SPRING 2013 SCHEDULE
Classes Begin January 23, 2013

CAREER PROGRAM HOTLINE: (800) 300-2118 • GENERAL INFORMATION: (313) 496-2600
WWW.WCCCD.EDU
Come and enjoy the variety of WCCCD’s Community Kaleidoscope events!

**Downriver Campus**

**Bridge to Asia**  
February 2013

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

**Downtown Campus**

**Youth & Teens Empowerment Day**  
March 2013

This program will focus on those youths aging out of the foster care system and WCCCD’s Students. Participants will be informed about community services, and WCCCD career programs.

**Eastern Campus**

**College Week**  
April 2013

Over 25 Colleges and Universities will be right here at the Eastern Campus for a three day College Fair to discuss various programs and transfer opportunities with WCCCD students and local high school seniors.

**Northwest Campus**

**5th Annual International Book Fair**  
April 2013

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

**Western**

**Family Safety Day**  
April 2013

Family Safety Day is a day designed to provide the community with dialogue regarding community emergency preparedness, water, boat and fire safety, as well as fire extinguisher training.

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

RESPONSIVE • PROFESSIONAL • LIFE ENRICHING

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

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

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

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

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

To Request a Continuing Education Schedule
Call (313) 496-2600 or visit www.wcccd.edu
### CERTIFICATE PROGRAMS

**Administrative Office Management Certificate**
- Customer Service - Quality Customer Service .................................................. 10
- Intermediate Communication in Business ............................................................. 10
- Fundamentals of Human Resources ...................................................................... 10
- Leadership and Supervision .................................................................................. 10
- Microsoft Word Intermediate 2010 ....................................................................... 10
- Microsoft Word Advanced 2010 .......................................................................... 11

**Case Management Certificate**
- Introduction to Case Management ...................................................................... 12
- Document Efficiently .............................................................................................. 12
- Ethical Issues and Dilemmas ................................................................................... 12
- Certificate Competencies ........................................................................................ 15

**Computerized Accounting Certificate**
- Principles of Computerized Accounting ................................................................. 13
- Quickbooks ............................................................................................................. 13
- Advanced Computerized Accounting .................................................................... 13

**Grant Management Certificate**
- Review of Grant Applications ................................................................................ 14
- Grant Implementation .............................................................................................. 14
- Sustaining Your Grant ............................................................................................. 14

**Grant Writing Certificate**
- Identify the Funds That Count ............................................................................. 15
- Grant Writing I ......................................................................................................... 15
- Grant Writing II ........................................................................................................ 16
- Research/Write State and Federal Grants ............................................................... 16

**Human Resources Specialist Certificate**
- Fundamentals of Human Resources ..................................................................... 17
- Employment and Staffing ....................................................................................... 17
- Compensation and Benefits .................................................................................... 17
- Human Resources Development ............................................................................ 17
- Ethics, Labor Relations, Safety and Health ............................................................... 17

**Mobile Application Developer Certificate**
- Foundations in Computer Information Systems .................................................... 18
- Java Programming Language .................................................................................. 18
- Android Application Development ........................................................................ 18
- iPhone/iPad Application Development .................................................................. 18

**Non-Profit Management Certificate**
- Non-Profit Organization Start Up ......................................................................... 19
- Steps to Become a 501(C)3 Organization ............................................................... 19
- Instruction in Strategic Planning ............................................................................. 19
- Fund Development .................................................................................................. 19
- Steps to Successful Fundraising ............................................................................ 19
- Introduction to Grant Management ....................................................................... 20

**Office Support Specialist Certificate**
- Office Support I - PC Basics .................................................................................. 21
- Office Support II - Introduction to Software: Word and Excel .............................. 21
- Office Support III - Advanced Software: Access and PowerPoint ....................... 21
- Office Support IV - Office Procedures .................................................................. 21

**Technical Writing Certificate**
- Business and General Correspondence ................................................................ 22
- Fundamentals of Technical Writing ...................................................................... 22
- Process, Policies and Procedures ............................................................................ 22
- Proofreading and Editing Skills ............................................................................. 22
- Writing for Electronic Communications ................................................................. 22

**Web Design Certificate**
- Web Page Design - Beginner (HTML Basics) ....................................................... 23
- Web Page Design - Intermediate .......................................................................... 23
- Web Page Design - Advanced .............................................................................. 23
- Macromedia Flash - Basic ...................................................................................... 23
- Macromedia Dreamweaver - Basic ....................................................................... 23

**AMERICAN SIGN LANGUAGE INSTITUTE**
- Sign Language - Beginners ................................................................................... 24

### BUSINESS INSTITUTE

**Basic Income Tax - Beginners** ............................................................................. 24
- Business Writing ..................................................................................................... 24
- Corporate Grooming: A Man's Guide .................................................................... 25
- Credit Repair ........................................................................................................... 25
- Dressing 4 Success: Corporate ............................................................................. 25
- Financial Planning for Couples ............................................................................. 25
- Grant Writing for Community Organizations ....................................................... 25
- How to Become a Consultant ................................................................................ 26
- Income Tax - Advanced .......................................................................................... 26
- Interviewing 101 ...................................................................................................... 26
- Intermediate Writing and Job Search Skills .......................................................... 26

**Michigan Institute for Public Safety Education**
- CPR Preparation ..................................................................................................... 27
- First Aid Training .................................................................................................... 27
- Firefighter 1 & 2 ...................................................................................................... 27
- Hazwoper 24 Hour Certification .......................................................................... 27
- Hazwoper 8 Hour Certification ............................................................................. 27
- Hazwoper 8 Hour Refresher .................................................................................. 27

**Hazardous Material Operations**........................................................................ 27
- Firefighter I and II .................................................................................................... 26

### LUNCH HOUR ENRICHMENT SERIES

**Microsoft Excel Overview** .................................................................................. 28

### SILVER CIRCLE

**Experience Senior Power** .................................................................................... 29
- Jewelry Bead Design for Mature Learners ............................................................... 29
- Mature Learners - Windows XP Expert .................................................................. 29
- Mature Learners - Exploring the PC ....................................................................... 29
- Mature Learners - Getting Started .......................................................................... 29
- Mature Learners - Internet and You ....................................................................... 29
- Mature Learners - Windows XP ............................................................................. 30
- Online for Mature Learners .................................................................................... 30
- Relaxation Techniques ............................................................................................. 30
- Slow Cookers, Re-Imagine ...................................................................................... 30
- Sewing for Seniors .................................................................................................. 30
- Texting for Seniors .................................................................................................. 30
- Yoga for Seniors ..................................................................................................... 30
- Zumba Gold Fitness ................................................................................................. 31

### Healthy Living / Healthy Lifestyles

**Anti-Aging Living Healthier and Longer** ............................................................. 32
- Arthritis - Reversing the Effects ............................................................................. 32
- Cholesterol - The Skinny on Fat ............................................................................ 32
- Hypertension and Stress: How to Control the Pressure and Relax - Abhh! ............ 32
- How Sweet It is - Preventing and Treating Diabetes ............................................. 32
- Healthy Living, Healthy Lifestyles ......................................................................... 33
- Vegan Lifestyle ........................................................................................................ 33
- Weight Management - Take a Load Off! ................................................................. 33

### DOWHRIVER CAMPUS

#### ARTS AND CRAFTS

- Ceramics - Beginner ............................................................................................... 34
- Ceramics - Intermediate ........................................................................................ 34
- Drawing for Beginners ........................................................................................... 34
- Drawing with Colored Pencils ................................................................................. 34
- Drawing/Painting Still Life ..................................................................................... 34
- Floral Design - Advanced ....................................................................................... 34
- Floral Design - Advanced ....................................................................................... 34
- Intro to Block Printing ............................................................................................. 35
- Matting and Framing - Beginner ............................................................................ 35
- Our Print Studio ....................................................................................................... 35

#### COMPUTER SCIENCE TECHNOLOGY TRAINING

- Digital Camera - Advanced ................................................................................... 35
- Digital Camera - Intermediate ............................................................................... 35
- Digital Camera: Learning to Use ............................................................................ 35
- Getting Started ........................................................................................................ 36
- Internet Basics .......................................................................................................... 36
- Introduction to Windows XP .................................................................................. 36
- Keyboarding Basics .................................................................................................. 36
- Microsoft Word Basic 2010 ................................................................................... 36
- Microsoft Word Intermediate 2010 ...................................................................... 36
- Photoshop ................................................................................................................ 36
- Photoshop - Intermediate ....................................................................................... 36

#### DANCE

- Ballroom Dancing .................................................................................................... 37
- Beginning Square Dancing ..................................................................................... 37
- Creative Ballroom Dancing ..................................................................................... 37
- Egyptian Belly Dancing - Beginner ....................................................................... 37

#### LAWN AND GARDEN DESIGN

- Container Gardening ............................................................................................... 37
- Gardening ................................................................................................................ 37

#### MUSIC

- Beginning Classical Guitar ..................................................................................... 37
- Intermediate Classical Guitar ................................................................................ 38

#### PERSONAL ENRICHMENT SERIES

- Organize Your Life: Time, Home ........................................................................... 38

#### PHYSICAL FITNESS AND SPORTS

- Tai Chi - Beginner ................................................................................................... 38
- Zumba Fitness .......................................................................................................... 38

#### PROFESSIONAL EXAMS AND LICENSING PREPARATION

- BLS for Healthcare Providers ................................................................................ 38

#### DOWNTOWN CAMPUS

#### ARTS AND CRAFTS

- Creative Wedding Designs....................................................................................... 39
- Gifting for Beginners ............................................................................................... 39
- Floral Design - Beginner ........................................................................................ 39
- Gift Wrapping/Bow Making .................................................................................... 39
- Intermediate Wire Working .................................................................................... 39
SPRING 2013 TABLE OF CONTENTS

Introduction to Wire Working - Bracelet ............................................. 40
Introduction to Wire Working - Earrings ........................................... 40
Introduction to Wire Working - Necklace .......................................... 40
Knitting I - Beginner ........................................................................ 40
Printmaking ....................................................................................... 40

COMPUTER SCIENCE TECHNOLOGY TRAINING
Basic Email ......................................................................................... 40
Creating Greeting Cards and Invitations Using Word ....................... 40
Digital Camera: Learning to Use .......................................................... 40
Getting Started .................................................................................. 40
Getting the Most From Your iPad ....................................................... 40
Internet Basics ..................................................................................... 40
Introduction to Windows XP ............................................................... 40
Mac Application Features ................................................................. 40
Keyboarding Basics ............................................................................. 40
Microsoft Access Basic 2010 ............................................................. 41
Microsoft Excel Basic 2010 ................................................................. 41
Microsoft Publisher ............................................................................. 41
Microsoft Word Basic 2010 ............................................................... 41
Microsoft PowerPoint Basic 2010 ...................................................... 41
Photoshop .......................................................................................... 41

EDUCATIONAL DEVELOPMENT
Mathematics Concepts - Fundamentals .............................................. 43
Understanding Basic Algebra ............................................................. 43

ENRICHMENT SERIES
Event Planning .................................................................................... 43

FINE ARTS AND CRAFTS
So You Want to Be A Folk Performer ................................................ 43

LANGUAGE AND CULTURE
"I" Before "E" Except After "C" ............................................................. 43
Building Your Family Tree .................................................................. 43
Find Family History On The Net ....................................................... 43
Genealogy Research for Beginners .................................................. 43
Genealogy: History and Research ..................................................... 43
Genealogy: What's In The Library ..................................................... 44
Introduction to Genealogy .................................................................. 44
Medical Genealogy .............................................................................. 44
Read Well, Read Easy! ...................................................................... 44
Uncomplicated Grammar .................................................................... 44
Women and Genealogy ...................................................................... 44

PERSONAL ENRICHMENT SERIES
Beginning Digital Photography ......................................................... 44
Projects Digital Photography ............................................................. 44

PROFESSIONAL EXAMS AND LICENSING PREPARATION
Electrical Journeyman Preparation ................................................... 45
Master Electrician Preparation .......................................................... 45
National Electrical Code ..................................................................... 45

SEWING AND DESIGN
Fundamentals of Basic Sewing ........................................................... 45
Introduction to Interior Design ........................................................... 46
Sewing II ............................................................................................... 46

EASTERN CAMPUS
ARTS AND CRAFTS
Creative Wedding Designs ............................................................... 46
Jewelry Bead Design - Beginner ......................................................... 46

DANCE
Egyptian Belly Dancing - Beginner .................................................. 46

MUSIC
All That Jazz! ..................................................................................... 46
Piano Basics I, 1.0 ............................................................................... 47

PERSONAL ENRICHMENT SERIES
Beginning Digital Photography .......................................................... 47

NORTHWEST CAMPUS
ARTS AND CRAFTS
Floral Design - Advanced ................................................................. 48
Floral Design - Beginner ..................................................................... 48
Introduction to Wire Working ............................................................ 48
Jewelry Bead Design - Beginner ........................................................ 48
Jewelry Bead Design - Intermediate ................................................ 48
Simple Soldering ................................................................................ 48

BEAUTY AND PERSONAL ENHANCEMENT
The Art of Make-up: Beginner ........................................................... 49

COMPUTER SCIENCE TECHNOLOGY TRAINING
Getting the Most From Your iPad ...................................................... 49
Introduction to Quickbooks ............................................................... 49
Photoshop ......................................................................................... 49

