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MACOMB COMMUNITY COLLEGE
Workforce & Continuing Education
SCHEDULE OF CLASSES
SEPTEMBER–DECEMBER 2018
Registration begins Thursday, July 26, 2018, 8AM

TRAINING OPTIONS:
   ◗ Administrative Assistant Professional
   ◗ Computing Skills
   ◗ Court Reporting
   ◗ Digital Marketing
   ◗ Entrepreneurship
   ◗ Project Management

Project Management Certificate: Show them you can deliver!
Learn more on pages 10 & 19

www.macomb.edu
2 easy ways to register for classes!


For questions about registration, call 586.445.7999

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

Career Workshop: Entrepreneur WKSP-8004
This interactive workshop is for new entrepreneurs and those who want to stay in business. Learn about the information and skills critical to the success of any business, large or small. (1 Contact Hour)

Court Reporting Seminar WKSP-8021B
This two-hour seminar offers the perfect opportunity for potential Court Reporting students to decide if pursuing an education for a career in court reporting is the right choice for them. (2 Contact Hours)

Digital Marketing for Business Workshop WKSP-8024
Explore how digital marketing will help launch and grow a business. This interactive workshop can answer your questions! (1 Contact Hour)

Watercolor Painting ARTS-8004
Explore basic watercolor techniques as you develop a style of your own. No experience required. Supplies needed; supply list is given out at first class session and is also available at https://www.macomb.edu/community/personal-interests/CE-supply-lists.html. (24 Contact Hours)

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

Discover the Excitement of Painting in Acrylics & Oils ARTS-8050
Discover the excitement of painting in acrylics & oils! Students will learn the fundamental principles and technical processes needed to create works of art that appear real. Using a step-by-step method, and working from everyday objects, students will explore color and develop skills required for success. Supplies needed; list is given out at the first class session and is also available at https://www.macomb.edu/community/personal-interests/CE-supply-lists.html. (24 Contact Hours)

ART

WORKFORCE & CONTINUING EDUCATION

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/conted/registration begins Thursday, July 26 at 8AM

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

Business 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)

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)

For questions about registration, call 586.445.7999

ART

Automotive

Business

Administrative Assistant Professional
Skilled and professional administrative assistants are invaluable members of an organization. Learn how to gain a business edge with an online efficient office, improved communication skills, and stellar customer service. Use interactive exercises to practice new skills in a fun, high-energy environment. Earn the Administrative Assistant Professional Certificate by completing the recommended course, BSNS-8020, and the following required courses: BSNS-8005, BSNS-8006, BSNS-8007, BSNS-8008A, and BSNS-8009.

Overview of Administrative Assistant Professional 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)

Professionalism for the Administrative Assistant BSNS-8005
Discover the nine 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)

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)

Communication for Administrative Assistants BSNS-8007
Through interactive sessions, learn how to develop effective internal and external communication. Learn how to easily interact at business meetings or with customers. Text required. (12 Contact Hours)

Organizing Skills BSNS-8008A
Learn accounting terminology and the purpose of financial statements. Explore original entry books and the general ledger. Discover how bookkeeping is a communication tool to users of the data. Text required. (9 Contact Hours)

Entrepreneurship at Macomb Community College is designed for the new entrepreneur and those who want to stay in business. They contain the information and skill development critical to the success of any business, large or small. For information, contact the program coordinator at 586.449.4121 or continued@macomb.edu.

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

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)

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)
Digital Marketing Workshops

Instagram for Business Workshop ENTR-8070
Prerequisite: Basic computer skills taught in Introduction to Computers or the equivalent knowledge. Please bring a company photo, your image, or logo saved as a picture on your phone. Must have an email address accessible during class to verify accounts. Must have a smart phone to use in class as the students will create their accounts. Students will use the Instagram Analytics Tool and 1-Hour course is hands-on theory. Discover how to create, edit, tweak, and promote an Instagram business account. Using Instagram tools (including 3rd party development), build and manage your brand online. Also suited to people simply interested in knowing more about social networking. Break for lunch between 12PM and 1PM with lunch “homework” (6 Contact Hours)

Google Analytics Workshop ENTR-8069
Use a free Google account to understand your customers. Learn the fundamentals of digital marketing analytics using Google Analytics. Prerequisites: Google Analytics certification is suggested. Students will learn how to use Google Analytics to analyze their website traffic and understand customer behavior. Break for lunch between 12PM and 1PM with lunch “homework” (6 Contact Hours)

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, BSN-8016A and BSN-8018, to receive a Workforce & Continuing Education Certificate in Project Management. For information, contact the program coordinator at 586.498.4121 or continued@macomb.edu.

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

Fundamentals of Project Management BSN-8016A
Study the five process groups and nine knowledge areas of project management from the Project Management Body of Knowledge. Examine professionalism, ethics, and case studies. Work individually and in teams to practice processes and concepts. Text Required. Laptop and MS Project recommended. (3 Contact Hours)

Project Leadership and Management BSN-8018
Explore the role and key competencies of project leaders. Learn a step-by-step approach to leadership and team building. Examine Leadership Ethics, Leadership and Project Strategy, and the Leadership of the Project Team. Text Required. (3 Contact Hours)

Digital Marketing Certificate

The following classes are designed to help entrepreneurs and business people market their business using social media. Complete all required classes, ENTR-8056, ENTR-8055, ENTR-8057, 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.

