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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Wayne County Community College District – Spring/Summer 2011
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DOWNRIVER

Winter Art Fest
March 2011

Winter Art Fest is designed to educate the community middle school and high school students about the diversity importance of art cultures while promoting educational opportunities at Wayne County Community College District. Workshops with local artists, lectures, artwork displays and a tour are all a part of the cultural event.

NORTHWEST

School Safety Summit
March 2011

This summit will provide an opportunity for policymakers, school administrators, teachers, service providers, community leader, parents and young people to learn about exciting initiatives underway to improve school safety in and around the city of Detroit and what you can do to participate.

DOWNTOWN

Get Fit
June 2011

This event will give participants information about nutrition, exercise and a healthy life style. A variety of fitness programs will be displayed or demonstrated to encourage participants in adopting a healthy life style.

WESTERN

Senior Festival
March 2011

This community event is for Senior Citizens. Various workshops on Auto Theft Prevention, Home Safety tips, De-Stress, and live long healthier lives and much more. Fun, Music, and Bingo Games will be the highlight of this event for local senior citizens organizations in the area.

EASTERN

Career Series: “Green” Jobs - Now and In the Future
February 2011

Part of the Corporate College’s Career Series, this session will explore the types of green jobs and discuss what’s “hot” now and what will be hot in the future.

Please call 313-496-2704 for specific event dates and times
CONTINUING EDUCATION PROGRAMS

Spring and Summer 2011

Skill Trades
- Beginning Electrical Wiring
- Pre-License Wiring
- National Electrical Code
- Residential Wiring I & II
- EPA - Refrigerant Transition and Recovery Certification

New Adult Classes
- French For the Traveler
- Math Skills Enhancement
- Recycling 101

Kids Programs
- Astronomy Camp
- Young Architects Camp
- Yoga for Teens
- Video Game Design

Back By Popular Demand
- Administrative Office Management Certificate
- Entrepreneurship (Is it for you?)
- Small Business Management

For information call (313) 496-2704 or visit www.wcccd.edu
Frequently Asked Questions

How/when can I register?
Remember that some of our courses begin after the regular semester start date. For classes with a later start date, registration is ongoing throughout the semester.
- Walk-In Registration deadline: Seven days prior to the first class meeting.
- Mail-In Registration deadline: Please mail the form at least 10 business days prior to the beginning of class. The form must be processed seven days prior to the first class meeting.
- Fax-In Registration deadline: Seven days prior to the first class meeting.
- Online Registration: Seven days prior to the first class meeting.

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

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

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

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

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

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

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

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

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

What is the difference between dropping a class and withdrawing from a class?
A student who drops a class before the start date of the class will receive a 100% refund for that class. A student who withdraws from a class after the class begins will receive no refund.

What is the refund policy?
If the District cancels a course, you will receive a full refund. If you withdraw from a course prior to the start of the course, you will receive a full refund. No refunds will be issued to those who withdraw after the class has started. For refund questions, you may contact the Finance Department at (313) 496-2873.
What is a CEU?
ACEU (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.
Important Dates to Remember

**Spring 2011**

Monday, January 17, 2011 ..........................Martin Luther King Holiday (College Closed)
Tuesday, January 18, 2011 ..........................Classes Begin
April 22-28, 2011 ..........................Spring Break (No Classes)
Monday, May 9, 2011 ..........................Classes End

**Summer 2011**

Classes begin on May 16, 2011

Please check our website www.wcccd.edu in April 2011 for summer registration dates.

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**Early Walk-In Registration Hours**

**November 15 - December 16, 2010**
On Campus
Monday - Thursday ..........................9:00 a.m. – 7:00 p.m.
Friday ........................................9:00 a.m. – 4:30 p.m.

**December 17, 2010 - January 3, 2011**
Online Registration 24/7 Only

**Extended Walk-In Registration Hours**

**January 4-15, 2011**
On Campus and Online 24/7
Monday - Thursday ..........................9:00 a.m. – 7:00 p.m.
Friday ........................................9:00 a.m. – 4:30 p.m.
Saturday .......................................9:00 a.m. – 3:00 p.m.

**WCCCD is closed on the following dates:**
December 17, 2010 through January 3, 2011

Registration for Continuing Education courses is ongoing throughout the semester at all five campuses.
Senior Citizens: Become a Computer Wiz

Check out ExperienceSeniorPower (ESP) Computer Training Classes

The Program
ESP is unique because it focuses on a user-friendly approach to teaching older adults computer skills. (Visit ESP’s website at: www.50plusprime.com)

Seniors Learn
Microsoft® Windows, Microsoft® Word, Microsoft® Excel, Keyboard Use, Computer Terminology, and Internet Safety Tips.

Location
Wayne County Community College District
9555 Haggerty Road
Belleville, Michigan 48111

Registration
Call (734) 699-7008

Classes are FREE for seniors!

50PlusPrime.com
a multi-media experience for baby boomers
Adobe Dreamweaver Certificate

Career Outlook: Production Assistant, Sales Support, Marketing Assistant, Office Manager, preparing printed graphic materials, on screen sales presentations and maintaining web sites.
Prerequisites: Students must have experience using Microsoft Office and Microsoft Windows.

Dreamweaver Creative Suite

4-Level I
The students will learn how to use the Dreamweaver program to create a web site, introduction to adobe Dreamweaver, create site structure, adding context to page, saving and editing pages, adding text to pages and using tags.
Course #: CSTT-4108
FEE: $75.00
CEU’s: 1.5
Western - Instructor: Coleman, Roselyn
Room: D207
CRN: 32479, Thur 6:00PM-8:55PM
Date: 1/20/11-2/17/11

4-Level II
The students will learn how to use layouts and tables, create hot spots, create cascaded style sheets. The student will also learn how to import objects to their page and use the image tools.
Course #: CSTT-4109
FEE: $75.00
CEU’s: 1.5
Western - Instructor: Coleman, Roselyn
Room: D207
CRN: 32498, Thur 6:00PM-8:55PM
Date: 2/24/11-3/24/11

4-Level III
Students will learn how to use the spry features, create forms, and connect spry to XML database. Students also will learn how to use the timeline feature in Dreamweaver.
Course #: CSTT-4110
FEE: $75.00
CEU’s: 1.5
Western - Instructor: Coleman, Roselyn
Room: D207
CRN: 32507, Thur 6:00PM-8:55PM
Date: 4/7/11-5/4/11

Adobe Flash Certificate

Career Outlook: Career opportunities in flash animation design, flash animated series, cartoon strips, and branding initiatives.
Prerequisites: Students must have experience using Microsoft Office and Microsoft Windows.

Flash Creative Suite

4-Level I
Students will be introduced to the Adobe Flash software and the basic fundamentals of the flash stage. Students will also learn to add layers, Motion tweens and how to add objects to the flash stage.
Course #: CSTT-4111
FEE: $75.00
CEU’s: 1.5
Western - Instructor: Swope, Denise
Room: D202
CRN: 32486, Mon 6:00PM-8:55PM
Date: 1/24/11-2/21/11

4-Level II
Students will learn how to adjust time lines, morph sharps, Vectors and introduction to Action script. Student will also learn how to import and export file from other adobe programs.
Course #: CSTT-4112

4-Level III
Students will learn how to create a web site using flash, write codes for classes and add new classes to flash. Students will also learn how to use UI elements, skinning UI elements, creating dropdown classes and using the listen class.
Course #: CSTT-4113
FEE: $75.00
CEU’s: 1.5
Western - Instructor: Swope, Denise
Room: D202
CRN: 32510, Mon 6:00PM-8:55PM
Date: 4/4/11-5/2/11
**Career Outlook:** Current and aspiring supervisors, managers, team leaders and technical professionals who seek a solid foundation in management skills and techniques. This program is designed to increase your value to your organization and enhance your career.

**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:** 263  
**CRN:** 32348, Mon, Wed 6:00PM-8:55PM  
**Date:** 1/19/11-1/24/11

**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:** 263  
**CRN:** 32313, Mon, Wed 6:00PM-8:55PM  
**Date:** 1/26/11-1/31/11

**EFFECTIVE COMMUNICATION IN BUSINESS**

Identify personality styles and behaviors. Learn appropriate dress, listening skills and how to delegate assignments effectively. Students 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:** 263  
**CRN:** 32314, Mon, Wed 6:00PM-8:55PM  
**Date:** 2/2/11-2/7/11

**FUNDAMENTALS OF HUMAN RESOURCES**

This introductory course will 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  
**Downtown - Instructor:** Simmons, Sandra  
**Room:** 263  
**CRN:** 32363, Mon, Wed 6:00PM-8:55PM  
**Date:** 2/9/11-2/21/11

**MICROSOFT WORD INTERMEDIATE 2007**

Students will build on knowledge acquired in MS Word 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  
**District Office - Instructor:** Mitchell, Richard  
**Room:** 112  
**CRN:** 32329, Tue 6:00PM-8:55PM  
**Date:** 1/18/11-1/25/11

**MICROSOFT EXCEL INTERMEDIATE 2007**

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

**Course #:** CSTT-2004  
**FEE:** $65.00  
**CEU's:** 1.5  
**District Office - Instructor:** Mitchell, Richard  
**Room:** 112  
**CRN:** 32348, Tue 6:00PM-8:55PM  
**Date:** 2/17/11-3/22/11

**MICROSOFT ACCESS INTERMEDIATE 2007**

Build on skills acquired in MS Access Basic. Students 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:** Mitchell, Richard  
**Room:** 243  
**CRN:** 32334, Tue 6:00PM-8:55PM  
**Date:** 3/29/11-5/3/11
Case Management Certificate

Career Outlook: 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 mbunkle1@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: 263
CRN: 32319, Sat 9:00AM-11:55AM
Date: 1/22/11-2/19/11

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: 263
CRN: 32320, Sat 9:00AM-11:55AM
Date: 2/26/11-3/26/11

ETHICAL ISSUES AND DILEMMAS
Students will learn case management techniques for addressing ethical dilemmas.
Course #: CASM-1002
FEE: $50.00
CEU's: 1.5
Downtown - Instructor: White, Carin
Room: 263
CRN: 32321, Sat 9:00AM-11:55AM
Date: 4/2/11-5/7/11

CULTURAL COMPETENCE
This course will provide participants with an understanding of different cultures and examine how knowledge, skill and attitude play an intricate part when performing case management tasks.
Course #: CASM-1003
FEE: $50.00
CEU's: 1.5
Downtown - Instructor: White, Carin
Room: 263
CRN: 32322, Sat 12:00PM-2:55PM
Date: 4/2/11-5/7/11
**Computerized Accounting Certificate**

**Career Outlook:** 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**

This course explores 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:** 243
- **CRN:** 32316, Mon, Wed 9:00AM-11:55AM
- **Date:** 1/19/11-1/31/11

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**QuickBooks**

This course teaches 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:** 243
- **CRN:** 32317, Mon, Wed 9:00AM-11:55AM
- **Date:** 2/2/11-2/28/11

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**Advanced Computerized Accounting**

Participants will build on prior QuickBooks knowledge to learn inventory, budgets and accounts reconciliation. Students 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:** 243
- **CRN:** 32318, Mon, Wed 9:00AM-11:55AM
- **Date:** 3/2/11-3/23/11
Career Outlook: Career opportunities in live entertainment, such as Broadway and Off-Broadway theaters, touring productions, and repertory theaters in many major metropolitan areas, as well as theme parks and resorts, are expected to offer many job opportunities. However, prospects in these venues are variable because they fluctuate with economic conditions. The Film Production Certificate requires you to complete several course which are not all offered in one semester.

PREPRODUCTION I - WRITING FOR FILM
Students will learn about the three act structure, conflict, plot, theme, arcs, character creation, development and many of the other elements that goes into successful script writing. Throughout this course students will study modern examples of successful films and their screenplays. Students will also write their own short film treatment and script.

Course #: ARTC-5012
FEE: $70.00
CEU's: 1.5
Eastern - Instructor: Loomis, Suane
Room: TBD
CRN: 32594, Sat 10:00AM-12:55PM
Date: 1/22/11-2/19/11

POSTPRODUCTION II - THE ROLE OF THE DIRECTOR
This course will explore all elements needed to orchestrate, design and execute from behind the lens. With knowledge in the area of camera use, lighting and audio capture, students will embark on a journey of analysis and application of the skills required to be a director. Students will examine the work of prominent directors and learn about style, narrative choice, camera placement, movement, working with talent, set management and more.

Course #: ARTC-5015
FEE: $70.00
CEU's: 1.5
Eastern - Instructor: Loomis, Suane
Room: TBD
CRN: 32595, Sat 1:30PM-4:30PM
Date: 1/22/11-2/19/11

PREPRODUCTION II - THE ROLE OF THE PRODUCER
Students will examine the title of producer, and break down all of the key elements of a production that are handled by the producers. This includes budgets to storyboards and crew to craft services, the producer will be defined and demystified.

Course #: ARTC-5013
FEE: $70.00
CEU's: 1.5
Eastern - Instructor: Smith, Gregory
Room: TBD
CRN: 32596, Sat 10:00AM-12:55PM
Date: 2/26/11-3/26/11

POSTPRODUCTION I - NON-LINEAR EDITING
This hands-on course focuses on the technical tools and knowledge needed to excel in the area of film post-production. Students will learn the fundamentals of film editing as well as the practical skills needed by all nonlinear editors. Students will embrace the workflow editing model as they capture footage, assemble rough cuts, trim their final timeline and master audio for playback.

Course #: ARTC-5016
FEE: $70.00
CEU's: 1.5
Eastern - Instructor: Loomis, Suane
Room: TBD
CRN: 32597, Sat 1:30PM-4:25PM
Date: 2/26/11-3/26/11

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

Course #: ARTC-5017
FEE: $70.00
CEU's: 1.5
Eastern - Instructor: Loomis, Suane
Room: TBD
CRN: 32599, Sat 1:30PM-4:25PM
Date: 4/9/11-5/7/11
GRANT MANAGEMENT CERTIFICATE

Career Outlook: Grant Writers, Development Directors, Directors of Planned Giving and Large Gift Directors would benefit from the Gift Management Certificate program. Writing a grant is one thing but successfully managing and sustaining a grant requires another skill set.

For more information contact: Deborah Duyck  313-496-2777  dduyck1@wcccd.edu

It is required that you take your classes in sequential order.

REVIEW OF GRANT APPLICATIONS
Students 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: 261
CRN: 32356, Wed  6:00PM-8:55PM
Date: 1/19/11-2/16/11

SUSTAINING YOUR GRANT
Participants will learn how to approach their present and future investors or funders. They will also learn how to re-apply for their grant.
Course #: GMGT-1002
FEE: $75.00
CEU's: 1.2
Downtown - Instructor: Williams, Audrean
Room: 261
CRN: 32358, Wed  6:00PM-9:55PM
Date: 4/20/11-5/18/11

GRANT IMPLEMENTATION
Students will learn the basics of day to day operation for grant management. Students 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: 261
CRN: 32357, Wed  6:00PM-8:55PM
Date: 2/23/11-4/13/11
IDENTIFY THE FUNDS THAT COUNT
This course provides 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
Downriver - Instructor: Bolton, Diane
Room: W26
CRN: 32400, Tue, Thur 6:00PM-8:55PM
Date: 1/18/11-2/1/11
Downtown - Instructor: Hudson, Truman
Room: 243
CRN: 32359, Fri 8:30AM-12:25PM
Date: 1/21/11-2/11/11
Western - Instructor: McNeil, Randy
Room: A227
CRN: 32475, Mon, Wed 6:00PM-9:15PM
Date: 1/24/11-2/7/11
University Center - Instructor: Bridges, Patricia
Room: TBD
CRN: 32529, Tue, Thur 6:00PM-8:55PM
Date: 1/18/11-2/1/11

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 and program planning, budgeting, and evaluation.

