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# MACOMB COMMUNITY COLLEGE

## Workforce & Continuing Education

# SCHEDULE OF CLASSES

## MAY–AUGUST 2020

Registration begins Monday, April 6, 2020, 8AM

(REVISED DATE)

## PERSONAL & PROFESSIONAL DEVELOPMENT



**2** C4K (College 4 Kids)



**2** Intro to CAD Fusion 360



**9** Intro to Robotics & Operations



**9** Welding for the Hobbyist



**11** Marine Technician



Education • Enrichment • Economic Development

*Discover. Connect. Advance.*



www.macomb.edu



# 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/continuingeducation](http://www.macomb.edu/continuingeducation)  
Registration begins Monday, April 6 at 8AM

## 2 easy ways to register for classes!

1

**REGISTER ONLINE:** Visit [www.macomb.edu](http://www.macomb.edu). Click on *Apply* at the top of the page. **New students**—click on the **TEAL** *New Continuing Education Students* box. Click on Register Here button. Click Search and Register for Continuing Education Classes. Key in 5-digit registration code or course code (e.g., WKSP-8000). **Returning students**—click on the **GRAY** *Current & Returning Continuing Education Students* box. Log in with your My Macomb credentials.

2

**WALK-IN REGISTRATION:** Visit the **Records & Registration Office:**  
South Campus G Building, Room 224  
Center Campus G Building, Room 110.  
Monday & Tuesday: 8AM–6PM  
Wednesday–Friday: 8AM–4:30PM  
**Campuses closed:** May 25, July 3–4  
Please check [www.macomb.edu](http://www.macomb.edu) for updated holiday and school closing information.

**REGISTER ONLINE  
CLICK HERE**



For questions about registration, call 586.445.7999

## CAREER WORKSHOPS

Sign up for one of the free 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)

|                   |                      |                      |                   |           |           |
|-------------------|----------------------|----------------------|-------------------|-----------|-----------|
| 79804..... W..... | 4/22/20-4/22/20..... | 6:00 PM-7:55 PM..... | FREE.....SOU..... | J140..... | Valin, M. |
| 81344..... W..... | 5/20/20-5/20/20..... | 6:00 PM-7:55 PM..... | FREE.....SOU..... | J140..... | Valin, M. |
| 81345..... W..... | 6/24/20-6/24/20..... | 6:00 PM-7:55 PM..... | FREE.....SOU..... | J140..... | Valin, M. |
| 81346..... W..... | 7/22/20-7/22/20..... | 6:00 PM-7:55 PM..... | FREE.....SOU..... | J140..... | Valin, M. |
| 81347..... W..... | 8/12/20-8/12/20..... | 6:00 PM-7:55 PM..... | FREE.....SOU..... | J140..... | Valin, M. |

### Career Workshop: Personal Fitness Trainer WKSP-8006

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

|                   |                    |                      |                   |           |           |
|-------------------|--------------------|----------------------|-------------------|-----------|-----------|
| 81343..... T..... | 6/2/20-6/2/20..... | 6:00 PM-6:55 PM..... | FREE.....CTR..... | N148..... | Valin, M. |
|-------------------|--------------------|----------------------|-------------------|-----------|-----------|

### Career Workshop: Construction WKSP-8007

An interactive workshop to explore a career in landscape construction. (1 Contact Hours)

|                   |                    |                      |                    |          |       |
|-------------------|--------------------|----------------------|--------------------|----------|-------|
| 81691..... M..... | 4/6/20-4/6/20..... | 6:00 PM-6:55 PM..... | FREE.....MTEC..... | 136..... | Staff |
|-------------------|--------------------|----------------------|--------------------|----------|-------|

### Career Workshop: Floral Design WKSP-8008

An interactive workshop to explore a career in floral design. (1 Contact Hours)

|                    |                    |                      |                   |           |       |
|--------------------|--------------------|----------------------|-------------------|-----------|-------|
| 81493..... Th..... | 4/2/20-4/2/20..... | 6:00 PM-6:55 PM..... | FREE.....SOU..... | C119..... | Staff |
|--------------------|--------------------|----------------------|-------------------|-----------|-------|

### Career Workshop: Landscape WKSP-8010

An interactive workshop to explore a career in landscape design. (1 Contact Hours)

|                   |                    |                      |                    |          |       |
|-------------------|--------------------|----------------------|--------------------|----------|-------|
| 81490..... T..... | 4/7/20-4/7/20..... | 6:00 PM-6:55 PM..... | FREE.....MTEC..... | 136..... | Staff |
|-------------------|--------------------|----------------------|--------------------|----------|-------|

### Career Workshop: Photography WKSP-8011

An interactive workshop to explore a career in photography. (1.5 Contact Hours)

|                   |                      |                      |                   |           |           |
|-------------------|----------------------|----------------------|-------------------|-----------|-----------|
| 81477..... M..... | 4/20/20-4/20/20..... | 6:00 PM-6:55 PM..... | FREE.....CTR..... | H214..... | Melby, S. |
|-------------------|----------------------|----------------------|-------------------|-----------|-----------|

### 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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|-------------------|----------------------|----------------------|-------------------|-----------|-----------------|
| 74791..... W..... | 4/15/20-4/15/20..... | 6:30 PM-8:25 PM..... | FREE.....CTR..... | H213..... | Bosilkovski, E. |
| 74792..... W..... | 8/5/20-8/5/20.....   | 6:30 PM-8:25 PM..... | FREE.....CTR..... | H213..... | Bosilkovski, E. |

### Career Workshop: Veterinary Assistant WKSP-8025

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

|                   |                      |                      |                   |           |                   |
|-------------------|----------------------|----------------------|-------------------|-----------|-------------------|
| 79809..... W..... | 4/29/20-4/29/20..... | 6:00 PM-7:55 PM..... | FREE.....CTR..... | E114..... | Renda-Francis, L. |
| 81348..... W..... | 6/10/20-6/10/20..... | 6:00 PM-7:55 PM..... | FREE.....CTR..... | E114..... | Renda-Francis, L. |

## ART

### Acrylics & Oils ARTS-8050

Discover the excitement of painting in acrylics & oils! Students will learn the fundamental principles and technical processes needed to create works of art that appear real. Using a step-by-step method, and working from everyday objects, students will explore color and develop skills required for success. Art supply list: <https://www.macomb.edu/community/personal-interests/CE-supply-lists.html>. (24 Contact Hours)

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|-------------------|---------------------|-----------------------|--------------------|-----------|------------|
| 80911..... M..... | 5/11/20-7/6/20..... | 11:00 AM-1:55 PM..... | \$150.....SOU..... | M145..... | Keller, D. |
|-------------------|---------------------|-----------------------|--------------------|-----------|------------|

## AUTOMOTIVE

### Small Engine Repair AUTO-8034

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

|                     |                      |                      |                    |           |             |
|---------------------|----------------------|----------------------|--------------------|-----------|-------------|
| 81141..... TTh..... | 4/21/20-5/21/20..... | 6:00 PM-8:55 PM..... | \$329.....SOU..... | M115..... | Houchen, E. |
|---------------------|----------------------|----------------------|--------------------|-----------|-------------|

## 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-8008A, 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, email [continuing@macomb.edu](mailto: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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|-------------------|----------------------|----------------------|-------------------|-----------|------------|
| 80951..... M..... | 4/27/20-4/27/20..... | 6:00 PM-7:55 PM..... | \$35.....CTR..... | H210..... | Rogers, B. |
|-------------------|----------------------|----------------------|-------------------|-----------|------------|

### Professionalism for the Administrative Assistant BSNS-8005

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

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| 80942..... MW..... | 5/11/20-5/20/20..... | 6:00 PM-8:55 PM..... | \$160.....CTR..... | H203..... | Rogers, B. |
|--------------------|----------------------|----------------------|--------------------|-----------|------------|

### Bookkeeping for the Administrative Assistant BSNS-8009

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

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| 80952..... MW..... | 6/1/20-6/8/20..... | 6:00 PM-8:55 PM..... | \$130.....CTR..... | H203..... | Adams, B. |
|--------------------|--------------------|----------------------|--------------------|-----------|-----------|

### Communication for Administrative Assistants BSNS-8007

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

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| 80950..... MW..... | 6/15/20-6/24/20..... | 6:00 PM-8:55 PM..... | \$160.....CTR..... | H204..... | Rogers, B. |
|--------------------|----------------------|----------------------|--------------------|-----------|------------|

### Customer Service BSNS-8006

Become a superior customer service representative. Examine customer interaction and the traits of top organizations. Explore ways to add value to every transaction along with the best practices used to create loyal, life-long customers. Text required. (12 Contact Hours)

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|--------------------|----------------------|----------------------|--------------------|-----------|-------------|
| 80944..... MW..... | 7/13/20-7/22/20..... | 6:00 PM-8:55 PM..... | \$160.....CTR..... | H213..... | Pittman, L. |
|--------------------|----------------------|----------------------|--------------------|-----------|-------------|

### 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)

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|--------------------|---------------------|----------------------|--------------------|-----------|------------|
| 80955..... MW..... | 7/27/20-8/5/20..... | 6:00 PM-8:55 PM..... | \$160.....CTR..... | H203..... | Rogers, B. |
|--------------------|---------------------|----------------------|--------------------|-----------|------------|

## COMPUTER AIDED DESIGN (CAD)

### Introduction to CAD Fusion 360 DSGN-9014



Are you new to CAD (Computer Aided Design) or Fusion 360? In this course, we will explore the core concepts behind CAD/Fusion 360 to learn the basics of parametric modeling, freeform design, assembly creation, rendering, 3D printing, documentation, and collaboration. By understanding how designs are made and assembled, we can create better designs from the start through step-by-step instructions, print guides, and practice exercises to make the process fun and easy to follow to set you on a path toward success. (12 Contact Hours)

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|-------------------|---------------------|----------------------|---------------------|----------|--------------|
| 81272..... T..... | 7/14/20-8/4/20..... | 6:00 PM-8:55 PM..... | \$349.....MTEC..... | 125..... | Ricevuto, S. |
|-------------------|---------------------|----------------------|---------------------|----------|--------------|

## C4K: COLLEGE FOR KIDS

Macomb Community College's C4K: College for Kids provides educational opportunities and a 'college campus connection' for students ages 3 to 17. Through fun activities and enriching, memorable experiences, students learn and succeed through personal achievement. Partial scholarship opportunities may be available. Email [C4K@macomb.edu](mailto:C4K@macomb.edu) for application or visit [www.macomb.edu](http://www.macomb.edu) (search: C4K scholarship).

### Children's Photo Exploration, Ages 5-11 KIDS-9236



Explore photography and learn how to compose photographs that are striking. Students should bring their own cameras; all digital camera types are welcome. Learn techniques in angles, repetition and story telling while catching details that make a difference. Children's storyboarding and shooting with intent covered. (16 Contact Hours)

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| 81334..... WTh..... | 6/10/20-7/2/20..... | 9:00 AM-10:55 AM..... | \$175.....CTR..... | H219..... | Melby, S. |
|---------------------|---------------------|-----------------------|--------------------|-----------|-----------|

### Photos & Selfies: Capturing Your True Light, Ages 12-17 KIDS-9237



Grow as a photographer and an individual by exploring your artistic abilities. Photograph utilizing skills in storyboarding and shooting with intent and purpose. Work with light to engage and emot while using photography to express yourself. Bring cameras/cell phone. (12 Contact Hours)

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|---------------------|---------------------|-----------------------|--------------------|-----------|-----------|
| 81336..... WTh..... | 7/8/20-7/16/20..... | 9:00 AM-11:55 AM..... | \$175.....CTR..... | J206..... | Melby, S. |
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### Make Your First 3D Video Game, Ages 8-14 KIDS-9228

In this Black Rocket classic, create an immersive 3D world. Learn the physics behind 3D games, and explore beginner event scripting, level design, controlling the flow of gameplay, and storytelling. Projects are only compatible with Windows devices and will be available on a password protected Black Rocket website. Students will work in pairs or teams for most of the program. (12 Contact Hours)

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| 81312..... MTWTh..... | 6/22/20-6/25/20..... | 9:00 AM-11:55 AM..... | \$215.....CTR..... | H214..... | Canfield, J. |
|-----------------------|----------------------|-----------------------|--------------------|-----------|--------------|

### Rocket Kart Racers: Design A Mario Kart Style Game, Ages 8-14 KIDS-9232



Blast off in making your first 3D Mario Kart and Crash Team Racing style game! Design tracks and customize karts and characters. Using a professional 3D game development software, students will combine their creations into their own kart racing game that they can use to play with at home. Students can participate in eSports League races against other schools, with a chance to have their tracks featured in the Black Rocket master build of the game! Students' projects will be available for sharing on a Black Rocket website. (12 Contact Hours)

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|-----------------------|----------------------|----------------------|--------------------|-----------|--------------|
| 81319..... MTWTh..... | 6/22/20-6/25/20..... | 1:00 PM-3:55 PM..... | \$215.....CTR..... | H214..... | Canfield, J. |
|-----------------------|----------------------|----------------------|--------------------|-----------|--------------|

### Small Engine Repair for Teens, Ages 14-17 KIDS-8190

This course offers students exposure to the various pieces of shop equipment/tools and details of small engine repair. It will focus on the servicing and repairing of two- and four-cycle engines. Hands-on activities will include disassembly, inspection for wear, assembly, and proper serviceability techniques using appropriate materials and proper check procedures for service/repair are stressed. (18 Contact Hours)

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|-------------------|---------------------|----------------------|--------------------|-----------|-------|
| 81339..... M..... | 7/6/20-8/10/20..... | 6:00 PM-9:00 PM..... | \$239.....SOU..... | M105..... | Staff |
|-------------------|---------------------|----------------------|--------------------|-----------|-------|

## READING ENRICHMENT

Presented by University of Detroit Mercy at Macomb Community College-Center Campus. Reading skills programs for Elementary, Middle, High School and College students.



