



# Continuing Education & Professional Studies

## Spring/Summer 2012 Course Schedule

### Spring Garden Tours

Cranbrook House & Gardens, Matthaei  
Botanical Gardens & Nichols Arboretum,  
Kick-off Luncheon & Sister Nancy  
Butterfly Garden

Pg. 9

### Draw like an Artist

Pg. 5

### Writer's Workshop

Pg. 5

### Real Estate

Investment Series

Pg. 6

## CAREER TRAINING

Pharmacy Technician

Medical Coding



36600 Schoolcraft Road • Livonia, MI • [madonna.edu](http://madonna.edu) • 734-432-5804

# Welcome to Madonna University!



## It's Madonna University's 75th Birthday Party!

Bring your family to meet ours as we celebrate 75 years of Felician tradition and excellence in education!

The party is planned for Saturday, September 22, from noon – 2:30 p.m. on the main campus in Livonia. Please bring the whole family to enjoy birthday cake, games, hands-on activities, entertainment, science experiments, prizes, and tons of free fun!

Visit [www.madonna.edu/75years](http://www.madonna.edu/75years) for more information.

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## Join us as we take time to smell the flowers!

This Spring, we're proud to offer three garden tours for community members who find joy in viewing manicured hedges, flowers of every color and variety imaginable, spectacular sculptures and cascading fountains.

We'll begin with the **Kick-off Luncheon & Sr. Nancy Butterfly Garden** right at Madonna University. Hear gardening tips from a master gardener, view more than 35 flower varieties in the little garden, and take home a potted plant.

Experience the grandeur of **Cranbrook House & Gardens** during this guided tour of what the New York times called "...the most enchanted and enchanting setting in America."

Our last stop will be the spectacular **Matthaei Botanical Gardens & Nichols Arboretum** in Ann Arbor where we'll be just in time to see the world-renowned Peony Garden in full bloom. There are more than 270 historic varieties arranged in 27 beds arranged by season and color. The azaleas too should be at peak color for our visit.

More details about the dates and times for the garden tours can be found on page 9 of this schedule.

Bring out the artist in you with one of our new classes in drawing, painting or pottery. Perhaps you're interested in buying or selling real estate. We have helpful classes on staging your home, becoming a landlord, or investing in real estate.

We're happy to also offer healthy-living lectures by area doctors, on such topics as gluten-free living, natural healing, and losing weight for good.

As always, we remain committed to providing a wealth of knowledge at an affordable rate, with lectures as low as \$10 and a garden tour and real estate workshops below \$20.

Enjoy Learning,

A handwritten signature in cursive script that reads "Joan Stephens".

Joan Stephens, director  
Office of Continuing Education & Professional Studies

### ON THE COVER:

Cardinals Square and the Sister Nancy  
Butterfly Garden at Madonna University.

# Career Training

## Math Refresher for Pharmacy Technicians (CPS 4050) - \$99

If you've been out of school for a while or haven't done mathematical calculations at your last job, this class will prepare you for the math portion of the Pharmacy Technician Certificate Program. Instructors will cover fractions, decimals, exponents, metrics, and calculations for compounding, gross and net profit, ratios, percentages and dosage calculations. (Includes study guide)

**TUES & THURS MAY 1-10, 9am-12:30pm (Sec 01) RM. 2415  
LIVONIA CAMPUS**

## 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. (Includes books)

**TUES & THURS MAY 15 - JULY 3, 9am-12:30pm (Sec 01) RM. 1503  
LIVONIA CAMPUS**

## Prep Course-Pharmacy Technician Certification Board 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. This review class includes pharmacy history and laws, medical terminology, organ systems, disease states, parental and compounding, conversions and dosage calculations. Students also will learn about special drug considerations, vitamins, herbal supplements and the generic and brand names for drugs. Practice tests with answers will be provided.

