MACOMB COMMUNITY COLLEGE
Workforce & Continuing Education
SCHEDULE OF CLASSES
SEPTEMBER–DECEMBER 2019
Registration begins Friday, July 26, 2019, 8AM

DISCOVER COURT REPORTING
- CART Provider–Communication
- Access Real-Time Translator
- Closed Captioning
- Freelance

DIGITAL MARKETING, COMPUTER SKILLS & MORE

WCE SCHEDULE CONTENTS
1. Career Workshops
   - Art
   - Automotive
   - Business
     - Administrative Assistant
     - Professional
     - Entrepreneurship Certificate
     - Project Management
   - Digital Marketing Certificate
   - C4K: College for Kids
   - Computer Skills
     - Basic Computer Skills Certificate
     - Workplace Computing Certificate
     - Advanced Excel Workshops
2. Construction
   - Home Inspection
   - Court Reporting
   - Culinary Arts
     - Beekeeping
     - Food Service
     - English as a Second Language (ESL)
   - Finance
   - Floral Design
     - Floral Design Certificate
3. Foreign Language
   - Graphic Design
     - Basic Game Design Certificate
     - Presentation Media Certificate
     - Graphic Design Software Essentials Certificate
     - Designing Webinars Certificate
   - Health Care Training
     - Nursing Assistant
   - Home Care Assistant
     - Certified Professional Coding
     - Certified Medical Reimbursement Specialist
   - Medical Biller/Coder Professional Development
   - Certified Personal Fitness Trainer
4. Pharmacy Technician
   - Phlebotomy
   - Laboratory Assistant
5. Veterinary Assistant Program
   - Veterinary Assistant Program
   - Veterinary Assistant Program
   - Veterinary Assistant Program
6. Health and Wellness
   - Landscaping
     - Basic Landscape Design Certificate
     - Environmental Horticulture Certificate
     - Motorcycle Safety
     - Photographic Arts Certificate
     - Photography
   - Real Estate
   - Writing
   - SCECHs Online Through ed2go
7. SCECHs Online Through ed2go
8. Michigan Technical Education Center (M-TEC™)
9. Registration & Information
   - www.macomb.edu
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)

73312... MW ... 9/9/19-9/18/19 ... 6:00 PM-8:35 PM ... $160 ... CTR ... H210 ... 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. Text required. (12 Contact Hours)

73304... MW ... 9/23/19-10/2/19 ... 6:00 PM-8:35 PM ... $160 ... CTR ... A135 ... 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)

73314... MW ... 10/17/19-10/16/19 ... 6:00 PM-8:35 PM ... $160 ... CTR ... H210 ... Pittman, L.

Bookkeeping for the Administrative Assistant BSNS-8009

Learn accounting terminology and the general ledger. Discover how bookkeeping is a communication tool to use of the data. Text required. (9 Contact Hours)

73355... MW ... 10/21/19-10/28/19 ... 6:00 PM-8:35 PM ... $130 ... CTR ... H210 ... Adams, B.

Organizing Skills BSNS-800A

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)

73176... MW ... 11/14/19-11/3/19 ... 6:00 PM-8:35 PM ... $160 ... CTR ... H210 ... Rogers, B.

ENTREPRENEURSHIP CERTIFICATE

The Workforce & Continuing Education Entrepreneurship Certificate is awarded upon successful completion of the following 7 required courses: ENTR-8000, ENTR-8013, ENTR-8023, ENTR-8045A, ENTR-8049, ENTR-8003A, and ENTR-8046 which are sponsored in cooperation with the Center for Innovation and Entrepreneurship at Macomb Community College and are designed for people 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)

73335... MW ... 9/9/19-9/19/19 ... 6:00 PM-8:35 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)

73336... M ... 9/16/19-10/21/19 ... 6:00 PM-8:35 PM ... $160 ... CTR ... H210 ... Morandini, D.

Marketing Strategies That Work ENTR-8023

Investigate competitive strategies that attract customers. Explore niche marketing, research the best marketing opportunities, and learn how to enter new markets. (9 Contact Hours)

73337... MW ... 10/23/19-10/30/19 ... 6:00 PM-8:35 PM ... $59 ... CTR ... H210 ... Morandini, D.

Accounting for Small Business ENTR-8049

Explore bookkeeping through an overview of accounting principles, processes, and the rules all small business bookkeepers need to know. Understand basic financial statements and how to report income and expenses. (18 Contact Hours)

73411... MW ... 11/19/19-11/30/19 ... 6:00 PM-8:35 PM ... $160 ... CTR ... H210 ... Adams, B.

Project Your Small Business ENTR-8003A

Use the law to protect you and your small business and to choose the best legal entity to protect your business from personal liability, unnecessary taxes, and internal or external threats. Taught by an attorney. (3 Contact Hours)

73177... W ... 12/4/19-12/4/19 ... 6:00 PM-8:35 PM ... $59 ... CTR ... H210 ... Forest, D.

