

LIFELONG LEARNING



MONROE COUNTY
COMMUNITY COLLEGE

enriching lives



FALL SEMESTER • SEPTEMBER - DECEMBER 2020

4 EASY WAYS TO REGISTER

ONLINE

www.monroecccc.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

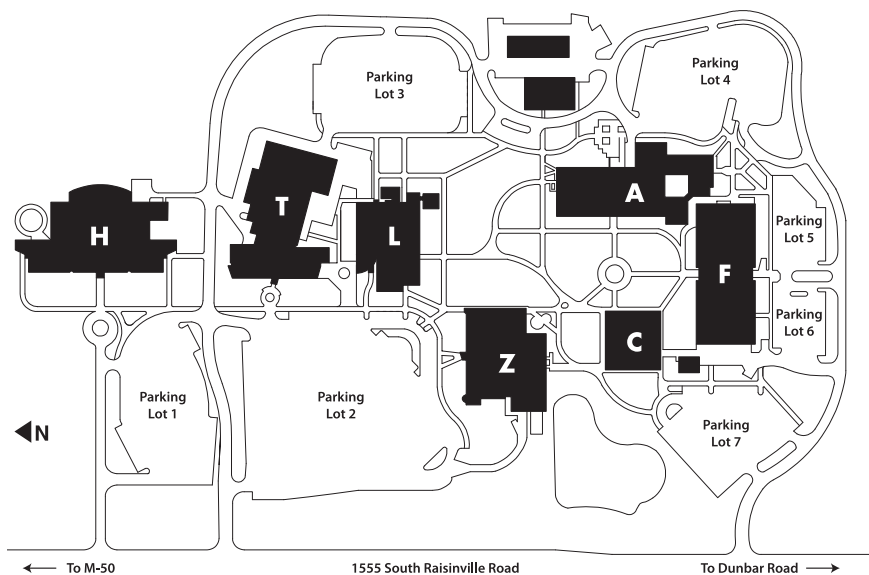
Tuition Management
payment options
are available for select
classes. See page 31
for details.

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)
- F** – Founders Hall
- H** – Gerald Welch
Health Education Building

- L** – Life Science Building
- T** – Career Technology Center
- Z** – La-Z-Boy Center
- WC** – Whitman Center
(Temperance, MI)



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

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 Services 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.

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CREDIT CARD FEES

A two 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.

REGISTER ONLINE USING



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 31 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

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.

If you have a disability and need special accommodations, please contact the Learning Assistance Laboratory (734.384.4167) at least 10 business days prior to the first class session to begin the accommodation process.

The college's Equal Opportunity Officer and Title IX and Section 504/ADA Coordinator and Compliance Officer for discrimination and sexual harassment is the Director of Human Resources, Monroe County Community College, 1555 South Raisinville Road, Monroe, Michigan 48161, 734.384.4245.

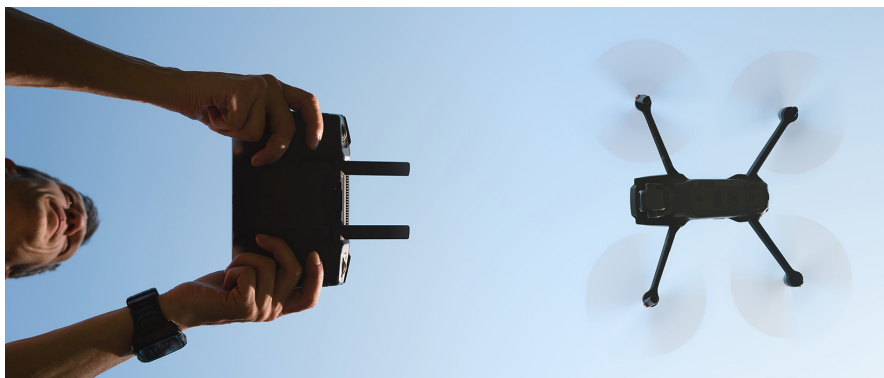
Monroe County Community College is accredited by the Higher Learning Commission, www.hlcommission.org, 800.621.7440.

CERTIFICATE PROGRAMS | CAREER EXPLORATION ●●●●

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.

\$759 Begins October 5
See page 18 for details.



Drone Training Courses

Learn to fly drones and prepare for an FAA unmanned commercial pilot certification.

\$1,485 Begins October 3 See page 20 for details.

Bureau of Labor Statistics Stationary Engineers and Boiler Operations

	Mean Hourly Wage	Mean Annual Salary
Michigan	\$32.88	\$63,070
Ohio	\$28.40	\$59,070

Projected Job Growth 2014-2024 is 1%

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 5
See page 13 for complete details.

Home Inspection Certificate Course

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 19 for complete details.

Bureau of Labor Statistics Construction and Building Inspectors

	Mean Hourly Wage	Mean Annual Salary
Michigan	\$25.90	\$53,880
Ohio	\$29.51	\$61,380

Projected Job Growth 2014-2024 is 8%

Bureau of Labor Statistics Dental Assistant

	Mean Hourly Wage	Mean Annual Salary
Michigan	\$18.92	\$39,340
Ohio	\$19.69	\$40,950

Projected Job Growth 2014-2024 is 18%



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

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.

\$739 Begins October 17
See page 16 for complete details.

Bureau of Labor Statistics Fitness Trainers and Aerobics Instructors

	Mean Hourly Wage	Mean Annual Salary
Michigan	\$18.90	\$39,320
Ohio	\$16.58	\$34,490

Projected Job Growth 2014-2024 is 8%



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 6
See page 12 for complete details.

Bureau of Labor Statistics Pharmacy Technicians

	Mean Hourly Wage	Mean Annual Salary
Michigan	\$16.27	\$33,850
Ohio	\$15.08	\$31,360

Projected Job Growth 2014-2024 is 18%

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.

\$2,399 Begins September 29
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 Transcription

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

	Mean Hourly Wage	Mean Annual Salary
Michigan	\$15.89	\$33,050
Ohio	\$18.42	\$38,310

Projected Job Growth 2014-2024 is -3%

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

	Mean Hourly Wage	Mean Annual Salary
Michigan	\$16.23	\$33,760
Ohio	\$15.89	\$33,060

Projected Job Growth 2014-2024 is 23%

NEW!

Sterile Processing

Prepare to function as a sterile processing professional in multiple healthcare settings and to sit for the Certification Board for Sterile Processing and Distribution (CBSPD) SPD Technician Certification Exam.

\$1,995 Begins September 22
See page 13 for complete details.

