SPRING 2012
SCHOOL OF CONTINUING EDUCATION SCHEDULE

CLASSES BEGIN JANUARY 17, 2012
CAREER PROGRAM HOTLINE: (800) 300-2118 • GENERAL INFORMATION: (313) 496-2600
WWW.WCCCD.EDU

Downriver Campus
21000 Northline
Taylor, MI 48180

Downtown Campus
1001 W. Fort
Detroit, MI 48226

Eastern Campus
5901 Conner
Detroit, MI 48213

Northwest Campus
8200 W. Outer Drive
Detroit, MI 48219

Western Campus
9555 Haggerty
Belleville, MI 48111

University Center
19305 Vernier Road
Harper Woods, MI 48225
Come and enjoy the variety of WCCCD’s Community Kaleidoscope events!

Downriver Campus

Bridge to Asia
April 2012
The event showcases the beauty of Asia, allowing the participants to visit educational and marketplace booths depicting the life and culture of eight diverse Asian countries. The event also provides educational performances by musicians and dancers. The event is designed to educate the community about the diversity of Asian cultures while promoting educational opportunities at WCCCD.

Staying Healthy in Hard Times
April 2012
Don’t sacrifice your health in these tough economic times. This program will offer information and resources to those trying to stay ahead, including: coping with stress; shopping smarter; staying active; disease prevention; low cost and tasty cooking; wise use of medications; home-grown food; storing food safely; starting a food co-op.

Downtown Campus

Business Fest
May 2012
This festival will engage current and potential students and members of the community who are interested in starting a small business or would like to support the local entrepreneurs in the area. The festival will combine local entertainment, local vendors, small business workshops, and networking that will introduce the concept of entrepreneurship and promote Downtown campus Business Program.

Northwest Campus

4th Annual International Book Fair
April 2012
The International Book Fair will give book lovers an opportunity to attend readings, discussions and book signing. The International Book Fair will feature a wide range of genres including fiction, non-fiction, Christian writing, poetry and children's books.

Western Campus

2nd Annual Art Show
April 2012
This event will highlight and celebrate art work displayed from local Elementary, Middle and High School students in the Van Buren township area. An awards ceremony will take place, which will include various awards presented to students on color, sculpture design and creativity for their outstanding art work.

Please call 313-496-2704 for more information.
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
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President’s Initiatives

DOWNRIVER

Educational and Performing Art Center Open House and Performers Expo
March 2012

This event will showcase individual entrepreneurial performers and small groups to showcase their talents. Participants will also be able to tour of the District’s Heinz C. Prechter Educational and Performing Arts Center.

DOWNTOWN

Campus Awareness Week
January 2012

This week long program is designed to promote awareness about the Campus’ services, programs, events and activities. Advisors, career counselors, faculty, financial aid officers, and successful community business people will be on site to assist students and community residents with academic and career choices.

EASTERN

Aviation Career Week
February 2012

The Tuskegee Airmen National Historical Museum and the Detroit Chapter of Tuskegee Airmen, exhibit a wide variety of aviation role models, to students in February each year. The program goal is to provide the student with a panoramic understanding of the paths to pursue to attain a career in aviation and aerospace science. Presentations from aviation professional provide the following: what opportunities exist, what goals to set to pursue these opportunities and how to achieve the presented goals. Literature from aviation companies and most importantly, a display of the history of the Tuskegee Airmen are open to the students and public.

NORTHWEST

Transitioning out of Foster Care TBD

This event will discuss programs in place to help foster care youth prepare to age out of the system by helping them find jobs, secure money for future education, find housing and learn other skills necessary for self sufficiency.

WESTERN

Senior Festival 2012
March 2012

This is a community event for Senior Citizens. Various workshops on Auto Theft Prevention, Home safety tips, De-Stress and Live Longer and more. Fun, Music, and Bingo games will be the highlight of this event for local senior citizen organizations in the area.

Please call 313-496-2704 for specific event dates and times
Important Dates to Remember

SPRING 2012

Monday, January 16, 2012 . . . . . . . . . .Martin Luther King Holiday (College Closed)
Tuesday, January 17, 2012 . . . . . . . . . . .Classes Begin
April 6-12, 2012 . . . . . . . . . . . . . . . . . .Spring Break (No Classes)
Monday, May 7, 2012 . . . . . . . . . . . . . . . . . .Classes End

Registration Hours Walk-In and Online

November 21 - December 16, 2011
On Campus
Monday - Thursday . .8:30 a.m. – 7:00 p.m.
Friday . . . . . . . . . . . . .8:30 a.m. – 4:30 p.m

December 17, 2011 - January 3, 2012
Online Registration 24/7 Only

Final Walk-In Registration Hours

January 4-14, 2012
On Campus and Online 24/7
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.

WCCCD is closed on the following dates:
December 17, 2011 through January 3, 2012

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

SUMMER 2012

Classes begin on May 12, 2012

Please check our website www.wcccd.edu in April 2012
for summer registration dates.
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.
Frequently Asked Questions

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.
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. WCCCD 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 PROGRAMS

Spring and Summer 2012

ADULT CLASSES

• Introduction to Poetry
• Introduction to QuickBooks
• Non-Profit Board Development
• Getting the Most From Your IPad!

KIDS’ COLLEGE

• ACT/SAT Review
• Math Camp
• Sports Camp
• Performing Arts Camp
• Creative Writing Camp
• Sculpture
• Tennis Camp
• Music Camp (Singing, Dance and Instrumental)

For information call (313) 496-2704 or visit www.wcccd.edu
**Administrative Office Management Certificate**

**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.

**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 #: BUSN-4103**
**FEE:** $45.00  
**CEU’s:** 0.6  
**Downtown - Instructor:** Simmons, Sandra  
**Room:** TBD  
**CRN:** 32313, Mon, Wed 6:00PM–8:55PM  
**Date:** 1/25/12 – 1/30/12

**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 #: CUSC-1310**
**FEE:** $50.00  
**CEU’s:** 0.8  
**Downtown - Instructor:** Simmons, Sandra  
**Room:** TBD  
**CRN:** 32348, Mon, Wed 6:00PM–8:55PM  
**Date:** 1/18/12 – 1/23/12

**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:** 1.5  
**Downtown - Instructor:** Simmons, Sandra  
**Room:** TBD  
**CRN:** 32332, Mon, Wed 6:00PM–8:55PM  
**Date:** 2/21/12 – 3/20/12

**Microsoft Word Intermediate 2007**
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  
**Downtown - Instructor:** Coleman, Roslyn  
**Room:** TBD  
**CRN:** 32329, Tue 6:00PM–8:55PM  
**Date:** 1/17/12 – 2/14/12

**Microsoft Excel Intermediate 2007**
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  
**Downtown - Instructor:** Coleman, Roslyn  
**Room:** TBD  
**CRN:** 32332, Tue 6:00PM–8:55PM  
**Date:** 2/21/12 – 3/20/12
CERTIFICATE PROGRAMS

ADMINISTRATIVE OFFICE MANAGEMENT CERTIFICATE (CONTINUED)

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 Access Intermediate 2007
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 #: CSTT-2006
FEE: $65.00
CEU’s: 1.5
Downtown - Instructor: Coleman, Roslyn
Room: TBD
CRN: 32334, Tue 6:00PM–8:55PM
Date: 3/27/12 – 5/1/12

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 #: BUSN-4104
FEE: $45.00
CEU’s: 0.6
Downtown - Instructor: Simmons, Sandra
Room: TBD
CRN: 32314, Mon,Wed 6:00PM–8:55PM
Date: 2/1/12 – 2/6/12
CERTIFICATE PROGRAMS

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: $50.00
CEU's: 1.5
Downtown - Instructor: White, Carin
Room: TBD
CRN: 32319, Sat 9:00AM–11:55AM
Date: 1/21/12 – 2/18/12

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: $50.00
CEU's: 1.5
Downtown - Instructor: White, Carin
Room: TBD
CRN: 32320, Sat 9:00AM–11:55AM
Date: 2/25/12 – 3/24/12
Western - Instructor: Staff
Room: TBD
CRN: 32494, Tue, Thur 6:00PM–8:55PM
Date: 1/28/12 – 5/12/12

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

Course #: CASM-1002
FEE: $50.00
CEU's: 1.5
Downtown - Instructor: White, Carin
Room: TBD
CRN: 32321, Sat 9:00AM–11:55AM
Date: 3/31/12 – 5/5/12

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-1003
FEE: $50.00
CEU's: 1.5
Downtown - Instructor: White, Carin
Room: TBD
CRN: 3232, Sat 12:00PM–2:55PM
Date: 3/31/12 – 5/5/12
**Computerized Accounting Certificate**

**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.

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**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:** Bland, Karen  
**Room:** TBD  
**CRN:** 32316, Mon, Wed 9:00AM–11:55AM  
**Date:** 1/18/12 – 1/30/12

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**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:** Bland, Karen  
**Room:** TBD  
**CRN:** 32317, Mon, Wed 9:00AM–11:55AM  
**Date:** 2/1/12 – 2/27/12

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**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:** Bland, Karen  
**Room:** TBD  
**CRN:** 32318, Mon, Wed 9:00AM–11:55AM  
**Date:** 2/29/12 – 3/21/12
Grant Management Certificate

Program Overview: The Grant Management Certificate is designed to provide the necessary skills to manage grants successfully. Grant Writers, Development Directors, Directors of Planned Giving and Large Gift Directors would benefit from the Grant Management Certificate program.

**IT IS REQUIRED THAT YOU TAKE YOUR CLASSES IN SEQUENTIAL ORDER**

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Review Of Grant Applications
Participants will learn the basic components of grant applications as it relates to outcomes, evaluation process and budgeting. Participants will also learn to identify the critical elements for the program using key language from the grant application package.

**Course #: GMGT-1000**
**FEE:** $75.00  
**CEU’s:** 1.5  
**Downtown - Instructor: Williams, Audrean**  
**Room: TBD**  
**CRN:** 32356, Wed 6:00PM–8:55PM  
**Date:** 1/18/12 – 2/15/12

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Grant Implementation
Participants will learn the basics of day to day operation for grant management. Participants will also learn what the necessary steps for preparing for site visits to successfully pass inspection of their grant.

**Course #: GMGT-1001**
**FEE:** $75.00  
**CEU’s:** 2.4  
**Downtown - Instructor: Williams, Audrean**  
**Room: TBD**  
**CRN:** 32357, Wed 6:00PM–8:55PM  
**Date:** 2/22/12 – 4/18/12

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Sustaining Your Grant
Participants will learn how to approach your present and future investors or funders. You will also learn how to re-apply for your grant.