Social Media 101 ENTR-8058A
What is social media? Discover how you should use social media to build your personal brand, your business, or to connect with customers. Explore social media tools in this overview class. (3 Contact Hours)

Twitter for Business ENTR-8057
Basic computer skills required. Learn how to create, edit, tweak, and promote a Twitter account in this hands-on course. Explore various Twitter tools to build and manage business campaigns online using teamwork and individual use of Internet-enabled PCs. (9 Contact Hours)

LinkedIn for Business ENTR-8056
Basic computer skills required. Learn how to structure an engaging LinkedIn profile to network with other business professionals. Make the best use of LinkedIn groups to raise awareness of your business and reach a targeted audience. (9 Contact Hours)

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

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

Pay-Per-Performance Marketing ENTR-8061
Basic computer skills required. Explore performance-based marketing which includes Pay-Per-Click, Pay-Per-Impression, and Pay-Per-Call—all types of sponsored online advertising used on websites and search engines. Learn how to advertise on desktop, mobile, and tablet devices and create an advertising campaign to increase brand awareness, generate sales/leads, and advertise to target audiences. (6 Contact Hours)

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

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)

Protect Your Small Business ENTR-8003A
Use the law to protect you and your small business and to choose the best legal entity to protect your business from personal liability, unnecessary taxes, and internal or external fights. Taught by an attorney. (3 Contact Hours)

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)

Taking the Next Steps—Getting Started ENTR-8046
Completion of previous 6 classes required. Review and assess your business strategy and identify your next steps. Bring your planner to schedule an appointment with the Center for Innovation and Entrepreneurship at Macomb Community College. (1 Contact Hour)

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, BSN-8016A and BSN-8018, to receive a Workforce & Continuing Education Certificate in Project Management. For information, contact the program coordinator at 586.498.4121 or continued@macomb.edu.
Computer Skills

**BASIC COMPUTER SKILLS CERTIFICATE**

Begin with basic computer skills classes if you are a novice computer user and are seeking computer job opportunities. The Workplace Computing Certificate is awarded upon completion of CSFT-8080, CSFT-8081, CSFT-8082, and CSFT-8083. CSFT-8001C, and CSFT-8063B. For information, contact the program coordinator at 586.498.4121 or continuinged@macomb.edu.

**Microsoft Office 2016 CSFT-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)

**Keyboarding Basics CSFT-8059B**

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

**Introduction to Computers CSFT-8001C**

Ideal for the beginner seeking computer job skills. Learn basic computer tasks using Windows 10, navigating the Web, working with applications, tiles 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. (15 Contact Hours)

**Advanced Excel PivotTables CSFT-8076A**

Beginner to intermediate level MS Excel program knowledge and proficiency required. Pivot tables are one of the hidden Excel gems that intimidate most users. It is a surprisingly easy way to quickly summarize, analyze, and display data to enhance your reports and presentations. Must have intermediate to advanced Excel proficiency in Excel 2013 or later. USB drive required. For information, contact the program coordinator at 586.498.4121 or continuinged@macomb.edu.

**Microsoft Office 2016**

**Word 2016 CSFT-8080**

Basic computer, keyboarding, and internet skills 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)

**Excel 2016 CSFT-8081**

Basic computer, keyboarding, and internet skills required. Learn introductory and intermediate Access skills. Topics include ribbon interface; creating tables in Datashert 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)

**PowerPoint 2016 CSFT-8083**

Basic computer, keyboarding, and internet skills required. Learn introductory and intermediate PowerPoint skills. Topics include ribbon interface; document themes; bulleted lists; outlines; formatting text; printing presentations; transitions; clip art and graphics; charts; slide show delivery; editing presentations; handouts; creating hyperlinks; multimedia and sound; PowerPoint tables; sharing files online; finalizing a presentation; formulas and functions; charting data; and formatting worksheets. Textbook and USB drive required. (24 Contact Hours)

**Access 2016 CSFT-8082**

Basic computer 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. (16 Contact Hours)

**CONSTRUCTION**

**Builder's Pre-License Training Segment 1 INDT-8022**

Segment 1 of the state-mandated Builder's Pre-License training will present business management, estimating, design and building science, contracts, risk management, marketing, and sales. The Segment I course training will present project management, scheduling, and current Michigan Residential Construction Safety Standards, along with management, marketing, and sales. For information, contact 586.498.4100 or workforcedev@macomb.edu.

**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 Construction Safety Standards along with management, marketing, and sales. (30 Contact Hours)

**Court Reporting**

**Macomb Community College's Court Reporting program is approved by the NCRA, National Court Reporting Association, as a prerequisite for the Certified Shorthand Reporting Examination. Required courses include CRTR-8011C, CRTR-8022, CRTR-8022CR, CRTR-8014T, CRTR-8015, CRTR-8018T, CRTR-8011C, and CRTR-8080A. 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: bosilkovskie@macomb.edu or 586.226.4722.**

Macomb Community College’s Court Reporting program is approved by the NCRA, National Court Reporting Association, as a prerequisite for the Certified Shorthand Reporting Examination. Required courses include CRTR-8011C, CRTR-8022, CRTR-8022CR, CRTR-8014T, CRTR-8015, CRTR-8018T, CRTR-8011C, and CRTR-8080A. A minimum 40-hour internship is required to complete the program. Court Reporters must be certified through state and national exams.