Course #: GWRT-1323
FEE: $75.00
CEU's: 1.6
Downriver - Instructor: Bolton, Diane
Room: W26
CRN: 32401, Tue, Thur 6:00PM-8:55PM
Date: 2/3/11-2/17/11
Downtown - Instructor: Hudson, Truman
Room: 243
CRN: 32360, Fri 8:30AM-12:25PM
Date: 2/18/11-3/11/11
Western - Instructor: McNeil, Randy
Room: C200
CRN: 32492, Mon, Wed 6:00PM-9:00PM
Date: 2/9/11-2/23/11
University Center - Instructor: Bridges, Patricia
Room: TBD
CRN: 32530, Tue, Thur 6:00PM-8:55PM
Date: 2/15/11-3/10/11

IT IS REQUIRED THAT YOU TAKE YOUR CLASSES IN SEQUENTIAL ORDER.
For more information contact: Deborah Duyck 313-496-2777  dduyck1@wcccd.edu

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
Downriver - Instructor: Bolton, Diane
Room: W26
CRN: 32402, Tue, Thur 6:00PM-8:55PM
Date: 2/22/11-3/8/11
Downtown - Instructor: Hudson, Truman
Room: 243
CRN: 32361, Fri 8:30AM-12:25PM
Date: 3/18/11-4/8/11
Western - Instructor: McNeil, Randy
Room: C200
CRN: 32502, Mon, Wed 6:00PM-9:15PM
Date: 2/28/11-3/14/11
University Center - Instructor: Bridges, Patricia
Room: TBD
CRN: 32531, Tue, Thur 6:00PM-8:55PM
Date: 3/15/11-4/7/11

RESEARCH/WRITE STATE AND FEDERAL GRANTS
Students 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
Downriver - Instructor: Winston, Gwendolyn
Room: W26
CRN: 32403, Tue, Thur 6:00PM-8:55PM
Date: 3/10/11-4/5/11
Downtown - Instructor: Hudson, Truman
Room: 243
CRN: 32362, Fri 8:30AM-4:25PM
Date: 4/15/11-5/6/11
Western - Instructor: McNeil, Randy
Room: C200
CRN: 32575, Mon, Wed 6:00PM-9:00PM
Date: 3/16/11-4/6/11
University Center - Instructor: Staff
Room: TBD
CRN: 32532, Tue, Thur 6:00PM-8:55PM
Date: 4/12/11-5/12/11

Career Outlook: 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.
**FUNDAMENTALS OF HUMAN RESOURCES**

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

**Course #: HRMS-1361**
**FEE: $70.00**
**CEU's: 1.2**
Downriver - Instructor: Riggs, Catherine
Room: TBD
CRN: 32404, Tue, Thur 6:00PM-8:55PM
Date: 1/18/11-1/27/11

**EMPLOYMENT AND STAFFING**

This course will expand upon the issues discussed in the fundamentals class and will specifically address: determining staffing requirements, writing accurate job descriptions and competencies, and establishing selection procedures.

**Course #: HRMS-1362**
**FEE: $70.00**
**CEU's: 1.8**
Downriver - Instructor: Staff
Room: TBD
CRN: 32405, Tue, Thur 6:00PM-8:55PM
Date: 2/1/11-2/17/11

**COMPENSATION AND BENEFITS**

This course is 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: Riggs, Catherine
Room: TBD
CRN: 32406, Tue, Thur 6:00PM-8:55PM
Date: 3/1/11-3/29/11

**HUMAN RESOURCES DEVELOPMENT**

This course is designed 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: Riggs, Catherine
Room: TBD
CRN: 32407, Tue, Thur 6:00PM-8:55PM
Date: 2/22/11-3/10/11

**ETHICS, LABOR RELATIONS, SAFETY AND HEALTH**

This course provides participants with a sound understanding of the HR role in administering labor agreements and skills necessary to interpret them. Students 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-1365**
**FEE: $70.00**
**CEU's: 2.1**
Downriver - Instructor: Riggs, Catherine
Room: TBD
CRN: 32408, Tue, Thur 6:00PM-8:55PM
Date: 3/31/11-4/21/11

**Career Outlook:** Career opportunities in the Human Resource field range from Human Resources Specialist to the Vice President of Human Resources in every area of business. Anyone who works should have the basic understanding of their HR department as provided by this certificate program.
INTRODUCTION TO CHRISTIAN EDUCATION
This class trains and motivates students to develop a strong educational ministry by teaching him/her to become knowledgeable of the Bible and become a strong Christian witness. The student will also learn how to plan, organize and coordinate an effective educational program.

Course #: EDDV-4109
FEE: $60.00
CEU's: 1.0
Oak Grove A.M.E. Church - Instructor: Miller, Cynthia
Room: TBD
CRN: 32425, Sat 10:00AM-1:15PM
Date: 1/22/11-2/5/11

PERSONAL RELATIONSHIP AND THE WORD
This course helps students develop stronger Bible based relationships with God, self and family. The Word of God will be used as instruction that will assist the student in understanding that the basis for good relationships begins with their connection to God.

Course #: EDDV-4071
FEE: $60.00
CEU's: 1.0
Oak Grove A.M.E. Church - Instructor: Miller, Cynthia
Room: TBD
CRN: 32427, Sat 10:00AM-1:15PM
Date: 3/12/11-4/2/11

PREACHING STYLES AND APPLICATION - WHAT MAKES A GOOD SERMON
In this course students will consider the question, “How preaching in the African-American Church differs from preaching in other environments?” The student will look at preaching as Gospel proclamation, a counseling tool, an art form, and a decree of the Holy Spirit. Each student will have an opportunity to deliver his/her sermon from a Pulpit located in the classroom.

Course #: EDDV-4110
FEE: $60.00
CEU's: 1.0
Oak Grove A.M.E. Church - Instructor: Miller, Cynthia
Room: TBD
CRN: 32426, Sat 10:00AM-1:20PM
Date: 2/12/11-3/5/11

HOW TO DEVELOP AN EFFECTIVE CHURCH MINISTRY
This course will help students formulate and develop a clear concept of the biblical nature and purpose of the church in the world today and how they relate to the world mission of the Christian. Attention is given to the principles of a telephone prayer ministry, prison ministry, and drug and alcohol abuse ministry.

Course #: EDDV-4072
FEE: $60.00
CEU's: 1.0
Oak Grove A.M.E. Church - Instructor: Miller, Cynthia
Room: TBD
CRN: 32428, Sat 10:00AM-1:15PM
Date: 4/9/11-5/7/11
OFFICE SUPPORT SPECIALIST CERTIFICATE

Career Outlook: Office administrators assume many roles in business and industry. Some potential careers include: Administrative Assistant, Executive Assistant, Administrative Analyst and Liaison Officer.

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

OFFICE SUPPORT I - PC BASICS
Students will learn methods to increase their office's productivity and efficiency.

Course #: OFSP-1318
FEE: $65.00
CEU's: 1.6
Downriver - Instructor: Crittenden, Patricia
Room: W26
CRN: 32409, Mon,Wed 6:00PM-8:55PM
Date: 1/19/11-2/2/11
Downtown - Instructor: Bland, Karen
Room: 243
CRN: 32371, Mon,Wed 12:00PM-2:55PM
Date: 1/19/11-2/2/11

OFFICE SUPPORT II - INTRODUCTION TO SOFTWARE: WORD AND EXCEL
Students will learn the fundamentals of the word processing software, Microsoft Word, including saving files, cutting, copying, pasting, formatting, inserting tables, headers and footers, and mail merge. In the spreadsheet software, Microsoft Excel, participants will learn how to manage workbooks, including formatting cells, rows and columns, using background colors, sorting data and the use of charts.

Course #: OFSP-1319
FEE: $65.00
CEU's: 2.4
Downriver - Instructor: Crittenden, Patricia
Room: W26
CRN: 32410, Mon,Wed 6:00PM-8:55PM
Date: 2/7/11-3/3/11
Downtown - Instructor: Bland, Karen
Room: 243
CRN: 32372, Mon,Wed 12:00PM-2:55PM
Date: 2/7/11-3/3/11
Western - Instructor: Bland, Karen
Room: D203
CRN: 32497, Thur 10:00AM-12:55AM
Date: 2/17/11-4/7/11

OFFICE SUPPORT III - ADVANCED SOFTWARE: ACCESS AND POWERPOINT
Participants will learn how to effectively use two of the more advanced office software: Microsoft Access and Microsoft PowerPoint.

Course #: OFSP-1320
FEE: $65.00
CEU's: 2.4
Downriver - Instructor: Staff
Room: W26
CRN: 32411, Mon,Wed 6:00PM-8:55PM
Date: 3/7/11-3/30/11
Downtown - Instructor: Bland, Karen
Room: 243
CRN: 32373, Mon,Wed 12:00PM-2:55PM
Date: 3/7/11-3/30/11

OFFICE SUPPORT IV - OFFICE PROCEDURES
Participants will learn proper procedures in office management. Participants will also learn to communicate more effectively with their company’s internal and external audiences, (verbal, printed, and technological communication), maintain records, word processing, financial analysis, and office automation.

Course #: OFSP-1321
FEE: $65.00
CEU's: 1.6
Downriver - Instructor: Crittenden, Patricia
Room: W26
CRN: 32412, Mon,Wed 6:00PM-8:55PM
Date: 4/4/11-4/18/11
Downtown - Instructor: Bland, Karen
Room: 243
CRN: 32374, Mon,Wed 12:00PM-2:55PM
Date: 4/4/11-4/18/11
WEB DESIGN CERTIFICATE

Career Outlook: 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 as an entrepreneur performing contract work.

For more information contact: Carolyn Carter 313-496-2630 ccarter@wcccd.edu

WEB PAGE DESIGN - BEGINNER (HTML BASICS)
Gain the 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: 32481 Fri 10:00AM-12:55PM
Date: 1/21/11-2/18/11

WEB PAGE DESIGN - INTERMEDIATE
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: 32499, Fri 10:30AM-12:55PM
Date: 2/25/11-4/1/11

WEB PAGE DESIGN - ADVANCED
This builds on what was learned during Web Page Design Beginners and Intermediate. Learn advanced HTML Code to make the Web page unique and dynamic.
Course #: WEBD-1002
FEE: $70.00
CEU's: 1.5
Western - Instructor: Coleman, Roslyn
Room: T201
CRN: 32511, Fri 10:30AM-12:55PM
Date: 4/8/11-5/6/11

MACROMEDIA DREAMWEAVER - BASIC
Students 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: Staff
Room: D205
CRN: 32506, Sat 12:00PM-2:55PM
Date: 3/19/11-5/14/11

MACROMEDIA FLASH - BASIC
This course will enhance the student's 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: Browne, Verna
Room: T201
CRN: 32574, Sat - 11:00AM-3:55PM
Date: 4/9/11-4/30/11
AMERICAN SIGN LANGUAGE INSTITUTE
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 though 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

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: G6
CRN: 32439, Mon 5:00PM-6:55PM
Date: 1/24/11-4/11/11

Western - Instructor: Stewart, Glenn
Room: C104
CRN: 32488, Mon 6:00PM-7:55PM
Date: 1/24/11-4/18/11

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 individuals working in healthcare, public safety, service or education field.

Course #: LANG-4001
FEE: $60.00
Northwest - Instructor: Barber, LaTonya
Room: G6
CRN: 32440, Mon 7:00PM-8:55PM
Date: 1/24/11-4/11/11

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

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: G111
CRN: 32429, Sat 9:00AM-11:55AM
Date: 2/5/11-3/5/11

INCOME TAX - ADVANCED
Students will be introduced to procedures relative to self-employment and business taxes, personal vs. business income and loss, applicable credits, audits and appeals.

Course #: FINC-4001
FEE: $40.00
Northwest - Instructor: Hubbard, Willie
Room: G111
CRN: 32430, Sat 9:00AM-11:55AM
Date: 3/12/11-4/9/11
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 (CEUs) as well as Certificates in their particular area of business and industry.

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: Sonders, Ali
Room: G6
CRN: 32437, Wed 10:00AM-10:55AM
Date: 3/2/11-3/30/11

ENTREPRENEURSHIP! (IS IT FOR YOU?)
This course addresses questions that every potential entrepreneur needs to answer before starting a business. Development of a business plan will also be discussed.
Course #: BUSN-1059
FEE: $45.00
Downriver - Instructor: Jones, Dan
Room: TBD
CRN: 32548, Mon, Wed 6:00PM-9:00PM
Date: 1/24/11-1/26/11
Northwest - Instructor: Jones, Dan
Room: TBD
CRN: 32549, Tue, Thur 6:00PM-9:00PM
Date: 1/18/11-1/20/11

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: G6
CRN: 32420, Thur 6:00PM-8:55PM
Date: 5/5/11-5/5/11

HOW TO START AND OPERATE A SMALL BUSINESS
Students will learn how to write a business plan and raise capital. Management strategies, market research and advertising/marketing will be discussed.
Course #: BUSN-4021
FEE: $60.00
Downtown - Instructor: Thornton, Georgene
Room: 261
CRN: 32315, Thu 6:00PM-8:55PM
Date: 2/10/11-4/14/11

NEW - HOW TO START AND OPERATE A SMALL BUSINESS - PART II
This course is 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: 261
CRN: 32315, Thu 6:00PM-8:55PM
Date: 2/10/11-4/14/11

SMALL BUSINESS MANAGEMENT
This course is design to examine strategies for creating and maintaining a sustainable competitive advantage in starting and managing a small business.
Course #: BUSN-1061
FEE: $45.00
Downriver - Instructor: Jones, Dan
Room: TBD
CRN: 32550, Mon, Wed 6:00PM-9:00PM
Date: 1/31/11-2/21/11
Northwest - Instructor: Jones, Dan
Room: TBD
CRN: 32551, Tue, Thur 6:00PM-9:00PM
Date: 1/25/11-2/15/11

FUNDAMENTALS OF ENTREPRENEURSHIP FINANCE
Introduces critical financial concepts including accounts receivable and payable, cash flow and investments opportunities.
Course #: BUSN-1057
FEE: $45.00
Downriver - Instructor: Jones, Dan
Room: TBD
CRN: 32552, Mon, Wed 6:00PM-9:00PM
Date: 2/23/11-3/9/11
Northwest - Instructor: Jones, Dan
Room: TBD
CRN: 32553, Tue, Thur 6:00PM-9:00PM
Date: 2/17/11-3/3/11
HAZMAT OPERATIONS
Designed for personnel responding to emergency scenes with the potential hazardous materials present. Participants will be trained to recognize and or anticipate unusual response circumstances.

Course #: ISPT-1028
FEE: $50.00
Downriver - Instructor: Staff
Room: MIPSE
CRN: 32581, Thur, Sat 6:00PM-10:00PM
Date: 3/24/11-4/9/11

FIRE FIGHTER 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
CEU's: 0.8
Downriver - Instructor: Staff
Room: MIPSE
CRN: 32579, Mon, 8:00AM-4:00PM
Date: 2/28/11

DRIVER TRAINING
The driver training course includes items which address both the attitude and knowledge of the potential emergency vehicle driver. Responding to an emergency as well as an understanding of the emergency vehicle driver’s responsibility during non-emergency situations is also reviewed.

Course #: SDTR-1002
FEE: $125.00
Downriver - Instructor: Staff
Room: MIPSE
CRN: 32585, Wed, Thur 8:00AM-5:00PM
Date: 4/13/11-4/14/11
Wayne County Community College District recognized the needs of grassroots organizations requesting assistance in moving towards a non-profit status, as well as professionals already employed in the non-profit sector looking for additional training in their field. The Non-Profit Management Institute offers courses including Non-Profit Organization Start-Up, Board Development, and Introduction to Grants Management, designed for grassroots organizations who would like to move towards a non-profit status and non-profits looking for specific training.

For more information contact: Deborah Duyck 313-496-2777 dduyck1@wcccd.edu

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: 261
CRN: 32365, Fri 1:00PM-2:25PM
Date: 1/21/11-2/18/11
Downtown - Instructor: Norman Hill, Shelly
Room: 144A
CRN: 32366, Sat 9:00AM-12:55PM
Date: 1/22/11-1/29/11
Northwest - Instructor: Winston, Gwendolyn
Room: G6
CRN: 32441, Tue 9:00AM-11:55AM
Date: 2/22/11-3/1/11

STEPS TO BECOME A 501C3 ORGANIZATION
This workshop educates participants organization about the necessary steps to become 501c3 (non-profit) organizations. Students 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: 144A
CRN: 32364, Sat 9:00AM-2:55PM
Date: 2/5/11-2/5/11

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: 144A
CRN: 32370, Sat 9:00AM-12:55PM
Date: 2/12/11-2/19/11

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 needs a plan, and how to structure the planning session.
Course #: NPOM-4007
FEE: $40.00
Downtown - Instructor: McNeil, Randy
Room: 261
CRN: 32367, Fri 1:00PM-2:55PM
Date: 2/25/11-2/25/11

FUND DEVELOPMENT
Students will learn to raise funds and secure contacts for their 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: 261
CRN: 32368, Fri 1:00PM-2:25PM
Date: 3/18/11-4/8/11
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: Mitchell, Richard  
Room: 243  
CRN: 32343, Tue 12:00PM-12:55PM  
Date: 1/25/11-3/1/11

**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: Mitchell, Richard  
Room: 243  
CRN: 32345, Tue 1:00PM-1:55PM  
Date: 3/8/11-4/12/11

**NEW SILVER CIRCLE**
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.

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

Course #: CSTT-4047  
Western - Instructor: Williams, Nichole  
Room: D206  
CRN: 32470, Wed 10:00AM-11:55AM  
Date: 1/19/11-5/4/11

Course #: CSTT-4000  
Western - Instructor: Williams, Nichole  
Room: D205  
CRN: 32471, Wed 12:00PM-1:55PM  
Date: 1/19/11-5/4/11

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

Course #: CSTT-4000  
FEE: $25.00  
Downriver - Instructor: Watkins, Lydia  
Room: W26  
CRN: 32394, Mon,Wed 9:00AM-11:55AM  
Date: 2/28/11-3/2/11
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 includes a necklace, a pair of earrings, and a bracelet. Participants are responsible for purchasing their supplies.

