WORKFORCE & CONTINUING EDUCATION

SCHEDULE OF CLASSES

SEPTEMBER–DECEMBER 2021
Registration begins Tuesday, August 3, 2021

THE ENTREPRENEURSHIP CERTIFICATE program at Macomb is designed for the new entrepreneur and those who want to stay in business.

LEARN MORE ON PAGE 2

PERSONAL & PROFESSIONAL DEVELOPMENT

Explore Our New Website!
https://wce.macomb.edu

Macomb Community College

https://wce.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.

Register now at: https://wce.macomb.edu

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Location Codes

M-TEC® (METC)
7900 Tank Avenue
Warren, MI 48092
(Located west of Van Dyke on Tank Avenue (Martin Rd.), Parking is behind the building)

For maps, please visit: www.macomb.edu

BUSINESS & PROFESSIONAL DEVELOPMENT

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

Overview of Administrative Assistant Profession  BSNS-8020
Organizations now recognize that administrative assistants perform a key role in any industry. Explore the administrative assistant profession and potential career opportunities in this growing field. Learn the steps to prepare for entry into this profession.

M 9/13/21–9/13/21 6:00 PM–7:55 PM $55 REMOTE Rogers

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. Textbook required.

MW 9/20/21–9/29/21 6:00 PM–8:55 PM $160 REMOTE Rogers

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. Textbook required.

MW 10/4/21–10/13/21 6:00 PM–8:55 PM $160 REMOTE Rogers

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. Textbook required.

MW 10/18/21–10/27/21 6:00 PM–8:55 PM $160 REMOTE Rogers

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, long-term customers. Textbook required.

MW 11/1/21–11/10/21 6:00 PM–8:55 PM $160 REMOTE Pittman

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 Bosilksiev, at bosilksievskie@macomb.edu or 586-226-4722.

Court Reporting Theory 1  CRTR-8000
Develop techniques of a conflict-free writing style and begin building an extensive dictionary.

TTh 9/21/21–12/16/21 6:15 PM–9:25 PM $579 REMOTE Bosilksiev

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.

TTh 9/21/21–12/16/21 6:15 PM–9:25 PM $579 REMOTE Bosilksiev

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.

TTh 9/21/21–12/16/21 6:15 PM–9:25 PM $579 REMOTE Bosilksiev
**DIGITAL MARKETING**

The following classes are designed to help entrepreneurs and business people market their business using social media. Complete all required classes, ENTR-8054, ENTR-8055, ENTR-8056, ENTR-8058A, ENTR-8060, ENTR-8061 and ENTR-8071 to receive a Workforce & Continuing Education Certificate in Digital Marketing. For information, contact continuinged@macomb.edu.

**Social Media 101 ENTR-8058A**

What is social media? Discover why you should use social media to build your personal brand, your business, or to connect with customers. Explore social media tools in this overview class.

**Instagram For Business ENTR-8071**

Instagram is one of the fastest growing social media platforms. Learn how to harness the power of Instagram for your business.

**LinkedIn For Business ENTR-8056**

Basic computer skills required. Learn how to structure an engaging LinkedIn profile to network with other business professionals. Make the best use of LinkedIn groups to raise awareness of your business and reach a targeted audience.

**Facebook For Business ENTR-8054**

Basic computer skills required. Discover how to create, edit, tweak, and promote a Facebook account. Using Facebook tools (including 3rd party development), build and manage business campaigns online. Also suited to people simply interested in knowing more about social networking.

**Digital Marketing For Business ENTR-8055**

Basic computer skills required. Discover how your competition is always ahead of you in search engine results. Explore other social media tools and strategies to help achieve top rankings in search engines and to create content your audience wants.

**Search Engine Optimization ENTR-8060**

Basic computer skills required. Learn how search engine optimization (SEO) will help draw traffic to your website from listings on search engines. Explore other social media tools and SEO strategies to help achieve top rankings.

**Pay-Per-Performance Marketing ENTR-8061**

Basic computer skills required. Explore performance-based marketing which includes Pay-Per-Click, Pay-Per-Impression, and Pay-Per-Call—all types of sponsored online advertising used on websites and search engines. Learn how to advertise on desktop, mobile, and tablet devices and create an advertising campaign to increase brand awareness, generate sales/leads, and advertise to target audiences.

**ENTREPRENEURSHIP**

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 finance skills. A Workforce & Continuing Education Certificate is awarded upon successful completion of the following 6 required courses: ENTR-8000, ENTR-8013A, ENTR-8023, ENTR-8045B, ENTR-8046A, and ENTR-8049A which are sponsored in cooperation with the Center for Innovation and Entrepreneurship at Macomb Community College. Students will access Canvas through My Macomb.

**Starting A Business ENTR-8000**

Explore what it takes to start your own business and cut your time from start-up to profit.

**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.

**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.

**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 business.

**Confidently Manage Your Financials ENTR-8049A**

Don’t be afraid of your numbers! Learn how to manage your small business finances 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.

**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.

**PROJECT MANAGEMENT**

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

**Overview Of Project Management BSN-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.

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Register at [https://wce.macomb.edu](https://wce.macomb.edu) How to register for classes–see page [15](#)
**QUALITY MANAGEMENT PROCESS**

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

**Problem Solving Training: 8D, Fishbone, A-3 CMGT-8157A**

Discover the structured approach to problem solving. Many world-class companies such as Toyota use the PDCA (Plan, Do, Check, Act) problem solving process for relentless pursuit of 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) approach is a robust and systematic 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 Whys and the Fishbone Diagram. 3A 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.

**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. Textbook required.

**MSA Measurement System Analysis CQLY-8008A**

Focus on the fundamentals of MSA (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.

**FMEA– Failure Mode & Effect Analysis CQLY-8029A**

Focus on how FMEAs (Failure Mode & Effects 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 be Product and Process Designers and Engineers and others who will support the process, such as quality and management personnel.

**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, SIPQC, Process Flowcharts, DFMEA & PFMEA, MSA and (2) All 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.

**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 roles play leadership duties. Textbook required.

**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.

**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 Whys & 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.

**SPC– Statistical Process Control CSPC-8005A**

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.

**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 (1) 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, we (3) show you how to understand variation by Equipment, Appraiser, or Part and to understand Gage R & R System Acceptability.

**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, SIPQC, Process Flowcharts, DFMEA & PFMEA, MSA and (2) All 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, SP); and finally (4) Key Facilitation & Communication skills and practices (i.e. brainstorming, consensus, team dynamics) to ensure success in APQP & PPAP.

