Schoolcraft College
Continuing Education and Professional Development

EVENT PLANNER
Event Planning Certificate
MEET INSTRUCTORS
CHRISTOPHER GREGORICH & JOSEPH MARTINEZ see page 7

FALL 2011
New classes starting weekly
Register AUGUST 1 through DECEMBER

www.schoolcraft.edu/cepd
Did you know that 97% of Continuing Education and Professional Development students would refer us to a friend, family member or co-worker?

It’s true! We conducted a survey during the Fall 2010 semester and we want to thank everyone for their feedback.

Limited scholarship opportunities may be available for the following classes: Pharmacy Technician, Personal Fitness Trainer Certification and Project Management Essentials and Exam Prep. Contact the CEPD office for information.

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**REGISTRATION INFORMATION**

Register August 1 through December
new classes starting weekly

**Most classes/activities are not scheduled on the following days:**

» Labor Day Weekend: September 3–5, 2011
» Thanksgiving Holiday:
  November 23 (after 5 pm), 24–27, 2011

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

**HOW TO REGISTER ON PAGES 48–49**

Get news, updates, school closing information and more...

Join us on Facebook facebook.com/schoolcraftcepd

**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 am–6 pm & Friday, 8 am–5 pm

Summer hours through September 2
Monday–Friday, 8 am–5 pm

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.
**Sample Class**

**Subject**

**Culinary**

**Class Title**

**ServSafe**

*Class Description*

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

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**Class Key**


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

- See Online Class Information on page 47 for specific requirements.

- Waiver required. See page 49.

- Prerequisite—CES 2187 Cooking 101: Skill Development or instructor’s approval. See page 25 for tool kit requirements.

- CES 2380 Pastry 101: Skill Development is strongly recommended before taking this class. Cooking 101 is not required. See page 24 for tool kit requirements.

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**New classes and class sections continuously being added. Visit www.schoolcraft.edu/cepd for updates.**
In 1960, civic leaders successfully lobbied for a change in state law to allow multiple school districts to come together to create a community college. After voters approved the creation of such a college in 1961, a team of visionaries used temporary offices in the Newburgh School (left) to develop plans for a campus on Haggerty Road. That campus greeted nearly 2,000 students in its first semester in 1964.

Today Schoolcraft College serves 36,000 students per year on its main campus on Haggerty Road (pictured), its Radcliff Center in Garden City, a public safety training facility in Livonia and through online course offerings. The newest facility is the Biomedical Technology Center, with its scanning electron microscope (inset) and state-of-the-art labs for science instruction and healthcare training simulations.
This semester we are giving away an Apple iPad to one lucky winner! All you have to do is go to the Schoolcraft College Continuing Education and Professional Development department page on Facebook between August 1 and August 31, 2011 and “Like” us. No catch!

We would like to grow our Facebook fan base so that we may continue to engage our students and community about Continuing Education and Professional Development programs, new course offerings, what’s hot on campus, special events and help you meet your educational goals.

www.facebook.com/schoolcraftcepd
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.

Limited scholarship opportunities may be available for the following classes: Pharmacy Technician, Personal Fitness Trainer Certification and Project Management Essentials and Exam Prep. Contact the CEPD office for more information.

The cost of the course was very attractive compared to other exam prep courses. I feel I got more value than what I paid for.

Project Management Professional student

CAREER TRAINING/EXPLORATION

Career Transition
College at Any Age
Get the winning edge when choosing a successful educational-career path. Do the Kolb Learning Style Inventory and discover your personal learning style. Define your style, and explore educational and career opportunities that most closely align with your style. Be better prepared to interact with others by understanding the differences between learning styles through interactive team work.

CES 0961 (.2 CEU) $29/Senior Cost $23.20
1 day Thurs Sep 15 6-8 pm
Sec. 947508 BTC170 L. Kattuah-Snyder
1 day Wed Oct 26 6-8 pm
Sec. 947510 BTC170 L. Kattuah-Snyder

Project Management
Project Management Essentials and Exam Preparation
Are you preparing for the PMP or CAPM exam? Or looking for valuable project management skills? Gain essential knowledge about project management to deliver results for your stakeholders. Topics include management of integration, scope, time, cost, quality, human resources, communications, risk, and procurement. Get tools and techniques for initiating, planning, executing, controlling, and closing projects. Do group practice exercises and discuss exam preparation questions. This course targets those that have project team experience, as well as project managers seeking to refresh their knowledge and complement skill sets. For each exam preparation requirements visit www.schoolcraft.edu/cepd/pmp.

CES 1572 (3.6 CEU) $795
10 weeks Tues Sep 27 6-9:35 pm
Sec. 947507 BTC160 E. van der Meulen

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.

CES 9767 (3.3 CEU) $649
6 weeks Sat Sep 17 PE105 9 am-12 pm
6 weeks Sat Nov 5 PE105 9 am-12 pm
6 weeks Sat PE Fitness Room 1-4 pm
6 weeks Sat PE Fitness Room 1-4 pm
Certified Fitness Instructor
Certified Fitness Instructor

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.

CES 9814 (.3 CEU) $55
1 day Sat Oct 29 9 am-12 pm
Sec. 947503 PE105 Certified Fitness Instructor

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.

Prerequisite: Math skills including arithmetic, basic algebra, complex fractions and equations, conversions, and basic analytical concepts (skills utilized in high school algebra). Textbooks, drug cards and compounding materials are included in the class cost. Daytime classes have a lunch which is not included in CEU total.

CAREER TRAINING/EXPLORATION

Physical Fitness Careers

CPR & AED Training

Pharmacy Technician

* Not sure of your math competency? A math assessment can provide the answers. Additional information available in our FAQ section: www.schoolcraft.edu/cepd/pharmacy.
Resume Writing Online
Transform your resume into a powerful tool that will help get you interviews. Learn different formats, how to write an employment objective, and tips on writing a persuasive cover letter.

CES 71512 (2.4 CEU) $95/Senior Cost $76
6 weeks Sep 21 Sec. 947514
6 weeks Oct 19 Sec. 947520

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 71441 (2.4 CEU) $95/Senior Cost $76
6 weeks Sep 21 Sec. 947511
6 weeks Oct 19 Sec. 947513

Administrative Assistant Applications Online
Explore how economics, accounting, business law, organizational behavior, and management affect administrative assistant responsibilities and activities. Plan and exercise control to increase your efficiency and effectiveness.

CES 71497 (2.4 CEU) $95/Senior Cost $76
6 weeks Sep 21 Sec. 947512
6 weeks Nov 9 Sec. 947515

Become a Veterinary Assistant Online
Do you like animals? Consider preparing for a career as a veterinary assistant. Get the information you need to work in a veterinary office or hospital.

CES 71426 (2.4 CEU) $95/Senior Cost $76
6 weeks Sep 21 Sec. 947522
6 weeks Oct 19 Sec. 947524
6 weeks Nov 9 Sec. 947519

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 71793 (2.4 CEU) $95/Senior Cost $76
6 weeks Sep 21 Sec. 947525
6 weeks Oct 19 Sec. 947516
6 weeks Nov 9 Sec. 947521

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 717201 (2.4 CEU) $95/Senior Cost $76
6 weeks Oct 19 Sec. 947523

FREE INFORMATION SESSIONS

Learn more about a fulfilling career in PHARMACY TECHNOLOGY.
Join us for a free session
Wednesday, August 24
6-7:30 pm
VisTaTech Center, room 405

Want to learn more about PROJECT MANAGEMENT?
Come to our free session
Tuesday, September 13
6-7:30 pm
Biomedical Technology Center, room 165

734-462-4448 | www.schoolcraft.edu/cepd
**Entertainment**

**Stand-Up Comedy 101**
Are you the funniest person in your group, always being told you should be a comedian? If so, discover the world of stand-up comedy. Learn about what constitutes good material and how to deal with stage fright and hecklers. Practice proven techniques to overcome your questions and fears setting your funny bone free! The class will culminate in a live performance for family and friends.

CES2 1577 (.8 CEu) $99/Senior Cost $79.20
4 weeks Mon Oct 3 7-9 pm
Sec. 940751 BTC200 M.A.

**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. Prerequisite: CES2 1519 Voice Acting I: More Than a Pretty Voice.

CES2 1519 (.2 CEu) $49/Senior Cost $39.20
1 day Sat Oct 1 10 am-12 pm
Sec. 940719 LA200 T. Force

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

CES2 1532 (.2 CEu) $49/Senior Cost $39.20
1 day Sat Oct 15 10 am-12 pm
Sec. 940726 LA200 T. Force

**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 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.

We can help you with the following:

» Counseling  » Training  » Research  » Business Plan Assistance

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

CES2 1542 (.3 CEu) $30/Senior Cost $24
1 day Wed Sep 14 9:30 am-12:30 pm
Sec. 940708 VT455 Staff
1 day Wed Sep 28 9:30 am-12:30 pm
Sec. 940709 VT455 Staff
1 day Wed Oct 5 9:30 am-12:30 pm
Sec. 940710 RC135 Garden City Staff
1 day Tues Oct 25 9:30 am-12:30 pm
Sec. 940713 VT455 Staff
1 day Wed Nov 2 9:30 am-12:30 pm
Sec. 940714 VT455 Staff
1 day Wed Nov 16 9:30 am-12:30 pm
Sec. 940715 VT455 Staff
1 day Wed Nov 30 9:30 am-12:30 pm
Sec. 940716 RC135 Garden City Staff
1 day Wed Dec 14 9:30 am-12:30 pm
Sec. 940717 VT455 Staff

**Fundamentals of Writing a Business Plan**
Increase your chance for successful self-employment, or business launch by delving 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. Actual examples of effective business plans are used as course material.

CES2 1543 (.3 CEu) $40/Senior Cost $32
1 day Wed Sep 21 9:30 am-12:30 pm
Sec. 940718 VT455 Staff
1 day Wed Oct 12 9:30 am-12:30 pm
Sec. 940721 VT445 Staff
1 day Tues Nov 1 9:30 am-12:30 pm
Sec. 940723 VT455 Staff
1 day Wed Dec 7 9:30 am-12:30 pm
Sec. 940725 VT455 Staff

**Entrepreneur Series**
This money savings series is a real value and includes the following 5 classes:

- CES2 1582 Fundamentals of Starting a Business
- CES2 1543 Fundamentals of Writing a Business Plan
- CES2 1545 Fundamentals of Marketing Your Business
- CES2 1544 Fundamentals of Business Legal Issues
- CES2 1546 Fundamentals of Financial Management

See class descriptions for more information.

CES2 1582 (1.5 CEu) $169/Senior Cost $135.20
5 weeks Tues Oct 25, Nov 1,8,15,22 6-9 pm
Sec. 940758 VT455 Staff
Fundamentals of Marketing Your Business
Discover practical applications of marketing concepts designed to grow small businesses. Topics covered include: market analysis and research, target marketing, assessing competitors, and key marketing implementation tools. Examine a strategic, well-planned approach to marketing with several examples of effective hands-on marketing techniques that focus on creating and keeping customers. It is preferred that students take CES2 1542, Fundamentals of Starting a Business prior to this class.

CES2 1545 (.3 CEU) $40/Senior Cost $32
1 day Thurs Sep 22 4-7 pm
Sec. 940724 VT455 Staff
1 day Thurs Oct 27 6-9 pm
Sec. 940722 VT455 Staff
1 day Tues Nov 8 6-9 pm
Sec. 940760 VT455 Staff
1 day Thurs Nov 17 9:30 am-12:30 pm
Sec. 940728 VT455 Staff
1 day Thurs Dec 15 6-9 pm
Sec. 940727 VT455 Staff

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

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

CES2 1544 (.3 CEU) $40/Senior Cost $32
1 day Tues Sep 13 9:30 am-12:30 pm
Sec. 940729 VT455 Staff
1 day Tues Oct 11 6-9 pm
Sec. 940746 VT455 Staff
1 day Tues Nov 1 9:30 am-12:30 pm
Sec. 940730 VT455 Staff
1 day Tues Nov 15 6-9 pm
Sec. 940761 VT455 Staff
1 day Tues Dec 6 6-9 pm
Sec. 940747 VT455 Staff

Conduct Research for Real World Business
Business success depends on being able to discriminate between “high-quality” and “low-quality” information. Learn how to conduct and apply your own quality research. Define clear research questions, good hypotheses and measures. Evaluate the integrity of the research of others. Expand your knowledge of information. Learn how to conduct and apply your own quality research. Define clear research questions, good hypotheses and measures. Evaluate the integrity of the research of others. Expand your knowledge of information. Learn how to conduct and apply your own quality research. Define clear research questions, good hypotheses and measures. Evaluate the integrity of the research of others. Expand your knowledge of information. Learn how to conduct and apply your own quality research. Define clear research questions, good hypotheses and measures. Evaluate the integrity of the research of others. Expand your knowledge of information.

CES2 1578 (.9 CEU) $99/Senior Cost $79.20
3 weeks Mon Oct 10 6-9 pm
Sec. 940752 VT455 L. Holt, Ph.D.

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.

CES2 1548 (.3 CEU) $45/Senior Cost $36
1 day Tues Sep 27 4-7 pm
Sec. 940734 VT455 M. Dembrow
1 day Tues Nov 22 9:30 am-12:30 pm
Sec. 940733 VT455 M. Dembrow

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

CES2 1573 (.3 CEU) $45/Senior Cost $36
1 day Tues Sep 20 6-9 pm
Sec. 940757 VT455 Staff

5 Keys to Achieving Fiscal Fitness Planning for Small Business
This state-wide training program is designed to help business owners strengthen financial literacy and improve the ability to access capital needed to grow. Topics discussed include identifying problems using your balance sheet and income statement, providing ways to increase your company’s cash flow, using break-even analysis to improve decision-making, planning the working capital to support your growth and how to keep your banker on your side. Fifth Third Bank clients, please contact the MI-SBTDC office for scholarship information.

CES2 1558 (.4 CEU) $25/Senior Cost $20
1 day Tues Oct 4 8:30 am-12:30 pm
Sec. 940756 VT455 Staff

5 Keys to Achieving Fiscal Fitness Planning for Small Business
This state-wide training program is designed to help business owners strengthen financial literacy and improve the ability to access capital needed to grow. Topics discussed include identifying problems using your balance sheet and income statement, providing ways to increase your company’s cash flow, using break-even analysis to improve decision-making, planning the working capital to support your growth and how to keep your banker on your side. Fifth Third Bank clients, please contact the MI-SBTDC office for scholarship information.

CES2 1570 (.3 CEU) $45/Senior Cost $36
1 day Thurs Sep 29 6-9 pm
Sec. 940742 VT455 Staff
1 day Thurs Dec 1 4-7 pm
Sec. 940754 VT455 Staff

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

CES2 1570 (.3 CEU) $45/Senior Cost $36
1 day Thurs Sep 29 6-9 pm
Sec. 940742 VT455 Staff
1 day Thurs Dec 1 4-7 pm
Sec. 940754 VT455 Staff

NEW Export Boot Camp for Small Businesses
Get your small business the information to be competitive in the global marketplace. Learn the basic tools to initiate or expand into international markets. Topics covered include: risk assessment, supply chain management, finance, freight forwarding, insurance, product classification, export regulations, and marketing. Come away with numerous resources to grow your international business. For daytime classes a half-hour lunch is not included in CEU total.

CES2 1585 (.3 CEU) $245/Senior Cost $196
5 weeks Thurs Sep 15 9 am-3:30 pm
Sec. 940755 VT455 J. O’Gara

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

CES2 1546 (.3 CEU) $40/Senior Cost $32
1 day Tues Sep 20 9:30 am-12:30 pm
Sec. 940731 VT455 Staff
1 day Tues Oct 18 6-9 pm
Sec. 940732 VT455 Staff
1 day Tues Nov 15 9:30 am-12:30 pm
Sec. 940737 VT455 Staff
1 day Tues Nov 22 6-9 pm
Sec. 940762 VT455 Staff
1 day Tues Dec 13 6-9 pm
Sec. 940738 VT455 Staff
The Patent Process
Protect your idea, save time and money. Understand the fundamental steps involved in starting your patent process and getting your invention to market. Discover how to gauge the value/worth of the idea. Learn the requirements for obtaining a patent and how to calculate the costs initially associated with the process. Don’t reveal your idea to anyone before taking this class!

