PERSONAL & PROFESSIONAL DEVELOPMENT

Train for a rewarding career as a
LABORATORY ASSISTANT!
In six months you can complete the Laboratory Assistant certificate program at Macomb’s Center for Health Careers.

LEARN MORE
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WCE SCHEDULE CONTENTS

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Ready to Advance
Personally or Professionally?

We've created these courses to help you develop in your career, learn a new skill or explore a personal interest. With classes conveniently scheduled and taught by experts in the field, there are many options to fit your needs.

Visit us online today: www.macomb.edu/continuinged
Registration begins Tuesday, Nov. 17 at 8 am

WCE CLASS FORMATS BEING OFFERED

<table>
<thead>
<tr>
<th>Class format</th>
<th>How does the class meet?</th>
<th>Does the class meet at specific times?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Virtual (VIR)</td>
<td>Virtually</td>
<td>No. You engage with the class weekly according to your availability, except for test dates and other deadlines for assignments.</td>
</tr>
<tr>
<td>Remote (RMT)</td>
<td>Online</td>
<td>Yes. You engage with the class online on the days and times displayed in the WCE Schedule of Classes.</td>
</tr>
<tr>
<td>On Campus</td>
<td>In Person</td>
<td>Yes. Classes meet on campus during the specified dates and times displayed in the WCE Schedule of Classes and/or Web Advisor when you register.</td>
</tr>
</tbody>
</table>

CAREER WORKSHOPS

Sign up for one of the workshops listed below and get started on a new career or business strategy. Learn about the opportunities that await with Workforce and Continuing Education!

Career Workshop: Health  WKSP-8000
This virtual workshop will allow you to explore various short-term health careers. Students who register will be able to access the course in the Canvas learning management system as early as one week prior to the start date. Students who wish to go on to register for Nursing Assistant, Certified Professional Coder, Certified Medical Reimbursement Specialist, and Pharmacy Technician must complete the welcome and program of interest assessments in the virtual workshop. (2 Contact Hours)

Career Workshop: Veterinary Assistant  WKSP-8025
An interactive workshop that explores the career of the Veterinary Assistant. This two hour seminar offers the perfect opportunity for potential Veterinary Assistant students to decide if pursuing an education for a career with working with animals is the right choice for them. This workshop is mandatory for those interested in the Veterinary Assistant Program. (2 Contact Hours)

- Renda-Francis, L.
- Bosilkovski, E.

Stay Safe. Stay on Course.
ADMINISTRATIVE ASSISTANT PROFESSIONAL CERTIFICATE

Skilled and professional administrative assistants are invaluable members of an organization. Learn how to gain a business edge with an online efficient office, improved communication skills, and stellar customer service. Use interactive exercises to practice new skills in a fun, high-energy environment. Earn the Administrative Assistant Professional Certificate by completing the recommended course, BSNS-8020, and the following required courses: BSNS-8005, BSNS-8006, BSNS-8007, and BSNS-8008A.

Students may also earn the Administrative Assistant Professional with Workplace Computing Skills Certificate by taking the required classes listed above along with CSFT-8080, CSFT-8081, CSFT-8082, and CSFT-8083. For information, contact continuinged@macomb.edu.

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

84110 .......... 1/12/21 - 11/22/21 6:00 PM-7:55 PM $35 RMT .... ONLN .......... 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. Textbook required. (12 Contact Hours)

84118 .......... 1/25/21 - 2/23/21 6:00 PM-8:55 PM $160 RMT .... ONLN .......... Rogers, 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. Textbook required. (12 Contact Hours)

84122 .......... 2/15/21 - 3/24/21 6:00 PM-8:55 PM $160 RMT .... ONLN .......... 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. Textbook required. (12 Contact Hours)

84130 .......... 3/2/21 - 3/31/21 6:00 PM-8:55 PM $160 RMT .... ONLN .......... 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. Textbook required. (12 Contact Hours)

84134 .......... 4/19/21 - 5/28/21 6:00 PM-8:55 PM $160 RMT .... ONLN .......... Pittman, L.

ENTREPRENEURSHIP CERTIFICATE

The Entrepreneurship Program empowers adult students to start a successful business or to improve an existing one. Students are equipped with the essential skills needed to launch or grow a business including how to develop a business plan, create a business brand, manage and avoid financial pitfalls while building confidence in their small business finance skills. A Workforce and Continuing Education Certificate is awarded on successful completion of the following 6 required courses: ENTR-8000, ENTR-8013A, ENTR-8023, ENTR-8045B, ENTR-8046A, and ENTR-8049A which are sponsored in cooperation with the Center for Innovation and Entrepreneurship at Macomb Community College. Students will access Canvas through My Macomb. For information, contact continuinged@macomb.edu.

Starting a Business  ENTR-8000
Explore what it takes to start your own business and cut your time from start-up to profit. (6 Contact Hours)

84113 .......... 1/11/21 - 11/16/21 VRI-VRI ........ VRI-VRI ........ $99 VRI-VRI ........ Lux, E.

Avoiding Financial Pitfalls  ENTR-8045B
Start strong and avoid the financial missteps often made by first-time small business owners. Explore important financial considerations when starting a business and avoid the pitfalls of poor decision making. Learn how to apply personal finance techniques that will carry over to a solid financial foundation for your small business. (9 Contact Hours)

84117 .......... 1/18/21 - 1/30/21 VRI-VRI ........ VRI-VRI ........ $109 VRI-VRI ........ Newman, B.

Business Plan: Your Roadmap to Success  ENTR-8013A
Move your idea from a beverage napkin to a business plan and walk away ready to launch your small business. (6 Contact Hours)

84120 .......... 2/1/21 - 2/26/21 VRI-VRI ........ VRI-VRI ........ $99 VRI-VRI ........ James, R.

Marketing Strategies That Work for You  ENTR-8023
Build your customer base, create your brand, and increase loyalty through simple marketing strategies that fit your business. (9 Contact Hours)


Confidently Manage Your Financials  ENTR-8049A
Don’t be afraid of your numbers! Learn how to manage your small business financials with confidence. Explore accounting principles and tools used in small business accounting. Understand basic financial statements and how to report income and expenses as well as understanding important financial metrics that drive sustainable profit. (15 Contact Hours)


PROJECT MANAGEMENT CERTIFICATE

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-8016B and BSNS-8018A, to receive a Workforce & Continuing Education Certificate in Project Management. For information, contact continuinged@macomb.edu.

Overview of Project Management  BSNS-8017
This course introduces students to the opportunities in project management as well as an introduction to the Project economy. Students are shown different paths to take to enter the project economy. (2 Contact Hours)

84106 .......... 1/29/21 - 2/26/21 11:00 AM-12:55 PM $35 RMT .... ONLN .......... Skinner, A.

Fundamentals of Project Management  BSNS-8016B
Successfully completing projects within the constraints of time, scope, quality, cost, and meeting stakeholder expectations is vital to any organization. This course will familiarize you with the Project Management Institute’s (PMI) framework and approach to project management. You will receive an introduction to project management (PM) terms and practices, the five process groups, and the ten knowledge areas as outlined in the latest edition of the PMBOK Guide (2017). Successful completion of this course will help you take the Certified Associate Project Manager (CAPM) examination as administered by the PMI. Textbook required. (40 Contact Hours)

84109 .......... 3/2/21 - 4/1/20 VRI-VRI ........ VRI-VRI ........ $625 VRI-VRI ........ Skinner, A.

