

# Course Catalog 2023-2024



**LOCAL. AFFORDABLE.**

**Careers Start at M-TEC**



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# Introduction

## Welcome

Thompson Michigan Technical Education Center (M-TEC) is an adult educational facility committed to providing training that meets the demands of the current job market. Whether it's time to start a new career or improve your current skills to advance to the next level in your field, we can get you there quickly.

We are continually expanding and evaluating our services based upon industry needs and educational data. We provide high-quality, flexible, student-friendly training to provide in-demand career training.

Classes are held at Thompson M-TEC (M-TEC) as well as Careerline Tech Center (CTC) located nearby at 13663 Port Sheldon Street.

We offer courses in three formats to give you flexibility to get the skills you need to reach your career goals.

# Information

## Programs

Our career training programs prepare students for in-demand careers in as little as 15 weeks. Our experienced instructors are dedicated to providing the best educational experience to enable you to graduate and get working. Please call M-TEC to schedule an appointment with our Career Services Coordinator.

## Courses

With over 100 course offerings, Thompson M-TEC has something for everyone. Our courses can assist you with improving your current skills or provide you with new skills to launch a career.

## Traditional Classroom Setting

These instructor-led classes have specific meeting schedules and locations as listed in the course catalog.

## Online

Online classes give you the flexibility to design your own schedule while learning the skills necessary to acquire professional level positions for many in-demand occupations. We offer over 200 online classes through Education 2 Go (ed2go), the industry leader in affordable online learning. An expert instructor leads the classes, and all subjects have interactive discussion areas. Visit [mtec.org](http://mtec.org) to view course offerings and learn more.

## Training and Certification

Thompson M-TEC is the lakeshore location for training, certification, and assessments. We are a certified ETA and Pearson VUE testing facility. You do not have to drive to Grand Rapids. Take the assessments locally!

## For Businesses

Whether an employee needs assistance in producing a specific project, or if you are an employer who needs to bring your staff up to speed in the latest software, Thompson M-TEC can help. Through our Corporate Training Institute, we offer customized training to meet your immediate needs. Your employees will get rapid results. Let Thompson M-TEC help bring your team's skills to the next level.

# Programs

## Commercial & Residential

### Heating, Ventilation, Air Conditioning, and Refrigeration Technician

(HVAC-R) Heating and air conditioning systems control the temperature, humidity, and the total air quality in residential, commercial, industrial, and other buildings. Heating, ventilation, air conditioning, and refrigeration technicians install, maintain, and repair such systems. Students will obtain a fundamental understanding of basic commercial refrigeration and heating systems including circuit wiring, reading schematics, brazing and soldering. After demonstrations of refrigeration software, students will build a basic refrigeration system. After successful program completion, students will take the E.P.A. Refrigerant Handling Certification assessment required to handle commercial refrigerant.

Individuals who have completed the HVAC program or any of the HVAC classes in the past may re-take the class/program for ½ off the cost of tuition. Those who are interested may contact M-TEC at 616-738-8935 extension 4200 and request their name is placed on the waiting list. Two weeks before the class/program begins, M-TEC will notify the individuals whether there is an opening for tuition at the reduced rate.

- Certification: Refrigerant Recovery
- Course Format: Traditional/Lab
- Program Length: 197 hours
- Location: M-TEC
- Tuition: \$2,878
- Textbooks: \$272
- Total: \$3,150

#### Program Courses Include:

- Heating, Service & Equipment
- Basic Refrigeration
- Air Conditioning
- Commercial Refrigeration
- Refrigerant Recovery Certification



# Programs

## Commercial & Residential

### Property Maintenance Technician

The National Apartment Association offers certification for individuals who have one year of industry work experience and who have training in maintenance and repair in the following: Appliance, Electrical, Heating Systems, Interior & Exterior, and Plumbing. M-TEC offers training for certification in the modules listed below.

