ADVANCE AT MACOMB.
GAIN THE SKILLS YOU NEED TO SUCCEED:
BECOME A CERTIFIED PROFESSIONAL CODER (CPC)

CPCs ARE CRITICAL TO COMPLIANT AND PROFITABLE MEDICAL PRACTICES, AND TYPICALLY EARN 20% MORE THAN NON-CERTIFIED CODERS.

American Academy of Professional Coders

Registration begins Thursday, December 5, 2013, 8 am
Workforce & Continuing Education at Macomb Community College

Whether you’re a student exploring career possibilities, an adult returning to learn, a professional seeking to upgrade skills, or just someone looking for an interesting hobby, you’ll find it here—at Macomb.

Browse through our hundreds of course offerings, each taught by an expert in the field. Classes are conveniently scheduled and run throughout the year. Some can be taken online.

For registration information see page 26.
For registration information see page 26.

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COMING TO: Discover Macomb

One-Day Event For Future Students and Parents!

- Learn why Macomb should be your first choice for education
- Find out about our nearly 200 academic degree and certificate programs
- Check out the campus
- Meet faculty, staff, and students
- Get financial aid info!
- Enjoy raffles, giveaways, and food

Sat., Feb. 15, 2014 10am–1pm
Center Campus, K Building, Cultural Center

Sat., Mar. 29, 2014 10am–1pm
South Campus, K Building, Room 301

www.macomb.edu/DiscoverMacomb
For more information: 586.498.4008

For Future Students and Parents!

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For more information: 586.498.4008
Complete an associate degree or the first two years of your bachelor’s degree at one-quarter the cost of a Michigan Public University.

That’s a savings of $15,000!

Academic Areas of Study

DEGREE & CERTIFICATE PROGRAMS

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

- Accounting
- Applied Technology & Apprenticeship
- Architectural Technology—Architectural Commercial Design
- Architectural Technology—Civil Construction
- Automated Systems Technology—Mechatronics
- Automotive Technology
- Automotive Technology—Comprehensive Automotive Training (CAT)
- Behavioral Sciences
- Biological Sciences
- Business Management
- Chemistry
- Civil Technology
- Climate Control Technology
- Clinical Laboratory Technology
- Computer Service Technology
- Construction Technology
- Construction Technology—Renewable Energy Specialist
- Culinary Arts
- Customer Energy Specialist
- Education: Early Childhood Studies
- Education: K–12 Education
- Education: Paraprofessional Education
- 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
- Health Information Technology
- Homeland Security
- Hospitality Management

- Information Technology—Applications Professional
- 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—Web Site Programming
- International & Global Studies: Europe
- International & Global Studies: Global Business Fundamentals
- International & Global Studies: Global Communication & Understanding
- International & Global Studies: Modern Language & Culture—Asia
- International & Global Studies: Modern Language & Culture—Europe
- International & Global Studies: Modern Language & Culture—Latin America
- International & Global Studies: Speech (Intercultural Communication)
- Land Surveying Technology—Field Technician
- Land Surveying Technology—Office Technician
- Law Enforcement
- Law Enforcement with Police Academy
- Legal Assistant
- Manufacturing Engineering Technology
- Marketing
- Mathematics
- Media & Communication Arts—3D Animation
- Media & Communication Arts—Collaborative Media
- Media & Communication Arts—Creative Imaging & Illustration
- Media & Communication Arts—Design & Layout
- Media & Communication Arts—Interactive Web Media
- Media & Communication Arts—Photographic Technologies
- Media & Communication Arts—Video Production
- Medical Assistant
- Molecular Biotechnology
- Music Performance
- Nursing
- Occupational Therapy Assistant
- Pastry Arts
- Physical Therapist Assistant
- Pre-Engineering
- Pre-Medical Studies
- Pre-Social Work
- Product Development
- Project Management
- 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—Presentation
- Speech Communication Arts—Public Relations
- Surgical Technology
- Veterinary Technician
- Web Specialist
CAREER WORKSHOPS

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 program.

Career Workshop: Personal Fitness Trainer    WKSP-8006
An interactive workshop to explore a career as a Personal Fitness Trainer.

Career Workshop: Health IT Implementation and Technology Support    WKSP-8022
Learn about the growing field of health information technology and electronic health records implementation and support. Attend this interactive workshop to have your questions answered!

AMERICAN SIGN LANGUAGE

American Sign Language--Introduction     ASGN-8004
This fun and interactive class will teach you the basics of American Sign Language. Learn signs, body language, facial expressions, gestures, and the culture of deaf people. Text and workbook required. (33 Contact Hours)

ART

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

Drawing Faces Design     ARTS-8048
Focus on drawing faces from realistic to cartoon, caricature, self-portrait, famous people, and one another. The mechanics of the face and practicing with shapes, symbols, distortions, upside-down drawing, and different approaches to creating an interesting and appealing face are explored. (24 Contact Hours)

AUTOMOTIVE

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

BUSINESS

Networking with LinkedIn     BSNS-8022
Have you ever wondered how to get the most out of your LinkedIn profile? Discover the importance of building your online “brand,” the power of creating an effective network, and how to utilize Groups and other tools to increase your credibility. Basic computer and Internet skills required. (8 Contact Hours)

E-commerce Website Design     ENTR-8052A
Basic computer skills required. Build a five-page e-commerce website using templates. Upload photos and set up your e-commerce store to sell products or services. Learn how to market your website. Students may purchase a five-page website with a free domain name for a modest fee. PayPal account recommended. USB drive required. (9 Contact Hours)

REGISTRATION INFORMATION ON PAGE 26

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Wordpress Website Design ENTR-8062
Build a Wordpress website—one of the most popular formats. Learn how to choose themes, install plug-ins, manage images, and optimize your site for search engines. Complete a website by the end of class. Ideal for the small business owner and blogger. A valid email address is required at registration to receive important course information before the first session. Student may order $40 text online in .pdf format. Domain and hosting fees will apply. (18 Contact Hours)
14870......Sa............ 1/18/14 -2/22/14 ........ 9:00 AM-11:55 AM .... $199 .......CTR ......B107.........................Johnson, K.

Selling on eBay MMNG-8000A
Learn safe and easy basics to become a winning bidder and seller. Includes online tools and options, virtual store, marketing listings, and shipping. You must be at least 18 years old. Basic computer, email, and Internet skills required. A valid email address is also required. (9 Contact Hours)
14767......Sa............ 1/18/14 -2/1/14 ........ 9:00 AM-11:55 AM .... $119 ......SOU ......C339.......................Brandes, D.
14769......Sa............ 3/29/14 -4/12/14 ........ 9:00 AM-11:55 AM .... $119 ......SOU ......C339.......................Brandes, D.

Administrative Assistant Professional

Skilled and professional administrative assistants are invaluable members of an organization. Learn how to gain a business edge with an online efficient office, improved communication skills, and stellar customer service. Use interactive exercises to practice new skills in a fun, high-energy environment. Earn the Administrative Assistant Professional Certificate by completing all required courses. Students may also earn the Administrative Assistant Professional with Workplace Computing Skills Certificate by taking the required classes described below along with CSFT-8080, -8081, -8082, and -8083. For information, contact 586.226.4814 or continuinged@macomb.edu

Overview of Administrative Assistant Profession BSNS-8020
Organizations now recognize that administrative assistants perform a key role in any industry. Explore the administrative assistant profession and potential career opportunities in this growing field. Learn the steps to prepare for entry into this profession. (2 Contact Hours)
14825......M ............ 1/13/14 -1/13/14 ......... 6:00 PM-7:55 PM .... $29 ..........CTR ......H203.................Rogers, B.

Professionalism for the Administrative Assistant BSNS-8005
Discover the nine critical skills needed to become a successful administrative assistant. Explore workplace teams and effective team behavior. Understand the components of professionalism. Learn how to arrange effective meetings, travel, and much more. Text required. (12 Contact Hours)
14810......MW ............ 1/27/14 -2/5/14 ........ 6:00 PM-8:55 PM .... $149 ..........CTR ......H203.................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)
14812......MW ............ 2/10/14 -2/19/14 ........ 6:00 PM-8:55 PM .... $149 ..........CTR ......H203 ...............Pittman, L.

Communication for Administrative Assistants BSNS-8007
Through interactive sessions, learn how to develop effective internal and external communication. Learn to easily interact at business meetings or with customers. Text required. (12 Contact Hours)
14732......MW ............ 2/24/14 -3/5/14 ........ 6:00 PM-8:55 PM .... $149 ..........CTR ......B107 .................Rogers, B.

Organizing Skills BSNS-8008A
Learn to be efficient and effective in the workplace. Includes time management, paper and electronic record keeping, timely follow-through, and maintenance of a clutter-free environment. Discover the correlation between work habits and productivity. Text required. (12 Contact Hours)
14739......MW ............ 3/31/14 -4/9/14 ........ 6:00 PM-8:55 PM .... $149 ..........CTR ......B107 .................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)
14814......MW ............ 3/17/14 -3/24/14 ........ 6:00 PM-8:55 PM .... $119 ..........CTR ......H203 .................Kramer, M.
ENTREPRENEURSHIP CERTIFICATE

The following classes, sponsored in cooperation with the Small Business Technology and Development Center, are designed for the new entrepreneur and those who want to stay in business. They contain the information and skill development critical to the success of any business, large or small. The Workforce & Continuing Education Entrepreneurship Certificate is awarded upon completion of the following seven classes. Students may also earn the Entrepreneurship with Social Media for Business Certificate by taking the required classes described below along with ENTR-8054, -8055, -8056, -8057, -8060, and -8061. For information, contact 586.226.4814 or continued@macomb.edu.

Starting a Business  ENTR-8000
Explore what it takes to start your own business. Find out what to do first, how much money you will need, and where to go for help. (6 Contact Hours)
14842  ... MW .......... 1/13/14 - 1/15/14 ........ 6:00 PM-8:55 PM .... $79 ........... CTR ...... H210 .................. Morandini, D.

Protect Your Small Business  ENTR-8003A
Use the law to protect you and your small business and to choose the best legal entity to protect your business from personal liability, unnecessary taxes, and internal or external fights. Taught by an attorney. (3 Contact Hours)
14848  ... M .......... 3/31/14 - 3/31/14 ........ 6:00 PM-8:55 PM .... $79 ........... CTR ...... H210 .................. Trammell, L.

Business Plan: Roadmap to Success  ENTR-8013
Develop a comprehensive business plan. Define a target market, identify competitors, develop an operating budget, and ascertain financing needs. A team of experts will analyze business plans and offer recommendations. Text required. (18 Contact Hours)
14843  ... ................ 1/27/14 - 3/14/14 ........ 6:00 PM-8:55 PM .... $149 ........... CTR ...... H210 .................. Morandini, D.

Marketing Strategies That Work  ENTR-8023
Investigate competitive strategies that attract customers. Explore niche marketing, research the best marketing opportunities, and learn how to enter new markets. (9 Contact Hours)
14844  ... MW .......... 3/17/14 - 3/24/14 ........ 6:00 PM-8:55 PM .... $99 ........... CTR ...... H210 .................. Morandini, D.

Financing Your Business  ENTR-8045A
Explore financing sources for small business and their benefits/drawbacks. Learn how and what to get ready before going to the bank for a loan. Discuss the 5 Cs: Conditions, Capital, Character, Collateral, and Cash Flow. (3 Contact Hours)
14850  ... M .......... 4/7/14 - 4/14/14 ........ 6:00 PM-8:55 PM .... $59 ........... CTR ...... H210 .................. Morandini, D.

Accounting for Small Business  ENTR-8049
Explore bookkeeping through an overview of accounting principles, processes, and the rules all small business bookkeepers need to know. Understand basic financial statements and how to report income and expenses. Text required. (18 Contact Hours)
14847  ... W .......... 1/29/14 - 3/5/14 ........ 6:00 PM-8:55 PM .... $149 ........... CTR ...... H210 .................. Kramer, M.

Taking the Next Steps--Getting Started  ENTR-8046
Completion of previous 6 classes required. Review and assess your business strategy and identify your next steps. Bring your planner to schedule an appointment with the SBTDC. (3 Contact Hours)
14846  ... W .......... 4/9/14 - 4/14/14 ........ 6:00 PM-8:55 PM .... $59 ........... CTR ...... H210 .................. Morandini, D.

PROJECT MANAGEMENT

The following classes are for individuals who wish to understand and improve their project management and leadership skills as well as pass the CAPM or PMP exam. Complete all required classes to receive a Workforce & Continuing Education Certificate in Project Management. For information, contact 586.226.4814 or continued@macomb.edu.

