

2010 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 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.*

Free Informational Sessions (Registration is Still Required)

Explore LEAN Sigma Service, MMTG 852-71

Wednesday, September 29, 8 to 9:30 a.m.
Room Z-271 of the La-Z-Boy Center
No Charge: Continental Breakfast Served

LEAN Sigma is a coordinated approach to reducing errors and streamlining activities in all areas of business transactions, rapidly. LEAN Sigma blends the best of LEAN thinking with the statistical logic of Six Sigma. Deploying a LEAN Sigma Service initiative can dramatically reduce constraints by utilizing proven approaches to optimize critical processes. This session will explore this topic and answer your questions.

Explore Solution Selling, MMTG 852-72

Tuesday, October 5, 8 to 9:30 a.m.
Room Z-271 of the La-Z-Boy Center
No Charge: Continental Breakfast Served

MCCC has partnered with MMTG to bring you this program. MMTG is an authorized provider of Solution Selling[®], a Sales Performance International Program. Remember when the “art of sales” was enough? Salespeople were more or less account managers, happily taking orders from eager customers. Those days are over. This Explorer session will provide

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examples of how Solution Selling® has helped other businesses align their sales process and close more sales. Solution Selling® can give you the ability to:

- Align the sales process with the buying process
- Initiate “High Value” conversation with prospects
- Forecast sales performance based on a sales process
- Up-sell through creating relationships at all levels of a prospect

Executive Breakfast Briefing, MGMT 852-73

Wednesday, November 3, 8 to 9:30 a.m.

Room Z-271 of the La-Z-Boy Center

No Charge: Continental Breakfast Served

ADDRESSING TODAY’S CRITICAL BUSINESS ISSUES – (Topic) Lack of Work

Every Michigan manufacturer faces at least one major challenge that keeps your management team up at night. Join us at our Executive Breakfast Briefing where we’ll explore the cause and effect relationships on all levels of your organization.

We’ll offer some insight as to root causes and how to identify and address them, as well as a strong cup of coffee to help you stay awake after another sleepless night.

Explore Green Manufacturing, MGMT 852-74

Thursday, November 11, 8 to 9:30 a.m.

Room Z-271 of the La-Z-Boy Center

No Charge: Continental Breakfast Served

Explore how “Green Manufacturing” can help manufacturers to reduce costs. This 90 minute overview will cover the basic methodologies of green manufacturing and pinpoints strategies to save money and the environment.

Topics include:

- Green Manufacturing Overview
- Sustainable Manufacturing
- Determining and Reducing Your Organization’s Carbon Footprint

Explore Market Diversification, MGMT 852-75

Tuesday, December 14, 8 to 9:30 a.m.

Room Z-271 of the La-Z-Boy Center

No Charge: Continental Breakfast Served

Approaches have changed for exploring new markets and prospecting for new customers. Michigan manufacturers can learn what it takes to plan and quickly launch a serious market diversification effort. Join us and explore identifying new market niches and implementing an effective process to find and convert new prospects into customers.

Computer Training

Microsoft Word 2007 - Comprehensive Course MICRO 915-81

Tuesdays, Sept. 14 - Nov. 16, 5:30 - 8:30 p.m.

Room Z-289 of the La-Z-Boy Center on main campus

Cost: \$199 includes materials

This course has been redesigned to provide a user-friendly method for developing a solid foundation in Word 2007. Regardless of your skill level, carefully constructed exercises will help you to quickly grasp the many features and functionalities of this powerful word processing program. The newly implemented textbooks are created for personal and professional enrichment and provide comprehensive lessons that cover beginning, intermediate and advanced training exercises. Prerequisite: you must have previous computer experience, including windows and keyboarding skills. Textbooks included. CEUs: 3.0

Microsoft Excel 2007 - Comprehensive Course MICRO 916-81

Thursdays, Sept. 16 - Nov. 18, 5:30 - 8:30 p.m.

