

Macomb Community College

Workforce & Continuing Education SCHEDULE OF CLASSES

MAY–AUGUST 2016

Online Registration begins Thursday, March 17, 2016, 8AM
On-campus Registration begins Monday, April 4, 2016, 8AM



- **C4K: College for Kids**
- **Construction**
- **Entertainment Arts**
- **Floral Design**
- **Jewelry Trades**
- **Photography**

DISCOVER job opportunities

CONNECT to your special interests

ADVANCE in creative careers



**Macomb
Community College**

Education • Enrichment • Economic Development

Discover. Connect. *Advance*.SM

Follow Us



www.macomb.edu | Registration Information: Page 28

Your Pathway to Success

Macomb Community College helps you acquire the skills you need to succeed. Degrees, certificates and credentials make a difference in the workplace and lead to increased earnings.

Whether you are a student just out of high school, an adult returning to learn or an employer seeking staff training, Macomb can meet your educational needs.

In addition to credit courses and programs, Macomb offers classes through Workforce & Continuing Education. These classes provide individuals with job skills, professional development, certificates and personal growth opportunities.



- **Improve your job skills**
- **Gain new skills for high-demand occupations**
- **Prepare for certifications**
- **Earn a degree**



Find your pathway today!
Visit our **NEW** online catalog at
www.macomb.edu.

Click *Future Students* then
Class Offerings and Catalogs.

Macomb? **YES!**

2 EASY WAYS TO REGISTER FOR CLASSES!

1

ONLINE: Go to www.macomb.edu. Click on *Apply Now* in the upper right. New students—Click on **RED** *New Continuing Education Students* box. Returning students—Click on **BLUE** *Current and Returning Continuing Education Students*.

2

WALK-IN: Monday and Tuesday: 8 AM–6 PM (Office closes at 4:30 on May 17)
Wednesday through Friday: 8 AM–4:30 PM (Campuses closed May 30, July 4)
South Campus, K-Building, Room 351; Center Campus, G-Building, Room 110.
For registration assistance, call 586.445.7999.

HURRY! SPACE IS LIMITED!

EXCELLENT FOR STUDENTS AGES 3-17

Macomb Community College's C4K: College for Kids provides educational opportunities and a “college campus connection” for students ages 3–17. Through fun activities and enriching, memorable experiences, students will learn and succeed through personal achievement.

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www.macomb.edu/youth



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Complete an associate degree or the first two years of your bachelor's degree at **one-quarter the cost** of a Michigan public university. That's a savings of **\$18,000!**

ACADEMIC AREAS OF STUDY • DEGREE & CERTIFICATE PROGRAMS

For more information go to www.macomb.edu or call 866.Macomb1 (866.622.6621)

- Accounting
- Applied Technology & Apprenticeship
- Architectural Technology—Architectural Commercial Design
- Architectural Technology—Civil Construction
- Automated Systems Technology—Mechatronics
- Automotive Technology
- Automotive Technology—MOPAR-CAP
- Behavioral Sciences
- Biological Sciences
- Business Management
- Chemistry
- Civil Technology
- Climate Control Technology
- Computer Service Technology
- Construction Technology
- Construction Technology—Renewable Energy Specialist
- Culinary Arts
- Customer Energy Specialist
- Education: Early Childhood Studies
- Electronic Engineering Technology
- Emergency Medical Services—Emergency Medical Technician—Paramedic
- Emergency Medical Services—Paramedic/Firefighter
- Entrepreneurship—Innovation
- Entrepreneurship—Small Business
- Finance
- Fire Science
- Fire Science with Fire Academy
- General Business
- Health Information Technology
- Homeland Security
- Hospitality Management
- Information Technology—IT Professional
- Information Technology—Networking Specialist—Cisco Network Professional
- Information Technology—Networking Specialist—Microsoft Enterprise Administrator
- Information Technology—Networking Specialist—Network Security Professional
- Information Technology—Programming
- Information Technology—Programming for Electronic Games
- Information Technology—Website Programming
- International & Global Studies: Europe
- Land Surveying Technology—Field Technician
- Land Surveying Technology—Office Technician
- Law Enforcement
- Law Enforcement with Police Academy
- Legal Assistant
- Manufacturing Engineering
- Manufacturing Engineering Technology
- Marketing
- Mathematics
- Media & Communication Arts—3D Animation
- Media & Communication Arts—Collaborative Media
- Media & Communication Arts—Creative Imaging & Illustration
- Media & Communication Arts—Design & Layout
- Media & Communication Arts—Interactive Web Media
- Media & Communication Arts—Photographic Technologies
- Media & Communication Arts—Video Production
- Medical Assistant
- Molecular Biotechnology
- Music Performance
- Nursing
- Occupational Therapy Assistant
- Pastry Arts
- Physical Therapist Assistant
- Pre-Engineering
- Pre-Social Work
- Product Development
- Product Development—Digital Sculptor
- Radiologic Technology
- Reciprocal Programs
- Renewable Energy Technology
- Respiratory Therapy
- Restaurant Management
- Speech Communication Arts—Intercultural/Interpersonal Communication
- Speech Communication Arts—Mass Media
- Speech Communication Arts—Public Relations
- Surgical Technology
- Veterinary Technician

CAREER WORKSHOPS

Learn about the exciting and in-demand classes and programs offered by Workforce & Continuing Education at Macomb Community College. Learn more about the career options that await you!

Career Workshop: Health WKSP-8000

An interactive workshop that explores various health careers. This workshop is mandatory for those interested in the Nursing Assistant, Certified Professional Coder, and Certified Medical Reimbursement Specialist programs. (2 Contact Hours)

35209.....W.....	5/11/16 - 5/11/16.....	6:00 PM-7:55 PM.....	SOU.....	K324.....	Valin, M.
42775.....W.....	6/15/16 - 6/15/16.....	6:00 PM-7:55 PM.....	SOU.....	K324.....	Valin, M.
42776.....W.....	7/13/16 - 7/13/16.....	6:00 PM-7:55 PM.....	SOU.....	K324.....	Valin, M.
42777.....W.....	8/17/16 - 8/17/16.....	6:00 PM-7:55 PM.....	SOU.....	K324.....	Valin, M.

Career Workshop: Personal Fitness Trainer WKSP-8006

An interactive workshop to explore a career as a Personal Fitness Trainer. This workshop is mandatory for those interested in the Certified Fitness Trainer FTNS-9000 course. (1 Contact Hour)

42734.....Sa.....	5/7/16 - 5/7/16.....	10:00 AM-11:55 AM.....	CTR.....	H217.....	WORLD INST TRAINING SCHOOL
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Career Workshop: Jewelry WKSP-8009

An interactive workshop to explore a career in the jewelry industry.

42658.....T.....	5/17/16 - 5/17/16.....	6:30 PM-7:25 PM.....	SOU.....	T134.....	Vicary, J.
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ART

Watercolor Painting ARTS-8004

Explore basic watercolor techniques as you develop a style of your own. No experience required. Supplies needed. Supply list available at www.macomb.edu. (24 Contact Hours)

42453.....Th.....	6/9/16 - 7/28/16.....	12:00 PM-2:55 PM.....	\$150.....	SOU.....	R145.....	Thomas, M.
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Drawing What You See ARTS-8039

This class is based on elements from the books "Drawing from the Right Side of the Brain" and "The Artist Way." Examine areas of creative thinking and exercise hand-and-eye coordination while creating art. Students will draw what they see and develop a portfolio of their work. (18 Contact Hours)

42638.....Th.....5/26/16 -6/30/16 6:00 PM-8:55 PM..... \$120SOU.....E308..... Smith, M.

AUTOMOTIVE**Small Engine Repair AUTO-8034**

This course offers students exposure to the various pieces of shop equipment/tools and details of small engine repair. It will focus on the servicing and repairing of two- and four-cycle engines. The class will service and repair mechanical, ignition, electrical, fuel, cooling, and starting systems. Disassembly, inspection for wear, assembly, and proper serviceability techniques using appropriate materials and proper check procedures for service/repair are stressed. (30 Contact Hours)

42759.....TTh.....7/19/16 -8/18/16 6:00 PM-8:55 PM..... \$329SOU.....M123Houchen, E.

Small Engine Repair for Teens Ages 14-17 KIDS-8190

This course offers students exposure to the various pieces of shop equipment/tools and details of small engine repair. It will focus on the servicing and repairing of two- and four-cycle engines. Hands-on activities will include disassembly, inspection for wear, assembly, and proper serviceability techniques using appropriate materials and proper check procedures for service/repair are stressed. (18 Contact Hours)

42817.....M.....6/13/16 -7/25/16 6:00 PM-8:55 PM..... \$239SOU.....M105Houchen, E.

BUSINESS**ADMINISTRATIVE ASSISTANT PROFESSIONAL**

Skilled and professional administrative assistants are invaluable members of an organization. Learn how to gain a business edge with an online efficient office, improved communication skills, and stellar customer service. Use interactive exercises to practice new skills in a fun, high-energy environment. Earn the Administrative Assistant Professional Certificate by completing the recommended course, BSNS-8020, and the following required courses: BSNS-8005, BSNS-8006, BSNS-8007, BSNS-8008A, and BSNS-8009. Students may also earn the Administrative Assistant Professional with Workplace Computing Skills Certificate by taking the required classes listed above along with CSFT-8080, CSFT-8081, CSFT-8082, and CSFT-8083. For information, contact the program coordinator at 586.498.4121 or continuinged@macomb.edu.

Overview of Administrative Assistant Profession BSNS-8020

Organizations now recognize that administrative assistants perform a key role in any industry. Explore the administrative assistant profession and potential career opportunities in this growing field. Learn the steps to prepare for entry into this profession. (2 Contact Hours)

42442.....M.....5/2/16 -5/2/16 6:00 PM-7:55 PM..... \$35CTR.....H203.....Rogers, B.

Professionalism for the Administrative Assistant BSNS-8005

Discover the nine critical skills needed to become a successful administrative assistant. Explore workplace teams and effective team behavior. Understand the components of professionalism. Learn how to arrange effective meetings, travel, and much more. Text required. (12 Contact Hours)

42440.....MW.....5/16/16 -5/25/16 6:00 PM-8:55 PM..... \$160CTR.....H203.....Rogers, B.

Customer Service BSNS-8006

Become a superior customer service representative. Examine customer interaction and the traits of top organizations. Explore ways to add value to every transaction along with the best practices used to create loyal, life-long customers. Text required. (12 Contact Hours)

42489.....MW.....7/11/16 -7/20/16 6:00 PM-8:55 PM..... \$160CTR.....H213.....Pittman, L.

Communication for Administrative Assistants BSNS-8007

Through interactive sessions, learn how to develop effective internal and external communication. Learn to easily interact at business meetings or with customers. Text required. (12 Contact Hours)

42441.....MW.....6/20/16 -6/29/16 6:00 PM-8:55 PM..... \$160CTR.....H203.....Rogers, B.

Organizing Skills BSNS-8008A

Learn to be efficient and effective in the workplace. Includes time management, paper and electronic record keeping, timely follow-through, and maintenance of a clutter-free environment. Discover the correlation between work habits and productivity. Text required. (12 Contact Hours)

42444.....MW.....7/25/16 -8/3/16 6:00 PM-8:55 PM..... \$160CTR.....H203.....Rogers, B.

Bookkeeping for the Administrative Assistant BSNS-8009

Learn accounting terminology and the purpose of financial statements. Explore original entry books and the general ledger. Discover how bookkeeping is a communication tool to users of the data. Text required. (9 Contact Hours)

42443.....MW.....6/6/16 -6/13/16 6:00 PM-8:55 PM..... \$130CTR.....H203.....Rogers, B.

PROJECT MANAGEMENT

The following classes are for individuals who wish to understand and improve their project management and leadership skills as well as pass the CAPM or PMP exam. Complete both required classes, BSNS-8016A and BSNS-8018, to receive a Workforce & Continuing Education Certificate in Project Management. For information, contact the program coordinator at 586.498.4121 or continuinged@macomb.edu.

Overview of Project Management BSNS-8017

Organizations now recognize that project managers can improve business performance in any industry. Explore the project management profession and potential career opportunities in this growing field. Learn the steps to prepare for entry into this profession. (2 Contact Hours)

42494.....M.....5/23/16 -5/23/16.....6:00 PM-7:55 PM.....\$35.....CTR.....H220.....Gottwald, W.

Fundamentals of Project Management BSNS-8016A

Study the five process groups and nine knowledge areas of project management from the Project Management Body of Knowledge. Examine professionalism, ethics, and case studies. Work individually and in teams to practice processes and concepts. Text Required. Laptop and MS Project recommended. (36 Contact Hours)

42496.....MW.....6/6/16 -7/18/16.....6:00 PM-8:55 PM.....\$550.....CTR.....H220.....Gottwald, W.

Project Leadership and Management BSNS-8018

Explore the role and key competencies of project leaders. Learn a step-by-step approach to leadership and team-building. Examine Leadership Ethics, Leadership and Project Strategy, and Leadership and the Political Side of Project Management. Text required. (30 Contact Hours)

42500.....MW.....7/25/16 -8/24/16.....6:00 PM-8:55 PM.....\$475.....CTR.....H220.....Gottwald, W.

Project Management Practice Exam BSNS-8019

Take a practice exam session to assess your readiness to take either the CAPM or PMP exams. Results of the practice exam will be available at the end of the class. (4 Contact Hours)

42514.....Sa.....5/7/16 -5/7/16.....9:00 AM-12:55 PM...\$125.....CTR.....H220.....Gottwald, W.

42501.....Sa.....9/10/16 -9/10/16.....9:00 AM-12:55 PM...\$125.....CTR.....H220.....Gottwald, W.

GOOGLE ANALYTICS WORKSHOPS

Digital Analytics Fundamentals ENTR-8065



Discover in-depth analytics available in order to better market your small business. Stand out in your marketplace by understanding your customers. Basic computer skills required. Must have an email address to verify Google Analytics account. (6 Contact Hours)

42661.....TTh.....6/7/16 -6/9/16.....6:00 PM-8:55 PM.....\$75.....CTR.....H203.....Herr, A.

Google Analytics Platform Principles ENTR-8066



Acquire a deep understanding of Google Analytics including data collection, processing, configuration, and reporting. Use Google Analytics to understand your customers. Basic computer skills required. Must have an email address to verify Google Analytics account. (3 Contact Hours)

42663.....T.....6/14/16 -6/14/16.....6:00 PM-8:55 PM.....\$45.....CTR.....H203.....Herr, A.

E-Commerce Analytics: From Data to Decisions ENTR-8067



Discover the power of e-commerce analysis. Understand your shoppers and their shopping behavior. Use analytics to sell more product. Basic computer skills required. Must have an email address to verify Google Analytics account. (3 Contact Hours)

42665.....T.....6/21/16 -6/21/16.....6:00 PM-8:55 PM.....\$45.....CTR.....H203.....Herr, A.

C4K: COLLEGE FOR KIDS



Macomb Community College's C4K: College for Kids provides educational opportunities and a 'college campus connection' for students ages 3 to 17. Through fun activities and enriching, memorable experiences, students learn and succeed through personal achievement. Partial scholarship opportunities may be available. Email C4K@macomb.edu for application.

