MACOMB COMMUNITY COLLEGE
Workforce & Continuing Education
SCHEDULE OF CLASSES
MAY–AUGUST 2018

Registration begins Monday, February 26, 2018, 8AM

- **Automated Systems**
- **C4K: College for Kids**
- **Construction**
- **Floral Design**
- **Jewelry Trades**
- **Landscape Design**
- **Photography**
- **Quality Management**

Macomb Community College
Education • Enrichment • Economic Development

Discover. Connect. *Advance.*℠

www.macomb.edu • Registration Information: Page 13

Ready To Advance Personally or Professionally?

We've created these courses to help you develop in your career, learn a new skill or explore a personal interest. With conveniently scheduled classes taught by experts in the field, see which path will make an impact for you.

Visit us online today: www.macomb.edu/continuinged

2 EASY WAYS TO REGISTER FOR CLASSES!

1 **REGISTER ONLINE:** Visit www.macomb.edu. Click on *Apply* in the top menu.
New students—click on the **TEAL** *New Continuing Education Students* box.
Returning students—click on the **GRAY** *Current and Returning Continuing Education Students* box.

2 **WALK-IN REGISTRATION:** Visit the Records & Registration Office:
South Campus, G Building, Room 224; Center Campus, G Building, Room 110
Monday and Tuesday: 8am–6pm • Wednesday through Friday: 8am–4:30pm
College closed: May 28 and July 4
For registration assistance, call 586.445.7999

CAREER WORKSHOPS

Sign up for one of the workshops listed below and get started on a new career or business strategy. Learn about the opportunities that await with Workforce & Continuing Education!

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)

55285	W	4/25/18-4/25/18	6:00 PM-7:55 PM	FREE	SOU	K324		Valin, M.
62082	W	5/9/18-5/9/18	6:00 PM-7:55 PM	FREE	SOU	S101		Valin, M.
62083	W	6/13/18-6/13/18	6:00 PM-7:55 PM	FREE	SOU	S101		Valin, M.
62084	W	7/18/18-7/18/18	6:00 PM-7:55 PM	FREE	SOU	S101		Valin, M.
62085	W	8/15/18-8/15/18	6:00 PM-7:55 PM	FREE	SOU	S101		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)

61902	T	5/1/18-5/1/18	6:00 PM-6:55 PM	FREE	CTR	N148	WORLD INST TRAINING SCHOOL

Workshop: A to Z—Introduction to Court Reporting   WKSP-8021A

This two-hour A to Z Program offers the perfect opportunity for potential Court Reporting students to decide if pursuing an education for a career in court reporting is the right choice for them. (2 Contact Hours)

61920	W	4/11/18-4/11/18	6:30 PM-8:25 PM	FREE	CTR	H214		Bosilkovski, E.
61919	W	7/18/18-7/18/18	6:30 PM-8:25 PM	FREE	CTR	H214		Bosilkovski, E.

ART

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)

62008	Th	5/24/18-6/28/18	6:00 PM-8:55 PM	$120	SOU	C306		Gawaran, J.

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)

62018	TTh	5/22/18-6/21/18	6:00 PM-8:55 PM	$329	SOU	M123		Houchen, 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)

62042	M	7/9/18-8/13/18	6:00 PM-8:55 PM	$239	SOU	M105		Houchen, E.

BUSINESS

ADMINISTRATIVE ASSISTANT PROFESSIONAL

Skilled and professional administrative assistants are invaluable members of an organization. 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)

61968	M	4/30/18-4/30/18	6:00 PM-7:55 PM	$35	CTR	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)

61964	MW	5/14/18-5/23/18	6:00 PM-8:55 PM	$160	CTR	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)

61969	MW	6/4/18-6/11/18	6:00 PM-8:55 PM	$130	CTR	H203		Adams, B.

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)

61967	MW	6/18/18-6/27/18	6:00 PM-8:55 PM	$160	CTR	B107		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)

61965	MW	7/16/18-7/25/18	6:00 PM-8:55 PM	$160	CTR	H213		Pittman, L.

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)

61970	MW	7/30/18-8/8/18	6:00 PM-8:55 PM	$160	CTR	B107		Rogers, B.

For questions about registration, call 586.445.7999

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.

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)

61974 ...... Sa ....4/28/18-4/28/18 .... 1:00 PM-4:55 PM .... $125 .... CTR ...... H220 .... Mahon, L.

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)

61971 ...... M ....5/21/18-5/21/18 .... 6:00 PM-7:55 PM .... $35 .... CTR ...... H220 .... Mahon, L.

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)

61972 ...... MW ....6/4/18-7/16/18 .... 6:00 PM-8:55 PM .... $550 .... CTR ...... H220 .... Mahon, L.

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)

61973 ...... MW ....7/23/18-8/22/18 .... 6:00 PM-8:55 PM .... $475 .... CTR ...... H220 .... Mahon, L.

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 or visit www.macomb.edu (search: C4K scholarship).

Tiny Tunes Piano Pre-School Beginner, Ages 3-4   KIDS-9204
Designed specifically for preschoolers. 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)

62045 ...... Sa ....5/5/18-6/16/18 .... 10:00 AM-10:55 AM .... $85 ...... SOU ..... P143 .... TINY TUNES PIANO PRG
62046 ...... M ....6/25/18-8/6/18 .... 10:00 AM-10:55 AM .... $85 ...... SOU ..... P143 .... TINY TUNES PIANO PRG

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)

62048 ...... Sa ....5/5/18-6/16/18 .... 11:00 AM-11:55 AM .... $85 ...... SOU ..... P143 .... TINY TUNES PIANO PRG
62049 ...... M ....6/25/18-8/6/18 .... 11:00 AM-11:55 AM .... $85 ...... SOU ..... P143 .... TINY TUNES PIANO PRG

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)

62043 ...... Sa ....5/5/18-6/16/18 .... 12:00 PM-12:55 PM .... $85 ...... SOU ..... P143 .... TINY TUNES PIANO PRG
62044 ...... M ....6/25/18-8/6/18 .... 12:00 PM-12:55 PM .... $85 ...... SOU ..... P143 .... TINY TUNES PIANO PRG

Make Your First 3D Video Game, Ages 8-10   KIDS-8235B
UPDATED! In this Black Rocket classic, you will go well beyond the limitations of the traditional 2D game design classes and create an immersive 3D world. Students will learn the physics behind 3D games, explore beginner event scripting, level design, controlling the flow of gameplay, and storytelling. 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. (15 Contact Hours)

62192 ...... MTWThF ......6/18/18-6/22/18 .... 9:00 AM-11:55 AM .... $249 .... CTR ...... H214 .... Staff

Make Your First 3D Video Game, Ages 11-14   KIDS-8236B
UPDATED! In this Black Rocket classic, you will go well beyond the limitations of the traditional 2D game design classes and create an immersive 3D world. Students will learn the physics behind 3D games, explore beginner event scripting, level design, controlling the flow of gameplay, and storytelling. 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. (15 Contact Hours)

62194 ...... MTWThF ......6/18/18-6/22/18 .... 1:00 PM-3:55 PM .... $249 .... CTR ...... H214 .... Staff

Genius LEGO® Engineering, Ages 6-10   KIDS-8251
NEW! Enter the exciting universe of LEGO® learning! Students journey into the field of engineering using our special LEGO® Education kits. This is an exciting way for students to navigate the world of engineering while combining fun and active learning. Students will enjoy hands-on learning as the engaging LEGO® building projects take them on an exploration of STEAM (Science Technology Engineering Art Math) concepts in the area of LEGO® engineering. Students will learn through guided exploration into new concepts, and they will be challenged to develop their imagination and creative ideas into working designs. Students learn a variety of LEGO® engineering skills as they work with wheels and axles, gears, levers and pulleys and much more while learning to be a part of a team as they work in groups of 2-3 students per kit. New builds every time! (15 Contact Hours)

62031 ...... MTWThF ......6/25/18-6/29/18 .... 12:30 PM-3:25 PM .... $175 .... CTR ...... H219 .... Genius Education

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 smartphone or tablet to take the class. Students will work in pairs or teams for most of the program. (15 Contact Hours)

62021 ...... MTWThF ......6/25/18-6/29/18 .... 9:00 AM-11:55 AM .... $249 .... CTR ...... H214 .... Staff

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 smartphone or tablet to take the class. Students will work in pairs or teams for most of the program. (15 Contact Hours)

62022 ...... MTWThF ......6/25/18-6/29/18 .... 1:00 PM-3:55 PM .... $249 .... CTR ...... H214 .... Staff

Genius Blast Off Rocketry! Ages 8-12+   KIDS-8249
NEW! Shoot for the sky! Students learn about rockets and rocketry as they assemble, design, and prepare their own rocket for launch day. An experienced Genius Education rocketry instructor supervises the launch site. Students prepare their own rockets and use a remote launch trigger after the instructor prepares each rocket on the launch site. Each student can retrieve their rocket to keep and take home to show friends and family! (15 Contact Hours)

62030 ...... MTWThF ......6/25/18-6/29/18 .... 9:00 AM-11:55 AM .... $175 .... CTR ...... H219 .... Genius Education

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)

62038 ...... MTWThF ....7/9/18-7/13/18 .... 9:00 AM-11:55 AM .... $169 .... SOU ...... C119 .... Staff

Genius Pullback Car Engineering, Ages 6-10   KIDS-8188A
Build and keep your own motorized pullback cars! Pullback Car Engineering is a popular STEAM enrichment class that develops problem solving and creativity as students build their very own motorized pullback cars specifically selected to fit each student's grade and building skill level. Students will build their own fleet of cars using a design pamphlet for each vehicle and become junior engineers challenged to design new creations using their BanBao car kits. Over the course of this class, students participate in activities and experiments, challenges and races designed to demonstrate science and engineering concepts and laws such as gravity, potential and kinetic energy. BanBao kits are made of quality bricks that are comparable to and fully compatible with other major brands like LEGO®. Students take home everything they build! New builds every time! (15 Contact Hours)

