Administrative Assistants work in nearly every industry and office. Those with a combination of work experience and computer skills should have the best job prospects.

Source: U.S. Bureau of Labor Statistics
Occupational Outlook Handbook: www.bls.gov/oco

Earn an Administrative Assistant Professional with Workplace Computing Skills Certificate.

(See Page 4)

Online Registration begins Thursday, July 24, 2014, 8 AM
On-Ground Registration begins Monday, August 4, 2014, 8 AM
From personal interest and technical training, to certification and recertification, Macomb has a class to fit your needs. Don't wait, advance your skills today! Fall is a great time to start working toward a new and exciting future.

Follow these steps to register online:

To register for classes, follow these easy steps:
1. Find your class in this Continuing Education Schedule
2. Go to our new website at www.macomb.edu
3. Click Business and Community
4. Click Register for Continuing Ed Classes

The Workforce & Continuing Education schedule is published periodically by Macomb Community College, 14500 E. 12 Mile Rd., Warren, MI 48088-3896
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Need assistance with registration? Call 586.445.7225
Complete an associate degree or the first two years of your bachelor’s degree at one-quarter the cost of a Michigan public university.

That’s a savings of $15,000!

DEGREE & CERTIFICATE PROGRAMS

For more information go to www.macomb.edu or call 866.Macomb1 (866.622.6621)

- Accounting
- Applied Technology & Apprenticeship
- Architectural Technology–Architectural Commercial Design
- Architectural Technology–Civil Construction
- Automated Systems Technology–Mechatronics
- Automotive Technology
- Automotive Technology–Comprehensive Automotive Training (CAT)
- Behavioral Sciences
- Biological Sciences
- Business Management
- Chemistry
- Civil Technology
- Climate Control Technology
- Computer Service Technology
- Construction Technology
- Construction Technology–Renewable Energy Specialist
- Culinary Arts
- Customer Energy Specialist
- Education: Early Childhood Studies
- Education: K–12 Education
- Education: Paraprofessional Education
- Electronic Engineering Technology
- Emergency Medical Services–Emergency Medical Technician–Paramedic
- Emergency Medical Services–Paramedic/Firefighter
- Entrepreneurship–Innovation
- Entrepreneurship–Small Business
- Finance
- Fire Science
- Fire Science with Fire Academy
- General Business
- Health Information Technology
- Homeland Security
- Hospitality Management
- Information Technology–Applications Professional
- Information Technology–IT Professional
- Information Technology–Networking Specialist–Cisco Network Professional
- Information Technology–Networking Specialist–Microsoft Enterprise Administrator
- Information Technology–Networking Specialist–Network Security Professional
- Information Technology–Programming
- Information Technology–Programming for Electronic Games
- Information Technology–Web Site Programming
- International & Global Studies: Europe
- International & Global Studies: Global Business Fundamentals
- International & Global Studies: Global Communication & Understanding
- International & Global Studies: Modern Language & Culture–Asia
- International & Global Studies: Modern Language & Culture–Europe
- International & Global Studies: Modern Language & Culture–Latin America
- International & Global Studies: Speech (Intercultural Communication)
- Land Surveying Technology–Field Technician
- Land Surveying Technology–Office Technician
- Law Enforcement
- Law Enforcement with Police Academy
- Legal Assistant
- Manufacturing Engineering
- Manufacturing Engineering Technology
- Marketing
- Mathematics
- Media & Communication Arts–3D Animation
- Media & Communication Arts–Collaborative Media
- Media & Communication Arts–Creative Imaging & Illustration
- Media & Communication Arts–Design & Layout
- Media & Communication Arts–Interactive Web Media
- Media & Communication Arts–Photographic Technologies
- Media & Communication Arts–Video Production
- Medical Assistant
- Molecular Biotechnology
- Music Performance
- Nursing
- Occupational Therapy Assistant
- Pastry Arts
- Physical Therapist Assistant
- Pre-Engineering
- Pre-Medical Studies
- Pre-Social Work
- Product Development
- Radiologic Technology
- Reciprocal Programs
- Renewable Energy Technology
- Respiratory Therapy
- Restaurant Management
- Speech Communication Arts–Intercultural/Interpersonal Communication
- Speech Communication Arts–Mass Media
- Speech Communication Arts–Presentation
- Speech Communication Arts–Public Relations
- Surgical Technology
- Veterinary Technician
- Web Specialist
SAVE BIG ON YOUR BACHELOR'S DEGREE
Complete your first 2 years at Macomb Community College at 1/4 the cost of a Michigan public 4-year university—
Then utilize a Macomb Transfer Option to complete your Bachelor's Degree at a major university.

CAREER WORKSHOPS
Learn about the exciting and in-demand classes and programs offered by Workforce & Continuing Education at Macomb Community College. Learn more about the career options that await you!

Career Workshop: Health  WKSP-8000
An interactive workshop that explores various health careers. This workshop is mandatory for those interested in the Nursing Assistant, Certified Professional Coder, and Patient Access and Accounting programs.

15070,...W...........8/13/14 -8/13/14 ...... 6:00 PM-7:55 PM....................SOU.....K324.........................Valin, M.
15071,...W...........9/17/14 -9/17/14 ...... 6:00 PM-7:55 PM....................SOU.....K324.........................Valin, M.
15072,...W...........10/15/14 -10/15/14 ...... 6:00 PM-7:55 PM....................SOU.....K324.........................Valin, M.
15073,...W...........11/19/14 -11/19/14 ...... 6:00 PM-7:55 PM....................SOU.....K324.........................Valin, M.
15074,...W...........12/17/14 -12/17/14 ...... 6:00 PM-7:55 PM....................SOU.....K324.........................Valin, M.

Career Workshop: Court Reporting  WKSP-8003
Anyone interested in becoming a Court Reporter must attend this mandatory meeting. Program details will be discussed.

23986,...W..........8/6/14 -8/6/14 ...... 6:00 PM-7:55 PM....................CTR........H213......................Kandt, S.

Career Workshop: Personal Fitness Trainer  WKSP-806
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.

23941,Sa............9/20/14 -9/20/14 ...... 10:00 AM-10:55 AM....................CTR........H220 WORLD INSTR. TRAINING. SCHOOL

Watercolor Painting  ARTS-8004
Explore basic watercolor techniques as you develop a style of your own. No experience required. Supplies needed. Supply list available at http://www.macomb.edu/resources/continuing-education/attachments/Supply-List-ARTS-8004.pdf. (24 Contact Hours)

23700,....M..........10/6/14 -11/24/14 ...... 12:00 PM-2:55 PM...............$139.........SOU........C119..........................Thomas, M.
23692,....T..........10/7/14 -11/25/14 ...... 12:00 PM-2:55 PM...............$139.........SOU........C119..........................Thomas, M.

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)

23667,....TTh.........9/30/14 -10/30/14 ...... 6:00 PM-8:55 PM...............$329........SOU.......M107........................Houchen, E.
Networking with LinkedIn BSNS-8022

Have you ever wondered how to get the most out of your LinkedIn profile? Discover the importance of building your online “brand,” the power of creating an effective network, and how to utilize Groups and other tools to increase your credibility. Basic computer and Internet skills required. (8 Contact Hours)

A Brief on Business Administration BSNS-8024

Understand business administration and productivity improvement. Become more effective as a manager. Communicate better and understand the fundamentals of business. Gain confidence and have insight to organizational behavior and efficiency. No prerequisites required. Some office or business experience will be helpful. (8 Contact Hours)

E-commerce Website Design ENTR-8052

Basic computer skills required. Build a five-page e-commerce website using templates. Upload photos and set up your e-commerce store to sell products or services. Learn how to market your website. Students may purchase a five-page website with a free domain name for a modest fee. PayPal account recommended. USB drive required. (15 Contact Hours)

Selling on eBay ENTR-8064

Learn safe and easy basics to become a winning bidder and seller. Includes online tools and options, virtual store, marketing listings, and shipping. You must be at least 18 years old. Basic computer, email, and Internet skills required. A valid email address is also required. (9 Contact Hours)

ADMINISTRATIVE ASSISTANT PROFESSIONAL

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

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

Overview of Administrative Assistant Profession BSNS-8020

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

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)

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)

www.macomb.edu
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)
23613  .....  MM  ...........  10/13/14-10/22/14  ....  6:00 PM-8:55 PM  ....  $149  ....... CTR  ....... H203  ......... Rogers, B.

Organizing Skills  BSNS-8008A
Learn to be efficient and effective in the workplace. Includes time management, paper and electronic record keeping, timely follow-through, and maintenance of a clutter-free environment. Discover the correlation between work habits and productivity. Text required. (12 Contact Hours)
23622  MM  ..........  11/10/14-11/12/14  ....  6:00 PM-8:55 PM  ....  $149  ....... CTR  ....... H203  ......... Rogers, B.
And M  ..........  11/17/14-11/19/14  ....  6:00 PM-8:55 PM  ............. CTR  ....... E115
And W  ..........  11/19/14-11/19/14  ....  6:00 PM-8:55 PM  ............. CTR  ....... H203

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)
23849  .....  MM  ...........  10/27/14-11/3/14  ....  6:00 PM-8:55 PM  ....  $119  ....... CTR  ....... H203  ......... Kramer, M.

ENTREPRENEURSHIP CERTIFICATE

The following classes, sponsored in cooperation with the Small Business Technology and Development Center, are designed for the new entrepreneur and those who want to stay in business. They contain the information and skill development critical to the success of any business, large or small. The Workforce & Continuing Education Entrepreneurship Certificate is awarded upon completion of the following seven classes. For information, contact the program coordinator at 586.498.4121 or continuinged@macomb.edu.

Starting a Business  ENTR-8000
Explore what it takes to start your own business. Find out what to do first, how much money you will need, and where to go for help. (6 Contact Hours)
23861  ......W  ...........  9/10/14-9/17/14  ....  6:00 PM-8:55 PM  ....  $79  ....... CTR  ....... H210  ......... Morandini, D.

