

Winter 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 Discovery Seminars

The following sessions are free seminars that allow you to explore different topics and to learn how Monroe County Community College is able to assist you in achieving implementation and training in these areas. Lunch will be served at all three sessions. Registration is required. Please call 734-384-4127 to reserve your spot.

Explore Website Development – MICRO 912-71

March 30, 12 – 1:30 p.m.

Room Z-259 of the La-Z-Boy Center

For manufacturers a website is just like a cover letter on a resume. Does your website interest a potential customer enough to stay and dig deeper into what you can do, and ultimately drive them to contact you? During this session, our expert will cover the basics for creating a new or enhancing an existing site that drives results including:

- importance of building a website based on your company's services, products and capabilities
- why search engine ranking is so important
- why analytics and hosting can be critical to your website's success
- understanding search engine optimization (SEO) and marketing (SEM) opportunities

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Photovoltaic (Solar)

Solar Workshop

HOMNT 725-71, \$149

Saturday, April 17 & 24, 9 am to 3:30 pm

La-Z-Boy Center, Room Z-271

Monroe County Community College is offering a 12 hour Solar Workshop. Photovoltaic cells convert sun light into DC electricity. Photovoltaic production has been doubling every two years. This course will provide current information in system abilities and design.

You will learn

- ☀ What is a photovoltaic (PV) cell
- ☀ The advantages of different modules types
- ☀ How to size a system
- ☀ How does it work

How does it work

- ☀ What is the right system for your application
- ☀ What components are necessary and how to balance a system
- ☀ Different types of PV installations

Site evaluation

- ☀ Is your location viable
- ☀ Improvements you can make
- ☀ The different tools available for making an informed decision

Microsoft Training

Change is good! You may be proficient in Office 2003, but Office 2007 is completely different and much improved! Please join us to update your computer skills so that you can excel in the business environment or within your own home office. This interesting and informative series utilizes Microsoft Word, Excel, PowerPoint and Access. Sign up for the series and receive a \$19 discount.

PowerPoint 2007

MICRO 872D-91, \$19

Friday Mar. 12, 9 a.m. - Noon

Whitman Center Room C-5

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Become skilled at creating a wonderful PowerPoint presentation for business, school, graduations, birthdays or weddings. We will cover how to create a basic presentation and add pictures, music and all the extras to make your presentation spectacular.

Access 2007

MICRO 872E-91, \$36
Fridays Mar. 19 & 26, 9 a.m. - Noon
Whitman Center Room C-5

This Access class will teach you how to create a database, maintain information in tables and create forms and reports.

Beginning Windows

MICRO 876-91, \$89
Saturdays Mar. 13 – 27, 8:30 a.m. - 12:30 p.m.
Whitman Center Room C-5

This class presents the fundamental computer skills that everyone should have. Learn how to use Windows Help and WordPad; save and rename files; create and manage folders; and how to cut, copy and paste. You'll also learn how to change display properties and use the keyboard instead of, or in conjunction with, the mouse. This class will be taught using Windows XP, however, Vista users will also benefit as the skills are the same in both applications. Prerequisite: You should have basic computer and keyboarding skills before enrolling in this class.

#1 Basic Computer Skills

MICRO 818-81, \$29
Tues/Thurs, February 2 & 4, 6 - 8 p.m. or

MICRO 818-82, \$29
Tues/Thurs May 4 & 6, 6 - 8 p.m.
Room Z 289 of the La-Z-Boy Center

This class is designed specifically for the novice user. You'll learn about the computer itself, its components, how to use a mouse and even some basic keyboarding skills. Easy-to-learn computer games are incorporated into the class to help you learn how to use the mouse to point and click to pull down menus as well as other fundamentals you will need to take our more advanced computer classes. It's easy and fun!

#2 Beginning Windows

MICRO 876-82, \$89

Tues/Thurs May 18 - 27 6 - 9 p.m.

Room Z 289 of the La-Z-Boy Center

This class presents the fundamental computer skills that everyone should have. Learn how to use Windows Help and WordPad; save and rename files; create and manage folders; and how to cut, copy and paste. You'll also learn how to change display properties and use the keyboard instead of, or in conjunction with, the mouse. Prerequisite: You should be able to use a mouse before enrolling in this class.

Beginning Word 2007

MICRO 899-81, \$89

Tues/Thurs Mar. 23 - Apr. 1, 6 - 9 p.m.