62028 ...... MTWThF ....7/9/18-7/13/18 .... 9:00 AM-11:55 AM .... $175 .... CTR ...... H219 .... Genius Education

Genius Engineering Adventure, Ages 6-10   KIDS-8250
Build and keep your own collection of toy brick kits. Genius Engineering is perfect for kids who simply can't get enough toy brick building and play! Students develop problem solving and creativity as they build a variety of kits as designs specifically selected to fit each student's grade and building skill level. Students assemble all their builds using a design pamphlet for each kit and become junior engineers challenged to design new creations using their kits. Over the course of the class, students participate in activities and experiments, challenges and races designed to demonstrate science and engineering concepts. Kits are made of toy bricks that are comparable to and compatible with other major brands like LEGO®. Students take home everything they build! New builds every time! (15 Contact Hours)

62029 ...... MTWThF ....7/9/18-7/13/18 .... 12:30 PM-3:25 PM .... $175 .... CTR ...... H219 .... Genius Education

Virtual Reality! The Future Is Now! Ages 8-10   KIDS-8247
NEW! Embark on an EPIC adventure in virtual reality! In this cutting-edge class, you will learn the foundations of VR design by creating your own virtual worlds, exploring simulated environments, and crafting memorable 3D experiences. At the end of the week, take home your first cardboard VR headset to show friends and family the new worlds you created. VR projects can be viewed on a website or a mobile device. Students do not need a mobile device to take the class, but to use the VR headset, student will need access to an Android or Apple mobile device. Students will work in pairs or teams and VR projects will be available on a password protected Black Rocket website to share with friends and family. (15 Contact Hours)

62035 ...... MTWThF ....7/9/18-7/13/18 .... 9:00 AM-11:55 AM .... $269 .... CTR ...... H214 .... Staff

Virtual Reality! the Future Is Now! Ages 11-14   KIDS-8248
NEW! Embark on an EPIC adventure in virtual reality! In this cutting-edge class, you will learn the foundations of VR design by creating your own virtual worlds, exploring simulated environments, and crafting memorable 3D experiences. At the end of the week, take home your first cardboard VR headset to show friends and family the new worlds you created. VR projects can be viewed on a website or a mobile device. Students do not need a mobile device to take the class, but to use the VR headset, student will need access to an Android or Apple mobile device. Students will work in pairs or teams and VR projects will be available on a password protected Black Rocket website to share with friends and family. (15 Contact Hours)

62036 ...... MTWThF ....7/9/18-7/13/18 .... 1:00 PM-3:55 PM .... $269 .... CTR ...... H214 .... Staff

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)

62042 ...... M ....7/9/18-8/13/18 .... 6:00 PM-8:55 PM .... $239 .... SOU ..... M105 .... Houchen, E.

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)

62024 ...... MTWThF ...... 7/16/18-7/20/18 .... 9:00 AM-11:55 AM .... $249 .... CTR ...... H214 .... 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)

62023 ...... MTWThF ...... 7/16/18-7/20/18 .... 1:00 PM-3:55 PM .... $249 .... CTR ...... H214 .... Staff

Advanced 3D Video Game with Unity, Ages 8-10   KIDS-8241

NEW! Are you ready to take your game design skills to another level? With Unity, an industry-grade design software, aspiring game designers will learn level editing, 3D modeling, intermediate event scripting, and the impact of game play on user experience. Student-crested 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. (15 Contact Hours)

61898 ...... MTWThF ...... 7/23/18-7/27/18 .... 9:00 AM-11:55 AM .... $249 .... CTR ...... H214 .... Staff

Advanced 3D Video Game with Unity, Ages 11-14   KIDS-8242

NEW! Are you ready to take your game design skills to another level? With Unity, an industry-grade design software, aspiring game designers will learn level editing, 3D modeling, intermediate event scripting, and the impact of game play on user experience. Student-crested 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. (15 Contact Hours)

62017 ...... MTWThF ...... 7/23/18-7/27/18 .... 1:00 PM-3:55 PM .... $249 .... CTR ...... H214 .... Staff

CAM—Computer Aided Manufacturing with CNC Engravers, Ages 11-14   KIDS-8253

NEW! Learn about CAM—Computer Aided Manufacturing and G-Code programming while learning to use a CNC machine to engrave various materials with your name and trendy sayings. Discover the basis for 3D printing applications and product development. Students keep all items they create in class. (15 Contact Hours)

62170 ...... MTWThF ...... 7/23/18-7/27/18 .... 9:00 AM-11:55 AM .... $145 .... SOU ..... C123 .... Staff

ROBLOX Makers-Coders-Entrepreneurs! Ages 8-10   KIDS-8243

NEW! Discover how to code in the Lua language while playing and designing worlds in ROBLOX, an online universe where you can create anything you dream of. This new class combines game design concepts, coding, and fun! Young entrepreneurs will also learn how to navigate ROBLOX's fast-growing marketplace to publish their games. 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. (15 Contact Hours)

62193 ...... MTWThF ...... 7/30/18-8/3/18 .... 9:00 AM-11:55 AM .... $249 .... CTR ...... H214 .... Staff

ROBLOX Makers-Coders-Entrepreneurs! Ages 11-14   KIDS-8244

NEW! Discover how to code in the Lua language while playing and designing worlds in ROBLOX, an online universe where you can create anything you dream of. This new class combines game design concepts, coding, and fun! Young entrepreneurs will also learn how to navigate ROBLOX's fast-growing marketplace to publish their games. 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. (15 Contact Hours)

62039 ...... MTWThF ...... 7/30/18-8/3/18 .... 1:00 PM-3:55 PM .... $249 .... CTR ...... H214 .... Staff

Code Your Own Adventure! Interactive Storytelling, Ages 8-10   KIDS-8237A

NEW! Watch as the characters in your imagination come to life in this unique course that blends classic storytelling with animation techniques and coding. Start with a concept, design the characters, and choose not just one ending, but many! Learn how to create your own text-based adventure games with variables, conditional logic, images, HTML, CSS, and JavaScript. Students will work in pairs or teams for most of the program. (15 Contact Hours)

62026 ...... MTWThF .... 8/6/18-8/10/18 .... 9:00 AM-11:55 AM .... $249 .... CTR ...... H214 .... Staff

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)

62037 ...... MTWTh .... 8/6/18-8/9/18 .... 9:00 AM-11:55 AM .... $109 .... SOU ..... C119 .... Staff

Code Your Own Adventure! Interactive Storytelling, Ages 11-14   KIDS-8237B

NEW! Watch as the characters in your imagination come to life in this unique course that blends classic storytelling with animation techniques and coding. Start with a concept, design the characters, and choose not just one ending, but many! Learn how to create your own text-based adventure games with variables, conditional logic, images, HTML, CSS, and JavaScript. Students will work in pairs or teams for most of the program. (15 Contact Hours)

62027 ...... MTWThF .... 8/6/18-8/10/18 .... 1:00 PM-3:55 PM .... $249 .... CTR ...... H214 .... Staff

Toy Designers: Make Your First Toy, Ages 8-10   KIDS-8246

NEW! Calling all boys and girls to be toy designers of the future! In this class, if you can dream it, you can make it—create your first action figure, superhero, make a new toy or figurine. By conceptualizing and designing their own 3D models, students will learn how to sculpt, texture, and render their first toy! No prior experience is necessary, and 3D designs will be available on a password protected Black Rocket website to share with friends and family. (3D prints may be purchased separately through an online provider.) Students will work in pairs or teams for most of the program. (15 Contact Hours)

62041 ...... MTWThF ...... 8/13/18-8/17/18 .... 9:00 AM-11:55 AM .... $249 .... CTR ...... H214 .... Staff

Maker Labs: Make Your First 3D Creation! Ages 11-14   KIDS-8217A

NEW! Calling all boys and girls who want to be the designers of the future! In this class, if you can dream it, you can make it—create your first action figure, design custom jewelry, make a new toy, learn how to prepare a model for 3D printing, and create a design portfolio to showcase your work! Using professional-level modeling software, kids will sculpt, texture, and render their own 3D creation. No prior experience is necessary, and 3D designs will be available on a password protected Black Rocket website to share with friends and family. (3D prints may be purchased separately through an online provider.) Students will work in pairs or teams for most of the program. Returning students can create more advanced projects that build on previous years. (15 Contact Hours)

62191 ...... MTWThF ...... 8/13/18-8/17/18 .... 1:00 PM-3:55 PM .... $249 .... CTR ...... H214 .... Staff

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 2015. 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)

61979 ...... TTh .... 5/15/18-5/29/18 .... 6:30 PM-9:25 PM .... $195 .... CTR ...... A135 .... Adams, B.

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 2015. Includes class, estimate and tracking features, report customization, and template creation. Text and USB drive required. (15 Contact Hours)

61981 ...... TTh .... 6/5/18-6/19/18 .... 6:30 PM-9:25 PM .... $195 .... CTR ...... A135 .... Adams, B.

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. (16 Contact Hours)

61991 ...... F .... 5/4/18-6/22/18 .... 9:00 AM-10:55 AM .... $150 .... CTR ...... A207 .... Romanczyk, V.

Introduction to Computers   CSFT-8001C

Ideal for the beginner seeking computer job skills. Learn basic computer tasks using Windows 10, navigating the Web, working with applications, tiles and e-mail. Browse the Web with edge. Research on the Internet, improve search results, and defend yourself from Web threats. Create and manage favorites. Textbook and USB drive are required. (15 Contact Hours)

61986 ...... Sa .... 4/28/18-6/2/18 .... 9:00 AM-11:55 AM .... $125 .... CTR ...... A207 .... Romanczyk, V.
61982 ...... F .... 5/4/18-6/8/18 .... 6:00 PM-8:55 PM .... $125 .... SOU ..... C257 .... Mahon, L.
61983 ...... MW .... 5/7/18-5/21/18 .... 6:00 PM-8:55 PM .... $125 .... SOU ..... C336 .... Burton, M.
61987 ...... Th .... 7/5/18-8/2/18 .... 6:00 PM-8:55 PM .... $125 .... CTR ...... A232 .... Canfield, J.

