Welcome
Courses and seminars in this publication are designed to provide useful information as part of an educational experience. Our goal is to assist you in acquiring sufficient information so you can select options that can improve your quality of life. While the college does not endorse or support any particular business, theory, or approach, we do work hard to provide a variety of opportunities to assist you in making informed decisions.

Career Development

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Options – New Horizons for Lifelong Learning

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Career Development

Building/Zoning

Builder’s Licensing Class
If you need a builder’s license, you should attend our comprehensive course before you take the State exam. This course covers blueprint reading, math, construction practices, structural design, surveying, law, codes, taxes, and insurance. An extensive study manual is provided. Bring a calculator and a highlighter. All classes are on Saturdays from 8:00 am to 4:30 pm. The cost is $180. Instructor: Builder’s License Class L.L.C. has instructed building classes for many years at MCC.

October 6 • Blue & Gold Room • Section CEF12
December 1 • Blue & Gold Room • Section CEF44

Making Decisions Stick: Winning Legal Strategies in Zoning
This session will describe the essentials of making decisions that support community policies, and are legally defensible. Learn what it takes to help avoid having legal action taken against your community, and how to win when it’s unavoidable. Get practical advice from an experienced planner and a legal perspective from an experienced practitioner. Topics will include writing effective ordinances; defensible decision making; basic legal and constitutional principles; preparing your defense; the decision makers’ responsibility. Instructors: Steve Langworthy, Director, Land Use and Long Range Planning, City of Dublin, Ohio, former principal with LSL Planning in Grand Rapids. Stephanie Fekkes, attorney, Law, Weathers and Richardson, Grand Rapids.

Thursday • October 25 • 5:30 - 9:00 pm • Room 1100, Stevenson Center • Section CEF46 • $49 (includes meal)

Professional Development

How to Start Your Own Home-Based Business in Michigan
Would you like to realize your dream of owning and running a business from your home? Home-based businesses are an important sector of the American business community, with nearly one million people operating a business from home. Fifty-two percent of all small businesses are home-based according to the SBA, and they will continue to grow because of the advances in technology and rapid growth of the Internet. This three-hour workshop will cover the wide range of government requirements that may apply to running a home-based business and the critical legal matters affecting your business. Topics to be covered are the educational, assessment survey; taxation for home-based businesses; insurance; small business loans and the SBA; the business plan; government resources. Instructor: Tom Schurino is the past director of the Michigan Small Business Development Center at the Muskegon Area Chamber of Commerce, and the Flint Chamber of Commerce. He holds a M.A. degree in Business Education from California State University.

Saturday • December 1 • 9:00 am-12:00 pm
Room 232 • Section CEF47 • $33

An Introduction to Voiceovers
Getting Started in Voice Acting
This fun, informative, and empowering class will teach you the basics of successfully starting a career as a voiceover artist. Discussion will include some of the many details of the voiceover industry, our philosophy of marketing, the importance of your voiceover demo, and much more. Enjoy personal coaching, and make a sample recording of your voice for a personal evaluation by your instructor. In this 3-hour workshop you will learn many of the ins and outs of this huge and lucrative industry. Be warned, many who have taken this class have gone on to become bona fide, professional voice actors. Come ready to laugh, learn, and be inspired. Instructor: Voices for All, LLC.

Monday • November 5 • 6:00-9:00 pm • Caesar Lounge
Section CEF39 • $45

How to Stand Up, Speak Out and Be Heard!
Whether you are in a leadership, managerial, or supporting role – effectively developing and maintaining your NQ (Network Quotient) is pivotal in determining your success. In this workshop you will experience both the art and science of creating powerful relationships by interacting clearly, concisely and with impact! After completing this program you will be able to communicate professionally and persuasively; engage others by building rapport, asking pertinent questions, and listening; respond with confidence, clarity and impact – even when it’s unexpected; deal effectively with difficult situations and conversations; earn trust, credibility and respect; and network effectively. Instructor: Kris Cunningham is a consultant and trainer with the Dale Carnegie Program.

Wednesday • October 3 & 17 • 6:30-9:00 pm • 2 weeks
Caesar Lounge • Section CEF48 • $49

Call 231-777-0250 to Register
Health Care

Phlebotomy I
This is the first of two courses to prepare for the American Society of Clinical Pathologists’ Phlebotomy Certificate Exam. Topics include venipunctures and capillary skin punctures; basic anatomy and physiology; specimen collection, processing, and transport procedures; laboratory safety; and quality control. The text, Phlebotomy Essentials, is available for purchase in the MCC bookstore. Instructor: Shawn Kiley has a B.S. from Central Michigan University and is employed at Hackley Hospital.

