

BUSINESS AND INDUSTRY | WORKFORCE TRAINING

For more information or to register for any of the B&I classes listed below, please call 734.384.4229.

HealthGuard Professional Food Manager Certification

Monroe County Community College is offering a one-day HealthGuard Professional Food Manager Certification training session in conformance with the Michigan Food Law. The Michigan Food Law requires all licensees to have a certified food manager. This course, along with a passing score on the exam, meets that requirement. The cost includes the NSF HealthGuard Certified Professional Food Manager Manual, exam, lunch and refreshments. CEUs: .8

\$155 (Senior Fee \$137) per section

Winter ❄️

CSM 718-71
Tuesday January 8
8 a.m. – 6 p.m. A 173b Childress

CSM 718-72
Tuesday February 12
8 a.m. – 6 p.m. A 173b Childress

CSM 718-73
Tuesday March 12
8 a.m. – 6 p.m. A 173b Childress

CSM 718-74
Tuesday April 16
8 a.m. – 6 p.m. A 173b Childress

Spring ☀️

CSM 718-71
Tuesday May 14
8 a.m. – 6 p.m. A 173b Childress

CSM 718-72
Tuesday June 11
8 a.m. – 6 p.m. A 173b Childress

CSM 718-73
Tuesday July 9
8 a.m. – 6 p.m. A 173b Childress

CSM 718-74
Tuesday August 13
8 a.m. – 6 p.m. A 173b Childress



Business and Industry Customized Training and Retraining Programs

In collaboration with your company, MCCC can create training and retraining programs to meet the changing dimensions of skills in today's workplace. Whether your company needs training in supervision/management, a new manufacturing process, software applications or basic skills, representatives from the college can work with members of your staff to develop a customized training program tailored to meet the specific needs of your employee groups. The training can take place at your office or plant or at the college on a time schedule convenient to your company and employees.

For more information, contact Barry Kinsey, director of workforce development, at 734.384.4124.



Resume Assistance by Appointment

Monroe County Community College's Office of Workforce Development will work with students, alumni, and Monroe County residents on the preparation or upgrade of their resume and career pursuit materials. This service is by appointment by calling 734.384.4229 or by registering for our services at College Central Network (<https://www.collegecentral.com/monroecc/>). Once registered, you can download your current resume for review and access many other career services. We look forward to assisting you.



Pesticide Training & Review

Participants will receive four pesticide recertification credits in one of the following categories: Private, Commercial Core, or Commercial categories 1A, 1 B, 3A, 3B or 6.

The class will review parts of the National Pesticide Applicator Certification core study manual. The Monroe County Conservation District MAEAP Technicians will present an overview of the MAEAP program structure and give an update of programs for farms to be environmentally verified. Audience: Farmers and commercial pesticide applicators. CEUs: .4

AGRI 707-71 ❄️

\$10 (Senior Fee \$10)
Thursday March 28
8:30 – Noon A 173a Birkey

Microsoft Office Classes



Basic Excel

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.

Topics covered include:

- Getting started with Excel
- Building and editing worksheets
- Formatting a worksheet
- Working with charts
- Working with formulas and functions

Cost includes materials and lunch. CEUs: .7

MICRO 774-71 ❄️
\$89 (Senior Fee \$53)

Friday February 8
8 a.m. – 4 p.m. Z 289 Colston



Intermediate Excel

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 and lunch. CEUs: .7

MICRO 802-71 ❄️
\$89 (Senior Fee \$53)

Friday February 15
8 a.m. – 4 p.m. Z 289 Colston



Advanced Excel

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. Topics covered include:

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

Cost includes materials and lunch. CEUs: .7

MICRO 905-71 ❄️
\$89 (Senior Fee \$53)

Friday March 1
8 a.m. – 4 p.m. Z 289 Colston



Basic PowerPoint

Add some pizzazz to your presentations with PowerPoint. Learn how to create, modify, enhance and customize a presentation. Cost includes materials and lunch. CEUs: .7

MICRO 797-71 ❄️
\$89 (Senior Fee \$53)

Friday March 15
8 a.m. – 4 p.m. Z 289 Colston



Advanced Word

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.

MICRO 868-71 ❄️
\$89 (Senior Fee \$53)

Friday March 22
8 a.m. – 4 p.m. Z 289 Colston