Animal Fun, Ages 3-5 KIDS-8016A

Join us and learn how to safely handle and behave around animals. Explore the way animals live, learn and play. Participants will see and learn about dogs, cats, bunnies, and more. Explore animal body language, safety, care, feeding, grooming, exercise, and animal-related careers. Kids will get hands-on time learning how to interact with animals. Children must be accompanied by an adult. No fee for adult. (2 Contact Hours)

43083.....Th.....6/23/16 -6/23/16.....11:00 AM-12:55 PM...\$75.....CTR.....E106.....Renda-Francis, L.

43084.....W.....7/13/16 -7/13/16.....9:00 AM-10:55 AM...\$75.....CTR.....E106.....Renda-Francis, L.

For questions about registration, call 586.445.7999

Animal Exploration, Ages 6–12 KIDS-8019B

Discover how to safely handle and behave around animals. Explore the way animals live, learn, and play. Participants will see and learn about dogs, cats, bunnies, and more. Explore animal body language, safety, care, feeding, grooming, and exercise. Kids will get hands-on time learning to interact with animals. Participants will also learn about several animal-related careers such as veterinarian, veterinary technician, and the veterinary assistant. (4 Contact Hours)

43085.....WTh.....6/22/16 -6/23/16 9:00 AM-10:55 AM...\$75CTRE106.....Renda-Francis, L.
43086.....W.....7/13/16 -7/13/16 11:00 AM-2:55 PM.....\$75CTRE106.....Renda-Francis, L.

Pterodynamics: Dinosaur Dig, Ages 6–9 KIDS-8023

Discover the many different types of dinosaurs and their unique special traits as well as myths and misconceptions revolving around dinosaurs. Participate in a Dino-dig at the end of the course! (10 Contact Hours)

42820.....MTWThF6/27/16 -7/1/16 9:00 AM-10:55 AM...\$89SOU.....C121.....Corbett, T.

Manga - Storyboarding, Ages 9 & Up KIDS-8033A

Young artists enjoy an in-depth encounter with Japanese-style comics called Manga (literally “comic” in Japanese). Students will learn how to properly create and lay out a comic along with basic Manga techniques and skills. (16 Contact Hours)

42824.....TWThF6/21/16 -6/24/16 9:00 AM-12:55 PM...\$105SOU.....C121.....Corbett, T.

Fencing for Kids, Ages 7–14 KIDS-8064

Fencing is a European martial sport that develops balance, coordination, leg strength, and analytical skill. This camp will focus on the basics of foil fencing. Children should wear comfortable workout clothes and court shoes. This program is designed to establish a strong basis for new fencers. Footwork, blade actions and the conduct of a fencing bout will be part of this camp. All fencing equipment is provided. \$25 fee payable first day of class. (15 Contact Hours)

42791.....MTWThF7/18/16 -7/22/16 9:00 AM-11:55 AM...\$200OFFRFTROYRENAISSANCE FENCING CLUB
42792.....MTWThF8/1/16 -8/5/16 9:00 AM-11:55 AM...\$200OFFRFTROYRENAISSANCE FENCING CLUB
42793.....MTWThF8/15/16 -8/19/16 9:00 AM-11:55 AM...\$200OFFRFTROYRENAISSANCE FENCING CLUB

CSI Training, Ages 9 & Up KIDS-8089

For the aspiring Crime Scene Investigator. Learn the fundamentals of finger printing, testing fibers, footprints, and securing a crime scene by photographing and collecting evidence. See if you have what it takes to solve the mystery and become a top CSI. Sign up for one or all of the classes. (9 Contact Hours)

42822.....TWTh.....6/21/16 -6/23/16 9:00 AM-11:55 AM...\$89SOU.....C119.....Staff
42823.....TWTh.....8/16/16 -8/18/16 9:00 AM-11:55 AM...\$89SOU.....C119.....Staff

Dragons & Griffins & Orcs - Oh My! Ages 9 & Up KIDS-8124

Come along on an adventure through the magical realm of mythical beasts and legendary creatures! Explore the mythological origins and present-day manifestation of all things mystical. Drawing and hand-modeling activities. (16 Contact Hours)

42798.....TWThF7/19/16 -7/22/16 9:00 AM-12:55 PM...\$105SOU.....C123.....Corbett, T.

Collision Cars Grades 4–8 KIDS-8178

Students will use our unique building kits to build a variety of battling machines. This is a class of exploration, problem solving, and risk-taking with a goal of learning and experimenting with how machines work and compete. Discussions and projects may include: the Arm Bot, Blade Bot, Broom Bot, Crawl Bot, Flipper Bot, Net Bot, Ramp Bot, Triceratops Bot, Winch Bot, Armored Bot. (8 Contact Hours)

42799.....MTWThF8/1/16 -8/5/16 1:00 PM-3:55 PM...\$139SOU.....C123.....Groseclose, R.

Pullback Car Frenzy, Ages 6–9 KIDS-8188

Students become mini-engineers, challenged to design new vehicles utilizing pieces from supplied cars. The Pullback Car Frenzy course is designed to stimulate problem solving and creativity using new and innovative ideas. This course is jam-packed with science! Students will build numerous cars (ranging from 6 to 15 cars total) using a design pamphlet for each vehicle. Students KEEP each car they build! (15 Contact Hours)

42828.....MTWThF7/11/16 -7/15/16 9:00 AM-11:55 AM...\$169CTRH203.....Groseclose, R.

Pullback Car Frenzy, Ages 10 & Up KIDS-8189

Students become mini-engineers, challenged to design new vehicles utilizing pieces from supplied cars. The Pullback Car Frenzy course is designed to stimulate problem solving and creativity using new and innovative ideas. This course is jam-packed with science! Students will build numerous cars (ranging from 6 to 15 cars total) using a design pamphlet for each vehicle. Students KEEP each car they build! (15 Contact Hours)

42829.....MTWThF7/11/16 -7/15/16 1:00 PM-3:55 PM...\$169CTRH203.....Groseclose, R.

Small Engine Repair for Teens Ages 14–17 KIDS-8190

This course offers students exposure to the various pieces of shop equipment/tools and details of small engine repair. It will focus on the servicing and repairing of two- and four-cycle engines. Hands-on activities will include disassembly, inspection for wear, assembly, and proper serviceability techniques using appropriate materials and proper check procedures for service/repair are stressed. (18 Contact Hours)

42817.....M.....6/13/16 -7/25/16 6:00 PM-8:55 PM...\$239SOU.....M105.....Houchen, E.

Energy Makers! Ages 9–12 KIDS-8191A

Alternative forms of energy will be realized as students build and race their very own fuel cell car when they pour water in and watch it separate into hydrogen and oxygen, forming a gas to power their vehicles across the floor. Additional activities include learning about wind energy as students build their own wind turbines. Students take home both kits upon class completion. (12 Contact Hours)

42800.....TWTuF7/19/16 -7/22/16 9:00 AM-11:55 AM ...\$109SOU C223..... Staff

Goldie Blox: Engineering for Girls! Ages 4–10 KIDS-8194

Discover Goldie Blox as you learn to build a spinning machine, parade float, and dunk tank. Develop spatial skills, engineering principles, and confidence in problem solving through a variety of design ideas and unlimited building possibilities. Goldie Blox's goal is to get students building by tapping into their strong verbal skills with stories and construction sets. Each student will take home all three sets of Goldie Blox upon course completion for more engineering fun at home! (15 Contact Hours)

42801.....MTWThF7/11/16 -7/15/16 9:00 AM-11:55 AM ...\$169SOU C119..... Booza, L.

LEGO® Robotics: Ev3 the Next Generation, Ages 12 & Up KIDS-8197

The next generation of LEGO® Mindstorms robots enables students to build, program, and test solutions based on real-life robotics technology! EV3 uses a more powerful intelligent brick, increased memory, and other upgraded functions. EV3 Robots are for class use. (20 Contact Hours)

42802.....MTWThF8/8/16 -8/12/16 9:00 AM-12:55 PM...\$219SOUJ151 Staff

Code Breakers, Ages 8–10 KIDS-8204

Calling all future coders, programmers, and designers! Learn the basics of coding languages like HTML, JavaScript, and CSS through a series of web projects and design challenges each day and be on your way to becoming the next tech star! Whether you want to be the next Mark Zuckerberg or the high school student who just made \$1 million for programming in his bedroom, this course has the essentials you need to begin your journey. Projects will be available on a Black Rocket website to share with friends and family. Students will work in pairs or teams for most of the program. (15 Contact Hours)

42836.....MTWThF7/11/16 -7/15/16 1:00 PM-3:55 PM.....\$249CTRH214..... Staff

Code Breakers, Ages 11–14 KIDS-8205

Calling all future coders, programmers, and designers! Learn the basics of coding languages like HTML, JavaScript, and CSS through a series of web projects and design challenges each day and be on your way to becoming the next tech star! Whether you want to be the next Mark Zuckerberg or the high school student who just made \$1 million for programming in his bedroom, this course has the essentials you need to begin your journey. Projects will be available on a Black Rocket website to share with friends and family. Students will work in pairs or teams for most of the program. (15 Contact Hours)

42838.....MTWThF7/11/16 -7/15/16 9:00 AM-11:55 AM ...\$249CTRH214..... Staff

App Attack! Ages 8–10 KIDS-8206

Take the first steps into the world of mobile app design and customize your own game app! Using a specialized app and game development tool, students will explore the world of web-based apps. In addition to learning the basics of mobile app design and game development, you will also see firsthand how the world of app publishing functions. Student-created apps will be accessible on a private site and can be played on any mobile device or computer. NO prior experience is necessary, and students do not need to own a smart phone or tablet to take the class. Students will work in pairs or teams for most of the program. (15 Contact Hours)

42839.....MTWThF7/18/16 -7/22/16 1:00 PM-3:55 PM.....\$249CTRH214..... Booza, L.

App Attack! Ages 8–14 KIDS-8206A

Take the first steps into the world of mobile app design and customize your own game app! Using a specialized app and game development tool, students will explore the world of web-based apps. In addition to learning the basics of mobile app design and game development, you will also see firsthand how the world of app publishing functions. Student-created apps will be accessible on a private site and can be played on any mobile device or computer. NO prior experience is necessary, and students do not need to own a smart phone or tablet to take the class. Students will work in pairs or teams for most of the program. (15 Contact Hours)

42835.....Sa5/7/16 -6/11/16 9:00 AM-11:55 AM ...\$249CTRH214..... Booza, L.

App Attack! Ages 11–14 KIDS-8208

Take the first steps into the world of mobile app design and customize your own game app! Using a specialized app and game development tool, students will explore the world of web-based apps. In addition to learning the basics of mobile app design and game development, you will also see firsthand how the world of app publishing functions. Student-created apps will be accessible on a private site and can be played on any mobile device or computer. NO prior experience is necessary, and students do not need to own a smart phone or tablet to take the class. Students will work in pairs or teams for most of the program. (15 Contact Hours)

42932.....MTWThF7/18/16 -7/22/16 9:00 AM-11:55 AM ...\$249CTRH214..... Booza, L.

Minecraft Designers, Ages 8–10 KIDS-8225

If you love the game Minecraft but always wanted to design your own characters and buildings for your games, this class is for you! Learn the basics of creating 3D models using a new software to design your very own objects, create skins for characters, and import them into your favorite Minecraft games. To access their project at home, students must own a PC/MAC version of Minecraft. Tablet, phone, and game console version of Minecraft are not compatible. Parent email address is required to use 3D modeling software. Students will work in pairs or teams for most of the program. (15 Contact Hours)

42855.....MTWThF6/27/16 -7/1/16 1:00 PM-3:55 PM..... \$289CTRH214..... Staff

Minecraft Designers, Ages 11–14 KIDS-8226

If you love the game Minecraft but always wanted to design your own characters and buildings for your games, this class is for you! Learn the basics of creating 3D models using a new software to design your very own objects, create skins for characters, and import them into your favorite Minecraft games. To access their project at home, students must own a PC/MAC version of Minecraft. Tablet, phone, and game console version of Minecraft are not compatible. Parent email address is required to use 3D modeling software. Students will work in pairs or teams for most of the program. (15 Contact Hours)

42856.....MTWThF6/27/16 -7/1/16 9:00 AM-11:55 AM ... \$289CTRH214..... Staff

Make Your First Video Game, Ages 8–10 KIDS-8227

If you love playing video games, this is the camp for you! Make your first video game in this one-of-a-kind class that shows you the keys to designing your first 2D platformer game. Conceptualization, play experience, challenge levels, graphics, sounds, and simple coding are just some of the concepts that we'll explore. No prior experience necessary, just a desire to have fun. Student created games will be available on a password protected Black Rocket website to share with friends and family. Games are only compatible on PC computers; MAC versions can be created after the program for a \$15 conversion fee. Students will work in pairs or teams for most of the program. (15 Contact Hours)

42854.....MTWThF6/20/16 -6/24/16 1:00 PM-3:55 PM..... \$269CTRH214..... Staff

Make Your First Video Game, Ages 11–14 KIDS-8228

If you love playing video games, this is the camp for you! Make your first video game in this one-of-a-kind class that shows you the keys to designing your first 2D platformer game. Conceptualization, play experience, challenge levels, graphics, sounds, and simple coding are just some of the concepts that we'll explore. No prior experience necessary, just a desire to have fun. Student created games will be available on a password protected Black Rocket website to share with friends and family. Games are only compatible on PC computers; MAC versions can be created after the program for a \$15 conversion fee. Students will work in pairs or teams for most of the program. (15 Contact Hours)

42853.....MTWThF6/20/16 -6/24/16 9:00 AM-11:55 AM ... \$269CTRH214..... Staff

LEGO® Games, Ages 8–10 KIDS-8229

Combine your two favorite activities: LEGO® and video games! Students will create their own LEGO® characters and adventures in an interactive 2D video game. Everyone is welcome in this one-of-a-kind class. At the end of the program, every student will have a finished LEGO® video game that can be shared with friends and family through a password protected Black Rocket website. Games are only compatible on PC computers; Mac versions can be created after the program for a \$15 conversion fee. Students will work in pairs or teams for most of the program. (15 Contact Hours)

42851.....MTWThF8/1/16 -8/5/16 1:00 PM-3:55 PM..... \$279CTRH214..... Staff

LEGO® Games, Ages 11–14 KIDS-8230

Combine your two favorite activities: LEGO® and video games! Students will create their own LEGO® characters and adventures in an interactive 2D video game. Everyone is welcome in this one-of-a-kind class. At the end of the program, every student will have a finished LEGO® video game that can be shared with friends and family through a password protected Black Rocket website. Games are only compatible on PC computers; Mac versions can be created after the program for a \$15 conversion fee. Students will work in pairs or teams for most of the program. (15 Contact Hours)

42852.....MTWThF8/1/16 -8/5/16 9:00 AM-10:55 AM ... \$279CTRH214..... Staff

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Minecraft Animators, Ages 8–10 KIDS-8231

Bring your favorite Minecraft characters to life in an animated short film! Learn how studios like Pixar and Disney make movies like Inside Out and Frozen by using techniques like keyframing, tweening, texturing, and animating rigged 3D models! Student projects will be available on a Black Rocket website to share with friends and family. You do not need to own a Minecraft account to use the software in this class. Students will work in pairs or teams for most of the program. (15 Contact Hours)