Overview of Project Management  BSN5-8017
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)
14781  ... T .......... 1/7/14 - 1/17/14 ........ 6:00 PM-7:55 PM .... $29 ........... CTR ...... H206 .................. Gottwald, W.

Fundamentals of Project Management  BSN5-8016A
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)
14790  ... Th .......... 1/9/14 - 2/20/14 ........ 6:00 PM-8:55 PM .... $519 ........... CTR ...... N108 .................. Gottwald, W.

Project Leadership and Management  BSN5-8018
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)
14782  ... Th .......... 2/25/14 - 4/8/14 ........ 6:00 PM-8:55 PM .... $429 ........... CTR ...... N108 .................. Gottwald, W.
PMP Exam Preparation  BSNS-8021
Enhance your probability of passing the Project Management Institute’s PMP exam on the first try by attending this focused, five-session course that will test your understanding of project management processes and knowledge areas required for passing this exam. The course is intended for individuals who have taken at least one Project Management Fundamentals course of 35 Contact hours or more and have the requisite academic background as well as experience necessary to qualify for the exam. (25 Contact Hours)
15174........Sa..............1/11/14 -2/15/14 ......... 8:00 AM-12:55 PM....$359 ..........CTR ......H205.................. Gottwald, W.

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)
14798........Sa..............3/1/14 -3/1/14 ......... 8:00 AM-11:55 AM $99 ..........CTR ......H205.................. Gottwald, W.

SOCIAL MEDIA CERTIFICATE
The following classes are designed to help entrepreneurs and business people market their business using social media. Complete all required classes to receive a Workforce & Continuing Education Certificate in Social Media. Students may also earn the Entrepreneurship with Social Media for Business Certificate by taking the required classes below along with ENTR-8000, -8003A, -8013, -8023, -8045A, -8046, and -8049. For information, contact 586.226.4814 or continuinged@macomb.edu.

Social Media 101  ENTR-8058A
What is social media? Discover why you should use social media to build your personal brand, your business, or to connect with customers. Explore social media tools in this overview class.
(3 Contact Hours)
14858........Th..............1/17/14 -1/17/14 ......... 6:00 PM-8:55 PM....$39 ........CTR ......B107 ....................Majewski, A.

Facebook for Business  ENTR-8054
Basic computer skills required. Discover how to create, edit, tweak, and promote a Facebook account. Using Facebook tools (including 3rd party development), build and manage business campaigns online. Also suited to people simply interested in knowing more about social networking.
(9 Contact Hours)
14851........Th..............2/20/14 -3/6/14 ......... 6:00 PM-8:55 PM ....$99 ..........CTR ......F116 .....................Majewski, A.

Interactive Marketing for Business  ENTR-8055
Basic computer skills required. Discover how your competition is always ahead of you in search engine results. Explore other social media tools and strategies to help achieve top rankings in search engines and to create content your audience wants.
(9 Contact Hours)
14852 .........Th..............3/20/14 -4/3/14 ......... 6:00 PM-8:55 PM ....$99 ..........CTR ......F116 .....................Majewski, A.

LinkedIn for Business  ENTR-8056
Basic computer skills required. Learn how to structure an engaging LinkedIn profile to network with other business professionals. Make the best use of LinkedIn groups to raise awareness of your business and reach a targeted audience.
(9 Contact Hours)
14853 .........Th..............1/30/14 -2/13/14 ......... 6:00 PM-8:55 PM ....$99 ..........CTR ......F116 .....................Majewski, A.

Twitter for Business  ENTR-8057
Basic computer skills required. Learn how to create, edit, tweak, and promote a Twitter account in this hands-on course. Explore various Twitter tools to build and manage business campaigns online using teamwork and individual use of Internet-enabled PCs.
(9 Contact Hours)
14855 .........Th..............1/9/14 -1/23/14 ......... 6:00 PM-8:55 PM ....$99 ..........CTR ......F116 .....................Majewski, A.

Search Engine Optimization  ENTR-8060
Basic computer skills required. Learn how search engine optimization (SEO) will help draw online using teamwork and individual use of Internet-enabled PCs. Explore other social media tools and strategies to help achieve top rankings.
(6 Contact Hours)
14856 .........Th..............4/22/14 -4/24/14 ......... 6:00 PM-8:55 PM ....$69 ..........CTR ......B107 .....................Majewski, A.

Pay-Per-Performance Marketing  ENTR-8061
Basic computer skills required. Explore performance-based marketing which includes Pay-Per-Click, Pay-Per-Impression, and Pay-Per-Call—all types of sponsored online advertising used on websites and search engines. Learn how to advertise on desktop, mobile, and tablet devices and create an advertising campaign to increase brand awareness, generate sales/ leads, and advertise to target audiences.
(6 Contact Hours)
14857 .........Th..............4/8/14 -4/10/14 ......... 6:00 PM-8:55 PM ....$69 ..........CTR ......B107 .....................Majewski, A.

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- Macomb offers nearly 200 degree and certificate programs in a variety of studies.

Go to www.macomb.edu choose Academics
C4K: COLLEGE 4 KIDS

Macomb Community College’s C4K: College 4 Kids provides educational opportunities and a college campus connection for students ages 3 to 17. Through fun activities and enriching, memorable experiences, students learn and succeed through personal achievement. Partial scholarship opportunities may be available. Email C4K@macomb.edu for application.

Gears and Gadgets 1 Ages 6-8     KIDS-8026A
This course will introduce LEGO® component parts and how they can be used to make several simple machines. After guided exploration to understand basic concepts, children will be challenged to pretend: You are an engineer who works for LEGO® and are given a kit with many parts. Your job is to build something cool that moves! Students will use Technic™ building kits and are introduced to wheels & axles, gears, levers and pulleys. Students learn to be part of a team and work in groups of 2-3 students. (8 Contact Hours)
14977....Sa..................2/22/14 -3/22/14 ...... 9:00 AM-10:55 AM...$129 ........SOU......D205...ALL ABOUT LEARNING

Lego Funengineering Ages 8-10     KIDS-8168A
Explore, investigate, and solve problems while learning about the building blocks of engineering- simple machines. Students enjoy hands-on activities with levers, gears, wheels, axles, and pulleys that incorporate math, science, and creativity. (8 Contact Hours)
15217....Sa..................2/22/14 -3/22/14 ...... 11:30 AM-1:25 PM....$139 .........SOU......D205...ALL ABOUT LEARNING

Video Game Making Ages 10 & Up     KIDS-8182
Learn how to design and modify your own arcade-style video games. They will learn how to control characters, objects, and outcomes in their games, then increase the difficulty level and add more features. They will also learn how to design their own versions of Pac-Man™ and several other games. (8 Contact Hours)
14919....Sa..................3/29/14 -4/26/14 ...... 11:30 AM-1:25 PM....$139 .........CTR ......H215...ALL ABOUT LEARNING

Video Game Making “Invader” Ages 10 & Up     KIDS-8184
Learn how to design and modify your own exciting arcade-style games. Control characters and outcomes, then increase the difficulty level and add more features. You’ll create games including soccer, a Breakout™-style game, and Alien Invader™ (plus a secret game at the end of the class!). (8 Contact Hours)
14921....Sa..................3/29/14 -4/26/14 ...... 9:00 AM-10:55 AM...$139 .........CTR ......H215...ALL ABOUT LEARNING

Tiny Tunes Pre-School Beginner Ages 3-4     KIDS-9204
Designed specifically for pre-schoolers. This is a BIG FUN, delightfully simple piano program. Lessons include everything needed to help jump start your child’s musical education. By the end of the course, your child will be able to sing and perform simple songs like Mary had a Little Lamb, Twinkle Twinkle Little Star, and/or Jingle Bells. Music increases attention span, logic, and reasoning skills. Parents must attend. (6 Contact Hours)
14922....Sa..................1/11/14 -2/15/14 ...... 10:00 AM-10:55 AM...$85 .........CTR ......L117-5...TINY TUNES PIANO PROG.
14923....Sa..................3/8/14 -4/12/14 ...... 10:00 AM-10:55 AM...$85 .........CTR ......L117-5...TINY TUNES PIANO PROG.

Tiny Tunes “Young 5s” 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)
14924....Sa..................1/11/14 -2/15/14 ...... 11:00 AM-11:55 AM ...$85 .........CTR ......L117-5...TINY TUNES PIANO PROG.
15175....Sa..................3/8/14 -4/12/14 ...... 11:00 AM-11:55 AM ...$85 .........CTR ......L117-5...TINY TUNES PIANO PROG.

Tiny Tunes Intermediate Ages 6-7     KIDS-9214
Designed specifically for the advancing beginner. Classes are faster paced and big fun for students and parents alike. Lessons include line and space note recognition, two-handed playing, skip rhythms, flashcards, cross-hand techniques, and some very interesting and exciting Tiny Tunes. Studying music builds self-esteem, memory, and verbal ability. (6 Contact Hours)
14926....Sa..................1/11/14 -2/15/14 ...... 12:00 PM-12:55 PM ...$85 .........CTR ......L117-5...TINY TUNES PIANO PROG.
14927....Sa..................3/8/14 -4/12/14 ...... 12:00 PM-12:55 PM ...$85 .........CTR ......L117-5...TINY TUNES PIANO PROG.

Tiny Tunes 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)
15176....Sa..................3/8/14 -4/12/14 ...... 1:00 PM-1:55 PM ...$85 .........CTR ......L117-5...TINY TUNES PIANO PROG.

Never Too Soon To Learn—Register Now!
### A to Z Grant Writing .................................................. EDUC-8137A
### Achieving Success with Difficult People .......................... EDUC-8434
### An Introduction to Teaching ESL/EFL ............................... EDUC-8198
### Blogging and Podcasting for Beginners ............................. EDUC-8085
### Creating a Classroom Website ......................................... EDUC-8057
### Creating Classroom Centers ........................................... EDUC-8443
### Creating K-12 Learning Materials ...................................... EDUC-8320
### Creating the Inclusive Classroom ...................................... EDUC-8058
### Creative Classroom .................................................... EDUC 8240
### Differentiated Instruction and Response to Intervention Connection .................................................. EDUC-8442
### Differentiated Instruction in the Classroom ......................... EDUC-8200
### Differentiating K-12 Assessments ..................................... EDUC-8441
### Empowering Students w/disabilities .................................. EDUC-8081
### Enhancing Language Development .................................... EDUC 8149
### Get Assertive! ................................................................ EDUC-8056
### Get Grants! ..................................................................... EDUC-8136
### Grammar Refresher ....................................................... EDUC-8082
### Guided Reading & Writing: Strategies for Maximum Student Achievement ............................... EDUC-8049
### Guided Reading Strategies for the Differentiated Classroom ........................................... EDUC-8201
### Handling Medical Emergencies ........................................ EDUC 8077
### Leadership ........................................................................ EDUC 8113
### Math Refresher .................................................................. EDUC-8436
### Microsoft Excel 2010 in the Classroom ............................... EDUC-8437
### Microsoft PowerPoint 2010 in the Classroom ....................... EDUC-8439
### Ready, Set, Read! .......................................................... EDUC 8421
### Response to Intervention .................................................. EDUC-8059
### Singapore Math Strategies: Model Drawing Grades 1 - 6 ........................................... EDUC-8060
### Singapore Math Strategies: Number Sense .......................... EDUC-8084
### Solving Classroom Discipline Problems ............................. EDUC 8152
### Solving Classroom Discipline Problems II ........................... EDUC-8052
### Speed Spanish ............................................................... EDUC 8111
### Survival Kit for New Teachers ........................................... EDUC-8203
### Teaching Math: Grades 4-6 ............................................... EDUC-8204
### Teaching Preschool .......................................................... EDUC-8079
### Teaching Science: Grades 4-6 ............................................ EDUC-8199
### Teaching Smarter w/Smart boards ...................................... EDUC-8083
### Teaching Students with ADHD ........................................... EDUC-8440
### Teaching Students with Autism .......................................... EDUC-8061
### Teaching Students with Learning Disabilities .......................... EDUC-8055
### Teaching Writing Grades K-3 ............................................ EDUC-8444
### Understanding Adolescents ............................................... EDUC 8150
**COMPUTER SKILLS**

*Bring a USB drive to the first session of any software class. Classes may be taken individually or as part of a Workforce & Continuing Education Certificate program. For information, contact 586.226.4814 or continued@macomb.edu.*

### 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)

- 14746...Sa..............1/11/14-2/8/14........ 9:00 AM-11:55 AM   $119 ........CTR ........A115 ............Romanczyk, V.
- 14747...F............1/17/14-2/14/14......... 6:00 PM-8:55 PM.....$119 ........CTR ..........A123 ..............Zdybel, M.
- 14774...Sa............2/22/14-3/29/14......... 6:00 PM-8:55 PM.....$119 .......SOU .......C129 .............Oaks, J.