CES2 1187 (.4 CEU) $59/Senior Cost $47.20
1 day  Mon  Sep 26  6-10 pm
Sec. 940711 VT445 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  Mon  Oct 3  6-10 pm
Sec. 940712 VT445 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 course content please call 734-462-4438. Prerequisite: Company must be in business for at least two years.

CES2 1539 (.3 CEU) $45/Senior Cost $36
1 day  Thurs  Sep 8  9 am-12 pm
Sec. 940701 VT405 Staff
1 day  Thurs  Oct 13  9 am-12 pm
Sec. 940702 VT405 Staff
1 day  Thurs  Nov 10  9 am-12 pm
Sec. 940703 VT405 Staff
1 day  Thurs  Dec 1  9 am-12 pm
Sec. 940704 VT405 Staff

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 course content please call 734-462-4438. Prerequisite: CES2 1539 How to Become a Government Contractor or instructor’s approval.

CES2 1541 (.2 CEU) $25/Senior Cost $20
1 day  Thurs  Sep 22  9-11 am
Sec. 940705 VT450 Staff
1 day  Thurs  Oct 20  9-11 am
Sec. 940707 VT450 Staff
1 day  Thurs  Nov 17  9-11 am
Sec. 940741 VT450 Staff

How to Become a Government Contractor Webinar
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 course content please call 734-462-4438. Prerequisite: Company must be in business for at least two years.

CES2 1477 (2.4 CEU) $95/Senior Cost $76
6 weeks  Sep 21  Sec. 940739

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

CES2 1496 (2.4 CEU) $95/Senior Cost $76
6 weeks  Sep 21  Sec. 940743
6 weeks  Oct 19  Sec. 940748
6 weeks  Nov 9  Sec. 940750

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.

CES2 1777 (2.4 CEU) $95/Senior Cost $76
6 weeks  Sep 21  Sec. 940739

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

CES2 1347 (2.4 CEU) $95/Senior Cost $76
6 weeks  Oct 19  Sec. 940706

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!

CES2 2243 (2.4 CEU) $95/Senior Cost $76
6 weeks  Sep 21  Sec. 940744
6 weeks  Oct 19  Sec. 940749

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.

CES2 1370 (2.4 CEU) $95/Senior Cost $76
6 weeks  Sep 21  Sec. 940720
6 weeks  Nov 9  Sec. 940736

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

CES2 1520 (2.4 CEU) $95/Senior Cost $76
6 weeks  Sep 21  Sec. 940745

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

Tell Your Computer What to Do Using Keyboard Commands
Your keyboard is the main way to enter information into your computer. But you can also use your keyboard to control your computer. Learn the basics of keyboard operation using simple keyboard commands (instructions to your computer). Explore shortcut keys, control keys, function keys, navigation keys and the numeric keypads. Discover how to select and edit text navigating through documents and files more efficiently. No traditional typing skills will be taught.

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.

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

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 1829 MS Windows—An Introduction or equivalent knowledge.

Word 2: Advanced Features
Continue to enhance your skills using advanced features of Microsoft Word. Learn more advanced features such as tables, charts, reports, merging documents and basic desktop publishing in a hands-on environment. Prerequisite: CES 1829 Word 1: An Introduction to Word Processing or have equivalent knowledge.

Excel 1: An Introduction to Spreadsheets
Microsoft Excel, an electronic spreadsheet program, is used to perform numeric calculations rapidly and accurately. Learn the basic features of the MS Excel program by exploring the capabilities of the software in a hands-on environment. Learn to create professional spreadsheets, work with formulas and functions, use formatting techniques and create basic charts and graphs. Prerequisite: CES 1909 MS Windows—An Introduction or equivalent knowledge, and familiarity with basic math functions.

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.

PowerPoint 1: Presentation Software for Effective Communication
Create effective communication pieces and presentations in a number of formats using PowerPoint software. Learn to create slides for presentations by combining text, graphs, charts, ClipArt, WordArt, and templates. This presentation will contain slides that can be displayed on your computer screen or that can be printed as masters for overhead projection, as 35mm slides or as an outline and printed notes. Prerequisite: CES 1909 MS Windows—An Introduction, and CES 1829 Word 1: An Introduction to Word Processing or equivalent knowledge.
NEW Excel 3: Ultra Features
Increase your knowledge of Excel in the Windows environment by exploring additional spreadsheet capabilities in this hands-on class. Learn to use pivot tables, share Excel files, and customize Excel and how to apply advanced worksheet management. Additional charting techniques will be discussed. Prerequisite: CES 1815 Excel 2 or equivalent knowledge, and familiarity with basic math functions.

CES2 6197 (1.6 CEu) $169/Senior Cost $135.20
6 weeks Tues Sep 20 6-8:40 pm
Sec. 940066 AS600 M. Richardson

Access 1: An Introduction to Database Management
Computerized databases store large amounts of information and are able to retrieve all or part of the information as needed. Microsoft Access is used 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, create and modify forms, reports and queries. Prerequisite: CES 1829 Word Level 1 or CES 1813 Excel 1 or equivalent knowledge.

CES 6556 (1.6 CEu) $189/Senior Cost $151.20
6 weeks Mon Sep 19 6-8:40 pm
Sec. 940003 AS940 G. Miloser

Access 2: Advanced Features
Learn advanced concepts of form and report development and design in this continuation of Microsoft Access. See how to share information with other Office programs, automate tasks with macros, create advanced and multiple table queries, manage database objects and manage the Access Database. Prerequisite: CES 6556 Access 1: An Introduction to Database Management or equivalent knowledge.

CES 6675 (1.6 CEu) $189/Senior Cost $151.20
6 weeks Mon Nov 7 6-8:40 pm
Sec. 940004 AS940 G. Miloser

NEW Create Holiday Mailings Using Microsoft Word/Wordpad
Eliminate stress at the holidays by learning to create and manage your holiday mailings using your computer. Learn to create your greetings using the Microsoft Word and/or Wordpad Programs and PAINT. Discover how to create and manipulate different types of documents. Find out how to produce mailing labels to easily send your holiday wishes. Prerequisite: knowledge of mouse usage, cutting, copying and pasting techniques is required.

CES2 6190 (0.9 CEu) $135/Senior Cost $108
4 weeks Thurs Nov 3 6-8:15 pm
Sec. 940065 CEC100 M. Richardson

NEW Get Started With Facebook & Twitter
If you’ve never created a social media profile, or are just getting started and don’t even know what you don’t know, this class will familiarize you with two of the most popular social network tools. Activities include establishing and customizing a user profile, exploring pages, groups, apps, privacy and security considerations. Note: This hands-on class focuses on the basics for those who have never used Facebook or Twitter.

CES2 6178 (0.3 CEu) $45/Senior Cost $36
1 day Thurs Oct 6 6-9 pm
Sec. 940054 LA340 W. Kolcz
1 day Sat Oct 22 9 am-12 pm
Sec. 940059 AS900 T. Thomas

NEW LinkedIn Basics
Learn why it’s practically a mandate to maintain an active LinkedIn account for today’s career professional. You will establish and customize a user profile, build your contact network, learn how to create, join and contribute to LinkedIn Groups, and learn how to install and get the most out of LinkedIn Applications. Note: This hands-on basic class is geared toward students who have not used LinkedIn before or have only created a minimum profile.

CES2 6180 (.3 CEu) $45/Senior Cost $36
1 day Thurs Sep 22 6-9 pm
Sec. 940058 LA340 W. Kolcz
1 day Sat Oct 8 9 am-12 pm
Sec. 940063 AS900 T. Thomas

NEW Mega-Posting: Making Social Networks Do the Work
Discover how easy it is to keep your social network profiles in sync and have them do more work for you, while saving time and making the process easier. Students will focus on mass sharing tools such as Posterous, Tumblr, Ping, Hootsuite and Shareaholic to automate and update sharing information to their social networks. Note: This hands-on class is geared toward the intermediate social media user with at least one established social network profile.

CES2 6179 (0.3 CEu) $45/Senior Cost $36
1 day Thurs Oct 20 9 am-12 pm
Sec. 940062 AS900 T. Thomas

NEW Adobe Acrobat Professional X
Learn how to create PDF files using the amazing capabilities of Adobe Acrobat Professional X. Explore the user interface including the following features: Commenting and Annotation Tools, Bookmarks, Editing tools, Digital Signature, Scanning, Forms, PDF Portfolio, and Acrobat.com.

CES2 6202 (.8 CEu) $119/Senior Cost $95.20
3 weeks Thurs Sep 29 6-8:40 pm
Sec. 940052 AS600 T. McMahon
2 weeks Sat Nov 5 9 am-1 pm
Sec. 940053 AS379 T. McMahon

NEW eBay Selling Basics
Don’t miss this hands-on opportunity to become a savvy seller on eBay! Learn the workings of eBay: registering; researching; seller fees; pay methods; shipping choices; and how to list an item including titles, descriptions, pictures, pricing values; and how to avoid common eBay sellers’ pitfalls. Then roll up your sleeves and actually register to sell, become a PayPal member, look at past items for marketing ideas and price comparisons, and do online research. An eBay manual is included in the course cost.

CES2 6201 (0.6 CEu) $115/Senior Cost $92
2 weeks Sat Oct 22 9 am-12 pm
Sec. 940050 CEC100 C. Hunter
Adobe InDesign CS5

Learn Adobe InDesign CS5, the powerful industry standard for layout, publishing and interactive design. Topics include: in-depth information and hands-on experience with the InDesign interface; document creation, layout, preferences; paragraph and character style sheets; Object styles; creating and modifying text and graphic elements; creating and formatting tables; table of contents, index; book files; exporting to PDF and more.

**CES2 6184 (3.2 CEu)**

12 weeks Tues Sep 20 6-8:40 pm
Sec. 940047 CRC100  C. Hunter

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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 course is not compatible with Macintosh computers. **Prerequisite:** CES 1909 MS Windows—An Introduction or equivalent computer knowledge.

**CES2 6088 (1.6 CEu)**

12 weeks Thurs Sep 22 6-8:40 pm
Sec. 940020 AS320  M. Flanigan

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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:** CES2 6088 Photoshop Elements 8.0 or equivalent knowledge.

**CES2 6108 (1.6 CEu)**

12 weeks Thurs Nov 3 6-8:40 pm
Sec. 940024 AS320  M. Flanigan

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Web Development—Level 1: HTML

Learn how to build Web pages using well-structured Extensible HyperText Markup Language (XHTML) for content. Using the Web standards approach, create Web sites that not only look great in all modern Web browsers, but also are accessible to a wide variety of audiences across a range of platforms and devices. See how to build contemporary Web pages using easy-to-use tools which are, in most cases, free. The instructor will contact students approximately one week before class starts to discuss materials.

**CES2 6150 (1.8 CEu)**

6 weeks Mon Sep 19 6-9 pm
Sec. 940015 AS379  B. Gasperosky

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Web Development—Level 2: CSS

Discover how to style and customize the presentation of well-structured XHTML pages using Cascading Style Sheets (CSS). With Web pages built upon current Web standards, create Web sites that not only look great in all modern Web browsers, but also are accessible to a wide variety of audiences across a range of platforms and devices. Learn how to step-by-step add style to well-structured XHTML Web pages. The instructor will contact students approximately one week before class starts to discuss materials. **Prerequisite:** CES2 6150 Web Development—Level 1 or equivalent knowledge.

**CES2 6151 (1.8 CEu)**

6 weeks Mon Nov 7 6-9 pm
Sec. 940031 AS379  B. Gasperosky

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Web Development—Level 3: PHP

PHP, the Hypertext Preprocessor, is a widely-used general-purpose scripting language for Web development. Learn the essentials of PHP; the concepts of modern Web programming; and the basics of object-oriented programming. These skills are necessary to build responsive, data-driven Web sites. **Prerequisite:** Web Development courses CES2 6150 and CES2 6151, or equivalent experience in XHTML and CSS.

**CES2 6188 (2.4 CEu)**

6 weeks Thurs Sep 22 6-10 pm
Sec. 940044 AS220  B. Gasperosky

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Web Development—Level 4: MySQL & JavaScript with PHP

Learn to build and create responsive, data-driven Web sites with PHP, MySQL, and JavaScript. Discover how the combination of PHP and MySQL provides an easy way to build modern Web sites with dynamic data and user interaction. Find out how to add JavaScript to create rich Internet applications and Web sites. Learn to combine XHTML, CSS, MySQL and JavaScript with PHP and how to use Cookies, Session Management and Ajax. **Prerequisite:** Web Development courses CES2 6150, CES2 6151 and CES2 6188, or equivalent experience in XHTML, CSS, and PHP.

**CES2 6189 (2.4 CEu)**

6 weeks Thurs Nov 3 6-10 pm
Sec. 940045 AS220  B. Gasperosky

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NEW Web Development—Level 5: Mobile Development

Learn the fundamentals of building device-agnostic mobile applications for a variety of cell phone platforms including iOS, Android, BlackBerry, palm webOS, Windows Phone and Symbian using XHTML, CSS and JavaScript. See how the combination of PHP and MySQL provides an easy way to build mobile Web sites, and take advantage of client-side data storage with apps that run even when the phone is offline, and more. **Prerequisite:** Web Development courses 1 through 4, or equivalent experience in XHTML, CSS, JavaScript, PHP and MySQL.

**CES2 6196 (1.8 CEu)**

6 weeks Tues Sep 20 6-9 pm
Sec. 940046 AS220  B. Gasperosky
Open Source Web Design
Jump into open source Web design and start building Web 2.0 Web sites using open source projects like Joomla!, WordPress, and Drupal. Learn to create blogs, interactive news portals, social networks, and virtually any Web site using free open source software. Work with the chosen tools of bloggers, businesses, and social networks. Bring a Web site idea to work with in class. **Prerequisite:** basic computer skills and internet skills and familiarity with social media.

CES2 6186 (1.8 CEu) $225/Senior Cost $180
6 weeks Thurs Sep 29 6-9 pm
Sec. 940049 AS900 S. Seva

Google AdWords
Create a Google AdWords campaign from the ground up and launch it. Learn how to: perform keyword research, correctly organize keywords, correctly organize campaigns, write ads and measure results. **Prerequisite:** Internet experience and a Web site you would like to use for the AdWords campaign.

CES2 6185 (1.0 CEu) $245/Senior Cost $196
4 weeks Wed Sep 28 6:30-9 pm
Sec. 940048 AS940 M. McCann

NEW Microsoft Project **Online**
Learn how to use Microsoft Project to think through and organize your project's details. See how to plan a schedule, sequence tasks, produce a baseline, assign resources and costs, track your progress, identify and analyze variances, and revise your project plan.

CES2 6199 (2.4 CEu) $95/Senior Cost $76
6 weeks Sep 21 Sec. 940040
6 weeks Nov 9 Sec. 940042

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

CES2 6045 (2.4 CEu) $95/Senior Cost $76
6 weeks Oct 19 Sec. 940018

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

CES 6720 (2.4 CEu) $95/Senior Cost $76
6 weeks Sep 21 Sec. 940009
6 weeks Oct 19 Sec. 940026
6 weeks Nov 9 Sec. 940033

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.

CES2 6152 (2.4 CEu) $95/Senior Cost $76
6 weeks Sep 21 Sec. 940002
6 weeks Oct 19 Sec. 940010

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

CES 1251 (2.4 CEu) $95/Senior Cost $76
6 weeks Sep 21 Sec. 940037
6 weeks Oct 19 Sec. 940039

NEW Introduction to Programming **Online**
Learn basic programming concepts and get hands-on practice in writing applications containing GUIs, sound, and graphics. Gain the skills and confidence you need to program in Just BASIC, a free and simple programming language, and design your own custom applications for home, school, or work.

CES 6198 (2.4 CEu) $95/Senior Cost $76
6 weeks Sep 21 Sec. 940041
6 weeks Nov 9 Sec. 940043

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

CES 6721 (2.4 CEu) $95/Senior Cost $76
6 weeks Sep 21 Sec. 940011

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:** Adobe Dreamweaver software.

