MAKE A HEALTHY INVESTMENT IN YOURSELF!

Become a Certified Nursing Assistant or Laboratory Assistant and join one of the fastest-growing industries in the job market!

See pages 16 & 20 for details.
Our classes are exciting, scheduled for your convenience, and taught by experts in the field. We connect you with job skills, professional development, and opportunities for personal discovery. Read on, register and advance!

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

HELPING PEOPLE CAN BE YOUR CAREER

Our Certified Nursing Assistant and Laboratory Assistant certificate programs (pages 16 & 20) will give you the skills and credentials for a rewarding and high-demand career in health care. You’ll learn relevant patient care and technical skills, preparing you for required licensing exams that will make you employment-ready in hospitals, outpatient clinics and other medical facilities. Get started now!
1. **ONLINE**: Go to www.macomb.edu. Click on *Apply Now* in the upper right. New students—Click on **RED** New Continuing Education Students box. Returning students—Click on **BLUE** Current and Returning Continuing Education Students.

2. **WALK-IN**: Visit the Records & Registration Office.
   - Monday and Tuesday: 8AM-6PM (Office closes at 4:30 on March 6 & 7)
   - Wednesday through Friday: 8AM-4:30PM.
   - Campuses closed: January 16 and April 14.
   - South Campus, K-Building, Room 351 (South Campus temporary location, expected location change by February 1, 2017 to South Campus, G building, Room 224); Center Campus, G-Building, Room 110.

---

Career Workshops ................................................................. 3
Art .................................................................................. 3
Automotive ........................................................................ 3
Business ............................................................................ 3
  Administrative Assistant Professional .......................... 4
  Entrepreneurship Certificate ........................................ 4
  Project Management ....................................................... 5
  Social Media Certificate ............................................... 5
C4K: College for Kids ....................................................... 6
Computer Skills ............................................................... 7
  Basic Computer Skills Certificate .................................. 7
  Workplace Computing Certificate ................................. 8
  Advanced Excel Workshops ......................................... 8
SCECHs ........................................................................... 9
Construction ..................................................................... 10
Court Reporting ................................................................ 10
Culinary Arts .................................................................... 11
English as a Second Language (ESL) ............................... 12
Entertainment Arts .......................................................... 12
  Acting ........................................................................... 12
  Finance ........................................................................ 13
Floral Design Certificate .................................................. 13
Foreign Language ............................................................. 14
Graphic Design ................................................................ 14
Health Care Training .......................................................... 15
  **Nursing Assistant ★ FEATURED PROGRAM ★** ............ 16
  Home Care Assistant .................................................... 16
  Certified Professional Coding ....................................... 17
  Certified Medical Reimbursement Specialist ................ 17
  Medical Biller/Coder Professional Development .......... 18
  Certified Personal Fitness Trainer ............................... 19
  Pharmacy Technician .................................................... 19
  Phlebotomy .................................................................. 20
  **Laboratory Assistant ★ FEATURED PROGRAM ★** ...... 20
Health and Wellness ............................................................. 21
  Special Populations/SPH/DHP Program ....................... 21
  Jewelry Trades Certificate .......................................... 22
Motorcycle Safety ............................................................. 23
  Photography .................................................................. 24
    Photographic Arts Certificate .................................. 24
    Photography Workshops ......................................... 25
Real Estate ........................................................................ 25
Writing .............................................................................. 25

---

*The Workforce & Continuing Education schedule is published periodically by Macomb Community College, 14500 E. 12 Mile Rd., Warren, MI 48088-3896*
Certifications Connect You

Validate your skills. Prove your knowledge. Get Certified.

Workforce Assessment Center, M-TEC, Macomb Community College
7900 Tank Avenue • Warren, MI 48092

Testing Center Hours:
Monday–Thursday, 8:30 am–4 pm Friday, 8:30 am–1 pm

For more information: 586-498-4130 or wac@macomb.edu
CAREER WORKSHOPS

Learn about the exciting and in-demand classes and programs offered by Workforce & Continuing Education at Macomb Community College. Learn more about the career options that await you!

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

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

Career Workshop: Jewelry    WKSP-8009
An interactive workshop to explore a career in the jewelry industry. (1 Contact Hour)

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)

Career Workshop: Drawing What You See    ARTS-8009
Students will draw what they see and develop a portfolio of their work. “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)

AUTOMOTIVE

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

BUSINESS

Instagram for Business    ENTR-8068
Prerequisite: Basic computer skills taught in Introduction to Computers or the equivalent knowledge. Please bring a company photo, your image, or logo. Must have an email address to verify accounts. This course is a combination of hands-on and theory. Discover how to create, edit, tweak, and promote an Instagram account. Using Instagram tools (including 3rd party development), build and manage your brand online. Also suited to people who are simply interested in knowing more about social networking. (9 Contact Hours)
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 taking the required classes listed above along with CSFT-8080, CSFT-8081, and CSFT-8083. For information, contact the program coordinator at 586.498.4121 or continuinged@macomb.edu.

Students may also earn the Administrative Assistant Professional with Workplace Computing Skills Certificate by taking the required classes listed above along with CSFT-8080, CSFT-8081, and CSFT-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)
45398.....M ............1/9/17 - 1/19/17 ........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)
45395.....MW ............1/23/17 - 2/1/17 ........6:00 PM-8:55 PM.....$160 .........CTR ..........H203.............................Rogers, B.

Bookkeeping for the Administrative Assistant  BSNS-8009
Learn accounting terminology and the purpose of financial statements. Explore original entry books and the general ledger. Discover how bookkeeping is a communication tool to users of the data. Text required. (9 Contact Hours)
45397.....M ............2/6/17 - 2/20/17 ........6:00 PM-8:55 PM.....$130 .........CTR ..........H203............................Adams, B.

Communication for Administrative Assistants  BSNS-8007
Through interactive sessions, learn how to develop effective internal and external communication. Learn to easily interact at business meetings or with customers. Text required. (12 Contact Hours)
45386.....MW ............3/13/17 - 3/22/17 ........6:00 PM-8:55 PM.....$160 .........CTR ..........B107.............................Rogers, B.

Organizing Skills  BSNS-8008A
Learn to be efficient and effective in the workplace. Includes time management, paper and electronic record keeping, timely follow-through, and maintenance of a clutter-free environment. Discover the correlation between work habits and productivity. Text required. (12 Contact Hours)
45387.....MW ............3/27/17 - 4/5/17 ........6:00 PM-8:55 PM.....$160 .........CTR ..........B107.............................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)

ENTREPRENEURSHIP CERTIFICATE

The Workforce & Continuing Education Entrepreneurship Certificate is awarded upon successful completion of the following 7 required courses: ENTR-8000, ENTR-8013, ENTR-8049, ENTR-8023, ENTR-8003A, ENTR-8045A, and ENTR-8046 which are sponsored in cooperation with the Center for Innovation and Entrepreneurship at Macomb Community College and 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. 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)
45399.....W ............1/11/17 - 1/18/17 ........6:00 PM-8:55 PM.....$85 .........CTR ..........H210..........................Morandini, D.

