

BUSINESS & INDUSTRY | WORKFORCE TRAINING | PROFESSIONAL DEVELOPMENT



Paralegal and Legal Support Training Courses

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

Legal Studies Sessions:

January 11 – February 26
 March 8 – April 23
 May 3 – June 18
 June 28 – August 13
 August 23 – October 8

Paralegal Certificate Course

\$1595 + Books & Westlaw / 90
 CLOCK HOURS

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

Advanced Paralegal Certificate Course

\$2400 + Books & Westlaw / 270
 CLOCK HOURS

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

Advanced Paralegal Individual Topics

\$400 PER TOPIC / 45 CLOCK HOURS
 PER TOPIC

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

Immigration Law
 Education Law
 Criminal Procedure
 Intellectual Property

Legal Secretary Certificate Course

\$995 + Books / 45 CLOCK HOURS

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

Legal Nurse Consultant Training Course

\$1195 + Books / 42 CLOCK HOURS

This program prepares registered nurses for a career in the legal field as legal nurse consultants.

Victim Advocacy Certificate Course

\$995 + Books / 45 CLOCK HOURS

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



Other courses available to you include:

Advanced Legal Research and Writing Certificate Course

\$995 + Books / 50 CLOCK HOURS

eDiscovery for Paralegals

\$995 + Books / 45 CLOCK HOURS

Software Essentials for the Law Office

\$995 + Books / 50 CLOCK HOURS

Personal Injury for Paralegals

\$995 + Books / 45 CLOCK HOURS

Employment Law Certificate Course

\$995 + Books / 45 CLOCK HOURS

Medical Professional Legal Consultant

\$1295 + Books / 45 CLOCK HOURS

Legal Investigation Certificate Course

\$995 + Books / 45 CLOCK HOURS

Alternative Dispute Resolution (Mediation) Certificate Course

\$995 + Books / 45 CLOCK HOURS

Intellectual Property Law for Engineers Certificate Course

\$995 + Books / 45 CLOCK HOURS

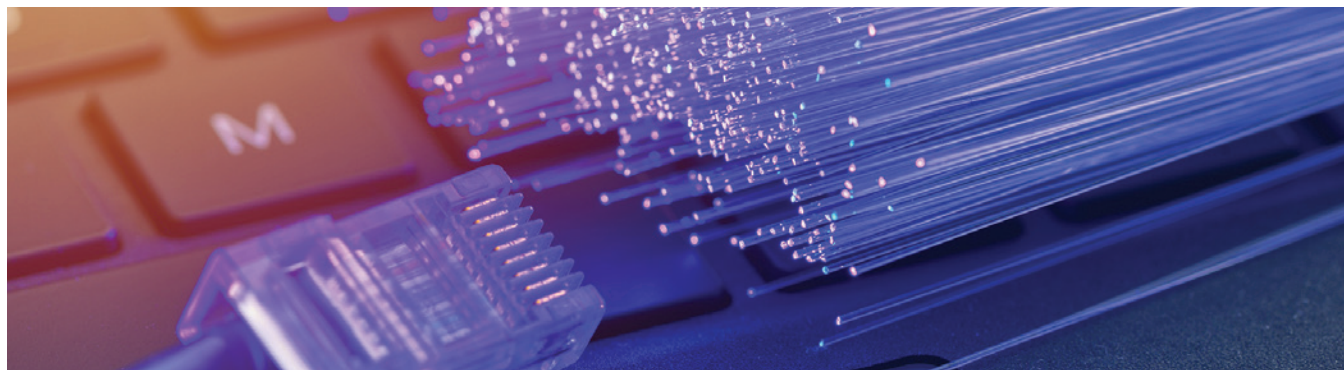
Please call the Office of Lifelong Learning at 734-384-4127 to register or for more information. You may access detailed course descriptions and outlines at www.legalstudies.com.

Online Computer Training

We offer a wide range of highly interactive courses that you can take entirely over the Internet. All of our courses are led by expert instructors, many of whom are nationally known authors. Our online courses are affordable, fun, fast, convenient and geared just for you.

Computer application courses are available for Microsoft, Adobe and Quickbooks. Photoshop, InDesign, Illustrator, Microsoft Suite (Word, Excel, PowerPoint) and Performing Payroll in Quickbooks are just a few of our offerings! Prices vary. Classes begin monthly. To view start dates and receive information on how to register, please see page 24.

