Macomb Community College
Workforce & Continuing Education

SCHEDULE OF CLASSES

MAY–AUGUST 2017

Online Registration begins Thursday, March 23, 2017, 8AM
On-campus Registration begins Monday, April 3, 2017, 8AM

YOUR CREATIVITY

CAN BECOME

A CAREER
Macomb Community College’s C4K: College for Kids provides educational opportunities and a “college campus connection” for students ages 3–17.

Through fun activities and enriching, memorable experiences, students will learn and succeed through personal achievement.

Email C4K@macomb.edu for application or visit www.macomb.edu (search: C4K scholarship).

READING ENRICHMENT

Presented by University of Detroit Mercy at Macomb Community College–Center Campus.

Reading skills programs for Elementary, Middle, High School and College students.

Comprehension • Study Skills • Phonics • Build Vocabulary & Fluency

Speed Reading • Develop a Lifelong Love of Reading

For more information and to register before classes fill call 800.978.9596
### REGISTER ON-LINE:
Visit www.macomb.edu. Click on Apply Now in the upper right corner.
New students—click on the RED New Continuing Education Students box.
Returning students—click on the BLUE Current and Returning Continuing Education Students box.

### WALK-IN REGISTRATION:
Visit the Records & Registration Office:
- South Campus, G-Building, Room 224; Center Campus, G-Building, Room 110.
- Monday and Tuesday: 8am–6pm
- Wednesday through Friday: 8am–4:30pm
- College closed: May 29, July 4

For Registration Assistance, call 586.445.7999

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### 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 conveniently scheduled classes taught by experts in the field, see which path will make an impact for you.

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

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Did you know Macomb Community College's M-TEC can assist your organization with its training needs?

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

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

**AUTOMATED SYSTEMS**

CELC-8013  Electrical Fundamentals  
CELC-8012  Motor Controls & Drives  
CELC-8020  Electro Hydraulics and Pneumatics  
CBPR-8012  Blueprint Reading GD & T and Metrology  
CMNF-8240  Pipefitting and Tube Bending  
CMNF-8276  Machine Tool 1—Mill  
CMNF-8277  Machine Tool 2—Lathe  
CMNF-8207  Pneumatics Fundamentals  
CMNF-8053  Hydraulics Fundamentals  
CMNF-8241  Fanuc Operations  
CMNF-8247  Basic PLC Programming

**QUALITY CORE TOOLS TRAINING CERTIFICATE**

CQLY-8025  APQP  Advanced Product Quality Planning  
CQLY-8023  PPAP  Product Part Approval Process  
CQLY-8029  FMEA  Failure Mode and Effects Analysis  
CQLY-8008  MSA  Measurement System Analysis  
CSPC-8005  SPC  Statistical Process Control

**QUALITY MANAGEMENT PROCESSES**

CQLY-8141  Creating a Quality Culture in the Workplace  
CBPR-8012  Blueprint Reading GD & T and Metrology  
CQLY-8019  Six Sigma Green Belt Overview  
CQLY-8081  5S Workshop  
CMNF-8098  Value Stream Mapping  
CMGT-8021  Problem Solving

Customized and individual training available in additional areas of Automated Systems, Computer-Aided Design, Soldering and more.

To learn more about Engineering and Advanced Technology workforce training, contact Holger Ekanger at 586.498.4108 or ekangerh@macomb.edu.
Learn about the exciting and in-demand classes and programs offered by Workforce & Continuing Education at Macomb Community College. Learn more about the career options that await you!

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

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

Career Workshop: Photography WKSP-8011
An interactive workshop to explore a career in photography. (1.5 Contact Hours)

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

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)

Small Engine Repair for Teens Ages 14-17 KIDS-8190
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. Hands-on activities will include disassembly, inspection for wear, assembly, and proper serviceability techniques using appropriate materials and proper check procedures for service/repair are stressed. (15 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)
52353 ……MW …………5/15/17 - 5/24/17 ……… 6:00 PM-8:55 PM….. $160 ……..CTR ……….. H203………………………….Rogers, B.

Bookkeeping for the Administrative Assistant BSNS-8009
Learn accounting terminology and the purpose of financial statements. Explore original entry books and the general ledger. Discover how bookkeeping is a communication tool to users of the data. Text required. (9 Contact Hours)
52362 …MW …………6/5/17 - 6/12/17 ……… 6:00 PM-8:55 PM….. $130 ……..CTR ……….. H203………………………….Adams, B.

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)
52360 …..MW …………6/19/17 -6/28/17 ……… 6:00 PM-8:55 PM….. $160 ……..CTR ……….. H204………………………….Rogers, B.

Customer Service BSNS-8006
Become a superior customer service representative. Examine customer interaction and the traits of top organizations. Explore ways to add value to every transaction along with the best practices used to create loyal, life-long customers. Text required. (12 Contact Hours)
52358……..MW …………7/17/17 - 7/26/17 ……… 6:00 PM-8:55 PM….. $160 ……..CTR ……….. H213………………………….Pittman, L.

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)
52363 …..MW …………7/31/17 - 8/9/17 ……… 6:00 PM-8:55 PM….. $160 ……..CTR ……….. H204………………………….Rogers, B.

PROJECT MANAGEMENT

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

Project Management Practice Exam BSNS-8019
Take a practice exam session to assess your readiness to take either the CAPM or PMP exams. Results of the practice exam will be available at the end of the class. (4 Contact Hours)
52369 …Sa …………5/6/17 -5/6/17 ……… 9:00 AM-12:55 PM… $125 ……..CTR ……….. H220………………………….Gottwald, W.

Overview of Project Management BSNS-8017
Organizations now recognize that project managers can improve business performance in any industry. Explore the project management profession and potential career opportunities in this growing field. Learn the steps to prepare for entry into this profession. (2 Contact Hours)
52364 …..M …………5/22/17 - 5/22/17 ……… 6:00 PM-7:55 PM….. $35 ……..CTR ……….. H220………………………….Mahon, L.

Fundamentals of Project Management BSNS-8016A
Study the five process groups and nine knowledge areas of project management from the Project Management Body of Knowledge. Examine professionalism, ethics, and case studies. Work individually and in teams to practice processes and concepts. Text Required. Laptop and MS Project recommended. (36 Contact Hours)
52366 …..MW …………6/5/17 - 7/17/17 ……… 6:00 PM-8:55 PM….. $550 ……..CTR ……….. H220………………………….Mahon, L.

Project Leadership and Management BSNS-8018
Explore the role and key competencies of project leaders. Learn a step-by-step approach to leadership and team-building. Examine Leadership Ethics, Leadership and Project Strategy, and Leadership and the Political Side of Project Management. Text required. (30 Contact Hours)
52367 …..MW …………7/24/17 - 8/23/17 ……… 6:00 PM-8:55 PM….. $475 ……..CTR ……….. H220………………………….Mahon, L.

MACOMB’S CENTER FOR INNOVATION & ENTREPRENEURSHIP

…helps entrepreneurial-minded students start their own business!

Discover how at www.macomb.edu/cie
Tiny Tunes Piano Pre-School Beginner, Ages 3-4     KIDS-9204
Designed specifically for preschoolers. This is a BIG FUN, delightfully simple piano program. Lessons include everything needed to help jump start your child’s musical education. By the end of the course, your child will be able to sing and perform simple songs like Mary Had a Little Lamb, Twinkle Twinkle Little Star, and/or Jingle Bells. Music increases attention span, logic, and reasoning skills. Parents must attend. “No class” dates will be announced in class. (6 Contact Hours)
52569...Sa..................6/6/17 - 6/17/17....... 10:00 AM-10:55 AM ... $85.........CTR ......L101 ......TINY TUNES PIANO PROGRAM
52568...M ..................6/6/17 - 8/7/17......... 10:00 AM-10:55 AM ... $85.........CTR ......L118 ......TINY TUNES PIANO PROGRAM

Tiny Tunes Piano “Young 5’s” Beginner, Ages 5-6     KIDS-9205
Designed specifically for children who are just learning how to read and write. Introduce your child to the world of music with all the fundamentals needed to encourage, nurture, and motivate learning and have fun. At course end, your child will be able to sing and play a ton of Tiny Tunes. Children who study music at an early age come out ahead in math and science! Parents welcome. (6 Contact Hours)
52565...M ..................6/6/17 - 8/7/17......... 11:00 AM-11:55 AM ... $85.........CTR ......L118 ......TINY TUNES PIANO PROGRAM

Tiny Tunes Piano Intermediate, Ages 5-6     KIDS-8053
Start your child’s musical education with a delightfully simple piano program. Research shows preschoolers who study music come out ahead in math and science! Music increases attention span, logic and reasoning skills. (6 Contact Hours)
52570...Sa.............5/6/17 - 6/17/17....... 11:00 AM-11:55 AM ... $85.........CTR ......L101 ......TINY TUNES PIANO PROGRAM

Tiny Tunes Piano Intermediate, Ages 6-7     KIDS-9214
Designed specifically for the advancing beginner. Classes are faster paced and big fun for students and parents alike. Lessons include scale and space note recognition, two-handed playing, skip rhythms, flashcards, cross-hand techniques, and some very interesting and exciting Tiny Tunes. Studying music builds self-esteem, memory, and verbal ability. (6 Contact Hours)
52566...M ..................6/6/17 - 8/7/17......... 12:00 PM-12:55 PM ... $85.........CTR ......L118 ......TINY TUNES PIANO PROGRAM

Tiny Tunes Piano Advanced, Ages 6-7     KIDS-9215
Designed specifically for the younger advancing musician. Big FUN class that showcases the child’s skill level with big-sounding songs that are easy to play. Your child will be able to handle larger ideas, and a certain amount of musical maturity will be established. This class will transform them into confident readers. (6 Contact Hours)
52572...Sa.............5/6/17 - 6/17/17....... 12:00 PM-12:55 PM ... $85.........CTR ......L101 ......TINY TUNES PIANO PROGRAM

Minecraft™ Designers, Ages 8-10     KIDS-8225
If you love the game Minecraft™ but always wanted to design your own characters and buildings for your games, this class is for you! Learn the basics of creating 3D models using a new software to design your very own objects, create skins for characters, and import them into your favorite Minecraft™ games. To access their project at home, students must won a PC/MAC version of Minecraft™. Tablet, phone, and game console version of Minecraft™ are not compatible. Parent email address is required to use 3D modeling software. Students will work in pairs or teams for most of the program. (15 Contact Hours)
52560.......MTWThF ...6/19/17 - 6/23/17....... 1:00 PM-3:55 PM ..... $289.......CTR ......H214.......................... Staff

Minecraft™ Designers, Ages 11-14     KIDS-8226
If you love the game Minecraft™ but always wanted to design your own characters and buildings for your games, this class is for you! Learn the basics of creating 3D models using a new software to design your very own objects, create skins for characters, and import them into your favorite Minecraft™ games. To access their project at home, students must won a PC/MAC version of Minecraft™. Tablet, phone, and game console version of Minecraft™ are not compatible. Parent email address is required to use 3D modeling software. Students will work in pairs or teams for most of the program. (15 Contact Hours)
52561.......MTWThF ...6/19/17 - 6/23/17....... 9:00 AM-11:55 AM ... $289.......CTR ......H214.......................... Staff

Animal Fun! Ages 3-8     KIDS-8016A
Join us and learn how to safely handle and behave around animals. Explore the way animals live, learn, and play. Participants will see and learn about dogs, cats, bunnies, and more. Explore animal body language, safety, care, feeding, grooming, exercise, and animal-related careers. Kids will get hands-on time learning how to interact with animals. Children must be accompanied by an adult. No fee for adult. (2 Contact Hours)
52792.......W.............6/21/17 - 6/21/17....... 12:00 PM-1:55 PM ..... $69.........CTR ......E106............ Renda-Francis, L.
Animal Exploration, Ages 6-14 KIDS-8019B
Discover how to safely handle and behave around animals. Explore the way animals live, learn, and play. Participants will see and learn about dogs, cats, bunnies, and more. Explore animal body language, safety, care, feeding, grooming, and exercise. Kids will get hands-on time learning to interact with animals. Participants will also learn about several animal-related careers such as veterinarian, veterinary technician, and the veterinary assistant. (4 Contact Hours)
52790......MTWThF .....6/21/17 - 6/22/17 ...... 10:00 AM-11:55 AM .... $95 ........CTR ........ E106 ............ Renda-Francis, L.