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. (18 Contact Hours)
45400.....M ............1/23/17 - 2/27/17 ........6:00 PM-8:55 PM.....$160 .........CTR ..........B106.............................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. (18 Contact Hours)
45459.....W ............1/25/17 - 3/1/17 ........6:00 PM-8:55 PM.....$160 .........CTR ..........H220.............................Adams, B.
The following classes are for individuals who wish to understand and improve their project management and leadership skills as well as pass the CAPM or PMP exam. Complete both required classes, BSNS-8016A and BSNS-8018, to receive a Workforce & Continuing Education Certificate in Project Management. For information, contact the program coordinator at 586.498.4121 or continuinged@macomb.edu.

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)
45476.....M 1/23/17 - 1/23/17 6:00 PM - 7:55 PM.....$35........CTR H220.................. Gottwald, W.
45483.....MW 1/30/17 - 3/15/17 6:00 PM - 8:55 PM.....$550........CTR B113................ Gottwald, W.

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)
45480.....M 3/27/17 - 4/26/17 6:00 PM - 8:55 PM.....$475........CTR B113................ Gottwald, W.

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)
45490.....MW 3/27/17 - 4/26/17 6:00 PM - 8:55 PM.....$550......CTR B113................. Gottwald, W.

SOCIAL MEDIA CERTIFICATE
The following classes are designed to help entrepreneurs and business people market their business using social media. Complete all required classes, ENTR-8058A, ENTR-8054, ENTR-8055, ENTR-8056, ENTR-8057, ENTR-8060, and ENTR-8061 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)
45472.....T 1/10/17 - 1/10/17 6:00 PM - 8:55 PM.....$45........CTR A203.............Herr, A.

Twitter for Business  ENTR-8057
Basic computer skills required. Learn how to create, edit, tweak, and promote a Twitter account in this hands-on course. Explore various Twitter tools to build and manage business campaigns online using teamwork and individual use of Internet-enabled PCs. (9 Contact Hours)
45488.....Th 1/12/17 - 1/19/17 6:00 PM - 8:55 PM.....$99........CTR A203.............Herr, A.

LinkedIn for Business  ENTR-8056
Basic computer skills required. Learn how to structure an engaging LinkedIn profile to network with other business professionals. Make the best use of LinkedIn groups to raise awareness of your business and reach a targeted audience. (9 Contact Hours)
45467.....Th 1/24/17 - 1/31/17 6:00 PM - 8:55 PM.....$99........CTR A203.............Herr, A.
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)

Tiny Tunes Piano “Young 5S” Beginner, Ages 5-6  KIDS-9205
Designed specifically for children who are just learning how to read and write. Introduce your child to the world of music with all the fundamentals needed to encourage, nurture, and motivate learning and have fun. At course end, your child will be able to sing and play a ton of Tiny Tunes. Children who study music at an early age come out ahead in math and science! Parents welcome. (6 Contact Hours)

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)
COMPUTER SKILLS

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

Quickbooks Pro Level 1 CSFT-8078
Keybording skills recommended. For small businesses to keep their books easily and accurately using Quickbooks Pro 2015. Create your own company file. Includes management principles and skills for dealing with customers, vendors, and banking transactions. Text and USB drive required. (15 Contact Hours)
45398…..TTh………..2/16/17-3/2/17 ……….6:30 PM-9:25 PM…..$195……..CTR ……..E115………………Romanczyk, V.

Quickbooks Pro Level 2 CSFT-8079
Learn advanced skills to assist with physical inventory; sales tax; payroll; and asset, liability, and equity accounts on Quickbooks Pro 2015. Includes class, estimate and tracking features, report customization, and template creation. Text and USB drive required. (15 Contact Hours)

BASIC COMPUTER SKILLS CERTIFICATE

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

Keyboarding Basics CSFT-8059B
Basic computer skills required. Tired of two-finger typing at your computer? Using computer software, learn the home row, alphabetic keys, and basic punctuation keys using the touch method. Bring USB drive and earbuds/earphones to 1st session. Text including software required. (16 Contact Hours)
45391…..F …………..2/17/17 -4/21/17 ……….9:00 AM-10:55 AM…..$150……..CTR ……..A207………………Romanczyk, V.

Introduction to Computers CSFT-8001C
This is the class for beginners to start with. Learn basic computer skills including using Windows, typing with a word processor, navigating the web, and working with email. Text and USB drive required. (16 Contact Hours)
45392…..Sa……………..1/7/17 -2/4/17 ……….9:00 AM-11:55 AM…..$125……..CTR ……..A207………………Romanczyk, V.
45596…..F……………..1/13/17 -2/10/17 ……….6:00 PM-8:55 PM…..$125……..SOU ……..E311………………Mahon, L.
45448…..Sa……………..2/11/17 -3/18/17 ……….9:00 AM-11:55 AM…..$125……..CTR ……..A207………………Romanczyk, V.

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)
45592…..F …………..1/13/17 -3/24/17 ……….6:00 PM-8:55 PM…..$265……..SOU ……..C257………………Burton, M.
45527…..Sa……………..1/14/17 -3/25/17 ……….9:00 AM-11:55 AM…..$265……..SOU ……..C129………………Haslett, D.
45597…..Sa……………..2/11/17 -4/29/17 ……….9:00 AM-11:55 AM…..$265……..CTR ……..B122………………Mahon, L.
45590…..MW……….3/27/17 -4/26/17 ……….6:00 PM-8:55 PM…..$265……..CTR ……..B122………………Bosek, L.

Did you know Macomb Community College can assist your organization with its training needs?

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

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

To learn more about Engineering and Advanced Technology workforce training, contact Holger Ekanger at 586.498.4108 or ekangerh@macomb.edu.
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)

45633.....Sa...........................1/17/17-2/25/17........9:00 AM-11:55 AM...$199..........CTR........H204..................Rosiek, C.

45635.....Thh................................2/14/17-3/16/17........6:00 PM-8:55 PM....$199..........CTR..........A135..................Rosiek, C.

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)

45566.....----------1/13/17-3/31/17........5:30 PM-8:25 PM....$199..........CTR.........A203..........................Dean, K.

Word 2013 CSFT-8080

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

45593.....Thh..............1/17/17-2/9/17........6:00 PM-8:55 PM....$199..........SOU.........E311..........................Burton, M.

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)

45591.....Thh.............3/26/17-4/27/17........5:30 PM-8:25 PM....$199..........SOU.........E311..........................Dean, K.

ADVANCED EXCEL WORKSHOPS

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)

45493.....F........................3/3/17-3/31/17........6:00 PM-9:25 PM....$59........SOU.........C238..........................Blyakhman, A.

