WORKFORCE & CONTINUING EDUCATION

SCHEDULE OF CLASSES

SEPTEMBER–DECEMBER 2020

Registration begins Tuesday, August 4, 2020, 8am

PERSONAL & PROFESSIONAL DEVELOPMENT

- Court Reporting
- Business
- Finance
- Information Technology
- Entrepreneurship

Macomb Community College
Education • Enrichment • Economic Development

www.macomb.edu
Ready to Advance Personally or Professionally?
We’ve created these courses to help you develop in your career, learn a new skill or explore a personal interest. With classes conveniently scheduled and taught by experts in the field, there are many options to fit your needs.
Visit us online today: www.macomb.edu/continuinged
Registration begins Tuesday, August 4 at 8 am

AUGUST UPDATE:
WCE fall semester classes will not be held on ground unless they require on-ground instruction, which includes the use of labs, tools, machinery, simulations or computer software otherwise unavailable to students. For on-ground or online class clarification, please email the applicable department:
Business & Information Technology: continuinged@macomb.edu
Health & Human Services: healthcareers@macomb.edu
Engineering & Technology: workforcdedev@macomb.edu

WCE SCHEDULE CONTENTS

1. Career Workshops
   - Automotive
   - Business Certificates
     - Administrative Assistant Professional Certificate
   - Entrepreneurship
   - Project Management

2. Computer Skills
   - Basic Computer Skills Certificate
   - Workplace Computing Certificate
   - Advanced Microsoft Excel Workshops
   - Information Technology

3. Construction
   - Court Reporting
   - Finance
   - Floral Design
   - Graphic Design

4. Health Care Training
   - Nursing Assistant Certificate
   - Certified Professional Coding Certificate
   - Certified Medical Reimbursement Specialist

5. Health & Wellness Courses
   - Michigan Technical Education Center Training

6. Medical Billing/ Coding Professional Development
   - Fitness Training
   - Pharmacy Technician Certificate
   - Phlebotomy Certificate
   - Veterinary Assistant Program Certificate

7. Landscaping
   - Environmental Horticulture Certificate

8. Photography
   - Photographic Arts Certificate
   - Photography Workshops

9. Quality
   - Real Estate

10. Macomb Educator Recertification SCECH

11. Online Health & Wellness Courses

12. Michigan Technical Education Center Training

13. Registration & Information

14. WCE Location Codes

CAREER WORKSHOPS

Sign up for one of the workshops listed below and get started on a new career or business strategy. Learn about the opportunities that await with Workforce and Continuing Education!

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, Certified Medical Reimbursement Specialist and Pharmacy Technician programs. (2 Contact Hours)

Career Workshop: Fitness Training WKSP-8006
An interactive workshop to explore the Fitness career training options. This workshop is strongly encouraged for student success. (1 Contact Hour)

Career Workshop: Health WKSP-8021C
This two-hour Open House offers the perfect opportunity for potential Court Reporting students to decide if pursuing an education for a career in court reporting is the right choice for them. (2 Contact Hours)

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)

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)

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)

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)

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)

BUSINESS CERTIFICATES
ADMINISTRATIVE ASSISTANT PROFESSIONAL CERTIFICATE
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-8008, 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 CFFT-8080, CFFT-8081, CFFT-8082, and CFFT-8083. For information, contact continuinged@macomb.edu.

Computer Skills Certificate by taking the required classes listed above along with CSFT-8080, CSFT-8081, CSFT-8082, and CSFT-8083. For information, contact continuinged@macomb.edu.
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)
82409 ...9/11/20-11/12/20... 6:00 PM-8:55 PM ...$160 CH ...203 Rogers, B.

ENTREPRENEURSHIP CERTIFICATE
The Entrepreneurship Program empowers adult students to start a successful business or to improve an existing one. Students are equipped with the essential skills needed to launch or grow a business including how to develop a business plan, market a business, and avoid pitfalls while building confidence in their small business financial skills. A Workforce and Continuing Education Certificate of Completion is awarded upon successful completion of the following 6 required courses: ENTR-8000, ENTR-8013A, ENTR-8023, ENTR-8045B, ENTR-8049A and ENTR-8046A, which are sponsored in cooperation with the Center for Innovation and Entrepreneurship at Macomb Community College. Students can access courses through My Macomb. For information, contact continuinged@macomb.edu.

Starting a Business ENTR-8000
Explore what it takes to start your own business and cut your time from start-up to profit. Access Canvas through My Macomb. (6 Contact Hours)
82618 ...9/7/20-9/12/20... VIR-VIR ...$99 VIR-VIR ...Lux, E.
Business Plan: Your Roadmap to Success ENTR-8013A
Move your idea from a beverage napkin to a business plan and walk away ready to launch your small business. Access Canvas through My Macomb. (6 Contact Hours)
82619 ...9/14/20-9/19/20... VIR-VIR ...$99 VIR-VIR ...James, R.
Avoiding Financial Pitfalls ENTR-8045B
Start strong and avoid the financial missteps often made by first-time small business owners. Explore important financial considerations when starting a business and avoid the pitfalls of poor decision making. Learn how to apply personal finance techniques that will carry over to a solid financial foundation for your small business. Access Canvas through My Macomb. (9 Contact Hours)
82620 ...9/21/20-10/3/20... VIR-VIR ...$109 VIR-VIR ...Newman, B.
Marketing Strategies That Work for You ENTR-8023
Build your customer base, create your brand, and increase loyalty through simple marketing strategies that fit your busy business. Access Canvas through My Macomb. (9 Contact Hours)
82621 ...10/5/20-10/17/20... VIR-VIR ...$99 VIR-VIR ...Balcom, T.
Confidently Manage Your Finances ENTR-8049A
Don't be afraid of your numbers! Learn how to manage your small business financially with confidence. Explore accounting principles and tools used in small business accounting. Understand basic financial statements and how to report income and expenses as well as understanding important financial metrics that drive sustainable profit. Access Canvas through My Macomb. Textbook required. (15 Contact Hours)
82622 ...10/19/20-11/14/20... VIR-VIR ...$170 VIR-VIR ...Chiroo, J.
Taking the Next Steps: Getting Started ENTR-8046A
Completion of previous 5 classes required. Ready, set, pitch! Tie it all together and learn how to present your business idea. Learn about resources available for the next steps. Access Canvas through My Macomb. (6 Contact Hours)
82623 ...11/16/20-11/21/20... VIR-VIR ...$99 VIR-VIR ...Lux, E.

PROJECT MANAGEMENT CERTIFICATE
The Project Management certification program at Macomb Community College is for professionals seeking to improve their project management skills and prepare for CAPM exam. This program will provide participants with the skills needed to manage projects in a wide variety of workplace settings. Topics include key project management and leadership principles. Students who successfully complete BSNS-8016B, BSNS-8018A and BSNS-8019A will receive a Workforce & Continuing Education Certificate in Project Management. For information, contact continuinged@macomb.edu.

Overview of Project Management BSNS-8017
The course introduces students to the opportunities in project management as well as an introduction to the Project economy. Students are shown different paths to take to enter the project economy. (2 Contact Hours)
82464 ...9/12/20-9/12/20... 11:00 AM-12:55 PM ...$35 VIR-VIR ...Skinner, A.
Fundamentals of Project Management BSNS-8016B
Successfully completing projects within the constraints of time, scope, quality, cost, and meeting stakeholder expectations is vital to any organization. This course will familiarize you with the Project Management Institute’s (PMI) framework and approach to project management. You will receive an introduction to project management (PM) terms and practices, the five process groups, and the ten knowledge areas as outlined in the latest edition of the PMBOK Guide (2017). Successful completion of this course will help you take the Certified Associate Project Manager (CAPM) examination as administered by the PMI. Text required. (40 Contact Hours)
82467 ...9/15/20-11/17/20... VIR-VIR ...$625 VIR-VIR ...Skinner, A.

Project Leadership and Management BSNS-8018A
This course is designed to provide insights into the role and key competencies required of project leaders in diverse organizations. Students will learn about a wide range of leadership duties-manager, problem solver, facilitator, trainer, communicator, advocate- and discover how each duty affects the ability to create a cohesive project team. Students will use a variety of hands-on methods to role play leadership duties. Text required. (40 Contact Hours)
82648 ...9/16/20-11/21/20... VIR-VIR ...$625 VIR-VIR ...Skinner, A.

Project Management Practice Exam BSNS-8019A
This course provides an overview of steps to take for preparing for a successful exam and taking an exam simulation using the Joseph Phillips Total Test application. (6 Contact Hours)
82649 ...Sa ...9/12/20-12/5/20... 10:00 AM-3:55 PM ...$175 VIR-VIR ...Skinner, A.

COMPUTER SKILLS
For information, contact continuinged@macomb.edu.

