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FROM THE COLLEGE PRESIDENT

I don’t know anyone who suspected that in today’s high-technology, medically advanced world a virus could impact every aspect of our lives the way the coronavirus has.

We have lived with the unknown for months and continue to navigate through challenges from which there is no certain end date or a playbook from which to fashion our responses. However, I can tell you with absolute certainty, that from the inception of the public health crisis here in southeast Michigan, the safety of our students, faculty, staff and community has been our guiding star in all of the college’s decision-making.

In this issue of Connect, you will meet three Macomb alumni who have been serving on the front lines of the pandemic. They represent hundreds of fellow graduates from Macomb’s Health and Human Services programs and Public Service Institute who have been working to keep us safe. For those without degrees who worked front-line jobs in essential industries during Michigan’s shutdown, the state will be introducing a program to provide tuition-free access to community colleges, beginning January 2021. Called Futures for Frontliners, we are proud to be working with the state this fall to implement the program and help those who sacrificed their safety to help us.

All of us at Macomb Community College remain committed to keeping our students and community moving forward during these challenging times. Please keep yourselves and your families safe.

Regards,

James O. Sawyer IV, Ed.D.
MEET SOME MACOMB ALUMNI AND FRONT-LINE HEROES

OCCUPATIONAL THERAPIST

helps COVID-19 and other patients resume meaningful lives
Sarah Howard entered Macomb’s Occupational Therapy Assistant program in 2014 wanting to help patients who lost their ability to perform daily tasks. But she never expected to be working in an ICU during a pandemic.

“These patients were so deconditioned that simply moving their arms or lifting their head off a pillow would cause them shortness of breath,” said Howard, a licensed occupational therapy assistant at William Beaumont Hospital in Troy. “It was very eye opening to see how COVID-19 affected these patients. I had never seen anything like it.”

A 2014 Anchor Bay High School graduate, Howard credits her high school health occupations classes for stoking an interest in a health care career. And, she credits Macomb for providing her with the “building blocks” to make it a successful one.

“I can’t say anything but good things about my experience at Macomb,” said Howard, who was offered a position at Beaumont before she completed her associate degree. “I was able to satisfy my classes for the Michigan Transfer Agreement at Macomb while working full time because there were multiple class choices held at times that worked for my schedule.”

From Macomb, Howard transferred to Western Michigan University and graduated in June with a bachelor’s degree in interdisciplinary health care services. She is continuing on to earn a master’s degree in occupational therapy, which is required to become an occupational therapist in Michigan.

“I have always been fascinated how someone with a disability, injury or illness was not able to do something that I take for granted,” said Howard. “I like that occupational therapy works with individuals across the lifespan. You look at the whole person and help them achieve what makes their life meaningful to them.”

After the first days of the pandemic, Howard had to adapt to new safety protocols. At first, she received instruction in telehealth and coached patients through their therapeutic exercises by phone. When she was allowed to resume work with patients directly in their hospital rooms, there were several layers of personal protective equipment to be worn. As the volume of COVID-19 cases lessen and restrictions relax on elective surgeries, she now faces an unusually diverse caseload.

“I could be treating a critically ill patient who spent days on a ventilator one minute,” related Howard, “and then be working with a patient who had hip replacement the next.”

The rewards of the job, however, are always the same.

“I get to share a patient’s excitement as they gradually recover their independence, and I encourage them when they don’t see the progress they are making,” said Howard. “I tell them, ‘Look how far you’ve come. Today, you can brush your teeth.’”
MEET SOME MACOMB ALUMNI AND FRONT-LINE HEROES

NURSES are the “glue that keeps it together”
When Lucinda Kroll’s father-in-law died from a brain tumor in 2010, she turned the tragedy into a personal mission that led her to Macomb’s nursing program and, ultimately, caring for COVID-19 patients at Henry Ford Macomb Hospital.

“The experience (with her father-in-law) made me think that I would really like helping people,” related Kroll. “I was able to meet some incredible nurses and knew from that moment, I wanted to be a nurse.”

After graduating from Mount Clemens High School, Kroll took classes at Macomb but had no career in mind. After she and her husband, Michael, started their family, there was little time left over for other pursuits. Joshua and Miranda, both of whom are now attending Macomb, were in middle school when their grandfather died. That is when Kroll returned to college, graduating with her associate degree in nursing in 2014.

“The Macomb Nursing program was the single most challenging and rewarding moment in my life, and it has given me an incredible career that I am thankful for every day,” said Kroll. “The professors taught us to be good nurses but also emphasized the integrity that it takes.”

Kroll, certified in chemotherapy, works in the Oncology Unit at Henry Ford and cares for cancer patients, including those in hospice care. It’s a job that can weigh heavy on the heart at times, but Kroll takes comfort in knowing she’s making a difference in their lives.

“I have felt so much love caring for these patients and their families,” said Kroll. “I am very happy to have had this opportunity.”

Pursuing a Doctor of Nursing Practice (DNP) degree at the University of Michigan-Flint, Kroll is required to broaden her nursing background and will soon transfer to the Cardiac Telemetry Unit.

Last March and April, however, nearly every unit at the hospital was put in to service caring for COVID-19 patients, many of whom went into respiratory failure.

“The amount of rapid responses and code blues that first weekend was frightening. I am proud of Henry Ford for mobilizing quickly to protect patients and staff,” related Kroll, shown far right in the photo. “We worked where we were needed, and every day you were afraid you might get sick or you might bring it home to your family. Knowing you could always count on your fellow nurses made it better. We cried, we laughed and we did it with integrity because that’s what kind of nurses we are.”

Kroll opted for the DNP course of study that specializes in geriatric care. This is the patient population, relates Kroll, that returns most often to the hospital with the same chronic illness. And therein, she discovered her next mission.

“I would like to help decrease (geriatric) admissions, because, the more times they are admitted, the more risk they have of infections and a decrease in their functional abilities,” said Kroll, who hopes to eventually teach in a nursing program and share a truth about the profession with those just entering it.

“New nurses should never forget that they are essential to the health care team and the glue that keeps it together.”

Lucinda Kroll, Macomb Community College Nursing program graduate (far right)
MEET SOME MACOMB ALUMNI AND FRONT-LINE HEROES

FIRST RESPONDER shares insight from the front line with his students
There are no firefighters in Joel Higuchi’s family, and, when he enrolled at Macomb right after high school, he thought he would become an electrical engineer. A grateful community is benefiting today because he decided otherwise.

“I was good in math and science, but the thought of sitting in a cubicle all day wasn’t appealing,” said Higuchi, who has been with the Roseville Fire Department since 2002. “In reevaluating what I wanted to do with my life, I realized that what you do every day as a paramedic/firefighter has an immediate impact.”

A Chippewa Valley High School graduate, Higuchi followed up his Associate of Applied Science degree in EMT: Paramedic/Firefighter from Macomb with a Bachelor of Applied Science in Paramedic Technologies from Sienna Heights University. He now teaches part time in Macomb’s Fire and Emergency Medical Services (EMS) Technology program and is taking the necessary training to teach online, another aspect of his life that has been challenged by COVID-19.

“The EMS dynamic has changed drastically,” related Higuchi. “Prior to the pandemic, our personal protection equipment (PPE) was a set of gloves. Now, it takes several minutes to get on an isolation gown, booties, respirator, goggles, head cover and two pairs of gloves prior to leaving the station for an emergency call. We are getting quicker at it though.”

The Roseville Fire Department consists of two stations, which (pre-pandemic) respond to more than 8,000 EMS and fire calls annually. Higuchi, like most paramedic/firefighters, works a 24-hour shift with five days on and four days off. Everyone on duty, he noted, “learns how to fall asleep and wake up very quickly.”

COVID-19, however, has impacted how this normally tight-knit crew interrelates in their close living quarters.

“It is not uncommon to see firefighters wearing masks around the station,” said Higuchi, “and not sitting together as a family.”

Regarding his instructors at Macomb as “extremely influential role models,” Higuchi hopes to follow in their footsteps by “helping students realize their dreams.” Teaching at Macomb since 2003, he finds himself working in the field with more and more of those he has taught.

“I look out at each new class and know I may be looking at a future partner,” said Higuchi. “The perseverance they have shown completing their classes online this year tells me they are ready for the job.”

In the beginning of the pandemic, Roseville’s fire chief and other administrative personnel, said Higuchi, made sure first responders had the PPE they needed to reduce their risk in the field or, worse yet, of bringing the virus home to their families. For Higuchi, that family includes wife Karen and sons Scott, 12, and Matthew, 10.

With a template provided by L’Anse Creuse Schools, the couple have homeschooled their sons during the stay-at-home order with mom, a pre-school teacher, taking on English and social science courses, while dad handled the math and science.

“They are great kids and handling the change well. Of course, they are bummed they can’t see their friends or go anywhere, but they understand,” said Higuchi. “We normally live such a busy life that, in an odd way, it has been nice to spend so much time together.”
Jennifer Lafon was excited about speaking at Macomb Community College’s annual Scholarship Luncheon, which recognizes both those who donated and those who received scholarships during the past year. But while COVID-19 stole that show, it couldn’t steal the hope inspired by the First State Bank Scholarship for Foster Students that she received.

“So often, foster children are seen as trouble, that it’s somehow their fault,” said Lafon. “But when a financial institution sees the value and invests in this underrepresented population, it’s truly remarkable.”

Lafon entered the foster care system when she was 13 after the deaths of her grandparents, with whom she had been living. She was taken out of school and placed into emergency foster care. Her belongings from the only home she had ever known arrived a week later in four plastic bags.

“My whole life was placed on the floor in front of me,” offered Lafon, “reduced to exactly how I felt about myself. Garbage.”

Determined to be able to take care of herself, Lafon, who lives on her own, enrolled at Macomb and started on a path toward a business degree. She would “reward” herself with a humanities class now and then, trying to quell the sense that she was compromising a deep-seeded desire to help others.

“I realized that just because I could do something didn’t mean I should do it for the rest of my life,” said Lafon. “I reflected on all the people and groups that inspired me and my experiences and compassion for others, and tried to imagine a career that included the value they brought into my life. Social work revealed itself every time.”

