



Continuing Education & Professional Studies

Spring/Summer 2011 Mini-Course Schedule

36600 Schoolcraft Road • Livonia, MI • madonna.edu • 734-432-5804



NONCREDIT REGISTRATION FORM

FALL (Sept-Dec)

WINTER (Jan-Apr)

SPRING & SUMMER (May-June)

Please Print

LAST NAME _____ FIRST _____ INITIAL _____

ADDRESS _____

CITY/STATE/ZIP _____

PHONE:HOME _____ CELL _____ E-MAIL _____

BIRTHDATE _____ SOCIAL SECURITY NO. _____

PREVIOUSLY ENROLLED AT MADONNA? Yes No ID# _____

PLACE OF EMPLOYMENT _____ WORK PHONE _____

The following information is requested for Federal and State statistical purposes only. Responses are not required, but appreciated.

Gender: Male Female

Non-resident Alien? (check one) Yes (if yes, stop here) No

Hispanic or Latino (check one) Yes No

Race (check one or more):

White Black/African Am. Asian Am. Indian/Alaskan Native Native Hawaiian/other Pacific Islander

COURSE #	SECT #	COURSE TITLE	TUITION & FEES (see course descriptions)
TOTAL			

▪ Applied music courses for voice or instrument are not available as noncredit

If you register for courses using this form, you will not receive credit for the courses. A noncredit registration CAN NOT be converted into credit toward a college degree. There is no registration fee for students taking a noncredit course. Students are not eligible for Madonna University Financial Aid when taking noncredit courses and must pay their fees in full, including course fees, if any, at the time of registration.

Note: Policies regarding withdrawal and refunds for noncredit students are parallel to students enrolled in courses for credit. See the Course Schedule for details.

BY MAIL – Check or money order accepted

- Mail completed form with payment (payable to Madonna University) to:
Madonna University, Student Accounts
36600 Schoolcraft Rd.
Livonia, MI 48150-1176

ONLINE – MasterCard, Discover, American Express, Diners Club and e-check accepted (NO VISA)

- Credit Card payments will be charged a 2.9% service fee, which is nonrefundable
- Go to www.madonna.edu
- Click on Continuing Ed. & Job Training (bottom right)
- Click on Registration (top right)

IN-PERSON – Check, money order or cash accepted

- Visit <http://tinyurl.com/reghours> for the registrar's hours
- Turn in your Noncredit Registration form & payment at the student accounts window (2nd floor, Academic Building)

To remit a company authorization/voucher, call student accounts at 734-432-5433.

QUESTIONS – call 734-432-5804

Signature _____ Date _____

Register Online for Noncredit Courses

1. Go to www.ed2go.com/madonnaedu and select your class by clicking on Enroll Now. Complete the steps that provide access to your online classroom.
2. You will receive an email from Madonna University confirming your enrollment and reminding you to pay online, in person or by mail
3. To register and pay online complete the online **Registration Form**, or if paying in person or by mail, complete the Noncredit Registration Form on page 2 of this pdf
 - The Course # begins CPS #####
 - The Sect. # is 99 for all online classes
 - Each course is \$95

4. Mail or hand deliver your registration form and payment in the form of a check or money order made payable to Madonna University to:

Madonna University, Student Accounts
36600 Schoolcraft Road
Livonia, MI 48150-1176

On your class start date, access your online classroom. Classes are six weeks in length with two lessons each week, released on Wednesdays and Fridays. A syllabus will outline assignments, quizzes, and the final exam. These are "noncredit" classes; so the grade you receive WILL NOT appear on your academic transcript.

Questions?

Contact the Office of Continuing Education & Professional Studies at 734-432-5804 or email gvankerschaeffer@madonna.edu

Online Teacher Education for SB-CEUs

- Earn graduate credit or 2.4 State Board Continuing Education Units (SB-CEUs) per course
- 12 lessons over six weeks
- \$95 per course
- Course offerings include: Solving Discipline Problems, Guided Reading and Writing, Singapore Math, Teaching Science, Easy Classroom Podcasting, Integrating Tech in the Classroom, Creating a Classroom Website, Advanced Grant Proposal Writing, and Teaching ESL/EFL Grammar and much more.

