Schoolcraft College
Continuing Education
AND
Professional Development

FALL 2010
New classes starting weekly
Register AUGUST 2
through DECEMBER

CERAMICS
RENOVATED STUDIO
MEET INSTRUCTOR
FRANK FISHER
see pages 26–27

www.schoolcraft.edu/cepd
Welcome
Continuing Education and Professional Development has always encouraged people to explore new interests and try something new. As you can see, we have followed this advice with the new look of our class schedule. As our programming continues to grow and expand, we felt it was time for our class schedule to reflect these changes. This new schedule is a rebirth of sorts and “new” has become our new theme.
Preparation for this change and tackling a new format took months of planning, coordinating, communicating and lots of hard work. We embraced this opportunity to do something new that would benefit you, the reader. We hope you like it and that it helps you find a course or program that sparks your imagination.

This is a great opportunity to expand your professional horizons, explore a new interest or add some variety to your exercise routines. We hope that you decide to join us in our new adventure and try something new for yourself. We look forward to seeing you on campus!

Leslie Petty,
Director of Continuing Education and Professional Development

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REGISTRATION INFORMATION

Register August 2 through December
new classes starting weekly

Most classes/activities are not scheduled on the following days:
» Labor Day Weekend: September 4–6, 2010
» Thanksgiving Holiday: November 24 (after 5 pm), 25–28, 2010

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

HOW TO REGISTER ON PAGES 48–49

Schoolcraft College
Continuing Education and Professional Development

We are located in the Continuing Education Center.
734-462-4448 • CEPD@schoolcraft.edu

Continuing Education Center Hours
Monday–Thursday, 8 a.m.–6 p.m.
Friday, 8 a.m.–5 p.m.

Summer hours through September 3, 2010
Monday–Friday, 8 a.m.–5 p.m.

Join us on Facebook
facebook.com/schoolcraftcepd

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.
The Schoolcraft College Continuing Education and Professional Development Schedule is published three times yearly.
New classes and class sections continuously being added. Visit www.schoolcraft.edu/cepd for updates.
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 skill 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.

Private Pilot Ground School
NEW Private Pilot Ground School
Hybrid Class
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.

Information Storage
Information Storage & Management
The Information Storage and Management (ISM) class provides an understanding of the varied components of modern information storage infrastructure needed to make informed decisions in an increasingly complex IT environment. Learn about the architectures, features, and benefits of Intelligent Storage Systems; storage networking technologies such as FC-SAN, NAS, and IP-SAN; long-term archiving solution - CAS; various business continuity solutions such as backup and replication, the increasingly critical area of information security, and the emerging field of storage virtualization and storage resource management. Upon completion of the class, you will be prepared to take the EMC Proven Professional Associate (EMCPA) ISM level certification exam. Textbook is included. One-hour lunch is not included in CEU total. Prerequisite: Must have an understanding of computers, operating systems, networking, and databases. Students with experience in specific segments of storage infrastructure would also be able to fully assimilate the class material. For planning purposes, registrations must be received by September 24th.

Innovative Culinary Technology
Certificate Program
There are emerging technologies in the culinary world that will revolutionize food preparation, handling, distribution and safety. Be part of a new and exciting certificate program that will allow you to step to the forefront as a culinary professional innovator. In this three-part program you will gain a firm foundation in culinary fundamentals; become aware of current technologies; develop the skill to identify, document and evaluate these technologies; and see how these concepts translate into sound business practices.

For more information visit www.schoolcraft.edu/cepd/culinarytechnology.

Innovative Culinary Technology—Introduction: Part 1
For culinary professionals, staying current with technological advances is vital for professional success. Learn what the latest culinary technologies are, how they work, and how to incorporate them into foodservice operations. Get a firm understanding of the history of cooking, thermodynamics and traditional cooking methods. Prerequisite: Culinary degree or 5 years of field experience.

CAREER TRAINING/EXPLORATION

Do You Have a Culinary Degree or 5 years of Culinary Field Experience?

Consider advancing your career with our Innovative Culinary Technology Certificate Program. There are emerging technologies in the culinary world that will revolutionize food preparation, handling, distribution and safety. Be part of a new and exciting certificate program that will allow you to step to the forefront as a culinary professional innovator. In this three-part program you will gain a firm foundation in culinary fundamentals, be aware of current technologies, and have the skills to identify, document and evaluate these technologies, and see how these concepts translate into sound business practices.

For more information go to www.schoolcraft.edu/cepd/culinarytechnology

Join us for an Information Session on Tuesday, October 5 from 4-5 p.m. in the VisTaTech Center, demo lab VT630.
**Conflict Resolution 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.

- **CES 0931 Basic Mediation**
  - 3 weeks
  - Aug 28
  - Sat 9 am–5:30 pm & Tues, Thur 5:30–9:30 pm
  - Sec. 947507 A3376 J. Jenio, L. Stopczynski
  - Cost: $695

**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.

- **CES 0938 MI General Law**
  - 5 weeks
  - Sep 18
  - Sat 9 am–5:30 pm
  - Sec. 947513 A3376 J. Jenio, L. Stopczynski
  - Cost: $1,295

**Domestic Relations Mediation**

This comprehensive Michigan State Court Administrative Office (SCAO) approved MCR 3.216 training class is for mediators who want to deal with all types of family (traditional and alternative lifestyles) and divorce issues. Topics include: family mediation theory and process, emotional issues, advanced communication skills, children's issues, custody and support, parenting time arrangements, property division, power balancing, domestic violence and abuse, tax implications, pension and other financial concerns, building future relationships and ethics. Successful completion of this program satisfies the training requirement under Michigan Court Rule (MCR) 3.216. **Prerequisite:** CES 0931 Basic Mediation and 0935 MI General Law or Juris Doctorate; other relevant experience/training may be considered. The prerequisite applies to the Schoolcraft College certificate and not the SCAO requirements.

- **CES 0934 Domestic Mediation**
  - 2 weeks
  - MTWR Oct 25 5:30–9:30 pm
  - Sec. 947509 A5200 J. Jenio, L. Stopczynski
  - Cost: $1,495

**Domestic Violence Screening Protocol**

This SCAO MCR 3.216 approved training is designed for domestic relations mediators and structured around developing familiarity with and practical use of the Domestic Violence and Child Abuse/Neglect Screening Protocol for Domestic Relations Mediation. Topics include: determining the appropriateness of mediation as it relates to domestic abuse and child neglect, nature and dynamics of abuse, communication skills, specialized mediation process and techniques, balancing of power, personal protection orders and no contact orders, safe termination of mediation and confidentiality. Successful completion of this program is a requirement under Michigan Court Rule (MCR) 3.216 for qualified domestic relations mediators.

- **CES 0936 Domestic Violence Screening Protocol**
  - 1 week
  - Tues & Thur Dec 7 5:30–9:30 pm
  - Sec. 947514 A5200 J. Jenio, L. Stopczynski
  - Cost: $250

**Arbitration & Evaluative Mediation**

This training class will explain the role of a positive neutral along the dispute resolution continuum from facilitative mediation, evaluative mediation, med-arb, to arbitration. Topics include: alternative dispute resolution continuum, an introduction to evaluative mediation and med-arb, arbitration basics including case management, conducting the arbitration hearing, evidence evaluation, rendering a decision, post award procedures, legal and ethical issues in arbitration, challenges that confront arbitrators, and preserving neutrality. **Prerequisite:** CES 0931 Basic Mediation, CES 0938 General Civil Mediation and CES 0935 MI General Law. The prerequisite applies to the Schoolcraft College certificate and not the SCAO requirements.

- **CES 0941 Arbitration & Evaluative Mediation**
  - 1 week
  - Tues & Thur Dec 7 5:30–9:30 pm
  - Sec. 947515 A5200 J. Jenio, L. Stopczynski
  - Cost: $550

**Building Your Future in Mediation**

Would you love to have a successful business that delivers your knowledge and wisdom to the world in a powerful way? Learn how to start and build a successful practice as a positive neutral. Topics include: how to build, promote and manage your business effectively, developing a strategic business plan, financial planning, marketing, developing your niche, networking, ethical considerations, long term success and day to day operations. Daytime classes have a half-hour lunch which is not included in CEU total.

- **CES 0940 Building Your Future in Mediation**
  - 1 day
  - Sat Dec 18 9 am-5:30 pm
  - Sec. 947514 A5200 J. Jenio, L. Stopczynski
  - Cost: $250

**Mediation Practical Experience—General Civil**

Observe the court process and gain additional mediation experience. Classes are held off campus in a location to be arranged by instructors. Students should be prepared to be available all day to fulfill these requirements. **Prerequisite:** CES 0931 Basic Mediation, CES 0935 MI General Law or Juris Doctorate, and CES 0938 General Civil Mediation. The prerequisite applies to the Schoolcraft College certificate and not the SCAO requirements. Students will be notified of class location.

- **CES 0939 Mediation Practice Experience—General Civil**
  - 1 day
  - Mon Dec 6 8:30–10:30 am
  - Sec. 947512 Off Campus J. Jenio, L. Stopczynski
  - Cost: $95

**Mediation Practical Experience—Domestic Relations**

Observe the court process and gain additional mediation experience in the area of domestic relations. Classes are held off campus in a location to be arranged by instructors. Students should be prepared to be available all day to fulfill these requirements. **Prerequisite:** CES 0931 Basic Mediation, CES 0935 MI General Law or Juris Doctorate, CES 0934 Domestic Relations Mediation, and CES 0936 Domestic Violence Screening Protocol. The prerequisite applies to the Schoolcraft College certificate and not the SCAO requirements. Students will be notified of class location.

- **CES 0937 Mediation Practice Experience—Domestic Relations**
  - 1 day
  - Wed Dec 8 8:30–10:30 am
  - Sec. 947511 Off Campus J. Jenio, L. Stopczynski
  - Cost: $95

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**FREE CAREER WORKSHOP**

Want to learn more about becoming a CONFLICT RESOLUTION SPECIALIST?

**Come to our free career workshop**

**Tuesday, August 24**

**6–7:30 p.m.**

**VisTaTech Center room 405**
**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.

**Pharmacy Technician**

**Professional Pharmacy Technician Training**

The demand for trained pharmacy technicians is growing, both locally and nationally. This course is appropriate if 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. 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, focus heavily on calculations and complete daily tasks required 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 class cost. Daytime classes have a half-hour lunch which is not included in CEU total.

**Business Selling Skills for Personal Fitness Trainers**

Learn how to convert prospects to profits and refine your professional presentation. Topics include the current state of the industry, the evolving role of personal trainers, pricing with a purpose and the benefits and drawbacks of being an employee for a club or working as an independent trainer. This class counts as 3 CECs for WITS professionals.

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**FREE CAREER WORKSHOP**

**Learn more about a fulfilling career in PHARMACY TECHNOLOGY.**

**Join us for a free career workshop**

**Wednesday, August 25**

**6-7:30 p.m.**

**VisTaTech Center room 405**

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**SMALL BUSINESS/ENTREPRENEUR**

**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.

**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.

**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.

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**CEPDT CONTACT**

22950 Greenfield Rd, Dearborn Heights, MI, 48125 | Phone: 734-462-4448 | Email: cepd@schoolcraft.edu | Website: [www.schoolcraft.edu/cepd](http://www.schoolcraft.edu/cepd) | Facebook: [www.facebook.com/schoolcraftcepd](http://www.facebook.com/schoolcraftcepd) | Twitter: [www.twitter.com/schoolcraftcepd](http://www.twitter.com/schoolcraftcepd)
Entrepreneurship

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

The Michigan Small Business & Technology Development Center™ (MI-SBTD™) 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-SBTD at Schoolcraft College provides services and support to Western Wayne and Southwest Oakland counties.

The MI-SBTD 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-SBTD 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)**

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**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 class material. It is preferred that students take CES2 1542, Fundamentals of Starting a Business prior to this class.

**CES2 1543 (.3 CEU)**

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**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)**

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**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: taxes 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 class.

**CES2 1544 (.3 CEU)**

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**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 breakeven 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)**

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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 form 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.

CAREER TRAINING/EXPLORATION

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

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 Thurs Oct 7 9 am-12 pm
Sec. 940711 BTC170 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 Oct 14 9 am-12 pm
Sec. 940712 BTC170 S. Werner

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. 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) $20/Senior Cost $16
1 day Thurs Sep 30 9-11 am
Sec. 940705 VT450 Staff

NEW GSA Federal Supply Schedules Contracts 101

Hear an expert facilitator overview GSA (General Service Administration) and Federal Supply Schedules Contracts, and present details about how to get a GSA Schedules Contract. The focus will be on defining the purpose of a GSA Schedules Contract and how a business can go about obtaining one. Finish up with a question and answer session. For more information or questions about class content please call 734-462-4438. Prerequisite: Company must be in business for at least two years.

CES2 1559 (.3 CEU) $40/Senior Cost $32
1 day Wed Sep 29 9 am-12 pm
Sec. 940706 VT425 Staff

NEW SBIR/STTR 101: Introduction & Overview

The Small Business Innovation Research (SBIR) and Small Business Technology Transfer (STTR) are federal grant programs that fund early-stage Research and Development (R&D) projects. SBIR specifically funds projects at small technology companies or with individual entrepreneurs who form a company. STTR funds projects for small businesses working cooperatively with researchers at universities and other research institutions. This half-day workshop covers the SBIR/STTR program basics, including program purpose, eligibility and sources of funding. You will explore the SBIR/STTR program and will be provided enough information to determine if you would like to seriously pursue proposal development.

CES2 1548 (.3 CEU) $40/Senior Cost $32
1 day Tues Sep 28 9:30 am-12:30 pm
Sec. 940744 W210C M. Dembrow

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) $20/Senior Cost $16
1 day Thurs Sep 30 9-11 am
Sec. 940705 VT450 Staff

It is today that we must create the world of the future.

Eleanor Roosevelt
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.