**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 with emphasis on customer satisfaction. This course is designed to show the participant how to build a PPAP based off facts and data and how to submit it to the customer.
## 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.
- **Th & F** 10/19/21–11/18/21 6:00 PM–9:55 PM $295 REMOTE Waller

## CAD & 3D PRINTING

### 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. AUTOCAD REVIT FUSION 360 For information, contact workforcedev@macomb.edu

### Revit Architecture-Basic  CCAD-8136A
- This 24-hour course is designed for the beginner and will also include some intermediate tools. Projects will include residential and commercial applications from conceptual mass modeling to construction documents. The learner will apply a wide range of tools to create, modify, and manage a central 3D model used to create printable 2D and 3D views. In addition to class assignments, the learner will have access to bonus video practice tools that will reinforce and strengthen skills. The Revit software is a powerful Building Information Modeling (BIM) program with a central 3D Model that represents the entire building. Download free software. Upon completion learners will earn 2.4 CEUs.
  - **MTW** 10/18/21–10/20/21 8:00 AM–4:25 PM $1,425 REMOTE Grant
  - **MTW** 12/6/21–12/8/21 8:00 AM–4:25 PM $1,425 REMOTE Grant
  - **MTW** 9/27/21–9/29/21 8:00 AM–4:25 PM $1,485 REMOTE Grant
  - **MTW** 11/8/21–11/10/21 8:00 AM–4:25 PM $1,485 REMOTE Grant

### Revit Architecture-Basic  CCAD-8138A
- This 24-hour course is designed for the beginner and will also include some intermediate tools. Projects will include residential and commercial applications from conceptual mass modeling to construction documents. The learner will apply a wide range of tools to create, modify, and manage a central 3D model used to create printable 2D and 3D views. In addition to class assignments, the learner will have access to bonus video practice tools that will reinforce and strengthen skills. The Revit software is a powerful Building Information Modeling (BIM) program with a central 3D Model that represents the entire building. Download free software. Upon completion learners will earn 2.4 CEUs.
  - **MTW** 9/20/21–9/22/21 8:00 AM–4:25 PM $995 REMOTE Grant
  - **MTW** 11/1/21–11/3/21 8:00 AM–4:25 PM $995 REMOTE Grant

### Revit Architecture-Advanced  CCAD-8140A
- This 16-hour course is designed for individuals with prior Revit Architecture experience and not the beginner. Projects will teach real world, step-by-step use of advanced tools including customizing families, advanced coordination and presentation tools, construction modeling, and analysis tools. Download free software. Upon completion, learners will earn 1.6 CEUs.
  - **Th & F** 10/21/21–10/22/21 8:00 AM–4:25 PM $950 REMOTE Grant
  - **Th & F** 12/9/21–12/10/21 8:00 AM–4:25 PM $950 REMOTE Grant

### AutoCAD Advanced  CCAD-8141A
- This 16-hour course will be delivered live, in an online virtual classroom. The course is designed for individuals with prior AutoCAD experience and not the beginner. Projects will teach real world, step-by-step use of advanced commands including external reference (Xref) files, advanced tools for blocks, customizing the interface, collaboration, and management tools. An introduction to advanced 3D modeling tools and 3D rendering will also be included. Download free software. Upon completion, learners will earn 1.6 CEUs.
  - **Th & F** 9/23/21–9/24/21 8:00 AM–4:25 PM $745 REMOTE Grant
  - **Th & F** 11/4/21–11/5/21 8:00 AM–4:25 PM $745 REMOTE Grant

### 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.
  - **F** 9/10/21–10/29/21 9:00 AM–10:55 AM $150 CTR-A 207 Romanczyk

### Microsoft Office 2019  CSFT-8063B
- Basic computer and keyboarding skills are required. Learn basic skills in Microsoft applications including 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. Textbook and USB drive are required.
  - **MW** 9/13/21–10/13/21 6:00 PM–8:55 PM $265 REMOTE Burton
  - **VITAL** 9/13/21–10/16/21 $265 VITAL Canfield
  - **VITAL** 10/18/21–11/20/21 $265 VITAL Canfield
  - **Th & F** 10/26/21–12/2/21 9:00 AM–11:55 AM $265 CTR-A 207 Romanczyk
  - **VITAL** 11/15/21–12/18/21 $265 VITAL Canfield

### 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. Textbook and USB required.
  - **VITAL** 9/13/21–11/20/21 $475 VITAL Skinner

### Microsoft Excel 2019  CSFT-8082
- Basic computer skills and keyboarding skills required. Learn introductory and intermediate MS Excel skills. Topics include entering and editing data in spreadsheets; organizing data; creating and modifying basic formulas and functions; charting data; and formatting worksheets. Textbook and USB drive required.
  - **VITAL** 9/20/21–10/10/21 $199 VITAL Canfield

### 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.
  - **VITAL** 10/18/21–11/27/21 $199 VITAL Canfield

### Microsoft Word 2019  CSFT-8080
- Basic computer skills and keyboarding skills are required. Learn introductory and intermediate Word skills including business letter writing; proofreading tools; tables; WordArt and SmartArt; headers and footers; and mail merge. Textbook and USB drive are required.
  - **Th & F** 10/19/21–11/11/21 6:00 PM–8:55 PM $199 REMOTE Burton
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; PowerPoint tables; sharing files online; finalizing a presentation; and more. Textbook and USB drive required.

11/16/21–12/16/21  6:00 PM–8:55 PM  $199  REMOTE  Burton

Mastering Microsoft Excel Pivot Tables  CSFT-8076A
Beginner to intermediate level Microsoft 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. During this workshop, you will solve data analysis problems from ModelOff (World Financial Modeling competition).

12/4/21–12/24/21  10:00 AM–4:55 PM  $105  REMOTE  Blyakhman

Microsoft Excel Functions And Formulas  CSFT-8077A
Must have intermediate to advanced level MS Excel proficiency (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 textbook required. Handouts will be provided.

12/11/21–12/11/21  10:00 AM–4:55 PM  $105  REMOTE  Blyakhman

Intermediate Video Game Design-VIRTUAL  DSGN-8013
Mobile games are the fastest-growing segment of the market as more and more people play casual games. In this intermediate introductory course, you will learn the basics of video game design process, learn about the main video game genres, and use a game development application to begin your journey of making games.

10/4/21–10/29/21  VIRTUAL  $245  VIRTUAL  Staff

Adobe Illustrator Essentials-VIRTUAL  DSGN-8014
Adobe Illustrator is the industry standard computer illustration software. Use Illustrator to draw shapes and design logos, flyers, posters, banners, business cards or any other vector graphics for print or web. In this course, you will learn Adobe Illustrator fundamentals to set up a print document and use various tools to draw, type, and color all kinds of shapes and illustrations. Learn how to efficiently manage layers and artboards, and create print-ready PDF documents. Access to Adobe Illustrator software required.