Veterinary Assistant

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

	Mean Hourly Wage	Mean Annual Salary
Michigan	\$13.53	\$28,150
Ohio	\$13.05	\$27,150

Projected Job Growth 2014-2024 is 15%

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

PERSONAL INTEREST



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: 1.4

CSM 720-81
\$385 (Senior Fee \$248.50)
Wednesdays Oct. 14 – Dec. 9
6 – 8 p.m. A 149 Thomas
No class on November 18 and 25

NEW!

Introduction to Knife Skills

By request, we are offering an introduction to basic knife skills where you will learn knife types and their uses. We will have many types and sizes of knives available to use and try during the class, as well as provide demonstration. Chefs Kay Williams and Linda Paetz will teach you how to choose, care, use and sharpen your knives. If you have a favorite knife or two bring them along. Register early, as class size is limited! CEUs: .3

CSM 743-81
\$49 (Senior Fee \$27)
Tuesday Oct. 6
6 – 9 p.m. A149 Paetz & Williams

CSM 743-82
\$49 (Senior Fee \$27)
Tuesday Dec. 1
6 – 9 p.m. A149 Paetz & Williams

NEW!

Introduction to Bread Making

We will introduce bread making, as well as discuss yeast, savory and sweet types of breads. Also included are a few appetizers. This beginning bread making course is taught by Chefs Kay Williams and Linda Paetz. Register early, as class size is limited! CEUs: .3

CSM 744-81
\$69 (Senior Fee \$39.50)
Tuesday Nov. 9
6 – 9 p.m. A149 Paetz & Williams

CSM 744-82
\$69 (Senior Fee \$39.50)
Thursday Dec. 10
6 – 9 p.m. A149 Paetz & Williams

Smoking and Curing Meats

Learn to WOW at your next BBQ. Chefs Kay Williams and Linda Paetz will teach you how to rub, smoke and cure many of your favorite backyard cookout items, including pulled pork and briskets. Register early, as class size is limited. CEUs: .9

CSM 742-81
\$225 (Senior Fee \$130)
Wed/Thurs Sept. 30, Oct. 1 & Oct. 8
6 – 9 p.m. A149 Paetz & Williams



Introduction to InstaPot and Pressure Cooking

Is your new InstaPot still in the box? It is time to open it and learn how to use it! Feel free to bring your InstaPot or come learn how to use ours. We will explore one-pot meals and many shortcuts uses for your pressure cooker. Chefs Kay Williams and Linda Paetz will teach you how to get many uses out of your cooker. Register early, as class size is limited. CEUs: .3

CSM 735-81
\$69 (Senior Fee \$39)
Tuesday Oct. 13
6 – 9 p.m. A149 Paetz & Williams

CSM 735-82
\$69 (Senior Fee \$39)
Thursday Nov. 12
6 – 9 p.m. A149 Paetz & Williams

Intermediate InstaPot

Have you done the basics with your InstaPot and now want to learn some advance techniques, as well as preparing desserts? Bring your InstaPot or come learn how to use ours. We will explore one-pot meals and many short cut uses of your pressure cooker. Chefs Kay Williams and Linda Paetz will teach you how to get many uses out of your cooker. Register early, as class size is limited. **Prerequisite: You should have completed our Intro to InstaPot course.** CEUs: .3


CSM 740-81
\$69 (Senior Fee \$39)
Thursday Oct. 15
6 – 9 p.m. A149 Paetz & Williams

CSM 740-82
\$69 (Senior Fee \$39)
Thursday Nov. 19
6 – 9 p.m. A149 Paetz & Williams



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.

Beginning German


This beginning course is focused on the fundamentals of the German language. You will learn German grammar and vocabulary while being introduced to contemporary life and culture in German speaking countries. All four language skills – listening, speaking, reading and writing – play a major role in the language learning process. Topics to be covered include introducing and talking about oneself, shopping, telling time, family life and travel. By the end of the course, you will be able to participate in simple conversation in a German speaking environment. CEUs: 1.6 

HUMN 710-81

\$79 (Senior Fee \$39.50)

Tuesdays Sept. 29 – Nov. 17
5 – 7 p.m. F 129 Kotanova

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

\$79 (Senior Fee \$39.50)

Thursdays Oct. 1 – Nov. 19
5 – 7 p.m. F 129 Kotanova

TEXTBOOK REQUIRED

 *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.*



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.

NEW!

Lush Fall Wreath

On a generous twig background, you will make and take home a wispy, colorful fall wreath with real lime hydrangeas, pumpkins, gourds, berries, daisies, autumn flowers, acorns, burnt orange leaves, etc. A real keeper for years. Please bring scissors and a glue gun.

CRAFT 839-81

\$55 (Senior Fee \$48.50)

Tuesday Sept. 22
6 – 8 p.m. A 149 McCue

NEW!

White and Silver Winter Wreath

You will make and take home a beautiful, elegant white winter wreath with silvers, white hydrangeas, white bulbs, silver berries and silver ting, white berries and white icicles over faux snow-covered greenery. Approximately 22"+. Lovely for Christmas time and to leave up until winter is over. Easy to store then use for years. Please bring scissors and a glue gun.

CRAFT 840-81

\$55 (Senior Fee \$48.50)

Tuesday Nov. 10
6 – 8 p.m. A 149 McCue

An Introduction to Voiceovers (Virtual)

(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 734-384-4127 to register.

Once registration is complete, we will connect you with your Voices for All instructor. CEUs: .1

PROF 721-41

\$49 (Senior Fee \$24.50)

Live video chat to be coordinated between instructor and student. Call us to register at 734-384-4127.

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 workbook. 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)

Tuesdays October 13 – 27 6:30 - 9 p.m.
A 173d Staff

NOTE: This course is also available virtually. Let us know if you prefer this format when you register.

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. 29 – Nov. 10
10 a.m. – 1 p.m. Z 272 Trickey

PHOTO 710-82

\$94 (Senior Fee \$47)

Tuesdays Sept. 29 – Nov. 10
6:30 – 9:30 p.m. Z 260 Trickey

PHOTO 710-83

\$94 (Senior Fee \$47)

Saturdays Oct. 3 – Nov. 21
10 a.m. – 1 p.m. Z 272 Trickey
No class on October 24

Photoshop for Photographers

You will benefit from this class whether you are 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. 1 – Nov. 12
10 a.m. – 1 p.m. TBA Trickey

PHOTO 715-82

\$94 (Senior Fee \$47)

Thursdays Oct. 1 – Nov. 12
6:30 – 9:30 p.m. TBA Trickey

If you are interested in virtual photography classes with Kevin, please call us at 734-384-4127.