### Quickbooks Pro 2012-LEVEL 1  **CSFT-8078**
Keyboarding skills recommended. For small businesses to keep their books easily and accurately. Create your own company file. Includes management principles and skills for dealing with customers, vendors, and banking transactions. Text and USB drive required. (15 Contact Hours)


### Quickbooks Pro 2012-LEVEL 2  **CSFT-8079**
Learn advanced skills to assist with physical inventory; sales tax; payroll; and asset, liability, and equity accounts. Includes class, estimate and tracking features, report customization, and template creation. Text and USB drive required. (15 Contact Hours)


### Introduction to iPad  **CSFT-8084A**
Basic computer skills strongly recommended. Explore the basics of the Apple iPad including start-up, settings, apps, downloads, and preferences. Perfect for those new to the iPad. Students must furnish their own Apple iPad during class. (6 Contact Hours)

- 15060...F .............1/21/14-1/27/14 .......... 6:00 PM-8:55 PM ....$69 ........CTR .......H204 ..........Ricevuto, S.

### Beyond iPad Basics  **CSFT-8085**
Basic computer skills required. Take your Apple iPad skills to the next level. Discover how to use the iPad for organizing, creating, and managing information. Students must furnish their own Apple iPads during class. (9 Contact Hours)

- 14841...F .............1/24/14-2/7/14 .......... 6:00 PM-8:55 PM ....$99 ........CTR .......H204 ..........Ricevuto, S.

### Selling on eBay  **MMMG-8000A**
Learn safe and easy basics to become a winning bidder and seller. Includes online tools and options, virtual store, marketing listings, and shipping. You must be at least 18 years old. Basic computer, email, and Internet skills required. A valid email address is also required. (9 Contact Hours)

- 14767...Sa.............1/18/14-2/1/14 .......... 9:00 AM-11:55 AM ..$119 .......SOU .......C339 ...............Brandes, D.
- 14769...Sa.............3/29/14-4/12/14 ......... 9:00 AM-11:55 AM ..$119 .......SOU .......C339 ...............Brandes, D.

### 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)

- 14777...Sa.............1/4/14-3/8/14 .......... 9:00 AM-11:55 AM ..$249 .......SOU .......C329 ...............Haslett, D.
- 14779...F .............1/17/14-3/28/14 .......... 6:00 PM-8:55 PM ....$249 .......SOU .......C339 ...............Lofquist, J.
- 14748...TTh ..........2/11/14-3/20/14 .......... 6:00 PM-8:55 PM ....$249 ........CTR ..........B107 ..........Bosek, L.
- 14749...MW ..........3/24/14-4/28/14 .......... 6:00 PM-8:55 PM ....$249 ........CTR .......H204 ..........Bosek, L.

### 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 the four classes listed below. Students may also earn the Administrative Assistant Professional with Workplace Computing Skills Certificate by taking the required classes below along with BSNS-8005, -8006, -8007, -8008A, and -8009. For information, contact 586.226.4814 or continued@macomb.edu.

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

- 14773...TTh ..........1/21/14-2/13/14 .......... 6:00 PM-8:55 PM ....$189 .......SOU ......J151 ..........Burton, M.

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**Did You Know...**
At Macomb Community College you can complete your first 2 years of college for 1/4 the cost of a Michigan public 4-year university. That means you'll save $15,000!
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)
14743..........F..............2/14/14 -4/11/14........6:00 PM-8:55 PM....$189 ......CTR ......A115 ..........................Dean, K.

Excel 2013  CSFT-8082
Basic computer skills required. Learn introductory and intermediate skills. Topics include ribbon interface; entering and editing data; selecting cells and ranges; printing worksheets; inserting and deleting columns, rows, and cells; charts; large worksheets and workbooks; and more. Textbook and USB drive required. Keyboarding skills recommended. (24 Contact Hours)
14744.......Sa..............1/11/14 -3/1/14 ..........12:00 PM-2:55 PM....$189 ......CTR ......A115 ..........................Rosiek, C.
14751.......Thh..............2/18/14 -3/6/14 ..........6:00 PM-8:55 PM....$189 ......CTR ......B122 ..........................Roche, S.
   And Thh..............3/18/14 -3/20/14 ........6:00 PM-8:55 PM..............CTR ......E115 ..........................

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)
14770......Thh..........3/25/14 -4/24/14........6:00 PM-8:55 PM....$189 ......SOU ......J151 ..........................Curry, M.

ADVANCED EXCEL WORKSHOPS

Employers are seeking people with advanced Excel skills. Sky rocket your excel expertise with these three comprehensive, hands-on workshops. Learn to quickly summarize, analyze, and display data to enhance your reports and presentations. Must have intermediate to advanced Excel proficiency in Excel 2007 or later. USB drive required. For information, contact 586.226.4814 or continuinged@macomb.edu.

Taming Excel Charts  CSFT-8075
Must have intermediate to advanced Excel proficiency (Excel 2007 or later). USB drive required. Create Excel graphs to visualize your data using line, column, bar, 3-D, PivotCharts, and more. Examples used are derived from real-world scenarios. (3 Contact Hours)
14771.........Sa..............3/8/14 -3/8/14 ........1:00 PM-3:55 PM.....$49 ....SOU ......C337 ..........................Blyakhman, A.

Mastering Excel PivotTables  CSFT-8076
Must have intermediate to advanced Excel proficiency (Excel 2007 or later). USB drive required. Discover how to create PivotTables quickly to summarize and analyze large amounts of real-world data. Explore PivotTable options and tools to create professional-looking reports. (3 Contact Hours)
14772.......Sa..............3/8/14 -3/8/14 ........9:00 AM-11:55 AM ....$49 ....SOU ......C337 ..........................Blyakhman, A.

Excel Functions and Formulas  CSFT-8077A
Must have intermediate to advanced level Excel proficiency (Excel 2007 or later). USB drive required. Apply advanced analytical concepts using formulas and functions. Topics covered include: logical operators; VLOOKUP function; string-manipulation, date, sum, and financial functions; Goal Seek Tool, and many others. No text required. Handouts will be provided. (6 Contact Hours)
14780.......Sa..............4/5/14 -4/5/14 ..........9:00 AM-3:55 PM....$99 ....SOU ......C337 ..........................Blyakhman, A.

INFORMATION TECHNOLOGY

Employment of Electronic Health Records and Health Information Technicians is expected to increase by 21 percent from 2010 to 2020, faster than the projected average for any other occupation. Macomb Community College’s Health IT Implementation and Technical Support Specialist program has been developed to meet the increased need for qualified employees. Upon successful completion, you will earn Macomb’s Health IT Implementation and Technical Support Specialist Certificate and will be prepared to take the 2 national HIT Pro examinations: Implementation Support Specialist and Technical & Software Support Staff. For information, contact 586.226.4814 or continuinged@macomb.edu.

Culture of Healthcare  HITN-8002
For individuals not familiar with healthcare. Explore job expectations in healthcare setting, how care is organized inside a practice setting, privacy laws, and professional and ethical issues encountered in the workplace. Hybrid: meets online and in the classroom. (18 Contact Hours)
14799..............1/10/14 -3/7/14 ...........................$199 ........VIR ..........................Mele, R.
   And F..............1/10/14 -1/10/14 ........6:00 PM-7:55 PM.............CTR ......H213
   And F..............2/7/14 -2/7/14 ........6:00 PM-7:55 PM.............CTR ......H213
   And F..............3/7/14 -3/7/14 ........6:00 PM-7:55 PM.............CTR ......H213
Terminology in Healthcare HITN-8003A
Explanation of specific terminology used by workers in health care and public health; not a course in representation or standards. Hybrid: meets online and in the classroom. (18 Contact Hours)
14760 ..................................4/15/14 -6/14/14 ................. | $199 | VIR | VIR | Faulkner, T.
And Sa...........4/5/14 -4/5/14 | 2:00 PM-4:45 PM | CTR | H218
And Sa...........5/10/14 -5/10/14 | 2:00 PM-4:45 PM | CTR | H218
And Sa...........6/14/14 -6/14/14 | 2:00 PM-4:45 PM | CTR | H218

Introduction to Information and Computer Science HITN-8004
For students without an IT background. Explore this basic overview of computer architecture; data organization, representation, and structure; structure of programming languages; and networking and data communication. Includes basic terminology of computing. (18 Contact Hours)
14801 ........Sa...........11/14/14 -3/18/14 ................. | 10:00 AM-12:10 PM | $199 | CTR | H213 | Omand, J.

Working With Health IT Systems HITN-8007A
Explore simulated systems or real systems with simulated data in the role of practitioners using these systems. Learn what is happening “under the hood.” Experience threats to security and appreciate the need for standards, high levels of usability, and how errors can occur. Course materials are available online. (18 Contact Hours)
14766 ........Sa...........11/14/14-3/18/14 ................. | 8:00 AM-9:55 AM | $239 | CTR | H218 | Mitchell, E.

Install and Maintain HIT Systems HITN-8008A
Learn the fundamentals of selection, installation, and maintenance of typical Electronic Health Records (EHR) systems. Explore the principles underlying system configuration including basic hardware and software components, principles of system selection, planning, testing, troubleshooting, and final deployment. Includes introduction to system security and procedures. (18 Contact Hours)
14802 ........Sa...........11/14/14-3/18/14 ................. | 12:40 PM-2:35 PM | $199 | CTR | H213 | Omand, J.

Networking and Information Exchange HITN-8009A
Learn about the OSI including the purpose and content of each of its seven layers: physical, data link, network, transport, session, presentation, and application. Products, processes, protocols, and tools at each level will be explained. Focus on the flow of data through the models as data is transmitted and received by end devices. Hybrid: meets online and in the classroom. (18 Contact Hours)
14764 ..................................4/15/14 -6/14/14 ................. | $199 | VIR | VIR | Faulkner, T.
And Sa...........4/5/14 -4/5/14 | 12:40 PM-2:35 PM | CTR | H218
And Sa...........5/10/14 -5/10/14 | 12:40 PM-2:35 PM | CTR | H218
And Sa...........6/14/14 -6/14/14 | 12:40 PM-2:35 PM | CTR | H218

Configuring Electronic Health Records HITN-8011
Gain practical experience in a computer laboratory (utilizing the Vista for Education program) to address approaches to assessing, selecting, and configuring Electronic Health Records (EHRs) to meet the specific needs of customers and end-users. Course materials are available online. (18 Contact Hours)
14759 ........Sa...........4/15/14 -6/14/14 ................. | 10:10 AM-12:10 PM | $239 | CTR | H218 | Sengupta, P.

Vendor-Specific Systems HITN-8014A
Explore an overview of the most popular vendor systems, highlighting the features and differences of each system, as they would relate to practical deployments. (15 Contact Hours)
14765 ........Sa...........4/15/14 -6/7/14 ................. | 8:00 AM-9:55 AM | $169 | CTR | H217 | Lemerand, D.

Professionalism and Customer Service HITN-8016A
Develop the skills necessary to communicate effectively across the full range of roles that will be encountered in healthcare and public health settings. (15 Contact Hours)
14800 ...........1/10/14 -3/7/14 ................. | 8:10 PM-9:50 PM | $169 | CTR | H217 | Goberville, J.

CONSTRUCTION

Residential Electricity Intro IND-8000
Review the basics of residential electricity. Learn what you need to do to maintain, repair or expand your existing system. Investigate the legalities of licensing, insurance, permits and more. (3 Contact Hours)
14979 ........W...........2/12/14 -2/12/14 ................. | 6:00 PM-8:55 PM | $89 | CTR | H220 | Grammatico, F.

Basic Plumbing IND-8005
Explore the fundamental techniques of plumbing, proper materials, procedures, and purchasing needs. Learn basic skills and knowledge required to correct common problems and to accomplish your own repairs. (3 Contact Hours)
14978 ........W...........1/29/14 -1/29/14 ................. | 6:00 PM-8:55 PM | $89 | CTR | H220 | Grammatico, F.