Microsoft Project 2019 CSFT-8091
This hands-on course is designed to train schedulers, project managers and leaders how to use Microsoft Project 2019. Students will work on a Case Study project and learn a step-by-step approach to developing and tracking progress with project schedules. This course is also ideal for project managers who need to upgrade their Microsoft Project skills. Text required. (40 Contact Hours)
82650 ...9/19/20-10/22/20... VIR-VIR ...$475 VIR-VIR ...Skinner, A.

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 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 your own mouse, keyboard and earbuds/earphones to 1st session. (16 Contact Hours)
82414 ...F ...9/25/20-11/13/20... 9:00 AM-10:55 AM ...$150 CA ...$270 Romanczyk, V.
82415 ...TH ...10/6/20-10/29/20... 9:00 AM-10:55 AM ...$150 CA ...$270 Romanczyk, V.

Introduction to Computers CSFT-8001C
Ideal for the beginner seeking computer job skills. Learn basic computer tasks using Windows 10, navigating the Web, working with applications, tiles and e-mail. Browse the Web with edge. Research on the Internet, improve search results, and defend yourself from Web threats. Create and manage favorites. Textbook and USB drive are required. (15 Contact Hours)
82412 ...Sa ...9/12/20-10/10/20... 9:00 AM-11:55 AM ...$125 CA ...$207 Romanczyk, V.
82396 ...F ...9/18/20-10/16/20... 6:00 PM-8:55 PM ...$125 SC ...$257 Konja, E.
82413 ...Sa ...11/7/20-12/12/20... 9:00 AM-11:55 AM ...$125 CA ...$207 Romanczyk, V.

Microsoft Office 2019 CSFT-8063B
Basic computer and keyboarding skills are required. Textbook and USB drive are required. Learn basic skills in Microsoft Word, Microsoft Excel, Microsoft PowerPoint, and Microsoft Access. Applications will include creating business letters and resumes in MS Word, exploring spreadsheets in MS Excel, using MS PowerPoint to create presentations, and working with database objects in MS Access. (30 Contact Hours)
82391 ...T ...9/8/20-11/10/20... 6:00 PM-8:55 PM ...$265 SC ...$336 Burton, M.
82387 ...TH ...9/14/20-10/17/20... VIR-VIR ...$265 VIR-VIR ...$307 Borek, L.
82411 ...M ...9/14/20-11/16/20... 9:00 AM-11:55 AM ...$265 CA ...$207 Romanczyk, V.

WORKPLACE COMPUTING CERTIFICATE
Workplace Computing courses are designed for learners who are seeking a solid basic understanding of Microsoft Word, Microsoft Excel, Microsoft PowerPoint, and Microsoft 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 continuinged@macomb.edu.

Microsoft Word 2019 CSFT-8080
Basic computer skills and keyboarding skills are required. Textbook and USB drive are required. Learn introductory and intermediate MS Word skills including business letter writing; proofreading tools; tables; WordArt and SmartArt; headers and footers; and mail merge. (24 Contact Hours)
82388 ...Th ...9/10/20-10/29/20... 6:00 PM-8:55 PM ...$199 SC ...$336 Burton, M.
Microsoft Access 2019 CSFT-8081
Basic computer, keyboarding, and internet skills required. Learn introductory and intermediate MS 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; table structure; import a Report Into a Database crosstab queries; and more. Textbook and USB drive required. (24 Contact Hours)
B2992 ... VR ... 9/14/20-10/31/20 ... VR ... VR ... $199 ... VR ... VR ... Canfield, J.

Microsoft PowerPoint 2019 CSFT-8083
Basic computer, keyboarding, and internet skills required. Learn introductory and intermediate MS 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; MS PowerPoint tables; sharing files online; finalizing a presentation; and more. Textbook and USB drive required. (24 Contact Hours)
B2390 ... MW ... 10/26/20-11/18/20 ... 6:00 PM-8:35 PM ... $199 ... SC ... 136 ... Burton, M.

ADVANCED MICROSOFT EXCEL WORKSHOPS

Employers are seeking people with advanced Microsoft Excel skills. Sky-rocket your MS 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 MS Excel proficiency in MS Excel 2016 or later. USB drive required. For information, contact continfo@macomb.edu.

Mastering Microsoft Excel Pivot Tables CSFT-8076A
Begin to intermediate level MS Excel program knowledge and proficiency required. Pivot tables are one of the hidden MS 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 MS Excel users. Overcome your fears and become the de-facto MS Excel guru in your office! During this workshop, you will solve data analysis problems from ModelOff (World Financial Modeling competition). (6 Contact Hours)
B2385 ... Sa ... 11/7/20-11/7/20 ... 9:00 AM-3:35 PM ... $105 ... SC ... 740 ... Biyakham, A.

Microsoft Excel Functions and Formulas CSFT-8077A
Must have intermediate to advanced level MS Excel proficiency (MS Excel 2016 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)
B2386 ... Sa ... 11/21/20-11/21/20 ... 9:00 AM-3:35 PM ... $105 ... SC ... 740 ... Biyakham, A.

INFORMATION TECHNOLOGY

Google IT Support Certificate CSFT-8089
Acquire the skills needed for an entry-level role in IT support. The Google IT Support Certificate curriculum is held 100% online. This curriculum is instructor facilitated and utilizes a learning management system. This certificate program consists of 5 modules, with varying levels of difficulty. Upon completion of the program, students will complete a home check-off sheet to list problems in your survey to present to your customer. (24 Contact Hours)
B2590 ... VR ... 9/19/20-11/14/20 ... VR ... VR ... $595 ... VR ... VR ... NCI Associates

CONSTRUCTION

The Builder’s Pre-License program at Macomb Community College is a job skill training program. After successful completion of both Builder’s Pre-License Segment I INDIT-8022 and Builder’s Pre-License Segment II INDIT-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 workforcedeve@macomb.edu.

Builder’s Pre-License Training Segment 1 INDIT-8022
Segment 1 of the state-mandated Builder’s Pre-License training will present business management, estimating and building science, contracts, risk management, marketing, and sales. This course is intended to present project management, scheduling, and current Michigan Residential and Construction Safety Standards along with management, marketing, and sales. (30 Contact Hours)
B2554 ... MW ... 9/14/20-10/7/20 ... 6:00 PM-9:55 PM ... $425 ... MTEC ... 138 ... NCI Associates

Builder’s Pre-License Training Segment 2 INDIT-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)
B2555 ... MW ... 10/19/20-11/11/20 ... 6:00 PM-9:55 PM ... $425 ... MTEC ... 138 ... NCI Associates

Home Inspection INDIT-8025A
Learn how to set up a home inspection business. Follow the home inspection process and discover how to identify common problems, tools requirements, how to market, and how to price your services. Discover how to use drones and infra-red cameras in the home inspection business. Use of drones and infra-red cameras will be discussed along with a home check-off sheet to list problems in your survey to present to your customer. (24 Contact Hours)
B2591 ... VR ... 9/19/20-11/14/20 ... VR ... VR ... $595 ... VR ... VR ... NCI Associates

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-8025D, CRTR-8009B, CRTR-8011C, and CRTR-8008A. 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, Elizabeth Bosilkovski, at Bosilkovski@macomb.edu or 866.226.4722.

Court Reporting Theory 1 CRTR-8000
Develop techniques of a conflict-free writing style and begin building an extensive dictionary. (97.5 Contact Hours)
B2233 ... VR ... 9/1/20-12/17/20 ... 6:15 PM-9:25 PM ... $579 ... VR ... VR ... Bosilkovski, E.

Court Reporting Theory 2 CRTR-8016
Continue to develop your skills in machine shorthand theory and real-time principles; learn more advanced principles of theory and conflict-free writing. (97.5 Contact Hours)
B2234 ... VR ... 9/1/20-12/17/20 ... 6:15 PM-9:25 PM ... $579 ... VR ... VR ... Bosilkovski, E.

Court Reporting Theory 3 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)
B2235 ... VR ... 9/1/20-12/17/20 ... 6:15 PM-9:25 PM ... $579 ... VR ... VR ... Bosilkovski, E.

Court Reporting Skill 1 CRTR-8007
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 & A tests must be passed with 95% accuracy. (97.5 Contact Hours)
B2236 ... VR ... 9/1/20-12/17/20 ... 6:15 PM-9:25 PM ... $579 ... VR ... VR ... Bosilkovski, E.

Court Reporting Skill 2 CRTR-8014
Continue the process of speed building. Speed levels are 160-180 wpm, and literary, jury charge, and Q & A tests must be passed with 95% accuracy. (97.5 Contact Hours)
B2237 ... VR ... 9/1/20-12/17/20 ... 6:15 PM-9:25 PM ... $579 ... VR ... VR ... Bosilkovski, E.

