FALL 2013 SCHEDULE
Classes Begin August 20, 2013

Continuing Education...
makes a world of difference!

Cyber Security
Light Rail
Grant Writing

Mobile Applications
Web Design
Computerized Accounting

Career Program Hotline: (800) 300-2118 • General Information: (313) 496-2600
www.wcccd.edu
Come and enjoy the variety of WCCCD’s Community Kaleidoscope events!

**Downriver Campus**

**Hispanic Heritage**  
**September 2013**  
This event is designed to inform the community of the diversity within the Hispanic and Latino cultures and to provide participants the educational opportunities available at Wayne County Community College District. Artwork, food, music and dancing are all a part of this cultural event.

**Downtown Campus**

**Senior Day!**  
**August 2013**  
This event will enhance and enrich the quality of life for senior citizens who live in the Wayne County area. This program will promote health, well being, and independence through enrichment engagement, recreation, creative activity, support services and information.

**Eastern Campus**

**Miles of Art & Culture**  
**December 2013**  
The Eastern Campus has one of the most creative art programs in the region. We cordially invite everyone to come out and enjoy an evening of fabulous art creations and cultural expressions by our Eastern Campus Art students all while listening to the endless sounds of the artful master himself, Miles Davis.

**Northwest Campus**

**Kinship Adoption Festival**  
**September 2013**  
The Annual Kinship Adoption Festival is the largest recruitment in Michigan for children in foster care that are awaiting adoption. Over 100 eligible children will attend the Festival as well as families who want to learn more about adopting special needs children. There will be in-door and out-door activities for the entire family and child care agencies will be on site to answer questions regarding adoption.

**Western Campus**

**Home Repair, Energy Efficiency and Safety Preparedness**  
**September 2013**  
In partnership with Home Depot, DTE Energy and the Van Buren Public Safety Department, the Western Campus will host a day of information and workshops to provide homeowners with ways to update and improve their homes. Special presentations from DTE energy and other vendors will provide participants with information on ways to improve the comfort and efficiency of their homes by installing new technology and making small repairs that can add up to big savings on utility bills. Vintage Tech Recycling will also be on site to talk about recycling electronics and appliances. Most electronics items will be accepted for recycling/disposal at the event. Representatives from the Van Buren Township Police and Fire departments will provide tips on the proper use of fire extinguishers, smoke alarms and other ways to make homes safe.

Please call 313-496-2704 for more information.
WE ARE SCHOOL OF CONTINUING EDUCATION

RESPONSIVE • PROFESSIONAL • LIFE ENRICHING

The School of Continuing Education provides high quality, accessible programs and services in response to community needs. Our programs are offered as lifelong learning opportunities for individuals who want to enrich their cultural experiences, enhance their professional or occupational skills. Courses are available during the day, evening, weekend and on-line.

Our lifelong learning courses encompass a wide range of activities and interests, such as: arts and crafts, personal enhancement, health, physical fitness and sports, performing arts and global awareness. Additional educational opportunities include specialized courses that fulfill state licensing and professional certification requirements and computer technology training.

Youth development is a special focus area for the School. Among our programs are the Kids’ College, summer camps, career exposure and the youth enhancement series. These classes are designed to be fun-filled, academically challenging and enriching.

Continuing Education specializes in providing Short-Term Certificate programs that offer new training opportunities based on the changing economy and the need for retraining and skill building. Such offerings include Advanced Computer Technology, Human Resources Specialist, Computerized Accounting, Entrepreneurship, Grant Writing, Grant Management, Office Support Specialist, and Non-Profit Management.

The School is committed to the provision of excellence. Our staff and instructors have collective expertise in a wide range of subject matter and course content. We look forward to providing you with superior customer service.

To Request a Continuing Education Schedule Call (313) 496-2600 or visit www.wcccd.edu
<table>
<thead>
<tr>
<th>Certificate Program</th>
<th>Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Administrative Office Management Certificate</strong></td>
<td>Customer Service I - Quality Customer Service ............................. 12</td>
</tr>
<tr>
<td></td>
<td>Effective Communication in Business ........................................... 12</td>
</tr>
<tr>
<td></td>
<td>Fundamentals of Human Resources ................................................ 12</td>
</tr>
<tr>
<td></td>
<td>Leadership and Supervision ................................................................ 12</td>
</tr>
<tr>
<td></td>
<td>Microsoft Access Intermediate 2010 .............................................. 12</td>
</tr>
<tr>
<td></td>
<td>Microsoft Excel Intermediate 2010 ............................................... 12</td>
</tr>
<tr>
<td></td>
<td>Microsoft Word Intermediate 2010 ............................................... 13</td>
</tr>
<tr>
<td><strong>Case Management Certificate</strong></td>
<td>Introduction to Case Management .................................................. 14</td>
</tr>
<tr>
<td></td>
<td>Document Efficient ............................................................................. 14</td>
</tr>
<tr>
<td></td>
<td>Ethical Issues and Dilemmas .......................................................... 14</td>
</tr>
<tr>
<td></td>
<td>Cultural Competence ......................................................................... 14</td>
</tr>
<tr>
<td><strong>Computerized Accounting Certificate</strong></td>
<td>Principles of Computerized Accounting ........................................... 15</td>
</tr>
<tr>
<td></td>
<td>Quickbooks ......................................................................................... 15</td>
</tr>
<tr>
<td></td>
<td>Advanced Computerized Accounting .................................................. 15</td>
</tr>
<tr>
<td><strong>Film Production Certificate</strong></td>
<td>Reproduction I - Writing for Film ................................................... 16</td>
</tr>
<tr>
<td></td>
<td>Postproduction II - The Role of the Director ................................... 16</td>
</tr>
<tr>
<td></td>
<td>Reproduction II - The Role of the Producer ..................................... 16</td>
</tr>
<tr>
<td></td>
<td>Postproduction II - Non-Linear Editing ........................................... 16</td>
</tr>
<tr>
<td></td>
<td>Production I - Camera, Lighting and Audio ....................................... 17</td>
</tr>
<tr>
<td></td>
<td>Postproduction II - Graphics, Mastering and Output ........................... 17</td>
</tr>
<tr>
<td><strong>Grant Writing Certificate</strong></td>
<td>Identify the Funds that Count ....................................................... 18</td>
</tr>
<tr>
<td></td>
<td>Grant Writing I .................................................................................. 18</td>
</tr>
<tr>
<td></td>
<td>Grant Writing II ............................................................................... 18</td>
</tr>
<tr>
<td></td>
<td>Research/Write State and Federal Grants ......................................... 18</td>
</tr>
<tr>
<td><strong>Human Resource Specialist Certificate</strong></td>
<td>Fundamentals of Human Resources .................................................... 19</td>
</tr>
<tr>
<td></td>
<td>Employment and Staffing ..................................................................... 19</td>
</tr>
<tr>
<td></td>
<td>Human Resources Development ............................................................ 19</td>
</tr>
<tr>
<td></td>
<td>Compensation and Benefits .................................................................. 19</td>
</tr>
<tr>
<td></td>
<td>Ethics, Labor Relations, Safety and Health ....................................... 19</td>
</tr>
<tr>
<td><strong>Macromedia Dreamweaver Certificate</strong></td>
<td>Dreamweaver - Level I ................................................................. 20</td>
</tr>
<tr>
<td></td>
<td>Dreamweaver - Level II ................................................................. 20</td>
</tr>
<tr>
<td></td>
<td>Dreamweaver - Level III ................................................................. 20</td>
</tr>
<tr>
<td><strong>Mobile Application Developer Certificate</strong></td>
<td>Android Application Development ..................................................... 21</td>
</tr>
<tr>
<td></td>
<td>Foundations in Computer Information Systems .................................... 21</td>
</tr>
<tr>
<td></td>
<td>Introduction to Java Programming Language ..................................... 21</td>
</tr>
<tr>
<td></td>
<td>iPhone/iPod Application Development ............................................... 21</td>
</tr>
<tr>
<td><strong>Non-Profit Management Certificate</strong></td>
<td>Non-Profit Organization Start-Up .................................................... 22</td>
</tr>
<tr>
<td></td>
<td>Steps to Become a 501C3 Organization ............................................. 22</td>
</tr>
<tr>
<td></td>
<td>Introduction to Strategic Planning .................................................. 22</td>
</tr>
<tr>
<td></td>
<td>Fund Development ................................................................................ 22</td>
</tr>
<tr>
<td></td>
<td>Steps to Successful Fundraising ...................................................... 22</td>
</tr>
<tr>
<td></td>
<td>Introduction to Grant Management ................................................... 22</td>
</tr>
<tr>
<td><strong>Office Support Specialist Certificate</strong></td>
<td>Office Support I – PC Basics ................................................................ 23</td>
</tr>
<tr>
<td></td>
<td>Office Support II – Introduction to Software: Word and Excel ............ 23</td>
</tr>
<tr>
<td></td>
<td>Office Support III – Advanced Software: Access and PowerPoint .......... 23</td>
</tr>
<tr>
<td></td>
<td>Office Support IV – Office Procedures ............................................. 23</td>
</tr>
<tr>
<td><strong>Technical Writing Certificate</strong></td>
<td>Business and General Correspondence .............................................. 24</td>
</tr>
<tr>
<td></td>
<td>Fundamentals of Technical Writing .................................................. 24</td>
</tr>
<tr>
<td></td>
<td>Process, Policies and Procedure ..................................................... 24</td>
</tr>
<tr>
<td></td>
<td>Proofreading and Editing Skills ..................................................... 24</td>
</tr>
<tr>
<td></td>
<td>Writing for Electronic Communications ............................................. 24</td>
</tr>
<tr>
<td><strong>Web Design Certificate</strong></td>
<td>Macromedia Flash - Basic .............................................................. 25</td>
</tr>
<tr>
<td></td>
<td>Macromedia Dreamweaver - Basic ...................................................... 25</td>
</tr>
<tr>
<td></td>
<td>Web Page Design - Beginner (HTML Basics) ....................................... 25</td>
</tr>
<tr>
<td></td>
<td>Web Page Design - Advanced ............................................................ 25</td>
</tr>
<tr>
<td></td>
<td>Web Page Design - Intermediate ...................................................... 25</td>
</tr>
<tr>
<td><strong>Web Design and Programming Certificate</strong></td>
<td>Web Page Design - Beginner (HTML Basics) ....................................... 26</td>
</tr>
<tr>
<td></td>
<td>Web Page Design - Advanced ............................................................ 26</td>
</tr>
<tr>
<td></td>
<td>Java Script - Beginner ...................................................................... 26</td>
</tr>
<tr>
<td></td>
<td>Web Page Design - Intermediate ...................................................... 26</td>
</tr>
<tr>
<td></td>
<td>Java Script - Intermediate ............................................................. 26</td>
</tr>
<tr>
<td><strong>BUSINESS INSTITUTE</strong></td>
<td>Corporate Grooming: A Man’s Guide ............................................... 27</td>
</tr>
<tr>
<td></td>
<td>Credit Repair ..................................................................................... 27</td>
</tr>
<tr>
<td></td>
<td>How to Start and Operate a Small Business ..................................... 27</td>
</tr>
<tr>
<td></td>
<td>NEW I Will (How to Write a Will) .................................................... 27</td>
</tr>
<tr>
<td></td>
<td>Operate a Small Business II ............................................................. 27</td>
</tr>
<tr>
<td></td>
<td>Pathways to Home Ownership .............................................................. 27</td>
</tr>
</tbody>
</table>
Fall 2013 TABLE OF CONTENTS

MICHIGAN INSTITUTE FOR PUBLIC SAFETY EDUCATION
Firefighter I and II ........................................... 28
Hazmat Awareness ........................................... 28
Hazwoper 24 Hour Certification .......................... 28
Hazwoper 8 Hour Certification ............................ 28

LUNCH HOUR ENRICHMENT SERIES
Fun with Graphics/Pictures .................................. 29
Microsoft Excel Overview .................................. 29
Microsoft PowerPoint Overview ........................... 29

SILVER CIRCLE
Drums Alive for Seniors .................................... 30
Experience Senior Power .................................. 30
Jewelry Bead Design for Mature Learners .............. 30
Mature Learners - Exploring the PC ....................... 30
Mature Learners I - Getting Started ...................... 30
Mature Learners - Internet and You ...................... 30
Mature Learners - Windows 7 Basic ..................... 30
Mature Learners - Windows 7 Expert ..................... 31
Painting for Mature Learners ............................. 31
Personal Internet Safety .................................. 31
Strength Training for Seniors ............................. 31
Texting for Seniors ........................................ 31
Yoga For Seniors .......................................... 31
Zumba Gold Fitness ....................................... 31

HEALTHY LIVING / HEALTHY LIFESTYLES
Anti-Aging Living Healthier and Longer ................ 32
Arthritis - Reversing the Effects ........................ 32
Cholesterol - The Skinny on Fat ........................ 32
Cooking Lite ................................................ 32
How Sweet It Is - Preventing and Treating Diabetes . 32
Hypertension and Stress: Relieve the Pressure and Relax...Ahhh! .......................... 32
Train Your Brain - Preventing Alzheimer's ............ 33
Weight Management: Take a Load Off! ................ 33

KIDS’ COLLEGE
Ballet for Children ........................................ 36
Ballet for Youth ............................................. 36
Tap Dance for Kids ....................................... 36

DOwnRIVER CAMPUS
School of Continuing Education Classes

ARTS AND CRAFTS
Ceramics - Beginner ....................................... 38
Ceramics - Intermediate ................................. 38
Drawing for Beginners .................................. 38
Drawing with Colored Pencils ............................ 38
Drawing/Painting Still Life .................................. 38
Introduction to Block Printing ............................ 39
Matting and Framing - Beginner ........................ 39
Open Print Studio ......................................... 39

COMPUTER SCIENCE TECHNOLOGY TRAINING
Digital Cameras: Learning to Use ......................... 39
Digital Camera - Advanced ............................... 39
Digital Camera- Intermediate ............................ 39
Getting Started ............................................ 40
Internet Basics ............................................. 40
Keyboarding Basics ...................................... 40
Microsoft Excel Basic 2010 ............................... 40
Microsoft Word Basic 2010 ............................... 40
Microsoft Excel Intermediate 2010 ...................... 40
Microsoft Word Intermediate 2010 ...................... 40
Photoshop ................................................. 40
Photoshop - Intermediate ................................ 41
Windows 7 - Basic ....................................... 41

DANCE
Ballroom Dancing ........................................... 41
Classic Ballroom Dancing ................................ 41
Egyptian Belly Dancing - Beginner ..................... 41

LAWN AND GARDEN DESIGN
Putting Your Garden to Bed for the Winter ............ 41

MUSIC
Beginning Classical Guitar ............................... 41
Intermediate Classical Guitar ............................ 41

PHYSICAL FITNESS AND SPORTS
Drums Alive ............................................... 42
Strength Training ......................................... 42
Tai Chi - Beginner ........................................ 42
Zumba Fitness ............................................. 42

PROFESSIONAL EXAMS AND LICENSING PREPARATION
BLS for Healthcare Providers ............................. 42
# TABLE OF CONTENTS

## DOWNTOWN CAMPUS
School of Continuing Education Classes

### ARTS AND CRAFTS
- Crocheting for Beginners ........................................... 44
- Decorating with Wreaths ........................................... 44
- Floral Design - Beginner ........................................... 44
- Fundamentals of Paper Piecing .................................. 44
- Gift Wrapping/Bow Making ...................................... 44
- Holiday Handicrafts .................................................. 44
- Intermediate Wire Working ........................................ 45
- Introduction to Wire Working - Bracelet ........................ 45
- Introduction to Wire Working - Earrings ....................... 45
- Introduction to Wire Working - Necklace ...................... 45
- Knitting I - Beginner ............................................... 45
- Matting and Framing - Beginner ................................ 45

### COMPUTER SCIENCE TECHNOLOGY TRAINING
- Getting Started ....................................................... 46
- Getting the Most From Your iPad ............................... 46
- Internet Basics .......................................................... 46
- iPad: Application Features ....................................... 46
- Keyboarding Basics .................................................. 46
- Microsoft Access Basic 2010 ..................................... 46
- Microsoft Excel Basic 2010 ....................................... 46
- Microsoft Publisher .................................................. 47
- Microsoft Word Basic 2010 ....................................... 47
- Microsoft PowerPoint Basic 2010 ............................... 47
- NEW Windows 7 - Basic ............................................ 47

### EDUCATIONAL DEVELOPMENT
- Mathematics Concepts - Fundamentals ....................... 47
- Understanding Basic Trigonometry ............................ 47
- Understanding Basic Algebra .................................... 47

### ENRICHMENT SERIES
- Event Planning ......................................................... 48

### FASHION AND DESIGN
- Interior Design-Advanced ........................................ 48

### FINE ARTS AND CRAFTS
- So You Want to Be a Poet Performer ........................... 48

## LANGUAGE AND CULTURE
- “i” Before “E” Except After “C” ................................. 48
- Book Publishing 101 .................................................. 48
- Read Well, Read Easy! ................................................ 48
- Uncomplicated Grammar ........................................... 48

## PERSONAL ENRICHMENT SERIES
- Beginning Digital Photography ................................ 49
- Intermediate Digital Photography .............................. 49

## PROFESSIONAL EXAMS AND LICENSING PREPARATION
- Electrical Journeyman Preparation ............................ 49
- Master Electrician Preparation .................................. 49
- National Electrical Code ............................................ 49

## SEWING AND DESIGN
- Fundamentals of Basic Sewing ................................ 49
- Introduction to Interior Design .................................. 49
- Quilting for Beginners .............................................. 50
- Sewing II ................................................................. 50

## EASTERN CAMPUS
School of Continuing Education Classes

### ARTS AND CRAFTS
- Creative Wedding Designs ....................................... 52
- Jewelry Bead Design - Beginner ................................ 52
- Jewelry Bead Design - Intermediate ......................... 52

### COMPUTER SCIENCE TECHNOLOGY TRAINING
- Beginning Digital Photography ............................... 52
- Friends, Family and Facebook ................................. 52
- iPad, iPhone, iLearn .................................................. 53

### DANCE
- Egyptian Belly Dancing - Beginner .......................... 53

### MUSIC
- All That Jazz! ............................................................ 53
- Piano Basics 1.0 ........................................................ 53
- The Creative Writing of Hip Hop ............................... 53