Lafon received her first scholarship from First State Bank while attending Macomb and says it brought with it “a huge relief.” She transferred to Wayne State University and was pursuing a bachelor’s degree in social work when the University of Detroit Mercy offered a full scholarship and a job in its alumni relations office. She received her second scholarship from First State Bank this summer to return to Macomb as a guest student. It was a welcomed reunion.

“I owe so much to the education that I received at Macomb,” said Lafon. “It taught me what truly matters is what you are most passionate about.”

Lafon was selected as one of three graduating students who spoke at the college’s December 2018 commencement, when she received her Associate of General Studies degree. In her speech, she called out the “beautiful people” at Macomb who had helped her “curate” her past experiences into a future helping others. And she bravely shared that there had been a moment of hesitation before deciding upon social work as her major.

“It was terrifying to realize I was considering a career that could cause me to relive the years I was in foster care,” Lafon told her audience at commencement. “But, if I could help just one foster kid not feel like they are garbage, any emotional cost to me would be worth it.”
The Macomb Community College Foundation awarded more than $410,000 in scholarships during the 2019/2020 academic year and welcomed the following new scholarship funds:

- Assistance League of Southeastern Michigan Scholarship
- Bob Maxey Ford Lincoln Scholarship
- Centerplate Culinary Scholarships
- Bartholomew F. Fiumano Memorial Endowed Scholarship
- General Motors Dealer Technician Scholarship (GM ASEP)
- Andrew Stephen Meek Memorial Scholarship
- Tony Serra Automotive Technician Scholarship
- Nina Zevlevar and Fira Friedman Memorial Scholarship for Working Students

As a consequence of the COVID-19 pandemic, some Macomb students have found themselves without employment and income, struggling not only with tuition but also with basic life expenses. Community members, college faculty and staff, alumni and retirees reached out to the Macomb Community College Foundation wanting to know the best way to help. From that outpouring of concern by those ready to take action, the Macomb Student Immediate Relief Fund was created.

The fund provides awards to both credit and non-credit students for tuition and a variety of other needs, helping them keep on track with their educational progress during these unprecedented times. For more information about the Macomb Student Immediate Relief Fund, go to macomb.edu/alumni-donors.
How products are being manufactured is undergoing transformation. Digital and physical technologies are converging, connecting the previously siloed processes that are a part of modern manufacturing, including robotics, big cloud data, artificial intelligence and cybersecurity. Dubbed Industry 4.0, this fourth industrial revolution is not only challenging industry to invest in new technology, but also in employees who have the skills to navigate and manage these interconnected processes.

“In southeast Michigan, industry already needs employees who understand how advanced manufacturing systems integrate,” said Don Hutchison, dean, Engineering and Advanced Technology, Macomb Community College. “At Macomb, we are listening closely to our industry partners and responding with training for both individuals and industry that meets the challenges and opportunities of Industry 4.0.”

To support the college’s efforts in aligning its education and training to meet the realities of Industry 4.0, Macomb Community College has entered into an agreement with the Smart Automation Certification Alliance (SACA) and ATS Midwest. Students completing Macomb’s advanced manufacturing programs will earn SACA certification, which is currently the only agency focused on comprehensive Industry 4.0 certifications.

“Arming Macomb’s graduates with SACA certification signifies to employers that they are prepared to successfully navigate the complex, integrated nature of today’s manufacturing environment,” said Hutchison. “This positions our students with the skills they need for well-paying careers and local employers with the talent to sustain and grow their businesses.”

With this new agreement in place, Macomb, with the assistance of ATS Midwest, will be reviewing its advanced manufacturing programs against SACA certification requirements and ensuring those requirements are incorporated in the program’s core curriculum. Macomb and SACA are also reaching out to local industry to confirm that SACA certification requirements provide the skills that are in line with industry need.

The new certifications through SACA are part of a larger strategy to ensure that the college is preparing students for success. Macomb is progressively reevaluating and reimaging its program offerings in light of continual and rapid technological advancement. In the automotive area, the college’s new Vehicle Engineering Technician (VET) program trains those
who help engineers develop and test sophisticated vehicles that are automated, connected and electrified. In addition to basic knowledge of automotive mechanical systems that a traditional automotive service technician would learn, students in the new program develop knowledge of electronics and electronic components, vehicle networks and embedded software; an ability to interpret calibration files; and work with sensors and data acquisition systems. VET graduates, unlike traditional automotive service technicians, must also be able to build and test prototype vehicles and work on vehicle systems that have no service manual to consult.

“At Macomb, we offer programs that address our regions’ skills gap and connect students to career pathways with growth potential,” noted Hutchison. “We are committed to positioning our residents for jobs that sustain them and their families, local business and industry for growth and our community for economic prosperity.”

When Macomb Community College’s fall semester begins on August 17, all classes will be offered in a virtual format for at least the first three weeks of the semester.

“Protecting our student’s health and safety while providing them with quality learning experiences is our top priority,” said Aimee Adamski, director of Admissions and Outreach at the college.

Macomb will only begin the process of transitioning classes back to Macomb’s campuses when public health authorities agree it is appropriate to do so. In the meantime, the college is taking steps to ensure it has both the processes and the necessary physical modifications of public spaces and classrooms in place to ensure that Macomb’s campuses are safe when students do return.

“We are doing everything we can to keep Macomb’s students on track to achieving their academic goals, even in these challenging and uncertain times,” said Adamski.

The college will be offering a complete lineup of classes, with more than 2,000 courses in nearly 200 degree and certificate programs. Macomb’s faculty is committed to providing great classroom experiences, whether online or in person. Since the necessary and abrupt shift to all virtual classes in March due to the local outbreak of COVID-19, faculty who have not traditionally taught online courses have participated in professional development sessions to continue to refine their ability to ensure quality learning experiences outside the traditional classroom.

Macomb provides a full lineup of student resources and support services through virtual means, including working with counselors and advisors, as well as registering for classes. The college’s Virtual Campus (macomb.edu/virtual-campus) provides a one-stop resource to those seeking information about attending Macomb as well as current students seeking resources. Students can connect with the resources they need virtually, including access to the assistance of a librarian, online tutoring, the Reading and Writing Studios or Student Success Seminars.

For those who intend to complete a bachelor’s degree, it is important to know that their Macomb coursework will count toward their transfer. The college maintains strong relationships with university partners to ensure seamless pathways to that advanced degree. This means that the 76 percent savings from attending Macomb Community College for the first two years versus starting at a public university in the state is real.

Adamski suspects that the ambiguity and the insecurity brought about by the pandemic is making decision-making even more complicated.

“If you’re feeling a little uncertain, it’s not too late,” noted Adamski. “I encourage you to reach out to us so we can get you on the right path. We’re here to support you from start to finish.”
Working in the bitter cold and competing against some of the best ice carvers in the world, Macomb Community College student Max Paczkowski, 22, of Clinton Township, won the People’s Choice Award in the individual category at the 2020 World Ice Art Championship in Fairbanks, Alaska. One of the largest annual ice art competitions and exhibitions worldwide, the World Ice Championship attracts more than 70 teams and 100 individual competitors from as far away as the Netherlands, Germany, Japan, France and Russia.

Paczkowski’s sculpture, titled World Wide Web, depicted a large spider web capturing a misdirected butterfly. It was carved from a single block of ice weighing approximately 5,000 pounds that was harvested from a nearby quarry.

“It was very hard to carve at the competition,” said Paczkowski. “With the severe cold, you have to handle your ice differently. The slightest bit of warmth will crack your block. So I had to be extremely careful with my tools not to generate much heat. Most of the guys there had been carving for years and had very little or no flaws in their work.”

Paczkowski is a finance student at Macomb, and competed alongside professional carvers from around the world. He has been working with Jeff Wolf, Macomb culinary faculty, for about two years to hone his craft.

Temperatures hovered around 25 to 30 degrees below zero throughout the competition. The sculptors worked with chisels and chainsaws from 7 a.m. to about 11 p.m. each of the three days of the competition to create their works of art.

The Macomb ice carving team of Paczkowski and Wolf also won the team People’s Choice Award for their carving entitled The Getaway. They carved the sculpture from two blocks of ice totaling approximately 9,000 pounds, creating the tallest sculpture in this category.

Paczkowski and Wolf practiced their sculptures here at home for about two months before traveling to Alaska.

“Being surrounded by some of the best ice carvers in the world was a humbling experience,” said Wolf. “We saw some amazing work. But we held our own, and I think we represented Macomb Community College well. Our success at the competition speaks very well of the caliber of our culinary program and our students.”
This is Just...

INTERMISSION

See you soon!

Macomb Center
for the Performing Arts

Stay connected between acts MacombCenter.com
SOAR Macomb is Going Virtual—Fall 2020

Society of Active Retirees—SOAR Macomb is a community-based lifelong learning program of Macomb Community College. Through the non-credit SOAR Macomb classes, there are multiple opportunities for social and cultural enrichment and personal growth.

Due to COVID-19, all registrations must be completed online. As our offices remain closed, any questions regarding the SOAR program may be directed to SOARMacomb@macomb.edu.