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.

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

MATH 713-81

Free, but you must register

Mon/Wed/Fri Sept. 14 – Oct. 16
9 – 10:30 a.m. A 173b Staff

MATH 713-82

Free, but you must register

Mon/Wed/Thurs Sept. 14 – Oct. 15
6 – 7:30 p.m. A 150 Staff

PERSONAL INTEREST



Mini-Mindfulness Virtual Workshop

Mindfulness involves acceptance, meaning that we pay attention to our thoughts and feelings without judging them—without believing, for instance, that there's a "right" or "wrong" way to think or feel in a given moment (UC Berkeley 10/15/19).

Join this virtual workshop and experience some of the possible benefits of mindfulness. Mindfulness has been shown to improve physical health; it can help relieve stress, lower blood pressure and improve sleep. **This class will take place via Zoom. Login directions will be sent via email.**

PSYCH 778-41

\$49 (Senior Fee \$24.50)

Friday Sept. 25

10 – 11:30 a.m. ZOOM Mauter

**All virtual classes
are instructor-led
and in real time!**

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.

Great Native Americans (Virtual)

"Humankind has not woven the web of life. We are but one thread within it. Whatever we do to the web, we do to ourselves. All things are bound together. All things connect." Quote by Chief Seattle. A virtual historical look at the nations' most famous Indian chiefs of North America. These brave tribal leaders and warriors left their mark on the recorded history of our great lands. Course will include such individuals as Tecumseh, Ohiyesa, Chief Dan George, Chief Sitting Bull, Chief Manuelito and others. **This class will take place via Zoom. Login directions will be sent via email.**

HUMN 725C-41

\$49 (Senior Fee \$24.50)

Friday Oct. 16

10 – 11:30 a.m. ZOOM Mauter

NEW!

In celebration of Native American Heritage Month, attend a Native American Poetry class! (Virtual)

Embracing Native American Poetry:

This virtual course will explore 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, also with the English translation. Explore the interconnectedness and grounding of Native writing. **This class will take place via Zoom. Login directions will be sent via email.**

HUMN 726-41

\$49 (Senior Fee \$24.50)

Friday Nov. 6

10 – 11:30 a.m. ZOOM Mauter

About the Instructor - Barbara Mauter

Barbara Mauter is an adjunct instructor with over 20 years college teaching experience. She has taught and presented various workshops for the University of Toledo, Bowling Green State University, Monroe County Community College and Lourdes University. She is also a Master Online Instructor. Barbara completed ALC (Active Learning Classroom) Training and has been incorporating new ideas into her workshops. Additionally, she attended a CDI (Course Design Institute), expanding her knowledge of course design. Her interests center around reading, thinking, how our minds work, and Native American culture and history. She is known for her critical thinking class activities.

**NATIVE
AMERICAN**
heritage month





Meet Katie Valley, Registered Holistic Nutritionist

Katie Valley, BSc, RHNP, is a Registered Holistic Nutrition Practitioner and Licensed Body Positive Facilitator with a bachelor of science degree in public health education. Katie has dedicated the past decade to helping others in various health-centered roles, including community outreach and being a Wellness Champion for a major U.S. airline. She truly enjoys sharing her passion with others through motivation and support through group coaching and one-on-one nutrition consultations. It was through her own health challenges that she discovered holistic nutrition. After transforming her own health through food and simple habit change, it inspired her to guide others in doing the same!



NEW! Mindful Eating – Learn to Create a Healthy Relationship with Food and Health

Are you tired of yo-yo dieting? Do you wish you knew how to eat to support your health and natural weight, that doesn't involve restrictive calorie counting and measuring? If so, this course is for you. Learn the truth about health and weight, why restrictive diets actually DON'T work long term, and how to implement mindfulness to overcome emotional eating. In this class, you will also be guided through a mindful eating exercise you can implement right away, and take home my Mindful Eating Guide.

HLTSC 782-81
\$30 (Senior Fee \$15)
Saturday October 17
10-11:15 a.m. Z 258 Valley

NEW! Transform Your Health

Could food sensitivities be holding you back from feeling your best? Headaches, joint pain, acne, bloating, fatigue and IBS are just some of the possible symptoms of food sensitivities. In this class, you will learn the difference between food sensitivities and food allergies, the common foods associated with food sensitivity symptoms, why and how our gut health is involved, and discover options such as an elimination diet or lab test to identify if you have a food sensitivity.

HLTSC 783-81
\$30 (Senior Fee \$15)
Thursday December 17
10-11:30 a.m. A 173a Valley

NEW! Smoothies for Natural Weight Loss

Learn why blood sugar balance is key in maintaining a healthy weight and how you can add smoothies to your nutrition program. Imbalanced blood sugar can trigger unwanted weight gain, insulin resistance, metabolic syndrome, and even lead to diabetes. You may be thinking that juice cleanses or fruit smoothies are a great way to improve your health, but without knowing these KEY components to ensure stable blood sugar, you may be doing more harm than good. In this class, learn the KEY components to smoothies to optimize energy, stabilize blood sugar and achieve your healthy natural weight, and take home a few of my favorite recipes.

HLTSC 784-81
\$30 (Senior Fee \$15)
Thursday September 24
10-11:15 a.m. A 173b Valley



NEW!**Holistic Nourishment: An Eating and Body Image Series**

Listen to your body and thrive, by overcoming eating and body image issues through this 4-week series. This series is based on the five competencies of The Body Positive Model and will cover topics and discussions on:

- 1. Reclaim Health:** Uncover the messages that have influenced your relationships with your body, food, and exercise. Learn ways to embrace a weight-neutral, health-centered approach to self-care.
- 2. Practice Intuitive Self-Care:** Learn to listen to—and follow—your body’s wisdom. Acquire tools and resources to help you eat, exercise, and live intuitively.
- 3. Cultivate Self-Love:** Develop a practice of self-love. Employ compassion, forgiveness and humor as you leave behind the need for self-criticism.
- 4. Declare Your Own Authentic Beauty:** Experience beauty as a creative, dynamic process. Inhabit your unique body with joy and confidence.
- 5. Build Community:** Connect to others through a shared positive approach to beauty, health and identity. Role model love and respect for your own body.

These core competencies are fundamental skills we practice on a daily basis to live peacefully and healthfully in our bodies. When we become proficient—competent—at using these skills, we are able to care for ourselves in body, mind and spirit from a place of self-love and appreciation.

