Macomb Community College
Workforce & Continuing Education

SCHEDULE OF CLASSES

SEPTEMBER–DECEMBER 2016

Online Registration begins Thursday, July 21, 2016, 8 AM
On-campus Registration begins Monday, August 1, 2016, 8 AM

BECOME A LEADER OF THE FUTURE!

Our Project Management program will take your business skills to the next level.

See page 5 for details.

www.macomb.edu | Registration Information: Page 28
Workforce & Continuing Education at Macomb Community College

Our classes are stimulating, conveniently scheduled, and taught by experts in the field. Our goal is to provide you with job skills, professional development, and opportunities for personal growth. Read on...register...and advance!

Visit us online today: www.macomb.edu/continuinged

READY TO BECOME A STRONGER LEADER?

Our Project Management certificate program (page 5) will teach you how to strategically pull together people and resources to ensure that new initiatives are delivered on-time, on-budget and on-target. You’ll learn about planning, team building, leadership principles, assigning resources, tracking progress, budgeting and project evaluation, and you’ll be introduced to Microsoft Project, a leading project management tool.
## 2 EASY WAYS TO REGISTER FOR CLASSES!

**ONLINE:** Go to www.macomb.edu. Click on **Apply Now** in the upper right. New students—Click on **RED** New Continuing Education Students box. Returning students—Click on **BLUE** Current and Returning Continuing Education Students.

**WALK-IN:** Monday and Tuesday: 8AM-6PM (Office closes at 4:30PM on November 22, December 19 & 20) Wednesday through Friday: 8AM-4:30PM (Office closes at 11:30AM on October 21) Campuses closed: September 5, November 24-25, December 23, 26, 30. South Campus, K-Building, Room 351; Center Campus G-Building, Room 110.

For registration assistance, call 586.445.7999.

### Continuing Education Students

- Online: [Go to www.macomb.edu](http://www.macomb.edu). Click on the Red box in the upper right. New Students—Click on the box. Returning students—Click on the Blue box. For registration assistance, call 586.445.7999.

### Career Workshops

- 255 Career Workshops

### Art

- 255 Art

### Automotive

- 255 Automotive

### Business

- 255 Business
- Administrative Assistant Professional
- Entrepreneurship Certificate
- Project Management
- Social Media Certificate

### C4K: College for Kids

- 255 C4K: College for Kids

### Computer Skills

- 255 Computer Skills
- Basic Computer Skills Certificate
- Workplace Computing Certificate
- Advanced Excel Workshops

### Construction

- 255 Construction

### Court Reporting

- 255 Court Reporting

### English as a Second Language (ESL)

- 255 English as a Second Language (ESL)

### Entertainment Arts

- 255 Entertainment Arts
- Acting
- Finance
- Floral Design Certificate
- SCECHs
- Foreign Language
- Graphic Design
- Health Care Training
- Nursing Assistant
- Home Care Assistant
- Certified Professional Coding
- Certified Medical Reimbursement Specialist
- Medical Biller/Coder Professional Development
- Certified Personal Fitness Trainer
- Pharmacy Technician
- Phlebotomy
- Laboratory Assistant
- Health and Wellness
- Jewelry Trades Certificate
- Landscaping
- Basic Landscape Design Certificate
- Environmental Horticulture Certificate
- Special Populations/SPH/DHP Program
- Photography
- Photographic Arts Certificate
- Photography Workshops
- Quality and Lean Management Processes
- Core Tools Training Certificate
- Real Estate
- Writing

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*The Workforce & Continuing Education schedule is published periodically by Macomb Community College, 14500 E. 12 Mile Rd., Warren, MI 48088-3896*
THE PRESIDENT’S PHOTOGRAPHER: 50 YEARS INSIDE THE OVAL OFFICE

Produced and traveled by the National Geographic Society

WED. JULY 13—SAT. OCTOBER 15, 2016

The President’s Photographer: 50 Years Inside the Oval Office is presented free of charge.

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586.445.7348 | LorenzoCulturalCenter.com
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THE ALBERT L. LORENZO
Cultural Center
AT MACOMB COMMUNITY COLLEGE

Stay connected…
CAREER WORKSHOPS

Sign up to learn about exciting and in-demand classes and programs offered by Workforce & Continuing Education at Macomb. Learn more about the career options that await you!

Career Workshop: Health  WKSP-8000
An interactive workshop that explores various health careers. This workshop is mandatory for those interested in the Nursing Assistant, Certified Professional Coder, and Certified Medical Reimbursement Specialist programs. (2 Contact Hours)

42777.....W............8/17/16-8/17/16 ........6:00 PM-7:55 PM.................SOU.......K324.................Valin, M.
44303.....W............9/14/16-9/14/16 ........6:00 PM-7:55 PM.................SOU.......K324.................Valin, M.
44304.....W............10/19/16-10/19/16 ........6:00 PM-7:55 PM.................SOU.......K324.................Valin, M.
44306.....W............11/16/16-11/16/16 ........6:00 PM-7:55 PM.................SOU.......K324.................Valin, M.
44307.....W............12/14/16-12/14/16 ........6:00 PM-7:55 PM.................SOU.......K324.................Valin, M.

Career Workshop: Court Reporting  WKSP-8003
Anyone interested in becoming a Court Reporter must attend this mandatory meeting. Program details will be discussed. Call 586.226.4722 or email bosilkovskie@macomb.edu to reserve a spot. (2 Contact Hours)

43886.....W............12/17/16-12/17/16 ........6:00 PM-7:55 PM...................CTR.......H203..................Bosilkovski, E.

Career Workshop: Entrepreneur  WKSP-8004
This interactive workshop is for new entrepreneurs and those who want to stay in business. Learn about the information and skills critical to the success of any business, large or small. (1 Contact Hour)

44169.....T ............8/30/16-8/30/16 ........6:30 PM-7:25 PM...................CTR.......B113.................Morandini, D.

Career Workshop: Personal Fitness Trainer  WKSP-8006
An interactive workshop to explore a career as a Personal Fitness Trainer. This workshop is mandatory for those interested in the Certified Fitness Trainer FTNS-9000 course. (1 Contact Hour)

44292.....Sa............9/17/16-9/17/16 ........10:00 AM-10:55 AM..................CTR.......H220..WORLD INSTR TRAINING SCHOOL

Career Workshop: Jewelry  WKSP-8009
An interactive workshop to explore a career in the jewelry industry. (1 Contact Hour)

44208.....T ............9/13/16-9/13/16 ........6:30 PM-7:25 PM...................SOU.......S135.................Vicary, J.
44394.....T ............12/20/16-12/20/16 ........6:30 PM-7:25 PM...................SOU.......S135.................Vicary, J.

Social Media for Business Workshop  WKSP-8024
Explore how social media marketing will help launch and grow a business. This interactive workshop can answer your questions! (1 Contact Hour)

44218.....W............8/31/16-8/31/16 ........6:30 PM-7:25 PM...................CTR.......B107..................Herr, A

ART

Watercolor Painting  ARTS-8004
Explore basic watercolor techniques as you develop a style of your own. No experience required. Supplies needed. Supply list available at www.macomb.edu. (24 Contact Hours)

43953.....T ............9/20/16-11/8/16 ........12:00 PM-2:55 PM..................$150......SOU.......R145..................Thomas, M.
43955.....Th............9/22/16-11/10/16 ........12:00 PM-2:55 PM..................$150......SOU.......R145..................Thomas, M.

Advanced Watercolor Painting  ARTS-8029B
Continue your watercolor exploration as you begin to create a personal portfolio of paintings. Some from your own reference photographs. Watercolor experience required. Supplies needed. Supply list available at www.macomb.edu. (12 Contact Hours)

44106.....T ............11/29/16-12/20/16 ........12:00 PM-2:55 PM..................$75.......SOU.......R145..................Thomas, M.
44107.....Th............12/1/16-12/22/16 ........12:00 PM-2:55 PM..................$75.......SOU.......R145..................Thomas, M.

Drawing What You See  ARTS-8039
This class is based on elements from the books “Drawing from the Right Side of the Brain” and “The Artist Way.” Examine areas of creative thinking and exercise hand-and-eye coordination while creating art. Students will draw what they see and develop a portfolio of their work. (18 Contact Hours)

43956.....T ............10/11/16-11/15/16 ........6:00 PM-9:55 PM..................$120......SOU.......E305..................Smith, M.

AUTOMOTIVE

Small Engine Repair  AUTO-8034
This course offers students exposure to the various pieces of shop equipment/tools and details of small engine repair. It will focus on the servicing and repairing of two- and four-cycle engines. The class will service and repair mechanical, ignition, electrical, fuel, cooling, and starting systems. Disassembly, inspection for wear, assembly, and proper serviceability techniques using appropriate materials and proper check procedures for service/repair are stressed. (30 Contact Hours)

44204.....Th............9/20/16-10/20/16 ........6:00 PM-8:55 PM..................$329......SOU.......M123.................Houchen, E.
BIZINESS

ADMINISTRATIVE ASSISTANT PROFESSIONAL

Skilled and professional administrative assistants are invaluable members of an organization. Learn how to gain a business edge with an online efficient office, improved communication skills, and stellar customer service. Use interactive exercises to practice new skills in a fun, high-energy environment. Earn the Administrative Assistant Professional Certificate by completing the recommended course, BSNS-8020, and the following required courses: BSNS-8005, BSNS-8006, BSNS-8007, BSNS-8008A, and BSNS-8009. Students may also earn the Administrative Assistant Professional with Workplace Computing Skills Certificate by taking the required classes listed above along with CSFT-8080, CSFT-8081, CSFT-8082, and CSFT-8083. For information, contact the program coordinator at 586.498.4121 or continuinged@macomb.edu.

Overview of Administrative Assistant Profession  BSNS-8020
Organizations now recognize that administrative assistants perform a key role in any industry. Explore the administrative assistant profession and potential career opportunities in this growing field. Learn the steps to prepare for entry into this profession. (2 Contact Hours)
44004.....W............9/7/16 - 9/16 ........ 6:00 PM-7:55 PM....$35 ..........CTR ..........H203............................Rogers, B.

Professionalism for the Administrative Assistant  BSNS-8005
Discover the nine critical skills needed to become a successful administrative assistant. Explore workplace teams and effective team behavior. Understand the components of professionalism. Learn how to arrange effective meetings, travel, and much more. Text required. (12 Contact Hours)
44005.....W............9/12/16 - 9/21/16 ........ 6:00 PM-8:55 PM....$160 .......CTR ........H210............................Rogers, B.

Customer Service  BSNS-8006
Become a superior customer service representative. Examine customer interaction and the traits of top organizations. Explore ways to add value to every transaction along with the best practices used to create loyal, life-long customers. Text required. (12 Contact Hours)
44018.....W............10/10/16 - 10/19/16 ........ 6:00 PM-8:55 PM....$160 ..........CTR ..........H210............................Pittman, L.

Communication for Administrative Assistants  BSNS-8007
Through interactive sessions, learn how to develop effective internal and external communication. Learn to easily interact at business meetings or with customers. Text required. (12 Contact Hours)
44017.....W............9/26/16 - 10/5/16 ........ 6:00 PM-8:55 PM....$160 ..........CTR ........F115............................Rogers, B.

Organizing Skills  BSNS-8008A
Learn to be efficient and effective in the workplace. Includes time management, paper and electronic record keeping, timely follow-through, and maintenance of a clutter-free environment. Discover the correlation between work habits and productivity. Text required. (12 Contact Hours)
44007.....W............11/7/16 - 11/16/16........ 6:00 PM-8:55 PM....$160 ..........CTR ..........H210............................Rogers, B.

Bookkeeping for the Administrative Assistant  BSNS-8009
Learn accounting terminology and the purpose of financial statements. Explore original entry books and the general ledger. Discover how bookkeeping is a communication tool to users of the data. Text required. (9 Contact Hours)
44006.....W............10/24/16 - 10/31/16 ........ 6:00 PM-8:55 PM....$130 .......CTR ........H210............................Kramer, M.

ENTREPRENEURSHIP CERTIFICATE

The Workforce & Continuing Education Entrepreneurship Certificate is awarded upon successful completion of the following 7 required courses: ENTR-8000, ENTR-8013, ENTR-8023, ENTR-8045A, ENTR-8049, ENTR-8003A, and ENTR-8046 which are sponsored in cooperation with the Center for Innovation and Entrepreneurship at Macomb Community College and are designed for the new entrepreneur and those who want to stay in business. They contain the information and skill development critical to the success of any business, large or small. For information, contact the program coordinator at 586.498.4121 or continuinged@macomb.edu.

