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 rlnce@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, Discover, Visa, and MasterCard.)

Policies
Cancellation: You may cancel your registration and receive a refund of your course fees up to one week prior to the course. You may cancel your registration 72 hours prior to the course start date and time and receive a refund, less a $10.00 administrative fee. Within 72 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 may 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 rlnce@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 rlnce@uwc.edu.

Looking for Instructors:
• Cooking
• Knitting
• Mac Computers

Check our website or call our Office for details.
Eastern Wisconsin Pre-Holiday Trip

Our day-long adventure begins at Old World Christmas Market in Elkhart Lake WI. The Market dates back to the mid-16th century where for 27 consecutive days, 200 stall holders present their traditional wares: Nuremberg spicy gingerbread, fruit loaves, Christmas tree angels, candies, ornaments, and toys. Next enjoy a German Holiday Dinner complete with a salad of greens tossed in creamy Düsseldorf Honey dressing with shaved apple and toasted walnuts, German Pork Roulade with golden raisins and spinach served over braised red cabbage and butternut squash spätzle and black forest kirschtorte for dessert. After lunch we will head to the Wreath Factory in Plymouth. We’ll discover the art of wreath making and explore the award-winning Garden Center, blooming with unique plants, and decorated for the holiday season. Then off to the Kohler Design Center to explore their three-level showcase of innovative product design and technology, creative achievement, and American history. End the day at the John Michael Kohler Arts Center, where new art forms and ideas consistently impact the lives of artists and the public. *Depart UW-Richland at 6:30 am and Spring Green at 7:00 am.*

Th December 12 6:30 am – 8:30 pm $89

Rockford Illinois Garden & Museum Tour

Begin the day with a tour of Tinker Cottage Museu & Gardens. Explore the Victorian Era Swiss Cottage, the Victorian Rose Garden, Tinker’s Railroad Garden, and Iris Garden. The Rose Garden looks the way it did between 1890 and 1910 with over 25 heirloom rose varieties. Next stop is lunch at the Anderson Japanese Gardens. You will tour the 12th Century-style Japanese garden full of paths, streams, bridges, waterfalls, a gazebo, and guesthouse. Finish the trip at the Nicholas Conservatory & Gardens. Take part in their annual butterfly exhibit and their 11,000-square-foot plant exhibition in a tropical plant setting. *Depart UW-Richland at 6:30 am and Spring Green at 7:00 am.*

W May 7 6:30 am – 6:00 pm $89

**Day Travel**

**Intelligent Investing**

Wondering what to do with your retirement plan or looking to grow your assets? Become empowered by learning about the basics of investing, time value of money, capital markets, value vs. growth and separate accounts vs. mutual funds. *Held in the UW-Richland Pippin Conference Center in Melvill Hall.*

T March 11 6:00 – 7:30 pm $15

**Cooking Clean**

Clean eating is consuming food in its most natural state or as close to it as possible, even favorites like chili cheese fries! In this course, learn skills to identify clean foods and cook/make spaghetti carbonara, shrimp & artichoke quesadillas, pear pops, Mongolian beef style crepes, mint patties, and chili cheese fries. If you want to know more about the foods you consume, this class is for you. *Please bring measuring cups and spoons, a mixing bowl, cutting board, 2 pots (sm/lg), and a frying pan. Held in UW-Richland Science Building room 106.*

T Nov 12 & 19 5:30 – 7:30 pm $55 ES

**Basic Watercolor**

Learn to use colors and techniques to make a successful painting. Start at the beginning with the brushes, paints, and paper. Then move to simple exercises and end by creating a complete painting. *Supplies included. Classes held in the UW-Richland Science Building room 106.*

W Oct 30, Nov 6, 13, 20 5:30 – 7:30 pm $119 PD

**Basic Drawing**

Explore beginning level pencil drawing from still life objects to figure drawings. Also use mixed medias like pen, colored pencils, and chalk to draw. *Supplies included. Classes held in the UW-Richland Science Building room 106.*