**Course #: GMGT-1002**
**FEE:** $75.00  
**CEU’s:** 1.2  
**Downtown - Instructor: Williams, Audrean**  
**Room: TBD**  
**CRN:** 32358, Wed 6:00PM–9:55PM  
**Date:** 4/25/12 – 5/9/12

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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: 32359, Fri 8:30AM–12:25PM
Date: 1/20/12 – 2/10/12
Downriver - Instructor: Bolton, Diane
Room: TBD
CRN: 32400, Tue,Thu 6:00PM–8:55PM
Date: 1/17/12 – 1/31/12
University Center - Instructor: Bridges, Patricia
Room: TBD
CRN: 32529, Tue,Thu 6:00PM–8:55PM
Date: 1/17/12 – 1/31/12

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: 32360, Fri 8:30AM–12:25PM
Date: 2/17/12 – 4/13/12
Downriver - Instructor: Bolton, Diane
Room: TBD
CRN: 32402, Tue,Thu 6:00PM–8:55PM
Date: 2/21/12 – 3/6/12
University Center - Instructor: Bridges, Patricia
Room: TBD
CRN: 34602, Tue,Thu 6:00PM–8:55PM
Date: 2/21/12 – 3/6/12

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: 32361, Fri 8:30AM–12:25PM
Date: 3/16/12 – 4/13/12
Downriver - Instructor: Bolton, Diane
Room: TBD
CRN: 32401, Tue,Thu 6:00PM–9:15PM
Date: 3/5/12 – 3/21/12
Western - Instructor: McNeil, Randy
Room: TBD
CRN: 34589, Mon,Wed 6:00PM–9:15PM
Date: 3/5/12 – 3/21/12
University Center - Instructor: Bridges, Patricia
Room: TBD
CRN: 34603, Tue,Thu 6:00PM–8:55PM
Date: 2/21/12 – 3/6/12
GRANT WRITING CERTIFICATE
(CONTINUED)

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.

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: 32362, Fri 8:30AM–4:25PM
Date: 4/20/12 – 5/4/12
Downriver - Instructor: Winston, Gwendolyn
Room: TBD
CRN: 32403, Tue,Thur 6:00PM–8:55PM
Date: 3/8/12 – 4/3/12
University Center - Instructor: Staff
Room: TBD
CRN: 34604, Tue,Thur 6:00PM–8:55PM
Date: 3/8/12 – 4/3/12
**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  
2Downtown - Instructor: Simmons, Sandra  
Room: TBD  
CRN: 32363, Mon,Wed 6:00PM–8:55PM  
Date: 2/8/12 – 2/22/12  
Downriver - Instructor: Frasson, Jeannette  
Room: TBD  
CRN: 32404, Tue,Thur 6:00PM–8:55PM  
Date: 1/17/12 – 1/26/12

**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: 1.8  
Downriver - Instructor: Frasson, Jeannette  
Room: TBD  
CRN: 32405, Tue,Thur 6:00PM–8:55PM  
Date: 1/31/12 – 2/16/12

**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: 32406, Tue,Thur 6:00PM–8:55PM  
Date: 3/13/12 – 3/27/12

**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: 32407, Tue,Thur 6:00PM–8:55PM  
Date: 2/21/12 – 3/8/12

**Ethics, Labor Relations, Safety And Health**
This course will provide an overview of federal labor relations legislation and related information; review the importance of ethics in the workplace and influential factors to recognize; and examine the importance of employee safety and health in the workplace.

Course #: HRMS-1365  
FEE: $70.00  
CEU's: 2.1  
Downriver - Instructor: Frasson, Jeannette  
Room: TBD  
CRN: 32408, Tue,Thur 6:00PM–8:55PM  
Date: 3/29/12 – 4/26/12
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: McNeil, Randy
Room: TBD
CRN: 32365, Fri 1:00PM–2:25PM
Date: 1/20/12 – 1/27/12

Downtown - Instructor: Norman Hill, Shelly
Room: TBD
CRN: 32366, Sat 9:00AM–12:55PM
Date: 1/21/12 – 1/28/12

Northwest - Instructor: Winston, Gwendolyn
Room: TBD
CRN: 32441, Tue 9:00AM–11:55AM
Date: 2/21/12 – 2/28/12

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: 32370, Sat 9:00AM–12:55PM
Date: 2/18/12 – 2/25/12

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: 32364, Sat 9:00AM–2:55PM
Date: 2/4/12 – 2/4/12

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: 32367, Fri 1:00PM–2:55PM
Date: 3/2/12 – 3/2/12

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: 32368, Fri 1:00PM–2:25PM
Date: 3/9/12 – 4/13/12
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.

Introduction To Grants Management
This seminar 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: 34542, Fri 2:30PM–4:30PM
Date: 4/20/12 – 4/20/12
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
Downtown - Instructor: Bland, Karen
Room: TBD
CRN: 32371, Mon,Wed 12:00PM–2:55PM
Date: 1/18/12 – 2/1/12

Downriver - Instructor: Crittenden, Patricia
Room: TBD
CRN: 32409, Mon,Wed 6:00PM–8:55PM
Date: 1/18/12 – 2/1/12

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
Downtown - Instructor: Bland, Karen
Room: TBD
CRN: 32372, Mon,Wed 12:00PM–2:55PM
Date: 2/6/12 – 2/29/12

Downriver - Instructor: Crittenden, Patricia
Room: TBD
CRN: 32410, Mon,Wed 6:00PM–8:55PM
Date: 2/6/12 – 2/29/12

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
Downtown - Instructor: Bland, Karen
Room: TBD
CRN: 32373, Mon,Wed 12:00PM–2:55PM
Date: 3/5/12 – 3/28/12

Downriver - Instructor: Crittenden, Patricia
Room: TBD
CRN: 32411, Mon,Wed 6:00PM–8:55PM
Date: 3/5/12 – 3/28/12

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
Downtown - Instructor: Bland, Karen
Room: TBD
CRN: 32374, Mon,Wed 12:00PM–2:55PM
Date: 4/2/12 – 4/23/12

Downriver - Instructor: Crittenden, Patricia
Room: TBD
CRN: 32412, Mon,Wed 6:00PM–8:55PM
Date: 4/2/12 – 4/23/12
WEB DESIGN CERTIFICATE

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
313-496-2630 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: Coleman, Roslyn
Room: TBD
CRN: 34578, Fri 10:00AM–12:55PM
Date: 1/20/12 – 2/17/12

Web Page Design - Intermediate
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: Coleman, Roslyn
Room: TBD
CRN: 34695, Fri 10:00AM–12:55PM
Date: 2/24/12 – 4/2/12

Web Page Design - Advanced
Participants in this class will build on what was learned during Web Page Design Beginners and Intermediate. Participants will learn advanced MTML Code to make the Web page unique and dynamic.

Course #: WEBD-1002
FEE: $70.00
CEU’s: 1.5
Western - Instructor: Coleman, Roslyn
Room: TBD
CRN: 34595, Fri 10:00AM–12:55PM
Date: 4/6/12 – 4/30/12

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: 32574, Sat 9:00AM–1:55PM
Date: 3/24/12 – 4/14/12

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: Coleman, Roslyn
Room: TBD
CRN: 34591, Sat 12:00PM–3:55PM
Date: 4/21/12 – 5/12/12

WEB DESIGN CERTIFICATE

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
313-496-2630 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: Coleman, Roslyn
Room: TBD
CRN: 34578, Fri 10:00AM–12:55PM
Date: 1/20/12 – 2/17/12

Web Page Design - Intermediate
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: Coleman, Roslyn
Room: TBD
CRN: 34695, Fri 10:00AM–12:55PM
Date: 2/24/12 – 4/2/12

Web Page Design - Advanced
Participants in this class will build on what was learned during Web Page Design Beginners and Intermediate. Participants will learn advanced MTML Code to make the Web page unique and dynamic.

Course #: WEBD-1002
FEE: $70.00
CEU’s: 1.5
Western - Instructor: Coleman, Roslyn
Room: TBD
CRN: 34595, Fri 10:00AM–12:55PM
Date: 4/6/12 – 4/30/12

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: 32574, Sat 9:00AM–1:55PM
Date: 3/24/12 – 4/14/12

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: Coleman, Roslyn
Room: TBD
CRN: 34591, Sat 12:00PM–3:55PM
Date: 4/21/12 – 5/12/12

Wayne County Community College District – Spring 2012
Call 313.496.2600 • www.wcccd.edu 21
**AMERICAN SIGN LANGUAGE**

Wayne County Community College District’s School of Continuing Education’s Sign Language Institute provides a series of courses designed for individuals working with the deaf community. Courses offered through the Sign Language Institute follow the basic foundation in American Sign Language (ASL). All courses should be taken in sequential order.

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

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**Sign Language - Beginners**

Students will learn how to communicate with deaf individuals through the use of sign language. Instruction explains beginning vocabulary, grammar, finger spellings and insight into the deaf culture.

**Course #: LANG-4000**
**FEE: $60.00**
**Northwest - Instructor: Barber, LaTonya**
**Room: TBD**
CRN: 34537, Mon  5:00PM–6:55PM  
Date: 1/23/12 – 4/16/12

**Western - Instructor: Stewart, Glenn**
**Room: TBD**
CRN: 34582, Mon  6:00PM–7:55PM  
Date: 4/16/12 – 5/7/12

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**Sign Language - Intermediate**

This intermediate course will increase the learner’s sign language skills and understanding of the deaf community. Conversationally relevant signs, finger spellings, grammatical principles, background, culture and linguistic information related to the hearing impaired are some of the many topics covered in the course. Ideal for the individual working in health care, public safety and service, or education.

**Course #: LANG-4001**
**FEE: $60.00**
**Northwest - Instructor: Barber, LaTonya**
**Room: TBD**
CRN: 34538, Mon  7:00PM–8:00PM  
Date: 4/16/12 – 5/7/12
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.

**Basic Income Tax - Beginners**
This course will cover the basics of federal, state and city income tax preparation.

- **Course #:** FINC-4000
- **FEE:** $40.00
- **Northwest - Instructor:** Hubbard, Willie
- **Room:** TBD
- **CRN:** 32429, **Sat 9:00AM–11:55AM**
- **Date:** 2/4/12 – 3/3/12

**NEW - Board Development**
This workshop will explore the parliamentary procedure, the role of officers, and expectations of a board member. Participants will increase their knowledge of the role and function of a board and how to assess a board. Participants will discuss their current board structure; identify necessary changes and how changes can be implemented.

- **Course #:** NPOM-4008
- **Downtown - Instructor:** Norman Hill, Shelly
- **Room:** TBD
- **CRN:** 34645, **Tue 10:00AM–12:00PM**
- **Date:** 2/21/12 – 2/28/12

**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:** 34535, **Wed 6:00PM–8:00PM**
- **Date:** 2/29/12 – 3/28/12

**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

**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:** 32315, **Thur 6:00PM–8:55PM**
- **Date:** 2/9/12 – 4/19/12

**NEW - Grant Writing for Community Organizations**
Participants will learn the basics of identifying grant opportunities, funding and how to administer a grant. This course is specifically geared toward community organizations, including faith based organizations.