Each week we’ll come back together to share our triumphs and our struggles. This will be a closed group, so once the series begins we can develop a community and brave space to share our experiences, learn from each other and find the support we need to focus on our health and well-being. Each class will provide supportive handouts and reflective journal activities to share in session.

HLTSC 788-81

\$199 (Senior Fee \$99.50)

Thursdays Nov. 12 - Dec. 10

6 - 8:30 p.m. Z 258 Valley

No class on November 26



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.



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

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.

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.

Make MCCC Your Destination for Action-packed Dance!

Season 11 Begins September 8th!

NEW Registration Protocol

Open house appointments can be made on the following dates for new and returning students by emailing Kellie Lajiness: klajiness@monroeccc.edu.

Wednesday, August 26 • 3 – 6 p.m. • H 139

Thursday, August 27 • 3 – 6 p.m. • H 139

- Meet the Instructor
- Receive NEW Policies, Safety Protocol, Attire Info
- Discuss goals and class placement

Please Note

Your Destination Dance tuition is paid through the Lifelong Learning Office. You may call our office at 734.384.4127 to pay by credit card, mail in your registration and payment to us, or visit us to pay in person.

Youth Primary III/Ballet Level I – Age 9-11

\$78 per section

Mondays 4:30 – 5:25 p.m. H 139

DANCE 799-81 Sept. 14 – Oct. 19

DANCE 799-82 Oct. 26 – Nov. 30

Youth Jazz and Tap Combo III – Age 9-11

\$78 per section

Mondays 5:30 – 6:25 p.m. H 139

DANCE 797-81 Sept. 14 – Oct. 19

DANCE 797-82 Oct. 26 – Nov. 30

Intermediate Pre-Teen/ Teen Tap – Age 11-13

\$69 per section

Tuesdays 4:30 – 5:10 p.m. H 139

DANCE 752-81 Sept. 8 – Oct. 13

DANCE 752-82 Oct. 20 – Nov. 24

Pre-Teen Ballet Level II – Age 11-12

\$78 per section

Tuesdays 5:15 – 6:10 pm H 139

DANCE 791-81 Sept. 8 – Oct. 13

DANCE 791-82 Oct. 20 – Nov. 24

Pre-Teen Jazz V – Age 11-12

\$78 per section

Wednesdays 5 – 5:55 p.m. H 139

DANCE 794-81 Sept. 9 – Oct. 14

DANCE 794-82 Oct. 21 – Nov. 25

Teen/Adult Tap Year I – Age 13+

\$78 per section (Senior Fee \$39)
Mondays 6:30 – 7:25 p.m. H 139
DANCE 757-81 Sept. 14 – Oct. 19
DANCE 757-82 Oct. 26 – Nov. 30

Teen/Adult Tap Year III – Age 13+

\$78 per section (Senior Fee \$39)
Thursdays 6:45 – 7:40 p.m. H 139
DANCE 795-81 Sept. 10 – Oct. 15
DANCE 795-82 Oct. 22 – Dec. 3
No class on November 26

Teen/Adult Intermediate Theatre Tap – Age 13+

\$78 per section (\$39 Senior Fee)
Wednesdays 7 – 7:55 p.m. H 139
DANCE 773-81 Sept. 9 – Oct. 14
DANCE 773-82 Oct. 21 – Nov. 25

Intermediate/Advanced Teen/Adult Tap – Age 13+

\$78 per section (\$39 Senior Fee)
Wednesdays 6 – 6:55 p.m. H 139
DANCE 737-81 Sept. 9 – Oct. 14
DANCE 737-82 Oct. 21 – Nov. 25

Teen/Adult Ballet Level IV – Age 13+

\$87 per section
Thursdays 5 – 6:15 p.m. H 139
DANCE 772-81 Sept. 10 – Oct. 15
DANCE 772-82 Oct. 22 – Dec. 3
No Class November 26

Better Balance Ballet Barre Exercise

\$69 per section (\$34.50 Senior Fee)
Tuesdays 11 – 11:40 a.m. H 139
DANCE 792-81 Sept. 8 – Oct. 13
DANCE 792-82 Oct. 20 – Nov. 24

Adult Ballet Movement – Age 13+

\$78 per section
Thursdays 4 – 4:55 p.m. H 139
DANCE 766-81 Sept. 10 – Oct. 15
DANCE 766-82 Oct. 22 – Dec. 3
No class on November 26

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.

American Rhythm and Smooth Ballroom

Offerings for Teens and Adults

NOTE: To promote best practices, new classroom etiquette and protocol will be established for ballroom classes pending COVID-19 status in the State of Michigan. Ballroom students will be contacted regarding safety procedures that might warrant masks, hands free options and social distancing.

Ballroom Level II – Class I

Rumba: Cuban motion, patterns and footwork
Salsa: Footwork, patterns and turns
DANCE 703-81
\$78 (Senior Fee \$39)
Mondays Sept. 14 – Oct. 19
7:30 – 8:25 p.m. H 139

Ballroom Level II – Class II

Foxtrot: Footwork and Patterns
Waltz: Patterns and Rise and Fall
DANCE 703-82
\$78 (Senior Fee \$39)
Mondays Oct. 26 – Nov. 30
7:30 – 8:25 p.m. H 139

New Adult Beginner Ballroom – Class I

East Coast Swing and Night Club Two-Step
DANCE 702-81
\$78 (Senior Fee \$39)
Wednesdays Oct. 21 – Nov. 25
8 – 8:55 p.m. H 139

Performance Opportunities will be determined if and when COVID -19 safety regulations warrant the return and inclusion of such events.

The following are on hold at this time:

Destination Tap Collective
Inside Out Junior Company
MCCC Ballroom Dance Club
Practice Parties

Inside Out Dance Ensemble will resume rehearsals in September 2020. To inquire about placement auditions, contact Kellie directly.

Private Dance Lessons

Private dance lessons are available in any field of study. You must enroll in a class prior to the start date and your lessons will be attached to your class as supplementary training. You may purchase any number of lessons; however, they must be completed within the selected class dates.

Private Lesson Fees: \$50 per hour

The hourly fee is applicable whether you attend with a partner or not. If you desire staged choreography of any kind, an additional fee will be required.

Please Note

If you are looking for a different class, age group or time slot that is not offered, additional classes may be added to meet your needs. Private lessons or coaching sessions are available upon request. Information regarding dress code and policies will be provided by the instructor.

MEDICAL CAREER TRAINING



Instructor-Led Online Classes

Online registration is not available for these classes. Please call our office to register at 734-384-4127.