Protect Your Small Business  ENTR-8003A
Use the law to protect you and your small business and to choose the best legal entity to protect your business from personal liability, unnecessary taxes, and internal or external fights. Taught by an attorney. (3 Contact Hours)
23919  ......W  ...........  12/10/14-12/10/14  ....  6:00 PM-8:55 PM  ....  $79  ....... CTR  ....... H203  ......... Trammell, L.

Business Plan: Roadmap to Success  ENTR-8013
Develop a comprehensive business plan. Define a target market, identify competitors, develop an operating budget, and ascertain financing needs. A team of experts will analyze business plans and offer recommendations. Text required. (18 Contact Hours)
23862  ......M  ...........  9/22/14-10/27/14  ....  6:00 PM-8:55 PM  ....  $149  ....... CTR  ....... H206  ......... Morandini, D.

Marketing Strategies That Work  ENTR-8023
Investigate competitive strategies that attract customers. Explore nische marketing, research the best marketing opportunities, and learn how to enter new markets. (9 Contact Hours)
23863  ......W  ...........  12/1/14-12/8/14  ....  6:00 PM-8:55 PM  ....  $99  ....... CTR  ....... H203  ......... Morandini, D.

Financing Your Business  ENTR-8045A
Explore financing sources for small business and their benefits/drawbacks. Learn how and what to get ready before going to the bank for a loan. Discuss the five Cs: Conditions, Capital, Character, Collateral, and Cash Flow. (3 Contact Hours)
23864  ......W  ...........  12/15/14-12/15/14  ....  6:00 PM-8:55 PM  ....  $59  ....... CTR  ....... H203  ......... Morandini, D.

Accounting for Small Business  ENTR-8049
Explore bookkeeping through an overview of accounting principles, processes, and the rules all small business bookkeepers need to know. Understand basic financial statements and how to report income and expenses. Text required. (18 Contact Hours)
23866  ......W  ...........  11/10/14-11/26/14  ....  6:00 PM-8:55 PM  ....  $149  ....... CTR  ....... B122  ......... Kramer, M.

Taking the Next Steps--Getting Started  ENTR-8046
Completion of previous 6 classes required. Review and assess your business strategy and identify your next steps. Bring your planner to schedule an appointment with the SBTDC. (3 Contact Hours)
23865  ......W  ...........  12/17/14-12/17/14  ....  6:00 PM-8:55 PM  ....  $59  ....... CTR  ....... H203  ......... Morandini, D.

For questions about registration, call 586.445.7225
**PROJECT MANAGEMENT**

The following classes are for individuals who wish to understand and improve their project management and leadership skills as well as pass the CAPM or PMP exam. Complete all required classes to receive a Workforce & Continuing Education Certificate in Project Management. For information, contact the program coordinator at 586.498.4121 or continuinged@macomb.edu.

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

23880.....M..........9/8/14 - 9/8/14 ........: 6:00 PM-8:55 PM.....$29........CTR........H220....................Gottwald, W.

**Fundamentals of Project Management**  BSNS-8016A
Study the five process groups and nine knowledge areas of project management from the Project Management Body of Knowledge. Examine professionalism, ethics, and case studies. Work individually and in teams to practice processes and concepts. Text Required. Laptop and MS Project recommended. (36 Contact Hours)

23881.....MW.........9/15/14 - 10/22/14 ......: 6:00 PM-8:55 PM.....$519........CTR..........B107.................Gottwald, W.

**Project Leadership and Management**  BSNS-8018
Explore the role and key competencies of project leaders. Learn a step-by-step approach to leadership and team-building. Examine Leadership Ethics, Leadership and Project Strategy, and Leadership and the Political Side of Project Management. Text required. (30 Contact Hours)

23882.....MW.........11/3/14 - 12/10/14 ......: 6:00 PM-8:55 PM.....$429........CTR.........B107.................Gottwald, W.

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**SOCIAL MEDIA CERTIFICATE**

The following classes are designed to help entrepreneurs and business people market their businesses using social media. Complete all required classes to receive a Workforce & Continuing Education Certificate in Social Media. For information, contact the program coordinator at 586.498.4121 or continuinged@macomb.edu.

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

23876.....T.........9/9/14 - 9/9/14 ........: 6:00 PM-8:55 PM.....$39........CTR........B107................Majewski, A.

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

23877.....Th...........10/9/14 - 10/23/14 ......: 6:00 PM-8:55 PM.....$99........CTR........B107................Majewski, A.

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

23873.....Th...........11/6/14 - 11/20/14 ......: 6:00 PM-8:55 PM.....$99........CTR........B107................Majewski, A.

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

23874.....TTh.........9/23/14 - 9/30/14 ........: 6:00 PM-8:55 PM.....$99........CTR........B107................Majewski, A.

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

23875.....TTh.........9/11/14 - 9/18/14 ......: 6:00 PM-8:55 PM.....$99........CTR........B107................Majewski, A.

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

23929.....TTh........12/16/14 - 12/18/14 ......: 6:00 PM-8:55 PM.....$69........CTR........E115................Majewski, A.
Pay-Per-Performance Marketing ENTR-8061

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

23878.....TTh...........12/9/14 -12/11/14......6:00 PM-8:55 PM.....$69............CTR........B107.................Majewski, A.

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 for application.

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)

23838.....MTWThF ...8/11/14 -8/15/14........9:00 AM-11:55 AM...$159........SOU........C207....................Staff
23815.....Sa...........9/13/14 -10/11/14.......9:00 AM-11:55 AM...$159........SOU........C123....................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)

23812.....Sa...........10/25/14 -11/22/14.......9:00 AM-11:55 AM...$149........SOU........T120....................Staff

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)

23839.....MTWThF ...8/11/14 -8/15/14........9:00 AM-11:55 AM...$169........SOU........C204....................Staff
23816.....Sa...........9/13/14 -10/11/14.......9:00 AM-11:55 AM...$169........SOU........C204....................Staff

Goldie Blox: Engineering for Girls Ages 11-14 KIDS-8195

Discover Goldie Blox as you learn to build a spinning machine, parade float, and dunk tank. Develop spatial skills, an understanding of 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)

23840.....MTWThF ...8/11/14 -8/15/14........9:00 AM-11:55 AM...$169........SOU........C216....................Staff
23810.....Sa...........10/18/14 -11/15/14.......9:00 AM-11:55 AM...$169........SOU........C123....................Staff

LEGO® Robotics: EV3 the Next Generation 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)

23832.....MTWThF ...8/11/14 -8/15/14........9:00 AM-12:55 PM...$219........SOU........C129....................Staff
23814.....Sa...........20/10/14 -10/16/14.......9:00 AM-12:55 PM...$219........SOU........T120....................Staff

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

Designed specifically for pre-schoolers. 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. (6 Contact Hours)

23674.....Sa...........9/13/14 -10/18/14.......10:00 AM-10:55 AM...$85............CTR........L117-5............TINY TUNES PIANO PROGRAM
23675.....Sa...........11/1/14 -12/13/14.......10:00 AM-10:55 AM...$85............CTR........L117-5............TINY TUNES PIANO PROGRAM

Tiny Tunes Piano “Young 5s” 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)

23676.....Sa...........9/13/14 -10/19/14.......11:00 AM-11:55 AM...$85............CTR........L117-5............TINY TUNES PIANO PROGRAM
23677.....Sa...........11/1/14 -12/13/14.......11:00 AM-11:55 AM...$85............CTR........L117-5............TINY TUNES PIANO PROGRAM
Tiny Tunes Piano Intermediate Ages 6-7   KIDS-9214

Designed specifically for the advancing beginner. Classes are faster paced and big fun for students and parents alike. Lessons include line and space note recognition, two-handed playing, skip rhythms, flashcards, cross-hand techniques, and some very interesting and exciting Tiny Tunes. Studying music builds self-esteem, memory, and verbal ability. (6 Contact Hours)

23678.....Sa............9/13/14 -10/18/14 ...... 1:00 PM-1:55 PM.....$85 .........CTR ......L117-5 ....TINY TUNES PIANO PROGRAM
23679.....Sa............11/1/14 -12/13/14 ......1:00 PM-1:55 PM.....$85 .........CTR ......L117-5 ....TINY TUNES PIANO PROGRAM

Computer Skills

Bring a USB drive to the first session of any software class. Classes may be taken individually or as part of a Workforce & Continuing Education Certificate program. For information, contact the program coordinator at 586.498.4121 or continuinged@macomb.edu.

Introduction to Computers
CSFT-8001C

This is the class for beginners to start with. Learn basic computer skills including using Windows, typing with a word processor, navigating the web, and working with email. Text and USB drive required. (15 Contact Hours)

23795.....F.............10/3/14 -11/21/14 ...... 9:00 AM-10:55 AM.....$159 .........CTR ......A115 ..........Romanczyk, V.

Quickbooks Pro Level 1
CSFT-8078

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. Text including software and working with email. Text and USB drive required. (16 Contact Hours)

23794.....Sa............9/6/14 -10/4/14 ...... 9:00 AM-11:55 AM.....$119 .........CTR ......A115 ..........Romanczyk, V.
23891.....F............. 9/19/14 -10/17/14 ...... 6:00 PM-8:55 PM.....$119 .........SOU ......C339 .................Curry, M.
23925.....Th............ 11/6/14 -12/11/14 ...... 6:00 PM-8:55 PM.....$119 .........CTR ......A137 .................Bosek, L.

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 2014. Includes class, estimate and tracking features, report customization, and template creation. Text and USB drive required. (15 Contact Hours)

23852.....Th............10/7/14 -10/21/14 ...... 6:00 PM-8:55 PM.....$179 .........CTR ......E115 .................Krause, D.

Microsoft Office 2013
CSFT-8063B

Basic computer skills required. Review computer concepts and explore basic techniques of Microsoft Word, Excel, PowerPoint, and Access. Keyboarding skills recommended. Text and USB drive required. (30 Contact Hours)

23843.....Th............ 9/11/14 -11/13/14 ...... 6:00 PM-8:55 PM.....$249 .........SOU ......C129 .................Lofquist, J.
23933.....Sa............ 9/13/14 -11/15/14 ...... 9:00 AM-11:55 AM.....$249 .........SOU ......T146 .................Staff
23922.....MW........... 9/15/14 -10/15/14 ...... 6:00 PM-8:55 PM.....$249 .........CTR ......E115 .................Bosek, L.
23923.....F.............10/3/14 -12/12/14 ...... 6:00 PM-8:55 PM.....$249 .........CTR ......H204 .................Bosek, L.

