

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/



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
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

**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 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.