Court Reporting Skill 3 CRTR-8017
Continue the process of speed building. Speed levels are 180-225 w.p.m., and literary, jury charge, and Q & A tests to be passed with 95% accuracy. Internship required. (97.5 Contact Hours)
B2238 ... VR ... 9/1/20-12/17/20 ... 6:15 PM-9:25 PM ... $579 ... VR ... VR ... Bosilkovski, E.

Judicial Technology CRTR-8025D
Explore computer-aided transcription software including instruction in operating the real-time translation system, speaker identification, formatting, litigation support, building a dictionary, creating block files, macros, and auto-includes. Receive an overview of each of these items: the reporter’s role in litigation support; hardware and software; and the reporter’s role in CART and captioning. (27.5 Contact Hours)
B2232 ... VR ... 9/9/20-11/18/20 ... 6:30 PM-9:25 PM ... $479 ... VR ... VR ... Bosilkovski, E.

UPDATE:
WCE fall semester classes will not be held on ground unless they require on-ground instruction, which includes the use of labs, tools, machinery, simulations or computer software otherwise unavailable to students. For on-ground or online class clarification, please email the applicable department.
**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)  
82576 ... T ... 9/30/20 ... 10:50/10-10/20 ... 8:55 PM ... $245 ... VIR ... VIR ... VIR ... VIR ... LERN

**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)  
82597 ... W ... 9/29/20 ... 10:50/10-10/20 ... 8:55 PM ... $195 ... VIR ... VIR ... VIR ... VIR ... LERN

**Intermediate Stock Market**  MNMG-8011  
Discover topics such as index options, futures contracts, and new day trading strategies. (14.5 Contact Hours)  
82598 ... T ... 10/30/20 ... 10:50/10-11/10 ... 8:55 PM ... $245 ... VIR ... VIR ... VIR ... VIR ... LERN

**Graphic Design**

**Infographics—VIRTUAL**  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)  
82579 ... VIR ... 9/8/20 ... 10/2/20 ... VIR ... VIR ... $195 ... VIR ... VIR ... VIR ... LERN

**Introduction to Game Design—VIRTUAL**  DSGN-8017  
Games are increasingly recognized as a tool that can serve many business purposes beyond entertainment. This course provides a general introduction to what goes into the design and development of both video and analog games, with a particular focus on the use of games outside consumer entertainment. By completing this course, you can take the first steps into understanding game design and how it can be applied in your field. (16 Contact Hours)  
82571 ... VIR ... 9/8/20 ... 10/2/20 ... VIR ... VIR ... $245 ... VIR ... VIR ... VIR ... LERN

**Floral Design**

**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. Classes run sequentially each semester and cross over semesters for certificate completion. Not all courses are offered every semester. For information, contact 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 not so common, to the floral designer. (9 Contact Hours)  
82521 ... T ... 9/15/20 ... 9/29/20 ... 6:00 PM ... 8:55 PM ... $199 ... SOU ... C119 ... Peters, M.

**Fundamentals of Floral Design I**  FLOR-8000B  
Prerequisite: FLOR-8043  
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)  
82556 ... T ... 10/6/20 ... 10/13/20 ... 6:00 PM ... 8:55 PM ... $289 ... SOU ... C119 ... Peters, M.

**Fundamentals of Floral Design II**  FLOR-8001  
Corequisite: FLOR-8000B and FLOR-8042  
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)  
82527 ... T ... 11/10/20 ... 11/14/20 ... 6:00 PM ... 8:55 PM ... $279 ... SOU ... C119 ... Peters, M.

**Intermediate Floral Design**  FLOR-8007  
Corequisite: FLOR-8000B and FLOR-8043  
Take your designs to the next level. Add your own special touches to more advanced designs. (9 Contact Hours)  
82529 ... T ... 12/10/20 ... 12/15/20 ... 6:00 PM ... 8:55 PM ... $279 ... SOU ... C119 ... Peters, M.

**Sympathy Design**  FLOR-8009B  
Corequisite: FLOR-8000B and FLOR-8043  
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)  
82526 ... M ... 9/14/20 ... 10/5/200 ... 6:00 PM ... 8:55 PM ... $309 ... SOU ... C119 ... Kiebushk, K.

**Advanced Floral Design I**  FLOR-8002A  
Corequisite: FLOR-8000B and FLOR-8043  
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)  
82565 ... M ... 10/12/20 ... 11/20/20 ... 6:00 PM ... 8:55 PM ... $299 ... SOU ... C119 ... Kiebushk, K.

**Wedding Bouquets & Corsages**  FLOR-9002A  
Corequisite: FLOR-8000B and FLOR-8043  
Create the newest wedding designs with hand-tied and cascading bouquets. Learn the latest guilting techniques in making corsages and boutonnieres. (12 Contact Hours)  
82564 ... M ... 11/9/20 ... 11/30/20 ... 6:00 PM ... 8:55 PM ... $329 ... SOU ... C119 ... Kiebushk, K.

Advanced Floral II Capstone will be offered January 2021.
HALEH CARE TRAINING

PTAS National Exam Prep HLTH-8065
Prepare to ace the National Physical Therapist Assistant licensing exam with this two-day interactive course. Gain motivation and confidence to pass the examinations on the first attempt. You will design and implement a comprehensive study plan based on the latest information available from the Federation of State Boards of Physical Therapy; identify your current strengths and weaknesses by answering challenging multiple-choice questions; use quantitative and qualitative measures to determine your readiness to take the exams; examine the intricacies of computer-based testing; use innovative individual and group study tools to enhance the efficiency and effectiveness of study sessions; and maximize applied learning opportunities that will translate into higher examination scores. Detailed course manual included. Other optional review textbooks available at www.scorebuilders.com. (14 Contact Hours) 82959 .... VR......... 10/3/20 - 10/4/20 .... VR - VR .... $250 .... VR .... VR .... Mele, R.

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 course aimed at developing skills in basic heart aid, CPR for children and adults, for the choking victim, and use of an automatic external defibrillator. Text included. (6 Contact Hours) 82339 .... T ....... 8/11/20 - 8/12/20 .... 1:00 PM - 6:55 PM .... $95 .... SOU .... C127 .... Howard, A.
82547 .... F ....... 10/15/20 - 10/16/20 .... 1:30 PM - 7:25 PM .... $95 .... SOU .... C127 .... Howard, A.
82488 .... F ....... 11/20/20 - 11/21/20 .... 9:00 AM - 2:55 PM .... $95 .... SOU .... C127 .... Howard, A.

Basic Life Support for Health Care Providers HLTH-8096
Designed to provide a wide variety of health care 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 Health Care Providers Course completion card is valid for two years. Textbook required. (4 Contact Hours) 81533 .... T ....... 8/11/20 - 8/12/20 .... 8:30 AM - 12:25 PM .... $75 .... SOU .... C127 .... Howard, A.
82542 .... F ....... 9/18/20 - 9/19/20 .... 8:30 AM - 12:25 PM .... $75 .... SOU .... C127 .... Howard, A.
82543 .... F ....... 9/18/20 - 9/19/20 .... 1:00 PM - 4:55 PM .... $75 .... SOU .... C127 .... Howard, A.
82544 .... F ....... 10/15/20 - 10/16/20 .... 9:00 AM - 12:55 PM .... $75 .... SOU .... C127 .... Howard, A.
82545 .... F ....... 11/20/20 - 11/21/20 .... 1:00 PM - 4:55 PM .... $75 .... SOU .... C127 .... Howard, A.

NURSING ASSISTANT CERTIFICATE
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 workshop. Prior to the first day of class, students must complete a criminal background check, drug screen, TB test, and health at their personal expense. Prior to Clinical Practice, students must purchase a uniform. Details of each requirement will be reviewed at the mandatory workshop (WKSP-8000). For information, contact 586.226.4807 or healthcareers@macomb.edu.

Nurse Assistant HLTH-8038A
Prerequisite: WKSP-8000
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. Students can access Canvas at My Macomb. Text required. (96 Contact Hours) 82471 .... VR .......... 9/18/20 - 10/27/20 .... VR - VR .... $850 .... VR - VR .... Brown, D.
And .... F .... 10/23/20 - 11/7/20 .... 5:00 PM - 9:55 PM .... SOU .... C127
And .... Sa .... 10/23/20 - 11/7/20 .... 8:00 AM - 4:55 PM .... SOU .... C127
And .... MTWThF .... 11/9/20 - 11/25/20 .... 9:00 AM - 3:25 PM .... SOU .... C127

COURT REPORTING CAREER OPPORTUNITIES
• CART Provider—Communication Access
• Real-Time Translator
• Closed Captioning
• Freelance

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. More information about the exam can be found at www.ambanet.net. WKSP-8000 Health Career Workshop is required prior to registration in HLTH-8061B, HLTH-8060B or HLTH-8018C, the recommended order of classes. For information, contact 586-226-4807 or healthcareers@macomb.edu.