Room Z-289 of the La-Z-Boy Center on main campus

Cost: \$199 includes materials

This course has been redesigned to provide a user-friendly method for developing a solid foundation in Excel 2007. Regardless of your skill level, carefully constructed exercises will help you to quickly grasp the many features and functionalities of this powerful spreadsheet program. The newly implemented textbooks are created for personal and professional enrichment and provide comprehensive lessons that cover beginning, intermediate and advanced training exercises. Prerequisite: you must have previous computer experience, including windows and keyboarding skills. Textbooks included. CEUs: 3.0

Web Design Using Adobe Dreamweaver MICRO 893-81

Tues/Thurs Oct. 5 - Nov. 11, 12:45 - 2:45 p.m.

Room W-157B in the West Technology Building on the main campus

Cost: \$169 includes materials

Learn how to use Adobe Dreamweaver to design, create, and maintain a working Web page that you can be proud of! Using Dreamweaver software, you will use the hands-on approach, not the click through tutorials. You will learn how to plan, be presented with design techniques, and experience actual authoring of Web pages and know the terms too. You will discover just how simple and fun Web design can be! Designed for the business owner, employee, community organization leader or anyone interested in designing effective Web sites. CEUs: 2.0

Industrial, Environmental and Food Safety

HealthGuard Professional Food Manager Certification (three dates to choose from)

August 30, September 14, October 12, November 9, December 14, and January 11

8 a.m. to 5 p.m., Room Z-271 in the La-Z-Boy Center

Cost: \$125 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 new Michigan Food Law that went into effect January 1, 2008 requires that as of 2009, 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.

Cross Connection Control – Advanced HYDRA 701-71

August 24, 2010, 8 a.m. to 4:30 p.m.

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

Cost: \$75 per person, includes materials (ASSE Guide to Cross Connection Protection Devices and Assemblies-Application & Selection - \$25 value), breakfast, lunch and refreshments

A thorough understanding of the relevant rules and regulations which shape a Cross Connection Control (CCC) Program is essential. This seminar provides the student with an overview of the components of a CCC program.



The main focus will center on “conducting a CCC survey” and the Best Management Practices to insure your CCC Survey process is compliant with regulations and applicable codes. Participants will conduct an actual in field CCC Survey of various areas within the facility to identify cross connections / *potential* cross connections and discuss their findings. This course also includes the following resource: ASSE Guide to Cross Connection Protection Devices and Assemblies—Application & Selection.

0.7 CECs - MDEQ Drinking Water Continuing Education Credits will be awarded to all attendees

First Aid, Adult CPR/AED & Child CPR Certification

This program is designed to provide basic understanding and awareness of ill or injured persons in any environment. You will learn 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. It is designed to train lay persons how to deal with adult cardiovascular emergencies such as heart attacks, heart stoppages or respiratory difficulties for both adults and children. You will observe and practice rescue breathing, CPR techniques and AED use. You must show competency in these skills through a paper and pencil examination and through demonstration to receive a certification card in adult and child CPR and AED use.

Materials and lunch are included in the cost for those attending a full day of training. CEUs: .9
Sign up for a full day of training or just the portion that you need. Listed below are the two dates scheduled for the semester. If you cannot make these dates, call us to be added to our e-mail list and be notified when another class is added.

First Aid, Adult CPR/AED & Child CPR Certification

MEDCL 806-81 – Full Day of Training
\$89 (Senior Fee \$48)
Monday, Sep. 13, 8 a.m. - 5:30 p.m. Z 259

First Aid, Adult CPR & AED

MEDCL 806A-81
Cost: \$79
Monday, Sept. 13, 8 a.m. - 4:30 p.m. Z 259

Adult CPR/AED & Child CPR

MEDCL 806B-81
Cost: \$64
Monday, Sept. 13, 11:30 a.m. - 5:30 p.m. Z 259



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First Aid, Adult CPR/AED & Child CPR Certification

MEDCL 806-82 – Full Day of Training

Cost: \$89

Friday, Oct. 1, 8 a.m. - 5:30 p.m. Z 259

First Aid, Adult CPR & AED

MEDCL 806A-82

Cost: \$79

Friday, Oct. 1, 8 a.m. - 4:30 p.m. Z 259

Adult CPR/AED & Child CPR

MEDCL 806B-82

Cost: \$64

Friday, Oct. 1, 11:30 a.m. - 5:30 p.m. Z 259

OSHA 10 Hour Construction Industry Outreach Training - \$10 Per Person

September 21 & 22, 8 a.m. to 1 p.m.

