, and other organizations. From Facebook to Twitter, blogging, YouTube, LinkedIn, and more, discover the new principles and how these specific social networks work and the possible uses for your organization.

Feb. 6, Mar. 5, & Apr. 2 \$495 for 3 or \$195 each

Online Supervisory and Leadership Certificate


Your employees are your most valuable resources. Learn about effective delegation, performance management, and writing performance reviews. Learn how to improve your effectiveness as a leader and ensure efficiency for your team. Take home practical tips and techniques you can apply immediately.

Feb. 6 – March 30 \$395

Online Virtual Meeting Planner Certificate

Virtual meetings are distance seminars and educational programs featuring audio, slides and video in a synchronous format. They include webinars, webcasts, video casts, and two-way web cams. Discover the various synchronous distance meeting formats available and learn about the technology of producing distance meetings. Then get the best instructional techniques on the design and teaching of effective distance or virtual meetings. Lastly, acquire the virtual meeting planning skills involved in budgeting, pricing, and marketing virtual meetings.

Feb. 6 – April 13 \$795 (3 courses and exam)

More than 300 online courses 

Learn from the comfort of home!

> Instructor-Facilitated Online Courses

Our instructor-facilitated online courses are informative, fun, convenient, and highly interactive. Our instructors are famous for their ability to create warm and supportive communities of learners. All courses run for six weeks (with a 10-day grace period at the end). Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. You can complete any course entirely from your home or office. Any time of the day or night.

- Expert Instructor
- 24-Hour Access
- Online Discussion Areas
- 6 Weeks of Instruction

New course sessions begin monthly. Please visit our Online Instruction Center to see exact start dates for the courses that interest you.

Enroll Now!

(608) 647-6186 ext 227

Courses as Low as:

\$99

MORE COURSES AVAILABLE AT OUR ONLINE INSTRUCTION CENTER

www.ed2go.com/richland

UW-Richland Continuing Education |

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

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

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

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

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

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

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

Microsoft Excel
Work faster and more productively with Excel's most powerful tools.

Real Estate Investing
Build and protect your wealth by investing in real estate.

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

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

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

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

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

Discover Digital Photography
An informative introduction to the fascinating world of digital photography equipment.

More online certificates and online classes can be found at richland.uwc.edu/ce. Click on online courses.