Financing Your Business ENTR-8045A

Explore financing sources for small business and their benefits/drawbacks. Learn how and what to get ready before going to the bank for a loan. Discuss the 5 Cs: Conditions, Capital, Character, Collateral, and Cash Flow. (3 Contact Hours)

73339... M ... 12/9/19-12/9/19 ... 6:00 PM-8:35 PM ... $75 ... CTR ... H210 ... Morandini, D.

Taking the Next Steps--Getting Started ENTR-8046

Completion of previous 5 classes required. Review and assess your business strategy and identify your next steps. Bring your planner to schedule an appointment with the Center for Innovation and Entrepreneurship at Macomb Community College. (3 Contact Hours)

73340... W ... 12/11/19-12/11/19 ... 6:00 PM-8:35 PM ... $75 ... CTR ... H210 ... Morandini, D.

PROJECT MANAGEMENT

The following classes are for individuals who wish to understand and improve their project management and leadership skills as well as pass the CAPM or PMP exam. Complete both required classes, BSNS-8016A and BSNS-8017, 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)

73307... M ... 9/9/19-9/9/19 ... 6:00 PM-7:55 PM ... $55 ... CTR ... H200 ... Mahon, L.

Fundamentals of Project Management BSNS-8016A

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

73308... MW ... 9/16/19-10/23/19 ... 6:00 PM-8:35 PM ... $550 ... CTR ... H200 ... Mahon, L.

Project Leadership and Management BSNS-8018

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

73309... MW ... 10/28/19-12/4/19 ... 6:00 PM-8:35 PM ... $547 ... CTR ... H200 ... Mahon, L.
The following classes are designed to help entrepreneurs and business people market their business using social media. Completes requirements, ENTR-8055, ENTR-8054, ENTR-8053, ENTR-8052, ENTR-8060, and ENTR-8061 to receive a Workforce & Continuing Education Certificate in Digital Marketing. For information, contact the program coordinator at 586.498.4121 or continued@macomb.edu.

### Digital Marketing Certificate

#### LinkedIn for Business

LinkedIn for Business helps business professionals. Make the best use of LinkedIn groups to raise awareness of your business and reach your targeted audience. (6 Contact Hours)

- 73328... Sa... 9/9/19-10/3/19... 9:00 AM - 11:55 AM... $125... CTR... A207...
- 9/27/19-11/15/19... 9:00 AM - 10:55 AM... $150... CTR... A207...
- Romanczyk, V.

### Facebook for Business

Facebook tools (including 3rd party development), build and manage business campaigns online. Also explore performance-based marketing which includes Pay-Per-Click, Pay-Per-Performance Marketing. (8 Contact Hours)

- 73337... MTWThF... 9/9/19-9/12/19... 6:00 PM - 8:55 PM... $99... CTR... A207...
- Larvadain, C.

### Twitter for Business

Twitter for Business offers hands-on course. Explore the world of Twitter, its impact on business, and how to manage business campaigns online using teamwork and individual use of Internet-enabled PCs. (9 Contact Hours)

- 73345... TTh... 9/9/19-9/12/19... 6:00 PM - 8:55 PM... $99... CTR... A207...
- Larvadain, C.

### Complete all required classes, ENTR-8058A, ENTR-8054, ENTR-8055, ENTR-8056, ENTR-8057, ENTR-8058B, and ENTR-8060 to receive a Workforce & Continuing Education Certificate in Digital Marketing. For information, contact the program coordinator at 586.498.4121 or continued@macomb.edu.

### Computer Skills Certificate

Begin with basic computer skills if you are a novice computer user and are seeking computer job skills. Keyboarding Basics teaches the touch typing technique to a point where the student is able to type at a pace of 25 words per minute. 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 software to class. (8 Contact Hours)

- 73344... F... 9/27/19-11/15/19... 9:00 AM - 10:55 AM... $150... CTR... A207...
- Romanczyk, V.

### Introduction to Computers

Ideal for the beginner seeking computer job skills. Learn basic computer tasks using Windows 10, navigating the Web, working with applications, files and e-mail. Browse the Web with edge. Research on the Internet, improve search results, and defend yourself from Web threats. Create and manage favorites. Textbook and USB drive are required. (18 Contact Hours)

- 73328... Sa... 9/12/19-11/27/19... 9:00 AM - 11:55 AM... $125... CTR... A207...
- Kojca, E.

### Microsoft Office 2016

Microsoft Office 2016 teaches Textbook and USB drive are required. Learn basic skills in 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. (30 Contact Hours)

- 73328... Sa... 9/1/19-11/24/19... 9:00 AM - 11:55 AM... $125... CTR... A207...
- Romanczyk, V.

### Workplace Computing Certificate

Workplace Computing courses are designed for learners who are seeking a solid basic understanding of Word, Excel, PowerPoint, and Access. The Workplace Computing Certificate is awarded upon completion of CSFT-8083. (16 Contact Hours)

- 73339... Sa... 10/19/19-12/8/19... 6:00 PM - 8:55 PM... $99... CTR... A207...
- Romanczyk, V.

### Word 2016

Word 2016 teaches 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. (24 Contact Hours)

- 73339... Sa... 10/19/19-12/8/19... 6:00 PM - 8:55 PM... $99... CTR... A207...
- Romanczyk, V.