9/7/21–10/1/21  VIRTUAL  $225  VIRTUAL  Staff

Adobe Photoshop CC Essentials-VIRTUAL  DSGN-8015
This fundamental course covers Adobe Photoshop CC most commonly used tools, menus and panels. You’ll learn all the basics of Photoshop to effectively work with selection and editing tools, layers, and masks to edit, retouch and enhance existing images or create your own composite digital art work. Impress your business organization, friends and family by enhancing their photos and create magazine cover quality enhanced images. Access to Adobe Photoshop software required.

10/4/21–10/29/21  VIRTUAL  $225  VIRTUAL  Staff

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 of 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.

9/7/21–10/1/21  VIRTUAL  $245  VIRTUAL  Staff

Adobe InDesign Essentials-VIRTUAL  DSGN-8018
Adobe InDesign is the industry standard page-layout program that works with Adobe Illustrator and Photoshop seamlessly. InDesign allows you to create simple to complex multi-page documents such as brochures, flyers, books and magazines. This course is a comprehensive exploration of InDesign tools and capabilities to create professional documents. You will learn how to manage the InDesign environment, create, setup, design, enhance and finalize multi-page documents. Access to Adobe InDesign software required.

11/7/21–11/26/21  VIRTUAL  $225  VIRTUAL  Staff

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 features a dynamic mix of video lectures, quizzes and virtual labs through the Coursera learning management system. This certificate program consists of 5 modules, with varying lessons in each module. Students should plan on spending an average of 8-10 hours per week on the curriculum. Students must have reliable and accessible Internet access to successfully complete the program.

9/13/21–12/18/21  VIRTUAL  $525  VIRTUAL  Konja

CompTIA A+ Certification Boot Camp  CSFT-8092
This course will prepare you for CompTIA A+ certification. You can earn this certification after you pass two exams. The CompTIA A+ Certification Exam 220-1001, covers mobile devices, networking technology, hardware, virtualization and cloud computing and network troubleshooting. The CompTIA A+ Certification Exam 220-1002 covers installing and configuring operating systems, expanded security, software troubleshooting and operational procedures. CompTIA A+ Certification is vendor neutral and internationally recognized, giving you a competitive advantage no matter what country you’re working in and what hardware you’re working with.

9/13/21–12/18/21  VIRTUAL  $1,575  VIRTUAL  Konja

CompTIA IT Fundamentals Boot Camp  CSFT-8093
The new CompTIA IT Fundamentals course and concluding exam focuses on the knowledge and skills required to identify and explain the basics of computing, IT infrastructure, software development, and database use. The new version comes with the addition of the + and this knowledge allows you to further distinguish yourselves within the marketplace and represent CompTIA quality and standards.

9/3/21–12/18/21  VIRTUAL  $1,575  VIRTUAL  Konja

Health

Certified Medical Reimbursement Specialist

Be a cut above the rest! CMRS designation is awarded by the American Medical Billing Association (AMB). Certification provides credibility to the biller, healthcare providers, and employers. It demonstrates your commitment to providing the highest possible standards in Claims Management and Medical Billing. More information about the exam can be found at www.ambanet.net. Upon successful completion of WKSP-8000, CSFT-8063B, HLTH-8010A, HLTH-8061B, HLTH-8080D, and HLTH-8018C, you will receive a Workplace & Continuing Education certificate and be prepared to take the CMRS exam. For information, contact 586-226-4807 or healthcareers@macomb.edu.

Virtual 9/1/21–12/8/21  VIRTUAL  $325  VIRTUAL  Dew

Medical Billing  HLTH-8008D
Obtain the knowledge and skills associated with insurance billing. Examine third party reimbursement, Workers’ Compensation and TRICARE. Become familiar with diagnostic and procedural coding needed to submit claims in compliance with third party payer’s requirements. Become familiar with actual medical billing processes utilizing the CMS-1500 form, Electronic Health Record (EHR) Clinic found in Connect and the knowledge obtained throughout the course.

Virtual 10/10/21–12/3/21  VIRTUAL  $295  VIRTUAL  Coligado

Patient Access Services  HLTH-8061B
Students will develop an understanding of the revenue cycle and the role of patient access in health care institutions. The student will develop competency to meet the highest standards possible in Claims Management and Medical Billing. More information about the exam can be found at www.ambanet.net. Upon successful completion of WKSP-8000, CSFT-8063B, HLTH-8010A, HLTH-8061B, HLTH-8080D, and HLTH-8018C, you will receive a Workplace & Continuing Education certificate and be prepared to take the CMRS exam. For information, contact 586-226-4807 or healthcareers@macomb.edu.


How to register for classes—see page 15
CERTIFIED PROFESSIONAL CODING

Are you detail-oriented, analytic, and business-minded thinker? A career in medical coding might be right for you! Upon successful program completion, WKSP-8000, CSFT-80638, HLTH-8010A, HLTH-8102A, HLTH-8103A, and HLTH-8074, students will receive a Workforce & Continuing Education certificate and be prepared to take the internationally recognized Certified Professional Coder (CPC) exam, licensed by the American Academy of Professional Coders. More information about the exam can be found at www.aapc.com. Career Workshop: Health (WKSP-8000) is required prior to registration in the Medical Coding I course. For information, contact 586-226-4807 or healthcareers@macomb.edu.

Microsoft Office 2019 CSFT-8063B

Basic computer and keyboarding skills are required. Learn basic skills in Microsoft applications including 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. Textbook and USB drive are required.

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.

Medical Coding I HLTH-8102A

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.

Medical Coding II HLTH-8103A

Prepare for the nationally recognized Certified Professional Coder (CPC) exam. Understand the guidelines of Evaluation and Management codes, learn the basics of Healthcare 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.

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. 

DENTAL ASSISTING

Become an important member of the dental care team! Students must attend a mandatory Dental Health Careers Information Workshop (WKSP-8026) and complete all four courses, DLAS-8000, DLAS-8001, DLAS-8002, DLAS-8003 to receive a Macomb Workforce & Continuing Education Certificate. After completing the program and attaining two years of full-time work experience, you may test for the Certified Dental Assistant credential offered by the Dental Assisting National Board. More information at www.danb.org. Prior to beginning the program, students must pass a criminal background check and drug screen, provide evidence of a current CPR/AED card, and purchase a uniform of teal scrubs, white lab coat, sturdy shoes, and safety glasses. A current physical, TB test and immunizations are also required. Students will learn in a blend of online lectures via Canvas and an on-site laboratory. Microsoft Office is required; students will have free access to Office 365 via the college at My Macomb and need a Macomb email to download. For more information, contact 586-226-2097 or dental@macomb.edu.

Foundations of Dental Assisting DLAS-8000

This comprehensive introduction to the role of the dental assistant prepares you as a member of the Dental Healthcare Team. Topics include the history of dental assisting and education, dental specialties, dental instruments, chair-side skills, dental office emergencies, nutrition, oral pathology, and employment skills. The lecture portion of this course is presented in Modules using Canvas. The laboratory portion is face-to-face instruction in the dental clinic on campus. Students will role-play being the operator, assistant, and patient. Textbook required.

