Schoolcraft College
Continuing Education
AND
Professional Development

WINTER 2011
New classes starting weekly
Register DECEMBER 13 through APRIL

FITNESS
Start a new fitness habit
see pages 32–43
BECOME A FITNESS TRAINER see page 4

www.schoolcraft.edu/cepd
Schoolcraft College has published this schedule for informational purposes only and its contents shall not constitute a contract between this institution and prospective or enrolled students.

The information presented here reflects the current curricula, policies and regulations of the College. However, these are subject to change at any time by action of the Board of Trustees or the administration.

It is the policy of Schoolcraft College that no person shall, on the basis of race, color, national origin, gender, age, marital status, creed or disability, be excluded from participating in, be denied benefits of, or be subjected to discrimination during any program or activity or in employment.

A doctor’s review of your health is advised before starting any exercise program.

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The Schoolcraft College Continuing Education and Professional Development Schedule is published three times yearly.
HOW TO READ THIS SCHEDULE

SAMPLE CLASS

Subject: CULINARY
Class Title: ServSafe

Class Description:
Designed for owners and managers of food service establishments, this class will prepare you for final examinations administered by the Educational Foundation of the National Restaurant Association. Upon successful completion of the program and exam (taken in class), the certified individual will be qualified to train personnel in sanitation techniques, communicate with representatives of the health departments having jurisdiction, recognize sanitation deficiencies, and initiate improvements.

Class Number: CES 2087 (1.8 CEU)

Cost/Senior Cost:
Continuing Education Units awarded upon completion $200/Senior Cost $160

Duration: 2 days
Start Date: Feb 19
End Date: Feb 20
Time: 8 am-5 pm

Section Number:
Sec. 921021
Class Location: Off Campus
Instructor: T. Holewinski

Days Class Meets:
Thur & Fri

CLASS KEY

_purchase textbook and bring to first class—available at the College Bookstore. The bookstore will be closed February 28–March 4 for Spring Break.

_purchase a USB flash/thumb drive and bring to first class—available at the College Bookstore.

See Online Class Information on page 47 for specific requirements.

Waiver required. See page 49.

Prerequisite—CES 2187 Cooking 101: Skill Development or instructor's approval. See page 23 for tool kit requirements.

CES 2380 Pastry 101: Skill Development is strongly recommended before taking this class. Cooking 101 is not required. See page 23 for tool kit requirements.

New classes and class sections continuously being added.
Visit www.schoolcraft.edu/cepd for updates.

CAMPUS MAP & DIRECTORY

Schoolcraft College
18600 Haggerty Road
Livonia, Michigan 48152-2696

General College 734-462-4400
Continuing Education Center 734-462-4448
Hearing Impaired Phone 734-462-4437

Livonia Campus
AS ............... Applied Sciences Building
BTC ........ Biomedical Technology Center
CEC ........ Continuing Education Center
F ................. Forum Building
LA ............... Liberal Arts Building
L ................. Bradner Library
MC ............. McDowell Center
                  Admissions & Enrollment Center
                  Career & Transfer Center
                  Cashier
                  Computer Lab
                  Counseling Center
                  Registration Center
                  Student Accounts
                  Transition Center
PE ................ Physical Education Building
TBA ................. To be announced
                  Students will be called when location is finalized. Class will be held at Livonia campus.
TCTS ................ Tennis Courts
VT ................... ViTaTech Center
                  American Harvest Restaurant
                  Business Development Center
                  Culinary Arts Program
                  Main Street Cafe
W .................... Waterman Wing
                  Henry's Food Court
                  Meeting Rooms

Other Campus Offices
A ............... Grote Administration Center
                  Human Resources
CC ................ Children's Center
                  Child Care Program—no drop-off care available
S ..................... Service Building
                  Bookstore
                  Lost & Found
                  Campus Security Police 734-462-4424

Off Campus Locations
MED ................ Medical Center
                  17940 Farmington Road, Livonia
                  734-425-5544
                  southeast corner at Curtis
RC ............... Radcliff Center, Garden City
                  1751 Radcliff Street, Garden City
                  734-462-4770
                  just south of Ford Road between Wayne & Merriman
FREE INFORMATION SESSION

Want to learn more about becoming a CERTIFIED PROJECT MANAGER?

Come to our free session
Monday, January 10
6–7:30 pm
Biomedical Technology Center room 165

CAREER TRAINING/EXPLORATION

Whether you have been recently laid off, are re-entering the workforce, looking to bolster your career or want to transition into a new career, Schoolcraft College can provide you with an effective strategy to achieve your goals.

We offer training classes and skills certificates to help you move forward. Our convenient classes allow you to keep earning while learning. Schoolcraft instructors work hands-on with you throughout classes, sharing their knowledge, experience and skills to help you develop expertise.

Career Transition

NEW/ Drive Your Career Transition
A career transition sometimes happens "to" you through layoffs, reorganizations, mergers etc. Other times you control the decision to move on. Whatever your situation, build confidence and gain skills to make a career transition work for you. Topics include: getting ready to search for a job, stretching your dollars, choosing your future, developing a written plan, resume development, the networking process, online job networking, and the interviewing process.

CAREER TRAINING/EXPLORATION

Physical Fitness Careers

Personal Fitness Trainer Certification
Join this fun field and be a part of what the US Labor Department and the fitness industry have documented as a high demand profession, with a national average wage of $25 an hour. Whether you desire a career change, or want to build your personal knowledge, get the information you need to become a Certified Personal Trainer. This challenging class is taught over a 5-week period. The National Exam is held on the 6th week. Fifteen hours of lectures include anatomy, exercise physiology, nutrition, health screening, etc. In addition, fifteen hours of "hands on" practical training prepares you to actually work with clients one-on-one and provides a great opportunity to network with employers. Certification requires passing the written and practical exam, completing a 30-hour internship and having current CPR/AED credentials. At the last class meeting, students need to be available for the entire class duration, but may not be on-site the entire time. One hour lunch is not included in CEU total.

CPR & AED Training
Acquire the knowledge and confidence to identify and provide necessary treatment for someone injured or hurt. This class teaches child and adult CPR as well as airway obstruction management, mouth-to-mask training and how to use an AED. An American Heart Association CPR card, valid for two years, will be issued upon successful completion of the class. Textbook included. This is not a CPR certified class for healthcare professionals. Daytime classes have a one hour lunch which is not included in CEU total.

Private Pilot Ground School

Prepare for the FAA Pilot written exam. Obtain a working knowledge of aerodynamics, radio communications, flight controls, aircraft systems, weight and balance, and flight planning. Become familiar with applicable Federal Aviation Regulations (FARs), National Weather Service products such as forecasts, pre-flight weather briefings, and be able to recognize weather systems. You’ll get the opportunity to plan a cross-country flight utilizing navigational skills, weather information, communication procedures, aircraft performance and aeronautical decision-making. Discussion emphasis is on the FAA subject areas. Endorsement of students for the FAA Private Pilot written exam is at the sole discretion of the instructor. See Hybrid Class Information on page 47 for specific requirements.

All materials are included in the class cost.

CAREER TRAINING/EXPLORATION
Mediation

Conflict Mediation Specialist Certificate

Our mediation and arbitration courses are designed to accommodate all levels of education and experience, from entry level students to individuals in the business world and/or legal field such as judges, lawyers & paralegals. To qualify for a Conflict Resolution Specialist Certificate, participants must successfully complete all courses.

Basic Mediation

Learn the foundational skills and processes of facilitative mediation, along with the study of different forms of mediation and conflict resolution. Topics include: introduction to dispute settlement, principles of negotiation, mediation process, managing impasse, communication skills, agreement writing, community resources and referral process, and ethics. Successful completion of this class provides students with the foundational tools to mediate conflicts. Daytime classes have a half-hour lunch which is not included in CEU total.

General Civil Mediation

This Michigan State Court Administrative Office (SCAO) approved MCR 2.411 training is a combined study of conflict resolution and negotiations using a process of facilitative mediation. Topics include: attorneys and mediation, conflict resolution concepts, court process, diversity issues, mediation process and techniques, negotiation dynamics, agreement writing and standards of conduct for mediators. Successful completion of this program satisfies the training requirement under MCR 2.411. Prerequisite: CES 0931 Basic Mediation or Juris Doctorate. The prerequisite applies to the Schoolcraft College certificate and not the SCAO requirements. Daytime classes have a half-hour lunch which is not included in CEU total.

MI General Law for Non-Attorney Mediators

Designed for non-attorney mediators, this class will address the basic laws, rules and guidelines governing mediators practicing in the area of domestic relations and civil mediation in the Michigan court system. You will participate in classroom exercises and the lectures will include demonstrations. Prerequisite: CES 0931 Basic Mediation or Juris Doctorate. Daytime classes have a half-hour lunch which is not included in CEU total.

Classes coming this Spring to complete the certificate program:

» CES 0934 Domestic Relations Mediation
» CES 0936 Domestic Violence Screening Protocol
» CES 0937 Mediation Practical Experience—Domestic Relations
» CES 0939 Mediation Practical Experience—General Civil
» CES 0940 Building Your Future in Mediation
» CES 0941 Arbitration & Evaluative Mediation

MEET STUDENT James Abron

James Abron knew he wanted a change. After a successful career as a civil engineer and construction manager, he was looking for a new challenge. He received the class schedule from Schoolcraft College in the mail over the holiday break and decided to embark on a new career. Mr. Abron now owns and operates his own mediation practice. James has mediated several cases thus far and recently received his first Circuit Court general civil roster appointment. He is now considered a professional mediator. James continues his education and skill-building by traveling around the country to take classes on the Uniform Mediation Act, Foreclosure Mediation, Construction Arbitration and dealing with Dispute Resolution Boards.

“Mr. Abron is a testament that career change can happen. He had the will and he found the way. We here at Schoolcraft College are so pleased that we were able to be a part of his transition,” says Jennifer Bodurka, Programming Coordinator.
**Event Planning**

**Introduction to Event Planning**
Discover the ABCs of event planning whether you’re orchestrating a social or business meeting, gala, conference, or any event with the goal of moving a group of people in a common direction. Explore working with vendors, budgets, scheduling and the importance of planning and promotion. Learn to throw the perfect event every time and keep your friends or colleagues raving.

**CES2 1493**  
(1.2 CEu)  
$89/Senior Cost $71.20  
6 weeks  
Tues  
Jan 25  
6:30-8:30 pm  
Sec. 910728  
VT405  
C. Gregorich, J. Martinez

**Wedding Planning:**  
**Creating the Memories of a Lifetime**
Whether you are looking for a new career or are planning your own wedding, learn the nuts and bolts of wedding planning. Get an overview of the wedding industry. Find out about wedding etiquette, how to plan and organize the event, the importance of budgeting, venue and vendor selection, as well as event designs and themes. You’ll do a wedding plan project putting your knowledge to work.

**CES2 1517**  
(1.4 CEu)  
$99/Senior Cost $79.20  
7 weeks  
Tues  
Mar 15  
6:30-8:30 pm  
Sec. 910729  
VT405  
C. Gregorich, J. Martinez

**Voice Acting**

**Voice Acting I: More Than a Pretty Voice**
If anyone has ever told you, “You’ve got a great voice, you should be doing commercials,” explore voice acting. Discover what types of voice work there are, what you need to enter the job market and who has the jobs. Acquire the basic skills needed to create a voice-over demo, information about finding a talent agent and how to market your skills. If time permits, each participant will step up to the microphone for a brief recording and receive helpful feedback from an expert in the field.

**CES2 1519**  
(.2 CEu)  
$49/Senior Cost $39.20  
1 day  
Sat  
Feb 5  
10 am-12 pm  
Sec. 910701  
LA200  
T. Force

**Voice Acting II**
Identifying both the character and the target audience in any commercial script is the key to success. Learn to expand on the unique selling point and structure of voice acting. If time permits, each participant will step up to the microphone, record several takes of a script, and receive helpful feedback from an expert in the field. **Prerequisite:** CES2 1519

**CES2 1532**  
(.2 CEu)  
$49/Senior Cost $39.20  
1 day  
Sat  
Mar 19  
10 am-12 pm  
Sec. 910716  
LA200  
T. Force

**Entrepreneurship**
For more information or questions about class content please call the Michigan Small Business and Technology Development Center (MI-SBTDC) at 734-462-4438.

The Michigan Small Business & Technology Development Center™ (MI-SBTDC™) network provides a full range of services for a variety of small businesses that are emerging and growing throughout Michigan—including new venture companies, existing small businesses, expanding businesses, new technology companies, and innovators. The MI-SBTDC at Schoolcraft College provides services and support to Western Wayne and Southwest Oakland counties.

The MI-SBTDC network is a grassroots advocate for small business working in partnership with local resources to grow and strengthen companies. New ventures, in particular, may be unfamiliar with funding sources and support services. The MI-SBTDC works hard throughout the state to uncover opportunities and build relationships with organizations that can provide the extra assistance that makes a real difference to entrepreneurs. We can help you with the following:

- Counseling
- Training
- Research
- Business Plan Assistance

**Fundamentals of Starting a Business**
Are you considering self-employment, or at the beginning stages of starting a business? Delivered in a workshop format, this introductory session will help you assess your ability to lead and manage a company, as well as evaluate the market and sales potential for your products. Discover resources available to help launch new ventures in Michigan.

**CES2 1542**  
(.3 CEU)  
$30/Senior Cost $24  
1 day  
Wed  
Jan 5  
9:30 am-12:30 pm  
Sec. 910718  
VT455  
Staff

**Fundamentals of Writing a Business Plan**
Increase your chance for successful self-employment, or business launch by delving in detail into business planning. Topics covered include: specifics of marketing, finance, legal, regulatory and operations issues; key components of information based planning and management; and the first steps for creating a business plan draft. Actual examples of effective business plans are used as course material. It is preferred that students take CES2 1542, Fundamentals of Starting a Business prior to this class.

**CES2 1543**  
(.3 CEU)  
$40/Senior Cost $32  
1 day  
Wed  
Jan 12  
9:30 am-12:30 pm  
Sec. 910702  
VT455  
Staff

For more information or questions about class content please call the Michigan Small Business and Technology Development Center (MI-SBTDC) at 734-462-4438.
Fundamentals of Marketing Your Business
Discover practical applications of marketing concepts designed to grow small businesses. Topics covered include: market analysis and research, target marketing, assessing competitors, and key marketing implementation tools. Examine a strategic, well-planned approach to marketing with several examples of effective hands-on marketing techniques that focus on creating and keeping customers. It is preferred that students take CES2 1542, Fundamentals of Starting a Business prior to this class.

CES2 1545 (.3 CEu) $40/Senior Cost $32
1 day Thurs Jan 20 9:30 am-12:30 pm
Sec. 910730 VT455 Staff
1 day Thurs Feb 17 6-9 pm
Sec. 910731 VT455 Staff
1 day Thurs Mar 17 9:30 am-12:30 pm
Sec. 910732 VT455 Staff
1 day Thurs Apr 21 6-9 pm
Sec. 910733 VT455 Staff

Fundamentals of Business Legal Issues
Gain an understanding of different types of legal entities that are appropriate for structuring and starting a new business. Topics covered include: tax and liability issues, basic elements of a contract, collections, licenses, registrations, employment and property issues, leasing and insurance. Prospective business owners will be guided in setting up the organizational structure that will help protect you from unnecessary legal challenges. It is preferred that students take CES2 1542, Fundamentals of Starting a Business prior to this course.

CES2 1544 (.3 CEu) $40/Senior Cost $32
1 day Tue Jan 11 9:30 am-12:30 pm
Sec. 910734 VT455 Staff
1 day Tue Feb 8 6-9 pm
Sec. 910735 VT455 Staff
1 day Tue Mar 8 9:30 am-12:30 pm
Sec. 910736 W210C Staff
1 day Thu Apr 7 6-9 pm
Sec. 910737 W210C Staff

Fundamentals of Finance
Become familiar with the basics of financial management. Topics covered include: how to start an accounting system; how to apply the information from key financial statements to help you manage your business; accounting language, including debits and credits; preparation of the balance sheet and profit and loss statement; cash flow analysis; and break even with specific small business examples. It is preferred that students take CES2 1542, Fundamentals of Starting a Business prior to this class.

CES2 1546 (.3 CEu) $40/Senior Cost $32
1 day Tue Jan 18 9:30 am-12:30 pm
Sec. 910738 VT455 Staff
1 day Tue Feb 15 6-9 pm
Sec. 910739 VT455 Staff
1 day Tue Mar 15 9:30 am-12:30 pm
Sec. 910740 VT455 Staff
1 day Tue Apr 19 6-9 pm
Sec. 910741 VT455 Staff

Small Business A La Carte! Select one of the following classes to complement the Entrepreneur classes or to enrich your business savvy.

Working for Yourself: The Ins & Outs of Becoming a Consultant, a Contractor, or other Service Provider
Are you an experienced professional with valuable-defined skill sets, looking for a new career avenue? Think about taking your expertise and becoming an independent consultant, a contractor, or a service provider. Explore the steps to forming your business (LLC or other), market yourself and your services, create an action-oriented business plan, and define your client engagement. You will create a 1–2 page action-business plan to help you start, build and sustain a successful service-oriented business.

CES2 1548 (.3 CEu) $40/Senior Cost $32
1 day Thurs Jan 13 9:30 am-12:30 pm
Sec. 910742 VT455 Staff
1 day Thurs Feb 10 6-9 pm
Sec. 910743 W210C Staff
1 day Thurs Mar 3 9:30 am-12:30 pm
Sec. 910744 VT455 Staff
1 day Thurs Apr 14 6-9 pm
Sec. 910750 VT455 Staff

The Patent Process
Protect your idea, save time and money. Understand the fundamental steps involved in starting your patent process and getting your invention to market. Discover how to gauge the value/worth of the idea. Learn the requirements for obtaining a patent and how to calculate the costs initially associated with the process. Don’t reveal your idea to anyone before taking this class!

CES2 1187 (.4 CEu) $59/Senior Cost $47.20
1 day Thur Feb 3 6-10 pm
Sec. 910708 VT405 S. Werner

Marketing Your Patented Product
Your product is patented...now what? Get started on your way to success with this Entrepreneur’s basic guide to profiting from inventions. Join us to learn about proven techniques and marketing outlets to promote and sell your product.

CES2 1462 (.4 CEu) $59/Senior Cost $47.20
1 day Thurs Feb 10 6-10 pm
Sec. 910710 VT405 S. Werner

NEW Basics of Exporting
Thinking about exporting? Trade experts from the U.S. Export Assistance Center (of the Department of Commerce and Small Business Administration) will help you understand the reasons for exporting, export readiness; marketing, sales and distribution considerations; logistics and export documentation; Free Trade Agreements and their benefit; export risks and regulations; and methods of payment, finance and insurance.

CES2 1569 (.3 CEu) $45/Senior Cost $36
1 day Wed Jan 26 9 am-12 pm
Sec. 910726 VT455 Staff
1 day Wed Mar 23 9 am-12 pm
Sec. 910727 VT455 Staff

NEW Retail Success for the Small Business
Is your business falling short of its financial potential? Improve your retail effectiveness in a continuously challenging marketplace by looking at the financial side of your operation, managing inventory, merchandising strategies while focusing on a strong operation and staff, and improving sales. Improve sales and profitability by looking at the retail industry’s not-so-obvious principles.

CES2 1573 (.3 CEu) $40/Senior Cost $32
1 day Thurs Jan 27 8-11 am
Sec. 910748 VT455 Staff

NEW Social Networking for Small Business
Learn the basics and etiquette of social networking for your small business. Explore how to leverage social networks to help grow your business while reducing your marketing costs. Discover the benefits, disadvantages and tricks of the major social networks (Facebook, Twitter, and LinkedIn).

CES2 1570 (.3 CEu) $40/Senior Cost $32
1 day Wed Feb 23 6-9 pm
Sec. 910747 VT455 Staff
1 day Wed Apr 27 9:30 am-12:30 pm
Sec. 910746 VT455 Staff

The instructor applied realistic examples to demonstrate a practical roadmap to launch a business in an engaging, refreshing approach that was balanced with both real world perspective and advanced business applications.

Student, Working for Yourself: The Ins & Outs of Becoming a Consultant, a Contractor, or other Service Provider

734-462-4448 | www.schoolcraft.edu/cepd
Hands-on Registration Assistance for Government Contracting
Looking for help? This workshop is for PTAC clients looking for assistance completing your Central Contractor Registration (CCR), SBA’s Dynamic Small Business Search, and/or the State of Michigan Vendor Registration. Counselors will be available to help you understand and complete your online registrations. For more information or questions about class content please call 734-462-4438. **Prerequisite:** CES2 1539 How to Become a Government Contractor or instructor’s approval.

**CES2 1541** (.2 CEu)
1 day Thurs Jan 27 9-11 am
Sec. 910709 VT450 Staff
1 day Thurs Feb 24 9-11 am
Sec. 910712 VT450 Staff
1 day Thurs Mar 31 9-11 am
Sec. 910714 VT450 Staff
1 day Thurs Apr 28 9-11 am
Sec. 910715 VT450 Staff

Wow, What A Great Event Online
Create, coordinate and execute successful special events. Develop skills, find resources and gain confidence to successfully plan and produce any type of event. **Prerequisite:** Company must be in business for at least two years.

**CES2 1477** (.2 CEu)
6 weeks Feb 16 Sec. 910242

Resume Writing Online
Transform your resume into a powerful tool that will help get you interviews. Learn different formats, how to write an employment objective, and tips on writing a persuasive cover letter.

**CES2 1512** (.2 CEu)
6 weeks Feb 16 Sec. 910216
6 weeks Mar 16 Sec. 910221

Business & Marketing Writing Online
Understand the power of writing and use it to present a solid, cohesive message to your target audience. Learn how business and marketing objectives affect writing choices and understand issues unique to writing for this discipline.

**CES2 1520** (.2 CEu)
6 weeks Feb 16 Sec. 910229

Buy & Sell on Ebay Online
Make extra money buying and selling goods online. Create titles that get noticed, learn to conduct financial transactions safely and explore today’s global marketplace through Ebay online auctions.

**CES2 1496** (.2 CEu)
6 weeks Feb 16 Sec. 910203
6 weeks Mar 16 Sec. 910214

Secrets of the Caterer Online
Do you love to cook and plan parties? Think about starting your own catering business to make money doing what you love!

**CES 2243** (2.4 CEu)
6 weeks Feb 16 Sec. 910224
6 weeks Mar 16 Sec. 910236

The Craft of Magazine Writing Online
If you enjoy writing, explore the fundamentals of writing for magazines. Learn powerful brainstorming techniques designed to make writing easier and develop the skills needed to write and sell your articles.

**CES 7193** (2.4 CEu)
6 weeks Feb 16 Sec. 910230

Travel Writing Online
Consider the possibility of exploring the world as a travel writer. Translate what is seen, heard, tasted, touched, smelled, and felt, into publishable articles and books. Understand the writing styles and methods needed to sell material in today’s competitive market.

**CES 7201** (2.4 CEu)
6 weeks Feb 16 Sec. 910216
6 weeks Mar 16 Sec. 910216

Growing Plants for Fun & Profit Online
Explore what you need to know to turn your love of plants into an enjoyable and potentially profitable home business.

**CES2 1347** (2.4 CEu)
6 weeks Mar 16 Sec. 910211
Computers: Back to the Basics
Are you new to using personal computers? Familiarize yourself with the basic functions and uses of the personal computer in a relaxed, non-threatening environment. Learn the very basics about the hardware and software commonly found on IBM-compatible computers. Use the Windows operating system, and see how word processing and spreadsheet software can be used for your individual needs. Discuss how your information is stored, data security, computer viruses, and learn how to determine which computer would best fit your needs when purchasing.

How to Use the Keys on Your Computer Keyboard: The Basics
Explore and effectively use the keyboard. Learn proper hand placement, keystroke skills and how to interact with on-screen keyboards. Discover shortcut keys, and how to select and edit text in various ways and how to navigate through documents and files. This is not a traditional typing class. The primary focus is not on being proficient in learning keystroke skills.

Internet Basics
Find out how easy it is to: send electronic mail to your children, grandchildren, friends and relatives; check on your investments; make travel arrangements; shop; and maybe even instantly locate people you lost touch with years ago. Come explore the World Wide Web as you learn basic skills to “surf the Internet” on your own. Some computer experience and familiarity is required.

MS Windows—An Introduction
Are you new to personal computers or do you just want to learn the basics of the Microsoft Windows operating system? Come explore the Windows environment: create folders; copy and move files and folders; customize the look of your desktop, screen savers, toolbars; use some of the software that comes with Windows, such as Notepad and Paint. Prerequisite: CES 6946 Computer Basics or equivalent knowledge.

NEW Microsoft Office Outlook 2007
This application of the Microsoft Office Suite is an effective desktop information management program that helps you organize your schedule, keep track of your contacts, and communicate with others. Users can track meetings, email messages, appointments and contacts. It provides a way for individuals and workgroups to organize, find, view and share information easily.

Excel 1: An Introduction to Spreadsheets
Learn the basic features of Microsoft Excel in the Windows environment. This hands-on class will cover such topics as creating documents, editing text, formatting documents using special font effects and paragraph alignment, creating bulleted and numbered lists, applying borders and shading, and inserting document headers and footers. Prerequisite: CES 1909 MS Windows—An Introduction, and CES 1829 Word 1: An Introduction to Word Processing or equivalent knowledge.

PowerPoint 1: Presentation Software for Effective Communication
Create effective communication pieces using PowerPoint software. In this hands-on class, learn to make and edit presentation pieces such as handouts, speaker’s notes, slides, overheads and scripts. Application of special effects will be covered. Wizards, the tools for expediting the process, will be demonstrated. Prerequisite: CES 1909 MS Windows—An Introduction, and CES 1829 Word 1: An Introduction to Word Processing or equivalent knowledge.

Word 2: Advanced Features
It’s time to take your MS Word skills to the next level. Learn to create tables and graphs; perform a mail merge; work with multiple page documents; insert graphics; apply styles and use basic desktop publishing formats involving columns and text boxes. Prerequisite: CES 1829 Word 1: An Introduction to Word Processing or equivalent knowledge.