Microsoft Office 2016   CSFT-8063B

Basic computer and keyboarding skills are required. Textbook and USB drive are required. Learn basic skills in Word, Excel, PowerPoint, and Access. Applications will include creating business letters and resumes in Word, exploring spreadsheets in Excel, using PowerPoint to create presentations, and working with database objects in Access. (30 Contact Hours)

61988 ...... TTh .... 5/15/18-6/14/18 .... 6:00 PM-8:55 PM .... $265 .... CTR ...... H204 .... Canfield, J.
61989 ...... Sa .... 6/16/18-8/25/18 .... 9:00 AM-11:55 AM .... $265 .... CTR ...... A207 .... Romanczyk, V.
61990 ...... MW .... 7/9/18-8/8/18 .... 6:00 PM-8:55 PM .... $265 .... SOU ..... C336 .... Burton, M.

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.

Access 2016   CSFT-8081
Basic computer, keyboarding, and internet 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; table structure; Import a Report Into a Database crosstab queries; and more. Textbook and USB drive required. (24 Contact Hours)

61976 ...... F ....5/4/18-6/29/18 .... 5:30 PM-8:25 PM .... $199 .... CTR ...... H214 .... Staff

Excel 2016   CSFT-8082
Basic computer skills and keyboarding skills required. Learn introductory and intermediate Excel skills. Topics include entering and editing data in spreadsheets; organizing data; creating and modifying basic formulas and functions; charting data; and formatting worksheets. Textbook and USB drive required. (24 Contact Hours)

61977 ...... TTh ....5/8/18-5/31/18 .... 6:00 PM-8:55 PM .... $199 .... CTR ...... A207 .... Rosiek, C.

Word 2016   CSFT-8080
Basic computer skills and keyboarding skills are required. Textbook and USB drive are required. Learn introductory and intermediate Word skills including business letter writing; proofreading tools; tables; WordArt and SmartArt; headers and footers; and mail merge. (24 Contact Hours)

61975 ...... Sa ....6/2/18-7/28/18 .... 9:00 AM-11:55 AM .... $199 .... SOU ..... C240 .... Mahon, L.

PowerPoint 2016   CSFT-8083
Basic computer, keyboarding, and internet 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; PowerPoint tables; sharing files online; finalizing a presentation; and more. Textbook and USB drive required. (24 Contact Hours)

61978 ...... TTh ....6/5/18-6/28/18 .... 6:00 PM-8:55 PM .... $199 .... SOU ..... C334 .... Burton, M.

CONSTRUCTION

The Builder's Pre-License program at Macomb Community College is a job skill training program. 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)

61895 ...... MW ....6/4/18-6/27/18 .... 6:00 PM-9:55 PM .... $425 .... MTEC ... 138 .... 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)

62019 ...... MW ....7/9/18-8/1/18 .... 6:00 PM-9:55 PM .... $425 .... MTEC ... 138 .... NCI ASSOCIATES, LTD.

Home Inspection   INDT-8025A
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. Discover how to use drones and infra-red cameras in the home inspection business. Use of drones and infra-red cameras will be discussed along with a home check-off sheet to list problems in your survey to present to your customer. (24 Contact Hours)

62020 ...... T ....7/10/18-8/28/18 .... 6:00 PM-8:55 PM .... $595 .... MTEC ... 125 .... Houchen, E.

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-8025B, 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 the program coordinator at bosilkovskie@macomb.edu or 586.226.4722.

Workshop: A to Z—Introduction to Court Reporting   WKSP-8021A
This two-hour A to Z Program offers the perfect opportunity for potential Court Reporting students to decide if pursuing an education for a career in court reporting is the right choice for them. (2 Contact Hours)

61920 ...... W ....4/11/18-4/11/18 .... 6:30 PM-8:25 PM .... FREE ... CTR ...... H214 .... Bosilkovski, E.
61919 ...... W ....7/18/18-7/18/18 .... 6:30 PM-8:25 PM .... FREE ... CTR ...... H214 .... Bosilkovski, E.

Theory I Real Time Court Reporting   CRTR-8000
Develop techniques of a conflict-free writing style and begin building an extensive dictionary. (97.5 Contact Hours)

61907 ...... TTh ....5/8/18-8/23/18 .... 6:15 PM-9:25 PM .... $579 .... CTR ...... H203 .... Bosilkovski, E.

Theory II Real Time Court Reporting   CRTR-8016
Continue to develop your skills in machine shorthand theory and real-time principles; learn more advanced principles of theory and conflict-free writing. (97.5 Contact Hours)

61908 ...... TTh ....5/8/18-8/23/18 .... 6:15 PM-9:25 PM .... $579 .... CTR ...... H210 .... Bosilkovski, E.

Theory III Real Time Court Reporting   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)

61915 ...... TTh ....5/8/18-8/23/18 .... 6:15 PM-9:25 PM .... $579 .... CTR ...... H213 .... Bosilkovski, E.

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)

61916 ...... TTh ....5/8/18-8/23/18 .... 6:15 PM-9:25 PM .... $579 .... CTR ...... H214 .... Bosilkovski, E.

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)

61917 ...... TTh ....5/8/18-8/23/18 .... 6:15 PM-9:25 PM .... $579 .... CTR ...... H215 .... Bosilkovski, E.

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)

61918 ...... TTh ....5/8/18-8/23/18 .... 6:15 PM-9:25 PM .... $579 .... CTR ...... H220 .... Bosilkovski, E.

Legal Terminology for Court Reporters   CRTR-8008
This course develops an understanding of legal terminology, the judicial system, and laws that govern court reporters. (49 Contact Hours)

61906 ...... W ....5/9/18-8/22/18 .... 6:30 PM-8:55 PM .... $255 .... CTR ...... H210 .... Bosilkovski, E.

CULINARY ARTS

Bee-ginner Beekeeping 102   FOOD-8019
Prerequisite: FOOD-8018A

Bee-ginner Beekeeping is offered in three segments to coincide with the beekeeping year. In this second segment, students will learn how to purchase and install bees, how to properly inspect the beehive, and how to care for its overall health. Students will understand IPM (Integrated Pest Management). This segment will be hands-on at the Macomb Community College apiary, with lecture followed by hive inspection. Equipment will be provided. (10 Contact Hours)

55157 ...... Sa ....5/12/18-5/12/18 .... 10:00 AM-12:25 PM .... $65 ...... CTR ...... K113 .... Ford, J.
And .... Sa ....6/16/18-6/16/18 .... 10:00 AM-12:25 PM .... CTR K113
And .... Sa ....7/21/18-7/21/18 .... 10:00 AM-12:25 PM .... CTR K113
And .... Sa ....8/18/18-8/18/18 .... 10:00 AM-12:25 PM .... CTR K113
55159 ...... Sa ....5/12/18-5/12/18 .... 1:00 PM-3:25 PM .... $65 .... CTR ...... K113 .... Ford, J.
And .... Sa ....6/16/18-6/16/18 .... 1:00 PM-3:25 PM .... CTR K113
And .... Sa ....7/21/18-7/21/18 .... 1:00 PM-3:25 PM .... CTR K113
And .... Sa ....8/18/18-8/18/18 .... 1:00 PM-3:25 PM .... CTR K113
61801 ...... Su ....5/13/18-5/13/18 .... 1:00 PM-3:25 PM .... $65 .... CTR ...... K113 .... Ford, J.
And .... Su ....6/17/18-6/17/18 .... 1:00 PM-3:25 PM .... CTR K113
And .... Su ....7/22/18-7/22/18 .... 1:00 PM-3:25 PM .... CTR K113
And .... Su ....8/19/18-8/19/18 .... 1:00 PM-3:25 PM .... CTR K113

Bee-ginner Beekeeping 103   FOOD-8020A
Prerequisite: FOOD-8018A and FOOD 8019

Bee-ginner Beekeeping is offered in three segments to coincide with the beekeeping year. In this third segment, students will learn how to harvest/extract honey and how to prepare hives for overwintering. This segment will be hands-on at Macomb Community College's apiary, with lecture followed by inspection and harvesting/extraction. Equipment will be provided. (6 Contact Hours)

55160 ...... Sa ....9/15/18-9/15/18 .... 10:00 AM-12:55 PM .... $65 .... CTR ...... K113 .... Ford, J.
And .... Sa ....10/20/18-10/20/18 .... 10:00 AM-12:55 PM .... CTR K113
55161 ...... Sa ....9/15/18-9/15/18 .... 1:15 PM-4:10 PM .... $65 .... CTR ...... K113 .... Ford, J.
And .... Sa ....10/20/18-10/20/18 .... 1:15 PM-4:10 PM .... CTR K113
61803 ...... Su ....9/16/18-9/16/18 .... 1:15 PM-4:10 PM .... $65 .... CTR ...... K113 .... Ford, J.
And .... Su ....10/21/18-10/21/18 .... 1:15 PM-4:10 PM .... CTR K113

FOOD SERVICE

Michigan Food Service Manager Training and Certification (ServSafe)   FOOD-8008D
Prepare for and take the State of Michigan ServSafe exam in one day! This 8-hour course includes six hours of instruction and two hours for the exam. Designed for supervisory personnel in Michigan food service establishments, Macomb Community College's course includes important topics in basic microbiology, safe food handling techniques, good hygienic practices, pest control, employee training, and the Michigan state law governing food service establishments. Textbook included. Class will break for one hour lunch. Students to bring their own brown bag lunch. For information, email wac@macomb.edu or call 586-498-4130. (8 Contact Hours)

56002 ...... Sa ....4/21/18-4/21/18 .... 8:00 AM-4:55 PM .... $210 .... CTR ...... H214 .... Cox, A.
61864 ...... Sa ....7/21/18-7/21/18 .... 8:00 AM-4:55 PM .... $210 .... CTR ...... H214 .... Cox, A.

ENGLISH AS A SECOND LANGUAGE (ESL)

Grammar Connection II   ESLL-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)

61921 ...... TTh .... 5/31/18-8/9/18 .... 4:00 PM-5:55 PM .... $195 .... CTR ...... H205 .... Winslow, N.