Certification: For participants who wish to obtain CAMT (Certified Apartment Maintenance Technician) certification, the prerequisites are an associate or bachelor's degree desired, high school diploma required, proof of passing a background check required. M-TEC can refer students for the background check but will not require the results for entry into the program. Students who do not pass the background check may still obtain employment, but the options for post-training employment would be limited to those organizations that do not require a background check. Certification testing is available upon completion of the training. The candidate's certification will be issued once 12 months of industry experience has been obtained, and training has been completed. The complete program includes seven modules of training. However, the participant can take individual modules.

- Course Format: Traditional/Lab
- Program Length: 96 hours
- Location: M-TEC
- Tuition: \$1091
- Textbooks: \$459 (includes certification)
- Total: \$1,550

#### Program Courses Include:

- Electrical Maintenance and Repair
- Appliance Maintenance and Repair
- Heating & Air Conditioning Systems Maintenance and Repair
- Plumbing Maintenance and Repair
- Interior/Exterior Maintenance and Repair
- Inside the Apartment Business - 2 hr. online
- People, Projects, and Profits - 2 hr. online

# Programs

## Health Sciences

### Medical Records Specialist

This program includes instruction on how to function in an administrative role within the medical office. It includes patient scheduling; tracking patient activity; maintaining the integrity and protection of patient information; sending and receiving reminders, messages, and emails. This program also provides the knowledge and skills needed to successfully perform insurance and billing related duties in a medical office.

- Course Format: Traditional/online
- Program Length: 312 hours
- Location: M-TEC
- Tuition: \$4,193
- Textbooks: \$1,635
- Certification Exam: \$637
- Total: \$6,465

#### Program Courses Include:

- Introduction to Computers / Keyboarding (35+ wpm and 95+% accuracy)
- Microsoft Office
  - Word Basic
  - Word Intermediate
  - Excel Basic
- Business Communications
- Building your Professional Brand
- Medical Coding (Online)
- Medical Terminology
- Medical Office Workflow
- Medical Billing
- Certified Medical Administrative Assistant (CMAA)

**Possible career opportunities:** Administrative Assistant, Medical Office Assistant, Medical Receptionist, Medical Office Front Desk Receptionist, Medical Records/Health Information Technician

# Programs

## Health Sciences

### Pharmacy Technician Certificate

Develop the skills and knowledge you need to qualify for entry-level positions in hospitals or retail pharmacies. This program is a combination of online and face-to-face courses that helps you learn your roles and responsibilities as a support to pharmacists in providing excellent customer service and distributing medical prescriptions.

Upon completion of this program, you will be prepared to sit for the Pharmacy Technician Certification Exam (PTCE), a national certification exam offered by Pharmacy Technician Certification Board (PTCB). You may also qualify for a 40 to 100-hour externship\*.

\*In order to qualify for an externship, you'll have to pass a drug screening test, obtain professional liability insurance, complete a background check and employment verification, meet current immunization standards, conform with and complete any state mandates such as registration, fingerprinting, licensing etc. Additional forms may be necessary for externships with certain pharmacies. It may take up to 12 weeks to find an available opening.

Disclaimer: Externship with these pharmacies is not guaranteed. All students must apply to the program and complete the prerequisite criteria before being accepted. Positions in the externship program are contingent on availability at each pharmacy location. Students may also set up their own externship at any other retail or hospital facility. The externship is an additional 100 hours. To participate in the CVS or Walgreens externships, students must not have a criminal record. Background checks will be conducted prior to the student's admittance.

- Course Format: Traditional/online
- Program Length: 556 hours
- Location: M-TEC
- Tuition: \$4,871
- Textbooks: \$449
- Total: \$5,320

#### Program Courses Include:

- Introduction to Computers / Keyboarding (35+ wpm and 95+% accuracy)
- Microsoft Office
  - Word Basic
  - Word Intermediate
  - Excel Basic
- Business Communications
- Building your Professional Brand
- Medical Math
- Pharmacy Technician
- Certified Pharmacy Technician (CPhT)

**Possible career opportunities:** pharmacy technician, pharmacy clerk or IV-certified pharmacy technician in hospitals, retail or mail order pharmacies, assisted-living facilities, nursing homes, in-home health environments, and other healthcare facilities.