Dental & Oral Anatomy DLAS-8001

Explore human anatomy, the extra-oralfacial area, and the oral cavity. Students will examine tooth morphology, terminology, function, and identification systems commonly used in the dental community. Content includes eruption and arrangement of teeth in various dentitions. The laboratory sessions are dedicated to looking at types of teeth, their identification and arrangement, and their functions. Textbook required.

Infection Control & Safety in the Dental Workplace DLAS-8002

Understand the prevention of disease transmission, cross-contamination and safety in the dental environment. Learn the chain of infection, instrument processing, cleaning and disinfecting, occupational safety and administrative protocols. Textbook required.

Dental Materials DLAS-8003

An introduction to materials commonly used in the dental setting. Various aspects of the study include the manipulation of materials, procedures for application and the role of the dental assistant as an integral member of the dental healthcare team. The laboratory sessions focus on techniques of impression fabrication, pouring dental models and manipulation of dental cements and armamentarium used in the dental in-office lab. Students who choose to take this without also taking the Infection Control & Safety in the Dental Workplace will perform lab impressions on a human patient simulator instead of a live patient. Textbook required.

FITNESS

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 components. This growing field includes several jobs in local gyms, physical therapy centers, as well as new business opportunities for the entrepreneur in you!

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.

WORKFORCE & CONTINUING EDUCATION
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.
VIRTUAL 10/21/21–10/22/21 VIRTUAL $249 VIRTUAL Mele

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 certification course. The national exams for the certification credential are included with this fee. Textbook required.
VIRTUAL 10/22/21–11/12/21 VIRTUAL $799 VIRTUAL Staff

HEALTH & WELLNESS CEUs
Start here if you want to explore: short-term health careers such as our information workshops or Healthy Macomb certificat.es, health-related professional development classes such as CPR or topics for approved continuing education

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.
VIRTUAL 9/21/21–11/30/21 VIRTUAL $295 VIRTUAL Howard
VIRTUAL 8/24/21–11/2/21 VIRTUAL $295 VIRTUAL Howard

Heart Saver First Aid & CPR/AED HLTH-8095
This course meets the American Heart Association requirements for adult & child Heart Saver first aid, CPR and AED certification. A practical-based course aimed at developing skills in basic first aid, CPR for children and adults, care for the choking victim, and use of an automatic external defibrillator. Text included.
T 8/17/21–8/17/21 9:00 AM–2:55 PM $95 SOU-C 123 Howard
F 10/8/21–10/8/21 9:00 AM–2:55 PM $95 SOU-C 123 Howard
T 11/30/21–11/30/21 9:00 AM–2:55 PM $95 SOU-C 123 Howard

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 Healthcare Providers Course completion card is valid for two years. Textbook required.
T 8/10/21–8/10/21 8:00 AM–11:55 AM $75 SOU-C 123 Howard
T 8/10/21–8/10/21 12:30 PM–4:25 PM $75 SOU-C 123 Howard
T 8/17/21–8/17/21 3:30 PM–7:25 PM $75 SOU-C 123 Howard
T 9/28/21–9/28/21 8:00 AM–11:55 AM $75 SOU-C 123 Howard
T 11/16/21–11/16/21 12:30 PM–4:25 PM $75 SOU-C 123 Howard
T 11/16/21–11/16/21 8:00 AM–11:55 AM $75 SOU-C 123 Howard
T 12/14/21–12/14/21 8:00 AM–11:55 AM $75 SOU-C 123 Howard

Online Internship For Medical Coding HLTH-8105
Gain experience you need to be a successful medical coder! This virtual internship simulates the work experience of a realistic, multi-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. Current year coding manuals and an access code (available at the bookstore) required.
VIRTUAL 9/21/21–11/17/21 VIRTUAL $395 VIRTUAL Hicks

APTA Credentialed Clinical Instructor HLTH-8112
The Credentialed Clinical Instructor Program (CCIP) provides clinicians with the skills and information necessary to provide a structured learning environment and enhanced educational experience for students. Course content reflects an interdisciplinary approach to experiential learning methods with an emphasis on didactic content related to clinical teaching, supervision, and evaluation. Participants are expected to understand and integrate the behaviors and traits of highly effective educators, role models, and mentors into their performance as a clinical instructor. Students must go to ccip.apta.org, create a free account, and follow the registration instructions for the Level 1 CCIP course at Macomb Community College. Course materials will be emailed by the APTA and the course Zoom link will be emailed by the instructor after payment.
VIRTUAL 10/21/21–10/22/21 VIRTUAL $249 VIRTUAL Mele

Registered Health Information Technician Exam Preparation (RHIT) HLTH-8115
Prepare for the national Registered Health Information Technician examination offered through the American Health Information Management Association (AHIMA). Students should have a minimum of an associate degree in RHIT. Learn which domains will be covered, strategize how to use the books, review mock questions, discuss strategies for taking the exam and participate in a mock RHIT examination. Bring textbook: Registered Health Information Technician (RHIT) Exam Preparation, Seventh Edition.
VIRTUAL 10/21/21–10/15/21 VIRTUAL $95 VIRTUAL Dunsmore

Career Workshop: Health WKSP-8000
This virtual workshop will allow you to explore various short-term health careers. Students who register will be able to access the course in the Canvas learning management system as early as one week prior to the start date. Students who wish to go on to register for Nursing Assistant, Certified Professional Coder, Certified Medical Reimbursement Specialist, and Pharmacy Technician must complete the welcome and program of interest assessments in the virtual workshop.
VIRTUAL 9/15/21–9/15/21 VIRTUAL FREE VIRTUAL Staff
VIRTUAL 10/13/21–10/13/21 VIRTUAL FREE VIRTUAL Staff
VIRTUAL 11/17/21–11/17/21 VIRTUAL FREE VIRTUAL Staff
VIRTUAL 12/15/21–12/15/21 VIRTUAL FREE VIRTUAL Staff

HOME CARE ASSISTANT
Upon successful completion of this program, HLTH-8038A and HLTH-8110, you will receive a Workforce and Continuing Education Home Care Assistant certificate and gain the knowledge and skills necessary to assist clients living at home or in an Assisted Living Facility. The emphasis of this certificate is based on: homecare safety, companionship activities, planning and preparing meals, observation and documentation, transportation, assisting clients with the activities of daily living, and housekeeping chores. Prior to registration, students must attend a mandatory workshop, WKSP-8000. Prior to the first day of class, students must complete a criminal background check. Details of the requirements will be reviewed at the mandatory workshop. For information, contact 586-226-4807 or healthcareers@macomb.edu.