Starting a Business  ENTR-8000
Explore what it takes to start your own business. Find out what to do first, how much money you will need, and where to go for help. (6 Contact Hours)
44130.....W............9/7/16 - 9/14/16 ........ 6:00 PM-8:55 PM....$85 ..........CTR ........H213.............................Morandini, D.
Protect Your Small Business  ENTR-8003A
Use the law to protect you and your small business and to choose the best legal entity to protect your business from personal liability, unnecessary taxes, and internal or external fights. Taught by an attorney. (3 Contact Hours)

44370. W. 12/16/16 - 12/16/16. 6:00 PM-8:55 PM. $95. CTR. H210. Gottwald, W.

Business Plan: Roadmap to Success  ENTR-8013
Develop a comprehensive business plan. Define a target market, identify competitors, develop an operating budget, and ascertain financing needs. A team of experts will analyze business plans and offer recommendations. (18 Contact Hours)

44132. M. 9/19/16 - 10/24/16. 6:00 PM-8:55 PM. $160. CTR. H203. Morandini, D.

Marketing Strategies that Work  ENTR-8023
Investigate competitive strategies that attract customers. Explore niche marketing, research the best marketing opportunities, and learn how to enter new markets. (9 Contact Hours)

44163. MW. 11/12/16 - 12/5/16. 6:00 PM-8:55 PM. $99. CTR. H203. Morandini, D.

Financing Your Business  ENTR-8045A
Explore financing sources for small business and their benefits/drawbacks. Learn how and what to get ready before going to the bank for a loan. Discuss the 5 Cs: Conditions, Capital, Character, Collateral, and Cash Flow. (3 Contact Hours)

44164. M. 12/16/16 - 12/12/16. 6:00 PM-8:55 PM. $75. CTR. F115. Morandini, D.

Accounting for Small Business  ENTR-8049
Explore bookkeeping through an overview of accounting principles, processes, and the rules all small business bookkeepers need to know. Understand basic financial statements and how to report income and expenses. (18 Contact Hours)

44166. MW. 11/26/16 - 11/21/16. 6:00 PM-8:55 PM. $160. CTR. H203. Kramer, M.

Taking the Next Steps—Getting Started  ENTR-8046
Completion of previous 6 classes required. Review and assess your business strategy and identify your next steps. Bring your planner to schedule an appointment with the Center for Innovation and Entrepreneurship at Macomb Community College. (3 Contact Hours)

44165. W. 12/14/16 - 12/14/16. 6:00 PM-8:55 PM. $75. CTR. H213. Morandini, D.

PROJECT MANAGEMENT

The following classes are for individuals who wish to understand and improve their project management and leadership skills as well as pass the CAPM or PMP exam. Complete both required classes, BSNS-8016A and BSNS-8018, to receive a Workforce & Continuing Education Certificate in Project Management. For information, contact the program coordinator at 586.498.4121 or continuinged@macomb.edu.

Project Management Practice Exam  BSNS-8019
Take a practice exam session to assess your readiness to take either the CAPM or PMP exams. Results of the practice exam will be available at the end of the class. (4 Contact Hours)

42501. Sa. 9/10/16 - 9/10/16. 9:00 AM-12:55 PM. $125. CTR. H220. Gottwald, W.

Overview of Project Management  BSNS-8017
Organizations now recognize that project managers can improve business performance in any industry. Explore the project management profession and potential career opportunities in this growing field. Learn the steps to prepare for entry into this profession. (2 Contact Hours)

43980. M. 9/12/16 - 9/16/16. 6:00 PM-7:55 PM. $35. CTR. H213. Gottwald, W.

Fundamentals of Project Management  BSNS-8016A
Study the five process groups and nine knowledge areas of project management from the Project Management Body of Knowledge. Examine professionalism, ethics, and case studies. Work individually and in teams to practice processes and concepts. Text Required. Laptop and MS Project recommended. (36 Contact Hours)

43982. MW. 9/16/16 - 10/19/16. 6:00 PM-8:55 PM. $550. CTR. H213. Gottwald, W.

Project Leadership and Management  BSNS-8018
Explore the role and key competencies of project leaders. Learn a step-by-step approach to leadership and team-building. Examine Leadership Ethics, Leadership and Project Strategy, and Leadership and the Political Side of Project Management. Text required. (30 Contact Hours)

43983. MW. 11/26/16 - 12/17/16. 6:00 PM-8:55 PM. $475. CTR. H213. Gottwald, W.
The following classes are designed to help entrepreneurs and business people market their business using social media. Complete all required classes, ENTR-8058, ENTR-8054, ENTR-8055, ENTR-8056, ENTR-8057, ENTR-8060, and ENTR-8061 to receive a Workforce & Continuing Education Certificate in Social Media. For information, contact the program coordinator at 586.498.4121 or continuinged@macomb.edu.

Social Media 101 ENTR-8058A
What is social media? Discover why you should use social media to build your personal brand, your business, or to connect with customers. Explore social media tools in this overview class. (3 Contact Hours)
44013..... 9/6/16 - 9/6/16 6:00 PM-8:55 PM....$45.......CTR ......B107 .......................Herr, A.

Facebook for Business ENTR-8054
Basic computer skills required. Discover how to create, edit, tweak, and promote a Facebook account. Using Facebook tools (including 3rd party development), build and manage business campaigns online. Also suited to people simply interested in knowing more about social networking. (9 Contact Hours)
44014.....10/6/16 - 10/27/16 6:00 PM-8:55 PM....$99 ..........CTR ......B107 .......................Herr, A.

Digital Marketing for Business ENTR-8055
Basic computer skills required. Discover how your competition is always ahead of you in search engine results. Explore other social media tools and strategies to help achieve top rankings in search engines and to create content your audience wants. (9 Contact Hours)
44010.....11/3/16 - 11/17/16 6:00 PM-8:55 PM....$99 ........CTR ......B107 .......................Herr, A.

LinkedIn for Business ENTR-8056
Basic computer skills required. Learn how to structure an engaging LinkedIn profile to network with other business professionals. Make the best use of LinkedIn groups to raise awareness of your business and reach a targeted audience. (9 Contact Hours)
44011.....10/20/16 - 10/27/16 6:00 PM-8:55 PM....$99 ........CTR ......B107 .......................Herr, A.

Twitter for Business ENTR-8057
Basic computer skills required. Learn how to create, edit, tweak, and promote a Twitter account in this hands-on course. Explore various Twitter tools to build and manage business campaigns online using teamwork and individual use of Internet-enabled PCs. (9 Contact Hours)
44012.....9/8/16 - 9/15/16 6:00 PM-8:55 PM....$99 ........CTR ......B107 .......................Herr, A.

Search Engine Optimization ENTR-8060
Basic computer skills required. Learn how search engine optimization (SEO) will help draw traffic to your website from listings on search engines. Explore other social media tools and SEO strategies to help achieve top rankings. (6 Contact Hours)
44015.....12/13/16 - 12/15/16 6:00 PM-8:55 PM....$75 ..........CTR ......B107 .......................Herr, A.

Pay-Per-Performance Marketing ENTR-8061
Basic computer skills required. Explore performance-based marketing which includes Pay-Per-Click, Pay-Per-Impression, and Pay-Per-Call—all types of sponsored online advertising used on websites and search engines. Learn how to advertise on desktop, mobile, and tablet devices and create an advertising campaign to increase brand awareness, generate sales/leads, and advertise to target audiences. (6 Contact Hours)
44016.....12/6/16 - 12/8/16 6:00 PM-8:55 PM....$75 ..........CTR ......B107 .......................Herr, A.

C4K: COLLEGE FOR KIDS
Macomb Community College’s C4K: College for Kids provides educational opportunities and a ‘college campus connection’ for students ages 3 to 17. Through fun activities and enriching, memorable experiences, students learn and succeed through personal achievement. Partial scholarship opportunities may be available. Email C4K@macomb.edu for application.

Tiny Tunes Piano Pre-School Beginner, Ages 3-4 KIDS-9204
Designed specifically for pre-schoolers. This is a BIG FUN, delightfully simple piano program. Lessons include everything needed to help jump start your child’s musical education. By the end of the course, your child will be able to sing and perform simple songs like Mary had a Little Lamb, Twinkle Twinkle Little Star, and/or Jingle Bells. Music increases attention span, logic, and reasoning skills. Parents must attend. “No class” dates will be announced in class. (6 Contact Hours)
44285.....9/17/16 - 10/22/16 10:00 AM-10:55 AM $85 ........CTR ......L117-5 ....TINY TUNES PIANO PROGRAM
44286.....11/5/16 - 12/17/16 10:00 AM-10:55 AM $85 ........CTR ......L117-5 ....TINY TUNES PIANO PROGRAM
Tiny Tunes Piano “Young 55” Beginner, Ages 5-6  KIDS-9205

Designed specifically for children who are just learning how to read and write. Introduce your child to the world of music with all the fundamentals needed to encourage, nurture, and motivate learning and have fun. At course end, your child will be able to sing and play a ton of Tiny Tunes. Children who study music at an early age come out ahead in math and science! Parents welcome. (6 Contact Hours)

44287.....Sa............9/17/16 - 10/22/16 ..... 11:00 AM-11:55 AM ...$85..........CTR ......L117-5....TINY TUNES PIANO PROGRAM
44288.....Sa............11/5/16 - 12/17/16 ..... 11:00 AM-11:55 AM ...$85..........CTR ......L117-5....TINY TUNES PIANO PROGRAM

Tiny Tunes Piano Intermediate, Ages 6-7  KIDS-9214

Designed specifically for the advancing beginner. Classes are faster paced and big fun for students and parents alike. Lessons include line and space note recognition, two-handed playing, skip rhythms, flashcards, cross-hand techniques, and some very interesting and exciting Tiny Tunes. Studying music builds self-esteem, memory, and verbal ability. (6 Contact Hours)

44289.....Sa............9/17/16 - 10/22/16 .... 12:00 PM-12:55 PM ...$85..........CTR ......L117-5....TINY TUNES PIANO PROGRAM
44290.....Sa............11/5/16 - 12/17/16 ..... 12:00 PM-12:55 PM ...$85..........CTR ......L117-5....TINY TUNES PIANO PROGRAM

COMPUTER SKILLS

Bring a USB drive to the first session of any software class. For information, contact the program coordinator at 586.498.4121 or continuinged@macomb.edu.

Quickbooks Pro Level 1  CSFT-8078

Keyboarding skills recommended. For small businesses to keep their books easily and accurately using Quickbooks Pro 2016. Create your own company file. Includes management principles and skills for dealing with customers, vendors, and banking transactions. Text and USB drive required. (15 Contact Hours)


Quickbooks Pro Level 2  CSFT-8079

Learn advanced skills to assist with physical inventory; sales tax; payroll; and asset, liability, and equity accounts on Quickbooks Pro 2016. Includes class, estimate and tracking features, report customization, and template creation. Text and USB drive required. (15 Contact Hours)


BASIC COMPUTER SKILLS CERTIFICATE

Begin with basic computer skills classes if you are a novice computer user and are seeking computer job skills. Earn the Basic Computer Skills certificate by completing the following required courses: CSFT-8059B, CSFT-8001C, and CSFT-8063B. For information, contact the program coordinator at 586.498.4121 or continuinged@macomb.edu.

Keyboarding Basics  CSFT-8059B

Basic computer skills required. Tired of two-finger typing at your computer? Using computer software, learn the home row, alphabetic keys, and basic punctuation keys using the touch method. Bring USB drive and earbuds/earphones to 1st session. Text including software required. (16 Contact Hours)

44217.....F ..........9/30/16-11/18/16 ...... 9:00 AM-10:55 AM ...$150 .......CTR .......E115 ............Romanczyk, V.

Introduction to Computers  CSFT-8001C

This is the class for beginners to start with. Learn basic computer skills including using Windows, typing with a word processor, navigating the web, and working with email. Text and USB drive required. (15 Contact Hours)

44212.....Sa..........9/10/16 - 10/8/16 .......... 9:00 AM-11:55 AM ...$125 ........CTR ........E115 ............Romanczyk, V.
44404.....F ............9/16/16-10/14/16 ...... 6:00 PM-8:55 PM ....$125 ......SOU ......J139 ............Lofquist, J.
44213.....Sa..........11/5/16-12/10/16 ...... 9:00 AM-11:55 AM ...$125 .........CTR ......E115 ............Romanczyk, V.

Microsoft Office 2013  CSFT-8063B

Basic computer skills required. Review computer concepts and explore basic techniques of Microsoft Word, Excel, PowerPoint, and Access. Keyboarding skills recommended. Text and USB drive required. (30 Contact Hours)

44323.....Th..........9/8/16-11/10/16 ...... 6:00 PM-8:55 PM ....$265 ......SOU ......C334 ............Burton, M.
44321.....Sa..........9/10/16-11/12/16 ...... 9:00 AM-11:55 AM ...$265 ......SOU ......E311 ............Haslett, D.
44322.....MW ........9/12/16-10/12/16 ..... 6:00 PM-8:55 PM ....$265 ......CTR ......B122 ............Bosek, L.
44324.....F ..........9/30/16-12/9/16 ...... 6:00 PM-8:55 PM ....$265 ......CTR ......B122 ............Bosek, L.
Workplace Computing classes are designed for learners who are seeking a solid basic understanding of Word, Excel, PowerPoint, and Access. The Workplace Computing Certificate is awarded upon completion of CSFT-8080, CSFT-8081, CSFT-8082, and CSFT-8083. Students may also earn the Administrative Assistant Professional with Workplace Computing Skills Certificate by taking the required classes above along with BSNS-8005, BSNS-8006, BSNS-8007, BSNS-8008A, and BSNS-8009. For information, contact the program coordinator at 586.498.4121 or continuinged@macomb.edu.

Word 2013 CSFT-8080
Basic computer skills required. Learn introductory and intermediate skills. Topics include ribbon interface; working with text; printing; using proofreading tools; creating bulleted and numbered lists; tables; newsletter columns; WordArt and clip art; document themes; styles; picture editing; and Mail Merge. Textbook and USB drive required. Keyboarding skills recommended. (24 Contact Hours)
44317.....F..................9/2/16-10/21/16......6:00 PM-8:55 PM.....$199.......SOU.......E311........................Burton, M.
44403.....MW .........10/3/16-10/26/16 ......6:00 PM-8:55 PM.....$199.......CTR ......N210........................LoFquist, J.