LANGUAGE AND CULTURE
Building Your Family Tree ................................................................ 49
Find Family History on the Net ......................................................... 49
Genealogy Research for Beginners ................................................... 49
Genealogy: History and Research ..................................................... 49
Genealogy: What's in the Library ....................................................... 50
Introduction to Genealogy .................................................................. 50

MUSIC
Beginning Guitar ............................................................................... 50
Intermediate Guitar ............................................................................ 50
Jazz History and Appreciation ......................................................... 50

PERSONAL ENRICHMENT SERIES
Beginning Digital Photography ......................................................... 50

PROFESSIONAL EXAMS AND LICENSING PREPARATION
HOBET Assessment ........................................................................... 51
Nursing Information Overview .......................................................... 51
TEAS (Test of Essential Nursing Skills) .............................................. 51

SEWING AND DESIGN
Fundamentals of Basic Sewing ........................................................... 52
Introduction to Tailoring Techniques .................................................. 52
Sewing II .............................................................................................. 52

WESTERN CAMPUS
ARTS AND CRAFTS
Intermediate Wire Working ............................................................... 53
Jewelry Design New Macrame ........................................................... 53
Exploring resin Jewelry ..................................................................... 53

COMPUTER SCIENCE TECHNOLOGY TRAINING
Computer Repair - Beginner ............................................................. 53
Microsoft Excel Basic 2010 ............................................................... 53
Microsoft Excel Intermediate 2010 .................................................. 54
Photoshop ............................................................................................ 54
Photoshop - Intermediate ................................................................. 54

DANCE
Ballroom Dancing .............................................................................. 54

PHYSICAL FITNESS AND SPORTS
Tai Chi - Beginner ............................................................................ 54

SKILLED TRADES
Small Engine Repair ......................................................................... 54

UNIVERSITY CENTER
ARTS AND CRAFTS
Creative Crochet ................................................................................ 55
Scrapbooking for Adults .................................................................... 55

COMPUTER SCIENCE TECHNOLOGY TRAINING
Computing Fundamentals - IC3 Part I .............................................. 55
Friends, Family and Facebook ......................................................... 55
Key Applications - IC3 Part II ............................................................ 55
Living Online - IC3 Part III ............................................................... 56
Microsoft Excel Basic 2010 ............................................................... 56
Microsoft Word Basic 2010 ............................................................... 56

DANCE
Ballroom Dancing .............................................................................. 56
Egyptian Belly Dancing - Beginner ................................................... 56

LANGUAGE AND CULTURE
Spanish for the Traveler .................................................................... 56

PHYSICAL FITNESS AND SPORTS
Hatha Yoga - Beginner ...................................................................... 56

Continuing Education Registration Form ........................................ 57
Emergency Medical Treatment Release Adult Form ....................... 58
Waiver and Release of Liability Adult Form .................................... 59

Call 313.496.2600 • www.wcccd.edu
Wayne County Community College District – Spring 2013
**DOWNRIVER**

Performers Expo and Heinz C. Prechter Educational and Performing Arts Center Open House

March 2013

The District’s Heinz C. Prechter Educational and Performing Arts Center will host the third Annual Performer’s Expo and Open House in March 2013. Performers will be given the opportunity to perform in front of Detroit-area talent-buyers from various venues and festivals. The performances are open to the public. In addition, an educational workshop for performers will be conducted by NKSK Events.

**EASTERN**

Aviation Career Week

February 2013

The Tuskegee Airmen National Historical Museum and the Detroit Chapter of the Tuskegee Airmen exhibit a wide variety of aviation role models to students in February of each year. The program goal is to provide the student with a panoramic understanding of the paths to pursue and attain a career in aviation and aerospace science.

**NORTHWEST**

Gerontology Fair: Aging with Dignity

April 2013

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

**WESTERN**

Diabetes Today & Tomorrow

May 2013

Diabetes today and tomorrow is designed to inform and commit to keeping individuals with diabetes healthy and reducing the burden of living with diabetes. The goal is to focus on learning about better treatment(s) and cure and preventing Type-1 diabetes. This will be a fun-filled day-reinforcing the importance of diabetes self-management.

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

Spring 2013

Monday, January 21, 2013 . . . . . . . . . . Martin Luther King Holiday (College Closed)
Wednesday, January 23, 2013 . . . . . . . . . . Classes Begin
March 29-April 4, 2013 . . . . . . . . . . . . . Spring Break (No Classes)
Tuesday, May 14, 2013 . . . . . . . . . . . . . Classes End

Registration Hours Walk-In and Online

November 26 - December 14, 2012
On Campus
Monday - Thursday . . . .8:30 a.m. – 7:00 p.m.
Friday . . . . . . . . . . . .8:30 a.m. – 4:30 p.m

December 15, 2012 - January 2, 2013
Online Registration 24/7 Only

Final Walk-In Registration Hours

January 3-22, 2013
On Campus and Online 24/7
Monday - Thursday . . . .8:30 a.m. – 7:00 p.m.
Friday . . . . . . . . . . . .8:30 a.m. – 4:30 p.m.
Saturday . . . . . . . . . . . .9:00 a.m. – 3:00 p.m.

WCCCD is closed on the following dates:
December 17, 2012 through January 2, 2013

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

SUMMER 2013

Classes begin on May 20, 2013

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

CERTIFIED ASSOCIATE PROJECT MANAGEMENT
This course will provide participants a comprehensive examination of introductory project management principles and practices. This course also prepares students to take CAPM (Certified Associate in Project Management) Certification Examination. The CAPM Course illustrates the essentials of project management in accordance with the principles outlined by the Project Management Institute (PMI).

ELECTRICAL JOURNEYMAN PREPARATION
Participants will learn the fundamental electrical formulas and basic code requirements for most electrical applications including examinations and residential, commercial, and industrial installations.

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

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

**Program Overview:** The Administrative Office Management Certificate offers the career training needed to become an office manager, administrative assistant, legal or medical office assistant, receptionist, office clerk or office support specialist. Courses in the Administrative Office Management Certificate will assist students in preparing for entry-level positions and upgrade current skills for career advancement.

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

**Course #: AOMC-4000**
**FEE:** $45.00  
**CEU’s:** 0.8  
**Downtown - Instructor:** Simmons, Sandra  
**Room:** TBD  
**CRN:** 36369, Mon 5:30PM-8:30PM  
**Date:** 1/23/13-1/28/13

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

**Course #: AOMC-4006**
**FEE:** $45.00  
**CEU’s:** 0.6  
**Downtown - Instructor:** Hudson, Wanda  
**Room:** TBD  
**CRN:** 36375, Mon,Wed 5:30PM-8:30PM  
**Date:** 2/13/13-2/18/13

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

**Course #: AOMC-4002**
**FEE:** $70.00  
**CEU’s:** 1.2  
**Downtown - Instructor:** Simmons, Sandra  
**Room:** TBD  
**CRN:** 36371, Mon,Wed 5:30PM-8:30PM  
**Date:** 2/20/13-3/4/13

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

**Course #: AOMC-4001**
**FEE:** $50.00  
**CEU’s:** 0.6  
**Downtown - Instructor:** Simmons, Sandra  
**Room:** TBD  
**CRN:** 36370, Mon,Wed 5:30PM-8:30PM  
**Date:** 2/4/13-2/6/13

**Microsoft Access Intermediate 2010**
Participants will build on skills acquired in Microsoft Access Basic. Participants will learn to modify, and work with multiple tables, understand relational tables and create custom forms. Advanced skills for query and report techniques and specifying multiple criteria will also be explored.

**Course #: AOMC-4005**
**FEE:** $65.00  
**CEU’s:** 1.5  
**Downtown - Instructor:** Hudson, Wanda  
**Room:** TBD  
**CRN:** 36374, Tue 5:30PM-8:30PM  
**Date:** 3/5/13-4/16/13

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

**Course #: AOMC-4004**
**FEE:** $65.00  
**CEU’s:** 1.5  
**Downtown - Instructor:** Hudson, Wanda  
**Room:** TBD  
**CRN:** 36373, Tue 5:30PM-8:30PM  
**Date:** 3/5/13-4/16/13
Program Overview: The Administrative Office Management Certificate offers the career training needed to become an office manager, administrative assistant, legal or medical office assistant, receptionist, office clerk or office support specialist. Courses in the Administrative Office Management Certificate will assist students in preparing for entry-level positions and upgrade current skills for career advancement.

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

Course #: AOMC-4003
FEE: $65.00
CEU’s: 1.5
Downtown - Instructor: Hudson, Wanda
Room: TBD
CRN: 36372, Tue 5:30PM-8:30PM
Date: 1/29/13-2/26/13
Program Overview: Case management is an area which encompasses a variety of areas such as medicine, social work, community support services, mental health, substance abuse and counseling. Completion of this certificate program will enable individuals to improve their methods of assessment and evaluation, follow-up as well as information management.

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

Introduction to Case Management
Participants will learn the basic concepts of case management. Access to the agency, intake, assessment, goal setting, planning and intervention will also be reviewed.
Course #: CASM-1000
FEE: $50.00
CEU’s: 1.5
Downtown - Instructor: White, Carin
Room: TBD
CRN: 32319, Sat 9:00AM-12:00PM
Date: 1/26/13-2/23/13
Downriver - Instructor: Demond, Donna
Room: TBD
CRN: 36251, Mon,Wed 6:00PM-8:55PM
Date: 1/23/13-2/6/13

Document Efficiently
Participants learn the SOAIGP (supplemental, observations, activities, impressions, goals and plan) methods to ensure good record keeping and efficiency in phone or direct contact with constituents.
Course #: CASM-1001
FEE: $50.00
CEU’s: 1.5
Downtown - Instructor: White, Carin
Room: TBD
CRN: 32320, Sat 9:00AM-12:00PM
Date: 3/2/13-4/6/13
Downriver - Instructor: Demond, Donna
Room: TBD
CRN: 36252, Mon,Wed 6:00PM-8:55PM
Date: 2/11/13-2/25/13

Ethical Issues and Dilemmas
Participants will learn case management techniques for addressing ethical dilemmas.
Course #: CASM-1002
FEE: $50.00
CEU’s: 1.5
Downtown - Instructor: White, Carin
Room: TBD
CRN: 32321, Sat 9:00AM-12:00PM
Date: 4/13/13-5/11/13
Downriver - Instructor: Demond, Donna
Room: TBD
CRN: 36253, Mon,Wed 6:00PM-8:55PM
Date: 2/27/13-3/13/13

Cultural Competence
Participants will learn the different cultures and examine how knowledge, skill and attitude to play an intricate part when performing case management tasks.
Course #: CASM-1003
FEE: $50.00
CEU’s: 1.5
Downtown - Instructor: White, Carin
Room: TBD
CRN: 32322, Sat 12:00PM-3:00PM
Date: 4/13/13-5/11/13
Downriver - Instructor: Demond, Donna
Room: TBD
CRN: 36254, Mon,Wed 6:00PM-8:55PM
Date: 3/18/13-4/8/13
**Program Overview:** This division of accounting is inclusive of various occupations such as bookkeepers, accountants, auditors, payroll personnel, tax preparers as well as multiple divisions within the government and private sector. The certificate program will enhance the skills and marketability of an individual in any of the noted professions.

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**Principles of Computerized Accounting**

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

**Course #: CACC-4000**
**FEE:** $65.00
**CEU’s:** 1.2
**Downtown - Instructor: Staff**
**Room: TBD**
**CRN: 32316, Sat 9:00AM-3:00PM**
**Date: 2/16/13-2/23/13**

**Quickbooks**

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

**Course #: CACC-4001**
**FEE:** $65.00
**CEU’s:** 2.4
**Downtown - Instructor: Staff**
**Room: TBD**
**CRN: 32317, Sat 9:00AM-3:00PM**
**Date: 3/2/13-3/23/13**

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**Advanced Computerized Accounting**

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

**Course #: CACC-4002**
**FEE:** $65.00
**CEU’s:** 2.1
**Downtown - Instructor: Staff**
**Room: TBD**
**CRN: 32318, Sat 9:00AM-2:30PM**
**Date: 4/6/13-5/4/13**
GRANT MANAGEMENT CERTIFICATE

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

IT IS REQUIRED THAT YOU TAKE YOUR CLASSES IN SEQUENTIAL ORDER

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

Course #: GMGT-1000
FEE: $75.00
CEU’s: 1.5
Downriver - Instructor: Staff
Room: TBD
CRN: 36232, Wed 6:00PM-8:55PM
Date: 1/23/13-2/20/13

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

Course #: GMGT-1001
FEE: $75.00
CEU’s: 2.4
Downriver - Instructor: Staff
Room: TBD
CRN: 36233, Wed 6:00PM-9:55PM
Date: 2/27/13-4/10/13

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

Course #: GMGT-1002
FEE: $75.00
CEU’s: 1.2
Downriver - Instructor: Staff
Room: TBD
CRN: 36234, Wed 6:00PM-8:55PM
Date: 4/17/13-5/8/13
**Identify the Funds That Count**
Participants will learn useful information on identifying and locating local, state and national funding sources. Learn to use the Internet and foundation directories when searching for funding.