Nurse Assistant HLTH-8038A
Gain the knowledge and skills necessary to assist patients who need help with activities of daily living. Prepare to work in health care facilities or private homes under the direction of a registered nurse. Students can access Canvas at My Macomb. Text required.
MTWTh 10/25/21–11/11/21 9:00 AM–12:55 PM $850 REMOTE Brown
AND MTWTh 11/15/21–12/22/21 9:00 AM–12:55 PM SOU-C 121 & 127 Brown
AND F 11/19/21–11/19/21 9:00 AM–12:55 PM SOU-C 121 & 127 Brown
F 9/17/21–10/15/21 6:00 PM–9:55 PM $850 REMOTE Brown
AND Sa 9/18/21–10/16/21 8:30 AM–5:45 PM REMOTE Brown
AND F 10/22/21–11/5/21 6:00 PM–9:55 PM SOU-C 121 & 127 Brown
AND Sa 10/23/21–11/6/21 8:30 AM–5:45 PM SOU-C 121 & 127 Brown

Home Care Assistant HLTH-8110
Home care is the fastest growing job opportunity in health care. Learn home care safety, companionship activities, plan and prepare meals, observation and documentation, transportation, assisting clients with activities of daily living and housekeeping chores. Prior to admittance into this class, students are required to successfully complete the Nurse Assistant HLTH-8038A portion of the Nursing Assistant Program.
WTh 9/8/21–9/9/21 9:00 AM–11:55 AM $75 SOU-C 121 & 127 Szajna

LABORATORY ASSISTANT
Do you love science? Laboratory Assistants utilize the beginning knowledge and skills used to assist medical laboratory professionals in clinical laboratories found in hospitals, outpatient clinics, and processing centers. Internship includes performing specimen processing in the lab. Upon successful completion of HLTH-810A, HLTH-8106, and HLTH-8107, students will be awarded a Workforce and Continuing Education certificate.
Prior to internship placement, students must pass a criminal background check, drug screen, TB test and immunization titers, provide Basic Life Support Certification documentation, and purchase a uniform at their own expense. For information, contact 586-226-4807 or healthcareers@macomb.edu.
Pharmacy Practice Theory For The Technician  HLTH-8106
Learn about proper specimen collection, cataloging, and preparation needed for specimen analysis. Understand how to process clinical specimens for distribution to appropriate laboratory departments, e.g. blood bank, chemistry, hematology, and microbiology. Topics include safety, quality assurance, and quality control. You will practice laboratory safety procedures while learning Clinical Laboratory Improvement Act (CLIA) waived procedures commonly performed in the laboratory. Course work will combine remote from home real-time lectures and in-person laboratory practice. Students can access Canvas at MyMacomb. Text required.

M 9/13/21–11/29/21  5:30 PM–9:15 PM $749 REMOTE Coleman
AND W  9/15/21–12/1/21  5:30 PM–9:25 PM  CTR-R 264 Coleman

Laboratory Assistant Internship  HLTH-8107
Participate in an 80-hour unpaid internship in a clinical laboratory.

MTWTh  12/6/21–12/17/21 TBO $199 OFFSITE Saullo

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 physical at their own expense. For information, contact 586.226.4807 or healthcareers@macomb.edu.

Nurse Assistant  HLTH-8038A
Gain the knowledge and skills necessary to assist patients who need help with activities of daily living. Prepare to work in health care facilities or private homes under the direction of a registered nurse. Students can access Canvas at My Macomb. Text required.

MTWTh  10/25/21–11/11/21  9:00 AM–12:55 PM $850 REMOTE Brown
AND MTWTh 11/15/21–12/2/21  9:00 AM–12:55 PM  SOU-C 121 & 127 Brown
AND F  11/19/21–11/26/21  9:00 AM–12:55 PM  SOU-C 121 & 127 Brown
F  9/17/21–10/15/21  6:00 PM–9:55 PM $850 REMOTE Brown
AND Sa  9/18/21–10/16/21  8:30 AM–4:55 PM REMOTE Brown
AND F  10/22/21–11/5/21  6:00 PM–9:55 PM SOU-C 121 & 127 Brown

Nurse Assistant Clinical  HLTH-8108
Participate in a 32-hour unpaid clinical experience.

MTWTh  12/6/21–12/16/21  7:30 AM–11:25 AM $425 OFFSITE Brown
F  11/12/21–11/19/21  6:00 PM–9:55 PM $425 OFFSITE Brown
AND Sa  11/13/21–11/20/21  8:30 PM–9:55 PM OFFSITE Brown

PHARMACY TECHNICIAN
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, and HLTH-8117, HLTH-8121, HLTH-8015, and HLTH-8104A – 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 their own expense. For information, contact 586-226-4807 or pharmacytech@macomb.edu.

Pharmacy Practice Theory For The Technician  HLTH-8120
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.

VIRT  9/21/21–12/11/21 VIRTUAL $450 VIRTUAL Valentine

Pharmacy Technician Practice Lab  HLTH-8119
Students will apply the knowledge and skills learned in conjunction with the Pharmacy Practice Theory for the Pharmacy Technician course through practicing 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.

Sa  9/25/21–12/18/21  9:00 AM–11:30 AM $450 CTR-R 264 & 168 Zaia

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, percents and proportions, and solving unknowns using the ratio-proportion method will be presented at the onset of the course. Access CANVAS in MyMacomb.

VIRT  9/8/21–12/15/21 VIRTUAL $450 VIRTUAL Valentine

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.

VIRT  9/9/21–12/16/21 VIRTUAL $450 VIRTUAL Valentine

Medication Safety And The Pharmacy Technician  HLTH-8121
Medication errors are on the rise and can be devastating to the patient, the family, health-care workers, and have significant financial impact to our healthcare system. This course is intended to increase the awareness of medication errors by Pharmacy Technicians. The focus will be on the strategies utilized by the Pharmacy Technician in eliminating medication errors from the drug distribution system. Access CANVAS in MyMacomb.

VIRT  8/31/21–9/28/21 VIRTUAL $149 VIRTUAL Valentine

Pharmacy Technician Internship  HLTH-8015
Designed to provide students the opportunity to practice the required skills needed to enter the exciting profession of pharmacy. Participate in a 200-hour unpaid internship in either a retail or hospital pharmacy. Hours for hospital placement are full-time, day shift. Hours for retail can be part-time.

MTWThf  8/30/21–12/13/21 TBD TBO $199 OFFSITE Saullo

PTCB Certification Exam Preparation  HLTH-8104A
Designed to provide pharmacy technicians with the required knowledge and skills needed to prepare them for successful completion of the PTCB pharmacy technician certification exam. Test preparation, study skills, and test taking strategies discussed. Students will complete several practice certification exams during the course to better prepare themselves for the actual exam. This course is designed for pharmacy technicians who are completing the Macomb Community College Pharmacy Technician program or are currently working in the profession and are seeking to become a certified pharmacy technician.