**Court Reporting Theory CRTR-8000**

Develop techniques of a conflict-free writing style and begin building an extensive dictionary. (97.5 Contact Hours)

**Court Reporting Theory 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)

**Court Reporting Theory CRTR-8022**

Writing techniques are applied while student begins process of speed building. Tests in literary, jury charge, and Q & A must be passed with 95% accuracy at speeds of 60, 80, and 100 wpm; CAT software is required. (97.5 Contact Hours)

**Court Reporting Theory CRTR-8007**

Begin the process of speed building and the introduction of legal, medical, and technical dictation. Speed tests must be passed with 95% accuracy at speeds of 60, 80, and 100 wpm; CAT software is required. (97.5 Contact Hours)

**Court Reporting Skill CRTR-8007**

Begin the process of speed building and the introduction of legal, medical, and technical dictation. Speed tests must be passed with 95% accuracy at speeds of 60, 80, and 100 wpm; CAT software is required. (97.5 Contact Hours)

**Court Reporting Skill CRTR-8014**

Continue the process of speed building. Speed levels are 160-180 wpm, and literary, jury charge, and Q & A tests must be passed with 95% accuracy. (97.5 Contact Hours)

**Court Reporting Skill CRTR-8017**

Continue the process of speed building. Speed levels are 180-225 wpm, and literary, jury charge, and Q & A tests to be passed with 95% accuracy. Internship required. (97.5 Contact Hours)

**Interpretive Technology CRTR-8025**

Explore computer-aided transcription software including instruction in operating the real-time translation system, speaker identification, formatting, litigation support, building a dictionary, creating block files, macros, and auto-includes. Receive an overview of each of these items: the reporter’s role in litigation support; hardware and software; and the reporter’s role in CART and captioning. (57.5 Contact Hours)

**Judicial Technology CRTR-8025**

Explore computer-aided transcription software including instruction in operating the real-time translation system, speaker identification, formatting, litigation support, building a dictionary, creating block files, macros, and auto-includes. Receive an overview of each of these items: the reporter’s role in litigation support; hardware and software; and the reporter’s role in CART and captioning. (57.5 Contact Hours)
BEEKEEPING

Food Service Training & Certification 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, good hygienic practices, pest control, employee training, and the Michigan state law governing food service establishments. Textbook included. Class will break for one hour lunch. Students will bring their own brown bag lunch. For information, email wac@macomb.edu or call 586.498.4130. (8 Contact Hours)

63292 Sa 9/1/18 - 9/1/18 10:00 AM - 12:55 PM $195 CTR N143 Pursel, J.

Intermediate Conversational Italian LANGUAGE-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 text required. (24 Contact Hours)

63030 Sa 11/10/18 - 11/10/18 6:30 PM - 7:25 PM $175 CTR H215 Agazzi, L.

Japanese LANGUAGE-8038

A fun-filled introduction to Japanese language and culture presented through role play and dialogue. Learn introductions, numbers, months, dates and verbs and become acquainted with the various writing systems for Hiragana/Katakana and some Kanji. Begin to write and incorporate basic character sets in your own Japanese. Dare to order something new during class field trip to local Japanese restaurant. (24 Contact Hours)

63040 M 9/7/18 - 9/12/18 8:00 AM - 9:55 AM $175 CTR H208 Vльтadore, D.

Spanish II: Conversational Skills for Everyday Life LANGUAGE-8064

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

63030 M 9/17/18 - 9/22/18 8:30 AM - 9:25 AM $249 CTR E225 Hendrick, M.

FINANCE

Introduction to the Stock Market MNNMG-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)


Stock Market I MNNMG-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)

63268 Wed 9/5/18 - 10/17/18 6:30 PM - 8:55 PM $515 CTR H209 Cure, N.

Stock Market II MNNMG-8011

Discover six techniques to find value and growth for common stocks. Learn how to compute and use intermediate and long-term market timing tools. (17.5 Contact Hours)

63269 W, T 10/24/18 - 12/17/18 6:30 PM - 8:55 PM $515 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-8008, FLOR-8001, FLOR-8007, 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. Not all courses are offered every semester. For information, contact the program coordinator at 586.498.4100 or workforcedev@macomb.edu.

Floral Identification & Use FLOR-8043

Discover and understand the plethora of flowers and their use in design. Learn common and botanical names while realizing not only variety in color but the important attributes of the flowers, common and not so common, to the floral designer. (9 Contact Hours)

63754 M,W, T 8/6/18 - 8/23/18 6:00 PM - 8:55 PM $199 SOU C119 Kinkbuch, K.

Fundamentals of Floral Design I FLOR-8008

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)

63755 M,W, T 9/10/18 - 10/8/18 6:00 PM - 8:55 PM $269 SOU C119 Kinkbuch, K.

Fundamentals of Floral Design II FLOR-8001

Corequisite: FLOR-8008 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)

63757 M,W, T 10/15/18 - 11/28/18 6:00 PM - 8:55 PM $269 SOU C119 Kinkbuch, K.

Intermediate Floral Design FLOR-8007

Corequisite: FLOR-8008 FLOR-8043

Take your designs to the next level. Add your own special touches to more advanced designs. (9 Contact Hours)

63756 M,W, T 11/13/18 - 12/19/18 6:00 PM - 8:55 PM $269 SOU C119 Kinkbuch, K.

Advanced Floral Design I FLOR-8002A

Corequisite: FLOR-8008 FLOR-8043

Continue to develop your skills. Experience the use of a greater variety of materials and work on a larger scale. Gain confidence to make your own design choices. (12 Contact Hours)

63757 M M 11/26/18 - 12/17/18 6:00 PM - 8:55 PM $279 SOU C119 Kinkbuch, K.

ENGLISH AS A SECOND LANGUAGE (ESL)

Grammar Connection I ESLL-8008C

Improve your current English language skills. Focus on grammar, conversation, and increasing vocabulary and life skills. Text and workbook required. (40 Contact Hours)