Thursday • September 20 – December 13 (Skip 11/22) 12 Weeks • 5:30-9:30 pm • Room 139 • Section CEF08
*3 Credit Hours Tuition + $25 Registration Fee + $7 per credit hour Technology Fee

Phlebotomy II
This course is designed to provide individuals with the clinical prerequisites needed to apply for and sit for the American Society of Clinical Pathologists examination for phlebotomy technicians PBT (ASCP). 120 clinical hours; 12 classroom hours. Prerequisite: Phlebotomy I
Instructor: Sue Carlson, ASCP, BS from Calvin College, is employed at Hackley Hospital.

Tuesday • September 25 -December 11 • 12 Weeks 5:30-6:30 pm • Room L167/169 • Section CEF09
*4 Credit Hours Tuition + $25 Registration Fee + $7 per credit hour Technology Fee
Must call 231-777-0227 to register for this course.

*TUITION RATES – Per Credit Hour
$67 – Muskegon County • $107 – Out-of-County and $7 per credit hour Technology Fee

EKG Technician Certification Program
This comprehensive 50-hour EKG Technician Certification Program prepares students to function as EKG Technicians and to take the American Society of Phlebotomy Technician (ASPT)-Electrocardiograph (EKG) Technician exam and other National Certification Exams. This course will include important practice and background information on anatomy and physiology of the heart, medical disease processes, medical terminology, medical ethics, legal aspects of patient contact, laboratory assisting, electrocardiography and echocardiography. Additionally, students will practice with equipment and perform hands-on labs including introduction to the function and proper use of the EKG machine, the normal anatomy of the chest wall for proper lead placement, 12-lead placement and other clinical practices. Instructor: Condensed Curriculum International, a national provider of instructor led allied health care training and education programs in partnership with over 110 colleges and universities in 25 states since 1993.

Tuesday & Thursday • October 9-November 29 (Skip 11/22) • 8 Weeks • 6:00-9:30 pm • Room 147 Section CEF13 • $999

Pharmacy Technician Certification Program
This comprehensive 50-hour course will prepare students to enter the pharmacy field and to take the Pharmacy Technician Certification Board’s PTCB exam. Technicians work in hospitals, home infusion pharmacies, community pharmacies and other health care settings, working under the supervision of a registered pharmacist. Course content includes medical terminology specific to the pharmacy, reading and interpreting prescriptions and defining drugs by generic and brand names. Students will learn dosage calculations, I.V. flow rates, drug compounding, dose conversions, dispensing of prescriptions, inventory control and billing reimbursement. Instructor: Condensed Curriculum International - see previous.

Tuesday & Thursday • October 9-November 29 (Skip 11/22) • 8 Weeks • 6:00-9:30 p.m. • Room 335
Section CEF14 • $999

Health Unit Coordinator – Part I
Health Unit Coordinators provide the clerical support needed to keep the health care unit functioning smoothly. This is Part 1 of a two-semester program designed to provide the fundamentals needed to fulfill this role, and also to prepare you to sit for the NAHUC (National Association of Health Unit Coordinators) certification examination. The required text, Health Unit Coordinating, is available at the MCC bookstore. Instructor: Mary Estlick, Hackley Hospital.

Saturday, October 13 • 8:30 am-3:30 pm
Mondays, October 15 - December 17 • 10 Weeks
6:00-9:00 pm • Room 236 • Section CEF21 • $189

Certificate Programs

Management/Supervision Certificate Program
These sessions provide core skill development for managers, supervisors, team leaders, or individuals who aspire to such positions. Through exercises, role-playing, and group discussions, participants will gain an overview of the many facets of supervision. Attend all four sessions to receive certification. Instructors: Bob Ferrentino, Vice President, MCC Academic Affairs, Tom Schurino, adjunct instructor, MCC and Ken James, Director of Management and Learning Development at Hackley Hospital.

Week 1: Leadership and Communication Skills
Week 2: Orienting and Training Skills
Week 3: Workforce Diversity and Employee Empowerment Skills
Week 4: Evaluation and Conflict Management Skills

Small Business Certificate Program
This five-week certificate program focuses on how to start a small business including applying for a loan and writing the business plan. Topics to be covered are the legal aspects of the business, the key points a bank looks for in a business plan, and determining the viability of a business enterprise through proper planning. Pricing, break-even analysis, identifying pitfalls, income statements, and cash flow forecasting will be discussed along with options for raising capital. The remainder of the program, based on the text How to Really Start Your Own Business, developed by Inc. magazine, VISA, and SCORE, will cover all aspects of the business plan including developing, testing, and protecting the business idea; structuring the business; finding the money; understanding cash flow; finding good people; and presenting the plan for financing. Marketing strategies, including identifying and analyzing your market and developing a marketing plan, will be covered. The last week will include a question and answer session with a panel of experts. Text is included. Bring a calculator to class.
Instructors: Glenn Rank, Vice President, Comerica Bank; SCORE Representatives and guest speakers. You must attend all five sessions to successfully complete the program and receive a certificate.