VIRT  10/4/21–11/7/21 VIRTUAL $149 VIRTUAL Valentine

PHLEBOTOMY
Learn to do a perfect venipuncture and your skills will be in demand! This course can lead to full time work as a phlebotomist or enhance your resume as a multi-skilled health care worker. Upon successful completion of courses HLTH-8001C and HLTH-8021B, students will receive a Workforce and Continuing Education certificate and be prepared to take the nationally recognized American Medical Technologists (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 documentation, and purchase a uniform at their own expense. For information, contact 586-226-4807 or healthcareers@macomb.edu.

Phlebotomy  HLTH-8001C
Gain knowledge and skills to work as a phlebotomist in medical facilities. Learn beginning to advanced phlebotomy, while obtaining laboratory practice. Enroll in internship. Text required.


Phlebotomy Internship  HLTH-8021B
Participate in an 80/120-hour unpaid internship for three continuous weeks, full-time, day shift only.

MTWThf  11/29/21–12/10/21 TBD $199 OFFSITE Saullo
VETERINARY ASSISTANT

Look for new Veterinary Assistant courses in Fall 2022.

Veterinary Terminology  VETC-8000
Learn common veterinary root words, prefixes, and combining root words. Build a strong foundation for veterinary anatomy and physiology.

VITAL 9/20/21–10/3/21  VITAL $80  VITAL Renda-Francis

LIFE & LEISURE

FLORAL

The Floral Design program at Macomb Community College is comprised of 8 core courses: FLOR-8043, FLOR-8000B, FLOR08001, 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 the program coordinator at 586.498.4100 or workforcedev@macomb.edu.

Floral Identification and Use  FLOR-8043
Discover and understand the plethora of flora and their uses in design. Learn common and botanical names while realizing not only variety in color but the important attributes of the flowers, common and not so common, to the floral designer.

T 8/24/21–9/7/21  6:00 PM–8:55 PM  $199  SOU-C 119  Peters

Fundamentals of Floral Design I  FLOR-8000B
Discover basic principles and elements of professional floral design. Step-by-step instruction will teach you how to work with fresh flowers and the tools of the trade. Create four arrangements to take home. Students will receive a Macomb Floral Design apron.

T 9/14/21–10/12/21  6:00 PM–8:55 PM  $289  SOU-C 119  Peters

Fundamentals of Floral Design II  FLOR-8001
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.

T 10/19/21–11/2/21  6:00 PM–8:55 PM  $279  SOU-C 119  Peters

Intermediate Floral Design  FLOR-8007
Take your designs to the next level. Add your own special touches to more advanced designs. NO CLASS 11/23/21

T 11/9/21–11/30/21  6:00 PM–8:55 PM  $279  SOU-C 119  Peters

LANDSCAPING

Learn the basic skills and receive state-of-the-art information required to develop a strong foundation for a variety of career specialties. The program encourages professional standards, a strong work ethic, and sound management practices. The Basic Landscape Design Certificate consists of six courses: LAND-8005A, LAND-8004B, LAND-8009A, LAND-8006B, LAND-8018, and LAND-8008A. Courses may be taken individually or as part of the certificate program. For information, contact the program coordinator at 586.498.4100 or workforcedev@macomb.edu.

Plant Id & Use 3–Perennials And Groundcovers  LAND-8023
Familiarize yourself with the most commonly used perennials and ground covers in the landscape, their identifying characteristics, and cultural requirements.

T 8/31/21–9/21/21  6:00 PM–8:55 PM  $189  MTCB 138  Hopkinson

Pruning Workshop  LAND-8024
Learn the art and science of proper plant pruning and its direct relationship to a healthy plant in this hands-on class. Sustainable methods will be discussed.

T 9/28/21–10/12/21  6:00 PM–8:55 PM  $139  MTCB 138  Hopkinson

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.

T 10/19/21–11/23/21  6:00 PM–8:55 PM  $259  MTCB 138  Hopkinson

Sustainable Landscaping  LAND-8018
Explore simple ways to create an environmentally friendly landscape that uses fewer natural resources, controls rainwater, and needs less maintenance.

T 11/30/21–12/14/21  6:00 PM–8:55 PM  $139  MTCB 138  Hopkinson

PHOTOGRAPHY

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

Digital Fundamentals  PHOT-8003B
Discover the joy of digital photography. Improve your knowledge of digital cameras, menus, and controls. Learn the different file formats and image resolution choices for printing, email, or posting to a website. Develop a working knowledge of how to download and edit your photographs.

M 9/13/21–10/11/21  6:00 PM–8:55 PM  $225  REMOTE Melby

Photoshop for Photographers  PHOT-8013B
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.

T 9/28/21–10/26/21  6:00 PM–8:55 PM  $225  REMOTE Melby

Photoshop For Photographers Workshop  PHOT-8036
So you’ve completed the Photographic Arts certificate but want to learn more on this subject? Troubleshoot and refresh your skills in Photoshop for Photographers as you bring your experience and current skill level to this 5 week class. This is a great opportunity to build up and enhance your portfolio.

T 9/28/21–10/26/21  6:00 PM–8:55 PM  $75  REMOTE Melby

Principles Of Photography  PHOT-8006C
It is strongly recommended that students register for Digital Fundamentals before taking the other photography courses in this program. Improve film and digital images. Understand the fundamentals of composition, light, and movement and become comfortable using your camera menus and controls. Develop your own style and discover why some photographers are consistently better than others.

M 10/18/21–11/15/21  6:00 PM–9:55 PM  $225  REMOTE Melby

Portraiture  PHOT-8005B
It is strongly recommended that students register for Digital Fundamentals before taking the other photography courses in this program. Photograph a person. Learn techniques that express personality and discover how to create a mood and get the best from your subject. Become familiar with camera lenses, shutter speed, and depth of field, as well as lighting and perspective.

T 11/2/21–11/30/21  6:00 PM–8:55 PM  $225  REMOTE Melby

Portraiture Workshop  PHOT-8035
So you’ve completed the Photographic Arts certificate but want to learn more on this subject? Troubleshoot and refresh your skills in portraiture as you bring your experience and current skill level to this 5 week class. This is a great opportunity to build up and enhance your portfolio.