### Excel 2016

Excel 2016 teaches Basic computer skills and keyboarding skills are required. Learn introductory and intermediate 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)

- 73339... Sa... 10/19/19-12/8/19... 6:00 PM - 8:55 PM... $99... CTR... A207...
- Romanczyk, V.

### Access 2016

Access 2016 teaches Basic computer, keyboarding, and internet 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; table structure; Import a Report Into a Database crosstab queries; and more. Textbook and USB drive required. (24 Contact Hours)

- 73339... Sa... 10/19/19-12/8/19... 6:00 PM - 8:55 PM... $99... CTR... A207...
- Romanczyk, V.

### PowerPoint 2016

PowerPoint 2016 teaches Basic computer, keyboarding, and internet skills required. Learn introductory and intermediate PowerPoint skills including interface; document themes; bullet lists; outlines; formatting text; animations; 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)

- 73339... Sa... 10/19/19-12/8/19... 6:00 PM - 8:55 PM... $99... CTR... A207...
- Romanczyk, V.

### 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 continued@macomb.edu.

### Mastering Excel PivotTables

Mastering Excel PivotTables teaches 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 data. In this workshop, you will learn how to manipulate 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 Group) and the Data Modeling competition. (16 Contact Hours)

- 73339... Sa... 11/23/19-11/29/19... 9:00 AM - 11:55 AM... $150... CTR... A207...
- Blaykhman, A.

### Excel Functions and Formulas

Excel Functions and Formulas teaches Must have intermediate to advanced level Excel proficiency (Excel 2013 or later), USB drive required. Apply a variety of Excel formulas and functions to your Excel workbooks. Formulas 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)

- 73339... Sa... 11/23/19-11/29/19... 9:00 AM - 11:55 AM... $150... CTR... A207...
- Blaykhman, A.
Michigan Food Service Manager Training and Certification (ServSafe) FOOD-8008D
Prepare for and take the State of Michigan ServSafe exam in one day! This 8-hour course includes six hours of instruction and two hours for the exam. Designed for supervisory personnel in Michigan food service establishments, Macomb Community College's course includes important topics in basic microbiology, safe food handling techniques, foodborne diseases and hazards, pest control, employee training, and the Michigan state law governing food service establishments. Textbook included. Class will break for one hour lunch. Students to bring their own brown bag lunch. For information, email wac@macomb.edu or call 586.498.4130.

8 Contact Hours
37449.5
9/2/19-9/21/19
8:00 AM-4:55 PM
$210.00
CTR
H214

ENGLISH AS A SECOND LANGUAGE (ESL)

Grammar Connection I ESL-8008C
Improve your understanding of English grammar skills. Focus on grammar, conversation, and increasing vocabulary and life skills. Text and workbook required. (40 Contact Hours)
37281.5
9/9/19-11/13/19
10:00 AM-11:55 AM
$195.00
CTR
H202

Conversational Skills ESL-8015C
Let's talk! Improve your spoken English skills in a relaxed atmosphere. This course is for students who want to improve their fluency in English and take their conversational skills to the next level. Learn how to converse in social and business situations, express an opinion, and understand cultural gestures and idiomatic speech. Text and audio CDs required. (40 Contact Hours)
37235.5
9/9/19-11/17/19
12:30 PM-2:25 PM
$195.00
CTR
H202

FINANCE

Savvy Social Security Planning MIMG-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)
37100.5
8/15/19-9/15/19
6:00 PM-7:35 PM
$259.00
CTR
H103
Malloch, R.
37100.5
9/16/19-10/16/19
6:00 PM-8:55 PM
$259.00
CTR
S09
Kiekbusch, K.
37100.5
10/17/19-11/17/19
6:00 PM-7:35 PM
$259.00
CTR
H103
Malloch, R.

Introduction to the Stock Market MIMG-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)
37176
9/1/19-9/26/19
6:30 PM-8:35 PM
$140.00
CTR
H202
Cure, N.

Stock Market I MIMG-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)
37332.5
9/1/19-10/23/19
6:30 PM-8:55 PM
$175.00
CTR
H209
Cure, N.

Stock Market II MIMG-8011
Discover six techniques to find value and growth for common stocks. Learn how to compute and interpret intermediate and long-term market timing tools. (17.5 Contact Hours)
37333.5
9/10/19-12/18/19
6:30 PM-8:55 PM
$175.00
CTR
H209
Cure, N.

FLORAL DESIGN

FLORAL DESIGN CERTIFICATE

The Floral Design program at Macomb Community College is comprised of 8 core courses: FLOR-8043, FLOR-8000B, FLOR-8001, 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. Classes run sequentially each semester and cross over semesters for certificate completion. All courses are offered every semester. For information, contact the program coordinator at 586.498.4100 or workforcedev@macomb.edu.

FLORAL DESIGN CERTIFICATE

Corequisite: FLOR-8000B and FLOR-8043

Stock Market I MIMG-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)
37332.5
9/1/19-10/23/19
6:30 PM-8:55 PM
$175.00
CTR
H209
Cure, N.