42849.....MTWThF8/8/16 -8/12/16 1:00 PM-3:55 PM..... \$289CTR H214..... Staff

Minecraft Animators, Ages 11–14 KIDS-8232

Bring your favorite Minecraft characters to life in an animated short film! Learn how studios like Pixar and Disney make movies like Inside Out and Frozen by using techniques like keyframing, tweening, texturing, and animating rigged 3D models! Student projects will be available on a Black Rocket website to share with friends and family. You do not need to own a Minecraft account to use the software in this class. Students will work in pairs or teams for most of the program. (15 Contact Hours)

42850.....MTWThF8/8/16 -8/12/16 9:00 AM-11:55 AM ... \$289CTR H214..... Staff

Minecraft Modders, Ages 8–10 KIDS-8233

Use your favorite game to learn the basics of modding and foundations of programming. Learn scripting and logic statements as you create your first mod! Introductory coding will also be taught through a simulated environment inspired by Minecraft. Student projects will be available on a Black Rocket website to share with friends and family. To access their projects at home, students must own a PC/MAC version of Minecraft. Tablet, phone, and game console versions of Minecraft are not compatible. Students will work in pairs or teams for most of the program. (15 Contact Hours)

42846.....MTWThF7/25/16 -7/29/16 1:00 PM-3:55 PM..... \$289CTR H214..... Staff

Minecraft Modders, Ages 11–14 KIDS-8234

Use your favorite game to learn the basics of modding and foundations of programming. Learn scripting and logic statements as you create your first mod! Introductory coding will also be taught through a simulated environment inspired by Minecraft. Student projects will be available on a Black Rocket website to share with friends and family. To access their projects at home, students must own a PC/MAC version of Minecraft. Tablet, phone, and game console versions of Minecraft are not compatible. Students will work in pairs or teams for most of the program. (15 Contact Hours)

42848.....MTWThF7/25/16 -7/29/16 9:00 AM-11:55 AM ... \$289CTR H214..... Staff

Make Your First 3D Video Game, Ages 8–10 KIDS-8235A

Try this new version of a Black Rocket classic! This class allows you to develop a game concept that goes well beyond the limitations of the traditional 2D game design classes. Students will learn the physics behind 3D games, explore beginner event scripting, level design, control the flow of game play, and story telling. Student created games will be available on a password protected Black Rocket website to share with friends and family. Students will work in pairs or teams for most of the program. (12 Contact Hours)

42909.....TWThF7/5/16 -7/8/16 1:00 PM-3:55 PM..... \$269CTR H214..... Staff

Make Your First 3D Video Game, Ages 11–14 KIDS-8236A

Try this new version of a Black Rocket classic! This class allows you to develop a game concept that goes well beyond the limitations of the traditional 2D game design classes. Students will learn the physics behind 3D games, explore beginner event scripting, level design, control the flow of game play, and story telling. Student created games will be available on a password protected Black Rocket website to share with friends and family. Students will work in pairs or teams for most of the program. (12 Contact Hours)

42910.....TWThF7/5/16 -7/8/16 9:00 AM-11:55 AM ... \$269CTR H214..... Staff

Tiny Tunes Piano Pre-School Beginner, Ages 3–4 KIDS-9204

Designed specifically for pre-schoolers. This is a BIG FUN, delightfully simple piano program. Lessons include everything needed to help jump start your child's musical education. By the end of the course, your child will be able to sing and perform simple songs like Mary had a Little Lamb, Twinkle Twinkle Little Star, and/or Jingle Bells. Music increases attention span, logic, and reasoning skills. Parents must attend. "No class" dates will be announced in class. (6 Contact Hours)

42786.....Sa5/7/16 -6/18/16 10:00 AM-10:55 AM ... \$85CTR L118TINY TUNES PIANO PROGRAM

42788.....M6/20/16 -8/1/16 10:00 AM-10:55 AM ... \$85CTR L118TINY TUNES PIANO PROGRAM

Tiny Tunes Piano "Young 5S" Beginner, Ages 5–6 KIDS-9205

Designed specifically for children who are just learning how to read and write. Introduce your child to the world of music with all the fundamentals needed to encourage, nurture, and motivate learning and have fun. At course end, your child will be able to sing and play a ton of Tiny Tunes. Children who study music at an early age come out ahead in math and science! Parents welcome. (6 Contact Hours)

42790.....M6/20/16 -8/1/16 11:00 AM-11:55 AM ... \$85CTR L118TINY TUNES PIANO PROGRAM

Tiny Tunes Piano Intermediate, Ages 5–6 KIDS-8053

Start your child's musical education with a delightfully simple piano program. Research shows preschoolers who study music come out ahead in math and science! Music increases attention span, logic and reasoning skills. (6 Contact Hours)

42781.....Sa.....5/7/16 -6/18/16 11:00 AM-11:55 AM ...\$85.....CTR L118TINY TUNES PIANO PROGRAM

Tiny Tunes Piano Intermediate, Ages 6–7 KIDS-9214

Designed specifically for the advancing beginner. Classes are faster paced and big fun for students and parents alike. Lessons include line and space note recognition, two-handed playing, skip rhythms, flashcards, cross-hand techniques, and some very interesting and exciting Tiny Tunes. Studying music builds self-esteem, memory, and verbal ability. (6 Contact Hours)

42789.....M.....6/20/16 -8/1/16 12:00 PM-12:55 PM ...\$85.....CTR L118TINY TUNES PIANO PROGRAM

Tiny Tunes Piano Advanced, Ages 6–7 KIDS-9215

Designed specifically for the younger advancing musician. Big FUN class that showcases the child's skill level with big-sounding songs that are easy to play. Your child will be able to handle larger ideas, and a certain amount of musical maturity will be established. This class will transform them into confident readers. (6 Contact Hours)

42784.....Sa.....5/7/16 -6/18/16 12:00 PM-12:55 PM ...\$85.....CTR L118TINY TUNES PIANO PROGRAM

COMPUTER SKILLS

Bring a USB drive to the first session of any software class. For information, contact the program coordinator at 586.498.4121 or continuinged@macomb.edu.

Quickbooks Pro Level 1 CSFT-8078

Keyboarding skills recommended. For small businesses to keep their books easily and accurately using Quickbooks Pro 2014. Create your own company file. Includes management principles and skills for dealing with customers, vendors, and banking transactions. Text and USB drive required. (15 Contact Hours)

42520.....TTh.....5/17/16 -5/31/16 6:30 PM-9:25 PM.....\$195.....CTR E115.....Krause, D.

Quickbooks Pro Level 2 CSFT-8079

Learn advanced skills to assist with physical inventory; sales tax; payroll; and asset, liability, and equity accounts on Quickbooks Pro 2014. Includes class, estimate and tracking features, report customization, and template creation. Text and USB drive required. (15 Contact Hours)

42525.....TTh.....6/7/16 -6/21/16 6:30 PM-9:25 PM.....\$195.....CTR E115.....Krause, D.

BASIC COMPUTER SKILLS CERTIFICATE

Begin with basic computer skills classes if you are a novice computer user and are seeking computer job skills. Earn the Basic Computer Skills certificate by completing the following required courses: CSFT-8059B, CSFT-8001C, and CSFT-8063B. For information, contact the program coordinator at 586.498.4121 or continuinged@macomb.edu

Keyboarding Basics CSFT-8059B

Basic computer skills required. Tired of two-finger typing at your computer? Using computer software, learn the home row, alphabetic keys, and basic punctuation keys using the touch method. Bring USB drive and earbuds/earphones to 1st session. Text including software required. (16 Contact Hours)

42450.....F.....5/6/16 -6/24/16 9:00 AM-10:55 AM ...\$150.....CTR B107.....Romanczyk, V.

Introduction to Computers CSFT-8001C

This is the class for beginners to start with. Learn basic computer skills including using Windows, typing with a word processor, navigating the web, and working with email. Text and USB drive required. (15 Contact Hours)

42448.....Sa.....4/30/16 -6/4/16 9:00 AM-11:55 AM ...\$125.....CTR B107.....Romanczyk, V.

42719.....Sa.....5/7/16 -6/11/16 9:00 AM-11:55 AM ...\$125.....SOU C238.....Oaks, J.

42712.....MW5/9/16 -5/23/16 6:00 PM-8:55 PM.....\$125.....SOU C238.....Burton, M.

42715.....Th7/7/16 -8/4/16 6:00 PM-8:55 PM.....\$125.....CTR E115.....Bosek, L.

Microsoft Office 2013 CSFT-8063B

Basic computer skills required. Review computer concepts and explore basic techniques of Microsoft Word, Excel, PowerPoint, and Access. Keyboarding skills recommended. Text and USB drive required. (30 Contact Hours)

42716.....TTh.....5/17/16 -6/16/16 6:00 PM-8:55 PM.....\$265.....CTR B122.....Bosek, L.

42449.....Sa.....6/18/16 -8/27/16 9:00 AM-11:55 AM ...\$265.....CTR B122.....Romanczyk, V.

42717.....MW7/11/16 -8/10/16 6:00 PM-8:55 PM.....\$265.....SOU C238.....Burton, M.

DON'T WAIT! CLASSES FILL QUICKLY—REGISTER NOW!

WORKPLACE COMPUTING CERTIFICATE

Workplace Computing classes are designed for learners who are seeking a solid basic understanding of Word, Excel, PowerPoint, and Access. The Workplace Computing Certificate is awarded upon completion of CSFT-8080, CSFT-8081, CSFT-8082, and CSFT-8083. Students may also earn the Administrative Assistant Professional with Workplace Computing Skills Certificate by taking the required classes above along with BSNS-8005, BSNS-8006, BSNS-8007, BSNS-8008A, and BSNS-8009. For information, contact the program coordinator at 586.498.4121 or continuinged@macomb.edu.

Word 2013 CSFT-8080

Basic computer skills required. Learn introductory and intermediate skills. Topics include ribbon interface; working with text; printing; using proofreading tools; creating bulleted and numbered lists; tables; newsletter columns; WordArt and clip art; document themes; styles; picture editing; and Mail Merge. Textbook and USB drive required. Keyboarding skills recommended. (24 Contact Hours)

42926.....Sa.....6/4/16 -7/30/16 12:00 PM-2:55 PM.....\$199SOU C238.....Roche, S.

Access 2013 CSFT-8081

Basic computer skills required. Learn introductory and intermediate Access skills. Topics include ribbon interface; creating tables in datasheet view; previewing and printing data; designing databases; creating database objects; formatting tables; lookup fields; field properties; queries; designing a relational database; split forms; creating and modifying reports; parameter queries; crosstab queries; and more. Textbook and USB drive required. Keyboarding skills recommended. (24 Contact Hours)

42516.....F5/6/16 -6/24/16 5:30 PM-8:25 PM.....\$199CTR H214.....Dean, K.

Excel 2013 CSFT-8082

Basic computer skills required. Learn introductory and intermediate skills. Topics include ribbon interface; entering and editing data; selecting cells and ranges; printing worksheets; inserting and deleting columns, rows, and cells; charts; large worksheets and workbooks; and more. Textbook and USB drive required. Keyboarding skills recommended. (24 Contact Hours)

42684.....TTh.....5/10/16 -6/2/16 6:00 PM-8:55 PM.....\$199CTR H203.....Rosiek, C.
42688.....W5/25/16 -7/13/16 6:00 PM-8:55 PM.....\$199SOU E311.....Roche, S.

PowerPoint 2013 CSFT-8083

Basic computer skills required. Learn introductory and intermediate PowerPoint skills. Topics include ribbon interface; document themes; bulleted lists; outlines; formatting text; printing presentations; transitions; clip art and graphics; charts; slide show delivery; editing presentations; handouts; creating hyperlinks; multimedia and sound; and more. Textbook and USB drive required. Keyboarding skills recommended. (24 Contact Hours)

42711.....TTh.....6/7/16 -6/30/16 6:00 PM-8:55 PM.....\$199CTR F115.....Curry, M.

Access 2013 Intermediate CSFT-8087

For those who have taken Access 2013 (CSFT-8081). Intermediate computer, keyboarding, and internet skills required. Learn intermediate Access skills. Topics include tables, queries, reports, macros, and VBA. Textbooks and USB drive required. (24 Contact Hours)

42518.....F7/8/16 -8/26/16 5:30 PM-8:25 PM.....\$199CTR H218.....Dean, K.

ADVANCED EXCEL WORKSHOP

Employers are seeking people with advanced Excel skills. Sky rocket your Excel expertise with this comprehensive, hands-on workshop. Learn to quickly summarize, analyze, and display data to enhance your reports and presentations. Must have intermediate to advanced Excel proficiency in Excel 2013 or later. USB drive required. For information, contact the program coordinator at 586.498.4121 or continuinged@macomb.edu.

Mastering Excel Pivot Tables CSFT-8076

Must have intermediate to advanced Excel proficiency (Excel 2013 or later). USB drive required. Discover how to create PivotTables quickly to summarize and analyze large amounts of real-world data. Explore PivotTable options and tools to create professional-looking reports. (3 Contact Hours)

42666.....Sa.....7/16/16 -7/16/16 9:00 AM-11:55 AM ...\$49SOU C238.....Blyakhman, A.

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CONSTRUCTION

The Builder's Pre-License program at Macomb Community College is a job skill training program, which after successful completion of both Builder's Pre-License Segment I (INDT-8022) and Builder's Pre-License Segment II (INDT-8023) courses, students will be prepared to sit for the Michigan State Builder's License exam (additional fee through the State of Michigan at time of exam). The Segment I course training will present business management, estimating, design and building science, contracts, risk management, marketing, and sales. The Segment II course training will present project management, scheduling, and current Michigan Residential and Construction Safety Standards, along with management, marketing, and sales. For information, contact 586.498.4100 or workforcedev@macomb.edu.

Builder's Pre-License Training Segment 1 INDT-8022

Segment 1 of the state-mandated Builder's Pre-License training will present business management, estimating, design and building science, contracts, risk management, marketing, and sales. (30 Contact Hours)

42763.....MW.....5/2/16 -5/25/16 6:00 PM-9:55 PM.....\$425CTRH210.....NCI ASSOCIATES, LTD.

Builder's Pre-License Training Segment 2 INDT-8023

Segment 2 of the state-mandated Builder's Pre-License training will present project management, scheduling, and current Michigan Residential and Construction Safety Standards along with management, marketing, and sales. (30 Contact Hours)

42762.....MW.....6/6/16 -6/29/16 6:00 PM-9:55 PM.....\$425CTRN208.....NCI ASSOCIATES, LTD.

Home Inspection INDT-8025

Learn how to set up a home inspection business. Follow the home inspection process and discover how to identify common problems, tool requirements, how to market, and what you'll need to get started. (24.5 Contact Hours)

42761.....T.....5/3/16 -6/21/16 6:00 PM-9:25 PM.....\$595CTRH210.....NCI ASSOCIATES, LTD.

COURT REPORTING

Macomb Community College's Court Reporting program is approved by the Michigan Department of Education as a prerequisite for the Certified Shorthand Reporting Examination and is taught by State Certified Court Reporters. Required courses include: CRTR-8000, CRTR-8016, CRTR-8022, CRTR-8007, CRTR-8014, CRTR-8017, CRTR-8024, CRTR-8025, CRTR-8009, CRTR-8011, and CRTR-8008. A minimum 40-hour internship is required to complete the program. Court Reporters must be certified through state and national exams. For information, contact 586.498.4156 or continuinged@macomb.edu.