Project Leadership and Management  BSNS-8018A
This course is designed to provide insights into the role and key competencies required of project leaders in diverse organizations. Students will learn about a wide range of leadership duties-manager, problem solver, facilitator, trainer, communicator, advocate-and discover how each duty affects the ability to create a cohesive project team. Students will use a variety of hands-on methods to role play leadership duties. Textbook required. (40 Contact Hours)

84110 .......... 4/2/20 - 5/1/20 VRI-VRI ........ VRI-VRI ........ $625 VRI-VRI ........ Skinner, A.

Project Management Practice Exam  BSNS-8019A
This course provides an overview of steps to take to prepare for a successful exam as well as taking an exam simulation using the Joseph Phillips Total Test application. (6 Contact Hours)


COMPUTER SKILLS

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

Microsoft Project 2019  CSFT-8091
This hands-on course is designed to train schedulers, project managers and leaders how to use Microsoft Project 2019. Students will work on a Case Study project and learn a step-by-step approach to developing and tracking progress with project schedules. This course is also ideal for project managers who need to upgrade their Microsoft Project skills. Textbook and USB required. (40 Contact Hours)

84112 .......... 1/11/21 - 2/20/21 VRI-VRI ........ VRI-VRI ........ $475 VRI-VRI ........ Skinner, A.

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. Please note it has been determined that CSFT-8059B (Keyboarding Basics) and CSFT-8001C (Introduction to Computers) cannot be taught effectively online. These classes will be offered again when we are able to have on-ground, face-to-face instruction.

Microsoft Office 2019  CSFT-8063B
Basic computer and keyboarding skills are required. Learn basic skills in Microsoft applications including Word, Excel, PowerPoint, and Access. Applications will include creating business letters and resumes in Word, exploring spreadsheets in Excel, using PowerPoint to create presentations, working with database objects in Access. Textbook and USB drive are required. (30 Contact Hours)

84104 .......... 1/24/21 - 2/26/21 VRI-VRI ........ VRI-VRI ........ $265 VRI-VRI ........ Canfield, I.

84107 .......... 1/9/21 - 3/13/21 9:00 AM-11:55 AM $265 RMT .... ONLN .......... Haslett, D.

84119 .......... 2/7/21 - 3/6/21 VRI-VRI ........ VRI-VRI ........ $265 VRI-VRI ........ Canfield, I.

84126 .......... 3/7/21 - 4/3/21 6:00 PM-8:55 PM $265 RMT .... ONLN .......... Burton, M.
WORKPLACE COMPUTING CERTIFICATE

Workplace Computing classes are designed for learners who are seeking a solid basic understanding of Microsoft applications like Word, Excel, PowerPoint, and Access. The Workplace Computing Certificate is awarded upon completion of CSFT-8080, CSFT-8081, CSFT-8082, and CSFT-8083. Students may also earn the Administrative Assistant Professional with Workplace Computing Skills Certificate by taking the required classes above along with BSNS-8005, BSNS-8006, BSNS-8007 and BSNS-8008A. For information, contact continuinged@macomb.edu.

Microsoft Excel 2019 CSFT-8081
Basic computer, keyboarding, and internet skills required. Learn introductory and intermediate MS Access skills. Topics include ribbon interface; creating tables in Datasheet view; previewing and printing data; designing databases; creating database objects; formatting tables; lookup fields; field properties; queries; designing a relational database; split forms; creating and modifying reports; parameter queries; table structure; Import a Report Into a Database crosstab queries; and more. Textbook and USB drive required. (24 Contact Hours)
84111 VIR 1/11/21-2/27/21 VJR-VIR $199 VIR $199 Canfield, J.

Microsoft Word 2019 CSFT-8080
Basic computer skills and keyboarding skills are required. Textbook and USB drive are required. Learn introductory and intermediate Word skills including business letter writing; proofreading tools; tables; WordArt and SmartArt; headers and footers; and mail merge. Textbook and USB drive are required. (24 Contact Hours)
84114 Th 1/11/21-2/26/21 6:00 PM-8:55 PM $199 RMT ONLINE Burton, M.

Microsoft Word 2019 CSFT-8080
Basic computer, keyboarding, and internet skills required. Learn introductory and intermediate MS PowerPoint skills. Topics include ribbon interface; document themes; bulleted lists; outlines; formatting text; printing presentations; transitions; clip art and graphics; charts; slide show delivery; editing presentations; handouts; creating hyperlinks; multimedia and sound; PowerPoint tables; sharing files online; finalizing a presentation; and more. Textbook and USB drive required. (24 Contact Hours)
84124 Sa 2/20/21-4/10/21 9:00 AM-11:55 AM $199 RMT ONLINE Burton, M.

Microsoft Excel 2019 CSFT-8082
Basic computer skills and keyboarding skills are required. Learn introductory and intermediate MS Excel skills. Topics include entering and editing data in spreadsheets; organizing data; creating and modifying basic formulas and functions; charting data; and formatting worksheets. Textbook and USB drive required. (24 Contact Hours)
84123 Th 3/11/21-4/29/21 5:30 PM-7:55 PM $199 RMT ONLINE Canfield, J.

ADVANCED EXCEL WORKSHOPS

Employers are seeking people with advanced Microsoft 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 MS Excel proficiency in MS Excel 2016 or later. USB drive required. For information, contact continuinged@macomb.edu.

Mastering Microsoft Excel Pivot Tables CSFT-8076A
Beginner to intermediate level MS Excel program knowledge and proficiency required. Pivot tables are one of the hidden MS Excel gems that intimidate most users. It is a surprisingly easy way to quickly summarize and analyze large amounts of data organized in rows and columns. Mastering this tool will help you stand out from approximately 85% of all MS Excel users. During this workshop, you will solve data analysis problems from ModelOff (World Financial Modeling competition).
(6 Contact Hours)
84127 Sa 1/23/21-1/23/21 9:00 AM-3:55 PM $105 RMT ONLINE Blyakhman, A.

Microsoft Excel Functions and Formulas CSFT-8077A
Must have intermediate to advanced level MS Excel proficiency (Excel 2016 or later). USB drive required. Apply advanced analytical concepts using formulas and functions. Topics covered include: logical operators; VLOOKUP function; string-manipulation, date, sum, and financial functions; Goal Seek Tool, and many others. No textbook required. Handouts will be provided. (6 Contact Hours)
84135 Sa 2/20/21-2/20/21 9:00 AM-3:55 PM $105 RMT ONLINE Blyakhman, A.

INFORMATION TECHNOLOGY

Google IT Support Certificate CSFT-8089
Acquire the skills needed for an entry-level role in IT support. The Google IT Support Certificate curriculum is held 100% online. This curriculum is instructor facilitated and features a dynamic mix of video lectures, quizzes and virtual labs through the Coursera learning management system. This certificate program consists of 5 modules, with varying lessons in each module. Students should plan on spending an average of 8-10 hours per week on the curriculum. Students must have reliable and accessible Internet access to successfully complete the program.
(260 Contact Hours)
89402 VIR 1/11/21-4/30/21 VJR-VIR $525 VIR $525 Konja, E.