## PERSONAL ENRICHMENT SERIES
- NEW Commercial Photography ............................... 53
- NEW Family Adventures in Reading .......................... 53
- NEW Local Law ........................................................ 54
<table>
<thead>
<tr>
<th>Subject</th>
<th>Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHYSICAL FITNESS AND SPORTS</td>
<td></td>
</tr>
<tr>
<td>Corporate Golf 101</td>
<td>54</td>
</tr>
<tr>
<td>Tai Chi - Beginner</td>
<td>54</td>
</tr>
<tr>
<td>NORTHWEST CAMPUS</td>
<td></td>
</tr>
<tr>
<td>School of Continuing Education Classes</td>
<td></td>
</tr>
<tr>
<td>ARTS AND CRAFTS</td>
<td></td>
</tr>
<tr>
<td>Beaded Gifts</td>
<td>56</td>
</tr>
<tr>
<td>Gift Wrapping/Bow Making</td>
<td>56</td>
</tr>
<tr>
<td>Jewelry Bead Design - Beginner</td>
<td>56</td>
</tr>
<tr>
<td>Jewelry Bead Design - Intermediate</td>
<td>56</td>
</tr>
<tr>
<td>BEAUTY AND PERSONAL ENRICHMENT</td>
<td></td>
</tr>
<tr>
<td>The Art of Makeup: Beginner</td>
<td>56</td>
</tr>
<tr>
<td>COMPUTER SCIENCE TECHNOLOGY TRAINING</td>
<td></td>
</tr>
<tr>
<td>Keyboarding Basics</td>
<td>57</td>
</tr>
<tr>
<td>Microsoft Excel Intermediate 2010</td>
<td>57</td>
</tr>
<tr>
<td>LANGUAGE AND CULTURE</td>
<td></td>
</tr>
<tr>
<td>Building Your Family Tree</td>
<td>57</td>
</tr>
<tr>
<td>Find Family History on the Net</td>
<td>57</td>
</tr>
<tr>
<td>Genealogy Research for Beginners</td>
<td>57</td>
</tr>
<tr>
<td>Genealogy: History and Research</td>
<td>57</td>
</tr>
<tr>
<td>Genealogy: What's in the Library</td>
<td>57</td>
</tr>
<tr>
<td>Introduction to Genealogy</td>
<td>57</td>
</tr>
<tr>
<td>MUSIC</td>
<td></td>
</tr>
<tr>
<td>Beginning Guitar</td>
<td>58</td>
</tr>
<tr>
<td>Intermediate Guitar</td>
<td>58</td>
</tr>
<tr>
<td>PERSONAL ENRICHMENT SERIES</td>
<td></td>
</tr>
<tr>
<td>Holiday Meal Planning</td>
<td>58</td>
</tr>
<tr>
<td>PROFESSIONAL EXAMS AND LICENSING PREPARATION</td>
<td></td>
</tr>
<tr>
<td>Nursing Information Overview</td>
<td>58</td>
</tr>
<tr>
<td>HESI (Health Education System, Inc.)</td>
<td>58-59</td>
</tr>
<tr>
<td>HOBET Assessment</td>
<td>59</td>
</tr>
<tr>
<td>SEWING AND DESIGN</td>
<td></td>
</tr>
<tr>
<td>Craft Sewing</td>
<td>59</td>
</tr>
<tr>
<td>Fundamentals of Basic Sewing</td>
<td>59</td>
</tr>
<tr>
<td>Introduction to Tailoring Techniques</td>
<td>59</td>
</tr>
<tr>
<td>Sewing II</td>
<td>59</td>
</tr>
<tr>
<td>WESTERN CAMPUS</td>
<td></td>
</tr>
<tr>
<td>School of Continuing Education Classes</td>
<td></td>
</tr>
<tr>
<td>ARTS AND CRAFTS</td>
<td></td>
</tr>
<tr>
<td>Beaded Gifts</td>
<td>61</td>
</tr>
<tr>
<td>Jewelry Bead Design - Beginner</td>
<td>61</td>
</tr>
<tr>
<td>Jewelry Bead Design - Intermediate</td>
<td>61</td>
</tr>
<tr>
<td>COMPUTER SCIENCE TECHNOLOGY TRAINING</td>
<td></td>
</tr>
<tr>
<td>Computer Repair - Beginner</td>
<td>61</td>
</tr>
<tr>
<td>Digital Cameras: Learning to Use</td>
<td>61</td>
</tr>
<tr>
<td>DANCE</td>
<td></td>
</tr>
<tr>
<td>Ballroom Dance - Intermediate</td>
<td>62</td>
</tr>
<tr>
<td>Ballroom Dancing</td>
<td>62</td>
</tr>
<tr>
<td>SKILLED TRADES</td>
<td></td>
</tr>
<tr>
<td>Small Engine Repair</td>
<td>62</td>
</tr>
<tr>
<td>UNIVERSITY CENTER</td>
<td></td>
</tr>
<tr>
<td>School of Continuing Education Classes</td>
<td></td>
</tr>
<tr>
<td>COMPUTER SCIENCE TECHNOLOGY TRAINING</td>
<td></td>
</tr>
<tr>
<td>Computing Fundamentals - IC3 Part I</td>
<td>64</td>
</tr>
<tr>
<td>Key Applications - IC3 Part II</td>
<td>64</td>
</tr>
<tr>
<td>Living Online - IC3 Part III</td>
<td>64</td>
</tr>
<tr>
<td>DANCE</td>
<td></td>
</tr>
<tr>
<td>Ballroom Dancing</td>
<td>64</td>
</tr>
<tr>
<td>Egyptian Belly Dancing - Beginner</td>
<td>64</td>
</tr>
<tr>
<td>The Hustle</td>
<td>65</td>
</tr>
<tr>
<td>LANGUAGE AND CULTURE</td>
<td></td>
</tr>
<tr>
<td>Spanish for the Traveler</td>
<td>65</td>
</tr>
<tr>
<td>PROFESSIONAL EXAMS AND LICENSING PREPARATION</td>
<td></td>
</tr>
<tr>
<td>Continuing Education Registration Form</td>
<td>66</td>
</tr>
<tr>
<td>Emergency Medical Treatment Release Adult Form</td>
<td>67-68</td>
</tr>
<tr>
<td>Waiver and Release of Liability Adult Form</td>
<td>69-70</td>
</tr>
<tr>
<td>Youth Student Emergency Information Form</td>
<td>35, 71-72</td>
</tr>
</tbody>
</table>
President’s Initiatives

DOWNRIVER

College Night
October 2013

College Night will provide students the opportunity to obtain information from over 50 colleges in one location. Students will learn about academic and career programs, financing and admission procedures. Parents, family and friends are welcome!

DOWNTOWN CAMPUS

Career Exploration Day!
October 2013

This exciting program will enlighten participants about the various career programs that the Downtown campus has to offer. The purpose is to encourage students to explore career opportunities that match their knowledge, skills, abilities, and interests. Students will have an opportunity to learn about degree and certificate programs in some of the most sought after fields in the industry today!

EASTERN CAMPUS

Real Men Read
October 2013

A collection of professional men from WCCCD will donate an hour of time to read story books to our local elementary school students. This inspirational event will spark an interest in our children to continue down the path of reading, because REAL MEN READ!

NORTHWEST CAMPUS

Gerontology Workshop/Conference:
Aging with Dignity (Series II)
October 2013

This event is a series of workshops that will focus on In-Home Care, Medication Overdose, Medicare Plans; Health and Wellness; Hobbies; Alzheimer’s & Memory Care; Enjoying the Senior Life

WESTERN CAMPUS

Juvenile Diabetes Awareness
November 2013

November is Diabetes awareness month. The Juvenile Diabetes Research Foundation (JDRF) will present information and workshops to help families cope with and manage the daily struggle to control blood sugar. This seminar will focus on type 1 diabetics and individuals with type 2 diabetes that are insulin dependent. Health care practitioners, diabetes educators and vendors will present information on nutrition, medication, fitness and products that help individuals to manage their diabetes on a daily basis.
Important Dates to Remember

Fall 2013

Tuesday, August 20, 2013 ..........Classes Begin
Monday, September 3, 2013 ..........Labor Day (District Closed)
Tuesday, October 30, 2013 ..........District Conference Day (District Closed)
November 27-30, 2013 ..........Thanksgiving Break
Monday, December 9, 2013 ..........Classes End

Online Registration available 24 hours a day, 7 days a week

Registration Hours

July 22, 2013 – August 20, 2013

Monday - Thursday .................8:30 a.m. – 7:00 p.m.
Friday ..................................8:30 a.m. – 4:30 p.m.
Saturday ...............................9:00 a.m. – 3:00 p.m.

Registration for Continuing Education courses is ongoing throughout the semester at all five campuses.

FALL 2013

Classes begin on August 20, 2013

Please check our website www.wcccd.edu
Frequently Asked Questions

How/when can I register?
Remember that some of our courses begin after the regular semester start date. For classes with a later start date, registration is ongoing throughout the semester.

- Walk-In Registration deadline: Seven days prior to the first class meeting.
- Mail-In Registration deadline: Please mail the form at least 10 business days prior to the beginning of class.
  The form must be processed seven days prior to the first class meeting.
- Fax-In Registration deadline: Seven days prior to the first class meeting.
- Online Registration: Seven days prior to the first class meeting.

What registration form do I need to complete if I register on campus?
The Continuing Education registration form is located inside the CE Schedule book for that semester. You can also obtain the form from a Campus Registration office or it can be downloaded from our CE link on our WCCCD website (www.wcccd.edu).

Do I have to pay at the time of registration?
Yes, the District does not accept cash. Students may opt to pay by money order, check, VISA, MasterCard, Discover, American Express or ATM debit transfer. The District Bookstores provide money orders for a nominal fee. It is recommended that the student review the cost of fees in the class schedule before registering.

Note: ALL RETURNING STUDENTS WHO HAVE AN OUTSTANDING BALANCE MUST PAY 100% OF THEIR OUTSTANDING BALANCE OR MAKE PAYMENT ARRANGEMENTS BEFORE THEY CAN REGISTER FOR THE CURRENT SEMESTER.

What is the last day to register?
Due to the limited seating capacity, we encourage you to register seven business days prior to the start of the class.

Will I receive confirmation after I register for a class?
In most cases, you should receive a computer generated confirmation at the time of registration. If you register by mail or fax, you should receive a confirmation within seven to ten days via mail if your current mailing address is correct in the District’s computer system.

Do you have admission and/or registration fees for CE classes?
No.

Do I have to take the COMPASS test (admission test) to take CE classes?
No.

How can I pay for my classes?
Payment may be made by check, Visa, MasterCard, Discover, American Express, cashier’s check, money order, or debit card. Personal checks must be drawn on a bank in Michigan and must have a preprinted check #, name and account number on them. If the writer of the check is a person other than the student, the student must present the writer’s ID. The student must have adequate picture identification and endorse the check. Any one of the following identifications is accepted: Driver’s license, military service I.D. card, state picture, I.D. card, or passport. (Exception: No student identification is needed for a minor whose parent/guardian is making the payment with a personal check).

What if my class is cancelled?
The School of Continuing Education reserves the right to cancel any class if enrollment is insufficient. The decision to hold or cancel a course is made, in most cases, seven business days prior to the start of the course. In cases of course cancellation, an attempt will be made to contact you either by telephone or mail.

What is the difference between dropping a class and withdrawing from a class?
A student who drops a class before the start date of the class will receive a 100% refund for that class. A student who withdraws from a class after the class begins will receive no refund.
What is the refund policy?
If the District cancels a course, you will receive a full refund. If you withdraw from a course prior to the start of the course, you will receive a full refund. No refunds will be issued to those who withdraw after the class has started. For refund questions, you may contact the Finance Department at (313) 496-2873.

What is a CEU?
A CEU (Continuing Education Unit) provides a record and accountability for continuing education activities that meet the certification requirements of certain professional organizations. In all recognized educational circles, one CEU is equal to 10 contact hours of participation in an organized continuing education or extension experience.

What are the requirements to receive a certificate of completion for the CE short-term certificate programs?
You must complete all courses required in each particular certificate area of study.

What are the requirements to receive a certificate of participation for my children/child for CE short-term certificate programs?
You must complete all courses required in each particular certificate area of study.

In order to receive a certificate do I have to take all the classes during one semester?
It is recommended that students who want to complete a specific Certificate Program within the same semester, register for all courses at the same time. However, the Ministerial Leadership Academy Certificate requires extensive courses. Therefore, you will not complete this program in one semester. The Certificate Programs have class size limits, so register early.

Is it necessary to take Certificate Program classes in sequential order?
Yes, one course builds upon another so classes must be taken in sequential order.

Can minors take classes?
Yes. We do allow students under eighteen years of age to enroll in our Kids’ College classes with parental permission.

I’ve forgotten my User ID (A number). What do I do?
Go to your nearest campus Admissions office with valid identification to inquire.

How do I obtain a parking permit?
A parking permit can be obtained from your Campus Safety Department. Please bring your driver’s license, car registration, and current class schedule.

Do I need a student picture ID?
Yes, your picture ID can be obtained from the Campus Safety Department.

Are there books required for CE classes?
It is recommended that you ask the instructor about book requirements on the first day of class.

Am I required to purchase my own books and or supplies?
All classes require you to purchase books and or supplies.

What if I move or change my phone number?
It is the student’s responsibility to update any changes to their contact information (i.e. telephone numbers, address). Student information is not automatically updated when a new course registration is received. To make changes to your student record, contact the Office of Admissions at any of the WCCCD’s five campuses to complete a Change of Data Form with the appropriate documentation (i.e. valid ID, marriage certificate, social security card, etc.) to substantiate change.

What happens if there is bad weather?
Call the inclement weather line (313) 496-2600.
Very Important Registration Information!

Disclaimer
This class schedule is for informational purposes only and does not constitute a contract. The College reserves the right to change, modify or alter without notice all fees, changes, expenses and costs of any kind and further reserves the right to add or delete, without notice, any course offering or information contained in this schedule. WCCC reserves the right to assign instructional staff and to eliminate, cancel, phase-out, or reduce course size and/or programs for financial, curricular or programmatic reasons.

Payment By Check
Personal checks must be drawn on a financial institution within the United States and must have a preprinted name, check # and account number on them. If the writer of the check is a person other than the student, the student must present the writer’s I.D. The student must have adequate picture identification and endorse the check. Any one of the following identifications are accepted: Driver’s license, military service I.D and discharge papers, pictured charge cards, employment picture I.D card, state picture I.D card, or passport.

Cashless Registration
Students are required to make all payments by money order, check, Visa, Mastercard, Discover, American Express or ATM debit transfer. The College Bookstore provides money orders for a nominal fee. It is recommended that the student review the cost in the schedule booklet before registering.

Certificate Programs
It is recommended that students who want to complete a specific Certificate Program within the same semester, register for all courses at the same time. It is required that you take your classes in sequential order unless prior permission is obtained from the School of Continuing Education. The certificate programs have class size limits, so register early.

Senior Citizens
Senior Citizens- Citizens who are residents of the district and 60 years of age or older may enroll in the college tuition-free. (THIS EXCLUDES CERTIFICATE COURSES) Senior Citizen Tuition Waivers will be granted on a seat-availability basis in regularly scheduled academic classes. Although student activity fees shall be waived for senior citizens, they are responsible for all other fees such as the cost of books and class supplies. Senior students are expected to adhere to the same academic standards, rules and regulations that are in place for other students. Proof of age and residency is required at the time of registration.
CONTINUING EDUCATION
EXCITING NEW CLASSES
FOR SPRING 2014

• Introduction to Adobe
• Speaking with Confidence
• Cold Connections: How to Rivet Jewelry
• Chainaille 101: Jewelry
• Decoupage Jewelry Box
• Jewelry Pattern Drafting
• Basic Serger Sewing Techniques

Are you interested in a Continuing Education Computer Aid Design Certificate (CAD)?
Please email ajackso1@wcccd.edu for additional information!

For information call (313) 496-2704 or visit www.wcccd.edu
**Customer Service I - Quality Customer Service**

This course stresses the importance of customer service, building customer loyalty and retention, business ethics and etiquette. Career opportunities in the field will also be discussed.

**Course #**: AOMC-4000  
**FEE**: $45.00  
**CEU's**: 0.8  
**Downtown - Instructor**: Simmons, Sandra  
**Room**: TBD  
**CRN**: 95974, Mon,Wed 5:30PM-8:30PM  
**Date**: 8/21/13-8/26/13

**Effective Communication in Business**

Participants will identify personality styles and behaviors. Learn appropriate dress, listening skills and how to delegate assignments effectively. Participants will also learn to communicate more effectively with co-workers and business clients.

**Course #**: AOMC-4006  
**FEE**: $45.00  
**CEU's**: 0.6  
**Downtown - Instructor**: Simmons, Sandra  
**Room**: TBD  
**CRN**: 95973, Mon,Wed 5:30PM-8:30PM  
**Date**: 8/28/13-9/4/13

**Fundamentals of Human Resources**

Participants in this course will learn to lay the groundwork for the basic functions of Human Resources (HR). Participants will be exposed to insights into emerging trends and key HR issues for the future.

**Course #**: AOMC-4002  
**FEE**: $70.00  
**CEU's**: 1.2  
**Downtown - Instructor**: Simmons, Sandra  
**Room**: TBD  
**CRN**: 95975, Mon,Wed 5:30PM-8:30PM  
**Date**: 9/16/13-9/25/13

**Leadership and Supervision**

Participants will review leadership styles, team building, theories, challenges and effective leadership styles. Participants will also gain methods to prepare for and organize a productive meeting.

**Course #**: AOMC-4001  
**FEE**: $50.00  
**CEU's**: 0.6  
**Downtown - Instructor**: Simmons, Sandra  
**Room**: TBD  
**CRN**: 95972, Mon,Wed 5:30PM-8:30PM  
**Date**: 9/9/13-9/11/13

**Microsoft Access Intermediate 2010**

Participants will build on skills acquired in Microsoft Access Basic. Participants will learn to modify, and work with multiple tables, understand relational tables and create custom forms. Advanced skills for query and report techniques and specifying multiple criteria will also be explored.

**Course #**: AOMC-4005  
**FEE**: $65.00  
**CEU's**: 1.5  
**Downtown - Instructor**: Coleman, Roslyn  
**Room**: TBD  
**CRN**: 95957, Tue 5:30PM-7:30PM  
**Date**: 9/24/13-10/22/13

**Microsoft Excel Intermediate 2010**

Participants will learn advanced features of Microsoft Excel using Microsoft certified manuals. Participants will receive instructions on how to control the screen, use functions such as sum, average, maximum, minimum and creating charts and tables.

**Course #**: AOMC-4004  
**FEE**: $65.00  
**CEU's**: 1.5  
**Downtown - Instructor**: Coleman, Roslyn  
**Room**: TBD  
**CRN**: 95956, Tue 5:30PM-7:30PM  
**Date**: 10/30/13-12/3/13
Program Overview: The Administrative Office Management Certificate offers the career training needed to become an office manager, administrative assistant, legal or medical office assistant, receptionist, office clerk or office support specialist. Courses in the Administrative Office Management Certificate will assist students in preparing for entry-level positions and upgrade current skills for career advancement.

Microsoft Word Intermediate 2010
Participants will build on knowledge acquired in Microsoft Word 2010 Basic to learn working with tables, charts, graphics, templates and styles. Document merge and transfer will also be discussed.

Course #: AOMC-4003
FEE: $65.00
CEU’s: 1.5
Downtown - Instructor: Coleman, Roslyn
Room: TBD
CRN: 95955, Tue 5:30PM-7:30PM
Date: 8/20/13-9/17/13
CASE MANAGEMENT CERTIFICATE

Program Overview: Case management is an area which encompasses a variety of areas such as medicine, social work, community support services, mental health, substance abuse and counseling. Completion of this certificate program will enable individuals to improve their methods of assessment and evaluation, follow-up as well as information management.

For more information contact: Melodie Bunkley 313-496-2704 bunkle1@wcccd.edu

Introduction to Case Management
Participants will learn the basic concepts of case management. Access to the agency, intake, assessment, goal setting, planning and intervention will also be reviewed.

Course #: CASM-1000
FEE: $65.00
CEU’s: 1.5
Downtown - Instructor: White, Carin
Room: TBD
CRN: 90134, Sat 9:00AM-12:00PM
Date: 8/24/13-9/21/13

Document Efficiently
Participants learn the SOAIGP (supplemental, observations, activities, impressions, goals and plan) methods to ensure good record keeping and efficiency in phone or direct contact with constituents.

Course #: CASM-1001
FEE: $65.00
CEU’s: 1.5
Downtown - Instructor: White, Carin
Room: TBD
CRN: 90135, Sat 9:00AM-12:00PM
Date: 9/28/13-10/26/13

Cultural Competence
Participants will learn the different cultures and examine how knowledge, skill and attitude to play an intricate part when performing case management tasks.

Course #: CASM-1002
FEE: $65.00
CEU’s: 1.5
Downtown - Instructor: White, Carin
Room: TBD
CRN: 90136, Sat 12:00PM-3:00PM
Date: 11/2/13-12/7/13

Ethical Issues and Dilemmas
Participants will learn case management techniques for addressing ethical dilemmas.

Course #: CASM-1003
FEE: $65.00
CEU’s: 1.5
Downtown - Instructor: White, Carin
Room: TBD
CRN: 90137, Sat 12:00PM-3:00PM
Date: 11/2/13-12/7/13
CERTIFICATE PROGRAMS

Principles of Computerized Accounting
Participants in the course will explore the principles of computerized accounting. Instruction in recording various business transactions including account receivables and payables, journal entries, and preparation of financial statements/reports will be provided.

Course #: CACC-4000
Fee: $65.00
CEU's: 1.2
Downtown - Instructor: Oldham, Julie
Room: TBD
CRN: 90097, Sat 9:00AM-3:00PM
Date: 9/7/13-9/14/13

Quickbooks
Participants will learn the basic elements of QuickBooks computerized accounting, including the accounting cycle and preparation of financial statements/reports.

Course #: CACC-4001
Fee: $65.00
CEU's: 2.4
Downtown - Instructor: Oldham, Julie
Room: TBD
CRN: 90098, Sat 9:00AM-3:00PM
Date: 9/21/13-10/12/13

Advanced Computerized Accounting
Participants will build on prior QuickBooks knowledge to learn inventory, budgets and accounts reconciliation. Participants will create customized reports and perform file import/export functions.