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Employers are seeking people with advanced Excel skills. Sky rocket your Excel expertise with these three 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 2007 or later. USB drive required. For information, contact the program coordinator at 586.498.4121 or continuinged@macomb.edu.

**ADVANCED EXCEL WORKSHOPS**

**Word 2013 CSFT-8080**

- Basic computer skills required. Learn introductory and intermediate skills. Topics include ribbon interface; working with text; printing; using proofreading tools; creating bulleted and numbered lists; tables; newsletter columns; WordArt and clip art; document themes; styles; picture editing; and Mail Merge. Textbook and USB drive required. Keyboarding skills recommended. (24 Contact Hours)
- 23789...F.................9/5/14-10/24/14 ...... 6:00 PM-8:55 PM ....$189 ......CTR ..........A130 ..................Zdybel, M.
- 23788.....MW...........10/6/14-10/29/14 ...... 6:00 PM-8:55 PM ....$189 ......SOU .........C129 ..........Burton, M.

**Access 2013 CSFT-8081**

- Basic computer 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; crosstab queries; and more. Textbook and USB drive required. Keyboarding skills recommended. (24 Contact Hours)
- 23857.....F.................9/5/14-10/24/14 ...... 6:00 PM-8:55 PM ....$189 ......CTR ..........H218 ...............Dean, K.

**Excel 2013 CSFT-8082**

- Basic computer skills required. Learn introductory and intermediate Excel skills. Topics include ribbon interface; entering and editing data; selecting cells and ranges; printing worksheets; inserting and deleting columns, rows, and cells; charts; large worksheets and workbooks; and more. Textbook and USB drive required. Keyboarding skills recommended. (24 Contact Hours)
- 23921.....MW...........9/8/14-10/1/14 ...... 6:00 PM-8:55 PM ....$189 ......SOU .........C129 ..........Rosiek, C.
- 23920.....Sa.............10/25/14-12/20/14 ...... 9:00 AM-11:55 AM ....$189 ......CTR ..........A123 ...............Rosiek, C.

**PowerPoint 2013 CSFT-8083**

- Basic computer 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; and more. Textbook and USB drive required. Keyboarding skills recommended. (24 Contact Hours)
- 23884.....TTh..........11/4/14-12/14/14 ...... 6:00 PM-8:55 PM ....$189 ......CTR ..........B122 ...............Curry, M.

**ADVANCED EXCEL WORKSHOPS**

**Taming Excel Charts CSFT-8075**

- Must have intermediate to advanced Excel proficiency (Excel 2007 or later). USB drive required. Create Excel graphs to visualize your data using line, column, bar, 3-D, PivotCharts, and more. Examples used are derived from real-world scenarios. (3 Contact Hours)
- 23858.....Sa.............9/27/14-9/27/14 ...... 1:00 PM-3:55 PM ....$49 ........SOU ..........C339 ..........Blyakhman, A.

**Mastering Excel PivotTables CSFT-8076**

- Must have intermediate to advanced Excel proficiency (Excel 2007 or later). USB drive required. Discover how to create PivotTables quickly to summarize and analyze large amounts of real-world data. Explore PivotTable options and tools to create professional-looking reports. (3 Contact Hours)

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

- Must have intermediate to advanced level Excel proficiency (Excel 2007 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)
Residential Electricity Intro  INDT-8000
Review the basics of residential electricity. Learn what you need to do to maintain, repair or
expand your existing system. Investigate the legalities of licensing, insurance, permits, and
more. (3 Contact Hours)
23672. . . W.................. 10/15/14 - 10/15/14 ....... 6:00 PM-8:55 PM .... $89 .......... CTR ...... H213..................... Grammatico, F.

Basic Plumbing  INDT-8005
Explore the fundamental techniques of plumbing, proper materials, procedures, and
purchasing needs. Learn basic skills and knowledge required to correct common problems and
to accomplish your own repairs. (3 Contact Hours)
23668. . . W.................. 10/8/14 - 10/8/14 ....... 6:00 PM-8:55 PM .... $89 .......... CTR ...... H213..................... Grammatico, F.

Woodworking Tools & Techniques  INDT-8017
Acquire the knowledge to purchase and the skills and techniques to safely use hand tools,
portable or stationary woodworking tools, equipment, and machines. Review the basics of
measuring, layout, and necessary mathematical formulas. (3 Contact Hours)
23673. . . W.................. 10/22/14 - 10/22/14 ....... 6:00 PM-8:55 PM .... $89 .......... CTR ...... H213..................... Grammatico, F.

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)
23669. . . MW............. 9/22/14 - 10/15/14 ....... 6:00 PM-9:55 PM .... $425 ........ CTR.......... E224 .... 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)
23670. . . MW............. 11/3/14 - 11/24/14 ....... 6:00 PM-9:55 PM .... $425 ........ CTR ...... H213 .... NCI ASSOCIATES, LTD.
And MW 12/1/14 - 12/3/14 ....... 6:00 PM-9:55 PM ................. CTR ...... H213

Home Inspection  INDT-8025
Learn how to set up a home inspection business. Follow the home inspection process and
decide how to identify common problems, tool requirements, how to market, and what you’ll
need to get started. (24.5 Contact Hours)
23671. . . W.................. 9/24/14 - 11/5/14 ....... 6:00 PM-9:25 PM .... $595 ........ CTR .... E122 .... NCI ASSOCIATES, LTD.

Basement Refinishing  INDT-8033
Students will discover, identify, and address all critical issues in the pre-design and design
planning stages of a basement refinishing project. Individual questions and concerns will
be covered during the allotted time. We will briefly cover "Universal Design" and familiarize
students with the chronological order of planning, from the legal issues through the thought
process; all code requirements and responsibilities; and discussing the correct procedure for
pre-construction consultations with the proper personnel. (8 Contact Hours)
23690. . . W.................. 9/24/14 - 10/1/14 ....... 6:00 PM-9:55 PM .... $169 .......... CTR ...... H213 .................. Grammatico, F.

COURT REPORTING

Macomb Community College’s Court Reporting program is approved by the
Michigan Department of Education as a prerequisite for the Certified Shorthand
Reporting Examination and is taught by State Certified Court Reporters. 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 at 586.225.4722 or kands@macomb.edu.

Real Time Court Reporting-Theory I  CTRR-8000
Develop techniques of a conflict-free writing style, begin building an
extensive dictionary, and learn about the world of closed-captioning.
(97.5 Contact Hours)
23676. . . TTh............. 9/2/14 - 12/18/14 ....... 6:15 PM-9:25 PM ....... $579 .......... CTR ...... H214 ..................... Kandt, S.
And TTh 9/2/14 - 12/18/14 ....... 6:15 PM-9:25 PM ................. CTR ...... H205

Real Time Court Reporting-Theory II  CTRR-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)
23679. . . TTh............. 9/2/14 - 12/18/14 ....... 6:15 PM-9:25 PM ....... $579 .......... CTR ...... H210 ..................... Kandt, S.
And TTh 9/2/14 - 12/18/14 ....... 6:15 PM-9:25 PM ................. CTR ...... H214

Real Time Court Reporting-Theory III  CTRR-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)
23770. . . TTh............. 9/2/14 - 12/18/14 ....... 6:15 PM-9:25 PM ....... $579 .......... CTR ...... H213 ..................... Kandt, S.
And TTh 9/2/14 - 12/18/14 ....... 6:15 PM-9:25 PM ................. CTR ...... H214
CULINARY ARTS

Introduction to Ice Carving FOOD-8016
Explore the proper techniques required for ice carving. Safety, proper tool usage, carving techniques, and display options will be demonstrated and practiced. Carve an ice bowl, a tabletop sculpture, and a decorative food platter. $25 lab fee payable to instructor at first session. (20 Contact Hours)

Food Service Manager Certification FOOD-8008B
Approved by the State of Michigan to fulfill the requirement that each food service establishment in the state of Michigan have at least one Certified Food Service Manager employed. Students will prepare for and take the Nationally Accredited ServSafe Exam and will be tested on the latest FDA Food Code. Textbook with exam answer sheet required. (14 Contact Hours)

ENGLISH AS A SECOND LANGUAGE (ESL)

TOEFL iBT Preparation ESLL-8005C
This course is designed to help students study for the TOEFL iBT test. It will provide students with an overview of the TOEFL test. Students will learn and practice test-taking strategies for the reading, writing, listening, and speaking sections of the test. Students will evaluate their current skill levels and target the areas in which they are weak. There are no prerequisites for the course; however, an advanced level of English is required to pass the TOEFL iBT test. Students should already be familiar with basic word processing and keyboard. (40 Contact Hours)

Grammar Connection I ESLL-8008C
Improve your current English language skills. Focus on grammar, conversation, and increasing vocabulary and life skills. Text and workbook required. (40 Contact Hours)

Conversational Skills ESLL-8015C
Let’s talk. Improve your English language skills in a relaxed atmosphere. This course is for students who want to improve their fluency in English and take their conversational skills to the next level. Learn how to converse in social and business situations, express an opinion, and understand cultural gestures and idiomatic speech. Text and audio CDs required. (40 Contact Hours)
Pronounce It Right  ESLL-8019A
Gain confidence in your conversational English. Discover how to improve comprehension and listening skills, overcome communication difficulties, and practice pronouncing words correctly to promote understanding through accent reduction.  Text required.  (36 Contact Hours)
23708...........9/15/14 - 11/12/14........ 1:30 PM-3:25 PM.......$169 ........CTR ........H220..................Winslow, N.

FINANCE
Introduction to the Stock Market  MNMG-8013
Familiarize yourself with the basics of the stock market. This course includes an introduction to terminology and ratios and will assist you in getting the full benefit from the Stock Market I class.  (2.5 Contact Hours)

Stock Market I  MNMG-8010
Learn to use short-term timing tools including Stochastics, MACD, and RSI, and discover solutions to students’ stock market uncertainties.  (17.5 Contact Hours)
23811........W..........9/10/14 - 10/22/14 ......6:30 PM-8:55 PM.....$169 ..CTR ..........A123 ..................Cure, N.

