

LIFELONG LEARNING



MONROE COUNTY
COMMUNITY COLLEGE
enriching lives



FALL SEMESTER • SEPTEMBER - DECEMBER 2019

4 EASY WAYS TO REGISTER

ONLINE

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

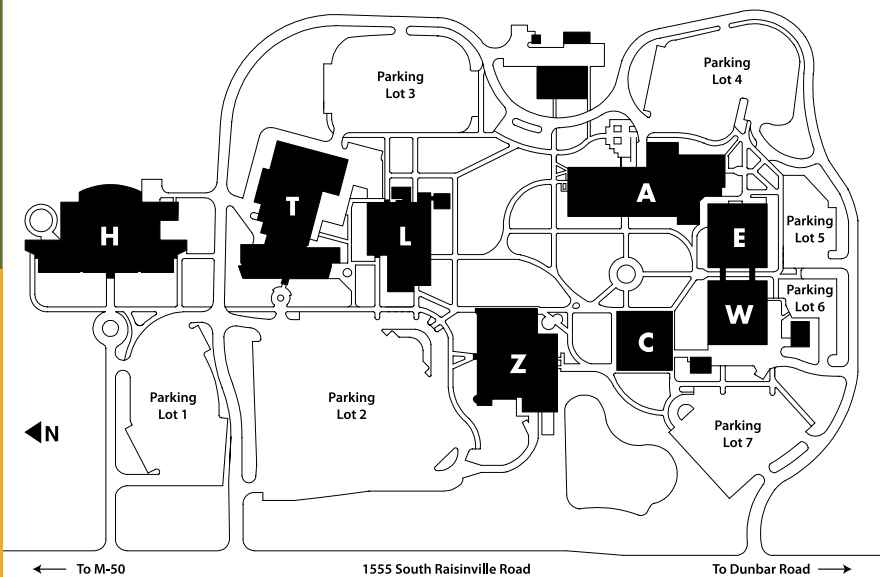
Tuition Management
payment options
are available for select
classes. See page 32
for details.

Follow us on



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

Main Campus
LaZ-Boy Center, Room 286
1555 S. Raisinville
Monroe, MI 48161



A = Audrey M. Warrick Student Services/
Administration Building

C = Campbell Learning Resources Center (Library)

E = East Technology Building

H = Gerald Welch Health Education Building

L = Life Science Building

T = Career Technology Center

W = West Technology Building

Z = La-Z-Boy Center

WC = Whitman Center (Temperance, MI)

TEXTBOOK REQUIRED

If you see this symbol at the end of a description, 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.

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

When conditions are considered hazardous, the institution may close or postpone the opening of the college. Sign up for MCCC's Emergency Notification System. A message will be sent to your phone or email address. As soon as we know, you'll know. Visit the Safety and Security area of the college's website to register.

PARDON OUR DUST

Due to various stages of construction on campus, our classes are meeting in different rooms. Please check carefully your room location information prior to the start of class.

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.

CHECK OUT WHAT'S INSIDE!

Certificate Programs Career Exploration	2
Personal Interest	4
Health Wellness	8
Destination Dance	10
Family Life Education	12
Medical Career Training	13
Sports Physical Fitness Firearm Safety	15
Real Estate Home Inspection Drones Skilled Trades	17
Business Professional Development	
Teacher Recertification	21
Business & Industry Workforce Training	22
General Information and Refund Policy	25
Online Registration Instructions	27
Release of Liability Form (Fitness Waiver)	29
Registration Form	30
ED2GO & Gatlin Online Learning for Adults	31
FACTS Payment Plan	32

Credit Card Fees

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.

REGISTER ONLINE USING

webPAL AT 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 32 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. – 6 p.m.

Friday: 8 a.m. – noon

Please visit our website for spring and summer office hours.

PHONE

Office: 734.242.7300, ext. 4127

Fax: 734.687.6049

Toll Free: 877.937.6222

(Mich. and Ohio Only)

STAFF

OFFICE OF LIFELONG LEARNING

Tina Pillarelli, Director

Mary Lunn, Administrative Assistant

OFFICE OF WORKFORCE DEVELOPMENT

Barry Kinsey, Director

Renee Drouillard, Administrative Assistant

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

enriching lives

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.

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.

\$740 Begins October 26
See page 16 for complete details.

Bureau of Labor Statistics Fitness Trainers and Aerobics Instructors

Area Wages	Mean Hourly Wage	Mean Annual Salary
Michigan	\$18.12	\$37,690
Ohio	\$15.84	\$32,960

**Projected Job Growth
2014-2024 is 8%**

Heavy and Tractor Trailer Truck Drivers

See page 20 for complete details.

Bureau of Labor Statistics Heavy and Tractor Trailer Truck Drivers

Area Wages	Mean Hourly Wage	Mean Annual Salary
Michigan	\$20.89	\$43,450
Ohio	\$21.64	\$45,010

**Projected Job Growth
2014-2024 is 1%**

Drone Training Courses

See pages 18 - 19 for details on our Drone Training courses. Learn to fly drones and prepare for an FAA unmanned commercial pilot certification.

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 October 14
See page 17 for complete details.

Bureau of Labor Statistics Real Estate Sales Agents

Area Wages	Mean Hourly Wage	Mean Annual Salary
Michigan	\$24.94	\$51,870
Ohio	\$16.92	\$45,340

**Projected Job Growth
2014-2024 is 3%**

Medical Transcription (online)

Develop the knowledge and skills of quality medical transcriptionists. Focus is on keyboarding, terminology, language and grammar, and editing skills.

Price varies per online course
See page 14 for complete details.

Bureau of Labor Statistics Medical Transcriptionists

Area Wages	Mean Hourly Wage	Mean Annual Salary
Michigan	\$15.58	\$32,410
Ohio	\$18.35	\$38,170

**Projected Job Growth
2014-2024 is -3%**

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.

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

Bureau of Labor Statistics Construction and Building Inspectors

Area Wages	Mean Hourly Wage	Mean Annual Salary
Michigan	\$26.00	\$54,080
Ohio	\$28.47	\$59,220

**Projected Job Growth
2014-2024 is 8%**

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.

Next Class will be Winter 2020.

Bureau of Labor Statistics Stationary Engineers and Boiler Operations

Area Wages	Mean Hourly Wage	Mean Annual Salary
Michigan	\$30.32	\$63,060
Ohio	\$28.12	\$58,490

**Projected Job Growth
2014-2024 is 1%**

Data Source:

Bureau of Labor Statistics www.bls.gov

CERTIFICATE PROGRAMS | CAREER EXPLORATION

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 October 1
See page 13 for complete details.

Professional Medical Coding and Billing

Prepare for the Certified Coding Associate (CCA) and Certified Professional Coder (CPC) certification exams.

Price varies per online course.
See page 14 for complete details.

Medical Administrative Assistant

Gain specialized skills needed to successfully manage day-to-day administration of a medical facility. Prepare for the Certified Medical Administrative Assistant exam.

Price varies per online course.
See page 14 for complete details.

Bureau of Labor Statistics Medical Assistants

Area Wages	Mean Hourly Wage	Mean Annual Salary
Michigan	\$15.65	\$32,540
Ohio	\$15.34	\$31,900

**Projected Job Growth
2014-2024 is 23%**

Veterinary Assistant (Online)

Gain skills and knowledge to work in a veterinary office. Learn office and exam room procedures as well as small and large animal nursing.

\$1,999 per online course.
See page 14 for complete details.

Bureau of Labor Statistics Veterinary Assistant and Laboratory Animal Caretakers

Area Wages	Mean Hourly Wage	Mean Annual Salary
Michigan	\$12.89	\$26,800
Ohio	\$12.68	\$26,380

**Projected Job Growth
2014-2024 is 15%**

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 October 8
See page 13 for complete details.

See page 14 for details on our various online courses (price varies).

Bureau of Labor Statistics Pharmacy Technicians

Area Wages	Mean Hourly Wage	Mean Annual Salary
Michigan	\$15.70	\$32,660
Ohio	\$14.66	\$30,500

**Projected Job Growth
2014-2024 is 9%**

Electronic Health Records

Prepare to earn the Certified Medical Administrative Assistant (CMAA) and Certified Electronic Health Records Specialist (CEHRS) credentials.

Price varies per online course.
See page 14 for complete details.

Bureau of Labor Statistics Medical Records and Health Information Technicians

Area Wages	Mean Hourly Wage	Mean Annual Salary
Michigan	\$19.76	\$41,100
Ohio	\$21.14	\$43,980

**Projected Job Growth
2014-2024 is 15%**

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 October 1
See page 13 for complete details.

Bureau of Labor Statistics Dental Assistant

Area Wages	Mean Hourly Wage	Mean Annual Salary
Michigan	\$17.85	\$37,140
Ohio	\$18.73	\$38,960

**Projected Job Growth
2014-2024 is 18%**

Data Source:
Bureau of Labor Statistics
www.bls.gov

Wine for Beginners, Understanding Wines of the World

Take a trip "around the globe" and learn the basics to understanding the very complex world of wine! After this course you will be confident whenever ordering from a restaurant wine list or shopping for wine. Wine and food pairings will also be discussed in detail. Wine tasting and light hors d'oeuvres will be included each night. CEUs: 1.2



CSM 720-81
\$259 (Senior Fee \$174.50)
 Wednesdays Sept. 11 - Oct. 23
 6 – 8 p.m. A 149 Thomas
No class on October 16.

NEW!

Spice Up Your Holidays

Get ready to make your holidays special! Chef Linda and Chef Kay of KL Katering in Temperance will be your guides in kicking up your holiday prep with a three-night holiday cooking series. We will start off with new holiday side dishes and how to make the perfect gravy. Then we will move on to the perfect holiday appetizers and small bites to spice up any gathering. We will end with sweet desserts, pumpkin and a new twist on rolls, crème Brule', soufflé and a few other sweet treats. Register early, class size is limited! CEUs: .9

CSM 734-81
\$199 (Senior Fee \$108.50)
 Thursdays Sept. 26 – Oct. 10
 6 – 9 p.m. A 149 Paetz

NEW!

Cooking with Beer

Craft beer is not just for drinking! It can add an amazing taste to your food, so learn how to cook with it! Join us for a beer pairing class focused on Michigan craft beers. Chef Michael Lyons will teach you to how prepare dishes that use craft beer. This is a hands-on course in which you will prepare meals. There will be a focus on knife skills, reading recipes and beer pairing and tasting. Don't miss this one! CEUs: .75

CSM 737-81
 \$129 (Senior Fee \$82.50)
 Wednesdays Oct. 16 – 30
 6 – 8:30 p.m. A 149 Lyons

**NEW!**

Introduction to InstaPot and Pressure Cooking

Did you get that new InstaPot for Christmas and it's still not out of the box? Open the box and join us to learn some tips for fall cooking! Feel free to bring your InstaPot or come learn how to use ours. We will explore one-pot meals and many shortcut uses for your pressure cooker. Chefs Kay Williams and Linda Paetz of KL Katering Banquet & Event Hall will teach you how to get many uses out of your cooker. Register early; class size is limited! CEUs: .3

CSM 735-81
\$69 (Senior Fee \$39)
Thursday Nov. 7
6 – 9 p.m. A 149 Paetz

NEW!

