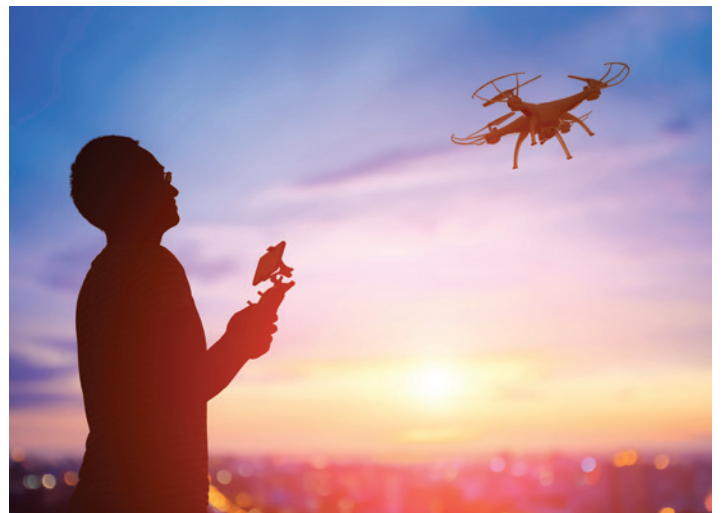


# LIFELONG LEARNING



MONROE COUNTY  
COMMUNITY COLLEGE

enriching lives



FALL SEMESTER • SEPTEMBER - DECEMBER 2022

# CHECK OUT WHAT'S INSIDE!

Certificate Programs   Career Exploration	3
Personal Interest	5
Destination Dance	11
Sports   Physical Fitness   Drones	14
Home Inspection   Skilled Trades   Real Estate	16
Medical Career Training	18
Business & Industry   Workforce Training   Professional Development	19
General Information and Refund Policy	25
Online Registration Instructions	27
Release of Liability Form (Fitness Waiver)	29
Registration Form	30
FACTS Payment Plan	31

## CREDIT CARD FEES

A two percent convenience fee will be charged to the cardholder for credit or debit card payments. This fee is a portion of the cost to MCCC for accepting credit cards as a form of payment. MCCC does not profit in any way from this fee.

## REGISTER ONLINE USING

**webPAL** AT [WWW.MONROECCC.EDU](http://WWW.MONROECCC.EDU)

If you are new to MCCC, you must first register with the Office of Lifelong Learning.



## ONLINE TUITION MANAGEMENT

Several Lifelong Learning classes may qualify for an interest-free monthly payment plan. See page 31 to learn more and find out when you should register. Act fast to register with no money down!

## HOURS

Monday - Thursday: 7:30 a.m. – 5 p.m.

Friday: 8 a.m. – noon

## PHONE

Office: 734.384.4127

Toll Free: 877.937.6222

(Mich. and Ohio Only)

## STAFF

### OFFICE OF LIFELONG LEARNING

Tina Pillarelli, Director

Rebecca Fournier, Administrative Assistant

### OFFICE OF WORKFORCE DEVELOPMENT

Barry Kinsey, Director



MONROE COUNTY  
COMMUNITY COLLEGE

enriching lives

## MISSION

Monroe County Community College enriches lives in our community by providing opportunity through student-focused, affordable, quality higher education and other learning experiences.

## VISION

Monroe County Community College will be recognized for our student-focused service, academic excellence, affordability, innovation, community responsiveness and student success.

Monroe County Community College is an equal opportunity institution and adheres to a policy that no qualified person shall be discriminated against because of race, color, religion, national origin or ancestry, age, gender, marital status, disability, genetic information, sexual orientation, gender identity/expression, height, weight or veteran's status in any program or activity for which it is responsible.

If you have a disability and need special accommodations, please contact the Student Success Center (734.384.4167) at least 10 business days prior to the first class session to begin the accommodation process.

The college's Equal Opportunity Officer and Title IX and Section 504/ADA Coordinator and Compliance Officer for discrimination and sexual harassment is the Director of Human Resources,

Monroe County Community College, 1555 South Raisinville Road, Monroe, Michigan 48161, 734.384.4245.

Monroe County Community College is accredited by the Higher Learning Commission, [www.hlcommission.org](http://www.hlcommission.org), 800.621.7440.

# 4 EASY WAYS TO REGISTER

## ONLINE

[www.monroeccc.edu](http://www.monroeccc.edu)  
via



## US MAIL

see address below

## IN PERSON

Room Z 286 in La-Z-Boy Center

## CALL US

734.384.4127 to register and  
pay with a credit card

## FACTS ONLINE

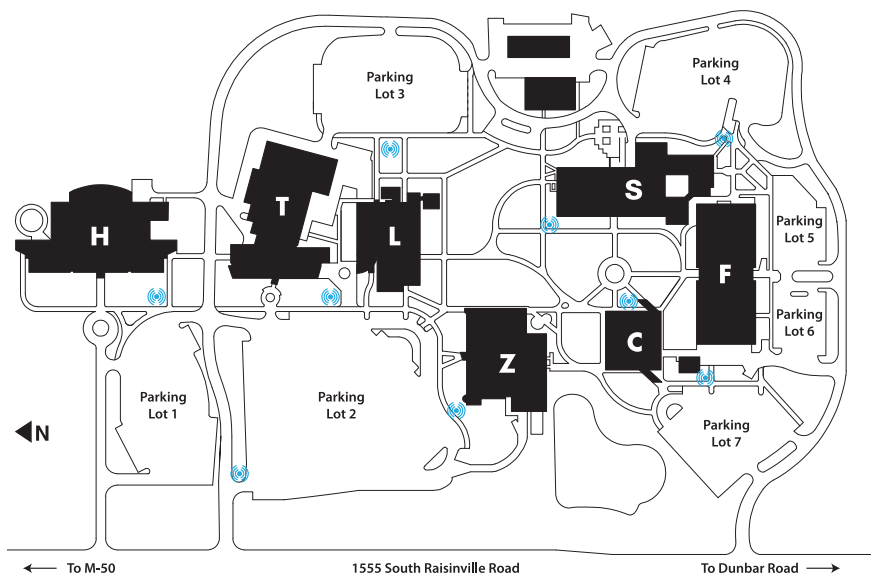
Tuition Management  
payment options  
are available for select  
classes. See page 31  
for details.

Follow us on



**Monroe County  
Community College  
Office of Lifelong Learning**

**Main Campus**  
La-Z-Boy Center, Room 286  
1555 S. Raisinville  
Monroe, MI 48161



**H** - Welch Health Education Building

**T** - Career Technology Center

**L** - Life Sciences Building

**Z** - La-Z-Boy Center / Meyer Theater

**S** - Warrick Student Center

*Formerly known as the "A" building,  
classes coded with an "A" in this schedule*

**C** - Campbell Academic Center

**F** - Founders Hall

- Emergency Call Stations

Visit MCCC's website for current information on COVID-19.  
[www.monroeccc.edu/coronavirus](http://www.monroeccc.edu/coronavirus)

## SENIOR CITIZEN SCHOLARSHIP

Monroe County Residents age 60 or over qualify for a waiver of 50 percent of tuition charges. The amount seniors are required to pay, which includes all applicable fees, is indicated next to each class throughout the schedule.

## SNOW/EMERGENCY CLOSING

MCCC will issue alerts in the event of emergencies and school closings or delays due to inclement weather. Sign up for MCCC's Emergency Notification System at [www.monroeccc.edu/emergency-alerts](http://www.monroeccc.edu/emergency-alerts). A message will be sent via email, text or phone.

## REGISTER EARLY! DON'T LET YOUR CLASS GET CANCELED!

A minimum number of students is required to run each class and a decision to cancel a class is made several days in advance of the start date, so register as soon as possible. Waiting until the last minute to register for a class may be too late.

**TEXTBOOK REQUIRED** If you see this symbol, there is a textbook required for the class. It will be available at the MCCC Bookstore for purchase approximately one week before the start date. You should bring the textbook to the first class.



# CERTIFICATE PROGRAMS | CAREER EXPLORATION ●●●●

## Boiler and Power Plant Fundamentals

Designed as a fundamentals course in boiler operations and power plant basics, students who successfully complete this course will be qualified to seek employment in facilities using boilers in any energy conversion process.

**\$759** Begins Oct. 4  
See page 16 for complete details.

### Bureau of Labor Statistics Boilermakers

	Mean Hourly Wage	Mean Annual Salary
Michigan	\$35.05	\$72,890
Ohio	\$36.94	\$76,840



## Dental Assisting Program

Our dental assisting program will prepare you for entry-level positions in one of the fastest growing health care positions. The purpose of this course is to familiarize you with all areas of pre-clinical dental assisting and provide training in the professional skills required to function as an assistant in the dental practice.

**\$1,254** Begins Oct. 10  
See page 18 for complete details.

### Bureau of Labor Statistics Dental Assistant

	Mean Hourly Wage	Mean Annual Salary
Michigan	\$19.08	\$39,680
Ohio	\$20.89	\$43,440

## Home Inspection Certificate Course

Do you want a career that doesn't have you chained to a desk all day? Are you looking for something that you can do part-time or to supplement your income? If you are a good communicator, enjoy working with people and have good mechanical and technical aptitude, a career as a home inspector may be right for you.

**\$395** per online course  
See page 17 for complete details.



## Real Estate Fundamentals

Prepare for the Michigan Real Estate Exam administered by AMP (Applied Management Professionals). This course is state-licensed for 40 hours of instruction and is open to the general public.

**\$279** Begins Oct. 3  
See page 16 for complete details.

### Bureau of Labor Statistics Real Estate Sales Agents

	Mean Hourly Wage	Mean Annual Salary
Michigan	\$31.41	\$65,330
Ohio	\$22.39	\$46,560

### Bureau of Labor Statistics Construction and Building Inspectors

	Mean Hourly Wage	Mean Annual Salary
Michigan	\$26.84	\$55,830
Ohio	\$20.56	\$63,550

## Paralegal

Paralegals provide essential assistance to lawyers, corporations and other organizations, and they have established themselves as a crucial part of the legal system. Learn the fundamental skills you will need to succeed in today's world of paralegal professionals. This course will provide you with the training you need to be job-ready.

Cost varies by topic.  
See page 19 for complete details.

### Bureau of Labor Statistics Paralegal and Legal Assistant

	Mean Hourly Wage	Mean Annual Salary
Michigan	\$26.91	\$55,960
Ohio	\$24.28	\$50,500

**Data Source: Bureau of Labor Statistics – [www.bls.gov](http://www.bls.gov)**

# CERTIFICATE PROGRAMS | CAREER EXPLORATION



## Personal Fitness Trainer Certification

Whether as a career move or for your own personal knowledge, get all the information you need to become a certified personal trainer.

**\$800** Begins Oct. 8  
See page 14 for complete details.

### Bureau of Labor Statistics Fitness Trainers and Aerobics Instructors

	Mean Hourly Wage	Mean Annual Salary
Michigan	\$18.87	\$39,250
Ohio	\$16.06	\$33,400

## Pharmacy Technician Certification Program

This comprehensive course will prepare you to work as a pharmacy technician in a retail or other pharmacy setting and to take the Pharmacy Technician Certification Board's exam.