Enroll now at www.ed2go.com/musbceu

1. Choose your course from the teacher and education courses
2. Click on Enroll Now
3. Follow the steps to register and pay online
4. Nearer the start of class, you will receive an email from Madonna University for you to select whether you are taking the course for graduate credit or SB-CEUs. (There is a \$20 processing charge per course for SB-CEUs)

Questions?

Call Janice Centers, College of Education, 734-432-5697 or email her at jcenters@madonna.edu

VISIT www.madonna.edu FOR MORE INFORMATION

Art

Make Your Mark: A Pastel Class for All Levels (CPS 2124)

Join the ranks of Edgar Degas, Henri De Toulouse-Lautrec and many others by creating art with soft, beautiful pastels using colored chalks. In this class, students will learn to layer pastels to create depth and interest. Individualized instruction will be given along with demonstrations. Work from a still life or your own photo for reference. Class also includes the proper way to frame your finished work. Supply list provided to students.



Fran Seikaly is an award winning artist. She currently has a pastel in the Flint Institute of Arts, the Carnegie Center in Three Rivers, Birmingham Bloomfield Art Center and an oil painting in the Michigan Fine Arts Competition.

**WED MAY 11-JUNE 15, 10am-12:30pm, \$129 (Sec 01)
LIVONIA CAMPUS: ACADEMIC BLDG., RM. 1604**

Nature Lover's Photography Class (CPS 2142)

Join a professional photographer on an outdoor excursion, while he discusses techniques and tips used to create spectacular photos. This hands-on class will tour scenic Kensington Metro Park and include information on depth of field, framing and composition, filters, equipment and camera settings. Be prepared



to walk one-to-two miles on primitive trails with hills. This class is open to all photography skill levels and any camera can be used. Admission into the park is not included in class fee.

Jacob Nothstine, is a professional photographer who specializes in nature photography. To view his work, visit www.jfnphotography.com.

**SAT JUNE 4, 9-11am, \$25 (Sec 01)
KENSINGTON METRO PARK. GROUP MEETS AT NATURE CENTER.**

**SAT JUNE 25, 9-11am, \$25 (Sec 02)
KENSINGTON METRO PARK. GROUP MEETS AT NATURE CENTER.**

How to Become a Children's Book Illustrator (CPS 1343)

Join two phenomenally talented artists as they teach students to tell a tale with imagery and create masterful illustrations for children's books. Open to all art mediums (including photographers, graphic designers, animators and painters); students will develop characters and scenes for various media markets.

Artists, ages 15-75, are encouraged to enroll. Drawing experience is preferred, but not required. Each class will include lecture, in-class critiquing of progress, artist of the week and demonstrations on how to expand your talent. Homework will be given and students can expect to spend 4-6 hours per week working on assignments.

**TUES MAY 10-JUNE 28, 6:30-8:30pm, \$179 (Sec 01)
LIVONIA CAMPUS: ACADEMIC BLDG., RM. 1604**

Writing for Children (CPS 4429.24, Sec 99) Online

Join a published children's author and discover how to write your first fiction or nonfiction manuscript. Students will study various formats from baby's first books to novels for young adults. The class will provide insights from guest authors and editors to better understand today's market. By researching the genre and recognizing niche players, you'll open doors of opportunity, many of which you may not have previously considered.

WED & FRI - 6 week classes begin: MAY 18, JUNE 15, JULY 20 and AUG 18, \$95 (See page 2 of this PDF for online registration and payment.)

Write & Publish Your Book! (CPS 1342)

This advanced one-day lecture is for serious writers who are ready to become published authors. Learn about the copyright process, editing, manuscript preparation, and what publishing houses look for in submissions. Bring your 30+ page manuscript to lecture.