CES 21370 (2.4 CEU) $95/Senior Cost $76
6 weeks Sep 15 Sec 940236
6 weeks Nov 10 Sec 940227

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 letters.

CES 21512 (2.4 CEU) $95/Senior Cost $76
6 weeks Sep 15 Sec 940237
6 weeks Oct 20 Sec 940219

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.

CES 21520 (2.4 CEU) $95/Senior Cost $76
6 weeks Sep 15 Sec 940238

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.

CES 21496 (2.4 CEU) $95/Senior Cost $76
6 weeks Sep 15 Sec 940220
6 weeks Oct 20 Sec 940246
6 weeks Nov 10 Sec 940247

Administrative Assistant Fundamentals Online
Discover and master the essentials of managerial and staff support, information and records management, communications technology, travel and meeting coordination, space planning and office ergonomics.

CES 21497 (2.4 CEU) $95/Senior Cost $76
6 weeks Sep 15 Sec 940223

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 22243 (2.4 CEU) $95/Senior Cost $76
6 weeks Oct 20 Sec 940235

Starting a Consulting Practice Online
Do you have training or knowledge that could be useful to others? Learn the complete process of starting and operating a consulting practice.

CES 21370 (2.4 CEU) $95/Senior Cost $76
6 weeks Sep 15 Sec 940236
6 weeks Nov 10 Sec 940227

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 21793 (2.4 CEU) $95/Senior Cost $76
6 weeks Sep 15 Sec 940228

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 217201 (2.4 CEU) $95/Senior Cost $76
6 weeks Oct 20 Sec 940231

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.

CES 21347 (2.4 CEU) $95/Senior Cost $76
6 weeks Oct 20 Sec 940210

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

**COMPUTERS**

**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.  

**Keyboarding Basics: Easy & Slow Pace**
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 class does not focus on typing speed.

**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.  

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<tr>
<th>Course Code</th>
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<th>Days</th>
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<th>Instructor</th>
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<tbody>
<tr>
<td>CES 1909</td>
<td>(1.6 CEU)</td>
<td>MS Windows—An Introduction</td>
<td>6 weeks</td>
<td>Wed &amp; Mon</td>
<td>Oct 27, 9-11:40 am</td>
<td>M. Wilson</td>
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<tr>
<td>CES 1829</td>
<td>(1.6 CEU)</td>
<td>Excel 1: An Introduction to Spreadsheets</td>
<td>6 weeks</td>
<td>Thurs</td>
<td>Nov 4, 6-8:40 pm</td>
<td>M. Brown</td>
</tr>
</tbody>
</table>

**Word 1: An Introduction to Word Processing**
Learn the basic features of Microsoft Word 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 or equivalent knowledge.

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<th>Course Code</th>
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<td>(1.6 CEU)</td>
<td>Word 1: An Introduction to Word Processing</td>
<td>6 weeks</td>
<td>Thurs</td>
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<td>M. Brown</td>
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<tr>
<td>CES 1868</td>
<td>(1.6 CEU)</td>
<td>Excel 2: Advanced Features</td>
<td>6 weeks</td>
<td>Wed</td>
<td>Nov 4, 6-8:40 pm</td>
<td>M. Brown</td>
</tr>
</tbody>
</table>

**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.

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<th>Course Code</th>
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<td>CES 6688</td>
<td>(1.6 CEU)</td>
<td>Excel 2: Advanced Features</td>
<td>6 weeks</td>
<td>Wed</td>
<td>Nov 4, 6-8:40 pm</td>
<td>M. Brown</td>
</tr>
</tbody>
</table>

**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.

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<thead>
<tr>
<th>Course Code</th>
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<td>Sep 21, 6:30-9:10 pm</td>
<td>J. Spence</td>
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</table>

**Excel 1: An Introduction to Spreadsheets**
Learn the basic features of Microsoft Excel in the Windows environment. Explore the capabilities of this software package in a hands-on class as you create professional spreadsheets. You will work with formulas and functions, formatting techniques, and creating charts. **Prerequisite:** CES 1909 MS Windows—An Introduction or equivalent knowledge, and familiarity with basic math functions.

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<th>Course Code</th>
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<td>6 weeks</td>
<td>Tues</td>
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</tbody>
</table>

**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.

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<tr>
<th>Course Code</th>
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<td>Wed</td>
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**Access 1: An Introduction to Database Management**
Computerized databases let you store large amounts of information and retrieve all or part of the information as needed. Discover how to use Access to manage data that can be organized into lists of related information. Learn to identify and work with a relational database, build a database, create and edit tables and records, and create and modify forms, reports and queries. **Prerequisite:** CES 1829 Word Level 1 or CES 1813 Excel 1 or equivalent knowledge.

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<td>(1.6 CEU)</td>
<td>Access 1: An Introduction to Database Management</td>
<td>6 weeks</td>
<td>Mon</td>
<td>Sep 20, 6-8:40 pm</td>
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</table>
Access 2: Advanced Features
Learn advanced concepts of form development and design, report development and design, information sharing with other MS Office programs, the creation of Data Access Pages, creating advanced and multiple table queries, managing database objects and managing the Access Database. Prerequisite: CES 6556 Access 1: An Introduction to Database Management or equivalent knowledge.

Adobe InDesign CS5—Level 2
Continue to explore the fundamentals of Adobe InDesign CS5. Topics include: in-depth information and hands-on experience with the InDesign interface; creating, importing and editing text and graphic content; creating and formatting tables, table of contents, an index, creation of a book file and exporting an InDesign file to PDF. Prerequisite: CES 6139 Adobe InDesign—Level 1 or equivalent knowledge.

Photoshop CS5 for Beginners—Fast & Easy
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 computer knowledge.

Photoshop CS5—Level 2: Practical Features
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 working on layers, paths and masks. Prerequisite: CES 6063 Photoshop for Beginners or equivalent knowledge.

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.

Adobe InDesign CS5—Level 1
Adobe InDesign CS5 software breaks down the barriers between online and offline publishing. Learn to understand and use the fundamentals of this powerful interactive software. Topics include: in-depth information and hands-on experience with the InDesign interface; document creation and layout; preferences, margin, column and ruler guide; Master and Document pages; page elements; typography; OpenType fonts; and text editing, paragraph and object styles. Prerequisite: CES 1909 MS Windows—An Introduction or equivalent computer knowledge.

Photoshop Elements 8.0
Congratulations! You have entered the digital world of photography and found how easy it can be to use that digital camera. Now, what do you do with all of the pictures? Try the fun and easy to use Adobe Elements 8.0 software to organize, transform, and perfect your pictures. This class is not compatible with Macintosh computers. Prerequisite: CES 1909 MS Windows—An Introduction or equivalent computer knowledge.

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.

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.

All about Social Media & Blogging
It took television 13 years to reach 50 million users; the Internet was able to do this in only four years. It took television 13 years to reach 50 million users; the Internet was able to do this in only four years.

money savings opportunity

PHOTOSHOP CS5 SERIES
This money savings series is a real value and includes the following 2 classes:
- CES 6063 Photoshop CS5 for Beginners
- CES 6085 Photoshop CS5—Level 2

See class descriptions for more information. Prerequisite: CES 1909 MS Windows—An Introduction or equivalent knowledge.
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.

<table>
<thead>
<tr>
<th>CES2 6123 (1.6 CEU)</th>
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<td>Sec. 940010 A5220</td>
<td>B. Gasperosky</td>
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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: CES2 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.

<table>
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<tr>
<th>CES2 6130 (1.6 CEU)</th>
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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.

<table>
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<tr>
<th>CES2 6149 (4.8 CEU)</th>
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<td>Sec. 940017 VT450</td>
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Achieving Top Search Engine Positions for Your Web Site
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.

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<th>CES2 1251 (2.4 CEU)</th>
<th>$95/Senior Cost $76</th>
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<td>6 weeks Oct 20</td>
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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.

<table>
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<th>CES 6720 (2.4 CEU)</th>
<th>$95/Senior Cost $76</th>
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<tr>
<td>6 weeks Oct 20</td>
<td>Sec. 940255</td>
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<td>6 weeks Nov 10</td>
<td>Sec. 940256</td>
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NEW 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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<th>CES 6152 (2.4 CEU)</th>
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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. Requirements: Macromedia Dreamweaver software.

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<td>6 weeks Nov 10</td>
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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. Requirements: Adobe Flash Pro CS4.

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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.

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<th>CES 6947 (2.4 CEU)</th>
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<tr>
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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.

<table>
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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.

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<td>6 weeks Nov 10</td>
<td>Sec. 940259</td>
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REAL ESTATE
Real Estate Continuing Education
This class fulfills the State of Michigan requirement for license renewal for the current year for licensed real estate brokers or salespeople. It also provides excellent information for anyone involved in real estate. Topics include real estate contracts, license law changes, new real estate law, fair housing laws and mortgage and lender information. Lunch is included.

<table>
<thead>
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<tr>
<td>Sec. 940310 VT500</td>
<td>N. George</td>
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</table>

NEW 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.

<table>
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<tr>
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<td>6-9 pm</td>
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<td>Sec. 940304 BTC170</td>
<td>Staff</td>
</tr>
<tr>
<td>1 day Wed Dec 1</td>
<td>6-9 pm</td>
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<tr>
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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 2007 software; completion of CES 6725 QuickBooks: An Introduction, or equivalent knowledge. This class is not compatible with Macintosh computers.

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<thead>
<tr>
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<tr>
<td>6 weeks Oct 20</td>
<td>Sec. 940214</td>
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GRANT FUNDING

Obtaining Grant Funding for Your School or Organization
With increased emphasis on federal dollars, the time may never be better to seek grant funding for your school or not-for-profit organization. Gain an understanding of the grant process and how to apply for grants from start to finish. Learn to complete a “Strengths, Weaknesses, Opportunities and Threats” (SWOT) analysis and a project outline for your project, do online research, and edit and critique actual proposals.

CSES2 1551 (2.4 CEU) $95/Senior Cost $76 6 weeks  Nov 10  Sec. 940269

Advanced Grant Writing
Take your grant writing capabilities to the next level. Improve your likelihood of success in acquiring grants by preparing a well written proposal, creating and justifying a detailed budget and preparing a project evaluation plan. Understand and avoid common proposal mistakes. Complete and critique a concept proposal as part of the class.

CSES2 1501 (1.6 CEU) $245/Senior Cost $196 4 weeks  Sat Oct 30 8:30 am-12:30 pm  Sec. 940105 VT405

A to Z Grant Writing: Relationship Focused Online
Explore how to research and develop relationships with potential funding sources, organize grant writing campaigns, and prepare proposals.

CSES2 1230 (2.4 CEU) $95/Senior Cost $76 6 weeks  Sep 15  Sec. 940205

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.

CSES2 1452 (2.4 CEU) $95/Senior Cost $76 6 weeks  Oct 20  Sec. 940233

See Online Class Information on page 47 for specific requirements.

NEW 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.

CSES2 1564 (2.4 CEU) $95/Senior Cost $76 6 weeks  Nov 10  Sec. 940215

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.

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 class cost.

CSES 1504 (1.6 CEU) $245/Senior Cost $196 5 weeks  Wed Sep 8 6:30-9:40 pm  Sec. 940104 VT405  R.A. Zeigler

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.

CSES 1388 (1.6 CEU) $245/Senior Cost $196 4 weeks  Sat Oct 2 8:30 am-12:30 pm  Sec. 940101 VT405  J. Hustick

Managing & Resolving Conflict
As a manager, one of your duties is to minimize and resolve the conflicts that inevitably occur. Learn the difference between destructive and constructive conflict, how to create a positive work environment, and the various methods to deal with conflicts, including negotiation, collaboration and compromise. Get an understanding of what causes and perpetuates conflicts and how to turn problems into constructive events. All materials are included in the class cost.

CSES 1448 (1.6 CEU) $245/Senior Cost $196 5 weeks  Wed Oct 13 6:30-9:40 pm  Sec. 940102 VT405  R.A. Zeigler

How to Build High-Performance Teams
Teams that perform at peak level are efficient in achieving goals and effective in getting the job done. Discover the components of high-performance teams and explore the dynamics involved in building and managing highly successful workgroups. Topics include: team communication; task and process behaviors; handling the challenges of apathy, groupthink, domineering personalities, and passive roadblocks. All materials are included in the class cost.

CSES 1454 (1.6 CEU) $245/Senior Cost $196 4 weeks  Sat Oct 30 8:30 am-12:30 pm  Sec. 940105 VT405  J. Hustick

Shared Leadership: Developing a Strategy for Success
As a manager, you need to evaluate your leadership role and learn to empower workers to keep up with today's shifting workplace conditions. Explore why sharing is better for everyone. Learn to "read the room," handle project groups, and enable creativity to flourish and more. Enthusiastic and creative employees will be the result after you develop new leadership skills. All materials are included in the class cost.

CSES 1989 (1.6 CEU) $245/Senior Cost $196 5 weeks  Tues Nov 16 6:30-9:40 pm  Sec. 940103 VT445  R.A. Zeigler

734-462-4448 | www.schoolcraft.edu/cepd 13
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 (.6 CEU) $69/Senior Cost $55.20
3 weeks Tues Sep 21 6:30-8:30 pm
Sec. 940402 LA410 W. Connell

Mutual Fund Investing
Although mutual funds are a very popular investment choice, most investors don’t have a strong understanding of what they are and how they work. Increase your knowledge to include how mutual funds and exchange-traded funds (ETF) are structured and categorized, how to evaluate them for future. Learn the basic concepts of estate and insurance planning, financial planning, and debt management.

CES 1490 (.6 CEU) $69/Senior Cost $55.20
3 weeks Tues Oct 12 6:30-8:30 pm
Sec. 940403 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 (.6 CEU) $69/Senior Cost $55.20
3 weeks Tues Nov 2 6:30-8:30 pm
Sec. 940404 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.

