Train to become a Laboratory Assistant—You’ll like the results!

Earn your certificate in less than a year!

JANUARY–APRIL 2016

Online Registration begins Thursday, November 19, 2015, 8AM
On-campus Registration begins Monday, December 7, 2015, 8AM
You’re holding a lot of power in your hands. Macomb’s hundreds of workforce and continuing education classes offer you the chance to grow personally and professionally, learn new job skills and meet interesting people. Best of all, they’re conveniently scheduled and taught by leading experts. Whether you’re looking to advance your career or find a new passion, there’s something here for you.

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

There have never been as many careers in health care as there are right now!

Whether you are interested in short-term training to obtain a high demand, entry-level job, are already employed in health care and need to continue your education, or need help landing that first health care job, Macomb’s Center for Health Careers has what you are looking for!

Sign up for a Career Workshop on page 3, or for more information email healthcareers@macomb.edu or call 586.226.4807
### 2 EASY WAYS TO REGISTER FOR CLASSES!

**Online:** Go to www.macomb.edu. New students click on Community; click on Register for Continuing Education Classes in the upper right. Returning students click on My Macomb; click on Noncredit/Con’t Ed Classes under WebAdvisor.

**Walk in:** Monday and Tuesday 8AM-6PM (Office closed at 4:30 March 7, March 8, and March 22). Wednesday to Friday 8AM-4:30PM (Campus closed January 18, March 25). South Campus (location change effective Dec. 7, 2015) K Bldg, Room 351; Center Campus G Bldg, Room 110. For registration assistance, call 586.445.7999.

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The Workforce & Continuing Education schedule is published periodically by Macomb Community College, 14500 E. 12 Mile Rd., Warren, MI 48088-3896
Complete an associate degree or the first two years of your bachelor's degree at one-quarter the cost of a Michigan public university. That's a savings of $18,000!

ACADEMIC AREAS OF STUDY

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—MOPAR-CAP
- Behavioral Sciences
- Biological Sciences
- Business Management
- Chemistry
- Civil Technology
- Climate Control Technology
- Computer Service Technology
- Construction Technology
- Construction Technology—Renewable Energy Specialist
- Culinary Arts
- Customer Energy Specialist
- Education: Early Childhood Studies
- Electronic Engineering Technology
- Emergency Medical Services—Emergency Medical Technician—Paramedic
- Emergency Medical Services—Paramedic/Firefighter
- Entrepreneurship—Innovation
- Entrepreneurship—Small Business
- Finance
- Fire Science
- Fire Science with Fire Academy
- General Business
- Health Information Technology
- Homeland Security
- Hospitality Management
- Information Technology—IT Professional
- Information Technology—Networking Specialist—Cisco Network Professional
- Information Technology—Networking Specialist—Microsoft Enterprise Administrator
- Information Technology—Networking Specialist—Network Security Professional
- Information Technology—Programming
- Information Technology—Programming for Electronic Games
- Information Technology—Website Programming
- International & Global Studies: Europe
- 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
- 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
- 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
- Product Development—Digital Sculptor
- Radiologic Technology
- Reciprocal Programs
- Renewable Energy Technology
- Respiratory Therapy
- Restaurant Management
- Speech Communication Arts—Intercultural/Interpersonal Communication
- Speech Communication Arts—Mass Media
- Speech Communication Arts—Presentation
- Speech Communication Arts—Public Relations
- Surgical Technology
- Veterinary Technician
CAREER WORKSHOPS

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

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

- 32639...W.........12/9/15-12/9/15 ......6:00 PM-7:55 PM.................UCP ........UC1 100.................Valin, M.
- 34974...W.........1/13/16-1/13/16 ......6:00 PM-7:55 PM.................SOU ....K324 ........Valin, M.
- 35206...W.........2/17/16-2/17/16 ......6:00 PM-7:55 PM.................SOU ....K316 ........Valin, M.
- 35207...W.........3/16/16-3/16/16 ......6:00 PM-7:55 PM.................SOU ....K316 ........Valin, M.
- 35208...W.........4/13/16-4/13/16 ......6:00 PM-7:55 PM.................SOU ....K316 ........Valin, M.

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

- 34975...Sa..........1/23/16 -1/23/16 ......10:00 AM-10:55 AM.................SOU ......H220 ....WORLD INST. TRAINING SCHOOL

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)

- 35063...T ........2/16/16-4/19/16 ......12:00 PM-2:55 PM.......$150 ........SOU ..........R145 ........Thomas, M.
- 35064...Th..........2/18/16-4/21/16 ......12:00 PM-2:55 PM.......$150 ........SOU ..........R145 ........Thomas, M.

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

- 35384...Th..........1/28/16-3/3/16 ......6:00 PM-8:55 PM.......$120 ........SOU ..........E308 ........Smith, M.

AUTOMOTIVE

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

- 35099...Th.......2/2/16-3/3/16 ......6:00 PM-8:55 PM.......$329 ........SOU ......M101 ........Houchen, E.

BUSINESS

ADMINISTRATIVE ASSISTANT PROFESSIONAL

Skilled and professional administrative assistants are invaluable members of an organization. Learn how to gain a business edge with an online efficient office, improved communication skills, and stellar customer service. Use interactive exercises to practice new skills in a fun, high-energy environment. Earn the Administrative Assistant Professional Certificate by completing the following required courses: BSNS-8005, -8006, -8007, -8008A, -8008B, and -8009. 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 the program coordinator at 586.498.4121 or continuinged@macomb.edu.

Overview of Administrative Assistant Profession  BSNS-8020
Organizations now recognize that administrative assistants perform a key role in any industry. Explore the administrative assistant profession and potential career opportunities in this growing field. Learn the steps to prepare for entry into this profession. (2 Contact Hours)

- 35024...M ..........1/11/16-1/11/16 ......6:00 PM-7:55 PM.......$35 ........CTR ......H210 ........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)

- 35021...MW .......1/25/16-2/3/16 ......6:00 PM-8:55 PM.......$160 ........CTR ......H210 ........Rogers, B.

Customer Service  BSNS-8006
Become a superior customer service representative. Examine customer interaction and the traits of top organizations. Explore ways to add value to every transaction along with the best practices used to create loyal, life-long customers. Text required. (12 Contact Hours)

- 35022...MW .......2/22/16-3/2/16 ......6:00 PM-8:55 PM.......$160 ........CTR ......H210 ........Pittman, L.
Entrepreneurship Certificate

The following classes, sponsored in cooperation with the Center for Innovation and Entrepreneurship at Macomb Community College, 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. For information, contact the program coordinator at 586.498.4121 or continuinged@macomb.edu.

Starting a Business   ENTR-8000
Explore what it takes to start your own business. Find out what to do first, how much money you will need, and where to go for help. (6 Contact Hours)

35026........   W........................ 1/13/16 - 1/20/16 .......... 6:00 PM-8:55 PM .... $25 ........ 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)

35040........   M........................ 3/28/16 - 3/29/16 .......... 6:00 PM-8:55 PM .... $95 ........ CTR ........ H210.......................... Reynolds, R.

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)

35027....M ......... 1/25/16 - 2/29/16 .......... 6:00 PM-8:55 PM .... $160 ........ CTR ........ H206.......................... 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)

35028....M ......... 3/14/16 - 3/29/16 .......... 6:00 PM-8:55 PM .... $99 ........ CTR ........ H203.......................... Morandini, D.

Financing Your Business   ENTR-8045A
Explore financing sources for small businesses. Learn what to do when you are ready to go to the bank for a loan. Discuss the 5 Cs: Conditions, Capital, Character, Collateral, and Cash Flow. (3 Contact Hours)

35041....W .......... 4/6/16 - 4/8/16 .......... 6:00 PM-8:55 PM .... $75 ........ 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)

35030....W .......... 1/27/16 - 3/2/16 .......... 6:00 PM-8:55 PM .... $160 ........ CTR ........ H203.......................... Staff

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

35029....M ........ 4/11/16 - 4/11/16 .......... 6:00 PM-8:55 PM .... $75 ........ CTR ........ H210.......................... Morandini, D.

MACOMB’S CENTER FOR INNOVATION & ENTREPRENEURSHIP

Helps entrepreneurial-minded students start their own business!

Discover how at www.macomb.edu/cie
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 the program coordinator at 586.498.4121 or continuinged@macomb.edu.

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

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

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

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. For information, contact the program coordinator at 586.498.4121 or continuinged@macomb.edu.

Social Media 101  ENTR-8058A
What is social media? Discover why you should use social media to build your personal brand, your business, or to connect with customers. Explore social media tools in this overview class. (3 Contact Hours)
35177 ..........1/12/16 - 1/21/16 .......... 6:00 PM-8:55 PM ..........$45 ..........CTR ..........A130 ................. Herr, A.

Facebook for Business  ENTR-8054
Basic computer skills required. Discover how to create, edit, tweak, and promote a Facebook account. Using Facebook tools (including 3rd party development), build and manage business campaigns online. Also suited to people simply interested in knowing more about social networking. (9 Contact Hours)

Digital Marketing for Business  ENTR-8055
Basic computer skills required. Discover how your competition is always ahead of you in search engine results. Explore other social media tools and strategies to help achieve top rankings in search engines and to create content your audience wants. (9 Contact Hours)

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)
35173 ..........1/14/16 - 1/21/16 .......... 6:00 PM-8:55 PM ..........$99 ..........CTR ..........A130 ................. Herr, A.

