Career & Skills Training

✓ Fashion
✓ Information Technology
✓ Virtual Health and Wellness

✓ Short-term Certificates
  - Certified Associate
  - Clothing Construction
  - Grant Writing
  - Graphic InDesign
  - Office Support Specialist
  - Project Management

FOR MORE INFORMATION, VISIT WWW.WCCCD.EDU OR CALL 313-496-2600

Follow Us!
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 online.

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

Youth development is a special focus area for the School. Among our programs are the Kids’ College, summer camps, career exposure and the youth enhancement series. These classes are designed to be fun-filled, academically challenging and enriching. Continuing Education specializes in providing Short-Term Certificate programs that offer new training opportunities based on the changing economy and the need for retraining and skill building. Such offerings include Advanced Computer Technology, Human Resources Specialist, Computerized Accounting, Entrepreneurship, Grant Writing, Grant Management, Office Support Specialist, and Non-Profit Management.

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

TO REQUEST A CONTINUING EDUCATION SCHEDULE
CALL (313) 496-2600 OR VISIT WWW.WCCCD.EDU
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**Wayne County Community College District – SPRING 2021**

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Start or advance your career with credentials that document and verify your professional skills, knowledge and experience. The Credentialing Center provides services to organizations, professionals and the community. Those services include, test development, administer of national testing, measurement services, professional certification both locally and nationally. Credentialing courses are offered online as well as face to face.

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For more information, please contact the School of Continuing Education at 313-496-2704 or mbunke1@wcccd.edu
Important Dates to Remember
Spring 2021

Tuesday, January 19, 2021 . . . . . . . . . . . . . . . . . . . . . Classes Begin
Monday, January 18, 2021 . . . . . . . . . . . . . . . . . . . . . Martin Luther King Holiday (College Closed)
Friday, April 2 to Thursday, April 8, 2021 . . . . . . . . . . Spring Break (No Classes)
Monday, May 10, 2021 . . . . . . . . . . . . . . . . . . . . . . . . Classes End

REGISTRATION HOURS WALK-IN AND ONLINE

November 30, 2020 - January 19, 2021
On Campus
Monday - Thursday . . . . . . .8:30 a.m. – 7:00 p.m.
Friday . . . . . . . . . . . . . . . . . .8:30 a.m. – 4:30 p.m
Saturdays, Jan. 4 and 11 . . .9:00 a.m. - 3:00 p.m.

December 17, 2020 - January 5, 2021
Online Registration 24/7 Only

WCCCD IS CLOSED ON THE FOLLOWING DATES:
DECEMBER 17, 2020 THROUGH JANUARY 5, 2021

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

Please check our website
www.wcccd.edu
REGISTRATION AND ORIENTATION

PARTICIPANTS WILL:
• Be instructed by Michigan Certified Teachers
• Develop individual learning plans
• Receive tutorial services as needed

Courses are offered at no cost to participants.

Please bring your driver's license or State ID and Social Security Card to register.

CLASSES OFFERED AT THE FOLLOWING LOCATIONS:

**DOWNRIVER CAMPUS**
21000 Northline Rd.
Taylor, MI 48180
734-946-3500

**NORTHWEST CAMPUS**
8200 W. Outer Drive
Detroit, MI 48219
313-943-4000

**EASTERN CAMPUS**
5901 Conner St.
Detroit, MI 48213
313-922-3311

Little Rock Urban Center, 9000 Woodward, Detroit, MI 48202

For more information, please call 313-496-2634 or visit our website at www.wcccd.edu
Wayne County Community College District’s School of Continuing Education offers

SCECH’s Online!!

K-12 Teachers and Administrators

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 State Continuing Education Clock hours per class.

*State Continuing Education Clock Hours (Formerly SB-CEUs)

Cost: $115  2.4 CEUs/24 contact hours

Teachers/K-12 Educators

- New - Differentiated Instruction in the Classroom
- Blogging and Podcasting for Beginners
- Teaching Smarter w/Smart Boards
- Teaching Students with ADHD
- Teaching Writing Grds. K-3
- Singapore Math Strategies: Model Drawing for Grades 1-6
- Singapore Math Strategies: Number Sense
- Creating a Classroom Website
- Creating K-12 Learning Materials
- Creating the Inclusive Classroom
- Grammar Refresher
- Handling Medical Emergencies
- Leadership
- Math Refresher
- Ready. Set, Read!
- Solving Classroom Discipline Problems
- Solving Classroom Discipline Problems II
- Teaching Students with Autism
- Understand Adolescents
- Working w/ Learning Disabled Student
- Survival Kit for New Teachers

For a complete list of courses and additional information visit www.ed2go.com/wcccd
For questions call Ms. Melodie Bunkley 313-496-2704
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 check, Visa, MasterCard, Discover, American Express or ATM debit transfer. The College Bookstore provide prepaid debit cards 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.

Very Important Registration Information!

How to Use This Schedule Book

<table>
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<tr>
<td>Introduction to Case Management</td>
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<tr>
<th>Course Number</th>
<th>CEU's: 1.5</th>
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<tr>
<td>CASM-4000</td>
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<table>
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<tr>
<th>Campus Location</th>
<th>Instructor</th>
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<tr>
<td>Downtown</td>
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<tr>
<th>Room Number</th>
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<td>261</td>
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<th>Date</th>
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<tr>
<td>5/18/16-6/3/16</td>
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<tr>
<th>Campus Location</th>
<th>Instructor</th>
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<tbody>
<tr>
<td>Downtown</td>
<td>White, Carin</td>
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<table>
<thead>
<tr>
<th>Room Number</th>
<th>CRN: Course Reference Number</th>
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<tbody>
<tr>
<td>261</td>
<td>55117, Tue, Thur 6:00PM-8:25PM</td>
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<table>
<thead>
<tr>
<th>Date</th>
<th>CRN: Course Reference Number</th>
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<tbody>
<tr>
<td>5/18/16-6/3/16</td>
<td>55117, Tue, Thur 6:00PM-8:25PM</td>
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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 check, Visa, MasterCard, Discover, American Express or ATM debit transfer. The District Bookstores provide prepaid debit cards 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 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, 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. 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.
While we welcome our students back to classes for the Spring Semester, we recognize that the ongoing Coronavirus pandemic will change the way that many of our students participate in programs, and attend in-person classes, laboratories, and testing sessions.

The majority of Spring classes will be online.

We have reduced the number of in-person courses held at our six physical campuses and specialty campuses out of an abundance of caution around the coronavirus (COVID-19).

For programs that require some in-person contact to successfully complete, social distancing and masks will be required. WCCCD has divided full classes into smaller groups to allow for appropriate distancing and cleaning between sessions.

The District has also established a protocol for all individuals entering its campus buildings. Individuals must answer questions regarding any symptoms, travel or potential contact with those who have Covid, perform a temperature check, and wash their hands before proceeding to their office or class. Hand sanitizer will also be made available throughout WCCCD campus buildings and in most classrooms.

“We understand that many of our students were not comfortable meeting in-person at this time, and that many more were looking for a viable alternative to showing up on their university campus this semester. We will be offering a high-quality online experience, and rigorous protocols for our students that require some in-person instruction to complete their programs.”

– Dr. Curtis L. Ivery, WCCCD Chancellor

For more information about WCCCD’s COVID protocols or class location and mode, please contact the office of Student Services at 313-496-2634 or visit www.wcccd.edu.
**Document Efficiently**
Participants will learn the SOAIGP (supplemental, observations, activities, impressions, goals and plan) methods to ensure good record keeping and efficiency in phone or direct contact with constituents.

Course #: CASM-1001  
FEE: $65.00  
CEU’s: 1.5  
Virtual Courses - Instructor: White, Carin  
Room: TBD  
CRN: 46312, Thur  6:00PM-8:00PM  
Date: 1/21/21-2/25/21

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

Course #: CASM-1002  
FEE: $65.00  
CEU’s: 1.5  
Virtual Courses - Instructor: White, Carin  
Room: TBD  
CRN: 44023, Thur  6:00PM-8:00PM  
Date: 3/4/21-4/29/21
**Microsoft Windows 10**

In this course students will learn to utilize Windows 10 which has many new features including multiple desktops, a traditional PC screen, tablet screen and the Cortana Voice assistant. Students will also gain competence in customizing the Start menu and Task bar, organizing apps, files, importing photos from cameras or phones and using the Music Library. Copy, cut, paste and internet skills are also part of the course.

**Course #: BTOC-5000**
**FEE: $45.00**
**CEU's: 1.5**

**Virtual Courses - Instructor: Hudson, Wanda**
**Room: TBD**
**CRN: 46314, Mon,Wed 12:00PM-2:00PM**
**Date: 1/20/21-1/27/21**

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**Basic Keyboarding Skills**

Today, knowing how to type is almost a necessity in the business world. More and more corporate-world employees are being asked to create reports, sales letters, business plans, blogs, web content, forecasts and more. Knowing how to type can save you hours of valuable time, increasing your productivity.

**Course #: BTOC-5001**
**FEE: $45.00**
**CEU's: 0.6**

**Virtual Courses - Instructor: Hudson, Wanda**
**Room: TBD**
**CRN: 44040, Mon,Wed 12:00PM-2:00PM**
**Date: 2/1/21-2/8/21**

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**Microsoft Word Overview**

Students will learn how to create basic features, edit and print documents, spell check, create a mail merge and manipulate graphics. Suggested pre-requisite: General knowledge of Windows.

**Course #: BTOC-5002**
**FEE: $45.00**
**CEU's: 0.6**

**Virtual Courses - Instructor: Hudson, Wanda**
**Room: TBD**
**CRN: 44041, Mon,Wed 12:00PM-2:00PM**
**Date: 2/10/21-2/17/21**

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**Microsoft PowerPoint Overview**

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

**Course #: BTOC-5003**
**FEE: $45.00**
**CEU's: 0.6**

**Virtual Courses - Instructor: Hudson, Wanda**
**Room: TBD**
**CRN: 44042, Thur 12:00PM-2:00PM**
**Date: 3/3/21-3/18/21**

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**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: Beginners Windows.

**Course #: BTOC-5004**
**FEE: $45.00**
**CEU's: 0.6**

**Virtual Courses - Instructor: Hudson, Wanda**
**Room: TBD**
**CRN: 44043, Thur 12:00PM-2:00PM**
**Date: 3/3/21-3/18/21**

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**Fashion Merchandising**
Participants will start by understanding what merchandising is, what role it plays in the fashion industry, why it is important and how the execution of successful merchandising strategies has changed with the ever changing retail industry.

Course #: FASH-4000
FEE: $75.00
CEU's: 0.9
Virtual Courses - Instructor: Jones, Sanfranita
Room: TBD
CRN: 45561, Fri 6:00PM-9:00PM
Date: 1/29/21-2/5/21

**Fashion Branding II**
In this course participants will learn how to build a fashion brand and to change strategies for branding in coordination with the other contributors to the industry. Participants will study successes, failures and successful comebacks.

Course #: FASH-4002
FEE: $75.00
CEU's: 1.5
Virtual Courses - Instructor: Jones, Sanfranita
Room: TBD
CRN: 45563, Fri 6:00PM-9:00PM
Date: 2/26/21-3/5/21

**Making Fashion Merchandising Work**
In this course participants will be provided hands-on merchandising projects and test merchandising strategies. Other projects will consist of planning and creating a budget.