Microsoft Office 2019 CSFT-8063B
Basic computer and keyboarding skills are required. Textbook and USB drive are required. Learn basic skills in Word, Excel, PowerPoint, and Access. Applications will include creating business letters and resumes in Word, exploring spreadsheets in Excel, using PowerPoint to create presentations, and working with database objects in Access. (30 Contact Hours) 82216 .... VR .... 9/22/20 - 12/8/20 .... VR - VR .... $295 .... VR .... VR .... Howard, A.

Medical Coding I HLTH-8102A
Prerequisite: WKSP-8000, HLTH-8010A and CSFT-8063B with minimum grade CR
Prepare for the nationally recognized Certified Professional Coder (CPC) exam. Learn the rules and regulations of ICD-10-CM (International Classification of Diseases, 10th Ed. Clinical Modification), allowing you to apply coding skills to medical services provided in the medical office. Analyze written descriptions of diseases, disorders, and injuries and translate them into ICD-10-CM codes to their highest level of specificity for medical insurance billing. Students can access Canvas at My Macomb. Text required. (33 Contact Hours) 82517 .... VR .......... 8/18/20 - 10/27/20 .... VR - VR .... $325 .... VR - VR .... Wietecha, L.

Medical Coding II HLTH-8103A
Prerequisite: WKSP-8000, HLTH-8010A and CSFT-8063B with minimum grade CR
Prepare for the nationally recognized Certified Professional Coder (CPC) exam. Understand the guidelines of Evaluation and Management codes, learn the basics of Health Care Common Procedure Coding System (HCPCS) coding; Level I-CPT, Level II-National codes for medical services rendered in medical offices and hospital settings. Use the proper use of modifiers and apply medical necessity criteria to assign diagnostic and procedure codes appropriate for medical insurance billing. Students can access Canvas at My Macomb. Text required. (56 Contact Hours) 82518 .... VR .......... 9/20/20 - 12/10/20 .... VR - VR .... $550 .... VR - VR .... Hicks, R.

CPC Study Night HLTH-8074
Prepare to take the AAPC Certified Professional Coder (CPC) Exam. You will use your current ICD-10, CPT, and HCPCS coding manuals. (5.5 Contact Hours) 82530 .... VR .......... 12/9/20 - 12/13/20 .... VR - VR .... $99 .... VR - VR .... Hicks, R.
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)  
82516 ... V ___________ 9/22/20-12/8/20 ... V ___________ V ___________ $295 ... V ___________ Howard, A., 

Patient Access Services     HLTH-8061B
Prerequisite: HLTH-8010A and CSFT-8063B, both with minimum grade CR
Students will develop an understanding of the revenue cycle and the role of patient access in health care institutions, as well as 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 understand the accreditation requirements of health care organizations and will be able to communicate complex regulations to patients during the patient access encounter. Bring a flash drive to class. Students can access Canvas at My Macomb. (24 Contact Hours)  
82484 ... V ___________ 8/25/20-9/17/20 ... V ___________ V ___________ $195 ... V ___________ Eastwood, M., 

Medical Billing     HLTH-8008D
Prerequisite: HLTH-8010A and CSFT-8063B, both with a minimum grade CR
Obtain the knowledge and skills associated with insurance billing for medical practices. Examine 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. Students can access Canvas at My Macomb. Text required. (45 Contact Hours)  
82481 ... V ___________ 9/9/20-12/2/20 ... V ___________ V ___________ $325 ... V ___________ Dew, T., 

Billing Applications     HLTH-8018C
Prerequisite: HLTH-8010A and CSFT-8063B with minimum grade CR
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. Access Canvas at My Macomb. (36 Contact Hours)  
82482 ... V ___________ 9/25/20-12/4/20 ... V ___________ V ___________ $295 ... V ___________ Colgado, A., 

MEDICAL BILLER/CODER PROFESSIONAL DEVELOPMENT

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 real, multi-specialty 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)  
82531 ... V ___________ 8/26/20-11/4/20 ... V ___________ V ___________ $395 ... V ___________ Hicks, R., 

FITNESS TRAINING

Do you have a passion for fitness? Want to turn that into a career to help others? You can earn nationally recognized fitness certificates from our partners at the World Instructor Training Schools (WITS) is the only major certifying body in the country providing comprehensive practical training and internship opportunities. This growing field includes several jobs in local gyms, physical therapy centers, as well as new business opportunities for the entrepreneur in you! Check out this introductory video: https://www.youtube.com/watch?v=PjPQjvG6fSk&feature=youtu.be and visit www.witseducation.com for more about the exciting world of Fitness Training. 

Texts are available through WITS at: https://www.witseducation.com/fit/store-shop/group-exercise-2-book-combo/. Students choosing the Certified Personal Fitness Trainer course will also need a current CPR/AED/First Aid card prior to internship placement. Registration for all WITS classes is available through their website at https://tinyurl.com/mi-macomb-cpt. Email healthcareers@macomb.edu for more information. 

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, courses for the choking victim, and use of an automatic external defibrillator. Text included. (6 Contact Hours)  
81338 ... T ___________ 8/11/20-8/11/20 ... 1:00 PM - 6:55 PM ... $65 ... $300 ... C122 ... Howard, A., 
82547 .... F ___________ 10/16/20-10/16/20 ... 1:30 PM - 7:25 PM ... $65 ... $300 ... C122 ... Howard, A., 
82548 .... F ___________ 11/20/20-11/20/20 ... 9:00 AM - 2:55 PM ... $65 ... $300 ... C122 ... Howard, A., 

Certified Personal Fitness Trainer     FTNS-9000
The gold standard of personal fitness training will walk many graduates right into a job! Key topics include biomechanics, exercise physiology, fitness testing, equipment usage, and health assessment. This is an online, mentored course with interactive video lectures, practical video labs, discussion boards, and quizzes. The national exams for the certification credential are included with this fee. Textbook required and students are encouraged to read the first three chapters prior to the start of class. (36 Contact Hours)  
82499 ... V ___________ 9/15/20-11/19/20 ... V ___________ V ___________ $799 ... V ___________ WORLD/INSTR TRAIN SCHOOL 

Senior Fitness Specialist     FTNS-9020
For trainers or those interested in the growing senior population. Gain the knowledge and competency to assess fitness levels, design fitness programs, and provide motivating exercise instruction for older adults. Learn the proper exercise techniques, stretching, programming and safety needed for yourself or older adult clients, including specialized knowledge of chronic medical conditions that will alter older adults’ need for and response to exercise. This is an online, self-paced mentored class. Textbook suggested. (20 Contact Hours)  
82533 ... V ___________ 9/30/20-11/11/20 ... V ___________ V ___________ $595 ... V ___________ WORLD/INSTR TRAIN SCHOOL 

Group Fitness Instructor     FTNS-9021
Develop skills for leading any group in an exciting safe routine. Lectures cover the essentials of group exercise history, music, choreography, safety techniques, as well as basic applied science specifically relating to group strength, cardiovascular, muscular, and flexibility. Practical labs expand into skill development for functional training, sports conditioning, circuit, boot camp, dance, step, kickboxing and equipment-based class techniques. A mind-body overview in Yoga & Pilates will cap it off so you can incorporate this knowledge into sections of your own classes. This is an online, self-paced mentored course. The national exams for the certification credential are included with this fee. Textbook required: https://www.witseducation.com/fit/store-shop/group-exercise-2-book-combo/ (36 Contact Hours)  
82550 ... V ___________ 9/26/20-12/5/20 ... V ___________ V ___________ $799 ... V ___________ WORLD/INSTR TRAIN SCHOOL 

PHARMACY TECHNICIAN CERTIFICATE

Pharmacy Technicians are an integral part of the pharmacy team providing safe and effective care to patients in retail, hospital, compounding, and other health care centers. Formal education, work experience, and national certification through the Pharmacy Technician Certification Board www.ptcb.org allows you to apply for a license to practice in the State of Michigan. Successful completion of the full program—WKSP-8000, HLTH-8120, HLTH-8119, HLTH-8118, HLTH-8117, HLTH-8121, HLTH-8104A and HLTH-8015—is necessary to take the PTCB exam. Prior to internship placement, you must pass a criminal background check, drug screening, physical exam and health screenings. Students who place in a hospital internship must also take a Basic Life Support class and some require uniforms at your own expense. For more information, contact healthcareers@macomb.edu. 