Thursdays • October 18 – November 15 • 5 Weeks 6:30-9:30 pm • Caesar Lounge • Section CEF29 • $89

Certificate in Human Resources Management
Increase your knowledge of federal and state laws regarding employment. Topics to be covered are the legal aspects of hiring and firing; the doctrine of employment at will; federal, state, and local regulations of the employer/employee relationship; employment discrimination law overview; performance reviews; discipline and termination processes; and other present day issues. Learn the correct process of selection and development of high quality staff. Instructors: Bob Ferrentino and Tom Schurino – see previous.

Week 1: How to Hire and Fire Within the Law: The Doctrine of Employment at Will
Week 2: How to Interview and Select the Most Qualified Candidates

Wednesday • November 20-November 27 • 2 Weeks 6:00-9:00 pm • Caesar Lounge • Section CEF43 • $72

Registration begins September 11th
Hazardous Materials Training
Muskegon Community College is able to offer training at your site or on campus in the following areas:

- Hazardous Materials Awareness & Refresher
- Hazardous Materials Operations & Refresher
- Hazardous Materials Tech Refresher • Hazwoper Spill Response Refresher • D.O.T. • Blood Borne & Air Borne Pathogen • Confined Space • Hazmat for Healthcare • OSHA Compliance • Hazard Communication • Lock Out Tag Out • Incident Command • Respiratory Protection • Hazmat Transportation Security Awareness • Personal Protective Equipment/General Safety.

Before any training is conducted, an on site tour with the instructor is necessary. Documentation of previous training, physical exams and fitness testing might also be required prior to taking certain courses. Most training can be provided at your site or on campuses at MCC.

Call (231) 777-0227 for information.

Instructor: Steve Lague is the fire marshal for the North Muskegon Fire Department and team leader for the Muskegon County Hazardous Materials Response Team. He is a certified trainer of OSHA 29 CFR 1910.120 and DOT, state certified fire inspector, nationally registered fire investigator and hazardous material specialist, and is a member of the Muskegon County L.E.P.C. He is a veteran of 19 years in fire service and hazardous materials emergency response and planning.

Online Career Training Programs
This is just a sample of more than 50 courses offered including healthcare, construction/automotive, computer, business/legal, networking, and Microsoft certification programs. All programs are open entry and can be started at any time. Please visit www.gatlineducation.com/muskegoncc for a full listing. To register for these online classes call the Continuing Education Office at 231-777-0227.

Administrative Medical Specialist with Medical Billing and Coding
$1,995 • 300 Hours
Upon completion of this course, students will be prepared to sit for the Certified Coding Associate (CCA) national certification exam and will be prepared for an entry-level position doing medical billing and coding in a medical office setting. All materials are included.

Advanced Coding for the Physician’s Office
$1,395 • 80 Hours
Preparation for the Certified Professional Coder (CPC) certification exam is included.

Advanced Hospital Coding and CCS Prep
$1,695 • 80 Hours
This Advanced Hospital Coding course prepares students to take the American Health Information Management Association’s (AHIMA) official certification exam to become a Certified Coding Specialist (CCS).

Certified Bookkeeper
$1,795 • 80 Hours
This online course for experienced bookkeepers leads to national certification with the American Institute of Professional Bookkeepers (AIPB). All textbooks are included.

Travel Agent Training
$1,595 • 120 Hours
This industry-leading program will prepare students for the Institute of Certified Travel Agents TAP Certification. All materials are included.

HVAC Technician Certificate
$3,095 • 320 Hours
The HVAC Technician Certificate is designed to prepare learners using an online, mentor facilitated, self-paced environment for entry-level positions in the HVAC industry, continuing education for upgrading skills, or becoming Certified or Licensed (NATE, etc.)

Online Classes
The following is a partial list of available online programs. Classes are six weeks long and start every month. Cost for each online class is $89 unless otherwise specified. The upcoming start dates for fall 2007 are September 19, October 17, November 14 and December 12. For a complete list of classes, more information or to register for a class, visit www.ed2go.com/muskegoncc. To pay for a course you may either pay online at the time of registration with your credit card or call Stacey DeBrot at 231-777-0319, with your credit card information.