Access 2013 CSFT-8081
Basic computer skills required. Learn introductory and intermediate Access skills. Topics include ribbon interface; creating tables in datasheet view; previewing and printing data; designing databases; creating database objects; formatting tables; lookup fields; field properties; queries; designing a relational database; split forms; creating and modifying reports; parameter queries; crosstab queries; and more. Textbook and USB drive required. Keyboarding skills recommended. (24 Contact Hours)
44008.....F ..................9/9/16-10/28/16 ......5:30 PM-8:25 PM.....$199......SOU........C38............................Dean, K.

Excel 2013 CSFT-8082
Basic computer skills required. Learn introductory and intermediate skills. Topics include ribbon interface; entering and editing data; selecting cells and ranges; printing worksheets; inserting and deleting columns, rows, and cells; charts; large worksheets and workbooks; and more. Textbook and USB drive required. Keyboarding skills recommended. (24 Contact Hours)
44319.....Sa ..........10/22/16-12/17/16 ......9:00 AM-11:55 AM .....$199 .........CTR ........B122..........................Rosiek, C.

PowerPoint 2013 CSFT-8083
Basic computer skills required. Learn introductory and intermediate PowerPoint skills. Topics include ribbon interface; document themes; bulleted lists; outlines; formatting text; printing presentations; transitions; clip art and graphics; charts; slide show delivery; editing presentations; handouts; creating hyperlinks; multimedia and sound; and more. Textbook and USB drive required. Keyboarding skills recommended. (24 Contact Hours)
44320.....Th................11/1/16-11/29/16 ......6:00 PM-8:55 PM.....$199 .........CTR ........R168..........................Rosiek, C.

Access 2013 Intermediate CSFT-8087
For those who have taken Access 2013 (CSFT-8081). Intermediate computer, keyboarding, and internet skills required. Learn intermediate Access skills. Topics include tables, queries, reports, macros, and VBA. Textbooks and USB drive required. (24 Contact Hours)
44009.....Th .............9/8/16-10/27/16 ......5:30 PM-8:25 PM.....$199 .........CTR ........H218............................Dean, K.

ADVANCED EXCEL WORKSHOPS

Employers are seeking people with advanced Excel skills. Sky rocket your Excel expertise with these comprehensive, hands-on workshops. Learn to quickly summarize, analyze, and display data to enhance your reports and presentations. Must have intermediate to advanced Excel proficiency in Excel 2013 or later. USB drive required. For information, contact the program coordinator at 586.498.4121 or continuinged@macomb.edu.

Taming Excel Charts CSFT-8075A
Employers are seeking people with advanced Excel skills. Must have intermediate to advanced Excel proficiency (Excel 2013 or later). USB drive required. Create Excel graphs to visualize your data using line, column, bar, 3-D, Pivot charts, and more. Examples used are derived from real-world scenarios. (3.5 Contact Hours)
44214.....F .............11/11/16-11/11/16 ......6:00 PM-9:25 PM.....$59 ......SOU .......J139 ................Blyakhman, A.

Mastering Excel PivotTables CSFT-8076A
Beginner to intermediate level MS Excel program knowledge and proficiency required. Pivot tables are one of the hidden Excel gems that intimidate most users. It is a surprisingly easy way to quickly summarize and analyze large amounts of data organized in rows and columns. Mastering this tool will help you stand out from approximately 85% of all other Excel users. Overcome your fears and become the de-facto Excel guru in your office! During this workshop, you will solve data analysis problems from ModelOff (World Financial Modeling competition). (6 Contact Hours)
44215.....Sa .............11/12/16-11/12/16 ......9:00 AM-3:55 PM .....$105 ......SOU ........C238 .................Blyakhman, A.
Excel Functions and Formulas CSFT-8077A
Must have intermediate to advanced level Excel proficiency (Excel 2013 or later). USB drive required. Apply advanced analytical concepts using formulas and functions. Topics covered include: logical operators; VLOOKUP function; string-manipulation, date, sum, and financial functions; Goal Seek Tool, and many others. No text required. Handouts will be provided. (6 Contact Hours)
44216.....Sa........10/15/16 -10/15/16....... 9:00 AM-3:55 PM.....$105........SOU........C238................Blyakhman, A.

CONSTRUCTION

The Builder’s Pre-License program at Macomb Community College is a job skill training program, which after successful completion of both Builder’s Pre-License Segment I (INDT-8022) and Builder’s Pre-License Segment II (INDT-8023) courses, students will be prepared to sit for the Michigan State Builder’s License exam (additional fee through the State of Michigan at time of exam). The Segment I course training will present business management, estimating, design and building science, contracts, risk management, marketing, and sales. The Segment II course training will present project management, scheduling, and current Michigan Residential and Construction Safety Standards, along with management, marketing, and sales. For information, contact 586.498.4100 or workforcedev@macomb.edu.

Builder’s Pre-License Training Segment 1 INDT-8022
Segment 1 of the state-mandated Builder’s Pre-License training will present business management, estimating, design and building science, contracts, risk management, marketing, and sales. (30 Contact Hours)
44206.....MW ...........9/12/16 -10/5/16 .........6:00 PM-9:55 PM.....$425.......CTR ..........NCI ASSOCIATES, LTD.

Builder’s Pre-License Training Segment 2 INDT-8023
Segment 2 of the state-mandated Builder’s Pre-License training will present project management, scheduling, and current Michigan Residential and Construction Safety Standards along with management, marketing, and sales. (30 Contact Hours)
44205.....MW ...........10/17/16 -11/9/16.........6:00 PM-9:55 PM.....$425.......CTR ..........NCI ASSOCIATES, LTD.

Home Inspection INDT-8025
Learn how to set up a home inspection business. Follow the home inspection process and discover how to identify common problems, tool requirements, how to market, and what you’ll need to get started. (24.5 Contact Hours)
44207.....T ..........9/20/16 -11/1/16.........6:00 PM-9:25 PM.....$595 ........CTR ........E116 ...........NCI ASSOCIATES, LTD.

COURT REPORTING

Macomb Community College’s Court Reporting program is approved by the Michigan Department of Education as a prerequisite for the Certified Shorthand Reporting Examination and is taught by State Certified Court Reporters. Required courses include: CRTR-8000, CRTR-8016, CRTR-8022, CRTR-8007, CRTR-8014, CRTR-8017, CRTR-8024,CRTR-8025, CRTR-8009, CRTR-8011, and CRTR-8008. A minimum 40-hour internship is required to complete the program. Court Reporters must be certified through state and national exams. For information, contact the program coordinator at bosilkovskie@macomb.edu or 586.226.4722.

Real Time Court Reporting—Theory I CRTR-8000
Develop techniques of a conflict-free writing style, begin building an extensive dictionary, and learn about the world of closed-captioning. (97.5 Contact Hours)
43899.....TTh ..........8/30/16 -12/15/16 .......6:15 PM-9:25 PM.....$579 ........CTR ........H214................Bosilkovskie, E.
And TTh ..........8/30/16 -12/15/16 .......6:15 PM-9:25 PM.............CTR ........H203

Real Time Court Reporting—Theory III CRTR-8022
Writing techniques are applied while student begins process of speed building. Tests in literary, jury charge, and Q & A must be passed with 95% accuracy at speeds of 60, 80, and 100 wpm; CAT software is required. (97.5 Contact Hours)
43900.....TTh ..........8/30/16 -12/15/16 .......6:15 PM-9:25 PM.....$579 ........CTR ........H214................Bosilkovskie, E.
And TTh ..........8/30/16 -12/15/16 .......6:15 PM-9:25 PM.............CTR ........H213

For questions about registration, call 586.445.7999
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Description</th>
<th>Contact Hours</th>
<th>Days</th>
<th>Start Date</th>
<th>End Date</th>
<th>Times</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRTR-8007</td>
<td>Skill Building &amp; Development I</td>
<td>Begin the process of speed building and the introduction of legal, medical, and technical dictation. Speed levels are 120-140 wpm, and literary, jury charge, and Q &amp; A tests must be passed with 95% accuracy. (97.5 Contact Hours)</td>
<td>43901</td>
<td>TTh</td>
<td>8/30/16</td>
<td>12/15/16</td>
<td>6:15 PM-9:25 PM</td>
<td>Bosilkovski, E.</td>
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<tr>
<td>CRTR-8014</td>
<td>Skill Building and Development II</td>
<td>Continue the process of speed building. Speed levels are 160–180 wpm, and literary, jury charge, and Q &amp; A tests must be passed with 95% accuracy. (97.5 Contact Hours)</td>
<td>43902</td>
<td>TTh</td>
<td>8/30/16</td>
<td>12/15/16</td>
<td>6:15 PM-9:25 PM</td>
<td>Bosilkovski, E.</td>
</tr>
<tr>
<td>CRTR-8017</td>
<td>Skill Building and Development III</td>
<td>Continue the process of speed building. Speed levels are 180-225 w.p.m., and literary, jury charge, and Q &amp; A tests to be passed with 95% accuracy. Internship required. (97.5 Contact Hours)</td>
<td>43903</td>
<td>TTh</td>
<td>8/30/16</td>
<td>12/15/16</td>
<td>6:15 PM-9:25 PM</td>
<td>Bosilkovski, E.</td>
</tr>
<tr>
<td>CRTR-8008</td>
<td>Legal Terminology for Court Reporters</td>
<td>This course develops an understanding of legal terminology, the judicial system, and laws that govern court reporters. (49 Contact Hours)</td>
<td>43887</td>
<td>W</td>
<td>8/31/16</td>
<td>12/14/16</td>
<td>6:15 PM-9:25 PM</td>
<td>Bosilkovski, E.</td>
</tr>
<tr>
<td>ESLL-8008C</td>
<td>Grammar Connection I</td>
<td>Improve your current English language skills. Focus on grammar, conversation, and increasing vocabulary and life skills. Text and workbook required. (40 Contact Hours)</td>
<td>43969</td>
<td>TTh</td>
<td>9/13/16</td>
<td>11/17/16</td>
<td>4:00 PM-5:55 PM</td>
<td>Hendrick, M.</td>
</tr>
<tr>
<td>ESLL-8015C</td>
<td>Conversational Skills</td>
<td>Let’s talk. Improve your English language skills in a relaxed atmosphere. This course is for students who want to improve their fluency in English and take their conversational skills to the next level. Learn how to converse in social and business situations, express an opinion, and understand cultural gestures and idiomatic speech. Text and audio CDs required. (40 Contact Hours)</td>
<td>43970</td>
<td>TTh</td>
<td>9/13/16</td>
<td>11/17/16</td>
<td>6:00 PM-7:55 PM</td>
<td>Hendrick, M.</td>
</tr>
<tr>
<td>THEA-8006B</td>
<td>Stand Up Comedy 101</td>
<td>Learn and practice proven techniques used in comedy that will help you overcome stage fright and set your confidence and your funny bone free! Course will culminate with student “invitation only” stand-up comedy performance for family and friends. (8 Contact Hours)</td>
<td>44170</td>
<td>T</td>
<td>10/18/16</td>
<td>11/8/16</td>
<td>7:00 PM-8:55 PM</td>
<td>Arakelian, M.</td>
</tr>
<tr>
<td>THEA-8015</td>
<td>Stand Up Comedy 201</td>
<td>For those who have already taken Stand Up Comedy 101 and are looking for the next step. This class delves deeper into each topic with critical analysis and discussion to determine your customized comedy set. (10 Contact Hours)</td>
<td>44171</td>
<td>T</td>
<td>10/18/16</td>
<td>11/8/16</td>
<td>7:00 PM-8:55 PM</td>
<td>Arakelian, M.</td>
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</tbody>
</table>

**ENGLISH AS A SECOND LANGUAGE (ESL)**

**Grammar Connection I**

Improve your current English language skills. Focus on grammar, conversation, and increasing vocabulary and life skills. Text and workbook required. (40 Contact Hours)

**Conversational Skills**

Let’s talk. Improve your English language skills in a relaxed atmosphere. This course is for students who want to improve their fluency in English and take their conversational skills to the next level. Learn how to converse in social and business situations, express an opinion, and understand cultural gestures and idiomatic speech. Text and audio CDs required. (40 Contact Hours)

**ENTERTAINMENT ARTS**

**Stand Up Comedy 101**

Learn and practice proven techniques used in comedy that will help you overcome stage fright and set your confidence and your funny bone free! Course will culminate with student “invitation only” stand-up comedy performance for family and friends. (8 Contact Hours)

**Stand Up Comedy 201**

For those who have already taken Stand Up Comedy 101 and are looking for the next step. This class delves deeper into each topic with critical analysis and discussion to determine your customized comedy set. (10 Contact Hours)

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FINANCE

Introduction to the Stock Market   MNMG-8013
Familiarize yourself with the basics of the stock market. This course includes an introduction to terminology and ratios and will assist you in getting the full benefit from the Stock Market I class. (2.5 Contact Hours)
44356 ......W ........ 8/31/16-8/31/16 ...... 6:30 PM-8:55 PM ...... $40 .......... CTR ...... N141 .......................... Cure, N.

Stock Market I   MNMG-8010
Learn to use short-term timing tools including Stochastics, MACD, and RSI, and discover solutions to students’ stock market uncertainties. (17.5 Contact Hours)
44359 ......W ........ 9/7/16-10/19/16 ...... 6:30 PM-8:55 PM ...... $175 .......... CTR ...... N141 .......................... Cure, N.