- **Course #:** GWRT-1326
- **FEE:** $50.00
- **CEU's:** 1.0
- **Eastern Instructor:** Staff
- **Room:** TBD
- **CRN:** 34680, **Sat 12:00PM–2:00PM**
- **Date:** 2/25/12 – 3/24/12
BUSINESS INSTITUTE CONTINUED

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.

How To Become A Consultant
Are you ready to be compensated for your knowledge and achievements? Find out how to design and implement a consulting practice where you are the business! Get a step-by-step approach so you can label yourself an expert in your niche field. Learn how to market and promote your service, manage yourself, get clients, set fees, and create a consultant’s toolbox. Write a letter of agreement and a proposal. Learn the simple tools you need to establish yourself as a paid consultant. Deliver integrated client solutions and achieve the expected results.

Course #: BUSN-4010
FEE: $40.00
Northwest - Instructor: Moultrie, Valencia
Room: TBD
CRN: 32420, Thur 6:00PM–8:55PM
Date: 5/3/12 – 5/3/12

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.

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 XP.

Course #: CSTT-4050
FEE: $45.00
Downtown - Instructor: Hudson, Wanda
Room: TBD
CRN: 32343, Sat 12:00PM–1:55PM
Date: 1/28/12 – 2/11/12

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: 32345, Sat 10:00AM–12:00PM
Date: 2/18/12 – 3/3/12
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.

### 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:** 32463, Fri 10:00AM–11:55AM
- **Date:** 3/2/12 – 3/23/12

### 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**

- **Downtown - Instructor:** Thomas, Renee
- **Room:** TBD
- **CRN:** 32341, Fri 9:00AM–11:55AM
- **Date:** 3/2/12 – 3/30/12

### Mature Learners I: 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:** 32394, Mon,Wed 9:00AM–11:55AM
- **Date:** 2/27/12 – 2/29/12

### 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:** 32326, Fri 9:00AM–11:55AM
- **Date:** 2/3/12 – 2/10/12

### Mature Learners - Windows XP
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.

**Course #: CSTT-4009**  
**FEE: $25.00**

- **Downriver - Instructor:** Watkins, Lydia
- **Room:** TBD
- **CRN:** 32398, Mon,Wed 9:00AM–11:55AM
- **Date:** 3/5/12 – 3/7/12

### Mature Learners - Windows XP 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-4100**  
**FEE: $25.00**

- **Downriver - Instructor:** Watkins, Lydia
- **Room:** TBD
- **CRN:** 32399, Mon,Wed 9:00AM–11:55AM
- **Date:** 3/12/12 – 3/14/12
Silver Circle Continued

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.

Rehire, Rewire, And Re-Inspire
Are you considering revitalizing your professional skills? Are you retired or nearing retirement? Do you want to reinvent yourself? Determine what may replace the traditional retirement path in your life through a powerful interactive learning experience. Clarify and set your goals, take action all while supporting other group members who share similar objectives.

Course #: SENR-4009
Northwest - Instructor: Simmons, Sandra
Room: TBD
CRN: 32464, Sat 10:00AM–11:55AM
Date: 3/10/12 – 3/10/12

Western - Instructor: Simmons, Sandra
Room: TBD
CRN: 34586, Sat 10:00AM–11:55AM
Date: 2/11/12 – 2/11/12

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: 34729, Mon,Wed 4:00PM–4:55PM
Date: 1/30/12 – 3/21/12

Silver Circle
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: 32381, Thur 6:00PM-8:55PM
Date: 1/19/12 – 3/8/12

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: 32382, Thur 6:00PM-10:00PM
Date: 3/15/12 – 5/3/12

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
Downriver - Instructor: Nassar, Nyda
Room: TBD
CRN: 32384, Wed 6:00PM-8:00PM
Date: 3/7/12 – 5/2/12

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: Demond, Donna
Room: TBD
CRN: 32385, Fri 11:00AM-12:55PM
Date: 1/20/12 – 3/9/12

Floral Design - Advanced
This class keeps “growing” Learn to create lovely “high style” (elaborate) designs for home, business, and other occasions. Participants are responsible for their supplies.

Course #: CRFT-4013
FEE: $50.00
Downriver - Instructor: Smith, Jay
Room: TBD
CRN: 34520, Thur 6:00PM-8:30PM
Date: 2/23/12 – 5/3/12

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
Downriver - Instructor: Smith, Jay
Room: TBD
CRN: 34519, Tue 6:00PM-8:00PM
Date: 2/21/12 – 4/17/12
**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. They will also learn how to select yarns and care for the finished product.

Course #: CRFT-4047  
FEE: $40.00  
Downriver - Instructor: Crittenden, Patricia  
Room: TBD  
CRN: 34518, Tue 6:00PM–8:00PM  
Date: 3/6/12 – 5/1/12

**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: Staff  
Room: TBD  
CRN: 34521, Fri 1:00PM–2:55PM  
Date: 2/25/12 – 5/12/12

**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: 32387, Fri 11:00AM–2:00PM  
Date: 3/16/12 – 4/20/12

**Computer Science Technology Training**

**Creating Greeting Cards And Invitations Using Word**
Students will learn to use Microsoft Word to create postcards, calendars and newsletters and learn to prepare envelopes and labels.

Course #: CSTT-4018  
FEE: $50.00  
Downriver - Instructor: Kessler, Hugh  
Room: TBD  
CRN: 34522, Tue 9:00AM–11:00AM  
Date: 2/28/12 – 3/20/12

**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: 34523, Thur 9:00AM–11:00AM  
Date: 3/1/12 – 4/5/12

**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: TBD  
CRN: 32395, Sat 9:00AM–2:55PM  
Date: 3/3/12 – 3/3/12
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: 32397, Sat 9:00AM–11:55AM
Date: 3/24/12 – 4/28/12

Introduction To Windows XP
This course navigates the Windows desktop and teaches the use of Windows Explorer to manage files and documents. Customizing the desktop with screensavers and toolbars and using shortcut features will also be discussed.

Course #: CSTT-2000
FEE: $45.00
Downriver - Instructor: Watkins, Lydia
Room: TBD
CRN: 32391, Sat 9:00AM–2:55PM
Date: 3/17/12 – 3/17/12

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: 32396, Sat 9:00AM–2:55PM
Date: 3/10/12 – 3/10/12

Microsoft Word Basic 2007
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: 32392, Mon,Wed 9:00AM–11:55AM
Date: 3/26/12 – 4/16/12

Microsoft Word Intermediate 2007
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: 32393, Mon,Wed 9:00AM–11:55AM
Date: 4/18/12 – 5/2/12

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
Downriver - Instructor: Smith, Kevin
Room: TBD
CRN: 32419, Wed 12:00PM–1:55PM
Date: 2/22/12 – 4/4/12

Beginning Square Dancing
Join us for some active entertainment Square Dancing an American Heritage. Have fun while burning calories and gaining coordination with square dancing is recommended as a great mental and physical exercise. Learn to do-si-do, swing, coordinate, spin chain and more.

Course #: DANC-4019
FEE: $25.00
Downriver - Instructor: Purkett, Ben
Room: TBD
CRN: 34524, Mon 6:00PM–8:00PM
Date: 2/13/12 – 3/19/12

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: Watkins, Deborah
Room: TBD
CRN: 32418, Sat 1:00PM–2:55PM
Date: 2/25/12 – 5/5/12
Egyptian Belly Dancing - Intermediate
Students will learn the caravan dips (for a slimmer waist), the walk and shake (for firming hips) and oscillations for relaxing and firming lower abdominal muscles.
Course #: DANC 4001
FEE: $40.00
Downriver Instructor: Carr, Stephanie
Room: TBD
CRN: 32570, Tue 6:00PM 8:55PM
Date: 2/21/12 – 5/1/12

Intermediate Square Dancing
Participants will review and learn more steps taught in Beginning Square Dancing.
Course #: DANC-4020
FEE: $25.00
Downriver - Instructor: Purkett, Benjamin
Room: TBD
CRN: 34525, Mon 6:00PM–8:00PM
Date: 3/26/12 – 5/7/12

Industrial & Public Training

Elevator Fire Training
This one day course will provide students with information on elevator systems and emergency procedures to assure safe and successful rescue and fire operations. The course will be divided between a lecture and a hands-on tour of two different types of elevator systems (hydraulic and cable) including machine rooms, passenger cars, elevator shafts and pit areas. Students will learn to use Fire Fighter’s Service, elevator keys and other methods of opening doors.
Course #: IPST 4025
FEE: $50.00
Downriver Instructor: Staff
Room: TBD
CRN: 33560, Thur 6:00PM–10:00PM
Date: 3/22/12 – 4/14/12

Firefighter I And II
This course is a Michigan Fire Fighter Training Council (MFFTC) approved state practical exam for Fighter I & Fighter 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

Hazardous Material Operations
Designed for personnel responding to emergency scenes with the potential for hazardous materials present. Participants will be trained to recognize and anticipate unusual response circumstances, assess information and initiate self-protection actions. Contact the EMT/Fire Protection Technologies Programs at (313) 496-2712 or (734) 374-2700 ext. 3213 for additional information.
Course #: IPST-1028
FEE: $50.00
Downriver Instructor: Staff
Room: TBD
CRN: 34530, Tue, Thur, Sat 6:00PM–10:00PM
Date: 3/22/12 – 4/14/12

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: 34526, Sat 11:30AM–1:30PM
Date: 2/4/12 – 3/10/12

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: 34527, Sat 11:30AM–1:30PM
Date: 3/17/12 – 4/28/12
Physical Fitness and Sports

Hatha Yoga - Beginner
Students will learn to build on their flexibility, strength, and health. Course includes breathing and visualization techniques for maintaining your health. Please bring a thick mat, wear loose clothes, and don’t eat two hours before class.

Course #: PEDU-4007
FEE: $45.00
Downriver - Instructor: Staff
Room: TBD
CRN: 32414, Tue,Thu 12:00PM–12:55PM
Date: 2/18/12 – 5/12/12

Mat Pilates
Learn traditional floor exercises developed by Joseph H. Pilates with the focus on the body’s powerhouse (lower back, abdominal, pelvic muscles), creating good posture, strength and flexibility throughout the body. Bring your own mat or beach towel.

Course #: PEDU-4026
FEE: $45.00
Downriver - Instructor: Staff
Room: TBD
CRN: 32413, Mon 11:00AM–11:55AM
Date: 1/14/12 – 5/12/12

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: 32415, Sat 8:30AM–10:25AM
Date: 3/3/12 – 4/28/12

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: 32417, Tue 4:30PM–5:25PM
Date: 2/21/12 – 5/1/12

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: 32416, Tue 10:00AM–10:55AM
Date: 2/21/12 – 5/1/12

Professional Exams and Licensing Preparation

BLS For Healthcare Providers
An American Heart Association BLS course for health care 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: 32576, Fri 8:00AM–1:55PM
Date: 1/13/12 – 1/13/12
Downriver - Instructor: Staff
Room: TBD
CRN: 32578, Sat 8:00AM–1:55PM
Date: 1/14/12 – 1/14/12
Downriver - Instructor: Staff
Room: TBD
CRN: 34528, Sat 8:00AM–1:55PM
Date: 2/18/12 – 2/18/12
Arts and Crafts

NEW - Creating ID Cards Holders
Participants will learn to use an assortment of beads to create name badge holders. Participants are responsible for providing one 100 yrd. spool of nylon monofilament and a jewelry makers kit.