Computer Classes
Advanced Microsoft Excel 2003
Computer Skills for the Workplace
Design Projects for Adobe Illustrator CS2
Intermediate Microsoft Access 2003
Intro to C++ Programming
Intro to Crystal Reports 10
Intro to Database Development
Intro to Flash 8
Intro to Microsoft Access 2003
Intro to Microsoft Excel 2007
Intro to Microsoft FrontPage 2003
Intro to Microsoft Outlook 2003
Intro to Microsoft PowerPoint 2003
Intro to Microsoft Project 2003
Intro to Microsoft Publisher 2003
Intro to Networking
Intro to Oracle
Intro to PC Troubleshooting
Intro to Perl Programming
Intro to Quickbooks 2007
Intro to SQL
Intro to Visual Basic 2005
Intro to Visual Basic .NET
Intro to Windows Vista
Intro to Windows XP
Keyboarding
Microsoft Word - Intro, Intermediate, or Advanced

Internet Classes
Creating Web Pages I or II
Designing Effective Websites
Intro to ASP.NET
Intro to Dreamweaver 8
Intro to Photoshop CS2
Intro to the Internet
Java for the Absolute Beginner
Learn to Buy and Sell on eBay

Professional Classes
Achieving Top Search Engine Positions
Accounting Fundamentals I & II
Administrative Assistant Fundamentals
Becoming a Veterinary Assistant
Creating a Successful Business Plan
Differentiated Instruction in the Classroom
Employment Law Fundamentals
Fundamentals of Supervision and Management
Introduction to Nonprofit Management
Medical Terminology
Project Management Applications
Project Management Fundamentals
Solving Classroom Discipline Problems
Start and Operate Your Own Home-Based Business
Understanding the Human Resources Function

Personal Classes
Beginning Conversational French
Discover Digital Photography
Drawing for the Absolute Beginner
Get Assertive!
Get Paid to Travel
Grammar for ESL
Human Anatomy and Physiology
Listen to your Heart, and Success Will Follow
Merrill Ream Speed Reading
Photographing People with your Digital Camera
Ready, Set, Read!
Real Estate Investing
Secrets of Better Photography
Stocks, Bonds, and Investing: Oh My!
Wow, What a Great Event

Test Preparation
Basic Comp TIA A+ Certification Prep
GED Preparation
GMAT Preparation
GRE Preparation
GRE Preparation – Part 2 (Quantitative)
LSAT preparation – Part 1
PMP Certification Preparation 1

Writing (Personal and Career)
A to Z Grant Writing
Advanced Grant Proposal Writing
Beginning Writers Workshop
Effective Business Writing
Fundamentals of Technical Writing
Get Grants
Grammar Refresher
The Craft of Magazine Writing
The Keys to Effective Editing
Writerific: Creativity Training for Writers
Write Fiction Like a Pro
Writing Effective Grant Proposals
Writing for Children

Call 231-777-0250 to register.
Dental CEU Programs

Embracing Technology for Improved Efficiency and Productivity
Is your office on the cutting edge or lagging behind with current trends in technology? Many oral health professionals are overwhelmed with new technology and equipment, and the spa dentistry movement. To stay competitive, dental offices must keep up with the many new developments in the delivery of dental care. Learn how to embrace change by updating your knowledge and skills in the new technologies available today. This dynamic course will help ease the stress of change and show you how to offer high quality care using a high tech – high touch approach. Featuring “hands on” learning activities and vendor demonstrations. Three CEUs for dentists and dental hygienists. A continental breakfast is included. Instructors: Dr. Thomas Lambert, DDS and Linda Meeuwenberg, RDH, MA, MA.

Friday • October 5 • 9:00 am-12:00 pm • $53
Room 1200, Stevenson Center • Section CEF11

Restoring Balance: Juggling Multiple Roles in Today’s Fast Paced Life
Caretaking professions are often the most vulnerable for “burn out” as we are pulled in so many directions caring for our patients and families. This course will address important issues as they relate to dental office teams. The juggling act creates office and personal stress that interferes with communication systems between staff and with patients. Learn how to access your balance and set boundaries. This is a highly interactive program ready for immediate implementation at the office and at home. Bring the entire office team for best results! Three CEUs for dentists and dental hygienists. Instructor: Linda Meeuwenberg – see previous.

Friday • October 5 • 12:30-3:30 pm • $53
Room 1200, Stevenson Center • Section CEF49

Attend both programs on October 5th and lunch is on us!

