



Continuing Education & Professional Studies

Winter 2014 Course Schedule

Become a Voice-Over Professional • pg. 5

Social Media Series for Businesses • pg. 7

Becoming a Freelance Writer • pg. 8

Join Our “Healthy You” Fitness Program • pg. 9

Project Management Fundamentals • pg. 10

Medical Coding starts January 23

Pharmacy Technician starts February 17



Madonna University
Continuing Education Office
Maertens Building
36300 Schoolcraft Rd.
Livonia, MI 48150
734-432-5804

Registration Information

New classes begin weekly with open registration until April 16. Choose from job training programs, professional development courses, face-to-face and online personal enrichment classes, and online Career Training Programs.

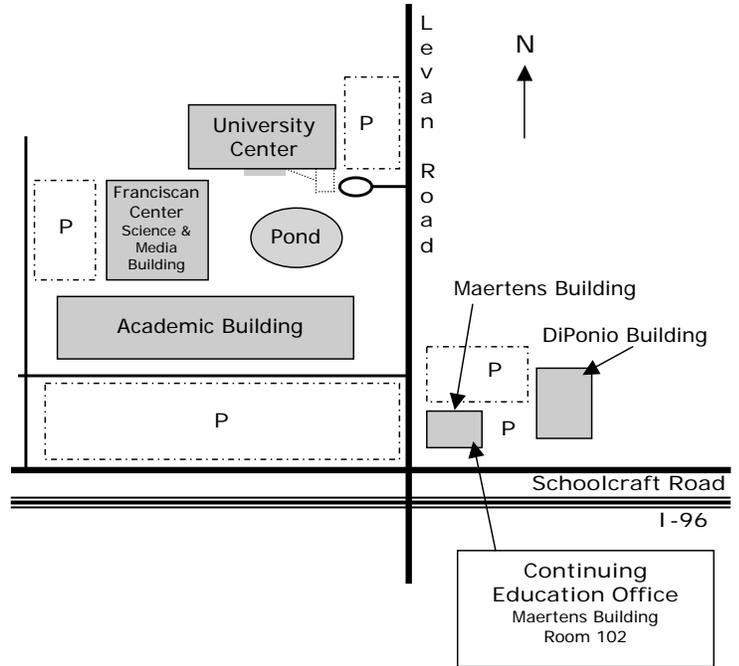
1. Register Online at **madonna.edu/continuinged**, click on 'Registration' (top right). Pay with MasterCard, Visa, Discover, American Express and Diner's Club. A 2.9% nonrefundable service fee is applied to all online registration EXCEPT for e-checks.
2. By telephone: Call the Continuing Education Office at 734-432-5804.
3. See the mail-in Noncredit Registration Form on pg. 11.

No classes scheduled:
 New Year's Day – January 1, 2014
 Spring Break – March 3-8, 2014
 Easter Recess – April 18-20, 2014

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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.



On the Cover:

Darios Thomas and Eleni Shestani rehearse in Madonna University's state-of-the art radio studio for the upcoming *Become a Voice-over Professional* taught by Wayne David Parker. Parker, a 30-year veteran of the industry, has more than 20 national spots to his credit. Parker keeps his voice in shape with continuous acting roles. He is performing in the upcoming *Murder at the Howard Johnson's* at Novi's Tipping Point Theatre.

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 or call
 734-432-5804

Career Training

Payment Plan for Medical Certificate Students – How to Enroll

1. Call Continuing Education to make an appointment and enroll in the payment plan – 734-432-5804.
2. Your receipt will include your name, the amount due and due date.
3. Each student will receive a friendly reminder email or phone call prior to the final payment due date.
4. Failure to make final payment by the due date will result in a \$25/month late fee (maximum of \$50). No Certificate of Attendance will be issued until your account is paid in full.

