

# Options for personal and career development

## Spring/Summer Continuing Education Course Offerings February - July 2012

### Welcome

Courses and seminars in this publication are designed to provide useful information as part of an educational experience. Our goal is to assist you in acquiring sufficient information so you can select options that can improve your quality of life. While the college does not endorse or support any particular business, theory, or approach, we do work hard to provide a variety of opportunities to assist you in making informed decisions.

### Options

#### New Horizons for Lifelong Learning

Contact: Mary A. Williams at 777-0348

### Register Now

Equal Opportunity--Muskegon Community College is an equal opportunity institution and does not discriminate on the basis of race, color, religion, gender, national origin, marital status, sexual orientation, political persuasion, disability, height, weight, or age in any of its educational programs, activities, and employment.

## Career Development

### Builder's Pre-Licensing Class

Call 1-800-727-7104 for more details

<b>60 Hour Pre-License II Day</b>	Cost: \$720 (Includes books)
T, W & Th Feb 28, 29, Mar 1, 13, 14, 15	5:30 pm - 10:00 pm
Mar 6, 7, 8	6:00 pm - 10:30 pm
Saturday Mar 3, 17	8:00 am - 3:00 pm

<b>60 Hour Pre-License 6 Day</b>	
Mon - Sat Mar 5, 6, 7, 8, 9, 10	8:00 am - 5:30 pm

<b>Lead Paint Training</b>	Cost: \$159
Friday Apr 27	8:00 am - 5:00 pm

### QuickBooks Training Series

Accounting Boot Camp-Learn the Basics	Cost \$29
Saturday Apr 7	9:00 am - 12:00 pm

Setting up and Navigating QuickBooks	Cost \$29
Saturday Apr 7	1:00 pm - 4:00 pm

\*Sign up for both sessions by April 5 and pay just \$48.00

Recording Money-in with QuickBooks	Cost \$39
Saturday Apr 14	9:00 am - 12:00 pm

Paying Bills with QuickBooks	Cost \$39
Saturday Apr 14	1:00 pm - 4:00 pm

\*Register for both sessions by April 12 and pay \$68.00

Computerized Payroll Processing with QuickBooks	Cost \$49
Saturday Apr 21	9:00 am - 12:00 pm

QuickBooks Reports and More	Cost \$49
Saturday Apr 21	1:00 pm - 4:00 pm

\*Register for both sessions by April 19 and pay \$88.00

Attend all six QuickBook training sessions for just \$195

<b>Get The Job Training Series</b>	Cost: \$55
Wednesday Mar 21	6:00 pm - 8:00 pm



### Educational Employment Program Planning

Life Skills-Life Coaching-Social Studies	Cost: \$155
T & Th Apr 9 - Jun 6	6:00 pm - 9:00 pm

\*Employers can call 777-0348 for information about Group registration

## Health Care

### EKG Technician

<b>Certification Program -50 Hour</b>	Cost: \$999
T & Th Mar 13 - May 1	6:00 pm - 9:30 pm

### Pharmacy Technician

<b>Certification Program</b>	Cost: \$999
T & Th Mar 13 - May 1	6:00 pm - 9:30 pm

### Phlebotomy Technician

<b>Certification Program</b>	Cost: \$1,899
T & Th Mar 13 - May 22	6:00 pm - 9:30 pm

\*Course includes 90 hours instruction and 50 hours clinical

### Dialysis Technician

<b>Certification Program</b>	Cost: \$999
T & Th Mar 13 - May 1	6:00 pm - 9:30 pm

## Professional Development

<b>Event Planning</b>	6:00 pm - 8:00 pm	Cost: \$25 each
-----------------------	-------------------	-----------------

- Proper Planning is the Key Apr 9
- Promoting Your Services Apr 11
- Customer Service Apr 16
- Communicating with your Clients Apr 19
- How to Effectively Sell your services Apr 24
- Making A Good Event..Great Apr 26