Course #: SENR-4007  
FEE: $25.00  
Northwest - Instructor: Robinson Young, Kathleen  
Room: G6  
CRN: 32463, Fri 10:00AM-11:55AM  
Date: 3/4/11-3/25/11

**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: W26  
CRN: 32398, Mon,Wed 9:00AM-11:55AM  
Date: 3/7/11-3/9/11

**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: 243  
CRN: 32341, Fri 9:00AM-11:55AM  
Date: 2/18/11-3/18/11

**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  
Downriver - Instructor: Watkins, Lydia  
Room: W26  
CRN: 32390, Mon,Wed 9:00AM-11:55AM  
Date: 3/14/11-3/16/11

**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: N110A  
CRN: 32387, Fri 11:00AM-1:55PM  
Date: 3/18/11-4/15/11
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.

NEW - PERSONAL INTERNET SAFETY
This course is an introduction into identity theft prevention and personal safety while exploring the internet. Participants will also gain knowledge and safety tips for sending and receiving emails.

Course #: SENR-4004
FEE: $25.00
University Center - Instructor: Staff
Room: TBD
CRN: 32526, Fri 3:00PM-4:00PM
Date: 1/28/11-1/28/11

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 while supporting other group members who share similar objectives.

Course #: SENR-4009
Northwest - Instructor: Simmons, Sandra
Room: W1B
CRN: 32464, Sat 10:00AM-11:55AM
Date: 3/12/11-3/12/11
Western - Instructor: Simmons, Sandra
Room: A227
CRN: 32495, Sat 10:00AM-11:55AM
Date: 2/12/11-2/12/11

SILVER CIRCLE BOOK CLUB
Ever find yourself wanting to discuss books with others? Join us for rousing discussions about the latest books that everyone is talking about! Seniors of all ages welcome!

Course #: SENR-4008
FEE: $25.00
University Center - Instructor: Staff
Room: TBD
CRN: 32520, Fri 1:30PM-3:25PM
Date: 1/21/11-2/11/11

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
Downtown - Instructor: Cohn, Lori
Room: Open Area 261
CRN: 32376, Tue, Thur 9:00AM-9:55AM
Date: 2/1/11-3/24/11
University Center - Instructor: Staff
Room: TBD
CRN: 32521, Mon, Wed 2:00PM-2:55PM
Date: 1/24/11-3/16/11
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.

## CORE CLASSES

### Arts and Crafts

#### NEW - ADVANCED FIGURATIVE SCULPTURE
This focuses on the advanced figurative sculptor working in clay on the setup and rendering of the human bust/figure. This class is not for the beginner in figurative clay. Participants are responsible for their own supplies.

- **Course #**: CRFT-4059
- **FEE**: $60.00
- **Downriver - Instructor**: Cheetham, Marta
- **Room**: N102
- **CRN**: 32383
- **Date**: 1/21/11-2/11/11

- **Course #**: CRFT-4024
- **FEE**: $60.00
- **Downriver - Instructor**: Chetham, Marta
- **Room**: TBD
- **CRN**: 32568
- **Date**: 2/18/11-3/11/11

#### 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**: N102
- **CRN**: 32381
- **Date**: 1/20/11-3/10/11

#### 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 potter’s 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**: N102
- **CRN**: 32382
- **Date**: 3/17/11-4/21/11

#### 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**: N110A
- **CRN**: 32384
- **Date**: 3/5/11-4/30/11

#### 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**: N110A
- **CRN**: 32385
- **Date**: 1/21/11-3/11/11
Arts and Crafts

FLORAL DESIGN - BEGINNER
This popular course teaches the basics of floral design, care and maintenance of fresh cut flowers and care of green plants. Participants are responsible for their supplies.

Course #: CRFT 4012
FEE: $ 40.00
Downriver Instructor: Smith, Jay
Room: N110A
CRN: 32561, Thu 6:00PM-7:55PM
Date: 3/3/11 4/21/11

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

Course #: CRFT-4015
FEE: $25.00
Downriver - Instructor: Smith, Sena
Room: N110A
CRN: 32562, Thu 6:00PM-7:55PM
Date: 5/5/11-5/5/11

GLASS PAINTING
This course will provide techniques of reverse glass painting to replicate the look of stained glass art. Use of acrylics and painting techniques will be utilized. Course prerequisite: Completion of Drawing for Beginners and Painting for Beginners. Students are responsible for their own supplies.

Course #: CRFT-4041
FEE: $25.00
Downriver - Instructor: Roe, Juanita
Room: N110A
CRN: 32388, Thu 10:00AM-11:55AM
Date: 3/3/11-4/21/11

KNITTING - 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: N110A
CRN: 32386, Tue 6:00PM-7:55PM
Date: 3/1/11-4/19/11

MATTING AND FRAMING - BEGINNER
This class includes mat selection for prints and posters. Measuring, glazing glass, fitting and molding will be demonstrated. Participants are responsible for their supplies.

Course #: CRFT-4024
FEE: $30.00
Downriver - Instructor: Johnson, Thallas
Room: N110A
CRN: 32389, Fri 1:00PM-2:55PM
Date: 2/25/11-5/13/11

MATTING AND FRAMING - INTERMEDIATE
In this popular course, participants will build on the skills learned in the Matting & Framing I workshop. This is not a course for an absolute. Persons should have prior knowledge of matting and framing. Participants are responsible for their supplies.

Course #: CRFT-4025
FEE: $30.00
Downriver - Instructor: Johnson, Orlander
Room: TBD
CRN: 32567, Fri 1:00PM-2:55PM
Date: 2/25/11-5/13/11

PAINTING FOR MATURE LEARNERS
This 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: N110A
CRN: 32387, Fri 11:00AM-1:55PM
Date: 3/18/11-4/15/11
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: W26  
CRN: 32395, Sat 9:00AM-2:55PM  
Date: 1/22/11-1/22/11

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: W26  
CRN: 32397, Sat 9:00AM-11:55AM  
Date: 2/12/11-3/12/11

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: W26  
CRN: 32391, Sat 9:00AM-2:55PM  
Date: 2/5/11-2/5/11

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: W26  
CRN: 32396, Sat 9:00AM-2:55PM  
Date: 1/29/11-1/29/11

MICROSOFT EXCEL 2007 BASIC
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  
Downriver - Instructor: Watkins, Lydia  
Room: W-26  
CRN: 32563, Tue, Thur 9:00AM-11:55AM  
Date: 1/18/11-2/1/11

MICROSOFT EXCEL INTERMEDIATE 2007
Students will learn advanced features of Microsoft Excel using Microsoft certified manuals. Students will receive instructions on how to control the screen, use functions such as sum, average, maximum and minimum and create charts and tables.

Course #: CSTT-2004  
FEE: $65.00  
CEU's: 1.5  
Downriver - Instructor: Watkins, Lydia  
Room: W-26  
CRN: 32564, Tue, Thur 9:00AM-11:55AM  
Date: 2/3/11-2/17/11

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: W26  
CRN: 32392, Mon,Wed 9:00AM-11:55AM  
Date: 3/28/11-4/11/11

MICROSOFT WORD INTERMEDIATE 2007
Students will build on knowledge acquired in MS Word 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: W26  
CRN: 32393, Mon,Wed 9:00AM-11:55AM  
Date: 4/13/11-5/4/11
**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: S2  
CRN: 32419, Wed  12:00PM-1:55PM  
Date: 2/23/11-4/6/11

**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: S2  
CRN: 32418, Sat  1:00PM-2:55PM  
Date: 2/26/11-5/7/11

**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: S2  
CRN: 32570, Tue  6:00PM-7:55PM  
Date: 2/22/11-5/3/11

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**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: Fedel, Connie  
Room: S2  
CRN: 32414, Tue, Thur  11:30AM-12:25PM  
Date: 3/1/11-4/21/11

**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: Kokey, Melissa  
Room: S2  
CRN: 32413, Mon  11:00AM-11:55AM  
Date: 1/24/11-5/9/11

**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: S2  
CRN: 32415, Sat  8:30AM-10:25AM  
Date: 3/5/11-4/30/11

**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: S2  
CRN: 32417, Tue  4:30PM-5:25PM  
Date: 2/22/11-5/3/11
ZUMBA GOLD FITNESS
Have fun and get moving! Every exercise is low impact and may be adapted to fit your particular challenges. Zumba Gold is a 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: S2
CRN: 32416, Tue 10:00AM-10:55AM
Date: 2/22/11-5/3/11

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: 1/14/11-1/14/11
Downriver - Instructor: Staff
Room: TBD
CRN: 32577, Sat 8:00AM-1:55PM
Date: 1/15/11-1/15/11
Downriver - Instructor: Staff
Room: TBD
CRN: 32578, Sat 8:00AM-1:55PM
Date: 2/19/11-2/19/11
FLORAL DESIGN - BEGINNER
This popular course teaches the basics of floral design 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: 138
CRN: 32323, Wed 10:00AM-11:55AM
Date: 1/19/11-3/9/11

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
Downtown - Instructor: Smith, Jay
Room: 138
CRN: 32324, Wed 10:00AM-11:55AM
Date: 3/16/11-5/11/11

GIFT WRAPPING/BOW MAKING
Students will learn to beautifully wrap packages with different types of paper, bows, and ribbons. Bring a sweater size box with a lid, and create a masterpiece. Participants are responsible for their supplies.
Course #: CRFT-4015
FEE: $25.00
Downtown - Instructor: Smith, Sena
Room: 138
CRN: 32325, Sat 9:00AM-10:55AM
Date: 2/12/11-2/12/11

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, Bert
Room: 138
CRN: 32380, Tue 5:30PM-8:25PM
Date: 1/18/11-5/10/11
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: 243
CRN: 32347, Fri 12:00PM-12:55PM
Date: 2/18/11-3/25/11

CREATING GREETING CARDS AND INVITATIONS USING WORD
Students will learn to use Microsoft Word to create postcards, calendars, newsletters and learn to prepare envelopes and labels.
Course #: CSTT-4018
FEE: $50.00
Downtown - Instructor: Gwynn, Annice
Room: 243
CRN: 32342, Sat 12:00PM-2:55PM
Date: 3/26/11-4/9/11

GETTING STARTED
This course provides hands-on training and teaches step-by-step theory for the PC and Windows environment. Participants will 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: 243
CRN: 32336, Fri 9:00AM-11:55AM
Date: 1/21/11-1/28/11
Downtown - Instructor: Gwynn, Annice
Room: 243
CRN: 32338, Sat 12:00PM-2:55PM
Date: 2/5/11-2/12/11
Downtown - Instructor: Gwynn, Annice
Room: 243
CRN: 32337, Fri 1:30PM-3:25PM
Date: 4/1/11-4/15/11

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: Bland, Karen
Room: 243
CRN: 32327, Fri 9:00AM-11:55AM
Date: 2/4/11-2/11/11

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: Bland, Karen
Room: 243
CRN: 32339, Fri 1:00PM-2:55PM
Date: 1/21/11-1/28/11

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: 265
CRN: 32333, Mon,Wed 5:30PM-8:25PM
Date: 2/23/11-3/9/11

MICROSOFT ACCESS OVERVIEW
Students will learn how to create a data base in one day! Template based tables and practicing designing queries will be covered. Suggested pre-requisite: General knowledge of Windows.
Course #: CSTT-4051
FEE: $45.00
Downtown - Instructor: Mitchell, Richard
Room: 243
CRN: 32344, Tue 12:00PM-12:55PM
Date: 3/8/11-4/12/11
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: 265
CRN: 32331, Mon, Wed  5:30PM-8:25PM
Date: 2/7/11-2/21/11

MICROSOFT PUBLISHER
Students will learn to create professional looking letterhead, 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: 243
CRN: 32340, Sat  12:00PM-2:55PM
Date: 2/19/11-3/19/11

MICROSOFT WORD BASIC 2007
Students will gain hands-on experience in creating, editing documents, formatting text and managing files.

Course #: CSTT-2001
FEE: $65.00
CEU's: 1.5
Downtown - Instructor: Hudson, Wanda
Room: 265
CRN: 32328, Mon, Wed  5:30PM-8:25PM
Date: 1/19/11-2/2/11

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: Mitchell, Richard
Room: 243
CRN: 32346, Tue  1:00PM-1:55PM
Date: 1/25/11-3/1/11
Education Development

**NEW-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: 261  
CRN: 32352, Sat 9:30AM-11:55AM  
Date: 3/5/11-3/26/11

**NEW-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: 261  
CRN: 32351, Sat 9:30AM-11:55AM  
Date: 1/29/11-2/19/11

**MATHEMATICAL 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: 261  
CRN: 32349, Sat 1230PM-3:00PM  
Date: 1/22/11-3/12/11

**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: 261  
CRN: 32350, Fri 12:30PM-2:30PM  
Date: 3/19/11-4/30/11

**NEW-MATH SKILLS ENHANCEMENTS**
In this course, you will learn math skills through review and practice of arithmetic operations, fractions, decimals, ratios, proportions and solving word problems. It is recommended that you complete the Mathematics Concepts Fundamentals course or have basic math skills.

Course #: EDDV-4026  
FEE: $30.00  
Downtown - Instructor: Winston, Eric  
Room: 261  
CRN: 32589, Mon 5:30PM-7:30PM  
Date: 2/7/11-3/28/11
Enrichment Series

NEW-BRIDGE-BEGINNING
Students will develop an understanding of the game of bridge. Participants will learn the fundamental concepts of good bridge bidding, and the basic concepts of playing a bridge hand as well as some of the common conventions.

Course #: ENPR-4018
FEE: $30.00
Downtown - Instructor: Hutson, Barbara
Room: 144b
CRN: 32378, Sat 12:00PM-1:25PM
Date: 2/26/11-4/16/11

BEGINNING CHESS
This beginner course is designed for students who have little or no experience in chess. This course will provide instruction and practice in the basic principles of chess. Also, this course is hands-on, in which student will learn the techniques and rules of basic chess maneuvers.

Course #: ENPR-4013
FEE: $45.00
Downtown - Instructor: Colbert, Nathan
Room: 262
CRN: 32354, Sat 10:00AM-11:55AM
Date: 2/5/11-3/5/11

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: 144A
CRN: 32369, Sat 9:00AM-2:55PM
Date: 3/5/11-3/5/11

NEW-INTERMEDIATE CHESS
Learn strategies for rooks, knights, bishops, and pawns. This course is designed for students who have mastered the techniques of the game of chess.

Course #: ENPR-5006
FEE: $45.00
Downtown - Instructor: Colbert, Nathan
Room: 262
CRN: 32355, Sat 12:00PM-1:55PM
Date: 3/12/11-4/9/11

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
Downtown - Instructor: Cohn, Lori
Room: Open Area 261
CRN: 32375, Tue, Thur 8:00AM-8:55AM
Date: 2/1/11-3/24/11

Professional Exams and Licensing Preparation

NATIONAL ELECTRICAL CODE
This course is designed to enhance the student’s knowledge of the National Electrical 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: McAllister, Bert
Room: 138
CRN: 32379, Thur 5:30PM-8:25PM
Date: 1/20/11-5/5/11
NEW - CONTEMPORARY ARRANGMENTS
Students in this course will learn silk design techniques. This class covers wreaths, swag, and other home décor pieces. Floral Design for Beginners is highly recommended before registering for this course. Students are responsible for purchasing their own supplies.

Course #: CRFT-4060
FEE: $40.00
Northwest - Instructor: Smith, Sena
Room: G6
CRN: 32527, Tue,Thur 5:00PM-6:55PM
Date: 3/22/11-4/14/11

FLORAL DESIGN - BEGINNER
This popular course teaches the basics of floral design, 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: G6
CRN: 32468, Tue,Thur 5:00PM-6:55PM
Date: 1/25/11-2/17/11

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: G6
CRN: 32469, Tue,Thur 5:00PM-6:55PM
Date: 2/22/11-3/17/11

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. Participants are responsible for their supplies.

