



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

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.

FIBER OPTIC TRAINING

Basic Certified Fiber Optic Technician

August 13 – 15, 2018, 8 am to 5 pm

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

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 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)

August 16 & 17, 2018 , 8 am to 5 pm

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

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)

August 18 & 19, 2018, 8 am to 5 pm

Room T-157 in the Career & Technology 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 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.

INDUSTRIAL, ENVIRONMENTAL AND FOOD SAFETY

CONFINED SPACE AWARENESS – PERS 768-71

Friday, June 15, 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

HAZWOPER – 8 HR. REFRESHER, PERS 736

Thursday, June 14, 8 am to 5 pm

Room: A-173d 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.

HAZWOPER – 24 HR. OPERATIONS LEVEL, PERS 735

Wednesday – Friday, June 20 -22, 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.

HEALTHGUARD PROFESSIONAL FOOD MANAGER CERTIFICATION CSM 718 – CHOOSE ONE

June 12, July 10 and August 14

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.

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) 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.

To register for any of the training sessions on this schedule please call 734-384-4127.

****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.