Medical Certificate Programs	First Payment Amount – Due by Start Date	Final Payment Amount – Due Date
Pharmacy Technician (10 weeks)	\$749.50 – Feb. 17	\$749.50 – Mar. 17
Medical Coding (12 weeks)	\$997.50 – Jan. 23	\$997.50 – Feb. 25

Math for Pharmacy Technicians - *Strongly Recommended* (CPS 4050) \$129

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. Instructor will cover fractions, decimals, exponents, metrics, and calculations for compounding, gross and net profit, ratios, percentages and dosage calculations. (Includes study guide)

MON & WED FEB 3-12, 6-9:30pm (Sec 01) RM. UC1
LIVONIA CAMPUS

Pharmacy Technician Certificate Program (CPS 4010) \$1,499

This comprehensive 65-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)

MON & WED FEB 17-APRIL 28, 6-9:30pm (Sec 01)
LIVONIA CAMPUS: UNIVERSITY CENTER, RM. UC1



"The class provided hands-on compounding, counting, and practice scenarios that allowed me to have confidence in my technician skills the first day on the job."

Kelley C., 2012 pharmacy technician student works at a local retail pharmacy

Medical Coding Certificate Program (CPS 4030) \$1,995

This 98-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 JAN 23-APRIL 15, 6-9:30pm
SAT FEB 15, MARCH 29 & APRIL 12, 9am- 4pm, (Sec 01)
LIVONIA CAMPUS: UNIVERSITY CENTER, RM. UC2



"My Medical Coding Certificate allowed me to advance in my career and opened doors for me I never thought possible. I have set new goals to continue my education in the medical field."

Deborah M., 2010 medical coding student employed at a sports rehabilitation center

Online - Advanced Hospital Medical Coding and CCS Test Prep (80 hours)

The Advanced Hospital Medical Coding Online Program and CCS Test Preparation Training Program prepares you to take the American Health Information Management Association's (AHIMA) official certification exam to become a Certified Coding Specialist (CCS). This program covers advanced ICD-9 medical coding procedures and will help you meet the challenge of today's changing standards while learning and improve your coding skills. 80 hours, self-paced online learning. Books included with tuition. Tuition: \$1,895. Open Enrollment.

See course at www.gatlineducation.com/madonna/health.htm

"I have coded for over 20 years, but not for outpatient in the last 15 years, and had no knowledge about billing. I would not have been able to pass the CCS exam if not for this course and the information I gained. It actually ignited new interest in my career field."

Mary H., completed class in May 2013
Offered a job shortly after taking her CCS exam.

Nursing & Career Training



RN Refresher Course (CPS 4200)

A 12-day theory and lab-based course designed for licensed professional nurses interested in returning to practice in acute care, home care, hospice or long term care. Includes BLS certification and pain management content. A Certificate of Attendance will be provided.

MON-THURS, MARCH 31-APRIL 17, 9am-3:30pm, \$800 (Sec 01)
LIVONIA CAMPUS: DIPONIO BLDG., RM. D118
REGISTRATION DEADLINE: MONDAY, MARCH 24, 5pm

Basic EKG Workshop (CPS 4090)

A two-day workshop designed to provide the basics of EKG interpretation and dysrhythmias recognition. A Certificate of Attendance will be provided.

TWO FRIDAYS, APRIL 4 & 11, 9am-3:30pm, \$130 (Sec 01)
LIVONIA CAMPUS: DIPONIO BLDG., RM. D118
REGISTRATION DEADLINE: FRIDAY MARCH 28, 4pm

Advanced Pharmacology II (NUR 5370.NC.00)

In this 11-week course, participants examine the evidence-based prescribing standards for clients across the health care continuum; synthesize the APN's ethical approach and legal basis for prescriptive practice in the State of Michigan. The course focuses on pharmacological agents used to manage infectious diseases, neurological and pain disorders, gastrointestinal, renal, dermatological, ophthalmology, ontological, renal and reproductive disorders. A Certificate of Attendance will be provided.

Registration deadline: Jan. 6, 2014. Nurses may register for the full course or individual weekly sessions. Before registering for individual sessions, email Martha Donagrandi, Nurse Planner for Nursing Continuing Education Programs at mdonagrandi@madonna.edu.