Course #: FASH-4003
FEE: $75.00
CEU's: 0.9
Virtual Courses - Instructor: Jones, Sanfranita
Room: TBD
CRN: 45564, Fri 6:00PM-9:00PM
Date: 3/12/21-3/19/21

**Program Overview:** This course is an introduction into marketing and merchandising concepts in fashion retail, with an emphasis on the apparel and accessory industry in the United States. Students will learn the terminology specific to the industry. The topics will include: the meaning of the “brand” in today’s consumer market, how to forecast trends, the product supply chain, the vertical business model and outsourcing, visual merchandising, publicity and advertising.

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**Fashion Branding I**
Participants will learn how to build a brand not only in the fashion retailing industry, but we will go beyond the logo and name to learn best strategies and study the best practices of brands that have stood the test of time.

Course #: FASH-4001
FEE: $75.00
CEU's: 0.9
Virtual Courses - Instructor: Jones, Sanfranita
Room: TBD
CRN: 45562, Fri 6:00PM-9:00PM
Date: 2/12/21-2/19/21
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
Virtual Courses - Instructor: Bolton, Diane
Room: TBD
CRN: 40779, Tue, Thur 6:00PM-9:00PM
Date: 1/19/21-2/2/21
Virtual Courses - Instructor: Norman Hill, Shelly
Room: TBD
CRN: 41884, Mon, Wed 6:00PM-9:00PM
Date: 2/1/21-2/15/21

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
Virtual Courses - Instructor: Bolton, Diane
Room: TBD
CRN: 40780, Tue, Thur 6:00PM-9:00PM
Date: 2/4/21-2/18/21
Virtual Courses - Instructor: Staff
Room: TBD
CRN: 40850, Tue, Thur 9:00AM-11:55AM
Date: 10/30/20-5/10/21
Virtual Courses - Instructor: Norman Hill, Shelly
Room: TBD
CRN: 41885, Mon, Wed 6:00PM-9:00PM
Date: 2/17/21-3/3/21

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
Virtual Courses - Instructor: Norman Hill, Shelly
Room: TBD
CRN: 40802, Fri 9:00AM-2:00PM
Date: 1/22/21-2/12/21
Virtual Courses - Instructor: Norman Hill, Shelly
Room: TBD
CRN: 41886, Mon, Wed 6:00PM-9:00PM
Date: 3/8/21-3/22/21

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
Virtual Courses - Instructor: Norman Hill, Shelly
Room: TBD
CRN: 40803, Fri 9:00AM-2:00PM
Date: 2/19/21-3/26/21
Virtual Courses - Instructor: Norman Hill, Shelly
Room: TBD
CRN: 41887, Mon, Wed 6:00PM-9:00PM
Date: 3/24/21-4/14/21

GRANT WRITING

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.
InDesign 4: Advanced
Participants in this course will learn how to add interactivity to publications and discover how your print layouts are exported to HTML. Prerequisites: InDesign 3. All Participants must have a USB Flash Drive.
Course #: GDIC-5003
FEE: $100.00
CEU's: 0.9
Virtual Courses - Instructor: Bronaugh, Tanisha
Room: TBD
CRN: 46313, Tue 5:30PM-8:30PM
Date: 2/2/21-2/16/21
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
Virtual Courses - Instructor: Simmons, Sandra
Room: TBD
CRN: 42913, Mon,Wed  5:30PM-8:30PM
Date: 1/25/21-2/10/21

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: 1.8
Virtual Courses - Instructor: Simmons, Sandra
Room: TBD
CRN: 42914, Mon,Wed  5:30PM-8:45PM
Date: 2/15/21-3/8/21
NON-PROFIT MANAGEMENT

Program Overview: This certificate program introduces participants to key management issues for nonprofit organizations. Fundraising, board and volunteer development, budgeting, reading financial statements, leadership, marketing, and setting strategic direction will all be addressed. Topics will also be provided that give insight into how nonprofit professionals apply key concepts in their own organizations.

Steps to Become a 501c3 Organization
This workshop educates your organization about the necessary steps to become 501c3 (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
Virtual Courses - Instructor: Norman Hill, Shelly
Room: TBD
CRN: 42918, Sat 9:00AM-3:00PM
Date: 2/27/21-2/27/21

Non-Profit Organization Start-Up
This course provides an introduction to non-profit start-ups, including vision and mission development, board development, applying for tax-exempt status, and where to find additional resources.
Course #: NPOM-4002
FEE: $40.00
Virtual Courses - Instructor: Norman Hill, Shelly
Room: TBD
CRN: 42917, Sat 9:00AM-1:00PM
Date: 2/13/21-2/20/21

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
Virtual Courses - Instructor: Bolton, Diane
Room: TBD
CRN: 42919, Sat 9:00AM-11:00AM
Date: 3/6/21-3/6/21

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 fundraising techniques will be explored.
Course #: NPOM-4013
FEE: $40.00
Virtual Courses - Instructor: Bolton, Diane
Room: TBD
CRN: 42920, Sat 9:00AM-11:30AM
Date: 3/13/21-3/27/21

Introduction to Grants Management
This seminar includes techniques for managing, tracking and reporting grant activities to government, private and corporate sources once a grant has been approved.
Course #: NPOM-4017
FEE: $40.00
Virtual Courses - Instructor: Bolton, Diane
Room: TBD
CRN: 42922, Sat 12:00PM-2:00PM
Date: 3/27/21-3/27/21

Step to Successful Fund Raising
This course provides general information on planning and coordinating a successful fundraiser. The students will learn how to develop a budget, timeline and coordinate volunteers to assist with implementing a fundraiser. The course will include preparing a budget, selecting good volunteers, and discussing how to use various resources.
Course #: NPOM-4020
FEE: $50.00
Virtual Courses - Instructor: Norman Hill, Shelly
Room: TBD
CRN: 42921, Sat 9:00AM-11:30AM
Date: 1/23/21-2/6/21
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
Virtual Courses - Instructor: Crittenden, Patricia
Room: TBD
CRN: 40872, Mon, Wed 6:00PM-9:00PM
Date: 1/20/21-2/3/21

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: 2.7
Virtual Courses - Instructor: Crittenden, Patricia
Room: TBD
CRN: 40873, Mon, Wed 6:00PM-9:00PM
Date: 2/8/21-3/8/21

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: 2.7
Virtual Courses - Instructor: Crittenden, Patricia
Room: TBD
CRN: 40874, Mon, Wed 6:00PM-9:00PM
Date: 3/10/21-4/14/21

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
Virtual Courses - Instructor: Crittenden, Patricia
Room: TBD
CRN: 40875, Mon, Wed 6:00PM-9:00PM
Date: 4/19/21-5/3/21
Photoshop 4: Advanced
Participants in this course will learn to effectively create and alter images. This course covers advanced image retouching, photo manipulation as well as presets, including custom brushes, patterns, styles and swatches. Prerequisites: Photoshop 3. All participants must have a USB Flash Drive.
Course #: PHOT-5003
FEE: $100.00
CEU’s: 0.9
Virtual Courses - Instructor: Bronaugh, Tanisha
Room: TBD
CRN: 41871, Mon 5:30PM-8:30PM
Date: 2/1/21-2/15/21

Program Overview: The Photoshop Certificate program is designed to increase knowledge of Photoshop into practical methods for working with the software. This certificate reinforces the student’s understanding of Photoshop tools, including layers, making selections, masking, basic color, the type tool, and image resolution.
CLOTHING CONSTRUCTION

Program Overview: The Clothing Construction program will enhance participant’s knowledge in clothing construction and create fashion using sewing techniques. The fundamental and advanced courses covers techniques designed to build essential sewing skills and analyzing the fit of apparel.

Basic Serger Techniques
Participants will learn functions that will cover stitch, trim and finish seams all in one simple step. You must provide your own serger machine. Participants must have completed Fundamentals of Basic Sewing and Sewing II before registering this class.
Course #: CCCT-5002  
FEE: $50.00  
CEU’s: 1.2  
Virtual Courses - Instructor: Cunningham, Ophelia  
Room: TBD  
CRN: 45492, Mon,Wed  9:00AM-11:30AM  
Date: 1/20/21-2/15/21

Advanced Serger Sewing
Learn to create simple gathers and lettuce edging with your differential control. Participants must have completed Fundamentals of Basic Sewing, Sewing II and Basic Serger Sewing Techniques before registering this class.
Course #: CCCT-5003  
FEE: $50.00  
CEU’s: 1.2  
Virtual Courses - Instructor: Cunningham, Ophelia  
Room: TBD  
CRN: 45493, Mon,Wed  9:00AM-11:30AM  
Date: 2/17/21-3/15/21
Social Media

Program Overview: The Social Media Certificate is designed for small business owners, managers, communications professionals and others who are responsible for social media and marketing within their organizations. These classes give you an opportunity to take a strategic look at your marketing efforts while giving you specific, practical and hard hitting tools to improve your skills.

Introduction to Social Media
Everyday people are logging into social media sites such as Facebook, Twitter, LinkedIn and Pinterest. Pinning, tweeting, watching amateur videos, blogging and updating your status is just as common as turning on the television. This course gives you an overview of the major social media sites and provides some examples how individuals are using social media to brand themselves. Businesses are using social media as a marketing tool.
Course #: CSTT-5025
FEE: $40.00
CEU's: 1.0
Virtual Courses - Instructor: Clayton III, Emanuel
Room: TBD
CRN: 42940, Tue 5:30PM-8:30PM
Date: 2/2/21-2/16/21

Facebook Marketing
Are you interested in learning how to utilize Facebook to market your business or product? Want to feel more engaged with your customers? This course will introduce you to the basics of business-based social networking, get you into Facebook for some hands-on learning and generate plenty of discussion about the advantages and disadvantages of this phenomenally popular website. Topics include: Business pages, groups, events, promotions, applications, targeted advertising and insights.
Course #: CSTT-5026
FEE: $40.00
CEU's: 1.0
Virtual Courses - Instructor: Clayton III, Emanuel
Room: TBD
CRN: 42942, Thur 5:30PM-8:30PM
Date: 2/4/21-2/18/21

Pinterest, Instagram, Twitter
Pinterest is taking social media by storm growing at a pace much faster than Facebook. Learn how to pin, what to pin and how pinning can play a major role in a social media marketing plan for a business. The class will also spend time on Instagram and other applications. Learn the secrets of engaging with your prospects and existing clients in 140 characters or less. Included will be the 5 essential best practices for Twitter use for small and growing businesses. No previous knowledge of Twitter needed: A hands-on overview of how to set up and start tweeting will be included.
Course #: CSTT-5027
FEE: $40.00
Virtual Courses - Instructor: Clayton, Emanuel
Room: TBD
CRN: 40829, Thur 5:30PM-8:30PM
Date: 2/25/21-3/4/21

LinkedIn
LinkedIn has fast become the online networking application of choice. In this class you'll learn the features of LinkedIn and how they can help you in business and the job search. Topics include: home page, your profile, recommendations, contacts, groups and jobs.
Course #: CSTT-5028
FEE: $40.00
CEU's: 1.0
Virtual Courses - Instructor: Clayton, Emanuel
Room: TBD
CRN: 40830, Thur 5:30PM-8:30PM
Date: 2/25/21-3/4/21

