

# Workforce Development

BUSINESS • COMPUTER TECHNOLOGY • HEALTHCARE • SOCIAL WORK • TECHNICAL TRADES

Engage.  
Accelerate.  
Advance.  
Opportunities  
start here.

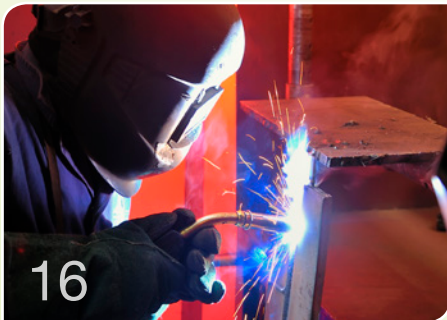
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Project Management 10  
Intellectual Property Law 21  
Restorative Practices 30

BUILDING

*talent*

# Workforce Development

BUSINESS • COMPUTER TECHNOLOGY • HEALTH CARE • SOCIAL WORK • TECHNICAL TRADES



## Spring/Summer 2016

WCC Workforce Development is your one-stop solution for continuing education focused on the professional community.

We offer on-campus and online classes and certificate programs, as well as customized training options that bring resources where you need them, when you need them.

Whether you are looking to start a new career, continue your work with license renewal, or advance in your current position with new certifications, our well-designed programs will help you meet your goals. Find your class today!

### Learn. Lead. Succeed.

Throughout the brochure you'll find exciting programs to help you grow your career or launch a new career.

#### SPRING/SUMMER HIGHLIGHTS:

- **Introduction to Personality Disorders** 30
- **Tools for Working with Ex-Offenders** 30
- **Using Circles Effectively** 32

### Customized Training

We can bring custom-designed curriculum to your worksite! To learn more, see page 14.

### Online Learning – Anytime, Anywhere

We partner with a select group of companies to provide online classes that are flexible and do not require travel to campus. For more information, see pages 36–39.

Register online at [www.wccnet.edu/economic-development](http://www.wccnet.edu/economic-development)

# FIND YOUR CLASS

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## Online Training pages 36–39

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**Register Online!**  
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# PREPARE TO WORK: FOUNDATION SKILLS

## WorkKeys Prep

This 8-hour trainer-led and self-paced class will prepare participants to take the ACT WorkKeys assessments and assessments for the National Career Readiness Certificate (NCRC).

Practicing or prospective paraprofessionals can take this class to prepare for their certification exams.

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<b>AAD 4010</b>	\$59		
10599	Mon, Fri 1:00 pm - 3:00 pm Harriet Street Extension Center	Jul 11 – Jul 22	WFD Instructor

**Industry-recognized  
NCRC certification  
sets you apart from  
other job applicants  
and gives you an edge  
in today's job market.**

## FOUNDATION SKILLS BUILDING

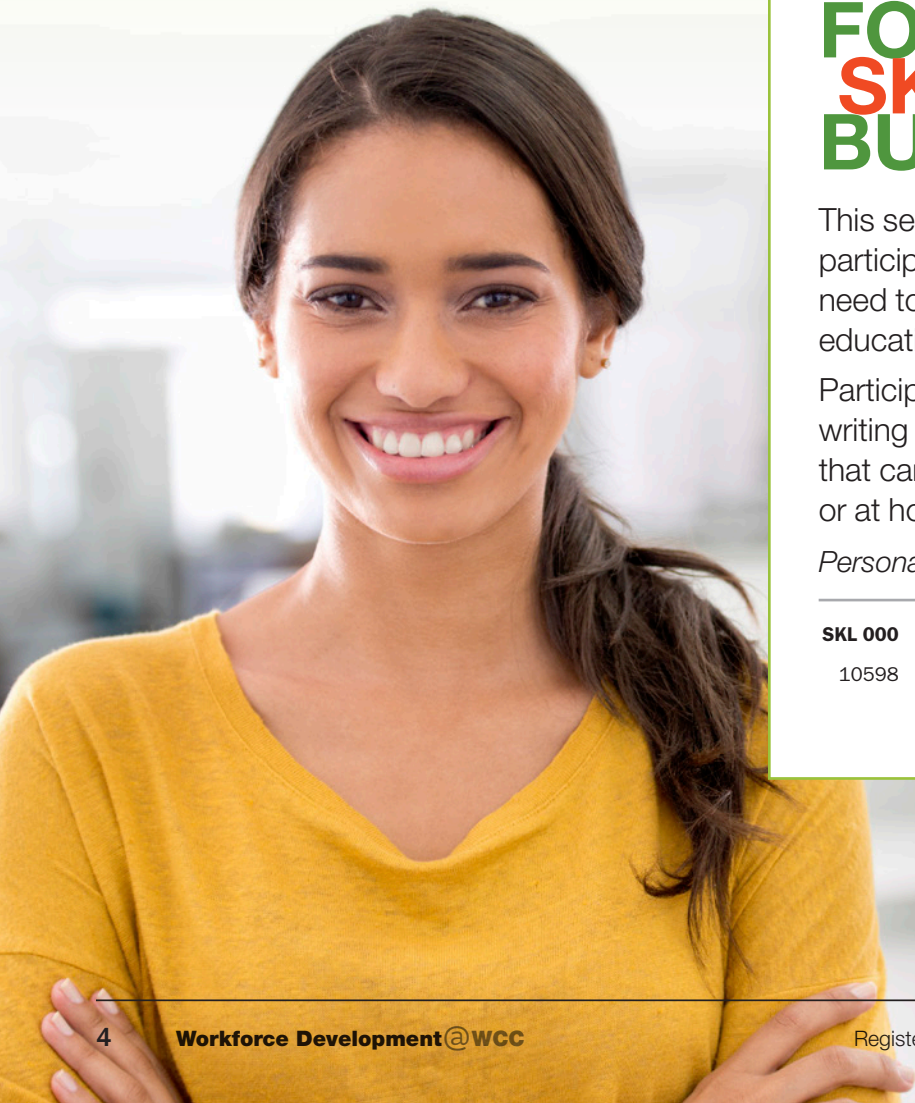
This self-paced class will prepare participants in the foundation skills they need to progress to the next stage of their education and professional goals.

Participants will learn math, reading and writing through computer-based lessons that can be accomplished in the classroom or at home.

*Personal assistance is available.*

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<b>SKL 000</b>	\$149		
10598	Mon, Fri 10:00 am - 12:00 pm Harriet Street Extension Center	May 23 – Aug 19*	WFD Instructor
	<i>*No class on May 30, Jul 4.</i>		



# Adult Transition **GED PLUS**



## It doesn't matter why you didn't finish high school.

At this point, earning a GED is your path to a degree, a better job or the accomplishment of a dream. The Adult Transition GED Plus program offers opportunities for adult learners who need a high school credential to form the knowledge and skills needed for college and career success. We offer a program that is learner-centered, focused on building academic skills and resources that are the key benchmarks in college readiness and career performance while providing supports that address the personal barriers that may interfere with success.

### **This program includes:**

- Learner-centered instruction
- Integrated computer instruction
- Individual tutoring and participant mentors
- Personal and academic counseling
- Day and evening classes
- Fast track to college enrollment and completion of financial aid process
- Job readiness

### **For information, or to register:**

Visit us on the second floor of the WCC Student Center building (Counseling) or call 734-677-5006.

### **Do you need assistance with math, reading or writing?**

Join the Foundation Skills class at the Harriet Street Extension Center. Participants receive four hours of trainer-led weekly instruction. Individualized computer-based lessons are also available.

Harriet Street Extension Center, 332 Harriet Street, Ypsilanti, MI 48197 / Call 734-480-9950 to register.

# READY TO WORK: ENTRY-LEVEL EMPLOYMENT

## HEALTH CARE, HUMAN & SOCIAL SERVICES

### EKG Technician Certification Program

**Cardiovascular Technologists and Technicians:**

**MICHIGAN  
JOB OUTLOOK  
2012-2022**

**Median Wage: \$52,430 annually**

**Expected Job Growth: +21%**

**Projected Annual Job Openings: 80**

O\*NET # 29-2031.00, USDOL 2/15/2016, www.ONetOnline.org

This comprehensive 50-hour program prepares learners to function as EKG technicians and to take the ASPT Electrocardiograph (EKG) Technician exam and other national certification exams. This class 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, electrocardiography and stress testing.

Additionally, learners will practice with EKG 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, and 12-lead placement.

<b>HSC 1034</b>	mandatory fee: \$999	CEUs: 5
10617	Mon, Wed 6:00 pm - 9:30 pm Main Campus <i>*No class on Jul 4.</i>	Jun 20 – Aug 10* CCI

### Dialysis Technician Program

**Health Technologists and Technicians:**

**MICHIGAN  
JOB OUTLOOK  
2012-2022**

**Median Wage: \$37,410 annually**

**Expected Job Growth: +15%**

**Projected Annual Job Openings: 70**

O\*NET # 29-2099.00, USDOL 2/15/2016, www.ONetOnline.org

This 50-hour program provides learners with the knowledge and skills needed to perform the duties required of a dialysis technician. Under the supervision of physicians and registered nurses, dialysis technicians operate kidney dialysis machines, prepare dialyzer reprocessing and delivery systems and maintain and repair equipment.

Furthermore, technicians work with patients during dialysis procedures and monitor and record vital signs as well as administer local anesthetics and drugs as needed. Additionally, they may also be involved in the training of patients for at-home dialysis treatment.

<b>HSC 1037</b>	mandatory fee: \$999	CEUs: 5
10618	Tue, Thu 6:00 pm - 9:30 pm Main Campus	Jun 21 – Aug 9 CCI

### Medical Billing and Coding Certificate Program

**Medical Records and Health Information Technicians:**

**MICHIGAN  
JOB OUTLOOK  
2012-2022**

**Median Wage: \$35,400 annually**

**Expected Job Growth: +12%**

**Projected Annual Job Openings: 160**

O\*NET # 29-2071.00, USDOL 2/15/2016, www.ONetOnline.org

This combined 80-hour certification program offers the skills needed to solve insurance billing problems, manually file claims (using the CPT and ICD-10CM, ICD-10PCS and/or the ICD-9 manual), complete common insurance forms, trace delinquent claims, appeal denied claims and use generic forms to streamline billing procedures. The class covers: CPT (introduction, guidelines, evaluation and management), specialty fields (such as surgery, radiology and laboratory), ICD-10 and ICD-9 (introduction and guidelines) and basic claims processes for medical insurance and third-party reimbursements. Participants will learn how to find the service and codes using CPT, ICD-10CM/PCS or ICD-9 manuals.

Those who complete this class could be qualified to sit for the American Academy of Professional Coders (AAPC) Certified Professional Coder exam (CPC or CPC-H Apprentice), the American Health Information Association Certified Coding Associate (AHIMA) exam and/or other national certification exams.

<b>HSC 1350</b>	mandatory fee: \$1,899	CEUs: 8
10619	Tue, Thu 6:00 pm - 9:30 pm & Sat 9:00 am - 3:00 pm Main Campus	Jun 7 – Aug 11 CCI





### Victim Advocacy Training

#### Social and Human Service Assistants:

**JOB OUTLOOK**  
2012-2022

- Median Wage: \$25,610 annually**
- Expected Job Growth: +16%**
- Projected Annual Job Openings: 470**

O\*NET # 21-1093.00, USDOL 2/15/2016, www.ONetOnline.org

This intensive online program is designed to train and qualify learners to provide assistance to crime victims. Prepare to work in areas such as domestic violence shelters, crisis centers, crisis hotlines as well as with state and county governments to assist crime victims in progressing through the criminal justice system and toward successful recovery.

Class topics include legal terminology, legal process, legislation regarding victims' rights, counseling skills, ethics, effects of victimization on the victim, victim advocate skills, guardianships and crisis intervention.

- Accreditation: Social workers: 10.0 online contact hours through the Michigan Social Work Continuing Education Collaborative. Approved provider number: MICEC-0002.
- Register online at least two week before your class start date. You will receive an email with the link to the class after the start date.

HSC 4361	mandatory fee: \$645	CEUs: 5
10613	ONLINE: Open Registration	May 2 – Jun 17
10614	ONLINE: Open Registration	Jun 27 – Aug 12
10615	ONLINE: Open Registration	Aug 22 – Oct 7

“ I have learned so much ... that will make me a thousand times better at future jobs. ”

— WCC student,  
Phlebotomy Fundamentals  
with Deyal Riley

### Phlebotomy Fundamentals and Certification

#### Phlebotomists:

**JOB OUTLOOK**  
2012-2022

- Median Wage: \$28,100 annually**
- Expected Job Growth: +13%**
- Projected Annual Job Openings: 80**

O\*NET # 31-9097.00, USDOL 2/15/2016, www.ONetOnline.org

This 45-hour certification program prepares learners to function as phlebotomy technicians and to take the Phlebotomy Technician Certification (CPT) exam through the National Health Association. This blended online and lab-based class gives participants hands-on experience with ventipunctures, capillary punctures, and specimen labeling and handling.

- Prereqs: You must have the following: the ability to read, write and accurately communicate in English; basic computer skills, an email account and access to a computer for online homework; manual dexterity in both hands and normal color vision.
- The required book, Phlebotomy Essentials, ISBN 9781605476377, 5th Ed., is available at the WCC bookstore. Purchase a NEW copy so you can access the online resources. Read Chapter 1 prior to the first class session.
- Bring a sack lunch, your own box(es) of nitrile (non-latex) gloves, wear scrubs and closed-toe shoes to all sessions.
- You should not take this class if you are pregnant or breastfeeding. Consult your doctor before registering for this phlebotomy class if you have anemia, a latex allergy, or have had a mastectomy. Because participants will practice on each other, there is a risk of accidental exposure. Participants must pay for their own medical care in the event of accidental exposure or any other adverse reaction. Health insurance can be purchased from Student Assurance Services or healthcare.gov.
- Certification in First Aid and CPR are recommended for phlebotomists.