Twitter for Business  ENTR-8057
Basic computer skills required. Learn how to create, edit, tweet, 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)

Search Engine Optimization  ENTR-8060
Basic computer skills required. Learn how search engine optimization (SEO) will help draw traffic to your website from listings on search engines. Explore other social media tools and SEO strategies to help achieve top rankings. (6 Contact Hours)

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)
35176 ..........4/12/16 - 4/14/16 .......... 6:00 PM-8:55 PM ..........$75 ..........CTR ..........A130 ................. Herr, A.
Fencing for Kids, Ages 7-14  KIDS-8064
Fencing is a European martial sport that develops balance, coordination, leg strength, and analytical skill. This camp will focus on the basics of foil fencing. Children should wear comfortable workout clothes and court shoes. This program is designed to establish a strong foundation for new fencers. Footwork, blade actions and the conduct of a fencing bout will be part of this camp. All fencing equipment is provided. (15 Contact Hours)
35108...M...........1/16/16-1/25/16.........5:00 PM-5:55 PM...$200.......OFF.......RENAISSANCE FENCING CLUB
35109...M...........2/1/16-2/22/16.........5:00 PM-5:55 PM...$200.......OFF.......RENAISSANCE FENCING CLUB
35110...M...........3/7/16-3/28/16.........5:00 PM-5:55 PM...$200.......OFF.......RENAISSANCE FENCING CLUB
35112...M...........4/14/16-4/25/16.........5:00 PM-5:55 PM...$200.......OFF.......RENAISSANCE FENCING CLUB
35113...Sa...........1/9/16-1/30/16.........10:00 AM-10:55 AM...$200.......OFF.......RENAISSANCE FENCING CLUB
35114...Sa...........2/6/16-2/27/16.........10:00 AM-10:55 AM...$200.......OFF.......RENAISSANCE FENCING CLUB
35115...Sa...........3/5/16-3/26/16.........10:00 AM-10:55 AM...$200.......OFF.......RENAISSANCE FENCING CLUB
35116...Sa...........4/2/16-4/23/16.........10:00 AM-10:55 AM...$200.......OFF.......RENAISSANCE FENCING CLUB

Tiny Tunes Piano Pre-School Beginner, Ages 3-4  KIDS-9204
Designed specifically for pre-schoolers. This is a BIG FUN, delightfully simple piano program. Lessons include everything needed to help jump start your child's musical education. By the end of the course, your child will be able to sing and perform simple songs like Mary had a little lamb, Twinkle Twinkle Little Star, and/or Jingle Bells. Music increases attention span, logic, and reasoning skills. Parents must attend. “No class” dates will be announced in class. (6 Contact Hours)
35258...Sa...........1/9/16-2/13/16.........10:00 AM-10:55 AM...$85..........CTR.......L101.......TINY TUNES PIANO PROGRAM
35257...Sa...........3/5/16-4/23/16.........10:00 AM-10:55 AM...$85..........CTR.......L101.......TINY TUNES PIANO PROGRAM

Tiny Tunes Piano “Young 55” Beginner, Ages 5-6  KIDS-9205
Designed specifically for children who are just learning how to read and write. Introduce your child to the world of music with all the fundamentals needed to encourage, nurture, and motivate learning and have fun. At course end, your child will be able to sing and play a ton of Tiny Tunes. Children who study music at an early age come out ahead in math and science! Parents welcome. (6 Contact Hours)
35258...Sa...........1/9/16-2/13/16.........11:00 AM-11:55 AM...$85..........CTR.......L101.......TINY TUNES PIANO PROGRAM
35259...Sa...........3/5/16-4/23/16.........11:00 AM-11:55 AM...$85..........CTR.......L101.......TINY TUNES PIANO PROGRAM

Tiny Tunes Piano Intermediate, Ages 6-7  KIDS-9214
Designed specifically for the advancing beginner. Classes are faster paced and big fun for students and parents alike. Lessons include 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)
35118...Sa...........1/9/16-2/13/16.........12:00 PM-12:55 PM...$85..........CTR.......L101.......TINY TUNES PIANO PROGRAM
35119...Sa...........3/5/16-4/23/16.........12:00 PM-12:55 PM...$85..........CTR.......L101.......TINY TUNES PIANO PROGRAM

Tiny Tunes Piano Advanced, Ages 6-7  KIDS-9215
Designed specifically for the younger advancing musician. Big FUN class that showcases the child's skill level with big-sounding songs that are easy to play. Your child will be able to handle larger ideas, and a certain amount of musical maturity will be established. This class will transform them into confident readers. (6 Contact Hours)
35261...Sa...........1/9/16-2/13/16.........1:00 PM-1:55 PM...$85..........CTR.......L101.......TINY TUNES PIANO PROGRAM
35262...Sa...........3/5/16-4/23/16.........1:00 PM-1:55 PM...$85..........CTR.......L101.......TINY TUNES PIANO PROGRAM

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 the program coordinator at 866.498.4121 or continuinged@macomb.edu.

Quickbooks Pro Level 1  CSFT-8078
Keyboarding skills recommended. For small businesses to keep their books easily and accurately using Quickbooks Pro 2014. 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)
35033...TTh...........1/12/16-1/26/16.........6:30 PM-9:25 PM...$195.........CTR.......E115..............Krause, D.

Quickbooks Pro Level 2  CSFT-8079
Learn advanced skills to assist with physical inventory; sales tax; payroll, and asset, liability, and equity accounts on Quickbooks Pro 2014. Includes class, estimate and tracking features, report customization, and template creation. Text and USB drive required. (15 Contact Hours)
35034...TTh...........2/9/16-2/23/16.........6:30 PM-9:25 PM...$195.........CTR.......E115..............Krause, D.
**BASIC COMPUTER SKILLS CERTIFICATE**

Begin with basic computer skills classes if you are a novice computer user and are seeking computer job skills. Earn the Basic Computer Skills certificate by completing the following required courses: CSFT-8059B, -8001C, and -8083B. For information, contact the program coordinator at 586.498.4121 or continuinged@macomb.edu.

**Keyboarding Basics** CSFT-8059B

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

35016...F...1/19/16 - 4/22/16...9:00 AM-11:55 AM...$150...CTR...A115...Romanczyk, V.

**Introduction to Computers** CSFT-8001C

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

35018...Sa...1/16/16 - 2/16/16...9:00 AM-11:55 AM...$125...CTR...A115...Romanczyk, V.
35190...F...1/15/16 - 2/12/16...6:00 PM-8:55 PM...$125...SOU...E311...Zdybel, M.
35189...Sa...2/13/16-3/19/16...9:00 AM-11:55 AM...$125...CTR...A115...Romanczyk, V.

**Microsoft Office 2013** CSFT-8083B

Basic computer skills required. Tired of two-finger typing at your computer? Using computer software, learn the home row, alphabetic keys, and basic punctuation keys using the touch method. Bring USB drive and earbuds/earphones to 1st session. Text including software required. (24 Contact Hours)

35017...Th...2/9/16-3/17/16...6:00 PM-8:55 PM...$265...CTR...A130...Bosek, L.
35020...MW...3/28/16-4/27/16...6:00 PM-8:55 PM...$265...CTR...B107...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 CSFT-8080, 8081, 8082, and 8083. 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 the program coordinator at 586.498.4121 or continuinged@macomb.edu.

**Word 2013** CSFT-8080

Basic computer skills required. Learn introductory and intermediate skills. Topics include ribbon interface; working with text; printing; using proofreading tools; creating bulleted and numbered lists; tables; newsletter columns; WordArt and clip art; document themes; styles; picture editing; and Mail Merge. Textbook and USB drive required. Keyboarding skills recommended. (30 Contact Hours)

35255...Th...1/19/16-2/11/16...6:00 PM-8:55 PM...$265...SOU...J139...Burton, M.

**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)

34984...F...1/15/16-3/4/16...5:30 PM-8:25 PM...$199...CTR...A130...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)

35311...Sa...1/16/16-2/27/16...9:00 AM-11:55 AM...$199...CTR...A116...Rosiek, C.
35312...Th...2/16/16-3/17/16...6:00 PM-8:55 PM...$199...CTR...B122...Rosiek, C.

**PowerPoint 2013** CSFT-8083

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

35254...Th...3/29/16-4/21/16...6:00 PM-8:55 PM...$199...CTR...B107...Curry, M.

For questions about registration, call 586.445.7999
Employers are seeking people with advanced Excel skills. Sky rocket your Excel expertise with these comprehensive, hands-on workshops. Learn to quickly summarize, analyze, and display data to enhance your reports and presentations. Must have intermediate to advanced Excel proficiency in Excel 2013 or later. USB drive required. For information, contact the program coordinator at 586.498.4121 or continuinged@macomb.edu.