Classes available online, on any device, anywhere you happen to be! Please note that although these instructor led programs are offered 100% online; once the national healthcare crisis subsides, **these programs include the option to return to campus to complete hands-on practical labs and an externship with a local employer.**

These programs include LIVE sessions with instructors where learners are encouraged to complete assignments, collaborate with instructors and students in discussion threads and to participate in the extensive labs, activities, and exercises throughout their program.

Hands-On Labs and Interactive Exercises

Complete a variety of labs and exercises online as part of the instructor-led online program. Additionally, students will have the opportunity to complete in-person hands-on labs to ensure they have acquired the necessary practical skills for success on the job.

National Certification Opportunities

Although not required to successfully complete your program, the goal of most of these programs is to prepare students to obtain national certification. Our team of student mentors works with students, instructors and certification organizations to ensure that students interested in pursuing certification have the necessary resources to register, prepare and take their certification exams.

Extensive Learner Support

Learners have unlimited access to technical and program support through our network of student mentors and instructor resources — all dedicated to ensuring you have access to the necessary support to successfully complete your eLearning program!


Optional Volunteer Externship Opportunity

Once you've completed the program requirements, a dedicated externship coordinator will reach out to you to arrange an externship with a local employer or organization in your chosen field.

Career Services & Support

From our partners at CampusEd™, all Learners will have access to this exclusive new platform aimed at connecting learners to jobs. CampusEd™ lets you plan your education experience, build a professional network, apply to jobs and earn in-demand credentials important to local companies looking for new employees just like you!

Pharmacy Technician Certification Program (Virtual)

Entry Level • Clinical Practice 
The need for pharmacy technicians continues to grow with demand expected to increase substantially through 2024. Technicians work under the supervision of a registered pharmacist in hospitals, home infusion pharmacies, community pharmacies and other healthcare settings. This high demand for pharmacy technicians is the result of a multitude

of factors, including the constant availability of new drugs, the national shortage of registered pharmacists, the establishment of certified pharmacy technicians, and the aging population. Approximately 400,000 technicians will be employed by the year 2024 to meet our nation's growing healthcare demands. This comprehensive course will prepare learners to enter the pharmacy field and take the Pharmacy Technician Certification Board's PTCB exam.

50 classroom hours +80 clinical hours

MEDCL 807-41

\$1,049 (Senior Fee \$924)

Tues/Thurs Oct. 6 – Nov. 24
6 – 9:30 p.m. Virtual

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.

Clinical Medical Assistant Program (Virtual)

Entry Level • Clinical Practice

This program is designed to prepare students to function as professionals in multiple healthcare settings. Medical assistants with a clinical background perform various clinical tasks including assisting with the administration of medications and with minor procedures, performing an EKG electrocardiogram, obtaining laboratory specimens for testing, educating patients and other related tasks. Job opportunities are prevalent with physician's offices, clinics, chiropractor's offices, hospitals and outpatient facilities.



140 classroom hours + 160 clinical hours

MEDCL 826-41

\$2,499 (Senior Fee \$2,209)

Tues/Thurs/Sat Sept. 29 – Jan. 19
6 – 9:30 p.m. Virtual

Meets from 9 a.m. – 4 p.m. on the following Saturdays: Oct. 10, 24, Nov. 7, 21, Dec. 1 and Jan. 19.

No classes on Nov. 26, Dec. 22, 24, 29 and 31.

Dental Assisting Program (Virtual)

Entry Level • Clinical Practice

This program prepares students for entry-level positions in one of the fastest growing healthcare professions. With the national increase in healthcare-related services, and the national shortage of healthcare professionals, the need for dental assistants is growing substantially. With a growing workforce over 300,000 strong, a career in dental assisting ranks as the fourth-fastest growing occupation in the healthcare technician field. The



program prepares learners for entry-level positions as a chair-side dental assistant. The purpose of this program is to familiarize learners with all areas of administrative and clinical dental assisting focusing on the responsibilities required to function as an assistant in a dental practice.

60 classroom hours + 40 clinical hours

MEDCL 828-41

\$1,254 (Senior Fee \$1,106.50)

Mon/Wed Oct. 5 – Dec. 2

6 – 9:30 p.m. Virtual

No class on Nov. 25



Sterile Processing Technician

The Sterile Processing Technician Program is designed to prepare students to function as a sterile processing professional in multiple healthcare settings. Sterile processing technicians perform and participate in decontamination, cleaning, assembling, packaging, scanning, sterilization, storage and distribution of reusable surgical instrumentation and equipment. The purpose of this program is to prepare students to clearly and thoroughly understand his or her roles and responsibilities. Working in a sterile processing area requires specific knowledge and skills, including an understanding of the following key areas and topics:

- Knowledge of surgical instruments and specialty devices
- Decontamination, packaging and sterilization of surgical instrumentation
- Processing, cleaning, testing, assembly and distribution of movable patient care equipment
- Storage, handling and distribution of sterile surgical instrumentation and devices, as well as inventory control and cost recovery systems
- Knowledge of medical terminology, anatomy and physiology, and microbiology
- Infection prevention, decontamination and disinfection processes

The sterile processing student should have or be pursuing a high school diploma or HSE. Students who complete this comprehensive course with a passing grade of 70 or higher would be prepared to sit for the Certification Board for Sterile Processing and Distribution (CBSPD) SPD Technician Certification Exam. CEUs: 8.0 There is no externship with this course.

MEDCL 842-81

\$1,995 (Senior Fee \$1,795.50)

Tues/Thurs Sept. 22 – Dec. 15

6 – 9:30 p.m. A 173ab



Staff

MEDICAL CAREER TRAINING ●●●●●●●●●●

Online 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.

Fast Track to Completion

These courses are designed to get you in, out and working in less than a year.

Flexible, Convenient Online Training


The online format of the program lets you study on a schedule and at a pace that fits your lifestyle.

Career-specific Education

Choose training with employer recommendations and certificate preparation included to ensure you have the skills employers are looking for.

Job Search Support

Our training programs include support while you're learning as well as looking for a job after completion.