**Course #: GWRT-1322**  
FEE: $75.00  
CEU's: 1.6  
**Downtown - Instructor: Hudson, Truman**  
Room: TBD  
CRN: 32359, Fri 9:00AM-1:00PM  
Date: 1/25/13-2/15/13  
**Downriver - Instructor: Bolton, Diane**  
Room: TBD  
CRN: 32400, Tue, Thur 6:00PM-8:55PM  
Date: 1/24/13-2/7/13  
**Downtown - Instructor: Hudson, Truman**  
Room: TBD  
CRN: 36193, Wed 5:00PM-9:00PM  
Date: 1/23/13-2/13/13  
**Northwest - Instructor: McNeil, Randy**  
Room: TBD  
CRN: 36267, Tue, Thur 9:00AM-12:00PM  
Date: 1/29/13-2/12/13  
**University Center - Instructor: Bridges, Patricia**  
Room: TBD  
CRN: 36289, Tue, Thur 6:00PM-8:55PM  
Date: 1/29/13-2/12/13  
**Downtown - Instructor: Hudson, Truman**  
Room: TBD  
CRN: 36295, Sat 9:00AM-2:00PM  
Date: 1/26/13-2/9/13  

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

**Course #: GWRT-1323**  
FEE: $75.00  
CEU's: 1.6  
**Downtown - Instructor: Hudson, Truman**  
Room: TBD  
CRN: 32360, Fri 9:00AM-1:00PM  
Date: 2/22/13-3/15/13  
**Downriver - Instructor: Bolton, Diane**  
Room: TBD  
CRN: 32401, Tue, Thur 6:00PM-8:55PM  
Date: 2/12/13-2/26/13  
**Downtown - Instructor: Hudson, Truman**  
Room: TBD  
CRN: 36194, Wed 5:00PM-9:00PM  
Date: 2/20/13-3/13/13  
**Northwest - Instructor: McNeil, Randy**  
Room: TBD  
CRN: 36268, Tue, Thur 9:00AM-12:00PM  
Date: 2/14/13-2/28/13  
**University Center - Instructor: Bridges, Patricia**  
Room: TBD  
CRN: 36290, Tue, Thur 6:00PM-8:55PM  
Date: 2/14/13-2/28/13  
**Downtown - Instructor: Hudson, Truman**  
Room: TBD  
CRN: 36296, Sat 9:00AM-2:00PM  
Date: 2/16/13-3/2/13

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**Program Overview:** There are many career possibilities within the charitable fundraising industry ranging from independent and contract, to entry-level and senior level positions, some of which include, Grant Writer, Development Director, Director of Planned Giving, and Large Gift Director.

**IT IS REQUIRED THAT YOU TAKE YOUR CLASSES IN SEQUENTIAL ORDER.**
**Grant Writing II**
Participants will learn how to work as a team when writing grants; developing a detailed, and well documented proposal when submitting to larger foundations.

**Course #: GWRT-1324**
**FEE:** $75.00  
**CEU’s:** 1.6  
**Downtown - Instructor:** Hudson, Truman  
**Room: TBD**  
**CRN:** 32361, **Fri:** 9:00AM-1:00PM  
**Date:** 3/22/13-4/19/13  
**Downriver - Instructor:** Bolton, Diane  
**Room: TBD**  
**CRN:** 32402, **Tue, Thur:** 6:00PM-8:55PM  
**Date:** 2/28/13-3/14/13  
**Downtown - Instructor:** Hudson, Truman  
**Room: TBD**  
**CRN:** 36195, **Wed:** 5:00PM-9:00PM  
**Date:** 3/20/13-4/17/13  
**Northwest - Instructor:** McNeil, Randy  
**Room: TBD**  
**CRN:** 36269, **Tue, Thur:** 9:00AM-12:00PM  
**Date:** 3/5/13-3/19/13  
**University Center - Instructor:** Bridges, Patricia  
**Room: TBD**  
**CRN:** 36291, **Tue, Thur:** 6:00PM-8:55PM  
**Date:** 3/5/13-3/19/13  
**Downtown - Instructor:** Hudson, Truman  
**Room: TBD**  
**CRN:** 36297, **Sat:** 9:00AM-2:00PM  
**Date:** 3/9/13-3/23/13  

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

**Course #: GWRT-1325**
**FEE:** $75.00  
**CEU’s:** 2.4  
**Downtown - Instructor:** Hudson, Truman  
**Room: TBD**  
**CRN:** 32362, **Fri:** 9:00AM-4:30PM  
**Date:** 4/26/13-5/10/13  
**Downriver - Instructor:** Winston, Gwendolyn  
**Room: TBD**  
**CRN:** 32403, **Tue, Thur:** 6:00PM-8:55PM  
**Date:** 3/19/13-4/18/13  
**Downtown - Instructor:** Hudson, Truman  
**Room: TBD**  
**CRN:** 36196, **Mon, Wed:** 5:00PM-9:00PM  
**Date:** 4/22/13-5/8/13  
**Northwest - Instructor:** Winston, Gwendolyn  
**Room: TBD**  
**CRN:** 36270, **Tue, Thur:** 9:00AM-12:00PM  
**Date:** 3/21/13-4/23/13  
**University Center - Instructor:** McNeil, Randy  
**Room: TBD**  
**CRN:** 36292, **Tue, Thur:** 6:00PM-8:55PM  
**Date:** 3/21/13-4/18/13  
**Downtown - Instructor:** Hudson, Truman  
**Room: TBD**  
**CRN:** 36298, **Sat:** 9:00AM-1:00PM  
**Date:** 4/6/13-5/11/13  

**Program Overview:** There are many career possibilities within the charitable fundraising industry ranging from independent and contract, to entry-level and senior level positions, some of which include, Grant Writer, Development Director, Director of Planned Giving, and Large Gift Director.

**It is required that you take your classes in sequential order.**
**Fundamentals of Human Resources**
Participants in this course will learn to lay the groundwork for the basic functions of Human Resources (HR). Participants will be exposed to insights into emerging trends and key HR issues for the future.

**Course #**: HRMS-1361  
**FEE**: $70.00  
**CEU’s**: 1.2  
**Downriver - Instructor**: Frasson, Jeannette  
**Room**: TBD  
**CRN**: 32404, Tue, Thur 6:00PM-8:55PM  
**Date**: 1/24/13-2/5/13

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

**Course #**: HRMS-1362  
**FEE**: $70.00  
**CEU’s**: 1.5  
**Downriver - Instructor**: Frasson, Jeannette  
**Room**: TBD  
**CRN**: 36339, Tue, Thur 6:00PM-8:55PM  
**Date**: 2/7/13-2/21/13

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

**Course #**: HRMS-1363  
**FEE**: $70.00  
**CEU’s**: 1.5

**Downriver - Instructor**: Frasson, Jeannette  
**Room**: TBD  
**CRN**: 32406, Tue, Thur 6:00PM-8:55PM  
**Date**: 2/26/13-3/19/13

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

**Course #**: HRMS-1364  
**FEE**: $70.00  
**CEU’s**: 1.8  
**Downriver - Instructor**: Frasson, Jeannette  
**Room**: TBD  
**CRN**: 32407, Tue, Thur 6:00PM-8:55PM  
**Date**: 3/21/13-4/16/13

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

**Course #**: HRMS-1365  
**FEE**: $70.00  
**CEU’s**: 2.1  
**Downriver - Instructor**: Frasson, Jeannette  
**Room**: TBD  
**CRN**: 32408, Tue, Thur 6:00PM-8:55PM  
**Date**: 4/18/13-5/7/13
Mobile Application Developer Certificate

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

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

**Course #: MADC-4000**
**FEE:** $35.00
Western - Instructor: Nelson, Rodney
Room: TBD
CRN: 36211, Sat 9:00AM-2:00PM
Date: 1/26/13-2/9/13

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

**Course #: MADC-4001**
**FEE:** $65.00
Western - Instructor: Nelson, Rodney
Room: TBD
CRN: 36212, Sat 9:00AM-2:00PM
Date: 2/16/13-3/2/13

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

**Course #: MADC-4002**
**FEE:** $65.00
Western - Instructor: Nelson, Rodney
Room: TBD
CRN: 36213, Sat 9:00AM-2:00PM
Date: 3/9/13-3/23/13

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

**Course #: MADC-4003**
**FEE:** $65.00
Western - Instructor: Nelson, Rodney
Room: TBD
CRN: 36214, Sat 9:00AM-2:00PM
Date: 4/6/13-4/27/13
Non-Profit Management Certificate

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

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

Course #: NPOM-4002
FEE: $40.00
Downtown - Instructor: McNeil, Randy
Room: TBD
CRN: 32365, Fri 1:00PM-2:30PM
Date: 1/25/13-2/22/13

Downtown - Instructor: Norman Hill, Shelly
Room: TBD
CRN: 32366, Sat 9:00AM-1:00PM
Date: 2/2/13-2/9/13

Northwest - Instructor: Winston, Gwendolyn
Room: TBD
CRN: 32441, Tue 9:00AM-11:55AM
Date: 2/19/13-2/26/13

Eastern - Instructor: McNeil, Randy
Room: TBD
CRN: 36243, Sat 12:00PM-1:55PM
Date: 2/23/13-3/2/13

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

Course #: NPOM-4007
FEE: $40.00
Downtown - Instructor: McNeil, Randy
Room: TBD
CRN: 32367, Fri 1:00PM-3:00PM
Date: 3/1/13-3/1/13

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

Course #: NPOM-4013
FEE: $40.00
Downtown - Instructor: McNeil, Randy
Room: TBD
CRN: 32368, Fri 1:00PM-2:25PM
Date: 3/8/13-4/12/13

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

Course #: NPOM-4000
FEE: $40.00
Downtown - Instructor: Norman Hill, Shelly
Room: TBD
CRN: 32364, Sat 9:00AM-3:00PM
Date: 1/26/13-1/26/13

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

Course #: NPOM-4020
FEE: $50.00
Downtown - Instructor: Norman Hill, Shelly
Room: TBD
CRN: 32370, Sat 9:00AM-1:00PM
Date: 2/23/13-3/2/13
Introduction to Grant Management
This seminar includes techniques for managing, tracking and reporting grant activities to government, private and corporate sources once a grant has been approved.

Course #: NPOM-4017  
FEE: $40.00  
Downtown - Instructor: McNeil, Randy  
Room: TBD  
CRN: 34542, Fri 2:30PM-4:30PM  
Date: 4/19/13-4/19/13
Office Support Specialist Certificate

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

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

Office Support I- PC Basics
Participants will learn methods to increase their office productivity and efficiency.
Course #: OFSP-1318
FEE: $65.00
CEU’s: 1.6
Downtown - Instructor: Guilbault-Mahon, Lesia
Room: TBD
CRN: 32371, Tue, Thur 12:00PM-3:00PM
Date: 1/24/13-2/7/13
Downriver - Instructor: Crittenden, Patricia
Room: TBD
CRN: 32409, Mon, Wed 6:00PM-8:55PM
Date: 1/23/13-2/6/13

Office Support II- Introduction to Software: Word and Excel
Participants will learn the fundamentals of the word processing software, Microsoft Word, including saving files, cutting, copying, pasting, formatting, inserting tables, headers, footers, and mail merge. In the spreadsheet software, Microsoft Excel, participants will learn how to manage workbooks, including formatting cells, rows, columns, using background colors, sorting data and the use of charts.
Course #: OFSP-1319
FEE: $65.00
CEU’s: 2.4
Downtown - Instructor: Guilbault-Mahon, Lesia
Room: TBD
CRN: 32372, Tue, Thur 12:00PM-3:00PM
Date: 2/12/13-3/7/13
Downriver - Instructor: Crittenden, Patricia
Room: TBD
CRN: 32410, Mon, Wed 6:00PM-8:55PM
Date: 2/11/13-3/6/13

Office Support III- Advanced Software: Access and PowerPoint
Participants will learn how to effectively use two of the more advanced office software: Microsoft Access and Microsoft PowerPoint.
Course #: OFSP-1320
FEE: $65.00
CEU’s: 2.4
Downtown - Instructor: Guilbault-Mahon, Lesia
Room: TBD
CRN: 32373, Tue, Thur 12:00PM-3:00PM
Date: 3/12/13-4/11/13
Downriver - Instructor: Crittenden, Patricia
Room: TBD
CRN: 32411, Mon, Wed 6:00PM-8:55PM
Date: 3/11/13-4/10/13

Office Support IV- Office Procedures
Participants will learn proper procedures in office management. Participants will also learn to communicate more effectively with their company’s internal and external audiences, (verbal, printed, and technological communication), maintain records, word processing, financial analysis, and office automation.
Course #: OFSP-1321
FEE: $65.00
CEU’s: 1.6
Downtown - Instructor: Guilbault-Mahon, Lesia
Room: TBD
CRN: 32374, Tue, Thur 12:00PM-3:00PM
Date: 4/16/13-5/30/13
Downriver - Instructor: Crittenden, Patricia
Room: TBD
CRN: 32412, Mon, Wed 6:00PM-8:55PM
Date: 4/15/13-5/29/13
NEW TECHNICAL WRITING CERTIFICATE

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

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

Course #: TWRG-4003
FEE: $65.00
Downtown - Instructor: Bolton, Diane
Room: TBD
CRN: 36310, Mon,Wed 6:00PM-8:00PM
Date: 2/20/13-3/4/13

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

Course #: EDDV-4006
FEE: $65.00
Downtown - Instructor: Bolton, Diane
Room: TBD
CRN: 36316, Mon,Wed 6:00PM-8:00PM
Date: 1/23/13-2/4/13

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

Course #: TWRG-4000
FEE: $65.00
Downtown - Instructor: Bolton, Diane
Room: TBD
CRN: 36308, Mon,Wed 6:00PM-8:00PM
Date: 3/6/13-3/18/13

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

Course #: EDDV-4015
FEE: $65.00
Downtown - Instructor: Bolton, Diane
Room: TBD
CRN: 36317, Mon,Wed 6:00PM-8:00PM
Date: 2/6/13-2/18/13

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

Course #: TWRG-4001
FEE: $65.00
Downtown - Instructor: Bolton, Diane
Room: TBD
CRN: 36309, Mon,Wed 6:00PM-8:00PM
Date: 3/20/13-4/8/13
Program Overview: Upon completion of the Web Design Certificate Program participants will be qualified to work as a web designer or consultant in a corporate setting or an independent consultant.