La-Z-Boy Center on MCCC's main campus.

Cost: There will be a \$40 deposit charged at registration. If you attend both days of the class you will be reimbursed \$30, net cost \$10, includes materials and breakfast both days

Monroe County Community College is offering OSHA 10-Hour Construction Industry Outreach Training - PERS 771, **for \$10 includes materials and breakfast both days.** This required training for the construction employee would typically cost \$295. Seating is limited to 20.

The class is conducted in accordance with OSHA Outreach Training Programs guidelines. The class is designed for students to recognize and the prevention of hazards on construction sites. The emphasis is for hazards identification, avoidance, control and prevention. Students who complete the course and pass the test will receive a 10 Hour course completion card for Construction Safety & Health, issued by OSHA. This training is a very interactive class between the instructor and students with lots of questions. The training will also include discussion of the OSHA Act, other types of OSHA standards, types of penalties, most cited violations, how to handle an onsite OSHA inspection, and corporate and Site Specific Safety Plans.

HAZWOPER – 24 Hr. Operations Level, PERS 735-71

September 22, 23 & 24, 8 a.m. to 5 p.m.

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

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

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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.

(This class has been approved by the Michigan Department of Natural Resources for 2.3 CEC's – Sewerage Continuing Education Credits.)

HAZWOPER – 8 Hr. Refresher, PERS 736-71

September 28, 8:00 a.m. to 5:00 p.m.

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

Cost: \$149 per person, includes materials, breakfast & lunch

This eight-hour session meets the OSHA annual refresher training requirements. It is specifically for persons who have already completed an initial course of 24 or more hours of instruction in emergency response and hazardous material training. Incident review, hazard recognition, health and safety program requirements, safe work practices, monitoring equipment, and fostering of good work and safety habits are all presented, to keep these important topics fresh in mind. Certificates of completion and CEU's will be awarded as evidence of training for OSHA.

(This class has been approved by the Michigan Department of Natural Resources for 0.7 CEC's – Sewerage Continuing Education Credits.)

MIOSHA - Blue Prints for Safety & Health, PERS 777-71

October 26 & 27, 2010, 8:30 a.m. to 4 p.m.

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

Cost: \$150 per person, includes materials, breakfast, lunch and refreshments

The attendee will learn that a direct relationship exists between effective management and lower workplace injury and illness rates. This class uses continuous improvement tools and methodology to effect increased worker protection, lower costs, enhanced productivity and improved employee morale. Attendees will learn that a high level of employee involvement leads to continuous improvement of the safety and health management system. When effort and accountability are focused proactively, costly reactive activities can be eliminated.

This course is taught by the Consultation, Education & Training division of MIOSHA.

MTI Level One Required Course

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MIOSHA - Recordkeeping and Cost of Injuries - PERS 727-71

January 13, 2011, 8:30 a.m. to 4 p.m.

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

Cost: \$90 per person, includes materials, breakfast, lunch and refreshments

This MIOSHA program is designed to help employers ensure that their organization complies with MIOSHA recordkeeping requirements as contained in MIOSHA Administrative Rules Part 11, Recording and Reporting of Occupational Injuries and Illnesses. In addition to learning and understanding the “recordability” of work related injuries and illnesses, attendees will actively participate in a group exercise to complete the Injury and Illness OSHA Log 300. Using this data, participants will calculate injury and illness rates and learn how to compare these rates to other companies with their North American Industrial Classification System (NAICS). Participants will also hear from a representative from the Michigan Economic Growth Corporation on how their service can help control Worker’s Compensation.

MIOSHA - Creating a Positive Safety Culture - PERS 778-71

March 3, 2011, 8:30 a.m. to 4 p.m.

