

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.



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 14 advanced topics.

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.

*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.*



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

Victim Advocacy Certificate Course

\$995 + Books / 45 CLOCK HOURS

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

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.

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



COVID-19 NOTICE: Before attending class, please go to www.monroeccc.edu/coronavirus for the most up-to-date information on COVID-19 requirements at MCCC, including policies on masking. As of the publication of this schedule, facemasks are required in all campus facilities regardless of vaccination status.

Online Advanced Career Training

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

Features

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



Jump Start Your Career or Find a New One

Getting Started

Find your course at:

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



Online Courses Available Medical Billing and Coding (Voucher Included)

Train for an in-demand healthcare career in medical billing and coding and prepare for industry certification in this course. 370 HRS

Certified Medical Administrative Assistant with Medical Billing and Coding (Vouchers Included)

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

Certified Bookkeeper

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

Pharmacy Technician (Voucher Included)

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

Certified Wedding Planner

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

Certified Medical Administrative Assistant (CCMA)(Voucher Included)

This course will train students to handle the increasing complexities of healthcare management and patient care in offices of physicians and other providers. 160 HRS

Certified Outpatient Coder (Voucher Included)

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

HRS HVAC/R Certified Technician

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

ICD-10 Medical Coding

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



Online Advanced Career Training (continued).



Professional Bookkeeping with QuickBooks 2015, Software Included

This course teaches students how to master professional bookkeeping using QuickBooks 2015 software. 140 HRS

Payroll Practice and Management (Voucher Included)

Become knowledgeable in all facets of payroll rules and regulations, and join one of the fastest-growing career fields today. 100 HRS

SSCP Systems Security Certified Practitioner (Voucher Included)

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

CompTIA Security+ Certification Training (Voucher Included)

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

CompTIA A+ Certification Training (Voucher Included)

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

Web Applications Developer

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



CompTIA Healthcare IT Technician

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

Certified Information Systems Security Professional (CISSP)

CISM is one of the most valued certifications in the IT security industry. This online course will prepare you to sit for the CISM certification exam, and the exam cost is included. 150 HRS

Grant Writing

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

Human Resources Professional

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



Advanced Hospital Coding and CCS Prep

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

CNA: Routing and Switching (Voucher Included)

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



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



Learn Microsoft Office from the Comfort of Home

Choose from more than 300 online classes available every month!

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

Microsoft Courses

Intro to Microsoft Word

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

Intro to Microsoft Excel

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

Intro to Microsoft PowerPoint

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

Intro to Microsoft Access

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

Intro to Microsoft Outlook

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

Intro to Windows 10

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

Online Courses with ED2GO

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

WELCOME!

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

GETTING STARTED

1. Visit our Online Instruction Center: www.ed2go.com/Monroe
2. Click the Courses link, choose the department and course title you are interested in, and select the Enroll Now button. Follow the instructions to enroll. Here, you will enter your e-mail and choose a password that will grant you access to the classroom. 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.

Selection of Starting Dates for Winter and Summer 2022

❄ Winter	☀ Summer
January 13	May 12
February 10	June 16
March 17	July 14
April 14	August 18

Visit our Online Instruction Center to find more courses!
www.ed2go.com/Monroe

You can also find complete course descriptions, outlines and costs.



All of Kelley Colston's classes will meet via Zoom. Login instructions will be sent to you via the email address you provide at registration.

MICROSOFT OFFICE CLASSES

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 \$57.61)

Friday Feb. 4 – 18
9 a.m. – Noon Zoom Colston

MICRO 774-41 ☀️

\$109 (Senior Fee \$57.61)

Fri. May 6 – 20
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 \$57.61)

Friday Feb. 25 – Mar. 11
9 a.m. – Noon Zoom Colston

MICRO 802-41 ☀️

\$109 (Senior Fee \$57.61)

Fri. May 24 – June 10
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 \$57.61)

Friday Mar. 18 – Apr. 1
9 a.m. – Noon Zoom Colston

MICRO 905-41 ☀️

\$109 (Senior Fee \$57.61)

Fri. Jun. 17 – Jul. 1
9 a.m. – Noon Zoom Colston

Quickbooks (Zoom)

This 10-hour course is for anyone who wants to learn QuickBooks. Whether you are a newbie or would like to become more proficient in this software, this class is for you. We will start from the beginning, so that no one is left behind. It is highly recommended that you have QuickBooks installed on your computer so that you can work along with the assignment activities. This class is taught with a live instructor, via Zoom, who will lead the lectures. We will go over a fictitious company when learning how to perform various functions in Quickbooks. CEUs: 1.0

MICRO 925-41 ❄️

\$119 (Senior Fee \$62.25)