# Programs

## Manufacturing

### Applied Welding Technology Program (Offers articulated college credit)

This program consists of three welding classes, which provide basic welding training to the inexperienced welder whose goal is to perform MIG and TIG welding. Welding I is a 20-hour course that offers hands-on training in gas, arc, and oxyacetylene cutting welding processes. MIG/GMAW welding is a self-paced project based 32-hour course that emphasizes personal instruction while students work with a variety of welding applications. MIG/GMAW welding will include gas metal arc welding, troubleshooting and minor repair to MIG welder, basic principles pertaining to the MIG welding process; Butt, Lap and Tee welds in the flat position on various metal thicknesses, and introduction and limited practice on aluminum MIG. TIG/GTAW welding will include basic principles pertaining to the TIG welding process, introduction to and practice on three alloys including aluminum, stainless steel and cold rolled steel. Course content is individualized to the student's need for experience on TIG welding for professional and/or personal use.

- Course Format: Traditional/Lab
- Program Length: 84 hours
- Location: CTC/M-TEC
- Tuition: \$1835
- Textbooks: \$145
- Total: \$1980

#### Program Courses Include:

- Welding I
- MIG Welding
- TIG Welding

# Programs

## Manufacturing

### CNC Entry Level Operator/Programmer

Gain experience in set-up procedures and programming of computer numerically controlled (CNC) machines. The first 12.5 weeks of this 27.5-week program provide basic machine shop skills as well as practicing the use of precision measurement equipment, reading blueprints, calculating shop mathematics, and on-the-job set-ups. The second half of the course teaches how to program and produce a part on the CNC mill and CNC lathe using G-code programming. Students who successfully complete this program may qualify to apply for CNC programmer position openings. WorkKeys assessments are required for this program and are included in the tuition.

- Course Format: Traditional
- Program Length: 84 hours
- Location: CTC/M-TEC
- Tuition: \$2,460
- Textbooks: \$154
- Total: \$2,614

#### Program Courses Include:

- Basic Machine Shop
- CNC G Code Programming

### FANUC Robotics Welding

The Robotic Weld Technician Certificate provides experienced welders advanced training to operate and program robotic welders in automated manufacturing facilities. The program consists of three courses incorporating computer program creations through FANUC's ArcTool program and hands-on skills in robotic weld cells.

Certification: FANUC ArcTool Operation & Programming

- Course Format: Traditional
- Program Length: 60 hours
- Location: M-TEC
- Tuition: \$1,835
- Total: \$1,835

#### Program Courses Include:

- FANUC Robot Operations
- FANUC ROBOGUIDE WeldPRO
- FANUC ArcTool Operations & Programming

# Programs

## Office & Technology

### Accounting Certificate

Students will learn the basics of accounting for business applications and will have the foundation skills to perform accounting operations for a sole proprietorship or a corporation. Students will gain an understanding of accounts receivable, accounts payable, and payroll functions. Inventory valuation, accounting for uncollectible accounts, depreciation, and notes are also studied.

- Course Format: Traditional
- Program Length: 240 hours
- Location: M-TEC
- Tuition: \$2,654
- Textbooks: \$934
- Certification Exam: \$145
- Total: \$3,733

#### Program Courses Include:

- Introduction to Computers / Keyboarding (35+ wpm and 95+% accuracy)
- Microsoft Office
  - Word Basic
  - Word Intermediate
  - Excel Basic
- Business Communications
- Building your Professional Brand
- Accounting I
- Accounting II
- QuickBooks Pro
- QuickBooks Certified User (QBCU)

# Programs

## Office & Technology

### Teacher Academy

Students learn and apply communication and collaboration skills, classroom management techniques and strategies, and employ fundamental knowledge of educational philosophies. This class will include 2-3 field visits to classrooms to gain an in-depth view of the duties of the classroom paraprofessional.

Students will receive all of the necessary knowledge to sit for the ETS ParaPro assessment. Using classroom instruction, practice tests, and a variety of online prep materials, students will learn the reading, writing and math skills to take the ETS Parapro assessment.

