Looking for a new direction?

Let us show you the way.

Business  Career  Management  Winter 2009

Schoolcraft College
Continuing Education
and Professional Development

Livonia, Michigan
www.schoolcraft.edu
In today’s volatile business climate, change comes rapidly. You must be ready to adapt to change as well as manage it and lead others through it. Continuing to learn, developing new ideas and acquiring new skills are critical. Schoolcraft College offers the following classes to help you reach your full potential.

**HEALTHCARE**

**Professional Pharmacy Technician Training**
Whether you’re interested in becoming a pharmacy technician, preparing for the certification exam, are a pre-pharmacy student, or have a healthcare background and are looking to strengthen your current skills, this program is for you! Be introduced to various pharmacy practice settings covering topics such as drug classes, basic physiology, drug interactions, and daily pharmacy operations. Learn to effectively assist in pharmaceutical preparations/calculations and complete daily required tasks in any pharmacy environment. All students will be required to participate in an interview exercise that involves hands-on and/or observational experience in one of two different pharmacy settings, hospital or community. Textbooks, drug cards and compounding materials are included in the course cost. For the Saturday class, a one hour lunch is not included in CEU total.

**CES 8444 (7.5 CEU)**
Sec. 914403 Tues & Thur 12 weeks Jan 27
$1,259/Senior Cost $1,007.20 6-9:10 pm
MC155 Staff
Sec. 914404 Sat 12 weeks Jan 31
$1,259/Senior Cost $1,007.20 9 am-4:20 pm
MC155 Staff

**CPR & AED Training**
Learn CPR and how to use an AED device. Acquire the knowledge and confidence to identify and provide necessary treatment for someone injured or hurt. This course 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 will be issued upon successful completion of the course. Textbook included. This is not a CPR certified course for healthcare professionals. One hour lunch is not included in CEU total.

**CES 4252 (.4 CEU)**
Sec. 914407 Fri 1 day Feb 6
$75/Senior Cost $60 9 am-2 pm
AS376 J. Nicholas
Sec. 914408 Fri 1 day Mar 20
$75/Senior Cost $60 9 am-2 pm
AS376 J. Nicholas

If you are looking for a new career, consider the following fields. These courses will give you an introduction to the career, plus valuable industry exposure.

**PHYSICAL FITNESS CAREERS**

**Personal Fitness Trainer Certification**
Join the Personal Fitness Training field and be a part of what ABC News.com states as the fourth hottest job in the US. If you’re looking for a new career, get the training you need to become a Certified Personal Trainer. This challenging course is taught over a 5-week period and consists of 15 hours of lecture and 15 hours of practical application. The national exam is held the 6th week of class. Course topics include: biomechanics, exercise physiology, fitness testing, equipment usage and health assessment. Certification requires passing the written and practical exam, completing a 20-hour internship and having current CPR 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 not included in CEU total. Textbook is available at the College Bookstore. Bring textbook to first class.

**CES 9767 (3.3 CEU)**
Sec. 917502 Sun 6 weeks Jan 18
$599/Senior Cost $479.20 Staff
PE Fitness Room 9 am-12 pm
LA270 1-4 pm

**New Exercise Program Design for Special Populations**
There are a multitude of special populations who can benefit from your professional fitness training services. These individuals need your expert guidance and assistance to improve their health, fitness and overall quality of life. People with hypertension, coronary artery disease, asthma, obesity, diabetes, osteoporosis, arthritis and musculoskeletal challenges would benefit immensely from a renewed commitment to exercise. In this six-hour workshop learn how to design exercise programs for, and how to work with, these special individuals. Expand your career opportunities and income potential, and feel good about helping others. This class has been approved for 6 CEC Credits for WITS certified personal trainers. One hour lunch not included in CEU total.

**CES 9787 (.6 CEU)**
Sec. 917503 Sat 1 day Mar 21
$99/Senior Cost $79.20 9 am-4 pm
LA300 Staff

**NEW Nutritional Concepts for Personal Trainers**
Gain the information you’ll need to educate your clients about nutritional awareness. Learn about the relationship between caloric intake, caloric burn, weight loss, weight gain and body fat percentages. Discuss the pros and cons of popular diets, the health effects of some common drugs and nutritional supplements. This class has been approved for 6 CEC Credits for WITS certified personal trainers. One hour lunch not included in CEU total.

