



2017 Business & Industry Training

To register for any of the training sessions on this schedule please complete the attached registration form, including the title of the training and course number. Return the registration form by fax to Barry Kinsey at (734) 384-4190, or register by phone at 734-384-4127.

Payment by credit card is preferred. For those who register with a credit card please provide the name of the cardholder and the zip code of the cardholder. If you would like us to invoice your company, please provide a letter of authorization with your registration form. The approval letter should state that your company will cover the cost of the class, along with direction on who should receive the invoice. You will not be registered until we have the correct billing information.

** Please see Inclement Weather Policy at bottom of this schedule for questions regarding the closure of MCCC.*

CUSTOMIZED TRAINING & RETRAINING PROGRAMS

In collaboration with your company, Monroe County Community College can create training and retraining programs to meet the changing dimensions of skills in today's workplace. Whether your company needs training in supervision/management, a new manufacturing process, software applications or basic skills, representatives from the college can work with members of your staff to develop a customized training program tailored to meet the specific needs of your employee groups. The list of potential programs is virtually endless, offering the greatest flexibility. The training can take place at your office or plant or at the college on a time schedule convenient to your company and employees. The high-quality, customized programs provided locally by MCCC are very cost-effective for training your employees.

MCCC is pleased to be part of the MIOSHA TRAINING INSTITUTE and offer a wide variety of safety training courses. Most of the safety training topics can be delivered at your worksite or on campus. To receive a detailed brochure of the safety training classes available, contact the Office of Lifelong Learning at 734.384.4127 or visit the Division of Corporate and Community Services' Web site at www.monroecc.edu/ccs/training.htm

Usually, contracted training is delivered in a much shorter time frame than regular college classes and, typically, no college credit is earned towards a degree. However, if a company would want a program for college credit, this can be delivered at your site or at either of our campus locations.

For more information contact [Barry Kinsey, director of workforce development, at 734.384.4127.](mailto:Barry.Kinsey@monroecc.edu)
Sign up to receive e-mail notices of upcoming training events, and check the current schedule of training sessions at www.monroecc.edu/ccs/training.htm.

MCCC is also a partner with OSHA® Training Institute Education Centers – Mid-America OSHA Education Center.

The Mid America OSHA Education Center is the leading provider of safety courses and services in Ohio, Indiana, Michigan, Illinois, Wisconsin, and Minnesota. Headquartered in Dayton, OH, it is a cooperative effort of OSHA, USDOL, and the Ohio Valley Construction Education Foundation. Serving people from all areas of the United States, our organization has sustained our commitment to providing the most current and innovative educational programs in safety and health standards.

While many organizations offer safety-training programs, Mid-America OSHA Education Center is one of only twenty-seven centers in the U.S. formally authorized by OSHA to deliver OSHA courses. We provide opportunities for construction and industrial personnel to participate in OSHA authorized courses within our Region.

BUSINESS OPERATIONS

NO MORE SESSIONS SCHEDULED FOR FALL 2017

Computer/Software Training

Intermediate Word – MICRO 795

Friday, November 10, 8 am to 4 pm

Room T-152 in the Career Technology Center on our Main Campus

Cost: \$89 per person includes materials and lunch

This class will expand on advanced features of Word including: adding graphics; merging documents; formatting with styles; and sharing information with other programs.

Adding Graphics

Merging Word Documents

Formatting with Styles

Sharing Information with Other Programs

Basic Access – MICRO 804

Friday, December 8, 8 am to 4 pm

Room T-152 in the Career Technology Center on our Main Campus

Cost: \$89 per person includes materials and lunch

This basic class will teach you how to use tables, queries, forms, reports, and also how to modify a database structure.

Getting Started with Access

Using Tables and Queries

Using Forms

Using Reports
Modifying a Database Structure

MIOSHA TRAINING INSTITUTE

NO MORE SESSIONS SCHEDULED FOR FALL 2017

INDUSTRIAL, ENVIRONMENTAL AND FOOD SAFETY

HEALTHGUARD PROFESSIONAL FOOD MANAGER CERTIFICATION CSM 718 – CHOOSE ONE

October 10 and November 7

8 a.m. to 5 p.m.

Room Z-257 in the La-Z-Boy Center

Cost: \$143 per person, includes NSF HealthGuard Certified Professional Food Manager Manual, Exam, lunch and refreshments

Monroe County Community College is offering one-day HealthGuard Professional Food Manager Certification Training in conformance with the Michigan Food Law. The Michigan Food Law requires all licensees must have a certified food manager. This course, along with a passing score on the exam, meets that requirement.

Owners and managers of food service establishments have a responsibility to provide safe food to their customers. Operators need to understand that the consequences of inadequate food safety knowledge or poor hygienic practices can be very serious. Participants will learn their responsibilities as they relate to providing safe food to customers. The course will include hazards and sources of contamination, employee health and personal hygiene, safe food handling, equipment, facilities and HACCP. It includes the nationally accredited Professional Food Manager Certification exam developed by the National Registry of Food Safety Professionals.

FIRST AID, ADULT CPR/AED MEDCL 806A-71

Monday, November 13, 8 a.m. to 3 p.m.