Students will take two 6-week classes: one in Teaching Students with Learning Disabilities and one that is an elective class. These classes will be in an online format, with classroom instruction provided every other week.

- Course Format: Traditional
- Program Length: 240 hours
- Location: M-TEC
- Tuition: \$2,315
- Textbooks: \$512
- Exam & Online Fee: \$254
- Total: \$3,081

#### Program Courses Include:

- Introduction to Computers / Keyboarding (35+ wpm and 95+% accuracy)
- Microsoft Office
  - Word Basic
  - Word Intermediate
  - Excel Basic
- Business Communications
- Building your Professional Brand
- Teacher Academy-Foundations of Teaching
- Teacher Academy-ETS Parapro Prep
- Teacher Academy-Teaching Technique

# Courses

## Health Sciences

### Billing and Reimbursement

This class will provide the student with the experience of using an integrated electronic health record and practice management system to understand the medical revenue cycle management process from line-item charge review and posting charges to a bill through payment collections and refunds. The student will have practical experience billing and recording payments for patients with multiple payers, self-pay, Blue Cross, and Medicare and Tricare and commercial insurances. Lessons will also address other special situations including employee health patient annual physical, drug screen patient, workers' compensation cases, patients with guarantors, and liability cases. The class will also include processing returned checks due to non-sufficient funds, sending patient accounts to a collection agency and writing off bad debts.

**Prerequisite:** Introduction to Computers

- Course Format: Traditional
- Course Length: 36 hours
- Location: M-TEC
- Tuition: \$383
- Textbook: \$190
- Total: \$573

Sessions:

**Winter 2024**

1/16/24 - 2/22/24

Tuesday & Thursday 9:00 am - 12:00 pm

### Certified Medical Administrative Assistant (CMAA) Prep

Also referred to as Medical Office Secretary or Medical Office Assistant, the Certified Medical Administrative Assistant (CMAA) will perform routine administrative and clinical tasks to help keep the physicians' offices and clinics running efficiently. Tasks may include reviewing and answering correspondence, working with budget expenditures, record keeping systems, interviewing job applicants, maintaining patient charts, and front desk duties. This certification can be taken onsite at Thompson M-TEC for students enrolled in an M-TEC program.

**Call 616.738.8935 ext. 4200 for details.**

- Tuition: \$170
- Certification Exam: \$125
- Textbook: \$136
- Total: \$431
- Location: M-TEC

Sessions:

**Spring 2024**

4/16/24 - 4/25/24

Tuesday & Thursday 9:00 am - 12:00 pm



# Courses

## Health Sciences

### Certified Nursing Assistant (CNA) (Offers articulated college credit)

A Certified Nursing Assistant, also called a CNA, provides assistance to patients with daily living tasks. CNAs typically work in nursing homes, hospitals, and other long-term care facilities and may also assist doctors and nurses with medical procedures. The Certified Nursing Assistant course includes classroom work, skills labs, and clinical experience. Contact Thompson M-TEC for dates.

Upon course completion, students are eligible to take the State of Michigan Licensing Test for the Competency Evaluated Nurse Aid certification, renewable annually. Visit [www.mtec.org](http://www.mtec.org) for the current class schedule. The tuition and textbook are payable to Thompson M-TEC. The other costs are payable to their related organizations.

**Prerequisite:** Students must be at least 17 years of age and have no criminal background.

- Course Format: Traditional/Lab/Clinical
- Course Length: 90 hours
- Location: M-TEC/MI Works!
- Tuition: \$989
- Textbook: \$65
- Certification: \$125
- Background Check: \$66.25
- TB (Tuberculosis) Test: \$30
- Nurse Aide Registry Application (LARA): \$20
- Total: \$1,295.25

Sessions: Visit [mtec.org](http://mtec.org) for the current class schedule.