Stock Market II   MNMG-8011
Discover six techniques to find value and growth for common stocks. Learn how to compute and use intermediate and long-term market timing tools. (17.5 Contact Hours)
44361 ......W ........ 10/26/16-12/14/16 ...... 6:30 PM-8:55 PM ...... $175 .......... CTR ...... N141 .......................... Cure, N.

Passport to Retirement   MNMG-8017
The sooner you become educated about retirement planning, the more prepared you will be to make informed financial decisions and build the wealth you will need. Learn about life planning and retirement planning concepts. 135-page workbook included. (5 Contact Hours)
44174 ......W ...... 10/4/16-10/11/16 ...... 6:00 PM-8:25 PM ...... $75 .......... CTR ...... N103 .......................... Malloch, R.
44178 ......Th ...... 10/13/16-10/20/16 ...... 6:00 PM-8:25 PM ...... $75 .......... CTR ...... N103 .......................... Malloch, R.

ACTING

Voiceover Training I   FILM-8044
Learn to use your voice as an instrument, understand what producers expect, discover how to take instruction, and acquire the industry contacts and materials needed to compete on a national level. This training is for professional and amateur voice artists and will benefit anyone who uses his/her voice for a living. Studio recording session will be announced and scheduled in Voiceover II. (12 Contact Hours)
44078 ......M ........ 9/16/16-10/24/16 ...... 7:00 PM-8:55 PM ...... $495 .......... CTR ...... L119 .......................... Hart, K.

Voiceover Training II   FILM-8045
Learn to use your voice as an instrument, understand what producers expect, discover how to take instruction, and acquire the industry contacts and materials needed to compete on a national level. This training is for professional and amateur voice artists and will benefit anyone who uses his/her voice for a living. Studio recording session will be announced and scheduled in Voiceover II. (12 Contact Hours)
44081 ......M ........ 11/7/16-12/16/16 ...... 7:00 PM-8:55 PM ...... $495 .......... CTR ...... L119 .......................... Hart, K.

Acting I for Adults   THEA-8007
Connect creativity, character, and emotion through improvisation, scene study, and exercises. Students will work in an ensemble environment with a focus on each individual’s vision. (10.5 Contact Hours)
44056 ......M ........ 9/16/16-10/17/16 ...... 7:00 PM-9:25 PM ...... $85 .......... SOU ...... S101 .......................... Staff

Acting 2 for Adults   THEA-8008
Explore advanced techniques of acting in a creative atmosphere. Broaden your range with classical and contemporary scene study, and use improvisation to enhance character development. (10.5 Contact Hours)
44055 ......M ........ 10/24/16-11/11/16 ...... 7:00 PM-9:25 PM ...... $85 .......... SOU ...... S101 .......................... Staff

Audition Workshop   THEA-8014A
Discover procedures and techniques for maximizing your effectiveness at auditions. Gain experience auditioning for theatre and film, constructing a resume, acquiring and selecting a headshot, and navigating the business of theatre. Acquire audition etiquette for theatre, film, and voiceovers and develop the skills to nail the audition. (14 Contact Hours)
44060 ......W ...... 10/5/16-11/16/16 ...... 7:00 PM-8:55 PM ...... $169 .......... SOU ...... S101 .......................... Staff
FLORAL DESIGN CERTIFICATE

The Floral Design program at Macomb Community College is comprised of 8 core courses: FLOR-8043, FLOR-8000B, FLOR-8001, FLOR-8007, FLOR-8002A, FLOR-8009B, FLOR-9002A, and FLOR-8042, which can be taken individually or as part of the certificate of completion program. These core courses teach students floral design, theory, concepts, and techniques—basic to advanced. Materials are included for all Floral Design classes, and students will be able to take their designs home. Students should register at least 48 hours in advance. Students should bring wire cutters and scissors to each class session. For information, contact the program coordinator at 586.498.4100 or workforcedev@macomb.edu.

Floral Identification and Use  FLOR-8043
Discover and understand the plethora of flora and their uses in design. Learn common and botanical names while realizing not only variety in color but the important attributes of the flowers, common and no so common, to the floral designer. (9 Contact Hours)
44338.....MT ............9/12/16-9/19/16 ........ 6:00 PM-8:55 PM.....$199 .....SOU ..........C119................Kiekbusch, K.

Fundamentals of Floral Design I  FLOR-8000B
Discover basic principles and elements of professional floral design. Step-by-step instruction will teach you how to work with fresh flowers and the tools of the trade. Create four arrangements to take home. Students will receive a Macomb Floral Design apron. (15 Contact Hours)
44339.....MT ............9/20/16-10/4/16 ........ 6:00 PM-8:55 PM.....$249 ......SOU ........C119................Kiekbusch, K.

Fundamentals of Floral Design II  FLOR-9001
Prerequisites: FLOR-8004 and FLOR-8000B
Practical application will be put to use from the two previous corequisite classes, as you understand and develop techniques and designs as a floral designer. (9 Contact Hours)
44340.....MT ............10/10/16-10/17/16 ........ 6:00 PM-8:55 PM.....$229 ......SOU ..........C119................Kiekbusch, K.

Intermediate Floral Design  FLOR-8007
Prerequisites: FLOR-8043 and FLOR-8000B
Take your designs to the next level. Add your own special touches to more advanced designs. (9 Contact Hours)
44341.....MT ............10/18/16-10/25/16 ........ 6:00 PM-8:55 PM.....$229 ......SOU ........C119................Kiekbusch, K.

Advanced Floral Design I  FLOR-8002A
Prerequisites: FLOR-8043 and FLOR-8000B
Continue to develop your skills. Experience the use of a greater variety of materials and work on a larger scale. Gain confidence to make your own design choices. (12 Contact Hours)
44393.....MT ............11/1/16-11/14/16 ........ 6:00 PM-8:55 PM.....$239 ......SOU .........C119................Kiekbusch, K.

Sympathy Design  FLOR-8009B
Prerequisites: FLOR-8043 and FLOR-8000B
Sympathy Design is a must-know for a valued floral designer and is the largest portion of floral sales and design in the industry. Creating these special arrangements is just part of the process. Learn how to do a consultation and receive hands-on training to create several designs which will include a sympathy spray and a casket spray. (12 Contact Hours)
44342.....MT ............11/15/16-11/28/16 ........ 6:00 PM-8:55 PM.....$259 .......SOU ..........C119................Kiekbusch, K.

Wedding Bouquets & Corsages  FLOR-9002A
Prerequisites: FLOR-8043 and FLOR-8000B
Create the newest wedding designs with hand-tied and cascading bouquets. Learn the latest gluing techniques in making corsages and boutonnieres. (12 Contact Hours)
44383.....MT ............11/29/16-12/12/16 ......... 6:00 PM-8:55 PM.....$259 .......SOU .........C119................Kiekbusch, K.

Advanced Techniques in Floral Design II  FLOR-8042
Prerequisites: FLOR-8043, FLOR-8000B, FLOR-8001, FLOR-8007, FLOR-8002A, FLOR-9002A, and FLOR-8009B
This capstone course will bring together all the elements you’ve learned throughout this program. Design large-scale arrangements while creating your OWN designs in this designer-level course. (18 Contact Hours)
44335.....W............9/21/16-10/26/16 ......... 6:00 PM-8:55 PM.....$475 ......SOU ........C119................Kiekbusch, K.

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A to Z Grant Writing .................................................................EDUC-8137A
Achieving Success with Difficult People ..................................EDUC-8434
An Introduction to Teaching ESL/EFL.....................................EDUC-8198
Blogging and Podcasting for Beginners ....................................EDUC-8085
Common Core Standards for English K–5 ............................EDUC-8321
Content Literacy ....................................................................EDUC-8447
Creating a Classroom Website ...............................................EDUC-8057
Creating Classroom Centers ..................................................EDUC-8443
Creating the Inclusive Classroom ............................................EDUC-8058
Creative Classroom ...............................................................EDUC-8240
Differentiated Instruction and Response to Intervention Connection ...EDUC-8442
Differentiated Instruction in the Classroom ...........................EDUC-8200
Differentiating K–12 Assessments ..........................................EDUC-8441
Empowering Students with Disabilities ....................................EDUC-8081
Enhancing Language Development ......................................EDUC-8149
Get Assertive! ........................................................................EDUC-8056
Get Grants! ............................................................................EDUC-8136
Grammar Refresher ...............................................................EDUC-8082
Guided Reading & Writing: Strategies for Maximum Student Achievement ...EDUC-8049
Guided Reading Strategies for the Differentiated Classroom ...EDUC-8201
Handling Medical Emergencies ............................................EDUC-8077
Leadership ............................................................................EDUC 8113
Math Refresher ......................................................................EDUC-8436
Microsoft PowerPoint 2013 in the Classroom .........................EDUC-8445
Ready, Set, Read! ..................................................................EDUC-8421
Response to Intervention ......................................................EDUC-8059
Singapore Math Strategies: Model Drawing Grades 1–6 ............EDUC-8060
Singapore Math Strategies: Number Sense ..............................EDUC-8084
Solving Classroom Discipline Problems ...................................EDUC-8152
Solving Classroom Discipline Problems II .............................EDUC-8052
Speed Spanish ........................................................................EDUC-8111
Survival Kit for New Teachers ................................................EDUC-8203
Teaching High School Students ............................................EDUC-8446
Teaching Math: Grades 4–6 ....................................................EDUC-8204
Teaching Preschool ...............................................................EDUC-8079
Teaching Science: Grades 4–6 .................................................EDUC-8199
Teaching Smarter w/Smart Boards .........................................EDUC-8083
Teaching Students with ADHD ..............................................EDUC-8440
Teaching Students with Autism ...............................................EDUC-8061
Teaching Students with Learning Disabilities .........................EDUC-8055
Teaching Writing Grades K–3 ...............................................EDUC-8444
Understanding Adolescents ....................................................EDUC-8150
FOREIGN LANGUAGE

Italian I  LANG-8059  Learn to converse and write in Italian. Gain the basic skills needed for travel. Explore culture, cuisine, local restaurants, and markets. Tips on how and what to order when traveling or dining locally included. Text required. (24 Contact Hours)
44138. ...W 9/14/16-12/7/16 5:00 PM-6:55 PM  $175.00  CTR  N108  Agazzi, I.

Continuing Italian I  LANG-8063  Continue learning, conversing, and writing Italian. Gain the basic skills needed for travel. Explore culture, cuisine, local restaurants, and markets. Prepare for the Intermediate Italian class. Complete remaining chapters in the text for LANG-8059. Text required. (24 Contact Hours)
44136. ...Th 9/15/16-12/8/16 6:00 PM-7:55 PM  $175.00  CTR  N108  Agazzi, I.

Intermediate Conversational Italian  LANG-8012A  Students will improve their vocabulary and continue to learn how to converse, read, and write Italian. Practice speaking this beautiful language and become familiar with the culture, cuisine, and music. Text required. (24 Contact Hours)
44131. ...W 9/14/16-12/7/16 7:00 PM-8:55 PM  $175.00  CTR  N108  Agazzi, I.

Intermediate Japanese  LANG-8024  Learn the Japanese alphabet, including simple conversations. Chinese characters (Kanji) will be explored as well as grammar points such as adjectives, verbs, and adverbs. Further discussion of Japanese culture and way of life will be explored. (16 Contact Hours)
44137. ...M 9/19/16-11/7/16 6:00 PM-7:55 PM  $125.00  CTR  N108  Valdoros, F.

Spanish II Intermediate  LANG-8062  Learn how to speak, read, and write Spanish at a second intermediate level for use at work, for travel to Spanish-speaking countries, and for mingling with friends and family. We will focus on perfecting the uses of the preterite and the imperfect, reflexive tenses, commands, and direct and indirect object pronouns. Text required. (24 Contact Hours)
44135. ...M 9/19/16-12/5/16 5:30 PM-7:25 PM  $175.00  CTR  N108  Hendrick, M.

GRAPHIC DESIGN

Graphic Design for Visual Presentations  DSGN-8007  Make your visual presentations look professional and communicate effectively. Get the latest, most advanced techniques on graphic design principles including layout, typography, and basic design considerations. Come away with more skills to create an effective and beautiful visual presentation on any presentation software program that you choose. VIRTUAL CLASSROOM. Students will be contacted via email for class start and processes. Taking all three classes earns a Certificate in Presentation Media. (16 Contact Hours)
44064. 11/7/16-12/2/16  $195.00  VIR  Staff

Photoshop for Presentations  DSGN-8008  Acquire the skills to navigate an extensive list of Photoshop features. You will gain both a foundational and advanced understanding of popular software and practice the most commonly used methods such as managing text, working with layers, and image file properties. You will find out the purpose of each photo editing tool and walk away with the skills to use them. You will even learn what the pros know. VIRTUAL CLASSROOM. Students will be contacted via email for class start and processes. Taking all three classes earns a Certificate in Presentation Media. (16 Contact Hours)
44062. 10/3/16-10/28/16  $195.00  VIR  Staff

PREZI  DSGN-8009  Bring your vision to life with Prezi and leave PowerPoint behind! Take a journey into the world of creative presentations! Learn how to use and engage your creative side for amazing presentations. Your audience will be stimulated with what you are presenting as well as how you are presenting. VIRTUAL CLASSROOM. Students will be contacted via email for class start and processes. Taking all three classes earns a Certificate in Presentation Media. (16 Contact Hours)
44061. 9/6/16-9/30/16  $195.00  VIR  Staff

Infographics  DSGN-8010  After taking this course in “Infographics,” you will be exposed to a powerful, concise way to present information. You will also learn the basics of designing infographics and be able to make your own simple infographic. Become familiar with Data Visualization and discover how to locate infographics websites, identify types of infographics, and finally how to present an infographic. Virtual classroom. (16 Contact Hours)
44063. 11/7/16-12/2/16  $195.00  VIR  Staff
HEALTH CARE TRAINING

Heart Saver First Aid & CPR/AED  HLTH-8095
This course meets the American Heart Association requirements for adult & child Heart Saver first aid, CPR and AED certification. A practical-based course aimed at developing skills in basic first aid, CPR for children and adults, care for the choking victim, and use of an automatic external defibrillator. Text required. (6 Contact Hours)

42640..F.................8/12/16-8/12/16...... 12:30 PM-6:25 PM...... $75 ........SOU...... C119................. Brigolin, K.
44242..F.................11/18/16-11/18/16..... 8:00 AM-1:55 PM...... $75 ........SOU...... C123................. Brigolin, K.

