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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](http://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](http://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](http://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

<b>September 20</b>	<b>25% down payment processed IMMEDIATELY, 3 monthly payments (October - December)</b>
<b>October 16</b>	<b>50% down payment processed IMMEDIATELY, 2 monthly payments (November &amp; December)</b>

### 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.monroecc.edu](http://www.monroecc.edu), and click on "New Lifelong Learning Schedule – <http://www.monroecc.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.monroecc.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.**