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



Fiber Optic Training

Monroe County Community College is offering three courses in Fiber Optics, beginning Monday, February 15 and ending on Sunday, February 21. (The days could be shortened if we have less than 8 students.) With these three sessions you can become a Certified Fiber Optic Technician with specialist designations in Testing and Splicing. All training is presented by BDI DataLynk, www.bdidatalynk.com. All three courses are sanctioned by the Fiber Optic Association (FOA) and accredited by BICSI, a professional association supporting the information transport systems industry. This partnership offers an unprecedented opportunity for students to learn about fiber optics networking through an internationally recognized fiber optic training company.

To register please contact Renee Drouillard at (734) 384-4229 or rdrouillard@monroeccc.edu.

Basic Certified Fiber Optic Technician

This introductory fiber optics course is designed for anyone interested in becoming a Certified Fiber Optics Technician. Prepare to take the CFOT (Certified Fiber Optics Technician) test that is sanctioned by the FOA (Fiber Optics Association) and given and graded the final class day. This course fee includes all books study materials.

ELEC 721-71
\$819



Mon/Wed **Feb. 15 & 17**
8 a.m. – 5 p.m. **A 173b**

Certified Fiber Optic Specialist/Testing (CFOS/T)

This program is designed to offer advanced training to anyone involved with the testing and maintenance of fiber optics networks. A focal point in the program is to offer a general, easy-to-understand approach to fiber optics testing standards with little theory and considerable hands-on activities.

Prerequisites: CFOT course or another formal fiber optics training course within preceding 6 months, or 1 year of fiber optics related experience. *

ELEC 722-71
\$719



Thurs/Fri **Feb. 18 & 19**
8 a.m. – 5 p.m. **A 173b**

Certified Fiber Optic Specialist/Splicing (CFOS/S)

This program includes a complete presentation explaining the importance of high-performance splicing and further details the points necessary to achieve these splices. The depth of this presentation is much greater than most textbooks and provides background information about splicing that is very important to the student. An overview of OTDR functions and trace understanding is also provided during this presentation. **Prerequisites: CFOT course or another formal fiber optics training course within preceding 6 months, or 1 year of fiber optics related experience. ***

ELEC 732-71
\$719



Sat/Sun **Feb. 20 & 21**
8 a.m. – 5 p.m. **A 173b**

**Note: Anyone can attend this program. However, those wishing to become registered with the FOA as a Certified Fiber Optic Specialist in Splicing (CFOS/S) must have taken and passed the Basic CFOT Exam which can be administered during this class period.*



MICROSOFT OFFICE CLASSES

Basic Excel (Virtual)

Learn the premier spreadsheet application. Tips will be given on when and how to use the ribbon interface. Prerequisite: You must have previous computer experience including Windows and keyboarding skills. Cost includes materials. CEUs: .7

MICRO 774-41

\$99 (Senior Fee \$58)

Tues/Thurs

9 a.m. – 10:45 a.m.



Jan. 26 – Feb. 4

Zoom Colston

Intermediate Excel (Virtual)

This is a follow-up to the basic class or for those Excel users who are comfortable with the program but wish to be introduced to some of Excel's more advanced tools. You'll learn how to manage workbooks and prepare them for the Web, automate worksheet tasks, use lists, analyze list data, and enhance charts and worksheets. Cost includes materials. CEUs: .7

MICRO 802-41

\$99 (Senior Fee \$58)

Tues/Thurs

9 a.m. – 10:45 a.m.



Feb. 16 – 25

Zoom Colston

Advanced Excel (Virtual)

This is an accelerated, advanced class. Participants are encouraged to bring in real-life problems for review in the lab. A course card is included with the course. The target audience is anyone that has previously enrolled in Excel Intermediate or those who have extensive experience working with Excel. Cost includes materials. CEUs: .7

MICRO 905-41

\$99 (Senior Fee \$58)

Tues/Thurs

9 a.m. – 10:45 a.m.



Mar. 9 – 18

Zoom Colston

NEW!

How to Use Teams—More than Just Meetings (Virtual)

Where can you meet, chat, call and collaborate in just one place? Microsoft Teams is your answer. Microsoft Teams works perfectly with Office 365 applications to integrate Word, Excel, PowerPoint, SharePoint and Outlook together to make your workplace more efficient. This two-hour course via Zoom will explain how to maneuver Microsoft Teams to benefit you at work and in your personal life. CEUs: .2

COMM 744-41

\$29 (Senior Fee \$14.50)

Tues/Thurs

9 – 10 a.m.



Feb. 9 & 11

ZOOM Colston

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