Conversational Skills   ESLL-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)

61922 ...... TTh .... 5/31/18-8/9/18 .... 6:00 PM-7:55 PM .... $195 .... CTR ...... H205 .... Winslow, N.

FINANCE

Passport to Retirement   MNMG-8017

The sooner you become educated about retirement planning, the more prepared you will be to make informed financial decisions and build the wealth you will need. Learn about life planning and retirement planning concepts. 135-page workbook included. (5 Contact Hours)

55091 ...... T .... 5/1/18-5/8/18 .... 6:00 PM-8:25 PM .... $75 ...... CTR ...... N103 .... Malloch, R.
55092 ...... Th .... 5/10/18-5/17/18 .... 6:00 PM-8:25 PM .... $75 ...... CTR ...... N103 .... Malloch, R.

FLORAL DESIGN CERTIFICATE

The Floral Design program at Macomb Community College is comprised of 8 core courses: FLOR-8043, FLOR-8000B, FLOR-8007, FLOR-8001, 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. Classes run sequentially each semester and cross over semesters for certificate completion. Not all courses are offered every semester. For information, contact the program coordinator at 586.498.4100 or workforcedev@macomb.edu.

Wedding Bouquets & Corsages   FLOR-9002A

Corequisite: FLOR-8000B FLOR-8043

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

55333 ...... MT .... 4/24/18-5/7/18 .... 6:00 PM-8:55 PM .... $299 .... SOU ..... C119 .... Kiekbusch, K.

Advanced Floral Design I   FLOR-8002A

Corequisite: FLOR-8000B 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)

61841 ...... M .... 5/14/18-6/11/18 .... 6:00 PM-8:55 PM .... $279 .... SOU ..... C119 .... Kiekbusch, K.

Advanced Techniques in Floral Design II   FLOR-8042

Corequisite: FLOR-8000B FLOR-8043 FLOR-8001 FLOR-8002A FLOR-8007 FLOR-8009B FLOR-9002A

This capstone course will bring together all the elements you've learned throughout this program. Design large-scale arrangements while creating your OWN designs in this designer-level course. (18 Contact Hours)

61816 ...... M .... 6/18/18-7/30/18 .... 6:00 PM-8:55 PM .... $495 .... SOU ..... C119 .... Kiekbusch, K.

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 not so common, to the floral designer. (9 Contact Hours)

61824 ...... M .... 8/6/18-8/20/18 .... 6:00 PM-8:55 PM .... $199 .... SOU ..... C119 .... Kiekbusch, K.

FOREIGN LANGUAGE

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)

61932 ...... W .... 5/9/18-8/1/18 .... 5:00 PM-6:55 PM .... $175 .... CTR ...... F117 .... Agazzi, I.

Continuing Italian I   LANG-8063

Continue learning, conversing, and writing Italian. Gain the basic skills needed for travel. Explore culture, cuisine, local restaurants, and markets. Prepare for the Intermediate Italian class. Complete remaining chapters in the text for LANG-8059. Text required. (24 Contact Hours)

61933 ...... Th .... 5/10/18-8/2/18 .... 6:00 PM-7:55 PM .... $175 .... CTR ...... F117 .... 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)

61934 ...... W .... 5/9/18-8/1/18 .... 7:00 PM-8:55 PM .... $175 .... CTR ...... F117 .... Agazzi, I.

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)

61935 ...... F .... 5/18/18-6/8/18 .... 10:00 AM-1:55 PM .... $99 ...... CTR ...... H219 .... Wojtara-Perry, S.

Don't Wait! Classes Fill Quickly— Register Now!

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)

55370 ...... F .... 4/20/18-4/20/18 .... 1:00 PM-6:55 PM .... $75 ...... SOU ..... C123 .... Howard, A.
61954 ...... F .... 5/18/18-5/18/18 .... 8:30 AM-2:25 PM .... $75 ...... SOU ..... C123 .... Howard, A.
61953 ...... F .... 5/25/18-5/25/18 .... 1:30 PM-7:25 PM .... $75 ...... SOU ..... C123 .... Howard, A.

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)

55369 ...... F .... 4/20/18-4/20/18 .... 8:00 AM-11:55 AM .... $75 ...... SOU ..... C123 .... Howard, A.
61910 ...... T .... 5/15/18-5/15/18 .... 8:30 AM-12:25 PM .... $75 ...... SOU ..... C123 .... Howard, A.
61911 ...... T .... 5/15/18-5/15/18 .... 1:00 PM-4:55 PM .... $75 ...... SOU ..... C123 .... Howard, A.
61948 ...... F .... 5/18/18-5/18/18 .... 3:00 PM-6:55 PM .... $75 ...... SOU ..... C123 .... Howard, A.
61952 ...... F .... 5/25/18-5/25/18 .... 9:00 AM-12:55 PM .... $75 ...... SOU ..... C123 .... Howard, A.
61912 ...... T .... 6/5/18-6/5/18 .... 8:30 AM-12:25 PM .... $75 ...... SOU ..... C123 .... Howard, A.
61913 ...... T .... 6/5/18-6/5/18 .... 1:00 PM-4:55 PM .... $75 ...... SOU ..... C123 .... Howard, A.
61939 ...... T .... 7/10/18-7/10/18 .... 9:00 AM-12:55 PM .... $75 ...... SOU ..... C123 .... Howard, A.
61941 ...... T .... 7/10/18-7/10/18 .... 1:30 PM-5:25 PM .... $75 ...... SOU ..... C123 .... Howard, A.
61942 ...... T .... 8/7/18-8/7/18 .... 9:00 AM-12:55 PM .... $75 ...... SOU ..... C123 .... Howard, A.
61944 ...... T .... 8/7/18-8/7/18 .... 1:30 PM-5:25 PM .... $75 ...... SOU ..... C123 .... Howard, A.

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)

61985 ...... VIR .... 6/4/18-6/15/18 ....-....................... $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)

61984 ...... VIR .... 7/9/18-7/23/18 ....-....................... $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

Prerequisite: WKSP-8000

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)

61866 ...... MTWTh .... 5/7/18-5/31/18 .... 9:00 AM-3:25 PM .... $850 .... SOU ..... C121 .... Brown, D.
And .... F .... 6/1/18-6/1/18 .... 9:00 AM-3:25 PM .... SOU C121
61868 ...... MTWTh .... 5/14/18-6/21/18 .... 5:00 PM-9:15 PM .... $850 .... SOU ..... C121 .... Brown, D.
And .... F .... 6/1/18-6/1/18 .... 5:00 PM-9:15 PM .... SOU C121
61870 ...... MTWTh .... 7/9/18-8/2/18 .... 9:00 AM-3:25 PM .... $850 .... SOU ..... C121 .... Brown, D.

Nurse Assistant Clinical   HLTH-8108

Corequisite: HLTH-8038A or HLTH-8038

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

61867 ...... MTWTh .... 6/4/18-6/11/18 .... 7:30 AM-1:55 PM .... $425 .... OFF ...... OFF .... Brown, D.
And .... T .... 6/12/18-6/12/18 .... 7:30 AM-9:25 AM .... SOU C121
61869 ...... MTWTh .... 6/25/18-7/5/18 .... 5:00 PM-9:15 PM .... $425 .... OFF ...... OFF .... Brown, D.
And .... F .... 7/6/18-7/6/18 .... 5:00 PM-9:15 PM .... OFF ...... OFF
61871 ...... MTWTh .... 8/6/18-8/13/18 .... 7:30 AM-1:55 PM .... $425 .... OFF ...... OFF .... Brown, D.
And .... T .... 8/14/18-8/14/18 .... 7:30 AM-9:25 AM .... SOU C121

HOME CARE ASSISTANT

Upon successful completion of this program, HLTH-8038A and HLTH-8110, you will receive a Workforce & 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 emphases of this certificate are 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
Prerequisite: WKSP-8000
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)

61866	MTWTh	5/7/18-5/31/18	9:00 AM-3:25 PM	$850	SOU	C121	Brown, D.
And	F	6/1/18-6/1/18	9:00 AM-3:25 PM		SOU	C121	
61868	MTWTh	5/14/18-6/21/18	5:00 PM-9:15 PM	$850	SOU	C121	Brown, D.
And	F	6/1/18-6/1/18	5:00 PM-9:15 PM		SOU	C121	
61870	MTWTh	7/9/18-8/2/18	9:00 AM-3:25 PM	$850	SOU	C121	Brown, D.

Home Care Assistant   HLTH-8110
Prerequisite: HLTH-8038A or HLTH-8038
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)

55188	WTh	4/25/18-4/26/18	1:00 PM-3:55 PM	$75	SOU	C121	Rutkowski, D.
61848	WTh	7/11/18-7/12/18	6:00 PM-8:55 PM	$75	SOU	C121	Rutkowski, D.
61849	WTh	8/15/18-8/16/18	9:00 AM-11:55 AM	$75	SOU	C121	Rutkowski, 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-8102A, HLTH-8103A, and HLTH-8074, students will receive a Workforce & 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 2016   CSFT-8063B
Basic computer and keyboarding skills are required. Textbook and USB drive are required. Learn basic skills in Word, Excel, PowerPoint, and Access. Applications will include creating business letters and resumes in Word, exploring spreadsheets in Excel, using PowerPoint to create presentations, and working with database objects in Access. (30 Contact Hours)

61988	TTh	5/15/18-6/14/18	6:00 PM-8:55 PM	$265	CTR	H204	Canfield, J.
61989	Sa	6/16/18-8/25/18	9:00 AM-11:55 AM	$265	CTR	A207	Romanczyk, V.
61990	MW	7/9/18-8/8/18	6:00 PM-8:55 PM	$265	SOU	C336	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)

| 61843 | T | 4/17/18-6/19/18 | 5:30 PM-10:25 PM | $295 | SOU | C223 | Howard, A. |
| 61840 | M | 5/7/18-7/16/18 | 5:30 PM-10:25 PM | $295 | CTR | R180 | Klomp, B. |