Basic Life Support for Healthcare Providers  HLTH-8096
Designed to provide a wide variety of healthcare professionals the ability to recognize several life-threatening emergencies, provide CPR, use an AED, and relieve choking in a safe, timely, and effective manner. American Heart Association BLS for Healthcare Providers Course completion card is valid for two years. Textbook required. (4 Contact Hours)

42636..Th................8/11/16-8/11/16....... 12:00 PM-3:55 PM...... $64 ........SOU...... C119................. Brigolin, K.
42637..Th................8/11/16-8/11/16....... 4:00 PM-7:55 PM...... $64 ........SOU...... C119................. Brigolin, K.
42638..Th.................8/12/16-8/12/16....... 8:00 AM-11:55 AM...... $64 ........SOU...... C119................. Brigolin, K.
44237..F..................9/23/16-9/23/16...... 8:00 AM-11:55 AM...... $64 ........SOU...... C129................. Brigolin, K.
44239..Sa................10/15/16-10/15/16..... 9:00 AM-12:55 PM...... $64 ........SOU...... C123................. Brigolin, K.
44240..F..................11/18/16-11/18/16..... 2:00 PM-5:55 PM...... $64 ........SOU...... C123................. Brigolin, K.

NURSING ASSISTANT

Upon successful program completion, which is comprised of courses HLTH-8038A and HLTH-8108, you will receive a Workforce & Continuing Education certificate and be eligible to take the Michigan Nurse Aide Competency Evaluation Test, which is required to become a State of Michigan Certified Nurse Assistant. Prior to registration, students must attend a mandatory orientation. Prior to the first day of class, students must complete a criminal background check, drug screen, TB test, and health physical at their personal expense. Prior to Clinical Practice, students must purchase a uniform. Details of each requirement will be reviewed at the mandatory orientation (WKSP-8000). For information, contact 586.226.4807 or healthcareers@macomb.edu.

Nurse Assistant  HLTH-8038A
Gain the knowledge and skills necessary to assist patients who need help with activities of daily living. Prepare to work in health care facilities or private homes under the direction of a registered nurse. Web-based learning will enhance classroom lectures. Students can access Canvas at My Macomb. Text required. (96 Contact Hours)

44251..MTWTh........9/6/16-9/29/16...... 9:00 AM-3:25 PM...... $850 ....SOU...... C121................. Brown, D.
And F.................9/9/16-9/9/16....... 9:00 AM-3:25 PM................SOU...... C121................. Brown, D.
44252..F................9/9/16-10/29/16..... 5:00 PM-9:55 PM...... $850 ....SOU...... C121................. Brown, D.
And Sa.................9/9/16-10/29/16..... 8:00 AM-4:55 PM................SOU...... C121................. Brown, D.
44253..MTWTh........11/7/16-12/1/16..... 9:00 AM-3:25 PM...... $850 ....SOU...... C121................. Brown, D.
And F.................11/18/16-11/18/16..... 9:00 AM-3:25 PM................SOU...... C121................. Brown, D.

Nurse Assistant Clinical  HLTH-8108
Participate in a 32-hour unpaid clinical experience. (32 Contact Hours)

44254..MTWTh........10/3/16-10/10/16..... 7:30 AM-1:55 PM...... $425 ......OFF ......OFF ................Brown, D.
And T.................10/11/16-10/11/16..... 7:30 AM-9:25 AM................SOU...... C121................. Brown, D.
44255..F................11/4/16-11/12/16..... 5:00 PM-9:55 PM...... $425 ......OFF ......OFF ................Brown, D.
And Sa................11/4/16-11/12/16..... 8:00 AM-4:55 PM................OFF ......OFF ................Brown, D.
44256..MTWTh........12/5/16-12/12/16..... 7:30 AM-1:55 PM...... $425 ......OFF ......OFF ................Brown, D.
And T.................12/13/16-12/13/16..... 7:30 AM-9:25 AM................SOU...... C121................. Brown, D.

The Macomb University Center
Bachelor's → Master's → Doctoral
HOME CARE ASSISTANT

Upon successful completion of this program, HLTH-8038A and HLTH-8110, you will receive a Workforce and Continuing Education Home Care Assistant certificate and gain the knowledge and skills necessary to assist clients living at home or in an Assisted Living Facility. The emphasis of this certificate is based on: homecare safety, companionship activities, planning and preparing meals, observation and documentation, transportation, assisting clients with the activities of daily living, and housekeeping chores. Prior to registration, students must attend a mandatory workshop, WKSP-8000. Prior to the first day of class, students must complete a criminal background check. Details of the requirements will be reviewed at the mandatory workshop. For information, contact 586.226.4807 or healthcareers@macomb.edu.

Nurse Assistant HLTH-8038A

Gain the knowledge and skills necessary to assist patients who need help with activities of daily living. Prepare to work in health care facilities or private homes under the direction of a registered nurse. Web-based learning will enhance classroom lectures. Students can access Canvas at My Macomb. Text required. (96 Contact Hours)

44251...MTWTh........9/6/16-9/29/16........9:00 AM-3:25 PM........$850......SOU......C121........................Brown, D. And F .............9/9/16-9/9/16........9:00 AM-3:25 PM........SOU......C121

44252...F................9/9/16-10/29/16.....5:00 PM-9:55 PM........$850......SOU......C121........................Brown, D. And Sa.............9/9/16-10/29/16.....8:00 AM-4:55 PM........SOU......C121

44253...MTWTh......11/7/16-12/11/16........9:00 AM-3:25 PM........$850......SOU......C121........................Brown, D. And F .............11/18/16-11/18/16.....9:00 AM-3:25 PM........SOU......C121

Home Care Assistant HLTH-8110

Home care is the fastest growing job opportunity in health care. Learn home care safety, companionship activities, plan and prepare meals, observation and documentation, transportation, assisting clients with activities of daily living and housekeeping chores. Prior to admittance into this class, students are required to successfully complete the Nurse Assistant HLTH-8038A portion of the Nursing Assistant Program. (6 Contact Hours)

44257...WTh..........10/12/16-10/13/16.....9:00 AM-11:55 AM........$75........SOU......C121........................Brown, D.

44258...WTh..........12/14/16-12/15/16.....1:00 PM-3:55 PM........$75........SOU......C121........................Brown, D.

CERTIFIED PROFESSIONAL CODING

Are you a detail-oriented, analytical, and business-minded thinker? A career in medical coding might be right for you! Upon successful program completion, WKSP-8000, CSFT-8063B, HLTH-8010A, HLTH-8102, HLTH-8103, and HLTH-8074, students will receive a Workforce and Continuing Education certificate and be prepared to take the internationally recognized Certified Professional Coder (CPC) exam, licensed by the American Academy of Professional Coders. More information about the exam can be found at www.aapc.com. WKSP-8000 Workshop: Health Careers is required prior to registration in the Medical Coding I course. For information, contact 586.226.4807 or healthcareers@macomb.edu.

Microsoft Office 2013 CSFT-8063B

Basic computer skills required. Review computer concepts and explore basic techniques of Microsoft Word, Excel, PowerPoint, and Access. Keyboarding skills recommended. Text and USB drive required. (30 Contact Hours)

44323...Th................9/8/16-11/10/16.......6:00 PM-8:55 PM........$265 ......SOU......C334...............Burton, M.

44321...Sa..............9/10/16-11/12/16.......9:00 AM-11:55 AM........$265 ......SOU......E311...............Haslett, D.

44322...MW............9/12/16-10/12/16........6:00 PM-8:55 PM........$265 ......CTR......B122...............Bosek, L.

44324...F...............9/30/16-12/9/16........6:00 PM-8:55 PM........$265 ......CTR......B122...............Bosek, L.

Medical Terminology HLTH-8010A

Develop a medical vocabulary through a word building system of prefixes, suffixes, root words, and combining forms. Build, identify, and understand appropriate medical terms. Text Required. (48 Contact Hours)

44243...M................8/22/16-10/31/16........5:30 PM-10:25 PM........$295 ......CTR......H215...............Klomp, B.

44295...T..............9/13/16-11/15/16.........5:30 PM-10:25 PM........$295 ......SOU......S136...............Howard, A.

Medical Coding I HLTH-8102

Prerequisites: CSFT-8063B (Microsoft Office 2013) or equivalent and HLTH-8010A (Medical Terminology) and WKSP-8000. Learn the rules and regulations of ICD-10-CM (International Classification of Diseases, 10th Ed., Clinical Modification) and understand the guidelines of the Evaluation and Management Codes to prepare to sit for the nationally recognized Certified Professional Coder (CPC) exam. Students will learn to apply coding skills to medical services provided in the medical office and hospital settings. Web-based learning will enhance classroom lectures. Students can access Canvas at My Macomb. Text required. (40 Contact Hours)

44345...T................8/16/16-10/18/16.......6:00 PM-9:55 PM........$395 ......SOU......C235...............Wietecha, L.

Check out the Workforce and Continuing Education catalog online at www.macomb.edu

Click Future Students. Click Class Offerings and Catalogs

Click NEW! Fall 2016 at bottom of page
Medical Coding II  HLTH-8103
Prerequisites: CSFT-8063B (Microsoft Office 2013) or equivalent and HLTH-8010A (Medical Terminology) and WKSP-8000
Learn the basics of HCPCS coding (Healthcare Common Procedure Coding System): Level I-CPT, Level II-National codes for medical services rendered in medical offices and hospital settings. Students will learn the proper use of modifiers and apply medical necessity criteria to assign diagnostic and procedure codes to prepare to sit for the nationally recognized Certified Professional Coder (CPC) exam. Web-based learning will enhance classroom lectures. Students can access Canvas at My Macomb. Text required. (40 Contact Hours)
44348...Th............9/29/16-12/8/16........6:00 PM-9:55 PM....$395........SOU.......C123..............................Staff
CPC Study Night  HLTH-8074
Prepare to take the AAPC Certified Professional Coder (CPC) Exam. Bring your current ICD-10, CPT, and HCPCS coding manuals. (5.5 Contact Hours)
44350.....F...........12/9/16-12/19/16........5:00 PM-10:25 PM....$79........SOU.......C119............................Hicks, R.

CERTIFIED MEDICAL REIMBURSEMENT SPECIALIST
Be a cut above the rest! The CMRS designation is awarded by the American Medical Billing Association (AMBA). Certification provides credibility to the biller, health care providers, and employers. It demonstrates your commitment to providing the highest standards possible in Claims Management and Medical Billing. WKSP-8000 Career Workshop: Health is required prior to registration in HLTH-8061B, HLTH-8008D or HLTH-8018C. Persons currently working as Medical Coders/Billers are welcome to just take the CMRS exam through Macomb. More information about the exam can be found at www.ambanet.net. For information, contact 586-226-4807 or healthcareers@macomb.edu.

Microsoft Office 2013  CSFT-8063B
Basic computer skills required. Review computer concepts and explore basic techniques of Microsoft Word, Excel, PowerPoint, and Access. Keyboarding skills recommended. Text and USB drive required. (30 Contact Hours)
44323.....Th............9/8/16-11/10/16........6:00 PM-8:55 PM....$265........SOU.......C334........................Burton, M.
44321.....Sa............9/10/16-11/12/16........9:00 AM-11:55 AM....$265........SOU.......E311........................Haslett, D.
44322.....MW............9/12/16-10/12/16........6:00 PM-8:55 PM....$265........CTR.......B122........................Bosek, L.
44324.....F.............9/30/16-12/19/16........6:00 PM-8:55 PM....$265........CTR.......B122........................Bosek, L.

Medical Terminology  HLTH-8010A
Develop a medical vocabulary through a word building system of prefixes, suffixes, root words, and combining forms. Build, identify, and understand appropriate medical terms. Text Required. (48 Contact Hours)
44243.....M.............8/22/16-10/31/16........5:30 PM-10:25 PM....$295........CTR.......H215............................Klomp, B.
44295.....T.............9/13/16-11/15/16........5:30 PM-10:25 PM....$295........SOU.......S136........................Howard, A.

Patient Access Services  HLTH-8061B
Prerequisites: CSFT-8063B (Microsoft Office 2013) & HLTH-8010A (Medical Terminology) or equivalent.
Students will develop an understanding of the revenue cycle and the role of patient access in health care institutions. The student will develop competency in the full range of patient access services including patient registrations and admissions, patient rights and responsibilities, customer services, and laws and regulations affecting patient access. Students will learn the proper use of modifiers and apply medical necessity criteria to assign diagnostic and procedure codes to prepare to sit for the nationally recognized Certified Professional Coder (CPC) exam. Web-based learning will enhance classroom lectures. Students can access Canvas at My Macomb. (24 Contact Hours)
44248.....Th............9/13/16-9/29/16........6:00 PM-8:55 PM....$195........CTR.......R168........................Eastwood, M.