### Dental Assistant

This program prepares students to perform basic chair side assistance from the simple filling to oral surgery procedures within a dental office setting. It includes learning dental technology, four-handed dentistry with instrument transfer, complete OSHA directed dental safety, techniques in a valued patient care and oral hygiene protocol and many other specialized dental procedures. Students will also learn basic electronic dental office software used for tooth charting, health history recording, mock custom treatment planning, scheduling appointments and have the opportunity to earn a Dental Radiography certification for the State of Michigan. Class size is limited to 20

- Course Format: Traditional
- Length: 162 hours (includes Dental Radiology hours)
- Location: CTC
- Tuition: \$3,345
- Radiography certification: Included
- Total: \$3,345

Sessions:

**Fall 2023**

9/27/23 - 4/29/24

Monday & Wednesday 6:00 pm - 9:00 pm

# Courses

## Health Sciences

### Dental Radiography (X-ray)

This five-week course will instruct Dental Assistants on dental radiation safety, exposure techniques, and mounting procedures. Clinical work will provide hands-on practice in standard and digital radiography techniques. Successful course completion includes State of Michigan certification to take X-rays. Course limited to eight students.

**Prerequisite:** Dental Assisting or work experience as approved per instructor

- Course Format: Traditional/Lab
- Program Length: 18 hours
- Location: CTC
- Tuition: \$340
- License State of MI Fee: \$235 (included)
- Total \$340

Sessions:

**Winter 2024**

1/8/24 - 1/24/24

Monday & Wednesday 6:00 pm - 9:00 pm

### Electronic Health Records

In this course, the medical office students will master the skills involved with safe, detailed patient documentation. Students learn to adopt the roles of gatekeepers, the administrators, the medical assistants, and the billers and coders. They're the face of an office, and also the backbone – their accurate, intelligent documentation can make or break an office. Students learn the importance of safe, detailed patient documentation including charting medical history, doctor's notes, and current medication records. The course will cover the EHR documentation using EHR software. Upon completion, the student will be eligible to sit for the NHA CEHRS (Certified Electronic Health Records) certification if they have also completed the Medical Clinic Workflow, Billing & Reimbursement, and Administrative Medical Assisting classes.

- Course Format: Traditional
- Program Length: 36 hours
- Location: M-TEC
- Tuition: \$383
- Textbook: \$196
- Total \$579

Sessions:

**Summer 2024**

4/16/24 – 5/23/24

Tuesday & Thursday 9:00 am – 12:00 pm

# Courses

## Health Sciences

### Emergency Medical Technician (EMT)

The Emergency Medical Technician (EMT) course prepares individuals to provide emergency medical care and transportation to critical and emergent patients who access the EMS system. EMTs possess the fundamental knowledge and skills necessary to stabilize and safely transport patients, ranging from non-emergency and routine medical transport to life-threatening emergencies. They function as integral members of a comprehensive EMS response system, operating under medical oversight. EMTs perform interventions using the basic equipment typically found on an ambulance, serving as a vital connection between emergency scenes and the healthcare system. The course consists of 176 hours of classroom/lab instruction, plus 32 hours clinical externship. Students should be a minimum of 18 years old and have a clean background check and drug screen (scheduled at time of enrollment). Valid Driver's License or ID. High School Diploma, GED, or Transcript. Vaccine Record: It is important to have an updated vaccine record to ensure the safety and well-being of all participants.

- Course Format: Traditional
- Course Length: 208 hours
- Location: Careerline Tech Center and Grand Haven Fire/Rescue
- Tuition: \$1850
- Textbook: \$245
- Background Check: \$55
- Certification: \$104
- Total: \$2254
- Sessions:

#### Winter 2024

8/21/23 - 12/20/23

Monday & Wednesday 6:00 pm - 10:00 pm Plus 5 Saturdays (9/9, 10/14, 11/4, 11/11, 12/16)

### Explore a Career in Medical Coding (Online)

As part of the Fast Track program, this six-week online instructor-led course will teach you how to use the CPT manual and the ICD-9-CM to find medical codes for any disease, condition, treatment, or surgical procedure. This knowledge will help prepare you to work almost anywhere in the medical field—doctors' offices, clinics, public health facilities, hospitals, labs, nursing homes, insurance agencies, or even the comfort of your own home.