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

Cost: \$90 per person, includes materials, breakfast, lunch and refreshments

This course will provide the knowledge and tools for participants to gain an understanding of the factors that affect culture and how it impacts safety performance. Management Leadership/ Commitment and Employee Involvement are the most critical components of having an effective Safety and Health Management System (SHMS). This course will use data, examples, case studies, and activities to illustrate best practices and assist participants in improving their company’s safety culture. MTI Level Two Required Course (Management Track)

Business/Management Training

Managing Time and Delegation - MGMT 854-71

October 14, 2010, 8:30 a.m. to 12 noon

La-Z-Center on the Main Campus

Cost: \$99 per person, includes materials and refreshments

Time management comes from analysis, planning and execution. Time is the only commodity that matters. Examining and acknowledging areas that need improvement is the first step. Then learning new techniques to replace inefficient habits is the next. Once these steps are accomplished, personal strategies can be developed to implement their new found solutions so they can work smarter! Course covers topics like:

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Time Management Defined
Goal-Setting
Effective Delegation
Interruptions and Distractions
Working with Paperwork

The Time Management Process
Scheduling Time and Tasks
Procrastination
Managing Email

This course is presented by Deborah Duke. Her passion is to build a leadership practice dedicated to helping business owners overcome obstacles and execute their vision. Duke's main **initiative** is to provide the **leadership** guidance needed to promote extraordinary **teamwork** within an organization.

She has extensive experience in Sales, Marketing, Organizational Development and Management (MAOM) B2B Sales, Brand Marketing, Media Placement, Executive Coaching, Leadership, Team Building, and Training Development. Duke holds a Masters Degree in Organizational Management from Spring Arbor University graduating in 2006, at the top of her class with a GPA 3.89. She also holds degrees in Marketing, Advertising, and Organizational Development. Duke is accredited through the Institute for Independent Business as a senior business advisor. Her accreditation allows her to draw on the expertise of over 4000 business professionals around the world on behalf of her clients. The network provides feedback and advice on a number of business issues related to the small to medium size (SME's) business sector.

Extraordinary Customer Service for Extra-Ordinary Times - MMG 853-71

October 21, 2010, 1 to 5 p.m.

La-Z-Center on the Main Campus

Cost: \$99 per person, includes materials and refreshments

This course is designed to boost your ability to serve the customer and provide them with the service that they expect. You will learn how to become an Ambassador for your company and/or products.

Dave Tippett from the Employers Association, <http://www.employersassociation.com/>, will present this session. In his career (so far) Dave Tippett has been an HR Director, Account Manager, volunteer youth worker, team member, team leader, team outcast, award winning playwright, standup comic, trainer, President of several Human Resources chapters, and an above average husband. Dave brings years of insight and real world business experience to this important topic, and will keep you engaged, entertained and most importantly, equipped to tackle even the toughest of times.

Topics for this ½ day of training include:

- Contrasting the Bystander with the Ambassador

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- Seven ways to get to (and stay) at Ambassador-level service
- What does Ambassador-level behavior look like at your organization?
- Direct application to participant's jobs and situations
- Learning and using your customer's names. Obvious? Yes, but its power is undeniable
- Learn how your customer uses your product or service
- Touch base and follow up on individual requests
- Follow up and say thank you
- Best practices in the power of the personal touch: Your own experiences as a customer, and what's working for you now
- The power of Expertise, Speed, and Resolution
- Be aware how your home or personal life might affect you at work. If possible, store your "bags" at the door.
- Understanding and empathy: Customers need to believe you understand and appreciate their feelings

Industrial Maintenance and Operation Training

Solar Workshop - HOMNT 725-71

Saturday, Oct. 2 and 9, 9 a.m. to 3:30 p.m.

La-Z-Boy Center on our Main Campus

Cost:\$149 includes materials

Want to reduce your electric bill and go green? Photovoltaic (solar) power may be the answer! Photovoltaic systems are the ideal answer for many applications for homeowners, farm operators and small businesses. You'll learn in this informative and timely class how this green energy source converts sunlight into DC electricity and that photovoltaic production has been doubling every two years. We've designed this course to include the following components. Cost includes lunch. CEUs: 1.2

Learn

- What a photovoltaic cell is
- Advantages of different module types
- Sizing a system
- How It Works
- Develop the right system for your application
- Necessary components and system balance
- Different types of installations and necessary components
- Site Evaluation

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- Is your location viable?
- Improvements you can make
- The different tools available for making informed decisions

Boiler and Power Plant Fundamentals -MECH 727-81

Monday's and Wednesday's Oct. 4 – Dec. 15, 5 to 9 p.m.