Advanced Dental Hygiene Instrumentation: The Ultimate Practice Builder
Improve your skills to advance to the next level of career excellence. This “hands on” interactive course will assist you in advancing your instrumentation technique. With numerous advances in root debridement, periodontal therapy, and maintenance using power scalers, manufacturers continue to produce new instruments and technology while improving our trusted “older” instruments. Participants will practice techniques on model teeth, review new technologies and instrumentation technique in sharpening. Bring your sterile, dull instruments to use for practice during the class. Six CEUs for dentists and dental hygienists. Instructors: Kathleen Harlan, RDH, M.S., Assistant Professor, Ferris State University, Susan Wancour, RDH, M.S., Assistant Professor, Ferris State University, Linda Meeuwenberg – see previous.

Friday • November 30 • 9:00 am-3:30 pm • $119
(includes continental breakfast and lunch)
Room 1200, Stevenson Center • Section CEF55

Insurance Continuing Education

Muskegon Community College in partnership with WebCE is able to offer Michigan state-approved courses for Life/Health, Property and Casualty and Adjuster licenses. Complete up to 30 hours for as little as $49.

For a complete list of courses visit our website at www.muskegoncc.webce.com.

Lakeshore BUSINESS AND INDUSTRIAL SERVICE CENTER Announces PROFESSIONAL TRUCK DRIVER TRAINING Complete the course in just five weeks by attending full-time. Part-time evening classes are also available for those who are unable to attend full-time.

For more information call: Chuck Mulder 213-777-0200 Or visit room 518 in the Technology building at MCC.

Entry Requirements:
• Must be able to read and write
• Be over 21
• Have a valid drivers license
• Meet Federal Department of Transportation physical requirements

Payment Methods
• Personal check
• Secondary financing
• Credit Card
• WIA + TAA

Earning Potential:
• Average $17 per hour
• Salary range from $30,000 to $40,000

Planning an Event?
Make an Educated Choice at MCC

The Stevenson Center, located on the campus of Muskegon Community College, is a truly comprehensive “one-stop shopping” site for any activity. Whether you are planning an educational meeting, conference, banquet, reception or training event, our professional staff can add the extra care to ensure your event is a success. Muskegon Community College and the Stevenson Center can accommodate groups as small as two persons or as large as 300.

Conference rooms, state of the art communication equipment, banquet facilities, and outstanding catering services are available for your business meetings and/or social gatherings.

The Stevenson Center catering service, Creative Dining, provides you with superb cuisine, tastefully presented, from “breakfast for twelve” to an elegant buffet. We can provide individual themes, color schemes, and tailor a menu to your specific tastes. In essence, we will work with you to make your event special.

We have plenty of free parking available in our well-lit lots. Our beautiful campus setting provides an ambiance unsurpassed in this area. The added benefit of high-quality services at reasonable prices, make the Stevenson Center an excellent location for your event.

The University Park Golf Course is across the street from the campus, featuring nine challenging holes in a beautiful wooded, ravine setting. The course length is moderate to executive, allowing players to enjoy the game as a reasonable respite from traditional conference fare.

Your successful event starts with a phone call to Conference and Catering Services at 231.777.0319 or visit us on-line at www.muskegoncc.edu. We will be pleased to assist you with room availability, catering and conference management services. For your next event, make an educated choice; make it Muskegon Community College!

For a free conference packet or to arrange a personal tour, call Conference and Catering Services today. You can learn firsthand why the Stevenson Center is the place to be.

Registration Begins September 11

Call 231-777-0250
Personal Enrichment

Arts & Crafts

Creative “Tablescapes”
Whether you are planning a bountiful fall buffet, or a formal holiday dinner, learn some creative ideas for setting a memorable table that will “wow” your guests. To complement your “tablescape” you will design a fall centerpiece made of dried cattails, gourds and flowers and will create unique candle holders made from fresh fruit. Bring your own tools including a knife, small pruning shears and a wire cutter. Instructor: Robert Friese has taught design classes throughout the world, and operated the International School of Design in Chicago for over 10 years.

Tuesday • October 23 • 6:30-8:30 pm • Section CEF50
Blue & Gold Room • $21 + $20 materials fee

Holiday Door Décor
Using a variety of fresh greens, cones and berries design a beautiful wreath, swag or badge to decorate your home over the holidays. Bring your own tools including a knife, small pruning shears, and a wire cutter. Instructor: Robert Friese – see previous.

Thursday • December 6 • 6:30-8:30 pm • Section CEF51
Blue & Gold Room • $21 + $20 materials fee

Creative Herbal Gifts
Just in time for the holidays, herbalist Marcia Willibrandt will show you how to create simple, yet lovely gifts using a variety of aromatic herbs and spices. Whether you make these fragrant creations for yourself or for special gift giving, you will enjoy this fun evening. Make and take home a wassail spice bag for hot mulled wine or cider. Fill your home with spicy fragrance when you simmer a special holiday potpourri. Pamper yourself and your friends with soothing bath tub scrubs and fragrant bath salts. Indulge your taste buds with yummy herb dip mixes and cinnamon chocolate fudge. Then take home the recipes so you can create your own special gifts. Join us for an incredible evening and don’t forget to “savor the season.” Instructor: Marcia Willibrandt is an herbalist and advanced master gardener with over 25 years of experience.