CompTIA A+ Certification Boot Camp CSFT-8092
This course will prepare you for CompTIA A+ certification. You can earn this certification after you pass two exams. The CompTIA A+ Certification Exam 220-1001, covers mobile devices, networking technology, hardware, virtualization and cloud computing and network troubleshooting. The CompTIA A+ Certification Exam 220-1002 covers installing and configuring operating systems, expanded security, software troubleshooting and operational procedures. CompTIA A+ Certification is vendor neutral and internationally recognized, giving you a competitive advantage no matter what country you’re working in and what hardware you’re working with. (290 Contact Hours)
89399 VIR 1/11/21-4/30/21 VJR-VIR $1,575 VIR $1,575 Konja, E.

CompTIA IT Fundamentals Boot Camp CSFT-8093
The new CompTIA IT Fundamentals exam focuses on the knowledge and skills required to identify and explain the basics of computing, IT infrastructure, software development, and database use. With this new version comes the addition of the + to further distinguish yourself within the marketplace and represent CompTIA quality and standards. (100 Contact Hours)
89401 VIR 1/11/21-4/30/21 VJR-VIR $1,575 VIR $1,575 Konja, E.

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 workforcedeve@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)
65111 MW 1/11/21-2/21 6:00 PM-9:55 PM $425 RMT ONLINE Staff

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)
84553 MW 2/25/21-3/30/21 6:00 PM-9:55 PM $425 RMT ONLINE Staff

Home Inspection INDT-8025A
Learn how to set up a home inspection business. Follow the home inspection process and discover how to identify common problems, tool requirements, how to market, and what you’ll need to get started. Discover how to use drones and infra-red cameras in the home inspection business. Use of drones and infra-red cameras will be discussed along with a home check-off sheet to list problems in your survey to present to your customer. (24 Contact Hours)
84557 Sa 1/23/21-3/30/21 9:00 AM-11:55 AM $995 RMT ONLINE Staff

COURT REPORTING

COURT REPORTING CERTIFICATE

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-8023D, CRTR-8009B, CRTR-8011C, and CRTR-8008A. A minimum 40-hour internship is required to complete the program. Court Reporters must be certified through state and national exams. For information, contact the program coordinator, Elizabeth Bosilkovski, at Bosilkovski@macomb.edu or 586.226.4722.

Court Reporting Theory 1 CRTR-8000
Develop techniques of a conflict-free writing style and begin building an extensive dictionary. (97.5 Contact Hours)
84146 Th 1/5/21-4/22/21 6:15 PM-9:25 PM $579 RMT ONLINE Bosilkovski, E.

Court Reporting Theory 2 CRTR-8016
Continue to develop your skills in machine shorthand theory and real-time principles; learn more advanced principles of theory and conflict-free writing. (97.5 Contact Hours)
84148 Th 1/5/21-4/22/21 6:15 PM-9:25 PM $579 RMT ONLINE Bosilkovski, E.

Business Certificates | PG 2
- Administrative Assistant
- Professional Certificate
- Entrepreneurship Certificate
- Project Management Certificate
Court Reporting Theory 3 CRTR-8007
Court Reporting Skill 1 CRTR-8007
Court Reporting Skill 2 CRTR-8014
Court Reporting Skill 3 CRTR-8017

Data Analytics

Introduction to Data Analysis DTAN-8000

Intermediate Data Analysis DTAN-8001

Advanced Data Analysis DTAN-8002

Intro to Power Business Intelligence DTAN-8003

Intermediate Power BI DTAN-8004

Advanced Power BI DTAN-8005

GRAPHIC DESIGN

Introduction to Game Design-VIRTUAL DSGN-8017

Adobe Illustrator Essentials-VIRTUAL DSGN-8014

Adobe InDesign Essentials-VIRTUAL DSGN-8018

HEALTH CARE TRAINING

Heart Saver First Aid & CPR/AED HLTH-8095

Basic Life Support for Health Care Providers HLTH-8096

Health Training | PGS 5

• Nursing Assistant Certificate
• Pharmacy Technician Certificate
• Phlebotomy Certificate
• Laboratory Assistant
NURSING ASSISTANT CERTIFICATE

Upon successful program completion, which is comprised of courses HLTH-8038A and HLTH-8108, you will receive a Workforce and Continuing Education certificate and be eligible to take the Michigan Nurse Aide Competency Evaluation Test, which is required to become a State of Michigan Certified Nurse Assistant. Prior to registration, students must attend a mandatory workshop. Prior to the first class of day, 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 workshop (WSKP-8000). For information, contact 586.226.4807 or healthcareers@macomb.edu.

Nurse Assistant  HLTH-8038A
Corequisite: WSKP-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. Students can access Canvas at My Macomb. Text required. (56 Contact Hours)

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

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, WSKP-8000, CSFT-8063B, HLTH-8010A, HLTH-8102A, HLTH-8103A, and HLTH-8107A, 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. WSKP-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 2019  CSFT-8063B
Basic computer and keyboarding skills are required. Learn basic skills in Microsoft applications including Word, Excel, PowerPoint, and Access. Applications will include creating business letters and resumes in Word, exploring spreadsheets in Excel, using PowerPoint to create presentations, and working with database objects in Access. Textbook and USB drive are required. (30 Contact Hours)

Medical Coding I  HLTH-8102A
Prerequisite: WSKP-8000. HLTH-8010A and CSFT-8063B, both with minimum grade CR
Prepare for the nationally recognized Certified Professional Coder (CPC) exam. Learn the rules and regulations of ICD-10-CM (International Classification of Diseases, 10th Ed. Clinical Modification), allowing you to apply coding skills to medical services provided in the medical office. Analyze written descriptions of diseases, disorders, and injuries and translate them into ICD-10-CM codes to their highest level of specificity for medical insurance billing. Students can access Canvas at My Macomb. Text required. (33 Contact Hours)

Medical Coding II  HLTH-8103A
Prerequisite: WSKP-8000. HLTH-8010A and CSFT-8063B, both with minimum grade CR
Prepare for the nationally recognized Certified Professional Coder (CPC) exam. Understand the guidelines of Evaluation and Management codes, learn the basics of Healthcare Common Procedure Coding System (HCPCS) coding: Level I-CPT, Level II-National codes for medical services rendered in medical offices and hospital settings. Use the proper use of modifiers and apply medical necessity criteria to assign diagnostic and procedure codes appropriate for medical insurance billing. Students can access Canvas at My Macomb. Text required. (56 Contact Hours)

CPC Study Night  HLTH-8074
Prepare to take the AAPC Certified Professional Coder (CPC) Exam. You will use your current ICD-10, CPT, and HCPCS coding manuals. (5.5 Contact Hours)

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. More information about the exam can be found at www.ambanet.net. Upon successful completion of WSKP-8000, CSFT-8063B, HLTH-8010A, HLTH-8061B, HLTH-8080D, and HLTH-8018C, you will receive a Workforce and Continuing Education certificate and be prepared to take the CMRS exam. For information, contact 586.226.4807 or healthcareers@macomb.edu.

