

# BUSINESS AND INDUSTRY | WORKFORCE TRAINING ●●●

For more information or to register for any of the B&I classes listed below, please call 734.384.4229.

## HealthGuard Professional Food Manager Certification

Monroe County Community College is offering a one-day HealthGuard Professional Food Manager Certification Training session in conformance with the Michigan Food Law. The Michigan Food Law requires all licensees to have a certified food manager. This course, along with a passing score on the exam, meets that requirement. The cost includes the NSF HealthGuard Certified Professional Food Manager Manual, exam, lunch and refreshments. CEUs: .8

**\$143 (Senior Fee \$127.75) per section**

### Winter Semester

**CSM 718-71** ☀️  
Tuesday Jan. 9  
8 a.m. - 6 p.m. Z 258 Childress

**CSM 718-72** ☀️  
Tuesday Feb. 13  
8 a.m. - 6 p.m. A 173a Childress

**CSM 718-73** ☀️  
Tuesday Mar. 13  
8 a.m. - 6 p.m. Z 258 Childress

**CSM 718-74** ☀️  
Tuesday Apr. 10  
8 a.m. - 6 p.m. Z 258 Childress

### Spring Semester

**CSM 718-71** ☀️  
Tuesday May 8  
8 a.m. - 6 p.m. Z 258 Childress

**CSM 718-72** ☀️  
Tuesday June 12  
8 a.m. - 6 p.m. Z 258 Childress

**CSM 718-73** ☀️  
Tuesday July 10  
8 a.m. - 6 p.m. A 150 Childress

**CSM 718-74** ☀️  
Tuesday Aug. 14  
8 a.m. - 6 p.m. A 150 Childress

## Business and Industry Customized Training and Retraining Programs

In collaboration with your company, MCCC can create training and retraining programs to meet the changing dimensions of skills in today's workplace. Whether your company needs training in supervision/management, a new manufacturing process, software applications or basic skills, representatives from the college can work with members of your staff to develop a customized training program tailored to meet the specific needs of your employee groups. The training can take place at your office or plant or at the college on a time schedule convenient to your company and employees.

For more information, contact Barry Kinsey, director of workforce development, at 734.384.4124.



## Resume and Interviewing Workshop

Learn how to develop effective job search correspondence for today's market. Barry Kinsey, director of workforce development at MCCC, will assist those who don't yet have a resume or want to improve the one that they have. Included are the "7 Keys" of experience and tips for writing cover letters and interviewing. Also, learn about upcoming community job fairs in which you can participate. Please visit the Workforce Development Web site ([www.collegecentral.com/monroecc.edu](http://www.collegecentral.com/monroecc.edu)) to view employment opportunities in our region.

**All Resume and Interviewing workshops are free and open to the public but registration is required.**

Please call the Office of Workforce Development to register at 734.384.4229.

**PERS 765-71** ☀️  
Tuesday Mar. 20  
9 - 10:30 a.m. Z 272

**PERS 765-72** ☀️  
Thursday Mar. 22  
5:30 - 7 p.m. Z 272

**PERS 765-72** ☀️  
Wednesday Mar. 28  
9 - 10:30 a.m. Z 272



## Microsoft Office Classes



### Basic Excel

Learn the premier spreadsheet application. Tips will be given on when and how to use the ribbon interface.

**Prerequisite: You must have previous computer experience including Windows and keyboarding skills.**

Topics covered include:

- Getting started with Excel
- Building and editing worksheets
- Formatting a worksheet
- Working with charts
- Working with formulas and functions

Cost includes materials and lunch. CEUs: .7

**MICRO 897-71** ❄️

\$89 (Senior Fee \$53)

Friday Jan. 26  
8 a.m. - 4 p.m. Z 289 Colston



### Intermediate Excel

This follow-up to the basic class or for those Excel users who are comfortable with the program but wish to be introduced to some of Excel's more advanced tools. You'll learn how to manage workbooks and prepare them for the Web; automate worksheet tasks; use lists; analyze list data; and enhance charts and worksheets. Cost includes materials and lunch. CEUs: .7

**MICRO 802-71** ❄️

\$89 (Senior Fee \$53)

Friday Feb. 9  
8 a.m. - 4 p.m. Z 289 Colston



### Advanced Excel

This is an accelerated, advanced class. Participants are encouraged to bring in real-life problems for review in the lab. A course card is included with the course.

The target audience is anyone that has previously enrolled in Excel Intermediate or those who have extensive experience working with Excel. Topics covered include:

- A review of worksheet fundamentals and comparison of Microsoft with earlier versions
- Advanced formulas and formatting
- Password protection and security
- Advanced charting and databases
- Accessing extended databases
- Object linking and embedding
- Macro programming and dialog boxes for customization
- Add-in products such as AutoSave, Report Manager, and Analysis ToolPak

Cost includes materials and lunch. CEUs: .7

**MICRO 905-71** ❄️

\$89 (Senior Fee \$53)

Friday April 20  
8 a.m. - 4 p.m. Z 289 Colston



### PowerPoint

Add some pizzazz to your presentations with PowerPoint. Learn how to create, modify, enhance, and customize a presentation. Cost includes materials and lunch. CEUs: .7

**MICRO 797-71** ❄️

\$89 (Senior Fee \$53)

Friday Mar. 2  
8 a.m. - 4 p.m. Z 289 Colston



### Intermediate Word

This class will expand on advanced features of Word including: adding graphics; merging documents; formatting with styles; and sharing information with other programs.

Cost includes materials and lunch. CEUs: .7

**MICRO 795-71** ❄️

\$89 (Senior Fee \$53)

Friday Mar. 23  
8 a.m. - 4 p.m. Z 289 Colston