Course #: CRFT-4056
FEE: $30.00
Northwest - Instructor: Robinson Young, Kathleen
Room: G6
CRN: 32424, Tue,Thur 10:00AM-11:55AM
Date: 2/22/11-3/3/11

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: G6
CRN: 32421, Wed 6:00PM-8:55PM
Date: 1/19/11-2/16/11

JEWELRY BEAD DESIGN - INTERMEDIATE
Learn various techniques of stringing multiple strands of beads. Use of metal pieces, caps, closures, and pins will be covered. Participants are responsible for their supplies.

Course #: CRFT-4022
FEE: $30.00
Northwest - Instructor: Robinson Young, Kathleen
Room: G6
CRN: 32422, Wed 6:00PM-8:55PM
Date: 2/23/11-3/23/11

RENEW, REUSE, RECYCLE-JEWELRY BEAD DESIGN
Bring to class those old, found and broken jewelry pieces that you want to rework and let’s formulate and incorporate them into updated earrings, necklaces and bracelets from your designs.

Course #: CRFT-4054
FEE: $30.00
Northwest - Instructor: Robinson Young, Kathleen
Room: G6
CRN: 32423, Wed 4:00PM-5:55PM
Date: 3/23/11-3/30/11
Health Science

NEW - 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: G112F
CRN: 32528, Thur 6:00PM-7:55PM
Date: 2/24/11-3/31/11

NEW - TROPICAL FLORAL ARRANGEMENTS
Students in this course will learn design appropriate for various special occasions, including birthdays, Homecoming, new baby and more. Designs can be modified for every occasion. Floral Design Beginner is highly recommended before registering for this course. Students are responsible for purchasing their own supplies.
Course #: CRFT-4043
FEE: $45.00
Northwest - Instructor: Smith, Sena
Room: G112F
CRN: 32608, Wed 5:00PM-6:55PM
Date: 1/26/11-3/2/11

Language and Culture

INTRODUCTION TO GENEALOGY:
This introductory course is designed to help students discover the fundamental building blocks of genealogy research. Students will also learn how to document their family history.
Course #: ENPR-4014
FEE: $40.00
Northwest - Instructor: Williams, Felicia
Room: G6
CRN: 32431, Sat 1:00PM-2:55PM
Date: 1/29/11-1/29/11

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: Williams, Felicia
Room: G6
CRN: 32432, Sat 1:00PM-2:55PM
Date: 2/5/11-2/5/11

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: Williams, Felicia
Room: G6
CRN: 32433, Sat 1:00PM-2:55PM
Date: 2/12/11-2/12/11
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: L17
CRN: 32330, Mon 5:00PM-9:00PM
Date: 2/7/11-2/7/11

HOBET TESTING STEPS TO REGISTER
1) The HOBET test schedule is printed in the CE Schedule under Professional Exams and Licensing Preparation. You can register on line or in person by filling out the Add/Drop form. Your $25 payment must be made at any campus Cashier’s Office (payments are not accepted online).
2) Refund Policy: Should you plan to drop HOBET testing/course, you must complete an Add/Drop form at any campus prior to the test registration deadline.
3) Please bring in your cashier’s receipt and your picture identification (ID) on the day of the test.
4) If you have questions, contact 313-496-2572.

Registration for February 2011 Testing begins on Wednesday, December 1, 2010 and ends on Saturday, January 15, 2011

NURSING INFORMATION OVERVIEW
This course is designed for 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
Professional Exams and Licensing Preparation

Northwest - Instructor: Staff
Room: L17
CRN: 32458, Sat 11:00AM-12:55PM
Date: 2/5/11-2/5/11

Northwest - Instructor: Staff
Room: L17
CRN: 32459, Tue 5:30PM-7:25PM
Date: 2/22/11-2/22/11

Northwest - Instructor: Staff
Room: L17
CRN: 32460, Wed 5:30PM-7:25PM
Date: 4/4/11-4/4/11

Northwest - Instructor: Staff
Room: L17
CRN: 32461, Mon 5:30PM-7:25PM
Date: 4/4/11-4/4/11

Northwest - Instructor: Staff
Room: L17
CRN: 32462, Thur 5:30PM-7:25PM
Date: 5/5/11-5/5/11

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: G4C
CRN: 32446, Tue 1:00PM-4:55PM
Date: 2/15/11-2/15/11

Northwest - Instructor: Staff
Room: G4C
CRN: 32447, Thur 1:00PM-4:55PM
Date: 2/17/11-2/17/11

Northwest - Instructor: Staff
Room: G4C
CRN: 32448, Fri 8:00AM-11:55AM
Date: 2/18/11-2/18/11

Northwest - Instructor: Staff
Room: G4C
CRN: 32451, Thur 1:00PM-4:55PM
Date: 3/17/11-3/17/11

Northwest - Instructor: Staff
Room: G4C
CRN: 32452, Fri 8:00AM-11:55AM
Date: 3/18/11-3/18/11

Northwest - Instructor: Staff
Room: G4C
CRN: 32453, Fri 1:00PM-4:55PM
Date: 3/18/11-3/18/11

Northwest - Instructor: Staff
Room: G4C
CRN: 32454, Tue 1:00PM-4:55PM
Date: 4/12/11-4/12/11

Northwest - Instructor: Staff
Room: G4C
CRN: 32455, Thur 1:00PM-4:55PM
Date: 4/14/11-4/14/11

Northwest - Instructor: Staff
Room: G4C
CRN: 32456, Fri 8:00AM-11:55AM
Date: 4/15/11-4/15/11

Northwest - Instructor: Staff
Room: G4C
CRN: 32457, Fri 1:00PM-4:55PM
Date: 4/15/11-4/15/11
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: G112F
CRN: 32465, Sat 8:00AM-10:55AM
Date: 1/15/11-3/19/11

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

NEW-WOUND CARE CERTIFICATE (ONLINE)
Skin Care & Wound Management is a continuing education course designed to provide the participant with the knowledge and skills needed to perform wound assessment, identification and management, and implement strategies to prevent pressure-related skin disruptions. The content covered in this course will help to prepare the qualified participant for the Certified Wound Care Associate (CWCA) exam offered by the American Academy of Wound Management (AAWM).
Course #: HLTC-4004
FEE: $175.00
Northwest - Instructor: Barclay, Larissa
Room: Online
CRN: 32587, Monday
Date: 3/7/11-4/18/11

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: G112F
CRN: 32467, Tue 6:00PM-8:55PM
Date: 1/18/11-3/8/11

NEW-CERTIFIED NURSE AIDE (CNA)
The Certified Nurse Aide (CNA) examination is offered for candidates who have successfully completed a Nurse Aide Training Program (NATP) and/or a Competency Evaluation Program (CEP). The Michigan Nurse Aide Competency Evaluation Program is given by Prometric Inc. (Prometric) and consists of a Clinical Skills Test and a Knowledge Test. Both tests are scheduled on the same day. The Clinical Skills Test is an assessment of skills required in the care of residents in long-term care facilities. You will be scored on the performance of five skills. You must successfully achieve the number of points in your performance of each skill that has been set by the state to pass the Clinical Skills Test to pass this portion of the exam. You must pass the Clinical Skills Test before you are permitted to take the Knowledge Test. The Knowledge Test is a 55-question, multiple-choice test that evaluate the knowledge, skills and abilities required to safely perform the job of a nurse’s Aide. The test is administered in English. The testing fees are paid at the test site at the time of testing. You will not be allowed to test if proper payment is not provided. NOTE: Exam fees are nonrefundable and nontransferable. You will be required to pay two fees using two separate checks:
• A $76.50 Test Fee paid to Prometric; and
• A $100 Test Administration Fee paid directly to WCCCD Michigan Regional Test Site. Fees must be paid by a nursing facility check, cashier's check or money order. Cash and personal checks will not be accepted.
Course #: HLTC-4005
FEE: $100.00
Northwest - Instructor: Barclay, Larissa
Room: H210
CRN: 32588, M-F 8:00AM-7:00PM, S 8:00AM-3:00PM
Date: 1/18/11-5/9/11
CORE 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

CALLIGRAPHTY
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: C104
CRN: 32496, Tue 10:00AM-10:55AM
Date: 2/15/11-4/5/11

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: D203
CRN: 32474, Wed 6:00PM-8:55PM
Date: 1/19/11-5/4/11

Western - Instructor: Scibilia, Gaspare
Room: D203
CRN: 32571, Thur 10:00AM-12:55PM
Date: 1/20/11-5/5/11

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: D106
CRN: 32472, Wed 2:00PM-2:55PM
Date: 1/19/11-3/9/11

MICROSOFT EXCEL 2007 BASIC
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: D203
CRN: 32501, Mon 6:00PM-8:55PM
Date: 3/7/11-3/28/11

MICROSOFT EXCEL INTERMEDIATE 2007
Students will learn advanced features of Microsoft Excel using Microsoft certified manuals. Students will receive instructions on how to control the screen, use functions such as sum, average, maximum and minimum, and create charts and tables.

Course #: CSTT-2004
FEE: $65.00
CEU’s: 1.5
Western - Instructor: Brown, Verna
Room: D203
CRN: 32508, Mon 6:00PM-8:55PM
Date: 4/4/11-5/9/11
Computer Science Technology Training

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: D207
CRN: 32473, Wed 3:00PM-5:25PM
Date: 1/19/11-3/9/11
Western - Instructor: Staff
Room: D207
CRN: 32478, Tue 12:00PM-2:55PM
Date: 1/25/11-3/15/11

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: Staff
Room: D205
CRN: 32505, Tue 12:00PM-2:55PM
Date: 3/15/11-5/3/11
Western - Instructor: Williams, Nicole
Room: D207
CRN: 32503, Wed 3:00PM-5:25PM
Date: 3/16/11-5/4/11

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: C205
CRN: 32482, Fri 10:00AM-11:55AM
Date: 1/21/11-5/6/11

TAP DANCE
Get in shape and learn the benefits of dance to tap! It’s 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 participants should be able to perform short combinations with these basic steps.

Course #: DANC-4018
FEE: $30.00
Western - Instructor: Stop, Lisa
Room: C205
CRN: 32483, Sat 8:00AM-9:25AM
Date: 1/22/11-5/7/11

Enrichment Series

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
Western - Instructor: Brown, Verna
Room: TBD
CRN: 32586, Tue 10:00AM-11:55AM
Date: 5/3/11-5/3/11
Western - Instructor: Williams, Nichole
Room: D207
CRN: 32478, Tue 12:00PM-2:55PM
Date: 1/25/11-3/15/11

Language and Culture

SPANISH FOR THE HEALTHCARE PROFESSIONAL
Health science students and or professionals will be provided with conversational Spanish and medical terminology, as well as phrases, commands, and conditions they might encounter in their work as health care professionals.

Course #: LANG-5001
FEE: $30.00
Western - Instructor: Herrera, Jose
Room: C102
CRN: 32490, Sat 9:00AM-10:55AM
Date: 1/29/11-5/7/11

Wayne County Community College District – Spring 2011
HATHA YOGA - BEGINNERS
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 prior to class.
Course #: PEDU-4007
FEE: $30.00
Western - Instructor: Pero, Jim
Room: C104
CRN: 32547, Wed 10:00AM-11:55PM
Date: 1/19/11-3/9/11

HATHA YOGA - INTERMEDIATE
Students will learn to become more proficient in the Hatha Yoga techniques. Build on current skills taught in the beginners course. Bring a mat or blanket and wear loose clothing.
Course #: PEDU-4008
FEE: $30.00
Western - Instructor: Pero, Jim
Room: C205
CRN: 32504, Wed 10:00AM-12:15PM
Date: 3/16/11-5/4/11

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: Pledinski, John
Room: C104
CRN: 32487, Mon 9:30AM-10:15AM
Date: 1/24/11-5/2/11
Western - Instructor: Pledinski, John
Room: C104
CRN: 32489, Fri 9:30AM-10:25AM
Date: 1/28/11-5/6/11

TAI CHI II
This course is suitable for students who have completed the Tai Chi Beginner’s course. In this course participants will have the opportunity to deepen their understanding of the philosophy and principles of Tai Chi and review Tai Chi forms already learned.
Course #: PEDU-4045
FEE: $50.00
Western - Instructor: Pledinski, John
Room: C104
CRN: 32609 Wed 6:00PM-7:55PM
Date: 1/26/11-5/4/11

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, William
Room: C104
CRN: 32491, Sat 10:00AM-10:55AM
Date: 2/5/11-2/5/11

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, and 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: BAY
CRN: 32484, Sat 12:00PM-2:55PM
Date: 1/22/11-5/7/11
Western - Instructor: Nodwell, Ralph
Room: BAY
CRN: 32477, Wed 6:00PM-8:55PM
Date: 1/26/11-5/4/11
Western - Instructor: Nodwell, Ralph
Room: BAY
CRN: 32610, Thur 6:00PM-8:55PM
Date: 1/27/11-5/5/11

Professional Exams and Licensing Preparation

Skilled Trades
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.

**IC3 PART I: COMPUTING FUNDAMENTALS**
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 5:00PM-7:25PM**
- **Date: 1/24/11-2/14/11**

**IC3 PART II: KEY APPLICATIONS**
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 5:00PM-7:25PM**
- **Date: 2/21/11-3/14/11**

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

- **Course #: CSTT-1340**
- **FEE: $60.00**
- **CEU's: 1.0**
- **University Center - Instructor: Wheatley, Christopher**
- **Room: TBD**
- **CRN: 32517, Mon 5:00PM-7:25PM**
- **Date: 3/21/11-4/11/11**

**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: Coleman, Roslyn**
- **Room: TBD**
- **CRN: 32524, Wed 7:00PM-9:55PM**
- **Date: 1/12/11-2/9/11**

**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, Tue 6:00PM-8:55PM**
- **Date: 1/18/11-2/15/11**
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: Staff
Room: TBD
CRN: 32522, Mon,Wed 10:00AM-10:55AM
Date:1/24/11-3/16/11

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, Fri 7:00PM-8:55PM
Date:1/21/11-3/25/11

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:1/22/11-2/19/11

NEW - PET CARE
Owning a pet is a big responsibility. Here is a chance for you and your child to learn all you need to know about owning a dog. Shots, food, exercise, and grooming are just a few topics that will be addressed.
Course #: HFAM-5024
FEE: $25.00
University Center - Instructor: Staff
Room: TBD
CRN: 32543, T 10:00AM-12:00PM
Date:1/25/11-3/24/11

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: Dominquez, Marie
Room: TBD
CRN: 32519, Sat 10:00AM-12:25PM
Date:1/22/11-4/9/11

Home and Family

Language and Culture

Physical Fitness and Sports
School of Continuing Education

Spring & Summer 2011

KIDS’ College

We have combined the 2011 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
**School of Continuing Education Kids College**

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!

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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.
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.
Courses for Kids & Teens
Adobe Dreamweaver Quick Start Camp – Learn how to design your own website. Students will be introduced to Adobe Dreamweaver, and use the program to learn how to create site structure, add context to pages, add text to pages and use tags.

Adobe Flash Quick Start Camp – Ever wanted to create your own cartoon? Students will be introduced to Adobe Flash software and the basic fundamentals to create cartoon strips.

Adobe Photoshop Quick Start Camp – Do you aspire to become a graphic designer? Students will learn how to create images as well as learn how to edit them.

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.

Building Healthy Lifestyles Camp – Using fun, hands-on techniques, games and visuals, this camp will explore choices about eating, exercise, stress and more.

BSA Camps – Boy Scouts of America (BSA) Camps are courses designed to prepare students to earn BSA Merit Badges in emergency preparedness, fire safety, first aid, safety and traffic safety.

Craft Camp – Using your creativity to make your own clay, paper mache, ornaments and jewelry. Create gifts for your family, friends and yourself.

Girls Leadership Camp – Participants will engage with women in leadership, career exploration and meaningful group projects. Also learn to strengthen team building skills and create lasting friendships.

Grammar Blast Camp – Have a blast in this camp as we explore the wonders and quirks of the English language including the parts of speech, sentence usage, punctuation, spelling and more.

Journalism Camp – “Extra-Extra read all about it!” Calling all youth reporters! Student will be provided with an opportunity to learn about a career in journalism and Media Arts. Each week, student will be given a news story to investigate and report. This camp also includes a field trip to the local newspaper!

Mind Your Manners Camp – Participants will learn social etiquette, table manners and personal style that will inspire self-confidence in life-skills.

Mini Medical School – This fun, informative program will assist participants with finding out what it takes to be a medical professional. Participants will explore the many career opportunities available in the medical field.

Poetry Camp – This camp is designed to give students the tools to enhance their poetry/creative writing skills. In addition, students will have the opportunity to perform their work as well as engage in critiquing other poets.

Web Design Camp – Create and post your own website on the internet. Discover marketing techniques and search engine strategies.