Introduction to Computer Software
In this course participants will learn the various functions of a personal computer (pc) such as: hardware, file structure, keyboard shortcuts and other productivity tools. Participants will also learn how to customize your pc experience with system preferences and learn all about included software. This course will also provide an overview of text and graphics design.
Course #: PECB-5000  
FEE: $50.00  
Virtual Courses - Instructor: Jones, Sanfranita  
Room: TBD  
CRN: 44231, Mon,Wed  6:00PM-9:00PM  
Date: 2/1/21-2/15/21  
Date: 10/30/20-5/10/21

Opening an Online Store
Participants will learn how to create and launch a successful store on Shopify as well as the process of creating an online store. Participants will also learn how to design, create and launch their own store over the course duration. The essential checklist to launch any online business such as: setting up a domain and setting up shipping account will also be discussed.
Course #: PECB-5001  
FEE: $50.00  
Virtual Courses - Instructor: Jones, Sanfranita  
Room: TBD  
CRN: 44232, Mon,Wed  6:00PM-9:00PM  
Date: 3/8/21-3/22/21

Introduction to Drop-Shipping
This course provides the steps from start to finish for the process in drop shipping. After completing this course you will be better informed about the supply chain management method and to profit from it.
Course #: PECB-5002  
FEE: $50.00  
Virtual Courses - Instructor: Jones, Sanfranita  
Room: TBD  
CRN: 44233, Mon,Wed  6:00PM-9:00PM  
Date: 3/24/21-4/14/21

Introduction to Digital Marketing
Social media marketing is mandatory for staying relevant in the online business environment. In this course participants will be provided with a guide of how to effectively use and grow a business or organization through social media and digital marketing.
Course #: PECB-5003  
FEE: $50.00  
Virtual Courses - Instructor: Jones, Sanfranita  
Room: TBD  
CRN: 44234, Mon,Wed  6:00PM-9:00PM  
Date: 3/24/21-4/14/21

E-COMMERCE/CREATING AN ONLINE BUSINESS

Program Overview: his program provides participants with a comprehensive overview of the online retail industry while developing the necessary skills including digital marketing and managerial aspects.
**Program Overview:** 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.

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**Sign Language- Beginners**

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

Course #: LANG-4000

FEE: $60.00

Virtual Courses - Instructor: Stotts, April

Room: TBD

CRN: 34537, Mon 5:00PM-7:00PM
Date: 2/1/21-3/8/21

Virtual Courses - Instructor: Stotts, April

Room: TBD

CRN: 43251, Wed 3:00PM-4:55PM
Date: 1/19/21-4/27/21
**Program Overview:** 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.

**Certified Associate Project Management**
This course will provide participant 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).

**Course #:** PMCE-4000  
**FEE:** $600.00  
**CEU’s:** 4.0  
**Virtual Courses - Instructor: Green, Janisse**  
**Room: TBD**  
**CRN: 45503, TWR 5:00PM-7:00PM**  
**Date: 2/2/21-3/17/21**
Medical First Responder
This course is an overview of emergency medical services, including Basic Life Support (BLS), patient assessment, triage, patient handling and management, bleeding and shock control, management of fractures, childbirth and other medical emergencies. This is a State of Michigan approved course. If all comprehensive written and practical examinations are passed successfully the students are eligible to apply for licensure exams. This program is recommended for police officers, security officers, corrections officer, health professionals, firefighters, or anyone who may have a duty to act during emergency situations.
Course #: HLTC-5037
CEU's: 0.4
Downriver - Instructor: Staff
Room: TBD
CRN: 44354, MTWRF 8:00AM-4:00PM
Date: TBD

ICS-300: Intermediate ICS For Expanding Incidents
This course will prepare supervisor/unit leaders in handling a large scale emergency scene, utilizing the National Incident Management System. It will teach the student how to grow and shrink an incident. The student will develop an Incident Action Plan for a simulated incident.
Course #: IPST-1015
Downriver - Instructor: Staff
Room: TBD
CRN: 43295, TWR 8:00AM-5:00PM
Date: TBD
Downriver - Instructor: Staff
Room: TBD
CRN: 43347, TWR 8:00AM-5:00PM
Date: TBD
Downriver - Instructor: Staff
Room: TBD
CRN: 44567, TWR 8:00AM-5:00PM
Date: TBD
Downriver - Instructor: Staff
Room: TBD
CRN: 46109, TWR 8:00AM-5:00PM
Date: TBD

ICS-400: Advanced ICS Command and General Staff Complex Incidents
This course will teach Command and General staff members how to manage incidents using either Area Command, Unified Command or multiagency 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-1016
Downriver - Instructor: Staff
Room: TBD
CRN: 43296, WR 8:00AM-5:00PM
Date: TBD
Downriver - Instructor: Staff
Room: TBD
CRN: 43348, WR 8:00AM-5:00PM
Date: TBD
Eastern - Instructor: Staff
Room: TBD
CRN: 44568, WR 8:00AM-5:00PM
Date: TBD
Downriver - Instructor: Staff
Room: TBD
CRN: 46110, TW 8:00AM-5:00PM
Date: TBD

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.
Course #: IPST-1028
FEE: $50.00
Downriver - Instructor: Staff
Room: TBD
CRN: 43082, TRS 6:00PM-8:00PM
Date: TBD
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.

Fire Brigade Training
This course will refresh existing Fire Brigade members in fire attack, application of foam, search/rescue procedures and how to shut down and open a sprinkler head.
Course #: IPST-4011
Downriver - Instructor: Staff
Room: TBD
CRN: 42719, Thur 8:00AM-5:00PM
Date: TBD
Downriver - Instructor: Staff
Room: TBD
CRN: 42720, Fri 8:00AM-5:00PM
Date: TBD
Downriver - Instructor: Staff
Room: TBD
CRN: 43346, MTWRF 9:00AM-5:00PM
Date: TBD

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: 43080, Fri 8:00AM-4:00PM
Date: TBD
Downriver - Instructor: Staff
Room: TBD
CRN: 43083, Sat 8:00AM-4:00PM
Date: TBD
BLS For Healthcare Providers
An American Heart Association BLS course for healthcare providers. Participants will learn special resuscitation skills and how to identify heart disease risk factors. They will also learn and practice CPR for infants, children, adults, and how to use an AED-Automated External Defibrillator.
Course #: HLTC-4000
FEE: $61.0
CEU's: 0.8
Downriver - Instructor: Staff
Room: TBD
CRN: 40925, Sat  8:00AM-2:00PM
Date: TBD
Downriver - Instructor: Staff
Room: TBD
CRN: 40926, Fri  8:00AM-2:00PM
Date: TBD
Downriver - Instructor: Staff
Room: TBD
CRN: 40927, Sat  8:00AM-2:00PM
Date: TBD
Downriver - Instructor: Staff
Room: TBD
CRN: 42220, Sat  8:00AM-2:00PM
Date: TBD
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.

**Drawing and More for Seniors**
This is a basic drawing and painting class designed to introduce participants to the skills required to accurately render what they see. It is also an opportunity for the more advanced artist to gain some visual and creative practice in drawing and painting that will enhance any artistic endeavors. Participants are responsible for their own supplies.

**Course #: CRFT-5014**
**FEE: $40.00**
**Virtual Courses - Instructor: Braxton, Lorna**
**Room: TBD**
**CRN: 46304, Tue 10:00AM-11:55AM**
**Date: 1/19/21-4/27/21**

**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**
**Virtual Courses - Instructor: Watkins, Lydia**
**Room: TBD**
**CRN: 32390, Mon,Wed 9:00AM-12:00PM**
**Date: 2/15/21-2/17/21**
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: Computers - 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**
**Virtual Courses - Instructor: Watkins, Lydia**
**Room: TBD**
**CRN: 32394, Mon,Wed 9:00AM-12:00PM**
**Date: 1/25/21-1/27/21**

**Mature Learners: Microsoft Publisher**
This introductory course is designed for the mature learner. Participants will learn the basics for creating greeting cards, flyers, and calendars, including page layout and formatting text and images.

**Course #: CSTT-6033**
**Virtual Courses - Instructor: Staff**
**Room: TBD**
**CRN: 44260, Wed 5:30PM-7:55PM**
**Date: 3/31/21-4/28/21**

**Mature Learners: Windows 10 Expert**
This course is designed for participants who want to expand their computer knowledge. Learn how to create folders, files and how to copy, move files and folders. You also learn how to customize the look of a desktop with screen savers and toolbars.

**Course #: CSTT-6037**
**FEE: $25.00**
**Virtual Courses - Instructor: Watkins, Lydia**
**Room: TBD**
**CRN: 45525, Mon,Wed 9:00AM-12:00PM**
**Date: 2/8/21-2/10/21**

**Mature Learners Windows 10 Basic**
This course is for the novice computer user who is interested in learning the basics of this operating system. Learn how to create folders and files, how to copy and move files and folders and how to customize the look of a desktop with screen savers and toolbars.

**Course #: CSTT-6042**
**FEE: $25.00**
**Virtual Courses - Instructor: Watkins, Lydia**
**Room: TBD**
**CRN: 45523, Mon,Wed 9:00AM-12:00PM**
**Date: 2/1/21-2/3/21**

**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**
**Virtual Courses - Instructor: Kodanko, Jessica**
**Room: TBD**
**CRN: 38058, Mon,Wed 9:00AM-9:55AM**
**Date: 1/25/21-5/5/21**

**Virtual Courses - Instructor: Hunter, Rosa**
**Room: TBD**
**CRN: 43141, Mon,Wed 10:00AM-10:55AM**
**Date: 1/25/21-5/5/21**

**Virtual Courses - Instructor: Cheeks, Darcia**
**Room: TBD**
**CRN: 45777, Tue 9:00AM-10:00AM**
**Date: 2/2/21-4/26/21**
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
Virtual Courses - Instructor: Plant, Rashonda
Room: TBD
CRN: 36248, Mon,Wed 12:00PM-12:55PM
Date: 1/20/21-5/10/21
Virtual Courses - Instructor: Young, Kim
Room: TBD
CRN: 44249, Sat 9:00AM-9:55AM
Date: 1/23/21-5/1/21
Virtual Courses - Instructor: Young, Kim
Room: TBD
CRN: 44250, Mon,Wed 11:00AM-11:55AM
Date: 1/25/21-5/5/21
Virtual Courses - Instructor: Young, Kim
Room: TBD
CRN: 45778, Thur 12:00PM-1:00PM
Date: 2/4/21-4/21/21
Virtual Courses - Instructor: Staff
Room: TBD
CRN: 45780, Mon,Wed 2:00PM-3:00PM
Date: 10/30/20-5/10/21

Strength Training for Seniors
This class is designed to combine resistance exercises to tone and sculpt all major muscle groups, with intermittent short blasts of cardio. Class will be adapted to fit all fitness levels and provide.
Course #: PEDU-4047
FEE: $40.00
Virtual Courses - Instructor: Scott, Aaron
Room: TBD
CRN: 44306, Tue,Thu 6:00PM-6:55PM
Date: 1/21/21-5/6/21

Chair Yoga
Chair Yoga is a specially designed class for people that have difficulty getting up and down from the floor. In this class you will stretch, strengthen, increase range of motion and relax muscles all with the use of props. Students are required to bring to class a yoga strap and a yoga brick.
Course #: PEDU-5008
FEE: $40.00
Virtual Courses - Instructor: Hunter, Rosa
Room: TBD
CRN: 42951, Tue,Thu 9:00AM-9:55AM
Date: 1/19/21-4/15/21
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.

