

LIFELONG LEARNING



MONROE COUNTY
COMMUNITY COLLEGE
enriching lives

New and Improved!

ONLINE REGISTRATION SYSTEM

Easier for you to enroll in MCCC *Lifelong Learning* courses.

Explore classes easily online.

Register when it's most convenient for you!

Visit www.monroeccc.edu/LL to
learn more & start exploring today!



Fall Registration opens August 1.



Enter to Win!

Register using our new **Online Registration System** and be entered into a drawing to win a **\$50 credit** toward a future course registration!

Four (4) winners will be selected.
You will be contacted if you are a winner.

FALL SEMESTER • SEPTEMBER - DECEMBER 2023

This is what you will see when you visit the NEW ONLINE REGISTRATION SYSTEM for MCCC LIFELONG LEARNING.

The screenshot shows the homepage of the Monroe County Community College Office of Lifelong Learning. At the top, there is a search bar with the text "search for a class..." and a "GO" button. Below the search bar, the college's logo and name are displayed. A navigation menu on the left lists various options: BROWSE, ALL CLASSES, HEALTH, FITNESS, & SPORTS, CATALOGS, CONTACT US, SEND ME A CATALOG, FAQ, TEACHING, and SEARCH. The main content area features a large welcome message: "Welcome to Monroe County Community College Office of Lifelong Learning" and "The Community's Partner in Lifelong Learning". Below this, a paragraph describes the college's commitment to providing lifelong learning opportunities.

MONROE COUNTY COMMUNITY COLLEGE
enriching lives

You are not logged in. [LOGIN/CREATE ACCOUNT](#) [VIEW CART \(0\)](#)

BROWSE

- ALL CLASSES
- HEALTH, FITNESS, & SPORTS
- CATALOGS
- CONTACT US
- SEND ME A CATALOG
- FAQ
- TEACHING
- SEARCH

LAST VIEWED

MONROE COUNTY COMMUNITY COLLEGE
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**Welcome to Monroe County Community College
Office of Lifelong Learning**

The Community's Partner in Lifelong Learning

Monroe County Community College's Office of Lifelong Learning is committed to providing lifelong learning opportunities to our community. This commitment drives us to provide innovative instruction, training and learning services that are designed for the pursuit of your passions, as well as personal enrichment. Explore courses that can develop skills to take your career to the next level, help train for a new career, or inspire you to learn something new for your own personal interest. To see what classes are currently scheduled, browse our classes and click on the category that interests you.

The screenshot shows the "Courses" page. It features the college's logo and a welcome message. Below the welcome message, there is a paragraph about the college's commitment to providing lifelong learning opportunities. A red button labeled "HEALTH, FITNESS, & SPORTS" is visible at the bottom left.

Courses

MONROE COUNTY COMMUNITY COLLEGE
enriching lives

Welcome to the MCCC's Office of Lifelong Learning online registration site. Online registration is available 24 hours a day, seven days a week. It is secured by one of the most reputable providers of online purchasing on the internet, and your information will not be shared with third parties.

For MCCC's non-credit policies and information, and other ways to register for courses, please visit us at monroeccc.edu/LL. Even if you are not quite ready to register, you can sign in now to create your student login, password and profile. When you do register, this will streamline the process and save you time.

HEALTH, FITNESS, & SPORTS

Health & Fitness

The screenshot shows the "Free Course Catalog" form. It includes a title, a thank you message, and a form with several fields: "Catalog to request" (with a dropdown menu), "First name", "Middle initial", "Last name", "Country" (with a dropdown menu), "line 1 > Address", and "line 2 > Address". A note indicates that an asterisk denotes required information.

Free Course Catalog

Thank you for your interest in our program. Please fill out the form below to receive your free catalog.

* denotes required information.

Catalog to request* Lifelong Learning

To select multiple catalogs, press and hold the 'Ctrl' key

First name*

Middle initial

Last name*

Country* U.S.A.

line 1 > Address*

line 2 > Address

Be sure to **CHECK OUT WHAT'S INSIDE!** on page 3
for a list of the **types of courses** and **training**
we are offering this **FALL**.

Register Early! *Don't let your class get canceled! We suggest you register early to ensure you get a seat before it fills. Our online system allows you to register up until the day the class begins.*

EMAIL ADDRESS

A valid email address is required to register online. If you do not have one, please contact our office to register. We will communicate with you via email regarding your enrollment, including changes or class cancellations. Please use an email address that you use and check frequently.

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.

PAYMENT

We accept Visa, Mastercard or Discover. Payment is required at the time of registration. Cash payments are accepted in person. You may also mail in a check with your complete registration form (found in the back of this schedule).

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.

TUITION PAYMENT PLAN

To help you meet your educational expenses, MCCC offers a convenient budget plan. Act fast to register for no money down!

- Arrange for monthly payments
- Make a down payment immediately and arrange for monthly payments
- Automatic payments from your checking or savings account
- A \$30 non-refundable enrollment fee

Not all classes are eligible for the payment plan.

Deadline to enroll in the payment plan are as follows:

- September 22 – no down payment, followed by 4 monthly payments
- October 20 – 25% down, followed by 3 monthly payments
- November 17 – 50% down, followed by 2 monthly payments.

Find complete payment plan details on page 29.

REFUND POLICY

Students will receive a 100% refund when withdrawing prior to the day of the first class meeting. No refunds will be issued after this time.



TEXTBOOK REQUIRED

If you see this symbol, there is a textbook required for the class. It will be available at the MCCC Campus Store for purchase approximately one week before the start date. Bring the textbook to the first class.

SNOW/EMERGENCY CLOSING

MCCC will issue alerts in the event of emergencies and school closings or delays due to inclement weather. Sign up for MCCC's Emergency Notification System at www.monroeccc.edu/emergency-alerts. A message will be sent via email, text or phone.

*Classes offered this semester are
in the categories to the right.
When using our
online registration system,
you'll be able to browse and
find all classes
under these designated areas.*

Find us at
www.monroeccc.edu/LL



MONROE COUNTY COMMUNITY COLLEGE

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OFFICE OF LIFELONG LEARNING

La-Z-Boy Center, Room 286
1555 S. Raisinville
Monroe, MI 48161

HOURS

Monday - Thursday: 7:30 a.m. – 5 p.m.
Friday: 8 a.m. – noon

PHONE

Office: 734.384.4127
Toll Free: 877.937.6222
(Mich. and Ohio Only)

STAFF

OFFICE OF LIFELONG LEARNING

Tina Pillarelli, Director

Rebecca Fournier, Administrative Assistant

OFFICE OF WORKFORCE DEVELOPMENT

Barry Kinsey, Director

Sherry Bussell, Administrative Assistant

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CERTIFICATE & CAREER TRAINING

Medical

Dental Assisting Program

Entry Level • Clinical Practice • 60 classroom hours + 40 clinical hours • Externship included!

The Dental Assisting program prepares you 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 occupations in the healthcare technician field.

The program prepares learners for entry-level positions as a chair-side dental assistant. This program covers the history of dentistry, introduction to the dental office, the legal aspects of dentistry, introduction to oral anatomy, dental operator, introduction to tooth structure (primary and permanent teeth), the oral cavity and other areas. 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.

Optional Volunteer Externship Opportunity. Learners who complete this program are eligible to participate in an optional volunteer externship opportunity with a local company/agency/organization whose work aligns with this area of study in order to gain valuable hands-on experience. Note: Additional documentation including health records, immunizations, drug-screening, criminal background checks, etc. may be required by the externship facility.

MEDCL 828-81

\$1,199 (Senior Fee \$1,079)
Mon/Wed Oct. 2 - Nov. 29
6 - 9:30 p.m. H 164 Staff
No class on Nov. 22

**Pay as you go! Enroll by Sept. 22
and make 4 payments of \$299.75.
(See page 29 for details.)**

Bureau of Labor Statistics Dental Assistant

	Mean Hourly Wage	Mean Annual Salary
Michigan	\$20.21	\$42,040
Ohio	\$22.53	\$46,860

After successful completion, you will have the opportunity to take the **National Workforce Career Association (NWCA) Dental assistant Clinical Certification (DACC).**

It also meets requirements to take the **Dental Assisting National Board (DANB) Radiology Health and Safety (RHS) exam.**

Pharmacy Technician Certification Program

Entry Level • Clinical Practice • 50 classroom hours + 80 clinical hours • Externship included!

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. Content includes pharmacy medical terminology, reading and interpreting prescriptions, and defining generic and brand name drugs and much, much more. This program will prepare students to enter the pharmacy field and to pursue certification, including the Pharmacy Technician Certification Board's PTCB exam.

Optional Volunteer Externship Opportunity. Learners who complete this program are eligible to participate in an optional volunteer externship opportunity with a local company/agency/organization whose work aligns with this area of study in order to gain valuable hands-on experience. Note: Additional documentation including health records, immunizations, drug-screening, criminal background checks, etc. may be required by the externship facility.

MEDCL 807-81

\$1,049 (Senior Fee \$944)
Tues/Thurs Oct. 3 - Nov. 21
6 - 9:30 p.m. Z 260 Staff

**Pay as you go! Enroll by Sept. 22
and make 4 monthly payments
of \$262.25. (See page 29 for
details.)**

Bureau of Labor Statistics Pharmacy Technicians

	Mean Hourly Wage	Mean Annual Salary
Michigan	\$18.22	\$37,890
Ohio	\$17.93	\$37,290

After successful completion, you will have the opportunity to take the **Pharmacy Technician Board Certified Pharmacy Technician (PTCB) exam.**



CERTIFICATE & CAREER TRAINING

Medical

Clinical Medical Assistant Program

Entry Level • Clinical Practice • 140 classroom hours + 160 clinical hours • Externship included!

The Clinical Medical Assistant 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.

This program prepares learners to assist physicians by performing functions related to the clinical aspects of a medical office. Instruction includes preparing patients for examination and treatment, routine laboratory procedures, pharmacology, taking and documenting vital signs, technical aspects of phlebotomy, the 12-lead EKG and the cardiac life cycle.