Room Z-258 in the La-Z-Boy Center

Cost: \$99 per person, includes breakfast & lunch

This First Aid program is designed to provide basic understanding and awareness of ill or injured persons in the workplace. Participants are educated as to scene safety, first on scene emergency care, concerns regarding the complications of medical or trauma patients from improper actions, and instructions to assist trained emergency care providers in caring for victims.

This Adult Cardiovascular Pulmonary Resuscitation (CPR) and Automatic External Defibrillator (AED) Training course is designed to train lay persons how to deal with adult cardiovascular emergencies such as heart attack, heart stoppage, or respiratory difficulties. In the course, students will observe and practice rescue breathing, CPR techniques and AED use. Students must show competency in these skills, through a paper and pencil examination and through demonstration. Prior study of the course materials produces the result in certification. Students who meet the competencies will be given a certification card in Adult CPR and AED use.

OSHA 10 HOUR GENERAL INDUSTRY – PERS 781-71

Tuesday and Wednesday, November 14 & 15, 8 a.m. to 2:30 p.m.

Room Z-259 in the La-Z-Boy Center on our main campus

Cost: \$259 per person, includes light breakfast & lunch each day

This training program is intended to provide entry level general industry workers information about their rights, employer responsibilities, and how to file a complaint as well as how to identify, abate, avoid and prevent job related hazards on a job site. The training covers a variety of general industry safety and health hazards, which a worker may encounter. Training will emphasize hazard identification, avoidance, control and prevention, not OSHA standards. * Instructional time must be a minimum of 10 hours.

NFPA 70E "ARC FLASH" AND ELECTRICAL SAFETY FUNDAMENTALS – ELEC 719-71

Monday, November 27, 8 a.m. to 5 p.m.

Room Z-258 in the La-Z-Boy Center on our main campus

Cost: \$199 per person, includes breakfast & lunch

Through this course students will gain an understanding of how to create electrically safe working conditions as well as the relationships between OSHA, MIOSHA, NEC and the NFPA. They will also review energy control procedures, energized electrical work permits, the purpose of a Hazard/Risk analysis and the effects of an arc blast. In addition, this course reviews common electrical terms and their application as well as electrical safety "best practices" and why the use of correct PPE and observing electrical safety practices are essential for routine electrical procedures.

Target Audience: Employees that repair electrical machinery

In this class, participants will learn:

- How to utilize the NFPA standard to identify and implement the rules for the work to be performed.
- How to prevent or minimize exposure to hazards as well as better understand the importance of the guidelines and regulations of NFPA 70E.
- NFPA 70 E and the relationship between OSHA and MIOSHA
- The relationship between the National Electric Code and NFPA 70E
- Basic electrical terms, and the process of eliminating or reducing the effects of electrical hazards
- Energy control procedures (three types)
- The purpose of performing a "Hazard/Risk Analysis" prior to working on energized equipment
- Review of hazards that may be reduced by design and selection of PPE based on hazard risk, its intent, and its limitations

LOCK OUT-TAG OUT PERS 783-71

Monday, December 4, 8 a.m. to 10:30 a.m.

Room Z-258 in the La-Z-Boy Center on our main campus

Cost: \$99 per person, includes light breakfast

This course addresses occupational safety hazards that may cause workplace accidents and injuries during maintenance, service, or repair of equipment. Lockout/Tag out (LOTO) provides training in specific practices and procedures to safeguard employees from the unexpected energization or startup of machinery and equipment, or the release of hazardous energy, during service or maintenance activities. Regulatory requirements regarding isolating energy sources before performing service or maintenance and the installation of locking or tagging device's and clearance procedures are covered.

Regulatory Requirement References

OSHA 29 CFR 1910.147

HAZWOPER – 24 HR. OPERATIONS LEVEL, PERS 735

Wednesday – Friday, December 13-14-15, 8 am to 5 pm

Room Z-259 in the La-Z-Boy Center on Main Campus

Cost: \$449 per person, includes materials, breakfast, lunch & refreshments

Hazardous Materials Emergency Response Training – OSHA HAZWOPER TRAINING - 24 Hour, Operations Level Training.

This course consists of 3 days of lectures, classroom discussions, demonstrations, and hands-on exercises covering: • Relevant Federal and State Regulations • Recognition of health and safety hazards • Hazard and risk assessment • Personal protective equipment • Decontamination • Spill control and containment • Emergency response planning • Incident command system fundamentals. Certificates of completion and CEU's will be awarded as evidence of training for OSHA.

CONFINED SPACE AWARENESS – PERS 768-71

Wednesday, December 6, 8 am to 3 pm

Room T-157 in the Career Technology Center on our Main Campus

Cost: \$199 per person, includes breakfast & lunch

This course provides training on the most common causes of accidents in confined spaces, how to properly identify an OSHA/MIOSHA defined confined space and the conditions of that confined space. Students are trained to identify situations requiring atmosphere testing, and in implementing correct hazard elimination techniques. Appropriate entry procedures such as attendant, entrant, entry leader/permit issuer, and rescue team responsibilities are discussed in detail to ensure the student is clear as to their role during confined space entry. This course introduces participants to the dangers associated with confined spaces and includes a review of the procedures necessary to perform safe entry.