 CES 1492 (.6 CEU) $69/Senior Cost $55.20
3 weeks Tues Nov 23 6:30-8:30 pm
Sec. 940405 LA410 W. Connell

Debt Elimination That Works Online
Learn specific, powerful and proven strategies to get completely out of debt and live a stress-free lifestyle.

CES 5140 (2.4 CEU) $95/Senior Cost $76
6 weeks Sep 15 Sec. 940241
6 weeks Oct 20 Sec. 940253
6 weeks Nov 10 Sec. 940254

money savings opportunity

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<thead>
<tr>
<th>FINANCIAL PLANNING SERIES</th>
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<tr>
<td>This money savings series is a real value and includes the following 4 classes:</td>
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<tr>
<td>• CES 1488 Financial Markets &amp; Securities: An Introduction</td>
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<tr>
<td>• CES 1490 Mutual Fund Investing</td>
</tr>
<tr>
<td>• CES 1489 Structuring a Stock Portfolio</td>
</tr>
<tr>
<td>• CES 1492 Financial &amp; Estate Planning: An Introduction</td>
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See descriptions for more information.

| CES 1487 (.2 CEU) $249/Senior Cost $199.20 |
| 12 weeks Tues Sep 21 6:30-8:30 pm |
| Sec. 940401 LA410 W. Connell |

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

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 investment risks and make informed decisions about your finances. Receive a 226-page illustrated textbook as part of the class.

CES 5129 (.6 CEU) $49/Senior Cost $39.20
2 weeks Sat Oct 2 9 am-12 pm
Sec. 940407 LA200 M. Rajput

| CES 6143 (3.0 CEU) $349/Senior Cost $279.20 |
| 12 weeks Tues Sep 21 6-9 pm |
| Sec. 940604 AS940 J. Canfield |

Practical Accounting I
Are you seeking practical bookkeeping and common accounting knowledge for either a small business, career enhancement, or to gain a better understanding of accounting procedures? Learn basic accounting and tax theory, how to track financial information, and prepare simple financial statements. Individual situations and solutions will be addressed. Class assignments will be completed via the Web at home or in the college computer labs.

CES 1170 (3.2 CEU) $129/Senior Cost $103.20
12 weeks Mon Oct 4 6-8:40 pm
Sec. 940601 MC125 B. Goldman

National Career Development
www.schoolcraft.edu/cedp  734-462-4448

NEW 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.

CES 1565 (4.8 CEU) $145/Senior Cost $116
13 weeks Wed Sep 8 (No class 9/22) 6-9 pm
& Sat Oct 23, 30 Nov 20 9am-12 pm
Sec. 940603 MC155 B. Goldman, H. Goldman

Practical Accounting II
Need to know more? Continue learning the essentials of accounting principles relating to notes payable and receivable, allowance for doubtful accounts, inventory valuation, partnerships, corporations, manufacturing accounting and preparing the statement of cash flow. Class assignments will be completed via the Web at home or in the college computer labs. Prerequisite: CES 1170 Practical Accounting I or equivalent knowledge.

CES 1547 (3.2 CEU) $129/Senior Cost $103.20
11 weeks Thurs Sep 30 6-8:55 pm
Sec. 940602 MC125 B. Goldman

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 Sep 15 Sec. 940270

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 Class.

CES 1540 (2.4 CEU) $95/Senior Cost $76
6 weeks Oct 20 Sec. 940260

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. Requirements: QuickBooks software.

CES 6725 (2.4 CEU) $95/Senior Cost $76
6 weeks Sep 15 Sec. 940254
6 weeks Oct 20 Sec. 940242

See Online Class Information on page 47 for specific requirements.
TEACHER RECERTIFICATION

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
» Online classes are 6 weeks
» Class fee $105/Senior Cost $84
» Try before you buy—sample the first 2 sessions

**Understanding Adolescents Online**
CES 0925 | Sep 15 | Sec. 949605
          | Nov 10 | Sec. 949628

**Differentiated Instruction in the Classroom Online**
CES 0920 | Sep 15 | Sec. 949608

**Teaching Students with Learning Disabilities Online**
CES 0928 | Sep 15 | Sec. 949610
          | Nov 10 | Sec. 949632

**Teaching Students with Autism Online**
CES 0932 | Sep 15 | Sec. 949641
          | Nov 10 | Sec. 949642

**The Creative Classroom Online**
CES 0908 | Sep 15 | Sec. 949601
          | Nov 10 | Sec. 949634

**Solving Classroom Discipline Problems Online**
CES 0913 | Sep 15 | Sec. 949602
          | Nov 10 | Sec. 949633

**Solving Classroom Discipline Problems 2 Online**
CES 0929 | Oct 20 | Sec. 949643

**Creating the Inclusive Classroom Online**
CES 0930 | Oct 20 | Sec. 949645

**Ready, Set, Read Online**
CES 7316 | Sep 15 | Sec. 949603
          | Oct 20 | Sec. 949639
          | Nov 10 | Sec. 949640

**Enhancing Childhood Language Development Online**
CES 0898 | Sep 15 | Sec. 949606
          | Oct 20 | Sec. 949614
          | Nov 10 | Sec. 949612

**Guided Reading: Strategies for the Differentiated Classroom Online**
CES 7329 | Sep 15 | Sec. 949647
          | Nov 10 | Sec. 949648

**Teaching Writing: Grades 4–6 Online**
CES 7338 | Oct 20 | Sec. 949649

**Response to Intervention: Reading Strategies That Work Online**
CES 7337 | Oct 20 | Sec. 949651

**NEW Integrating Technology in the Classroom Online**
CES 2 6153 | Sep 15 | Sec. 949622

**The Classroom Computer Online**
CES 2 6122 | Oct 20 | Sec. 949609

**Creating a Classroom Web Site Online**
CES 2 6137 | Oct 20 | Sec. 949661

**Easy Classroom Podcasting Online**
CES 2 6142 | Oct 20 | Sec. 949623

**Using the Internet in the Classroom Online**
CES 0911 | Oct 20 | Sec. 949620

**Guiding Kids on the Internet Online**
CES 0924 | Sep 15 | Sec. 949664

**Creating Web Pages Online**
CES 6 720 | Sep 15 | Sec. 949621
          | Nov 10 | Sec. 949636

**NEW Designing Effective Web Sites Online**
CES 2 6152 | Oct 20 | Sec. 949624

**A to Z Grant Writing: Relationship Focused Online**
CES 2 1230 | Sep 15 | Sec. 949617
          | Nov 10 | Sec. 949615

**Writing Effective Grant Proposals: Content Focused Online**
CES 2 1452 | Oct 20 | Sec. 949618

**NEW Advanced Grant Proposal Writing Online**
CES 2 1564 | Nov 10 | Sec. 949625

**Merrill Ream Speed Reading Online**
CES 7 231 | Sep 15 | Sec. 949619
          | Nov 10 | Sec. 949626

**Speed Spanish Online**
CES 3 459 | Sep 15 | Sec. 949630

**Speed Spanish 2 Online**
CES 3 532 | Oct 20 | Sec. 949631

**Speed Spanish 3 Online**
CES 3 571 | Nov 10 | Sec. 949611

**Writing for Children Online**
CES 7 304 | Sep 15 | Sec. 949607
          | Nov 10 | Sec. 949638
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 6 continuing education contact hours for nurses. One hour lunch is not included in CEU total.
CES 4151 (.6 CEU) $105/Senior Cost $84
1 day Fri Oct 15 9 am-4 pm
Sec. 944114 AS378 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. Card is valid for two years. 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) $85/Senior Cost $68
1 day Fri Oct 29 9 am-2 pm
Sec. 944101 AS378 J. Nicholas

New Conflict Resolution Strategies for Nurses
Since you can’t always prevent conflict, it is important to learn how to manage it in productive ways so it does not turn destructive. Gain a deeper understanding of conflict in the workplace and identify five conflict styles. Simulate conflict scenarios and role play conflict resolution strategies. This training will provide nurses with evidenced-based conflict resolution strategies that can be employed in common workplace scenarios. This class is worth 3 continuing education contact hours for nurses.
CES 4293 (.3 CEU) $49/Senior Cost $39.20
1 day Mon Sep 20 6-9 pm
Sec. 944102 BTC370 C. Zito

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 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 Sep 25 8 am-4:30 pm
Sec. 944108 AS520 C. Wedel NP-C, APRN-BC

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) $99/Senior Cost $79.20
1 day Sat Oct 9 8 am-4:30 pm
Sec. 944104 AS120 M. Siegel, RN

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 4282 (.8 CEU) $99/Senior Cost $79.20
1 day Sat Oct 23 8 am-4:30 pm
Sec. 944111 AS920 D. Denison RN, MSN

Medical Terminology: A Word Association Approach
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 CEU) $95/Senior Cost $76
6 weeks Sep 15 Sec. 940208

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.
CES 7318 (2.4 CEU) $155/Senior Cost $124
12 weeks Wed Sep 22 6-8 pm
Sec. 946103 BTC370 Staff

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.
CES 7097 (2.4 CEU) $155/Senior Cost $124
12 weeks Mon Sep 27 6-8 pm
Sec. 946102 BTC370 Staff

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, underlining each word with your finger with little comprehension? This class offers basic reading strategies for students returning to college, ESL students, or 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 Sep 23 6-8 pm
Sec. 946801 AS378

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 Sep 15 Sec. 940238
6 weeks Oct 20 Sec. 940216

See Online Class Information on page 47 for specific requirements.
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 Oct 12 5:30-8:30 pm
Sec. 946401 BTC170 T. Lamb

TEST PREPARATION
Test Taking Improvement: Back to the Basics
Alleviate your fear of test taking by learning techniques successfully to 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.

Ces 0349 (.3 CEU) $55/Senior Cost $44
1 day Sat Oct 9 10 am-1 pm
Sec. 946215 LA100 C. Ciccelli
1 day Sat Dec 4 10 am-1 pm
Sec. 946214 LA100 C. Ciccelli

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 helpful test-taking strategies while becoming familiar with the GED test format. Review and evaluate your abilities in English, writing, reading, and math, which includes instruction on the Casio FX-260 calculator. This class is not intended as a substitute for GED instruction.

Ces 7278 (1.2 CEU) $119/Senior Cost $95.20
4 weeks Sat Sep 11 10 am-1 pm
Sec. 946209 LA230 J. Lehman
4 weeks Sat Oct 16 10 am-1 pm
Sec. 946210 LA230 J. Lehman
4 weeks Sat Nov 20 10 am-1 pm
Sec. 946211 LA230 J. Lehman

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.

Ces 0851 (3.2 CEU) $395/Senior Cost $316
8 weeks Sat Sep 25 9 am-1 pm
Sec. 946202 LA405 Staff

Graduate Management Admission Test (GMAT) Preparation Workshop
Enhance your math and verbal skills and learn various test-taking strategies that will help you score to your highest potential on the GMAT. 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.

Ces 0850 (3.2 CEU) $395/Senior Cost $316
8 weeks Sat Sep 18 9 am-1 pm
Sec. 946206 LA420 Staff

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.

Ces 0857 (3.2 CEU) $395/Senior Cost $316
8 weeks Sat Sep 18 9 am-1 pm
Sec. 946212 LA425 Staff

Test of English as a Foreign Language (TOEFL) Preparation Workshop
Be well prepared to answer questions on the TOEFL iBT (Internet-based test). Learn valuable test-taking strategies and review all required test points. Class sessions will provide hands-on experience with 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.

Ces 0849 (2.7 CEU) $259/Senior Cost $207.20
9 weeks Sat Oct 9 10 am-1 pm
Sec. 946213 AS220 E. Rande

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. 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.

Ces 4296 (1.5 CEU) $125/Senior Cost $100
5 weeks Sat Sep 11 8:30-11:30 am
Sec. 946201 LA260 P. Schneider
5 weeks Sat Oct 2 12 pm-3 pm
Sec. 946216 LA260 P. Schneider

Youth Test Prep
See page 44 for these additional classes:

» Pre-Scholastic Aptitude Test (PSAT) Preparation Workshop
» Scholastic Aptitude Test (SAT) Preparation Workshop
» American College Testing (ACT) Preparation Workshop
» American College Testing (ACT) Preparation Workshop Online Class

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 10, 16 & 17 for classes offered this semester.
For more information call the Schoolcraft Learning Assistance Center at 734-462-4436.

734-462-4448 | www.schoolcraft.edu/cepd 17
PERSONAL ENRICHMENT

FAMILY LIVING

Caregiver Skills class pricing 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 Caregiver Skills: Creating a Safe Environment/CPR AED Training
Create an environment as barrier-free and handicapped-accessible as possible to support people with decreased sight and hearing, loss of strength and balance, and forgetfulness. Learn to identify safety concerns, create a plan to remedy them, and earn an American Health and Safety Institute CPR/AED card to deal with emergency situations. Daytime classes have a one hour lunch which is not included in CEU total.

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<tr>
<td>CES 5224</td>
<td>$10</td>
<td>Oct 2</td>
<td>8 am-5 pm</td>
<td>Staff</td>
</tr>
<tr>
<td>CES 5225</td>
<td>$10</td>
<td>Oct 16</td>
<td>8 am-5 pm</td>
<td>M. Siegel, RN</td>
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<tr>
<td>CES 5226</td>
<td>$10</td>
<td>Oct 30</td>
<td>8 am-4 pm</td>
<td>J. Gabriel, CMC</td>
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NEW Caregiver Skills: Basic Care Giving & Personal Care Skills
Assisting another person with such necessities as eating, walking, dressing, taking medication, and managing chronic health problems can be quality time together once you get over the awkwardness. In a hands-on setting with a nursing instructor, you will learn the strategies and skills to become more comfortable and confident taking on a caregiving role. Daytime classes have a one hour lunch which is not included in CEU total.