**Body Alignment 101**
This class will focus on body mechanics and postural alignment. Alignment refers to how the head, shoulders, spine, hips, knees and ankles relate and line up with each other. Proper alignment of the body puts less stress on the spine and helps you have good posture. Good posture promotes balance, flexibility and optimal range of motion. Participants should be prepared for class with loose fitting clothes, a water bottle, a mat, and a small hand towel (optional).

Course #: PEDU-5014  
Virtual Courses - Instructor: Staff  
Room: TBD  
CRN: 46053, Wed 6:00PM-7:55PM  
Date: 1/20/21-5/5/21

**Digital Photography for Seniors**
You don't need to be a professional photographer or a technology expert to take great digital photos! This down-to-basics class makes it easy to choose the right camera, understand all its dials and controls, take good pictures, make them look even better with your computer. Learn how to print them or share them online for friends and family to enjoy.

Course #: PHOT-5005  
Virtual Courses - Instructor: Shelton Jr., Stanley  
Room: TBD  
CRN: 45790, Tue, Thu 9:00AM-11:00AM  
Date: 2/9/21-3/2/21

**Sensationally Seasoned (makeup)**
Participants will learn flawless makeup application tips including foundation matching, eyeshadow techniques, application of lashes and how to master a 10-minute make-up application for a sensational face. Participants are responsible for their own supplies.

Course #: SENR-5029  
FEE: $25.00  
Virtual Courses - Instructor: Williams, Rashida  
Room: TBD  
CRN: 45793, Wed 10:00AM-12:00PM  
Date: 1/27/21-2/10/21
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!!

**Homeopathy - Beginners**
This basic Homeopathy course gives participants a background to Homeopathy and will also explain the use of homeopathic remedies used today in the treatment of various diseases.
Course #: HEAL-4003  
FEE: $65.00  
Virtual Courses - Instructor: Carson, Willa  
Room: TBD  
CRN: 42934, Tue 1:00PM-3:30PM  
Date: 1/26/21-2/23/21

**Homeopathy - Advanced**
This Homeopathy course gives participants an in depth guide to Homeopathy and will also explain the use of homeopathic remedies in the treatment of various diseases used today. The course builds on the information taught in Homeopathy for Beginners.
Course #: HEAL-4004  
FEE: $65.00  
Virtual Courses - Instructor: Carson, Willa  
Room: TBD  
CRN: 42938, Tue 1:00PM-3:30PM  
Date: 3/2/21-3/30/21

**Iridology: Theory And Practice**
Students will be introduced to the theory and practice of reading eyes for nutritional health. Please bring a magnifying lens and a small flashlight.
Course #: HEAL-4005  
FEE: $70.00  
Virtual Courses - Instructor: Carson, Willa  
Room: TBD  
CRN: 42935, Thur 1:00PM-3:30PM  
Date: 1/28/21-2/25/21

**Methods of Reflexology**
Students will learn the reflex points and how to use thumb pressure to relieve stress and muscle pain to maintain good health.
Course #: HEAL-4007  
FEE: $70.00  
Virtual Courses - Instructor: LaCasse, Veronica  
Room: TBD  
CRN: 40764, Tue 10:00AM-12:00PM  
Date: 2/2/21-3/23/21  
Virtual Courses - Instructor: Carson, Willa  
Room: TBD  
CRN: 42939, Thur 1:00PM-3:30PM  
Date: 3/4/21-4/1/21
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!!

Vegan Lifestyle
Explore the color, textures, flavors and creativity of food. Whether it’s a lifestyle change or experimental, acquire the necessary basics to shop and prepare plant-based dishes. This class provides a comprehensive overview of transitioning to a plant-based diet.

Course #: HEAL-4015
FEE: $25.00
Virtual Courses - Instructor: Muhammad, Akilah
Room: TBD
CRN: 45791, Thur 5:00PM-7:00PM
Date: 3/11/21-4/22/21

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
Virtual Courses - Instructor: Smith, Rhonda
Room: TBD
CRN: 36259, Fri 12:30PM-3:30PM
Date: 1/29/21-3/12/21

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

Course #: HEAL-5021
FEE: $40.00
Virtual Courses - Instructor: Smith, Rhonda
Room: TBD
CRN: 36260, Wed 6:00PM-9:00PM
Date: 2/3/21-3/17/21
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 for Cancer Prevention

This course will teach students how to prevent the different types of cancers from developing in the body. Prevention diet, super-foods, herbal, supplements and lifestyle information will be taught to students, as well as a thorough understanding of the common causes and symptoms associated with breast, prostate, cervical, uterine, colon-rectal, ovarian, bladder, kidney, lung, stomach, liver, pancreatic, esophageal, lymphoma, skin and brain cancer.

Course #: HEAL-5206  
FEE: $50.00  
Virtual Courses - Instructor: Smith, Rhonda  
Room: TBD  
CRN: 40863, Fri  9:00AM-12:00PM  
Date: 2/5/21-5/7/21

### Food as Medicine

Many traditional systems of healing that have been practiced throughout history, have taught for thousands of years that food is medicine and a healthy diet is a powerful tool for protecting one's health. Participants will learn what medicinal foods act like natural protectors against disease and help slow the effects of aging.

Course #: HEAL-5217  
FEE: $40.00  
Virtual Courses - Instructor: Scott, Aaron  
Room: TBD  
CRN: 45542, Tues, Thurs  5:00PM-6:00PM  
Date: 1/21/21-5/6/21

### Understanding Your Energy for Health

This course is designed to assist you with feeling empowered and in control of your life through an understanding and connection with your energy to create better health, happiness and positive thoughts.

Course #: HEAL-5213  
FEE: $50.00  
Virtual Courses - Instructor: Braswell, Tamara  
Room: TBD  
CRN: 41905, Mon  1:00PM-3:00PM  
Date: 2/1/21-3/22/21
Arts and Crafts

Artist Open Studio
Artists have always benefitted by working along side other creative individuals in a shared studio space. The focus of this class is to offer an opportunity to be part of a supportive work environment by providing access to the collegeís painting, drawing, and print studio while under the supervision of the WCCCD Instructor. Participants are encouraged to work on individual projects with an emphasis on developing techniques and skills unique to their chosen media. All levels and experience are welcome, from experienced artists to beginners. Participants are responsible for their own supplies.
Course #: CRFT-5048  
FEE: $50.00
Virtual Courses - Instructor: MacDonald, Martine  
Room: TBD  
CRN: 45797, Tue 9:00AM-11:00AM  
Date: 1/26/21-3/16/21

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 own supplies.
Course #: CRFT-4008  
FEE: $40.00
Virtual Courses - Instructor: Crittenden, Patricia  
Room: TBD  
CRN: 45514, Tue 6:00PM-8:00PM  
Date: 2/2/21-4/27/21

Drawing I
Students will learn how to create drawings using different shades of graphite, understand form and the importance of shading. Some experience with drawing is recommended. Students are responsible for their own supplies.
Course #: CRFT-4050  
FEE: $25.00
Virtual Courses - Instructor: Rouleau, Francine  
Room: TBD  
CRN: 45797, Tue 9:00AM-11:00AM  
Date: 1/26/21-3/16/21

Drawing Mandalas
Mandala is a Sanskrit word meaning 'Circle'. It is used by Hindus and Buddhists as a meditation medium. The designs actually transcends all cultures. This will be discussed further in class. Some of the suggested benefits of drawing mandalas are: Relieves tension, relaxes and heals the mind, body and spirit, stimulates creative thinking and problem solving. The class will include discussion on manuals and a step by step guided drawing of a mandala. A basic template for the drawing will be supplied. Participants are responsible for their own supplies.
Course #: CRFT-5069  
FEE: $50.00
Virtual Courses - Instructor: Mastal, Michael  
Room: TBD  
CRN: 46364, Wed 6:00PM-8:00PM  
Date: 2/3/21-4/28/21

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
Virtual Courses - Instructor: Mastal, Michael  
Room: TBD  
CRN: 45513, Mon 6:00PM-8:00PM  
Date: 2/1/21-4/26/21

Exploring Ink Drawing
In the course a variety of ink mediums will be explored from traditional ink to Japanese Sumi ink and a variety of markers currently on the market. Different surfaces and papers will be used in making works of art. Participants are responsible for their own supplies.
Course #: CRFT-5068  
FEE: $50.00
Virtual Courses - Instructor: Mastal, Michael  
Room: TBD  
CRN: 45513, Mon 6:00PM-8:00PM  
Date: 2/1/21-4/26/21
Floral Design - Beginner
This popular course teaches the basics of floral design, care, and maintenance of fresh cut flowers, and green plants. Participants are responsible for their supplies.
Course #: CRFT-4012
FEE: $40.00
Virtual Courses - Instructor: Smith, Jay
Room: TBD
CRN: 45798, Wed 11:00AM-1:00PM
Date: 1/27/21-3/17/21

Floral Design - Advanced
This course is for participants who have completed a Floral Design Beginners or, who have worked in the floral industry. Participants will have the opportunity to create contemporary floral designs as well as experience European and Asian trends. Participants are responsible for their supplies.
Course #: CRFT-4013
FEE: $50.00
Virtual Courses - Instructor: Smith, Jay
Room: TBD
CRN: 46418, Wed 11:00AM-1:00PM
Date: 3/24/21-5/1/21

Ideas and Interactions
Each person will attempt their own version of creative painting. Interaction within the group will encourage others to attempt new creations. Teacher will encourage participants to expand on their style and accentuate their qualities. We will discuss how to begin a painting. Participants are responsible for their own supplies.
Course #: CRFT-5058
FEE: $40.00
Virtual Courses - Instructor: Keast, Maureen
Room: TBD
CRN: 44105, Tue 1:00PM-3:00PM
Date: 2/2/21-4/27/21

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
Virtual Courses - Instructor: Staff
Room: TBD
CRN: 36204, Thur 5:30PM-6:55PM
Date: 10/30/20-5/10/21

Introduction to Wire Working
This course provides a fundamental working of manipulating wire to make jewelry findings. Students will also learn key elements and basic wire working techniques to make the findings used in all types of jewelry. Participants are responsible for purchasing their own supplies.
Course #: CRFT-4056
FEE: $30.00
Virtual Courses - Instructor: Robinson Young, Kathleen
Room: TBD
CRN: 32424, Tue, Thu 10:00AM-11:55AM
Date: 3/23/21-4/1/21

Introduction to Wire Working - Bracelets
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
Virtual Courses - Instructor: Robinson Young, Kathleen
Room: TBD
CRN: 46306, Wed 10:00AM-12:00PM
Date: 2/3/21-2/24/21
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
Virtual Courses - Instructor: Robinson Young, Kathleen
Room: TBD
CRN: TBD
Date: 2/3/21-3/10/21

Introduction to Sequential Art/Comic Illustration
Interested in making comics? This course will give you the tools, tips, techniques you need to make dynamic, exciting comic art. Learn the graphic storytelling techniques of panel design, frame transitions, and word-picture transitions and create your very own comic!
Course #: CRFT-5067
FEE: $50.00
Virtual Courses - Instructor: Gardner, Asukile
Room: TBD
CRN: TBD
Date: 2/3/21-3/8/21

Jewelry Design New Macrame
Participants will cover basic knots used in Macramé 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
FEE: $50.00
Virtual Courses - Instructor: Staff
Room: TBD
CRN: TBD
Date: 10/30/20-5/10/21