*One participant will be lowered into a confined space as a demonstration.

Target Audience: Anyone who may find themselves working in a confined area.

In this class, participants will learn:

- To identify confined spaces in the workplace
- State and Federal regulations pertaining to confined spaces
- Recognize hazards associated with confined spaces, and have a working knowledge of regulations pertaining to permit required access
- To describe proper atmospheric monitoring, lock-out/tagout and blanking procedures
- The proper use of personal protective equipment
- The access permit process, emergency procedures, and rescue equipment used for Non-entry (external) rescue of persons from confined spaces

Computer/Software Training Online

Monroe County Community College has partnered with ED2GO (www.ed2go.com/monroe) to provide the following Microsoft Online Classes for additional information please visit the website or call us at (734) 384-4127. All classes are \$89. Classes begin monthly.

INTRO TO EXCEL 2016 AS WELL AS OLDER VERSIONS

Work with numbers? Discover dozens of shortcuts and tricks for setting up worksheets quickly.

CEUs: 2.4

Intermediate Excel 2016 AS WELL AS OLDER VERSIONS

Master advanced features of Excel, including charting and PivotTables. Discover how this powerful program can boost your productivity. CEUs: 2.4

ADVANCED EXCEL 2016 AS WELL AS OLDER VERSIONS

In this practical and information packed course, you'll see how to maximize Excel's functions and capabilities. CEUs: 2.4

INTRO TO WORD 2016 AS WELL AS OLDER VERSIONS

Learn to use the word processor PC Magazine ranked as one of the strongest and most intelligent programs ever written. CEUs: 2.4

INTERMEDIATE WORD 2016 AS WELL AS OLDER VERSIONS

Learn Word's more advanced features, which can make writing easier, faster, and more fun. CEUs: 2.4

INTRODUCTION TO ACCESS 2016 AS WELL AS OLDER VERSIONS

Learn how this powerful database can help you store and manage information you've collected about your business or home. CEUs: 2.4

INTERMEDIATE ACCESS 2016 AS WELL AS OLDER VERSIONS

Learn how to build more intuitive and powerful databases. CEUs: 2.4

INTRODUCTION TO POWERPOINT 2016 AS WELL AS OLDER VERSIONS

Learn how to create exciting slide presentations with SmartArt, multimedia, animation, sound and clip art. CEUs: 2.4

To view start dates and receive information on how to register, please see the inside back cover. For a complete listing of all Microsoft classes offered through ED2GO, visit www.ed2go.com/monroe.

NATIONAL CAREER READINESS CERTIFICATE – WORKKEYS ASSESSMENTS

Call (734) 384-4127 for dates and times

Cost: \$74 per person

Monroe County Community College will be administering this portable credential- powered by WorkKeys – that verifies to employers anywhere in the United States that an individual has essential core employability skill is Reading for Information, Applied Mathematics, and Locating Information. These three skills are highly important to the majority of jobs in the workplace. The certificate offers individuals, employers, and educators an easily understood and universally valued credential that certifies the attainment of these workplace skills.

WorkKeys has generated a database with occupational profiles for thousands of jobs across the country. A majority of the jobs require certain skill levels in Reading for Information, Applied Mathematics, and Locating Information. Individuals with higher skill levels qualify for more jobs. The National Career Readiness Certificate uses test results from these assessments to award certificates in three categories:

Bronze Level signifies an individual has scored at least a level 3 in each of the three core areas (Reading for Information, Applied Mathematics, and Locating Information) and has the necessary skills for 35 percent of the jobs in the WorkKeys database.

Silver Level signifies an individual has scored at least a level 4 in each of the three core and has the necessary skills for 65 percent of the jobs in the WorkKeys database.

Gold Level signifies an individual has scored at least a level 5 in each of the three core areas and has the necessary skills for 90 percent of the jobs in the WorkKeys database.

Why do individuals need a career readiness certificate?

The certificate is designed to complement other traditional credentials, such as a high school diploma, community college degree, or college degree. While these education credentials mark the fulfillment of an individual's classroom learning experiences, the certificate confirms the person's competence in a specific set of workplace skills.

For more information on the National Career Readiness Certificate, please contact the Office of Workforce Development at (734) 384-4270 or visit their website at <http://www.act.org/certificate/index.html>.

****Inclement Weather Policy****

Our intent is to hold classes as long as the sidewalks, parking lots, and the main roadways are reasonably passable. If a decision is made to open late or close, the announcement from the Office of the Vice President of Student and Information Services will be communicated in the following order:

1. A message will be sent via the MCCC AlertNow emergency notification system. Visit the MCCC home page at www.monroecc.edu for registration instructions.
2. The "College Closing Status" link on the homepage will be updated.
3. An announcement will be placed on the MCCC Snow Line (734) 384-4223.

1. ***In the event of a late opening***, students should go to their class normally in session at the time of opening. If the training began at prior to the late opening, consider the class **CANCELLED**.
2. ***If the College is closed***: all classes, workshops and activities are cancelled. All offices are closed unless otherwise noted.