

2017 Business & Industry Training

To register for any of the training sessions on this schedule please complete the attached registration form, including the title of the training and course number. Return the registration form by fax to Barry Kinsey at (734) 384-4190, or register by phone at 734-384-4127.

Payment by credit card is preferred. For those who register with a credit card please provide the name of the cardholder and the zip code of the cardholder. If you would like us to invoice your company, please provide a letter of authorization with your registration form. The approval letter should state that your company will cover the cost of the class, along with direction on who should receive the invoice. You will not be registered until we have the correct billing information.

** Please see Inclement Weather Policy at bottom of this schedule for questions regarding the closure of MCCC.*

CUSTOMIZED TRAINING & RETRAINING PROGRAMS

In collaboration with your company, Monroe County Community College 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 list of potential programs is virtually endless, offering the greatest flexibility. The training can take place at your office or plant or at the college on a time schedule convenient to your company and employees. The high-quality, customized programs provided locally by MCCC are very cost-effective for training your employees.

MCCC is pleased to be part of the MIOSHA TRAINING INSTITUTE and offer a wide variety of safety training courses. Most of the safety training topics can be delivered at your worksite or on campus. To receive a detailed brochure of the safety training classes available, contact the Office of Lifelong Learning at 734.384.4127 or visit the Division of Corporate and Community Services' Web site at www.monroecc.edu/ccs/training.htm

Usually, contracted training is delivered in a much shorter time frame than regular college classes and, typically, no college credit is earned towards a degree. However, if a company would want a program for college credit, this can be delivered at your site or at either of our campus locations.

For more information contact Barry Kinsey, director of workforce development, at 734.384.4127.

Sign up to receive e-mail notices of upcoming training events, and check the current schedule of training sessions at www.monroecc.edu/ccs/training.htm.

MCCC is also a partner with OSHA® Training Institute Education Centers – Mid-America OSHA Education Center.

The Mid America OSHA Education Center is the leading provider of safety courses and services in Ohio, Indiana, Michigan, Illinois, Wisconsin, and Minnesota. Headquartered in Dayton, OH, it is a cooperative effort of OSHA, USDOL, and the Ohio Valley Construction Education Foundation. Serving people from all areas of the United States, our organization has sustained our commitment to providing the most current and innovative educational programs in safety and health standards.

While many organizations offer safety-training programs, Mid-America OSHA Education Center is one of only twenty-seven centers in the U.S. formally authorized by OSHA to deliver OSHA courses. We provide opportunities for construction and industrial personnel to participate in OSHA authorized courses within our Region.

BUSINESS OPERATIONS

CONFLICT RESOLUTION – GETTING ALONG IN THE WORKPLACE MGMT 798F-71

Wednesday, March 22

8:30 a.m. to 12 noon

Room Z-257 in the La-Z-Boy Center

Cost: \$139 per person, includes coffee and light breakfast

All of us experience conflict. We argue with our spouses, disagree with co-workers, and sometimes even quarrel with strangers at a ball game. At times we lose sight of the fact that all this conflict is normal. So long as people are individuals, there will be the potential for conflict. Since you can't prevent conflict, it helps to learn how to manage it in productive ways so it does not turn destructive. This workshop will help you develop your skills for using correct approaches to different types of conflict and avoid unpleasant escalation of conflict.

BASIC INSTRUCTOR SKILLS (TRAIN-THE-TRAINER) – PERS 790-71

Wednesday, April 5

8 a.m. to 3 p.m.

Room Z-258 in the La-Z-Boy Center on our main campus

Cost: \$169 per person, includes light breakfast and lunch

The credibility of a training program depends on the quality of the instructors. Instructors should be technically competent and should have the basic skills necessary to train and evaluate assigned trainees. This course is designed to give individuals performing training functions the basic skills needed to function as an entry level instructor. This program identifies types of students, general training skills, task instructions, program integrity, how to respond to questions and when/how to offer advice. This program reviews instructional strategies related to the adult learner, training stressors and the adult learning environment.

This course will provide those attending an overview of methods and theories of training implementation and delivery techniques including professionalism, maturity, integrity, communication modeling, personal standards of performance, and commitment to training. This program engages students in guided discussions about the role of instructors, student values and attitudes, and best practices.

This course is taught using lecture, hands on exercises/scenarios and guided discussions.