W Mar 19, 26, April 2, 9 5:30 – 7:30 pm $59 PD

**Personal Enrichment Courses**

**Homemade Pasta**

Learn to make simple fresh egg pastas. This is a hands-on class where you will learn basic dough preparation, methods of cutting pasta, and quick ravioli making. You will also make tasty sauces to pair with your homemade pastas. Please bring your own apron. *Classes held in the UW-Richland Science Building room 106. Limited to 10 people.*

Th February 13 & 20 5:30 – 7:30 pm $35 TS

**Social Dance**

Discover dance and take your first steps to enjoying yourself, ease into the Foxtrot, Swing, Waltz, Cha-Cha, Electric Slide, and Polka. All ages are welcome. *Classes held in the UW-Richland Wallace Student Center. Price is per couple.*

T/TH Jan. 14, 16, 21, 23 6:00-8:00 pm $49 EL

**Effective Supervisor Workshop**

Whether you’re just beginning your career as a supervisor or have years of experience, it’s important to have the most up to date tools to effectively manage the challenges of today’s workplace. Join Jack Harkins, founder of Harkins Leadership Development Corporation to learn the latest in leadership skills while gaining valuable management insight.

- Be a supportive coach
- Tune in to your employees’ needs
- Delegate tasks based on strengths/weaknesses
- Correct poor performance
- Learn the psychology of motivating people
- Create the right culture
- Learn how to deal with “C” players
- Get more done with fewer resources

These insights and more will help you bring out the best in your employees. *Held in the UW-Richland Pippin Conference Center in Melvill Hall.*