Stock Market II MIMG-8011
Discover six techniques to find value and growth for common stocks. Learn how to compute and interpret intermediate and long-term market timing tools. (17.5 Contact Hours)
37333.5
9/10/19-12/18/19
6:30 PM-8:55 PM
$175.00
CTR
H209
Cure, N.

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)
37331.5
9/10/19-11/9/19
6:00 PM-8:55 PM
$289.00
SOU
C119
Peters, M.

FUNDAMENTALS OF FLORAL DESIGN II FLOR-8001
Corequisites: 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)
37357.5
11/19/19-1/12/20
6:00 PM-8:55 PM
$289.00
SOU
C119
Peters, M.

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)
37358.5
11/9/19-12/17/19
6:00 PM-8:55 PM
$279.00
SOU
C119
Peters, M.

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. (9 Contact Hours)
37352.5
9/23/19-10/14/19
6:00 PM-8:55 PM
$299.00
SOU
C119
Kiekbusch, K.

ADVANCED FLORAL DESIGN II FLOR-8042
This course is a culmination of 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)
37169.5
6/5/19-9/16/19
6:00 PM-8:55 PM
$525.00
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)

**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)

**Spanish II for Work, Travel and Enjoyment**  LANG-8010B
- Learn how to speak, read, and write Spanish at an intermediate level for use at work, for travel to Spanish-speaking countries, and for enjoying friends and family. Text required. (24 Contact Hours)

### DESIGNING SOFTWARE ESSENTIALS CERTIFICATE

**Adobe Photoshop CC Essentials-VIRTUAL**  DSGN-8015
- This fundamental course covers Adobe Photoshop CC most commonly used tools, menus and panels. You’ll learn all the basics of the interface to effectively work with selection and editing tools, layers, and masks to edit, retouch and enhance existing images or create your own composite digital art impress. Improve your business organization, friends and family by enhancing their photos and create magazine cover quality enhanced images. Access to Adobe Photoshop software required. (16 Contact Hours)

**Graphic Design Software Essentials Certificate**

- **Introduction to Game Design-VIRTUAL**  DSGN-8017
  - Games are increasingly recognized as a tool that can serve many business purposes beyond entertainment. This course provides an introduction to game design and development of board and analog games, with a particular focus on the use of games outside of consumer entertainment. By completing this course, you can take the first steps into understanding game design and how it can be applied in your field. (16 Contact Hours)

- **Intermediate Video Game Design-VIRTUAL**  DSGN-8013
  - Worldwide, video game sales including consoles, online, and mobile games are projected to reach $111 billion dollars this year. Mobile games are the fastest-growing segment of the market as more and more people play casual games on their phones and tablets. This course will focus on developing basic skills in the design and development of board and analog games. In this introductory course, you will learn the basics of video game design process, learn about the main video game genres, and use a game development application to begin your journey of making games. (16 Contact Hours)

- **Adobe InDesign Essentials-VIRTUAL**  DSGN-8018
  - Adobe InDesign is the industry standard page-layout program that works with Adobe Illustrator and Photoshop seamlessly. InDesign allows you to create simple to complex multi-page documents such as brochures, flyers, books and magazines. This course is a comprehensive exploration of InDesign tools and capabilities to create professional documents. You will learn how to manage the InDesign environment, create, setup, design, enhance and finalize multi-page documents. Access to Adobe InDesign software required. (16 Contact Hours)

### DESIGNING WEBINARS CERTIFICATE

**Design Successful Webinars-VIRTUAL**  DSGN-8012
- Webinars are a hot new format for businesses to save time and reach more people than in-person meetings. Use them for customer education, staff meetings and training presentations, virtual seminars and much more. The technology is simple, but good webinar presentation techniques are critical. Discover the power of successful webinars for your business organization. Then learn the 4 key strategies to make your webinars more successful. (16 Contact Hours)

**Manage and Market Your Webinars-VIRTUAL**  DSGN-8016
- Webinars are a hot new format for businesses to save time and reach more people than in-person meetings. Use them for customer education, staff meetings and training presentations, virtual seminars and much more. The technology is simple, but good webinar presentation techniques are critical. Discover the power of successful webinars for your business organization. Then learn the 4 key strategies to make your webinars more successful. (16 Contact Hours)

### HEALTH CARE TRAINING

**Heart Saver First Aid & CPR/AED**  HLTH-8095
- 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. (6 Contact Hours)

**Nurse Assistant Clinical**  HLTH-8083A
- 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. (96 Contact Hours)

### NURSING ASSISTANT

- **Nursing Assistant Clinical**  HLTH-8108
  - Upon successful program completion, which is comprised of classes HLTH-8038A and HLTH-8010B, you will receive a Workforce & Continuing Education certificate. 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 healthcare@macc.edu.