Room Z 289 of the La-Z-Boy Center

Word 2007 is the premier word processing program designed to enhance your documents. You'll want to sign up for this class to learn the basics including create, modify, format, cut, copy and paste, save, set tabs and indents and create tables. Prerequisite: You must have previous computer experience including Windows and keyboarding skills. CEUs: 1.2

Beginning Excel 2007

MICRO 897-81, \$89

Tues/Thurs Apr. 6 - 15, 6 - 9 p.m.

Room Z 289 of the La-Z-Boy Center

Learn the latest premier spreadsheet application—Excel 2007. The Quick Access toolbar will make all of your favorite icons easily available. The right-mouse capability has been greatly enhanced. Improved data tables and chart options make presenting your data faster and easier. Tips will be given on when and how to use the new ribbon interface. Prerequisite: You must have previous computer experience, including Windows and keyboarding skills. CEUs: 1.2

Intermediate Excel 2007

MICRO 904-81, \$89

Tues/Thurs Apr. 20-29, 6 - 9:00 p.m.

Room Z 289 of the La-Z-Boy Center

Are you ready to take your Excel skills to the next level? Our intermediate class will focus on enhancing

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the look of your spreadsheets, data manipulation, formulas, pivot tables, sharing and editing workbooks, customizing Excel options, and protecting worksheets and workbooks. Prerequisite: Basic Excel 2007 or equivalent experience. CEUs: 1.2

Industrial, Environmental and Food Safety

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

January 12, February 16, March 16, April 13, May 11, June 15, July 13, and August 24
8 a.m. to 5 p.m., Room Z-271 of 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 a 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.

2008 Michigan Electrical Code

ELEC 715-81, \$175

Mon/Wed Mar. 8 – 17, 5:30 - 9:30 p.m.

Room Z 272 of the La-Z-Boy Center

This 15-hour class is designed for licensed electricians including masters, journeymen and electrical contractors. The class content meets the requirements for license renewal for the state of Michigan. Students must bring the 2008 National Electrical Code book to class. CEUs: 1.5

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

March 10, 11 & 12, 8 a.m. to 5 p.m.

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

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

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 Attendant Rescue, PERS 774-71

March 11, 8:00 a.m. to 5:00 p.m.

Room A-173A in the Administration Building

Cost: \$219 per person, includes materials, breakfast, lunch and refreshments

This course introduces participants to the dangers associated with confined spaces and includes a review of the procedures necessary to perform safe entry. The course provides refresher 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. **Students will enter a confined space with proper safety equipment and extract a subject from a confined space.**

First Aid & Adult CPR/AED, MEDCL 806A

March 25, 8:00 a.m. to 4:00 p.m.

Room A-173A in the Administration Building

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

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 portion of the course is 3.5 hours.

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



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as heart attack, heart stoppage, or respiratory difficulties. In the 4.5 hour 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.

Bloodborne Pathogens, MEDCL 747

March 25, 4:00 to 6:15 p.m

Room A-173A in the Administration Building

Cost: \$39 per person, includes materials and refreshments

This course provides information on occupational exposure to blood borne pathogens. Students will review state and federal regulations, precautions and controls to prevent infection, and the primary pathogens of concern. General explanations of the epidemiology and symptoms of blood borne diseases are covered as well as information on available vaccinations, post-exposure treatment, monitoring programs, and recordkeeping. The students will review the Client's Exposure Control Plan (or a generic plan if Client does not have a specific program) and job classifications and tasks that may involve exposure to blood or other infectious materials.

Topics Covered

State and Federal Regulations

Personal Protective Equipment

Biohazard Symbols

Exposure Control Plan

Job Identification and classifications

Diseases of concern

Engineered Safeguards and work place practices

Post-exposure evaluations and recordkeeping

HAZWOPER – 8 Hr. Refresher, PERS 736-71

March 26, 8:00 a.m. to 5:00 p.m.

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

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

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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.

Overhead Crane Safety

PERS 743-71

Tuesday, March 16, 2010, 8:30 a.m. – 12:30 p.m.

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

Cost: \$75 per person, includes materials & refreshments

This course is 4 hours in length and presents the basics of crane safety to meet MIOSHA regulations for new & existing employees. Upon completion of this session employees will improve plant safety, reduce equipment breakdowns, reduce liabilities, and satisfy State of Michigan mandated training requirements – General Industry Safety Standards Rules as amended April 2, 2002, Rules 1852, 1853, and 1854. The course includes: Capacities of equipment and attachments; Purpose, use and limitation of controls.