Topics Covered:

- Roles and responsibilities of Instructors and Students
- Training “best” practices – Tell, Show, Observe, Correct Documentation
- Lesson Plans and Training Objectives
- Podium Panic
- Body Language
- Visual Aids
- Communication barriers
- Training Stressors
- Problem Trainees
- Understanding the Adult Learner
- Student Questions and Answers

DEVELOPING EXCEPTIONAL CUSTOMER SERVICE SKILLS MGMT 870-71

Friday, April 7

8:30 a.m. to 12 noon

Room Z-257 in the La-Z-Boy Center

Cost: \$139 per person, includes coffee and light breakfast

You will learn the Seven Steps of Superior Service and how to address the following with customers.

- Describe how to be perceived as a “professional” customer service agent.
- Describe how to determine customers’ needs early during the interaction.
- Describe proper courtesy and etiquette when serving customers.
- Define a “Service Opportunity.”
- Identify behaviors for becoming proactive when delivering customer service.
- List the “Five Ugly Things You Should Never Say to a Customer.”
- Manage a customer service interaction using the “Seven Steps for Superior Service.”
- Describe the importance of good customer service as it relates to the well-being of your organization.

Computer/Software Training

Intermediate Excel - MICRO 802

Friday, March 17, 8 am to 4 pm

Room Z-289 in the La-Z-Boy Center on our Main Campus

Cost: \$89 per person includes materials and lunch

This follow-up to the basic class or for those Excel users who are comfortable with the program by wish to be introduced to some of Excel’s more advanced tools. You’ll learn how to manage workbooks and preparing them for the Web; automate worksheet tasks; use lists; analyze list data; and enhance charts and worksheets. The following topics will be covered.

Managing Workbooks and Preparing Them for the Web

- Freezing Columns and Rows
- Inserting and Deleting Worksheets
- Consolidating Data with 3-D References
- Hiding and Protecting Worksheet Areas
- Saving Custom Views of a Worksheet
- Controlling Page Breaks and Page Numbering
- Creating a Hyperlink between Excel Files
- Saving an Excel file as an HTML Document

Automating Worksheet Tasks

- Planning a Macro
- Recording a Macro
- Running a Macro
- Editing a Macro
- Using Shortcut Keys with Macros
- Using the Personal Macro Workbook
- Adding a Macro as a Menu Item
- Creating a Toolbar for Macros

Using Lists

- Planning a List
- Creating a List
- Adding Records with the Data Form
- Finding Records
- Deleting Records
- Sorting a List by One Field
- Sorting a List by Multiple Fields
- Printing a List

Analyzing List Data

- Retrieving Records with AutoFilter
- Creating a Custom Filter
- Filtering a List with Advanced Filter
- Extracting List Data
- Creating Subtotals Using Grouping and Outlines
- Looking Up Values in a List
- Summarizing List Data
- Using Data Validation for List Entries

Enhancing Charts and Worksheets

- Selecting a Custom Chart Type
- Customizing a Data Series
- Formatting a Chart Axis
- Adding a Data Table to a Chart
- Rotating a Chart
- Enhancing a Chart with WordArt



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- Rotating Text
- Mapping Data

Sharing Excel Files and Incorporating Web Information

- Sharing Excel Files
- Setting Up a Shared Workbook
- Tracking Changes in a Shared Workbook
- Applying and Removing Passwords
- Creating an Interactive Worksheet for an Intranet or the Web
- Creating an Interactive PivotTable for an Intranet or the Web
- Creating Hyperlinks between Excel Files and the Web
- Running Queries to Retrieve Data on the Web

PowerPoint – MICRO 897

Friday, April 7, 8 am to 4 pm

Room Z-289 in the La-Z-Boy Center on our Main Campus

Cost: \$89 per person includes materials and lunch

Add some pizzazz to your presentations with PowerPoint. Learn how to create, modify, enhance, and customize a presentation.