Course #: CRFT-4083
FEE: $30.00
Downtown - Instructor: Staff
Room: TBD
CRN: 34646, Thur 5:30PM–7:30PM
Date: 2/2/12 – 2/23/12

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: 34641, Sat 9:00AM–11:00AM
Date: 2/11/12 – 3/31/12

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: 32323, Wed 10:00AM–11:55AM
Date: 1/25/12 – 3/14/12

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: 32325, Sat 9:00AM–10:55AM
Date: 2/11/12 – 2/11/12

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. They will also learn how to select yarns and care for the finished product. Participants are responsible for their supplies.

Course #: CRFT-4047
FEE: $40.00
Downtown - Instructor: Crittenden, Patricia
Room: TBD
CRN: 34642, Sat 11:30AM–1:30PM
Date: 2/11/12 – 3/31/12

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.
Building, Construction, and Home Improvement

Pre-Licensing Wiring
This course provides students with the insight and knowledge to pass the journeyman electrician’s exam. Students should have at least two years of experience in the electrical field, and a basic knowledge of electrical theory.

Course #: BCHI-5001
FEE: $175.00
Downtown - Instructor: Mcalister, Wilbert
Room: TBD
CRN: 32380, Tue 5:30PM–8:25PM
Date: 1/17/12 – 5/1/12

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
Downtown - Instructor: Gwynn, Annice
Room: TBD
CRN: 32336, Fri 9:00AM–11:55AM
Date: 1/20/12 – 1/27/12

NEW - 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 your iPad. Students are responsible for bringing their iPads to class.

Course #: CSTT-5004
FEE: $20.00
Downtown - Instructor: Staff
Room: TBD
CRN: 34650, Mon 5:00PM–7:00PM
Date: 2/6/12 – 2/6/12

Computer Science Technology Training

Basic Email
Students will learn how to organize files and contacts, protect your computer from viruses, understand email security features, create and send messages, and create and send attachments.

Course #: CSTT-4106
FEE: $45.00
Downtown - Instructor: Thomas, Renee
Room: TBD
CRN: 32347, Fri 12:00PM–12:55PM
Date: 3/2/12 – 4/13/12

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 your iPad. Students are responsible for bringing their iPads to class.

Course #: CSTT-5004
FEE: $20.00
Downtown - Instructor: Staff
Room: TBD
CRN: 34650, Mon 5:00PM–7:00PM
Date: 2/6/12 – 2/6/12

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
Downtown - Instructor: Thomas, Renee
Room: TBD
CRN: 34632, Mon,Wed 12:00PM–1:25PM
Date: 1/30/12 – 2/29/12

NEW - Introduction To Quickbooks
Participants in this course will learn the basic features and functions in QuickBooks. Participants will work with list, transactions and reports.

Course #: CSTT-5003
FEE: $40.00
CEU’s: 0.6
Downtown - Instructor: Bland, Karen
Room: TBD
CRN: 34644, Tue 9:00AM–12:00PM
Date: 1/14/12 – 2/21/12

Creating Greeting Cards And Invitations Using Word
Students will learn to use Microsoft Word to create postcards, calendars and newsletters and learn to prepare envelopes and labels.

Course #: CSTT-4018
FEE: $50.00
Downtown - Instructor: Gwynn, Annice
Room: TBD
CRN: 32342, Sat 12:00PM–2:00PM
Date: 3/24/12 – 4/28/12
Introduction To Windows XP
This course navigates the Windows desktop and teaches the use of Windows Explorer to manage files and documents. Customizing the desktop with screensavers and toolbars and using shortcut features will also be discussed.

Course #: CSTT-2000
FEE: $45.00
Downtown - Instructor: Gwynn, Annice
Room: TBD
CRN: 32327, Fri 9:00AM–11:55AM
Date: 2/17/12 – 2/24/12

NEW - 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 #: CSTT-5006
FEE: $20.00
Downtown - Instructor: Staff
Room: TBD
CRN: 34652, Mon 5:00PM–7:00PM
Date: 2/13/12 – 2/13/12

NEW - iPad: Internet Features
Participants will explore the internet application to operate an iPad. If you want to stay connected but don’t want to carry around a computer, this device maybe right for you. Come and explore internet features you can use on your iPad. Students are responsible for bringing their iPad to class.

Course #: CSTT-5005
FEE: $20.00
Downtown - Instructor: Staff
Room: TBD
CRN: 34651, Mon 5:00PM–7:00PM
Date: 2/20/12 – 2/20/12

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
Downtown - Instructor: Gwynn, Annice
Room: TBD
CRN: 32339, Fri 12:00PM–3:00PM
Date: 1/20/12 – 1/27/12
Downtown - Instructor: Thomas, Renee
Room: TBD
CRN: 34637, Mon,Wed 1:30PM–2:30PM
Date: 1/30/12 – 2/15/12

Microsoft Access Basic 2007
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 #: CSTT-2005
FEE: $65.00
CEU's: 1.5
Downtown - Instructor: Hudson, Wanda
Room: TBD
CRN: 32333, Mon,Wed 5:30PM–8:30PM
Date: 2/22/12 – 3/7/12

Microsoft Excel Basic 2007
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 #: CSTT-2003
FEE: $65.00
CEU's: 1.5
Downtown - Instructor: Hudson, Wanda
Room: TBD
CRN: 32331, Mon,Wed 5:30PM–8:25PM
Date: 2/6/12 – 2/20/12

Microsoft Publisher
Students will learn to create professional looking letterheads, business cards, calendars, envelopes with merge, and business forms using MS 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: 32340, Sat 12:00PM–2:55PM
Date: 2/18/12 – 3/17/12

Microsoft Word Basic 2007
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: Hudson, Wanda
Room: TBD
CRN: 32328, Mon,Wed 5:30PM–8:25PM
Date: 1/18/12 – 2/1/12
Microsoft Word Overview
Students will learn how to create basic features, edit and print documents, spell check, create a mail merge and manipulate graphics. Suggested pre-requisite: General knowledge of Windows.

Course #: CSTT-4053
FEE: $45.00
Downtown - Instructor: Hudson, Wanda
Room: TBD
CRN: 32346, Sat 10:00AM–11:55AM
Date: 1/28/12 – 2/11/12
Downtown - Instructor: Thomas, Renee
Room: TBD
CRN: 34635, Mon,Wed 9:00AM–11:55AM
Date: 2/15/12 – 2/20/12

Microsoft Access Intermediate 2007
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 #: CSTT-2006
FEE: $65.00
CEU’s: 1.5
Downtown - Instructor: Coleman, Roslyn
Room: TBD
CRN: 32334, Tue 6:00PM–8:55PM
Date: 3/27/12 – 5/1/12

Microsoft Excel Intermediate 2007
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
Downtown - Instructor: Coleman, Roslyn
Room: TBD
CRN: 32332, Tue 6:00PM–8:55PM
Date: 2/21/12 – 3/20/12

Microsoft Powerpoint Basic 2007
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: 34550, Thur 5:30PM–8:30PM
Date: 2/18/12 – 3/18/12

Educational Development

Fundamentals Of Calculus
Students will learn the basic concepts of calculus. Topics will cover derivatives, differentiation of algebraic and trigonometric functions and more.

Course #: EDDV-5033
FEE: $40.00
Downtown - Instructor: Chiangong, Joelly
Room: TBD
CRN: 32352, Sat 9:30AM–12:00PM
Date: 2/18/12 – 3/10/12

Mathematical Concepts - Intermediate
This course will mathematical concepts including algebraic expressions, inequalities, linear equations, matrices, rational expressions, quadratic functions, logarithmic functions and more.

Course #: EDDV-4014
FEE: $40.00
Downtown - Instructor: Chiangong, Joelly
Room: TBD
CRN: 32350, Sat 12:30PM–3:00PM
Date: 3/17/12 – 4/28/12

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: 32349, Sat 12:30PM–2:30PM
Date: 1/21/12 – 3/10/12
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: 32351, Sat 9:30AM–11:55AM
Date: 1/21/12 – 2/11/12

NEW - Organic Gardening
Students will focus on the principles of organic gardening with emphasis on soil flora and fauna, unhealthy physical and nutrient characteristics, natural versus conventional garden practice, and natural methods to promote healthy soil ecology.
Course #: HMGP-4013
FEE: $40.00
Downtown - Instructor: Staff
Room: TBD
CRN: 34551, Tue 5:30PM–7:30PM
Date: 2/2/12 – 2/23/12

Gardening and Landscape

NEW - Introduction To Composting
Participants will learn water conserving methods of lawn and garden irrigation practices which also help promote plant health and hardiness while lessening plant disease and damage.
Course #: HMGP-4000
FEE: $40.00
Downtown - Instructor: Staff
Room: TBD
CRN: 34552, Tue 5:30PM–7:30PM
Date: 3/6/12 – 3/13/12

NEW - Introduction To Healthy Gardening
Participants will learn basic principles and practices of attracting and providing for animal life to promote the growth and health of the garden.
Course #: HMGP-4009
FEE: $40.00
Downtown - Instructor: Staff
Room: TBD
CRN: 34647, Tue 5:30PM–7:30PM
Date: 3/20/12 – 4/18/12

NEW - Irrigation: Basic Principles
Participants will learn water conserving methods of lawn and garden irrigation practices which also help promote plant health and hardiness while lessening plant disease and damage.
Course #: HMGP-4003
FEE: $40.00
Downtown - Instructor: Staff
Room: TBD
CRN: 34648, Tue 5:30PM–7:30PM
Date: 4/25/12 – 5/1/12

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
Downtown - Instructor: Lewis-Williams, Felicia
Room: TBD
CRN: 34549, Thur 5:30PM–7:30PM
Date: 4/19/12 – 5/3/12

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 the Internet search engines and databases.
Course #: ENPR-4000
FEE: $40.00
Downtown - Instructor: Lewis-Williams, Felicia
Room: TBD
CRN: 34548, Thur 5:30PM–7:30PM
Date: 3/21/12 – 4/5/12

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
Downtown - Instructor: Lewis-Williams, Felicia
Room: TBD
CRN: 34547, Thu 5:30PM–7:30PM
Date: 2/23/12 – 3/14/12
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  
Downtown - Instructor: Lewis-Williams, Felicia  
Room: TBD  
CRN: 34545, Thu 5:30PM–7:30PM  
Date: 2/9/12 – 2/9/12

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  
Downtown - Instructor: Lewis-Williams, Felicia  
Room: TBD  
CRN: 34546, Thu 5:30PM–7:30PM  
Date: 2/16/12 – 2/16/12

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  
Downtown - Instructor: Lewis-Williams, Felicia  
Room: TBD  
CRN: 34544, Thu 5:30PM–7:30PM  
Date: 2/2/12 – 2/2/12

Personal Enrichment Series

NEW - 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: 34540, Fri 1:00PM–3:00PM  
Date: 2/10/12 – 3/2/12

NEW - Projects 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: 34541, Fri 1:00PM–3:00PM  
Date: 3/9/12 – 3/30/12

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: 32369, Sat 9:00AM–2:55PM  
Date: 3/10/12 – 3/10/12

Professional Exams and Licensing Preparation

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: 32379, Thu 5:30PM–8:25PM  
Date: 1/19/12 – 5/3/12
Sewing and Design

**Introduction To Interior Design**
Whether you’re 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: 34543, Tue 6:00PM–9:00PM**
**Date: 1/17/12 – 3/6/12**

**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: 34643, Tue 6:00PM–9:00PM**
**Date: 3/13/12 – 4/17/12**
EASTERN Continuing Education Classes

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
Eastern Instructor: Staff
Room: TBD
CRN:34681, Fri 7:00PM–9:00PM
Date: 1/27/12 – 5/4/12

NEW - So You Want To Be An Artist?
If you are not sure about what art media you like best, or want to explore art in a variety of media, this is the class for you! The instructor will take the class through a variety of media types and providing guidance and opportunity from learning through an artist eyes. Participants are responsible for their own supplies.