Taming Excel Charts  CSFT-8075A
Employers are seeking people with advanced Excel skills. Must have intermediate to advanced Excel proficiency (Excel 2007 or later). USB drive required. Create Excel graphs to visualize your data using line, column, bar, 3-D, Pivot charts, and more. Examples used are derived from real-world scenarios. (3.5 Contact Hours)

Mastering Excel PivotTables  CSFT-8076A
Beginner to intermediate level MS Excel program knowledge and proficiency required. Pivot tables are one of the hidden Excel gems that intimidate most users. It is a surprisingly easy way to quickly summarize and analyze large amounts of data organized in rows and columns. Mastering this tool will help you stand out from approximately 85% of all other Excel users. Overcome your fears and become the de-facto Excel guru in your office! During this workshop, you will solve data analysis problems from ModelOff (World Financial Modeling competition). (6 Contact Hours)

Excel Functions and Formulas  CSFT-8077A
Must have intermediate to advanced level Excel proficiency (Excel 2013 or later). USB drive required. Apply advanced analytical concepts using formulas and functions. Topics covered include: logical operators; VLOOKUP function; string-manipulation, date, sum, and financial functions; Goal Seek Tool, and many others. No text required. Handouts will be provided. (6 Contact Hours)

CONSTRUCTION

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)
35103.....MW ....................1/11/16-2/16/16 .......... 6:00 PM-9:55 PM.....$425.......CTR........H220.................NCIASSOCIATES,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)
35103.....MW ....................2/17/16-3/16/16 .......... 6:00 PM-9:55 PM.....$425.......CTR........H220.................NCIASSOCIATES,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)
35107.....Th....................1/19/16-3/1/16 .......... 6:00 PM-9:25 PM.....$595........CTR........H213.................NCIASSOCIATES,LTD.

COURT REPORTING

Macomb Community College’s Court Reporting program is approved by the Michigan Department of Education as a prerequisite for the Certified Shorthand Reporting Examination and is taught by State Certified Court Reporters. 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 II  CRTR-8016
Continue to develop your skills in machine shorthand theory and real-time principles; learn more advanced principles of theory and conflict-free writing. (97.5 Contact Hours)

Real Time Court Reporting-Theory III  CRTR-8022
Writing techniques are applied while student begins process of speed building. Tests in literary, jury charge, and Q & A must be passed with 95% accuracy at speeds of 60, 80, and 100 wpm; CAT software is required. (97.5 Contact Hours)
SCECHs ONLINE!

K-12 Teachers and Administrators:

State Continuing Education Clock Hours (formerly SBCEUs)

Attention Educators: SCECHs Online

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

Only $109 per class

Earn 24 SCECHs per class

See full list of courses and register at www.ed2go.com/mccsbceu

28
Skill Building & Development I  CRTR-8007
Begin the process of speed building and the introduction of legal, medical, and technical
diction. Speed levels are 120-140 wpm, and literary, jury charge, and Q & A tests must be
passed with 95% accuracy. (97.5 Contact Hours)
34887  TTh............ 1/12/16-4/28/16 ........ 6:15 PM-9:25 PM .... $579 .......... CTR ........ H214 ..................... Kandt, S.
And TTh............ 1/12/16-4/28/16 ........ 6:15 PM-9:25 PM .......... CTR .......... H215

Skill Building and Development II   CRTR-8014
Continue the process of speed building. Speed levels are 160-180 wpm, and literary, jury
charge, and Q & A tests must be passed with 95% accuracy. (97.5 Contact Hours)
34913  TTh............ 1/12/16-4/28/16 ........ 6:15 PM-9:25 PM .... $579 .......... CTR ........ H214 ..................... Kandt, S.
And TTh............ 1/12/16-4/28/16 ........ 6:15 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)
34980  TTh............ 1/12/16-4/28/16 ........ 6:15 PM-9:25 PM .... $579 .......... CTR ........ H214 ..................... Semaan, E.

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

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)

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)

CULINARY ARTS

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)
35159  TTh............ 2/2/16-2/16/16 ........ 6:30 PM-9:55 PM .... $275 .......... CTR .......... N141 ..................... Parrott, K.

ENGLISH AS A SECOND LANGUAGE (ESL)

Grammar Connection I  ESLL-8008C
Improve your current English language skills. Focus on grammar, conversation, and increasing
vocabulary and life skills. Text and workbook required. (40 Contact Hours)
35068  TTh............ 1/26/16-4/14/16 ........ 4:00 PM-5:55 PM .... $195 .......... CTR .......... N201 ..................... 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)
35070  TTh............ 1/26/16-4/14/16 ........ 6:00 PM-7:55 PM .... $195 .......... CTR .......... N107 ..................... Winslow, N.

For the most up-to-date information on our
Workforce & Continuing Education classes
go to www.macomb.edu/community.
Click Class Offerings & Catalogs.
**ENTERTAINMENT ARTS**

For information, contact the program coordinator at 586.498.4100 or corbettv@macomb.edu.

**Stand Up Comedy 101  THEA-8006B**
Learn and practice proven techniques used in comedy that will help you overcome stage fright and set your confidence and your funny bone free! Course will culminate with student “invitation only” stand-up comedy performance for family and friends. (8 Contact Hours)

35246. T ..........2/23/16 -3/29/16 ........7:00 PM-8:55 PM.....$149 ......SOU ......S101 ..............Arakelian, M.

**Stand Up Comedy 201  THEA-8015**
For those who have already taken Stand Up Comedy 101 and are looking for the next step. This class delves deeper into each topic with critical analysis and discussion to determine your customized comedy set. (10 Contact Hours)

35248. W ........3/30/16 -4/27/16 ..........7:00 PM-8:55 PM.....$199 ......SOU ......S101 ..............Arakelian, M.

**Stand Up Comedy Appreciation  THEA-8016**
For those who appreciate stand up comedy. This class examines the “masters” at work and delves deeper into what makes each professional comedian’s material funny. This class offers a peek behind the curtain and is intended for those who perform stand up, those wishing to perform, and those who just like to watch. There is no performance in this class, just observation, analysis, and discussion. (8 Contact Hours)

35239. M ..........1/25/16 -2/15/16 ..........7:00 PM-8:55 PM.....$99 ......SOU ......S101 ..............Arakelian, M.

**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)

35169. W ..........1/16/16 -1/26/16 ..........6:30 PM-8:55 PM.....$40 ......SOU ......D216 ..............Cure, N.

**Stock Market I  MNMG-8010**
Learn to use short-term timing tools including Stochastics, MACD, and RSI, and discover solutions to students’ stock market uncertainties. (17.5 Contact Hours)


**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)


**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)


35219. Th ..........4/14/16 -4/21/16 ..........6:30 PM-8:55 PM.....$75 ......CTR ......B123 ..............Malloch, R.

**Savvy Social Security Planning  MNMG-8019**
This recently-updated course has been developed to help you learn more about Social Security planning. It is designed to give you the tools necessary to make more informed decisions regarding your Social Security income. (2 Contact Hours)


FLORAL DESIGN

FLORAL DESIGN CERTIFICATE

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. All students must take FLOR-8043 and FLOR-8000B as prerequisites for all other floral classes. Students should bring wire cutters and scissors to each class session. The Floral Design program at Macomb Community College is comprised of 8 core classes which can be taken individually or as part of the certificate of completion program. These 8 core classes teach students floral design, theory, concepts, and techniques—basic to advanced. For information, contact the program coordinator at 586.498.4100 or corbettv@macomb.edu.

Floral Identification and Use  FLOR-8043
Discover and understand the plethora of flora and their uses in design. Learn common and botanical names while realizing not only variety in color but the important attributes of the flowers, common and no so common, to the floral designer. (9 Contact Hours)
35305.....MT ..........1/19/16-1/26/16 ..........6:00 PM-8:55 PM.....$199 ........SOU ..........C119 ................Kiekbusch, K.

Fundamentals of Floral Design I  FLOR-8000B
Discover basic principles and elements of professional floral design. Step-by-step instruction will teach you how to work with fresh flowers and the tools of the trade. Create four arrangements to take home. Students will receive a Macomb Floral Design apron. (15 Contact Hours)
35240.....MT ..........2/1/16-2/15/16 ..........6:00 PM-8:55 PM.....$249 ..........SOU ..........C119 ................Kiekbusch, K.

Fundamentals of Floral Design II  FLOR-8001
Prerequisites: FLOR-8000B and FLOR-8043
Practical application will be put to use from the two previous corequisite classes, as you understand and develop techniques and designs as a floral designer. (9 Contact Hours)

Intermediate Floral Design  FLOR-8007
Prerequisites: FLOR-8000B and FLOR-8043
Take your designs to the next level. Add your own special touches to more advanced designs. (9 Contact Hours)

Advanced Floral Design I  FLOR-8002A
Prerequisites: FLOR-8000B and FLOR-8043
Continue to develop your skills. Experience the use of a greater variety of materials and work on a larger scale. Gain confidence to make your own design choices. (12 Contact Hours)

Sympathy Design  FLOR-8009B
Prerequisites: FLOR-8000B and FLOR-8043
Sympathy Design is a must-know for a valued floral designer and is the largest portion of floral sales and design in the industry. Creating these special arrangements is just part of the process. Learn how to do a consultation and receive hands-on training to create several designs which will include a sympathy spray and a casket spray. (12 Contact Hours)

Wedding Bouquets & Corsages  FLOR-9002A
Prerequisites: FLOR-8000B and FLOR-8043
Create the newest wedding designs with hand-tied and cascading bouquets. Learn the latest gluing techniques in making corsages and boutonnieres. (12 Contact Hours)

FLOR-8042 Advanced Techniques in Floral Design II capstone class will be offered May 5-17, 2016.