Medical Coding I   HLTH-8102A
Prerequisite: WKSP-8000; HLTH-8010A with minimum grade CR; CSFT-8063B with minimum grade CR
Prepare for the nationally recognized Certified Professional Coder (CPC) exam. Learn the rules and regulations of ICD-10-CM (International Classification of Diseases, 10th Ed. Clinical Modification), allowing you to apply coding skills to medical services provided in the medical office. Analyze written descriptions of diseases, disorders, and injuries and translate them into ICD-10-CM codes to their highest level of specificity for medical insurance billing. Web-based learning will enhance classroom lectures. Students can access Canvas at My Macomb. Text required. (33 Contact Hours)

| 61882 | T | 5/1/18-7/10/18 | 6:00 PM-8:55 PM | $325 | SOU | C253 | Wietecha, L. |
| 61883 | VIR | 5/1/18-7/10/18 | - | $325 | VIR | VIR | Hicks, R. |

Medical Coding II   HLTH-8103A
Prerequisite: WKSP-8000 HLTH-8010A with minimum grade CR; CSFT-8063B with minimum grade CR
Prepare for the nationally recognized Certified Professional Coder (CPC) exam. Understand the guidelines of Evaluation and Management codes, learn the basics of Healthcare Common Procedure Coding System (HCPCS) coding: Level I-CPT, Level II-National codes for medical services rendered in medical offices and hospital settings. Use the proper use of modifiers and apply medical necessity criteria to assign diagnostic and procedure codes appropriate for medical insurance billing. Web-based learning will enhance classroom lectures. Students can access Canvas at My Macomb. Text required. (56 Contact Hours)

| 61885 | Th | 5/3/18-8/16/18 | 6:00 PM-9:25 PM | $550 | SOU | C123 | Hicks, R. |
| 61900 | VIR | 5/3/18-8/16/18 | - | $550 | VIR | VIR | 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)

| 61901 | F | 8/17/18-8/17/18 | 5:00 PM-10:25 PM | $79 | SOU | C129 | 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 take just 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 2016   CSFT-8063B
Basic computer and keyboarding skills are required. Textbook and USB drive are required. Learn basic skills in Word, Excel, PowerPoint, and Access. Applications will include creating business letters and resumes in Word, exploring spreadsheets in Excel, using PowerPoint to create presentations, and working with database objects in Access. (30 Contact Hours)

61988	TTh	5/15/18-6/14/18	6:00 PM-8:55 PM	$265	CTR	H204	Canfield, J.
61989	Sa	6/16/18-8/25/18	9:00 AM-11:55 AM	$265	CTR	A207	Romanczyk, V.
61990	MW	7/9/18-8/8/18	6:00 PM-8:55 PM	$265	SOU	C336	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)

| 61843 | T | 4/17/18-6/19/18 | 5:30 PM-10:25 PM | $295 | SOU | C223 | Howard, A. |
| 61840 | M | 5/7/18-7/16/18 | 5:30 PM-10:25 PM | $295 | CTR | R180 | Klomp, B. |

Patient Access Services   HLTH-8061B
Prerequisite: HLTH-8010A with minimum grade CR; CSFT-8063B with minimum grade CR
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)

| 62079 | TTh | 5/8/18-5/31/18 | 6:00 PM-8:55 PM | $195 | CTR | R168 | Eastwood, M. |

Medical Billing   HLTH-8008D
Prerequisite: HLTH-8010A with minimum grade CR; CSFT-8063B with minimum grade CR
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)

| 61844 | W | 6/6/18-8/22/18 | 5:30 PM-9:55 PM | $325 | SOU | C129 | Perdue, A. |

Billing Applications   HLTH-8018C
Prerequisite: HLTH-8010A with minimum grade CR; CSFT-8063B with minimum grade CR
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)

| 61847 | Th | 6/7/18-6/7/18 | 5:30 PM-9:55 PM | $295 | SOU | C129 | Coligado, A. |
| And | VIR | 6/8/18-8/2/18 | - | | 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 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)

| 62002 | W | 5/16/18-5/16/18 | 6:00 PM-7:55 PM | $395 | SOU | C129 | Hicks, R. |
| And | VIR | 5/17/18-7/18/18 | - | | 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)

| 55367 | VIR | 5/4/18-6/17/18 | - | $325 | VIR | VIR | Coligado, A. |
| 62057 | VIR | 8/24/18-10/25/18 | - | $325 | VIR | VIR | Coligado, A. |

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. Successful completion on written exam, practical exam, and CPR/AED (HLTH-8095) are required to receive certification. An optional internship is recommended for maximum employability. PayPal payment plans for both the on-campus and online courses available at https://tinyurl.com/y8u4fkb7. Register here to use PayPal or through your My Macomb account. 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)

55370	F	4/20/18-4/20/18	1:00 PM-6:55 PM	$75	SOU	C123	Howard, A.
61954	F	5/18/18-5/18/18	8:30 AM-2:25 PM	$75	SOU	C123	Howard, A.
61953	F	5/25/18-5/25/18	1:30 PM-7:25 PM	$75	SOU	C123	Howard, A.

Certified Fitness Trainer   FTNS-9000

Corequisite: WKSP-8006

This 32-hour program, 16 hours of lecture and 16 hours of hands-on practical training, will walk many graduates right into a job!! Key topics include biomechanics, exercise physiology, fitness testing, and equipment usage and health assessment. Choose either the in-person classroom lecture or the online lecture. All students must attend the instructor-led LIVE practical laboratory at the off-site gym. For students who want more time for the lecture prior to the practical training, the online, self-paced sessions are optimal for learning. Interactive video lectures, practical video labs, discussion boards, and quizzes will be completed. Textbook required. Please read the first three chapters prior to the first class. (36 Contact Hours)

61903	VIR	5/8/18-7/26/18	-	$749	VIR	VIR	WORLD INST TRAINING SCHOOL
And	Th	5/24/18-7/26/18	6:00 PM-7:55 PM		OFF	OFF	
61905	T	5/22/18-7/24/18	6:00 PM-7:55 PM	$749	CTR	N146	WORLD INST TRAINING SCHOOL
And	Th	5/24/18-7/26/18	6:00 PM-7:55 PM		OFF	OFF	

PHARMACY TECHNICIAN

Pharmacy Technicians are in high demand in both retail (ambulatory) and hospital (institutional) pharmacies. Upon successful completion of HLTH-8005G and HLTH-8015B, you will receive a Workforce & Continuing Education certificate and be prepared to take the Pharmacy Technician Certification Board Exam (PTCB). Successful completion of the PTCB exam is required for CPht licensure in the State of Michigan. A high school diploma or GED is required to take the exam. More information can be found at www.ptcb.org. Want to advance your career? The Institutional Pharmacy Technician Program will prepare you for employment in a hospital pharmacy.

Prior to internship placement, you must pass a criminal background check, drug screening, and TB test. Hospital internships also require a physical, immunization titers, and a current Basic Life Support certification. Some placements require uniforms at your own expense. For information, contact 586.226.4807 or healthcareers@macomb.edu.

OPTION ❶: AMBULATORY PHARMACY TECHNICIAN

The Ambulatory Pharmacy Technician certificate program is intended to provide students upon completion, the necessary preparation to take the national certification exam, Pharmacy Technician Certification Examination (PTCE) through the Pharmacy Technician Certification Board (PTCB) in order to obtain a pharmacy technician license.

Prior to internship placement, students must pass a criminal background check, drug screening, TB test, and purchase a uniform at their own expense.

Ambulatory Pharmacy Technician   HLTH-8005G

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. The emphasis of this class is on ambulatory (retail) pharmacy practice; however, other practice sections are introduced. Students will apply skills and knowledge learned by participating in an unpaid internship at the conclusion of the course. Web-based learning will enhance classroom lectures. Students can access Canvas at My Macomb. Text required. (60 Contact Hours)

61877	T	5/1/18-8/7/18	6:00 PM-9:55 PM	$1,295	SOU	C123	Valentine, D.

Ambulatory Pharmacy Technician Internship   HLTH-8015B

Corequisite: HLTH-8005G

Participate in a 100-hour-minimum unpaid internship. Hours can be part-time and flexible. (100 Contact Hours)

61878		8/13/18-11/26/18	-	$199	OFF	OFF	Valentine, D.

OPTION ❷: INSTITUTIONAL PHARMACY TECHNICIAN

NEW! *The Institutional Pharmacy Technician certificate program is designed to provide the skills needed to enter inpatient hospital or other institutional pharmacy practices. Methods specific to hospital pharmacy include calculations and strict aseptic technique to compound sterile products such as IV bags. Students will apply skills and knowledge learned by participating in an unpaid internship. Prospective students who have worked a minimum of two years in an ambulatory practice setting, have active PTCB certification, and have an active Michigan Pharmacy Technician license may be granted acceptance into the HLTH-8113 course with instructor approval in lieu of the prerequisite course.*

Students must complete HLTH-8005G: Ambulatory Pharmacy Technician prior to enrolling in HLTH-8113: Institutional Pharmacy Technician.

Prior to internship placements, students must pass a criminal background check, drug screening, a physical, a TB test, immunization titers, provide Basic Life Support Certification documentation, and purchase a uniform at their own expense.

Ambulatory Pharmacy Technician   HLTH-8005G

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. The emphasis of this class is on ambulatory (retail) pharmacy practice; however, other practice sections are introduced. Students will apply skills and knowledge learned by participating in an unpaid internship at the conclusion of the course. Web-based learning will enhance classroom lectures. Students can access Canvas at My Macomb. Text required. (60 Contact Hours)

61877	T	5/1/18-8/7/18	6:00 PM-9:55 PM	$1,295	SOU	C123	Valentine, D.

Institutional Pharmacy Technician   HLTH-8113

NEW! Prerequisite: HLTH-8005G

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. The emphasis of this class is on ambulatory (retail) pharmacy practice; however, other practice sections are introduced. Students will apply skills and knowledge learned by participating in an unpaid internship at the conclusion of the course. Web-based learning will enhance classroom lectures. Students can access Canvas at My Macomb. Text required. (45 Contact Hours)

61879	W	5/2/18-8/8/18	6:00 PM-8:55 PM	$749	CTR	R264	Staff

Institutional Pharmacy Technician Internship   HLTH-8114

NEW! Corequisite: HLTH-8113

Participate in a 100-hour-minimum unpaid internship. Hours strictly full-time, day shift. (100 Contact Hours)

61880		8/13/18-9/17/18	-	$199	OFF	OFF	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 & 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 exams can be found at www.americanmedtech.org and www.ascp.org.