CES 6999 (2.4 CEu) $95/Senior Cost $76
6 weeks Sep 21 Sec. 940036
6 weeks Nov 9 Sec. 940038

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.

CES 6947 (2.4 CEu) $95/Senior Cost $76
6 weeks Oct 19 Sec. 940029

Flash: 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.

CES 6995 (2.4 CEu) $95/Senior Cost $76
6 weeks Oct 19 Sec. 940035

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.

CES 6724 (2.4 CEu) $95/Senior Cost $76
6 weeks Oct 19 Sec. 940012
6 weeks Nov 9 Sec. 940028

REAL ESTATE

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

CES 1581 (1.9 CEu) $139/Senior Cost $111.20
3 weeks Mon Sep 19 6-9 pm
Sec. 940301 AS920 L. McMullen
3 weeks Thurs Oct 27 6-9 pm
Sec. 940303 AS920 L. McMullen

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

CES 6081 (2.4 CEu) $95/Senior Cost $76
6 weeks Oct 19 Sec. 940302

See Online Class Information on page 47 for specific requirements.
NON-PROFIT/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 non-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 proposal outline for your project, do online research, and edit and critique actual proposals.

**CES2 1551 (0.4 CEU)**
- $79/Senior Cost $63.20
- 1 day
- Wed Sep 28 8:30 am-12:30 pm
- Sec. 941103 VT440 W. Glass

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. **Pre-requisite:** prior knowledge of grant writing.

**CES2 1501 (0.8 CEU)**
- $149/Senior Cost $119.20
- 2 weeks
- Wed Oct 12 8:30 am-12:30 pm
- Sec. 941102 VT440 W. Glass

Fundraising for Small Non-Profit Organizations
Small non-profits are growing in number to meet pressing social and community needs. After forming the non-profit organization, fundraising is critical to its survival. Learn basic fundraising principles and techniques. Topics include: principles of fundraising, sources of support for non-profits, how to ask for money, use of special events, non-profit marketing, creating fundraising plans, donor relations and recognition, planned giving, and the board’s role in fundraising.

**CES2 1576 (0.8 CEU)**
- $135/Senior Cost $108
- 2 weeks
- Wed Oct 26 8:30 am-12:30 pm
- Sec. 941101 VT405 W. Glass

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.

**CES2 1452 (2.4 CEU)**
- $95/Senior Cost $76
- 6 weeks
- Sep 21 Sec. 941107
- 6 weeks
- Oct 19 Sec. 941108
- 6 weeks
- Nov 9 Sec. 941109

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.

**CES2 1230 (2.4 CEU)**
- $95/Senior Cost $76
- 6 weeks
- Sep 21 Sec. 941104
- 6 weeks
- Oct 19 Sec. 941105
- 6 weeks
- Nov 9 Sec. 941106

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.

**CES2 1564 (2.4 CEU)**
- $95/Senior Cost $76
- 6 weeks
- Sep 21 Sec. 941110
- 5 weeks
- Oct 19 Sec. 941111

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

**CES2 1472 (2.4 CEU)**
- $95/Senior Cost $76
- 6 weeks
- Sep 21 Sec. 941112
- 6 weeks
- Nov 9 Sec. 941113

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.

**CES2 4151 (0.6 CEU)**
- $125/Senior Cost $100
- 1 day
- Fri Oct 28 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. Textbook included. This class is worth 4 continuing education contact hours for nurses. Daytime classes have a one hour lunch which is not included in the CEU total.

**CES 4289 (0.4 CEU)**
- $99/Senior Cost $79.20
- 1 day
- Wed Oct 12 5:30-9:30 pm
- Sec. 944101 TBA J. Nicholas

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. A half-hour lunch is not included in CEU total.

**CES 4291 (0.8 CEU)**
- $119/Senior Cost $95.20
- 1 day
- Sat Oct 22 8 am-4:30 pm
- Sec. 944102 AS920 D. Denison RN, MSN

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

**CES 4237 (2.4 CEU)**
- $95/Senior Cost $76
- 6 weeks
- Sep 21 Sec. 944104 AS120 M. Siegel, RN

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

Facilitating Online Content  Online Course
How does the role of instructor change in an online environment? Find out by gaining the knowledge, skills and attitudes necessary to successfully deliver course content online. You will learn about online instructional practices including how to deal with difficult students in an online environment, how to facilitate discussions and manage online teams, and how best to provide feedback to students electronically. Online course information will be provided to students before the class begins. This course is approved for 4.0 SB-CEUs.

CES 0957  (4.0 CEU)  $198/Senior Cost $158.40
6 weeks  Sep 19-Oct 28
Sec. 949677  Schoolcraft Blackboard section  R. Crockett

Developing Online Content  Online Course
Interested in designing and developing online instructional materials? This course looks at the best practices for creating online instructional content. Learn how to identify appropriate methods for engaging students, judge the quality of learning resources, create appropriate assessments of learning objectives, incorporate scoring rubrics into assessment plans, create accessible content and enhance course content through effective interface design. The goal of this course is for you to produce an online instructional module. This course is approved for 4.2 SB-CEUs.

CES 0958  (4.2 CEU)  $239/Senior Cost $191.20
6 weeks  Oct 31-Dec 16  No class 11/21–11/25
Sec. 949653  Schoolcraft Blackboard section  R. Crockett

Teachers/K–12 Educators—
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» Online lessons are 6 weeks
» Class fee $105/Senior Cost $84
» Try before you buy—sample the first 2 sessions

Go to www.ed2go.com/scsbceu for more information and detailed class descriptions

Survival Kit for Teachers  Online  $198/Senior Cost $158.40
CES 0963  Sep 21  Sec. 949681
Oct 19  Sec. 949682
Nov 9  Sec. 949683
Sec. 949677  Schoolcraft Blackboard section  R. Crockett

Handling Medical Emergencies  Online  $198/Senior Cost $158.40
CES 4297  Sep 21  Sec. 949656
Oct 19  Sec. 949657
Nov 9  Sec. 949658
Sec. 949677  Schoolcraft Blackboard section  R. Crockett

NEW Keys to Effective Communication  Online  $198/Senior Cost $158.40
CES 7375  Sep 21  Sec. 949666
Oct 19  Sec. 949667
Sec. 949677  Schoolcraft Blackboard section  R. Crockett

Interpersonal Communication  Online  $198/Senior Cost $158.40
CES 7366  Sep 21  Sec. 949687
Oct 19  Sec. 949688
Nov 9  Sec. 949689
Sec. 949677  Schoolcraft Blackboard section  R. Crockett

Career Skills

Spanish in the Classroom  Online  $198/Senior Cost $158.40
CES 3627  Sep 21  Sec. 949659
Oct 19  Sec. 949660
Nov 9  Sec. 949662
Sec. 949677  Schoolcraft Blackboard section  R. Crockett

Speed Spanish  Online  $198/Senior Cost $158.40
CES 3459  Sep 21  Sec. 949630
Nov 9  Sec. 949650
Sec. 949677  Schoolcraft Blackboard section  R. Crockett

Speed Spanish 2  Online  $198/Senior Cost $158.40
CES 3532  Oct 19  Sec. 949631
Nov 9  Sec. 949651
Sec. 949677  Schoolcraft Blackboard section  R. Crockett

Speed Spanish 3  Online  $198/Senior Cost $158.40
CES 3571  Nov 9  Sec. 949611
Sec. 949677  Schoolcraft Blackboard section  R. Crockett

A to Z Grant Writing: Relationship Focused  Online  $198/Senior Cost $158.40
CES 21230  Sep 21  Sec. 949615
Nov 9  Sec. 949617
Sec. 949677  Schoolcraft Blackboard section  R. Crockett

Writing Effective Grant Proposals: Content Focused  Online  $198/Senior Cost $158.40
CES 21452  Oct 19  Sec. 949618
Sec. 949677  Schoolcraft Blackboard section  R. Crockett

Advanced Grant Proposal Writing  Online  $198/Senior Cost $158.40
CES 21564  Oct 19  Sec. 949625
Nov 9  Sec. 949646
Sec. 949677  Schoolcraft Blackboard section  R. Crockett

Meet Instructor Ryan Crockett
Ryan Crockett is a part time adjunct faculty member and an Instructional Designer in the Distance Learning Department. Ryan works with faculty as they navigate the online course design process and he provides guidance as to best practices in the online environment. Ryan received his B.S. Environmental Sciences degree from Oregon State University; he also has Michigan and California Secondary Teaching Credentials in Chemistry, and earned a M.Ed. Instructional Technology from Wayne State University. Ryan likes to share the knowledge he has with others and enjoys watching them succeed as they apply their newly gained knowledge and skills. This semester, Ryan is teaching Developing Online Content and Facilitating Online Content. If you are planning on teaching in the online universe, these classes are must-haves!
## TEACHER RECERTIFICATION CONTINUED

### Ready, Set, Read Online
**CES 7316**
- Sep 21: Sec. 949603
- Oct 19: Sec. 949639
- Nov 9: Sec. 949640

### Guided Reading: Strategies for the Differentiated Classroom Online
**CES 7329**
- Sep 21: Sec. 949647
- Oct 19: Sec. 949648
- Nov 9: Sec. 949654

### NEW Guided Reading & Writing: Strategies for Maximum Student Achievement Online
**CES 7374**
- Sep 21: Sec. 949669
- Oct 19: Sec. 949670
- Nov 9: Sec. 949671

### Response to Intervention: Reading Strategies That Work Online
**CES 7337**
- Sep 21: Sec. 949651
- Nov 9: Sec. 949655

### Enhancing Childhood Language Development Online
**CES 0898**
- Sep 21: Sec. 949606
- Oct 19: Sec. 949612

### Writing Essentials Online
**CES 7365**
- Sep 21: Sec. 949672
- Oct 19: Sec. 949673
- Nov 9: Sec. 949674

### Teaching Writing: Grades 4–6 Online
**CES 7338**
- Sep 21: Sec. 949607
- Oct 19: Sec. 949638

### NEW Introduction to Journaling Online
**CES 7376**
- Sep 21: Sec. 949690
- Nov 9: Sec. 949626

### Merrill Ream Speed Reading Online
**CES 7231**
- Sep 21: Sec. 949619
- Nov 9: Sec. 949626

### NEW Singapore Math: Number Sense & Computational Strategies Online
**CES 8483**
- Sep 21: Sec. 949675
- Nov 9: Sec. 949676

### NEW Singapore Math Model Drawing for Grades 1–6 Online
**CES 8484**
- Sep 21: Sec. 949678
- Nov 9: Sec. 949680

### Teaching Math: Grades 4–6 Online
**CES 0962**
- Sep 21: Sec. 949693
- Oct 19: Sec. 949694
- Nov 9: Sec. 949695

### Understanding Adolescents Online
**CES 0925**
- Sep 21: Sec. 949605
- Oct 19: Sec. 949628
- Nov 9: Sec. 949635

### Differentiated Instruction in the Classroom Online
**CES 0920**
- Sep 21: Sec. 949608
- Oct 19: Sec. 949627

### The Differentiated Instruction & Response to Intervention Connection Online
**CES 0964**
- Sep 21: Sec. 949699
- Oct 19: Sec. 949614
- Nov 9: Sec. 949668

### Teaching Students with Learning Disabilities Online
**CES 0928**
- Sep 21: Sec. 949610
- Oct 19: Sec. 949632
- Nov 9: Sec. 949637

### Empowering Students with Disabilities Online
**CES 0956**
- Sep 21: Sec. 949684
- Oct 19: Sec. 949685
- Nov 9: Sec. 949686

### Teaching Students with Autism Online
**CES 0932**
- Sep 21: Sec. 949641
- Nov 9: Sec. 949642

### The Creative Classroom Online
**CES 0908**
- Sep 21: Sec. 949601
- Oct 19: Sec. 949634
- Nov 9: Sec. 949616

### Solving Classroom Discipline Problems Online
**CES 0913**
- Sep 21: Sec. 949602
- Oct 19: Sec. 949613
- Nov 9: Sec. 949623

### Solving Classroom Discipline Problems 2 Online
**CES 0929**
- Sep 21: Sec. 949643
- Nov 9: Sec. 949644

### Creating the Inclusive Classroom Online
**CES 0930**
- Oct 19: Sec. 949645

### An Introduction to Teaching ESL/EFL Online
**CES 0952**
- Sep 21: Sec. 949663
- Oct 19: Sec. 949664
- Nov 9: Sec. 949665

### Integrating Technology in the Classroom Online
**CES 2153**
- Sep 21: Sec. 949622
- Oct 19: Sec. 949652

### The Classroom Computer Online
**CES 6122**
- Oct 19: Sec. 949661

### Creating a Classroom Web Site Online
**CES 0911**
- Oct 19: Sec. 949620

### Using the Internet in the Classroom Online
**CES 0911**
- Oct 19: Sec. 949620

### Creating Web Pages Online
**CES 6720**
- Sep 21: Sec. 949621
- Nov 9: Sec. 949636

### Designing Effective Web Sites Online
**CES 2152**
- Sep 21: Sec. 949621

### Teaching Smarter with Smart Boards Online
**CES 0924**
- Sep 21: Sec. 949604
- Nov 9: Sec. 949633

### Guiding Kids on the Internet Online
**CES 0925**
- Sep 21: Sec. 949605
- Oct 19: Sec. 949628
- Nov 9: Sec. 949635

### Photographing People with Your Digital Camera Online
**CES 3647**
- Oct 19: Sec. 949629
Mutual Fund Investing
Mutual funds are a very popular investment choice. Yet, most investors don’t have a strong understanding of what they are and how they work. Increase your knowledge beyond the basics to include how mutual funds and exchange-traded funds (ETF) are structured and categorized, how to evaluate them and identify what they are and how they work. Increase your knowledge and enhance your career, or for a better understanding of your personal finances.

C E S 2 1 4 8 8 (.6 CEu) $69/Senior Cost $55.20
3 weeks Thurs Sep 22 6:30-8:30 pm
Sec. 940402 MC110 W. Connell

Structuring a Stock Portfolio
Stocks can be volatile, but they also have the potential to bring meaningful returns to your portfolio. 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: C E S 2 1 4 8 8 Financial Markets & Securities: An Introduction or equivalent knowledge.

C E S 2 1 4 9 0 (.6 CEu) $69/Senior Cost $55.20
3 weeks Thurs Nov 3 6:30-8:30 pm
Sec. 940404 MC110 W. Connell

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

C E S 2 1 4 9 2 (.6 CEu) $69/Senior Cost $55.20
3 weeks Thurs Dec 1 6:30-8:30 pm
Sec. 940405 MC110 W. Connell

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

C E S 5 1 2 9 (.6 CEu) $49/Senior Cost $39.20
2 weeks Thurs Sep 8 6:30-9:30 pm
Sec. 940407 VT405 M. Rajput
2 weeks Tues Sep 13 6:30-9:30 pm
Sec. 940406 VT445 M. Rajput

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

C E S 5 2 3 5 (2.4 CEu) $95/Senior Cost $76
6 weeks Sec. 940409
6 weeks Oct 19 Sec. 940410
6 weeks Nov 9 Sec. 940411

**ACCOUNTING**

**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.

C E S 1 1 7 0 (3.2 CEu) $129/Senior Cost $103.20
12 weeks Mon Sep 26 6:30-8:40 pm
Sec. 940601 MC125 No class 10/31 B. Goldman

**QuickBooks Pro 2010**
Discover how to maintain accounting records for your small business using QuickBooks 2010. Assume the role of a small business owner and create an accounting system for a service business. Create vendor, customer and employee accounts, record transactions, create invoices, process payroll; create and print reports; and perform bank reconciliations.

C E S 6 7 2 5 (2.4 CEu) $95/Senior Cost $76
6 weeks Sec. 940608
6 weeks Oct 19 Sec. 940603
6 weeks Nov 9 Sec. 940610

Performing Payroll in QuickBooks Online
Create paychecks, pay tax liabilities and generate dazzling reports with little effort using QuickBooks. Learn everything from set-up to creating a new employee; tracking time and job cost data; and generating required forms and reports. If you are already using the QuickBooks payroll feature, learn troubleshooting tips and solutions for common problems and mistakes! Class not compatible with Macintosh computers. Requirements: QuickBooks software.