Learn more:
LorenzoCulturalCenter.com/SOAR
SCHEDULE OF CLASSES

SEPTEMBER–DECEMBER 2020

Registration begins Tuesday, August 4, 2020, 8am

PERSONAL & PROFESSIONAL DEVELOPMENT

COURT REPORTING

FINANCE

INFORMATION TECHNOLOGY

BUSINESS

ENTREPRENEURSHIP
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**Ready to Advance**  
**Personally or Professionally?**

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

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

Registration begins Tuesday, August 4 at 8 am

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**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, Certified Medical Reimbursement Specialist, and Pharmacy Technician programs. (2 Contact Hours)

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**Career Workshop: Fitness Training**  **WKSP-8006**

An interactive workshop to explore the Fitness career training options. This workshop is strongly encouraged for student success. (1 Contact Hour)

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**Court Reporting Open House**  **WKSP-8021C**

This two-hour Open House 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)

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<th>Start Time</th>
<th>End Time</th>
<th>Fee</th>
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**AUTOMOTIVE**

**Small Engine Repair**  **AUTO-8034**

This course offers students exposure to the various jobs 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)

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<th>Code</th>
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</table>

**BUSINESS CERTIFICATES**

**ADMINISTRATIVE ASSISTANT PROFESSIONAL CERTIFICATE**

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

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

**Overview of Administrative Assistant Profession**  **BSNS-8020**

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

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<tr>
<th>Code</th>
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<th>End Time</th>
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</table>

**Professionalism for the Administrative Assistant**  **BSNS-8005**

Discover the nine critical skills needed to become a successful administrative assistant. Explore workplace teams and effective team behavior. Understand the components of professionalism. Learn how to arrange effective meetings, travel, and much more. Text required. (12 Contact Hours)

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<th>Code</th>
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<th>End Time</th>
<th>Fee</th>
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<td>6:00 PM-8:00 PM</td>
<td>$160</td>
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</table>

**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)

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<th>Code</th>
<th>Day</th>
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</table>

**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)

In the event of a COVID-19 resurgence, classes will attempt to continue virtually; only classes cancelled by the college will be issued refunds. Please refer to the WCE refund policy for more information.
Organizing Skills     BSNS-8008A
Learn to be efficient and effective in the workplace. Includes time management, paper and electronic record keeping, timely follow-through, and maintenance of a clutter-free environment. Discover the correlation between work habits and productivity. Text required. (12 Contact Hours)
82464    _ Sa_11/10/20-11/14/20.... 6:00 PM-8:55 PM .... $160.00 CH........203................. Rogers, B.

ENTREPRENEURSHIP CERTIFICATE

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

Starting a Business     ENTR-8000
Explore what it takes to start your own business and cut your time from start-up to profit. Access Canvas through My Macomb. (6 Contact Hours)
82618     _ VIR_9/16/20-9/20/20.... 8:00 AM-10:30 AM .... $99.00 VIR................. Lux, E.

Business Plan: Your Roadmap to Success     ENTR-8013A
Move your idea from a beverage napkin to a business plan and walk away ready to launch your small business. Access Canvas through My Macomb. (6 Contact Hours)
82619     _ VIR_9/14/20-9/19/20.... 8:00 AM-10:30 AM .... $99.00 VIR................. James, B.

Avoiding Financial Pitfalls     ENTR-8045B
Start strong and avoid the financial missteps often made by first-time small business owners. Explore important financial considerations when starting a business and avoid the pitfalls of poor decision making. Learn how to apply personal finance techniques that will carry over to a solid financial foundation for your small business. Access Canvas through My Macomb. (9 Contact Hours)
82620     _ VIR_9/21/20-9/30/20.... 8:00 AM-10:30 AM .... $109.00 VIR................. Newman, B.

Marketing Strategies That Work for You     ENTR-8023
Build your customer base, create your brand, and increase profits through simple marketing strategies that fit your business. Access Canvas through My Macomb. (9 Contact Hours)
82621     _ VIR_10/5/20-10/17/20.... 8:00 AM-10:30 AM .... $99.00 VIR................. Balcom, T.

Confidently Manage Your Financials     ENTR-8049A
Don't be afraid of your numbers! Learn how to manage your small business financially with confidence. Explore accounting principles and tools used in small business accounting. Understand basic financial statements and how to report income and expenses as well as understanding important financial metrics that drive sustainable profit. Access Canvas through My Macomb. Textbook required. (15 Contact Hours)
82622     _ VIR_10/19/20-10/24/20.... 8:00 AM-10:30 AM .... $170.00 VIR................. Giro, J.

Taking the Next Steps: Getting Started     ENTR-8046A
Completion of previous 5 classes required. Ready, set, pitch! Tie it all together and learn how to present your business idea. Learn about resources available for the next steps. Access Canvas through My Macomb. (6 Contact Hours)
82623     _ VIR_11/6/20-11/12/20.... 8:00 AM-10:30 AM .... $99.00 VIR................. Lux, E.

PROJECT MANAGEMENT CERTIFICATE

The Project Management Certificate program at Macomb Community College is for professionals seeking to improve their project management skills and prepare for CAPM exam. This program will provide participants with the skills needed to manage projects in a wide variety of workplace settings. Topics include key project management and leadership principles. Students who successfully complete BSNS-8016B, BSNS-8018A and BSNS-8019A will receive a Workforce & Continuing Education Certificate in Project Management. For information, contact continuinged@macomb.edu.

Overview of Project Management     BSNS-8017
The course introduces students to the opportunities in project management as well as an introduction to the Project economy. Students are shown different paths to take to enter the project economy. (2 Contact Hours)
82466     _ Sa_9/10/20-9/12/20.... 11:00 AM-12:55 PM .... $35.00 VIR................. Skinner, A.

Fundamentals of Project Management     BSNS-8016B
Successfully completing projects within the constraints of time, scope, quality, cost, and meeting stakeholder expectations is vital to any organization. This course will familiarize you with the Project Management Institute’s (PMI) framework and approach to project management. You will receive an introduction to project management (PM) terms and practices, the five process groups, and the ten knowledge areas as outlined in the latest edition of the PMBOK Guide (2017). Successful completion of this course will help you take the Certified Associate Project Manager (CAPM) examination as administered by the PMI. Text required. (40 Contact Hours)
82467     _ VIR_9/15/20-11/17/20.... 8:00 AM-10:30 AM .... $625.00 VIR................. Skinner, A.

Project Leadership and Management     BSNS-8018A
This course is designed to provide insights into the role and key competencies required of project leaders in diverse organizations. Students will learn about a wide range of leadership duties-manager, problem solver, facilitator, trainer, communicator, advocate-and discover how each duty affects the ability to create a cohesive project team. Students will use a variety of hands-on methods to role play leadership duties. Text required. (40 Contact Hours)
82648     _ VIR_9/16/20-11/21/20.... 8:00 AM-11:55 AM .... $625.00 VIR................. Skinner, A.

Project Management Practice Exam     BSNS-8019A
This course provides an overview of steps to take to prepare for a successful exam. This course along with an exam simulation using the Joseph Phillips Total Test application. (6 Contact Hours)
82649     _ Sa_12/5/20-12/5/20.... 10:00 AM-3:55 PM .... $175.00 VIR................. Skinner, A.

WORKPLACE COMPUTER SKILLS CERTIFICATE

Microsoft Project 2019     CSFT-8091
This hands-on course is designed to train schedulers, project managers and leaders how to use Microsoft Project 2019. Students will work on a Case Study project and learn a step-by-step approach to developing and tracking progress with project schedules. This course is also ideal for those project managers who need to upgrade their Microsoft Project skills. Text required. (40 Contact Hours)
82650     _ VIR_9/19/20-10/2/20.... 8:00 AM-11:55 AM .... $475.00 VIR................. Skinner, A.

BASIC COMPUTER SKILLS CERTIFICATE

Microsoft Office 2019     CSFT-8063B
Basic computer skills required. Tired of two-finger typing at your computer? Using computer software, learn the home row, alphabetic keys, and basic punctuation keys using the touch method. Bring USB drive and earbuds/earphones to 1st session. (16 Contact Hours)
82414     _ F_9/25/20-11/13/20.... 9:00 AM-10:55 AM .... $150.00 CA..........207........ Romanczyk, V.
82415     _ TH_10/6/20-10/29/20.... 9:00 AM-10:55 AM .... $150.00 CA..........207........ Romanczyk, V.

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)
82412     _ Sa_9/12/20-10/10/20.... 9:00 AM-11:55 AM .... $125.00 CA..........207........ Romanczyk, V.
82416     _ F_9/18/20-10/16/20.... 6:00 PM-8:55 PM .... $125.00 SC..........357........ Konie, E.
82413     _ Sa_11/7/20-12/12/20.... 9:00 AM-11:55 AM .... $125.00 CA..........207........ Romanczyk, V.

Microsoft Office 2019     CSFT-8063B
Basic computer and keyboarding skills are required. Textbook and USB drive are required. Learn basic skills in Microsoft Word, Microsoft Excel, Microsoft PowerPoint, and Microsoft Access. Applications will include creating business letters and resumes in MS Word, exploring spreadsheets in MS Excel, using MS PowerPoint to create presentations, and working with database objects in MS Access. (30 Contact Hours)
82391     _ T_9/8/20-11/10/20.... 6:00 PM-8:55 PM .... $265.00 SC..........336........ Burton, M.
82387     _ VIR_9/14/20-9/17/20.... 8:00 AM-10:55 AM .... $265.00 VIR................. Bosak, L.
82411     _ M_9/14/20-11/16/20.... 9:00 AM-11:55 AM .... $265.00 CA..........207........ Romanczyk, V.

WORKPLACE COMPUTING CERTIFICATE

Workplace Computing classes are designed for learners who are seeking a solid basic understanding of Microsoft Word, Microsoft Excel, Microsoft PowerPoint, and Microsoft Access. The Workplace Computing Certificate is awarded upon completion of CSFT-8080, CSFT-8081, CSFT-8082, and CSFT-8083. Students may also earn the Administrative Assistant Professional with Workplace Computing Skills Certificate by taking the required classes above along with BSNS-8005, BSNS-8006, BSNS-8007, BSNS-8008A, and BSNS-8009. For information, contact continuinged@macomb.edu.

Microsoft Word 2019     CSFT-8080
Basic computer skills and keyboarding skills are required. Textbook and USB drive are required. Learn introductory and intermediate MS Word skills including business letter writing; proofreading tools; tables; WordArt and SmartArt; headers and footers; and mail merge. (24 Contact Hours)
82388     _ Th_9/10/20-10/29/20.... 6:00 PM-8:55 PM .... $199.00 SC..........336........ Burton, M.
Microsoft Access 2019  CSFT-8081
Basic computer, keyboarding, and internet skills required. Learn introductory and intermediate MS Access skills. Topics include ribbon interface; creating tables in Datasheet view; previewing and printing data; designing databases; creating database objects; formatting tables; lookup fields; field properties; queries; designing a relational database; split forms; creating and modifying reports; parameter queries; table structure; Import a Report Into A Database crosstab queries; and more. Textbook and USB drive required. (24 Contact Hours)
B2902  V.R.  9/14/20 -10/31/20  $199  V.R.  V.R.  Canfield, J.