Getting Started with PowerPoint

- Defining Presentation Software
- Starting PowerPoint
- Using the AutoContent Wizard
- Viewing the PowerPoint Window
- Viewing and Saving a Presentation
- Getting Help
- Printing and Closing the File, and Exiting PowerPoint

Creating a Presentation

- Planning an Effective Presentation
- Choosing a Look for a Presentation
- Entering Slide Text
- Creating a New Slide
- Working in Outline View
- Entering Notes
- Checking Spelling in the Presentation
- Evaluating a Presentation

Modifying a Presentation

- Opening an Existing Presentation
- Drawing and Modifying and Object



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- Editing Drawing Objects
- Understanding Aligning, Grouping and Stacking Objects
- Aligning and Grouping Objects
- Adding and Arranging Text
- Formatting Text
- Customizing the Color Scheme and Background
- Correcting Text Automatically

Enhancing a Presentation

- Inserting Clip Art
- Inserting, Cropping and Scaling a Picture
- Embedding a Chart
- Entering and Editing Data in the Datasheet
- Formatting a Chart
- Using Slide Show Commands
- Creating Tables in PowerPoint
- Setting Slide Show Timings and Transitions
- Setting Slide Show Animation Effects

Customizing Your Presentation

- Understanding PowerPoint Masters
- Formatting Master Text
- Changing Master Text Indents
- Adjusting Text Objects
- Using Advanced Drawing Tools
- Using Advanced Formatting Tools
- Using the Style Checker

Setting Custom Options

Intermediate Word – MICRO 795

Friday, April 21, 8 am to 4 pm

Room Z-289 in the La-Z-Boy Center on our Main Campus

Cost: \$89 per person includes materials and lunch

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

Adding Graphics

- Inserting Clip Art
- Wrapping Text Around Graphics
- Moving and Resizing Graphics
- Inserting Pictures from Files
- Drawing AutoShapes



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- Inserting Text Boxes
- Drawing Lines
- Creating WordArt
- Using click and Type

Merging Word Documents

- Understanding Mail Merge
- Creating a Main Document
- Creating a Data Source
- Entering and Editing Records in a Data Source
- Inserting Merge Fields
- Performing a Mail Merge
- Creating Labels
- Sorting Records to Merge

Formatting with Styles

- Understanding Styles and Templates
- Creating and Applying Paragraph Styles
- Creating and Applying Character Styles
- Modifying Styles
- Using AutoFormat and the Style Gallery
- Displaying Style Names in a Document
- Moving Around with Styles
- Replacing Styles

Sharing Information with Other Programs

- Understanding Linking and Embedding Objects
- Linking an Excel Worksheet
- Modifying a Linked Object
- Using Paste Special to Embed an Object

MIOSHA TRAINING INSTITUTE

PART 1 GENERAL PROVISIONS PERS 818-71

MTI Level Two Elective Course

(Compliance Track - General Industry)

Thursday, April 6, 9 am to 4 pm



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Room A173ab in the Administration Building on Main Campus

Cost: \$120 per person, includes materials, breakfast & lunch

This one day seminar thoroughly discusses the requirements of MIOSHA Part 1, General Provisions. Topics include: complete review and interpretation of the standard; employer and employee responsibilities; terms and definitions; basic machine installations and controls; guards and devices used in industry; disconnects and lockouts; and specific guarding requirements. Interactive discussion and exercises have been designed to enforce the concepts presented.

Attendees completing this workshop will be able to:

Identify the requirements of MIOSHA Part 1 General Provisions

OSHA® TRAINING INSTITUTE EDUCATION CENTER TRAINING

OSHA #7105 INTRODUCTION TO EVACUATION AND EMERGENCY PLANNING

Wednesday, April 19, 8 am to 12 noon

Room Z-257 in the La-Z-Boy Center on Main Campus

Cost: \$150 per person, includes materials, coffee and doughnuts

This course covers OSHA requirements for emergency action and fire protection plans. Course topics include purpose and requirements of emergency action and fire prevention plans, elements of emergency evacuation plans, and features of design and maintenance of emergency exit routes. Students will participate in workshops pertaining to the development of emergency action plans. Upon course completion students will have the ability to list the elements of an emergency action plan and emergency evacuation floor plans, recognize violations of OSHA exit route requirements, determine whether their organization requires an emergency action plan, and develop and implement workplace emergency action and fire protection plans. Minimum student contact hours: 4

Prerequisites: None

For additional information please visit the OSHA® website at
https://www.osha.gov/dte/edcenters/course_description.html