Prior to internship placement, students must pass a criminal background check, drug screen, TB test and immunization titers, provide Basic Life Support Certification documentation, and purchase a uniform at their own expense. For information, contact 586.226.4807 or healthcareers@macomb.edu.

Phlebotomy   HLTH-8001C

Corequisite: HLTH-8021B

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)

55199	TTh	4/10/18-5/10/18	5:30 PM-9:25 PM	$1,295	CTR	R179	Saullo, K.
And	TTh	4/10/18-5/10/18	5:30 PM-9:25 PM		CTR	R165	
61959	W	7/25/18-9/26/18	5:30 PM-9:25 PM	$1,295	CTR	R180	Saullo, K.
And	W	7/25/18-9/26/18	5:30 PM-9:25 PM		CTR	R165	

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)

55200		5/14/18-5/25/18	-	$199	OFF	OFF	Saullo, K.
61962		10/1/18-10/18/18	-	$199	OFF	OFF	Saullo, K.

Phlebotomy Workshop   HLTH-8111

Review and practice proper phlebotomy procedures and techniques. For current health students in Phlebotomy, Laboratory Assistant, Medical Assistant, Nursing, Respiratory Therapist, or Emergency Medical Technician. Proof of immunizations and negative results from a TB skin test required and must be brought to class. (3 Contact Hours)

61963	F	6/1/18-6/1/18	1:00 PM-3:55 PM	$29	CTR	R180	Saullo, K.
And	F	6/1/18-6/1/18	1:00 PM-3:55 PM		CTR	R165	
61966	Sa	8/11/18-8/11/18	9:00 AM-11:55 AM	$29	CTR	R180	Saullo, K.
And	Sa	8/11/18-8/11/18	9:00 AM-11:55 AM		CTR	R165	

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)

61924	W	5/9/18-6/13/18	6:00 PM-6:55 PM	$55	CTR	F113		LaMacchio, A.
61925	F	5/11/18-6/22/18	9:00 AM-9:55 AM	$55	CTR	F113		LaMacchio, A.
61926	W	6/20/18-8/1/18	6:00 PM-6:55 PM	$55	CTR	F113		LaMacchio, 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)

61927	W	5/9/18-6/13/18	7:00 PM-7:55 PM	$55	CTR	F113	LaMacchio, A.
61931	W	6/20/18-8/1/18	7:00 PM-7:55 PM	$55	CTR	F113	LaMacchio, A.
61929	F	6/29/18-8/3/18	9:00 AM-9:55 AM	$55	CTR	F113	LaMacchio, A.

Tai Chi Advanced II: Reversed   FTNS-8081
Prerequisite: FTNS-8018E; FTNS-8020E

This course starts with a review of movements 1-12 and teaches the opposite direction for all 12 movements of Sun-style Tai Chi, creating a flow of 24 beautiful movements that strengthen the body and mind. 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 which governs the functions of the body. (6 Contact Hours)

61928	F	5/11/18-6/22/18	10:00 AM-10:55 AM	$55	CTR	F113	LaMacchio, A.
61930	F	6/29/18-8/3/18	10:00 AM-10:55 AM	$55	CTR	F113	LaMacchio, 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)

61960	Sa	6/16/18-6/16/18	9:00 AM-12:55 PM	$35	SOU	E205	Greene, C.
61961	Sa	8/25/18-8/25/18	9:00 AM-12:55 PM	$35	SOU	E205	Greene, C.

JEWELRY TRADES CERTIFICATE

Jewelry Trades classes are valuable to those employed in the jewelry industry trades, as well as those with an interest in gemstones, jewelry, and jewelry repair. The Certificate in Jewelry Trades consists of the following 8 courses: JEWL-8015 Jewelry Repair-Bench Skills I; JEWL-8016 Jewelry Repair-Bench Skills II; JEWL-8014A Gemstone Identification; JEWL-8019 Gemology Instrumentation; JEWL-8021A Buying & Selling Precious Metals; JEWL-8022A Diamond Study; JEWL-8023 Gemology-Colored Stones; and JEWL-8025 Lapidary & Cabochon. Classes may also be taken individually.

While the program will be retired as of August 31, 2018, THERE'S STILL TIME TO COMPLETE YOUR CERTIFICATE. For information, contact the program coordinator at 586.498.4100 or workforcedev@macomb.edu.

Gemology Instrumentation   JEWL-8019
Learn to use authentic gemological equipment. Explore the color and nature of gemstones and challenge yourself by examining and identifying a variety of gemstones. (24 Contact Hours)

62169	F	5/4/18-6/29/18	6:00 PM-8:55 PM	$199	SOU	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)

61813	T	5/8/18-5/22/18	6:00 PM-8:55 PM	$99	SOU	T132	Cairns, S.

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)

61814	T	5/29/18-6/5/18	6:00 PM-8:55 PM	$49	SOU	T132	Cairns, S.

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)

61811	MW	6/4/18-6/27/18	6:00 PM-8:55 PM	$199	MTEC	116-C	Mandwee, T.

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)

61799	T	6/12/18-7/31/18	6:00 PM-8:55 PM	$199	SOU	T118	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)

62168	F	6/15/18-8/10/18	6:00 PM-8:55 PM	$199	SOU	T153	Cairns, S.

Jewelry Repair-Bench Skills II   JEWL-8016
Prerequisite: JEWL-8015

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)

61821	MW	7/9/18-8/1/18	6:00 PM-8:55 PM	$199	MTEC	116-C	Mandwee, T.

Buying & Selling Precious Metals   JEWL-8021A
Gain hands-on experience identifying, evaluating, testing, and appraising precious metals. (12 Contact Hours)

61839	T	8/7/18-8/28/18	6:00 PM-8:55 PM	$99	SOU	T120	Cairns, S.

LANDSCAPE DESIGN

BASIC LANDSCAPE DESIGN CERTIFICATE

Learn the basic skills and receive state-of-the-art information required to develop a strong foundation for a variety of career specialties. The program encourages professional standards, a strong work ethic, and sound management practices.

The Basic Landscape Design Certificate consists of six courses: LAND-8005A, LAND-8004B, LAND-8009, LAND-8006B, LAND-8018, and LAND-8008A. Classes may be taken individually or as part of the certificate program. For information, contact the program coordinator at 586.498.4100 or workforcedev@macomb.edu.

Residential Landscape Planting Design   LAND-8006B
Learn about composition and design characteristics of plant materials. Review the criteria for successful landscape design, including selection, climate, cultural suitability, availability, costs, and maintenance. (12 Contact Hours)

62187	T	6/19/18-7/17/18	6:00 PM-8:55 PM	$189	SOU	M204	Hopkinson, P.

Sustainable Landscaping   LAND-8018
Explore simple ways to create an environmentally friendly landscape that uses fewer natural resources, controls rainwater, and needs less maintenance. (9 Contact Hours)

62182	T	7/24/18-8/7/18	6:00 PM-8:55 PM	$139	MTEC	138	Hopkinson, P.

ENVIRONMENTAL HORTICULTURE CERTIFICATE

Become familiar with commonly used landscape plants and their identifying characteristics and cultural requirements. Discover plants that work well together and incorporate each plant into the landscape. The Environmental Horticulture Certificate consists of seven courses: LAND-8020A, LAND-8025A, LAND-8021, LAND-8022A, LAND-8023, LAND-8024, and LAND-8026. Classes can be taken individually or as part of the certificate program. For information, contact the program coordinator at 586.498.4100 or workforcedev@macomb.edu.

Basic Horticulture/How to Grow Plants   LAND-8020A
Discover the basics of how plants grow, their relationship with the soil, their water and nutrient needs, and how they respond to the surrounding environment. The "Right Plant Right Place" sustainable philosophy will be explored. (18 Contact Hours)

62184	T	5/8/18-6/12/18	6:00 PM-8:55 PM	$259	MTEC	138	Staff

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.

- All motorcycle classes require students to have the following riding gear and safety equipment for the first riding session:
- DOT-approved motorcycle helmet
- Long-sleeved jacket or heavy shirt
- Heavy-duty long pants
- Eye protection—goggles or glasses (required even with a face-shield helmet)
- Full-fingered gloves
- Boots—ankles must be covered and boots must have a hard sole. No high heels or high-top tennis shoes permitted.
- Rain and cold weather gear, as needed
- Due to State of Michigan training requirements for the Motorcycle Endorsement, you must be on time to class and attend all sessions. Late arrivals will not be admitted into class.
- Students under the age of 18 are allowed to take the Basic Rider Web-Enhanced or the Returning Rider course 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 586.445.7605 or motorcycle@macomb.edu.

