

Learn new job skills!

Invest in yourself through job training!

Classes are taught by qualified, certified teachers. Each program, except CNC Machining Operations, will be held from 5:00 – 8:00 p.m. on Mondays and Wednesdays, starting January 21, 2008, and ending on March 26, 2008. CNC Machining Operations will be held on Tuesdays and Thursdays from 5:00 – 8:00 p.m. beginning January 22, 2008, and ending on March 27, 2008. 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 will be 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 details or visit us on the web at www.muskegonisd.org to download an enrollment form. Registration deadline is **Monday, January 14, 2008.**

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 14

Register today – 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 14, 2008, 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.

ADULT & COMMUNITY

Education Programs

Public Safety/
Auto. Protective Services

Service entry-level

JOB SKILLS

ServSafe® training

PC MAINTENANCE

welding machine tool

HORTICULTURE

commercial ART

**Sign up NOW –
Classes start January 21st!**



ADULT & COMMUNITY Education Programs



Auto Body Refinishing –

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 –

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–

As a Computer Numerical Control (CNC) operations student you will learn the fundamentals of running a CNC machine including: powering up the machine, keyboard layout, tooling set-up and tool length off-set, work off-sets and G54 - G59 and G110/G129, mid-program start, over-rides, alarms, powering down, work coordinate system, absolute and incremental modes, four-quadrant system, and x, y, z directions. Upon satisfactory completion of hands-on tasks and written test, you will receive a certificate of completion. *(Class size is limited to ten. Classes will be held Tuesdays and Thursdays.)*

Early Childhood Development –

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.

Financial Management/ Accounting –

Today's accountants work in a computerized setting processing information and transactions that allow business, industry, and governmental agencies to make decisions that affect the financial prosperity of their organizations. Our Accounting program includes training with the latest software and equipment. Learn calculating, computer applications, corporate accounting, Internet applications, sole proprietorship accounting, and solve "real" business problems as a part of this informative course.

Horticulture/Floral Design –

Develop your skills in floral design and interior plantscaping. In this class students will explore landscape design and maintenance, as well as greenhouse crop production. Whether you enjoy digging in soil or designing and creating floral arrangements, we've got the program for you!

Machine Tool –

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 Cabling –

Students enrolling in the 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 –

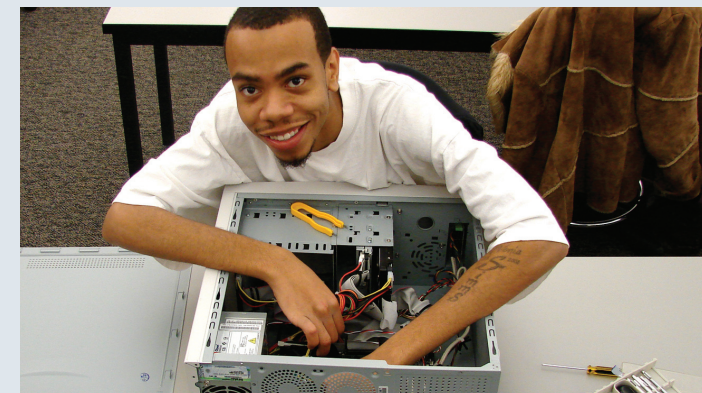
The Public Safety/Protective Services program prepares students for work-related knowledge and skills in Public Safety/Protective Services occupations. Learn about our legal justice system and build a better understanding of the development of laws on state and federal levels. New technologies, techniques,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

Restaurant, Catering & Culinary Management –

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

Welding –

Welding students will learn Shielded Metal Arc Welding - basic; better known as "stick" welding. Basic stick welding introduces students to fundamental applications of E-6010, E-6013, and E-7018 stick electrodes. Students advance at their own rate while being taught in our modern welding lab. Clothing worn while welding should be of heavy material. Long pants and closed-toe leather shoes are required to participate in this class. Leather aprons and jackets are provided. **Students must provide their own leather welding gloves, high-top leather shoes or boots, trousers without cuffs, and long sleeve shirts.**



A program of...

MAISD



Muskegon Area Intermediate School District

Visit us at www.muskegonisd.org