HSC 1014	\$550   mandatory fee: \$200	CEUs: 4.5
10590	Mon, Thu 1:00 pm - 4:00 pm Main Campus	May 9 – Jun 30* Deyal Riley

\*No class on May 30.

**\*Entry-Level Prereqs and Information:** You must be 18 years of age or older and have obtained a certificate, associates degree or achieved Silver Level or higher on the WorkKeys assessment. Call the Workforce Development Certification Center at 734-249-5920 to schedule the exam, additional fees may apply. If you have a certificate or degree, submit transcripts at workforce-development@wccnet.edu at least two weeks before start date. Please visit our website for additional information and other qualifying details.

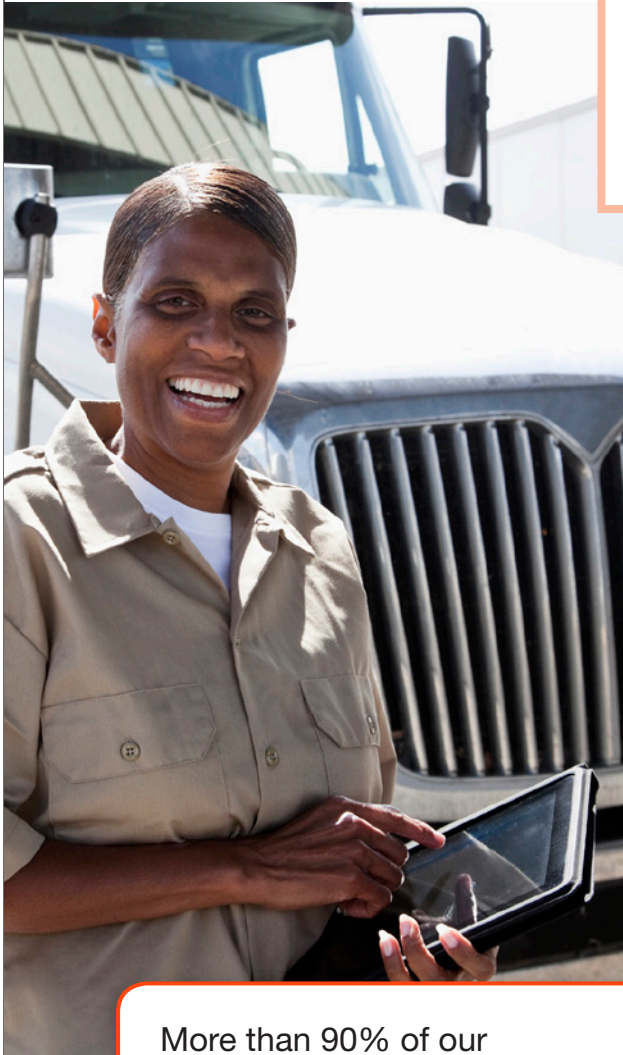
[www.wccnet.edu/economic-development](http://www.wccnet.edu/economic-development)

ENTRY-LEVEL EMPLOYMENT

# Truck Driver Training

Job opportunities in the trucking industry are exceptional!

ENTRY-LEVEL EMPLOYMENT



Heavy and Tractor-Trailer Truck Drivers:

MICHIGAN  
JOB OUTLOOK  
2012-2022

Median Wage: \$38,700 annually

Expected Job Growth: +11%

Projected Annual Job Openings: 46,470

O\*NET # 29-2031.00, USDOL 9/29/2014, www.ONetOnline.org

## And the good news just got better.

Washtenaw Community College and Trainco Truck Driving Schools have partnered to offer full-service truck driver training classes.

In just a few short weeks, you can earn your CDL license and become employed in the transportation field. Our program produces well-trained participants through many hours of hands-on driving and classroom instruction with highly qualified, personable trainers.

Trainco prepares participants to secure their CDL A or B license(s), passenger and/or school bus endorsements (as well as hazmat, tankers and doubles/triples endorsements). Graduates tell us our lifetime job placement assistance is a highly valued portion of the program.

Better yet, everything is accomplished through a single agency, at one time, with vehicles in which you've trained! Trainco is a state-licensed, third-party test site for Michigan trainees, and has been providing successful CDL training for nearly two decades.

More than 90% of our graduates enter employment after completing our classes!

## Hourly coaching is also available.

For those professionals who have previous driving experience, but have been away from the industry for some time, hourly coaching is available at all our campuses. Brush up on those driving skills in sessions designed to restore your confidence, sharpen your abilities, prepare you for your CDL exam and restart your career.



**Become an expertly trained driver. Call us today! 734-374-5000**



# What do you call someone who went to Washtenaw Community College?

# Employed



Apply now! [wccnet.edu](http://wccnet.edu)

## Make a connection through Career Services.



A key part of our mission is to assist local employers with their staffing needs. WCC Career Services maintains close ties to the community and pride ourselves in being dedicated and accessible. We provide WCC participants and alumni with career development assistance, such as workshops, career fairs and individual appointments.

### Businesses:

- Connect with WCC talent
- Post jobs with us to attract WCC talent
- Network at our events
- Develop effective recruitment strategies

### Participants:

- Develop effective resumes
- Learn job search strategies
- Gain interview skills
- Attend workshops and career fairs
- Network to find jobs and internships

### For information:

734-677-5155  
[careers@wccnet.edu](mailto:careers@wccnet.edu)



# PROFESSIONAL DEVELOPMENT

# BUSINESS, CAREER AND TECHNOLOGY

## BUSINESS SOFTWARE

### Excel 2013: Level 1

Get to know Excel and how you can use its many features for your accounting tasks. Learn how to create and format worksheets, build formulas and use functions. Discover how to maintain and enhance a worksheet, insert and delete columns and rows in worksheets, manage workbooks and finally, get introduced to charting.

- Prereq: Computer literate. Participants should bring a USB thumb (flash) drive to transport exercise files between class meetings. The required book, Microsoft Excel 2013: Level 1 ISBN 9781591364917, is available at the WCC bookstore.

<b>BOS 1285</b>	\$129	CEUs: 0.8
10668	Tue, Thu 6:00 pm - 8:00 pm Main Campus	May 3 – May 12 WFD Instructor

“Great tips that I can use at work to save time. Will be back for Level 2.”

– WCC student,  
Excel 2013: Level 1  
with Connie Winters

### Excel 2013: Level 2

Take your skills to the next level. Learn how to create formulas with additional Excel functions, work with larger worksheets, build 3-D formulas within a workbook and use data features such as sorting and filtering.

- Prereq: Excel 2013: Level 1 (BOS 1285) or equivalent experience. The required book, Microsoft Excel 2013: Level 2, ISBN 9781591364924, is available at the WCC bookstore. Participants should bring a USB thumb (flash) drive to transport exercise files between class meetings.

<b>BOS 1280</b>	\$129	CEUs: 0.8
10669	Tue, Thu 6:00 pm - 8:00 pm Main Campus	May 17 – May 26 WFD Instructor

### Excel 2013: Level 3

Advance your knowledge of formatting techniques, templates and workbooks. Use upper-level functions and analysis tools, advanced list management including pivot tables and pivot charts, auditing worksheets and custom charting.

- Prereq: Excel 2013: Level 2 (BOS 1280) or equivalent experience. The required book, Microsoft Excel 2013: Level 3, ISBN 9781591364931, is available at the WCC bookstore. Participants should bring a USB thumb (flash) drive to transport exercise files between class meetings.

<b>BOS 1160</b>	\$129	CEUs: 0.8
10670	Tue, Thu 6:00 pm - 8:00 pm Main Campus	Jun 7 – Jun 16 Kim Novak

### Microsoft Project 2013

Learn how to set up your project in Microsoft Project and take advantage of features to support your success. In this hands-on class, you will build and fine-tune your project plan, schedule tasks and milestones, troubleshoot delays and budget overruns and more.

- Prereq: Project Management: Integrating Design and Technology (BMG 1585) or equivalent understanding of basic project management concepts and Microsoft Office experience. MS Project 2013 (Standard) is used in class. The required book, Microsoft Project 2013, ISBN 9780470133125, is available at the WCC bookstore. An E-book option, ISBN 978118734957, is also available.

<b>BOS 1026</b>	\$249	CEUs: 1.6
10671	Mon, Wed 6:00 pm - 8:40 pm Main Campus	Jun 13 – Jun 29 Marilyn Holland

## Project Management: Integrating Design and Technology

Project management is an essential business skill and Microsoft Project is the most widely used software tool for managing projects. This training is designed to introduce the fundamentals of successful project management and allow participants to explore managing projects using MS Project software. Half of the class time will be devoted to learning how to define, set up and manage projects and how to accept and deal with project changes. The other half will focus on learning to utilize MS Project to schedule, track and chart progress.

- Prereq: Functional in using a Windows computer; experience with Microsoft Office applications. The required book, Microsoft Project 2013, ISBN 9780470133125, is available at the WCC bookstore. An E-book, ISBN 978118734957, is also available.

<b>BMG 1585</b>	\$249	CEUs: 1.6
10659	Mon, Wed 6:00 pm - 8:40 pm Main Campus	Jul 11 – Jul 27 Marilyn Holland



CAREER DEVELOPMENT

Strategic Prep for PMP Certification

PMI's project management professional (PMP®) credential is the most important industry-recognized certification for project managers. Globally recognized and demanded, the PMP® demonstrates the experience, education and competency to lead and direct projects.

If you are an experienced project manager looking to solidify your skills, stand out to employers and maximize your earning potential, the PMP credential is the right choice for you.

The trainers are practicing project managers, who have earned PMP distinction, are members of PMI-Huron Valley Chapter. They will guide you on all aspects of preparing for and submitting your application, as well as how to study for the exam. They will share resources they used to successfully pass the exam. You'll take a sample timed test and receive feedback. If you've been working as a project manager but don't have the project management education hours, this class would satisfy that requirement. The class is structured around the Project Management Body of Knowledge (PMBOK) which is what you need to know for the exam.

Discount for members of PMI-Huron Valley Chapter: Submit proof of current membership no later than 15 days before the start date to receive a \$200 discount in tuition. Members should create a screen capture/snip of their PMI-HVC profile page and email it to ecdevelopment@wccnet.edu. You will receive an email with a link to register for the reduced tuition class.

- Prereqs: To apply for the PMP, you need to have either a secondary degree (high school diploma, associates degree, or the global equivalent) with at least five years of project management experience, with 7,500 hours leading and directing projects and 35 hours of project management education. A four-year degree (bachelor's degree or the global equivalent) and at least three years of project management experience, with 4,500 hours leading and directing projects and 35 hours of project management education. You will also need to pass a 200 question online examination at an approved testing site.
• Lunch and materials are included in fee.

Table with 3 columns: Course ID (BMG 1904, 10797), Fee/Time (e.g., \$850 | mandatory fee: \$100, Sat 9:00 am - 5:00 pm), and CEUs/Instructors (e.g., CEUs: 3.5, Jul 9 - Aug 6, PMI Instructors)

Want to start or grow your small business?

Washtenaw Community College is proud to host the Greater Washtenaw Region offices of the Michigan Small Business Development Center™.

SBDC's core mission is to enhance Michigan's economic well-being by providing counseling, training, research and advocacy for new ventures, existing small businesses and innovative technology companies. This coincides with WCC's mission of working in partnership with the communities we serve.

The MI-SBDC is known throughout Michigan for its quality, no-cost counseling, low-cost training and market research capabilities.

We can help.

For more information, contact us today.

UPCOMING WORKSHOPS:

- Government Contracting 101
• Forming Your LLC or DBA, Do It Now
• Team SBA



sbdc@wccnet.edu | 734-477-8762
www.sbdcmichigan.org

PROFESSIONAL DEVELOPMENT

# SOCIAL MEDIA MARKETING

WCC's popular e-marketing series is evolving. For a limited time, you can still earn the basic certificate of completion, but we're taking a step forward with creation of the new social media marketing series. This new series is built on many of the e-marketing foundation classes, plus some new topics that have become essential to successful social media marketing.

### New Requirements:

- Nine required and 1 elective core classes
- Minimum 12 hours of web presence classwork
- Minimum 6 hours of image/video classwork

Put your knowledge to use. Show what you know by choosing or designing a practical application of social media marketing strategy.

### Do you already have the e-marketing certificate of completion?

Just fulfill the class and project requirements.

**Learn more at**  
[www.tinyw.cc/emarketingseries](http://www.tinyw.cc/emarketingseries)

**Required and elective classes on pages 13-18.**

# E-MARKETING

The WCC e-marketing series combines training in the crucial facets of today's social media marketing.

- Gain an understanding of how to include social media into your marketing strategy
- Build knowledge of the most effective channels and tools in social media
- Learn to manage your web presence to increase and maintain your customer base
- Discover how to effectively include engaging and purposeful images and video

Participants completing e-marketing classes are more confident in making decisions regarding use of social media marketing. Based on their target audience, available resources and information from these classes, participants are able to create successful strategies for their organizations.

### Requirements:

- Four required and 1 elective core classes
- Minimum 11 hours of web presence classwork
- Minimum 6 hours of image/video classwork

**Learn more at**  
[www.tinyw.cc/emarketingseries](http://www.tinyw.cc/emarketingseries)

## DIGITAL MARKETING

### Basic Video Production

Learn to make compelling, effective videos in this hands-on class. Go from start to a polished finish, working with basic lighting, sound and editing techniques as well as marketing and SEO.