Course #: CACC-4002
Fee: $65.00
CEU's: 2.1
Downtown - Instructor: Oldham, Julie
Room: TBD
CRN: 90099, Sat 9:00AM-3:00PM
Date: 10/19/13-11/9/13

Program Overview: This division of accounting is inclusive of various occupations such as bookkeepers, accountants, auditors, payroll personnel, tax preparers as well as multiple divisions within the government and private sector. The certificate program will enhance the skills and marketability of an individual in any of the noted professions.
**Film Production Certificate**

**Program Overview:** Career opportunities in live entertainment, such as Broadway and Off-Broadway theaters, touring productions, and repertory theaters in many major metropolitan areas, as well as theme parks and resorts, are expected to offer many job opportunities. However, prospects in these venues are variable because they fluctuate with economic conditions. The Film Production Certificate requires you to complete several courses which are not all offered in one semester.

For more information contact: Melodie Bunkley 313-496-2704 bunkle1@wcccd.edu

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**Reproduction I - Writing for Film**
Participants will learn about the three act structure, conflict, plot, theme, arcs, character creation, development and many of the other elements that go into successful script writing. Throughout this course students will study modern examples of successful films and their screenplays. Participants will also write their own short film treatment and script.

**Course #: ARTC-5012**  
**FEE:** $70.00  
**CEU's:** 1.5  
**Eastern - Instructor:** Loomis, Suane  
**Room:** TBD  
**CRN:** 95985, Fri 10:00AM-4:00PM  
**Date:** 8/23/13-9/6/13

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**Postproduction II - The Role of the Director**
Participants in this course will explore all elements needed to orchestrate, design and execute from behind the lens. With knowledge in that area of camera use, lighting and audio capture, students will embark on a journey of analysis and application of the skills required to be a director. Participants will examine the work of prominent directors and learn about style, narrative choice, camera placement, movement, working with talent, set management and more.

**Course #: ARTC-5015**  
**FEE:** $70.00  
**CEU's:** 1.5  
**Eastern - Instructor:** Loomis, Suane  
**Room:** TBD  
**CRN:** 95986, Fri 10:00AM-4:00PM  
**Date:** 9/13/13-9/27/13

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**Reproduction II - The Role of the Producer**
Participants will examine the title of producer, and break down all of the key elements of a production that are handled by the products. This includes budgets to storyboards and crew to craft services, the producer will be defined and demystified.

**Course #: ARTC-5013**  
**FEE:** $70.00  
**CEU's:** 1.5  
**Eastern - Instructor:** Loomis, Suane  
**Room:** TBD  
**CRN:** 96018, Fri 10:00AM-4:00PM  
**Date:** 10/4/13-10/18/13

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**Postproduction II - Non-Linear Editing**
This hands-on course focuses on the technical tools and knowledge needed to excel in the area of film postproduction. Students will learn the fundamentals of film editing as well as the practical skills needed by all non-linear editors. Students will embrace the workflow editing model as they capture footage, assemble rough cuts, trim their final timeline and master audio for playback.

**Course #: ARTC-5016**  
**FEE:** $70.00  
**CEU's:** 1.5  
**Eastern - Instructor:** Loomis, Suane  
**Room:** TBD  
**CRN:** 95988, Fri 10:00AM-4:00PM  
**Date:** 10/25/13-11/8/13
Film Production Certificate (continued)

Program Overview: Career opportunities in live entertainment, such as Broadway and Off-Broadway theaters, touring productions, and repertory theaters in many major metropolitan areas, as well as theme parks and resorts, are expected to offer many job opportunities. However, prospects in these venues are variable because they fluctuate with economic conditions. The Film Production Certificate requires you to complete several courses which are not all offered in one semester.

For more information contact: Melodie Bunkley 313-496-2704 bunkle1@wcccd.edu

Production I - Camera, Lighting and Audio
Participants in this course will focus on the art of filmmaking. All aspects of production will be covered from camera usage, lighting a scene, and capturing audio. Participants will learn the psychology behind shot composition, how lighting affects an audience and the impact of audio design. Specific attention will be paid to the concept of mise-en-scene and how film makers go about capturing the shots necessary to construct a scene and complete the sequences of a film.

Course #: ARTC-5014
FEE: $70.00
CEU’s: 1.5
Eastern - Instructor: Loomis, Suane
Room: TBD
CRN: 95989, Fri 10:00AM-4:00PM
Date: 11/15/13-12/6/13

Postproduction II - Graphics, Mastering and Output
Participants will learn the skills and tools of an editor are only part of what is needed in the realm of film postproduction. Editors must also be able to enhance their picture with motion graphics and animated titling. This course gives students further editing experience and teaches them to enhance their compositions utilizing Final Cut Studio Software: Motion and LiveType. In the class, final stage students will learn the vast capabilities of media output as they learn to showcase their work by mastering it to DVD, and preparing it for internet streaming outlets, such as Youtube.

Course #: ARTC-5017
FEE: $70.00
CEU’s: 1.5
Eastern - Instructor: Loomis, Suane
Room: TBD
CRN: 95990, Sat 9:00AM-2:00PM
Date: 11/16/13-12/7/13
GRANT WRITING CERTIFICATE

Program Overview: There are many career possibilities within the charitable fundraising industry ranging from independent and contract, to entry-level and senior level positions, some of which include, Grant Writer, Development Director, Director of Planned Giving, and Large Gift Director. IT IS REQUIRED THAT YOU TAKE YOUR CLASSES IN SEQUENTIAL ORDER.

Identify the Funds That Count
Participants will learn useful information on identifying and locating local, state and national funding sources. Learn to use the Internet and foundation directories when searching for funding.

Course #: GWRT-1322
FEE: $75.00
CEU's: 1.6
Downtown - Instructor: Hudson, Truman
Room: TBD
CRN: 90086, Fri 9:00AM-1:00PM
Date: 8/23/13-9/13/13
Downriver - Instructor: Bolton, Diane
Room: TBD
CRN: 90154, Tue, Thur 6:00PM-9:00PM
Date: 8/22/13-9/5/13
Northwest - Instructor: McNeil, Randy
Room: TBD
CRN: 90242, Tue, Thur 9:00AM-12:00PM
Date: 8/27/13-9/10/13
Downtown - Instructor: Hudson, Truman
Room: TBD
CRN: 95959, Sat 9:00AM-2:00PM
Date: 8/24/13-9/7/13

Grant Writing I
Participants will learn the basic components that make up a successful grant proposal. The course covers grant writing skills, measurable objectives, foundation terminology, program planning, budgeting, and evaluation.

Course #: GWRT-1323
FEE: $75.00
CEU's: 1.6
Downtown - Instructor: Hudson, Truman
Room: TBD
CRN: 90087, Fri 9:00AM-1:00PM
Date: 9/20/13-10/11/13
Downriver - Instructor: Bolton, Diane
Room: TBD
CRN: 90155, Tue, Thur 6:00PM-9:00PM
Date: 9/10/13-9/24/13
Northwest - Instructor: McNeil, Randy
Room: TBD
CRN: 90245, Tue, Thur 9:00AM-12:00PM
Date: 9/12/13-9/26/13
Downtown - Instructor: Hudson, Truman
Room: TBD
CRN: 95960, Sat 9:00AM-2:00PM
Date: 9/14/13-9/28/13

Grant Writing II
Participants will learn how to work as a team when writing grants; developing a detailed, and well documented proposal when submitting to larger foundations.

Course #: GWRT-1324
FEE: $75.00
CEU's: 1.6
Downtown - Instructor: Hudson, Truman
Room: TBD
CRN: 90088, Fri 9:00AM-1:00PM
Date: 10/18/13-11/8/13
Downriver - Instructor: Bolton, Diane
Room: TBD
CRN: 90156, Tue, Thur 6:00PM-9:00PM
Date: 9/26/13-10/13/13
Northwest - Instructor: McNeil, Randy
Room: TBD
CRN: 90251, Tue, Thur 9:00AM-12:00PM
Date: 10/1/13-10/15/13
Downtown - Instructor: Hudson, Truman
Room: TBD
CRN: 95961, Sat 9:00AM-2:00PM
Date: 10/5/13-10/19/13

Research/Write State and Federal Grants
Participants will learn techniques in anticipating upcoming grants, to read a federal (request for proposal), to research appropriate government agencies, to understand state and federal grant guidelines and to compose key sections of the grant.

Course #: GWRT-1325
FEE: $75.00
CEU's: 2.4
Downtown - Instructor: Hudson, Truman
Room: TBD
CRN: 90089, Fri 9:00AM-3:00PM
Date: 11/15/13-12/13/13
Downriver - Instructor: Winston, Gwendolyn
Room: TBD
CRN: 90157, Tue, Thur 6:00PM-9:00PM
Date: 10/15/13-11/12/13
Northwest - Instructor: Winston, Gwendolyn
Room: TBD
CRN: 90254, Tue, Thur 9:00AM-12:00PM
Date: 10/17/13-11/14/13
Downtown - Instructor: Hudson, Truman
Room: TBD
CRN: 95962, Sat 9:00AM-3:00PM
Date: 10/26/13-12/7/13
**Human Resources Specialist Certificate**

**Program Overview:** The Human Resources Specialist Certificate is designed for an individual who desires to enter the Human Resources field with a general understanding in Human Resources within a short period of time. The following are career opportunities in Human Resources: Human Resource Representative, Human Resource Coordinator, HR Assistant, Human Resource Specialist, Human Resource Generalist, Compensation or Benefits Specialist, Staffing Coordinator, Employment Specialist, Payroll Specialist, or Training and Development Assistant.

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**Fundamentals of Human Resources**

Participants in this course will learn to lay the groundwork for the basic functions of Human Resources (HR). Participants will be exposed to insights into emerging trends and key HR issues for the future.

**Course #:** HRMS-1361  
**FEE:** $70.00  
**CEU’s:** 1.2  
**Downriver - Instructor:** Frasson, Jeannette  
**Room:** TBD  
**CRN:** 90158, Tue, Thur 6:00PM-9:00PM  
**Date:** 8/22/13-9/3/13

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**Compensation and Benefits**

Participants in this course will learn a comprehensive overview of employee benefits programs by investigating current and future trends in employee and welfare benefits. Also, HR compliance laws, developing payroll and benefits systems while providing maximum value to employees and containing benefits costs for your company.

**Course #:** HRMS-1363  
**FEE:** $70.00  
**CEU’s:** 1.5  
**Downriver - Instructor:** Frasson, Jeannette  
**Room:** TBD  
**CRN:** 90160, Tue, Thur 6:00PM-9:00PM  
**Date:** 10/15/13-10/31/13

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**Employment and Staffing**

Participants will learn a sound understanding of the HR role in administering labor agreements and skills necessary to interpret them. You will gain knowledge of federal, state, and local OSHA, liability for discriminations lawsuits, 401(k) and other topics. Unions, contract negotiations, and grievance procedures will also be discussed.

**Course #:** HRMS-1362  
**FEE:** $70.00  
**CEU’s:** 1.5  
**Downriver - Instructor:** Frasson, Jeannette  
**Room:** TBD  
**CRN:** 90159, Tue, Thur 6:00PM-9:00PM  
**Date:** 9/5/13-9/19/13

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**Human Resources Development**

Participants will learn to conduct needs analyses to identify and establish development activities, and to develop training programs to meet those needs. Examine strategies and objectives for using variable compensation to focus more effectively on aligning employee efforts with organizational performance.

**Course #:** HRMS-1364  
**FEE:** $70.00  
**CEU’s:** 1.8  
**Downriver - Instructor:** Frasson, Jeannette  
**Room:** TBD  
**CRN:** 90162, Tue, Thur 6:00PM-9:00PM  
**Date:** 11/5/13-11/26/13

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Dreamweaver-Level I
Participants will be introduced to the Dreamweaver environment and learn about workspace and panel groups. Adding links and images to web pages, adding content to tables, and using tables in Standard and Layout views will also be covered.

Course #: CSTT-1354
FEE: $70.00
CEU’s: 1.5
Western - Instructor: Brown, Verna
Room: TBD
CRN: 96016, Tue, Thur 5:30PM-10:00PM
Date: 8/27/13-9/12/13

Dreamweaver-Level II
Participants will learn the concept of forms processing, designing and creating form objects, and adding behavior to forms. Additional topics covered will include applying CCS attributes to templates, creating image maps and navigation bars and understanding the concept of layers.

Course #: CSTT-1355
FEE: $70.00
CEU’s: 1.5
Western - Instructor: Brown, Verna
Room: TBD
CRN: 96017, Tue, Thur 5:30PM-7:30PM
Date: 9/17/13-10/10/13

Dreamweaver-Level III
Participants will learn to create a website using frames, modifying frame/frameset properties, and adding flash buttons for navigation. The use of linear and non-linear timelines to create animation, and adding media objects such as Flash, Shockwave, Java applets, sound and video will also be covered.

Course #: CSTT-1356
FEE: $70.00
CEU’s: 1.5
Western - Instructor: Brown, Verna
Room: TBD
CRN: 90221, Tue, Thur 5:30PM-7:30PM
Date: 10/15/13-11/7/13

Macromedia Dreamweaver Certificate

Program Overview: Upon completion of the Macromedia Dreamweaver Certificate Program participants will be qualified to work as Web Developer/Administrator or consultant in a corporate setting or an independent consultant.

For more information contact: Melodie Bunkley 313-496-2704 bunkle1@wcccd.edu
MOBILE APPLICATION DEVELOPER CERTIFICATE

Program Overview: The purpose of this program is to prepare students for entrepreneurship or positions as mobile application developers. Instruction will cover application development for Apple’s iPhone/iPad Touch and Google’s Android platforms. Topics will include programming, scripting, and the use of Software Development Kits (SDK) for each platform.

Android Application Development
This course teaches methods for creating applications for the Android open source platform. The SDK (Software Development kit), Android architecture, activity lifecycle, and NUI (Natural User Interface) guidelines will be utilized. Students will be able to create simple applications for Android Mobile devices.

Course #: MADC-4002
FEE: $65.00
Western - Instructor: Nelson, Rodney
Room: TBD
CRN: 96330, Sat 9:00AM-2:00PM
Date: 10/26/13-11/9/13

Introduction to Java Programming Language
This course provides a foundation for Java programming including syntax, its environment and its support for graphical user interface (GUI). Participants will gain an understanding of object-oriented programming.

Course #: MADC-4001
FEE: $65.00
Western - Instructor: Nelson, Rodney
Room: TBD
CRN: 96329, Sat 9:00AM-2:00PM
Date: 9/14/13-10/19/13

Foundations in Computer Information Systems
This course provides a foundation for understanding computer information systems and the information technology industry. Participants will learn the vocabulary and concepts of hardware/software, ethical issues and the career path options available.

Course #: MADC-4000
FEE: $65.00
Western - Instructor: Nelson, Rodney
Room: TBD
CRN: 96328, Sat 9:00AM-2:00PM
Date: 8/24/13-9/7/13

iPhone/iPod Application Development
This class teaches methods for creating applications for the Apple iPhone/iPod platform. Apple’s SDK (Software Development Kit) and API’s (Application Programming Kits) will be utilized. Participants will be able to write simple iPhone/iPod applications.

Course #: MADC-4003
FEE: $65.00
Western - Instructor: Nelson, Rodney
Room: TBD
CRN: 96331, Tues 6:00PM-10:00PM
Date: 11/5/13-12/3/13
Non-Profit Management Certificate

Program Overview: The non-profit includes organizations from a wide variety of industries, including civic and social, religious, educational support, business and professional, grantmaking and giving, individual and family service, amusement and recreation, museums and historical, social advocacy, research and development and health care organizations.

Non-Profit Organization Start-Up
This course introduces the participant to the “How-to’s” of non-profit start-up including vision and mission development, board development, applying for tax-exempt status, and where to find additional resources.

Course #: NPOM-4002
FEE: $40.00
Downtown - Instructor: Norman Hill, Shelly
Room: TBD
CRN: 90082, Sat 9:00AM-1:00PM
Date: 8/31/13-9/7/13

Downtown - Instructor: McNeil, Randy
Room: TBD
CRN: 90125, Fri 1:00PM-2:30PM
Date: 8/30/13-9/27/13

Steps to Become a 501c 3 Organization
This workshop educates your organization about the necessary steps to become 501c 3 (non-profit) organizations. You will learn which forms to use and where to obtain them. All fees and timelines for completion of forms will be covered. We will also explore what your group is entitled to with the Articles of Incorporation.

Course #: NPOM-4000
FEE: $40.00
Downtown - Instructor: Norman Hill, Shelly
Room: TBD
CRN: 90083, Sat 9:00AM-3:00PM
Date: 9/14/13-9/14/13

Fund Development
Students will learn to raise funds and secure contacts for your organization through effective planning and implementation of an annual giving program. Also, creative and unique special events fund raising techniques will be explored.

Course #: NPOM-4013
FEE: $40.00
Downtown - Instructor: McNeil, Randy
Room: TBD
CRN: 90127, Fri 1:00PM-2:30PM
Date: 10/11/13-11/8/13

Steps to Successful Fundraising
This workshop will offer participants an opportunity to review and discuss how to implement the Guidelines for Quality Programs emphasizing youth development. Participants will receive tips on programming ideas that are interactive, engaging and attractive to youth. Topics will cover the essential components of youth development including leadership, service learning, and social relationships.

Course #: NPOM-4020
FEE: $50.00
Downtown - Instructor: Norman Hill, Shelly
Room: TBD
CRN: 92120, Sat 9:00AM-1:00PM
Date: 10/19/13-10/26/13

Introduction to Strategic Planning
This course covers the basic fundamentals of non-profit strategic planning for both non-profit staff and board members. Topics include why an organization need a plan, and how to structure the planning session.

Course #: NPOM-4007
FEE: $40.00
Downtown - Instructor: McNeil, Randy
Room: TBD
CRN: 94335, Fri 2:30PM-4:30PM
Date: 12/6/13-12/6/13

Introduction to Grant Management
This course includes techniques for managing, tracking and reporting grant activities to government, private and corporate sources once a grant has been approved.

Course #: NPOM-4017
FEE: $40.00
Downtown - Instructor: McNeil, Randy
Room: TBD
CRN: 94229, Fri 2:30PM-4:30PM
Date: 12/6/13-12/6/13
Office Support Specialist Certificate

Program Overview: The Office Support Specialist Certificate offers students the opportunity to set themselves apart from other applicants in Information technology as well as provide those traditional job skills needed for re-entry into the office job markets. Basic keyboarding is a skill necessary for successful course completion.

For more information contact: Melodie Bunkley 313-496-2704 mbunkle1@wcccd.edu

Office Support I - PC Basics
Participants will learn methods to increase their office productivity and efficiency.
Course #: OFSP-1318
FEE: $65.00
CEU's: 1.6
Downriver - Instructor: Crittenden, Patricia
Room: TBD
CRN: 90176, Mon,Wed 6:00PM-9:00PM
Date: 8/21/13-9/9/13

Office Support II - Introduction to Software: Word and Excel
Participants will learn the fundamentals of the word processing software, Microsoft Word, including saving files, cutting, copying, pasting, formatting, inserting tables, headers, footers, and mail merge. In the spreadsheet software, Microsoft Excel, participants will learn how to manage workbooks, including formatting cells, rows, columns, using background colors, sorting data and the use of charts.
Course #: OFSP-1319
FEE: $65.00
CEU's: 2.4
Downriver - Instructor: Crittenden, Patricia
Room: TBD
CRN: 90177, Mon,Wed 6:00PM-9:00PM
Date: 9/11/13-10/7/13

Office Support III - Advanced Software: Access and PowerPoint
Participants will learn how to effectively use two of the more advanced office software: Microsoft Access and Microsoft PowerPoint.
Course #: OFSP-1320
FEE: $65.00
CEU's: 2.4
Downriver - Instructor: Crittenden, Patricia
Room: TBD
CRN: 90178, Mon,Wed 6:00PM-9:00PM
Date: 10/9/13-11/4/13

Office Support IV - Office Procedures
Participants will learn proper procedures in office management. Participants will also learn to communicate more effectively with their company’s internal and external audiences, (verbal, printed, and technological communication), maintain records, word processing, financial analysis, and office automation.
Course #: OFSP-1321
FEE: $65.00
CEU's: 1.6
Downriver - Instructor: Crittenden, Patricia
Room: TBD
CRN: 90179, Mon,Wed 6:00PM-9:00PM
Date: 11/6/13-11/20/13
**Technical Writing Certificate**

**Program Overview:** The Technical Writing Certificate of Completion introduces students to the many aspects of contemporary technical writing practices and helps them develop the skills and confidence to communicate complex technical concepts simply and effectively. Participants can take individual courses or the entire series.