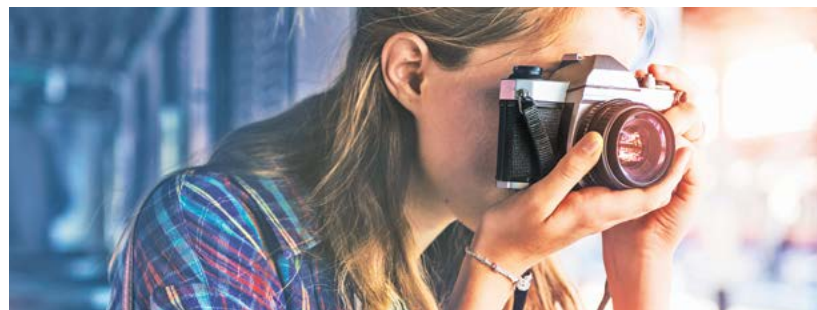### Basic Rider Web Enhanced   CYCL-8016

REQUIREMENT: Must provide a valid email address upon registration. Must complete the online course prior to your class start date and bring the certificate of completion to the first class session. Link to the ecourse 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 send your request to 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 and written test waiver by the Secretary of State. Prerequisite: Ability to ride a bicycle (16 Contact Hours)

55258	F	4/27/18-4/27/18	5:45 PM-9:55 PM	$50	SOU	S101		Staff
And	SaSu	4/28/18-4/29/18	8:00 AM-5:55 PM		SOU	S101		
61800	F	5/4/18-5/4/18	5:45 PM-9:55 PM	$50	SOU	S101		Staff
And	SaSu	5/5/18-5/6/18	8:00 AM-5:55 PM		SOU	S101		
61812	M	5/14/18-5/14/18	5:00 PM-8:55 PM	$50	SOU	S101		Staff
And	TWTh	5/15/18-5/17/18	5:00 PM-9:55 PM		SOU	S101		
And	F	5/18/18-5/18/18	5:00 PM-9:55 PM		SOU	TBA		
61804	F	5/18/18-5/18/18	5:45 PM-9:55 PM	$50	SOU	S101		Staff
And	SaSu	5/19/18-5/20/18	8:00 AM-5:55 PM		SOU	S101		
61805	F	6/1/18-6/1/18	5:45 PM-9:55 PM	$50	SOU	S101		Staff
And	SaSu	6/2/18-6/3/18	8:00 AM-5:55 PM		SOU	S101		
61832	M	6/4/18-6/4/18	5:00 PM-8:55 PM	$50	SOU	101		Staff
And	TWThF	6/5/18-6/8/18	5:00 PM-9:55 PM		SOU	101		
61806	F	6/22/18-6/22/18	5:45 PM-9:55 PM	$50	SOU	S101		Staff
And	SaSu	6/23/18-6/24/18	8:00 AM-5:55 PM		SOU	S101		
61807	F	7/13/18-7/13/18	5:45 PM-9:55 PM	$50	SOU	S101		Staff
And	SaSu	7/14/18-7/15/18	8:00 AM-5:55 PM		SOU	S101		
61810	F	7/20/18-7/20/18	5:45 PM-9:55 PM	$50	SOU	S101		Staff
And	SaSu	7/21/18-7/22/18	8:00 AM-5:55 PM		SOU	S101		
61833	F	8/17/18-8/17/18	5:45 PM-9:55 PM	$50	SOU	S101		Staff
And	SaSu	8/18/18-8/19/18	8:00 AM-5:55 PM		SOU	S101		
61834	F	8/24/18-8/24/18	5:45 PM-9:55 PM	$50	SOU	S101		Consiglio, V.
And	SaSu	8/25/18-8/26/18	8:00 AM-5:55 PM		SOU	S101		

Returning Rider (Basic Rider 2)   CYCL-8019

This one-day course is designed for the experienced but unendorsed rider to become licensed and legal, or for already endorsed riders to refresh and improve their skills. This course is NOT designed for beginning riders. Students must demonstrate competency with basic operational skills and pass the Level 1 written test during the screening exercises in order to continue in the course. If it's determined a rider needs additional skill development before proceeding, the rider will be referred to the Basic Rider Course (no refunds; no transfers). Topics include: speed control, braking & stopping, counter steering, cornering, hazard avoidance and other techniques necessary for the experienced rider to operate a motorcycle skillfully and safely. Each student must provide their own motorcycle and riding gear. Sharing is not allowed. Scooters will be allowed in this course. The cycle must be titled, properly registered, and display a valid license plate. Each student must provide proof of insurance and the bike must pass a safety inspection. Successful completion allows a student to waive the Secretary of State written and riding skills tests. (8 Contact Hours)

61894	Sa	5/12/18-5/12/18	8:00 AM-5:55 PM	$50	SOU	S101		Staff
61896	Su	6/10/18-6/10/18	8:00 AM-5:55 PM	$50	SOU	S101		Staff
61899	Sa	7/14/18-7/14/18	8:00 AM-5:55 PM	$50	SOU	M107		Staff

PHOTOGRAPHIC ARTS CERTIFICATE

The Certificate in Photographic Arts consists of six courses: PHOT-8003B, PHOT-8006C, PHOT-8011C, PHOT-8030, PHOT-8005B, and PHOT-8013B. Please note Photoshop Elements I PHOT-8024A or Photoshop Elements II PHOT-8029A may be taken in lieu of PHOT-8013B. 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)

62188	M	5/7/18-6/11/18	6:00 PM-8:55 PM	$199	CTR	H214	Melby, S.
61829	T	5/29/18-6/26/18	6:00 PM-8:55 PM	$199	MTEC	123	Melby, S.

Photoshop for Photographers   PHOT-8013B

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. (15 Contact Hours)

61818	M	6/18/18-7/23/18	6:00 PM-8:55 PM	$199	CTR	H214	Melby, S.

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)

61828	T	7/10/18-8/7/18	6:00 PM-8:55 PM	$199	MTEC	123	Melby, S.

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)

61815	M	7/30/18-8/27/18	6:00 PM-8:55 PM	$199	CTR	H214	Melby, S.

PHOTOGRAPHY

Creative Lighting for Photography   PHOT-8032A

This course is intended as a basic introduction to the principles of lighting. Students will discover what factors influence lighting and will have the opportunity to explore the effects of lighting on a composition. We will learn how to create a mood, the most advantageous way to present your subject, how to add lighting, and how to make the best use of existing light. (15 Contact Hours)

61827	T	8/14/18-9/11/18	6:00 PM-8:55 PM	$199	MTEC	138	Melby, S.

PHOTOGRAPHY WORKSHOPS

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

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)

61826	M	6/18/18-7/23/18	6:00 PM-8:55 PM	$69	CTR	H214	Melby, S.

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)

61817	M	7/30/18-8/27/18	6:00 PM-8:55 PM	$69	CTR	H214	Melby, S.

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)

61992	MW	5/21/18- 6/25/18	6:00 PM- 9:55 PM	$275	CTR	H208	NCI ASSOCIATES, LTD.

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

WRITING

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)

55080 ...... W .... 5/2/18- 5/2/18 .... 6:00 PM- 8:55 PM .... $55 ...... SOU ..... C334 .... Burke, J.
61936 ...... W .... 6/6/18- 6/6/18 .... 6:00 PM- 8:55 PM .... $55 ...... SOU ..... C238 .... 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)

61946 ...... W .... 5/9/18- 5/9/18 .... 6:00 PM- 8:55 PM .... $55 ...... SOU ..... C334 .... 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)

61943 ...... W .... 5/16/18- 5/16/18 .... 6:00 PM- 8:55 PM .... $55 ...... SOU ..... C238 .... 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)

61947 ...... W .... 5/23/18- 5/23/18 .... 6:00 PM- 8:55 PM .... $55 ...... SOU ..... C238 .... Burke, J.

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)

61937 ...... W .... 5/30/18- 5/30/18 .... 6:00 PM- 8:55 PM .... $55 ...... SOU ..... C238 .... Burke, J.

How to Write a Book in 30 Days   WRIT-8050A
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 three sample books are included in the price of this course. (3 Contact Hours)

61957 ...... M .... 6/4/18- 6/4/18 .... 6:00 PM- 8:55 PM .... $79 ...... CTR ...... F117 .... Staley, D.

Did you know Macomb Community College's M-TEC℠ 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.

Set your course today to become a Quality Inspector and begin your career in Quality Management. Discover how you can make a difference as an inspector or auditor, working with industry and international standards, troubleshooting, and effectively maintaining production integrity and efficiency in the workplace.

QUALITY MANAGEMENT PROCESSES:

Fundamentals of Quality
CQLY-8173 .... Plan Do Check Act
CQLY-8172 .... Intro to Waste Reduction
CQLY-8171 .... Intro to Quality Gates
CQLY-8170 .... Intro to International Quality Standards

Core Tools Training
CQLY-8025 .... APQP   Advanced Product Quality Planning
CQLY-8023 .... PPAP   Product Part Approval Process
CQLY-8029 .... FMEA   Failure Mode and Effects Analysis
CQLY-8008 .... MSA   Measurement System Analysis
CSPC-8005 .... SPC   Statistical Process Control

Quality Management
CMGT-8021A .... Problem Solving Tools
CQLY-8081A .... 5S Standardized Works
CQLY-8169 .... Quality Auditing Tools
CBPR-8012 .... Blueprint Reading GDT Metrology
CQLY-8135A .... Lean Manufacturing Flow
CQLY-8168 .... Quality Gate

Quality Professional
CQLY-8141 .... Creating a Quality Culture
CQLY-8167 .... Visual Management
CQLY-8140 .... Lean for Managers
CQLY-8166 .... Obtain Sustain High Level Quality Performance
CQLY-8157 .... Design of Experiment

Coordinate Measuring Machine — CMM
CQLY-8174 .... CMM I
CQLY-8175 .... CMM 2
CQLY-8176 .... CMM 3

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The Mechanical Maintenance Specialist pathway is for students who want to concentrate on the mechanical aspects of contemporary industry. Mechanical systems are the backbone of modern industry and this program is designed to provide students the needed expertise to install, troubleshoot and repair these essential mechanisms. Classes include Hydraulics, Pneumatics, Lubrication, Pipefitting and more!