F March 21 9:00 – 11:30 am $75

“*A Bachelor’s Degree for Me*” presented by advisor Joanna Muller. Saturday, October 19th from 2:00 – 4:00 pm. For more details email joanna.muller@uwc.edu or call 647-6186 x228.
<table>
<thead>
<tr>
<th>Course Title</th>
<th>Description</th>
<th>Dates</th>
<th>Time</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beef Production 101</td>
<td>For new and beginning beef producers learn the basics of beef care presented by Richland County Agriculture Agent, Adam Hady. Classes meet every other Wednesday in East Hall, room 713 and are free. Pre-registration by October. 28th is required. Call 608-647-6148 to reserve your spot.</td>
<td>W Nov. 6, 20, Dec. 4 &amp; 18</td>
<td>6:30 pm</td>
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<tr>
<td>Combine Computer Courses for Reduced Rates</td>
<td>Take the Excel series for $175 Take the Introduction series for $99 Take 2 or more computer classes and receive 5% off (series discounts not eligible) All computer classes are &quot;hands on&quot; with one person per computer. Follow along with the instructor and take home valuable resources. Classes are held on campus in Classroom Building room 211.</td>
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<tr>
<td>Excel Basics 2010</td>
<td>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.</td>
<td>Th January 16, 23, 30</td>
<td>5:30 – 8:10 pm</td>
<td>$75 MP</td>
</tr>
<tr>
<td>Excel Intermediate 2010</td>
<td>Create formulas using Absolute Cell References and Order of Operations. Explore sort and filter features, appearance of values, and methods to combine data.</td>
<td>T Mar. 18, 25, &amp; Apr. 1</td>
<td>5:30 – 8:10 pm</td>
<td>$75 MP</td>
</tr>
<tr>
<td>Excel Intermediate 2010</td>
<td>Create formulas using Absolute Cell References and Order of Operations. Explore sort and filter features, appearance of values, and methods to combine data.</td>
<td>T April 8, 15, 22</td>
<td>5:30 – 8:10 pm</td>
<td>$75 MP</td>
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<tr>
<td>Facebook</td>
<td>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.</td>
<td>W November 13</td>
<td>1:00 – 3:00 pm</td>
<td>$25 DF</td>
</tr>
<tr>
<td>Facebook</td>
<td>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.</td>
<td>T February 4</td>
<td>5:30 – 7:30 pm</td>
<td>$25 DF</td>
</tr>
<tr>
<td>Intermediate PowerPoint</td>
<td>Focus on sounds, animations, transitions of slides, and adding links to play video for added effects. Previous Experience with PowerPoint required.</td>
<td>T February 11 &amp; 18</td>
<td>5:30 – 7:30 pm</td>
<td>$35 SK</td>
</tr>
<tr>
<td>Introduction to Computers</td>
<td>Starting with the basics, learn how to customize, protect, and personalize your computer. Discover different accessories, like Paint and Word what you can do with them.</td>
<td>W Oct. 30 &amp; Nov. 6</td>
<td>9:00-11:30 am</td>
<td>$35 JL</td>
</tr>
<tr>
<td>Introduction to Email Basics</td>
<td>Learn what to do and what not to do in an email, how to send and receive emails, be safe, attach documents, create email folders, and setup contacts. Best if preceded by Intro. to Computers &amp; File Management.</td>
<td>Th February 25</td>
<td>5:30 – 7:30 pm</td>
<td>$25 SK</td>
</tr>
<tr>
<td>Introduction to Email Basics</td>
<td>Learn what to do and what not to do in an email, how to send and receive emails, be safe, attach documents, create email folders, and setup contacts. Best if preceded by Intro. to Computers &amp; File Management.</td>
<td>Th March 6</td>
<td>9:00 – 11:00 am</td>
<td>$25 JL</td>
</tr>
<tr>
<td>Introduction to File Management</td>
<td>Create, rename, copy, and move folders. Save files to a new folder. Use a USB flash drive. Search for files the easy way. Take this course and become organized!</td>
<td>W November 13</td>
<td>9:00 - 11:30 am</td>
<td>$35 JL</td>
</tr>
<tr>
<td>Introduction to Internet Explorer</td>
<td>Learn how to search online, listen to your favorite songs, save favorite websites to your desktop, navigate web pages, and keep your computer safe while on the internet.</td>
<td>W November 20</td>
<td>9:00 – 11:00 am</td>
<td>$25 JL</td>
</tr>
<tr>
<td>Photoshop Elements</td>
<td>Learn to fix red eye, crop unwanted parts of a photo, add text to photos, combine two or more photos into one, and correct digital images to enhance the quality of your photos. Photoshop Elements is an inexpensive, readily available program, that will provide you with all the tools to make each picture flawless.</td>
<td>Th May 1, 8, 15</td>
<td>5:30 – 8:10 pm</td>
<td>$75 MP</td>
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<tr>
<td>Love of Learning Lectures- FREE</td>
<td>Held in the Pippin Conference Room in Melvill Hall at UW-Richland.</td>
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<td>Frac Sand Mining, Habitat Conservation Plans, and the Effect on the Karner Blue Butterfly in Wisconsin</td>
<td>UW-Richland assistant professor of philosophy and 2013 Wisconsin Institute of Public Policy and Service Fellow, Dr. Dale Murray, will speak about the possible effects and ethical implications of frac sand mining on the Statewide Karner Blue Butterfly Conservation Plan.</td>
<td>W November 6</td>
<td>6:30 pm</td>
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</tr>
<tr>
<td>Educational Issues of Today</td>
<td>Hear from current administrators and former teachers on some of the issues facing education today. Learn about new innovations, technological advances, and charter schools. Co-sponsored by Delta Kappa Gamma.</td>
<td>Th March 6</td>
<td>6:30 pm</td>
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</table>
The Potential Effects of Frac Sand Mining on Humans and Human Communities
In this talk, Murray will focus on the possible effects of frac sand mining on human communities in Wisconsin. Especially concerns about water use, air and noise pollution, land scarification, and increased stress on transportation infrastructure.
M March 24 6:30 pm

Operational Excellence in Glass Manufacturing
This lecture will focus on Cardinal Glass from Spring Green. They will discuss how they define operational excellence, the improvements they have made in their processes in the last five years, and what is yet to come. Learn from them about the housing market and the effects on the glass industry, the supply chain they operate in, and a few specifics on the insulating glass process.
W April 16 6:30 pm