FOREIGN LANGUAGE

Italian I  LANG-8059
Learn to converse and write in Italian. Gain the basic skills needed for travel. Explore culture, cuisine, local restaurants, and markets. Tips on how and what to order when traveling or dining locally included. Text required. (24 Contact Hours)

Continuing Italian I  LANG-8063
Continue learning, conversing, and writing Italian. Gain the basic skills needed for travel. Explore culture, cuisine, local restaurants, and markets. Prepare for the Intermediate Italian class. Complete remaining chapters in the text for LANG-8059. Text required. (24 Contact Hours)
Intermediate Conversational Italian  LANG-8012A
Students will improve their vocabulary and continue to learn how to converse, read, and write Italian. Practice speaking this beautiful language and become familiar with the culture, cuisine, and music. Text required. (24 Contact Hours)
35073..................1/27/16-4/27/16...........7:00 PM-8:55 PM......$175 ......CTR ......N202........................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)
35124..................1/27/16-4/27/16...........6:00 PM-7:55 PM......$175 ......CTR ......N105........................Valtadoros, F.

Intermediate Japanese  LANG-8024
Learn the Japanese alphabet, including simple conversations. Chinese characters (Kanji) will be explored as well as grammar points such as adjectives, verbs, and adverbs. Further discussion of Japanese culture and way of life will be explored. (16 Contact Hours)
35125..................1/25/16-3/21/16...........6:00 PM-7:55 PM......$125 ......CTR ......N202........................Valtadoros, F.

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)
35075.............M 2/11/16-4/25/16...........5:30 PM-7:25 PM......$175 ......CTR ......A131........................Hendrick, M.

GRAPHIC DESIGN

Graphic Design for Visual Presentations  DSGN-8007
Make your visual presentations look professional and communicate effectively. Get the latest, most advanced techniques on graphic design principles including layout, typography, and basic design considerations. Come away with more skills to create an effective and beautiful visual presentation on any presentation software program that you choose. VIRTUAL CLASSROOM. Students will be contacted via email for class start and processes. Taking all three classes earns a Certificate in Presentation Media. (6 Contact Hours)
35196..................4/4/16-4/29/16..................* $195 ......VIR ......VIR........................LERN

Photoshop for Presentations  DSGN-8008
Acquire the skills to navigate an extensive list of Photoshop features. You will gain both a foundational and advanced understanding of popular software and practice the most commonly used methods such as managing text, working with layers, and image file properties. You will find out the purpose of each photo editing tool and walk away with the skills to use them. You will even learn what the pros know. VIRTUAL CLASSROOM. Students will be contacted via email for class start and processes. Taking all three classes earns a Certificate in Presentation Media. (6 Contact Hours)
35199..................3/7/16-4/16/16..................* $195 ......VIR ......VIR........................LERN

PREZI  DSGN-8009
Bring your vision to life with Prezi and leave PowerPoint behind! Take a journey into the world of creative presentations! Learn how to use and engage your creative side for amazing presentations. Your audience will be stimulated with what you are presenting as well as how you are presenting. VIRTUAL CLASSROOM. Students will be contacted via email for class start and processes. Taking all three classes earns a Certificate in Presentation Media. (6 Contact Hours)
35200..................2/1/16-2/26/16..................* $195 ......VIR ......VIR........................LERN

Infographics  DSGN-8010
After taking this course in “Infographics,” you will be exposed to a powerful, concise way to present information. You will also learn the basics of designing infographics and be able to make your own simple infographic. Become familiar with Data Visualization and discover how to locate infographics websites, identify types of infographics, and finally how to present an infographic. Virtual classroom. (16 Contact Hours)
35252..................4/4/16-4/29/16..................* $195 ......VIR ......VIR........................LERN

Intro to Maker Tech: The NEW Shop Class  DSGN-8011
Arduino. 3D Printing. Wearable tech. Your students or your kids may be talking about these things, but what is all this stuff, and how can you keep up and try to get ahead of them? This class will survey the core technologies found in makerspaces and give you a start in understanding what you will need to learn to create awesome technology projects. You will also learn how to find and sort through the many free resources online. Recommended optional e-book: The New Shop Class: Getting Started with 3D Printing, Arduino, and Wearable Tech by Horvath and Cameron. (Apress: 2015) [Discount code for U Got Class students will be available] Virtual classroom. (16 Contact Hours)
35253..................3/7/16-4/1/16..................* $245 ......VIR ......VIR........................LERN
HEALTH CARE TRAINING

PTAS National Exam Prep  HLTH-8065
It’s the law. Michigan PTA practitioners are now required to be licensed in the State of Michigan. Prepare to ace the National Physical Therapist Assistant licensing exam with this two-day interactive course. Gain motivation and confidence to pass the examinations on the first attempt. You will design and implement a comprehensive study plan based on the latest information available from the Federation of State Boards of Physical Therapy; identify your current strengths and weaknesses by answering challenging multiple-choice questions; use quantitative and qualitative measures to determine your readiness to take the exams; examine the intricacies of computer-based testing; use innovative individual and group study tools to enhance the efficiency and effectiveness of study sessions; and maximize applied learning opportunities that will translate into higher examination scores. Detailed course manual included. Or optional review textbooks available at www.scorebuilders.com.
(14 Contact Hours)

34977.....SaSu........2/20/16 -2/21/16 ....... 8:00 AM-3:55 PM.....$195......CTR ......E114 ................. Valin, M.

Heart Saver First Aid & CPR/AED  HLTH-8095
This course meets the American Heart Association requirements for adult & child Heart Saver first aid, CPR and AED certification. A practical-based course aimed at developing skills in basic first aid, CPR for children and adults, care for the choking victim, and use of an automatic external defibrillator. Text required. (6 Contact Hours)
35054 .....Th............2/11/16 -2/13/16........... 8:30 AM-2:25 PM.... $75.......SOU ......C123 .......... Brigolin, K.
35055 .......2/13/16 -3/15/16 -3/15/16....... 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 health care professionals the ability to recognize several life-threatening emergencies, provide CPR, use an AED, and relieve choking in a safe, timely, and effective manner. American Heart Association BLS for Healthcare Providers Course completion card is valid for two years. Textbook required. (4 Contact Hours)
35056 .....Th............2/11/16 -2/13/16........... 3:00 PM-6:55 PM .... $64 ......SOU ......C123 .......... Brigolin, K.
35211 .....T...............3/15/16 -3/15/16 ....... 10:00 AM-1:55 PM .... $64 ......SOU ......C119 ......... Brigolin, K.

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. Prior to the first day of class, students must complete a criminal background check, drug screen, TB test, and health physical at their personal expense. Prior to Clinical Practice, students must purchase a uniform. Details of each requirement will be reviewed at the mandatory orientation. See the Career Workshops section of this schedule for orientation dates and times. For information, contact 586.226.4807 or healthcareers@macomb.edu.

Nurse Assistant  HLTH-8038A
Gain the knowledge and skills necessary to assist patients who need help with activities of daily living. Prepare to work in health care facilities or private homes under the direction of a registered nurse. Web-based learning will enhance classroom lectures. Students can access CANVAS at My Macomb. Text required. (96 Contact Hours)
34959 .. MTWTh .......1/11/16 -2/4/16 ......... 9:00 AM-3:25 PM.... $850 ....SOU ......C121 .................Brown, D.
And F .............1/22/16 -1/22/16 ........... 9:00 AM-3:25 PM .... $850 ......SOU ......C127 .................Brown, D.
34960 .. MTWTh .......1/11/16 -2/18/16 ......... 5:00 PM-9:15 PM .... $850 ......SOU ......C121 .................Brown, D.
And F .............1/22/16 -1/22/16 ........... 5:00 PM-9:15 PM .... $850 ......SOU ......C127 .................Brown, D.
34961 .. MTWTh .......3/14/16 -4/7/16 ......... 9:00 AM-3:25 PM.... $850 ......SOU ......C121 .................Brown, D.

Nurse Assistant Clinical  HLTH-8108
Participate in a 32-hour unpaid clinical experience. (32 Contact Hours)
34962 .. MTWTh .......2/8/16 -2/15/16 ......... 7:30 AM-1:55 PM .... $425 .....OFF ......OFF .................Brown, D.
And T .............2/16/16 -2/16/16 ......... 7:30 AM-9:25 AM ......SOU ......C121 .................Brown, D.
34964 .. MTWTh .......2/22/16 -3/2/16 ......... 5:00 PM-9:15 AM .... $425 .....OFF ......OFF .................Brown, D.
And T .............3/3/16 -3/3/16 ......... 5:00 PM-9:15 AM ......SOU ......C121 .................Brown, D.
34965 .. MTWTh .......4/11/16 -4/18/16 ......... 7:30 AM-1:55 PM .... $425 .....OFF ......OFF .................Brown, D.
And T .............4/19/16 -4/19/16 ......... 7:30 AM-9:25 AM ......SOU ......C121 .................Brown, D.

Sign up for a Health Career Workshop on page 3, or for more information email healthcareers@macomb.edu or call 586.226.4807
Nurse Assistant  HLTH-8038A

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

34959.....MT/WTh......1/11/16-2/4/16 ......... 9:00 AM-3:25 PM.....$850 ........SOU......C121..................Brown, D.