Tuesday • November 6 • 6:30-8:30 pm • Section CEF52
Blue & Gold Room • $29 + $15 materials fee

Call 231-777-0250 to register

Language

Beginning Conversational Italian
Learn basic conversational skills with an emphasis on speaking and comprehension. This class will help you if you need Italian for travel or just for fun. Pronunciation, basic vocabulary and intonation are stressed. Instructor: Nives Poldrugo, B.A., Michigan State University, is fluent in Italian and has over 20 years of teaching experience.

Wednesdays • October 10-December 19 (Skip 11/21)
10 Weeks • 6:00-8:00 pm • Room 232 • Section CEF16
$89

Beginning Conversational Italian II
Continue to improve your conversational Italian. Speaking and comprehension will be emphasized. Pronunciation, basic vocabulary and intonation will be stressed. This class will build upon the skills learned in the Basic Conversational Italian class. Instructor: Nives Poldrugo – see previous.

Tuesdays • October 16-December 18 • 10 Weeks
6:00-8:00 pm • Room 153 • Section CEF24 • $89

Beginning Conversational Italian III
Gain more skills in conversational Italian with a basic introduction to grammar. This course will build upon the first two Conversational Italian classes. Instructor: Nives Poldrugo – see previous.

Thursdays • September 13-December 19 • 8 weeks
6:00-8:00 pm • Room 240 • Section CEF07 • $79

Introduction to Sign Language
Learn a basic vocabulary in American Sign Language, as well as your ABC’s (finger spelling) and ASL language structure. Practice using conversational signing and learn some history of sign language. The course also includes information on deaf culture and etiquette. Required book, A Basic Course in American Sign Language, is available at the MCC bookstore. Instructor: Jamie Way, QAI, educational interpreter for Reeths-Puffer Schools.

Wednesdays • October 10-December 19 (Skip 11/21)
10 Weeks • 7:00-9:00 pm • Room 202 • Section CEF53
$68

Conversational Spanish I
Whether you need Spanish for travel, to entertain business clients, or just for fun, this class is for you. Learn to speak and “get by” in a variety of situations. Pronunciation, basic vocabulary, and intonation are stressed. The required text is available at the MCC bookstore. Instructor: Sandra Burley, Bachelor Degree in Spanish and English, Universidade Mayor de San Marcos, Lima, Peru; Fulbright Teacher Exchange, Mona Shores Middle School.

Tuesdays • October 9-November 27 • 8 Weeks
6:00-8:00 pm • Room 345 • Section CEF15 • $79

Conversational Spanish II
Become more fluent in Spanish by expanding your vocabulary and learning more about sentence structure and configuration of verbs. Emphasis will be on conversational skills involving daily living activities. Students should have a basic understanding of conversational Spanish, or should have taken Conversational Spanish I. Instructor: Sandra Burley – see previous.

Thursdays • October 4-November 29 (Skip 11/22)
8 Weeks • 6:00-8:00 pm • Room 338 • Section CEF10
$79

Health & Recreation

Gentle Beginning Yoga
This class will begin with a focus on non-strenuous poses and over the course of the six weeks move to more challenging asanas. Breathing exercises will be used to enhance movement and relaxation. The class is non-competitive, and great strength and flexibility are not needed to begin. Some of the possible benefits include improved circulation, strength and tone, focus and concentration, coordination, and relaxation. Instructor: Bette Rodewald, RN, has been instructing Yoga since 1993.

Tuesdays • October 16-November 20 • 6 Weeks
5:30-7:00 pm • Room 262 • Section CEF23 • $53

Couples Massage
This four-session course will teach the basic fundamentals of relaxation massage, including what to look for in a massage table and other massage equipment, the basic soft tissue techniques of Swedish massage, proper body mechanics, a discussion of the major areas of the body that respond best to relaxation massage, and of course lots of supervised hands-on experience. Tables and other massage equipment provided. MUST REGISTER AS A COUPLE. Instructor: Jan Fields, EdD, NCTMB, MCC Instructor.

