

# CERTIFICATE PROGRAMS | CAREER EXPLORATION ● 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** ❄️

**\$1,254 (Senior Fee \$1,106.50)**

**Mon/Wed Mar. 13 - May 8**

**6 - 9:30 p.m. Z 260 Staff**

*Pay as you go! Enroll by Jan. 20 and make 4 payments of \$313.50. (See page 33 for details.)*

### Bureau of Labor Statistics Dental Assistant

	Mean Hourly Wage	Mean Annual Salary
Michigan	\$19.08	\$39,680
Ohio	\$20.89	\$43,440

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 \$924)**

**Tues/Thurs Mar. 14 - May 2**

**6 - 9:30 p.m. Z 259 Staff**

*Pay as you go! Enroll by January 20 and make 4 monthly payments of \$262.25. (See page 33 for details.)*

### Bureau of Labor Statistics Pharmacy Technicians

	Mean Hourly Wage	Mean Annual Salary
Michigan	\$17.16	\$35,690
Ohio	\$16.53	\$34,390

**Projected Job Growth 2014-2024 is 18%**

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



## 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** ❄️  
**\$2,499 (Senior Fee \$2,029)**  
**Tues/Thurs/Sat Mar. 14 - Jun. 15**  
**6 - 9:30 p.m. Z 260 Staff**  
**Meets from 9 a.m. - 4 p.m. on**  
**Saturdays: Mar. 25, Apr. 8, 29,**  
**May 13, Jun. 3 & 10**

**Pay as you go!**  
**Enroll by January 20 and make**  
**4 monthly payments of \$624.75.**  
**(See page 33 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 Feb. 28 - Jun. 6**  
**6 - 9 p.m. L 145 Staff**

**Pay as you go!**  
**Enroll by January 20 and make**  
**4 monthly payments of \$498.75.**  
**(See page 33 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	\$17.14	\$35,640
Ohio	\$16.99	\$35,330

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	\$18.86	\$39,220
Ohio	\$18.19	\$37,840

# Personal Fitness & Real Estate

# CERTIFICATE PROGRAMS | CAREER EXPLORATION

## 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** May 6 - Jun. 17  
**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 May 27 (study weekend)**  
**National Exam is June 17.**

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 January 20 and make 4 monthly payments of \$200.**  
*(See page 33 for details.)*

### Bureau of Labor Statistics Fitness Trainers and Aerobics Instructors

	Mean Hourly Wage	Mean Annual Salary
Michigan	\$18.87	\$39,250
Ohio	\$16.06	\$33,400



## 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** Mar. 7 - Apr. 6  
**6 - 10 p.m.** Z 257 Staff

### Bureau of Labor Statistics Real Estate Sales Agents

	Mean Hourly Wage	Mean Annual Salary
Michigan	\$31.41	\$65,330
Ohio	\$22.39	\$46,560

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.

## 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.

**\$3,995 for the full program (all 10 home inspection courses) or \$395 for a single course.**

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

**Pay as you go! Enroll by January 20, and make 4 monthly payments for the course(s) you select. (See page 33 for details.)**

### Bureau of Labor Statistics Construction and Building Inspectors

	Mean Hourly Wage	Mean Annual Salary
Michigan	\$26.84	\$55,830
Ohio	\$20.56	\$63,550



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.

## 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. Test is included in the cost. Online registration is not available for this class as your test scores must be verified prior to enrolling.

CEUs: 8.8

**MECH 727-81** ❄️  
**\$759 (Senior Fee \$424.50)**  
**Tues/Thurs Feb. 21 - May 4**  
**5 - 9 p.m. Z 258 Kiselewski**

*Pay as you go!*  
*Enroll by January 20, and make*  
*4 monthly payments of \$189.75.*  
*(See page 33 for details.)*

### Bureau of Labor Statistics Boilermakers

	Mean Hourly Wage	Mean Annual Salary
Michigan	\$35.05	\$72,890
Ohio	\$36.94	\$76,840

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.

## 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 1: January 9 – February 24**

**Session 2: March 6 – April 21**

**Session 3: May 1 – June 16**

**Session 4: June 26 – August 11**

**Session 5: August 21 – October 6**

*Pay as you go!*  
*Enroll by January 20, and make*  
*4 monthly payments for the course(s)*  
*you select. (See page 33 for details.)*

### Bureau of Labor Statistics Paralegal and Legal Assistant

	Mean Hourly Wage	Mean Annual Salary
Michigan	\$26.91	\$55,960
Ohio	\$24.28	\$50,500

### 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

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. You may access detailed course descriptions and outlines at [www.legalstudies.com/vendor/monroe-county-cc/](http://www.legalstudies.com/vendor/monroe-county-cc/).**