WED JAN 8 – APRIL 9, 6-7:55 pm, \$450 for full course or \$45 per session
LIVONIA CAMPUS: RM. 2102

For more nursing continuing education brochures, visit madonna.edu/continuingeducationnursing or email Nurse Planner Martha Donagrandi, M.S.N., R.N. at mdonagrandi@madonna.edu.

Prep Course for Michigan Court Interpreting Test – Spanish (CPS 2010)



This course prepares students to become professional court interpreters. Students will learn about the judicial system, court procedures and legal terminology. They also will be trained in sight translation,

consecutive and simultaneous interpretation. Prospective students need to demonstrate their fluency in Spanish by one of the following: a bachelor's degree in Spanish from an accredited institution; passing the Am. Council of the Teaching of Foreign Languages Oral Proficiency Test with an advanced score; complete a 12th-grade education in a Spanish speaking country. Interested students should contact Evelyn Villarruel at evelyn.villarruel@gmail.com, for admittance into the course. Access to the internet is a class requirement.

TUES & THURS JAN 21-APRIL 29, 7-9pm, \$499 (Sec 01)
LIVONIA CAMPUS: ACADEMIC BLDG., RM. TBA

ONLINE CAREER TRAINING PROGRAMS

See more courses at careertraining.ed2go.com/madonna

Madonna University in partnership with Ed2go offers a wide variety of professional development noncredit programs. 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.

Business and Professional

Admin Professional with MS Office 2007 (240 hours \$1,995)
Bookkeeping with QuickBooks 2010 (140 hours \$1,695)
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)

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)

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.

Art

Become a Voice-over Professional (CPS 2430)

Hone your broadcast voice by working with national voice-over (VO) artist Wayne David Parker. Course covers choosing demo material that best markets your talent, breaking down scripts, how to assemble a VO demo, the value of a home studio, and how to find VO work. Students will record spots and have a copy of their work to take home. Actors, broadcast students, and others interested in voice-over work should enroll.



WED FEB 12 & 19, 6-9 pm & SAT FEB 22, 9am-noon, \$99 (Sec 01)
LIVONIA CAMPUS: ACADEMIC BLDG., RM. 1601

Wayne David Parker is a 30-year veteran in the VO industry. He has over 20 national spots to his credit. He is also an accomplished stage actor in the Detroit area and has appeared in 17 feature films.

Chocolate Truffle-Making: Hands-on (CPS 1567)



Have fun making truffles and hear from young entrepreneur Kirstin Bianchi how she started her business, *Loves Truffles*. Learn about the Michigan Cottage Food Law, and how to generate business through the internet, promotions, and local events. Get tips on packaging, presentation, and storing these desserts. Each participant will take home recipes and a half-dozen truffles.

SAT FEB 8, 10-11:30 a.m., \$35 (Sec 01)
LIVONIA CAMPUS: MAERTENS BUILDING, RM. TBA

Caricatures: From Hobby to Profession (CPS 2137)

This class is ideal for art students with experience in figure illustration or who sketch on a regular basis. Learn how to capture a likeness with humorous exaggeration to create caricatures the way the pros do. Focus will be on drawing in pencil and marker. Instructor will share trade secrets and expound on his 30-year career. Supply list will be provided one week prior to class.

MON JAN 27-FEB 24, 7-9pm, \$125 (Sec 01)
LIVONIA CAMPUS: ACADEMIC BLDG., RM. 1604

Instructor Robert Bauer is owner of Goofy Faces Caricatures. He has personally trained over 100 artists nationwide to draw caricatures at his retail locations coast to coast.

An Evening in Paris (CPS 2560)

No passport required for you to explore the picturesque streets, squares, and artwork of Paris! This lecture will take you on an evening stroll through Paris, featuring the beauty of such architectural icons as Notre Dame, the Eiffel Tower, and the Louvre. Enjoy such Parisian masterpieces as the Mona Lisa and the impressionist and modern works of Manet, Monet, and Picasso. Travel tips suggested.

MON MARCH 24, 7-9 pm, \$19 (Sec 01)
LIVONIA CAMPUS: ACADEMIC BLDG., Rm. 1505

Deborah Kawsky, Ph. D., is a Princeton University graduate and art historian who lectures in the Detroit area.