Excel 2: Advanced Features
Expand your knowledge of Excel in the Windows environment. Explore more spreadsheet capabilities of this software package in a hands-on class. Learn to use lists, analyze list data, enhance charts, exchange data with other programs, and plan and run macros. Prerequisite: CES 1813 Excel 1 or equivalent knowledge, and familiarity with basic math functions.
NEW Use Social Media to Build Community Buzz
Using Facebook, Twitter and other social media learn to create, customize and optimize your social network profiles to share and communicate information about events. Find out how to contribute to group discussions to promote causes, events, groups, efforts and more.

CES 6181 (.3 CEu) $45/Senior Cost $36
1 day Wed Feb 9 6-9 pm
Sec. 910036 AS600 T. Thomas

NEW Mega-Posting: Making Social Networks Do the Work
Discover how easy it is to keep your social network profiles in sync and have them do more work for you, while saving time and making the process easier. Social networking tools focused on will be Facebook, Twitter, LinkedIn, blog and Posterous, plus a look at other "mega" tools.

CES 6179 (.3 CEu) $45/Senior Cost $36
1 day Wed Feb 16 6-9 pm
Sec. 910037 AS600 T. Thomas

NEW Blogging Basics
Find out what blogs are all about—how they came to be, how they benefit you, your personal brand, your career development, your school or company and more. Learn to establish and customize a blog account and user profile and create posts including multimedia elements.

CES 6180 (.3 CEu) $45/Senior Cost $36
1 day Wed Feb 23 6-9 pm
Sec. 910038 AS600 T. Thomas

Adobe Acrobat Professional 9
Learn to create PDF files using the amazing capabilities of Adobe Acrobat Professional 9. Find out how to add comments, notations, bookmarks, sound files, movie clips, articles, and hyperlinks. Explore how to create portfolios, use Acrobat ConnectNow for conferences and presentations, and use Acrobat.com to collaborate or store files. Discover how Acrobat allows you to streamline and reduce paper flow, and archive and tag scanned or file created PDFs for later retrieval.

CES 6141 (.4 CEu) $60/Senior Cost $48
1 day Sat Feb 5 9 am-1 pm
Sec. 910027 CEC100 C. Hunter

Adobe InDesign CS5—Level 1
Learn Adobe InDesign CS5: the powerful industry standard for layout publishing and interactive design. Topics include in-depth information and hands-on experience with the InDesign interface; Panels, Widgets, Workspaces, Bridge; document creation, layout, preferences; master and document pages, section and page numbering, graphic elements; text editing, text frames, text elements; typography, Open Type fonts, paragraph, character and nested styles and more.

CES 6139 (1.6 CEu) $189/Senior Cost $151.20
6 weeks Tues Jan 25 6-8:40 pm
Sec. 910024 AS220 C. Hunter

Photoshop Elements 8.0—Level 2
Expand on the basics of using Photoshop Elements 8.0 and learn to properly correct and retouch your photos. Give your photos the perfect transformation and discover how to create special effects, retouch portraits, restore and sharpen your photos. This class is not compatible with Macintosh computers. Prerequisite: CES 6088 Photoshop Elements 8.0 or equivalent knowledge.

CES 6108 (1.6 CEu) $189/Senior Cost $151.20
6 weeks Thurs Mar 17 6-8:40 pm
Sec. 910017 CEC100 P. Flanigan

I now know how valuable it is to have an instructor that confidently knows their material.

C. Hunter took a complex tool (Photoshop), and made it a useful tool to me.

Student, Photoshop CS5 Level 1
Photoshop CS5—Level 1
Okay—you’ve taken some wonderful shots with your digital camera now what? With Photoshop CS5 software, you can edit your photographs to remove red-eye, correct image exposure, and enhance your images. Start with the basic features of this popular software program and build your skills as you explore the world of Photoshop. Prerequisite: CES 1909 MS Windows—An Introduction or equivalent knowledge.

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<tr>
<th>Course Code</th>
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<th>Duration</th>
<th>Start Date</th>
<th>Start Time</th>
<th>Fee</th>
<th>Senior Fee</th>
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<tr>
<td>CES2 6063</td>
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<td>6 weeks</td>
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<td>CES2 6085</td>
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<td>6:40 pm</td>
<td>$189</td>
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</table>

Photoshop CS5—Level 2
Now that you have mastered the basics of Photoshop, continue to learn about this digital imaging software. Focus on some of Photoshop CS5’s newest features along with image color-correction; depth-of-field; panoramas; montages; Smart filters; image sharpening; basic and advanced layering techniques; vector shapes; photo-illustration techniques; fixing over- and under-exposed images; Camera Raw and more. Prerequisite: CES 6063 Photoshop Level 1 or equivalent knowledge.

<table>
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<tr>
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<th>Start Date</th>
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Web Site Design for Beginners—Level 1
As a novice, you can learn to build a Web site from the ground up by using basic concepts of Web site design, including current Web standards, Web page structure using XHTML and CSS presentation. You need to have knowledge of how to use a computer and operating systems, experience surfing the Web and an interest in learning how to build your own Web site.

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</table>

Web Site Design for Beginners—Level 2
Get the kind of know-how that can take you from creating simple Web pages using “what you see is what you get” applications to someone who can make those pages cross-platform, cross-browser, fast loading, and accessible to all. Expand your knowledge of Web graphics optimization and multimedia, and get an introduction to behavioral scripting using JavaScript. Prerequisite: CES 6150 Web Site Design for Beginners—Level 1 or equivalent knowledge.

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Creating Web Pages with Dreamweaver CS5—Level 1
Quickly and easily design, develop and maintain Web sites and Web applications from start to finish with Adobe Dreamweaver CS5 software. CS5 offers the ability to effectively manage and maintain Web sites, develop sites that are accessible to a wide audience and work in an environment that integrates visual and code editing. Think deep, dream big and then execute flawlessly with this Web design tool. Prerequisite: CES 1909 MS Windows—An Introduction or equivalent knowledge. An understanding of how to build a simple Web page using HTML is recommended.

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<td>$189</td>
<td>$151.20</td>
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</table>

Creating Web Pages with Dreamweaver CS5—Level 2
There is so much to still know about Dreamweaver CS5! Learn to use styles and style sheets for design. Explore collecting data with forms, positioning objects with CSS, adding media objects, creating and using templates and working with library items and snippets. Prerequisite: CES 6123 Creating Web Pages with Dreamweaver—Level 1 or equivalent knowledge. The ability to create a basic Web site using HTML and CSS is recommended.

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LAMP Programming (Linux, Apache, MySQL & PHP)
Even if you already build Web sites with HTML and CSS, LAMP programming will teach you how to create responsive, data-driven Web sites. Use the combination of PHP, MySQL and JavaScript to build modern Web sites complete with dynamic data and user interaction. Each technology is taught separately, then combined, while introducing valuable Web programming concepts, including objects, XHTML, cookies, and session management. Prerequisite: significant experience with HTML and CSS. Some JavaScript experience is preferred.

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Creating Web Pages Online
Create and post your very own Web site on the Internet. Discover low-cost marketing techniques and search engine strategies.

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Designing Effective Web Sites Online
Master the basics of Web design and learn how to build better and more effective Web sites. Get ready to take your Web design skills to the next level! Prerequisite: CES 6720 Creating Web Pages or equivalent knowledge.

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Microsoft FrontPage Online
No time to learn HTML? Use FrontPage to create easy professional Web sites. Programming skills not required. Requirement: Microsoft FrontPage software.

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Dreamweaver Online
Master one of the most widely used Web design tools available. Create and format text, images, hyperlinks, tables, and various other media types. You’ll also examine page design with an emphasis on avoiding common layout errors. Requirement: Macromedia Dreamweaver software.

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Flash CS4: An Introduction Online
Learn how to create engaging Web sites, Flash movies, animations and interactive applications. Create scenes, work with timelines, create video files, import images, use drawing tools, add decorative and visual effects, use ActionScript fundamentals, create interactive buttons, and more. Requirement: Adobe Flash Pro CS4.

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See Online Class Information on page 47 for specific requirements.
**PROFESSIONAL DEVELOPMENT**

**Microsoft Publisher  Online**
Learn to use Publisher to create brochures, newsletters, and Web pages. Formal graphic design experience or training is not required. This class is not compatible with Macintosh computers. **Requirements:** you must have MS Publisher software.

C2 947 (2.4 CEU) $95/Senior Cost $76
6 weeks Mar 16 Sec. 910205

**Advanced Grant Proposal Writing Online**
Do you know the best way to present information in a grant proposal? Learn what to do—and what not to do—to help make your grant competitive. Become expert at ferreting out corporate, foundation, and government grant opportunities.

C2 1564 (2.4 CEU) $95/Senior Cost $76
6 weeks Feb 16 Sec. 910243
6 weeks Mar 16 Sec. 910241

**Achieving Top Search Engine Positions for Your Web Site Online**
Increasing your search engine ranking is critical to increasing visits to your Web site. Learn proven, easy-to-use, step-by-step strategies to achieve and maintain the highest possible position with the major search engines. **Prerequisite:** CES 6720 Creating Web Pages, or CES 6721 Microsoft FrontPage or equivalent HTML or HTML editor experience.

C2 1251 (2.4 CEU) $95/Senior Cost $76
6 weeks Feb 16 Sec. 910205
6 weeks Mar 16 Sec. 910246

**Communication Skills for Managers**
Studies indicate that effective communication is one of your most important skills as a manager. Skills including understanding and using non-verbal communication, expressing yourself clearly and concisely and listening techniques will be examined. Learn to express your ideas in any business situation. All materials are included in the class cost.

C2 1388 (1.6 CEU) $245/Senior Cost $196
5 weeks Wed Jan 26 6:30-9:40 pm
Sec. 910102 VT405 R. Zeigler

**Coaching in the Workplace**
Coaching lies at the heart of management, and there is a great need for managers and supervisors to be good coaches. Develop the skills to coach employees to ensure maximum performance, motivation, and retention. Learn to establish your mission and role as a coach, deliver feedback in any situation and use coaching skills to motivate and retain employees. All materials are included in the course cost.

C2 1464 (1.6 CEU) $245/Senior Cost $196
5 weeks Wed Mar 9 6:30-9:40 pm
Sec. 910104 VT405 R. Zeigler

**Coaching in the Workplace**
Coaching lies at the heart of management, and there is a great need for managers and supervisors to be good coaches. Develop the skills to coach employees to ensure maximum performance, motivation, and retention. Learn to establish your mission and role as a coach, deliver feedback in any situation and use coaching skills to motivate and retain employees. All materials are included in the course cost.

C2 1464 (1.6 CEU) $245/Senior Cost $196
5 weeks Wed Mar 9 6:30-9:40 pm
Sec. 910104 VT405 R. Zeigler

**First Line Supervision**
The supervisor sets the tone for the work environment and is, in large part, responsible for how workers feel about their job, how they perform their tasks, and the quality of the product. This class will help you develop your own leadership style, teach you how to motivate employees, give you skills to communicate clearly, and suggest techniques for helping your team members become more creative. All materials are included in the course cost.

C2 1389 (1.6 CEU) $245/Senior Cost $196
5 weeks Thurs Jan 27 6:9-10 pm
Sec. 910101 BTC160 J. Hustick

**Introduction to Database Development Online**
Learn a systematic, structured approach to using powerful tools to help you build databases and database applications. Recommendation: software for any database management system, including Microsoft Access, Microsoft SQL Server, Oracle, PostgreSQL, or MySQL.

C2 6045 (2.4 CEU) $95/Senior Cost $76
6 weeks Mar 16 Sec. 910232

**Introduction to PC Troubleshooting Online**
Learn to decipher and solve common PC problems. Explore step-by-step processes for resolving both typical and advanced hardware and operating system problems. This class is not compatible with Macintosh computers.

C2 6724 (2.4 CEU) $95/Senior Cost $76
6 weeks Feb 16 Sec. 910231

**Making a Grant Writing Consultant Online**
Learn how you can use your basic knowledge of grant or proposal writing to become an expert in the grant consulting field. This is one field where your writing skills can touch thousands of people and literally make a difference in their lives. Requirements: must have a basic knowledge of the grant writing process.

C2 1562 (2.4 CEU) $95/Senior Cost $76
6 weeks Feb 16 Sec. 910255

**Personal Strategies for Managing Stress**
Stress drains energy and interferes with clear thinking. Learn to gauge your own stress level and that of the people you supervise. Then identify ways to reduce negative stress in the work environment and create a plan for yourself and your employees that will allow you to cope in productive, healthy ways. All materials are included in the course cost.

C2 1504 (1.6 CEU) $245/Senior Cost $196
5 weeks Wed Apr 13 6:30-9:40 pm
Sec. 910105 TBA No class 4/27 R. Zeigler

**PostgreSQL, or MySQL.**
Microsoft Access, Microsoft SQL Server, Oracle, PostgreSQL, or MySQL.

**Relationship Focused**
Explore how to research and develop relationships with potential funding sources, organize grant writing campaigns, and prepare proposals. **Prerequisite:** must have a basic knowledge of grant or proposal writing.

C2 1230 (2.4 CEU) $95/Senior Cost $76
6 weeks Feb 16 Sec. 910245
6 weeks Mar 16 Sec. 910248

**Successful Interviewing**
Gain the skills needed to conduct all types of business interviews and ensure legal compliance. From hiring and coaching, to assessment and termination, sharpen such skills as open-ended questioning, active listening, and reading body language—all essential in a variety of management situations. All materials are included in the course cost.

C2 1453 (1.6 CEU) $245/Senior Cost $196
5 weeks Thurs Jan 27 6:9-10 pm
Sec. 910103 BTC160 J. Hustuck

**Stress drains energy and interferes with clear thinking. Learn to gauge your own stress level and that of the people you supervise. Then identify ways to reduce negative stress in the work environment and create a plan for yourself and your employees that will allow you to cope in productive, healthy ways. All materials are included in the course cost.**

C2 1504 (1.6 CEU) $245/Senior Cost $196
5 weeks Wed Apr 13 6:30-9:40 pm
Sec. 910105 TBA No class 4/27 R. Zeigler

**Writing Effective Grant Proposals:**
Content Focused **Online**
Preparing successful grant proposals to receive funding from corporations or foundations requires careful research, meticulous preparation and graceful writing. Learn to avoid common errors that lead to the rejection of proposals and techniques that have the potential to increase your funding chances.

C2 1452 (2.4 CEU) $95/Senior Cost $76
6 weeks Feb 16 Sec. 910219
6 weeks Mar 16 Sec. 910252

**American Management Association (AMA) CERTIFICATE PROGRAM**
Schoolcraft College, in cooperation with the American Management Association (AMA) University Program, offers an AMA Management Certificate Program. Various classes are offered throughout the year, with this semester’s offering listed below. All of the AMA classes are designed to develop and enhance management skills that increase professional expertise, and provide excellent networking opportunities. To earn an AMA Management Certificate, students are required to successfully complete six AMA classes at Schoolcraft College. There is no time limit by which the six classes must be completed. For more information on this program, please contact the Continuing Education and Professional Development Office.

**Becoming a Grant Writing Consultant Online**
Learn how you can use your basic knowledge of grant or proposal writing to become an expert in the grant consulting field. This is one field where your writing skills can touch thousands of people and literally make a difference in their lives. Requirements: must have a basic knowledge of the grant writing process.

C2 1562 (2.4 CEU) $95/Senior Cost $76
6 weeks Feb 16 Sec. 910255

**Communication Skills for Managers**
Studies indicate that effective communication is one of your most important skills as a manager. Skills including understanding and using non-verbal communication, expressing yourself clearly and concisely and listening techniques will be examined. Learn to express your ideas in any business situation. All materials are included in the class cost.

C2 1388 (1.6 CEU) $245/Senior Cost $196
5 weeks Wed Jan 26 6:30-9:40 pm
Sec. 910102 VT405 R. Zeigler

**First Line Supervision**
The supervisor sets the tone for the work environment and is, in large part, responsible for how workers feel about their job, how they perform their tasks, and the quality of the product. This class will help you develop your own leadership style, teach you how to motivate employees, give you skills to communicate clearly, and suggest techniques for helping your team members become more creative. All materials are included in the course cost.

C2 1389 (1.6 CEU) $245/Senior Cost $196
5 weeks Thurs Jan 27 6:9-10 pm
Sec. 910101 BTC160 J. Hustick

**See Online Class Information on page 47 for specific requirements.**
FINANCIAL PLANNING

Financial Markets & Securities: An Introduction
You need a strong financial knowledge base in order to become an educated investor. Gain a basic overview of the purpose and composition of the financial markets, major exchanges and indices (e.g., the S&P 500 Index). You will also learn the fundamentals of stocks, bonds, exchange-traded funds and mutual funds, including how they work and how to analyze them. This class serves as a foundation for all classes in the Financial Planning series.

CES 1488 (0.6 CEU) $69/Senior Cost $55.20
3 weeks Mon Jan 24 6:30-8:30 pm
Sec. 910402 LA410 W. Connell

Mutual Fund Investing
Mutual funds are a very popular investment choice. Yet, most investors don’t have a strong understanding of what they are and how they work. Increase your knowledge beyond the basics to include how mutual funds and exchange-traded funds (ETF) are structured and categorized, how to evaluate them for the purpose of structuring a diversified portfolio, and how to periodically monitor your funds.

Prerequisite: CES 1488 Financial Markets & Securities: An Introduction or equivalent knowledge.

CES 1490 (0.6 CEU) $69/Senior Cost $55.20
3 weeks Mon Feb 14 6:30-8:30 pm
Sec. 910403 LA410 W. Connell

Structuring a Stock Portfolio
Stocks can be volatile, but they also have the potential to bring meaningful returns to your portfolio. So how does a serious investor go about selecting a stock? Discover fundamental and technical stock analysis techniques and how to structure and monitor a portfolio of individual stocks.

Prerequisite: CES 1488 Financial Markets & Securities: An Introduction or equivalent knowledge.

CES 1489 (0.6 CEU) $69/Senior Cost $55.20
3 weeks Mon Mar 14 6:30-8:30 pm
Sec. 910404 LA410 W. Connell

Financial & Estate Planning: An Introduction
Gain the knowledge needed to make intelligent and analytical long-term decisions regarding your financial future. Learn the basic concepts of estate and insurance planning, financial planning, and debt management. Learn the important rules and regulations for IRAs, rollover options from company-sponsored benefits. Learn the important rules and regulations for IRAs, rollover options from company-sponsored benefits. Learn the basic concepts of estate and insurance planning, financial planning, and debt management. Learn the important rules and regulations for IRAs, rollover options from company-sponsored benefits.

CES 1492 (0.6 CEU) $69/Senior Cost $55.20
3 weeks Mon Apr 4 6:30-8:30 pm
Sec. 910406 LA410 W. Connell

NEW Where Does All My Money Go? Online
Are you never able to get ahead? Start by finding out where your money goes. Learn ways to drive where you want it to go. Begin to tackle your debt and stop worrying about money.

CES 5235 (0.4 CEU) $95/Senior Cost $76
6 weeks Feb 16 Sec. 910204
6 weeks Mar 16 Sec. 910240

money savings opportunity

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<th>FINANCIAL PLANNING SERIES</th>
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This money savings series is a real value and includes the following 4 classes:

- CES 1488 Financial Markets & Securities: An Introduction
- CES 1490 Mutual Fund Investing
- CES 1489 Structuring a Stock Portfolio
- CES 1492 Financial & Estate Planning: An Introduction

See descriptions for more information.

CES 1487 (2.4 CEU) $249/Senior Cost $199.20
12 weeks Mon Jan 24 6:30-8:30 pm
Sec. 910401 LA410 W. Connell

Retirement Planning Today
Learn how to avoid the ten biggest retirement planning mistakes! Whether your objective is to build a nest egg, protect your assets, or preserve your lifestyle throughout retirement, learn to plan your future with confidence. Discover how to create a retirement plan, manage investments risks and make informed decisions about your finances. Receive a 226-page illustrated textbook as part of the course.

CES 5129 (0.6 CEU) $49/Senior Cost $39.20
2 weeks Tues Feb 22 6:30-9:30 pm
Meets spring break 3/1
Sec. 910407 VT445 M. Rajput
2 weeks Sat Feb 19 9 am-12 pm
Meets spring break 2/26
Sec. 910408 BTC160 M. Rajput

Certified Bookkeeper Exam Preparation
The American Institute of Professional Bookkeepers (AIPB) has established a professional certification, the Certified Bookkeeper (CB) credential, a high professional standard for bookkeepers. Prepare for the exam by studying topics including: adjusting entries, correction of accounting errors, basic book and tax depreciation, basic payroll, recording and costing out merchandise inventory, and internal controls and fraud prevention. Prerequisite: on-the-job bookkeeping experience or solid academic background in double-entry bookkeeping. AIPB published materials included in the course cost.

CES 1565 (0.4 CEU) $395/Senior Cost $316
12 weeks Mon Jan 24 6:30-8:30 pm
Sec. 910603 MC115 Staff

Accounting Fundamentals 1 Online
Gain practical bookkeeping and common accounting knowledge for running a small business, to enhance your career, or for a better understanding of your personal finances.

CES 1537 (2.4 CEU) $95/Senior Cost $76
6 weeks Feb 16 Sec. 910234
6 weeks Mar 16 Sec. 910257

Accounting Fundamentals 2 Online
Gain a solid understanding of corporate accounting practices including analyzing transactions, preparing corporate financial reports, and working with dividends, plant assets, depreciation, accrued revenue and expenses, retained earnings, and stockholders’ equity. Prerequisite: CES 1537 Accounting Fundamentals 1—Online Course.

CES 1540 (2.4 CEU) $95/Senior Cost $76
6 weeks Mar 16 Sec. 910227

QuickBooks: Introduction Online
Designed for the small to mid-sized business owner who wants easy-to-use software to set up accounts, handle invoicing, track payables and inventory, and generate reports. This class is not compatible with Macintosh computers. Requirement: QuickBooks software.

CES 6725 (2.4 CEU) $95/Senior Cost $76
6 weeks Feb 16 Sec. 910213
6 weeks Mar 16 Sec. 910215

Performing Payroll in Quickbooks Online
Create paychecks, pay tax liabilities and generate dazzling reports with little effort using QuickBooks. Learn everything from set-up to creating a new employee; tracking time and job cost data; and generating required forms and reports. Class not compatible with Macintosh computers. Requirement: QuickBooks Pro Software.

CES 6948 (2.4 CEU) $95/Senior Cost $76
6 weeks Mar 16 Sec. 910237

See Online Class Information on page 47 for specific requirements.
REAL ESTATE

NEW Leasing Residential Property 101
Interested in leasing a property you own or purchasing a property to lease? Learn what every landlord in Michigan needs to know including state and federal housing laws, fair housing requirements, responsibilities for upkeep and repair of property, advertising and showing properties and a detailed review of required lease documents. Understand practical ways to reduce liability and exposure to risk in your property management business.

CES2 1574 (1.6 CEu) $95/Senior Cost $76
2 weeks Mon Feb 7 6-9 pm
Sec. 910304 BTC160 L. McMullen

Michigan Builder’s 3 Hour Continuing Competency
For Licensed Michigan Residential Builders who need to meet their requirements for continuing competency. Three hours of activities demonstrating continuing competency per license cycle to include one hour of codes, one hour of safety, and one hour of legal issues. This 3 hour continuing competency course is approved by the State of Michigan and satisfies the 3 hour continuing competency requirement for renewing your Michigan Builder’s License.

CES2 1566 (1.3 CEu) $49/Senior Cost $39.20
1 day Mon Feb 7 6-9 pm
Sec. 910301 BTC100 Staff
1 day Tues Mar 15 6-9 pm
Sec. 910302 BTC165 Staff
1 day Wed Apr 27 6-9 pm
Sec. 910303 BTC100 Staff

STATE DEADLINE FOR LICENSE RENEWAL IS MAY 31, 2011!

QuickBooks for Contractors Online
Construction industry professionals will learn to utilize this powerful software program to create estimates, progress invoices, and even job cost reports. Requirements: QuickBooks Premier Contractor Edition software; completion of CES 6725 QuickBooks: An Introduction, or equivalent knowledge. This class is not compatible with Macintosh computers.

CES2 6081 (2.4 CEu) $95/Senior Cost $76
6 weeks Mar 16 Sec. 910226

See Online Class Information on page 47 for specific requirements.

TEACHER RECERTIFICATION

Counseling in the College Selection Process Hybrid Course
Gain an introduction to the theory and skills needed to work with students and families in the college selection process. Topics include: preparation for college, developmental theory and college selection, researching colleges, college admission testing, the college application process, financial aid, college selection, working with students and families, and creating an effective college counseling office. Prerequisite: open to any school counselor, professionals holding a Master’s degree in school counseling, students in a Master’s counseling program, or permission of the instructor. See Hybrid Course Information for specific requirements. This course is State Board approved for 4.5 SB-CEUs. Daytime courses have a half-hour lunch which is not included in CEU total.

CES 0944 (4.5 CEu) $275/Senior Cost $220
11 weeks Classroom Sat Jan 15, 29, Feb 5, 19, Mar 5 9 am-2 pm
Online portion Jan 15-Mar 26
Sec. 919652 BTC170 P. O’Connor, Ph.D.

NEW Facilitating Online Content Online Course
Enter the world of online teaching. Gain the knowledge, skills, and attitudes necessary to successfully deliver a course completely online. Get practice at facilitating online courses and feedback on your efforts. The information will also be helpful for those who facilitate portions of a course online. Online course information will be provided to students before the class begins. This course is approved for 4.0 SB-CEUs.

CES 0957 (4.0 CEu) $198/Senior Cost $158.40
6 weeks Jan 24 – Mar 11
Sec. 919653 Schoolcraft Blackboard section B. Stetson

NEW Developing Online Content Online Course
Look at the best practices in design and developing material for online presentation. Focus on developing content for a fully online course that can also be applied to a hybrid course. Have a course idea ready for the first class and experience building one module. Prerequisite: CES 0957 Facilitating Online Content. Online course information will be provided to students before the class begins. This course is approved for 4.2 SB-CEUs.

