

BUSINESS & INDUSTRY | WORKFORCE TRAINING | PROFESSIONAL DEVELOPMENT



Paralegal and Legal Support Training Courses

Our partners at The Center of Legal Studies offer these worldwide common law training courses. It doesn't matter where you are located because CLS courses are available in multiple formats. We are offering the following courses to you in an online format. The Center for Legal Studies is a legal education company focused on providing students the most affordable and effective legal education possible.

Fall Session Dates:

August 24 – October 24
October 19 – December 4

Paralegal Certificate Course

\$1595 + Books & Westlaw / 90
CLOCK HOURS

This intensive, nationally acclaimed program is designed for beginning as well as advanced legal workers.

Advanced Paralegal Certificate Course

\$2400 + Books & Westlaw / 270
CLOCK HOURS

Students may take topics individually. A certificate will be issued only if the student completes six of the fourteen advanced topics.

Advanced Paralegal Individual Topics

\$400 PER TOPIC / 45 CLOCK HOURS
PER TOPIC

Bankruptcy Law
Victim Advocacy
Advanced Legal Research
Alternative Dispute Resolution
Business Law and Practices
Estate Planning: Probate, Wills & Trusts
Criminal Law
Family Law
Constitutional Law and Civil Liberties
Water Law
Immigration Law
Education Law
Criminal Procedure
Intellectual Property

Legal Secretary Certificate Course

\$995 + Books / 45 CLOCK HOURS

This intensive program is designed for both beginning and experienced secretaries who are interested in improving their skills and working more efficiently within the law office.

Legal Nurse Consultant Training Course

\$1195 + Books / 42 CLOCK HOURS

This program prepares Registered Nurses for a career in the legal field as legal nurse consultants.

Victim Advocacy Certificate Course

\$995 + Books / 45 CLOCK HOURS

Prepare to work in victim advocacy arenas, such as domestic violence shelters, crisis centers, crisis hotlines, and with state and county governments to assist crime victims in progressing through the criminal justice system and toward successful recovery.



Other courses available to you include:

Advanced Legal Research and Writing Certificate Course

\$995 + Books / 50 CLOCK HOURS

eDiscovery for Paralegals

\$995 + Books / 45 CLOCK HOURS

Software Essentials for the Law Office

\$995 + Books / 50 CLOCK HOURS

Personal Injury for Paralegals

\$995 + Books / 45 CLOCK HOURS

Employment Law Certificate Course

\$995 + Books / 45 CLOCK HOURS

Medical Professional Legal Consultant

\$1295 + Books / 45 CLOCK HOURS

Legal Investigation Certificate Course

\$995 + Books / 45 CLOCK HOURS

Alternative Dispute Resolution (Mediation) Certificate Course

\$995 + Books / 45 CLOCK HOURS

Intellectual Property Law for Engineers Certificate Course

\$995 + Books / 45 CLOCK HOURS

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.

Online Computer Training

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 30.

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



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. 8**
8 a.m. – 6 p.m. **A 173a Childress**

CSM 718-72

Tuesday **Oct. 13**
8 a.m. – 6 p.m. **A 173a Childress**

CSM 718-73

Tuesday **Nov. 3**
8 a.m. – 6 p.m. **A 173a Childress**

Business and Industry Customized Training and Retraining Programs

In collaboration with your company, MCCC can create training and retraining programs to meet the changing dimensions of skills in today's workplace. Whether your company needs training in supervision/management, a new manufacturing process, software applications or basic skills, representatives from the college can work with members of your staff to develop a customized training program tailored to meet the specific needs of your employee groups. The training can take place at your office or plant or at the college on a time schedule convenient to your company and employees. For more information, contact Barry Kinsey, director of workforce development, at 734.384.4124.

Resume Assistance by Appointment

Monroe County Community College's Office of Workforce Development will work with students, alumni and Monroe County residents on the preparation or 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/](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.

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
- Teacher recertification classes at MCCC are offered through ed2go.

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



For the safety of our community, class size may be reduced to allow for social distancing. Also, all staff and students are required to wear PPE when on campus.



MICROSOFT OFFICE CLASSES

Basic Excel (Virtual)

Learn the premier spreadsheet application. Tips will be given on when and how to use the ribbon interface.

Prerequisite: You must have previous computer experience including Windows and keyboarding skills. Cost includes materials. CEUs: .7

MICRO 774-71

\$99 (Senior Fee \$58)

Tues/Thurs

9 a.m. – 10:45 a.m.

Sept. 15 – 24

Zoom 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. CEUs: .7

MICRO 802-71

\$99 (Senior Fee \$58)

Tues/Thurs

9 a.m. – 10:45 a.m.

Oct. 6 – 15

Zoom 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. Cost includes materials. CEUs: .7

MICRO 905-71

\$99 (Senior Fee \$58)

Tues/Thurs

9 a.m. – 10:45 a.m.

Oct. 27 – Nov. 3

Zoom Colston

These are the same classes we have been offering on campus and led by the same instructor, Kelley Colston. Kelley has experience teaching Virtual Instructor Led Training (VILT).

For additional details or to register, contact Renee Drouillard at rdrouillard@monroeccc.edu or 734.384.4229.