Woodworking Tools & Techniques IND-8017
Acquire the knowledge to purchase and the skills and techniques to safely use hand tools, portable or stationary woodworking tools, equipment and machines. Review the basics of measuring, layout, and necessary mathematical formulas. (3 Contact Hours)
15001 ........W...........2/26/14 -2/26/14 ................. | 6:00 PM-8:55 PM | $89 | CTR | H220 | Grammatico, F.
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)
14914......MW........1/13/14-2/17/14........06:00 PM-9:55 PM......$425......CTR........R277......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)
14915......MW........2/24/14-3/19/14........06:00 PM-9:55 PM......$425......CTR........L102......NCI ASSOCIATES, LTD.

Home Inspection  INDT-8025
Learn how to set up a home inspection business. Follow the home inspection process and discover how to identify common problems, tool requirements, how to market, and what you’ll need to get started. (24.5 Contact Hours)
14916......W........1/15/14-2/26/14........06:00 PM-9:25 PM......$595......CTR........R275......NCI ASSOCIATES, LTD.

Builders Continuing Competency  INDT-8026
This class contains three value-packed hours of instruction for each topic: Law (the new law and what a builder needs to know to stay out of trouble with the Licensing Department), Codes (learn the latest updates to the Michigan Residential Code) and Safety (learn about the newest fall protection requirements imposed by MIOSHA). If you hold a builder’s license, this class is required in order for you to renew your Builders or M & A Contractor’s License. (3 Contact Hours)
14917......W........4/23/14-4/23/14........09:00 AM-11:55 AM......$69........CTR........H220......NCI ASSOCIATES, LTD.

Solar Make$ Cent$  INDT-8032
Join us in this informative, introductory class designed to educate interested persons about solar energy. The course allows participants to learn about technology, will help dispel some of the myths regarding solar energy, and will provide ideas on how to utilize solar energy through small, everyday applications as well as large-scale systems. Topics such as solar definitions and technologies, sizing and installation considerations, utility billing/net-metering, performance considerations, economic and environmental benefits, state and federal incentives, and utility rebates will be covered. (4 Contact Hours)
14918......Sa........3/1/14-3/1/14........09:00 AM-12:55 PM......$49........SOU........R118.........................Ryan, J.

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. 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 586.226.4722 or kandts@macomb.edu.

Real Time Court Reporting - Theory I  CRTR-8000
Develop techniques of a conflict-free writing style, begin building an extensive dictionary, and learn about the world of closed-captioning. (97.5 Contact Hours)
14663......Th........1/7/14-4/24/14........06:15 PM-9:25 PM......$579......CTR........H214.........................Kandt, S.
And  TTh........1/7/14-4/24/14........06:15 PM-9:25 PM..................CTR........H205

Real Time Court Reporting - Theory II  CRTR-8016
Continue to develop your skills in machine shorthand theory and real-time principles and learn more advanced principles of theory and conflict-free writing. (97.5 Contact Hours)
14662......Th........1/7/14-4/24/14........06:15 PM-9:25 PM......$579......CTR........H214.........................Kandt, S.
And  TTh........1/7/14-4/24/14........06:15 PM-9:25 PM..................CTR........H210

Real Time Court Reporting - Theory III  CRTR-8022
Writing techniques are applied while student begins process of speed building. Tests in literary, jury charge, and Q & A must be passed with 95% accuracy at speeds of 60, 80, and 100 w.p.m. CAT software is required. (97.5 Contact Hours)
14664......Th........1/7/14-4/24/14........06:15 PM-9:25 PM......$579......CTR........H214.........................Kandt, S.
And  TTh........1/7/14-4/24/14........06:15 PM-9:25 PM..................CTR........H213

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 w.p.m., and literary, jury charge, and Q & A tests must be passed with 95% accuracy. (97.5 Contact Hours)
14666......Th........1/7/14-4/24/14........06:15 PM-9:25 PM......$579......CTR........H214.........................Kandt, S.
And  TTh........1/7/14-4/24/14........06:15 PM-9:25 PM..................CTR........H215

Skill Building & Development II  CRTR-8014
Continue the process of speed building. Speed levels are 160-180 w.p.m. and literary, jury charge, and Q & A tests must be passed with 95% accuracy. (97.5 Contact Hours)
14667......Th........1/7/14-4/24/14........06:15 PM-9:25 PM......$579......CTR........H214.........................Kandt, S.
And  TTh........1/7/14-4/24/14........06:15 PM-9:25 PM..................CTR........H220
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)

Legal Terminology for Court Reporters  CRTR-8008
This course develops an understanding of legal terminology, the judicial system, and laws that govern court reporters. (49 Contact Hours)

Judicial Technology I  CRTR-8024
Explore computer-aided transcription software including instruction in operating the real-time translation system, speaker identification, formatting, litigation support, building a dictionary, creating block files, macros, and auto-includes. Receive an overview of each of these items: the reporter’s role in litigation support, hardware and software including ASCII files or RTF files, and the reporter’s role in CART, broadcast captioning, and videography. (12 Contact Hours)
14657. Sa 1/18/14-2/8/14 9:00 AM-11:55 AM $229 ....C TR 2/15/14-Kandt, S.

Judicial Technology II / CRTR-8025
Explore computer-aided transcription software including instruction in operating the real-time translation system, speaker identification, formatting, litigation support, building a dictionary, creating block files, macros, and auto-includes. Receive an overview of each of these items: the reporter’s role in litigation support, hardware and software including ASCII files or RTF files, and the reporter’s role in CART, broadcast captioning, and videography. (12 Contact Hours)
14660. Sa 2/15/14-3/8/14 9:00 AM-11:55 AM $229 ....C TR 2/15/14-Kandt, S.

Skill Building Q & A  CRTR-8027
Q & A testimony is dictated at speeds in excess of 200 w.p.m. Students will develop skills to improve accuracy while building speed on the shorthand machine. (21 Contact Hours)
14669. F 3/19/14-4/9/14 6:15 PM-9:10 PM $139 ....C TR 2/8/14-Kandt, S.

Registered Professional Examiner Examination Preparation  CRTR-8031
Prepare for the National Registered Professional Examiner (RPR) examination with dictation in speeds varying from 180 to 240 w.p.m. (24 Contact Hours)
14665. Sa 2/15/14-4/12/14 12:00 PM-2:55 PM $299 ....C TR 2/8/14-Kandt, S.

CULINARY ARTS
Culinary: Ice Carving  FOOD-8014
Learn the art of ice carving. Carve sculptures at the college and for community ice shows throughout Southeast Michigan. Gain extensive hands-on experience using state-of-the-art equipment. $25 material fee payable to instructor. (30 Contact Hours)

Food Service Manager Certification  FOOD-8008B
Approved by the State of Michigan to fulfill the requirement that each food service establishment in the state of Michigan have at least one Certified Food Service Manager employed. Students will prepare for and take the Nationally Accredited ServSafe Exam and will be tested on the latest FDA Food Code. Textbook with exam answer sheet required. (14 Contact Hours)
14859. TTh 4/24/14-5/19/14 6:30 PM-9:25 PM $139 ....C TR N138 ....Parrott, K.

ENGLISH AS A SECOND LANGUAGE (ESL)
Grammar Connection II  ESLL-8003C
Grammar Connection I or equivalent knowledge recommended. Continue your English language improvement journey with Chapters 18-31 in the same text and workbook as Grammar Connection I. This course is designed for students planning to enroll in college-level courses, adults planning to return to college, or high school students in preparation for college. (40 Contact Hours)
15042. TTh 1/28/14-4/10/14 4:00 PM-5:55 PM $189 ....C TR H208 ....Winslow, N.

TOEFL Preparation  ESLL-8005B
This course is designed to help students study for the TOEFL iBT test. It will provide students with an overview of the TOEFL test. Students will learn and practice test-taking strategies, reading, writing, listening, and speaking skills for the various portions of the test. Students will evaluate their current skill levels and target areas in which they are weak. There are no prerequisites for the course; however, an advanced level of English is required to pass the TOEFL test. Students should already be familiar with basic word processing and keyboard. Text required. (18 Contact Hours)
15043. TTh 1/28/14-2/25/14 1:30 PM-3:25 PM $189 ....C TR H208 ....Winslow, N.
Conversational Skills  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)
15044.....TTh.........1/28/14-4/10/14 .......6:30 PM-8:25 PM.....$189 ........CTR ........N148.................. Winslow, N.

FINANCE
Introduction to the Stock Market     MNMG-8013
Familiarize yourself with the basics of the stock market. This course includes an introduction to terminology and ratios and will assist you in getting the full benefit from the Stock Market I class. (2.5 Contact Hours)
14863.....T .........2/4/14-2/25/14 .......7:00 PM-8:55 PM.....$495 ........SOU .......H202 .................... Arakelian, M.
14824.....T ...........3/18/14-4/8/14 .......7:00 PM-8:55 PM.....$495 ........SOU ......G201 .................... Arakelian, M.

Stock Market I     MNMG-8010
Learn to use short-term timing tools including Stochastics, MACD, and RSI, and discover solutions to students' stock market uncertainties. (17.5 Contact Hours)
14863.....T .........1/15/14-2/26/14 .......6:30 PM-8:55 PM.....$169 ........SOU ......C205 .................... Cure, N.

Stock Market II     MNMG-8011
Discover six techniques to find value and growth for common stocks. Learn how to compute and use intermediate and long-term market timing tools. (17.5 Contact Hours)
14867.....W .........3/5/14-4/30/14 .......6:30 PM-8:55 PM.....$169 ........SOU ......C205 .................... Cure, N.

Passport to Retirement     MNMG-8017
The sooner you become educated about retirement planning, the more prepared you will be to make informed financial decisions and build the wealth you will need. Learn about life planning and retirement planning concepts. 135-page workbook included. (5 Contact Hours)
15093.....T ...........3/18/14-3/25/14 .......6:30 PM-8:55 PM.....$59 ........CTR .......F120 ................. Malloch, R.

FLORAL DESIGN
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. Certificate in Basic Floral Design: Learn from industry professionals and gain the knowledge you need to begin your career in floral design. Students successfully completing the seven core classes will receive a Macomb WCE Certificate in Basic Floral Design. Classes can be taken individually or as part of the certificate program. For information, contact the program coordinator at 586.498.4100 or corbettv@macomb.edu.

Fundamentals of Floral Design I     FLOR-8000B
Discover basic principles and elements of professional floral design. Step-by-step instruction will teach you how to work with fresh flowers and the tools of the trade. Create four arrangements to take home. Students will receive a Macomb Floral Design apron. Textbook and floral knife required. (15 Contact Hours)
14986.....W .........1/15/14-2/12/14 .......6:00 PM-8:55 PM.....$239 ........SOU ......C119 .................. Kiekbusch, K.
Fundamentals of Floral Design II  FLOR-8001
Discover how to identify, handle, and care for cut flowers and plants used by floral designers. Learn the flower classifications for flowers and fillers, the mechanics of wiring, taping, and anchoring floral foams. (9 Contact Hours)
14988 ....W………………2/19/14 -3/5/14 ………..6:00 PM-8:55 PM…..$219 ……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)
14989 ………..3/18/14 -4/1/14 ………..6:00 PM-8:55 PM…..$219 ……SOU ……C119 …………………..Kiekbusch, K.

Advanced Floral Design  FLOR-8002
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. (9 Contact Hours)
14949 ………..4/8/14 -4/22/14 ………..6:00 PM-8:55 PM…..$219 ……SOU ……C119 …………………..Kiekbusch, K.

Sympathy Design  FLOR-8009B
Sympathy Design is a must-know for a valued floral designer and 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 casket spray. (12 Contact Hours)
14999 ………..4/29/14 -5/20/14 ………..6:00 PM-8:55 PM…..$239 ……SOU ……C119 …………………..Kiekbusch, K.

FOREIGN LANGUAGE

Italian  LANG-8059
Learn to converse and write in Italian. Gain the basic skills needed for travel. Explore culture, cuisine, local restaurants, and markets. Tips on how and what to order when traveling or dining locally included. Text required. (24 Contact Hours)
15049 ………..1/22/14 -4/23/14 ………..6:00 PM-7:55 PM…..$149 ……CTR ……N145 …………………..Agazzi, I.

Intermediate Conversational Italian  LANG-8012A
Utilizing the same book as the first Italian course, Intermediate Italian begins with Chapter 7. Students will do a consultation and receive hands-on training to create several designs which will include a sympathy spray and casket spray. (12 Contact Hours)
15050 ………..1/27/14 -4/21/14 ………..6:00 PM-7:55 PM…..$149 ……CTR ……N145 …………………..Agazzi, I.