La-Z-Boy Center on our Main Campus

Cost:\$699 includes materials

Designed as a fundamentals course in boiler operations and power plant basics, students who successfully complete this course (certificate of completion requires you to attend a minimum of 20 class sessions) will be qualified to seek employment in facilities using boilers in any energy conversion process.

Topics covered include:

- Power plant theory, equipment and procedures
- Basic understanding of the ASME code
- Instruction on various theories and systems relevant to the industry

Please note: In order to enroll in this course, you must complete the COMPASS test (offered free of charge at MCCC) and obtain a minimum score of 55 in writing, 75 in reading and 40 in algebra. Textbooks included in the cost. You will need to call the Office of Lifelong Learning to register for this class so your test scores can be verified. Online registration is not available for this class. CEUs: 8.8

Fiber Optic Training

Basic Certified Fiber Optic Technician

November 29 – December 1, 2010, 8 a.m. to 5 p.m.

Room Z-260 of the La-Z-Boy Center

Cost: \$700 per person, includes materials

This introductory 3-day fiber optics course is designed for anyone interested in becoming a Certified Fiber Optics Technician. This program combines theory and 75% hands-on activities to prepare the student to take the CFOT (Certified Fiber Optics Technician) test that is sanctioned by the FOA (Fiber Optics Association) and given and graded the final class day. This course also introduces the student to industry standards governing FTTD (Fiber To The Desk), FTTH (Fiber To The Home), LAN/WAN fiber networks, and further introduces the student to basic fusion and mechanical splicing. Students will

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learn how to identify fiber types, recognize various connectors used in fiber installation; and install, terminate, splice, and properly test installed fiber cable to existing standards. This program explores the history and future of fiber optics and fiber optics capabilities, and cost of installation. Standards covered: NECA/FOA-301-2004, EIA/TIA 568-B.3, ANSI/TIA/EIA 607-A, and NEC Article 770-50. Anyone interested in becoming a Certified Fiber Optics Technician should attend this class. **This program is recognized for BICSI CECs (Continuing Education Credits): RCDD 21, Installer Level/2 Technician 12 CECs. Course fee includes all books study materials.**

Certified Fiber Optic Specialist/Testing (CFOS/T)

December 2 & 3, 2010, 8 a.m. to 5 p.m.

Room Z-260 of the La-Z-Boy Center

Cost: \$675 per person, includes materials

This 2-day (16-hour) program is designed to offer advanced training to anyone involved with the testing and maintenance of fiber optics networks. A focal point in the program is to offer a general, easy to understand, approach to fiber optics testing standards with little theory and considerable hands on activities. This comprehensive program explains the variety of testing standards, equipment and technological approaches used in fiber network testing and splicing and how to choose among them. This 75% hands on course explores the overall spectrum of testing and maintenance of single and multi mode fiber optics networks and provides a detailed overview and demonstration of various pieces of equipment used in testing and maintenance. Subject matter includes a detailed study of ANSI/TIA/EIA-526-14(7)A, OTDR fundamentals and uses, OTDR vs. Insertion Loss Testing, Return Loss Testing, and Attenuation testing using the Power Source and Light Meter. **This course is approved by BICSI for 14 RCDD CECs and 12 Installation CECs.**

Prerequisites: CFOT Course or another Formal Fiber Optics Training Course within preceding 6 months, or 1 Year Fiber Optics Related Experience. Specifically: Experience with fiber preparation, termination, and testing and a thorough knowledge of fiber optic safety practices.

Note: Anyone can attend this program. However, those wishing to become registered with the FOA as a Certified Fiber Optic Specialist in Splicing (CFOS/S) must have taken and passed the Basic CFOT Exam which can be administered during this class period. If the student is not a registered CFOT with the FOA, the 100-question exam is available to “test out” of the basic, CFOT Course requirement. The fee for this exam is \$145.00.

Certified Fiber Optic Specialist/Splicing (CFOS/S)

December 4 & 5, 2010, 8 a.m. to 5 p.m.