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<td>CES 5227</td>
<td>$10</td>
<td>Nov 13</td>
<td>8 am-12 pm</td>
<td>Staff</td>
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NEW Caregiver Skills: Nutrition Knowledge
Eating healthy is a challenge for many adults. Inadequate intake of calories and nutrients limits function and impairs the quality of life. Caregivers will learn about general nutrition, food safety and special dietary concerns. Later, enjoy a cooking demonstration and receive a variety of recipes addressing various health concerns. Daytime classes have a one hour lunch which is not included in CEU total.

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<tr>
<td>CES 5228</td>
<td>$10</td>
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NEW 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 the basics about funeral options and costs.

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<tr>
<td>CES 7283</td>
<td>$15/Senior Cost $12</td>
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<td>N. Finlayson</td>
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LIFELONG LEARNERS

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:

1. CES 6155 Exploring the World Wide Web: Social Media
2. CES 7283 Michigan Lighthouses: Towers of History
3. CES 3624 Heroes & Scoundrels in DIA Art
4. CES 0947 Volunteering During Retirement: It’s Good for Your Soul

See descriptions for more information.

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<th>Fee</th>
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<tr>
<td>CES 7243</td>
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<td>Sep 10, 29 Nov 19</td>
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NEW Exploring the World Wide Web: Social Media
Social media is a catch-all phrase for a number of different Web technologies and sites. Have you heard the terms Facebook, Twitter, Wiki and YouTube? Do your kids and grandkids twitter, tweet and blog? Have some fun and learn all about various forms of social media, how they are used, and the lingo associated with them. Learn to navigate the challenges and celebrate the joys of technology.

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<td>CES 7283</td>
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NEW Heroes & Scoundrels in DIA Art
We all love stories. Look at tales of villains and heroes through the art collection of the Detroit Institute of Arts. From Ancient Egypt to modern day America, good and evil has been a prime source of inspiration. Experience a range of responses to this subject from serious to romantic, and deviant to irreverent.

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NEW Michigan Lighthouses: Towers of History
Michigan has more than one hundred and fifteen lighthouses—the most of any state! These beacons in the night have a wonderful and colorful history. Learn lighthouse terminology and characteristics, and gain an understanding of the lighthouse keeper’s role, and present day restoration efforts. Enjoy an “enlightening” presentation using a slide/lecture format introducing you to many of Michigan’s grand structures.

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NEW Volunteering During Retirement: It’s Good for Your Soul
Find out how you can stay active and engaged through volunteer work. Discover the benefits to you and the volunteer organization. Learn how to find volunteer options and how to choose a good fit for you. Meet a “volunteer expert” who can show you how the value of adding your effort to the work of others can make everyone’s life better.

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The Conversation & Coffee classes are always interesting and widen my perspective of the world.

Nancy R.
**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!!

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**Cooking 101: Skill Development**

In this relaxed and comfortable environment you will learn basic cooking terminology and techniques. Learn how to properly use basic knives and hand tools and discover safe and sanitary methods for food preparation. This class 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.

**Discover Raw Foods**

Discover the exciting world of raw foods. Learn what raw means, what food groups are represented and why one would eat “raw.” Learn the art of soaking, sprouting and dehydrating to maximize nutrients and discover great recipes utilizing these techniques. Open up a whole new culinary world by seeing how eating raw foods is appetizing and nutritionally complete.

**Polished Polish Cooking**

If the only time of year you eat Polish food is for Paczek day you are missing such flavorful food. Learn how to make perfect pierogies (Polish dumplings), golabki (stuffed cabbage), kielbasa (Polish sausage), and other traditional Polish entrees. Come hungry and sample all the wonderful Polish dishes demonstrated, and leave saying “Smaczne!”

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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 class is strongly recommended for Schoolcraft College’s CES Pastry and Baking hands-on Culinary Arts classes, unless otherwise noted.

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**NEW Endless Summer: Canning, Freezing & Preserving**

Discover ways to enjoy summer’s just picked flavors all year long. Learn to easily keep summer foods tasty and nutritious through such preserving methods as canning, freezing and dehydration. Get tips on the preserving processes, which produce fares better with which process, and what to look for when selecting produce. See sure-fire recipes demonstrated and enjoy tastings.

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**NEW Cuisine of India**

Indian cooking is often distinguished by the use of larger varieties of vegetables and spices than many other well-known cuisines. Focus on Indian vegetarian traditions that create balanced dishes with exotic flavors. See an assortment of wonderful dishes you can duplicate at home, impressing family and friends with the illusion of hard work as you gain the skills to pull a proverbial rabbit out of a hat.

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**Contact Information**

734-462-4448  |  www.schoolcraft.edu/cepd
Fabulous Holiday Party Plan  New Recipes!
This is the year you invite everyone to your house for the holidays. Entertain with confidence and ease and learn to prepare exciting holiday dishes including dazzling platters, hot foods, appetizers and sophisticated sweets. Discover how to set a holiday table with flair. Come hungry. We’ll enjoy samplings of every recipe demonstrated.
CES 5111  (.4 CEU)  $99/Senior Cost $79.20
1 day  Sat  Nov 13  9 am-1 pm
Sec. 941014  VT630A  K. Lewton

Contemporary Mexican Food  New Recipes!
Learn what contemporary Mexican Food is all about. Discover how to prepare 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 entrée 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  Nov 16  6-9 pm
Sec. 941017  VT630  A. Perez

Traditional Thanksgiving Dinner
It’s your turn to host Thanksgiving Dinner. Relax! With a little planning this will be a holiday to remember. Start with exploring various ways to roast a fresh turkey. Learn the proper way to prepare gravy using poultry stock and pan drippings, while discovering the art of making perfectly seasoned stuffing, autumn vegetables and even pumpkin pie using fresh pumpkins! “Happy Thanksgiving!”
CES 2262  (.3 CEU)  $105/Senior Cost $84
1 day  Thurs  Nov 18  6-9 pm
Sec. 941041  VT630  J. Gabriel, CMC

My Big Fat Greek Holiday
Holidays in Greece are celebrated with family and friends around tables laden with the foods of the season. Learn how to prepare traditional Greek holiday foods: tsoureki [tsoo-REH-kee]—the braided Greek Easter bread; baklava [BAHK-lah-vah]—a sweet dessert consisting of many layers of butter-drenched phyllo pastry, spices and chopped nuts; and koulourakia [kii-loo-RAHK-yah]—Greek butter cookies. Discover the techniques behind the recipes to create these one-of-a-kind tastes.
CES 2403  (.3 CEU)  $89/Senior Cost $71.20
1 day  Tues  Dec 14  6-9 pm
Sec. 941001  VT630  G. Rapitis

NEW Home-Cook’s Night Out: Hands-on
People regularly plan nights out for hobbies, sport and fellowship. If cooking is your passion, make Friday evenings your cooking night out! Each week focus on a skill or the preparation of a particular type of food including meats, fish, poultry, salads and breads. Refine your skills, make new friends, while enjoying an evening of fine food. The final evening culminates with a class sit-down dinner. Bring a chef jacket and a basic set of knives. Call 734-462-4448 for details.
CES 2430  (.2 CEU)  $395/Senior Cost $316
8 weeks  Fri  Oct 1  6-9 pm
Sec. 941005  VT630  J. Gabriel, CMC

I enjoyed the class. It was so much fun.
The instructor clearly has a love for what he does and for sharing his knowledge.
Pam P., My Big Fat Greek Holiday student
Italian Desserts: Hands-on
Italy is well known for its savory traditional cuisine and delicious desserts. Italian treats range in flavor from slightly bitter to fairly sweet and can include an endless array of chocolates, cookies and other enticing offerings. Explore the fundamentals of Italian desserts and gain the skills and confidence to create your own Italian classics. Please bring a paring knife.

CES 2348  (.3 CEU)  $109/Senior Cost $87.20
1 day  Wed  Oct 6  6-9 pm
Sec. 941012  VT635  J. Decker, CMPC

Perfect Pies & Tarts: Hands-on
Have you wondered over the ability of some people to make the perfect pie crust dough every time? Become one of them. Gain professional tricks-of-the-trade secrets to making delectable pie crust you can use with endless recipes. Roll up your sleeves and create pies and tarts guaranteed to satisfy the most discerning pastry lover. Please bring a paring knife.

CES 2281  (.3 CEU)  $109/Senior Cost $87.20
1 day  Wed  Oct 20  9 am-12 pm
Sec. 941004  VT635  J. Decker, CMPC

Cake Decorating with Buttercream: Hands-on
You’ll find that no other icing 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. Gain the skills you need to make your cakes 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.

CES 2329  (.4 CEU)  $119/Senior Cost $95.20
1 day  Sat  Oct 30  9 am-1 pm
Sec. 941036  VT635  M. Haught, CEC, CEPC

NEW French Tortes: Hands-on
Created in the European tradition, most people think of tortes as chocolate. However, these rich cakes, made with little or no flour, have a distinct French history beyond the chocolate. Learn how to make the classic chocolate torte, but also how to make fruit-based and nut-based tortes.

CES 2431  (.4 CEU)  $119/Senior Cost $95.20
1 day  Sat  Nov 20  9 am-1 pm
Sec. 941019  VT635  M. Haught, CEC, CEPC

NEW Farmers Market Tour & Cooking Experience: Hands-on
Take a unique culinary tour of Michigan’s harvest—by foot—without ever leaving Ann Arbor! Stroll through Ann Arbor’s Farmers Market with Master Chef Jeff Gabriel, learning about the myriad of summer fruits, vegetables and organic offerings available locally. Once you’ve selected your favorites, return to Schoolcraft’s state-of-the-art kitchens and prepare an unforgettable vegetarian lunch. Meet outside of the People’s Food Co-op at 8:00 AM. Do an Internet search of People’s Food Co-op Ann Arbor for directions. Close parking is limited, so come early for the best parking opportunities. One hour drive time not included in CEU total.

CES 2432  (.6 CEU)  $119/Senior Cost $95.20
1 day  Sat  Sep 11
Farmers’ Market 8 am-12 pm
American Harvest’s Kitchen 1-3 pm
Sec. 941024  J. Gabriel, CMC

NEW Meat Cutting Basics for the Home Cook: Hands-on
Learn the basic principles of butchery. Experience the professional way to cut steaks and chops, truss and disjoint a chicken, and filet a fish with confidence. Discover how to sharpen and keep your tools as precise as possible—all while maintaining a safe and sanitary environment.

CES 2307  (.3 CEU)  $119/Senior Cost $95.20
1 day  Sat  Sep 18  9 am-12 pm
Sec. 941008  VT625  M. Haight, CEC, CEPC

Knife Skills for Vegetables & Herbs: Hands-on
Did you know that many chefs consider the knife to be the most important tool in the kitchen? Improve your speed and safety in the kitchen by learning knife skills. Discover how to choose the proper knife for the item you’re cutting and how to properly care for your knives. Learn to master basic cuts and how to cut vegetables and herbs. Please bring a chef knife, paring knife and peeler to class.

CES 2363  (.3 CEU)  $89/Senior Cost $71.20
1 day  Thurs  Sep 30  6-9 pm
Sec. 941029  VT620  J. Gabriel, CMC

International Breads: Hands-on
Throughout history breads have played an important role in the heritage of virtually every ethnic group. Learn how to prepare some of these well-known ethnic breads including savory breadsticks, flatbreads, New York style bagels, brioche, German and Swiss rye breads and Italian rustic breads. Begin your own tradition as you prepare these international gems!

CES 2261  (.4 CEU)  $95/Senior Cost $76
1 day  Tues  Oct 5  5:30-9:30 pm
Sec. 941018  VT635  J. Gabriel, CMC

A Mexican Style Breakfast: Hands-on New Recipes!
In Mexico breakfast is known as “el desayuno” which implies super-hardy meals filled with color, spice and flavor. Learn to prepare your own hearty and colorful breakfast consisting of an appetizer and main dish including Mexican style eggs. Complete your breakfast with a refreshing fruit juice and a steaming cup of decadent, flavorful Mexican coffee. Full tool kit required.

CES 2416  (.4 CEU)  $89/Senior Cost $71.20
1 day  Sat  Oct 23  9 am-1 pm
Sec. 941011  VT620  A. Perez

Chicken Cookery: Hands-on New Recipes!
Chicken is healthful, nutritious and easy to prepare. That’s why the average American family of four eats 324 pounds of chicken per year! Think of the money you’ll save when you professionally cut up a whole chicken instead of purchasing chicken parts. Discover new cooking techniques and innovative dinner recipes making chicken the main class at your house.

CES 2203  (.4 CEU)  $109/Senior Cost $87.20
1 day  Tues  Nov 2  6-10 pm
Sec. 941015  VT630  J. Gabriel, CMC
American Harvest Restaurant

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 fall semester, except for school breaks. Dinners during the fall term start Wednesday, September 8. The cuisine is expertly prepared by Schoolcraft students and chef instructors. The menu changes seasonally.

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Wines of the Southern Hemisphere

Although the Southern Hemisphere is producing some exceptional wines, most of us are less familiar with them than we are with French, German, or California wines. Wines from Argentina, Australia, and South Africa are increasing on store shelves and changing both the styles of wines on the market and way consumers view them. Explore and taste these quality wines and see what’s fermenting down under. Students must be 21 years of age.

**CES 2273 (1.0 CEU)**

$169/Senior Cost $135.20

5 weeks Mon Sep 20 7-9 pm

Sec. 941021 W210 L. Hershey

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TIPS—Training for Intervention Procedures

TIPS is a dynamic skills-based training program designed to prevent intoxication, drunk driving, and underage drinking. The program enhances the fundamental “people skills” of servers, sellers and consumers of alcohol. TIPS gives individuals the confidence they need to recognize potential alcohol-related problems and effectively intervene to prevent alcohol-related tragedies. The TIPS certification quiz is included in the class cost and will be taken at the end of class.

**CES 2214 (0.4 CEU)**

$99/Senior Cost $79.20

1 day Thurs Oct 14 5:30-9:30 pm

Sec. 941023 LA200 S. Deanna

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ServSafe

Textbook included. Designed for employees, 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.