OSHA #511 OCCUPATIONAL SAFETY & HEALTH STANDARDS FOR GENERAL INDUSTRY

Monday, May 8 – Thursday, May 11, 8 am to 5 pm

Room Z-258 in the La-Z-Boy Center on Main Campus

Cost: \$850 per person, includes materials, morning coffee & lunch

OSHA #511 - Occupational Safety and Health Standards for General Industry

This course covers OSHA Standards, policies, and procedures in general industry. Topics include scope and application of the OSHA General Industry Standards, general industry principles and special emphasis on those areas in general industry which are most hazardous. Upon course completion students will have the ability to



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define general industry terms found in the OSHA General Industry Standards, identify hazards which occur in general industry, locate and determine appropriate OSHA General Industry Standards, policies, and procedures, and describe the use of OSHA General Industry Standards and regulations to supplement an ongoing safety and health program. Minimum student contact hours: 26

Prerequisites: None

For additional information please visit the OSHA® website at
https://www.osha.gov/dte/edcenters/course_description.html

OSHA #501 TRAINER COURSE FOR OCCUPATIONAL SAFETY & HEALTH STANDARDS FOR GENERAL INDUSTRY

Monday, June 12 – Thursday, June 15, 8 am to 5 pm
Room Z-258 in the La-Z-Boy Center on Main Campus
Cost: \$850 per person, includes materials, morning coffee & lunch

This course is designed for individuals interested in teaching the 10 and 30-hour general industry safety and health Outreach training program to their employees and other interested groups. Using the OSHA General Industry Standards as a guide, special emphasis is placed on those topics required in the 10- and 30-hour programs as well as those which are most hazardous. Students are briefed on effective instructional approaches and use of visual aids and handouts. This course allows the student to become a trainer in the OSHA Outreach Training Program, to conduct both 10- and 30-hour General Industry Outreach classes, and to issue cards to participants after verifying course completion. Students who wish to participate as authorized trainers in the OSHA Outreach Training Program must prepare a presentation on an assigned OSHA General Industry Outreach Training Program topic individually or as part of a group and successfully pass a written exam at the end of the course. Minimum student contact hours: 26

Prerequisites: Students must successfully complete the OSHA #511 *Occupational Safety and Health Standards for General Industry* and have five (5) years of safety and health work experience in general industry. A degree in occupational safety and health, a Certified Safety Professional (CSP) or a Certified Industrial Hygienist (CIH) designation may be substituted for two (2) years of work related experience. Students should obtain guidance on whether they meet this requirement from the OSHA Training Institute Education Center where they intend to receive the training. Authorized OSHA General Industry Outreach Training Program trainers are required to attend OSHA #503 *Update for General Industry Outreach Trainers* at least once every four (4) years to maintain their trainer status.

For additional information please visit the OSHA® website at
https://www.osha.gov/dte/edcenters/course_description.html

OSHA #2045 MACHINERY AND MACHINE GUARDING STANDARDS

Monday, July 10 – Thursday, July 13, 8 am to 5 pm
Room Z-258 in the La-Z-Boy Center on Main Campus
Cost: \$800 per person, includes materials, morning coffee & lunch



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This course covers the various types of common machinery, machine safe guards, and related OSHA regulations and procedures. Guidance is provided on the hazards associated with various types of machinery and the determination of proper machine safe guards. Course topics include machinery processes, mechanical motions, points of operation, control of hazardous energy sources (lockout/tagout), guarding of portable powered tools, and common OSHA machine guarding violations. Program highlights include the ability to recognize hazards and provide options for control and hazard abatement through machine safeguarding inspection workshops. Upon course completion students will have the ability to describe common machine hazards and sources of energy, identify resources for assisting with machine guarding issues, and determine methods of control and hazard abatement, and selection of appropriate machine safe guards. Minimum student contact hours: 26

Prerequisites: None

For additional information please visit the OSHA® website at
https://www.osha.gov/dte/edcenters/course_description.html

OSHA #7200 BLOODBORNE PATHOGENS EXPOSURE CONTROL FOR HEALTHCARE FACILITIES

Thursday, August 31, 8 am to 5 pm

Room Z-257 in the La-Z-Boy Center on Main Campus

Cost: \$250 per person, includes materials, morning coffee & lunch

This course covers the development and implementation of Exposure Control Plans (ECP) for healthcare facilities. Course topics include understanding the OSHA Bloodborne Pathogens Standard, determining potential exposure and methods of control, developing an ECP, vaccinations, exposure incidents, training, and record keeping. The target audience is the program administrator, manager, or other personnel designated with the responsibility of developing a Bloodborne Pathogens ECP for a healthcare facility. Course highlights include students developing a template for their facility's ECP. Upon course completion students will have the ability to take a step-by-step approach in developing an ECP for their healthcare facility while utilizing the OSHA Bloodborne Pathogens Standard as a reference. Minimum student contact hours: 7