**\$1,049** Begins Oct. 4  
See page 18 for complete details.

### Bureau of Labor Statistics Pharmacy Technicians

	Mean Hourly Wage	Mean Annual Salary
Michigan	\$17.16	\$35,690
Ohio	\$16.53	\$34,390

Projected Job Growth 2014-2024 is 18%

## Clinical Medical Assistant Program

This course will train you to assist physicians by performing functions related to the clinical responsibilities of a medical office. Externship is included. Prepare for the National Healthcareer Association Certified Clinical Medical Assistant national exam.

**\$2,499** Begins Sept. 27  
See page 18 for complete details.

### Bureau of Labor Statistics Medical Assistants

	Mean Hourly Wage	Mean Annual Salary
Michigan	\$17.14	\$35,640
Ohio	\$16.99	\$35,330



## Sterile Processing

Prepare to function as a sterile processing professional in multiple healthcare settings and to sit for the Certification Board for Sterile Processing and Distribution (CBSPD) SPD Technician Certification Exam.

**\$1,995** Begins Sept. 13  
See page 18 for complete details.





## 5

# PERSONAL INTEREST

## Cooking with Beer

This three-week program focuses on beer pairing and cooking recipes that directly use beer. Learn the traditional fish & chips technique as well as pairing your favorite Halloween candy with your favorite beers. Learn to create a dessert using beers with different chocolatey / coffee / oat profiles and how to determine when and where to use beer in a recipe that may not call for it. CEUs: .7

**CSM 737-81**

**\$250 (Senior Fee \$155)**

**Tuesdays Oct. 18 – Nov. 1**  
**5 - 7:30 p.m. S 149 Lyons**

## NEW!

## Cooking with Friends

Want to make your next dinner party one your friends and family will talk about forever? Join us for a hands-on cooking experience and learn the tips and tricks from a pro. Learn proper techniques for cooking large cuts of meats that you can use for your next Christmas party or to elevate your New Year's Party. Learn some fun and tasteful hors d'oeuvres to wow your guests. This course will teach you how to be confident with cooking for large groups and help improve your timing and technique. CEUs: .7


**CSM 750-81**

**\$250 (Senior Fee \$155)**

**Tuesdays Nov. 29 – Dec. 13**  
**5 - 7:30 p.m. S 149 Lyons**

## NEW!

## Elementary Japanese

This 14-week course is an introduction to Japanese language and culture, and is designed for beginners who have little or no experience learning Japanese. The goal of this course is to develop four basic skills: speaking, listening, reading and writing in model Japanese with a focus on the most widely used Japanese syllabic writing system (Hiragana), as well as greetings and phrases used in everyday communication and contemporary Japanese cultures. The course includes audio and video clips to demonstrate meaningful context and natural language use. Upon successful completion of this course, students will be able to carry on casual daily conversations such as self-introduction, greetings, apologizing, expressing likes and dislikes, and making requests, as well as develop the ability to read and write short, simple compositions in Japanese. Required textbook: *Elementary Japanese Volume One* by Yoko Hasegawa.  CEUs: 2.8

**HUMN 731-81**


**\$254 (Senior Fee \$127)**

**Saturdays Oct. 1 – Jan. 21**  
**10 a.m. - noon S 173b Liao**  
*No class November 26, December 24, 31*

智慧



## Speed Spanish (ONLINE)

Imagine yourself speaking, reading and writing Spanish. Now you can with Speed Spanish. This course is designed for anyone who wants to learn Spanish pronto. You will learn six easy recipes for gluing Spanish words together to form sentences. In no time at all, you will be able to go into any Spanish-speaking situation and converse in Spanish. ¡Qué Bueno! There are no prerequisites to take this course; however, you must have email capabilities and access to a personal email account. The instructional materials required for this course are included in enrollment and will be available online. CEUs: 2.4 

**WSPAN 701**

**\$115 Online Start any time.**  
**Additional levels and topics of Spanish are available.**

## Discover Sign Language (Online Self-paced)

Discover Sign Language teaches you how to sign basic phrases and expand to complete sentences and see how to put it all together, so you can introduce yourself and start a conversation. Along the way you will learn signs for colors, numbers, where you live, family, and the activities you like to do and even the ones you don't. Throughout the course you will learn by watching videos that demonstrate how to make the signs and how to incorporate facial expressions to communicate in this beautiful language. This course is taught using the best practices of the industry with a minimum of audio support. Throughout, you will be immersed in silence, so you will gain an understanding of the perspective of deaf people and sign language. You will also gain an introduction to the world of the deaf culture and explore topics such as lipreading, baby signs and the career of interpreting. By the end of the course, when you meet a deaf person, you will be ready to sign! There are no prerequisites to take this course and the instructional materials required for this course are included in enrollment and will be available online. Hardware Requirements: This course can be taken on either a PC, Mac or Chromebook. Software Requirements: PC: Windows 8 or later, Mac: macOS 10.6 or later. Browser: The latest version of Google Chrome or Mozilla Firefox are preferred, Microsoft Edge and Safari are also compatible, Adobe Acrobat Reader. Software must be installed and fully operational before the course begins. Other: Email capabilities and access to a personal email account. CEUs: 2.4

**SIGNL 704W \$115 Online Start any time.**



## Seasonal Crafting with Carolsue McCue

The following classes are taught by The Herb Cottage owner, Carolsue McCue. She has been designing herb and old-fashioned perennial gardens for decades and uses her harvest to teach many creative classes. Creativity is absolutely not required as Carolsue helps each student step by step!

### Austrian Statice Wreath

A Lush, full 22"x 6" deep statice wreath on a twig backing. If you're not crafty, no worries...you will learn the step by step way to assemble that you can also use in the future with other items you find or grow. This wreath will last years. Please bring a glue gun and snippers.

**CRAFT 846-81**

**\$82 (Senior Fee \$72)**

**Tuesday Oct. 4**  
**6 - 8:30 p.m. S 173b McCue**



### Back by popular demand! Fresh Hydrangea Wreath

You will be given a 22" twig wreath and we will add fresh hydrangea blooms of pinkish, purple-ish and lime for a full, definite 3-D effect. These last for years and you will be proud that you can make additional ones at your own workbench for gifts! Please bring a glue gun and snippers.

**CRAFT 844-81**

**\$82 (Senior Fee \$72)**

**Tuesday Oct. 11**  
**6 - 8:30 p.m. S 173b McCue**

### Christmas Evergreen Potpourri

This is a hands-on project making a barrel of potpourri that will fill your home with the beautiful aroma of Christmas. We will use fresh evergreens, red winter berries, dehydrated fruits, cinnamon sticks, spices, herbs, etc. We will add an herbal item throughout the mix that saves the aroma for years as well as an essential organic Christmas scent oil, not the sickly-sweet smells that are in "fragrant" oils. The recipe is one of the instructor's favorites and everyone will take home a large bag. She will also give each student a folder of her favorite potpourri recipes that she considers her treasures that you can use for years in your home give as gifts. You will learn where to find all necessary, easy ingredients (outdoors, garden, kitchen, grocers, plus the names of her own suppliers). Please bring snug-fitting medical exam gloves.

**CRAFT 703-81**

**\$54 (Senior Fee \$48)**

**Tuesday Nov. 15**  
**6 - 8 p.m. S 173b McCue**

## House Genealogy: Researching Your Home and Writing its History

Have you ever wondered how old your home is? Who built it? Who's lived in it? Or its architectural style? Then this four-week course, which teaches the basics of researching your home and property and preparing a house history, is for you. Over the course of four weeks, you will learn the following:

- *Is my house historic...or just old?*
- *What's that called? Architectural Nomenclature*
- *Conducting a building and site inventory.*
- *Using maps, historic photos and printed materials as research tools.*
- *The paper chase! – public documents*
- *And in the end, now what?*

**HOME 727-81**

**\$99 (Senior Fee \$49.50)**

**Wednesdays Oct. 5 - Nov. 9**  
**6 - 7:30 p.m. Z 259 Green**

### Passport to Retirement

With financial independence, retirement can be the most fulfilling time of your life. The Passport to Retirement workshop covers important money management concepts and educates attendees on how to potentially overcome the roadblocks to a successful retirement. Topics include defining and creating a retirement plan, assessing the costs of retirement, evaluating the sources of retirement income, investing for the future, protecting your health and wealth, receiving funds from retirement plans and managing your estate distribution. The class is taught by financial professionals; however, no products or investments will be promoted or offered. The fee includes a workbook. One workbook per registration is included in the cost.

**Spouse or partner may attend at no additional charge but must also pre-register.**

**PFIN 737-81**

**\$49 (Senior Fee \$36.75)**

**Wednesdays Oct. 19 - Nov. 2**  
**6:30 - 9 p.m. Z 258 Staff**





## Photography I for Digital and Film Cameras

Learn the art of photography and receive simplified instructions for your camera. You will learn parts of the camera, lenses, exposures, flash, filters, light, composition and more. **Please bring your camera to the first class.** CEUs: 2.1

### PHOTO 710-81

\$94 (Senior Fee \$47)

Tuesdays Oct. 4 – Nov. 15  
10 a.m. – 1 p.m. Z 258 Trickey

### PHOTO 710-82

\$94 (Senior Fee \$47)

Tuesdays Oct. 4 – Nov. 15  
6:30 – 9:30 p.m. Z 258 Trickey

### PHOTO 710-83

\$94 (Senior Fee \$47)

Thursdays Oct. 6 – Nov. 17  
10 a.m. – 1 p.m. Z 259 Trickey

## Inside Photography Workshop

Learn how to take great, natural looking candid photos that help capture a moment. Topics to be covered include ISO, modifying the on-camera or add-on flash, white balance, window light and polarizer. You'll gain valuable tips on how to improve photographing items, objects, products and people without spending a fortune on expensive studio equipment. CEUs: .4

### PHOTO 728-81

\$49 (Senior Fee \$24.50)

Saturday Oct. 29  
12 - 4 p.m. Z 259 Trickey

## Photoshop for Photographers

You will benefit from this class whether you are a digital or film photographer, and previous Photoshop experience is not necessary. Gain some valuable tips to enhance your photography career or hobby. Photoshop basics, cropping, layers, curves, composites and repairing photos are all included. **Prerequisite: You must have basic computer skills.** CEUs: 2.1

### PHOTO 715-81

\$94 (Senior Fee \$47)

Thursdays Oct. 6 – Nov. 17  
6:30 – 9:30 p.m. F 140 Trickey

### PHOTO 715-82

\$94 (Senior Fee \$47)

Fridays Oct. 7 – Nov. 18  
10 a.m. – 1 p.m. F 140 Trickey

## Landscape and Nature Photography Workshop

Expand your understanding of how to shoot landscape and nature photographs. You and the instructor will be taking photographs, so bring your camera and a tripod if you own one. Topics include light, composition and exposure. Class will take place at Sterling State Park in Monroe.