Microsoft PowerPoint 2019  CSFT-8083
Basic computer, keyboarding, and internet skills required. Learn introductory and intermediate MS PowerPoint skills. Topics include ribbon interface; document themes; bulleted lists; outlines; formatting text; printing presentations; transitions; clip art and graphics; charts; slide show delivery; editing presentations; handouts; creating hyperlinks; multimedia and sound; MS PowerPoint tables; sharing files online; finalizing a presentation; and more. Textbook and USB drive required. (24 Contact Hours)
B2900  MW  10/26/20 -11/18/20  6:00 PM-8:35 PM  $199  SC  136  Burton, M.

ADVANCED MICROSOFT EXCEL WORKSHOPS
Employers are seeking people with advanced Microsoft Excel skills. Sky-rocket your skills with these comprehensive, hands-on workshops. Learn to quickly summarize, analyze, and display data to enhance your reports and presentations. Must have intermediate to advanced MS Excel proficiency in MS Excel 2016 or later. USB drive required. For information, contact contiuated@macomb.edu.

Mastering Microsoft Excel Pivot Tables  CSFT-8076A
Beginner to intermediate level MS Excel program knowledge and proficiency required. Pivot tables are one of the hidden MS Excel gems that intimidate most users. It is a surprisingly easy way to quickly summarize and analyze large amounts of data organized in rows and columns. Mastering this tool will help you stand out from approximately 85% of all other MS Excel users. Overcome your fears and become the de-facto MS Excel guru in your office! During this workshop, you will solve data analysis problems from ModelOff (World Financial Modeling competition). (6 Contact Hours)
B2835  Sa  11/7/20 - 11/7/20  9:00 AM-3:35 PM  $105  SC  240  Blyakhman, A.

Microsoft Excel Functions and Formulas  CSFT-8077A
Must have intermediate to advanced level MS Excel proficiency (MS Excel 2016 or later). USB drive required. Apply advanced analytical concepts using formulas and functions. Topics covered include: logical operators; VLOOKUP function; string-manipulation, date, sum, and financial functions; Goal Seek Tool, and many others. No test required. Handouts will be provided. (6 Contact Hours)
B2836  Sa  11/21/20 - 11/21/20  9:00 AM-3:35 PM  $105  SC  240  Blyakhman, A.

INFORMATION TECHNOLOGY
Google IT Support Certificate  CSFT-8089
Acquire the skills needed for an entry-level role in IT support. The Google IT Support Certificate curriculum is held 100% online. This curriculum is instructor facilitated and features a dynamic mix of video lectures, quizzes and virtual labs through the Coursera learning management system. This certificate program consists of 5 modules, with varying content, lesson planning, and what hardware you’re working with. (290 Hours)
B2593  V.R.  9/14/20 -12/19/20  V.R.  V.R.  $525  V.R.  V.R.  Konjic, E.

CompTIA A+ Certification Boot Camp  CSFT-8092
This course will prepare you for CompTIA A+ certification. You can earn this certification after you pass two exams. The CompTIA A+ Certification Exam 220-1001, covers mobile devices, networking technology, hardware, virtualization and cloud computing and network troubleshooting. The CompTIA A+ Certification Exam 220-1002 covers installing and configuring operating systems, expanded security, software troubleshooting and operational procedures. CompTIA A+ Certification is vendor neutral and internationally recognized, giving you a competitive advantage no matter what country you’re working in and what hardware you’re working with. (290 Contact Hours)
B2627  V.R.  9/20/20 -12/19/20  V.R.  V.R.  $1,675  V.R.  Staff

CompTIA IT Fundamentals Boot Camp  CSFT-8093
The new CompTIA IT Fundamentals exam focuses on the knowledge and skills required to identify and explain the basics of computing, IT infrastructure, software development, and database use. With this new version comes the addition of the + to further distinguish yourself within the marketplace and represent CompTIA quality and standards. (100 Contact Hours)
B2628  V.R.  9/20/20 -12/19/20  V.R.  V.R.  $1,675  V.R.  Staff

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

Builder’s Pre-License Training Segment 1  INDT-8022
Segment 1 of the state-mandated Builder’s Pre-License training will present business management, estimating, design and building science, contracts, risk management, marketing, and sales. The Segment II course training will present project management, scheduling, and current Michigan Residential and Construction Safety Standards along with management, marketing, and sales. (30 Contact Hours)
B2545  MW  9/14/20 -10/7/20  6:00 PM-9:55 PM  $425  MTEC  138  NCI Associates

Builder’s Pre-License Training Segment 2  INDT-8023
Segment 2 of the state-mandated Builder’s Pre-License training will present project management, scheduling, and current Michigan Residential and Construction Safety Standards along with management, marketing, and sales. (30 Contact Hours)
B2555  MW  10/19/20 -11/14/20  6:00 PM-9:55 PM  $425  MTEC  138  NCI Associates

Home Inspection  INDT-8025A
Learn how to set up a home inspection business. Follow the home inspection process and discover how to identify common defects and problems, the steps to follow, and what you’ll need to get started. Discover how to use drones and infra-red cameras in the home inspection business. Use drones and infra-red cameras will be discussed along with a home check-off sheet to list problems in your survey to present to your customer. (24 Contact Hours)
B2590  V.R.  9/19/20 -11/14/20  V.R.  V.R.  $595  V.R.  V.R.  NCI Associates

COURT REPORTING
Macomb Community College’s Court Reporting program is approved by the Michigan Department of Education as a prerequisite for the Certified Shorthand Reporting Examination and is taught by State Certified Court Reporters. Required courses include: CRTR-8000, CRTR-8016, CRTR-8022, CRTR-8007, CRTR-8014, CRTR-8017, CRTR-8025D, CRTR-8009B, 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 Bosilkovski@macomb.edu or 586.226.4722.

Court Reporting Theory 1  CRTR-8000
Develop techniques of a conflict-free writing style and begin building an extensive dictionary. (97.5 Contact Hours)

Court Reporting Theory 2  CRTR-8016
Continue to develop your skills in machine shorthand theory and real-time principles; learn more advanced principles of theory and conflict-free writing. (97.5 Contact Hours)

Court Reporting Theory 3  CRTR-8022
Writing techniques are applied while student begins process of speed building. Tests in writing, jury charge, and Q & A tests must be passed with 95% accuracy. (97.5 Contact Hours)

Court Reporting Skill 1  CRTR-8007
Begin the process of speed building and the introduction of legal, medical, and technical dictation. Speed levels are 120-140 wpm, and literary, jury charge, and Q & A tests must be passed with 95% accuracy. (97.5 Contact Hours)

Court Reporting Skill 2  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 3  CRTR-8017
Continue the process of speed building. Speed levels are 180-225 w.p.m., and literary, jury charge, and Q & A tests to be passed with 95% accuracy. Internship required. (97.5 Contact Hours)

Judicial Technology  CRTR-8025D
Explore computer-aided transcription software including instruction in operating the real-time translation system, speaker identification, formatting, litigation support, building a dictionary, creating blank 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. (27.5 Contact Hours)

Stay Safe. Stay on Course.
FINANCE

Introduction to the Stock Market  MNMG-8013
Familiarize yourself with the basics of the stock market. This course includes an introduction to terminology and ratios and will assist you in getting the full benefit from the Stock Market 1 class. (2.5 Contact Hours)
82399...T............9/8/20-9/18/20.....6:30 PM-8:55 PM .... $40.00 ....SC ....304.............Cure, N.

Stock Market I  MNMG-8010
Learn to use short-term timing tools including Stochastics, MACD, and RSJ, and discover solutions to students' stock market uncertainties. (17.5 Contact Hours)
82394...W..........9/9/20-10/21/20.....6:30 PM-8:55 PM .... $175.00 ....SC ....304.............Cure, N.

Stock Market II  MNMG-8011
Discover six techniques to find value and growth for common stocks. Learn how to compute and use intermediate and long-term market timing tools. (17.5 Contact Hours)
82395...W........10/28/20-12/16/20.....6:30 PM-8:55 PM .... $175.00 ....SC ....304.............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-8007, FLOR-8002A, FLOR-8009B, FLOR-9002A, and FLOR-8042, which can be taken individually or as part of the certificate of completion program. These core courses teach students floral design, theory, concepts, and techniques--basic to advanced.

Materials are included for all Floral Design classes, and students will be able to take their designs home. Students should register at least 48 hours in advance. Students should bring wire cutters and scissors to each class session. Classes run sequentially each semester and cross over semesters for certificate completion. Not all courses are offered every semester. For information, contact workforce@macomb.edu.

Floral Identification and Use  FLOR-8043
Discover and understand the plethora of flora and their uses in design. Learn common and botanical names while realizing not only variety in color but the important attributes of the flowers, common and not so common, to the floral designer. (9 Contact Hours)
82551...T........9/15/20-9/29/20.....6:00 PM-8:55 PM .... $199.00 ....SOU ....C119........Peters, M.

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)
82556...T........10/6/20-11/3/20.....6:00 PM-8:55 PM .... $289.00 ....SOU ....C119........Peters, M.

Fundamentals of Floral Design II  FLOR-8001
Corequisites: FLOR-8000B and FLOR-8042
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)
82557...T........11/10/20-11/24/20.....6:00 PM-8:55 PM .... $279.00 ....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)
82559...T........12/1/20-12/15/20.....6:00 PM-8:55 PM .... $279.00 ....SOU ....C119........Peters, M.

Sympathy Design  FLOR-8009B
Corequisite: FLOR-8000B and FLOR-8043
Sympathy Design is a must-know for a valued floral designer and is the largest portion of floral sales and design in the industry. Creating these special arrangements is just part of the process. Learn how to do a consultation and receive hands-on training to create several designs which will include a sympathy spray and a casket spray. (12 Contact Hours)
82562...M........9/14/20-10/5/20.....6:00 PM-8:55 PM .... $309.00 ....SOU ....C119........Kiekbusch, K.

