

**Business & Industry Training**

**2023 Schedule**

**To register for any of the training sessions on this schedule please visit our website at** [**https://www.monroeccc.edu/lifelong/how-to-register**](https://www.monroeccc.edu/lifelong/how-to-register)For questions please contact Sherry Bussell at sbussell@monroeccc.edu or (734) 384-4229.

**Customized Training & Retraining Programs**

In collaboration with your company, Monroe County Community College can create training and retraining programs to meet the changing dimensions of skills in today’s workplace. Whether your company needs training in safety, supervision/management, a new manufacturing process, software applications or basic skills, representatives from the college can work with members of your staff to develop a customized training program tailored to meet the specific needs of your employee groups. The list of potential programs is virtually endless, offering the greatest flexibility. The training can take place at your office or plant, at the college, or in many cases virtually; on a time schedule convenient to your company and employees. The customized programs provided locally by MCCC are high quality and very cost-effective way to train your employees.

If you would like to learn more about customized training for your organization, contact Barry Kinsey at (734) 384-4124 or bkinsey@monroeccc.edu.

**September 2023**

**HAZWOPER – 24 Hr. Operations Level - PERS 735-72**

**Date & Time:** September 11, 18 and 25, 8 a.m. to 5:00 p.m. Class starts at 8:30 am on Sept. 18

**Where:** Sept. 11, F-130 in Founders Hall – Sept. 18 & 25, F-185 in Founders Hall

**Cost:** $599 per person, includes materials, breakfast & lunch

Hazardous Materials Emergency Response Training – OSHA HAZWOPER TRAINING - 24 Hour, Operations Level Training. This course consists of 3 days of lectures, classroom discussions, demonstrations, and hands-on exercises covering:

• Relevant Federal and State 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 CEU’s will be awarded as evidence of training for OSHA.

**HealthGuard Professional Food Manager Certification - CSM 718**

**Date & Time:** Tuesday, September 12 8am to 5pm

**Where:** Z-257 in the La-Z-Boy Center on the Main Campus

**Cost:** $159 includes NSF HealthGuard Certified Professional Food Manager Manual, Exam materials, coffee, doughnuts and lunch

**Basic Blueprint Reading – MECH 726-71**

**Date & Time:** Thursdays September 21, 28, October 4 & 12 8am to 12pm

**Where:** Z-257 in the La-Z-Boy Center on the Main Campus

**Cost:** $469 – includes materials, coffee and doughnuts

This course will provide participants with basic skills to interpret actual industry prints and read complete sets of working drawings. Examples, illustrations, and print reading problems are based on real world engineering prints that comply with ANSI, ASME, AWS, and related standards.

The program offers participants the opportunity to:

• Learn how to read complete sets of working drawings in manufacturing and mechanical engineering

• Understand important information about the processes represented, the dimensional and geometric tolerances specified, and the assembly requirements for drawings

This basic 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 of covered include:

•Introduction to Blueprint Reading

•Communicating With a Sketch

•Scales and Precision Measurement

•Reading Lettering and Lines on a Drawing

•Reading Multiview and Auxiliary Views

•Manufacturing Materials and Processes

•Reading Dimensions

•Reading Drawings with Fasteners and •Springs

•Welding Processes and Reading Welding •Representations

•Reading Sections, Revolutions, and •Conventional Breaks

•Reading Geometric Tolerancing

•Reading Cam, Gear, and Bearing Drawings

•Reading Working Drawings

•Reading Pictorial Drawings

•Reading Precision Sheet Metal Drawings

•Reading Electrical Diagrams and Schematics

The cost of this course is $469 and it includes 16 hours of instruction, materials, and coffee and doughnuts each day. This course is limited to 10 students.

**Basic Excel (Zoom) – MICRO 774-41**

**Date & Time:** Friday Sept. 22 – Oct. 6 9 a.m. – Noon

**Where:** Virtual: Instructor Led via Zoom

**Cost:** $109

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

**OSHA 10 General Industry - PERS 781-71**

**Date & Time:** September 25 & 26, 8 a.m. to 3 p.m.

**Where:**  Z-259 in the La-Z-Boy Center

**Cost:** $369 per person, includes breakfast & lunch

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.