Optional Volunteer Externship Opportunity. Learners who complete this program are eligible to participate in an optional volunteer externship opportunity with a local company/agency/organization whose work aligns with this area of study in order to gain valuable hands-on experience. As learners progress through the course, an externship coordinator will reach out to coordinate placement. Note: Additional documentation, including health records, immunizations, drug-screening, criminal background checks, etc. may be required by the externship facility.

MEDCL 826-81

\$2,399 (Senior Fee \$2,159)

Tues/Thurs/Sat Oct. 3 - Jan. 25

6 - 9:30 p.m. H 164 Staff

Meets from 9 a.m. - 4 p.m. on

Saturdays: Oct. 7, 21, Nov. 4, 18, Dec. 9, Jan. 6

No class Nov. 23, Dec. 19, 21, 26, 28, Jan. 2

Pay as you go! Enroll by Sept. 22 and make 4 monthly payments of \$599.75. (See page 29 for details.)

Sterile Processing Program

Entry Level • Clinical Practice • 66 hours • Externship included!

This 66-hour 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. This course is a combination of lecture, hands-on labs and site visits to a local facility. This course will be taught live on campus. Clinical hours (120) will be at facilities located in Southeast Michigan or Northwest Ohio, generally within one-hour drive time from Monroe. 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

MEDCL 842-71

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

Tues/Thurs Sept. 12 - Dec. 12

6 - 9 p.m. L 145 Staff

Pay as you go! Enroll by Sept. 22 and make 4 monthly payments of \$498.75. (See page 29 for details.)



Students who complete this course will be prepared to sit for the
Certification Board for Sterile Processing and Distribution (CBSPD) SPD Technician Certification Exam.

Bureau of Labor Statistics Medical Assistants

	Mean Hourly Wage	Mean Annual Salary
Michigan	\$17.88	\$37,190
Ohio	\$18.06	\$37,560

After successful completion, you will have the opportunity to take the following certification exams, which are essential to entry-level employment in this fast-growing field:

National Workforce Career Association (NWCA) Clinical Medical Assistant Certification (CMAC) and National Healthcareer Association (NHA) Certified Clinical Medical Assistant (CCMA)



Bureau of Labor Statistics Medical Equipment Preparers

	Mean Hourly Wage	Mean Annual Salary
Michigan	\$19.67	\$40,920
Ohio	\$19.83	\$41,420

CERTIFICATE & CAREER TRAINING

Medical

NEW!

Veterinary Assistant Program

Entry Level • Clinical Practice • 100 classroom hours + 40 clinical hours • Externship included

This 100-hour Veterinary Assistant program introduces students to the exciting and growing field of veterinary medicine. Students will learn about the care of animals as well as how to recognize signs of illness and disease. This program also covers interpersonal communication, interaction with clients and their animals, as well as how to assist the veterinarian during examinations. Administrative duties, such as fee collection, banking, and accounts payable are also emphasized to provide the student with the skills necessary to maintain an efficient front office. Students will enjoy learning through classroom lecture as well as hands on labs. CEUs: 10.0

Optional Volunteer Externship Opportunity: Learners who complete this program are eligible to participate in an optional volunteer externship opportunity with a local company/agency/organization whose work aligns with this area of study in order to gain valuable hands-on experience. Note: Additional documentation including health records, immunization, drug-screen, criminal background checks, etc. may be required by the externship facility.

MEDCL 843-81

\$1,899 (Senior Fee \$1,709)

Tues/Thurs Oct. 3 – Jan. 16

6 – 9:30 p.m. Z 257 Staff

Meets from 9 a.m. – 4 p.m. on Saturday, October 21 and November 18

No class on November 23, December 19, 21, 26, 28 and January 2

Pay as you go! Enroll by Sept. 22 and make 4 monthly payments of \$474.25. (See page 29 for details.)

After successful completion, you will have the opportunity to take the NWCA National Certification.

This program meets the necessary requirements to take the **National Workforce Career Association (NWCA) Veterinary Assistant (VET) Exam.**

Bureau of Labor Statistics Veterinary Assistants and Laboratory Animal Caretakers

	Mean Hourly Wage	Mean Annual Salary
Michigan	\$14.62	\$30,410
Ohio	\$14.14	\$29,420

CERTIFICATE & CAREER TRAINING

CDL (Truck Driver Training)



CDL (Truck Driver Training)

MCCC has partnered with TRAINCO Truck Driving Schools to offer a full-service CDL training program to prepare you for the trucking industry. This program will prepare you for your CDL driving exam and provides an entry to the trucking industry. We train students with full-size, Class A tractor-trailer combinations.

Trainco Class A – 12 Day Automatic ELDT Driver Education Program, 120 hours

Trainco Class A – 15 Day Manual ELDT Driver Education Program, 150 hours

Courses are forming now and will begin every four weeks.

Monday – Friday, 7 a.m. – 5:30 p.m.

Classes will meet at MCCC's main campus in Monroe, Michigan.

For more information, please contact Tammy DeSelms at (419) 837-5730 or tdeselms@traincoinc.com

This program is

**MICHIGAN
WORKS!**
approved.



CERTIFICATE & CAREER TRAINING

Personal Fitness

Personal Fitness Trainer Certification Course - Hybrid (virtual lectures and in-person practical skills labs)

This hybrid course includes virtual lectures plus in-person practical skills lab on campus. Get all the information needed to start an exciting fitness career and become a Certified Personal Trainer. Turn your fitness passion into a profession. The scheduled virtual live lectures are led by our five-star teacher. Topics will cover 15 hours on anatomy, exercise physiology, kinesiology, biomechanics, nutrition and more. The in-person practical skill labs allow you to role play and review essential hands-on skills to master assessing clients, stretching, warm ups/cool downs, exercise analysis and programming design.

The course includes the national test vouchers (\$450 value) and extra access to our online video enhanced CPT course to review lectures and labs at no extra cost! The W.I.T.S. 30-hour optional employer internship (Level 2 Certification) helps walk you to jobs that very much value our unique certification. To earn your Level 2 certification, you must complete a 30-hour employer internship. W.I.T.S. will assist in this step.

Required Textbook: (sold separately) Howley, Edward T. and Thompson, Dixie L. 2017. Fitness Professional's Handbook. 7th Edition. Publisher: Human Kinetics, Champaign, IL. The e-book costs \$74 and the cost for the hard cover version is \$99, plus \$15.95 for shipping, and must be purchased by the student. Amazon Prime also has a rent-a-book option set up. Prerequisite: You must have a high school diploma/GED and be at least 18 years old. Adult CPR/AED is required for the certification to be issued after the exams. CEUs: 3.6 (32 hours over 6 weeks)

HPE 729-41

\$800 (Senior Fee \$700)

Saturdays Oct. 7 - Nov. 18

9 a.m. - 4 p.m.* H 110 WITS Staff

*9 a.m. - noon is virtual lecture,
attend wherever is convenient

*1 - 4 p.m. is practical (in-person) lab
on campus (H 110)

No class on Nov. 11 (study weekend)

National Exam is Nov. 18

Upon successful completion of
the course, you are eligible to sit for
the exam to become a
**W.I.T.S. Certified
Personal Trainer—Level I.**

**Pay as you go! Enroll by Sept. 22
and make 4 monthly payments of
\$200. (See page 29 for details.)**

Bureau of Labor Statistics Exercise Trainers and Group Fitness Instructors

	Mean Hourly Wage	Mean Annual Salary
Michigan	\$21.09	\$43,880
Ohio	\$18.09	\$37,640

CERTIFICATE & CAREER TRAINING

Real Estate



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)

Tues/Thurs Oct. 3 - Nov. 7

6 - 10 p.m. Z 259 Staff

Bureau of Labor Statistics Real Estate Sales Agents

	Mean Hourly Wage	Mean Annual Salary
Michigan	\$30.28	\$62,990
Ohio	\$21.91	\$45,570

After successfully completing
the course, you will have
the opportunity to take the
Michigan Real Estate Exam,
administered by AMP to
become a licensed real estate
salesperson.

CERTIFICATE & CAREER TRAINING

Trades

Home Inspection Certificate Course (Online)

Home inspection is a rewarding professional consulting career — both financially and personally. It is one of those amazing professions where you get to make a positive difference in people's lives. Do you think you have what it takes to become a home inspector?

Who would make a good home inspector?

- Someone who is very interested in how things work
- One who likes to work independently
- A person who enjoys helping and interacting with people
- Someone who wants to set their own schedule
- A person who doesn't like being chained to a desk
- Someone who wants to earn a high income

THE PREREQUISITES You do not need a background in construction to be a successful home inspector. You can learn the skills of home inspection through a good education program. You need to be able to speak with homebuyers, sellers and owners, and real estate professionals. You need to be able to write at a high school level, although you do not need to be a trained technical writer. You need to be comfortable with technology, such as mobile phones, tablets and personal computers. You need to be comfortable with the Internet, email and text. You need to be able to climb a ladder and crawl in crawlspaces. You need training and experience specific to the profession.

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.

The individual online courses include the following:

Roofing: Covers both sloped and flat roof coverings. Also learn how to inspect roofs and what to watch for.

Structure: All of the structural elements of a building, from the footings and foundations to the floor, wall and roof assemblies, are addressed in detail.

Electrical: Addresses getting electricity into the house and distributing it safely to its end-use points including switches, lights and receptacles.

Heating I: Introduces residential heating systems, starting with a description of various fuels. The course then focuses on the different types of furnaces and boilers.

Heating II: Continues with a focus on chimneys, wood heating, fireplaces, steam heating, electric heating systems and space heaters.

Air Conditioning and Heat Pumps: 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.

Plumbing: 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.

Exterior: 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

Insulation and Interiors: 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.

Communication and Professional Practice: Learn the reporting requirements and proper conduct for a professional home inspector.