**Prerequisite: Photography I or similar experience.** CEUs: .4

### PHOTO 722-81

\$49 (Senior Fee \$24.50)

Saturday Oct. 15  
2 – 6 p.m. Sterling State Park Trickey

## NEW!

## Flash Photography Workshop

Learn how to take great, natural-looking candid photos that help capture a moment. Topics to be covered include ISO, modifying the on-camera or add-on flash, white balance, window light and polarizer. You'll gain valuable tips on how to improve photographing items, objects, products and people without spending a fortune on expensive studio equipment. CEUs: .4

### PHOTO 733-81

\$49 (Senior Fee \$24.50)

Saturday Nov. 5  
12 - 4 p.m. Z 259 Trickey

## AKC Canine Good Citizen/Therapy Dog Prep

The AKC Canine Good Citizen™ test is the foundation for therapy dog training. This class is based on teaching and training dogs with their handlers through positive reinforcement. We will prepare for evaluation and assessment for therapy dog work. Any age and breed or mix over 12 months old is welcome. Please bring health records and your pet on a six-foot lead to class. The evaluation and certification for the AKC title will be a separate fee. Retractable leads are not allowed. Course is taught by Cheryl Wassus, AKC, approved CGC Evaluator, Therapy Dogs International Certified Evaluator. CEUs: .6

### SPORT 756-81

\$125 (Senior Fee \$62.50)

Wednesdays Sept. 28 - Nov. 2  
7 – 7:45 p.m. H 131 Wassus



## Puppy Training/Good Manner Class

The AKC S.T.A.R.™ Puppy Program rewards responsible owners who take the time to train and socialize their new puppies. This program is the puppy level of the AKC's well-known Canine Good Citizen® program. "S.T.A.R." stands for Socialization, Training, Activity and a Responsible owner, all of the things a puppy needs to have a good life. This class is for any puppy, breed or mix under 12 months. Please bring health records with puppy on lead to first class. Retractable leads are not allowed. Class is taught by Cheryl Wassus, AKC, approved CGC Evaluator. CEUs: .6

### SPORT 755-81

\$125 (Senior Fee \$62.50)

Wednesdays Sept. 28 - Nov. 2  
6 – 6:45 p.m. H 131 Wassus

## Found Poetry Workshop

Plan to join in a fun and no stress or pressure exercise of creating your own poems. "Finding Poetry" is a hands-on way for you to create your own poem! This workshop is designed for individuals who have wanted to write a poem, but felt at a loss for words, or maybe are just daunted by the whole idea. You will be guided through the steps in creating an original poem (or two). Bring a pen and your sense of exploration! Other materials will be provided.

**HUMN 728-81**

**\$49 (Senior Fee \$24.50)**

**Friday Sept. 30**  
**10 – 11:30 a.m. S 173b Mauter**

## **NEW! Story Telling – Did you hear this one?**

Learn about the history and the meaning behind storytelling. This interactive workshop will explore what makes a good story. We will look at and hear storytelling from the perspectives of diverse cultures. A variety of stories from unique regions will be shared. Feel free to bring your own short stories to share at the conclusion.

**HUMN 732-81**

**\$49 (Senior Fee \$24.50)**

**Friday Oct. 21**  
**10 a.m. – Noon S 173b Mauter**

## Special Session In Honor of



## Native Prose

Celebrate Native American Heritage month with poetry and writings from the First Peoples. Discover the theme of interconnectedness woven through the voices of various Native American writers and artists. Take a journey through words and images and glimpse nature and life through Native American poetry.

**HIST 721-81**

**\$49 (Senior Fee \$24.50)**

**Friday Nov. 4**  
**10 – 11:30 a.m. S 173b Mauter**



## About the Instructor - Barbara Mauter

Barbara Mauter is an adjunct instructor with over 20 years college teaching experience. She has taught and presented various workshops for the University of Toledo, Bowling Green State University, Monroe County Community College and other venues. She is also a Master Online Instructor. Barbara completed ALC (Active Learning Classroom) Training and has been incorporating new ideas into her workshops. Additionally, she attended a CDI (Course Design Institute), expanding her knowledge of course design. Her interests center around reading, thinking, how our minds work, and Native American culture and history. She is known for her critical thinking class activities.

## FREE

## Math Boot Camp

MCCC is offering this non-credit Math Boot Camp for students and community members who need to review and improve their math skills. Basic arithmetic, such as working with whole numbers and integers, fractions, decimals and percentages, will be covered. Learning will further be enhanced through meaningful, real-world applications and problem solving. These applications will be fun and relatable to real life. We can help lessen your anxiety about math and build confidence in your abilities. The last week of camp will be devoted to review and preparation for the Accuplacer test. In addition, you'll be exposed to STEM (Science, Engineering, Technology and Math) programs of study and careers. CEUs: 2.2

## Who should take the course?

- Students who score below the minimum Accuplacer test score required for placement into MATH 092 (Beginning Algebra) or Math 105 (Essential Math for College Students)
- Students who need to brush up on basic math skills to retake the Accuplacer test
- Anyone in the community who wants to improve their math skills

**MATH 713-81**

**Free, but you must register**

**Mon/Tues/Wed Nov. 7 – Dec. 7**  
**11:30 a.m. – 1 p.m. L 111 Staff**

**MATH 713-82**

**Free, but you must register**

**Mon/Tues/Wed Nov. 7 – Dec. 7**  
**6 - 7:30 p.m. L 204 Staff**

## ONLINE COURSES

**350+ COURSES to choose from! 24/7 ACCESS anytime, anywhere!**  
**FLEXIBLE monthly start dates**

September 14, October 12, November 16, December 14

You can discover hundreds of quality online courses and complete your online courses anytime, anywhere! Our online courses are informative, fun, convenient and highly interactive. We focus on creating warm, supportive communities for our learners. New course sessions begin monthly. Take a free demo of any one of our 12-week online video and written courses and experience proven online training success! See why millions of lifelong learners take online courses through ed2go.

### WELCOME!

Most courses run for six weeks (with a 10-day grace period at the end). Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links and more. You can complete any of these courses entirely from your home or office and at any time of the day or night.

### GETTING STARTED

1. Visit our Online Instruction Center: [www.ed2go.com/Monroe](http://www.ed2go.com/Monroe)
2. Click the Courses link, choose the department and course title you are interested in, and select the Enroll Now button. Follow the instructions to enroll. Here you will enter your e-mail and choose a password that will grant you access to the classroom. You will also pay for your course at this time.
3. When your course starts, return to our Online Instruction Center and click the "Classroom" link. To begin your studies, simply log in with your e-mail and the password you selected during enrollment.

### LEARN FROM THE COMFORT OF HOME

Complete any of these courses entirely from your home or office and at any time of the day or night.

#### ARTS AND DESIGN

Graphic Arts  
Photography  
Web Design

#### BUSINESS

Accounting  
Administrative  
Communication  
Finance  
Marketing and Sales  
Operations  
Project Management  
Small Business  
Soft Skills

#### COMPUTER APPLICATIONS

Microsoft  
QuickBooks  
Windows  
Google

#### COMPUTER SCIENCE

Database Management  
Programming

#### HOSPITALITY

Catering  
Pet Sitting Business

#### HEALTH AND FITNESS

Alternative Medicine  
Fitness  
Medical  
Veterinary  
Wellness

#### INFORMATION TECHNOLOGY

Networking  
Security  
Cloud Computing

#### LANGUAGE

French  
Japanese  
Sign Language

#### LEGAL

Legal Studies

#### MATH AND SCIENCE

Mathematics and  
Science

#### TEACHER PROFESSIONAL DEVELOPMENT

Child Development  
Classroom Technology  
Math and Science  
Reading and Writing

#### TEST PREP

Exam Prep

#### WRITING

Writing and Editing



Visit our partner site at  
[www.ed2go.com/Monroe](http://www.ed2go.com/Monroe) for complete course  
 details, including descriptions and cost.

### Introduction to Drones

Learn how to fly a drone for fun! This beginner's course is designed with the drone enthusiasts in mind and includes everything you need to get started with drones. We will cover basic laws and safety, as well as flight controls and where you can fly legally. The instructor will teach you how to download photos and videos from the drone. You will need to bring a smart phone, as you'll use it to control your drone (unless you buy a remote separately). If you bring your own laptop, the instructor will show you how to transfer the photos/videos as well. Students must sign a liability waiver prior to class. This is a hands-on flight training course, and a drone that you will keep is included in the cost. CEUs: 1.3

#### PILOT 710-81

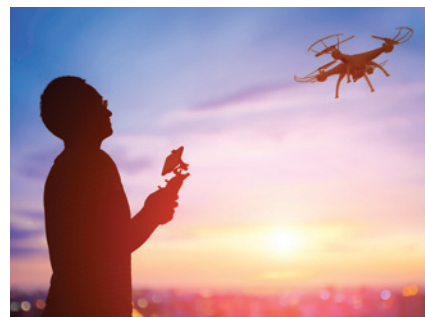
**\$399 (Senior Fee \$294.50)**

**Sat./Sun.**

**Oct. 8 & 9**

**9 a.m. – 2:30 p.m. F 185**

**Knaggs**



### An Introduction to Voiceovers (Virtual) (Getting Started in Voice Acting)

Explore the craft of voiceovers! Discover current trends, opportunities and tools you need to find success in this growing remote working industry. Read a real script and receive coaching from your instructor, a professional voice actor, to improve your delivery. One-time, 90-minute, one-on-one, video-chat class! Upon registration you will be contacted by Voices For All to schedule your class for a day and time of your convenience. Requirements: Students must have internet access and video chatting capabilities using a method such as: Zoom, Skype (Win/Mac/Mobile) or iChat/FaceTime (Mac/iOS). For ages 18 and older. CEUs: .1

#### PROF 721-41

**\$49 (Senior Fee \$24.50)**

**Call to register and secure your date.**





## Train with Dance Director Kellie Lajiness!

- ### At Destination Dance, You Will Enjoy:

- For more information or questions regarding course offerings at Destination Dance School, please contact Destination Dance Director Kellie Lajiness at [klajiness@monroeccc.edu](mailto:klajiness@monroeccc.edu).**

## Open House for new and returning students

11



## destination

### Pre-Teen Tap I

**Age 9-12**

\$69 per section

Wednesdays 4:30 – 5:10 p.m. H 139

DANCE 743-81 Sept. 14 – Oct. 19

DANCE 743-82 Oct. 26 – Dec. 14

No class November 23 or December 7

### Pre-Teen Theater Jazz

**Age 9 - 12**

\$78 per section

Wednesdays 5:15 – 6:10 p.m. H 139

DANCE 760-81 Sept. 14 – Oct. 19

DANCE 760-82 Oct. 26 – Dec. 14

No class November 23 or December 7

### Teen/Adult Tap Level I/II

**Age 13+**

\$78 per section (Senior Fee \$39)

Tuesdays 6:30 – 7:25 p.m. H 139

DANCE 736-81 Sept. 13 – Oct. 18

DANCE 736-82 Oct. 25 – Dec. 6

No class November 22

### It's Back! Teen/Adult

#### Contemporary Jazz Exercise

\$78 per section (Senior Fee \$39)

Thursdays 6:30 – 7:25 p.m. H 139

DANCE 777-81 Sept. 15 – Oct. 20

DANCE 777-82 Oct. 27 – Dec. 15

No class November 24 or December 8

## PRIVATE DANCE LESSONS

Private dance lessons are available in any field of study and you may purchase any number of lessons. Private Lesson Fees: **\$50 per hour.**

### IODE Auditions for 2022-23 Season

#### MCCC's Inside Out Dance Ensemble

will hold auditions for adult dancers age 18+ and apprentices ages 14+.