C E S 6 9 4 8 (2.4 CEu) $95/Senior Cost $76
6 weeks Wed & Fri Oct 19 Sec. 940611

**CAUTION**

You must register prior to the start of the series to take advantage of the savings.
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 21
- 6-8 pm
- Sec. 946103
- LA200
- T. Dalsis

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 19
- 6-8 pm
- Sec. 946102
- BTC370
- No class 10/31
- T. Dalsis

How to Research: A Vital Skill for Everyone
Conducting and understanding research depends on being able to discriminate between “high-quality” and “low-quality” information. Learn to do quality research and how to evaluate the integrity of other’s research. Explore research concepts to define research questions and hypotheses, measure outcomes, and dissect data including articles, statistics, and presentations. Feel confident to evaluate the validity of research you do.

**CES 7371 (.9 CEu)**
- $99/Senior Cost $79.20
- 3 weeks
- Thurs Oct 13
- 6-9 pm
- Sec. 946114
- LA 465
- L. Holt, Ph.D.

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

**CES 7194 (2.4 CEu)**
- $95/Senior Cost $76
- 6 weeks
- Sep 21
- Sec. 946106
- Oct 19
- Sec. 946109

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 text. **Requirement:** Microsoft Word software, any version.

**CES 7221 (2.4 CEu)**
- $95/Senior Cost $76
- 6 weeks
- Sep 21
- Sec. 946107
- Oct 19
- Sec. 946110

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

**CES 7217 (2.4 CEU)**
- $95/Senior Cost $76
- 6 weeks
- Sep 21
- Sec. 946108
- Oct 19
- Sec. 946111

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 21
- Sec. 946112

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 21
- Sec. 946113

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 11,19 & 20 for classes offered this semester.
For more information call 734-462-4448.

READING

Enhancing Your Reading Skills: Back to the Basics
While reading, do you have difficulty locating important information, recalling details, or understanding what you have read? Do you read slowly, underscoring each word with your finger with little comprehension? This class offers basic reading strategies for students returning to college or for those just 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 22
- 6-8 pm
- Sec. 946801
- LA415
- Staff

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 21
- Sec. 946802
- Oct 19
- Sec. 946803
JUMP START your math education

A FREE two-session math workshop for adults focusing on essential whole number math skills:

- Place Value
- Rounding
- Subtraction
- Addition
- Multiplication
- Division

**Date:** Thursday, August 18 & Tuesday, August 23

**Time:** 6-8:30 pm

**Location:** Livonia Campus

For Jump Start workshop information and registration, call the Learning Assistance Center at 734-462-4436.

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 Sep 20 5:30-8:30 pm
Sec. 946401 BTC370 T. Lamb

TEST PREPARATION

Test Taking Improvement: Back to the Basics

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

**CES 0349** (3 CEU) $55/Senior Cost $44

1 day Sat Oct 1 10 am-1 pm
Sec. 946214 LA100 C. Cicchelli

1 day Sat Nov 5 10 am-1 pm
Sec. 946215 LA100 C. Cicchelli

1 day Sat Dec 3 10 am-1 pm
Sec. 946217 LA100 C. Cicchelli

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 about the GED test format, gaining some helpful test-taking strategies and taking sample GED tests. There will be a light review of English, writing, reading, and math. If you require in-depth instruction in any of these areas you may be interested in our Back to the Basics class offerings.

**CES 7278** (1.2 CEU) $119/Senior Cost $95.20

4 weeks Sat Sep 24 10 am-1 pm
Sec. 946209 LA230 J. Lehman

4 weeks Sat Oct 22 10 am-1 pm
Sec. 946210 LA230 J. Lehman

4 weeks Sat Nov 19 10 am-1 pm
Sec. 946211 LA230 J. Lehman

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 will 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 24 9 am-1 pm
Sec. 946206 LA420 L. Allman & J. Scott

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 Oct 1 9 am-1 pm
Sec. 946202 LA405 L. Adamcheski

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 24 9 am-1 pm
Sec. 946212 LA425 L. Allman & J. Scott

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 Sep 24 10 am-1 pm
Sec. 946213 AS610 E. Rande

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 20 12 pm-3 pm
Sec. 946207 LA140 P. Schneider

7 weeks Sat Oct 8 10 am-1 pm
Sec. 946208 LA160 J. Haddad & K. Foti

American College Testing (ACT) Preparation Workshop Online Course

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

**CES 7321** $229

9 weeks Oct 10 Sec. 946218
Personal Enrichment

Personal Interest

NEW Present Moment Meditation
Learn to use Present Moment Meditation, a light-hearted, practical approach that makes meditation inviting and beneficial for everyone. You’ll see positive results in every area of your daily life—work, family, home, health, relationships, personal goals, and more. Each meeting includes two meditations, a short presentation on topics relating to meditation and stress reduction, discussion and Q & A time.

CES 0966 (0.6 CEU) $59/Senior Cost $47.20
4 weeks Mon Sep 19 6-7:30 pm
Sec. 947001 LA200 K. Bindu Henning
4 weeks Mon Nov 7 6-7:30 pm
Sec. 947002 LA200 K. Bindu Henning

Meet with K. Bindu Henning on Nov. 4 for a 2 hour informative class: Present Moment Meditation for Everyone’s Benefit. See page 22.

Kids on Campus

If using online registration, all emergency contact information will be stored electronically and can be updated via WebAdvisor if information changes. Registration by any other method requires that a completed emergency information form be submitted at time of registration—see page 46.

Video Game Creation Workshop I
For as long as you can remember you’ve played video games. Now, learn to create them! Using Game Maker software, design and program a real working game. Learn to create 2D environments, and discover how to access and use online game resources. Best of all, on the last day of class show off your creation to friends and family and then take it home to play. Bring headphones or ear buds to class.

CES 2-6093 $139
8 weeks Sat Oct 1 9-11 am
Sec. 949701 A5600 Grades 5 & 6 W. Marra
8 weeks Sat Oct 1 11 am-1 pm
Sec. 949704 A5600 Grades 7, 8, 9 W. Marra

Video Game Creation Workshop II
Bring the thumb drive with the game you started in Video Game Creation I and create your own characters and more. Continue using Game Maker software to update, add to and improve your game. Learn to create multi-player options while discovering new ideas and more online game resources. Prerequisite: CES 2-6093 Video Game Creation Workshop I. Bring headphones or ear buds to class.

CES 2-6118 $139
8 weeks Sat Oct 1 9-11 am
Sec. 949707 A5320 Grades 5, 6, 7, 8, 9 J. Ruff

Video Game Creation Workshop III
Bring the thumb drive with the games you designed in Video Game Creation I and II and get ready to do some advance gaming. Using Game Maker software you’ll create new games and improve your skills as a game developer. Learn advanced multi-player programming and game design with script writing, while discovering new ideas and more online game resources. Prerequisite: CES 2-6118 Video Game Creation Workshop II. Bring headphones or ear buds to class.

CES 2-6126 $139
8 weeks Sat Oct 1 11 am-1 pm
Sec. 949703 A5320 Grades 5, 6, 7, 8, 9 J. Ruff

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 $139
8 weeks Sat Oct 1 9-11 am
Sec. 949706 A5940 Grades 3 & 4 J. Scollon
8 weeks Sat Oct 1 11 am-1 pm
Sec. 949702 A5940 Grades 5 & 6 J. Scollon
8 weeks Sat Oct 1 1-3 pm
Sec. 949705 A5940 Grades 7, 8, 9 J. Scollon

Meet Instructor Kathy Bindu Henning »
Kathy Bindu Henning’s transformational work is the culmination of 35 years of experience in the areas of meditation and the art of self-discovery. Kathy has studied with some of the world’s most renowned meditation and human potential teachers of our time. For six years she lived full-time in meditation centers in India and around the world.

Kathy states that the best part of teaching is watching others experience the benefits of meditation and watching how it impacts their life in such wonderful ways. This semester, Kathy is teaching Present Moment Meditation. If you are looking to reduce stress and increase the positive results in your life then this class is for you!

Youth

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 Sep 21 6-8 pm
Sec. 949403 F110 P. Schneider
6 weeks Sat Nov 5 11 am-1 pm
Sec. 949404 LA270 P. Schneider

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

CES 7319 $119
6 weeks Sat Nov 5 1-3 pm
Sec. 949405 LA270 P. Schneider

734-462-4448 | www.schoolcraft.edu/cepd 21
FAMILY LIVING

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

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.

CES 5225 (.8 CEU)  $10
1 day  Sat  Oct 8  8 am-5 pm
Sec. 947102  A5720  M. Siegel, RN

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.

CES 5227 (.4 CEU)  $10
1 day  Sat  Nov 5  8 am-12 pm
Sec. 947104  A5720  J. Bolling

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.

CES 5224 (.8 CEU)  $10
1 day  Sat  Nov 19  8 am-5 pm
Sec. 947101  A5720  C. Kovacs

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 3 classes:
- CES 3651 Two Great Photo Tours by Monte Nagler
- CES 0967 Present Moment Meditation for Everyone’s Benefit
- CES 8485 Two Sister Cities: Pompeii & Herculaneum

See descriptions for more information.

CES 7274 (.6 CEU)  $36/Senior Cost $28.80
3 sessions  Fri  Sep 30, Nov 4, Dec 2  1-3 pm
Sec. 947401  See individual listings below for class locations.

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

NEW Two Great Photo Tours by Monte Nagler
Enjoy this marvelous two for one opportunity. First, Monte will take you on a guided tour of over 300 pictures from 25 countries, as seen in his most recent book, “Quartets: Photographs in Visual Harmony”. Then tour a new branch of photography called “Photos for Healing”, done especially for hospitals, where one photo is an astounding 89 feet long! Explore the positive impacts these photos have in the healthcare environment.

CES 3651 (.2 CEU)  $15/Senior Cost $12
1 day  Fri  Sep 30  1-3 pm
Sec. 947402  W210  M. Nagler

NEW Present Moment Meditation for Everyone’s Benefit
Gain an appreciation for the profound benefits of meditation, which supports a healthy lifestyle. Join Kathy Henning, Schoolcraft Meditation instructor, for an introduction to Present Moment Meditation, a light-hearted, practical approach to meditation. Discover the philosophy of PM Meditation. Then, if you feel you want to, give it a try. You’ll leave feeling enlightened and refreshed.

CES 0967 (.2 CEU)  $15/Senior Cost $12
1 day  Fri  Nov 4  1-3 pm
Sec. 947404  W210  K. Bindu Henning

NEW Two Sister Cities: Pompeii & Herculaneum
Stopped in their tracks by the eruption of Mount Vesuvius in 79 A.D. the volcanic ash covered sister cities of Pompeii and Herculaneum offer the best look anywhere of what life must have been like 2000 years ago. Enjoy an interesting archeological photo-tour of what life was like on that August afternoon at 1 p.m., while the city was calmly having lunch.

CES 8485 (.2 CEU)  $15/Senior Cost $12
1 day  Fri  Dec 2  1-3 pm
Sec. 947403  W210  A. Delpizzo

Interested in a mediation class? See Present Moment Meditation on page 21.

You always have such interesting and fun topics. Plus, your instructors really know the subject matter. Keep the good stuff coming!

Helen P., Conversation & Coffee student
Let’s Get Cooking

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

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

Cooking 101: Skill Development
In this relaxed and comfortable environment you will learn basic cooking terminology and techniques. 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.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Description</th>
<th>Dates</th>
<th>Times</th>
<th>Cost</th>
</tr>
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<tbody>
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<td>CES 2187</td>
<td>(.6 CEU)</td>
<td>$105/Senior Cost $84</td>
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<td>Sec. 941006 VT630 J. Gabriel, CMC</td>
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Pastry 101: Skill Development
Learn basic baking terminology and techniques in a comfortable setting. You’ll gain information on proper pastry tool skills and safe and sanitary methods for food/baking preparation. Set a solid base for your baking future. This course is strongly recommended for Schoolcraft College’s CES Pastry and Baking hands-on Culinary Arts classes, unless otherwise noted.

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<td>Sec. 941040 VT630 J. Decker, CMC</td>
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Traditional Home-style Mexican Meal
Embrace traditional home-style Mexican cuisine. See how history, culture and celebrations influence a traditional Mexican meal. Begin with appetizers and a rich soup, followed by a sophisticated entree and side dish. Finish the meal with a delectable Mexican dessert. Get the recipes—taste the results!

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<td>Sec. 941010 VT630 A. Perez</td>
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NEW Three Nights of Asia’s Best Street Food
Enjoy the food street scene of Thailand, Singapore and Vietnam without ever boarding a plane. During this three-night culinary tour, experience popular street vendor recipes and tastings. Each night focus on the best-tasting simple dishes of Asia enjoying each culture’s distinct spices and flavors found on their local food carts, stands and outdoor market stalls.

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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 Vintage Luggage Cakes
If it looks like an antique piece of luggage, check again, it could be a cake. Join Chef Michelle, Food Network alum, as she creates a vintage luggage cake! See how to apply fondant seamlessly, how to texture the fondant for a more realistic appearance and how to do painting techniques creating that “vintage” feel. Learn how to stylize the luggage cake with embellishments like handles, corner protectors and brackets.

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NEW 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-oo-RAHK-yah]—Greek butter cookies. Discover the techniques behind the recipes to create these one-of-a-kind tastes.

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NEW Sausage Making Made Easy
The only way to know what is in a sausage is to make it yourself! Learn how to make fresh, smoked, dry and emulsified sausages. Enjoy recipes for sweet, hot Italian, bratwurst and sun dried tomato sausage. Discover how to make knackwurst, frankfurters and thuringer. Acquaint yourself with proper handling techniques, storage procedures, and cooking methods. Become a sausage connoisseur!

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Polished Polish Cooking
If the only time of year you eat Polish food is for Paczki 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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**Fabulous Holiday Party Plan**

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 5 9 am-1 pm
Sec. 941014 VT630 K. Lewton

**NEW Petites Fours: Miniature Works of Edible Art**

Learn how to create and cut these perfect cake squares. See how to make a sweet, vanilla, Swiss butter cream and apply it to these little treasures. Get Chef Michelle’s recipe for Petit four icing and come away with decorating techniques using molds, butterfly cutter, three dimensional roses, leaves and so much more.

**CES 2457 (.3 CEU)** $109/Senior Cost $87.20
1 day Tues Nov 8 6-9 pm
Sec. 941007 VT630 M. Bommarito

**NEW Thanksgiving Dinner with a Mexican Flair!**

This year serve a traditional Thanksgiving dinner with spicy flavors and a unique Mexican twist. Begin with a rich soup, a special salad, a savory entrée that includes turkey along with a side dish and dessert. Tweak your Thanksgiving dinner tradition creating new and wonderful holiday memories.

**CES 2464 (.3 CEU)** $89/Senior Cost $71.20
1 day Wed Nov 9 6-9 pm
Sec. 941023 VT630 A. Perez

**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 a flair for this extravagant cuisine.

**CES 2202 (.4 CEU)** $109/Senior Cost $87.20
1 day Sat Nov 12 10 am-2 pm
Sec. 941016 VT630 J. Gabriel, CMPC

**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 Wed Nov 16 6-9 pm
Sec. 941041 VT630 J. Gabriel, CMPC

**NEW Prime Rib Holiday Dinner**

Prepare an unparalleled holiday dinner designed by a Certified Executive Chef! Learn to make a complete meal starting with lobster bisque soup, followed by prime rib, Yorkshire pudding and a classic buche de Noel for dessert. Pull out all the stops this holiday season impressing your family and friends with a festive prime rib meal.

**CES 2461 (.3 CEU)** $109/Senior Cost $87.20
1 day Sat Nov 19 10 am-1 pm
Sec. 941015 VT630 M. Haight, CBC, CEPC

**Soup Magic**

Think performing magic in the kitchen is beyond your skills? Think again! Join the fun and learn to make “soup magic.” Discover how to prepare one intensely flavored stock and, voila, turn it into three completely different soups. Wow your family and guests with the allusion of hard work as you gain the skills to pull a proverbial rabbit out of a hat.