Microsoft Office 2019  CSFT-8063B
Basic computer and keyboarding skills are required. Learn basic skills in Microsoft applications including Word, Excel, PowerPoint, and Access. Applications will include creating business letters and resumes in Word, exploring spreadsheets in Excel, using PowerPoint to create presentations, and working with database objects in Access. Textbook and USB drive are required. (30 Contact Hours)

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)

Patient Access Services  HLTH-8061B
Prerequisite: HLTH-8010A and CSFT-8063B, both with minimum grade CR
Students will develop an understanding of the revenue cycle and the role of patient access in health care institutions. The student will develop competency in the full range of patient access services including patient registration and admissions, patient rights and responsibilities, and 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. Students can access Canvas at My Macomb. (24 Contact Hours)

Medical Billing  HLTH-8008D
Prerequisite: HLTH-8010A and CSFT-8063B, both with minimum grade CR
Obtain the knowledge and skills associated with insurance billing. Examine third party reimbursement including Medicare, Medicaid, Blue Cross Blue Shield, Workers' Compensation and TRICARE. Become familiar with diagnostic and procedural coding needed to submit claims in compliance with third party payer's requirements. Become familiar with actual medical billing processes utilizing the CMS-1500 form, Electronic Health Record (EHR) Clinic found in Connect and the knowledge obtained throughout the course. (45 Contact Hours)

Billing Applications  HLTH-8018C
Prerequisite: HLTH-8010A and CSFT-8063B, both with 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. Access Canvas at My Macomb. (36 Contact Hours)

Online Internship for Medical Coding  HLTH-8105
Gain experience you need to be a successful medical coder! This virtual internship will provide diagnostic and procedure codes appropriate for medical insurance billing. Students can access Canvas at My Macomb. (30 Contact Hours)

Online Internship for Medical Coding  HLTH-8116
Gain experience you need to be a successful medical coder! This virtual internship will provide diagnostic and procedure codes appropriate for medical insurance billing. Students can access Canvas at My Macomb. (30 Contact Hours)

MEDICAL BILLER/CODER PROFESSIONAL DEVELOPMENT
PHARMACY TECHNICIAN

PHARMACY TECHNICIAN CERTIFICATE

Pharmacy Technicians are an integral part of the pharmacy team, providing safe and effective care to patients in retail, hospital, compounding, and other health care centers. Formal education, work experience, and national certification through the Pharmacy Technician Certification Board www.ptcb.org allows you to apply for a license to practice in the State of Michigan. Successful completion of the full program—WKS-8000, HLTH-8120, HLTH-8119, HLTH-8118, HLTH-8117, HLTH-8015, HLTH-8121 and HLTH-8104A—is necessary to take the PTCB exam. Prior to internship placement, you must pass a criminal background check, drug screening, physical exam and health screenings. Students who place in a hospital internship will not finance Take a Basic Life Support course and some require uniforms at your own expense. For more information contact healthcareers@macomb.edu.

Pharmacy Practice Theory for Technician  HLTH-8120

Corequisite: HLTH-8119
Designed to provide students with the required knowledge and skills needed to enter the profession of Pharmacy as a Pharmacy Technician. These skills allow students to assist pharmacists in our drug distribution system in the dispensing of prescriptions and other pharmaceutical services to patients. Practice sections of study include ambulatory (retail) pharmacy and institutional (hospital) pharmacy. Access CANVAS at MyMacomb. Texts required. (30 Contact Hours)

84467 .......... 1/19/21-1/27/21 .......... V450 .... V450 .......... Valentine D.

PHLEBOTOMY

PHLEBOTOMY CERTIFICATE

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 healthcare worker. Upon successful completion of courses HLTH-8001C and HLTH-8002C, students are eligible for the Workforce Continuing Education certificate and be prepare to take the nationally recognized American Medical Technologist (AMT) exam immediately or the American Society for Clinical Pathology (ASCP) exam for Phlebotomy after one year's experience. More information about the exams can be found at www.americanmedtech.org and www.ascp.org. Prior to internship placement, students must pass a criminal background check, drug screen, TB test and immunization titers, provide Basic Life Support Certification documentation, and purchase a uniform at their own expense. For information, contact 882.226.4807 or healthcareers@macomb.edu.

Phlebotomy  HLTH-8001C
Gain knowledge and skills to work as a phlebotomist in medical facilities. Learn beginning to advanced phlebotomy, while obtaining laboratory practice. Enroll in internships. Text required. (40 Contact Hours)


Drug Classifications for the Pharmacy Technician  HLTH-8117

Provides a basic understanding for the Pharmacy Technician of how pharmaceuticals act within the body and the ways drugs are used to treat patients today. Students will also study the trade and generic names of frequently used drugs in addition to their drug classes and therapeutic use(s). Drugs will be explored by organ system of the body for ease of learning. Access CANVAS in MyMacomb. Text required. (30 Contact Hours)

84469 .......... 1/20/21-4/28/21 .......... V450 .... V450 .......... V450 ... V450 .......... Valentine D.

Dosage Calculations in Pharmacy Practice  HLTH-8118

Students will explore the methods to solve calculations used in the practice of pharmacy to work as a Pharmacy Technician. Developing prescription literacy skills, applying measurement systems, performing oral and parenteral dosages, solving special calculations in compounding, and application to business math in the pharmacy will be explored. A basic math review including a review of substitutions of numbers (fractions, decimals, etc.) the use of ratios, percent, and proportions and solving unknowns using the ratio-proportion method will be presented at the onset of the course. Access CANVAS in MyMacomb. (30 Contact Hours)

84470 .......... 1/21/21-4/29/21 .......... V450 .... V450 .......... V450 ... V450 .......... Valentine D.

Medication Safety and the Pharmacy Technician  HLTH-8121

Corequisite: HLTH-8015
Medication errors are on the rise and can be devastating to the patient, the family, health-care workers, and have significant financial impact to our healthcare system. This course is intended to increase the awareness of medication errors by Pharmacy Technicians. The focus will be on the strategies utilized by the Pharmacy Technician in eliminating medication errors from the drug distribution system. Access CANVAS in MyMacomb. (10 Contact Hours)

84464 .......... 1/12/21-2/9/21 .......... V450 .... V450 .......... V450 ... V450 .......... Valentine D.

PTCB Certification Exam Preparation Preparation  HLTH-8104A

Designed to provide pharmacy technicians with the required knowledge and skills needed to prepare them for successful completion of the PTCB pharmacy technician certification exam. Test preparation, study skills, and test taking strategies discussed. Students will complete several practice certification exams during the course to better prepare themselves for the actual exam. This course is designed for pharmacy technicians who are completing the Macomb Community College Pharmacy Technician program or are currently working in the profession and are seeking to become a certified pharmacy technician. (10 Contact Hours)


Pharmacy Technician Practice Lab  HLTH-8119

Corequisite: HLTH-8120
Students will apply the knowledge and skills learned in conjunction with the Pharmacy Practice Theory for the Pharmacy Technician course through practicing hands on exercises and other individual and group learning activities. Skills applied in the course will apply to both ambulatory (retail) and institutional (hospital) pharmacy practice. (30 Contact Hours)

AVA-3 VETC-8020

Become competent in the intricacies of surgical assistance and patient preparation as it pertains to ensuring surgical asepsis. Understand common diseases and medical conditions that affect animals and preventative care measures. Learn euthanasia procedures, stages of grieving, OSHA standards and handling of hazardous wastes. Topics also covered include animal nutrition for various life stages, breeding and genetics. Text required. (60 Contact Hours)

And   ...MW........ 2/15/21- 2/20/21 .......... 12:30 PM- 4:25 PM .......... $595 .......... CTR ............. $104 .......... Renda-Francis, L.

