



MONROE COUNTY  
COMMUNITY COLLEGE

1555 South Raisinville Road  
Monroe, MI 48161-9746

# Business & Industry Training Winter 2024 Schedule

## Workplace Safety Classes

(Listed in chronological sequence)

### 24 Hour HAZWOPER Operations Level

This course consists of 3 days of lectures, classroom discussions, demonstrations, and hands-on exercises. It covers 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, and incident command system fundamentals.

February 21- 23, 8 am to 5 pm

Room F-185 Founders Hall

Cost: \$599 includes materials, light breakfast and lunch each day

To register go to <https://monroecc.augusoft.net/> and search for **24 Hour HAZWOPER Operations Level** or call (734) 384-4127

### MIOSHA General Industry Ten Hour +

In today's challenging business climate, many employers are faced with the need to have their employees be able to perform 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.

February 28 & 29, 9 am to 4 pm

Room Z-259 La-Z-Boy Center

Cost: \$95 includes materials. If you would like a light breakfast and lunch each day there is an additional charge of \$34.

To register go to <https://monroecc.augusoft.net/> and search for **MIOSHA General Industry Ten Hour +** or call (734) 384-4127

### **First Aid, Adult CPR and AED**

Gain the basic understanding and awareness of care for ill or injured persons in any environment. You will learn 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. You'll observe and practice rescue breathing, CPR techniques and AED use. You must show competency in these skills through a written exam and demonstration to receive a certification card. Continental breakfast, lunch and materials are included in the cost. Registration deadline is one week in advance. Note: Child CPR is also available for an additional \$10. Please inquire at the time of registration.

March 14, 8 am to 3 pm

Room Z-257 La-Z-Boy Center

Cost: \$129 includes materials, light breakfast and lunch

To register go to <https://monroeccc.augusoft.net/> and search for **First Aid, Adult CPR and AED** or call (734) 384-4127

### **Hazwoper 8 Hour Refresher**

This eight-hour session meets the OSHA annual refresher training requirements. It is specifically for persons who have already completed an initial course of 24 or more hours of instruction in emergency response and hazardous material training. Certificate of completion and CEU's will be awarded as evidence of training for OSHA.

March 27, 8 am to 5 pm

Room F-185 Founders Hall

Cost: \$299 includes materials, light breakfast and lunch

To register go to <https://monroeccc.augusoft.net/> and search for **Hazwoper 8 Hour Refresher** or call (734) 384-4127

## **Microsoft Classes – Excel, PowerPoint & Power BI**

(Listed in chronological sequence)

### **Intermediate Excel**

This follow-up to the basic class is designed to teach you advanced formulas in the worksheet to perform special functions. You'll learn how to manage workbooks, create special toolbars, sort lists and create basic queries.

February 23 – March 8, Fridays 9 am to 12 pm

Online via Zoom

Cost: \$109 includes materials

To register go to <https://monroeccc.augusoft.net/> and search for **Intermediate Excel** or call (734) 384-4127

### **Advanced Excel**

This is an accelerated, advanced class. Participants are encouraged to bring real-life problems for review in the lab. A course card is included with the course. Target Audience: Individuals that have previously enrolled in Excel Intermediate or those who have extensive experience working with Excel.

April 5 - 19, Fridays 9 am to 12 pm

Online via Zoom

Cost: \$109 includes materials

To register go to <https://monroeccc.augusoft.net/> and search for **Advanced Excel** or call (734) 384-4127

## **Excel Skills for Business - Data Analysis and Creating Dynamic and Interactive Excel Dashboards**

Are you working with large amounts of data and want to effectively summarize and present information clearly? This Data Analysis and Excel Dashboard course is a valuable resource to help you master these in-demand skills. You will learn how to apply powerful techniques for transforming raw data into attractive, interactive visuals. The knowledge you gain will impress management with reports that make the decision-making process easier and faster.

Topics include:

- Apply powerful techniques for transforming raw data using Excel Power Query.
- Build stunning, professional-quality dashboards in Excel with no coding or VBA.
- Review key data visualization best practices and dashboard design principles.

Take the next step in your professional journey and enroll in this Excel Dashboard course today!

March 14 and 21, Thursdays 1 pm to 4 pm

Online via Zoom

Cost: \$89 includes materials

To register go to <https://monroeccc.augusoft.net/> and search for **Excel Skills for Business - Data Analysis and Creating Dynamic and Interactive Excel Dashboards** or call (734) 384-4127

## **Power BI**

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.

February 23 – March 15, Fridays 1 to 4 pm

Online via Zoom

Cost: \$139

To register go to <https://monroeccc.augusoft.net/> and search for **Power BI** or call (734) 384-4127

### **Boost Your EXCEL Productivity Level**

Are you looking to enhance your Excel skills and become a spreadsheet pro? Look no further! In this 3-hour course, via Zoom, we will explore a wide range of Excel time-saving tips and tricks that will improve your efficiency and make you an expert of data manipulation. Unlock your full potential of Excel! Intermediate knowledge of Excel is required for this course.

March 22, 9 am to 12 pm

Online via Zoom

Cost: \$59

To register go to <https://monroeccc.augusoft.net/> and search for **Boost Your EXCEL Productivity Level** or call (734) 384-4127

### **Boost Your PowerPoint Productivity Level**

Do you want to create awesome presentations without putting your audience to sleep? Join us for a 3-hour course, via Zoom, where you will learn powerful tips and shortcuts to make your presentation grab the attention of the viewers. This class will help you understand the latest PowerPoint features and take your presentation to the next level by creating professional-looking, eye appealing, PowerPoint presentations.

If you are a novice PowerPoint user, this class is not for you. It is best to have some practical PowerPoint work experience before taking this class.

April 26, 9 am to 12 pm

Online via Zoom

Cost: \$59 includes materials

To register go to <https://monroeccc.augusoft.net/> and search for **Boost Your PowerPoint Productivity Level** or call (734) 384-4127

## **Management/Leadership Classes**

(Listed in chronological sequence)

### **Everyone Communicates, Few Connect**

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! Patrick Lambrix, who is Maxwell Leadership Certified, will lead this half-day session.

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

March 7, 8 am to 12 pm

Room Z-257 La-Z-Boy Center

Cost: \$99 includes materials and a light breakfast

To register go to <https://monroeccc.augusoft.net/> and search for **Everyone Communicates, Few Connect** or call (734) 384-4127

We are continuously adding to this schedule for updates please contact Barry Kinsey at [bkkinsey@monroeccc.edu](mailto:bkkinsey@monroeccc.edu) or call at (734) 384-4124.

## **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](mailto:bkkinsey@monroeccc.edu).

To register for any of the training sessions on this schedule go to <https://monroeccc.augusoft.net/> or call (734) 384-4127.