Real Time Court Reporting—Theory III CRTR-8022

Writing techniques are applied while student begins process of speed building. Tests in literary, jury charge, and Q & A must be passed with 95% accuracy at speeds of 60, 80, and 100 wpm; CAT software is required. (97.5 Contact Hours)

42427.....TTh.....5/10/16 -8/18/16 6:15 PM-9:25 PM.....\$579CTRH214.....Kandt, S.
And TTh.....5/10/16 -8/18/16 6:15 PM-9:25 PM.....CTRH213

Skill Building & Development I CRTR-8007

Begin the process of speed building and the introduction of legal, medical, and technical dictation. Speed levels are 120-140 wpm, and literary, jury charge, and Q & A tests must be passed with 95% accuracy. (97.5 Contact Hours)

42428.....TTh.....5/10/16 -8/18/16 6:15 PM-9:25 PM.....\$579CTRH214.....Kandt, S.
And TTh.....5/10/16 -8/18/16 6:15 PM-9:25 PM.....CTRH215

Skill Building and Development II CRTR-8014

Continue the process of speed building. Speed levels are 160-180 wpm, and literary, jury charge, and Q & A tests must be passed with 95% accuracy. (97.5 Contact Hours)

42429.....TTh.....5/10/16 -8/18/16 6:15 PM-9:25 PM.....\$579CTRH214.....Kandt, S.
And TTh.....5/10/16 -8/18/16 6:15 PM-9:25 PM.....CTRH220

Skill Building and Development III CRTR-8017

Continue the process of speed building. Speed levels are 180-225 w.p.m., and literary, jury charge, and Q & A tests to be passed with 95% accuracy. Internship required. (97.5 Contact Hours)

42432.....TTh.....5/10/16 -8/18/16 6:15 PM-9:25 PM.....\$579CTRH214.....Kandt, S.
And TTh.....5/10/16 -8/18/16 6:15 PM-9:25 PM.....CTRH215

Medical Terminology for Court Reporters CRTR-8011

Students prepare for medical transcription by learning medical terms, body systems, anatomy, disease processes, methods of researching medical information, and much more. (49 Contact Hours)

42425.....W.....5/11/16 -8/24/16 6:15 PM-9:25 PM.....\$255CTRH215.....Semaan, E.

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Judicial Technology I CRTR-8024

Explore computer-aided transcription software including instruction in operating the real-time translation system, speaker identification, formatting, litigation support, building a dictionary, creating block files, macros, and auto-includes. Receive an overview of each of these items: the reporter's role in litigation support; hardware and software including ASCII files or RTF files; and the reporter's role in CART, broadcast captioning, and videography. (12 Contact Hours)

42581.....W.....6/1/16 -6/22/166:15 PM-9:10 PM.....\$229.....CTR.....H210.....Pavlovich, S.

Judicial Technology II CRTR-8025

Explore computer-aided transcription software including instruction in operating the real-time translation system, speaker identification, formatting, litigation support, building a dictionary, creating block files, macros, and auto-includes. Receive an overview of each of these items: the reporter's role in litigation support; hardware and software including ASCII files or RTF files; and the reporter's role in CART, broadcast captioning, and videography. (12 Contact Hours)

42583.....W.....7/20/16 -8/10/166:15 PM-9:10 PM.....\$229.....CTR.....H210.....Pavlovich, S.

ENGLISH AS A SECOND LANGUAGE (ESL)**Grammar Connection II ESSL-8003C**

Grammar Connection I or equivalent knowledge recommended. Continue your English language improvement journey with Chapters 18-31 in the same text and workbook as Grammar Connection I. This course is designed for students planning to enroll in college-level courses, adults planning to return to college, or high school students in preparation for college. (40 Contact Hours)

42457.....MW.....6/1/16 -8/10/164:00 PM-5:55 PM.....\$195.....CTR.....H219.....Hendrick, M.

Conversational Skills ESSL-8015C

Let's talk. Improve your English language skills in a relaxed atmosphere. This course is for students who want to improve their fluency in English and take their conversational skills to the next level. Learn how to converse in social and business situations, express an opinion, and understand cultural gestures and idiomatic speech. Text and audio CDs required. (40 Contact Hours)

42459.....MW.....6/1/16 -8/10/166:00 PM-7:55 PM.....\$195.....CTR.....H219.....Hendrick, M.

ENTERTAINMENT ARTS**Stand Up Comedy 101 THEA-8006B**

Learn and practice proven techniques used in comedy that will help you overcome stage fright and set your confidence and your funny bone free! Course will culminate with student "invitation only" stand-up comedy performance for family and friends. (8 Contact Hours)

42687.....M.....7/11/16 -8/1/167:00 PM-8:55 PM.....\$149.....SOU.....D209.....Arakelian, M.

Stand Up Comedy 201 THEA-8015

For those who have already taken Stand Up Comedy 101 and are looking for the next step. This class delves deeper into each topic with critical analysis and discussion to determine your customized comedy set. (10 Contact Hours)

42689.....M.....8/8/16 -8/29/167:00 PM-8:55 PM.....\$199.....SOU.....D209.....Arakelian, M.

Stand Up Comedy Appreciation THEA-8016

For those who appreciate stand up comedy. This class examines the "masters" at work and delves deeper into what makes each professional comedian's material funny. This class offers a peek behind the curtain and is intended for those who perform stand up, those wishing to perform, and those who just like to watch. There is no performance in this class, just observation, analysis, and discussion. (8 Contact Hours)

42742.....M.....6/16/16 -6/27/167:00 PM-8:55 PM.....\$99.....SOU.....D205.....Arakelian, M.

ACTING

The Entertainment Arts: Performance Track certificate program at Macomb Community College consists of 4 courses which can be taken individually or as part of the certificate of completion. The required courses are: FILM-8017, THEA-8007, THEA-8008, and THEA-8014A. For information, contact the program coordinator at 586.498.4100 or workforcedev@macomb.edu.

Acting 1 for Adults THEA-8007

Connect creativity, character, and emotion through improvisation, scene study, and exercises. Students will work in an ensemble environment with a focus on each individual's vision. (10.5 Contact Hours)

42741.....M.....5/16/16 -6/20/167:00 PM-9:25 PM.....\$85.....SOU.....D209.....Staff

Acting 2 for Adults THEA-8008

Explore advanced techniques of acting in a creative atmosphere. Broaden your range with classical and contemporary scene study, and use improvisation to enhance character development. (10.5 Contact Hours)

42685.....M.....7/11/16 -8/8/167:00 PM-9:25 PM.....\$85.....SOU.....S101.....Staff

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An Introduction to Teaching ESL/EFL.....	EDUC-8198
Blogging and Podcasting for Beginners	EDUC-8085
Common Core Standards for English K–5	EDUC-8321
Content Literacy	EDUC-8447
Creating a Classroom Website	EDUC-8057
Creating Classroom Centers.....	EDUC-8443
Creating the Inclusive Classroom	EDUC-8058
Creative Classroom.....	EDUC-8240
Differentiated Instruction and Response to Intervention Connection.....	EDUC-8442
Differentiated Instruction in the Classroom	EDUC-8200
Differentiating K–12 Assessments	EDUC-8441
Empowering Students with Disabilities	EDUC-8081
Enhancing Language Development	EDUC-8149
Get Assertive!	EDUC-8056
Get Grants!.....	EDUC-8136
Grammar Refresher.....	EDUC-8082
Guided Reading & Writing: Strategies for Maximum Student Achievement	EDUC-8049
Guided Reading Strategies for the Differentiated Classroom	EDUC-8201
Handling Medical Emergencies	EDUC-8077
Leadership	EDUC 8113
Math Refresher	EDUC-8436
Microsoft PowerPoint 2013 in the Classroom	EDUC-8445
Ready, Set, Read!	EDUC-8421
Response to Intervention	EDUC-8059
Singapore Math Strategies: Model Drawing Grades 1–6	EDUC-8060
Singapore Math Strategies: Number Sense	EDUC-8084
Solving Classroom Discipline Problems	EDUC-8152
Solving Classroom Discipline Problems II	EDUC-8052
Speed Spanish.....	EDUC-8111
Survival Kit for New Teachers.....	EDUC-8203
Teaching High School Students	EDUC-8446
Teaching Math: Grades 4–6.....	EDUC-8204
Teaching Preschool.....	EDUC-8079
Teaching Science: Grades 4–6	EDUC-8199
Teaching Smarter w/Smart Boards.....	EDUC-8083
Teaching Students with ADHD.....	EDUC-8440
Teaching Students with Autism	EDUC-8061
Teaching Students with Learning Disabilities.....	EDUC-8055
Teaching Writing Grades K–3	EDUC-8444
Understanding Adolescents	EDUC-8150

Audition Workshop THEA-8014A

Discover procedures and techniques for maximizing your effectiveness at auditions. Gain experience auditioning for theatre and film, constructing a resume, acquiring and selecting a headshot, and navigating the business of theatre. Acquire audition etiquette for theatre, film, and voiceovers and develop the skills to nail the audition. (14 Contact Hours)

42743.....W.....5/11/16 -6/22/167:00 PM-8:55 PM.....\$169SOU.....C310..... Staff

FINANCE

Savvy Social Security Planning MNMG-8019

This recently-updated course has been developed to help you learn more about Social Security planning. It is designed to give you the tools necessary to make more informed decisions regarding your Social Security income. (2 Contact Hours)

42963.....W.....6/8/16 -6/8/164:00 PM-5:55 PM.....\$29SOU.....E211.....Malloch, R.
 42964.....W.....6/15/16 -6/15/164:00 PM-5:55 PM.....\$29CTR.....H219.....Malloch, R.

FLORAL DESIGN CERTIFICATE

The Floral Design program at Macomb Community College is comprised of 8 core courses: FLOR-8043, FLOR-8000B, FLOR-8001, FLOR-8007, FLOR-8002A, FLOR-8009B, FLOR-9002A, and FLOR-8042, which can be taken individually or as part of the certificate of completion program. These core courses teach students floral design, theory, concepts, and techniques--basic to advanced. Materials are included for all Floral Design classes, and students will be able to take their designs home. Students should register at least 48 hours in advance. Students should bring wire cutters and scissors to each class session. For information, contact the program coordinator at 586.498.4100 or workforcedev@macomb.edu. Note: FLOR-8042 Advanced Techniques Floral Design Capstone will be offered Fall 2016.

Floral Identification and Use FLOR-8043

Discover and understand the plethora of flora and their uses in design. Learn common and botanical names while realizing not only variety in color but the important attributes of the flowers, common and no so common, to the floral designer. (9 Contact Hours)

42674.....MT.....5/23/16 -5/31/166:00 PM-8:55 PM.....\$199SOU.....C119.....Kiebusch, K.

Fundamentals of Floral Design I FLOR-8000B

Discover basic principles and elements of professional floral design. Step-by-step instruction will teach you how to work with fresh flowers and the tools of the trade. Create four arrangements to take home. Students will receive a Macomb Floral Design apron. (15 Contact Hours)

42675.....MT.....6/6/16 -6/20/166:00 PM-8:55 PM.....\$249SOU.....C119.....Kiebusch, K.

Fundamentals of Floral Design II FLOR-8001

Prerequisites: FLOR-8000B and FLOR-8043

Practical application will be put to use from the two previous corequisite classes, as you understand and develop techniques and designs as a floral designer. (9 Contact Hours)

42676.....MT.....6/27/16 -7/5/166:00 PM-8:55 PM.....\$229SOU.....C119.....Kiebusch, K.

Intermediate Floral Design FLOR-8007

Prerequisites: FLOR-8000B and FLOR-8043

Take your designs to the next level. Add your own special touches to more advanced designs. (9 Contact Hours)

42751.....MT.....7/11/16 -7/18/166:00 PM-8:55 PM.....\$229SOU.....C119.....Kiebusch, K.

Advanced Floral Design I FLOR-8002A

Prerequisites: FLOR-8000B and FLOR-8043

Continue to develop your skills. Experience the use of a greater variety of materials and work on a larger scale. Gain confidence to make your own design choices. (12 Contact Hours)

42750.....MT.....7/25/16 -8/2/166:00 PM-8:55 PM.....\$239SOU.....C119.....Kiebusch, K.

Sympathy Design FLOR-8009B

Prerequisites: FLOR-8000B and FLOR-8043

Sympathy Design is a must-know for a valued floral designer and is the largest portion of floral sales and design in the industry. Creating these special arrangements is just part of the process. Learn how to do a consultation and receive hands-on training to create several designs which will include a sympathy spray and a casket spray. (12 Contact Hours)

42752.....MT.....8/8/16 -8/16/166:00 PM-8:55 PM.....\$259SOU.....C119.....Kiebusch, K.

Wedding Bouquets & Corsages FLOR-9002A

Prerequisites: FLOR-8000B and FLOR-8043

Create the newest wedding designs with hand-tied and cascading bouquets. Learn the latest gluing techniques in making corsages and boutonnières. (12 Contact Hours)

42753.....MT.....8/22/16 -8/30/166:00 PM-8:55 PM.....\$259SOU.....C119.....Kiebusch, K.

MASTERCARD, VISA AND DISCOVER



586.445.7999 • www.macomb.edu

FOOD SERVICE

Food Service Manager Certification FOOD-8008B

Approved by the State of Michigan to fulfill the requirement that each food service establishment in the state of Michigan have at least one Certified Food Service Manager employed. Students will prepare for and take the Nationally Accredited ServSafe Exam and will be tested on the latest FDA Food Code. Textbook with exam answer sheet required. (14 Contact Hours)

42668.....TTh.....7/12/16 -7/26/16 6:30 PM-9:55 PM..... \$275CTRH210..... Parrott, K.

Food Service Manager Re-Certification FOOD-8009A

Prepare for and take the Food Service Manager re-certification exam. For individuals with expired certification. Bring proof of registration and photo ID; \$30 test fee payable online with only Visa or MasterCard accepted. Prior text recommended. (7 Contact Hours)

42713.....M6/13/16 -6/13/16 9:00 AM-4:55 PM..... \$125SOUC240..... LaBelle, S.

FOREIGN LANGUAGE

French I LANG-8000

Learn the vocabulary and principles of French pronunciation necessary for a basic conversation. Practice ordering meals, asking for directions and learn other language skills needed to survive in French-speaking environments. No text required. (16 Contact Hours)

42561.....TTh.....5/17/16 -6/9/16 10:00 AM-11:55 AM...\$99CTRH219..... Wojtara-Perry, S.

Spanish II LANG-8010B

Learn how to speak, read, and write Spanish at an intermediate level for use at work, for travel to Spanish-speaking countries, and for mingling with friends and family. Text required. (24 Contact Hours)

42925.....T5/3/16 -7/19/16 5:30 PM-7:25 PM..... \$175CTRB128..... Hendrick, M.

Italian I LANG-8059

Learn to converse and write in Italian. Gain the basic skills needed for travel. Explore culture, cuisine, local restaurants, and markets. Tips on how and what to order when traveling or dining locally included. Text required. (24 Contact Hours)

42533.....W.....6/15/16 -8/31/16 5:00 PM-6:55 PM..... \$175CTRN105.....Agazzi, I.