Drawing for All Levels (CPS 1704)

New instructor and alumna Grace Karczewski will share her 11 years of art experience by instructing students on how to create beautiful works of art using pencils, charcoal, chalk pastels and colored pencils. Lectures will cover lines, composition, lighting and shadows, working with color and two-dimensional art.

WED JAN 29-MARCH 12 (NO CLASS MARCH 5), 7-9pm, \$129 (Sec 01)
LIVONIA CAMPUS: ACADEMIC BLDG., RM. 1610

Instructor Grace Karczewski is a professional artist and City of Livonia Art Commissioner. She holds two degrees, a Master of Arts & Liberal Studies and a Bachelor of Arts, both from Madonna University.

Watercolor Painting for Beginners (CPS 1708)



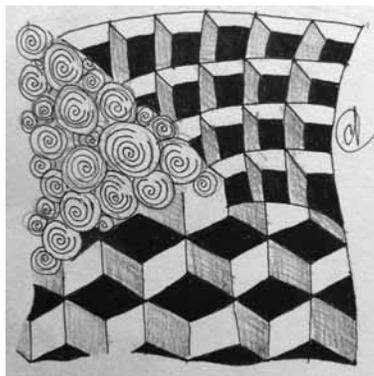
Luminous, vibrant colors that melt together to create beautiful still-lives and landscapes defines watercolor painting. Learn how to layer colors, use light and shadow for depth and proper framing to complete a watercolor painting. Individualized instruction given as you progress through your project while listening to soothing music.

THURS JAN 30-MARCH 13 (NO CLASS MARCH 6), 7-9pm, \$129 (Sec 01)
LIVONIA CAMPUS: ACADEMIC BLDG., RM. 1608

Instructor: Grace Karczewski. See her work at www.gkfineart.com.

A supply list will be emailed to you ONE WEEK prior to all classes, so you can purchase materials in advance of class. Supplies can be found at local art stores.

Art



Zentangle® Basics (CPS 1272)

Zentangle® is a popular, trendy art form that stimulates relaxation and inspiration by drawing focused, repetitive patterns to create amazing abstract art. Whether a novice or an experienced artist, any student can thrive in this class. Students will learn the

basics of Zentangle and complete two 3.5 inch square tiles in class with more to take home. All materials are included.

SAT FEB 8, 10am-NOON, \$35 (Sec 01)
LIVONIA CAMPUS: ACADEMIC BLDG., RM. 1604

Zentangle® with Tiles Photo Cube (CPS 1273)

(Prerequisite: A Zentangle® Basics class taught by a Certified Zentangle teacher.)

Students will use the 3.5 inch square Zentangle tiles to complete a six-sided photo cube to display or give as a gift. Techniques learned include advanced shading, using color and introducing white onto black tiles. Other Zentangle art and ideas will be shared in class. A \$10 cash materials fee is payable to the instructor on the first day of class.

SAT MARCH 15, 22 & 29, 10am-NOON, \$75 (Sec 01)
LIVONIA CAMPUS: ACADEMIC BLDG., RM. 1604

Diana Hirsch is a Certified Zentangle Teacher (CZT) and has been teaching for more than two years.



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

A Pewabic instructor will teach basic-to-advanced clay building techniques. The focus of the class will be design and aesthetic considerations, with a concentration in development of personal vision. Students will create functional and sculptural clay works. Glaze techniques also will 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.)

THURS FEB 6-MARCH 20 (NO CLASS MARCH 6), 6-9pm, \$125 (Sec 01)
LIVONIA CAMPUS: ACADEMIC BLDG., RM. 1608

Basic Portrait Photography (CPS 2136)

Portrait photography can be a fun and lucrative business. Learn how to turn a room at home into a mini-photography studio. Discover basic lighting techniques and the equipment used to create professional-looking portraits. Lecture includes: setting, strobe lights, light modifiers, basic posing, and three-point lighting.