Knitting I - Beginner
This hands-on course will introduce the students to the art of knitting. Students will learn how to cast-on, knit, purl, bind-off stitches, make gauge swatches, make fringe, sew seams and read patterns. They will also learn how to select yarns and care for the finished product. Participants are responsible for their own supplies.
Course #: CRFT-4047
FEE: $40.00
Virtual Courses - Instructor: Crittenden, Patricia
Room: TBD
CRN: TBD
Date: 2/2/21-4/27/21
Open Studio: Jewelry for Adults
This class provides the perfect opportunity for adult artists with a basic understanding of jewelry and metal work to work in a supportive and creative atmosphere on works of their choosing. Individualized, informative instruction will help students develop new skills. Participants are responsible for their own supplies.
Course #: CRFT-5062  
FEE: $50.00  
Virtual Courses - Instructor: Staff  
Room: TBD  
CRN: 44046, Wed 12:00PM-2:30PM  
Date: 10/30/20-5/10/21

Simple Soldering
This course provides a fundamental working knowledge of soldering metals through the techniques and projects taught in class. Students will also learn how to solder beautiful jewelry at home using simple and affordable tools. Participants are responsible for purchasing their own supplies.
Course #: CRFT-4084  
FEE: $50.00  
CEU’s: 0.6  
Virtual Courses -  
Instructor: Robinson Young, Kathleen  
Room: TBD  
CRN: 34653, Tues 10:00AM-2:00PM  
Date: 2/23/21-3/9/21  
Virtual Courses -  
Instructor: Robinson Young, Kathleen  
Room: TBD  
CRN: 46352, Mon 1:00PM-4:00PM  
Date: 2/1/21-2/22/21

Unique Surfaces
This course is an introduction of new surfaces to paint and creating paintings on these surfaces. Participants are responsible for their own supplies.
Course #: CRFT-5057  
FEE: $50.00  
Virtual Courses - Instructor: Keast, Maureen  
Room: TBD  
CRN: 44109, Tue 10:00AM-12:00PM  
Date: 2/2/21-4/27/21  
Virtual Courses - Instructor: Keast, Maureen  
Room: TBD  
CRN: 45510, Sat 10:00AM-12:00PM  
Date: 2/6/21-5/1/21

Watercolor Painting
The Objective of this class is to learn to use watercolor media and compositional elements to create a finished painting. While some painting/drawing experience is useful, students of all levels are welcome. Participants are responsible for their own supplies.
Course #: CRFT-4038  
FEE: $50.00  
Virtual Courses - Instructor: Staff  
Room: TBD  
CRN: 45569, Wed 10:00AM-1:00PM  
Date: 10/30/20-5/10/21
Beauty and Personal Enhancement

Hair Weaving
Want to slay your new hair? Join Hair Weaving class to learn the different and basic braiding patterns to make your crochet sets, extensions, weave, and wigs look good. Participants are responsible for their own supplies.
Course #: BPEN-4007
FEE: $25.00
Virtual Courses - Instructor: Staff
Room: TBD
CRN: 43263, Wed 5:00PM-7:00PM
Date: 10/30/20-5/10/21

Release Your Inner Glam!
Every woman wants a flawless slay! This class will take your glam to the next level. Learn how to properly apply foundation, highlight and contour your face as well as how to do day, evening and Smokey Eye looks. Finally, instruction on lash application, eyebrow filling and lip color combinations will round the course. Participants are responsible for their own supplies.
Course #: BPEN-4013
FEE: $50.00
Virtual Courses - Instructor: Staff
Room: TBD
CRN: 44251, Mon,Wed 5:00PM-7:00PM
Date: 1/25/21-2/17/21

The Art of Make-up: Beginner
Learning to use proper make-up technique is essential to a beautiful and radiant everyday look. Students will learn skills that will help them easily understand skin types, highlighting, contouring, foundation matching and all other hidden secrets to look flawless.
Course #: BPEN-4000
FEE: $25.00
Virtual Courses
Instructor: Williams, Rashida
Room: TBD
CRN: 44251, Mon,Wed 5:00PM-7:00PM
Date: 1/25/21-2/17/21

Building, Construction, and Home Improvement

Handy Home Repair
This course provides diagnosis and resolution of problems in a home as well as maintenance to avoid such problems. Participants will learn about many types of repairs, DIY projects. For a DIY project student will learn how to establish limits on how much time and money to invest on the project. Participants will also learn how to do periodic maintenance, for example: inspections, adjustments, cleaning or replacements that should be done regularly to ensure proper functioning of all the systems in a home.
Course #: BCHI-1008
FEE: $75.00
Virtual Courses
Instructor: Williams, Rashida
Room: TBD
CRN: 44090, Sat 9:00AM-11:00AM
Date: 10/30/20-5/10/21
Business Institute

Branding Yourself

So you have a great product/service right? The problem is that not enough people know about it. Don’t worry, we’ve got you covered. Topics include earned, owned and paid media, effective slogans and more! Your instructor will help guide you through how to create a brand identity, and ensure it matches your brand image!

Course #: BUSN-5007
FEE: $25.00
Virtual Courses - Instructor: Robinson, Jason
Room: TBD
CRN: 45787, Tue 6:00PM-8:00PM
Date: 3/2/21-3/30/21

Computer Science Technology Training

Computing Fundamentals: IC3 Part I

This course will introduce participants to the essential basics of computer knowledge. This hands-on course is the first in a three-part series.

Course #: CSTT-1329
FEE: $60.00
CEU’s: 1.0
Virtual Courses - Instructor: Staff
Room: TBD
32515, Mon 5:30PM-7:55PM
Date: 1/25/21-2/8/21

Digital Camera Advanced

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

Course #: CSTT-5011
FEE: $60.00
Virtual Courses - Instructor: Shelton Jr., Stanley
Room: TBD
CRN: 45795, Tue 5:00PM-8:00PM
Date: 3/23/21-4/20/21

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
Virtual Courses - Instructor: Shelton Jr., Stanley
Room: TBD
CRN: 45794, Tue 5:00PM-8:00PM
Date: 2/23/21-3/16/21
**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 situations.

**Course #: CSTT-2031**  
**FEE: $40.00**  
**Virtual Courses - Instructor: Shelton Jr., Stanley**  
**Room: TBD**  
**CRN: 45796, Tue 5:00PM-8:00PM**  
**Date: 1/26/21-2/16/21**

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**Getting Started- Computers**

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**  
**Virtual Courses - Instructor: Watkins, Lydia**  
**Room: TBD**  
**CRN: 32395, Sat 9:00AM-3:00PM**  
**Date: 1/30/21-1/30/21**

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**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**  
**Virtual Courses - Instructor: Watkins, Lydia**  
**Room: TBD**  
**CRN: 32397, Sat 9:00AM-12:00PM**  
**Date: 2/6/21-2/6/21**

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**Introduction to Tablets**

Participants will gain an understanding of tablet features. The course will focus on browsing the internet, check e-mails, learn how to download, read books online, play video games organize content and more.

**Course #: CSTT-5018**  
**FEE: $40.00**  
**Virtual Courses - Instructor: Staff**  
**Room: TBD**  
**CRN: 40845, Sat 9:00AM-10:25AM**  
**Date: 10/30/20-5/10/21**

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**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**  
**Virtual Courses - Instructor: Staff**  
**Room: TBD**  
**CRN: 32516, Mon 5:30PM-7:55PM**  
**Date: 2/15/21-3/22/21**

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**Keyboarding Basics**

Today, knowing how to type is almost a necessity in the business world. More and more corporate-world employees are being asked to create reports, sales letters, business plans, blogs, web content, forecasts and more. Knowing how to type can save you hours of valuable time, increasing your productivity.

**Course #: CSTT-2014**  
**FEE: $45.00**  
**Virtual Courses - Instructor: Watkins, Lydia**  
**Room: TBD**  
**CRN: 32396, Sat 9:00AM-3:00PM**  
**Date: 2/6/21-2/6/21**

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**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**  
**Virtual Courses - Instructor: Staff**  
**Room: TBD**  
**CRN: 32517, Mon 5:30PM-7:55PM**  
**Date: 3/21/21-4/26/21**
Microsoft Excel Basic 2016
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
Virtual Courses - Instructor: Staff
Room: TBD
CRN: 34601, Sat 12:00PM-2:25PM
Date: 2/27/21-3/20/21

Microsoft Excel Intermediate 2016
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
Virtual Courses - Instructor: Staff
Room: TBD
CRN: 40759, Mon,Wed 9:00AM-12:00PM
Date: 3/29/21-4/19/21

Microsoft PowerPoint Basic 2016
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
Virtual Courses - Instructor: Staff
Room: TBD
CRN: 38276, Sat 12:00PM-2:25PM
Date: 4/3/21-5/2/21

Microsoft Window 10
In this course students will learn to utilize Windows 10's many new features including multiple desktops, a traditional PC screen, tablet screen, and the Cortana Voice assistant. Students will also gain competence in customizing the Start menu and Task bar, organizing apps, files, importing photos from cameras or phones and using the Music Library. Copy, cut, paste and internet skills are also part of the course.
Course #: CSTT-5054
FEE: $65.00
CEU's: 1.5
Virtual Courses - Instructor: Staff
Room: TBD
CRN: 45730, Wed 5:30PM-7:55PM
Date: 2/17/21-3/24/21

Virtual Courses - Instructor: Watkins, Lydia
Room: TBD
CRN: 46350, Sat 9:00AM-3:00PM
Date: 2/13/21-2/13/21
Microsoft Word Basic 2016
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
Virtual Courses - Instructor: Watkins, Lydia
Room: TBD
CRN: 32392, Mon,Wed  9:00AM-12:00PM
Date: 2/22/21-3/8/21
Virtual Courses - Instructor: Staff
Room: TBD
CRN: 32525, Sat 12:00PM-2:25PM
Date: 1/23/21-2/20/21
Virtual Courses - Instructor: Walker
Savage, Phyllis
Room: TBD
CRN: 45556, Mon,Wed  10:00AM-12:25PM
Date: 1/27/21-2/10/21
Virtual Courses - Instructor: Walker
Savage, Phyllis
Room: TBD
CRN: 45917, Thur  6:00PM-8:30PM
Date: 1/26/21-2/9/21

Microsoft Word Intermediate 2016
Participants will build on knowledge acquired in Microsoft Word 2016 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
Virtual Courses - Instructor: Watkins, Lydia
Room: TBD
CRN: 32393, Mon,Wed  9:00AM-12:00PM
Date: 3/10/21-3/24/21
Virtual Courses - Instructor: Walker
Savage, Phyllis
Room: TBD
CRN: 45558, Mon,Wed  10:00AM-12:25PM
Date: 2/15/21-3/1/21
Virtual Courses - Instructor: Walker
Savage, Phyllis
Room: TBD
CRN: 45918, Tue,Thur  6:00PM-8:30PM
Date: 2/11/21-2/25/21

Windows 10 - Expert
This course is designed for participants who want to expand their computer knowledge. Learn how to create folders, files and how to copy, move files and folders. You also learn how to customize the look of a desktop with screen savers and toolbars.
Course #: CSTT-6049
FEE: $35.00
Virtual Courses - Instructor: Watkins, Lydia
Room: TBD
CRN: 46351, Sat  9:00AM-3:00PM
Date: 2/20/21-2/20/21