Objectives:

- Qualification required for crane operation
- Proper crane operation (Do's & Don'ts)
- Injury prevention
- Proper lift setup
- Basic load physics
- Crane terminology
- Basic signaling procedures, including hand, radio, or telephone signals
- Proper usage of crane controls
- Inspection requirement
- Overview rigging & hitching
- Overview chains & slings

First Aid, Adult CPR/AED and Child CPR Certification

MEDCL 806-81, \$99

Wednesday, March 31, 8 a.m. - 5:30 p.m.

Room Z 257 of the La-Z-Boy Center

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

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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 are included in the cost. Continental breakfast and lunch are also included in the cost for those attending the full day of training. CEUs: .9

First Aid, Adult CPR/AED

MEDCL 806A-81, \$79

Wednesday, March 31, 8 a.m. - 4:30 p.m.

Room Z 257 of the La-Z-Boy Center

Adult CPR/AED & Child CPR

MEDCL 806B-81, \$59

Wednesday, March 31, 11:30 a.m. - 5:30 p.m.

Room Z 257 of the La-Z-Boy Center

Adult CPR/AED Certification

MEDCL 806C-81, \$49

Wednesday, March 31, 11:30 a.m. - 4:30 p.m.

Room Z 257 of the La-Z-Boy Center

Management & Supervisory Training

DiSC Working with People More Effectively

May 4, 8 a.m. to 12 p.m.

Room Z-259 of the La-Z-Boy Center

Cost: \$125 per person, includes materials and refreshments

Being technically efficient is a necessity for employment. However, to have a smoother work environment and to advance a career requires going beyond the basics. It requires strong interpersonal skills to work more effectively with colleagues, customers and vendors. The foundation of personal and professional success lies in understanding yourself, understanding others, and realizing the impact of personal behavior on others. With this knowledge, behavior can be easily modified to build better relationships and launch successful careers. DiSC provides a nonjudgmental language for exploring behavioral issues. It helps people explore behavior across four primary dimensions: Dominance, influence, Steadiness and Conscientiousness. The Personal Profile System lays the foundation for high performance in a wide variety of applications. Use it to help people in your organization.

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Managing Stress

May 4, 8 a.m. to 12 p.m.

Room Z-259 of the La-Z-Boy Center

Cost: \$125 per person, includes materials and refreshments

Today's workforce is experiencing job burnout and stress in epidemic proportions. Workers at all levels feel stressed out, insecure, and frustrated. Many feel the demands of the workplace have become too much to handle. The financial impact of all this employee stress on corporate America is staggering. This workshop explores the causes of such stress, and suggests appropriate initiatives for employees to undertake to improve their lives and improve their organizations.

Topics Covered:

- Understanding that stress is an unavoidable part of everybody's life and can be positive if managed appropriately
- Recognizing the symptoms that tell you when you have "chronic stress overload"
- Identifying those situations in your life that cause you the greatest stress
- Identifying those actions which add to your stress
- Developing strategies for changing both the situations and the actions that can be changed
- Developing techniques for dealing with the situations and actions that can't be changed
- De-stress techniques that can be put to use immediately

Manufacturing Training

TS 16949 Internal Auditor Training – QSTC 753-71

April 19 – 21, 8:30 a.m. to 4:30 p.m

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

Cost: \$695 per person, includes materials, refreshments and lunch each day

Overview of history (standard origin), registration process, documentation and implementation recommendations, Process Related Systems, the specific requirements of TS 16949, Core Tools, mock practice audits, auditor tips, techniques, conforming/non-conforming case study exercises to ensure understanding of the requirements, and audit steps related to doing and recording the audit results. Creation of checklists used in the audit and Non-conforming report generation and reporting are included at the completion of the mock audits.

A successful student should be able to do the following at the end of this course:

- Have an understanding of the TS 16949 system, and requirements and the intent of these requirements.
- Understand the supporting documented standards and guidelines

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- Have a basic understanding of the core tools and how they are applied.
- Be able to understand and perform process driven internal audits of this system

Fiber Optic Training

Basic Certified Fiber Optic Technician

May 17 - 19, 2010, 8 a.m. to 5 p.m.

Room Z-257 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 FTDD (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 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)

May 20 & 21, 2010, 8 a.m. to 5 p.m.

Room Z-257 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

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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)

May 22 & 23, 2010, 8 a.m. to 5 p.m.

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

Cost: \$675 per person, includes materials

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

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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.

National Career Readiness Certificate – WorkKeys Assessments

April 21, 8:30 a.m. to 12 p.m.
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.

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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.
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
		WXXR	-		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.

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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 _____