### Tiny Tunes Piano Pre-School Beginner, Ages 3-4 KIDS-9204

Designed specifically for preschoolers. This is a BIG FUN, delightfully simple piano program. Lessons include everything needed to help jump start your child's musical education. By the end of the course, your child will be able to sing and perform simple songs like Mary had a Little Lamb, Twinkle Twinkle Little Star, and/or Jingle Bells. Music increases attention span, logic, and reasoning skills. Parents must attend. "No class" dates will be announced in class. (6 Contact Hours)

81340.....M.....7/6/20-8/10/20..... 10:00 AM-10:55 AM.....\$95.....CTR.....L101.....TINY TUNES PIANO PROGRAM

### Tiny Tunes Piano "Young 55" Beginner, Ages 5-6 KIDS-9205

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

81392.....M.....7/6/20-8/10/20..... 11:00 AM-11:55 AM.....\$95.....CTR.....L117-5.....TINY TUNES PIANO PROGRAM

### Roblox Coders & Entrepreneurs, Ages 8-14 KIDS-9227

Discover how to code in the Lua language while playing and designing worlds in ROBLOX, an online universe where you can create anything you dream of. This new class combines game design concepts, coding and fun! Young entrepreneurs will also learn how to navigate ROBLOX's fast-growing marketplace to publish their games. Student created games will be available on a password protected Black Rocket website to share with friends and family. Students will work in pairs or teams for most of the program. \$10 additional license fee per student. (12 Contact Hours)

81310.....MTWTh.....7/6/20-7/9/20..... 1:00 PM-3:55 PM.....\$225.....CTR.....H214.....Canfield, J.

### Minecraft Redstone Engineers, Ages 8-14 KIDS-9235

Take the next step beyond simply playing *Minecraft* and become a true Redstone engineer. Expand your Redstone knowledge by constructing your own carnival with a variety of mini-games, roller coasters, and attractions powered by Redstone. Learn how to use Command and Structure blocks to incorporate them into your builds. Students must own a Java version of *Minecraft* to access their projects at home. Tablet, phone, and game console versions of *Minecraft* are not compatible. Students will work in pairs or teams for most of the program. (12 Contact Hours)

81328.....MTWTh.....7/6/20-7/9/20..... 9:00 AM-11:55 AM.....\$215.....CTR.....H214.....Canfield, J.

### Goldie Blox: Engineering for Girls! Ages 4-10 KIDS-8194

Discover Goldie Blox as you learn to build a spinning machine, parade float, and dunk tank. Develop spatial skills, engineering principles, and confidence in problem solving through a variety of design ideas and unlimited building possibilities. Goldie Blox's goal is to get students building by tapping into their strong verbal skills with stories and construction sets. Each student will take home all three sets of Goldie Blox upon course completion for more engineering fun at home! (15 Contact Hours)

81368.....MTWThF.....7/13/20-7/17/20..... 9:00 AM-11:55 AM.....\$169.....SOU.....C119.....Staff

### Python Programmers, Ages 8-14 KIDS-9231

Learn the world's fastest-growing programming language favored by Google, NASA, YouTube, and the CIA! Learn to code with Python to create engaging apps and games. Lessons take you step-by-step on a programming path that lets you challenge friends with fun content you create. Students work in pairs or teams for most of the program. Returning students can create more advanced projects that build on previous years. Ages 8-11 and 11-14. \$10 additional license fee per student. (12 Contact Hours)

81318.....MTWTh.....7/13/20-7/16/20..... 1:00 PM-3:55 PM.....\$225.....CTR.....H214.....Canfield, J.

### Code Breakers, Ages 8-14 KIDS-9233

Learn the basics of coding languages like HTML, JavaScript, and CSS through a series of web projects and design challenges. Projects will be available on a Black Rocket website to share with friends and family. Students will work in pairs or teams for most of the program. Returning students can create more advanced projects that build on previous experience. (12 Contact Hours)

81540.....MTWTh.....7/13/20-7/16/20..... 9:00 AM-12:00 PM.....\$225.....CTR.....H214.....Canfield, J.

### Minecraft Modders, Ages 8-14 KIDS-9230

Use your favorite game to learn the basics of modding and foundations of programming. Learn scripting and logic statements as you create your first mods! Introductory coding taught through a simulated environment inspired by *Minecraft*. Student projects will be available on a password protected Black Rocket website. Students must own a Java version of *Minecraft* to access their projects at home. Tablet, phone, and game console versions of *Minecraft* are not compatible. Students will work in pairs or teams for most of the program. Returning students can create more advanced projects that build on previous years. (12 Contact Hours)

81316.....MTWTh.....7/20/20-7/23/20..... 9:00 AM-11:55 AM.....\$215.....CTR.....H219.....Canfield, J.

### Code Explorers, Ages 6-8 KIDS-9229

Student explorers use creativity to solve web-based coding challenges. Lessons build fluency in essential digital skills needed for the future. Students receive access to the interactive learning platform to continue their coding journey at home and will work in pairs or teams for most of the program. \$10 additional license fee per student. (12 Contact Hours)

81314.....MTWTh.....7/27/20-7/30/20..... 9:00 AM-11:55 AM.....\$225.....CTR.....H214.....Canfield, J.

### LEGO Films & Stop Action, Ages 6-8 KIDS-9234

Bring in your favorite action figures or LEGO blocks and create a short film! Recreate a scene from *Star Wars* or design a world of your own; this class brings your dreams to the screen. Students need to bring in LEGO blocks and/or action figures from home, but all other equipment is provided. Student-created films will be available on a password protected website to share. Students work in pairs or teams for most of the program. Returning students can create more advanced projects that build on previous experience. \$10 additional equipment fee per student. (12 Contact Hours)

81325.....MTWTh.....7/27/20-7/30/20..... 1:00 PM-3:55 PM.....\$225.....CTR.....H214.....Canfield, J.

### Marvelous Motorized Mechanisms, Ages 10-14 KIDS-8192

Students will investigate the principles of simple machines, mechanisms, and structures; experiment with balanced and unbalanced forces and friction; measure distance, time, speed, and weight; and discover much more LEGO engineering fun! (15 Contact Hours)

81367.....MTWThF.....8/3/20-8/7/20..... 1:00 PM-3:55 PM.....\$159.....SOU.....C119.....Staff

### We-Do Wonders of Science and Technology, Ages 7-9 KIDS-8193

Discover LEGO We-Do through fun, hands-on activities as students learn to work with simple machines, gears, pulleys, levers, motion, and other Science, Technology, Engineering, and Math (STEM) focused projects. LEGO kits are for classroom use. (15 Contact Hours)

81398.....MTWThF.....8/3/20-8/7/20..... 9:00 AM-12:00 PM.....\$149.....SOU.....C119.....Staff

### LEGO Robotics: EV3 The Next Generation, Ages 12 & Up KIDS-8197

The next generation of LEGO Mindstorms robots enables students to build, program, and test solutions based on real-life robotics technology! EV3 uses a more powerful intelligent brick, increased memory, and other upgraded functions. EV3 Robots are for class use. (20 Contact Hours)

81397.....MTWThF.....8/10/20-8/14/20..... 9:00 AM-12:55 PM.....\$219.....SOU.....C119.....Staff

## COMPUTER SKILLS

Bring a USB drive to the first session of any software class. For information, email [continuing@macomb.edu](mailto:continuing@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)

80963.....TTh.....5/12/20-6/11/20..... 6:00 PM-8:55 PM.....\$265.....CTR.....H204.....Bosek, L.

80968.....M.....6/1/20-8/3/20..... 9:00 AM-11:55 AM.....\$265.....CTR.....A203.....Romanczyk, V.

80964.....Sa.....6/6/20-8/15/20..... 9:00 AM-11:55 AM.....\$265.....CTR.....A207.....Romanczyk, V.

80966.....MW.....7/6/20-8/5/20..... 6:00 PM-8:55 PM.....\$265.....SOU.....C336.....Burton, M.

### QuickBooks Pro Level 1 CSFT-8078

Keyboarding skills recommended. For small businesses to keep their books easily and accurately using QuickBooks Pro 2019. Create your own company file. Includes management principles and skills for dealing with customers, vendors, and banking transactions. Text and USB drive required. (15 Contact Hours)

80953.....TTh.....5/12/20-5/26/20..... 6:00 PM-8:55 PM.....\$195.....CTR.....A232.....Adams, B.

### QuickBooks Pro Level 2 CSFT-8079

Learn advanced skills to assist with physical inventory; sales tax; payroll; and asset, liability, and equity accounts on QuickBooks Pro 2019. Includes class, estimate and tracking features, report customization, and template creation. Text and USB drive required. (15 Contact Hours)

80954.....TTh.....6/2/20-6/16/20..... 6:00 PM-8:55 PM.....\$195.....CTR.....A232.....Adams, B.

### Application Development and Introduction to Coding CSFT-8090

Intermediate computer knowledge required. Learn basic coding and programming skills through block-based languages (SNAP) and Python advanced programming language. Program a basic drone and a Finch robot using SNAP and Python. Exposure to Mobile application, *Pong*, platformer, hangman and tic-tac-toe game creation. Additional cost of \$300.00 for required Finch Text Robot and Tello Drone. (24 Contact Hours)

80983.....Th.....6/25/20-8/20/20..... 5:30 PM-8:25 PM.....\$365.....CTR.....H204.....Canfield, J.

## BASIC COMPUTER SKILLS CERTIFICATE

Begin with basic computer skills classes if you are a novice computer user and are seeking computer job skills. Earn the Basic Computer Skills certificate by completing the following required courses: CSFT-8059B, CSFT-8001C, and CSFT-8063B. For information, email [continuing@macomb.edu](mailto:continuing@macomb.edu).

### Keyboarding Basics CSFT-8059B

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

80969.....F.....5/1/20-6/19/20..... 9:00 AM-10:55 AM.....\$150.....CTR.....A207.....Romanczyk, V.

80971.....TTh.....7/7/20-7/30/20..... 6:00 PM-7:55 PM.....\$150.....CTR.....A207.....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)

80961.....Sa.....4/25/20-5/30/20..... 9:00 AM-11:55 AM.....\$125.....CTR.....A207.....Romanczyk, V.

80960.....MW.....5/6/20-5/20/20..... 6:00 PM-8:55 PM.....\$125.....SOU.....C336.....Burton, M.

### 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)

80963.....TTh.....5/12/20-6/11/20..... 6:00 PM-8:55 PM.....\$265.....CTR.....H204.....Bosek, L.

80968.....M.....6/1/20-8/3/20..... 9:00 AM-11:55 AM.....\$265.....CTR.....A203.....Romanczyk, V.

80964.....Sa.....6/6/20-8/15/20..... 9:00 AM-11:55 AM.....\$265.....CTR.....A207.....Romanczyk, V.

80966.....MW.....7/6/20-8/5/20..... 6:00 PM-8:55 PM.....\$265.....SOU.....C336.....Burton, M.

## WORKPLACE COMPUTING CERTIFICATE

Workplace Computing classes are designed for learners who are seeking a solid basic understanding of Word, Excel, PowerPoint, and Access. The Workplace Computing Certificate is awarded upon completion of CSFT-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, email [continuing@macomb.edu](mailto:continuing@macomb.edu).

### Access 2019 CSFT-8081

Basic computer, keyboarding, and internet skills required. Learn introductory and intermediate Access skills. Topics include ribbon interface; creating tables in Datasheet view; previewing and printing data; designing databases; creating database objects; formatting tables; lookup fields; field properties; queries; designing a relational database; split forms; creating and modifying reports; parameter queries; table structure; Import a Report Into a Database crosstab queries; and more. Textbook and USB drive required. (24 Contact Hours)

80957.....F.....5/1/20-6/26/20..... 5:30 PM-8:25 PM.....\$199.....CTR.....H214.....Canfield, J.

### Word 2019 CSFT-8080

Basic computer skills and keyboarding skills are required. Textbook and USB drive are required. Learn introductory and intermediate Word skills including business letter writing; proofreading tools; tables; WordArt and SmartArt; headers and footers; and mail merge. (24 Contact Hours)

80956.....Sa.....5/30/20-7/25/20..... 9:00 AM-11:55 AM.....\$199.....SOU.....C240.....Mahon, L.

### PowerPoint 2019 CSFT-8083

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

80959.....TTh.....6/2/20-6/25/20..... 6:00 PM-8:55 PM.....\$199.....SOU.....C334.....Burton, M.