Engineering Discovery Camp – Students will learn how math and physics can be made easy. This camp will expose students to a broad variety of engineering disciplines; aerospace, civil, industrial, chemical, environmental, computer science, electrical, material science and mechanical.
### Kids’ College Schedule At-A-Glance – Spring 2011

<table>
<thead>
<tr>
<th>Start Date</th>
<th>End Date</th>
<th>Course Name</th>
<th>Age or Grade</th>
<th>Day</th>
<th>Time</th>
<th>Fee</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan 8</td>
<td>May 7</td>
<td>Ballet for Children</td>
<td>Ages 4-6</td>
<td>S</td>
<td>9:00am-9:55am</td>
<td>$20</td>
<td>71</td>
</tr>
<tr>
<td>Jan 8</td>
<td>May 7</td>
<td>Ballet for Youth</td>
<td>Ages 7-14</td>
<td>S</td>
<td>10:00am-10:55am</td>
<td>$20</td>
<td>71</td>
</tr>
<tr>
<td>Jan 22</td>
<td>Feb 19</td>
<td>Robotics with Lego Mindstorms</td>
<td>Ages 10-16</td>
<td>S</td>
<td>10:00am-12:55pm</td>
<td>$30</td>
<td>72</td>
</tr>
<tr>
<td>Jan 22</td>
<td>May 7</td>
<td>Tap Dance for Kids</td>
<td>Ages 7-12</td>
<td>S</td>
<td>9:50am-11:15am</td>
<td>$30</td>
<td>70</td>
</tr>
<tr>
<td>Jan 29</td>
<td>May 7</td>
<td>Kung-Fu Ninja For Kids</td>
<td>Ages 7-12</td>
<td>S</td>
<td>11:00am-12:30pm</td>
<td>$35</td>
<td>70</td>
</tr>
<tr>
<td>Mar 26</td>
<td>Apr 9</td>
<td>Introduction to Kite Making</td>
<td>Ages 7-12</td>
<td>S</td>
<td>10:00pm-2:30pm</td>
<td>$40</td>
<td>70</td>
</tr>
</tbody>
</table>

### Kids’ College Schedule At-A-Glance – Summer 2011

Courses that have an asterisk * indicate the course is part of a Kids’ Certificate Program. A Certificate will be awarded upon successful complete of all courses included in the Kids’ Certificate Program.

<table>
<thead>
<tr>
<th>Start Date</th>
<th>End Date</th>
<th>Course Name</th>
<th>Age or Grade</th>
<th>Day</th>
<th>Time</th>
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<tbody>
<tr>
<td>May 21</td>
<td>May 28</td>
<td>Bookworm Club</td>
<td>Ages 4-7</td>
<td>S</td>
<td>10:00am-11:25am</td>
<td>no fee</td>
<td>58</td>
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# 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.

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<th>Course Name</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.
New Family Fun Activities!

Owning a pet is a big responsibility. Here is a chance for you and your child to learn all you need to know about owning a dog. Shots, food, exercise, and grooming are just a few topics that are addressed.

Kite flying is one of the oldest pastimes in the world. Come and learn how to produce wonderful kites for you and your family.

Family fun for everyone! Come and learn basic dance moves as a family, experience different types of dance moves and exercise too.
### NEW-AHOY THERE, MATEY (AGES 4-7)
Study the seven seas and learn about the pioneering people who discovered and used them. Explore the different ships they sailed, the jobs that the shipmates had and assemble the crew of your own ship. Please bring an old shoebox to the first day of class.

**Course #:** YCLS-5038  
**FEE:** $30.00  
**Downriver - Instructor:** Brown, Victoria  
**Room:** N110A  
**CRN:** 56023, M-F 9:00AM-10:30AM  
**Date:** 8/1/11-8/12/11

### BOOKWORM CLUB (AGES 4-7)
Participants will engage in leadership, career exploration and meaningful group projects. Participants will also strengthen team building skills and create lasting friendships.

**Course #:** YCLS-4290  
**FEE:** $0.00  
**Downriver - Instructor:** Brown, Victoria  
**Room:** N110A  
**CRN:** 56019, S 10:00AM-11:25AM  
**Date:** 5/21/11-5/28/11  
**Downriver - Instructor:** Brown, Victoria  
**Room:** N110A  
**CRN:** 56020, S 10:00AM-11:25AM  
**Date:** 6/4/11-6/11/11  
**Downriver - Instructor:** Brown, Victoria  
**Room:** N110A  
**CRN:** 56018, T-F 10:00AM-11:25AM  
**Date:** 7/5/11-7/8/11

### ART CAMP (AGES 8-12)
This Art Camp is designed for youth who will receive hands-on instruction to create art objects through the use of a variety of materials. Participants will create masks, mosaics and much more.

**Course #:** YCLS-5009  
**FEE:** $30.00  
**Downriver - Instructor:** Brown, Victoria  
**Room:** N110A  
**CRN:** 56022, M-F 9:00AM-10:30AM  
**Date:** 7/11/11-7/15/11

### NEW-ASTRONOMY CAMP (AGES 8-12)
Ready set, Blast off for fun! Explore the day and night skies, clouds, stars, the sun, the Moon and Earth. Learn some of the exciting myths associated with patterns of stars. Also learn about the plants in our solar system.

**Course #:** YCLS-5071  
**FEE:** $30.00  
**Northwest - Instructor:** Staff  
**Room:** TBD  
**CRN:** 56068, T-F 9:00AM-10:00AM  
**Date:** 7/5/11-7/8/11

### NEW-CARTOONING (AGES 8-12)
Start cartooning by learning the techniques. Let your imagination go while you hold the pencil and draw your own comic strip complete with color, word bubbles and lettering.

**Course #:** YCLS-5065  
**FEE:** $40.00  
**Downriver - Instructor:** Roa, Juanita  
**Room:** TBD  
**CRN:** 56067, M-F 10:30AM-12:00PM  
**Date:** 8/1/11-8/6/11

### NEW-CLAY FOR KIDS (AGES 4-7)
Get creative with clay. Students will learn the proper techniques for creating hand-made ceramics and the use of slab, coil and pinching methods.

**Course #:** YCLS-4146  
**FEE:** $50.00  
**Downriver - Instructor:** Brown, Victoria

### DRAWING BASICS (AGES 8-12)
Explore many methods and materials artists use to create pictures and drawings. Learn how to use color and light, how to draw in perspective, use balance and space to create one-of-a-kind images.

**Course #:** YCLS-5064  
**FEE:** $40.00  
**Downriver - Instructor:** Roa, Juanita  
**Room:** TBD  
**CRN:** 56070, M-F 1:00PM-2:00PM  
**Date:** 7/11/11-7/15/11

### NEW-MUSIC KEYBOARDING (AGES 8-12)
Students will learn to play and recognize rhythms, read musical notation, understand basic music theory, learn proper techniques at the piano and play elementary pieces.

**Course #:** YCLS-5070  
**FEE:** $30.00  
**Downriver - Instructor:** White, Amber  
**Room:** TBD  
**CRN:** 56069, S 10:30AM-11:30AM  
**Date:** 5/21/11-8/6/11

### NEW-YOGA FOR TEENS (AGES 13-17)
Teenagers today are more stressed than ever, sharing the practice of yoga can transform them and positively influence the rest of their lives. In this course students will how to use yoga as a tool to handle stress, anger, anxiety and depression. Please bring yoga mats to class.

**Course #:** YCLS-5068  
**FEE:** $45.00  
**Downriver - Instructor:** TBD  
**Room:** S2  
**CRN:** 56012, S 10:30AM-11:30PM  
**Date:** 5/21/11-7/9/11
Course Descriptions

BOY SCOUTS OF AMERICA

MERIT BADGE CAMP
Boy Scouts of America (BSA) Camps are a series of courses designed to prepare students to earn BSA Merit Badges in emergency preparedness, fire safety, first aid, safety and traffic safety.

EMERGENCY PREPAREDNESS MERIT BADGE
Course #: YCLS-4227
FEE: $10.00
Downriver - Instructor: Staff
Room: TBD
CRN: 56014, TH 8:00AM-4:00PM
Date: 7/14/11-7/14/11

BSA FIRE SAFETY MERIT BADGE
Course #: YCLS-4228
FEE: $10.00
Downriver - Instructor: Staff
Room: TBD
CRN: 56015, W 8:00AM-4:00PM
Date: 7/13/11-7/13/11

BSA FIRST AID MERIT BADGE
Course #: YCLS-4230
FEE: $10.00
Downriver - Instructor: Staff
Room: TBD
CRN: 56017, T 8:00AM-4:00PM
Date: 7/12/11-7/12/11

BSA SAFETY MERIT BADGE
Course #: YCLS-4226
FEE: $10.00
Downriver - Instructor: Staff
Room: TBD
CRN: 56013, Days W 8:00AM-4:00PM
Date: 7/13/11-7/13/11

BSA TRAFFIC SAFETY MERIT BADGE
Course #: YCLS-4229
FEE: $10.00
Downriver - Instructor: Staff
Room: TBD
CRN: 56016, T 8:00AM-4:00PM
Date: 7/12/11-7/12/11
BASIC CHECKING AND SAVINGS ACCOUNTS
Students will learn about the benefits and the advantages of a checking and savings account. Topics explored during the class will be: opening, using and successfully managing an account, balancing money and basic investment knowledge.

Course #: YCLS-4337
FEE: $15.00
Downtown - Instructor: Moultrie, Valencia
Room: 133
CRN: 55800, Sat 8:30AM-9:55AM
Date: 7/9/11-7/30/11

FINANCIAL SAVVY FOR TEENS
Students will become financially responsible by learning the difference between needs and wants, how to budget their money, to save and invest, and what buying on credit really means.

Course #: YCLS-4250
FEE: $20.00
Downtown - Instructor: Moultrie, Valencia
Room: 133
CRN: 55802, Sat 11:30AM-12:25PM
Date: 7/9/11-7/23/11

BASIC CREDIT
Students will learn the basics about credit and its purpose. The importance of interest rates, identity theft, and how to read a credit report will be discussed also.

Course #: YCLS-4338
FEE: $15.00
Downtown - Instructor: Moultrie, Valencia
Room: 133
CRN: 55801, Sat 10:00AM-11:25AM
Date: 7/9/11-7/30/11
Course Descriptions

CERTIFICATE PROGRAMS

KIDS’ MATH CERTIFICATE (1ST & 2ND GRADES)

APPLYING MEASUREMENTS
Students will learn to identify and apply units of measurements, temperature, distance and weights.
Course #: YCLS-4319
FEE: $25.00
Downtown - Instructor: Chiangong, Joelly
Room: 261
CRN: 55803, Sat 9:00AM-10:25AM
Date: 7/16/11-8/6/11

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

KIDS’ MATH CERTIFICATE (3RD-5TH GRADES)

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: 261
CRN: 55806, Sat 10:30AM-11:55AM
Date: 7/16/11-8/6/11

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-4321
FEE: $25.00

Downtown - Instructor: Chiangong, Joelly
Room: 261
CRN: 55807, Sat 10:30AM-11:55AM
Date: 6/18/11-7/9/11

MATH MADNESS
Students will gain an understanding of basic computational operations up to and including ninety-nine; representation of numbers in different ways including diagrams and shapes in graphs and geometry.
Course #: YCLS-4318
FEE: $25.00
Downtown - Instructor: Chiangong, Joelly
Room: 261
CRN: 55805, Sat 9:00AM-10:25AM
Date: 6/18/11-7/9/11

PLACE VALUE
Students will review the four basic operations of mathematics—addition, subtraction, multiplication and division. A detailed understanding of the order of operation—using the concept of “Please Excuse My Dear Aunt Sally” will be taught.
Course #: YCLS-4320
FEE: $25.00
Downtown - Instructor: Chiangong, Joelly
Room: 261
CRN: 55808, Sat 10:30AM-11:55AM
Date: 5/21/11-6/18/11
CHESS CLUB (AGES 10-13)
Playing the game of chess is more than knowing the movements of each chess piece. Strategy is the name of the game. Sharpen your analytical thinking skills by learning the game of chess. Participants are to bring their own chess set.
Course #: YCLS-4246
FEE: $35.00
Downtown - Instructor: Colbert, Nathan
Room: 263
CRN: 55809, Sat 10:30AM-12:25PM
Date: 5/21/11-6/11/11

GEOMETRICAL PROPERTIES AND APPLICATIONS
Students will learn to recognize the basic geometrical shape of figure, mathematical vocabulary and formula applications. Solve word problems using key words and phases; demonstrate effective and efficient usage of calculators to solve problems.
Course #: YCLS-4323
FEE: $25.00
Downtown - Instructor: Chiangong, Joelly
Room: 261
CRN: 55810, Sat 12:30PM-1:55PM
Date: 6/18/11-7/9/11

MASTERING ALGEBRA
Students will develop an understanding of integers, variables, translating and solving equations, graphing, factoring, polynomials, simplifying rational and radical expressions.
Course #: YCLS-4324
Downtown - Instructor: Chiangong, Joelly
Room: 261
CRN: 55811, Sat 12:30PM-1:55PM
Date: 7/16/11-8/6/11

UNDERSTANDING FRACTION EXPRESSIONS IN VARIOUS FORMS
Students will apply four operations of math in fractions, relating it to decimal, percentage, ratio, and probability. Students will be able to freely translate from one form to another, including story problems.
Course #: YCLS-4322
FEE: $25.00
Downtown - Instructor: Chiangong, Joelly
Room: 261
CRN: 55812, Sat 12:30PM-1:55PM
Date: 5/21/11-6/11/11
CERTIFICATE PROGRAMS

KIDS’ MATH CERTIFICATE (HIGH SCHOOL)

FOUNDATIONS OF ALGEBRA
In this course, students will learn forms of equations calculations, exponent, slope of a line, functions, polynomials, graphing, Synthetic division, matrices and more.

Course #: YCLS-4090
FEE: $25.00
Downtown - Instructor: Chiangong, Joelly
Room: 261
CRN: 55813, Mon,Wed 12:30PM-3:25PM
Date: 6/27/11-7/18/11

FOUNDATIONS 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: 261
CRN: 55814, Mon,Wed 9:00AM-11:55AM
Date: 6/27/11-7/18/11

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: 261
CRN: 55816, Mon,Wed 9:00AM-11:55AM
Date: 7/20/11-8/8/11

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: 261
CRN: 55815, Mon,Wed 12:30PM-3:25PM
Date: 7/20/11-8/8/11
Course Descriptions

CERTIFICATE PROGRAMS

KIDS SCIENCE CERTIFICATE PROGRAM (MIDDLE SCHOOL)

CSI-FORENSIC SCIENCE I-CRIME AND INVESTIGATION
Participants will learn how to see science through the eyes of a crime investigator. Students will be intrigued by the “Who Done it” scenes that introduce the unsolved mystery in each lab. As students are challenged by these activities they learn to take the science techniques seriously, allowing them to think like successful investigators.

Course #: YCLS-4267
FEE: $30.00
Downtown - Instructor: McKissic, Darin
Room: 310
CRN: 55817, Sat 10:30AM-12:30PM
Date: 6/11/11-7/9/11

CSI-FORENSIC SCIENCE II-CRIME AND INVESTIGATION
Explore the field of forensic science more in depth. Build upon your crime scene investigator techniques while developing your critical and analytical thinking skills to solve different crime scene scenarios.

Course #: YCLS-4298
FEE: $30.00
Downtown - Instructor: McKissic, Darin
Room: 310
CRN: 55818, Sat 10:30AM-12:30PM
Date: 7/16/11-8/13/11

ROCKET SCIENCE
Explore the science of aviation and flight. Build a model rocket, prepare it for flight, and experience the lift off.

Course #: YCLS-3034
FEE: $30.00
Downtown - Instructor: McKissic, Darin
Room: 310
CRN: 55819, Sat 12:30PM-2:30PM
Date: 7/16/11-8/13/11

THE STUDY OF SCIENCE
This course will introduce the student to the study of science and other features in the field such as life chemistry and physics.