**Nurse Assistant**  HLTH-8038A
- Prerequisite: WKSP-8000
  - Gain the knowledge and skills necessary to assist patients who need help with activities of daily living. In this class you will learn assessment and care of patients under the direct supervision of a registered nurse. Web-based learning will enhance classroom lectures. Students can access Canvas at My Macomb. Text required. (96 Contact Hours)

**Nurse Assistant Clinical**  HLTH-8083
- Prerequisite: HLTH-8038A or HLTH-8083A
  - Participate in a 32-hour unpaid clinical experience. (32 Contact Hours)
WORKFORCE & CONTINUING EDUCATION

Medical Terminology     HLTH-8010A

Career Workshop: Health     WKSP-8000
Basic computer and keyboarding skills are required. Textbook and USB drive are required. Learn basic skills in 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. (30 Contact Hours)

Patient Access Services     HLTH-8061B
Prerequisite: HLTH-8010A with minimum grade CR and CSTF-8063B with minimum grade CR
Students will develop an understanding of the revenue cycle and the role of patient access in healthcare institutions. The student will develop competency in the full range of patient access services including patient registrations and admissions, patient rights and responsibilities, customer services, and laws and regulations affecting patient access. Students will understand the accreditation requirements of health care organizations, as well as other regulatory standards that control access to patients during the patient visit. Bring a fresh start to class. Web-based learning will enhance classroom lectures. Students can access Canvas at My Macomb. (24 Contact Hours)

Medical Billing     HLTH-8081C
Prerequisite: HLTH-8010A with minimum grade CR, and CSTF-8063B 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 UB-04 claim form, hospital computer billing, claims preparation, and other regulatory standards. Ready for business professionals. (24 Contact Hours)

Medical Billing/Coder/Professional Development
Online Internship for Medical Coding     HLTH-8010D
Gain experience you need to be a successful medical coder! This virtual internship simulates the work experience of a real-world, multi-specialty medical clinic. It offers real-world experience coding more than 500 cases in various healthcare settings. The internship complements and provides opportunities for concepts learned in the classroom. You'll have the opportunity to effectively communicate with the clinical, billing, and medical record departments. You will be prepared to work with clients and stand out in any exam such as 'the expert in your field.' This challenging course provides both theoretical foundations and the hands-on skills necessary to be a successful medical coder. Successful completion of this course is required to receive certification. An optional internship is recommended for maximum employability. Registration and payment is through WITS and includes a PayPal payment plan. Registration for both the on-campus and online courses are available at https://www.ambinet.net/my-macomb.cps. Details of the program will be reviewed at the mandatory orientation workshop (WKSP-8000). About this nationally recognized exam, contact www.witseducation.com or call 586.226.4807 or healthcareers@macomb.edu.

Certified Personal Fitness Trainer
Earn your certification from our partners at World Instructor Training School. W.I.T.S. is the only major certified program and provides the most comprehensive practical training and internship components. You will be prepared to work with clients and stand out in any exam as ‘the expert in your field.’ This challenging course provides both theoretical foundations and the hands-on skills necessary to be a successful medical coder. Successful completion of this course is required to receive certification. An optional internship is recommended for maximum employability. Registration and payment is through WITS and includes a PayPal payment plan. Registration for both the on-campus and online courses are available at https://www.ambinet.net/my-macomb.cps. Details of the program will be reviewed at the mandatory orientation workshop (WKSP-8000). About this nationally recognized exam, contact www.witseducation.com or call 586.226.4807 or healthcareers@macomb.edu.

Certiﬁed Medical Reimbursement Specialist
Be a cut above the rest! The CMRS designation is awarded by the American Medical Billing Association (AMBA). Identify and understand the key medical terms. Text Required. (45 Contact Hours)

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. Special Projects. (55 Contact Hours)

Home Care Assistant     HLTH-8110
Home care is the fastest growing job opportunity in health care. Learn home care safety, companionship activities, plan and prepare meals, observation and documentation, transportation, assisting clients with activities of daily living, and housekeeping chores. Prior to admission to this class, all students are required to successfully complete the Home Care Assistant portion of the Nursing Assistant Program. (5 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)

Microsoft Office 2016     CSTF-8063B
Basic computer and keyboarding skills are required. Textbook and USB drive are required. Learn basic skills in 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. (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)

Medical Discharge Applications     HLTH-8018C
Gain experience you need to be a successful medical coder! This virtual internship simulates the work experience of a real-world, multi-specialty medical clinic. It offers real-world experience coding more than 500 cases in various healthcare settings. The internship complements and provides opportunities for concepts learned in the classroom. You'll have the opportunity to effectively communicate with the clinical, billing, and medical record departments. You will be prepared to work with clients and stand out in any exam such as 'the expert in your field.' This challenging course provides both theoretical foundations and the hands-on skills necessary to be a successful medical coder. Successful completion of this course is required to receive certification. An optional internship is recommended for maximum employability. Registration and payment is through WITS and includes a PayPal payment plan. Registration for both the on-campus and online courses are available at https://www.ambinet.net/my-macomb.cps. Details of the program will be reviewed at the mandatory orientation workshop (WKSP-8000). About this nationally recognized exam, contact www.witseducation.com or call 586.226.4807 or healthcareers@macomb.edu.