- Course Format: Traditional/Online
- Course Length: 36 hours
- Tuition: \$383
- Textbook, Online fee & Binder & supplies: \$393
- Total: \$776

Sessions:

#### Spring 2024

2/27/24 - 4/11/24

Tuesday & Thursday 12:30 pm - 3:30 pm

# Courses

## Health Sciences

### Medical Clinic Workflow

This 80-hour class will provide the healthcare student with the experience of using an electronic health record and practice management system to understand the medical clinic workflow process from scheduling an appointment through payment collections and refunds. Using actual industry standard software, the student will do every step in the medical clinic workflow process, including the clinical staff's use of a point-of-care electronic health record. Students will be able to accurately identify the patient for scheduling and registration, prepare the patient for the physician, discharge the patient with the proper documentation and aftercare instructions, complete the patient's medical records, bill for the services, and collect payments.

**Prerequisite:** Intro to Computers

- Course Format: Traditional
- Course Length: 36 hours
- Location: M-TEC
- Tuition: \$383
- Textbook, Binder & Supplies: \$154
- Total: \$537

Sessions:

**Winter 2024**

11/28/23 - 1/11/24

Tuesday & Thursday 9:00 am - 12:00 pm

### Medical Math

Gain the medical math and calculations skills that you will need for any position in the health care and medical field. This self-paced online course will provide hands-on activities that will help you perform day-to-day math tasks quickly and easily from calculation dosages to using scientific formulas. Review basic math skills such as fractions, decimals, and percentages. Dive into measurement systems, conversions, and dosage calculations for oral, parenteral, and intravenous medications. Learn an easy formula that you can apply to many dosage calculations and explore three different methods for dosage calculations. Get an introduction to basic statistics and probability and find out how to interpret the latest medical findings for your patients.

- Course Format: Traditional/online
- Course Length: 24 hours
- Location: M-TEC
- Tuition: \$256
- Online Certification: \$135
- Total: \$391

Sessions:

**Fall 2023**

9/13/23 – 10/18/23

Wednesday 9:00 am – 12:00 pm

# Courses

## Health Sciences

### Medical Terminology (Offers articulated college credit)

Medical terminology is a specialized language used by health care practitioners. Medical terminology training will give you a full understanding of medical terminology from word origins to their application. You will learn the correct terms and spelling for all of the body systems, major pathological conditions, disorders, treatments, medications, and more. This course is appropriate for all students of health occupations who will have a need to communicate with physicians, dentists, and other medical professionals. Assessments are only given during scheduled lab hours.

- Course Format: Traditional
- Course Length: 72 hours
- Location: M-TEC
- Tuition: \$433
- Textbook, Binder & Supplies: \$249
- Total: \$683

Sessions:

#### Winter 2024

11/28/23 - 2/22/24

Tuesday & Thursday 12:30 pm - 3:30 pm

### Pharmacy Technician

Understand the laws that govern pharmacy, whether federal or state-mandate and know the HIPAA requirements and their application to the pharmacy. This online course provides lessons that help in interpreting physician orders and prescriptions and preparing and distributing medications. Define medical and pharmaceutical terms and common abbreviations and understand the pharmacology of medications in relation to the anatomy affected. By the end of the course, students will be able to perform pharmaceutical calculations, process insurance billing or collect payments, and communicate successfully with patients and medical professionals.

- Course Format: Traditional/Online
- Course Length: 400 hours
- Location: M-TEC
- Tuition: \$2,995
- Total: \$2,995

Sessions:

#### Fall 2023

9/13/23 – 5/29/24

Wednesday 1:00 pm – 4:00 pm

# Courses

## Commercial & Residential

### Heating, Service & Equipment (Offers articulated college credit)

Gain knowledge of various efficiency furnaces and the four types of ignition systems used. Learn about basic wiring of electrical circuits, control circuits, thermostats and limits, and all meters and tools used for servicing a furnace. Lab work includes troubleshooting and servicing a gas furnace. Computer lab experience involves making repairs of simulated furnace field problems using interactive computer software.