**SAT MAY 14, 11am-1pm, \$29 (Sec 01)
LIVONIA CAMPUS: ACADEMIC BLDG., RM. 1003**

Poetry Marketing! (CPS 1232)

For poets who are ready to promote and market their creative works! Learn the trade secrets to getting paid for guest appearances, marketing your poetry book and

Supplies for Art classes can be found at
Michael's Craft Store or www.dickblick.com

Business

greeting cards to the public via bookstores, book fairs, conferences, conventions, cruise ships, and the internet. This concentrated lecture is offered one day only.

SAT MAY 21, 11am-1pm, \$27 (Sec 01)
LIVONIA CAMPUS: ACADEMIC BLDG., RM. 1310

Intro to Internet Writing Markets (CPS 4429.10, Sec 99) Online

Lucrative publishing opportunities await those who understand Internet marketing. Learn how to sell articles, create a blog, sell manuscripts to an e-publisher, and self-publish your own work as a traditional or e-book using print-on-demand (POD) publishing.

WED & FRI - 6 week classes begin: MAY 18, JUNE 15, JULY 20 and AUG 18, \$95 (See page 2 of this PDF for online registration and payment.)

New Ideas for Reimagining Detroit (CPS 2041)



What should be done with Detroit's 40 miles of vacant, abandoned land? This lecture, presented by Detroit Free Press Reporter John Gallagher, will cover urban agriculture, restoring vacant lots, reconfiguring Detroit's overbuilt road network, and reestablishing some of the city's original natural landscape. Learn about new models for governing the city and fostering a

more entrepreneurial economy to ensure a more stable political and economic future.

Gallagher has covered urban redevelopment for two decades, and recently authored Reimagining Detroit: Opportunities for Redefining an American City. The book showcases the community-building taking place in the city and focuses on what else can be done to make Detroit leaner, greener, and more economically self-sufficient.

WED, JUNE 8, 11am-noon, \$10 (Sec 01)
LIVONIA CAMPUS: ACADEMIC BLDG., RM. 1002

Social Media 101 for Beginners

(CPS 1882) - Lunch included (R.S.V.P. by Wed. May 11)

Learn from a local social media expert who specializes in internet marketing, business consulting and coaching. Discover ways to get ahead of your competition using social media; the #1 rule of working with social media; social media benefits, and the dos and don'ts of social networking.

Cheryl Heppard is a Madonna University graduate and small business owner. She specializes in helping small business owners increase their visibility through website creation, search engine optimization, and strategic marketing.

FRI MAY 13, noon-1:30pm, \$19 (Sec 01)
LIVONIA CAMPUS: ACADEMIC BLDG., RM. 1000

Accounting Fundamentals (CPS 4401.03, Sec 99) Online



Demand for accounting professionals currently exceeds supply. You'll learn the basics of double-entry bookkeeping, how to analyze and record financial transactions, as well as prepare various financial reports at the end of the fiscal period.

Accounts receivable, accounts payable, payroll procedures, sales taxes, and various common banking activities will be presented.

WED & FRI - 6 week classes begin: MAY 18, JUNE 15, JULY 20 and AUG 18, \$95 (See page 2 of this PDF for online registration and payment.)

Accounting Fundamentals II (CPS 4401.04, Sec 99) Online

Explore such topics as special journals, uncollectible accounts receivable, plant assets, depreciation, notes and interest, accrued revenue and expenses, dividends, retained earnings, and various financial reports for corporations. Increase your financial awareness and accountability, while gaining a marketable skill.

WED & FRI - 6 week classes begin: MAY 18, JUNE 15, JULY 20 and AUG 18, \$95 (See page 2 of this PDF for online registration and payment.)