\$3,950 for the full program (all 10 home inspection courses) or \$395 for an single course.

Includes all learning materials, test, exams, tutor support and ongoing support after you complete the course.

Online registration is not available. Please call the Office of Lifelong Learning at 734-384-4127 to register or for more information about the Home Inspection Training Course.

Pay as you go! Enroll by Sept. 22, and make 4 monthly payments for the course(s) you select. (See page 29 for details.)

Bureau of Labor Statistics Construction and Building Inspectors

	Mean Hourly Wage	Mean Annual Salary
Michigan	\$27.67	\$57,550
Ohio	\$31.08	\$64,640



Upon successfully completing the course, you will earn a certificate from MCCC. You will also be qualified to sit for the **National Home Inspector** exam.

CERTIFICATE & CAREER TRAINING

Trades

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. Please contact us for your student I.D. # prior to completing the Accuplacer test.

Please call to be added to our course interest list. When this course is offered again, we will contact you.

Bureau of Labor Statistics Boilermakers

	Mean Hourly Wage	Mean Annual Salary
Michigan	\$35.07	\$72,950
Ohio	\$38.38	\$80,250

Upon successful completion of the course, you'll earn a certificate from MCCC and be eligible to take the **City of Dearborn Low Pressure Boiler Operator** exam to receive a low pressure boiler operator license.

CERTIFICATE & CAREER TRAINING

Paralegal

Paralegal Training Courses

MCCC has partnered with the Center for Legal Studies to deliver paralegal training programs in an online format. The curriculum is continuously updated to remain current and on-pace with the newest trends in the legal industry, and is taught by experienced legal professionals. CLS courses are designed for adult students and are taught on a college level. Minimum requirements to take any of our courses are a high school diploma or GED and 18 years of age prior to enrollment.

Paralegal Career: Paralegals provide essential assistance to lawyers, corporations and other organizations and have established themselves as a crucial part of the legal system. Whether you are just starting your paralegal education, or are looking to advance your knowledge, we have a course for you. We offer the following core courses to you, as well as additional topics to further advance your career and add credentials to your resume.

Paralegal Certificate Course©

Our flagship introductory course is the first step toward your paralegal career. Our Paralegal Certificate Course© teaches students the in-demand skills necessary to perform a variety of paralegal tasks. This continuing legal education course is a valuable asset for paralegal professionals looking to advance their career, grow professionally, increase their earning potential and gain job-ready skills. Students have 14 weeks to complete the online course (7 weeks for Paralegal I and 7 weeks for Paralegal II). Please note that the course fee covers both halves of the course. You may choose any session to begin the course with Paralegal I and you will be automatically enrolled in the following sessions for Paralegal II. You must complete both Paralegal I and Paralegal II to be awarded a certificate.

Starting at \$1,895 (required textbooks)

Upcoming Sessions:

Session 5: Aug. 21 – Oct. 6

Session 6: Oct. 16 - Dec. 1

Pay as you go! Enroll by Sept. 22, and make 4 monthly payments for the course(s) you select. (See page 29 for details.)

Additional paralegal training courses available to you:

- Advanced Paralegal Certificate Course
- Legal Secretary Certificate Course
- Victim Advocacy Certificate Course
- Legal Nurse Consultant Training Course
- Software Essentials for the Law Office
- Employment Law Certificate Course
- Legal Investigation Certificate Course

Bureau of Labor Statistics Paralegal and Legal Assistant

	Mean Hourly Wage	Mean Annual Salary
Michigan	\$28.08	\$58,400
Ohio	\$26.60	\$55,320

Our Paralegal Certificate Course© teaches students the in-demand skills necessary to perform a variety of paralegal tasks. You must complete both Paralegal I and Paralegal II to be awarded a certificate.

Please call the Office of Lifelong Learning at 734-384-4127 to register or for more information about Paralegal Training Courses. You may access detailed course descriptions and outlines at www.legalstudies.com/vendor/monroe-county-cc/.

CULINARY

Charcuterie Board Workshop

An impressive charcuterie board is the essence of easy entertaining! They are piled high with cured meats, cheeses, crackers, fruit, nuts and more! Chef Michael Lyons will teach you some tips and tricks for presenting America's new favorite appetizer. This class will cover where to purchase items for your charcuterie, what to use and how to present the items you choose. We will do some quick pickling techniques, proper cuts for cheeses and meats as well as make candied bacon. CEUs: .2

CSM 748-81

\$119 (Senior Fee \$84.50)

Thursday Sept. 28

5 – 7:30 p.m. \$ 149 Lyons

NEW!

Elevate Your Tailgate

Football season is upon us. Are you tired of the same tailgate party foods you have had for years? Then join us for a hands-on cooking experience to learn new recipes to "Elevate Your Tailgate." Introduce your friends to new styles of party foods that range from classic dips with a twist, to slow smoked pork belly appetizers, quick fried chicken wings with homemade sauces and seafood ceviche. CEUs: .5

CSM 763-81

\$199 (Senior Fee \$119.50)

Thursdays Sept 14 & 21

5 – 7:30 p.m. \$ 149 Lyons

NEW!

Sushi Making

Do you love sushi? Or are you not sure if you do? Either way come join us for a fun night filled with fresh seafood, detailed instruction and sake. We will cover proper technique and go over detailed recipes to ensure you can roll your own sushi by the end of the night! A variety of products will be prepared beforehand for you, so you can come in and focus on getting that perfect roll! CEUs: .3

CSM 764-81

\$119 (Senior Fee \$84.50)

Thursday Nov. 30

5 – 7:30 p.m. \$ 149 Lyons

Check out our *Create a Personalized Cutting Board* class. It will be a great piece to have to display your charcuterie spread!



Create a Personalized Cutting Board

Create your own personalized cutting board to display your charcuterie spread! A charcuterie board is the perfect centerpiece for an abundant displays of meats, cheeses, dried and fresh fruits and vegetables, toasted nuts and complementary condiments. Adding a personalized message or unique design on your board makes it a statement piece you'll be proud to share, with food or simply displayed in your kitchen. This is also a great personalized gift idea that a recipient will love for years to come! You will create your own laser-etched board (included in the cost of the class) in MCCC's Makerspace with guidance from Michael Reaume, our Makerspace coordinator. You may also bring your own cutting board as long as it is new/unused and is not bigger than 24"x18". You may also bring your own design for your board, or you can select from samples we will have available for you.

HOME 728-81

\$99 (Senior Fee \$59.50)

Wednesday Oct. 11

6-8 p.m. T 160 Reaume

NEW!

Pizza Making

Join us for a hands-on cooking experience. You will learn to make components of pizza from scratch, including the dough, the sauce and selecting the perfect pepperoni. Learn different techniques for cooking pizzas and how they differ regionally here in America and across the world. Day one we will make dough and sauce, and day two we will prepare and cook pizzas. Over the two days you will learn the different styles and choose which one you enjoy the most and then make it! CEUs: .5

CSM 761-81

\$199 (Senior Fee \$112)

Tues/Thurs Oct. 3 & 5

5 – 7:30 p.m. \$ 149 Lyons



CULINARY

NEW!

Sous Vide Cooking

Learn how to utilize the most trending cooking technique in professional kitchens. Do you desire to have the perfect steak or perfectly cooked 3/4-inch pork chops? In this class we will go over technique and recipes for Sous Vide. Day one we will learn how to properly setup and manage the tools you need to Sous Vide along with executing recipes for packing proteins. On day two, we will Sous Vide and finish cooking our product that we prepared on day one. We will also cover proper food safety and handling of Sous Vide products. CEUs: .5

CSM 762-81

\$199 (Senior Fee \$124.50)
Tues/Thurs Nov. 7 & 9
5 – 7:30 p.m. S 149 Lyons

NEW!

Easy One-pot Meals and Casseroles

Learn how you can spend less hours in the kitchen by preparing delicious one pot meals and casseroles. Linda and Kay will share their tips and recipes for these one-pot wonders! You'll avoid a messy kitchen with all those extra dirty dishes and have a meal that fills your home with an amazing aroma, along with plenty of tasty leftovers. CEUs: .6

CSM 766-81

\$199 (Senior Fee \$114.50)
Mon/Wed Dec. 4 & 6
5:30 – 8:30 p.m. S 149 Paetz/Williams



NEW!

With Large Gathering Cooking

A successful catering careers and diverse professional backgrounds, combined with experience hosting many personal parties, Linda and Kay can teach you how to prepare and cook delicious meals for a crowd! They have assembled quite a collection of dishes and recipes that can easily feed a crowd, and these are dishes that almost everyone loves. They will also share with you tips on how to cook in large batches to better time manage. You'll learn what dishes can be made in advance, and how to prep early so that by the time your guests arrive, you can enjoy your time with them and not be stuck in your kitchen! CEUs: .6

CSM 765-81

\$199 (Senior Fee \$114.50)
Mon/Wed Oct. 2 & 4
5:30 -8:30 p.m. S 149 Paetz/Williams

Italian Cooking Series

Ciao! Join MCCC culinary school alumni Chef's Linda Paetz and Kay Williams for a two-night culinary escape to Italy. Learn to make your own pasta and ravioli, sauces, and Italian desserts and a little Italian wine to pair with it. Register early as class size is limited. CEUs: .6

CSM 729-81

\$199 (Senior Fee \$114.50)
Mon/Wed Sept. 25 & 27
5:30 – 8:30 p.m. S 149 Paetz/Williams



Taste of Greece

Opa! Join Chefs Kay Williams and Linda Paetz exploring Greek culture, traditions and cuisine. You'll learn to work with traditional phyllo dough. And you'll learn to make Baklava and Spinach Pie (Spanakopita), as well as understand Greek flavor profiles and much more! Register early as class size is limited. CEUs: .6

CSM 756-81

\$199 (Senior Fee \$114.50)
Mon/Wed Nov. 13 & 15
5:30 – 8:30 p.m. S 149 Paetz/Williams



Mexican Cantina

This class is based on Latin Cuisine, covering flavors, proteins, cooking techniques, seasonings, sauces, culture and tradition. The majority of your time in class will include hands-on learning with some demonstration. "Traditional" Mexican cuisine will be covered, including but not limited to making hand-rolled tamales and techniques for making different salsas that can be used in various dishes. Learn how to prepare Mexican dishes using fresh, quality ingredients that will be a hit at your Cinco de Mayo party! CEUs: .7

CSM 731-81

\$215 (Senior Fee \$132.50)
Thurs Oct. 19 - Nov. 2
5 – 7:30 p.m. S 149 Lyons



PERSONAL ENRICHMENT

Arts & Crafts

Lush Fall Wreath

On a generous twig background, you will make and take home a wispy colorful fall wreath. The beautiful wreath includes real lime hydrangeas; also, pumpkins, berries, daisies, autumn flowers, acorns, burnt orange leaves, pods, corn, Chinese lanterns, etc. This is a keeper for years! Please bring scissors and a glue gun.