Course #: YCLS-4331
FEE: $30.00
Downtown - Instructor: Simmons, Ralph
Room: 131
CRN: 55834, Sat 8:30AM-10:30AM
Date: 5/21/11-6/4/11
BASIC STRATEGIC PLANNING
This course covers the basic fundamentals of non-profit staff and board members. Topics include strategic plans, why an organization needs one and how to structure the strategic plan.
Course #: YCLS-4346
FEE: $15.00
Downtown - Instructor: Bridges, Patricia
Room: 262
CRN: 55835, Sat 10:00AM-12:00PM
Date: 7/16/11-7/16/11

INTRODUCTION TO FUND DEVELOPMENT
Learn to raise funds and secure contracts for your organization through the effective planning and implementation of an annual giving program. Creative fund raising techniques will be explored.
Course #: YCLS-4347
FEE: $15.00
Downtown - Instructor: Bridges, Patricia
Room: 262
CRN: 55836 Sat 10:00AM-12:30PM
Date: 7/23/11-8/6/11

STARTING A NON-PROFIT BUSINESS
This course introduces the participants to the How-To's of non-profit startup including vision and mission development, applying for tax-exempt status and where to find additional resources.
Course #: YCLS-4345
FEE: $25.00
Downtown - Instructor: Bridges, Patricia
Room: 262
CRN: 55837, Sat 10:00AM-12:00PM
Date: 6/18/11-7/09/11
Course Descriptions

SUMMER CAMPS

ADOBE DREAMWEAVER QUICK START (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: 235
CRN: 55838, MTWRF 9:00AM-11:55AM
Date: 7/11/11-7/15/11

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: 235
CRN: 55839, MTWRF 12:30PM-3:25PM
Date: 7/11/11-7/15/11

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: 235
CRN: 55840, MTWRF 9:00AM-11:55AM
Date: 7/18/11-7/22/11

ENGINEERING DISCOVERY CAMP (AGES 11-14)
Students will learn how math and physics can be made easy. This camp will expose students to a broad variety of engineering disciplines; aerospace, civil, industrial, chemical, environmental, computer science, electrical, material science and mechanical.
Course #: YCLS-5054
FEE: $40.00
Downtown - Instructor: Winston, G. Eric
Room: 235
CRN: 55841, MTWRF 9:00AM-3:55PM
Date: 7/11/11-7/15/11

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: 235
CRN: 55842, MTWRF 12:30PM-3:25PM
Date: 7/18/11-7/22/11
NEW BEDAZZLED BY BEADS (AGES 11-14)
Students will learn how to turn ordinary beads, metal and string into stunning wearable art. Use patterns to create colorful bead strands, glass and wire pendants, bracelets, earrings and more. Students are responsible for their own supplies.
Course #: YCLS-4057
FEE: $30.00
Downtown - Instructor: Young-Robinson, Kathleen
Room: 138
CRN: 55843, Sat, 9:00AM-2:55PM
Date: 7/16/11-7/16/11

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 8 mile and Hubbell by Vandenburg School - Instructor: Colbert, Nathan
Room: Off-site
CRN: 55847, Sat 10:30AM-12:00PM
Date: 6/25/11-7/30/11

NEW BUSINESS SMART (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: 263
CRN: 55844, Sat, 10:00AM-11:55AM
Date: 6/25/11-7/23/11

NEW JOURNALISM CAMP (AGES 11-14)
“Extra-Extra read all about it” Calling all youth reporters! Students will be provided with an opportunity to learn about a career in journalism and media arts. Each week, students will be given a news story to investigate and report. This camp also includes a field trip to the local newspaper!
Course#: YCLS-4048
FEE: $30.00
Downtown - Instructor: West-Gonzales, Gwendolyn
Room: 131
CRN: 55846, Sat, 11:00AM-1:55PM
Date: 7/9/11-8/6/11

NEW FASCINATION OF HISTORY (AGES 8-11)
This course will challenge the students to develop a historical conscience while analyzing the creation and development of our Constitution. Students will also be introduced to some of the basic developments during specific periods in American History.
Course #: YCLS-5051
FEE: $25.00
Downtown - Instructor: Simmons, Ralph
Room: 131
CRN: 55845, Sat 9:00AM-10:55AM
Date: 7/9/11-7/30/11

NEW THEmodo CAMP (AGES 11-14)
This course is designed for children that have previous tennis experience 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 8 mile and Hubbell by Vandenburg School - Instructor: Colbert, Nathan
Room: Off-site
CRN: 55849, Sat 9:00AM-10:00AM
Date: 6/25/11-7/30/11

UNDERSTANDING DIVISION (AGES 12-14)
This course explores a systematic approach to mathematical drilling for both fourth and fifth graders. This course 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: 261
CRN: 55850, Tue,Thur 9:00AM-10:55AM
Date: 7/14/11-7/28/11
UNDERSTANDING FRACTIONS (AGES 12-14)
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: 261
CRN: 55851, Tue, Thur 12:00PM-1:55PM
Date: 6/28/11-7/12/11

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: 261
CRN: 55852, Tue, Thur 9:00AM-10:55AM
Date: 6/28/11-7/12/11

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: 261
CRN: 55853, Tue, Thur 12:00PM-1:55PM
Date: 7/14/11-7/28/11

NEW WIRE WORKING: JEWELRY DESIGN FOR KIDS (AGES 11-14)
Students will learn key elements and basic wire working techniques to make the findings used in all types of jewelry
Course#: YCLS-4046
FEE: $30.00
Downtown - Instructor: Young-Robinson, Kathleen
Room: 138
CRN: 55854, Sat, 9:00AM-2:55PM
Date: 8/6/11-8/6/11
COMPUTER KEYBOARDING AND MICROSOFT WORD FOR KIDS (AGES 13-17)
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-4235
FEE: $25.00
Northwest - Instructor: Gwynn, Annice
Room: G4E
CRN: 55948, M-F 9:00AM-11:55AM
Date: 6/20/11-6/24/11

NEW - I WANT TO BE A... (AGES 13-17)
Doctor, lawyer, teacher, registered nurse? Guest speakers will give you insight into their careers as well as other fascinating choices. Learn what type of education you will need—it's never too early to start planning for your future.
Course #: YCLS-5059
FEE: $25.00
Northwest - Instructor: TBD
Room: TBD
CRN: 55951, M-F 10:00AM-12:00PM
Date: 8/8/11-8/12/11

GIRLS LEADERSHIP CAMP (AGES 8-11)
Participants will engage in leadership, career exploration and meaningful group projects. Participants will also strengthen team building skills and create lasting friendships.
Course #: YCLS-5033
FEE: $25.00
Northwest - Instructor: Micou, Renee
Room: TBD
CRN: 55949, M-F 9:00AM-11:55AM
Date: 6/13/11-6/17/11

NEW - WALK LIKE AN EGYPTIAN (AGES 9-12)
Step back in time to ancient Egypt. Learn how the Egyptians carved and painted drawings until they shined like jewels. Students will also learn about hieroglyphics, mummies and more!
Course #: YCLS-5061
FEE: $30.00
Northwest - Instructor: TBD
Room: TBD
CRN: 55952, M-F 1:00PM-2:00PM
Date: 8/1/11-8/5/11

NEW - NAVIGATING AFRICA (AGES 9-12)
Discover the rich culture and traditions of this diverse land. Learn about the various people, celebrations and beliefs of the second largest continent on Earth.
Course #: YCLS-5062
FEE: $30.00
Northwest - Instructor: TBD
Room: TBD
CRN: 55950, M-F 10:00AM-12:00PM
Date: 8/1/11-8/5/11

THE BOOKWORM CLUB (AGES 4-7)
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: LRC
CRN: 55953, S 12:30PM-1:55PM
Date: 6/18/11-7/9/11
INTRODUCTION TO KITE MAKING
Kite flying is one of the oldest pastimes in the world. Come and learn how to produce wonderful kites for you and your family. Students are responsible for purchasing their own supplies.
Course #: YCLS-5060
FEE: $40.00
Western - Instructor: Staff
Room: C104
CRN: 32555, Sat 1:00PM-2:30PM
Date: 3/26/11-4/9/11

KUNG-FU NINJA’S FOR KID’S (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
FEE: $30.00
Western - Instructor: Plevinski, John
Room: MPR
CRN: 32480, Sat 11:00AM-12:25PM
Date: 1/29/11-5/7/11

NEW 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: A205
CRN: 32485, Sat 9:30AM-11:00AM
Date: 5/21/11-8/6/11

NEW - BONJOUR! CONVERSATIONAL FRENCH (AGES 7-12)
If you are interested in learning French or have some French experience - explore the world of French culture. Speak French throughout the class. Each day explore a new theme. What is life like in France?
Course #: YCLS-4098
FEE: $25.00
Western - Instructor: Staff
Room: TBD
CRN: 55941, T,F 9:00AM-12:00pm
Date: 8/1/11-8/5/11

NEW - PUPPET PARADE (AGES 5-8)
Have fun learning to use finger, hand and shadow puppets to put on entertaining performances for your friends and family! Learn basic puppet movement and techniques.
Course #: YCLS-5060
FEE: $40.00
Western - Instructor: Staff
Room: TBD
CRN: 55943, M-F 1:00PM-2:30PM
Date: 8/1/11-8/5/11

NEW - RECYCLING 101 (AGES 7-12)
Take care of our planet by learning the ins and outs of recycling practices. Get and understanding of why we recycle and learn creative ways to reuse old items.
Course #: YCLS-4040
FEE: $25.00
Western - Instructor: Staff
Room: TBD
CRN: 55945, T,F 9:00AM-12:00PM
Date: 8/1/11-8/5/11

NEW - CHARTING CHINA (AGES 7-12)
Explore different aspects of this intriguing country. Study cultural landmarks; learn about the Chinese language customs and more.
Course #: YCLS-5069
FEE: $40.00
Western - Instructor: Staff
Room: TBD
CRN: 55947, M-F 9:00AM-11:00AM
Date: 6/13/11-6/17/11

NEW - 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-4015
FEE: $40.00
Western - Instructor: Staff
Room: A205
CRN: 55946, T 1:00PM-2:00PM
Date: 6/14/11-8/3/11

YOGA FOR KIDS (AGES 6-9)
Yoga is a discipline that can lead kids on the path toward a calm and balanced mind, as well as help them build a strong and flexible body - tools they can use in their everyday lives.
Course #: YCLS-4015
FEE: $40.00
Western - Instructor: Staff
Room: A205
CRN: 55946, T 1:00PM-2:00PM
Date: 6/14/11-8/3/11
**Ballet for Children (Ages 4-6)**

This course acquaints young beginning students with the basic fundamentals of ballet including ballet barre techniques and moving across the floor. It is recommended that all participants wear tights, leotard and ballet slippers.

- **Course #: YCLS-4288**
- **FEE: $20.00**
- **UNIVERSITY CENTER - Instructor:** Berger, Cheryl
- **Room: TBD**
- **CRN: 32512, Sat 9:00AM-9:55AM**
- **Date: 1/8/11-5/7/11**

**Ballet for Youth (Ages 7-14)**

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

- **Course #: YCLS-4116**
- **FEE: $20.00**
- **UNIVERSITY CENTER - Instructor:** Berger, Cheryl
- **Room: TBD**
- **CRN: 32513, Sat 10:00AM-10:55AM**
- **Date: 1/8/11-5/7/11**

**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: 32514, Sat 10:00AM-12:55PM**
- **Date: 1/22/11-2/19/11**

**NEW - Craft Camp (Ages 6-9)**

Craft Camp allows participants the opportunity to use their own creativity to create clay and paper mache ornaments and jewelry. Create gifts for your family, friends and yourself.

- **Course #: YCLS-4030**
- **FEE: $40.00**
- **UNIVERSITY CENTER - Instructor:** Burch, Janine
- **Room: TBD**
- **CRN: 55902, MTWRF, 1:00PM-3:55PM**
- **Date: 7/25/11-7/29/11**

**MIND YOUR MANNERS AND LIFE SKILLS CAMP (Ages 11-16)**

Participants will learn social etiquette, table manners and personal style that will inspire self-confidence in life-skills.

- **Course #: YCLS-5030**
- **FEE: $25.00**
- **UNIVERSITY CENTER - Instructor:** Barlow, Shannon
- **Room: TBD**
- **CRN: 55903, MTWRF, 9:00AM-11:55AM**
- **Date: 7/11/11-7/15/11**

**MinI Medical School (Ages 8-10)**

This fun, informative program will assist participants with finding out what it takes to be a medical professional. Participants will explore the many career opportunities available in the medical field.

- **Course #: YCLS-4303**
- **FEE: $20.00**
- **UNIVERSITY CENTER - Instructor:** Tosin, I.
- **Room: TBD**
- **CRN: 55904, MTWRF, 1:00PM-3:55PM**
- **Date: 7/11/11-7/15/11**

**NEW - Web Design Camp (Ages 13-17)**

Create and post your own web site on the internet. Discover marketing techniques and search engine strategies.

- **Course #: YCLS-5049**
- **FEE: $40.00**
- **UNIVERSITY CENTER - Instructor:** Thomas, Renee
- **Room: TBD**
- **CRN: 55905, MTWRF, 1:00PM-3:55PM**
- **Date: 7/11/11-7/15/11**
Ballet for Children (Ages 4-6)
This course acquaints young beginning students with the basic fundamentals of ballet including ballet barre techniques and moving across the floor. It is recommended that all participants wear tights, leotard and ballet slippers.
Course #: YCLS-4288
FEE: $20.00
UNIVERSITY CENTER - Instructor: Berger, Cheryl
Room: 122
CRN: 55896, Sat, 9:00AM-9:55AM
Date: 6/18/11-8/6/11

Ballet for Youth (Ages 7-14)
Students will learn the basic fundamentals of ballet dancing. They will have the opportunity to work at the barre and move across the floor. The students will develop an appreciation for the world of ballet. It is recommended that all participants wear tights, leotard, and ballet slippers.
Course #: YCLS-4116
FEE: $20.00
UNIVERSITY CENTER - Instructor: Berger, Cheryl
Room: 122
CRN: 55897, Sat, 10:00AM-10:55AM
Date: 6/18/11-8/6/11

Conversational Spanish for Kids (Ages 8-13)
Provides an opportunity to speak, read and write Spanish through games, songs, crafts and other activities.
Course #: YCLS-4099
FEE: $20.00
UNIVERSITY CENTER - Instructor: TBD

New - Digital Photography for Kids (Ages 14-17)
Students will learn the basics such as how to turn the camera on and off, hold the camera to get the best photos, center horizontally and use the zoom function.
Course #: YCLS-4018
FEE: $30.00
UNIVERSITY CENTER - Instructor: Smith, Andre
Room: TBD
CRN: 55899, WRF, 1:00PM-2:55PM
Date: 7/18/11-7/22/11

Fashion Design (Ages 11-14)
Are you interested in becoming a fashion designer? Learn all about the most famous designers and the industry itself. Sketch fashions using graphite and colored markers. By the end of the week, you will actually draft a small pattern and create your own designed outfit as a class.
Course #: YCLS-4056
FEE: $25.00
UNIVERSITY CENTER - Instructor: Curtis, D.
Room: TBD
CRN: 55900, MTWRF, 1:00PM-3:55PM
Date: 7/18/11-7/22/11

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: TBD
CRN: 55901, MTWRF, 1:00PM-3:55PM
Date: 7/18/11-7/22/11
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**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-4000  
FEE: $65.00  
CEU’s: 1.5  
Downtown - Instructor: White, Carin  
Room: 261  
CRN: 55859, Tue,Thur 6:00PM-8:25PM  
Date: 5/17/11-6/2/11

**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-4001  
FEE: $65.00  
CEU’s: 1.5  
Downtown - Instructor: White, Carin  
Room: 261  
CRN: 55860, Tue,Thur 6:00PM-8:25PM  
Date: 6/7/11-6/23/11

**ETHICAL ISSUES AND DILEMMAS**
Students will learn case management techniques for addressing ethical dilemmas.

Course #:CASM-4002  
FEE: $65.00  
CEU’s: 1.5  
Downtown - Instructor: White, Carin  
Room: 261  
CRN: 55861, Tue,Thur 6:00PM-8:25PM  
Date: 6/28/11-7/14/11

**CULTURAL COMPETENCE**
Understanding different cultures and examine how knowledge, skill and attitude play an intricate part when performing case management tasks.