CONTINUING EDUCATION INSTRUCTORS NEEDED

Send résumé to jstephens@madonna.edu

Health & Wellness

Computer Skills for the Workplace (CPS 4403.03, Sec 99) Online



Develop the fundamental computer skills you need to succeed in today's workplace. Discover practical applications for email, word processing, spreadsheets, and databases.

WED & FRI - 6 week classes begin: MAY 18, JUNE 15, JULY 20 and AUG 18, \$95 (See page 2 of this PDF for online registration and payment.)

Performing Payroll in QuickBooks 2009 (CPS 4407.37, Sec 99) Online

Learn to set up your payroll system in QuickBooks – including: accessing information on the IRS website, creating an entry for a new employee, tracking time and job cost data, and generating required forms and reports. This course delves into troubleshooting and solving common problems/mistakes for those already using the Quickbooks payroll feature.

WED & FRI - 6 week classes begin: MAY 18, JUNE 15, JULY 20 and AUG 18, \$95 (See page 2 of this PDF for online registration and payment.)

Tapping into Motivation from Within (CPS 2571)

Having trouble getting motivated to finish a project, start exercising or eat right? Action comes before motivation. This workshop, led by Psychotherapist Elle Garfield, will help you align the steps needed to change your behavior, shift energy, and outline the actions to take to reach your goal.

Garfield received her master's degree in social work in 1997 and is founder of Awareness Counseling. She has served as a psychotherapist, addictions counselor and group therapist.

**TUES JUNE 14, 7-8:30 pm, \$19 (Sec 01)
LIVONIA CAMPUS: ACADEMIC BLDG., RM. 1002**

Doctor's Approach to Wellness for Seniors (CPS 3193)

In this workshop, Dr. Robert Potter, Jr. will identify major health concerns for seniors and how preventative, holistic approaches can transform the aging process into a journey of joy and wellness.

**WED JUNE 15, 1:15-2:30pm, \$10 (Sec 01)
LIVONIA CAMPUS: ACADEMIC BLDG., RM. 1310**

Assisting Aging Parents (CPS 4414.12, Sec 99) Online

Learn how to help parents or other loved ones as they age. This compassionate and comprehensive class offers the tools, techniques, and insights for this process. Learn what to expect, what to watch for, how to deal with physical and emotional challenges, and where to find resources to help.

WED & FRI - 6 week classes begin: MAY 18, JUNE 15, JULY 20 and AUG 18, \$95 (See page 2 of this PDF for online registration and payment.)

Lose Weight & Keep It Off (CPS 4414.11, Sec 99) Online

In this comprehensive course, you'll discover how to establish a healthy approach to weight loss and



maintenance. Master how to set and achieve goals for weight loss and maintenance that make sense for you.

WED & FRI - 6 week classes begin: MAY 18, JUNE 15, JULY 20 and AUG 18, \$95 (See page 2 of this PDF for online registration and payment.)

Holistic Approaches to Allergies (CPS 3189)

Peanuts or eggs, pollutants in the air, or a household pet may cause allergies to flair. According to the American Academy of Allergy, Asthma & Immunology, a nationwide survey found that more than half (54.6%) of U.S. citizens test positive to one or more allergens. Find out what holistic approaches Dr. Robert Potter, Jr. recommends to combat the sniffing, sneezing, watery eyes and itchy throat caused by allergies.

Dr. Potter, D.C., N.D., of Canton Center Chiropractic Clinic in Canton, MI, holds a doctor of chiropractic degree

Medical Certificate Programs

and a second degree in naturopathy. He also did post-graduate work in orthopedics and radiology, disability evaluation and clinical nutrition.

WED MAY 25, 7:15-8:30pm, \$10 (Sec 01)
LIVONIA CAMPUS: ACADEMIC BLDG., RM. 1310

Luscious, Low-Fat, Lightning-Quick Meals (CPS 4414.08, Sec 99) Online

Hone your skills at ferreting out fat in recipes, and reducing fat without sacrificing flavor or texture. Explore how to use flavor profiling to expand your culinary horizons. Learn how to quickly prepare casseroles, crock-pot dishes, vegan dishes, oven-fried foods, meat-based meals, and many other entrees that are both nutritious and delicious!