**CES 2087 (1.8 CEU)**

$225/Senior Cost $180

2 days Thur & Fri Sep 23 & 24 8 am-5 pm

Sec. 941002 LA200 T. Holewinski

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The Heart of Great Lakes Wines

Michigan, its surrounding states and Ontario, Canada have produced wine for generations. Changes over time to the native grapes of these areas are producing pleasant, high quality and even world-class wines. Enjoy the history and development, as well as, the tasting of these Great Lakes wines in this special class. You must be 21 years of age to attend.

**CES 2196 (1.0 CEU)**

$169/Senior Cost $135.20

5 weeks Mon Nov 8 7-9 pm

Sec. 941022 W210 L. Hershey

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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.
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 Mon Sep 20 6-8 pm
Sec. 946025 AS540 K. Al-Jebori

Mandarin Chinese I Conversational
CES 3279 (2.4 CEU) $139/Senior Cost $111.20
12 weeks Wed Sep 22 5:30-7:30 pm
Sec. 946014 AS374 M. Su

French I Conversational
CES 3054 (2.4 CEU) $139/Senior Cost $111.20
12 weeks Mon Sep 20 6-8 pm
Sec. 946009 MC155 A. Pivetta

German I Conversational
CES 3064 (2.4 CEU) $139/Senior Cost $111.20
12 weeks Tues Sep 21 6-8 pm
Sec. 946007 LA460 H. Fruechtenicht

Hindi I Conversational
CES 3512 (2.4 CEU) $139/Senior Cost $111.20
12 weeks Tues Sep 21 6-8 pm
Sec. 946027 AS374 J. Lukose

Italian I Conversational
CES 3063 (2.4 CEU) $139/Senior Cost $111.20
12 weeks Mon Sep 20 6-8 pm
Sec. 946011 AS830 R. Blanchard

Japanese I Conversational
CES 3149 (2.4 CEU) $139/Senior Cost $111.20
12 weeks Mon Sep 20 6-8 pm
Sec. 946017 MC120 N. Craft

Polish I Conversational
CES 3085 (2.4 CEU) $139/Senior Cost $111.20
12 weeks Thurs Sep 23 6-8 pm
Sec. 946001 LA465 J. Shore

Brazilian Portuguese I Conversational
CES 3564 (2.4 CEU) $139/Senior Cost $111.20
12 weeks Wed Sep 22 6-8 pm
Sec. 946002 TBA K. Delgado

Russian I Conversational
CES 3065 (2.4 CEU) $139/Senior Cost $111.20
12 weeks Mon Sep 20 6-8 pm
Sec. 946013 AS376 A. Kazaroff

Spanish I Conversational
CES 3053 (2.4 CEU) $139/Senior Cost $111.20
12 weeks Tues Sep 21 6-8 pm
Sec. 946028 LA200 M. Grush

“
I have taken Anria DelPizzo’s Italian classes. I enjoyed all of these classes very much as Mrs. DelPizzo is a wonderful teacher. I had never taken any class at Schoolcraft and learning Italian was my first. I have not only learned more about the Italian language but Anria was gracious enough to share her Italian culture. I intend to continue my Italian studies this fall.”

Pat Z., Italian Language student

Languages 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!

French II Conversational
CES 3270 (2.4 CEU) $149/Senior Cost $119.20
12 weeks Thurs Sep 23 6-8 pm
Sec. 946006 MC155 A. DelPizzo

German II Conversational
CES 3350 (2.4 CEU) $149/Senior Cost $119.20
12 weeks Mon Sep 20 6-8 pm
Sec. 946008 LA410 H. Fruechtenicht

Italian II Conversational
CES 3330 (2.4 CEU) $149/Senior Cost $119.20
12 weeks Tues Sep 21 6-8 pm
Sec. 946015 MC155 A. Pivetta

Russian II Conversational
CES 3301 (2.4 CEU) $149/Senior Cost $119.20
12 weeks Tues Sep 21 6-8 pm
Sec. 946024 AS378 T. Karakulina

Spanish II Conversational
CES 3391 (2.4 CEU) $149/Senior Cost $119.20
12 weeks Mon Sep 20 6-8 pm
Sec. 946026 LA200 N. Rodriguez

Language Around the World—Level III

Feel empowered in your business relations, social interactions, and personal relationships as you immerse yourself further into your language. In this lively, but low-stressed atmosphere you will increase your grammar efficiency. Written communication skills will also improve as you begin to put more complex sentences together. Accelerate your social skills and have fun with phone conversations, ordering from a menu, and asking and giving personal information. Nourish a genuine understanding of the people whose language you are acquiring.

Italian III Conversational
CES 3344 (2.4 CEU) $159/Senior Cost $127.20
12 weeks Tues Sep 21 6-8 pm
Sec. 946016 MC125 A. DelPizzo

Spanish III Conversational
CES 3434 (2.4 CEU) $159/Senior Cost $127.20
12 weeks Thurs Sep 23 6-8 pm
Sec. 946003 LA200 N. Rodriguez

734-462-4448  |  www.schoolcraft.edu/cepd  23
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 through books, news articles, and films.

CES 3552 (2.4 CEU) $139/Senior Cost $111.20
12 weeks Thurs Sep 23 5:30-7:30 pm
Sec. 946005 AS374 M. Su

American Sign Language I
American Sign Language is the fourth most commonly used language in the U.S. 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 Mon Sep 20 6-8 pm
Sec. 946019 AS920 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 Tues Sep 28 6-8 pm
Sec. 946010 AS920 T. White

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 class, you’ll be able to renew your Spanish and engage in conversational Spanish in no time.

CES 3459 (2.4 CEU) $95/Senior Cost $76
6 weeks Sept 15 Sec. 940207

Speed Spanish 2 Online
With this follow-up to our popular Speed Spanish class, 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 Oct 20 Sec. 940224

Speed Spanish 3 Online
Accelerate your ability to speak, understand, and read Spanish by taking the final installment in our unique three-part Speed Spanish learning series.

CES 3571 (2.4 CEU) $95/Senior Cost $76
6 weeks Nov 10 Sec. 940232

COMMUNICATION/Writing

What do a nurse, a lawyer, a police officer, a retired English professor and a Vietnam Vet have in common? They like to write! Whether it is a memoir, a journal or a novel, you too can learn to become a creative writer. All of our workshop-style classes are interactive and will give you the tricks of the trade to develop the writing skills you need.

Looking to update your basic writing skills? Try our Writing Refresher or Grammar Refresher classes on page 16.

Fiction Writer’s Workshop
Embrace your creativity and develop your fiction writing skills. Become a better writer by studying the parts of short fiction. Learn how to develop a plot, begin the story, develop your characters, use dialogue, and develop point of view, mood, and action.

CES 7114 (2.4 CEU) $119/Senior Cost $95.20
8 weeks Tues Sep 28 6:30-9:30 pm
Sec. 946104 BTC200 K. Leo

Writing Your Memoirs
Personal essay is memoir and your life is worthy of memoir. Perhaps you want to leave a legacy for your family, or you want a way to set some story straight, the one your relatives got wrong! Learn the basics of memoir writing: how to gather information, put it together, and add your personal style to either one passage in your life or your whole life.

CES 7123 (1.4 CEU) $59/Senior Cost $47.20
2 days Tues & Thur Sep 21 & 23 6:30-9:30 pm
Sec. 946101 BTC200 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 publish a writer’s toolbox. Writerific banishes writer’s block with these tricks from a published writer’s toolbox. Writerific liberates the imaginative, inventive bolts of genius that can

CES 7194 (2.4 CEU) $95/Senior Cost $76
6 weeks Sept 15 Sec. 940226

See Online Class Information on page 47 for specific requirements.

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 skills you need to succeed as a technical writer and develop your ability to translate complex information in easily understood test. You will need Microsoft Word software, any version, for this class.

CES 7221 (2.4 CEU) $95/Senior Cost $76
6 weeks Oct 20 Sec. 940212

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 Sep 15 Sec. 940230

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 Sep 15 Sec. 940211
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 734-462-4436 to schedule an appointment.

ESL I—English as a Second Language
CES 7235 (7.2 CEU) $305/Senior Cost $244
12 weeks Mon & Wed Sep 20 6-9 pm
Sec. 946901 L110 No class 11/24 Staff

ESL II—English as a Second Language
CES 7236 (7.2 CEU) $305/Senior Cost $244
12 weeks Mon & Wed Sep 20 6-9 pm
Sec. 946902 MC110 No class 11/24 S. Sticher

ESL III—English as a Second Language
CES 7261 (7.2 CEU) $305/Senior Cost $244
12 weeks Tues & Thur Sep 21 6-9 pm
Sec. 946906 L110 No class 11/25 E. Rande

ESL IV—English as a Second Language
CES 7262 (7.2 CEU) $305/Senior Cost $244
12 weeks Mon & Wed Sep 20 6-9 pm
Sec. 946907 MBA No class 11/24 Staff

ESL V—English as a Second Language
CES 7285 (7.2 CEU) $305/Senior Cost $244
12 weeks Tues & Thur Sep 21 6-9 pm
Sec. 946909 MC110 No class 11/25 Staff

Accent Reduction I Workshop
Improve your spoken English and 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. You’ll interact with others who are experiencing the same challenges and improve your clarity and ability to follow the English spoken language. The English Language Institute Placement Test is not required for this class. ☢

CES 7298 (4.8 CEU) $255/Senior Cost $204
12 weeks Sat Sep 18 9 am-1 pm
Sec. 946910 LA475 No class 11/27 P. Konfara

NEW Civics for United States Citizenship
Planning to apply for U.S. Citizenship? Get the skills needed to pass your naturalization test and interview. Practice reading, writing, speaking vocabulary and grammar required to pass the exam. Gain basic knowledge of U.S. history, government and civic principles. Prerequisites: 1) ESL Level III, or above speaking ability, 2) must be a lawfully admitted as a permanent U.S. resident, 3) must plan to apply to be a naturalized citizen with the next six months. ☢

CES 0946 (3.6 CEU) $199/Senior Cost $159.20
12 weeks Sat Sep 25 9 am-12 pm
Sec. 946915 LA430 No class 11/27 S. Sticher

TOEFL Test of English as a Foreign Language Preparation Workshop. See page 17.

A-La-Carte ESL Daytime Classes

- Speaking & Listening
- Reading, Writing & Vocabulary
  - Shorter 6 week classes
  - Take in any order or sequence in your level
  - No prerequisite for these classes

Choose the area of the English language on which you would most like to concentrate: speaking and listening or reading, writing and vocabulary. Two levels are offered for each of these classes, beginner to intermediate and intermediate to advanced. Two separate classes of each level are offered per semester. You can enroll in either class without taking the previous session, offering you the flexibility your schedule may require. 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 734-462-4436 to schedule an appointment.

ESL Speaking & Listening 1—Class A
CES 7342 (2.4 CEU) $155/Senior Cost $124
6 weeks Mon & Wed Sep 20 10 am-12 pm
Sec. 946903 MC125 Staff

ESL Speaking & Listening 1—Class B
CES 7343 (2.4 CEU) $155/Senior Cost $124
6 weeks Mon & Wed Nov 1 10 am-12 pm
Sec. 946904 MC125 Staff

ESL Speaking & Listening 2—Class A
CES 7344 (2.4 CEU) $155/Senior Cost $124
6 weeks Tues & Thur Sep 21 10 am-12 pm
Sec. 946905 MC155 Staff

ESL Speaking & Listening 2—Class B
CES 7345 (2.4 CEU) $155/Senior Cost $124
6 weeks Tues & Thur Nov 2 10 am-12 pm
Sec. 946908 MC155 Staff

ESL Reading, Writing & Vocabulary 1—Class A
CES 7346 (1.2 CEU) $79/Senior Cost $63.20
6 weeks Fri Sep 17 9:30-11:30 am
Sec. 946911 MC125 Staff

ESL Reading, Writing & Vocabulary 1—Class B
CES 7347 (1.2 CEU) $79/Senior Cost $63.20
6 weeks Fri Oct 29 9:30-11:30 am
Sec. 946912 MC125 No class 11/26 E. Rande

ESL Reading, Writing & Vocabulary 2—Class A
CES 7348 (1.2 CEU) $79/Senior Cost $63.20
6 weeks Fri Sep 17 12 pm-2 pm
Sec. 946913 MC125 E. Rande

ESL Reading, Writing & Vocabulary 2—Class B
CES 7349 (1.2 CEU) $79/Senior Cost $63.20
6 weeks Fri Oct 29 12 pm-2 pm
Sec. 946914 MC125 No class 11/26 E. Rande
CERAMICS

Ceramics I
Discover the art of ceramics, in a relaxed and creative environment. You will be taught to hand-build and wheel-throw 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.

CERAMICS 3518 (3.3 CEU)
$185/Senior Cost $148
11 weeks Thurs Sep 16 7-10 pm
Sec. 942201 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. Prerequisite: Ceramics I or equivalent knowledge.

CERAMICS 3519 (3.3 CEU)
$185/Senior Cost $148
11 weeks Sat Sep 18 9 am-12 pm
Sec. 942202 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.

CERAMICS 3525 (3.3 CEU)
$185/Senior Cost $148
11 weeks Tues Sep 14 7-10 pm
Sec. 942203 F410 M. Kuhn

NEW Ceramics IV: Textured Hand-building
Through demonstrations and individual projects learn the methods and techniques used to design and assemble complex forms. A new project will be presented and demonstrated each class. Methods are applicable to cone 10 through low-fire Raku firing. Techniques include ultra-thin construction, wheel and slab construction, press molds and creating a variety of textures. This unique ceramic art opportunity features a small interactive class environment for greater exploration of techniques. Prerequisite: Ceramics III or equivalent ceramic experience.

CERAMICS 3626 (3.3 CEU)
$199/Senior Cost $159.20
11 weeks Fri Sep 17 7-10 pm
Sec. 942204 F410 F. Fisher

Independent Study:
Non-Instructional Activity
Dedicated ceramic students are invited to 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.