63292 W 9/9/18 - 11/15/18 5:00 PM - 6:55 PM $195 CTR N143 Pursel, J.

Conversation Skills ESLL-8015C

Let’s talk. Improve your English language skills in a relaxed atmosphere. This course is for students who want to improve their fluency in English and take their conversational skills to the next level. Learn how to converse in social and business situations, express an opinion, and understand cultural gestures and idiomatic speech. Text and audio CDs required. (40 Contact Hours)

63393 T, Th 9/9/18 - 11/15/18 7:00 PM - 8:55 PM $195 CTR N143 Pursel, J.

HEALTH CARE TRAINING

Heart Saver First Aid & CPR/AED HLTH-8009

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

63800 F 9/21/18 - 9/21/18 9:00 AM - 2:55 PM $123 Howard, A.

63802 F 10/12/18 - 10/12/18 9:00 AM - 2:55 PM $123 Howard, A.

63803 F 11/9/18 - 11/9/18 9:00 AM - 2:55 PM $123 Howard, A.

Basic Life Support for Health Care Providers HLTH-8096

Designed to provide a wide variety of health care professionals the ability to recognize several life-threatening emergencies, provide CPR, use an AED, and relive choking in a safe, timely, and effective manner. American Heart Association BLS for Healthcare Providers Course completion card is valid for two years. Textbook required. (4 Contact Hours)

63900 M 9/7/18 - 9/7/18 9:00 AM - 5:25 PM $249 CTR H215 Mele, R.

63900 M 10/5/18 - 10/5/18 9:00 AM - 5:25 PM $249 CTR H215 Mele, R.

NURSING ASSISTANT

Upon successful program completion, which is comprised of courses HLTH-8038A and HLTH-8108, you will receive a Workforce & Continuing Education certificate and be eligible to take the Michigan Nurse Aide Competency Evaluation Test, which is required to become a State of Michigan Certified Nurse Aide. 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 586.226.4867 or healthcare@macomb.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. Prepare to work in wellness health care facilities or private homes under the direction of a registered nurse. Web-based learning will enhance classroom lectures. Students can access Canvas at My Macomb. Text required. (96 Contact Hours)


63559 M,T,W,Th 10/1/18 - 10/25/18 9:00 AM - 3:25 PM $485 SOU C121 Brown, D.

Nurse Assistant Clinical  HLTH-8108
Corequisites: HLTH-8038A or HLTH-8038
Participate in a 32-hour unpaid work experience. (32 Contact Hours)
63550  F/WTH/F ........................................................................... Brown, D.
63560  F/WTH/F ........................................................................... Brown, D.
63562  F/WTH/F ........................................................................... Brown, D.
63566  F/WTH/F ........................................................................... Brown, D.
HOME CARE ASSISTANT
Upon successful completion of this program, HLTH-8038A and HLTH-8110, you will receive a Workforce and Continuing Education Certificate and gain the knowledge and skills necessary to assist clients living at home or in an Assisted Living Facility. The emphasis of this certificate is based on: homecare safety, companionship activities, planning and preparing meals, observation and documentation, transportation, assisting clients with the activities of daily living, and housekeeping chores. Prior to registration, students must attend a mandatory workshop, WKSP-8000. Prior to the first day of class, students must complete a criminal background check. Details of the requirements will be reviewed at the mandatory workshop. For information, call 586.226.4807 or healthcareers@macomb.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. Prepare to work in health care facilities or private homes under the direction of a registered nurse. Web-based learning will enhance classroom lectures. Students can access Canvas at My Macomb. Text required. (96 Contact Hours)
63550  F/WTH/F ........................................................................... Brown, D.
63560  F/WTH/F ........................................................................... Brown, D.
63562  F/WTH/F ........................................................................... Brown, D.
63566  F/WTH/F ........................................................................... Brown, D.
63222  S ................................................................................... Mahon, L.
63228  M ................................................................................... Romanczyk, V.
63225  T ................................................................................... Burton, M.
63224  F ...................................................................................Casfielld, J.

CERTIFIED PROFESSIONAL CODING
Are you a detail-oriented, analytical, and business-minded thinker? A career in medical coding might be right for you! Upon successful program completion, WKSP-8000, CSFT-8063B, HLTH-8101A, HLTH-8102A, HLTH-8103A, and HLTH-8074, students will receive a Workforce and Continuing Education certificate and be prepared to take the internationally recognized Certified Professional Coder (CPC) exam, licensed by the American Academy of Professional Coders. More information about the exam can be found at www.aapc.com. WKSP-8000 Workshop: Health careers is required prior to registration in the Medical Coding I course. For information, contact 586.226.4807 or healthcareers@macomb.edu.

Microsoft Office 2016  CSFT-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)
63550  F/WTH/F ........................................................................... Brown, D.
63560  F/WTH/F ........................................................................... Brown, D.
63562  F/WTH/F ........................................................................... Brown, D.
63566  F/WTH/F ........................................................................... Brown, D.
63222  S ................................................................................... Mahon, L.
63228  M ................................................................................... Romanczyk, V.
63225  T ................................................................................... Burton, M.
63224  F ...................................................................................Casfielld, J.

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)
63550  F/WTH/F ........................................................................... Brown, D.
63560  F/WTH/F ........................................................................... Brown, D.
63562  F/WTH/F ........................................................................... Brown, D.
63566  F/WTH/F ........................................................................... Brown, D.
63222  S ................................................................................... Mahon, L.
63228  M ................................................................................... Romanczyk, V.
63225  T ................................................................................... Burton, M.
63224  F ...................................................................................Casfielld, J.