CES 0958 (4.2 CEu) $239/Senior Cost $191.20
6 weeks Mar 14–Apr 22
Sec. 919654 Schoolcraft Blackboard section B. Stetson
TEACHER RECERTIFICATION CONTINUED

Teachers/K–12 Educators—Get your SB-CEUs at Home!

Let our classes come to you in the convenience and comfort of your own home. You can complete any one of our online classes at anytime from anywhere with Internet access.

» These classes are State Board approved for 2.4 SB-CEUs
» 12 online lessons in 6 weeks
» Class fee $105/Senior Cost $84
» Try before you buy—sample the first 2 sessions

NEW Handling Medical Emergencies Online
CES 4297 Feb 16 Sec. 919649
Mar 16 Sec. 919647

NEW Interpersonal Communication Online
CES 7366 Feb 16 Sec. 919642
Mar 16 Sec. 919633

NEW Spanish in the Classroom Online
CES 3627 Feb 16 Sec. 919651

Speed Spanish Online
CES 3459 Feb 16 Sec. 919607

Speed Spanish 2 Online
CES 3532 Mar 16 Sec. 919625

A to Z Grant Writing: Relationship Focused Online
CES 1230 Feb 16 Sec. 919619

Writing Effective Grant Proposals: Content Focused Online
CES 1452 Mar 16 Sec. 919620

Advanced Grant Proposal Writing Online
CES 1564 Mar 16 Sec. 919648

Creating Web Pages Online
CES 6720 Feb 16 Sec. 919609

Designing Effective Web Sites Online
CES 6152 Feb 16 Sec. 919650
Mar 16 Sec. 919645

Integrating Technology in the Classroom Online
CES 6153 Feb 16 Sec. 919644
Mar 16 Sec. 919624

The Classroom Computer Online
CES 6122 Mar 16 Sec. 919629

Creating a Classroom Web Site Online
CES 6137 Mar 16 Sec. 919610

Easy Classroom Podcasting Online
CES 6142 Mar 16 Sec. 919613

Using the Internet in the Classroom Online
CES 0911 Mar 16 Sec. 919618

Guiding Kids on the Internet Online
CES 0924 Feb 16 Sec. 919616

NEW Writing Essentials Online
CES 7365 Feb 16 Sec. 919638
Mar 16 Sec. 919636

Teaching Writing: Grades 4–6 Online
CES 7338 Mar 16 Sec. 919623
Writing for Children Online
CES 7304 Mar 16 Sec. 919635

Ready, Set, Read Online
CES 7316 Feb 16 Sec. 919605
Mar 16 Sec. 919615

Guided Reading: Strategies for the Differentiated Classroom Online
CES 7329 Feb 16 Sec. 919604
Mar 16 Sec. 919641

Response to Intervention: Reading Strategies That Work Online
CES 7337 Feb 16 Sec. 919622

Enhancing Childhood Language Development Online
CES 0898 Feb 16 Sec. 919606
Mar 16 Sec. 919632

Merrill Ream Speed Reading Online
CES 7231 Feb 16 Sec. 919617

Understanding Adolescents Online
CES 0925 Feb 16 Sec. 919612
Mar 16 Sec. 919611

Differentiated Instruction in the Classroom Online
CES 0920 Feb 16 Sec. 919630
Mar 16 Sec. 919621

Teaching Students with Learning Disabilities Online
CES 0928 Feb 16 Sec. 919608
Mar 16 Sec. 919626

NEW Empowering Students with Disabilities Online
CES 0956 Feb 16 Sec. 919640
Mar 16 Sec. 919634

Teaching Students with Autism Online
CES 0932 Feb 16 Sec. 919614

The Creative Classroom Online
CES 0908 Feb 16 Sec. 919603
Mar 16 Sec. 919631

Solving Classroom Discipline Problems Online
CES 0913 Feb 16 Sec. 919628
Mar 16 Sec. 919637

Solving Classroom Discipline Problems 2 Online
CES 0929 Feb 16 Sec. 919601

Creating the Inclusive Classroom Online
CES 0930 Mar 16 Sec. 919602

NEW An Introduction to Teaching ESL/EFL Online
CES 0952 Feb 16 Sec. 919639
Mar 16 Sec. 919641
NURSING

Initial Healthcare Provider BLS-C/CPR
Designed for nursing students and health care professionals, this class teaches infant, child and adult CPR as well as airway obstruction management and mouth-to-mask. An American Heart Association CPR card, valid for two years, will be issued upon successful completion of the class. Textbook included. This class is worth 10 continuing education contact hours for nurses. One hour lunch is not included in CEU total.

CES 4195 (.6 CEU) $125/Senior Cost $100
1 day Fri Mar 25 9 am-4 pm
Sec. 914104 AS376 J. Nicholas

Healthcare Provider BLS Renewal
This class will enable Healthcare Professionals who need to be recertified for their jobs to refresh their skills of CPR, use of an AED and relieving choking (foreign body airway obstruction). Students must have taken the full eight-hour Healthcare Provider program or a renewal Healthcare Provider class in the past, and bring a certificate of proof to class. A Healthcare Provider card, valid for two years, will be issued upon successful completion of the class. Textbook included. This class is worth 4 continuing education contact hours for nurses. One hour lunch is not included in CEU total.

CES 4289 (.4 CEU) $99/Senior Cost $79.20
1 day Wed Mar 9 5:30-9:30 pm
Sec. 914102 AS378 J. Nicholas

Pharmacology Review for Nurses
Refresh your knowledge of specific drugs and their effects on the human body. Begin with a general overview and historical perspective, and then delve into the following areas: pharmacokinetic processes, biological response modifiers; drugs to treat infectious disease; drugs affecting the cardiovascular system, central nervous system, autonomic nervous system, endocrine system, immune system and respiratory system. This class is worth 8 continuing education contact hours for nurses. A half-hour lunch is not included in CEU total.

CES 4249 (.8 CEU) $119/Senior Cost $95.20
1 day Sat Feb 12 8 am-4:30 pm
Sec. 914101 AS920 D. Denison RN, MSN

Medical Terminology: A Word Association Approach Online
Use an anatomical approach to master challenging medical terminology. Study medical root words, and learn to apply prefixes and suffixes to better understand medical terms and titles.

CES 4237 (2.4 CEU) $95/Senior Cost $76
6 weeks Feb 16 Sec. 910223

I.V. Therapy: the Ins & Outs
If you are a RN, LPN, or technician with little or no intravenous experience, you can gain hands-on experience in this comprehensive class. Explore I.V. therapy including I.V. calculations, I.V. fluids, insertion, maintenance, and discontinuation of I.V. lines. Learn about pump basics and the complications and use of the saline lock. Enjoy detailed demonstrations and guided mannequin practice. This class is worth 8 continuing education contact hours for nurses. Please bring a bag lunch. A half-hour lunch is not included in CEU total. An optional textbook is available in the Schoolcraft Bookstore.

CES 4185 (.8 CEU) $119/Senior Cost $95.20
1 day Sat Feb 19 8 am-4:30 pm
Sec. 914109 AS200 M. Siegel RN

Physical Assessment Refresher
This course is designed for nurses who want to refresh their basic physical assessment techniques. Assessment review will include the following systems: respiratory, cardiovascular, neurological, and musculoskeletal. Bring your stethoscope and wear loose, comfortable clothing. This class is worth 6 continuing education contact hours for nurses. A half-hour lunch is not included in the CEU total.

CES 4154 (.6 CEU) $99/Senior Cost $79.20
1 day Sat Mar 19 9 am-3:30 pm
Sec. 914111 AS100 D. Venditelli

Basic Electrocardiography (ECG) Review for Healthcare Personnel
Whether you are a student, EMT, monitoring technician, or registered nurse, understanding the principles of cardiac electrophysiology will enhance your job performance. Since cardiac monitoring is used in acute care, long-term care, and clinics it makes sense to update your skills. Practicing nurses and EMTs can use this course for renewal of their license. This class is worth 8 continuing education contact hours. A half-hour lunch is not included in the CEU total.

CES 4291 (.8 CEU) $119/Senior Cost $95.20
1 day Sat Apr 2 8 am-4:30 pm
Sec. 914103 AS920 D. Denison RN, MSN

Understanding Laboratory & Diagnostic Tests
Interpreting laboratory and diagnostic tests demands the sharpest skills for healthcare professionals. This course will help tomorrow’s healthcare professionals know when a test is appropriate to order, understand the physiology behind the test, and know how to interpret an abnormal result. Registered Nurses, Nurse Practitioners, Physician Assistants, and other healthcare providers are welcome to attend. This class is worth 8 continuing education contact hours for nurses. A half-hour lunch is not included in CEU total.

CES 4286 (.8 CEU) $119/Senior Cost $95.20
1 day Sat Apr 9 8 am-4:30 pm
Sec. 914105 AS920 C. Wedel NP-C, APRN-BC

Pain Management
Pain is the most common reason people seek medical attention and effective pain management is a challenging task for healthcare professionals. Despite recent advances in the understanding of pain management, pain is often untreated or under treated. Ongoing assessment of pain is crucial and can be accomplished using various forms and scales. This class will provide an overview of the assessment and management of both acute and chronic pain. Registered Nurses, Nurse Practitioners, Physician Assistants, and other healthcare providers are welcome to attend. This class is worth 8 continuing education contact hours for nurses. A half-hour lunch is not included in CEU total.

CES 4285 (.8 CEU) $99/Senior Cost $79.20
1 day Sat Apr 16 8 am-4:30 pm
Sec. 914110 AS920 C. Wedel NP-C, APRN-BC

MATH

Basic Math Refresher: Back to the Basics
Never liked math or just wanting to brush up? You are not alone! Improve your skills in fractions, decimals, percents, and learn the basics of algebra geometry and statistics. Accomplish all this while reducing anxiety and building confidence in a fun and relaxed learning environment. Textbook included in class cost.

CES 8473 (3.0 CEU) $235/Senior Cost $188
10 weeks Tues Feb 8 5:30-8:30 pm
Sec. 916401 MC155 T. Lamb

READING

Enhancing Your Reading Skills: Back to the Basics
While reading, do you have difficulty locating important information, recalling details, or understanding what you have read? Do you read slowly, underscoring each word with your finger with little comprehension? This class offers basic reading strategies for students returning to college, or for those wanting to improve their reading skills. Students will practice reading strategies in vocabulary, fluency, and comprehension through various types of reading materials.

CES 7314 (2.4 CEU) $155/Senior Cost $124
12 weeks Thurs Jan 27 6-8 pm
Sec. 916801 MC125 P. Schneider

Merrill Ream Speed Reading Online
Are you struggling to keep up with a flood of email, articles, reports, books and other printed matter? Save yourself oodles of time by learning to read faster and with better comprehension from acclaimed speed reading expert Dr. Merrill Ream.

CES 7231 (2.4 CEU) $95/Senior Cost $76
6 weeks Feb 16 Sec. 910210
6 weeks Mar 16 Sec. 910249
**COMMUNICATION/WRITING**

**Writing Refresher: Back to the Basics**
Whether you need to refresh your skills for work, or to help your children with their homework, this class will strengthen your writing skills and your confidence in writing. Review effective communication methods, grammatical rules, brainstorming strategies, business writing, research techniques, and editing strategies.

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<tr>
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<tr>
<td>CES 7318</td>
<td>2.4</td>
<td>$155/Senior Cost $124</td>
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**Grammar Refresher: Back to the Basics**
English grammar is critical to clear oral and written communications. Brush up on your grammar skills for your job, your schoolwork, or maybe to help your kids with their homework. Review word parts, punctuation rules, sentence types, suffixes, prefixes, nouns, verbs, pronouns, and modifiers.

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<tr>
<td>CES 7097</td>
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**TEST PREPARATION**

**Test Taking Improvement: Back to the Basics**
Alleviate your fear of test taking by learning techniques to successfully take both essay and objective tests. Become more comfortable in test situations by knowing how to organize knowledge, improve memory and concentration, analyze questions, and review and comprehend facts. Discover ways you can be a better listener and improve your ability to follow directions. Please note: this class does not address content for any specific standardized test, however it provides general test taking tips that can be useful when preparing for any standardized test.

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<tr>
<td>CES 0349</td>
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**General Education Development Test (GED) Preparation Workshop**
The GED test can be the first step to newfound personal success. If you completed some high school, but did not graduate, prepare to succeed by learning the GED test format, gaining some helpful test-taking strategies and taking sample GED tests. There will be a light review of English, writing, reading, and math, but if you require in-depth instruction in any of these areas you may be interested in our Back to the Basics classes offering.

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<tr>
<td>CES 7278</td>
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**Law School Admission Test (LSAT) Preparation Workshop**
Prepare for the LSAT by reviewing necessary reasoning and verbal skills, while building test-taking confidence and familiarity in an exam setting. Practice on actual retired tests, and then receive a personal assessment report identifying areas on which you need to improve. Receive a textbook and computer adaptive CD-ROM with practice tests to give you the winning edge. Please be prompt for testing at the first class meeting and bring #2 pencils and paper.

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<tr>
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<tr>
<td>CES 0851</td>
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**Graduate Management Admission Test (GMAT) Preparation Workshop**
Build confidence as you prepare to complete the GMAT successfully. Enhance your math and verbal skills and learn various test-taking strategies that will help you score to your highest potential. You will be tested on actual retired GMAT tests and be provided with a personal assessment report to identify areas needing improvement. You’ll also receive a textbook and a CD-ROM with computer adaptive practice tests. Please be prompt for testing at the first class meeting and bring #2 pencils.

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<tr>
<td>CES 0850</td>
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**Graduate Record Exam (GRE) Preparation Workshop**
Prepare to succeed on the GRE by combining testing experience, using an actual retired exam, a follow-up personal assessment report identifying strengths and weaknesses, classroom review of all testing points, and test-taking strategies. For further personal study, a textbook and CD-ROM with computer adaptive practice tests are provided. Please be prompt for testing at the first class meeting and bring #2 pencils.

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<th>Course Code</th>
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<tr>
<td>CES 0857</td>
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**Test of English as a Foreign Language (TOEFL) Preparation Workshop**
Be well prepared to answer questions on the TOEFL iBT (Internet-based test). Gain confidence as you learn valuable test-taking strategies and review all required test points, as well as hands-on experience with several in-class computer-based practice tests. Combined with home study using the provided textbook and CD-ROM with computer adaptive tests, you’ll have all the tools necessary to succeed. This class is intended for TOEFL test preparation, not ESL instruction.

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<tr>
<td>CES 0849</td>
<td>2.7</td>
<td>$259/Senior Cost $207.20</td>
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**NEW Test of Essential Academic Skills (TEAS) Preparation Workshop**
If you are planning a future in nursing, the TEAS is an important step in the process. Become familiar with the format of the test and learn strategies for the math, reading, English and science portions of the test. Practice exams are included. **NOTE:** It is strongly recommended that only students who read at college level enroll in this workshop. A reading assessment will be given at the first class meeting.

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<tr>
<td>CES 4296</td>
<td>1.5</td>
<td>$125/Senior Cost $100</td>
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**Massage Therapy Licensure Exam Review**
Massage Therapists: prepare to succeed on your licensure exam. Whether you’re taking the MBLEx or the NCETM, we’ll begin with a brief comparison of the two exams, an introduction to the application process, test-taking strategies and self-study techniques. Each of the test content areas will be covered along with sample questions. **Prerequisite:** practicing massage therapist or current massage student. Bring a notepad, a medical dictionary and an anatomy text (any one is fine). One hour lunch is not included in CEU total.

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<td>CES 4274</td>
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Get **BACK TO THE BASICS** at Schoolcraft College

Take non-credit classes that sharpen your skills in
- Computer use
- Math
- Grammar
- Reading
- Writing
- Test taking

Prepare yourself to return to college
- Plan a new career
- Learn how to handle tests and other challenges

See pages 9, 16 & 17 for classes offered this semester. For more information call 734-462-4448.
NEW Green Living: An Overview
Gain an understanding of the meaning and benefits of green living. Begin by using a personal questionnaire to explore and define your green life. Next, learn the barriers to going green, strategies to live a healthy and sustainable lifestyle, and the many choices and options available. Finally, set goals and become comfortable with changes you choose. Decide what shade of green works for you.
CES 5229 (.3 CEu) $44/Senior Cost $35.20
1 day Wed Jan 26 6-9 pm
Sec. 913002 BTC170 L. Sullivan

NEW Green Living: Recycling & Energy
Begin to change your recycling mind set by understanding how and where to recycle household waste. Using a personal questionnaire you’ll define your recycling habits. Explore how to recycle from your curb, items like furniture, electronics and compost materials. Learn to purchase products with end-of-life recycling in mind, understanding the opportunities for energy cost savings. Set-up energy/recycling goals you can do.
CES 5230 (.3 CEu) $44/Senior Cost $35.20
1 day Wed Feb 2 6-9 pm
Sec. 913003 BTC170 L. Sullivan

NEW Green Living: Maintaining Your Home
Make your home greener. Do a personal questionnaire to define your home’s green life. Explore all types of cleaning products and safer green alternatives. Learn to control the paper/mail overload and consider the environmental impact of home chores, the use of paper products, lawn care and outdoor maintenance. Discover how house plants can enhance air quality. Set some achievable goals to green-up your house.
CES 5231 (.3 CEu) $44/Senior Cost $35.20
1 day Wed Feb 9 6-9 pm
Sec. 913004 BTC170 L. Sullivan

NEW Green Living: Personal Care
Learn how personal products and their impacts affect our environment. Fill out a personal questionnaire and discover what your personal environmental imprint is. Explore which green alternative products to use daily including soaps, razors, medicines, and more. See how product packaging affects the environment. Learn about the ingredients in products you use. Set personal care goals that will benefit you and the environment.
CES 5232 (.3 CEu) $44/Senior Cost $35.20
1 day Wed Feb 23 6-9 pm
Sec. 913005 BTC170 L. Sullivan

MEET INSTRUCTOR Lori Sullivan
Lori Sullivan is an “Eco-Coach” and provides coaching/consulting services for both homeowners and businesses that help her clients become “one shade greener.” Lori began taking small steps to a greener, more sustainable lifestyle about 5 years ago. With a professional background in marketing and advertising and a Masters of Science in Engineering Management from Rensselaer Polytechnic Institute, she helps to develop marketing strategies that have a lighter environmental footprint.

“When I started making changes toward a greener lifestyle, I was overwhelmed by the information available and struggled with where to start. Teaching allows me to share my experiences and help others move more quickly on their journey toward sustainability.”

What she likes best about teaching is the connection that comes with taking a course on a subject students truly have an interest and passion for. Lori likes the fact that most adult students “want” to take a class versus taking a class because they “have to.”

This winter, Sullivan will be teaching a series on Living “Green.”
FAMILY LIVING

Caregiver Skills has been offset through a grant received under the 2010 Community College Caregiver Training Initiative, funded by the MetLife Foundation. Red Cross training materials are provided to all students.

NEW How to Have “The” Conversation with Your Aging Loved One
Gain the knowledge and confidence to become an advocate when an adult has sudden changes in health or behavior that results in a necessary lifestyle change. Learn important tips to initiate a meaningful dialogue when dealing with: driving concerns, transitioning from a home to a senior living community, and introducing long term care options. Discover strategies to help with the guilt often experienced.

CES 5227 (.4 CEU) $10
1 day Sat Mar 5 8 am-12 pm
Sec. 917104 A5740 J. Bolling

Caregiver Skills: Legal & Financial Issues
Peace of mind comes from understanding the basics of dealing with legal and financial issues such as wills, insurance, taxes and advance directives. Learn about the types of legal documents that should be created; how to maintain the documents; issues related to medical directives; and briefly about funeral options and costs.

CES 5227 (.4 CEU) $10
1 day Sat Mar 5 8 am-12 pm
Sec. 917104 A5740 J. Bolling

LIFELONG LEARNERS

New Money Savings Opportunity

CONVERSATION & COFFEE SERIES
Stimulate your mind while you socialize! Meet Schoolcraft faculty and guest lecturers, and enjoy presentations on a variety of topics guaranteed to provide an opportunity for learning and for fun. Each session in this series will challenge and entertain the curious and fun-loving soul. Don’t miss out!

This money savings series is a real value and includes the following 4 classes:
- CES 7367 Einstein: All About Albert
- CES 3628 Antiquing: The Basics
- CES 3537 Back in Time: Popular Old Songs
- CES 6175 Exploring the Web: Genealogy—Where Do I Begin?

See descriptions for more information.

CES 7243 (.8 CEU) $49/Senior Cost $39.20
4 sessions Fri Jan 28, Feb 11, Mar 25, Apr 15 1-3 pm
Sec. 917401 See individual listings below for class locations.

You must register prior to the start of the series to take advantage of the savings.

NEW Einstein: All About Albert
Albert Einstein was named the person of the 20th century by Time Magazine. Come and celebrate the scientist and the man. Learn about Einstein’s personal background, his personality traits, about the times he lived in and his science.

CES 7367 (.2 CEU) $15/Senior Cost $12
1 day Fri Jan 28 1-3 pm
Sec. 917403 W210B & C C. Wood

NEW Antiquing: The Basics
Have you ever watched Antiques Roadshow and been shocked at how much or how little an item is worth? Before you buy, sell or have an antique item appraised learn the basics. Learn the techniques experts use to identify, evaluate and price antiques.

CES 3628 (.2 CEU) $15/Senior Cost $12
1 day Fri Feb 11 1-3 pm
Sec. 917404 W210A & B Staff

NEW Exploring the Web: Genealogy—Where Do I Begin?
Learn how to discover and preserve your family’s unique story. Relax as Wayne Pricer, a Schoolcraft reference librarian, takes you on an incredible genealogy information-gathering journey using the Web. Explore how to find your ancestry, find lost relatives or even start a family tree.

CES 6175 (.2 CEU) $15/Senior Cost $12
1 day Fri Apr 15 1-3 pm
Sec. 917406 W210B & C W. Pricer

NEW Back in Time: Popular Old Songs
If the music from the 30s, 40s and 50s was YOUR music—then make this YOUR class! Take a two hour trip back in time and reminisce about the ‘good old days’. Enjoy singing a few popular songs from this magical era, while discussing the songs’ original and social importance. Jump on the “bandwagon” and enjoy a time guaranteed to make you smile!

CES 3537 (.2 CEU) $15/Senior Cost $12
1 day Fri Mar 25 1-3 pm
Sec. 917405 LA200 S. Roney-Hayes
Let’s Get Cooking

Schoolcraft College is well known for its Culinary Arts program. Our students will learn and practice the culinary craft in the most advanced instructional kitchens in the Midwest, if not the entire country. Our culinary department is led by four Certified Master Chefs and four Executive Chefs who are masters of their trade, on the cutting edge of trends, consultants to major corporations, judges at culinary competitions and owners and operators of innovative restaurants.

Each semester we continue to offer our tried and true culinary seminars as well as offer new seasonal seminars to keep things fresh. We keep our class sizes small so you can interact and take your experience with you so you can cook up something good at home!

Cooking 101: Skill Development
In this relaxed and comfortable environment you will learn basic cooking terminology and techniques, and how to properly use basic knives and hand tools. To make sure you stay healthy and happy, discover safe and sanitary methods for food preparation. This course is a prerequisite for most Schoolcraft College’s CES hands-on Culinary Arts classes or instructor’s approval, unless otherwise noted. A tool kit is not required for this class.

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<td>CES 2187</td>
<td>Cooking 101: Skill Development</td>
<td>.6 CEu</td>
<td>2 days Wed Jan 12 &amp; Fri Jan 14 9-5 pm J. Gabriel, CMC</td>
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<td>Sec. 911008 VT630</td>
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<tr>
<td>CES 2380</td>
<td>Pastry 101: Skill Development</td>
<td>.6 CEu</td>
<td>2 days Wed &amp; Fri Jan 26 &amp; 28 9-12 pm J. Decker, CMPC</td>
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<td>Sec. 911007 VT630</td>
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<tr>
<td>CES 2442</td>
<td>How to Prepare Curious Produce</td>
<td>.3 CEu</td>
<td>1 day Tues Feb 1 6-9 pm J. Gabriel, CMC</td>
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Time Saving Meal Planning for Busy Families
Do you regularly waste money on food you never end up cooking or eating? Do you struggle with what to make for dinner because you don’t have a plan? Learn a full-proof prep system that can make your weekly meals effortless. Discover how to plan and prep your meals for an entire week allowing you to save time and money, and spend more quality family time enjoying a healthy dinner at home.

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<tr>
<td>CES 2409</td>
<td>Time Saving Meal Planning for Busy Families</td>
<td>.3 CEu</td>
<td>1 day Sat Feb 5 9-12 pm K. Lewton</td>
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Pastry 101: Skill Development
Learn basic baking terminology and techniques in a comfortable setting. You’ll gain information on proper pastry tool skills and safe and sanitary methods for food/baking preparation. Set a solid base for your baking future. This course is strongly recommended for Schoolcraft College’s CES Pastry and Baking hands-on Culinary Arts classes, unless otherwise noted.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</tr>
</thead>
<tbody>
<tr>
<td>CES 2446</td>
<td>Celebrate the Foods of Spain</td>
<td>.3 CEu</td>
<td>1 day Tues Feb 8 6-9 pm J. Gabriel, CMC</td>
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<td>Sec. 911030 VT630</td>
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French Desserts New Recipes!
A fine French meal is never complete without a sweet. From rich mousse to juicy tarte tatin recipes, the delicacies of the French dessert cart are an undeniable right. Learn about the history, the ingredients and techniques to create exceptional French masterpieces.

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<tbody>
<tr>
<td>CES 2441</td>
<td>French Desserts</td>
<td>.3 CEu</td>
<td>1 day Wed Feb 2 6-9 pm J. Decker, CMPC</td>
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Polish Desserts
Cakes and pastries are usually the dessert of choice in Poland. Popular cakes include cheesecake, sponge cake, coffee cakes, poppy seed rolls, and pound cake (babka). Many wonderful pastries like angel wings (chrusci), rolled foldover pastries (kolaczki), donuts (paczki), and apple tarts (szarlotka) are also enjoyed. Learn about the history, the ingredients and techniques to create exceptional Polish masterpieces.