Stock Market II  MNMG-8011
Discover six techniques to find value and growth for common stocks. Learn how to compute puts and calls. Students will learn to read an option table and to enter trades. Attendees are encouraged to bring their own laptops for an interactive experience.  (7.5 Contact Hours)
23813........W..........10/29/14 - 12/17/14 ....6:30 PM-8:55 PM.....$169 ..CTR ..........A123 ..................Cure, N.

Passport to Retirement  MNMG-8017
The sooner you become educated about retirement planning, the more prepared you will be to make informed financial decisions and build the wealth you will need. Learn about life planning and retirement planning concepts. 135-page workbook included.  (5 Contact Hours)

Fundamentals of Options  MMGG-8018
Cover terminology and definitions, including the rights and obligations associated with using puts and calls. Students will be able to take their designs home. Materials are included for all Floral Design classes, and students will be able to take their designs home.  (17.5 Contact Hours)
23825........Th...........10/9/14 - 11/6/14 ....7:30 PM-8:55 PM.....$169 ..CTR ..........H203 ..................Kwapik, G.

FLORAL DESIGN
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.  For information, contact the program coordinator at 586.498.4100 or corbettv@macomb.edu

Porch Pots  FLOR-8037
Bring your floral design skills and techniques to the outdoors in creating seasonal porch pots. Discover ways to use color, texture, dimension, and a bit of the unexpected to enhance your personal or professional outdoor space.  (3 Contact Hours)
23713........M.........10/20/14 - 10/20/14 ......6:00 PM-8:55 PM.....$89 ........SOU ..........C119 ..................Birch, P.
23711........Th..........11/20/14 - 11/20/14 ......6:00 PM-8:55 PM.....$89 ........SOU ..........C119 ..................Birch, P.

Designer Tree Looks for Less!  FLOR-8044
Secrets of the trade creating those top holiday designer trees you see in stores and on HGTB will be revealed. Create a menu and master plan for getting that designer look using items you have in your own home! (3 Contact Hours)
23704........M.........11/17/14 - 11/17/14 ........6:00 PM-8:55 PM.....$59 ........SOU ..........C119 ..................Kiekbusch, K.

Designer Holiday Wreath  FLOR-8045
Deck the halls with these designer quality holiday wreaths. Discover tips, tricks, and techniques used by top floral and interior designers for exquisite wreaths using the latest in permanent botanicals.  (3 Contact Hours)
23935........M.........11/10/14 - 11/10/14 ......6:00 PM-8:55 PM.....$89 ........SOU ..........C119 ..................Kiekbusch, K.

Do you have questions on how to register? Please call 586.445.7225
# SCECHs Online! K-12 Teachers and Administrators:

State Continuing Education Clock Hours (formerly SBCEUs)

**Attention Educators: SCECHs Online!**

**REGISTRATION INFORMATION ON PAGE 26**

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**Earn 24 SCECHs per class**

See full list of courses and register at: [www.ed2go.com/mccsbceu](http://www.ed2go.com/mccsbceu)

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FLORAL DESIGN CERTIFICATE

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.

Certificate in Basic Floral Design: Learn from industry professionals and gain the knowledge you need to begin your career in floral design. Students successfully completing the five comprehensive core classes will receive a Macomb WCE Certificate in Basic Floral Design. Classes can be taken individually or as part of the certificate program. For information, contact the program coordinator at 586.498.4100 or corbettv@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)
23703...M .............. 9/15/14 -9/29/14 ...... 6:00 PM-8:55 PM......$199 ......SOU........C119-------------------Kiekbusch, K.

Fundamentals of Floral Design  FLOR-8041
Discover basic principles and elements of professional floral design. Step-by-step instructions will teach you how to work with fresh flowers and the tools of the trade. Ascertain how to identify, handle, and care for cut flowers and plants used by floral designers. Learn the classification of flowers and fillers, the mechanics of wiring, taping, and anchoring floral foams, all while creating a beautiful floral piece to take home each week. (24 Contact Hours)
23709...TW ........... 9/9/14 -10/1/14 ....... 6:00 PM-8:55 PM......$575 ......SOU.......C119-------------------Kiekbusch, K.

Advanced Techniques in Floral Design  FLOR-8042
Take your designs to the next level with more advanced techniques and materials. Add your own special design touches to more sophisticated designs. Continue to develop your skills and experience using a greater variety of supplies as you work on a larger scale. Gain confidence to make your own design choices with arrangements you take home each week. (18 Contact Hours)
23701...TW ...........10/14/14 -10/29/14 ....... 6:00 PM-8:55 PM......$475 ......SOU.......C119-------------------Kiekbusch, K.

Wedding Floral Design  FLOR-8005C
Create the newest wedding designs with hand-tied and cascading bouquets. Learn the latest gluing techniques in making corsages and boutonnieres that will enhance your capstone project of a full wedding consultation and presentation at class end. Your creativity and budget savvy skills learned in class will be put to full use! (18 Contact Hours)
23717...MW .......... 12/2/14 -12/17/14 ....... 6:00 PM-8:55 PM......$495 ......SOU........C119-------------------Kiekbusch, K.

Sympathy and Memorial Design  FLOR-8009C
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 of working with the sympathy and memorial customers. Learn how to do a consultation and receive hands-on training to create several designs which will include a sympathy spray, casket spray and memorial arrangement. (18 Contact Hours)
23714...TW ........... 11/4/14 -11/19/14 ....... 6:00 PM-8:55 PM......$495 ......SOU.......C119-------------------Kiekbusch, K.

FOREIGN LANGUAGE

Italian  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)
23729...W ............ 9/24/14 -12/10/14 ...... 5:00 PM-6:55 PM......$149 ......CTR ..........A214-------------------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)
23724...W ............ 9/24/14 -12/10/14 ...... 7:00 PM-8:55 PM......$149 ......CTR ..........A214-------------------Agazzi, I.

Spanish I Skills for Work, Travel, and Enjoyment  LANG-8042
Learn how to speak, read, and write Spanish at a beginner’s level for use at work, for travel to Spanish-speaking countries, and for mingling with friends and family. Text required. (24 Contact Hours)
23730...W ............ 9/24/14 -12/10/14 ...... 7:30 PM-9:25 PM......$149 ......CTR ..........F123-------------------Hendrick, M.

Conversational German for Beginners  LANG-8060
No prerequisites required for this fun and interactive German language class. Learn about culture, cuisine, and what to expect when traveling to German-speaking countries. Get ready for Christkindl markets! (16 Contact Hours)
23754...Th ........... 10/2/14 -11/20/14 ...... 6:30 PM-8:25 PM......$115 ......CTR ..........F114-------------------Sommerstover, H.

Do you have questions on how to register? Please call 586.445.7225
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 required. (6 Contact Hours)
23334....M............8/11/14 - 8/11/14 ...... 4:00 PM-5:55 PM......$75..........SOU........C121..................Brigolin, K.
23654....Sa............9/27/14 - 9/27/14 ...... 9:00 AM-2:55 PM......$75........CTR........R180..................Brigolin, K.
23656....Sa............12/6/14 - 12/6/14 ...... 9:00 AM-2:55 PM......$75........CTR........C119..................Brigolin, K.

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)
22280....M............8/11/14 - 8/11/14 ...... 11:00 AM-2:55 PM......$64........SOU........C121..................Brigolin, K.
22281....Th............8/14/14 - 8/14/14 ...... 12:00 PM-3:55 PM......$64........SOU........C121..................Brigolin, K.
22289....Th............8/14/14 - 8/14/14 ...... 5:00 PM-8:55 PM......$64........SOU........C121..................Brigolin, K.
23644....W............9/17/14 - 9/17/14 ...... 9:00 AM-12:55 PM......$64........SOU........C119..................Brigolin, K.
23646....W............10/15/14 - 10/15/14 ...... 9:00 AM-12:55 PM......$64........SOU........C119..................Brigolin, K.
23648....W............11/12/14 - 11/12/14 ...... 9:00 AM-12:55 PM......$64........SOU........C119..................Brigolin, K.
23649....W............12/10/14 - 12/10/14 ...... 9:00 AM-12:55 PM......$64........SOU........C119..................Brigolin, K.

Basic Life Support Re-Certification  HLTH-8100
Students must hold a current AHA BLS for Healthcare Providers or an ARC CPR for Professional Rescuers card. Text required. (3 Contact Hours)

ELDERCARE SPECIALIST CERTIFICATION

1 in 4 adults will be over the age of 60 by 2030 in Macomb County. Train for one of the fastest growing fields today--Eldercare. Upon successful completion, students will receive a Workforce & Continuing Education certificate applicable to a variety of fields including non-medical home care and assisted living, human services, and customer service positions in organizations serving seniors. Prior to placement in the field study, students must pass a criminal background, drug screen, and TB test at their own expense. For information, contact 586.226.4807 or wojcikk@macomb.edu.

Intro to Gerontology  HLTH-8036B
Prepare for the aging of America. Investigate the many dimensions and processes of aging. Examine the impact of stereotypes, roles, and physiology on the aging process. Connect with community resources for the elderly. (19 Contact Hours)
23641....Th............9/9/14 - 10/14/14 ...... 6:00 PM-8:55 PM......$175........SOU........C123..................Appel, M.

Art of Caregiving  HLTH-8039C
Learn techniques to respectfully assist older adults by creating a safe, comfortable environment. Practice the mechanics of safe transferring techniques and become familiar with common therapeutic equipment. (14 Contact Hours)
23643....Th............10/9/14 - 10/30/14 ...... 6:00 PM-9:25 PM......$149........SOU........C119..................Andrews, V.
          And  Th............10/9/14 - 10/30/14 ...... 6:00 PM-9:25 PM......$149........SOU........C127

Aging Body, Mind & Spirit  HLTH-8037B
Broaden your awareness of common diseases and chronic illnesses associated with aging. Gain comprehensive knowledge of dementia-related disorders. Provide life enrichment and support to clients and families. Develop personal strategies to avoid stress and burnout. (14 Contact Hours)
23642....Th............11/6/14 -12/4/14 ...... 6:00 PM-9:25 PM......$149........SOU........C123..................Andrews, V.