Code Breakers, Ages 8-10 KIDS-8204
Calling all future coders, programmers, and designers! Learn the basics of coding languages like HTML, JavaScript, and CSS through a series of web projects and design challenges each day and be on your way to becoming the next tech star! Whether you want to be the next Mark Zuckerberg or the high school student who just made $1 million for programming in his bedroom, this course has the essentials you need to begin your journey. Projects will be available on a Black Rocket website to share with friends and family. Students will work in pairs or teams for most of the program. (15 Contact Hours)
52556......MTWThF ...6/26/17 -6/30/17 ....... 1:00 PM-3:55 PM .... $249 ......CTR ........ H214 .................................. Staff

Code Breakers, Ages 11-14 KIDS-8205
Calling all future coders, programmers, and designers! Learn the basics of coding languages like HTML, JavaScript, and CSS through a series of web projects and design challenges each day and be on your way to becoming the next tech star! Whether you want to be the next Mark Zuckerberg or the high school student who just made $1 million for programming in his bedroom, this course has the essentials you need to begin your journey. Projects will be available on a Black Rocket website to share with friends and family. Students will work in pairs or teams for most of the program. (15 Contact Hours)
52557......MTWThF ...6/26/17 -6/30/17 ....... 9:00 AM-11:55 AM .... $249 ......CTR ........ H214 .................................. Staff

Pullback Car Frenzy, Ages 6-9 KIDS-8188
Students become mini-engineers, challenged to design new vehicles utilizing pieces from supplied cars. The Pullback Car Frenzy course is designed to stimulate problem solving and creativity using new and innovative ideas. This course is jam-packed with science! Students will build numerous cars (ranging from 6 to 15 cars total) using a design pamphlet for each vehicle. Students KEEP each car they build! (15 Contact Hours)
52668......MTWThF ....7/10/17 -7/14/17 ....... 9:00 AM-11:55 AM .... $169 ........CTR ........ H215 .................................. Staff

Pullback Car Frenzy, Ages 10 & Up KIDS-8189
Students become mini-engineers, challenged to design new vehicles utilizing pieces from supplied cars. The Pullback Car Frenzy course is designed to stimulate problem solving and creativity using new and innovative ideas. This course is jam-packed with science! Students will build numerous cars (ranging from 6 to 15 cars total) using a design pamphlet for each vehicle. Students KEEP each car they build! (15 Contact Hours)
52669......MTWThF ....7/10/17 -7/14/17 ....... 1:00 PM-3:55 PM .... $169 ......CTR ........ H215 .................................. Staff

Small Engine Repair for Teens Ages 14-17 KIDS-8190
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. Hands-on activities will include disassembly, inspection for wear, assembly, and proper serviceability techniques using appropriate materials and proper check procedures for service/repair are stressed. (18 Contact Hours)
52677......M ...........7/10/17 -8/14/17 ........ 6:00 PM-8:55 PM ...... $239 ......SOU .......... M105 ................. Houchen, E.

Goldie Blox™: Engineering for Girls! Ages 4-10 KIDS-8194
Discover Goldie Blox™ as you learn to build a spinning machine, parade float, and dunk tank. Develop spatial skills, engineering principles, and confidence in problem solving through a variety of design ideas and unlimited building possibilities. The goal of Goldie Blox™ is to get students building by tapping into their strong verbal skills with stories and construction sets. Each student will take home all three sets of Goldie Blox™ upon course completion for more engineering fun at home! (15 Contact Hours)
52670......MTWThF ....7/17/17 -7/21/17 ....... 9:00 AM-11:55 AM .... $169 ......SOU .......... C123 ....................... Staff

Make Your First 3D Video Game, Ages 8-10 KIDS-8235
Try this new version of a Black Rocket classic! This class allows you to develop a game concept that goes well beyond the limitations of the traditional 2D game design classes. Students will learn the physics behind 3D games, explore beginner event scripting, level design, control the flow of game play, and story telling. Student created games will be available on a password protected Black Rocket website to share with friends and family. Students will work in pairs or teams for most of the program. (15 Contact Hours)
52665......MTWThF ....7/10/17 -7/14/17 ....... 1:00 PM-3:55 PM .... $269 ......CTR ........ H214 .................................. Staff

For questions about registration, call 586.445.7999
Make Your First 3D Video Game, Ages 11-14  KIDS-8236
Try this new version of a Black Rocket classic! This class allows you to develop a game concept that goes well beyond the limitations of the traditional 2D game design classes. Students will learn the physics behind 3D games, explore beginner event scripting, level design, control the flow of game play, and story telling. Student created games will be available on a password protected Black Rocket website to share with friends and family. Students will work in pairs or teams for most of the program. (15 Contact Hours)
52666...MTWThF 7/10/17-7/14/17        9:00 AM-11:55 AM  $269........CTR......H214.......................... Staff

Digital Storytellers, Ages 11-14  KIDS-8237
From the Hunger Games to Harry Potter, we all love a great story. Whether you want to rewrite the ending to Star Wars, add yourself to a Divergent tale, or create a new adventure about your friends--any topic is possible in this class! Start with a concept, design the storyboard, add some dialogue, and watch as the characters in your imagination come to life in your first graphic novel! Projects will be available on a Black Rocket website to share with friends and family. Students will work in pairs or teams for most of the program. (15 Contact Hours)
52793...MTWThF 7/17/17-7/21/17        9:00 AM-11:55 AM  $269........CTR......H214.......................... Staff

LEGO™ Comics: Design Your Own Adventure! Ages 8-10  KIDS-8238
In this LEGO™ adventure, YOU are the star! Pick your favorite Lego™ genre or create an alternate universe to create a digital story or graphic novel. Whether you want to fight alongside Superheroes, create a Minecraft™ story, hang with the Nexo Knights™, or go into space with Rey and Finn, the only requirement is that you put yourself in the story! All students will end the class with a digital comic book that can be shared with friends and family on a password protected website! Students will work in teams for most of the program. (15 Contact Hours)
52794...MTWThF 7/17/17-7/21/17        1:00 PM-3:55 PM  $269........CTR......H214.......................... Staff

App Attack! Ages 8-10  KIDS-8206
Take the first steps into the world of mobile app design and customize your own game app! Using a specialized app and game development tool, students will explore the world of web-based apps. In addition to learning the basics of mobile app design and game development, you will also see firsthand how the world of app publishing functions. Student-created apps will be accessible on a private site and can be played on any mobile device or computer. NO prior experience is necessary, and students do not need to own a smartphone or tablet to take the class. Students will work in pairs or teams for most of the program. (15 Contact Hours)
52554...MTWThF 7/24/17-7/28/17        1:00 PM-3:55 PM  $249........CTR......H214.......................... Staff

App Attack! Ages 11-14  KIDS-8208
Take the first steps into the world of mobile app design and customize your own game app! Using a specialized app and game development tool, students will explore the world of web-based apps. In addition to learning the basics of mobile app design and game development, you will also see firsthand how the world of app publishing functions. Student-created apps will be accessible on a private site and can be played on any mobile device or computer. NO prior experience is necessary, and students do not need to own a smartphone or tablet to take the class. Students will work in pairs or teams for most of the program. (15 Contact Hours)
52555...MTWThF 7/24/17-7/28/17        9:00 AM-11:55 AM  $249........CTR......H214.......................... Staff

Minecraft™ Modders, Ages 8-10  KIDS-8233
Use your favorite game to learn the basics of modding and foundations of programming. Learn scripting and logic statements as you create your first mod! Introductory coding will also be taught through a simulated environment inspired by Minecraft. Student projects will be available on a Black Rocket website to share with friends and family. To access their projects at home, students must own a PC/MAC version of Minecraft. Tablet, phone, and game console versions of Minecraft are not compatible. Students will work in pairs or teams for most of the program. (15 Contact Hours)
52563...MTWThF 7/31/17-8/4/17        1:00 PM-3:55 PM  $289........CTR......H214.......................... Staff

Minecraft™ Modders, Ages 11-14  KIDS-8234
Use your favorite game to learn the basics of modding and foundations of programming. Learn scripting and logic statements as you create your first mod! Introductory coding will also be taught through a simulated environment inspired by Minecraft™. Student projects will be available on a Black Rocket website to share with friends and family. To access their projects at home, students must own a PC/MAC version of Minecraft™. Tablet, phone, and game console versions of Minecraft™ are not compatible. Students will work in pairs or teams for most of the program. (15 Contact Hours)
52564...MTWThF 7/31/17-8/4/17        9:00 AM-11:55 AM  $289........CTR......H214.......................... Staff

Energy Makers, Ages 9-12  KIDS-8191A
Alternative forms of energy will be realized as students build and race their very own fuel cell care when they pour water in and watch it separate into hydrogen and oxygen, forming a gas to power their vehicles across the floor. Additional activities include learning about wind energy as students build their own wind turbines. Students take home both kits upon class completion. (12 Contact Hours)
52826...MTWThF 8/7/17-8/11/17        9:00 AM-11:55 AM  $109........SOU......C119.......................... Staff
LEGO™ Films & Stop Animation, Ages 8-10  KIDS-8239
Make your LEGO™ come to life! Bring in your favorite action figures or LEGO™ and create a short film with your friends. Whether you want to recreate a scene from Star Wars™ or design a world of your own, this class brings your dreams to the screen. Students will need to bring in LEGO™ or action figures from home, but all other equipment provided. Student-created films will be available on a password protected website to share with friends and family. Students will work in pairs or teams for most of the program. Returning students can create more advanced projects that build on previous years. (15 Contact Hours) 52795...MTWTTh...5/6/17-7/8/17/17...... 1:00 PM-3:55 PM.....$279......CTR......H217..............................Staff

LEGO™ Films & Stop Animation, Ages 11-14  KIDS-8240
Make your LEGO™ come to life! Bring in your favorite action figures or LEGO™ and create a short film with your friends. Whether you want to recreate a scene from Star Wars™ or design a world of your own, this class brings your dreams to the screen. Students will need to bring in LEGO™ or action figures from home, but all other equipment provided. Student-created films will be available on a password protected website to share with friends and family. Students will work in pairs or teams for most of the program. Returning students can create more advanced projects that build on previous years. (15 Contact Hours) 52796...MTWTTh...5/7/17-7/11/17/7...... 9:00 AM-11:55 AM...$279......CTR......H217..............................Staff