Advanced Floral Design I  FLOR-8002A
Corequisite: FLOR-8000B and FLOR-8043
Continue to develop your skills. Experience the use of a greater variety of materials and work on a larger scale. Gain confidence to make your own design choices. (12 Contact Hours)
82566...M........10/12/20-11/2/20.....6:00 PM-8:55 PM .... $299.00 ....SOU ....C119........Kiekbusch, K.

Wedding Bouquets & Corsages  FLOR-9002A
Corequisite: FLOR-8000B and FLOR-8043
Create the newest wedding designs with hand-tied and cascading bouquets. Learn the latest gluing techniques in making corsages and boutonnieres. (12 Contact Hours)
82564...M........11/9/20-11/30/20.....6:00 PM-8:55 PM .... $329.00 ....SOU ....C119........Kiekbusch, K.

Advanced Floral II Capstone will be offered January 2021.

GRAPHIC DESIGN–VIRTUAL

Infographics–VIRTUAL DSGN-8010
After taking this course in “Infographics,” you will be exposed to a powerful, concise way to present information. You will also learn the basics of designing infographics and be able to make your own simple infographic. Become familiar with Data Visualization and discover how to locate infographics websites, identify types of infographics, and finally how to present an infographic. Virtual classroom. (16 Contact Hours)
82573...VIR........9/8/20-10/2/20.....6:00 PM-8:55 PM .... $915.00 ....VIR ....96906........LEBN

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 a general introduction to what goes into the design and development of both video and analog games, with a particular focus on the use of games outside 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)
82571...VIR........9/8/20-10/2/20.....6:00 PM-8:55 PM .... $245.00 ....VIR ....96906........LEBN

Intermediate Video Game Design–VIRTUAL DSGN-8013
Mobile games are the fastest-growing segment of the market as more and more people play casual games. In this intermediate 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)
82570...VIR........10/5/20-10/30/20.....6:00 PM-8:55 PM .... $245.00 ....VIR ....96906........LEBN

Adobe Illustrator Essentials–VIRTUAL DSGN-8014
Adobe Illustrator is the industry standard computer illustration software. Use Illustrator to draw shapes and design logos, flyers, posters, banners, business cards or any other vector graphics for print or web. In this course, you will learn Adobe Illustrator fundamentals to set up a print document and use various tools to draw, type, and color all kinds of shapes and illustrations. Learn how to efficiently manage layers and artboards, and create print-ready PDF documents. Access to Adobe Illustrator software required. (16 Contact Hours)
82569...VIR........9/8/20-10/2/20.....6:00 PM-8:55 PM .... $245.00 ....VIR ....96906........LEBN

Adobe Photoshop Essentials–VIRTUAL DSGN-8008
Acquire the skills to navigate an extensive list of Photoshop features. You will gain both a foundational and advanced understanding of popular software and practice the most commonly used tools such as managing text, working with layers, and image file properties. You will find out the purpose of each photo editing tool and walk away with the skills to use them. You will even learn what the pros know. VIRTUAL CLASSROOM. Students will be contacted via email for class start and processes. (16 Contact Hours)
82574...VIR........10/5/20-10/30/20.....6:00 PM-8:55 PM .... $915.00 ....VIR ....96906........LEBN

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 Photoshop 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 work. Impress 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)
82567...VIR........10/5/20-10/30/20.....6:00 PM-8:55 PM .... $225.00 ....VIR ....96906........LEBN

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)
82568...VIR........11/2/20-11/30/20.....6:00 PM-8:55 PM .... $225.00 ....VIR ....96906........LEBN

Graphic Design for Visual Presentations–VIRTUAL DSGN-8007
Make your visual presentations look professional and communicate effectively. Get the latest, most advanced techniques on graphic design principles including layout, typography, and basic design considerations. Come away with more skills to create an effective and beautiful visual presentation on any presentation software program that you choose. Virtual classroom. Students will be contacted via email for class start and processes. (16 Contact Hours)
82572...VIR........11/2/20-11/30/20.....6:00 PM-8:55 PM .... $915.00 ....VIR ....96906........LEBN

HEALTH CARE CAREER CERTIFICATIONS

Pages 20–22
NURSING ASSISTANT CERTIFICATE

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

NURSE ASSISTANT CLINICAL

Corequisite: HLTH-8038A or HLTH-8038
参与一个32小时未付费临床经验。 (32 Contact Hours)

CART Provider-Communication Access
Real-Time Translator
Closed Captioning
Freelance

CERTIFIED MEDICAL REIMBURSEMENT SPECIALIST

Be a cut above the rest! The CMRS designation is awarded by the American Medical Billing Association (AMBA). Certification provides credibility to the biller, health care providers, and employers. It demonstrates your commitment to providing the highest standards possible in Claims Management and Medical Billing. More information about the exam can be found at www.ambabenet.net. WKSP-8000 Health Care Workshop is required prior to registration in HLTH-8061B, HLTH-8060D or HLTH-8018C, the recommended order of classes. For information, contact 586.226.4807 or healthcareers@macomb.edu.

Microsoft Office 2019 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)

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)

NURSE ASSISTANT CLINICAL HLTH-8108

Corequisite: HLTH-8038A or HLTH-8038

Complexion

Attend a mandatory workshop prior to registration in Medical Assistant Clinical (WSP-8000). Participation is required. (56 Contact Hours)

CERTIFIED PROFESSIONAL CODING CERTIFICATE

Are you a detail-oriented, analytical, and business-minded thinker? A career in medical coding might be right for you. Upon successful program completion, WKSP-8000, CSFT-8063B, HLTH-8010A, HLTH-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 administered 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 2019 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)

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)

NURSE ASSISTANT CLINICAL HLTH-8108

Corequisite: HLTH-8038A or HLTH-8038

Complexion

Attend a mandatory workshop prior to registration in Medical Assistant Clinical (WSP-8000). Participation is required. (56 Contact Hours)

CERTIFIED PROFESSIONAL CODING CERTIFICATE

Are you a detail-oriented, analytical, and business-minded thinker? A career in medical coding might be right for you. Upon successful program completion, WKSP-8000, CSFT-8063B, HLTH-8010A, HLTH-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 administered 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 2019 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)

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)

NURSE ASSISTANT CLINICAL HLTH-8108

Corequisite: HLTH-8038A or HLTH-8038

Complexion

Attend a mandatory workshop prior to registration in Medical Assistant Clinical (WSP-8000). Participation is required. (56 Contact Hours)

CERTIFIED PROFESSIONAL CODING CERTIFICATE

Are you a detail-oriented, analytical, and business-minded thinker? A career in medical coding might be right for you. Upon successful program completion, WKSP-8000, CSFT-8063B, HLTH-8010A, HLTH-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 administered 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.
Pharmacy Technicians are an integral part of the pharmacy team providing patient care and are associated with insurance billing for medical practices. To become a Pharmacy Technician, students will develop an understanding of the revenue cycle and the role of patient access in health care institutions, as well as competency in the full range of patient access services including patient registrations and admissions, patient rights and responsibilities, customer services, and laws and regulations affecting patient access. Students will understand the accreditation requirements of health care organizations and will be able to communicate complex regulations to patients during the patient access encounter. Bring a flash drive to class. Students can access Canvas at Macomb. (24 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)
82316 ...V.............9/22/20-12/8/20...........VIR............$295 ....VIR............Howard, A.

Patient Access Services HLTH-8061B
Prerequisite: HLTH-8010A and CSFT-8063B, both with minimum grade CR Students will develop an understanding of the revenue cycle and the role of patient access in health care institutions, as well as competency in the full range of patient access services including patient registrations and admissions, patient rights and responsibilities, customer services, and laws and regulations affecting patient access. Students will understand the accreditation requirements of health care organizations and will be able to communicate complex regulations to patients during the patient access encounter. Bring a flash drive to class. Students can access Canvas at Macomb. (24 Contact Hours)
82484 ...V.............8/25/20-9/17/20...........VIR............$195 ....VIR............Eastwood, M.

Medical Billing HLTH-8008D
Prerequisite: HLTH-8010A and CSFT-8063B, both with a minimum grade CR Obtain the knowledge and skills associated with insurance billing for medical practices. Examine third-party reimbursement including Medicare, Medicaid, Blue Cross Blue Shield, Worker’s Compensation, and TRICARE. Become familiar with diagnostic (ICD-10) and procedural (CPT) coding needed to submit claims in compliance with third-party payers’ requirements. Become familiar with actual medical billing working with Medisoft software. Students can access Canvas at My Macomb. Text Required. (45 Contact Hours)
82481 ...VIR.............9/9/20-12/2/20...........VIR............$325 ....VIR............VIR............Dew, T.

Billing Applications HLTH-8018C
Prerequisite: HLTH-8010A and CSFT-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 UB04 claim form, health care payers, reimbursement, revenue cycle and accounts receivable management. Learn how to read and understand the Explanation of Benefits, follow up with payers, and techniques in insurance collection. This is an online class. Access Canvas at My Macomb. (36 Contact Hours)
82482 ...V.............9/25/20-12/4/20...........VIR............$295 ....VIR............VIR............Colgado, A.

Online Internship for Medical Coding HLTH-8105
Gain experience you need to be a successful medical coder! This virtual internship simulates the work experience of a real-life, 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) are required. (240 Contact Hours)
82531 ...VIR.............8/26/20-11/4/20...........VIR............$395 ....VIR............VIR............Hicks, R.

PHARMACY TECHNICIAN CERTIFICATE
Pharmacy Technicians are an integral part of the pharmacy team providing safe and effective care to patients in retail, hospital, compounding, and other health care centers. Formal education, work experience, and national certification through the Pharmacy Technician Certification Board www.ptcb.org allows you to apply for a license to practice in the State of Michigan. Successful completion of the full program—WKS-8000, HLTH-8120, HLTH-8119, HLTH-8118, HLTH-8117, HLTH-8121, HLTH-8104A and HLTH-8015—is necessary to take the PTCB exam. Prior to internship placement, you must pass a criminal background check, drug screening, physical exam and health screenings. Students who place in a hospital internship must also take a Basic Life Support course and some require uniforms at your own expense. For more information, contact healthcareers@macomb.edu.