YouTube 101
This course is designed for the usage of the Internet YouTube. It will provide participants with basic to intermediate skills to access, interact, create and design YouTube presentations online. Participants will also be able to upload, share videos, singing presentations, speaking engagements, broadcast and publish online. YouTube is one of the fastest growing social media outlets. Come join us!
Course #: CSTT-5020
FEE: $30.00
Virtual Courses - Instructor: Staff
Room: TBD
CRN: 39784, Sat 12:30PM-2:00PM
Date: 10/30/20-5/10/21

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
Virtual Courses - Instructor: Gatson, Otis
Room: TBD
CRN: 32518, Wed  6:00PM-7:55PM
Date: 1/20/21-5/5/21
Virtual Courses - Instructor: Staff
Room: TBD
CRN: 46037, Sat 12:00PM-2:55PM
Date: 2/4/21-3/4/21
Virtual Courses - Instructor: Staff
Room: TBD
CRN: 45773, Tue  5:30PM-7:30PM
Date: 10/30/20-5/10/21
**Virtual Courses**

**Egyptian Belly Dance - 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  
Virtual Courses -  
Instructor: Carr, Stephanie  
Room: TBD  
CRN: 41875, Sat 2:00PM-3:55PM  
Date: 1/23/21-5/1/21

**Hustle**  
Participants will learn the steps of the Hustle. It’s easy, it’s fun and everyone is doing it.  
Course #: DANC-4012  
FEE: $40.00  
Virtual Courses -  
Instructor: Gatson, Otis  
Room: TBD  
CRN: 39967, Sat 2:00PM-3:55PM  
Date: 1/23/21-5/1/21

**Virtual Courses -**  
Instructor: Plant, Rashonda  
Room: TBD  
CRN: 43119, Sat 12:00PM-2:00PM  
Date: 1/23/21-5/8/21

**Virtual Courses -**  
Instructor: Davis, Rulester  
Room: TBD  
CRN: 46045, Tue, Thur 6:00PM-8:00PM  
Date: 2/23/21-3/25/21

**Virtual Courses -**  
Instructor: Fortune, Cornelius  
Room: TBD  
CRN: 45583, Wed 6:00PM-8:00PM  
Date: 2/3/21-4/28/21

**Public Speaking with Confidence**  
Participants will learn a step-by-step approach to gain skills in speaking before groups more comfortably and confidently. Participants will also learn tips on how to field audience questions.  
Course #: EDDV-6045  
FEE: $40.00  
Virtual Courses -  
Instructor: Weeden, Deanna  
Room: TBD  
CRN: 45789, Thur 6:00PM-8:00PM  
Date: 3/4/21-3/18/21

**Healthy Living / Healthy Lifestyle**

**Food as Medicine**  
Many traditional systems of healing that have been practiced throughout history, have taught for thousands of years that food is medicine and a healthy diet is a powerful tool for protecting one’s health. Participants will learn what medicinal foods act like natural protectors against disease and help slow the effects of aging.  
Course #: HEAL-5217  
FEE: $40.00  
Virtual Courses -  
Instructor: Weeden, Deanna  
Room: TBD  
CRN: 45542, Tues, Thur 5:00PM-6:00PM  
Date: 1/21/21-5/6/21

**Healthy Living for Cancer Prevention**  
This course will teach students how to prevent the different types of cancers from developing in the body. Prevention diet, super-foods, herbal, supplements and lifestyle information will be taught to students, as well as a thorough understanding of the common causes and symptoms associated with breast, prostate, cervical, uterine, colon-rectal, ovarian, bladder, kidney, lung, stomach, liver, pancreatic, esophageal, lymphoma, skin and brain cancer.  
Course #: HEAL-5206  
FEE: $50.00  
Virtual Courses -  
Instructor: Smith, Rhonda  
Room: TBD  
CRN: 40863, Fri 9:00AM-12:00PM  
Date: 2/5/21-5/7/21

**Communication in the Digital Age**  
Participants in this course will learn how to communicate more succinctly through a wide-range of mediums, from email, eletters, articles, memos, press releases, fliers, multimedia and more. If your goal is to not only be a better writer, but more importantly, a better communicator in the digital age, this course is for you.  
Course #: EDDV-6068  
FEE: $45.00  
Virtual Courses -  
Instructor: Fortune, Cornelius  
Room: TBD  
CRN: 45583, Wed 6:00PM-8:00PM  
Date: 2/3/21-4/28/21
**Homeopathy - Beginners**  
This basic Homeopathy course gives participants a background to Homeopathy and will also explain the use of homeopathic remedies used today in the treatment of various diseases.  
**Course #: HEAL-4003**  
**FEE: $65.00**  
**Virtual Courses - Instructor: Carson, Willa**  
**Room: TBD**  
**CRN: 42934, Tue 1:00PM-3:30PM**  
**Date: 1/26/21-2/23/21**

**Homeopathy - Advanced**  
This Homeopathy course gives participants an in depth guide to Homeopathy and will also explain the use of homeopathic remedies in the treatment of various diseases used today. The course builds on the information taught in Homeopathy for Beginners.  
**Course #: HEAL-4004**  
**FEE: $65.00**  
**Virtual Courses - Instructor: Carson, Willa**  
**Room: TBD**  
**CRN: 42938, Tue 1:00PM-3:30PM**  
**Date: 3/2/21-3/30/21**

**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**  
**Virtual Courses - Instructor: Smith, Rhonda**  
**Room: TBD**  
**CRN: 36259, Fri 12:30PM-3:30PM**  
**Date: 1/29/21-3/12/21**

**Hypertension and Stress: Relieve the Pressure and Relax....Ahhh**  
In this course participants will learn how to prevent hypertension through proper nutrition and lifestyle changes. They will learn the most common causes of this illness and how to avoid them. Participants will also learn how to access blood pressure readings.  
**Course #: HEAL-5021**  
**FEE: $40.00**  
**Virtual Courses - Instructor: Smith, Rhonda**  
**Room: TBD**  
**CRN: 36260, Wed 6:00PM-9:00PM**  
**Date: 2/3/21-3/17/21**

**Iridology: Theory And Practice**  
Students will be introduced to the theory and practice of reading eyes for nutritional health. Please bring a magnifying lens and a small flashlight.  
**Course #: HEAL-4005**  
**FEE: $70.00**  
**Virtual Courses - Instructor: Carson, Willa**  
**Room: TBD**  
**CRN: 42935, Thur 1:00PM-3:30PM**  
**Date: 3/4/21-4/1/21**

**Methods of Reflexology**  
Students will learn the reflex points and how to use thumb pressure to relieve stress and muscle pain to maintain good health.  
**Course #: HEAL-4007**  
**FEE: $70.00**  
**Virtual Courses - Instructor: LaCasse, Veronica**  
**Room: TBD**  
**CRN: 40764, Tue 10:00AM-12:00PM**  
**Date: 2/2/21-3/23/21**

**Understanding Your Energy for Health**  
This course is designed to assist you with feeling empowered and in control of your life through an understanding and connection with your energy to create better health, happiness and positive thoughts.  
**Course #: HEAL-5213**  
**FEE: $50.00**  
**Virtual Courses - Instructor: Braswell, Tamara**  
**Room: TBD**  
**CRN: 41905, Mon 1:00PM-3:00PM**  
**Date: 2/1/21-3/22/21**
**Vegan Lifestyle**
Explore the color, textures, flavors and creativity of food. Whether it’s a lifestyle change or experimental, acquire the necessary basics to shop and prepare plant based dishes. This class provides a comprehensive overview of transitioning to a plant based diet.
Course #: HEAL-4015  
FEE: $25.00  
Virtual Courses - Instructor: Muhammad, Akilah  
Room: TBD  
CRN: 45791, Thur 5:00PM-7:00PM  
Date: 3/11/21-4/22/21

**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  
Virtual Courses - Instructor: Lewis-Williams, Felicia  
Room: TBD  
CRN: 32436, Sat 1:00PM-3:00PM  
Date: 4/10/21-4/24/21  
Virtual Courses - Instructor: Lewis-Williams, Felicia  
Room: TBD  
CRN: 40837, Fri 10:00AM-11:55AM  
Date: 4/2/21-4/23/21

**Conversational Spanish II-Intermediate**
This course is designed for individuals interested in learning a second language. The Conversational Spanish II-Intermediate will cover grammar, how to pronounce vowels, verbs, use of adjectives, adverbs ,developing complete sentences and more. Participants are responsible for purchasing the required textbook.
Course #: LANG-5008  
FEE: $60.00  
Virtual Courses - Instructor: Esquivel-Ramos, Beatriz  
Room: TBD  
CRN: 45594, Tue,Thu 1:00PM-3:00PM  
Date: 2/21/21-4/29/21

**Find Family History on The Internet**
Students will learn how to use the Internet for family history research, identify and explore popular genealogy websites, and discover techniques for getting the most out of the Internet search engines and databases.
Course #: ENPR-4000  
FEE: $40.00  
Virtual Courses - Instructor: Lewis-Williams, Felicia  
Room: TBD  
CRN: 32435, Sat 1:00PM-3:00PM  
Date: 3/13/21-3/19/21  
Virtual Courses - Instructor: Lewis-Williams, Felicia  
Room: TBD  
CRN: 46311, Thur 5:30PM-7:30PM  
Date: 4/22/21-5/6/21
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
Virtual Courses - Instructor: Lewis-Williams, Felicia
Room: TBD
CRN: 32432, Sat 1:00PM-3:00PM
Date: 2/27/21-2/27/21
Virtual Courses - Instructor: Lewis-Williams, Felicia
Room: TBD
CRN: 40835, Fri 10:00AM-11:55AM
Date: 2/5/21-2/5/21
Virtual Courses - Instructor: Lewis-Williams, Felicia
Room: TBD
CRN: 46309, Thur 5:30PM-7:30PM
Date: 3/11/21-3/11/21

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
Virtual Courses - Instructor: Lewis-Williams, Felicia
Room: TBD
CRN: 32434, Sat 1:00PM-3:00PM
Date: 2/6/21-2/20/21
Virtual Courses - Instructor: Lewis-Williams, Felicia
Room: TBD
CRN: 40833, Fri 10:00AM-11:55AM
Date: 2/12/21-2/26/21
Virtual Courses - Instructor: Lewis-Williams, Felicia
Room: TBD
CRN: 46308, Thur 5:30PM-7:30PM
Date: 3/18/21-3/18/21

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
Virtual Courses - Instructor: Lewis-Williams, Felicia
Room: TBD
CRN: 40836, Fri 10:00AM-11:55AM
Date: 1/29/21-1/29/21
Virtual Courses - Instructor: Lewis-Williams, Felicia
Room: TBD
CRN: 46309, Thur 5:30PM-7:30PM
Date: 3/11/21-3/11/21

Genealogy-Your Ancestors and You
Interested to find out more about your family lineage and ancestors? This course will introduce and identify the basics of gathering and recording the history of your forefathers. Learn how to organize and analyze materials, information, and research. Plant your family tree roots with hands-on experience documenting generations through vital records. A field trip exploring library collections and on-line database resources is included. A final show-&-tell project of pedigree findings will use Microsoft Word and Power-Point. Basic software knowledge and skills are recommended, but is not a prerequisite, or other presentation software.
Course #: LANG-5005
FEE: $40.00
Virtual Courses - Instructor: Tucker, Deborah
Room: TBD
CRN: 40765, Fri 10:00AM-12:00PM
Date: 2/5/21-4/30/21
**Introduction to Genealogy**
This introductory course is designed to help students discover the fundamental building blocks of Genealogy research. You will also learn how to document your family history.