Minecraft™ Animators, Ages 8-10  KIDS-8231
Bring your favorite Minecraft™ characters to life in an animated short film! Learn how studios like Pixar™ and Disney™ make movies like Inside Out and Frozen by using techniques like keyframing, tweening, texturing, and animating rigged 3D models! Student projects will be available on a Black Rocket website to share with friends and family. You do not need to own a Minecraft™ account to use the software in this class. Students will work in pairs or teams for most of the program. (15 Contact Hours) 52558...MTWTThF...5/14/17-6/18/17/7...... 1:00 PM-3:55 PM.....$289......CTR......H214..............................Staff

Minecraft™ Animators, Ages 11-14  KIDS-8232
Bring your favorite Minecraft™ characters to life in an animated short film! Learn how studios like Pixar™ and Disney™ make movies like Inside Out and Frozen by using techniques like keyframing, tweening, texturing, and animating rigged 3D models! Student projects will be available on a Black Rocket website to share with friends and family. You do not need to own a Minecraft™ account to use the software in this class. Students will work in pairs or teams for most of the program. (15 Contact Hours) 52559...MTWTThF...5/14/17-6/18/17/7...... 9:00 AM-11:55 AM...$289......CTR......H214..............................Staff

COMPUTER SKILLS

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

Quickbooks Pro Level 1  CSFT-8078
Keyboarding skills recommended. For small businesses to keep their books easily and accurately using Quickbooks Pro 2015. Create your own company file. Includes management principles and skills for dealing with customers, vendors, and banking transactions. Text and USB drive required. (15 Contact Hours) 52631...Th........5/16/17-5/30/17/7........ 6:30 PM-9:25 PM.....$195......CTR.......E115.......................Krause, D.

Quickbooks Pro Level 2  CSFT-8079
Learn advanced skills to assist with physical inventory; sales tax; payroll; and asset, liability, and equity accounts on Quickbooks Pro 2015. Includes class, estimate and tracking features, report customization, and template creation. Text and USB drive required. (15 Contact Hours) 52632...Th........6/8/17-6/20/17/7........ 6:30 PM-9:25 PM.....$195......CTR.......E115.......................Krause, D.

BASIC COMPUTER SKILLS CERTIFICATE

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

Keyboarding Basics  CSFT-8059B
Basic computer skills required. Tired of two-finger typing at your computer? Using computer software, learn the home row, alphabetic keys, and basic punctuation keys using the touch method. Bring USB drive and earbuds/earphones to 1st session. Text including software required. (16 Contact Hours) 52413...F........5/5/17-6/23/17/7......... 9:00 AM-10:55 AM...$150......CTR.......A207...................Romanczyk, V.

Introduction to Computers  CSFT-8001C
This is the class for beginners to start with. Learn basic computer skills including using Windows, typing with a word processor, navigating the web, and working with email. Text and USB drive required. (15 Contact Hours) 52633...Sa........5/6/17-6/10/17/7........ 3:00 PM-5:55 PM.....$125......SOU.......E311...................Roche, S. 52400...MW........5/8/17-5/22/17/7........ 6:00 PM-8:55 PM.....$125......SOU.......C334...................Burton, M. 52693...Th........7/6/17-8/3/17/7........ 6:00 PM-8:55 PM.....$125......CTR.......H204..............Staff
Microsoft Office 2013  CSFT-8063B
Basic computer skills required. Review computer concepts and explore basic techniques of Microsoft Word, Excel, PowerPoint, and Access. Keyboard skills recommended. Text and USB drive required. (30 Contact Hours)

52410 ...Th...........5/16/17 - 5/15/17...........6:00 PM-8:55 PM......$265 .......CTR .......B122 ..................Bozek, L.
52411 ...Sa.............6/17/17 - 6/26/17...........9:00 AM-11:55 AM......$265 .......CTR .......E115 ..................Romanczyk, V.
52412 ...MW.........7/10/17 - 8/9/17...........6:00 PM-8:55 PM......$265 .......SOU .......C240 ..............Burton, M.

WORKPLACE COMPUTING CERTIFICATE

Workplace Computing classes are designed for learners who are seeking a solid basic understanding of Word, Excel, PowerPoint, and Access. The Workplace Computing Certificate is awarded upon completion of CSFT-8080, CSFT-8081, CSFT-8082, and CSFT-8083.

Students may also earn the Administrative Assistant Professional with Workplace Computing Skills Certificate by taking the required classes above along with BSNS-8005, BSNS-8006, BSNS-8007, BSNS-8008A, and BSNS-8009. For information, contact the program coordinator at 586.498.4121 or continuinged@macomb.edu.

Access 2013  CSFT-8081
Basic computer skills required. Learn introductory and intermediate Access skills. Topics include ribbon interface; creating tables in datasheet view; previewing and printing data; designing databases; creating database objects; formatting tables; lookup fields; field properties; queries; designing a relational database; split forms; creating and modifying reports; parameter queries; crosstab queries; and more. Textbook and USB drive required. Keyboarding skills recommended. (24 Contact Hours)

52373 ...F ..............5/5/17 - 6/30/17 .........5:30 PM-8:25 PM ......$199 ........CTR .......H214 ..................Roche, S.

Excel 2013  CSFT-8082
Basic computer skills required. Learn introductory and intermediate skills. Topics include ribbon interface; entering and editing data; selecting cells and ranges; printing worksheets; inserting and deleting columns, rows, and cells; charts; large worksheets and workbooks; and more. Textbook and USB drive required. Keyboarding skills recommended. (24 Contact Hours)

52374 ...TTh............5/9/17 - 6/1/17 .........6:00 PM-8:55 PM ......$199 ........CTR .......A200 ..................Rosiek, C.

Word 2013  CSFT-8080
Basic computer skills required. Learn introductory and intermediate skills. Topics include ribbon interface; working with text; printing; using proofreading tools; creating bulleted and numbered lists; tables; newsletter columns; WordArt and clip art; document themes; styles; picture editing; and Mail Merge. Textbook and USB drive required. Keyboarding skills recommended. (24 Contact Hours)

52630 ...Sa.............6/3/17 - 7/29/17 .........12:00 PM-2:55 PM ......$199 ........SOU .......E311 ..................Roche, S.

PowerPoint 2013  CSFT-8083
Basic computer skills required. Learn introductory and intermediate PowerPoint skills. Topics include ribbon interface; document themes; bulleted lists; outlines; formatting text; printing presentations; transitions; clip art and graphics; charts; slide show delivery; editing presentations; handouts; creating hyperlinks; multimedia and sound; and more. Textbook and USB drive required. Keyboarding skills recommended. (24 Contact Hours)

52378 ...TTh............6/6/17 - 6/29/17 .........6:00 PM-8:55 PM ......$199 ........CTR .......A203 ..............Burton, M.

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 INDT-8022 and Builder’s Pre-License Segment II INDT-8023 courses, students will be prepared to sit for the Michigan State Builder’s License exam (additional fee through the State of Michigan at time of exam).

The Segment I course training will present business management, estimating, design and building science, contracts, risk management, marketing, and sales. The Segment II course training will present project management, scheduling, and current Michigan Residential and Construction Safety Standards, along with management, marketing, and sales. For information, contact 586.498.4100 or workforcedev@macomb.edu.

Builder’s Pre-License Training Segment 1  INDT-8022
Segment 1 of the state-mandated Builder’s Pre-License training will present business management, estimating, design and building science, contracts, risk management, marketing, and sales. (30 Contact Hours)

52535 ...MW ............6/19/17 - 7/19/17 .........6:00 PM-9:55 PM ......$425 .......CTR .......H205.. NCI ASSOCIATES, LTD.

Builder’s Pre-License Training Segment 2  INDT-8023
Segment 2 of the state-mandated Builder’s Pre-License training will present project management, scheduling, and current Michigan Residential and Construction Safety Standards along with management, marketing, and sales. (30 Contact Hours)

52533 ...MW ............7/31/17 - 8/28/17 .........6:00 PM-9:55 PM ......$425 .......CTR .......H208.. NCI ASSOCIATES, LTD.
COURT REPORTING

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

Theory I Real Time Court Reporting CRTR-8000
52311.....Th..........5/2/17-8/24/17 .........6:15 PM-9:25 PM.....$579 .......CTR ......H203........................ Bosilkovski, E.
Develop techniques of a conflict-free writing style and begin building an extensive dictionary. (97.5 Contact Hours)

Theory II Real Time Court Reporting 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)
52312.....Th..........5/2/17-8/24/17 .........6:15 PM-9:25 PM.....$579 .......CTR ......H210........................ Bosilkovski, E.

Theory III Real Time Court Reporting 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)
52314.....Th..........5/2/17-8/24/17 .........6:15 PM-9:25 PM.....$579 .......CTR ......H213........................ Bosilkovski, E.

Skill Building & Development I 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)

Skill Building and Development II 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)
52318.....Th..........5/2/17-8/24/17 .........6:15 PM-9:25 PM.....$579 .......CTR ......H214........................ Bosilkovski, E.

Skill Building and Development III 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)
52319.....Th..........5/2/17-8/24/17 .........6:15 PM-9:25 PM.....$579 .......CTR ......H220........................ Bosilkovski, E.

English for Court Reporters CRTR-8009
Learn and apply the fundamentals of grammar to writing logical and accurate transcripts. Includes limited steno practice. Text required. (48.75 Contact Hours)

CULINARY ARTS

Bee-ginner Beekeeping 102 FOOD-8019
Prerequisite: FOOD-8018
Bee-ginner Beekeeping is offered in 3 segments to coincide with the beekeeping year. In this second segment, students will learn how to purchase and install bees, how to properly inspect the beehive, and how to care for its overall health. Students will understand IPM (Integrated Pest Management). This segment will be hands-on at the Macomb Community College apiary, with lecture followed by hive inspection. Equipment will be provided. (10 Contact Hours)
And.....Sa..........6/17/17-6/17/17 ........1:15 PM-3:40 PM.....$65 .......CTR ..........K113
And.....Sa..........7/15/17-7/15/17 ........1:15 PM-3:40 PM..............CTR ..........K113
And.....Sa..........8/19/17-8/19/17 ........1:15 PM-3:40 PM..............CTR ..........K113

Bee-ginner Beekeeping 103 FOOD-8020A
Prerequisite: FOOD-8018 and FOOD-8019
Bee-ginner Beekeeping is offered in 3 segments to coincide with the beekeeping year. In this third segment, students will learn how to harvest/extract honey and how to prepare hives for overwintering. This segment will be hands-on at Macomb Community College’s apiary, with lecture followed by inspection and harvesting/extraction. Equipment will be provided. (6 Contact Hours)
526801.....Sa..........9/16/17-9/16/17 ........1:30 PM-4:25 PM.....$55 .......CTR ..........K113........................ Ford, J.
And.....Sa..........10/21/17-10/21/17 ........1:30 PM-4:25 PM..............CTR ..........K113

FOOD SERVICE

Food Service Manager Re-Certification FOOD-8009A
Prepare for and take the Food Service Manager re-certification exam. For individuals with expired certification. Bring proof of registration and photo ID; $30 test fee payable online with only Visa or MasterCard accepted. Prior text recommended. (7 Contact Hours)
52415.....M..........6/12/17-6/12/17 .........9:00 AM-4:55 PM.....$125 .......SOU ......C240........................ LaBelle, S.
ENGLISH AS A SECOND LANGUAGE (ESL)

Grammar Connection  I  ESLL-8008C
Improve your current English language skills. Focus on grammar, conversation, and increasing vocabulary and life skills. Text and workbook required. (40 Contact Hours)
52773-M................6/1/17 -8/10/17 ........:4:00 PM-5:55 PM.....$195.......CTR.......H205.......................Hendrick, M.