Pharmacy Practice Theory for the Technician     HLTH-8110
Corequisite: HLTH-8119 
Corequisite: HLTH-8119 
Designed to provide students with the required knowledge and skills needed to enter the profession of Pharmacy as a Pharmacy Technician. These skills allow students to assist pharmacists in our drug distribution system in the dispensing of prescriptions and other pharmaceutical services to patients. Practice sections of study include ambulatory (retail) pharmacy and institutional (hospital) pharmacy. Access CANVAS at MyMacomb. Texts required. (30 Contact Hours)  
82474 ... V ___________ 8/25/20-12/1/20 ... V ___________ V ___________ $450 ... V ___________ Valentine, D., 

Pharmacy Technician Practice Lab     HLTH-8119
Corequisite: HLTH-8120
Students will apply the knowledge and skills learned in conjunction with the Pharmacy Practice Theory for the Pharmacy Technician course through practical hands on exercises and other individual and group learning activities. Skills applied in the course will apply to both ambulatory (retail) and institutional (hospital) pharmacy practice. (30 Contact Hours)  
82475 ... V ___________ 11/14/20-11/30/20 ... 6:00 PM - 8:25 PM ... $450 ... CTR ... R264 ... Zaia, R.,
Drug Classifications for the Pharmacy Technician    HLTH-8117

Provides a basic understanding for the Pharmacy Technician of how pharmaceuticals act within the body and the ways drugs are used to treat patients today. Students will also study the trade and generic names of frequently used drugs in addition to their drug classes and therapeutic use(s). Drugs will be explored by organ system of the body for ease of learning. Access CANVAS in MyMacomb. Text required. (30 Contact Hours)

Dosage Calculations in Pharmacy Practice   HLTH-8118

Students will explore the methods to solve calculations used in the practice of pharmacy to work as a Pharmacy Technician. Developing prescription literacy skills, applying measurement systems, performing oral and parenteral dosages, solving special calculations in compounding, and application to business math in the pharmacy will be explored. A basic math review including a review of subdivisions of numbers (fractions, decimals, etc.) the use of ratios, percent, and proportions and solving unknowns using the ratio-proportion method will be presented at the onset of the course. Access CANVAS in MyMacomb. (30 Contact Hours)

Phlebotomy Internship    HLTH-8021B

Corequisite: 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)

PHLEBOTOMY CERTIFICATE

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, provide Basic Life Support Certification and pass the Michigan Employment Background Check. (40 Contact Hours)

Veterinary Assistant Program Certificate

Do you have a passion for animals? If so, a career as an Approved Veterinary Assistant may be for you. Veterinary Assistants are a valuable part of the veterinary health care team! Students must attend a mandatory workshop and orientation, complete all four modules and a 100 hour internship in order to receive a Workforce & Continuing Education certificate and be eligible to take the exam to become an Approved Veterinary Assistant through the National Association of Veterinary Technicians in America (NAVTA). More information about the exam can be found at www.navta.net. During the program orientation, students will learn about the program requirements and student responsibilities. For more information, please contact the program coordinator, Dr. Lori Renda-Francis, at renda-francisL@macomb.edu or 586.286.2096

AVA-1 VETC-8018

Corequisite: WKSP-8025

Explore the career path of the veterinary assistant. Learn the basic anatomy and physiology of small animals. Apply appropriate medical terminology to describe anatomical structures and their corresponding physiology. Understand purebred dog and cat breeds and behavior, handling, and restraint. Instruction includes veterinary office and exam room procedures as they pertain to the role of the veterinary assistant working in companion animal practice. Text required. (60 Contact Hours) Registration for this course does not open until August 14, 2020.

AVA-2 VETC-8019

Learn animal nursing techniques such as medicating patients, grooming, observation of hospitalized patients, and cleaning procedures of kennels and hospital facilities. Become familiar with basic veterinary procedures pertaining to drug handling and prescription labeling. Client management topics to be covered include professional conduct and communication and medical recordkeeping. Instruction will also cover basic clinical pathology procedures including how to operate laboratory equipment and handling and processing of patient samples. Text required. (60 Contact Hours) Registration for this course does not open until August 14, 2020.

Environmental Horticulture Certificate

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. The Environmental Horticulture Certificate consists of seven courses: LAND-8020A, LAND-8025A, LAND-8021, LAND-8022A, LAND-8023, LAND-8024, and LAND-8026. Classes can be taken individually or as part of the certificate program. For information, 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)

Plant Healthcare    LAND-8025A

Cover basic landscape maintenance topics with an emphasis on sustainable methods. Content will include soil enrichment for plant health, fertilization requirements of plants and delivery methods, importance of mulching, and diagnosing common plant ailments. (21 Contact Hours)

Photography   PHOT-8031A

Explore how to build your photography business and make a profit. Become familiar with the legal and financial issues facing a new business owner. Develop a business and marketing plan. Identify your personal vision and take the necessary steps to protect your art and your business. Complete Photographic Arts Certificate prior to enrolling in this course. (15 Contact Hours)

Photographic Arts Certificate

The Certificate in Photographic Arts consists of six courses: PHOT-8003B, PHOT-8006C, PHOT-8011C, PHOT-8030, PHOT-8005B, and PHOT-8013C. Please note Photoshop Elements I PHOT-8024A or Photoshop Elements II PHOT-8029A may be taken in lieu of PHOT-8013C.

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)

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 art and your business. Complete Photographic Arts Certificate prior to enrolling in this course. (15 Contact Hours)
Photoshop for Photographers  PHOT-8013C
It is strongly recommended that students register for Digital Fundamentals before taking the other photography courses in this program. Turn good photos into great photos. Improve composition by removing unattractive objects, create stunning photo-art by blending images, and add special effects that make your pictures unique. Learn to use Photoshop layers, tools, and filters. Different versions of Adobe Photoshop will be discussed. (12 Contact Hours)
82683_M...10/26/20-11/23/20...6:00 PM-8:55 PM....$199...CTR...H214...........Melby, S.

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)
82680_VIR...11/2/20-11/30/20...6:00 PM-8:55 PM....$225...VIR...VIR...........Melby, S.

PHOTOGRAPHY WORKSHOPS
Students must have completed the Photographic Arts Certificate in order to register for any of the photography workshops listed below.

Digital Black & White Workshop  PHOT-8034
So you’ve completed the Photographic Arts certificate but want to learn more on this subject? Troubleshoot and refresh your skills in Digital Black & White photography as you bring your experience and current skill level to this 5 week class. This is a great opportunity to build up and expand your portfolio. (15 Contact Hours)
82681_VIR...11/22/20-11/30/20...6:00 PM-8:55 PM....$275...VIR...VIR...........Melby, S.

QUALITY
Quality courses are 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. For information, contact workforcedev@macomb.edu

APQP - Advanced Product Quality Planning  CQLY-8025A
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)
83675_M...9/28/20-9/28/20...8:00 AM-4:25 PM....$295...MTEC...124...........Staff

PPAP - Production Part Approval Process  CQLY-8023A
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 process, 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)
82668_T...9/29/20-9/29/20...8:00 AM-4:25 PM....$295...MTEC...124...........Staff

APQP and PPAP Workshop  CQLY-8180A
This workshop builds on the key concepts taught in these two courses by also including templates, spreadsheets and macros for key (1) APQP Takeaways and techniques for effective planning (using PDSA), creating a phased Timing Chart; creation of detailed deliverables from all the APQP phases, such as the Control Plan, Voice of the Customer SIPOC, Process Flowcharts, DFMEA & PFMEA, MSA and all (3) Key PPAP Elements and Documents, including PSW, Engineering Change & Approval, Design Records and so many others; also (3) a high-level overview of all the Core Tools processes and procedures (FMEA, MSA, SPC); and finally (4) Key Facilitation & Communication skills and practices (i.e. brainstorming, consensus, team dynamics) to ensure success in APQP & PPAP. (8 Contact Hours)
82676_W...9/30/20-9/30/20...8:00 AM-4:25 PM....$295...MTEC...124...........Staff

FMEA - Failure Mode & Effect Analysis  CQLY-8029A
Focus on how FMEAs (Failure Mode & Effect Analysis) 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 beProduct and Process Designers and Engineers and others who will support the process, such as quality and management personnel. (8 Contact Hours)
82673_M...10/5/20-10/5/20...8:00 AM-4:25 PM....$295...MTEC...124...........Staff

Failure Mode and Effects Analysis Workshop  CQLY-8181A
This workshop re-enforces the key concepts of FMEA by providing hands-on templates, Excel spreadsheets and macros to assist with (1) Process Mapping and Continuous Improvements; brainstorming Failure Modes and understanding the Pareto 80/20 Rule; also, (2) applying Risk Assessment, Root Cause Analysis (5 Why’s & Fishbone Diagram), Corrective Actions and Counter Measures; also, (3) applying other Lean and Improvement tools (Force Field Analysis, Relationship Diagramming) and Data Mining and Analytics to reap the full benefits of conducting an FMEA; finally (4) Using the FMEA Start-up / Scoping form and the FMEA Worksheet with Severity, Occurrence and Detection to calculate the Risk Priority Number (RPN); discuss the updated standard. (8 Contact Hours)
82645_T...10/6/20-10/6/20...8:00 AM-4:25 PM....$295...MTEC...124...........Staff