CRAFT 839-81

\$94 (Senior Fee \$83)

Tuesday Sept. 12

6 - 8 p.m. S 149 McCue



White and Silver Winter Wreath

You will make and take home an elegant white winter wreath with silvers, white hydrangea, white bulbs, silver berries, silver ting, white berries and white icicles over faux snow-covered greenery. It is approximately 22" in size and is lovely at Christmas time and to leave up all winter. It is easy to store then use year after year. Please bring snippers and a glue gun.

CRAFT 839-81

\$94 (Senior Fee \$83)

Tuesday Nov. 7

6 - 8 p.m. S Cafe McCue



Creating with Cricut Design Space

You purchased a Cricut, now what? Learn how to use Cricut Maker or Cricut Explore to create customized projects. The first night, we will start out using paper and making a card. Next, we'll use vinyl and make a sign or cup (your choice). We will use iron-on-vinyl to make a T-shirt with a saying on it. We'll end with any questions you may have about using your Cricut and learn some more advanced techniques. Please bring your Cricut machine, laptop, Cricut Tool Kit, and Cricut standard grip 12x12 cutting mats. We will provide you with a supply list of items you will need to purchase for the class (all things you can buy at a local craft store or online). Also, you need to have signed up and have access to Cricut Design Space.

CRAFT 843-81

\$74 (Senior Fee \$37)

Wednesdays Oct. 4 - 25

5:30 - 8:30 p.m. S 150 Hylinski

Kid at HeART Art Class

Pablo Picasso said "Every child is an artist. The problem is how to remain an artist when we grow up." It's time to get in touch with your inner child and find joy again in art! During these sessions led by Jamie Sansom, an art and museum educator for over 20 years, you can do just that! There's no pressure to be an amazing artist, as we will work on learning how to use different materials and processes to make art for the joy of it. Come with an open mind and a childlike mindset!

ART 776-81

\$135 (Senior Fee \$77.50)

Wednesdays Sept. 13 - Oct. 18

3 - 5 p.m. F 117 Copley-Sansom

ART 776-82

\$135 (Senior Fee \$77.50)

Wednesdays Oct. 25 - Dec. 6

3 - 5 p.m. F 117 Copley-Sansom

No class on Nov. 22

Personal Interest

NEW!

The Simple Life

Joy, contentment, tranquility and rewards are what we are sure we will have "someday." With our physical and mental health in jeopardy from clutter, confusion, distraction, complexity and world news, this seminar could change your life and bring that "someday" into reality no matter what your responsibilities demand. Learn how to relieve anxiety, loneliness and to nourish your soul for daily happiness and how much you really need to pull your wagon. Begin passionate and compassionate living. Passing this style on to your children would be the best gift of all.

PSYCH 756-81

\$79 (Senior Fee \$69.50)

Tuesday Oct. 3

6 - 8 p.m. S 150 McCue

An Introduction to Voiceovers (Virtual)

(Getting Started in Voice Acting)

Explore the craft of voiceovers! Discover current trends, opportunities and tools you need to find success in this growing remote working industry. Read a real script and receive coaching from your instructor, a professional voice actor, to improve your delivery. One-time, 90-minute, one-on-one, video-chat class! Upon registration you will be contacted by Voices For All to schedule your class for a day and time of your convenience. Requirements: Students must have internet access and video chatting capabilities using a method such as: Zoom, Skype (Win/Mac/Mobile) or iChat/FaceTime (Mac/iOS). For ages 18 and older. CEUs: .1

PROF 721-41

\$49 (Senior Fee \$24.50)

Online registration is not available. Please call the Office of Lifelong Learning at 734-384-4127 to register or for more information about the Introduction to Voiceovers Course.

PERSONAL ENRICHMENT

Home

House Genealogy: Researching Your Home and Writing its History

Have you ever wondered how old your home is? Who built it? Who's lived in it? Or its architectural style? Then this course, which teaches the basics of researching your home and property and preparing a house history, is for you. Over the course of eight weeks, you will learn the following:

- *Is my house historic...or just old?*
- *Regional architectural styles*
- *Architectural nomenclature*
- *Conducting a building and site inventory*
- *Using maps, historic photos and printed materials as research tools*
- *The paper chase! – public documents*
- *Visit the county courthouse, city hall and your local cemetery*
- *And in the end, now what?*

HOME 727-81

\$134 (Senior Fee \$67)

Wednesdays Sept. 27 - Nov. 15
6 – 7:30 p.m. C 114 Green



Robotics

Vex Robotics

The VEX Robotic team provides students 3rd grade through college, in three different age groups, the opportunity to learn about competitive robotics as part of a community team. Students can participate year round with new contests and projects being implemented annually. Students will gain an introduction to mechanical, electrical, programming and CAD design while keeping track of individual progress through an engineering notebook. Students also develop additional skills, including multimedia marketing, team building, time management and public speaking. The VEX program operates on the MCCC campus for 12 competitive seasons and is designed to be a year-round, continuous student development program. Interested students should visit a class session to learn more and meet the other team members and mentors. **Contact mmohn@monroeccc.edu for more information.**



Canine Training

Puppy Training/Good Manner Class

The AKC S.T.A.R.™ Puppy Program rewards responsible owners who take the time to train and socialize their new puppies. This program is the puppy level of the AKC's well-known Canine Good Citizen® program. "S.T.A.R." stands for Socialization, Training, Activity and a Responsible owner, all of the things a puppy needs to have a good life. This class is for any puppy, breed or mix under 12 months. Please bring health records with puppy on lead to first class. Retractable leads are not allowed. Class is taught by Cheryl Wassus, AKC, approved CGC Evaluator. CEUs: .4

SPORT 755-81

\$125 (Senior Fee \$62.50)

Wednesdays Sept. 20 - Nov. 1
6 – 6:45 p.m. H 131 Wassus
No class on Oct. 11



AKC Canine Good Citizen/ Therapy Dog Prep

The AKC Canine Good Citizen™ test is the foundation for therapy dog training. This class is based on teaching and training dogs with their handlers through positive reinforcement. We will prepare for evaluation and assessment for therapy dog work. Any age and breed or mix over 12 months old is welcome. Dogs under a year may be accepted if they have basic obedience skills. Please bring health records and your pet on a six-foot lead to class. The evaluation and certification for the AKC title will be a separate fee. Retractable leads are not allowed. Course is taught by Cheryl Wassus, AKC, approved CGC Evaluator, Therapy Dogs International Certified Evaluator. CEUs: .4

SPORT 756-81

\$125 (Senior Fee \$62.50)

Wednesdays Sept. 20 - Nov. 1
7 – 7:45 p.m. H 131 Wassus
No class on Oct. 11

HUMANITIES & LANGUAGE ARTS

Languages

Discover Sign Language (Online Self-paced)

Discover Sign Language teaches you how to sign basic phrases and expand to complete sentences and see how to put it all together, so you can introduce yourself and start a conversation. Along the way you will learn signs for colors, numbers, where you live, family, and the activities you like to do and even the ones you don't. Throughout the course you will learn by watching videos that demonstrate how to make the signs and how to incorporate facial expressions to communicate in this beautiful language. This course is taught using the best practices of the industry with a minimum of audio support. By the end of the course, when you meet a deaf person, you will be ready to sign! CEUs: 2.4

ED2GO course

\$115 Online Start any time.

Speed Spanish (ONLINE)


Imagine yourself speaking, reading and writing Spanish. Now you can with Speed Spanish. This course is designed for anyone who wants to learn Spanish pronto. You will learn six easy recipes for gluing Spanish words together to form sentences. In no time at all, you will be able to go into any Spanish-speaking situation and converse in Spanish.

¡Qué Bueno! There are no prerequisites to take this course; however, you must have email capabilities and access to a personal email account. The instructional materials required for this course are included in enrollment and will be available online. CEUs: 2.4

ED2GO course

\$115 Online. Start any time. Additional levels and topics of Spanish are available.

Italian

In this Italian class you will develop conversational skills, learn how to structure sentences and learn about the history of the Italian culture. There will be an extensive question and answer period at the end of each class. Text required. CEUs: 1.2 

HUMN 703-81

\$59 (Senior Fee \$29.50)
Wednesdays Oct. 4 - Nov. 8
7 - 9 p.m. Z 259 Pool

RX for Laughter

Studies have shown that laughter can actually improve your health! They have found that laughter establishes — or restores — a positive emotional climate and a sense of connection between people. Some researchers believe the major function of laughter is to bring people together. Why not try a laughter Rx workshop? Are you ready to have some FUN and laugh? Join us as we take a look at the "lighter side of life" and laugh away many of our cares. We will take both a side-splitting and a serious look at this prescription and the health benefits that may result.

PSYCH 776-81

\$49 (Senior Fee \$24.50)
Thursday Sept. 21
5:30 - 7 p.m. S 150 Mauter

Thinking Outside the Box

Join this fun workshop. This course will present metacognitive activities ("thinking about thinking"). You will also explore lateral thinking, and take part in interactive "thinking" activities. This workshop will present challenging and thought-provoking puzzles to stimulate your creative thinking.