WED & FRI - 6 week classes begin: MAY 18, JUNE 15, JULY 20 and AUG 18, \$95 (See page 2 of this PDF for online registration and payment.)

Math Refresher for Pharmacy Technician Students (CPS 4050) - \$99

Brush up on your math skills before taking the Pharmacy Technician Certificate Program. Instructors will cover



fractions, decimals, exponents, metrics, calculations for compounding, gross and net profit, ratios, percentages and dosage

calculations. (Includes study guide)

TUES & THURS, MAY 3-12, 6-9:30pm (Sec 01)
LIVONIA CAMPUS: UNIVERSITY CENTER, RM. UC1

Pharmacy Technician Certificate Program (CPS 4010) \$1,024

This comprehensive 50-hour course prepares students to enter the pharmacy field and to take the Pharmacy Technician Certification Board (PTCB) exam. Course content includes medical terminology, reading and interpreting prescriptions, and defining drugs by generic and brand names. Students will learn dosage calculations, I.V. flow rates, drug compounding, dose conversions, dispensing of prescriptions, inventory control and billing and reimbursement. A nonrefundable

\$25 registration fee is applied to all certificate programs. (Includes books)

TUES & THURS MAY 17-JULY 5, 6-9:30pm (Sec 01)
LIVONIA CAMPUS: UNIVERSITY CENTER, RM. UC1

Prep Course for the Pharmacy Technician Certification Board (PTCB) Exam (CPS 4040)

This 12-hour course provides helpful tips, study methods and insight into those tricky questions that can throw off the unprepared test taker. Review pharmacy history and laws, medical terminology, organ systems, disease



states, parental and compounding, conversions and dosage calculations. Students also will learn generic and brand names, vitamins, herbal supplements and special drug considerations. Practice tests with answers will be provided.

MON & WED MAY 9-25, 7-9pm, \$129 (Sec 01)
LIVONIA CAMPUS: ACADEMIC BLDG., RM. UC1

Medical Coding Certificate Program (CPS 4030) \$1,824

This 80-hour course offers the skills needed to solve insurance billing problems, manually file claims (using the CPT and ICD-9 manual), complete common insurance forms, trace delinquent claims (EOBs) and use generic forms to streamline billing procedures. The course covers the following areas: CPT (introduction, guidelines, evaluation and management), specialty field guidelines and the basic claims process for medical insurance and third party reimbursement. A nonrefundable \$25 registration fee is applied to all certificate programs. (Includes books)

TUES & THURS MAY 3-JULY 21, 6-9:30pm, (Sec 01)
LIVONIA CAMPUS: UNIVERSITY CENTER, RM. TBA

Medical Administrative Assistant Certificate Program (CPS 3910) \$1,024

A medical administrative assistant primarily works in doctor offices, clinics, outpatient settings and hospitals. Job responsibilities include: scheduling appointments,

NEW CLASSES STARTING WEEKLY

Register today!

Medical & Nursing Programs

maintaining medical records, billing and clerical duties, arranging patient hospital admission and ordering laboratory work.

This 50-hour course prepares students to function effectively in many of the administrative and clerical positions in the health care industry. Students will learn medical terminology, insurance billing and coding, medical ethics, customer service and legal aspects of handling patient care and records. This certificate enables students to apply for such positions as: medical receptionist, medical secretary or medical office specialist. A nonrefundable \$25 registration fee is applied to all certificate programs. (Includes books)

**TUES & THURS MAY 10-JUNE 28, 6-9:30pm, (Sec 01)
LIVONIA CAMPUS: UNIVERSITY CENTER, RM. UC2**

Our medical certificate programs provide a comprehensive approach to job-skills training using best practices, theories, concepts, and practical knowledge. Earning a Certificate of Attendance in these programs does not guarantee students employment. These certificate programs are a partnership between Madonna University and Condensed Curriculum, Inc.