Wed. Feb. 2 – Mar. 2
6 – 8 p.m. ZOOM Colston

MICRO 925-41 ☀️

\$119 (Senior Fee \$62.25)

Wed. Jun. 1 – 22
6 – 8 p.m. Zoom Colston

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



Entrepreneurship Suite

Take your ideas and turn them into a plan for a successful business. In this series, you will begin by writing a detailed business plan that will improve your chances of obtaining finances and provide you with a strategic direction for your company. Then, learn proven marketing techniques you can implement even with a small budget, types of financing options and where to find them, and how to build policies that will grow with your business. There are no prerequisites to take this course; however, you must have email capabilities and access to a personal email account. Instructional material requirements: The instructional materials required for this course are included in enrollment and will be available online. CEUs: 7.2.

BMGT 778W

\$267 Online – Start anytime

Additional levels and topics on Entrepreneurship are available.

NEW

Introduction to the World of Grants

Have you ever thought about learning how to write grants? It might be because you want to help your favorite nonprofit, or possibly your church, qualify for grants. Or, you might have considered grant writing as a possible career. By the way, that's not a bad idea. Nonprofit organizations in Michigan employ over 450,000 people, making it the third-largest industry in our state. Whatever your reasons; if you want to learn more about grants, this is the workshop (seminar) for you. The instructor, Edward Wollmann, is a master grant writer with over 27 years of experience who loves to share his knowledge about all things grants-related with others. Want to learn more? No problem. Just register, and bring your curiosity and your questions. You will be glad you enrolled.

ENGL 726-81 ❄️

\$46 (Senior Fee \$23)

Wednesday Feb. 2
6 – 8 p.m. TBA

Wollmann

NEW

Grant Writing Training – Intermediate Level

The course consists of five grant writing sessions designed for intermediate-level students. These training modules are from the grant writing training workshops the instructor has been teaching at universities around the U.S. for the last 15 years. These sessions are very interactive, making them more meaningful for you! The topics to be covered include the following:

- The Four Types of Proposals in the Grants Universe
- The Anatomy of a Grant Proposal
- A Comprehensive Grant Development Process
- How to Develop Our Project Concept
- How to Create Effective Proposal Components
- The 12 Characteristics of a Great Proposal
- Prospecting for Funders in Our Back Yard

ENGL 727-81 ❄️

\$69 (Senior Fee \$34.50)

Wednesdays Feb. 16 – Mar. 16
6 – 8 p.m. TBA

Wollmann





Pesticide Applicator Certification Preparation and Basic Lawn/Turf Maintenance

This 30 hours of training will prepare you to sit for the Michigan Department of Agricultural & Rural Development (MDARD) Commercial Core and 3A Turf exams* and will provide the applicator with a basic knowledge and understanding of pesticides, how to handle and use them correctly, and to be able to protect themselves, others and the environment from misuse. A person who becomes a Certified Applicator is eligible to be employed as a pesticide applicator at a commercial lawn care business. Certification is through the MDARD via the passing of it's examination process.

*Participants will be responsible for obtaining a commercial pesticide certification with MDARD by registering and paying for the exams (\$75) upon completion of the training. Each examination requires a minimum score of 70 percent to pass. All exams are closed book. The questions are true/false and multiple choice.

AGRI 711-71 ❄️

\$399 (Senior Fee \$266)

Tues./Thurs. Feb. 1 – Mar. 3
5 – 8 p.m. T 157 Birkey

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



WINTER 2022 SESSIONS ❄️

CSM 718-71

\$155 (Senior Fee \$137)

Tuesday Jan. 11
8 a.m. – 6 p.m. A 173d Childress

CSM 718-72

\$155 (Senior Fee \$137)

Tuesday Feb. 8
8 a.m. – 6 p.m. A 173d Childress

CSM 718-73

\$155 (Senior Fee \$137)

Tuesday Mar. 8
8 a.m. – 6 p.m. A 173d Childress

CSM 718-74

\$155 (Senior Fee \$137)

Tuesday Apr. 12
8 a.m. – 6 p.m. A 173d Childress

SUMMER 2022 SESSIONS ☀️

CSM 718-71

\$155 (Senior Fee \$137)

Tuesday May 10
8 a.m. – 6 p.m. A 173d Childress

CSM 718-72

\$155 (Senior Fee \$137)

Tuesday Jun. 14
8 a.m. – 6 p.m. TBD Childress

CSM 718-73

\$155 (Senior Fee \$137)

Tuesday Jul. 12
8 a.m. – 6 p.m. TBD Childress

CSM 718-74

\$155 (Senior Fee \$137)

Tuesday Aug. 9
8 a.m. – 6 p.m. TBD Childress