Available Programs	 Price	Estimated Completion Time
Computer Technician*	\$1,999	3-6 months
Contact Tracing and Infection Control	\$699	
Dental Assistant with Externship	\$3,999	4-12 months
EKG Technician	\$699	1-3 months
Executive Assistant with Microsoft Office 2019	\$2,599	3-6 months
Healthcare IT Professional *	\$3,999	4-12 months
Hemodialysis Technician with Externship	\$3,599	3-6 months
Infection Control and Barrier Protection Proficiency	\$299	
Medical Administrative Assistant w/EHR	\$3,199	3-6 months
Medical Assistant with Externship	\$3,599	4-12 months
Medical Billing*	\$2,999	3-6 months
Medical Coding and Billing*	\$3,699	4-12 months
Medical Office Manager	\$3,899	4-12 months
Medical Transcription Editor*	\$3,199	4-12 months
Patient Care Technician with Externship	\$3,999	3-12 months
Pharmacy Technician with Externship	\$2,999	4-12 months
Phlebotomy Technician	\$899	1-3 months
Physical Therapy Aide	\$2,999	4-12 months
Veterinary Assistant	\$1,999	3-6 months
Veterinary Receptionist	\$3,899	4-12 months

*Offers work from home careers



A CareerStep education provides students the training they need to start a successful career in a growing, in-demand field in as little as 12 months. Comprehensive online curriculum, reference materials, textbooks, e-books, instructor and student advocate support, and job search preparation help is all included in our one-time payment. Note: Not all courses include paper textbooks.

Training for a new career doesn't have to take years. With the right program and a quality support team, students can be out of school and career ready in a matter of months. Most programs offer up to 12 months of online course access so that you can train at the pace that works best for you.

After completion, students will be ready to earn important industry certifications that prove their skills to employers and set them apart from other applicants. Career Advisors can help students turn their education into a job with interview tips, resume reviews and job search advice.

Call our office at 734-384-4127 to register. You may also visit [HTTPS://PARTNER.CAREERSTEP.COM/MONROECCC](https://partner.careerstep.com/monroeccc) TO LEARN MORE!

Promotions: When paying in full, students can opt for a laptop or discount; discount varies by program price. Laptops are available for programs priced \$2,000+.

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. 29 – Nov. 5
5 – 6 p.m. H 131 Goss

HPE 711-82

\$71 (Senior Fee \$35.50)

Tues/Thurs Nov. 10 – Dec. 17
5 – 6 p.m. H 131 Goss
No class on November 26



Dance2Fit with Carley

Please note that the following fall courses have been cancelled due to COVID restrictions. All sections are canceled at this time. When the State moves to Phase 5, we will be able to reconsider offering the courses again on campus.

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.

HPE 769-81

\$32 (Senior Fee \$16)

Mondays Sept. 28 – Nov. 2
5:15 – 6:15 p.m. H 131 Stranyak

HPE 769-82

\$32 (Senior Fee \$16)

Mondays Nov. 9 – Dec. 14
5:15 – 6:15 p.m. H 131 Stranyak

PiYo

Please note that the following fall courses have been cancelled due to COVID restrictions. All sections are canceled at this time. When the State moves to Phase 5, we will be able to reconsider offering the courses again on campus.

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. 30 – Nov. 4
6:15 – 7:15 p.m. H 131 Calender

HPE 770-82

\$32 (Senior Fee \$16)

Wednesdays Nov. 11 – Dec. 16
6:15 – 7:15 p.m. H 131 Calender

Tae Kwon Do

Please note that the following fall courses have been cancelled due to COVID restrictions. All sections are canceled at this time. When the State moves to Phase 5, we will be able to reconsider offering the courses again on campus.

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 – Full Semester (no private lessons)

\$196 (Senior Fee \$104)

Tues/Thurs Aug. 27 – Dec. 3
6:30 – 7:45 p.m. H 131 Bergmooser
No class on November 26

HPE 712A-81 – classroom only

HPE 713-81A – classroom plus one private lesson

Tues/Thurs Aug. 27 – Sept. 17
6:30 – 7:45 p.m. H 131 Bergmooser

HPE 712B-81 – classroom only

HPE 713-81B – classroom plus one private lesson

Tues/Thurs Sept. 22 – Oct. 13
6:30 – 7:45 p.m. H 131 Bergmooser

HPE 712C-81 – classroom only

HPE 713-81C – classroom plus one private lesson

Tues/Thurs Oct. 15 – Nov. 5
6:30 – 7:45 p.m. H 131 Bergmooser

HPE 712D-81 – classroom only

HPE 713-81D – classroom plus one private lesson

Tues/Thurs Nov. 10 – Dec. 3
6:30 – 7:45 p.m. H 131 Bergmooser
No class on November 26



SPORTS / PHYSICAL FITNESS

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 at 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.,

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

**Hours subject to change.*



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.

Fitness Instructor Online Training Courses with Word Instructor Training School (W.I.T.S.)

To register for any of our online W.I.T.S. courses, please call us at 734.384.4127. Once your enrollment is processed, we will connect you with W.I.T.S. to begin your online course!

Gold Certified Personal Trainer Course (Online)

Turn your passion into a career. The W.I.T.S. online personal trainer course is a SELF-PACED program with short, impactful online videos with learning activities to be a successful personal trainer in the fitness industry. The lessons will help you with key core topics to learn how the body functions under the stresses of exercise. Learn exercise physiology, kinesiology, nutrition and more. The essential practical skills are packed with insightful mentored drills that you can duplicate to master the skill set. A bonus weekend is available to review these skills in-person on the 6th week. This course is loaded with practice quizzes, discussion boards and much more. We have included incredible veteran fitness mentors to help your successful outcome. Our supplemental internship programs walks you into some great job opportunities. Your test vouchers for the NCCA Accreditation national exams are included and a must for employers. CEUs: 3.2 (32 hours over 6 weeks)

Special Note: Successful completion of the course activities and online exam will get you a Certificate of Completion. Passing the national exams at your college will get you a Level 1 Certified Personal Trainer credential so you can work right away.

Optional internship: Following successful completion of your Level I Certification, you can choose to pursue Level II Certification by participating in a 30-hour internship at no additional cost. Proof of CPR/AED is required.

Prerequisite: You must have a high school diploma/GED and be at least 18 years old. Required textbook: Fitness Professional's Handbook, 7th Ed. (ISBN-13: 9781492523376). Approximate cost \$110 or \$70 for e-textbook. You may want to consider Amazon's book rental program.

*This course is all online and video enhanced. Your teacher/mentors will grade your activities weekly. After week five, you can attend an in-person lab review for 6 hours to put all your knowledge into action. The 7th week is the national exam.

HPE 729-41

\$739 (Senior Fee \$652)

**Online class – meets on the following dates:
Saturdays Oct. 17 – Nov. 21**



Senior Fitness Specialist Course (Online)

This certification class is for health and fitness professionals wanting to gain knowledge, training, and competency to assess fitness levels, design fitness programs and provide motivating exercise instruction for older adults. This course is a great addition to your knowledge base and allows you the opportunity to learn the proper exercise techniques, stretching, programming and safety needed for your older adult clients. The population of individuals 65 and older is increasing rapidly. This presents the personal trainer with multiple opportunities to work with clients as they age. However, it does require specialized knowledge and training, because chronic medical conditions will alter older adults' need for and response to exercise. CEUs: 2.0 (20 Hours over 5 weeks)

You can start your course at any time. You have six months, 24/7 access to complete the course. There is a built-in online exam to test for national certification. After successful completion, you'll receive a digital badge to share on social media.