AVA-4 VETC-8021

Learn radiograph and ultrasound diagnostic imaging techniques and procedures including safety procedures and use of equipment. Understand pet insurance including types of coverage available for animal patients. At the end of the course, students will take the proctored Approved Veterinary Assistant NVTA Exam. Text required. (20 Contact Hours)

84476    ...M........ 2/22/21- 4/19/21 .......... 8:00 AM- 11:55 AM .......... $199 .......... CTR ............. $104 .......... Renda-Francis, L.

AVA-Internship VETC-8022

Complete a 50-hour supervised clinical experience in an affiliated veterinary facility. Practice skills learned in the program pertaining to office and exam room procedures as well as hands-on technical skills. Students are provided an additional 50-hour opportunity to continue practice of necessary skills commonly performed by veterinary assistants in a community program such as the Humane Society. (100 Contact Hours)

84480    ...TB0........ 2/22/21- 4/12/21 .......... 7:00 AM- 11:45 AM .......... $199 .......... CTR ............. $104 .......... Renda-Francis, L.

LABORATORY ASSISTANT

LABORATORY ASSISTANT CERTIFICATE

Do you love science? Laboratory Assistants will gain the beginning knowledge and skills used to assist medical laboratory professionals in clinical laboratories found in hospitals, outpatient clinics, and diagnostic centers. Upon successful completion of HLTH-8010A, HLTH-8016, and HLTH-8017, you will be awarded a Workforce and Continuing Education certificate. Prior to internship placement, students must pass a criminal background check, drug screen, TB test and immunization titers, provide Basic Life Support Certification documentation, and purchase a uniform (if required) at their own expense. For more information and to download program documents, register for WKSP-8000. Contact 586.226.4807 or healthcare@macomb.edu. More information about the exam can be found at www.americanmedtech.org.

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)

84364    ...VIR........ 1/19/21-3/23/21 ..................... $295 .......... VIR ............. Howard, A.
84374    ...VIR........ 2/9/21-4/7/21 ..................... $295 .......... VIR ............. Howard, A.

Phlebotomy Internship HLTH-8021B

Corequisite: HLTH-8001C

Participate in an 80/120-hour unpaid internship for three continuous weeks, full-time, day shift only. (80 Contact Hours)

84461    ...TB0........ 4/5/21-6/16/21 ............ 7:00 AM- 11:45 AM .......... $199 .......... OFF ............ $199 .......... Saullo, K.
84463    ...TB0........ 5/17/21-5/28/21 ............ 7:00 AM- 11:45 AM .......... $199 .......... OFF ............ $199 .......... Saullo, K.

PHOTOGRAPHY

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 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)

84558    ...T........ 1/12/21-2/9/21 ........... 6:00 PM- 8:55 PM .......... $225 .......... RMT ............. ONLINE ............ Melby, S.

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)

84565    ...M........ 3/22/21-4/19/21 ........... 6:00 PM- 8:55 PM .......... $225 .......... RMT ............. ONLINE ............ Melby, S.

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)

89222    ...T........ 3/23/21-4/20/21 ........... 6:00 PM- 8:55 PM .......... $225 .......... RMT ............. ONLINE ............ Melby, S.

PHOTOGRAPHY WORKSHOPS

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

Portraiture Workshop PHOT-8035

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

84564    ...M........ 3/22/21-4/19/21 ........... 6:00 PM- 8:55 PM .......... $75 .......... RMT ............. ONLINE ............ Melby, S.

REAL ESTATE

Real Estate Fundamentals RLST-8004

Designed to provide the information necessary to pass the PSI Salesperson’s License exam and gain a better understanding of the business. Instruction includes practice exams, diagnostics, strategies, and helpful examples. (40 Contact Hours)

84115    ...TTH........ 1/12/21- 2/11/21 ........... 6:00 PM- 9:55 PM .......... $295 .......... RMT ............. ONLINE ............ NC Associates

WORKFORCE & CONTINUING EDUCATION

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**SCECH APPROVED STATE CONTINUING EDUCATION CLOCK HOURS**

**MACOMB EDUCATOR RECERTIFICATION**

**SPOONED BY MACOMB COMMUNITY COLLEGE**

**EDUCATION PARTNER**

**ONLY $119 PER CLASS**

**24 SCECHs per class**

See full list of courses and register at: www.ed2go.com/mccsbceu
Let’s create a healthier Macomb! Whether you are looking to develop your professional skills and earn approved CEUs or are just interested in learning how to become a healthier version of you, Macomb has a course for you. Choose online, self-paced or instructor-led certificate courses in either 6 or 12 weeks to complete. All of our courses are led by expert instructors, many of whom are nationally known authors. Our online courses are offered every month and are affordable, fun, fast, convenient and geared just for you. Courses approved for career CEUs are designated below with an * and are approved toward health professional licensure. CEUs are awarded by Allegra Learning Solutions, LLC. Register and pay at www.ed2go.com/healthymacomb. For more information, contact healthcareers@macomb.edu.

Spanish for Medical Professionals
Learn basic Spanish like numbers, colors, directions, and names for family members, and simple verb conjugation. Understand Spanish words and phrases for parts of the body, common medical problems, tests and procedures, treatments, medications and diets. Learn how to talk about time, make appointments, communicate feelings, and assess a patient’s mental status. Explore different strategies for dealing with children, adults and pregnant patients.

Contact Hours 24 | CEUs 2.4 | Fee $115

Spanish for Medical Professionals II
Learn Spanish useful for health care workers in a variety of specialties. Review Spanish words for the basic body parts and organs. Explore vocabulary and phrases related to insurance and expressions for patient assessments, exams and communicating pain. Learn Spanish terms related to diet and discharge.

Contact Hours 24 | CEUs 2.4 | Fee $115

Certificate in Food, Nutrition, and Health *
Gain greater awareness of what we eat, why we eat it, how it is prepared and the consequences food choices can have on overall health. Examine the impact of stress as well as the health crisis imposed by obesity. Learn how to properly read food labels and decipher food claims in terms of nutritional value. Discover the importance of herbs and herbalists. Learn how to best change eating habits for a more healthy lifestyle; physically, emotionally, and spiritually.

Contact Hours 16 | CEUs 1.6 | Fee $96

Introduction to Natural Health and Healing
Using a variety of methods like diet, hydrotherapy, positive attitude, relaxation, yoga, chiropractic, natural remedies and more, you’ll explore way to achieve total health in mind, body and spirit. By the end of this course, you’ll have begun taking charge of your own health and healing!

Contact Hours 24 | CEUs 2.4 | Fee $100

Certificate in Mindfulness *
You’ll examine the many benefits of mindfulness for both your personal and professional life. You’ll also lay the foundation for a career in health and wellness coaching. Harnessing the power of mindfulness, business leaders have found that, in the long run, this practice offers long-term health changes that result in fewer chronic illnesses, which reduces demand on the health care system and results in fewer health-related costs in business.

Contact Hours 8 | CEUs 0.8 | Fee $80

Certificate in Meditation
Gain an overview of the religious roots of meditation as well as how these techniques can be used by any practitioner, regardless of faith or religious affiliation. Learn techniques including Transcendental Meditation™, guided imagery and visualization meditation, mindfulness meditation, Osho Kundalini Meditation™, and Vipassana meditation. Learn walking meditation, laughter meditation, centering prayer meditation and concentration meditation.

Contact Hours 8 | CEUs 0.8 | Fee $68

Certificate in Nutrition, Chronic Disease and Health Promotion *
Examine the trend of rising chronic diseases. Explore the relationship between nutrition and disease. Learn to choose quality foods that support optimal health.