Medical Reimbursement Specialist  HLTH-8101C
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)
63550  F/WTH/F ........................................................................... Brown, D.
63560  F/WTH/F ........................................................................... Brown, D.
63562  F/WTH/F ........................................................................... Brown, D.
63566  F/WTH/F ........................................................................... Brown, D.
63222  S ................................................................................... Mahon, L.
63228  M ................................................................................... Romanczyk, V.
63225  T ................................................................................... Burton, M.
63224  F ...................................................................................Casfielld, J.

Online Internship for Medical Coding  HLTH-8015
Gain experience you need to be a successful medical coder! This virtual internship simulates the work experience of a realistic, multi-specialty medical clinic. It offers real-world experience coding more than 500 cases in 18 medical specialties. The internship complements and provides application for concepts learned in Step-by-Step Medical Coding by Carol J. Buck. Students will spend 20 hours per week coding at home and will be supervised online via Canvas by faculty. Optional course orientation with instructor on first day. Current year coding manuals and an access code (available at the bookstore) required. (24 Contact Hours)
63557  W/ .................................................................................... Coligado, A.
63548  Th/ .................................................................................... Coligado, A.
63557  W/ .................................................................................... Coligado, A.
63548  Th/ .................................................................................... Coligado, A.

Medicare Billing  HLTH-8008D
Prerequisite: HLTH-8010A with minimum grade CR, CSFT-8063B with minimum grade CR
Obtain the knowledge and skills associated with insurance billing for medical practices. Examine third party reimbursement including Medicare, Medicaid, Blue Cross Blue Shield, Worker’s Compensation, and TRIicare. Become familiar with diagnostic (ICD-10) and procedural (CPT) coding needed to submit claims in compliance with three party payers’ requirements. Become familiar with actual medical billing working with Medisoft software. Web-based learning will enhance classroom lectures. Students can access Canvas at My Macomb. Text required. (45 Contact Hours)
63547  W/ .................................................................................... Coligado, A.
63548  Th/ .................................................................................... Coligado, A.
63557  W/ .................................................................................... Coligado, A.
63548  Th/ .................................................................................... Coligado, A.

Certified Medical Reimbursement Specialist Exam  HLTH-8109
Students enrolling and taking the exam through Macomb enjoy 40% off savings on membership, the study guide, and the exam. The CMRS exam is taken online and is facilitated by faculty. You will have 45 days’ access to complete this open-book exam. The study guide and log-in access will be provided by the AMBA after you complete the exam. Your 45 days will begin the day you receive the exam link from AMBA. The study guide and online billing and coding resources through www.ambaconline.net (14-day free trial) are included in your tuition. Additional textbooks recommended: Current year’s HCPCS, CPT-4, and ICD-10 Code books. (36 Contact Hours)
63057  V ................................................................................ ....Coligado, A.
63057  V ................................................................................ ....Coligado, A.
63057  V ................................................................................ ....Coligado, A.
CERTIFIED PERSONAL FITNESS TRAINER

Learn your certification from our partners at World Instructor Training School. W.I.T.S. is the only major personal training certification program in the country. Pharmacy Technicians are in high demand in both retail (ambulatory) and hospital (institutional) pharmacies. Upon successful completion of HLTH-8005G and HLTH-8015B, you will receive a Workforce & Continuing Education certificate and be prepared to take the Pharmacy Technician Certification Board Exam (PTCE). Successful completion of the PTCE exam is required for CPhT licensure in the State of Michigan. A high school diploma or GED is required to take the exam. More information can be found at www.ptcb.org. Are you ready to take your career to the next level? The Institutional Pharmacy Technician Program will prepare you for employment in a hospital pharmacy. Prior to internship placement, you must pass a criminal background check, drug screening, and TB test. Hospital internships also require a physical, immunization titers, and a current Basic Life Support Certification. Some placements require uniforms at your own expense. For information, contact 586.226.4807 or healthcareers@macomb.edu.

Pharmacy Technician Certification Exam (PTCE) Preparation

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

63592  
Sa. 9/22/18-10/27/18  
9:00 AM-11:55 AM  
$199  
CTR R179  
Valentine, D.

Option 1: Ambulatory Pharmacy Technician

The Ambulatory Pharmacy Technician certificate program is intended to provide students, upon completion of courses HLTH-8005G and HLTH-8015B, the necessary preparation to take the national certification exam, Pharmacy Technician Certification Exam (PTCE) through the Pharmacy Technician Certification Board (PTCB) in order to obtain a pharmacy technician license. Prior to internship placement, students must pass a criminal background check, drug screening, TB test, and purchase a uniform at their own expense. For more information, contact 586.226.4807 or healthcareers@macomb.edu.

Ambulatory Pharmacy Technician

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

63579  
10/29/18-11/9/18  
9:00 AM-11:55 AM  
$199  
CTR R180  
Saullo, K.

Phlebotomy Workshop

Learn to do a perfect venipuncture and your skills will be in demand! This course can lead to full time work as a phlebotomist or enhance your resume as a multi-skilled health care worker. Upon successful completion of courses HLTH-8055C and HLTH-8005G, students will receive a Workforce and Continuing Education certificate and be prepared to take the nationally recognized American Society for Clinical Pathology (ASCP) exam for Phlebotomy after one year’s experience. More information about the 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 provide a TB test, laboratory identification, and a Basic Life Support Certification. Students can access Canvas at My Macomb. Text required. (Contact Hours)

63590  
MW 9/10/18-10/29/18  
6:00 PM-8:55 PM  
$749  
CTR R277  
Valentine, D.

Ambulatory Pharmacy Technician

Acquire the knowledge and skills to become a professional pharmacy technician by studying pharmacy practice methods, pharmacology, dosage calculations, and other important skills necessary to assist pharmacists in our drug distribution system. The emphasis of this class is on ambulatory (retail) pharmacy practice; however, other practice sections are introduced. Students will apply skills and knowledge learned by participating in an unpaid internship at the conclusion of the course. Web-based learning will enhance classroom lectures. Students can access Canvas at My Macomb. Text required. (Contact Hours)

63589  
1/17/19-4/22/19  
9:00 AM-11:55 AM  
$199  
Off  
Off  
Valentine, D.