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<tr>
<td>CES 2446</td>
<td>Polish Desserts</td>
<td>.3 CEu</td>
<td>1 day Wed Feb 16 6-9 pm J. Decker, CMPC</td>
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Dessert Plate Series
This money savings series is a real value and includes the following 3 classes:

• CES 2441 Spanish Desserts
• CES 2446 Polish Desserts
• CES 2357 French Desserts

Money savings opportunity

<table>
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<tr>
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<tbody>
<tr>
<td>CES 2357</td>
<td>THE WORLD ON A DESSERT PLATE SERIES</td>
<td>.3 CEu</td>
<td>1 day Wed Mar 16 6-9 pm J. Decker, CMPC</td>
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<td>Sec. 911009 VT630</td>
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You must register prior to the start of the series to take advantage of the savings.
Meet Chefs Brian Polcyn & Pino di Cicco

Brian Polcyn is an award-winning chef and charcuterie expert. He has been a part of the restaurant scene in the Detroit area for many years, starting at the Golden Mushroom under Certified Master Chef Milos Cihelka. He is currently the Chef/Owner of restaurants in both Birmingham and Milford, Michigan. His Birmingham restaurant was designated restaurant of the year by the Detroit Free Press in 2010, and in 2009 by Hour Detroit Magazine.

Chef Polcyn is nationally recognized for his creativity and culinary talents. He was recently featured on Anthony Bourdain’s television show “No Reservations” on the Discovery Channel. He is currently working on his next book with writer Michael Ruhlman.

Chef Pino is a well-established chef in the Italian region of Tuscany and has a restaurant in Sienna. He attended the Italian Culinary Institute of Stresa and the Italian Culinary Institute of Aversa, and is well versed in Italian regional cuisine as well as general European techniques. For the past 3 years Chef Pino has been a sommelier through the A.I.S. (Associazione Italian Sommelier) making him a true talent in both Italian wine and cuisine.

Taste Italy with Two Chefs: Campania
Join Chef Brian and Chef Pino for Italian Campania cuisine: battered buffalo mozzarella sandwich, seafood soup in “Pizzaiola” style, stuffed cannelloni, sea-bass filet and wreath of baba with lemon cream and berries.

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<tr>
<th>Course</th>
<th>Description</th>
<th>Cost</th>
<th>Dates</th>
<th>Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>CES 2436</td>
<td>Taste Italy with Two Chefs: Campania</td>
<td>$119/Senior Cost $95.20</td>
<td>1 day Tues Mar 8 6-9 pm</td>
<td>B. Polcyn, CEC, P. di Cicco</td>
</tr>
<tr>
<td>CES 2437</td>
<td>Taste Italy with Two Chefs: Piedmont</td>
<td>$119/Senior Cost $95.20</td>
<td>1 day Wed Mar 9 6-9 pm</td>
<td>B. Polcyn, CEC, P. di Cicco</td>
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Taste Italy with Two Chefs: Piedmont
Join Chef Brian and Chef Pino for Italian Piedmont cuisine: vegetable cruditis with garlic, anchovies and butter sauce, chestnut soup and potato dumplings in a parmesan basket, Barolo braised veal and potato puree, and pan bisquit with chocolate cream and hazelnuts.

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Taste Italy with Two Chefs: Sicily
Join Chef Brian and Chef Pino for Italian Sicilian cuisine: fried seaweed on eggplant in “Caponata” style, creamed broccoli with browned prawns and spaghetti with sardines, bread, fennel herb and dry fruit, medallions of tuna, and pistachio cannoli in “Siciliana” style.

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Taste Italy with Two Chefs: Tuscany
Join Chef Brian and Chef Pino for Italian Tuscany cuisine: “mille-feuille” pastry, traditional bread and vegetable soup and hand-rolled senese pasta, beef “tagliata” and almond and chocolate cookies.

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This money savings series is a real value and includes the following 4 classes:

- CES 2436 Taste Italy with Two Chefs: Campania
- CES 2437 Taste Italy with Two Chefs: Piedmont
- CES 2438 Taste Italy with Two Chefs: Sicily
- CES 2439 Taste Italy with Two Chefs: Tuscany

See descriptions for more information.
Managing Diabetes with Delicious Food Choices
More than fifteen million Americans have been diagnosed with diabetes. To learn how to properly prepare healthy good-tasting foods that help balance your blood sugar, you must learn how to plan, focusing on low glycemic foods and portions sizes. Don your chef hat and discover how to make flavorful, diabetic-friendly foods that give you the best health and nutrition “bang” for your calorie buck. There will be an array of dishes including desserts.

CES 2402 (.4 CEU) $99/Senior Cost $79.20
1 day Wed Feb 9 6-10 pm
Sec. 911035 VT630 J. Gabriel, CMC, J. Wunder

Home-style Mexican Food New Recipes!
When you think of comfort food do you think Mexican? You will now. Start with a warm and comforting soup followed by an authentic Mexican entree and side dishes. Finish this fantastically easy meal with a classic Mexican dessert. From start to finish learn how to make a complete meal perfect for casual entertaining or just for your family’s pleasure.

CES 2418 (.3 CEU) $89/Senior Cost $71.20
1 day Tues Feb 15 6-9 pm
Sec. 911031 VT630 A. Perez

Mediterranean Cooking
Who could resist the flavors of the warm Mediterranean? You’ll learn to prepare fabulous meals from Greece, Italy, Spain and France. Use regional cheeses, garlic, eggplant, meats, seafood, and marvelous varieties of olives to create authentic Mediterranean cuisine. You’ll also learn options for making the meals more healthful without sacrificing flavor!

CES 2135 (.8 CEU) $119/Senior Cost $95.20
2 days Wed & Fri Feb 23 & 25 5:30-9:30 pm
Sec. 911024 VT630 J. Gabriel, CMC

How About Brunch?
Hosting your next friend, family or holiday gathering? Do brunch! Brunch is a great food venue to share time, food and fun with the gang and it can be a cost effective and less stressful way to entertain. Learn to make dishes such as: heirloom tomato tarts, stuffed French toast, unbelievable egg creations, sausage strudels, pastries. Be ready for lots of sampling and a comprehensive recipe package to take home.

CES 2275 (.4 CEU) $105/Senior Cost $84
1 day Sat Apr 2 9 am-1 pm
Sec. 911001 VT630 K. Lewton

Contemporary Mexican Food New Recipes!
Learn what contemporary Mexican Food is all about. Discover how to take authentic Mexican dishes, add contemporary flavors and unique twists and create a classic new and zesty Mexican meal. Begin with a salad and dressing, add a side dish, main entree and a dessert, and discover the endless possibilities. Get the recipes and taste the results!

CES 2420 (.3 CEU) $89/Senior Cost $71.20
1 day Tues Apr 5 6-9 pm
Sec. 911034 VT620 A. Perez

Homemade Baby Foods:
Tasty, Nutritious & Full of Love
Making your baby’s food homemade gives you total control, you know it’s free of additives that a tiny tummy simply does not need. You’ll know the food will be nutritionally complete. Learn how to prepare fruits, vegetables, dairy products and grains—no meat will be demonstrated. Discover that the equipment needed is minimal and that most people already have what is necessary in their kitchens.

Give your baby the best start.

CES 2400 (.3 CEU) $89/Senior Cost $71.20
1 day Tues Apr 26 6-9 pm
Sec. 911036 VT630 J. Gabriel, CMC, J. Wunder

NEW Earth Day Cooking
There is no better way to honor Earth Day than to prepare dishes that are easy on the environment. Enjoy Earth Day recipes using Michigan produce and products, grain fed, free range meats and organic foods. Discover earth-friendly ways to shop, cook and recycle. Celebrate the earth; color your cooking-trends green!

CES 2434 (.3 CEU) $89/Senior Cost $71.20
1 day Fri Apr 22 9 am-12 pm
Sec. 911017 VT630 G. Rapitis

Passion for Chocolate Desserts:
Hands-on New Recipes!
The most popular dessert recipes today most often include chocolate. Join Chef Decker and learn about the history and the terminology surrounding this “food of the gods”. Learn techniques for melting chocolate, while discovering its use in tortes and warm and cold plated desserts. Don’t miss this class guaranteed to make your heart melt—with chocolate that is! No prerequisite required.

CES 2291 $105
2 weeks Wed Apr 6 & 13 6-9 pm
Sec. 911004 VT630 J. Gabriel, CMPC

Culinary Arts Exploration—Ages 12–17: Hands-on
Ever thought of becoming a chef? Don’t miss the opportunity to explore the world of culinary arts with a Certified Master Chef! Learn essential cooking terminology and techniques, and how to properly use basic knives and hand tools. Discover safe and sanitary methods for food preparation. Find out if culinary arts is in your future. No prerequisite for this class. Please prepare a tool kit with the following: a set of knives, peeler, spatula, thermometer and measuring spoons. Plan to wear a white shirt, dark pants and comfortable shoes. No prerequisite required.

CES 2278 (.4 CEU) $129/Senior Cost $103.20
1 day Sat Feb 12 10 am-2 pm
Sec. 911025 VT630 M. Haight, CEC, CEPC

I’m happy to hear about the butchery class. I work at a local boat club and there are numerous hunters and fisherman, as well as BBQ grill fanatics, that would likely jump at the opportunity to take such a class.

Jeffrey F., Bread Baking/Culinary Student

see page 23 for Meat Cutting Basics for the Home Cook: Hands-on
NEW Rustic Breads: Hands-on
Rustic bread is very versatile. It offers a crisp crust with a feathery light, porous and chewy interior, and a delicate flavor. It is perfect for an elegant and tasty layered sandwich, and is a wonderful accompaniment to soup, salad or a pasta dinner. Learn to make rustic bread from shaping techniques to working with yeasts and a variety of grains. 

**Prerequisite—CES 2187 Cooking 101: Skill Development or instructor’s approval.**
Please prepare a tool kit with the following: a paring knife; chef and bread knife; peeler; spatula; dough cutter; pastry brush; thermometer; and measuring spoons. Plan to wear a white chef’s jacket, dark pants and comfortable shoes in all hands-on classes.

NEW Macaroons & Madeleines: Hands-on
Possessing unlimited possibilities for cookie colors, fillings and flavorings, the macaron, is quickly becoming the “it” dessert, with macaron shops giving popular cupcake shops competition in New York and Los Angeles. Couple that with the melting-in-your-mouth authentic madeleine cookie and you have the sweetest experience ever. Learn to bake these two trendy treats and dress them up with a variety of flavors and ingredients. Please wear a chef’s jacket, dark pants.

**Cake Decorating with Buttercream: Hands-on**
You’ll find no other icing that can be used in as many different ways as buttercream. Using a prepared buttercream frosting, decorate a cake learning to do latticework, flowers, leaves, borders and more. Get decorating and technique suggestions. Gain the skills you need to make your cakes custom, one-of-a-kind works of art. Bring a cake decorating bag, tips #1, #2, #32, #104, #143, and rose nail #907. These supplies are available at local craft stores.

NEW Gourmet Cookies: Hands-on
Make scrumptious, fresh gourmet cookies that were once only available from specialty shops and bakeries. Begin by learning the proper mixing methods and procedures for creating these tempting sweets. Then put on your chef hat and make delicious rolled, drop, bar and pipe cookies you would be proud to serve for any occasion. Save room for the tasting of each sinfully delectable one.

NEW The Master Chef Off the Clock: Hands-on
You’ve enjoyed his classes, benefited from his expertise and knowledge, and experienced his amazing meals in Schoolcraft’s kitchens. But what does Master Chef Jeff Gabriel like to cook when he’s at home? He says, “As a practitioner of a plant based diet, I am often asked what I eat for dinner. Come share my wife’s and my love of vegetarian and vegan cuisine. We wish to share the wealth of health to all.”

**Outdoor Grilling: Hands-on**
Transform your backyard into a successful outdoor party regardless of the weather. Learn to infuse your own oils and vinegars to prepare unique and flavorful marinades and salad dressings. The secrets of successful grilling of poultry, seafood and vegetables will be demonstrated. A variety of salad dishes will be demonstrated using mixed greens, fruits and pasta.

NEW Vegetarian & Vegan Boot Camp: Hands-on
Take control of your life and treat yourself to radiant health. People who have shifted to vegan and vegetarian diets have experienced natural weight loss, improved health, increased energy, and a variety of other benefits. Learn how to create enticing meat- and dairy-free meals using fresh, high-quality ingredients. Find out about the cuisine, do the prep work, and prepare satisfying and flavorful vegetarian and vegan dishes.
Schoolcraft College’s Culinary Arts Department, “One of the best cooking schools in the country,” according to Hour Detroit magazine, opens its doors to the community for exquisite dining for both lunch and dinner. Located in the VisTaTech Center, the American Harvest Restaurant will offer dinner Wednesday through Friday during the winter semester, except for school breaks. Dinners during the winter semester start Friday, January 14. The cuisine is expertly prepared by Schoolcraft students and chef instructors. The menu changes seasonally.

**Italian Wines**

Italy produces some of the world’s finest wines. To meet the increasing desire for a greater variety and higher quality wine, a tremendous influx of good value and quality Italian wines are now available in our marketplace. Wines from each region of Italy will be discussed and tasted. You must be at least 21 years old to attend.

**Ces 2105 (1.0 CEu)**

- $169/Senior Cost $135.20
- 5 weeks
- Mon Jan 24 7-9 pm
- Sec. 911028 W210B  L. Hershey

**Understanding French Wines**

French wine making dates back to pre-Roman times. It is no wonder then that French wines are an essential part of French cuisine. Learn about the types and the various regions in which they are made. Enjoy comparative tasting and discover how to buy, drink and store French wines. You must be at least 21 years old to attend.

**Ces 2100 (1.0 CEu)**

- $169/Senior Cost $135.20
- 5 weeks
- Mon Mar 14 7-9 pm
- Sec. 911033 W210B  L. Hershey

**ServSafe**

Textbook included. Designed for employees, owners and managers of food service establishments, this course will prepare you for final examinations administered by the Educational Foundation of the National Restaurant Association. Upon successful completion of the program and exam (taken in class), the certified individual will be qualified to train personnel in sanitation techniques, communicate with representatives of the health departments having jurisdiction, recognize sanitation deficiencies and initiate improvements.

**Ces 2087 (1.8 CEu)**

- $225/Senior Cost $180
- 2 days
- Thu & Fri Jan 27 & 28 8 am-5 pm
- Sec. 911002 LA200  T. Holewinski
- 2 days
- Thu & Fri Mar 24 & 25 8 am-5 pm
- Sec. 911006 MC110  T. Holewinski

Want to get on our culinary mailing list to receive the dish directly to your home? Just email us at CEPD@schoolcraft.edu or give us a call at 734-462-4448.
FOREIGN LANGUAGE INSTITUTE

Languages Around the World—Level I

Whether you’re planning a cruise or a trip through a foreign land, trying to make that sale, or just getting back to your own family roots, learning a language is a wonderful personal experience. The time is now and the opportunity is here! Learn a language the easy and fun way. Start with simple grammar and vocabulary, and be able to engage in basic conversation and writing. Learn the political and social dos and don’ts that will increase your confidence and communication skills, making you more comfortable in all social situations whether they take place in the boardroom, on the Internet, or in travel ports worldwide. Grow as a person as you begin to appreciate other cultures through the magic of language.

Arabic I Conversational
CES 3378 (2.4 CEU) $139/Senior Cost $111.20
12 weeks Thurs Jan 27 6-8 pm
Sec. 916017 LA270 K. Al-Jebori

Mandarin Chinese I Conversational
CES 3329 (2.4 CEU) $139/Senior Cost $111.20
12 weeks Tues Jan 25 5:30-7:30 pm
Sec. 916024 AS376 M. Su

French I Conversational
CES 3054 (2.4 CEU) $139/Senior Cost $111.20
12 weeks Thurs Jan 27 6-8 pm
Sec. 916020 LA170 A. DelPizzo

German I Conversational
CES 3064 (2.4 CEU) $139/Senior Cost $111.20
12 weeks Wed Jan 26 6-8 pm
Sec. 916007 LA410 H. Fruechtenicht

Hindi I Conversational
CES 3512 (2.4 CEU) $139/Senior Cost $111.20
12 weeks Thurs Jan 27 6-8 pm
Sec. 916010 LA310 J. Lukose

Italian I Conversational
CES 3063 (2.4 CEU) $139/Senior Cost $111.20
12 weeks Mon Jan 24 6-8 pm
Sec. 916003 LA430 R. Blanchard

Japanese I Conversational
CES 3149 (2.4 CEU) $139/Senior Cost $111.20
12 weeks Mon Jan 24 6-8 pm
Sec. 916022 MC120 N. Craft

Polish I Conversational
CES 3085 (2.4 CEU) $139/Senior Cost $111.20
12 weeks Tues Jan 25 6-8 pm
Sec. 916009 LA410 J. Shore

Brazilian Portuguese I Conversational
CES 3564 (2.4 CEU) $139/Senior Cost $111.20
12 weeks Wed Feb 9 6-8 pm
Sec. 916002 LA405 K. Delgado

Language Around the World—Level II

Increase your writing and speaking skills by delving further into the grammar of your new language. Review what you learned in Level I and expand your communication skills in everyday living skills such as banking, shopping, restaurants, hotels, airports, and even emergency situations. Feel an emotional tie start to root as you begin to understand and appreciate another culture’s holidays and special celebrations that make them unique. Celebrate the progress you’ve made in your language experience!

Mandarin Chinese II Conversational
CES 3297 (2.4 CEU) $149/Senior Cost $119.20
12 weeks Wed Jan 26 5:30-7:30 pm
Sec. 916023 AS376 M. Su

French II Conversational
CES 3270 (2.4 CEU) $149/Senior Cost $119.20
12 weeks Wed Jan 26 6-8 pm
Sec. 916021 LA310 A. Pivetta

German II Conversational
CES 3590 (2.4 CEU) $149/Senior Cost $119.20
12 weeks Tues Jan 25 6-8 pm
Sec. 916013 LA470 H. Fruechtenicht

Italian II Conversational
CES 3330 (2.4 CEU) $149/Senior Cost $119.20
12 weeks Mon Jan 24 6-8 pm
Sec. 916012 LA415 A. Pivetta

Polish II Conversational
CES 3328 (2.4 CEU) $149/Senior Cost $119.20
12 weeks Thurs Jan 27 6-8 pm
Sec. 916018 LA410 J. Shore

Russian II Conversational
CES 3301 (2.4 CEU) $149/Senior Cost $119.20
12 weeks Mon Jan 24 6-8 pm
Sec. 916016 LA370 T. Karakuina

Spanish II Conversational
CES 3591 (2.4 CEU) $149/Senior Cost $119.20
12 weeks Tues Jan 25 6-8 pm
Sec. 916001 LA260 Staff

American Sign Language I

American Sign Language is the fourth most commonly used language in the U.S.A. Discover the basics of ASL including facial expressions, hand gestures, and body language. Gain basic knowledge of the alphabet, numbers, colors, and time telling. Learn about the deaf culture and the use of the Michigan Relay Center (MRC). The first half of the textbook will be covered. This class is taught by a hearing instructor.

CES 3150 (2.4 CEU) $139/Senior Cost $111.20
12 weeks Wed Jan 26 6-8 pm
Sec. 916019 AS740 T. White

American Sign Language II

Take your American Sign Language skills to a new level. Enjoy the challenge of using less voice and using more ASL. Learn more complex sentence structure, finger spelling, facial expressions, classifiers, descriptions of objects and vocabulary. Practice your skills using storytelling and game playing. The second half of the textbook will be covered. This class is taught by a hearing instructor.

CES 7127 (2.4 CEU) $149/Senior Cost $119.20
12 weeks Mon Jan 24 6-8 pm
Sec. 916029 AS740 T. White
Chinese Culture & Characters I
Begin to understand and appreciate Chinese writing. Discover how Chinese writing integrates both meaning and pronunciation information in its characters. Learn the history and rules of the Chinese writing system, study the linguistic roots of 75–100 Chinese characters, and practice Chinese calligraphy. Explore Chinese cultural issues, such as Chinese business and social etiquette through books, news articles, and films.

New Course

CES 3552 (2.4 CEu) $139/Senior Cost $111.20
12 weeks Thurs Jan 27 5:30-7:30 pm
Sec. 916031 AS376 M. Su

Speed Spanish—Online
Need a Spanish review? Learn six easy recipes for gluing Spanish words together to form sentences. With the powerful methods taught in this course, you’ll be able to renew your Spanish and engage in conversational Spanish in no time.

Prerequisite: CES 3459

CES 3459 (2.4 CEu) $95/Senior Cost $76
6 weeks Feb 16 Sec. 910218
6 weeks Mar 16 Sec. 910254

Speed Spanish 2—Online
With this follow-up to our popular Speed Spanish course, gain comfort in Spanish-speaking situations by learning even more clever new recipes you can put to immediate use. Prerequisite: CES 3459

 CES 3532 (2.4 CEu) $95/Senior Cost $76
6 weeks Mar 16 Sec. 910288

See Online Class Information on page 47 for specific requirements.

Communication/Writing

NEW Novel Writing—It’s All in the Preparation!
The decision to write a novel is a big one and not to be taken lightly. Discover what type of commitment is required of an author, the types of novels to write, and how to create timelines from synopsis to revision. Discuss characterization, plot, organization and research and story boards. Gain prior knowledge and there’s a much greater chance you’ll finish that book.

CES 7364 (.5 CEu) $49/Senior Cost $39.20
2 days Tues & Thur Jan 18 6:30-9 pm
Sec. 916103 LA200 K. Leo

Complete the Short Novel You’ve Always Wanted to Write!
It’s been said everyone has a novel within them—do you? Learn from an author who completed one and how her experience can help you do the same. Begin with an understanding of the types and purposes of novel writing. After a discussion of the short novel genre, pick a type of short novel to write, and with the encouragement of your peers...complete it!

CES 7308 (3.3 CEu) $149/Senior Cost $119.20
11 weeks Thurs Feb 10 6:30-9:30 pm
Sec. 916101 LA200 K. Leo

NEW Fairytales, Fables & Fantasy: A Writer’s Workshop
Fairytale are one of humanity’s oldest forms of storytelling. They often exhibit the highly adept skill of putting humanity’s greatest hopes and fears into parables that spark the imagination. Regardless of your ability, practice the craft of writing fairytales, fables and fantasy fiction in order to strengthen your skills and produce powerful prose. Play with language, experiment with style and write, write, write!

CES 7363 (1.6 CEu) $95/Senior Cost $79.20
8 weeks Mon Jan 31 6-8 pm
Sec. 916102 LA270 A. Weinstein

Creative Writing
In this writer’s workshop explore ways to write contemporary short fiction and poetry. Work in both areas or you may focus on the area or your choice. Individual works will be submitted for general discussions and review in class. Fiction topics include: poems of portrait, persona, object and place.

CES 7327 (3.3 CEu) $149/Senior Cost $119.20
11 weeks Tues Feb 8 6:30-9:30 pm
Sec. 916104 LA200 K. Leo

Writerific! Online
Banish writer’s block with these tricks from a published writer’s toolbox. Writerific liberates the imaginative, inventive bolts of genius that can shape your writing.

CES 7194 (2.4 CEu) $95/Senior Cost $76
6 weeks Feb 16 Sec. 910233
6 weeks Mar 16 Sec. 910250

Fundamentals of Technical Writing—Online
Do you have a knack for explaining technical subjects in a way that makes them easy to understand? Learn the skill you need to succeed as a technical writer and develop your ability to translate complex information in easily understood text. You will need Microsoft Word software, any version, for this course.

CES 7221 (2.4 CEu) $95/Senior Cost $76
6 weeks Mar 16 Sec. 910217

The Keys to Effective Editing—Online
Ask any published writer and you will hear that a good editor is not just helpful, but essential. Learn the fundamentals of top-notch copyediting for both fiction and nonfiction.

CES 7217 (2.4 CEu) $95/Senior Cost $76
6 weeks Mar 16 Sec. 910222

Research Methods for Writers—Online
Learn how to efficiently and effectively conduct research for any writing project: fiction, nonfiction, and business, even term papers and dissertations.

CES 7286 (2.4 CEu) $95/Senior Cost $76
6 weeks Feb 16 Sec. 910228

Writing for Children—Online
Explore the changing world of children’s literature. Touch the hearts of children as you write in various formats from a baby’s first book through a novel for young adults.

CES 7304 (2.4 CEu) $95/Senior Cost $76
6 weeks Feb 16 Sec. 910251

Looking to update your basic writing skills? Try our Writing Refresher classes on page 17.

MEET INSTRUCTOR

Alexander Weinstein
Alexander Weinstein is the director of The Martha’s Vineyard Institute of Creative Writing and an Adjunct Professor of Creative Writing at Lawrence Technological University. A graduate of Indiana University’s MFA program and Naropa University’s Jack Kerouac School of Disembodied Poetics, he has been working as a creative writing teacher and freelance editor for the past ten years, and leads fiction workshops in the United States and Europe. His fiction has appeared in Notre Dame Review, Rio Grande Review, Hawai’i-Pacific Review, A cappella Zoo, Zahir and other publications.

“One of the things I love most about teaching is the ability to help both experienced and new writers craft their stories and share them with the world. I believe that we all have stories to tell. Often the challenge is conquering our own fears and insecurities about writing and gaining the knowledge and experience to be able to translate the stories we carry with us into powerful material.”

This winter, Weinstein will be teaching: Fairy Tales, Fables, and Fantasy: A Writer’s Workshop.
ENGLISH LANGUAGE INSTITUTE

English as a Second Language Evening Classes—Levels I–V
In this twelve week, 72 hour format you will learn to use correct grammar in meaningful conversational exchanges. You will have plenty of time to build vocabulary, improve your pronunciation and practice listening, speaking, reading and writing, as you become familiar with American culture. With each class level you will build on the skills you have already acquired in the previous level classes. The English Language Institute Placement Test is required for correct level placement. The last test is given one week before classes begin, so please plan ahead. Please call 734-462-4448 to schedule an appointment.