- Prereq: Effective Video Marketing (BMG 1072) is recommended. Computer user, adept at file management; knowledge of your camera's functionality and operation (if bringing one). There will be hands-on filming opportunities if you bring your own digital video camera.
- This class is an elective for WCC's E-Marketing and Social Media Marketing series. Learn more at [www.tinyw.cc/emarketingseries](http://www.tinyw.cc/emarketingseries)

<b>BMG 1017</b>	\$99	CEUs: 0.6
10661	Tue, Thu 6:00 pm - 9:00 pm Main Campus	Jul 12 – Jul 14 Scott Nadeau

### Blogging Best Practices

Anyone can open their laptop and become a blogger, but what makes a blogger effective and able to achieve results? Successful bloggers know who they're trying to reach and what voice and writing style to use for a given audience or demographic. They also know the length and frequency of posts that keep people coming back and new readers seeking them out.

- Prereq: E-Marketing for Small Business and Nonprofit Organizations (BMG 1066) or working knowledge of current social media channels.
- This class is an elective for WCC's E-Marketing and Social Media Marketing series. Learn more at [www.tinyw.cc/emarketingseries](http://www.tinyw.cc/emarketingseries)

<b>BMG 1061</b>	\$45	CEUs: 0.3
10660	Mon 6:00 pm - 9:00 pm Main Campus	May 23 Melanie Hilliard

### Build a Business Facebook Page

Take advantage of the opportunity to connect with Facebook's 1.06 billion monthly active users and 680 million mobile users. Build a Facebook page for your small business or nonprofit that effectively communicates your products, services and mission. Learn how to use interactive online marketing to convert your connections into customers.

- Prereq: E-Marketing for Small Business and Nonprofit Organizations (BMG 1066) or experience creating and maintaining a Facebook page.
- This class is an elective for WCC's E-Marketing and Social Media Marketing series. Learn more at [www.tinyw.cc/marketingseries](http://www.tinyw.cc/marketingseries)

<b>BMG 1071</b>	\$99	CEUs: 0.6
10654	Mon 6:00 pm - 9:00 pm Main Campus	Jun 6 – Jun 13 Shannon Beeman

### Effective Communication on Social Media

Maybe you have a blog for your business, a Facebook fan page or a Twitter account. How are you using them? Are your communications bringing your desired response? Digital content can come from many places. Make your web presence rich with information and media that effectively promote your product or service. Explore how and where to collect meaningful content.

- Prereq: E-Marketing for Small Business and Nonprofit Organizations (BMG 1066) or working knowledge of current social media channels.
- This class is an elective for WCC's E-Marketing series and required for the Social Media Marketing series. Learn more at [www.tinyw.cc/emarketingseries](http://www.tinyw.cc/emarketingseries)

<b>BMG 1058</b>	\$45	CEUs: 0.3
10648	Wed 6:00 pm - 9:00 pm Main Campus	May 4 Melanie Hilliard

### Effective Email Marketing

Want to market your product or services to users, clients or customers using email, but you're not sure where to start? This class will help beginners understand the key elements of email marketing from building and maintaining contact lists to analyzing the results of a campaign. If your business isn't using email as a marketing tool, you should be. This class will help you get started.

- This class is an elective for WCC's E-Marketing and Social Media Marketing series. Learn more at [www.tinyw.cc/emarketingseries](http://www.tinyw.cc/emarketingseries)

<b>BMG 1081</b>	\$45	CEUs: 0.3
10657	Wed 6:00 pm - 9:00 pm Main Campus	May 11 Melanie Hilliard

### Effective Images for Social Media

Impactful images are vital to the success of your business or organization. Avatars and thumbnails have to say it all in a very small space. Photos you post must be compelling to viewers, whether your goal is selling a product, point of view or branding a company. Cruising the web and grabbing images for reuse is not the answer. In fact, the legal aspects of such actions are dangerous.

You will learn about the various types of image licensing, how to find and use them correctly. You will also be introduced to several new tools to help you size, format and create images for all your social media needs.

- Prereq: Computer user, adept at file management, familiar with basic image adjustments (selecting, cropping). Bring a USB thumb (flash) drive to class, with a self-portrait on it.
- This class is an elective for WCC's E-Marketing and Social Media Marketing series. Learn more at [www.tinyw.cc/emarketingseries](http://www.tinyw.cc/emarketingseries)

<b>BMG 1016</b>	\$99	CEUs: 1.2
10645	Wed 6:00 pm - 9:00 pm Main Campus	May 18 – May 25 WFD Instructor

# Workforce Development CUSTOMIZED TRAINING

We create customized training and development solutions to meet your organizational needs.

Contact us to customize a training for your company in the following areas:

- Leadership Development
- Supervisory Success
- Customer Service
- Project Management
- Lean for Health Care
- Lean for Office Operations
- 360 Assessments and Team Reports

## Why choose us?

- **Customized:** Choose from nationally-acclaimed curriculum, or we will create a customized solution for your needs.
- **Flexibility:** Receive training at our facilities or at your worksite—where and when it fits your schedule.
- **Affordability:** Our valuable services are cost-competitive.
- **Expertise:** We provide skilled local and nationally known trainers and access to state-of-the-art technology.
- **Community:** We have formed hundreds of successful partnerships with local companies.

To discuss options for customized training for your company, contact Raymond Tate, business development manager, 734-973-3681, or [ratate@wccnet.edu](mailto:ratate@wccnet.edu).

“Our partnership with WCC Workforce Development has had a powerful impact on the way we conduct business and helped increase our efficiency in complex operations.”

— Dr. Singh, Medical Director, Veterans Affairs Ann Arbor Healthcare System

To learn more: [www.wccnet.edu/economic-development](http://www.wccnet.edu/economic-development) / 734-677-5060

**DIGITAL MARKETING – CONTINUED**

**Effective Video Marketing**

Are you using social media for marketing? Consider adding video to engage potential customers. Learn how to tell your story, provide useful information and engage your audience. You'll also analyze videos from successful national campaigns and local favorites as well as discuss tips that will help you create value for your viewers.

- Prereq: Must be computer and web literate and have an active email account.
- This class is required for WCC's E-Marketing and Social Media Marketing series. Learn more at [www.tinyw.cc/emarketingseries](http://www.tinyw.cc/emarketingseries)

<b>BMG 1072</b>	\$45	CEUs: 0.3
10655	Tue 6:00 pm - 9:00 pm Main Campus	Jun 28 Scott Nadeau

**E-Marketing for Small Business and Nonprofit Organizations**

Looking to reach your customer in the digital age? Learn how to leverage social media technology to spread your message, rally support and increase your revenues. This class is designed to offer managers the bigger picture on how electronic marketing can be used to benefit their organizations. Explore effective sites and walk away with a surplus of new ideas on how to use Facebook, Twitter, LinkedIn and more to give your business a boost.

- Prereq: Must be computer and web literate and have an active email account. Experience in business/marketing is essential.
- This class is required for WCC's E-Marketing and Social Media Marketing series. Learn more at [www.tinyw.cc/marketingseries](http://www.tinyw.cc/marketingseries)

<b>BMG 1066</b>	\$45	CEUs: 0.3
10650	Mon 6:00 pm - 9:00 pm Main Campus	May 2 Shannon Beeman

**E-Marketing Project**

Put your social media marketing skills to work and produce a tangible project that gives you authentic experience. In the initial meeting, you'll choose from several different options or propose your own, then set up your project with goals, a timeline, deliverables and completion deadline. A full description of the project expectations can be downloaded at the link below.

- Prereq: Completion of Social Media Marketing certificate classes.
- This class and completion of an approved project are required for WCC's Social Media Marketing series. Learn more at [www.tinyw.cc/marketingseries](http://www.tinyw.cc/marketingseries)

<b>BMG 1079</b>	\$45	CEUs: 0.8
10656	Mon 6:00 pm - 9:00 pm Main Campus	Jun 27 Shannon Beeman

“ [I plan to] use it at my new job. Thank you for the insight. The information was very helpful.”

– WCC Student,  
E-Marketing for Small Business and Non-profit Organizations with Shannon Beeman

**Facebook Advertising**

Business owners, entrepreneurs and affiliate marketers, get in the game! Create attention grabbing ads on the world's most popular social network. Get to know display advertising basics and brand your business. Build your following and measure the return on your investment. You'll also practice creating and writing ads that get users to take action.

- Prereq: Build a Business Facebook Page (BMG 1071) is highly recommended, or equivalent knowledge/experience with Facebook.
- This class is an elective for WCC's E-Marketing and Social Media Marketing series. Learn more at [www.tinyw.cc/emarketingseries](http://www.tinyw.cc/emarketingseries)

<b>BMG 1053</b>	\$45	CEUs: 0.3
10646	Tue 6:00 pm - 9:00 pm Main Campus	Jun 21 Janak Mehta

PROFESSIONAL DEVELOPMENT

**Enroll Early!**

Many classes fill up quickly. To ensure a space in the class of your choice, register online as soon as possible.

[www.wccnet.edu/economic-development](http://www.wccnet.edu/economic-development)

# Huron Valley Area Code Officials (HuVACO)

## Continuing Education Units



HuVACO and WCC Economic and Community Development offer eight monthly classes taught by recognized industry leaders, exclusively for HuVACO members.

Participants will be provided with a certificate of attendance for their recordkeeping purposes.

Approval by the Bureau of Construction Codes and Bureau of Fire Services is sought for:

- Building Officials
- Certified Fire Inspectors
- Building Inspectors
- Plan Reviewers

### HuVACO membership is \$95 per year.

Membership includes tuition for the eight monthly classes and an annual Expo in April.

For information, or to request a membership application or class schedule, please contact Eszter Cukor at 734-677-5411 or [escukor@wccnet.edu](mailto:escukor@wccnet.edu).

## AWS Welding Certification

- WCC is an Accredited Test Facility (ATF) of the American Welding Society (AWS).
- An AWS Certified Welding Inspector (CWI) will conduct all AWS certifications.
- AWS Welding Certification Tests available on plate and pipe.
- Base materials offered:  
Carbon Steel / Aluminum / Stainless Steel

**NOW  
AVAILABLE  
at WCC!**

**Get started! Contact us today.**

**WCC Workforce Certification Center**

[workforce-certification@wccnet.edu](mailto:workforce-certification@wccnet.edu) / 734-249-5920





**DIGITAL MARKETING — CONTINUED**

**Social Media Best Practices 101**

Want to ensure that your venture into e-marketing is effective? Proven principles of marketing, public relations and customer service can be applied to the new social media landscape. Explore some of the new best practices that have emerged and how common pitfalls can be avoided. Real-world examples will be used and we'll relate these to your individual business.

- Prereqs: E-Marketing for Small Business and Nonprofit Organizations (BMG 1066) or working knowledge of current social media channels. Must be computer and web literate; able to manage files, access, search, upload and download from the Internet and have an active email account. Experience in business/marketing is essential.
- This class is required for the E-Marketing and Social Media Marketing series. Learn more at [www.tinyw.cc/emarketingseries](http://www.tinyw.cc/emarketingseries)

<b>BMG 1056</b>	\$45	CEUs: 0.3
10647	Mon 6:00 pm - 9:00 pm Main Campus	May 9 Shannon Beeman

“  
Relevant. Up to date.  
Not too technical. Tied  
into previous class.”  
— WCC Student,  
E-Marketing: Social Media Best Practices  
with Shannon Beeman

**Google Analytics**

Google Analytics is a service that generates detailed statistics about your website's traffic and also measures conversion and sales. This is an in-depth overview of the free version, walking you through what is measured and what the reported information means.

- This class is an elective for WCC's E-Marketing and Social Media Marketing series. Learn more at [www.tinyw.cc/emarketingseries](http://www.tinyw.cc/emarketingseries)

<b>BMG 1082</b>	\$45	CEUs: 0.3
10658	Mon 6:00 pm - 9:00 pm Main Campus	Jul 25 Janak Mehta

**LinkedIn 101**

More than 400 million professionals use LinkedIn to provide their businesses and organizations a way to extend influence. In this class, you will learn what LinkedIn can do for you and your company. Understand how to build a personal page, a business page, LinkedIn groups, appropriate marketing messages and how to integrate LinkedIn with other social media platforms.

- Prereq: Must be computer and web literate and have an active email account.
- This class is required for WCC's E-Marketing and Social Media Marketing series. Learn more at [www.tinyw.cc/emarketingseries](http://www.tinyw.cc/emarketingseries)

<b>BMG 1067</b>	\$45	CEUs: 0.3
10651	Mon 6:00 pm - 9:00 pm Main Campus	May 16 Shannon Beeman

**Search Engine Optimization Tips**

Explore the various ways that Google ranks webpages and learn tips to improve your website's search engine visibility and increase traffic. After this class, you'll know many search engine optimization techniques that you can apply within the e-marketing strategy of your business or organization.

- Prereq: Must be computer and web literate and have an active email account.
- This class is required for WCC's E-Marketing and Social Media Marketing series. Learn more at [www.tinyw.cc/emarketingseries](http://www.tinyw.cc/emarketingseries)

<b>BMG 1068</b>	\$45	CEUs: 0.3
10652	Mon 6:00 pm - 9:00 pm Main Campus	Jun 20 Shannon Beeman

**Social Media Community Management and Moderating**

What should you do if you have a negative comment on your website? Should you let people post on your company's Facebook page? Discover effective techniques for controlling the conversation while allowing people to give you meaningful feedback. You'll also pick up tips on making location-based services like Yelp work in your favor.

- Prereq: E-Marketing for Small Business and Nonprofit Organizations (BMG 1066) or working knowledge of current social media channels.
- This class is required for the E-Marketing and Social Media Marketing series. Learn more at [www.tinyw.cc/emarketingseries](http://www.tinyw.cc/emarketingseries)

<b>BMG 1059</b>	\$45	CEUs: 0.3
10649	Mon 6:00 pm - 9:00 pm Main Campus	Jul 18 Philip Inglad



**YouTube and Video Marketing**

Facebook, YouTube and Vimeo are great for sharing videos. So wouldn't it be great to use them effectively in your marketing strategy? In this class, you'll be guided through the steps to create and brand your own YouTube channel. You'll explore ways to gain more views and subscribers which result in bringing more attention to your organization. We'll also take a brief look at other online video sharing options.