**CES 9786 (6.6 CEU)**
Sec. 917501 Sun 1 day Mar 22
$99/Senior Cost $79.20 9 am-4 pm
LA270 Staff
Small Business Entrepreneur Series
Attention entrepreneurs! This series of six seminars is designed to help you explore your options to start or expand a business. Professionals who are knowledgeable in each topic will provide practical and realistic information. Individual questions and scenarios for discussion are encouraged. Refer to CES 1604, 1605, 1606, 1607, 1608 and 1753 for seminar topic descriptions.

CES 1603 (.2 CEU)
Sec. 910701 Tues 6 weeks Feb 16 $265/Senior Cost $212 6-10 pm
LA200
S. Werner

Money Saving Opportunity on Series
You may register for the entire series above at a discounted price, which includes the following six classes, or register for individual classes. You must register prior to the start of the series to take advantage of the savings.

Entrepreneurship: Do I Have What It Takes to Make It Big?
Do you have what it takes to make it as your own boss? Learn the essentials needed to start your own enterprise. In-class self examination of personality, lifestyle, and perseverance will answer questions on your ability to be successful.

CES 1604 (.4 CEU)
Sec. 910702 Tues 1 day Feb 3 $49/Senior Cost $39.20 6-10 pm
LA200
S. Werner

Starting Your Own New Business or Franchise Operation
Learn what you need to consider when starting a new business or buying a franchise. Evaluate business opportunities and talk to people who have actually started their own business or purchased a franchise.

CES 1605 (.4 CEU)
Sec. 910703 Tues 1 day Feb 10 $49/Senior Cost $39.20 6-10 pm
LA200
S. Werner

Detailing a Business Plan: Your Roadmap to Success
Learn the critical content of a business plan—its ingredients, development and organization. Receive a wealth of information and resources that apply to startups, acquisitions, or expansions.

CES 1606 (.4 CEU)
Sec. 910704 Tues 1 day Feb 17 $49/Senior Cost $39.20 6-10 pm
LA200
S. Werner

Finding Money for Your Business
Money is tight, but if you know the right approach you may find that money to get your business started. Learn how to package your financial needs to present to an investor or banker.

CES 1607 (.4 CEU)
Sec. 910705 Tues 1 day Feb 24 $49/Senior Cost $39.20 6-10 pm
LA200
S. Werner

Marketing Your Product or Service
Find out how to develop products or services that people want and establish proper pricing so that customers buy. You will also learn how to distribute your products or services effectively and efficiently. Most importantly, learn how to reach customers who want to do business with you.

CES 1753 (.4 CEU)
Sec. 910706 Tues 1 day Mar 10 $49/Senior Cost $39.20 6-10 pm
LA200
S. Werner

Legal Issues for the Entrepreneur
Eliminate legal red tape in your business planning by taking the time now to learn and understand the basic legal issues involved with starting and running a business.

CES 1608 (.4 CEU)
Sec. 910707 Tues 1 day Mar 17 $49/Senior Cost $39.20 6-10 pm
LA200
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.

CES 21462 (.4 CEU)
Sec. 910710 Thurs 1 day Feb 19 $51/Senior Cost $40.80 6-10 pm
LA200
S. Werner

SMALL BUSINESS A LA CARTE!
Select any of the following to complement the Entrepreneur Series or to enrich your business savvy.

The Patent Process
Protect your idea, save time and money. Define 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 about 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!

CES 2 1187 (.4 CEU)
Sec. 910708 Thurs 1 day Feb 12 $51/Senior Cost $40.80 6-10 pm
LA200
S. Werner

To register online or by phone, you will need to know which term your class meets. For this brochure most classes are in the winter term. Look for the ▲ symbol for spring classes.
Customer Service for Small Business

Lift your business beyond the ordinary! Become the benchmark for your competition and for customer service everywhere. Take this journey to the land of exceptional customer service and learn how to dramatically increase satisfaction and profit levels. You will receive a customer service model that really works.