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### Business and General Correspondence

Participants will gain useful information on several types of formal business documents including proposals, executive summaries and presentation. Participants will examine and review existing documents for content, writing style and composition.

**Course #:** TWRG-4003  
**FEE:** $65.00  
**Downtown - Instructor:** Bolton, Diane  
**Room:** TBD  
**CRN:** 95982, Mon, Wed  6:00PM-8:00PM  
**Date:** 10/7/13-10/23/13

### Proofreading and Editing Skills

Participants in this course will learn professional proofreading, editing symbols and editing applications.

**Course #:** EDDV-4015  
**FEE:** $65.00  
**Downtown - Instructor:** Bolton, Diane  
**Room:** TBD  
**CRN:** 95981, Mon, Wed  6:00PM-8:00PM  
**Date:** 9/16/13-10/2/13

### Fundamentals of Technical Writing

This course will provide participants an introduction to Technical Writing as it pertains to descriptive papers and reports.

**Course #:** EDDV-4006  
**FEE:** $65.00  
**Downtown - Instructor:** Bolton, Diane  
**Room:** TBD  
**CRN:** 95980, Mon, Wed  6:00PM-8:00PM  
**Date:** 8/21/13-9/11/13

### Writing for Electronic Communications

Participants will examine writing for the internet, television and other electronic outlets including scripts, commercials and website pages. Participants will also explore guidelines for writing emails and other outlets.

**Course #:** TWRG-4001  
**FEE:** $65.00  
**Downtown - Instructor:** Bolton, Diane  
**Room:** TBD  
**CRN:** 95984, Mon, Wed  6:00PM-8:00PM  
**Date:** 11/18/13-12/9/13

### Process, Policies and Procedure

Participants will examine and review existing documents for content, composition and clarity. Participants will also have an opportunity to re-write existing documents, learn the mechanics of writing instructions, directions, processes and procedures.

**Course #:** TWRG-4000  
**FEE:** $65.00  
**Downtown - Instructor:** Bolton, Diane  
**Room:** TBD  
**CRN:** 95983, Mon, Wed  6:00PM-8:00PM  
**Date:** 10/28/13-11/13/13
Program Overview: Upon completion of the Web Design Certificate Program participants will be qualified to work as a web designer or consultant in a corporate setting or an independent consultant.

For more information contact: Carolyn Carter 313-496-2633 ccarter@wcccd.edu

**Macromedia Flash - Basic**
Participants in this course will enhance the students ability to design active web pages that contain animation, symbols, and sounds. Participants will learn to create scenes, produce movies, and work with Flash drawing tools for high impact web pages.

**Course #:** WEBD-1007  
**FEE:** $70.00  
**CEU's:** 1.5  
**Western - Instructor:** Staff  
**Room:** TBD  
**CRN:** 90217, Tue, Thur 7:30PM-9:30PM  
**Date:** 10/29/13-11/21/13

**Macromedia Dreamweaver - Basic**
Participants will gain a comprehensive understanding of DreamWeaver and the knowledge, skills, and abilities necessary to create Web sites.

**Course #:** WEBD-1006  
**FEE:** $70.00  
**CEU's:** 1.5  
**Western - Instructor:** Brown, Verna  
**Room:** TBD  
**CRN:** 90218, Tue, Thur 7:30PM-9:30PM  
**Date:** 11/19/13-12/12/13

**Web Page Design-Beginner (HTML Basics)**
Participants in this course will gain knowledge to design visual content for the web. Learn illustration techniques and effects and how to insert links and graphics. Use the skills learned to become more marketable in a current or future job.

**Course #:** WEBD-1000  
**FEE:** $70.00  
**CEU's:** 1.5  
**Western - Instructor:** Staff  
**Room:** TBD  
**CRN:** 90212, Tue, Thur 6:00PM-9:00PM  
**Date:** 8/20/13-9/12/13

**Web Page Design-Advanced**
Participants will create a viable and interactive web page. This course will teach the learner how to create image maps, frames and forms, and how to insert submit buttons, rest buttons, and selection menu.

**Course #:** WEBD-1001  
**FEE:** $70.00  
**CEU's:** 1.5  
**Western - Instructor:** Staff  
**Room:** TBD  
**CRN:** 90213, Mon, Wed 7:30PM-10:00PM  
**Date:** 8/26/13-9/19/13

**Web Page Design-Intermediate**
Create a viable and interactive web page. This course will teach participants how to create image maps, frames and forms, how to insert submit buttons, rest buttons and selection menu.

**Course #:** WEBD-1002  
**FEE:** $70.00  
**CEU's:** 1.5  
**Western - Instructor:** Staff  
**Room:** TBD  
**CRN:** 90214, Mon, Wed 6:00PM-9:00PM  
**Date:** 10/11/13-10/26/13
WEB DESIGN AND PROGRAMMING CERTIFICATE

Program Overview: Upon completion of the Web Design and Programming Certificate participants will be qualified to work as a computer software engineers, database administrators, network and computer system administrators.

For more information contact: Carolyn Carter 313-496-2633 ccarter@wcccd.edu

Web Page Design-Beginner (HTML Basics)
Participants in this course will gain knowledge to design visual content for the web. Learn illustration techniques and effects and how to insert links and graphics. Use the skills learned to become more marketable in a current or future job.

Course #: WEBD-1000
FEE: $70.00
CEU's: 1.5
Western - Instructor: Staff
Room: TBD
CRN: 90212, Tue, Thu 6:00PM-9:00PM
Date: 8/20/13-9/12/13

Web Page Design-Intermediate
Create a viable and interactive web page. This course will teach participants how to create image maps, frames and forms, how to insert submit buttons, rest buttons and selection menu.

Course #: WEBD-1002
FEE: $70.00
CEU's: 1.5
Western - Instructor: Staff
Room: TBD
CRN: 90214, Mon, Wed 6:00PM-9:00PM
Date: 8/26/13-10/26/13

Java Script - Beginner
Participants in this course will be introduced to JavaScript programming. Participants will learn to integrate JavaScript and HTML to make web pages interactive. Prior HTML experience is required. Extension end-of-project exercises, including the unique Cases and Places case studies, require critical thinking and reinforce the concepts and skills learned.

Course #: CSTT-2088
FEE: $75.00
CEU's: 1.5
Western - Instructor: Staff
Room: TBD
CRN: 90216, Mon, Wed 7:00PM-10:00PM
Date: 9/30/13-10/23/13

Java Script - Intermediate
Participants in this course will utilize real world projects that go beyond the basics to cover such Java Script topics as conditionals, functions, objects, properties, methods, event handlers, forms and frames. Course text defines the problem, analyzes it, and then develops a solution in the most efficient way to help readers understand the Web page development cycle. Prior HTML experience is required. Extensive end-of-project exercises, including the unique Cases and Places case studies, require critical thinking and reinforce the concepts and skills learned.

Course #: CSTT-2089
FEE: $75.00
CEU's: 1.5
Western - Instructor: Staff
Room: TBD
CRN: 90214, Mon, Wed 6:00PM-9:00PM
Date: 10/28/13-11/20/13

Program Overview: Upon completion of the Web Design and Programming Certificate participants will be qualified to work as a computer software engineers, database administrators, network and computer system administrators.

For more information contact: Carolyn Carter 313-496-2633 ccarter@wcccd.edu

Web Page Design-Beginner (HTML Basics)
Participants in this course will gain knowledge to design visual content for the web. Learn illustration techniques and effects and how to insert links and graphics. Use the skills learned to become more marketable in a current or future job.

Course #: WEBD-1000
FEE: $70.00
CEU's: 1.5
Western - Instructor: Staff
Room: TBD
CRN: 90212, Tue, Thu 6:00PM-9:00PM
Date: 8/20/13-9/12/13

Web Page Design-Intermediate
Create a viable and interactive web page. This course will teach participants how to create image maps, frames and forms, how to insert submit buttons, rest buttons and selection menu.

Course #: WEBD-1002
FEE: $70.00
CEU's: 1.5
Western - Instructor: Staff
Room: TBD
CRN: 90214, Mon, Wed 6:00PM-9:00PM
Date: 8/26/13-10/26/13

Java Script - Beginner
Participants in this course will be introduced to JavaScript programming. Participants will learn to integrate JavaScript and HTML to make web pages interactive. Prior HTML experience is required. Extension end-of-project exercises, including the unique Cases and Places case studies, require critical thinking and reinforce the concepts and skills learned.

Course #: CSTT-2088
FEE: $75.00
CEU's: 1.5
Western - Instructor: Staff
Room: TBD
CRN: 90216, Mon, Wed 7:00PM-10:00PM
Date: 9/30/13-10/23/13

Java Script - Intermediate
Participants in this course will utilize real world projects that go beyond the basics to cover such Java Script topics as conditionals, functions, objects, properties, methods, event handlers, forms and frames. Course text defines the problem, analyzes it, and then develops a solution in the most efficient way to help readers understand the Web page development cycle. Prior HTML experience is required. Extensive end-of-project exercises, including the unique Cases and Places case studies, require critical thinking and reinforce the concepts and skills learned.

Course #: CSTT-2089
FEE: $75.00
CEU's: 1.5
Western - Instructor: Staff
Room: TBD
CRN: 90214, Mon, Wed 6:00PM-9:00PM
Date: 10/28/13-11/20/13

Program Overview: Upon completion of the Web Design and Programming Certificate participants will be qualified to work as a computer software engineers, database administrators, network and computer system administrators.

For more information contact: Carolyn Carter 313-496-2633 ccarter@wcccd.edu
BUSINESS INSTITUTE

The Wayne County Community College District’s School of Continuing Education now offers the Business Institute. The Business Institute provides Business students, Entrepreneurs and Small Business Owners the opportunity to learn more about their particular field of endeavor. The Business Institute will afford participants the opportunity to earn Continuing Education Units (CEU’s) as well as Certificates in their particular area of business and industry.

Corporate Grooming: A Man’s Guide
Learn to look like a million bucks without spending as much. Your professionalism and corporate style helps you stand alone from the corporate pack. Learning how to properly groom yourself can give you the advantage. The first impression is always the lasting impression. This class will teach various shaving techniques, skin care, hair care, and hygiene.

Course #: CPDV-5035
FEE: $25.00
Eastern - Instructor: Staff
Room: TBD
CRN: 94391, Wed 7:00PM-8:30PM
Date: 10/2/13-10/23/13

Credit Repair
Bad credit? An error? What is a credit report? Learn what to do and how to correct your credit problems.

Course #: FINC-4024
FEE: $20.00
Northwest - Instructor: Sanders, Ali
Room: TBD
CRN: 92626, Wed 6:00PM-8:00PM
Date: 9/4/13-9/18/13

How to Start and Operate a Small Business
Students will learn how to write a business plan and raise capital. Management strategies, market research and advertising/marketing will be discussed.

Course #: BUSN-4021
FEE: $60.00
Downtown - Instructor: Thornton, Georgene
Room: TBD
CRN: 90120, Tue 5:30PM-8:30PM
Date: 9/10/13-11/19/13

NEW I Will (How to Write a Will)
Experts say as you plan your future and retirement years, you should also plan for your family that will continue on without you. Do you know about a “living will” or what happens in probate court? This course will take the uneasiness out of planning for your families future.

Course #: FINC-5011
FEE: $40.00
CEU’s: 3.0
Eastern - Instructor: Staff
Room: TBD
CRN: 96056, Sat 11:30AM-12:55PM
Date: 11/2/13-11/23/13

Operate a Small Business-II
A continuation of Part I. Participants will learn the basics of starting a business including marketing and running a small business.

Course #: BUSN-5003
FEE: $60.00
Downtown - Instructor: Thornton, Georgene
Room: TBD
CRN: 94354, Thur 5:30PM-8:30PM
Date: 9/12/13-11/14/13

Pathways to Home Ownership
Buying a new home can be a headache when you are not prepared. Credit scores, fixed rate mortgages, FHA or conventional terms; can be very confusing. Participants will learn step-by-step how to make the home buying process a knowledgeable experience.

Course #: HFAM-5043
FEE: $35.00
Eastern - Instructor: Staff
Room: TBD
CRN: 95997, Sat 1:00PM-2:30PM
Date: 11/2/13-11/30/13

Wayne County Community College District — Fall 2013
Call 313.496.2600 • www.wcccd.edu 27
Firefighter I and II
This course is a Michigan Fire Fighter Training Council (MFFTC) approved state practical exam for Firefighter I & Firefighter II. The participant must submit a copy of the MFFTC Retake Letter seven weeks prior to the examination. Students will participate in the practical stations according to MFFTC guidelines for Fire Fighter I & II practical exams.

Course #: PELP-1004
FEE: $ 85.00
CEU’s: 0.8
Downriver - Instructor: Staff
Room: TBD
CRN: 96004, Fri 8:00AM-5:00PM
Date: 10/25/13-10/25/13

Hazmat Awareness
This course teaches the students awareness of the different types of hazardous materials transported and stored in our community. Students will identify unknown hazardous materials when encountered and where and how to obtain expert help to assist in the abatement of the hazardous condition caused by the accident. The purpose of this unit is to introduce emergency personnel to the "first responder" concept and the paramount importance of their safety in hazardous materials incidents.

Course #: IPST-1000
FEE: $ 25.00
CEU’s: 0.4
Downriver - Instructor: Staff
Room: TBD
CRN: 96020, Mon, Wed, Fri 9:00AM-4:00PM
Date: 9/30/13-10/11/13

Hazwoper 24 Hour Certification
This course will instruct participants in the proper skills necessary to work in and around hazardous material and waste.

Course #: IPST-1002
FEE: $ 399.00
CEU’s: 2.4
Downriver - Instructor: Staff
Room: TBD
CRN: 96014, Thur 8:00AM-5:00PM
Date: 10/3/13-10/17/13

Hazwoper 8 Hour Certification
This course will instruct participants in the proper skills necessary to work in and around hazardous material and waste.

Course #: IPST-1003
FEE: $ 450.00
CEU’s: 0.8
Downriver - Instructor: Staff
Room: TBD
CRN: 96013, Tue, Thu 6:00PM-10:00PM
Date: 11/5/13-11/7/13
Lunch Hour Enrichment Series

Come join us during your lunch hour and improve your work related skills. Among the skill enhancements that will be explored are basic and advanced computer skills, business and organizational abilities.

Fun with Graphics/Pictures
Participants will learn to use Microsoft Word to insert clipart and move it around in a document. Art can be sized, flipped, ungrouped and re-colored. See all these features and more! Learn to create a watermark and to pull in pictures from the internet, from disk, or even from your digital camera.

Course #: CSTT-4102
FEE: $25.00
Downtown - Instructor: Gwynn, Annice
Room: TBD
CRN: 90119, Sat 10:00AM-12:00PM
Date: 10/26/13-11/16/13

Microsoft Excel Overview
Students will learn to create, modify, format and print worksheets, work with formulas and functions, use multiple worksheets and enhance your worksheets by using simple templates. Suggested pre-requisite: Beginning Windows 7.

Course #: CSTT-4050
FEE: $45.00
Downtown - Instructor: Hudson, Wanda
Room: TBD
CRN: 95963, Mon 12:00PM-2:00PM
Date: 10/21/13-11/4/13

Microsoft Powerpoint Overview
Students will enhance their presentation skills by learning how to create their own slide show. Participants will practice using Powerpoint Toolbar, WordArt, Auto Shapes and Clipboard Task Panes. Suggested prerequisite: familiarity with Windows working environment.

Course #: CSTT-4052
FEE: $45.00
Downtown - Instructor: Hudson, Wanda
Room: TBD
CRN: 94372, Tue 12:00PM-1:00PM
Date: 9/10/13-10/15/13
Come join us and become one of our shining seniors in our Silver Circle Program! These programs are geared toward senior citizens to offer courses that will enhance the personal, professional and social lives of the participants.

**Drums Alive for Seniors**
This cardio drumming class is designed to move your body, sculpt and tone your upper body, inspire your spirit and challenge your mind. Participants will need large stability ball. Drumsticks and ball holder provided. No musical background required.

Course #: PE DU-4048
FEE: $40.00
Downriver - Instructor: Sosa, Renee
Room: TBD
CRN: 96028, Mon 10:00AM-11:00AM
Date: 9/9/13-11/11/13

**Experience Senior Power**
This course introduces the mature learner to computer basics, hands-on training and step-by-step instruction. Explore a new skill and become a confident computer user.

Course #: CSTT-4047
Western - Instructor: Staff
Room: TBD
CRN: 90188, Wed 10:00AM-11:55AM
Date: 8/21/13-12/4/13

**Jewelry Bead Design for Mature Learners**
This class will offer a hands-on approach to Jewelry Bead Design. Participants will complete sets of jewelry that include a necklace, a pair of earrings, and a bracelet. Participants are responsible for purchasing their own supplies.

Course #: SENR-4007
FEE: $25.00
Northwest - Instructor: Robinson Young, Kathleen
Room: TBD
CRN: 90228, Wed 4:00PM-6:00PM
Date: 10/8/13-10/29/13

**Mature Learners-Exploring The PC**
This course is an overview of computer hardware and software. Learn desktop functions, organizing and managing files and maneuvering an operating system.

Course #: CSTT-4003
FEE: $50.00
Northwest - Instructor: Simmons, Sandra
Room: TBD
CRN: 90246, Sat 9:00AM-12:00PM
Date: 10/5/13-10/26/13

**Mature Learners: Getting Started**
This course is a six-hour workshop introducing computer basics. Getting started provides hands-on training and teaches step-by-step theory for the PC and Windows environment. Also learn computer components, desktop functions, and get an overview of software applications.

Course #: CSTT-4000
FEE: $25.00
Downriver - Instructor: Watkins, Lydia
Room: TBD
CRN: 90148, Mon, Wed 9:00AM-12:00PM
Date: 8/26/13-8/28/13

**Mature Learners-Internet and You**
This course will provide students with the opportunity to learn many functions: Internet terminology, the benefits of “surfing” techniques and e-mail. Students must have basic knowledge of the computer.

Course #: CSTT-1350
FEE: $15.00
Downtown - Instructor: Gwynn, Annice
Room: TBD
CRN: 90109, Sat 9:00AM-12:00PM
Date: 9/28/13-10/5/13

**Mature Learners-Windows 7 Basic**
This course is for the novice computer user who is interested in learning the basics of this operating system. Learn how to create folders and files, how to copy and move files and folders and how to customize the look of a desktop with screen savers and toolbars.
Mature Learners – Window 7 Basic Expert
This course is designed for individuals who want to expand their computer knowledge. Learn how to create folders and files, copy and move files and folders, customize the look of a desktop with screen savers and toolbars.

Course #: CSTT-4009
FEE: $25.00
Downriver – Instructor: Watkins, Lydia
Room: TBD
CRN: 96319, Mon, Wed 9:00AM–12:00PM
Date: 9/9/13–9/11/13

Painting for Mature Learners
Course will provide information and overview of ideologies, viewpoints and discussion on genre with regards to visual art. The course will also provide hands on techniques beginning with instruction and display of still life formations, landscape painting and concepts. Acrylic paints only will be used for this class. Students are responsible for their own supplies.

Course #: CRFT-4048
FEE: $25.00
Downriver - Instructor: Demond, Donna
Room: TBD
CRN: 90143, Fri 11:00AM–2:00PM
Date: 10/18/13–11/15/13

Personal Internet Safety
This course is an introduction into identity theft prevention and personal safety while exploring the internet. Participants will also gain knowledge and safety tips for sending and receiving emails.

Course #: SENR-4004
FEE: $25.00
Northwest - Instructor: Thomas, Renee
Room: TBD
CRN: 90230, Fri 10:00AM–12:00PM
Date: 10/18/13–10/18/13

Strength Training for Seniors
This class is designed to combine resistance exercises to tone and sculpt all major muscle groups, with intermittent short blasts of cardio. Class will be adapted to fit all fitness levels and provide.