CERAMICS 0011
$155
11 weeks Sat Sep 18-Dec 4 1-4 pm
Sec. 641101 F410

MEET INSTRUCTOR Frank James Fisher

Since 2006, ceramic instructor Frank James Fisher has taught advanced ceramics at Schoolcraft. Fisher is an established ceramic artist exhibiting his work nationally. He is a ceramic author and regular contributor to several ceramic art publications including; Ceramics Monthly, Pottery Making Illustrated, and Ceramics: Art and Perception. He studied ceramic arts while earning his Bachelor of Fine Arts degree at Central Michigan University.

What inspires Fisher to teach are the ‘artists’ attending his classes. The interaction with student artists fuels his commitment to create interesting classes and think of new ways to better communicate ideas. Frank commented, “Creating art can be an isolating career path. Teaching keeps me connected with artists and seeing new ways of viewing the world.”

When asked why he likes to teach at Schoolcraft, he quickly responded with his top three: 1) The caliber of students. Schoolcraft students possess exceptional artistic talent and the drive to discover and learn more. 2) The administration supports my efforts in the creation of unique and interesting new course offerings. 3) The facilities. An artist needs the best tools to create their best work. Schoolcraft has exceptional facilities.

Fisher has spent his life involved in the arts. “I was artistic as a child, but unlike many children, I just never stopped being an artist as I grew older,” reflects Fisher. His career has brought him success as a painter, photographer, commercial illustrator, graphic designer, and as an advertising and marketing professional. “All this experience shows up in my art. It also gives me a unique insight into the art world.”

You can learn more about Frank James Fisher and view his art at www.frankjamesfisher.com

This fall Frank will be teaching Ceramics IV: Textured Hand-building.
We are pleased to announce that the renovation of our ceramics studio in the Forum Building is now complete. The renovations and improvements to the studio make the space much more practical and functional for teaching and learning.

At Schoolcraft College you can discover the properties of clay, ceramic construction techniques, glazing techniques, ceramic firing techniques and much more.

Join us and get your hands dirty in clay to create sculptural work, decorative pieces and functional clay vessels. Whether you are a beginner, or a novice looking to expand your skills and experience, this is the best place to start.
ART GENERAL

Contemporary Metal Sculpture
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 given the first day of class.

CES 3613 (6.0 CEU) $299/Senior Cost $239.20
15 weeks Tues Sep 7 6-10 pm
Sec. 942601 AS360 M. Machnee

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

CES 3623 (1.5 CEU) $89/Senior Cost $71.20
5 weeks Wed Oct 13 6-9 pm
Sec. 942602 TBA M. Reeds

DRAWING

NEW Basic Perspective Drawing: It’s All About You!
A working knowledge of perspective helps to make your images pop. Work on your art prowess to better gauge accurate proportions, and correct foreshortening using negative space, line, shading, form texture and more. Explore the process in which you identify and use color, value, shape and tone. Different materials will be used to help bring out your skills and creativity. A supply list will be given the first day of class.

CES 3625 (3.0 CEU) $145/Senior Cost $116
10 weeks Mon Sep 20 6-9 pm
Sec. 942103 F370 J. Ruff

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) $145/Senior Cost $116
11 weeks Thurs Sep 23 6-9 pm
Sec. 942102 F400 A. Bacon

Colored Pencil
“I can’t believe that 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 including layering, blending, and burnishing. Come and enjoy learning the different ways to use this versatile and exciting medium.

CES 3356 (2.4 CEU) $129/Senior Cost $103.20
8 weeks Thurs Sep 16 1-4 pm
Sec. 942101 AS378 No class 10/21 S. Eid

PAINTING

Portrait Drawing & Painting I
In this studio class, learn to create a likeness from the live model by accessing 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 class cost.

CES 3521 (3.3 CEU) $199/Senior Cost $159.20
11 weeks Tues Sep 21 6:30-9:30 pm
Sec. 942004 F470 L. Baum

Oil Painting
Share in a long tradition of creating oil paintings. Learn the versatility of oil in Alla Prima painting techniques (of Hals, Valaquez and Manet), color theory and composition, while exploring different subjects and styles. Emphasis is placed on encouraging 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 ODOR-LESS THINNER or mineral spirits, and a small container. Please note, water soluble oils may be used in this class.

CES 3520 (3.3 CEU) $199/Senior Cost $172.20
11 weeks Mon Sep 20 6:30-9:30 pm
Sec. 942002 F470 L. Baum
11 weeks Thurs Sep 23 1-4 pm
Sec. 942001 F470 L. Baum

Acrylic Painting
Experience the versatility of acrylic paint as you explore different techniques, mixing colors, styles and consistencies using this water-soluble medium. Create realistic and impressionist paintings including landscapes and still lifes. To the first meeting 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 (it does not need to be a complete pad). Acrylic paint does not wash out of clothing; please wear appropriate clothing or bring a cover up.

CES 3058 (3.3 CEU) $199/Senior Cost $172.20
11 weeks Wed Sep 22 6:30-9:30 pm
Sec. 942007 F400 D. Zuccarini
PHOTOGRAPHY

Capture the Moment: Basic Photography
Experience the satisfaction of using your 35mm or digital camera to its fullest. 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 produce better results 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 the first night of class.

Field Photography
Improve your photography skills in the field...literally. After quick review of basic camera operations and techniques, enjoy hands-on field trips including nighttime photography in Windsor and garden photography at Cranbrook. Master advanced camera operations and discover the joy of magnificently capturing all your special moments. All field trips take place in addition to the class time listed below.

Prerequisite: CES 3213 Photography I: Black & White or CES 3423 Capture the Moment: Beginning Photography or equivalent knowledge.

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<tr>
<td>CES 3423</td>
<td>2.4 CEU</td>
<td>$145/Senior Cost $116</td>
<td>8 weeks</td>
<td>Tues Sep 21</td>
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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 about composition, shutter speeds, apertures and exposure. Come to understand depth of field, film and digital cameras, filters, flash, lenses, and much more. Let a master photographer improve your photographic skills.

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<tbody>
<tr>
<td>CES 3431</td>
<td>0.4 CEU</td>
<td>$49/Senior Cost $39.20</td>
<td>1 day</td>
<td>Mon Nov 29</td>
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Secrets of Better Photography Online
Designed for both film and digital photographers, this class 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.

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<tr>
<td>CES 3530</td>
<td>2.4 CEU</td>
<td>$95/Senior Cost $76</td>
<td>6 weeks</td>
<td>Oct 20</td>
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See Online Class Information on page 47 for specific requirements.

MUSIC

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.

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<tr>
<td>CES 3576</td>
<td>3.2 CEU</td>
<td>$60</td>
<td>15 weeks</td>
<td>Tues Sep 7</td>
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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.

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<tr>
<td>CES 3565</td>
<td>3.2 CEU</td>
<td>$80</td>
<td>15 weeks</td>
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Jazz Band 1
This group is known throughout the Detroit Area for its jazz performances. The band also participates at concerts in the community during the school year. All aspiring jazz performers ages 16 through 80+ are invited to participate.

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<th>Course</th>
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<tr>
<td>CES 3567</td>
<td>3.2 CEU</td>
<td>$60</td>
<td>15 weeks</td>
<td>Mon Sep 13</td>
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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.

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<tr>
<td>CES 0660</td>
<td>1.2 CEU</td>
<td>$169/Senior Cost $135.20</td>
<td>1 week</td>
<td>Mon &amp; Wed Oct 18 &amp; Sat 9 am-1 pm</td>
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Refresher for Carrying Concealed Pistols
If you hold a Michigan Concealed Pistol License, refresh your skills. Receive legal updates and strengthen your shooting skills proficiency. Please bring a reliable handgun, holster, eye and ear protection, and 50 rounds of ammunition for your handgun. This class can be part of the license renewal process. Students will be notified with the location information.

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<td>CES 0864</td>
<td>0.4 CEU</td>
<td>$69/Senior Cost $55.20</td>
<td>1 day</td>
<td>Sat Oct 23</td>
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Audition required—contact the instructor via email at pmichals@schoolcraft.edu to make an appointment prior to the class start date. Audition music will be available at the Continuing Education Center welcome desk.

Wind Ensemble 1
The Schoolcraft Wind Ensemble is one of the most visible and popular organizations on campus. This community wind, brass, and percussion instrumental ensemble is open to all musicians. The Wind Ensemble performs approximately six concerts a year, and at all college commencements. All musically talented musicians are invited to audition regardless of their field. An orientation at the beginning of each semester is required. No class Nov 24.

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<td>CES 3576</td>
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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 prepared in February.
» View current Schoolcraft class availability and section numbers, and the entire 2010 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.

Experienced 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, 9 am–4 pm.

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.
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

NEW Move It & Lose It

This combination weight loss and exercise program will help you achieve your weight management goals. Consisting of personal assessment plans, various exercise classes, nutrition information, and motivational instruction, this class 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. Students will have the opportunity for additional workout opportunities.

CES 9825 $159/Senior Cost $79.50
6 weeks Tues & Thur Sep 14 6-7 am
Sec. 948134 PE Fitness Room K. Carson
12 weeks Wed Sep 15 7-8 pm
Sec. 948136 PE Fitness Room No class 10/6 K. Carson
6 weeks Tues & Thur Oct 26 6-7 am
Sec. 948135 PE Fitness Room K. Carson

CES 9828 $85/Senior Cost $42.50
12 weeks Tues Sep 14 7-8 pm
Sec. 948114 PE140 E. Mitchell
12 weeks Thurs Sep 16 7:30-8:30 pm
Sec. 948110 PE140 H. Garbuzov

Zumba Toning

This class involves 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 9828 $159/Senior Cost $79.50
6 weeks Tues & Thur Sep 14 6-7 am
Sec. 948134 PE Fitness Room K. Carson
12 weeks Wed Sep 15 7-8 pm
Sec. 948136 PE Fitness Room No class 10/6 K. Carson
6 weeks Tues & Thur Oct 26 6-7 am
Sec. 948135 PE Fitness Room K. Carson

Hoop Blast

Hooping is becoming a popular form of exercise because it’s fun, creative, and never boring. 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 9801 $69/Senior Cost $34.50
10 weeks Sat Sep 25 10:30-11:30 am
Sec. 948128 PE Auxiliary Gym K. Torres

Zumba Fit—A “Blast” Fitness Class

Zumba is a combination of easy-to-follow routines done to Latin and International music, featuring interval training and 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 9802 $85/Senior Cost $42.50
12 weeks Tues Sep 14 11 am-12 pm
Sec. 948115 PE140 Staff
12 weeks Tues Sep 14 5-6 pm
Sec. 948111 PE140 E. Mitchell
12 weeks Thurs Sep 16 11 am-12 pm
Sec. 948122 PE140 Staff
12 weeks Thurs Sep 16 6:30-7:30 pm
Sec. 948120 PE140 H. Garbuzov
NEW 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 9826 $105/Senior Cost $52.50
12 weeks Mon & Wed Sep 13 7:05-8:05 pm
Sec. 948107 PE140 No class 10/6 S. Syswerda

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 9778 $105/Senior Cost $52.50
12 weeks Tues & Thur Sep 14 6-7 pm
Sec. 948102 PE Fitness Room S. Bauslaugh

CES 9365 $85/Senior Cost $42.50
12 weeks Sat Sep 18 11 am-12 pm
Sec. 948133 PE Fitness Room S. Bauslaugh

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 a great aerobic workout. Do punching, kicking, core, weight and toning exercises—something new each week. Please bring a mat to class. 

CES 9489 $85/Senior Cost $42.50
12 weeks Wed Sep 15 6-7 pm
Sec. 948144 PE Auxiliary Gym No class 10/6 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, exerubes, stability balls, and free weights, you’ll have fun getting fit. This class is designed for all ages. Please bring a mat to class. 

CES 9667 $125/Senior Cost $62.50
12 weeks Tues & Thur Sep 14 8-9 am
Sec. 948116 PE140 S. Zydeck

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 Sep 13 10-11 am
Sec. 948106 PE Auxiliary Gym No class 10/6 J. Dumbleton

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, exerubes, 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 9438 $135/Senior Cost $67.50
12 weeks Mon, Wed & Fri Sep 13 9-10 am
Sec. 948108 PE140 No class 10/6 K. Carzon, J. Dumbleton

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 9557 $85/Senior Cost $42.50
12 weeks Mon Sep 13 11 am-12 pm
Sec. 948103 PE140 S. Zydeck

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. Prereq- uisite: Pilates I or previous experience. 

CES 9578 $85/Senior Cost $42.50
12 weeks Wed Sep 15 11 am-12 pm
Sec. 948105 PE140 No class 10/6 S. Zydeck

½ 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 to get an effective core-shaping and sculpting session that focuses on abs, glutes, chest and thighs that will get results. Class format will vary. All equipment provided. Please bring a mat to class. 

CES 9829 $49/Senior Cost $24.50
12 weeks Mon Sep 13 12 pm-12:30 pm
Sec. 948130 PE140 J. Dumbleton
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. Please bring a mat to class.

CES 9608 $85/Senior Cost $42.50
12 weeks Mon Sep 13 8-9 am
Sec. 948124 PE140 J. Dumbleton
12 weeks Wed Sep 15 8-9 am
Sec. 948131 PE140 No class 10/6 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 9426 $85/Senior Cost $42.50
12 weeks Sat Sep 18 9:10-10:10 am
Sec. 948119 PE140 S. King

30 Minute Cardio Burst
If you want to get fit or stay fit, a 30-minute cardio workout is a great choice. A half-hour is plenty of time to burn calories and improve your cardiovascular health. Do a quick warm-up, and then enjoy an invigorating, energetic workout. Finish your half-hour with a relaxing cool-down and final stretch. Please bring a mat to class.