Ambulatory Pharmacy Technician Internship

Participate in a 100-hour minimum unpaid internship. Hours can be part-time and flexible. (Contact Hours)

63589  
1/17/19-4/22/19  
9:00 AM-11:55 AM  
$199  
Off  
Off  
Valentine, D.

OPTION 2: INSTITUTIONAL PHARMACY TECHNICIAN

The Institutional Pharmacy Technician certificate program is designed to provide the skills needed to enter inpatient hospital or other institutional pharmacy practices. Methods specific to hospital pharmacy include calculations and strict aseptic technique to compound sterile products such as IV bags. Students will apply skills and knowledge learned by participating in a 100-hour minimum unpaid internship. Internships are 40 hours per week for up to five weeks. Prospective students who have worked a minimum of two years in an ambulatory pharmacy setting, have active PTCB certification, and have a Michigan Pharmacy Technician license may be granted acceptance to the HLTH-8113 course with instructor approval in lieu of the prerequisite course HLTH-8005G. Prior to internship placement, students must pass a criminal background check, drug screening, TB test, immunization titers, provide Basic Life Support Certification documentation, and purchase a uniform at their own expense. For information, contact 586.226.4807 or healthcareers@macomb.edu.

Ambulatory Pharmacy Technician

Acquire the knowledge and skills to become a professional pharmacy technician by studying pharmacy practice methods, pharmacology, dosage calculations, and other important skills necessary to assist pharmacists in our drug distribution system. The emphasis of this class is on ambulatory (retail) pharmacy practice; however, other practice sections are introduced. Students will apply skills and knowledge learned by participating in an unpaid internship at the conclusion of the course. Web-based learning will enhance classroom lectures. Students can access Canvas at My Macomb. Text required. (Contact Hours)

63589  
1/11/17-4/11/17  
9:00 AM-11:55 AM  
$749  
CTR R179  
Saullo, K.

Phlebotomy

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

63579  
10/29/18-11/9/18  
9:00 AM-11:55 AM  
$199  
Off  
Off  
Saullo, K.

Phlebotomy Workshop

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. Proof of immunizations and negative results from a TB skin test required and must be brought to class. (Contact Hours)

61966  
Sa 8/11/18-8/11/18  
9:00 AM-11:55 AM  
$29  
CTR R180  
Saullo, K.

Faltas, M.

71888  
11/17/18-11/17/18  
9:00 AM-11:55 AM  
$109  
CTR R180  
Saullo, K.

23
LABORATORY ASSISTANT

Do you love science? Laboratory Assistants combine the art of phlebotomy with the beginning knowledge and skills used to assist medical laboratory professionals in clinical laboratories found in hospitals, office practices, clinics, and other healthcare centers. Internships and specimen processing in the lab. Upon successful completion of HLTH-8010A, HLTH-8016A, and HLTH-8107A, students will be awarded a Workforce and Continuing Education certificate and will be prepared to take the nationally recognized Medical Laboratory Assistant (CMLA) exam through the American Medical Technologists (AMT). More information about the exam can be found at www.amerimedtech.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 more information, contact 586.498.4100 or workforcedev@macomb.edu.

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

Laboratory Assistant   HLTH-8106A
Corequisite: HLTH-8101A
Learn the art of phlebotomy, proper specimen collection and preparation needed for specimen study. 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 fundamental safety principles while learning Clinical Laboratory Improvement Act (CLIA) waived 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)
63593 ..........TTh ..........9/20/18-12/18/18 ..........5:30 PM-7:25 PM ..........$1,295 .....CTR ......R264 .........................................Coleman, V.

ENVIRONMENTAL HORTICULTURE CERTIFICATE

Become familiar with commonly used landscape plants and their identifying characteristics and cultural requirements. Discover plants that work well together and incorporate each plant into the landscape. The Environmental Horticulture Certificate consists of seven courses: LAND-8020A, LAND-8025A, LAND-8021, LAND-8022A, LAND-8023, LAND-8024, and LAND-8026. Classes can be taken individually or as part of the certificate program. For information, contact the program coordinator at 586.498.4100 or workforcedev@macomb.edu.

LANDSCAPE DESIGN

DynaSCAPE Design & Color   LAND-8001A
DynaSCAPE Design & Color is a unique, fully-integrated computer graphics learning environment. This CASA Design-based course teaches you to produce impressive, job-winning presentations in a fraction of the time it takes to hand render designs. DynaSCAPE Color is the exciting landscape software module that gives you the ability to create beautiful full-color versions of your landscape design on a fraction of the time that it takes to color them by hand. DynaSCAPE Color doesn't just add solid color fills to shapes! This is an advanced tool that lets you add an entire spectrum of subtle colorings, textures, opacities, and shadings to any DynaSCAPE design with just a few mouse-clicks. Like DynaSCAPE Design itself, Color again raises the bar on landscape design drawing excellence, injecting a new level of professionalism and a new dimension of detail to your designs. (18 Contact Hours)
63867 ..........M ..........10/12/18-11/26/18 ..........6:00 PM-8:55 PM ..........$329 .....SOU ......F112 ..................................Hopkinson, P.