Microsoft Office 2016     CSTF-8063B
Basic computer and keyboarding skills are required. Textbook and USB drive are required. Learn basic skills in 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. (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)

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Home Care Assistant     HLTH-8110
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Certiﬁed Fitness Trainer FTNS-9000
Corequisite: WKSP-8000
This 32-hour program, 16 hours of lecture and 16 hours of hands-on practical training, will walk many graduates right into a job! Key topics include biomechanics, exercise physiology, ﬁtness testing, and equipment usage and health assessment. Choose either the in-person classroom lecture or the online lecture. All students must attend the instructor-led LVE practical laboratory at the ofﬁce gym. For students who want more time for lecture prior to the practical training, the online, self-paced sessions are optimal for learning. Interactive video lectures, practical video labs, discussion boards, and quizzes will be completed. Textbook required. Please read the ﬁrst three chapters prior to the ﬁrst class. (36 Contact Hours)

LABORATORY ASSISTANT
Do you love science? Laboratory Assistants combine the beginning knowledge and skill development necessary to assist medical laboratories and medical professionals found in hospitals, out-patient clinics, and processing centers. Internship includes performing phlebotomy and specimen processing in the lab. Upon successful completion of HLTH-8100A, HLTH-8101A, and HLTH-8107A, students will be able to gain skills to take their national or local practice exam to become a 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 ﬁlters, provide Basic Life Support Certiﬁcation documentation, and purchase a uniform at their own expense. For information, contact 586.226.4807 or healthcare@macomb.edu.

Certiﬁed Veterinary Assistant FTNS-8201E
Prepare to become a veterinary assistant! This 18-hour program is designed to help students gain the knowledge, skills and abilities that are necessary to provide support to the certiﬁed veterinary assistant in the various animal industries. The program provides students with the knowledge and skills required to take their state certiﬁcation exam and pursue a career as a veterinary assistant. For more information or to schedule an interview, please contact Tali Chi.

Phlebotomy Workshop HLTH-8111
Review and practice proper phlebotomy procedures and techniques. For current health students in Phlebotomy, Laboratory Assistant, Medical Assistant, Nursing, Respiratory Therapist, or Emergency Medical Technician programs. Proof of immunizations and negative results from a TB skin test required and must be brought to class. (3 Contact Hours)

Health and Wellness

Tai Chi FTNS-8018E
Maintain healthy joints and live with arthritis with the following sequence of graceful, agile movements from Sun-style Tai Chi, a gentle ancient Chinese discipline. Experience reduced pain and stiffness, improved memory and focus, increased muscle strength, and less stress. Taught by Arthritis Foundation trained and certiﬁed leader. (6 Contact Hours)

AHA-2 V-ETC-210
Learn animal nursing techniques such as medicating patients, grooming, observing of hospitalized patients, and cleaning procedures of kennels and hospital facilities. Become familiar with basic pharmacy procedures pertaining to drug handling and prescription labeling. Client management topics to be covered include professional conduct and communication and medical recordkeeping. Instruction will also cover basic clinical pathology procedures including how to operate laboratory equipment and handling and processing of patient samples. Text required. (60 Contact Hours)

AHA-CN-210
Learn the career path of the veterinary assistant. Learn the basic anatomy and physiology of small animals. Apply appropriate medical terminology to describe anatomical structures and their corresponding physiology. Understand purebred dog and cat breeds and behavior, handling, and restraint. Instruction includes veterinary ofﬁce and exam room procedures as they pertain to the role of the veterinary assistant. Understand how to process clinical specimens for distribution to appropriate laboratory departments, e.g. blood bank, chemistry, hematology, or microbiology. Topics include safety, quality assurance, and quality control. You will practice laboratory safety procedures while learning Clinical Laboratory Improvement Amendment (CLIA) regulations and approved procedures commonly performed in the laboratory. Web-based learning will enhance classroom lectures. Students can access Canvas at My Macomb. Text required. (100 Contact Hours)

AHA-CN-210
Develop a medical vocabulary through a word building system of prefixes, sufﬁxes, root words, and combining forms. Learn to use a dictionary and thesaurus to locate unfamiliar terms. Instruction will also cover instruction in patient sample processing for distribution to appropriate laboratory departments, e.g. blood bank, chemistry, hematology, or microbiology. Text required. (60 Contact Hours)

AHA-CN-210
Understand how to provide proper and accurate documentation of patient samples. Text required. (60 Contact Hours)
MOTORCYCLE SAFETY

The Motorcycle Rider and Safety Education program is conducted with Michigan Safety Education funds from a state grant administered by the Michigan Secretary of State. 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— Dustin an approved type
- Long-sleeved shirt (required 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 the sessions. Students who miss the first session 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: 100% refund if course is cancelled by College; 0% refund if student drops or transfers course. 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; no transfers). Topics include: speed control, braking & stopping, counter steering, cornering, hazard avoidance and other techniques for the experienced rider to operate a motorcycle safely and skillfully. 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 waiver the State of Michigan written and riding skills tests. (8 Contact Hours)

71473. SaSu 8/17/19-8/18/19 8:00 AM-5:55 PM $50 CTR C101 Vanpamel, F.

Basic Rider Web Enhanced CYCL-8016

REQUIREMENTS: Must provide 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 provided by the College via email no later than 1 week prior to the start date of your class. If you do not receive an email by this time, please send your request to motorcycle@macomb.edu. The course consists of approximately 18 hours of instruction, 5 hours of classroom instruction and 10 hours of hands-on coaching. Designed for participants that have minimal experience operating a motorcycle, the course will focus on the development of basic riding skills: clutch and throttle coordination, straight-line riding, braking, turning and shifting. Successful completion of this course and its knowledge and skills test will result in a riding and written test waiver by the Secretary of State. Prerequisite: Ability to ride a bicycle (16 Contact Hours)

71472. SaSu 8/17/19-8/18/19 8:00 AM-5:55 PM $50 CTR C102 Feyer, R. And SuSa 8/17/19-8/17/19 8:00 AM-5:55 PM $50 CTR C101 Feyer, R.