ESL I—English as a Second Language

<table>
<thead>
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<td>12 weeks</td>
<td>Mon &amp; Wed</td>
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ESL V—English as a Second Language

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Accent Reduction I Workshop
Now that you can speak English, learn to be better understood by American English speakers. The Accent Reduction Workshop has been developed to help the ESL student like you to speak with an American accent and interact with others who are experiencing the same challenges. You’ll improve your clarity and increase your ability to follow the English spoken language. The English Language Institute Placement Test is not required for this class.

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<td>Sec. 916920</td>
<td>LA475</td>
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Accent Reduction II Workshop
Pick-up where Accent Reduction I left off and continue polishing your spoken English skills. Intonation, rhythm and common problems with vowels and consonants will be addressed, as well as the elimination of grammatical and sentence structure errors. Reach your full potential and communicate better with American English speakers by forming new language habits and improving the sound and style of your speech. The English Language Institute Placement Test is not required for this class. Prerequisite: CES 7298 Accent Reduction I Workshop.

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Civics for United States Citizenship
Planning to apply for U.S. Citizenship? Get the principles. Practice reading, writing, speaking and interviewing. Practice reading, writing, speaking and understanding the English vocabulary, grammar and phrases required to pass the exam. Gain basic understanding the English vocabulary, grammar and sentence structure. Three prerequisites: ESL Level III, or ESL Level II, or ESL Level I and phrases required to pass the exam. Gain basic understanding the English vocabulary, grammar and sentence structure.

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A-la-Carte ESL Daytime Classes

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TOEFL—Test of English as a Foreign Language Preparation Workshop. See Page 17.
PAINTING

**Portrait Drawing & Painting I**
Creating a likeness is a rewarding artistic accomplishment that enhances the artist’s ability in every endeavor. In the studio learn to create a likeness from the live model by assessing your creative right brain and training your eye to see. This relaxed approach is supported with class presentations and an emphasis on individual instruction. You may draw throughout the class or work in your chosen medium. Please bring paper, pencils and a kneaded eraser to the first class. Some drawing experience is helpful. The model fee is included in the course cost.

**CES 3521 (3.3 CEu)**
$199/Senior Cost $159.20
11 weeks Tues Jan 25 6:30-9:30 pm
Sec. 912006 F470 L. Baum

**Oil Painting**
Share in a long tradition of creating oil paintings! In the studio, learn the versatility of oil in Alla Prima painting techniques (of Hals, Valaquez and Manet), color theory, composition, while exploring different subjects and styles. Emphasis is placed on accessing your own creativity and on personal instruction, supported with class presentations and reviews. Some drawing experience is helpful. Please bring the following materials to the first session: oil colors- yellow, blue and red, a bristle brush #4, canvas board or canvassette 12"x16", and ODORLESS THINNING agents- yellow, blue, and red, a bristle brush #4, canvas or ODORLESS THINNER or mineral spirits, and a small container. Please note, water soluble oils may be used in this class.

**CES 3520 (3.3 CEu)**
$159/Senior Cost $127.20
11 weeks Mon Jan 24 6:30-9:30 pm
Sec. 912002 F470 L. Baum

**Acrylic Painting**
Express yourself with acrylic paint. Experience the versatility of acrylic paint as you explore different techniques, mixing colors, styles and consistencies using this water-soluble medium. Create realistic and impressionistic paintings including landscapes and still lifes. To the first class please bring a small detail brush and a medium flat brush; acrylic paints: Ultramarine blue, white, black. Cadmium yellow, light burnt umber, red - choose from Naphtha, Pyrrole or Alizarin Crimson; a palette and a 18x24 canvas, and a pad of paper for sketching, does not need to be complete sketch pad. Acrylic paint does not wash out of clothing, please wear appropriate clothing or bring a cover up.

**CES 3058 (3.3 CEU)**
$159/Senior Cost $127.20
11 weeks Wed Jan 26 6:30-9:30 pm
Sec. 912004 F400 D. Zuccarini

DRAWING

**Drawing I**
Unlock your artistic talent by developing fundamental drawing skills. Learn how to create beautiful drawings using graphite and charcoal. Begin to understand composition, see value in form, and handle materials with a greater confidence. A variety of methods will be demonstrated covering line and value scales, sighting, and measuring techniques.

**CES 3523 (3.3 CEU)**
$155/Senior Cost $124
11 weeks Mon Jan 24 6-9 pm
Sec. 912102 A5374 A. Bacon

**Colored Pencil**
“Can’t believe it’s pencil” is a statement often heard by colored pencil artists. Colored pencils are easy and fun to use yet the artist can create beautiful works of art through techniques like layering, blending, and burnishing. Come and enjoy learning the different ways to use this very versatile and exciting medium.

**CES 3356 (2.4 CEU)**
$129/Senior Cost $103.20
8 weeks Thurs Feb 3 1-4 pm
Sec. 912103 A5378 S. Eid

CERAMICS

**Ceramics I**
Whether you’re into serious self-expression or fun-loving recreation, discover the art of ceramics! In a relaxed and creative environment you will be taught the hand-building and wheel-throwing of pottery, different ways to decorate your pieces and how to apply glazes giving your creations artistic life. Learn about kilns and the art of mixing glazes, while experiencing a unique sense of personal accomplishment. This class is for first-time participants only.

**CES 3518 (3.3 CEU)**
$185/Senior Cost $148
11 weeks Thurs Jan 27 7-10 pm
Sec. 912201 F410 C. Laginess

**Ceramics II**
Continue developing your skills by exploring glaze applications and expanding your knowledge of the history of ceramic art. You will increase your wheel-throwing and hand-building skills in this fun, hands-on class. Ceramics I or equivalent knowledge.

** CES 3519 (3.3 CEU)**
$185/Senior Cost $148
11 weeks Sat Jan 29 9 am-12 pm
Sec. 912202 F410 P. Howard

**Ceramics III**
Expand the basic wheel-throwing and hand-building techniques you learned in Ceramics II. Enjoy using a variety of surface treatments including high-fire and low-fire glazes, slips, oxides, terra sig and Raku. Individual projects are encouraged, coupled with interactive group instruction. Raku facilities are available. Prerequisite: Ceramics II or equivalent knowledge.

**CES 3525 (3.3 CEU)**
$185/Senior Cost $148
11 weeks Tues Jan 25 7-10 pm
Sec. 912204 F410 M. Kuhn

**Ceramics IV—Teapot: Form & Function**
Teapots are the tell-tale sign of a skillful functional potter. Through demonstrations and individual projects learn the art of teapot design and the complex construction methods required to produce a functional teapot. Several teapots styles will be presented. Production methods include wheel-thrown and slab-construction firing to cone 10 or cone 6. Enjoy this small interactive class environment for maximum opportunity. Prerequisite: Ceramics III or equivalent ceramic experience.

**CES 3632 (3.3 CEU)**
$199/Senior Cost $159.20
11 weeks Fri Jan 28 7-10 pm
Sec. 912203 F410 F. Fisher

CREATIVE DESIGN

**NEW Interior Design I**
Learn to make any interior come together creating your own personalized look! Explore the basics of interior design including space planning, color schemes, art, proportions, lighting, furniture, window treatments, and creating a style. Develop your design sense, organize and get the self-confidence needed to make wise design decisions. A portion of the class is student hands-on projects. A supply list will be distributed at the first class.

**CES 5013 (2.4 CEU)**
$129/Senior Cost $103.20
8 weeks Mon Mar 7 6-9 pm
Sec. 912301 LA140 J. Weiser

**Ceramics Open Studio—Non-Instructional Activity**
An opportunity like no other awaits the dedicated ceramics student! Join us for a self-directed independent study of advanced ceramics. You must have knowledge of ceramics lab equipment and techniques. We’ll have a trouble-shooter available but no formal instruction will be given. Let your imagination guide you as you follow your passion and increase your skills. Prerequisite: CES 3525 Ceramics III or equivalent ceramics experience. Tuition includes 30 lbs of clay. All other clay must be provided by student. If registering online, this activity can be found under the “Non-Instructional” menu option in WebAdvisor.

**CESN 0011 $155**
11 weeks Sat Jan 29 1-4 pm
Sec. 611101 F410
METAL FABRICATION

**NEW** Basic Machining, Manual Mills & Lathes
Gain manual machine skills and make/create your own part or machine project. Learn safety skills and basic mill and lathe operation skills, and do metal manufacturing. Maybe you want to make a special machine part, or have an idea and need the equipment and/or knowledge to do it. Get individual instructor attention, help with material selection and the skills to do the job. You must bring safety glasses. Materials will be discussed at the first class. Depending on your project additional supply fees may be necessary.

<table>
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*Contemporary Metal Sculpture: Make it Personal*
Begin by learning safety skills and the basics of metal welding and fabrication. Take those skills and explore the world of contemporary metal sculpture. Put your own spin on this fascinating art form. For safety reasons wear closed-toe shoes, a 100 percent cotton or natural fiber long-sleeved shirt and long pants. Please, no synthetic clothing. Materials list will be discussed at the first class.

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ART GENERAL

**NEW** Experimental Art: Straight from the Soul
Experimental art is original and does not aim to be appreciated or embraced; it attacks the artistic process. Explore various techniques, experiences and artistic planning as it relates to creativity, art and the end product. Using items found around the house, paint, draw, and create collages and/or assemblages or whatever your mind dreams up. A supply list will be discussed at the first class. No previous art experience is needed.

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**Wet Felting: Irresistibly Beautiful Projects**
Attention art enthusiasts, crafters and hobbyists of any skill level—learn the basics of wet felting. Learn the process by which natural fibers are stimulated by friction and lubricated by a moisture bond to form cloth. Tap into your individuality and blast away creative boundaries as you grow as an artist using this ancient process. Come away with mittens, a hat, a scarf or a unique decorative art piece.

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**NEW** Weaving: Looming Large on Your Horizon
The ancient craft of hand weaving has moved into the 21st century! Learn the fiber art technique which takes two sets of yarns or threads and interlaces them to form cloth. Using a frame loom, weave an art piece or clothing piece that speaks to your own artistic creativity. Discover unlimited artistic possibilities. No experience necessary. All materials supplied.

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<tr>
<th>Course Code</th>
<th>Credits</th>
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<th>Days</th>
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**NEW** Try Me—Weaving: Non-Instructional Activity
Not sure if this class is something you’d enjoy? Join us for a free ‘try me’ session. Meet the instructor, try the activity and decide if it is right for you. If registering online, this activity can be found under the “Non-Instructional” menu option in WebAdvisor.

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MEET INSTRUCTOR **Gene Keyes**
Gene Keyes has been an instructor at Schoolcraft College since 2001. He teaches for both the credit program and Continuing Education and Professional Development. Gene is the President of his own business which manufactures parts on CNC: Computerized Numerical Control machines. These parts are used in nuclear plants, trains and cars. The company also designs and builds machines that use vision systems, which help businesses check their products for quality.

Aside from being in the manufacturing business for more than 31 years, Gene has a Certificate in Engineering from the Society of Manufacturing Engineers (SME).

When asked what he likes most about teaching adults, Gene stated, “Helping students gain confidence, prepare for employment and learn new skills in today’s technical world.”

This winter, Gene will be teaching Basic Machining, Manual Mills & Lathes.
PHOTOGRAPHY

Capture the Moment: Basic Photography
Experience the satisfaction of using your 35mm or digital camera to its fullest. Produce pictures you’ll be proud to share. Through lecture and field trips, learn the basic tools of photography: camera operation, color and black & white film types, and flash techniques. A 35mm point and shoot camera will work, but a 35mm SLR or digital camera with interchangeable lenses will work better and is recommended. No darkroom work is involved; all film or prints must be processed at an outside lab by you. Information on two field trips will be given at the first night of class.

CES 3423 (2.4 CEu) $145/Senior Cost $116
8 weeks Tues Feb 8 6-9 pm
Sec. 912402 MC110 B. Mitchell
8 weeks Thurs Feb 10 6-9 pm
Sec. 912404 MC110 B. Mitchell

Prizewinning Photography Program
Join a prizewinning photographer for an evening of photographic pleasure. This photography program is all about shifting from taking snapshots to MAKING PHOTOGRAPHS! Learn to develop a vision for composition, shutter speeds, apertures and exposure. Come to understand depth of field, the world of film and digital cameras, filters, flash, lenses, and much more. Don’t miss this exciting opportunity to improve your photographic skills!

CES 3431 (.4 CEu) $49/Senior Cost $39.20
1 day Mon Mar 7 6-10 pm
Sec. 912403 LA200 M. Nagler

Secrets of Better Photography Online
Designed for both film and digital photographers, this course is filled with tips and tricks to help you take better photographs. Learn the basic technology that all cameras use, and receive helpful information on exposure and lighting.

CES 3530 (2.4 CEu) $95/Senior Cost $76
6 weeks Mar 16 Sec. 910202

MUSIC

Voice: Honing Your Instrument
Anyone can learn to sing! Whether you’re a beginner, hobby-singer, car-singer, or have some experience singing in a chorus, discover the fun of improving your voice. Learn to warm-up and do vocal techniques as you build confidence and eliminate fear. If comfortable, at the last class, put your heightened skills to use and perform. Class repeat- ers are encouraged and welcomed.

CES 3479 (2.2 CEu) $119/Senior Cost $95
10 weeks Tues Jan 25 6:30-8:45 pm
Sec. 912505 F530 M. Morgan

Choir 1
Explore the principles of choral singing and musicianship. Understand the individual’s role in a large performing ensemble. Learn to appreciate the importance of individual and group preparation for performances. Develop technical skills used to contribute to the ensembles’ performance level. Music of all styles and periods will be included. Recitals and performances are part of the class activities.

CES 3576 (3.2 CEu) $60
15 weeks Tues Jan 11 7-9:50 pm
Sec. 912507 F310 J. Drake

Jazz Lab Band—Improvisation 1
This group is geared to the less experienced jazz player, performing contemporary jazz music in the big band setting, but with some emphasis on improvisation. The Lab Band will perform at concerts during the school year. The class is open to all students, high school and college, and members of the community.

CES 3565 (3.2 CEu) $80
15 weeks Thurs Jan 13 7-9:50 pm
Sec. 912501 F310 R. Selva

NEW Decision Shooting for Concealed Pistol License Holders
CPL holders will be exposed to shoot/don’t shoot scenarios using the FATS training videos. Using our laser equipped guns learn to make quick decisions pertaining to the use of deadly force. Prerequisite: a permit to carry a concealed pistol.

CES 0954 (1.2 CEU) $49/Senior Cost $39.20
1 day Tues Jan 25 6-8 pm
Sec. 919003 RC230 Garden City J. Monge
1 day Tues Jan 25 8-10 pm
Sec. 919004 RC230 Garden City J. Monge
1 day Wed Feb 23 6-8 pm
Sec. 919006 RC230 Garden City J. Monge
1 day Wed Feb 23 8-10 pm
Sec. 919005 RC230 Garden City J. Monge

PUBLIC SAFETY

Firearms Training for Concealed Pistol License
Designed to fulfill the training requirements to obtain a Concealed Pistol License in the State of Michigan, this class includes lecture, shooting simulator, and range shooting. Shooting decisions will be discussed. Bring a reliable, unloaded handgun to the first class. A holster, eye and ear protection, and 150 rounds of ammunition for your handgun will be necessary for the range training on the last day of class.

CES 0660 (1.2 CEU) $169/Senior Cost $135.20
1 week Mon & Wed Apr 25 & 27 5-9 pm
& Sat Apr 30 9 am-1 pm
Sec. 919001 RC135 Garden City J. Monge

Refresher for Carrying Concealed Pistols
If you hold a Michigan Concealed Pistol License, refresh your skills. Receive legal updates and a review of the pistol safety curriculum to fulfill your renewal requirement. For renewal, applicants are required to have one hour on the firing range within the preceding six months. If you have not been to the range, you may take advantage of the opportunity to do so the Saturday following this class.

CES 0864 (4 CEU) $69/Senior Cost $55.20
1 day Mon Apr 25 5-9 pm
Sec. 919002 RC135 Garden City J. Monge
MOTORCYCLE SAFETY EDUCATION

The motorcycle safety education classes offered below are conducted with state funds from a motorcycle safety grant administered by the Michigan Department of State.

- **$25 non-refundable & non-transferable class fee for all motorcycle safety classes.**
- You must be present for the entire class; students arriving late by 5 minutes or more for the first class session will not be allowed in the class, and no refund will be given.
- You must provide protective clothing/gear for all motorcycle classes—no sharing!
- Participants must be at least 15 years of age.

Classes fill quickly!

**Motorcycle Information Hotline 734-462-4452**

- A complete schedule for the year is normally available in February.
- View current Schoolcraft class availability and section numbers, and the entire 2011 Detroit-Metro Regional Motorcycle Safety Schedule online:  
  www.schoolcraft.edu/cepd/motorcycle
- Register online, by mail, fax or walk-in.

**Basic Rider Class**

Motorcycles are provided. If you have minimal experience operating a motorcycle, this class is for you. We offer three schedule choices that provide approximately 16 hours of instruction:

- **One Weekend**—The most physically and mentally challenging option. Class meets Friday, 6–10 pm, Saturday and Sunday, 8 am–8 pm. You need to be available during the 12-hour period, but are not expected to be on site the entire time. Variable schedules will be assigned the first night of class.
- **Two Weekend**—Class meets two consecutive weekends, Fridays, 6–10 pm, Saturdays and Sundays, 8 am–8 pm. You need to be available during the 12-hour periods both weekends, but are not expected to be on site the entire time. Variable schedules will be assigned the first night of class.
- **Weeknight or Weekday**—Two weeks, Monday through Thursday for four hours each day.

**Three-Wheel Basic Rider Course**

If you have minimal experience or are unlicensed operating a three-wheel motorcycle, this course is for you. Develop your basic riding skills as you learn proper turning, shifting and braking. You have approximately 12 hours of instruction; 4 in the classroom and 8 on the range. All students must provide their own three-wheel motorcycle.

**Performance Based Motorcycle Class**

For those who know how to ride a motorcycle, but don’t have a license, or have the license, but want to brush up on riding skills. All students must provide their own motorcycle (no sharing), proof of insurance for their bike, and the bike must pass a safety inspection. Class meets for one day, 8 am–6 pm.

**Advanced Rider Class**

For the licensed cyclist; specifically designed for large touring motorcycles and sport bikes. All students must provide their own motorcycle (no sharing), proof of cycle endorsement, insurance for their bike, and the bike must pass a safety inspection. Class meets for one day, 8:30 am–6 pm.

**Interested in becoming a Motorcycle Safety Foundation Certified RiderCoach Instructor?**

**Applicant Requirements:**

- Be 18 years of age or older
- Possess a valid operator’s license with a motorcycle endorsement for at least one year
- Have a personal driving record with no more than 6 points in the 12 consecutive months before applying
- Be an active motorcyclist with considerable street riding miles each season
- Commit to all aspects of motorcycle rider education and safety

Successful completion of the class results in national certification by the Motorcycle Safety Foundation.

Classes are now forming. For more information, please contact the Continuing Education and Professional Development office at CEPD@schoolcraft.edu or 734-462-4448.
PHYSICAL FITNESS

Get Fit, Have Fun, Make Friends

Physical exercise can help you maintain a healthy weight, build and maintain healthy bone density, muscle strength and joint mobility, promote physiological well-being and strengthen the immune system. We offer a vast array of affordable and convenient classes for all ages and skill levels. Please see below for important information:

- For youth classes (Aquatics, Fencing, Tennis, etc.), please use child’s information when registering.
- Wear exercise clothing.
- Bring a towel and water bottle to class. Bring a mat to class if noted in class description.
- If you wish to use a locker, please bring your own lock.

All participants of Continuing Education & Professional Development Physical Fitness classes must agree to the terms of the Schoolcraft College Waiver of Liability – Fitness Classes at the time of registration:

- If registering online, check box to signify agreement.
- If registering by mail or walk-in, include one signed waiver per registration form or registration will not be processed. The waiver form is available on page 49 of this schedule, and online at www.schoolcraft.edu/cepd/registration.asp

A doctor’s review of your health is advised before starting an exercise program.

AEROBICS CROSS TRAINING

Hoop Blast
Hooping is becoming a popular form of exercise because it’s fun, it’s creative, and never boring—it’s a blast! Using an adult size, weighted hula hoop, begin performing very basic moves on/off the body and then progress into a full-body workout. Hooping helps build motor skills; increases coordination; strengthens core; sculpts waistline and thighs; tones abs, glutes and arms; encourages cardiovascular health; and builds a strong and confident body. A weighted hula hoop will be provided or you may bring your own.

CES 9806
$99/Senior Cost $49.50
14 weeks Sat Jan 15 10:30-11:30 am
Sec. 918116 PE Auxiliary Gym K. Torres

Circuit Training
Lose inches while strengthening all your major muscle groups by combining strength training and cardio in the same workout. Move through timed stations to keep your heart rate up as you strengthen all major muscle groups. Learn to safely use fitness equipment to maximize your results while taking control of your individual improvement.

CES 9779
$125/Senior Cost $62.50
14 weeks Tues & Thur Jan 11 6-7 pm
Sec. 918123 PE Fitness Room S. Bauklaugh

CES 9764
$99/Senior Cost $49.50
14 weeks Sat Jan 15 11 am-12 pm
Sec. 918111 PE Fitness Room S. Bauklaugh

Zumba Fit—A “Blast” Fitness Class
Zumba is a combination of easy-to-follow routines done to Latin and International music, featuring interval training combined with fast and slow rhythms. The result is an energizing, fat-burning cardio workout that burns up to 500 calories per class. Zumba is designed for all fitness levels, with no dance experience necessary. Class format may vary. This class is taught by an official Zumba instructor.

CES 9796
$99/Senior Cost $49.50
14 weeks Tues Jan 11 11 am-12 pm
Sec. 918137 PE140 K. Agee

CES 9797
$125/Senior Cost $62.50
14 weeks Tues & Thur Jan 11 6-7 pm
Sec. 918123 PE Fitness Room S. Bauklaugh

CES 9764
$99/Senior Cost $49.50
14 weeks Sat Jan 15 11 am-12 pm
Sec. 918111 PE Fitness Room S. Bauklaugh

Zumba Toning
Zumba Toning is doing Zumba routines (interval training routines done to Latin and International music) with weights to achieve more muscle definition. The result is an energizing, fat-burning workout that sculpts while providing a great cardio workout. Zumba is designed for all fitness levels, with no dance experience necessary. Class format may vary. Students should bring two one-pound weights to class. This class is taught by an official Zumba instructor.

CES 9810
$99/Senior Cost $49.50
14 weeks Thurs Jan 13 7:30-8:30 pm
Sec. 918134 PE140 H. Garbuzov

NEW Carribbean Cardio & Ab Blast
Enjoy this co-ed fat burning workout set to Latin salsa and island rhythm music. While dancing the calories away, tone and sculpt your entire body using light hand weights. Follow with an ab-blasting floor workout. Get results! All ability levels are welcome. No dance experience needed.

CES 9837
$99/Senior Cost $49.50
14 weeks Wed Jan 12 7-8 pm
Sec. 918133 PE140 E. Mitchell

Combination Fitness Training
Using a combination of equipment, light weights and cardio exercises you can get the quickest results in the shortest amount of time. Each class will incorporate core exercise, balance, flexibility, total body toning and strengthening exercises while improving cardiovascular endurance. Please bring a mat to class.

CES 9845
$125/Senior Cost $62.50
14 weeks Mon & Wed Jan 10 7:05-8:05 pm
Sec. 918104 PE140 S. Syswerda

Cardio Kickboxing
Have fun and get a full body, fat-burning workout—all done to music! Cardio Kickboxing burns 800 calories per hour making it the number one form of aerobic workout. Do punching, kicking, core, weight and toning exercises—something new each week. Please bring a mat to class.

CES 9723
$99/Senior Cost $49.50
14 weeks Wed Jan 12 7-8 pm
Sec. 918114 PE Auxiliary Gym S. Janiunas

14 weeks Thurs Jan 13 7-8 pm
Sec. 918115 PE Auxiliary Gym S. Janiunas
Get Fit! From Top to Bottom
Recent research has shown that good muscle strength will help you live a longer and healthier life. Get fit from top to bottom improving your muscle and bone health, as well as your cardiovascular function. With the use of low impact aerobics, resistance-bands, exertubes, stability balls, and free weights, you'll get fit for the fun of it! Designed for all ages. Please bring a mat to class. 

**CES 9774** $125/Senior Cost $62.50
14 weeks Tues & Thur Jan 11 8-9 am
Sec. 918102 PE140 S. Zydeck

Get Fit & Stay Fit
Enjoy this beginning to moderate level of exercise designed for all fitness abilities. Set your own pace in variations of low impact aerobics, strength training and sculpting. Learn to incorporate stability balls, exertubes, dynabands and hand weights into your fitness routine. Cool down with a relaxing segment of yoga type stretches. Class format may vary. Please bring a mat to class.

**CES 9716** $149/Senior Cost $74.50
14 weeks Mon, Wed & Fri Jan 10 9-10 am
Sec. 918127 PE140 K. Carzon

High Energy/Low Impact Aerobics
Enjoy a fun, energizing, motivating aerobics class in a friendly non-threatening setting. This class combines traditional aerobic moves with calisthenics, introduction to kickboxing, basic step and interval training. The strength portion of the class utilizes free weights, bands and balls. Get a power workout for all fitness levels. Relieve stress, make friends, see results! Please bring a mat to class.

**CES 9715** $125/Senior Cost $62.50
14 weeks Mon & Wed Jan 10 6-7 pm
No class 2/7/2,7/2. Met spring break 2/28,3/2.
Sec. 918118 PE140 S. King

Move It & Lose It
No matter what your reasons for wanting to lose weight, this combination weight loss and exercise program will help you achieve your goals. This program, consisting of personal assessment plans, various exercise classes, nutrition information, and motivational instruction will help you lose and keep the weight off. Work with a certified personal trainer measuring your weekly progress, with the perk of additional phone communication to provide motivation and support. **NOTE:** while privacy will be respected, students will be encouraged to use a buddy system. The class will be held in the fitness room and gym in a small intimate class setting.