PHARMACY TECHNICIAN HIGHLIGHT

**Name: Tom H., Age: 58
Employed: Walgreen's Pharmacy**

How did your Pharmacy Technician class prepare you for your current position?

It provided a strong educational foundation about the role of a pharmacy technician. I was able to complete it within a few months of studying.

What did you find the most valuable about the course?

Learning how to calculate dosage, and what physical and psychological effects drugs have on a patient.

Would you recommend this course to others?
Definitely.

Other comments: A math refresher course and science background would be helpful to students who enroll in this class.

COLLEGE OF NURSING & HEALTH Continuing Education Courses



12-Lead EKG (CPS 4290)

This one-day workshop will present the basics of 12-lead EKG interpretation with a focus on ischemia, dysrhythmias, heart failure and electrolyte imbalances. Earn 4 contact hours.

**MON MAY 2, 5-9pm, \$45 (Sec 01)
LIVONIA CAMPUS: DiPonio Building, RM. D118**

Pharmacology for Advanced Practice (NUR 5350.NC)

This 11-week course will provide participants with the most current information regarding effective pharmacological therapy for health maintenance and treatment of common disorders, as well as an up-to-date review of prescribing guidelines.

Pharmacology for Advanced Practice Course Schedule

- May 10 - Pharmacokinetics and Pharmacodynamics & Cardiovascular Pharmacology (Part 1)
- May 17 - Cardiovascular Pharmacology (Part 2)
- May 24 - Hematological Pharmacology
- May 31 - Pulmonary Pharmacology
- June 7 - Psychopharmacology
- June 14 - Central Nervous System Pharmacology
- June 21 - Gastrointestinal Pharmacology
- June 28 - Endocrine Pharmacology
- July 12 - Pain Management
- July 19 - Infectious Disease Pharmacology
- July 26 - Women's and Men's Health Pharmacology

**TUES MAY 10-JULY 26, 5-8pm, \$400 Full or \$40 per session
LIVONIA CAMPUS: Kresge Hall, RM. 1316**

[Click here for more workshop brochures](#) or contact Continuing Education Coordinator Martha Donagrandi, M.S.N., R.N., at 800-852-4951, ext. 5449 or 734-432-5449 or email mdonagrandi@madonna.edu

VISIT www.madonna.edu FOR MORE INFORMATION

Online Learning

Visit www.ed2go.com/madonnaedu and choose from over 250 subjects and explore the world of e-learning that's sure to add to your skill set. Below are just a few of our fun and affordable six-week online classes (See page 2 of this PDF for online registration and payment.)

Creating Web Pages (CPS 4428.03, Sec 99) Online



With instructor guidance, learn to plan editorial content, structure and layout of a website. Learn how to format text, build links between pages, add color, backgrounds, graphics, tables,

hot buttons and animation. Gain critical and timely information on securing the best possible location in search engine listings, and powerful no-cost or low-cost Web marketing strategies.

Classes begin: MAY 18, JUNE 15, JULY 20 and AUG 18, \$95

Intro to Excel 2010 (CPS 4407.51, Sec 99) Online

These lessons will teach you dozens of shortcuts and tricks for setting up fully formatted worksheets quickly and efficiently. This is not a tutorial, but an in-depth class where you'll get training, help, and personal support from an experienced instructor as you're learning Excel basics step-by-step.

Classes begin: MAY 18, JUNE 15, JULY 20 and AUG 18, \$95



A to Z Grant Writing (CPS 4412.03, Sec 99) Online

Learn how to raise needed funds by discovering how and where to look for potential donors who are a good match for your organization. Get tips on networking and developing true

partnerships with a funder, how to organize a successful grant-writing campaign, and how to put together a complete proposal package.