Intermediate Conversational Italian LANG-8012A

Students will improve their vocabulary and continue to learn how to converse, read, and write Italian. Practice speaking this beautiful language and become familiar with the culture, cuisine, and music. Text required. (24 Contact Hours)

42924.....W.....6/15/16 -8/31/16 7:00 PM-8:55 PM..... \$175CTRN105.....Agazzi, I.

Polish I LANG-8015

Study the basics of the Polish language. Become familiar with questions and answers pertaining to everyday situations. Text required. (16 Contact Hours)

42923.....TTh.....5/17/16 -6/9/16 12:00 PM-1:55 PM..... \$99CTRH219..... Wojtara-Perry, S.

GRAPHIC DESIGN

Graphic Design for Visual Presentations DSGN-8007

Make your visual presentations look professional and communicate effectively. Get the latest, most advanced techniques on graphic design principles including layout, typography, and basic design considerations. Come away with more skills to create an effective and beautiful visual presentation on any presentation software program that you choose. VIRTUAL CLASSROOM. Students will be contacted via email for class start and processes. Taking all three classes earns a Certificate in Presentation Media. (16 Contact Hours)

42723.....8/1/16 -8/26/16 - \$195VIR..... VIRLERN

Photoshop for Presentations DSGN-8008

Acquire the skills to navigate an extensive list of Photoshop features. You will gain both a foundational and advanced understanding of popular software and practice the most commonly used methods such as managing text, working with layers, and image file properties. You will find out the purpose of each photo editing tool and walk away with the skills to use them. You will even learn what the pros know. VIRTUAL CLASSROOM. Students will be contacted via email for class start and processes. Taking all three classes earns a Certificate in Presentation Media. (16 Contact Hours)

42726.....7/15/16 -7/29/16 - \$195VIR..... VIRLERN

PREZI DSGN-8009

Bring your vision to life with Prezi and leave PowerPoint behind! Take a journey into the world of creative presentations! Learn how to use and engage your creative side for amazing presentations. Your audience will be stimulated with what you are presenting as well as how you are presenting. VIRTUAL CLASSROOM. Students will be contacted via email for class start and processes. Taking all three classes earns a Certificate in Presentation Media. (16 Contact Hours)

42728.....6/6/16 -7/1/16 - \$195VIR..... VIRLERN

Infographics DSGN-8010

After taking this course in "Infographics," you will be exposed to a powerful, concise way to present information. You will also learn the basics of designing infographics and be able to make your own simple infographic. Become familiar with Data Visualization and discover how to locate infographics websites, identify types of infographics, and finally how to present an infographic. Virtual classroom. (16 Contact Hours)

42725.....8/11/16 -8/26/16 - \$195 VIR..... VIR LERN

HEALTH CARE TRAINING

Heart Saver First Aid & CPR/AED HLTH-8095

This course meets the American Heart Association requirements for adult & child Heart Saver first aid, CPR and AED certification. A practical-based course aimed at developing skills in basic first aid, CPR for children and adults, care for the choking victim, and use of an automatic external defibrillator. Text required. (6 Contact Hours)

42630.....T5/24/16 -5/24/16 8:30 AM-2:25 PM.....\$75SOU C129..... Brigolin, K.
 42640.....F8/12/16 -8/12/16 12:30 PM-6:25 PM.....\$75SOU C119..... Brigolin, K.

Basic Life Support for Health Care Providers HLTH-8096

Designed to provide a wide variety of health care professionals the ability to recognize several life-threatening emergencies, provide CPR, use an AED, and relieve choking in a safe, timely, and effective manner. American Heart Association BLS for Healthcare Providers Course completion card is valid for two years. Textbook required. (4 Contact Hours)

42625.....T5/24/16 -5/24/16 2:30 PM-6:25 PM.....\$64SOU C129..... Brigolin, K.
 42626.....Th6/30/16 -6/30/16 8:30 AM-12:25 PM.....\$64SOU C119..... Brigolin, K.
 42627.....Th6/30/16 -6/30/16 12:30 PM-4:25 PM.....\$64SOU C119..... Brigolin, K.
 42628.....Th6/30/16 -6/30/16 4:30 PM-8:25 PM.....\$64SOU C119..... Brigolin, K.
 42632.....Th7/14/16 -7/14/16 4:30 PM-8:25 PM.....\$64SOU C123..... Brigolin, K.
 42633.....Th7/14/16 -7/14/16 12:00 PM-3:55 PM.....\$64SOU C123..... Brigolin, K.
 42634.....F7/15/16 -7/15/16 8:00 AM-11:55 AM.....\$64SOU C123..... Brigolin, K.
 42635.....F7/15/16 -7/15/16 12:30 PM-4:25 PM.....\$64SOU C123..... Brigolin, K.
 42636.....Th8/11/16 -8/11/16 12:00 PM-3:55 PM.....\$64SOU C119..... Brigolin, K.
 42637.....Th8/11/16 -8/11/16 4:00 PM-7:55 PM.....\$64SOU C119..... Brigolin, K.
 42639.....F8/12/16 -8/12/16 8:00 AM-11:55 AM.....\$64SOU C119..... Brigolin, K.

Veterinary Terminology VETC-8000

Learn common veterinary root words, prefixes, suffixes, and combining root words. Build a strong foundation for veterinary anatomy and physiology. Offered summer semester only (May 1 to August 31). (20 Contact Hours)

42733.....6/6/16 -6/17/16 - \$80 VIR..... VIR Renda-Francis, L.

Introductory Math for Vet Tech VETC-8015

Designed to introduce the essential math calculations for veterinary technicians. Topics include basic principles, clinical problems using dosage calculations, calculations involving solutions of intravenous fluids, anesthesia, radiology, and nutrition applications. Get a strong foundation for veterinary pharmacology and anesthesia that you can build upon. Textbook required. Offered summer semester only (May 1 to August 31). (20 Contact Hours)

42732.....7/17/16 -7/22/16 - \$80 VIR..... VIR Renda-Francis, L.

NURSING ASSISTANT

Upon successful program completion, which is comprised of courses HLTH-8038A and HLTH-8108, you will receive a Workforce & Continuing Education certificate and be eligible to take the Michigan Nurse Aide Competency Evaluation Test, which is required to become a State of Michigan Certified Nurse Assistant. Prior to registration, students must attend a mandatory orientation. Prior to the first day of class, students must complete a criminal background check, drug screen, TB test, and health physical at their personal expense. Prior to Clinical Practice, students must purchase a uniform. Details of each requirement will be reviewed at the mandatory orientation (WKSP-8000). For information, contact 586.226.4807 or healthcareers@macomb.edu.

Nurse Assistant HLTH-8038A

Gain the knowledge and skills necessary to assist patients who need help with activities of daily living. Prepare to work in health care facilities or private homes under the direction of a registered nurse. Web-based learning will enhance classroom lectures. Students can access Canvas at My Macomb. Text required. (96 Contact Hours)

42669.....MTWTh.....5/9/16 -6/2/16 9:00 AM-3:25 PM.....\$850SOU C121..... Brown, D.
 And F6/3/16 -6/3/16 9:00 AM-3:25 PM.....SOU C121
 42678.....MTWTh.....5/16/16 -6/23/16 5:00 PM-9:15 PM.....\$850SOU C121..... Brown, D.
 And F6/3/16 -6/3/16 5:00 PM-9:15 PM.....SOU C121
 42729.....MTWTh.....7/11/16 -8/4/16 9:00 AM-3:25 PM.....\$850SOU C121..... Brown, D.

Check out the Workforce and Continuing Education catalog online at www.macomb.edu

Click **Future Students**

Click **Class Offerings and Catalogs**

Click **NEW! Spring/Summer 2016** at bottom of page

Nurse Assistant Clinical HLTH-8108

Participate in a 32-hour unpaid clinical experience. (32 Contact Hours)

42664.....	MTWTh.....	6/6/16 -6/13/16	7:00 AM-1:55 PM....	\$425	OFF	OFF	Brown, D.
And	T	6/14/16 -6/14/16	7:30 AM-9:55 AM.....	SOU.....	C121		
42680.....	MTWTh.....	6/27/16 -7/7/16	5:00 PM-9:15 PM....	\$425	OFF	OFF	Brown, D.
And	F	7/8/16 -7/8/16	5:00 PM-9:15 PM....	SOU.....	C121		
42730.....	MTWTh.....	8/8/16 -8/15/16	7:00 AM-1:55 PM....	\$425	OFF	OFF	Brown, D.
And	T	8/16/16 -8/16/16	7:30 AM-9:55 AM.....	SOU.....	C121		

HOME CARE ASSISTANT

Upon successful completion of this program, HLTH-8038A and HLTH-8110, you will receive a Workforce and Continuing Education Home Care Assistant certificate and gain the knowledge and skills necessary to assist clients living at home or in an Assisted Living Facility. The emphasis of this certificate is based on: homecare safety, companionship activities, planning and preparing meals, observation and documentation, transportation, assisting clients with the activities of daily living, and housekeeping chores. Prior to registration, students must attend a mandatory workshop, WKSP-8000. Prior to the first day of class, students must complete a criminal background check. Details of the requirements will be reviewed at the mandatory workshop. For information, contact 586.226.4807 or healthcareers@macomb.edu.

Nurse Assistant HLTH-8038A

Gain the knowledge and skills necessary to assist patients who need help with activities of daily living. Prepare to work in health care facilities or private homes under the direction of a registered nurse. Web-based learning will enhance classroom lectures. Students can access Canvas at My Macomb. Text required. (96 Contact Hours)

42669.....	MTWTh.....	5/9/16 -6/2/16	9:00 AM-3:25 PM....	\$850	SOU.....	C121.....	Brown, D.
And	F	6/3/16 -6/3/16	9:00 AM-3:25 PM....	SOU.....	C121		
42678.....	MTWTh.....	5/16/16 -6/23/16	5:00 PM-9:15 PM....	\$850	SOU.....	C121.....	Brown, D.
And	F	6/3/16 -6/3/16	5:00 PM-9:15 PM....	SOU.....	C121		
42729.....	MTWTh.....	7/11/16 -8/4/16	9:00 AM-3:25 PM....	\$850	SOU.....	C121.....	Brown, D.

Home Care Assistant HLTH-8110

Home care is the fastest growing job opportunity in health care. Learn home care safety, companionship activities, plan and prepare meals, observation and documentation, transportation, assisting clients with activities of daily living and housekeeping chores. Prior to admittance into this class, students are required to successfully complete the Nurse Assistant HLTH-8038A portion of the Nursing Assistant Program. (6 Contact Hours)

42667.....	WTh.....	6/15/16 -6/16/16	9:00 AM-11:55 AM ..	\$75	SOU.....	C121.....	Brown, D.
42683.....	F	7/15/16 -7/22/16	5:00 PM-7:55 PM....	\$75	SOU.....	C121.....	Brown, D.

CERTIFIED PROFESSIONAL CODING

Are you a detail-oriented, analytical, and business-minded thinker? A career in medical coding might be right for you! Upon successful program completion, WKSP-8000, CSFT-8063B, HLTH-8010A, HLTH-8102, HLTH-8103, and HLTH-8074, students will receive a Workforce and Continuing Education certificate and be prepared to take the internationally recognized Certified Professional Coder (CPC) exam, licensed by the American Academy of Professional Coders. More information about the exam can be found at www.aapc.com. WKSP-8000 Workshop: Health Careers is required prior to registration in the Medical Coding I course. For information, contact 586.226.4807 or healthcareers@macomb.edu.

Microsoft Office 2013 CSFT-8063B

Basic computer skills required. Review computer concepts and explore basic techniques of Microsoft Word, Excel, PowerPoint, and Access. Keyboarding skills recommended. Text and USB drive required. (30 Contact Hours)

42716.....	TTh.....	5/17/16 -6/16/16	6:00 PM-8:55 PM....	\$265	CTR.....	B122.....	Bosek, L.
42449.....	Sa.....	6/18/16 -8/27/16	9:00 AM-11:55 AM ..	\$265	CTR.....	B122.....	Romanczyk, V.
42717.....	MW.....	7/11/16 -8/10/16	6:00 PM-8:55 PM....	\$265	SOU.....	C238.....	Burton, M.

Medical Terminology HLTH-8010A

Develop a medical vocabulary through a word building system of prefixes, suffixes, root words, and combining forms. Build, identify, and understand appropriate medical terms. Text Required. (48 Contact Hours)

42651.....	M	5/2/16 -7/18/16	5:30 PM-10:25 PM...\$295	CTR.....	R179.....	Klomp, B.
42652.....	T	5/10/16 -7/12/16	5:30 PM-10:25 PM...\$295	SOU.....	R118.....	Howard, A.

Medical Coding I HLTH-8102

Prerequisites: CSFT-8063B (Microsoft Office 2013) or equivalent and HLTH-8010A (Medical Terminology) and WKSP-8000.

Learn the rules and regulations of ICD-10-CM (International Classification of Diseases, 10th ed., Clinical Modification) and understand the guidelines of the Evaluation and Management Codes to prepare to sit for the nationally recognized Certified Professional Coder (CPC) exam. Students will learn to apply coding skills to medical services provided in the medical office and hospital settings. Web-based learning will enhance classroom lectures. Students can access Canvas at My Macomb. Text required. (40 Contact Hours)

42654.....	T	5/3/16 -7/5/16	6:00 PM-9:55 PM....	\$395	SOU.....	C304.....	Wietecha, L.
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Medical Coding II HLTH-8103

Prerequisites: CSFT-8063B (Microsoft Office 2013) or equivalent and HLTH-8010A (Medical Terminology) and WKSP-8000.

Learn the basics of HCPCS coding (Healthcare Common Procedure Coding System): Level I-CPT, Level II-National codes for medical services rendered in medical offices and hospital settings. Students will learn the proper use of modifiers and apply medical necessity criteria to assign diagnostic and procedure codes to prepare to sit for the nationally recognized Certified Professional Coder (CPC) exam. Web-based learning will enhance classroom lectures. Students can access Canvas at My Macomb. Text required. (40 Contact Hours)

42677.....Th.....6/16/16 -8/18/16.....6:00 PM-9:55 PM.....\$395.....SOU.....C235.....Hicks, R.

CPC Study Night HLTH-8074

Prepare to take the AAPC Certified Professional Coder (CPC) Exam. Bring your current ICD-10, CPT, and HCPCS coding manuals. (5.5 Contact Hours)

42655.....F.....8/19/16 -8/19/16.....5:00 PM-10:25 PM...\$79.....SOU.....C121.....Hicks, R.

CERTIFIED MEDICAL REIMBURSEMENT SPECIALIST

Be a cut above the rest! The CMRS designation is awarded by the American Medical Billing Association (AMBA). Certification provides credibility to the biller, health care providers, and employers. It demonstrates your commitment to providing the highest standards possible in Claims Management and Medical Billing. WKSP-8000 Career Workshop: Health is required prior to registration in HLTH-8061B, HLTH-8008D or HLTH-8018C. Persons currently working as Medical Coders/Billers are welcome to just take the CMRS exam through Macomb. More information about the exam can be found at www.ambanet.net. For information, contact 586-226-4807 or healthcareers@macomb.edu.