Japanese  LANG-8038
A fun-filled introduction to Japanese language and culture presented through role play and dialogue. Learn introductions, numbers, months, dates and verbs and become acquainted with the various writing systems for Hiragana/Katakana and some Kanji. Begin to write and incorporate basic character sets in conversational Japanese. Dare to order something new during class field trip to local Japanese restaurant. (24 Contact Hours)
15052 ………..1/16/14 -4/10/14 ………..6:00 PM-7:55 PM…..$149 ……CTR ……F114 …………………..Valladoros, F.

Polish  LANG-8040
Develop basic Polish conversational skills. Students will be introduced to the letters and pronunciation of the Polish alphabet, greetings, colors, numbers, anatomy, clothing, shopping, family and Polish cuisine. Text required. (24 Contact Hours)
15053 ………..1/24/14 -3/21/14 ………..10:00 AM-12:55 PM…..$149 ……CTR ……H205 …………………..Wojtara-Perry, S.

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)
15051 ………..2/3/14 -4/28/14 ………..7:30 PM-9:25 PM…..$149 ……CTR ……H215 …………………..Hendrick, M.

HEALTHCARE 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. (6 Contact Hours)
14951 ………..1/18/14 -1/19/14 ………..8:00 AM-1:55 PM…..$75 ……SOU ……C121 …………………..Brigolin, K.
14950 ………..4/7/14 -4/14/14 ………..4:00 PM-9:55 PM…..$75 ……SOU ……C121 …………………..Brigolin, K.

Basic Life Support for Health Care Providers  HLTH-8096
Designed to provide a wide variety of healthcare professionals the ability to recognize several life-threatening emergencies, provide CPR, use an AED, and relieve choking in a safe, timely, and effective manner. American Heart Association BLS for Healthcare Providers Course completion card is valid for two years. Textbook required. (4 Contact Hours)
14902 ………..1/17/14 -1/18/14 ………..6:00 PM-9:55 PM…..$64 ……SOU ……C121 …………………..Brigolin, K.
14983 ………..3/1/14 -3/1/14 ………..8:00 AM-11:55 AM…..$64 ……SOU ……C121 …………………..Brigolin, K.
14982 ………..W ………..4/2/14 -4/2/14 ………..8:00 AM-11:55 AM…..$64 ……SOU ……C121 …………………..Brigolin, K.
ELDERCARE SPECIALIST CERTIFICATION

Macomb’s Workforce & Continuing Education Eldercare Specialist Certificate is a valuable asset, applicable to a variety of fields, including customer service, management, sales/marketing and direct-care with older adults. Three core courses and a field study are required to earn the program certificate; however, classes may be taken individually. For information, contact 586.226.4807 or wojcikk@macomb.edu.

Intro to Gerontology  HLTH-8036B
Prepare for the aging of America. Investigate the many dimensions and processes of aging. Examine the impact of stereotypes, roles, and physiology on the aging process. Connect with community resources for the elderly. (16 Contact Hours)
14874...T..................1/14/14 -2/18/14.........6:00 PM-8:55 PM.....$175......SOU......C123..........................Appel, M.

Aging Body, Mind & Spirit  HLTH-8037B
Broaden your awareness of common diseases and chronic illnesses associated with aging. Gain comprehensive knowledge of dementia-related disorders. Provide life enrichment and support to clients and families. Develop personal strategies to avoid stress and burnout. (14 Contact Hours)
14875...Th.............3/20/14-4/10/14.........6:00 PM-9:25 PM....$149 ......SOU......C123..........................Andrews, V.

Intro to Gerontology  HLTH-8036B
Prepare for the aging of America. Investigate the many dimensions and processes of aging. Examine the impact of stereotypes, roles, and physiology on the aging process. Connect with community resources for the elderly. (16 Contact Hours)
14874...T..................1/14/14 -2/18/14.........6:00 PM-8:55 PM.....$175......SOU......C123..........................Appel, M.

Aging Body, Mind & Spirit  HLTH-8037B
Broaden your awareness of common diseases and chronic illnesses associated with aging. Gain comprehensive knowledge of dementia-related disorders. Provide life enrichment and support to clients and families. Develop personal strategies to avoid stress and burnout. (14 Contact Hours)
14875...Th.............3/20/14-4/10/14.........6:00 PM-9:25 PM....$149 ......SOU......C123..........................Andrews, V.

Aging Body, Mind & Spirit  HLTH-8037B
Broaden your awareness of common diseases and chronic illnesses associated with aging. Gain comprehensive knowledge of dementia-related disorders. Provide life enrichment and support to clients and families. Develop personal strategies to avoid stress and burnout. (14 Contact Hours)
14875...Th.............3/20/14-4/10/14.........6:00 PM-9:25 PM....$149 ......SOU......C123..........................Andrews, V.

Art of Caregiving  HLTH-8039C
Learn techniques to respectfully assist older adults by creating a safe, comfortable environment. Practice the mechanics of safe transferring techniques and become familiar with common therapeutic equipment. (14 Contact Hours)
14876...Th.............2/20/14-3/13/14.........6:00 PM-9:25 PM.....$149 ......SOU......C121..........................Andrews, V.

And  Th.............2/20/14-3/13/14.........6:00 PM-9:25 PM.............SOU......C127..........................Appel, M.

Eldercare Field Study  HLTH-8077
20-hour field study at a variety of older adult service providers such as an adult day care, assisted living center, or independent housing community. (20 Contact Hours)
15081.........................................................$99 OFF......OFF..........................Appel, M.

NURSING ASSISTANT

Upon successful program completion, 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, complete an application for admission, successfully take the WorkKeys test, and obtain and pass a health screening and drug test at their personal expense. Prior to Clinical Practice, students must meet background and criminal check requirements and purchase a uniform. Details of each requirement will be reviewed at the mandatory orientation. See the Career Workshops section of this schedule for orientation dates and times. For information, contact 586.226.4807 or wojcikk@macomb.edu.

Nurse Assistant  HLTH-8038
Gain the knowledge and skills necessary to assist patients who need help with activities of daily living. Prepare to work in healthcare facilities or private homes under the direction of a registered nurse. (128 Contact Hours)
14909...MTWTh........1/6/14-2/11/14..........9:00 AM-3:25 PM.....$1,295 ......SOU......C121..........................Brown, D.

14910...MTWTh........1/6/14-2/27/14..........5:00 PM-9:15 PM.....$1,295 ......SOU......C121..........................Brown, D.

14982...MTWTh........3/3/14-4/8/14..........9:00 AM-3:25 PM.....$1,295 ......SOU......C121..........................Brown, D.

CNA Test Preparation Workshop  HLTH-8085
Anxious about your CNA certification test? Join us to prepare for taking the Michigan Nurse Aide Competency Evaluation test. Practice clinical skills such as taking vital signs, mouth and denture care, bathing a patient, range of motion exercises, pivot transfer, and catheter care. Review indirect skills such as safety, communication, resident rights, comfort and universal precautions, and more. Bring a photocopy of your state-approved CNA training verification no older than 11 months. Bring your lunch. (6 Contact Hours)
14983...Sa.............4/12/14-4/12/14.........9:00 AM-3:25 PM....$79..........................C121..........................Brown, D.

And  Sa.............4/12/14-4/12/14.........9:00 AM-3:25 PM..................C127..........................Appel, M.

CERTIFIED PROFESSIONAL CODING PREPARATION

Upon successful program completion, students will receive a Workforce & Continuing Education certificate and be prepared to take the internationally recognized Certified Professional Coder (CPC) exam, licensed by the American Academy of Professional Coders. More information about the exam can be found at www.aapc.com. For information, contact 586.226.4807 or wojcikk@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)
14777...Sa.............1/14/14-3/18/14........9:00 AM-11:55 AM...$249 ......SOU......C329..........................Haslett, D.

14779...F.............1/17/14-3/21/14.........6:00 PM-8:55 PM.....$249 ......SOU......C339..........................Lofquist, J.

14748...Th.............2/11/14-2/30/14.........6:00 PM-8:55 PM.....$249 ......CTR......B107..........................Bosek, L.

14749...MW.............3/24/14-4/29/14.........6:00 PM-8:55 PM.....$249 ......CTR......H204..........................Bosek, L.
Medical Terminology HLTH-8010A
Develop a medical vocabulary through a word building system of prefixes, suffixes, root words and combining forms. Build, identify, and understand appropriate medical terms. Text Required. (48 Contact Hours)

14883...M .......... 1/16/14 -3/17/14 ...... 8:30 AM-1:25 PM ...... $295 .... SOU .... C129 .. Klomp, B.
14974...M .......... 1/16/14 -3/17/14 ...... 5:30 PM-10:25 PM ...... $295 .... SOU .... R179 .... Klomp, B.

ICD 9 Coding HLTH-8007B
Prerequisites: CSFT-8063B (Microsoft Office 2013) & HLTH 8010A (Medical Terminology) or equivalent.
Learn the rules and regulations of ICD-9-CM (International Classification of Diseases, 9th ed., Clinical Modification). Text Required. (40 Contact Hours)

14884....T .......... 1/17/14 -3/11/14 ...... 6:00 PM-9:55 PM ...... $395 .... SOU .... C129 .... Wietecha, L.

CPT Coding HLTH-8000B
Prerequisites: CSFT-8063B (Microsoft Office 2013) & HLTH 8010A (Medical Terminology) or equivalent.
Learn the basics of HCPCS coding: Level I-CPT, Level II-National codes. Understand the guidelines of the Evaluation and Management Codes and gain detailed information for each CPT modifier and its uses. Text Required. (40 Contact Hours)

14885.....Th.......... 1/19/14 -3/13/14 ...... 6:00 PM-9:55 PM ...... $395 .... SOU .... C321 ........... Hicks, R.
15047.....Th......... 3/27/14 -5/29/14 ...... 6:00 PM-9:55 PM ...... $395 .... SOU .... C243 ....... Hicks, R.

CPC Study Night HLTH-8074
Attention recent professional coding graduates! Prepare to take the AAPC Certified Professional Coder Exam. Bring your current ICD-9, CPT, and HCPCS coding manuals. (5.5 Contact Hours)

14881....F .......... 1/14/14 -3/14/14 ...... 5:00 PM-10:25 PM ...... $29 .... SOU .... C129 ....... Hicks, R.

ICD-10 WORKPLACE TRAINING

This Program has prior approval of the American Academy of Professional Coders (AAPC) for continuing education hours. Granting of prior approval in no way constitutes endorsement by AAPC of the program content or the program sponsor. All classes taught by American Health Information Management Association (AHIMA) approved instructors. For information, contact 586.226.4807 or wojickk@macomb.edu.

ICD-10 CM Readiness HLTH-8079
Become knowledgeable in ICD-10-CM to prevent interruption of the reimbursement process. Students enrolling in the online or webinar class must provide a valid email address at the time of registration. (4 AAPC CEUs.) (4 Contact Hours)

15045................1/29/14 -2/5/14 ............. $99 ........ VIR .......... Hicks, R.
14961................2/21/14 -2/28/14 ............. $99 ........ VIR .......... Hicks, R.
15198.............Sa .......... 3/29/14 -3/29/14 ...... 8:00 AM-11:55 AM ...... $99 ........ SOU .... C129 ....... Hicks, R.

Terminology for ICD-10 CM HLTH-8080
Ensure your documentation is compliant with this short terminology course. (8 AAPC CEUs) (9 Contact Hours)

14963................2/24/14 -3/10/14 ............. $159 ........ VIR .......... Staff
15199.............Sa .......... 3/22/14 -3/29/14 ...... 12:30 PM-4:55 PM ...... $159 ........ SOU .... C129 ....... Hicks, R.

ICD-10 CM Coding Basics HLTH-8099
Designed to give Certified Professional Coders an opportunity to use ICD-10-CM guidelines and ICD-10-CM coding manuals to accurately apply diagnostic codes and to help CPC coders get ready for the ICD-10-CM exam being offered by the AAPC. Textbook required. (18 Contact Hours)

14994.......Sa .......... 2/1/14 -2/1/14 ...... 9:00 AM-11:55 AM ...... $199 .... SOU .... C129 ....... Hicks, R.
And ..................2/14-3/8/14 .................. ............... VIR ..........