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)

45528.....Sa..........................4/22/17-4/22/17........9:00 AM-3:55 PM....$105........SOU.........C238..........................Blyakhman, A.
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
Grammar Refresher II ............................................ EDUC-8063
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
CONSTRUCTION

The Builder’s Pre-License program at Macomb Community College is a job skill training program. After successful completion of both Builder’s Pre-License Segment I INDT-8022 and Builder’s Pre-License Segment II INDT-8023 courses, students will be prepared to sit for the Michigan State Builder’s License exam (additional fee through the State of Michigan at time of exam). The Segment I course training will present business management, estimating, design and building science, contracts, risk management, marketing, and sales. The Segment II course training will present project management, scheduling, and current Michigan Residential and Construction Safety Standards along with management, marketing, and sales. For information, contact 586.498.4100 or workforce.dev@macomb.edu.

Builder’s Pre-License Training Segment 1  INDT-8022
Segment 1 of the state-mandated Builder’s Pre-License training will present business management, estimating, design and building science, contracts, risk management, marketing, and sales. (30 Contact Hours)
45473.....MW ............1/23/17 -2/15/17 .........6:00 PM-9:55 PM.....$425 .......CTR ........A200..............NCI ASSOCIATES LTD.

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

COURT REPORTING

Macomb Community College’s Court Reporting program is approved by the Michigan Department of Education as a prerequisite for the Certified Shorthand Reporting Examination and is taught by State Certified Court Reporters. Required courses include: CRTR-8000, CRTR-8016, CRTR-8022, CRTR-8007, CRTR-8014, CRTR-8017, CRTR-8024, CRTR-8025B, CRTR-8009, CRTR-8011, and CRTR-8008. A minimum 40-hour internship is required to complete the program. Court Reporters must be certified through state and national exams. For information, contact the program coordinator at bosilkovskie@macomb.edu or 586.226.4722.

Theory I Real Time Court Reporting  CRTR-8000
Develop techniques of a conflict-free writing style and begin building an extensive dictionary. (97.5 Contact Hours)
45311.....TTh ............1/10/17 -4/20/17 .........6:15 PM-9:25 PM.....$579 .......CTR.......H203..................Bosilkovskie, E.

Theory II Real Time Court Reporting  CRTR-8016
Continue to develop your skills in machine shorthand theory and real-time principles; learn more advanced principles of theory and conflict-free writing. (97.5 Contact Hours)
45312.....TTh ............1/10/17 -4/20/17 .........6:15 PM-9:25 PM.....$579 .......CTR.......H210..................Bosilkovskie, E.

Theory III Real Time Court Reporting  CRTR-8022
Writing techniques are applied while student begins process of speed building. Tests in literary, jury charge, and Q & A must be passed with 95% accuracy at speeds of 60, 80, and 100 wpm; CAT software is required. (97.5 Contact Hours)
45350.....TTh ............1/10/17 -4/20/17 .........6:15 PM-9:25 PM.....$579 .......CTR.......H213..................Bosilkovskie, E.

Skill Building & Development I  CRTR-8007
Begin the process of speed building and the introduction of legal, medical, and technical dictation. Speed levels are 120-140 wpm, and literary, jury charge, and Q & A tests must be passed with 95% accuracy. (97.5 Contact Hours)
45351.....TTh ............1/10/17 -4/20/17 .........6:15 PM-9:25 PM.....$579 .......CTR.......H215..................Bosilkovskie, E.

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)
45353.....TTh ............1/10/17 -4/20/17 .........6:15 PM-9:25 PM.....$579 .......CTR.......H214..................Bosilkovskie, E.

Skill Building and Development II  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)
45354.....TTh ............1/10/17 -4/20/17 .........6:15 PM-9:25 PM.....$579 .......CTR.......H220..................Bosilkovskie, 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  CRTR-8025B
Prerequisite: CRTR-8000 and CRTR-8016
Explore the 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. (24 Contact Hours)

CULINARY ARTS

Bee-ginner Beekeeping 101  FOOD-8018
Bee-ginner Beekeeping is offered in 3 segments to coincide with the beekeeping year. In this first segment, students will learn about general beekeeping principles, beekeeping equipment, and the honeybees themselves. (7.5 Contact Hours)

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

Bee-ginner Beekeeping 103  FOOD-8020
Prerequisite: FOOD-8018 and FOOD-8019
Bee-ginner Beekeeping is offered in 3 segments to coincide with the beekeeping year. In this third segment, students will learn how to harvest/extract honey and how to prepare hives for overwintering. This segment will be hands-on at Macomb Community College’s apiary, with lecture followed by inspection and harvesting/extraction. Equipment will be provided. (7.5 Contact Hours)
ENGLISH AS A SECOND LANGUAGE (ESL)

Grammar Connection II  ESLL-8003C
Grammar Connection I or equivalent knowledge recommended. Continue your English language improvement journey with Chapters 18-31 in the same text and workbook as Grammar Connection I. This course is designed for students planning to enroll in college-level courses, adults planning to return to college, or high school students in preparation for college. (40 Contact Hours)

45415.....TTh.........1/24/17 -4/6/17 .........4:00 PM-5:55 PM.....$195 ......CTR ......N139 .................. Hendrick, M.

English for Business  ESLL-8027
Learn to talk business like an American. This class is for non-native English speakers. Talk company strategy, manufacturing, customer satisfaction, motivating co-workers, running a meeting, negotiating purchase prices, promoting employees, and interviewing and negotiating salaries all in idiomatic business English. (40 Contact Hours)

45490.....TTh.........1/24/17 -4/6/17 .........6:00 PM-7:55 PM.....$195 ......CTR ......N139 .................. Hendrick, M.

Conversational Skills  ESLL-8015C
Let’s talk. Improve your English language skills in a relaxed atmosphere. The 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)

46009.....MW.........2/6/17-4/26/17 .........5:00 PM-6:55 PM......$195 ...........CTR ......F119 .................. Lathers, P.

ENTERTAINMENT ARTS

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)

45554.....T ...............2/7/17 -2/28/17 .........7:00 PM-8:55 PM.....$149 ......SOU ......S101 .................. Arakelian, M.

Stand Up Comedy 201  THEA-8015A
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. (8 Contact Hours)

45995.....T ...............3/14/17 -4/4/17 .........7:00 PM-8:55 PM......$199 ........SOU ......S101 .................. Arakelian, M.

ACTING

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

Voiceover Training I  FILM-8044
Learn to use your voice as an instrument, understand what producers expect, discover how to take instruction, and acquire the industry contacts and materials needed to compete on a national level. This training is for professional and amateur voice artists and will benefit anyone who uses his/her voice for a living. Studio recording session will be announced and scheduled in Voiceover II. (12 Contact Hours)

45541 .....M ...............2/6/17 -3/20/17 .........7:00 PM-8:55 PM.....$495 .........CTR ......L119 .................. Hart, K.