Conversational Skills  I  ESLL-8015C
Let’s talk. Improve your English language skills in a relaxed atmosphere. This course is for students who want to improve their fluency in English and take their conversational skills to the next level. Learn how to converse in social and business situations, express an opinion, and understand cultural gestures and idiomatic speech. Text and audio CDs required. (40 Contact Hours)
52577-M.............6/1/17 -8/10/17 ........:6:00 PM-7:55 PM.....$195.......CTR.......H205.......................Hendrick, M.

ENTERTAINMENT ARTS

Stand Up Comedy 101  I  THEA-8006B
Learn and practice proven techniques used in comedy that will help you overcome stage fright and set your confidence and your funny bone free! Course will culminate with student “invitation only” stand-up comedy performance for family and friends. (8 Contact Hours)
52536-M ............6/5/17 -6/26/17 ........:7:00 PM-8:55 PM.....$149.......SOU.......S101..................Arakelian, M.

Stand Up Comedy 201  I  THEA-8015
For those who have already taken Stand Up Comedy 101 and are looking for the next step. This class delves deeper into each topic with critical analysis and discussion to determine your customized comedy set. (10 Contact Hours)
52537-M ............7/10/17 -7/31/17 ........:7:00 PM-8:55 PM.....$199.......SOU.......S101..................Arakelian, M.

ACTING

The Entertainment Arts: Performance Track certificate program at Macomb Community College consists of 5 courses which can be taken individually or as part of the certificate of completion. The required courses are: FILM-8044, FILM-8045, THEA-8007, THEA-8008, and THEA-8014A. For information, contact the program coordinator at 586.498.4100 or workforcedev@macomb.edu.

Voiceover Training I  I  FILM-8044
Learn to use your voice as an instrument, understand what producers expect, discover how to take instruction, and acquire the industry contacts and materials needed to compete on a national level. This training is for professional and amateur voice artists and will benefit anyone who uses his/her voice for a living. Studio recording session will be announced and scheduled in Voiceover II. (12 Contact Hours)
52525-M ............5/15/17 -6/26/17 ........:7:00 PM-8:55 PM.....$495.......CTR.......L101..................Hart, K.

Voiceover Training II  I  FILM-8045
Learn to use your voice as an instrument, understand what producers expect, discover how to take instruction, and acquire the industry contacts and materials needed to compete on a national level. This training is for professional and amateur voice artists and will benefit anyone who uses his/her voice for a living. Studio recording session will be announced and scheduled in Voiceover II. (12 Contact Hours)
52526-M ............7/10/17 -8/14/17 ........:7:00 PM-8:55 PM.....$495.......CTR.......L119....................Hart, K.

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-9042, 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. Wedding Bouquets & Corsages and Sympathy Design will be offered Fall 2017. Materials are included for all Floral Design classes, and students will be able to take their designs home. Students should register at least 48 hours in advance. Students should bring wire cutters and scissors to each class session. For information, contact the program coordinator at 586.498.4100 or workforcedev@macomb.edu.

Advanced Techniques in Floral Design II  I  FLOR-8042
Corequisite: FLOR-8000B FLOR-8043 FLOR-8001 FLOR-8002A FLOR-8007 FLOR-8009B FLOR-9002A
This capstone course will bring together all the elements you’ve learned throughout this program. Design large-scale arrangements while creating your OWN designs in this designer-level course. (18 Contact Hours)

Floral Identification and Use  I  FLOR-8043
Discover and understand the plethora of flora and their uses in design. Learn common and botanical names while realizing not only variety in color but the important attributes of the flowers, common and no so common, to the floral designer. (9 Contact Hours)
52492-M ..........6/5/17 -6/12/17 ........:6:00 PM-8:55 PM.....$199.......SOU.......C119................Kiekbusch, K.
**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)  
52497. . . .MT. ........6/13/17-6/27/17. . ....6:00 PM-8:35 PM....$269. . . .SOU. . . .C119. . . .Kiekbusch, K.  

**Fundamentals of Floral Design II**  FLOR-8001  
Corequisite: FLOR-8000B FLOR-8043  
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)  
52494. . . .MT. ........7/10/17-7/17/17. . ....6:00 PM-8:55 PM....$259. . . .SOU. . . .C119. . . .Kiekbusch, K.  

**Intermediate Floral Design**  FLOR-8007  
Take your designs to the next level. Add your own special touches to more advanced designs.  
(9 Contact Hours)  
52495. . . .MT. ........7/18/17-7/25/17. . ....6:00 PM-8:55 PM....$259. . . .SOU. . . .C119. . . .Kiekbusch, K.  

**Advanced Floral Design I**  FLOR-8002A  
Corequisite: FLOR-8000B 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)  
52491. . . .MT. ........7/31/17-8/8/17. . ....6:00 PM-8:55 PM....$279. . . .SOU. . . .C119. . . .Kiekbusch, K.  

**Sympathy Design**  FLOR-8009B  
Corequisite: FLOR-8000B 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)  
52493. . . .MT. ........8/14/17-8/22/17. . ....6:00 PM-8:55 PM....$289. . . .SOU. . . .C119. . . .Kiekbusch, K.  

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**FOREIGN LANGUAGE**  

**Spanish I Skills for Work, Travel, and Enjoyment**  LANG-8042  
Learn how to speak, read, and write Spanish at a beginner's level for use at work, for travel to Spanish-speaking countries, and for mingling with friends and family. Text required.  
(24 Contact Hours)  
52611. . . .M. ........5/1/17-7/31/17. . ....5:30 PM-7:25 PM....$154. . . .CTR. . . .F117. . . .Hendrick, M.  

**French II**  LANG-8001A  
Expand your French vocabulary used in everyday conversation as you strengthen your pronunciation skills and advance to form more complex sentences. Pre-requisite French I or equivalent. No text required.  
(16 Contact Hours)  

**Italian I**  LANG-8059  
Learn to converse and write in Italian. Gain the basic skills needed for travel. Explore culture, cuisine, local restaurants, and markets. Tips on how to order when traveling or dining locally included. Text required.  
(24 Contact Hours)  
52618. . . .MW. ........7/10/17-8/9/17. . ....5:00 PM-6:55 PM....$175. . . .CTR. . . .F111. . . .Agazzi, I.  

**Intermediate Conversational Italian**  LANG-8012A  
Students will improve their vocabulary and continue to learn how to converse, read, and write Italian. Practice speaking this beautiful language and become familiar with the culture, cuisine, and music. Text required.  
(24 Contact Hours)  
52619. . . .MW. ........7/10/17-8/9/17. . ....7:00 PM-8:55 PM....$175. . . .CTR. . . .F111. . . .Agazzi, I.  

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**GRAPHIC DESIGN**  

**PREZI**  DSGN-8009  
Bring your vision to life with Prezi and leave PowerPoint behind! Take a journey into the world of creative presentations! Learn how to use and engage your creative side for amazing presentations. Your audience will be stimulated with what you are presenting as well as how you are presenting. VIRTUAL CLASSROOM. Students will be contacted via email for class start and processes. Taking all three classes earns a Certificate in Presentation Media.  
(16 Contact Hours)  
52587. . . .6/5/17-6/30/17. . .........$195. . . .VIR. . . .VIR. . . .Staff  

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**Don't Wait! Classes Fill Quickly—Register Now!**
Photoshop for Presentations DSGN-8008
Acquire the skills to navigate an extensive list of Photoshop features. You will gain both a foundational and advanced understanding of popular software and practice the most commonly used methods such as managing text, working with layers, and image file properties. You will find out the purpose of each photo editing tool and walk away with the skills to use them. You will even learn what the pros know. VIRTUAL CLASSROOM. Students will be contacted via email for class start and processes. Taking all three classes earns a Certificate in Presentation Media. (16 Contact Hours)
52586..........................7/3/17 - 7/28/17..............................* $195......VIR......VIR.............................Staff

Graphic Design for Visual Presentations DSGN-8007
Make your visual presentations look professional and communicate effectively. Get the latest, most advanced techniques on graphic design principles including layout, typography, and basic design considerations. Come away with more skills to create an effective and beautiful visual presentation on any presentation software program that you choose. VIRTUAL CLASSROOM. Students will be contacted via email for class start and processes. Taking all three classes earns a Certificate in Presentation Media. (16 Contact Hours)
52521..........................8/7/17 - 9/1/17..............................* $195......VIR......VIR.............................Staff

HEALTH CARE TRAINING

Heart Saver First Aid & CPR/AED HLTH-8095
This course meets the American Heart Association requirements for adult & child Heart Saver first aid, CPR and AED certification. A practical-based course aimed at developing skills in basic first aid, CPR for children and adults, care for the choking victim, and use of an automatic external defibrillator. Text required. (6 Contact Hours)
45369 ....Sa..............4/29/17 - 4/29/17............8:30 AM-2:25 PM.....$75 ....SOU......C119..........................Brigolin, K.
52458 ......T............6/20/17 - 6/20/17............8:00 AM-1:55 PM.....$75 ....SOU......C129..........................Brigolin, K.

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. (4 Contact Hours)
52449 ....Th.............5/11/17 - 5/11/17............12:00 PM-3:55 PM.....$64 ....SOU......C119..........................Brigolin, K.
52460 ....Th.............5/11/17 - 5/11/17............4:30 PM-8:25 PM.....$64 ....SOU......C119..........................Brigolin, K.
52461 ....Th.............6/20/17 - 6/20/17............2:30 PM-6:25 PM.....$64 ....SOU......C129..........................Brigolin, K.
52452 ....Th.............6/29/17 - 6/29/17............12:00 PM-3:55 PM.....$64 ....SOU......C119..........................Brigolin, K.
52453 ....Th.............6/29/17 - 6/29/17............4:30 PM-8:25 PM.....$64 ....SOU......C119..........................Brigolin, K.
52454 ....Th.............8/3/17 - 8/3/17............12:00 PM-3:55 PM.....$64 ....SOU......C119..........................Brigolin, K.
52455 ....Th.............8/3/17 - 8/3/17............4:30 PM-8:25 PM.....$64 ....SOU......C119..........................Brigolin, K.
52457 ....F.............8/4/17 - 8/4/17............8:00 AM-11:55 AM.....$64 ....SOU......C123..........................Brigolin, K.
52772 ....F.............8/4/17 - 8/4/17............12:30 PM-4:25 PM.....$64 ....SOU......C123..........................Brigolin, K.