Course #: PEDU-4047
Downriver - Instructor: Sosa, Renee
Room: TBD
CRN: 90299, Tue 10:00AM–11:00AM
Date: 9/3/13–11/12/13

Texting for Seniors
Seniors come out and learn the world of texting communication! You will learn how to text, texting language, and social media outlets where texting is utilized. Let’s LOL (Laugh Out Loud) learning how to text!

Course #: CSTT-5008
FEE: $20.00
Eastern - Instructor: Dickey, Aaron
Room: TBD
CRN: 94386, Sat 10:00AM–11:25AM
Date: 9/7/13–9/28/13

University Center - Instructor: Dickey, Aaron
Room: TBD
CRN: 96003, Sat 10:00AM–11:25AM
Date: 10/5/13–10/26/13

Yoga for Seniors
Participants will learn gentle stretching exercises for vitality, strength and flexibility. This modified yoga sequence will build strength, improve posture and make everything else more fun because of it.

Course #: PEDU-4040
FEE: $25.00
University Center - Instructor: Peacock, Susan
Room: TBD
CRN: 92493, Mon, Wed 9:00AM–9:55AM
Date: 9/9/13–11/13/13

University Center - Instructor: Peacock, Susan
Room: TBD
CRN: 96332, Fri 9:00AM–9:55AM
Date: 9/6/13–11/15/13

Zumba Gold Fitness
Have fun and get moving! Every exercise is low impact and may be adapted to fit your particular challenges. Zumba Gold mix of safe and effective aerobic exercises designed to improve your overall strength, endurance and mobility. Adults of all ages and fitness levels welcome. Please wear comfortable clothing.

Course #: PEDU-4042
FEE: $40.00
Downriver - Instructor: Torres, Kara
Room: TBD
CRN: 90299, Tue 10:00AM–11:00AM
Date: 9/3/13–11/12/13

Eastern - Instructor: Plant, Rashonda
Room: TBD
CRN: 94325, Tue 5:00PM–5:55PM
Date: 9/5/13–11/14/13
Healthy Living

Healthy Living is about taking responsibility and making smart health choices for today and for the future. The School of Continuing Education Healthy Living/Healthy Lifestyle is designed to assist individuals with eating right, getting physically fit, emotional wellness, spiritual wellness in addition to being preventive methods for creating a healthy lifestyle. Come and join us!!

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**Anti-Aging-Living Healthier and Longer**

This course will teach participants the process of physical and mental aging. They will learn certain problems associated with aging, as well as food, herbs, vitamins and minerals that support the body’s physical and mental longevity. They will also learn various mental games to keep the mind youthful and sharp.

Course #: HEAL-5022  
FEE: $40.00  
Northwest - Instructor: Stephens, Ruth  
Room: TBD  
CRN: 94583, Thur  9:00AM-12:00PM  
Date: 8/22/13-12/5/13

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**Arthritis- Reversing the Effects**

In this course participants will learn how to prevent and treat various types of arthritis with natural therapies. They will also learn how to recognize symptoms, as well as easy and practical skills they can apply to themselves and loved ones for immediate relief and discomfort.

Course #: HEAL-5024  
FEE: $40.00  
Northwest - Instructor: Stephens, Ruth  
Room: TBD  
CRN: 94582, Tue  12:00PM-3:00PM  
Date: 8/20/13-12/3/13

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**Cholesterol-The Skinny on Fat**

This course will teach participants how to understand what HDL/LDL is and how to maintain healthy cholesterol levels.

Course #: HEAL-5023  
FEE: $40.00  
Northwest - Instructor: Stephens, Ruth  
Room: TBD  
CRN: 94581, Tue  9:00AM-12:00PM  
Date: 8/20/13-12/3/13

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**Cooking Lite**

Cooking doesn’t have to be high fat to be delicious. Discover ways to substitute low fat for high fat ingredients. Use spices to their maximum advantage. Menu planning and menu preparation will provided.

Course #: HEAL-4085  
FEE: $20.00  
Northwest - Instructor: Barnett, Michael  
Room: TBD  
CRN: 90232, Sat  1:00PM-3:00PM  
Date: 10/19/13-10/26/13

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**How Sweet It Is-Preventing and Treating Diabetes**

This course will teach participants about preventing and treating diabetes through proper nutrition and lifestyle changes. They will learn the common symptoms and causes of creating the disease and how to avoid them.

Course #: HEAL-5020  
FEE: $40.00  
Northwest - Instructor: Stephens, Ruth  
Room: TBD  
CRN: 94579, Mon  9:00AM-12:00PM  
Date: 8/26/13-12/16/13

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**Hypertension and Stress: Relieve the Pressure and Relax... Ahhh!**

In this course participants will learn how to prevent hypertension through proper nutrition and lifestyle changes. They will learn the most common causes of this illness and how to avoid them. Participants will also learn how to access blood pressure readings.

Course #: HEAL-5021  
FEE: $40.00  
Northwest - Instructor: Stephens, Ruth  
Room: TBD  
CRN: 94580, Mon  12:00PM-3:00PM  
Date: 8/26/13-12/16/13
Healthy Living

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Train Your Brain-Preventing Alzheimer’s
In this course participants will learn how to prevent and treat Parkinson’s and Alzheimer’s through “super brain foods”. Participants will learn how to recognize the warning signs of the diseases, as well as practical skills they can apply to themselves and loved ones.

Course #: HEAL-5025  
FEE: $40.00  
Northwest - Instructor: Stephens, Ruth  
Room: TBD  
CRN: 94584, Thur 12:00PM-3:00PM  
Date: 8/22/13-12/12/13

Weight Management: Take a Load Off
This course will teach participants how to achieve and maintain a healthy weight for their body type through healthier ways of eating. It will also explain eating habits that cause and contribute to obesity, such as overeating, eating late, excessive dieting and emotional eating. Participants will learn the most common weight control problems, diet therapy, food therapy, as well as obesity and obesity related illnesses.

Course #: HEAL-5019  
FEE: $40.00  
Northwest - Instructor: Stephens, Ruth  
Room: TBD  
CRN: 94585, Sat 10:00AM-1:00PM  
Date: 8/24/13-12/14/13
Wayne County Community College District is excited to offer Kids’ College Camps to youth 4-17 years of age. Our goal is to develop and expand students’ interests, stimulate creativity, provide unique learning opportunities and a fun experience on a college campus.

Our camp offerings are taught in a hands-on fashion with an accent on fun. We offer topics from college prep, sports, performing and traditional arts, reading and writing, science and math, and computers, to leisure activities like ballet or scrapbooking. Enroll today for a positively unforgettable learning experience that is sure to last a lifetime!

_All Kids College Camp students must complete the “Emergency Information for Youth Students Form.”_ Please give the completed form to the instructor during the first day of class.

Contact the School of CE for more information at 313-496-2704 or visit our website at www.wcccd.edu
School of Continuing Education

YOUTH STUDENT EMERGENCY INFORMATION FORM

Student’s Name ______________________________________________ Grade _______ Date of Birth ________

Student’s Address ____________________________________________

Father or Legal Guardian _______________________________________ Relationship __________________

Phone # while Student is in class ________________________________

Address if different from students __________________________________

Mother or Legal Guardian _________________________________________ Relationship __________________

Phone # while Student is in class ________________________________

Address if different from students __________________________________

Child’s Doctor________________________Address________________________Phone#____________________

Doctor’s Hospital Affiliation________________________Address________________________Phone #, __________________

Medical Information: None_____ Convulsive Disorders_____ Diabetes_____ Allergies (i.e. stings, diet)__________

Other ______________________________Please describe symptoms and precautions ______________________________

Any other medical information we should know ________________________________

While we strive to provide a safe environment, we cannot control what your child will come in contact with because of our open environment.

I agree to indemnify and hold harmless Wayne County Community College District, its officers, agents, and employees for any loss or injury that my child ____________________________ may sustain while participating in the Kids’ programs. In case of an emergency, I ask Wayne County Community College District to contact an adult listed above. If the College is unable to reach one of us, I authorize the College to secure emergency medical treatment for my child.

Required Signature____________________________________________ Date________________________

I give my consent for my child to be photographed or videotaped for promotional purposes. I do not expect compensation when Wayne County Community College District takes promotional photos and videos of students in the learning environment.

Required Signature____________________________________________ Date________________________
Ballet for Children
Acquaints young beginning students with the basic fundamentals of ballet including ballet barre techniques and moving across the floor. It is recommended that all participants wear tights, leotard, and ballet slippers.

Course #: YCLS-4288
FEE: $20.00
University Center
Instructor: Varner, Henri
Room: TBD
CRN: 90070, Sat 10:00AM-10:55AM
Date: 9/7/13-11/9/13

Ballet for Youth
Students will learn the basic fundamentals of ballet dancing. They will have the opportunity to work at the barre and move across the floor. The students will develop an appreciation for the world of ballet. It is recommended that all participants wear tights, leotard, and ballet slippers.

Course #: YCLS-4116
FEE: $40.00
University Center
Instructor: Varner, Henri
Room: TBD
CRN: 94662, Sat 11:00AM-11:55AM
Date: 9/7/13-11/9/13

Tap Dance for Kids
Get in shape and learn the benefits of dance to tap! This children based course will improve your memory and coordination too! In this class you will learn basic steps skills such as shuffles, flaps, slaps, ball change and cramp rolls. By the end of this session you should be able to perform short combinations with these basic steps.

Course #: YCLS-4012
FEE: $30.00
Western
Instructor: Staff
Room: TBD
CRN: 90211, Sat 10:30AM-12:00PM
Date: 8/10/13-12/31/13
Downriver Campus
Featured
Continuing Education Programs:
Business

Certificate Programs:
• Grant Writing
• Human Resources Specialist
• Office Support Specialist
School of Continuing Education Classes

Through our School of Continuing Education, we offer a variety of professional development programs for persons seeking new job opportunities, looking to expand current skills, licensing and certification courses, and much more! We also have hundreds of personal enrichment programs for leisure and recreation. I invite you to browse through our current CE schedule for detailed program offerings. Our dynamic lecture, workshop and seminar series brings the classroom to you! Check the Calendar of Events frequently for upcoming programs.

Arts and Crafts

Ceramics - Beginner
Students will acquire the basic skills for hand-constructing functional and decorative ceramic objects. Learn to shape, add texture, prepare and apply glazes to basic ceramic pieces. Participants are responsible for their own supplies.

Course #: CRFT-4002
FEE: $50.00
Downriver - Instructor: Cheetham, Marta
Room: TBD
CRN: 94666, Wed 6:00PM-9:00PM
Date: 8/21/13-10/9/13

Ceramics - Intermediate
This course is a continuation of Ceramics-Beginner. Participants will learn to use advanced techniques to create more elaborate ceramics, how to work with a potters wheel, and how to add color to glazes. Participants are responsible for their supplies.

Course #: CRFT-4003
FEE: $60.00
Downriver - Instructor: Cheetham, Marta
Room: TBD
CRN: 90139, Wed 6:00PM-9:55PM
Date: 10/16/13-11/20/13

Drawing for Beginners
You will be introduced to the fundamentals of drawing; perspective, composition, etc. Bring a pad of newsprint and Vine Charcoal to the first class. Participants are responsible for their supplies.

Course #: CRFT-4016
FEE: $40.00
Downriver - Instructor: De Mond, Donna
Room: TBD
CRN: 90141, Fri 11:00AM-1:00PM
Date: 8/23/13-10/11/13

Drawing with Colored Pencils
Participants will be familiarized with colored pencil techniques and materials. Participants will work on individual projects of their choice. This course is open to participants at all drawing levels. Participants are responsible for their own supplies.

Course #: CRFT-4079
FEE: $40.00
Downriver - Instructor: MacDonald, Martine
Room: TBD
CRN: 92825, Tue 9:00AM-12:00PM
Date: 9/3/13-10/1/13

Drawing/Painting Still Life
Participants will be given an opportunity to paint or draw from direct observation selected objects arranged in a traditional still life. Initially, participants are presented with a simple still life and as the class progresses weekly, more complex arrangements are produced. Participants will have a choice of mediums they will use. Some artistic experience is useful; however this course is open to participants at all drawing levels. Participants are responsible for their own supplies.

Course #: CRFT-4080
FEE: $40.00
Downriver - Instructor: MacDonald, Martine
Room: TBD
CRN: 94362, Thu 9:00AM-12:00PM
Date: 9/5/13-10/3/13
**Introduction to Block Printing**
Participants will be familiarize with basic relief (block) print techniques through short lectures and demonstrations. The instructor will provide a background on the history of block printing as well as sharing with participants the work of contemporary print artists. Participants will work print projects of their choice, including making cards for the holiday. Participants are responsible for their own supplies.

**Course #: CRFT-4081**
**FEE: $40.00**
**Downriver - Instructor: MacDonald, Martine**
**Room: TBD**
**CRN: 94365, Fri 9:00AM-12:00PM**
**Date: 9/6/13-10/4/13**

**Matting and Framing - Beginner**
This class includes mat selection for prints and posters. Measuring, glazing glass, fitting and molding will be demonstrated. Participants are responsible for their supplies.

**Course #: CRFT-4024**
**FEE: $30.00**
**Downriver - Instructor: Johnson, Thallas**
**Room: TBD**
**CRN: 96007, Fri 1:00PM-3:00PM**
**Date: 9/6/13-10/4/13**

**Open Print Studio**
Participants will be provided access to the college’s print studio by participants and experienced artists to produce art work while under the supervision of the WCCCD CE Instructor. Participants are encouraged to work on individual print projects with an emphasis on using non/low toxic print materials and techniques. Participants are responsible for their own supplies.

**Course #: CRFT-4082**
**FEE: $40.00**
**Downriver - Instructor: MacDonald, Martine**
**Room: TBD**
**CRN: 94366, Fri 9:00AM-12:00PM**
**Date: 10/11/13-11/8/13**

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**Computer Science Technology Training**

**Digital Cameras: Learning to Use**
Basic digital cameras offer many helpful features but can be quite confusing. Bring your camera and instruction manual, and after your camera has been properly set, you will learn the basics of taking good pictures. We will also discuss when to use the built-in flash, and when to take advantage of your camera’s special scene settings to get pleasing pictures in less than perfect situation.

**Course #: CSTT-2031**
**FEE: $40.00**
**Downriver - Instructor: Kessler, Hugh**
**Room: TBD**
**CRN: 94383, Tue 9:00AM-12:00PM**
**Date: 8/20/13-9/10/13**

**Digital Camera - Advanced**
Participants in this course will explore the use of advanced digital camera controls and software editing techniques. ISO, aperture, shutter speed, department of field DOP, Frame of focus, histogram and filters. Participants are responsible for providing their cameras.

**Course #: CSTT-5011**
**FEE: $60.00**
**Downriver - Instructor: Kessler, Hugh**
**Room: TBD**
**CRN: 96008, Tue 9:00AM-12:00PM**
**Date: 10/15/13-11/12/13**

**Digital Camera - Intermediate**
Take your photography to another level with this mid-level course. We will work in groups to help you improve your portraits with emphasis on aperture priority, shutter priority, lighting and flash. Participants should have previously attended the Beginner DC Photography or have an understanding of aperture priority, shutter priority, ISO and flash. Participants are responsible for their own camera.

**Course #: CSTT-5010**
**FEE: $50.00**
**Downriver - Instructor: Kessler, Hugh**
**Room: TBD**
**CRN: 96006, Tue 9:00AM-12:00PM**
**Date: 9/17/13-10/8/13**
Getting Started
This course provides hands-on training and teaches step-by-step theory for the PC and Windows environment. Also learn about the components and desktop functions, and get an overview of software applications.
Course #: CSTT-2013
FEE: $45.00
Downriver - Instructor: Watkins, Lydia
Room: W22
CRN: 90149, Sat 9:00AM-3:00PM
Date: 8/24/13-8/24/13

Internet Basics
This course will provide the learner with capabilities of expanding communication methods, on-line instruction, and will create a new library full of endless reference materials. This course will teach the learner how to surf the net, internet language, surfing techniques, email, and more.
Course #: CSTT-2029
FEE: $45.00
Downriver - Instructor: Watkins, Lydia
Room: TBD
CRN: 90151, Sat 9:00AM-12:00PM
Date: 9/14/13-10/12/13

Keyboarding Basics
Students will develop an understanding of the keyboard and command shortcuts; learn typing skills and proper time-saving techniques. Speed building is not included. Handouts included.
Course #: CSTT-2014
FEE: $45.00
Downriver - Instructor: Watkins, Lydia
Room: TBD
CRN: 90150, Sat 9:00AM-3:00PM
Date: 8/31/13-8/31/13

Microsoft Word Basic 2010
Students will gain hands-on experience in creating and editing documents, formatting text and managing files.
Course #: CSTT-2001
FEE: $65.00
CEU’s: 1.5
Downriver - Instructor: Watkins, Lydia
Room: TBD
CRN: 90146, Mon,Wed 9:00AM-12:00PM
Date: 9/30/13-10/14/13

Microsoft Excel Intermediate 2010
Participants will learn advanced features of Microsoft Excel using Microsoft certified manuals. Participants will receive instructions on how to control the screen, use functions such as sum, average, maximum, minimum, and creating charts and tables.
Course #: CSTT-2004
FEE: $65.00
CEU’s: 1.5
Downriver - Instructor: Watkins, Lydia
Room: TBD
CRN: 94493, Mon,Wed 9:00AM-12:00PM
Date: 11/20/13-12/4/13

Microsoft Word Intermediate 2010
Participants will build on knowledge acquired in Microsoft Word 2007 Basic to learn working with tables, charts, graphics, templates and styles. Document merge and transfer will also be discussed.
Course #: CSTT-2002
FEE: $65.00
CEU’s: 1.5
Downriver - Instructor: Watkins, Lydia
Room: TBD
CRN: 90147, Mon,Wed 9:00AM-12:00PM
Date: 10/16/13-10/30/13

Photoshop
Participants will learn how to produce computer imaging. Students will produce flyer, web, and photo imaging.
Course #: PHOT-4015
FEE: $ 50.00
Downriver - Instructor: Kessler, Hugh
Room: TBD
CRN: 96009, Thur 9:00AM-1:00PM
Date: 8/22/13-9/19/13
Photoshop - Intermediate
This course builds upon the participant's knowledge of computer imaging. Students will become more skilled in flyer, web, and photo imaging.

Course #: PHOT-4016
FEE: $50.00
CEUs: 1.8
Downriver - Instructor: Kessler, Hugh
Room: TBD
CRN: 96010, Thu 9:00AM-1:00PM
Date: 9/26/13-10/24/13

Windows 7 - Basic
Participants will learn how to recognize and customize properties of Windows 7, participants will also learn and use some of the built-in programs: File management and organization will also be a topic of focus.

Course #: CSTT-5013
FEE: $50.00
Downriver - Instructor: Watkins, Lydia
Room: TBD
CRN: 96024, Sat 9:00AM-3:00PM
Date: 9/7/13-9/7/13

Ballroom Dancing
This course is designed to teach students basic steps of ballroom dancing. Students will also learn hand and foot coordination, posture, basic turns and spins.

Course #: DANC-4014
FEE: $50.00
Downriver - Instructor: Smith, Kevin
Room: TBD
CRN: 91982, Wed 12:00PM-2:00PM
Date: 9/4/13-10/16/13

Classic Ballroom Dancing
Participants will learn how to execute steps derived from the cha-cha including turns, spins, lifts and lifts with an added smoothness and elegance of each step. Classic Ballroom dance has a soulful essence and is an extract of International Ballroom. This course requires a partner.

Course #: DANC-4026
FEE: $50.00
Downriver - Instructor: King, David
Room: TBD
CRN: 96011, Wed 6:00PM-8:00PM
Date: 9/4/13-10/23/13

Egyptian Belly Dancing - Beginner
Students will dance to the music and rhythm of the Middle East by learning various movements while strengthening individual muscle groups. Get a firmer figure, relieve tension and become more flexible.

Course #: DANC-4000
FEE: $40.00
Downriver - Instructor: Carr, Stephanie
Room: TBD
CRN: 90182, Thur 6:00PM-8:00PM
Date: 9/5/13-11/7/13

Lawn and Garden Design

Putting Your Garden to Bed for the Winter
This course will instruct the participant how to put a flower or vegetable garden “to bed” for the winter. Learn how to protect the soil and plants from the cold and frost.