Microsoft Office 2013 CSFT-8063B

Basic computer skills required. Review computer concepts and explore basic techniques of Microsoft Word, Excel, PowerPoint, and Access. Keyboarding skills recommended. Text and USB drive required. (30 Contact Hours)

42716.....TTh.....5/17/16 -6/16/16.....6:00 PM-8:55 PM.....\$265.....CTR.....B122.....Bosek, L.
42449.....Sa.....6/18/16 -8/27/16.....9:00 AM-11:55 AM...\$265.....CTR.....B122.....Romanczyk, V.
42717.....MW.....7/11/16 -8/10/16.....6:00 PM-8:55 PM.....\$265.....SOU.....C238.....Burton, M.

Medical Terminology HLTH-8010A

Develop a medical vocabulary through a word building system of prefixes, suffixes, root words, and combining forms. Build, identify, and understand appropriate medical terms. Text Required. (48 Contact Hours)

42651.....M.....5/2/16 -7/18/16.....5:30 PM-10:25 PM...\$295.....CTR.....R179.....Klomp, B.
42652.....T.....5/10/16 -7/12/16.....5:30 PM-10:25 PM...\$295.....SOU.....R118.....Howard, A.

Patient Access Services HLTH-8061B

Prerequisites: CSFT-8063B (Microsoft Office 2013) & HLTH-8010A (Medical Terminology) or equivalent.

Students will develop an understanding of the revenue cycle and the role of patient access in health care institutions. The student will develop competency in the full range of patient access services including patient registrations and admissions, patient rights and responsibilities, customer services, and laws and regulations affecting patient access. Students will understand the accreditation requirements of health care organizations and will be able to communicate complex regulations to patients during the patient access encounter. Bring a flash drive to class. Web-based learning will enhance classroom lectures. Students can access Canvas at My Macomb. (24 Contact Hours)

42922.....TTh.....4/26/16 -5/19/16.....6:00 PM-8:55 PM.....\$195.....CTR.....R168.....Eastwood, M.

Medical Billing HLTH-8008D

Prerequisites: CSFT-8063B (Microsoft Office 2013) & HLTH-8010A (Medical Terminology) or equivalent.

Obtain the knowledge and skills associated with insurance billing for medical practices. Examine third party reimbursement including Medicare, Medicaid, Blue Cross Blue Shield, Worker's Compensation, and TRICARE. Become familiar with diagnostic (ICD-10) and procedural (CPT) coding needed to submit claims in compliance with third party payers' requirements. Become familiar with actual medical billing working with Medisoft software. Web-based learning will enhance classroom lectures. Students can access Canvas at My Macomb. Text required. (45 Contact Hours)

42642.....W.....6/8/16 -8/10/16.....5:30 PM-9:55 PM.....\$325.....SOU.....C129.....Perdue, A.

SPECIAL POPULATIONS/SPH/DHP PROGRAM**Transition to Triumph**

Increase self-esteem and take control of your future. Develop a better understanding of yourself, improve your communication skills, set achievable goals and make realistic career decisions. The program consists of 12/24 sessions. You MUST pre-register and attend an Intake Session prior to participation in this program.

Call 586.445.7003 to register.

Scholarships are available: In accordance with Federal guidelines, priority for scholarships will be given to assisting individuals with the greatest financial need and special consideration given to displaced homemakers who, because of divorce, separation or the death of a spouse, must prepare for paid employment.

Billing Applications HLTH-8018C

Prerequisites: CSFT-8063B (Microsoft Office 2013) & HLTH-8010A (Medical Terminology) or equivalent.

Students will be introduced to the basic principles of hospital billing. Gain knowledge in the patient accounts and data flow, the hospital billing process, become familiar with the UB04 claim form, health care payers, reimbursement, revenue cycle and accounts receivable management. Learn how to read and understand the Explanation of Benefits, follow up with payers, and techniques in insurance collection. This is an online class. Students will meet with the instructor on day one. Access CANVAS at My Macomb. (36 Contact Hours)

42643.....W.....6/1/16 -6/1/16 5:30 PM-9:55 PM.....\$295SOU.....C129..... Coligado, A.
And6/2/16 -8/3/16 -VIR.....VIR

MEDICAL BILLER/CODER PROFESSIONAL DEVELOPMENT

Keep your skills up-to-date so you stay relevant in the ever-changing field of health care billing and coding. Macomb offers professional development courses approved for CEUs through either the American Academy of Professional Coders (AAPC) or the American Medical Biller's Association (AMBA). Courses may not be offered every semester. For information, contact 586.226.4807 or healthcareers@macomb.edu.

Online Internship for Medical Coding HLTH-8105

Gain experience you need to be a successful medical coder! This virtual internship simulates the work experience of a realistic, multi-specialty medical clinic. It offers real-world experience coding more than 500 cases in 18 medical specialties. The internship complements and provides application for concepts learned in Step-by-Step Medical Coding by Carol J. Buck. Students will spend 20 hours per week coding at home and will be supervised online via Canvas by faculty. Optional course orientation with instructor on first day. Current year coding manuals and an access code (available at the bookstore) required. (240 Contact Hours)

42656.....Th.....5/5/16 -5/5/16 6:00 PM-7:55 PM.....\$395SOU.....C129.....Hicks, R.
And5/6/16 -7/7/16 -VIR.....VIR

Certified Medical Reimbursement Specialist Exam HLTH-8109

Students enrolling and taking the exam through Macomb enjoy 40% off savings on membership, the study guide, and the exam. The CMRS exam is taken online and is facilitated by faculty. You will have 45 days' access to complete this open-book exam. The study guide and log-in access will be provided by the AMBA after you register. Your 45 days begins when you receive the exam link from AMBA. The study guide and online billing and coding resources through www.ambacode.net (14-day free trial) are included in your tuition. Additional textbooks recommended: Current year's HCPCS, CPT-4, and ICD-10 Code books. (34 Contact Hours)

42657.....8/17/16 -10/17/16 -\$325VIR.....VIR Staff

CERTIFIED PERSONAL FITNESS TRAINER

Earn your certification from our partners at World Instructor Training School. W.I.T.S. is the only major certifying body in the country providing comprehensive practical training and internship components. You will be prepared to work with clients and stand out in any gym as 'the expert' in your field. This challenging course provides both theoretical foundations in the body systems and hands-on skill competency. Career Workshop: Personal Fitness Trainer WKSP-8006 is required for FTNS-9000 prior to registration. Successful completion of 70% or better on exams, CPR/AED (HLTH-8095), and an internship are required to receive certifications. For information about this nationally recognized exam, contact www.witseducation.com or call 586.226.4807 or healthcareers@macomb.edu.

Heart Saver First Aid & CPR/AED HLTH-8095

This course meets the American Heart Association requirements for adult & child Heart Saver first aid, CPR and AED certification. A practical-based course aimed at developing skills in basic first aid, CPR for children and adults, care for the choking victim, and use of an automatic external defibrillator. Text required. (6 Contact Hours)

42630.....T.....5/24/16 -5/24/16 8:30 AM-2:25 PM.....\$75SOU.....C129.....Brigolin, K.
42640.....F.....8/12/16 -8/12/16 12:30 PM-6:25 PM.....\$75SOU.....C119.....Brigolin, K.

Certified Fitness Trainer FTNS-9000

This program is comprised of 16 hours of lecture, 16 hours of hands-on practical training, and a 30-hour internship that walks many graduates right into a job!! Key topics include biomechanics, exercise physiology, fitness testing, and equipment usage and health assessment. Textbook required. Please read the first three chapters prior to the first class. (36 Contact Hours)

42624.....T.....5/17/16 -7/12/16 6:00 PM-7:55 PM.....\$749CTRR277.....WORLD INST TRAINING SCHOOL
And Th.....5/19/16 -7/14/16 6:00 PM-7:55 PM.....OFFOFF



For questions about registration, call 586.445.7999

PHARMACY TECHNICIAN

Pharmacy Technicians are in high demand in both hospital and retail pharmacies. Upon successful completion of HLTH-8005F and HLTH-8015A, students will receive a Workforce and Continuing Education certificate and be prepared to take the Pharmacy Technician Certification Board exam. More information about the exam can be found at www.ptcb.org. Prior to admission to the program, students must successfully complete a WorkKeys Assessment or submit college transcripts. To schedule an assessment, call 586.498.4130. Prior to internship placement, students must pass a criminal background check, drug screening, TB test, immunization titers, and purchase a uniform at their own expense. For information, contact 586.226.4807 or healthcareers@macomb.edu.

Professional Pharmacy Technician HLTH-8005F

Acquire the knowledge and skills to become a professional pharmacy technician by studying pharmacy practice methods, pharmacology, dosage calculations, and other important skills necessary to assist pharmacists in our drug distribution system. Traditional and non-traditional sections of practice including ambulatory pharmacy, institutional pharmacy, home infusion therapy, long-term care pharmacy, and managed care will be explored. Web-based learning will enhance classroom lectures. Students can access Canvas at My Macomb. Text required. (96 Contact Hours)

42758.....TF.....5/10/16 -8/26/16 6:00 PM-8:55 PM.....\$1,195SOU.....C123..... Valentine, D.

Pharmacy Technician Internship HLTH-8015A

Participate in a 100-hour-minimum unpaid internship. (100 Contact Hours)

42760.....8/29/16 -12/12/16 -\$199OFFOFF Valentine, D.

Pharmacy Technology Certification Exam Preparation HLTH-8104

Michigan's Pharmacy Technicians must now be licensed! Acquire the knowledge and skills needed to prepare for successful completion of the PTCB exam. Practice study skills and test taking strategies. Understand pharmacy law, basic pharmacology, math review, and pharmacy calculations. You will take several practice exams during the course to better prepare yourself for the actual exam. Text required. (18 Contact Hours)

42976.....Sa.....5/7/16 -6/18/16 9:00 AM-11:55 AM ...\$199CTRR179..... Valentine, D.

PHLEBOTOMY

Learn to do a perfect venipuncture and your skills will be in demand! This course can lead to full time work as a phlebotomist or enhance your resume as a multi-skilled health care worker. Upon successful completion of courses HLTH-8001C and HLTH-8021B, students will receive a Workforce and Continuing Education certificate and be prepared to take the nationally recognized American Medical Technologist (AMT) exam immediately or the American Society for Clinical Pathology (ASCP) exam for Phlebotomy after one year's experience. More information about the exam can be found at www.ascp.org. Prior to internship placement, students must pass a criminal background check, drug screen, TB test and immunization titers, and purchase a uniform at their own expense. For information, contact 586.226.4807 or healthcareers@macomb.edu.

Phlebotomy HLTH-8001C

Gain knowledge and skills to work as a phlebotomist in medical facilities. Learn beginning to advanced phlebotomy, while obtaining laboratory practice. Enroll in internship. Text required. (40 Contact Hours)

42731.....T.....7/12/16 -9/13/16 5:30 PM-9:25 PM.....\$1,300CTRR180..... Saullo, K.

Phlebotomy Internship HLTH-8021B

Corequisite: HLTH-8001C

Participate in an 80/120-hour unpaid internship for three continuous weeks, full-time, day shift only. (80 Contact Hours)

42735.....9/19/16 -10/19/16 -\$179OFFOFF Saullo, K.

Why choose Macomb's Center for Health Careers?

- Short-term career training in a number of in-demand areas.
- Specialized clinical training is a requirement for many health care jobs, an asset in others.
- Job seekers with health-specific training are more likely to obtain jobs and advance in their careers.
- Great foundation for academic health career programs at Macomb Community College.

**Sign up for a Health Career Workshop on page 2,
or for more information email healthcareers@macomb.edu
or call 586.226.4807**

LABORATORY ASSISTANT

Do you love science? Laboratory Assistants combine the art of phlebotomy with the beginning knowledge and skills used to assist medical laboratory professionals in clinical laboratories found in hospitals, out-patient clinics, and processing centers. Upon successful completion of courses HLTH-8010A, HLTH-8001C, HLTH-8021B, HLTH-8106, and HLTH-8107, students will be awarded a Workforce and Continuing Education certificate and will be prepared to take the nationally recognized American Medical Technologist (AMT) exam immediately or the American Society for Clinical Pathology (ASCP) exam for Phlebotomy after one year's experience. More information about the exam can be found at www.ascp.org. Students must complete HLTH-8010A and HLTH-8001C prior to enrolling in HLTH-8106 and HLTH-8107. Prior to internship placement, students must pass a criminal background check, drug screen, TB test, and immunization titers, and purchase a uniform at their own expense. For information, contact 586.226.4807 or healthcareers@macomb.edu.

Medical Terminology HLTH-8010A

Develop a medical vocabulary through a word building system of prefixes, suffixes, root words, and combining forms. Build, identify, and understand appropriate medical terms. Text Required. (48 Contact Hours)

42651.....M.....5/2/16 -7/18/16 5:30 PM-10:25 PM...\$295CTRR179.....Klomp, B.
42652.....T.....5/10/16 -7/12/16 5:30 PM-10:25 PM...\$295SOU.....R118.....Howard, A.

Phlebotomy HLTH-8001C

Gain knowledge and skills to work as a phlebotomist in medical facilities. Learn beginning to advanced phlebotomy, while obtaining laboratory practice. Enroll in internship. Text required. (40 Contact Hours)

42731.....T.....7/12/16 -9/13/16 5:30 PM-9:25 PM.....\$1,300CTRR180.....Saullo, K.

Phlebotomy Internship HLTH-8021B

Corequisite: HLTH-8001C

Participate in an 80/120-hour unpaid internship for three continuous weeks, full-time, day shift only. (80 Contact Hours)

42735.....9/19/16 -10/19/16 -\$179OFFOFFSaullo, K.

Laboratory Assistant HLTH-8106

Prerequisite: HLTH-8010A (Medical Terminology) or equivalent.

Acquire the knowledge and skills to process clinical specimens for distribution to appropriate laboratory departments, e.g. blood bank, chemistry, hematology, or microbiology. Topics include safety, quality assurance, quality control, and instructing patients in the procurement of urine specimens. Students will practice laboratory safety procedures while learning some Clinical Laboratory Improvement Act (CLIA) waived procedures commonly performed in the laboratory. Web-based learning will enhance classroom lectures. Students can access Canvas at My Macomb. Text required. (80 Contact Hours)

42659.....TTh.....5/31/16 -8/4/16 5:30 PM-9:25 PM...\$749CTRR264.....Shoen, C.

Laboratory Assistant Internship HLTH-8107

Participate in an 80-hour unpaid internship in a clinical laboratory. (80 Contact Hours)

42660.....8/8/16 -9/12/16 -\$175OFFOFFShoen, C.

HEALTH AND WELLNESS

Tai Chi FTNS-8018E

Maintain healthy joints and live with arthritis with the flowing sequence of graceful, agile movements from Sun-style Tai Chi, a gentle ancient Chinese discipline. Experience reduced pain and stiffness, improved memory and focus, increased muscle strength, and less stress. Taught by Arthritis Foundation trained and certified leader. (6 Contact Hours)

42460.....W.....5/11/16 -6/15/16 6:00 PM-6:55 PM...\$55CTRF113LaMacchio, A.
42493.....F.....5/13/16 -6/24/16 9:00 AM-9:55 AM...\$55CTRF113LaMacchio, A.
42505.....W.....6/29/16 -8/10/16 6:00 PM-6:55 PM...\$55CTRF113LaMacchio, A.

