MONROE COUNTY
COMMUNITY COLLEGE

enriching lives

2019 Business & Industry Training

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

Payment by credit card is preferred. For those who register with a credit card please provide the name of the cardholder and the zip code of the cardholder. If you would like us to invoice your company, please provide a letter of authorization with your registration form. The approval letter should state that your company will cover the cost of the class, along with direction on who should receive the invoice. You will not be registered until we have the correct billing information.

* Please see Inclement Weather Policy at bottom of this schedule for questions regarding the closure of MCCC.

CUSTOMIZED TRAINING & RETRAINING PROGRAMS

In collaboration with your company, Monroe County Community College can create training and retraining programs to meet the changing dimensions of skills in today's workplace. Whether your company needs training in supervision/management, a new manufacturing process, software applications or basic skills, representatives from the college can work with members of your staff to develop a customized training program tailored to meet the specific needs of your employee groups. The list of potential programs is virtually endless, offering the greatest flexibility. The training can take place at your office or plant or at the college on a time schedule convenient to your company and employees. The high-quality, customized programs provided locally by MCCC are very cost-effective for training your employees.

MCCC is pleased to be part of the MIOSHA TRAINING INSTITUTE and offer a wide variety of safety training courses. Most of the safety training topics can be delivered at your worksite or on campus. To receive a detailed brochure of the safety training classes available, contact the Office of Lifelong Learning at 734.384.4127 or visit the Division of Corporate and Community Services' Web site at www.monroeccc.edu/ccs/training.htm

Usually, contracted training is delivered in a much shorter time frame than regular college classes and, typically, no college credit is earned towards a degree. However, if a company would want a program for college credit, this can be delivered at your site or at either of our campus locations.
For more information contact Barry Kinsey, director of workforce development, at 734.384.4127.
*Sign up to receive e-mail notices of upcoming training events, and check the current schedule of training sessions at **www.monroeccc.edu/ccs/training.htm**.*

Industrial, Environmental and Food Safety

HealthGuard Professional Food Manager Certification CSM 718 – Choose One
January 8, February 12, March 12, April 16, May 14, June 11, July 9, and August 13
8 a.m. to 5 p.m.
Room Z-257 in the La-Z-Boy Center
Cost: $155 per person, includes NSF HealthGuard Certified Professional Food Manager Manual, Exam, lunch and refreshments

Monroe County Community College is offering one-day HealthGuard Professional Food Manager Certification Training in conformance with the Michigan Food Law. The Michigan Food Law requires all licensees must have a certified food manager. This course, along with a passing score on the exam, meets that requirement.

Owners and managers of food service establishments have a responsibility to provide safe food to their customers. Operators need to understand that the consequences of inadequate food safety knowledge or poor hygienic practices can be very serious. Participants will learn their responsibilities as they relate to providing safe food to customers. The course will include hazards and sources of contamination, employee health and personal hygiene, safe food handling, equipment, facilities and HACCP. It includes the nationally accredited Professional Food Manager Certification exam developed by the National Registry of Food Safety Professionals.

HAZWOPER – 8 Hr. Refresher, PERS 736
Friday, December 14, 8 am to 5 pm
Room: A-173d in the Administration Building on MCCC Main Campus
Cost: $159 per person, includes materials, breakfast & lunch

This eight-hour session meets the OSHA annual refresher training requirements. It is specifically for persons who have already completed an initial course of 24 or more hours of instruction in emergency response and hazardous material training. Incident review, hazard recognition, health and safety program requirements, safe work practices, monitoring equipment, and fostering of good work and safety habits are all presented, to keep these important topics fresh in mind. Certificates of completion and CEU's will be awarded as evidence of training for OSHA.

Computer/Software Training

Basic Excel – MICRO 774
Friday, February 8, 8 am to 4 pm
Room Z-289 in the La-Z-Boy Center on our Main Campus
Cost: $89 per person includes materials and lunch

Learn the premier spreadsheet application. Tips will be given on when and how to use the ribbon interface. Prerequisite: You must have previous computer experience including Windows and keyboarding skills.

Getting Started with Excel　　　　　　　**Working with Charts**
Building and Editing Worksheets　　　　**Working with Formulas and Functions**
Formatting a Worksheet

Intermediate Excel -   MICRO 802
<u>**Friday, February 15,**</u> 8 am to 4 pm
Room Z-289 in the La-Z-Boy Center on our Main Campus
Cost: $89 per person includes materials and lunch

This follow-up to the basic class or for those Excel users who are comfortable with the program by wish to be introduced to some of Excel's more advanced tools. You'll learn how to manage workbooks and preparing them for the Web; automate worksheet tasks; use lists; analyze list data; and enhance charts and worksheets. The following topics will be covered.