MSA Measurement System Analysis  CQLY-8008A
Focus on the fundamentals of MSA/Gage R&R (Measurement System Analysis) in both average (short) and average range (long) methods. Other analytical methods for attribute gages and ANOVA will be discussed. Participants should be quality personnel or others responsible for implementation and proper conduct of MSA/Gage R&R. (8 Contact Hours)
82671_M...10/12/20-10/12/20...8:00 AM-4:25 PM....$295...MTEC...124...........Staff

Measurement Systems Analysis Workshop  CQLY-8182A
This fun, interactive and hands-on workshop brings the concepts of MSA alive by providing templates, macros and spreadsheets to assist with evaluating your measurement system and performing a Gage R&R Study for Repeatability and Reproducibility. We teach you how to (2) mimic real-world application by understanding part variation and upper (USL) and lower (LSL) specification limits; also, by calculating and understanding the Number of Distinct Categories (NDC) and how this impacts your Gage R&R Study; finally, (3) show you how to understand variation by Equipment, Appraiser, or Part and to understand Gage R&R System Acceptability. (8 Contact Hours)
82672_T...10/13/20-10/13/20...8:00 AM-4:25 PM....$295...MTEC...124...........Staff

SPC - Statistical Process Control  CSPC-8009
Learn the fundamentals of SPC (Statistical Process Control). Focus on 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)
82670_M...9/19/20-9/19/20...8:00 AM-4:25 PM....$295...MTEC...124...........Staff

SPC - Statistical Process Control Workshop  CSCP-8009
Learn the fundamentals of SPC (Statistical Process Control). Focus on 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)
82669_T...10/20/20-10/20/20...8:00 AM-4:25 PM....$295...MTEC...125...........Staff

Problem Solving Training: 8D, Fishbone, SY, A-3  CMGT-8157A
In this training class, you will be able to learn the structured approach to problem solving. Many world-class companies such as Toyota use the PDCA (Plan, Do, Check, Act) approach for solving problems for continuous improvement. When combined with the basic quality tools, this approach identifies problems, analyzes root causes and generates solutions. We will also teach you to put effective solutions in place to prevent similar problems from recurring in the future. The 8D (Eight Disciplines) process is a structured problem solving process that is widely adopted in the manufacturing, process and other industries. Popularized by Ford Motor Company, the 8D methodology has proven to be highly effective in product and process improvement. Following the logic of the PDCA cycle, the 8D process enables problem solving teams to identify root causes, develop proper actions to eliminate root causes, and implement permanent corrective action to prevent recurrence. It includes key analytical tools such as Is/Is Not Analysis and Root Cause Analysis using 5 Why’s and the Fishbone Diagram. A3 thinking is lean thinking. An A3 report is a lean PDCA storyboard. Based on the original A3 process developed by Toyota, the A3 report can be used to propose solutions to problems, give status reports on ongoing projects, and report results of information gathering activity. (16 Contact Hours)
82920_T...9/19/20-9/19/20...6:00 PM-9:55 PM....$590...MTEC...124...........Haman, C

Lean Six Sigma Green Belt Training  CQLY-8190A
This fifty-six (56) hour course will engage students in all aspects of becoming Lean Six Sigma Green Belt certified using Lean Six Sigma methodologies. Students will discover, troubleshoot, utilize and implement tools and software to define, measure, analyze, improve, control (DMAIC) and to ultimately complete a project to be reviewed by a Black Belt for certification. Students will have (limited) access to a Black Belt for review of their project beyond the fifty-six hours (56) to complete their project. Certification through ASQ will be completed independent of this course and at an additional fee directly through ASQ. More details available in class. (56 Contact Hours)
82679_VIR...9/9/20-12/16/20...6:00 PM-8:55 PM....$2,095...VIR...VIR...........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)
82405_MW...10/5/20-11/4/20...6:00 PM-9:35 PM....$295...CN...109...........NCI Associates
<table>
<thead>
<tr>
<th>COURSE TITLE</th>
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<tr>
<td>A TO Z GRANT WRITING</td>
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<td>ACHIEVING SUCCESS WITH DIFFICULT PEOPLE</td>
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<td>BLOGGING AND PODCASTING FOR BEGINNERS</td>
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<td>GET ASSERTIVE!</td>
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<td>GET FUNNY</td>
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<td>GET GRANTS!</td>
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<tr>
<td>GRAMMAR REFRESHER II</td>
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AUGUST UPDATE: WCE fall semester classes will not be held on ground unless they require on-ground instruction, which includes the use of labs, tools, machinery, simulations or computer software otherwise unavailable to students. For on-ground or online class clarification, please email the applicable department:

ONLY $119 PER CLASS
24 SCECHs per class
See full list of courses and register at: www.ed2go.com/mccsbceu

SAVE with featured course bundles!

MACOMB EDUCATOR RECERTIFICATION
SCECH
APPROVED STATE CONTINUING EDUCATION CLOCK HOURS
SPONSORED BY MACOMB COMMUNITY COLLEGE

EDUCATION PARTNER
Let’s create a healthier Macomb! Whether you are looking to develop your professional skills and earn approved CEUs or are just interested in learning how to become a healthier version of you, Macomb has a course for you. Choose online, self-paced or instructor-led certificate courses in either 6 or 12 weeks to complete. All of our courses are led by expert instructors, many of whom are nationally known authors. Our online courses are offered every month and are affordable, fun, fast, convenient and geared just for you. Courses approved for career CEUs are designated below with an * and are approved toward health professional licensure. CEUs are awarded by Allegro Learning Solutions, LLC. Register and pay at www.ed2go.com/healthymacomb. For more information, contact healthcareers@macomb.edu.

**Spanish for Medical Professionals**
Learn basic Spanish like numbers, colors, directions, and names for family members, and simple verb conjugation. Understand Spanish words and phrases for parts of the body, common medical problems, tests and procedures, treatments, medications and diets. Learn how to talk about time, make appointments, communicate feelings, and assess a patient's mental status. Explore different strategies for dealing with children, adults and pregnant patients.

**Contact Hours 24 | CEUs 2.4 | Fee $115**

**Spanish for Medical Professionals II**
Learn Spanish useful for health care workers in a variety of specialties. Review Spanish words for the basic body parts and organs. Explore vocabulary and phrases related to insurance and expressions for patient assessments, exams and communicating pain. Learn Spanish terms related to diet and discharge.

**Contact Hours 24 | CEUs 2.4 | Fee $115**

**Certificate in Food, Nutrition, and Health **
Gain greater awareness of what we eat, why we eat it, how it is prepared and the consequences food choices can have on overall health. Examine the impact of stress as well as the health crisis imposed by obesity. Learn how to properly read food labels and decipher food claims in terms of nutritional value. Discover the importance of herbs and herbalists. Learn how to best change eating habits for a more healthy lifestyle: physically, emotionally, and spiritually.

**Contact Hours 16 | CEUs 1.6 | Fee $96**

**Introduction to Natural Health and Healing**
Using a variety of methods like diet, hydrotherapy, positive attitude, relaxation, yoga, chiropractic, natural remedies and more, you’ll explore ways to achieve total health in mind, body and spirit. By the end of this course, you’ll have begun taking charge of your own health and healing!

**Contact Hours 24 | CEUs 2.4 | Fee $100**

**Certificate in Mindfulness **
You’ll examine the many benefits of mindfulness for both your personal and professional life. You’ll also lay the foundation for a career in health and wellness coaching. Harnessing the power of mindfulness, business leaders have found that, in the long run, this practice offers long-term health changes that result in fewer chronic illnesses, which reduces demand on the health care system and results in fewer health-related costs in business.

**Contact Hours 8 | CEUs 0.8 | Fee $80**

**Certificate in Meditation**
Gain an overview of the religious roots of meditation as well as how these techniques can be used by any practitioner, regardless of faith or religious affiliation. Learn techniques including Transcendental Meditation™, guided imagery and visualization meditation, mindfulness meditation, Osho Kundalini Meditation™, and Vipassana meditation. Learn walking meditation, laughter meditation, centering prayer meditation and concentration meditation.

**Contact Hours 8 | CEUs 0.8 | Fee $68**

**Certificate in Nutrition, Chronic Disease and Health Promotion **
Examine the trend of rising chronic diseases. Explore the relationship between nutrition and disease. Learn to choose quality foods that support optimal health.

**Contact Hours 12 | CEUs 1.2 | Fee $100**

**Lose Weight and Keep It Off**
Understand food composition, portion sizes, preparation methods, consumption and timing. Learn the importance of meal planning and prepping. Learn to navigate and overcome the social elements of eating. Discover the different types of exercise and find an activity that's enjoyable and helps you meet your goals. Determine the role of hydration, thoughts, sleep, stress and other factors that can affect your ability to lose weight. Learn the difference between weight loss and weight maintenance and master the obstacles of each.