Room Z-260 of the La-Z-Boy Center

Cost: \$675 per person, includes materials

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This 2-day program includes a complete PowerPoint presentation explaining the importance high performance splicing and further details the points necessary to achieve these splices. The depth of this presentation is much greater than most textbooks and provides background information about splicing that is very important to the student. An overview of OTDR functions and trace understanding is also provided during this presentation. 75% hands-on classroom activities will provide training in both fusion and mechanical splicing of both single and multi mode fiber optic cables. Both inside and outside plant fiber optic cable types will be utilized during these hands-on sessions along with inside and outside plant enclosures and splice trays. The student will be responsible for successfully making and testing both single mode and multi mode mechanical and fusion splices. In addition to the basic splicing activities outlined above, the student will further be required to correctly and efficiently install spliced fibers into splice trays and trays in enclosures. These enclosures will include rack and wall mounted splice enclosures, as well as, outside plant enclosures. The student will further be required to achieve a splice loss of less than 0.15 dB for all splices and demonstrate proficiency in interpretation of splice loss using OTDR splice traces. **This program is approved for BICSI CECs (Continuing Education Credits): RCDD 14 CECs and INS, Level 2/Technician CECs - 14**

Prerequisites: CFOT Course or another Formal Fiber Optics Training Course within preceding 6 months, or 1 Year Fiber Optics Related Experience. Specifically: Experience with fiber preparation, termination, and testing and a thorough knowledge of fiber optic safety practices.

Note: Anyone can attend this program. However, those wishing to become registered with the FOA as a Certified Fiber Optic Specialist in Splicing (CFOS/S) must have taken and passed the Basic CFOT Exam which can be administered during this class period. If the student is not a registered CFOT with the FOA, the 100-question exam is available to “test out” of the basic, CFOT Course requirement. The fee for this exam is \$145.00.

Languages

Introduction to Japanese HUMN 712-81

Tuesdays, Oct. 5 – Dec. 7, 6:30 – 8:30 p.m.

Room Z- 257 of the La-Z-Boy Center on our main campus

Cost: \$89

This introductory class is designed to teach you the writing systems of the Japanese language such as Hiragana and Katakana, along with a few elementary Kanji. In addition, you'll learn everyday vocabulary and phrases to form sentences. The goal is to provide you with the knowledge you'll need to be able to hold beginning-level conversations in Japanese as well as write the language. CEUs: 2.0

Michigan Small Business Classes

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Fundamentals of Starting Your Business BMGT 768-81

Wednesday, Sept. 22, 6 - 9 p.m.

Room Z- 260 of the La-Z-Boy Center on our main campus

Cost: \$25

This course is designed for individuals who are considering self-employment or are at the beginning stages of starting their business. This introductory session helps aspiring entrepreneurs assess their abilities to lead and manage a company, as well as evaluate market and sales potential for their product/services. The basics of business ownership are introduced, along with resources available to help launch new ventures in Michigan. CEUs: .3

Fundamentals of Writing a Business Plan BMGT 723G-81

Saturday, Sept. 25, 8:30 - 11:30 a.m.

Room Z- 260 of the La-Z-Boy Center on our main campus

Cost: \$25

This course is designed for individuals who want to increase their chances for successful self-employment or business launch. This course covers business planning in detail. Specifics of marketing, finance, legal, regulatory issues, operations, information based planning and management are key components of this workshop. The first steps for creating a business plan draft will be included. CEUs: .3

Fundamentals of Marketing Your Business BMGT 723D-81

Wednesday, Sept. 29, 6 - 9 p.m.

Room Z- 260 of the La-Z-Boy Center on our main campus

Cost: \$25

This course presents practical applications of marketing concepts designed to grow small businesses. It covers basic marketing tools including market analysis and research, target marketing, assessing competitors, and key marketing implementation tools. A strategic, well planned approach to marketing is demonstrated, with several examples of effective hands-on marketing techniques. CEUs: .3

Fundamentals of Finance BMGT 723C-81

Wednesday, Oct. 6, 6 - 9 p.m.

Room Z- 260 of the La-Z-Boy Center on our main campus

Cost: \$25

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This course introduces the basics of financial management, including how to start an accounting system and how to apply the information from key financial statements to help you manage your business. Accounting language including debits and credits, preparation of the balance sheet, and profit and loss statements are explained. Cash flow analysis and "breakeven" are also covered with specific small business examples. CEUs: .3

Fundamentals of Business Legal Issues BMGT 723A-81

Saturday, Oct. 9, 8:30 - 11:30 a.m.