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

WEB DESIGN CERTIFICATE

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

Course #: WEBD-1000
FEE: $70.00
CEU’s: 1.5
Western - Instructor: Staff
Room: TBD
CRN: 34578, Fri 10:00AM-12:55PM
Date: 1/25/13-2/15/13

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

Course #: WEBD-1002
CEU’s: 1.5
Western - Instructor: Staff
Room: TBD
CRN: 36351, Fri 10:00AM-12:55PM
Date: 2/22/13-4/5/13

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

Course #: WEBD-1001
FEE: $70.00
CEU’s: 1.5
Western - Instructor: Staff
Room: TBD
CRN: 34732, Sat 10:00AM-1:00PM
Date: 4/6/13-5/4/13

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

Course #: WEBD-1007
FEE: $70.00
CEU’s: 1.5
Western - Instructor: Brown, Verna
Room: TBD
CRN: 34731, Sat 9:00AM-1:55PM
Date: 3/23/13-4/13/13

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

Course #: WEBD-1006
FEE: $70.00
CEU’s: 1.5
Western - Instructor: Brown, Verna
Room: TBD
CRN: 34591, Sat 12:00PM-2:55PM
Date: 4/20/13-5/11/13
AMERICAN SIGN LANGUAGE

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

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

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: Barbar, LaTonya
Room: TBD
CRN: 34537, Mon 5:00PM-6:55PM
Date: 1/28/13-4/22/13

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: TBD
CRN: 32429, Sat 9:00AM-11:55AM
Date: 2/2/13-3/2/13

Business Writing
Participants will review the basics of grammar and punctuation, as well as engage in the process of writing: assignments, proposals and editing. Participants will also learn techniques for writing memos, reports, letters and other professional documents.

Course #: EDDV-6026
FEE: $40.00
Downtown - Instructor: Guilbault-Mahon, Lesia

Certified Associate Project Management
This will provide participants with a comprehensive examination of introductory project management principles and practices. This course also prepares students to take CAPM (Certified Associate in Project Management) Certification Examination. This course illustrates the essentials of project management in accordance with the principles outlined by the Project Management Institute (PMI).

Course #: PMCE-4000
Downtown - Instructor: Guilbault-Mahon, Lesia
Room: TBD
CRN: 36314, MTWRF 9:00AM-4:00PM
Date: 5/6/13-5/10/13
BUSINESS INSTITUTE CONTINUED

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

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

**Course #: CPDV-5035**
**FEE:** $25.00
Eastern - Instructor: Staff
Room: TBD
CRN: 36241, Wed 6:00PM-7:30PM
Date: 2/6/13-2/27/13

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

**Course #: FINC-4024**
**FEE:** $20.00
Northwest - Instructor: Sanders, Ali
Room: TBD
CRN: 34535, Wed 6:00PM-7:55PM
Date: 2/27/13-3/27/13

**Dressing 4 Success: Corporate**
Do you look the part? Do you know the Corporate Dress Code? What does ‘Casual Friday’ really mean? From the coordination of colors, ties, dresses, and suits, this class will give the skills to look the part for any interview and job. This class is designed to show you how to bring together corporate style with a polished, professional look.

**Course #: CPDV-5034**
**FEE:** $30.00
Eastern - Instructor: Irvin, Charmaine
Room: TBD
CRN: 36246, Sat 1:00PM-2:30PM
Date: 4/6/13-4/27/13

**NEW - Financial Planning for Couples**
This course is designed to provide direction with having those conversations about money, budgeting, saving, investing and retirement as it relates to couples and their finances.

**Course #: FINC-5010**
**FEE:** $30.00
Eastern - Instructor: Staff
Room: TBD
CRN: 36320, Thur 6:00PM-8:00PM
Date: 3/14/13-4/11/13

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

**Course #: GWRT-1326**
**FEE:** $50.00
CEU’s: 1.0
Eastern - Instructor: McNeil, Randy
Room: TBD
CRN: 34680, Sat 10:00AM-11:55AM
Date: 2/2/13-3/9/13

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

**Course #: BUSN-4010**
**FEE:** $40.00
Northwest - Instructor: Moultrie, Valencia
Room: TBD
CRN: 32420, Thur 6:00PM-8:55PM
Date: 5/2/13-5/2/13
The Wayne County Community College District’s School of Continuing Education now offers the Business Institute. The Business Institute provides Business students, Entrepreneurs and Small Business Owners the opportunity to learn more about their particular field of endeavor. The Business Institute will afford participants the opportunity to earn Continuing Education Units (CEU’s) as well as Certificates in their particular area of business and industry.

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

Course #: BUSN-4021
FEE: $60.00
Downtown - Instructor: Thornton, Georgene
Room: TBD
CRN: 32312, Tue 5:30PM-8:30PM
Date: 2/5/13-4/16/13

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: TBD
CRN: 32430, Sat 9:00AM-11:55AM
Date: 3/9/13-4/13/13

Interviewing 101
Do you know how to sell yourself in a job interview? Do you know what the biggest mistakes are? This class is designed to teach you the interviewing techniques that make you the ‘Top Choice’ for the job you want. This class will teach how to ‘sell yourself’, communication techniques, and how to read between the lines of what the interviewer is really asking.

Course #: CPDV-5033
FEE: $30.00
Eastern - Instructor: Irvin, Charmaine
Room: TBD
CRN: 36245, Sat 11:30AM-12:55PM
Date: 4/6/13-4/27/13

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

Course #: BUSN-5003
FEE: $60.00
Downtown - Instructor: Thornton, Georgene
Room: TBD
CRN: 32315, Thur 5:30PM-8:30PM
Date: 2/7/13-4/18/13

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

Course #: HFAM-5043
FEE: $35.00
Eastern - Instructor: Staff
Room: TBD
CRN: 36336, Sat 12:30PM-2:00PM
Date: 2/2/13-3/2/13

Resume Writing and Job Search Skills
Do you know how to write a cover letter for that great job you want? Does your resume compliment your cover letter? This course is designed to help solve all those questions about a proper cover letter and help you create an eye popping resume that stands out. Learn how to produce a great cover letter and a great resume so you can go out and get that JOB!

Course #: CPDV-2000
FEE: $30.00
Eastern - Instructor: Irvin, Charmaine
Room: TBD
CRN: 36244, Sat 10:00AM-11:30AM
Date: 4/6/13-4/27/13
Wayne County Community College District's Michigan Institute for Public Safety Education (MIPSE) is heralded nationally to be one of the finest of its kind in the emergency training field. MIPSE provides Homeland Security, Fire, Law Enforcement, EMS and industrial personnel throughout the surrounding region, state and at the national level with emergency response education and training services in a safe and controlled environment.

**CPAT Preparation**
This course will teach Command and General staff members how to manage incidents using either Area Command, UNIFIED Command or multijagency systems. The student will learn how to expand and reduce and incident to fit their needs. The student will apply these principles in simulated incidents.

*Course #: IPST-4032*
*FEE: $25.00*
*Downriver - Instructor: Staff*
*Room: TBD*

CRN: 33557, Thur 10:00AM-1:55PM
Date: 4/25/13-4/25/13

**Elevator Training-Fire**
This one day course will provide students with information on elevator systems and emergency procedures to assure safe and successful rescue and fire operations. The course will be divided between a lecture and a hands-on tour of two different types of elevator systems (hydraulic and cable) including machine rooms, passenger cars, elevator shafts and pit areas. Students will learn to use Fire Fighter’s Service, elevator keys and other methods of opening doors.

*Course #: IPST-4025*
*FEE: $50.00*
*Downriver - Instructor: Staff*
*Room: TBD*

CRN: 36285, Thr 8:00AM-3:55PM
Date: 4/18/13-4/18/13

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

*Course #: IPST-1002*
*FEE: $399.00*
*CEU's: 2.4*
*Downriver - Instructor: Staff*
*Room: TBD*

CRN: 36301, Thr 8:00AM-5:00PM
Date: 3/7/13-3/21/13

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

*Course #: IPST-1003*
*FEE: $99.00*
*CEU's: 0.8*
*Downriver - Instructor: Staff*
*Room: TBD*

CRN: 35541, Tue,Thu 6:00PM-9:55PM
Date: 2/5/13-2/7/13

**Hazwoper 8-Hour Refresher**
This 8 hour course is designed to provide an individual that has previously been trained in HAZWOPER a brief review. This course will refresh the students in the proper skills necessary to work in and around hazardous material and waste. The course meets the requirements mandated by OSHA 29 CFR 1910.120. This course is based on the laws that are presently applicable.

*Course #: IPST-4033*
*Downriver - Instructor: Staff*
*Room: TBD*

CRN: 36283, Tue,Thu 6:00PM-9:55PM
Date: 4/9/13-4/11/13

**Hazardous Material Operations**
Designed for personnel responding to emergency scenes with the potential for hazardous materials present. Participants will be trained to recognize and anticipate unusual response circumstances, assess information and initiate self-protection actions. Contact the EMT/Fire Protection Technologies Programs at (313) 496-2712 or (734) 374-3213 for additional information.

*Course #: IPST-1028*
*FEE: $50.00*
*Downriver - Instructor: Staff*
*Room: TBD*

CRN: 34530, TR 6:00PM-9:55PM
Date: 3/28/13-4/20/13
Wayne County Community College District's Michigan Institute for Public Safety Education (MIPSE) is heralded nationally to be one of the finest of its kind in the emergency training field. MIPSE provides Homeland Security, Fire, Law Enforcement, EMS and industrial personnel throughout the surrounding region, state and at the national level with emergency response education and training services in a safe and controlled environment.

**Firefighter I and II**

This course is a Michigan Fire Fighter Training Council (MFFTC) approved state practical exam for Fighter I & Fighter II. The participant must submit a copy of the MFFTC Retake Letter seven weeks prior to the examination. Students will participate in the practical stations according to MFFTC guidelines for Fire Fighter I & II practical exams.

- **Course #:** PELP-1004
- **FEE:** $85.00
- **CEU’s:** 0.8
- **Downriver - Instructor:** Staff
- **Room:** TBD
- **CRN:** 34529, **Fri 8:00AM-3:55PM**
- **Date:** 3/1/13-3/1/13

**LUNCH HOUR ENRICHMENT SERIES**

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

**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
- **Western - Instructor:** Brown, Verna
- **Room:** TBD
- **CRN:** 34633, **Mon 9:00AM-3:00PM**
- **Date:** 5/6/13-5/6/13
Come join us and become one of our shining seniors in our Silver Circle Program! These programs are geared toward senior citizens to offer courses that will enhance the personal, professional and social lives of the participants.

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

**Course #: CSTT-4047**
**Western - Instructor: Staff**
Room: TBD
CRN: 34726, Wed 10:00AM-11:55AM
Date: 1/23/13-5/8/13

**Course #: CSTT-4047**
**Western - Instructor: Staff**
Room: TBD
CRN: 34743, Wed 12:30PM-1:55PM
Date: 1/23/13-5/8/13

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

**Course #: SENR-4007**
**FEE: $25.00**
**Northwest - Instructor: Robinson Young, Kathleen**
Room: TBD
CRN: 32463, Tue 10:00AM-11:55AM
Date: 3/12/13-4/2/13

**Mature Learners - Window XP Expert**
This course is designed for individuals who want to expand their computer knowledge. Learn how to create folders and files, copy and move files and folders, customize the look of a desktop with screen savers and toolbars.

**Course #: CSTT-4100**
**FEE: $25.00**
**Downriver - Instructor: Watkins, Lydia**
Room: TBD
CRN: 32399, Mon,Wed 9:00AM-11:55AM
Date: 3/11/13-3/13/13

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

**Course #: CSTT-4003**
**FEE: $50.00**
**Northwest - Instructor: Ri’chard, Michael**
Room: TBD
CRN: 36276, Sat 9:00AM-12:00PM
Date: 3/2/13-4/6/13

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

**Course #: CSTT-4000**
**FEE: $25.00**
**Downriver - Instructor: Watkins, Lydia**
Room: TBD
CRN: 32394, Mon,Wed 9:00AM-11:55AM
Date: 2/25/13-2/27/13

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

**Course #: CSTT-1350**
**FEE: $15.00**
**Downtown - Instructor: Gwynn, Annice**
Room: TBD
CRN: 32326, Fri 9:00AM-12:00PM
Fast track course. Class starts 1/24/2013 and ends 3/21/2013
Date: 2/8/13-2/15/13

**Downtown - Instructor: Watkins, Lydia**
Room: TBD
CRN: 32390, Mon,Wed 9:00AM-11:55AM
Date: 3/18/13-3/20/13
Come join us and become one of our shining seniors in our Silver Circle Program! These programs are geared toward senior citizens to offer courses that will enhance the personal, professional and social lives of the participants.

**Mature Learners-Windows XP**
This course is for the novice computer user who is interested in learning the basics of this operating system. Learn how to create folders and files, how to copy and move files and folders and how to customize the look of a desktop with screen savers and toolbars.