Medical Billing  HLTH-8008D
Prerequisites: CSFT-8063B (Microsoft Office 2013) & HLTH-8010A (Medical Terminology) or equivalent.
Obtain the knowledge and skills associated with insurance billing for medical practices. Explore third party reimbursement including Medicare, Medicaid, Blue Cross Blue Shield, Worker’s Compensation, and TRICARE. Become familiar with diagnostic (ICD-10) and procedural (CPT) coding needed to submit claims in compliance with third party payers’ requirements. Become familiar with actual medical billing working with Medisoft software. Web-based learning will enhance classroom lectures. Students can access Canvas at My Macomb. Text required. (45 Contact Hours)
44296.....W.............10/5/16-12/7/16........5:30 PM-9:55 PM....$325........SOU.......C129........................Perdue, A.

For questions about registration, call 586.445.7999
Billing Applications  HLTH-8018C
Prerequisites: CSFT-8063B (Microsoft Office 2013) & HLTH-8010A (Medical Terminology) or equivalent

Students will be introduced to the basic principles of hospital billing. Gain knowledge in the patient accounts and data flow, the hospital billing process, become familiar with the UB04 claim form, health care payers, reimbursement, revenue cycle and accounts receivable management. Learn how to read and understand the Explanation of Benefits, follow up with payers, and techniques in insurance collection. This is an online class. Students will meet with the instructor on day one. Access CANVAS at My Macomb. (36 Contact Hours)

44249...Th............ 10/6/16-10/6/16 ........5:30 PM-9:55 PM..... $295 ........SOU........C129.......................... Coligado, A.
And ................ 10/7/16-12/1/16 ............. ........................................ VIR,........VIR

MEDICAL BILLER/CODER PROFESSIONAL DEVELOPMENT

Keep your skills up-to-date so you stay relevant in the ever-changing field of health care billing and coding. Courses may not be offered every semester. For information, contact 586.226.4807 or healthcareers@macomb.edu.

Online Internship for Medical Coding  HLTH-8105
Gain experience you need to be a successful medical coder! This virtual internship simulates the work experience of a realistic, multi-speciality medical clinic. It offers real-world experience coding more than 500 cases in 18 medical specialties. The internship complements and provides application for concepts learned in Step-by-Step Medical Coding by Carol J. Buck. Students will spend 20 hours per week coding at home and will be supervised online via Canvas by faculty. Optional course orientation with instructor on first day. Current year coding manuals and an access code (available at the bookstore) required. (240 Contact Hours)

44351...Th............ 9/8/16-9/8/16 ........6:00 PM-7:55 PM..... $395 ........SOU........C119.......................... Hicks, R.
And ................ 9/9/16-11/10/16 .......... ........................................ VIR,........VIR

Certified Medical Reimbursement Specialist Exam  HLTH-8109
Students enrolling and taking the exam through Macomb enjoy 40% off savings on membership, the study guide, and the exam. The CMRS exam is taken online and is facilitated by faculty. You will have 45 days’ access to complete this open-book exam. The study guide and log-in access will be provided by the AMBA after you register. Your 45 days begins when you receive the exam link from AMBA. The study guide and online billing and coding resources through www.ambacode.net (14-day free trial) are included in your tuition. Additional textbooks recommended: Current year’s HCPCS, CPT-4, and ICD-10 Code Books. (34 Contact Hours)

42657................ 8/17/16-10/17/16 ......4:30 PM-6:00 PM..... $325 ......VIR,........VIR
42427................ 1/20/17-3/5/17 .................. ........................................ Staff

CERTIFIED PERSONAL FITNESS TRAINER

Earn your certification from our partners at World Instructor Training School. W.I.T.S. is the only major certifying body in the country providing practical training and internship components. You will be prepared to work with clients and stand out in any gym as ‘the expert’ in your field. This challenging course provides both theoretical foundations in the body systems and hands-on skill competency. Career Workshop: Personal Fitness Trainer WKSP-8006 is required for FTNS-9000 prior to registration. Successful completion of 70% or better on exams, CPR/AED (HLTH-8095), and an internship are required to receive certifications. For information about this nationally recognized exam, contact www.witseducation.com or call 586.226.4807 or healthcareers@macomb.edu.

Heart Saver First Aid & CPR/AED  HLTH-8095
This course meets the American Heart Association requirements for adult & child Heart Saver first aid, CPR and AED certification. A practical-based course aimed at developing skills in basic first aid, CPR for children and adults, care for the choking victim, and use of an automatic external defibrillator. Text required. (6 Contact Hours)

42640........ 8/12/16-8/12/16 ......12:30 PM-6:25 PM..... $75 ........SOU........C119.......................... Brigolin, K.
42424........ 9/23/16-9/23/16 ......12:30 PM-6:25 PM..... $75 ........SOU........C129.......................... Brigolin, K.

Certified Fitness Trainer  FTNS-9000
This program is comprised of 16 hours of lecture, 16 hours of hands-on practical training, and a 30-hour internship that walks you through right into the job!! Key topics include biomechanics, exercise physiology, fitness testing, and equipment usage and health assessment. Textbook required. Please read the first three chapters prior to the first class. (36 Contact Hours)

42498........ 9/27/16-11/29/16 ......6:00 PM-7:55 PM..... $749 ......CTR ..........R277..WORLD INSTR TRAINING SCHOOL
And........ 9/29/16-11/17/16 ......6:00 PM-7:55 PM ..................OFF ..........OFF

Don’t Wait! Classes Fill Quickly—Register Now!
PHARMACY TECHNICIAN

Pharmacy Technicians are in high demand in both hospital and retail pharmacies. Upon successful completion of HLTH-8005F and HLTH-8015A, students will receive a Workforce and Continuing Education certificate and be prepared to take the Pharmacy Technician Certification Board exam. More information about the exam can be found at www.ptcb.org. Prior to internship placement, students must pass a criminal background check, drug screening, TB test, immunization titers, and purchase a uniform at their own expense. For information, contact 586.226.4807 or healthcareers@macomb.edu.

Professional Pharmacy Technician     HLTH-8005F
Acquire the knowledge and skills to become a professional pharmacy technician by studying pharmacy practice methods, pharmacology, dosage calculations, and other important skills necessary to assist pharmacists in our drug distribution system. Traditional and non-traditional sections of practice including ambulatory pharmacy, institutional pharmacy, home infusion therapy, long-term care pharmacy, and managed care will be explored. Web-based learning will enhance classroom lectures. Students can access Canvas at My Macomb. Text required. (96 Contact Hours)
44259.....TF..........9/6/16 - 12/20/16 ...... 6:00 PM-8:55 PM..............$1,295 .....SOU ......C123.....................Valentine, D.
And   TF..........9/6/16 - 12/20/16 ...... 6:00 PM-8:55 PM....................SOU ......C129

Pharmacy Technician Internship     HLTH-8015A
Corequisite: HLTH-8005F (Professional Pharmacy Technician)
Participate in a 100-hour-minimum unpaid internship. (100 Contact Hours)
44260..................1/19/17 - 4/27/17 ..................$199 ......OFF ......OFF ....................Valentine, D.

Pharmacy Technician Certification Exam (PTCB) Preparation     HLTH-8104
Michigan’s Pharmacy Technicians must now be licensed! Acquire the knowledge and skills needed to prepare for successful completion of the PTCB exam. Practice study skills and test taking strategies. Understand pharmacy law, basic pharmacology, math review, and pharmacy calculations. You will take several practice exams during the course to better prepare yourself for the actual exam. Text required. (18 Contact Hours)
44261.....Sa.............9/24/16 - 10/29/16 .... 9:00 AM-11:55 AM ....$199 ......CTR ......R179........................Valentine, D.

PHLEBOTOMY

Learn to do a perfect venipuncture and your skills will be in demand! This course can lead to full time work as a phlebotomist or enhance your resume as a multi-skilled health care worker. Upon successful completion of courses HLTH-8001C and HLTH-8021B, students will receive a Workforce and Continuing Education certificate and be prepared to take the nationally recognized American Medical Technologist (AMT) exam immediately or the American Society for Clinical Pathology (ASCP) exam for Phlebotomy after one year’s experience. More information about the exams can be found at www.americanmedtech.org and www.ascp.org. Prior to internship placement, students must pass a criminal background check, drug screen, TB test and immunization titers, and purchase a uniform at their own expense. For information, contact 586.226.4807 or healthcareers@macomb.edu.

Phlebotomy     HLTH-8001C
Gain knowledge and skills to work as a phlebotomist in medical facilities. Learn beginning to advanced phlebotomy, while obtaining laboratory practice. Enroll in internship. Text required. (40 Contact Hours)
44262.....WTh...........8/31/16 - 9/29/16 ...... 5:30 PM-9:25 PM.............$1,295 ......CTR ......R165....................Saullo, K.
And   WTh...........8/31/16 - 9/29/16 ...... 5:30 PM-9:25 PM ...................CTR ......R180
44263.....T..........10/18/16 - 12/20/16 ...... 5:30 PM-9:25 PM.............$1,295 ......CTR ......R165....................Saullo, K.
And   T..........10/18/16 - 12/20/16 ...... 5:30 PM-9:25 PM ...................CTR ......R180

Phlebotomy Internship     HLTH-8021B
Participate in an 80-120-hour unpaid internship for three continuous weeks, full-time, day shift only. (80 Contact Hours)
44264..................10/3/16 - 10/24/16 ..................$199 ......OFF ......OFF ....................Saullo, K.
44265..................1/9/17 - 1/30/17 ..................$199 ......OFF ......OFF ....................Saullo, K.

Why choose Macomb's Center for Health Careers?

• Short-term career training in a number of in-demand areas.
• Specialized clinical training is a requirement for many health care jobs, an asset in others.
• Job seekers with health-specific training are more likely to obtain jobs and advance in their careers.
• Great foundation for academic health career programs at Macomb Community College.

Sign up for a Health Career Workshop on page 3, or for more information email healthcareers@macomb.edu or call 586.226.4807
LABORATORY ASSISTANT

Do you love science? Laboratory Assistants combine the art of phlebotomy with the beginning knowledge and skills used to assist medical laboratory professionals in clinical laboratories found in hospitals, out-patient clinics, and processing centers. Internship includes performing phlebotomy and specimen processing in the lab. Upon successful completion of HLTH-8010A, HLTH-8106A, and HLTH-8107A, students will be awarded a Workforce and Continuing Education certificate and will be prepared to take the nationally recognized Medical Laboratory Assistant (CMLA) exam through the American Medical Technologists (AMT). More information about the exam can be found at www.americanmedtech.org. Prior to internship placement, students must pass a criminal background check, drug screen, TB test and immunization titers, and purchase a uniform at their own expense. For information, contact 586.226.4807 or healthcareers@macomb.edu.

Medical Terminology HLTH-8010A

Develop a medical vocabulary through a word building system of prefixes, suffixes, root words, and combining forms. Build, identify, and understand appropriate medical terms. Text Required. (48 Contact Hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Days</th>
<th>Start Time</th>
<th>End Time</th>
<th>Instructor(s)</th>
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<tr>
<td>HLTH-8010A</td>
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<td>7:00 AM</td>
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<td>Shoen, C.</td>
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<td>T,F</td>
<td>9:00 AM</td>
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<td>T,F</td>
<td>6:00 PM</td>
<td>6:00 PM</td>
<td>Shoen, C.</td>
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</tbody>
</table>

Laboratory Assistant HLTH-8106A

Corequisite: HLTH-8010A (Medical Terminology)

Learn the art of phlebotomy, proper specimen collection and preparation needed for specimen analysis. Understand how to process clinical specimens for distribution to appropriate laboratory departments, e.g. blood bank, chemistry, hematology, or microbiology. Topics include safety, quality assurance, and quality control. You will practice laboratory safety procedures while learning Clinical Laboratory Improvement Act (CLIA) waived procedures commonly performed in the laboratory. Web-based learning will enhance classroom lectures. Students can access Canvas at My Macomb. Text required. (100 Contact Hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Days</th>
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Laboratory Assistant Internship HLTH-8107A

Participate in a 120-hour unpaid internship in a clinical laboratory. (120 Contact Hours)

<table>
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</tbody>
</table>

HEALTH AND WELLNESS

Tai Chi FTNS-8018E

Maintain healthy joints and live with arthritis with the flowing sequence of graceful, agile movements from Sun-style Tai Chi, a gentle ancient Chinese discipline. Experience reduced pain and stiffness, improved memory and focus, increased muscle strength, and less stress. Taught by Arthritis Foundation trained and certified leader. (6 Contact Hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Days</th>
<th>Start Time</th>
<th>End Time</th>
<th>Instructor(s)</th>
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<td>4:30 PM</td>
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<td>Greene, C.</td>
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</table>

Tai Chi Advanced FTNS-8020E

This course reviews the beginner movements and introduces the next 6 advanced movements of Sun-style Tai Chi. Reinforces the power of focus as participants embrace the slow, graceful movements and controlled breathing techniques to reduce pain, stiffness, and fatigue. Experience improved energy, well-being, and Qi, the life energy that is essential for health and vitality and governs all functions of the body. Taught by an Arthritis Foundation trained and certified leader. (6 Contact Hours)

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<thead>
<tr>
<th>Course</th>
<th>Days</th>
<th>Start Time</th>
<th>End Time</th>
<th>Instructor(s)</th>
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<td>FTNS-8020E</td>
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Lymphatic Reflexology & Massage WELL-8058

Reflexology is the ancient art of applying pressure to specific areas of the hands and feet to increase the function and flow of energy throughout the body. Using this self-massage procedure, you can promote relaxation, remove congestion and restore balance within your body. Learn how reflexology techniques assist in the major role the lymphatic system plays in maintaining health and immunity. (4 Contact Hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Days</th>
<th>Start Time</th>
<th>End Time</th>
<th>Instructor(s)</th>
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<td>WELL-8058</td>
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</table>
The Certificate in Jewelry Trades consists of the following 8 courses: Jewelry Repair - Bench Skills I (JEWL-8015), Jewelry Repair - Bench Skills II (JEWL-8016); Gemstone Identification (JEWL-8014A), Gemology-Instrumentation (JEWL-8019), Buying & Selling Precious Metals (JEWL-8021A), Diamond Study (JEWL-8022A), Gemology-Colored Stones (JEWL-8023), and Lapidary and Cabochon (JEWL-8025). Classes may also be taken individually. Additional coursework available in faceting (JEWL-8026), jewelry mold making (JEWL-8027), and Jewelry Bench Workshop (JEWL-8028)--not required for certificate. For information, contact the program coordinator at 586.498.4100 or workforcedev@macomb.edu.