Soup's ON!

Ready for those long winter nights with some homemade goodness? We will teach you the basics for great soup every time. Chefs Kay Williams and Linda Paetz of KL Catering Banquet and Event Hall will teach you how to prepare rich, flavorful soups, just in time for the cold weather. Register early; class size is limited! CEUs: .3

CSM 736-81
\$69 (Senior Fee \$39)
Thursday Nov. 21
6 – 9 p.m. A 149 Paetz

NEW!

Forgetting – A Look at Some Reasons Why it Happens

Remember to sign up for this informative workshop exploring the reasons why we sometimes forget. This class will probe the workings behind memory and how we learn or remember information.

In the 1880s, Hermann Ebbinghaus was a pioneer in the study of memory. Learn more about what he discovered and the current research on memory. Leave with suggestions, tricks, techniques and methods to help keep our memory sharp.

PSYCH 777-81

\$49 (Senior Fee \$24.50)

Friday Sept. 27
10 a.m. – Noon C 222

Mauter



About the Instructor – Barbara Mauter

Barbara Mauter is an adjunct instructor with over 20 years of experience. She has taught and presented various workshops for the University of Toledo, Bowling Green State University, Monroe County

Community College and Owens Community College. She is also a Master Online Instructor. Barbara recently completed Active Learning Classroom Training, and has been incorporating new ideas into her workshops. Additionally, she attended Course Design Institute to expand her knowledge of course design. Her interests center around thinking, reading and how our minds work. She is known for her critical thinking class activities.

NEW!

Rock on – A Focus on Gemstones

Gemstones have fascinated individuals of many cultures for thousands of years. Myths, legends and lore surround gems. Beliefs were often tied to a culture's history, geography and spiritual practices. Today, we may find ourselves drawn to a particular piece of jewelry, or a gem, based on its aura. Stones and gems have been believed to hold metaphysical properties—it's hard to deny they do seem to have a cosmic allure. Plan to attend this informative workshop and learn more about the symbolism associated with some common gemstones. After learning about semi-precious stones, you will have the opportunity to create a simple ribbon bracelet or necklace for yourself or to share!

ESC 701-81

\$49 (Senior Fee \$24.50)

Friday Oct. 4
10 a.m. – Noon C 222

Mauter



NEW!

Moving and Touching the Earth through Words: Exploring Poetry by Native Americans

In celebration of Native American Heritage Month, attend a Native American Poetry class. We will take a look at life through Native American writing. Their traditions were initially passed down and shared through their oral (spoken) language. Several poems will be shown in a Native tongue and translated into English. Explore the interconnectedness and grounding of Native writing.

HUMN 722-81

\$49 (Senior Fee \$24.50)

Friday Nov. 15
9:30 – 11 a.m. C 222

Mauter



German II

This course is a continuation of Beginning German. The main goal is to master German grammar and learn how to interact with other speakers in German. The textbook, "Aussichten," offers a variety of activities to practice the four basic skills of listening, speaking, reading and writing. The course will also prepare you for intermediate German and will improve your conversational skills while traveling in German-speaking countries. Text required (same book as the beginning class). CEUs: 1.6

HUMN 719-81

\$74 (Senior Fee \$37)

Tuesdays Oct. 1 – Nov. 19
5 - 7 p.m. T 163 Kotanova

Beginning Russian

This course is an introduction to the Russian language and culture. The class is designed to introduce beginning students to the four language skills: listening, speaking, reading and writing. You will learn Cyrillic alphabet and master Russian penmanship. You will also be introduced to the basics of Russian grammar and pronunciation, as well as learn to communicate in Russian in a number of everyday situations. Part of every session will be exercises and conversation relating to the individual chapters. CEUs: 1.6

HUMN 717-81

\$74 (Senior Fee \$37)

Thursdays Oct. 3 – Nov. 21
5 - 7 p.m. C 222 Kotanova

Adult Singing Lessons

Singing is a great therapeutic cure for whatever ails you! Learn basic vocal techniques that will also enhance the quality of your public speaking abilities. Our instructor is a professional singer who has over 25 years of experience.

MUSIC 723-81

\$96 (Senior Fee \$48)

Wednesdays Sept. 18 – Nov. 6
6:30 – 8 p.m. Z 275 Greene

PERSONAL INTEREST

An Introduction to Voiceovers (Getting Started In Voice Acting)

Explore the fun, rewarding possibilities of the voiceover industry! Discover current trends and how they make it easy and affordable for just about anyone to get involved. You'll learn about different types of voiceovers and tools you'll need to find success. Your instructor, a professional voice actor from Voices For All, will take notes as you read a real script in this one-on-one video chat setting and offer some coaching to improve your delivery. You'll receive a professional voiceover evaluation later.

The course includes a one-time, 90-minute introductory class conducted via live video chat. This course is intended for ages 18 and over.

Please call our office to register. Once registration is complete, we will connect you with your Voices for All instructor. CEUs: .1

PROF 721-81

\$49 (Senior Fee \$24.50)

Live video chat to be coordinated between instructor and student.

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 Sept. 24 – Nov. 5
10 a.m. – 1 p.m. T 145 Trickey

PHOTO 710-82

\$94 (Senior Fee \$47)

Tuesdays Sept. 24 – Nov. 5
6:30 – 9:30 p.m. H 164 Trickey

Photoshop for Photographers

You will benefit from this class whether you're 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. 3 – Nov. 14
12:30 – 3:30 p.m. C 8 Trickey

PHOTO 715-82

\$94 (Senior Fee \$47)

Thursdays Oct. 3 – Nov. 14
6:30 – 9:30 p.m. C 8 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. 26
2 – 6 p.m. Sterling State Park 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 Nov. 2
12 – 4 p.m. A 173c Trickey



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.

MATH 713-81

Free, but you must register.

Mon./Tues./Wed. Nov. – Dec. 11
11:30 a.m. – 1 p.m.

MATH 713-82

Free, but you must register.

Mon./Tues./Wed. Nov. – Dec. 11
6 – 7:30 p.m.

Who should take the course?

- Students who score below the minimum Accuplacer test score required for placement into MATH 090, Basic Mathematics Skills
- 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

Seasonal Crafting

With Carolsue McCue

The following classes are taught by The Herb Cottage owner, Carolsue McCue of Port Huron. 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.

Fresh Herbal Wreath

We will fill a grapevine back with fresh sage, Sweet Annie, tansy, lemon balm, wormwood and lime hydrangea and also integrifolia, setaria and nigella pods. This wreath dries beautifully with light fragrance throughout the year. It will last for years! All supplies are included.

CRAFT 833-81

\$42 (Senior Fee \$37)

Tuesday Sept. 17
6 - 8:30 p.m. A 149

McCue



Fall Harvest Centerpiece

We will fill a basket with lime and burnt orange hydrangea, berries, fall leaves, ferns, miniature pumpkins, wheat, safflowers, ting and greenery. This piece is lovely every year you use it. Please bring a basket that you want filled. It should have an approximately six-inch opening.

CRAFT 816-81

\$44 (Senior Fee \$39)

Tuesday Oct. 15
6 - 8:30 p.m. A 149

McCue

NEW!

Cheerful Christmas Watering Can Arrangement

We will fill a red watering can with pine, berries, cinnamon sticks, pine cones, faux candy canes, a red cardinal and a bright bow on the handle. This arrangement is sweet for your table or a darling gift. All supplies are included.

CRAFT 835-81

\$40 (Senior Fee \$35)

Tuesdays Nov. 19
6 - 8:30 p.m. A 149

McCue



NEW!

Your Own Home

Habitat HOPE Financial Coaching

Do you dream of owning your own home? We provide you the tools necessary to improve your financial health and prepare you for home ownership. Through a partnership with Habitat for Humanity of Monroe County, this class will provide you with the information you need to know on the home-buying process and how to financially protect your home.

The course is taught by certified housing counselors from Habitat HOPE. For those who do not qualify for the Homeownership Program due to credit issues, the Habitat HOPE Program is designed to address and clear those issues that prevent you from home ownership.

You will learn the advantages of renting versus owning a home, determine your readiness to buy a home, identify basic terms used in mortgage transactions, understand mortgage options, learn how interest rates affect the amount of house you can buy, and find out how taxes and insurance affect monthly payments.

After successfully completing this course, you will receive your Home Buyer Certification. CEUs: .5

HOME 726-81

\$25 (Senior Fee \$25)

Wednesdays Oct. 23 & 30
5:30 - 8 p.m. C 224

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 written course workbook and study aids. **One workbook per registration is included in the cost. Spouse may attend at no additional charge but must also pre-register.**

PFIN 737-81

\$49 (Senior Fee \$37)

Wednesdays Oct. 2 - 16
6:30 - 9 p.m. C 224

Staff

First Aid, Adult CPR and AED

Gain the basic understanding and awareness of care for ill or injured persons in any environment. You will learn first-on-scene emergency care, concerns regarding the complications of medical or trauma patients from improper actions, and instructions to assist trained emergency care providers. You'll observe and practice rescue breathing, CPR techniques and AED use. You must show competency in these skills through a written exam and demonstration to receive a certification card. Continental breakfast, lunch and materials are included in the cost. CEUs: .8

Note: Child CPR is also available for an additional \$10. Please inquire at the time of registration.

Registration deadline is one week prior to class.

MEDCL 806A-81

\$99 (Senior Fee \$57)

Friday

8 a.m. – 4:30 p.m.

Oct. 11

H 164

Staff

About the Instructor - Theresa Edmunds

Theresa Edmunds, CHC, founder of Natural Concepts Health Counseling, educates, supports and inspires individuals and families to create wellness through nutrition and natural living principles. Theresa is a Certified Health Counselor who received her training through the Institute for Integrative Nutrition in New York City and is certified by the American Association of Drugless Practitioners. She is also a Certified GAPS Practitioner. Theresa is passionate about helping people discover that there is a better way to true, lasting health. She believes that through education, real nutrition and natural living principles, we can change the state of health in America.



Skincare and Cosmetics

Did you know that there are thousands of chemicals in personal care products that have never adequately been tested? Certain chemicals have been linked to cancer, thyroid issues and reproductive problems. Women are especially vulnerable to these toxins. Learn about great natural alternatives, clean up your skincare routine and detox your body.