Eldercare Field Study  HLTH-8077
20-hour field study at a variety of older adult service providers such as an adult day care, assisted living center, or independent housing community. (20 Contact Hours)
23942.................................................$99........OFF........OFF..........................Appel, M.
NURSING ASSISTANT

Upon successful program completion, 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 orientation, complete an application for admission, successfully take the WorkKeys test, and obtain and pass a health screening and drug test at their personal expense. Prior to Clinical Practice, students must meet background and criminal check requirements and purchase a uniform. Details of each requirement will be reviewed at the mandatory orientation. See the Career Workshops section of this schedule for orientation dates and times. For information, contact 586.226.4807 or wojcikk@macomb.edu.

Nurse Assistant HLTH-8038

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. Text required. (128 Contact Hours)

23685.... MTWTH 9/8/14-10/14/14 ....... 9:00 AM-3:25 PM ....... $1,295 ....... SOU ....... C121 ............... Brown, D.

23687.... MTWTH 9/8/14-10/30/14 ...... 5:00 PM-9:15 PM ....... $1,295 ....... SOU ....... C121 ............... Brown, D.

23688.... F ...... 10/3/14-12/12/14 ...... 5:00 PM-9:55 PM ....... $1,295 ....... SOU ....... C121 ............... Brown, D.

And Sa ........... 10/4/14-12/13/14 ....... 8:00 AM-4:55 PM ........... SOU ....... C121

23689.... MTWTH 11/3/14-12/9/14 .......... 9:00 AM-3:25 PM ....... $1,295 ....... SOU ....... C121 ............... Brown, D.

CNA Test Preparation Workshop HLTH-8085

Anxious about your CNA certification test? Join us to prepare for taking the Michigan Nurse Aide Competency Evaluation test. Practice clinical skills such as taking vital signs, mouth and denture care, bathing a patient, range of motion exercises, pivot transfer, and cathether care. Review indirect skills such as safety, communication, resident rights, comfort and universal precautions, and more. Bring a photocopy of your state-approved CNA training verification no older than 11 months. Bring your lunch. (6 Contact Hours)

22541.... Sa ........... 8/16/14-8/16/14 .......... 9:00 AM-3:25 PM ....... $79 ....... SOU ....... C121 ............... Brown, D.

23693.... W .......... 12/17/14-12/17/14 .......... 9:00 AM-3:25 PM ....... $79 ....... SOU ....... C121 ............... Brown, D.

CERTIFIED PROFESSIONAL CODING

Are you a detail-oriented, analytical, and business-minded thinker? A career in medical coding might be right for you! Health Career Workshop WKSP-8000 is required prior to registration in the Medical Coding I course. Students will learn to apply coding skills to medical services provided in medical facilities and understand the guidelines of the Evaluation and Management Codes to prepare to sit for the nationally recognized Certified Professional Coder (CPC) exam. Prior to Clinical Practice, students must meet background and criminal check requirements and purchase a uniform. Details of each requirement will be reviewed at the mandatory orientation. See the Career Workshops section of this schedule for orientation dates and times. For information, contact 586.226.4807 or wojcikk@macomb.edu.

Microsoft Office 2013 CSFT-8063B

Basic computer skills required. Review computer concepts and explore basic techniques of Microsoft Word, Excel, PowerPoint, and Access. Keyboarding skills recommended. Text and USB drive required. (30 Contact Hours)

23843.... Th .......... 9/11/14-11/13/14 .......... 6:00 PM-8:55 PM ....... $249 ....... SOU ....... C129 ............... Loftquist, J.

23933.... Sa .......... 9/13/14-11/15/14 .......... 9:00 AM-11:55 AM ....... $249 ....... SOU ....... T146 ............... Staff

23922.... MW ........... 9/15/14-10/15/14 .......... 6:00 PM-8:55 PM ....... $249 ....... CTR ....... E115 ............... Bosek, L.

23923.... F ........... 10/3/14-12/12/14 .......... 6:00 PM-8:55 PM ....... $249 ....... CTR ....... H204 ............... Bosek, L.

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)

23657.... M ........... 9/8/14-11/10/14 .......... 5:30 PM-10:25 PM ....... $295 ....... CTR ....... R179 ............... Klomp, B.

23658.... T ........... 9/9/14-11/25/14 .......... 6:00 PM-9:55 PM ....... $295 ....... SOU ....... C129 ............... Lee, T.

Medical Coding I HLTH-8102

Prerequisites: CSFT-8063B (Microsoft Office 2013) or equivalent and HLTH 8010A (Medical Terminology) and WKSP-8000. Learn the rules and regulations of ICD-9-CM (International Classification of Diseases, 9th ed., Clinical Modification) and understand the guidelines of the Evaluation and Management Codes to prepare to sit for the nationally recognized Certified Professional Coder (CPC) exam. Students will learn to apply coding skills to medical services provided in the medical office and hospital settings. Text required. (40 Contact Hours)

23804.... T ........... 8/26/14-10/28/14 .......... 6:00 PM-9:55 PM ....... $395 ....... SOU ....... G240 ............... Wietecha, L.

Become a Certified Eldercare Specialist!

Did you know that Michigan will need 40,000 NEW direct-care workers by 2018*

See the page 15 to get started as an Eldercare Specialist.

*Source: Michigan Dept. of Technology, Management, and Budget
Grant-Paid Training and Education
With a focus on in-demand skill sets, Macomb's grant programs provide free training that translates into long-term employment opportunities for residents and a competitive advantage for local companies.

To learn more, email workforcedev@macomb.edu
PROFESSIONAL MEDICAL BILLER/CODER WORKFORCE TRAINING

Keep your skills up-to-date so you stay relevant in the ever-changing field of health care billing and coding. Macomb offers many professional development courses approved for CEUs through the American Academy of Professional Coders (AAPC) and the American Health Information Management Association (AHIMA). Courses may not be offered every semester. For information, contact 586.226.4807 or wojcikk@macomb.edu.

ICD-10-CM Coding Basics     HLTH-8099
Designed to give Certified Professional Coders an opportunity to use ICD-10-CM guidelines and ICD-10-CM coding manuals to accurately apply diagnostic codes and to help CPC coders get ready for the ICD-10-CM exam being offered by the AAPC. Textbook required. (18 Contact Hours)
23751.....Sa......................8/23/14 -8/23/14........ 9:00 AM-11:55 AM.....$199 ......SOU........C121.............................Hicks, R.
And             8/24/14-9/27/14..............................................*............................VI R.............VI R

Coding Guidelines & GEMs     HLTH-8083
Designed especially for the RHIT/RHIA, learn ICD-10-CM/PCS coding guidelines and GEMs. (7 AHIMA CEUs.) “This course has been approved for continuing education units (CEUs) for use in fulfilling the continuing education requirements for the American Health Information Management Association (AHIMA). Granting prior approval from AHIMA does not constitute endorsement of the program content or its sponsor.” (8 Contact Hours)
23735.....Sa......................11/1/14 -11/8/14........ 8:00 AM-11:55 AM.....$159 ......SOU........R263...............Dunsmore, K.

Basic ICD-10-CM/PCS Coding     HLTH-8098
Designed for the graduate of an accredited HIT or HIM program who has not had any prior classes in ICD-10. Introduces basic principles and conventions of ICD-10-CM/PCS coding. Applies this knowledge towards examples and exercises based on actual case documentation. “This course has been approved for continuing education units (40 CEUs) for use in fulfilling the continuing education requirements for the American Health Information Management Association (AHIMA). Granting prior approval from AHIMA does not constitute endorsement of the program content or its sponsor.” Text required. (40 Contact Hours)
23732.....W......................9/10/14 -11/12/14........ 6:00 PM-9:55 PM....$395 ......CTR ...........R263...............Dunsmore, K.

Certified Professional Coder: Hospital Exam Preparation     HLTH-8101
Outpatient/ambulatory career opportunities in facilities such as ambulatory surgical centers or hospital outpatient billing and coding departments are opening for coders. The CPC-H exam validates your specialized payment knowledge needed for these jobs in addition to your CPT and ICD-09 coding skills. The CPC-H is able to report outpatient facility/hospital services including emergency department visits, outpatient clinic visits, same day surgeries, diagnostic testing, physical therapy, occupational therapy, speech therapy, and chemotherapy. Students must attend one of our Health Career Workshops prior to registration. Text required. (18 Contact Hours)
23681.....W......................9/17/14 -10/22/14 .......6:00 PM-8:55 PM....$265 ......SOU........C129.........................Saad, F.