- **Course #**: CSTT-4009
- **FEE**: $25.00
- **Downriver - Instructor**: Watkins, Lydia
- **Room**: TBD
- **CRN**: 32398, Mon, Wed 9:00 AM-11:55 AM
- **Date**: 3/4/13-3/6/13

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

- **Course #**: CRFT-4048
- **FEE**: $25.00
- **Downriver - Instructor**: Demond, Donna
- **Room**: TBD
- **CRN**: 32387, Fri 11:00 AM-1:55 PM
- **Date**: 3/22/13-4/26/13

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

- **Course #**: SENR-4009
- **Northwest - Instructor**: Simmons, Sandra
- **Room**: TBD
- **CRN**: 32464, Sat 10:00 AM-11:55 AM
- **Date**: 3/9/13-3/9/13

**Western - Instructor**: Staff
- **Room**: TBD
- **CRN**: 34586, Sat 10:00 AM-11:55 AM
- **Date**: 1/26/13-5/14/13

**Sewing For Seniors**
Participants will learn how sewing can help with hand-eye coordination, create small garments and fabric and textile variations.

- **Course #**: SENR-5013
- **FEE**: $30.00
- **University Center - Instructor**: Featherstone, Nadine
- **Room**: TBD
- **CRN**: 36324, Sat 10:01 AM-11:25 AM
- **Date**: 3/9/13-4/13/13

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

- **Course #**: CSTT-5008
- **FEE**: $20.00
- **University Center - Instructor**: Dickey, Aaron
- **Room**: TBD
- **CRN**: 36249, Wed 1:00 PM-2:30 PM
- **Date**: 3/16/13-4/13/13

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

- **Course #**: PEDU-4040
- **FEE**: $25.00
- **University Center - Instructor**: Peacock, Susan
- **Room**: TBD
- **CRN**: 34729, Mon, Wed 4:00 PM-4:55 PM
- **Date**: 1/28/13-3/25/13
- **Eastern - Instructor**: Peacock, Susan
- **Room**: TBD
- **CRN**: 36239, Mon, Wed 2:00 PM-2:55 PM
- **Date**: 3/4/13-4/24/13
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.

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

Course #: PEDU-4042
FEE: $40.00
Downriver - Instructor: Torres, Kara
Room: TBD
CRN: 32416, Tue 10:00AM-10:55AM
Date: 2/19/13-4/30/13
Eastern - Instructor: Staff
Room: TBD
CRN: 36248, RS 10:00AM-10:55AM
Date: 1/24/13-3/30/13
Healthy Living is about taking responsibility and making smart health choices for today and for the future. The School of Continuing Education Healthy Living/Healthy Lifestyle is designed to assist individuals with eating right, getting physically fit, emotional wellness, spiritual wellness in addition to being preventive methods for creating a healthy lifestyle. Come and join us!!

**Healthy Living**

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

**Course #: HEAL-5022**
**FEE: $40.00**
Northwest - Instructor: Stephens, Ruth
Room: TBD
CRN: 36263, Thur 9:00AM-11:55AM
Date: 1/24/13-3/7/13

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

**Course #: HEAL-5024**
**FEE: $40.00**
Northwest - Instructor: Stephens, Ruth
Room: TBD
CRN: 36261, Tue 9:00AM-11:55AM
Date: 1/29/13-3/12/13

**Cholesterol-The Skinny on Fat**
This course will teach participants how to understand what HDL/LDL is and how to maintain healthy cholesterol levels.

**Course #: HEAL-5023**
**FEE: $40.00**
Northwest - Instructor: Stephens, Ruth
Room: TBD
CRN: 36262, Tue 12:00PM-3:00PM
Date: 1/29/13-3/12/13

**Healthier You**
This course is designed to educate you about reading and defining food labels. This course will also assist you with planning, shopping and preparing healthy.

**Course #: HEAL-4083**
**FEE: $25.00**
Northwest - Instructor: Gatlin, Brenda
Room: TBD
CRN: 34536, Tue 6:00PM-7:55PM
Date: 4/16/13-5/7/13

**How Sweet It Is-Preventing and Treating Diabetes**
This course will teach participants about preventing and treating diabetes through proper nutrition and lifestyle changes. They will learn the common symptoms and causes of creating the disease and how to avoid them.

**Course #: HEAL-5020**
**FEE: $40.00**
Northwest - Instructor: Stephens, Ruth
Room: TBD
CRN: 36259, Mon 9:00AM-11:55AM
Date: 1/28/13-3/11/13

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

**Course #: HEAL-5021**
**FEE: $40.00**
Northwest - Instructor: Stephens, Ruth
Room: TBD
CRN: 36260, Mon 12:00PM-3:00PM
Date: 1/28/13-3/11/13
Healthy Living

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

Train Your Brain-Preventing Alzheimers
In this course participants will learn how to prevent and treat Parkinson’s and Alzheimer’s through “super brain foods”. Participants will learn how to recognize the warning signs of the diseases, as well as practical skills they can apply to themselves and loved ones.
Course #: HEAL-5025
FEE: $40.00
Northwest - Instructor: Stephens, Ruth
Room: TBD
CRN: 36264, Thur 12:00PM-3:00PM
Date: 1/24/13-3/7/13

Vegan Lifestyle
Participants will learn about the vegan lifestyle, including health and environmental benefits of the vegan lifestyle.
Course #: HEAL-4015
FEE: $25.00
Northwest - Instructor: Gatlin, Brenda
Room: TBD
CRN: 32528, Thur 6:00PM-7:55PM
Date: 2/21/13-3/28/13

Weight Management: Take a Load Off
This course will teach participants how to achieve and maintain a healthy weight for their body type through healthier ways of eating. It will also explain eating habits that cause and contribute to obesity, such as overeating, eating late, excessive dieting and emotional eating. Participants will learn the most common weight control problems, diet therapy, food therapy, as well as obesity and obesity related illnesses.
Course #: HEAL-5019
FEE: $40.00
Northwest - Instructor: Stephens, Ruth
Room: TBD
CRN: 36265, Sat 10:00AM-1:00PM
Date: 1/26/13-3/9/13
School of Continuing Education Classes

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

Arts and Crafts

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

**Course #:** CRFT-4002  
**FEE:** $50.00  
**Downriver - Instructor:** Cheetham, Marta  
**Room:** TBD  
**CRN:** 32381, Wed 6:00PM-8:55PM  
**Date:** 1/23-3/13/13

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

**Course #:** CRFT-4003  
**FEE:** $60.00  
**Downriver - Instructor:** Cheetham, Marta  
**Room:** TBD  
**CRN:** 32382, Wed 6:00PM-10:00PM  
**Date:** 3/20/13-5/1/13

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

**Course #:** CRFT-4016  
**FEE:** $40.00  
**Downriver - Instructor:** Demond, Donna  
**Room:** TBD  
**CRN:** 32385, Fri 11:00AM-12:55PM  
**Date:** 1/25/13-3/15/13

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

**Course #:** CRFT-4079  
**FEE:** $40.00  
**Downriver - Instructor:** MacDonald, Martine  
**Room:** TBD  
**CRN:** 32385, Wed 6:00PM-8:55PM  
**Date:** 2/27/13-3/27/13

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

**Course #:** CRFT-4080  
**FEE:** $40.00  
**Downriver - Instructor:** MacDonald, Martine  
**Room:** TBD  
**CRN:** 36236, Wed 6:00PM-8:55PM  
**Date:** 4/10/13-5/8/13

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

**Course #:** CRFT-4013  
**FEE:** $50.00  
**Downriver - Instructor:** Smith, Jay  
**Room:** TBD  
**CRN:** 36225, Thur 6:00PM-8:30PM  
**Date:** 2/21/13-5/2/13
Introduction to Block Printing
Participants will be familiarized with basic relief (block) print techniques through short lectures and demonstrations. The instructor will provide a background on the history of block printing as well as sharing with participants the work of contemporary print artists. Participants will work print projects of their choice, including making cards for the holiday. Participants are responsible for their own supplies.

Course #: CRFT-4081
FEE: $40.00
Downriver - Instructor: MacDonald, Martine
Room: TBD
CRN: 36237, Fri 9:00AM-11:55AM
Date: 3/8/13-4/12/13

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

Course #: CRFT-4024
FEE: $30.00
Downriver - Instructor: Johnson, Thallas
Room: TBD
CRN: 36333, Fri 1:00PM-2:55PM
Date: 3/8/13-4/12/13

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

Course #: CRFT-4082
FEE: $40.00
Downriver - Instructor: MacDonald, Martine
Room: TBD
CRN: 34690, Fri 9:00AM-12:55PM
Date: 4/19/13-5/10/13

Computer Science Technology Training

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

Course #: CSTT-5011
FEE: $60.00
Downriver - Instructor: Kessler, Hugh
Room: TBD
CRN: 36300, Tue 9:00AM-11:55AM
Date: 4/16/13-5/7/13

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

Course #: CRFT-4081
FEE: $40.00
Downriver - Instructor: MacDonald, Martine
Room: TBD
CRN: 36237, Fri 9:00AM-11:55AM
Date: 3/8/13-4/12/13

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

Course #: CSTT-5010
FEE: $50.00
Downriver - Instructor: Kessler, Hugh
Room: TBD
CRN: 36299, Tue 9:00AM-11:55AM
Date: 3/12/13-4/9/13

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

Course #: CSTT-2031
FEE: $40.00
Downriver - Instructor: Kessler, Hugh
Room: TBD
CRN: 34523, Tue 9:00AM-11:55AM
Date: 2/12/13-3/5/13
**Getting Started**
This course provides hands-on training and teaches step-by-step theory for the PC and Windows environment. Also learn about the components and desktop functions, and get an overview of software applications.

Course #: CSTT-2013  
FEE: $45.00  
Downriver - Instructor: Watkins, Lydia  
Room: TBD  
CRN: 32395, Sat 9:00AM-2:55PM  
Date: 3/2/13-3/2/13

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

Course #: CSTT-2029  
FEE: $45.00  
Downriver - Instructor: Watkins, Lydia  
Room: TBD  
CRN: 32397, Sat 9:00AM-11:55AM  
Date: 3/23/13-4/27/13

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

Course #: CSTT-2000  
FEE: $45.00  
Downriver - Instructor: Watkins, Lydia  
Room: TBD  
CRN: 32391, Sat 9:00AM-2:55PM  
Date: 3/16/13-3/16/13

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

Course #: CSTT-2014  
FEE: $45.00  
Downriver - Instructor: Watkins, Lydia  
Room: TBD  
CRN: 32396, Sat 9:00AM-2:55PM  
Date: 3/9/13-3/9/13

**Microsoft Word Basic 2010**
Students will gain hands-on experience in creating and editing documents, formatting text and managing files.

Course #: CSTT-2001  
FEE: $65.00  
CEU's: 1.5  
Downriver - Instructor: Watkins, Lydia  
Room: TBD  
CRN: 32392, Mon,Wed 9:00AM-11:55AM  
Date: 3/25/13-4/15/13

**Microsoft Word Intermediate 2010**
Participants will build on knowledge acquired in Microsoft Word 2007 Basic to learn working with tables, charts, graphics, templates and styles. Document merge and transfer will also be discussed.

Course #: CSTT-2002  
FEE: $65.00  
CEU's: 1.5  
Downriver - Instructor: Watkins, Lydia  
Room: TBD  
CRN: 32393, Mon,Wed 9:00AM-11:55AM  
Date: 4/17/13-5/1/13

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

Course #: PHOT-4015  
FEE: $50.00  
Downriver - Instructor: Kessler, Hugh  
Room: TBD  
CRN: 36227, Thur 9:00AM-12:55PM  
Date: 2/14/13-3/14/13

**Photoshop-Intermediate**
This course builds upon the participant’s knowledge of computer imaging. Students will become more skilled in flyer, web, and photo imaging.

Course #: PHOT-4016  
FEE: $50.00  
CEU's: 1.8  
Downriver - Instructor: Kessler, Hugh  
Room: TBD  
CRN: 36228, Thur 9:00AM-12:55PM  
Date: 3/21/13-4/25/13
Dance

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

Course #: DANC-4014
FEE: $50.00
Downriver - Instructor: Smith, Kevin
Room: TBD
CRN: 32419, Wed 12:00PM-1:55PM
Date: 2/27/13-4/17/13

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

Course #: DANC-4019
FEE: $25.00
Downriver - Instructor: Purkett, Benjamin
Room: TBD
CRN: 36229, Mon 1:00PM-2:55PM
Date: 2/25/13-4/8/13

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

Course #: DANC-4026
FEE: $50.00
Downriver - Instructor: Staff
Room: TBD
CRN: 36286, Wed 6:00PM-8:00PM
Date: 2/27/13-4/24/13

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

Course #: DANC-4000
FEE: $40.00

Lawn and Garden Design

Container Gardening
Learn how to grow plants and vegetables in a variety of containers to decorate a small space in your yard or home. Students are responsible for their own supplies.

Course #: HMGP-4014
FEE: $30.00
Downriver - Instructor: Burt, Maria
Room: TBD
CRN: 36282, Mon 6:00PM-7:55PM
Date: 4/8/13-5/6/13

Organic Gardening
Students will focus on the principles of organic gardening with emphasis on soil flora and fauna, unhealthy physical and nutrient characteristics, natural versus conventional garden practice, and natural methods to promote healthy soil ecology.