Prerequisites: None

For additional information please visit the OSHA® website at
https://www.osha.gov/dte/edcenters/course_description.html

OSHA #7205 HEALTH HAZARD AWARENESS

Wednesday, September 6, 8 am to 5 pm

Room Z-257 in the La-Z-Boy Center on Main Campus

Cost: \$250 per person, includes materials, morning coffee & lunch

This course covers common health hazards that are encountered in the workplace. These health hazards include exposure to chemicals, asbestos, silica and lead. Course topics include identification and evaluation of health



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hazards and their sources of exposure, health hazard information, and engineering and work practice controls. Students participate in workshops on evaluation and abatement of workplace health hazards. Upon course completion students will have the ability to understand common health hazards in the workplace and methods for controlling and abatement of these hazards. Minimum student contact hours: 6

Prerequisites: None

For additional information please visit the OSHA® website at https://www.osha.gov/dte/edcenters/course_description.html

OSHA #7505 INTRODUCTION TO INCIDENT (ACCIDENT) INVESTIGATION

Monday, October 23, 8 am to 5 pm
Room Z-257 in the La-Z-Boy Center on Main Campus
Cost: \$250 per person, includes materials, morning coffee & lunch

This course covers an introduction to basic accident investigation procedures and describes accident analysis techniques. Course topics include reasons for conducting accident investigations, employer responsibilities related to workplace accident investigations, and a six step accident investigation procedure. The target audience is the employer, manager, employee or employee representative who is involved in conducting accident and/or near-miss investigations. Upon course completion students will have the basic skills necessary to conduct an effective accident investigation at the workplace. Minimum student contact hours: 7.5

Prerequisites: None

For additional information please visit the OSHA® website at https://www.osha.gov/dte/edcenters/course_description.html

OSHA #3115 FALL PROTECTION

Monday, November 6 – Wednesday, November 8, 8 am to 5 pm
Room Z-258 in the La-Z-Boy Center on Main Campus
Cost: \$725 per person, includes materials, morning coffee & lunch

This course covers the OSHA Fall Protection Standard for construction and an overview of fall protection methods. Course topics include principles of fall protection, components and limitations of fall arrest systems, and OSHA Standards and policies regarding fall protection. Students will participate in workshops demonstrating the inspection and use of fall protection equipment, residential construction fall protection, training requirements, and developing a fall protection program. Upon course completion students will have the ability to assess compliance with the OSHA Fall Protection Standard, evaluate installed passive systems and fall arrest systems, and develop and implement fall protection plans. Minimum student contact hours: 18

Prerequisites: None



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For additional information please visit the OSHA® website at
https://www.osha.gov/dte/edcenters/course_description.html

OSHA #2015 HAZARDOUS MATERIALS

Monday, December 11 – Thursday, December 14, 8 am to 5 pm
Room Z-257 in the La-Z-Boy Center on Main Campus
Cost: \$800 per person, includes materials, morning coffee & lunch

This course covers OSHA General Industry Standards and other consensus and proprietary standards that relate to the use of hazardous materials. Course topics include flammable and combustible liquids, compressed gases, LP-gases, and cryogenic liquids. Related processes such as spraying and dipping, and use of electrical equipment in hazardous locations are also discussed. Upon course completion students will have the ability to assess compliance with OSHA hazardous materials standards, determine hazardous (classified) locations, and proper moving, storing, and handling of hazardous materials. Minimum student contact hours: 26

Prerequisites: None

For additional information please visit the OSHA® website at
https://www.osha.gov/dte/edcenters/course_description.html

INDUSTRIAL, ENVIRONMENTAL AND FOOD SAFETY

HEALTHGUARD PROFESSIONAL FOOD MANAGER CERTIFICATION CSM 718 – CHOOSE ONE

April 11, May 9, June 13, July 11, August 8, September 12, October 10, and November 7
8 a.m. to 5 p.m.