Room Z- 260 of the La-Z-Boy Center on our main campus

Cost: \$25

This course is an introduction to the different types of legal entities that are appropriate for structuring and starting a new business. Tax and liability issues are covered, along with basic elements of a contract, collections, licenses, registrations, employment and property issues, leasing and insurance. It is designed to guide prospective business owners in setting up the organizational structure that will help protect them from unnecessary legal challenges. CEUs: .3

Managing Your Business Finances Electronically MICRO 814-81

Wednesday, Oct. 13, 6 - 9 p.m.

Room Z- 289 of the La-Z-Boy Center on our main campus

Cost: \$25

Using QuickBooks Simple Start

Receive hands-on training in electronic bookkeeping using QuickBooks Simple Start software. You will learn the benefits of this financial management software and receive a free copy of the software with no expiration. Topics covered include an introduction to financial management and why accounts are important. This software provides just the essentials. It won't overwhelm simple businesses with tools they don't need. QuickBooks can help you track your sales and expenses, create professional-looking invoices and receipts, and automatically track tax related income and expenses. CEUs: .3

National Career Readiness Certificate – WorkKeys Assessments

Every Thursday, 12:30 PM to 3:30 PM

Room Z-289 of the La-Z-Boy Center

Cost: \$50 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****

Main Campus ■ 1555 South Raisinville Road ■ Monroe, MI 48161-9746 ■ 1-734-242-7300
Whitman Center ■ 7777 Lewis Avenue ■ Temperance, MI 48182 ■ 1-734-847-0559



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.
4. The following media will be contacted. ***Please note that MCCC has no control over the timeliness or the posting of incorrect information for this optional service.***

Television Channels

Detroit		Toledo	
WDIV	- TV 4	WTOL	- TV 11
WXYZ	- TV 7	WTVG	- TV 13

Radio Stations

Detroit		Toledo	
WJR	- AM 760	WTOD	- AM 1560
WWJ	- AM 950	WLQR	- AM 1470
	WKKO	-	FM 99.9
	WXKR	-	FM 94.5
		WTWR	- FM 98.3
		WWWM	- FM 105.5

Please understand these instructions pertain to the entire College.

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

Registration Term and Year

- Fall _____
- Winter _____
- Spring/Summer _____

Monroe County Community College
 Lifelong Learning Registration Form
 Corporate and Community Services Division
 1555 South Raisinville Road • Monroe, Michigan 48161

Office (734) 384-4127 / Fax (734) 384-4190

♦ **ONE FORM PER PERSON** ♦

Social Security Number
/ /

Student ID Number						

Last Name

First Name

M.I.

Home Address

City

State

Zip Code

<u>Residency Status</u>
<input type="checkbox"/> Monroe County <input type="checkbox"/> Out of Monroe County <input type="checkbox"/> Out of State

Day Phone Number
()

Evening Phone Number
()

Other Phone Number
()

<input type="checkbox"/> Cell Phone <input type="checkbox"/> Pager <input type="checkbox"/> Campus <input type="checkbox"/> Fax

Date of Birth
/ /

Gender
M or F

E-mail Address

Course Number	Class Title	Time	Start Date	Location	Tuition

Tuition & Fees	Method of Payment	FOR OFFICE USE ONLY
\$ _____	Cash, Check, or Money Order <i>(payable to MCCC)</i>	<u>Origin of Registration</u> <input type="checkbox"/> Phone-in <input type="checkbox"/> Walk-in <input type="checkbox"/> Mail-in <input type="checkbox"/> Fax-in <input type="checkbox"/> Contract Training <input type="checkbox"/> Off-site <input type="checkbox"/> EDJT Training <input type="checkbox"/> Other _____
\$ _____	Visa, MasterCard, or Discover - Name of Cardholder _____ Zip Code of Billing Address <i>(required)</i> _____ Card # _____ Exp. Date _____	
\$ _____	Company Authorized Billing: Waiver # _____ Company _____	
\$ _____	MCCC Employee Tuition	
\$ _____	Senior Citizen Scholarship	
\$ _____	TOTAL TUITION & FEES PAID	Rcvd. By _____ Date _____