Classes begin: MAY 18, JUNE 15, JULY 20 and AUG 18, \$95

Starting a Nonprofit (CPS 4412.05, Sec 99) Online

This course is ideal for anyone interested in forming a new nonprofit, converting an informal group to tax-exempt status, or reorganizing an existing organization. Learn how to incorporate, select a board of directors, write bylaws, craft a mission statement, obtain tax-exempt status, develop a budget, create a marketing plan, explore fundraising options, and more. The course is also supplemented with useful checklists, worksheets, reading lists, and field trips to a wide variety of online resources.

Classes begin: MAY 18, JUNE 15, JULY 20 and AUG 18, \$95

Grammar Refresher (CPS 4419.06, Sec 99) Online

This course will help you gain confidence in your ability to produce grammatically correct work. Explore the basics of English grammar — such as sentence structure and punctuation—as well as more sophisticated concepts— such as logic and clarity. Reacquaint yourself with old, forgotten rules, learn some new ones, and discover your own grammatical strengths.

Classes begin: MAY 18, JUNE 15, JULY 20 and AUG 18, \$95

Beginning Writer's Workshop (CPS 4429.06, Sec 99) Online

This exciting, hands-on course for the creative writing novice is filled with challenging exercises, expert advice, and plenty of direct support and encouragement. As you work your way through the lessons, you'll develop your own short, creative fiction or nonfiction piece.

Classes begin: MAY 18, JUNE 15, JULY 20 and AUG 18, \$95

Medical Terminology (CPS 4414.09, Sec 99) Online

This course teaches medical terminology from an anatomical approach. Root terms are divided by each

Online Courses

body system. The origin, a combined form, and an example of non-medical everyday usage is provided for each root term. Word associations are provided as a learning tool. Unusual and interesting information is provided for each term, and root terms are combined with prefixes and suffixes. The course culminates in the interpretation of several paragraphs of medical notes.

Classes begin: MAY 18, JUNE 15, JULY 20 and AUG 18, \$95

Human Anatomy and Physiology (CPS 4414.07, Sec 99) Online

Gain a greater appreciation and understanding of the complexity of the human body. This six-week online course includes an explanation of the nature of matter and a review of the principles of chemistry that are important to human physiology. Learn principles of genetics and gain an understanding of how traits are passed from one generation to the next. The class surveys the anatomy and physiology of each of the body's 11 organ systems. In addition, each lesson includes information about specific disorders and recent medical advances.

Classes begin: MAY 18, JUNE 15, JULY 20 and AUG 18, \$95

Intro to QuickBooks 2010 (CPS 4400.19, Sec 99) Online

QuickBooks is designed for the small to mid-size business owner who enjoys Quicken's ease of use but prefers a more traditional approach to accounting. Learn how this well-designed accounting program can make it a snap to set up a chart of accounts, reconcile your checking account, create and print invoices, receipts, and statements, track your payables, inventory, and receivables, create estimates, and generate reports.

Classes begin: MAY 18, JUNE 15, JULY 20 and AUG 18, \$95

Project Management Fundamentals (CPS 4404.16, Sec 99) Online

Because there are more projects occurring today than at any time in history, there is an unprecedented demand for effective project management practitioners. Hone your project management skills in this exciting course.

Classes begin: MAY 18, JUNE 15, JULY 20 and AUG 18, \$95

GMAT Preparation (CPS 4425.04) Online

Applying to graduate business and management schools usually means taking the GMAT (Graduate Management Admission Test). Our GMAT Preparation Course is a must. This course provides you with test-taking techniques and methods for improving your score and saving time on all GMAT question types. You will practice on actual GMAT tests from previous years, which is the best way to prepare for any standardized test.

Classes begin: MAY 18, JUNE 15, JULY 20 and AUG 18, \$95

GRE Preparation - Part 1 (Verbal and Analytical) (CPS 4425.05, Sec 99) Online

This course covers all question types on the verbal and analytical sections of the GRE. Discussions include: how to do your best on reading comprehension, analogies, sentence completions, antonyms, and logical and analytical reasoning questions. We will cover time saving techniques for both the paper- and computer-based versions of the test.