Veterinary Terminology VETC-8000
Learn common veterinary root words, prefixes, suffixes, and combining root words. Build a strong foundation for veterinary anatomy and physiology. Offered semester only (May 1 to August 31). (20 Contact Hours)
52517..........................6/5/17 - 6/16/17..............................* $80 ......VIR......VIR.............................Renda-Francis, L.

Introductory Math for Vet Tech VETC-8015
Designed to introduce the essential math calculations for veterinary technicians. Topics include basic principles, clinical problems using dosage calculations, calculations involving solutions of intravenous fluids, anesthesia, radiology, and nutrition applications. Get a strong foundation for veterinary pharmacology and anesthesia that you can build upon. Textbook required. Offered summer semester only (May 1 to August 31). (20 Contact Hours)
52516..........................7/6/17 - 7/21/17..............................* $80 ......VIR......VIR.............................Renda-Francis, L.

Why choose Macomb's Center for Health Careers?

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

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

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

Nurse Assistant  HLTH-8038A
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. Web-based learning will enhance classroom lectures. Students can access Canvas at My Macomb. Text required. (96 Contact Hours)

52427....MTWTh......5/8/17 - 6/2/17 ........ 9:00 AM-3:25 PM.......$850...........SOU.....C121..........................Brown, D.
And ....F.........6/2/17 - 6/2/17 ........ 9:00 AM-3:25 PM.................SOU.....C121
And ....F.........6/2/17 - 6/2/17 ........ 5:00 PM-9:15 PM...............$850...........SOU.....C121..........................Brown, D.
And ....F.........6/2/17 - 6/2/17 ........ 9:00 AM-3:25 PM.................SOU.....C121

Nurse Assistant Clinical  HLTH-8108
Corequisite: HLTH-8038A or HLTH-8038
Participate in a 32-hour unpaid clinical experience. (32 Contact Hours)

52430....MTWTh......6/5/17 - 6/12/17 ........ 7:30 AM-1:55 PM.......$425.......OFF ......OFF ......................Brown, D.
And ....T........6/13/17 - 6/13/17 ........ 7:30 AM-9:25 AM...............SOU...C121
And ....T........6/13/17 - 6/13/17 ........ 5:00 PM-9:15 PM...............$425.......OFF ......OFF ......................Brown, D.
And ....F........7/7/17 - 7/7/17 ........ 5:00 PM-9:15 PM................OFF ......OFF
And ....F........8/7/17 - 8/14/17 ........ 7:30 AM-1:55 PM...............$425.......OFF ......OFF ......................Brown, D.
And ....F........9/15/17 - 9/15/17 ........ 7:30 AM-9:25 AM...............SOU...C121

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: homemaking safety, companionship activities, planning and preparing meals, observation and documentation, transportation, assisting clients with the activities of daily living, and housekeeping chores. Prior to registration, students must attend a mandatory workshop, WKSP-8000. Prior to the first day of class, students must complete a criminal background check. Details of the requirements will be reviewed at the mandatory workshop. For information, contact 586.226.4807 or healthcareers@macomb.edu.

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

52427....MTWTh......5/8/17 - 6/2/17 ........ 9:00 AM-3:25 PM.......$850...........SOU.....C121..........................Brown, D.
And ....F.........6/2/17 - 6/2/17 ........ 9:00 AM-3:25 PM.................SOU.....C121
And ....F.........6/2/17 - 6/2/17 ........ 5:00 PM-9:15 PM...............$850...........SOU.....C121..........................Brown, D.
And ....F.........6/2/17 - 6/2/17 ........ 9:00 AM-3:25 PM.................SOU.....C121

Home Care Assistant  HLTH-8110
Prerequisite: HLTH-8038A or HLTH-8038
Home care is the fastest growing job opportunity in health care. Learn home care safety, companionship activities, plan and prepare meals, observation and documentation, transportation, assisting clients with activities of daily living and housekeeping chores. Prior to admittance into this class, students are required to successfully complete the Nurse Assistant HLTH-8038A portion of the Nursing Assistant Program. (6 Contact Hours)

52435....WTh.........6/14/17 - 6/15/17 ........ 9:00 AM-11:55 AM.......$75 ...........SOU.....C121..........................Rutkowski, D.
52436....WTh.........8/16/17 - 8/17/17 ........ 1:00 PM-3:55 PM.......$75 ...........SOU.....C121..........................Rutkowski, D.
CERTIFIED PROFESSIONAL CODING

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

Microsoft Office 2013  CSFT-8063B
Basic computer skills required. Review computer concepts and explore basic techniques of Microsoft Word, Excel, PowerPoint, and Access. Keyboarding skills recommended. Text and USB drive required. (30 Contact Hours)
52410  Th........5/16/17 - 6/15/17 ....... 6:00 PM-8:55 PM ....... $265 .......CTR ....... B122 ...............Bosek, L.
52411  Sa .......... 6/17/17 - 8/26/17 ....... 9:00 AM-11:55 AM ....... $265 .......CTR ....... A207 ...............Romanczyk, V.
52412  MW ........ 7/10/17 - 8/9/17 ....... 6:00 PM-8:55 PM ....... $265 .......SOU ....... C240 ...............Burton, M.

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)
52441  M .......... 5/1/17 - 7/17/17 ....... 5:30 PM-10:25 PM ....... $295 .......CTR ....... R277 ...............Klomp, B.
52443  T .......... 5/23/17 - 8/1/17 ....... 5:30 PM-10:25 PM ....... $295 .......SOU ....... R112 ...............Howard, A.

Medical Coding I  HLTH-8102A
Prerequisite: WKSP-8000 HLTH-8010A 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. Web-based learning will enhance classroom lectures. Students can access Canvas at My Macomb. Text required. (33 Contact Hours)
52444  T .......... 5/2/17 - 7/18/17 ....... 6:00 PM-8:55 PM ....... $325 .......SOU ....... C303 ...............Wietecha, L.

Medical Coding II  HLTH-8103A
Prerequisite: WKSP-8000 HLTH-8010A 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 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. Web-based learning will enhance classroom lectures. Students can access Canvas at My Macomb. Text required. (56 Contact Hours)
52445  Th .......... 5/4/17 - 8/17/17 ....... 6:00 PM-9:25 PM ....... $550 .......SOU ....... C223 ...............Hicks, R.

CPC Study Night  HLTH-8074
Prepare to take the AAPC Certified Professional Coder (CPC) Exam. Bring your current ICD-10, CPT, and HCPCS coding manuals. (5.5 Contact Hours)
52446  F .......... 8/18/17 - 8/18/17 ....... 5:00 PM-10:25 PM ....... $79 .......SOU ....... C121 ...............Hicks, R.

CERTIFIED MEDICAL REIMBURSEMENT SPECIALIST

Be a cut above the rest! The CMRS designation is awarded by the American Medical Billing Association (AMBA). Certification provides credibility to the biller, health care providers, and employers. It demonstrates your commitment to providing the highest standards possible in Claims Management and Medical Billing. WKSP-8000 Career Workshop: Health is required prior to registration in HLTH-8061B, HLTH-8008D or HLTH-8018C. Persons currently working as Medical Claims Management and Medical Billing. WKSP-8000 Career Workshop: Health and apply medical necessity criteria to assign diagnostic and procedure codes appropriate 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. Web-based learning will enhance classroom lectures. Students can access Canvas at My Macomb. Text required. (33 Contact Hours)

Microsoft Office 2013  CSFT-8063B
Basic computer skills required. Review computer concepts and explore basic techniques of Microsoft Word, Excel, PowerPoint, and Access. Keyboarding skills recommended. Text and USB drive required. (30 Contact Hours)
52410  Th........5/16/17 - 6/15/17 ....... 6:00 PM-8:55 PM ....... $265 .......CTR ....... B122 ...............Bosek, L.
52411  Sa .......... 6/17/17 - 8/26/17 ....... 9:00 AM-11:55 AM ....... $265 .......CTR ....... A207 ...............Romanczyk, V.
52412  MW ........ 7/10/17 - 8/9/17 ....... 6:00 PM-8:55 PM ....... $265 .......SOU ....... C240 ...............Burton, M.
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)
52441 ... M ............... 5/1/17 - 7/17/17 ....... 5:30 PM-10:25 PM ... $295 ......CTR ........ R277 ............... Klomp, B.
52443 ... T .......... 5/23/17 - 8/1/17 ........ 5:30 PM-10:25 PM ... $295 ......SOU ...... R112 ............... Howard, A.

Patient Access Services  HLTH-8061B
Prerequisite: HLTH-8010A with minimum grade CR CSFT-8063B with minimum grade CR
Students will develop an understanding of the revenue cycle and the role of patient access in health care institutions. The student will develop competency in the full range of patient access services including patient registrations and admissions, patient rights and responsibilities, customer services, and laws and regulations affecting patient access. Students will 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. Web-based learning will enhance classroom lectures. Students can access Canvas at My Macomb. (24 Contact Hours)
52439.....Th ............... 5/2/17 - 5/25/17 ........ 6:00 PM-8:55 PM .... $195 ......CTR ...... R168 ............... Eastwood, M.

Medical Billing  HLTH-8008D
Prerequisite: HLTH-8010A with minimum grade CR CSFT-8063B with 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. Web-based learning will enhance classroom lectures. Students can access Canvas at My Macomb. Text required. (45 Contact Hours)

Billing Applications  HLTH-8018C
Prerequisite: HLTH-8010A and CSFT-8063B, 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. Students will meet with the instructor on day one. Access CANVAS at My Macomb. (36 Contact Hours)
52843 ..... H ............... 6/1/17 - 6/17/17 ........ 5:30 PM-9:55 PM .... $295 ......SOU ...... C129 ............... Coligado, A.
And 6/2/17 - 7/27/17 ............... ........................ VIR ........... VIR

MEDICAL BILLER/CODER PROFESSIONAL DEVELOPMENT
Keep your skills up-to-date so you stay relevant in the ever-changing field of health care billing and coding. Macomb offers professional development courses approved for CEUs through the American Medical Biller’s Association (AMBA). Courses may not be offered every semester. For information, contact 586.445.7999 or healthcareers@macomb.edu.

Online Internship for Medical Coding  HLTH-8105
Gain experience you need to be a successful medical coder! This virtual internship simulates the work experience of a realistic, multi-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)
52518 ..... W ............... 5/10/17 - 5/31/17 ........ 6:00 PM-7:55 PM .... $395 ......SOU ...... C129 ............... Hicks, R.
And 5/1/17 - 7/12/17 ............... ........................ VIR ........... VIR

Certified Medical Reimbursement Specialist Exam  HLTH-8109
Students enrolling and taking the exam through Macomb enjoy 40% off savings on membership, the study guide, and the exam. The CMRS exam is taken online and is facilitated by faculty. You will have 45 days’ access to complete this open-book exam. The study guide and log-in access will be provided by the AMBA after you register. Your 45 days begins when you receive the exam link from the AMBA. The study guide and online billing and coding resources through www.ambacode.net (14-day free trial) are included in your tuition. Additional textbooks recommended: Current year’s HCPCS, CPT-4 and ICD-10 Code books. (34 Contact Hours)
45458 ............... 4/28/17 - 6/11/17 ............... ........................ $325 ......VIR ......... VIR ............... Staff
CERTIFIED PERSONAL FITNESS TRAINER

Earn your certification from our partners at World Instructor Training School. W.I.T.S. is the only major certifying body in the country providing comprehensive practical training and internship components. You will be prepared to work with clients and stand out in any gym as ‘the expert’ in your field. This challenging course provides both theoretical foundations in the body systems and hands-on skill competency. Successful completion of CPR/AED (HLTH-8095) is required prior to final class exams. An optional internship is recommended for maximum employability. For information about this nationally recognized exam, contact www.witseducation.com or call 586.226.4807 or healthcareers@macomb.edu.

