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.

Legal Studies Sessions:
August 23 – October 8
October 18 – December 3
January 10 – February 25

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.

eCashier

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
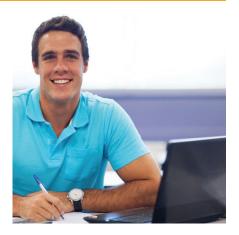$995 + Books / 45 CLOCK HOURS

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 Advanced Career Training

Our online courses can start you on a path to an in-demand profession or help advance your current career with industry certification. You may begin these courses at any time and learn at your own pace. Upon successful completion of all coursework, you will receive a certificate of completion. All materials are included in the course fees. Each course has an instructor assigned to answer questions and solve student problems.

Features
- 6-18 month self-paced, start anytime
- Textbook and materials included
- Prepare for industry certification
- Certification exam vouchers are included
- Financial assistance available (via ED2GO)
- Student advisors provide you coaching, motivation and career readiness support

Jump Start Your Career or Find a New One

Getting Started
1. Find your course at: https://careertraining.ed2go.com/mccc/
2. To register, contact us at 734.384.4127.

Online Courses Available
Medical Billing and Coding (Voucher Included)
Train for an in-demand healthcare career in medical billing and coding and prepare for industry certification in this course. 370 HRS

Certified Medical Administrative Assistant with Medical Billing and Coding (Vouchers Included)
This course will teach you how administrative medical assistants are versatile and valuable members of the healthcare team who handle a broad range of duties. You will also be prepared for the Certified Medical Administrative Assistant (CMAA) national certification exam offered by the National Healthcare Association (NHA). 530 HRS

Certified Bookkeeper
The Certified Course helps professional bookkeepers earn prestigious American Institute of Professional Bookkeepers (AIPB) certification. 140 HRS

Pharmacy Technician (Voucher Included)
Pharmacy technicians support licensed pharmacists in providing health care to patients. Train to enter this rapidly growing field with this respected online course. 330 HRS

Certified Wedding Planner
This comprehensive course covers everything an aspiring wedding planner needs to know to get started in the business. This course will provide all the knowledge you need to work as a professional wedding planner or start your own business. 340 HRS

Certified Medical Administrative Assistant (CCMA)(Voucher Included)
This course will train students to handle the increasing complexities of healthcare management and patient care in offices of physicians and other providers. 160 HRS

Certified Outpatient Coder (Voucher Included)
This course teaches the competencies needed to prepare you to sit for the AAPC Certified Outpatient Coder (COC) certification exam. 200

HRS HVAC/R Certified Technician
The HVAC/R Certified Technician course is a comprehensive online training that encompasses heating, ventilation, air conditioning and refrigeration. 265 HRS

ICD-10 Medical Coding
Prepare for the future of medical coding by mastering the steps for using the ICD-10-CM and ICD-10-PCS to code medical diagnoses and procedures. 200 HRS

Professional Bookkeeping with QuickBooks 2015, Software Included
This course teaches students how to master professional bookkeeping using QuickBooks 2015 software. 140 HRS

Payroll Practice and Management (Voucher Included)
Become knowledgeable in all facets of payroll rules and regulations, and join one of the fastest-growing career fields today. 100 HRS

SSCP Systems Security Certified Practitioner (Voucher Included)
This course is an ideal course for individuals interested in advancing their knowledge of information and systems security. 75 HRS

CompTIA Security+ Certification Training (Voucher Included)
Take your first step toward a career as a security professional and prepare yourself for the CompTIA Security+ certification exam as you master the basics of system security, network infrastructure, access control and organizational security. 80 HRS

CompTIA A+ Certification Training (Voucher Included)
CompTIA A+ certification is the industry standard for validating the skills of entry-level computer technicians. It opens the door to an exciting career in computer technology, and ed2go's online course makes training convenient and interactive. 230 HRS

e Cashier

Online Advanced Career Training (continued).

Web Applications Developer
Master the skills you need to create dynamic database-driven websites using the latest technologies. 360 HRS

CompTIA Healthcare IT Technician
The CompTIA Healthcare IT Technician course teaches the fundamentals of healthcare IT (HIT) by using the CompTIA Healthcare IT Technician (HIT-001) exam objectives as the framework. 80 HRS

Certified Information Systems Security Professional (CISSP)
CISM is one of the most valued certifications in the IT security industry. This online course will prepare you to sit for the CISM certification exam, and the exam cost is included. 150 HRS

Grant Writing
Learn to write grant proposals that get funded in this nationally recognized Grant Writing course. 300 HRS

Human Resources Professional
Master the skills you need to gain an entry-level position in human resources and prepare to take the PHR (Professional in Human Resources) certification exam. 120 HRS

Advanced Hospital Coding and CCS Prep
This course will utilize your existing knowledge of medical terminology and healthcare sciences. Increase your coding skills and prepare to take the certification exam to become a Certified Coding Specialist. 80 HRS

CNA: Routing and Switching (Voucher Included)
Gain the knowledge to install, configure, operate and troubleshoot medium-size routed and switched networks while preparing you for the 200-125 CCNA exam or the 100-105 ICND1 and 200-105 ICND2 exams. 180 HRS

http://careertraining.ed2go.com/MCCC/

HealthGuard Professional Food Manager
Owners and managers of food service establishments have a responsibility to provide safe food to their customers. Operators need to understand that the consequences of inadequate food safety knowledge or poor hygienic practices can be very serious. Participants will learn their responsibilities as they relate to providing safe food to customers.

This course includes Hazards and Sources of Contamination, Employee Health and Personal Hygiene, Safe Food Handling, Equipment, Facilities and HACCP. It includes the nationally accredited Professional Food Manager Certification exam developed by the National Registry of Food Safety Professionals.