**CES 2288 (.3 CEU)** $109/Senior Cost $87.20
1 day Sat Dec 3 9 am-12 pm
Sec. 941043 VT630 M. Haight, CBC, CEPC

**NEW Best Loved Chinese Classics**

Chinese foods are especially suited for today’s life styles. The highly nutritious ingredients and quick sealing cooking methods produce meals that are delicious, economical and easy to prepare. Learn how to prepare authentic classic Chinese favorites like wonton soup, egg rolls and proper stir fry. Celebrate one of the world’s most glorious cuisines.

**CES 2467 (.3 CEU)** $99/Senior Cost $79.20
1 day Fri Dec 9 6-9 pm
Sec. 941027 VT620 J. Gabriel, CMPC

**Cookie Exchange: Hands-on**

Take the muss and fuss out of your holiday baking. Come to Schoolcraft’s amazing kitchens and bake holiday cookies for family and gift giving. Using recipes from around the world you’ll be given prepped dough to bake and decorate. You’ll leave with eight-dozen scrumptious cookies. Make new holiday memories with this easy foolproof cookie tradition! Please bring an apron, rolling pin and knife. No prerequisites required.

**CES 2322 (.5 CEU)** $139/Senior Cost $111.20
1 day Sat Dec 10 9 am-2 pm
Sec. 941038 VT630 M. Haight, CBC, CEPC
1 day Sun Dec 11 9 am-2 pm
Sec. 941025 VT630 M. Haight CEC, CMPC

**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 Sun Dec 11 9 am-2 pm
Sec. 941038 VT630 M. Haight, CBC, CEPC

**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.

**CES 2281 (.3 CEU)** $109/Senior Cost $87.20
1 day Wed Oct 26 6-9 pm
Sec. 941004 VT635 J. Decker, CMPC
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 especially how to properly care for your knives. Learn to master basic cuts and especially a variety of salsas, dessert items and savory finger foods. Roll up your sleeves and make stir your way into a time-paced cooking showdown. Like challenges? Like cooking? Then chop, mix and stir your way into a time-paced cooking showdown. You’ll begin the competition with a one-hour introduction to set the rules and meet your team members. The second meeting, a three-hour strategic menu planning session, is where the mystery ingredients are revealed. On the final day, put the plan in action and create your one-of-a-kind winning meal. Please prepare a tool kit with the following: a paring, chef and bread knife; peeler; spatula; dough cutter; pastry brush; thermometer; and measuring spoons. Plan to wear a white chef’s jacket, dark pants and comfortable shoes in all hands-on classes.

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!

NEW Mexican Botanas for Your Next Get-Together: Hands-on
Impress your party guests with fun and easy Mexican snacks and appetizers. From holiday parties, to super bowl parties, graduations or just informal get-togethers Mexican botanas are the answer to savory finger foods. Roll up your sleeves and make a diverse assortment of these quick Mexican bites, especially a variety of salsas, dessert items and even a warm spicy fruit drink.

Iron Chef—Ages 12–17: Hands-on
Like challenges? Like cooking? Then chop, mix and stir your way into a time-paced cooking showdown. You’ll begin the competition with a one-hour introduction to set the rules and meet your team members. The second meeting, a three-hour strategic menu planning session, is where the mystery ingredients are revealed. On the final day, put the plan in action and create your one-of-a-kind winning meal. Please prepare a tool kit with the following: a set of knives, peeler, spatula, thermometer and measuring spoons. Plan to wear a white chef’s jacket, dark pants and comfortable shoes in all hands-on classes.

NEW Soup’s On!: Hands-on
Soup can be a welcome part of any meal or the main meal itself. Whether you enjoy the classics like chicken noodle soup, the soothing soups like potato and tomato or the more unusual soups like chowders and bisques, make soup your passion. Learn about soup classifications and history and then delve into soup making. Enjoy learning 12 different soups in four weeks. Soup’s on!

NEW Fish & Seafood Butchery: Hands-on
Learn the basic principles of fish and seafood butchery. Experience the professional way to cut salmon, clean shrimp, and open clams and oysters. Discover how to sharpen and keep your tools as precise as possible—all while maintaining a safe and sanitary environment. Bring containers to take your prepared fish and seafood treasures home and create a one-of-a-kind seafood feast.

Prerequisite—CES 2187 Cooking 101: Skill Development or instructor’s approval.
Please prepare a tool kit with the following: a paring, chef and bread knife; peeler; spatula; dough cutter; pastry brush; thermometer; and measuring spoons. Plan to wear a white chef’s jacket, dark pants and comfortable shoes in all hands-on classes.
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 7. The cuisine is expertly prepared by Schoolcraft students and chef instructors. The menu changes seasonally.

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 Sep 19 7-9 pm
Sec. 941022 W210B L. Hershey

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 the way consumers view them. Explore and taste these quality wines and see what’s fermenting down under. You must be 21 years of age to attend.

CES 2273 (1.0 CEu) $169/Senior Cost $135.20
5 weeks Mon Nov 7 7-9 pm
Sec. 941021 W210B L. Hershey

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

CES 2087 (1.8 CEu) $225/Senior Cost $180
2 days Thur & Fri Oct 6 8 am-5:30 pm
Sec. 941002 LA200 T. Holewinski
2 days Thur & Fri Nov 17 8 am-5:30 pm
Sec. 941009 LA200 T. Holewinski

American Harvest Restaurant

Our popular luncheon service continues Tuesday through Friday with three seatings: 11:45 a.m., noon and 12:15 p.m. Service for the fall term begins Tuesday, September 6. Meet your friends or business acquaintances and enjoy a sophisticated lunch for a very reasonable price in a trendy, upscale setting. Call 734-462-4488 or visit www.OpenTable.com to make reservations for lunch or dinner.

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 734-462-4488.
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 conversation and writing. Learn the political grammar and vocabulary, and be able to engage in basic conversation and writing. Learn how to tie a knot 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!

German I Conversational

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Mandarin Chinese I Conversational

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Brazilian Portugese I Conversational

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Russian I Conversational

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<td>CES 3054</td>
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<td>$139/Senior Cost $111.20</td>
<td>6-8 pm</td>
<td>M. Stichler</td>
</tr>
</tbody>
</table>

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!

German II Conversational

<table>
<thead>
<tr>
<th>Course</th>
<th>Name</th>
<th>Credits</th>
<th>Fee</th>
<th>Instructor</th>
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<tr>
<td>CES 3590</td>
<td>(2.4 CEU)</td>
<td>$149/Senior Cost $119.20</td>
<td>6-8 pm</td>
<td>H. Fruechtenicht</td>
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Italian II Conversational

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<th>Name</th>
<th>Credits</th>
<th>Fee</th>
<th>Instructor</th>
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<tr>
<td>CES 3330</td>
<td>(2.4 CEU)</td>
<td>$149/Senior Cost $119.20</td>
<td>6-8 pm</td>
<td>A. DelPizzo</td>
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<tr>
<td>CES 3331</td>
<td>(2.4 CEU)</td>
<td>$149/Senior Cost $119.20</td>
<td>6-8 pm</td>
<td>A. DelPizzo</td>
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Spanish II Conversational

<table>
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<th>Name</th>
<th>Credits</th>
<th>Fee</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>CES 3591</td>
<td>(2.4 CEU)</td>
<td>$149/Senior Cost $119.20</td>
<td>6-8 pm</td>
<td>H. Fruechtenicht</td>
</tr>
</tbody>
</table>

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.

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.

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

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

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. Prerequisite: CES 3532 Speed Spanish 2 Online.

See Online Class Information on page 47 for specific requirements.
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 approximately one week before classes begin, so please plan ahead. Please call 734-462-4448 to schedule an appointment.

Fall Placement Test Dates:
- Monday, August 29, 10 am–12:30 pm
- Monday, August 29, 6–8:30 pm
- Wednesday, August 31, 6–8:30 pm
- Monday, September 12, 6–8:30 pm
- Wednesday, September 14, 6–8:30 pm

Once testing has been completed, students may register for ESL classes.

ESL I—English as a Second Language

**CES 7235** (7.2 CEU) $305/Senior Cost $244
12 weeks Mon & Wed Sep 19 6-9 pm
Sec. 946901 MC155 No class 11/23 R. Leider

**CES 7236** (7.2 CEU) $305/Senior Cost $244
12 weeks Mon & Wed Sep 19 9 am-12 pm
Sec. 946903 MC155 H. White
12 weeks Mon & Wed Sep 19 6-9 pm
Sec. 946902 LA470 No class 11/23 Staff

ESL II—English as a Second Language

**CES 7261** (7.2 CEU) $305/Senior Cost $244
12 weeks Tues & Thur Sep 20 9 am-12 pm
Sec. 946904 MC155 No class 11/24 E. Rande
12 weeks Tues & Thur Sep 20 6-9 pm
Sec. 946906 MC155 No class 11/24 Staff

ESL III—English as a Second Language

**CES 7262** (7.2 CEU) $305/Senior Cost $244
12 weeks Mon & Wed Sep 19 9 am-12 pm
Sec. 946905 MC110 E. Rande
12 weeks Mon & Wed Sep 19 6-9 pm
Sec. 946907 F130 No class 11/23 E. Rande

ESL IV—English as a Second Language

**CES 7285** (7.2 CEU) $305/Senior Cost $244
12 weeks Tues & Thur Sep 20 6-9 pm
Sec. 946909 LA200 No class 11/24 I. Baciak

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.

**CES 3518** (3.3 CEU) $185/Senior Cost $148
11 weeks Fri Sep 23 7-10 pm
Sec. 942201 F410 C. Laginess

Ceramics II

Continue developing your hand-building and wheel-throwing skills while creating functional as well as sculptural pieces. Further explore the techniques and processes of applying glazes and slips. Learn to mix clay and glazes to expand your mastery of the media. **Prerequisite:** Ceramics I or equivalent experience.

**CES 3519** (3.3 CEU) $185/Senior Cost $148
11 weeks Mon Sep 19 7-10 pm
Sec. 942202 F410 No class 10/31 P. Howard

Ceramics III

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

**CES 3525** (3.3 CEU) $185/Senior Cost $148
11 weeks Tues Sep 20 7-10 pm
Sec. 942203 F410 M. Kuhn

Ceramics Open Studio—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.

**CESN 0011**
11 weeks Sat Sep 17 1-4 pm
Sec. 641101 F410

Ceramics IV: Advanced Hand-Building

Learn the secrets of advanced hand-building techniques through insightful demonstrations and individual projects. Through an in-depth understanding of complex three-dimensional ceramic structure, this unique ceramic art opportunity features a small interactive class environment for greater exploration of techniques and lab equipment. Areas explored include slab-built construction, press molds, image transfer methods and advanced Raku glazing and firing. **Prerequisite:** Ceramics III or equivalent ceramics experience.

**CES 3553** (3.3 CEU) $199/Senior Cost $159.20
11 weeks Thurs Sep 22 7-10 pm
Sec. 942205 F410 No class 11/24 B. Wooten

Introduction to Wheel Throwing

Making pottery on the wheel consists of using hand-eye coordination, sensitivity to pressure and speed. Through demonstration and individual projects learn to use different hand positions, to shape and form raw clay into sturdy, useful vessels. Learn to choose and prepare clay, and trim, slip and carve the forms into finished pieces of art. Necessary ceramic tools and respirator will be discussed at the first class.

**CES 3642** (3.3 CEU) $185/Senior Cost $148
11 weeks Sat Sep 24 9 am-12 pm
Sec. 942204 F410 M. Kuhn

TOEFL—Test of English as a Foreign Language Preparation Workshop.
See page 20.
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 impressionistic 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 3521** (3.3 CEu) $199/Senior Cost $159.20
11 weeks Tues Sep 20 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, Velaquez 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 12x16”; ODORLESS THINNER or mineral spirits; and a small container. Please note, water soluble oils may be used in this class.

**CES 3520** (3.3 CEu) $159/Senior Cost $127.20
11 weeks Mon Sep 19 6:30-9:30 pm
Sec. 942002  F470  No class 10/31  L. Baum

11 weeks Thurs Sep 22 1-4 pm
Sec. 942001  F470  L. Baum

**Drawing**
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 22 6-9 pm
Sec. 942102  F400  A. Bacon

**Exploring Color with Colored Pencil**
Explore the world of color using colored pencils. Discover a color spectrum where mixing blue and red makes more than just purple. Does it matter in what order you layer color? Yes! Using this versatile medium, learn how to blend, layer and mix colors to create different effects while learning the theory behind color.

**CES 3402** (2.4 CEu) $129/Senior Cost $103.20
8 weeks Thurs Sep 22 1-4 pm
Sec. 942101  AS376  S. Eid

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**I loved this class!**
**The instructor is very creative and gives so many great tips.**

Jennifer J., Acrylic Painting student
CREATIVE DESIGN

The following three classes will be held at 1748 Traditional Drive, Suite A, Walled Lake, MI, 48390.

NEW Create a Bountiful Cornucopia
The cornucopia, the traditional symbol of Thanksgiving abundance, can be yours to make this Thanksgiving season. Create a traditional cornucopia arrangement for your dining table or as a gift, using fresh assorted seasonal flowers. Feel free to bring vegetables like carrots, artichokes, leeks, etc. to incorporate into your design. Be prepared to make some wonderful Thanksgiving memories.

CES 3649 (.3 CEU) $75/Senior Cost $60
1 day Sun Nov 20 10 am-1 pm
Sec. 942301 C. Gregorich & J. Martinez

NEW Designing Your Holiday Wreath
Wreaths are as much a part of the holidays as Christmas trees and gift-giving. Get in the spirit of this holiday season by making your own wreath. Using a mixture of holiday evergreens enjoy creating a wreath that complements you! Choose from an array of decorative accessories to add the finishing touches to your masterpiece.

CES 3650 (.3 CEU) $75/Senior Cost $60
1 day Sun Dec 4 10 am-1 pm
Sec. 942305 C. Gregorich & J. Martinez

NEW Traditional Holiday Centerpiece
Traditional decorations are a simple way to add sparkle and color. Spice up your holiday table with a beautiful handmade traditional, long and low arrangement. Using a collection of greenery and selected ribbons and trims complete a holiday centerpiece for you, or as a gift. Please feel free to bring personal trims from home to create a unified final presentation.

CES 3652 (.3 CEU) $75/Senior Cost $60
1 day Sun Dec 18 10 am-1 pm
Sec. 942303 C. Gregorich & J. Martinez

MUSIC

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

CES 3342 (1.6 CEU) $119/Senior Cost $95.20
8 weeks Mon Sep 19 6:30-8:30 pm
Sec. 942504 F530 No class 10/31 M. Morgan

Introduction to Taiko Drumming
While taiko drumming has been done in Japan for thousands of years, recently westerners have become drawn to this powerful and energetic music. Taiko drumming takes unusual physical feats as well as a remarkable discipline. Learn proper vocabulary and terminology, and drumming basics including proper stance, proper form and proper drumming technique. Celebrate your new found skills at a group performance on the last class meeting. Bachi (drum sticks) are included in the class cost.

Class meets at 4300 W. Nine Mile Rd. Suite 309, Novi, MI 48375

CES 3638 (1.8 CEU) $99/Senior Cost $79.20
12 weeks Tues Sep 20 7-8:30 pm
Sec. 942508 B. Sole

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

CES 3576 (3.2 CEU) $60
15 weeks Tues Sep 6 7-10 pm
Sec. 942506 F310 J. Drake

NEW 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.

CES 3580 (3.2 CEU) $60
15 weeks Wed Aug 31 7-10 pm
Sec. 942507 F310 P. Michalsen

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

CES 3565 (3.2 CEU) $80
15 weeks Thurs Sep 1 7-10 pm
Sec. 942503 F310 R. Selva

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.

CES 3567 (3.2 CEU) $60
15 weeks Mon Sep 12 7-10 pm
Sec. 942505 F310 R. Selva

Schoolcraft College Piano Academy
As one of the area’s leading centers in piano education, Schoolcraft has designed a unique approach to teaching music at the keyboard. Programs are designed to accommodate a wide range of ages and ability levels, from first grade through high school. Information is available at www.schoolcraft.edu/music or call the Schoolcraft College Music Office at 734-462-4403.
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 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. All prints must be processed at an outside lab by you. Information on two field trips will be given the first night of class. Basic computer skills are required for this class.