### Excel 2019 CSFT-8082

Basic computer skills and keyboarding skills are required. Learn introductory and intermediate Excel skills. Topics include entering and editing data in spreadsheets; organizing data; creating and modifying basic formulas and functions; charting data; and formatting worksheets. Textbook and USB drive required. (24 Contact Hours)

80958.....TTh.....7/7/20-7/30/20..... 6:00 PM-8:55 PM.....\$199.....CTR.....A232.....Rosiek, C.

• Comprehension • Study Skills • Phonics •  
Build Vocabulary & Fluency • Speed Reading •  
Develop a Lifelong Love of Reading

For more information about  
U of D Mercy's Reading Enrichment Skills Program  
or to register before classes fill call 800.978.9596



**ADVANCED EXCEL WORKSHOPS**

Employers are seeking people with advanced Excel skills. Sky rocket your Excel expertise with these comprehensive, hands-on workshops. Learn to quickly summarize, analyze, and display data to enhance your reports and presentations. Must have intermediate to advanced Excel proficiency in Excel 2016 or later. USB drive required. For information, email [continuing@macomb.edu](mailto:continuing@macomb.edu).

**Excel Functions and Formulas CSFT-8077A**

Must have intermediate to advanced level Excel proficiency (Excel 2016 or later). USB drive required. Apply advanced analytical concepts using formulas and functions. Topics covered include: logical operators; VLOOKUP function; string-manipulation, date, sum, and financial functions; Goal Seek Tool, and many others. No text required. Handouts will be provided. (6 Contact Hours)  
 74708.....Sa.....4/25/20-4/25/20.....9:00 AM-3:55 PM.....\$105.....SOU.....C240.....Blyakhman, A.

**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, (required by the State of Michigan) students will be prepared to sit for the Michigan State Builder's License exam (additional fee through the State of Michigan at time of exam). The Segment I course training will present business management, estimating, design and building science, contracts, risk management, marketing, and sales. The Segment II course training will present project management, scheduling, and current Michigan Residential and Construction Safety Standards, along with management, marketing, and sales. For information, contact 586.498.4100 or [workforcedev@macomb.edu](mailto: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. (30 Contact Hours)  
 81136.....MW.....4/27/20-5/20/20.....6:00 PM-9:55 PM.....\$425.....MTEC...138.....NCI ASSOCIATES, LTD.

**Builder's Pre-License Training Segment 2 INDT-8023**

Segment 2 of the state-mandated Builder's Pre-License training will present project management, scheduling, and current Michigan Residential and Construction Safety Standards along with management, marketing, and sales. (30 Contact Hours)  
 81135.....MW.....6/1/20-6/24/20.....6:00 PM-9:55 PM.....\$425.....MTEC...138.....NCI ASSOCIATES, LTD.

**Builders Continuing Competency INDT-8026**

This class contains three value-packed hours of instruction for each topic: Law (the new law and what a builder needs to know to stay out of trouble with the Licensing Department), Codes (learn the latest updates to the Michigan Residential Code) and Safety (learn about the newest fall protection requirements imposed by MIOSHA). If you hold a builder's license, this class is required in order for you to renew your Builders or M & A Contractor's License. (3 Contact Hours)  
 81140.....T.....5/19/20-5/19/20.....6:00 PM-8:55 PM.....\$69.....MTEC...138.....NCI ASSOCIATES, LTD.

**Home Inspection INDT-8025A**

Learn how to set up a home inspection business. Follow the home inspection process and discover how to identify common problems, tool requirements, how to market, and what you'll need to get started. Discover how to use drones and infra-red cameras in the home inspection business. Use of drones and infra-red cameras will be discussed along with a home check-off sheet to list problems in your survey to present to your customer. (24 Contact Hours)  
 81138.....M.....6/29/20-8/17/20.....6:00 PM-8:55 PM.....\$595.....MTEC...138.....Houchen, E.

**COURT REPORTING**

**COURT REPORTING CERTIFICATE**

Macomb Community College's Court Reporting program is approved by the Michigan Department of Education as a prerequisite for the Certified Shorthand Reporting Examination and is taught by State Certified Court Reporters. Required courses include: CRTR-8000, CRTR-8016, CRTR-8022, CRTR-8007, CRTR-8014, CRTR-8017, CRTR-8025D, CRTR-8009B, CRTR-8011C, and CRTR-8008A. A minimum 40-hour internship is required to complete the program. Court Reporters must be certified through state and national exams. For information, contact the program coordinator, Elizabeth Bosilkovski, at [Bosilkovskie@macomb.edu](mailto:Bosilkovskie@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)  
 80895.....TTh.....5/5/20-8/20/20.....6:15 PM-9:25 PM.....\$579.....CTR.....H203.....Bosilkovski, E.

**Court Reporting Theory 2 CRTR-8016**

Continue to develop your skills in machine shorthand theory and real-time principles; learn more advanced principles of theory and conflict-free writing. (97.5 Contact Hours)  
 80896.....TTh.....5/5/20-8/20/20.....6:15 PM-9:25 PM.....\$579.....CTR.....H210.....Bosilkovski, E.

**Court Reporting Theory 3 CRTR-8022**

Writing techniques are applied while student begins process of speed building. Tests in literary, jury charge, and Q & A must be passed with 95% accuracy at speeds of 60, 80, and 100 wpm; CAT software is required. (97.5 Contact Hours)  
 80897.....TTh.....5/5/20-8/20/20.....6:15 PM-9:25 PM.....\$579.....CTR.....H213.....Bosilkovski, E.

**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)  
 80902.....TTh.....5/5/20-8/20/20.....6:15 PM-9:25 PM.....\$579.....CTR.....H214.....Bosilkovski, E.

**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)  
 80903.....TTh.....5/5/20-8/20/20.....6:15 PM-9:25 PM.....\$579.....CTR.....H215.....Bosilkovski, E.

**Court Reporting Skill 3 CRTR-8017**

Continue the process of speed building. Speed levels are 180-225 wpm, and literary, jury charge, and Q & A tests to be passed with 95% accuracy. Internship required. (97.5 Contact Hours)  
 80904.....TTh.....5/5/20-8/20/20.....6:15 PM-9:25 PM.....\$579.....CTR.....H220.....Bosilkovski, E.

**Legal Terminology for Court Reporters CRTR-8008A**

This course develops an understanding of legal terminology, the judicial system, and laws that govern court reporters. (37.5 Contact Hours)  
 80905.....W.....5/6/20-8/19/20.....6:30 PM-8:55 PM.....\$295.....CTR.....H215.....Bosilkovski, E.

**Court Reporting Career Opportunities**

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

**CULINARY ARTS**

**Bee-ginner Beekeeping 102 FOOD-8019**

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

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| 74725.....Sa.....5/16/20-5/16/20.....10:00 AM-12:25 PM.....\$70.....CTR.....K113.....Ford, J. |
| And.....Sa.....6/13/20-6/13/20.....10:00 AM-12:25 PM.....CTR.....K113                         |
| And.....Sa.....7/18/20-7/18/20.....10:00 AM-12:25 PM.....CTR.....K113                         |
| And.....Sa.....8/8/20-8/8/20.....10:00 AM-12:25 PM.....CTR.....K113                           |
| 74726.....Sa.....5/16/20-5/16/20.....1:00 PM-3:25 PM.....\$70.....CTR.....K113.....Ford, J.   |
| And.....Sa.....6/13/20-6/13/20.....1:00 PM-3:25 PM.....CTR.....K113                           |
| And.....Sa.....7/18/20-7/18/20.....1:00 PM-3:25 PM.....CTR.....K113                           |
| And.....Sa.....8/8/20-8/8/20.....1:00 PM-3:25 PM.....CTR.....K113                             |
| 74730.....Su.....5/17/20-5/17/20.....10:00 AM-12:25 PM.....\$70.....CTR.....K113.....Ford, J. |
| And.....Su.....6/14/20-6/14/20.....10:00 AM-12:25 PM.....CTR.....K113                         |
| And.....Su.....7/19/20-7/19/20.....10:00 AM-12:25 PM.....CTR.....K113                         |
| And.....Su.....8/9/20-8/9/20.....10:00 AM-12:25 PM.....CTR.....K113                           |
| 74731.....Su.....5/17/20-5/17/20.....1:00 PM-3:25 PM.....\$70.....CTR.....K113.....Ford, J.   |
| And.....Su.....6/14/20-6/14/20.....1:00 PM-3:25 PM.....CTR.....K113                           |
| And.....Su.....7/19/20-7/19/20.....1:00 PM-3:25 PM.....CTR.....K113                           |
| And.....Su.....8/9/20-8/9/20.....1:00 PM-3:25 PM.....CTR.....K113                             |

**Bee-ginner Beekeeping 103 FOOD-8020A**

Prerequisite: FOOD-8018A and FOOD-8019  
 Bee-ginner Beekeeping is offered in three segments to coincide with the beekeeping year. In this third segment, students will learn how to harvest/extract honey and how to prepare hives for overwintering. This segment will be hands-on at Macomb Community College's apiary, with lecture followed by inspection and harvesting/extractation. Equipment will be provided. (6 Contact Hours)

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| 74727.....Sa.....9/12/20-9/12/20.....10:00 AM-12:55 PM.....\$60.....CTR.....K113.....Ford, J. |
| And.....Sa.....10/17/20-10/17/20.....10:00 AM-12:55 PM.....CTR.....K113                       |
| 74728.....Sa.....9/12/20-9/12/20.....1:15 PM-4:10 PM.....\$60.....CTR.....K113.....Ford, J.   |
| And.....Sa.....10/17/20-10/17/20.....1:15 PM-4:10 PM.....CTR.....K113                         |
| 74732.....Su.....9/13/20-9/13/20.....10:00 AM-12:55 PM.....\$60.....CTR.....K113.....Ford, J. |
| And.....Su.....10/18/20-10/18/20.....10:00 AM-12:55 PM.....CTR.....K113                       |
| 74733.....Su.....9/13/20-9/13/20.....1:15 PM-4:10 PM.....\$60.....CTR.....K113.....Ford, J.   |
| And.....Su.....10/18/20-10/18/20.....1:15 PM-4:10 PM.....CTR.....K113                         |

**FOOD SERVICE**

**Michigan Food Service Manager Training & Certification (ServSafe) FOOD-8008D**

Prepare for and take the State of Michigan ServSafe exam in one day! This eight-hour course includes six hours of instruction and two hours for the exam. Designed for supervisory personnel in Michigan food service establishments, Macomb Community College's course includes important topics in basic microbiology, safe food handling techniques, good hygienic practices, pest control, employee training, and the Michigan state law governing food service establishments. Textbook included. Class will break for one hour lunch. Students to bring their own brown bag lunch. For information, email [wac@macomb.edu](mailto:wac@macomb.edu) or call 586.498.4130. (8 Contact Hours)

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| 81298.....Sa.....5/2/20-5/2/20.....8:00 AM-4:55 PM.....\$210.....CTR.....H214.....Cox, A. |
| 81302.....Sa.....8/8/20-8/8/20.....8:00 AM-4:55 PM.....\$210.....CTR.....H214.....Cox, A. |

**ENGLISH AS A SECOND LANGUAGE (ESL)**

**Conversation ESLL-8015D**

Let's talk. Improve your English language skills in a relaxed atmosphere. This course is for students who want to improve their fluency in English and take their conversational skills to the next level. Learn how to converse in social and business situations, express your opinion, and understand cultural gestures and idiomatic speech. (30 Contact Hours)

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| 80910.....TTh.....5/26/20-7/2/20.....9:00 AM-11:55 AM.....\$189.....CTR.....H205.....Pursel, J. |
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**Grammar for Conversation ESLL-8010**

Have you studied grammar but have a hard time using it? This class focuses on practicing the grammar you know and learning new grammar with a focus on using the grammar in spoken activities. (30 Contact Hours)  
 80909.....TTh.....5/26/20-7/2/20.....1:00 PM-3:55 PM.....\$189.....CTR.....H205.....Pursel, J.

**FINANCE**

**Savvy Social Security Planning MNMG-8019**

This recently-updated course has been developed to help you learn more about Social Security planning. It is designed to give you the tools necessary to make more informed decisions regarding your Social Security income. (2 Contact Hours)

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| 80978.....T.....6/2/20-6/2/20.....6:00 PM-7:55 PM.....\$29.....CTR.....N103.....Malloch, R.    |
| 80982.....Th.....6/11/20-6/11/20.....6:00 PM-7:55 PM.....\$29.....SOU.....C235.....Malloch, R. |

**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 the program coordinator at 586.498.4100 or [workforcedev@macomb.edu](mailto:workforcedev@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)

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| 80992.....T.....5/5/20-5/19/20.....6:00 PM-8:55 PM.....\$199.....SOU.....C119.....Peters, M. |
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## 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)

80993.....T.....5/26/20-6/23/20.....6:00 PM-8:55 PM.....\$289.....SOU.....C119.....Peters, M.

## Fundamentals of Floral Design II FLOR-8001

Corequisites: FLOR-8000B and FLOR-8043

Practical application will be put to use from the two previous corequisite classes, as you understand and develop techniques and designs as a floral designer. (9 Contact Hours)

80997.....T.....6/30/20-7/14/20.....6:00 PM-8:55 PM.....\$279.....SOU.....C119.....Peters, M.