**This class is part of the HVACR program and is not offered individually.**

- Course Format: Traditional
- Course Length: 64 hours
- Location: M-TEC

Sessions:

**Fall 2023**

9/11/23 - 11/1/23

Mon & Wed 5:30 pm - 9:30 pm

### Basic Refrigeration (Offers articulated college credit)

Attain a fundamental understanding of basic mechanical refrigeration systems with an introduction to compressors, condensers, flow controls, evaporators, and refrigerants. Upon successful completion, apply to take the E.P.A. Refrigerant Handling Certification Test (a national trade requirement).

**This class is part of the HVACR program and is not offered individually.**

- Course Format: Traditional
- Course Length: 32 hours
- Location: M-TEC

Sessions:

**Fall 2023**

11/8/23 – 12/6/23

Mon & Wed 5:30 pm - 9:30 pm

# Courses

## Commercial & Residential

### Air Conditioning (Offers articulated college credit)

Obtain hands-on experience to insure performance of fully operational HVAC equipment. Course objectives cover cycles of operation, the importance of proper airflow, and components of safety protection. Air conditioning maintenance practice includes brazing and soldering of copper, refrigerant recovery, charging a unit, and calculating superheat, sub cooling, and troubleshooting. Gain experience calculating airflow using anemometers, the temperature rise method, and unit capacity in the cooling mode. Upon successful completion of the course, students can apply to take the E.P.A. Refrigerant Handling Certification test.

**This class is part of the HVACR program and is not offered individually.**

- Course Format: Traditional
- Course Length: 44 hours
- Location: M-TEC

Sessions:

**Winter 2024**

1/8/24 – 2/12/24

Mon & Wed 5:30 pm – 9:30 pm

### Commercial Refrigeration (Offers articulated college credit)

Expand your knowledge with this fast-paced review of basic refrigeration cycles, components, and equipment. Learn about brazing and soldering, wiring of circuits, and reading schematics. Witness demonstrations of refrigeration software for troubleshooting and repairs, then build a basic refrigeration system with capillary tube or TXV metering devices.

**This is part of the HVACR program and is not offered individually.**

- Course Format: Traditional
- Course Length: 48 hours
- Location: M-TEC

Sessions:

**Winter 2024**

2/14/24 – 3/25/24

Mon & Wed 5:30 pm - 9:30 pm

# Courses

## Commercial & Residential

### Refrigerant Recovery Certification Preparation (Offers articulated college credit)

To comply with Section 608 of the Federal Clean Air Act, all persons who maintain, service, repair, or dispose of appliances that contain regulated refrigerants must be certified in proper refrigerant handling techniques. Prepare to take the Refrigerant Recovery Certification exam in this two-session course, which includes the basic exam requirements, a sample exam, a review, and the exam itself.

#### Certification Types:

- Type I Small Appliances
- Type II High Pressure & Very High-Pressure Appliances
- Type III Low Pressure Appliances
- Universal Type I, II, & III

**Recommended:** Basic Refrigeration, Air Conditioning, and Commercial Refrigeration

- Course Format: Traditional
- Course Length: 9 hours (3 sessions)
- Location: M-TEC
- Tuition: \$235 (Includes Exam)
- Total: \$235

Sessions:

#### Winter 2024

1/29/24 – 2/12/24

Mon & Wed 5:30 pm - 9:30 pm

## Plumbing

This 15-week, hands-on program prepares students to enter the growing plumbing industry. Students will learn about plumbing tools, types of pipes and fittings, blueprint reading, installation of plumbing equipment and appliances, navigating the International Plumbing Code Book. Students will also earn their 10-hour OSHA Certification.

Upon completion of the program, students are qualified to enter a plumbing apprenticeship program.

- Course Format: Traditional
- Course Length: 120 hours
- Location: M-TEC
- Tuition: \$2,050
- Textbook: \$326
- Total: \$2376

Sessions:

#### Fall 2023

TBD



# Courses

## Commercial & Residential

### Property Maintenance Technician

Thompson M-TEC offers training covering the modules required for CAMT certification. Participants who do not desire certification may register for any of the modules listed below.