Please choose one time to attend.

Friday, Sept. 16 • 5 – 8 p.m. • H 139

Saturday, Sept. 17 • 9 – Noon • H 139

### Better Balance Ballet Barre Exercise Level I

\$69 per section (Senior Fee \$34.50)

Mondays 10 – 10:40 a.m. H 139

DANCE 792-81 Sept. 12 – Oct. 17

DANCE 792-82 Oct. 24 – Dec. 5

No class October 31

### NEW!

### Better Balance Ballet Barre Exercise Level II

\$69 per section (Senior Fee \$34.50)

Wednesdays 6:15 – 6:55 p.m. H 139

DANCE 805-81 Sept. 14 – Oct. 19

DANCE 805-82 Oct. 26 – Dec. 14

No class November 23 or December 7



### Teen/Adult Intermediate Theatre Tap Age 13+

\$78 per section (Senior Fee \$39)

Wednesdays 7 – 7:55 p.m. H 139

DANCE 773-81 Sept. 14 – Oct. 19

DANCE 773-82 Oct. 26 – Dec. 14

No class November 23 or December 7

### Teen/Adult Ballet Level III/IV Age 13+

\$87 per section (Senior Fee \$43.50)

Mondays 6:45 – 7:55 p.m. H 139

DANCE 772-81 Sept. 12 – Oct. 17

DANCE 772-82 Oct. 24 – Dec. 5

No class October 31

### Continuation Classes

- **Classes resume January 2023**
- **Additional new classes begin February 2023**
- **Summer schedule begins in June 2023!**

*Continued on next page.*

# DANCE SCHOOL



## Recruiting New Members!

### Destination Tap Collective: Intermediate/Advanced Teen/Adult Company Class

\$87 per section

Mondays 5:30 – 6:40 p.m. H 139

DANCE 762A-81 Sept. 12 – Oct. 17

DANCE 762A-82 Oct. 24 – Dec. 5

No class October 31

*Make MCCC your destination for  
action packed dance! New members  
are welcome!*

## Annual Spring Recital May 25, 2023



## Select from Three Nights of Ballroom Dancing

### American Rhythm and Smooth Ballroom Offerings for Teens and Adults

#### MONDAY MORNINGS

#### Ballroom Level II/III – Class I Foxtrot/Rumba/Mambo

DANCE 703-81

\$78 (Senior Fee \$39)

Mondays Sept. 12 – Oct. 17  
11 – 11:55 a.m. H 139

#### Ballroom Level II/III – Class II Waltz/Night Club Two-Step/ Cha Cha

DANCE 703-82

\$78 (Senior Fee \$39)

Mondays Oct. 24 – Dec. 5  
11 – 11:55 a.m. H 139

No class October 31

#### MONDAY EVENINGS

#### Adult Beginner Variety I Class I Salsa/Merengue and more

DANCE 702-81

\$78 (Senior Fee \$39)

Mondays Sept. 12 – Oct. 17  
8 – 8:55 p.m. H 139

#### Adult Beginner Variety I Class II Argentine Tango/Night Club Two-Step and more

DANCE 702-82

\$78 (Senior Fee \$39)

Mondays Oct. 24 – Dec. 5  
8 – 8:55 p.m. H 139

No class October 31

#### TUESDAY EVENINGS

#### Adult Beginner Variety I Class I Swing/Nightclub Two-Step and more

DANCE 702-83

\$78 (Senior Fee \$39)

Tuesdays Sept. 13 – Oct. 18  
7:30 – 8:25 p.m. H 139

#### Adult Beginner Variety I Class II Foxtrot/Cha Cha and more

DANCE 702-84

\$78 (Senior Fee \$39)

Tuesdays Oct. 25 – Dec. 6  
7:30 – 8:25 p.m. H 139

No class November 22

#### WEDNESDAY EVENINGS

#### Adult Beginner Variety I Class I Foxtrot/Rumba and more

DANCE 702-85

\$78 (Senior Fee \$39)

Wednesdays Sept. 14 – Oct. 19  
8 – 8:55 p.m. H 139

#### Adult Beginner Variety I Class II Swing/Waltz and more

DANCE 702-86

\$78 (Senior Fee \$39)

Wednesdays Oct. 26 – Dec. 14  
8 – 8:55 p.m. H 139

No class November 23 or December 7

## Wedding Bells Ballroom Package

Package includes one  
introductory planning session and  
three private lessons.

Private dance lessons are available  
in any field of study. You may  
purchase any number of lessons at  
\$50 per hour.

Ballroom Dance Club's monthly  
lesson parties are back and open to  
the public. Meet in Room H 139.

Contact Kellie at  
[klajiness@monroeccc.edu](mailto:klajiness@monroeccc.edu) for  
any of the above.



Stay tuned for  
**MCCC Ballroom Dance  
Club's return with  
monthly Dance Parties.**  
**Open to the public!**  
**Meets in the HEB, room 139**





## Tae Kwon Do

Tae kwon do is a Korean martial art that translates into "the way of kicking and punching" with proper attitude and concentration. Practice tae kwon do to learn mind and body control through unarmed self-defense techniques, discipline and concentration. Class is taught by Instructor Master Mark Bergmooser, a certified 5th-degree black belt and Instructor Frank Stasa. Open to students age 5 and older.

**\$60 (Senior Fee \$31.50)** – classroom training only (no private lessons)

**\$95 (Senior Fee \$59)** – includes classroom training and one private lesson. If you wish to schedule additional private lessons with each section, please call the office for pricing and to register. Private tae kwon do lessons must be completed prior to the end of the semester or by the date determined by the instructor.

**HPE 712B-81 – classroom only**

**HPE 713-81B – classroom plus one private lesson**

**Tues/Thurs Sept 20 - Oct. 13**

**6:30 – 7:45 p.m. H 131**

**Bergmooser/Stasa**

*No class September 27*

**HPE 712C-81 – classroom only**

**HPE 713-81C – classroom plus one private lesson**

**Tues/Thurs Oct. 18 - Nov. 8**

**6:30 – 7:45 p.m. H 131 Bergmooser/Stasa**

**HPE 712D-81 – classroom only**

**HPE 713-81D – classroom plus one private lesson**

**Tues/Thurs Nov. 10 - Dec. 8**

**6:30 – 7:45 p.m. H 131 Bergmooser/Stasa**

*No class November 15 and 24*

## Personal Trainer Certification Course - Hybrid (virtual lectures and in-person practical skills labs)

This hybrid course includes virtual lectures plus in-person practical skills lab on campus.

Get all the information needed to start an exciting fitness career and become a Certified Personal Trainer. Turn your fitness passion into a profession.

The scheduled virtual live lectures are led by our five-star teacher. Topics will cover 15 hours on anatomy, exercise physiology, kinesiology, biomechanics, nutrition and more.

The in-person practical skill labs allow you to role play and review essential hands-on skills to master assessing clients, stretching, warm ups/cool downs, exercise analysis and programming design.

The course includes the national test vouchers (\$450 value) and extra access to our online video enhanced CPT course to review lectures and labs at no extra cost! W.I.T.S. 30-hour optional employer internship (Level 2 Certification) helps walk you in to jobs who very much value our unique certification.

We are all about your success and the tools we give you will help you reach that goal. CEUs: 3.6 (32 hours over 6 weeks)

**Required Textbook: (Sold Separately)** Howley, Edward T. and Thompson, Dixie L. 2017. Fitness Professional's Handbook. 7th Edition. Publisher: Human Kinetics, Champaign, IL. The e-book costs \$74 and the cost for the hard cover version is \$99, plus \$15.95 for shipping, and must be purchased by the student. Amazon Prime also has a rent-a-book option set up.

**Prerequisite:** You must have a high school diploma/GED and be at least 18 years old.

**HPE 729-81**

**\$800 (Senior Fee \$700)**

**9 a.m. – 4 p.m.\***

**Oct. 8 – Nov. 19**

**Saturdays**

**H 110**

**WITS Staff**

*No class on November 12 (study weekend). National Exam is November 19*

**\* 9 a.m. – Noon is virtual lecture done wherever you prefer**

**\* 1 – 4 p.m. is practical (in person) labs on campus (room H 110)**



## Pilates Mat Class

Pilates focuses on engaging the mind and body together to create exercise that involves the whole person. Pilates strengthens the core, improves balance, increases coordination, and decreases stress. It is a low-impact, full-body workout appropriate for everyone at any fitness level. This mat class will be an all-level class taught based on the principles of Joseph Pilates, breath, concentration, centering, control, precision and flow. This class will build a foundation for someone that has never done Pilates and hone the mat exercises for the seasoned Pilates practitioner. The mat work is the heart and soul of a Pilates practice.

### HPE 733-81

\$69 (senior fee \$34.50)

Thursdays Sept. 22 – Oct. 27

5:30 – 6:30 p.m. Z 275 Lewis

### HPE 733-82

\$69 (senior fee \$34.50)

Thursdays Nov. 3 – Dec. 15

5:30 – 6:30 p.m. Z 275 Lewis

No class November 24



### About the Instructor, Calie Lewis

Calie holds a Comprehensive Pilates Instructor Certification through Pilates Education Institute, trained under Master Pilates Instructor Brenda Freeman and a Balanced Body Certification in Movement Principles. As a teacher she strives to maintain the integrity of how Joseph Pilates taught the work he called Contrology. She teaches classical Pilates to real bodies and understands how it feels to not be in a mover's body, but want to be.

# Mindful Movement Yoga

## Yoga

Yoga is an ancient practice of mindfulness and connection. In an hour class, students will be led through various poses in a slow, dynamic way to cultivate more flexibility, strength and balance in their bodies. Breathing and meditation practices will also be incorporated to help calm the mind and release stress. Multiple levels will be shown in each class. Please inform your teacher of any ailments or limitations that you may have that would restrict your practice. Required materials: yoga mat, hand towel. Optional materials: yoga block.

### YOGA 703-81

\$90 (Senior Fee \$45)

Wednesdays Sept. 28 – Nov. 2

5:30 – 6:30 p.m. Z 275 Whited

### YOGA 703-82

\$90 (Senior Fee \$45)

Wednesdays Nov. 9 – Dec. 14

5:30 – 6:30 p.m. Z 275 Whited

## Meditation

Meditation is a grounding practice that teaches us to move from a state of reactivity to receptivity. In this 30-minute seated practice, relaxation techniques such as deep breathing, visualization and progressive muscle relaxation will be used to activate a deep relaxation response. When practiced regularly, these activities lead to a reduction in your everyday stress levels and a boost in your feelings of joy and peace. Please bring a yoga mat, meditation cushion or yoga blanket to sit on.