## Intermediate Floral Design FLOR-8007

Corequisites: FLOR-8000B and FLOR-8043

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

81014.....T.....7/21/20-8/4/20.....6:00 PM-8:55 PM.....\$279.....SOU.....C119.....Peters, M.

## Advanced Floral Design I FLOR-8002A

Corequisites: 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)

81020.....M.....8/3/20-8/24/20.....6:00 PM-8:55 PM.....\$299.....SOU.....C119.....Kiebusch, K.

## Sympathy Design FLOR-8009B

Corequisites: 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)

81023.....M.....8/31/20-9/28/20.....6:00 PM-8:55 PM.....\$309.....SOU.....C119.....Kiebusch, K.

## Advanced Techniques in Floral Design II FLOR-8042

Corequisites: FLOR-8000B, FLOR-8043, FLOR-8001, FLOR-8002A, FLOR-8007, FLOR-8009B, FLOR-9002A

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

74796.....M.....4/13/20-5/18/20.....6:00 PM-8:55 PM.....\$525.....SOU.....C119.....Kiebusch, K.

## FOREIGN LANGUAGE

### Italian I LANG-8059

Learn to converse and write in Italian. Gain the basic skills needed for travel. Explore culture, cuisine, local restaurants, and markets. Tips on how and what to order when traveling or dining locally included. Text required. (24 Contact Hours)

80923.....W.....5/6/20-7/22/20.....5:00 PM-6:55 PM.....\$175.....CTR.....N106.....Agazzi, I.

### Continuing Italian I LANG-8063

Continue learning, conversing, and writing Italian. Gain the basic skills needed for travel. Explore culture, cuisine, local restaurants, and markets. Prepare for the Intermediate Italian class. Complete remaining chapters in the text for LANG-8059. Text required. (24 Contact Hours)

80924.....W.....5/6/20-7/22/20.....7:00 PM-8:55 PM.....\$175.....CTR.....N106.....Agazzi, I.

### Intermediate Conversational Italian LANG-8012A

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

80927.....Th.....5/7/20-7/30/20.....5:30 PM-7:25 PM.....\$175.....CTR.....N103.....Agazzi, I.

## GRAPHIC DESIGN

All classes are online. Certificates are awarded by LERN—Learning Resource Network. Internet access with Internet Explorer, Firefox, or Safari web browser, audio software such as Windows Media, QuickTime, or Flash, and speakers to listen to audio are required. For information, contact the program coordinator at 586.498.4100 or [workforcedev@macomb.edu](mailto:workforcedev@macomb.edu).

### Graphic Design for Visual Presentations DSGN-8007

Make your visual presentations look professional and communicate effectively. Get the latest, most advanced techniques on graphic design principles including layout, typography, and basic design considerations. Come away with more skills to create an effective and beautiful visual presentation on any presentation software program that you choose. Virtual classroom. Students will be contacted via email for class start and processes. Taking all three classes earns a Certificate in Presentation Media. (16 Contact Hours)

74921.....VIR.....4/6/20-5/11/20.....VIR-VIR.....\$195.....VIR.....LERN

81270.....VIR.....6/1/20-6/26/20.....VIR-VIR.....\$195.....VIR.....LERN

81271.....VIR.....8/3/20-8/28/20.....VIR-VIR.....\$195.....VIR.....LERN

### Infographics DSGN-8010

After taking this course in "Infographics," you will be exposed to a powerful, concise way to present information. You will also learn the basics of designing infographics and be able to make your own simple infographic. Become familiar with Data Visualization and discover how to locate infographics websites, identify types of infographics, and finally how to present an infographic. Virtual classroom. Taking all three classes earns a Certificate in Presentation Media. (16 Contact Hours)

75015.....VIR.....4/6/20-5/11/20.....VIR-VIR.....\$195.....VIR.....LERN

81274.....VIR.....6/1/20-6/26/20.....VIR-VIR.....\$195.....VIR.....LERN

### 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)

81211.....VIR.....4/6/20-5/11/20.....VIR-VIR.....\$225.....VIR.....LERN

81213.....VIR.....6/1/20-6/26/20.....VIR-VIR.....\$225.....VIR.....LERN

### 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)

74928.....VIR.....4/6/20-5/11/20.....VIR-VIR.....\$225.....VIR.....LERN

81273.....VIR.....6/1/20-6/26/20.....VIR-VIR.....\$225.....VIR.....LERN

## 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)

81268.....VIR.....5/4/20-5/29/20.....VIR-VIR.....\$225.....VIR.....LERN

81269.....VIR.....7/6/20-7/31/20.....VIR-VIR.....\$225.....VIR.....LERN

## 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 of consumer entertainment. By completing this course, you can take the first steps into understanding game design and how it can be applied in your field. (16 Contact Hours)

75013.....VIR.....4/6/20-5/11/20.....VIR-VIR.....\$245.....VIR.....LERN

81267.....VIR.....6/1/20-6/26/20.....VIR-VIR.....\$245.....VIR.....LERN

## 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)

81214.....VIR.....5/4/20-5/29/20.....VIR-VIR.....\$245.....VIR.....LERN

81216.....VIR.....7/6/20-7/31/20.....VIR-VIR.....\$245.....VIR.....LERN

## Photoshop for Presentations DSGN-8008

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

81221.....VIR.....5/4/20-5/29/20.....VIR-VIR.....\$195.....VIR.....LERN

## HEALTH CARE TRAINING

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

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

74953.....F.....4/24/20-4/24/20.....12:30 PM-6:25 PM.....\$95.....SOU.....C123.....Howard, A.

81335.....F.....5/22/20-5/22/20.....9:00 AM-2:55 PM.....\$95.....SOU.....C123.....Howard, A.

81337.....T.....7/28/20-7/28/20.....9:00 AM-2:55 PM.....\$95.....SOU.....C123.....Howard, A.

81338.....T.....8/11/20-8/11/20.....1:00 PM-6:55 PM.....\$95.....SOU.....C121.....Howard, A.

### Basic Life Support for Health Care Providers HLTH-8096

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

74957.....F.....4/24/20-4/24/20.....8:00 AM-11:55 AM.....\$75.....SOU.....C123.....Howard, A.

81321.....T.....5/12/20-5/12/20.....8:30 AM-12:25 PM.....\$75.....SOU.....C123.....Howard, A.

81323.....T.....5/12/20-5/12/20.....1:00 PM-4:55 PM.....\$75.....SOU.....C123.....Howard, A.

81324.....F.....5/22/20-5/22/20.....3:30 PM-7:25 PM.....\$75.....SOU.....C123.....Howard, A.

81327.....T.....6/2/20-6/2/20.....1:00 PM-4:55 PM.....\$75.....SOU.....C123.....Howard, A.

81395.....T.....6/2/20-6/2/20.....8:30 AM-12:25 PM.....\$75.....SOU.....C123.....Howard, A.

81329.....T.....7/7/20-7/7/20.....8:30 AM-12:25 PM.....\$75.....SOU.....C123.....Howard, A.

81330.....T.....7/7/20-7/7/20.....1:00 PM-4:55 PM.....\$75.....SOU.....C123.....Howard, A.

81331.....T.....8/4/20-8/4/20.....8:30 AM-12:25 PM.....\$75.....SOU.....C123.....Howard, A.

81332.....T.....8/4/20-8/4/20.....1:00 PM-4:55 PM.....\$75.....SOU.....C123.....Howard, A.

81333.....T.....8/11/20-8/11/20.....8:30 AM-12:25 PM.....\$75.....SOU.....C123.....Howard, A.

### Phlebotomy Workshop HLTH-8111

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

74911.....F.....4/17/20-4/17/20.....1:00 PM-3:55 PM.....\$29.....CTR.....R264.....Saullo, K.

### Veterinary Terminology VETC-8000

Learn common veterinary root words, prefixes, suffixes, and combining root words. Build a strong foundation for veterinary anatomy and physiology. Offered summer semester only (May 1 to August 31). (20 Contact Hours)

81351.....VIR.....6/4/20-6/15/20.....VIR-VIR.....\$80.....VIR.....Renda-Francis, L.

### Introductory Math for Vet Tech VETC-8015

Designed to introduce the essential math calculations for veterinary technicians. Topics include basic principles, clinical problems using dosage calculations, calculations involving solutions of intravenous fluids, anesthesia, radiology, and nutrition applications. Get a strong foundation for veterinary pharmacology and anesthesia that you can build upon. Textbook required. Offered summer semester only (May 1 to August 31). (20 Contact Hours)

81350.....VIR.....6/16/20-6/30/20.....VIR-VIR.....\$80.....VIR.....Renda-Francis, L.

## NURSING ASSISTANT

Upon successful program completion, which is comprised of courses HLTH-8038A and HLTH-8108, you will receive a Workforce & Continuing Education certificate and be eligible to take the Michigan Nurse Aide Competency Evaluation Test, which is required to become a State of Michigan Certified Nurse 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](mailto:healthcareers@macomb.edu).

### Nurse Assistant HLTH-8038A

Prerequisite: WKSP-8000

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

81291.....MTWTh.....5/11/20-6/4/20.....9:00 AM-3:25 PM.....\$850.....SOU.....C121.....Brown, D.

And.....F.....5/22/20-5/22/20.....9:00 AM-3:25 PM.....SOU.....C121

81293.....MTWTh.....5/18/20-6/25/20.....5:00 PM-9:15 PM.....\$850.....SOU.....C121.....Brown, D.

And.....F.....5/22/20-5/22/20.....5:00 PM-9:15 PM.....SOU.....C121

81294.....MTWTh.....7/6/20-7/30/20.....9:00 AM-3:25 PM.....\$850.....SOU.....C121.....Brown, D.



**Nurse Assistant Clinical HLTH-8108**

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

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| 81295.....MTWTh.....6/8/20-6/15/20.....7:30 AM-1:55 PM.....\$425.....OFF.....OFF.....Brown, D. |
| And.....T.....6/16/20-6/16/20.....7:30 AM-9:25 AM.....SOU.....C121                             |
| 81296.....MTWTh.....6/29/20-7/8/20.....5:00 PM-9:15 PM.....\$425.....OFF.....OFF.....Brown, D. |
| And.....Th.....7/9/20-7/9/20.....5:00 PM-9:15 PM.....SOU.....C121                              |
| 81297.....MTWTh.....8/3/20-8/10/20.....7:30 AM-1:55 PM.....\$425.....OFF.....OFF.....Brown, D. |
| And.....T.....8/11/20-8/11/20.....7:30 AM-9:25 AM.....SOU.....C121                             |

**HOME CARE ASSISTANT CERTIFICATE**

Upon successful completion of this program, HLTH-8038A and HLTH-8110, you will receive a Workforce and Continuing Education Home Care Assistant certificate and gain the knowledge and skills necessary to assist clients living at home or in an Assisted Living Facility. The emphasis of this certificate is based on: **homecare safety, companionship activities, planning and preparing meals, observation and documentation, transportation, assisting clients with the activities of daily living, and housekeeping chores. Prior to registration, students must attend a mandatory workshop, WKSP-8000. Prior to the first day of class, students must complete a criminal background check. Details of the requirements will be reviewed at the mandatory workshop. For information, contact 586.226.4807 or healthcareers@macomb.edu.**

**Nurse Assistant HLTH-8038A**

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

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| 81291.....MTWTh.....5/11/20-6/4/20.....9:00 AM-3:25 PM.....\$850.....SOU.....C121.....Brown, D.  |
| And.....F.....5/22/20-5/22/20.....9:00 AM-3:25 PM.....SOU.....C121                               |
| 81293.....MTWTh.....5/18/20-6/25/20.....5:00 PM-9:15 PM.....\$850.....SOU.....C121.....Brown, D. |
| And.....F.....5/22/20-5/22/20.....5:00 PM-9:15 PM.....SOU.....C121                               |
| 81294.....MTWTh.....7/6/20-7/30/20.....9:00 AM-3:25 PM.....\$850.....SOU.....C121.....Brown, D.  |

**Home Care Assistant HLTH-8110**

Prerequisite: HLTH-8038A or HLTH-8038  
Home care is the fastest growing job opportunity in health care. Learn home care safety, companionship activities, plan and prepare meals, observation and documentation, transportation, assisting clients with activities of daily living and housekeeping chores. Prior to admittance into this class, students are required to successfully complete the Nurse Assistant HLTH-8038A portion of the Nursing Assistant Program. (6 Contact Hours)

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| 74902.....WTh.....4/15/20-4/16/20.....9:00 AM-11:55 AM.....\$75.....SOU.....C121.....Rutkowski, D. |
| 81299.....WTh.....8/12/20-8/13/20.....1:00 PM-3:55 PM.....\$75.....SOU.....C121.....Rutkowski, D.  |