Tai Chi Advanced FTNS-8020E

This course reviews the beginner movements and introduces the next 6 advanced movements of Sun-style Tai Chi. Reinforce the power of focus as participants embrace the slow, graceful movements and controlled breathing techniques to reduce pain, stiffness, and fatigue. Experience improved energy, well-being, and Qi, the life energy that is essential for health and vitality and governs all functions of the body. Taught by an Arthritis Foundation trained and certified leader. (6 Contact Hours)

42506.....W.....5/11/16 -6/15/16 7:00 PM-7:55 PM...\$55CTRF113LaMacchio, A.
42507.....W.....6/29/16 -8/10/16 7:00 PM-7:55 PM...\$55CTRF113LaMacchio, A.
42508.....F.....7/8/16 -8/19/16 9:00 AM-9:55 AM...\$55CTRF113LaMacchio, A.

Lymphatic Reflexology & Massage WELL-8058

Reflexology is the ancient art of applying pressure to specific areas of the hands and feet to increase the function and flow of energy throughout the body. Using this self-massage procedure, you can promote relaxation, remove congestion and restore balance within your body. Learn how reflexology techniques assist in the major role the lymphatic system plays in maintaining health and immunity. (4 Contact Hours)

42962.....S.....6/18/16 -6/18/16 9:00 AM-12:55 PM...\$35SOU.....E205.....Greene, C.

INSTRUCTOR TRAINING

Instructor Certification CMGT-8040

Practice teaching tools and sharpen presentation skills in a fun and interactive environment. Participants are certified upon successful completion. Tuition includes 5 days of training, certification, books, and DVD of final presentation. Lunch is provided. (40 Contact Hours)

42517.....MTWThF5/23/16 -5/27/16 8:00 AM-4:25 PM.....\$1,200MTEC 124 Staff
42521.....MTWThF6/27/16 -7/1/16 8:00 AM-4:25 PM.....\$1,200MTEC 124 Staff

Instructional Designer Certification CMGT-8052

Learn instructional design process including: analysis, design, development, and evaluation of course materials. Participants certified upon successful completion of instructional design deliverables. Tuition includes 5 days of training, certification, books, follow-up feedback, and communication. This program requires 6 weeks of post-work. Lunch is provided. (40 Contact Hours)

42686.....MTWThF6/6/16 -6/10/16 8:00 AM-4:25 PM.....\$1,500MTEC 124 Staff
42898.....MTWThF8/1/16 -8/5/16 8:00 AM-4:25 PM.....\$1,500MTEC 124 Staff

JEWELRY TRADES CERTIFICATE

The Certificate in Jewelry Trades consists of the following 8 courses: Jewelry Repair - Bench Skills I (JEWL-8015), Jewelry Repair - Bench Skills II (JEWL-8016); Gemstone Identification (JEWL-8014A), Gemology-Instrumentation (JEWL-8019), Buying & Selling Precious Metals (JEWL-8021A), Diamond Study (JEWL-8022A), Gemology-Colored Stones (JEWL-8023), and Lapidary and Cabochon (JEWL-8025). Classes may also be taken individually. Additional coursework available in Faceting (JEWL-8026), Jewelry Mold Making (JEWL-8027), and Jewelry Bench Workshop (JEWL-8028)--not required for certificate. For information, contact the program coordinator at 586.498.4100 or workforcedev@macomb.edu.

Jewelry Repair—Bench Skills I JEWL-8015

Focus on tools, safety issues, and basic jewelry metalsmithing and stone setting practices. \$20 material fee payable to instructor at first session. (24 Contact Hours)

42596.....MW6/13/16 -7/13/16 6:00 PM-8:55 PM.....\$199MTEC 116-C..... Gould, D.

Jewelry Repair—Bench Skills II JEWL-8016

Gain knowledge of chain repair, riveting, head and prong replacement, prong tipping, and post soldering. \$20 material fee payable to instructor at first session. (24 Contact Hours)

42589.....MW7/25/16 -8/17/16 6:00 PM-8:55 PM.....\$199MTEC 116-C..... Gould, D.

Gemstone Identification JEWL-8014A

This hands-on mini-workshop is designed to reveal the history and nature of gemstones: where they are found, how they are cut, what colors to expect, and what to look for when purchasing a stone. (6 Contact Hours)

42598.....T5/24/16 -5/31/16 6:00 PM-8:55 PM.....\$49SOU..... T132..... Cairns, S.

Buying & Selling Precious Metals JEWL-8021A

Gain hands-on experience identifying, evaluating, testing, and appraising precious metals. (12 Contact Hours)

42594.....T8/2/16 -8/23/16 6:00 PM-8:55 PM.....\$99SOU..... T134..... Cairns, S.

Diamond Study JEWL-8022A

A hands-on workshop to help you become acquainted with the four Cs: cut, clarity, color, and cost. Bring your own diamonds for analysis. Discuss diamond mining, processing, sorting, and more. (9 Contact Hours)

42597.....T5/3/16 -5/17/16 6:00 PM-8:55 PM.....\$99SOU..... T134..... Cairns, S.
42765.....T8/30/16 -9/13/16 6:00 PM-8:55 PM.....\$99SOU..... T134..... Cairns, S.

Gemology—Colored Stones JEWL-8023

Cultivate your gemology identification skills. See, touch, and evaluate a wide range of organic, precious, and semi-precious colored gemstones in the rough and cut. Obtain skills to recognize numerous stones, name each gemstone properly, and try to determine where the stones were mined. (24 Contact Hours)

42650.....T6/7/16 -7/26/16 6:00 PM-8:55 PM.....\$199SOU..... T132..... Cairns, S.

Lapidary & Cabochon JEWL-8025

Learn how to cut and polish gemstones for jewelry making. Equipment and safety issues will be introduced. Wear old clothes, safety goggles, and a dust mask. \$20 stone fee payable to instructor at first session. (27 Contact Hours)

42653.....F6/17/16 -8/12/16 6:00 PM-8:55 PM.....\$199SOU..... T153..... Cairns, S.

Faceting JEWL-8026

Learn how to transform a rough crystal into a faceted stone suitable for jewelry. This is a hands-on workshop with step-by-step instructions. \$50 lab fee payable to instructor at the first session. Class size is limited. (18 Contact Hours)

42599.....F5/6/16 -6/10/16 6:00 PM-8:55 PM.....\$150SOU..... T134..... Russell, S.
42600.....F8/19/16 -9/23/16 6:00 PM-8:55 PM.....\$150SOU..... T153..... Russell, S.

MOTORCYCLE SAFETY

The Motorcycle Rider and Safety Education program is conducted with Michigan Safety Education funds from a state grant administered by the Michigan Secretary of State. Bring to the first riding session of all motorcycle safety classes the following required equipment: protective eyewear (glasses or goggles), helmet, boots, gloves, long sleeved shirt or jacket, long pants, and rain gear (if needed). You are required to be on time and attend all sessions. You will not be admitted to class if you are late. Students under the age of 18 are allowed to take the Basic Rider or the Returning Rider courses starting at age 15 if they have a valid driver's license number. A parent or guardian must accompany the student to the first class meeting; parent signatures are required on some documents. For information, contact motorcycle@macomb.edu.



Basic Rider Web Enhanced CYCL-8016

REQUIREMENT: Must have a valid email on file with the College. Must complete online course prior to your class start date and bring the certificate of completion to the first class session. Link to the course will be distributed by the College via email at least 1 week prior to the start date of your class. If you have not received an email by this time, please contact our office at 586.445.7605 or motorcycle@macomb.edu. The course consists of approximately 18 hours of instruction - 3 hours of online training to be completed prior to your class start date, 5 hours of classroom instruction and 10 hours of hands-on coaching. Designed for participants that have minimal experience operating a motorcycle, the course will focus on the development of basic riding skills: clutch and throttle coordination, straight-line riding, braking, turning and shifting. Successful completion of this course and its knowledge and skills test will result in a riding test waiver by the Secretary of State. Prerequisite: Ability to ride a bicycle. (16 Contact Hours)

42484F5/13/16 - 5/13/16 5:45 PM-9:55 PM\$25SOUS101Wilson, R.
And	SaSu5/14/16 - 5/15/16 8:00 AM-7:55 PM	SOUS101	
42524MTWThF5/16/16 - 5/20/16 5:30 PM-9:25 PM\$25SOUS101Wilson, R.
42485F5/20/16 - 5/20/16 5:45 PM-9:55 PM\$25SOUS101Wilson, R.
And	SaSu5/21/16 - 5/22/16 8:00 AM-7:55 PM	SOUS101	
42526MTWThF6/6/16 - 6/10/16 5:30 PM-9:25 PM\$25SOUS101Wilson, R.
42486F6/10/16 - 6/10/16 5:45 PM-9:55 PM\$25SOUS101Wilson, R.
And	SaSu6/11/16 - 6/12/16 8:00 AM-7:55 PM	SOUS101	
42487F6/24/16 - 6/24/16 5:45 PM-9:55 PM\$25SOUS101Wilson, R.
And	SaSu6/25/16 - 6/26/16 8:00 AM-7:55 PM	SOUS101	
42488F7/8/16 - 7/8/16 5:45 PM-9:55 PM\$25SOUS101Wilson, R.
And	SaSu7/9/16 - 7/10/16 8:00 AM-7:55 PM	SOUS101	
42490F7/15/16 - 7/15/16 5:45 PM-9:55 PM\$25SOUS101Wilson, R.
And	SaSu7/16/16 - 7/17/16 8:00 AM-7:55 PM	SOUS101	
42491F8/19/16 - 8/19/16 5:45 PM-9:55 PM\$25SOUS101Wilson, R.
And	SaSu8/20/16 - 8/21/16 8:00 AM-7:55 PM	SOUS101	
42492F8/26/16 - 8/26/16 5:45 PM-9:55 PM\$25SOUS101Wilson, R.
And	SaSu8/27/16 - 8/28/16 8:00 AM-7:55 PM	SOUS101	

Returning Rider Course CYCL-8018

A one-day course designed for the experienced but unlicensed rider to become licensed and legal. Many experienced, licensed riders use this course as a refresher and skills tune-up. Topics include: braking, counter-steering, turning, speed judgment, and other techniques necessary for the experienced rider to operate a motorcycle skillfully and safely. Each student must provide his or her own motorcycle, riding gear, and proof of insurance. Scooters will be allowed in this class. Sharing is not allowed. The cycle must be titled, properly registered, display a valid license plate and pass a safety inspection. Successful completion allows a student to waive the Secretary of State riding skills test. (8 Contact Hours)

42495Sa5/7/16 - 5/7/16 8:00 AM-5:55 PM\$25SOUS101Wilson, R.
42499WTh6/1/16 - 6/2/16 5:45 PM-9:55 PM\$25SOUS101Wilson, R.
42497Sa6/18/16 - 6/18/16 8:00 AM-5:55 PM\$25SOUS101Wilson, R.
42498Su7/10/16 - 7/10/16 8:00 AM-5:55 PM\$25SOUM107Wilson, R.

PHOTOGRAPHIC ARTS CERTIFICATE

The Certificate in Photographic Arts consists of six courses: Digital Fundamentals (PHOT-8003B); Principles of Photography (PHOT-8006C); Travel Photography (PHOT-8011C); Digital Black & White (PHOT-8030); Portraiture (PHOT-8005B); and Photoshop for Photographers (PHOT-8013C). Please note Photoshop Elements I (PHOT-8024A) or Photoshop Elements II (PHOT-8029A) may be taken in lieu of Photoshop for Photographers (PHOT-8013C). Bring your camera to all classes and please make note that field trips will replace class hours on occasion. For information, contact the program coordinator at 586.498.4100 or workforcedev@macomb.edu.

Digital Fundamentals PHOT-8003B

Discover the joy of digital photography. Improve your knowledge of digital cameras, menus, and controls. Learn the different file formats and image resolution choices for printing, email, or posting to a website. Develop a working knowledge of how to download and edit your photographs. (15 Contact Hours)

42693T5/3/16 - 5/31/16 6:00 PM-8:55 PM\$199MTEC123Zychowski, J.
42691M5/16/16 - 6/20/16 6:00 PM-8:55 PM\$199CTRH214Zychowski, J.

Portraiture PHOT-8005B

It is strongly recommended that students register for Digital Fundamentals before taking the other photography courses in this program. Capture the essence of a person. Learn techniques that express personality and discover how to create a mood and get the best from your subject. Become familiar with camera lenses, shutter speed, and depth of field, as well as lighting and perspective. (15 Contact Hours)

42738.....W.....7/13/16-8/10/16.....6:00 PM-8:55 PM.....\$199.....CTR.....H214.....Zychowski, J.

Principles of Photography PHOT-8006C

It is strongly recommended that students register for Digital Fundamentals before taking the other photography courses in this program. Improve film and digital images. Understand the fundamentals of composition, light, and movement and become comfortable using your camera menus and controls. Develop your own style and discover why some photographers are consistently better than others. (15 Contact Hours)

42690.....M.....6/27/16-8/1/16.....6:00 PM-8:55 PM.....\$199.....CTR.....H214.....Zychowski, J.

Travel Photography PHOT-8011C

It is strongly recommended that students register for Digital Fundamentals before taking the other photography courses in this program. Preserve your never-to-be-revisited scenes and rekindle memories of a wonderful adventure. Learn what equipment to bring and how to capture the spirit of all that you visit. Discover the best composition techniques for photographing cityscapes and landscapes. (15 Contact Hours)

42736.....W.....6/8/16-7/6/16.....6:00 PM-8:55 PM.....\$199.....CTR.....H214.....Zychowski, J.

Photoshop for Photographers PHOT-8013C

It is strongly recommended that students register for Digital Fundamentals before taking the other photography courses in this program. Turn good photos into great photos. Improve composition by removing unattractive objects, create stunning photo-art by blending images, and add special effects that make your pictures unique. Learn to use Photoshop layers, tools, and filters. Different versions of Adobe Photoshop will be discussed. (12 Contact Hours)

42708.....M.....8/8/16-8/29/16.....6:00 PM-8:55 PM.....\$169.....CTR.....H214.....Zychowski, J.

Travel Photography Workshop PHOT-8033

So you've completed the Photographic Arts certificate but want to learn more on this subject? Troubleshoot and refresh your skills in Travel Photography as you bring your experience and current skill level to this 5 week class. This is a great opportunity to build up and enhance your portfolio. (15 Contact Hours)

42737.....W.....6/8/16-7/6/16.....6:00 PM-8:55 PM.....\$69.....CTR.....H214.....Zychowski, J.

PHOTOGRAPHY WORKSHOPS

Students must have completed the Photographic Arts Certificate program in order to register for any of the photography workshops listed below.

Portraiture Workshop PHOT-8035

So you've completed the Photographic Arts certificate but want to learn more on this subject? Troubleshoot and refresh your skills in portraiture as you bring your experience and current skill level to this 5 week class. This is a great opportunity to build up and enhance your portfolio. (15 Contact Hours)

42739.....W.....7/13/16-8/10/16.....6:00 PM-8:55 PM.....\$69.....CTR.....H214.....Zychowski, J.

Photoshop for Photographers Workshop PHOT-8036

So you've completed the Photographic Arts certificate but want to learn more on this subject? Troubleshoot and refresh your skills in Photoshop for Photographers as you bring your experience and current skill level to this 5 week class. This is a great opportunity to build up and enhance your portfolio. (15 Contact Hours)

42710.....M.....8/8/16-8/29/16.....6:00 PM-8:55 PM.....\$69.....CTR.....H214.....Zychowski, J.