Coding Guidelines & GEMs HLTH-8083
Designed especially for the RHIT/RHIA, learn ICD-10-CM/PCS coding guidelines and GEMs. (8 AHIMA CEUs.) “This course has been approved for continuing education units (CEUs) for use in fulfilling the continuing education requirements for the American Health Information Management Association (AHIMA). Granting prior approval from AHIMA does not constitute endorsement of the program content or its sponsor.” (8 Contact Hours)

14964.......Sa .......... 2/1/14 -2/14 ...... 8:00 AM-11:55 AM ...... $159 .... CTR ..... R263 ........ Dunsmore, K.

Basic ICD-10 CM/PCS Coding HLTH-8098
Designed for the graduate of an accredited HIT or HIM program who has not had any prior classes in ICD-10. Introduces basic principles and conventions of ICD-10-CM/PCS coding. Applies this knowledge towards examples and exercises based on actual case documentation. “This course has been approved for continuing education units (40 CEUs) for use in fulfilling the continuing education requirements for the American Health Information Management Association (AHIMA). Granting prior approval from AHIMA does not constitute endorsement of the program content or its sponsor.” (40 Contact Hours)

14996.....Th.......... 1/23/14 -3/6/14 ...... 6:00 PM-9:55 PM ...... $395 .... CTR ..... R263 ........ Dunsmore, K.
And ............. 3/20/14 -4/3/14 ...... 6:00 PM-9:55 PM ................ CTR ..... R263
C铭ing the Circulatory System HLTH-8087
Discuss the circulatory system and common illnesses and disorders that affect it; review ICD-10-CM guidelines; and evaluate medical record entries and assign codes. (4 AAPC CEUs) (4 Contact Hours)
14960.........................2/3/14 -2/10/14...................$49..........VIR..........VIR......................Hicks, R.

C铭ing the Digestive System, Nutrition and Metabolic Disorders HLTH-8088
Discuss the digestive system and the endocrine, nutritional, and metabolic diseases that affect it; review ICD-10-CM guidelines; and evaluate medical record entries and assign codes. (4 AAPC CEUs) (4 Contact Hours)
14959.........................2/15/14 -2/12/14...................$49..........VIR..........VIR......................Hicks, R.

C铭ing the Genitourinary System, Pregnancy and the Peripartum HLTH-8089
Discuss the male and female genitourinary systems and common diseases and disorders that affect both; review ICD-10-CM guidelines; and evaluate medical record entries and assign codes. (4 AAPC CEUs) (4 Contact Hours)
14958.........................2/7/14 -2/14/14...................$49..........VIR..........VIR......................Hicks, R.

C铭ing Infectious Diseases, Disease Prevention & Routine Services HLTH-8090
Discuss common infectious and parasitic diseases; identify reasons that patients seek healthcare services when they are not ill; review ICD-10-CM guidelines; and evaluate medical record entries and assign codes. (4 AAPC CEUs) (4 Contact Hours)
14957.........................2/10/14 -2/17/14...................$49..........VIR..........VIR......................Hicks, R.

C铭ing the Nervous System, Including Eyes and Ears HLTH-8091
Discuss the anatomy of the nervous system and common illnesses that affect it; review ICD-10-CM guidelines; and evaluate medical record entries and assign codes. (4 AAPC CEUs) (4 Contact Hours)
14956.........................2/12/14 -2/19/14...................$49..........VIR..........VIR......................Hicks, R.

C铭ing the Respiratory System HLTH-8092
Discuss the respiratory system and common diseases and disorders that affect it; review ICD-10-CM guidelines; and evaluate medical record entries and assign codes. (4 AAPC CEUs) (4 Contact Hours)
14955.........................2/14/14 -2/21/14...................$49..........VIR..........VIR......................Hicks, R.

C铭ing the Integumentary System HLTH-8093
Discuss the integumentary system and common skin diseases and disorders that affect it; review ICD-10-CM guidelines; and evaluate medical record entries and assign codes. (4 AAPC CEUs) (4 Contact Hours)
14954.........................2/17/14 -2/24/14...................$49..........VIR..........VIR......................Hicks, R.

C铭ing the Musculoskeletal System, Injuries & External Causes HLTH-8094
Discuss the musculoskeletal system and the injuries and diseases which affect it; review ICD-10-CM guidelines; and evaluate medical record entries and assign codes. (4 AAPC CEUs) (4 Contact Hours)
14953.........................2/19/14 -2/26/14...................$49..........VIR..........VIR......................Hicks, R.

**PATIENT ACCESS AND ACCOUNTING**

Upon successful program completion, students will receive a Workforce & Continuing Education certificate and be eligible to take three national exams: Certified Professional Coder (CPC), Certified Healthcare Access Associate (CHAA) and Certified Patient Accounting Technician (CPAT). Students must also complete all four courses in the Certified Professional Coding Preparation program to be eligible to earn the Patient Access and Accounting Program Certificate. For information, contact 586.226.4807 or wojcikk@macomb.edu.

**Patient Access Services HLTH-8061B**
Prerequisites: CSFT-8063B (Microsoft Office 2013) & HLTH 8010A (Medical Terminology) or equivalent.
Students will develop an understanding of the revenue cycle and the role of patient access in healthcare 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 healthcare organizations and will be able to communicate complex regulations to patients during the patient access encounter. (24 Contact Hours)

14579........MTh........3/17/14 -4/10/14........6:00 PM-8:55 PM.....$195.......CTR.......N210..............Eastwood, M.

**Medical Billing HLTH-8008D**
Prerequisites: CSFT-8063B (Microsoft Office 2013) & HLTH 8010A (Medical Terminology) or equivalent.
Designed to increase your marketability and entry into the coding profession, you will explore claims preparation, submission, electronic claims versus hard copy plus ICD-9 and CPT-4 coding and much more. Prerequisite: Basic computer skills, along with strong verbal and written skills. Text required. (45 Contact Hours)

Billings Applications  HLTH-8018C
Prerequisites: CSFT-8063B (Microsoft Office 2013) & HLTH 8010A (Medical Terminology) or equivalent.
Students will be introduced to the life cycle of an insurance claim (UB-04 and 1500) and will gain hands-on experience in completing paper and electronic claims for Medicare, Medicaid, BCBS, Workers Compensation, CHAMPUS/TRICARE, and other commercial insurance. Students will gain an understanding of insurance claims follow-up, billing for medical necessity, and common errors that delay reimbursement. Students will also be introduced to billing cycle completion including patient balance follow-up, collections, and bad debt processing. First class meeting will be on-ground. Prior to class, complete the Introduction to ANGEL at https://macomb.angellearning.com or go to www.macomb.edu and click on the ANGEL LOGIN button at the upper right hand corner of the screen. (36 Contact Hours)
And .................4/19/14 -4/14/14 ..................................................VIR ..........VIR
PAAS Internship  HLTH-8066
Corequisites: HLTH-8018C (Billing Applications) or equivalent.
Participate in a 40-hour-minimum internship.
15080..........................6/5/14 -6/5/14 ..................$149 .........OFF .........OFF .................Saullo, K.

PERSONAL FITNESS TRAINER
Earn your National Certification in Fitness Training from World Instructor Training School, a nationally recognized provider. Successful completion includes a minimum score of 70% on the written and practical exams, and current adult first aid, CPR & AED. For more information, visit the WITS website: http://www.witseducation.com/certifications/certifications.htm or contact 586.226.4807 or wojcikk@macomb.edu.

Certified Fitness Trainer  FTNS-9000
Program includes lecture, training in the gym, and a 30-hour internship. Must be at least 18 years old. First Aid CPR/AED also needed to receive the certificate. Please read first three chapters prior to first class. Text required. (36 Contact Hours)
14837........T..............1/21/14 -3/18/14 ..........6:00 PM-7:55 PM ..........$749 ..........CTR ......R275..WORLD INTRN TRAIN SCHOOL
And Th .............1/23/14 -3/20/14 ..........6:00 PM-7:55 PM .................OFF ......OFF ..........OFF
14839........Sa...........2/15/14 -4/12/14 ........ 8:00 AM-10:55 AM ..........$749 ..........SOU ......P143..WORLD INTRN TRAIN SCHOOL
And Sa ...........2/19/14 -4/12/14 ......12:00 PM-1:55 PM .................OFF ......OFF ..........OFF

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. (6 Contact Hours)
14951........Sa..............1/18/14 -1/18/14 ..........8:00 AM-1:55 PM ..........$749 ..........SOU ......C121........Brigolin, K.
14950........M.............4/7/14 -4/7/14 ..........4:00 PM-9:55 PM ..........$749 ..........SOU ......C121........Brigolin, K.

PHARMACY TECHNICIAN
Prior to admission, students must successfully complete a WorkKeys Assessment or submit degree transcripts from a college or university. To schedule a WorkKeys Assessment, call 586.498.4130. Students must meet criminal background checks, pass a health and drug screening, and purchase a uniform. For information, contact 586.226.4807 or wojcikk@macomb.edu.

Pharmacy Technician  HLTH-8005E
Acquire the knowledge and skills to become a pharmacy technician. Study drug names, doses, math calculations, routes, orders, abbreviations, laws, and procedures. Enroll in internship. Text Required. (84 Contact Hours)
And Th .............4/17/14 -4/17/14 ..........8:30 AM-3:25 PM ..........SOU ......C129

Pharmacy Technician Internship  HLTH-8015A
Corequisite: HLTH-8005E
Participate in a 100-hour-minimum unpaid internship. (100 Contact Hours)
14973..........................4/18/14 -6/27/14 ..................$199 .........OFF ......OFF .................Wood, K.

Starting @ Macomb
Meet an Academic Advisor to answer your questions about Macomb’s degree and certificate programs. LEARN ABOUT OUR FREE INFORMATION SESSIONS

Info and reservation contact: Center Campus 586.286.2228 • South Campus 586.445.7211
Optional tours contact: Center Campus 586.445.7896 • South Campus 586.445.7476
**PHLEBOTOMY**

Prior to internship placement, students must meet criminal background checks, pass a health and drug screening and purchase a uniform. For information, contact 586.226.4807 or wojckk@macomb.edu.

**Phlebotomy** **HLTH-8001C**

Gain knowledge and skills to work as a phlebotomist in medical facilities. Learn beginning to advanced phlebotomy, while obtaining laboratory practice. Perform a minimum of 100 venipunctures. Enroll in internship. Text required. (40 Contact Hours)

14967 ............. 1/7/14 - 3/25/14 ........... 5:30 PM-8:55 PM.... $1,300 ....... CTR ...... R180.................. Danko, D.

And T ................ 1/7/14 - 3/25/14 ........... 5:30 PM-8:55 PM............. CTR ........ R165

**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)

14969 ................ 3/26/14 - 4/25/14 ................... $179 ........ OFF .......... OFF .................. Saulo, K.

**Phlebotomy Exam Preparation** **HLTH-8022A**

Anxious about your phlebotomy certification test? Join us to review standards and practices for specimen collections including: phlebotomy equipment and importance to order of draw; universal precautions and safety; proper patient identification; pre-analytical specimen errors; anatomic site selection; patient bill of rights (HIPPA); OSHA guidelines for disposal of needles and hazardous materials; infectious disease control; and anatomy and physiology of the circulatory system. Bring a current edition of “Phlebotomy Essentials” textbook by author McCall/Tanker. (8 Contact Hours)

14970 ........... Sa ................ 2/1/14 - 2/1/14 ........... 8:00 AM-4:25 PM.... $99 ............. CTR ...... R165.................. Saulo, K.

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**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)

15037 ............ 1/24/14 - 2/28/14 ........ 9:00 AM-9:55 AM.... $49 .......... CTR ...... F106 .......... LaMacchio, A.

15035 ............ 1/28/14 - 3/4/14 ........ 8:00 PM-8:55 PM.... $49 .......... CTR ...... F106 .......... LaMacchio, A.

15110 ............ 3/18/14 - 4/29/14 ........ 8:00 PM-8:55 PM.... $49 .......... CTR ...... F106 .......... 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)

15038 ............ 3/7/14 - 4/25/14 ........ 9:00 AM-9:55 AM.... $49 .......... CTR ...... F106 .......... 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)


**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)

15153 ........... Sa ................ 1/25/14 - 3/8/14 ........ 10:00 AM-11:55 AM... $95 .......... CTR ...... H208 .......... Calhoun-Parker, D.

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**SOCIAL WORKER**

These courses are approved by the Michigan Social Work Continuing Education Collaborative and will provide CEUs for Licensed Social Workers (LMSW or LBSW). Please bring your professional license number to class. Certificates of completion with the number of CEU hours will be presented to participants who attend the entire course, sign in/out and complete an evaluation. No exceptions. Courses open to anyone interested in the topic. Professionals who wish to submit a course proposal in the future should contact valinm@macomb.edu.