All session will be held in Room Z-257 in the La-Z-Boy Center, except for April 11 which will be in Room Z-271
Cost: \$143 per person, includes NSF HealthGuard Certified Professional Food Manager Manual, Exam, lunch and refreshments

Monroe County Community College is offering one-day HealthGuard Professional Food Manager Certification Training in conformance with the Michigan Food Law. The Michigan Food Law requires all licensees must have a certified food manager. This course, along with a passing score on the exam, meets that requirement.

Owners and managers of food service establishments have a responsibility to provide safe food to their customers. Operators need to understand that the consequences of inadequate food safety knowledge or poor hygienic practices can be very serious. Participants will learn their responsibilities as they relate to providing safe food to customers. The course will include hazards and sources of contamination, employee health and personal hygiene, safe food handling, equipment, facilities and HACCP. It includes the nationally accredited Professional Food Manager Certification exam developed by the National Registry of Food Safety Professionals.

PESTICIDE TRAINING & REVIEW FOR LAWN CARE BUSINESSES AGRI 708-71

Tuesday, April 4, 8 am to 3 pm

Room 257 in the La-Z-Boy Center on Main Campus
Cost: \$49 per person, includes materials, light breakfast and lunch

Participants will receive four (6) pesticide recertification credits in one of the following categories: Private, Commercial Core, or Commercial categories 1A, 1B, 3A, 3B, or 6. The class will review parts of the National Pesticide Applicator Certification core study manual. The Monroe County Conservation District MAEAP Technicians will present an overview of the MAEAP program structure and give an update of programs for farms to be environmentally verified.

Audience: Commercial and Agricultural pesticide applicators

HAZWOPER – 24 HR. OPERATIONS LEVEL, PERS 735

Monday - Wednesday, March 27 - 29, 8 am to 5 pm

Room Z-257 in the La-Z-Boy Center on Main Campus

Cost: \$449 per person, includes materials, breakfast, lunch & refreshments

Hazardous Materials Emergency Response Training – OSHA HAZWOPER TRAINING - 24 Hour, Operations Level Training. This course consists of 3 days of lectures, classroom discussions, demonstrations, and hands-on exercises covering: • Relevant Federal and State Regulations • Recognition of health and safety hazards • Hazard and risk assessment • Personal protective equipment • Decontamination • Spill control and containment • Emergency response planning • Incident command system fundamentals. Certificates of completion and CEU's will be awarded as evidence of training for OSHA.

NFPA 70E "ARC FLASH" AND ELECTRICAL SAFETY FUNDAMENTALS – ELEC 719-71

Thursday, March 28

8 a.m. to 5 p.m.

Room Z-258 in the La-Z-Boy Center on our main campus

Cost: \$199 per person, includes breakfast & lunch

Through this course students will gain an understanding of how to create electrically safe working conditions as well as the relationships between OSHA, MIOSHA, NEC and the NFPA. They will also review energy control procedures, energized electrical work permits, the purpose of a Hazard/Risk analysis and the effects of an arc blast. In addition, this course reviews common electrical terms and their application as well as electrical safety "best practices" and why the use of correct PPE and observing electrical safety practices are essential for routine electrical procedures.

Target Audience: Employees that repair electrical machinery

In this class, participants will learn:

- How to utilize the NFPA standard to identify and implement the rules for the work to be performed.
- How to prevent or minimize exposure to hazards as well as better understand the importance of the guidelines and regulations of NFPA 70E.



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- NFPA 70 E and the relationship between OSHA and MIOSHA
- The relationship between the National Electric Code and NFPA 70E
- Basic electrical terms, and the process of eliminating or reducing the effects of electrical hazards
- Energy control procedures (three types)
- The purpose of performing a "Hazard/Risk Analysis" prior to working on energized equipment
- Review of hazards that may be reduced by design and selection of PPE based on hazard risk, its intent, and its limitations

OSHA 10 HOUR GENERAL INDUSTRY – PERS 781-71

Thursday & Friday, April 27 & 28

8 a.m. to 2:30 p.m.

Room Z-258 in the La-Z-Boy Center on our main campus

Cost: \$259 per person, includes light breakfast & lunch each day

This training program is intended to provide entry level general industry workers information about their rights, employer responsibilities, and how to file a complaint as well as how to identify, abate, avoid and prevent job related hazards on a job site. The training covers a variety of general industry safety and health hazards, which a worker may encounter. Training will emphasize hazard identification, avoidance, control and prevention, not OSHA standards. * Instructional time must be a minimum of 10 hours.