\*Take all 6 and receive a certificate

<b>Management/Supervision</b>	6:00 pm - 9:00 pm	Cost: \$149
-------------------------------	-------------------	-------------

- I. Leadership & Communication Apr 11
- II. Orienting & Training Skills Apr 18
- III. Workforce Diversity- Employee Empowerment Apr 19
- IV. Evaluation & Conflict Management Skills Apr 25

\*Take all 4 classes and receive a certificate of completion

## Certificate Programs

### Small Business

<b>Certificate Program</b>	Cost: \$93
Thursdays Mar 29 - Apr 26	6:00 pm - 9:30 pm

\*You must attend all five sessions to successfully complete the program and receive a certificate.

<b>Serve Safe Class</b>	Cost: \$120
M, T, & Th Apr 16, 17, & 19	5:00 pm - 9:00 pm

## Personal Development

<b>Ceramics Workshop</b>	Cost: \$399
Tuesdays Jan 31 Apr 17	6:00 pm - 9:00 pm

### Institute for Healing Racism

<b>Institute I</b>	Each Session is \$75
"A Conversation on Race"	
T & W Mar 6 & 7	8:00 am - 4:30 pm
W & Th Apr 18 & 19	8:00 am - 4:30 pm
Tuesdays May 15 & 22	8:00 am - 4:30 pm
Tuesdays Jun 5 & 12	8:00 am - 4:30 pm

### Institute for Healing Racism

<b>Institute II</b>	Each Session is \$75
"The Next Step"	
Thursdays Mar 22 & 29	8:00 am - 4:30 pm
Tuesdays Apr 10 & 17	8:00 am - 4:30 pm
T & W May 8 & 9	8:00 am - 4:30 pm

\*Must take or have taken Institute I before taking Institute II

\*Continental Breakfast and Lunch is provided on all full day sessions.

<b>Homeowners 101</b>	Cost: \$35
Wednesdays Apr 18 - May 9	6:00 pm - 8:00 pm

## Recreation & Self Enhancement

<b>Beginning Social Dance</b>	Cost: \$62
Wednesdays Mar 5, 12, 19, & 26	6:00 pm - 7:30 pm

\*Must register as a couple

<b>Country Line Dancing</b>	Cost: \$35
Tuesdays Apr 10, 17, 24, & May 1	6:00 pm - 7:30 pm

<b>Hoop Fit Class</b>	Cost: \$48
Thursdays Apr 26 May 31	5:30 pm - 6:15 pm

<b>Kenjitsu-Japanese Swordmanship*</b>	Cost: \$50
T & Th Apr 10 - May 22	5:30 pm - 7:00 pm
Saturdays Apr 14 - May 26	12:00 pm - 1:30 pm

<b>Shotokan Karate*</b>	Cost: \$25.00 + \$10.00 Uniform cost
M & W Apr 9 - May 16	7:00 pm - 8:30 pm

<b>Women's Self-Defense Class*</b>	Cost \$25.00
M & W Apr 9 - May 16	12:00 pm - 1:30 pm

\*Classes to be held at Lakeshore Martial Arts  
2221 Henry Street, Muskegon MI 49442

<b>Photoshop for Photographers</b>	Cost \$70
Tuesdays Mar 8 - Apr 26	7:00 pm - 9:00 pm

<b>The Art of Photography</b>	Cost: \$70
Thursdays Feb 7 - Mar 27	6:30 pm - 8:30pm

<b>Beginning Yoga</b>	Cost: \$71
Thursdays Apr 12 - May 31	6:30 pm - 8:00 pm

<b>Zumba</b>	Cost: \$35
Tuesdays Apr 17 - Jun 5	6:00 pm - 7:00pm

## Fitness for Kids

<b>Happy Hooping (Hoop Fit)</b>	Cost: \$48
Saturdays May 12 - Jun 30	11:30 am - 12:15 pm

\*Students should purchase their Hoop at 1st class.