**Understanding Depression in Children and Teens** **SCWK-8003**

Learn about the neurological, environmental, and sociocultural factors that contribute to depression in children and teens. Understand how diet, the media, healthy relationships, and forgiveness can impact healing. Bring a brown-bag lunch. (6 Contact Hours)

15082 ........... Sa ................ 3/15/14 - 3/15/14 ........ 9:00 AM-2:55 PM.... $85 .......... CTR ...... H203 .......... Wilbur, N.
Understanding Autism & the Impact on Children, Youth, and Adults  SCWK-8006
Recognize autism spectrum disorders and their differences; make distinctions between disorders that are a part of other developmental disorders; and appropriately identify how the characteristics affect the various domains of functioning: social and behavioral, language and communication, and learning and intellect. (3 Contact Hours)

Grief and Loss: Implications of Difficult Changes and Life Transitions  SCWK-8009
Identify the five stages of grief, two cultural and ethical considerations, and ways technology and economics impact grief and loss. Gain three tools to assist clients with coping. Learn procedures for suicidal clients, identify personal conflicts, and determine when to transfer to another professional. Bring a brown-bag lunch. (8 Contact Hours)
15084.....Sa.............2/8/14 - 2/8/14..........8:00 AM-4:25 PM.....$145..........CTR........H210.........................Wilbur, N.

Understanding Hoarding Behaviors in Utilizing Harm Reduction Strategies  SCWK-8010
Understand the cognitive aspects of hoarding; identify seven myths; learn to use harm reduction skills to increase safety in the home; become familiar with assessment tools in hoarded homes and use them to distinguish between hoarding and chronic disorganization. (1.5 Contact Hours)

Cultural Diversity and Sensitivity: Self-Awareness  SCWK-8013
Learn about the role of culture and diversity in the treatment process of social work; explore pre-existing attitudes about diverse groups (including, but not limited to African-Americans, Latinos, LGBTQ, special needs, mentally ill, etc.) noting the impact on therapeutic effectiveness. (3 Contact Hours)
14899.....T..................3/18/14 -3/18/14..........6:00 PM-8:55 PM.....$45.........SOU........C123.......................Carter, O.

Stress Management for Counselor and Client  SCWK-8014
Identify environmental factors of stress; learn ways to combat negative thinking, processing, interpretation, and labeling. Understand physiological reactions to stress (biochemical changes, related physical ailments, and chronic stress) and define, prevent, and cope with personal and client stressors. (3 Contact Hours)
15185.....Th.............2/13/14 -2/13/14..........5:30 PM-8:55 PM.....$45.........SOU........C123.......................Klimecki, C.

Domestic Violence: Inter-Parental Conflict Effects on Youth Relationships  SCWK-8016
Explore domestic violence and other forms of aggression between couples with a focus on teen age victimization and perpetration of physical abuse among peers. (3 Contact Hours)
14887.....Th.............4/10/14 -4/10/14..........6:00 PM-8:55 PM.....$45.........SOU........C119.......................Mitchell, C.

Pain and Symptom Management  SCWK-8019
Explore definitions of pain, pain assessment, pain triggers, processing, and implications. Understand options for pain relief/control and how pain affects other aspects of a client’s life. Discuss case examples, resources, tools, and the role of the social worker and additional treatment options. (2 Contact Hours)
15086.....Th..................3/13/14 -3/13/14..........6:00 PM-7:55 PM.....$29..........CTR........H210.........................Wilbur, N.

Special Populations in Long-Term Care  SCWK-8020
Understand the issues regarding special populations in long-term care such as LGBTQ, dementia, mental illness, substance abuse, and the younger clientele. (4 Contact Hours)
15088.....Sa.............3/22/14 -3/22/14..........9:00 AM-12:55 PM.....$65.........SOU........C123.......................Chamberlain, A.

Cognitive Behavioral Approach in the Therapeutic Setting  SCWK-8021
Understand basic concepts of cognitive behavioral therapy and learn how to identify cognitive disorders, elicit automatic thoughts, structure a session, and use homework with your clients. (1.5 Contact Hours)
15057.....Th.............2/20/14 -2/20/14..........6:30 PM-7:55 PM.....$24..........CTR........H206.........................Cruz, J.

Journal Writing With Clients & Groups  SCWK-8022
Learn to facilitate healing and growth by helping clients write about their inner emotional worlds. Help your clients dig deeper into themselves and help unearth their truths to empower them through writing. Also learn how to facilitate journal writing in groups. (4 Contact Hours)
15068.....W.............4/2/14 -4/9/14..........7:00 PM-8:55 PM.....$65..........CTR........H203.........................Segal, A.

Poetry with Clients  SCWK-8023
Poetry writing is a valuable therapeutic tool, offering clients opportunities for self-awareness, connection, and creativity while experiencing a transformative, healing process. (2 Contact Hours)
15061.....T.............4/8/14 -4/8/14..........7:00 PM-8:55 PM.....$29..........CTR........N103.........................Segal, A.

Family Dynamics and the Disease of Addiction  SCWK-8024
Understand the roles and dynamics that enter into family systems in which there is a disease of addiction. Participants will recognize the various roles that non-addicted family members play in the system as they live with someone who has the disease of addiction. Awareness of the trickle-down effect or dysfunction of the disease of addiction presents will be heightened. (3 Contact Hours)
15062.....Th.............4/24/14 -4/24/14..........6:00 PM-8:55 PM.....$45.........SOU........C123.......................Mitchell, C.

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Cyberspace: The New Frontier of Social Relationships  SCWK-8025
Exposes students to a variety of digital communications that often result in conflict such as "Catfishing," texting/sexting, "Trolling," cyberbullying, and others. Explore these online communication challenges across the aging spectrum and discuss the role of social workers in resolving digital conflicts, while learning the importance of bridging the digital divide and enhancing online communication savvy. (3 Contact Hours)

Perspectives on HIV/AIDS in the U.S.  SCWK-8026
Introducing HIV/AIDS transmission, symptoms, therapies, HIV testing, and proper terminology. Discuss the human toll of HIV on the individual: stigma, discrimination, isolation, medication side effects, navigating the healthcare system, disclosure, and ADA and other policies that impact people living with HIV. Discuss complications of co-infections with hepatitis C and other viruses. Address situations that put people at risk for HIV infection: at-risk youth, poverty, sexual orientation, ageism, racism, and gender inequality. (3 Contact Hours)

INSTRUCTOR TRAINING

Instructor Certification  CMGT-8040
Practice teaching tools and sharpen presentation skills in a fun and interactive environment. Participants are certified upon successful completion. Tuition includes 5 days of training, certification, books, and DVD of final presentation. Lunch is provided. (40 Contact Hours)

Instructional Designer Certification  CMGT-8052
Learn instructional design process including: analysis, design, development, and evaluation of course materials. Participants certified upon successful completion of instructional design deliverables. Tuition includes 5 days of training, certification, books, follow-up feedback, and communication. This program requires 6 weeks of post-work. Lunch is provided. (40 Contact Hours)
JEWELRY TRADES

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. Students who successfully complete the eight core courses will earn a certificate of completion. Classes may also be taken individually. For information, contact the program coordinator at 586.498.4100 or corbettv@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. (24 Contact Hours)
15000 ....MW ...........2/3/14 -2/26/14 ........6:00 PM-8:55 PM ....$99 .......MTEC .... 116 ...................... Gould, D.

Jewelry Repair-Bench Skills II   JEWL-8016
Gain knowledge of chain repair, riveting, head and prong replacement, prong tipping, and post soldering. $20 material fee payable to instructor at first session. (24 Contact Hours)
15002 ....MW ...........3/17/14 -4/9/14 ........6:00 PM-8:55 PM ....$99 .......MTEC .... 116 ...................... Gould, D.

Gemstone Identification   JEWL-8014A
This hands-on mini-workshop is designed to reveal the history and nature of gemstones: where they are found, how they are cut, what colors to expect, and what to look for when purchasing a stone. (6 Contact Hours)
15014 ....T .............2/11/14 -2/18/14 ........6:00 PM-8:55 PM ....$49 ........SOU .......T148 ......................... Vicary, J.

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)
15013 ....T .............2/25/14 -4/22/14 ........6:00 PM-8:55 PM ....$99 .......SOU .......T132 ......................... Vicary, J.

Buying & Selling Precious Metals   JEWL-8021A
Gain hands-on experience identifying, evaluating, testing, and appraising precious metals. (12 Contact Hours)
15003 ....T .............1/14/14 -2/4/14 ........6:00 PM-8:55 PM ....$99 .......SOU .......T148 ......................... Vicary, J.

Diamond Study   JEWL-8022A
A hands-on workshop to help you become acquainted with the four Cs: cut, clarity, color, and cost. Bring your own diamonds for analysis. Discuss diamond mining, processing, sorting, and more. (9 Contact Hours)
15006 ....T .............4/29/14 -5/13/14 ........6:00 PM-8:55 PM ....$99 .......SOU .......T132 ......................... Vicary, J.

Jewelry Mold Making   JEWL-8027
Learn the art of mold making and casting as it is related to jewelry making, cold metal casting, & mold design for low-melt metals. Discover the different mold making processes and the materials associated with them. Experience hands-on training in a classroom environment. Learn how to take your design from paper to a final product. $100 material fee payable to instructor at first class. (25 Contact Hours)
15015 ....T .............2/18/14 -4/29/14 ........6:30 PM-8:55 PM ....$375 .......MTEC .... 116 ...................... Gould, D.

LANDSCAPE DESIGN

BASIC LANDSCAPE DESIGN CERTIFICATE

The Basic Landscape Design Certificate consists of six courses: Landscape Design Graphics; Landscape Design Principles; The Design and Sales Process; Residential Landscape Planting Design; Sustainable Landscaping; and Landscape Site Evaluation. Classes may be taken individually or as part of the certificate program. For information, contact the program coordinator at 586.498.4100 or corbettv@macomb.edu.

Sustainable Landscaping   LAND-8018
Explore simple ways to create an environmentally friendly landscape that uses fewer natural resources, controls rainwater, and needs less maintenance. (9 Contact Hours)
14929 ....M .............2/10/14 -2/24/14 ........6:00 PM-8:55 PM ....$139 .......SOU .......T142 ......................... Lazzell, R.

ADVANCED LANDSCAPE DESIGN CERTIFICATE

The Advanced Landscape Design Certificate consists of 4 classes: Estimating and Landscape Project Management; Site Development: Grading and Drainage; Incorporating Walks, Walls, and Patios into the Garden; and Designing Functional Rooms. Classes may be taken independently. If seeking certificate option, it is recommended classes be taken in order.

Estimating & Landscape Project Management   LAND-8019A
Understand project materials and labor needs, estimating, landscape construction, contract/document generation, as well as installation process scheduling and management. (12 Contact Hours)
14930 ....W .............2/12/14 -3/5/14 ........6:00 PM-8:55 PM ....$189 .......SOU .......T142 ......................... Lazzell, R.

Phone: 586.445.7225 • Web: www.macomb.edu
ENVIRONMENTAL HORTICULTURE CERTIFICATE

Learn the basic skills and receive state-of-the-art information required to develop a strong foundation for a variety of career specialties. The program encourages professional standards, as strong work ethic and sound management practices. The Environmental Horticulture Certificate consists of seven courses: Basic Horticulture/How to Grow Plants; Plant Healthcare; Plant ID and Use I: Trees; Plant ID and Use II: Shrubs; Plant ID and Use III: Perennials and Groundcovers; Pruning Workshop; and Turfgrass Management. Classes can be taken individually or as part of the certificate program. For information, contact the program coordinator at 586.498.4100 or corbettv@macomb.edu.

Basic Horticulture/How to Grow Plants   LAND-8020A
Discover the basics of how plants grow, their relationship with the soil, their water and nutrient needs, and how they respond to the surrounding environment. The “Right Plant Right Place” sustainable philosophy will be explored. (18 Contact Hours)

Motorcycle Basic Rider Course   CYCL-8013A
Learn to ride a motorcycle safely with classroom and on-range instruction. In order to pass, you must successfully complete all tests, both written and riding. Upon completion of the approved Motorcycle Safety Foundation course, the Michigan Secretary of State will waive the riding skills test required for a cycle endorsement. The written test must still be taken. You should be able to ride a two-wheel bicycle and must be 15 years of age or older. Motorcycles are provided for the Basic Rider Course unless otherwise stated. You will receive both classroom and range instruction. The first day of class will contain classroom instruction. The class will be broken down into groups and specific riding schedules will be assigned on this day. Normally your schedule will be broken up into two- or four-hour blocks of riding practice. These time blocks cannot be scheduled until the first night of class, so you must be available for the entire class time shown below.