71549. SaSu 8/17/19-8/18/19 8:00 AM-5:55 PM $50 CTR C101 Feyer, R. And SaSu 8/17/19-8/18/19 8:00 AM-5:55 PM $50 CTR C100 Feyer, R.

71550. SaSu 8/17/19-8/18/19 8:00 AM-5:55 PM $50 CTR C101 Feyer, R. And SaSu 8/17/19-8/18/19 8:00 AM-5:55 PM $50 CTR C102 Feyer, R.

PHOTOGRAPHIC ARTS CERTIFICATE


If PHOT-8029A may be taken in lieu of PHOT-8013B. Bring your camera to all classes and make note that field trips will replace class hours on occasion. For information, contact the program coordinator at 586-445-4100 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)

73573. M 10/14/19-11/10/19 6:00 PM-8:55 PM $225 CTR H214 Melby, S.

PHOTOGRAPHY

Creative Lighting for Photography PHOT-8032A

This course is intended as a basic introduction to the principles of lighting. Students will discover what factors influence lighting and will have the opportunity to explore the effects of lighting on a composition. We will learn how to create a mood, the most advantageous way to present your subject, how to add lighting, and how to make the best use of existing light. (15 Contact Hours)

71705. M 8/6/19-9/3/19 6:00 PM-8:55 PM $225 CTR H214 Melby, S.

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)

73571. M 10/22/19-11/19/19 6:00 PM-8:55 PM $225 CTR H214 Melby, S.
Digital Black & White Workshop  PHOT-8034
So you've completed the Photographic Arts certificate but want to learn more on this subject? Troubleshoot and refresh your skills in Digital Black & White photography as you bring your experience and current skill level to this 5 week class. This is a great opportunity to build up and enhance your portfolio. (15 Contact Hours)
73574....M.......11/18/19-12/16/19......6:00 PM-8:55 PM.......$75 ....CTR ....H214 .....................Melby, S.

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)
73554....Th......9/10/19-10/10/19......6:00 PM-9:55 PM.......$275 ....CTR ....N109 ........................NCIASSOCIATES, LTD.
73555.....MW.....10/21/19-11/20/19......6:00 PM-9:55 PM.......$275 ....CTR ....N109 ........................NCIASSOCIATES, LTD.

A Novice Approach to Short Story Writing  WRIT-8049
This class is an overview of the basic standards 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)
73294....T ........9/10/19-10/10/19......6:00 PM-8:55 PM.......$55 ....SOU ....C334 ............................Burke, J.

Real Estate Market Analysis  RLST-8004
Understand the location and market trends affecting Real Estate. Learn how to analyze a market and evaluate the trend of the price. Learn how to analyze market trends. (20 Contact Hours)
73355....MW.....11/11/19-12/10/19......6:00 PM-9:55 PM.......$275 ....CTR ....N109 ........................NCIASSOCIATES, LTD.

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)
733296....T ......9/17/19-9/17/19......6:00 PM-8:55 PM.......$55 ....SOU ....C334 ............................Burke, J.

How to Write a Book in 30 Days  WRIT-8048
This class is a basic overview for the novice writer to discover and explore the process of completing a manuscript, editing, and publishing the work. It also covers the professional attitude needed to revise the manuscript. (3 Contact Hours)
73301....T ......10/29/19-10/29/19......6:00 PM-8:55 PM.......$55 ....SOU ....C334 ............................Burke, J.

Create a Fictional story by learning the critical elements of story telling. Acquire techniques to write plot, build characters, and conduct research. Develop the skills that allow connections to be made between characters and plot to complete a novel. (9 Contact Hours)
73300....T ......10/16/19-10/22/19......6:00 PM-8:55 PM.......$190 ....SOU ....C334 ............................Burke, J.

Writing, Publish, Market Books for Beginners  WRIT-8047
This class provides 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)
73299....T ......10/17/19-10/17/19......6:00 PM-8:55 PM.......$55 ....SOU ....C334 ............................Burke, J.
3D printing has been hailed as a solution to all manufacturing problems. Obviously that is exaggerated, but what is it good for, and when is traditional manufacturing still the better choice? In this course, you will learn how to separate the real promise of the technology from the hype, and understand the workflow for a consumer-level 3D printer. You will become familiar with some typical online databases of objects available to print, and get a bit of experience with free or open-source software for all stages of the process. This class will be primarily focused to introduce you to the tools of the open 3D printer ecosystem, but the principles will apply to consumer 3D printers in general.
Discover how you can CONNECT to short-term, fast-track training in Automated Systems, SolidWorks, NX CAD Training, Instructional Designer and Quality Management.

