

## Human Resource Certification Study Program

The Society for Human Resource Management (SHRM) Certification covers the new standard for HR professionals around the globe. It is among the first HR certifications that is focused on teaching and testing the practical, real-life information HR professionals need to excel in their careers. MCCC is pleased to offer this course that will help prepare you for the new certification. There will be two levels to the new certification: SHRM Certified Professional (SHRM-CP) and SHRM Senior Certified Professional (SHRM-SCP). This course will prepare you for the exam testing window that started in December 2015.

This traditional classroom setting is taught by local certified HR professionals for 36 contact hours covering the new content in the SHRM Body of Competency and Knowledge (BoCK). There are no prerequisites for this course. It's ideal for anyone who wants to increase their human resource knowledge, or taking the exam for the new certification offered by SHRM. CEUs: 3.6

### PERS 764-81

\$495 (Senior Fee \$495)  
Mondays Sep. 17 - Dec. 3  
6 - 9 p.m. C 223 Staff

### PERS 764-81A

\$1,200 (Senior Fee \$1,023.75)  
Mondays Sep. 17 - Dec. 3  
6 - 9 p.m. C 223 Staff



## Legal Certificate Online Courses

You don't have to be an attorney to embark on a career in the legal industry. Corporations, law firms and governments need non-lawyers for a wide variety of administrative, research, compliance and other law-related requirements. Without the time and expense of a pursuing a full law degree, you can gain the skills needed to offer specialized legal services for these employers. To build your credentials for legal career opportunities, consider these excellent courses MCCC offers in partnership with The Center for Legal Studies. All textbooks and resources, including Westlaw, are available for purchase by calling 1.800.522.7737 or by accessing the secure online order form at [www.legalstudies.com](http://www.legalstudies.com). Please order your textbooks at least one week prior to the first session.

### Courses Offered:

- Paralegal Certificate — \$1,395
- Advanced Paralegal Certificate — \$1,800 or \$300 per topic
- Legal Secretary Certificate — \$729
- Legal Nurse Consultant Training — \$895
- Legal Investigation Certificate — \$729
- Alternative Dispute Resolution Certificate — \$729
- Victim Advocacy Certificate — \$729
- Employment Law Certificate Course — \$729
- Personal Injury for Paralegals — \$729
- Software Essentials for the Law Office — \$729
- GMAT Test Prep — \$300
- GRE Test Prep — \$300
- LSAT Test Prep — \$300
- SAT or ACT Test Prep — \$150
- SAT/ACT Combo Test Prep — \$250

### Fall 2018 Sessions:

Session I: August 20 – October 5  
Session II: October 15 – November 30

Please call the Office of Lifelong Learning at 734.384.4127 to register or for more information. You may access detailed course descriptions and outlines at [www.legalstudies.com](http://www.legalstudies.com).

## Microsoft ED2GO Online Classes

Most of the classes listed below are \$104 (Senior Fee \$89.50). The 2016 versions are \$129 (Senior Fee \$104.50). Classes begin monthly.

To view start dates and receive information on how to register, please see page 29.

For a complete listing of all Microsoft classes offered through ED2GO, visit [www.ed2go.com/monroe](http://www.ed2go.com/monroe).

### Introduction to Excel 2007, 2010, 2013 or 2016

Work with numbers? Discover dozens of shortcuts and tricks for setting up worksheets quickly. CEUs: 2.4

### Intermediate Excel 2007, 2010, 2013 or 2016

Master advanced features of Excel, including charting and PivotTables. Discover how this powerful program can boost your productivity. CEUs: 2.4

### Advanced Excel 2007, 2010, 2013 or 2016

In this practical and information-packed course, you'll see how to maximize Excel's functions and capabilities. CEUs: 2.4

### Introduction to Word 2007, 2010, 2013, 2016

Learn to use the word processor PC Magazine ranked as one of the strongest and most intelligent programs ever written. CEUs: 2.4

### Intermediate Word 2007, 2010, 2013 or 2016

Learn Word's more advanced features, which can make writing easier, faster and more fun. CEUs: 2.4

### Introduction to Access 2010, 2013 or 2016

Learn how this powerful database can help you store and manage information you've collected about your business or home. CEUs: 2.4

### Intermediate Access 2010, 2013 or 2016

Learn how to build more intuitive and powerful databases. CEUs: 2.4

### Introduction to PowerPoint 2010, 2013 or 2016

Learn how to create exciting slide presentations with SmartArt, multimedia, animation, sound and clip art. CEUs: 2.4