NOTE: ONE WEEKEND - This class is the most physically demanding. We recommend that you already know how to clutch and brake to take this class. (16 Contact Hours)

Motorcycle Basic Rider Course   CYCL-8014A
NOTE: TWO WEEKENDS - This class is designed for the beginning rider with riding spread out over two or three days. (16 Contact Hours)

Motorcycle Basic Rider Course   CYCL-8015A
NOTE: WEEKNIGHT CLASS - This class is designed at a relaxed pace with riding spread over seven or eight days. Meet in south campus P-building, Sports and Expo lobby. (16 Contact Hours)

Returning Rider Basic Rider   CYCL-8002
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, countersteering, 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. Scooters will be allowed in this class. Sharing is not allowed. The cycle must be titled, properly registered, and display a valid license plate. Each student must provide proof of insurance and the bike must pass a safety inspection. Successful completion allows a student to waive the Secretary of State riding skills test. (8 Contact Hours)

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. Bring to the first riding session of all motorcycle safety classes the following required equipment: protective eyewear (glasses or goggles), helmet, boots, gloves, long sleeved shirt or jacket, long pants, and rain gear (if needed). You are required to be on time and attend all sessions. You will not be admitted to class if you are late. Students under the age of 18 are allowed to take the Basic Rider or the Returning Rider Basic Rider courses 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 motorcycle@macomb.edu.

Motorcycle Basic Rider Course   CYCL-8013A
Learn to ride a motorcycle safely with classroom and on-range instruction. In order to pass, you must successfully complete all tests, both written and riding. Upon completion of the approved Motorcycle Safety Foundation course, the Michigan Secretary of State will waive the riding skills test required for a cycle endorsement. The written test must still be taken. You should be able to ride a two-wheel bicycle and must be 15 years of age or older. Motorcycles are provided for the Basic Rider Course unless otherwise stated. You will receive both classroom and range instruction. The first day of class will consist of classroom instruction. The class will be broken down into groups and specific riding schedules will be assigned on this day. Normally your schedule will be broken up into two- or four-hour blocks of riding practice. These time blocks cannot be scheduled until the first night of class, so you must be available for the entire class time shown below.

NOTE: ONE WEEKEND - This class is the most physically demanding. We recommend that you already know how to clutch and brake to take this class. (16 Contact Hours)
Advanced Rider Course  CYCL-8011
This one-day safety training program 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-finger gloves, long sleeved jacket or shirt, long pants, and rain gear if needed. (8 Contact Hours)

MSF Rider Coach Preparation  CYCL-8005
State and National certification as a Motorcycle Safety Foundation (MSF) RiderCoach will be offered to select candidates who have extensive experience, unwavering commitment, and enthusiastic drive to successfully complete the 80-hour Coach Preparation course. Send an e-mail to motorcycle@macomb.edu to request an application for consideration for the Coach Prep. Program. Students who are selected as coach candidates will be expected to:
• Complete a pre-course assignment and attend all classroom, range, and student teaching sessions
• Possess a valid operator’s license with motorcycle endorsement
• Be not less than 18 years of age
• Have a personal driving record with no more than 6 points in the past 12 consecutive months
• Be an active motorcyclist, i.e. currently operate a street motorcycle on a frequent, routine basis (approximately 1000 miles or more per riding season)
• Be committed to all aspects of motorcycle rider safety and education
• Enroll in a MSF Returning Rider Basic Rider course prior to acceptance in the Coach Preparation course in order for skills to be evaluated. (90 Contact Hours)

PHOTOGRAPHIC ARTS CERTIFICATE
The Certificate in Photographic Arts consists of six courses: Digital Fundamentals; Principles of Photography; Travel Photography; Digital Black & White; Portraiture; and Photoshop for Photographers. Please note Photoshop Elements I or II may be taken in lieu of Photoshop for Photographers. 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 corbettv@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)

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)

Portraiture  PHOT-8005B
It is strongly recommended that students register for Digital Fundamentals before taking the other photography courses in this program. Capture the essence of a person. Learn techniques that express personality and discover how to create a mood and get the best from your subject. Become familiar with camera lenses, shutter speed, and depth of field, as well as lighting and perspective. (15 Contact Hours)

Digital Black & White  PHOT-8030
It is strongly recommended that students register for Digital Fundamentals before taking the other photography courses in this program. Discover the magic of black and white photography. Create black and white images with your camera or photo editing programs. Transform color photos into classic black-and-whites or create hand-colored retro looks. Silhouettes and sepia toning will be discussed. (15 Contact Hours)
PHOTOGRAPHY

Photoshop Elements I PHOTO-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)
14845........W................4/6/14-4/10/14........8:00 PM-8:55 PM....$199...........Zychowski, J.

Photoshop Elements II PHOTO-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)
14838........W.............2/12/14-3/19/14........8:00 PM-8:55 PM....$199...........Zychowski, J.

QUALITY AND LEAN MANAGEMENT PROCESSES

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

Blueprint Reading and GD&T CGDT-8001A
This course covers the basic terms of interpreting blueprint drawings and the fundamentals of GD&T. Students will be able to understand the six primary views of an object and understand all symbol notes, dimensions, and tolerances used with GD&T concepts. (16 Contact Hours)
14912........MW...........1/27/14-1/28/14..................8:00 AM-4:30 PM....$495...........MTEC....138..........................Staff

Problem Solving CMGT-8021
This hands-on course describes the tools, methods, and practices needed to permanently eliminate chronic and/or difficult-to-resolve problems. Students will use the techniques provided to investigate and propose solutions for actual problems selected by the organization, or communicated through their customers. Team problem solving concepts used by the automotive community will be emphasized. (12 Contact Hours)
14911........WTh...........4/2/14-4/3/14..................8:30 AM-2:55 PM....$395...........MTEC....125..........................Staff

Value Stream Mapping CMNF-8098
It is important that the resources in your organization develop the ability to ‘see the waste’ in your key processes. This course allows the participants to evaluate which activities add value for the customers, identify waste and opportunities for improvement, engage key resources to mobilize for improvement activities and measure accomplishments and standardize improved methods. (8 Contact Hours)
14948........W.............3/19/14-3/19/14..................8:00 AM-4:25 PM....$295...........MTEC....125..........................Staff

Cost of Quality CQLY-8009
Review the Quality Cost Model that includes Prevention Costs, Appraisal Costs, Internal Failure Costs, and External Failure Costs. Recommended for anyone who will identify and assess cost of quality metrics, such as Quality and Management personnel. (8 Contact Hours)
14920........T.............2/4/14-2/4/14..................8:00 AM-4:25 PM....$295...........MTEC....138..........................Staff

ISO/TS 16949:2009 Internal Auditor CQLY-8013
For those personnel who have been identified as Internal Auditors for the companies’ ISO/TS 16949:2009 Quality Management Systems, this workshop covers all the coursework described in “Understanding ISO/TS 16949:2009” with the addition of workshop and activities centered on the ISO 19011:2009, the guideline for Management System Auditing. (24 Contact Hours)
14935........MTW...........2/24/14-2/26/14..................8:00 AM-4:25 PM....$749...........MTEC....125..........................Staff

APQP - Advanced Product Quality Planning CQLY-8025
Focus on the implementation and execution of APQP (Advanced Product Quality Planning) processes. APQP is a structured method of defining and establishing the steps necessary to ensure that a product satisfies the customer’s needs. Effective product quality planning depends on a company’s top management’s commitment to the effort required in meeting customer specifications. (8 Contact Hours)
15041........Th............4/10/14-4/10/14..................8:00 AM-4:25 PM....$295...........SOU....138..........................Staff

FMEA CQLY-8029
Focus on how FMEAs should be used during product and process development to identify function, potential failure of that function, effect of that failure, current controls to prevent failure, and prioritization of recommended actions. Participants should be Product and Process Designers and Engineers and others who will support the process, such as quality and management personnel. (8 Contact Hours)
14933........W.............4/30/14-4/30/14..................8:00 AM-4:25 PM....$295...........MTEC....125..........................Staff
**SOLDERING STANDARDS**

This program is designed to provide soldering skills to understand electronic assembly requirements along with the accept/reject criteria for handling electronic assemblies and rework based on IPC (Interconnecting and Packaging Electronic Circuits) standards.

**IPC J-STD-001 Training - Operator CWET-8042**

This course is designed to provide students with understanding in the requirements for Soldered Electrical and Electronic Assemblies standards. Course describes materials, methods, and verification criteria for producing high quality soldered interconnections based on the J-STD-001 document. (40 Contact Hours)

15016... MTWThF... 1/27/14 -1/31/14 .......... 8:00 AM-4:25 PM.....$995 ...... MTEC .... 123.................................. Staff

**IPC 7711/7721 Rework Training - Operator CWET-8043**

This course is designed to introduce students to IPC's rework and certification program for component rework and for board repair and modification at the operator level. This course utilizes lecture and practical application to teach the rework criteria of the IPC-7711/7721 document. (40 Contact Hours)

15018... MTWThF... 4/21/14 -4/25/14 .......... 8:00 AM-4:25 PM.....$1,195 ...... MTEC .... 138.................................. Staff

**IPC-610 Acceptability of Electronic Assemblies - Operator CWET-8044**

This course is designed to introduce students to the IPC-610 “Acceptability of Electronic Assemblies” which provides comprehensive accept/reject criteria for handling of electronic assemblies, mechanical assemblies, component installation, location, orientation, soldering, cleanliness of assemblies, marking of assemblies, coatings, laminate conditions, discrete wiring assembly, and surface mount assemblies. (24 Contact Hours)

15017... MTW.......... 3/3/14 -3/5/14 .......... 8:00 AM-4:25 PM.....$795 ...... MTEC .... 138.................................. Staff

**SPECIAL POPULATIONS/SPH/DHP PROGRAM**

**Transition to Triumph**

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

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Macomb Offers Associate Degrees

- Earn an associate degree in Arts, Science, Applied Science, Baccalaureate Studies, Business Administration or General Studies.
- Macomb offers nearly 200 degree and certificate programs in a variety of studies.

Go to www.macomb.edu choose Academics
REGISTRATION
Registration opens Thursday, December 5th at 8am. We suggest you register for class at least one week before it begins to assure you get a seat before classes fill; however, you can register until the day class begins.

2 EASY WAYS TO REGISTER
1. Online
   Go to www.macomb.edu/webadvisor
2. Walk In
   Open Monday and Tuesday 8am–6pm (except on Dec. 16, 17, 23 open 8am–4:30pm)
   Open Wednesday–Friday 8am–4:30pm (except on Dec. 18 open 8am–3pm)
   Closed from Dec. 24, 2013 through Jan. 1, 2014
South Campus, G Bldg, Room 301
Center Campus, G Bldg, Room 110

For registration assistance, please call 586.445.7225.

CERTIFICATE REQUESTS
Upon successful program completion, request your certificate by contacting:
• Business & Information Technology continuinged@macomb.edu
• Engineering & Advanced Technology 586.498.4100
• Health & Public Services/Center for Healthcareers 586.226.4807

COMPANY BILLING (THIRD PARTY)
• The Financial Services Department will bill firms and agencies for student tuition and fees provided authorization is received prior to the first session 586.445.7492.

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

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

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

SCHOOL CLOSING
• Call 586.445.7800, go to www.macomb.edu or www.schoolclosed.com or listen to local radio station WWJ 950 AM.

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

TEXTBOOKS / SUPPLY LISTS
• If your class is at Center—Call 586.286.2093 or go to Center Campus P Bldg.
• If your class is at any other location (including online)—Call 586.445.7385 or go to South Campus K Bldg.
• You can also order online at www.macomb.edu
• Supply lists available online at www.macomb.edu

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.
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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 1 • 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 2 off Bunert
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

Online/Virtual (VIR)
Hybrid (HYB)
Webinar (WEB)

Center Campus, South Campus, and M-TEC maps are available at www.macomb.edu.
The American Academy of Professional Coders' Certified Professional Coder (CPC) credential—the gold standard for medical coding—increases your chances of being hired and retained in a competitive job market.

Upon successful completion of the CPC Preparation Program, students will:

- receive a Workforce & Continuing Education certificate, and
- be prepared to take the CPC exam.

www.macomb.edu/continuinged