HLTSC 770-81

\$24 (Senior Fee \$12)

Thursday

Sept. 19

7:45 – 8:45 p.m. H 165

Edmunds

Essential Oils

Essential oils have been used for thousands of years. They are made by extracting a plant's essence, making them far more potent than the plant itself. Learn how to use these oils to treat physical conditions, prevent illness, enhance emotional wellbeing and supplement beauty regimens, as well as to clean and purify the home. Essential oils are an important tool in natural health care and can be used in so many ways. Learn which oils could benefit you.

HLTSC 762-81

\$24 (Senior Fee \$12)

Thursday

Sept. 26

6:30 – 7:30 p.m. H 165

Edmunds

Homeopathic Remedies

Homeopathic medicine has been used for years with much success. Homeopathic remedies are made of minute doses of plants, minerals or animal substances that stimulate the body's immune system. These medicines have the ability to bring about a healing reaction in the body without any side effects. Certain remedies are helpful for specific conditions. We will learn how to use remedies for emotions like grief or anxiety, as well as for specific physical illness and ailments. Everyone can benefit from homeopathic remedies.

HLTSC 761-81

\$24 (Senior Fee \$12)

Thursday

Sept. 26

7:45 – 8:45 p.m. H 165

Edmunds



The Ketogenic Diet: For Weight Loss and Chronic Disease

This popular diet is a high-fat, adequate-protein, low-carb diet, which creates an ability for the body to burn its own fat. This provides a metabolic reset for the body. In addition to weight loss, the diet has shown great benefit in ridding the body of many degenerative conditions. As we remove the foods that are creating imbalance, the body can naturally detox.

HLTSC 766-81

\$48 (Senior Fee \$24)

Thursday

Oct. 3

6:30 – 8:30 p.m. H 165

Edmunds



Women-Keep Yourself Healthy!

As women, we take care of everyone else, but are you taking care of yourself? Most women need to take better care of their health. Learn about health concerns specific for women, such as hormones, weight gain, thyroid and breast cancer. Natural alternatives to mammograms and hormone replacement will also be discussed.

HLTSC 749-81

\$24 (Senior Fee \$12)

Thursday

Sept. 19

6:30 – 7:30 p.m. H 165

Edmunds

The Truth About Heart Health

Cardiovascular health is one of the biggest health issues facing Americans today. What if much of what we have been told in the last 30 years is untrue? The latest research reveals just that; we've been eating the wrong foods for a healthy heart. We will discuss the low-fat movement and what healthy food truly is. The latest research about cholesterol will be presented, as well as the role inflammation plays in our health.

HLTSC 759-81

\$24 (Senior Fee \$12)

Tuesday Oct. 8
11:30 a.m. – 12:30 p.m. A 173a Edmunds

Protecting Yourself Against Cancer

Learn about additives in food and our environment that are linked to cancer. Healthy alternatives and foods that protect against free-radicals will be discussed, as well as detoxing and natural therapies to boost the body's immune system. Diets that can support cancer patients and alternative treatments will be included.

HLTSC 756-81

\$24 (Senior Fee \$12)

Tuesday Oct. 8
12:45 – 1:45 p.m. A 173a Edmunds

Stress and Emotional Wellness

Do you know how important your emotions and stress are in relation to your health? Negative emotions are often an overlooked factor. Stress and anxiety can actually lead to physical illness. Learn healthy ways to manage your stress and emotions. Emotional release, homeopathy, positive intents and relaxation techniques will be discussed. Feel good about life while improving your relationships and your overall health.

HLTSC 769-81

\$48 (Senior Fee \$24)

Thursday Oct. 10
6:30 – 8:30 p.m. L 111 Edmunds

HLTSC 769-82

\$48 (Senior Fee \$24)

Tuesday Oct. 29
11:30 a.m. – 1:30 p.m. A 173a Edmunds



NEW!

In-depth Essential Oils

This class is great for students who are using essential oils and are looking for more information. Essential oils are an ancient medicine created using the entire plant to create a potent medicine. Learn to use these oils to treat physical conditions, prevent illness and enhance emotional wellbeing. Essential oils are an excellent natural treatment and compliment homeopathic remedies.

HLTSC 776-81

\$24 (Senior Fee \$12)

Thursday Oct. 17
6:30 – 7:30 p.m. L 111 Edmunds

HLTSC 776-82

\$24 (Senior Fee \$12)

Tuesday Oct. 22
11:30 a.m. – 12:30 p.m. A 173b Edmunds

NEW!

In-depth Homeopathic Remedies

This class is great for students who want more knowledge about homeopathy and remedies. Practical applications will be shared to allow you to start using these age-old natural medicines confidently and competently. Homeopathy stimulates the body's immune system to bring about a healing reaction without any side effects.

HLTSC 775-81

\$24 (Senior Fee \$12)

Thursday Oct. 17
7:45 – 8:45 p.m. H 111 Edmunds

HLTSC 775-82

\$24 (Senior Fee \$12)

Tuesday Oct. 22
12:45 – 1:45 p.m. A 173b Edmunds

NEW!

Adrenal Fatigue

Do you wish you had more energy? Feel tired all the time? Afternoon exhaustion? Trouble sleeping at night? You may have adrenal fatigue. Our adrenal glands are responsible for releasing adrenaline and other hormones. When we have had too much stress, they get tired. This can lead to a whole host of symptoms. How do we recover our adrenals, feel better and have more energy? Come and find out!

HLTSC 778-81

\$24 (Senior Fee \$12)

Thursday Oct. 24
6:30 – 7:30 p.m. L 111 Edmunds

NEW!

Digestive Health

Acid reflux, indigestion, heartburn, constipation, IBS, gallbladder issues, the list goes on and on! All of these issues indicate a digestive system that isn't working properly. Learn which foods to add to your diet for better digestive health and specific supplements that will correct the problem without medications or surgery. Improve digestion to avoid bigger problems without radically changing your diet. (This is also a great class for students who have taken "All Disease Begins in the Gut.")

HLTSC 777-81

\$24 (Senior Fee \$12)

Thursday Oct. 24
7:45 – 8:45 p.m. L 111 Edmunds

All Disease Begins in the Gut - Hippocrates

What do ADHD, auto immune diseases, depression, autism, food allergies and eczema all have in common? A compromised digestive system. Can it possibly be that simple? Yes! Whether you have a symptom mentioned above or digestive issues (acid reflux, IBS, constipation, etc.), this class can help you regain your health. We will look at diets that heal the digestive system and which types of food nourish your body and which ones cause damage.

HLTSC 747-81

\$120 (Senior Fee \$60)

Thursdays Nov. 7 – 21
6:30 – 8:30 p.m. T 157 Edmunds



destination DANCE SCHOOL

Quality and life-enriching instruction in tap, jazz, ballet, modern, theatre dance and ballroom for ages 3 to adult!

Train with Dance Director Kellie Lajiness!

- Michigan Dance Teacher of the Year, 2012
- Prominent educator in dance, musical theater and ballroom
- Established Master Class Instructor
- Recognized artist, advocate and mentor
- Award-winning and critically acclaimed choreographer and performer and professional ballroom competitor
- Bachelor of fine arts in dance from Western Michigan University
- Masters in dance from Ohio State University
- Michigan Dance Council board member
- Michigan Youth Arts Festival Dance assistant coordinator
- Member, National Dance Educators of America
- Many former students pursuing degrees and careers in dance and musical theater
- AACT FEST 2019 Excellence in Choreography Award

At Destination Dance, You Will Enjoy:

- Highly creative and structured lessons
- A supportive environment for all age groups and ability levels
- Appropriate and thoughtful music selections
- A monthly calendar with updates
- Age appropriate dress code and policies

Tuition

Tuition is paid in six-week installments.

- 40-minute class = \$69 per six weeks
- 55-minute class = \$78 per six weeks
- 70-minute class = \$87 per six weeks
- 90-minute class = \$96 per six weeks
- Private lessons for any subject = \$50 per hour

For more information, you may contact Destination Dance Director Kellie Lajiness at klajiness@monroeccc.edu.

Season Schedule Season 10 begins the week of September 5

Registration Open House
(for new and returning students)
Health Education Building, H 139
Tues., Aug. 20 – 4 – 6 p.m.
Wed., Aug. 28 – 4:30-6:30 p.m.
Meet the instructor
Receive policies and attire guide
Observe demonstration

Destination Tap Collective Auditions

Wed., Aug. 28, 6:30 – 8 p.m.
H 139

Holiday Showcase Thurs., Dec. 5, 6:30 p.m.

Continuation Class
Classes resume Jan. 5, 2020
Additional new classes begin
February 2020

Annual Spring Recital Wed., May 20, 2020

Class Offerings

This class schedule is intended to
continue through May 2020

Look at Me I'm Three - Age 3 and Young 4

\$69 per section
Tuesdays 4 – 4:40 p.m. H 139

DANCE 747-81 Sept. 10 – Oct. 15
DANCE 747-82 Oct. 22 – Nov. 26

Intro Tap/Pre-Ballet Combo I - Age 4-6

\$78 per section
Wednesdays 4:30 – 5:25 p.m. H 139

DANCE 734-81 Sept. 11 – Oct. 16
DANCE 734-82 Oct. 23 – Nov. 27

Youth Jazz and Tap Combo I - Age 6-8

\$78 per section
Wednesdays 5:30 – 6:25 p.m. H 139

DANCE 787-81 Sept. 11 – Oct. 16
DANCE 787-82 Oct. 23 – Nov. 27

Youth Primary Ballet I - Age 6-8

\$69 per section
Saturdays 12:30 – 1:15 p.m. H 139

DANCE 769-81 Sept. 7 – Oct. 12
DANCE 769-82 Oct. 19 – Nov. 23

Youth Primary Ballet III - Age 7-9

\$78 per section
Mondays 4:30 – 5:25 p.m. H 139

DANCE 784-81 Sept. 9 – Oct. 14
DANCE 784-82 Oct. 21 – Nov. 25

Youth Jazz Year III - Age 7-9

\$69 per section
Tuesdays 4:45 – 5:25 p.m. H 139

DANCE 733-81 Sept. 10 – Oct. 15
DANCE 733-82 Oct. 22 – Nov. 26

Youth Tap Year III - Age 7-9

\$69 per section
Tuesdays 5:30 – 6:10 p.m. H 139

DANCE 780-81 Sept. 10 – Oct. 15
DANCE 780-82 Oct. 22 – Nov. 26

Pre-Teen Tap Year VI - Age 10-12

\$69 per section
Thursdays 4:15 – 4:55 p.m. H 139

DANCE 793-81 Sept. 5 – Oct. 10
DANCE 793-82 Oct. 17 – Dec. 12
No class on Oct. 31, Nov. 28 and Dec. 5

Pre-Teen Ballet Level II - Age 10-12

\$78 per section
Mondays 5:30 – 6:25 p.m. H 139

DANCE 791-81 Sept. 9 – Oct. 14
DANCE 791-82 Oct. 21 – Nov. 25

Pre-Teen Jazz V - Age 10-12

\$78 per section
Mondays 6:30 – 7:25 p.m. H 139

DANCE 794-81 Sept. 9 – Oct. 14
DANCE 794-82 Oct. 21 – Nov. 25

Teen/Adult Ballet Level IV - Age 13+

\$87 per section (\$43.50 Senior Fee)
Thursdays 5 – 6:15 p.m. H 139

DANCE 772-81 Sept. 12 – Oct. 17
DANCE 772-82 Oct. 24 – Dec. 12
No class on Oct. 31, Nov. 28 and Dec. 5

Teen/Adult Tap Year III - Age 13+

\$78 per section (Senior Fee \$39)
Thursdays 6:45 – 7:40 p.m. Z 275

DANCE 795-81 Sept. 12 – Oct. 17
DANCE 795-82 Oct. 24 – Dec. 12
No class on Oct. 31, Nov. 28 and Dec. 5

Teen/Adult Tap I - Age 13+

\$78 per section (Senior Fee \$39)
Thursdays 7:45 – 8:40 p.m. Z 275

DANCE 757-81 Sept. 12 – Oct. 17
DANCE 757-82 Oct. 24 – Dec. 12
No class on Oct. 31, Nov. 28 and Dec. 5

destination DANCE SCHOOL

SEASON 10 BEGINS SEPTEMBER 5. NEW MEMBERS WELCOME!