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

Certified Fitness Trainer   FTNS-9000
Corequisite: WKSP-8006
This program is comprised of 16 hours of lecture, 16 hours of hands-on practical training, and an optional 30-hour internship that walks many graduates right into a job!! Key topics include biomechanics, exercise physiology, fitness testing, and equipment usage and health assessment. Textbook required. Please read the first three chapters prior to the first class. (36 Contact Hours)

PHARMACY TECHNICIAN

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

Professional Pharmacy Technician   HLTH-8005F
Acquire the knowledge and skills to become a professional pharmacy technician by studying pharmacy practice methods, pharmacology, dosage calculations, and other important skills necessary to assist pharmacists in our drug distribution system. Traditional and non-traditional sections of practice including ambulatory pharmacy, institutional pharmacy, home infusion therapy, long-term care pharmacy, and managed care will be explored. Web-based learning will enhance classroom lectures. Students can access Canvas at My Macomb. Text required. (96 Contact Hours)

Pharmacy Technician Internship   HLTH-8015A
Corequisite: HLTH-8005F
Participate in a 100-hour-minimum unpaid internship. (100 Contact Hours)

Finishing your degree is closer than you think!


Bachelor’s ➔ Master’s ➔ Doctoral

www.macomb.edu/UC
PHLEBOTOMY

Learn to do a perfect venipuncture and your skills will be in demand! This course can lead to full time work as a phlebotomist or enhance your resume as a multi-skilled health care worker. Upon successful completion of courses HLTH-8001C and HLTH-8021B, students will receive a Workforce and Continuing Education certificate and be prepared to take the nationally recognized American Medical Technologist (AMT) exam immediately or the American Society for Clinical Pathology (ASCP) exam for Phlebotomy after one year’s experience. More information about the exams can be found at www.americanmedtech.org and www.ascp.org. Prior to internship placement, students must pass a criminal background check, drug screen, TB test and immunization titers, 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
Corequisite: HLTH-8021B
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 Internship HLTH-8021B
Corequisite: HLTH-8001C
Participate in an 80/120-hour unpaid internship for three continuous weeks, full-time, day shift only. (80 Contact Hours)
52438  .................. 9/5/17 - 9/19/17 ............ * ........ $199 ...... OFF ....... OFF .................. Saullo, K.

LABORATORY ASSISTANT

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

Medical Terminology HLTH-8010A
Develop a medical vocabulary through a word building system of prefixes, suffixes, root words, and combining forms. Build, identify, and understand appropriate medical terms. Text Required. (48 Contact Hours)

Laboratory Assistant HLTH-8106A
Corequisite: HLTH-8010A
Learn the art of phlebotomy, proper specimen collection and preparation needed for specimen analysis. Understand how to process clinical specimens for distribution to appropriate laboratory departments, e.g. blood bank, chemistry, hematology, or microbiology. Topics include safety, quality assurance, and quality control. You will practice laboratory safety procedures while learning Clinical Laboratory Improvement Act (CLIA) waived procedures commonly performed in the laboratory. Web-based learning will enhance classroom lectures. Students can access Canvas at My Macomb. Text required. No class June 19 and 22. (100 Contact Hours)
52613  .... MTh .......... 5/8/17 - 8/10/17 ....... 9:00 AM-12:55 PM .. $1,295 CTR ......... Pierce, R. And .... MTh .......... 5/8/17 - 8/10/17 ....... 11:00 AM-12:55 PM ....... CTR .... R165

Labaratory Assistant Internship HLTH-8107A
Participate in a 120-hour unpaid internship in a clinical laboratory. (120 Contact Hours)
52818  .................. 8/14/17 - 9/25/17 ............ * ........ $199 ...... OFF ....... OFF .................. Pierce, R.

HEALTH AND WELLNESS

Tai Chi FTNS-8018E
Maintain healthy joints and live with arthritis with the flowing sequence of graceful, agile movements from Sun-style Tai Chi, a gentle ancient Chinese discipline. Experience reduced pain and stiffness, improved memory and focus, increased muscle strength, and less stress. Taught by Arthritis Foundation trained and certified leader. (6 Contact Hours)
52503  .... W .......... 5/10/17 - 6/14/17 ....... 6:00 PM-6:55 PM .. $55 CTR .......... LaMacchio, A. 52578  .... W .......... 6/28/17 - 8/2/17 ....... 6:00 PM-6:55 PM .. $55 CTR .......... LaMacchio, A.
Tai Chi Advanced FTNS-8020E
This course reviews the beginner movements and introduces the next 6 advanced movements of Sun-style Tai Chi. Reinforce the power of focus as participants embrace the slow, graceful movements and controlled breathing techniques to reduce pain, stiffness, and fatigue. Experience improved energy, well-being, and Qi, the life energy that is essential for health and vitality and governs all functions of the body. Taught by an Arthritis Foundation trained and certified leader. (6 Contact Hours)
52509........W................5/10/17 - 6/14/17........7:00 PM-7:55 PM.....$55........CTR........F116............LaMacchio, A.
52504........F................5/12/17 - 6/23/17........9:00 AM-9:55 AM.....$55........CTR........F113............LaMacchio, A.

Tai Chi Advanced II: Reversed FTNS-8081
Prerequisite: FTNS-8018E FTNS-8020E
This course starts with a review of movements 1-12 and teaches the opposite direction for all 12 movements of Sun-style Tai Chi, creating a flow of 24 beautiful movements that strengthen the body and mind. Reinforce the power of focus as participants embrace the slow, graceful movements and controlled breathing techniques to reduce pain, stiffness, and fatigue. Experience improved energy, well-being, and Qi—the life energy that is essential for health and vitality and which governs the functions of the body. (6 Contact Hours)
52592........W...........6/28/17 - 8/2/17........7:00 PM-7:55 PM.....$55........CTR........F113............LaMacchio, A.
52588........F...........7/17/17 - 8/18/17........9:00 AM-9:55 AM.....$55........CTR........F113............LaMacchio, A.

Lymphatic Reflexology & Massage WELL-8058
Reflexology is the ancient art of applying pressure to specific areas of the hands and feet to increase the function and flow of energy throughout the body. Using this self-massage procedure, you can promote relaxation, remove congestion and restore balance within your body. Learn how reflexology techniques assist in the major role the lymphatic system plays in maintaining health and immunity. (4 Contact Hours)
52562........Sa...........6/17/17 - 6/17/17........9:00 AM-12:55 PM.....$35........SOU........E205............Greene, C.
52603........Sa...........8/26/17 - 8/26/17........9:00 AM-12:55 PM.....$35........SOU........E205............Greene, C.

The Nutritarian Way WELL-8073
Learn how a high-nutrient diet can help you lose weight, reverse diabetes, lower blood pressure and cholesterol, and protect against cancer. The Nutritarian Diet, as described by Dr. Joel Fuhrman in his book Eat to Live, is not merely a weight loss plan, but a get healthy and stay healthy plan. Textbook suggested. (14 Contact Hours)
52606........Sa...........7/15/17 - 8/26/17........10:00 AM-11:55 AM.....$95........CTR........H205............Calhoun-Parker, D.

JEWELRY TRADES CERTIFICATE

Jewelry Trades classes are valuable to those employed in the jewelry industry trades, as well as those with an interest in gemstones, jewelry, and jewelry repair. The Certificate in Jewelry Trades consists of the following 8 courses: JEWL-8015, JEWL-8016, JEWL-8014A, JEWL-8019, JEWL-8021A, JEWL-8022A, JEWL-8023, and JEWL-8025. Classes may also be taken individually. Additional coursework available in faceting JEWL-8026, jewelry mold making JEWL-8027, and Jewelry Bench Workshop JEWL-8028—not required for certificate. For information, contact the program coordinator at 586.498.4100 or workforcedev@macomb.edu.

Jewelry Repair-Bench Skills I JEWL-8015
Focus on tools, safety issues, and basic jewelry metalsmithing and stone setting practices. $20 material fee payable to instructor at first session. This course offered only in summer. (24 Contact Hours)
52498........MW............6/5/17 - 6/28/17........6:00 PM-8:55 PM.....$199........MTEC ....116-C..................Gould, D.

Jewelry Repair-Bench Skills II JEWL-8016
Prerequisite: JEWL-8015
Gain knowledge of chain repair, riveting, head and prong replacement, prong tipping, and post soldering. $20 material fee payable to instructor at first session. This course offered only in summer. (24 Contact Hours)
52499........MW............7/10/17 - 8/2/17........6:00 PM-8:55 PM.....$199........MTEC ....116-C..................Gould, D.

Faceting JEWL-8026
Learn how to transform a rough crystal into a faceted stone suitable for jewelry. This is a hands-on workshop with step-by-step instructions. $50 lab fee payable to instructor at the first session. Class size is limited. (16 Contact Hours)
52501........F............5/17/17 - 6/9/17........6:00 PM-8:55 PM.....$150........SOU........T153................Russell, S.
52512........F............8/18/17 - 9/22/17........6:00 PM-8:55 PM.....$150........SOU........T153................Russell, S.

Gemology Instrumentation JEWL-8019
Learn to use authentic gemological equipment. Explore the color and nature of gemstones and challenge yourself by examining and identifying a variety of gemstones. (24 Contact Hours)
52505........T................6/6/17 - 8/1/17........6:00 PM-8:55 PM.....$199........SOU........T132................Caims, S.

Lapidary & Cabochon JEWL-8025
Learn how to cut and polish gemstones for jewelry making. Equipment and safety issues will be introduced. Wear old clothes, safety goggles, and a dust mask. $20 stone fee payable to instructor at first session. (27 Contact Hours)
52506........F............6/16/17 - 8/11/17........6:00 PM-8:55 PM.....$199........SOU........T153................Caims, S.
Transition to Triumph

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

Call 586.445.7003 to register

Scholarships are available: In accordance with federal guidelines, priority for scholarships will be given to assisting individuals with the greatest financial need and special consideration given to displaced homemakers who, because of divorce, separation or the death of a spouse, must prepare for paid employment.
MOTORCYCLE SAFETY

The Motorcycle Rider and Safety Education program is conducted with Michigan Safety Education funds from a state grant administered by the Michigan Secretary of State. All motorcycle classes require students to have the following riding gear and safety equipment for the first riding session:

• DOT-approved motorcycle helmet
• Long-sleeved jacket or heavy shirt
• Heavy-duty long pants
• Eye protection—goggles or glasses (required even with a face-shield helmet)
• Full-fingered gloves
• Boots (ankles must be covered and boots must have a hard sole--high heels or high-top tennis shoes are not permitted)
• Rain and cold weather gear, as needed

Due to State of Michigan training requirements for the Motorcycle Endorsement, you must be on time to class and attend all sessions. Late arrivals will not be admitted into class.