Voiceover Training II  FILM-8045
Learn to use your voice as an instrument, understand what producers expect, discover how to take instruction, and acquire the industry contacts and materials needed to compete on a national level. This training is for professional and amateur voice artists and will benefit anyone who uses his/her voice for a living. Studio recording session will be announced and scheduled in Voiceover II. (12 Contact Hours)

45542 .....M ...............3/27/17 -4/24/17 .........7:00 PM-8:55 PM.....$495 .........CTR ......L119 .................. Hart, K.
And .....M ...............5/1/17 -5/1/17 .........7:00 PM-8:55 PM..................OFF ......OFF
**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)  
45408......W..........................1/14/17-1/14/17 ........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)  
45406......W..........................1/11/17-2/22/17 ........6:30 PM-8:55 PM......$175........SOU........C123..........................Cure, N.

**Stock Market II**  
MNMG-8011  
Discover six techniques to find value and growth for common stocks. Learn how to compute and use intermediate and long-term market timing tools. (17.5 Contact Hours)  
45407......W..........................3/1/17-4/26/17 ........6:30 PM-8:55 PM......$175........SOU........C123..........................Cure, N.

**Passport to Retirement**  
MNMG-8017  
The sooner you become educated about retirement planning, the more prepared you will be to make informed financial decisions and build the wealth you will need. Learn about life planning and retirement planning concepts. 135-page workbook included. (5 Contact Hours)  
45486......T...........................3/14/17-3/31/17 ........6:00 PM-8:25 PM......$75............CTR.............N103..........................Malloch, R.  
45487......W...........................3/22/17-3/29/17 ........6:00 PM-8:25 PM......$75........SOU........F204..........................Malloch, R.  
45488......Th..........................3/23/17-3/30/17 ........6:00 PM-8:25 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)  
45489......T...........................4/18/17-4/18/17 .........6:00 PM-7:55 PM......$29............CTR.............N103..........................Malloch, R.  
45465......W...........................4/26/17-4/26/17 ........6:00 PM-7:55 PM......$29............CTR.............F118..........................Malloch, R.

**FLORAL DESIGN CERTIFICATE**

The Floral Design program at Macomb Community College is comprised of 8 core courses: FLOR-8043, FLOR-8000B, FLOR-8001, FLOR-8007, FLOR-8002A, FLOR-8009B, FLOR-9002A, and FLOR-8042, which can be taken individually or as part of the certificate of completion program. These core courses teach students floral design, theory, concepts, and techniques—basic to advanced. Materials are included for all Floral Design classes, and students will be able to take their designs home. Students should register at least 48 hours in advance. Students should bring wire cutters and scissors to each class session. For information, contact the program coordinator at 586.498.4100 or workforce.dev@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)  
45518......MT..........................1/23/17-1/30/17 .........6:00 PM-8:55 PM......$199........SOU........C119..........................Kiekbusch, K.

**Fundamentals of Floral Design I**  
FLOR-8000B  
Prerequisite: FLOR-8043  
Discover basic principles and elements of professional floral design. Step-by-step instruction will teach you how to work with fresh flowers and the tools of the trade. Create four arrangements to take home. Students will receive a Macomb Floral Design apron. (15 Contact Hours)  
45519......MT..........................2/6/17-2/20/17 ........6:00 PM-8:55 PM......$269........SOU........C119..........................Kiekbusch, K.

**Fundamentals of Floral Design II**  
FLOR-8001  
Corequisite: 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)  
45520......MT..........................2/27/17-3/6/17 ........6:00 PM-8:55 PM......$259........SOU........C119..........................Kiekbusch, K.

**Intermediate Floral Design**  
FLOR-8007  
Corequisite: FLOR-8000B and FLOR-8043  
Take your designs to the next level. Add your own special touches to more advanced designs. (9 Contact Hours)  
45521......MT..........................3/13/17-3/20/17 .........6:00 PM-8:55 PM......$259........SOU........C119..........................Kiekbusch, K.

**Advanced Floral Design I**  
FLOR-8002A  
Corequisite: FLOR-8000B and FLOR-8043  
Continue to develop your skills. Experience the use of a greater variety of materials and work on a larger scale. Gain confidence to make your own design choices. (12 Contact Hours)  
45516......MT..........................3/27/17-4/4/17 ........6:00 PM-8:55 PM......$279........SOU........C119..........................Kiekbusch, K.
**Sympathy Design**  FLOR-8009B
Corequisite: FLOR-8000B and FLOR-8043

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

45563........MT ............4/10/17-4/18/17 ...........6:00 PM-8:55 PM.....$289 ........SOU .......C119....................Kiekbusch, K.

**Wedding Bouquets & Corsages**  FLOR-9002A
Corequisite: FLOR-8000B and FLOR-8043

Create the newest wedding designs with hand-tied and cascading bouquets. Learn the latest gluing techniques in making corsages and boutonnieres. (12 Contact Hours)

45564........MT ............4/24/17-5/2/17 ...........6:00 PM-8:55 PM.....$299 ........SOU .......C119....................Kiekbusch, K.

**Advanced Techniques in Floral Design II**  FLOR-8042
Prerequisite: FLOR-8000B, FLOR-8043, FLOR-8001, FLOR-8002A, FLOR-8007, FLOR-8009B, and FLOR-9002A

This capstone course will bring together all the elements you’ve learned throughout this program. Design large-scale arrangements while creating your OWN designs in this designer-level course. (18 Contact Hours)

45517........MT ............5/8/17-5/23/17 ...........6:00 PM-8:55 PM.....$495 ........SOU .......C119....................Kiekbusch, K.

---

**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)

45417 ....W ............1/25/17 -4/26/17 ...........5:00 PM-6:55 PM.....$175 .........CTR ......N205..................................Agazzi, I.

**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)

45431 ....Th ............1/26/17 -4/27/17 ...........6:00 PM-7:55 PM.....$175 .........CTR ......N101.................................Agazzi, I.

**Intermediate Conversational Italian**  LANG-8012A
Students will improve their vocabulary and continue to learn how to converse, read, and write Italian. Practice speaking this beautiful language and become familiar with the culture, cuisine, and music. Text required. (24 Contact Hours)

45425 ....W ............1/25/17 -4/26/17 ...........7:00 PM-8:55 PM.....$175 .........CTR ......N205..................................Agazzi, I.