CES 9803 $55/Senior Cost $27.50
12 weeks Sat Sep 18 8:30-9 am
Sec. 948129 PE140 S. King

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 9433 $105/Senior Cost $52.50
12 weeks Tues & Thur Sep 14 7-8 pm
Sec. 948121 PE Fitness Room S. Baulaugh

CES 9432 $85/Senior Cost $42.50
12 weeks Sat Sep 18 9-10 am
Sec. 948123 PE Fitness Room S. Baulaugh

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 9460 $299/Senior Cost $149.50
12 weeks Tues & Thur Sep 14 2:15-3:15 pm
Sec. 948126 PE Fitness Room S. Syswerda
12 weeks Tues & Thur Sep 14 3:30-4:30 pm
Sec. 948127 PE Fitness Room S. Syswerda
12 weeks Tues & Thur Sep 14 4:45-5:45 pm
Sec. 948125 PE Fitness Room S. Syswerda

CES 9453 $135/Senior Cost $67.50
12 weeks Sat Sep 18 10-11 am
Sec. 948104 PE Fitness Room S. Bauslaugh

Senior Fitness

Strength Training for Seniors
Numerous 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 Sep 13 1-2 pm
Sec. 948117 PE140 No class 10/6 N. Klein
6 weeks Mon & Wed Nov 1 1-2 pm
Sec. 948118 PE140 N. Klein

“Age is an issue of mind over matter. If you don’t mind, it doesn’t matter.”
Mark Twain

734-462-4448 | www.schoolcraft.edu/cepd
PHYSICAL FITNESS

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, 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.

Youth Swim

Basic Swim for the Water Shy Youth: Ages 5+
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 9773
12 weeks  $105
Sec. 948505 PE Pool
CES 9704
12 weeks  $105
Sec. 948501 PE Pool

Youth Swim Beginner: Ages 5+
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 flotation device; body undulation for ten yards with flotation device; swim ten yards freestyle (whole stroke) with any kind of breathing; proper backstroke kick with flotation device; elementary backstroke as a survival stroke with flotation device; retrieve a ring from 4½ feet with assistance to submerge if needed; jump into the deep end with flotation device. For the instructor to recommend a student move to the next level, these skills must be demonstrated. Prerequisite: Basic Swim for the Water Shy Youth: Ages 5+. W

CES 9705
12 weeks  $105
Sec. 948503 PE Pool

Youth Swim Intermediate: Ages 5+
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 alternate 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. Prerequisite: Youth Swim Beginner: Ages 5+. W

CES 9705
12 weeks  $105
Sec. 948510 PE Pool
Youth Swim Advanced: Ages 5+
Skills to be learned: tread water for two minutes; retrieve a ring from 9–12 feet with feet first or a pike surface dive; 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 without 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+. 

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<th>Course Code</th>
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<th>Start Date</th>
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<th>Location</th>
<th>Instructor</th>
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<tbody>
<tr>
<td>CES 9706</td>
<td>12 weeks</td>
<td>Mon</td>
<td>Sep 13</td>
<td>5-6 pm</td>
<td>PE Pool</td>
<td>D. Rapach</td>
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</table>

Intermediate Competitive Edge: Ages 7+
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+. 

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<tr>
<td>CES 9656</td>
<td>12 weeks</td>
<td>Wed</td>
<td>Sep 15</td>
<td>5-6 pm</td>
<td>PE Pool</td>
<td>D. Rapach</td>
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</table>

Beginning Competitive Edge: Ages 7+
Skills to be learned: tread water for five minutes; retrieve a ring from 9–12 feet with pike surface dive; one-and-a-half laps (75 yards) using the freestyle and backstroke with proper body position, body rotation, correct kick and arm rotation; one-and-a-half laps (75 yards) using the breaststroke with proper kicks, arms and coordination, breathing every other stroke; one lap (50 yards) using the butterfly with proper body undulation, correct arms and breathing every other stroke; and one elementary backstroke lap (50 yards); 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:** Youth Swim Advanced: Ages 5+. 

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<th>Instructor</th>
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<tbody>
<tr>
<td>CES 9584</td>
<td>12 weeks</td>
<td>Wed</td>
<td>Sep 15</td>
<td>5-6 pm</td>
<td>Staff</td>
<td>A. McCullough</td>
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</tbody>
</table>

Advanced Competitive Edge: Ages 7+
Skills to be learned: four laps (200 yards) using the freestyle and backstroke with proper body position, body rotation, correct kick and arm rotation; four laps (200 yards) breaststroke with proper kick, arms, and coordination, breathing every stroke; two laps (100 yards) butterfly stroke with proper body undulation, correct arms and breathing every other stroke; and two laps (100 yards) elementary backstroke; and perform proper starts and flip-turns. **Prerequisite:** Intermediate Competitive Edge: Ages 7+. 

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<tr>
<td>CES 9657</td>
<td>12 weeks</td>
<td>Wed</td>
<td>Sep 15</td>
<td>5-6 pm</td>
<td>No class 10/6</td>
<td>B. Gould</td>
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**Family Swim**

Prenatal Swim
No doubt about it, exercise is a big plus for both you and your baby! Swimming, an aerobic exercise, increases the ability of your pregnant body to process oxygen and use it. While burning calories, it makes you feel better by improving circulation. It increases muscle tone preparing you and your body for birth. You’ll sleep better and feel less fatigued. Swimming is safe, but be sure to discuss your exercise plans with your doctor. 

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<tr>
<td>CES 9377</td>
<td>12 weeks</td>
<td>Mon</td>
<td>Sep 13</td>
<td>6-7 pm</td>
<td>PE Pool</td>
<td>D. Rapach</td>
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Parent & Tot Swim: Ages 6 months–3 years
Develop in your young child, 6 months through 3 years, a high comfort level in and around the water and a readiness to swim. Parent water participation is required. Children must wear tight rubber pants over cloth diapers, or swim pants. 

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<th>Course Code</th>
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<th>Start Date</th>
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<th>Instructor</th>
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<tr>
<td>CES 9275</td>
<td>12 weeks</td>
<td>Mon</td>
<td>Sep 13</td>
<td>6-7 pm</td>
<td>PE Pool</td>
<td>C. Skinner</td>
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Parent & Preschool Swim: Ages 3 & 4
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. 

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<tr>
<td>CES 9327</td>
<td>12 weeks</td>
<td>Mon</td>
<td>Sep 13</td>
<td>6-7 pm</td>
<td>PE Pool</td>
<td>B. Gould</td>
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Parent & Child Swim: Ages 5+
The five+ year-old child will learn the basic skills of kicking, arm movement, floating and safety. All participants should have some water experience. Parent water participation is required. 

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<th>Instructor</th>
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<tr>
<td>CES 9363</td>
<td>12 weeks</td>
<td>Sat</td>
<td>Sep 18</td>
<td>9:30-10:30 am</td>
<td>PE Pool</td>
<td>M. Kosztowny</td>
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</tbody>
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Physical Fitness

Adult Swim

Basic Swim for the Water Shy Adult

Skills to be learned: tread water for 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. 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.

CES 9583

$85/Senior Cost $42.50
12 weeks Wed Sep 15 6-7 pm
Sec. 948758 PE Pool No class 10/6 B. Gould
12 weeks Sat Sep 18 8:30-9:30 am
Sec. 948764 PE Pool C. Skinner

Beginning Adult Swim Stroke & Technique

Skills to be learned: tread water for 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. 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.

CES 9408

$85/Senior Cost $42.50
12 weeks Wed Sep 15 6-7 pm
Sec. 948705 PE Pool No class 10/6 B. Gould
12 weeks Sat Sep 18 8:30-9:30 am
Sec. 948797 PE Pool A. McCulough

Intermediate Adult Swim Stroke & Technique

Skills to be learned: tread water for 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; 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. For the instructor to recommend a student move to the next level, these skills must be demonstrated. Prerequisite: Beginning Adult Swim Stroke & Technique.

CES 9410

$85/Senior Cost $42.50
12 weeks Wed Sep 15 6-7 pm
Sec. 948799 PE Pool No class 10/6 D. Rapach
12 weeks Sat Sep 18 8:30-9:30 am
Sec. 948712 PE Pool M. Kosztowny

Advanced Adult Swim Stroke & Technique

Polish your swimming strokes and 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. Prerequisite: Intermediate Adult Swim Stroke & Technique.

CES 9658

$85/Senior Cost $42.50
12 weeks Fri Sep 17 5-6 pm
Sec. 948703 PE Pool No class 10/6 C. Skinner

Give a GIFT CARD toward CEPD classes

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.

www.schoolcraft.edu/cepd | 734-462-4448
Aerobic Swim

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

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

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

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

Deep Water Aerobics II
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

Swimnastics 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

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

**NEW Beginning Western Square Dance with Partners**
Western Square Dance is full of fun and surprises. Great for beginners, modern square dancing can help you get in shape, meet new people and have a great time! You’ll begin by learning a defined set of calls. Then you’ll do these new moves to a variety of music. No experience is needed. A partner is required. Prices are per person. 

**CES 9830**
- 8 weeks
- Sun
- Sep 19
- 6:30-7:30 pm
- Sec. 948007 PE140
- B. Peterson

**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, Country Boy Two-step and more. This class is designed for those with little or no previous experience. 

**CES 9544**
- 10 weeks
- Thurs
- Sep 16
- 1-2 pm
- Sec. 948006 PE140
- B. Peterson

**Social Ballroom Dance I**
If you’ve always wanted to learn how to ballroom dance, this is the place to start. 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 9174**
- 12 weeks
- Tues
- Sep 14
- 8:40-10 pm
- Sec. 948001 PE140
- L. Mitchell

**Foxtrot & Merengue**
Try your hands (and feet) at the American Foxtrot and the Latin Merengue. Learn the Foxtrot, an exciting dance combining quick and slow steps; and the Merengue, the national dance of the Dominican Republic. Increase your dance confidence on the floor. Couples and singles are welcome. Prices are per person. 

**CES 9800**
- 8 weeks
- Sun
- Sep 26
- 3-4:30 pm
- Sec. 948008 PE100/PE105
- T. Babenko

**Swing Dance**
Put your jitters to good use! Swing back in time and learn dances including the Half-time, Jitterbug, and Syncopated-Triples. Learn the steps and styles of yesterday—today! Couples and singles are welcome. Prices are per person. 

**CES 9843**
- 12 weeks
- Tues
- Sep 14
- 6:30-7:50 pm
- Sec. 948012 PE100/PE105
- L. Mitchell
Flamenco Spanish Dance I
Flamenco, also known as Sevillanas, combines acoustic guitar playing, dancing and staccato handclapping performed with passion and fervor, infused with grace and dignity. It is a dance of emotion that can be danced solo, in couples, or in a line. Flamenco/Sevillanas is used at social functions such as weddings and family parties and is a great base for learning other Spanish dances. Please do not purchase shoes until after the first class meets. Prices are per person.

CES 9666 $85/Senior Cost $42.50
12 weeks Tues Sep 14 6-7:20 pm
Sec. 948019 RC115 Garden City D. Lopez

Flamenco Spanish Dance II
Build on the knowledge and skills you learned in Flamenco Spanish Dance I. Enjoy a review of the basic steps and then move on to more advanced dance movements, including more heel work and correct posture for Sevillanas. Prerequisite: Flamenco Spanish Dance I or equivalent experience. Please do not purchase shoes until after the first class meets. Prices are per person.

CES 9698 $85/Senior Cost $42.50
12 weeks Tues Sep 14 7:30-8:50 pm
Sec. 948015 RC115 Garden City D. Lopez

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-soled shoes. Couples and singles are welcome. Prices are per person.

CES 9495 $85/Senior Cost $42.50
12 weeks Fri Sep 17 7:30-8:50 pm
Sec. 948014 PE100/PE105 J. Gomez

CES 9506 $65/Senior Cost $32.50
8 weeks Sun Sep 26 4-5:30 pm
Sec. 948016 PE140 N. Nader

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-soled 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 Sep 17 6:30-7:30 pm
Sec. 948004 PE100/105 J. Gomez

NEW 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 Sep 17 5:30-6:30 pm
Sec. 948017 PE140 J. Gomez

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 Sep 22 7-8:30 pm
Sec. 948009 RC115 Garden City P. Pellerito

CES 9506 $65/Senior Cost $32.50
8 weeks Sun Sep 26 4-5:30 pm
Sec. 948016 PE140 N. Nader

CES 9762 $75/Senior Cost $37.50
12 weeks Fri Sep 17 6:30-7:30 pm
Sec. 948004 PE100/105 J. Gomez

CES 9769 $75/Senior Cost $37.50
8 weeks Wed Sep 22 7-8:30 pm
Sec. 948009 RC115 Garden City P. Pellerito
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. Prerequisite: None. W CES 9180 $89/Senior Cost $44.50 12 weeks Fri Sep 24 6:30-7:50 pm Sec. 947901 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. W CES 9181 $89/Senior Cost $44.50 12 weeks Fri Sep 24 8-9:20 pm Sec. 947902 PE Auxiliary Gym D. McLaren

GOLF

Golf Kinematics: Fitness Training & Conditioning for Better Golf
Intermediate golfers who want to bring their golf game to the next level will find this class invaluable. Have your swing evaluated and discover your weaknesses. Understand how your physical capabilities contribute directly to your golf swing performance. Learn individually tailored flexibility and strength building exercises that develop your core muscles and improve golf-strength, and how to prevent possible injury. Equipment provided or you may choose to bring your own 5 or 6 iron. Prerequisite: solid knowledge of the game, including grip and posture. W CES 9710 $95/Senior Cost $47.50 6 weeks Mon Sep 27 7-8:30 pm Sec. 948305 PE Auxiliary Gym T. Bealert

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 class introduces the fundamentals of the 108 moves in the Taoist Tai Chi set. Wear loose clothing and comfortable shoes. W CES 9330 $85/Senior Cost $42.50 12 weeks Tues Sep 14 7-8:20 pm Sec. 948801 PE Auxiliary Gym M. Tai Chi Association
YOGA

Yoga for the Face, Neck & Shoulders
Ever notice how stress, tension and fatigue seem 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 acupuncture points and massage, the use of meditation, visualization, sound and affirmations to achieve inner and outer harmony and beauty. Please bring a sticky mat and a firm blanket.