Course #: HMGP-4013
FEE: $40.00
Downriver - Instructor: Burt, Maria
Room: TBD
CRN: 36224, Mon 9:00AM-11:55AM
Date: 4/8/13-5/6/13

Music

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

Course #: MUSC-5002
FEE: $45.00
Downriver - Instructor: Pilon, Debra
Room: TBD
CRN: 34526, Sat 11:30AM-1:30PM
Date: 2/16/13-3/23/13
Intermediate Classical Guitar
This is a continuation of beginning classical guitar. Participants will be introduced to new chords, rhythms, arpeggios, note reading and bar chords.
Course #: MUSC-5003
FEE: $45.00
Downriver - Instructor: Pilon, Debra
Room: TBD
CRN: 36231, Sat 11:30AM-1:30PM
Date: 4/6/13-5/11/13

Personal Enrichment Series

NEW - Organize Your Life: Time, Home
Participants in this course will learn time saving techniques to avoid becoming overwhelmed by clutter, procrastination and stressful situations. Participants will also learn techniques for developing a system for paying bills, closet organization and work related organizational tips.
Course #: HFAM-5041
FEE: $40.00
Downriver - Instructor: Crittenden, Patricia
Room: TBD
CRN: 36302, Sat 9:00AM-12:55PM
Date: 1/26/13-2/2/13

Physical Fitness and Sports

Tai Chi- Beginner
Students will learn this ancient Chinese martial art. Considered a low-impact aerobic exercise, it is also used for self-defense and stress relief.
Course #: PEDU-4012
FEE: $50.00
Downriver - Instructor: Jin, Limin
Room: TBD
CRN: 32415, Sat 8:30AM-10:30AM
Date: 3/2/13-4/27/13

Zumba Fitness
Whether you’re in great shape or a couch potato, Zumba is for you! Zumbo is an amazing combination of irresistible Latin music with dynamic, yet simple, exercise moves that is so much fun you’re barely aware you’re getting an excellent, variable impact, cardio workout.
Course #: PEDU-4043
FEE: $40.00
Downriver - Instructor: Torres, Kara
Room: TBD
CRN: 32417, Tue 4:30PM-5:25PM
Date: 2/19/13-4/30/13

Professional Exams and Licensing Preparation

BLS For Healthcare Providers
An American Heart Association BLS course for healthcare providers. Learn special resuscitation skills and how to identify heart disease risk factors. Also learn and practice CPR for infants, children and adults, and how to use an AED.
Course #: HLTC-4000
FEE: $61.00
CEU’s: 0.8
Downriver - Instructor: Staff
Room: TBD
CRN: 32576, Fri 8:00AM-1:55PM
Date: 1/18/13-1/18/13
Downriver - Instructor: Staff
Room: TBD
CRN: 32578, Sat 8:00AM-1:55PM
Date: 1/19/13-1/19/13
Downriver - Instructor: Staff
Room: TBD
CRN: 36250, Sat 8:00AM-1:55PM
Date: 2/16/13-2/16/13
School of Continuing Education Classes

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

Arts and Crafts

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

- **Course #: CRFT-4096**
- **FEE**: $40.00
- **Downtown - Instructor**: Smith, Jay
- **Room**: TBD
- **CRN**: 36313, **Wed**: 7:00PM-8:00PM
- **Date**: 2/13/13-2/27/13

**Crocheting for Beginners**
Students will learn to crochet beautiful potholders, place mats, afghans, and more. Make flowers and read patterns. Participants are responsible for their supplies.

- **Course #: CRFT-4008**
- **FEE**: $40.00
- **Downtown - Instructor**: Crittenden, Patricia
- **Room**: TBD
- **CRN**: 34641, **Sat**: 9:00AM-11:00AM
- **Date**: 2/16/13-4/13/13

**Floral Design-Beginner**
This popular course teaches the basics of floral design, and the care, and maintenance of fresh cut flowers, and green plants. Participants are responsible for their supplies.

- **Course #: CRFT-4012**
- **FEE**: $40.00
- **Downtown - Instructor**: Smith, Jay
- **Room**: TBD
- **CRN**: 32323, **Wed**: 5:30PM-7:00PM
- **Date**: 1/30/13-4/10/13

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

- **Course #: CRFT-4015**
- **FEE**: $25.00
- **Downtown - Instructor**: Smith, Sena
- **Room**: TBD
- **CRN**: 32325, **Sat**: 9:00AM-11:00AM
- **Date**: 2/23/13-2/23/13

**Intermediate Wire Working**
Participants will obtain working knowledge of manipulating wire to make jewelry findings. Findings are the components that jewelry makers use to assemble their jewelry and include items such as clasps, head pins, and jump rings. Participants will learn key elements and basic wire working techniques to make the findings used in all types of jewelry. Participants are responsible for purchasing their own supplies.

- **Course #: CRFT-4086**
- **FEE**: $50.00
- **Downtown - Instructor**: Robinson Young, Kathleen
- **Room**: TBD
- **CRN**: 36204, **Thur**: 5:00PM-7:00PM
- **Date**: 1/31/13-2/21/13
**Introduction to Wire Working - Bracelet**
Participants will learn key elements and basic wire working techniques to make bracelets. The components that will be used include: headpins, jump rings, eye pins, clasps, ear wires and dangle charms. Participants are responsible for their own supplies.

*Course #: CRFT-4091*
*FEE: $55.00*

**Downtown - Instructor: Robinson Young, Kathleen**
**Room: TBD**
**CRN: 36205, Wed 10:00AM-12:00PM**
**Date: 1/30/13-4/10/13**

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

*Course #: CRFT-4092*
*FEE: $55.00*

**Downtown - Instructor: Robinson Young, Kathleen**
**Room: TBD**
**CRN: 36206, Thur 7:00PM-8:30PM**
**Date: 1/31/13-3/21/13**

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

*Course #: CRFT-4090*
*FEE: $55.00*

**Downtown - Instructor: Robinson Young, Kathleen**
**Room: TBD**
**CRN: 36207, Wed 12:00PM-2:00PM**
**Date: 1/30/13-3/27/13**

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

*Course #: CRFT-4047*
*FEE: $40.00*

**NEW - Printmaking**
Participants will get an overview of print techniques through short lectures and demonstrations. The instructor will provide a background on the history of printmaking as well as sharing with participants the work of contemporary print artists.

*Course #: CRFT-4097*
*FEE: $40.00*

**Downtown - Instructor: Staff**
**Room: TBD**
**CRN: 36315, Wed 10:00AM-12:00PM**
**Date: 2/6/13-3/13/13**

**Computer Science Technology Training**

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

*Course #: CSTT-4106*
*FEE: $45.00*

**Downtown - Instructor: Guilbault-Mahon, Lesia**
**Room: TBD**
**CRN: 32347, Wed 9:00AM-10:00AM**
**Date: 1/23/13-2/27/13**

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

*Course #: CSTT-4018*
*FEE: $50.00*

**Downtown - Instructor: Gwynn, Annice**
**Room: TBD**
**CRN: 32342, Sat 12:00PM-2:00PM**
**Date: 3/23/13-4/20/13**

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

*Course #: CSTT-4101*
*FEE: $50.00*

**Downtown - Instructor: Crittenden, Patricia**
**Room: TBD**
**CRN: 34642, Sat 11:30AM-1:00PM**
**Date: 2/16/13-4/13/13**
Introduction to Windows XP
This course navigates the Windows desktop and teaches the use of Windows Explorer to manage files and documents. Customizing the desktop with screensavers and toolbars and using shortcut features will also be discussed.

Course #: CSTT-2000
FEE: $45.00
Downtown - Instructor: Gwynn, Annicce
Room: TBD
CRN: 32327, Fri 9:00AM-12:00PM
Date: 2/22/13-3/1/13

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

Course #: CSTT-5006
FEE: $20.00
Downtown - Instructor: Nelson, Rodney
Room: TBD
CRN: 34652, Mon 5:00PM-7:00PM
Date: 2/25/13-2/25/13

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

Course #: CSTT-2014
FEE: $45.00
Downtown - Instructor: Gwynn, Annicce
Room: TBD
CRN: 32339, Fri 12:00PM-3:00PM
Date: 1/25/13-2/1/13

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

Course #: CSTT-2029
FEE: $45.00
Downtown - Instructor: Guilbault-Mahon, Lesia
Room: TBD
CRN: 34632, Wed 11:00AM-12:00PM
Date: 1/23/13-5/1/13
Microsoft Access Basic 2010
Students will learn the basic operations of this software program. Topics include: How to create a new database file and tables, enter, view, edit, and search records, create simple forms, queries, and reports; work with multiple tables; and create customized forms.

Course #: CSTT-2005  
FEE: $65.00  
CEU's: 1.5  
Downtown - Instructor: Hudson, Wanda  
Room: TBD  
CRN: 32333, Mon/Wed 5:30PM-8:30PM  
Date: 2/27/13-3/13/13

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

Course #: CSTT-2003  
FEE: $65.00  
CEU's: 1.5  
Downtown - Instructor: Hudson, Wanda  
Room: TBD  
CRN: 32331, Mon/Wed 5:30PM-8:30PM  
Date: 2/11-2/25/13

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

Course #: CSTT-2090  
FEE: $65.00  
CEU's: 1.5  
Downtown - Instructor: Gwynn, Annice  
Room: TBD  
CRN: 32340, Sat 12:00PM-3:00PM  
Date: 2/16/13-3/16/13

Microsoft Word Basic 2010
Students will gain hands-on experience in creating and editing documents, formatting text and managing files.

Course #: CSTT-2001  
FEE: $65.00  
CEU's: 1.5  
Downtown - Instructor: Hudson, Wanda  
Room: TBD  
CRN: 32328, Mon/Wed 5:30PM-8:30PM  
Date: 1/23-1/26/13

Microsoft PowerPoint Basic 2010
Students will learn to build powerful presentations working with text, backgrounds and graphics. Participants will also learn to create, modify and print presentation materials.

Course #: CSTT-2007  
FEE: $65.00  
CEU's: 1.5  
Downtown - Instructor: Hudson, Wanda  
Room: TBD  
CRN: 34550, Thur 5:30PM-8:30PM  
Date: 2/14-3/14/13

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

Course #: PHOT-4015  
FEE: $50.00  
Downtown - Instructor: Staff  
Room: TBD  
CRN: 36210, Mon 1:00PM-3:30PM  
Date: 2/4-3/11/13

Educational Development

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

Course #: EDDV-4013  
FEE: $30.00  
Downtown - Instructor: Chiangong, Joelly  
Room: TBD  
CRN: 32349, Sat 12:30PM-2:30PM  
Date: 1/26-3/16/13
Understanding Basic Algebra
Student will learn the basic concepts of algebra. Topics will include solving and second degree equations, operations of polynomials and more.

Course #: EDDV-5032
FEE: $40.00
Downtown - Instructor: Chiangong, Joelly
Room: TBD
CRN: 32351, Sat 9:30AM-12:00PM
Date: 1/26/13-2/23/13

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
Downtown - Instructor: Norman Hill, Shelly
Room: TBD
CRN: 32369, Sat 9:00AM-3:00PM
Date: 3/9/13-3/9/13

Language and Culture

NEW - “i” Before “e” Except After “c”
Tired of depending on “Spell Check” to ensure your documents are correct? Learn the rules and spelling techniques for accuracy with spelling.

Course #: EDDV-6028
FEE: $40.00
Downtown - Instructor: Worthy, Jennifer
Room: TBD
CRN: 36306, Wed 9:00AM-10:00AM
Date: 4/11/13-4/25/13

Fine Arts and Crafts

NEW - So You Want to Be a Poet Performer
Do you have a desire to share your poetry in a public setting? This course is for you! Take your talent from paper to the stage by learning the steps to presenting poetry in various venues.

Course #: EDDV-6027
FEE: $40.00
Downtown - Instructor: Worthy, Jennifer
Room: TBD
CRN: 36305, Mon 6:00PM-7:00PM
Date: 2/4/13-2/25/13

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

Course #: ENPR-4017
FEE: $40.00
Downtown - Instructor: Lewis-Williams, Felicia
Room: TBD
CRN: 34549, Thur 5:30PM-7:30PM
Date: 3/14/13-3/28/13

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

Course #: ENPR-4000
FEE: $40.00
Downtown - Instructor: Lewis-Williams, Felicia
Room: TBD
CRN: 34548, Thur 5:30PM-7:30PM
Date: 3/14/13-3/28/13

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
Downtown - Instructor: Lewis-Williams, Felicia
Room: TBD
CRN: 34547, Thur 5:30PM-7:30PM
Date: 2/21/13-3/7/13
**Genealogy: History and Research**
Students will learn how to use the Genealogy forms to abstract important information. This class is also designed for Genealogy enthusiasts who are researching their family history and would like to explore additional resources.

**Course #: ENPR-4015**
**FEE: $40.00**
Downtown - Instructor: Lewis-Williams, Felicia
Room: TBD
CRN: 34545, Thu 5:30PM-7:30PM
Date: 2/7/13-2/7/13

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

**Course #: ENPR-4016**
**FEE: $40.00**
Downtown - Instructor: Lewis-Williams, Felicia
Room: TBD
CRN: 34546, Thu 5:30PM-7:30PM
Date: 2/14/13-2/14/13

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

**Course #: ENPR-4014**
**FEE: $40.00**
Downtown - Instructor: Lewis-Williams, Felicia
Room: TBD
CRN: 34544, Thu 5:30PM-7:30PM
Date: 1/31/13-1/31/13

**Medical Genealogy**
Participants will learn tips on how to use death certificates, epidemics, genograms, genetics, medical case studies and family health logs to explore medical concerns that may help document their medical history.