Continuing Education Morsels

Ghosts, Monsters, & Legends of Wisconsin
Join Todd Roll, UW-Richland library director and paranormal researcher for another discussion on his experiences with the paranormal. Hear about Summerwood, a haunted mansion in the Northwood's, The Grand Theater in Wausau, haunted by a former stage manager, and a former funeral home turned movie theater. Held in the UW-Richland CopperTop.
Th November 14 6:30 – 8:00 pm Adults $5

2nd Annual Garden Expo
UW-Richland Continuing Education in partnership with Richland County Master Gardeners presents the second annual Garden Expo. The expo will be held in the UW-Richland Wallace Student Center. There will be four presentations and vendors the day of the event. Price includes the entire event, materials, and lunch with a portion of the proceeds for the Master Gardeners downtown beautification project. The cost is $10 if you pre-register and $12 at the door.
S March 22 9:00 – 4:00 pm $10

Need a change? Begin your Associate or Bachelor’s Degree today!

Smart Farm Field Trips
The UW-Richland Smart Farm was donated by Joe and Mae Smart and is located 5 miles outside of Richland Center. The farm is 194 acres, has 24 solar panels generating electricity for the farm, and geothermal energy for heating and cooling the house. Field trips can include math, teambuilding, history, art, and music. Hike along the trails and bird watch, have a scavenger hunt, garden plant, make ice cream or cheese, or have a presentation on plants and wildlife. We welcome your ideas too. Join us for a trip to the farm!
July 21 – 25 2014 $89 per program

More Opportunities at UW-Richland

UW-Richland Fall Preview
Learn about UW-Richland and our guaranteed transfer program through a campus and resident hall tour, hear from a panel of students, receive financial aid and scholarship information, and meet faculty and staff.
Register at richland.uwc.edu or call 647-6186 x264.
W October 23 10:00 – 12:00 pm Free

UW-Richland Theatre presents: “Night of the Living Dead”
A play based on the 1968 classic black-and-white horror film. The action begins in an isolated rural cemetery and escalates to brother and sister being trapped in an old farm house. Will these innocent victims survive the night? Performances held in the UW-Richland CopperTop Theatre November 1 and 2 from 7:30 – 9:00 pm and November 3 from 1:30 – 3:00 pm.
Nov. 1, 2, & 3 $10

Youth Opportunities

College for Kids and Middle School U 2014
These educational enrichment programs are designed for students identified by local schools as academically or creatively talented. Our key objective is to provide alternative and advanced experiences by offering 22 classes during CFK and 12 during MSU in science, English, physical education, and theatre. CFK is for students entering grades 4-6 and is from 8:30 – 11:45 am. MSU is for students entering grades 6-9 and is from 12:45 – 4:30 pm.

Taste of Richland
Learn about UW-Richland and our guaranteed transfer program through a campus and resident hall tour, hear from a panel of students, receive financial aid and scholarship information, and meet faculty and staff.
Register at richland.uwc.edu or call 647-6186 x264.
W April 23 3:00 – 5:00 pm Free

Online Courses and Certificates

We offer a variety of short term courses that last up to 6 weeks and begin at $99. These courses are on a variety of topics including:
- Accounting and Finance
- Business
- College Readiness
- Computer Applications
- Design and Composition
- Health Care and Medical
- Law and Legal
- Personal Development
- Teaching and Education
- Writing and Publishing

For specific information: www.ed2go.com/richland

For more of these courses call 647-6186 x227 or visit http://www.yougoclass.org/catalog.cfm/UWRichland

Our partner LERN offers short term courses and certificates including:
- Media Buying Strategies
- Dementia Care for Family Care Givers
- Students with ASD
- Using Cell Phones in the Classroom
- Social Media for Business Certificate
- Management Certificate
- Entrepreneurship Certificate

For more of these courses call 647-6186 x227 or visit http://www.yougoclass.org/catalog.cfm/UWRichland.

We also partner with UW-Milwaukee School of Continuing Education to offer certificates in:
- Solution Focused Brief Therapy
- Family Medicine
- Train the Trainer
- Project Management
- Organizational Development

For more information on these courses email rince@uwc.edu or call 647-6186 x 227.