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! Please bring a sticky mat and pillow to class.

“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 class will be gentle, slow and calm. It is for those who want to be supple and ageless. Please bring a sticky mat and pillow to class.

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. Please bring a sticky mat and pillow to class.

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. 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.

Flowing Yoga III
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! Please bring a sticky mat and pillow to class. **Prerequisite:** at least one year of Flowing Yoga II or approval of the instructor.

New 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. Please bring a sticky mat and pillow to class.

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. Please bring a sticky mat and pillow to class.

Meet Instructor Nicole Gabriel
Nicole Gabriel’s open-mindedness, never ending thirst for knowledge, discipline, and humility are the qualities that make her an excellent yoga instructor. Her inspiration evolves as a deeper understanding is gained in the yoga discipline.

As an instructor with several years of teaching experience, she finds what inspires her most is the healthy changes she has experienced in her own life, which naturally leads her to want to share her good fortune with others. “I feel honored and humbled that I can be a practical influence on other’s unique path towards yoga.”

As a culinary graduate from Schoolcraft, a Certified Reiki Practitioner, and a Certified Yoga Instructor, and now pursuing a degree in social work, her ambition and energy really shines through.

This semester, Nicole is teaching Vinyasa Style of Hatha Yoga: An Introduction. If you are looking to gain strength, flexibility and peace of mind, then yoga is for you!
NON-INSTRUCTIONAL ACTIVITIES

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

Registrations received before August 2, 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).

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.

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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.

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**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 a non-structured activity period for adults. 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 November 26, for the Thanksgiving holiday.

**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 November 26, for the Thanksgiving holiday.

**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 October 6 and November 24, for the Thanksgiving holiday.

**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 October 6 and November 24, for the Thanksgiving holiday.

**Non-instructional activities will NOT meet October 6, November 25–28**

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**THURSDAY GYM & SWIM/SATURDAY GYM & COURTS**

Registration is not necessary for Thursday Gym & Swim and Saturday Gym & Courts.

**No sessions Thursday, November 25 or Saturday, November 27.**

**Thursday Gym & Swim**
**Thursdays, October 7–December 16**
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, September 25–December 11**
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, September 18–December 11**
This program is for adults. Courts are available from 7–11 am, for one-hour periods for $5.00 per person. Nets and balls provided.

Individuals must provide their own equipment. Court time starts on the hour. Courts are made available on a walk-in basis only.
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 improving your 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  $119
6 weeks Wed  Oct 27  6-8 pm
Sec. 949403  LA410  No class 11/24  Staff

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  $119
6 weeks Sat  Oct 30  1-3 pm
Sec. 949405  LA410  No class 11/27  Staff

Pre-Scholastic Aptitude Test (PSAT) Preparation Workshop
Jump-start your preparation for the PSAT 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 a 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 0853  $185
4 weeks  Tues  Sep 14  5:30-8:30 pm
Sec. 946203  AS820  Staff

Scholastic Aptitude Test (SAT) Preparation Workshop
Give yourself an edge in preparing for the SAT. 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.

ACES 0888  $185
4 weeks  Tues  Sep 14  5:30-8:30 pm
Sec. 946204  AS840  Staff

American College Testing (ACT) Preparation Workshop
Take control of your college future by preparing for the ACT test. Computer-based diagnostic tests will identify your strengths and weaknesses in math, science, reasoning, reading, English and writing. Based on the test results 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 a calculator.

CES 7341  $259
7 weeks  Sat  Aug 28  10 am-1 pm
Sec. 946207  LA460  No class 9/4  Staff

American College Testing (ACT) Preparation Workshop Online
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 instructions. 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 days a week, toll-free phone and email support, you can work at your own pace to become well prepared for this very important test. For more information about class format and registration, please contact the Learning Assistance Center at lac@schoolcraft.edu or phone 734-462-4436.

CES 7321  $229
9 weeks  Aug 23  Sec. 946218
9 weeks  Oct 11  Sec. 946219
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.

CES2 6093
8 weeks Sat Oct 2 9-11 am
Sec. 949701 AS600 Grades 5 & 6 W. Marra
8 weeks Sat Oct 2 11 am-1 pm
Sec. 949704 AS600 Grades 7, 8, 9 W. Marra

$139

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. Prerequisite: CES 2-6093 Video Game Creation Workshop I.

CES2 6118
8 weeks Sat Oct 2 9-11 am
Sec. 949707 AS210 Grades 5, 6, 7, 8, 9 J. Ruff

$139

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 advanced 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. Prerequisite: CES 2-6118 Video Game Creation Workshop II.

CES2 6126
8 weeks Sat Oct 2 11 am-1 pm
Sec. 949703 AS210 Grades 5, 6, 7, 8, 9 J. Ruff

$139

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.

CES 8395
8 weeks Sat Oct 2 9-11 am
Sec. 949706 AS930 Grades 3, 4, 5, 6 J. Scollon
8 weeks Sat Oct 2 11 am-1 pm
Sec. 949702 AS930 Grades 7, 8, 9 J. Scollon

$139

Additional youth classes available:
» Aquatics—see pages 34–35
» Culinary—see page 20
» Fencing—see page 40
» Tennis—see page 40
KIDS ON CAMPUS EMERGENCY INFORMATION FORM

Fall 2010 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 __________________________

Primary Contact __________________________________________ Relationship __________________________ Phone number while student is in class ______

Address if different from student __________________________________________

Secondary Contact __________________________________________ Relationship __________________________________________ Phone number while student is in class ______

Address if different from student __________________________________________

Child’s Doctor __________________________________________ Address __________________________________________ Phone ______

Doctor’s Hospital Affiliation __________________________________________ Address __________________________________________

Medical Information: □ None □ Convulsive Disorders □ Diabetes □ Allergies (i.e. stings, diet) □ Other __________________________________________

Please describe symptoms and precautions __________________________________________

Additional medical information we should know __________________________________________

While we strive to provide a safe environment, we cannot control what your child will come in contact with because of our open environment.

I agree to indemnify and hold harmless Schoolcraft College, its officers, agents, and employees for any loss or injury that my child may sustain while participating in the Kids on Campus Program. In case of an emergency, I ask Schoolcraft College to contact an adult listed above. If the college is unable to reach one of us, I authorize the college to secure emergency medical treatment for my child. I understand that Schoolcraft College may take photographs and/or video of my child during camp/class activities that may be used in marketing and publicity of the Kids on Campus program. My signature also indicates that I have read and will adhere to the safety and program guidelines listed below.

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 child’s first experience at Schoolcraft College, we suggest that you visit the campus before classes begin to become familiar with the campus and 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.

» Inform the instructors if your children need assistance walking between classes/buildings.

» Instructors will release students 5 minutes before the hour to allow time to change classes.

» 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 not in class.

» 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 “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.

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, 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 online.

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.

Hybrid Classes:
a unique and flexible learning experience that encompasses in-class instruction with online coursework.
Registration begins Monday, August 2, 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, August 2
No registration September 6 & November 25-28
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:
» Labor Day Weekend: September 4–6, 2010
» Thanksgiving Holiday: November 24 (after 5 pm), 25–28, 2010

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 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 over sixty (60) years of age 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.

MAIL-IN  Schoolcraft College
Cashier: CE
18600 Haggerty Rd.
Livonia, MI 48152-2696

You also may use the drop boxes located at McDowell Center in Livonia and at the Radcliff Center. 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 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
No registration September 6 & November 25-28

Extended hours August 30–September 2, September 7–9
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, or faxed to 734-462-4553. 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 are mailed to the student’s address on record.
Schoolcraft College
Continuing Education
AND
Professional Development

Registro/Admission form | Fall 2010

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.

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<tr>
<th>DATE OF BIRTH</th>
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<th>OR</th>
<th>SOCIAL SECURITY NUMBER</th>
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| TOTAL: $ | |

Mail to:
Schoolcraft College
Cashier: CE
18600 Haggerty Road
Livonia, MI 48152-2696

☐ Enclosed is my Check/Money Order payable to Schoolcraft College
☐ Charge to VISA/MC/Discover No. __________________________ Exp. Date __/_____

Company-paid tuition:
Please send a copy of your purchase order when you register.
Co. Name __________________________
Co. Address __________________________
Billing Contact Person __________________________
PO# __________________________

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 __/_____

Signature required for charge card payment (Refund checks are issued to students rather than charge card credits)

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.aspx

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 __/_____

Signed waiver agreement is required for all Physical Fitness classes

734-462-4448 | www.schoolcraft.edu/cepd 49
Schoolcraft College special events for the Fall 2010 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.

**August 24**
**Free Career Workshop**
Conflict Resolution Specialist
Tuesday, 6–7:30 p.m.
VisTaTech Center, room 405
734-462-4448

**August 25**
**Free Career Workshop**
Pharmacy Technician
Wednesday, 6–7:30 p.m.
VisTaTech Center, room 405
734-462-4448

**September 17**
**Transition Center Luncheon Series**
“Motor City Mafia”
Speaker Scott Burnstein, Author
Friday, 11:30 a.m.
$16.00 per person prepaid
VisTaTech Center, DiPonio Room
734-462-4443

**September 26**
**Culinary Extravaganza 2010**
Sunday, 2–5 p.m.
$50 general admission — sponsorship packages available
VisTaTech Center
734-462-4518 or mlynch@schoolcraft.edu

**October 2**
**Shakespeare Festival Trip:**
*As You Like It*
Saturday, 8 a.m.–10:30 p.m.
$60.00 includes round-trip motor coach transportation from Schoolcraft College to Stratford, Ontario
734-462-4422

**October 5**
**Free Information Session**
Innovative Culinary Technology Certificate Program
Tuesday, 4–5 p.m.
VisTaTech Center, demo lab VT630
734-462-4448
www.schoolcraft.edu/cepd/culinarytechnology

**October 6**
**Noon Concert Series**
Wednesday, noon
Donations accepted
VisTaTech Center, Presentation Room
734-462-4403

**College Night**
Wednesday, 6:30–8:30 p.m.
Free
Physical Education Building
734-462-4683

**October 13**
**Red Cross Blood Drive**
Wednesday, noon–6 p.m.
Radcliff Center Community Room
RC 115, Garden City
734-462-4770

**October 22**
**Transition Center Luncheon Series**
“The Polar Bears of WWI”
Speaker Roger Crownover, Author
Friday, 11:30 a.m.
$16.00 per person prepaid
VisTaTech Center, DiPonio Room
734-462-4443

**Evening Recital Series**
Friday, 8 p.m.
$20.00/students $10.00
VisTaTech Center, Presentation Room
Tickets online at www.scboxoffice.com or call 734-462-4403

**October 22 & 23**
**Dinner Theatre**
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
734-462-4596

**October 24**
**Halloween Concert**
including Children’s Parade
Sunday, 7 p.m.
Free; donations accepted at the door
Radcliff Center Community Room
RC 115, Garden City
734-462-4470

**November 7**
**Fall Concert**
Schoolcraft College Choral Union and
Schoolcraft College Women’s Choir
Sunday, 3:30 p.m.
Free; donations accepted at the door
First Presbyterian Church of Plymouth
734-462-4403

**November 12 & 13**
**Theatre Production**
Friday & Saturday, 8 p.m.
$12.00 per person
Liberal Arts Theatre
Tickets: main bookstore or www.scboxoffice.com
734-462-4596

**November 19**
**Evening Recital Series**
Friday, 8 p.m.
$20.00/students $10.00
VisTaTech Center, Presentation Room
Tickets online at www.scboxoffice.com or call 734-462-4403

**December 1**
**Noon Concert Series**
Wednesday, noon
Donations accepted
VisTaTech Center, Presentation Room
734-462-4403

**Spirit Night**
Benefitting Big Brothers/Big Sisters of Metro Detroit
Wednesday; Women’s Basketball game at 5:30 p.m., Men’s at 7:30 p.m.
$5 adults/$3 students
Physical Education Building
734-462-4804

**December 5**
**The Schoolcraft College Choral Union & Wind Ensemble Winter Concert**
Sunday, 7:30 p.m.
Free; donations accepted at the door
Radcliff Center Community Room
RC 115, Garden City
734-462-4770

**December 10**
**Transition Center Luncheon Series**
“Reel Action FX” (movie special effects)
Speaker Pat Potochick, company owner
Friday, 11:30 a.m.
$16.00 per person prepaid
VisTaTech Center, DiPonio Room
734-462-4443

**Bach Festival Recital**
Friday, 7 p.m.
Free
VisTaTech Center, Presentation Room
734-462-4403
New for Fall
Late Evening Credit Classes

What are you doing after dinner?

Complete some of your associate or bachelor’s degree general education requirements with an on-campus class that starts at 8 p.m. or later.

Late evening sections of the following courses will be available for Fall 2010:

COMA 103  Fundamentals of Speech
ENG 101   English Composition 1
ENG 102   English Composition 2
MATH 113  Intermediate Algebra for College Students
PSYCH 201 Introductory Psychology

Is beginning algebra in your future?
That course—MATH 053—will also be available in a late evening start time.

Consult the college’s web site for details on start times and room locations for late evening classes.

www.schoolcraft.edu
We recognize the important role that training and education plays in the support and preparation to care for elder family members. Caring for seniors is a labor of love and we can help enhance those care giving skills by restoring balance, order and peace to the caregiver’s lives and help their loved ones remain at home. Join us for our CAREGIVER SKILLS series which includes:

» Creating a Safe Environment/CPR AED Training
» Basic Care Giving & Personal Care Skills
» Nutrition Knowledge
» Legal & Financial Issues

SEE PAGE 18 FOR CLASS DATES, TIMES AND LOCATIONS.