Teen/Adult Intermediate Theatre Tap - Age 13+

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

Wednesdays 8 – 8:55 p.m. H 139

DANCE 773-81 Sept. 11 – Oct. 16

DANCE 773-82 Oct. 23 – Nov. 27

Better Balance Ballet Barre Exercise

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

Wednesdays 11 – 11:40 a.m. H 139

DANCE 792-81 Sept. 11 – Oct. 16

DANCE 792-82 Oct. 23 – Nov. 27

American Rhythm and Smooth Ballroom Offerings for Teens and Adults

Although you may prefer your own partner, no partner is required for group classes or private instruction.

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

Teen/Adult Beginner Variety Class I – Swing/Foxtrot/Rumba

DANCE 702-81

Sundays Sept. 8 – Oct. 13
2 – 3 p.m. H 139

Teen/Adult Beginner Variety Class II – Salsa/Argentine Tango/ Night Club Two-Step

DANCE 702-82

Sundays Oct. 20 – Nov. 24
2 – 3 p.m. H 139

Ballroom Level I: Continuation Class I – Salsa/Rumba/ Argentine Tango

DANCE 702-83

Sundays Sept. 8 – Oct. 13
3 – 4 p.m. H 139

Ballroom Level I: Continuation Class II – Swing/Foxtrot/Cha Cha

DANCE 702-84

Sundays Oct. 20 – Nov. 24
3 – 4 p.m. H 139

Private Dance Lessons

Private dance lessons are available in any field of study for \$50 per hour. Please call 734-384-4127 for more information.

Ballroom Level II: Class I – Argentine Tango/Waltz/Swing

DANCE 703-81

Mondays Sept. 9 – Oct. 14
7:30 – 8:25 p.m. H 139

Ballroom Level II: Class II – Salsa/Rumba/Foxtrot

DANCE 703-82

Mondays Oct. 21 – Nov. 25
7:30 – 8:25 p.m. H 139

Destination Tap Collective (DTC)

Teen/Adult Company Class Seeking New Members!

DTC is a tap performance company for intermediate to advanced tap dance enthusiasts age teen through adult. Learn and perform exciting repertoire! Improve syncopation, tone and improvisational skills! Be a part of this headlining team for upcoming local events!

\$96 per 6-week section or \$192 for 12 weeks

Wednesdays 6:30 – 7:55 pm H 139

DANCE 762A-81 Sept. 11 – Oct. 16

DANCE 762A-82 Oct. 23 – Nov. 27

DTC Placement Audition Date

Wednesday, August 28

6:30 - 8 p.m.

Health Education Building, Room H 139

Wedding Bells Ballroom Package

This package includes an introductory planning session and three private lessons. Make your first dance a memory to last a lifetime! Weekday and weekend appointments are available. Dance to your favorite song with ease!
COST: \$175 per couple

Process for Private Appointments:

- Email Kellie Lajiness at klajiness@monroeccc.edu for initial contact.
- Register for your package by phoning 734.384.4127.
- Kellie will secure the room
- * Additional cost for special choreography.

IODE AUDITION FOR 2019-2020 SEASON

MCCC's Inside Out Dance Ensemble will hold auditions for adult dancers age 18+ in the Health Education Building, Room H 139.

Please choose one time to attend

Friday, Sept. 13, 5 - 8 p.m. or
Saturday, Sept. 14, 9 a.m. - Noon

Inside Out Dance Ensemble Junior Company (IOJC) Age 14-17

IOJC is seeking new members!

IOJC is a contemporary performance company fashioned after MCCC's Inside Out Dance Ensemble. New intermediate level dancers are welcome to audition! Selected IODE support apprentices are required to enroll in at least one additional technique class.

IOJC Class Tuition:

\$105 per 6-week section or \$210 for 12 weeks

IOJC Schedule:

Thursdays 4:30-6:15 (subject to change)

IOJC meets weekly to learn concert repertoire. IODE weekend rehearsals dictated by the director.

Steps to Audition:

- Contact Kellie Lajiness at klajiness@monroeccc.edu
- Attend one of the following IODE audition times in H-139 on the following dates:
September 13 from 5 – 8 p.m. OR
September 14 from 9 a.m. – Noon.

Upcoming Performances

**DTC and IOJC PERFORMANCE
Holiday Showcase Dec. 5**

**JOINT MCCC CONCERT
Event with IODE April 18-19
Annual Spring Recital May 20**

A group of six diverse young children sitting together and laughing joyfully. From left to right: a girl with blonde hair in a pink shirt and blue overalls, a boy with blonde hair in a white polo shirt, a girl with dark hair in a striped shirt, a boy with dark hair in a blue star-patterned shirt, a girl with blonde hair in a yellow polka-dot shirt, and a girl with dark skin in a light blue shirt and pink pants. They are all smiling and laughing, with some having their arms around each other.

MEDICAL CAREER TRAINING

Pharmacy Technician Certification Program

This comprehensive, 50-hour 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. Course content includes: pharmacy medical terminology, the history of pharmacy, the pharmacy practice in multiple environments, pharmacy calculations and measurements, reading and interpreting prescriptions, and defining drugs by generic and brand names.

Through classroom lecture and hands-on labs, you will review instruction on dosage calculations, drug classifications, the "top 200 drugs," I.V. flow rates, sterile compounding, dose conversions, aseptic technique, the handling of sterile products, total parenteral nutrition, dispensing of prescriptions, inventory control, and billing and reimbursement. CEUs: 5.0

Clinical Externship: In addition to classroom and labs, this course includes a clinical externship through a local pharmacy. Upon successful completion of this course, you will be eligible to participate in an 80-hour clinical externship with a local retail pharmacy.

MEDCL 807-81

\$1,049 (Senior Fee \$924)
Tues/Thurs Oct. 8 – Nov. 26
6 – 9:30 p.m. A 173c

Staff



NOTE: If the in-classroom format does not meet your schedule, you may also complete the same course via online. For more information, please call our office.

Clinical Medical Assistant Program

Prepare for an exciting, challenging and rewarding career in healthcare. This course will train you to assist physicians by performing functions related to the clinical responsibilities of a medical office. Instruction includes preparing patients for examination and treatment, routine laboratory procedures, diagnostic testing, technical aspects of phlebotomy and the cardiac life cycle. You will review important topics, including phlebotomy, pharmacology, the proper use and administration of medications, taking and documenting vital signs, cardiology (including proper lead placements), professional workplace behavior, ethics and the legal aspects of healthcare.

Upon successful completion of the course, you will be eligible to sit for the National Healthcareer Association (NHA) Certified Clinical Medical Assistant (CCMA) national exam.

Clinical Externship: In addition to the 140 hours of classroom lecture and hands-on labs, this course includes a clinical externship with a local healthcare provider. Upon successful completion of this course, you will be eligible to participate in the 160-hour clinical externship. CEUs: 14.0

Class meets from 9 a.m. - 4 p.m. on the following Saturdays: Oct. 12, 26, Nov. 9, 23 and Dec. 14.

MEDCL 826-81

\$2,499 (Senior Fee \$2,209)
Tues/Thurs/Sat Oct. 1 – Jan. 16
6 – 9:30 p.m. A 173d

Staff

No class on Nov. 28, Dec. 24, 26 and 31



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.

The following key areas are included: Administrative aspects, including the history of dentistry and dental assisting; introduction to the dental office; the legal aspects of dentistry, and policies and guidelines. Clinical aspects include: introduction to oral anatomy, dental operator, dental equipment, introduction to tooth structure, primary and permanent teeth, the oral cavity and related structures, proper patient positioning, dental hand-pieces, sterilization and other areas.

In addition to entry-level administrative jobs, this course is ideal for those interested in pursuing a formal dental hygienist program. This course includes a clinical externship rotation for all students. CEUs: 6.0

Clinical Externship: Upon successful completion of the course, you will be eligible to participate in a 40-hour clinical externship with a local healthcare provider.

MEDCL 828-81

\$1,254 (Senior Fee \$1,106.50)
Mon/Wed Oct. 7 – Dec. 4
6 – 9:30 p.m. A 173d

Staff

No class on Nov. 27



CLINICAL EXTERNSHIPS

Externships are learning opportunities, giving you short practical experiences in your field of study. Externships are often viewed as job shadowing, as you are closely supervised by employee volunteers who will walk you through day-to-day routines. The experience allows you to apply your coursework experience in a real life setting and a chance to observe and ask questions to prepare for the transition from school to career. Externships are an excellent way to help get your foot in the door for possible job openings. **Externship Requirements:** Provide a resume; provide your own transportation; submit a criminal background check and 10-panel drug screen —at your expense; be punctual and attend; comply with facility policies, including dress, uniform and hygiene practices, and comply with immunization requirements including TB and/or Hepatitis B series.

MEDICAL CAREER TRAINING

HEALTHCARE TRAINING PROGRAMS

The following online training programs are being brought to you through a partnership with Career Step. Career Step is a provider of career-focused education training designed to help students quickly enter the workforce. It is committed to providing the best education with interactive learning tools; one-on-one instructor support by phone, email and chat, and comprehensive career resources to help students transition from education to employment.

Medical Administrative Assistant with EHR

\$3,199 (Senior Fee \$2,547)

This course prepares students to earn the Certified Medical Administrative Assistant (CMAA) and Certified Electronic Health Records Specialist (CEHRS) credentials. Topics studied include ezEMRx EHR software, Microsoft Office, healthcare documentation and office procedures. Enrollment includes ebooks and exam vouchers for the two national certifications.