**Spanish II: Conversational Skills for Everyday Life**  LANG-8064
Prerequisite: LANG-8010B, LANG-8042, and LANG-8062

This class is for the student who has already taken LANG-8042, LANG-8010B, and LANG-8062. Students will learn how to converse in Spanish with their peers, in the community, and abroad. (24 Contact Hours)

45432 ....M ............1/30/17-4/24/17 ...........5:30 PM-7:25 PM.....$175 .........CTR ......F114...............................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. (16 Contact Hours)

45530........................................4/3/17-4/28/18 ............$195 ......VIR........VIR............................................Staff

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

45553........................................3/6/17-3/31/17 ............$195 ......VIR........VIR............................................Staff

---

Floral classes will be offered Spring/Summer 2017.
PREZI DSGN-8009
Bring your vision to life with Prezi and leave PowerPoint behind! Take a journey into the world of creative presentations! Learn how to use and engage your creative side for amazing presentations. Your audience will be stimulated with what you are presenting as well as how you are presenting. VIRTUAL CLASSROOM. Students will be contacted via email for class start and processes. Taking all three classes earns a Certificate in Presentation Media. (16 Contact Hours)
45554..2/6/17-3/3/18..................*..........................$195...........VIR..............VIR.........................Staff

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)
45552..4/3/17-4/28/17..................*..........................$195...........VIR..............VIR.........................Staff

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. Other optional review textbooks available at www.scorebuilders.com. Offered winter semester only (January 1 to April 30). (14 Contact Hours)
45560...2/18/17-2/19/17.........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)

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

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

Nurse Assistant  HLTH-8038A
Prerequisite: WKSP-8000
Gain the knowledge and skills necessary to assist patients who need help with activities of daily living. Prepare to work in health care facilities or private homes under the direction of a registered nurse. Web-based learning will enhance classroom lectures. Students can access Canvas at My Macomb. Text required. (96 Contact Hours)

Home Care Assistant  HLTH-8110
Prerequisite: HLTH-8038A
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)

1. 45377.....MTWTh.....1/19/17 - 2/2/17........9:00 AM-3:25 PM.....$850.....SOU.....C121........................................Brown, D.
And......F...................1/20/17 - 1/20/17..........9:00 AM-3:25 PM......................SOU.....C121

2. 45378.....MTWTh.....1/17/17 - 2/23/17..........5:00 PM-9:15 PM.....$850.....SOU.....C121........................................Brown, D.
And......F...................1/20/17 - 1/20/17..........5:00 PM-9:15 PM......................SOU.....C121

3. 45380.....MTWTh.....3/20/17 - 4/13/17..........9:00 AM-3:25 PM.....$850.....SOU.....C121........................................Brown, D.

4. 45381.....MTWTh.....2/6/17 - 2/13/17..........7:30 AM-1:55 PM.....$425.....OFF.....OFF.......................Brown, D.
And......T...................2/14/17 - 2/14/17..........7:30 AM-9:25 AM......................SOU.....C121

5. 45382.....MTWTh.....2/27/17 - 3/9/17..........5:00 PM-9:15 PM.....$425.....OFF.....OFF.......................Brown, D.


Rutkowski, D.
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! Upon successful program completion, WKSP-8000, CSFT-8063B, HLTH-8010A, HLTH-802A, HLTH-803A, and HLTH-8074, students will receive a Workforce and Continuing Education certificate and be prepared to take the internationally recognized Certified Professional Coder (CPC) exam, licensed by the American Academy of Professional Coders. More information about the exam can be found at www.aapc.com. WKSP-8000 Workshop: Health Careers is required prior to registration in the Medical Coding I course. For information, contact 586.226.4807 or healthcareers@macomb.edu.

Microsoft Office 2013 CSFT-8063B

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

45592....F........................................1/13/17 - 3/24/17............6:00 PM-8:55 PM.....$265 ......SOU ......C257..............................Burton, M.
45527....Sa........................................1/14/17 - 3/25/17.............9:00 AM-11:55 AM .....$265 ......SOU ......C129............................Haslett, D.
45597....Sa........................................2/11/17 - 4/29/17.............9:00 AM-11:55 AM .....$265 ......CTR ......B122.........................Mahon, L.
45590....MW.....................................3/27/17 - 4/26/17.............6:00 PM-8:55 PM.....$265 ......CTR ......B122.........................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)

45375.....M.......................................1/19/17 - 3/20/17............5:30 PM-10:25 PM.....$295 ......CTR ......R179..................................Howard, A.

Medical Coding I HLTH-8012A

Prerequisite: WKSP-8000 and HLTH-8010A and CSFT-8063B, minimum grade CR

Prepare for the nationally recognized Certified Professional Coder (CPC) exam. Learn the rules and regulations of ICD-10-CM (International Classification of Diseases, 10th Ed. Clinical Modification), allowing you to apply coding skills to medical services provided in the medical office. Analyze written descriptions of diseases, disorders, and injuries and translate them into ICD-10-CM codes to their highest level of specificity for medical insurance billing. Web-based learning will enhance classroom lectures. Students can access Canvas at My Macomb. Text required. (33 Contact Hours)

45669.....T.......................................1/17/17 - 3/28/17............6:00 PM-9:55 PM.....$325 ......SOU ......C238..............................Saad, F.

Medical Coding II HLTH-8013A

Prerequisite: WKSP-8000 and HLTH-8010A and CSFT-8063B, minimum grade CR

Prepare for the nationally recognized Certified Professional Coder (CPC) exam. Understand the guidelines of Evaluation and Management codes, learn the basics of Healthcare Common Procedure Coding System (HCPCS) coding: Level I-CPT, Level II-National codes for medical services rendered in medical offices and hospital settings. Use the proper use of modifiers and apply medical necessity criteria to assign diagnostic and procedure codes appropriate for medical insurance billing. Web-based learning will enhance classroom lectures. Students can access Canvas at My Macomb. Text required. (56 Contact Hours)

45672.....Th.....................................1/12/17 - 4/27/17............6:00 PM-9:55 PM.....$350 ......SOU ......C238..............................Hicks, R.

CPC Study Night HLTH-8074

Prepare to take the AAPC Certified Professional Coder (CPC) Exam. Bring your current ICD-10, CPT, and HCPCS coding manuals. (5.5 Contact Hours)

45627.....F.......................................4/28/17 - 4/28/17..............5:00 PM-10:25 PM.....$79 ......SOU ......C119..............................Haslett, D.

CERTIFIED MEDICAL REIMBURSEMENT SPECIALIST

Be a cut above the rest! The CMRS designation is awarded by the American Medical Billing Association (AMBA). Certification provides credibility to the biller, health care providers, and employers. It demonstrates your commitment to providing the highest standards possible in Claims Management and Medical Billing. WKSP-8000 Career Workshop: Health is required prior to registration in HLTH-8061B, HLTH-8008D or HLTH-8018C. Persons currently working as Medical Claims Management and Medical Billing. WKSP-8000 Career Workshop: Health Careers is required prior to registration in HLTH-8010A, HLTH-802A, HLTH-803A, and HLTH-8074, students will receive a Workforce and Continuing Education certificate, licensed by the American Academy of Professional Coders. 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)

45592....F........................................1/13/17 - 3/24/17............6:00 PM-8:55 PM.....$265 ......SOU ......C257..............................Burton, M.
45527....Sa........................................1/14/17 - 3/25/17.............9:00 AM-11:55 AM .....$265 ......SOU ......C129............................Haslett, D.
45597....Sa........................................2/11/17 - 4/29/17.............9:00 AM-11:55 AM .....$265 ......CTR ......B122.........................Mahon, L.
45590....MW.....................................3/27/17 - 4/26/17.............6:00 PM-8:55 PM.....$265 ......CTR ......B122.........................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)
45375...M..1/19/17-3/20/17....5:30 PM-10:25 PM....$295....CTR....R179............Klomp, B.
45376...T..1/31/17-4/4/17....5:30 PM-10:25 PM....$295....SOU....C129............Howard, A.