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• Robot Technician
• Controls Technician
• Electrical Maintenance Specialist

AUTOMATED SYSTEMS
CELC-8013 .... Electrical Fundamentals
CELC-8012 .... Motor Controls & Drives
CELC-8016 .... Digital Electronics
CMNF-8241 .... FANUC Robotics Operations
CMNF-8270 .... Advanced Robotics Operations
CMNF-8273 .... FANUC iRVision 2D
CMNF-8247 .... Basic PLC Programming
CMNF-8285 .... Intermediate PLC Programming-1
CMNF-8279 .... Intermediate PLC Programming-2
CMNF-8280 .... Advanced PLC Programming
CMNF-8281 .... RFID
CMNF-8207 .... Pneumatics Fundamentals
CMNF-8053 .... Hydraulics Fundamentals
CMNF-8240 .... Pipefitting & Tube Bending
CMNF-8166 .... Mechanical Systems / Power Transmission

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Course	Code
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Achieving Success with Difficult People	EDUC-8434
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
Grammar Refresher II	EDUC-8063
Guided Reading & Writing: Strategies for Maximum Student Achievement	EDUC-8049
Guided Reading Strategies for the Differentiated Classroom	EDUC-8201
Handling Medical Emergencies	EDUC-8077
Integrating Technology in the Classroom	EDUC-8464
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

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ONE-MONTH COURSES

USING CELL PHONES IN THE CLASSROOM (16 HOURS) $145

Class, turn your cell phones — on! Most of your students have cell phones, and now you can use this valuable tool in your classroom to engage and involve your students more in their learning. Discover how to implement cell phones in your classroom from a teacher who has done it successfully. Come away with a step-by-step how-to plan on enhancing your students' learning, and your teaching.

SOCIAL MEDIA AND ONLINE TOOLS FOR K–12 TEACHERS (16 HOURS) $145

Since many of your students are already there, have you been curious if any of these tools might keep them engaged in your class? Do you ever wonder if there might be some time effective ways to communicate with their parents? GoogleDocs, Adobe ConnectNow, iGoogle, Flicker, animoto, earth album, Teacher Tube, blogs, virtual labs and yes, even Facebook and Twitter can help you add dimension and interest to your class. Discover ways to overcome resistance you might encounter in using these programs.

ONLINE LEARNING AND TEACHING FOR K–12 TEACHERS (16 HOURS) $145

Discover the fascinating world of online learning and teaching. Specifically for K-12 teachers, you will find out why and how your students learn online. Find out about all the wonderful eTools being used, from drag-and-drop games to virtual labs. Discover how you can begin to use the web in your own teaching. See why web-enhanced courses are being introduced in K–12 schools. Take home online strategies for helping your students to learn more and preparing them for the workplace.

ADVANCED TEACHING ONLINE (16 HOURS) $195

Discover how to plan, develop and teach an online course. Find out how to take classroom presentations, discussion and quizzes and put them online. Discover the wealth of online tools and activities to complement and enhance your classroom teaching and their learning. See an animation, drop-and-drop exercise, and other online tools. Learn how to convert your in-person presentations into online presentations. Textbook is included.

THE FLIPPED CLASSROOM (16 HOURS) $195

The flipped classroom concept changes routine, boring education, into a vibrant exchange of ideas and group learning that makes for a fascinating and memorable experience. In this course we will explore what defines a flipped classroom, why it is important, the advantages, how to implement, and some examples of how others have benefited from this process.

TWO-MONTH CERTIFICATES

CERTIFICATE IN TEACHING ADULTS (32 HOURS) $295

This is your invitation to teach others in-person and join in one of the more important functions in life — passing on knowledge and skills to others. It is both an opportunity and a responsibility. Whether you want to teach others or currently teach others, in any setting, either formally or informally, this course is for you. We will give you both the fundamental and advanced information to improve your teaching.

Certificate in Designing Webinars:
Save $45 by registering for both courses at $345, or may be taken individually.

DESIGNING SUCCESSFUL WEBINARS (16 HOURS) $195

Webinars are a hot meeting format that save money and reach more people than in-person meetings. Use them for customer education, staff meetings and training, presentations, virtual seminars and much more. The technology is simple, but good webinar presentation techniques are critical.

MANAGING & MARKETING WEBINARS (16 HOURS) $195

Boost your success! Find out when and how often to promote webinars, how to do follow up promotion to those who click-through on your initial emails, and how to generate more leads and inquiries. Discover our unique needs assessment model, and take back our 5 secrets to creating high response surveys.

Certificate in 3D Printing for Educators:
Save $45 by registering for both at $345, or may be taken individually. If a participant does not yet have access to a 3D printer, the instructors can help with helping participants define criteria to make decisions about appropriate hardware to buy.

INTRODUCTION TO 3D PRINTING (16 HOURS) $195

3D printing has been hailed as a solution to all manufacturing problems. Obviously that is exaggerated, but what is it good for, and when is traditional manufacturing still the better choice? In this course, you will learn how to separate the real promise of the technology from the hype, and understand the workflow for a consumer-level 3D printer. You will become familiar with some typical online databases of objects available to print, and get a bit of experience with free or open-source software for all stages of the process. This class will be primarily focused to introduce you to the tools of the open 3D printer ecosystem, but the principles will apply to consumer 3D printers in general.

3D PRINTED SCIENCE AND MATH: VISUALIZATIONS AND EXPERIMENTS (16 HOURS) $195

A 3D printer can be used to teach science and math in two ways: when a teacher creates an accurate 3D model of a concept for students to handle, or to design a "starter set" model that students can then alter and use as the basis for explorations. The instructors will impart ideas for developing appropriate content of concepts ranging from kindergarten to grad school and will teach participants to use the free and open source 3D modeling program OpenSCAD. The class assumes participants already know the basics of using a 3D printer, from "Intro to 3D Printing" or equivalent experience.

SPECIAL POPULATIONS/SPH/DHP PROGRAM

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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.

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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.

THREE-MONTH CERTIFICATES

Certificate in Learning Styles:
Save $40 by registering for all three at $395, or may be taken individually.

GENDER IN THE CLASSROOM (16 HOURS) $145

Discover why girls waste 30% of their study time, why boys get worse grades than girls, why boys do less homework than girls, and the 5 learning habits girls get in school that hurts them in the workplace. Your female students learn differently than your male students. Discover how girls learn. Take away 10 top tips for helping girls learn more, and the 5 tips to help girls succeed more. Then discover how boys learn. Take away 10 top tips for helping boys learn more, and the 5 tips to help boys succeed more.

GENERATIONAL LEARNING STYLES (16 HOURS) $145

This course will focus on the influence of generational characteristics on learning styles. Explore fascinating information on the brain and how each generation has responded to their unique "cohort experience." Acquire the skills and information needed to facilitate Gen Y and the emerging generation of learners. Understand how your own generational characteristics impact your learning AND your teaching. Come away with our top 20 generational techniques for helping your students learn more.

STUDENTS WITH ASD (AUTISM SPECTRUM DISORDER) (16 HOURS) $145

The effects of this disorder vary widely, but it is important for every teacher to understand how to recognize behaviors that may indicate ASD. In this course, you take away strategies for working effectively with ASD students. Find out how to work effectively with parents to create the most positive learning environments for children and teens with this disorder.

Certificate in Online Teaching:
Save $90 by registering for all three at $495, or may be taken individually.

DESIGNING ONLINE INSTRUCTION (16 HOURS) $195

Learn about the online instructional environment, envisioning your online course, developing a web course, phases of design and development, design guidelines, and more. Discover the principles behind the adoption of technology innovation and the nature of the online learning environment. Then get tips for planning your online course, identifying resources and design guidelines. Discuss the phases of design and development and models, motivating student-student interaction, and managing interaction. Get the latest information on copyright issues, assessment and evaluation.

ADVANCED TEACHING ONLINE (16 HOURS) $195

Discover how to plan, develop and teach an online course. Find out how to take classroom presentations, discussion and quizzes and put them online. Discover the wealth of online tools and activities to complement and enhance your classroom teaching and their learning. See an animation, drop-and-drop exercise, and other online tools. Learn how to convert your in-person presentations into online presentations. Textbook is included.

FOSTERING ONLINE DISCUSSION (16 HOURS) $195

Being engaged with your online learners throughout the course is one of the three biggest weaknesses of online teachers. It is also one of the three biggest ways to take your online course to the next level, making it a superior learning experience for your learners. Come experience how to do it from the creator of the concept and practice of 'continual engagement' in teaching. Discover how to build student success through your interaction, how to give online learners feedback, communicating with them about everything from subject matter to delicate issues to grading.

Registration & Information

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

REGISTRATION

Registration opens Monday, February 26 at 8:00 AM. We suggest you register for class at least one week before it begins to ensure you get a seat before classes fill; however, you can register until the day class begins.

PRIVACY ACT NOTICE

Disclosure of social security numbers is mandatory for registration. This information is used to (1) verify the identity of students, (2) keep, maintain and access the records of students, and (3) for purposes of financial aid or other benefits available under law. For additional information visit macomb.edu (search: confidentiality) to review Macomb Community College's Confidentiality of Student Records policy.

2 EASY WAYS TO REGISTER FOR CLASSES

1) **Register online:** Visit www.macomb. edu. Click on Apply in the top menu. New students—click on the **TEAL** New Continuing Education Students box. Returning students—click on the **GRAY** Current and Returning Continuing Education Students box.

2) **Walk-in Registration:** Visit the Records & Registration Office: South Campus, G-Building, Room 224; Center Campus, G-Building, Room 110.
Monday and Tuesday: 8am–6pm
Wednesday through Friday: 8am-4:30pm
College Closed: May 28 and July 4
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 (CEU)

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

- 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.

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.

The Workforce & Continuing Education schedule is published periodically by Macomb Community College, 14500 E. 12 Mile Rd., Warren, MI 48088-3896

Location Codes

(where WCE classes are held)

CENTER CAMPUS (CTR) AND UNIVERSITY CENTER PLACE (UC1) OR (UC3)

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
G	**BLDG**	• **RECORDS & REGISTRATION OFFICE, RM 110**
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
UC P		• 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
G	**BLDG**	• **RECORDS & REGISTRATION OFFICE, RM 224**
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

OFF-MACOMB CAMPUSES (OFF)

ONLINE/VIRTUAL (VIR)

Center Campus, South Campus, and M-TEC^SM
maps are available at www.macomb.edu

MACOMB COMMUNITY COLLEGE
Workforce & Continuing Education
SCHEDULE OF CLASSES
MAY–AUGUST 2018

Registration begins Monday, February 26, 2018, 8AM

Workforce & Continuing Education
MACOMB COMMUNITY COLLEGE
Discover. Connect. *Advance.*^SM

www.macomb.edu