T 11/2/21–11/30/21  6:00 PM–8:55 PM  $75  REMOTE Melby

Register at https://wce.macomb.edu

How to register for classes—see page 15
Builder's Pre-License Training Segment 1  INDT-8022
Segment 1 of the state-mandated Builder's Pre-License training will present business management, estimating, design and building science, contracts, risk management, marketing, and sales.
MW 9/13/21–10/6/21 6:00 PM–9:55 PM $425 REMOTE Waller

Builder's Pre-License Training Segment 2  INDT-8023
Segment 2 of the state-mandated Builder's Pre-License training will present project management, scheduling, and current Michigan Residential and Construction Safety Standards along with management, marketing, and sales.
MW 10/18/21–11/10/21 6:00 PM–9:55 PM $425 REMOTE Waller

ELECTRICAL

Motor Controls & Drives  CELC-8012
This forty (40) hour course is designed to provide the basic skills in AC / DC motors and motor controls. The course provides an understanding of the operation of AC and DC motors and motor control circuits. Course topics include AC / DC motor operations, control circuit components, motor control wiring, connections, ladder diagrams, and interpretation of electronic motor control schematics.
MTWThf 10/4/21–10/8/21 8:00 AM–4:55 PM $1,475 MTCB 123 STAFF

Electrical Fundamentals  CELC-8013
This forty (40) hour training course covers the basics of AC (Alternating Current) and DC (Direct Current) theory and fundamentals. The student will first gain an understanding of the concepts of electrical schematics, components, voltage, current and resistance. These fundamentals will then be applied through Ohm's Law to basic circuit design and analysis. Power, magnetism and DC generation will also be introduced to complete the theories of DC applications.
MTWThf 9/14/21–9/20/21 8:00 AM–4:55 PM $1,475 MTCB 123 STAFF

Digital Electronics  CELC-8016
This 40-hour training course covers the basics of digital electronics fundamentals and troubleshooting digital circuits. Course topics include concepts of logic gates, Boolean expressions, schematics for logic gates, inverters, amplifiers, digital electronic circuits, and troubleshooting analysis. Kostal.
MTWThf 9/27/21–10/1/21 8:00 AM–4:55 PM $1,475 MTCB 123 STAFF

Electronic Sensors  CELC-8022
This 24-hour (twenty-four) course introduces the student to the newest and the most important electronic automation (Must Know Technology) of today and the future. The student will be introduced to the many types and boundary ranges of sensors. Adjusting and alignment of sensor where needed will be included in the coursework. Sinking and sourcing explanations along with NPN and PNP types of sensors are included in the class. Interfacing sensors with PLC inputs and troubleshooting field wiring will also be covered.
MTWThf 9/21/21–9/23/21 8:00 AM–4:55 PM $885 MTCB 123 STAFF

MECHANICAL

Fluid Power Fundamentals  CMNF-8269
This forty (40) hour course is designed to provide the basic skills in fluid power. This course provides an understanding of fluid power symbols, basic components of fluid power systems including basic laws and formulas for fluid power calculations. Course topics include pumps, control valves, actuators, and maintenance procedures of fluid power systems.
MTWThf 10/18/21–10/22/21 8:00 AM–4:55 PM $1,475 MTCB 123 STAFF

OPERATIONS

Blueprint Reading/GD&T/Metrology  CBPR-8013
This 40-hour course is designed to provide the skills required for blueprint reading, geometric dimensioning and tolerancing, and metrology. The course provides an understanding of blueprints, geometric dimensioning controls used on mechanical engineering drawings, and precision measurement tools.
MTWThf 9/7/21–9/13/21 8:00 AM–4:55 PM $1,475 MTCB 124 Crew

Shop Math  CMTH-8008
This twenty-four (24) hour course teaches students the fundamental math functions used in machining. The course will cover basic fractions and decimals as well as basic triangle and circle geometry relevant to the shop. Shop Math will be taught through classroom instruction and using hands-on applications.
MTWThf 9/1/21–9/3/21 8:00 AM–4:55 PM $885 MTCB 137 Crew
ROBOTICS
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 PLCs, robotics, fluid power, VFD drives and more. We train on the latest technology from FANUC; Siemens and Allen Bradley; Robot Programmer-120 hours; Robot Technician-408 hours; Controls Technician-464 hours; Industrial Maintenance Technician-400; Electrical Fundamentals; Motor Controls & Drives; FANUC Robotics Operations; FANUC iR Vision 2D; Basic PLC Programming; Electro-Hydraulics & Pneumatics. Courses specific to FANUC and ABB to include Operations, Programming, Electrical Maintenance and Troubleshooting, Mechanical Teardown and Preventative Maintenance.

Introduction to Robotics and Operations  CMNF-8304
Robots are widely used in industry to perform repetitive tasks with extreme precision. This course is designed to introduce students to robots used in manufacturing. Course topics include robotic safety and operations.

Sa 9/18/21–9/25/21 8:00 AM–4:25 PM $495 MTCB 124 Dickenson

WELDING
Remote laser welding is a contact-free process which utilizes automation to produce high-speed and contact-free processes. Unlike traditional welding methods, remote laser welding uses a focused beam of laser light to process welds at a distance. Students will learn how to execute remote laser welds with plenty of hands-on practice. We will cover welding theory and operations, quality inspection and adjusting to produce quality welds. 40-hour class.

Remote Laser Welding  CWET-8064A
Remote laser welding is a contact-free process which utilizes automation to produce high speed and contact free processes. Unlike traditional welding methods, Remote Laser Welding uses a focused beam of Laser Light to process welds at a distance. Students will learn how to execute Remote Laser Welds with plenty of hands-on practice. Welding Theory and Operations, Quality Inspection and adjusting to produce quality welds is included.

MTWThF 11/8/21–11/12/21 8:00 AM–4:25 PM $2,800 OFFSITE Staff
MTWThF 8/9/21–8/13/21 8:00 AM–4:25 PM $2,800 OFFSITE Staff
MTWThF 12/13/21–12/17/21 8:00 AM–4:25 PM $2,800 OFFSITE Staff
MTWThF 9/13/21–9/17/21 8:00 AM–4:25 PM $2,800 OFFSITE Staff
MTWThF 10/11/21–10/15/21 8:00 AM–4:25 PM $2,800 OFFSITE Staff

TRANSPORT & LOGISTICS

TRUCK DRIVING SCHOOL
Advanced Class A CDL Training and CDL A Refresher Course. Thinking of a new career? Train today for this in-demand job! Macomb Community College will offer students a new opportunity to attend a high-quality truck driving school. The program will take place over the span of 4 weeks/40 hours a week. Students will graduate with their Commercial Driver’s License.

Class A CDL Truck Driving  TRCK-8002A
This is a hands-on 160hr training program. We ensure each student receives the proper training with a certified CDL instructor. Subjects covered are CDL written preparation for those students that do not already have a temporary instructor’s permit, pre-trip inspection, all control/driving skills, offset backing, 90 degree backing and shifting of a 10-speed transmission. Once the student is well prepared, they will be issued a state road exam to receive their CDL.