And F.........1/12/16-2/2/16 ......... 9:00 AM-3:25 PM..........................SOU.....C127...........

34960.....MT/WTh......1/11/16-2/18/16 ......... 5:00 PM-9:15 PM .....$850 .....SOU .....C121..................Brown, D.

And F.........1/22/16-2/2/16 ......... 5:00 PM-9:15 PM..........................SOU.....C127...........

34961.....MT/WTh......3/14/16-4/7/16 ......... 9:00 AM-3:25 PM .......$850 ......SOU......C121..................Brown, D.

Home Care Assistant  HLTH-8110

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

35298.....WTh.........2/17/16-2/18/16 ......... 9:00 AM-11:55 AM .....$75 .......SOU......C121..................Brown, D.

41366.....MT ..........3/7/16 -3/8/16 ........... 5:00 PM-7:55 PM .....$75 ......SOU ......C121..................Brown, D.

CERTIFIED PROFESSIONAL CODING

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

Microsoft Office 2013  CSFT-8063B

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

35191.....F...........1/15/16-4/16/16 ...... 6:00 PM-8:55 PM.....$265 ......SOU ......J139 .................Burton, M.

35260.....Sa............1/16/16-4/2/16 ...... 9:00 AM-11:55 AM ......$265 ......SOU ......J139 .................Haslett, D.

35017.....TTh.........2/9/16-3/17/16 ...... 6:00 PM-8:55 PM .......$265 ......CTR ......A130 .................Bosek, L.

35020.....MW.........3/28/16-4/27/16 ...... 6:00 PM-8:55 PM .......$265 ......CTR ......B107 .................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)

35051.....M............1/11/16-3/28/16 ...... 5:30 PM-10:25 PM .......$295 ......CTR ......R179 .................Klomp, B.

35052.....Tu...........1/26/16-4/12/16 ...... 5:30 PM-9:25 PM .......$295 ......SOU ......C129 .................Howard, A.

Medical Coding I  HLTH-8102

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

34973.....Th.........1/12/16-3/15/16 ......... 6:00 PM-9:55 PM .......$395 ......SOU ......C331 .................Wietecha, L.

Medical Coding II  HLTH-8103

Prerequisites: CSFT-8063B (Microsoft Office 2013) or equivalent and HLTH-8010A (Medical Terminology) and WKSP-8000. Learn the basics of HPCPCS coding (Healthcare Common Procedure Coding System): Level I-CPT, Level II-National codes for medical services rendered in medical offices and hospital settings. Students will learn the proper use of modifiers and apply medical necessity criteria to assign diagnostic and procedure codes to prepare to sit for the nationally recognized Certified Professional Coder (CPC) exam. Web-based learning will enhance classroom lectures. Students can access CANVAS at My Macomb. Text required. (40 Contact Hours)

35046.....Th.........2/25/16-4/28/16 ......... 6:00 PM-9:55 PM .......$395 ......SOU ......C123 .................Hicks, R.
CPC Study Night  HLTH-8074
Prerequisites: HLTH-8102 (Medical Coding I) or equivalent and HLTH-8103 (Medical Coding II) or equivalent.
Prepare to take the AAPC Certified Professional Coder (CPC) Exam. Bring your current ICD-10, CPT, and HCPCS coding manuals. (5.5 Contact Hours)
35050 ..... F ................. 4/29/16-4/29/16 ........... 5:00 PM-10:25 PM .... $79 ........ SOU ....... C123.......................... Hicks, R.

CERTIFIED MEDICAL REIMBURSEMENT SPECIALIST

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

Microsoft Office 2013  CSFT-8063B
Basic computer skills required. Review computer concepts and explore basic techniques of Microsoft Word, Excel, PowerPoint, and Access. Keyboarding skills recommended. Text and USB drive required. (30 Contact Hours)
35191 . ... F ................ 1/15/16-4/1/16 ........... 6:00 PM-8:55 PM .... $265 ...... SOU ...... J139 ................ Burton, M.
35260 . ... Sa ................ 1/16/16-4/2/16 ........... 9:00 AM-11:55 AM .... $265 ...... SOU ...... J139 ................ Haslett, D.
35017 . .... TTh ............. 2/9/16-3/17/16 ........... 6:00 PM-8:55 PM .... $265 ...... CTR ...... A130 ................ Bosek, L.
35020 . .... MW ............. 3/28/16-4/27/16 ........... 6:00 PM-8:55 PM .... $265 ...... CTR ...... B107 ................ 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)
35051 . .... M .............. 1/11/16-3/28/16 ........... 5:30 PM-10:25 PM .... $295 ...... CTR ...... R179 ................ Klomp, B.
35052 . .... TTh ............. 1/26/16-4/1/16 ........... 5:30 PM-9:25 PM .... $295 ...... SOU ...... C129 ................ Howard, A.

Patient Access Services  HLTH-8061B
Prerequisites: CSFT-8063B (Microsoft Office 2013) & HLTH-8010A (Medical Terminology) or equivalent.
Students will develop an understanding of the revenue cycle and the role of patient access in health care institutions. The student will develop competency in the full range of patient access services including patient registrations and admissions, patient rights and responsibilities, customer services, and laws and regulations affecting patient access. Students will understand the accreditation requirements of health care organizations and will be able to communicate complex regulations to patients during the patient access encounter. Bring a flash drive to class. Web-based learning will enhance classroom lectures. Students can access CANVAS at My Macomb. (24 Contact Hours)
34968 . .... TTh ............. 1/19/16-2/11/16 ........... 6:00 PM-8:55 PM .... $195 ...... CTR ...... R168 ................ Eastwood, M.

Medical Billing  HLTH-8008D
Prerequisites: CSFT-8063B (Microsoft Office 2013) & HLTH-8010A (Medical Terminology) or equivalent.
Obtain the knowledge and skills associated with insurance billing for medical practices. Examine third party reimbursement including Medicare, Medicaid, Blue Cross Blue Shield, Worker’s Compensation, and TRICARE. Become familiar with diagnostic (ICD-10) and procedural (CPT) coding needed to submit claims in compliance with third party payers’ requirements. Become familiar with actual medical billing working with Medisoft software. Web-based learning will enhance classroom lectures. Students can access CANVAS at My Macomb. Text required--see page. (45 Contact Hours)
34967 . .... W .............. 2/17/16-4/20/16 ........... 5:30 PM-9:55 PM .... $325 ...... SOU ...... C129 ................ Perdue, A.

Billing Applications  HLTH-8018C
Prerequisites: CSFT-8063B (Microsoft Office 2013) & HLTH-8010A (Medical Terminology) or equivalent.
Students will be introduced to the basic principles of hospital billing. Gain knowledge in the patient accounts and data flow, the hospital billing process, become familiar with the UB04 claim form, health care payers, reimbursement, revenue cycle and accounts receivable management. Learn how to read and understand the Explanation of Benefits, follow up with payers, and techniques in insurance collection. This is an online class. Students will meet with the instructor on day one. Access CANVAS at My Macomb. Text required--see page. (36 Contact Hours)
35045 . .... TTh ............. 2/18/16-2/26/16 ........... 5:30 PM-9:55 PM .... $295 ...... SOU ...... C129 ................ Coligado, A.
And ................. 2/19/16-4/21/16 ........... 5:30 PM-9:55 PM .... $295 ...... SOU ...... C129 ................ Coligado, A.

35050 . .... F ................. 4/29/16-4/29/16 ........... 5:00 PM-10:25 PM .... $79 ........ SOU ....... C123.......................... Hicks, R.

34968 . .... TTh ............. 1/19/16-2/11/16 ........... 6:00 PM-8:55 PM .... $195 ...... CTR ...... R168 ................ Eastwood, M.

34967 . .... W .............. 2/17/16-4/20/16 ........... 5:30 PM-9:55 PM .... $325 ...... SOU ...... C129 ................ Perdue, A.

35045 . .... TTh ............. 2/18/16-2/26/16 ........... 5:30 PM-9:55 PM .... $295 ...... SOU ...... C129 ................ Coligado, A.
And ................. 2/19/16-4/21/16 ........... 5:30 PM-9:55 PM .... $295 ...... SOU ...... C129 ................ Coligado, A.
MEDICAL BILLER/CODER PROFESSIONAL DEVELOPMENT

Keep your skills up-to-date so you stay relevant in the ever-changing field of healthcare billing and coding. Macomb offers professional development courses approved for CEUs through either the American Academy of Professional Coders (AAPC) or the American Medical Biller's Association (AMBA). Courses may not be offered every semester. For information, contact 586.226.4807 or healthcareers@macomb.edu.

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)
35047        MW        1/11/16 - 2/11/16        6:00 PM - 8:55 PM        $199        SOU        1/12......................... Hicks, R.