Patient Access Services  HLTH-8061B
Prerequisite: HLTH-8010A and CSFT-8063B, minimum grade CR
Students will develop an understanding of the revenue cycle and the role of patient access in health care institutions. The student will develop competency in the full range of patient access services including patient registrations and admissions, patient rights and responsibilities, customer services, and laws and regulations affecting patient access. Students will understand the accreditation requirements of health care organizations and will be able to communicate complex regulations to patients during the patient access encounter. Bring a flash drive to class. Web-based learning will enhance classroom lectures. Students can access Canvas at My Macomb. (24 Contact Hours)
45452.....TTh..........2/14/17-2/16/17....6:00 PM-8:55 PM....$195.....CTR.....R168............Eastwood, M.

Medical Billing  HLTH-8008D
Prerequisite: HLTH-8010A and CSFT-8063B, minimum grade CR
Obtain the knowledge and skills associated with insurance billing for medical practices. Examine third party reimbursement including Medicare, Medicaid, Blue Cross Blue Shield, Worker’s Compensation, and TRICARE. Become familiar with diagnostic (ICD-10) and procedural (CPT) coding needed to submit claims in compliance with third party payers’ requirements. Become familiar with actual medical billing working with Medisoft software. Web-based learning will enhance classroom lectures. Students can access Canvas at My Macomb. Text required. (45 Contact Hours)
45453.....W............2/22/17-4/26/17....5:30 PM-9:55 PM....$325....SOU.....C129............Perdue, A.

Billing Applications  HLTH-8018C
Prerequisite: HLTH-8010A and CSFT-8063B, minimum grade CR
Students will be introduced to the basic principles of hospital billing. Gain knowledge in the patient accounts and data flow, the hospital billing process, become familiar with the UB04 claim form, health care payers, reimbursement, revenue cycle and accounts receivable management. Learn how to read and understand the Explanation of Benefits, follow up with payers, and techniques in insurance collection. This is an online class. Students will meet with the instructor on day one. Access CANVAS at My Macomb. (36 Contact Hours)
45455.....Th............2/23/17-2/23/17....5:30 PM-9:55 PM....$295....SOU.....C129............Coligado, A.
45456.....W............2/24/17-4/20/17....5:30 PM-9:55 PM....$325....SOU.....C129............Hicks, R.

MEDICAL BILLER/CODER PROFESSIONAL DEVELOPMENT

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

Online Internship for Medical Coding  HLTH-8105
Gain experience you need to be a successful medical coder! This virtual internship simulates the work experience of a realistic, multi-specialty medical clinic. It offers real-world experience and coding more than 500 cases in 18 medical specialties. The internship complements and enhances classroom learning. It provides application for concepts learned in Step-by-Step Medical Coding by Carol J. Buck. 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. Text required. (45 Contact Hours)
45628.....Th............3/2/17-3/2/17....6:00 PM-7:55 PM....$395....SOU.....C129............Hicks, R.
45629.....W............3/3/17-5/4/17....5:30 PM-9:55 PM....$325....VIR........VIR

Certified Medical Reimbursement Specialist Exam  HLTH-8109
Students enrolling and taking the exam through Macomb enjoy 40% off savings on membership, the study guide, and the exam. The CMRS exam is taken online and is facilitated by faculty. You will have 45 days’ access to complete this open-book exam. The study guide and log-in access will be provided by the AMBA after you register. Your 45 days begins when you receive the exam link from 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)
44297..................1/20/17-3/5/17............*$325.....VIR........VIR
45456..................4/28/17-6/11/17............*$325.....VIR........VIR

Don’t Wait! Classes Fill Quickly—Register Now!
**CERTIFIED PERSONAL FITNESS TRAINER**

Earn your certification from our partners at World Instructor Training School. W.I.T.S. is the only major certifying body in the country providing comprehensive practical training and internship components. You will be prepared to work with clients and stand out in any gym as ‘the expert’ in your field. This challenging course provides both theoretical foundations in the body systems and hands-on skill competency. Career Workshop: Personal Fitness Trainer WKSP-8006 is required for FTNS-9000 prior to registration. Successful completion of 72% or better on written exam, 80% or better on practical exam and CPR/AED (HLTH-8095) are required to receive certification. An optional internship is recommended for maximum employability. For information about this nationally recognized exam, contact www.witseducation.com or call 586.226.4807 or healthcareers@macomb.edu.

**Heart Saver First Aid & CPR/AED  HLTH-8095**

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


**Certified Fitness Trainer  FTNS-9000**

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

45629.F Sa 2/18/17-4/22/17 9:00 AM-10:55 AM .... $749 ...... CTR ...... R164..WORLD INSTR. TRAINING SCHOOL  
And ..... Sa 2/18/17-4/22/17 12:00 PM-1:55 PM .................. OFF ...... OFF

**PHARMACY TECHNICIAN**

Pharmacy Technicians are in high demand in both hospital and retail pharmacies. Upon successful completion of HLTH-8005F and HLTH-8015A, students will receive a Workforce and Continuing Education certificate and be prepared to take the Pharmacy Technician Certification Board exam. More information about the exam can be found at www.ptcb.org. Prior to internship placement, students must pass a criminal background check, drug screening, TB test, immunization titers, 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)

45586.F TF 1/10/17-5/2/17 6:00 PM-8:55 PM .... $1,295 .... SOU .......... C123 ................. Valentine, D.

**Pharmacy Technician Internship  HLTH-8015A**

Corequisite: Take HLTH-8005F  
Participate in a 100-hour-minimum unpaid internship. (100 Contact Hours)

45587. .......... 8/8/17-7/24/17 ................. $199 ...... OFF ...... OFF ................. Valentine, D.

**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)


**Why choose Macomb’s Center for Health Careers?**

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

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

Learn to do a perfect venipuncture and your skills will be in demand! This course can lead to full time work as a phlebotomist or enhance your resume as a multi-skilled health care worker. Upon successful completion of courses HLTH-8001C and HLTH-8021B, students will receive a Workforce and Continuing Education certificate and be prepared to take the nationally recognized American Medical Technologist (AMT) exam immediately or the American Society for Clinical Pathology (ASCP) exam for Phlebotomy after one year’s experience. More information about the exams can be found at www.americanmedtech.org and www.ascp.org. Prior to internship placement, students must pass a criminal background check, drug screen, TB test and immunization titers, and purchase a uniform at their own expense. For information, contact 586.226.4807 or healthcareers@macomb.edu.