Course #: CRFT-4085
FEE: $40.00
CEU's: 2.8
Eastern Instructor: Staff
Room: TBD
CRN:34684, TBD 6:00PM–8:00PM
Date: 1/27/12 – 5/4/12
Arts and Crafts

Floral Design - Advanced
This class keeps “growing” Learn to create lovely “high style” (elaborate) designs for home, business, and other occasions. Participants are responsible for their supplies.

Course #: CRFT-4013
FEE: $50.00
Northwest - Instructor: Smith, Sena
Room: TBD
CRN: 34534, Tue, Thur 5:00PM–6:55PM
Date: 2/21/12 – 3/15/12

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
Northwest - Instructor: Smith, Sena
Room: TBD
CRN: 34533, Tue, Thur 5:00PM–6:55PM
Date: 1/25/12 – 2/17/12

Introduction To Wire Working
This course provides a fundamental working of manipulating wire to make jewelry findings. Students will also learn key elements and basic wire working techniques to make the findings used in all types of jewelry.

Course #: CRFT-4056
FEE: $30.00
Northwest - Instructor: Robinson Young, Kathleen
Room: TBD
CRN: 32424, Tue, Thur 10:00AM–11:55AM
Date: 2/28/12 – 3/8/12

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
Northwest - Instructor: Robinson Young, Kathleen
Room: TBD
CRN: 32421, Wed 6:00PM–8:55PM
Date: 1/18/12 – 2/15/12

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 own supplies.

Course #: CRFT-4022
FEE: $30.00
Northwest - Instructor: Robinson Young, Kathleen
Room: TBD
CRN: 32422, Wed 6:00PM–8:55PM
Date: 2/22/12 – 3/21/12

NEW - Simple Soldering
This course provides a fundamental working knowledge of soldering metals through the techniques and projects taught in class. Students will also learn how to solder beautiful jewelry at home using simple and affordable tools. Participants are responsible for their own supplies.

Course #: CRFT-4084
FEE: $50.00
Northwest - Instructor: Robinson Young, Kathleen
Room: TBD
CRN: 34653, Sat 10:00AM–12:00PM
Date: 1/28/12 – 2/18/12

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Health Science

Healthier You
This course is designed to educate you about reading and defining food labels. This course will also assist you with planning, shopping and preparing healthy.
Course #: HEAL-4083
FEE: $25.00
Northwest - Instructor: Gatlin, Brenda
Room: TBD
CRN: 34536, Tue 6:00PM–7:55PM
Date: 4/17/12 – 5/8/12

Vegan Lifestyle
Participants will learn about the vegan lifestyle, including health and environmental benefits of the vegan lifestyle.
Course #: HEAL-4015
FEE: $25.00
Northwest - Instructor: Gatlin, Brenda
Room: TBD
CRN: 32528, Thur 6:00PM–7:55PM
Date: 2/23/12 – 3/29/12

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: 32436, Sat 1:00PM–2:55PM
Date: 4/14/12 – 4/21/12

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 the Internet search engines and databases.
Course #: ENPR-4000
FEE: $40.00
Northwest - Instructor: Lewis-Williams, Felicia
Room: TBD
CRN: 32435, Sat 1:00PM–2:55PM
Date: 3/10/12 – 3/24/12

Genealogy Research For Beginners
Students will discover techniques and resources to help uncover their family 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: 32434, Sat 1:00PM–2:55PM
Date: 2/18/12 – 3/3/12

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: 32432, Sat 1:00PM–2:55PM
Date: 2/4/12 – 2/4/12

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: 32433, Sat 1:00PM–2:55PM
Date: 2/11/12 – 2/11/12

Introduction To Genealogy
This introductory course is designed to help student 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: Staff
Room: TBD
CRN: 32431, Sat 1:00PM–2:55PM
Date: 1/28/12 – 1/28/12
**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: 34638, Mon 7:00PM–8:30PM**  
**Date: 1/30/12 – 3/19/12**

**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: 34639, Mon 7:00PM–8:55PM**  
**Date: 3/26/12 – 4/30/12**

**NEW - Jazz History And Appreciation**
In this class, listen to recordings of key jazz styles and major figures. Participants will learn to recognize and discuss their special characteristics and how they relate to their musical, social and historical contexts, and illuminate your personal connection to them. Participants will also discover how the roots of jazz intertwine with those of rhythm and blues, gospel, marching bands, ragtime, African and Afro-Caribbean traditions, folk, bluegrass, country and rock, as well as American classical orchestral music. Some live demonstrations and explanations of how jazz musicians play will be provided. Expect special emphasis on the role of Metro Detroit in jazz history.

**Course #: MUSC-4024**  
**FEE: $30.00**  
**Northwest - Instructor: English, Ronald**  
**Room: TBD**  
**CRN: 34640, Mon 5:30PM–7:00PM**  
**Date: 1/30/12 – 3/5/12**

**Professional Exams and Licensing Preparation**

**HOBET Assessment**
The HOBET assessment is designed to assist Health Occupation programs to evaluate the academic and social skills of new applicants. The test helps the program to screen applicants for admission objectively.

**Course #: HLTC-4027**  
**FEE: $25.00**  
**Northwest - Instructor: Staff**  
**Room: TBD**  
**CRN: 34649, Mon 5:00PM–8:55PM**  
**Date: 2/6/12 – 2/6/12**

**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: 32458, Mon 3:00PM–4:30PM**  
**Date: 2/6/12 – 2/6/12**  
**CRN: 32459, Tue 3:00PM–4:30PM**  
**Date: 2/21/12 – 2/21/12**  
**CRN: 32460, Mon 3:00PM–4:30PM**  
**Date: 3/19/12 – 3/19/12**  
**CRN: 32462, Mon 3:00PM–4:30PM**  
**Date: 4/16/12 – 4/16/12**
TEAS (Test Of Essential Nursing Skills)
The TEAS (Test of Essential Nursing Skills) 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 TEAS Test.

Course #: PELP-4006
FEE: $25.00
Northwest - Instructor: Staff
Room: TBD
CRN: 32442, Tue 1:00PM–4:55PM
Date: 1/17/12 – 1/17/12
Northwest - Instructor: Staff
Room: TBD
CRN: 32443, Thur 1:00PM–4:55PM
Date: 1/19/12 – 1/19/12
Northwest - Instructor: Staff
Room: TBD
CRN: 32444, Fri 8:00AM–11:55AM
Date: 1/20/12 – 1/20/12
Northwest - Instructor: Staff
Room: TBD
CRN: 32445, Fri 1:00PM–4:55PM
Date: 1/20/12 – 1/20/12
Northwest - Instructor: Staff
Room: TBD
CRN: 32446, Tue 1:00PM–4:55PM
Date: 2/14/12 – 2/14/12
Northwest - Instructor: Staff
Room: TBD
CRN: 32447, Thur 1:00PM–4:55PM
Date: 2/16/12 – 2/16/12
Northwest - Instructor: Staff
Room: TBD
CRN: 32448, Fri 8:00AM–11:55AM
Date: 2/17/12 – 2/17/12
Northwest - Instructor: Staff
Room: TBD
CRN: 32449, Fri 1:00PM–4:55PM
Date: 2/17/12 – 2/17/12
Northwest - Instructor: Staff
Room: TBD
CRN: 32450, Tue 1:00PM–4:55PM
Date: 3/13/12 – 3/13/12
Northwest - Instructor: Staff
Room: TBD
CRN: 32451, Thur 1:00PM–4:55PM
Date: 3/15/12 – 3/15/12
Northwest - Instructor: Staff
Room: TBD
CRN: 32452, Fri 8:00AM–11:55AM
Date: 3/16/12 – 3/16/12
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  
Northwest - Instructor: Cunningham, Ophelia  
Room: TBD  
CRN: 32465, Sat 8:00AM–10:55AM  
Date: 1/14/12 – 3/17/12

**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: 32467, Tue 6:00PM–8:55PM  
Date: 1/17/12 – 3/6/12

**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: 32466, Sat 12:00PM–1:55PM  
Date: 4/7/12 – 5/5/12
Arts and Crafts

Calligraphy
Students will learn to design elegant announcements, invitations, greeting cards, and more by using Chancery Cursive Writing. Participants are responsible for purchasing their own supplies.

Course #: CRFT-4005
FEE: $25.00
Western - Instructor: Trombetta, Betty
Room: TBD
CRN: 32496, Tue 10:00AM–10:55AM
Date: 2/14/12 – 4/3/12

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: 34576, Thur 10:00AM–1:00PM
Date: 1/19/12 – 5/3/12

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, Nichole
Room: TBD
CRN: 34575, Wed 2:00PM–2:55PM
Date: 1/18/12 – 3/7/12

Microsoft Excel Basic 2007
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 #: CSTT-2003
FEE: $65.00
CEU's: 1.5
Western - Instructor: Brown, Verna
Room: TBD
CRN: 34588, Mon 6:00PM–8:55PM
Date: 3/5/12 – 3/26/12

School of Continuing Education Classes

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Microsoft Excel Intermediate 2007

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
Western - Instructor: Staff
Room: TBD
CRN: 32508, Mon 6:00PM–8:55PM
Date: 3/24/12 – 5/12/12

Photoshop

Participants will learn how to produce computer imaging. Students will produce flyer, web, and photo imaging.