**Basic Instructor Skills “Train-The-Trainer” - PERS 790-71**

**Date & Time:** Wednesday, September 27, 8:00 am to 5:00 pm

**Where:** Monroe County Community College in room S173d, Warrick Student Services Bldg.

**Cost:** $229 includes materials, coffee & doughnuts and lunch

Train the Trainer is an 8-hour activity-based course to teach principles, practices and techniques of training and how to effectively train others.

Training coworkers and colleagues, whether subordinates or co-equals, is a skill requiring patience, knowledge of the task at hand, and the ability to effectively communicate directions. This course includes how to effectively present information in a variety of on-the-job settings. Topics also include TWI (training within industry) and the use of one-point lessons, and how to measure the effectiveness of training.

This course will provide those attending an overview of methods and theories of training implementation and delivery techniques including professionalism, maturity, integrity, communication modeling, personal standards of performance, and commitment to training. This program engages students in guided discussions about the role of instructors, student values and attitudes, and best practices.

This course is taught using lecture, hands on exercises/scenarios and guided discussions.

**October 2023**

**Becoming a Person of Influence**

**How to Positively Impact the Lives of Others – MMGT 952-71**

**Date & Time:** Thursday, October 5 8am to 12 noon

**Room:** Z-259 in the La-Z-Boy Center at Monroe County Community College

**Cost:** $99

First time offered! We are excited to have presenter Patrick Lambrix who is Maxwell Leadership Certified lead this half-day session.

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

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 this workshop will be practical and easy to apply to everyday life.

**HealthGuard Professional Food Manager Certification - CSM 718**

**Date & Time:** Tuesday, October 10 8am to 5pm

**Where:** Z-257 in the La-Z-Boy Center on the Main Campus

**Cost:** $159 includes NSF HealthGuard Certified Professional Food Manager Manual, Exam materials, coffee, doughnuts and lunch

**Human Factors Engineering – PERS 817-71**

MIOSHA Training Institute Level One Elective General Industry Course

**Date & Time:** Thursday, October 10 9am to 4pm

**Room:** Z-259 in the La-Z-Boy Center at Monroe County Community College

**Cost:** $130

This program is designed to provide a basic understanding of human factors engineering, otherwise known as “ergonomics,” and the implementation of a successful ergonomics program.  Upon defining some key terminology and discussing some background information, this seminar will then identify common ergonomic disorders and primary risk factors.  The importance for building a case for implementing an ergonomics program and the elements of an ergonomics program will also be covered.  Attendees will then learn how to perform incidence rate calculations followed by a presentation on MIOSHA’s ergonomic initiatives.  Additionally, ergonomic risk factor identification will be emphasized through use of a video and a class exercise.  Another class exercise will present methods for analyzing workplace records to establish the need for implementing an ergonomics program.  Attendees will also be provided with a variety of ergonomic resources.

**DOT/RCRA Waste Manifest Training - PERS 791-71**

**Date & Time:** Wednesday, October 11, 8 a.m. to 5 p.m.

**Room:** Z-259 in the La-Z-Boy Center

**Cost:** $259 per person, includes coffee, doughnuts & lunch

This 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 Generator’s (SQG’s).

It includes function specific information such as how to identify of 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.

**Topics Covered:**

 ● Identification of hazardous materials according to U.S. Department of Transportation (DOT) hazardous material shipping criteria

 ● Identification of appropriate documentation requirements for hazardous and non-hazardous materials shipping papers and waste manifests

● Review the purpose, scope, and applicability of the DOT Hazardous Material Regulations (HMR).

● Identify personal liability for failure to comply with the HMRs.

● State the training requirements DOT has in place for hazardous material employees.

● Understand the general layout of the HMRs.

● Identify the RCRA Hazardous Waste Generator Categories and Accumulation Requirements

**Intermediate Excel (Zoom) – MICRO 802-41**

**Date & Time:** Friday Oct. 13 – Oct. 27 9 a.m. – Noon

**Where:** Virtual: Instructor Led via Zoom

**Cost:** $109

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

**Power BI – MICRO 934-71**

**Date & Time:** Friday Oct. 13 – Nov. 3 1 pm to 4 pm

**Where:** Virtual: Instructor Led via Zoom

**Cost:** $139

Make better decisions and provide strategic information to the entire organization with the solutions you build. This four-day instructor-led course will teach 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 Power BI training 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. You'll learn best practices for implementing Power BI solutions and practical ideas for implementing the solutions within your organization.