Students under the age of 18 are allowed to take the Basic Rider Web-Enhanced or the Returning Rider course starting at age 15 if they have a valid driver’s license number. A parent or guardian must accompany the student to the first class meeting; parent signatures are required on some documents. For information, contact 586.445.7605 or motorcycle@macomb.edu.

Basic Rider Web Enhanced CYCL-8016

REQUIREMENT: Must provide a valid email address upon registration. Must complete the online course prior to your class start date and bring the certificate of completion to the first class session. Link to the course will be distributed by the College via email at least 1 week prior to the start date of your class. If you have not received an email by this time, please send your request to motorcycle@macomb.edu. The course consists of approximately 18 hours of instruction; 3 hours of online training to be completed prior to your class start date, 5 hours of classroom instruction and 10 hours of hands-on coaching. Designed for participants that have minimal experience operating a motorcycle, the course will focus on the development of basic riding skills: clutch and throttle coordination, straight-line riding, braking, turning and shifting. Successful completion of this course and its knowledge and skills test will result in a riding and written test waiver by the Secretary of State. Prerequisite: Ability to ride a bicycle (16 Contact Hours)

52310...F.................5/5/17-5/17/17........5:45 PM-9:55 PM....$50......SOU......S101................Wilson, R.
And...SaSu......5/6/17-5/7/17/17........8:00 AM-7:55 PM........SOU......S101

52313...F.................5/19/17-5/19/17........5:45 PM-9:55 PM....$50......SOU......S101................Wilson, R.
And...SaSu......5/20/17-5/21/17/17........8:00 AM-7:55 PM........SOU......S101

52321...MTWTHF......5/22/17-5/28/17........5:00 PM-9:55 PM....$50......SOU......S101................Wilson, R.

52335...MTWTHF......6/5/17-6/9/17........5:00 PM-9:55 PM....$50......SOU......M108................Wilson, R.

52315...F.................6/9/17-6/9/17/17........5:45 PM-9:55 PM....$50......SOU......S101................Wilson, R.
And...SaSu......6/9/17-6/11/17/17........8:00 AM-7:55 PM........SOU......S101

52316...F.................6/23/17-6/23/17/17........5:45 PM-9:55 PM....$50......SOU......S101................Wilson, R.
And...SaSu......6/24/17-6/25/17/17........8:00 AM-7:55 PM........SOU......S101

52336...F.................7/7/17-7/17/17........5:45 PM-9:55 PM....$50......SOU......S101................Wilson, R.
And...SaSu......7/8/17-7/9/17/17........8:00 AM-7:55 PM........SOU......S101

52337...F.................7/14/17-7/14/17/17........5:45 PM-9:55 PM....$50......SOU......S101................Wilson, R.
And...SaSu......7/15/17-7/16/17/17........8:00 AM-7:55 PM........SOU......S101

52338...F.................8/18/17-8/18/17/17........5:45 PM-9:55 PM....$50......SOU......S101................Wilson, R.
And...SaSu......8/19/17-8/20/17/17........8:00 AM-7:55 PM........SOU......S101

Returning Rider Course CYCL-8018

A one-day course designed for the experienced but unlicensed rider to become licensed and legal. Many experienced, licensed riders use this course as a refresher and skills tune-up. Topics include: braking, counter-steering, turning, speed judgment, and other techniques necessary for the experienced rider to operate a motorcycle skillfully and safely. Each student must provide his or her own motorcycle, riding gear, and proof of insurance. Scooters will be allowed in this class. Sharing is not allowed. The cycle must be titled and registered, display a valid license plate and pass a safety inspection. Successful completion of this course and its knowledge and skills test will result in a riding and written test waiver by the Secretary of State. (8 Contact Hours)

52339...Sa..........5/13/17-5/13/17/17........8:00 AM-5:55 PM........$50......SOU......S144................Wilson, R.
52340...Su........6/11/17-6/11/17/17........8:00 AM-5:55 PM........$50......SOU......P155................Wilson, R.
52341...Su........7/9/17-7/9/17/17........8:00 AM-5:55 PM........$50......SOU......S144................Wilson, R.

Advanced Rider Course CYCL-8011

This course is designed to be low-risk, effective, and enjoyable with classroom and on-cycle activities. There will be small group interactive discussions and range practice consisting of basic controls, stopping, turning, swerving, and riding interaction skills. Participants MUST furnish their own street-legal cycle, riding gear, proof of cycle endorsement, and proof of insurance. Cycle must pass a safety inspection. You MUST provide your own protective eyewear (glasses or goggles), helmet, boots, full-fingered gloves, long sleeved jacket or shirt, long pants, and rain gear if needed. (8 Contact Hours)

52342...Sa..........5/13/17-5/13/17/17........9:00 AM-5:55 PM........$50......SOU......S101................Wilson, R.
52343...Sa..........6/17/17-6/17/17/17........9:00 AM-5:55 PM........$50......SOU......S101................Wilson, R.
PHOTOGRAPHY

Photoshop Elements I PHOT-8024A
It is strongly recommended that students register for Digital Fundamentals before taking the other photography courses in this program. Crop, fine-tune, contrast, correct exposure, adjust color, remove red-eye, and more! (15 Contact Hours)
52542...Th..............6/1/17 -6/29/17 ......... 6:00 PM-8:55 PM...... $199 .......MTEC .... 123.................. Pullins, D.

Photoshop Elements II PHOT-8029A
It is strongly recommended that students register for Digital Fundamentals before taking the other photography courses in this program. Remove small blemishes, repair scratches, eliminate unwanted objects, retouch landscapes and portraits, replace backgrounds, and restore old photographs. (15 Contact Hours)
52546...Th..............7/13/17 -8/10/17 ......... 6:00 PM-8:55 PM...... $199 .......MTEC .... 123.................. Pullins, D.

PHOTOGRAPHIC ARTS CERTIFICATE
The Certificate in Photographic Arts consists of six courses: PHOT-8003B, PHOT-8006C, PHOT-8011C, PHOT-8030, PHOT-8005B, and PHOT-8013B. Please note 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. (15 Contact Hours)
52527...T ..............5/23/17 -6/20/17 ......... 6:00 PM-8:55 PM...... $199 .......MTEC .... 123.................. Zychowski, J.
52529...W ..............5/31/17 -6/28/17 ......... 6:00 PM-8:55 PM...... $199 .......CTR ......H214.................. Zychowski, J.

Principles of Photography PHOT-8006C
It is strongly recommended that students register for Digital Fundamentals before taking the other photography courses in this program. Improve film and digital images. Understand the fundamentals of composition, light, and movement and become comfortable using your camera menus and controls. Develop your own style and discover why some photographers are consistently better than others. (15 Contact Hours)
52530...M ..............6/26/17 -7/31/17 ......... 6:00 PM-8:55 PM...... $199 .......CTR ......H214.................. Zychowski, J.

Travel Photography PHOT-8011C
It is strongly recommended that students register for Digital Fundamentals before taking the other photography courses in this program. Preserve your never-to-be-revisited scenes and rekindle memories of a wonderful adventure. Learn what equipment to bring and how to capture the spirit of all that you visit. Discover the best composition techniques for photographing citiescapes and landscapes. (15 Contact Hours)
52532...W ..............7/12/17 -8/9/17 ......... 6:00 PM-8:55 PM...... $199 .......CTR ......H214.................. Zychowski, J.

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

Photoshop Elements I Workshop PHOT-8037
So you’ve completed the Photographic Arts certificate but want to learn more on this subject? Troubleshoot and refresh your skills in Photoshop Elements I 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. (15 Contact Hours)
52543...Th..............6/1/17 -6/29/17 ......... 6:00 PM-8:55 PM...... $69 .........MTEC .... 123.................. Pullins, D.

Photoshop Elements II Workshop PHOT-8038
So you’ve completed the Photographic Arts certificate but want to learn more on this subject? Troubleshoot and refresh your skills in Photoshop Elements I 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. (15 Contact Hours)
52547...Th..............7/13/17 -8/10/17 ......... 6:00 PM-8:55 PM...... $69 .........MTEC .... 123.................. Pullins, D.

Travel Photography Workshop PHOT-8033
So you’ve completed the Photographic Arts certificate but want to learn more on this subject? Troubleshoot and refresh your skills in Travel Photography 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. (15 Contact Hours)
52531...W ..............7/12/17 -8/9/17 ......... 6:00 PM-8:55 PM...... $69 .........CTR ......H214.................. Zychowski, J.

Don’t Wait! Classes Fill Quickly—Register Now!
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)
52419...MW.............6/12/17 - 7/17/17 .......:6:00 PM-9:55 PM..... $240 ......CTR ......H208................NCI ASSOCIATES LTD.

Real Estate

Writing

Novel Writing: Unmask the Story Within You  WRIT-8045
This class will present an overview of the initial stages of the writing process and techniques for creating a story. “Novel Writing” is designed with useful tools to motivate and inspire writers to write. (3 Contact Hours)
52540...Th.............5/11/17 - 5/11/17 .......6:00 PM-8:55 PM.....$55..........SOU ......C257...................... Burke, J.

Creative Thinking for Writers  WRIT-8039
Learn strategies to eliminate mental blocks for writers. Discover improved brainstorming abilities and thought expansion techniques to develop organized thinking and improved creative writing for fiction, non-fiction, poetry, business and personal composition. (3 Contact Hours)
52539...Th.............5/18/17 - 5/18/17 .......6:00 PM-8:55 PM.....$55..........SOU ......C238...................... Burke, J.

Memo: A Novice Approach to Write About Your Life  WRIT-8048
This class is a novice approach to tell your story. Techniques and methods are emphasized during the writing process to enhance the craft of memoir. Students discuss true-life stories and examine the basic elements of writing memoir. (3 Contact Hours)
52541...Th.............5/25/17 - 5/25/17 .......6:00 PM-8:55 PM.....$55..........SOU ......C238...................... Burke, J.

Manuscript Development  WRIT-8022
This class will provide guidance on manuscript construction—beginning, middle and end. Title creation, outline format, character development, and plot construction will be discussed. In-class writing assignments will focus on objectives to complete the manuscript. (3 Contact Hours)
52538...Th.............6/1/17 - 6/1/17 .......6:00 PM-8:55 PM.....$55..........SOU ......C238...................... Burke, J.

A Novice Approach to Short Story Writing  WRIT-8049
This class is an overview of the basic stages for creating a short story. Useful skills will motivate and inspire writers to write. The instructional strategy includes: brainstorming, creating characters, developing conflict, and setting the scene. (3 Contact Hours)
52515...Th.............6/8/17 - 6/8/17 .......6:00 PM-8:55 PM.....$55..........SOU ......C238...................... Burke, J.

How to Write a Book in 30 Days  WRIT-8050
This class is an overview of how to get started and finish writing a book. Students will understand the process and develop useful skills which will motivate and inspire new authors to begin and to accomplish their goal of writing a book. Handout and three sample books are included in the price of this course. (2.5 Contact Hours)
52544...Th.............6/8/17 - 6/8/17 .......6:00 PM-8:25 PM.....$79........CTR ......F117 .......................Staley, D.

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SCECHs ONLINE!