Course #: PHOT-4015
FEE: $50.00
Western - Instructor: Williams, Nichole
Room: TBD
CRN: 32473, Wed 3:00PM–5:25PM
Date: 1/18/12 – 3/7/12

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
Western - Instructor: Smith, Kevin
Room: TBD
CRN: 32482, Fri 10:00AM–11:55AM
Date: 1/20/12 – 5/4/12

Tap Dance
Get in shape and learn the benefits of dance to tap! Its fun and it 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 #: DANC-4018
FEE: $30.00
Western - Instructor: Staff
Room: C205
CRN: 32483, Sat 8:00AM–9:25AM
Date: 1/14/12 – 5/12/12

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
CEU’s: 1.5
Western - Instructor: Williams, Nichole
Room: TBD
CRN: 34592, Tue 6:00PM–8:25PM
Date: 3/13/12 – 5/1/12

Western - Instructor: Smith, Kevin
Room: TBD
CRN: 32478, Tue 3:00PM–5:55PM
Date: 1/24/12 – 3/15/12

Western - Instructor: Stop, Lisa
Room: TBD
CRN: 32483, Sat 8:00AM–9:25AM
Date: 1/21/12 – 5/5/12
Physical Fitness and Sports

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
Western - Instructor: Plevinski, John
Room: TBD
CRN: 34581, Fri 6:00PM–7:55PM
Date: 1/23/12 – 5/4/12

Professional Exams and Licensing Preparation

EPA Refrigerant Transition And Recovery Certification
EPA Refrigerant Recovery & Transition Certification: EPA Certification is required to be completed to work on air conditioning and refrigeration systems or to purchase Freon. The EPA Certification Exam is available here at WCCCD. The exam is a one day written exam.
Course #: PELP-5002
FEE: $32.00
Western - Instructor: Benedetti, Wilfred
Room: TBD
CRN: 34585, Sat 10:00AM–11:00AM
Date: 2/4/12 – 2/4/12

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: 32484, Sat 12:00PM–2:55PM
Date: 1/21/12 – 5/5/12
Western - Instructor: Nodwell, Ralph
Room: TBD
CRN: 32477, Wed 6:00PM-8:55PM
Date: 1/25/12-5/2/12
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: 32515, Mon 5:30PM–7:55PM
Date: 1/30/12 – 2/20/12

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: 32516, Mon 5:30PM–7:55PM
Date: 2/27/12 – 3/19/12

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

Microsoft Excel Basic 2007
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 #: CSTT-2003
FEE: $65.00
CEU’s: 1.5
University Center - Instructor: Staff
Room: TBD
CRN: 32524, Wed 6:00PM–8:55PM
Date: 1/7/12 – 5/12/12

Microsoft Word Basic 2007
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
University Center - Instructor: Coleman, Roslyn
Room: TBD
CRN: 32525, Wed 7:00PM–9:55PM
Date: 3/14/12 – 4/11/12
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: 32518, Sat 11:00AM–12:55PM**  
**Date: 2/4/12 – 3/3/12**

**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: 32523, Sat 9:00AM–10:55AM**  
**Date: 1/21/12 – 3/24/12**

Physical Fitness and Sports

**Hatha Yoga - Beginner**
Students will learn to build on their flexibility, strength, and health. Course includes breathing and visualization techniques for maintaining your health. Please bring a thick mat, wear loose clothes, and don’t eat two hours before class.

**Course #: PEDU-4007**  
**FEE: $45.00**  
**University Center - Instructor: Peacock, Susan**  
**Room: TBD**  
**CRN: 32522, Mon,Wed 5:00PM–7:25PM**  
**Date: 1/30/12 – 3/21/12**

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: 32519, Sat 10:00AM–12:25PM**  
**Date: 1/28/12 – 3/31/12**
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)

**Continuing Education Registration Form - Spring 2012**

*Please use one registration form per student. Feel free to duplicate this form as needed.*

<table>
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<tr>
<th>ID Number*</th>
<th>Date of Birth</th>
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<th>Last Name (Please Print)</th>
<th>First Name</th>
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Applicant Signature or Parent’s Signature if a Minor Forms with no signature are incomplete and WILL NOT be processed. Date

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<th>Address</th>
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<tr>
<th>Home Phone</th>
<th>Alternate Phone</th>
<th>Do you reside in Wayne County?</th>
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<td>□ Yes □ No</td>
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<table>
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<tr>
<th>Email Address</th>
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<th>Course Number</th>
<th>CRN Number</th>
<th>Course Title</th>
<th>Campus</th>
<th>Cost</th>
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Grand Total

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.

Return Check Policy

Students are liable for all amounts pertaining to any bank rejected checks, which includes but is not necessarily limited to the following: The amount of the rejected check, A $20 District service fee for NSF (bad check) processing, A $20 deferred fee Charges assessed by the external check guarantee company utilized by the district.

All checks written to the college are verified by an external check guarantee agency. All returned checks are subject to the agency's collection fees.

Stop payment of check does not initiate cancellation of classes. You must officially withdraw from your classes.

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.)

<table>
<thead>
<tr>
<th>□ Check/Money Order</th>
<th>□ American Express</th>
<th>□ Discover</th>
<th>□ MasterCard</th>
<th>□ VISA</th>
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<tbody>
<tr>
<td>Account No.</td>
<td>Expiration Date</td>
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</table>

Card Holder Signature

* - The college will use your social security number for recordkeeping, identification, and billing. At your request (and if you are not currently on our system under your social security number), the college will assign another number for these purposes

**Fax:** Fax form to (313) 962-1643.

**Mail:** -Mail form to Wayne County Community College District, Mail Registration-C.E., P.O. Box 32557, Detroit MI 48232-0557.

**Walk:** -Register in person at any of our five campus locations. See the back of the schedule for location details.

**Optional Section: Not considered in determining admissibility. Federally required**

<table>
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<tr>
<th>reporting information:</th>
<th>Sex: □ Male □ Female</th>
<th>Marital Status: □ Married □ Single</th>
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<tr>
<td>Check which category describes you best:</td>
<td>□ African-American (non Hispanic) □ American Indian-Native Alaskan □ Arabic</td>
<td></td>
</tr>
<tr>
<td>□ Asian-Pacific Islander □ Caucasian (non Hispanic) □ Hispanic □ Other □ Prefer not to respond</td>
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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

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’s School of Continuing Education in Partnership with The Michigan Citizen Present

CELEBRATING 10 YEARS OF PASSPORT TO AFROCA

Saturday February 11, 2012
11:00 a.m. – 4:00 p.m.

Downtown Campus
1001 W. Fort
Detroit, MI 48226

ALL AGES WELCOME!

OPEN TO THE PUBLIC AT NO COST!

FOR MORE INFORMATION CALL (313) 496-2704

ATTRACTIONS:

• African Cuisines
• Authentic African Marketplace
• African Music and Dance
• Best African Attire Contest

• Fashion Show
• Storytelling
and much, much more...
Wayne County Community College District’s
School of Continuing Education
Presents

BRIDGE TO ASIA

Saturday • April 14, 2012
11:00 a.m. - 2:00 p.m.

Downriver Campus
21000 Northline • Taylor, MI 48180

This event is designed to educate the community through artwork, dance, exhibits and music reflecting the diversity that exists in Asian cultures.

This event is open to the public at no cost.

For more information, please contact the School of Continuing Education at 313-496-2704 or log on to www.wcccd.edu
Wayne County Community College District’s
School of Continuing Education
in Partnership with the

The 4th Annual

Motorcycle Safety Awareness Workshop

Wednesday • April 18, 2012
7:00 p.m. – 8:30 p.m.

Downriver Campus
21000 Northline Road
Taylor, MI 48180

This workshop will provide awareness to improve the safety of motorcyclist on streets and highways. Participants will be provided with skillful demonstrations (weather permitted) on how to safely maneuver motorcycles.

Open To the Public at No Cost!

Remember...Safety First!

For more information, please contact the School of Continuing Education at (313) 496-2704 or log on to www.wcccd.edu
We have combined the 2012 Spring and Summer semesters into one super fantastic Schedule just for you!

Contact the School of CE for more information at 313-496-2704 or visit our website at www.wcccd.edu
Wayne County Community College District is excited to offer Kids’ College classes 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 class 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 students must complete the “Emergency Information for Youth Students Form.” Please give the completed form to the instructor during the first day of class.
School of Continuing Education

YOUTH STUDENTS

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________________________
CLASS CAPACITY
Kids College programs are self-supporting and require a minimum number of students enrolled before a class will run. To avoid inconvenience to students, Kids College will cancel courses with low enrollment one week in advance to avoid disappointment. Refunds will be generated to participants of cancelled classes.

EMPLOYEE BACKGROUND CHECK
All Kids College instructors directly working with students have passed a criminal background check.

DROP-OFF AND PICK-UP PROCEDURES
For safety reasons, Kids College students under 18 years of age are not to be on campus unless accompanied by an adult or attending Kids College programs. Your child's safety is our number one concern.

Students must be picked up within 15 minutes after dismissal of their program. Repeated late Pick-up occurrences will result in termination from Kids College with no refund.

WAIVER AND RELEASE OF LIABILITY
All youth students must present a signed waiver to their instructor before programs begins. The release waiver is conveniently located in our Continuing Education schedule book.

PHOTOGRAPHS
There will be photographs taken of students during programs. The photos may be used in future promotional materials. If you prefer we not use your child's photograph, send a letter to:
School of Continuing Education
Attn: Kids College
801 W. Fort Street
Detroit, MI 48226

BEHAVIOR GUIDELINES
Proper standards of conduct are necessary to protect the health, safety and well being of all Kids College students. Behavior that might interfere with the educational process is unacceptable. Students will be respectful to other students and staff. Students will be careful with college equipment and property and the property of other students.

Parents will be contacted if their child is involved in any unacceptable situations during class.

Appropriate college personnel, reserves the right, at any time, to exclude any child from activities due to failure or inability to follow as directed, any and all rules and/or policies for participants.

COMPUTER USE AGREEMENT
Certain classes may use the World Wide Web (www) or internet as part of their curriculum developed by the instructor. With this educational opportunity comes responsibility, to be shared by the student, parent/guardian and college staff.

Students will use the software that pertains to their class. They may use the www/internet when the instructor gives the permission. Students should tell their instructors immediately if they encounter information that is inappropriate or makes them feel uncomfortable.

Students shall not give out personal information while online. Parents will be contacted if their child is involved in any unacceptable situations while using the computer.
Kids’ Schedule Planner

Child’s Name: ____________________________________________

Please use the grid below to organize your child’s schedule. This will help prevent registering for two classes scheduled at the same time.

<table>
<thead>
<tr>
<th>Date</th>
<th>Course Name</th>
<th>Age</th>
<th>Day/Time</th>
<th>Fee</th>
<th>Page</th>
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Please note that Kids’ College participants are only supervised while students are enrolled in classes. No extended supervision (longer than 15 minutes between consecutive class times) is available between 9AM–4pm for those not enrolled in class during any part of the day.

If your child is registered for more than one class per day, please have your child bring a copy of this schedule to class each day so we can ensure they get to the correct class.

For more information on all Kids College classes feel free to contact the School of Continuing Education Office or Melodie Bunkley, District Director at 313-496-2704 or mbunkle1@wcccd.edu

You can register your child using the Continuing Education Registration Form in the back of the CE Schedule Book.