CES 3423 (2.4 CEU) $145/Senior Cost $116
8 weeks Tues Sep 20 6-9 pm
Sec. 942401 BTC165 B. Mitchell
8 weeks Thurs Sep 22 6-9 pm
Sec. 942402 BTC160 B. Mitchell

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 3423 Capture the Moment: Beginning Photography or equivalent knowledge.

CES 3558 (1.8 CEU) $125/Senior Cost $100
6 weeks Thurs Sep 22 7-10 pm
Sec. 942406 VT445 J. Campbell

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.

CES 3431 (0.4 CEU) $49/Senior Cost $39.20
1 day Mon Nov 7 6-10 pm
Sec. 942403 VT445 M. Nagler

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

CES 3530 (2.4 CEU) $95/Senior Cost $76
6 weeks Oct 19 Sec. 942404

PUBLIC SAFETY

NEW Emergency Preparedness
Learn what constitutes an emergency and what your responsibilities are when an emergency happens. Discover how your emergency response integrates into an overall disaster response. Explore how to react to an active shooter scenario. Finally, learn strategies to educate your friends and family on emergency planning and protocol.

CES 0965 (0.4 CEU) $39/Senior Cost $31.20
1 day Wed Oct 5 5:30-9:30 pm
Sec. 949906 PE105 J. Monge

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

CES 0960 (1.2 CEU) $169/Senior Cost $135.20
1 week Mon & Wed Oct 17 & 19 5-9 pm
& Sat Oct 22 9 am-1 pm
Sec. 949903 RC135 Garden City J. Monge

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

CES 0954 (0.2 CEU) $49/Senior Cost $39.20
1 day Tues Oct 4 6-8 pm
Sec. 949902 RC230 Garden City J. Monge
1 day Wed Nov 2 6-8 pm
Sec. 949904 RC230 Garden City J. Monge
1 day Thurs Dec 1 6-8 pm
Sec. 949905 RC230 Garden City J. Monge

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

CES 0864 (0.4 CEU) $69/Senior Cost $55.20
1 day Mon Oct 17 5-9 pm
Sec. 949901 RC135 Garden City J. Monge
1 day Wed Nov 2 6-8 pm
Sec. 949904 RC230 Garden City J. Monge
1 day Thurs Dec 1 6-8 pm
Sec. 949905 RC230 Garden City J. Monge
PERSONAL ENRICHMENT

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

» View current Schoolcraft course availability and section numbers, and the entire 2011 Detroit-Metro Regional Motorcycle Safety Schedule online:
www.schoolcraft.edu/cepd/motorcycle

» Register online, by mail, or walk-in.

Basic Rider Course
Motorcycles are provided. Designed for someone who has minimal experience operating a motorcycle, this course focuses on the development of basic riding skills: turning, shifting and braking. We offer three schedule choices that provide approximately 16 hours of instruction:

• One Weekend—The most physically and mentally challenging option. Class meets Friday, 6–10 pm, Saturday and Sunday, 8 am–8 pm. You need to be available during the 12-hour period, but are not expected to be on site the entire time. Variable schedules will be assigned the first night of class.

• Two Weekend—Class meets two consecutive weekends, Fridays, 6–10 pm, Saturdays and Sundays, 8 am–8 pm. You need to be available during the 12-hour periods both weekends, but are not expected to be on site the entire time. Variable schedules will be assigned the first night of class.

• Weeknight or Weekday—Two weeks, Monday through Thursday for four hours each day.

Three-Wheel Basic Rider Course
If you have minimal experience or are unlicensed operating a three-wheel motorcycle, this course is for you. Develop your basic riding skills as you learn proper turning, shifting and braking. You have approximately 12 hours of instruction; 4 in the classroom and 8 on the range. All students must provide their own three-wheel motorcycle (no sharing), proof of insurance for their bike, and the bike must pass a safety inspection.

Advanced Rider Course
Designed for licensed and experienced riders to enhance their basic skills and help with personal risk assessment. All students must provide their own motorcycle (no sharing), proof of cycle endorsement, insurance for their bike, and the bike must pass a safety inspection. Class meets for one day, 8:30 am–6 pm.

Your motorcycle coaches all did a phenomenal job!
I am a much better and safer rider as a result of this fine course.

Advanced Rider Course student

MOTORCYCLE SAFETY
Detroit Metro Consortium

Improving the safety of motorcyclists on our roads is our primary goal. The Detroit Metro Motorcycle Safety Consortium was formed in 1999 to offer hands-on, comprehensive motorcycle safety training in a safe and comfortable environment. Since 1999, the consortium has trained over 46,000 students. Our classes are taught by professional, certified instructors who not only have a passion for riding—but riding safety. State funds from a motorcycle safety grant administered by the Michigan Department of State support this program.
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 41 of this schedule, and online at www.schoolcraft.edu/cepd/registration.asp

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

AEROBICS CROSS TRAINING

Hoop Blast
Hoopinng 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.

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.

Zumba, Strength Training & Floor Work
Enjoy this exciting combination workout class! Start with exhilarating Zumba dance, followed by upper body strength building and sculpting using 3–5 lb. hand weights, and a fifteen-minute butt and abs floor workout. Equipment supplied. This class is taught by an official Zumba instructor. Class format may vary.

Breaking News...

As you have probably already heard, portions of the PE Building will be undergoing exciting changes and renovations over the next several months.

At this time, the renovations are slated to be completed in early winter.

We appreciate your patience and hope you will pardon our dust! We will do our best to keep you informed as more information becomes available.
**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. [W]

**CES 9778**
$105/Senior Cost $52.50
12 weeks Tues & Thur Sep 13 6-7 pm
Sec. 948102 PE Fitness Room S. Bauslaugh

**CES 9365**
$85/Senior Cost $42.50
12 weeks Sat Sep 17 11 am-12 pm
Sec. 948133 PE Fitness Room S. Bauslaugh

**Cardio Kickboxing**

Have fun and get a full body, fat-burning workout—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. Bring a mat to class. [W]

**CES 9489**
$85/Senior Cost $42.50
12 weeks Wed Sep 14 7:05-8:05 pm
Sec. 948144 PE140 S. Janiusas

**Get Fit! From Top to Bottom**

Recent research has shown that good muscle strength will help you live a longer and healthier life. Get fit from top to bottom improving your muscle and bone health, as well as your cardiovascular function. With the use of low impact aerobics, resistance-bands, exertubes, stability balls, and free weights, you’ll have fun getting fit. This class is designed for all ages. Bring a mat to class. [W]

**CES 9667**
$125/Senior Cost $62.50
12 weeks Tues & Thur Sep 13 8-9 am
Sec. 948116 PE140 S. Zydeck

**Get Fit & Stay Fit**

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

**CES 9438**
$135/Senior Cost $67.50
12 weeks Mon, Wed & Fri Sep 12 9-10 am
Sec. 948108 PE140 K. Carzon

**Best Body Workout**

Get a total body makeover! Begin with an energized, calorie-burning cardiovascular segment, with interval training, toning and sculpting. Using various equipment continue with a floor workout, reshaping abs, glutes and thighs. Finish with relaxing yoga type stretches. Bring a mat to class. [W]

**CES 9859**
$75/Senior Cost $37.50
12 weeks Mon Sep 12 7-8 pm
Sec. 948140 PE140 No class 10/31 T. Stafford

**High Energy/Low Impact Aerobics**

Enjoy a fun, energizing, motivating aerobics class in a friendly non-threatening setting. This class combines traditional aerobic moves with calisthenics, introduction to kickboxing, basic step and interval training. The strength portion of the class utilizes free weights, bands and balls. Get a power workout for all fitness levels. Bring a mat to class. [W]

**CES 9509**
$105/Senior Cost $52.50
12 weeks Mon & Wed Sep 12 6-7 pm
Sec. 948101 PE140 No class 10/31 T. Stafford

**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. Additional workout opportunities will be offered. [W]

**CES 9825**
$155/Senior Cost $77.50
6 weeks Tues & Thur Sep 13 6-7 am
Sec. 948134 PE Fitness Room A. Spayd

**Pilates**

**PI-YO Strength, Sculpt, Stretch**

Power your entire core with Pilates and Yoga fusion exercises. Combine the power of Yoga and Pilates with muscle toning strength moves by adding light hand weights, resistance bands and other props. Improve strength, flexibility and balance and build stamina and strengthen your mind and body. Bring a mat to class. [W]

**CES 9608**
$85/Senior Cost $42.50
12 weeks Mon Sep 12 8-9 am
Sec. 948124 PE140 J. Dumbleton

**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. [W]

**CES 9557**
$85/Senior Cost $42.50
12 weeks Mon Sep 12 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. Bring a mat to class. **Prerequisite:** Pilates I or previous experience. [W]

**CES 9578**
$85/Senior Cost $42.50
12 weeks Wed Sep 14 11 am-12 pm
Sec. 948105 PE140 S. Zydeck

Rhonda C., Pilates I student

This class made learning Pilates fun and not too difficult for beginners.
**Strength Training & Sculpting**

**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.

<table>
<thead>
<tr>
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<td>Sec. 948114</td>
<td>PE140</td>
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</table>

**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.

<table>
<thead>
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<th>CES 9460</th>
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<td>Tues &amp; Thur</td>
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<td>PE Fitness Room</td>
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</table>

**CES 9453**

$135/Senior Cost $67.50

| 12 weeks | Sat | Sep 17 | 10-11 am |
| Sec. 948104 | PE Fitness Room | S. Bauslaugh |

**Strength Training & Muscle Conditioning**

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

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<tr>
<td>Sec. 948123</td>
<td>PE Fitness Room</td>
</tr>
</tbody>
</table>

**Fit & Fun Challenge**

Come work out with us in a 50 minute class while enjoying 50s, 60s and 70s music. Improve your strength, cardiovascular health, balance, and flexibility, using various types of gym equipment provided at class. Format may vary, which will include team relays and circuit training stations. All fitness levels welcomed. Bring a mat to class.

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<tr>
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<td>PE Main Gym</td>
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<tr>
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<table>
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<td>Fri</td>
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<tr>
<td>Sec. 948139</td>
<td>PE140</td>
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</table>

**1/2 Hour Lunch Break Fitmix**

With family, work, bills to pay, laundry, and the daily “stuff” that keeps us crazy-busy, when are you supposed to work out? Lunchtime! Here’s your chance 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. Bring a mat to class.

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<tr>
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<td>Wed</td>
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<tr>
<td>Sec. 948132</td>
<td>PE140</td>
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**Senior Fitness**

**Zumba Gold**

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

<table>
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<tr>
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<td>Fri</td>
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<tr>
<td>Sec. 948139</td>
<td>PE140</td>
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**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.

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<td>Mon &amp; Wed</td>
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<td>Sec. 948118</td>
<td>PE140</td>
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**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.

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<td>Mon &amp; Wed</td>
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<tr>
<td>Sec. 948109</td>
<td>PE Main Gym</td>
</tr>
</tbody>
</table>

Julie was an excellent teacher. She continuously gave encouragement and feedback. Made me feel good about how I was doing.

Michael H., Physical Fitness student
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, Postnatal, Parent & Tot, Youth Swim, and Competitive Edge classes in addition to many classes for adults such as Adult Swim, Hydrotoning, Swimnastics and Deep Water Aerobics. Not sure which Youth Swim or Adult Swim class to take? Refer to individual class descriptions, which include a list of skills to be learned. Our friendly, experienced staff and safe, comfortable environment make our classes fun for all ages and skill levels. Please see below for important information:

» For youth classes (Parent & Tot, Youth Swim, Competitive Edge, etc.), please use child’s information when registering and bring class confirmation/receipt to first class.

» Waiver of Liability agreement is required for all Physical Fitness classes.

» Bring a swimsuit, towel and goggles to class.

» If you wish to use a locker, please bring your own lock.

» Class sizes are limited for quality instruction and feedback.

» Family changing rooms are available to accommodate two distinct populations:
  1. Parents or guardians with children more than two (2) years of age of the opposite sex.
  2. Persons with disabilities requiring assistance from helpers of the opposite sex.

All others must use their designated locker room.

Youth Swim

Basic Swim for the Water Shy Youth: Ages 5+

Register in child’s name.

Skills to be learned: enter and exit the pool correctly; five relaxed bobs; blow bubbles into the water through the nose only, and through the nose and mouth simultaneously; float on the front and back having all muscles relaxed; float with head up 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.

Youth Swim Beginner: Ages 5+

Register in child’s name.

Skills to be learned: tread water for thirty seconds; ten relaxed bobs; do unassisted front and back arrow, no arm/leg movement; able to flip from a front float to a back float unassisted; proper freestyle flutter kick with 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 1–2 feet with assistance if needed; jump into the deep end with flotation device. Bring goggles to class. For the instructor to recommend a student move to the next level, these skills must be demonstrated. Prerequisite: Basic Swim for the Water Shy Youth: Ages 5+.

Youth Swim Intermediate: Ages 5+

Register in child’s name.

Skills to be learned: tread water for one minute; twenty relaxed bobs; do tight, hand-over-hand streamline on front and back, no kicking; retrieve a ring from 4½ feet unassisted; one half lap (25 yards) freestyle and backstroke with proper flutter kick and arm rotation, and for the freestyle alter- nate 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+.

CES 9705 $105
12 weeks Mon Sep 12 5-6 pm
Sec. 948503 PE Pool B. Rapach
12 weeks Tues Sep 13 5-6 pm
Sec. 948512 PE Pool C. Skinner
12 weeks Thurs Sep 15 5-6 pm
Sec. 948513 PE Pool C. Skinner
12 weeks Sat Sep 17 10:30-11:30 am
Sec. 948514 PE Pool B. Schwaegerle

CES 9704 $105
12 weeks Mon Sep 12 5-6 pm
Sec. 948501 PE Pool C. Skinner
12 weeks Tues Sep 13 5-6 pm
Sec. 948508 PE Pool B. Gould
12 weeks Thurs Sep 15 5-6 pm
Sec. 948509 PE Pool B. Gould
12 weeks Sat Sep 17 10:30-11:30 am
Sec. 948510 PE Pool C. Skinner

CES 9773 $105
12 weeks Tues Sep 13 5-6 pm
Sec. 948505 PE Pool D. Rapach
12 weeks Sat Sep 17 10:30-11:30 am
Sec. 948502 PE Pool A. McCullough
Parent & Child Swim: Ages 6 months–3 years
Register in child’s name.
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.

Advanced Competitive Edge: Ages 7+
Register in child’s name.
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 other 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. For the instructor to recommend a student move to the next level, these skills must be demonstrated. **Prerequisite:** Intermediate Competitive Edge: Ages 7+. **CES 9657**
- 12 weeks Wed Sep 14 5-6 pm
- Sec. 948524 PE Pool B. Gould
- 12 weeks Fri Sep 16 4-5 pm
- Sec. 948525 PE Pool C. Skinner
- 12 weeks Sat Sep 17 11:30 am-12:30 pm
- Sec. 948526 PE Pool C. Skinner

Family Swim

Parent & Child Swim: Ages 6 months–3 years
Register in child’s name.
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.

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

Intermediate Competitive Edge: Ages 7+
Register in child’s name.
Skills to be learned: two laps (100 yards) using the freestyle and backstroke with proper body position, body rotation, correct kick and arm rotation; two laps (100 yards) breaststroke with proper kick, arms, and coordination, breathing every stroke; one-and-a-half laps (75 yards) using the butterfly with proper body undulation, correct arms and breathing every other stroke; and one-and-a-half laps (75 yards) elementary backstroke; and perform proper starts and flip-turns. For the instructor to recommend a student move to the next level, these skills must be demonstrated. **Prerequisite:** Beginning Competitive Edge: Ages 7+. **CES 9656**
- 12 weeks Wed Sep 14 5-6 pm
- Sec. 948520 PE Pool D. Rapach
- 12 weeks Fri Sep 16 4-5 pm
- Sec. 948521 PE Pool D. Rapach
- 12 weeks Sat Sep 17 11:30 am-12:30 pm
- Sec. 948523 PE Pool B. Schwaegerle

Parent & Child Swim: Ages 5+
Register in child’s name.
The five-year-old child will learn the skills of kicking, arm movement, blowing bubbles, floating and safety. All participants should have some water experience. Parent water participation is required.