Online Internship for Medical Coding     HLTH-8105
Gain experience you need to be a successful medical coder! This virtual internship simulates the work experience of a realistic, multi-specialty medical clinic. It offers real-world experience coding more than 500 cases in 18 medical specialties. The internship complements and provides application for concepts learned in Step-by-Step Medical Coding by Carol J. Buck. Students will spend 20 hours per week coding at home and will be supervised online via CANVAS by faculty. Optional course orientation with instructor on first day. Current year coding manuals and an access code (available at the bookstore) required. (240 Contact Hours)
35049        Th        1/14/16 - 2/14/16        6:00 PM - 7:55 PM        $395        SOU        1/12......................... Hicks, R.
And
1/15/16 - 3/17/16        -        -        -        -        -        -        -        -        -

Certified Medical Reimbursement Specialist Exam     HLTH-8109
Students enrolling and taking the exam through Macomb enjoy 40% off savings on membership, the study guide, and the exam. The CMRS exam is taken online and is facilitated by faculty. You will have 45 days’ access to complete this open-book exam. The study guide and log-in access will be provided by the AMBA after you register. Your 45 days begins when you receive the exam link from AMBA. The study guide and online billing and coding resources through www.ambacode.net (14-day free trial) are included in your tuition. Additional textbooks recommended: Current year’s HCPCS, CPT-4, and ICD-10 Code books. (34 Contact Hours)
34966        4/27/16 - 6/25/16        -        -        -        -        -        -        -        -        -        -

CERTIFIED PERSONAL FITNESS TRAINER

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. Textbook required. (6 Contact Hours)
35054        Th        2/11/16 - 2/11/16        8:30 AM - 2:25 PM        $75        SOU        1/12......................... Brigolin, K.
35055        Th        3/15/16 - 3/15/16        4:00 PM - 9:55 PM        $75        SOU        1/12......................... Brigolin, K.

Certified Fitness Trainer     FTNS-9000
This program is comprised of 16 hours of lecture, 16 hours of hands-on practical training, and a 30-hour internship that walks many graduates right into a job!! Key topics include biomechanics, exercise physiology, fitness testing, and equipment usage and health assessment. Textbook required. Please read the first three chapters prior to the first class. (36 Contact Hours)
34976        Th        2/2/16 - 3/31/16        6:00 PM - 7:55 PM        $749        CTR        N108 WORLD INST. TRAINING SCHOOL
And
2/2/16 - 3/31/16        6:00 PM - 7:55 PM        -        -        -        -        -        -

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.
PHARMACY TECHNICIAN

Pharmacy Technicians are in high demand in both hospital and retail pharmacies. Upon successful completion, students will receive a Workforce and Continuing Education certificate and be prepared to take the Pharmacy Technician Certification Board exam. More information about the exam can be found at www.ptcb.org. Prior to admission to the program, students must successfully complete a WorkKeys Assessment or submit college transcripts. To schedule an assessment, call 586.498.4130. Prior to internship placement, students must pass a criminal background check, drug screening, TB test, immunization titers, and purchase a uniform at their own expense. For information, contact 586.226.4807 or healthcareers@macomb.edu.

Professional Pharmacy Technician    HLTH-8005F

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

Pharmacy Technician Internship    HLTH-8015A

Participate in a 100-hour minimum unpaid internship. (100 Contact Hours)

Pharmacy Technician Certification Exam (PTCB) Preparation    HLTH-8104

Michigan’s Pharmacy Technicians must now be licensed! Acquire the knowledge and skills needed to prepare for successful completion of the PTCB exam. Practice study skills and test taking strategies. Understand pharmacy law, basic pharmacology, math review, and pharmacy calculations. You will take several practice exams during the course to better prepare yourself for the actual exam. Text required. (18 Contact Hours)

PHLEBOTOMY

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

Phlebotomy    HLTH-8001C

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

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)

LABORATORY ASSISTANT

Laboratory Assistants combine the art of phlebotomy with the beginning knowledge and skills used to assist medical laboratory professionals in clinical laboratories found in hospitals, out-patient clinics, and processing centers. Upon successful completion, students will be awarded a Workforce and Continuing Education certificate and will be prepared to take the nationally recognized American Society for Clinical Pathology (ASCP) exam for phlebotomy.

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)
JEWELRY TRAVES

Phlebotomy HLTH-8001C
Gain knowledge and skills to work as a phlebotomist in medical facilities. Learn beginning to advanced phlebotomy, while obtaining laboratory practice. Enroll in internship. Text required. (40 Contact Hours)
34972...T ..........................1/12/16-3/29/16 ..........5:30 PM-8:55 PM.....$1,300.......CTR ......R165..........................Saullo, K. And T ..........................1/12/16-3/29/16 ..........5:30 PM-8:55 PMyangshuo

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)

Jewelry Mold Making JEWL-8027
Learn the art of mold making and casting as it is related to jewelry making, cold metal casting, and cabochon. Classes may also be taken individually. For information, contact the program coordinator at 586.498.4100 or corbettv@macomb.edu.
34957...TTh ..................3/8/16-5/12/16 ..........5:30 PM-9:25 PM.....$749 ......CTR ......R264..........................Shoen, C.

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)

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)
35197...W ..................3/16/16-4/27/16 ..........7:00 PM-7:55 PM.....$55........CTR ......F113..........................LaMacchio, A.

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. For information, contact the program coordinator at 586.498.4100 or corbettv@macomb.edu.

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)
35195...T ..................1/26/16-4/12/16 ..........6:30 PM-8:55 PM.....$375..........OFF ......R264 ........................... Gould, D.

JEWELRY TRADES CERTIFICATE
The Certificate in Jewelry Trades consists of the following 8 courses: Jewelry Repair-Bench Skills I, Jewelry Repair-Bench Skills II, Gemstone Identification, Gemology-Instrumentation, Buying & Selling Precious Metals, Diamond Study, Gemology-Colored Stones, and Lapidary and Cabochon. 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)
35155...MW ..............2/1/16-2/24/16 ..........6:00 PM-8:55 PM.....$199 ......MTEC .........116-B.......................... 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)
35166......MW.............3/14/16 - 4/6/16 ........6:00 PM-8:55 PM.....$199..........MTEC ....116-B.................... 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)
35187......T..................2/16/16 - 2/23/16 .........6:00 PM-8:55 PM.....$49...........SOU ......S137 ......................Cairns, S.

Gemology Instrumentation  JEWL-8019
Learn to use authentic gemological equipment. Explore the color and nature of gemstones and challenge yourself by examining and identifying a variety of gemstones. (24 Contact Hours)
35186......T..................3/1/16 - 4/26/16 ........6:00 PM-8:55 PM.....$199...........SOU ......S137 ......................Cairns, S.

Buying & Selling Precious Metals  JEWL-8021A
Gain hands-on experience identifying, evaluating, testing, and appraising precious metals. (12 Contact Hours)
35178......T..................1/19/16 - 2/9/16 ........6:00 PM-8:55 PM.....$99...........SOU ......S137 ......................Cairns, S.

Lapidary & Cabochon  JEWL-8025
Learn how to cut and polish gemstones for jewelry making. Equipment and safety issues will be introduced. Wear old clothes, safety goggles, and a dust mask. $20 stone fee payable to instructor at first session. (27 Contact Hours)
35181......F..................2/26/16 - 5/6/16 ........6:00 PM-8:55 PM.....$199...........SOU ......R112 ......................Cairns, S.

Faceting  JEWL-8026
Learn how to transform a rough crystal into a faceted stone suitable for jewelry. This is a hands-on workshop with step-by-step instructions. $50 lab fee payable to instructor at the first session. Class size is limited. (18 Contact Hours)
35183......F..................1/22/16 - 2/26/16 .........6:00 PM-8:55 PM.....$150...........SOU ......T134 ......................Russell, S.

LANDSCAPE DESIGN

BASIC LANDSCAPE DESIGN CERTIFICATE

Learn the basic skills and receive state-of-the-art information required to develop a strong foundation for a variety of career specialties. The program encourages professional standards, a strong work ethic, and sound management practices. The Basic Landscape Design Certificate consists of six courses: Landscape Design Graphics; 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.

Landscape Design Graphics  LAND-8005A
Learn the principles of drafting and plan-reading that are required for the landscape design and ornamental horticulture fields. Different design styles will be explored and practiced in class. (18 Contact Hours)
35121......M..................1/25/16 - 2/29/16 ........6:00 PM-8:55 PM.....$259...........SOU ......R117......................Lazzell, R.

Residential Landscape Planting Design  LAND-8006B
Learn about composition and design characteristics of plant materials. Review the criteria for successful landscape design, including selection, climate, cultural suitability, availability, costs, and maintenance. (12 Contact Hours)
35122......M..................3/14/16 - 4/4/16 ........6:00 PM-8:55 PM.....$189...........SOU ......R117......................Lazzell, R.

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)
35123......W..................3/30/16 - 4/13/16 ........6:00 PM-8:55 PM.....$139...........SOU ......R117......................Lazzell, R.

