



## 2018 Business & Industry Training

**To register for any of the training sessions on this schedule please call 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](http://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.

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](http://www.monroecc.edu/ccs/training.htm).

## **NEW FOR FALL 2018 TRAINING**

### **Sticky Situations: Surviving Conflict, Change & Challenging People**

Wednesday, October 10, 2018, 8 am to 12:30 pm

Room A-173D in the Administration Building

Cost: \$125 includes light breakfast, lunch and copy of “So People Say You’re an A\*\*hole: A Book for You, People Who Love You, & People Who Work with You”.

Monroe County Community College is pleased to have **Sarah Brabbs**, author of “So People Say You’re an A\*\*hole: A Book for You, People Who Love You, & People Who Work with You” on campus to present:

Join Sarah Brabbs at an experiential half-day workshop and leave inspired, changed, & ready to immediately apply what you learned.

We as human beings have a variety of beliefs, personalities, baggage, issues, skills, and experiences – and much more. Because of these, there is a lot we don't know that we don't know. For instance, we recognize defensiveness when someone acts defensive towards us, and when we become defensive, but do we know what we can do to change a defensive communication climate?

- Identify and move past communicative and relational blind spots
- Navigate dynamics in play when dealing with difficult people
- Identify and move past communicative and relational blind spots
- Cultivate trust, cohesion, safety, and honesty at work and at home
- Handle change more effectively
- Recognize and change unhelpful communication behaviors

Sarah Brabbs, M.A., is a professional speaker and author located in the Ann Arbor, Michigan area. She trains, consults, coaches, and ultimately does her best to help people when and how she can. To learn more about Sarah please visit her website at <http://optimizingrelationships.com/>.

## **INDUSTRIAL, ENVIRONMENTAL AND FOOD SAFETY**

### **HEALTHGUARD PROFESSIONAL FOOD MANAGER CERTIFICATION CSM 718 – CHOOSE ONE**

September 11, October 9 and November 6

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.

#### **HAZWOPER – 24 HR. OPERATIONS LEVEL, PERS 735**

Monday – Wednesday, October 8, 9, & 15, 8 am to 5 pm

Room A-173b in the Administration Building 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.

#### **HAZWOPER – 8 HR. REFRESHER, PERS 736**

Monday, October 15, 8 am to 5 pm

**Room:** A-173a in the Administration Building on MCCC Main Campus

Cost: \$159 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.

#### **PART 7 – GUARDS FOR POWER TRANSMISSION PERS 837-71**

Tuesday, October 9, 2018

8:30 am to 12:30 pm – Registration at 8:30 a.m.

Room A-173a in the Administration Building

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

\*This class is taught by MIOSHA personnel

This half-day seminar thoroughly discusses the requirements of MIOSHA Part. 7, Guards for Power Transmission. Topics include complete review and interpretations of the standards, employer and employee responsibilities, terms and definitions, guard and devices used in industry, power transmission, disconnects and lockouts, specific guarding requirements. Interactive discussion and exercises have been designed to enforce the concepts presented.

**Target Audience:** This program is for anyone who is involved with industrial safety or works on electrical

equipment.

**Attendees will learn:**

1. How to interpret the standard
2. Responsibility of the employer and employee
3. Terms and definitions
4. Proper guards and devices utilized in the industrial setting
5. Power transmission
6. Disconnects and lockouts
7. Specific guarding requirements

**PART 85 – CONTROL OF HAZARDOUS ENERGY SOURCES – PERS 808-71**

Tuesday, November 20, 2018

8:30 a.m. to 4 p.m. – Registration at 8:30 a.m.

Room A-173a in the Administration Building

Cost: \$120 per person, includes materials, breakfast, lunch and afternoon snack

\*This class is taught by MIOSHA personnel

This one day seminar will thoroughly discuss the requirements of MIOSHA Part 85, Control of Hazardous Energy Sources. Topics include: a complete review and interpretations of the standard; lockout and tagout requirements; minor tool change exceptions; energy control procedures and exceptions; periodic inspections; and employee training. Interactive discussions and exercises have been designed to enforce the concepts presented.

Attendees will be exposed to/learn:

- Scope and Application
- Minor Tool Change Exemptions
- Components of a Proper Lockout/Tagout Procedure
- Types of Lockout/Tagout Devices
- Requirements of Periodic Inspections
- Training Requirements
- Group and Contractor Lockout/Tagout Responsibilities

**Computer/Software Training**

**Basic Excel – MICRO 897**

**Friday, September 28,** 8 am to 4 pm

Room Z-289 in the La-Z-Boy Center on our Main Campus

Cost: \$89 per person includes materials and lunch

Learn the premier spreadsheet application. Tips will be given on when and how to use the ribbon interface. Prerequisite: You must have previous computer experience including Windows and keyboarding skills.

**Getting Started with Excel**

**Building and Editing Worksheets**

**Formatting a Worksheet**

**Working with Charts**

## **Working with Formulas and Functions**

### **Intermediate Excel - MICRO 802**

**Friday, October 5,** 8 am to 4 pm

Room T-152 Career Technology Center on our Main Campus

Cost: \$89 per person includes materials and lunch

This follow-up to the basic class or for those Excel users who are comfortable with the program by wish to be introduced to some of Excel's more advanced tools. You'll learn how to manage workbooks and preparing them for the Web; automate worksheet tasks; use lists; analyze list data; and enhance charts and worksheets. The following topics will be covered.

**Managing Workbooks and Preparing Them for the Web**

**Automating Worksheet Tasks**

**Analyzing List Data**

**Enhancing Charts and Worksheets**

**Sharing Excel Files and Incorporating Web Information**

### **Advanced Excel – MICRO 905**

**Friday, October 19,** 8 am to 4 pm

Room Z-289 in the La-Z-Boy Center on our Main Campus

Cost: \$89 per person includes materials and lunch

This is an accelerated, advanced class. Participants are encouraged to bring in real-life problems for review in the lab. A course card is included with the course.

**Target Audience:** Individuals that have previously enrolled in Excel Intermediate or those who have extensive experience working with Excel.

- A review of worksheet fundamentals and comparison of Microsoft with earlier versions
- Advanced formulas and formatting
- Password protection and security
- Advanced charting and databases
- Accessing extended databases
- Object linking and embedding
- Macro programming and dialog boxes for customization
- Add-in products such as AutoSave, Report Manager, and Analysis ToolPak.

### **PowerPoint – MICRO 897**

**Friday, November 9,** 8 am to 4 pm

Room Z-289 in the La-Z-Boy Center on our Main Campus

Cost: \$89 per person includes materials and lunch

Add some pizzazz to your presentations with PowerPoint. Learn how to create, modify, enhance, and customize a presentation.

**Getting Started with PowerPoint**  
**Creating a Presentation**  
**Modifying a Presentation**  
**Enhancing a Presentation**  
**Customizing Your Presentation**

### **Intermediate Word – MICRO 795**

**Friday, November 16**, 8 am to 4 pm

Room Z-289 in the La-Z-Boy 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**

### **Computer/Software Training Online**

**Monroe County Community College has partnered with ED2GO ([www.ed2go.com/monroe](http://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](http://www.ed2go.com/monroe).*

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#### **\*\*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](http://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.