Course #: HMGP-4010
FEE: $25.00
Downriver - Instructor: Burt, Maria
Room: TBD
CRN: 94661, Mon 9:00AM-11:55AM
Date: 10/14/13-11/11/13

Music

Beginning Classical Guitar
Grab your acoustic or electric guitar. Participants will learn how to read notes, play basic strums and arpeggios, scales technique.

Course #: MUSC-5002
FEE: $45.00
Downriver - Instructor: Pilon, Debra
Room: TBD
CRN: 92052, Sat 11:30AM-1:30PM
Date: 9/7/13-10/12/13

Intermediate Classical Guitar
This is a continuation of beginning classical guitar. Participants will be introduced to new chords, rhythms, arpeggios, note reading and bar chords.

Course #: MUSC-5003
FEE: $45.00
Downriver - Instructor: Pilon, Debra
Room: TBD
CRN: 92053, Sat 11:30AM-1:30PM
Date: 10/19/13-11/23/13
Physical Fitness and Sports

Drums Alive
This cardio drumming class is designed to move your body, sculpt and tone your upper body, inspire your spirit and challenge your mind. Participants will need large stability ball. Drumsticks and ball holder provided. No musical background required.

Course #: PEDU-4049
FEE: $40.00
Downriver - Instructor: Sosa, Renee
Room: TBD
CRN: 96029, Mon 4:30PM-5:30PM
Date: 9/9/13-11/11/13

Strength Training
This class is designed to combine resistance exercises to tone and sculpt all major muscle groups, with intermittent short blasts of cardio. Class will be adapted to fit all fitness levels and provide.

Course #: PEDU-4050
Downriver - Instructor: Sosa, Renee
Room: TBD
CRN: 96031, Wed 4:30PM-5:30PM
Date: 9/11/13-11/13/13

Tai Chi - Beginner
Students will learn this ancient Chinese martial art. Considered a low-impact aerobic exercise, it is also used for self-defense and stress relief.

Course #: PEDU-4012
FEE: $50.00
Downriver - Instructor: Jin, Limin
Room: TBD
CRN: 90181, Sat 8:30AM-10:30AM
Date: 9/7/13-10/26/13

Zumba Fitness
Whether you’re in great shape or a couch potato, Zumba is for you! Zumba is an amazing combination of irresistible Latin music with dynamic, yet simple, exercise moves that is so much fun you’re barely aware you’re getting an excellent, variable impact, cardio workout.

Course #: PEDU-4043
FEE: $40.00
Downriver - Instructor: Torres, Kara
Room: TBD
CRN: 90306, Tue 4:30PM-5:30PM
Date: 9/3/13-11/12/13

Professional Exam and Licensing Preparation

BLS For Healthcare Providers
An American Heart Association BLS course for healthcare providers. Learn special resuscitation skills and how to identify heart disease risk factors. Also learn and practice CPR for infants, children and adults, and how to use an AED.

Course #: HLTC-4000
FEE: $61.00
CEU’s: 0.8
Downriver - Instructor: Staff
Room: TBD
CRN: 90163, Fri 8:00AM-2:00PM
Date: 8/16/13-8/16/13

Downriver - Instructor: Staff
Room: TBD
CRN: 90164, Sat 8:00AM-2:00PM
Date: 8/17/13-8/17/13

Downriver - Instructor: Staff
Room: TBD
CRN: 90165, Sat 8:00AM-2:00PM
Date: 10/12/13-10/12/13
Downtown Campus

1001 W. Fort
Detroit, MI 48226

Campus Information
313-496-2758

www.wcccd.edu

Downtown Campus
Featured Continuing Education Programs:
Business & Information Technology

Certificate Programs:
• Administrative Office Support
• Case Management
• Grant Writing

HOURS OF OPERATION:
Monday - Thursday . . . . . . .8:00 am-9:00 pm
Friday . . . . . . . . . . . . . . . .8:00 am-5:00 pm
Saturday . . . . . . . . . . . . . .8:00 am-4:00 pm
School of Continuing Education Classes

Through our School of Continuing Education, we offer a variety of professional development programs for persons seeking new job opportunities, looking to expand current skills, licensing and certification courses, and much more! We also have hundreds of personal enrichment programs for leisure and recreation. I invite you to browse through our current CE schedule for detailed program offerings. Our dynamic lecture, workshop and seminar series brings the classroom to you! Check the Calendar of Events frequently for upcoming programs.

**Arts and Crafts**

**Crocheting for Beginners**
Students will learn to crochet beautiful potholders, place mats, afghans, and more. Make flowers and read patterns. Participants are responsible for their supplies.
Course #: CRFT-4008  
FEE: $40.00  
Downtown - Instructor: Crittenden, Patricia  
Room: TBD  
CRN: 91998, Fri 9:00AM-11:00AM  
Date: 9/13/13-11/1/13

**Decorating With Wreaths**
Not just for holidays anymore, participants will learn to design and create decorative wreaths for any occasion. Working with silk flowers, dried flowers, ribbons, and accent pieces will also be highlighted. Participants are responsible for their supplies.
Course #: CRFT-4010  
FEE: $30.00  
Downtown - Instructor: Smith, Jay  
Room: TBD  
CRN: 94347, Thur 10:00AM-12:00PM  
Date: 11/7/13-12/5/13

**Floral Design - Beginner**
This popular course teaches the basics of floral design, and the care, and maintenance of fresh cut flowers, and green plants. Participants are responsible for their supplies.
Course #: CRFT-4012  
FEE: $40.00  
Downtown - Instructor: Smith, Jay  
Room: TBD  
CRN: 94376, Wed 5:30PM-7:30PM  
Date: 8/21/13-10/9/13

**Fundamentals of Paper Piecing**
Participants will develop techniques to complete a beautiful Fundamentals of Foundation paper piecing. Students will need to purchase their own fabrics and bring their own sewing machine for this course. Students must also have access to a computer and printer and have basic computer skills. A complete supply list will be provided. (Quilting for beginners is a prerequisite for this course)
Course #: CRFT-4093  
FEE: $45.00  
Downtown - Instructor: Shipp, April  
Room: TBD  
CRN: 95971, Sat 12:30PM-3:00PM  
Date: 8/31/13-9/28/13

**Gift Wrapping/Bow Making**
Students will learn to beautifully wrap packages with different types of paper, bows, and ribbons. Bring a sweater-size box with a lid, and create a masterpiece. Participants responsible for their supplies.
Course #: CRFT-4015  
FEE: $25.00  
Downtown - Instructor: Smith, Sena  
Room: TBD  
CRN: 90081, Sat 9:00AM-11:00AM  
Date: 12/7/13-12/7/13

**Holiday Handicrafts**
Students will learn and design holiday crafts for display. Participants are responsible for their supplies.
Course #: CRFT-4049  
FEE: $60.00  
Downtown - Instructor: Smith, Jay  
Room: TBD  
CRN: 94357, Mon 5:30PM-7:30PM  
Date: 10/14/13-12/2/13
**Intermediate Wire Working**
Participants will obtain working knowledge of manipulating wire to make jewelry findings. Findings are the components that jewelers use to assemble their jewelry and include items such as clasps, head pins, and jump rings. Participants will learn key elements and basic wire working techniques to make the findings used in all types of jewelry. Participants are responsible for purchasing their own supplies.

**Course #:** CRFT-4086
**FEE:** $50.00
**Downtown • Instructor:** Robinson Young, Kathleen
**Room:** TBD
**CRN:** 94356, Thur 5:00PM-7:00PM
**Date:** 9/12/13-10/17/13

**Introduction to Wire Working - Bracelet**
Participants will learn key elements and basic wire working techniques to make bracelets. The components that will be used include: headpins, jump rings, eye pins, clasps, ear wires and dangle charms. Participants are responsible for their own supplies.

**Course #:** CRFT-4091
**FEE:** $55.00
**Downtown • Instructor:** Robinson Young, Kathleen
**Room:** TBD
**CRN:** 94498, Wed 10:00AM-11:55AM
**Date:** 9/11/13-11/13/13

**Introduction to Wire Working - Earrings**
Participants will learn key elements and basic wire working techniques to make earrings. The components that will be used include: headpins, jump rings, eye pins, clasps, ear wires and dangle charms. Participants are responsible for their own supplies.

**Course #:** CRFT-4092
**FEE:** $55.00
**Downtown • Instructor:** Robinson Young, Kathleen
**Room:** TBD
**CRN:** 94494, Thur 7:00PM-8:30PM
**Date:** 9/12/13-10/17/13

**Introduction to Wire Working - Necklace**
Participants will learn key elements and basic wire working techniques to make necklaces and Pendants. The components that will be used include: headpins, jump rings, eye pins, clasps, ear wires and dangle charms. Participants are responsible for their own supplies.

**Course #:** CRFT-4090
**FEE:** $55.00
**Downtown • Instructor:** Robinson Young, Kathleen
**Room:** TBD
**CRN:** 94497, Wed 12:00PM-2:00PM
**Date:** 9/11/13-11/6/13

**Knitting I - Beginner**
This hands-on course will introduce the students to the art of knitting. Students will learn how to cast-on, knit, purl, bind-off stitches, make gauge swatches, make fringe, sew seams and read patterns. You will also learn how to select yarns and care for the finished product.

**Course #:** CRFT-4047
**FEE:** $40.00
**Downtown • Instructor:** Crittenden, Patricia
**Room:** TBD
**CRN:** 94364, Fri 11:30AM-1:30PM
**Date:** 9/13/13-11/1/13

**Matting and Framing - Beginner**
This class includes mat selection for prints and posters. Measuring, glazing glass, fitting and molding will be demonstrated. Participants are responsible for their supplies.

**Course #:** CRFT-4024
**FEE:** $30.00
**Downtown • Instructor:** Johnson, Thallas
**Room:** TBD
**CRN:** 95967, Tue 5:30PM-7:30PM
**Date:** 9/10/13-10/8/13
Computer Science Technology Training

Getting Started
This course provides hands-on training and teaches step-by-step theory for the PC and Windows environment. Also learn about the components and desktop functions, and get an overview of software applications.

Course #: CSTD-2013  
FEE: $45.00  
Downtown - Instructor: Hudson, Wanda  
Room: TBD  
CRN: 90102, Mon 10:00AM-12:00PM  
Date: 9/9/13-9/23/13

Getting the Most from your iPad
Participants will take an in-depth look at the iPad operations. Come and explore features you can use on you iPad. Students are responsible for bringing their iPads to class.

Course #: CSTD-5004  
FEE: $20.00  
Downtown - Instructor: Coleman, Roslyn  
Room: TBD  
CRN: 94338, Mon 5:00PM-7:00PM  
Date: 9/16/13-9/16/13

Internet Basics
This course will provide the learner with capabilities of expanding communication methods, on-line instruction, and will create a new library full of endless reference materials. This course will teach the learner how to surf the net, internet language, surfing techniques, email, and more.

Course #: CSTD-2029  
FEE: $45.00  
Downtown - Instructor: Hudson, Wanda  
Room: TBD  
CRN: 90092, Mon 10:00AM-12:00PM  
Date: 10/21/13-11/4/13

iPad: Application Features
Participants will review applications to operate an iPad. Come and explore special features you can use on your iPad. Students are responsible for bringing their iPad to class.

Course #: CSTD-5006  
FEE: $20.00  
Downtown - Instructor: Coleman, Roslyn  
Room: TBD  
CRN: 94339, Mon 5:00PM-7:00PM  
Date: 9/23/13-9/23/13

Keyboarding Basics
Students will develop an understanding of the keyboard and command shortcuts; learn typing skills and proper time-saving techniques. Speed building is not included. Handouts included.

Course #: CSTD-2014  
FEE: $45.00  
Downtown - Instructor: Hudson, Wanda  
Room: TBD  
CRN: 95964, Mon 12:30PM-2:30PM  
Date: 9/9/13-9/23/13

Microsoft Access Basic 2010
Students will learn the basic operations of this software program. Topics include: How to create a new database file and tables, enter, view, edit, and search records, create simple forms, queries, and reports; work with multiple tables; and create customized forms.

Course #: CSTD-2005  
FEE: $65.00  
CEU's: 1.5  
Downtown - Instructor: Wheatley, Christopher  
Room: TBD  
CRN: 90108, Thur 5:30PM-8:30PM  
Date: 10/31/13-12/5/13

Microsoft Excel Basic 2010
Students will learn the basics of this software program to construct and edit spreadsheets. Students will be taught to create, modify, format and print worksheets.

Course #: CSTD-2003  
FEE: $65.00  
CEU's: 1.5  
Downtown - Instructor: Wheatley, Christopher  
Room: TBD  
CRN: 90107, Thur 5:30PM-8:30PM  
Date: 9/26/13-10/24/13
**Microsoft Publisher**

Students will learn to create professional looking letterheads, business cards, calendars, envelopes with merge, and business forms using Microsoft Publisher. Learn to apply basic desktop publishing design concepts to create impact and appeal.

Course #: CSTT-2090  
FEE: $65.00  
CEU’s: 1.5  
Downtown - Instructor: Gwynn, Annice  
Room: TBD  
CRN: 95958, Sat 12:00PM-3:00PM  
Date: 9/14/13-10/12/13

**Microsoft Word Basic 2010**

Students will gain hands-on experience in creating and editing documents, formatting text and managing files.

Course #: CSTT-2001  
FEE: $65.00  
CEU’s: 1.5  
Downtown - Instructor: Wheatley, Christopher  
Room: TBD  
CRN: 90106, Thur 5:30PM-8:30PM  
Date: 8/22/13-9/19/13

**Microsoft PowerPoint Basic 2010**

Students will learn to build powerful presentations working with text, backgrounds and graphics. Participants will also learn to create, modify and print presentation materials.

Course #: CSTT-2007  
FEE: $65.00  
CEU’s: 1.5  
Downtown - Instructor: Hudson, Wanda  
Room: TBD  
CRN: 95966, Mon 5:30PM-8:30PM  
Date: 10/28/13-11/25/13

**NEW Windows 7- Basic**

Participants will learn how to recognize and customize properties of Windows 7, participants will also learn and use some of the built-in programs: File management and organization will also be a topic of focus.

Course #: CSTT-5013  
FEE: $50.00  
Downtown - Instructor: Gwynn, Annice  
Room: TBD  
CRN: 96022, Sat 9:00AM-12:00PM  
Date: 9/14/13-9/21/13  
Downtown - Instructor: Hudson, Wanda  
Room: TBD  
CRN: 96023, Tue 9:00AM-12:00PM  
Date: 9/10/13-9/17/13

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**Educational Development**

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**Mathematics Concepts - Fundamentals**

This course reviews mathematical concepts including addition, subtraction, story problems, formulas, factoring and more.

Course #: EDDV-4013  
FEE: $30.00  
Downtown - Instructor: Chiangong, Joelly  
Room: TBD  
CRN: 90128, Sat 12:30PM-2:30PM  
Date: 9/7/13-10/26/13

**Understanding Basic Trigonometry**

This course provides an integrated technological approach to trigonometric applications used in problem solving. Emphasis is placed on applications involving trigonometric ratios, right triangles, oblique triangles, trigonometric functions, graphing and more.

Course #: EDDV-5034  
FEE: $40.00  
Downtown - Instructor: Chiangong, Joelly  
Room: TBD  
CRN: 90303, Sat 9:30AM-12:00PM  
Date: 11/2/13-11/23/13

**Understanding Basic Algebra**

Student will learn the basic concepts of algebra. Topics will include solving and second degree equations, operations of polynomials and more.

Course #: EDDV-5032  
FEE: $40.00  
Downtown - Instructor: Chiangong, Joelly  
Room: TBD  
CRN: 90301, Sat 9:30AM-12:00PM  
Date: 9/7/13-9/28/13
**Event Planning**

This workshop offers general information designed to increase the participants' understanding and knowledge of planning events. The workshop will include planning calendars, assigning responsibilities, and follow-up. Budgeting, paper work permits, and using community resources will be discussed.

**Course #: NPOM-4014**  
FEE: $50.00  
Downtown - Instructor: Norman Hill, Shelly  
Room: TBD  
CRN: 90085, Sat 9:00AM-3:00PM  
Date: 11/9/13-11/9/13

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**Fashion and Design**

**Interior Design-Advanced**

This course of study presents information and hands-on experiences that are an advance study for residential interior design education and appreciation. Emphasis is placed on how to enhance a living space and the well-being of others. The interior designer develops a strong sense of how to plan, experiment, use drafting tools and construct spaces that are functional, comfortable and beautiful.

**Course #: SEWD-4052**  
FEE: $60.00  
Downtown - Instructor: Williams, Audrean  
Room: TBD  
CRN: 94374, Tue 5:30PM-8:30PM  
Date: 10/22/13-11/19/13

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**Fine Arts and Crafts**

**So You Want to Be a Poet Performer**

Do you have a desire to share your poetry in a public setting? This course is for you! Take your talent from paper to the stage by learning the steps to presenting poetry in various venues.

**Course #: EDDV-6027**  
FEE: $40.00  
Downtown - Instructor: Worthy, Jennifer  
Room: TBD  
CRN: 95979, Mon 6:00PM-7:00PM  
Date: 9/16/13-10/7/13

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**Language and Culture**

**“i” Before “E” Except After “C”**

Tired of depending on “Spell Check” to ensure your documents are correct? Learn the rules and spelling techniques for accuracy with spelling.

**Course #: EDDV-6028**  
FEE: $40.00  
Downtown - Instructor: Worthy, Jennifer  
Room: TBD  
CRN: 95976, Tue 6:00PM-7:00PM  
Date: 9/3/13-10/22/13

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**Book Publishing 101**

Have you always wanted to write a short story or novel but did not know how to get started? Are you looking to write and publish your story as a legacy for your family? Don’t wait any longer! Now is your opportunity to go from aspiring writer to published author. Gather your notes, journals, and papers and sign up for this class. We will walk you through the process of achieving your goal.

**Course #: EDDV-6030**  
FEE: $35.00  
Downtown - Instructor: Worthy, Jennifer  
Room: TBD  
CRN: 96026, Wed 6:00PM-7:00PM  
Date: 10/30/13-12/4/13

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**Read Well, Read Easy!**

This course is designed to engage and introduce your child to reading. Participants in this course will discover terminology and vocabulary that will enhance reading skills while having quality family time and fun.

**Course #: HFAM-5042**  
FEE: $40.00  
Downtown - Instructor: Worthy, Jennifer  
Room: TBD  
CRN: 95978, Sat 11:00AM-12:00PM  
Date: 9/7/13-10/26/13

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**Uncomplicated Grammar**

Have a blast as we explore the wonders and quirks of the English Language including the parts of speech, sentence usage, punctuation, spelling and more.

**Course #: EDDV-6029**  
FEE: $40.00  
Downtown - Instructor: Worthy, Jennifer  
Room: TBD  
CRN: 95977, Wed 6:00PM-7:00PM  
Date: 9/4/13-10/23/13
Personal Enrichment Series

**Beginning Digital Photography**
This course provides students with an introduction to current digital imaging technology. With the use of digital cameras, printers and photo imaging software, students will learn the functions of their camera and explore the world of the electronic darkroom. A digital SLR camera is required. Prior computer experience is recommended but not required.

**Course #**: PHOT-4019  
**FEE**: $45.00  
**Downtown - Instructor**: Gregory, Frank  
**Room**: TBD  
**CRN**: 92057, Fri 1:00PM-3:00PM  
**Date**: 9/6/13-9/27/13

**Intermediate Digital Photography**  
(Prerequisite: Beginning Digital Photography)  
Participants will produce various individual digital photographic projects as arranged by the instructor. There will be local trips to various locations for this class.

**Course #**: PHOT-4017  
**FEE**: $45.00  
**Downtown - Instructor**: Gregory, Frank  
**Room**: TBD  
**CRN**: 92042, Fri 1:00PM-3:00PM  
**Date**: 10/4/13-10/25/13

**Master Electrician Preparation**
Participants will learn the essential elements for students preparing to take the master electrician examination. Topics include Electrical Administrative Act 217, Electrical Code Rules Part 8, NEC Article 220 calculations, electrical theory and concepts and other related topics. Students should have an electrical journeyman license and four or more years in the electrical trade.

**Course #**: BCHI-5002  
**FEE**: $165.00  
**Downtown - Instructor**: Mcalister, Wilbert  
**Room**: TBD  
**CRN**: 95969, Wed 5:30PM-8:30PM  
**Date**: 8/21/13-12/4/13

**National Electrical Code**
This course is designed to enhance the student’s knowledge of the National Electric Code in practical work applications and assist students preparing for examinations that require knowledge of the code.