Contact Hours 12 | CEUs 1.2 | Fee $100

Lose Weight and Keep It Off
Understand food composition, portion sizes, preparation methods, consumption and timing. Learn the importance of meal planning and prepping. Learn to navigate and overcome the social elements of eating. Discover the different types of exercise and find an activity that’s enjoyable and helps you meet your goals. Determine the role of hydration, thoughts, sleep, stress and other factors that can affect your ability to lose weight. Learn the difference between weight loss and weight maintenance and master the obstacles of each.

Contact Hours 24 | CEUs 2.4 | Fee $100

Luscious, Low-Fat, Lightning-Quick Meals
Discover easy, lower-fat alternatives and use these in recipes. Learn how you can season food as a fat free way to improve flavor. Discover ways to make lowered-fat sauces for a number of recipes. Learn to use leaner meats to create delicious recipes. Discover how to replace high-fat ingredients, such as cream and whole eggs, with tofu. Learn how to prepare quick and easy lower-fat recipes for main meals, side dishes and desserts.

Contact Hours 24 | CEUs 2.4 | Fee $100

Handling Medical Emergencies
Learn to identify common medical emergencies based on their signs and symptoms. Learn how to recognize and manage chest pain, heart attack, stroke, diabetic problems, seizures, breathing difficulty, burns and allergic reactions in adults. Learn about poisoning, fever, childhood illnesses, injuries from accidents, and the signs of abuse in children.

Contact Hours 24 | CEUs 2.4 | Fee $115

Certificate in Brain Health *
Take a peek inside the skull to get to know the brain itself. Learn about the components of this organ to gain a deeper understanding of its structure and function. Examine the latest theories about the brain, including neuroplasticity, neurogenesis and epigenetics. Explore a variety of questions about how activities and life experiences can impact brain health and overall well-being.

Contact Hours 10 | CEUs 1 | Fee $66

Certificate in Energy Medicine *
Examine the scientific evidence of the biofield and explore Indian healing traditions regarding the chakras. Discover a variety of healing practices that focus on treating the biofield. Learn how music and sound can be used therapeutically. Understand the benefits of the mind-body practice of meditation. Learn various gentle hand techniques used to balance the biofield. Learn about traditional Chinese practices such as qigong and acupuncture.

Contact Hours 10 | CEUs 1 | Fee $60

Certificate in Stress Management *

Contact Hours 14 | CEUs 1.4 | Fee $84

Certificate in Gerontology *
Learn everything you need to know to competently work with individuals over 65. Develop an interdisciplinary perspective on aging. Understand how to assess and manage pain in older adults. Learn about common problems of aging, including staying healthy and sleeping. Understand how to deal with elder abuse, mental health, disorders of communication, and death and dying.

Contact Hours 25 | CEUs 2.5 | Fee $150

Certificate in Healthy Aging *
Understand the relationship between nutrition and aging. Explore the characteristics of the healthy aging brain. Examine how cognitive function can be maintained into old age. Learn how physical activity can enhance well-being for seniors and uncovers the keys to longevity that allow some people to live to 100 years old. Explore the role that intimacy and sexuality play in the health of seniors.*

Contact Hours 10 | CEUs 1 | Fee $65

Genealogy Basics
Learn to identify the techniques of gathering family information and explore interview styles. Develop research timelines and learn to locate records. Explore and analyze vital records and learn how to request copies for your research. Discover resources available for researching military records. Learn the research value of maps, deeds and grants in genealogy. Learn to use Will and Probate records, as well as newspapers, city directories and periodicals.

Contact Hours 24 | CEUs 2.4 | Fee $100

Certificate in End-of-Life Care *
*Develop an interdisciplinary approach on end-of-life care. Understand the ethical issues surrounding end-of-life care. Learn special characteristics of hospice and palliative care. Understand pain management and assessment as well as physiologic changes patients may experience. Learn how to help patients and families cope with death, dying and grief. Understand cultural considerations surrounding end-of-life care.

Contact Hours 19 | CEUs 1.9 | Fee $114

Contact Hours 24 | CEUs 2.4 | Fee $100

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Contact Hours 19 | CEUs 1.9 | Fee $114

Information Technology Certifications | PG 3
- Google IT Support Certification
- CompTIA A+ Certification Boot Camp
- Comp TIA IT Fundamentals Boot Camp
ONLINE HEALTH & WELLNESS | WCE

Certificate in Infectious Diseases and Infection Control
Examine basic techniques and procedures for preventing the transmission of infectious disease. Understand some of the most common and dangerous infectious diseases: influenza, pneumonia, tuberculosis, hepatitis, AIDS, zoonosis and tick-borne diseases. Learn about emerging global infectious diseases (EIDs), which threaten individuals, families and communities throughout the developing world. Understand procedures that can help contain the spread of infectious diseases.

Contact Hours 13 | CEUs 1.3 | Fee $78

Certificate in Integrative Mental Health *
Learn how integrative medical care combines scientifically proven alternative and complementary methods with medications and psychotherapy. Learn alternative methods for helping people with sleep disorders, depression and chronic pain. Understand how anxiety disorders and bipolar disorder affects people of all ages and various methods of treatment.

Contact Hours 20 | CEUs 2 | Fee $120

Certificate in Legal and Ethical Issues in Health Care *
Understand the legal and ethical issues that are common in the world of medical care, including the most current issues arising from scientific and technological advances. Examine the legal implications of the Health Insurance Portability and Accountability Act (HIPAA). Consider the issues that arise from on-the-job situations such as medication errors, organ donation and workplace violence. Explore how the rise of social media has impacted the health care industry.

Contact Hours 12 | CEUs 1.2 | Fee $72

HIPAA Compliance
Learn about the Administrative Simplification portion of HIPAA. Learn about transactions, code sets and identifiers, which are all key elements in the HIPAA-mandated electronic health care transmissions. Discover the Privacy Rule, which governs patient rights and disclosure of protected health information. Learn how computers fit into the Security Rule. Learn about administrative safeguards, physical safeguards, technical safeguards, and policy and procedure creation. Learn about the civil and criminal penalties for non-compliance.

Contact Hours 24 | CEUs 2.4 | Fee $115

Medical Math
Learn to make conversions within and between the metric system and the U.S. customary system of measurement, and learn how medical professionals use these every day. Learn to interpret ratios, determine rates and set up and solve proportions necessary for determining medication dosage. Learn to calculate dosages based on body weight and body surface area. Learn to calculate the flow rates for two kinds of infusions and decide how long it will take for a solution to infuse. Discover basic statistics and data that you can apply in the medical field and understand how this is used to make decisions, improve quality and develop best practices in medicine.

Contact Hours 8 | CEUs 0.8 | Fee $48

Certificate in Holistic and Integrative Health *
Understand various topics, including holistic stress management, health and the human spirit, energy healing, meditation, healing environments, humor and health, and more. Gain an awareness of the philosophies of health and healing that unite all of these systems. Discover the benefits of emphasizing wellness. Learn to build strong relationships between provider and client. Understand how to promote self-healing and use nutritional approaches and other natural healing techniques.

Contact Hours 33 | CEUs 3.3 | Fee $198

Certificate in Starting Your Own Business in Health and Healing *
Understand the necessary steps to building your own business. Learn how to develop a successful business plan that reflects your vision and allows you to compete in your target market. Gain information about financing your business. Learn how to create an effective marketing strategy to help ensure your success.