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. These challenging courses provide both theoretical foundations in the body systems and hands-on skill competency. Career Workshop: Personal Fitness Trainer WKSP-8006 is required for both FTNS-9000 and FTNS-9011 prior to registration. Successful completion of 70% or better on exams, CPR/AED, and an internship are required to receive certifications. For information about these nationally recognized exams, contact www.witseducation.com or 586.226.4807 or wojcikk@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 required. (6 Contact Hours)
22334 .....M......................8/11/14 -8/11/14........ 4:00 PM-9:55 PM.....$75 ......SOU........C121..........................Brigolin, K.
23654.....Sa......................9/27/14 -9/27/14........ 9:00 AM-2:55 PM.....$75 ......CTR ...........R180...............Brigolin, K.
23656 .....Sa......................12/6/14 -12/6/14........ 9:00 AM-2:55 PM.....$75 ......CTR ...........C119..................Brigolin, K.
Certified Fitness Trainer  FTNS-9000  
Corequisite: WKSP-8006
This program is comprised of 16 hours of lecture, 16 hours of hands-on practical training, and a 30-hour internship that walks many graduates right into a job!! Key topics include biomechanics, exercise physiology, fitness testing, and equipment usage and health assessment. Textbook required. Please read the first three chapters prior to the first class.  
(36 Contact Hours) 

23639.....Sa.............10/4/14 -12/6/14 ....... 9:00 AM-10:55 AM ...
$749 ......CTR ......R275...WORLD INSTR. TRAINING SCHOOL
And Sa.............10/4/14 -12/6/14 .......12:00 PM-1:55 PM...............OFF ......OFF

Older Adult Fitness Specialist  FTNS-9011  
Corequisite: WKSP-8006
Get the education you need to serve the fastest growing fitness population in the U.S.--the older adult client. This course includes 12 hours of classroom lecture, 12 hours of practical training, and a required 20-hour internship. Learn what common ailments and physical conditions affect this special population and how to design age-appropriate, fun, and functional exercise programs. Pre-qualifier is a degree related to the field of study or a national fitness certification. Textbook available only at 888-330-9487 or at www.witseducation.com.  
(24 Contact Hours) 

23747.....Sa.............11/1/14 -11/22/14 ....... 9:00 AM-11:55 AM ...
$499 ......CTR ......R180...WORLD INSTR. TRAINING SCHOOL
And Sa.............11/1/14 -11/22/14 .......1:00 PM-3:55 PM...............OFF ......OFF

PHARMACY TECHNICIAN

Pharmacy Technicians are in high demand in both hospital and retail pharmacies. Upon successful completion, students will receive a Workforce and Continuing Education certificate and be prepared to take the Pharmacy Technician Certification Board exam. More information about the exam can be found at www.ptcb.org. Prior to admission to the program, students must successfully complete a WorkKeys Assessment or submit college transcripts. To schedule an assessment, call 586.498.4130. Prior to internship placement, students must pass a criminal background check, drug screening, TB test, and purchase a uniform at their own expense. For information, contact 586.226.4807 or wojcikk@macomb.edu.  

Professional Pharmacy Technician  HLTH-8005F
Acquire the knowledge and skills to become a professional pharmacy technician by studying pharmacy practice methods, pharmacology, dosage calculations, and other important skills necessary to assist pharmacists in our drug distribution system. Traditional and non-traditional sections of practice including ambulatory pharmacy, institutional pharmacy, home infusion therapy, long-term care pharmacy, and managed care will be explored. Web-based learning will enhance classroom lectures. Prior to class, complete the Introduction to ANGEL at MyMacomb or https://macomb.angellearning.com. Text required. (96 Contact Hours) 

23951......T ..............9/2/14 -11/18/14 .......6:00 PM-9:55 PM ...........
$1,195 ......SOU ......C318............................ Valentine, D.  
And Sa.............9/6/14 -11/22/14 .......9:00 AM-12:55 PM ..................SOU ......C129

Pharmacy Technician Internship  HLTH-8015A
Corequisite: HLTH-8005E
Participate in a 100-hour-minimum unpaid internship. (100 Contact Hours) 


PHLEBOTOMY

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, students will receive a Workforce and Continuing Education certificate and be prepared to take the nationally recognized American Society for Clinical Pathology (ASCP) exam for Phlebotomy after one year’s experience. More information about the exam can be found at www.ascp.org. Prior to internship placement, students must pass a criminal background check, drug screen, TB test, and immunization titers, and purchase a uniform at their own expense. For information, contact 586.226.4807 or wojcikk@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. Perform a minimum of 100 venipunctures. Enroll in internship. Text required. (40 Contact Hours) 

23803......T ..............9/9/14 -11/25/14 .......5:30 PM-8:55 PM ...
$1,300 ......CTR ......R165..........................Danko, D.  
And T ..............9/9/14 -11/25/14 .......5:30 PM-8:55 PM ..................CTR ......R180

The Macomb University Center
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THURSDAY, OCT. 16 • 4:30–7:00 pm
44575 Garfield Rd., Clinton Township
(Enter off Garfield, ½ mile south of Hall Rd.)
866.622.6621 • www.macomb.edu/UC

Your degree is closer than you think!
Bachelor's Master's Doctoral
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)

Phlebotomy Exam Preparation     HLTH-8022A  
This course is intended for those employed as phlebotomists. Complete this course and the exam to advance your career or if you plan on working out-of-state. Join us to review standards and practices for specimen collections including: phlebotomy equipment and importance to order of draw; universal precautions and safety; proper patient identification; pre-analytical specimen errors; anatomic site selection; patient bill of rights (HIPPA); OSHA guidelines for disposal of needles and hazardous materials; infectious disease control; and anatomy and physiology of the circulatory system.

Prior to class, complete the Introduction to ANGEL at https://macomb.angellearning.com or go to www.macomb.edu, go to My Macomb, and click on the ANGEL link under "Applications" on the left." Use a current edition of "Phlebotomy Essentials" textbook by author McCall/Tanker. (8 Contact Hours)  

23750…………………….9/19/14 - 10/3/14 ……………… * ………..$99……VIR……VIR……………………..LaMacchio, A.

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)

23712 W…………………….9/3/14 - 10/8/14 ……………… 6:00 PM-6:55 PM …..$49 ………..CTR ……F106 ……………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)

23719 W…………………….9/3/14 - 10/8/14 ……………… 7:00 PM-7:55 PM …..$49 ………..CTR ……F106 ……………LaMacchio, A.

23722 F…………………….9/5/14 - 10/10/14 ……………… 10:00 AM-10:55 AM …..$49 ………..CTR ……F106 ……………LaMacchio, A.

23721 W…………………….10/15/14 - 11/19/14 ……………… 7:00 PM-7:55 PM …..$49 ………..CTR ……F106 ……………LaMacchio, A.

23723 F…………………….10/17/14 - 11/21/14 ……………… 10:00 AM-10:55 AM …..$49 ………..CTR ……F106 ……………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)

23946 Sa…………………….11/8/14 - 11/8/14 ……………… 9:00 AM-12:55 PM …..$35 ………..SOU ……C119 ……………Greene, C.

Handling Stress in a Changing World     WELL-8069  
One thing that is constant is change; this program offers tools and techniques to assist you in the process of meeting life’s challenges with confidence and a peaceful mind. Learn how stress affects your body, mind, and spirit and stops you from being in the flow of life. Enhance your life experience and improve your overall health by learning some simple techniques. (8 Contact Hours)

23737 M…………………….10/13/14 - 11/3/14 ……………… 6:00 PM-7:55 PM …..$89 ………..SOU ……C123 ……………Greene, C.

The Nutritarian Way     WELL-8073  
Learn how a high-nutrient diet can help you lose weight, reverse diabetes, lower blood pressure and cholesterol, and protect against cancer. The Nutritarian Diet, as described by Dr. Joel Fuhrman in his book Eat to Live, is not merely a weight loss plan, but a get healthy and stay healthy plan. Textbook suggested. (14 Contact Hours)

23738 Sa…………………….9/20/14 - 11/14/14 ……………… 10:00 AM-11:55 AM …..$95 ………..CTR ……H203 ……………Calhoun-Parker, D.

Alleviating Pain Through Medical Hypnosis     WELL-8074  
The art of hypnosis for pain management is designed to help you learn skills to induce a level of deep relaxation, heightened focus, and hyper-suggestibility. It is a meditative state that includes guided imagery and visualization. Many people quickly grasp these techniques and gain relief. Self-hypnosis is a wonderful tool that is safe, easy, and very effective. (6 Contact Hours)

23739 W…………………….9/17/14 - 10/1/14 ……………… 6:30 PM-8:30 PM …..$59 ………..CTR ……R166 ……………Beshada, C.
Faceting

JEWL-8026

Learn how to transform a rough crystal into a faceted stone suitable for jewelry. This is a hands-on workshop with step-by-step instructions. $50 lab fee payable to instructor at the first session. Class size is limited. (18 Contact Hours)

22480...T............8/22/14 -9/26/14 ....6:00 PM-8:55 PM....$150 ......SOU ......T153.................. Russell, S.

Jewelry Repair-Bench Skills I

JEWL-8015

Gain knowledge of chain repair, riveting, head and prong replacement, prong tipping, and post soldering. $20 material fee payable to instructor at first session. (24 Contact Hours)

23725...MW........10/20/14 -11/12/14 ......6:00 PM-8:55 PM....$199 ........MTEC .... 116 .................................. Staff.

Gemstone Identification

JEWL-8014A

This hands-on mini-workshop is designed to reveal the history and nature of gemstones: where they are found, how they are cut, what colors to expect, and what to look for when purchasing a stone. (6 Contact Hours)

23727...T ..........9/16/14 -9/23/14 ........6:00 PM-8:55 PM....$49 ........SOU ......T134..................Caims, S.

Gemology Instrumentation

JEWL-8019

Learn to use authentic gemological equipment. Explore the color and nature of gemstones and challenge yourself by examining and identifying a variety of gemstones. (24 Contact Hours)

23726...T ........9/30/14 -11/18/14 ....6:00 PM-8:55 PM......$199 .......SOU ......T134 ......................... Caims, S.

Diamond Study

JEWL-8022A

A hands-on workshop to help you become acquainted with the four Cs: cut, clarity, color, and cost. Bring your own diamonds for analysis. Discuss diamond mining, processing, sorting, and more. (9 Contact Hours)

22467...T ..........8/26/14 -9/9/14 ......6:00 PM-8:55 PM....$99 ........SOU ......T134..................Caims, S.

23932...T ..........11/25/14 -12/9/14 ......6:00 PM-9:00 PM....$99 ........SOU ......T134..................Caims, S.

Lapidary & Cabochon

JEWL-8025

Learn how to cut and polish gemstones for jewelry making. Equipment and safety issues will be introduced. Wear old clothes, safety goggles, and a dust mask. $20 stone fee payable to instructor at first session. (27 Contact Hours)

23728...T.............10/3/14 -12/5/14 ....6:00 PM-8:55 PM....$199 .......SOU ......T134 ......................... Caims, S.

Bullying...It's Everyone's Problem

WELL-8076

Designed to help individuals understand and identify bullying in different settings and learn how to prevent it. This workshop is ideal for community groups, block clubs, churches, or other faith-based organizations. (2 Contact Hours)

23743...T ........10/7/14 -10/17/14 ......6:00 PM-7:55 PM....$29 ........SOU ......T134.................. Carter, O.