**Contact Hours 24 | CEUs 2.4 | Fee $100**

**Luscious, Low-Fat, Lightning-Quick Meals**
Discover easy, lower-fat alternatives and use these in recipes. Learn how you can season food as a fat free way to improve flavor. Discover ways to make lowered-fat sauces for a number of recipes. Learn to use leaner meats to create delicious recipes. Discover how to replace high-fat ingredients, such as cream and whole eggs, with tofu. Learn how to prepare quick and easy lower-fat recipes for main meals, side dishes and desserts.

**Contact Hours 24 | CEUs 2.4 | Fee $100**

**Certificate in Energy Medicine**
Examine the scientific evidence of the biofield and explore Indian healing traditions regarding the chakras. Discover a variety of healing practices that focus on treating the biofield. Learn how music and sound can be used therapeutically. Understand the benefits of the mind-body practice of meditation. Learn various gentle hand techniques used to balance the biofield. Learn about traditional Chinese practices such as qi gong and acupuncture.

**Contact Hours 10 | CEUs 1 | Fee $66**

**Certificate in Stress Management **

**Contact Hours 14 | CEUs 1.4 | Fee $84**

**Certificate in Gerontology **
Learn everything you need to know to competently work with individuals over 65. Develop an interdisciplinary perspective on aging. Understand how to assess and manage pain in older adults. Learn about common problems of aging, including staying healthy and sleeping. Understand how to deal with elder abuse, mental health, disorders of communication, and death and dying.

**Contact Hours 25 | CEUs 2.5 | Fee $150**

**Certificate in Healthy Aging **
Understand the relationship between nutrition and aging. Explore the characteristics of the healthy aging brain. Examine how cognitive function can be maintained into old age. Learn how physical activity can enhance well-being for seniors and uncovers the keys to longevity that allow some people to live to 100 years old. Explore the role that intimacy and sexuality play in the health of seniors.

**Contact Hours 10 | CEUs 1 | Fee $65**

**Genealogy Basics**
Learn to identify the techniques of gathering family information and explore interview styles. Develop research timelines and learn to locate records. Explore and analyze vital records and learn how to request copies for your research. Discover resources available for researching military records. Learn the research value of maps, deeds and grants in genealogy. Learn to use Will and Probate records, as well as newspapers, city directories and periodicals.

**Contact Hours 24 | CEUs 2.4 | Fee $100**

**Certificate in End-of-Life Care **
"Develop an interdisciplinary approach on end-of-life care. Understand the ethical issues surrounding end-of-life care. Learn special characteristics of hospice and palliative care. Understand pain management and assessment as well as physiologic changes patients may experience. Learn how to help patients and families cope with death, dying and grief. Understand cultural considerations surrounding end-of-life care.

**Contact Hours 19 | CEUs 1.9 | Fee $114**
Certificate in Infectious Diseases and Infection Control
Examine basic techniques and procedures for preventing the transmission of infectious disease. Understand some of the most common and dangerous infectious diseases: influenza, pneumonia, tuberculosis, hepatitis, AIDS, zoonosis and tick-borne diseases. Learn about emerging global infectious diseases (EIDs), which threaten individuals, families and communities throughout the developing world. Understand procedures that can help contain the spread of infectious diseases.

Contact Hours 13  |  CEUs 1.3  |  Fee $78

Certificate in Integrative Mental Health *
Learn how integrative medical care combines scientifically proven alternative and complementary methods with medications and psychotherapy. Learn alternative methods for helping people with sleep disorders, depression and chronic pain. Understand how anxiety disorders and bipolar disorder affects people of all ages and various methods of treatment.

Contact Hours 20  |  CEUs 2  |  Fee $120

Certificate in Legal and Ethical Issues in Health Care *
Understand the legal and ethical issues that are common in the world of medical care, including the most current issues arising from scientific and technological advances. Examine the legal implications of the Health Insurance Portability and Accountability Act (HIPAA). Consider the issues that arise from on-the-job situations such as medication errors, organ donation and workplace violence. Explore how the rise of social media has impacted the health care industry.

Contact Hours 12  |  CEUs 1.2  |  Fee $72

Certificate in Pain Assessment and Management *
Gain sound knowledge about the newest methods of pain assessment and management. Understand interventions and treatments that can help alleviate pain. Learn how to assess and manage pain in patients with cancer and HIV or those who have recently undergone surgery. Learn how to properly assess and manage pain in children and the elderly. Understand pain management and assessment during end-of-life care.

Contact Hours 70  |  CEUs 7  |  Fee $72

Certificate in Global Healing Systems *
Understand the role of gender bias in the diagnosis and treatment of mental health disorders and discuss the major mental health disorders affecting women. Know the key terms and concepts relevant to providing culturally appropriate health care for LGBTQ individuals. Understand the various elements impacting communication, as well as identify various methods of communication. Impart the importance of self-care, barriers to self-care, and self-care practices that support health and well-being.

Contact Hours 20  |  CEUs 2  |  Fee $120

Certificate in Starting Your Own Business in Health and Healing *
Explore how evidence-based design can create environments that foster healing and support the mission of health care facilities. Explore the effect of all the elements of an environment, including color, light, sound, and art, and the role they play in supporting physical and emotional health. Examine how a facility can use a focus on nature to create a sense of connection. Learn how to benefit from the use of technology while mitigating the emotional stress that can result from it. Understand the importance of environmental aspects such as clean air and water.

Contact Hours 16  |  CEUs 1.6  |  Fee $96

Certificate in Violence Prevention and Awareness *
Examine workplace violence, which is a major source of inequality, discrimination, stigmatization and workplace conflict. Explore other types of violence including domestic violence, elder abuse, child abuse, and the various forms of sexual assault. Take a closer look at pediatric abusive head trauma. Understand important insights into the signs of violence that may be presented by patients. Learn to respond to and help prevent various forms of violence.

Contact Hours 13  |  CEUs 1.3  |  Fee $78

Certificate in Spirituality, Health and Healing *
Learn the characteristics of spirituality and spiritual rituals. Understand therapeutic interventions for healing. Learn how spirituality affects the dying and grieving processes. Understand the elements of spiritual care and a spiritual assessment.

Contact Hours 25  |  CEUs 2.5  |  Fee $210

Certificate in Global Health Systems *
Learn about various global healing practices. Understand how these alternative practices differ from conventional medical systems. Explore six global traditions: Ayurvedic, Central and South America, Native North American South Africa, traditional Chinese and Unani.

Contact Hours 13  |  CEUs 1.3  |  Fee $78

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Advance your career today!

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

Geared to the needs of the manufacturing industry and its current and future workforce, Macomb Community College's Michigan Technical Education Center (M-TEC™) is the region’s resource for technical training. The M-TEC™ is now an Autodesk Authorized Training Center, bringing many NEW in-demand training opportunities to you. M-TEC™ partners with employers, Macomb County Planning and Economic Development, Michigan Economic Development Corporation, and Michigan Works to provide workforce development solutions for all levels of advanced manufacturing. Working across multiple industry sectors and in collaboration with the region’s employers, the M-TEC team develops and delivers both customized and ongoing technical training for companies and individuals to ensure their continued competitiveness in the global economy.

Autodesk Authorized Training Center
Classes start September 2020
Macomb Community College NOW an Autodesk Authorized Training Center

Autodesk makes software for people who make things. If you’ve ever driven a high-performance car, admired a towering skyscraper, used a smartphone, or watched a great film, chances are you’ve experienced what millions of Autodesk users are doing with this software.

Come and learn about these versatile Autodesk products:

**AUTOCAD** classes start September 8, 2020
**REVIT** classes start September 8, 2020
**FUSION 360** classes start September 16, 2020

Automated Systems
Classes available for corporate customers and individuals seeking new skills or to upgrade current skills.

With new technologies being discovered every day in advanced manufacturing, it’s a challenge staying current while moving ahead. Macomb Community College has educational programs to train individuals for required skills in PLC’s, robotics, fluid power, VFD drives and more. We train on the latest technology from FANUC, Siemens, and Allen Bradley. Complete your fast-track program in a few months and start your new career as a:

- Robot Programmer – 120 hours
- Robot Technician – 408 hours
- Controls Technician – 464 hours
- Industrial Maintenance Technician – 400 hours

**STUDENTS CAN ALSO TAKE INDIVIDUAL CLASSES IN:**
- Electrical Fundamentals
- Motor Controls & Drives
- FANUC Robotics Operations
- FANUC IR Vision 2D
- Basic PLC Programming
- Electro-Hydraulics & Pneumatics
- Machine Tool
  - More classes available, call 586.498.4110
- Courses specific to Fanuc and ABB to include Operations, Programming, Electrical Maintenance and Troubleshooting, Mechanical Teardown and Preventative Maintenance.