PSYCH 775-81

\$49 (Senior Fee \$24.50)
Friday Oct. 13
11 a.m. - 1 p.m. S 173b Mauter

REAL ESTATE

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

\$49 (Senior Fee \$29)
Monday Oct. 2
9 a.m. - 4 p.m. Z 259
National School of Real Estate

RELST 703-82

\$49 (Senior Fee \$29)
Monday Oct. 9
4 - 10:30 p.m. Z 259
National School of Real Estate

Cultural

Poetry of Indigenous Peoples *Presented in conjunction with Native American Heritage Month*

Native cultures and languages are varied. Although there are some common threads. They embrace an identification with and a belief in the sacredness of the land; a connection to the spirit world through ceremonies, and a celebration of the seasons and cycle of one's own life. This can be found echoed in their poetry. Class will include original examples of diverse Native poetry.

HUMN 726-81

\$49 (Senior Fee \$24.50)
Friday Nov. 17
10 - 11:30 a.m. S 173b 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 other venues. She is also a Master Online Instructor. Barbara 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.

AVIATION

Drones

Introduction to Drones

Learn how to fly a drone for fun! This beginner's course is designed with the drone enthusiasts in mind and includes everything you need to get started with drones. We will cover basic laws and safety, as well as flight controls and where you can fly legally. The instructor will teach you how to download photos and videos from the drone. You will need to bring a smart phone, as you'll use it to control your drone (unless you buy a remote separately). If you bring your own laptop, the instructor will show you how to transfer the photos/videos as well. This is a hands-on flight training course, and a drone that you will keep is included in the cost.

CEUs: 1.3

PILOT 710-81

\$399 (Senior Fee \$259.50)

Sat/Sun Oct. 14 & 15
9 a.m. – 2:30 p.m. F 185 Knaggs



Enter to Win!

Register using our new **Online Registration System** and be entered into a drawing to earn a **\$50 credit toward a future registration!** Four (4) winners will be selected this semester. *You will be contacted if you are a winner.*

PHOTOGRAPHY



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. 26 - Nov. 14
10 a.m. – 1 p.m. Z 259 Trickey
No class on Oct. 31

PHOTO 710-82

\$94 (Senior Fee \$47)

Tuesdays Sept. 26 - Nov. 14
6:30 – 9:30 p.m. Z 259 Trickey
No class on Oct. 31

PHOTO 710-83

\$94 (Senior Fee \$47)

Thursdays Oct. 5 - Nov. 16
10 a.m. – 1 p.m. F 130 Trickey



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. 5 - Nov. 16
6:30 – 9:30 p.m. F 140 Trickey

PHOTO 715-82

\$94 (Senior Fee \$47)

Fridays Oct. 6 - Nov. 17
10 a.m. – 1 p.m. F 140 Trickey

Landscape and Nature Photography Workshop

Expand your understanding of how to shoot landscape and nature photographs. You and the instructor will be taking photographs, so bring your camera and a tripod if you own one. Topics include light, composition and exposure. Class will take place at Sterling State Park in Monroe.

Prerequisite: Photography I or similar experience. CEUs: .4

PHOTO 722-81

\$49 (Senior Fee \$24.50)

Saturday Oct. 21
2 – 6 p.m. Sterling State Park Trickey

Flash Photography Workshop

Natural light is fantastic, but is not always convenient. Learn how to adjust and use the accessory flash that goes on the camera's hot shoe to create and manipulate light in any situation. You'll also learn how to set a base exposure for your flash and adjust according to the situation. How to bounce and diffuse the flash for a softer look, and how to use the flash outdoors will be covered. CEUs: .4

PHOTO 733-81

\$49 (Senior Fee \$24.50)

Saturday Nov. 4
12 - 4 p.m. Z 259 Trickey

350+ Courses to Choose from

24/7 access anytime, anywhere!



Flexible monthly start dates
Sept. 13, Oct. 18, Nov. 15, Dec. 13



You can discover hundreds of quality online courses and complete them anytime, anywhere! Our online courses are informative, fun, convenient and highly interactive. We focus on creating warm, supportive communities for our learners. New course sessions begin monthly. 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.

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 Enrollment Options. Follow the instructions to enroll. Here you will enter your e-mail and choose a password that will grant you access to the classroom. You will also pay for your course at this time.
3. 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.

LEARN FROM THE COMFORT OF HOME

Complete any of these courses entirely from your home or office and at any time of the day or night.



ARTS AND DESIGN

Graphic Arts
Photography
Web Design

BUSINESS

Accounting
Administrative
Communication
Finance
Marketing and Sales
Operations
Project Management
Small Business
Soft Skills

COMPUTER APPLICATIONS

Microsoft
(see more info on page 17)
Quickbooks
(see more info on page 17)
Windows
Google

COMPUTER SCIENCE

Database Management
Programming

CONSTRUCTION & TRADES

Trades

HOSPITALITY

Catering
Pet Sitting Business

HEALTH AND FITNESS

Alternative Medicine
Fitness
Medical
Veterinary
Wellness

INFORMATION

TECHNOLOGY
Networking
Security
Cloud Computing
Cybersecurity

LANGUAGE

French
Japanese
Sign Language

LEGAL

Legal Studies

MATH AND SCIENCE

Mathematics and Science

TEACHER

PROFESSIONAL
DEVELOPMENT
Child Development
Classroom Technology
Math and Science
Reading and Writing

TEST PREP

Exam Prep

WRITING

Writing and Editing

Learn Microsoft Office from the comfort of home! MICROSOFT OFFICE & QUICKBOOKS TOPICS

Microsoft Word

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

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!

Microsoft PowerPoint

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

Microsoft Access

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

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.

Introduction to Quickbooks Online

This QuickBooks course will teach you how to manage your business finances with QuickBooks Online. This powerful accounting software has helped millions of small business owners oversee their finances. Now that the cloud-based version is outpacing the desktop version, there's no better time to refresh your QuickBooks knowledge.

Getting Started with Google Workspace

In this Google Workspace training course, you will learn about the many free apps (Gmail, Docs, Sheets, Slides, Drive, Contacts, Calendar, Meet, and Chat) that Google makes available on the web and how to put them to work for business, hobbies, and personal projects. You will find out how to use each of the most popular Google apps and how they fit together to support each other and make things easier for you — from sending email messages to creating business and personal documents to sharing files and more.

Marketing Your Business on the Internet

Find out how to market your business on the Internet, even if you have little or no money to spend! In this practical, hands-on course, you'll discover proven methods that will help you establish an Internet presence and build an online brand identity. You'll learn how search engine optimization (SEO) works and how to track your site's performance using web analytics. You will discover how to use online advertising, email marketing, and social media (including blogs) to drive business to your website. Finally, you'll learn how to keep your visitors coming back again and again!

Microsoft Publisher

Desktop publishing is not just for design professionals! Microsoft Publisher puts desktop publishing within everyone's reach, with easy-to-use templates and designs that help you create dozens of different publication types, including greeting cards, banners, flyers, and booklets. Best of all, if you have a Microsoft 365 subscription on a Windows PC, Publisher is available at no extra cost. The online Introduction to Microsoft Publisher course teaches you how to use Microsoft Publisher through a series of engaging and useful projects. With each project, you not only learn about a new publication type, but you also build a set of core application skills that will carry through to your own future projects, no matter what type of publication you need. By course completion, you will know how to create a brochure, design business cards, and much more!

Introduction to Microsoft Project

Microsoft Project is a staple for project management and remains the most widely-used project management software across all industries. If you manage projects in your organization, learning how to use this longstanding resource is key to successfully and effectively seeing your projects through to completion. In this course, you will discover how to effectively plan, implement, and control projects using Microsoft Project 2019. From sequencing tasks, producing a baseline, and assigning resources and costs, to tracking progress and revising your project plan, Microsoft Project can help you organize all your project's details. Armed with this information, you will avoid stalling or overloading your schedule. If you encounter trouble, you will know how to best utilize Project 2019 to get your project back on track.

Find your course at www.ed2go.com/Monroe and follow the steps to register and pay.

24/7 access anytime, anywhere!



Flexible monthly start dates
Sept. 13, Oct. 18, Nov. 15, Dec. 13



Career Training Programs from Monroe County Community College

Monroe County Community College, in partnership with **ed2go**, offers online open enrollment programs designed to provide the skills necessary to acquire professional level positions for many in-demand occupations.

Our programs are designed by a team of professionals from each respective field, providing you with effective web-based learning programs. Instructors/mentors are actively involved in your online learning experience, responding to any questions or concerns, as well as encouraging and motivating you to succeed.

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

Medical Billing and Coding 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 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 Healthcareer Association (NHA). 530 HRS

Certified Bookkeeper The Certified Course helps professional bookkeepers earn prestigious American Institute of Professional Bookkeepers (AIPB) certification. 140 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) 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 This course teaches the competencies needed to prepare you to sit for the AAPC Certified Outpatient Coder (COC) certification exam. 200 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 Online Acquire the skills you need to make the most of Quickbooks Online. Learn how to get your business finances in order. 100 HRS

Payroll Practice and Management 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 This course is an ideal course for individuals interested in advancing their knowledge of information and systems security. 75 HRS

CompTIA Security+ Certification Training 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

Web Applications Developer Master the skills you need to create dynamic databasedriven websites using the latest technologies. 360 HRS CompTIA

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

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



Find your course at
<https://careertraining.ed2go.com/mccc/>
and follow the steps to register and pay.

Launch your **NEW CAREER IN TECHNOLOGY** with our **FAST-TRACK ONLINE BOOTCAMPS**

- UX/UI Design
- Digital Marketing
- Software Development
- Tech Sales
- Data Analytics

Flexible, online programs to take you from beginner to employable. Upright's Career Bootcamps teach adult learners the skills they need to enter a new career in tech. The purpose of these courses is to take students from beginner to employable. Career Bootcamps include career services and access to Upright's Employer Network.