Additional workout opportunities will be offered.

**CES 9825** $159/Senior Cost $79.50
6 weeks Tues & Thur Jan 18 6-7 am
Sec. 918138 PE Fitness Room A. Spayd
6 weeks Tues & Thur Mar 8 6-7 am
Sec. 918139 PE Fitness Room A. Spayd

NEW Best Body Workout
Get a total body makeover! Begin with an energized, calorie-burning cardiovascular segment, with interval training, toning and sculpting. Using various equipment continue with a floor workout, reshaping abs, gluttes and thighs. Finish with relaxing yoga type stretches. Please bring a mat to class.

**CES 9838** $99/Senior Cost $49.50
14 weeks Wed Jan 12 5:30-6:30 pm
Sec. 918135 PE Auxiliary Gym S. Campbell

Strength Training & Sculpting
Personal Weight Training & Sculpting
Research has shown that people who do moderate strength training enjoy a long list of health advantages. Using resistance bands, stability balls, free weights and a body bar improve your body image, flexibility, and strength to get a total body workout. Working with a certified personal trainer you'll get individual attention on your exercise form. Add strength and definition with this safe and effective program. Be the best you can be! Please bring a mat to class.

**CES 9719** $99/Senior Cost $49.50
14 weeks Mon Jan 10 8-9 am
Sec. 918128 PE140 J. Dumbleton
14 weeks Wed Jan 12 8-9 am
Sec. 918129 PE140 J. Dumbleton

Weight Training “Aerobically”
This exciting muscle toning workout will help you get your heart rate into your training zone. Designed for all ages and levels of fitness, this workout is great for improving cardiovascular and muscle strength at the same time. It also adds variety for those interested in cross-training. Please bring a mat to class.

**CES 9724** $99/Senior Cost $49.50
14 weeks Sat Jan 15 9-10 am
Sec. 918119 PE140 S. King

Personal Training
Here’s your opportunity to work with a personal trainer learning to use fitness equipment safely and effectively maximizing your workout in a minimal amount of time. Receive a pre- and post-evaluation. An individualized exercise program will be established based on test results and personal goals.

**CES 9721** $299/Senior Cost $149.50
14 weeks Tues & Thur Jan 11 2:15-3:15 pm
Sec. 918109 PE Fitness Room S. Syswerda
14 weeks Tues & Thur Jan 11 3:30-4:30 pm
Sec. 918110 PE Fitness Room S. Syswerda

**CES 9807** $149/Senior Cost $74.50
14 weeks Sat Jan 15 10-11 am
Sec. 918126 PE Fitness Room S. Bauslaugh

Strength Training & Muscle Conditioning
Focus on strengthening and toning the major muscle groups as you increase lean muscle mass. Enjoy a healthier body and a higher metabolic rate, as you firm, tone, and enhance the body’s natural shape. Exercises are developed using a variety of machines.

**CES 9770** $125/Senior Cost $62.50
14 weeks Tues & Thur Jan 11 7-8 pm
Sec. 918129 PE Fitness Room S. Bauslaugh

**CES 9722** $99/Senior Cost $49.50
14 weeks Sat Jan 15 9-10 am
Sec. 918117 PE Fitness Room S. Bauslaugh

This class is like having your own personal trainer without having to go to the gym.
It’s a great workout.
Shanna keeps changing up the routines so you never get bored.
I highly recommend it!
Great class!

Kristin D., Combination Fitness Training student
**Physical Fitness**

**Pilates**

**Pilates I**

A safe and effective mat Pilates workout offers a powerful conditioning program for the entire body. These exercises practiced correctly, promote functional strength of abdominal and back muscles, and help to develop pelvic floor strength and better posture. Please bring a mat to class.

**Ces 9712**

- $99/Senior Cost $49.50
- 14 weeks Mon Jan 10 11 am-12 pm
- Sec 918121 PE140 S. Zidek

**Pilates II**

Looking for more intensity in your Pilates workout? Take it up a notch! Enjoy an invigorating routine that leaves you feeling stretched and toned. Gain stamina, balance, and endurance as you move through a mat Pilates workout. Please bring a mat to class. **Prerequisite:** Pilates I or previous experience.

**Ces 9713**

- $99/Senior Cost $49.50
- 14 weeks Wed Jan 12 11 am-12 pm
- Sec 918122 PE140 S. Zidek

**1/2 Hour Lunch Break Fitmix**

With family, work, bills to pay, laundry, and the daily “stuff” that keeps us crazy-busy, when are you supposed to work out? Lunchtime! Here’s your chance. Come work out with us in a 50 minute class while enjoying 50s, 60s and 70s music. Improve your strength, cardiovascular health, balance, and flexibility, using various types of gym equipment provided at class. Format may vary, which will include team relays and circuit training stations. All fitness levels welcomed.

**Ces 9436**

- $75/Senior Cost $37.50
- 12 weeks Tues Jan 11 9:30-10:30 am
- Sec 918141 PE Auxiliary Gym K. Carzon

**Strength Training for Seniors**

During the past several years, many studies have highlighted the health value of strength training for aging adults. Strengthening the major muscle groups of the upper and lower body improves metabolism, increases bone mineral density, and can reduce arthritic discomfort. At your own fitness level, enjoy great music, warm-up time, strength exercises, and stretching and relaxation. Please bring a mat to class.

**Ces 9550**

- $85/Senior Cost $42.50
- 6 weeks Mon & Wed Jan 10 1-2 pm
- Sec 918107 PE140 N. Klein

**Fit & Fun at Fifty Challenge**

Come work out with us in a 50 minute class while enjoying 50s, 60s and 70s music. Improve your strength, cardiovascular health, balance, and flexibility. Enjoy friends and fellowship, all while gaining tips for managing your diabetes. Wear good, protective footwear to help avoid injuries and wounds to the feet. Be sure to discuss your exercise plans with your doctor.

**Ces 9842**

- $85/Senior Cost $42.50
- 6 weeks Mon & Fri Jan 24 6-7 pm
- Sec 918131 PE Fitness Room M. Papineau

**Fit as a Fiddle**

Enjoy this beginning- to moderately-paced workout while sitting comfortably in a chair, working at your own pace. Improve your range of motion, strength, balance and flexibility. Enjoy friends and fellowship, all while improving your energy levels and your quality of life. Optional standing exercises are included, there is no floor work.

**Ces 9815**

- $75/Senior Cost $37.50
- 6 weeks Mon & Wed Jan 10 10-11 am
- Sec 918101 PE Auxiliary Gym J. Dumbleton

**Senior Fitness**

**NEW Zumba Gold**

Zumba Gold is designed for the true beginner and the active older adult. This party-like fitness dance class, done to a variety of music like meringue, salsa, and tango, is an effective work out, burns tons of calories and is geared for all fitness levels. No dance experience is necessary. Class format may vary. This class is taught by an official Zumba instructor.

**Ces 9839**

- $99/Senior Cost $49.50
- 14 weeks Fri Jan 14 10-11 am
- Sec 918136 PE140 J. Dumbleton

**NEW Exercise for Diabetics**

Regular exercise is especially important for people with diabetes. It can help to keep blood glucose levels in range, and can help to prevent a variety of complications associated with diabetes. Embrace the opportunity to exercise in a supervised setting, while gaining tips for managing your diabetes.

**Ces 9843**

- $85/Senior Cost $42.50
- 6 weeks Mon & Fri Jan 24 6-7 pm
- Sec 918132 PE Fitness Room M. Papineau
**AQUATICS**

**Different Strokes for Different Folks**

Interested in learning new strokes or just getting in shape with some low-impact water aerobics? Take a look at our wide-range of aquatics classes. We offer Prenatal, Postnatal, Parent & Tot, Youth Swim, and Competitive Edge classes in addition to many classes for adults such as Adult Swim, Hydrotoning, Swimnastics and Deep Water Aerobics. Not sure which Youth Swim or Adult Swim class to take? Refer to individual class descriptions, which include a list of skills to be learned. Our friendly, experienced staff and safe, comfortable environment make our classes fun for all ages and skill levels. Please see below for important information:

- For youth classes (Parent & Tot, Youth Swim, Competitive Edge, etc.), please use child’s information when registering and bring class confirmation/receipt to first class.
- Waiver of Liability agreement is required for all Physical Fitness classes.
- Bring a swimsuit, towel and goggles to class.
- If you wish to use a locker, please bring your own lock.
- Class sizes are limited for quality instruction and feedback.
- Family changing rooms are available to accommodate two distinct populations:
  1. Parents or guardians with children more than two (2) years of age of the opposite sex.
  2. Persons with disabilities requiring assistance from helpers of the opposite sex.

**All others must use their designated locker room.**

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**Basic Swim for the Water Shy Youth: Ages 5+**

*Register in child's name.*

Skills to be learned: enter and exit the pool correctly; five relaxed bobs; blow bubbles into the water through the nose only, and through the nose and mouth simultaneously; float on the front and back having all muscles relaxed; float with head in the water, with correct mouth-nose and/or nasal exhalation; keep head up with synchronized movement of arms, hands and legs; jump into shallow end from a sitting position or standing up; retrieve a ring from 1–2 feet with assistance; float and swim, with head up or down, in the deep water with a flotation device. For the instructor to recommend a student move to the next level, these skills must be demonstrated. **CES 9772**

- **D. Rapach**
- **14 weeks Tues Jan 11 5-6 pm**
- **Sec. 918532 PE Pool**
- **A. McCullough**
- **14 weeks Sat Jan 15 10:30-11:30 am**

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**Youth Swim Beginner: Ages 5+**

*Register in child’s name.*

Skills to be learned: tread water for thirty seconds; ten relaxed bobs; do unassisted front and back arrow, no arm/leg movement; able to flip from a front float to a back float unassisted; proper freestyle flutter kick with floatation device; body undulation for ten yards with floating device; swim ten yards (whole stroke) with any kind of breathing; proper backstroke kick with floatation device; elementary backstroke as a survival stroke with floatation device; retrieve a ring from 1–2 feet with assistance; float and swim, with head up or down, in the deep water with a flotation device. For the instructor to recommend a student move to the next level, these skills must be demonstrated. **CES 9742**

- **C. Skinner**
- **14 weeks Mon Jan 10 5-6 pm**
- **Sec. 918515 PE Pool**
- **B. Gould**
- **14 weeks Thurs Jan 13 5-6 pm**
- **Sec. 918513 PE Pool**
- **14 weeks Sat Jan 15 10:30-11:30 am**
- **Sec. 918514 PE Pool**

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**Youth Swim Intermediate: Ages 5+**

*Register in child’s name.*

Skills to be learned: tread water for one minute; twenty relaxed bobs; do tight, hand-over-hand streamline on front and back, no kicking; retrieve a ring from 4½ feet unassisted; one half lap (25 yards) freestyle and backstroke with proper flutter kick and arm rotation, and for the freestyle alternating breathing; one half lap (25 yards) breaststroke with proper kick and arm movement, breathing every stroke with correct timing; jump into the deep end off the side or the diving board, swim back to the ladder and climb out; perform standing dive into the deep end off the side or the diving board. For the instructor to recommend a student move to the next level, these skills must be demonstrated. **CES 9743**

- **D. Rapach**
- **14 weeks Mon Jan 10 5-6 pm**
- **Sec. 918518 PE Pool**
- **B. Gould**
- **14 weeks Thurs Jan 13 5-6 pm**
- **Sec. 918512 PE Pool**
- **14 weeks Sat Jan 15 10:30-11:30 am**
- **Sec. 918517 PE Pool**

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**CES 9743**

- **$125**
- **14 weeks Mon Jan 10 5-6 pm**
- **Sec. 918518 PE Pool**
- **D. Rapach**
- **14 weeks Tues Jan 11 5-6 pm**
- **Sec. 918515 PE Pool**
- **C. Skinner**
- **14 weeks Thurs Jan 13 5-6 pm**
- **Sec. 918513 PE Pool**
- **B. Gould**
- **14 weeks Sat Jan 15 10:30-11:30 am**
- **Sec. 918517 PE Pool**
- **D. Spicer**
PHYSICAL FITNESS

Youth Swim Advanced: Ages 5+
Register in child’s name.
Skills to be learned: tread water for two minutes; retrieve a ring from 9–12 feet, feet first or a pike surface dive starting in the water unassisted; one lap (50 yards) freestyle and backstroke with proper body position, body rotation, correct kick and arm rotation; one lap (50 yards) breaststroke with proper arm movement and coordination, breathing every stroke; one half lap (25 yards) butterfly stroke with proper body undulation, correct arms and breathing every other stroke; one half lap elementary backstroke; jump off the diving board, swim back to the wall, and climb out using the ladder; standing dive off the diving board. For the instructor to recommend a student move to the next level, these skills must be demonstrated. Prerequisite: Youth Swim Intermediate: Ages 5+.]

CES 9744
14 weeks Mon Jan 10 5-6 pm
Sec. 918521 PE Pool B. Gould
14 weeks Thurs Jan 13 5-6 pm
Sec. 918520 PE Pool D. Rapach

Intermediate Competitive Edge: Ages 7+
Register in child’s name.
Skills to be learned: two laps (100 yards) using the freestyle and backstroke with proper body position, body rotation, correct kick and arm rotation; two laps (100 yards) breaststroke with proper kick, arms, and coordination, breathing every stroke; one-and-a-half laps (75 yards) using the butterfly with proper body undulation, correct arms and breathing every other stroke; and one-and-a-half laps (75 yards) elementary backstroke; and perform proper starts and flip-turns. For the instructor to recommend a student move to the next level, these skills must be demonstrated. Prerequisite: Beginning Competitive Edge: Ages 7+.

CES 9746 $125
14 weeks Wed Jan 12 5-6 pm
Sec. 918525 PE Pool D. Rapach
14 weeks Fri Jan 14 4-5 pm
Sec. 918528 PE Pool D. Rapach
14 weeks Sat Jan 15 11:30 am-12:30 pm
Sec. 918527 PE Pool D. Spicer

Parent & Preschool Swim: Ages 3 & 4
Register in child’s name.
The three and four year old child will learn the basic skills of kicking, arm movement, blowing bubbles, floating and safety. All participants should have some water experience. Parent water participation is required. Parent water participation is required.

CES 9740 $99
14 weeks Mon Jan 10 6-7 pm
Sec. 918506 PE Pool B. Gould
14 weeks Thurs Jan 13 6-7 pm
Sec. 918509 PE Pool B. Gould
14 weeks Fri Jan 14 11 am-12 pm
Sec. 918507 PE Pool C. Skinner
14 weeks Sat Jan 15 9:30-10:30 am
Sec. 918508 PE Pool C. Skinner

NEW Postnatal Swim
Get back into shape after pregnancy through swimming. By doing aquatic aerobics and toning exercises using resistance weights, noodles and kickboards, you’ll strengthen your core, slim down, shape up and rebuild a strong and confident body. Basic swim skills will be taught as needed. Swimming is safe, but be sure to discuss your exercise plans with your doctor.

CES 9835 $99
14 weeks Mon Jan 10 8-9 pm
Sec. 918709 PE Pool D. Rapach
**Adult Swim**

**Basic Swim for the Water Shy Adult**

Skills to be learned: tread water thirty seconds; unassisted front and back arrow with no arm/leg movement; able to flip from front float to back float unassisted; proper freestyle flutter kick with a flotation device; body undulation for ten yards with flotation device; swim ten yards with flotation device; proper backstroke kick with flotation device; elementary backstroke as a survival stroke with flotation device; retrieve an object from 4 1/2 feet deep; jump into water from the side of the pool. Bring goggles to class. For the instructor to recommend a student move to the next level, these skills must be demonstrated. 

**CE5 9749**

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**Beginning Adult Swim Stroke & Technique**

Skills to be learned: tread water one minute; tight, hand over hand streamline on front and back, no kicking; one half lap (25 yards) freestyle and backstroke with proper flutter kick and arm rotation, and alternate breathing with the freestyle; one half lap (25 yards) breaststroke with proper kick and arm movement, breathing every stroke with correct timing; jump off the diving board, swim back to the wall and climb out using the ladder; standing dive off the diving board. Bring goggles to class. For the instructor to recommend a student move to the next level, these skills must be demonstrated. **Prerequisite:** Basic Swim for the Water Shy Adult; or the ability to float; or some deep water familiarity.

**CE5 9750**

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**Intermediate Adult Swim Stroke & Technique**

Skills to be learned: tread water two minutes; do a standing dive off the diving board; retrieve an object in 9–12 feet of water, with feet first or pike surface dive starting out of water; one lap (50 yards) freestyle and backstroke with proper body position, body rotation, correct kick and arm rotation; one lap (50 yards) breaststroke with proper kick and arm movement and coordination, breathing every stroke; one half lap (25 yards) butterfly stroke with proper body undulation, correct arms and breathing every other stroke; and perform proper starts and flip-turns. Bring goggles to class. For the instructor to recommend a student move to the next level, these skills must be demonstrated. **Prerequisite:** Beginning Adult Swim Stroke & Technique.

**CE5 9751**

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**Advanced Adult Swim Stroke & Technique**

Polish your swimming technique by learning the secrets that make swimming athletes into champions! Improve your endurance, resistance, strength, and speed. Keep your swimming skills competitive and learn the most effective turns, starts, and finish techniques. Show off the best swimming styles. Goggles are strongly recommended. **Prerequisite:** Intermediate Adult Swim Stroke & Technique.

**CE5 9752**

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**Give a GIFT CARD toward CEPD classes**

Gift Giving for All Seasons

Birthday » Anniversary » Graduation » Retirement
Thank You » Mother’s Day » Father’s Day » Any Holiday
Special Occasion » Birthday » Anniversary » Graduation
Retirement » Thank You » Mother’s Day » Father’s Day
Any Holiday » Special Occasion

Give the gift you know they will like…

because they choose it!

Gift cards may be purchased in the Bookstore, at Henry’s Food Court or through the Cashier’s Office.
**Aerobic Swim**

Water Fitness & Interval Training
Work off unwanted pounds while improving your flexibility, range of motion, upper-body strength, and endurance, all done in shallow water. Using various class formats, tone your entire body using noodles, kickboards, fins, and barbells. All fitness levels welcome. You do not need to know how to swim to enjoy this class. [W]

**CES 9756**
$75/Senior Cost $37.50
14 weeks  Mon  Jan 10  7-8 pm
Sec. 918792  PE Pool  K. Carzon

Basic Swim & Exercise
Learn to relax and enjoy the water with stretching and flexibility exercises to music. Learn basic swimming and/or improve skills. Lap swimming for the more experienced. [W]

**CES 9753**
$125/Senior Cost $62.50
14 weeks  Mon & Wed  Jan 10  3-4 pm
Sec. 918715  PE Pool  A. McCullough

Hydro-toning
Enjoy an aquatic workout that utilizes the natural resistance of water. Begin with deep water running for 25 minutes, then move to the shallow end and use resistance weights on your arms and legs. This aquatic activity is equivalent to a Nautilus workout. To take this class you must be a deep-water swimmer. [W]

**CES 9755**
$75/Senior Cost $37.50
14 weeks  Mon  Jan 10  6-7 am
Sec. 918744  PE Pool  P. Gould
14 weeks  Wed  Jan 12  4-5 pm
Sec. 918745  PE Pool  D. Rapach
14 weeks  Fri  Jan 14  3-4 pm
Sec. 918746  PE Pool  D. Rapach

**CES 9754**
$125/Senior Cost $62.50
14 weeks  Tues & Thur  Jan 11  1-2 pm
Sec. 918741  PE Pool  D. Dallas
14 weeks  Wed & Fri  Jan 12  6-7 am
Sec. 918742  PE Pool  P. Gould
14 weeks  Wed & Fri  Jan 12  8-9 am
Sec. 918743  PE Pool  D. Dallas

Deep Water Aerobics I
Deep water aerobics is an enjoyable way to slim down and shape up! Spend forty-five minutes using the natural resistance of water to improve muscle tone, cardiovascular fitness and flexibility. Twenty minutes is equivalent to two hours of walking on land, burning up to 480 calories per hour. You do not need to know how to swim, but must be comfortable in deep water. [W]

**CES 9757**
$75/Senior Cost $37.50
14 weeks  Mon  Jan 10  8-9 am
Sec. 918716  PE Pool  M. Schweitzer
14 weeks  Mon  Jan 10  9-10 am
Sec. 918717  PE Pool  M. Schweitzer
14 weeks  Mon  Jan 10  4-5 pm
Sec. 918718  PE Pool  D. Rapach
14 weeks  Mon  Jan 10  7-8 pm
Sec. 918719  PE Pool  D. Rapach
14 weeks  Tues  Jan 11  6-7 am
Sec. 918721  PE Pool  P. Gould
14 weeks  Tues  Jan 11  3-4 pm
Sec. 918722  PE Pool  D. Dallas
14 weeks  Tues  Jan 11  6-7 pm
Sec. 918724  PE Pool  P. Gould
14 weeks  Tues  Jan 11  7-8 pm
Sec. 918725  PE Pool  P. Gould
14 weeks  Tues  Jan 11  8-9 pm
Sec. 918726  PE Pool  P. Gould
14 weeks  Wed  Jan 12  1-2 pm
Sec. 918727  PE Pool  D. Rapach
14 weeks  Wed  Jan 12  2-3 pm
Sec. 918728  PE Pool  D. Rapach
14 weeks  Thurs  Jan 13  5-6 pm
Sec. 918729  PE Pool  P. Gould
14 weeks  Thurs  Jan 13  3-4 pm
Sec. 918730  PE Pool  D. Dallas
14 weeks  Thurs  Jan 13  6-7 pm
Sec. 918732  PE Pool  P. Gould
14 weeks  Thurs  Jan 13  7-8 pm
Sec. 918733  PE Pool  P. Gould
14 weeks  Thurs  Jan 13  8-9 pm
Sec. 918734  PE Pool  P. Gould
14 weeks  Fri  Jan 14  1-2 pm
Sec. 918735  PE Pool  D. Rapach
14 weeks  Fri  Jan 14  2-3 pm
Sec. 918736  PE Pool  D. Rapach
14 weeks  Fri  Jan 14  5-6 pm
Sec. 918737  PE Pool  A. McCullough
14 weeks  Sat  Jan 15  8:30-9:30 am
Sec. 918739  PE Pool  K. Carzon

Deep Water Aerobics II
Take your cardio fitness to a new level! Enjoy a challenging class format which includes a thermal warm-up, stretching, aerobic walking, toning and final stretching. Discover increased cardiovascular fitness, muscle tone, flexibility and relaxation. **Prerequisite**: Deep Water Aerobics I. [W]

**CES 9758**
$75/Senior Cost $37.50
14 weeks  Wed  Jan 12  6:30-7:30 pm
Sec. 918702  PE Pool  P. Gould

Swimmastics I
You don’t need to be a swimmer to benefit from this class. Progressive exercises and rhythmic activities in the water are designed to improve flexibility, circulation, and relaxation. Basic swimming skills will be taught as needed. [W]

**CES 9759**
$125/Senior Cost $62.50
14 weeks  Mon & Wed  Jan 10  1-2 pm
Sec. 918747  PE Pool  A. McCullough
14 weeks  Tues & Thur  Jan 11  9-10 am
Sec. 918750  PE Pool  N. Wagner
14 weeks  Tues & Thur  Jan 11  11 am-12 pm
Sec. 918751  PE Pool  N. Wagner
14 weeks  Tues & Thur  Jan 11  2-3 pm
Sec. 918752  PE Pool  D. Dallas
14 weeks  Wed & Fri  Jan 12  9-10 am
Sec. 918754  PE Pool  D. Dallas

**CES 9760**
$75/Senior Cost $37.50
14 weeks  Tues  Jan 11  7-8 pm
Sec. 918705  PE Pool  D. Rapach
14 weeks  Thurs  Jan 13  7-8 pm
Sec. 918708  PE Pool  D. Rapach
14 weeks  Fri  Jan 14  10-11 am
Sec. 918755  PE Pool  C. Skinner

Swimmastics II
If you would like a more vigorous swimmastics program and can easily swim at least four lengths of the pool, Swimmastics II is for you! Enjoy rhythmic, aerobic exercises improving your circulation, flexibility and endurance. [W]

**CES 9761**
$125/Senior Cost $62.50
14 weeks  Mon & Wed  Jan 10  2-3 pm
Sec. 918756  PE Pool  A. McCullough
14 weeks  Tues & Thur  Jan 11  8-9 am
Sec. 918757  PE Pool  N. Wagner
14 weeks  Tues & Thur  Jan 11  10-11 am
Sec. 918758  PE Pool  N. Wagner
DANCE

Lunchtime Line Dance I
Learn the latest Line Dances at this special daytime class. Whether this is your lunch hour, or just a time to have some fun and exercise, the hour will fly by! Learn the Hustle, Stroll Along Cha Cha and Country Boy Two-step and more. Don’t miss out on this lunchtime get-together. This class is designed for those with little or no previous experience. 

CES 9544 $75/Senior Cost $37.50
10 weeks Thurs Jan 13 1-2 pm
Sec. 918003 PE140 B. Peterson

Lunchtime Line Dance: One Plus
Completed Lunchtime Line Dance I? Not quite ready for Lunchtime Line Dance II? Dance your way into Lunchtime Line Dance: One Plus! Featured dances are, Mack the Knife, Diamond Waltz and Fly Me to the Moon.

CES 9847 $75/Senior Cost $37.50
10 weeks Thurs Jan 13 12 pm-1 pm
Sec. 918002 PE140 B. Peterson

Lunchtime Line Dance II
Are you ready for a new lunchtime challenge? Take your afternoons to new heights and learn the latest Line Dances featuring: Blame it on the Bossa Nova, Rio, and Tinas Waltz. Count on great fun, a good workout and meeting new people. Prerequisite: Lunchtime Line Dance I or some previous experience.