Prerequisite: You must have a high school diploma/GED and be at least 18 years old.

HPE 735-41

\$520 (Senior Fee \$459.50)

Online class – Open enrollment Sept. – Dec.

Please call the office at 734.384.4127 to register.



Lifestyle Wellness Coaching Course (Online)

This unique Lifestyle Wellness Coaching Certification course will show your client that providing specific insights into their individual wellness is just as vital to their long term success as creating an exercise program. Our Lifestyle Wellness Coaching course will enable you, as a trainer, to communicate, motivate, and support your client IN NEW, INNOVATIVE WAYS towards reaching their goals. This self-paced online-mentored class will help you develop the personal skills you need to lead your clients, while opening new revenue streams outside of just exercise training sessions! Your clients will achieve long-term fitness and lifestyle wellness goals for likely the first time ever. You will provide your clients with personal awareness techniques that will create new possibilities and help them overcome previous limitations. CEUs: 1.3 (13 hours over 4 weeks)

Lifestyle Wellness Coaching Certification includes 12 hours of video instruction, drills and testing. The W.I.T.S. video lessons will teach you the skills of successful coaching and allow you to practice and build confidence in your coaching relationships as a lifestyle wellness coach. This is the next level in your professional growth to build your personal business and increase your billable hours.

HPE 773-41

\$520 (Senior Fee \$459.50)

Online class – Open enrollment Sept. – Dec.

Personal Training, Fitness Careers & Improving Your Workouts!

Webinar — Wednesday, September 23, 6 – 7 p.m.

Are you thinking about doing more for your workouts and/or becoming a fitness professional, like a Certified Personal Trainer? Meet a panel of great teachers, personal trainers and entrepreneurs in a special presentation while answering all of your questions!

Register at: <https://attendee.gotowebinar.com/register/4662459675162409229>

Group Fitness Course (Online)

This online, self-paced mentored certification course will help you to develop skills for leading any group in an exciting safe routine. Lectures will cover the essentials of group exercise history, music, choreography, safety techniques, as well as basic applied science specifically relating to group strength, cardiovascular, muscular and flexibility. Practical labs will expand into skill development for functional training, sports conditioning, circuit, boot camp, dance, step, kickboxing and equipment-based class techniques. A mind body class overview in Yoga & Pilates will cap it off so you can incorporate this knowledge into sections of your classes. The national exams for the certification credential is included with this program. (32 Hours over 6 weeks) CEUs: 3.2

Special Note: Successful completion of the course activities and online exam will get you a Certificate of Completion. Passing the national exams at your college will get you a Level 1 Certified Personal Trainer credential.

HPE 730-41

\$739 (Senior Fee \$652)

Online class – Open enrollment Sept. – Dec.

Fitness Management Certification (Online)

Do you own your own fitness studio or health club? Do you want to own your own fitness studio but do not know how to set it up to run effectively? Do you have staff that you want to climb the ladder to support your organization? We all need specific education and training to be effective and reach our ultimate potential. This course is the answer to move forward with a purpose. The Fitness Management Certification will offer formal training to lock in the key issues that make all facilities successful. CEUs: 3.6 (36 hour over 6 weeks).

HPE 774-41

\$520 (Senior Fee \$459.50)

Online class – Open enrollment Sept. – Dec.



You can start your course at any time. You have six months, 24/7 access to complete the course. Prerequisite: You must have a high school diploma/GED and be at least 18 years old.

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 Oct. 5 – 20
6 – 10 p.m. Z 259 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 a Michigan statutes and rules update, real estate law cases, national industry updates and avoiding fraud and misrepresentation. This course includes the required two hours of law. The course fee includes materials. **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 \$21.50)

Wednesday Oct. 21
9:30 a.m. – 4 p.m. A 173c Bowman

RELST 703-82

\$43 (Senior Fee \$21.50)

Thursday Oct. 22
5 – 11 p.m. Z 260 Bowman



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. Topics covered include:

- Power plant theory, equipment and procedures
- Basic understanding of the ASME code
- Instruction on various theories and systems relevant to the industry

Please note: In order to enroll in this course, you must complete the Accuplacer placement test and obtain a minimum score of 250 in English, 238 in Reading and 262 in Elementary Algebra. Text is included in the cost. Online registration is not available for this class as your test scores must be verified prior to enrolling. CEUs: 8.8

Our fall class scheduled to begin October 5 is currently full. We are maintaining a wait list. We plan to offer the class again in the Winter 2021 semester.



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.

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.



Roofing (Online)

This course covers both sloped and flat roof coverings. Detailed descriptions and illustrations help to explain problems, causes and implications for common roofing materials. It also goes into detail on how to inspect roofs and what to watch for.

HOMNT 729A-41

\$395 (Senior \$332.50)

Structure (Online)

In the Structure Course, all of the structural elements of a building from the footings and foundations to the floor, wall and roof assemblies are addressed in detail. Elements of good construction are illustrated, along with common failure modes and how to identify them.

HOMNT 729B-41

\$395 (Senior \$332.50)

Electrical (Online)

This Electrical Course starts with a description of house electricity and develops an understanding of the basics. The Course moves on to address getting electricity into the house and distributing it safely to its end-use points including switches, lights and receptacles. The Course is designed to provide people who do not have an electrical background with the skills necessary to perform the electrical part of a professional home inspection.

HOMNT 729C-41

\$395 (Senior \$332.50)

Heating I (Online)

This course introduces residential heating systems, starting with a description of various fuels. The course then focuses on the different types of furnaces and boilers. Students will get detailed instructions on operational tests, common failure modes and life expectancies of various systems are covered.

HOMNT 729D-41

\$395 (Senior \$332.50)

Heating II (Online)

The heating course continues with a focus on chimneys, wood heating, fireplaces, steam heating, electric heating systems and space heaters. Each topic starts with a description of how the system works. Heating Course II concentrates on inspection strategies, test procedures and problem identification.

HOMNT 729E-41

\$395 (Senior \$332.50)

Air Conditional & Heat Pumps (Online)

In our Air Conditioning & Heat Pumps Course, complex mechanical systems are broken down into simple components. Starting with basic principles of operation and building on an understanding, considerable detail is provided on how these systems fail. Upon completion, students can inspect air conditioning and heat pump systems as a professional home inspector.