Pharmacy Practice Theory for the Technician HLTH-8119
Corequisite: HLTH-8119
Designed to provide students with the required knowledge and skills needed to enter the profession of Pharmacy as a Pharmacy Technician. These skills allow students to assist pharmacists in our drug distribution system in the dispensing of prescriptions and other pharmaceutical services to patients. Practice sections of study include ambulatory (retail) pharmacy and institutional (hospital) pharmacy. Access CANVAS at MyMacomb. Texts required. (30 Contact Hours)
62474 ...VIR.............8/25/20-11/2/20...........VIR............$450 ....VIR............VIR............Valentine, D.

Pharmacy Technician Practice Lab HLTH-8119
Corequisite: HLTH-8120
Students will apply the knowledge and skills learned in conjunction with the Pharmacy Practice Theory for the Pharmacy Technician course through practicing hands on exercises and other individual and group learning activities. Skills applied in the course will apply to both ambulatory (retail) and institutional (hospital) pharmacy practice. (30 Contact Hours)
62475 ....M.............9/14/20-11/30/20...........6:00 PM- 8:25 PM ....$450 ....VIR............R264 ..............Zaia, R.

Fitness Training
Do you have a passion for fitness? Want to turn that into a career to help others? You can earn nationally recognized fitness certificates from our partners at the WITS Education Program. The WITS Education Program provides an array of comprehensive practical training and internship opportunities. This growing field includes several jobs in local gyms, physical therapy centers, as well as new business opportunities for the entrepreneur in you!

Check out this introductory video: https://www.youtube.com/watch?v=PrPj3oVTHgY&feature=youtu.be and visit www.witseducation.com for more about the exciting world of Fitness Training.

Texts are available through WITS at: https://www.witseducation.com/fit/store-shop/group-exercise-2-book-combo/. Students choosing the Certified Personal Fitness Trainer course will also need a current CPR/AED/First Aid card prior to internship placement. Registration for all WITS courses is available with PayPal payment plans at: https://tinyurl.com/mi-macomb-cpt. Email healthcareers@macomb.edu for more information.

Health Saver First Aid & CPR/AED HLTH-8095
This course meets the American Heart Association requirements for adult & child Heart Saver first aid, CPR and AED certification. A practical-based course aimed at developing skills in basic first aid, CPR for children and adults, care for the choking victim, and use of an automatic external defibrillator. Text included. (6 Contact Hours)
82318 ...T.............8/11/20-8/11/20...........1:00 PM- 6:55 PM ....$95 ....SOU...........C122 .................Howard, A.
82547 ...F.............10/16/20-10/16/20...........1:30 PM- 7:25 PM ....$95 ....SOU...........C122 .................Howard, A.
82548 ...F.............11/6/20-11/6/20...........9:00 AM- 2:55 PM ....$95 ....SOU...........C122 .................Howard, A.

Certified Personal Fitness Trainer FTNS-9000
The gold standard of personal fitness training will walk many graduates right into a job! Key topics include biomechanics, exercise physiology, fitness testing, equipment usage, and health assessment. This is an online, mentored course with interactive video lectures, practical video labs, discussion boards, and quizzes. The national exams for the certification credential are included with this fee. Textbook required and students are encouraged to read the first three chapters prior to the start of class. (36 Contact Hours)
82549 ...VIR.............9/15/20-11/19/20...........VIR............$799 ....VIR............VIR............WORLD/INSTR TRAIN SCHOOL

Senior Fitness Specialist FTNS-9020
For trainers or those interested in the growing senior population. Gain the knowledge and competency to assess fitness levels, design fitness programs, and provide motivating exercise instruction for older adults. Learn the proper exercise techniques, stretching, programming and safety needed for yourself or older adult clients, including specialized knowledge of chronic medical conditions that will alter older adults’ need for response to exercise. This is an online, self-paced mentored class. Textbook suggested. (20 Contact Hours)
82533 ...VIR.............9/30/20-11/11/20...........VIR............$595 ....VIR............VIR............WORLD/INSTR TRAIN SCHOOL

Group Fitness Instructor FTNS-9021
Develop skills for leading any group in an exciting safe routine. Lectures cover the essentials of group exercise history, music, choreography, safety techniques, as well as basic applied science specifically relating to group strength, cardiovascular, muscular, and flexibility. Practicals labs expand into skill development for functional training, sports conditioning, circuit, boot camp, dance, step, kickboxing and equipment-based class techniques. A mind-body overview in Yoga & Pilates will cap it off so you can incorporate this knowledge into sections of your own classes. This is an online, self-paced mentored course. The national exams for the certification credential are included with this fee. Textbook required: https://www.witseducation.com/fit/store-shop/group-exercise-2-book-combo/ (36 Contact Hours)
82550 ...VIR.............9/26/20-12/5/20...........VIR............$799 ....VIR............VIR............WORLD/INSTR TRAIN SCHOOL

In the event of a COVID-19 resurgence, classes will attempt to continue virtually; only classes cancelled by the college will be issued refunds. Please refer to the WCE refund policy for more information.
Drug Classifications for the Pharmacy Technician  HLTH-8117
Provides a basic understanding for the Pharmacy Technician of how pharmacueticals act within the body and the ways drugs are used to treat patients today. Students will also study the trade and generic names of frequently used drugs in addition to their drug classes and therapeutic use(s). Drugs will be explored by organ system of the body for ease of learning. Access CANVAS in MyMacomb. Text required. (30 Contact Hours)
82479 ... MWF 8:30 AM - 10:55 PM ... 586.226.4807 or 586.286.2096 ... workforcedev@macomb.edu

Dosage Calculations in Pharmacy Practice  HLTH-8118
Students will explore the methods to solve calculations used in the practice of pharmacy to work as a Pharmacy Technician. Developing prescription literacy skills by applying measurement systems, performing oral and parenteral dosages, solving special calculations in compounding, and application to business math in the pharmacy will be explored. A basic math review including a review of subdivisions of numbers (fractions, decimals, etc.) the use of ratios, percent, and proportions and solving unknowns using the ratio-proportion method will be presented at the onset of the course. Access CANVAS in MyMacomb. (30 Contact Hours)
82478 ... MWF 8:30 AM - 10:55 PM ... 586.226.4807 or 586.286.2096 ... workforcedev@macomb.edu

Phlebotomy Certificate
Learn to do a perfect venipuncture and your skills will be in demand! This course can lead to full-time work as a phlebotomist or enhance your resume as a multi-skilled health care worker. Upon successful completion of courses HLTH-8001C and HLTH-8021B, students will receive a Workforce and Continuing Education certificate and be prepared to take the nationally recognized American Medical Technologist (AMT) exam immediately or the American Society for Clinical Pathology (ASCP) exam for Phlebotomy after one year's experience. More information on the exams can be found at www.amcutech.org and www.ascp.org.
Prior to internship placement, students must pass a criminal background check, drug screen, TB test and immunization titers, provide Basic Life Support Certification documentation, and purchase a uniform at their own expense. For information, contact 586.225.4807 or healthcareers@macomb.edu.

Phlebotomy  HLTH-8001C
Gain knowledge and skills to work as a phlebotomist in medical facilities. Learn beginning to advanced phlebotomy, while obtaining laboratory practice. Enroll in internship. Text required. (40 Contact Hours)
82496 ... T 8:00 AM - 10:35 PM 12/14/20 ... $1,295 full-time ... Maslowsky, P.

Phlebotomy Internship  HLTH-8021B
Corequisite: HLTH-8001C
Participate in an 80/120-hour unpaid internship for three continuous weeks, full-time, day shift only. (80 Contact Hours)
82495 ... T 8:00 AM - 10:35 PM 12/14/20 ... $199 ... Saullo, K.

Veterinary Assistant Program Certificate
Do you have a passion for animals? If so, a career as an Approved Veterinary Assistant may be for you. Veterinary Assistants are a valuable part of the veterinary health care team! Students must attend a mandatory workshop and orientation, complete all four modules and a 100 hour internship in order to receive a Workforce & Continuing Education certificate and be eligible to take the exam to become an Approved Veterinary Assistant through the National Association of Veterinary Technicians in America (NAVTA). More information about the exam can be found at www.navta.net. During the program orientation, students will learn about the program requirements and student responsibilities. For more information, please contact the program coordinator, Dr. Lori Renda-Francis, at renda-francisL@macomb.edu or 586.286.2096.

AVA-1  VETC-8018
Corequisite: WKG-8025
Explore 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 working in companion animal practice. Text required. (60 Contact Hours) Registration for this course does not open until August 14, 2020.
82539 ... MW 8:30 AM - 10:25 PM 12/14/20 ... 8:30 AM - 10:25 PM 12/14/20 ... 586.226.4807 or 586.286.2096 ... workformedev@macomb.edu
AVA-2  VETC-8019
Learn animal nursing techniques such as medicating patients, grooming, observation 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 operating laboratory equipment and handling and processing of patient samples. Text required. (60 Contact Hours) Registration for this course does not open until August 14, 2020.
82540 ... MWF 8:30 AM - 10:25 PM 12/14/20 ... 8:30 AM - 10:25 PM 12/14/20 ... 586.286.2096 ... workformedev@macomb.edu

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, workformedev@macomb.edu.