- Prereq: It is essential that learners are computer literate in Windows file management skills and familiar with web browsers.
- This class is an elective for WCC's E-Marketing and Social Media Marketing series. Learn more at [www.tinyw.cc/emarketingseries](http://www.tinyw.cc/emarketingseries)

<b>INP 1006</b>	\$99	CEUs: 0.6
10662	Tue, Thu 6:00 pm - 9:00 pm Main Campus	Aug 2 – Aug 4 Scott Nadeau

**Twitter Tactics for Your Business**

Learn how to build brand awareness, drive sales and promote your company by harnessing the power of Twitter. It's an opportunity you don't want to miss.

In this class, we will use various Twitter tools to build and manage business campaigns online, by both teamwork and individual use of web-enabled PCs. Topics covered include building a personal page, creating a business page, creating appropriate marketing messages, how to integrate Twitter with other social media platforms and more!

- Prereq: Must be computer and web literate and have an active email account.
- This class is an elective for WCC's E-Marketing series and required for the Social Media Marketing series. Learn more at [www.tinyw.cc/emarketingseries](http://www.tinyw.cc/emarketingseries)

<b>BMG 1069</b>	\$45	CEUs: 0.3
10653	Mon 6:00 pm - 9:00 pm Main Campus	Jul 11 Shannon Beeman

**Enroll Early!**

Many classes fill up quickly. To ensure a space in the class of your choice, register online as soon as possible.

[www.wccnet.edu/economic-development](http://www.wccnet.edu/economic-development)

**DIGITAL MARKETING – CONTINUED**

**Video Editing Basics**

This hands-on experience with video editing software will introduce you to terminology and techniques that will result in more polished digital videos. You'll learn how to import, trim and arrange your clips, add effects, narration and a custom soundtrack. You'll also learn how to encode and upload your masterpiece to share on the web. Adobe Premiere Elements is used for this class, but the concepts, techniques and terminology transfers to other video editing software.

- Prereq: It is important that learners are comfortable with MS Windows computer conventions and file management.
- Video footage used for this class must be in digital format (i.e., .avi, .mov, .mp4, .mts, etc.) on a Windows-readable hard drive, thumb drive or card. Trainer will provide specific requirements at the first class meeting. Those who do not have access to compatible devices or media will be provided with footage to use during class.
- This class is an elective for WCC's E-Marketing and Social Media Marketing series. Learn more at [www.tinyw.cc/emarketingseries](http://www.tinyw.cc/emarketingseries)

<b>VID 1000</b>	\$169	CEUs: 1.2
10667	Tue, Thu 6:00 pm - 9:00 pm Main Campus	Jul 19 – Jul 28 Scott Nadeau

# Pitch@WCC

START  
BUILD  
GROW



Join us and watch entrepreneurs pitch their business ideas at **PITCH@WCC** to win cash and make their dreams a reality. We will be celebrating entrepreneurship at all levels with contestants looking to Start, Build and Grow their business ideas. Also clients from the Entrepreneurship Center will be celebrating their successes with a pass-the-mic round.

RSVP: [ENTREPRENEURSHIP@WCCNET.EDU](mailto:ENTREPRENEURSHIP@WCCNET.EDU)

APRIL 21 | 6:00-9:00 P.M. | **FREE!**

WCC'S GREAT LAKES REGIONAL TRAINING CENTER, GL202

## The Entrepreneurship Center

### *The Center Offers:*

- Free Workshops
- Business Coaching, Resources, and Networking
- Small Business Development Center (SBDC) Counseling
- Business Research Assistance

### *Co-Working Space*

Co-Working Space OPEN and available to you to work on your business ideas, collaborate with other entrepreneurs and schedule small meetings. WiFi and technology resources available, or Bring Your Own Devices (BYOD) and connect.

**The  
Entrepreneurship  
Center**

M-TH 9:00 a.m.- 4:30 p.m. | F 12:00 p.m.-4:30 p.m.  
Entrepreneurship Center, Facilities Management Building 120 | 734-249-5880  
[entrepreneurship@wccnet.edu](mailto:entrepreneurship@wccnet.edu) | [ec.wccnet.edu](http://ec.wccnet.edu) | [@WCC\\_EC](https://twitter.com/WCC_EC)

# LibraryBiz Connect

Called together by leaders at WCC in 2009, LibraryBiz Connect has grown into a grassroots organization that includes public and academic libraries and business service organizations. The group works together to bolster economic development in southeast Michigan.

LibraryBiz Connect's mission is to provide access to a network of business information and support services for businesses. We aim to do this by:

- Positioning public libraries as the local portal for economic development
- Connecting businesses to knowledge, data and training in an approachable environment
- Pooling regional resources to benefit our local communities



Washtenaw Community College's Bailey Library is a MI-SBDC Biz Resource Center. Access to onsite print and electronic business resources are available to all community members. The Bailey Library also provides one-on-one business reference instruction sessions with a professional librarian and regular market research classes. These resources and services are all free and open to the public.

**LibraryBiz Connect partners include:** SPARK, Arts Alliance, Food System Economic Partnership, local chambers of commerce, Michigan eLibrary, MI-SBDC, SCORE, public and academic libraries in the greater Washtenaw County region.

For more information, visit [www.wccnet.edu/library](http://www.wccnet.edu/library) and click **Biz Resource Center**.

Washtenaw  
Economic  
Club

## Become a member!

Stay on top of economic trends, hear from community leaders and network with local professionals.

### 2016 LECTURE AND LUNCHEON SERIES

**MARCH 22, 2016**

#### 2016 Washtenaw County Economic Outlook

George Fulton, Ph.D., University of Michigan

**MAY 12, 2016**

#### Leading the Way in Economic Recovery

Panel discussion on who's doing well and why

**SEPTEMBER 15, 2016**

#### Advanced Technology and Intelligent Transportation Systems

**NOVEMBER 10, 2016**

#### How the Election Results Effect Washtenaw County

Tim Skubick, Senior Capitol Correspondent

**What you need to know about the local economy. Become a member today!**

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ONLINE

**Advanced Legal Research and Writing**

This exciting class is designed to teach advanced and specialized approaches for using the legal resources available in a law library and elsewhere. You will also learn how to formulate WESTLAW search queries and effectively and efficiently use other online legal research methods in legal writing. Topics include how to conduct manual and electronic legal research; how to find, interpret and use various types of legal authorities; how to shepardize legal authorities; how to write a legal analysis; how to draft a memorandum of law; how to brief case opinions; and how to engage in various types of legal writing

- Prereq: Paralegal Certificate or the equivalent, or law office experience.
- Register online no less than five business days before the start date. You will receive an email with the link to the class after the start date. Classes are available from any computer with internet access. No refunds will be given once the access code has been issued. Participants successfully completing the class will receive a certificate of completion from Washtenaw Community College.

<b>LAW 1006</b>	mandatory fee: \$729	CEUs: 5
10791	ONLINE: Open Registration	May 2 – Jun 17
10792	ONLINE: Open Registration	Jun 27 – Aug 12
10793	ONLINE: Open Registration	Aug 22 – Oct 7



**Personal Injury for Paralegals**

In this fast-paced class you will learn the legal terms, causes of action and remedies available to victims of personal injury accidents. We will review the negligence theory of torts upon which many personal injury claims are based. Participants will discuss interviewing, investigating and other case building techniques vital to a personal injury paralegal's success in the law office.

- Prereq: Paralegal Certificate or the equivalent, or law office experience.
- Register online no less than five business days before the start date. You will receive an email with the link to the class after the start date. Classes are available from any computer with internet access. No refunds will be given once the access code has been issued. Participants successfully completing the class will receive a certificate of completion from Washtenaw Community College.

<b>LAW 1008</b>	mandatory fee: \$729	CEUs: 5
10794	ONLINE: Open Registration	May 2 – Jun 17
10795	ONLINE: Open Registration	Jun 27 – Aug 12
10796	ONLINE: Open Registration	Aug 22 – Oct 7

**Mobile Applications: Android 3.0, Self-Paced**

This class will provide you with the knowledge and skills necessary to develop Android mobile applications for the commercial market. You will learn how to build robust, commercial-grade Android applications, and will gain an understanding of how to extend application functionality. We will also cover the steps to finalize applications for external release.

- This is an online class with 24/7 technical support. No refunds will be given once the access code has been issued. You will receive an access code to enter the online classroom on the start date and will have up to six months to complete your class.

<b>CPS 1007</b>	\$299	CEUs: 2.4
10844	ONLINE: Open Registration	May 1 – Sep 1

**Intellectual Property Law for Engineers**

In a relatively short time, this class will give you a survey of the rights of engineering designers and developers and provide you with the information to protect yourself and your ideas in intellectual property matters. This constitutionally-based discipline of intellectual property law has to do with the process by which an invention, and its creator, are protected by the law from infringement and unfair competition. The class will deal with the law of infringement, patent applications, research and more. We will also discuss what other concepts are patented, as well as machines, processes, mixtures, manufacturing, compositions of materials and methods of doing business and research. The topics of copyright, trademark, trade dress, trade secrets and business methods are also covered.

- Register online no less than five business days before the start date. You will receive an email with the link to the class after the start date. Classes are available from any computer with internet access. No refunds will be given once the access code has been issued.

<b>LAW 1004</b>	mandatory fee: \$645	CEUs: 4.5
10788	ONLINE: Open Registration	May 2 – Jun 17
10789	ONLINE: Open Registration	Jun 27 – Aug 12
10790	ONLINE: Open Registration	Aug 22 – Oct 7

PROFESSIONAL DEVELOPMENT

ONLINE – CONTINUED



### Mobile Applications: HTML5 3.0, Self-Paced

This course prepares you to sit for the certification exam. This class will provide you with an introduction to HTML5 technology. You will learn about basic HTML, CSS, and Javascript as well as be introduced to the more complicated new features of HTML5. You will also receive hands-on experience building webpages and mobile applications using HTML5.

- This is an online class with 24/7 technical support. No refunds will be given once the access code has been issued. You will receive an access code to enter the online classroom on the start date and will have up to six months to complete your class.

<b>CPS 1006</b>	\$299	CEUs: 2.4
10845	ONLINE: Open Registration	May 1 – Sep 1

## WEB TECHNOLOGIES

### Web Coding Basics with HTML and XHTML: Level 1

If you work with any sort of online communications, knowing web coding basics is crucial. In this class, you'll create webpages as you learn about proper syntax, professional coding practices, text and paragraph enhancements, images and more.

- Prereq: Functional with MS Windows conventions and file management. This class is an elective for WCC's E-Marketing and Social Media Marketing series. Learn more at [www.tinyw.cc/emarketingseries](http://www.tinyw.cc/emarketingseries)

<b>INP 1025</b>	\$129	CEUs: 0.8
10665	Sat 9:00 am - 1:00 pm Main Campus	Jun 18 – Jun 25 WFD Instructor

### Advanced Web Design with HTML/XHTML: Level 2

Move on to more advanced features of working with HTML/XHTML. You'll learn how to use forms, metadata and cascading style sheets (CSS) for basic web design. The class emphasizes compliance with extensible hypertext markup language (XHTML) so your pages work with various browsers and comply with web standards.

- Prereq: HTML/XHTMP: Level 1 (INP 1025) or equivalent experience. This class is an elective for WCC's E-Marketing and Social Media Marketing series. Learn more at [www.tinyw.cc/emarketingseries](http://www.tinyw.cc/emarketingseries)

<b>INP 1040</b>	\$129	CEUs: 0.8
10666	Sat 9:00 am - 1:00 pm Main Campus	Jul 9 – Jul 16 WFD Instructor

### WordPress: Get Started

Learn to use the number one website building format in the world and create a free blog/website at WordPress.com. You'll learn how to move through the admin area, build pages and posts, set up widgets, deal with images and other media as well as search for the best theme for your needs and much more. No coding necessary. Quickly create a blog for your personal hobby or social organization.

- Prereqs: Must be computer and web literate and have an email account. This class is an elective for WCC's E-Marketing and Social Media Marketing series. Learn more at [www.tinyw.cc/emarketingseries](http://www.tinyw.cc/emarketingseries)

<b>INP 1011</b>	\$169	CEUs: 1.2
10663	Wed 6:00 pm - 9:00 pm Main Campus	Jun 1 – Jun 22 WFD Instructor

### WordPress for Professionals

This class uses the WordPress.org template-driven website format and is a continuation of the WordPress: Get Started class. It concentrates on the versatility of WordPress via plugins. You'll learn how to edit themes, choose the best and safest plugins, how to make your WordPress site secure from hackers, the best backup methods and some options for ecommerce. This format is the most popular choice for businesses and nonprofits.

- Prereqs: WordPress: Get Started (INP 1011) or equivalent experience creating a WordPress site. Must have purchased or be ready to make the online purchase of a domain name and hosting service. This class is an elective for WCC's E-Marketing and Social Media Marketing series. Learn more at [www.tinyw.cc/emarketingseries](http://www.tinyw.cc/emarketingseries)

<b>INP 1012</b>	\$169	CEUs: 1.2
10664	Wed 6:00 pm - 9:00 pm Main Campus	Jul 13 – Aug 3 WFD Instructor

what  
to do  
when  
school  
is out?

# EXPLORE DESIGN CREATE

AGES  
8-18

Have fun with hands-on learning this summer at Washtenaw Community College. Classes include:

- ◆ creative arts
- ◆ computer programming
- ◆ robotics
- ◆ and more!