**CERTIFIED PROFESSIONAL CODING**

**Are you a detail-oriented, analytical, and business-minded thinker? A career in medical coding might be right for you! Upon successful program completion, WKSP-8000, CSFT-8063B, HLTH-8010A, HLTH-8102A, HLTH-8103A, and HLTH-8074, students will receive a Workforce and Continuing Education certificate and be prepared to take the internationally recognized Certified Professional Coder (CPC) exam, licensed by the American Academy of Professional Coders. More information about the exam can be found at www.aapc.com. WKSP-8000 Workshop: Health Careers is required prior to registration in the Medical Coding I course. For information, contact 586.226.4807 or healthcareers@macomb.edu.**

**Microsoft Office 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)

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| 80963.....TTh.....5/12/20-6/11/20.....6:00 PM-8:55 PM.....\$265.....CTR.....H204.....Bosek, L.    |
| 80968.....M.....6/1/20-8/3/20.....9:00 AM-11:55 AM.....\$265.....CTR.....A203.....Romanczyk, V.   |
| 80964.....Sa.....6/6/20-8/15/20.....9:00 AM-11:55 AM.....\$265.....CTR.....A207.....Romanczyk, V. |
| 80966.....MW.....7/6/20-8/5/20.....6:00 PM-8:55 PM.....\$265.....SOU.....C336.....Burton, M.      |

**Medical Terminology HLTH-8010A**

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

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| 81304.....T.....5/5/20-7/7/20.....5:30 PM-10:25 PM.....\$295.....SOU.....C233.....Howard, A. |
| 81305.....VIR.....5/27/20-8/12/20.....VIR-VIR.....\$295.....VIR.....VIR.....Hicks, R.        |

**Medical Coding I HLTH-8102A**

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

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| 81306.....VIR.....5/5/20-7/14/20.....VIR-VIR.....\$325.....VIR.....VIR.....Wietecha, L.        |
| 81307.....T.....5/5/20-7/14/20.....6:00 PM-8:55 PM.....\$325.....SOU.....C253.....Wietecha, L. |

**Medical Coding II HLTH-8103A**

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

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| 81308.....VIR.....5/7/20-8/20/20.....VIR-VIR.....\$550.....VIR.....VIR.....Hicks, R.       |
| 81311.....Th.....5/7/20-8/20/20.....6:00 PM-9:25 PM.....\$550.....SOU.....C129.....Dew, T. |

**CPC Study Night HLTH-8074**

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

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| 81313.....F.....8/21/20-8/21/20.....5:00 PM-10:25 PM.....\$99.....SOU.....C129.....Hicks, R. |
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**CERTIFIED MEDICAL REIMBURSEMENT SPECIALIST CERTIFICATE**

**Be a cut above the rest! The CMRS designation is awarded by the American Medical Billing Association (AMBA). Certification provides credibility to the biller, health care providers, and employers. It demonstrates your commitment to providing the highest standards possible in Claims Management and Medical Billing. More information about the exam can be found at www.ambanet.net. Upon successful completion of WKSP-8000, CSFT-8063B, HLTH-8010A, HLTH-8061B, HLTH-8008D and HLTH-8018C, you will receive a Workforce & Continuing Education certificate and be prepared to take the CMRS exam. For information, contact 586-226-4807 or healthcareers@macomb.edu.**

**Microsoft Office 2019 CSFT-8063B**

Basic computer and keyboarding skills are required. 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)

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| 80963.....TTh.....5/12/20-6/11/20.....6:00 PM-8:55 PM.....\$265.....CTR.....H204.....Bosek, L.    |
| 80968.....M.....6/1/20-8/3/20.....9:00 AM-11:55 AM.....\$265.....CTR.....A203.....Romanczyk, V.   |
| 80964.....Sa.....6/6/20-8/15/20.....9:00 AM-11:55 AM.....\$265.....CTR.....A207.....Romanczyk, V. |
| 80966.....MW.....7/6/20-8/5/20.....6:00 PM-8:55 PM.....\$265.....SOU.....C336.....Burton, M.      |

**Medical Terminology HLTH-8010A**

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

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| 81304.....T.....5/5/20-7/7/20.....5:30 PM-10:25 PM.....\$295.....SOU.....C233.....Howard, A. |
| 81305.....VIR.....5/27/20-8/12/20.....VIR-VIR.....\$295.....VIR.....VIR.....Hicks, R.        |

**Patient Access Services HLTH-8061B**

Prerequisites: HLTH-8010A with minimum grade CR and CSFT-8063B with minimum grade CR  
Students will develop an understanding of the revenue cycle and the role of patient access in health care institutions. The student will develop competency in the full range of patient access services including patient registrations and admissions, patient rights and responsibilities, customer services, and laws and regulations affecting patient access. Students will understand the accreditation requirements of health care organizations and will be able to communicate complex regulations to patients during the patient access encounter. Bring a flash drive to class. Web-based learning will enhance classroom lectures. Students can access Canvas at My Macomb. (24 Contact Hours)

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| 81290.....TTh.....5/12/20-6/4/20.....6:00 PM-8:55 PM.....\$195.....CTR.....E115.....Eastwood, M. |
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**Medical Billing HLTH-8008D**

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

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| 81289.....W.....5/27/20-8/19/20.....6:00 PM-9:25 PM.....\$325.....SOU.....C129.....Dew, T. |
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**Billing Applications HLTH-8018C**

Prerequisites: 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. Students will meet with the instructor on day one. Access Canvas at My Macomb. (36 Contact Hours)

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| 81288.....F.....6/12/20-6/12/20.....6:00 PM-9:55 PM.....\$295.....SOU.....C129.....Coligado, A. |
| And.....VIR.....6/13/20-8/21/20.....VIR-VIR.....VIR.....VIR.....                                |

**MEDICAL BILLER/CODER PROFESSIONAL DEVELOPMENT**

**Online Internship for Medical Coding HLTH-8105**

Gain experience you need to be a successful medical coder! This virtual internship simulates the work experience of a realistic, multi-specialty medical clinic. It offers real-world experience coding more than 500 cases in 18 medical specialties. The internship complements and provides application for concepts learned in *Step-by-Step Medical Coding* by Carol J. Buck. Students will spend 20 hours per week coding at home and will be supervised online via Canvas by faculty. Optional course orientation with instructor on first day. Current year coding manuals and an access code (available at the bookstore) required. (240 Contact Hours)

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| 81317.....W.....5/20/20-5/20/20.....6:00 PM-7:55 PM.....\$395.....SOU.....C129.....Hicks, R. |
| And.....VIR.....5/21/20-7/29/20.....VIR-VIR.....VIR.....VIR.....                             |

**CERTIFIED PERSONAL FITNESS TRAINER**

**Earn your certification from our partners at World Instructor Training School. W.I.T.S. is the only major certifying body in the country providing comprehensive practical training and internship components. You will be prepared to work with clients and stand out in any gym as 'the expert' in your field. This challenging course provides both theoretical foundations in the body systems and hands-on skill competency. Successful completion on written exam, practical exam, and CPR/AED (HLTH-8095) are required to receive certification. An optional internship is recommended for maximum employability. Registration and payment is through WITS and includes a PayPal payment plan. Registration for both the on-campus and online courses are available at <https://tinyurl.com/mi-macomb-cpt>. Details of the program will be reviewed at the mandatory workshop (WKSP-8006). For more information about this nationally recognized exam, contact [www.witseducation.com](http://www.witseducation.com) or call 586.226.4807 or healthcareers@macomb.edu.**

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

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

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| 74953.....F.....4/24/20-4/24/20.....12:30 PM-6:25 PM.....\$95.....SOU.....C123.....Howard, A. |
| 81335.....F.....5/22/20-5/22/20.....9:00 AM-2:55 PM.....\$95.....SOU.....C123.....Howard, A.  |
| 81337.....T.....7/28/20-7/28/20.....9:00 AM-2:55 PM.....\$95.....SOU.....C123.....Howard, A.  |
| 81338.....T.....8/11/20-8/11/20.....1:00 PM-6:55 PM.....\$95.....SOU.....C121.....Howard, A.  |

**Veterinary Assistant Program**

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

Join the **VETERINARY** health care team!



## Certified Fitness Trainer FTNS-9000

Corequisite: WKSP-8006

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

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|------------------|---------------------|----------------------|------------|----------|---|
| 81341.....T..... | 6/9/20-8/6/20.....  | 6:00 PM-7:55 PM..... | \$799..... | CTR..... | N148 WORLD INSTRUCTOR TRAINING SCHOOL   |
| And.....Th.....  | 6/11/20-8/6/20..... | 6:00 PM-7:55 PM..... | .....      | OFF..... | OFF                                     |
| 81342.....T..... | 6/9/20-8/6/20.....  | VIR-VIR.....         | \$799..... | VIR..... | VIR... WORLD INSTRUCTOR TRAINING SCHOOL |
| And.....Th.....  | 6/11/20-8/6/20..... | 6:00PM-7:55PM.....   | .....      | OFF..... | OFF                                     |

## PHARMACY TECHNICIAN CERTIFICATE



Pharmacy Technicians are in high demand in both retail (ambulatory) and hospital (institutional) pharmacies. Upon successful completion of WKSP-8000, HLTH-8005G, HLTH-8113A, HLTH-8015, and HLTH-8104, you will receive a Workforce & Continuing Education certificate and be prepared to take the Pharmacy Technician Certification Board Exam (PTCB). Successful completion of the PTCB exam is required for CPhT licensure in the State of Michigan. Successful completion of a PTCB approved program is required to take the exam. More information can be found at [www.ptcb.org](http://www.ptcb.org). Prior to internship placement, you must pass a criminal background check, drug screening and TB test. Retail or hospital internships are offered. Hospital internships also require a physical, immunization titers, and a current Basic Life Support Certification. Some placements require uniforms at your own expense. For information, contact 586.226.4807 or [healthcareers@macomb.edu](mailto:healthcareers@macomb.edu).

Look for updated course offerings in Fall 2020.

### Pharmacy Technician Certification Exam (PTCB) Preparation HLTH-8104

Michigan's Pharmacy Technicians must now be licensed! Acquire the knowledge and skills needed to prepare for successful completion of the PTCB exam. Practice study skills and test taking strategies. Understand pharmacy law, basic pharmacology, math review, and pharmacy calculations. You will take several practice exams during the course to better prepare yourself for the actual exam. Text required. (18 Contact Hours)

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|--------------------|----------------------|--------------|------------|----------|------------------------|
| 79853.....VIR..... | 6/1/20-7/13/20.....  | VIR-VIR..... | \$199..... | VIR..... | VIR..... Valentine, D. |
| 81287.....VIR..... | 9/28/20-11/2/20..... | VIR-VIR..... | \$199..... | VIR..... | VIR..... Staff         |

## 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 about the exams can be found at [www.americanmedtech.org](http://www.americanmedtech.org) and [www.ascp.org](http://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 586.226.4807 or [healthcareers@macomb.edu](mailto: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)

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|------------------|----------------------|----------------------|-----------|----------|------------------------|
| 81300.....T..... | 5/12/20-6/23/20..... | 5:30 PM-9:25 PM..... | \$1,295.. | CTR..... | R264.....Maslowsky, P. |
| And.....T.....   | 6/30/20-7/14/20..... | 5:30 PM-9:25 PM..... | .....     | CTR..... | R180                   |
| And.....T.....   | 6/30/20-7/14/20..... | 5:30 PM-9:25 PM..... | .....     | CTR..... | R165                   |

### 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)

|                    |                      |              |            |          |                    |
|--------------------|----------------------|--------------|------------|----------|--------------------|
| 81301.....TBD..... | 7/20/20-7/31/20..... | TBD-TBD..... | \$199..... | OFF..... | OFF.....Saullo, K. |
|--------------------|----------------------|--------------|------------|----------|--------------------|

## LABORATORY ASSISTANT CERTIFICATE

Do you love science? Laboratory Assistants combine the art of phlebotomy with the beginning knowledge and skills used to assist medical laboratory professionals in clinical laboratories found in hospitals, out-patient clinics, and processing centers. Internship includes performing phlebotomy and specimen processing in the lab. Upon successful completion of HLTH-8010A, HLTH-8106A, and HLTH-8107A, students will be awarded a Workforce and Continuing Education certificate and will be prepared to take the nationally recognized Medical Laboratory Assistant (CMLA) exam through the American Medical Technologists (AMT). More information about the exam can be found at [www.americanmedtech.org](http://www.americanmedtech.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 586.226.4807 or [healthcareers@macomb.edu](mailto:healthcareers@macomb.edu).

Look for new course offerings in Fall 2020.

## VETERINARY ASSISTANT PROGRAM

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](http://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-francis@macomb.edu](mailto:renda-francis@macomb.edu) or 586.286.2096.

Look for new course offerings in Fall 2020.