Managing Workbooks & Preparing for the Web　　**Enhancing Charts and Worksheets**
Automating Worksheet Tasks　　　　　　　　　　**Sharing Excel Files & Incorporating Web**
Analyzing List Data　　　　　　　　　　　　　　　**Information**

Advanced Excel – MICRO 905
<u>**Friday, March 1,**</u> 8 am to 4 pm
Room Z-289 in the La-Z-Boy Center on our Main Campus
Cost: $89 per person includes materials and lunch

This is an accelerated, advanced class. Participants are encouraged to bring in real-life problems for review in the lab. A course card is included with the course.

Target Audience: Individuals that have previously enrolled in Excel Intermediate or those who have extensive experience working with Excel.

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

Basic PowerPoint – MICRO 897
<u>**Friday, March 15,**</u> 8 am to 4 pm
Room Z-289 in the La-Z-Boy Center on our Main Campus
Cost: $89 per person includes materials and lunch

Add some pizzazz to your presentations with PowerPoint. Learn how to create, modify, enhance, and customize a presentation.

Getting Started with PowerPoint   Creating a Presentation
Modifying a Presentation   Enhancing a Presentation
Customizing Your Presentation

Advanced Word – MICRO 868
Friday, March 22, 8 am to 4 pm
Room Z-289 in the La-Z-Boy Center on our Main Campus
Cost: $89 per person includes materials and lunch

Advanced concepts of Word will be covered including: working with long documents; working with graphics; creating and modifying charts; creating and using forms; and customizing Word with AutoText.

Working with Long Documents   *Collaborating with Documents*
Working with Graphics   *Creating and Modifying Charts*
Creating and Using Forms   *Customizing Word with AutoText and Macros*

Computer/Software Training Online

Monroe County Community College has partnered with ED2GO (www.ed2go.com/monroe) to provide the following Microsoft Online Classes for additional information please visit the website or call us at (734) 384-4127. *All classes are $89. Classes begin monthly.*

INTRO TO EXCEL 2016 AS WELL AS OLDER VERSIONS
Work with numbers? Discover dozens of shortcuts and tricks for setting up worksheets quickly.
CEUs: 2.4

Intermediate Excel 2016 AS WELL AS OLDER VERSIONS
Master advanced features of Excel, including charting and PivotTables. Discover how this powerful program can boost your productivity. CEUs: 2.4

ADVANCED EXCEL 2016 AS WELL AS OLDER VERSIONS
In this practical and information packed course, you'll see how to maximize Excel's functions and capabilities. CEUs: 2.4

INTRO TO WORD 2016 AS WELL AS OLDER VERSIONS
Learn to use the word processor PC Magazine ranked as one of the strongest and most intelligent programs ever written. CEUs: 2.4

INTERMEDIATE WORD 2016 AS WELL AS OLDER VERSIONS
Learn Word's more advanced features, which can make writing easier, faster, and more fun. CEUs: 2.4

INTRODUCTION TO ACCESS 2016 AS WELL AS OLDER VERSIONS
Learn how this powerful database can help you store and manage information you've collected about your business or home. CEUs: 2.4

INTERMEDIATE ACCESS 2016 AS WELL AS OLDER VERSIONS
Learn how to build more intuitive and powerful databases. CEUs: 2.4

INTRODUCTION TO POWERPOINT 2016 AS WELL AS OLDER VERSIONS
Learn how to create exciting slide presentations with SmartArt, multimedia, animation, sound and clip art. CEUs: 2.4

To view start dates and receive information on how to register, please see the inside back cover. For a complete listing of all Microsoft classes offered through ED2GO, visit www.ed2go.com/monroe.

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

Inclement Weather Policy

Our intent is to hold classes as long as the sidewalks, parking lots, and the main roadways are reasonably passable. If a decision is made to open late or close, the announcement from the Office of the Vice President of Student and Information Services will be communicated in the following order:

1. A message sent via the MCCC emergency notification system. To register for this system, please visit https://mcclaert.bbcportal.com/Entry

2. The "College Closing Status" link on the homepage.

3. An announcement placed on the MCCC Snow Line: (734) 384-4223.

In the event of a late opening, the business & industry training sessions that begin prior to the late opening are considered **CANCELLED.**

If the College is closed: all classes, workshops and activities are cancelled. All offices are closed unless otherwise noted.