**Classes fill quickly.  
Register today!**

**tech camps & college prep workshops  
at Washtenaw Community College!**

**details/registration:**  
[wccnet.edu/camps](http://wccnet.edu/camps)

**questions:**  
734-677-5060

# PROFESSIONAL DEVELOPMENT

# HEALTH CARE, HUMAN AND SOCIAL SERVICES

## CAREERS AND CAREER DEVELOPMENT

### Legal Nurse Consultant Training

This exciting program prepares medical professionals for a career in the legal field. Building on your medical education and possible clinical experience, this class provides the RN and PA with the fundamental skills necessary to advise law firms, health care providers, insurance companies and governmental agencies regarding medically related issues and to appear in court as expert witnesses.

The class teaches legal concepts related to the health care industry, as well as the role a legal nurse consultant might play in litigation areas such as medical malpractice, toxic torts, product liability, personal injury, wrongful death, criminal law and workers' compensation. Any RN or PA interested in entering the legal field can benefit from the education provided by this class. The class is also open to anyone interested in the field of forensic testimony and medical-legal issues.

- Nurses: 42 contact hours through the Colorado Nurses Association provided by The Center for Legal Studies. All participants will receive a certificate of completion.
- Register online at least one week before your class start date. You will receive an email with the link to the course after the start date. Please note that extensions will not be granted. 24/7 online technical support is provided through The Center for Legal Studies. For more information, call The Center for Legal Studies at 1-800-522-7737.
- The required textbook, *Legal Nurse Consulting: Principles and Practices*, 3rd Ed., (2-volume set) edited by Ann M. Peterson, EdD, MSN, RN, FNP-BC, LNCC, and Lynda Kopishke, MSN, RN, LNCC, published by the American Association of Legal Nurse Consultants, is available from The Center for Legal Studies bookstore. Please call 1-888-997-5601.

<b>HSC 4050</b>	mandatory fee: \$895	
10602	ONLINE: Open Registration	May 2 – Jun 17
10603	ONLINE: Open Registration	Jun 27 – Aug 12
10604	ONLINE: Open Registration	Aug 22 – Oct 7



## CLINICAL SKILLS

### IV Therapy: Initiation Techniques, Guidelines and Nursing Responsibilities

Review or learn best practices, guidelines and key nursing responsibilities for starting and maintaining peripheral IVs. After lecture and discussion, you will be able to practice on simulated arms and establish IV access on each other. The curriculum is based on the current standards of practice by global and national authorities such as the Infusion Nursing Society, the Association for Vascular Access and the Centers for Disease Control and Prevention.

- This activity has been submitted to the Ohio Nurses Association for approval to award contact hours. The Ohio Nurses Association (OBN-001-91) is an accredited approver by the American Nurses Credentialing Center's Commission on Accreditation.
- Please contact Washtenaw Community College at [ecdevelopment@wccnet.edu](mailto:ecdevelopment@wccnet.edu) for more information. You will be notified in writing that ONA approval was received prior to the start of the workshop.
- Please arrive 15 minutes early to sign in.

<b>HSC 4125</b>	\$55   mandatory fee: \$15	
10606	Mon 6:00 pm - 9:00 pm Main Campus	May 9 Deanna Skicki

“

This class was very informative. The instructor was very knowledgeable and professional.”

– WCC student, IV Therapy with Deanna Skicki



### Phlebotomy Skills: Accelerated for Health Care Professionals

This 20-hour accelerated program is designed for health care professionals who want to learn phlebotomy skills or enhance them. This blended online and lab-based class gives participants hands-on experience with ventipunctures, capillary punctures, and specimen labeling and handling. Participants will develop better phlebotomy-related critical thinking skills that will reduce the potential for errors leading to injury.

- Prereqs: You must be at least 18 years of age. You must also have the following: health care-related post-secondary education (past or current student status or completed training or degree) that provides you with a working knowledge of basic body systems, medical terminology, universal precautions, anatomy, physiology and the health care delivery system; the ability to read, write and accurately communicate in English; basic computer skills, an email account and access to a computer for online homework; manual dexterity in both hands and normal color vision.
- Bring a sack lunch, your own box(es) of nitrile (non-latex) gloves, wear scrubs and closed-toe shoes to all sessions.
- You should not take this class if you are pregnant or breastfeeding. Consult your doctor before registering for this class if you have anemia, a latex allergy, or have had a mastectomy.
- Because participants will practice on each other, there is a risk of accidental exposure. Participants must pay for their own medical care in the event of accidental exposure or any other adverse reaction. Health insurance can be purchased from Student Assurance Services or healthcare.gov.

<b>HSC 1295</b>	\$309   mandatory fee: \$40	CEUs: 2
10594	Mon, Thu 9:00 am - 2:30 pm Main Campus	Aug 15 – Aug 25 Deyal Riley

### PICCs, Ports and Other Central Lines

A growing number of patients have PICCs, ports, prolines or other central lines in acute, subacute, home and rehabilitation care. Build your related assessment and intervention skills, competency and confidence. Learn to prevent and recognize adverse events such as catheter-related bloodstream infections (CRBSI) and catheter-related vessel thrombosis (CRVT).

The most current guidelines, standards of care and best practices are explained in this interactive workshop that explores proper techniques for declotting, port access/de-access, assessing patency, proper tip placement and more.

- Prereq: Participants must have a background in health care.
- This activity has been submitted to the Ohio Nurses Association for approval to award contact hours. The Ohio Nurses Association (OBN-001-91) is an accredited approver by the American Nurses Credentialing Center's Commission on Accreditation.
- Please contact Washtenaw Community College at [ecdevelopment@wccnet.edu](mailto:ecdevelopment@wccnet.edu) for more information. You will be notified in writing that ONA approval was received prior to the start of the workshop.

<b>NUR 4002</b>	\$65   mandatory fee: \$15	
10616	Sat 9:00 am - 1:00 pm Main Campus	May 21 Deanna Skicki



### HEALTH PROMOTION

#### Nutrition Management for Chronic Health Conditions

Chronic health conditions such as obesity, diabetes, cancer, stroke and heart disease are among the most common causes of disability and death in the United States. About half of all U.S. adults have at least one chronic health condition. Good nutrition is one of the major health behaviors that can impact health status and disease progression. However, nutrition management can be confusing and overwhelming for many people.

This class will help participants understand how good nutrition can improve overall health, and how it relates to some chronic health conditions. Participants will develop personal nutrition goals, while learning tips for pursuing a lifestyle of healthy choices. They will have the opportunity to ask personal health questions and engage in active participation. Health care providers and community members will benefit from this class.

- This activity has been submitted to the Ohio Nurses Association for approval to award contact hours. The Ohio Nurses Association (OBN-001-91) is an accredited approver by the American Nurses Credentialing Center's Commission of Accreditation.
- Please contact Washtenaw Community College at [ecdevelopment@wccnet.edu](mailto:ecdevelopment@wccnet.edu) for more information. You will be notified in writing that ONA approval was received prior to the start of the workshop.
- Please arrive 15 minutes early to sign in.

<b>HSC 1041</b>	\$55	
10592	Thu 6:00 pm - 8:30 pm Main Campus	Jun 2 Jessica Kempf

Please see the website for complete information regarding the accredited contact hours for nurses, social workers, play therapists and other professionals.

[www.wccnet.edu/economic-development](http://www.wccnet.edu/economic-development)

PROFESSIONAL DEVELOPMENT



### Promoting Positive Patient Change through Motivational Interviewing

Motivational interviewing is a method for improving patient communication by helping patients understand the need for change and how to set positive health goals for themselves. Learn how to make every patient interaction an opportunity to guide patients into taking charge of their own health.

Case managers, medical social workers, medical assistants, nurses or any other medical staff responsible for counseling or assisting patients will find this interactive workshop helpful in improving patient outcomes.

- Social workers: 4.0 contact hours through the Michigan Social Work Continuing Education Collaborative. Approved Provider Number: MICEC-0002.
- This continuing nursing education activity was approved by the Ohio Nurses Association (OBN-001-91), an accredited approver by the American Nurses Credentialing Center's Commission on Accreditation. Approval valid through 8/9/2016. Assigned #17476.
- Please arrive 15 minutes early to sign in.

<b>HSC 4121</b>	\$65		
10605	Fri 9:00 am - 1:00 pm	Jul 15	
	Main Campus	Deyal Riley	

### LEADERSHIP AND MANAGEMENT

#### Preventing Resident Neglect through Policy Improvements

Explore why adverse events, such as a nursing home resident wandering off or suffering an injury while in facility care, can occur and also how you can prevent them. Through analysis of case studies, learn how risks develop and identify practical solutions to prevent neglect in your facility.

Patient advocates, nursing home ombudsmen, legal nurse consultants, health care educators, attorneys, social workers, and others interested in policy change and resident safety are invited to attend.

- Social workers: 4.0 contact hours through the Michigan Social Work Continuing Education Collaborative. Approved Provider Number: MICEC-0002.
- This continuing nursing education activity was approved by the Ohio Nurses Association (OBN-001-91), an accredited approver by the American Nurses Credentialing Center's Commission on Accreditation. Approval valid through 7/29/2016. Assigned #17437.
- Please arrive 15 minutes early to sign in.

<b>HSC 4379</b>	\$65		
10624	Fri 1:00 pm - 5:00 pm	May 20	
	Main Campus	Lance Youles	

### MENTAL AND BEHAVIORAL HEALTH & COUNSELING

#### Dialectical Behavior Therapy: Introduction to Treatment for Borderline Personality Disorder

Are you searching for additional interventions to help your clients/consumers with borderline personality disorder (BPD)? This workshop introduces you to the theory and practice of dialectical behavior therapy (DBT) as a treatment for BPD. Learn about the diagnostic profile of individuals diagnosed with BPD, the risk factors and how the disorder develops in childhood and adolescence in relation to one's environment. Over three morning sessions we will examine and discuss DBT treatment including mindfulness as a foundation, and the modules of emotion regulation, interpersonal effectiveness and distress tolerance.

- Social workers: 9.0 contact hours through the Michigan Social Work Continuing Education Collaborative. Approved Provider Number: MICEC-0002.
- Please arrive 15 minutes early to sign in.

<b>HSC 4735</b>	\$150		
10627	Wed 10:00 am - 1:00 pm	Jul 6 - Jul 20	
	Main Campus	Carolyn Hartford	

PROFESSIONAL DEVELOPMENT

Please see the website for complete information regarding the accredited contact hours for nurses, social workers, play therapists and other professionals.

[www.wccnet.edu/economic-development](http://www.wccnet.edu/economic-development)



**CHILDREN, YOUTH AND FAMILY FOCUSED**

**Stress Reduction Techniques for Children and Adolescents**

Children and adolescents experience stress, too. This workshop will help social workers identify childhood stress and anxiety, and provide hands-on activities to teach mindfulness, meditation, relaxation and other stress reduction skills to children and adolescents in clinical practice.

- Social workers: 3.0 contact hours through the Michigan Social Work Continuing Education Collaborative. Approved provider number: MICEC-0002.
- Please arrive 15 minutes early to sign in.

<b>HSC 4020</b>	\$55	
10596	Tue 9:00 am - 12:00 pm Main Campus	Jun 28 Sallie Parker

**Youth Mental Health First Aid Certification for Adults Working with Adolescents and Young Adults**

Three-fourths of all serious mental illness starts to manifest itself in young people between the ages of 12 and 25. Therefore, it is critical that people know youth mental health first aid. This training is designed to teach parents, family members, caregivers, teachers, school staff, peers, neighbors, health and human services workers, and other caring citizens how to identify and help a young person who is in crisis or experiencing a mental health or addiction challenge.

The training introduces common youth mental health challenges, reviews typical adolescent development, and teaches a five-step action plan for how to help. Topics covered include anxiety, depression, substance abuse, disorders in which psychosis may occur, disruptive behavior disorders (including AD/HD) and eating disorders.

- Social workers: 8.0 contact hours through the Michigan Social Work Continuing Education Collaborative. Approved provider number: MICEC-0002.
- Educators: 8.0 clock hours through State Continuing Education Clock Hours (SCECH).
- This activity has been submitted to the Ohio Nurses Association for approval to award contact hours. The Ohio Nurses Association (OBN -001-91) is an accredited approver by the American Nurses Credentialing Center's Commission on Accreditation.
- Please contact Washtenaw Community College at [ecdevelopment@wccnet.edu](mailto:ecdevelopment@wccnet.edu) for more information. You will be notified in writing that ONA approval was received prior to the start of the class.
- All participants who attend in full, will receive a national certification from the MHFA-USA in youth mental health first aid.

<b>HSC 4387</b>	\$105   mandatory fee: \$45	
10626	Wed 8:00 am - 5:00 pm Main Campus	Aug 17 Robbi Duda

**Overview of Play Therapy Theories and Techniques**

Are you a counselor, social worker or psychologist looking for additional methods to help your young clients express themselves and manage difficulty? You may want to try play therapy. This workshop includes an overview of the foundational theory and an experiential component where you can practice techniques. You will also explore the use of games to encourage interaction, reduce tension and anxiety, provide a safe means for clients to work out issues and learn about your clients.

Social workers, clinic managers, pediatric, psychiatric and school nurses, school counselors and others who work with children will benefit from this interactive and informative workshop.

- Social workers: 6.0 contact hours through the Michigan Social Work Continuing Education Collaborative. Approved Provider Number: MICEC-0002.
- Play Therapists: 6.0 contact hours through the Association for Play Therapy. Approval Number: APT #13-353.
- Educators: 6.0 clock hours through State Continuing Education Clock Hours (SCECH).
- Please arrive 15 minutes early to sign in. Catered lunch provided.