CES2 1195 (.4 CEU)
Sec. 910709 Thurs 1 day Feb 26 $49/Senior Cost $39.20 6-10 pm LA200 S. Werner

Business & Life Coaching: Launching & Marketing a Small Business Coaching Practice

Find your niche, attract clients, and make money in one of the fastest-growing service professions. This course provides everything you need to launch and market your coaching practice. Whether you are a coach or looking to break into the field, you will become well-equipped with knowledge, strategies, tools and resources for success. All materials are included in the course cost.

CES2 1475 (.7 CEU)
Sec. 910712 Thurs 2 weeks Mar 12 $140/Senior Cost $112 6:30-10 pm LA200 S. Werner

Becoming a Child Care Professional

Is being a licensed child care educator right for you? Helping children grow, learn, and gain new skills can be very rewarding, but securing licensing requires knowledge. Learn about essential business principles such as state licensing requirements, financial record keeping and marketing strategies. Find out about child development and age-appropriate learning activities, while considering child safety, discipline and nutrition.

CES 0919 (1.8 CEU)
Sec. 910714 Wed 6 weeks Feb 4 $89/Senior Cost $71.20 6-9 pm F110 K. Hallman

NEW How to Become a Government Contractor

Let the government be your newest customer. Find out what it takes to sell your goods and services to the federal government and the State of Michigan. In addition, learn about the services and continuous support the Procurement Technical Assistance Center (PTAC) has available to help your company with the contracting process. Any questions about course content please call 734-462-4438.

CES2 1355 (.4 CEU)
Sec. 910718 Thurs 1 day Jan 29 $40 VT445 Staff
Sec. 910719 Thurs 1 day Feb 12 $40 VT425 Staff
Sec. 910720 Thurs 1 day Mar 12 $40 VT425 Staff
Sec. 910721 Thurs 1 day Apr 16 $40 VT425 Staff

Voice Acting I: It Takes More Than a Pretty Voice to be Successful

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 and 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)
Sec. 910711 Sat 1 day Feb 7 $40/Senior Cost $32 10 am-12 pm LA200 T. Force
Sec. 910713 Sat 1 day Mar 7 $40/Senior Cost $32 10 am-12 pm 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 Voice Acting I: It Takes More Than a Pretty Voice to be Successful. Textbook is available at the College Bookstore. Bring textbook to first class.

CES2 1532 (.2 CEU)
Sec. 910716 Sat 1 day Apr 11 $40/Senior Cost $32 10 am-12 pm LA200 T. Force

NEW Hands-on Registration Assistance for Government Contracting

Looking for help? If you’re a PTAC client looking for assistance completing your Central Contractor Registration (CCR), SBA’s Dynamic Small Business Search, and/or the State of Michigan Vendor Registration you are invited to attend this hands-on workshop! Counselors will be available to help you understand and complete your online registrations. Any questions about course content please call 734-462-4438. Prerequisite: CES2 1535 How to Become a Government Contractor or instructor’s approval.

CES2 1536 (.3 CEU)
Sec. 910722 Thurs 1 day Jan 22 $20 9 am-11 am VT450 Staff
Sec. 910723 Thurs 1 day Feb 19 $20 9 am-11 am VT450 Staff
Sec. 910724 Thurs 1 day Mar 19 $20 9 am-11 am VT450 Staff
Sec. 910725 Thurs 1 day Apr 23 $20 9 am-11 am VT450 Staff

To register online or by phone, you will need to know which term your class meets. For this brochure most classes are in the winter term. Look for the ▲ symbol for spring classes.
Consider a career in the growing field of mediation as a Conflict Resolution Specialist

Do you have the skills to:

• Stay calm and objective under stress?
• Communicate clearly and effectively?
• Assist two parties to resolve their differences?

Continuing Education & Professional Development is offering CES 0931 Basic Community Mediation—Track 1. This class will prepare you to intern at local nonprofit resolution centers as well as mediate conflict in the workplace.

NEW Basic Community Mediation—Track 1
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, principals of negotiation, mediation process, mediator responsibilities, managing impasse, communication skills, agreement writing and ethics. Successful completion of this course provides students with the necessary tools to mediate conflicts, makes students eligible to complete a mediation internship and meets the prerequisite for advanced mediation courses. A 20-hour internship is required for individuals who do not have a law degree to participate in advanced courses. One hour lunch per session not included in CEU total.