TWThFM 9/7/21–10/4/21 8:00 AM–4:25 PM $4,950 MTCB 124 Dickenson
MTWThF 9/20/21–10/15/21 8:00 AM–4:25 PM $4,950 OFFSITE Staff
MTWThF 10/4/21–10/29/21 8:00 AM–4:25 PM $4,950 OFFSITE Staff
MTWThF 10/18/21–11/12/21 8:00 AM–4:25 PM $4,950 OFFSITE Staff
MTWThF 11/1/21–11/29/21 8:00 AM–4:25 PM $4,950 OFFSITE Staff
MTWThF 11/15/21–12/13/21 8:00 AM–4:25 PM $4,950 OFFSITE Staff
MTWThF 12/6/21–1/4/22 8:00 AM–4:25 PM $4,950 OFFSITE Staff
MTWThF 12/20/21–1/18/22 8:00 AM–4:25 PM $4,950 OFFSITE Staff

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.

Michigan New Jobs Training Program (MNJTP)
If your company is planning to expand and add new jobs in the State of Michigan this unique economic incentive program may be for you. It allows your business to partner with Macomb Community College to develop training programs that increase employee skills and it provides the funds to do so. Call 586.498.4164 for details.

WORKFORCE & CONTINUING EDUCATION:
DISCOVER YOUR PASSION, CONNECT YOUR SKILLS, ADVANCE YOUR CAREER
From small startups to Fortune 500 companies, Macomb offers innovative industrial and technical training programs that improve performance and increase profitability.

DON'T WAIT! CLASSES FILL QUICKLY. REGISTER NOW!
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**
- **REVIT**
- **FUSION 360**

See page 4 for class schedule and time.

### Robotics & Advanced Manufacturing

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 PLCs, robotics, fluid power, VFD drives and more. We train on the latest technology from FANUC, Siemens and Allen Bradley.

- **Robot Programmer** – 120 hours
- **Robot Technician** – 408 hours
- **Controls Technician** – 464 hours

**Industrial Maintenance Technician** – 400 hours
- **Electrical Fundamentals**
- **Motor Controls & Drives**
- **FANUC Robotics Operations**
- **FANUC iR Vision 2D**
- **Basic PLC Programming**
- **Electro-Hydraulics & Pneumatics**
- **Machine Tool**

(Other 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.

See page 11 for class dates and time

### 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

### Marine Maintenance Technician

#### 208-Hour Class

Multiple certifications achieved upon successful completion of the program. Employment in this field is available all year long.

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.

Earn your unique lifetime Mercury Marine Technician number to be used throughout your career as a Marine Maintenance Technician. Additional certifications achieved include OSHA 10, American Heart Association First Aid, CPR & AED and you’ll be prepared to sit for the American Boat & Yacht Council Marine Service Technology Exam.

See page 11 for class dates and time

### Remote Laser Welding

#### 40-Hour Class

Classes scheduled 2nd week of the month

Remote laser welding is a contact-free process which utilizes automation to produce high-speed and contact-free processes. Unlike traditional welding methods, remote laser welding uses a focused beam of laser light to process welds at a distance. Students will learn how to execute remote laser welds with plenty of hands-on practice. We will cover welding theory and operations, quality inspection and adjusting to produce quality welds.

See page 11 for class dates and time

### Truck Driving School

#### Thinking of a New Career? Train today for this in-demand job!

- **Class A CDL Training** TRCK 8002A
- **Advanced Class A CDL Training** | CDL A Refresher course

Macomb Community College will offer students a new opportunity to attend a high quality truck driving school. The program will take place over the span of 4 weeks/40 hours a week. Students will graduate with their Commercial Driver’s License.

See page 11 for class dates and time

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

Get your team ready now. Register today!

Visit: https://www.macomb.edu/business/workforce-development/mtec-training-companies.html
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<thead>
<tr>
<th>COURSE TITLE</th>
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<td>EDUC-8137A</td>
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<tr>
<td>A TO Z GRANT WRITING II</td>
<td>EDUC-8470</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>COMMON CORE STANDARDS FOR ENGLISH LANGUAGE ARTS K-5</td>
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<td>CONTENT LITERACY: GRADES 6–12</td>
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<td>CREATING A CLASSROOM WEBSITE</td>
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<td>CREATING THE INCLUSIVE CLASSROOM</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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<td>GUIDED READING &amp; WRITING: STRATEGIES FOR MAXIMUM STUDENT ACHIEVEMENT</td>
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<td>GUIDED READING STRATEGIES FOR THE DIFFERENTIATED CLASSROOM</td>
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<td>INTRODUCTION TO JOURNALING</td>
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<td>INTRODUCTION TO MICROSOFT EXCEL 2019/OFFICE 365</td>
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<td>INTRODUCTION TO MICROSOFT WORD 2019/OFFICE 365</td>
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**COURSE TITLE**

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<td>LEADERSHIP</td>
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<td>MICROSOFT POWERPOINT 2013 IN THE CLASSROOM</td>
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<td>READY, SET, READ!</td>
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<td>RESPONSE TO INTERVENTION</td>
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<td>SINGAPORE MATH STRATEGIES: MODEL DRAWING GRADES 1–6</td>
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<td>SOLVING CLASSROOM DISCIPLINE PROBLEMS</td>
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<td>SURVIVAL KIT FOR NEW TEACHERS</td>
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<tr>
<td>Spanish for Medical Professionals</td>
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<tr>
<td>Learn basic Spanish; understand words and phrases for parts of the body, common medical problems, and general health. Explore resources available for researching medical records. Explore maps, deets and grants in générale. Learn to use Will and Probate records, as well as newspapers, city directories and periodicals.</td>
</tr>
<tr>
<td>Spanish for Medical Professionals II</td>
</tr>
<tr>
<td>Learn Spanish for health care workers in a variety of specialties. Review Spanish words for the basic body parts and organs, diet and pain. Explore phrases related to insurance and expressions for patient assessments, exams and patient discharge.</td>
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<tr>
<td>Certificate in Food, Nutrition and Health</td>
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<tr>
<td>Learn about the importance of nutrition and health. Explore the effects of food on our mood, energy levels, and overall well-being. Identify different types of diets and their benefits.</td>
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For more information, contact healthcareers@macomb.edu
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
- Engineering & Advanced Technology: workforcedev@macomb.edu
- Health & Public Services/Center for Health Careers: healthcareers@macomb.edu

**CONTINUING EDUCATION UNITS (CEUs)**

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

**FINANCIAL 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. For more information contact cebilling@macomb.edu or 586.445.7335.

**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 100% refund will only be issued if class is cancelled by the College. Refunds are not issued for any other reason and there is no ability to transfer tuition payment to another class date and time after registering.

**How and When Refunds Are Processed:**

Credit/debit card refunds are issued at the time of drop during refund period or cancellation.

Other refunds are issued weekly by mailed 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**

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 may be made available to participants upon request. Macomb Community College and its administration are not responsible for any activities that take place outside of class between instructor and participants.