**MON & WED MAY 7-23, 7-9pm, \$129 (Sec 01)  
LIVONIA CAMPUS: ACADEMIC BLDG., RM. 2413**



**Here's what Eric W., pharmacy technician, said about Madonna's training program:**

*The class helped me to understand what would be expected of me, as a pharmacy technician, and helped me learn the valuable math and terminology needed to fill prescriptions.*

*The most valuable section of the course was the dosage calculations. As a compounding pharmacy technician, I often have to*

*calculate the required dosage for patients based upon the information given by the physician. The course prepared me to do so by offering different types of calculations that may be used in the field.*

*The instructor was excellent. His experience in pharmacy really helped the class understand the things that were expected of the technician, and also helped us to understand how pharmacies work in the "real world." He was always available to help students before and after class, and had no issues with making sure that everyone understood a topic before moving on to the next.*

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

This 80-hour course offers the skills needed to 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 fields (such as surgery, guidelines) and the basic claims process for medical insurance and third party reimbursement. (Includes books)

**TUES & THURS MAY 8 - JULY 26, 6-9:30pm, (Sec 01) LIVONIA CAMPUS:  
UNIVERSITY CENTER, RM. 1601**



**Josene M. took Madonna's medical coding course and provided this feedback:**

*"I was a self-employed decorative painter and my business was slowing down along with the rest of the economy. I saw a newspaper article about Madonna's Medical Coding Program and enrolled. The course was short, affordable, and the evening classes would still allow me to earn income during the day.*

*The program was intense but enjoyable. There was so much information to digest, but the instructor was extremely knowledgeable, supportive and accessible well beyond what I would have expected from a certification course.*

*After completing the course, I sat for my professional coder's certification (CPC) and passed. Now I am employed by a healthcare provider in Detroit and am utilizing my coding knowledge to earn a steady income."*

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

In this 50-hour course, students will learn medical terminology, insurance billing and coding, medical ethics, customer service and legal aspects of handling patient care and records. Learn how to schedule appointments, maintain medical records, perform billing and clerical duties, arrange for a patient's admission to a hospital and order laboratory work. This course prepares students to apply for positions entitled: medical receptionist, medical secretary or medical office specialist. (Includes books)

**RETURNING FALL 2012  
NO SPRING OFFERING**

# Career Training

## College of Nursing & Health Continuing Education Courses

### 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.

May 8	Pain Management
May 15	Cardiovascular Pharmacology (Part 1)
May 22	Cardiovascular Pharmacology (Part 2)
May 29	Central Nervous System Pharmacology
June 5	Psychopharmacology
June 12	Hematology/Anticoagulation Pharmacology
June 19	Infectious Disease Pharmacology
June 26	Pulmonary Pharmacology
July 3	No class
July 10	Endocrine Pharmacology
July 17	Gastrointestinal Pharmacology
July 24	Women's and Men's Health Pharmacology

**TUES MAY 8-JULY 24, 5-8pm**  
**\$400 entire course or \$40 per session**

**LIVONIA CAMPUS: Academic Bldg., Science Lecture Hall, RM. 1301**

[CLICK HERE](#) for more workshop brochures or contact Continuing Education Coordinator Martha Donagranti, M.S.N., R.N., at 800-852-4951, ext. 5449 or 734-432-5449 or email [mdonagranti@madonna.edu](mailto:mdonagranti@madonna.edu).

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## Ed2go ONLINE CAREER TRAINING PROGRAMS

Madonna University has partnered with Ed2go to offer a wide variety of professional development noncredit programs; some of which are offered here. These Career Training Programs vary in length and cost. Courses are divided into sections or modules that prepare a student for a career with a set of related job skills. Upon course completion, a Certificate of Completion will be issued.