Duration: 6-month online access

Professional Medical Coding and Billing with PCS

\$3,699 (Senior Fee \$3,366.09)

Prepare for the Certified Coding Associate (CCA), Certified Professional Coder (CPC) and Certified Outpatient Coder (COC) certifications. Topics studied include reimbursement methodologies, biomedical sciences and current code sets. Enrollment includes ebooks, codebooks and a voucher for one of the certification exams. **Duration: 12-month online access**

Pharmacy Technician \$1,999 (Senior Fee \$1,819)

This course prepares students for the Pharmacy Technician Certification Board (PTCB) Exam and is accredited by ASHP/ACPE. An externship is required to complete the program. Enrollment includes a lab kit and an exam voucher. **Duration: 6-month online access**

Medical Transcription Editor \$3,199 (Senior Fee \$2,729)

Approved by the Association for Healthcare Documentation Integrity (AHDI), the medical transcription editor program prepares students for medical transcription and editing careers. Topics studied include documentation, biomedical sciences and editing theory. Enrollment includes ebooks, a transcription foot pedal, an AHDI membership and a voucher to take the RHDS exam. **Duration: 12-month online access**

Medical Billing \$2,999 (Senior Fee \$2,729)

The medical billing program helps students develop the knowledge and skills they need to work in healthcare reimbursement. Topics studied include bundled payments, the impact of the Affordable Care Act and experience with current billing forms. Enrollment includes ebooks and a Certified Billing and Coding Specialist (CBCS) exam voucher.

Duration: 6-month online access

Veterinary Assistant \$1,999 (Senior Fee \$1,819)

Our veterinary assistant program helps students develop the knowledge and skills needed to work in a veterinary office. Topics studied include office and exam room procedures, communication and client relations, and small and large animal nursing, among others.

Duration: 6-month online access

**VISIT [HTTPS://PARTNER.CAREERSTEP.COM/MONROECCC](https://partner.careerstep.com/monroeccc)
TO LEARN MORE!**



Available for all classes

Promotions

**When paying your tuition in full,
you may select a promotion**

Professional Medical Coding and Billing

Available Promotions: Laptop, iPad or Kindle with electronic text, or \$400 off the program price.

Medical Transcription Editor

Available Promotions: Laptop, iPad or Kindle with electronic text, or \$300 off the program price.

Medical Administrative Assistant with EHR

Available Promotions: Laptop, iPad or Kindle with electronic text, or \$200 off the program price.

Pharmacy Technician, and Veterinary Assistant

Available Promotions: Laptop, iPad or Kindle with electronic text, or \$125 off the program price.

Medical Billing

Available Promotions: Laptop, iPad or Kindle with electronic text, or \$300 off the program price.



SPORTS | PHYSICAL FITNESS | FIREARM SAFETY

Circuit Training

This challenging class provides a great workout as you move through a series of stations designed to elevate your heart rate and challenge your muscles. A circuit of timed, specific intervals will include working with weights, stability balls, bands and jump ropes.

HPE 711-81

\$71 (Senior Fee \$35.50)
Tues/Thurs Sept. 10 – Oct. 24
5 – 6 p.m. H 131 Goss
No class on Oct. 8

HPE 711-82

\$71 (Senior Fee \$35.50)
Tues/Thurs Oct. 29 – Dec. 17
5 – 6 p.m. H 131 Goss
No class on Nov. 28

Dance2Fit with Carley

Have fun while losing weight and getting toned! Taught by a certified instructor, Dance2Fit offers a way to jumpstart a healthy lifestyle while learning and dancing in a positive environment. Torch calories and tone muscles by combining dance and fitness moves to high-energy hits from yesterday and today. Dance2Fit is a judgement-free zone and is perfect for participants with no prior dancing experience. Come try something new and shake it to a healthier and happier you! Please bring a mat to class.

Mondays, 5:15 – 6:15 p.m.

HPE 769-81

\$32 (Senior Fee \$16)
Mondays Sept. 9 – Oct. 21
5:15 – 6:15 p.m. H 131 Stranyak

HPE 769-82

\$32 (Senior Fee \$16)
Mondays Oct. 28 – Dec. 9
5:15 – 6:15 p.m. H 131 Stranyak

Wednesdays, 5:15 – 6:15 p.m.

HPE 769-83

\$32 (Senior Fee \$16)
Wednesdays Sept. 11 – Oct. 23
5:15 – 6:15 p.m. H 131 Stranyak

HPE 769-84

\$32 (Senior Fee \$16)
Wednesdays Oct. 30 – Dec. 11
5:15 – 6:15 p.m. H 131 Stranyak

Fitness Waiver

All Lifelong Learning students participating in one of our sports/recreation/physical education classes are required to submit a signed Release of Liability waiver at the time of registration. A signed waiver must be on file with the Office of Lifelong Learning by the first day of class. Only one form is necessary per semester. The waiver is located on page 29, and it is recommended that you include it with your registration form. It is also available in the online version of this schedule at www.monroeccc.edu in the Lifelong Learning section. **NOTE:** For students under the age of 18 participating in our fitness classes, a parent/legal guardian must sign the waiver. A doctor's review of your health is advised before starting any exercise program.

CrossFit

CrossFit is a core strength and conditioning program that delivers a fitness that is broad, general and inclusive by design. Our specialty is not specializing. Elements of track and field, gymnastics, weightlifting and strongman are combined in short, intense daily workouts to maximize results for any individual.

Never done weightlifting or a pull-up before? No worries. In our introductory foundation classes, you will learn proper technique for movements and exercises that make up a typical CrossFit workout. We will also discuss other important topics such as stretching, mobility and nutrition.

Classes meet monthly at Light the Fire CrossFit at 428 S. Monroe Street in Monroe. Cost is \$115 per month. Discounted rates are available for students, military, law enforcement and couples that enroll together.

Call the Office of Lifelong Learning 734.384.4127 to register.

Current Schedule of Classes

Mon. - Thurs. 5 a.m., 6 a.m., 8:30 a.m., 4 p.m., 5 p.m., 7 p.m.

Fri. 5 a.m., 6 a.m., 8:30 a.m., 4 p.m., 5 p.m., 6 p.m.

Saturday 9 a.m., 10 a.m. (open gym)

**Hours subject to change.*

About the Instructor - Bill Bacarella

- * Owner of Light the Fire CrossFit
- * CrossFit Level 2 certified with 4 years of CrossFit coaching experience
- * Bachelor's degree in athletic training from Albion College
- * Licensed & Certified Athletic Trainer in the State of Michigan
- * Certified Strength & Conditioning Specialist (CSCS) through the National Strength & Conditioning Association (NSCA)
- * Master's degree in kinesiology from Wayne State University
- * First Responder CPR/AED and First Aid-certified

Children's Self Defense

This self-defense seminar geared for children will be taught by Master Mark Bergmooser, a 5th-degree black belt. The seminar will cover simple self-defense strategies designed to protect children from attackers. They will learn to recognize threatening situations, how to respond to them, and how to mentally and emotionally gather the confidence needed to survive. Simple techniques will include basic punches, kicks and strikes. Children should come dressed in gym clothes and be prepared to go barefoot. Open to children ages 5-12 who must be accompanied by a parent.

HPE 716-81

\$19
Thursday Oct. 24
7 – 8 p.m. H 139 Bergmooser

PiYo

Our PiYo class is a cardio blend between Pilates and yoga. This low-impact workout will increase your fitness level, including core strength, flexibility, stability, balance and posture as you move from one exercise to the next. PiYo combines the muscle-sculpting, core-firming benefits of Pilates with the strength and flexibility advantages of yoga creating a longer, leaner and more defined you! Please bring a yoga mat with you to class.

HPE 770-81

\$32 (Senior Fee \$16)
Wednesdays Sept. 11 – Oct. 23
6:15 – 7:15 p.m. H 131 Calender

HPE 770-82

\$32 (Senior Fee \$16)
Wednesdays Oct. 30 – Dec. 11
6:15 – 7:15 p.m. H 131 Calender

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. Instructor Master Mark Bergmooser is a certified 5th-degree black belt. Open to students age 5 and older.

\$54 (Senior Fee \$28.50) – classroom training only (no private lessons)

\$79 (Senior Fee \$51) – 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.

Register for all sections (classroom only) offered this semester at once and receive a \$20 discount. There are no discounts for sections with private lessons.

HPE 712-81

\$196 (Senior Fee \$104)

Tues/Thurs Aug. 29 – Dec. 19
6:30 – 7:45 p.m. H 139
No class on Oct. 24, 31, Nov. 14 and 28

HPE 712A-81 – classroom only

HPE 713-81A – classroom plus one private lesson

Tues/Thurs Aug. 29 – Sept. 19
6:30 – 7:45 p.m. H 139

HPE 712B-81 – classroom only

HPE 713-81B – classroom plus one private lesson

Tues/Thurs Sept. 24 – Oct. 15
6:30 – 7:45 p.m. H 139

HPE 712C-81 – classroom only

HPE 713-81C – classroom plus one private lesson

Tues/Thurs Oct. 17 – Nov. 19
6:30 – 7:45 p.m. H 139

No class on Oct. 24, 31 and Nov. 14

HPE 712D-81 – classroom only

HPE 713-81D – classroom plus one private lesson

Tuesdays/Thursdays Nov. 21 – Dec. 19
6:30 – 7:45 p.m. H 139

No class on Nov. 28



NRA Basic Personal Protection in the Home

Designed to teach you the basic knowledge, skills and attitude essential for the safe and efficient use of a handgun for self protection, this course will qualify you to apply for a Concealed Pistol License in Michigan and Ohio. You will learn basic defensive shooting skills, strategies for home safety and how to respond to a violent confrontation, as well as how to choose a handgun.

Prerequisite: You must be a law-abiding adult (at least 21 years old) and be an experienced shooter or have taken the Basic Pistol class. There are no exceptions, and you will be evaluated to confirm your skill level with your firearm.

Classroom instruction is from approximately 9 a.m.- 3 p.m. at MCCC. Practice at the firing range will follow-up on a different date (provided by the instructor). Transportation is not provided by MCCC.

You are required to have your own firearm, 150 rounds of ammunition, and eye and ear protection. **Do not bring your firearms on MCCC's campus.**

SPORT 740-81

\$100 (Senior Fee \$88.25)

Saturday Oct. 5
9 a.m. – 3 p.m. A 173a

Blank

Certified Personal Trainer

Get all the important information needed to start an exciting successful career as a Certified Personal Trainer. Employers of all sizes have partnered with W.I.T.S. to come and meet you during our classes. Our personal trainer course is a great way to prepare for the on campus national exam and live your dream of a successful personal trainer career in a field you love. This challenging course is for candidates wanting LIVE instruction with in-depth, hands-on practical labs to master the career skills and knowledge. Our veteran teachers share all the dos and don'ts in working with clients. The course consists of 15 hours of lecture on key topics like biomechanics, exercise physiology, fitness testing, equipment usage and health assessments. The best part of the course is the 15 hours of hands-on practical training labs. You will role play with assessing clients, programming, performing proper exercises, presentation skills and more. Reading a book and testing does not get it done in the real world. Register today in one of the hottest growing professions in North America.