Automotive Auditor Apprenticeship Program
Classes start September 14, 2020

Do you have an Automotive Quality background? Looking for a new career? Automotive Quality Management Systems (QMS) auditors have the option of working in the Detroit area, throughout North America, or even South America, Europe and Asia. The annual salary range for contract automotive auditors ranges from $75K–$110K while providing flexibility in your work schedule and the option to see the world!

Macomb M-TEC™ offers two tracks with two different schedules:

**Schedule 1**
- 2 weeknights: Tues. & Thurs., 5:30–9:30pm, and
- Saturdays, 8am–4:30pm

**Schedule 2**
- 2 weekdays: Tues. & Thurs., 8am–4:30pm

Each cohort begins with a pre-course assessment to determine the appropriate track for each participant:

**Track A**
- Students with more advanced quality skills and experience (16–17 weeks)

**Track B**
- Students with basic to limited quality knowledge and experience (23 weeks)

Instructional Certification Suite (80 hours)

**Instructor Certification**, **Instructional Designer Certification** and **Training Manager Certification** courses provide theory and hands-on application of educational methodologies required by today's trainers, along with the design process, including the analysis, design, development, and evaluation of course materials.

- Instructor Certification – 40 hours
- Instructional Designer Certification – 40 hours

Lean Six Sigma Green Belt

NOW Online! This 56-hour course will give you the tools to help streamline your company’s processes and take the first step to becoming Lean Six Sigma Green Belt certified! Course includes LSSGB project review and coaching.

Marine Technician
Classes start November 18, 2020

Multiple certifications achieved upon successful completion of the program.

With 3,822 miles of coastline, Michigan has the longest freshwater coastline in the country and the second largest number of registered boats. The Marine Technician pathway teaches students essential skills needed to maintain the boats in Michigan's waterways. Students will learn how to diagnose and maintain inboard and outboard engines and propulsion systems. Electrical wiring and plumbing systems are included. Safety, terminology and customer service skills specific to the marine industry will be discussed.

Quality Management Processes (272 hours)

See page 8 of this Schedule for Quality Program courses.

Set your course today to become a Quality Inspector and begin your career in Quality Management. Discover how you can make a difference as an inspector or auditor, working with industry and international standards, troubleshooting, and effectively maintaining production integrity and efficiency in the workplace.

Remote Laser Welding Suite of Classes

Looking to learn a new skill? Are you computer savvy? Interested in technology? If so, Remote Laser Welding may be just what you’ve been looking for! Remote laser welding uses a focused beam of Laser Light to process welds at a distance. Learn this highly specialized, in-demand skill by registering for the series of 3 classes beginning in October. No experience needed! Also ideal for Welders, Electricians, Robot Programmers and Engineers.

- Remote Laser Welding Introduction: 4 days/32 hours
  - Oct. 5–8, 2020
- Remote Laser Welding Theory & Operations: 4 days/32 hours
  - Oct. 19–22, 2020
- Weld Quality & Adjustment: 4 days/32 hours
  - Nov. 2–5, 2020

To learn more about Engineering and Advanced Technology workforce training, please call or email:
586.498.4110 | workforcedev@macomb.edu
Registration & Information

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

REGISTRATION
Registration opens Tuesday, August 4 at 8am. We suggest you register for class at least one week before it begins to ensure you get a seat before classes fill; however, you can register until the day class begins.
- Tuition payment must be made at time of registration.
- Seniors 60 years or above at the time of registration will automatically receive a 10% discount if date of birth is provided. Does not apply to co-sponsored, contracted or non-college programs.
- Visa, MasterCard, Discover or US Check payment is required for online registration.
- To register and pay with cash, money order or Sponsored Billing, contact the Office of Records & Registration at 586.445.7999. Phone hours of operation are Monday–Friday, 8am–4:45pm.

HOW TO REGISTER ONLINE
Visit www.macomb.edu and click on Apply at the top of the page:

NEW STUDENT TO MACOMB:
- Click on the New Continuing Education Students teal colored box.
- Click Register Here
- Click Search and Register for Continuing Education Classes
  - Use one of the search options fields to narrow your search
  - Select your course by clicking on the Select box
  - Click Submit from the bottom of the search box
- After successful registration, a class acknowledgment email will be sent to you. This email contains course information, your User ID, and directions for My Macomb. Please keep these for future reference.

RETURNING MACOMB STUDENT:
- Click on the Current & Returning Continuing Education Students box. Log into My Macomb.
- Using the Self-Service Menu, click on Noncredit/Continuing Education Students
- Click Registration
- Click Search and Register for Continuing Education Classes
- Use one of the search options fields to narrow your search
- Select your course by clicking on the Select box
- Click Submit from the bottom of the search box
- Finish enrollment by completing optional questions and required payment. After successful registration, a class acknowledgment email will be sent to you. This email contains course information, your User ID, and directions for My Macomb. Please keep these for future reference.

CAMPUS CLOSURES
Please check www.macomb.edu for updated holiday and school closing information.
For Registration Assistance, call 586.445.7999.

CANVAS ONLINE LEARNING
- You can prepare for your Canvas course by reviewing the Student Introduction Tutorial.
- To access your course material on the first day of class, point your browser to https://online.macomb.edu
- You will need your Canvas login information, which can be found in your registration confirmation email:
  - Username: Your “MyMacomb User ID
  - Password: Your MyMacomb Password
- If you have any questions or experience technical difficulties, contact the Macomb Online Support by telephone: 877.362.2662 or email onlinesupport@macomb.edu.

CERTIFICATE REQUESTS
Upon successful program completion, request your certificate by contacting:
- Business & Information Technology and ESL: continuinged@macomb.edu

Classes fill quickly! Advance your skills! Register early!
• Engineering & Advanced Technology: 586.498.4100 or workforcedev@macomb.edu.
• Health & Public Services/Center for Health Careers: healthcareers@macomb.edu.

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

FINANCIAL ASSISTANCE
Financial Aid (FAFSA) is not available for WCE classes.
The college will bill tuition and fees to approved parties such as Michigan Works, Michigan Rehabilitation or Employer Tuition Assistance Programs. Written authorization must be submitted to sponsor@macomb.edu. For more information, contact the cashier’s office at 586.445.7492.

REFUND POLICY
• 100% refund if course is cancelled by college.
• 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.

Motorcycle Safety Refund Policy:
• 0% refund if student drops or transfers course.
• 100% refund if course is cancelled by college.

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
Go to www.macomb.edu

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

TEXTBOOKS
Textbooks must be ordered online through the bookstore websites. For the Fall 2020 semester, delivery options include curbside pick-up or shipping. If you select to have the items shipped, order early and allow additional time for shipping. Curbside pick-up will be at Center Campus in parking lot 3 available beginning July 20th, Monday through Friday, from 10am to 3pm. You will receive an email within 48 hours of placing the order regarding pick-up. For complete information, visit https://www.macomb.edu/future-students/student-resources/bookstores.html

PRIVACY ACT NOTICE
Disclosure of Social Security numbers is mandatory for registration. This information is used to (1) verify the identity of students, (2) keep, maintain and access the records of students, and (3) for purposes of financial aid or other benefits available under law. For additional information visit macomb.edu (search: confidentiality) to review Macomb Community College’s Confidentiality of Student Records policy.

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 employed by any commercial vendor must 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.

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Call 586.445.7420 (South Campus) or 586.286.2084 (Center Campus) at least three days prior to the class start date to request services.

TEXTBOOKS
Textbooks must be ordered online through the bookstore websites. For the Fall 2020 semester, delivery options include curbside pick-up or shipping. If you select to have the items shipped, order early and allow additional time for shipping. Curbside pick-up will be at Center Campus in parking lot 3 available beginning July 20th, Monday through Friday, from 10am to 3pm. You will receive an email within 48 hours of placing the order regarding pick-up. For complete information, visit https://www.macomb.edu/future-students/student-resources/bookstores.html

PRIVACY ACT NOTICE
Disclosure of Social Security numbers is mandatory for registration. This information is used to (1) verify the identity of students, (2) keep, maintain and access the records of students, and (3) for purposes of financial aid or other benefits available under law. For additional information visit macomb.edu (search: confidentiality) to review Macomb Community College’s Confidentiality of Student Records policy.

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 employed by any commercial vendor must 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.
AUGUST UPDATE:

WCE fall semester classes will not be held on ground unless they require on-ground instruction, which includes the use of labs, tools, machinery, simulations or computer software otherwise unavailable to students. For on-ground or online class clarification, please email the applicable department:

- Business & Information Technology: continuinged@macomb.edu
- Health & Human Services: healthcareers@macomb.edu
- Engineering & Technology: workforcedev@macomb.edu

(Eng. & Tech. includes photography & floral design)