

Business & Industry Training

2023 Schedule

To register for any of the training sessions on this schedule 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 bkkinsey@monroeccc.edu.

MAY 2023

Power BI – MICRO 934-71

When: Friday, May 5, 12 & 19 9am to 12pm
Where: Virtual: Instructor Led via Zoom
Cost: \$109

Make better decisions and provide strategic information to the entire organization with the solutions you build. This three-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.

HealthGuard Professional Food Manager Certification - CSM 718

When: Tuesday, May 9 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 Excel – MICRO 774-71

When: Friday May 26, June 2 & 9 9am to 12pm

Where: Virtual: Instructor Led via Zoom

Cost: \$109

This basic class is for students who are interested in learning one of the most powerful spreadsheet programs on the market. Topics to be covered include: building and editing worksheets; formatting a worksheet; and working with charts, formulas and functions.

Topics covered will include:

- Explaining the Excel workbook
- Explaining the tabs and ribbons
- Learning to navigate in Excel
- How to select cells, columns, and rows
- Typing information into the cells
- How to use the fill handle
- Cut, copy, and paste
- Simple formulas
- How to use AutoSum
- Basic functions including Count, Average, Max, and Min
- Absolute and relative references
- Formatting a worksheet by changing font type, font size, Bold, Italic, Underline, changing the font color, adding a fill color, adding a border

JUNE 2023

HealthGuard Professional Food Manager Certification - CSM 718

When: Tuesday, June 13 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

Intermediate Excel – MICRO 802-71

When: Friday June 16, 23 & 30 9am to 12pm

Where: Virtual: Instructor Led via Zoom

Cost: \$109

This follow-up to the basic class will introduce you to some of Excel's more advanced tools. You'll learn how to manage workbooks and preparing them for the Web; automate worksheet tasks; use lists; analyze list data; and enhance charts and worksheets.

Topics Covered Include:

- Overview of the basic Excel class in one project covering all the topics from above
- Formatting cells using custom and special formatting
- If statement
- Vlookup and Hlookup
- Counta function
- What-If analysis
- PMT function
- Advanced conditional formatting
 - Setting custom formatting
 - Sorting and Filtering data
 - Moving a worksheet from one workbook to another



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- Working in depth with tables – how to format, filter, sort, custom sort, advanced filter
- Subtotals
- Data validation
- Remove duplicates
- Text to columns
- DSum and DCount functions
- Advanced chart creation and filtering charts
- Sparklines
- Screenshot

JULY 2023

Advanced Excel – MICRO 905-71

When: July 14, 21 & 28 9am to 12pm

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.

Topics to be covered include:

- A review of worksheet fundamentals and comparison of Microsoft with earlier versions
- Advanced formulas and formatting
- Password protection and security
- Advanced charting and databases
- Accessing extended databases
- Object linking and embedding
- Macro programming and dialog boxes for customization
- Add-in products such as AutoSave, Report Manager, and Analysis ToolPak

AUGUST 2023

Fiber Optic Training

Monroe County Community College is offering three courses in Fiber Optics in August. 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.



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Basic Certified Fiber Optic Technician

August 21 & 22

8 am to 5 pm

Room TBD on Main Campus

Cost: \$940 per person, includes materials

This introductory 2-day fiber optics course is designed for anyone interested in becoming a Certified Fiber Optics Technician. This program combines theory and 75% hands-on activities to prepare the student 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 also introduces the student to industry standards governing FTTD (Fiber To The Desk), FTTH (Fiber To The Home), LAN/WAN fiber networks, and further introduces the student to basic fusion and mechanical splicing. Students will learn how to identify fiber types, recognize various connectors used in fiber installation; and install, terminate, splice, and properly test installed fiber cable to existing standards. This program explores the history and future of fiber optics and fiber optics capabilities, and cost of installation. Standards covered: NECA/FOA-301-2004, EIA/TIA 568-B.3, ANSI/TIA/EIA 607-A, and NEC Article 770-50. Anyone interested in becoming a Certified Fiber Optics Technician should attend this class. **This program is recognized for BICSI CECs (Continuing Education Credits): RCDD 21, Installer Level/2 Technician 12 CECs. Course fee includes all books study materials.**

Certified Fiber Optic Specialist/Testing (CFOS/T) - ELEC 722-71

Aug. 22, 8am to 5 pm & Aug. 23, 8am to noon

8 am to 5 pm

Room TBD on Main Campus

Cost: \$845 per person, includes materials

This 1.5-day (12-hour) 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. This comprehensive program explains the variety of testing standards, equipment and technological approaches used in fiber network testing and splicing and how to choose among them. This 75% hands on course explores the overall spectrum of testing and maintenance of single and multi mode fiber optics networks and provides a detailed overview and demonstration of various pieces of equipment used in testing and maintenance. Subject matter includes a detailed study of ANSI/TIA/EIA-526-14(7)A, OTDR fundamentals and uses, OTDR vs. Insertion Loss Testing, Return Loss Testing, and Attenuation testing using the Power Source and Light Meter. **This course is approved by BICSI for 14 RCDD CECs and 12 Installation CECs.**



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Certified Fiber Optic Specialist/Splicing (CFOS/S)

Aug. 23, 1 pm to 5 pm & Aug 25. 10, 8am to 5 pm

Room TBD on Main Campus

Cost: \$845 per person, includes materials

This 1.5-day (12-hour) program includes a complete PowerPoint presentation explaining the importance 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. **75%** hands-on classroom activities will provide training in both fusion and mechanical splicing of both single and multi mode fiber optic cables. Both inside and outside plant fiber optic cable types will be utilized during these hands-on sessions along with inside and outside plant enclosures and splice trays. The student will be responsible for successfully making and testing both single mode and multi mode mechanical and fusion splices. In addition to the basic splicing activities outlined above, the student will further be required to correctly and efficiently install spliced fibers into splice trays and trays in enclosures. These enclosures will include rack and wall mounted splice enclosures, as well as, outside plant enclosures. The student will further be required to achieve a splice loss of less than 0.15 dB for all splices and demonstrate proficiency in interpretation of splice loss using OTDR splice traces. **This program is approved for BICSI CECs (Continuing Education Credits): RCDD 14 CECs and INS, Level 2/Technician CECs - 14**

SEPTEMBER 2023

HealthGuard Professional Food Manager Certification - CSM 718

When: 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

OCTOBER 2023

HealthGuard Professional Food Manager Certification - CSM 718

When: 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

When: Thursday, October 12 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.

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

When: 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

When: 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.

**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

When: 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

When: 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



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When: 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 contact Sherry Bussell at rbussell@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.



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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.