**Course #**: BCHI-1009  
**FEE**: $200.00  
**CEU’s**: 4.5  
**Downtown - Instructor**: Mcalister, Wilbert  
**Room**: TBD  
**CRN**: 90077, Thur 5:30PM-8:30PM  
**Date**: 8/22/13-12/5/13

**Sewing and Design**

**Fundamentals of Basic Sewing**
Students will learn to read and select the correct patterns. Enhance fabric knowledge and practice stitching. Participants are responsible for purchasing their own supplies.

**Course #**: SEWD-4000  
**FEE**: $50.00  
**Downtown - Instructor**: Cunningham, Ophelia  
**Room**: TBD  
**CRN**: 94377, Mon 9:00AM-12:00PM  
**Date**: 8/26/13-11/4/13

**Introduction to Interior Design**
Whether you are interested in interior design or fascinated by HGTV, this introductory course may be for you. Participants will learn how to enhance the living space, select colors, space planning, use accessories and various interior coverings (floor, windows, etc.)

**Course #**: SEWD-4012  
**FEE**: $55.00  
**Downtown - Instructor**: Williams, Audrean  
**Room**: TBD  
**CRN**: 94370, Tue 5:30PM-8:30PM  
**Date**: 8/27/13-10/15/13
Quilting for Beginners
This hands-on class covers the fundamentals of quilting from simple designs to working with blocks and templates. Participants will select one of the following as a project: small wall hanging quilt, baby quilt or lap quilt. Participants are responsible for their supplies, including a sewing machine.

Course #: CRFT-4046  
FEE: $25.00  
Downtown - Instructor: Shipp, April  
Room: TBD  
CRN: 95970, Sat 10:00AM-12:25PM  
Date: 8/31/13-9/26/13

Sewing II
Students will learn the proper way to construct notch collars/labels, welted pockets and buttonholes with the use of fusible interfacing, vented sleeves, and inserting a lining. Students must have a thorough knowledge of Sewing Pattern Selection. Participants are responsible for purchasing their own supplies.

Course #: SEWD-4002  
FEE: $45.00  
Downtown - Instructor: Cunningham, Ophelia  
Room: TBD  
CRN: 94381, Mon 9:00AM-11:30AM  
Date: 11/11/13-12/9/13
Eastern Campus Corporate College

Featured Continuing Education Programs:
Corporate College Partners
with the Community

New Programs/Courses:

- iPad, iPhone, & iLearn
- Corporate Grooming: A Man’s Guide
- Film Production Certificate
- Commercial Photography
- Corporate Golf

HOURS OF OPERATION:
Monday - Thursday . . . . . 7:30 am-9:00 pm
Friday . . . . . . . . . . . . . . . . 7:30 am-5:00 pm
Saturday . . . . . . . . . . . . . . .8:30 am-4:00 pm

Wayne County Community College District — Fall 2013
Call 313.496.2600 • www.wcccd.edu 51
**Arts and Crafts**

**Creative Wedding Designs**
Planning a wedding? Discover how to plan a on a budget and techniques to create the wedding of your dreams. Participants will also learn how to design bouquets, corsages, and boutonnieres. Students are responsible for their own supplies.

**Course #: CRFT-4096**  
**FEE: $40.00**  
**Eastern - Instructor: Staff**  
**Room: TBD**  
**CRN: 95998, Sat 10:00AM-12:00PM**  
**Date: 9/28/13-11/16/13**

**Jewelry Bead Design - Beginner**
This class will offer a hands-on approach to Jewelry Bead Design. Participants will complete three sets of jewelry that include a necklace, a pair of earrings, and a bracelet. Participants are responsible for purchasing their own supplies.

**Course #: CRFT-4021**  
**FEE: $30.00**  
**Eastern - Instructor: Jones, Ruby**  
**Room: TBD**  
**CRN: 95991, Tue 5:00PM-8:00PM**  
**Date: 9/3/13-10/13/13**

**Jewelry Bead Design-Intermediate**
Learn various techniques of stringing multiple strands of beads. Use of metal pieces, caps, closures, and pins will be covered. Participants are responsible for their supplies.

**Course #: CRFT-4022**  
**FEE: $30.00**  
**Eastern - Instructor: Jones, Ruby**  
**Room: TBD**  
**CRN: 95992, Tue 5:00PM-8:00PM**  
**Date: 10/8/13-11/12/13**

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**Computer Science**

**Technology Training**

**Beginning Digital Photography**
This course provides students with an introduction to current digital imaging technology. With the use of digital cameras, printers and photo imaging software, students will learn the functions of their camera and explore the world of the electronic darkroom. A digital SLR camera is required. Prior computer experience is recommended but not required.

**Course #: PHOT-4019**  
**FEE: $45.00**  
**Eastern - Instructor: Smith, Andre**  
**Room: TBD**  
**CRN: 94327, Sat 1:00PM-3:00PM**  
**Date: 9/14/13-10/12/13**

**Friends, Family and Facebook**
Learn how to make contact with a long lost friend or family member through the most famous social media. Facebook is the most influential way to communicate throughout the world. Participants will learn how to set-up an account, organize personal settings and protect your privacy. Let’s be friends on Facebook!

**Course #: CSTT-5012**  
**FEE: $40.00**  
**Eastern - Instructor: Staff**  
**Room: TBD**  
**CRN: 95996, Sat 12:00PM-1:25PM**  
**Date: 9/7/13-10/5/13**
iPad, iPhone, iLearn
Participants will take a basic to moderate look at the operations for both their iPad and iPhone. Come and explore the various features you can use on your Apple product. Students are responsible for bringing their own iPads and iPhones to class. (iPhone compatibility; 3G and up)

Course #: CSTT-5007
FEE: $40.00
Eastern - Instructor: Nelson, Rodney
Room: TBD
CRN: 94385, Wed 5:30PM-7:00PM
Date: 9/4/13-11/20/13

Dance

Egyptian Belly Dancing–Beginner
Students will dance to the music and rhythm of the Middle East by learning various movements while strengthening individual muscle groups. Get a firmer figure, relieve tension and become more flexible.

Course #: DANC-4000
FEE: $40.00
Eastern – Instructor: Carr, Stephanie
Room: TBD
CRN: 94321, Fri 6:00PM–7:55PM
Date: 9/6/13–11/8/13

Music

All That Jazz!
Interested in Jazz? Interested in learning how to sing Jazz? This class offers both from a local to renowned jazz singers, songwriters and musicians. From Billie Holiday to Diane Reeves, participants will learn how to recognize jazz singers, the lost art of scatting and proper vocal exercises.

Course #: MUSC-5005
FEE: $30.00
Eastern - Instructor: Staff
Room: TBD
CRN: 95995, Thur 5:00PM-6:30PM
Date: 9/5/13-11/21/13

The Creative Writing of Hip Hop
This class will examine the roots of Hip Hop music and the aspect of storytelling through creative writing. Participants will learn the beginnings of Hip Hop music, creative writing, lyrical battles, and case studies of Hip Hop pioneers.

Course #: MUSC-5004
FEE: $40.00
Eastern - Instructor: Patrick, Rodney
Room: TBD
CRN: 94387, Thur 6:30PM-8:30PM
Date: 10/10/13-11/7/13

Personal Enrichment Series

NEW Commercial Photography
Participants will learn new skills that will enable them to work as a professional photographer for businesses. This exciting course will cover product photography, copy work, architectural photography and industrial photography.

Course #: PHOT-4020
FEE: $50.00
Eastern - Instructor: Staff
Room: TBD
CRN: 96059, Sat 10:00AM-11:55AM
Date: 9/14/13-10/19/13

NEW Family Adventures in Reading
Come and celebrate the benefits and joy of reading and family time!! This course provides books and encourages parents to read to their children as well as how to make visiting the library a regular family activity. Recommended for Ages 3-7.

Course #: HFAM-5044
FEE: $25.00
Eastern - Instructor: Staff
Room: TBD
CRN: 96057, Mon 5:30PM-7:00PM
Date: 9/16/13-10/21/13

Piano Basics 1.0
Participants will learn where “middle C: is, how to read basic sheet music and play elementary level songs.

Course #: MUSC-5006
FEE: $50.00
Eastern - Instructor: Staff
Room: TBD
CRN: 95994, Thur 7:00PM-8:25PM
Date: 9/5/13-11/21/13
NEW Local Law
Do you watch the daytime judges on TV? Maybe it’s time to learn the basics of your local laws and ordinances. This course will provide the fundamentals of how to file a motion, landlord-tenant disputes, small claim court process, local real estate law, PPO’s etc.

Course #: BUSN-5005
FEE: $30.00
Eastern - Instructor: Staff
Room: TBD
CRN: 96054, Sat 10:00AM-11:25AM
Date: 11/2/13-11/23/13

Physical Fitness and Sports

Corporate Golf 101
This is a golf education course that will introduce students to the basics of golf including, golf etiquette, attire, rules, safety, scoring and terminology, equipment, stance, posture, club swing and usage. Students must provide their own equipment, but a full set of clubs is not required at the beginning of the class. Participants are responsible for their own supplies.

Course #: PEDU 4046
FEE: $ 60.00
CEU’s: 2.4
Eastern - Instructor: Staff
Room: TBD
CRN:94499, Wed 5:00PM 6:55PM
Date: 9/11/13-10/16/13

Tai Chi-Beginner
Students will learn this ancient Chinese martial art. Considered a low-impact aerobic exercise, it is also used for self-defense and stress relief.

Course #: PEDU-4012
FEE: $50.00
Eastern - Instructor: Staff
Room: TBD
CRN: 95993, Wed 10:00AM-11:55AM
Date: 9/4/13-11/6/13
Wayne County Community College District – Fall 2013

Northwest Campus

Featured Continuing Education Programs:
Healthy Living/Healthy Lifestyle

New Programs/Courses:
- Weight Management
- Hypertension & Stress Management
- Vegan Lifestyle

Campus Information
313-943-4000
www.wcccd.edu

Northwest campus

8200 W. Outer Drive
Detroit, MI 48219

CAMPUS BUILDING KEY
AAB - Academic Administration Bldg.
LSB - Laboratory Sciences Bldg.
GAB - General Arts Bldg.
WC - Welcome Center
HSC - Health Science Center

HOURS OF OPERATION:
Monday-Friday . . . . . . . . . .9:00 am -9:00 pm
Saturday . . . . . . . . . . . . . . .9:00 am -5:00 pm

9696
3910
5
NW 8 Mile Road
Outer Dr W
Greenfield Rd
Livernois St
Lahser Rd
Evergreen Rd
Southfield Fwy
Telegraph Rd
7 Mile Road W
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Grand River Ave
John C Lodge Fwy
8200 W. Outer Drive
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School of Continuing Education Classes

Through our School of Continuing Education, we offer a variety of professional development programs for persons seeking new job opportunities, looking to expand current skills, licensing and certification courses, and much more! We also have hundreds of personal enrichment programs for leisure and recreation. I invite you to browse through our current CE schedule for detailed program offerings. Our dynamic lecture, workshop and seminar series brings the classroom to you! Check the Calendar of Events frequently for upcoming programs.

Arts and Crafts

Beaded Gifts
Learn how to make one-of-a-kind handcrafted, beaded gifts from beads, crystals, semi-precious stones, and findings! Participants will learn to make holidays and other occasions special by creating beaded wrapped serving utensils, wine glasses and napkin rings.

Course #: CRFT-4053
FEE: $60.00
Northwest - Instructor: Robinson Young, Kathleen
Room: TBD
CRN: 90258, Tue 4:00PM-8:00PM
Date: 10/1/13-10/22/13

Gift Wrapping/ Bow Making
Students will learn to beautifully wrap packages with different types of paper, bows, and ribbons. Bring a sweater-size box with a lid, and create a masterpiece. Participants are responsible for their supplies.

Course #: CRFT-4015
FEE: $25.00
Northwest - Instructor: Smith, Sena
Room: TBD
CRN: 90231, Sat 12:00PM-2:00PM
Date: 12/7/13-12/7/13

Jewelry Bead Design - Beginner
This class will offer a hands-on approach to Jewelry Bead Design. Participants will complete three sets of jewelry that include a necklace, a pair of earrings, and a bracelet. Participant are responsible for purchasing their own supplies.

Course #: CRFT-4021
FEE: $30.00
Northwest - Instructor: Robinson Young, Kathleen
Room: TBD
CRN: 90257, Tue 6:00PM-9:00PM
Date: 9/3/13-9/24/13

Jewelry Bead Design-Intermediate
Learn various techniques of stringing multiple strands of beads. Use of metal pieces, caps, closures, and pins will be covered. Participants are responsible for their supplies.

Course #: CRFT-4022
FEE: $30.00
Northwest - Instructor: Robinson Young, Kathleen
Room: TBD
CRN: 90260, Tue 6:00PM-9:00PM
Date: 10/29/13-12/3/13

Beauty and Personal Enhancement

The Art of Make-up: Beginner
Learn to apply make-up for day, evening, seasonal and trendy looks. Master the techniques of skin care and personal grooming. Participants are responsible for purchasing their own supplies.

Course #: BPEN-4000
FEE: $35.00
Northwest - Instructor: Carr, Kristina
Room: TBD
CRN: 94747, Mon 6:30PM-8:30PM
Date: 9/16/13-11/18/13
Computer Science Technology Training

**Keyboarding Basics**
Students will develop an understanding of the keyboard and command shortcuts; learn typing skills and proper time-saving techniques. Speed building is not included. Handouts included.

**Course #: CSTT-2014**  
**FEE:** $45.00  
**Northwest - Instructor:** Simmons, Sandra  
**Room:** TBD  
**CRN:** 90248, Sat 9:00AM-3:00PM  
**Date:** 9/28/13-9/28/13

**Microsoft Excel Intermediate 2010**
Participants will learn advanced features of Microsoft Excel using Microsoft certified manuals. Participants will receive instructions on how to control the screen, use functions such as sum, average, maximum, minimum, and creating charts and tables.

**Course #: CSTT-2004**  
**FEE:** $65.00  
**CEU’s:** 1.5  
**Northwest - Instructor:** Simmons, Sandra  
**Room:** TBD  
**CRN:** 90250, Sat 9:00AM-12:00PM  
**Date:** 11/2/13-12/7/13

**Language and Culture**

**Building Your Family Tree**
This course will cover techniques using Microsoft Word and Microsoft PowerPoint for displaying your Genealogy history for presentations. You should have the basic skills of Microsoft Word and PowerPoint before registering for this course.

**Course #: ENPR-4017**  
**FEE:** $40.00  
**Northwest - Instructor:** Lewis-Williams, Felicia  
**Room:** TBD  
**CRN:** 90390, Sat 1:00PM-2:55PM  
**Date:** 9/7/13-9/7/13

**Find Family History on The Net**
Students will learn how to use the Internet for family history research, identify and explore popular genealogy websites, and discover techniques for getting the most out of the Internet search engines and databases.

**Course #: ENPR-4000**  
**FEE:** $40.00  
**Northwest - Instructor:** Lewis-Williams, Felicia

**Genealogy Research for Beginners**
Students will discover techniques and resources to help uncover their families history. Strategies for using research facilities and the Internet to document one’s family tree will be introduced.

**Course #: ENPR-4001**  
**FEE:** $40.00  
**Northwest - Instructor:** Lewis-Williams, Felicia  
**Room:** TBD  
**CRN:** 90388, Sat 1:00PM-2:55PM  
**Date:** 9/7/13-9/7/13

**Genealogy: History and Research**
Students will learn how to use the Genealogy forms to abstract important information. This class is also designed for Genealogy enthusiasts who are researching their family history and would like to explore additional resources.

**Course #: ENPR-4015**  
**FEE:** $40.00  
**Northwest - Instructor:** Lewis-Williams, Felicia  
**Room:** TBD  
**CRN:** 90391, Sat 1:00PM-2:55PM  
**Date:** 10/19/13-11/2/13

**Genealogy: What’s in the Library**
Students will learn techniques on how to use the library to conduct their family Genealogy research.

**Course #: ENPR-4016**  
**FEE:** $40.00  
**Northwest - Instructor:** Lewis-Williams, Felicia  
**Room:** TBD  
**CRN:** 90389, Sat 1:00PM-2:55PM  
**Date:** 9/14/13-9/14/13

**Introduction to Genealogy**
This introductory course is designed to help students discover the fundamental building blocks of Genealogy research. You will also learn how to document your family history.

**Course #: ENPR-4014**  
**FEE:** $40.00  
**Northwest - Instructor:** Lewis-Williams, Felicia  
**Room:** TBD  
**CRN:** 90387, Sat 1:00PM-2:55PM  
**Date:** 8/24/13-8/24/13
Music

**Beginning Guitar**
Bring your electric guitar (with small amplifier) or your acoustic guitar. Enjoy learning how to read music and play simple melodies and chord accompaniments.

**Course #:** MUSC-4023  
**FEE:** $45.00  
**Northwest - Instructor:** English, Ronald  
**Room:** TBD  
**CRN:** 92039, Th 6:30PM-8:00PM  
**Date:** 8/22/13-10/3/13

**Intermediate Guitar**
Continuation of beginning guitar. Have fun making music in a group setting, learning to play melodies and/or chords in songs specially selected to expand your skills at your own individual pace. Skills to be developed include playing open position chords in several keys, playing bar chords, as well as reading and playing more advanced melodies and accompaniment rhythms.

**Prerequisite:** Beginning Guitar I.  
**Course #:** MUSC-4025  
**FEE:** $45.00  
**Northwest - Instructor:** English, Ronald  
**Room:** TBD  
**CRN:** 92040, Th 6:30PM-8:00PM  
**Date:** 10/17/13-11/20/13

**Personal Enrichment Series**

**Holiday Meal Planning**
Participants will learn steps on how to make creative healthy meals for the entire family. Participants are responsible for purchasing their own supplies.

**Course #:** HFAM-5033  
**FEE:** $25.00  
**Northwest - Instructor:** Cunningham, Ophelia  
**Room:** TBD  
**CRN:** 92055, TB 5:30PM-7:30PM  
**Date:** 11/11/13-11/18/13

**Professional Exam and Licensing Preparation**

**Nursing Information Overview**
This course is designed to give students with an interest in Nursing. Participants will gain some insight into the field of Nursing and the expectations of the students aspiring admission into the Nursing Program. In this course, we will discuss the aspects of required program testing, all admission criteria, transfer policies and procedures, program progression, and the most up to date information on the application process for Nursing. This course is a mandatory requirement for all students planning admission into Nursing.

**Course #:** PELP-4007  
**Northwest - Instructor:** Staff  
**Room:** TBD  
**CRN:** 90325, M 3:00PM-4:30PM  
**Date:** 9/23/13-9/23/13  
**Northwest - Instructor:** Staff  
**Room:** TBD  
**CRN:** 90326, M 3:00PM-4:30PM  
**Date:** 10/28/13-10/28/13

**HESI (Health Education System, Inc.)**
The HESI (Health Education System, Inc.) is an assessment of one’s academic preparedness for college-level educational programs such as nursing. Success in programs such as nursing begins with a solid foundation in Reading, Math, Science, and English and Language Usage. Students applying for admission to the nursing program at Wayne County Community College District will be required to pass the HESI Test.

**Course #:** PELP-4006  
**FEE:** $40.00  
**Northwest - Instructor:** Staff  
**Room:** TBD  
**CRN:** 90264, Th 9:00AM-12:00PM  
**Date:** 8/29/13-8/29/13  
**Northwest - Instructor:** Staff  
**Room:** TBD  
**CRN:** 90265, F 9:00AM-12:00PM  
**Date:** 9/6/13-9/6/13  
**Northwest - Instructor:** Staff  
**Room:** TBD  
**CRN:** 90266, Th 9:00AM-12:00PM  
**Date:** 9/12/13-9/12/13  
**Northwest - Instructor:** Staff  
**Room:** TBD  
**CRN:** 90267, F 9:00AM-12:00PM  
**Date:** 9/20/13-9/20/13  
**Northwest - Instructor:** Staff  
**Room:** TBD  
**CRN:** 90268, Th 9:00AM-12:00PM  
**Date:** 9/26/13-9/26/13  
**Northwest - Instructor:** Staff  
**Room:** TBD  
**CRN:** 90269, F 9:00AM-12:00PM  
**Date:** 10/4/13-10/4/13
Sewing and Design

**Craft Sewing**
Students will learn how to make hats with different colors and fabrics. Participants are responsible for purchasing their own supplies.

