

# BUSINESS & INDUSTRY | WORKFORCE TRAINING | PROFESSIONAL DEVELOPMENT ● ● ● ● ● ● ● ● ● ●

## 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.

### Adobe Certified Professional (Vouchers Included)

Becoming an Adobe Certified Professional will show you are ready to amaze clients, employers and collaborators with proof of your skillset using the world's most creative desktop apps. Upon completing this course, you will be ready to take the five Adobe Certified Professional (ACP) certification exams.

### Certified Administrative Professional with Microsoft Office Specialist Associate (Vouchers Included)

This course will prepare you for the CAP exam, offered by the International Association of Administrative Professionals (IAAP) and Microsoft Associate certification. You will learn the fundamentals of workplace administration, including organizational communication, records management and human resources. You will then learn advanced skills for using programs in the Microsoft Office suite. Upon course completion, you will receive prepaid vouchers to take the CAP exam and the MO-200 (Excel), MO-100 (Word), MO-300 (PowerPoint) and MO-400 (Outlook) exams.

### Certified Bookkeeper

This online course will prepare eligible bookkeepers for the American Institute of Professional Bookkeepers (AIPB) certification exam. The Certified Bookkeeper course includes prepaid vouchers with enrollment that provides access to sit for the AIPB certification exams. Please Note: The Certified Bookkeeper course is designed for experienced bookkeepers who want to prepare for national certification. To succeed in this course, you must have at least two years of experience as a bookkeeper before enrolling. The books, materials and exam fees are non-refundable upon registration.

### Video Game Design and Development

By the end of the course, you will have designed and created your own video game for the PC and will stand ready to join a team working on projects with larger scope or pursue independent development. Using a comprehensive and analytical approach to game development, this course offers you the opportunity to learn how to effectively implement technical game ideas, assuming no prior training or experience. This course is entirely online and is completed at your own pace.

### Certified Electronic Health Records Specialist (CEHRS)

Electronic health record specialists are critical in today's healthcare environment, where timely access to accurate patient records is vital to the safety and treatment of patients. This course teaches the skills required to become a certified electronic health record specialist (CEHRS) through the National Healthcareers Association (NHA), including charting, HIPAA compliance, electronic health record management, and insurance and billing. You will be prepared to work on a health information management team, auditing records, compiling reports for patient tracking and coordinating the systems that keep our healthcare facilities operating.



## **Certified Medical Administrative Assistant with Certified Electronic Health Records Specialist + Medical Terminology (Vouchers Included)**

This all-inclusive National Healthcareer Association (NHA) certified course can unlock the door to a burgeoning career. This course offers valuable training in medical office management, legal, ethical and regulatory concepts, information on what is stored in an electronic health record (EHR) system, the steps required to implement an electronic health record system in a medical practice, how staff members and patients interact with EHR systems and what benefits these systems provide compared to traditional paper records. Upon completion of this program, you will be ready to take the Certified Medical Administrative Assistant (CMAA) and the Certified Electronic Health Records Specialist (CEHRS) national certification exams offered by National Healthcareer Association (NHA) and will receive the study guide materials, access to practice exams and registration fees for both.



## **Graphic Design with Photoshop (Software Included)**

This course will provide you with robust instructions on how to use Adobe Photoshop as a tool to create engaging and effective visuals. Using principles, theories and time-tested practices of graphic design, you will discover strategies for producing images that convey desired messages, styles and tones. The course's combination of creative, technical and soft skills will offer you a well-rounded and challenging learning experience.

## **Help Desk Analyst: Tier 1 Support Specialist**

This course uniquely prepares you to work as a support specialist by focusing on the business needs of the customer, establishing credibility and trust, and handling the most difficult customer scenarios. You'll learn about problem solving and troubleshooting, team dynamics and interpersonal communication skills. This course also prepares for the Support Performance Tier-1 Support Specialist (SPC-T1SS) Certification exam at no additional cost, which is an organizational certification through SCInc., not an industry certification.

## **Human Resources Professional with Payroll Practice and Management**

Human Resources Professional with Payroll and Practice Management will help you gain the essential skills and certifications you need for a role in any HR department. The course will prepare you for the Professional in Human Resources (PHR) certification exam. You will gain industry-recognized skills that align with the Human Resource Certification Institute (HRCI) and the Society for Human Resource Management (SHRM). It covers all critical areas of payroll administration and management. You will gain an understanding of the major components of the state labor code in your chosen state.

## **CompTIA Network + Certification Training (Voucher Included)**

In the course, you'll learn the fundamentals you need to prepare for the CompTIA Network+ certification exam (N10-008) and start a career as a network technician. This course utilizes a Network+ lab simulator so you can have the opportunity to have hands-on experience. These labs will improve your practical skills in configuring operating systems and network devices, as well as help you to understand the objectives and competencies required by the CompTIA Network+ certification exam. This course offers enrollment with or without a voucher to sit for the CompTIA Network+ (N10-008) certifying exam upon eligibility.



## **GES890 Microsoft Office Specialist: Expert Certification Training**

This course prepares you for the Microsoft Office Specialist (MOS) certification exams for Word, Excel, PowerPoint, Access and Outlook. You will build your expertise in these programs through hands-on exercises, in-depth course material and supplemental video demonstrations. As you prepare for each exam, you will test your skills at regular intervals with quizzes and exams. By course completion, you will be fully prepared to take the MOS Certification Exams MO-100 and MO-101 (Word), MO-200 and MO-201 (Excel), MO-300 (PowerPoint), MO-400 (Outlook) and MO-500 (Access) exams.