Companies today generate enormous amounts of valuable information, but often have poor reporting capabilities – inhibiting the sharing of key information. This course will teach you how to provide executives, managers, and your entire staff with insights into your data through state-of-the-art business intelligence solutions built on the Microsoft Power BI and 365 platform. BI has never been more accessible and capable! 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.

**First Aid, Adult CPR/AED - MEDCL 806A-71**

**Date & Time:** Tuesday, October 17, 8 a.m. to 4:30 p.m. MEDCL 806A-81

**Where:** F-130 in Founders Hall

**Cost:** $110 per person, includes breakfast & lunch

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.

**Basics of Geometric Dimensioning & Tolerancing – DRFTG 721-71**

**Date & Time:** Thursdays October 19, 26 & November 2 8am to 4:30 pm

**Where:** F-185 in Founders Hall on the Main Campus

**Cost:** $799 – includes textbook, materials, coffee, doughnuts and lunch each day

\* This course is limited to 10 students.

This course introduces the student to the basics of Geometric Dimensioning & Tolerancing. Many successful companies use GD&T, rather than simple coordinate dimensioning and tolerancing. GD&T allows the designer to communicate the design intent, and is a focus on the function of the part. By focusing on the function of a part, less important tolerances may be loosened. Loosened tolerances result in a part that is easier and cheaper to produce. Attendees will be introduced to:

**Day 1 - Basics of GD&T**

Conventional Dimensioning Symbols and Rules

* Conventional Tolerancing Practices
* GD&T Rules 1 and Rule 2
* GD&T Symbols
* Basic Datum Symbol – For Surfaces, Axis(s), or Center Plane(s)

Material Condition of Part and Assembly Features

Form Tolerances

* Flatness Conformance and Measurement
* Straightness Conformance and Measurement
* Circularity Conformance and Measurement

**Day 2 - Basics of GD&T**

Datum Theory

Orientation Tolerances

True Position (applied at MMC)

**Day 3 – Basics of GD&T**

Coaxiality Controls

Profile Tolerances

Composite and Two Single Segment Tolerancing Methods

**Parts 472 and 554**

**Medical Services and First Aid, Bloodborne Infectious Diseases – PERS 856-71**

MIOSHA Training Institute Level Two Elective Compliance Track General Industry Course

**Date & Time:** Tuesday, October 24, 2023 9am to 4pm

**Room:** Z-259 in the La-Z-Boy Center at Monroe County Community College

**Cost:** $130

Exposure to bloodborne infectious diseases is identified as a significant source of occupational illness.  The lack of first aid and medical services can lead to serious physical harm or death.  This full day course was developed to teach participants: the requirements of Part 472 - Medical Services and First Aid, and Part 554 - Bloodborne Infectious Diseases; to determine if facilities and employees are covered by the standards; to prepare a written exposure control plan; and, to ensure employees receive proper care following an occupational exposure or injury. This course is designed for general industry with emphasis for healthcare facilities.

**November 2023**

**Part 451 – Respiratory Protection – PERS 809-71**

MIOSHA Training Institute Level Two Elective Compliance Track General Industry Course

**Date & Time:** Wednesday, November 1, 2023 9am to 4pm

**Room:** Z-259 in the La-Z-Boy Center at Monroe County Community College

**Cost:** $130

This full day course was developed to teach participants:  The requirements of Part 451 - Respiratory Protection (1910.134), the necessary elements of a written respiratory protection program, MIOSHA interpretations of common questions about the Respiratory Protection Standard and the most common violations associated with the standard.

**Everyone Communicates, Few Connect**

**“Only One Thing Stands Between You and Success. It Isn’t Experience. It Isn’t Talent.” COMM 752-71**

**Date & Time:** Thursday, November 2 8am to 12 noon

**Room:** Z-259 in the La-Z-Boy Center at Monroe County Community College

**Cost:** $99

First time offered! We are excited to have presenter Patrick Lambrix who is Maxwell Leadership Certified lead this half-day session.