One-Month Courses

Using Cellphones in the Classroom (16 hours) $145
Class, turn your cell phones — on! Most of your students have cell phones, and now you can use this valuable tool in your classroom to engage and involve your students more in their learning. Discover how to implement cell phones in your classroom from a teacher who has done it successfully. Come away with a step-by-step how-to plan on enhancing your students’ learning, and your teaching.

Social Media and Online Tools for K–12 Teachers (16 hours) $145
Since many of your students are already there, have you been curious if any of these tools might keep them engaged in your class? Do you ever wonder if there might be some time effective ways to communicate with their parents? GoogleDocs, Adobe ConnectNow, Flicker, animoto, earth album, Teacher Tube, blogs, virtual labs and yes, even Facebook and Twitter can help you add dimension and interest to your class. Discover ways to overcome resistance you might encounter in using these programs.

Online Learning and Teaching for K–12 Teachers (16 hours) $145
Discover the fascinating world of online learning and teaching. Specifically for K-12 teachers, you will find out why and how your students learn online. Find out about all the wonderful eTools being used, from drag-and-drop games to virtual labs. Discover how you can begin to use the web in your own teaching. See why web-enhanced courses are being introduced in K–12 schools. Take home online strategies for helping your students to learn more and preparing them for the workplace.

Two-Month Certificates

Certificate in Teaching Adults (32 hours) $295
This is your invitation to teach others in-person and join in one of the more important functions in life — passing on knowledge and skills to others. It is both an opportunity and a responsibility. Whether you want to teach others or currently teach others, in any setting, either formally or informally, this course is for you. We will give you both the fundamental and advanced information to improve your teaching.

Certificate in Designing Webinars:
Save $45 by registering for both courses at $345, or may be taken individually.

Designing Successful Webinars (16 hours) $195
Webinars are a hot meeting format that save money and reach more people than in-person meetings. Use them for customer education, staff meetings and training, presentations, virtual seminars and much more. The technology is simple, but good webinar presentation techniques are critical.

Managing & Marketing Webinars (16 Hours) $195
Boost your success! Find out when and how often to promote webinars, how to do follow up promotion to those who click-through on your initial emails, and how to generate more leads and inquiries. Discover our unique needs assessment model, and take back our 5 secrets to creating high response surveys.

Certificate in 3D Printing for Educators:
Save $45 by registering for both at $395, or may be taken individually. If a participant does not yet have access to a 3D printer, the instructors can help with helping participants define criteria to make decisions about appropriate hardware to buy.

Introduction to 3D Printing (16 hours) $195
3D printing has been hailed as a solution to all manufacturing problems. Obviously that is exaggerated, but what is it good for, and when is traditional manufacturing still the better choice? In this course, you will learn how to separate the real promise of the technology from the hype, and understand the workflow for a consumer-level 3D printer. You will become familiar with some typical online databases of objects available to print, and get a bit of experience with free or open-source software for all stages of the process. This class will be primarily focused to introduce you to the tools of the open 3D printer ecosystem, but the principles will apply to consumer 3D printers in general.

3D Printed Science and Math: Visualizations and Experiments (16 hours) $195
A 3D printer can be used to teach science and math in two ways: when a teacher creates an accurate 3D model of a concept for students to handle, or to design a “starter set” model that students can then alter and use as the basis for explorations. The instructors will impart ideas for developing appropriate content of concepts ranging from kindergarten to grad school and will teach participants to use the free and open source 3D modeling program OpenSCAD. The class assumes participants already know the basics of using a 3D printer, from “Intro to 3D Printing” or equivalent experience.
Three-Month Certificates

**Certificate in Learning Styles:**
Save $40 by registering for all three at $395, or may be taken individually.

**Gender in the Classroom (16 hours) $145**
Discover why girls waste 30% of their study time, why boys get worse grades than girls, why boys do less homework than girls, and the 5 learning habits girls get in school that hurts them in the workplace. Your female students learn differently than your male students. Discover how girls learn. Take away 10 top tips for helping girls learn more, and the 5 tips to help girls succeed more. Then discover how boys learn. Take away 10 top tips for helping boys learn more, and the 5 tips to help boys succeed more.

**Generational Learning Styles (16 hours) $145**
This course will focus on the influence of generational characteristics on learning styles. Explore fascinating information on the brain and how each generation has responded to their unique "cohort experience." Acquire the skills and information needed to facilitate Gen Y and the emerging generation of learners. Understand how your own generational characteristics impact your learning AND your teaching. Come away with our top 20 generational techniques for helping your students learn more.

**Students with ASD (Autism Spectrum Disorder) (16 hours) $145**
The effects of this disorder vary widely, but it is important for every teacher to understand how to recognize behaviors that may indicate ASD. In this course, you take away strategies for working effectively with ASD students. Find out how to work effectively with parents to create the most positive learning environments for children and teens with this disorder.

**Certificate in Blended Instruction:**
Save $90 by registering for all three at $495, or may be taken individually.

**Advanced Teaching Online (16 hours) $195**
Discover how to plan, develop and teach an online course. Find out how to take classroom presentations, discussion and quizzes and put them online. Discover the wealth of online tools and activities to complement and enhance your classroom teaching and their learning. See an animation, drop-and-drop exercise, and other online tools. Learn how to convert your in-person presentations into online presentations. Textbook is included.

**Developing Hybrid Courses (16 hours) $195**
Whether developing a new or modifying an existing class, this class will help you puzzle out how to take advantage of the best of both worlds. Use the strength of the face-to-face engagement and the power of the Internet to deliver great content, reach broader audiences and support different learning styles. The hybrid or blended classroom encourages students to learn at their own pace while also building on the unique exchanges that can happen in both the face-to-face class and online.

**The Flipped Classroom (16 hours) $195**
The flipped classroom concept changes routine, boring education, into a vibrant exchange of ideas and group learning that makes for a fascinating and memorable experience. In this course we will explore what defines a flipped classroom, why it is important, the advantages, how to implement, and some examples of how others have benefited from this process.

**Certificate in Online Teaching:**
Save $90 by registering for all three at $495, or may be taken individually.

**Designing Online Instruction (16 hours) $195**
Learn about the online instructional environment, envisioning your online course, developing a web course, phases of design and development, design guidelines, and more. Discover the principles behind the adoption of technology innovation and the nature of the online learning environment. Then get tips for planning your online course, identifying resources and design guidelines. Discuss the phases of design and development and models, motivating student-student interaction, and managing interaction. Get the latest information on copyright issues, assessment and evaluation.

**Advanced Teaching Online (16 hours) $195**
Discover how to plan, develop and teach an online course. Find out how to take classroom presentations, discussion and quizzes and put them online. Discover the wealth of online tools and activities to complement and enhance your classroom teaching and their learning. See an animation, drop-and-drop exercise, and other online tools. Learn how to convert your in-person presentations into online presentations. Textbook is included.

**Fostering Online Discussion (16 hours) $195**
Being engaged with your online learners throughout the course is one of the three biggest weaknesses of online teachers. It is also one of the three biggest ways to take your online course to the next level, making it a superior learning experience for your learners. Come experience how to do it from the creator of the concept and practice of 'continual engagement' in teaching. Discover how to build student success through your interaction, how to give online learners feedback, communicating with them about everything from subject matter to delicate issues to grading.
## SCECHs ONLINE!

**K-12 Teachers and Administrators:**

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Attention Educators: SCECHs Online

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• Electronic Engineering Technology
• Emergency Medical Services–Emergency Medical Technician–Paramedic
• Emergency Medical Services–Paramedic/Firefighter
• Entrepreneurship–Innovation
• Entrepreneurship–Small Business
• Finance
• Fire Science
• Fire Science with Fire Academy
• General Business
• Global Supply Chain Management
• Health Information Technology
• Homeland Security
• Hospitality Management
• Information Technology–IT Professional
• Information Technology–Networking Specialist–Cisco Network Professional
• Information Technology–Networking Specialist–Microsoft Enterprise Administrator
• Information Technology–Networking Specialist–Network Security Professional
• Information Technology–Programming
• Information Technology–Programming for Electronic Games
• Information Technology–Website Programming
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• Media & Communication Arts–Collaborative Media
• Media & Communication Arts–Creative Imaging & Illustration
• Media & Communication Arts–Design & Layout
• Media & Communication Arts–Interactive Web Media
• Media & Communication Arts–Photographic Technologies
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• Molecular Biotechnology
• Music Performance
• Nursing
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• Pastry Arts
• Physical Therapist Assistant
• Pre-Engineering
• Pre-Social Work
• Product Development
• Product Development–Digital Sculptor
• Radiologic Technology
• Reciprocal Programs
• Renewable Energy Technology
• Respiratory Therapy
• Restaurant Management
• Speech Communication Arts–Intercultural/Interpersonal Communication
• Speech Communication Arts–Mass Media
• Speech Communication Arts–Public Relations
• Surgical Technology
• Transfer Studies
• Veterinary Technician
Macomb Community College extends the College’s tradition of education and service by providing lifelong learning opportunities to the community through Workforce and Continuing Education.

REGISTRATION
Online registration opens Thursday, March 23 at 8 AM. On-campus registration opens Monday, April 3 at 8 AM. 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.

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.

2 EASY WAYS TO REGISTER FOR CLASSES
1) Register online: Visit www.macomb.edu. Click on Apply Now in the upper right corner. New students—click on the RED New Continuing Education Students box. Returning students—click on the BLUE Current and Returning Continuing Education Students box.

2) Walk-in Registration: Visit the Records & Registration Office: South Campus, G-Building, Room 224; Center Campus, G-Building, Room 110. Monday and Tuesday: 8am-6pm Wednesday through Friday: 8am-4:30pm
College Closed: May 29, July 4
For Registration Assistance, call 586.445.7999

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

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

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

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

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

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

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

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

TEXTBOOKS
• If your class is at Center—Call 586.286.2093 or go to Center Campus P Bldg.
• If your class is at any other location (including online) —Call 586.445.7385 or go to South Campus K Bldg.

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

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

Center Campus (CTR) and University Center Place (UCP)

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

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

M-TEC (MTEC)

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

South Campus (SOU)

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

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

Off-Macomb Campuses (OFF)
Online/Virtual (VIR)

Center Campus, South Campus, and M-TEC™ maps are available at www.macomb.edu.
TO: RESIDENTIAL CUSTOMER

14500 E. 12 MILE RD., WARREN, MI 48088-3896

Macomb Community College
Workforce & Continuing Education

SCHEDULE OF CLASSES

MAY–AUGUST 2017

Online Registration begins Thursday, March 23, 2017, 8 AM
On-campus Registration begins Monday, April 3, 2017, 8 AM

YOUR CREATIVITY CAN BECOME A CAREER

Learn about the creative career programs at Macomb and see how your imagination can lead to a rewarding job.

- Construction
- Entertainment Arts
- Floral Design
- Jewelry Trades
- Photography

MACOMB COMMUNITY COLLEGE
BOARD OF TRUSTEES
Jennifer Haase, Chairperson
Frank Cusumano, Vice Chairperson
Katherine Lorenzo, Secretary
Roseanne DiMaria, Treasurer
Kristi Dean, Trustee
Joseph DeSantis, Trustee
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James Jacobs, Ph.D., College President

Job Skills • Career Development • Personal Interest

SAVE THIS SCHEDULE!
New classes begin each week throughout the year.

www.macomb.edu | Registration Information: Page 28