## **Project Management Essentials with CAPM® Prep**

In this course, you'll learn the knowledge and skills essential to project managers and those who work on projects in other support roles. The materials in this course are aligned with the international recognized standards of project management. Each lesson focuses exclusively on a single topic so that you can more easily grasp that topic before moving onto the next. Once complete, you will meet or exceed the educational prerequisites for the Certified Associate in Project Management (CAPM®) certification offered through the Project Management Institute (PMI)®. Project Management Professional (PMP), PMBOK, PgMP, PMI-RMP, CAPM, PMI-SP, PMI Scheduling Professional (PMI-SP) and the PMI REP Logo are registered marks of the Project Management Institute.



# 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

### Online Courses with ED2GO

Our instructor-facilitated online courses are informative, fun, convenient and highly interactive. 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.

We offer intro, intermediate, advanced and special topics.

### GETTING STARTED

1. Visit our Online Instruction Center: [www.ed2go.com/Monroe](http://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.

### 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!

#### Selection of Starting Dates for 2023

Jan. 12, Feb. 9, Mar. 16, Apr. 13,  
May 18, Jun. 15, Jul. 13, Aug. 17

**Visit our Online Instruction Center to find more courses!**

**[www.ed2go.com/Monroe](http://www.ed2go.com/Monroe)**

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





## 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** ❄️  
**\$155 (Senior Fee \$137)**  
**Tuesday Jan. 10**  
**8 a.m. - 6 p.m. Z 257 Childress**

**CSM 718-72** ❄️  
**\$155 (Senior Fee \$137)**  
**Tuesday Feb. 14**  
**8 a.m. - 6 p.m. Z 257 Childress**

**CSM 718-73** ❄️  
**\$155 (Senior Fee \$137)**  
**Tuesday Mar. 14**  
**8 a.m. - 6 p.m. Z 257 Childress**

**CSM 718-74** ❄️  
**\$155 (Senior Fee \$137)**  
**Tuesday Apr. 11**  
**8 a.m. - 6 p.m. Z 257 Childress**

**CSM 718-71** ☀️  
**\$155 (Senior Fee \$137)**  
**Tuesday May 9**  
**8 a.m. - 6 p.m. Z 257 Childress**

**CSM 718-72** ☀️  
**\$155 (Senior Fee \$137)**  
**Tuesday Jun. 13**  
**8 a.m. - 6 p.m. Z 257 Childress**

Please call our Workforce Development Office at 734-384-4229 to register for this course.

## Pesticide Training and Review Class

Monroe County Community College and Ned Birkey, MSU Extension Educator Emeritus, will present this Pesticide Training and Review class. Topics of instruction include:

- Protective personal equipment
- Handling, transport, storage and security of pesticides
- Emergency or incident response
- Pesticide application equipment
- Calibration of application equipment
- The clean sweep program and a portable spill kit
- Reading and understanding the pesticide label

Eight pesticide re-certification credits will be available in the categories of; Private, Commercial Core, Commercial 1A, 1B, 3A, 3B and 6. Coffee, rolls and lunch will be provided. Study manuals available on-line or check with the Monroe County extension office. CEUs: .6

**AGRI 707-71** ❄️  
**\$35 (Senior Fee \$25)**  
**Wednesday Mar. 15**  
**9 a.m. - 3:30 p.m. Z 259 Birkey**



## Level 1 Electrical Course

Monroe County Community College along with The Southeast Michigan Construction Academy (SEMCA) are offering the Level 1 Electrical Course. SEMCA's four-level (four-year) training program follows industry recognized curriculum of the National Center for Construction Education & Research (NCCER). The Level 1 Electrical Course begins with basic construction safety in residential, commercial and industrial construction. All students will receive instruction in operating hand and power tools. They will be introduced to electrical theory and the rules and regulations that govern the trade through the National Electrical Code. In addition, students will learn the basics of electrical circuits, conduit bending and

residential electrical service. Successful completion of this course will result in an NCCER credential and an OSHA 10 certification.

Students who enroll in the SEMCA program will have the opportunity to interview for positions with non-union electrical contractors, located in Southeast Michigan, as they become available.

Students must be 18 or older and must provide proof of a valid driver's license and copies of their high school diploma or GED and Social Security card.

**The cost for the Level 1 course is \$2,300 and Level 2 is \$1,700, including books. To register for this non-credit training program or for additional information, call (734) 384-4229.**



**All of these Microsoft classes will meet via Zoom.**

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 \$58)**

**Fridays Feb. 17 - Mar. 3**  
**9 a.m. - Noon Zoom Colston**

**MICRO 774-41** ☀

**\$109 (Senior Fee \$58)**

**Tues. & Thurs. Jun. 1, 6 & 8**  
**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 \$58)**

**Fridays Mar. 10 - 24**  
**9 a.m. - Noon Zoom Colston**

**MICRO 802-41** ☀

**\$109 (Senior Fee \$58)**

**Tues. & Thurs. Jun. 13, 15 & 20**  
**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 Apr. 14 - 28**  
**9 a.m. - Noon Zoom Colston**

**MICRO 905-41** ☀

**\$109 (Senior Fee \$58)**

**Tues. & Thurs. Jun. 22, 27 & 29**  
**9 a.m. - Noon Zoom Colston**

### NEW!

### Power BI (Zoom)

This three-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: .9

**MICRO 933-71** ☀

**\$109 (Senior Fee \$57)**

**Tues. & Thurs. May 5, 12 & 19**  
**9 a.m. - Noon Zoom Colston**



**For additional details or to register for these Microsoft training courses, contact [sbussell@monroeccc.edu](mailto:sbussell@monroeccc.edu) or 734.384.4229.**