Macomb's Center for Innovation & Entrepreneurship helps entrepreneurial-minded students start their own business! Discover how at www.macomb.edu/cie

BASIC LANDSCAPE DESIGN CERTIFICATE

Learn the basic skills and receive state-of-the-art information required to develop a strong foundation for a variety of career specialties. The program encourages professional standards, a strong work ethic, and employability skills. This program includes the study of garden design and landscape principles, master planning, and hands-on plant placement. (15 Contact Hours)

The Basic Landscape Design Certificate consists of six courses: LAND-8005A, LAND-8048B, LAND-8009, LAND-8006B, LAND-8018A, and LAND-8084B. Classes may be taken individually or as part of the certificate program. For information, contact the program coordinator at 586.498.4100 or workforcedev@macomb.edu.

Landscaping Design Principles   LAND-8004B
Explore how design principles and the elements of art are applied to residential landscape design to create a functional, aesthetically pleasing environment. Focus on the elements of art: line, form, color, space, value, texture, and principles of balance, proportion, and pattern. Emphasizes the use of design techniques in all stages of the design process. Prerequisite: FTNS-8018E and FTNS-8020E (15 Contact Hours) 63816 ..........M ..........9/10/18-10/15/18 ..........6:00 PM-8:55 PM ..........$239 .....MTEC ......136 ....................................Hopkinson, P.

ENVIRONMENTAL HORTICULTURE CERTIFICATE

Become familiar with commonly used landscape plants and their identifying characteristics and cultural requirements. Discover plants that work well together and incorporate each plant into the landscape. The Environmental Horticulture Certificate consists of seven courses: LAND-8020A, LAND-8025A, LAND-8021, LAND-8022A, LAND-8023, LAND-8024, and LAND-8026. Classes can be taken individually or as part of the certificate program. For information, contact the program coordinator at 586.498.4100 or workforcedev@macomb.edu.

Plant Id & Use 3 - Perennials and Groundcovers   LAND-8023
Familiarize yourself with the most commonly used perennials and ground covers in the landscape, their identifying characteristics, and cultural requirements. (12 Contact Hours)

Pruning Workshop   LAND-8024
Learn the art and science of proper plant pruning and its direct relationship to a healthy plant on this hands-on course. Sustainable methods will be discussed. (9 Contact Hours)
63631 ..........W ..........10/10/18-10/24/18 ..........6:00 PM-8:55 PM ..........$199 .....MTEC ......138 ....................................Melby, S.

PHOTOGRAPH

Creative Lighting for Photography   PHOTO-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)
61827 ..........T ..........8/14/18-9/11/18 ..........6:00 PM-8:55 PM ..........$199 .....MTEC ......138 ....................................Melby, S.

Planning a Successful Photo Business   PHOTO-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)

PHOTOGRAPHIC ARTS CERTIFICATE

The Certificate in Photographic Arts consists of six courses: PHOTO-8003B, PHOTO-8006C, PHOTO-8011C, PHOTO-8030, PHOTO-8005B, and PHOTO-8038. Please note Photoshop Elements I PHOTO-8024A or Photoshop Elements II PHOTO-8035 should be taken before PHOTO-8005B. Please register for 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   PHOTO-8003B
Discover the joy of digital photography. Improve your knowledge of digital cameras, menus, and controls. Learn 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)
61602 ..........T ..........9/8/18-10/16/18 ..........6:00 PM-8:55 PM ..........$199 .....MTEC ......138 ....................................Melby, S.

Principles of Photography   PHOTO-8006C
It is strongly recommended that students register for Digital Fundamentals before taking the other photography courses in this program. Improve film and digital images. Understand the fundamentals of composition, light, and movement and become comfortable using your camera menus and controls. Develop your own style and discover why some photographers are consistently better than others. (15 Contact Hours)

Digital Black & White   PHOTO-8030
It is strongly recommended that students register for Digital Fundamentals before taking the other photography courses in this program. Discover the magic of black and white photography. Create black and white images with your camera or photo editing programs. Transform color photos into classic black-and-white or create hand-colored retro looks. Silhouettes and sepia toning will be discussed. (15 Contact Hours)
63609 ..........M ..........11/19/18-12/17/18 ..........6:00 PM-8:55 PM ..........$199 .....CTR ......H214 ..................................Melby, S.

PHOTOGRAPHY WORKSHOPS

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

Digital Black & White Workshop   PHOTO-8034
So you’ve completed the Photographic Arts certificate but want to learn more on this subject? Troubleshoot and refresh your skills in Digital Black & White photography as you bring your experience and current skill level to this 5 week class. This is a great opportunity to build up and enhance your portfolio. (15 Contact Hours)
63612 ..........M ..........11/19/18-12/17/18 ..........6:00 PM-8:55 PM ..........$69 .....CTR ......H214 ..................................Melby, S.
A Novice Approach to Short Story Writing     WRIT-8049
This class is an overview of the basic stages for creating a short story. Useful skills will motivate and inspire writers to write. The instructional strategy includes: brainstorming, creating characters, developing conflict and setting the scene. (3 Contact Hours)

Memoir: A Novice Approach to Write About Your Life     WRIT-8048
This is a novice approach to tell your story. Techniques and methods are emphasized during the writing process to enhance the craft of memoir. Students discuss true-life stories and examine the basic elements of writing memoir. (3 Contact Hours)

Manuscript Development     WRIT-8022
This class will provide guidance on manuscript construction—beginning, middle and end. Title creation, outline format, character development, and plot construction will be discussed. In-class writing assignments will focus on objectives to complete the manuscript. (3 Contact Hours)

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)