Basic Horticulture/How to Grow Plants  LAND-8020A
Discover the basics of how plants grow, their relationship with the soil, their water and nutrient needs, and how they respond to the surrounding environment. The “Right Plant Right Place” sustainable philosophy will be explored. (18 Contact Hours)
82579 ... T 8:00 AM - 10:35 PM 10/02/20 ... 8:00 AM - 10:35 PM 10/09/20 ... 586.226.4807 or 586.286.2096 ... workformedev@macomb.edu

Plant Healthcare  LAND-8025A
Cover basic landscape maintenance topics with an emphasis on sustainable methods. Content will include plant health, fertilization requirements of plants and delivery methods, importance of mulching, and diagnosing common plant ailments. (21 Contact Hours)
82579 ... T 8:00 AM - 10:35 PM 10/02/20 ... 8:00 AM - 10:35 PM 10/09/20 ... 586.226.4807 or 586.286.2096 ... workformedev@macomb.edu

Photography Certificate
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)
82684 ... T 8:00 AM - 10:35 PM 10/02/20 ... 8:00 AM - 10:35 PM 10/09/20 ... 586.286.2096 ... workformedev@macomb.edu

Photographic Arts Certificate
The Certificate in Photographic Arts consists of six courses: PHOT-8033B, PHOT-8006C, PHOT-8011C, PHOT-8030, PHOT-8005B, and PHOT-8013C. Please note Photoshop Elements I PHOT-8024A or Photoshop Elements II PHOT-8029A may be taken in lieu of PHOT-8013C.
Bring your camera to all classes and please make note that field trips will replace class hours on occasion. For information, contact workformedev@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)
82576 ... T 8:00 AM - 10:35 PM 10/02/20 ... 8:00 AM - 10:35 PM 10/09/20 ... 586.286.2096 ... workformedev@macomb.edu

Principles of Photography  PHOT-8006C
It is strongly recommended that students register for Digital Fundamentals before taking the other photography courses in this program. Improve film and digital images. Understand the fundamentals of composition, light, and movement and become comfortable using your camera menus and controls. Develop your own style and discover why some photographers are consistently better than others. (15 Contact Hours)
82575 ... T 8:00 AM - 10:35 PM 10/02/20 ... 8:00 AM - 10:35 PM 10/09/20 ... 586.286.2096 ... workformedev@macomb.edu

Contact Dr. Lori Renda-Francis (Program Coordinator/Lead Faculty):
rende-francisL@macomb.edu | 586.286.2096

Join the VETERINARY health care team!
**WORKFORCE & CONTINUING EDUCATION**

**In the event of a COVID-19 resurgence, classes will attempt to continue virtually; only classes cancelled by the college will be issued refunds. Please refer to the WCE refund policy for more information.**

**Photography for Photographers PHOT-8013C**

It is strongly recommended that students register for Digital Fundamentals before taking the other photography courses in this program. Turn your photos into great photos. Improve composition by removing unattractive objects, create stunning photo-art by blending images, and add special effects that make your pictures unique. Learn to use Photoshop layers, tools, and filters. Different versions of Adobe Photoshop will be discussed. (12 Contact Hours)

82683 - M: 10/26/20 - 11/23/20 ... 6:00 PM - 8:35 PM ... $199 ... CTR ... H214 ....... Melby, S.

**Digital Black & White PHOT-8030**

It is strongly recommended that students register for Digital Fundamentals before taking the other photography courses in this program. Discover the magic of black and white photography. Create black and white images with your camera or photo editing programs. Transform color photos into classic black-and-whites or create hand-colored retro looks. Silhouettes and sepia toning will be discussed. (15 Contact Hours)

82680 - VIR ....... 11/22/20 - 11/30/20 ... VIR - VIR ... $225 ... VIR - VIR ...... 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 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)

82681 - VIR ....... 11/22/20 - 11/30/20 ... VIR - VIR ... $75 ... VIR - VIR ...... Melby, S.

**QUALITY**

Quality courses are designed to provide skills in problem solving, quality improvement, waste reduction, and other areas that assist employers in implementing process improvements in their organizations. Students will obtain skills needed to strengthen their technical knowledge base and gain a competitive edge to assist employers at every organizational level. For information, contact workforcedeve@macomb.edu

**APQP - Advanced Product Quality Planning CQLY-8025A**

Focus on the implementation and execution of APQP (Advanced Product Quality Planning) processes. APQP is a structured method of defining and establishing the steps necessary to ensure that a product satisfies the customer’s needs. Effective product quality planning depends on a company’s top management’s commitment to the effort required in meeting customer specifications. (8 Contact Hours)

83675 - M: 9/26/20 - 9/28/20 .... 8:00 AM - 4:25 PM ... $295 .... MTEC ... 124 ....... Staff

**PPAP - Production Part Approval Process CQLY-8023A**

Learn the PPAP (Production Part Approval Process) and how to apply the voice of the customer (needs/wants/expectations). This course will give the participant a general understanding of the PPAP, its emphasis on customer satisfaction. This course is designed to show the participant how to build a PPAP based on facts and data and how to submit it to the customer. (8 Contact Hours)

82668 - T: 9/29/20 - 9/30/20 .... 8:00 AM - 4:25 PM ... $295 .... MTEC ... 124 ....... Staff

**APQP and PPAP Workshop CQLY-8180A**

This workshop builds on the key concepts taught in these two courses by also including templates, spreadsheets and macros for key (1) APQP Takeaways and techniques for effective planning (using PDSA), creating a phased Timing chart; creation of detailed deliverables from all the APQP phases, such as the Control Plan, Voice of the Customer (VOC), Process Flowcharts, DFMEA & PFMEA, MSA and all (2) Key PPAP Elements and Documents, including PSW, Engineering Change & Approval, Design Records and so many others; also (3) a high-level overview of all the Core Tools processes and procedures (FMEA, MSA, SPC); and finally (4) Key Facilitation & Communication skills and practices (i.e. brainstorming, consensus, team dynamics) to ensure success in APQP & PPAP. (8 Contact Hours)

82676 - W: 9/30/20 - 10/01/20 .... 8:00 AM - 4:25 PM ... $295 .... MTEC ... 124 ....... Staff

**FMEA - Failure Mode & Effect Analysis CQLY-8029A**

Focus on how FMEAs (Failure Mode & Effect Analysis) should be used during product and process development to identify function, potential failure of that function, effect of that failure, current controls to prevent failure, and prioritization of recommended actions. Participants should be Product and Process Designers and Engineers and others who will support the process, such as quality and management personnel. (8 Contact Hours)

82673 - M: 10/5/20 - 10/8/20 .... 8:00 AM - 4:25 PM ... $295 .... MTEC ... 124 ....... Staff

**Failure Mode and Effects Analysis Workshop CQLY-8181A**

This workshop re-enforces the key concepts of FMEA by providing hands-on templates, Excel spreadsheets and macros to assist with (1) Process Mapping and Continuous Improvements; brainstorming Failure Modes and understanding the Pareto 80/20 Rule; also, (2) applying Risk Assessment, Root Cause Analysis (5 Why’s & Fishbone Diagram), Corrective Actions and Counter Measures; also, (3) applying other Lean and Improvement tools (Force Field Analysis, Relationship Diagramming) and Data Mining and Analytics to reap the full benefits of conducting an FMEA; finally (4) Using the FMEA Start-up / Scoping form and the FMEA Worksheet with Severity, Occurrence and Detection to calculate the Risk Priority Number (RPN); discuss the updated standard. (8 Contact Hours)

82674 - T: 10/6/20 - 10/9/20 .... 8:00 AM - 4:25 PM ... $295 .... MTEC ... 124 ....... Staff

**MSA Measurement System Analysis CQLY-8008A**

Focus on the fundamentals of MSA/Gage R&R (Measurement System Analysis) in both average (short) and average range (long) methods. Other analytical methods for attribute gages and ANOVA will be discussed. Participants should be quality personnel or others responsible for implementation and proper conduct of MSA/Gage R&R. (8 Contact Hours)

82679 - M: 10/12/20 - 10/12/20 .... 8:00 AM - 4:25 PM ... $295 .... MTEC ... 124 ....... Staff

**Measurement Systems Workshop CQLY-8182A**

This fun, interactive and hands-on workshop brings the concepts of MSA alive by providing templates, macros and spreadsheets to assist with (1) evaluating your measurement system and performing a Gage R&R Study for Repeatability and Reproducibility. We teach you how to (2) mimic real-world application by understanding part variation and upper (USL) and lower (LSL) specification limits; also, by calculating and understanding the Number of Distinct Categories (NDC) and how this impacts your Gage R&R Study; finally, we (3) show you how to understand variation by Equipment, Appraiser, or Part and to understand Gage & R System Acceptability. (8 Contact Hours)

82672 - T: 10/13/20 - 10/13/20 .... 8:00 AM - 4:25 PM ... $295 .... MTEC ... 124 ....... Staff

**SPC - Statistical Process Control CSPC-8005A**

Learn the fundamentals of SPC (Statistical Process Control). Focus on the planning, collection, and analysis of product and process data using variable control charts (Xbar & R) and process capability (Cpk/Ppk) calculations. Participants should be quality personnel or others responsible for the identification and implementation of product and process control. (8 Contact Hours)

82670 - M: 10/19/20 - 10/19/20 .... 8:00 AM - 4:25 PM ... $295 .... MTEC ... 124 ....... Staff

**SPC - Statistical Process Control Workshop CSPC-8009**

Learn the fundamentals of SPC (Statistical Process Control). Focus on the planning, collection, and analysis of product and process data using variable control charts (Xbar & R) and process capability (Cpk/Ppk) calculations. Participants should be quality personnel or others responsible for the identification and implementation of product and process control. (8 Contact Hours)

82669 - T: 10/20/20 - 10/20/20 .... 8:00 AM - 4:25 PM ... $295 .... MTEC ... 125 ....... Staff

**Problem Solving Training: 8D, Fishbone, SY-A-3 CMGT-8157A**

Learn the fundamentals of SPC (Statistical Process Control). Focus on the planning, collection, and analysis of product and process data using variable control charts (Xbar & R) and process capability (Cpk/Ppk) calculations. Participants should be quality personnel or others responsible for the identification and implementation of product and process control. (8 Contact Hours)

82659 - T: 10/20/20 - 10/20/20 .... 8:00 AM - 4:25 PM ... $295 .... MTEC ... 125 ....... Staff

**REAL ESTATE**

**Real Estate Fundamentals RLST-8004**

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

82405 - M: 10/5/20 - 11/4/20 .... 6:00 PM - 9:35 PM ... $295 .... CN ... 109 ....... NC1 Associates
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Let's create a healthier Macomb! Whether you are looking to develop your professional skills and earn approved CEUs or are just interested in learning how to become a healthier version of you, Macomb has a course for you. Choose online, self-paced or instructor-led certificate courses in either 6 or 12 weeks to complete. All of our courses are led by expert instructors, many of whom are nationally known authors. Our online courses are offered every month and are affordable, fun, fast, convenient and geared just for you. Courses approved for career CEUs are designated below with an * and are approved toward health professional licensure. CEUs are awarded by Allegra Learning Solutions, LLC. Register and pay at www.ed2go.com/healthymacomb. For more information, contact healthcare@macomb.edu.