ENVIRONMENTAL HORTICULTURE CERTIFICATE

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)
35120......W..................1/20/16 - 2/24/16 .........6:00 PM-8:55 PM.....$259...........SOU ......C233......................Lazzell, R.
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.

eCourse Motorcycle Basic Rider Course CYCL-8016

REQUIREMENT: Must have a valid email on file with the College. Must complete eCourse prior to your class start date and bring the certificate of completion, along with your riding gear, to the first class session. Link to the eCourse will be distributed by the College via email at least 1 week prior to the start date of your class. The eCourse will provide students with the basic classroom knowledge to begin riding a motorcycle. Designed for participants that have minimal experience operating a motorcycle. The course will focus on the development of basic riding skills: clutch and throttle coordination, straight-line riding, braking, turning and shifting. Successful completion of this course and its knowledge and skills test, which consists of approximately 16 hours of classroom and hands-on riding instruction, will result in a riding test waiver by the Secretary of State. Prerequisite: Ability to ride a bicycle. (16 Contact Hours)

35387...F..................3/18/16-3/18/16.............5:45 PM-9:55 PM....$25..........SOU......S101..........................Wilson, R.
And SaSu.................3/19/16-3/20/16.............8:00 AM-7:55 PM..........................SOU......S101..........................Wilson, R.
35389...F..................4/1/16-4/1/16.............5:45 PM-9:55 PM....$25..........SOU......S101..........................Wilson, R.
And SaSu.................4/2/16-4/3/16.............8:00 AM-7:55 PM..........................SOU......S101..........................
35392...F..................4/15/16-4/15/16.............5:45 PM-9:55 PM....$25..........SOU......S101..........................Wilson, R.
And SaSu.................4/16/16-4/17/16.............8:00 AM-7:55 PM..........................SOU......S101..........................
35393...F..................4/22/16-4/22/16.............5:45 PM-9:55 PM....$25..........SOU......S101..........................Wilson, R.
And SaSu.................4/23/16-4/24/16.............8:00 AM-7:55 PM..........................SOU......S101..........................
35394...F..................4/29/16-4/29/16.............5:45 PM-9:55 PM....$25..........SOU......S101..........................Wilson, R.
And SaSu.................4/30/16-5/1/16.............8:00 AM-7:55 PM..........................SOU......S101..........................

Advanced Rider Course CYCL-8011

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

35395...F.................4/24/16-4/24/16.............9:00 AM-5:55 PM.....$25..........SOU......P155..........................Wilson, R.

Returning Rider Course CYCL-8018

This course is designed for the experienced but unlicensed rider to become licensed and legal. Many experienced, licensed riders use this course as a refresher and skills tune-up. Topics include: braking, counter-steering, turning, speed judgment, and other techniques necessary for the experienced rider to operate a motorcycle skillfully and safely. Each student must provide his or her own motorcycle. 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)

35396...Su.................4/10/16-4/10/16.............8:00 AM-5:55 PM.....$25..........SOU......M107..........................Wilson, R.

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www.macomb.edu/UC
Principles of Photography     PHOT-8006C
Digital Fundamentals     PHOT-8003B
Planning a Successful Photo Business     PHOT-8031A
Photoshop Elements II     PHOT-8029A

The MSF Rider Coach Preparation course will certify a person for the National MSF Certification, which is also recognized by the State of Michigan’s Secretary of State. Participants for the Rider Coach Preparation Course are determined by Selective Admission. Your application will be reviewed and if you are accepted into the program, you will receive written notification six weeks prior to the beginning of the program.

- Enroll in a MSF Returning Rider course prior to acceptance into this training. This allows us to properly evaluate your skills.
- Complete a pre-course assignment and attend all classroom, range, and student teaching sessions.
- Possess a valid operator’s license with motorcycle endorsement.
- Be at least 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 1,000 miles or more per riding session.
- Be committed to all aspects of motorcycle rider safety and education.

Send an e-mail to motorcycle@macomb.edu to request an application for consideration for the Coach Preparation Program.

35397 F .............. 4/15/16 - 5/5/16 ........ 5:00 PM-9:55 PM .... $75 .......... SOU .......... M107 ................. Consiglio, V.
And Ssu ........ ...... 4/16/16 - 5/5/16 ......... 6:30 AM-5:55 PM .... $75 ........... M107 ................. Consiglio, V.

35398 ThFSSu ....... 5/19/16 - 5/22/16 ........ 6:30 AM-7:55 PM .... $75 .......... SOU .......... M107 ................. Consiglio, V.
And ThFSSu ........ 6/2/16 - 6/5/16 .......... 6:30 AM-7:55 PM ................. OFF .......... SCHOOLCRAFT ........

PHOTOGRAPHY

Photoshop Elements I     PHOT-8024A
Photoshop Elements II     PHOT-8029A
Planning a Successful Photo Business     PHOT-8031A

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)

35218  W .......... 1/6/16 - 2/3/16 ........ 6:00 PM-8:55 PM .... $199 ...... CTR ...... H214 ................. Zychowski, J.

35221 .... W .......... 2/17/16 - 3/23/16 ........ 6:00 PM-8:55 PM .... $199 ...... CTR ...... H214 ................. Zychowski, J.

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

35244 .... Th ........ 1/7/16 - 2/4/16 ........ 6:00 PM-8:55 PM .... $199 ...... MTEC .... 123 ................. Zychowski, J

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. Students will be invited to participate in a student exhibit, showcasing their works. For information, contact the program coordinator at 586.496.4100 or corbettv@macomb.edu.

Digital Fundamentals     PHOT-8003B
Principles of Photography     PHOT-8006C

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)

35201 .... 1/4/16 - 2/8/16 ........ 6:00 PM-8:55 PM .... $199 ...... CTR ...... H214 ................. Zychowski, J.
And 1/5/16 - 2/9/16 ......... 6:00 PM-8:55 PM .... $199 ...... MTEC .... 123 ................. Zychowski, J.

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)

35212 .... M ........ 2/15/16 - 3/21/16 ........ 6:00 PM-8:55 PM .... $199 ...... CTR ...... H214 ................. Zychowski, J.
35251 .... T ........ 2/16/16 - 3/29/16 ........ 6:00 PM-8:55 PM .... $199 ...... MTEC .... 123 ................. Zychowski, J.
Digital Black & White Workshop 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)
35292....Th.........2/18/16 -3/31/16 ......... 6:00 PM-8:55 PM....$179........MTEC .... 123 .........................Zychowski, J.

Photoshop Elements II Workshop PHOT-8038
So you’ve completed the Photographic Arts certificate but want to learn more on this subject? Troubleshoot and refresh your skills in Photoshop Elements 1 as you bring your experience and current skill level to this 5 week class. This is a great opportunity to build up and enhance your portfolio. (15 Contact Hours)
35278.....W.............2/17/16 -3/23/16 ......... 6:00 PM-8:55 PM.....$69..........CTR .... H214 ..................Zychowski, J.

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

Digital Black & White Workshop PHOT-8034
So you’ve completed the Photographic Arts certificate but want to learn more on this subject? Troubleshoot and refresh your skills in digital black & white photography as you bring your experience and current skill level to this 5 week class. This is a great opportunity to build up and enhance your portfolio. (15 Contact Hours)
35293.....Th..........2/18/16 -3/31/16 ......... 6:00 PM-8:55 PM.....$69..........MTEC .... 123 .........................Zychowski, J.

Photoshop Elements I Workshop PHOT-8037
So you’ve completed the Photographic Arts certificate but want to learn more on this subject? Troubleshoot and refresh your skills in Photoshop Elements 1 as you bring your experience and current skill level to this 5 week class. This is a great opportunity to build up and enhance your portfolio. (15 Contact Hours)
35277.....W.............1/6/16 -2/3/16 ........ 6:00 PM-8:55 PM.....$69..........CTR .... H214 ..................Zychowski, J.

Photoshop Elements II Workshop PHOT-8038
So you’ve completed the Photographic Arts certificate but want to learn more on this subject? Troubleshoot and refresh your skills in Photoshop Elements 1 as you bring your experience and current skill level to this 5 week class. This is a great opportunity to build up and enhance your portfolio. (15 Contact Hours)
35278.....W.............2/17/16 -3/23/16 ......... 6:00 PM-8:55 PM.....$69..........CTR .... H214 ..................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)
35078.....MT ..........1/25/16 -1/26/16 .......... 8:00 AM-4:25 PM.....$495........MTEC .... 138 ..........................Staff
35080.....MT ..........4/11/16 -4/12/16 .......... 8:00 AM-4:25 PM.....$495........MTEC .... 125 ..........................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)
35084.....MT ..........2/22/16 -2/23/16 .......... 8:30 AM-2:25 PM.....$395 .........MTEC .... 123 ..........................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)
35133.....Th..........2/25/16 -2/25/16 .......... 8:00 AM-4:25 PM.....$295 .............MTEC .... 123 ..........................Staff

Measurement System Analysis CQLY-8008
Focus on the fundamentals of MSA/GRR in both average (short) and average range (long) methods. Other analytical methods for attribute gauges and ANOVA will be discussed. Participants should be quality personnel or others responsible for implementation and proper conduct of MSA/GRR. (8 Contact Hours)
35095.....Th..........4/7/16 -4/7/16 .......... 8:00 AM-4:25 PM.....$295 .............MTEC .... 123 ..........................Staff
PPAP (Production Part Approval Process)  CQLY-8023
Learn the PPAP (Production Part Approval Process) and how to apply the voice of the customer (needs/wants/expectations). This course will give the participant a general understanding of the PPAP with emphasis on customer satisfaction. This course is designed to show the participant how to build a PPAP based on facts and data and how to submit it to the customer. (8 Contact Hours)
35102.....Th............. 1/21/16 -1/21/16........ 8:00 AM-4:25 PM.... $295.......MTEC .... 136 ................................ 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)
35087.....Th................ 2/4/16 -2/4/16 .......... 8:00 AM-4:25 PM.... $295.......MTEC .... 123 ................................ 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)
35090.....Th............. 3/3/16 -3/3/16 .......... 8:00 AM-4:25 PM.... $295.......MTEC .... 123 ................................ Staff