Advance your career today!

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. M-TEC℠ partners with employers, Macomb County Planning and Economic Development, Michigan Economic Development Corporation, Michigan Works!, and Macomb County 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.

Automated Systems

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. Students in select programs may be eligible to earn certifications from FANUC and Siemens. 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
Maintenance Technician – 400 hours

Students can also take individual classes in:

- CELC 8013 Electrical Fundamentals
- CELC 8012 Motor Controls & Drives
- CELC 8016 Digital Electronics
- CMNF 8241 FANUC Robotics Operations
- CMNF 8273 FANUC IR Vision 2D
- CMNF 8247 Basic PLC Programming
- CMNF 8281 RFID
- CMNF 8207 Pneumatics Fundamentals
- CMNF 8053 Hydraulics Fundamentals
- CELC 8020 Electro-Hydraulics & Pneumatics
- CWET 8055 Soldering
- CMNF 8276 Machine Tool

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

SolidWorks and NX CAD Training

Classes available for Corporate Customers and individuals seeking new skills or to upgrade current skills.

Macomb Community College M-TEC is dedicated to supporting companies and individuals to improve our region’s workforce with custom designed training, education, and certification programs. These courses are offered and many more!

SolidWorks Essentials
SolidWorks Assembly Modeling
CATIA V5 Fundamentals
CATIA V5 Mechanical Design Fundamentals
NX CAD Training

Lockout & Energy Control for GM Contractors ($350 per person)

This one-day course is offered exclusively to approved Suppliers of General Motors and covers the requirements and procedures to perform Lockout Energy Control safely in a GM plant or facility. Complete course description and registration information at http://www.macomb.edu/business/workforce-development/general-motors.html. For questions, contact Debra Lang @ 586.498.4114 or langd@macomb.edu.

Instructional Certification Suite (80 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

Quality Management Processes (272 hours)

Set your course today to become a Quality Inspector and begin your career in Quality Management. Discover how you can make a difference as an inspector or auditor, working with industry and international standards, troubleshooting, and effectively maintaining production integrity and efficiency in the workplace.

Certificate programs are available in:

- Fundamentals of Quality – 40 hours
- Core Tools Training – 40 hours
- Quality Tools Application – 64 hours
- Quality Management – 48 hours
- Quality Professional – 80 hours

Courses within a certificate can be taken individually or as part of the certificate program.

Quality Management Specialty Training

Six Sigma Green Belt
IATF 16949 2016
TS-16949/ISO-9100
8 D Problem Solving

Quality Tools and Analytics Workshops

Register Today!

Call for schedule and registration information 586.498.4100

DON’T WAIT! CLASSES FILL QUICKLY. REGISTER NOW!

Visit: 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 Friday, July 26 at 8am. We suggest you register for class at least one week before it begins to ensure you get a seat before classes fill; however, you can register until the day class begins.

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

2 EASY WAYS TO REGISTER FOR CLASSES
1) Register Online:
   - New students—Click on the TEAL New Continuing Education Students box. Click Search and Register for Continuing Education Classes.
   - Returning students—Click on the GRAY Current & Returning Continuing Education Students box. Log in with your My Macomb credentials.

2) Walk in Registration:
   - Visit the Records & Registration Office—South Campus G Building, Room 224; Center Campus G Building, Room 110. Monday and Tuesday: 8am-6pm Wednesday through Friday: 8am-4:30pm

For Registration Assistance, call 586.445.7999

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

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

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

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

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

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.

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 and school closing information.

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

WCE LOCATION CODES
(WHERE WCE CLASSES ARE HELD)

CENTER CAMPUS (CTR) AND UNIVERSITY CENTER PLACE (UC1) OR (UC3)
44575 Garfield Rd.
Clinton Township, MI 48038
Corner of Hall and Garfield Rd.
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
G Bldg • Records & Registration Office, Rm 110
H Bldg • Use Parking Lot 4 off Garfield
K Bldg • Use Parking Lot 4 off Garfield
L Bldg • Use Parking Lot 7 off Hall Rd.
N Bldg • Use Parking Lot 8 or 10 off Hall Rd.
R Bldg • Use Parking Lot 10 or 11 off Hall Rd.
UC1 & 3 • Use Parking Lot 5B off Garfield

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

South Campus (SOU)
14500 E. 12 Mile Rd. • Warren, MI 48088
Between Hayes and Schenckherr
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
G Bldg • Records & Registration Office, Rm 224
J Bldg • Use Parking Lot 5 off Hayes
K Bldg • Use Parking Lot 5 on 7 off Hayes
M Bldg • Use Parking Lot 8 off Hayes
R Bldg • Use Parking Lot 11 off Martin Rd.
S Bldg • Use Parking Lot 11 or 12 off Martin Rd.
T Bldg • Use Parking Lot 12 off Martin Rd.

Off–Macomb Campuses (OFF)
- ONLINE/VIRTUAL (VIR)

MACOMB COMMUNITY COLLEGE
Workforce & Continuing Education
SCHEDULE OF CLASSES
SEPTEMBER–DECEMBER 2019
Registration begins Friday, July 26, 2019, 8AM

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