<b>HSC 4332</b>	\$105   mandatory fee: \$15	
10612	Wed 9:00 am - 4:00 pm Main Campus	May 11 WFD Instructor

**Play Therapy: Sand Tray Therapy**

Many clients have difficulty expressing their deepest thoughts and emotions, such as shy and nonverbal children, those who are resistant and those who are suffering from trauma. Sand tray is a sensory-based treatment using miniatures to facilitate expression. This class will help therapists facilitate discovery and expression for children, adolescents and adults.

- Social workers: 6.0 contact hours through the Michigan Social Work Continuing Education Collaborative. Approved Provider Number: MICEC-0002.
- Educators: 6.0 clock hours through State Continuing Education Clock Hours (SCECH).
- Play Therapists: 6.0 contact hours through the Association for Play Therapy. Approval Number: APT #13-353.
- Bring ten 1- to 4-inch tall miniatures such as animals, trees, people, etc.
- Please arrive 15 minutes early to sign in. Catered lunch provided.

<b>HSC 4168</b>	\$105   mandatory fee: \$15	
10607	Wed 9:00 am - 4:00 pm Main Campus	May 25 WFD Instructor

PROFESSIONAL DEVELOPMENT

# Conference & Event Services

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- On-site catering, media services and technical support
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- Beautiful outdoor space for team-building activities
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CHINESE  
FRENCH  
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## LANGUAGE CLASSES

Learn to communicate more effectively with your international customers, clients and colleagues.

For current language class list, go to [www.wccnet.edu/economic-development](http://www.wccnet.edu/economic-development)

**Community Enrichment**

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**MENTAL AND BEHAVIORAL HEALTH – CONTINUED**

**CISM (Critical Incident Stress Management) Group Crisis Intervention Training**

Examine the core elements of a comprehensive, systematic and multi-component crisis intervention curriculum and learn how to respond to traumatic events using group crisis intervention strategies. In this two-day, interactive, evidence-based workshop, the fundamentals of critical incident stress management (CISM) are outlined through lecture, with audio-visual aids and role-playing exercises.

You will leave with the knowledge and tools to provide several group crisis intervention tactics by demobilization, crisis management briefing, defusing and critical incident stress debriefing. The need for appropriate follow-up services and referrals, when necessary, will also be discussed. This workshop is appropriate for those working in human and social services, nurses, volunteers, counselors, members of the faith community, police and fire, school, human resources department staff and administrators.

- Social workers: 14.0 contact hours through the Michigan Social Work Continuing Education Collaborative. Approved Provider Number: MICEC-0002.
- Educators: 14.0 clock hours through State Continuing Education Clock Hours (SCECH).
- This activity has been submitted to the Ohio Nurses Association for approval to award contact hours. The Ohio Nurses Association (OBN-001-91) is an accredited approver by the American Nurses Credentialing Center's Commission on Accreditation.
- Please contact Washtenaw Community College at [ecdevelopment@wccnet.edu](mailto:ecdevelopment@wccnet.edu) for more information. You will be notified in writing that ONA approval was received prior to the start of the workshop.
- Please arrive 15 minutes early to sign in. Catered breakfast and lunch provided.

**HSC 4309**    \$215 | mandatory fee: \$85  
 10611    Sat 8:00 am - 4:00 pm    Jul 9 – Jul 16  
 Main Campus    Michelle Rose-Armstrong

**Duty to Warn: Issues and Legal Requirements for Mental Health Professionals**

Learn about duty to warn and its legal requirements. In this class, we will discuss the current statute, issues related to confidentiality and privileged communication, common approaches to identify duty to warn situations, choices for clinician response and issues on reportage.

- Social workers: 3.0 contact hours through the Michigan Social Work Continuing Education Collaborative. Approved Provider Number: MICEC-0002.
- Educators: 3.0 clock hours through State Continuing Education Clock Hours (SCECH).
- Please arrive at least 15 minutes early to sign in.

**HSC 4371**    \$55  
 10623    Thu 6:00 pm - 9:00 pm    May 12  
 Main Campus    Mike Mogan

“Just keep doing such outstanding classes and I will be there.”

– WCC student,  
**Sex Trafficking: Everyone's Problem**  
 with Mike Mogan

**Introduction to the Crime of Sex Trafficking**

Sex trafficking is a deeply rooted problem found not only overseas but within Southeast Michigan. Unfortunately, many professionals and individuals who interact with youth such as teachers, health care providers, child welfare professionals and law enforcement are unaware that these crimes occur and often are ill-equipped with how to respond to victims, survivors and those at risk.

This workshop addresses many of the basic issues and questions related to this problem, including what is sex trafficking, who are the perpetrators and how they can be identified. Victim profiles are discussed, including the emotional and physical indications. Examine the approaches, tactics, strategies and methods used by traffickers to recruit and maintain their victims in servitude. Learn resources on how to help the survivors and victims of this heinous crime.

- Social workers: 6.0 contact hours through the Michigan Social Work Continuing Education Collaborative. Approved Provider Number: MICEC-0002.
- Educators: 6.0 clock hours through State Continuing Education Clock Hours (SCECH).
- This activity has been submitted to the Ohio Nurses Association for approval to award contact hours. The Ohio Nurses Association (OBN-001-91) is an accredited approver by the American Nurses Credentialing Center's Commission on Accreditation.
- Please contact Washtenaw Community College at [ecdevelopment@wccnet.edu](mailto:ecdevelopment@wccnet.edu) for more information. You will be notified in writing that ONA approval was received prior to the start of the workshop.
- Please arrive 15 minutes early to sign in. Catered lunch provided.

**HSC 4381**    \$105 | mandatory fee: \$15  
 10625    Fri 8:30 am - 3:30 pm    Jul 8  
 Main Campus    Mike Mogan

Please see the website for complete information regarding the accredited contact hours for nurses, social workers, play therapists and other professionals.  
[www.wccnet.edu/economic-development](http://www.wccnet.edu/economic-development)

PROFESSIONAL DEVELOPMENT

**MENTAL AND BEHAVIORAL HEALTH – CONTINUED**

Please see the website for complete information regarding the accredited contact hours for nurses, social workers, play therapists and other professionals.

[www.wccnet.edu/economic-development](http://www.wccnet.edu/economic-development)

**Mental Health First Aid Certification**

Do you know what to say to a student who is struggling with acute depression or anxiety? How do you safely approach a patient or client who is experiencing a psychological crisis? This interactive, two-day certification program can help you gain skills in providing a five-step approach to help persons struggling with mental health disorders such as anxiety, depression, substance abuse or crisis situations such as suicidal behaviors, PTSD, panic attacks, psychosis, overdose or withdrawal. Nurses, social workers, educators, clergy, community volunteers, mental health advocates, family caregivers and members of the public will benefit from achieving this mental health first aid (MHFA) certification.

- Social workers: 8.0 contact hours through the Michigan Social Work Continuing Education Collaborative. Approved Provider Number: MICEC-0002.
- Educators: 8.0 clock hours through State Continuing Education Clock Hours (SCECH).
- This activity has been submitted to the Ohio Nurses Association for approval to award contact hours. The Ohio Nurses Association (OBN-001-91) is an accredited approver by the American Nurses Credentialing Center's Commission on Accreditation.
- Please contact Washtenaw Community College at [ecdevelopment@wccnet.edu](mailto:ecdevelopment@wccnet.edu) for more information. You will be notified in writing that ONA approval was received prior to the start of the workshop.
- Please arrive 15 minutes early to sign in. Catered breakfast and lunch provided.

**HSC 4182** \$129 | mandatory fee: \$59  
 10608 Fri 8:00 am - 5:00 pm May 6  
 Main Campus Lorraine Chiappetta

“  
 Enlightening.  
 I am more competent  
 in assessing a  
 person in crisis.”

– WCC student,  
 Mental Health First Aid Certification  
 with Lorraine Chiappetta

**IIRPs Introduction to Restorative Practices**

Learn practical strategies to build strong, healthy relationships with students, families, clients, employees and colleagues. Interactive experiences bring you to a full understanding of the fundamental unifying premise of restorative practices. This class is appropriate for those working or volunteering in education, criminal justice, social services, counseling, leadership, the pastoral field or other related work.

- Social workers: 6.0 contact hours through the Michigan Social Work Continuing Education Collaborative. Approved Provider Number: MICEC-0002.
- Educators: 6.0 clock hours through State Continuing Education Clock Hours (SCECH).
- Please arrive 15 minutes early to sign in. Catered lunch provided.

**HSC 4037** \$105 | mandatory fee: \$35  
 10597 Tue 9:00 am - 4:00 pm Jul 26  
 Main Campus Michelle Rose-Armstrong

**Introduction to Personality Disorders**

Learn how to identify, understand and handle clients, coworkers, and family members who have personality disorders (PD). Through lecture, group discussion, and interactive exercises, participants will learn about the incidence and challenges of personality disorders including substance abuse among this population.

- Social workers: 6.0 contact hours through the Michigan Social Work Continuing Education Collaborative. Approved Provider Number: MICEC-0002.
- Educators: 6.0 clock hours through State Continuing Education Clock Hours (SCECH).
- Please arrive at least 15 minutes early to sign in. Catered lunch provided.

**HSC 4363** \$105 | mandatory fee: \$15  
 10621 Fri 8:30 am - 3:30 pm Jun 10  
 Main Campus Mike Mogan

**Tools for Working with Ex-Offenders**

Learn to understand common strengths, limitations, attitudes and behaviors of criminal offenders as they reintegrate into society. The class will address assessment, treatment planning, behavioral modification, effective communication and services available to assist ex-offenders. Participants will engage in group discussion and case studies as they learn to interact effectively with ex-offenders. Informational resources and a workbook will be provided for use in clinical practice.

- Social workers: 6.0 contact hours through the Michigan Social Work Continuing Education Collaborative. Approved Provider Number: MICEC-0002.
- Please arrive at least 15 minutes early to sign in. Catered lunch provided.

**HSC 4351** \$105 | mandatory fee: \$15  
 10620 Fri 8:30 am - 3:30 pm Jul 22  
 Main Campus Mike Mogan

PROFESSIONAL DEVELOPMENT

# LEAN TRAINING

Bring it to **YOUR** team.



**15**

**HCRI APPROVED  
BUSINESS  
CREDITS**

### Leading by Numbers

This program has been approved for more business credits than any other program currently offered in the state.

Our on-site customized training is convenient and cost-effective. It will provide you and your team with the knowledge and hands-on experience you need to bring LEAN to life.

### Want more information?

Please contact **Raymond Tate**, business development manager, 734-973-3681.

“

The training was absolutely perfect! For our employees to have the opportunity to work on actual projects here at the hospital was extremely beneficial. I appreciate you customizing this effort for us. The energy the team has now to go out and make a difference in our hospital is amazing. This training couldn't have come at a better time and I couldn't be happier with our outcome. ”

– **Jeremy Stephens, VP and CHRO, Chelsea Community Hospital / Saint Joseph Mercy Health System**

**WCC Workforce Development**

[www.wccnet.edu/economic-development](http://www.wccnet.edu/economic-development)

PROFESSIONAL DEVELOPMENT

**MENTAL AND BEHAVIORAL HEALTH – CONTINUED**

**The Role of Codependence in Intimate Partner Violence**

Intimate partner violence (IPV) is a global public health issue. The role of codependence as an integral part of this dynamic has been peripherally understood and inadequately addressed in most therapeutic situations. IPV victims regardless of sex, sexual preference or race have a significant need for clinical intervention that identifies and addresses codependence issues.

This seminar will help clinicians teach their clients to recognize the eight early signs of a potentially violent relationship, the dynamics of codependence and IPV, and distinguish phases of violence through examining the power and control cycle. The features of codependent thinking and behavior that perpetuate IPV will be discussed.

- Social workers: 6.0 contact hours through the Michigan Social Work Continuing Education Collaborative. Approved Provider Number: MICEC-0002.
- Please arrive 15 minutes early to sign in. Catered lunch provided

**HSC 4122**    \$105 | mandatory fee: \$15  
 10746    Fri 8:30 am - 3:30 pm    Aug 19  
 Main Campus    Mike Mogan

**OLDER ADULT CARE**

**Recognizing Dementia, Delirium, and Depression**

Along with the increased longevity of adults in the baby-boom generation comes a significant challenge for anyone who works with older adults. Learn to recognize and accurately assess dementia, delirium and/or depression, conditions that often present with similar symptoms but require different plans for intervention and treatment.

- Social workers: 3.0 contact hours through the Michigan Social Work Continuing Education Collaborative. Approved Provider Number: MICEC-0002.
- This activity has been submitted to the Ohio Nurses Association for approval to award contact hours. The Ohio Nurses Association (OBN-001-91) is an accredited approver by the American Nurses Credentialing Center's Commission on Accreditation.
- Please contact Washtenaw Community College at [ecdevelopment@wccnet.edu](mailto:ecdevelopment@wccnet.edu) for more information. You will be notified in writing that ONA approval was received prior to the start of the workshop.
- Please arrive 15 minutes early to sign in.

**HSC 4226**    \$55  
 10609    Fri 9:00 am - 12:00 pm    Jun 3  
 Main Campus    Patricia Hall

**Using Circles Effectively: An International Institute of Restorative Practices Workshop**

Learn the value and process of circles as a practical and effective tool for creating a positive classroom or work environment in any organizational, institutional or community setting. The circle has a wide variety of purposes: conflict resolution, healing, support, decision-making, information exchange and relationship development. Circles offer an alternative to contemporary meeting, disciplinary and problem-solving processes and provides parents, teachers, youth and family workers, and administrators techniques through experiential learning that can be used immediately.

- Prereq: IIRPs Introduction to Restorative Practices (HSC 4037).
- 6.0 social work contact hours approved by the Michigan Social Work Continuing Education Collaborative. Approved Provider Number: MICEC-0002.
- Educators: 6.0 clock hours through State Continuing Education Clock Hours (SCECH).
- Participants should arrive 15 minutes early to sign in. Catered lunch provided.