## HEALTH AND WELLNESS

### Tai Chi FTNS-8018E

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

|                  |                     |                      |           |          |                        |
|------------------|---------------------|----------------------|-----------|----------|------------------------|
| 80914.....F..... | 5/8/20-6/19/20..... | 9:00 AM-9:55 AM..... | \$55..... | CTR..... | F116.....LaMacchio, A. |
|------------------|---------------------|----------------------|-----------|----------|------------------------|

### Tai Chi Advanced FTNS-8020E

This course reviews the beginner movements and introduces the next 6 advanced movements of Sun-style Tai Chi. Reinforce the power of focus as participants embrace the slow, graceful movements and controlled breathing techniques to reduce pain, stiffness, and fatigue. Experience improved energy, well-being, and Qi, the life energy that is essential for health and vitality and governs all functions of the body. Taught by an Arthritis Foundation trained and certified leader. (6 Contact Hours)

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| 80917.....F..... | 6/26/20-8/7/20..... | 9:00 AM-9:55 AM..... | \$55..... | CTR..... | F116.....LaMacchio, A. |
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### Tai Chi Advanced II: Reversed FTNS-8081

Prerequisite: FTNS-8018E and FTNS-8020E

This course starts with a review of movements 1-12 and teaches the opposite direction for all 12 movements of Sun-style Tai Chi, creating a flow of 24 beautiful movements that strengthen the body and mind. Reinforce the power of focus as participants embrace the slow, graceful movements and controlled breathing techniques to reduce pain, stiffness, and fatigue. Experience improved energy, well-being, and Qi--the life energy that is essential for health and vitality and which governs the functions of the body. (6 Contact Hours)

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|------------------|---------------------|------------------------|-----------|----------|------------------------|
| 80915.....F..... | 5/8/20-6/19/20..... | 10:00 AM-10:55 AM..... | \$55..... | CTR..... | F116.....LaMacchio, A. |
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| 80920.....F..... | 6/26/20-8/7/20..... | 10:00 AM-10:55 AM..... | \$55..... | CTR..... | F116.....LaMacchio, A. |
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### Tai Chi 2 FTNS-9019

This is a more challenging course designed for those who have learned the 24 postures in the beginner, advanced and reverse classes. Participants continue through a series of graceful, flowing movements adapted from the ancient Chinese discipline of Tai Chi, including warm-up, cool down, and breathing exercises. The program is derived from Sun-style, the gentlest form of Tai Chi. (6 Contact Hours)

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| 80921.....F..... | 5/8/20-6/19/20..... | 8:00 AM-8:55 AM..... | \$55..... | CTR..... | F116.....LaMacchio, A. |
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|------------------|---------------------|----------------------|-----------|----------|------------------------|
| 80922.....F..... | 6/26/20-8/7/20..... | 8:00 AM-8:55 AM..... | \$55..... | CTR..... | F116.....LaMacchio, A. |
|------------------|---------------------|----------------------|-----------|----------|------------------------|

### Lymphatic Reflexology & Massage WELL-8058

Reflexology is the ancient art of applying pressure to specific areas of the hands and feet to increase the function and flow of energy throughout the body. Using this self-massage procedure, you can promote relaxation, remove congestion and restore balance within your body. Learn how reflexology techniques assist in the major role the lymphatic system plays in maintaining health and immunity. (4 Contact Hours)

|                   |                      |                       |           |          |                     |
|-------------------|----------------------|-----------------------|-----------|----------|---------------------|
| 80938.....Sa..... | 6/13/20-6/13/20..... | 9:00 AM-12:55 PM..... | \$35..... | SOU..... | E205.....Greene, C. |
|-------------------|----------------------|-----------------------|-----------|----------|---------------------|

|                   |                      |                       |           |          |                     |
|-------------------|----------------------|-----------------------|-----------|----------|---------------------|
| 80941.....Sa..... | 8/22/20-8/22/20..... | 9:00 AM-12:55 PM..... | \$35..... | SOU..... | E205.....Greene, C. |
|-------------------|----------------------|-----------------------|-----------|----------|---------------------|

## LANDSCAPE DESIGN

### Rain Garden Workshop LAND-8027

Join us for this one-day workshop and discover best practices and plants for successful rain garden design and implementation. View and discuss the rain gardens onsite at Macomb's M-TEC facility, created in partnership with the DEQ. Realize how installing a rain garden at your residence, business or within the community will benefit the environment, for years to come. (5 Contact Hours)

|                   |                    |                       |           |           |                       |
|-------------------|--------------------|-----------------------|-----------|-----------|-----------------------|
| 81182.....Sa..... | 8/8/20-8/8/20..... | 9:00 AM-12:55 PM..... | \$79..... | MTEC..... | 138.....Hopkinson, P. |
|-------------------|--------------------|-----------------------|-----------|-----------|-----------------------|

## BASIC LANDSCAPE DESIGN CERTIFICATE

Learn the basic skills and receive state-of-the-art information required to develop a strong foundation for a variety of career specialties. The program encourages professional standards, a strong work ethic, and sound management practices.

The Basic Landscape Design Certificate consists of six courses: LAND-8005A, LAND-8004B, LAND-8009, LAND-8006B, LAND-8018, and LAND-8008A. Classes may be taken individually or as part of the certificate program. For information, contact the program coordinator at 586.498.4100 or [workforcedev@macomb.edu](mailto:workforcedev@macomb.edu).

### Landscape Design Principles LAND-8004B

Explore how design principles and the elements of art are applied to residential landscape design to create a functional, aesthetically pleasing extension of indoor living outdoors. (18 Contact Hours)

|                  |                      |                      |            |           |                       |
|------------------|----------------------|----------------------|------------|-----------|-----------------------|
| 74903.....T..... | 4/21/20-5/26/20..... | 6:00 PM-8:55 PM..... | \$239..... | MTEC..... | 138.....Hopkinson, P. |
|------------------|----------------------|----------------------|------------|-----------|-----------------------|

## ENVIRONMENTAL HORTICULTURE CERTIFICATE

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

### Plant Id & Use 3 - Perennials and Groundcovers LAND-8023

Familiarize yourself with the most commonly used perennials and ground covers in the landscape, their identifying characteristics, and cultural requirements. (12 Contact Hours)

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| 81452.....M..... | 8/10/20-8/31/20..... | 6:00 PM-8:55 PM..... | \$189..... | MTEC..... | 124.....Hopkinson, P. |
|------------------|----------------------|----------------------|------------|-----------|-----------------------|

### Pruning Workshop LAND-8024

Learn the art and science of proper plant pruning and its direct relationship to a healthy plant in this hands-on class. Sustainable methods will be discussed. (9 Contact Hours)

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| 81184.....T..... | 8/11/20-8/25/20..... | 6:00 PM-8:55 PM..... | \$139..... | MTEC..... | 124.....Hopkinson, P. |
|------------------|----------------------|----------------------|------------|-----------|-----------------------|

### Plant Healthcare LAND-8025A

Cover basic landscape maintenance topics with an emphasis on sustainable methods. Content will include soil enrichment for plant health, fertilization requirements of plants and delivery methods, importance of mulching, and diagnosing common plant ailments. (21 Contact Hours)

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|------------------|---------------------|----------------------|------------|-----------|-----------------------|
| 81183.....T..... | 6/9/20-7/21/20..... | 6:00 PM-8:55 PM..... | \$289..... | MTEC..... | 138.....Hopkinson, P. |
|------------------|---------------------|----------------------|------------|-----------|-----------------------|

## PHOTOGRAPHY

### Photographic Portfolio Presentation PHOT-8022

You've taken the shots, now learn how to present your work professionally. This course is taught by an experienced professional photographer who will help you assess your current work and help to develop a strategy for creating striking and effective presentations to book your clients and future jobs. Learn how to evaluate your work, give an artist statement and assemble your photos into a beautiful portfolio for final presentation in person and online. Bring your best photos to the first session. All students will receive a portfolio and materials for assembly. (9 Contact Hours)

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| 81204.....T..... | 7/14/20-8/11/20..... | 6:00 PM-8:55 PM..... | \$279..... | MTEC..... | 123.....Melby, S. |
|------------------|----------------------|----------------------|------------|-----------|-------------------|

### Children's Photo Exploration, Ages 5-11 KIDS-9236

Explore photography and learn how to compose photographs that are striking. Students should bring their own cameras; all digital camera types are welcome. Learn techniques in angles, repetition and story telling while catching details that make a difference. Children's storyboarding and shooting with intent covered. (16 Contact Hours)

|                    |                     |                       |            |          |                    |
|--------------------|---------------------|-----------------------|------------|----------|--------------------|
| 81334.....WTh..... | 6/10/20-7/2/20..... | 9:00 AM-10:55 AM..... | \$175..... | CTR..... | H219.....Melby, S. |
|--------------------|---------------------|-----------------------|------------|----------|--------------------|

**Photos & Selfies: Capturing Your True Light, Ages 12-17 KIDS-9237**

Grow as a photographer and an individual by exploring your artistic abilities. Photograph utilizing skills in storyboarding and shooting with intent and purpose. Work with light to engage and emote while using photography to express yourself. Bring cameras/cell phone. (12 Contact Hours)  
 81336..... WTh..... 7/8/20-7/16/20..... 9:00 AM-11:55 AM .....\$175 .....CTR .....J206.....Melby, S.

**PHOTOGRAPHIC ARTS CERTIFICATE**

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

**Digital Fundamentals PHOT-8003B**

Discover the joy of digital photography. Improve your knowledge of digital cameras, menus, and controls. Learn the different file formats and image resolution choices for printing, email, or posting to a website. Develop a working knowledge of how to download and edit your photographs. (15 Contact Hours)

81205..... M..... 5/4/20-6/8/20..... 6:00 PM-8:55 PM .....\$225 .....CTR .....H214.....Melby, S.  
 81206..... T..... 5/5/20-6/2/20..... 6:00 PM-8:55 PM .....\$225 .....MTEC ...123.....Melby, S.

**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)

81201..... M..... 6/15/20-7/13/20..... 6:00 PM-8:55 PM .....\$225 .....CTR .....H214.....Melby, S.

**Portraiture PHOT-8005B**

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

81209..... M..... 7/20/20-8/17/20..... 6:00 PM-8:55 PM .....\$225 .....CTR .....H214.....Melby, S.

**Photoshop for Photographers PHOT-8013B**

It is strongly recommended that students register for Digital Fundamentals before taking the other photography courses in this program. Turn good photos into great photos. Improve composition by removing unattractive objects, create stunning photo-art by blending images, and add special effects that make your pictures unique. Learn to use Photoshop layers, tools, and filters. Different versions of Adobe Photoshop will be discussed. (15 Contact Hours)

81202..... T..... 6/9/20-7/7/20..... 6:00 PM-8:55 PM .....\$225 .....MTEC ...123.....Melby, S.

**QUALITY**

**NEW!** This program is 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 the program coordinator at 586.498.4100 or [workforcedev@macomb.edu](mailto:workforcedev@macomb.edu).

**PDCA: Plan, Do, Check, Act CQLY-8173A**

You will learn the structured Plan-Do-Check-Act (PDCA) approach to problem solving. The PDCA problem solving process is a technique used to identify problems, analyze root causes, and generate solutions. When combined with the basic quality tools, causes to business problems can be recognized and effective solutions can be put in place to prevent similar problems from recurring. (8 Contact Hours)

81418..... M..... 4/20/20-4/20/20..... 8:00 AM-4:25 PM .....\$295 .....MTEC ...124.....Staff

**Introduction to Waste Reduction CQLY-8172A**

In this training, you will learn to discover, identify, eliminate, and prevent waste using 5S lean concepts and standardized work processes. (8 Contact Hours)

81423..... T..... 4/21/20-4/21/20..... 8:00 AM-4:25 PM .....\$295 .....MTEC ...124.....Staff

**Introduction to Quality Gates CQLY-8171A**

Quality gates are designed to facilitate the detection, discussion and resolution of issues and problems through a collaborative effort to improve the quality of products. In this training, you will be introduced to the concept of Quality Gates, establishing one and the benefits of implementation. (8 Contact Hours)

81420..... W..... 4/22/20-4/22/20..... 8:00 AM-4:25 PM .....\$295 .....MTEC ...124.....Staff

**Introduction to International Quality Standards CQLY-8170A**

This course will give an overview of the current industry International Quality Standards and review the differences between the standards of ISO 9001:2015, TS16949, AS9100, and ISO14001. (16 Contact Hours)

81419..... ThF..... 4/23/20-4/24/20..... 8:00 AM-4:25 PM .....\$590 .....MTEC ...124.....Staff

**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)

81410..... M..... 5/4/20-5/4/20..... 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 with emphasis on customer satisfaction. This course is designed to show the participant how to build a PPAP based off facts and data and how to submit it to the customer. (8 Contact Hours)

81428..... T..... 5/5/20-5/5/20..... 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, SIPOC, Process Flowcharts, DFMEA & PFMEA, MSA and (2) All 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)

81411..... W..... 5/6/20-5/6/20..... 8:00 AM-4:25 PM .....\$295 .....MTEC ...124.....Staff

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

Focus on how FMEAs (Failure Mode & Effects 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)

81422..... Th..... 5/7/20-5/7/20..... 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)

81430..... F..... 5/8/20-5/8/20..... 8:00 AM-4:25 PM .....\$295 .....MTEC ...123.....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)

81414..... W..... 5/13/20-5/13/20..... 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)

81426..... Th..... 5/14/20-5/14/20..... 8:00 AM-4:25 PM .....\$295 .....MTEC ...124.....Staff

**Problem Solving Tools CMGT-8021B**

The training will be a transition program for managers, engineers, team leaders, production advisors, process engineers, production operators and others involved in investigating and resolving internal and external problems. It also covers effective approaches to developing, implementing or just upgrading a problem-solving system. (8 Contact Hours)