**Course #: ENPR-4014**  
**FEE: $40.00**

**Virtual Courses - Instructor: Lewis-Williams, Felicia**  
**Room: TBD**  
**CRN: 40834, Fri 10:00AM-11:55AM**  
**Date: 1/22/21-1/22/21**

**Virtual Courses - Instructor: Lewis-Williams, Felicia**  
**Room: TBD**  
**CRN: 46305, Sat 1:00PM-3:00PM**  
**Date: 1/30/21-1/30/21**

**Virtual Courses - Instructor: Lewis-Williams, Felicia**  
**Room: TBD**  
**CRN: 46307, Thu 5:30PM-7:30PM**  
**Date: 3/4/21-3/4/21**

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**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**

**Virtual Courses - Instructor: Lewis-Williams, Felicia**  
**Room: TBD**  
**CRN: 36198, Thu 5:30PM-7:30PM**  
**Date: 2/11/21-2/18/21**

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**Spanish for the Traveler**
This is an introduction to practical Spanish conversations and culture. 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**

**Virtual Courses - Instructor: Gutierrez, Felix**  
**Room: TBD**  
**CRN: 45505, Sat 10:00AM-11:55AM**  
**Date: 1/23/21-5/1/21**

**Virtual Courses - Instructor: Gutierrez, Felix**  
**Room: TBD**  
**CRN: 45597, Sat 12:00PM-2:00PM**  
**Date: 1/23/21-5/1/21**

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**Writing for Peace of Mind**
Rediscover yourself and relieve stress and tension as you write your cares away! Putting away electronics and utilizing stored creative energy to flow with the movement of a pen and paper is a sure way to reveal emotions deep within the soul. Your signature and writing thoughts on paper (topics selected by the instructor) is proven to be healing and therapeutic. Writing creates an understanding within ourselves and promotes better communication. All levels of penmanship are welcome.

**Course #: LANG-5006**  
**FEE: $40.00**

**Virtual Courses - Instructor: Sosa, Renee**  
**Room: TBD**  
**CRN: 40766, Tue 1:00PM-3:00PM**  
**Date: 2/2/21-4/27/21**

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**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**

**Virtual Courses - Instructor: Lewis-Williams, Felicia**  
**Room: TBD**  
**CRN: 36197, Thu 5:30PM-7:30PM**  
**Date: 2/25/21-2/25/21**
Your Ancestors and You-II
Take the research skills you gained in Genealogy: Your Ancestors & You, transfer and apply them to attack any roadblocks encountered. Learn to create family research logs and help prove kin relationships. Students will choose an objective and work in teams to identify and exchange solutions to eliminate the brick walls. Learners will develop organization processes and skills to analyze evidence found. Participants will create a family timeline to map the past accordingly. Prerequisite: Completed Genealogy: Your Ancestors & You.
Course #: LANG-5015
FEE: $40.00
Virtual Courses - Instructor: Tucker, Deborah
Room: TBD
CRN: 45581, Fri 1:00PM-3:00PM
Date: 2/5/21-4/30/21

Music

All That Jazz
Interested in Jazz? Interested in learning how to sing Jazz? This class offers both from a local to renowned jazz singers, songwriters and musicians. From Billie Holiday to Diane Reeves, participants will learn how to recognize jazz singers, the lost art of scatting and proper vocal exercises.
Course #: MUSC-5005
FEE: $30.00
Virtual Courses - Instructor: Weeden, Deanna
Room: TBD
CRN: 45803, Thu 4:00PM-5:00PM
Date: 2/11/21-5/6/21

Basic Drums for Beginners
There are 19 types of notes used in drumming. We will begin with basic theory. Theory in drumming is the notation of rhythm or, in other words notes. We start with the 2 most basic notes-quarter notes and eight notes with their respective rests. Then we apply those notes in the most common Rock/Top 40 drum beats on a drum set. A drum beat is the pattern used with all 4 limbs on the drum set in songs. Students will learn the 6 basic drum beats in American music and more. Practice pads and drumsticks will be provided. Students will need to purchase the textbook required for the class.
Course #: MUSC-5011
FEE: $50.00
Virtual Courses - Instructor: Julian, Lewis
Room: TBD
CRN: 42952, Tue 6:00PM-8:00PM
Date: 2/2/21-4/27/21
**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  
Virtual Courses - Instructor: English, Ronald  
Room: TBD  
CRN: 34638, Mon 7:00PM-9:00PM  
Date: 1/25/21-3/8/21

**Intermediate Guitar**
A Continuation of beginning guitar; Have fun making music in a group setting, learning to play melodies and/or chords in songs specifically 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  
Virtual Courses - Instructor: English, Ronald  
Room: TBD  
CRN: 34639, Mon 7:00PM-9:00PM  
Date: 3/15/21-5/3/21

**Intermediate Drums**
In this class, students will learn theory (How to read notes), the 6 basic drum-set beats and multiple variations, dozens of drum set solo techniques around the set and performing to actual songs on a full drum set.

Course #: MUSC-5012  
FEE: $40.00  
Virtual Courses - Instructor: Julian, Lewis  
Room: TBD  
CRN: 44102, Thur 6:00PM-8:00PM  
Date: 2/4/21-4/29/21

**Online Courses**

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

Course #: PELP-4008  
FEE: $45.00  
Virtual Courses - Instructor: Staff  
Room: TBD  
CRN: 46353, Tue 4:00PM-6:00PM  
Date: 2/2/21-2/21  
CRN: 46361, Tue 4:00PM-6:00PM  
Date: 3/2/21-3/2/21  
CRN: 46362, Tue 4:00PM-6:00PM  
Date: 4/13/21-4/13/21  
CRN: 46363, Tue 4:00PM-6:00PM  
Date: 5/4/21-5/4/21

**Beginner 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  
Virtual Courses - Instructor: Smith, Andre  
Room: TBD  
CRN: 42929, Sat 12:00PM-3:00PM  
Date: 1/23/21-2/20/21  
CRN: 42937, Sat 12:00PM-3:00PM  
Date: 2/27/21-3/27/21  
CRN: 42938, Sat 12:00PM-3:00PM  
Date: 4/10/21-5/10/21  
CRN: 42939, Sat 12:00PM-3:00PM  
Date: 5/17/21-6/17/21

**Intermediate 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. (Prerequisite: Beginning Digital Photography)

Course #: PHOT-4017  
FEE: $45.00  
Virtual Courses - Instructor: Smith, Andre  
Room: TBD  
CRN: 42937, Sat 12:00PM-3:00PM  
Date: 2/27/21-3/27/21  
CRN: 42938, Sat 12:00PM-3:00PM  
Date: 4/10/21-5/10/21  
CRN: 42939, Sat 12:00PM-3:00PM  
Date: 5/17/21-6/17/21

**Personal Enrichment Series**

**Personal Enrichment Series**

**Beginner 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  
Virtual Courses - Instructor: Smith, Andre  
Room: TBD  
CRN: 42929, Sat 12:00PM-3:00PM  
Date: 1/23/21-2/20/21  
CRN: 42937, Sat 12:00PM-3:00PM  
Date: 2/27/21-3/27/21  
CRN: 42938, Sat 12:00PM-3:00PM  
Date: 4/10/21-5/10/21  
CRN: 42939, Sat 12:00PM-3:00PM  
Date: 5/17/21-6/17/21
**Photography**

**The Business of Photography**
This is designed to assist participants with how to manage their photography business. The course will cover topics such as the cost of having a photography business, licensing and copyright laws, and how to prepare invoices and contracts.

Course #: PHOT-5004  
FEE: $50.00  
Virtual Courses -  
Instructor: Shelton Jr., Stanley  
Room: TBD  
CRN: 45786, Wed 6:00PM-8:00PM  
Date: 2/10/21-3/31/21

**Exploring Photoshop and Lightroom**
This class explores Photoshop and Lightroom, two of the most popular photo editing programs. The class is meant to be taken after the digital photography class at the same day and time, but that is not required. Participants will need to bring a camera.

Course #: PHOT-5006  
FEE: $50.00  
Virtual Courses -  
Instructor: Staff  
Room: TBD  
CRN: 45574, Sat 9:00AM-12:00PM  
Date: 10/30/20-5/10/21

**Physical Fitness and Sports**

**Beginning Judo**
This beginning level Judo class involves learning basic techniques: Improve physical fitness, balance, posture, physical co-ordination as well as mental, emotionally and moral awareness.

Course #: PEDU-5024  
FEE: $40.00  
Virtual Courses -  
Instructor: Staff  
Room: TBD  
CRN: 45572, Wed 6:00PM-8:00PM  
Date: 10/30/20-5/10/21

**Belly Dance Fitness**
This class an introduction to the middle eastern and dance world. Participants will learn beginner foundation belly dance techniques, while dancing and burning calories to fun traditional middle eastern and fusion choreographed dance routines. In the class, participants will also learn about posture, isolations, and traveling steps. A veil or cane prop can add extra excitement.

Course #: PEDU-5022  
FEE: $40.00  
Virtual Courses -  
Instructor: Carr, Stephanie  
Room: TBD  
CRN: 44064, Tue 12:00PM-2:00PM  
Date: 3/2/21-3/25/21

**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  
Virtual Courses -  
Instructor: Staff  
Room: TBD  
CRN: 37998, Mon,Wed 5:00PM-5:55PM  
Virtual Courses -  
Instructor: Hunter, Rosa  
Room: TBD  
CRN: 41878, Fri 9:00AM-9:55AM  
Date: 1/22/21-5/7/21

**Hatha Yoga - Intermediate**
Students will learn to become more proficient in the Hatha Yoga techniques. Build on current skills taught in the beginners course. Bring a mat or blanket and wear loose clothing.

Course #: PEDU-4008  
FEE: $30.00  
Virtual Courses -  
Instructor: Gibbons, Terri  
Room: TBD  
CRN: 44220, Tue, Thur 10:30AM-11:25AM  
Date: 1/19/21-5/9/21
**STRONG by Zumba**
Stop counting the reps. Start training to the beat. STRONG by Zumba combines body weight, muscle conditioning, cardio and plyometric training moves synced to original music that has been specifically designed to match every single move. Every squat, every lunge, every burpee is driven by the music, helping you make it to that last rep, and maybe even five more. In each class you'll burn calories while toning arms, legs, abs and glutes.

**Course #:** PEDU-5025  
**FEE:** $40.00  
**Virtual Courses - Instructor:** Plant, Rashonda  
**Room:** TBD  
**CRN:** 45540, Tue, Thur 12:00PM-1:00PM  
**Date:** 1/21/21-5/6/21

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**Tai Chi II**
This course is suitable for students who have completed the Tai Chi beginners’ course. In this course, participants will have the opportunity to deepen their understanding of the philosophy and principles of Tai Chi and review Tai Chi forms already learned.