Anger...It's Perfectly Normal

WELL-8077

Anger is often perceived as a negative, unwanted response to feelings and actions. This workshop will reveal that anger is a normal, necessary emotion that can be healthy and successfully managed. (2 Contact Hours)

23745...T ..10/28/14 -10/28/14 ....6:00 PM-7:55 PM....$29 ........SOU ......T134.................. Carter, O.

Mental Illness: Removing the Stigma, Raising Awareness

WELL-8078

This is an introductory workshop designed to raise awareness and understanding of mental illness by offering insights on specific illnesses, symptoms, and plans for treatment. (2 Contact Hours)

23746...T ........11/18/14 -11/18/14 ......6:00 PM-7:55 PM....$29 ........SOU ......T134.................. Carter, O.

JEWELRY TRADES CERTIFICATE

Students who successfully complete the eight core courses will earn a certificate of completion. Classes may also be taken individually. For information, contact the program coordinator at 586.498.4100 or corbettv@macomb.edu.

Jewelry Repair-Bench Skills I

JEWL-8015

Focus on tools, safety issues, and basic jewelry metalsmithing and stone setting practices. $20 material fee payable to instructor at first session. (24 Contact Hours)

23720.........MW......9/22/14-10/15/14 ......6:00 PM-8:55 PM
$199 ............MTEC ..114 .................................. Staff.

Jewelry Repair-Bench Skills II

JEWL-8016

Gain knowledge of chain repair, riveting, head and prong replacement, prong tipping, and post soldering. $20 material fee payable to instructor at first session. (24 Contact Hours)

23725.........MW......10/20/14 -11/12/14 ......6:00 PM-8:55 PM ....$199 .........MTEC .... 116 .................................. Staff.

Faceting

JEWL-8026

Learn how to transform a rough crystal into a faceted stone suitable for jewelry. This is a hands-on workshop with step-by-step instructions. $50 lab fee payable to instructor at the first session. Class size is limited. (18 Contact Hours)

22480...F ..........8/22/14 -9/26/14 ......6:00 PM-8:55 PM....$150 ......SOU ......T153 ......................... Russell, S.

JEWELRY TRADES CERTIFICATE

Students who successfully complete the eight core courses will earn a certificate of completion. Classes may also be taken individually. For information, contact the program coordinator at 586.498.4100 or corbettv@macomb.edu.

Jewelry Repair-Bench Skills I

JEWL-8015

Focus on tools, safety issues, and basic jewelry metalsmithing and stone setting practices. $20 material fee payable to instructor at first session. (24 Contact Hours)

23720.........MW......9/22/14-10/15/14 ......6:00 PM-8:55 PM
$199 ............MTEC ..114 .................................. Staff.

Jewelry Repair-Bench Skills II

JEWL-8016

Gain knowledge of chain repair, riveting, head and prong replacement, prong tipping, and post soldering. $20 material fee payable to instructor at first session. (24 Contact Hours)

23725.........MW......10/20/14 -11/12/14 ......6:00 PM-8:55 PM ....$199 .........MTEC .... 116 .................................. Staff.

Gemstone Identification

JEWL-8014A

This hands-on mini-workshop is designed to reveal the history and nature of gemstones: where they are found, how they are cut, what colors to expect, and what to look for when purchasing a stone. (6 Contact Hours)

23727...T ..........9/16/14 -9/23/14 ........6:00 PM-8:55 PM....$49 ........SOU ......T134..................Caims, S.

Gemology Instrumentation

JEWL-8019

Learn to use authentic gemological equipment. Explore the color and nature of gemstones and challenge yourself by examining and identifying a variety of gemstones. (24 Contact Hours)

23726...T ........9/30/14 -11/18/14 ....6:00 PM-8:55 PM......$199 .......SOU ......T134 ......................... Caims, S.

Diamond Study

JEWL-8022A

A hands-on workshop to help you become acquainted with the four Cs: cut, clarity, color, and cost. Bring your own diamonds for analysis. Discuss diamond mining, processing, sorting, and more. (9 Contact Hours)

22467...T ..........8/26/14 -9/9/14 ......6:00 PM-8:55 PM....$99 ........SOU ......T134..................Caims, S.

23932...T ..........11/25/14 -12/9/14 ......6:00 PM-9:00 PM....$99 ........SOU ......T134..................Caims, S.

Lapidary & Cabochon

JEWL-8025

Learn how to cut and polish gemstones for jewelry making. Equipment and safety issues will be introduced. Wear old clothes, safety goggles, and a dust mask. $20 stone fee payable to instructor at first session. (27 Contact Hours)

23728...F ....10/3/14 -12/5/14 ....6:00 PM-8:55 PM....$199 .......SOU ......T134 ......................... Caims, S.

Help, My Child Is a Bully

WELL-8075

A supportive, reassuring workshop designed to assist parents in acquiring strategies and interventions to help them address their child’s bullying behavior. It will offer education and insight into the motivations behind bullying behavior. Additionally, parents will learn ways to improve communication with their children. (2 Contact Hours)

23740...T ........9/30/14 -9/30/14 ......6:00 PM-7:55 PM ....$29 .........SOU ......T134.................. Carter, O.
PHOTOGRAPHIC ARTS CERTIFICATE

The Certificate in Photographic Arts consists of six courses: Digital Fundamentals; Principles of Photography; Travel Photography; Digital Black & White; Portraiture; and Photoshop for Photographers. Please note Photoshop Elements I or II may be taken in lieu of Photoshop for Photographers. Bring your camera to all classes and please make note that field trips will replace class hours on occasion. Students will be invited to participate in a student exhibit, showcasing their works. For information, contact the program coordinator at 586.498.4100 or corbettv@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)

23761.....M.............9/8/14 - 10/6/14 ........6:00 PM-8:55 PM....$199 ......CTR ......H214 .................Zychowski, J.
23762.....T.............9/9/14 -10/7/14 ........6:00 PM-8:55 PM....$199 ......MTEC ....123 .................Zychowski, J.

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)

23767.....Th..........10/23/14 -11/20/14.......6:00 PM-8:55 PM....$199 ......MTEC ....123 ..................Zychowski, J.

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’s menus and controls. Develop your own style and discover why some photographers are consistently better than others. (15 Contact Hours)

23785.....M.............10/20/14 -11/17/14.......6:00 PM-8:55 PM....$199 ......CTR ......H214 .................Zychowski, J.
23783.....T.............10/21/14 -11/18/14.......6:00 PM-8:55 PM....$199 ......MTEC ....123 .................Zychowski, J.

Travel Photography PHOT-8011C
It is strongly recommended that students register for Digital Fundamentals before taking the other photography courses in this program. Preserve your never-to-be-revisited scenes and rekindle memories of a wonderful adventure. Learn what equipment to bring and how to capture the spirit of all that you visit. Discover the best composition techniques for photographing cityscapes and landscapes. (15 Contact Hours)

23779.....Th..........9/11/14 -10/9/14 ........6:00 PM-8:55 PM....$199 ......MTEC ....123 ..................Zychowski, J.

PHOTOGRAPHY

Photoshop Elements I PHOT-8024A
It is strongly recommended that students register for Digital Fundamentals before taking the other photography courses in this program. Crop, fine-tune, contrast, correct exposure, adjust color, remove red-eye, and more! (15 Contact Hours)

23764.....W.............9/10/14 -10/8/14 ........6:00 PM-8:55 PM....$199 ......CTR ......H214 .................Zychowski, J.

Photoshop Elements II PHOT-8029A
It is strongly recommended that students register for Digital Fundamentals before taking the other photography courses in this program. Remove small blemishes, repair scratches, eliminate unwanted objects, retouch landscapes and portraits, replace backgrounds, and restore old photographs. (15 Contact Hours)

23766.....W.............10/22/14 -11/19/14.......6:00 PM-8:55 PM....$199 ......CTR ......H214 .................Zychowski, J.

Creative Careers Exhibit Call for Entry!
For more information and application contact corbettv@macomb.edu. Student works will be exhibited Oct. 1, 2014 through Jan 8, 2015. Accepted submissions include: Floral Design, Jewelry Design, Photography, and C4K: College for Kids creations!
QUALITY AND LEAN MANAGEMENT PROCESSES

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.

Blueprint Reading and GD&T CQD-8001A

This course covers the basic terms of interpreting blueprint drawings and the fundamentals of GD&T. Students will be able to understand the six primary views of an object and understand all symbol notes, dimensions, and tolerances used with GD&T concepts. (16 Contact Hours)

Problem Solving CMGT-8021

This hands-on course describes the tools, methods, and practices needed to permanently eliminate chronic and/or difficult-to-resolve problems. Students will use the techniques provided to investigate and propose solutions for actual problems selected by the organization, or communicated through their customers. Team problem solving concepts used by the automotive community will be emphasized. (12 Contact Hours)

ISO/TS 16949:2009 Internal Auditor CQLY-8013

For those personnel who have been identified as Internal Auditors for the companies’ ISO/TS 16949:2009 Quality Management Systems, this workshop covers all the coursework described in "Understanding ISO/TS 16949:2009" with the addition of workshop and activities centered on the ISO 19011:2009, the guideline for Management System Auditing. (24 Contact Hours)

PPAP (Production Part Approval Process) CQLY-8023

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)

APQP - Advanced Product Quality Planning CQLY-8025

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)

FMEA CQLY-8029

Focus on how FMEAs 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)

5-S Workshop CQLY-8081

Understand the basics of the 5S Methodology: Sorting, Simplifying, Systematic Cleaning, Standardizing, and Sustaining. Review examples of case study information for each of the 5Ss. (8 Contact Hours)

AS9100c:2009 Management Overview CQLY-8138

This 4-hour course is intended for top and middle management personnel who will be making the initial decisions and supporting the implementation of AS9100c:2009. This course is also useful for anyone who wants to gain a general understanding of the standard and its basic requirements. (4 Contact Hours)

Not sure how to begin? Is the thought of going back to school weighing heavy on you? It’s easy to advance at Macomb, we’re here to connect you to new skills and possibilities.