WED MARCH 19, 7-9pm, \$25 (Sec 01)
LIVONIA CAMPUS: ACADEMIC BLDG., RM. 2423

Instructor: Jacob Nothstine. To view his work, visit jfnphotography.com



Travel Photography for the Digital Photographer (CPS 4410.19, Sec 99) Online

This course addresses the special needs and techniques digital photographers need to capture scenes from around the world and bring them home. We'll share tips on taking shots for professional use or from a family vacation.

WED & FRI - 6 WEEK CLASSES BEGIN: JAN 15, FEB 19, MAR 19, APR 16, \$99 (SEE PAGE 10 FOR DIRECTIONS ON ONLINE REGISTRATION AND PAYMENT.)

Introduction to Interior Design (CPS 4402.05, Sec 99) Online

With this interior design course, you'll delve into color theory, industry trends, spatial arrangements, floor plans, traditional and modern interior design ideas. Students will investigate "green" sustainable design, and find out how to modify your designs for people with special needs.

WED & FRI - 6 WEEK CLASSES BEGIN: JAN 15, FEB 19, MAR 19, APR 16, \$99 (SEE PAGE 10 FOR DIRECTIONS ON ONLINE REGISTRATION AND PAYMENT.)

Music Made Easy (CPS 4402.04, Sec 99) Online

If you want to know what "pitchy" means as it's often said by American Idol judges, this course explains what goes into making music. Learn definitions like rhythm, melody, harmony and pitch. Building on these terms, students will learn about the beat, meter, note, and rest values. Discover pitches by octave and what building scales means as well as learn how to create melodies.

WED & FRI - 6 WEEK CLASSES BEGIN: JAN 15, FEB 19, MAR 19, APR 16, \$99 (SEE PAGE 10 FOR DIRECTIONS ON ONLINE REGISTRATION AND PAYMENT.)

Business

SOCIAL MEDIA FOR SMALL BUSINESS SERIES

This series is designed to take in consecutive order, however if your skill level doesn't require all courses, select individual courses that best suit your needs.

Intro to Social Media for Small Businesses (CPS 1884)

The first in a three-part Series, this course was developed by a local social media expert with the small business owner in mind. After a review of the basics, participants will gain a better understanding of the social media landscape to better enhance their marketing efforts. With presented findings, participants can analyze which social media sites work best for their business.

Learning objectives:

- What social media does for small businesses
- The differences between the major social networks
- Where your company fits into the social media atmosphere
- Various applications of social media
- How to make the most of free resources

THURS FEB 20, 7-8:30pm, \$30 (Sec 01)
LIVONIA CAMPUS: ACADEMIC BLDG., RM. S218

Social Media Applications for Small Businesses (CPS 1887)

The second in the Social Media Series, this class shares best practices in social media content posting, scheduling and targeting. Proper content development techniques will be explored.

Learning objectives:

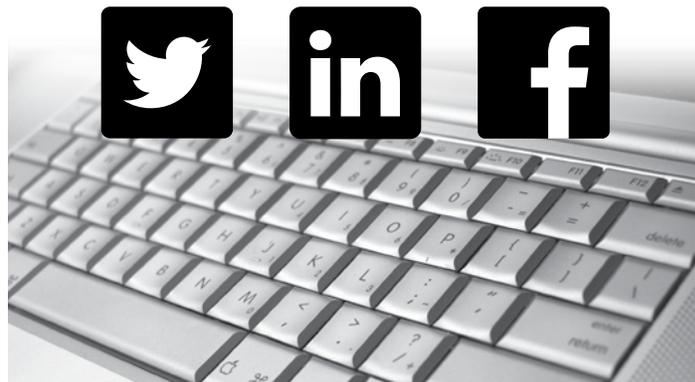
- What others are doing and why?
- Best practices for LinkedIn, Twitter, Facebook and Wordpress
- How to create content schedules
- Demographic targeting through advertisements on Facebook, Twitter, LinkedIn
- Keys to developing strong content for your business

THURS MARCH 20, 7-8:30pm, \$30 (Sec 01)
LIVONIA CAMPUS: ACADEMIC BLDG., RM. S218

Exploring Careers in Law (CPS 2441)

Calling all prospective law students, paralegals, court stenographers, criminal justice majors and adults interested in law enforcement. Not sure what's the right profession for you? Hear from an exceptional professional with former positions as a corporate attorney, assistant district attorney and federal law enforcement agent. Gain an overview of how a traditional legal education helps students understand the law and the legal and court systems.