Phlebotomy  HLTH-8001C
Corequisite: Take HLTH-8001C
Gain knowledge and skills to work as a phlebotomist in medical facilities. Learn beginning knowledge and skills used to assist medical laboratory professionals in clinical laboratories found in hospitals, out-patient clinics, and processing centers. Participate in an 80/120-hour unpaid internship for three continuous weeks, full-time, day shift only. (80 Contact Hours)

Phlebotomy Internship  HLTH-8021B
Corequisite: Take HLTH-8001C
Participate in an 80/120-hour unpaid internship for three continuous weeks, full-time, day shift only. (80 Contact Hours)

LABORATORY ASSISTANT

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

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

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

**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)
45619—F ........ 1/13/17 - 2/17/17 .......... 6:00 PM-8:55 PM .... $150 ........ SOU ... T134 ............... Russell, S.

**Diamond Study**  **JEWL-8022A**
A hands-on workshop to help you become acquainted with the four Cs: cut, clarity, color, and cost. Bring your own diamonds for analysis. Discuss diamond mining, processing, sorting, and more. (9 Contact Hours)
45618—T ........ 1/17/17 - 1/31/17 .......... 6:00 PM-8:55 PM .... $99 ........ SOU ... T134 ............... Cairns, S.

**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)
45621—T ........ 2/7/17 - 2/14/17 .......... 6:00 PM-8:55 PM .... $49 ........ SOU ... T134 ............... Cairns, S.

**Gemology-Colored Stones**  **JEWL-8023**
Cultivate your gemology identification skills. See, touch, and evaluate a wide range of organic, precious, and semi-precious colored gemstones in the rough and cut. Obtain skills to recognize numerous stones, name each gemstone properly, and try to determine where the stones were mined. (24 Contact Hours)
45620—T ........ 2/21/17 - 4/18/17 .......... 6:00 PM-8:55 PM .... $199 ........ SOU ... T134 ............... 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)
45622—F ........ 2/24/17 - 4/28/17 .......... 6:00 PM-8:55 PM .... $199 ........ SOU ... T134 ............... Cairns, S.

**Buying & Selling Precious Metals**  **JEWL-8021A**
Gain hands-on experience identifying, evaluating, testing, and appraising precious metals. (12 Contact Hours)
45615—T ........ 4/25/17 - 5/16/17 .......... 6:00 PM-8:55 PM .... $99 ........ SOU ... T134 ............... Cairns, S.

Jewelry Bench Skills I and II will be offered Spring/Summer 2017.

**LOOK WHAT’S**
NEW!

Check out the Workforce & Continuing Education catalog online at www.macomb.edu

Click Future Students
Click Class Offerings and Catalogs
Click NEW! Winter 2017 at bottom of page
MOTORCYCLE SAFETY

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

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

Due to State of Michigan training requirements for the Motorcycle Endorsement, you must be on time to class and attend all sessions. Late arrivals will not be admitted into class. Students under the age of 18 are allowed to take the Basic Rider Web-Enhanced or the Returning Rider course starting at age 15 if they have a valid driver’s license number. A parent or guardian must accompany the student to the first class meeting; parent signatures are required on some documents. For information, contact 586.445.7605 or motorcycle@macomb.edu.

Basic Rider Web Enhanced CYCL-8016

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

And........Su........3/19/17-3/19/17........8:00 AM - 7:55 PM...........SOU........S101
And........SaSu........3/25/17-3/26/17........8:00 AM - 7:55 PM...........SOU........S101
45579...............4/7/17-4/7/17........5:45 PM - 9:55 PM...........$50........SOU........S101
And........SaSu........4/8/17-4/9/17........8:00 AM - 7:55 PM...........SOU........S101
And........SaSu........4/22/17-4/23/17........8:00 AM - 7:55 PM...........SOU........S101

Returning Rider Course CYCL-8018

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

45581..............4/9/17-4/9/17........8:00 AM - 5:55 PM...........$50........SOU........S108

MSF Rider Coach Preparation CYCL-8005

Are you passionate about motorcycles and motorcycle safety? Would you like to share this passion with others? Would you like to become a RiderCoach and teach others to ride a motorcycle safely? Participants in the RiderCoach Preparation Course are determined by selective admission. Successful completion of this training will result in a RiderCoach Certification through the Motorcycle Safety Foundation (MSF). The MSF is a nationally recognized program that provides curriculum which is followed by all motorcycle safety training providers in the state of Michigan. This training is approximately 90 hours in length. You will learn to teach the MSF’s Basic Rider Course (BRC) and Returning Rider Course (RRC) using adult learning principles. The course will begin with classroom assignments taught by an experienced RiderCoach. Once the material is understood, you will practice teaching in the classroom and learn range exercises with your fellow RiderCoach candidates. At the conclusion of the training, you will student-teach both BRC and RRC classes. If you are interested in becoming a RiderCoach and would like an application, or if you would simply like more information about the program and its requirements, please email your request to motorcycle@macomb.edu. (90 Contact Hours)

45678...............4/21/17-5/12/17........5:00 PM - 9:55 PM...........$75........SOU........M107
45688..............5/18/17-5/21/17........6:30 AM - 7:55 PM...........$75........SOU........M107
And........ThSaSu........6/1/17-6/4/17........6:30 AM - 7:55 PM..............OFF........SCHOOLCRAFT

Consiglio, V.
Wilson, R.
PHOTOGRAPHY

Planning a Successful Photo Business PHOT-8031A
Explore how to build your photography business and make a profit. Become familiar with the legal and financial issues facing a new business owner. Develop a business and marketing plan. Identify your personal vision and take the necessary steps to protect your art and your business. Complete Photographic Arts Certificate prior to enrolling in this course. (15 Contact Hours)
45544: Th................1/19/17 -2/16/17 ........6:00 PM-8:55 PM....$199 ........MTEC .... 138 ......................... Pullins, D.

PHOTOGRAPHIC ARTS CERTIFICATE

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

Digital Fundamentals PHOT-8003B
Discover the joy of digital photography. Improve your knowledge of digital cameras, menus, and controls. Learn the different file formats and image resolution choices for printing, email, or posting to a website. Develop a working knowledge of how to download and edit your photographs. (15 Contact Hours)
45566: T ..................1/17/17 -2/14/17 ........6:00 PM-8:55 PM.... $199 ......MTEC .... 123 ......................... Pullins, D.
45534: M ..................1/23/17 -2/20/17 ........6:00 PM-8:55 PM.... $199 ..........CTR ......H214 ...................... Pullins, D.

Principles of Photography PHOT-8006C
It is strongly recommended that students register for Digital Fundamentals before taking the other photography courses in this program. Improve film and digital images. Understand the fundamentals of composition, light, and movement and become comfortable using your camera menus and controls. Develop your own style and discover why some photographers are consistently better than others. (15 Contact Hours)
45537: T ..................2/21/17 -3/28/17 ........6:00 PM-8:55 PM.... $199 ......MTEC .... 123 ......................... Pullins, D.
45535: M ..................2/27/17 -4/3/17 ........6:00 PM-8:55 PM.... $199 ..........CTR ......H214 ...................... Pullins, D.