Classes begin: MAY 18, JUNE 15, JULY 20 and AUG 18, \$95

GRE Preparation - Part 2 (Quantitative) (CPS 4425.06, Sec 99) Online

This course features a math review and techniques for tackling the quantitative comparison, discrete quantitative, and data interpretation questions that make up the math section of the GRE. It also covers time saving techniques for both the paper-based and computer administrations of the test.

Classes begin: MAY 18, JUNE 15, JULY 20 and AUG 18, \$95

**Visit
www.ed2go.com/madonnaedu
today!**

VISIT www.madonna.edu FOR MORE INFORMATION

Tours & Trips

Discover Detroit Walking Tour (CPS 1029, Sec 01)

Detroit is an amazing city with world-class museums; championship sports teams and unparalleled architecture. In partnership with "Inside Detroit" Tours, enjoy this guided walking tour of major landmarks, new development and great historical spots. Highlights include Campus Martius Park, Guardian Building, Hart Plaza, Second Baptist Church, the Theatre District, New Paradise Valley District, and Merchants Row. Dress appropriately for the weather and wear comfortable shoes.

SAT MAY 21, 10am-noon, \$24

GROUP MEETS AT THE CORNER OF BEAUBIEN AND MONROE STREETS, IN FRONT OF THE SECOND BAPTIST CHURCH. FREE PARKING AT GREEKTOWN CASINO GARAGE. LUNCH IS NOT INCLUDED.

Around the World Strolling Lunch Tour (CPS 1033, Sec 01)

Downtown Detroit has over 130 bars and restaurants, more than 13,000 theatre seats, three sports stadiums and multiple public parks. In partnership with Inside Detroit Tours, our group will be led by a guide and visit three of Detroit's top spots. Enjoy cuisine from different ethnic restaurants, while being introduced to the Detroit community. Come hungry, leave full of good food and information!

SAT JUNE 11, 11am-2pm, \$45

GROUP MEETS AT LAIKON CAFÉ, 569 MONROE ST., DETROIT, WHERE TOUR BEGINS.

**Madonna University in partnership with
Community House**

**DAY TRIPS (Trips includes motor coach
transportation and trip escort)**

Holland Tulip Festival – Wednesday, May 11 (CPS 1037, Sec 01)

All aboard for a day of fun and music. Enjoy a song and dance musical revue, the fresh voices of a new male quartet, and the foot-stomping music of the Panning Family Bluegrass Group. Afterward, attend the Volksparade and famous Streetscrubbing. Stop at Veldheer Tulip Gardens which boasts five million tulips. Trip includes: Transportation, all entrances and box lunch. Departure: 7a.m.; Return: 9 p.m. Cost: \$110 per person

Walkerville Tour with Michael Farrell – Friday, June 3 (CPS 1034, Sec 01)

Travel by motor coach to Windsor with tour stops at Hiram Walker & Sons Distillery, home of Canadian Club; St. Mary's Anglican Church and Willistead Manor, a 36-room Tudor-style mansion built by architect Albert Kahn. Lunch will be at Il Gabbiano. You will need a valid passport or an enhanced driver's license. Departure: 9 a.m.; Return: 4 p.m., approximately \$99 per person

Cancellation Policy for Travel Trips

Day trips are subject to a \$15 cancellation fee. If you cancel less than 15 days prior to the date of departure there is no refund. We will do what we can to resell the space, in which case you will be refunded all but the \$15. No refunds are given for non-refundable expenditures (tickets, etc.) unless the traveler cancels 30 days in advance. Cancellation policies on overnight, weekend and extended trips vary with the trip. The cancellation policy will be given to you upon receipt of registration. Travel cancellation insurance is strongly suggested for trips of two days or more.



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