### YOGA 702-81

\$60 (Senior Fee \$30)

Wednesdays Sept. 28 – Nov. 2

6:30 – 7 p.m. Z 275 Whited

### YOGA 702-82

\$60 (Senior Fee \$30)

Wednesdays Nov. 9 – Dec. 14

6:30 – 7 p.m. Z 275 Whited

**Sign up for Yoga and Meditation and receive a \$20 discount.**

### YOGA 703-81A

\$130 (Senior Fee \$65)

Wednesdays Sept. 28 – Nov. 2

5:30 – 7 p.m. Z 275 Whited

### YOGA 703-82A

\$130 (Senior Fee \$65)

Wednesdays Nov. 9 – Dec. 14

5:30 – 7 p.m. Z 275 Whited

### About the Instructor, Malissa Whited

Malissa is the owner/lead teacher of Mindful Movement. Malissa stepped on her mat over 25 years ago. It has become a beautiful, guiding force in her life. Her practice is an eclectic fusion of breath work, flowing asana, mindfulness, anatomy and storytelling. Her classes are educational, created with a therapeutic focus, and breath-centered. She shows multiple levels in her classes to allow her students to manifest an optimal experience in their minds, bodies and hearts. Experience: Malissa Whited B.S., E-RYT 200 has been a therapeutic style Yoga instructor for over 20 years. She is also a manual medicine therapist under Dr. Keith R. Barbour, D.O., and a blue belt in Brazilian Jiu Jitsu under Todd Williams. She has taught Yoga trainings, retreats and workshops in the U.S. and Internationally.





## Real Estate Fundamentals

Prepare for the Michigan Real Estate Exam, administered by AMP (Applied Management Professionals). The course also serves as an excellent survey of the laws affecting real estate transactions for investors and those desiring a more thorough knowledge of the subject. Topics include real estate laws, rules and regulations, contracts, financing, ownership, brokerage, valuation and fair housing. This course is state-licensed for 40 hours of instruction and is open to the general public. Note: You must complete the 40 hours of instruction and pass the final exam in order to receive a passing grade for the class. Cost includes text and materials. CEUs: 4.0

**RELST 701-81**

**\$279 (Senior Fee \$244.50)**

**Mon. – Thurs. Oct. 3 – 18**  
**6 – 10 p.m. Z 271 Staff**

## Michigan 6-Hour Real Estate Continuing Education

This course is approved by the Board of Real Estate Brokers and Salespeople for six hours of the relicensure continuing education requirements. Subjects covered will include a Michigan statutes and rules update, real estate law cases, national industry updates and avoiding fraud and misrepresentation. This course includes the required two hours of law. The course fee includes materials.

**Participants arriving after the class begins will not be admitted due to the six-hour state requirement. Your real estate ID card and driver's license is required at check in, which begins 15 minutes before the class start time.** CEUs: .6

**RELST 703-81**

**\$43 (Senior Fee \$23)**

**Monday Oct. 24**  
**9 a.m. – 4 p.m. Z 259 Staff**

**RELST 703-82**

**\$43 (Senior Fee \$23)**

**Tuesday Oct. 25**  
**4 – 10:30 p.m. Z 259 Staff**



## Boiler and Power Plant Fundamentals

Designed as a fundamentals course in boiler operations and power plant basics, students who successfully complete this course 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 Accuplacer placement test and obtain a minimum score of 250 in English, 238 in Reading and 262 in Elementary Algebra.**

Please contact us for your student I.D. # prior to completing the Accuplacer test. Test is included in the cost.

Online registration is not available for this class as your test scores must be verified prior to enrolling. CEUs: 8.8

**MECH 727-81**

**\$759 (Senior Fee \$424.50)**

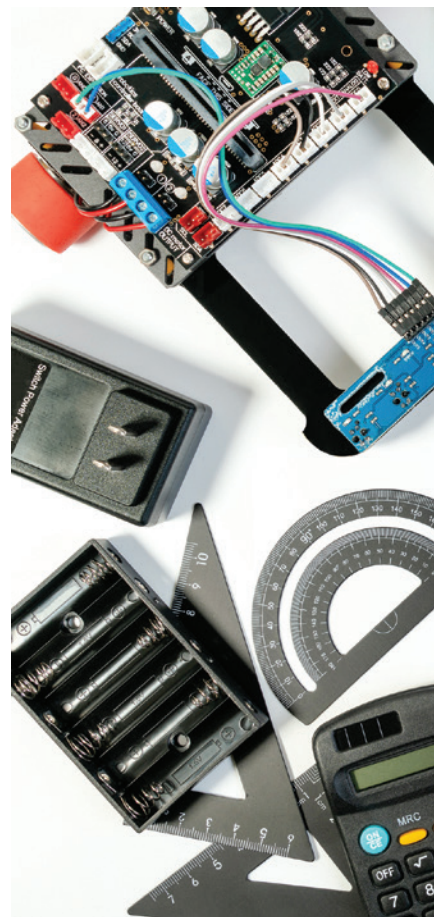
**Tues/Thurs Oct. 4 – Dec. 15**  
**5 – 9 p.m. Z 260 Kiselewski**  
**No class on November 24**



## Vex Robotics

The VEX Robotic team provides students 3rd grade through college, in three different age groups, the opportunity to learn about competitive robotics as part of a community team. Students can participate year round with new contests and projects being implemented annually. Students will gain an introduction to mechanical, electrical, programming and CAD design while keeping track of individual progress through an engineering notebook. Students also develop additional skills, including multimedia marketing, team building, time management and public speaking. The VEX program operates on the MCCC campus for six competitive seasons and is designed to be a year-round, continuous student development program. Interested students should visit a class session to learn more and meet the other team members and mentors.

**Contact mmohn@monroeccc.edu or jeffdemaray@yahoo.com for further information.**







## Home Inspection Certificate Course (Online)



Do you want a career that doesn't have you chained to a desk all day? Are you looking for something that you can do part-time or to supplement your income? If you are a good communicator, enjoy working with people, and have good mechanical and technical aptitude, a career as a home inspector may be right for you. This course is endorsed by the American Society of Home Inspectors.

This 10-course program provides you with the technical skills and expertise required to conduct visual examinations and deliver written reports on the physical and operational condition of homes or housing units. Each of the 10 courses will require a minimum of 42 contact hours of study. Exercises and practical quizzes allow you to check your progress.

Each module will have instructor support and can be taken in any order you choose.

## Roofing (Online)

This course covers both sloped and flat roof coverings. Detailed descriptions and illustrations help to explain problems, causes and implications for common roofing materials. It also goes into detail on how to inspect roofs and what to watch for.

**HOMNT 729A-41**  
\$395 (Senior \$332.50)

## Structure (Online)

In the Structure course, all of the structural elements of a building from the footings and foundations to the floor, wall and roof assemblies are addressed in detail. Elements of good construction are illustrated, along with common failure modes and how to identify them.

**HOMNT 729B-41**  
\$395 (Senior \$332.50)

## Electrical (Online)

The course moves on to address getting electricity into the house and distributing it safely to its end-use points including switches, lights and receptacles. The course is designed to provide people who do not have an electrical background with the skills necessary to perform the electrical part of a professional home inspection.

**HOMNT 729C-41**  
\$395 (Senior \$332.50)



## Heating I (Online)

This course introduces residential heating systems, starting with a description of various fuels. The course then focuses on the different types of furnaces and boilers.

**HOMNT 729D-41**  
\$395 (Senior \$332.50)

## Heating II (Online)

The Heating course continues with a focus on chimneys, wood heating, fireplaces, steam heating, electric heating systems and space heaters. Each topic starts with a description of how the system works.

**HOMNT 729E-41**  
\$395 (Senior \$332.50)

## Air Conditioning & Heat Pumps (Online)

In our Air Conditioning & Heat Pumps course, complex mechanical systems are broken down into simple components. Starting with basic principles of operation and building on an understanding, considerable detail is provided on how these systems fail. Upon completion, students can inspect air conditioning and heat pump systems as a professional home inspector.

**HOMNT 729F-41**  
\$395 (Senior \$332.50)



## Plumbing (Online)

This course is broken into four parts: supply piping, water heaters, waste piping and plumbing fixtures. The physics of water is covered at the beginning in a simple, common-sense way.

**HOMNT 729G-41**  
\$395 (Senior \$332.50)

## Exterior (Online)

The Exterior course covers retaining walls, grounds, window wells, lot grading, driveways, patios, walkways, decks, balconies, stoops and steps, porches, railings, wall cladding, flashing trim, eaves, soffits, fascia, as well as exterior doors and windows. You will learn to describe the exterior wall covering and inspect all aspects of the exterior named above.

**HOMNT 729H-41**  
\$395 (Senior \$332.50)

## Insulation and Interiors (Online)

Learn to inspect thermal insulation, vapor barrier and ventilation systems. You will also learn how to inspect interior elements of homes such as walls, ceilings, floors, basements, doors, windows, interior stairs/railings, countertops and cabinets, and garage doors/door operators.

**HOMNT 729I-41**  
\$395 (Senior \$332.50)

## Communication and Professional Practice (Online)

Home inspectors are required, both verbally and in writing, to describe the inspection process and communicate inspection findings to the client. It is important that home inspectors communicate clearly and effectively to ensure that clients understand the inspection results and the report. Learn the reporting requirements and proper conduct for a professional home inspector.

**HOMNT 729J-41**  
\$395 (Senior \$332.50)

## Clinical Medical Assistant Program

**140 classroom hours + 160 clinical hours**

**MEDCL 826-81**

\$2,499 (Senior Fee \$2,209)

Tues/Thurs/Sat Sept. 27 – Jan. 17  
6 – 9:30 p.m. Z 257 Staff

**Meets from 9 a.m. – 4 p.m. on the following Saturdays: Oct. 8, 22, Nov. 5, 19, Dec. 10 and Jan. 7**

No class Nov. 24 and Dec. 20, 22, 27  
and 29

## Dental Assisting Program

Entry Level • Clinical Practice

This program prepares students for entry-level positions in one of the fastest growing healthcare professions. With the national increase in healthcare-related services, and the national shortage of healthcare professionals, the need for dental assistants is growing substantially. With a growing workforce over 300,000 strong, a career in dental assisting ranks as the fourth-fastest growing occupation in the healthcare technician field. The program prepares learners for entry-level positions as a chair-side dental assistant. The purpose of this program is to familiarize learners with all areas of administrative and clinical dental assisting focusing on the responsibilities required to function as an assistant in a dental practice. Externship included.

**60 classroom hours + 40 clinical hours**

**MEDCL 828-81**

\$1,254 (Senior Fee \$1,106.50)

Mon/Wed Oct. 10 – Dec. 7

6 – 9:30 p.m. Z 260 Staff

No class Nov. 23



# Pharmacy Technician Certification Program

Entry Level • Clinical Practice

The need for pharmacy technicians continues to grow with demand expected to increase substantially through 2024. Technicians work under the supervision of a registered pharmacist in hospitals, home infusion pharmacies, community pharmacies and other healthcare settings. This high demand for pharmacy technicians is the result of a multitude of factors, including the constant availability of new drugs, the national shortage of registered pharmacists, the establishment of certified pharmacy technicians and the aging population. Approximately 400,000 technicians will be employed by the year 2024 to meet our nation's growing healthcare demands. This comprehensive course will prepare learners to enter the pharmacy field and take the Pharmacy Technician Certification Board's PTCB exam. Externship included.