Or for your convenience, you can register 24-7 via our website: www.wcccd.edu.

Or at any one of our Campus locations.
KIDS INVESTING AGES 8-12
It is never too early to start learning the basics of financial opportunity. Kids 8-12 will be instructed on the basics of investing and allowed to invest with play money based on real life financial scenarios in the class.

Course #: YCLS 4064
FEE: $25.00
Eastern Instructor: Staff
Room: TBD
CRN: 34682, Sat 9:00AM – 11:00AM
Date: 2/25/12 – 3/24/12

KUNG-FU NINJAS FOR KIDS AGES 7-12
This course will teach young adults about self-respect, discipline, teamwork, honor, courage, endurance, focus and balance. Also, students will be introduced to Stranger Awareness techniques.

Course #: YCLS-4009
Western Instructor: Plevinski, John
Room: TBD
CRN: 34577, Sat 11:00AM – 12:30PM
Date: 1/28/12 – 5/5/12

MUSIC KEYBOARDING AGES 8-12
Students will learn to play and recognize rhythms, read musical notation, understand basic music theory, learn proper technique at the piano and play elementary pieces. A digital keyboard or acoustic piano at home is required to enhance learning.

Course #: YCLS 5070
FEE: $40.00
Eastern Instructor: Staff
Room: TBD
CRN: 34683, Sat 9:00AM – 11:00AM
Date: 1/23/12 – 5/04/12

ROBOTICS WITH LEGO MINDSTORMS AGES 10-16
This course has students solving problems, learning teamwork, and gaining experience in basic robotic concepts by using the Lego Mindstorms NXT kit and a computer. Challenges will include creating mobile robots, using sound, light and touch sensors, and solving multi-part problems.

Course #: YCLS-4305
FEE: $30.00
University Center Instructor: Ibegbu, Arthur
Room: TBD
CRN: 34605, Sat 10:00AM – 12:55PM
Date: 2/4/12 – 2/18/12

TAP DANCE FOR KIDS AGES 7-12
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: Stop, Lisa
Room: TBD
CRN: 34580, Sat 9:50AM – 11:15AM
Date: 1/21/12 – 5/5/12
ACT AND SAT REVIEW
Math review for standardized testing is highly needed for students about to enter higher institutions. This high school course will diagnose, refresh, reintroduce, and strengthened forgotten concepts together with test taking strategies. Some areas of coverage will include arithmetic’s algebra, geometry, trigonometry, and more. - Students must have completed the 9th grade before registering for this class.

Course #: YCLS 5026
FEE: $25.00
Downtown - Instructor: Chiangong, Joelly
Room: TBD
CRN: 56935, Fri - 9:30AM–11:30AM
Date: 7/7/12 – 8/4/12

BUSINESS SMARTS - AGES 13-17
Students will learn how to write a business plan, raise capital, management strategies, market research and advertising/marketing will be discussed.

Course #: YCLS 4028
FEE: $25.00
Downtown - Instructor: Thornton, Georgene
Room: TBD
CRN: 56936, Sat - 10:00AM–12:00PM
Date: 6/30/12 – 7/28/12

INTRODUCTION TO THE WORLD OF TENNIS - AGES 6-17
Attend all tennis lessons to enhance your playing skills. - In addition, you will learn how to play the game while having great fun and exercise. - Equipment will be provided.

Course #: YCLS 4275
FEE: $25.00
Comstock Park on Trojan off of 8 Mile and Hubbell by Vandenburg School
Instructor: Colbert, Nathan
Room: Off site
CRN: 55847, Sat - 10:00AM–12:00PM
Date: 6/23/12 – 7/28/12

KEYBOARDING AND WORD FOR KIDS
Study the art of touch typing at the keyboard and develop the skills needed to complete school work assignments. Learn the alphabetic keyboard and proper keyboarding techniques.

Course #: YCLS 4054
FEE: $25.00
Eastern - Instructor: Staff
Room: TBD
CRN: 57055, MTWRF 1:00PM–4:00PM
Date: 7/23/12 – 7/27/12

THE WORLD OF TENNIS INTERMEDIATE - AGES 6-17
This course is designed for children that have previous tennis and have mastered the beginning level of tennis. Participants will learn the next levels of tennis, tournament competition play.

Course #: YCLS 4043
FEE: $30.00
Comstock Park on Trojan off of 8 Mile and Hubbell by Vandenburg School
Instructor: Colbert, Nathan
Room: Off site
CRN: 56945, Sat - 9:00AM–10:00AM
Date: 6/23/12 – 7/28/12

TAP DANCE FOR KIDS - AGES 7-12
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: Stop, Lisa
Room: TBD
CRN: 56964, Sat - 10:00AM–11:30AM
Date: 5/11/12 – 8/11/12
THE BOOKWORM CLUB
This course teaches children the importance of education, alleviates the problems of illiteracy, and instills a love for reading at an early age that will carry on for a lifetime.
Course #: YCLS 4290
Northwest - Instructor: Swanson, Kenya
Room: TBD
CRN: 55953, Sat - 12:30PM—2:55PM
Date: 6/30/12 – 7/21/12
Downriver - Instructor: Staff
Room: N110A
CRN: 56019, MTWRF - 10:00AM-11:25AM
Date: 7/9/12 – 7/13/12
Downtown - Instructor: Thomas, Renee
Room: TBD
CRN: 56949, MTWRF - 12:00PM–1:00PM
Date: 7/16/12 – 7/20/12

UNDERSTANDING DIVISION - AGES 9-11
A systematic approach of mathematics drilling for fourth and fifth graders. This class will help students master basic facts with speed and accuracy. Division designs will provide a great way to incorporate fun and creativity during this session.
Course #: YCLS 5023
FEE: $25.00
Downtown - Instructor: Chiangong, Joelly
Room: TBD
CRN: 56946, Tue, Thur - 9:00AM–11:00AM
Date: 6/26/12 – 7/10/12

UNDERSTANDING MULTIPLICATIONS - AGES 8-11
This fourth and fifth grader class is designed to solidify, encourage and speed up the rate of multiplication manipulations. Various methods will be applied and it will be related to other areas of mathematics.
Course #: YCLS 5022
FEE: $25.00
Downtown - Instructor: Chiangong, Joelly
Room: TBD
CRN: 55852, Tue, Thur - 9:00AM–11:00AM
Date: 6/26/12 – 7/10/12

UNDERSTANDING FRACTIONS - AGES 11-13
A concrete review for sixth and seventh graders designed to perfect the four operations of mathematics in fraction. Fraction transformations, word problem and its relation to other mathematical concepts will be deeply addressed.
Course #: YCLS 5029
FEE: $25.00
Downtown - Instructor: Chiangong, Joelly
Room: TBD
CRN: 55851, Tue, Thur - 12:00PM–2:00PM
Date: 6/26/12 – 7/10/12

UNDERSTANDING PERCENTAGES - AGES 12 – 14
Percent is a common term in the business world. This sixth and seventh grader course involves critical analysis of mental mathematics and percentage of a number. Detail explanation of percentage will be addressed, word related problems and its relations to other mathematics concepts.
Course #: YCLS 5025
FEE: $25.00
Downtown - Instructor: Chiangong, Joelly
Room: TBD
CRN: 56948, Tue, Thur - 12:00PM–2:00PM
Date: 7/12/12 – 7/26/12
Applying Measurements
Students will learn to identify and apply units of measurements, temperature, distance, weights and the mastering of time reading the clock.

Course #: YCLS 4319
FEE: $25.00
Downtown - Instructor: Chiangong, Joelly
Room: TBD
CRN: 55803, Sat - 9:00AM–10:30AM
Date: 7/14/12 – 8/4/12

Father Time and Counting Fundamentals
Students will be able to recognize, write, and count basic shapes and numerals 0 to 20. Participants will also be able to identify time in hours, days, weeks, months, seasons and years.

Course #: YCLS 4317
FEE: $25.00
Downtown - Instructor: Chiangong, Joelly
Room: TBD
CRN: 55804, Sat - 9:00AM–10:30AM
Date: 5/19/12 – 6/9/12

Building Number Sense
Students will learn fractions and its properties proper, improper and mixed fractions. You will also learn critical thinking and strategies in solving fractions and word related problems.

Course #: YCLS 4325
FEE: $25.00
Downtown - Instructor: Chiangong, Joelly
Room: TBD
CRN: 55806, Sat - 10:30AM–12:00PM
Date: 7/14/12 – 8/4/12

Math Problem Solving
This course will cover geometry, and measurement properties in two and three dimensions. Student will learn how to describe, analyze, compare, and classify shapes.

Course #: YCLS 4320
FEE: $25.00
Downtown - Instructor: Chiangong, Joelly
Room: TBD
CRN: 55808, Sat - 10:30AM–12:00PM
Date: 5/19/12 – 6/9/12
Kids’ College – Summer 2012

Foundations of Algebra
In this course, students will learn forms of equations calculations, exponent, slope of a line, functions, polynomials, graphing, Synthetics division, matrices and more.
Course #: YCLS 4090
FEE: $25.00
Downtown - Instructor: Chiangong, Joelly
Room: TBD
CRN: 55813, Mon,Wed - 12:30PM— 3:30PM
Date: 6/25/12 – 7/16/12

Foundation of Geometry
In this course students will be able to apply geometric formulas in solid and plane geometry. Mastering of geometric proves, properties and algebraic calculations will be reviewed.
Course #: YCLS 4084
FEE: $25.00
Downtown - Instructor: Chiangong, Joelly
Room: TBD
CRN: 55814, Mon,Wed - 9:00AM–12:00PM
Date: 6/25/12 – 7/16/12

Foundations of Pre Calculus
In this course, students will learn the rates of change, how to graph functions, how to calculate the upper and lower limits of functions, exponential and logarithmic functions.
Course #: YCLS 4081
FEE: $25.00
Downtown - Instructor: Chiangong, Joelly
Room: TBD
CRN: 55815, Mon,Wed - 12:30PM— 3:30PM
Date: 7/18/12 – 8/6/12

Foundations of Trigonometry
In this course students will learn the relationship between the 30 60 90 degrees and the 45 45 - 90 degrees triangles of geometry to trigonometric functions of sine, cosine, tangent, secant, cosecant, cotangent and more . Fundamental identities will be reviewed.
Course #: YCLS 4091
FEE: $25.00
Downtown - Instructor: Chiangong, Joelly
Room: TBD
CRN: 55816, Mon,Wed - 9:00AM–12:00PM
Date: 7/18/12 – 8/6/12
NEW - 3D SCULPTURE CAMP 
AGES 10-16

Students will be provided with all the necessary tools to create 3D Sculpture projects. Discussion of materials such as Adhesives, nails, hammers, scissors, sculpture tools, wood carving kits, scraps of cloth, varnishes, spray paints, sponges, glazes, glitter and markers are just a few of the things students will learn to use to make their project. Participants will display their work at the end of the camp. Participants are responsible for purchasing some supplies.