Contact Hours 11 | CEUs 1.1 | Fee $66

Marriage and Relationships: Keys to Success
Learn how to build a solid foundation for your relationship that will last. Understand the basic stages every relationship goes through. Learn the importance of balancing your needs as an individual with your needs as a couple. Gain key strategies for maintaining your relationship. Develop insights into the problems many couples encounter in married life. Discover how to fight fair and arrive at a compromise.

Contact Hours 24 | CEUs 2.4 | Fee $115

Certificate in Violence Prevention and Awareness *
Examine workplace violence, which is a major source of inequality, discrimination, stigmatization and workplace conflict. Explore other types of violence including domestic violence, elder abuse, child abuse, and the various forms of sexual assault. Take a closer look at pediatric abusive head trauma. Understand important insights into the signs of violence that may be presented by patients. Learn to respond to and help prevent various forms of violence.

Contact Hours 13 | CEUs 1.3 | Fee $78

Certificate in Spirituality, Health and Healing *
Learn the characteristics of spirituality and spiritual rituals. Understand therapeutic interventions for healing. Learn how spirituality affects the dying and grieving processes. Understand the elements of spiritual care and a spiritual assessment.

Contact Hours 25 | CEUs 2.5 | Fee $210

Certificate in Global Healing Systems *
Learn about various global healing practices. Understand how these alternative practices differ from conventional medical systems. Explore six global traditions: Ayurvedic, Central and South America, Native North American South Africa, traditional Chinese and Unani.

Contact Hours 13 | CEUs 1.3 | Fee $78

Certificate in Pain Assessment and Management *
“Gain sound knowledge about the newest methods of pain assessment and management. Understand interventions and treatments that can help alleviate pain. Learn how to assess and manage pain in patients with cancer and HIV or those who have recently undergone surgery. Learn how to properly assess and manage pain in children and the elderly. Understand pain management and assessment during end-of-life care.”

Contact Hours 70 | CEUs 7 | Fee $72

Certificate in Complementary and Integrative Health *
Gain an understanding of cultural competence in health care. Learn how bodywork healing, chiropractic care, yoga, acupuncture and aromatherapy can be used in health and healing. Explore natural products including nutraceuticals, probiotics, herbs and botanicals. Examine the effects of animal-assisted therapy in the healing process. Understand the legal and ethical issues you may face in complementary and alternative medicine.

Contact Hours 24 | CEUs 2.4 | Fee $144

Certificate in Perinatal Issues *
Learn how culture influences childbirth, including practices, beliefs and traditions. Understand the effects of diabetes and hypertensive disorders in pregnancy. Learn about ectopic pregnancy causes and risks. Understand pediatric abusive head trauma, including signs and symptoms of abuse. Explore perinatal health from a global perspective. Examine signs and treatment of postpartum depression.

Contact Hours 20 | CEUs 2 | Fee $120

Certificate in Women’s Health Issues *
Understand the key health issues facing women, both globally and nationally, and the common types of oral health issues, as well as their causes, treatment and prevention strategies. Learn the role of gender bias in the diagnosis and treatment of mental health disorders and discuss the major mental health disorders affecting women. Know the key terms and concepts relevant to providing culturally appropriate health care for LGBTQ individuals. Understand the various elements impacting communication, as well as identify various methods of communication. Impart the importance of self-care, barriers to self-care, and self-care practices that support health and well-being.

Certificate in Global Healing Systems *

Certificate in Perinatal Issues *

Certificate in Women’s Health Issues *

Certificate in Perinatal Issues *

Certificate in Women’s Health Issues *

Certificate in Global Healing Systems *

Certificate in Perinatal Issues *

Certificate in Women’s Health Issues *

Certificate in Global Healing Systems *
Motorcycle Safety Training

Registration for the 2021 season begins November 17, 2020
Classes run April–September
Visit our website for detailed information about class offerings and registration: www.macomb.edu

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:
- Face covering
- Valid driver’s license
- 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.

Motorcycle Safety Refund Policy:
- 0% refund if student drops or transfers course
- 100% refund if course is canceled by College

For information, contact 586.445.7605 or motorcycle@macomb.edu.

Basic Rider Web Enhanced CYCL-8016
Designed for participants that have minimal experience operating a motorcycle. The course will focus on the development of basic riding skills: clutch and throttle coordination, straight-line riding, braking, turning and shifting. Successful completion of this course and its knowledge and skills test will result in a riding and written test waiver by the Secretary of State. Prerequisite: Ability to ride a bicycle. All motorcycles provided for the Basic Web Enhanced course only (16 Contact Hours).

For information, contact 586.445.7605 or motorcycle@macomb.edu.

Returning Rider (Basic Rider 2) CYCL-8019
This one-day course is designed for the experienced but unendorsed rider to become licensed and legal, or for already endorsed riders to refresh and improve their skills. This course is NOT designed for beginning riders.

Students must demonstrate competency with basic operational skills and pass the Level 1 written test during the screening exercises in order to continue in the course.

If it’s determined a rider needs additional skill development before proceeding, the rider will be referred to the Basic Rider Course (no refunds or transfers).

Topics include: speed control, braking & stopping, counter steering, cornering, hazard avoidance and other techniques necessary for the experienced rider to operate a motorcycle skillfully and safely.

Each student must provide their own motorcycle and riding gear. Sharing is not allowed.

Scooters will be allowed in this course.

The cycle must be titled, properly registered, and display a valid license plate.

Each student must provide proof of insurance and the bike must pass a safety inspection.

Successful completion allows a student to waive the Secretary of State written and riding skills tests. (8 Contact Hours)

Application Requirements:
- At least 18 years of age
- Valid Operator’s License with a motorcycle endorsement for at least one year
- Personal driving record with no more than 6 points in the 12 consecutive months before applying
- Background check
- Active motorcyclist with considerable street riding miles each season
- Committed to all aspects of motorcycle rider education and safety
- Successful completion of the class results in national certification by the Motorcycle Safety Foundation.

For more Certified Instructor information, or to request an application, please contact the Workforce & Continuing Education office: 586.498.4112 or email: warakars@mccom.edu

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

Geared to the needs of the manufacturing industry and its current and future workforce, Macomb Community College’s Michigan Technical Education Center (M-TEC℠) is the region’s resource for technical training. The M-TEC℠ is now an Autodesk Authorized Training Center, bringing many NEW in-demand training opportunities to you. M-TEC partners with employers, Macomb County Planning and Economic Development, Michigan Economic Development Corporation, and Michigan Works! to provide workforce development solutions for all levels of advanced manufacturing. Working across multiple industry sectors and in collaboration with the region’s employers, the M-TEC team develops and delivers both customized and ongoing technical training for companies and individuals to ensure their continued competitiveness in the global economy.

WORKFORCE & CONTINUING EDUCATION: DISCOVER YOUR PASSION, CONNECT YOUR SKILLS, ADVANCE YOUR CAREER

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

DON’T WAIT! CLASSES FILL QUICKLY. REGISTER NOW!
Discover how you can connect to programs in areas such as Automated Systems, Marine Technician & Remote Laser Welding via Boot Camp style short-term intensives.