You can work right after passing the CPT exams! You must be 18 years of age and have proof of CPR/AED to obtain your **Level 1 Certified Personal Trainer**. As a special bonus, you can take advantage of our 30-hour employer internship to get our advanced **Level 2 Certified Personal Trainer** credential at no additional cost!!

Required Textbook: 7th edition of the Fitness Professional's Handbook with Web resources (ISBN-13: 9781492523376). Please note: If there are low numbers in this live course, it may be offered as Hybrid CPT. Please ask us for details. CEUs: 3.6

HPE 729-81

\$740 (Senior Fee \$652.50)

Saturdays Oct. 26 – Dec. 7
9 a.m. – 4 p.m. H 165/H 110 W.I.T.S. Staff
No class on Nov. 30



● REAL ESTATE | HOME INSPECTION | DRONES | SKILLED TRADES

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/Tues/Wed/Thurs
6 – 10 p.m.

Oct. 14 – 29
TBA Bowman

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 Michigan statutes and rules update, real estate law cases, national industry updates and cyber funds. CE marketplace approved. This course includes the required two hours of law. 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)

Friday Oct. 25
9:30 a.m. – 4 p.m. A 173a Bowman

RELST 703-82

\$43 (Senior Fee \$23)

Wednesday Oct. 30
5 – 11 p.m. A 173c Bowman

RELST 703-91

NOTE: This section will meet at the Whitman Center in Temperance.

\$43 (Senior Fee \$23)

Tuesday Oct. 15
9:30 a.m. – 4 p.m. WC 7 Bowman



2017 Michigan Electrical Code Update

Review the 2017 NEC and Michigan Electrical Code Part 8 Rules for license renewal. The presentations will total 15 contact hours and all participants must attend all sessions. The course will use the I.A.E.I. DVD "code changes" and the handout of new 2017 Par 8 Rules. CEUs: 1.5

ELEC 715-81

\$100 (Senior Fee \$50)

Tues/Thurs
5:30 – 9:30 p.m.

Sept. 10 – 19
L 204 Whitaker

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.

The cost of each course is \$395 (Senior Fee \$332.50) and includes books and materials.

Course topics include:

- Air Conditioning/Heating
- Plumbing
- Exterior
- Electrical
- Structure
- Heating I
- Heating II
- Insulation and Interior
- Roofing
- Communication and Professional



For detailed course descriptions, go to <http://www.carsondunlop.com/education/us/MonroeCountyCommunityCollege>.

Small Unmanned Aircraft Systems (sUAS a.k.a. Drones)

Small Unmanned Aircraft Systems (drones) are a dynamic, emerging technology that will literally transform industries and have an economic impact of \$100 billion by 2020. Our specialized training courses take you from learning to fly drones all the way through to preparing for your FAA certification.

Interested in Drones?

More and more businesses are using drones. Attend a FREE drone information session (Drone Primer) and learn about our upcoming training programs.

- Find out how drones are being used in different industries.
- Talk with the class instructor and determine what training you need.
- See what topics are covered in our classes.

No experience or prior knowledge is needed!



NEW!

Drone Primer

This free Drone Primer course gives attendees an overview of what a drone is, information on how drone use can benefit an organization and the requirements for operating a drone commercially in the United States. The course is approximately one hour, and it is delivered online to everyone regardless of their location. The SkyOp instructor will be available for a Q&A session afterwards.

PILOT 706-41

FREE
Online class.

Call the Office of Lifelong Learning at 734.384.4127 to register.

Intro to Drones Series

Our Intro to Drones Series consists of three individual courses that will prepare you for your FAA remote pilot certification. The course will take you from learning to fly drones all the way through to preparing for FAA unmanned commercial pilot certification. It is a comprehensive, hands-on training.

You may register for the series at a cost of \$1,485. Or, you may enroll in a stand-alone training course at cost of \$545 per course.

This series includes the following courses:

- Intro course (Intro to Drones for Commercial Users
OR Intro to Drones for Public Safety)
- Hands-on Drone Flight Training
- Part 107 Test Prep

Prospective drone pilots, save \$150 when you register for the series over individual courses. CEUs: 2.4

PILOT 704-81

\$1,485 (Senior Fee \$1,073.70)

Saturdays/Sundays Oct. 5, 6, 12 & 13
9a.m. – 5:30 p.m. Z 289 Knaggs

PILOT 704-82

\$1,485 (Senior Fee \$1,073.70)

Saturdays/Sundays Nov. 2, 3, 9 & 10
9a.m. – 5:30 p.m. Z 289 Knaggs

See page 19 for individual course descriptions in the Intro to Drones Series.

About the Instructor, Adam Knaggs...

Adam has a degree in criminal justice and has been a law enforcement officer since 2010. He has held different positions within the department including patrol officer, field training officer and detective in the gang task force. He is currently a member of the SWAT team and has had the opportunity to serve on the tactical rappel and sniper teams. In 2016, Adam was selected to become a sUAS operator for the department and currently holds a FAA sUAS license and has flown several operations, as well as assisted in training new sUAS operators. Some of the missions he has flown include search and rescue, barricaded persons, taking crime scene photographs, surveillances and mapping accident scenes.



Intro to Drones Series Part I Introductory Courses

The following 8-hour introductory courses provide a comprehensive overview of the information your organization needs to start using drones safely and legally. We will cover the types of flight systems available, their capabilities and how to pick the one that would be best for your organization.

To bundle and save with the series price, select the introductory course that suits your needs. (You only need to complete one.)

Students interested in pursuing an FAA remote pilot certification should follow the introductory course with the Hands-On Drone Flight Training and Part 107 Test Prep courses.

Intro to Drones for Commercial Users

This course is a comprehensive overview of the information your organization needs to start using drones safely and legally. We will cover the types of flight systems available, their capabilities and how to pick the one that would be best for your organization. We will discuss how drones can be used in specific business applications and how to apply drone technology to bring efficiencies to your business. CEUs: .8

PILOT 707-81

\$545 (Senior Fee \$381.50)
Saturday Oct. 5
9 a.m. – 5:30 p.m. Z 289 Knaggs

PILOT 707-82

\$545 (Senior Fee \$381.50)
Saturday Nov. 2
9 a.m. – 5:30 p.m. Z 289 Knaggs

Intro to Drones for Public Safety

This class is designed to meet the specific needs of police, firefighters and emergency management personnel. Topics include accident photos and assessment, large group monitoring and control, hazardous materials incidents and much more. We also focus on the special FAA regulations that affect emergency management crews. CEUs: .8

PILOT 705-81

\$545 (Senior Fee \$381.50)
Sunday Oct. 6
9 a.m. – 5:30 p.m. Z 289 Knaggs

PILOT 705-82

\$545 (Senior Fee \$381.50)
Sunday Nov. 3
9 a.m. – 5:30 p.m. Z 289 Knaggs

Intro to Drones Series Part II Hands-On Drone Flight Training - Basic Quadcopter Flight Skills

Our unique indoor flight training methodology uses model quadcopters (currently the Syma X5C without FPV) flying indoors. By flying indoors, students do not need to contend with wind or other weather conditions, and allowing them to focus solely on controlling the aircraft. Our course will bring students through a series of increasingly difficult exercises and have them flying through an obstacle course by the end of the day. This approach develops three primary skill proficiencies:

1. Identifying flight system orientation
2. Accounting for issues related to depth perception
3. Flying without dependency on GPS

We've found these are the essential skills needed to create the safest, most proficient remote pilots anywhere! We've recognized that these basic skills are easily transferred into and prepare students for more advanced drone flight systems. The cost of this course includes a training quadcopter with a radio controller.

Students interested in pursuing an FAA remote pilot certification should supplement this course with the Part 107 Test Prep course. CEUs: .8

PILOT 708-81

\$545 (Senior Fee \$401.90)
Saturday Oct. 12
9 a.m. – 5:30 p.m. Z 289 Knaggs

PILOT 708-82

\$545 (Senior Fee \$401.90)
Saturday Nov. 9
9 a.m. – 5:30 p.m. Z 289 Knaggs



Intro to Drones Series Part III Part 107 Test Prep

Keep up with changing Federal Aviation Administration (FAA) requirements to remain ahead of the curve among commercial drone pilots. Anyone operating a drone for any commercial or business purpose must obtain an FAA remote pilot certification. This highly focused course prepares you for the test to receive this certification.

Beyond drone-specific material, students will gain an understanding of much of the ground-school information covered in the FAA's knowledge test.



The remote pilot knowledge test includes 60 questions and requires a passing score of 70 percent. The test costs \$150, paid separately to the Knowledge Testing Center.

The course fee includes a workbook, a sectional chart, an FAA test supplement and 50 FAA sample test questions. CEUs: .7

PILOT 703-81

\$545 (Senior Fee \$395.30)
Sunday Oct. 13
9 a.m. – 5:30 p.m. Z 289 Knaggs

PILOT 703-82

\$545 (Senior Fee \$395.30)
Sunday Nov. 10
9 a.m. – 5:30 p.m. Z 289 Knaggs

Truck Driver Training

MCCC partners with KC Logistics to provide a Class A CDL Driver Training Program. You will learn the necessary skills to obtain your Class A CDL and get to work right away. This unique course is a specialized 4 - 6 week PAID training program. You do not pay your tuition up front. You will receive hands-on training using automatic transmissions and new tractors. No experience is necessary. Upon earning your Class A CDL, a one-year commitment with KC Logistics is required, which will enable you to earn a living wage and pay back the cost of your training. Upon completion of your training and obtaining your Class A CDL, you will become a commercial motor vehicle driver with KC Logistics. After completing one year of service as a driver for KC Logistics, you will earn a bonus equal to the amount of the cost of training.