### Business and Professional

Admin Professional with MS Office 2007 (240 hours \$1,995)
Grant Writing (300 hours \$2,095)
Legal Secretary (350 hours \$2,095)
Professional Bookkeeping with QuickBooks 2010 (140 hours \$1,695)
Purchasing & Supply Chain Management (300 hours \$2,095)
Search Engine Optimization (150 hours \$1,495)
Technical Writing (80 hours \$1,595)

### Healthcare and Fitness

Advanced Coding for the Physician's Office (80 hours \$1,395)
Medical Terminology (60 hours \$595)
Medical Transcription (240 hours \$1,595)
Personal Fitness Trainer (250 hours \$2,095)

### Hospitality and Service Industry

Casino Blackjack Dealer (100 hours \$1,395)
Event Management and Design (300 hours \$1,895)

### IT and Software Development

AutoCAD (150 hours \$1,995)
Cisco™ CCNA® Certification Training (100 hours \$1,995)
Comp TIA™ A+ Certification Training* (150 hours \$1,695)
Forensic Computer Examiner (150 hours \$3,095)
MS Desktop Support Technician 7 (200 hours \$1,795)
MS Office 2007 Master (160 hours \$1,595)
MS Web Developer (200 hours \$1,995)
Web Database Developer (267 hours \$2,195)
Webmaster (150 hours \$1,795)

### Management and Corporate

Management Training (360 hours \$2,095)
Project Management (40 hours \$1,495)
Six Sigma Black Belt (200 hours \$2,695)

### Media and Design

Graphic Design with Photoshop CS5 Training (200 hours \$1,795)
Residential Interior Designer (120 hours \$1,995)
Video Game Design and Development (500 hours \$1,995)
Web Design Certificate (420 hours \$5,595)

### Skilled Trades and Industrial

Biofuel Production Operations (400 hours \$2,595)
Certified Auto Glass Technician (120 hours \$1,695)
Certified Window and Door Installer (120 hours \$1,795)
Chemical Plant Operations (400 hours \$2,595)

### Sustainable Energy and Going Green

Building Analyst Quick Start: BPI BA Certification (60 hours \$1,195)
Certified Green Supply Chain Professional (60 hours \$1,595)
Certified Indoor Air Quality Manager (CIAQM) (16 hours \$795)
Senior Certified Sustainability Professional (110 hours \$2,495)
Solar Power Professional (120 hours \$1,695)
Wind Energy Professional (240 hours \$2,195)

*Refund Policy: Once a student is enrolled and tuition has been received, books and materials are immediately shipped and students can access their virtual classroom. No refunds will be issued after this date.*



**Pewabic Pottery, in partnership with Madonna University, presents Handing-building with Clay (CPS 1223)**

A Pewabic instructor will teach basic-to-advanced clay building techniques. Design and aesthetic considerations, with a concentration on the development of personal vision, will be the focus. Students will create functional and sculptural clay works. Glaze techniques will also be explored. Students will need to purchase a basic pottery tool kit and supply information will be provided. (25 lbs. of clay is provided and included in tuition.)

**WED MAY 23-JUNE 27, 9am-noon, \$165 (Sec 01)**

**OR**

**WED MAY 23-JUNE 27, 6-9pm, \$165 (Sec 02)**

**LIVONIA CAMPUS: ACADEMIC BLDG., RM. 1608**

**Writer's Workshop: Connecting Creativity and Potentiality (CPS 1344)**

This five-week workshop focuses on creating a writer's space and practicing various techniques that will enable you to easily put your thoughts and words on paper. Along with establishing set patterns to get your creative juices flowing, this workshop will also go over creating a portfolio and how to develop preliminary writing into formal works.

**MON JUNE 4-JULY 9 (no class July 2), 7-8:30pm, \$49 (Sec 01)**

**LIVONIA CAMPUS: ACADEMIC BLDG., RM. 1003**

*Instructor Robert Palmer has been teaching for 18 years and focuses on strengthening the reading and writing skills of teenage students as well as adults. He holds a Bachelor of Arts in English.*



**Nature Lover's Photography Class (CPS 2142)**

Join a professional photographer on an outdoor excursion, as this hands-on class tours scenic Kensington Metro Park. Learn about depth

of field, framing and composition, filters, equipment and camera settings. Be prepared to walk one – two miles on primitive trails. 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](http://www.jfnphotography.com).*

**SAT JUNE 23, 9-11am, \$25 (Sec 01)**

**KENSINGTON METRO PARK. GROUP MEETS AT NATURE CENTER.**

**Draw like an Artist (CPS 1702)**

To draw like an artist, you have to see like an artist and this class will help develop your vision. Lecture includes working with and using lines, composition, two-dimension vs. three-dimension, lighting and shadowing. This is a great class for those who've never drawn and those with some experience.