HOMNT 729F-41

\$395 (Senior \$332.50)

Plumbing (Online)

This course is broken into four parts: supply piping, water heaters, waste piping, and plumbing fixtures. The physics of water is covered at the beginning in a simple, common-sense way. You will also learn how systems work and common failure modes.

HOMNT 729G-41

\$395 (Senior \$332.50)

Exterior (Online)

The Exterior Course covers retaining walls, grounds, window wells, lot grading, driveways, patios, walkways, decks, balconies, stoops and steps, porches, railings, wall cladding, flashing trim, eaves, soffits, fascia, as well as exterior doors and windows. You will learn to describe the exterior wall covering and inspect all aspects of the exterior named above.

HOMNT 729H-41

\$395 (Senior \$332.50)

Insulation and Interiors (Online)

In the Insulation & Interiors Course, you will learn to inspect thermal insulation, vapor barrier and ventilation systems. You will also learn how to inspect interior elements of homes such as walls, ceilings, floors, basements, doors, windows, interior stairs/railings, countertops and cabinets, and garage doors/door operators.

HOMNT 729I-41

\$395 (Senior \$332.50)

Communication and Professional Practice (Online)

Home inspectors are required, both verbally and in writing, to describe the inspection process and communicate inspection findings to the client. It is important that home inspectors communicate clearly and effectively to ensure that clients understand the inspection results and the report. In this course, students develop their oral and written communication skills, and learn the reporting requirements and proper conduct for a professional home inspector.

HOMNT 729J-41

\$395 (Senior \$332.50)

Call our office at 734.384.4127 to register.

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.

Introduction 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. CEUs: 2.4

You may register for the series at a cost of \$1,185 (Senior Fee \$863.50). Or, you may enroll in a stand-alone training course at a cost of \$395 per course (Senior Fee \$276.50).

PILOT 704-81

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

Saturdays/Sundays Oct. 3, 4, 10 & 11
9 a.m. – 5:30 p.m. Z 257 Knaggs



The following courses are the three components of the Introduction to Drones Series.

Intro to Drones Series Part I: Introductory Courses

Provides a comprehensive overview of the information your organization needs to start using drones safely and legally. **You only need to complete one introductory class to complete the series; you select the course that meets your needs.**

Intro to Drones for Commercial

Users Learn how drones can be used in specific business applications and bring efficiencies to your business.

Date: Sat., Oct. 3

Intro to Drones for Public Safety

This class is designed to meet the specific needs of police, firefighters and emergency management personnel.

CEUs: .8

Date: Sun., Oct. 4

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

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.

The cost includes a training quadcopter.

CEUs: .8

Date: Sat., Oct. 10

Intro to Drones Series Part III: Part 107 Test Prep

Prepares you for the test to receive certification. The remote pilot knowledge test includes 60 questions and requires a passing score of 70 percent.

CEUs: .8

Date: Sun., Oct. 11



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.

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.

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.

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.monroecc.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

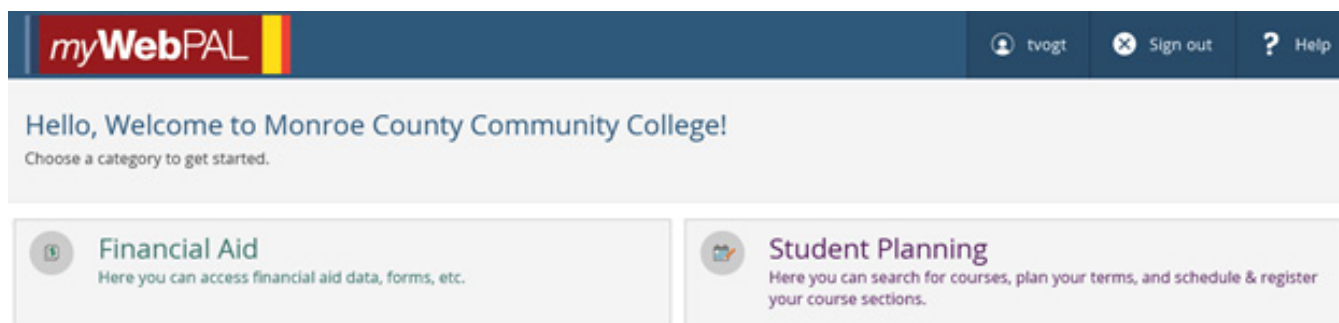
www.monroeccc.edu

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.

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.

ONLINE REGISTRATION INSTRUCTIONS FOR LIFELONG LEARNING COURSES

continued from page 26

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"

Reminder

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.

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.

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.

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
Urban Kickboxing

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 ☐ Summer ☐ 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.*

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.

Registration Term and Year
☐ Fall 2020

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	– OR –	Student ID Number
/ /		<div style="display: flex; justify-content: space-around;"> <div style="width: 20px; height: 20px; border: 1px solid black;"></div> <div style="width: 20px; height: 20px; border: 1px solid black;"></div> <div style="width: 20px; height: 20px; border: 1px solid black;"></div> <div style="width: 20px; height: 20px; border: 1px solid black;"></div> <div style="width: 20px; height: 20px; border: 1px solid black;"></div> <div style="width: 20px; height: 20px; border: 1px solid black;"></div> </div>

Last Name	First Name	M.I.

Home Address

City	State	Zip Code	Residency Status <input type="checkbox"/> Monroe County <input type="checkbox"/> Out of Monroe County <input type="checkbox"/> Out of State

Day Phone Number	Evening Phone Number	Other Phone Number	<input type="checkbox"/> Cell Phone <input type="checkbox"/> Pager <input type="checkbox"/> Campus <input type="checkbox"/> Fax
()	()	()	

Date of Birth	Gender	Email Address
/ /	M or F	

☐ 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 <i>(payable to MCCC)</i> Visa, MasterCard or Discover Card # _____ Exp. Date _____ Company Authorized Billing: Waiver # _____ Company _____ MCCC Employee Tuition Senior Citizen Scholarship TOTAL TUITION & FEES PAID	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. Rcvd. By _____ Date _____

● ● ● ● ● 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:

September 16
October 14
November 11
December 9

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 FACTS

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

September 20	25% down payment processed IMMEDIATELY, 3 monthly payments (October - December)
October 16	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.

Visit our website for information regarding
MCCC's Expectations and Guidelines:
<https://www.monroeccc.edu/coronavirus/updates>

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.