WED MARCH 19 & 26, 7-9pm, \$30 (Sec 01)
LIVONIA CAMPUS: ACADEMIC BLDG., RM. 2205



Fully Embracing Social Media in Business (CPS 1888)

The final class in the series, this course will help you ascertain how social media campaigns are developed and how some businesses have created new uses.

Learning objectives:

- The basics of social media campaign development
- How large corporations deploy social media campaigns
- How to maximize customer service through social media
- Lessons in crisis management
- Social media policy best practices
- Tips for managing your personal brand through social media
- Trends and new social media platforms

THURS APRIL 24, 7-8:30pm, \$30 (Sec 01)
LIVONIA CAMPUS: ACADEMIC BLDG., RM. S218

Instructor Don McLean holds a M.B.A. from Madonna University and has been involved in creating and launching social media campaigns for 10 years.

Retirement Planning Today® (CPS 1170)

Customize your retirement plan and take advantage of new tax laws, effectively allocate assets, minimize risks and maximize returns. Taught by a financial advisor with 14 years experience, the class will help you understand when and how to take your social security and pension benefits; and review other issues regarding insurance coverage and estate planning. Optional free retirement analysis consultation provided by instructor.

TUES FEB 25 & MARCH 4, 6:30-9:30pm, \$59 (Sec 99-01)
WESTFIELD COMMUNITY CENTER, 2700 WESTFIELD, TRENTON

Writing

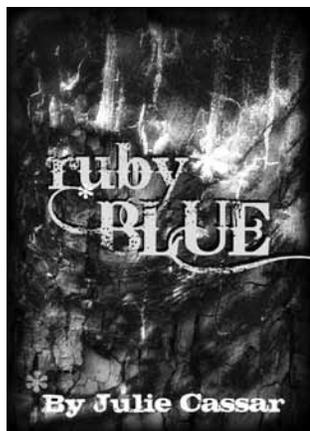


Becoming a Freelance Writer (CPS 1333)

Freelance writing can take your life in a new direction. Publication opportunities exist in poetry, fiction or nonfiction, short stories, blogs, trade magazines and news articles. Some publications offer positions that pay by the word or per article, while others require a fee to enter a contest or to publish the submitted works in a book. In this workshop, explore ways to get started and to develop a plan of action to begin freelance writing!

MON JAN 20, 7-9pm, \$25 (Sec 01)
LIVONIA CAMPUS: ACADEMIC BLDG., RM. S218

Instructor Cheryl Vatcher-Martin holds a master's degree in education and corporate training from the University of Michigan. She has authored numerous books and articles in her 30-year writing career, including many articles for the Detroit Free Press, the Observer & Eccentric, and Press & Guide.



A Writer's Journey into the Young-Adult Genre (CPS 1225)

Local Author Julie Cassar will share her experience publishing a four book series, Ruby Blue in 2012-13. Earning rave reviews in the young adult fantasy category, Cassar will speak about claiming her genre, developing a writing schedule while working part-time and raising a family, and keeping on track to reach her publishing deadlines. This class will divulge trade secrets like traditional vs. nontraditional publishing, working with Amazon and special event marketing.

WED FEB 26, 7-9pm, \$25 (Sec 01)
LIVONIA CAMPUS: ACADEMIC BLDG., RM. S218

Julie Cassar holds a bachelor's degree in fine arts from Eastern Michigan University and has worked as production artist, graphic designer and photographer. She writes a monthly blog.