**FRI MAY 11-JUNE 1, 9-11am, \$45 (Sec 01)**

**LIVONIA CAMPUS: ACADEMIC BLDG., RM. 1604**



**Painting with Acrylics or Water Soluble Oils (CPS 2133)**

Students will be introduced to acrylics and water soluble oils along with surface

preparation, technique, and color theory. After classroom demonstrations, students can pick the medium that works best for them and develop their skills using their preferred choice.

**MON MAY 7-JUNE 4 (No class May 28), 7-9pm, \$45 (Sec 01)**

**LIVONIA CAMPUS: ACADEMIC BLDG., RM. 1604**

**Watercolor Painting for all Skill Levels (CPS 1708)**

Learn how to paint luminous transparent washes while defining shapes using various techniques. Lecture will include watercolor fundamentals, color theory, technique, and how to transform a still-life object into a colorful work of art. All levels welcome.

**FRI MAY 11-JUNE 1, noon-2pm, \$45 (Sec 01)**

**LIVONIA CAMPUS: ACADEMIC BLDG., RM. 1604**

*Instructor Dawn Johnson holds a bachelor's degree in Fine and Commercial Art from Madonna University.*

*A supply list will be emailed ONE WEEK prior to class, so students can purchase materials in advance of class. Students can find supplies at Michael's or any local art store.*

# Real Estate



## Home Staging Tips from a Pro (CPS 1361)

From paint colors to window treatment to furniture replacement, home staging to sell your house can become overwhelming, especially on a limited budget. In this class, Staging Pro Carolyn Stieger will show houses she transformed to get the sale. Students will identify their house's buyer, discuss

maintenance vs. updating, learn how to pick paint colors that will make your house plan flow and find out what cost-effective updates make the difference.

**WED MAY 16, 7-9 pm, \$19 (Sec 01)**  
**LIVONIA CAMPUS: ACADEMIC BLDG., RM. 2205**

## How the Experts Design Houses (CPS 1362)

Home furnishing and placement of our electronics should reflect your personal tastes, and serve full functionality. In this class, you'll discuss ideas with a staging pro to breathe "new life" into an old space and transform it into a space you'll never want to leave! Bring at least four photos of one room in your home that you'd like to improve, include photos of furniture and accent pieces.

**WED JUNE 13, 7-9 pm, \$19 (Sec 01)**  
**LIVONIA CAMPUS: ACADEMIC BLDG., RM. 1003**

*Instructor Carolyn Stieger is owner of We Stage Greater Detroit and has 30 years experience in sales and marketing. She is a Master's Accredited Staging Professional and Certified Relocation and Transition Specialist.*

## Successfully Purchasing Property as a Smart Investment (CPS 2171)

Whether you're buying real estate for business or personal use, this class will give you the tools needed to find investment properties through foreclosures, receiverships, property tax delinquencies, auctions and HUD. Learn the details of each type of sale and their differences. Discover how to research properties for liens and encumbrances on your prospective properties.

**WED MAY 23, 7-9 pm, \$19 (Sec 01)**  
**LIVONIA CAMPUS: ACADEMIC BLDG., RM. 2205**

## Convert Your Unused Basement or Spare Room into Rental Property (CPS 1461)

In our sluggish economy, people are seeking new ways to generate income. If you have an empty basement or spare room in your house, and are thinking of becoming a landlord, then this class is for you. Learn about leasing agreements, and hidden costs like increased insurance and taxes, legal fees, and cleaning costs.