**HSC 4041**    \$105 | mandatory fee: \$35  
 10601    Tue 9:00 am - 4:00 pm    Aug 2  
 Main Campus    Michelle Rose-Armstrong

“ This was an excellent presentation with many examples. ”

– WCC student,  
**Recognizing Dementia, Delirium, and Depression with Patricia Hall**

Please see the website for complete information regarding the accredited contact hours for nurses, social workers, play therapists and other professionals.

[www.wccnet.edu/economic-development](http://www.wccnet.edu/economic-development)





### Recognizing and Reporting Elder Abuse

The older population continues to grow and, unfortunately, so does the potential for elder abuse. While there are blatant signs of certain types of abuse, can you recognize the signs and symptoms of all types? Do you know how and where to report a suspected case? Licensed caregivers, human service workers in mental health, community health and law enforcement personnel not only have an ethical responsibility but also have a legal mandate to report suspected abuse. Using case studies, we will examine different types of abuse, evaluate risk and protective factors and learn who are commonly known as abusers. Finally, learn when and where to report elder abuse.

- Social workers: 3.0 contact hours through the Michigan Social Work Continuing Education Collaborative. Approved Provider Number: MICEC-0002.
- This activity has been submitted to the Ohio Nurses Association for approval to award contact hours. The Ohio Nurses Association (OBN-001-91) is an accredited approver by the American Nurses Credentialing Center's Commission on Accreditation.
- Please contact Washtenaw Community College at [ecdevelopment@wccnet.edu](mailto:ecdevelopment@wccnet.edu) for more information. You will be notified in writing that ONA approval was received prior to the start of the workshop.
- Please arrive 15 minutes early to sign in.

<b>HSC 4304</b>	\$55	
10610	Fri 9:00 am - 12:00 pm Main Campus	May 20 Patricia Hall

### Nutrition and Hydration in Long-Term Care

Many long-term care residents face challenges in caring for their own nutritional and hydration needs including dysphasia, verbal deficiencies and special diets for chronic health conditions. Studies show that 35-50% of elderly residents in long-term care settings are malnourished. Malnourishment predicts morbidity and mortality, functional deficits, cognitive impairment and frailty among elderly long-term care residents.

This class will prepare participants to identify risk factors of malnourishment and dehydration, and overcome common barriers and challenges in order to confidently care for this vulnerable population. Health care providers and mental health professionals working with the elderly and cognitively disabled will benefit from this class.

- This activity has been submitted to the Ohio Nurses Association for approval to award contact hours. The Ohio Nurses Association (OBN-001-91) is an accredited approver by the American Nurses Credentialing Center's Commission on Accreditation.
- Please contact Washtenaw Community College at [ecdevelopment@wccnet.edu](mailto:ecdevelopment@wccnet.edu) for more information. You will be notified in writing that ONA approval was received prior to the start of the workshop.

<b>HSC 1042</b>	\$55	
10593	Thu 6:00 pm - 8:30 pm Main Campus	May 19 Jessica Kempf

**Opening Doors  
to Employment in  
our Community  
for over  
50 years**



#### Enroll Early!

Many classes fill up quickly. To ensure a space in the class of your choice, register online as soon as possible.

[www.wccnet.edu/economic-development](http://www.wccnet.edu/economic-development)

**PAIN AND PAIN SYMPTOM MANAGEMENT**



**Chronic Pain Syndromes and Evidence-Based Treatment Options**

Chronic pain affects about 100 million American adults, making it one of the most common and costly health problems in the U.S. In this class, participants will examine the latest theories on the mind-body connection and the development of chronic pain. Learn about psychosocial assessment tools and evidence-based psychotherapeutic treatments for treating chronic pain syndromes. Practice mindfulness-based cognitive therapies such as guided imagery.

Health care providers, mental health professionals and community members who interact with people experiencing chronic pain, and those who experience it for themselves, will benefit from this class.

- This activity has been submitted to the Ohio Nurses Association for approval to award contact hours. The Ohio Nurses Association (OBN-001-91) is an accredited approver by the American Nurses Credentialing Center's Commission on Accreditation.
- Please contact Washtenaw Community College at [ecdevelopment@wccnet.edu](mailto:ecdevelopment@wccnet.edu) for more information. You will be notified in writing that ONA approval was received prior to the start of the workshop.
- Please arrive 15 minutes early to sign in. Catered lunch provided.
- This class combines content from two former classes: Holistic Treatment Strategies for Chronic Pain Management: A Guide for Social Workers (HSC 4081), and New Developments in Chronic Pain Syndromes and Their Management (HSC 4364).

**HSC 1039** \$100 | mandatory fee: \$15  
 10591 Sat 9:00 am - 2:00 pm Jun 11  
 Main Campus Jody Kohn

Please see the website for complete information regarding the accredited contact hours for nurses, social workers, play therapists and other professionals.  
[www.wccnet.edu/economic-development](http://www.wccnet.edu/economic-development)

**Preventing Negligent Retention in Elder Care Facilities**

Providers face a critical decision when residents exhibit challenging behavior or experience a spiraling decline in health status: either deliver the necessary care, treatment and supervision to protect them from harm, or promptly transfer them to a facility that is willing/able to do so with the family's support. The failure of facility officials/staff to take either course of action constitutes a negligent retention. Examine this controversial issue through several case studies and adopt materials and principles from the course that can be applied to your profession and workplace.

All management, direct-care, nursing, case management, social workers, surveyors and admissions staff who work in nursing homes, homes for the aged, foster care homes and other elder-care facilities should attend this workshop.

- Social workers: 6.0 contact hours through the Michigan Social Work Continuing Education Collaborative. Approved provider number: MICEC-0002.
- This activity has been submitted to the Ohio Nurses Association for approval to award contact hours. The Ohio Nurses Association (OBN-001-91) is an accredited approver by the American Nurses Credentialing Center's Commission on Accreditation.
- Please contact Washtenaw Community College at [ecdevelopment@wccnet.edu](mailto:ecdevelopment@wccnet.edu) for more information. You will be notified in writing that ONA approval was received prior to the start of the workshop.
- Please arrive 15 minutes early to sign in. Catered lunch provided.

**HSC 4368** \$105 | mandatory fee: \$15  
 10622 Fri 9:00 am - 4:00 pm May 13  
 Main Campus Lance Youles

**Enroll Early!**

Many classes fill up quickly. To ensure a space in the class of your choice, register online as soon as possible.

[www.wccnet.edu/economic-development](http://www.wccnet.edu/economic-development)

## WCC Workforce Development

# CUSTOMIZED TRAINING

We offer professional training customized for your business.

Clients turn to us for training to meet strategic business goals and consulting solutions to improve individual, team and organizational performance.

Our organizational development team brings a wealth of industry and training experience to the table to help create the right training solutions needed to solve organizational challenges.



To learn more: [www.wccnet.edu/economic-development](http://www.wccnet.edu/economic-development) / 734-677-5060



## YOUTH ON CAMPUS

**Get involved! It's never too early for career exploration!**

Youth on Campus classes provide fun, hands-on learning opportunities, and our career and college prep programs help teens set the foundation for future success.

For our current youth class list, go to [www.wccnet.edu/economic-development](http://www.wccnet.edu/economic-development)

## WCC Community Enrichment

[www.wccnet.edu/economic-development](http://www.wccnet.edu/economic-development) / 734-677-5060

# Meet Our Online Partners.

Look to WCC Workforce Development to provide training for in-demand skills. In addition to offering on-campus classes, we partner with a select group of highly-reputable companies to provide online classes that are flexible and do not require travel to campus.

Here is an overview of how each partner provides online classes.



- Monthly start date (3rd Wednesday)
- Register up to 10 days after start date
- Classes run over a 6-week period
- Content is equivalent to 24 contact hours
- 12 lessons, posted Wednesdays & Fridays
- 10 days to complete each lesson
- Optional quizzes
- Trainer-monitored
- No synchronous class meetings
- Class materials provided

Available at <http://tinyw.cc/scech>

**PEARSON**

WORKFORCE EDUCATION

- Self-paced classes
- Choose your own start date
- Register 1 week before start date
- 6 months access to class
- Work through the lessons at your own pace
- Success coach available via email
- No synchronous class meetings
- Class materials provided

Business & Technology classes at  
<http://tinyw.cc/biztech>

Health Care, Human & Social Services classes at  
<http://tinyw.cc/healthcare>

Manufacturing and Advanced Technology classes at  
<http://tinyw.cc/advancedtech>



- Classes start 1st Monday of the month
- Register by the Friday after (some exceptions)
- Most classes offered 4 times/year
- Classes run over a 4-week period
- 1 week = 1 unit
- For each unit, participants review narrated slides, do reading assignments, ask questions of the trainer, participate in discussion boards, and take an optional unit quiz
- No synchronous class meetings
- Class materials provided

Available at [yogotclass.org/catalog-complete.cfm/Washtenaw](http://yogotclass.org/catalog-complete.cfm/Washtenaw)

Note: Individual UGotClass classes are not listed on our website. Please register directly through our WCC UGotClass landing page.

For online class offerings please see pages 38–39.



## THE CENTER FOR LEGAL STUDIES

- Certificate programs
- 5 start dates/year (Mondays)
- Register 5 days before start date
- Classes run over a 7-week period; paralegal certificate is 14 weeks
- Significant reading and writing assignments
- Required participation in online discussions
- Required weekly tests; minimum passing scores
- No synchronous class meetings
- Additional cost for class materials

Available classes at  
<http://tinyw.cc/legalstudies>



## Is Online Training Right for You?

If you are self-directed, need more flexible timeframes for completing classwork and prefer setting your own time to work through lessons, online training can be your path to success.



- Live synchronous online instruction
- Hundreds of online LIVE classes to choose from
- Half-day, full-day and multiple-day classes
- The largest Guaranteed-to-Run class schedule in the world
- Access industry-recognized training with authorized courseware from Microsoft, Cisco, Citrix, CompTIA and other leading technology vendors
- Learn from top-tier trainers
- Labs on Demand gives you online access to client and server technologies — test, apply and hone your skills on real equipment accessed over the Internet
- Reinforce learning by accessing labs before and after class

Available classes at  
<http://nhlearningsolutions.com/wcc>

Technology requirements for these programs include access to a Mac or Windows computer, internet access and an email account. Adobe Flash Player and PDF Reader are also widely used. Many classes provide audio elements, so speakers or headphones/earbuds are needed. The ability to download and submit documents, usually in .doc or .rtf format, is another common expectation.

# Online Classes & Certificates

WCC Workforce Development partners with a select group of highly reputable companies to provide flexible online classes that do not require travel to campus. To learn more about our online partners, see pages 36–37.

## BUSINESS & TECHNOLOGY

Online offerings in business and technology include:

### ed2go (SCECH classes)

- A to Z Grant Writing
- An Introduction to Teaching ESL/EFL
- Creating a Classroom Web Site
- Creating the Inclusive Classroom: Strategies for Success
- Differentiated Instruction in the Classroom
- Empowering Students with Disabilities
- Enhancing Language Development in Childhood
- Get Assertive!
- Guided Reading and Writing: Strategies for Maximum Student Achievement
- Handling Medical Emergencies
- Integrating Technology in the Classroom
- Interpersonal Communication
- Leadership
- Practical Ideas for the Adult ESL/EFL Classroom
- Skills for Making Great Decisions
- Solving Classroom Discipline Problems
- Survival Kit for New Teachers
- The Creative Classroom
- Understanding Adolescents
- Working Successfully with Learning Disabled Students

**Start date:**  
3rd Wednesday of the month

Go to <http://tinyw.cc/scech>

### UGotClass

#### Certificates

- Business Research
- Presentation Media
- Workplace Communication
- Business Coaching
- Inbound Marketing
- Mobile Marketing
- Managing Social Media Platforms
- Designing Webinars

#### Classes

- Prezi
- Self-Publishing eBooks
- LEED Green Workplace
- Evernote
- Google+

**Classes offered 4 times/year and start 1st Monday of the month.**

Go to [www.yougotclass.org/catalog-complete.cfm/washtenaw](http://www.yougotclass.org/catalog-complete.cfm/washtenaw)

### New Horizons Online LIVE®

- Information Technology
- Project Management
- Desktop Applications
- Business Skills
- Online Marketing

Go to [nhlearningsolutions.com/wcc](http://nhlearningsolutions.com/wcc)

### Pearson Workforce Education

#### Self-Paced

- Mobile App Development – Android, 21
- Mobile App Development – HTML5, 22

**Choose your own start date.**

Go to <http://tinyw.cc/biztech>

### The Center for Legal Studies

- Advanced Legal Research and Writing, 21
- Intellectual Property Law for Engineers, 21
- Personal Injury for Paralegals, 21

**Seven week module classes start May 2 – Aug 22**

Go to <http://tinyw.cc/legalstudies>

**Please note:** Each partner's classes are structured differently. Please see page 36–37 for more information.

# HEALTH CARE

**Online offerings in health care and social services include:**

## **ed2go (SHECH classes)**

- Handling Medical Emergencies

Available at <http://tinyw.cc/scech>

## **UGotClass**

- Dementia Care
- Spanish for Medical Professionals

Go to [yougotclass.org/catalog-complete.cfm](http://yougotclass.org/catalog-complete.cfm)

## **Pearson Workforce Education**

### **Self-Paced**

- ICD-10 for Allied Health Professionals
- Customer Service for Health Care
- Health Insurance 1 & 2
- Patient Access Specialist
- Introduction to Medical Terminology

Available at <http://tinyw.cc/healthcare>

## **The Center for Legal Studies**

- Legal Nurse Consultant Training, 24
- Victim Advocacy Training, 7

Available at <http://tinyw.cc/legalstudies>

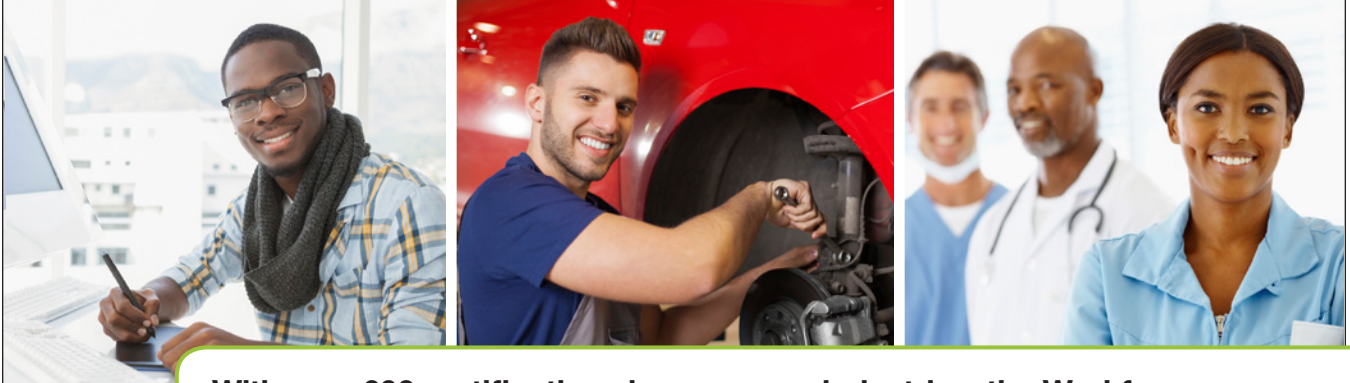
## Is Online Training for You?