CES 0931 (4.0 CEU)
Sec. 910717 Sat 5 weeks Jan 31
$495 Meets spring break 2/28 8 am-5 pm
BTC100 Harper, Jenio, Stopczynski

Meet the Instructors

Dayna Harper is a Human Resources & Mediation Trainer. Under her leadership as former executive director of the Community Resolution Center (CRC), Dayna was instrumental in the growth of Alternative dispute resolution programs in nine mid-Michigan counties. CRC is a non profit center servicing the Community Dispute Resolution Program administered by the State Court Administrative Office and she is a qualified mediator and trainer under the Michigan Court Rules 3.216 & 2.411. Dayna has a Masters Degree from Central Michigan University, a bachelors from Oakland University and is an adjunct instructor in the Master’s program at SVSU.

Laura Stopczynski, Human Resources & Mediation Trainer, received her Bachelor of Science degree in industrial psychology from Central Michigan University. As past Director of Human Resources for a multi-site manufacturing facility, she was instrumental in developing conflict management programs. Additional areas of expertise are human resource management, electronic facilitation, employment law, team building, domestic and civil mediation, and she is a qualified mediator and trainer under the Michigan Court Rules 3.216.

Joe Jenio, Mediation & Conflict Management Trainer, received his management certificate in Automotive Business at GMI. He has more than 30 years of international business experience as a mediator, arbitrator, trainer and business development specialist. His expertise in conflict management, focusing on conflict prevention, as well as dispute resolution is recognized internationally. Joe implements conflict management processes, including coaching and facilitation, and is a qualified mediator and trainer under the Michigan Court Rules 3.216 & 2.411. Joe is an accredited Arbitrator for the National Center for Dispute Settlement and member of the tax tribunal.
CPCU 510—Foundations of Risk Management, Insurance, & Professionalism

CPCU 510—Covers the following topics: Code of Ethics, Risk, Understanding Risk Management, Risk Assessment, Risk Control, Risk Financing, Financial Services and Insurance Markets, Insurance Mechanism, Insurable Risks, Legal Environment of Insurance, Insurance Policy, Insurance Policy Analysis, and Amounts Payable. This is one of five foundation courses needed for CPCU designation. This course has been approved for 32 CE credits. Provider: 0755, Schoolcraft College Course Number 49550 Line of Insurance: Property Casualty Approved credit hours: 32.

CPCU 520—Insurance Operations, Regulation, & Statutory Accounting

CPCU 520—Covers the following topics: Insurance Operations, Regulation of Insurance, Insurance Marketing, Underwriting Property Insurance, Underwriting Liability Insurance, Ratemaking, Property Claim Adjusting, Liability Claim Adjusting, Reinsurance, Insurer Financial Statements, Insurer Financial Management, and Insurer Business Strategy and Global Operations. This is one of five foundation courses needed for CPCU designation. This course has been approved for 32 CE credits. Provider: 0755, Schoolcraft College Course Number 49551 Line of Insurance: Property Casualty Approved credit hours: 32.

CPCU 540—Finance for Risk Management & Insurance Professionals

CPCU 540—Covers the following topics: Basics of Corporate Finance, Financial Statements, Sources of Additional Financial and Nonfinancial Information, Financial Statement Analysis, Working Capital Management, Time Value of Money, Discounted Cash Flow Valuation, Bonds and Stocks, Operating Environment and Corporate Finance, Insurer Investment Strategies, Insurer Income and Dividend Policy, Insurer Capital: Needs and Sources, Capital Structure of Insurers, Making Capital Investment Decisions, and Mergers and Acquisitions. This is one of five foundation courses needed for CPCU designation. This course has been approved for 32 CE credits. Provider: 0755, Schoolcraft College Course Number 49548 Line of Insurance: Property Casualty Approved credit hours: 32.

ARM 54—Risk Assessment

ARM 54—Covers the following topics: Establishing Risk Management Programs; The Risk Management Process; Legal Foundations of Liability Loss Exposures; Assessing Property, Liability, Personnel, and Net Income Loss Exposures; Management Liability and Corporate Governance; Forecasting Losses; and Cash Flow Analysis. This course has been approved for 28 CE credits. Provider: 0755, Schoolcraft College Course Number 49553 Line of Insurance: Property Casualty Approved credit hours: 28.

