

# ADULT & COMMUNITY



Winter 2009

Education Programs

Public Safety/  
Protective Services

entry-level

# JOB SKILLS

# Auto Service

# CNC

# Machining Operations

# PC MAINTENANCE

# welding

# machine tool

# HORTICULTURE

## **Sign up NOW –**

## *Classes start January 20<sup>th</sup>!*

Muskegon Area

**Career Tech Center**



# ADULT & COMMUNITY Education Programs



## Auto Body Refinishing –

*(Jan. 21 – April 1, Monday/Wednesday 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.

## Auto Service –

*(Jan. 21 – April 1, Monday/Wednesday 4:00 – 7:00 p.m.)*

With almost 195 million vehicles on the road today, the demand for highly-skilled technicians has never been greater. Enroll in Auto Service and learn about brakes, steering and suspension systems, fuel injection, automotive electrical and electronic systems, and engine diagnostics, among other skills. Our Auto Service program has been training professional technicians for nearly 30 years and is NATEF certified.

## Level One, CNC Machining Operations–

*(Jan. 20 – March 31, Tuesday/Thursday 4:00 - 6:30 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. Employers are expected to continue to have difficulty finding qualified workers. Get an edge on *your* career – enroll today!

## Early Childhood Development –

*(Jan. 21 – April 1, Monday/Wednesday 4:00 – 7:00 p.m.)*

The Early Childhood Development program is a unique opportunity for you and your child to learn and grow together. Bring your 12 – 36 month old child to class with you and discover the joy of learning through a child's eyes. This class is designed to enhance your parenting skills by teaching age appropriate activities to you and your child. The class will include music, songs, finger-plays and fun activities to share with your child. It is a great way for you and other parents to be a part of your child's early cognitive, physical and social development.

## Business Professional & Finance Training –

*(Jan. 21 – April 1, Monday/Wednesday 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 skills that are essential for today's Business Professional.

- Accounts payable
- Accounts receivable
- Bookkeeping
- Desktop calculator
- Organizational skills
- Time management
- Office 2007  
(Word, Excel, PowerPoint, Access)
- Personal finance



### **Horticulture/Floral Design –**

*(Jan. 21 – April 1, Monday/Wednesday 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. 21 – April 1, Monday/Wednesday 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.

### **PC Maintenance/Residential Cabeling –**

*(Jan. 21 – April 1, Monday/Wednesday 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.



### **Public Safety/Protective Services –**

*(Jan. 21 – April 1, Monday/Wednesday 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.

### **Restaurant, Catering & Culinary Management –**

*(Jan. 21 – April 1, Monday/Wednesday 4:00 – 7:00 p.m.)*

Gain valuable skills and experience working with the most modern equipment in our Food Management lab. Learn food preparation, cooking, baking, sanitation, and banquet and food service management techniques that prepare you for employment in hotels, restaurants, institutions, and resorts.

### **Basic MIG (Metal Inert Gas) Welding –**

*(Jan. 21 – April 1, Monday/Wednesday 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.** Questions may be directed to Mike Lorey at 231-767-3681.

### **Basic TIG (Tungsten Inert Gas) Welding –**

*(Jan. 20 – March 31, Tuesday/Thursday 4:00 – 7:00 p.m.)*

Students are taught the basics of proper TIG machine setup, amperage control, and torch and filler metal manipulation. An 80% attendance record is required to receive credit for the course. **TIG welding gloves, closed-toe leather work shoes, welder's cap, long sleeve cotton shirt, cotton pants, and two 3/32 inch diameter 2% ceriated tungsten electrodes are required.** Call Mike Lorey at 231-767-3681 with questions.



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 TIG Welding, will be held from 4:00 – 7:00 p.m. on Mondays and Wednesdays, starting January 20, 2009, and ending on April 1, 2009 (See course descriptions for specific dates and times for CNC and TIG Welding). 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 12, 2009.**

**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 12, 2009**

**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, no later than Monday, January 12, 2009, with check or purchase order, for \$295.00 made payable to MAISD, to:**

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

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

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.