LOCK OUT-TAG OUT PERS 783-71

Thursday, March 23

8 a.m. to 10:30 a.m.

Room Z-258 in the La-Z-Boy Center on our main campus

Cost: \$99 per person, includes light breakfast

This course addresses occupational safety hazards that may cause workplace accidents and injuries during maintenance, service, or repair of equipment. Lockout/Tag out (LOTO) provides training in specific practices and procedures to safeguard employees from the unexpected energization or startup of machinery and equipment, or the release of hazardous energy, during service or maintenance activities. Regulatory requirements regarding isolating energy sources before performing service or maintenance and the installation of locking or tagging device's and clearance procedures are covered.

Regulatory Requirement References

OSHA 29 CFR 1910.147

Industrial/Maintenance Training

SIEMENS 300 SERIES PLC TROUBLE SHOOTING AND PROGRAMMING – MANUF 747

Monday – Friday, April 24 – 28, 8 am to 5 pm

Room Z-257 in the La-Z-Boy Center on our main campus

www.monroeccc.edu/ccs/corporat.htm

734-384-4127

■ 1555 South Raisinville Road ■ Monroe, MI 48161-9746 ■



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Cost: \$2050 includes materials and morning coffee & doughnuts

* **Maximum 8 Students**

Monroe County Community College is partnering with Leoni Engineering & Products Services Inc. to present **Siemens 300 Series PLC Trouble Shooting and Programming**. This 5-day core program is designed to prepare each student with the skills necessary for operating, installing, setup, programming, and basic operational troubleshooting of the Siemens 300 Series PLCs.

Topics Covered: Listed below are the target topics for this course. LEONI EPS offers the utmost flexibility in training curriculum. Please ask the instructor if any additional application-specific information relating to your facility is needed.

- A system overview of the SIMATIC S7-300 includes a description of hardware and software components plus system configuration issues. This course concentrates on the STEP 7 hardware, program structures, basic instruction set and troubleshooting.
- Hands-on exercises using STEP 7 software examples, so that maintenance personnel can focus on issues such as how to replace an existing module and how to use diagnostic indicators to verify correct operation of communication.

Upon successful completion of this course, participants will be able to demonstrate the ability to:

- Identify the SIMATIC S7-300 PLC components used at Customer's site.
- Install a PLC system, including the communication cabling (MPI & Profibus) and wiring of I/O.
- Edit programs in LAD (ladder).
- Document, test, and troubleshoot customer's application program.
- Be able to identify and correct hardware problems.
- Save, load, archive and retrieve user programs.
- Demonstrate the use commonly used instructions for program monitoring and modifications.
- Introduction to ways you can use different block (Organization Blocks (OB), Function (FC), Function Blocks (FB) and Data Blocks (DB)).
- Eliminate software errors installed by the instructor that lead to a CPU stoppage.
- Save and document changes made to the programs.
- Uses of the data block access functions in the Siemens S7 software.
- Install and Troubleshoot PROFINET and/or PROFIBUS I/O.



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About Leoni

Leoni is a Licensed State of Michigan Proprietary School for training on Automation Systems, Robotics, Programmable Logic Controls (PLC) and Variable Frequency Drives (VFD). They have trained over 15,000 students since 1996. Their client list includes:

Automotive:

GM, Ford, Chrysler, Nissan, Honda, BMW, VW, Audi

Tier 1 Automotive: Magna, Tower, Lear, Martinrea, Mobis, Bentler, NTN Driveshaft, Koyo, AAM, Visteon, Delphi, Carlex Glass

Non Automotive:

Boeing, Delta Airlines, GE, Sulzer Metco, Anheuser Busch, Herman-Miller

Their success has been a result of targeting training to exact needs of maintenance personnel on the floor through: easy to understand and use curriculum, hands-on instruction and teaching the same applications and programs that are used in each customer's facility. Their instructors have also spent time in the field as both skilled trades personnel themselves, or are programmers, so their experience relates well with their instructional background.

Computer/Software Training Online

Monroe County Community College has partnered with ED2GO (www.ed2go.com/monroe) to provide the following Microsoft Online Classes for additional information please visit the website or call us at (734) 384-4127. All classes are \$89. Classes begin monthly.