ARM 55—Risk Control

ARM 55—Covers the following topics: Controlling Property, Personnel, Liability, and Net Income Loss Exposures; Intellectual Property Loss Exposures; Criminal Loss Exposures; Disaster Recovery for Property Loss Exposures; Understanding Claim Administration; Fleet Operations Loss Exposures; Environmental Loss Exposures; Understanding System Safety; Motivating and Monitoring Risk Control Activities. This course has been approved for 28 CE credits. Provider: 0755, Schoolcraft College Course Number 49552 Line of Insurance: Property Casualty Approved credit hours: 28.

ARM 56—Risk Financing

ARM 56—Covers the following topics: Understanding Risk Financing; Insurance as a Risk Financing Technique; Insurance Plan Design; Reinsurance and Self-Insurance; Retrospective Rating Plans; Captive Insurance Plans; Finite and Integrated Risk Insurance Plans; Capital Market Risk Financing Plans; Forecasting Accidental Losses; Self-Insurance Plans; and Purchasing Insurance and Other Risk Financing Services and Risk Financing Needs. This course has been approved for 28 CE credits. Provider: 0755, Schoolcraft College Course Number 49551 Line of Insurance: Property Casualty Approved credit hours: 28.

Ethics for Insurance Professionals

Fulfill your state mandated ethics requirement! As an insurance professional you encounter ethical dilemmas on a regular basis. Learn how to face these situations with poise and knowledge. Understand the difference between ethical and moral. Participate in case studies to test your knowledge of ethical approaches and codes of ethics. This course has been approved for 3 CE credits. Provider: 0755, Schoolcraft College Course Number: 49167 Line of Insurance: Property Casualty Approved credit hours: 3.

For the following CPCU and ARM classes, books can be purchased online at www.aicpcu.org; by phone 610-644-2101; or by fax 610-640-9576.
To register online or by phone, you will need to know which term your class meets. For this brochure most classes are in the winter term. Look for the ▲ symbol for spring classes.
MAINTAIN PROFESSIONAL CERTIFICATIONS

Keep up with the standards in your industry through Schoolcraft’s professional certification classes. We provide recertification classes for licensing requirements in:

>> Teaching
All of the teacher recertification classes are offered online at www.schoolcraft.edu/scsbceu; please visit the Web site to view offerings.

- Understanding Adolescents
- Solving Classroom Discipline Problems
- Solving Classroom Discipline Problems 2
- Creating the Inclusive Classroom
- Differentiated Instruction in the Classroom
- Working Successfully with Learning Disabled Students
- Enhancing Childhood Language Development
- Writing for Children
- Writerific!
- The Craft of Magazine Writing
- A to Z Grantwriting: Relationship Focused
- Writing Effective Grant Proposals: Content Focused
- Ready, Set, Read
- Guided Reading: Strategies for the Differentiated Classroom
- Merrill Ream Speed Reading
- Introduction to PC Troubleshooting
- The Classroom Computer
- Using the Internet in the Classroom
- Guiding Kids on the Internet

>> Nursing
- Pharmacology Review for Nurses
- Physical Assessment Refresher
- I.V. Therapy: the Ins & Outs
- Understanding Laboratory & Diagnostic Tests
- Osteoporosis: Get the Facts
- Initial Healthcare Provider BLS-C/CPR
- Healthcare Provider BLS Renewal
- Pain Management
- Dementia Care
- Diabetes: Past & Present Knowledge/Management
- Nursing Entrance Test (NET) Preparation Workshop

>> Massage Therapy
- Massage Therapy National Certification Exam (NCE) Review

>> Real Estate
- Rental Property Purchase & Management
- Estimating Strategies for Builders & Remodelers
- Residential Construction Management
- Residential Contractors’ License
- Real Estate Sales License
- Real Estate Home Inspection
Registration begins December 15 and continues until the day before class meets.
For more information on these classes, call 734-462-4448.