Intro to Writing for Children (CPS 1448)

The children's nonfiction genre is sometimes overlooked by writers. Instructor and Children's Author Cheryl Vatcher-Martin has found that young readers are interested in short stories (250-1,000 words) complimented with vibrant illustrations. Her research indicates that they also are interested in reading about the historic aspect of their town, or the unique or famous residents in their community. This is a great class to learn about traditional and non-traditional markets, and to get started writing your story.

WED FEB 19, 7-9pm, \$25 (Sec 01)
LIVONIA CAMPUS: ACADEMIC BLDG., RM. S218

Publishing as an Independent Author (CPS 2156)

As you wrap up writing your book, you may consider publishing it as an independent author and retaining all rights to your work. In this workshop, an independent author shares her experience editing and marketing a book, and will help you draft a plan for publishing your book.

WED MARCH 19, 7-9pm, \$25 (Sec 01)
LIVONIA CAMPUS: ACADEMIC BLDG., RM. S218

Or
WED APRIL 23, 7-9 pm, \$25 (Sec 02)
LIVONIA CAMPUS: ACADEMIC BLDG., RM. TBA

The Craft of Magazine Writing (CPS, 4429.17, Sec 99) Online

Have you ever thought about writing for magazines? Turn your dreams into bylines and help yourself to a bright future as a magazine writer. It's fun and a great source of extra income. Learn about genres, query letters, grammar rules and more!

WordPress Websites (CPS, 4428.13, Sec 99) Online

Want to build an attractive, sophisticated blog or website? WordPress is one of the world's most popular Web design tools: it's free, easy to use, and produces professional results. In these lessons, you'll get hands-on experience as you create your own combination of WordPress blog and website. For WordPress beginners, there's no easier way to learn the ropes.

CLASSES BEGIN: JAN 16, FEB 20, MAR 20, APR 17,
\$99 (SEE PAGE 10 FOR DIRECTIONS ON ONLINE
REGISTRATION AND PAYMENT.)

Health & Wellness

Want to lose weight in the New Year?

Join our *Healthy You* Program and Get Fit with Your Neighbors!

Madonna University, in partnership with Tone 'N Shape Fitness and Botsford Hospital, will offer the "Healthy You" weight management program for people interested in losing 5-30 pounds. This 12-week program consists of group exercise, meal planning and calorie tracking. Weight loss support and advice will be provided by Tone N' Shape Fitness owner Valerie Harris, a Botsford Hospital nurse with an extensive background in nutrition and Buddy Shuh, a recent *Biggest Loser* contestant from Westland.

The group meets at Tone 'N Shape, 28780 Plymouth Rd. in Livonia, Mondays and Wednesdays, 6-8 p.m. (Optional Saturday workouts are included.) Students should come dressed to workout.

Participants should:

- Have a doctor's approval to participate.
- Schedule time to create weekly meal plans and track calories using resources provided in class.
- Bring a mat, towel and water bottle to class.

Pre-registration required. Participants must complete a short fitness evaluation prior to the Kick-off. The group will participate in high-low impact exercises and use fitness balls, weights and other equipment as class progresses. (Chairs will be available for people with limited mobility or balance.)

Course Title: Healthy You (CPS 1278, Sec 01)

Tuition: \$199

Registration Deadline: Friday, Jan. 24, 2014. No refunds after January 29.

BOTSFORD
HOSPITAL



Buddy Shuh



Valerie Harris

Session	Date	Agenda
1	WED JAN 29, 6-8 pm	Kickoff - Botsford Hospital nurse and "Biggest Loser" contestant Buddy Shuh appearances. First weigh-in. Individuals identify their weight loss goals. Nutritional meal-planning packet and online resources provided. Workout. Homework: Create a weekly meal plan.
2	MON FEB 3, 6-8 pm	Workout.
3	WED FEB 5, 6-8 pm	Weigh in. Stories of successes and challenges with Valerie. Workout. Homework: Meal Plan.
4	MON FEB 10, 6-8 pm	Workout.
5	WED FEB 12, 6-8 pm	"Biggest Loser" Contestant Buddy Shuh checks in on participants and offers support. Weigh in. Workout. Homework: Meal Plan.
6	MON FEB 17, 6-8 pm	Workout.
7	WED FEB 19, 6-8 pm	Weigh in. Stories of successes and challenges with Valerie. Workout. Homework: Meal Plan.
8	MON FEB 24, 6-8 pm	Workout.
9	WED FEB 26, 6-8 pm	Nurse checks in on participants. Weigh in. Workout. Homework: Meal Plan.
10	MON MARCH 3, 6-8 pm	Workout.
11	WED MARCH 5, 6-8 pm	Weigh in. Workout.
12	MON MARCH 10, 6-8 pm	Workout. Final Weigh In. Prizes awarded.