For information on classes and registration call 586.445.7225.
CQLY-8141
Creating a Quality Culture in the Workplace
Stop the cycle of “un-quality” in your organization and create a culture of behavioral change to quality in all associates; this program explains to the team why there is a need to change and how they can approach work in a different manner. Develop a common lexicon for communication within your organization, develop a zero-defect mentality, acquire a systems thinking integration to your organization (all work is a process), and understand the validation of this achievement. (16 Contact Hours)
22676...MT.............8/11/14 -8/12/14 .........8:00 AM-4:25 PM....$495 ......MTEC .... 124 .......................... Staff

SPC - Basic  CSPC-8005
Learn the fundamentals of 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)
22506 ....M.........8/18/14 -8/18/14 .........8:00 AM-4:25 PM.....$295 ......MTEC .... 138 .......................... Staff
23696 ....W........10/22/14 -10/22/14 .........8:00 AM-4:25 PM.....$295 ......MTEC .... 125 .......................... Staff

REAL ESTATE
Real Estate Fundamentals  RLST-8004
Designed to provide the information necessary to pass the PSI Salesperson’s License exam and gain a better understanding of the business. Instruction includes practice exams, diagnostics, strategies, and helpful examples. (40 Contact Hours)
23892 ....TH........9/9/14 -10/9/14 .........6:00 PM-9:55 PM.....$289 .......CTR ......H205.. NCI ASSOCIATES, LTD.

SOLDERING STANDARDS
This program is designed to provide soldering skills to understand electronic assembly requirements along with the accept/reject criteria for handling electronic assemblies and rework based on IPC (Interconnecting and Packaging Electronic Circuits) standards. All classes are taught by an IPC Certified instructor. Upon successful completion of course and exam, students will become IPC certified in the particular class taken.

IPC J-STD-001 Training - Operator  CWET-8042
This course is designed to provide students with an understanding of Soldered Electrical and Electronic Assemblies standards. Course describes materials, methods, and verification criteria for producing high-quality soldered interconnections based on the J-STD-001 document. (40 Contact Hours)
23782 ....MTWThF ....9/29/14 -10/3/14 .........8:00 AM-4:30 PM.....$995 ......MTEC .... 104 .......................... Staff

IPC-610 Acceptability of Electronic Assemblies - Operator  CWET-8044
This course is designed to introduce students to the IPC-610 “Acceptability of Electronic Assemblies”, which provides comprehensive accept/reject criteria for handling of electronic assemblies, mechanical assemblies, component installation, location, orientation, soldering, cleanliness of assemblies, marking of assemblies, coatings, laminate conditions, discrete wiring assembly, and surface-mount assemblies. (24 Contact Hours)
22499 ....MTWThF ....8/18/14 -8/22/14 .........8:00 AM-4:25 PM.....$795 ......MTEC .... 104 .......................... Staff
23780 ....MTWThF ....12/1/14 -12/5/14 .........8:00 AM-4:30 PM.....$795 ......MTEC .... 104 .......................... Staff

SPECIAL POPULATIONS/SPH/DHP PROGRAM
Transition to Triumph
Increase self-esteem and take control of your future. Develop a better understanding of yourself, improve your communication skills, set achievable goals and make realistic career decisions. The program consists of 12/24 sessions. You MUST pre-register and attend an Intake Session prior to participation in this program. Call (586) 445-7003 to register.
Scholarships are available: In accordance with Federal guidelines, priority for scholarships will be given to assisting individuals with the greatest financial need and special consideration given to displaced homemakers who, because of divorce, separation or the death of a spouse, must prepare for paid employment.

Starting @ Macomb
Meet an Academic Advisor to answer your questions about Macomb’s degree and certificate programs. LEARN ABOUT OUR FREE INFORMATION SESSIONS
Info and reservation contact:
Center Campus 586.286.2228 - South Campus 586.445.7211
Optional tours contact:
Center Campus 586.445.7896 - South Campus 586.445.7476

Do you have questions on how to register? Please call 586.445.7225
Location Codes
(Where WCE classes are held)

Center Campus (CTR) and University Center Place (UCP)
44575 Garfield Road, Clinton Township, MI 48038
Corner of Hall and Garfield Roads
A  Bldg • Use Parking Lot 3 off Garfield
B  Bldg • Use Parking Lot 3 off Garfield
E  Bldg • Use Parking Lot 2 or 3 off Garfield
F  Bldg • Use Parking Lot 1 off Garfield
H  Bldg • Use Parking Lot 4 off Garfield
K  Bldg • Use Parking Lot 4 off Garfield
L  Bldg • Use Parking Lot 7 off Hall Road
N  Bldg • Use Parking Lot 8 or 10 off Hall Road
R  Bldg • Use Parking Lot 10 or 11 off Hall Road
UCP 1 • Use Parking Lot 5B off Garfield

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

South Campus (SOU)
14500 E. 12 Mile Road, Warren MI 48088
Between Hayes and Schoenherr
C  Bldg • Use Parking Lot 2 off 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
H  Bldg • Use Parking Lot 5 off Hayes
J  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 Road
S  Bldg • Use Parking Lot 11 or 12 off Martin Road
T  Bldg • Use Parking Lot 12 off Martin Road

Hybrid (HYB)
Off MCC Campuses (OFF)
Online/Virtual (VIR)
Webinar (WEB)

Center Campus, South Campus, and M-TECSM maps are available at www.macomb.edu.
REGISTRATION
Online registration opens Thursday, July 24 at 8:00 AM. On-ground registration opens Monday, August 4 at 8:00 AM. We suggest you register for class at least one week before it begins to assure you get a seat before classes fill; however, you can register until the day class begins.

2 EASY WAYS TO REGISTER
1. Online—Go to www.macomb.edu. New students click on Future Students; returning students click on My Macomb.
2. Walk in—Open Monday and Tuesday 8am–6pm (Closed Monday, Sept. 1; Tuesday, Nov. 25) Open Wednesday–Friday 8am–4:30pm (Closed Thursday, Nov. 27; Friday, Nov. 28) Closed from Dec. 24, 2014 through Jan. 1, 2015
South Campus, G Bldg, Room 301; Center Campus, G Bldg, Room 110
For registration assistance, please call 586.445.7225.

CERTIFICATE REQUESTS
Upon successful program completion: request your certificate by contacting:
• Business & Information Technology: continuinged@macomb.edu
• Engineering & Advanced Technology: 586.498.4100
• Health & Public Services/Center for Health Careers: 586.226.4807

COMPANY BILLING (THIRD PARTY)
• The Financial Services Department will bill firms and agencies for student tuition and fees provided authorization is received prior to the first session: 586.445.7492.

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

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

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

SCHOOL CLOSING
• Call 586.445.7800, go to www.macomb.edu or www.schoolclosed.com or listen to local radio station WWJ 950 AM.

STUDENTS WITH SPECIAL NEEDS
• Call 586.445.7420 (South Campus) or 586.286.2084 (Center Campus) at least 3 days prior to the class start date to request services.

TEXTBOOKS/SUPPLY LISTS
• If your class is at Center—Call 586.286.2093 or go to Center Campus P Bldg.
• If your class is at any other location (including online)—Call 586.445.7385 or go to South Campus K Bldg.

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

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

For questions about registration, call 586.445.7225
Introduction to Ice Carving     FOOD-8016
Explore the proper techniques required for ice carving. Safety, proper tool usage, carving techniques, and display options will be demonstrated and practiced. Carve an ice bowl, a tabletop sculpture, and a decorative food platter. $25 lab fee payable to instructor at first session. (20 Contact Hours)
23806.....F..10/31/14-11/12/14.....9:30 AM-2:25 PM...$199...CTR...K114.....Wolf, J

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)
23620 ....... M . . . 9/8/14-9/8/14 .... 6:00 PM-7:55 PM
$29 ........... CTR H208

Overview of Project Management     BSNS-8017
Organizations now recognize that project managers can improve business performance in any industry. Explore the project management profession and potential career opportunities in this growing field. Learn the steps to prepare for entry into this profession. (2 Contact Hours)
23880 ........ M . . . 9/8/14-9/8/14 .... 6:00 PM-8:55 PM
$29 ........... CTR H220

Social Media 101     ENTR-8058A
What is social media? Discover why you should use social media to build your personal brand, your business, or to connect with customers. Explore social media tools in this overview class. (3 Contact Hours)
23876 ....... T . . . 9/9/14-9/9/14 .... 6:00 PM-8:55 PM
$39 ........... CTR B107

Starting a Business     ENTR-8000
Explore what it takes to start your own business. Find out what to do first, how much money you will need, and where to go for help. (6 Contact Hours)
23861 ........ W . . . 9/10/14-9/17/14 .... 6:00 PM-8:55 PM
$79 ........... CTR H210
February 28 – May 9, 2015

Join us at the
Lorenzo Cultural Center.

101 People, Places, and Things, that Made Michigan

Join us as we examine what made the Michigan of today, from the forces of nature that created the state’s geography, through the forces of personality that molded its persona.

Through exhibits, presentations, and activities, we’ll explore how the ethos of Michigan was shaped.

We’ll study the events that created an enduring impact, whether natural or man-made. We’ll discover the stories of Michiganders whose actions and lives are intrinsic to how the state relates to the rest of the nation and the world.

And, we’ll delve into key facets of our state’s rich history that help define both the Michigan spirit and experience.

586.445.7348 • www.lorenzoculturalcenter.com
Online Registration begins Thursday, July 24, 8AM
On-ground Registration begins Monday, August 4, 8AM

Advance Your Career—
Gain Computer Skills:
- Introduction to Computers
- Keyboarding Basics
- Quickbooks Pro Level 1
- Quickbooks Pro Level 2
- Microsoft Office 2013

Earn a Workplace Computing Certificate:
- Word 2013
- Access 2013
- Excel 2013
- PowerPoint 2013

Advanced Excel Workshops
- Taming Excel Charts
- Mastering Excel PivotTables
- Excel Functions and Formulas

Discover Business & Information Technology Career Options at MCC this Fall.

TO: RESIDENTIAL CUSTOMER

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Save THIS SCHEDULE!
New classes begin each week throughout the year.
www.macomb.edu

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