CES 9808 $85/Senior Cost $42.50
10 weeks Tues Jan 11 12 pm-1:30 pm
Sec. 918009 PE140 B. Peterson

NEW When You Get the Chance, Dance
At a special occasion do you sit on the side, tap your feet and watch the fun around you? Become comfortable and improve your dancing. Learn how to listen for a beat, how to count, how to partner dance and how to develop good dance posture for individual free-style dancing. Develop a comfort zone you never thought possible. Have fun, gain confidence and get fit. All levels of experience welcome.

CES 9847 $75/Senior Cost $37.50
8 weeks Wed Feb 2 8:30-10 pm
Sec. 918001 PE140 N. Nader

Wedding Dance Preparation
Perform your first dance of married life with pride, confidence, while having fun! Learn how to complement your partner, use correct social manners, improve your balance and move with the beat of the music. Don’t forget to bring a copy of your favorite song. No tennis shoes for safety reasons. Prices are per person.

CES 9503 $75/Senior Cost $37.50
8 weeks Sun Feb 6 12:10-1:40 pm
Sec. 918005 PE140 N. Nader

Social Ballroom Dance I
If you’ve always wanted to learn how to ballroom dance, but never knew where to start, this is the right place for you. Have fun learning the basic technique of the Waltz, Fox Trot, Cha-Cha, Swing, Rumba, Samba, Tango, Merengue or Polka. Couples and singles are welcome. Prices are per person.

CES 9381 $75/Senior Cost $37.50
8 weeks Tues Feb 1 8:30-10 pm
Sec. 918010 PE140 N. Nader

Swing Dance
Put your jitters to good use! Swing back in time; Half-time, Jitterbug, Syncopated-Triples. All the Swing Clubs and Big Band sounds. This class is made easy and fun! Learn the steps and styles of yesterday—today! For couples and singles. Prices are per person.

CES 9397 $75/Senior Cost $37.50
8 weeks Fri Feb 4 8:30-10 pm
Sec. 918015 PE140 N. Nader

Waltz & Rumba
Learn two fun and exciting partner dances—the Waltz and Rumba. In the first half of the course learn the Waltz, considered to be the mother of present day dances. In the second half learn the Rumba, a slow romantic dance sometimes referred to as the “Dance of Love” due to the way couples stare into each other’s eyes while dancing.

CES 9381 $75/Senior Cost $37.50
8 weeks Sun Feb 6 2-3:30 pm
Sec. 918006 PE140 N. Nader

East Coast Swing & American Tango
In this fun and comfortable atmosphere learn the East Coast Swing—also known as the Jitterbug, the original “sock-hop” swing dance from the 50s—and the American Tango, a medium-tempo tango variety. Increase your confidence on the dance floor and live the adage ‘variety is definitely the spice of life!’ Couples and singles welcomed. Prices are per person.

CES 9845 $75/Senior Cost $37.50
8 weeks Sun Feb 6 4:30-6 pm
Sec. 918011 PE100/PE105 T. Babenko

Latin “Salsa” Dance I
Don’t just sit there, get up and join the fun! Latin music and dance is the latest craze. Learn the basic techniques and special moves for Salsa, Mambo, Rumba, Cha-Cha and Merengue. No experience necessary. Wear hard sole shoes. Couples and singles are welcome. Prices are per person.

CES 9495 $75/Senior Cost $37.50
12 weeks Fri Jan 28 7:40-9 pm
Sec. 918007 PE Main Gym J. Gomez

Latin “Salsa” Dance II
Feel comfortable with the basics of Latin “Salsa” I? If you’re ready for the next level challenge yourself with Latin “Salsa” Dance II. Enjoy doing intermediate Salsa, Rumba and Cha-Cha. Focus on developing stronger technique and styling. Learn and master harder steps and combinations. Wear hard sole shoes. Couples and singles are welcome. Prices are per person. Prerequisite: Latin “Salsa” Dance I or previous experience.

CES 9762 $75/Senior Cost $37.50
12 weeks Fri Jan 28 6:40-7:40 pm
Sec. 918008 PE100/PE105 J. Gomez

Latin “Salsa” Dance III
Take the next step...in Latin Salsa Dance. With the emphasis on social salsa, focus on making your movements flow with your partner. Learn styling and Cuban motion with more complex moves that will help you become a more confident dancer. Wear hard-soled shoes. Couples and singles are welcome. Prices are per person. Prerequisite: Latin “Salsa” Dance II or previous experience.

CES 9831 $75/Senior Cost $37.50
12 weeks Fri Jan 28 5:40-6:40 pm
Sec. 918017 PE140 N. Nader

The Belly Dance Studio
No matter what your dance level The Belly Dance Studio has something for you—graceful movement, confidence building, exercise (low impact aerobic activity and stretching), and an opportunity to learn about a different culture. Newcomers and returning friends alike will learn a diverse mix of dance techniques, choreography, music and cultural information.

CES 9769 $75/Senior Cost $37.50
8 weeks Wed Feb 9 7-8:30 pm
Sec. 918013 RC115 Garden City T. Pellerito
PHYSICAL FITNESS

FENCING

Fencing I
Fencing is one of only four sports that have been on every modern Olympic program since 1896. Gain a basic understanding of the sport of fencing—the art of sport swordplay—in an enjoyable and relaxed atmosphere. Learn basic fencing positions, movements, and principles. Equipment is provided. You must be 11 years of age or older to register.

CES 9180  $89/Senior Cost $44.50
12 weeks Fri Jan 14 6:30-7:50 pm
Sec. 917901 PE Auxiliary Gym D. McLaren

Fencing II
Build your knowledge of the sport and improve your fencing technique. Learn new movement and strategies necessary for bout fencing. Equipment is provided. You must be 11 years of age or older to register. **Prerequisite:** CES 9180 Fencing I.

CES 9181  $89/Senior Cost $44.50
12 weeks Fri Jan 14 8-9:20 pm
Sec. 917902 PE Auxiliary Gym D. McLaren

TAI CHI

Beginning Tai Chi
Tai Chi is a series of gentle turning and stretching exercises that aid in relaxation and stress reduction and improve flexibility, circulation, balance, muscle control and strength. This beginning course introduces the fundamentals of the 108 moves in the Taoist Tai Chi set. Wear loose clothing and comfortable shoes.

CES 9330  $95/Senior Cost $47.50
12 weeks Tues Jan 11 7-8:20 pm
Sec. 918801 PE Auxiliary Gym Michigan Tai Chi Association

TENNIS

Fun Start Introduction to Tennis: Ages 6–10
Have your child play their way to learning tennis. This game-based, six-week session provides tennis fundamentals and gets kids on the court right away. Tennis concepts, terminology and skills are learned playing games like Alligator, Zoo, Four Corner Relay, Silly Tennis and many more. The tennis games are played on the gym floor with portable tennis nets and foam balls. This class may be taken more than once. Racquets will be provided for those who need them.

CES 9827  $75
6 weeks Sat Jan 15 12 pm-1 pm
Sec. 918601 PE Auxiliary Gym Staff
6 weeks Sat Mar 5 12 pm-1 pm
Sec. 918602 PE Auxiliary Gym Staff
YOGA

Yoga for the Face, Neck & Shoulders

Ever notice how stress, tension and fatigue seems to accumulate in your neck and shoulders only to end up on your face? By learning some traditional yoga poses, breathing, and facial exercises, your stress, pain, stiffness, and wrinkles can be reduced or alleviated. Explore acupressure points and massage, the use of meditation, visualization, sound and affirmations to achieve inner and outer harmony and beauty. Wear exercise clothing. Please bring a sticky mat and a firm blanket.

CES 9734
$119/Senior Cost $59.50
14 weeks Wed Jan 12 9:30-10:50 am
Sec. 918905 PE Main Gym D. Siegel-Divita, RYT

Light Weights with a Little Yoga

Begin your fitness adventure doing yoga stretches to warm your neck, shoulders, arms, back and legs. Next, safely and comfortably work with one to ten pound weights increasing your strength, stamina and bone density. Learn to comfortably lift weights from sitting, standing, and lying positions feeling totally in control. Enjoy a relaxing cool-down feeling rejuvenated and stronger in both mind and body! Wear exercise clothing. Please bring a sticky mat and pillow to class.

CES 9738
$119/Senior Cost $59.50
14 weeks Thurs Jan 13 9:30-10:50 am
Sec. 918903 Off Campus Medical Center D. Kause

“Easy Does It” Hatha Yoga

Hatha Yoga is a time-proven fitness system which is gentle, but effective, promoting flexibility, balance, strength, and wonderful posture. Yoga teaches breathing, stretching and relaxation. This course will be gentle, slow and calm. It is for those who want to be supple and ageless. Wear exercise clothing. Please bring a sticky mat and pillow to class.

CES 9735
$119/Senior Cost $59.50
14 weeks Wed Jan 12 1:10-2:30 pm
Sec. 918907 Off Campus Medical Center K. Farkas
14 weeks Wed Jan 12 1:10-2:30 pm
Sec. 918901 Off Campus Medical Center D. Kause

Flowing Yoga I

In this beginning class you’ll enjoy a moving sequence of Hatha Yoga poses for flexibility, strength and relaxation. You will learn the 12 part Sun Salutes in addition to several more yoga poses supported by yoga breathing. Leave with your body and mind refreshed and relaxed. Wear exercise clothing. Please bring a sticky mat and pillow to class.

CES 9733
$119/Senior Cost $59.50
14 weeks Mon Jan 10 5:30-6:50 pm
Sec. 918902 Off Campus Medical Center D. Kause
14 weeks Mon Jan 10 7:30-8:30 pm
Sec. 918915 Off Campus Medical Center S. Hembrough
14 weeks Tues Jan 11 5:30-6:50 pm
Sec. 918904 Off Campus Medical Center K. Farkas
14 weeks Thurs Jan 13 11:15 am-12:35 pm
Sec. 918913 Off Campus Medical Center D. Kause

Flowing Yoga II

Build on the stamina you developed in Flowing Yoga I! Review the 12 part Sun Salutes, and then learn the 16 part and 24 part Sun Salutes increasing your breath capacity, body flexibility and strength. Enjoy more challenging poses and a variety of yoga breathing exercises. Wear exercise clothing. Please bring a sticky mat and pillow to class. Prerequisite: at least one year of Flowing Yoga I or at least one year of yoga training.

CES 9737
$119/Senior Cost $59.50
14 weeks Mon Jan 10 11:15 am-12:35 pm
Sec. 918908 Off Campus Medical Center K. Farkas
14 weeks Tues Jan 11 7:10-8:30 pm
Sec. 918909 Off Campus Medical Center K. Farkas
14 weeks Thurs Jan 13 5:30-6:50 pm
Sec. 918910 Off Campus Medical Center K. Farkas

Flowing Yoga III

If you have at least one year of Flowing Yoga II, and wish to be challenged, this course is for you! Expect to do more advanced poses, including challenging balances, wheel, headstand, etc. Learn the Power Yoga Sun Salutes for an energizing, athletic, tension melting experience! Wear exercise clothing. Please bring a sticky mat and pillow to class. Prerequisite: Flowing Yoga II or approval of the instructor.

CES 9738
$119/Senior Cost $59.50
14 weeks Mon Jan 10 9:30-10:50 am
Sec. 918911 Off Campus Medical Center K. Farkas
14 weeks Thurs Jan 13 7:10-8:30 pm
Sec. 918912 Off Campus Medical Center K. Farkas

Precision Yoga I: The Iyengar Way

Precision Yoga practices precise alignment to avoid injury and maximize inner and outer balance. Learn basic yoga postures and breathing techniques to build strength and peace of mind following the methods of B.K.S. Iyengar. If needed, props will be used to help you get into poses. Wear exercise clothing. Please bring a sticky mat and pillow to class.

CES 9785
$119/Senior Cost $59.50
14 weeks Wed Jan 12 11 am-12:20 pm
Sec. 918916 PE Main Gym D. Siegel-Divita, RYT

Yoga to Renew & Restore

Yoga is about honoring your own body. In this practice learn breathing techniques to help relax the mind. Move into a slow flowing sequence to help energize the body. Go into restorative poses, also called active relaxation, which will bring balance to your life and help you journey into a place of deep contentment, heal your body and calm your mind. Beginning and continuing students welcome. Wear exercise clothing. Please bring a sticky mat and pillow to class.

CES 9736
$119/Senior Cost $59.50
14 weeks Wed Jan 12 7-8:20 pm
Sec. 918906 Off Campus Medical Center J. Jeffery

Vinyasa Style of Hatha Yoga: An Introduction

No matter what your yoga skill level, you’ll feel at home in this small, intimate Vinyasa yoga class. Vinyasa literally translates to “movement with breath.” Learn the Ujjayi breathing technique, which dictates the movement and the length of time held in the postures (asanas). Attention is also placed on the journey between the postures not just the postures themselves. Wear exercise clothing. Please bring a sticky mat and pillow to class.

CES 9840
$119/Senior Cost $59.50
14 weeks Sat Jan 15 9:30-10:50 am
Sec. 918914 Off Campus Medical Center N. Gabriel

Vinyasa Style of Hatha Yoga: A More Advanced Class

In this advanced class you’ll become even more familiar with the flow of the Vinyasa style. Each class begins with a group of breathing exercises, and then moves to a challenging flow. Wear exercise clothing. Please bring a sticky mat and a firm blanket.

CES 9841
$119/Senior Cost $59.50
14 weeks Thurs Jan 13 9:30-10:50 am
Sec. 918903 Off Campus Medical Center D. Kause

Vinyasa Style of Hatha Yoga: A Beginners Class

This class is designed for beginners, and is a great place to start your yoga journey! Wear exercise clothing. Please bring a sticky mat and a firm blanket.

CES 9842
$119/Senior Cost $59.50
14 weeks Wed Jan 12 5:30-7:30 pm
Sec. 918907 Off Campus Medical Center D. Kause

Vinyasa Style of Hatha Yoga: A More Advanced Class

In this advanced class you’ll become even more familiar with the flow of the Vinyasa style. Each class begins with a group of breathing exercises, and then moves to a challenging flow. Wear exercise clothing. Please bring a sticky mat and a firm blanket.

CES 9843
$119/Senior Cost $59.50
14 weeks Mon Jan 10 9-10:50 am
Sec. 918908 Off Campus Medical Center D. Kause

Vinyasa Style of Hatha Yoga: A Beginners Class

This class is designed for beginners, and is a great place to start your yoga journey! Wear exercise clothing. Please bring a sticky mat and a firm blanket.

CES 9844
$119/Senior Cost $59.50
14 weeks Wed Jan 12 5:30-7:30 pm
Sec. 918907 Off Campus Medical Center D. Kause

Vinyasa Style of Hatha Yoga: A More Advanced Class

In this advanced class you’ll become even more familiar with the flow of the Vinyasa style. Each class begins with a group of breathing exercises, and then moves to a challenging flow. Wear exercise clothing. Please bring a sticky mat and a firm blanket.

CES 9845
$119/Senior Cost $59.50
14 weeks Mon Jan 10 9-10:50 am
Sec. 918908 Off Campus Medical Center D. Kause
NON-INSTRUCTuONAL ACTIVITIES

The following programs are all unstructured activities for both independent and group enjoyment.

Registrations received before December 13, 2010 will not be processed until that date.

How to register for Handball, Paddleball, Racquetball or Walleyball:
1. Choose the activity you want to play: CESN 0001 Handball/Paddleball, CESN0012 Racquetball, or CESN 0010 Walleyball.
2. Choose the time you want to play indicated by section number.
3. Choose one person to register your team. One registration per team per session is required.
   If registering for more than one court for the same session, you will need to fill out a separate registration form using a different player’s information.
4. Register by Web, mail or in person using the form on page 49.
5. Come to play on the date and time you chose.
6. Check in with the Building Supervisor on duty for your assigned court. Note the maximum number of players per team/activity: Handball/Paddleball, 4; Racquetball, 3; Walleyball, 10. You may have more than the maximum number of players rotate in/out of the court during a 1.5 hour session, but no more than the maximum is allowed on a court at one time. In addition, a $5.00 charge per player will be paid to the building supervisor for each 1.5 hour session if you fall into one of the following categories: a. a non-team player OR b. any team player(s) that wants a vacant/additional court (if available).

Non-instructional activities will NOT meet February 26–March 4

Racquetball: Non-Instructional Activity
This is an unstructured activity period for adults. Racquets, balls and lockers are furnished. Participants must supply their own locks and towels. Racquetball teams may have a maximum of 3 players. One person per team per session must register. Each team will be assigned to one court. Enrollment is limited.

<table>
<thead>
<tr>
<th>Program</th>
<th>Duration</th>
<th>Days</th>
<th>Time</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>CESN 0012</td>
<td>14 weeks</td>
<td>Mon</td>
<td>Jan 10-Apr 18 4:45-6:15 pm</td>
<td>$210</td>
</tr>
<tr>
<td>Sec. 610001</td>
<td></td>
<td>Mon</td>
<td>Jan 10-Apr 18 6:20-7:50 pm</td>
<td></td>
</tr>
<tr>
<td>Sec. 610002</td>
<td></td>
<td>Mon</td>
<td>Jan 10-Apr 18 7:55-9:25 pm</td>
<td></td>
</tr>
<tr>
<td>Sec. 610003</td>
<td></td>
<td>Tues</td>
<td>Jan 11-Apr 19 6:30 am</td>
<td></td>
</tr>
<tr>
<td>Sec. 610004</td>
<td></td>
<td>Tues</td>
<td>Jan 11-Apr 19 4:45-6:15 pm</td>
<td></td>
</tr>
<tr>
<td>Sec. 610005</td>
<td></td>
<td>Tues</td>
<td>Jan 11-Apr 19 6:20-7:50 pm</td>
<td></td>
</tr>
<tr>
<td>Sec. 610006</td>
<td></td>
<td>Tues</td>
<td>Jan 11-Apr 19 7:55-9:25 pm</td>
<td></td>
</tr>
<tr>
<td>Sec. 610007</td>
<td></td>
<td>Wed</td>
<td>Jan 12-Apr 20 4:30-6 pm</td>
<td></td>
</tr>
<tr>
<td>Sec. 610008</td>
<td></td>
<td>Wed</td>
<td>Jan 12-Apr 20 6:20-7:50 pm</td>
<td></td>
</tr>
<tr>
<td>Sec. 610009</td>
<td></td>
<td>Wed</td>
<td>Jan 12-Apr 20 8:9-30 pm</td>
<td></td>
</tr>
<tr>
<td>Sec. 610010</td>
<td></td>
<td>Thurs</td>
<td>Jan 13-Apr 21 4:45-6:15 pm</td>
<td></td>
</tr>
<tr>
<td>Sec. 610011</td>
<td></td>
<td>Thurs</td>
<td>Jan 13-Apr 21 6:20-7:50 pm</td>
<td></td>
</tr>
<tr>
<td>Sec. 610012</td>
<td></td>
<td>Thurs</td>
<td>Jan 13-Apr 21 7:55-9:25 pm</td>
<td></td>
</tr>
<tr>
<td>Sec. 610013</td>
<td></td>
<td>Fri</td>
<td>Jan 14-Apr 22 4:45-6:15 pm</td>
<td></td>
</tr>
<tr>
<td>Sec. 610014</td>
<td></td>
<td>Fri</td>
<td>Jan 14-Apr 22 6:20-7:50 pm</td>
<td></td>
</tr>
<tr>
<td>Sec. 610015</td>
<td></td>
<td>Fri</td>
<td>Jan 14-Apr 22 7:55-9:25 pm</td>
<td></td>
</tr>
</tbody>
</table>

Handball/Paddleball: Non-Instructional Activity
This is an unstructured activity period for adults. Paddles, balls and lockers are furnished. Participants must supply their own locks and towels. Handball and paddleball teams may have a maximum of 4 players. One person per team per session must register. Each team will be assigned to one court. Enrollment is limited.

<table>
<thead>
<tr>
<th>Program</th>
<th>Duration</th>
<th>Days</th>
<th>Time</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>CESN 0001</td>
<td>14 weeks</td>
<td>Mon</td>
<td>Jan 10-Apr 18 4:45-6:15 pm</td>
<td>$280</td>
</tr>
<tr>
<td>Sec. 610001</td>
<td></td>
<td>Mon</td>
<td>Jan 10-Apr 18 6:20-7:50 pm</td>
<td></td>
</tr>
<tr>
<td>Sec. 610002</td>
<td></td>
<td>Mon</td>
<td>Jan 10-Apr 18 7:55-9:25 pm</td>
<td></td>
</tr>
<tr>
<td>Sec. 610003</td>
<td></td>
<td>Tues</td>
<td>Jan 11-Apr 19 4:45-6:15 pm</td>
<td></td>
</tr>
<tr>
<td>Sec. 610004</td>
<td></td>
<td>Tues</td>
<td>Jan 11-Apr 19 6:20-7:50 pm</td>
<td></td>
</tr>
<tr>
<td>Sec. 610005</td>
<td></td>
<td>Tues</td>
<td>Jan 11-Apr 19 7:55-9:25 pm</td>
<td></td>
</tr>
<tr>
<td>Sec. 610006</td>
<td></td>
<td>Wed</td>
<td>Jan 12-Apr 20 4:30-6 pm</td>
<td></td>
</tr>
<tr>
<td>Sec. 610007</td>
<td></td>
<td>Wed</td>
<td>Jan 12-Apr 20 6:20-7:50 pm</td>
<td></td>
</tr>
<tr>
<td>Sec. 610008</td>
<td></td>
<td>Wed</td>
<td>Jan 12-Apr 20 8:9-30 pm</td>
<td></td>
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<tr>
<td>Sec. 610009</td>
<td></td>
<td>Thurs</td>
<td>Jan 13-Apr 21 4:45-6:15 pm</td>
<td></td>
</tr>
<tr>
<td>Sec. 610010</td>
<td></td>
<td>Thurs</td>
<td>Jan 13-Apr 21 6:20-7:50 pm</td>
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<tr>
<td>Sec. 610011</td>
<td></td>
<td>Thurs</td>
<td>Jan 13-Apr 21 7:55-9:25 pm</td>
<td></td>
</tr>
<tr>
<td>Sec. 610012</td>
<td></td>
<td>Fri</td>
<td>Jan 14-Apr 22 4:45-6:15 pm</td>
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<tr>
<td>Sec. 610013</td>
<td></td>
<td>Fri</td>
<td>Jan 14-Apr 22 6:20-7:50 pm</td>
<td></td>
</tr>
<tr>
<td>Sec. 610014</td>
<td></td>
<td>Fri</td>
<td>Jan 14-Apr 22 7:55-9:25 pm</td>
<td></td>
</tr>
</tbody>
</table>
Non-instructional Activities

Walleyball: Non-Instructional Activity
This is an unstructured activity period for adults. Balls and lockers are furnished. Participants must supply their own locks and towels. Walleyball is scheduled for a maximum of 10 players per court. One person per team per session must register. Each team will be assigned to one court. Enrollment is limited.

<table>
<thead>
<tr>
<th>CSEN 0010</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>14 weeks</td>
<td>Mon Jan 10-Apr 18 4:45-6:15 pm</td>
<td>$420</td>
</tr>
</tbody>
</table>

Family Sunday Health Club: Non-Instructional Activity
Sunday Health Club is designed so families can enjoy unstructured activity in a fully-equipped physical education facility. Gyms, courts, weight machines and pool are included. Gyms, Courts & Fitness Center are open 1–5 p.m; the pool is open 1–4:30 p.m. Children under age 16 must be accompanied by an adult. Children over 2 years of age are not allowed in locker rooms of the opposite sex. Visitors may attend on a per visit basis, $5.00 payable at the door. Will NOT meet February 27 due to Spring Break.

<table>
<thead>
<tr>
<th>CSEN 0005</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>12 weeks Sun Jan 16-May 15 PE Pool 1-4:30 pm</td>
<td>$110</td>
<td></td>
</tr>
</tbody>
</table>

Fencing Club: Non-Instructional Activity
This unstructured activity period is for those who have taken beginning through advanced fencing and would like an opportunity to practice their skills. Will NOT meet March 4 due to Spring Break.

<table>
<thead>
<tr>
<th>CSEN 0004</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>12 weeks Fri Jan 14-Apr 8 7-9 pm</td>
<td>$65</td>
<td></td>
</tr>
</tbody>
</table>

Synchronized Swim Club: Non-Instructional Activity
This club is for adults with synchronized swimming experience who would like an opportunity to practice their skills. Will NOT meet March 2 due to Spring Break.

<table>
<thead>
<tr>
<th>CSEN 0003</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>14 weeks Wed Jan 12-Apr 20 7:30-9 pm</td>
<td>$105</td>
<td></td>
</tr>
</tbody>
</table>

Fitness Maintenance Program: Non-Instructional Activity
A non-structured program for adults who have taken a weight training, strength training or personal training course at Schoolcraft College and are familiar with the use of the weight training and aerobic equipment in the Schoolcraft Fitness Center. Will NOT meet February 28–March 4 due to Spring Break.

<table>
<thead>
<tr>
<th>CSEN 0002</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>15 weeks MTWF Jan 10-Apr 29 7-9 am</td>
<td>$90</td>
<td></td>
</tr>
</tbody>
</table>

Non-instructional activities will NOT meet February 26–March 4

Thursday Gym & Swim/Saturday Gym & Courts

Registration is not necessary for Thursday Gym & Swim and Saturday Gym & Courts. No sessions Saturday, February 26 and Thursday, March 3.

**Thursday Gym & Swim**

**Thursdays, January 13–April 21**
This is an open program for adults and children to use the physical education facilities available at the following times:

- Main Gym ........................................ 7–9:30 pm
- Pool (lap swimming).......................... 8–9:30 pm
- Fitness Center.................................. 8:45–9:30 pm

Visitors may attend on a per visit basis, $5.00 payable at the door. Children under age 16 must be accompanied by an adult. Children over 2 years of age are not allowed in locker rooms of the opposite sex.

**Saturday Gym**

**Saturdays, January 15–April 23**
This program is for adults to use the gyms on Saturdays:

- Main Gym ..................................... 7–11 am
- Aux Gym ..................................... 7–10 am

Visitors may attend on a per visit basis, $5.00 payable at the door.