This training is in conformance with the Michigan Food Law that requires all licensees must have a "Certified Food Manager." This course, along with a passing score from the exam, meets that requirement. Target Audience: Food Service Employees. CEUs: .8

CSM 718-71
$155 (Senior Fee $137)
Tuesday   Sept. 14
8 a.m. – 6 p.m.   L 145   Childress

CSM 718-72
$115 (Senior Fee $137)
Tuesday   Oct. 12
8 a.m. – 6 p.m.   L 145   Childress

CSM 718-73
$115 (Senior Fee $137)
Tuesday   Nov. 9
8 a.m. – 6 p.m.   L 145   Childress

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: .8

MICRO 774-41
$99 (Senior Fee $53)
Tues/Thurs	Sept. 28 – Oct. 7
8:30 – 10:30 a.m.	Zoom Colston

Intermediate Excel (Virtual)
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: .8

MICRO 802-41
$99 (Senior Fee $53)
Tues/Thurs	Oct. 12 – 21
8:30 – 10:30 a.m.	Zoom Colston

Advanced Excel (Virtual)
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: .8

MICRO 905-41
$99 (Senior Fee $53)
Tues/Thurs	Oct. 26 – Nov. 4
8:30 – 10:30 a.m.	Zoom Colston

Microsoft PowerPoint Advanced (Virtual)
The advanced features of PowerPoint will be presented including how to enhance charts; work with objects and hyperlinks; and use slide show features. CEUs: .8

MICRO 870-41
$119 (Senior Fee $63)
Tues/Thurs	Nov. 9 – 18
8:30 – 10:30 a.m.	Zoom Colston

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

Learn Microsoft Office from the Comfort of Home

Choose from more than 300 online classes available every month!

- Expert Instructors
- 24-Hour Access
- Online Discussion Areas
- 6 Weeks of Instruction

Microsoft Courses

Intro to Microsoft Word
Learn how to create and modify documents in Word, the most popular word-processing program available.

Intro to Microsoft Excel
Discover dozens of shortcuts and tricks, and learn the secrets behind writing powerful formulas, using functions, sorting and analyzing data, creating custom charts and much more!

Intro to Microsoft PowerPoint
Learn to create impressive slide presentations filled with visually stimulating elements.

Intro to Microsoft Access
Learn how Microsoft's powerful database can help you store and manage information you've collected about your business, home or community.

Intro to Microsoft Outlook
Learn the essentials of Microsoft Outlook 2013 from an expert instructor. Get up and running quickly with the most important aspects of the program.

Intro to Windows 10
Learn to use this powerful new operating system, including how to customize your desktop, manage files and folders, and navigate the web with the new Microsoft Edge browser.

Online Courses with ED2GO
Our instructor-facilitated online courses are informative, fun, convenient and highly interactive. Our instructors are famous for their ability to create warm and supportive communities of learners. All courses run for six weeks (with a 10-day grace period at the end). Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links and more. You can complete any course entirely from your home or office any time of the day or night.

WELCOME!
Most courses run for six weeks (with a 10-day grace period at the end). Courses are project oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links and more. You can complete any of these courses entirely from your home or office and at any time of the day or night.

GETTING STARTED
1. Visit our Online Instruction Center: www.ed2go.com/Monroe

2. Click the Courses link, choose the department and course title you are interested in, and select the Enroll Now button. Follow the instructions to enroll. Here, you will enter your e-mail 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 our Online Instruction Center and click the Classroom link. To begin your studies, simply log in with your e-mail and the password you selected during enrollment.

Selection of Starting Dates for Fall 2021
September 15
October 13
November 17
December 15

Visit our Online Instruction Center to find more courses!
www.ed2go.com/Monroe.
You can also find complete course descriptions, outlines and costs.

MIOSHA Training Institute at Monroe County Community College is offering 7 training sessions this fall.

For course-specific information, please visit the MIOSHA Training Institute website at https://www.michigan.gov/lara/0,4601,7-154-89334_11407_15317_47430---,00.html.

To register for any of these offerings, please call (734) 384-4229 or email rdrouillard@monroeccc.edu.

Parts 7-Guards for Powertrain Transmission
PERS-837-71
October 7, 2021
Room L 145
$94, Senior Fee $72, includes light breakfast
8:30 am – 12:30 pm

Effective Safety and Health Training
PERS-784-71
October 14, 2021
Room L-145
$130, Senior Fee $97.50, includes light breakfast and lunch
8:30 am – 4 pm

Part 451-Respiratory Therapy Protection
PERS-862-71
October 21, 2021
Room L 145
$130, Senior Fee $97.50, includes light breakfast and lunch
8:30 am – 4 pm

Part 21-Powered Industrial Trucks: "What Every Trainer and Operator Must Know"
PERS-739-71
November 2, 2021
Room L 145
$130, Senior Fee $97.50, includes light breakfast and lunch
8:30 am – 4 pm

MIOSHA Recordkeeping and Cost of Injuries
PERS-740-71
November 18, 2021
Room L 145
$130, Senior Fee $97.50, includes light breakfast and lunch
8:30 am – 4 pm

Supervisor's Role in Safety and Health
PERS-738-71
December 7, 2021
Room L 145
$130, Senior Fee $97.50, includes light breakfast and lunch
8:30 am – 4 pm

Parts 472 and 554-Medical Services and First Aid, Bloodborne Infectious Diseases
PERS-856-71
December 16, 2021
Room L 145
$130, Senior Fee $97.50, includes light breakfast and lunch
8:30 am – 4 pm