Computer Training

Project Management Fundamentals (CPS 4404.16, Sec 99) Online

In this six-week course, an experienced project management professional will help you master the essentials of project management. You'll learn about project politics and ethics, project measurements, and project closure. Topics covered in this class will help prepare you for the internationally recognized Project Management Professional (PMP®) and the Certified Associate in Project Management (CAPM®) exams.

**WED & FRI - 6 WEEK CLASSES BEGIN: JAN 15, FEB 19, MAR 19, APR 16, \$99
(SEE BELOW FOR DIRECTIONS ON ONLINE REGISTRATION AND PAYMENT.)**

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

Learn how to raise needed funds and discover where to look for potential donors who are a good match for your organization. Also learn how to network and develop partnerships with a variety of funders, how to organize a grant-writing campaign, and how to put together a proposal package. This course speaks mainly to nonprofit organizations, schools, religious institutions, and municipalities

seeking grants from foundation, corporate, government, and individual donors. It's also an excellent primer for individuals wishing to become grant-writing consultants or community grant-writing volunteers.

**WED & FRI - 6 WEEK CLASSES BEGIN: JAN 15, FEB 19, MAR 19, APR 16, \$99
(SEE BELOW FOR DIRECTIONS ON ONLINE REGISTRATION AND PAYMENT.)**

Intro to MS Excel 2013 (CPS 4407.17, Sec 99) Online

Learn dozens of shortcuts and tricks for setting up fully formatted worksheets quickly and efficiently. Get tips on sorting and analyzing data, designing custom charts and graphs, creating three-dimensional workbooks, building links between files, endowing your worksheets with decision-making capabilities, and automating frequently-repeated tasks with macros and buttons. This informative course covers the new Quick Analysis, Flash Fill, and charting capabilities available in Excel 2013.

**WED & FRI - 6 WEEK CLASSES BEGIN: JAN 15, FEB 19, MAR 19, APR 16, \$99
(SEE BELOW FOR DIRECTIONS ON ONLINE REGISTRATION AND PAYMENT.)**

Register for Online Noncredit Courses

1. Go to www.ed2go.com/madonnaedu and select your class by clicking on Enroll Now and complete the steps.
2. A Madonna University email will confirm your enrollment and remind you to pay your tuition.
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 \$99
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. 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 jureel@madonna.edu

Online Teacher Education for SCECHs

- Earn non-degree graduate credit or 24 State Continuing Education Clock Hours (SCECHs) per course
- 12 lessons over six weeks
- \$99 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

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 SCECHs. (There is a \$20 processing charge per course for SCECHs)

Questions?

Call Janice Centers, College of Education,
734-432-5697 or email her at jcenters@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)
<p>▪ Applied music courses for voice or instrument are not available as noncredit</p>			<p>TOTAL</p>

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, Visa, Discover, American Express, Diners Club and e-check accepted.

- Credit Card payments will be charged a 2.9% service fee, which is nonrefundable
- Go to **www.madonna.edu**
- Click on Continuing Education (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 _____



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Livonia, Michigan 48150-1176

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Crystal Madonna *Gala*

Tuesday, April 1, 2014
6 – 9 p.m.

SAVE THE DATE

Dearborn Inn | 20301 Oakwood Blvd. | Dearborn, MI 48124

Cocktail Attire

Cocktail Reception and Dinner with Special Guest

Dr. Carolyn Woo,

President and CEO of Catholic Relief Services

Invitations will be mailed in February 2014
734-432-5421, Ashley Fredrick, event director