Tuesdays • October 23-November 13 • 4 Weeks
6:00-9:00 pm • Room 1304 • Section CEF36 • $89
Enrichment

Instant Piano for Hopelessly Busy People
Did you know that you don’t need years of weekly lessons to learn piano? In just a few hours you can learn enough secrets to have years of musical enjoyment. How is this possible? Most piano teachers teach note reading, while piano professionals use chords. And you will learn all the chords you’ll need to play almost any song in this one session. You’ll learn how to play several songs in class, and then be able to perfect your technique at home using a home-study CD designed by the instructor. If you can find middle C and know the meaning of Everything Good Boy Does Fine, you already know enough to enroll in this workshop. If not then Workbook is included. Optional text will be available for your financial freedom! Please bring a pocket calculator. Implemented immediately. You will know the exact date of your own (confidential) debt elimination plan that can be leading to financial independence, pay off all your credit cards, car payments, etc. in 1-3 years, and then pay off your mortgage in another 3-4 years, saving more than $100,000 in interest payments along the way? You can do this and be on mortgage in another 3-4 years, saving more than $100,000 in interest payments along the way? You can do this and be on your way to financial independence, pay off all your credit cards, car payments, etc. in 1-3 years, and then pay off your mortgage in another 3-4 years, saving more than $100,000 in interest payments along the way? You can do this and be on mortgage in another 3-4 years, saving more than $100,000 in interest payments along the way? You can do this and be on

How to Play Piano by Ear
What does it take to learn to play by ear? Give this a try...go to your piano, start at middle C, and experiment until you can play the melody to “Row, Row, Row Your Boat” If you can pick out simple melodies on your own, you’re ready to add the chords to make songs complete. Anyone can learn to play by ear in the half-day workshop. You’ll learn to play songs from your head or from the radio. Learn how to transpose and use the Circle of Fifths. This class is for all musicians - not just pianists. If you do not have a basic fundamental grasp of chords take “Instant Piano” first.

Take both piano classes for a discounted price of $129 including material fees (Section CEF19).

Debt-Free Living
Would you like to live a debt-free, stress-free lifestyle leading to financial independence, pay off all your credit cards, car payments, etc. in 1-3 years, and then pay off your mortgage in another 3-4 years, saving more than $100,000 in interest payments along the way? You can do this and be on your way to financial independence with just your current interest payments along the way? You can do this and be on mortgage in another 3-4 years, saving more than $100,000 in interest payments along the way? You can do this and be on

Basic Photography
Improve your visual awareness and learn about equipment, techniques used in photography, and how to photograph different types of subjects. Learn basic terminology, creative use of camera functions, proper exposure, and composition. Digital or conventional cameras must have manual settings. Instructor: Fred Reinecke, commercial photographer, adjunct instructor, MCC.

Thursday • October 18-November 29 (Skip 11/22) • $63 6 weeks • 6:30 - 9:30 pm • Room 336 • Section CEF32

ACT Test Preparation
Are you apprehensive about taking the ACT college entrance exams? MCC has three options to help prepare you for these tests. Cost for each is $33. All are in Caesar Lounge unless otherwise noted below.

Writing
The ACT Writing Workshop focuses on strategies for improving performance in a timed writing situation. Students will learn about the procedure, prompts, and scoring of the writing test and will also have the opportunity to write a sample essay. The session is interactive; students should come prepared to talk about their writing experiences and frustrations so that instruction can be tailored to fit students’ needs. Please bring a pen or pencil, a notebook, and either snacks or money for the on-campus vending machines. Both programs are in Caesar Lounge. Instructor: Laura Grow, former adjunct English instructor, MCC; current Graduate Assistant, Central Michigan University.

Monday • October 15 • 6:00-9:00 p.m. • Room 1200, Stevenson Center • Section CEF41 • $17 + $5 materials fee

Soups Simplified
Cooler weather calls for soups and stews. Why open a can when you can have fun making your own. Enjoy an introduction to home-made soups, stews, and chilies. Learn the basics of making a flavorful soup; both broth-based and cream-based. Novice cooks are invited to see just how easy it is to create a flavorful meal. Experienced cooks are welcome to learn new methods and recipe ideas. This is an opportunity to try simple recipes “hands-on” in a commercial kitchen. Instructor: Mark Jacobitz, MCC Food Service Director.

Monday • October 15 • 6:00-9:00 p.m. • Room 1200, Stevenson Center • Section CEF54 • $17 + $5 materials fee

Should You Patent Your Creative Idea?
Do you have a potential million dollar invention or idea? This class will show you how to evaluate it before spending a lot of cash. If you have a great idea but are not sure what to do next, this class is for you. We will help you make sure no one steals your idea, guide you in establishing a step-by-step process to develop it, and assist you in determining the costs to secure a patent. If your idea is properly protected we will evaluate it for you, but only at your request. Every class member will be required to sign a confidentiality agreement. Instructor: Orville Crain is Owner/President of Orville’s Marketing LLC, local inventor and patent holder, and a member of the Inventors Council of Mid-Michigan.