Parent & Tot Swim: Ages 6 months–3 years
Register in child’s name.
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.

Beginning Competitive Edge: Ages 7+
Register in child’s name.
Skills to be learned: tread water for five 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+. **CES 9706**
- 12 weeks Mon Sep 12 5-6 pm
- Sec. 948504 PE Pool No class 10/31 B. Gould
- 12 weeks Thurs Sep 15 5-6 pm
- Sec. 948516 PE Pool D. Rapach

Parent & Tot Swim: Ages 5+
Register in child’s name.
The five+ 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.

Intermediate Competitive Edge: Ages 7+
Register in child’s name.
Skills to be learned: tread water for five 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 kick, arms, and coordination, breathing every stroke; one lap (50 yards) butterfly stroke with proper body undulation, correct arms and breathing every other stroke; one 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 Advanced: Ages 5+. **CES 9706**
- 12 weeks Mon Sep 12 5-6 pm
- Sec. 948504 PE Pool No class 10/31 B. Gould
- 12 weeks Thurs Sep 15 5-6 pm
- Sec. 948516 PE Pool D. Rapach

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

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

Parent & Child Swim: Ages 5+
Register in child’s name.
The five+ year-old child will learn the basic skills of kicking, arm movement, blowing bubbles, floating and safety. All participants should have some water experience. Parent water participation is required.

Parent & Child Swim: Ages 6 months–3 years
Register in child’s name.
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.

Parent & Child Swim: Ages 5+
Register in child’s name.
The five+ 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.

Beginning Competitive Edge: Ages 7+
Register in child’s name.
Skills to be learned: tread water for five 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 kick, arms, and coordination, breathing every stroke; one lap (50 yards) butterfly stroke with proper body undulation, correct arms and breathing every other stroke; one 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 Advanced: Ages 5+. **CES 9706**
- 12 weeks Mon Sep 12 5-6 pm
- Sec. 948504 PE Pool No class 10/31 B. Gould
- 12 weeks Thurs Sep 15 5-6 pm
- Sec. 948516 PE Pool D. Rapach

Parent & Child Swim: Ages 5+
Register in child’s name.
The five+ year-old child will learn the basic skills of kicking, arm movement, blowing bubbles, floating and safety. All participants should have some water experience. Parent water participation is required.

Parent & Child Swim: Ages 5+
Register in child’s name.
The five+ year-old child will learn the basic skills of kicking, arm movement, blowing bubbles, floating and safety. All participants should have some water experience. Parent water participation is required.

Parent & Child Swim: Ages 5+
Register in child’s name.
The five+ year-old child will learn the basic skills of kicking, arm movement, blowing bubbles, floating and safety. All participants should have some water experience. Parent water participation is required.

Parent & Child Swim: Ages 6 months–3 years
Register in child’s name.
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.

Parent & Child Swim: Ages 5+
Register in child’s name.
The five+ year-old child will learn the basic skills of kicking, arm movement, blowing bubbles, floating and safety. All participants should have some water experience. Parent water participation is required.

Parent & Child Swim: Ages 6 months–3 years
Register in child’s name.
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.

Parent & Child Swim: Ages 5+
Register in child’s name.
The five+ year-old child will learn the basic skills of kicking, arm movement, blowing bubbles, floating and safety. All participants should have some water experience. Parent water participation is required.

Parent & Child Swim: Ages 6 months–3 years
Register in child’s name.
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.

Parent & Child Swim: Ages 5+
Register in child’s name.
The five+ year-old child will learn the basic skills of kicking, arm movement, blowing bubbles, floating and safety. All participants should have some water experience. Parent water participation is required.

Parent & Child Swim: Ages 5+
Register in child’s name.
The five+ year-old child will learn the basic skills of kicking, arm movement, blowing bubbles, floating and safety. All participants should have some water experience. Parent water participation is required.

Parent & Child Swim: Ages 6 months–3 years
Register in child’s name.
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.

Parent & Child Swim: Ages 6 months–3 years
Register in child’s name.
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.

Parent & Child Swim: Ages 6 months–3 years
Register in child’s name.
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.

Parent & Child Swim: Ages 6 months–3 years
Register in child’s name.
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.
**Adult Swim**

**Basic Swim for the Water Shy Adult**
Skills to be learned: tread water for thirty seconds; unassisted front and back arrow with no arm/leg movement; able to flip from front float to back float unassisted; proper freestyle flutter kick with a flotation device; body undulation for ten yards with flotation device; swim ten yards freestyle with flotation device; proper backstroke kick with flotation device; elementary backstroke as a survival stroke with flotation device; retrieve an object from 4½ feet deep; jump into water from the side of the pool. For the instructor to recommend a student move to the next level, these skills must be demonstrated. Prerequisite: no swimming experience.

**CES 9383**

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<th>End Date</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
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<tbody>
<tr>
<td>12 weeks</td>
<td>Sep 13</td>
<td>Oct 22</td>
<td>7-8 pm</td>
<td>PE Pool</td>
<td>D. Rapach</td>
</tr>
<tr>
<td>12 weeks</td>
<td>Sep 21</td>
<td>Oct 30</td>
<td>6-7 pm</td>
<td>PE Pool</td>
<td>A. McCullough</td>
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<tr>
<td>12 weeks</td>
<td>Sep 13</td>
<td>Oct 17</td>
<td>8:30-9:30 am</td>
<td>PE Pool</td>
<td>C. Skinner</td>
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**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**

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<td>12 weeks</td>
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<td>D. Rapach</td>
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<tr>
<td>12 weeks</td>
<td>Sep 13</td>
<td>Oct 17</td>
<td>8:30-9:30 am</td>
<td>PE Pool</td>
<td>B. Schweigerle</td>
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**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**

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<td>Oct 17</td>
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**Aerobic Swim**

**Aquatfit 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.

**CES 9709**

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<td>PE Pool</td>
<td>K. Carzon</td>
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**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.

**CES 9198**

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**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.

**CES 9343**

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**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.

**CES 9456**

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<th>Duration</th>
<th>Start Date</th>
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www.schoolcraft.edu/cepd | 734-462-4448
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.

Ces 9493
$65/Senior Cost $32.50
12 weeks Mon & Wed Sep 12 6-7 am
Sec. 948744 PE Pool P. Gould
12 weeks Mon & Wed Sep 12 8-9 pm
Sec. 948708 PE Pool No class 10/31 D. Rapach
12 weeks Wed Sep 14 4-5 pm
Sec. 948720 PE Pool D. Rapach
12 weeks Fri Sep 16 3-4 pm
Sec. 948795 PE Pool D. Rapach

Ces 9284
$115/Senior Cost $57.50
12 weeks Tues & Thur Sep 13 1-2 pm
Sec. 948717 PE Pool D. Dallas
12 weeks Wed & Fri Sep 14 6-7 am
Sec. 948719 PE Pool P. Gould
12 weeks Wed & Fri Sep 14 8-9 am
Sec. 948718 PE Pool D. Dallas

Swimmastics I

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

Ces 9138
$115/Senior Cost $57.50
12 weeks Mon & Wed Sep 12 1-2 pm
Sec. 948702 PE Pool A. McCullough
12 weeks Tues & Thur Sep 13 9-10 am
Sec. 948704 PE Pool N. Wagner
12 weeks Tues & Thur Sep 13 11 am-12 pm
Sec. 948748 PE Pool N. Wagner
12 weeks Tues & Thur Sep 13 2-3 pm
Sec. 948706 PE Pool D. Dallas
12 weeks Wed & Fri Sep 14 9-10 am
Sec. 948707 PE Pool D. Dallas

Ces 9445
$65/Senior Cost $32.50
12 weeks Fri Sep 16 10-11 am
Sec. 948701 PE Pool C. Skinner

Swimmastics II

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

Ces 9160
$115/Senior Cost $57.50
12 weeks Mon & Wed Sep 12 2-3 pm
Sec. 948716 PE Pool A. McCullough
12 weeks Tues & Thur Sep 13 8-9 am
Sec. 948710 PE Pool N. Wagner
12 weeks Tues & Thur Sep 13 10-11 am
Sec. 948751 PE Pool N. Wagner

Pool Yoga

Pool Yoga is a modern adaptation of yoga. Using the same poses as traditional yoga with minor modifications, the pool experience provides the perfect amount of resistance, yet allows you to be flexible as most poses require, relaxing the muscles while supporting your weight. All yoga levels welcome. No swimming experience needed. The head will not be submerged.

Ces 9849
$85/Senior Cost $42.50
12 weeks Mon Sep 12 6-7 pm
Sec. 948708 PE Pool No class 10/31 D. Rapach
12 weeks Wed Sep 14 4-5 pm
Sec. 948720 PE Pool D. Rapach
12 weeks Fri Sep 16 3-4 pm
Sec. 948795 PE Pool D. Rapach

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. Be sure to discuss your exercise plans with your doctor.

Ces 9377
$85
12 weeks Mon Sep 12 6-7 pm
Sec. 948772 PE Pool No class 10/31 D. Rapach

I’ve been participating in physical fitness classes at Schoolcraft for years. The variety of offerings has enabled me to expand my horizons by sampling new things. I’ve tried weight training, yoga, step aerobics, hydrotoning, and deep water aerobics.

The environment is always welcoming and comfortable for people of all skill levels. Plus the teachers encourage students to work at their own pace.

Stacy G., Physical Fitness student
DANCE

Lunchtime Line Dance I
Learn the latest Line Dances at this special daytime class. Whether this is your lunch hour, or just a time to have some fun and exercise, the hour will fly by! Learn the Hustle, Stroll Along Cha Cha, Country Boy Two-step and more. This class is designed for those with little or no previous experience. 
CES 9544
  $75/Senior Cost $37.50
  8 weeks  Thurs  Sep 15  1-2 pm
  Sec. 948006  PE140  B. Peterson

Lunchtime Line Dance: One Plus
Completed Lunchtime Line Dance I? Not quite ready for Lunchtime Line Dance II? Dance your way into Lunchtime Line Dance: One Plus! Featured dances are, Mack the Knife, Diamond Waltz and Fly Me to the Moon. 
Prerequisite: Lunchtime Line Dance I or some previous experience.
CES 9809
  $75/Senior Cost $37.50
  10 weeks  Thurs  Sep 15  12 pm-1 pm
  Sec. 948013  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 9381
  $65/Senior Cost $32.50
  8 weeks  Tues  Sep 20  8:30-10 pm
  Sec. 948003  PE140  N. Nader

Social Ballroom Dance II
For couples and singles who want to review and retain what they’ve learned. Practice and receive tactful tips while updating the latest style, techniques, patterns and combinations. Confidence, comfort, poise, control, and balance come from practice and time provided by this class. It’s healthy, fun, social and exciting. Prices are per person.
CES 9379
  $65/Senior Cost $32.50
  8 weeks  Thurs  Sep 22  8:30-10 pm
  Sec. 948018  PE140  N. Nader

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 9461
  $85/Senior Cost $42.50
  8 weeks  Sat  Sep 24  1-2:30 pm
  Sec. 948001  PE140  N. Nader

Disco Hustle & Mambo
Love dance variety? Learn the Disco Hustle, a fast smooth dance that originated in the 1970s, and the Mambo, a flashy Cuban dance. Add these exciting dances to your dance repertoire. Couples and singles are welcome. Prices are per person.
CES 9799
  $75/Senior Cost $37.50
  8 weeks  Sun  Sep 25  4:30-6 pm
  Sec. 948005  PE Main Gym  T. Babenko

Waltz & Rumba
Learn two fun and exciting partner dances—the Waltz and Rumba. In the first half of the course learn the Waltz, considered to be the mother of present day dances. In the second half learn the Rumba—a slow romantic dance sometimes referred to as the “Dance of Love” due to the way couples stare into each other’s eyes while dancing.
CES 9781
  $75/Senior Cost $37.50
  8 weeks  Sun  Sep 25  3-4:30 pm
  Sec. 948008  PE Main Gym  T. Babenko

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 13  6-7:20 pm
  Sec. 948019  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 16  5:30-7:30 pm
  Sec. 948014  PE140  J. Gomez

Latin “Salsa” Dance II
Feel comfortable with the basics of Latin “Salsa”? 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 16  6-7:30 pm
  Sec. 948004  PE140  J. Gomez

Latin “Salsa” Dance III
Take the next step...in Latin Salsa Dance. With the emphasis on social salsa, focus on making your movements flow with your partner. Learn styling and Cuban motion with more complex moves that will help you become a more confident dancer. Wear hard-soled shoes. Couples and singles are welcome. Prices are per person. Prerequisite: Latin “Salsa” Dance II or previous experience.
CES 9831
  $75/Senior Cost $37.50
  12 weeks  Fri  Sep 16  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 21  7-8:30 pm
  Sec. 948009  RC115 Garden City  P. Costianes
FENCING

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

*CES 9180*
$89/Senior Cost $44.50
12 weeks Tues Sep 13 6:30-7:50 pm
Sec. 947901 PE Main Gym
D. McLaren

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

*CES 9181*
$89/Senior Cost $44.50
12 weeks Tues Sep 13 8-9:20 pm
Sec. 947902 PE Main Gym
D. McLaren

TAI CHI

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

*CES 9330*
$95/Senior Cost $47.50
12 weeks Tues Sep 13 7-8:20 pm
Sec. 948801 PE140 MI Tai Chi Association

**Tennis**

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

*CES 9827*
$75
6 weeks Sat Sep 17 12 pm-1 pm
Sec. 948601 PE140
Staff

6 weeks Sat Oct 29 12 pm-1 pm
Sec. 948602 PE140
Staff

Give a **GIFT CARD** toward CEPD classes

**Gift Giving for All Seasons**
Birthday » Anniversary » Graduation » Retirement
Thank You » Mother’s Day » Father’s Day » Any Holiday
Special Occasion » Birthday » Anniversary » Graduation
Retirement » Thank You » Mother’s Day » Father’s Day
Any Holiday » Special Occasion

Give the gift you know they will like…

*because they choose it!*

Gift cards may be purchased in the Bookstore, at Henry’s Food Court or through the Cashier’s Office.
Yoga for the Face, Neck & Shoulders
Ever notice how stress, tension and fatigue seems to accumulate in your neck and shoulders only to end up on your face? By learning some traditional yoga poses, breathing, and facial exercises, your stress, pain, stiffness, and wrinkles can be reduced or alleviated. Explore acupressure points and massage, the use of meditation, visualization, sound and affirmations to achieve inner and outer harmony and beauty. Wear exercise clothing. Please bring a sticky mat and a firm blanket.

**CES 9813**
$109/Senior Cost $54.50
12 weeks Thurs Sep 15 9:30-10:50 am
Sec. 948915 Off Campus Medical Center D. Kause

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

**CES 9543**
$109/Senior Cost $54.50
12 weeks Mon Sep 12 1:10-2:30 pm
Sec. 948906 Off Campus Medical Center K. Farkas

Looking for a new Yoga experience?
Try Pool Yoga. See page 39.

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.

**CES 9218**
$109/Senior Cost $54.50
12 weeks Mon Sep 12 5:30-6:50 pm
Sec. 948911 Off Campus Medical Center D. Kause

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

**CES 9541**
$109/Senior Cost $54.50
12 weeks Mon Sep 12 11:15 am-12:35 pm
Sec. 948916 Off Campus Medical Center K. Farkas

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.

**CES 9350**
$109/Senior Cost $54.50
12 weeks Mon Sep 12 9:30-10:50 am
Sec. 948908 Off Campus Medical Center K. Farkas

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.

**CES 9573**
$109/Senior Cost $54.50
12 weeks Wed Sep 14 9:30-10:50 am
Sec. 948923 Off Campus Medical Center D. Siegel-DiVita, RYT

Enhance your ability to meditate. Try our new offering, Present Moment Meditation. See page 21.
**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.