How to Write a Book in 30 Days     WRIT-8050A
This class is an overview of how to get started and finish writing a book. Students will understand the process and develop useful skills which will motivate and inspire new authors to begin and to accomplish their goal of writing a book. Handout and three sample books are included in the price of this course. (3 Contact Hours)

Novel Writing: The Next Steps After the Basics     WRIT-8051
This course is designed with useful tools to motivate and inspire writers to write. This class will present the next stages of the writing process and techniques for creating an in-depth story. Learn brainstorming methods to enhance characters, conflict and scene. By following a few simple guidelines, writers will learn how to craft an artful story. Transfer your ideas into reality and embrace the writing process. (3 Contact Hours)

How to Write a Book in 30 Days     WRIT-8050A
This class is an overview of how to get started and finish writing a book. Students will understand the process and develop useful skills which will motivate and inspire new authors to begin and to accomplish their goal of writing a book. Handout and three sample books are included in the price of this course. (3 Contact Hours)

Don't Wait! Classes Fill Quickly—Register Now!

You may qualify for funding to help cover all or part of your training.

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

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

Get the skills to begin a career in Advanced Manufacturing. Earn a certificate as a Mechanical Maintenance Specialist.

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, robots, fluid power, 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.

CNC Programmer/Operator
• Learn a new skill in just 12 weeks
• Call for more information 586.498.4100
• Classes start in February and July

New Certificate Programs are Also Available In:
• Maintenance Technician
• Robot Programming
• Robot Technician
• Controls Technician

Automated Systems
CELC-8013.............Electrical Fundamentals
CELC-8012.............Motor Controls & Drives
CELC-8016.............Digital Electronics
CMNF-8241.............FANUC Robotics Operations
CMNF-8279.............Advanced Robotics Operations
CMNF-8273.............FANUC IRVision 2D
CMNF-8247.............Basic PLC Programming
CMNF-8285.............Intermediate PLC Programming-1
CMNF-8279.............Intermediate PLC Programming-2
CMNF-8280.............Advanced PLC Programming
CMNF-8281.............RFID
CMNF-8282.............VFD Programming & Troubleshooting
CMNF-8269.............Fluid Power Fundamentals
CMNF-8240.............Pipefittings & Tube Bending
CMNF-8166.............Mechanical Systems / Power Transmission

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Automated Systems
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CMNF-8269.............Fluid Power Fundamentals
CMNF-8240.............Pipefittings & Tube Bending
CMNF-8166.............Mechanical Systems / Power Transmission

CNC Programmer/Operator
Discover the wealth of online tools and activities to complement and enhance your classroom teaching and their learning. See an animation, drop-and-drop exercise, and other online tools. Learn how to convert your in-person presentations into online presentations. Textbook is included.

The flipped classroom concept changes routine, boring education, into a vibrant exchange of ideas and group learning that makes for a fascinating and memorable experience. In this course we will explore what defines a flipped classroom, why it is important, the advantages, how to implement, and some examples of how others have benefited from this process.

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Transition to Triumph

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

Call 866.445.7003 to register

Scholarships are available: In accordance with federal guidelines, priority for scholarships will be given to assisting individuals with the greatest financial need and special consideration given to displaced homemakers who, because of divorce, separation or the death of a spouse, must prepare for paid employment.

The Workforce & Continuing Education schedule is published periodically by Macomb Community College, 14500 E. 12 Mile Rd., Warren, MI 48089-3896
REGISTRATION
Online Registration opens Thursday, 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: Visit www.macomb.edu. Click on Apply at the top of the page.
   - 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 (offices close at 4:30pm on November 20, December 17 & 18).
Wednesday through Friday: 8am–4:30pm.
Campuses closed: September 3, November 22

Please check macomb.edu for updated holiday and school closing information. For Registration Assistance, call 586.445.7999

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

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

CONTINUING EDUCATION UNITS (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.

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
Visit www.macomb.edu for extended holiday and school closing information.

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

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

Location Codes
(where WCE classes are held)

CENTER CAMPUS (CTR) and UNIVERSITY CENTER PLACE (UC1) or (UC3)
44575 Garfield Road
Clinton Township, MI 48038
Corner of Hall and Garfield Roads
A Bldg • Use Parking Lot 3 off Garfield
B Bldg • Use Parking Lot 3 off Garfield
C Bldg • Use Parking Lot 2 or 3 off Garfield
D Bldg • Use Parking Lot 1 off Garfield
G Bldg • Records & Registration Office, Room 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 Road
M Bldg • Use Parking Lot 9 off 10 off Hall Road
R Bldg • Use Parking Lot 10 off 11 off Hall Road
UC P • Use Parking Lot 5B off Garfield

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

SOUTH CAMPUS (SOU)
14500 E. 12 Mile Road • Warren, MI 48088
Between Hayes and Schoenherr
C Bldg • Use Parking Lot 2 off Benirt
D Bldg • Use Parking Lot 2 off Benirt
E Bldg • Use Parking Lot 1 off Benirt
F Bldg • Use Parking Lot 5 off Hayes
G Bldg • Use Parking Lot 2 off Benirt
G Bldg • Records & Registration Office, Room 224
J Bldg • Use Parking Lot 5 off Hayes
K Bldg • Use Parking Lot 5 off 7 off Hayes
M Bldg • Use Parking Lot 8 off Hayes
R Bldg • Use Parking Lot 11 off Martin Road
S Bldg • Use Parking Lot 11 or 12 off Martin Road
T Bldg • Use Parking Lot 12 off Martin Road

Off–Macomb Campuses (OFF)

ONLINE/VIRTUAL (VIR)
Center Campus, South Campus, and M-TEC™

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