**50 classroom hours +80 clinical hours**

**MEDCL 807-81**

\$1,049 (Senior Fee \$924)

Tues/Thurs      Oct. 4 – Nov. 22

6 – 9:30 p.m.	Z 272	Staff
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## Sterile Processing Technician

This 66-hour program

is designed to prepare students to function as a sterile processing professional in multiple healthcare settings. Sterile processing technicians perform and participate in decontamination, cleaning, assembling, packaging, scanning, sterilization, storage, and distribution of reusable surgical instrumentation and equipment. This course is a combination of lecture, hands-on labs, and site visits to a local facility. This course will be taught live on campus. Clinical hours (120) will be at facilities located in southeast Michigan or northwest Ohio, generally within one-hour drive time from Monroe.

Students who complete this comprehensive course with a passing grade of 70 or higher would be prepared to sit for the Certification Board for Sterile Processing and Distribution (CBSPD) SPD Technician Certification Exam. CEUs: 8

**MEDCL 842-71**

\$1,995 (Senior Fee \$1795.50)

Tues/Thurs Sept. 13 – Dec. 13  
6 – 9 p.m. L 145 Staff



**Externships are included with these medical career training courses. After successfully completing the coursework, you will have the opportunity to participate and receive valuable hands-on experience.**

# BUSINESS & INDUSTRY | WORKFORCE TRAINING | PROFESSIONAL DEVELOPMENT ● ● ● ● ● ● ● ● ● ●



## Paralegal and Legal Support Training Courses

Formerly known as The Center for Legal Studies, CLS by BARBRI is the leading continuing legal education company in the country. Since 1980, CLS has enabled thousands of students to achieve their career advancing goals while continuing with their everyday lives. CLS seeks to bring the power of legal knowledge to everyone by providing affordable, flexible and effective legal support training. We have partnered with CLS to deliver curriculum in an online format. The curriculum is continuously updated to remain current and on-pace with the newest trends in the legal industry, and is taught by experienced legal professionals. CLS courses are designed for adult students and are taught on a college level. Minimum requirement to take any of our courses is a high school diploma or GED and 18 years of age prior to enrollment.

### Paralegal Career

Paralegals provide essential assistance to lawyers, corporations and other organizations, and have established themselves as a crucial part of the legal system. Whether you are just starting your paralegal education, or are looking to advance your knowledge, we have a course for you. We offer the following core courses to you, as well as additional topics to further advance your career and add credentials to your resume.

#### Paralegal Certificate Course®

Starting at \$1,895 (required textbooks)

Upcoming Sessions: **October 17 - December 2, 2022**  
**January 9 - February 24, 2023**

Our flagship introductory course is the first step toward your paralegal career. Our Paralegal Certificate Course® teaches students the in-demand skills necessary to perform a variety of paralegal tasks. This continuing legal education course is a valuable asset for paralegal professionals looking to advance their career, grow professionally, increase their earning potential and gain job-ready skills. Students have 14 weeks to complete the online course (7 weeks for Paralegal I and 7 weeks for Paralegal II.) Please note that the course fee covers both halves of the course. You may choose any session to begin the course with Paralegal I and you will be automatically enrolled in the following sessions for paralegal II. You must complete both Paralegal I and Paralegal II to be awarded a certificate.

#### Advanced Paralegal Certificate Course®

Starting at \$3,300 or \$550 per topic (required textbooks)

Upcoming Sessions: **October 17 - December 7, 2022**  
**January 9 - February 24, 2023**

These advanced topics build upon the nationally acclaimed Paralegal Certificate Course®. These classes are available to students who wish to extensively build upon their knowledge of law and paralegal studies with classes in specialized facets of contemporary law. Your study and concentration on substantively specific materials will enable you to gain a strong competitive edge over other paralegals. The additional paralegal training you get in our Advanced Paralegal Certificate Course will power your marketability and earning potential. Students who successfully complete at least six advanced topics will be awarded a Certificate of Completion. Completing both the core requirements and the advanced requirements of the Paralegal Certificate Program provides comprehensive training and skills that should enable graduates to quickly become contributors in the growing paralegal profession.

### The following courses are also available to you through our partnership with CLS by BARBRI:

Legal Secretary Certificate Course, Starting at \$995  
Victim Advocacy Certificate Course, Starting at \$995  
Legal Nurse Consultant Training Course, Starting at \$1,195

Software Essentials for the Law Office, Starting at \$995  
Employment Law Certificate Course, Starting at \$995  
Legal Investigation Certificate Course, Starting at \$995

***Please call the Office of Lifelong Learning at 734-384-4127 to register or for more information.***

***You may access detailed course descriptions and outlines at [www.legalstudies.com/vendor/monroe-county-cc/](http://www.legalstudies.com/vendor/monroe-county-cc/)***





## Online Advanced Career Training

Our online courses can start you on a path to an in-demand profession or help advance your current career with industry certification. You may begin these courses at any time and learn at your own pace. Upon successful completion of all coursework, you will receive a certificate of completion. All materials are included in the course fees. Each course has an instructor assigned to answer questions and solve student problems.

### Features

- 6-18 month self-paced, start anytime
- Textbook and materials included
- Prepare for industry certification
- Certification exam vouchers are included
- Financial assistance available (via ED2GO)
- Student advisors provide you coaching, motivation and career readiness support



## Jump Start Your Career or Find a New One

### Getting Started

Find your course at:

<https://careertraining.ed2go.com/mccc/>  
and follow the steps to register and pay.



### Medical Billing and Coding

Whether you're just starting work or transitioning into a different field, there has never been a better time to enter a career in Medical Billing and Coding. This course will prepare you for success in this rewarding career as you learn about legal, ethical, and regulatory concepts central to this field, including HIPAA compliance, official coding guidelines, and third-party payer requirements. You will also be able to choose a voucher for the professional certification that best aligns with your interests and career goals.

### Certified Medical Administrative Assistant with Medical Billing and Coding

This course will teach you how Administrative Medical Assistants are versatile and valuable healthcare team members who handle a broad range of duties. You will also be prepared for the Certified Medical Administrative Assistant (CMAA) national certification exam offered by the National Healthcareer Association (NHA).

### Certified Wedding Planner

This comprehensive course covers everything an aspiring wedding planner needs to know to get started in the business. Whether you plan on working part-time or full-time, this course will provide all the knowledge you need to work as a professional wedding planner or start your wedding planning business.

### Certified Medical Administrative Assistant (CCMA)

This course will teach you how Administrative Medical Assistants are versatile and valuable members of the healthcare team who handle a broad range of duties. You will also be prepared for the Certified Medical Administrative Assistant (CMAA) national certification exam offered by the National Healthcareer Association (NHA).

### HVAC/R Certified Technician

If you want to take your HVAC/R career to the next level, this course uses hands-on service call simulations to prepare you for industry-recognized HVAC Excellence or NATE certification.



## Online Advanced Career Training (continued)



### Professional Bookkeeping with Quickbooks Online

Master QuickBooks Online to prepare for a rewarding career in the booking field. You will learn basic bookkeeping and accounting principles, including the types of accounting information you, the business owner, manager, bookkeeper or accountant, need to monitor.

### Payroll Practice and Management

Payroll is one of the fastest-changing career fields in the business world today. This course will help you navigate ever-changing payroll rules and regulations, so you can succeed as a payroll professional. You will learn all facets of payroll from basic laws to complex areas like fringe benefits, taxation and garnishments. By course completion, you will be ready to pass the Fundamental Payroll Certification exam, developed by the American Payroll Association.

### SSCP Systems Security Certified Practitioner

The SSCP is one of the best cybersecurity certifications you can earn, especially as an entry-level professional. An SSCP exam prep course is a great way to ensure you have the knowledge to succeed—and that you can prove it to your employer. This course will also prepare you for a career as a network administrator or security administrator, and help you stay up-to-date on your skills if you already work in the IT sector.



### CompTIA A+ Certification Training

This course will prepare you for CompTIA A+ certification. You can earn this certification after you pass two exams. The CompTIA A+ Certification Exam 220-1101 covers mobile devices, networking technology, hardware, virtualization and cloud computing, and network troubleshooting. The CompTIA A+ Certification Exam 220-1102 covers installing and configuring operating systems, expanded security, software troubleshooting and operational procedures.

### Human Resources Professional

This course prepares you for a career in human resources. It explores the foundational aspects of HR, including human resource laws, hiring disciplines and labor relations. You will learn industry-recognized practices that align with the Human Resource Certification Institute (HRCI) and the Society for Human Resource Management (SHRM).



<http://careertraining.ed2go.com/MCCC/>





**Learn Microsoft Office from the Comfort of Home**

**Choose from more than 300 online classes available every month!**

- Expert Instructors
- 24-Hour Access
- Online Discussion Areas
- 6 Weeks of Instruction

## Microsoft Courses

### Microsoft Word

Learn how to create and modify documents in Word, the most popular word-processing program available.

### Microsoft Excel

Discover dozens of shortcuts and tricks, and learn the secrets behind writing powerful formulas, using functions, sorting and analyzing data, creating custom charts and much more!

### Microsoft PowerPoint

Learn to create impressive slide presentations filled with visually stimulating elements.

### Microsoft Access

Learn how Microsoft's powerful database can help you store and manage information you've collected about your business, home or community.

### Microsoft Outlook

Learn the essentials of Microsoft Outlook 2013 from an expert instructor. Get up and running quickly with the most important aspects of the program.

## Online Courses with ED2GO

Our instructor-facilitated online courses are informative, fun, convenient and highly interactive. All courses run for six weeks (with a 10-day grace period at the end). Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links and more. You can complete any course entirely from your home or office any time of the day or night.

We offer intro, intermediate, advanced and special topics.

## GETTING STARTED

1. Visit our Online Instruction Center: [www.ed2go.com/Monroe](http://www.ed2go.com/Monroe)
2. Click the Courses link, choose the department and course title you are interested in, and select the Enroll Now button. Follow the instructions to enroll. Here, you will enter your e-mail and choose a password that will grant you access to the classroom. You will also pay for your course at this time.
3. When your course starts, return to our Online Instruction Center and click the "Classroom" link. To begin your studies, simply log in with your e-mail and the password you selected during enrollment.

### Selection of Starting Dates for Fall 2022

September 14	November 16
October 12	December 14

**Visit our Online Instruction Center to find more courses!**  
**[www.ed2go.com/Monroe](http://www.ed2go.com/Monroe)**

**You can also find complete course descriptions, outlines and costs.**





All of Kelley Colston's classes will meet via Zoom. Login instructions will be sent to you via the email address you provide at registration.