Unlimited career support until you land a job in your field. Completing our bootcamp will equip you to secure employment within a 3-6 month period. The true work begins post-graduation, when you will receive guidance from a dedicated career coach until you find a job.

What you can expect?

- 100% online learning
- 1:1 coaching and mentorship
- Fast-paced, job-ready training
- Networking and introductions
- Grants and scholarships

OUR PROGRAMS *Types of Content: Career Bootcamps, Career Ignition Courses, Introductory Courses*

Upright's Introductory courses prepare learners for the fundamentals needed in order to be successful in either the career ignition courses or the career bootcamps within each subject area.

Software Development

Software development courses comprise a range of cutting-edge technologies across multiple languages and frameworks, mainly within the JavaScript family. Bootcamp courses teach front-end and back-end development by emphasizing a practical application of these skills to develop web and mobile-friendly applications. Ignition programs include skill development in specific areas, such as HTML & CSS or JavaScript Programming. Introductory Courses offer individual certifications in these particular areas to demonstrate essential competencies.

UX/UI Design

The UX/UI Design Bootcamp is an immersive, synchronous, instructor-led Career Bootcamp that teaches adults the skills they need to launch a technology career. Starting with the fundamentals, students will quickly advance through topics of increasing complexity, applying creative problem-solving skills to design and iterating on designs based on research. Students leave this course with a portfolio of work to showcase to potential employers as well as real-world experience that can be immediately applied to a professional career.

Tech Sales

The Tech Sales Bootcamp is a part-time Career Bootcamp that teaches adults the skills they need to launch a career in technology sales. Learners will leave the course understanding the complex languages, sales strategies and client management methodologies needed to be successful within a diverse subset of industries in tech.

Digital Marketing

The Digital Marketing Bootcamp is a part-time Career Bootcamp that teaches the essential skills necessary to launch a digital marketing career. Learners will start with the fundamentals and progress through a variety of strategies and topics to solve complex marketing challenges within the evolving tech space.

Data Analytics

The Data Analytics Bootcamp is a part-time, flex, mentor-led, Career Bootcamp that covers a variety of tools used to drive and guide complex, big-data oriented decisions. Learners will become experts in analysis, cleaning, mining, synthesis and decision-making in order to influence key decisions within an increasingly complex business environment.

For more information, including price and descriptions, visit
<https://bootcamp.monroeccc.edu/>



destination DANCE SCHOOL

Quality and life-enriching instruction in tap, jazz, ballet, modern, theatre dance and ballroom for ages 4 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
- Master's degree in dance from Ohio State University
- Michigan Dance Council board member
- 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 more information or questions regarding course offerings at **Destination Dance School**, please contact
Director Kellie Lajiness
at klajiness@monroeccc.edu.

SEASON SCHEDULE

Season 14 begins September 11

OPEN HOUSE
for new and returning students
5 – 7 p.m.

Wednesday, August 23

or

Thursday, August 24

Health Education Building, Room 139

Meet the instructor
&
Receive policies and
attire guidelines

Holiday Showcase
Thursday, December 14
at 6:30 p.m.

Annual Spring Recital
Thursday, May 23, 2024
at 6:30 p.m.

Continuation Classes
Our continuation classes offered
this semester will resume in
January.

NEW classes
will follow in February.

Summer schedule of classes
begin in June, 2024.

Fall Offerings

This class schedule is intended to
continue through May 2024.

Intro Tap/Pre-Ballet Combo I Age 4 - 6

\$78 per section
Wednesdays 4:30 - 5:25 p.m. H 139
DANCE 734-81 Sept. 13 - Oct. 18
DANCE 734-82 Oct. 25 - Dec. 6
No class on Nov. 22

Youth Primary Ballet I Age 7 - 9

\$69 per section
Tuesdays 4:15 - 4:55 p.m. H 139
DANCE 769-81 Sept. 12 - Oct. 17
DANCE 769-82 Oct. 24 - Dec. 5
No class on Oct. 31

Youth Jazz and Tap Combo I Age 7 - 9

\$78 per section
Mondays 4:30 - 5:25 p.m. H 139
DANCE 787-81 Sept. 11 - Oct. 16
DANCE 787-82 Oct. 23 - Dec. 4
No class Nov. 20

Pre-Teen Tap Age 9 - 12

\$69 per section
Saturdays 12 - 12:40 p.m. H 139
DANCE 743-81 Sept. 16 - Oct. 28
DANCE 743-82 Nov. 4 - Dec. 16
No class on Oct. 21 or Nov. 25

Pre-Teen Theater Jazz Age 9 - 12

\$78 per section
Saturdays 12:45 - 1:40 p.m. H 139
DANCE 760-81 Sept. 16 - Oct. 28
DANCE 760-82 Nov. 4 - Dec. 16
No class on Oct. 21 or Nov. 25

*More classes offered on the
next 2 pages!*

destination DANCE SCHOOL



Teen/Adult Tap II

\$69 per section (Senior Fee \$34.50)
Tuesdays 5 - 5:40 p.m. H 139
DANCE 782-81 Sept. 12 - Oct. 17
DANCE 782-82 Oct. 24 - Dec. 5
No class on Oct. 31

Better Balance Ballet Barre Exercise Level I

\$69 per section (Senior Fee \$34.50)
Tuesdays 5:45 - 6:25 p.m. H 139
DANCE 792-81 Sept. 12 - Oct. 17
DANCE 792-82 Oct. 24 - Dec. 5
No class on Oct. 31

Teen/Adult Tap Level I

\$69 per section (Senior Fee \$34.50)
Wednesdays 5:30 - 6:10 p.m. H 139
DANCE 757-81 Sept. 13 - Oct. 18
DANCE 757-82 Oct. 25 - Dec. 6
No class Nov. 22

Better Balance Ballet Barre Exercise Level II

\$69 per section (Senior Fee \$34.50)
Wednesdays 6:15 - 6:55 p.m. H 139
DANCE 805-81 Sept. 13 - Oct. 18
DANCE 805-82 Oct. 25 - Dec. 6
No class on Nov. 22

Teen/Adult Intermediate Theatre Tap

\$78 per section (Senior Fee \$39)
Wednesdays 7 - 7:55 p.m. H 139
DANCE 773-81 Sept. 13 - Oct. 18
DANCE 773-82 Oct. 25 - Dec. 6
No class on Nov. 22

Teen/Adult Ballet Level III/IV Age 13+

\$87 per section (Senior Fee \$43.50)
Mondays 6:45 - 7:55 p.m. H 139
DANCE 772-81 Sept. 11 - Oct. 16
DANCE 772-82 Oct. 23 - Dec. 4
No class on Nov. 2



Make MCCC your destination for action-packed dance!
New members are welcome!

Please note: If you are looking for a different class, age group or time slot, additional classes may be added to meet your needs.

*Contact Destination Dance Director Kellie Lajiness at
klajiness@monroeccc.edu.*



Recruiting New Tap Company Members!

Fall Auditions:
Wednesday, August 23, 7 - 8 p.m.
Health Education Building, Room 139

Destination Tap Collective: Intermediate/Advanced Teen/ Adult Company Class

\$87 per section
Mondays 5:30 - 6:40 p.m. H 139
DANCE 762A-81 Sept. 11 - Oct. 16
DANCE 762A-82 Oct. 23 - Dec. 4
No class on Nov. 2

PRIVATE DANCE LESSONS

Private dance lessons are
available in any field of study,
and you may purchase any
number of lessons.

Private Lesson Fees:
\$55 per hour.

IODE AUDITIONS FOR 2023-2024 SEASON

MCCC's Inside Out Dance Ensemble
will hold auditions for adult dancers age 18+ and
apprentices ages 14+.

Please choose one time to attend.

Friday, September 15 • 5 - 7 p.m. • H 139

Saturday, September 16 • 9 - 11 a.m. • H 139

For more information email klajiness@monroeccc.edu

DANCE



destination DANCE SCHOOL

American Rhythm and Smooth Ballroom Offerings for Teens and Adults

Although you may prefer your own partner, partners are not required for group classes or private instruction.

MONDAY MORNING CONTINUATION CLASSES

Ballroom Level II/III – Class I Foxtrot/Rumba/Cha Cha DANCE 703-81

\$78 (Senior Fee \$39)

Mondays Sept. 11 - Oct. 16
11 - 11:55 a.m. H 139

Ballroom Level II/III – Class II Waltz/Swing/American Tango DANCE 703-82

\$78 (Senior Fee \$39)

Mondays Oct. 23 - Dec. 4
11 - 11:55 a.m. H 139
No class on Nov. 20

MONDAY EVENING OFFERINGS

New Adult Beginner Variety I Class I Waltz/Nightclub Two-Step and Salsa

DANCE 702-81

\$78 (Senior Fee \$39)

Mondays Sept. 11 - Oct. 16
8 - 8:55 p.m. H 139

Adult Beginner Variety I Class II Foxtrot/Swing and Rumba

DANCE 702-82

\$78 (Senior Fee \$39)

Mondays Oct. 23 - Dec. 4
8 - 8:55 p.m. H 139
No class Nov. 20

WEDNESDAY EVENING CONTINUATION CLASSES

Adult Ballroom Level I/II Class I Continuation: Foxtrot/ Rumba/Swing

DANCE 702-83

\$78 (Senior Fee \$39)

Wednesdays Sept. 13 - Oct. 18
8 - 8:55 p.m. H 139

Adult Ballroom Level I/II Class II Continuation: Waltz/ Cha Cha/Swing

DANCE 702-84

\$78 (Senior Fee \$39)

Wednesdays Oct. 25 - Dec. 6
8 - 8:55 p.m. H 139

No class on Nov. 22



Wedding Bells Ballroom Package

Package includes one introductory planning session and three private lessons.