<b>Creative Dance</b>	Cost: \$30
Fridays Jun 8 - Jul 27	5:00 pm - 6:15 pm

## Language

<b>French I</b>	Cost: \$91
Wednesdays Mar 11 - Jun 13	6:00pm - 8:00 pm

<b>Beginning Conversational Italian II</b>	Cost: \$91
Thursdays Mar 8 - May 10	6:00 pm - 8:00 pm

<b>Conversational Spanish I</b>	Cost: \$91
Mondays Apr 16 - Jun 25	6:00 pm - 8:00 pm

\*No Classes on Monday, May 28, 2012 (Memorial Day weekend)

## Online E-Learning Healthcare Courses



These courses are highly interactive and provide students with an enriched learning experience. Each course includes:

- ◆ 24 hour a day instructor support
- ◆ Course mentors
- ◆ Engaging labs & student exercises
- ◆ Course videos
- ◆ Student support services
- ◆ Student and instructor discussions & collaboration
- ◆ All textbook, workbooks and related materials

<b>The following courses are available anytime</b>	Cost:
Pharmacy Technician	\$1,299
EKG Technician	\$1,299
Dialysis Technician	\$1,299
Phlebotomy Technician	\$1,299
Medical Administrative Assistant	\$1,299
Dental Assisting	\$1,299
EKG/EKG Course for Nurses	\$699

Students will have access to a secure "Career Services" website which includes: career building exercise, resume writing tips & interview techniques, job search engine, Career mentors-there to help students take the next step in their career. Visit online at <http://www.healthtoday.com/muskegon> to experience a course demo and to learn more about these exciting courses.

For additional information, please contact Muskegon Community College, Continuing ED programs at (231) 777-0348, call toll free (888) 574-6218, or email [mary.williams@muskegoncc.edu](mailto:mary.williams@muskegoncc.edu)

These courses were developed through a partnership with leading education organizations including Pearson Education, E-College and Condensed Curriculum International.

## Online Voice Over Classes

<b>Voice Acting Education..For Everyone</b>	Cost: \$49
---	------------

An Introduction to Voiceovers

Join this fun, one-on one, online class to get started in Professional Voice Acting, covering some of the many details of the industry. Receive a professional voice evaluation. This class is taught by a professional voice actor from the voice acting training company, Voices for All. Class length is 90 minutes.

Student must have Internet Access and Video Chatting capabilities using either of the following free methods: Skype (for PC users) or iChat (for Mac Users). We can also offer this class via telephone if webcam is not available.

Register online at [www.muskegoncc.edu/ce](http://www.muskegoncc.edu/ce)  
Or call 777-0348 for more information.

**Call, click, or visit to register today!**

(231) 777-0348 • [www.muskegoncc.edu/ce](http://www.muskegoncc.edu/ce)