**Course #: ENPR-5016**
**FEE: $40.00**
Downtown - Instructor: Lewis-Williams, Felicia
Room: TBD
CRN: 36198, Thu 7:30PM-8:30PM
Date: 4/18/13-5/9/13

**NEW - Read Well, Read Easy!**
This course is designed to engage and introduce your child to reading. Participants in this course will discover terminology and vocabulary that will enhance reading skills while having quality family time and fun.

**Course #: HFAM-5042**
**FEE: $40.00**

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**Downtown - Instructor: Worthy, Jennifer**
**Room: TBD**
CRN: 36303, Wed 11:00AM-12:00PM
Date: 2/6/13-3/27/13

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

**Course #: EDDV-6029**
**FEE: $40.00**
Downtown - Instructor: Worthy, Jennifer
Room: TBD
CRN: 36318, Fri 3:00PM-4:00PM
Date: 2/1/13-3/22/13

**Women and Genealogy**
Participants will learn how to identify female ancestors by using strategies that identify records which may contain their hidden ancestors and history regarding those ancestors.

**Course #: ENPR-5015**
**FEE: $40.00**
CEU’s: 0.2
Downtown - Instructor: Lewis-Williams, Felicia
Room: TBD
CRN: 36197, Thu 5:30PM-7:30PM
Date: 5/2/13-5/2/13

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**Personal Enrichment Series**

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

**Course #: PHOT-4019**
**FEE: $45.00**
Downtown - Instructor: Gregory, Frank
Room: TBD
CRN: 34540, Fri 1:00PM-3:00PM
Date: 2/8/13-3/1/13
Projects Digital Photography
(Prerequisite: Beginning Digital Photography)
Participants will produce various individual digital photographic projects as arranged by the instructor. There will be local trips to various locations for this class.

Course #: PHOT-4017
FEE: $45.00
Downtown - Instructor: Gregory, Frank
Room: TBD
CRN: 34541, TBD 1:00PM-3:00PM
Date: 3/8/13-4/5/13

DOWNTOWN
Continuing Education Classes

Professional Exams and Licensing Preparation

NEW - Electrical Journeyman Preparation
Participant will learn the fundamental electrical formulas and basic code requirements for most electrical applications including examinations and residential, commercial, and industrial installations.

Course #: BCHI-5003
FEE: $165.00
Downtown - Instructor: Mcalister, Wilbert
Room: TBD
CRN: 36312, Tue 5:30PM-8:30PM
Date: 1/29/13-5/14/13

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

Course #: BCHI-5002
FEE: $165.00
Downtown - Instructor: Mcalister, Wilbert
Room: TBD
CRN: 36311, Wed 5:30PM-8:30PM
Date: 1/23/13-5/8/13

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

Course #: BCHI-1009
FEE: $200.00
CEU’s: 4.5
Downtown - Instructor: Mcalister, Wilbert
Room: TBD
CRN: 32379, Thu 5:30PM-8:30PM
Date: 1/24/13-5/9/13

Sewing and Design

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

Course #: SEWD-4000
FEE: $50.00
Downtown - Instructor: Cunningham, Ophelia
Room: TBD
CRN: 36208, Wed 9:00AM-12:00PM
Date: 1/30/13-4/10/13

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

Course #: SEWD-4012
FEE: $55.00
Downtown - Instructor: Williams, Audrean
Room: TBD
CRN: 34543, Tue 5:30PM-8:30PM
Date: 1/29/13-3/19/13

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

Course #: SEWD-4002
FEE: $45.00
Downtown - Instructor: Cunningham, Ophelia
Room: TBD
CRN: 36209, Wed 9:00AM-11:30AM
Date: 4/17/13-5/8/13
School of Continuing Education Classes

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Arts and Crafts

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

Course #: CRFT-4096
FEE: $40.00
Eastern - Instructor: Staff
Room: TBD
CRN: 36335, Sat 10:00AM-12:00PM
Date: 2/2-3/23/13

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

Course #: CRFT-4021
FEE: $30.00
Eastern - Instructor: Jones, Ruby
Room: TBD
CRN: 36240, Tue 5:00PM-8:00PM
Date: 1/29-3/4/13

Computer Science Technology Training

iPad, iPhone, iLearn
Participants will take a basic to moderate look at the operations for both their iPad and iPhone. Come and explore the various features you can use on your Apple product. Students are responsible for bringing their own iPads and iPhones to class. (iPone compatibility; 3G and up)

Course #: CSTT-5007

Eastern - Instructor: Nelson, Rodney
Room: TBD
CRN: 36238, Wed 6:00PM-7:30PM
Date: 2/20-4/10/13

Dance

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

Course #: DANC-4000
FEE: $40.00
Eastern - Instructor: Carr, Stephanie
Room: TBD
CRN: 36242, Fri 6:00PM-7:55PM
Date: 1/25-3/29/13

Music

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

Course #: MUSC-5005
FEE: $30.00
Eastern - Instructor: Staff
Room: TBD
CRN: 36319, Thur 5:30PM-7:00PM
Date: 1/24-3/14/13
NEW - Piano Basics 1.0
Participants will learn where “middle C: is, how to read basic sheet music and play elementary level songs.

Course #: MUSC-5006
FEE: $50.00
Eastern - Instructor: Staff
Room: TBD
CRN: 36325, Thur 7:00PM-8:30PM
Date: 1/24/13-3/14/13

Personal Enrichment Series

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

Course #: PHOT-4019
FEE: $45.00
Eastern - Instructor: Smith, Andre
Room: TBD
CRN: 36247, Sat 11:00AM-1:00PM
Date: 4/6/13-5/4/13
School of Continuing Education Classes

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Arts and Crafts

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

Course #: CRFT-4013
FEE: $50.00
Northwest - Instructor: Smith, Sena
Room: TBD
CRN: 34534, Tue, Thur 5:00PM-6:55PM
Date: 2/26/13-3/21/13

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

Course #: CRFT-4012
FEE: $40.00
Northwest - Instructor: Smith, Sena
Room: TBD
CRN: 34533, Tue, Thur 5:00PM-6:55PM
Date: 1/29/13-2/21/13

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

Course #: CRFT-4056
FEE: $30.00
Northwest - Instructor: Robinson Young, Kathleen
Room: TBD
CRN: 32424, Tue, Thur 10:00AM-11:55AM
Date: 4/16/13-4/25/13

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

Course #: CRFT-4021
FEE: $30.00
Northwest - Instructor: Robinson Young, Kathleen
Room: TBD
CRN: 32421, Tue 6:00PM-8:55PM
Date: 1/22/13-2/19/13

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

Course #: CRFT-4022
FEE: $30.00
Northwest - Instructor: Robinson Young, Kathleen
Room: TBD
CRN: 32422, Tue 6:00PM-8:55PM
Date: 2/26/13-4/2/13

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

Course #: CRFT-4084
FEE: $50.00
CEUs: 0.6
Northwest - Instructor: Robinson Young, Kathleen
Room: TBD
CRN: 34653, Tue 10:00AM-12:00PM
Date: 1/29/13-2/19/13
### Beauty and Personal Enhancement

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

- **Course #:** BPEN-4000  
- **FEE:** $35.00  
- **Northwest - Instructor:** Carr, Kristina  
- **Room:** TBD  
- **CRN:** 36337, Mon 7:00PM-9:00PM  
- **Date:** 1/28/13-3/25/13

### Computer Science Training

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

- **Course #:** CSTT-5004  
- **FEE:** $20.00  
- **Northwest - Instructor:** Coleman, Roslyn  
- **Room:** TBD  
- **CRN:** 36271, Wed 5:00PM-7:00PM  
- **Date:** 1/30/13-2/1/13

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

- **Course #:** CSTT-5003  
- **FEE:** $40.00  
- **CEU’s:** 0.6  
- **Northwest - Instructor:** Smith, Angeline  
- **Room:** TBD  
- **CRN:** 36338, Sat 10:00AM-12:00PM  
- **Date:** 2/2/13-2/23/13

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

- **Course #:** PHOT-4015  
- **FEE:** $50.00  
- **Northwest - Instructor:** Smith, Andre  
- **Room:** TBD  
- **CRN:** 36274, Sat 10:00AM-12:30PM  
- **Date:** 3/9/13-4/20/13

### Language and Culture

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

- **Course #:** ENPR-4017  
- **FEE:** $40.00  
- **Northwest - Instructor:** Lewis-Williams, Felicia  
- **Room:** TBD  
- **CRN:** 32436, Sat 1:00PM-2:55PM  
- **Date:** 4/13/13-4/20/13

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

- **Course #:** ENPR-4000  
- **FEE:** $40.00  
- **Northwest - Instructor:** Lewis-Williams, Felicia  
- **Room:** TBD  
- **CRN:** 32435, Sat 1:00PM-2:55PM  
- **Date:** 3/9/13-4/6/13

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

- **Course #:** ENPR-4001  
- **FEE:** $40.00  
- **Northwest - Instructor:** Lewis-Williams, Felicia  
- **Room:** TBD  
- **CRN:** 32434, Sat 1:00PM-2:55PM  
- **Date:** 2/16/13-3/2/13

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

- **Course #:** ENPR-4015  
- **FEE:** $40.00  
- **Northwest - Instructor:** Lewis-Williams, Felicia  
- **Room:** TBD  
- **CRN:** 32432, Sat 1:00PM-2:55PM  
- **Date:** 2/2/13-2/2/13
Genealogy: What’s in the Library
Students will learn techniques on how to use the library to conduct their family Genealogy research.

Course #: ENPR-4016
FEE: $40.00
Northwest - Instructor: Lewis-Williams, Felicia
Room: TBD
CRN: 32433, Sat 1:00PM-2:55PM
Date: 2/9/13-2/9/13

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

Course #: ENPR-4014
FEE: $40.00
Northwest - Instructor: Lewis-Williams, Felicia
Room: TBD
CRN: 32431, Sat 1:00PM-2:55PM
Date: 1/26/13-1/26/13

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

Course #: ENPR-4014
FEE: $40.00
Northwest - Instructor: Lewis-Williams, Felicia
Room: TBD
CRN: 32431, Sat 1:00PM-2:55PM
Date: 1/26/13-1/26/13

Music

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

Course #: MUSC-4023
FEE: $45.00
Northwest - Instructor: English, Ronald
Room: TBD
CRN: 34638, Mon 7:00PM-8:25PM
Date: 1/28/13-3/18/13

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

Course #: MUSC-4025
FEE: $45.00
Northwest - Instructor: English, Ronald
Room: TBD
CRN: 34639, Mon 7:00PM-8:55PM
Date: 3/25/13-4/29/13

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

Course #: MUSC-4024
FEE: $30.00
Northwest - Instructor: English, Ronald
Room: TBD
CRN: 34640, Mon 5:30PM-6:55PM
Date: 1/28/13-3/4/13

Personal Enrichment Series

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

Course #: PHOT-4019
FEE: $45.00
Northwest - Instructor: Smith, Andre
Room: TBD
CRN: 36273, Sat 9:30AM-11:00AM
Date: 2/2/13-2/23/13
Professional Exams and Licensing Preparation

HOBET Assessment

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

Course #: HLTC-4027
FEE: $25.00
Northwest - Instructor: Staff
Room: TBD
CRN: 35039, Mon 5:00PM-9:00PM
Date: 2/4/13

Nursing Information Overview

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

Course #: PELP-4007
Northwest - Instructor: Staff
Room: TBD
CRN: 32458, Fri 3:00PM-4:30PM
Date: 1/25/13-1/25/13
Northwest - Instructor: Staff
Room: TBD
CRN: 32459, Mon 3:00PM-4:30PM
Date: 2/4/13-2/4/13
Northwest - Instructor: Staff
Room: TBD
CRN: 32460, Fri 3:00PM-4:30PM
Date: 2/26/13-2/26/13
Northwest - Instructor: Staff
Room: TBD
CRN: 32461, Mon 3:00PM-4:30PM
Date: 5/6/13-5/6/13
Northwest - Instructor: Staff
Room: TBD
CRN: 34691, TBD
Northwest - Instructor: Staff
Room: TBD
CRN: 34692, Tue 3:00PM-4:30PM
Date: 1/19/13-5/14/13

Northwest - Instructor: Staff
Room: TBD
CRN: 34694, Mon 3:00PM-4:30PM
Date: 2/23/13-5/14/13