Diamond Study JEWL-8022A
A hands-on workshop to help you become acquainted with the four Cs: cut, clarity, color, and cost. Bring your own diamonds for analysis. Discuss diamond mining, processing, sorting, and more. (9 Contact Hours)
42765.....T.............8/30/16-9/13/16........6:00 PM-8:55 PM.....$99........SOU......T134....................Caims, S.

Gemstone Identification JEWL-8014A
This hands-on mini-workshop is designed to reveal the history and nature of gemstones: where they are found, how they are cut, what colors to expect, and what to look for when purchasing a stone. (6 Contact Hours)
44202.....T.............9/20/16-9/27/16........6:00 PM-8:55 PM.....$49........SOU......T134....................Caims, S.

Lapidary & Cabochon JEWL-8025
Learn how to cut and polish gemstones for jewelry making. Equipment and safety issues will be introduced. Wear old clothes, safety goggles, and a dust mask. $20 stone fee payable to instructor at first session. (27 Contact Hours)
44203.....F.............9/30/16-12/21/16........6:00 PM-8:55 PM.....$199........SOU......T153....................Caims, S.

Gemology Instrumentation JEWL-8019
Learn to use authentic gemological equipment. Explore the color and nature of gemstones and challenge yourself by examining and identifying a variety of gemstones. (24 Contact Hours)
44201.....T.............10/4/16-11/22/16........6:00 PM-8:55 PM.....$199........SOU......T134....................Caims, S.

Buying & Selling Precious Metals JEWL-8021A
Gain hands-on experience identifying, evaluating, testing, and appraising precious metals. (12 Contact Hours)
44190.....T.............11/29/16-12/20/16........6:00 PM-8:55 PM.....$99........SOU......T134....................Caims, S.

Faceting JEWL-8026
Learn how to transform a rough crystal into a faceted stone suitable for jewelry. This is a hands-on workshop with step-by-step instructions. $50 lab fee payable to instructor at the first session. Class size is limited. (18 Contact Hours)
42600.....F.............8/19/16-9/23/16........6:00 PM-8:55 PM.....$150........SOU......T153....................Russel, S.

LANDSCAPING

BASIC LANDSCAPE DESIGN CERTIFICATE
Learn the basic skills and receive state-of-the-art information required to develop a strong foundation for a variety of career specialties. The program encourages professional standards, a strong work ethic, and sound management practices. The Basic Landscape Design Certificate consists of six courses: Landscape Design Graphics (LAND-8005A); Landscape Design Principles (LAND-8004B); The Design and Sales Process (LAND-8009); Residential Landscape Planting Design (LAND-8006B); Sustainable Landscaping (LAND-8018); and Landscape Site Evaluation (LAND-8004B). Classes may be taken individually or as part of the certificate program. For information, contact the program coordinator at 586.498.4100 or workforcedev@macomb.edu.

Sustainable Landscaping LAND-8018
Explore simple ways to create an environmentally friendly landscape that uses fewer natural resources, controls rainwater, and needs less maintenance. (9 Contact Hours)
44387.....W.............11/9/16-11/23/16........6:00 PM-8:55 PM.....$139........SOU......C123....................Lazzell, R.

ENVIRONMENTAL HORTICULTURE CERTIFICATE
The Environmental Horticulture Certificate consists of seven courses: Basic Horticulture/How to Grow Plants (LAND-8020A); Plant Healthcare (LAND-8025A); Plant ID and Use I: Trees (LAND-8021); Plant ID and Use II: Shrubs (LAND-8022A); Plant ID and Use III: Perennials and Groundcovers (LAND-8023); Pruning Workshop (LAND-8024); and Turfgrass Management (LAND-8026). Become familiar with commonly used landscape plants and their identifying characteristics and cultural requirements. Discover plants that work well together and incorporate each plant into the landscape. Classes can be taken individually or as part of the certificate program. For information, contact the program coordinator at 586.498.4100 or workforcedev@macomb.edu.

Basic Horticulture/How to Grow Plants LAND-8020A
Discover the basics of how plants grow, their relationship with the soil, their water and nutrient needs, and how they respond to the surrounding environment. The “Right Plant Right Place” sustainable philosophy will be explored. (18 Contact Hours)
44386.....W.............9/28/16-11/2/16........6:00 PM-8:55 PM.....$259........SOU......C123....................Staff
PHOTOGRAPHY

Photoshop Elements I PHOT-8024A
It is strongly recommended that students register for Digital Fundamentals before taking the other photography courses in this program. Crop, fine-tune, contrast, correct exposure, adjust color, remove red-eye, and more! (15 Contact Hours)
44031...Th..............9/8/16-10/6/16...........6:00 PM-8:55 PM.....$199......MTEC ... 123........................ Pullins, D.

Photoshop Elements II PHOT-8029A
It is strongly recommended that students register for Digital Fundamentals before taking the other photography courses in this program. Remove small blemishes, repair scratches, eliminate unwanted objects, retouch landscapes and portraits, replace backgrounds, and restore old photographs. (15 Contact Hours)
44036...Th.............10/13/16-11/10/16........6:00 PM-8:55 PM.....$199......MTEC ... 123........................ Pullins, D.

PHOTOGRAPHIC ARTS CERTIFICATE

The Certificate in Photographic Arts consists of six courses: Digital Fundamentals (PHOT-8003B); Principles of Photography (PHOT-8006C); Travel Photography (PHOT-8011C); Digital Black & White (PHOT-8030); Portraiture (PHOT-8005B); and Photoshop for Photographers (PHOT-8013C). Please note Photoshop Elements I (PHOT-8024A) or Photoshop Elements II (PHOT-8029A) may be taken in lieu of Photoshop for Photographers (PHOT-8013C). Bring your camera to all classes and please make note that field trips will replace class hours on occasion. For information, contact the program coordinator at 586.498.4100 or workforcedev@macomb.edu.

Digital Fundamentals PHOT-8003B
Discover the joy of digital photography. Improve your knowledge of digital cameras, menus, and controls. Learn the different file formats and image resolution choices for printing, email, or posting to a website. Develop a working knowledge of how to download and edit your photographs. (15 Contact Hours)
44026...M..............9/12/16-10/10/16........6:00 PM-8:55 PM.....$199......CTR ......H214.......................... Pullins, D.
44028...T..............9/13/16-10/11/16........6:00 PM-8:55 PM.....$199......MTEC ... 123........................ Pullins, D.

Principles of Photography PHOT-8006C
It is strongly recommended that students register for Digital Fundamentals before taking the other photography courses in this program. Improve film and digital images. Understand the fundamentals of composition, light, and movement and become comfortable using your camera menus and controls. Develop your own style and discover why some photographers are consistently better than others. (15 Contact Hours)
44030...M..............10/17/16-11/14/16........6:00 PM-8:55 PM.....$199......CTR ......H214.......................... Pullins, D.

Travel Photography PHOT-8011C
It is strongly recommended that students register for Digital Fundamentals before taking the other photography courses in this program. Preserve your never-to-be-revisited scenes and rekindle memories of a wonderful adventure. Learn what equipment to bring and how to capture the spirit of all that you visit. Discover the best composition techniques for photographing cityscapes and landscapes. (15 Contact Hours)
44326...W..............9/14/16-10/12/16........6:00 PM-8:55 PM.....$199......CTR ......H214.......................... Pullins, D.

Digital Black & White PHOT-8030
It is strongly recommended that students register for Digital Fundamentals before taking the other photography courses in this program. Discover the magic of black and white photography. Create black and white images with your camera or photo editing programs. Transform color photos into classic black-and-whites or create hand-colored retro looks. Silhouettes and sepia toning will be discussed. (15 Contact Hours)
44025...W..............10/19/16-11/16/16........6:00 PM-8:55 PM.....$179......CTR ......H214.......................... Pullins, D.

Portraiture PHOT-8005B
It is strongly recommended that students register for Digital Fundamentals before taking the other photography courses in this program. Capture the essence of a person. Learn techniques that express personality and discover how to create a mood and get the best from your subject. Become familiar with camera lenses, shutter speed, and depth of field, as well as lighting and perspective. (15 Contact Hours)
44035...M..............11/21/16-12/19/16........6:00 PM-8:55 PM.....$199......CTR ......H214.......................... Pullins, D.

SPECIAL POPULATIONS/SPH/DHP PROGRAM

Transition to Triumph
Increase self-esteem and take control of your future. Develop a better understanding of yourself, improve your communication skills, set achievable goals and make realistic career decisions. The program consists of 12/24 sessions. You MUST pre-register and attend an Intake Session prior to participation in this program. Call 866.445.7003 to register.

Scholarships are available: In accordance with Federal guidelines, priority for scholarships will be given to assisting individuals with the greatest financial need and special consideration given to displaced homemakers who, because of divorce, separation or the death of a spouse, must prepare for paid employment.
Did you know Macomb Community College can assist your organization with its training needs?

We provide both standardized and customized training that can be delivered to your entire team, locally or globally, and at your place or ours.

From small startups to Fortune 500 companies, Macomb offers innovative industrial and technical training programs that improve performance and increase profitability.

To learn more about Engineering and Advanced Technology workforce training, contact Holger Ekanger at 586.498.4108 or ekangerh@macomb.edu.
QUALITY AND LEAN MANAGEMENT PROCESSES

This program is designed to provide skills in problem solving, quality improvement, waste reduction, and other areas that assist employers in implementing process improvements in their organizations. Students will obtain skills needed to strengthen their technical knowledge base and gain a competitive edge to assist employers at every organizational level.

Blueprint Reading and GD&T  CGDT-8001A
This course covers the basic terms of interpreting blueprint drawings and the fundamentals of GD&T. Students will be able to understand the six primary views of an object and understand all symbol notes, dimensions, and tolerances used with GD&T concepts. (16 Contact Hours)
44181.....MT.............10/3/16-10/4/16 ........ 8:00 AM-4:25 PM.....$495 ......MTEC .... 123 ........................................ Staff

8D Problem Solving  CMGT-8021
Learn to use 8D analysis in an eight-step process to derive root cause and discover action steps to reduce or eliminate the causes that create inefficiencies and waste. The objective is to learn a methodical way to solve problems and evaluate the effectiveness of solutions. (12 Contact Hours)
44384.....MT.............10/3/16-10/4/16 ........ 8:30 AM-2:55 PM.....$395 ......MTEC .... 138 ........................................ Staff

Creating a Quality Culture in the Workplace  CQLY-8141
Stop the cycle of “un-quality” in your organization and create a culture of behavioral change to quality in all associates; this program explains to the team why there is a need to change and how they can approach work in a different manner. Develop a common lexicon for communication within your organization, develop a zero-defect mentality, acquire a systematic thinking integration to your organization (all work is a process), and understand the validation of this achievement. (16 Contact Hours)
44407.....TW.............11/15/16-11/16/16 ...... 8:00 AM-4:25 PM.....$495 ......MTEC .... 125 ........................................ Staff

Basic Design of Experiment—DOE  CQLY-8157
Discover and utilize DOE as a process involving inputs, experimentation, and outputs. Learn to identify potential problems or optimize a process that involves the study of multiple parameters instead of one factor at a time (OFAAT). (16 Contact Hours)
44389.....TW.............11/16/16-11/17/16 ...... 8:30 AM-4:25 PM.....$495 ......MTEC .... 125 ........................................ Staff

APQP—Advanced Product Quality Planning  CQLY-8025
Focus on the implementation and execution of APQP (Advanced Product Quality Planning) processes. APQP is a structured method of defining and establishing the steps necessary to ensure that a product satisfies the customer’s needs. Effective product quality planning depends on a company’s top management’s commitment to the effort required in meeting customer specifications. (8 Contact Hours)
44179.....Th.............9/22/16-9/22/16 .......... 8:00 AM-4:25 PM.....$295 ......MTEC .... 123 ........................................ Staff

PPAP (Production Part Approval Process)  CQLY-8023
Learn the PPAP (Production Part Approval Process) and how to apply the voice of the customer (needs/wants/expectations). This course will give the participant a general understanding of the PPAP with emphasis on customer satisfaction. This course is designed to show the participant how to build a PPAP based on facts and data and how to submit it to the customer. (8 Contact Hours)
44188.....Th.............9/29/16-9/29/16 .......... 8:00 AM-4:25 PM.....$295 ......MTEC .... 138 ........................................ Staff

FMEA  CQLY-8029
Focus on how FMEAs should be used during product and process development to identify function, potential failure of that function, effect of that failure, current controls to prevent failure, and prioritization of recommended actions. Participants should be Product and Process Designers and Engineers and others who will support the process, such as quality and management personnel. (8 Contact Hours)
44180.....Th.............10/6/16-10/6/16 .......... 8:00 AM-4:25 PM.....$295 ......MTEC .... 123 ........................................ Staff
Measurement System Analysis  CQLY-8008
Focus on the fundamentals of MSA/GRR in both average (short) and average range (long) methods. Other analytical methods for attribute gauges and ANOVA will be discussed. Participants should be quality personnel or others responsible for implementing and proper conduct of MSA/GRR. (8 Contact Hours)
44186.....Th............10/13/16-10/13/16 ...... 8:00 AM-4:25 PM.....$295 .......MTEC .... 125 .................................... Staff

SPC—Basic  CSPC-8005
Learn the fundamentals of the planning, collection, and analysis of product and process data using variable control charts (Xbar & R) and process capability (Cpk,Ppk) calculations. Participants should be quality personnel or others responsible for the identification and implementation of product and process control. (8 Contact Hours)
44189.....Th............10/20/16-10/20/16 ...... 8:00 AM-4:25 PM.....$295 .......MTEC .... 125 .................................... Staff

REAL ESTATE
Real Estate Fundamentals  RLST-8004
Designed to provide the information necessary to pass the PSI Salesperson’s License exam and gain a better understanding of the business. Instruction includes practice exams, diagnostics, strategies, and helpful examples. (40 Contact Hours)
44168.....MW............9/26/16-10/26/16 ...... 6:00 PM-9:55 PM.....$240 ...........CTR .......N109.. NCI ASSOCIATES, LTD.