**CES 9585**

- $109/Senior Cost $54.50
- 12 weeks Wed Sep 14 11 am-12:20 pm
- Sec. 948914 Off Campus Medical Center D. Siegel-DiVita, RYT

**Yoga to Renew & Restore**

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

**CES 9540**

- $109/Senior Cost $54.50
- 12 weeks Wed Sep 21 5-6:20 pm
- Sec. 948917 Off Campus Medical Center J. Jeffery
- 12 weeks Wed Sep 21 7-8:20 pm
- Sec. 948904 Off Campus Medical Center J. Jeffery

**Vinyasa Style of Hatha Yoga: An Introduction**

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

**CES 9824**

- $109/Senior Cost $54.50
- 12 weeks Sat Sep 17 9:30-10:50 am
- Sec. 948909 Off Campus Medical Center L. Herman

**Fluid Yoga**

Recommended for Schoolcraft Flowing Yoga II and Flowing Yoga III students only. Fluid Yoga is an energizing sequence of Hatha Yoga poses for flexibility and strength. This flow will rejuvenate, melt tension, and create well-being and physical and mental ease. After the yoga poses are completed, there will be 20–25 minutes of delicious relaxation. Please bring a sticky mat and pillow to class. For more information call 734-462-4448.

**CES 9639**

- $48
- 4 weeks Mon Dec 5 9:30-11 am
- Sec. 948921 Off Campus Medical Center K. Farkas
- 4 weeks Tues Dec 6 7-8:30 pm
- Sec. 948902 Off Campus Medical Center K. Farkas
- 3 weeks Thurs Dec 15 6:30-8:30 pm
- Sec. 948901 Off Campus Medical Center K. Farkas
NON-INSTRUCTIONAL ACTIVITIES

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

Registrations received before August 1 will not be processed until that date.

How to register for Handball, Paddleball, Racquetball or Walleyball:

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

Non-instructional activities will NOT meet November 24–27

### 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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<tr>
<th>Course</th>
<th>Days</th>
<th>Start Date/Time</th>
<th>End Date/Time</th>
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<tbody>
<tr>
<td>CESN 0012</td>
<td>Mon</td>
<td>Sep 12-Dec 12</td>
<td>4:45-6:15 pm</td>
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<td>Wed</td>
<td>Sep 12-Dec 12</td>
<td>6:20-7:50 pm</td>
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<td>Thurs</td>
<td>Sep 12-Dec 12</td>
<td>7:55-9:25 pm</td>
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<td>Fri</td>
<td>Sep 12-Dec 12</td>
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<td></td>
<td>Sat</td>
<td>Sep 12-Dec 12</td>
<td>6:20-7:50 pm</td>
</tr>
</tbody>
</table>

### Handball/Paddleball: Non-Instructional Activity

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Days</th>
<th>Start Date/Time</th>
<th>End Date/Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>CESN 0001</td>
<td>Mon</td>
<td>Sep 12-Dec 12</td>
<td>4:45-6:15 pm</td>
</tr>
<tr>
<td></td>
<td>Wed</td>
<td>Sep 12-Dec 12</td>
<td>6:20-7:50 pm</td>
</tr>
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<td></td>
<td>Thurs</td>
<td>Sep 12-Dec 12</td>
<td>7:55-9:25 pm</td>
</tr>
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<td></td>
<td>Fri</td>
<td>Sep 12-Dec 12</td>
<td>6:20-7:50 pm</td>
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<tr>
<td></td>
<td>Sat</td>
<td>Sep 12-Dec 12</td>
<td>6:20-7:50 pm</td>
</tr>
</tbody>
</table>

### CESN 0012

<table>
<thead>
<tr>
<th>Course</th>
<th>Days</th>
<th>Start Date/Time</th>
<th>End Date/Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>CESN 0012</td>
<td>Mon</td>
<td>Sep 12-Dec 12</td>
<td>4:45-6:15 pm</td>
</tr>
<tr>
<td></td>
<td>Wed</td>
<td>Sep 12-Dec 12</td>
<td>6:20-7:50 pm</td>
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<td>Thurs</td>
<td>Sep 12-Dec 12</td>
<td>7:55-9:25 pm</td>
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<td>Sep 12-Dec 12</td>
<td>6:20-7:50 pm</td>
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<td></td>
<td>Sat</td>
<td>Sep 12-Dec 12</td>
<td>6:20-7:50 pm</td>
</tr>
</tbody>
</table>
Non-instructional Activities

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

**CESN 0010**
- 14 weeks
- Mon: Sep 12-Dec 12 4:45-6:15 pm
- Sec. 641001 PEHBC
- 14 weeks
- Mon: Sep 12-Dec 12 6:20-7:50 pm
- Sec. 641002 PEHBC
- 14 weeks
- Mon: Sep 12-Dec 12 7:55-9:25 pm
- Sec. 641003 PEHBC
- 14 weeks
- Tues: Sep 13-Dec 13 4:45-6:15 pm
- Sec. 641004 PEHBC
- 14 weeks
- Tues: Sep 13-Dec 13 6:20-7:50 pm
- Sec. 641005 PEHBC
- 14 weeks
- Tues: Sep 13-Dec 13 7:55-9:25 pm
- Sec. 641006 PEHBC
- 14 weeks
- Wed: Sep 14-Dec 14 4:30-6 pm
- Sec. 641007 PEHBC
- 14 weeks
- Wed: Sep 14-Dec 14 8-9:30 pm
- Sec. 641008 PEHBC
- 14 weeks
- Thurs: Sep 15-Dec 22 4:45-6:15 pm
- Sec. 641009 PEHBC
- 14 weeks
- Thurs: Sep 15-Dec 22 6:20-7:50 pm
- Sec. 641010 PEHBC
- 14 weeks
- Thurs: Sep 15-Dec 22 7:55-9:25 pm
- Sec. 641011 PEHBC
- 14 weeks
- Fri: Sep 16-Dec 23 4:45-6:15 pm
- Sec. 641012 PEHBC
- 14 weeks
- Fri: Sep 16-Dec 23 6:20-7:50 pm
- Sec. 641013 PEHBC
- 14 weeks
- Fri: Sep 16-Dec 23 7:55-9:25 pm
- Sec. 641014 PEHBC

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. Gym, courts, weight machines and pool are included. 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.

**CESN 0005**
- 12 weeks
- Sun: Sep 18-Dec 11
- PE Pool
- 7-9 am
- Sec. 640402 PE Fitness Room/Main Gym/HBC 1-9 pm

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.

**CESN 0004**
- 12 weeks
- Tues: Sep 13-Nov 29
- PE Main Gym
- 7-9 pm

Synchronized Swim Club: Non-Instructional Activity
This club is for adults with synchronized swimming experience who would like an opportunity to practice their skills.

**CESN 0003**
- 12 weeks
- Wed: Sep 14-Dec 7
- PE Pool
- 7:30-9 pm
- Sec. 640201

Fitness Maintenance Program: Non-Instructional Activity
This is a non-structured program for adults who have taken a weight training, strength training or personal training course at Schoolcraft College and are familiar with the use of the weight training and aerobic equipment in the Schoolcraft Fitness Center.

**CESN 0002**
- 14 weeks
- MTWRF
- Sep 12-Dec 16
- 7-9 am
- Sec. 640301

Non-instructional activities will NOT meet November 24–27

THURSDAY GYM & SWIM/SATURDAY GYM & COURTS

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

No session Thursday, November 24 and Saturday, November 26.

Please note: the Aux Gym will no longer be available.

**Thursday Gym & Swim**
*Thursdays, October 27–December 15*
This is an open program for adults to use the physical education facilities available at the following times:
- Main Gym .........................7-9:30 pm
- Pool (adults and children) .....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.

**Saturday Courts**
*September 17–December 10*
This program is for adults. Racquetball, Handball, Paddleball, Walleyball courts are available for one-hour periods from 7–11 am, on a walk-in basis only. Court time starts on the hour. Cost is $5.00 per person. Nets for Walleyball are provided; all other equipment must be supplied by the individual.
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 Information
- **Student’s Name**: ___________________________________________________________________
- **Current Grade**: __________________
- **Date of birth**: ________________
- **Primary Contact**: __________________
- **Relationship**: __________________
- **Phone number while student is in class**: __________________
- **Address if different from student**: __________________

### Medical Information
- **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 Information
- **Additional medical information we should know**: ________________________________________

### Schoolcraft College Guidelines
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 or Legal Guardian**: __________________________________________________________________
- **Date**: __________________

### Before Classes Begin
- **For safety reasons a completed emergency form must accompany the registration. Schoolcraft College reserves the right to delay the registration until an emergency form is provided.**
- **Register your children based on their current grade level. Our instructors and administration request that parents follow the grade-appropriate guidelines listed next to each class. We reserve the right to reassign your child to a grade-appropriate class. Your cooperation is appreciated.**
- **Children should wear comfortable play clothes that can get messy and are easily cleaned.**
- **Give your children a written list of their classes and classrooms.**
- **Talk with your children about safety issues in all public places such as Schoolcraft College.**
- **If this is your children’s first experience at Schoolcraft College, we suggest that you visit the campus before classes begin to become familiar with 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 via WebAdvisor, by walk-in or mail-in—see page 48.

2. Once you have registered and paid for your class with Schoolcraft College, you must also enroll with one of the following Web sites to gain access to your online classroom:
   - For online general classes, enroll at www.ed2go.com/schoolcraft
   - For online teacher recertification SB-CEU classes, enroll at www.ed2go.com/scsbceu
   - Choose the class title and select the “Enroll Now” button. Follow the instructions.

   **NOTE:** Online Enrollment must take place no later than the Wednesday following your class start date, or your access to the class will be denied and no refund will be issued. If you register for more than one online class, it is imperative that you complete the Online Enrollment for each class.

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

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 1, 2011

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 1
No registration September 5 & November 24–27
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 5, 2011
» Thanksgiving Holiday: November 23 (after 5 pm), 24–27, 2011

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

Changes to Student Contact Information

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

Senior Adult Tuition Policy

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

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

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

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

Your registration form and payment should be received 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 5 & November 24–27

Extended hours August 29–September 1, September 6–8
Monday–Thursday, 8 am–7 pm; Friday 8 am–4:30 pm

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

Check Policy

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

Dropping a Class and Refund Policy

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

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

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

Credit card payments will be credited to the account used for payment. All other refunds will be issued to the student by check and mailed to the student’s address on record, or by direct deposit. See Bank Info—Direct Deposit under the Financial Information heading in the WebAdvisor student menu to select the direct deposit refund option.
All participants of Continuing Education & Professional Development Physical Fitness classes must agree to the terms of the Schoolcraft College Waiver of Liability for Fitness Classes at the time of registration.

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

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

Schoolcraft College
Waiver of Liability for Fitness Classes

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

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

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

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

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

_______________________________________
Print Participant Name
_______________________________________
Participant Signature Date
_______________________________________
Semester Student ID#

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

_______________________________________
Print Parent/Guardian Name
_______________________________________
Parent or Guardian Signature Date

Signed waiver agreement is required for all Physical Fitness classes
Schoolcraft College special events for the Fall 2011 semester. Visit www.schoolcraft.edu/webcalendar for more information and additional events.

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

August 24
Free Information Session
Pharmacy Technician
Wednesday, 6-7:30 p.m.
VisTaTech Center, room 405
734-462-4448

September 13
Free Information Session
Project Management
Tuesday, 6-7:30 p.m.
Biomedical Technology Center, room 165
734-462-4448

September 16
Transition Center Luncheon Series
Speaker TBD
Friday, 11:30 a.m.
$16 per person prepaid
VisTaTech Center, DiPonio Room
734-462-4443

September 25
Culinary Extravaganza 2011
Sunday, 2-5 p.m.
$50 per person ($20 of which is a charitable contribution). Sponsorship packages available
VisTaTech Center
734-462-4518 or mlynch@schoolcraft.edu
www.schoolcraft.edu/foundation

September 28
Red Cross Blood Drive
Wednesday, 9 a.m.-7:30 p.m.
VisTaTech Center, Lower Waterman Wing
734-462-4422

October 7
Navratri Celebration; presented by the Asian Student Association
Friday, 7 p.m.—midnight
$12 per person
Includes dinner, live music and dancing.
VisTaTech Center, DiPonio Room
For tickets call 734-462-4422

October 14
Evening Recital Series
Friday, 8 p.m.
$20/students $10
VisTaTech Center, Presentation Room
Tickets: www.scboxoffice.com or 734-462-4403

October 21
“The Celestial Harmony” Concert
Schoolcraft College Wind Ensemble, Schoolcraft College Choral Union, Schoolcraft College Chamber Singers and Schoolcraft College Synthesizer Ensembles performing.
Friday, 7:30 p.m.
Free; donations accepted at the door
Radcliff Center Community Room
RC 115, Garden City
734-462-4770

October 26
Noon Concert Series
Wednesday, noon
Donations accepted
VisTaTech Center, Presentation Room
734-462-4403

October 28
Transition Center Luncheon Series
Speaker TBD
Friday, 11:30 a.m.
$16 per person prepaid
VisTaTech Center, DiPonio Room
734-462-4443

November 18
Evening Recital Series
Friday, 8 p.m.
$20/students $10
VisTaTech Center, Presentation Room
Tickets: www.scboxoffice.com or 734-462-4403

November 30
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 2
Transition Center Luncheon Series
Speaker TBD
Friday, 11:30 a.m.
VisTaTech Center, DiPonio Room
734-462-4443

December 3
Bach Honors Auditions
Saturday, 9 a.m.-5 p.m.
Free
Forum Building
734-462-4403

December 7
Noon Concert Series
Wednesday, noon
Donations accepted
VisTaTech Center, Presentation Room
734-462-4403

December 9
Bach Festival Honors Recital
Friday, 7 p.m.
Free
VisTaTech Center, Presentation Room
734-462-4403

Winter Concert
Schoolcraft College Choral Union, Schoolcraft College Chamber Singers and Schoolcraft College Wind Ensemble performing.
Friday, 7:30 p.m.
Free; donations accepted at the door
VisTaTech Center, DiPonio Room
734-462-4403

December 11
“The Jolly Merry Christmas” Concert
Seasonal choral and instrumental music by the Schoolcraft College Chamber Singers and Schoolcraft College Brass Ensemble.
Sunday, 3 p.m.
Free
Old Newburg Methodist Church at Greenmead Historical Park, Livonia.
734-462-4403
The SC No-classes-cancelled Guarantee will better serve students by not cancelling credit classes based on the number of students registered. The hope is that students will be better able to plan ahead and to achieve their educational goals at Schoolcraft if they know that certain classes are going to be available. As class sections fill up, Schoolcraft uses just-in-time scheduling to add sections based on student demand.

There are situations in which a class might be cancelled for reasons other than the number of students enrolled. For example, if an instructor originally scheduled to teach a class becomes unavailable and the college is unable to find another instructor for that class, the college reserves the right to cancel that class.

This new approach to scheduling classes is being piloted in the Fall 2011 semester and will be evaluated before a decision is made to continue the approach in Winter 2012.

The latest information about the guarantee can be found at www.schoolcraft.edu/schedules

NO LAST-MINUTE CANCELLATIONS—YOU CAN COUNT ON IT!

Fall 2011 credit classes begin Wednesday, August 31
Winter 2012 CEPD Schedule will be mailed mid-December; class listings online mid-November

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

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

Go to www.schoolcraft.edu/cepd/pmp, see page 6 inside this schedule, or call 734-462-4448 for more information

KIDS on campus

Build a LEGO® Mindstorms® robot! Design and play your own video game! Exciting adventures abound for kids in grades 3–9 while exploring the world of technology in the Radical Robots class and Video Game Creation Workshop series.

FALL 2011

FALL KIDS ON CAMPUS CLASSES ARE INCLUDED IN THIS SCHEDULE ON PAGE 21

CLASSES BEGIN OCTOBER 1

Culinary Extravaganza 2011

A Fundraiser of the Schoolcraft College Foundation
September 25, 2011
VisTaTech Center
2–5 P.M.
Call 734-462-4518 for more information

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