Course #:CASM-4003  
FEE: $65.00  
CEU’s: 1.5  
Downtown - Instructor: White, Carin  
Room: 261  
CRN: 55862, Tue,Thur 6:00PM-8:25PM  
Date: 7/19/11-8/4/11

**Career Outlook:** 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  
mbunkle1@wcccd.edu
IDENTIFY THE FUNDS THAT COUNT
This course provides 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: Winston, Gwendolyn
Room: 243
CRN: 55855, Tue, Thur 6:00PM-8:55PM
Date: 5/17/11-5/31/11

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 and program planning, budgeting, and evaluation.
Course #:GWRT-1323
FEE: $75.00
CEU's: 1.6
Downtown - Instructor: Bridges, Patricia
Room: 243
CRN: 55856  Tue, Thur 6:00PM-8:55PM
Date: 6/2/11-6/16/11

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: Bridges, Patricia
Room: 243
CRN: 55857, Tue, Thur 6:00PM-8:55PM
Date: 6/21/11-7/5/11

RESEARCH/WRITE STATE AND FEDERAL GRANTS
Students 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: Winston, Gwendolyn
Room: 243
CRN: 55858, Tue, Thur 6:00PM-8:55PM
Date: 7/7/11-8/2/11

Career Outlook: 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.
For more information contact: Deborah Duyck 313-496-2777 dduyck1@wcccd.edu
LEADERSHIP THROUGH CHURCH MINISTRY GROWTH AND TEAMBUILDING
This course will examine the process for leadership development by team building strategies. These strategies can be utilized in various ministries of the church.
Course #: EDDV-4156  
FEE: $35.00  
CEU’s: 1.0  
Oak Grove A.M.E. Church - Instructor: Miller, Cynthia  
Room: TBD  
CRN: 55936, Sat 10:00AM-1:15PM  
Date: 5/21/11-6/4/11

BEYOND PRAISE AND WORSHIP
This course will introduce students to the scriptural principles of church building, organization, leadership, and management. The flow of relationships within the local church’s (boards, committees, etc.) will also be examined. The need of critical financial and budgeting aspects, church accounting and record keeping, duties of the church clerk and secretarial responsibilities will also be discussed.
Course #: EDDV-4104  
FEE: $60.00  
CEU’s: 1.0  
Oak Grove A.M.E. Church - Instructor: Miller, Cynthia  
Room: TBD  
CRN: 55937, Sat 10:00AM-1:15PM  
Date: 6/11/11-6/25/11

WOMEN IN PASTORAL AND MINISTRY LEADERSHIP
This class will introduce the student to the important role of women in ministry. Unique challenges of women pastors will also be discussed.
Course #: EDDV-4105  
FEE: $60.00  
CEU’s: 1.0  
Oak Grove A.M.E. Church - Instructor: Miller, Cynthia  
Room: TBD  
CRN: 55938, Sat 10:00AM-1:15PM  
Date: 7/2/11-7/16/11

PREACHING STYLES AND APPLICATION - WHAT MAKES A GOOD SERMON
In this course students will consider the question, “How preaching in the African-American Church differs from preaching in other environments?” The student will look at preaching as gospel proclamation, a counseling tool, an art form, and a decree of the Holy Spirit. Each student will have an opportunity to deliver his/her sermon from a pulpit located in the classroom.
Course #: EDDV-4110  
FEE: $60.00  
CEU’s: 1.0  
Oak Grove A.M.E. Church - Instructor: Miller, Cynthia  
Room: TBD  
CRN: 55939, Sat 10:00AM-1:15PM  
Date: 7/23/11-8/6/11
Office Support Specialist Certificate

Career Outlook: Office administrators assume many roles in business and industry. Some potential careers include: Administrative Assistant, Executive Assistant, Administrative Analyst and Liaison Officer.

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

OFFICE SUPPORT I - PC BASICS
Students will learn methods to increase their office's productivity and efficiency.
Course #: OFSP-1318
FEE: $65.00
CEU's: 1.6
Downriver - Instructor: Crittenden, Patricia
Room: W26
CRN: 56001, Mon, Wed 6:00PM-9:55PM
Date: 5/16/11-5/25/11

OFFICE SUPPORT II - INTRODUCTION TO SOFTWARE: WORD AND EXCEL
Students will learn the fundamentals of the word processing software, Microsoft Word, including saving files, cutting, copying, pasting, formatting, inserting tables, headers and footers, and mail merge. In the spreadsheet software, Microsoft Excel, participants will learn how to manage workbooks, including formatting cells, rows and columns, using background colors, sorting data and the use of charts.
Course #: OFSP-1319
FEE: $65.00
CEU's: 2.4
Downriver - Instructor: Crittenden, Patricia
Room: W26
CRN: 56002, Mon, Wed 6:00PM-9:55PM
Date: 6/1/11-6/20/11

OFFICE SUPPORT III - ADVANCED SOFTWARE: ACCESS AND POWERPOINT
Participants will learn how to effectively use two of the more advanced office software: Microsoft Access and Microsoft PowerPoint.
Course #: OFSP-1320
FEE: $65.00
CEU's: 2.4
Downriver - Instructor: Crittenden, Patricia
Room: W26
CRN: 56003, Mon, Wed 6:00PM-9:55PM
Date: 6/22/11-7/13/11

OFFICE SUPPORT IV - OFFICE PROCEDURES
Participants will learn proper procedures in office management. Participants will also learn to communicate more effectively with their company's internal and external audiences, (verbal, printed, and technological communication), maintain records, word processing, financial analysis, and office automation.
Course #: OFSP-1321
FEE: $65.00
CEU's: 1.6
Downriver - Instructor: Crittenden, Patricia
Room: W26
CRN: 56004, Mon, Wed 6:00PM-9:55PM
Date: 7/18/11-7/27/11
AMERICAN SIGN LANGUAGE INSTITUTE

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

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: G112I
CRN: 56074, Thur 5:00PM-6:55PM
Date: 6/2/11-8/4/11

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. This course is 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: G112I
CRN: 56075, Thur 7:00PM-8:55PM
Date: 6/2/11-8/4/11
Western - Instructor: Stewart, Glenn
Room: C101
CRN: 56076, Mon, 6:00PM-8:55PM
Date: 5/23/11-7/25/11
LUNCH HOUR ENRICHMENT SERIES FOR ADULTS

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.

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: Mitchell, Richard
Room: 243
CRN: 55863, Mon 12:00PM-12:55PM
Date: 6/6/11-7/18/11

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: Mitchell, Richard
Room: 243
CRN: 55864, Mon 1:00PM-1:55PM
Date: 6/6/11-7/18/11

NEW SILVER CIRCLE

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.

EXPERIENCE SENIOR POWER
This course introduces the mature learner to computer basics, hands-on training and step-by-step instruction. Explore a new skill and become a confident computer user.

Course #: CSTT-4047
Western - Instructor: Williams, Nichole
Room: D203
CRN: 56082, Wed 10:00AM-11:55AM
Date: 5/18/11-6/29/11

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
Downriver - Instructor: Watkins, Lydia
Room: W26
CRN: 55992, Mon, Wed 9:00AM-11:55AM
Date: 6/27/11-6/29/11

Northwest - Instructor: Richard, Michael
Room: G4E
CRN: 56066, Sat 9:00AM-11:55AM
Date: 7/16/11-7/23/11
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.

**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  
Northwest - Instructor: Richard, Michael  
Room: G4E  
CRN: 56065, Sat 9:00AM-11:55AM  
Date: 7/30/11-8/6/11

**SILVER CIRCLE BOOK CLUB**
Ever find yourself wanting to discuss books with others? Join us for rousing discussions about the latest books that everyone is talking about! Seniors of all ages welcome!

Course #: SENR-4008  
FEE: $25.00  
University Center - Instructor: Staff  
Room: TBD  
CRN: 55911, Fri 1:30PM-3:25PM  
Date: 6/17/11-7/8/11

**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 #: SENR-4100  
FEE: $25.00  
Downriver - Instructor: Watkins, Lydia  
Room: W26  
CRN: 55999, Mon, Wed 9:00AM-11:55AM  
Date: 6/13/11-6/15/11

**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: Staff  
Room: TBD  
CRN: 55912, Tue, Thur 9:00AM-9:55AM  
Date: 5/17/11-7/28/11

**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: N 110  
CRN: 55989, Fri 10:30AM-11:55AM  
Date: 5/20/11-6/22/11

**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  
University Center - Instructor: Torres, Kara  
Room: TBD  
CRN: 55913, Tue 10:00AM-10:55AM  
Date: 5/17/11-7/19/11
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

### NEW - ADVANCED FIGURATIVE SCULPTURE
This focuses on the advanced figurative sculptor working in clay on the setup and rendering of the human bust/figure. This class is not for the beginner in figurative clay. Participants are responsible for their own supplies.

- **Course #: CRFT 4059**
- **FEE: $60.00**
- **Downriver - Instructor: Cheetham, Marta**
- **Room: N102**
- **CRN: 55983, Fri 9:00AM-2:55PM**
- **Date: 5/20/11-6/10/11**
- **Downriver - Instructor: Cheetham, Marta**
- **Room: N102**
- **CRN: 55984, Fri 9:00AM-2:55PM**
- **Date: 6/17/11-7/8/11**
- **Downriver - Instructor: Cheetham, Marta**
- **Room: N102**
- **CRN: 55985, Fri 9:00AM-2:55PM**
- **Date: 7/15/11-8/5/11**

### CERAMICS - BEGINNER
Students will acquire the basic skills for hand-con structing 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: N102**
- **CRN: 55891 Thur 6:00PM-9:55PM**
- **Date: 5/19/11-7/7/11**

### CERAMICS - INTERMEDIATE
This course is a continuation of the Ceramics-Beginner course. 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 own supplies.

- **Course #: CRFT-4003**
- **FEE: $60.00**

### 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 own supplies.

- **Course #: CRFT-4016**
- **FEE: $40.00**
- **Downriver - Instructor: Demond, Donna**
- **Room: N 110**
- **CRN: 55986, Fri 9:00AM-10:25AM**
- **Date: 5/20/11-7/22/11**

### 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: 138**
- **CRN: 55987, Thur 6:00PM-7:55PM**
- **Date: 5/19/11-7/7/11**

### 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**
- **Downriver - Instructor: Smith, Sena**
- **Room: N110A**
- **CRN: 55988, Sat 10:00AM-11:55AM**
- **Date: 7/16/11-7/16/11**
GLASS PAINTING
This course will provide techniques of reverse glass painting to replicate the look of stained glass art. Use of acrylics and painting techniques will be utilized. Course prerequisite: Completion of Drawing for Beginners and Painting for Beginners. Students are responsible for their own supplies.
Course #: CRFT-4041
FEE: $25.00
Downriver - Instructor: Roe, Juanita
Room: N 110A
CRN: 55990, Thur 10:00AM-11:55AM
Date: 5/19/11-7/7/11

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

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: W26
CRN: 55996, Sat 9:00AM-2:55PM
Date: 5/21/11-5/21/11

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: W 26
CRN: 55993, Sat 9:00AM-2:55PM
Date: 6/4/11-6/4/11

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: W 26
CRN: 55997, Sat 9:00AM-2:55PM
Date: 5/28/11-5/28/11

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: W26
CRN: 55998, Sat 9:00AM-11:55AM
Date: 6/11/11-7/9/11

NEW - STRICTLY WEDDING ARRANGEMENTS
Students in this course will learn design appropriate for weddings, including bouquets, corsages, and boutonnieres. Floral Design for Beginners is highly recommended before registering for this course. Students are responsible for purchasing their own supplies.
Course #: CRFT-4042
FEE: $40.00
Downriver - Instructor: Smith, Jay
Room: N110A
CRN: 56007, Thur 6:00PM- 7:55PM
Date: 7/14/11-8/4/11
**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: Shakoor, Khalid  
Room: S 2  
CRN: 56006, Tue, Thur 11:30AM-12:30PM  
Date: 5/17/11-6/7/11

**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  

**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.  
Downriver - Instructor Smith, Kevin  
Room: S 2  
CRN: 56011 Wed 12:00PM 2:00PM  
Date: 5/18/11-6/29/11

**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: S 2  
CRN: 56118, Tues 6:00PM-8:00PM  
Date: 5/17/11-7/19/11

**Computer Science Technology Training**

**MICROSOFT WORD INTERMEDIATE 2007**  
Students will build on knowledge acquired in MS Word XP 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: W26  
CRN: 55995, Mon, Wed 9:00AM-11:55AM  
Date: 7/25/11-8/8/11

**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: W 26  
CRN: 55994, Mon, Wed 9:00AM-11:55AM  
Date: 7/6/11-7/20/11
NEW - 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-4042
FEE: $40.00
Downriver - Instructor: Torres, Kara
Room: S2
CRN: 56009, Tue 10:00AM-10:55AM
Date: 5/17/11-7/19/11
Downriver - Instructor: Kara Torres
Room: S2
CRN: 56010 Tue, 4:30PM-5:30PM
Date: 5/17/11-7/19/11

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: S 2
CRN: 56009, Tue 10:00AM-10:55AM
Date: 5/17/11-7/19/11

BASIC RIDER COURSE FOR MOTORCYCLES
This BASIC course is designed for the totally inexperienced rider and provides extra range time on basic skills. You must be present for the entire class; students arriving late by five minutes or more the first class will not be allowed in the course, and no refund will be given. You must be on time for and attend all class and riding sessions, and pass all written and riding skills tests to successfully complete the course. Learning motorcycles are furnished! All students must provide and wear protective riding gear including: DOT-approved Motorcycle Helmet; eye protection; full-finger gloves; sturdy, over-the-ankle boots-NO TENNIS shoes; heavy-duty long sleeved shirt or jacket; and rain or cold weather gear as needed.
Course #: MCST-4002
FEE: $25.00
Downriver - Instructor: Staff
Room: TBD
CRN: 55893, M,T,W,R 5:30PM-9:30PM
Date: 6/6/11-6/16/11
Downriver - Instructor: Staff
Room: TBD
CRN: 55894, M,T,W,R 5:30PM-9:30PM
Date: 6/20/11-6/30/11
Downriver - Instructor: Staff
Room: TBD
CRN: 55895, M,T,W,R 5:30PM-9:30PM
Date: 7/11/11-7/21/11
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

#### 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: 138
- CRN: 55868 Wed 10:00AM-11:55AM
- Date: 5/25/11-7/13/11

#### 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
- Downtown - Instructor: Smith, Jay
- Room: 138
- CRN: 55869, Fri 10:00AM-11:55AM
- Date: 6/3/11-7/22/11

#### QUILTING FOR BEGINNERS
This hands-on class covers the fundamentals of quilting from simple designs to working with blocks and templates. Learn the story behind the quilt. Students are responsible for purchasing their own supplies.

- Course #: CRFT-4046
- FEE: $35.00
- Downtown - Instructor: Shipp, April
- Room: TBD
- CRN: 56077, Sat 10:00AM-12:55PM
- Date: 5/21/2011-7/9/2011

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#### NEW - QUILTING – INTERMEDIATE
Upon completion of this class students will be able to: Prepare their fabrics for cutting, piece fabrics together for simple block construction, and finish the project by machine quilting. You will learn techniques to complete a beautiful “Family Reunion Quilt”. Students are responsible for purchasing their own supplies and bring their own sewing machine for this course. Students must also have access to a computer and printer and have basic computer skills. A complete supply list will be provided. (Quilting for Beginners is prerequisite for this course)

- Course #: CRFT-4055
- FEE: $40.00
- Downtown - Instructor: Shipp, April
- Room: TBD
- CRN: 56078, Sat 1:00PM-3:55PM
- Date: 5/21/2011-7/9/2011
Computer Science Technology Training

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

Course #: CSTT-2013
FEE: $45.00
Downtown - Instructor: Bland, Karen
Room: 243
CRN: 55870, Fri 9:00AM-2:55PM
Date: 5/20/11-5/20/11
Downtown - Instructor: Gwynn, Annice
Room: 243
CRN: 55871, Sat 9:00AM-2:55PM
Date: 6/11/11-6/11/11

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: Bland, Karen
Room: 243
CRN: 55872, Fri 9:00AM-2:55PM
Date: 5/27/11-5/27/11

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: Bland, Karen
Room: 243
CRN: 55873, Fri 9:00AM-2:55PM
Date: 6/3/11-6/3/11
Downtown - Instructor: Mitchell, Richard
Room: 243
CRN: 55863, Mon 12:00PM-12:55PM
Date: 6/11/11-7/18/11

MICROSOFT EXCEL 2007 BASIC
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: Mitchell, Richard
Room: 243
CRN: 55874, M, W 5:30PM-8:25PM
Date: 5/18/11-6/6/11

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: 243
CRN: 55875, Sat 9:00AM-11:55AM
Date: 7/9/11-8/6/11

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: Mitchell, Richard
Room: 243
CRN: 55876, Mon, Wed 5:30PM-8:25PM
Date: 6/8/11-6/22/11
Physical Fitness and Sports

NEW - TENNIS FOR ADULTS
This course is designed to give participants the basic knowledge and practice to be able to understand and play tennis at a beginner level. You will learn the basic grips and stokes of the game. Participants will need to bring their own racquets. Please wear tennis shoes, socks, hat, sun block and brings fluids to drink.

Course #: PEDU-4041
FEE: $40.00
Comstock Park on Trojan off 8 mile and Hubbell by Vandenburg School - Instructor: Colbert, Nathan
Room: TBD
CRN: 55877, Sat 12:30PM-2:25PM
Date: 6/25/11-7/30/11

NEW - TENNIS FOR ADULTS - INTERMEDIATE
This course is designed for students that have previous tennis and have mastered the beginning level of tennis. Participants will learn the next levels of tennis tournament competition play. Please wear tennis shoes, socks, hat, sun block and brings fluids to drink.