221 S Quarterline Road, Muskegon MI 49442



**Muskegon Community College**

Continuing Education



**Muskegon Community College**

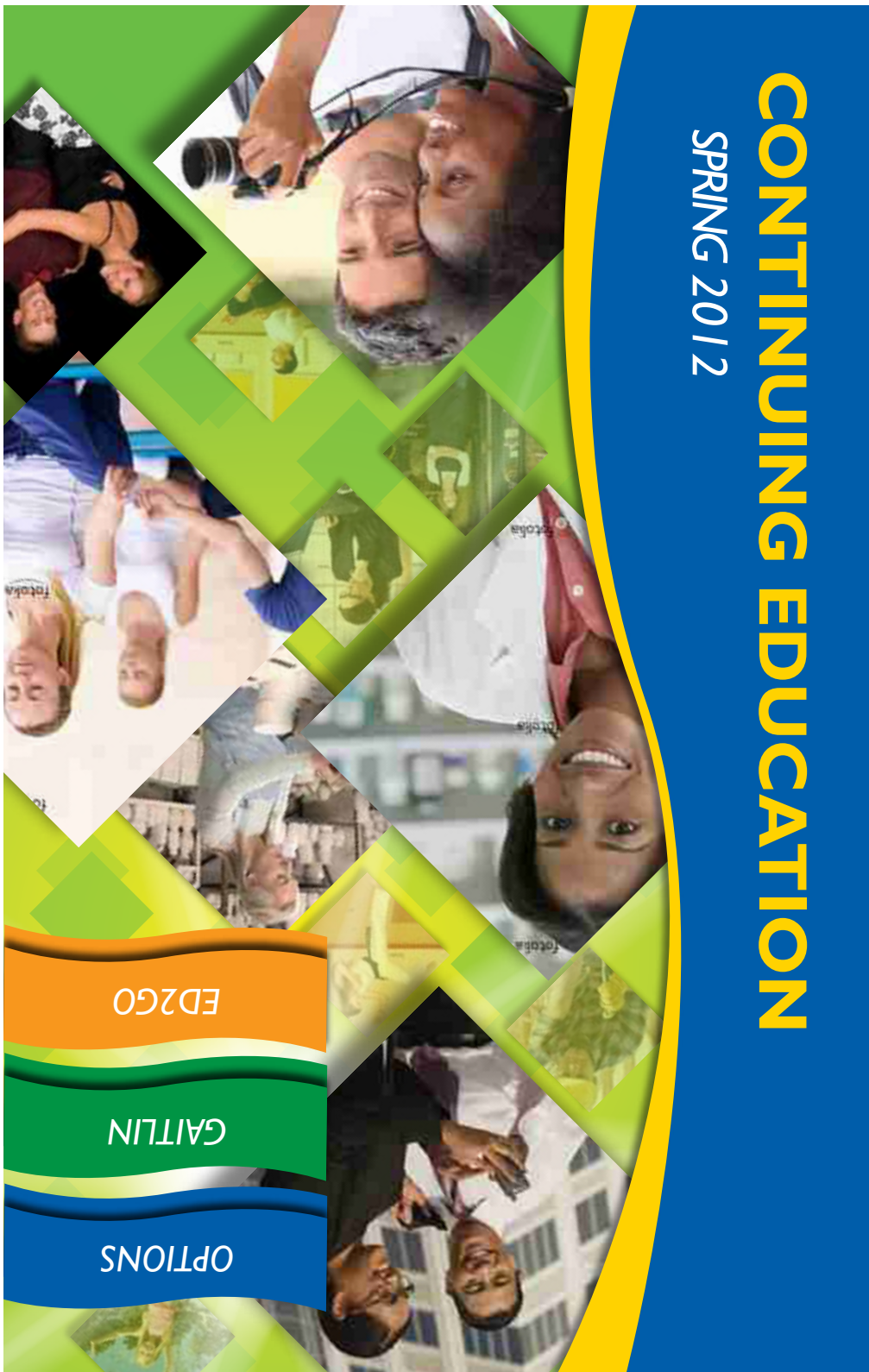
221 South Quarterline Road ♦ Muskegon, MI 49442

on Profit Org.  
U.S. Postage  
**PAID**  
Permit No. 653  
Muskegon, MI

**Register Now!**  
for **Options at MCC**  
[www.muskegoncc.edu/ce](http://www.muskegoncc.edu/ce) • 231-777-0348

For more information on  
**ed2go**, visit  
[www.ed2go.com/muskegoncc](http://www.ed2go.com/muskegoncc) • 231-777-0464

For more information on  
**Gatlin Education**, visit  
[www.gatlineducation.com/muskegoncc](http://www.gatlineducation.com/muskegoncc) • 1-866-441-5454



# CONTINUING EDUCATION

SPRING 2012

ED2GO

GATLIN

OPTIONS

## Gatlin Education

[www.gatlineducation.com/muskegoncc](http://www.gatlineducation.com/muskegoncc)