QUALITY AND LEAN MANAGEMENT PROCESSES

This program is designed to provide skills in problem solving, quality improvement, waste reduction, and other areas that assist employers in implementing process improvements in their organizations. Students will obtain skills needed to strengthen their technical knowledge base and gain a competitive edge to assist employers at every organizational level.

Blueprint Reading and GD&T CGDT-8001A

This course covers the basic terms of interpreting blueprint drawings and the fundamentals of GD&T. Students will be able to understand the six primary views of an object and understand all symbol notes, dimensions, and tolerances used with GD&T concepts. (16 Contact Hours)

42510.....MT.....6/13/16-6/14/16.....8:00 AM-4:25 PM.....\$495.....MTEC....125.....Staff

Problem Solving CMGT-8021

This hands-on course describes the tools, methods, and practices needed to permanently eliminate chronic and/or difficult-to-resolve problems. Students will use the techniques provided to investigate and propose solutions for actual problems selected by the organization, or communicated through their customers. Team problem solving concepts used by the automotive community will be emphasized. (12 Contact Hours)

42523.....MT.....6/20/16-6/21/16.....8:30 AM-2:55 PM.....\$395.....MTEC....123.....Staff

Value Stream Mapping CMNF-8098

It is important that the resources in your organization develop the ability to 'see the waste' in your key processes. This course allows the participants to evaluate which activities add value for the customers, identify waste and opportunities for improvement, engage key resources to mobilize for improvement activities and measure accomplishments and standardize improved methods. (8 Contact Hours)

42546.....Th.....7/14/16-7/14/16.....8:00 AM-4:25 PM.....\$295.....MTEC 123..... Staff

Measurement System Analysis CQLY-8008

Focus on the fundamentals of MSA/GRR in both average (short) and average range (long) methods. Other analytical methods for attribute gauges and ANOVA will be discussed. Participants should be quality personnel or others responsible for implementation and proper conduct of MSA/GRR. (8 Contact Hours)

42529.....Th.....6/9/16-6/9/16.....8:00 AM-4:25 PM.....\$295.....MTEC 104..... Staff

PPAP (Production Part Approval Process) CQLY-8023

Learn the PPAP (Production Part Approval Process) and how to apply the voice of the customer (needs/wants/expectations). This course will give the participant a general understanding of the PPAP with emphasis on customer satisfaction. This course is designed to show the participant how to build a PPAP based off facts and data and how to submit it to the customer. (8 Contact Hours)

42541.....Th.....5/19/16-5/19/16.....8:00 AM-4:25 PM.....\$295.....MTEC 123..... Staff

APQP - Advanced Product Quality Planning CQLY-8025

Focus on the implementation and execution of APQP (Advanced Product Quality Planning) processes. APQP is a structured method of defining and establishing the steps necessary to ensure that a product satisfies the customer's needs. Effective product quality planning depends on a company's top management's commitment to the effort required in meeting customer specifications. (8 Contact Hours)

42527.....Th.....5/12/16-5/12/16.....8:00 AM-4:25 PM.....\$295.....MTEC 123..... Staff

FMEA CQLY-8029

Focus on how FMEAs should be used during product and process development to identify function, potential failure of that function, effect of that failure, current controls to prevent failure, and prioritization of recommended actions. Participants should be Product and Process Designers and Engineers and others who will support the process, such as quality and management personnel. (8 Contact Hours)

42528.....Th.....6/2/16-6/2/16.....8:00 AM-4:25 PM.....\$295.....MTEC 124..... Staff

LEAN Total Productive Maintenance CQLY-8051B

This course explains how the physical factory must be maintained to support lean production product flow. Asset management yields big dividends in capital intensive operations. Features include TPM losses, problem solving, Five S, and preventive maintenance. It also includes how to apply lean methods to administrative processes. (4 Contact Hours)

42547.....Th.....7/28/16-7/28/16.....9:00 AM-12:55 PM...\$250.....MTEC 123..... Staff

5-S Workshop CQLY-8081

Understand the basics of the 5S Methodology: Sorting, Simplifying, Systematic Cleaning, Standardizing, and Sustaining. Review examples of case study information for each of the 5Ss. (8 Contact Hours)

42544.....Th.....6/30/16-6/30/16.....8:00 AM-4:25 PM.....\$295.....MTEC 125..... Staff

SPC—Basic CSPC-8005

Learn the fundamentals of the planning, collection, and analysis of product and process data using variable control charts (Xbar & R) and process capability (Cpk.Ppk) calculations. Participants should be quality personnel or others responsible for the identification and implementation of product and process control. (8 Contact Hours)

42549.....Th.....6/16/16-6/16/16.....8:00 AM-4:25 PM.....\$295.....MTEC 104..... Staff

REAL ESTATE

Real Estate Fundamentals RLST-8004

Designed to provide the information necessary to pass the PSI Salesperson's License exam and gain a better understanding of the business. Instruction includes practice exams, diagnostics, strategies, and helpful examples. (40 Contact Hours)

42451.....TTh.....5/24/16-6/23/16.....6:00 PM-9:55 PM.....\$240.....CTR.....N107.....NCI ASSOCIATES, LTD.

MACOMB'S CENTER FOR INNOVATION & ENTREPRENEURSHIP

Helps entrepreneurial-minded students start their own business!

Discover how at www.macomb.edu/cie



SOLDERING STANDARDS

This program is designed to provide soldering skills to understand electronic assembly requirements along with the accept/reject criteria for handling electronic assemblies and rework based on IPC (Interconnecting and Packaging Electronic Circuits) standards. All classes are taught by an IPC Certified instructor. Upon successful completion of course and exam, students will become IPC certified in the particular class taken.

Soldering Bootcamp CWET-8047

This class introduces the student to hand soldering techniques and soldering knowledge. It is designed for those new to the electronics industry. Students will demonstrate soldering skills using lead and lead-free solder as used in manufacturing circuit boards. (24 Contact Hours)

42766.....WThF.....7/6/16 -7/8/16 8:00 AM-4:25 PM.....\$795MTEC 125 Staff

WRITING

Manuscript Development WRIT-8022

This class will provide guidance on manuscript construction—beginning, middle and end. Title creation, outline format, character development, and plot construction will be discussed. In-class writing assignments will focus on objectives to complete the manuscript. (3 Contact Hours)

42646.....M6/20/16 -6/20/16 3:00 PM-5:55 PM.....\$55SOU.....E311 Burke, J.

Creative Thinking for Writers WRIT-8039

Learn strategies to eliminate mental blocks for writers. Discover improved brainstorming abilities and thought expansion techniques to develop organized thinking and improved creative writing for fiction, non-fiction, poetry, business and personal composition. (3 Contact Hours)

42647.....M6/6/16 -6/6/16 3:00 PM-5:55 PM.....\$55SOU.....E311 Burke, J.

Novel Writing: Unmask the Story Within You WRIT-8045

This class will present an overview of the initial stages of the writing process and techniques for creating a story. "Novel Writing" is designed with useful tools to motivate and inspire writers to write. (3 Contact Hours)

42648.....M5/23/16 -5/23/16 3:00 PM-5:55 PM.....\$55SOU.....E311 Burke, J.

Memoir: A Novice Approach to Write About Your Life WRIT-8048

This class is a novice approach to tell your story. Techniques and methods are emphasized during the writing process to enhance the craft of memoir. Students discuss true-life stories and examine the basic elements of writing memoir. (3 Contact Hours)

42649.....M6/13/16 -6/13/16 3:00 PM-5:55 PM.....\$55SOU.....E311 Burke, J.

A Novice Approach to Short Story Writing WRIT-8049

This class is an overview of the basic stages for creating a short story. Useful skills will motivate and inspire writers to write. The instructional strategy includes: brainstorming, creating characters, developing conflict, and setting the scene. (3 Contact Hours)

42645.....M6/27/16 -6/27/16 3:00 PM-5:55 PM.....\$55SOU.....E311 Burke, J.

How to Write a Book in 30 Days WRIT-8050

This class is an overview of how to get started and finish writing a book. Students will understand the process and develop useful skills which will motivate and inspire new authors to begin and to accomplish their goal of writing a book. Handout and sample books are included in the price of the course. (2.5 Contact Hours)

42961.....Th5/26/16 -5/26/16 6:00 PM-8:25 PM.....\$79CTR F117 Staley, D.



Workforce &
Continuing Education

MACOMB COMMUNITY COLLEGE

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Did you know Macomb Community College can assist your organization with its training needs?

We provide both standardized and customized training that can be delivered to your entire team, locally or globally, and at your place or ours.

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Registration & Information

Macomb Community College extends the College's tradition of education and service by providing lifelong learning opportunities to the community through Workforce and Continuing Education.

REGISTRATION

Online registration opens Thursday, March 17 at 8 AM. On-campus registration opens Monday, April 4 at 8 AM. We suggest you register for class at least one week before it begins to assure you get a seat before classes fill; however, you can register until the day class begins.

2 EASY WAYS TO REGISTER FOR CLASSES

- 1) Online: Go to www.macomb.edu. Click on Apply Now in the upper right. New students—Click on RED New Continuing Education Students box. Returning students—Click on BLUE Current and Returning Continuing Education Students.
- 2) Walk-in: Monday and Tuesday: 8 AM–6 PM (Office closes at 4:30 on May 17) Wednesday through Friday: 8 AM–4:30 PM (Campuses closed May 30, July 4) South Campus K-Building, Room 351; Center Campus G-Building, Room 110. For registration assistance, call 586.445.7999

CERTIFICATE REQUESTS

Upon successful program completion: request your certificate by contacting:

- Business & Information Technology and ESL: continuinged@macomb.edu.
- Engineering & Advanced Technology: 586.498.4100 or workforcedev@macomb.edu.
- Health & Public Services/Center for Health Careers: healthcareers@macomb.edu.

SPONSORED BILLING

Financial Services will bill tuition and fees to approved parties such as Michigan Works, Michigan Rehabilitation, or Tuition Assistance Programs. Authorization must be submitted prior to or at the time of registration: 586.445.7492 or sponsoredbilling@macomb.edu.

CONTINUING EDUCATION UNITS (CEUS)

This is a nationally recognized standard unit of measure for substantive learning experiences. One CEU is equal to 10 instructional hours.

FINANCIAL AID

Financial Aid is not available for WCE classes but you may be eligible for funds from Michigan Works!, Vocational Rehabilitation, Veterans Administration or Tuition Assistance. You will need to contact the service provider to find out more.

REFUND POLICY

- 100% refund if Macomb WCE cancels class.
- 100% refund if student drops class PRIOR to the start date.
- 0% refund if student drops class ON the start date.
- 0% refund thereafter.
- Special Circumstances: Students who must withdraw from a class on or after the class start date due to hospitalization, accidental injury, prolonged illness, mandatory shift change at student's place of full-time employment (does not include mandatory overtime), mandatory move of employment which necessitates a change of residency (does not include new employer), military deployment, or other reason deemed appropriate by the department dean or director, may receive a 100% refund. Requests for special circumstances must be made in writing with supporting documentation to the Program Coordinator.

How and When Refunds Are Processed:

- Tuition refunds are processed weekly, excluding holidays.
- Payments made with a credit/debit card are refunded first.
- Other refunds are made by paper check.

SCHOOL CLOSING

- Call 586.445.7800, or go to www.macomb.edu.

STUDENTS WITH SPECIAL NEEDS

- Call 586.445.7420 (South Campus) or 586.286.2084 (Center Campus) at least 3 days prior to the class start date to request services.

TEXTBOOKS / SUPPLY LISTS

- If your class is at Center—Call 586.286.2093 or go to Center Campus P Bldg.
- If your class is at any other location (including online) Call 586.445.7385 or go to South Campus K Bldg.
- Supply lists available online: <http://www.macomb.edu/resources/continuing-education/attachments/Supply-List-ARTS-8004.pdf>

TUITION

- Tuition payment must be made at time of registration.
- Rates are the same for residents of all counties.
- Tuition is different for each class and is listed in this Schedule of Classes.
- Seniors (age 60 & older) will receive a 10% discount, unless otherwise noted.

DISCLAIMER

Faculty members are not permitted to sell any product or service or espouse any spiritual or religious activity while acting in a Community Education role. Faculty members employed by any commercial vendor must state their occupation and commercial role at the first class meeting. Literature with commercial content and business cards may be made available to participants upon request. Macomb Community College and its administration are not responsible for any activities that take place outside of class between instructor and participants.

LOOK WHAT'S NEW!

Check out the Workforce and Continuing Education catalog online at www.macomb.edu

Click *Future Students*

Click *Class Offerings and Catalogs*

Click *NEW! Spring/Summer 2016 at bottom of page*



Location Codes (where WCE classes are held)

Center Campus (CTR) and University Center Place (UCP)

44575 Garfield Road • Clinton Township, MI 48038
Corner of Hall and Garfield Roads

- A Bldg • Use Parking Lot 3 off Garfield
- B Bldg • Use Parking Lot 3 off Garfield
- E Bldg • Use Parking Lot 2 or 3 off Garfield
- F Bldg • Use Parking Lot 1 off Garfield
- H Bldg • Use Parking Lot 4 off Garfield
- K Bldg • Use Parking Lot 4 off Garfield
- L Bldg • Use Parking Lot 7 off Hall Road
- N Bldg • Use Parking Lot 8 or 10 off Hall Road
- R Bldg • Use Parking Lot 10 or 11 off Hall Road
- UCP • Use Parking Lot 5B off Garfield

M-TEC (MTEC)

7900 Tank Avenue • Warren MI 48092
Located west of Van Dyke on Tank Avenue (Martin Road)
Parking is behind the building.

South Campus (SOU)

14500 E. 12 Mile Road • Warren MI 48088
Between Hayes and Schoenherr

- C Bldg • Use Parking Lot 2 off Bunert
- D Bldg • Use Parking Lot 2 off Bunert
- E Bldg • Use Parking Lot 1 off Bunert
- F Bldg • Use Parking Lot 5 off Hayes
- G Bldg • Use Parking Lot 2 off Bunert
- H Bldg • Use Parking Lot 5 off Hayes
- J Bldg • Use Parking Lot 5 off Hayes
- K Bldg • Use Parking Lot 5 or 7 off Hayes
- M Bldg • Use Parking Lot 8 off Hayes
- R Bldg • Use Parking Lot 11 off Martin Road
- S Bldg • Use Parking Lot 11 or 12 off Martin Road
- T Bldg • Use Parking Lot 12 off Martin Road

Renaissance Fencing (RFTR0Y)

408 Oliver Drive • Troy, MI 48084

Off Macomb Campuses (OFF) Online/Virtual (VIR)

Center Campus, South Campus, and M-TECSM
maps are available at www.macomb.edu.



Macomb Community College

Workforce & Continuing Education

SCHEDULE OF CLASSES

MAY–AUGUST 2016

Online Registration begins Thursday, March 17, 2016, 8AM

On-campus Registration begins Monday, April 4, 2016, 8AM

Discover *Creative Careers* at Macomb

Creative Careers provides training opportunities to individuals looking to use artistic talent, creative thinking and design skills. Offerings include a certificate in photographic arts. See page 23.



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SAVE THIS SCHEDULE!

New classes begin each week throughout the year.

www.macomb.edu | Registration Information: Page 28