**WED MAY 30, 7-9 pm, \$19 (Sec 01)**  
**LIVONIA CAMPUS: ACADEMIC BLDG., RM. 1003**

*Instructor Peter Pace has owned Pace Management Company since 1982. Pace is a licensed builder and general contractor. He holds a bachelor's degree in business management and construction technology.*

## Michigan Real Estate – Where are we going? (CPS 1631)

Is the real estate market on the upswing with investors buying up foreclosed properties? Is this an opportunity for the average consumer to invest? What are the current real estate marketing trends? This class incorporates real estate, economics, history and current events. If you're considering real estate investing or if you just want to understand more about the current real estate market, this class is for you.

**MON MAY 14, 7-9 pm, \$19 (Sec 01)**  
**LIVONIA CAMPUS: ACADEMIC BLDG., RM. 1003**



## Learn to Buy HUD & Foreclosed Property (CPS 1632)

Are you interested in finding out how to buy a house for less than \$20,000?

The class will address the benefits

and advantages of HUD (government owned properties) and foreclosures, so you can learn what it takes to become a savvy real estate investor.

**WED JUNE 27, 7-9 pm, \$19 (Sec 01)**  
**LIVONIA CAMPUS: ACADEMIC BLDG., RM. 1004**

## Advanced Real Estate Investing in Today's Market (CPS 2861)

Experienced investors must move with the times! This more advanced class will give seasoned buyers information on how to reduce expenses like vacancies, property taxes and insurance as well as how to leverage their purchasing power in today's market and maximize their cash flow.

**WED JULY 18, 7-9 pm, \$19 (Sec 01)**  
**LIVONIA CAMPUS: ACADEMIC BLDG., RM. 1003**

*Instructor Georgia Kapsalis founded Added Value Realty in 2005. In her 19 years in real estate, she has held been an investor, appraiser and realtor.*

# Online Learning

## WELCOME TO ONLINE LEARNING!

Enjoy e-learning from the convenience of your home or office with our fun and affordable 6-week online classes. Choose from over 300 subjects and explore a new world of learning that's sure to add to your skill set. Visit [www.ed2go.com/madonnaedu](http://www.ed2go.com/madonnaedu) to see all classes. See page 10 for directions on online registration and payment.

## Starting a Nonprofit (CPS 4412.05, Sec 99) Online

This course is ideal for anyone who is interested in forming a new nonprofit, converting an informal group to tax-exempt status, or reorganizing an existing organization. You'll 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.

**WED & FRI - 6 week classes begin: MAY 16, JUNE 20, JULY 18, AUG 15, \$95**  
(See page 10 for online registration and payment.)

## Project Management Fundamentals (CPS 4404.16, Sec 99) Online

If you are organized, detail-oriented and an excellent communicator, you are an ideal candidate to succeed in the fast-growing field of project management. This course prepares you for the internationally recognized Project Management Professional (PMP®) and Certified Associate in Project Management (CAPM®) exams offered by the Project Management Institute, PMI®.

**WED & FRI - 6 week classes begin: MAY 16, JUNE 20, JULY 18, AUG 15, \$95**  
(See page 10 for online registration and payment.)

## 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 discussed.

**WED & FRI - 6 week classes begin: MAY 16, JUNE 20, JULY 18, AUG 15, \$95**  
(See page 10 for online registration and payment.)

## Introduction to Microsoft Excel 2010 (CPS 4407.51, Sec 99) Online

Become proficient in using Microsoft Excel 2010 and discover dozens of shortcuts and tricks for setting up fully formatted worksheets quickly and efficiently. You'll also learn the secrets behind writing powerful mathematical formulas and discover how

to use the function wizard to quickly and automatically calculate statistics, loan payments, future value, and more.

**WED & FRI - 6 week classes begin: MAY 16, JUNE 20, JULY 18, AUG 15, \$95**  
(See page 10 for online registration and payment.)