Email Kellie Lajiness at
klajiness@monroeccc.edu for
initial contact.



NEW!

Practice Makes Perfect!

For participating ballroom students
Monthly ballroom lessons/parties
Sunday afternoons in H 139



Tae Kwon Do

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. Class is taught by Instructor Master Mark Bergmooser, a certified 5th-degree black belt and Instructor Frank Stasa. Open to students age 5 and older.

\$60 (Senior Fee \$31.50) – classroom training only (no private lessons)

\$95 (Senior Fee \$59) – 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 in advance and receive a \$15 discount. There are no discounts for sections with private lessons.

HPE 712-81 – classroom only

\$165 (Senior Fee \$84)

Tues/Thurs Sept. 14 - Dec. 5
6:30 - 7:45 p.m. H 139 Bergmooser/
No class on Oct. 31, Nov. 14 & 23 Stasa

HPE 712A-81 – classroom only

HPE 713-81A – classroom plus one private lesson

Tues/Thurs Sept. 14 - Oct. 5
6:30 - 7:45 p.m. H 139 Bergmooser/
Stasa

HPE 712B-81 – classroom only

HPE 713-81B – classroom plus one private lesson

Tues/Thurs Oct. 10 - Nov. 2
6:30 - 7:45 p.m. H 139 Bergmooser/
No class on Oct. 31 Stasa

HPE 712C-81 – classroom only

HPE 713-81C – classroom plus one private lesson

Tues/Thurs Nov. 7 - Dec. 5
6:30 - 7:45 p.m. H 139 Bergmooser/
No class on Nov. 14 & 23 Stasa



Introduction to Pickle Ball

Pickle Ball is America's fastest growing sport and MCCC has three indoor courts in its gymnasium. Learn this great sport for all ages from Linda Thralls, an experienced pickle ball player and physical education teacher. You will learn the rules of the game; scoring, and techniques including service, returns, dinks and more. Please dress to play the game, including gym shoes. If you do not have your own equipment, we have paddles and balls available for use during class. By the end of the fourth session, you will be prepared to participate in our open gym time that begins on Wednesday, October 18.

HPE 777

\$59 (Senior Fee \$59)

Tuesdays Sept. 19 – Oct. 17
6 – 8:30 p.m. H 131 Staff
No class on Oct. 10



Open Pickle Ball

MCCC is offering open Pickle Ball on Wednesday and Friday mornings from 9 a.m. to noon, as well as Thursday evenings from 6 to 8:30 p.m. MCCC has three indoor courts in its gymnasium. This opportunity to play is open for any level.

This open court time schedule is as follows:

Wednesdays and Fridays 9 a.m. to Noon and Thursdays 6 to 8:30 p.m.

No Pickle Ball on October 20, November 23 and 24.

The cost for both mornings and evenings (27 dates) is \$79.

The cost for evenings only (9 dates) is \$36.

HPE 777-71 – Wed., Thurs. and Friday

\$79 (Senior Fee \$79)

Oct. 18 - Dec. 22

HPE 777-72 – Thursday evening only

\$36 (Senior Fee \$36)

Oct. 19 - Dec. 21

Mindful Movement Yoga

Yoga

Yoga is an ancient practice of mindfulness and connection. In an hour class, students will be led through various poses in a slow, dynamic way to cultivate more flexibility, strength and balance in their bodies. Breathing and meditation practices will also be incorporated to help calm the mind and release stress. Multiple levels will be shown in each class. Please inform your teacher of any ailments or limitations that you may have that would restrict your practice. Required materials: yoga mat, hand towel. Optional materials: yoga block.

YOGA 703-81

\$90 (Senior Fee \$45)
Wednesdays Aug. 23 - Sept. 27
5:30 - 6:30 p.m. Z 275 Whited

YOGA 703-82

\$90 (Senior Fee \$45)
Wednesdays Oct. 4 - Nov. 8
5:30 - 6:30 p.m. Z 275 Whited

YOGA 703-83

\$90 (Senior Fee \$45)
Wednesdays Nov. 15 - Dec. 20
5:30 - 6:30 p.m. Z 275 Whited

Meditation

Meditation is a grounding practice that teaches us to move from a state of reactivity to receptivity. In this 30-minute seated practice, relaxation techniques such as deep breathing, visualization and progressive muscle relaxation will be used to activate a deep relaxation response. When practiced regularly, these activities lead to a reduction in your everyday stress levels and a boost in your feelings of joy and peace. Please bring a yoga mat, meditation cushion or yoga blanket to sit on.

YOGA 702-81

\$60 (Senior Fee \$30)
Wednesdays Aug. 23 - Sept. 27
6:30 - 7 p.m. Z 275 Whited

YOGA 702-82

\$60 (Senior Fee \$30)
Wednesdays Oct. 4 - Nov. 8
6:30 - 7 p.m. Z 275 Whited

YOGA 702-83

\$60 (Senior Fee \$30)
Wednesdays Nov. 15 - Dec. 20
6:30 - 7 p.m. Z 275 Whited

Sign up for Yoga and Meditation and receive a \$20 discount.

YOGA 703-81A

\$130 (Senior Fee \$65)
Wednesdays Aug. 23 - Sept. 27
5:30 - 7 p.m. Z 275 Whited

YOGA 703-82A

\$130 (Senior Fee \$65)
Wednesdays Oct. 4 - Nov. 8
5:30 - 7 p.m. Z 275 Whited

YOGA 703-83A

\$130 (Senior Fee \$65)
Wednesdays Nov. 15 - Dec. 20
5:30 - 7 p.m. Z 275 Whited



Lunchtime Yoga

Take a brief break from work and do something great for your mind and body that will refuel you for the next part of your day. Designed for all levels and to help you slow down, decompress, increase productivity and improve focus. Join us for a mid-day stretch and stress release.

YOGA 703-84

\$45 (Senior Fee \$22.50)
Wednesday Sept. 6 - Oct. 11
11:45 a.m. - 12:30 p.m. H 139 Whited

YOGA 703-85

\$45 (Senior Fee \$22.50)
Wednesday Oct. 18 - Nov. 22
11:45 a.m. - 12:30 p.m. H 139 Whited

Personal Trainer Certification Course - Hybrid (virtual lectures and in-person practical skills labs)

This hybrid course includes virtual lectures plus in-person practical skills lab on campus.

Get all the information needed to start an exciting fitness career and become a Certified Personal Trainer. Turn your fitness passion into a profession.

For more information, including a complete description of this course see page 7.

Class begins October 7.



ENGINEERING

Basics of Geometric Dimensioning & Tolerancing

This is a basic class in Geometric Dimensioning & Tolerancing (GD&T) based on the ASME Y14.5 2018 Dimensioning & Tolerancing standard. You will learn the fundamental rules and application of dimensions and GD&T. You will learn to recognize and apply the various dimensioning and GD&T symbols to individual parts and assemblies. This course provides a thorough application of datum and the associated geometric tolerances. Hands on application assignments will be given to reinforce the application of the GD&T standard. Cost includes textbook, materials, coffee, doughnuts and lunch each day. Enrollment is limited.

DRFTG 721-71

\$799 (Senior Fee \$706.25)

Thursdays Oct. 19 – Nov. 2

8 a.m. – 4:30 p.m. F 185 Staff

Basic Blueprint Reading

This course covers the basic principles essential for interpretation of blueprints and engineering drawings. Fundamental symbols, signs and techniques, as well as size and shape description are emphasized. Topics to be covered include:

- Alphabet of lines and types of blueprints
- Basic View - Layout - Clay Models
- Auxiliary views and section views
- Threads
- Basic dimensioning
- Basic tolerancing
- Basics of GD&T
- Surface finish

Cost includes 16 hours of instruction, materials, and coffee and doughnuts each day. Enrollment is limited.

MECH 726-71

\$469 (Senior Fee \$412)

Thursdays Sept. 21 – Oct. 12

8 a.m. – Noon Z 257 Staff

To schedule any of these courses for your organization, please contact Barry Kinsey at bkkinsey@monroeccc.edu or (734) 384-4124.

BUSINESS

Management

Leadership Training

First time offered! We are excited to have presenter Patrick Lambrix, who is Maxwell Leadership Certified, lead these half-day sessions. Patrick spent his career leading and building up others. With humor, heart and unique insight, he shares what he has gleaned from decades of experience and from the Maxwell Leadership Program. Your takeaways from these workshops will be practical and easy to apply to everyday life.

Becoming a Person of Influence - How to Positively Impact the Lives of Others

Whatever your vocation or aspiration, you can increase your impact on others by becoming a person of influence. Learn simple, insightful ways to interact more positively with others, and watch your personal and organizational success go off the charts.

- Managers will see their employees respond with new enthusiasm.
- Parents will connect with their children on a deeper level.
- Coaches will see their clients blossom.
- Speakers will reach more people.
- Salespeople will break records.

MMGT 952 - 71

\$99 (Senior Fee \$87)

Thursday Oct. 5

8 a.m. – Noon Z 259 Lambrix

Everyone Communicates, Few Connect

"Only one thing stands between you and success. It isn't experience. It isn't talent." The ability to connect with others is a major determining factor in reaching your full potential. It's no secret! Connecting is a skill you can learn and apply in your personal, professional and family relationships — and you can start now by taking this workshop! This program is designed for anyone wishing to enhance their communication skills. World-renowned leadership expert John C. Maxwell says if you want to succeed, you must learn how to connect with people. And while it may seem like some folks are just born with it, the fact is anyone can learn how to make every communication an opportunity for a powerful connection. In Everyone Communicates, Few Connect, you will learn the Five Principles and Five Practices to develop the crucial skill of connecting, including:

- Finding Common Ground
- Keeping Your Communication Simple
- Capturing People's Interest
- Inspiring People
- Staying Authentic in all Your Relationships

COMM 752 - 71

\$99 (Senior Fee \$87)

Thursday Nov. 2

8 a.m. – Noon Z 259 Lambrix

WORKPLACE HEALTH & SAFETY

Health & Safety

To schedule any of these courses for your organization, please contact Barry Kinsey at bkinsey@monroeccc.edu or (734) 384-4124.