Digital Black & White PHOT-8030
It is strongly recommended that students register for Digital Fundamentals before taking the other photography courses in this program. Discover the magic of black and white photography. Create black and white images with your camera or photo editing programs. Transform color photos into classic black-and-whites or create hand-colored retro looks. Silhouettes and sepia toning will be discussed. (15 Contact Hours)
45601: W ..................2/22/17 -3/29/17 ........6:00 PM-8:55 PM.... $179 ..........CTR ......H214 ...................... Pullins, D.

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

Photoshop for Photographers PHOT-8013B
It is strongly recommended that students register for Digital Fundamentals before taking the other photography courses in this program. Turn good photos into great photos. Improve composition by removing unattractive objects, create stunning photo-art by blending images, and add special effects that make your pictures unique. Learn to use Photoshop layers, tools, and filters. Different versions of Adobe Photoshop will be discussed. (15 Contact Hours)
45994: M ..................4/10/17 -5/8/17 ........6:00 PM-8:55 PM.... $189 ..........CTR ......H214 ...................... Pullins, D.
Digital Black & White Workshop PHOTO-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)
45568.....W.................4/5/17 -5/3/17 .........6:00 PM-8:55 PM....$69.........CTR .......H214........................Pullins, D.

Portraiture Workshop PHOTO-8035
So you've completed the Photographic Arts certificate but want to learn more on this subject? Troubleshoot and refresh your skills in portraiture as you bring your experience and current skill level to this 5 week class. This is a great opportunity to build up and enhance your portfolio. (15 Contact Hours)

Travel Photography will be offered Spring/Summer 2017.

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)
45405.....MW ............1/23/17 -2/22/17 .........6:00 PM-9:55 PM.....$240.........CTR ........N109.. NCi ASSOCIATES, LTD.

Writing

Novel Writing: Unmask the Story Within You WRIT-8045
This class will present an overview of the initial stages of the writing process and techniques for creating a story. “Novel Writing” is designed with useful tools to motivate and inspire writers to write. (3 Contact Hours)
45457.....M .............1/19/17-1/19/17 ........2:30 PM-5:25 PM.....$55.........SOU ......E211 ..........................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)

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)
45462.....M .............1/30/17 -1/30/17 ........2:30 PM-5:25 PM.....$55.........SOU ......E211 ..........................Burke, J.

Manuscript Development WRIT-8022
This class will provide guidance on manuscript construction—beginning, middle and end. Title creation, outline format, character development, and plot construction will be discussed. In-class writing assignments will focus on objectives to complete the manuscript. (3 Contact Hours)
45440.....M .............2/6/17 -2/6/17 ........2:30 PM-5:25 PM.....$55.........SOU ......E211 ..........................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)
45464.....T .............2/7/17 -2/7/17 ...........6:00 PM-8:55 PM.....$55.........CTR ........B128.............Lamiman, K.

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)
45463.....M .............2/13/17 -2/13/17 ........2:30 PM-5:25 PM.....$55.........SOU ......E211 ..........................Burke, J

For questions about registration, call 586.445.7999
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 • DEGREE & CERTIFICATE PROGRAMS**

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

- Accounting
- Applied Technology & Apprenticeship
- Architectural Technology–Architectural Commercial Design
- Architectural Technology–Civil Construction
- Automated Systems Technology–Mechatronics
- Automotive Technology
- Behavioral Sciences
- Biological Sciences
- Business Management
- Chemistry
- Civil Technology
- Climate Control Technology
- Community Leadership
- Construction Technology
- Construction Technology–Renewable Energy Specialist
- Culinary Arts
- 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
- Global Supply Chain Management
- Health Information Technology
- Homeland Security
- Hospitality Management
- Information Technology–IT Professional
- Information Technology–Networking Specialist–Cisco Network Professional
- Information Technology–Networking Specialist–Microsoft Enterprise Administrator
- Information Technology–Networking Specialist–Network Security Professional
- Information Technology–Programming
- Information Technology–Programming for Electronic Games
- Information Technology–Website Programming
- International & Global Studies–Europe
- 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
- Media & Communication Arts–Video Production
- Medical Assistant
- Molecular Biotechnology
- Music Performance
- Nursing
- Occupational Therapy Assistant
- Pastry Arts
- Physical Therapist Assistant
- Pre-Engineering
- Pre-Social Work
- Product Development
- Product Development–Digital Sculptor
- Radiologic Technology
- Reciprocal Programs
- Renewable Energy Technology
- Respiratory Therapy
- Restaurant Management
- Speech Communication Arts–Intercultural/Interpersonal Communication
- Speech Communication Arts–Mass Media
- Speech Communication Arts–Public Relations
- Surgical Technology
- Transfer Studies
- Veterinary Technician
FUTURE COLLEGE STUDENTS AND PARENTS

DISCOVER MACOMB

See how we can help you pursue a degree, transfer to a 4-year college or decide on your next steps.

LEARN ABOUT:

Saturday, Feb. 18, 2017
South Campus
12 Mile Rd. & Hayes
Warren

REGISTER TODAY!

www.macomb.edu/discovermacomb
Questions? 586.498.4008

Macomb Community College
Education • Enrichment • Economic Development

Finishing Your Degree is Closer Than You Think

Macomb University Center
OPEN HOUSE
Tuesday, March 21, 2017

Save the Date! www.macomb.edu/UC
REGISTRATION
Online registration opens Thursday, November 17 at 8 AM. On-campus registration opens Monday, November 28 at 8 AM. We suggest you register for class at least one week before it begins to ensure you get a seat before classes fill; however, you can register until the day class begins.

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

2 EASY WAYS TO REGISTER FOR CLASSES
1) Online: Go to www.macomb.edu. Click on Apply Now in the upper right. New students—Click on RED New Continuing Education Students box. Returning students—Click on BLUE Current and Returning Continuing Education Students.
2) Walk-in: Visit the Records & Registration Office Monday and Tuesday: 8 AM – 6 PM (Office closes at 4:30 PM on March 6 & 7) Wednesday through Friday: 8 AM – 4:30 PM
Campuses closed: January 16 and April 14
South Campus, K-Building, Room 351 (South Campus temporary location, expected location change by February 1, 2017 to South Campus, G building, Room 224); Center Campus, G-Building, Room 110.

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

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

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

Off-Macomb Campuses (OFF)
Online/Virtual (VIR)
Center Campus, South Campus, and M-TEC SM
maps are available at www.macomb.edu.
TO: RESIDENTIAL CUSTOMER

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

Job Skills • Career Development • Personal Interest

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

Job Skills • Career Development • Personal Interest

MAKE A HEALTHY INVESTMENT IN YOURSELF!
Become a Certified Nursing Assistant or Laboratory Assistant and join one of the fastest-growing industries in the job market!
See pages 16 & 20 for details.

www.macomb.edu | Registration Information: Page 28