5-S Workshop  CQLY-8081
Understand the basics of the 5S Methodology: Sorting, Simplifying, Systematic Cleaning, Standardizing, and Sustaining. Review examples of case study information for each of the 5Ss. (8 Contact Hours)
35117.....Th............. 1/28/16 -1/28/16 .......... 8:00 AM-4:25 PM.... $295.......MTEC .... 123 ................................ Staff

LEAN for Managers  CQLY-8140
A comprehensive study of the Standard Production System and the identification of non-value-added manufacturing practices and the techniques used to eliminate them. Emphasis of BOOT CAMP on LEAN Manufacturing Principles/Production System. This course will provide a roadmap to a successful, systematic, operational, lean product system—leading to world-class manufacturing. Become “first, focused, and fast,” identifying waste daily, eliminating wastes immediately, and finding more waste. (16 Contact Hours)
35092.....MT.......... 4/25/16 -4/26/16 .......... 8:00 AM-4:25 PM.... $495.......MTEC .... 125 ................................ Staff

Creating a Quality Culture in the Workplace  CQLY-8141
Stop the cycle of “un-quality” in your organization and create a culture of behavioral change to quality in all associates; this program explains to the team why there is a need to change and how they can approach work in a different manner. Develop a common lexicon for communication within your organization, develop a zero-defect mentality, acquire a systems thinking integration to your organization (all work is a process), and understand the validation of this achievement. (16 Contact Hours)
35165.....TW........... 1/19/16 -1/20/16 .......... 8:00 AM-4:25 PM.... $495.......MTEC .... 104 ................................ Staff

SPC–Basic  CSPC-8005
Learn the fundamentals of the planning, collection, and analysis of product and process data using variable control charts (Xbar & R) and process capability (Cpk.Ppk) calculations. Participants should be quality personnel or others responsible for the identification and implementation of product and process control. (8 Contact Hours)
35152.....Th........... 4/28/16 -4/28/16 .......... 8:00 AM-4:25 PM.... $295.......MTEC .... 125 ................................ Staff

REAL ESTATE

Real Estate Fundamentals  RLST-8004
Designed to provide the information necessary to pass the PSI Salesperson’s License exam and gain a better understanding of the business. Instruction includes practice exams, diagnostics, strategies, and helpful examples. (40 Contact Hours)
35164.....Th........... 1/12/16 -2/11/16......... 6:00 PM-9:55 PM.... $240 .........CTR ...... N109,. NCI ASSOCIATES, LTD.
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. All classes are taught by an IPC Certified instructor. Upon successful completion of course and exam, students will become IPC certified in the particular class taken.

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)
35300.....MTWTHF.....4/25/16-4/29/16 ..... 8:00 AM-4:25 PM.....$995 .....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)
35299.....MTW........3/21/16-3/23/16 ..... 8:00 AM-4:25 PM.....$795 .....MTEC .....138 ........................................... Staff

IPC-610 Acceptability of Electronic Assemblies - Operator CWET-8047
This class introduces the student to hand soldering techniques and soldering knowledge. It is designed for those new to the electronics industry. Students will demonstrate soldering skills using lead and lead-free solder as used in manufacturing circuit boards. (24 Contact Hours)
35301.....MTW........3/7/16 -3/9/16 ..... 8:00 AM-4:25 PM.....$795 .....MTEC .....138 ........................................... Staff

WRITING

Manuscript Development WRIT-8022
This class will provide guidance on manuscript construction--beginning, middle and end. Title creation, outline format, character development, and plot construction will be discussed. In-class writing assignments will focus on objectives to complete the manuscript. (3 Contact Hours)
35202.....M .............2/15/16-2/15/16 ..... 5:30 PM-8:25 PM.....$55........SOU ......C336.............................. Burke, J.

Creative Thinking for Writers WRIT-8039
Learn strategies to eliminate mental blocks for writers. Discover improved brainstorming abilities and thought expansion techniques to develop organized thinking and improved creative writing for fiction, non-fiction, poetry, business and personal composition. (3 Contact Hours)
35204.....M .............1/25/16-1/25/16 ..... 5:30 PM-8:25 PM.....$55........SOU ......C336.............................. Burke, J.

Goof-Proof Writing WRIT-8043
Learn to identify--and rectify--some of the most common errors of grammar, word usage, and punctuation. Learn how to avoid the often humorous traps that can snare both beginners and professional writers. (3 Contact Hours)
35215.....M .............2/16/16-2/16/16 ..... 6:00 PM-8:55 PM.....$55........CTR ......B128............................ Lamiman, K.

Novel Writing: Unmask the Story Within You WRIT-8045
This class will present an overview of the initial stages of the writing process and techniques for creating a story. “Novel Writing” is designed with useful tools to motivate and inspire writers to write. (3 Contact Hours)
35210.....M .............1/11/16-1/11/16 ..... 5:30 PM-8:25 PM.....$55........SOU ......C336.............................. Burke, J.

Memoir: A Novice Approach to Write About Your Life WRIT-8048
This class is a novice approach to tell your story. Techniques and methods are emphasized during the writing process to enhance the craft of memoir. Students discuss true-life stories and examine the basic elements of writing memoir. (3 Contact Hours)
35213.....M .............2/1/16-2/1/16 ..... 5:30 PM-8:25 PM.....$55........SOU ......C336.............................. Burke, J.

A Novice Approach to Short Story Writing WRIT-8049
This class is an overview of the basic stages for creating a short story. Useful skills will motivate and inspire writers to write. The instructional strategy includes: brainstorming, creating characters, developing conflict, and setting the scene. (3 Contact Hours)
35214.....M .............2/29/16-2/29/16 ..... 5:30 PM-8:25 PM.....$55........SOU ......C336.............................. Burke, J.
The 1940s: Through the War and Beyond
March 2 through May 7, 2016

Wednesday, Friday
and Saturday 10am–4pm
Thursday 10am–8pm

From bombers to the baby boom, the
decade of the 1940s created economic
and social change that launched a
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• Walk in during an Ask Admissions session
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• Visit our website
www.macomb.edu/future-students

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Registration & Information

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

REGISTRATION
Online registration opens Thursday, November 19 at 8AM. On-campus registration opens Monday, December 7 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 class begins.

2 EASY WAYS TO REGISTER FOR CLASSES
1) Online: Go to www.macomb.edu. New students click on Community; click on Register for Continuing Education Classes in the upper right. Returning students click on My Macomb; click on Noncredit/Con’t Ed Classes under WebAdvisor.
2) Walk in: Monday and Tuesday 8AM-6PM (Office closed at 4:30 March 7, March 8, and March 22). Wednesday to Friday 8AM-4:30PM (Campus closed January 18, March 25).

South Campus (location change effective Dec. 7, 2015) K Bldg, Room 351; Center Campus G Bldg, Room 110. For registration assistance, call 586.445.7999.

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

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

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

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

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

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

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

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

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

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

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

CHECK OUT THE NEW!

Look what’s new!
Check out the Workforce and Continuing Education catalog online at www.macomb.edu
Click Community
Click Personal Interests
Click Class Offerings and Catalogs
Location Codes (where WCE classes are held)

Center Campus (CTR) and University Center Place (UCP)
44575 Garfield Road • Clinton Township, MI 48038
Corner of Hall and Garfield Roads
A Bldg • Use Parking Lot 3 off Garfield
B Bldg • Use Parking Lot 3 off Garfield
E Bldg • Use Parking Lot 2 or 3 off Garfield
F Bldg • Use Parking Lot 1 off Garfield
H Bldg • Use Parking Lot 4 off Garfield
K Bldg • Use Parking Lot 4 off Garfield
L Bldg • Use Parking Lot 7 off Hall Road
N Bldg • Use Parking Lot 8 or 10 off Hall Road
R Bldg • Use Parking Lot 10 or 11 off Hall Road
UCP • Use Parking Lot 5B off Garfield

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

South Campus (SOU)
14500 E. 12 Mile Road • Warren MI 48088
Between Hayes and Schoenherr
C Bldg • Use Parking Lot 2 off Bunert
D Bldg • Use Parking Lot 2 off Bunert
E Bldg • Use Parking Lot 1 off Bunert
F Bldg • Use Parking Lot 5 off Hayes
G Bldg • Use Parking Lot 2 off Bunert
H Bldg • Use Parking Lot 5 off Hayes
J Bldg • Use Parking Lot 5 off Hayes
K Bldg • Use Parking Lot 5 or 7 off Hayes
M Bldg • Use Parking Lot 8 off Hayes
R Bldg • Use Parking Lot 11 off Martin Road
S Bldg • Use Parking Lot 11 or 12 off Martin Road
T Bldg • Use Parking Lot 12 off Martin Road

Renaissance Fencing (RFTROY)
408 Oliver Drive • Troy, MI 48084

Schoolcraft College
18600 Haggerty Road • Livonia, MI 48152

Hybrid (HYB)
Off Macomb Campuses (OFF)
Online/Virtual (VIR)

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