INTRO TO EXCEL 2016 AS WELL AS OLDER VERSIONS

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

CEUs: 2.4

Intermediate Excel 2016 AS WELL AS OLDER VERSIONS

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

ADVANCED EXCEL 2016 AS WELL AS OLDER VERSIONS

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

INTRO TO WORD 2016 AS WELL AS OLDER VERSIONS

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 2016 AS WELL AS OLDER VERSIONS

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



MONROE COUNTY COMMUNITY COLLEGE

enriching lives

INTRODUCTION TO ACCESS 2016 AS WELL AS OLDER VERSIONS

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 2016 AS WELL AS OLDER VERSIONS

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

INTRODUCTION TO POWERPOINT 2016 AS WELL AS OLDER VERSIONS

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

To view start dates and receive information on how to register, please see the inside back cover. For a complete listing of all Microsoft classes offered through ED2GO, visit www.ed2go.com/monroe.

Work Skills Enhancement Training

Use these Web-based computer programs to brush up on some basic skills to advance your career or before taking the WorkKeys assessments. KeyTrain on-line courses are comprehensive and easy to use. Detailed course outlines for each course are available on our Web site at <http://www.monroecc.edu/ccs/lifelong.htm>. To register, call the Office of Lifelong Learning at 734.384.4127.

Reading for Information \$18

Applied Mathematics \$20

Locating Information \$18

Applied Technology \$62

Applied Technology – Electricity \$18

Applied Technology – Mechanics \$18

Applied Technology – Thermodynamics \$18

Applied Technology – Fluid Mechanics \$18

***Problem Solving – Included with complete Technology Series or any individual module**

Listening \$20

Writing \$20

Observation \$18

Teamwork \$18

Business Writing \$20

Beginning Skills - Language \$34

Beginning Skills - Math \$64

Career Skills \$36

NATIONAL CAREER READINESS CERTIFICATE – WORKKEYS ASSESSMENTS

Call (734) 384-4127 for dates and times

Cost: \$74 per person

Monroe County Community College will be administering this portable credential- powered by WorkKeys – that verifies to employers anywhere in the United States that an individual has essential core employability skill is Reading for Information, Applied Mathematics, and Locating Information. These three skills are highly important to the majority of jobs in the workplace. The certificate offers individuals, employers, and educators an easily understood and universally valued credential that certifies the attainment of these workplace skills.

WorkKeys has generated a database with occupational profiles for thousands of jobs across the country. A majority of the jobs require certain skill levels in Reading for Information, Applied Mathematics, and Locating Information. Individuals with higher skill levels qualify for more jobs. The National Career Readiness Certificate uses test results from these assessments to award certificates in three categories:

Bronze Level signifies an individual has scored at least a level 3 in each of the three core areas (Reading for Information, Applied Mathematics, and Locating Information) and has the necessary skills for 35 percent of the jobs in the WorkKeys database.

Silver Level signifies an individual has scored at least a level 4 in each of the three core and has the necessary skills for 65 percent of the jobs in the WorkKeys database.

Gold Level signifies an individual has scored at least a level 5 in each of the three core areas and has the necessary skills for 90 percent of the jobs in the WorkKeys database.

Why do individuals need a career readiness certificate?

The certificate is designed to complement other traditional credentials, such as a high school diploma, community college degree, or college degree. While these education credentials mark the fulfillment of an individual's classroom learning experiences, the certificate confirms the person's competence in a specific set of workplace skills.

For more information on the National Career Readiness Certificate, please contact the Office of Workforce Development at (734) 384-4270 or visit their website at <http://www.act.org/certificate/index.html>.

****Inclement Weather Policy****

Our intent is to hold classes as long as the sidewalks, parking lots, and the main roadways are reasonably passable. If a decision is made to open late or close, the announcement from the Office of the Vice President of Student and Information Services will be communicated in the following order:

1. A message will be sent via the MCCC AlertNow emergency notification system. Visit the MCCC home page at www.monroecc.edu for registration instructions.
 2. The "College Closing Status" link on the homepage will be updated.
 3. An announcement will be placed on the MCCC Snow Line (734) 384-4223.
1. ***In the event of a late opening***, students should go to their class normally in session at the time of opening. If the training began at prior to the late opening, consider the class **CANCELLED**.
 2. ***If the College is closed***: all classes, workshops and activities are cancelled. All offices are closed unless otherwise noted.