**Autodesk Authorized Training Center**

**Macomb Community College**
NOW an Autodesk Authorized Training Center

Autodesk makes software for people who make things. If you’ve ever driven a high-performance car, admired a towering skyscraper, used a smartphone or watched a great film, chances are you’ve experienced what millions of Autodesk users are doing with this software.

Come and learn about these versatile Autodesk products:

- **AUTOCAD**
- **REVIT**
- **FUSION 360**

**Automated Systems**

Classes available for corporate customers and individuals seeking new skills or to upgrade current skills.

With new technologies being discovered every day in advanced manufacturing, it’s a challenge staying current while moving ahead. Macomb Community College has educational programs to train individuals for required skills in PLCs, robotics, fluid power, VFD drives and more. We train on the latest technology from FANUC, Siemens and Allen Bradley. **Complete your fast-track program in a few months and start your new career as a:**

- **Robot Programmer – 120 hours**
- **Robot Technician – 408 hours**
- **Controls Technician – 464 hours**
- **Industrial Maintenance Technician – 400 hours**

**STUDENTS CAN ALSO TAKE INDIVIDUAL CLASSES IN:**

- **Electrical Fundamentals**
- **Motor Controls & Drives**
- **FANUC Robotics Operations**
- **FANUC iR Vision 2D**
- **Basic PLC Programming**
- **Electro-Hydraulics & Pneumatics**
- **Machine Tool**

(More classes available, call 586.498.4110)

Courses specific to Fanuc and ABB to include Operations, Programming, Electrical Maintenance and Troubleshooting, Mechanical Teardown and Preventative Maintenance.

**Instructional Certification Suite (60 hours)**

Instructor Certification, Instructional Designer Certification and Training Manager Certification courses provide theory and hands-on application of educational methodologies required by today’s trainers, along with the design process, including the analysis, design, development and evaluation of course materials.

- **Instructor Certification – 40 hours**
- **Instructional Designer Certification – 40 hours**

**Marine Technician**

Multiple certifications achieved upon successful completion of the program.

Employment in this field is available all year long.

With 3,822 miles of coastline, Michigan has the longest freshwater coastline in the country and the second largest number of registered boats. The Marine Technician pathway teaches students essential skills needed to maintain the boats in Michigan’s waterways. Students will learn how to diagnose and maintain inboard and outboard engines and propulsion systems. Electrical wiring and plumbing systems are included. Safety, terminology and customer service skills specific to the marine industry will be discussed.

**Remote Laser Welding**

40-Hour Class
Classes scheduled 2nd week of the month

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

**Truck Driving School**

Coming Soon!

Macomb Community College, in partnership with Coast to Coast Trucking School, will offer students a new opportunity to attend a high quality truck driving school. The program will take place over the span of 4 weeks/40 hours a week. Students will graduate with their Commercial Driver's License and job placement is offered to all students.

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

Get your team ready now. Register today!

Visit: [https://www.macomb.edu/business/workforce-development/mtec-training-companies.html](https://www.macomb.edu/business/workforce-development/mtec-training-companies.html)
Registration & Information

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

REGISTRATION
Registration opens Tuesday, Nov. 17 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.

• Tuition payment must be made at time of registration.
• Seniors 60 years or older at the time of registration will automatically receive a 10% discount if date of birth is provided. Does not apply to co-sponsored, contracted or non-college programs.
• Visa, MasterCard, Discover or US Check payment is required for online registration.
• To register and pay with cash, money order or sponsored billing, contact the Office of Records & Registration at 586.445.7999. Phone hours of operation are Monday–Friday, 8 am–4:45 pm.

HOW TO REGISTER ONLINE
Visit www.macomb.edu and click on Apply at the top of the page:

NEW STUDENT TO MACOMB:
• Click on the New Continuing Education Students teal colored box.
• Click Register Here
• Click Search and Register for Continuing Education Classes
  • Use one of the search options fields to narrow your search
  • Select your course by clicking on the Select box
  • Click Submit from the bottom of the search box
• After successful registration, a class acknowledgment email will be sent to you. This email contains course information, your User ID, and directions for My Macomb. Please keep these for future reference.

RETURNING MACOMB STUDENT:
• Click on the Current & Returning Continuing Education Students box. Log in to My Macomb.
• Using the Self-Service Menu, click on Noncredit/Continuing Education Students
• Click Registration

• Click Search and Register for Continuing Education Classes
• Use one of the search options fields to narrow your search
• Select your course by clicking on the Select box
• Click Submit from the bottom of the search box
• Finish enrollment by completing optional questions and required payment.

After successful registration, a class acknowledgment email will be sent to you. This email contains course information, your User ID, and directions for My Macomb. Please keep these for future reference.

CAMPUS CLOSURES
• College campuses remain closed.
• Due to campus closure, buildings are only open for select on-ground classes 15-30 minutes prior to class start time.
• No on-ground or remote classes will be held January 1 and 18, April 2 or April 4.
• Please visit www.macomb.edu for updated holiday and school closing information.
• For registration assistance, call 586.445.7999.

CANVAS ONLINE LEARNING
• You can prepare for your Canvas course by reviewing the Student Introduction Tutorial.
• To access your course material on the first day of class, point your browser to https://online.macomb.edu
• You will need your Canvas login information, which can be found in your registration confirmation email:
  Username: Your MyMacomb User ID
  Password: Your MyMacomb Password
• If you have any questions or experience technical difficulties, contact the Macomb Online Support by telephone: 877.362.2662 or email onlinesupport@macomb.edu.

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

CONTINUING EDUCATION UNITS (CEUs)
This is a nationally recognized standard unit of measure for substantive learning experiences. One CEU is equal to 10 instructional hours.
FINANCIAL ASSISTANCE
Financial Aid (FAFSA) is not available for WCE classes.
The college will bill tuition and fees to approved parties such as Michigan Works!, Michigan Rehabilitation or Employer Tuition Assistance Programs. Written authorization must be submitted to sponsoredbilling@macomb.edu. For more information, contact the cashier’s office at 586.445.7492.

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

Motorcycle Safety Refund Policy:
• 0% refund if student drops or transfers course.
• 100% refund if course is cancelled by college.

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
Go to www.macomb.edu

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

TEXTBOOKS
For complete information, visit https://www.macomb.edu/future-students/student-resources/bookstores.html.

PRIVACY ACT NOTICE
Disclosure of Social Security numbers is mandatory for registration. This information is used to (1) verify the identity of students, (2) keep, maintain and access the records of students, and (3) for purposes of financial aid or other benefits available under law. For additional information visit macomb.edu (search: confidentiality) to review Macomb Community College’s Confidentiality of Student Records policy.

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

WCE CLASS FORMATS BEING OFFERED

<table>
<thead>
<tr>
<th>Class format</th>
<th>How does the class meet?</th>
<th>Does the class meet at specific times?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Virtual (VIR)</td>
<td>Virtually</td>
<td>No. You engage with the class weekly according to your availability, except for test dates and other deadlines for assignments.</td>
</tr>
<tr>
<td>Remote (RMT)</td>
<td>Online</td>
<td>Yes. You engage with the class online on the days and times displayed in the WCE Schedule of Classes.</td>
</tr>
<tr>
<td>On Campus</td>
<td>In Person</td>
<td>Yes. Classes meet on campus during the specified dates and times displayed in the WCE Schedule of Classes and/or Web Advisor when you register.</td>
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Stay Safe. Stay on Course.

Macomb Community College


www.macomb.edu

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