If you are self-directed, need more flexible timeframes for completing classwork and prefer setting your own time to work through lessons, online training can be your path to success.

**Technology requirements:** Access to a Mac or Windows computer, internet access and an email account. Adobe Flash Player and PDF Reader are also widely used. Many classes will require you to download and submit documents, usually in .doc or .rtf format.

# INDUSTRY CERTIFICATIONS

## Enhance Your Career: Get Certified!



With over 600 certifications in numerous industries, the Workforce Certification Center at WCC can help take your career to the next level.

### PEARSON

CompTIA  
Evaluation Systems (Michigan Test for Teacher Certification)  
Cisco Systems



Welding Certification Tests on Plate and Pipe

### CERTIPORT®

Microsoft Office Specialist  
Microsoft Technology Associate  
Adobe Certified Associate



Board Athletic Trainer Certification Exam (BOC) & Personal Trainer (ACE)  
Rehabilitation Nursing Certification Board (RNCB) & Association of Rehabilitation Nursing (ARN)  
Registered Roof Observer



Transportation Security Administration (TSA)  
Border Patrol Agent  
FBI Special Agent

### KRYTERION™ AUTHORIZED TESTING CENTER

Salesforce.com Certification  
Contract Management  
Council of Development  
Finance Agencies

### WorkKeys®

Para Pro Careers in Education  
Health Care Assessment  
Soft Skills Assessment

### NATIONAL HEALTHCAREER ASSOCIATION

CPT – Phlebotomy Technician Certification

### Pro✓

Arkansas Master Electrician  
W. Virginia / S. Carolina / Florida Contractor's Licensing Board  
Certified Professional Midwife (NARM)



CLA Certifications:  
Certified Logistics Associates  
CLT Certified Logistics Technicians

### State of Michigan

Motor Vehicle Mechanic  
Competency Assessments

## WCC Workforce Certification Center

Monday–Friday 9:00 am to 5:00 pm / After-hours and weekends by appointment.



# ServSafe® Certification Class & Exam

at **Washtenaw Community College**

## UPCOMING DATES:

**Mon, Jun 13, 8 am – 5 pm**

**Mon, Aug 22, 8 am – 5 pm**

## Food Manager

Michigan food law requires licensed foodservice establishments to certify a manager by an accredited food safety exam.

The Servsafe® Certification Class and Exam offerings at WCC include an 8-hour class, a self-study format and a proctored exam.

### ServSafe® Food Safety Offerings:

#### 8-Hour Class

**includes book and proctored exam**

MRA Member: \$125 / Nonmember: \$195

**WCC Price:** \$155\*

*Price includes six-hour trainer review, book & exam.*

#### Self-Study Format

**includes book and proctored exam**

MRA Member Price: \$90 / Nonmember: \$135

**WCC Price:** \$110\*

*Price includes book and exam.*

#### Proctored Exam

MRA Member Price: \$65 / Nonmember: \$100

**WCC Price:** \$85\*

*Price includes exam only.*

\*To register call Chari at 800-968-9668, ext 3922.

Register online at [michiganrestaurant.org/servsafe](http://michiganrestaurant.org/servsafe).



## Alcohol

Responsible alcohol service is valuable to your business, your customers and your community. The National Restaurant Association ServSafe Alcohol® program is your solution for responsible alcohol service training.

The self-study format includes a book and proctored exam that you can take in person at WCC on training days. Prior registration and self-study is expected.

### ServSafe Alcohol® Offering:

#### Self-Study Format

**includes book and proctored exam**

MRA Member Price: \$35 / Nonmember: \$65

*Pricing includes book and exam. WCC pricing not available.*



For more information, call 734-677-5007 or email [workforce-development@wccnet.edu](mailto:workforce-development@wccnet.edu)

# Policies & Information

## Class Drop/Refund Policy

Drops are accepted up to the start of the first class. No refunds are given, for any reason, once the class starts. Mandatory fees will only be refunded if a class is dropped at least 72 hours prior to the start of the first class. To request a drop from a class:

- If you registered online or in person, contact our offices at 734-677-5060 or [ecdevelopment@wccnet.edu](mailto:ecdevelopment@wccnet.edu).
- If you registered by mail, include your full name, address, class title, course number, and class ID, and send your request to Division of Economic and Community Development, ML 104, Washtenaw Community College, 4800 East Huron River Drive, Ann Arbor, MI 48105-4800.

## Cancellations

Washtenaw Community College reserves the right to cancel or reschedule a class that does not meet minimum paid enrollment. Participants will be notified of cancellations via email or phone.

## Mandatory Fees

Some classes require additional fees for supplies or materials. These are noted in the class details. All mandatory fees are paid at the time of registration.

## Location and Parking

A majority of classes are held on the main campus of WCC. The locations of off-campus classes are indicated in the class details. Parking on campus is now easier than ever with the new centrally located parking structure. For additional parking info and directions, visit [www.wccnet.edu/about-us/visiting/](http://www.wccnet.edu/about-us/visiting/)

## What is a CEU?

A CEU (Continuing Education Unit) is a national measurement unit. One CEU equals ten classroom or equivalent hours, and is used to record, transfer and recognize participation in non-credit learning experiences.

## Mailing List Statement

Please note every effort is made to remove individuals or businesses that have requested, in writing, to be deleted from Washtenaw Community College's mailing lists and or data base. WCC obtains mailing lists/data from many sources and cannot guaranty you will be eliminated from every mailing.

## Emeritus Scholarship

- Have in-district residency status per WCC residency policy.
- Be 65 years old as of May 1, 2016.
- Make an in-person visit to the Student Connection with your driver's license or state-issued photo ID to confirm status and update your record prior to registering for your first class.

Note: Once your scholarship qualification has been confirmed, you may enroll in any noncredit class during regular registration times. To register online with the scholarship, please contact our offices at 734-677-5060. WCC will apply the scholarship to your tuition for noncredit classes. The Emeritus Scholarship does not apply to mandatory class fees.

## Nonprofit Agency Scholarship

This scholarship provides payment for tuition (only) of agency-approved Economic and Community Development noncredit classes. You must complete all items on this checklist to qualify. Submit an application each semester for each class you attend.

- You must be a permanent employee of a nonprofit agency (permanent position) in Washtenaw County.
- Submit the nonprofit agency scholarship application, complete with supervisor approved class(es) and signature, ten business days before start of class.
- You must attend all class sessions and complete all class requirements. If the class is not successfully completed, you (or your agency) may be billed for the full tuition amount of the class and/or have your scholarship discontinued.
- You must submit your completed application form with a copy of your agency's 501(c)3 documentation no later than ten business days before start of class.

For more information or a scholarship application, please go to [www4.wccnet.edu/employerservices/nonprofit](http://www4.wccnet.edu/employerservices/nonprofit) or contact Shelly Rush at [mrush@wccnet.edu](mailto:mrush@wccnet.edu) or 734-677-5233.



## WCC Board of Trustees

Richard J. Landau, J.D., Chair  
Diane McKnight-Morton, Vice Chair  
Christina Fleming, Secretary  
David DeVarti  
Stephen J. Gill, Ph.D.  
Ruth Hatcher

Rose B. Bellanca, Ed.D., WCC President

## WCC is a smoke-free campus.

This schedule was designed and produced by  
WCC Public Relations and Marketing Services. Rev: 3/16

**Accreditation:** Washtenaw Community College is accredited by The Higher Learning Commission 230 South LaSalle Street, Suite 7-500, Chicago, Illinois 60604-1411, 800-621-7440, [www.ncahc.org](http://www.ncahc.org). Contact 734-973-3300 for information about Washtenaw Community College.

**ADA/EEO/Title IX/Section 504 Compliance Statements:** Washtenaw Community College does not discriminate on the basis of religion, race, color, national origin, age, sex, height, weight, marital status, disability, veteran status, or any other protected status as provided for and to the extent required by federal and state statutes, nor does the college discriminate on the basis of sexual orientation, gender identity or gender expression. WCC is committed to compliance in all of its activities and services with the requirements of the Title IX of the Educational Amendments of 1972, Public Act 453, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964 as amended, Public Act 220, and the Americans with Disabilities Act of 1990. Employment compliance inquiries should be directed to the VP of Human Resources, Room 120 in the Business Education building, 734-973-3497. Facility access inquiries should be directed to the VP for Facilities, Grounds and Campus Safety, Room PO112, Plant Operations Building, 734-677-5322. Title IX or ADA/504 inquiries related to programs and services should be directed to the VP for Student and Academic Services, Room SC 247, Student Center Building, 734-973-3536.

**Title II Student Right-to-Know and Campus Security Act Compliance Statement:** The Student Right-to-Know and Campus Security Act of 1990 is a federal law that mandates the disclosure by all institutions of higher education of the rates of graduation, the number of incidents of certain criminal offenses, the type of security provided on campus, the pertinent policies regarding security on campus and policies that record and deal with alcohol and drug abuse. WCC is in full compliance and provides information annually through various means, including college publications, [wccnet.edu](http://wccnet.edu) or email. Inquiries concerning the Student Right-to-Know and Campus Security Act should be directed to Washtenaw Community College, Office of the Vice President for Student and Academic Services, Room SC 247, Student Center Building, Ann Arbor, MI 48105-4800, 734-973-3536.

# How to Register

## ONLINE

[wccnet.edu/economic-development](http://wccnet.edu/economic-development)  
Register and pay by credit card.

- Before registering online for the first time, you must create a student profile.
- Household profiles are available to allow a family to have a single account where adults can register children for youth programs. For more information on using a household profile, please call our office at 734-677-5060.
- To find classes, click All Classes on the Browse menu to select a subcategory. To see full class descriptions, click on class titles.
- To register for a class, click Add to Cart, enter your credit card payment information and print your receipt.

## WALK-IN\*

### Student Center Building

WCC Main Campus  
4800 East Huron River Drive  
Ann Arbor, MI 48105-4800

Payment by check (including all fees) is due at the time of registration.

**\*NOTE:** Participants who are registering for **online classes** and those with a **coupon** must register online at [www.wccnet.edu/economic-development](http://www.wccnet.edu/economic-development).

## MAIL-IN\*

Send completed registration form with check or money order (payable to Washtenaw Community College) to:

### Workforce Development Registration

Student Records, SC 203  
Washtenaw Community College  
4800 East Huron River Drive  
Ann Arbor, MI 48105-4800

- Only registrations accompanied by full payment will be processed.
- No credit card payment options are available for mail-in registration.
- Deadline for mail-in registration is seven business days prior to the first class.
- Mail-in registration does not guarantee a seat in the class.

**Questions?** [ecdevelopment@wccnet.edu](mailto:ecdevelopment@wccnet.edu) / 734-677-5060

## REGISTRATION FORM

Please print.

Detach and send with payment. 

Name / Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

WCC Student ID # \_\_\_\_\_ Date of Birth \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ Email Address \_\_\_\_\_

**Are you Hispanic or Latino?**  Yes  No  Decline to answer

**Select one or more race**

- American Indian or Alaska Native  Native Hawaiian or other Pacific Islander  
 Black or African American  White  
 Asian  Do not wish to specify

**Citizenship**  U.S. Citizen  Not a U.S. Citizen

**Washtenaw County Resident**  Yes  No

**Gender**  Male  Female

START DATE	COURSE TITLE / NUMBER	TUITION	MANDATORY	COMBINED

**IMPORTANT!** You must agree to WCC Drop/Refund Policy to register.

**Total Enclosed: \$** \_\_\_\_\_

I agree to the Drop/Refund Policy as outlined on page 42.

**Signature required** \_\_\_\_\_ **Date** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

# Workforce Development



**Dialysis Technician Program 6**



**Personal Injury  
 for Paralegals**  
**21**

Looking for workplace training designed to improve and develop your workforce, grow your career or meet professional requirements? **Look inside.**

**DISCOVER  
 CUSTOMIZED  
 TRAINING**



**We offer:**

- Leadership training
- Lean for human resources
- Executive coaching
- Team building
- Succession planning
- Change management

**To learn more:** [www.wccnet.edu/economic-development](http://www.wccnet.edu/economic-development) / **734-973-3681**

Find your class at [www.wccnet.edu/economic-development](http://www.wccnet.edu/economic-development)