Course #: YCLS 5073  
FEE: $60.00  
Downtown - Instructor: Staff  
Room: TBD  
CRN: 56973, MTWRF - 9:00AM—3:00PM  
Date: 6/18/12 – 7/20/12

ADOBE DREAMWEAVER QUICK START CAMP AGES 13-17

Learn how to design your own web site!! - Students will be introduced to Adobe Dreamweaver, and use the program to learn how to create a web site, create site structure, add context to pages, and add text to pages and use tags.

Course #: YCLS 5050  
FEE: $40.00  
Downtown - Instructor: Thomas, Renee  
Room: TBD  
CRN: 55838, MTWRF - 9:00AM–12:00PM  
Date: 7/9/12 – 7/13/12

ADOBE PHOTOSHOP QUICK START CAMP AGES 13-17

Do you aspire to become a graphic designer? - Students will learn how to create images as well as learn how to edit them.

Course #: YCLS 5048  
FEE: $40.00  
Downtown - Instructor: Thomas, Renee  
Room: TBD  
CRN: 55840, MTWRF - 9:00AM–12:00PM  
Date: 7/16/12 – 7/20/12

ADOBE FLASH QUICK START CAMP AGES 13-17

Ever wanted to create your own cartoon!!! - Students will be introduced to Adobe Flash software and the basic fundamentals to create cartoon strips.

Course #: YCLS 5047  
FEE: $40.00  
Downtown - Instructor: Thomas, Renee  
Room: TBD  
CRN: 55839, MTWRF - 12:30PM—3:30PM  
Date: 7/9/12 – 7/13/12

ART CAMP FOR AGES 8-12

This Art Camp is designed for youth who will receive hands on instruction to create art objects through use of a variety of materials. Participants will create masks, mosaics and much more.

Course #: YCLS 5009  
FEE: $30.00  
Downriver - Instructor: Staff  
Room: TBD  
CRN: 56022, MTWRF - 10:00AM–11:30AM  
Date: 7/16/12 – 7/20/12

BOY SCOUTS OF AMERICA EMERGENCY PREPAREDNESS MERIT BADGE

Course is designed to prepare participants to earn the Boy Scout of America, Emergency Preparedness Merit Badge.

Course #: YCLS 4227  
FEE: $10.00  
Downriver - Instructor: Staff  
Room: TBD  
CRN: 56014, Thur - 8:00AM—4:00PM  
Date: 7/12/12 – 7/12/12

BSA BOY SCOUT OF AMERICA FIRE SAFETY MERIT BADGE

Course is designed to prepare participants to earn the Boy Scout of America, Fire Safety Merit Badge.

Course #: YCLS 4228  
FEE: $10.00  
Downriver - Instructor: Staff  
Room: TBD  
CRN: 56015, Wed - 8:00AM—4:00PM  
Date: 7/11/12 – 7/11/12
BSA FIRST AID MERIT BADGE
Course is designed to prepare participants to earn the Boy Scout of America, First Aid Safety Merit Badge.

Course #: YCLS 4230  
FEE: $10.00  
Downriver - Instructor: Staff  
Room: TBD  
CRN: 56017, Tue - 8:00AM–4:00PM  
Date: 7/10/12 – 7/10/12

BSA SAFETY MERIT BADGE
Course is designed to prepare participants to earn the Boy Scout of America, Safety Merit Badge.

Course #: YCLS 4226  
FEE: $10.00  
Downriver - Instructor: Staff  
Room: TBD  
CRN: 56013, Wed - 8:00AM–4:00PM  
Date: 7/11/12 – 7/11/12

BSA TRAFFIC SAFETY MERIT BADGE
Course is designed to prepare participants to earn the Boy Scout of America, Traffic Safety Merit Badge.

Course #: YCLS 4229  
FEE: $10.00  
Downriver - Instructor: Staff  
Room: TBD  
CRN: 56016, Tue - 8:00AM–4:00PM  
Date: 7/10/12 – 7/10/12

NEW - COMPUTER TECHNOLOGY CAMP AGES 12-17
Participants will learn meaningful activities used to build essential technology skills. Technology skills include: word processing, programming, photo editing, animation, spreadsheets, desktop publishing, Internet, databases, operating systems, and presentation skills.

Course #: YCLS 5079  
FEE: $30.00  
Downtown - Instructor: Bland, Karen  
Room: TBD  
CRN: 56976, Mon, Tue, Wed - 9:00AM–12:00PM  
Date: 8/6/12 – 8/8/12

DIGITAL PHOTOGRAPHY CAMP AGES 13-17
Students will learn the basics such as how to turn the camera on and off, hold the the camera to get the best photos, center horizontally and use the zoom function.

Course #: YCLS 4018  
FEE: $30.00  
Downtown - Instructor: Gregory, Frank  
Room: TBD  
CRN: 56988, MTWRF - 1:00PM–4:00PM  
Date: 7/16/12 – 7/20/12

ENGINEERING DISCOVERY CAMP AGES 11-14
The Engineering Discovery Camp is a one week learning experience to expose students to a broad variety of engineering disciplines; aerospace, civil, industrial, chemical, environmental, computer science, electrical, material science and mechanical. Also students will learn how math and physics can be made easy. - Students are invited to attend a field trip to observe engineering in the “RealWorld” at area businesses.

Course #: YCLS 5054  
Downtown - Instructor: Aiyere, Omotayo, Winston, Eric  
Room: TBD  
CRN: 56937, MTWRF - 9:00AM–4:00PM  
Date: 7/23/12 – 7/27/12  
Northwest - Instructor: Aiyere, Omotayo, Winston, Eric  
Room: TBD  
CRN: 56980, MTWRF - 9:00AM–4:00PM  
Date: 7/16/12 – 7/20/12

ENTREPRENEURSHIP CAMP AGES 13-17
This camp is designed to educate students in regards to business and entrepreneurship. Topics to be covered are: marketing, advertising, preparing a cash flow statement and writing a business plan. The camp will conclude with an opportunity to open and operate a business.

Course #: YCLS 4341  
FEE: $30.00  
Eastern - Instructor: Staff  
Room: TBD  
CRN: 57051, MTWRF - 1:00PM–4:00PM  
Date: 7/9/12 – 7/13/12
GRAMMAR BLAST CAMP AGES 6-9
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 #: YCLS 4032
FEE: $20.00
Western - Instructor: Staff
Room: TBD
CRN: 56969, MTWRF - 9:00AM–12:00PM
Date: 6/11/12 – 6/15/12

Northwest - Instructor: Staff
Room: TBD
CRN: 56981, MTWRF - 9:00AM–12:00PM
Date: 7/23/12 – 7/27/12

KIDS’ FISHING CAMP AGES 9-12
This Fishing camp is for 9–12 year old who are interested in learning more about fishing techniques. Participants will be introduced to fly fishing, bait casting, tackle, knot tying and fish identification. Experts from Gander Mountain will be at the sessions and actual fishing will take place at the District’s Michigan Institute for Public Safety training pond. Participants need to bring a lunch each day.

Course #: YCLS-5081
FEE: $25.00
Downriver - Instructor: Staff
Room: TBD
CRN: 57048, MTWRF - 9:00AM–1:00PM
Date: 6/18/12 – 6/22/12

NEW - MATH CAMP AGES 13-17
Students will gain valuable knowledge and skills for the pursuit of mathematics in high school, post secondary institutions, and beyond. The format of the camp will provide a supportive and fun environment for interaction among students who love mathematics.

Course #: YCLS 4339
FEE: $20.00
Northwest - Instructor: Staff
Room: TBD
CRN: 56977, MTWRF - 9:00AM–12:00PM
Date: 7/9/12 – 7/13/12

NEW - MATHEMATICAL CONCEPTS CAMP AGES 10-13
The sessions will be focused on 5th grade students bridging into the 6th grade beginning middle school level. The class can also include advanced 4th grade students matriculating into the 5th grade and the class can be an intervention class for struggling 6th graders in need of re teaching and reviewing of basic skills.

Course #: YCLS 5076
FEE: $40.00
Downtown - Instructor: Staff
Room: TBD
CRN: 56975, MTWRF - 9:00AM–12:00PM
Date: 7/9/12 – 7/13/12

NEW - MATHEMATICAL CONCEPTS REVIEW CAMP AGES 8-10
The sessions will be focused on 4th grade students bridging into the 5th grade beginning middle school level. The class can help student make sense of problems and persevere in solving them.

Course #: YCLS 5077
FEE: $40.00
Downtown - Instructor: Staff
Room: TBD
CRN: 56974, MTWRF - 9:00AM–12:00PM
Date: 7/16/12 – 7/20/12

NEW - MUSICAL GUITAR CAMP AGES 10-17
Here is your chance to learn how to play a real guitar! Whether you’ve ever picked up a guitar or if you already have guitar skills, our guitar camp is the ideal setting for both beginning and intermediate students. - Learn the basics of chords, tabs, picking, strumming, and music theory. Bring your electric guitar (with small amplifier) or your acoustic guitar.

Course #: YCLS 5080
FEE: $30.00
Northwest - Instructor: English, Ronald
Room: TBD
CRN: 56978, MTWRF - 12:00PM–2:00PM
Date: 7/9/12 – 7/13/12

Northwest - Instructor: English, Ronald
Room: TBD
CRN: 56979, MTWRF - 12:00PM–2:00PM
Date: 7/16/12 – 7/20/12
Summer Camps

**YOUTH POETRY CAMP AGES 10-13**
This camp is designed to give participants the tools to enhance their poetry/creative writing skills. In addition, participants will have the opportunity to read and perform their work as well as engage in critiquing other poets, and having their own work critiqued. The camp will conclude with an exciting “Poetry Slam Contest” where participants will have the chance to perform their work in a dramatic presentation.

Course #: YCLS 5031  
FEE: $18.00  
Downtown - Instructor: Worthy, Jennifer  
Room: TBD  
CRN: 56951, MTWRF - 9:00AM–12:00PM  
Date: 7/9/12 – 7/13/12

**YOUTH POETRY CAMP AGES 14-17**
This camp is designed to give participants the tools to enhance their poetry/creative writing skills. In addition, participants will have the opportunity to read and perform their work as well as engage in critiquing other poets, and having their own work critiqued. The camp will conclude with an exciting “Poetry Slam Contest” where participants will have the chance to perform their work in a dramatic presentation.

Downtown - Instructor: Worthy, Jennifer  
Room: TBD  
CRN: 56952, MTWRF - 1:00PM–4:00PM  
Date: 7/16/12 – 7/20/12

**WEB DESIGN CAMP AGES 13-17**
Create and post your own web site on the internet. Discover marketing techniques and search engines strategies.

Course #: YCLS 5049  
FEE: $40.00  
Downtown - Instructor: Thomas, Renee  
Room: TBD  
CRN: 55842, MTWRF - 12:30PM–3:30PM  
Date: 7/16/12 – 7/20/12