**Course #: SEWD-4051**
**FEE: $40.00**

**Northwest - Instructor: Cunningham, Ophelia**
**Room: TBD**
CRN: 92047, Wed 5:30PM-8:30PM  
Date: 8/28/13-9/11/13

**Fundamentals of Basic Sewing**
Students will learn to read and select the correct patterns. Enhance fabric knowledge and practice stitching. Participants are responsible for purchasing their own supplies.

**Course #: SEWD-4000**
**FEE: $50.00**

**Northwest - Instructor: Cunningham, Ophelia**
**Room: TBD**
CRN: 90240, Sat 9:00AM-12:00PM  
Date: 9/7/13-11/9/13

**Introduction to Tailoring Techniques**
An introduction to tailoring and fitting techniques for men and women in the alteration world. Emphasis will be on necessary requirements of becoming a tailor or fitter in today’s marketplace. Students are responsible for purchasing their own supplies.

**Course #: SEWD-4004**
**FEE: $50.00**

**Northwest - Instructor: Cunningham, Ophelia**
**Room: TBD**
CRN: 90239, Tue 6:00PM-8:00PM  
Date: 9/3/13-11/5/13

**Sewing II**
Students will learn the proper way to construct notch collars/labels, welted pockets and buttonholes with the use of fusible interfacing, vented sleeves, and inserting a lining. Students must have a thorough knowledge of Sewing Pattern Selection. Participants are responsible for purchasing their own supplies.

**Course #: SEWD-4002**
**FEE: $45.00**

**Northwest - Instructor: Cunningham, Ophelia**
**Room: TBD**
CRN: 90236, Sat 1:00PM-3:00PM  
Date: 9/7/13-10/5/13
Western Campus

Featured Continuing Education Programs:
Living Green & Home Efficiency

New Programs/Courses:
- Recycling 101
- Energy Auditor

Campus Information
734-699-7008
www.wcccd.edu

HOURS OF OPERATION:
Monday-Thursday . . . . . . .7:30 am-10:00 pm
Friday . . . . . . . . . . . . . . . . .7:30 am-4:30 pm
Saturday . . . . . . . . . . . . . . .7:30 am-3:00 pm

9555 Haggerty
Belleville, MI 48111

Wayne County Community College District — Fall 2013
School of Continuing Education Classes

Through our School of Continuing Education, we offer a variety of professional development programs for persons seeking new job opportunities, looking to expand current skills, licensing and certification courses, and much more! We also have hundreds of personal enrichment programs for leisure and recreation. I invite you to browse through our current CE schedule for detailed program offerings. Our dynamic lecture, workshop and seminar series brings the classroom to you! Check the Calendar of Events frequently for upcoming programs.

Arts and Crafts

Beaded Gifts
Learn how to make one-of-a-kind handcrafted, beaded gifts from beads, crystals, semi-precious stones, and findings! Participants will learn to make holidays and other occasions special by creating beaded wrapped serving utensils, wine glasses and napkin rings.
Course #: CRFT-4053
FEE: $60.00
Western - Instructor: Robinson Young, Kathleen
Room: TBD
CRN: 90205, Fri 12:00PM-2:00PM
Date: 9/13/13-10/25/13

Jewelry Bead Design - Beginner
This class will offer a hands-on approach to Jewelry Bead Design. Participants will complete three sets of jewelry that include a necklace, a pair of earrings, and a bracelet. Participants are responsible for purchasing their own supplies.
Course #: CRFT-4021
FEE: $30.00
Western - Instructor: Robinson Young, Kathleen
Room: TBD
CRN: 90206, Fri 10:00AM-11:55AM
Date: 8/23/13-10/11/13

Jewelry Bead Design-Intermediate
Learn various techniques of stringing multiple strands of beads. Use of metal pieces, caps, closures, and pins will be covered. Participants are responsible for their supplies.
Course #: CRFT-4022
FEE: $30.00
Western - Instructor: Robinson Young, Kathleen
Room: TBD
CRN: 90207, Fri 12:00PM-2:00PM
Date: 11/1/13-12/6/13

Computer Science Technology Training

Computer Repair - Beginner
Students will learn the fundamentals of basic computer repair peripherals, trouble shooting operating systems, software conflicts, system hazards, and memory issues.
Course #: CSTT-3000
FEE: $80.00
CEU’s: 4.5
Western - Instructor: Scibilia, Gaspare
Room: TBD
CRN: 90200, Thur 10:00AM-1:00PM
Date: 8/22/13-12/5/13

Digital Cameras: Learning to Use
Basic digital cameras offer many helpful features but can be quite confusing. Bring your camera and instruction manual, and after your camera has been properly set, you will learn the basics of taking good pictures. We will also discuss when to use the built-in flash, and when to take advantage of your camera’s special scene settings to get pleasing pictures in less than perfect situation.
Course #: CSTT-2031
FEE: $40.00
Western - Instructor: Williams, Nicole
Room: TBD
CRN: 90204, Wed 2:30PM-4:00PM
Date: 8/17/13-12/31/13
Dance

**Ballroom Dance Intermediate**
This class will refine ballroom dance techniques and add pattern and advance steps of ballroom dancing. Participants should have basic knowledge of ballroom dance steps.

**Course #:** DANC-4025  
**FEE:** $50.00  
**Western - Instructor:** Smith, Kevin  
**Room:** TBD  
**CRN:** 92059, **Thur 12:30PM-2:30PM**  
**Date:** 8/22/13-10/3/13

**Ballroom Dancing**
This course is designed to teach students basic steps of ballroom dancing. Students will also learn hand and foot coordination, posture, basic turns and spins.

**Course #:** DANC-4014  
**FEE:** $50.00  
**Western - Instructor:** Smith, Kevin  
**Room:** TBD  
**CRN:** 90196, **Thur 10:00AM-12:00PM**  
**Date:** 8/22/13-10/3/13

Skilled Trades

**Small Engine Repair**
Students will learn the skills necessary to tear down and assemble a small air-cooled engine for both two and four cycles. You will analyze Briggs and Stratton, Tecumseh, Kohler lawn mowers, garden tractors, tillers, and mini bike engines.

**Course #:** SKTR-1003  
**FEE:** $145.00  
**CEU's:** 4.5  
**Western - Instructor:** Nodwell, Ralph  
**Room:** TBD  
**CRN:** 90190, **Wed 6:00PM-9:00PM**  
**Date:** 8/21/13-12/4/13  
**CRN:** 90191, **Thur 6:00PM-9:00PM**  
**Date:** 8/22/13-12/5/13  
**CRN:** 90192, **Sat 12:00PM-3:00PM**  
**Date:** 8/24/13-12/7/13
Mary Ellen Stempfle
UNIVERSITY CENTER

19305 Vernier Rd.
Harper Woods, MI 48225

General Information
313-962-7150

www.wcccd.edu

HOURS OF OPERATION:
Monday-Thursday . . . . . .7:30 am-10:00 pm
Friday . . . . . . . . . . . . . . . . . . 7:30 am-5:00 pm
Saturday . . . . . . . . . . . . . . . . . 7:30 am-3:30 pm

Mary Ellen Stempfle University Center
Featured Continuing Education Programs:
Computer Science Technology

Courses:
• Computing Fundamentals: IC3 Part I
• Key Applications: IC3 Part II
• Living Online: IC3 Part III
School of Continuing Education Classes

Through our School of Continuing Education, we offer a variety of professional development programs for persons seeking new job opportunities, looking to expand current skills, licensing and certification courses, and much more! We also have hundreds of personal enrichment programs for leisure and recreation. I invite you to browse through our current CE schedule for detailed program offerings. Our dynamic lecture, workshop and seminar series brings the classroom to you! Check the Calendar of Events frequently for upcoming programs.

Computer Science Technology Training

Computing Fundamentals: IC3 Part I
This course will introduce participants to the essential basics of computer knowledge. This hands-on course is the first in a three-part series.

Course #: CSTT-1329
FEE: $60.00
CEU’s: 1.0
University Center - Instructor: Wheatley, Christopher
Room: TBD
CRN: 90055, Mon 5:00PM-7:25PM
Date: 9/9/13-9/30/13

Key Applications: IC3 Part II
This course will introduce participants to key computer applications: word processing and spreadsheet functions. This hands-on course is the second component in a three-part series.

Course #: CSTT-1330
FEE: $60.00
CEU’s: 1.0
University Center - Instructor: Wheatley, Christopher
Room: TBD
CRN: 90057, Mon 5:00PM-7:25PM
Date: 10/7/13-10/28/13

Living Online: IC3 Part III
This course will introduce participants to the Internet and all its functions. This hands-on course is the third and final component in a three part series.

Course #: CSTT-1340
FEE: $60.00
CEU’s: 1.0
University Center - Instructor: Wheatley, Christopher
Room: TBD
CRN: 90059, Mon 5:00PM-7:25PM
Date: 11/4/13-11/25/13

Dance

Ballroom Dancing
This course is designed to teach students basic steps of ballroom dancing. Students will also learn hand and foot coordination, posture, basic turns and spins.

Course #: DANC-4014
FEE: $50.00
University Center - Instructor: Smith, Kevin
Room: TBD
CRN: 90069, Sat 11:00AM-12:55PM
Date: 9/7/13-11/9/13

Egyptian Belly Dancing-Beginner
Students will dance to the music and rhythm of the Middle East by learning various movements while strengthening individual muscle groups. Get a firmer figure, relieve tension and become more flexible.

Course #: DANC-4000
FEE: $40.00
University Center - Instructor: Carr, Stephanie
Room: TBD
CRN: 90066, Sat 9:00AM-10:55AM
Date: 9/7/13-11/9/13
**Hustle**

Participants will learn the steps of the Hustle. It's easy, it's fun and everyone is doing it.

Course #: **DANC-4012**
FEE: $40.00  
University Center - Instructor: Smith, Kevin  
Room: TBD  
CRN: 94663, Sat 1:00PM-2:55PM  
Date: 10/5/13-11/2/13

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**Language and Culture**

**Spanish For the Traveler**

This is an introduction to practical conversational Spanish. Students will discover how to say and comprehend many expressions used in everyday Spanish. Use common phrases of greeting, introduction, and complimenting others; practice giving directions, asking for clarification, making small talk, and much more.

Course #: **LANG-4008**
FEE: $40.00  
University Center - Instructor: Dominguez, Maria  
Room: TBD  
CRN: 90062, Sat 10:00AM-11:55AM  
Date: 9/7/13-11/9/13
The Motorcycle Safety program requires pre-registration at any campus. No mail or fax-in registration will be accepted.

For sport related camps/classes, a liability waiver form must be signed.

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Payment method must accompany form. PLEASE DO NOT SEND CASH!

(all checks must have the driver's license number and telephone number of the signer of the check written on the check.)

- □ Check/Money Order  □ American Express  □ Discover  □ MasterCard  □ VISA
  
  Account No. ____________________________ Expiration Date _______________

Card Holder Signature __________________________________________________________________________________________

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Optional Section: Not considered in determining admissibility. Federally required reporting information:

- Sex: □ Male  □ Female  □ Other
- Marital Status: □ Married  □ Single

- □ African-American (non Hispanic)  □ American Indian-Native Alaskan  □ Arabic
  □ Asian-Pacific Islander  □ Caucasian (non Hispanic)  □ Hispanic  □ Other  □ Prefer not to respond

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Wayne County Community College District (WCCCD), pursuant to the requirements of Titles VI and VII of the Civil Rights Act of 1964, Title IX of Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Vietnam–Era Veterans Readjustment Act of 1974, The Elliot-Larsen Civil Rights Act, Executive Order 11246 and Title II of the Americans with Disability Act (ADA) complies with all Federal and State laws and regulations prohibiting discrimination and with all requirements and regulations of the U.S. Department of Education. It is the policy of WCCCD that no person, on the basis of race, color, religion, national origin, age, sex, height, weight, marital status, disability, or political affiliation or belief, shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination in employment or in any program or activity for which it is responsible or for which it receives financial assistance from the U.S. Department of Education. (Policy adopted by the Wayne County Community College District Board of Trustees, July 28, 1993)
WAYNE COUNTY COMMUNITY COLLEGE DISTRICT
EMERGENCY MEDICAL TREATMENT RELEASE - ADULT FORM

I, ______________________________________ hereby authorize emergency medical treatment for myself. I understand that this treatment will be administered by a qualified and licensed healthcare professional when, in the opinion of the attending healthcare professional, undue delay may endanger my life, or cause disfigurement, physical impairment, or unreasonable discomfort. This authority is granted only after a reasonable effort to reach my emergency contact at the contact numbers provided below has failed.

Emergency Contact #: __________________________ (Please indicate type of #; i.e. mobile/pager)
Secondary Contact #: __________________________ (Please indicate type of #; i.e. mobile/pager)

1. Please list any allergies, medications, contact lenses, or any other pertinent information that may affect the level or type of care that might be required.

   __________________________________________________________________________
   __________________________________________________________________________

2. Family Physician contact information

   Physician’s name: __________________________ Phone: _________________
   Physician’s address: _______________________________________________________

3. Health Insurance Data

   Enrolled Member: __________________________
   Employer: __________________________ Policy: __________________________
   Group: __________________________ Contract: __________________________

This release form is completed and signed of my own free will for the sole purpose of authorizing medical treatment under emergency circumstances.

_____________________________ _______________________________
Printed Name of Participant Date

_____________________________
Signature
WAYNE COUNTY COMMUNITY COLLEGE DISTRICT
EMERGENCY MEDICAL TREATMENT RELEASE - ADULT FORM

I, ___________________________________________ hereby authorize emergency medical treatment for myself. I understand that this treatment will be administered by a qualified and licensed healthcare professional when, in the opinion of the attending healthcare professional, undue delay may endanger my life, or cause disfigurement, physical impairment, or unreasonable discomfort. This authority is granted only after a reasonable effort to reach my emergency contact at the contact numbers provided below has failed.

Emergency Contact #: __________________________ (Please indicate type of #; i.e. mobile/pager)
Secondary Contact #: __________________________ (Please indicate type of #; i.e. mobile/pager)

1. Please list any allergies, medications, contact lenses, or any other pertinent information that may affect the level or type of care that might be required.
   -
   ___________________________________________
   ___________________________________________

2. Family Physician contact information

   Physician's name: ___________________________ Phone: _________________
   Physician's address: ___________________________________________________

3. Health Insurance Data

   Enrolled Member: ___________________________
   Employer: _________________________________ Policy: _________________
   Group: _________________________________ Contract: _______________________

   This release form is completed and signed of my own free will for the sole purpose of authorizing medical treatment under emergency circumstances.

   ___________________________________________
   Printed Name of Participant           Date

   ___________________________________________
   Signature
WAYNE COUNTY COMMUNITY COLLEGE DISTRICT

WAIVER AND RELEASE OF LIABILITY - ADULT FORM

I, ______________________, hereby consent to my participation in the Wayne County Community College District “____________________________________” (class). I understand that I will be under the care of qualified staff members and that participation in the class may involve strenuous activity. In consideration of the acceptance of myself into this class, I agree to indemnify and hold harmless Wayne County Community College District and its authorized representatives, specifically including any caregivers, from any and all claims, including negligence which may be directly or indirectly related to my participation in class. I also acknowledge that I have informed Program personnel of any special medical or physical needs that I may require, prior to executing this agreement.

_________________________________________ ____________________
Signature Date
WAYNE COUNTY COMMUNITY COLLEGE DISTRICT

WAIVER AND RELEASE OF LIABILITY - ADULT FORM

I, ______________________, hereby consent to my participation in the Wayne County Community College District “____________________________________” (class). I understand that I will be under the care of qualified staff members and that participation in the class may involve strenuous activity. In consideration of the acceptance of myself into this class, I agree to indemnify and hold harmless Wayne County Community College District and its authorized representatives, specifically including any caregivers, from any and all claims, including negligence which may be directly or indirectly related to my participation in class. I also acknowledge that I have informed Program personnel of any special medical or physical needs that I may require, prior to executing this agreement.

_________________________________________ ____________________
Signature Date
School of Continuing Education

YOUTH STUDENT

EMERGENCY INFORMATION FORM

Student’s Name ___________________________ Grade _______ Date of Birth ____________

Student’s Address _________________________________________________________________

Father or Legal Guardian ___________________________ Relationship ____________________

Phone # while Student is in class ____________________________________________________

Address if different from students __________________________________________________

Mother or Legal Guardian ___________________________ Relationship ____________________

Phone # while Student is in class ____________________________________________________

Address if different from students __________________________________________________

Child’s Doctor ___________________________ Address ___________________________ Phone# __________

Doctor’s Hospital Affiliation ___________________________ Address ___________________________ Phone #________

Medical Information: None _____ Convulsive Disorders _____ Diabetes _____ Allergies (i.e. stings, diet) _______

Other ___________________________ Please describe symptoms and precautions ________________________________

Any other medical information we should know __________________________________________

While we strive to provide a safe environment, we cannot control what your child will come in contact with because of our open environment.

I agree to indemnify and hold harmless Wayne County Community College District, its officers, agents, and employees for any loss or injury that my child ___________________________ may sustain while participating in the Kids’ programs. In case of an emergency, I ask Wayne County Community College District to contact an adult listed above. If the College is unable to reach one of us, I authorize the College to secure emergency medical treatment for my child.

Required Signature ___________________________ Date __________________________

I give my consent for my child to be photographed or videotaped for promotional purposes. I do not expect compensation when Wayne County Community College District takes promotional photos and videos of students in the learning environment.

Required Signature ___________________________ Date __________________________
School of Continuing Education

YOUTH STUDENT

EMERGENCY INFORMATION FORM

Student’s Name ___________________________ Grade ________ Date of Birth ________

Student’s Address _____________________________________________________________

Father or Legal Guardian __________________________ Relationship __________________

Phone # while Student is in class ____________________________

Address if different from students _______________________________________________

Mother or Legal Guardian __________________________ Relationship __________________

Phone # while Student is in class ____________________________

Address if different from students _______________________________________________

Child’s Doctor __________________________ Address __________________________ Phone# __________

Doctor’s Hospital Affiliation __________________________ Address __________________________ Phone # __________

Medical Information: None _____ Convulsive Disorders _____ Diabetes _____ Allergies (i.e. stings, diet) __________

Other __________________________ Please describe symptoms and precautions __________________________

Any other medical information we should know _______________________________________

While we strive to provide a safe environment, we cannot control what your child will come in contact with because of our open environment.

I agree to indemnify and hold harmless Wayne County Community College District, its officers, agents, and employees for any loss or injury that my child __________________________ may sustain while participating in the Kids’ programs. In case of an emergency, I ask Wayne County Community College District to contact an adult listed above. If the College is unable to reach one of us, I authorize the College to secure emergency medical treatment for my child.

Required Signature __________________________________________ Date __________________

I give my consent for my child to be photographed or videotaped for promotional purposes. I do not expect compensation when Wayne County Community College District takes promotional photos and videos of students in the learning environment.

Required Signature __________________________________________ Date __________________
The program is designed to improve and support a healthy active lifestyle for mature adult learners in the areas of leisure, fitness, health, technology, finance, retirement and estate planning. Join us today and become a shining senior in the *Silver Circle* program!

- Comfy Chair Travels
- Music Appreciation
- Yoga for Seniors
- Cooking Lite
- Personal Internet Safety
- Current Events
- Estate Planning
- Jewelry Bead Design for Mature Learners
- Nutrition and You
- Experiencing Senior Power (computer training)
- Silver Circle Book Club
- Painting for Mature Learners
Wayne County Community College District

801 West Fort
Detroit, MI 48226

Board of Trustees
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Dr. Curtis L. Ivery, Chancellor
Wayne County Community College District is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools, 30 North LaSalle Street, Suite 2400 Chicago, Illinois 60602-2504, 1-800-621-7440 and 312-263-0456 (fax) 312-263-7462 www.ncacihe.org

District Office
801 W. Fort St.
Detroit, MI 48226

Downriver Campus
21000 Northline
Taylor, MI 48180
734-946-3500
Voice/TDD 734-374-3206

Northwest Campus
8200 W. Outer Drive
Detroit, MI 48219
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