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

**Contact Hours 24 | CEUs 2.4 | Fee $115**

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

**Contact Hours 24 | CEUs 2.4 | Fee $115**

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

**Contact Hours 24 | CEUs 2.4 | Fee $100**

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

**Contact Hours 16 | CEUs 1.6 | Fee $96**

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

**Contact Hours 8 | CEUs 0.8 | Fee $80**

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

**Contact Hours 8 | CEUs 0.8 | Fee $68**

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

**Contact Hours 12 | CEUs 1.2 | Fee $100**

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

**Contact Hours 24 | CEUs 2.4 | Fee $100**

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

**Contact Hours 24 | CEUs 2.4 | Fee $100**

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

**Contact Hours 24 | CEUs 2.4 | Fee $115**

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

**Contact Hours 10 | CEUs 1 | Fee $66**

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

**Contact Hours 10 | CEUs 1 | Fee $60**

### Certificate in Stress Management *

**Contact Hours 14 | CEUs 1.4 | Fee $84**

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

**Contact Hours 25 | CEUs 2.5 | Fee $150**

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

**Contact Hours 10 | CEUs 1 | Fee $65**

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

**Contact Hours 24 | CEUs 2.4 | Fee $100**

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

**Contact Hours 19 | CEUs 1.9 | Fee $114**
Certificate in Infectious Diseases and Infection Control
Examine basic techniques and procedures for preventing the transmission of infectious disease. Understand some of the most common and dangerous infectious diseases: influenza, pneumonia, tuberculosis, hepatitis, AIDS, zoonosis and tick-borne diseases. Learn about emerging global infectious diseases (EIDs), which threaten individuals, families and communities throughout the developing world. Understand procedures that can help contain the spread of infectious diseases.

Contact Hours 13 | CEUs 1.3 | Fee $78

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

Contact Hours 20 | CEUs 2 | Fee $120

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

Contact Hours 12 | CEUs 1.2 | Fee $72

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

Contact Hours 24 | CEUs 2.4 | Fee $115

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

Contact Hours 24 | CEUs 2.4 | Fee $115

Certificate in Music Therapy and Sound Healing *
Understand sound healing techniques and modalities. Identify the physiological and psychological effects of music on the brain. Understand music therapy interventions, including music selection considerations for individuals with Alzheimer's disease. Learn music therapy interventions in end-of-life care.

Contact Hours 8 | CEUs 0.8 | Fee $48

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

Contact Hours 33 | CEUs 3.3 | Fee $198

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

Contact Hours 11 | CEUs 1.1 | Fee $66

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

Contact Hours 24 | CEUs 2.4 | Fee $115

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

Contact Hours 13 | CEUs 1.3 | Fee $78

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

Contact Hours 25 | CEUs 2.5 | Fee $210

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

Contact Hours 13 | CEUs 1.3 | Fee $78

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

Contact Hours 70 | CEUs 7 | Fee $72

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

Contact Hours 24 | CEUs 2.4 | Fee $144

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

Contact Hours 20 | CEUs 2 | Fee $120

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

Contact Hours 14 | CEUs 1.4 | Fee $84

Happily paralyzed
Understand how the different stages of pregnancy will affect you physically and emotionally. Understand the best ways to financially prepare for baby. Learn the latest in nutrition, diet, and exercise. Explore creating a support network to help you through this life transition. Understand how to choose a health care provider and prepare for childbirth. Examine care for mom and baby after birth.

Contact Hours 24 | CEUs 2.4 | Fee $100

Certificate in Healing Environments for Body, Mind and Spirit *
Learn how evidence-based design can create environments that foster healing and support the mission of health care facilities. Explore the effect of all the elements of an environment, including color, light, sound, and art, and the role they play in supporting physical and emotional health. Examine how a facility can use a focus on nature to create a sense of connection. Learn how to benefit from the use of technology while mitigating the emotional stress that can result from it. Understand the importance of environmental aspects such as clean air and water.

Contact Hours 16 | CEUs 1.6 | Fee $96

Certificate in Wellness and the Environment *
Explain the relationship between clean air and water and human health. Identify the global health impacts of overpopulation. Describe ways in which climate change can impact human health. Identify action steps to improve the environment and human health.

Contact Hours 9 | CEUs 0.9 | Fee $54

Grammar and Writing Skills for the Health Professional
Grammar and writing guidelines and practical knowledge in real-world practice. Advanced grammar concepts such as sentences, clauses, phrases, punctuation and prepositions. The thinking process involved in writing and grammar. The step-by-step writing process for resumes, cover letters and more.

Contact Hours 45 | CEUs 4.5 | Fee $199
Discover how you can connect to programs in areas such as Automated Systems, Automotive Quality Auditor, Marine Technician & Remote Laser Welding via Boot Camp style short-term intensives.

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

Macomb Community College NOW an Autodesk Authorized Training Center

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

Come and learn about these versatile Autodesk products:

- AUTOCAD classes start September 8, 2020
- REVIT classes start September 8, 2020
- FUSION 360 classes start September 16, 2020

Automated Systems

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

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

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

STUDENTS CAN ALSO TAKE INDIVIDUAL CLASSES IN:

- Electrical Fundamentals
- Motor Controls & Drives
- FANUC Robotics Operations
- FANUC IR Vision 2D
- Basic PLC Programming
- Electro-Hydraulics & Pneumatics
- Machine Tool (More classes available, call 586.498.4110)

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

Automotive Auditor Apprenticeship Program

Classes start September 14, 2020

Do you have an Automotive Quality background? Looking for a new career? Automotive Quality Management Systems (QMS) auditors have the option of working in the Detroit area, throughout North America, or even South America, Europe and Asia. The annual salary range for contract automotive auditors ranges from $75K-$110K while providing flexibility in your work schedule and the option to see the world!

Macomb M-TEC™ offers two tracks with two different schedules:

**Schedule 1**
- 2 weeknights: Tues. & Thurs., 5:30–9:30pm, and Saturdays, 8am–4:30pm

**Schedule 2**
- 2 weeknights: Tues. & Thurs., 8am–4:30pm

Each cohort begins with a pre-course assessment to determine the appropriate track for each participant:

- **Track A** Students with more advanced quality skills and experience (16-17 weeks)
- **Track B** Students with basic to limited quality knowledge and experience (23 weeks)

**Instructor 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

**Lean Six Sigma Green Belt**


NOW Online! This 56-hour course will give you the tools to help streamline your company’s processes and take the first step to becoming Lean Six Sigma Green Belt certified! Course includes LSSGB project review and coaching.

**Marine Technician**

Classes start November 18, 2020

Multiple certifications achieved upon successful completion of the program.

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

**Quality Management Processes (272 hours)**

See page 23 of this Schedule for Quality Program courses.

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.

**Remote Laser Welding Suite of Classes**

Looking to learn a new skill? Are you computer savvy? Interested in technology? If so, Remote Laser Welding may be just what you’ve been looking for! Remote laser welding uses a focused beam of Laser Light to process welds at a distance. Learn this highly specialized, in-demand skill by registering for the series of 3 classes beginning in October. No experience needed! Also ideal for Welders, Electricians, Robot Programmers and Engineers.

- Remote Laser Welding Introduction: 4 days/32 hours
  - Oct. 5–8, 2020
- Remote Laser Welding Theory & Operations: 4 days/32 hours
  - Oct. 19–22, 2020
- Weld Quality & Adjustment: 4 days/32 hours
  - Nov. 2–5, 2020

To learn more about Engineering and Advanced Technology workforce training, please call or email:

586.498.4110 | workforce.dev@macomb.edu

DON’T WAIT! CLASSES FILL QUICKLY. REGISTER NOW!
Registration & Information

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

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

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

NEW STUDENT TO MACOMB:
• Click on the New Continuing Education Students teal colored box.
• Click Register Here
• Click Search and Register for Continuing Education Classes
• Use one of the search options fields to narrow your search
• Select your course by clicking on the Select box
• Click Submit from the bottom of the search box
• After successful registration, a class acknowledgment email will be sent to you. This email contains course information, your User ID, and directions for My Macomb. You will need to activate and access My Macomb, Macomb’s student portal website, to register for additional courses in the future or drop courses.

RETURNING MACOMB STUDENT:
• Click on the Current & Returning Continuing Education Students box. Log into My Macomb.
• Using the Self-Service Menu, click on Noncredit/Continuing Education Students
• Click Registration
• Click Search and Register for Continuing Education Classes
• Use one of the search options fields to narrow your search
• Select your course by clicking on the Select box
• Click Submit from the bottom of the search box
• Finish enrollment by completing optional questions and required payment.

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

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

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

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

FINANCIAL ASSISTANCE
Financial Aid (FAFSA) is not available for WCE classes.
The college will bill tuition and fees to approved parties such as Michigan Works, Michigan Rehabilitation or Employer Tuition Assistance Programs. Written authorization must be submitted to sponsoredbilling@macomb.edu. For more information, contact the cashier’s office at 586.445.7492.

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

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

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

SCHOOL CLOSING
Go to www.macomb.edu

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

TEXTBOOKS
Textbooks must be ordered online through the bookstore websites. For the Fall 2020 semester, delivery options include curbside pick-up or shipping. If you select to have the items shipped, order early and allow additional time for shipping. Curbside pick-up will be at Center Campus in parking lot 3 available beginning July 20th, Monday through Friday, from 10am to 3pm. You will receive an email within 48 hours of placing the order regarding pick-up. For complete information, visit https://www.macomb.edu/future-students/student-resources/bookstores.html

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

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

In the event of a COVID-19 resurgence, classes will attempt to continue virtually; only classes cancelled by the college will be issued refunds. Please refer to the WCE refund policy for more information.
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