Monday • November 19-December 3 • 3 Weeks 6:30-8:30 pm • Room 153 • Section CEF42 • $65

Real Estate Investing for Fun and Profit
Why work harder on your investments when you can be more productive by working smarter? Take advantage of this great time to buy property with the current state of the real estate market. Learn how to locate and evaluate properties for little or no money down, find and deal with tenants, make repairs, and keep records. Instructor: Jim Verboncouer, President of JV Enterprises.

Monday • October 15 • 6:00-9:00 p.m. • Room 1200, Stevenson Center • Section CEF41 • $17 + $5 materials fee

Photoshop for Photographers
Using Photoshop 6.0 and Photoshop Elements learn the basics of photograph editing including color correction, outlining of subject, creating collages, multiple images, retouching, getting rid of red eye, removing background objects, and more. Basic knowledge of Microsoft Windows is required. Instructor: Frederic Reinecke – see previous.

Tuesdays • October 16-December 4 • 8 Weeks 8:00-10:00 p.m. • Room 162 • Section CEF25 • $68

English and Reading Comprehension
The English Reading Comprehension Workshop focuses primarily on reviewing the grammar, usage, and punctuation conventions most vital to ACT success. Students also learn test-taking strategies specific to the English and reading sections of the ACT, as well as practice by taking timed portions of sample tests. The session is interactive; students should come prepared to ask any language-related questions they need answered so that instruction can be tailored to fit students’ needs. Please bring a pen or pencil, a notebook, and either snacks or money for the on-campus vending machines. Both programs are in Caesar Lounge. Instructor: Laura Grow – see previous.

Thursday • October 25 • 6:00-9:00 pm • Blue and Gold Room • Section CEF38 • $49

Basic Photography
Improve your visual awareness and learn about equipment, techniques used in photography, and how to photograph

Photoshop for Photographers
Using Photoshop 6.0 and Photoshop Elements learn the basics of photograph editing including color correction, outlining of subject, creating collages, multiple images, retouching, getting rid of red eye, removing background objects, and more. Basic knowledge of Microsoft Windows is required. Instructor: Frederic Reinecke – see previous.

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REGISTER EARLY AND RESERVE YOUR SPACE
Early registration is encouraged. Enrollments are reviewed one week prior to the start of your course, seminar, workshop or conference, and may be canceled for insufficient enrollment. Registration begins September 11, 2007.

THREE EASY WAYS TO REGISTER:
1) BY PHONE: Call 231-777-0250 or toll free 1-866-711-4622 from 8:00 am to 7:00 pm Monday through Thursday and 8:00 am to 4:00 pm on Friday. VISA, MasterCard or Discover card required.
2) WALK IN: The registration office, located in Room 106, is open from 7:30 am to 7:00 pm Monday through Thursday and 7:30 am to 4:30 pm on Friday. Payment is required at registration.
3) BY MAIL: Complete the form below and mail with your check or money order payable to Muskegon Community College at least one week prior to the first class meeting. Payment must be enclosed.

SPONSORSHIP MAY BE AVAILABLE
If your employer or a sponsoring organization is to be billed for the course fee, call 777-0227 to make arrangements.

CANCELLATIONS ARE SOMETIMES NECESSARY
Seminars, workshops, and conferences depend upon paid registrations. Enrollments are reviewed one week prior to the first meeting, and offerings may be canceled due to low enrollment. If cancellations are made, registrants will be notified and full refunds will be issued.

REFUND POLICY FOR YOUR CONVENIENCE
1.) Full refunds are issued for canceled courses.
2.) If you cannot attend a class or seminar and you wish a refund, you must withdraw prior to the first class meeting by calling 777-0250. If you do not officially withdraw before the start date you will not receive a refund. Refunds will first be applied to any outstanding debts you may have with the college; the balance will be mailed.

PLEASE NOTE: Some seminars, workshops, and conferences have special registration and refund procedures and are so designated in the seminar description.

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For more information contact: Muskegon Community College Continuing Education Office

231-777-0227 or 231-777-0319

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**Muskegon Community College Continuing Education Registration Form**

Please Print

Name,________________________

Address,________________________Zip Code,_________

City,________________________________________

Day Phone,_________ Evening Phone,_________

DOB __/__/____ Social Security No. XXX-XX-______

Course Title,________________________ Section #,________ Start Date,________ Fees,________

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Mail to: Registration Office, Muskegon Community College, 221 S. Quarterline Road, Muskegon, MI, 49442

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**Registration Begins September 11**

Call 231-777-0250