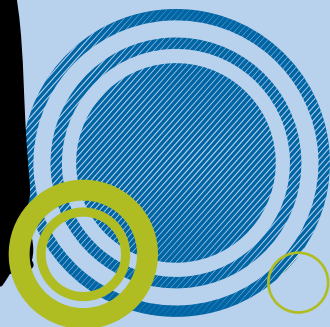


# ADULT & COMMUNITY Education Programs

Winter 2010

**Sign up NOW** — *Classes start in January!*

**Looking  
for new  
job skills?**



Muskegon Area

**Career Tech Center**

# ADULT & COMMUNITY Education Programs



## Auto Body Refinishing

*(Jan. 20 – March 29, 2010, Mon./Wed. 4:00 – 7:00 p.m.)*

The Auto Body Repair industry is changing as quickly as the computer industry, making it an exciting career option. Auto refinishing technicians work on vehicles damaged as a result of collisions and wear. This National Automotive Technical Education Foundation (NATEF) certified program will prepare you to repair and refinish these vehicles and make the crucial decisions required in today's extremely competitive and technical auto body industry.

## Business Professional/Finance Training

*(Jan. 20 – March 29, 2010, Mon./Wed. 4:00 – 7:00 p.m.)*

Do you want to learn skills for working in a business office? If so, then this is the class for you. You will be exposed to the following essential skills for today's Business Professional.

- Accounts payable
- Accounts receivable
- Bookkeeping
- Organizational skills
- Time management
- Business software skills  
(Word, Excel, PowerPoint, Access)
- Personal finance

## Computer Aided Design (CAD)

*(Jan. 20 – March 29, 2010, Mon./Wed. 4:00 – 7:00 p.m.)*

Do you have an interest in designing products and buildings? Learn to use industry recognized computer-aided design (CAD) software to create the plan or layout of a design project. This could be anything from a building's architecture to the prototype of a piece of furniture. Combine practical knowledge with artistic ability to turn abstract ideas into formal designs.

## Level One, CNC Machining Operations

*(Jan. 19 – March 25, 2010, Tue./Thur. 4:00 - 7:00 p.m.)*

Computer Numerical Controls (CNC) machines include machining tools such as lathes, multi-axis spindles, milling machines, laser cutting machines, and wire electrical discharge machines. As a CNC operations student you will learn the fundamentals of CNC machining. Upon satisfactory completion of hands-on tasks and written tests, you will receive a HAAS Level 1 certificate of completion. Job opportunities in this field should be excellent. Get an edge on your career!

## HVAC/R – Basic Refrigeration

*(Jan. 20 – March 29, 2010, Mon./Wed. 4:00 – 7:00 p.m.)*

The HVAC/R - Basic Refrigeration program prepares students with the knowledge and skills needed to repair, and maintain refrigeration systems, using equipment utilized by industry trainers and on the actual job. Students will learn about handling refrigerants, soldering and brazing, system operations, and basic electrical circuits in residential and light commercial systems.

## Floral Design

*(Jan. 20 – March 29, 2010, Mon./Wed. 4:00 – 7:00 p.m.)*

Learn what it takes to become a skilled floral designer. Develop your skills in the construction of a variety of arrangement styles while learning about color theory and the principles of design. Participants will learn the basics of indoor and outdoor plant care. Completion of this program will help prepare students to earn their Michigan Certified Florist certificate.



## Machine Tool

*(Jan. 20 – March 29, 2010, Mon./Wed. 4:00 – 7:00 p.m.)*

The Machine Tool industry represents high-tech manufacturing requiring high levels of accuracy and dependability. Local job opportunities and wages are above average compared to most other occupational areas. As a machining student you'll learn tolerancing, precision measurement, calculating speeds and feeds, and blueprint reading. Learn machine operation and set-up of lathes, mills, drill presses, and grinders as you manufacture real-world projects gaining valuable hands-on experience.

## Public Safety/Protective Services

*(Jan. 20 – March 29, 2010, Mon./Wed. 4:00 – 7:00 p.m.)*

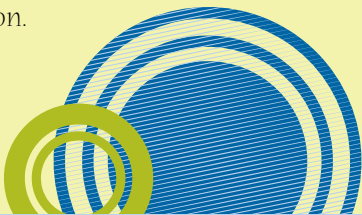
The Public Safety/Protective Services program prepares students for work-related knowledge and skills in Public Safety/Protective Services occupations. Learn about our legal justice system and build a better understanding of the development of laws on state and federal levels. New technologies, techniques, and career opportunities in Public Safety/Protective Services are also a part of the course content.