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

There are many lucrative publishing opportunities that await you on the Internet if you understand Internet marketing. Learn how to sell articles, create a blog, sell manuscripts to an e-publisher, and self-publish your own work as an e-book or a traditional book using print-on-demand (POD) publishing.

**WED & FRI - 6 week classes begin: MAY 16, JUNE 20, JULY 18, AUG 15, \$95**  
(See page 10 for online registration and payment.)

## Keys to Effective Editing (CPS 4429.18, Sec 99) Online

From the language of editing to grammar, punctuation, and syntax will be explored in this copyeditor course. Online editing is gaining popularity; its complexities will be unraveled and its advantages and pitfalls explored. Can you make a living as an editor? Tips and resources for finding work will be addressed at length. When you finish with this course, you will feel confident enough to tackle even the most complex of manuscripts.

**WED & FRI - 6 week classes begin: MAY 16, JUNE 20, JULY 18, AUG 15, \$95**  
(See page 10 for online registration and payment.)

## A-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.

**WED & FRI - 6 week classes begin: MAY 16, JUNE 20, JULY 18, AUG 15, \$95**  
(See page 10 for online registration and payment.)

## Medical Terminology (CPS 4414.09, Sec 99) Online

This course teaches medical terminology from an anatomical approach. Root terms are divided by each 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 in regards to each term. Root terms are combined with prefixes and suffixes as your learning will culminate in the interpretation of several paragraphs of medical notes.

**WED & FRI - 6 week classes begin: MAY 16, JUNE 20, JULY 18, AUG 15, \$95**  
(See page 10 for online registration and payment.)

# Health & Wellness

## Women & Thyroid Issues (CPS 3195)

Many women suffer from low thyroid function (medically referred to as hypothyroidism), especially in the perimenopausal and post-menopausal years. Learn how other glands are affected by the thyroid gland, how thyroid dysfunction originates, and why thyroid health depends on the health of your entire endocrine system. We'll discuss how thyroid problems in women develop, and what can be done to support a healthy thyroid.

**TUES MAY 22, 7:15-8:30pm, \$10 (Sec 01)**

**LIVONIA CAMPUS: ACADEMIC BLDG., RM. 1003**

*Lecturer: Dr. Robert E. Potter, D.C., N.D. of Canton Center Chiropractic Clinic, Canton.*



## Living a Wheat & Gluten-Free Lifestyle (CPS 1565)

Do you suffer from a gluten allergy? Gluten sensitivity is caused by wheat, rye, barley and oats and can develop into celiac disease or a mild gluten intolerance, which affects

approximately 15% of the U.S. population. Allergic reactions begin within minutes or a few hours after eating or inhaling wheat. Common symptoms involve inflammation of the skin, gastrointestinal tract, or the respiratory tract. Learn how to cope with avoiding one of the main food groups and what you can substitute to make up for the nutrients you need.

**TUES JUNE 5, 7:15-8:30pm, \$10 (Sec 01)**

**LIVONIA CAMPUS: ACADEMIC BLDG., RM. 1003**

*Lecturers: Dr. Robert E. Potter, D.C., N.D. and Clinical Pathologist M.J. Potter, B.S. of Canton Center Chiropractic Clinic, Canton.*

## Detox and Weight Loss (CPS 3196)

Having skin problems, aches and pains, or digestive problems? Can't lose any weight? No energy? It might be time for a body detox. Basically, "detox" or detoxification means cleaning the blood. This is mainly done by removing impurities from the blood in the liver, where toxins are processed for elimination. Some doctors are recommending a detox on a yearly basis. Find out if this is right for you and how to do a detox, in a healthy and safe manner.

**THURS JUNE 7, 7-8:30pm, \$10 (Sec 01)**

**LIVONIA CAMPUS: ACADEMIC BLDG., RM. 1003**

*Lecturer: Dr. Carol Ann Fischer, D.C., N.D. of TLC Holistic Wellness in Livonia.*

## Balancing Your Hormones Naturally (CPS 1249)

Almost any hormonally-related health problem – from niggling symptoms to endometriosis – can be traced back to some degree of hormonal imbalance and treated with the right nutrition. Learn how to identify factors like stress and a deficiency in an important nutrient that can contribute to hormonal problems. Discover how to get back on the right track for the hormonal changes in your life.