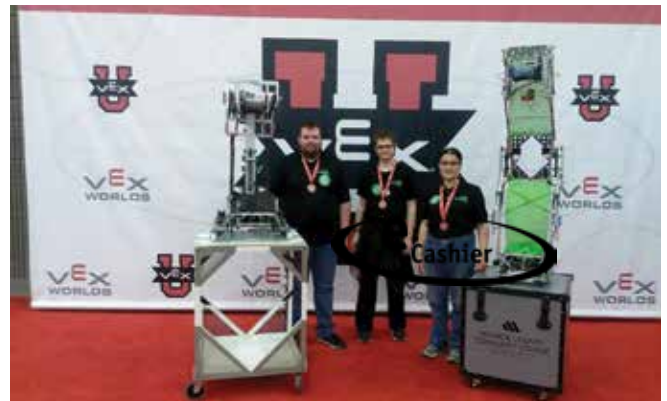
KC Logistic drivers have opportunities to be home daily (local) or over the road (OTR). Our program is designed to drive your future to its fullest potential. You must be 21 years of age to enroll, complete an on-line application and obtain a \$25 learners permit from the Secretary of State. You must also pass a background check and Department of Transportation physical. All driver training is completed at Flat Rock Speedway prior to driving on the road. Class size is limited. **To get started, call the Office of Lifelong Learning at 734.384.4127 today.**

KC Logistics was established in 1986 by CEO Ken Calender. Through hard work and dedication, KC has grown into a full service supply chain solutions provider. As one of the largest minority-owned transportation and logistics organizations in the Midwest, KC is comprised of multiple business units that provide the latest technology and services in the logistics industry.



Vex Robotics

The VEX Robotic team provides students in third 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 has operated 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.**



VEX Age Groups

VEXIQ Robotics

The VEXIQ Robotic platform, which requires limited tool usage and no power tools, is for 3rd grade through 8th grade.

VEX Robotics Competition (VRC)

The VRC teams consist of four or more students in 8th grade through 12th grade. Students begin to use power tools including drills, Dremel and band saws.

VEXU

The VEXU platform uses VRC parts but the rules are different, the robots are bigger, and a greater emphasis is placed on autonomous driving via software development. Students have an upper age limit of 26 and must be a registered college student full or part-time.



BUSINESS | PROFESSIONAL DEVELOPMENT | TEACHER RECERTIFICATION ●●●●●●●●●●●●●●●●

Human Resource Certification Study Program

The Society for Human Resource Management Certification covers the new standard for HR professionals around the globe. It is among the first HR certifications that is focused on teaching and testing the practical, real-life information HR professionals need to excel in their careers. MCCC is pleased to offer the SHRM Learning System that will help prepare you for certification. There are two levels to the certification: SHRM Certified Professional (SHRM-CP) and SHRM Senior Certified Professional (SHRM-SCP). This course will prepare you for the exam testing window that started in December 2019.

This traditional classroom setting is taught by local certified HR professionals for 36 contact hours covering the content in the SHRM Body of Competency and Knowledge (BoCK). There are no prerequisites for this course. It's ideal for anyone who wants to increase their human resource knowledge or take the exam for the new certification offered by SHRM. CEUs: 3.6

PLEASE NOTE: Registration deadline is September 6. A minimum number of students is required to run the course.

PERS 764-81 – For SHRM Members
\$495 (Senior Fee \$495)

Mondays Sept. 16 – Dec. 2
6 – 9 p.m. C 232 Staff

PERS 764-81A – For non-SHRM Members
\$1,200 (Senior Fee \$1,023.75)



Legal Certificate Online Courses

You don't have to be an attorney to embark on a career in the legal industry. Corporations, law firms and governments need non-lawyers for a wide variety of administrative, research, compliance and other law-related requirements.

Without the time and expense of a pursuing a full law degree, you can gain the skills needed to offer specialized legal services for these employers. To build your credentials for legal career opportunities, consider these excellent courses MCCC offers in partnership with the Center for Legal Studies.

All textbooks and resources, including Westlaw, are available for purchase by calling 1.800.522.7737 or by accessing the secure online order form at www.legalstudies.com. Please order your textbooks at least one week prior to the first session

Courses Offered:

- Paralegal Certificate — \$1,395
- Advanced Paralegal Certificate — \$2,100 or \$350 per topic
- Legal Secretary — \$729
- Legal Nurse Consultant — \$895
- Legal Investigator — \$729
- Alternative Dispute — \$729
- Victim Advocacy — \$729
- Employment Law — \$729
- Personal Injury — \$729
- Software Essentials for the Law Office — \$729
- GMAT Test Prep — \$300
- GRE Test Prep — \$300
- LSAT Test Prep — \$300
- SAT or ACT Test Prep — \$300

Fall 2019 Sessions:

Session I: Aug. 26 - Oct. 11
Session II: Oct. 21 - Dec. 6

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.

Computer Applications

We offer a wide range of highly interactive courses that you can take entirely over the Internet. All of our courses are led by expert instructors, many of whom are nationally known authors. Our online courses are affordable, fun, fast, convenient and geared just for you.

Computer application courses are available for Microsoft, Adobe and Quickbooks. Photoshop, InDesign, Illustrator, Microsoft Suite (Word, Excel, PowerPoint) and Performing Payroll in Quickbooks are just a few of our offerings!

Prices vary. Classes begin monthly. To view start dates and receive information on how to register, please see page 32.

For a complete listing of all Microsoft classes offered, visit www.ed2go.com/monroe. **Call our office at 734.384.4127 to register.**



SCECHs For K-12 Educators/ Teachers

MCCC is approved by the State of Michigan to offer State Continuing Education Clock Hours (SCECH) for educators.

- Wide range of classes offered on current topics of interest to teachers
- Direct application of what you learn to your classroom practice
- Most classes offered online, but some face-to-face options available

Teacher recertification classes at MCCC are offered through ed2go. Also, please see our Family Life Education courses listed on page 12 that are awarded SCECHs.

Please call our office at 734.384.4127 to learn more and register.

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

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.

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

CSM 718-71

Tuesday	Sept. 10	
8 a.m. – 6 p.m.	A 173b	Childress

CSM 718-72

Tuesday	Oct. 8	
8 a.m. – 6 p.m.	A 173b	Childress

Pesticide Training & Review

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

AGRI 707-71

\$20 (Senior Fee \$20)	
Tuesday	Nov. 19
9 a.m. – 3:30 p.m.	A 173b Birkey

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 upgrading of their resume and career pursuit materials. This service is by appointment by calling 734.384.4124 or by registering for our services at College Central Network (<https://www.collegecentral.com/monroeccc/>). Once registered, you can download your current resume for review and access many other career services. We look forward to assisting you.



MIOSHA Training Institute at Monroe County Community College Offers 5 Training Sessions

Cost is \$130 per course* and includes materials, a light breakfast and lunch.

*MIOSEA General Industry Ten Hour is \$250.

MIOSEA Supervisor's Role in Safety and Health

PERS 738-71

Thursday	Oct. 10
8:30 a.m. – 4 p.m.	A 173a

MIOSEA General Industry Ten Hour +

PERS 786-71

Tuesday, Oct. 22 – Thursday, Oct. 24
8:30 a.m. – 4 p.m. A 173a

Part 21 – Powered Industrial Trucks: What Every Operator Must Know

PERS 739-71

Wednesday	Nov. 6
8:30 a.m. – 4 p.m.	A 173a

Part 85 – Control of Hazardous Energy Sources

PERS 808-71

Tuesday	Nov. 19
8:30 a.m. – 4 p.m.	A 173a

MIOSEA Record Keeping and Cost of Injuries

PERS 740-71

Thursday	Dec. 5
8:30 a.m. – 4 p.m.	A 173a

To register for any of these offerings, please contact MCCC's Office of Corporate & Community Services at 734.384.4229.



Electrical Apprenticeship – Level 1

Monroe County Community College and the Southeast Michigan Construction Academy (SEMCA) will be offering the Electrical Apprenticeship – Level 1 class during the Fall (August 27 – December 19) and Winter (January 7 – April 16) semesters at Monroe County Community College. You must begin in the fall semester. Classes will meet on Tuesday/Thursday from 6:30 – 9:30 p.m. Students will have the opportunity to interview with electrical contractors located in Southeast Michigan for positions as they become available. Employment is not guaranteed, nor required to attend this training. SEMCA will work with students who would like to be employed in the electrical field.

The electrical apprenticeship program will follow the industry-recognized curriculum NCCER. Students who enroll in this course will be eligible to become a registered apprentice. This hands-on course will begin with basic construction safety in residential, commercial and industrial construction. All students will receive instruction on operating hand and power tools. Students will be introduced to electrical theory and the rules and regulations that govern the trade through the National Electrical Code (NEC). In addition, students will learn the basics of electrical circuits, conduit bending and residential electrical service. The course will address career paths in the electrical industry and the apprenticeship requirements. Throughout the Level 1 course, students will spend time in the classroom as well as shop space to learn performance tasks. Successful completion of this course will result in NCCER credentials and an OSHA 10 certification.

Students must be 18 or older with a high school diploma/GED in order to apply. Students must also provide copies of driver's license, Social Security card and high school diploma/GED.

Fall tuition is \$2,200.00 including books.

Winter tuition is \$1,600.00 including books.

NCCER is a not-for-profit 501(c)(3) education foundation created in 1996. It was developed with the support of more than 125 construction CEO's and various associations and academic leaders who united to revolutionize training for the construction industry. Sharing the common goal of developing a safe and productive workforce, these companies created a standardized training and credentialing program for the industry.

NCCER develops standardized construction and maintenance curricula and assessments with portable credentials. These credentials are tracked through NCCER's National Registry which allows organizations and companies to track the qualifications of their craft professionals and/or check the qualifications of possible new hires. The National Registry also assists craft professionals by maintaining their records in a secure database.

SEMCA meets and exceeds all the required standards of the nationally standardized program. As a result, each student has a credential listed in a national registry that can be easily transferred among accredited sponsors and throughout the industry. In other words, a SEMCA student can take their transcripts to any other participating NCCER sponsor and continue training.

For additional information or to register for this training program, please call Renee Drouillard at 734.384.4229.



BUSINESS AND INDUSTRY | WORKFORCE TRAINING

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

\$99 (Senior Fee \$58)

Friday Sept. 27
8 a.m. – 4 p.m. Z 289 Colston

MICRO 774-72

\$99 (Senior Fee \$58)

Friday Nov. 1
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

\$99 (Senior Fee \$58)

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

MICRO 802-72

\$99 (Senior Fee \$58)

Friday Nov. 8
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

\$99 (Senior Fee \$58)

Friday Oct. 11
8 a.m. – 4 p.m. Z 289 Colston

MICRO 905-72

\$99 (Senior Fee \$58)

Friday Nov. 15
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

\$99 (Senior Fee \$58)

Friday Oct. 18
8 a.m. – 4 p.m. Z 289 Colston

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.

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.

Campus Security

Providing a safe and secure campus is a key element in assisting the college in accomplishing its mission. The college is committed to providing a safe campus, and in addition to institutional procedures, students and staff are encouraged to be personally responsible for their own security as well as others. Campus Security is the direct responsibility of the vice president of student and information services, while the chief of security is responsible for day-to-day operations. The security staff is comprised of individuals with extensive law enforcement/security experience and knowledge, and possesses an excellent working relationship with local law enforcement agencies including the Monroe County Sheriff's Department and the Michigan State Police. Criminal acts are investigated by local area law enforcement authorities. There are currently no memorandums of understanding between Campus Security and local law enforcement. Campus Security provides a safe and secure campus environment for students, staff, faculty and visitors. Both foot and vehicle security/safety patrols are conducted in order to minimize and deter the occurrence of crime, protect the peace and serve the interests of the college.