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

**Advanced Excel (Zoom) – MICRO 905-41**

**Date & Time:** Friday Nov. 3- Nov. 17 9 a.m. – Noon

**Where:** Virtual: Instructor Led via Zoom

**Cost:** $109

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

**HAZWOPER – 24 Hr. Operations Level - PERS 735-71**

**Date & Time:** November 7, 8 & 9, 8 a.m. to 5:00 p.m.

**Where:** F-185 in Founders Hall

**Cost:** $599 per person, includes breakfast & lunch

Hazardous Materials Emergency Response Training – OSHA HAZWOPER TRAINING - 24 Hour, Operations Level Training. This course consists of 3 days of lectures, classroom discussions, demonstrations, and hands-on exercises covering:

• Relevant Federal and State 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 CEU’s will be awarded as evidence of training for OSHA.

**Parts 42, 92 & 430 Hazard Communications**

**& Right to Know Requirements for GI & Construction - PERS 908-71**

MIOSHA Training Institute Level Two Elective Compliance Track General Industry Course

**Date & Time:** Wednesday, November 15, 2023 9am to 4pm

**Room:** Z-259 in the La-Z-Boy Center at Monroe County Community College

**Cost:** $130

This course is designed to provide the learner with an understanding of the requirements of the 2012 MIOSHA Hazard Communication Standards for Construction Safety and Health, General Industry Safety, and Occupational Health, (Parts 42, 92, and 430) as well as Right-To-Know Requirements in Act 154.  This includes the new requirements related to the Globally Harmonized System of Classification and Labeling of Chemicals (GHS).  Upon completion of this class, participants will be able to evaluate an existing hazard communication program and/or create and implement a hazard communication program that is compliant with the 2012 changes.  The goal of the class will be to protect employees by increasing employer compliance with the requirements of this standard.

**Effective Safety & Health – PERS 784-71**

MIOSHA Training Institute Level Two Required Course Management Track

**Date & Time:**  Wednesday, November 29, 2023 9am to 4pm

**Room:** Z-259 in the La-Z-Boy Center at Monroe County Community College

**Cost:** $130

Many MIOSHA standards require employers to provide employees with training.  This course will provide suggestions and ideas for creating and conducting effective workplace health and safety training.  Strategies that work best for adult learners will be discussed including the use of activities to make training both fun and effective.  This class is designed for anyone responsible for developing and conducting training.  The “hands-on” activities will provide an opportunity for participants to practice the skills learned.

**February 2024**

**MIOSHA General Industry Ten Hour + - PERS 784-71**

MIOSHA Training Institute Level One Required General Industry Course

**Date & Time:** Wednesday & Thursday, February 28 & 29, 2024 9am to 4pm

**Room:** Z-259 in the La-Z-Boy Center at Monroe County Community College

**Cost:** $198

In today’s challenging business climate, many employers are faced with the need to have their employees be capable of performing new or multiple job functions.  As personnel shift to accommodate business needs, it is essential to have staff understand the importance of safety and health management and the underlying effect it has on business.  In two days this fundamentals course offers the resources and tools to create or enhance an effective safety and health management system, a review of the MIOSHA Act, and highlights of many key General Industry Safety and Health Standards.

Topics include elements of a comprehensive safety and health system, recordkeeping, accident investigations, inspections and citations, written program requirements, introduction to industrial hygiene, respiratory protection, hearing conservation, bloodborne infectious diseases (BIDs), eyewash and first aid requirements, ergonomics, hazard recognition, and machine guarding.

**To register for any of the training sessions on this schedule please visit our website at https://monroeccc.augusoft.net/**

For questions please contact Sherry Bussell at sbussell@monroeccc.edu or (734) 384-4229.

**\*\*Inclement Weather Policy\*\***

Our intent is to hold classes as long as the sidewalks, parking lots, and the main roadways are reasonably passable. If a decision is made to open late or close, the announcement from the Office of the Vice President of Student and Information Services will be communicated in the following order:

1. A message sent via the MCCC emergency notification system. To register for this system, please visit <https://www.monroeccc.edu/emergency-alerts>
2. The “College Closing Status” link on the homepage.
3. An announcement placed on the MCCC Snow Line: (734) 384-4223.

***In the event of a late opening***, the business & industry training sessions that begin prior to the late opening are considered **CANCELLED.**

***If the College is closed:*** all classes, workshops and activities are cancelled. All offices are closed unless otherwise noted.