81421..... M..... 6/8/20-6/8/20..... 8:00 AM-4:25 PM .....\$295 .....MTEC ...124.....Staff

**Problem Solving Tools Workshop CMGT-8164**

The training will be a transition program for managers, engineers, team leaders, production advisors, process engineers, production operators and others involved in investigating and resolving internal and external problems. It also covers effective approaches to developing, implementing or just upgrading a problem-solving system. (8 Contact Hours)

81413..... T..... 6/9/20-6/9/20..... 8:00 AM-4:25 PM .....\$295 .....MTEC ...124.....Staff

**5S Standardized Work CQLY-8081B**

5S is a technique that results in a workplace that is clean, uncluttered, safe, and well organized. The 5S pillars provide a methodology for organizing, cleaning, developing, and sustaining a productive work environment. A 5S environment has "a place for everything and everything in its place," with all tools and materials ready where and when they are needed. Learn how 5S can help reduce waste and optimize productivity in any work environment. (8 Contact Hours)

81412..... W..... 6/10/20-6/10/20..... 8:00 AM-4:25 PM .....\$295 .....MTEC ...124.....Staff

**Five S: Standardized Work Workshop CQLY-8179A**

This workshop builds on the high-level overview of Standard Work presented in the other Five "S" workshop. However, we also walk you through the application of all the key steps and suggested deliverables, such as: SW Combination Sheet, Takt time Calculator, Time Observation, Work Methods. We also ensure that you have an awareness and know the importance of SW frameworks, stability, quality assurance and importance documentation. We show you how to identify and apply key aspects of standardization such as Filling Out Work Instructions, Operation and Job Instruction and the Standard 'Pig Game'. Finally, we help you learn and apply the Six Characteristics of Standard Work, Four Key Steps of SW and various methods and complimentary techniques (i.e. Kaizen, 5S, others) to increase productivity. (8 Contact Hours)

81447..... Th..... 6/11/20-6/11/20..... 8:00 AM-4:25 PM .....\$295 .....MTEC ...124.....Staff

**Quality Auditing Tools CQLY-8169A**

This training focuses on methods and tools to conduct effective audits and will provide attendees with an understanding of the quality audit tools and techniques. (16 Contact Hours)

81424..... MT..... 6/15/20-6/16/20..... 8:00 AM-4:25 PM .....\$590 .....MTEC ...123.....Staff

**Lean Manufacturing Flow CQLY-8135B**

Learn the fundamentals of a Lean Manufacturing Flow through Value Stream Mapping (VSM) and Product Flow Development. Obtain understanding of the steps of creating the process family, documenting a current state map, develop a future state map and creating an implementation plan. Using these methods allows for synchronized product flow, with little waste, to meet your company's and customers' needs for quality, cost and delivery objectives. (16 Contact Hours)

81427..... W..... 6/17/20-6/17/20..... 8:00 AM-4:25 PM .....\$295 .....MTEC ...123.....Staff

**Lean Six Sigma & Quality Tools & Techniques Workshop CQLY-8186A**

This exciting workshop combines the best and most popular tools and techniques of these categories and provides guidance on how to apply and receive the most benefit from them. We demonstrate and provide perspective on new ways of using those that have been around for a while (i.e. Cause and Effect, Force Field Analysis, Kano Analysis, Affinity Diagram, SWOT Analysis, various brain-storming approaches), while also introducing you to real-world scenarios (from your own projects) and application of other effective approaches such as Relationship Diagramming, Value Stream Mapping, Lean Takt Time and NVA, Voice of the Customer, Critical to Quality (CTQ) Tree, Defect Tracking and Analysis, Cost of Quality and Poor Quality, Sigma Calculation Worksheet and so many more. Of course, we discuss how to include data analytics with these techniques to really maximize their effectiveness and application. (8 Contact Hours)

81429..... Th..... 6/18/20-6/18/20..... 8:00 AM-4:25 PM .....\$295 .....MTEC ...123.....Staff

**Quality Gate CQLY-8168A**

Quality gates boost project quality by helping ensure that best practices are followed and measured against previous projects. In this course, you will learn about establishing a quality gate and the supportive tools that are required for a successful implementation of a quality gate. (8 Contact Hours)

81417..... F..... 6/19/20-6/19/20..... 8:00 AM-4:25 PM .....\$295 .....MTEC ...123.....Staff

Workforce & Continuing Education Courses are for **EVERYONE!**

Children | Young Adults  
Seniors | Professionals  
Corporate Training



## 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)

80974.....MW.....5/18/20-6/22/20.....6:00 PM-9:55 PM.....\$295.....CTR.....H208.....NCI ASSOCIATES, LTD.

## ROBOTICS

### Introduction to Robotics and Operations CMNF-8304

Robots are widely used in industry to perform repetitive tasks with extreme precision. This course is designed to introduce students to robots used in manufacturing. Course topics include robotic safety and operations. (16 Contact Hours)

81360.....Sa.....8/1/20-8/8/20.....8:00 AM-4:25 PM.....\$495.....MTEC...124.....Dickenson, A.

## WELDING

### Oxy-Fuel: Basic CWET-8060

Oxy-Fuel: Basic is intended for the student with little to no experience utilizing an oxy-fuel torch. Equipment set-up, common fuels, various joints, torch styles and welding variables are explained. Students will spend 5.5 hours practicing hands-on welding and cutting. Material included. (8 Contact Hours)

81061.....Sa.....5/2/20-5/2/20.....8:00 AM-4:25 PM.....\$299.....SOU.....T145.....McFalda, J.  
And.....Sa.....5/2/20-5/2/20.....8:00 AM-4:25 PM.....SOU.....T109

### Shielded Metal Arc Welding: Basic CWET-8057

Shielded Metal Arc Welding Basic is intended for the students with little to no experience welding with the Shielded Metal Arc Welding process. Equipment set-up, various electrodes, various joints and welding variables are explained. Students will spend 5.5 hours practicing hands-on welding and cutting. Material included. (8 Contact Hours)

81070.....Sa.....5/9/20-5/9/20.....8:00 AM-4:25 PM.....\$299.....SOU.....T145.....McFalda, J.  
And.....Sa.....5/9/20-5/9/20.....8:00 AM-4:25 PM.....SOU.....T109

### Gas Metal Arc Welding (MIG): Basic CWET-8058

Gas Metal Arc Welding (MIG) basic is intended for the student with little to no experience welding with MIG process. Equipment set-up, common shielding gases, various joints and welding variables are explained. Students will spend 5.5 hours practicing hands-on welding and cutting. Material included. (8 Contact Hours)

81084.....Sa.....5/16/20-5/16/20.....8:00 AM-4:25 PM.....\$299.....SOU.....T145.....McFalda, J.  
And.....Sa.....5/16/20-5/16/20.....8:00 AM-4:25 PM.....SOU.....T109

### Gas Tungsten Arc Welding (TIG): Basic CWET-8059

Gas Tungsten Arc Welding (TIG) Basic is intended for the student with little to no experience welding with the TIG process. Equipment set-up, common shielding gasses, various joints and welding variables are explained. Students will spend 5.5 hours practicing hands-on welding and cutting. Material included. (8 Contact Hours)

81207.....Sa.....5/30/20-5/30/20.....8:00 AM-4:25 PM.....\$299.....SOU.....T145.....McFalda, J.  
And.....Sa.....5/30/20-5/30/20.....8:00 AM-4:25 PM.....SOU.....T109

## WRITING

### A Novice Approach to Short Story Writing WRIT-8049

This class is an overview of the basic stages for creating a short story. Useful skills will motivate and inspire writers to write. The instructional strategy includes: brainstorming, creating characters, developing conflict and setting the scene. (3 Contact Hours)

80928.....W.....5/6/20-5/6/20.....6:00 PM-8:55 PM.....\$55.....SOU.....C238.....Burke, J.

### Creative Thinking for Writers WRIT-8039

Learn strategies to eliminate mental blocks for writers. Discover improved brainstorming abilities and thought expansion techniques to develop organized thinking and improved creative writing for fiction, non-fiction, poetry, business and personal composition. (3 Contact Hours)

80631.....W.....4/1/20-4/1/20.....6:00 PM-8:55 PM.....\$55.....SOU.....C334.....Burke, J.  
80929.....W.....5/13/20-5/13/20.....6:00 PM-8:55 PM.....\$55.....SOU.....C238.....Burke, J.

### Memoir: A Novice Approach to Write About Your Life WRIT-8048

This class is a novice approach to tell your story. Techniques and methods are emphasized during the writing process to enhance the craft of memoir. Students discuss true-life stories and examine the basic elements of writing memoir. (3 Contact Hours)

80930.....W.....5/20/20-5/20/20.....6:00 PM-8:55 PM.....\$55.....SOU.....C238.....Burke, J.

### Manuscript Development WRIT-8022

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

80931.....W.....5/27/20-5/27/20.....6:00 PM-8:55 PM.....\$55.....SOU.....C238.....Burke, J.

### How to Write a Book in 30 Days WRIT-8050A

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

80937.....M.....6/1/20-6/1/20.....6:00 PM-8:55 PM.....\$79.....CTR.....F117.....Staley, D.

### Complete Novel: Beginning, Middle, & End WRIT-8054

Create a fictional story by learning the critical elements of story telling. Acquire techniques to write plot, build characters, and conduct research. Develop the skills that allow connections to be made between characters and plot to complete a novel. (9 Contact Hours)

80932.....W.....6/3/20-6/17/20.....6:00 PM-8:55 PM.....\$149.....SOU.....C238.....Burke, J.

### Write, Publish, Market Books for Beginners WRIT-8047

This class is a basic overview for the novice writer to discover and explore the process of completing a manuscript, editing, and publishing the work. It also covers the professional attitude needed to revise the manuscript. (3 Contact Hours)

80933.....W.....6/24/20-6/24/20.....6:00 PM-8:55 PM.....\$55.....SOU.....C238.....Burke, J.

# Motorcycle Safety Training

\$50

Non-transferrable  
Non-refundable



Classes run March-Sept.

Visit our website for detailed information about class offerings and registration: [macomb.edu](http://macomb.edu)

The Motorcycle Rider and Safety Education program is conducted with Michigan Safety Education funds from a state grant administered by the Michigan Secretary of State.

All motorcycle classes require students to have the following riding gear and safety equipment for the first riding session:

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

Due to State of Michigan training requirements for the Motorcycle Endorsement, you must be on time to class and attend all sessions. **Late arrivals will not be admitted into class.**

Students under the age of 18 are allowed to take the Basic Rider Web-Enhanced or the Returning Rider course starting at age 15 if they have a valid driver's license number. A parent or guardian must accompany the student to the first class meeting; parent signatures are required on some documents.

### Motorcycle Safety Refund Policy:

- 0% refund if student drops or transfers course
- 100% refund if course is canceled by College

For information, contact 586.445.7605 or [motorcycle@macomb.edu](mailto:motorcycle@macomb.edu).

### Basic Rider Web Enhanced CYCL-8016



Designed for participants that have minimal experience operating a motorcycle. The course will focus on the development of basic riding skills: clutch and throttle coordination, straight-line riding, braking, turning and shifting. Successful completion of this course and its knowledge and skills test will result in a riding

and written test waiver by the Secretary of State. Prerequisite: Ability to ride a bicycle. All motorcycles provided for the Basic Web Enhanced course ONLY (16 Contact Hours).

### REQUIRED:

- 3 hours of online course training must be completed prior to your class start date. Computer access required.
- A link to the eCourse will be emailed to all registered Basic Rider Web Enhanced course students at least one week prior to the class start date. If you do not receive this email prior to class, please send your request to [motorcycle@macomb.edu](mailto:motorcycle@macomb.edu).
- Must bring Online Certificate of Completion to first day of class.
- 10 hours of hands-on coaching

### Returning Rider (Basic Rider 2) CYCL-8019



This one-day course is designed for the experienced but unendorsed rider to become licensed and legal, or for already endorsed riders to refresh and improve their skills. This course is NOT designed for beginning riders.

- Students must demonstrate competency with basic operational skills and pass the Level 1 written test during the screening exercises in order to continue in the course.
- If it's determined a rider needs additional skill development before proceeding, the rider will be referred to the Basic Rider Course (no refunds or transfers).
- Topics include: speed control, braking & stopping, counter steering, cornering, hazard avoidance and other techniques necessary for the experienced rider to operate a motorcycle skillfully and safely.
- Each student must provide their own motorcycle and riding gear. Sharing is not allowed.
- Scooters will be allowed in this course.
- The cycle must be titled, properly registered, and display a valid license plate.
- Each student must provide proof of insurance and the bike must pass a safety inspection.
- Successful completion allows a student to waive the Secretary of State written and riding skills tests. (8 Contact Hours)

### Become a Motorcycle Safety Foundation Certified Instructor

#### Applicant Requirements:

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

For more information, or to request an application, please contact the

Workforce & Continuing Education office:  
586.498.4112 | [motorcycle@macomb.edu](mailto:motorcycle@macomb.edu)

Classes and certificate programs are affordable and fast paced.

Advance your skills for a good job without going into debt.