### Online Workforce Training Programs

For detailed course outlines, demos and registration please visit  
[www.gatlineducation.com/muskegoncc](http://www.gatlineducation.com/muskegoncc)

#### Administrative Medical Specialist with Medical Billing and Coding + Medical Terminology

Online training program with Medical Billing and Coding will give you the skills you need to find the job you are looking for as an Administrative Medical Specialist (AMS), Medical Billing Specialist, Medical Coder, and/or Medical Office Manager. (360 hours)

#### Entrepreneurship: Start-up and Business Owner Management

The Entrepreneurship: Start-up and Business Owner Management Online Training Program provides an excellent foundation for not just the start-up business owner, but also for business owners and managers who want to gain a further understanding of some of the fundamental principles associated with owning and operating a start-up or established business. (360 hours)

#### Grant Writing

The Grant Writing Online Training Program will teach you the essentials of writing, researching, obtaining, and maintaining grants. You'll learn how to format your proposals, how to write effectively, and how to get funded. (300 hours)

**ed2go**

[www.ed2go.com/muskegoncc](http://www.ed2go.com/muskegoncc)

We now offer more than 300 online courses that you can take on your own time and from the comfort and convenience of your home, 24 hours a day, 7 days a week. Participate in our lively discussion areas. Ask our patient and helpful instructors as many questions as you want, whenever the mood strikes you. Pick up a new skill or brush up on an old one. Courses start monthly and every course includes an instructor. Experience learning the way it was meant to be: enjoyable, clear, uncomplicated, fast, and convenient.

**Most courses are only \$89**

#### Grammar Refresher

Whatever your goals, a grasp of English grammar is important if you want to improve your speaking and writing skills. This course will help you gain confidence in your ability to produce clean, grammatically correct work.

#### Personal Finance

Build wealth, eliminate credit card debt, make wise investment decisions, protect your assets, and more.

For a complete listing of courses, descriptions and registration information visit:  
[www.ed2go.com/muskegoncc](http://www.ed2go.com/muskegoncc)

#### Refund Policy for Your Convenience

Full refunds are issued for canceled courses. If you cannot attend a class or seminar and you wish a refund, you must withdraw prior to the first class meeting by calling 777-0348. If you do not officially withdraw before the start date you will not receive a refund. Refunds will first be applied to any outstanding debts you may have with the college; the balance will be mailed to you if paid by check or cash. If you paid your fee by Credit Card the refund will be debited to your credit card.

## Continuing Education Events

### Dental Workshops

April 27, 2012

8:30 am - 4:30 pm

Cost: \$125

#### 2 Dynamic Presenters:

#### Recognizing Addiction and Abuse: Addressing Oral Health Deficits

By: Edie Shuman-Gibson, RDH, BSDH, F.A.D.I.A.

#### Important Technologies to Improve Your Practice

3D Cone Beam; Technology, Rectangular Collimation, Magnification & Lighting  
By: Linda Meeuwenberg, R.D.H., M.A., M.A., F.A.D.I.A.

### ACT® Test Preparation

Do you have Apprehension about taking the ACT college entrance exams?

MCC has three options to help prepare you for these tests. All classes are held on Saturdays.

#### Writing

1:00 pm - 4:30 pm

April 7

Cost: \$33

June 2

Cost: \$33

August 18

Cost: \$33

#### English and Reading

#### Comprehension

9:00 am - 12:30 pm

April 7

Cost: \$33

June 2

Cost: \$33

August 18

Cost: \$33

#### Math and Science

#### Reasoning

9:00 am - 12:30 pm

March 31

Cost: \$33

May 19

Cost: \$33

August 25

Cost: \$33

### Other Upcoming Events!

#### April

Basic Planning and Zoning Training

#### July

Adult Foster Care Providers Training

**Call, click, or visit to register today!**

(231) 777-0348 • [www.muskegoncc.edu/ce](http://www.muskegoncc.edu/ce)

221 S Quarterline Road, Muskegon MI 49442