Course #: PEDU-4044
FEE: $40.00
Comstock Park on Trojan off 8 mile and Hubbell by Vandenburg School - Instructor: Colbert, Nathan
Room: TBD
CRN: 55878, Sat 3:00PM-3:55PM
Date: 6/25/11-7/30/11

Sewing and Design

NEW - 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, window, etc.) Participants are responsible for purchasing their own supplies.

Course #: SEWD-4012
FEE: $55.00
Downtown- Instructor: Cunningham, Ophelia
Room: 261
CRN: 55879, Wed 6:00PM-8:55PM
Date: 6/8/11-7/27/11
NEW - 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. Participants are responsible for their own supplies.
Course #: CRFT-4056
FEE: $30.00
Northwest - Instructor: Robinson-Young, Kathleen
Room: G6
CRN: 55915, Tue, Thur 10:00AM-11:55AM
Date: 7/26/11-8/4/11

ART OF MAKE-UP I - BEGINNER
Learn to apply make-up for day, evening, seasonal and trendy looks. Master the techniques of skin care and personal grooming. Participants are responsible for purchasing their own supplies.
Course #: BPEN-4000
FEE: $35.00
Northwest - Instructor: Jacobs-Robinson, Rochelle
Room: G112F
CRN: 55918, Mon 7:00PM-8:55PM
Date: 5/23/11-7/25/11

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: G6
CRN: 55916, Tue 5:00PM-6:55PM
Date: 5/24/11-7/5/11

NEW - STRICTLY WEDDING ARRANGEMENTS
Students in this course will learn design appropriate for weddings, including bouquets, corsages, and boutonnieres. Floral design for Beginners is highly recommended before registering for this course. Students are responsible for purchasing their own supplies.
Course #: CRFT-4042
FEE: $45.00
Northwest - Instructor: Smith, Sena
Room: G 112F
CRN: 56007, Wed 6:00PM-7:55PM
Date: 7/14/11-8/4/11

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: G112F
CRN: 55917, Tue 7:00PM-8:55PM
Date: 6/8/10-6/17/10

BEAUTY AND PERSONAL ENHANCEMENT
NEW - BLOGGING FOR BEGINNERS
Twitter, Facebook, My Space Page. Would you like to learn to create your own blog online so that family members and friends can keep up to date with your life? In the course, learn how to set up a free blogger account, create a fun blogger layout and start blogging!

Course #: CSTT-5002
FEE: $30.00
Northwest - Instructor: Coleman, Roslyn
Room: G4E
CRN: 55919, Tue 6:00PM-8:55PM
Date: 6/21/11-6/21/11

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 property been 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
Northwest - Instructor: Smith, Andre
Room: G6
CRN: 55920, Wed 2:00PM-3:55PM
Date: 6/8/11-7/20/11

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

Course #: CSTT-2014
FEE: $45.00
Northwest - Instructor: Richard, Michael
Room: G4E
CRN: 55921, Sat 9:00AM-11:55AM
Date: 6/25/11-7/9/11

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
Northwest - Instructor: Gwynn, Annice
Room: G4E
CRN: 55922, Mon, Wed 5:30PM-6:55PM
Date: 5/18/11-6/27/11

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
Northwest - Instructor: Gwynn, Annice
Room: G4E
CRN: 55923, Mon, Wed 5:30PM-6:55PM
Date: 7/13/11-8/10/11
INTRODUCTION TO GENEALOGY
This introductory course is designed to help students discover the fundamental building blocks of genealogy research. You will also learn how to document your family history.

Course #: ENPR-4014
FEE: $40.00
Northwest - Instructor: Williams, Felicia
Room: G14
CRN: 55929, Sat 1:00PM-2:55PM
Date: 5/21/11-5/21/11

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: Williams, Felicia
Room: G14
CRN: 55926, Sat 1:00PM-2:55PM
Date: 5/28/11-5/28/11

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: Williams, Felicia
Room: G14
CRN: 55928, Sat 1:00PM-2:55PM
Date: 6/4/11-6/4/11

GENEALOGY: RESEARCH FOR BEGINNERS
Students will discover techniques and resources to help uncover their family’s 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: Williams, Felicia
Room: G14
CRN: 55927, Sat 1:00PM-2:55PM
Date: 6/11/11-6/25/11

FIND FAMILY HISTORY ON THE INTERNET
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: Williams, Felicia
Room: G4C
CRN: 55925, Sat 1:00PM-2:55PM
Date: 7/2/11-7/16/11

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: Williams, Felicia
Room: G4C
CRN: 55924, Sat 1:00PM-2:55PM
Date: 7/23/11-7/30/11

Language and Culture
**A HEALTHIER YOU**

This is a four week course 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: Sutton, Jamie**  
**Room: G112I**  
**CRN: 55930, Mon 6:00PM-7:55PM**  
**Date: 6/6/11-6/20/11**

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**Physical Fitness and Sports**

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**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: L17**  
**CRN: 55941, Mon 5:00PM – 9:00PM**  
**Date: 8/1/2011**

**HOBET TESTING STEPS TO REGISTER**

1) The HOBET test schedule is printed in the CE Schedule under Professional Exams and Licensing Preparation. You can register on line or in person by filling out the Add/Drop form. Your $25 payment must be made at any campus Cashier’s Office (payments are not accepted online).

2) Refund Policy: Should you plan to drop HOBET testing/course, you must complete an Add/Drop form at any campus prior to the test registration deadline.

3) Please bring in your cashier’s receipt and your picture identification (ID) on the day of the test.

4) If you have questions, contact 313-496-2572.

Registration for August 2011 Testing begins on Wednesday, June 1, 2011 ends on Saturday, July 16, 2011.

All applicants registering to take the HOBET are expected to log onto Http://www.atitesting.com and create an account! An Id number will be assigned to you, which you must have in order to take the HOBET.

If you have further question(s) please call 313-496-2629.

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**NEW - 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: L17**  
**CRN: 55931**  
**Date: 6/4/11, Sat 11:00AM-12:55PM**

**Northwest - Instructor: Staff**  
**Room: L17**  
**CRN: 55932**  
**Date: 6/21/11, Tues 5:30PM-7:25PM**

**Northwest - Instructor: Staff**  
**Room: L17**  
**CRN: 55933**  
**Date: 8/16/11, Tues 5:30PM-7:25PM**
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: G6
CRN: 55934, Sat 9:00AM-1:55PM
Date: 6/4/11-7/16/11

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: G6
CRN: 55935, Thur 5:00PM-7:55PM
Date: 5/26/11-7/7/11
NEW - SCRAP BOOKING FOR ADULTS
This Scrap Booking class will teach student several methods of preserving personal and family history in the form of photographs and printed media. Individuals taking this course will be able to create photo books with the intent to preserve memories. Students are responsible for purchasing their own supplies.

Course #: CRFT4057
FEE: $40.00
Western Instructor: Staff
Room: C 104
CRN: 55960, Sat 9:00AM-11:25AM
Date: 5/21/11-6/18/11

Arts and Crafts

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: D 203
CRN: 55961, Wed 6:00PM-9:45PM
Date: 5/18/11-8/3/11

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 property been 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-2005
FEE: $85.00
CEU's: 1.5
Western Instructor: Williams, Nichole
Room: D 203
CRN: 55963, WRF 12:00PM-4:55PM
Date: 6/8/11-6/10/11

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-2031
FEE: $40.00
Western Instructor: Williams, Nichole
Room: D 106
CRN: 55962, Wed 2:00PM-3:55PM
Date: 5/18/11-6/8/11
<table>
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<tr>
<th>Course Title</th>
<th>Description</th>
<th>Course Code</th>
<th>Fee</th>
<th>CEU's</th>
<th>Instructor</th>
<th>Room</th>
<th>CRN</th>
<th>Dates</th>
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<tbody>
<tr>
<td>MICROSOFT ACCESS OVERVIEW</td>
<td>Students will learn how to create a data base in one day! Template-based tables and practicing designing queries will be covered. Suggested pre-requisite: general knowledge of Windows.</td>
<td>CSTT-4051</td>
<td>$45.00</td>
<td></td>
<td>Western - Instructor: Staff</td>
<td>D 203</td>
<td>55964, Mon 9:00AM-2:55PM</td>
<td>5/30/11-5/30/11</td>
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<tr>
<td>MICROSOFT EXCEL 2007 BASIC</td>
<td>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.</td>
<td>CSTT-2003</td>
<td>$65.00</td>
<td>1.5</td>
<td>Western - Instructor: Staff</td>
<td>D 203</td>
<td>55965, WRF 12:00P-4:55P</td>
<td>5/18/11-5/20/11</td>
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<tr>
<td>MICROSOFT ACCESS INTERMEDIATE 2007</td>
<td>Build on skills acquired in MS Access Basic. Students 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.</td>
<td>CSTT-2006</td>
<td>$65.00</td>
<td>1.5</td>
<td>Western - Instructor: Staff</td>
<td>D 203</td>
<td>55966, WRF 12:00PM-4:55PM</td>
<td>6/15/11-6/17/11</td>
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<tr>
<td>PHOTOSHOP - BEGINNER</td>
<td>Participants will learn how to produce computer imaging. Students will produce flyer, web, and photo imaging.</td>
<td>PHOT-4015</td>
<td>$50.00</td>
<td></td>
<td>Western - Instructor: Thomas, Renee</td>
<td>T201</td>
<td>55967, Tue 12:00PM-2:55PM</td>
<td>5/17/11-7/5/11</td>
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<tr>
<td>PHOTOSHOP - INTERMEDIATE</td>
<td>This course builds upon the participant’s knowledge of computer imaging. Students will become more skilled in flyer, web, and photo imaging.</td>
<td>PHOT-4016</td>
<td>$50.00</td>
<td>1.5</td>
<td>Western - Instructor: Williams, Nichole</td>
<td>D 207</td>
<td>55968, WRF 12:00PM-2:55PM</td>
<td>7/5/11-8/2/11</td>
</tr>
</tbody>
</table>
**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: C104  
CRN: 56080, Fri 12:00PM-1:55PM  
Date: 5/13/11-7/29/11

**Hip Hop Dance for Adults**

Participants will be introduced to hip hop dance movements. Enjoy this wonderful form of dance artistry while benefiting from a fun way to exercise.

Course #: DANC-4013  
FEE: $30.00  
Western - Instructor: Stop, Lisa  
Room: A205  
CRN: 55969, Sat 12:00PM-1:25PM  
Date: 7/9/11-8/6/11

**Hustle**

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

Course #: DANC-4012  
FEE: $20.00  
Western-Instructor: Smith, Kevin  
Room: MPR  
CRN: 55970, Sat 12:00PM-12:55PM  
Date: 5/21/11-6/18/11

**New - Tap Dance**

Get in shape and learn the benefits of dance to tap! It's 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: Stop, Lisa  
Room: CAFETERIA  
CRN: 55971, Sat 8:00AM-9:25AM  
Date: 5/21/11-8/6/11

**Yoruba Class**

Join us and learn about this great culture and language!! Yoruba is one of the three major languages in Nigeria, Republic of Benin, Cuba and Brazil. This course will provide an introduction to the standard Yoruba Language and Culture. Students will acquire knowledge of reading and writing in the native language of Yoruba.

Course #: LANG-5001  
FEE: $30.00  
Western - Instructor: Seyi, Ogunlusi  
Room: TBD  
CRN: 55942, Sat 12:00PM-2:30PM  
Date: 5/21/11-8/7/11
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
Western - Instructor: Pero, James
Room: C205
CRN: 55972, Wed 10:00AM-11:55AM
Date: 5/18/11-7/6/11
Western - Instructor: Pero, James
Room: A205
CRN: 55973, Wed 12:00PM-1:55PM
Date: 6/15/11-8/3/11

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: Pledinski, John
Room: MPR
CRN: 55974 Mon 6:00PM-7:55PM
Date: 5/16/11-7/11/11

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, William
Room: CE ROOM
CRN: 55975, Sat 10:00AM-10:55AM
Date: 6/18/11

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, and 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: BAY
CRN: 55976, Wed 6:00PM-8:55PM
Date: 5/18/11-8/3/11
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**

**IC3 PART I: COMPUTING FUNDAMENTALS**
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: 55906, Sat 10:00AM-12:25PM  
Date: 5/21/11-6/11/11

**IC3 PART II: KEY APPLICATIONS**
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: 55907, Sat 10:00AM-12:30PM  
Date: 6/18/11-7/9/11

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

Course #: CSTT-1340  
FEE: $60.00  
CEU's: 1.0  
University Center - Instructor: Wheatley, Christopher  
Room: TBD  
CRN: 55908, Sat 10:00AM-12:30PM  
Date: 7/16/11-8/6/11

**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: Staff  
Room: TBD  
CRN: 55909, Sat 11:00AM-12:55PM  
Date: 5/21/11-8/6/11
Home and Family

NEW - PET CARE
Owning a pet is a big responsibility. Here is a chance for you and your child to learn all you need to know about owning a dog. Shots, food, exercise, and grooming are just a few topics that will be addressed.
Course #: HFAM-5024
FEE: $25.00
University Center - Instructor: Staff
Room: TBD
CRN: 55914, Fri 6:00PM-6:55PM
Date: 6/17/11-8/5/11

INTRODUCTION TO KITE MAKING
Kite flying is one of the oldest pastimes in the world. Come and learn how to produce wonderful kites for you and your family. Students are responsible for purchasing their own supplies.
Course #: YCLS-5060
FEE: $40.00
Western - Instructor: Staff
Room: C104
CRN: 32555, Sat 1:00PM-2:30PM
Date: 3/26/11-4/9/11

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, Marie
Room: TBD
CRN: 55910, Sat 10:00AM-12:25PM
Date: 5/21/11-8/6/11

SILVER CIRCLE BOOK CLUB
Ever find yourself wanting to discuss books with others? Join us for rousing discussions about the latest books that everyone is talking about! Seniors of all ages welcome!
Course #: SENR-4008
FEE: $25.00
University Center - Instructor: Staff
Room: TBD
CRN: 55911, Fri 1:30PM-3:25PM
Date: 6/17/11-7/8/11

Mature Learner’s Corner

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: Staff
Room: TBD
CRN: 55912, Tue, Thu 9:00AM-9:55AM
Date: 5/17/11-7/28/11
Continuing Education Registration Form - Spring/Summer 2011

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

ID Number* ___________________________ Date of Birth ___________________________

Check one: Are you a New Student ☐ Returning Student ☐

Last Name (Please Print) ___________________________ First Name ___________________________

Applicant Signature or Parent's Signature if a Minor Forms with no signature are incomplete and WILL. NOT be processed. ___________________________ Date ___________________________

Address

City ___________________________ State ___________________________ Zip ___________________________

Home Phone ___________________________ Alternate Phone ___________________________

Do you reside in Wayne County? ☐ Yes ☐ No ___________________________

Email Address ___________________________

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<th>Course Number</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.)

☐ Check/Money Order ☐ American Express ☐ Discover ☐ MasterCard ☐ VISA

Account No. ___________________________ Expiration Date ___________________________

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

reported information: Sex: ☐ Male ☐ Female Marital Status: ☐ Married ☐ Single

Check which category describes you best: ☐ African-American (non Hispanic) ☐ American Indian-Native Alaskan ☐ Arabic ☐ Asian-Pacific Islander ☐ Caucasian (non Hispanic) ☐ Hispanic ☐ Other ☐ Prefer not to respond

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
Teachers/K-12 Educators

- Creating a Classroom Web Site
- Creating K-12 Learning Materials
- Creating the Inclusive Classroom: Strategies for Success
- Easy Classroom Podcasting
- Empowering Students with Disabilities
- Grammar Refresher
- Guiding Kids on the Internet
- Handling Medical Emergencies
- Integrating Technology in the Classroom
- Leadership
- Ready, Set, Read!!
- Solving Classroom Discipline Problems
- Solving Classroom Discipline Problems II
- Teaching Math: Grades 4-6
- Teaching Preschool: A Year of Inspiring Lessons
- Teaching Science: Grades 4-6
- Teaching Students with Autism: Strategies for Success
- Teaching Students with Learning Disabilities
- Teaching Writing: Grades 4-6
- Understanding Adolescents
- Using the Internet in the Classroom

Nursing & Healthcare Professionals

- Certificate in End of Life Care
- Certificate in Gerontology
- Certificate in Issues in Oxygenation
- Certificate in Legal and Ethical Issues in Nursing
- Certificate in Pain Assessment and Management
- HIPAA Compliance