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: $40.00
Northwest - Instructor: Staff
Room: TBD
CRN: 32442, Tue 1:00PM-4:55PM
Date: 1/29/13-1/29/13
Northwest - Instructor: Staff
Room: TBD
CRN: 32443, Thur 1:00PM-4:55PM
Date: 1/31/13-1/31/13
Northwest - Instructor: Staff
Room: TBD
CRN: 32444, Fri 8:00AM-11:55AM
Date: 2/1/13-2/1/13
Northwest - Instructor: Staff
Room: TBD
CRN: 32445, Fri 1:00PM-4:55PM
Date: 2/12/13-2/12/13
Northwest - Instructor: Staff
Room: TBD
CRN: 32446, Tue 1:00PM-4:55PM
Date: 2/13/13-2/13/13
Northwest - Instructor: Staff
Room: TBD
CRN: 32447, Thur 1:00PM-4:55PM
Date: 2/14/13-2/14/13
Northwest - Instructor: Staff
Room: TBD
CRN: 32448, Fri 8:00AM-11:55AM
Date: 2/15/13-2/15/13
Northwest - Instructor: Staff
Room: TBD
CRN: 32449, Fri 1:00PM-4:55PM
Date: 3/12/13-3/12/13
Northwest - Instructor: Staff
Room: TBD
CRN: 32450, Tue 1:00PM-4:55PM
Date: 3/12/13-3/12/13
Northwest - Instructor: Staff
Room: TBD
CRN: 32451, Thur 1:00PM-4:55PM
Date: 3/14/13-3/14/13
Northwest - Instructor: Staff
Room: TBD
CRN: 32452, Fri 8:00AM-11:55AM
Date: 3/15/13-3/15/13
Northwest - Instructor: Staff
Room: TBD
CRN: 32453, Fri 1:00PM-4:55PM
Date: 3/15/13-3/15/13
Northwest - Instructor: Staff
Room: TBD
CRN: 32454, Tue 1:00PM-4:55PM
Date: 4/16/13-4/16/13
Northwest - Instructor: Staff
Room: TBD
CRN: 32455, Thur 1:00PM-4:55PM
Date: 4/18/13-4/18/13
Northwest - Instructor: Staff
Room: TBD
CRN: 32456, Sat 8:00AM-10:55AM
Date: 4/19/13-4/19/13
Northwest - Instructor: Staff
Room: TBD
CRN: 32457, Fri 1:00PM-4:55PM
Date: 4/19/13-4/19/13

**Sewing and Design**

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

Course #: SEWD-4000
FEE: $50.00
Northwest - Instructor: Cunningham, Ophelia
Room: TBD
CRN: 32465, Sat 8:00AM-10:55AM
Date: 1/26/13-3/30/13

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

Course #: SEWD-4004
FEE: $50.00
Northwest - Instructor: Cunningham, Ophelia
Room: TBD
CRN: 32467, Tue 6:00PM-8:55PM
Date: 1/29/13-3/19/13
School of Continuing Education Classes

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Arts and Crafts

Intermediate Wire Working
Participants will obtain working knowledge of manipulating wire to make jewelry findings. Findings are the components that jewelry makers use to assemble their jewelry and include items such as clasps, head pins, and jump rings. Participants will learn key elements and basic wire working techniques to make the findings used in all types of jewelry. Participants are responsible for purchasing their own supplies.

Course #: CRFT-4086
FEE: $50.00
Western - Instructor: Robinson Young, Kathleen
Room: TBD
CRN: 34698, Fri 12:05PM-2:00PM
Date: 1/25/13-3/1/13

Jewelry Design New Macrame
Participants will cover basic knots used in Macrame with an update twist. Students will learn how to use 3 different knots to create intricate designs with the new softer and more colorful threads and beads. Students are responsible for purchasing their own supplies.

Course #: CRFT-4087
Western - Instructor: Robinson Young, Kathleen
Room: TBD
CRN: 34697, Fri 10:00AM-12:00PM
Date: 1/25/13-3/1/13

Exploring Resin Jewelry
This course provides a fundamental working knowledge of making jewelry using traditional and non-traditional resin techniques.

Course #: CRFT-4094
FEE: $50.00
Western - Instructor: Robinson Young, Kathleen
Room: TBD
CRN: 36284, Fri 10:00AM-1:00PM
Date: 3/8/13-4/26/13

Computer Science Technology Training

Computer Repair - Beginner
Students will learn the fundamentals of basic computer repair peripherals, trouble shooting operating systems, software conflicts, system hazards, and memory issues.

Course #: CSTT-3000
FEE: $80.00
CEU's: 4.5
Western - Instructor: Scibilia, Gaspare
Room: TBD
CRN: 34576, Wed 6:00PM-8:55PM
Date: 1/23/13-5/1/13

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

Course #: CSTT-2003
FEE: $65.00
CEU’s: 1.5
Western - Instructor: Brown, Verna
Room: TBD
CRN: 34588, Mon 6:00PM-8:55PM
Date: 3/4/13-3/25/13
Microsoft Excel Intermediate 2010
Participants will learn advanced features of Microsoft Excel using Microsoft certified manuals. Participants will receive instructions on how to control the screen, use functions such as sum, average, maximum, minimum, and creating charts and tables.
Course #: CSTT-2004
FEE: $65.00
CEU’s: 1.5
Western - Instructor: Brown, Verna
Room: TBD
CRN: 34593, Mon 6:00PM-9:00PM
Date: 4/2/13-5/7/13

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: Staff
Room: TBD
CRN: 32473, Wed 3:00PM-5:25PM
Date: 1/15-5/14/13
Western - Instructor: Williams, Nichole
Room: TBD
CRN: 32478, Tue 3:00PM-5:55PM
Date: 1/24/13-5/14/13

Photoshop-Intermediate
This course builds upon the participant’s knowledge of computer imaging. Students will become more skilled in flyer, web, and photo imaging.
Course #: PHOT-4016
FEE: $50.00
CEU’s: 1.8
Western - Instructor: Williams, Nichole
Room: TBD
CRN: 34592, Wed 3:00PM-5:00PM
Date: 3/6/13-5/1/13

Dance
Ballroom Dancing
This course is designed to teach students basic steps of ballroom dancing. Students will also learn hand and foot coordination, posture, basic turns and spins.
Course #: DANC-4014
FEE: $50.00
Western - Instructor: Smith, Kevin
Room: TBD
CRN: 32482, Fri 10:00AM-11:55AM
Date: 1/25/13-5/4/13

Physical Fitness and Sports
Tai Chi - Beginner
Students will learn this ancient Chinese martial art. Considered a low-impact aerobic exercise, it is also used for self-defense and stress relief.
Course #: PEDU-4012
FEE: $50.00
Western - Instructor: Plevinski, John
Room: TBD
CRN: 34581, Wed 6:00PM-7:55PM
Date: 1/23/13-5/1/13

Skilled Trades
Small Engine Repair
Students will learn the skills necessary to tear down and assemble a small air-cooled engine for both two and four cycles. You will analyze Briggs and Stratton, Tecumseh, Kohler lawn mowers, garden tractors, tillers, and mini bike engines.
Course #: SKTR-1003
FEE: $145.00
CEU’s: 4.5
Western - Instructor: Nodwell, Ralph
Room: TBD
CRN: 32477, Wed 6:00PM-8:55PM
Date: 1/23/13-5/11/13
School of Continuing Education Classes

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

Arts and Crafts

**NEW - Creative Crochet**
Participants will learn how to read a selection of crochet patterns while creating afghans. Crocheting can assist with hand-eye coordination. Participants will also learn the basic stitches including fountain chain, single crochet, and double crochet. Participants are responsible for their own supplies.

Course #: SENR-5012  
FEE: $30.00  
University Center - Instructor: Staff  
Room: TBD  
CRN: 36323, Mon 10:00AM-12:00PM  
Date: 1/28/13-3/18/13

**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.

Course #: CRFT-4057  
FEE: $40.00  
University Center - Instructor: Featherstone, Nadine  
Room: TBD  
CRN: 36321, Sat 11:30AM-12:55PM  
Date: 3/9/13-4/27/13

Computer Science Technology Training

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

Course #: CSTT-1329  
FEE: $60.00

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

Course #: CSTT-5012  
FEE: $40.00  
University Center - Instructor: Staff  
Room: TBD  
CRN: 36322, Sat 12:00PM-1:25PM  
Date: 2/2/13-3/2/13

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

Course #: CSTT-1330  
FEE: $60.00  
CEU’s: 1.0  
University Center - Instructor: Wheatley, Christopher  
Room: TBD  
CRN: 32516, Mon 5:00PM-7:25PM  
Date: 2/25/13-3/18/13
Living Online: IC3 Part III
This course will introduce participants to the Internet and all its functions. This hands-on course is the third and final component in a three part series.
Course #: CSTT-1340
FEE: $60.00
CEU's: 1.0
University Center - Instructor: Wheatley, Christopher
Room: TBD
CRN: 32517, Mon 5:00PM-7:25PM
Date: 3/25/13-4/15/13

Microsoft Excel Basic 2010
Students will learn the basics of this software program to construct and edit spreadsheets. Students will be taught to create, modify, format and print worksheets.
Course #: CSTT-2003
FEE: $65.00
CEU's: 1.5
University Center - Instructor: Coleman, Roslyn
Room: TBD
CRN: 34601, Wed 7:00PM-9:55PM
Date: 1/23/13-2/20/13

Microsoft Word Basic 2010
Students will gain hands-on experience in creating and editing documents, formatting text and managing files.
Course #: CSTT-2001
FEE: $65.00
CEU's: 1.5
University Center - Instructor: Coleman, Roslyn
Room: TBD
CRN: 32525, Wed 7:00PM-9:55PM
Date: 2/27/13-3/27/13

Dance

Ballroom Dancing
This course is designed to teach students basic steps of ballroom dancing. Students will also learn hand and foot coordination, posture, basic turns and spins.
Course #: DANC-4014
FEE: $50.00
University Center - Instructor: Smith, Kevin
Room: TBD
CRN: 32518, Sat 11:00AM-12:55PM
Date: 1/26/13-2/23/13

Egyptian Belly Dancing-Beginner
Students will dance to the music and rhythm of the Middle East by learning various movements while strengthening individual muscle groups. Get a firmer figure, relieve tension and become more flexible.
Course #: DANC-4000
FEE: $40.00
University Center - Instructor: Carr, Stephanie
Room: TBD
CRN: 32523, Sat 9:00AM-10:55AM
Date: 1/26/13-3/30/13

Spanish for the Traveler
This is an introduction to practical conversational Spanish. Students will discover how to say and comprehend many expressions used in everyday Spanish. Use common phrases of greeting, introduction, and complimenting others; practice giving directions, asking for clarification, making small talk, and much more.
Course #: LANG-4008
FEE: $40.00
University Center - Instructor: Dominguez, Maria
Room: TBD
CRN: 32519, Sat 10:00AM-12:25PM
Date: 2/2/13-4/6/13

Physical Fitness and Sports

Hatha Yoga - Beginner
Students will learn to build on their flexibility, strength, and health. Course includes breathing and visualization techniques for maintaining your health. Please bring a thick mat, wear loose clothes, and don’t eat two hours before class.
Course #: PEDU-4007
FEE: $45.00
University Center - Instructor: Peacock, Susan
Room: TBD
CRN: 32522, Mon,Wed 5:00PM-7:25PM
Date: 3/4/13-4/24/13
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)

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

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

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 one: Are you a New Student Returning Student

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

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

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

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

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

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

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

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

____________________________________________________________________________
________________________________________________________________

2. Family Physician contact information

Physician's name: _______________________________ Phone: __________________
Physician's address: _______________________________________________________

3. Health Insurance Data

Enrolled Member: ______________________
Employer: _____________________________________ Policy: __________________
Group: _______________________________ Contract: _______________________________

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

_________________________________ _______________________________
Printed Name of Participant                   Date

________________________________________
Signature
WAYNE COUNTY COMMUNITY COLLEGE DISTRICT

WAIVER AND RELEASE OF LIABILITY - ADULT FORM

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

_________________________  __________________
Signature                Date
Wayne County Community College District’s School of Continuing Education in Partnership with The Michigan Citizen and The Detroit Public Schools’ Department of Social Studies Present

CELEBRATING 11 YEARS OF PASSPORT TO AFRICA

Saturday
February 9, 2013
11:00 a.m. – 3:00 p.m.

Downtown Campus
1001 W. Fort
Detroit, MI 48226

ATTRACTIONS:

- African Cuisines
- Authentic African Marketplace
- African Music and Dance
- Best African Attire Contest
- Fashion Show
- Storytelling
  and much, much more...

ALL AGES WELCOME!
OPEN TO THE PUBLIC AT NO COST!

FOR MORE INFORMATION CALL (313) 496-2704
Wayne County Community College District’s School of Continuing Education in Partnership with the American Bikers Aiming Toward Education (A.B.A.T.E.) Present

The 5th Annual

Motorcycle Safety Awareness Workshop

Saturday • April 27, 2013
11:00 a.m. – 1:30 p.m.

Downriver Campus
21000 Northline Road
Taylor, MI 48180

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

Open To the Public at No Cost!

Remember...Safety First!

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

BRIDGE TO ASIA

Saturday • February 16, 2013
11:00 a.m. - 2:00 p.m.

Downriver Campus
21000 Northline • Taylor, MI 48180

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

This event is open to the public at no cost.

For more information, please contact the School of Continuing Education at 313-496-2704 or log on to www.wccccd.edu
Online Classes with SB-CEUs for Educators

Professional development for educators is an online series designed by ed2go for K-12 teachers and administrators. Classes begin each month and you can earn 2.4 Michigan State Board of Education Continuing Education Units per class.

You must be an educator to receive SB-CEUs. There will be a $2.50 charge when you are awarded your SB-CEUs through the state of Michigan. To receive your SB-CEUs, you must submit all SB-CEU forms to WCCCD within 30 days after the course end date to avoid forfeiting your SB-CEUs.

Register Today - www.ed2go.com/wcccd
For questions call Ms. Melodie Bunkley 313-496-2704

Cost: $95  2.4 CEUs/24 contact hours

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
FLIP THE BOOK
FOR THE
SUMMER 2013
Continuing Education
Offerings
and
Kids’ College

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