HealthGuard Professional Food Manager

Owners and managers of food service establishments have a responsibility to provide safe food to their customers. They need to understand that the consequences of inadequate food safety knowledge or poor hygienic practices can be very serious. 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

\$159 (Senior Fee \$137)
Tuesday Sept. 12
8 a.m. - 6 p.m. Z 257 Childress

CSM 718-72

\$159 (Senior Fee \$137)
Tuesday Oct. 10
8 a.m. - 6 p.m. Z 257 Childress



OSHA HAZWOPER Training – 24 Hour Operations Level

This three day course of lectures, classroom discussions, demonstrations, and hands-on exercises covers:

- Relevant federal and State of Michigan regulations
- Recognition of health and safety hazards
- Hazard and risk assessment
- Personal protective equipment
- Decontamination
- Spill control and containment
- Emergency response planning
- Incident command system fundamentals

Certificates of completion and CEUs will be awarded as evidence of training for OSHA. Breakfast and lunch included.

PERS 735-71

\$599 (Senior Fee \$537.13)
Tues/We/Thurs Nov. 7 - 9
8 a.m. – 4:30 p.m. F 185 Staff

First Aid, Adult CPR/AED

This first aid program is designed to provide basic understanding and awareness of ill or injured persons in the workplace. Participants are educated as to scene safety, first on scene emergency care, concerns regarding the complications of medical or trauma patients from improper actions, and instructions to assist trained emergency care providers in caring for victims. This Adult Cardiovascular Pulmonary Resuscitation (CPR) and Automatic External Defibrillator (AED) Training course is designed to train lay persons how to deal with adult cardiovascular emergencies such as heart attack, heart stoppage, or respiratory difficulties. In the course, students will observe and practice rescue breathing, CPR techniques and AED use. Students must show competency in these skills, through a paper and pencil examination and through demonstration. Prior study of the course materials produces the result in certification. Students who meet the competencies will be given a certification card in Adult CPR and AED use. Cost includes breakfast and lunch.

MEDCL 806A-71

\$129 (Senior Fee \$119.88)
Tuesday Oct. 17
8 a.m. – 4:30 p.m. F 130 Staff

OSHA 10 General Industry

The class is conducted in accordance with OSHA Outreach Training Programs guidelines. The class is designed for students to recognize and the prevention of hazards in General Industry. The emphasis is for hazards identification, avoidance, control and prevention. Students who complete the course and pass the test will receive a 10 Hour course completion card for General Industry issued by OSHA. This training is a very interactive class between the instructor and students with lots of questions. The training will also include discussion of the OSHA Act, other types of OSHA standards, types of penalties, most cited violations, how to handle an onsite OSHA inspection, and corporate and Site Specific Safety Plans. *Breakfast and lunch included.*

PERS 781-71

\$369 (Senior Fee \$326.50)
Mon/Tues Sept. 25 & 26
8 a.m. to 3 p.m. Z 259 Staff



DOT/RCRA Waste Manifest Training

This full day training session meets the Department of Transportation (DOT) General Awareness and Safety Training requirements outlined in 49CFR172 Sub Part H and EPA 40CFR Part 262 basic training requirements under the Resource Conservation and Recovery Act (RCRA) for Small Quantity Generators (SQGs). It includes function specific information such as how to identify hazardous materials according to U.S. Department of Transportation (DOT) hazardous material shipping criteria and how to recognize appropriate documentation requirements for Hazardous and Non-Hazardous materials shipping papers and waste manifests. A review of the Hazardous Waste Generator Categories and Accumulation Requirements and differences between DOT Shipping papers and Hazardous Waste Manifests. *Coffee and doughnuts included.*

PERS 791-71

\$259 (Senior Fee \$242)
Wednesday Oct. 11
8 a.m. – 5 p.m. Z 259 Staff



All of these Microsoft classes will meet via Zoom.

Please note: To participate in this virtually led Zoom training, you must have Windows 10 or 11 with Office 365 installed. It is preferable to have dual monitors, but not required.

Login instructions will be sent to you via the email address you provide at registration.

Basic Excel (Zoom)

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

\$109 (Senior Fee \$63)

Fridays Sept. 22 - Oct. 6

9 a.m. - Noon Zoom Colston

Intermediate Excel (Zoom)

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

\$109 (Senior Fee \$63)

Fridays Oct. 13 - 27

9 a.m. - Noon Zoom Colston

Advanced Excel (Zoom)

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

\$109 (Senior Fee \$58)

Fridays Nov. 3 - 7

9 a.m. - Noon Zoom Colston

Power BI (Zoom)

This four-day, instructor-led course will teach you how to use the entire Power BI and Power BI Desktop toolset as your business intelligence platform. You'll learn how to implement solutions using the Power Query, PowerPivot, PowerView, Power Map, Power BI, Power BI Desktop and Excel Services for SharePoint. This course is packed with hands-on labs to reinforce class topics and provide you with the skills to successfully create impressive dashboards, reports and other business intelligence solutions. This course teaches you everything you need to know to implement BI solutions using Power Query, PowerView, PowerPivot, Power Map, Excel Services and Power BI. CEUs: 1.2

MICRO 934-71

\$139 (Senior Fee \$73)

Fridays Oct. 13 - Nov. 3

1 - 4 p.m. Zoom Colston

To schedule any of these courses for your organization, please contact Barry Kinsey at bkinsey@monroeccc.edu or (734) 384-4124.

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.

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 but our main method of communication will be email. You may inquire directly about your class status by contacting the Office of Lifelong Learning.

Refund Policy

Students will receive a 100% refund when withdrawing prior to the day of the first class meeting. No refund will be issued after this time.

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.

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.monroeccc.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.

GENERAL INFORMATION

Safety Services at MCCC

Contact Information

Police/Fire Emergency: 911

Office Hours: 7 a.m. – 10 p.m. Monday - Friday,

Location: Building S, Room 142 (in the main lobby)

Phone: Contact the Switchboard (when on campus) by dialing 0.

Main Phone: 734-457-6007

Mobile Phone: 734-735-9401

Safety Services Provided

Safety escorts

Crime prevention services

Campus information/directions

Lost and found

Incident reports

MORE ABOUT CAMPUS SAFETY SERVICES AT MCCC

At MCCC, we are serious about providing a safe campus for our students, employees and visitors; our security staff is comprised of individuals with extensive law enforcement and/or security experience and knowledge.

Our security staff has an excellent working relationship with local law enforcement agencies, including the Monroe County Sheriff's Department and the Michigan State Police.

Both foot and vehicle security/safety patrols are conducted throughout the day and evening.

In addition to institutional safety procedures, students and staff are encouraged to be personally responsible for their own security as well as others and to report all suspicious activity.

Title IX Office for Discrimination and Sexual Harassment

The college's Equal Opportunity Officer and Title IX and Section 504/ADA Coordinator and Compliance Officer for discrimination and sexual harassment is:

Director of Human Resources

Monroe County Community College

1555 South Raisinville Road

Monroe, Michigan 48161

734-384-4245

ltorbet@monroeccc.edu

Hours: 8 a.m. – 4:30 p.m. Monday-Friday

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 payment or monthly payments are deducted immediately from your account on the 5th 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 Pay

Deadline to Enroll	Required Down Payments	Number of Payments	Months of Payments
Sept. 22	none	4	Oct. - Jan.
Oct. 20	25%	3	Nov. - Jan
Nov. 17	50%	2	Dec. & Jan.

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. Go to the college's website at monroeccc.edu/LL
4. At the bottom of the page, click on "Payment Plan for Select classes" or go directly to: <https://online.campuscommerce.com/signin/4L5LB>
5. Register for an account or sign-in, 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.**

Release of Liability and Assumption of Risk For Fitness Activities at Monroe County Community College Fitness or Dance Courses

If you are taking any of the fitness or dance 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.

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 will be required to complete this form at the time of registration. It will be provided to you when you register online.

Registration
Term and Year

Fall 2023

Monroe County Community College
Lifelong Learning Registration Form
Corporate and Community Services Division
1555 S. Raisinville Rd.
Monroe, MI 48161



*** One Form per Student ***

Student ID#

Last Name	First Name	M.I.

Birthdate / /	Gender M F Other	E-Mail Address

Home Address

City	State	ZIP Code

Residency Status			
<input type="checkbox"/> Monroe County	<input type="checkbox"/> Washtenaw County	<input type="checkbox"/> Jackson County	<input type="checkbox"/> Lucas County <input type="checkbox"/> Other, OH
<input type="checkbox"/> Lenawee County	<input type="checkbox"/> Oakland County	<input type="checkbox"/> Livingston County	<input type="checkbox"/> Fulton County <input type="checkbox"/> Other State
<input type="checkbox"/> Wayne County	<input type="checkbox"/> Macomb County	<input type="checkbox"/> Other County, MI	<input type="checkbox"/> Wood County

Phone Number () <input type="checkbox"/> Day <input type="checkbox"/> Cell

SSN # *

* Social Security Number is required if setting up a payment plan for selected classes.

Course Number	Class Title	Time	Start Date	Location	Tuition

Tuition & Fees	Method of Payment	Credit Card Fees
Fee(s): \$ _____	<input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> Credit Card (Visa, MC, Discover)	A 2% convenience fee will be charged to the cardholder for debit or credit 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.
TOTAL DUE: \$ _____	Card # _____ Exp. Date _____	Rcvd. By: _____ Date: _____

REGISTRATION RECEIPT: ☐ Mail to me ☐ Email to me ☐ I do not need a receipt

**When you register online, a receipt will be generated for you.
Cash payments must be made in person at our office.**



What do you want to see in our next schedule?

COURSE SUGGESTIONS

Email us your ideas at: noncredit@monroeccc.edu