## PC Maintenance/Residential Cabling

*(Jan. 20 – March 29, 2010, Mon./Wed. 4:00 – 7:00 p.m.)*

Students enrolling in this course can choose to study either PC Maintenance or Residential Cabling. **PC Maintenance** is a high-tech, hands-on program that will prepare you for a career in the computer repair field. Complete the program competency requirements and you will be eligible for the industry-recognized A+ Certification Exam for computer repair.

**Residential Cabling** teaches students basic residential wiring (both high and low voltage), residential data and signal distribution, and residential audio and video systems installation.



## Basic MIG (Metal Inert Gas) Welding

*(Jan. 20 – March 29, 2010, Mon./Wed. 4:00 – 7:00 p.m.)*

Students will learn the basics of voltage selection, wire-feed speeds, polarity selection, filler metal selection, shielding gas selection and safety skills as it pertains to MIG welding. An 80% attendance record is required to receive credit for the course. **MIG welding gloves, closed-toe leather work shoes, welder's cap, long sleeve cotton shirt, and cotton pants are required.**

## Basic SMAW (Shielded Metal Arc Welding)

*(Jan. 19 – March 25, 2010, Tue./Thur. 4:00 – 7:00 p.m.)*

Students are taught the basics of proper SMAW, or stick welding. SMAW is one of the world's most popular welding processes. It is used extensively for construction of steel structures and in industrial fabrication. An 80% attendance record is required to receive credit for the course. **SMAW welding gloves, closed-toe leather work shoes, welder's cap, long sleeve cotton shirt, and cotton pants are required.**

**What skills  
could benefit  
you?**



A program of...

**MAISD**



**Muskegon Area  
Intermediate  
School District**

Visit us at [www.muskegonisd.org](http://www.muskegonisd.org)



# Learn New Job Skills

*Invest in yourself through job training!*

Classes are taught by qualified, certified teachers. Each program, except Level One, CNC and Basic SMAW (Tuesdays and Thursdays), will be held on Mondays and Wednesdays, from 4:00 – 7:00 p.m. starting January 20, 2010, and ending on March 29, 2010 (*See course descriptions for specific dates and times for CNC and Basic SMAW*). The cost for each class is \$295.00 per person. (*There may be additional costs for supplies and materials, depending on the class chosen. This information will be provided the first day of class.*) All classes are held at the Muskegon Area Career Tech Center located at 200 Harvey Street, on the corner of Harvey Street and Stebbins Road next to the wind turbine.

Call (231) 767-7217 for more information or visit us on the web at [www.muskegonisd.org](http://www.muskegonisd.org) to download an enrollment form. **Registration deadline is Monday, January 11, 2010.**

## **Send registration form, with check made payable to MAISD to:**

MAISD, Attn: Claire Dove, 630 Harvey Street, Muskegon, MI 49442

**Questions?** Call Claire Dove – 231.767.7217 **Fax** – 231.773.1028

**Registrations will not be accepted without payment.**

**Registration deadline: Monday, January 11, 2010**

**NO TUITION REFUNDS AFTER SECOND SCHEDULED CLASS DATE.**

**Register today – Most class sizes are limited to 15 students!**

## **ADULT & COMMUNITY EDUCATION REGISTRATION FORM**

**Please complete the registration form and return it by Monday, January 11, 2010, with check or purchase order for \$295.00 made payable to MAISD, to:**

Attn: Claire Dove, MAISD, 630 Harvey Street, Muskegon, MI 49442

NAME:

ADDRESS:

CITY:

ZIP:

HM. PHONE:

WK. PHONE:

E-MAIL:

FIRST CHOICE:

SECOND CHOICE:

**Contact your local Workforce Development Center or Community/Adult Education Office to determine eligibility for financial assistance.**

It is the policy of the MAISD that no staff member, candidate for employment, program participant, or recipient of services shall experience discrimination on the basis of race, color, religion, national origin, creed or ancestry, age, gender, height, weight, marital status, or disability. The MAISD is an equal opportunity employer. Inquiries related to issues of discrimination on the basis of disability should be directed to the Assistant Director for Special Education at (231) 767-7249. All other discrimination inquiries or requests for special accommodations to participate in a program, event, or activity should be directed to the Human Resources Program Director at (231) 767-7213.