**THURS JUNE 21, 7-8:30pm, \$10 (Sec 01)**

**LIVONIA CAMPUS: ACADEMIC BLDG., RM. 1003**

*Lecturer: Dr. Carol Ann Fischer, D.C., N.D. of TLC Holistic Wellness in Livonia.*



## Losing Weight and Keeping it Off (CPS 4414.11, Sec 99) Online

Do you want to lose weight and keep it off? Now you can! In this comprehensive course, you'll discover how to establish a healthy approach to weight loss and

weight maintenance. You'll master how to set and achieve weight-loss and weight-maintenance goals that make sense for you.

**WED & FRI - 6 week classes begin: MAY 16, JUNE 20, JULY 18, AUG 15, \$95 (See page 10 for online registration and payment.)**

## Intro to Natural Health & Healing (CPS 4414.22, Sec 99) Online

Would you like to learn more about natural health but don't know where to start? If so, then this is the course for you! You'll discover that true health means wholeness of the mind, body, and spirit. By the end of this course, you'll have begun taking charge of your own health and healing!

**WED & FRI - 6 week classes begin: MAY 16, JUNE 20, JULY 18, AUG 15, \$95 (See page 10 for online registration and payment.)**

## Human Anatomy & Physiology (CPS 4414.07, Sec 99) Online

This six-week online course begins with an explanation of the nature of matter and a review of the principles of chemistry that are important to human physiology. We'll survey the anatomy and physiology of each of our 11 organ systems. You'll also learn principles of genetics and gain an understanding of how traits are passed from one generation to the next. By the end of this course, you'll have a greater appreciation and understanding of the marvelous complexity of the human body!

**WED & FRI - 6 week classes begin: MAY 16, JUNE 20, JULY 18, AUG 15, \$95 (See page 10 for online registration and payment.)**

# Spring Garden Tours

*“There is always music amongst the trees in the garden, but our hearts must be very quiet to hear it.”*

– Minnie Aumonier

## Kick-off Luncheon & Sr. Nancy Butterfly Garden (CPS 1719)

**FRIDAY, MAY 18, noon-1pm**

Join us for a community gathering and get acquainted with your neighbor on the beautiful grounds of Madonna University. A new addition in 2010, Cardinals Square and the Sister Nancy Butterfly Garden showcases 35 varieties of plants and flowers, providing a place for personal reflection for students and visitors.

Attendees will enjoy a box lunch, a master gardener’s presentation and a small potted plant.

R.S.V.P. by Wednesday, May 16.

**ADULTS, \$21 (Sec 01), SENIORS (over 65) \$17 (Sec 02)  
FRANCISCAN CENTER, GATHERING SPACE**

## Cranbrook House & Gardens Tour (CPS 1717)

**FRIDAY, JUNE 1, 10:15am-12:30pm**

Tour with us as we travel back to the early 1900s, when the Booth family purchased the exclusive Cranbrook estate and created breath-taking gardens on the sprawling 40 acres known today as the “Cranbrook Educational Community.”

One of the oldest manor homes in southeastern Michigan, the Cranbrook House offers a distinctive glimpse into a time when décor, artistry and nature merged. The gardens are filled with exquisite fountains and sculptures, colorful blooms, manicured hedges, shaded dells and mossy bogs.

Rain or Shine. Photography prohibited in the house, but cameras are allowed in the Gardens. Guided tour with docent. Wear comfortable clothing and shoes.

R.S.V.P. by Wednesday, May 30.