WRITING
Manuscript Development  WRIT-8022
This class will provide guidance on manuscript construction—beginning, middle and end. Title creation, outline format, character development, and plot construction will be discussed. In-class writing assignments will focus on objectives to complete the manuscript. (3 Contact Hours)
44184.....Th............10/6/16-10/6/16 ...... 12:00 PM-2:55 PM.....$55.........SOU ......C238................................. Burke, J.

Creative Thinking for Writers  WRIT-8039
Learn strategies to eliminate mental blocks for writers. Discover improved brainstorming abilities and thought expansion techniques to develop organized thinking and improved creative writing for fiction, non-fiction, poetry, business and personal composition. (3 Contact Hours)
44141.....Th............9/22/16-9/22/16 ...... 12:00 PM-2:55 PM.....$55.........SOU ......C238................................. Burke, J.

Novel Writing: Unmask the Story within You  WRIT-8045
This class will present an overview of the initial stages of the writing process and techniques for creating a story. “Novel Writing” is designed with useful tools to motivate and inspire writers to write. (3 Contact Hours)
44140.....Th............9/15/16-9/15/16 ...... 12:00 PM-2:55 PM.....$55.........SOU ......C238................................. Burke, J.

Memoir: A Novice Approach to Write About Your Life  WRIT-8048
This class is a novice approach to tell your story. Techniques and methods are emphasized during the writing process to enhance the craft of memoir. Students discuss true-life stories and examine the basic elements of writing memoir. (3 Contact Hours)
44182.....Th............9/29/16-9/29/16 ...... 12:00 PM-2:55 PM.....$55.........SOU ......C238................................. Burke, J.

A Novice Approach to Short Story Writing  WRIT-8049
This class is an overview of the basic stages for creating a short story. Useful skills will motivate and inspire writers to write. The instructional strategy includes: brainstorming, creating characters, developing conflict, and setting the scene. (3 Contact Hours)
44143.....Th............10/13/16-10/13/16 ...... 12:00 PM-2:55 PM.....$55.........SOU ......C238................................. Burke, J.

How to Write a Book in 30 Days  WRIT-8050
This class is an overview of how to get started and finish writing a book. Students will understand the process and develop useful skills which will motivate and inspire new authors to begin and to accomplish their goal of writing a book. Handout and three sample books are included in the price of this course. (2.5 Contact Hours)
44183.....W............10/19/16-10/19/16 ...... 6:00 PM-8:25 PM.....$79 ...........CTR .......N105.................................. Staley, D.
ACADEMIC AREAS OF STUDY • DEGREE & CERTIFICATE PROGRAMS

For more information go to www.macomb.edu or call 866.Macomb1 (866.622.6621)

• Accounting
• Applied Technology & Apprenticeship
• Architectural Technology–
  Architectural Commercial Design
• Architectural Technology–
  Civil Construction
• Automated Systems Technology–Mechatronics
• Automotive Technology
• Behavioral Sciences
• Biological Sciences
• Business Management
• Chemistry
• Civil Technology
• Climate Control Technology
• Community Leadership
• Computer Service Technology
• Construction Technology
• Construction Technology–
  Renewable Energy Specialist
• Culinary Arts
• Education: Early Childhood Studies
• Electronic Engineering Technology
• Emergency Medical Services–Emergency Medical Technician–
  Paramedic
• Emergency Medical Services–Paramedic/Firefighter
• Entrepreneurship–Innovation
• Entrepreneurship–
  Small Business
• Finance
• Fire Science
• Fire Science with Fire Academy
• General Business
• Global Supply Chain Management
• Health Information Technology
• Homeland Security
• Hospitality Management
• Information Technology–
  IT Professional
• Information Technology–Networking Specialist–Cisco Network Professional
• Information Technology–Networking Specialist–Microsoft Enterprise Administrator
• Information Technology–Networking Specialist–Network Security Professional
• Information Technology–Programming
• Information Technology–
  Programming for Electronic Games
• Information Technology–
  Website Programming
• International & Global Studies: Europe
• Land Surveying Technology–
  Field Technician
• Land Surveying Technology–
  Office Technician
• Law Enforcement
• Law Enforcement with Police Academy
• Legal Assistant
• Manufacturing Engineering
• Manufacturing Engineering Technology
• Marketing
• Mathematics
• Media & Communication Arts–
  3D Animation
• Media & Communication Arts–Collaborative Media
• Media & Communication Arts–
  Creative Imaging & Illustration
• Media & Communication Arts–
  Design & Layout
• Media & Communication Arts–
  Interactive Web Media
• Media & Communication Arts–Photographic Technologies
• Media & Communication Arts–
  Video Production
• Medical Assistant
• Molecular Biotechnology
• Music Performance
• Nursing
• Occupational Therapy Assistant
• Pastry Arts
• Physical Therapist Assistant
• Pre-Engineering
• Pre-Social Work
• Product Development–
  Digital Sculptor
• Radiologic Technology
• Reciprocal Programs
• Renewable Energy Technology
• Respiratory Therapy
• Restaurant Management
• Speech Communication Arts–
  Intercultural/Interpersonal Communication
• Speech Communication Arts–
  Mass Media
• Speech Communication Arts–
  Public Relations
• Surgical Technology
• Transfer Studies
• Veterinary Technician

Complete an associate degree or the first two years of your bachelor’s degree at one-quarter the cost of a Michigan public university. That’s a savings of $18,000!
Discover why Macomb should be at the top of your college search list!

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- Our 200 academic programs—from Accounting to Welding
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- The Michigan Transfer Agreement
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- Financial Aid and scholarships
- Campus life—student clubs, activities, and athletics

Enjoy giveaways, refreshments…and much more!

November 12, 2016 10 AM–1 PM
Center Campus Hall Road and Garfield (Clinton Twp.)
For more information, call 586.498.4008

Your degree is closer than you think!
Registration & Information

Macomb Community College extends the College’s tradition of education and service by providing lifelong learning opportunities to the community through Workforce and Continuing Education.

REGISTRATION
Online registration opens Thursday, July 21 at 8 AM. On-campus registration opens Monday, August 1 at 8 AM. We suggest you register for class at least one week before it begins to assure you get a seat before classes fill; however, you can register until the day class begins.

2 EASY WAYS TO REGISTER FOR CLASSES
1) Online: Go to www.macomb.edu. Click on Apply Now in the upper right. New students—Click on RED New Continuing Education Students box. Returning students—Click on BLUE Current and Returning Continuing Education Students.
2) Walk-in: Monday and Tuesday: 8AM-6PM (Office closes at 4:30PM on November 22, December 19 & 20) Wednesday through Friday: 8AM-4:30PM (Office closes at 11:30AM on October 21)
Campuses closed: September 5, November 24-25, December 23, 26, 30. South Campus, K-Building, Room 351; Center Campus G-Building, Room 110.
For registration assistance, call 586.445.7999.

CERTIFICATE REQUESTS
Upon successful program completion: request your certificate by contacting:
• Business & Information Technology and ESL: continuinged@macomb.edu.
• Engineering & Advanced Technology: 586.498.4100 or workforcedev@macomb.edu.
• Health & Public Services/Center for Health Careers: healthcareers@macomb.edu.

SPONSORED BILLING
Financial Services will bill tuition and fees to approved parties such as Michigan Works!, Michigan Rehabilitation, or Tuition Assistance Programs. Authorization must be submitted prior to or at the time of registration: 586.445.7492 or sponsoredbilling@macomb.edu.

CONTINUING EDUCATION UNITS (CEUs)
This is a nationally recognized standard unit of measure for substantive learning experiences. One CEU is equal to 10 instructional hours.

FINANCIAL AID
Financial Aid is not available for WCE classes but you may be eligible for funds from Michigan Works!, Vocational Rehabilitation, Veterans Administration or Tuition Assistance. You will need to contact the service provider to find out more.

REFUND POLICY
• 100% refund if Macomb WCE cancels class.
• 100% refund if student drops class PRIOR to the start date.
• 0% refund if student drops class ON the start date.
• 0% refund thereafter.
• Special Circumstances: Students who must withdraw from a class on or after the class start date due to hospitalization, accidental injury, prolonged illness, mandatory shift change at student’s place of full-time employment (does not include mandatory overtime), mandatory move of employment which necessitates a change of residency (does not include new employer), military deployment, or other reason deemed appropriate by the department dean or director, may receive a 100% refund. Requests for special circumstances must be made in writing with supporting documentation to the Program Coordinator.

How and When Refunds Are Processed:
• Tuition refunds are processed weekly, excluding holidays.
• Payments made with a credit/debit card are refunded first.
• Other refunds are made by paper check.

SCHOOL CLOSING
• Call 586.445.7800, or go to www.macomb.edu.

STUDENTS WITH SPECIAL NEEDS
• Call 586.445.7420 (South Campus) or 586.286.2084 (Center Campus) at least 3 days prior to the class start date to request services.

TEXTBOOKS / SUPPLY LISTS
• If your class is at Center—Call 586.286.2093 or go to Center Campus P Bldg.
• If your class is at any other location (including online) Call 586.445.7385 or go to South Campus K Bldg.
• Supply lists available online: http://www.macomb.edu/resources/continuing-education/attachments/Supply-List-ARTS-8004.pdf

TUITION
• Tuition payment must be made at time of registration.
• Rates are the same for residents of all counties.
• Tuition is different for each class and is listed in this Schedule of Classes.
• Seniors (age 60 & older) will receive a 10% discount, unless otherwise noted.

DISCLAIMER
Faculty members are not permitted to sell any product or service or espouse any spiritual or religious activity while acting in a Community Education role. Faculty members employed by any commercial vendor must state their occupation and commercial role at the first class meeting. Literature with commercial content and business cards may be made available to participants upon request. Macomb Community College and its administration are not responsible for any activities that take place outside of class between instructor and participants.
Center Campus (CTR) and University Center Place (UCP)

44575 Garfield Road • Clinton Township, MI 48038
Corner of Hall and Garfield Roads

A Bldg • Use Parking Lot 3 off Garfield
B Bldg • Use Parking Lot 3 off Garfield
E Bldg • Use Parking Lot 2 or 3 off Garfield
F Bldg • Use Parking Lot 1 off Garfield
H Bldg • Use Parking Lot 4 off Garfield
K Bldg • Use Parking Lot 4 off Garfield
L Bldg • Use Parking Lot 7 off Hall Road
N Bldg • Use Parking Lot 8 or 10 off Hall Road
R Bldg • Use Parking Lot 10 or 11 off Hall Road
UCP • Use Parking Lot 5B off Garfield

M-TEC (MTEC)

7900 Tank Avenue • Warren MI 48092
Located west of Van Dyke on Tank Avenue (Martin Road)
Parking is behind the building.

South Campus (SOU)

14500 E. 12 Mile Road • Warren MI 48088
Between Hayes and Schoenherr

C Bldg • Use Parking Lot 2 off Bunert
D Bldg • Use Parking Lot 2 off Bunert
E Bldg • Use Parking Lot 1 off Bunert
F Bldg • Use Parking Lot 5 off Hayes
G Bldg • Use Parking Lot 2 off Bunert
H Bldg • Use Parking Lot 5 off Hayes
J Bldg • Use Parking Lot 5 off Hayes
K Bldg • Use Parking Lot 5 or 7 off Hayes
M Bldg • Use Parking Lot 8 off Hayes
R Bldg • Use Parking Lot 11 off Martin Road
S Bldg • Use Parking Lot 11 or 12 off Martin Road
T Bldg • Use Parking Lot 12 off Martin Road

Off Macomb Campuses (OFF)

Online/Virtual (VIR)

Center Campus, South Campus, and M-TECSM maps are available at www.macomb.edu.
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Our Project Management certificate program will make you more efficient and effective at organizing and supervising people and workflows. See page 5 for details.

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