ONLINE REGISTRATION INSTRUCTIONS FOR LIFELONG LEARNING COURSES

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

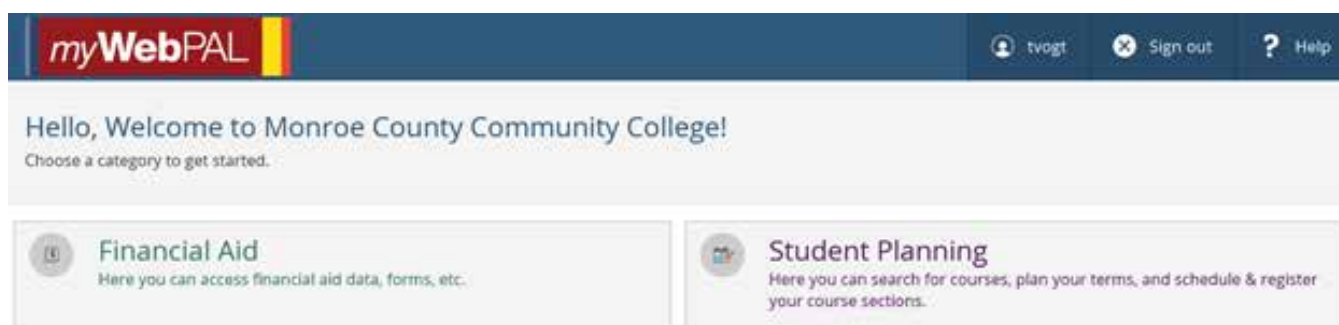
www.monroeccc.edu

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 "Student Planning"



Signing In

- Go to 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

continued from page 27

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 – Use 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"

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

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.

Personal Fitness Trainer Certification
Circuit Training
CrossFit

Tae Kwon Do
Children's Self-defense

Destination Dance
Dance2Fit

Women's Self-defense
PiYo

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 ☐ Spring ☐ 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 2019**Monroe County Community College
Lifelong Learning Registration Form**Corporate and Community Services Division
1555 South Raisinville Road • Monroe, Michigan 48161

Office 734.384.4127 • Fax 734.687.6049

**MONROE COUNTY
COMMUNITY COLLEGE**
enriching lives

• ONE FORM PER PERSON •

Social Security Number

/ /

Student ID Number

- OR -

Last Name

First Name

M.I.

Home Address

City

State

Zip Code

Residency Status

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

Day Phone Number

()

Evening Phone Number

()

Other Phone Number

()

- ☐
- Cell Phone
-
- ☐
- Pager
-
- ☐
- Campus
-
- ☐
- Fax

Date of Birth

/ /

Gender

M or F

Email Address

☐ Yes, please sign me up to receive email announcements on new Lifelong Learning classes, as well as for an early preview of the schedule each semester.

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 _____	
\$ _____	Company Authorized Billing:	
Waiver # _____	Company _____	
\$ _____	MCCC Employee Tuition	Rcvd. By _____ Date _____
\$ _____	Senior Citizen Scholarship	
\$ _____	TOTAL TUITION & FEES PAID	

#4278 - 11/18

● ● ● ● ● ONLINE LEARNING FOR ADULTS ● ● ● ● ●

Ed2go provides high-quality online continuing education courses that are affordable and easy to use.

Instructor-Led Courses

- Sessions start monthly
- Convenient six-week format
- Interactive learning environment
- Instructors lead each course
- Award of completion with passing score

Career Training Programs

- Prepare for industry certification or start a new career
- Start anytime
- Many programs completed in less than six months
- In-depth study, all learning materials provided
- Personal instructor assistance
- Certificate of completion awarded with passing score

Online Course Catalog

You can discover hundreds of quality online courses. 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.

Accounting and Finance

Accounting Fundamentals I, II or series
Personal Finance

Business

Business and Marketing Writing
Grant Writing Suite
Nonprofit Suite
Project Management Fundamentals Series
Start Your Own Small Business

Computer Applications

Adobe Value Suite
Microsoft
Other Applications

Design and Composition

Discover Digital Photography
Web Design Value Suite

Health Care and Medical

Explore a Career in Nursing
Certificate in End of Life Care
Certificate in Food, Nutrition and Health
Certificate in Legal and Ethical Issues in Health Care
Handling Medical Emergencies
Medical Terminology

Language and Arts

Writing and Editing Value Suite
Discover Digital Photography
Languages
Publish and sell your e-books

Law and Legal

Introduction to Criminal Law
LSAT Preparation I & II
Paralegal Certificate Program I

Personal Development

Discover Digital Photography
12 Steps to Successful Job Search
Personal Finance
Start Your Own Small Business

Teaching and Education

Creating Classroom Centers
Guided Reading and Writing
Strategies for Maximum Student Achievement
Teaching Science Grades 4-6
Teaching Math Grades 4-6
Teaching Writing Grades 4-6

Technology

Basic Computer Skills Suite
Computer Networking Suite
Introduction to Database Development
Introduction to Networking
Web Design Value Suite

Writing and Publishing

Writing Essentials
Writing for Children
Grant Writing Suite
Publish and sell your e-books

Popular titles other lifelong learners have taken:

Accounting Fundamentals I, II or series
Advanced CSS3 and HTML5
Certificate in Spirituality Health and Healing
How to Get Started in Game Development
Introduction to SQL
Medical Terminology
A to Z Grant Writing I, II or Series
Secrets of Better Photography
Stocks, Bonds and Investing Oh My!
Project Management Suite
Real Estate Investing
Introduction to QuickBooks 2013-2017
Handling Medical Emergencies
Start Your Own Arts & Crafts Business
Write Your Life Story
Writing for ESL
Discover Sign Language
Speed Spanish, I II or III series
Introduction to Internet Writing Markets
Introduction to Digital Scrapbooking
Math Refresher
Genealogy Basics
Medical Math
Start Your Own Edible Garden
Basic A+ Certification
Creating Web Pages

And many, many more!



has over 40 bundled courses designed to save you time and money. Call us today to find out more!

Visit our Online Instruction Center at www.ed2go.com/Monroe for more information and complete course descriptions, outlines and costs.



REGISTRATION INSTRUCTIONS

Online Classes

Education to Go (ED2GO) offers a wide range of highly interactive courses that you can take entirely online. All of the courses include expert instructors, many of whom are nationally known authors. Our online courses are affordable, fun, fast, convenient and geared just for you.

How to Get Started:

1. Visit our Online Instruction Center:
www.ed2go.com/Monroe
2. View the catalog. Once you choose the course title you are interested in, select the "Add to Cart" button, and continue to checkout. Here, you will enter your email address and choose a password that will grant you access to the classroom.
3. Pay for your course by calling MCCC's Office of Lifelong Learning at 734.384.4127. You cannot pay for your course on ED2GO's website.
4. When your course starts, return to the Online Instruction Center and click the Classroom link. To begin your studies, simply log in with the email address and password you selected during enrollment.

Selection of Starting Dates:

Fall 2019

September 11
October 16
November 13
December 11

Online Career Training Programs

(Formerly Gatlin Education Services)

View the variety of open enrollment online programs at www.gatlineducation.com/mccc.

Classes are designed by a team of professionals from each respective field who work to provide the most effective Web-based learning experience available today. Instructors/mentors are actively involved in your online learning experience and respond to any questions or concerns, as well as motivate you to succeed. Each program includes a set of lessons and evaluations; grades are a combination of the instructor/mentor's evaluation of students' work and computer-graded tests.

How Gatlin online courses work:

- Begin when you wish
- You are assigned an instructor for one-on-one assistance
- Move at your own pace
- Your work is evaluated, and 70 percent proficiency is required for a certificate of completion.
- You should complete the course within 180 days, but you may request an extension if necessary.
- You will receive a certificate from MCCC upon successful completion.

Please call the Office of Lifelong Learning at 734.384.4127 to register and learn more about these programs.

PAYMENT PLAN



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 or monthly payments are deducted immediately from your account on the fifth 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 - Fall 2019

August 19	No down payment, 4 monthly payments (September - December)
September 20	25% down payment processed IMMEDIATELY, 3 monthly payments (October - December)
October 14	50% down payment processed IMMEDIATELY, 2 monthly payments (November & December)

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. Log on to the college's website at www.monroeccc.edu, and click on "New Lifelong Learning Schedule – <http://www.monroeccc.edu/ccs/lfschedule/wisp19/index.htm>"
4. Click on "New Tuition Payment Plan for Select classes in this schedule" under the e-Cashier symbol.
5. 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.**



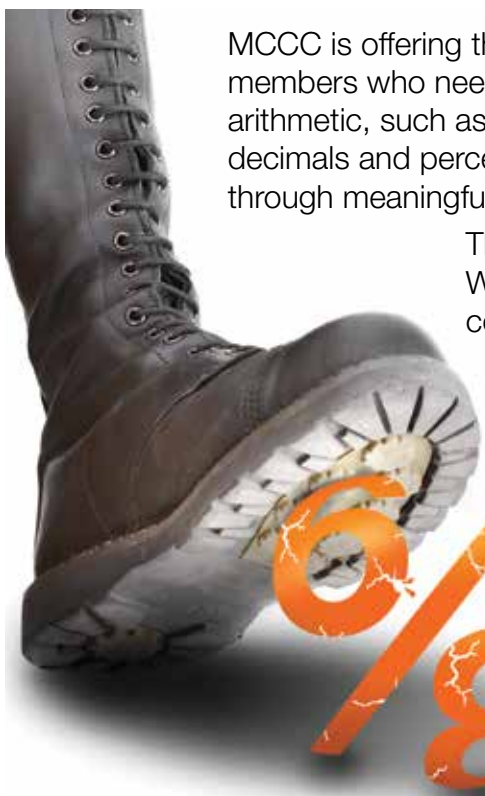
Look for this symbol next to the classes that are eligible for the payment plan.



**WHAT
DO YOU
WANT
TO
LEARN?**

**What classes would you like
to see offered at MCCC?
We welcome new ideas!**

FREE | Math Boot Camp



MCCC is offering this non-credit Math Boot Camp for students and community members who need to review and improve upon 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.

MATH 713-81

Free, but you must register.
Mon./Tues./Wed.
Nov. - Dec. 11
11:30 a.m. - 1 p.m.

MATH 713-82

Free, but you must register.
Mon./Tues./Wed.
Nov. - Dec. 11
6 - 7:30 p.m.

Who should take the course?

- Students who score below the minimum Accuplacer test score required for placement into MATH 090, Basic Mathematics Skills
- 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