## MICROSOFT OFFICE CLASSES

### Basic Excel (Zoom)

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. Cost includes materials. CEUs: .8

**MICRO 774-41**

**\$109 (Senior Fee \$58)**

**Fridays** Sept. 16 – 30  
**9 a.m. – Noon** Zoom Colston

### Intermediate Excel (Zoom)

This is a follow-up to the basic class or for those Excel users who are comfortable with the program but wish to be introduced to some of Excel's more advanced tools. You'll learn how to manage workbooks and prepare them for the Web, automate worksheet tasks, use lists, analyze list data, and enhance charts and worksheets. Cost includes materials. CEUs: .8

**MICRO 802-41**

**\$109 (Senior Fee \$58)**

**Fridays** Oct. 7 – 21  
**9 a.m. – Noon** Zoom Colston

### Advanced Excel (Zoom)

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. The target audience is anyone that has previously enrolled in Excel Intermediate or those who have extensive experience working with Excel. Cost includes materials. CEUs: .8

**MICRO 905-41**

**\$109 (Senior Fee \$58)**

**Fridays** Oct. 28 – Nov. 11  
**9 a.m. – Noon** Zoom Colston

### Advanced Word (Zoom)

Advanced concepts of Word will be covered including: working with long documents; working with graphics; creating and modifying charts; creating and using forms; and customizing Word with AutoText. A course card is included with the course. The target audience is anyone that has Microsoft Word experience and is comfortable with the product. Cost includes materials. CEUs: .6

**MICRO 868-41**

**\$75 (Senior Fee \$40.50)**

**Fridays** Dec. 9 & 16  
**9 a.m. – Noon** Zoom Colston

### Advanced PowerPoint (Zoom)

The advanced features of PowerPoint will be presented, including how to enhance charts; work with objects and hyperlinks; and use slide show features. A course card is included with the course. The target audience is anyone that has Microsoft PowerPoint experience and is comfortable with the product. Cost includes materials. CEUs: .6

**MICRO 870-41**

**\$109 (Senior Fee \$40.50)**

**Fridays** Dec. 2 & 9  
**9 a.m. – Noon** Zoom Colston

For additional details or to register for these Microsoft training courses, contact Barry Kinsey at [bkkinsey@monroeccc.edu](mailto:bkkinsey@monroeccc.edu) or 734.384.4124.

## Basic Blueprint Reading

This basic course covers the basic principles essential for interpretation of blueprints and engineering drawings. Fundamental symbols, signs and techniques, as well as size and shape description, are emphasized. Topics of covered include: alphabet of lines and types of blueprints, basic view, auxiliary views and section views, threads, basic dimensioning, basic tolerancing, basics of GD&T and surface finish. The cost includes 16 hours of instruction, "Print Reading for Engineering and Manufacturing Technologist" textbook, breakfast, coffee and doughnuts each day. Enrollment is limited. CEUs: 1.6

**MECH 726-71**

**\$419**

**Fridays Sept 16 – Oct. 7**

**9 a.m. – 1 p.m. TBA McGuire**

*Please call our Workforce Development Office at 734-384-4124 to register for this course.*



## HealthGuard Professional Food Manager

Owners and managers of food service establishments have a responsibility to provide safe food to their customers. They need to understand that the consequences of inadequate food safety knowledge or poor hygienic practices can be very serious.

This training is in conformance with the Michigan Food Law that requires all licensees must have a Certified Food Manager. This course, along with a passing score from the exam, meets that requirement. Target Audience: Food Service Employees. CEUs: .8

**CSM 718-71**

**\$159 (Senior Fee \$141)**

**Tuesday Sept. 13**

**8 a.m. – 6 p.m. Z 259 Childress**

**CSM 718-72**

**\$159 (Senior Fee \$141)**

**Tuesday Oct. 11**

**8 a.m. – 6 p.m. Z 259 Childress**

*Please call our Workforce Development Office at 734-384-4124 to register for this course.*

# GENERAL INFORMATION



## Course Age Requirement

Unless otherwise stated in the class description, students must be 16 years of age or older to register for all Lifelong Learning classes.

## Grades, Certificates of Completion and Transcripts

Upon successful completion of a course, a certificate and/or transcript may be furnished if requested by the student. Grading system for Lifelong Learning courses:

- S SATISFACTORY - the learner completed the course, meeting at least minimal expectations as outlined by the instructor.
- N NO GRADE - the learner did not meet the minimal expectations of the instructor or did not elect to complete work necessary for obtaining a grade.
- W WITHDRAW - the learner formally withdrew from the class.

## Cancellation of Classes

The institution reserves the right to cancel or make changes in this schedule when deemed necessary. An attempt will be made to telephone students affected. You may inquire directly about your class status by contacting the Office of Lifelong Learning.

## Refund Policy

If you find that you cannot attend a class after having registered for it, contact the Office of Lifelong Learning immediately to officially drop the course to be eligible for a refund. It is not the responsibility of your instructor to notify the office of student drops.

- If the course or seminar is completed within 1-13 days, students will receive a 100 percent refund when withdrawing prior to the day of the first class meeting. No refund will be issued to students who withdraw on the day the class is scheduled to begin.
- If the course is completed within 14-63 days, students will receive a 100 percent refund when withdrawing on or before the first scheduled day of class or the next immediate business day. Students withdrawing during the next two business days will receive a 50 percent refund of the tuition only. (Lab fees excluded.) No refunds will be issued after this time.
- If the course is not completed until 64 or more days, students will receive a 100 percent refund when withdrawing prior to class or within the first week\* of classes. Students withdrawing the second week of classes will receive a 50 percent refund. No refunds will be issued after this time.  
\*The first week of classes for Lifelong Learning programs begins with the first meeting date and ends six calendar days thereafter.

## Smoking Policy

Smoking and the use of all tobacco products is prohibited at the college and is subject to all applicable laws, including Federal and State "clean air" acts.

This tobacco-free policy prohibits the use of all tobacco products and includes use of all devices intended to simulate smoking, including electronic cigarettes and other similar types of devices.

## Continuing Education Units (CEUs)

The primary purpose of CEUs is to provide a permanent record of the educational accomplishments of an individual who has completed a non-credit class. CEUs are especially important to those who seek to maintain a credential, such as a real estate license. One CEU is defined as 10 hours of participation in a planned continuing education experience organized under responsible sponsorship, capable direction and qualified instruction. CEUs do not apply toward college degree requirements.



## **Social Security Number Privacy Policy**

The State of Michigan Public Act 454 of 2004 establishes regulations to help ensure the privacy of student Social Security numbers. This includes the proper use, disclosure and disposal of student Social Security numbers. Monroe County Community College will follow procedures to ensure that these requirements are met. For procedural information, please see the website at [www.monroeccc.edu](http://www.monroeccc.edu).

## **Disabilities**

If you have a documented disability for which an accommodation may be appropriate, please contact Disability Services at 734-384-4167 for an appointment. Students must register with Disability Services each semester to receive accommodations.

## **Children on Campus**

Children are not permitted in the classroom.

MCCC students, staff and visitors are absolutely prohibited from bringing children into the classroom or leaving children of any age on college property.

MCCC assumes no responsibility for the safety of children left on college property. Compliance with this rule is essential. There are no exceptions to the absolute prohibition against leaving children on college property.

## **Holds**

Students who have outstanding tuition, library fines or other indebtedness to MCCC will not be allowed to register until the debt is paid. MCCC will not release a transcript if the student has a financial hold.

## **Credit Card Fees**

A 2 percent convenience fee will be charged to the cardholder for credit or debit card payments. This fee is a portion of the cost to MCCC for accepting credit cards as a form of payment. MCCC does not profit in any way from this fee.

## **Safety Services at MCCC**

### **CONTACT INFORMATION**

Police/Fire Emergency: 911

**Office Hours:** 7:30 a.m. – 10 p.m. Monday-Thursday, 7:30 – 5 p.m. on Friday

Location: Building S, Room 105 (located in the main lobby)

**Phone:** Contact the Switchboard (when on campus) by dialing 0.

Main Phone: 734-457-6007

Mobile Phone: 734-735-9401

**Email:** [cabel@monroeccc.edu](mailto:cabel@monroeccc.edu)

### **TITLE IX OFFICE FOR DISCRIMINATION AND SEXUAL HARASSMENT**

The college's Equal Opportunity Officer and Title IX and Section 504/ADA Coordinator and Compliance Officer for discrimination and sexual harassment is:

Director of Human Resources

Monroe County Community College

1555 South Raisinville Road

Monroe, Michigan 48161

734-384-4245

[ltorbet@monroeccc.edu](mailto:ltorbet@monroeccc.edu)

Hours: 8 a.m. – 4:30 p.m. Monday-Friday

### **SAFETY SERVICES PROVIDED**

Safety escorts

Crime prevention services

Campus information/directions

Lost and found

Incident reports

### **MORE ABOUT CAMPUS SAFETY SERVICES AT MCCC**

At MCCC, we are serious about providing a safe campus for our students, employees and visitors; our security staff is comprised of individuals with extensive law enforcement and/or security experience and knowledge.

Our security staff has an excellent working relationship with local law enforcement agencies, including the Monroe County Sheriff's Department and the Michigan State Police.

Both foot and vehicle security/safety patrols are conducted throughout the day and evening.

In addition to institutional safety procedures, students and staff are encouraged to be personally responsible for their own security as well as others and to report all suspicious activity.



# ONLINE REGISTRATION INSTRUCTIONS FOR LIFELONG LEARNING COURSES

## How to Use myWebPAL: Student Planning & Registration LIFELONG LEARNING COURSES

[www.monroeccc.edu](http://www.monroeccc.edu)

Help Desk: 734.384.4333

Use myWebPAL to access your student records, register for classes, pay your fees and complete a number of other processes through a secure Web server.

**NOTE: If you have never taken a class at MCCC (credit or non-credit) you cannot use myWebPAL to register for the first time. You must call the Office of Lifelong Learning at 734.384.4127 to register with a credit card or mail your registration form and payment to our office.** The next time you want to register for a class, you can set up your account on myWebPAL and register online.