**ADULTS, \$13 (Sec 01), SENIORS (over 65) \$11 (Sec 02) – No transportation provided**

**Meet at Cranbrook by 10:15am, tour begins promptly at 10:30am .  
Cranbrook Gardens, 380 Lone Pine Rd., Bloomfield Hills**



## Matthaei Botanical Gardens & Nichols Arboretum (CPS 1718)

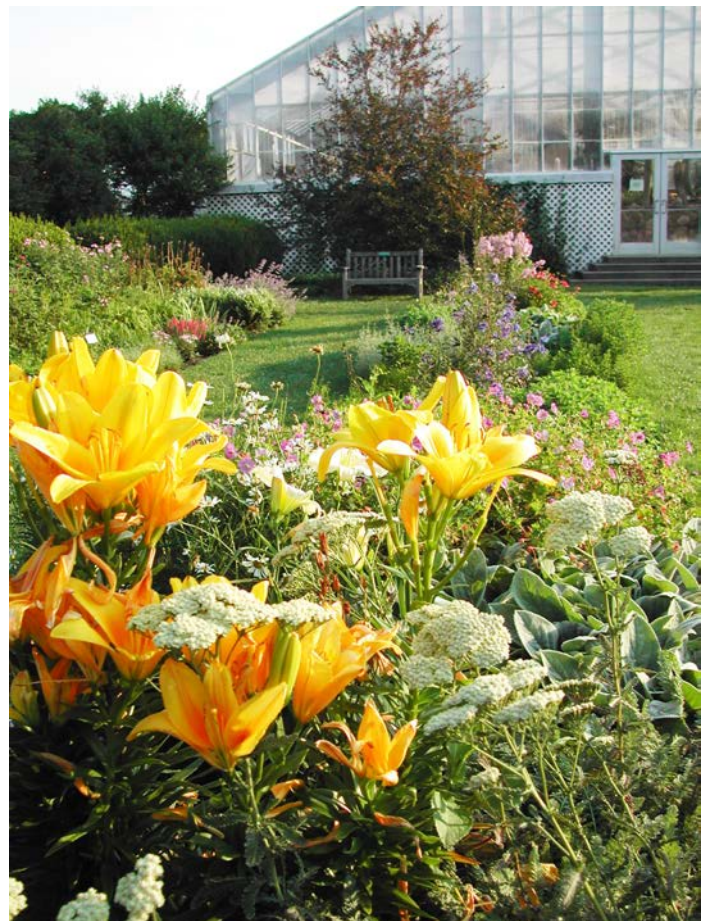
**FRIDAY, JUNE 15, 8:45am (bus departs from Madonna’s parking lot)-12:30pm**

With so much to see, we’ve arranged a guided tour so as not to miss a thing! We’ll begin in the Conservatory, which displays plants from three major life and climate zones. Then, we’ll hit the trails and see dozens of flowers, fountains, perfectly designed landscape architecture and quiet places to stop, listen and relax in the beauty of it all.

Rain or Shine. Cameras are allowed. Wear comfortable clothing and shoes.

R.S.V.P. by Friday, June 8.

**ADULTS, \$37 (Sec 01), SENIORS (over 65) \$32 (Sec 02) – Bus transportation provided (Details forthcoming about where to meet on the Livonia campus. Tour begins at 9:30am in Ann Arbor.)**



# Ways to Register for Classes

**Online** at [madonna.edu](http://madonna.edu) > Continuing Ed & Job Training > Registration

**By phone** – 734-432-5804

**By Mail** – Submit the Noncredit Registration form on the next page.

**Cancellation Policy** – Madonna University reserves the right to cancel any class because of low enrollment or other valid reason. Students will be contacted and course fees paid will be refunded. Refunds can take up to 14 business days. Students may drop any class prior to the start date and receive a refund. No refunds for classes dropped after the start date. Certificate programs have a separate Refund Policy that is given to students on the first day of class.

## Register for Online Noncredit Courses

1. Go to [www.ed2go.com/madonnaedu](http://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 11.
  - 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](mailto: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 Technology 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](http://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 [jjcenters@madonna.edu](mailto:jjcenters@madonna.edu)

# 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)
<b>TOTAL</b>			

▪ 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](http://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 \_\_\_\_\_