**Saturday Courts**

**Saturdays, January 15–April 23**
This program is for adults. Racquetball, Handball, Paddleball, Walleyball courts are available for one-hour periods from 7–11 am, on a walk-in basis only. Court time starts on the hour. Cost is $5.00 per person. Nets for Walleyball are provided; all other equipment must be supplied by the individual.
Preparing for Middle School
If next year will be your first year in middle school, be prepared by taking this class! Alleviate some of the fears you have about entering this unfamiliar new world. Be prepared for new challenges by enhancing study skills such as listening and following directions, problem solving, organization, memorization, test taking, reading and comprehension, prioritizing and note taking. Learn to succeed in middle school!

CES 7241
8 weeks Sat Mar 5 11 am-1 pm
Sec. 919405 LA420 No class 4/23 Staff
8 weeks Sat Mar 5 1-3 pm
Sec. 919406 LA430 No class 4/23 Staff

The Successful Student Seminar: Middle School
Attention middle school students! Enhance your time management skills and learn strategies to complete assignments and tests successfully. Tips on enhancing memory, organizational skills and note-taking are just a few of the helpful subjects covered. Develop study and learning skills that will benefit you in middle school and beyond! Workbook provided.

CES 7153
6 weeks Sat Jan 15 11 am-1 pm
Sec. 919402 LA330 Staff
6 weeks Sat Mar 12 11 am-1 pm
Sec. 919404 LA330 P. Schneider

The Successful Student Seminar: High School
Learn valuable study skills for high school that can carry over into your college years. Learn organizational, time management and test taking strategies. Enhance your knowledge of note taking, outlining, writing papers, oral presentations, the use of graphic organizers and researching papers. Set down a solid foundation leading to greater success in the classroom.

CES 7319
6 weeks Sat Jan 15 1-3 pm
Sec. 919401 LA330 P. Schneider
6 weeks Sat Mar 12 1-3 pm
Sec. 919403 LA330 P. Schneider

Scholastic Aptitude Test (SAT) Preparation Workshop
Jump-start your preparation for the SAT exam! Learn specific test-taking strategies and problem-solving techniques. An actual retired test will be given at the first session and a personal assessment report will be provided. Class time will cover test-taking strategies and review of all testing points. You will also receive a textbook and CD-ROM with practice tests—all the tools necessary for further individual study and review.

CES 0888
4 weeks Tues Mar 29 5:30-8:30 pm
Sec. 916223 BTC165 P. Schneider

American College Testing (ACT) Preparation Workshop
Take control of your college future by improving your ACT scores. Using computer-based diagnostic tests, identify your strengths and weaknesses in math, science, reasoning, reading, English and writing. Based on the results of these tests, you’ll develop and implement individualized study plans. Instruction and strategies for the writing portion of the ACT will also be covered. Textbooks and all materials will be provided. Please be prompt for testing at first class meeting and bring #2 pencils and calculator.

CES 7341
7 weeks Sat Jan 8 10 am-1 pm
Sec. 916222 MC110 Staff
7 weeks Sat Jan 8 10 am-1 pm
Sec. 916225 LA425 Staff
7 weeks Mon Jan 10 5:30-8:30 pm
Sec. 916227 MC110 Staff
7 weeks Wed Jan 12 5:30-8:30 pm
Sec. 916228 MC110 Staff
7 weeks Sat Feb 12 10 am-1 pm
Sec. 916226 LA160 No class 2/26 Staff

American College Testing (ACT) Preparation Workshop Online Course
Prepare for the ACT online! You’ll get the same great benefits of our in-class ACT Preparation including pre- and post-class testing to assess your progress, actual retired paper ACT tests for practice, a CD-ROM and the best available instruction. If you are self-motivated, you will benefit by reviewing all testing points, learning strategies and tips and putting them into practice. With online access 24/7, toll-free phone and email support, you can work at your own pace to become well prepared for this very important test.

CES 7321
9 weeks Jan 1 Sec. 916229
9 weeks Feb 9 Sec. 916230

ACT, SAT and PSAT exams are available at area high schools. Students should check with their high school counselor regarding dates and locations, or go to www.act.org.

Really great people make you feel that you, too, can become great.
Mark Twain
Online registration is now available for Kids on Campus classes! If using online registration, all emergency contact information will be stored electronically and can be updated via WebAdvisor if information changes. Registration by any other method requires that a completed emergency information form be submitted at time of registration—see page 46.

Radical Robots
Robots are everywhere—in your family’s car, in your doctor’s office, even on the space shuttle! Discover how robots came to exist and how they are used in the movies and in science fiction books. Learn engineering principles as you do different robot experiments. Rally with your classmates in building and programming LEGO® Mindstorm™ robots. No class 2/26.

CES 8395  $139
8 weeks        Sat        Feb 12        9-11 am
Sec. 919701    AS930      Grades 3,4,5,6    J. Scollon

Video Game Creation Workshop I
For as long as you can remember you’ve played video games. Now, learn to create them! Using Game Maker software, design and program a real working game. Learn to create 2D environments, and discover how to access and use online game resources. Best of all, on the last day of class show off your creation to friends and family and then take it home to play. Bring headphones or ear buds to class. No class 2/26.

CES 6093  $139
8 weeks        Sat        Feb 12        9-11 am
Sec. 919709    AS600      Grades 5,6,7,8,9   W. Marra

Video Game Creation Workshop II
Bring the thumb drive with the game you started in Video Game Creation I and create your own characters and more. Continue using Game Maker software to update, add to and improve your game. Learn to create multi-player options while discovering even more online game resources including sound and action. Bring headphones or ear buds to class. **Prerequisite:** CES 2-6093 Video Game Creation Workshop I. No class 2/26.

CES 6118  $139
8 weeks        Sat        Feb 12        11 am-1 pm
Sec. 919707    AS210      Grades 5,6,7,8,9   W. Marra

Video Game Creation Workshop III
Bring the thumb drive with the games you designed in Video Game Creation I and II and get ready to do some advance gaming. Using Game Maker software you’ll create new games and improve your skills as a game developer. Learn advanced multi-player programming and game design with script writing, while discovering new ideas and more online game resources. Bring headphones or ear buds to class. **Prerequisite:** CES 2-6118 Video Game Creation Workshop II. No class 2/26.

CES 6126  $139
8 weeks        Sat        Feb 12        1-3 pm
Sec. 919705    AS210      Grades 5,6,7,8,9   W. Marra

NEW Kids Web Design I
Learn how to design your own Web page and post it on the Internet. Using Macromedia Flash try your hand at the basics of animation. Discover how to build basic graphics, film clips and short animations, the building blocks, for your Web page. Show off and impress everyone with your Web page. Bring headphones or ear buds to class. No class 2/26.

CES 6182  $139
8 weeks        Sat        Feb 12        9-11 am
Sec. 919702    CEC100     Grades 5 & 6      R. Walker
Sec. 919703    CEC100     Grades 7,8,9      R. Walker

Additional youth classes available:
» Aquatics—see pages 35
» Culinary—see page 22
» Fencing—see page 40
» Tennis—see page 40

Join us on Thursday, March 3 from 5:30–7:30 pm in VisTaTech Center room 500
This year, the 32nd year of the Kids on Campus program, will include some exciting new offerings for children entering the first through twelfth grades in the fall. Attendees of the Open House will be able to meet with instructors, ask questions, visit the campus, discover camp highlights and register for the more than 40 different week-long sessions, which will run July 11–August 5.
For more information go to www.schoolcraft.edu/KOC or call 734-462-4448.
KIDS ON CAMPUS EMERGENCY INFORMATION FORM

Winter 2011 Emergency Information

Parent or Legal Guardian: Please complete the following information. Submit one form per person. Duplicate this form as needed. If using online registration, all emergency contact information will be stored electronically and can be updated via WebAdvisor if information changes.

For safety reasons, completed emergency information must accompany the registration. Schoolcraft College reserves the right to delay the registration until emergency information is provided.

Student's Name _______________________________________________________________________  Current Grade_________________  Date of birth ____________________________  

Parent or Legal Guardian ____________________________________________________________________________________Date ___________________________________

Required Signature (parent/guardian) ____________________________________________________________________________________Date ___________________________________

SAFETY & PROGRAM GUIDELINES FOR CHILDREN ON OUR CAMPUS

Before Classes Begin

- For safety reasons a completed emergency form must accompany the registration. Schoolcraft College reserves the right to delay the registration until an emergency form is provided.
- Register your children based on their current grade level. Our instructors and administration request that parents follow the grade-appropriate guidelines listed next to each class. We reserve the right to reassign your child to a grade-appropriate class. Your cooperation is appreciated.
- Children should wear comfortable play clothes that can get messy and are easily cleaned.
- Give your children a written list of their classes and classrooms.
- Talk with your children about safety issues in all public places such as Schoolcraft College.
- If this is your children's first experience at Schoolcraft College, we suggest that you visit the campus before classes begin to become familiar with class locations.

During Class Sessions

- Appropriate behavior is expected. Students will be disenrolled for misbehavior.
- Walk your children to class and meet them outside the classroom after class.
- Introduce yourself to your children's instructors.
- Inform instructors if someone else will be picking up your children.
- Parents are responsible for their children before and after the time for which they are officially in class. We suggest you discuss your drop-off and pick-up arrangements with your children before the first class.
- Children under 12 must be accompanied by an adult when
- The Kids On Campus staff and faculty members will not dispense medications as we are not properly trained to do so.
- Do not park in the spaces marked “Assigned,” “Handicapped,” or “Authorized.” Park only in the general parking areas.
Online Class Information

Continuing Education and Professional Development offers a great alternative to traditional classes held here on campus. You can update your skills, discover a new talent or chart a career path at your own pace and convenience—we bring the classroom right to you, wherever you may be.

How do online classes work?
Each class consists of twelve lessons that are made available to you over a specific six week period. The first lesson is released after 4 a.m. on the first Wednesday of class; subsequent lessons are released on Fridays and Wednesdays. You do not need to be present when the lesson is released, but you must complete each lesson within two weeks of its release. The lessons are supplemented by interactive quizzes, assignments, tutorials, and online discussion areas available via the Web.

What classes are available?
Our online classes are notated throughout this schedule with the words “Online” next to the class title. You can also visit www.ed2go.com/schoolcraft for all of our general classes. Teachers interested in our teacher recertification classes should go to www.ed2go.com/scsbceu.

What do I need to take an online class?
All you need is Internet access; Microsoft Internet Explorer or Mozilla Firefox Web browser; familiarity with the Internet; email; and a computer. Additional software requirements, if any, will be noted in the class description. Some classes are not compatible with Macintosh computers.

Hybrid Class Information

Hybrid classes—the best of both worlds
If you want to try something new...
If you are curious about online classes...
If you like being in class with other students...
If you aren’t put off by technology and the Internet...
If you are an independent, self-motivated learner...

How do hybrid classes work?
Students get the flexibility of online classes with the personal interactions of classroom sessions. Students will meet on campus for a portion of the class and the other portion will be completed online with assignments, reading and research. Class section information provides more detail on the exact meeting times and locations.

What classes are available?
Our hybrid classes are notated throughout this schedule with the words “Hybrid Class” next to the class title.

What do I need to take an online class?
Hardware and software requirements for hybrid classes are listed at www.schoolcraft.edu/sysreq.

How do I register?
Getting started with our online classes takes just three easy steps:

1. Register and pay for your class with Schoolcraft College at least 24 hours prior to the class start date. You can do this online via WebAdvisor, by walk-in or mail-in—see page 48.

2. Once you have registered and paid for your class with Schoolcraft College, you must also enroll with one of the following Web sites to gain access to your online classroom:
   - For online general classes, enroll at www.ed2go.com/schoolcraft
   - For online teacher recertification SB-CEU classes, enroll at www.ed2go.com/scsbceu
   - Choose the class title and select the “Enroll Now” button. Follow the instructions.
   
   NOTE: Online Enrollment must take place no later than the Wednesday following your class start date, or your access to the class will be denied and no refund will be issued. If you register for more than one online class, it is imperative that you complete the Online Enrollment for each class.

3. When your class starts, return to the appropriate Web site listed above and click on the “Classroom” link. Log in with the email address and password you created when initially enrolling with Ed2Go.
REGISTRATION DATES AND INSTRUCTIONS

Registration begins Monday, December 13, 2010

Online registration is strongly recommended—you will be enrolled immediately depending on class availability. Mailed registrations are processed manually. We are not able to take registration or payment information over the phone.

Register as soon as possible to ensure your place in class! Class sizes are limited to ensure the highest quality instruction.

Our classes are designed for the adult learner. Unless otherwise noted, all classes are intended for students aged 18 and older. For more information, please refer to our Web site at www.schoolcraft.edu/cepd.

ONLINE https://webadvisor.schoolcraft.edu

Begins 8 am, Monday, December 13
No registration December 27–29
Hours: Monday–Saturday, 2 am–11 pm;
Sunday, 2 am–9 pm

Online registration continues until the day before the first class meets.

Go online to search and register for classes. A credit card or check payment is required when registering for Continuing Education via the Web. Please have your payment information at hand. If you prefer to pay with cash, you may use the in-person registration process. If you experience any problems registering via the Web, please contact our Admissions & Enrollment Center at 734-462-4426 before attempting to proceed with your registration.

Instructions for how to log in and register are available on the online registration page. If you are registering for the first time, use the Continuing Education link on the left to register for classes without logging in. If you have taken a class before, please log in and then register.

Most classes are not scheduled on the following days:
» Spring Break: February 26–March 4, 2011
» Easter Sunday: April 24, 2011

Classes/activities that will meet are noted in the schedule.

Changes to Student Contact Information

It is the student’s responsibility to notify the college of any changes to name, address, phone or email as this information is used to send class confirmation or to contact you regarding changes in class status. Entering new contact information on your registration form does not automatically update your student record unless you are registering in person. If not registering in person, name, address and phone changes must be submitted on a Personal Data Change Form, which can be found in the FAQ section of our Web site. Email address changes can be made via WebAdvisor. Name changes require a copy of your driver’s license or social security card.

Senior Adult Tuition Policy

In order to receive senior adult status, persons sixty (60) years of age or older must verify their age (using a birth certificate, driver’s license, or other legal documents) with the Admissions & Enrollment Center (main campus), Continuing Education and Professional Development office, or the Radcliff Center (Garden City) at the time of registration or prior to the start of the class in order to receive the senior rate. No rate adjustments will be made after a class has started.

Senior Adult Tuition Policy

You also may use the drop box located in front of the McDowell Center in Livonia. Please include payment or sign the registration form if you are paying by credit card.

Mail-in registration continues until one week before the class meets.

Your registration form and payment should be received by at least one week before the class start date. Complete the registration form on page 49. Your receipt and class confirmation will be mailed to you. If you do not receive your class confirmation within one week, please call 734-462-4448 to verify your enrollment.

WALK-IN Monday–Thursday, 8 am–6 pm; Friday 8 am–4:30 pm

Extended hours January 3–13
Monday–Thursday, 8 am–7 pm; Friday 8 am–4:30 pm

Bring your completed registration form to the McDowell Center, Livonia campus. Class fees must be paid in full. The college accepts cash, checks, money orders, VISA, MasterCard, Discover, and debit cards.

Check Policy

• Make checks payable to Schoolcraft College.
• Postdated checks are not accepted.
• If your check is returned because of insufficient funds in your account, we may redeposit it electronically.
• There is a $25.00 fee for all returned checks.

Dropping a Class and Refund Policy

You can drop a class for a full refund up to the day before the first class meets through WebAdvisor or by written request.

Written requests for refunds must be initiated by the student and are to be mailed or walked in to the Admissions and Enrollment Center in the McDowell Center. The request must contain the following:
• Student name.
• Student ID number.
• Class number, section number.
• A brief statement requesting the refund, signature and date.

The refund policy is:
• Through the day before the first class meets: 100 percent class fees.
• Thereafter—no refund.
• No refund or transfers for motorcycle classes.

Credit card payments made online through WebAdvisor will be credited to the account used for payment. All other refunds will be issued to the student by check and mailed to the student’s address on record, or by direct deposit. See Bank Info—Direct Deposit under the Financial Information heading in the WebAdvisor student menu to select the direct deposit refund option.
Schoolcraft College

Continuing Education
AND
Professional Development

Registration/Admission form | Winter 2011

Please use one registration form per student. Duplicate this form as needed.

Before registering notify the college of any change to name, address or phone number(s). Entering new contact information on your registration form does not automatically update your record. See Changes to Student Contact Information section on page 48 for more information.

1. Are you Hispanic? □ Yes □ No

2. Please select one or more races:
   □ American Indian or Alaska Native
   □ Asian □ Black or African American
   □ Native Hawaiian or Other Pacific Islander □ White

**Charge to VISA/MC/Discover**

No. ___________________________________________________ Exp. Date _____/_____

Enclosed is my Check/Money Order payable to Schoolcraft College

Livonia, MI 48152-2696

18600 Haggerty Road

Cashier: CE

Schoolcraft College

mail to:

**Company-paid tuition:**

Please send a copy of your purchase order when you register.

Co. Name

Co. Address

Billing Contact Person

PO# ______________________________________________

Billing Contact Person ____________________________________

Co. Name ___________________________________________

Please send a copy of your purchase order when you register.

Company-paid tuition:

Please send a copy of your purchase order when you register.

For office use only:

Semester

Student ID#

If the participant is under 18 years of age, a parent or guardian must sign below on behalf of the participant.

Print Parent/Guardian Name

Parent or Guardian Signature Date

Signed waiver agreement is required for all Physical Fitness classes

All participants of Continuing Education & Professional Development Physical Fitness classes must agree to the terms of the Schoolcraft College Waiver of Liability for Fitness Classes at the time of registration.

- If registering online, check box to signify agreement.
- If registering by mail or walk-in, include one signed waiver per registration form or registration will not be processed. The waiver form is also available online at www.schoolcraft.edu/cepd/registration.asp

A doctor’s review of your health is advised before starting any exercise program.

Schoolcraft College Waiver of Liability for Fitness Classes

In consideration for being allowed to participate in this activity, which I do freely and voluntarily for my own personal benefit, I hereby take action for myself, my executors, administrators, heirs, next of kin, successors and assigns to:

A. Waive, release and discharge from any and all liability Schoolcraft College, its elected and appointed officials, employees, students, agents, and volunteers for my bodily injury, death, disability, personal injury, property damage, or property theft, or actions of any kind which may hereafter accrue to me.

B. Indemnify and hold harmless Schoolcraft College, its elected and appointed officials, employees, students, agents, and volunteers, from any and all liabilities or claims made by other individuals or entities as a result of or relating to my participation in this activity.

I know that there may be risks associated with fitness classes and willingly accept those possibilities. I know that it is my responsibility to ensure my own safety. I take full responsibility for my own health and safety in participating in the fitness class and to the extent I deem advisable, will consult a physician before participating in any of the activities. I agree to pay all reasonable costs related to the classes, including any medical costs I incur.

Therefore, intending to be bound and as a condition of being allowed to participate in the fitness class, I have freely signed this waiver at the time of registration.

Print Participant Name

Participant Signature Date

Are you 60+? See Senior Adult Tuition Policy on page 48. **TOTAL:** $
Schoolcraft College special events for the Winter 2011 semester. Visit www.schoolcraft.edu/webcalendar for more information and additional events.

**Pageturners Book Club**
Meeting dates and book titles are available by calling 734-462-4400 x5685.

**January 2**
**Concert** Schoolcraft College Jazz Studies Program
Sunday, 4 p.m.
Free; donations accepted at the door
St. Cyprian Church, Riverview
734-462-4403

**January 21**
**Transition Center Luncheon Series**
“Come to the Edge—Taking Risks to Reinvent Yourself”
Speaker Michelle Bommarito, chef & wellness instructor
Friday, 11:30 a.m.
$16.00 per person prepaid
VisTaTech Center, DiPonio Room
734-462-4403

**January 31**
**African-American History Month Concert**
Featuring the Schoolcraft College Jazz Ensemble
Monday, 7 p.m.
Free; donations accepted at the door
Farmington Community Library, Farmington Hills
734-462-4403

**February 1**
**Middle School College Night**
Tuesday, 4–7 p.m.
Free
VisTaTech Center, DiPonio Room
734-462-4426

**February 9**
**Noon Concert Series** Livonia Symphony Players
Wednesday, noon
Donations accepted
VisTaTech Center, Presentation Room
734-462-4403

**February 18**
**Transition Center Luncheon Series**
“UFOs Are Real”
Speaker Mike Best, astronomer & former UFO investigator
Friday, 11:30 a.m.
$16.00 per person prepaid
VisTaTech Center, DiPonio Room
734-462-4433

**February 22**
**Allied Health & Nursing Job Fair**
Tuesday, 1–3 p.m.
Free
VisTaTech Center, DiPonio Room
734-462-4421

**February 25**
**Evening Recital Series**
Yehonatan Berick, violin, and Pauline Martin, piano
Friday, 8 p.m.
$20.00/students $10.00
VisTaTech Center, Presentation Room
Tickets: www.scboxoffice.com or 734-462-4403

**March 12**
**College Concert**
Featuring the Schoolcraft College Music Department
Saturday, 8 p.m.
$8 per adult, $5 per student, $3 seniors & children under 12
VisTaTech Center, DiPonio room
Tickets: www.scboxoffice.com or 734-462-4403

**March 16**
**Noon Concert Series** Schoolcraft Faculty
Wednesday, noon
Donations accepted
VisTaTech Center, Presentation Room
734-462-4403

**March 15**
**Spaghetti Dinner & Wine Glow**
Tuesday, 5:30–9 p.m.
$35.00 per person prepaid
VisTaTech Center, DiPonio Room
734-462-4403

**March 18, 19, 25 & 26**
**Dinner Theatre—On Golden Pond**
Friday & Saturday, 6:30 p.m. dinner, 8 p.m. show
$24.00 per person
Dinner in VisTaTech Center, DiPonio Room;
show in the Liberal Arts Theatre.
Tickets: main bookstore or www.scboxoffice.com
734-462-4403

**March 23**
**Public Safety Career Expo**
Wednesday, 4–7 p.m.
Free
Radcliff Center Community Room, RC 115, Garden City
734-462-4421

**March 31**
**Multicultural Fair**
Thursday, 10 a.m.–3 p.m.
Free
VisTaTech Center, DiPonio Room
734-462-4400 x5271 or x 5647

**April 1 & 2**
**Theatre Production—On Golden Pond**
Friday & Saturday, 8 p.m.
$12.00 per person
Liberal Arts Theatre
Tickets: main bookstore or www.scboxoffice.com
734-462-4403

**April 13**
**Noon Concert Series** Logan Skelton, piano
Wednesday, noon
Donations accepted
VisTaTech Center, DiPonio Room
734-462-4403

**April 17**
**Schoolcraft College Choirs’ Spring Concert**
Sunday, 3:30 p.m.
Free; donations accepted at the door
Newburg Methodist Church at Greenmead, Livonia
734-462-4403

**April 18**
**Spring Concert**
Featuring the Schoolcraft College Jazz Ensemble, Jazz Improvisation Class, and Synthesizer Ensemble
Monday, 7:30 p.m.
Free; donations accepted at the door
VisTaTech Center, DiPonio Room
734-462-4403

**April 29**
**Transition Center Luncheon Series**
“Bob-Lo—Past, Present, Future”
Speaker Ron Kattoo, principal owner, S.S. Ste. Claire
Friday, 11:30 a.m.
$16.00 per person prepaid
VisTaTech Center, DiPonio Room
734-462-4403

**May 6**
**Evening Recital Series** Suren Bagratuni, cello
Friday, 8 p.m.
$20.00/students $10.00
VisTaTech Center, Presentation Room
Tickets: www.scboxoffice.com or 734-462-4403

**June 6**
**Golf Classic Fore Scholarships**
Monday, 1 p.m. shotgun start
$250.00 per golfer; Sponsorship packages available
Walnut Creek Country Club
734-462-4518; mlynch@schoolcraft.edu

**June 11**
**Michigan Electric Vehicle Show & Rally**
Saturday, 9 a.m.–4 p.m.
Free
VisTaTech Center and North parking lot
http://twvt.us/michiganevshow; www.michiganeaa.org
rweinkau@schoolcraft.edu
Calling all ACADEMIC NIGHT OWLS!!

Schoolcraft offers numerous classes beginning at 8 p.m. or later. These courses cover a wide range of academic disciplines and many will satisfy the general education transfer requirements for four-year colleges and universities.

ART 105 Basic Drawing
COM 103 Fundamentals of Speech
ENG 101 English Composition 1
ENG 102 English Composition 2
HIST 134 Ancient World
HUM 106 Introduction to Art and Music
MATH 053 Beginning Algebra
MATH 113 Intermediate Algebra
MUSIC 172 Music Technology 2
PSYCH 153 Human Relations
PSYCH 201 Introductory Psychology

You can even grab dinner at Henry’s before class.

See the printed Credit Class Schedule or go to www.schoolcraft.edu for start times for late evening classes.
Spring/Summer 2011 Continuing Education and Professional Development Schedule will be available late March.

Are you preparing for the PMP® or CAPM® exam or looking for valuable project management skills?

Hone your project management knowledge and take your career to the next level with our Project Management training. Topics include management of integration, scope, time, cost, quality, human resources, communications, risk, and procurement. Get tools and techniques for initiating, planning, executing, controlling, and closing projects.

Go to www.schoolcraft.edu/cepd/pmp or call 734-462-4448 for more information.

KIDS on campus
SCHOOLCRAFT COLLEGE
SUMMER 2011
OPEN HOUSE
Thursday, March 3, 2011
5:30–7:30 pm
VisTaTech Center

- Meet instructors and ask questions
- Visit the campus
- Discover camp highlights
- Register on-site

For additional information, visit www.schoolcraft.edu/KOC or call 734-462-4448.

The Summer Kids on Campus schedule will be posted online in late February.

WINTER KIDS ON CAMPUS CLASSES ARE INCLUDED IN THIS SCHEDULE ON PAGE 45

Together We Can
Educate...Innovate...Inspire
www.schoolcraft.edu/foundation