FOREIGN LANGUAGE

In today’s global economy, the ability to speak a foreign language remains a vital talent. The time is now and the opportunity is here! Learn simple grammar and vocabulary, and be able to engage in basic conversation in our comprehensive Level 1 & 2 language classes.

- Arabic I & II Conversational
- Brazilian Portuguese I & II Conversational
- French I & II Conversational
- German I & II Conversational
- Hindi I & II Conversational
- Italian I & II Conversational
- Japanese I Conversational
- Mandarin Chinese I & II Conversational
- Polish I & II Conversational
- Russian I & II Conversational
- Spanish I & II Conversational

Foreign culture classes also available:
- Chinese Culture & Characters
- NEW! A Window into Japanese Culture

COMPUTERS

Understanding and applying technology are key to success in business. Schoolcraft offers a range of computer courses for the novice to experienced user. Where applicable, Microsoft Office 2007 is being used in the course.

- Access 1: An Introduction to Database Management
- Access 2: Advanced Features
- Art & Graphics with Microsoft Word
- Computers: Back to the Basics
- Creating Web Pages with Dreamweaver CS3—Level 1
- Creating Web Pages with Dreamweaver CS3—Level 2
- Excel 1: An Introduction to Spreadsheets
- Excel 2: Advanced Features
- Internet Basics
- Keyboarding Basics
- MS Windows—An Introduction
- Photoshop CS3 for Beginners—Fast & Easy
- Photoshop CS3—Level 2: Practical Features
- Photoshop Elements 6.0
- Photoshop Elements 6.0—Level 2
- PowerPoint 1: Presentation Software for Effective Communication
- Word 1: An Introduction to Wordprocessing
- Word 2: Advanced Features

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.

For more information on these classes, please view our Continuing Education and Professional Development schedule at www.schoolcraft.edu or call our office at 734-462-4448.
Continuing Education & Professional Development
Career Programs Open House

Thursday, January 15, 2009
6–8 p.m.
Schoolcraft College, VisTaTech Center

Come and find out what it takes to be a:
Conflict Resolution Specialist . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 6–8 p.m., Room VT460
Professional Pharmacy Technician . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 6–8 p.m., Room VT455
Personal Trainer . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 6–7 p.m., Room VT445

Light refreshments will be served.
Registration begins Dec. 15 and continues until the day before class meets. Online or touchtone phone registration is strongly recommended. You will be enrolled immediately, depending on class availability. Mail-in registrations are processed manually. Use the attached form and return it at least one week before the course begins. Refunds are issued in accordance with college policy.

Dec. 24–Jan. 5 the college will be closed for the holidays. However, online & phone registrations will be processed Dec. 26–30 and Jan. 2–4.

Online and phone registration hours are Monday–Friday, 3 a.m. to 10 p.m. (Jan. 8, 3 a.m.–7 p.m. only); Saturday, 3 a.m. to 11 p.m.; Sunday, 3 a.m. to 9 p.m.

Online https://webadvisor.schoolcraft.edu

New or returning students can go online to search and register for classes. Credit card payment is required when registering via the Web. Please have your credit card information at hand. If you experience any problems registering, please contact the Admissions and Enrollment Center at 734-462-4430 before attempting to proceed.

Touchtone Phone 734-462-4803

You must have registered previously for Continuing Education and Professional Development classes at Schoolcraft College to take advantage of this option.

Continuing Education and Professional Development—Winter 2009

Date of Birth____/____/____  Student Number ___________ OR SS# ___-__-____

Last First MI/Former

Number Street City State Zip

Day Phone Evening Phone Cell Phone

Section No. CES No. Title of Course AMT: $______________

For office use only

Enclosed is my Check/Money Order payable to Schoolcraft College

Charge to VISA/MC/Discover No. ___________________________ Exp. Date ____________

Signature required for charge card payment

Mail to: Schoolcraft College/Cashier: CE

18600 Haggerty Rd.

Livonia, MI 48152-2696

Company-paid Tuition: Please send a copy of your purchase order when you register.

Co. Name _______________________________________________________________________

Co. Address _____________________________________________________________________

Billing Contact Person ___________________________________________________________________

PO# ________________________________

Total: $______________
Open House January 15
Details inside—Save the date