**Course #:** PEDU-4045  
**FEE:** $50.00  
**Virtual Courses - Instructor:** Frost, Elaine  
**Room:** TBD  
**CRN:** 45596, Wed 11:45AM-1:45PM  
**Date:** 1/20/21-5/5/21

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

**Course #:** PEDU-4043  
**FEE:** $40.00  
**Virtual Courses - Instructor:** Young, Kim  
**Room:** TBD  
**CRN:** 43275, Mon 6:00PM-7:00PM  
**Date:** 1/25/21-5/3/21  
**Virtual Courses - Instructor:** Plant, Rashonda  
**Room:** TBD  
**CRN:** 45776, Tue, Thur 6:00PM-7:00PM  
**Date:** 1/19/21-5/9/21

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**Virtual Courses**

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**Professional Exams and Licensing Preparation**

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**CAT Dental Hygiene Program**
The CAT Preparation Course is designed to assist students in achieving an acceptable score on the California Achievement Test for admission into the Dental Hygiene Program. The students must achieve a 12.9 in Reading and Language in order to be accepted into the program.

**Course #:** PELP 5027  
**FEE:** $25.00  
**Virtual Courses - Instructor:** Staff  
**Room:** TBD  
**CRN:** 45949, MTWRF 10:00AM-12:00PM  
**Date:** 1/19/21-2/9/21  
**Virtual Courses - Instructor:** Staff  
**Room:** TBD  
**CRN:** 45950, MTWRF 10:00AM-12:00PM  
**Date:** 2/10/21-3/3/21  
**Virtual Courses - Instructor:** Staff  
**Room:** TBD  
**CRN:** 45951, MTWRF 10:00AM-12:00PM  
**Date:** 3/4/21-3/25/21  
**Virtual Courses - Instructor:** Staff  
**Room:** TBD  
**CRN:** 45952, MTWRF 10:00AM-12:00PM  
**Date:** 3/26/21-4/16/21
Health and Education System, Inc.
The HESI (Health Education System, Inc.) is an assessment of one's academic preparedness for college-level educational programs such as nursing. Success in programs such as nursing begins with a solid foundation in Reading, Math, Science, English and Language Usage. Students applying for admission to the nursing program at Wayne County Community College District will be required to pass the HESI Test.
Course #: PELP-4006
FEE: $40.00
Northwest - Instructor: Staff
Room: TBD
CRN: 32444, Tue 9:00AM-12:00PM
Date: 2/9/21-2/9/21
Northwest - Instructor: Staff
Room: TBD
CRN: 32445, Thur 9:00AM-12:00PM
Date: 2/18/21-2/18/21
Northwest - Instructor: Staff
Room: TBD
CRN: 32449, Tue 9:00AM-12:00PM
Date: 3/9/21-3/9/21
Northwest - Instructor: Staff
Room: TBD
CRN: 32450, Thu 9:00AM-12:00PM
Date: 3/18/21-3/18/21

HESI PREP Course Online
This virtual prep course is designed to assist students prepare for application to the WCCCD Nursing Program. It is based on the Health Education Systems Inc. entrance exam, HESI Admission Assessment (HESI A2). The prep course will review content in three exam areas. The student taking this course should have completed math, English and anatomy and physiology courses.
Course #: PELP-5028
FEE: $25.00
Virtual Courses - Instructor: Staff
Room: TBD
CRN: 46355, Tue 9:00AM-12:00PM
Date: 3/30/21-3/30/21
Northwest - Instructor: Staff
Room: TBD
CRN: 46359, Thur 9:00AM-12:00PM
Date: 4/29/21-4/29/21
Northwest - Instructor: Staff
Room: TBD
CRN: 46354, Tue 9:00AM-12:00PM
Date: 3/23/21-3/23/21
Northwest - Instructor: Staff
Room: TBD
CRN: 46356, Tue 9:00AM-12:00PM
Date: 4/13/21-4/13/21
Northwest - Instructor: Staff
Room: TBD
CRN: 46357, Thur 9:00AM-12:00PM
Date: 4/22/21-4/22/21
Northwest - Instructor: Staff
Room: TBD
CRN: 46358, Tue 9:00AM-12:00PM
Date: 4/27/21-4/27/21

Virtual Courses - Instructor: Staff
Room: TBD
CRN: 46370, MTWRF 12:00PM-3:00PM
Date: 1/19/21-2/9/21
Virtual Courses - Instructor: Staff
Room: TBD
CRN: 46371, MTWRF
Date: 2/10/21-3/3/21
Virtual Courses - Instructor: Staff
Room: TBD
CRN: 46372, MTWRF
Date: 3/4/21-3/25/21
Virtual Courses - Instructor: Staff
Room: TBD
CRN: 46373, MTWRF
Date: 3/26/21-4/16/21
Virtual Courses - Instructor: Staff
Room: TBD
CRN: 46374, MTWRF
Date: 4/19/21-5/10/21
## Virtual Courses

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

**Course #: PELP 4008**
**FEE: $50.00**
**Virtual Courses - Instructor:** Cunningham, Ophelia
Room: TBD
CRN: 42924, Tue 2:00PM-4:00PM
Date: 2/2/21-3/2/21

### 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**
**Virtual Courses - Instructor:** Cunningham, Ophelia
Room: TBD
CRN: 42924, Tue 2:00PM-4:00PM
Date: 2/2/21-3/2/21

### Designing Hats
Participants will learn how to paint on your own hat using skills through this class. Participants are responsible for purchasing their own supplies.

**Course #: SEWD-4064**
**FEE: $50.00**
**Virtual Courses - Instructor:** Cunningham, Ophelia
Room: TBD
CRN: 42924, Tue 2:00PM-4:00PM
Date: 2/2/21-3/2/21

### 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**
**Virtual Courses - Instructor:** Cunningham, Ophelia
Room: TBD
CRN: 32467, Tue 6:00PM-9:00PM
Date: 5/4/21

### Just Jackets
Participants will be working from one basic jacket silhouette. Student will use patterns given by the instructor to a desired finish. Participants should have taken Pattern Drafting. Participants are responsible for their own sewing machine and supplies.

**Course #: SEWD-4066**
**FEE: $40.00**
**Virtual Courses - Instructor:** Cunningham, Ophelia
Room: TBD
CRN: 44051, Thu 9:00AM-11:00AM
Date: 3/25/21-4/27/21

### Just Pants
Participants will learn how to adjust pant lengths, crotch and hem correctly. Participants should have taken Pattern Drafting. Participants are responsible for their own sewing machine and supplies.

**Course #: SEWD-4067**
**FEE: $40.00**
**Virtual Courses - Instructor:** Cunningham, Ophelia
Room: TBD
CRN: 44052, Thu 11:00AM-1:00PM
Date: 3/25/21-4/22/21
**Machine Embroidery Intermediate**

This machine embroidery course is a continuation from the beginners course. Participants use embroidery techniques to design and create wearable art. Participants will learn how to use multiple designs to create one large design. Learn hooping techniques to mirror designs evenly through a garment. Learn how to merge embroidery files in embroidery software to create unique designs. Participants are responsible for their own embroidery machine/supplies and purchase fabric, pattern and embroidery designs to complete classroom projects.

**Course #: SEWD-4069**  
**FEE: $50.00**  
**Virtual Courses - Instructor: Butler, Denise**  
**Room: TBD**  
**CRN: 45788, Mon,Wed 6:00PM-8:00PM**  
**Date: 2/8/21-3/24/21**

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**Sewing Blouses and Shirts**

Participants will learn the technique to construct a blouse and shirt. Participant should have completed Fundamental of Basic Sewing and Sewing II before registering for this class. Participants are responsible for purchasing their own supplies and sewing machine.

**Course #: SEWD-4063**  
**FEE: $50.00**  
**Virtual Courses - Instructor: Cunningham, Ophelia**  
**Room: TBD**  
**CRN: 42923, Tue 12:00PM-2:00PM**  
**Date: 2/16/21-3/9/21**

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**Sewing and Vintage Patterns**

You have heard the phrase, everything old is new!! Participants will learn how to use a vintage pattern to make a dress for a casual attire or a special occasion. Participants should have completed Basic Sewing and Sewing II before registering for the class. Participants are responsible for their own sewing machine and supplies.

**Course #: SEWD-4065**  
**FEE: $50.00**  
**Virtual Courses - Instructor: Cunningham, Ophelia**  
**Room: TBD**  
**CRN: 44050, Tue 4:00PM-6:00PM**  
**Date: 2/16/21-3/23/21**

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**Quilting for Beginners**

This hands-on class covers the fundamentals of quilting from simple designs to working with blocks and templates. Participants will select one of the following as a project: small wall hanging quilt, baby quilt or lap quilt. Participants are responsible for their supplies, including a sewing machine.

**Course #: CRFT-4046**  
**FEE: $25.00**  
**Virtual Courses - Instructor: Shipp, April**  
**Room: TBD**  
**CRN: 46345, Sat 1:00PM-4:00PM**  
**Date: 1/30/21-5/8/21**

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**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. Students will analyze Briggs and Stratton, Tecumseh, Kohler lawn mowers, garden tractors, tillers, and mini bike engines.

**Course #: SKTR-1003**  
**FEE: $100.00**  
**CEU’s: 4.5**  
**Virtual Courses - Instructor: Staff**  
**Room: TBD**  
**CRN: 32477, Wed 6:00PM-8:55PM**  
**Date: 10/30/20-5/10/21**  
**Virtual Courses - Instructor: Staff**  
**Room: TBD**  
**CRN: 32484, Sat 10:00AM-12:45PM**  
**Date: 10/30/20-5/10/21**
Continuing Education Registration Form - SPRING 2021

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

ID Number* Date of Birth

Check one: Are you a New Student Returning Student

Last Name (Please Print) First Name

Applicant Signature or Parent’s Signature if a Minor

Forms with no signature are incomplete and WILL NOT be processed.

Do you reside in Wayne County?

Yes No

Address

City State Zip

Home Phone Alternate Phone

Do you reside in Wayne County?

Yes No

Email Address

Course Number CRN Number Course Title Campus Cost

Grand Total

The Motorcycle Safety program requires pre-registration at any campus. No mail or fax-in registration will be accepted. For sport related camps/classes, a liability waiver form must be signed.

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

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

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

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

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

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

Account No. Expiration Date

Card Holder Signature

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

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

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

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

Optional Section: Not considered in determining admissibility. Federally required

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

Check which category describes you best: ☐ African-American (non Hispanic) ☐ American Indian-Native Alaskan ☐ Arabic

☐ Asian-Pacific Islander ☐ Caucasian (non Hispanic) ☐ Hispanic ☐ Other ☐ Prefer not to respond

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

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

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

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

2. Family Physician contact information

Physician’s name: _______________________________ Phone: _________________
Physician’s address: _____________________________________________________

3. Health Insurance Data

Enrolled Member: ______________________________
Employer: ________________________________ Policy: __________________________
Group: _______________________________ Contract: __________________________

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

______________________________________________  __________________________
Printed Name of Participant Date

______________________________________________
Signature
WAYNE COUNTY COMMUNITY COLLEGE DISTRICT

WAIVER AND RELEASE OF LIABILITY - ADULT FORM

I, ______________________, hereby consent to my participation in the Wayne County Community College District “____________________________________” (class). I understand that I will be under the care of qualified staff members and that participation in the class may involve strenuous activity. In consideration of the acceptance of myself into this class, I agree to indemnify and hold harmless Wayne County Community College District and its authorized representatives, specifically including any, 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 (WCCCD), Heinz C. Prechter Educational and Performing Arts Center (EPAC) offers vibrant and diverse programs to the community.

- The EPAC facility supports WCCCD students and faculty, the arts and communities we serve.
- It features a range of the District’s student achievement ceremonies, community enrichment activities and unique live entertainment and art exhibits.
- The theatre, gallery and conference rooms are also available for community rentals.
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