Visit: <https://www.macomb.edu/workforcedev>





## SCECH

APPROVED STATE CONTINUING EDUCATION CLOCK HOURS

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Only \$119 per class. 24 SCECHs per class.  
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[www.ed2go.com/mccsbce](http://www.ed2go.com/mccsbce)

See full list of courses and register at  
<http://www.yougotclass.org/index.cfm/MCCSCECH>

### 1-MONTH COURSES

|   |            |       |
|---|------------|-------|
| ADVANCED TEACHING ONLINE                                      | (16 HOURS) | \$195 |
| TALKING CIRCLES: A RESTORATIVE APPROACH TO STUDENT DISCIPLINE | (16 HOURS) | \$195 |

### 3-MONTH CERTIFICATES

|  |            |       |
|--|------------|-------|
| GENDER IN THE CLASSROOM                      | (16 HOURS) | \$145 |
| GENERATIONAL LEARNING STYLES                 | (16 HOURS) | \$145 |
| STUDENTS WITH AUTISM SPECTRUM DISORDER (ASD) | (16 HOURS) | \$145 |

### CERTIFIED ONLINE TEACHER/INSTRUCTOR (COI)

Save by taking three courses below, exam, and course critique \$795, or may be taken individually.

|                              |            |       |
|------------------------------|------------|-------|
| DESIGNING ONLINE INSTRUCTION | (16 HOURS) | \$195 |
| ADVANCED TEACHING ONLINE     | (16 HOURS) | \$195 |
| FOSTERING ONLINE DISCUSSION  | (16 HOURS) | \$195 |

| COURSE TITLE   | MACOMB     |
|--|------------|
| A TO Z GRANT WRITING   | EDUC-8137A |
| A TO Z GRANT WRITING II  | EDUC-8470  |
| ACHIEVING SUCCESS WITH DIFFICULT PEOPLE                              | EDUC-8434  |
| BLOGGING AND PODCASTING FOR BEGINNERS                                | EDUC-8085  |
| COMMON CORE STANDARDS FOR ENGLISH LANGUAGE ARTS K-5                  | EDUC-8321  |
| CONTENT LITERACY: GRADES 6-12  | EDUC-8447  |
| CREATING A CLASSROOM WEBSITE   | EDUC-8057  |
| CREATING CLASSROOM CENTERS   | EDUC-8443  |
| CREATING THE INCLUSIVE CLASSROOM                                     | EDUC-8058  |
| DIFFERENTIATED INSTRUCTION IN THE CLASSROOM                          | EDUC-8200  |
| DIFFERENTIATING K-12 ASSESSMENTS                                     | EDUC-8441  |
| EMPOWERING STUDENTS W/DISABILITIES                                   | EDUC-8081  |
| ENHANCING LANGUAGE DEVELOPMENT                                       | EDUC-8149  |
| GET ASSERTIVE!   | EDUC-8056  |
| GET FUNNY  | EDUC-8467  |
| GET GRANTS!  | EDUC-8136  |
| GRAMMAR REFRESHER  | EDUC-8082  |
| GRAMMAR REFRESHER II   | EDUC-8063  |
| GUIDED READING & WRITING: STRATEGIES FOR MAXIMUM STUDENT ACHIEVEMENT | EDUC-8049  |
| GUIDED READING STRATEGIES FOR THE DIFFERENTIATED CLASSROOM           | EDUC-8201  |
| HANDLING MEDICAL EMERGENCIES   | EDUC-8077  |
| INDIVIDUAL EXCELLENCE  | EDUC-8469  |
| INTEGRATING TECHNOLOGY IN THE CLASSROOM                              | EDUC-8464  |
| INTERPERSONAL COMMUNICATION  | EDUC-8468  |
| INTRODUCTION TO JOURNALING   | EDUC-8417  |
| LEADERSHIP   | EDUC-8113  |

| COURSE TITLE   | MACOMB    |
|--|-----------|
| MATH REFRESHER   | EDUC-8436 |
| MICROSOFT POWERPOINT 2013 IN THE CLASSROOM                             | EDUC-8445 |
| READY, SET, READ!  | EDUC-8421 |
| RESPONSE TO INTERVENTION   | EDUC-8059 |
| SINGAPORE MATH STRATEGIES: MODEL DRAWING GRADES 1-6                    | EDUC-8060 |
| SINGAPORE MATH STRATEGIES: NUMBER SENSE                                | EDUC-8084 |
| SOLVING CLASSROOM DISCIPLINE PROBLEMS                                  | EDUC-8152 |
| SOLVING CLASSROOM DISCIPLINE PROBLEMS II                               | EDUC-8052 |
| SPEED SPANISH  | EDUC-8111 |
| SPEED SPANISH II   | EDUC-8053 |
| SPEED SPANISH III  | EDUC-8054 |
| SURVIVAL KIT FOR NEW TEACHERS  | EDUC-8203 |
| TEACHING HIGH SCHOOL STUDENTS  | EDUC-8446 |
| TEACHING MATH: GRADES 4-6  | EDUC-8204 |
| TEACHING PRESCHOOL   | EDUC-8079 |
| TEACHING SCIENCE: GRADES 4-6   | EDUC-8199 |
| TEACHING SMARTER W/SMART BOARDS  | EDUC-8083 |
| TEACHING STUDENTS WITH ADHD  | EDUC-8440 |
| TEACHING STUDENTS WITH AUTISM  | EDUC-8061 |
| TEACHING STUDENTS WITH LEARNING DISABILITIES                           | EDUC-8055 |
| TEACHING WRITING: GRADES K-3   | EDUC-8444 |
| TEACHING WRITING: GRADES 4-6   | EDUC-8062 |
| THE CREATIVE CLASSROOM   | EDUC-8240 |
| THE DIFFERENTIATED INSTRUCTION AND RESPONSE TO INTERVENTION CONNECTION | EDUC-8442 |
| UNDERSTANDING ADOLESCENTS  | EDUC-8150 |
| USING THE INTERNET IN THE CLASSROOM                                    | EDUC-9008 |

EDUCATION PARTNER



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**Discover how you can connect to short-term, fast-track training in Automated Systems, Instructional Designer, Marine Technician and Quality Management. Advance your career today!**

**We provide both standardized and customized training that can be delivered to your entire team, Locally—Globally—At Your Place or Ours!**

Geared to the needs of the manufacturing industry and its current and future workforce, Macomb Community College's Michigan Technical Education Center (M-TEC<sup>SM</sup>) is the region's resource for technical training. M-TEC<sup>SM</sup> partners with employers, Macomb County Planning and Economic Development, Michigan Economic Development Corporation, Michigan Works!, and Macomb County to provide workforce development solutions for all levels of advanced manufacturing. Working across multiple industry sectors and in collaboration with the region's employers, the M-TEC team develops and delivers both customized and ongoing technical training for companies and individuals to ensure their continued competitiveness in the global economy.



**Marine Technician**

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.

**Multiple certifications achieved upon successful completion of the program.  
Classes start April 6, 2020.**

**Automated Systems**

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

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

**Students can also take individual classes in**

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

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

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

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

This one-day course is offered exclusively to approved suppliers of General Motors and covers the requirements and procedures to perform Lockout Energy Control safely in a GM plant or facility.

Complete course description and registration information at: <http://www.macomb.edu/business/workforce-development/general-motors.html>. For questions, contact Debra Lang @ 586.498.4114 or [langd@macomb.edu](mailto:langd@macomb.edu).

**Instructional Certification Suite (80 hours)**

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

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

**Quality Management Processes (272 hours)**

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

**Certificate programs are available in:**

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

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

**Lean Six Sigma**



Learn tools to help streamline your company's processes. Six Sigma training coming in June! Call 586.498.4100 for more information. Take the first step to becoming certified!

**Quality Tools and Analytics Workshops Register Today!**

**Call for schedule and registration information 586.498.4108**



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

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

To learn more about Engineering and Advanced Technology workforce training, please call 586.498.4110 or email [workforcedev@macomb.edu](mailto:workforcedev@macomb.edu)



**Get your team ready now. Register today!**

**Visit:** <https://www.macomb.edu/business/workforce-development/mtec-training-companies.html>

**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 Monday, April 6 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, please register in person: South Campus G224 or Center Campus G110.

## 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](http://macomb.edu) (search: confidentiality) to review Macomb Community College's Confidentiality of Student Records policy.

## 2 EASY WAYS TO REGISTER FOR CLASSES

- 1) Register Online: Visit [www.macomb.edu](http://www.macomb.edu). Click on Apply at the top of the page.

–**New students**–Click on the **TEAL** New Continuing Education Students box. Click Search and Register for Continuing Education Classes.

–**Returning students**–Click on the **GRAY** Current & Returning Continuing Education Students box. Log in with your My Macomb credentials.

## 2) Walk in Registration:

**Visit the Records & Registration Office–**  
**South Campus** G Building, Room 224;  
**Center Campus** G Building, Room 110.

Monday and Tuesday: 8am–6pm  
 Wednesday through Friday: 8am–4:30pm

**Campuses closed:** May 25, July 3–4.

Please check [macomb.edu](http://macomb.edu) for updated holiday and school closing information.

For Registration Assistance, call 586.445.7999

## CERTIFICATE REQUESTS

Upon successful program completion, request your certificate by contacting:

- Business & Information Technology and ESL: [continuinged@macomb.edu](mailto:continuinged@macomb.edu).
- Engineering & Advanced Technology: 586.498.4100 or [workforcedev@macomb.edu](mailto:workforcedev@macomb.edu).
- Health & Public Services/Center for Health Careers: [healthcareers@macomb.edu](mailto:healthcareers@macomb.edu).

## 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](mailto:sponsoredbilling@macomb.edu) or the Cashier's Office located at South Campus G-324 or Center Campus G-131. For more information, contact 586.445.7492.

## 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.

## 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](http://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

- If your class is at Center—Call 586.286.2093 or go to Center Campus P Building
- If your class is at any other location (including online), call 586.445.7385 for Bookstore information. Bookstore's temporary location is in South Campus S Building

## 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.

CLASSES FILL QUICKLY!

ADVANCE YOUR SKILLS!  
REGISTER EARLY!



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

## WCE LOCATION CODES (WHERE WCE CLASSES ARE HELD)

### CENTER CAMPUS (CTR) AND UNIVERSITY CENTER PLACE (UC1) OR (UC3)

- 44575 GARFIELD RD.  
 CLINTON TOWNSHIP, MI 48038  
 CORNER OF HALL AND GARFIELD RD.
- A BLDG • USE PARKING LOT 3 OFF GARFIELD
  - B BLDG • USE PARKING LOT 3 OFF GARFIELD
  - E BLDG • USE PARKING LOT 2 OR 3 OFF GARFIELD
  - F BLDG • USE PARKING LOT 1 OFF GARFIELD
  - G BLDG • RECORDS & REGISTRATION OFFICE, Rm 110
  - H BLDG • USE PARKING LOT 4 OFF GARFIELD
  - K BLDG • USE PARKING LOT 4 OFF GARFIELD
  - L BLDG • USE PARKING LOT 7 OFF HALL RD.
  - N BLDG • USE PARKING LOT 8 OR 10 OFF HALL RD.
  - R BLDG • USE PARKING LOT 10 OR 11 OFF HALL RD.
  - UC 1 & 3 • USE PARKING LOT 5B OFF GARFIELD

### M-TEC (MTEC)

7900 TANK AVENUE • WARREN, MI 48092  
 LOCATED WEST OF VAN DYKE ON TANK AVENUE  
 (MARTIN RD.) PARKING IS BEHIND THE BUILDING

### SOUTH CAMPUS (SOU)

- 14500 E. 12 MILE RD. • WARREN, MI 48088  
 BETWEEN HAYES AND SCHOENHERR
- C BLDG • USE PARKING LOT 2 OFF BUNERT
  - D BLDG • USE PARKING LOT 2 OFF BUNERT
  - E BLDG • USE PARKING LOT 1 OFF BUNERT
  - F BLDG • USE PARKING LOT 5 OFF HAYES
  - G BLDG • USE PARKING LOT 2 OFF BUNERT
  - G BLDG • RECORDS & REGISTRATION OFFICE, Rm 224
  - J BLDG • USE PARKING LOT 5 OFF HAYES
  - K BLDG • USE PARKING LOT 5 OR 7 OFF HAYES
  - M BLDG • USE PARKING LOT 8 OFF HAYES
  - R BLDG • USE PARKING LOT 11 OFF MARTIN RD.
  - S BLDG • USE PARKING LOT 11 OR 12 OFF MARTIN RD.
  - T BLDG • USE PARKING LOT 12 OFF MARTIN RD.

### OFF-MACOMB CAMPUSES (OFF) ONLINE/VIRTUAL (VIR)

## MACOMB COMMUNITY COLLEGE Workforce & Continuing Education SCHEDULE OF CLASSES

MAY–AUGUST 2020

Registration begins Monday, April 6, 2020, 8 AM  
 (REVISED DATE)



Workforce & Continuing Education

MACOMB COMMUNITY COLLEGE

Discover. Connect. Advance.™



[www.macomb.edu](http://www.macomb.edu)

Center Campus, South Campus, and M-TEC<sup>SM</sup> maps are available at [www.macomb.edu](http://www.macomb.edu)