Sign into myWebPAL and click on "Students" then "Planning"

### Signing In

- Go to [www.monroeccc.edu](http://www.monroeccc.edu) and click on "MYWEBPAL"
- Click on "I'm New to myWebPAL" and follow the instructions
- Once you have successfully logged in, click on "Students" and then "Student Planning"

### Planning Courses

- Under "Student Planning" select "Course Catalog" and then the "Advanced Search" tab
- Select the term you want to register for from the "Term" drop down menu
- Select the subject from the "Subject" drop down menu and add the course number
- Select "Non-Credit" from the "Course Type" drop down menu
- Select "Search"
- The system will display the courses and available sections being offered
- Click "Add Course to Plan" and select the term you would like to take the course
- Select "Back to College Catalog" (upper left of page) to plan more courses

*Instructions continued on next page.*

# ONLINE REGISTRATION INSTRUCTIONS FOR LIFELONG LEARNING COURSES

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## Registering

- Under "Student Planning" select "Plan & Schedule"
- Use the arrows to select the term you want to register for
- Click on "View Other Sections"
- Select the section you wish to register for and click "Add Section"
- Click "Register Now" (*upper right*) to register for all selected sections or click "Register" under each section (*left*)
- Verify the completed schedule on the right of the screen
- Sign out and close the browser

## Dropping


- Under "Student Planning" select "Plan & Schedule"
- Use the arrows to select the term
- Click the "Drop" button on the section you want to drop
- Verify the drop by reviewing the schedule on the right
- Sign out and close the browser

## User Option – User Profile (*left column*)

- View: Student ID and Student Email Address
- Confirm and update address, email and phone number

## Steps for paying for your Lifelong Learning Class(es)

**\*\*PAYMENT IS REQUIRED AT THE TIME OF REGISTRATION FOR ALL LIFELONG LEARNING COURSES\*\***

- At the main "Students Menu" select "Pay on my Account" in the left column. The  system accepts Visa, MasterCard and Discover.
- Select your method of payment and click "Submit"
- Complete the Electronic Card Entry form and then click on "Submit"

## Reminder

A 2 percent convenience fee will be charged to the cardholder for credit or debit card payments. This fee is a portion of the cost to MCCC for accepting credit cards as a form of payment. MCCC does not profit in any way from this fee.

**You must pay your tuition in full in order to remain registered in your class(es). If you do not pay your tuition in full at the time of registration you will be dropped from all of your classes and will need to re-register.**





## Release of Liability and Assumption of Risk For Fitness Activities at Monroe County Community College Our Fitness or Dance Courses

If you are taking any of the following classes, you must sign this waiver and submit it prior to the first day of class. Only one form (per person) is necessary per semester. A parent or legal guardian must sign for anyone under 18 years old.

I, the undersigned, in consideration of the use of physical fitness facilities at Monroe County Community College, declare and agree as follows:

- I acknowledge that all training and fitness/exercise activities carry with them the potential for personal property damage, personal injury, and death.
- I assume all risks of injury arising out of my participation in any college-sponsored fitness/exercise activity, including my use of any college-owned fitness equipment.
- I certify that I am physically fit and able to participate in fitness/exercise activities and have not been advised otherwise by a qualified medical person. I have received sufficient training for participation in any fitness activity and equipment use.
- I release and agree to indemnify Monroe County Community College and its trustees and employees from any and all liability, loss, damage, expense, or cost of any nature whatsoever for any and all claims that are known or unknown, foreseen or unforeseen, future or contingent, for personal injury or property damage arising out of fitness/exercise activities at Monroe County Community College.
- I agree that I shall not now or at any time in the future, directly or indirectly, commence or prosecute any action, suit or other proceedings against Monroe County Community College and/or its trustees and employees arising out of, relating to, or in connection with my use of any fitness equipment and/or my participation in any college-sponsored fitness/exercise activity.
- I consent to receive medical treatment which may be deemed advisable in the event of injury, accident, and/or illness during my participation in fitness/exercise activities at Monroe County Community College.
- I attest that I am of legal age to sign this form as a binding legal document in accordance with its intention.

I have carefully read this release of liability and fully understand its contents. I agree to assume all risks of injury associated with fitness activities at Monroe County Community College. I agree not to make a claim against Monroe County Community College if I am injured while using fitness equipment or engaged in fitness/exercise activities. I sign this agreement of my own free will.

\_\_\_\_\_  
Class Title

Semester: ☐ Winter ☐ Summer ☐ Fall

\_\_\_\_\_  
Print Participant's Name

\_\_\_\_\_  
Student ID# or last 4 digits of SSN

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Participant's Signature

\_\_\_\_\_  
Date

**If the participant is under 18 years of age, a parent/legal guardian must sign below.**

\_\_\_\_\_  
Print Parent/Guardian Name

\_\_\_\_\_  
Emergency Phone #

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

*Return this form along with your registration form to the Office of Lifelong Learning.  
You may also fax it to us at 734.687.6049.*

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

Office 734.384.4127

**MONROE COUNTY  
COMMUNITY COLLEGE**  
enriching lives

• ONE FORM PER PERSON •

Social Security Number

/ /

- OR -

Student ID Number

Last Name

First Name

M.I.

Previous Last Name

Primary Contact Number

( )

☐ Day  
☐ Cell

Home Address

City

State

Zip Code

**Residency Status**

- ☐
- Monroe County
- 
- ☐
- Out of Monroe County
- 
- ☐
- Out of State

Date of Birth

/ /

Gender

M or F

Email Address

**Which of the following describes your race/ethnicity? Please select only one option.**

- ☐
- Caucasian
- ☐
- African American
- ☐
- American Indian/Alaska Native
- ☐
- Hawaiian/Pacific Islander
- ☐
- Choose not
- 
- ☐
- Hispanic/Latino
- ☐
- Asian
- ☐
- International
- ☐
- Two or More Races to Report

Course Number	Class Title	Time	Start Date	Location	Tuition	Fee*

\* MCCC provides a Senior Citizen Scholarship to Monroe County residents 60 years or older. Please confirm the fee(s) you may be responsible for before submitting this form.

Total Due  
\*Fee included in Tuition

Tuition & Fees	Method of Payment	Credit Card Fees
\$ _____	Cash, Check or Money Order (payable to MCCC)	A 2% convenience fee will be charged to the cardholder for credit or debit card payments. This fee is a portion of the cost to MCCC for accepting credit cards as a form of payment. MCCC does not profit in any way from this fee.
\$ _____	Visa, MasterCard or Discover	
\$ _____	Card # _____ Exp. Date _____	Rcvd. By _____
\$ _____	Senior Citizen Scholarship	Date _____
\$ _____	<b>TOTAL TUITION &amp; FEES PAID</b>	

**Registration receipt:** ☐ mail to me ☐ email to me ☐ I do not need a receipt



# PAYMENT PLAN FACTS\*

## NBS e-Cashier Automatic Payment Program

To help you meet your educational expenses, MCCC is offering FACTS as a convenient budget plan. This is not a loan program. You have no debt, there are no interest or finance charges assessed, and there is no credit check. Enrolling online is simple, secure and easy. **Down payment or monthly payments are deducted immediately from your account on the 5th of each month until the balance is paid in full.**

- Arrange for monthly payments
- Make a down payment immediately and arrange for monthly payments
- Automatic payments from your checking or savings account
- \$30 non-refundable enrollment fee (an additional \$2 will be charged for full payments)

## Deadlines to Enroll in e-Cashier Payment Plan

**September 23** - NO down payment, 4 monthly payments (October – January)

**October 21** - 25% down payment processed IMMEDIATELY, 3 monthly payments (November – January)

**November 18** - 50% down payment processed IMMEDIATELY, 2 monthly payments (December + January)

**Payment dates: October 5, November 5, December 5 and January 5**

## Steps to Enroll in FACTS

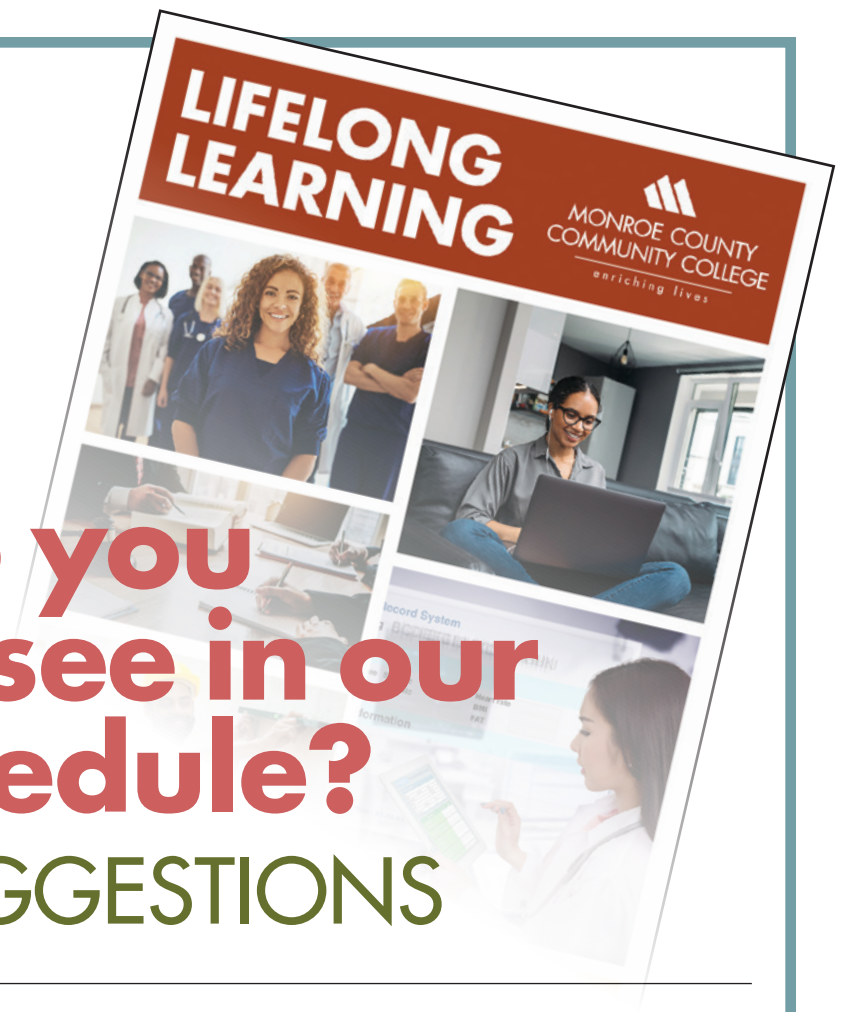
1. Register for your Lifelong Learning class(es). See inside the front cover.
2. Obtain your seven-digit student ID number as assigned by the college. If you do not know your student ID number, please contact the Office of Lifelong Learning at 734.384.4127.
3. Go to the college's website at <https://www.monroeccc.edu/LL>.
4. At the bottom of the page, click on "Payment Plan for Select classes" or go directly to: <https://online.campuscommerce.com/signin/4L5LB>
5. Register for an account or sign-in, carefully read terms and conditions provided by FACTS. Then, click on "Proceed" and complete the "Personal Information" page.

**\*NOTE: Not all Lifelong Learning classes are eligible for the tuition plan.**



Look for this symbol next to the classes that are eligible for the payment plan.





# What do you want to see in our next schedule?

## COURSE SUGGESTIONS

Call our office of Lifelong Learning at 734-384-4127 to share your course suggestions.

## ECRWSS RESIDENTIAL CUSTOMER

A pathway for every **dreamer.**



### EXPLORE ON YOUR TERMS.

Every passion has a pathway. MCCC helps you to safely explore your passions and find the future that's right for you. With our wide range of degree, certification and ongoing education programs, low-cost tuition, on-campus community, clubs and activities, MCCC is a safe place to explore, network and uncover your pathway to a future with purpose. We'll work directly with you to make sure you have the tools you need to set your dreams in motion and begin to build a life filled with value, without all the accompanying debt. Enroll today.

FIND YOUR PATH.

[monroeccc.edu](http://monroeccc.edu)

  
MONROE COUNTY  
COMMUNITY COLLEGE