- Course Format: Traditional
- Course Length: 92 hours
- Location: M-TEC & CTC
- Tuition: \$1,091
- Textbook: \$459 (with certification)
- Total: \$1,550

### Electrical Maintenance and Repair

**Topics:** Your roles and responsibilities in electrical maintenance and repair include electrical basics and terms; electrical safety; tools and equipment for electrical repairs; electrical wires; main service panels; wall switches; receptacles; incandescent and fluorescent light fixtures; and smoke alarms.

**This class is part of the Property Maintenance Technician program and is not offered individually.**

- Course Format: Traditional
- Course Length: 24 hours
- Location: M-TEC

Sessions:

**Fall 2023**

9/5/23 - 9/21/23

Tues & Thurs 5:30 pm - 9:30 pm

### Appliance Maintenance and Repair

**Topics:** Your roles and responsibilities in appliance maintenance and repair include diagnosing appliance problems; appliance safety; tools and equipment for appliance repairs; clothes washers and dryers; ovens and cooktops; dishwashers; and refrigerators.

**This class is part of the Property Maintenance Technician program and is not offered individually.**

- Course Format: Traditional
- Course Length: 16 hours
- Location: M-TEC

Sessions:

**Fall 2023**

9/26/23 - 10/5/23

Tues & Thurs 5:30 pm - 9:30 pm

# Courses

## Commercial & Residential

### Property Maintenance Technician (Continued)

#### Heating & Air Conditioning Systems Maintenance and Repair

**Topics:** Your roles and responsibilities in the maintenance and repair of heating and air conditioning systems include heating & air conditioning safety; tools and equipment for heating & air conditioning repairs; air distribution; electric furnaces; electric baseboard heating; gas furnaces; and hydronic heating; refrigerants and refrigerant system repairs.

**This class is part of the Property Maintenance Technician program and is not offered individually.**

- Course Format: Traditional
- Course Length: 28 hours
- Location: M-TEC

Sessions:

**Fall 2023**

10/10/23 - 10/31/23

Tues & Thurs 5:30 pm - 9:30 pm

#### Plumbing Maintenance and Repair

**Topics:** Your roles and responsibilities in plumbing maintenance and repair include plumbing basics and terms; plumbing safety; tools and equipment for plumbing repairs; shut-off valves; plumbing pipes and fittings; faucets and sinks; garbage disposals; tubs and showers; toilets; drains, and water heaters.

- Course Format: Traditional
- Course Length: 16 hours
- Location: M-TEC

Sessions:

**Fall 2023**

11/2/23 - 11/14/23

Tues & Thurs 5:30 pm - 9:30 pm

#### Interior & Exterior Maintenance and Repair

**Topics:** Your roles and responsibilities in interior and exterior maintenance and repair include make-ready maintenance; caulking; ceilings and walls; locks; tile; curb appeal; swimming pool area safety; and inspections of building exteriors.

**This class is part of the Property Maintenance Technician program and is not offered individually.**

- Course Format: Traditional
- Course Length: 8 hours
- Location: M-TEC

Sessions:

**Fall 2023**

11/16/23 - 11/21/23

Tues & Thurs 5:30 pm - 9:30 pm

#### CAMT Certification Exam

Cost: included in program tuition

# Courses

## Manufacturing

### AutoCAD Essentials

This course is designed to provide an understanding and use of Autodesk's AutoCAD program and to guide a participant in becoming a proficient AutoCAD 2D detailer. This course will take those with little or no previous experience with AutoCAD through the basics of computer-aided design including file generation and sharing, the user interface, tools, and commands. Participants will be instructed on the procedures and use of the Cartesian coordinate system, and basic geometry will be created using standard object "Draw" and "Modify" commands. Participants will learn the standards for dimensioning, tolerances, and scale to create detail drawings.

- Course Format: Traditional
- Course Length: 32 hours
- Location: M-TEC
- Tuition: \$995
- Total: \$995

Sessions:

**Fall 2023**

TBD

### Basic Electrical

Basic Electrical training covers the fundamental building blocks needed to understand and test electrical circuits. The student will be introduced to electrical theory, basic electrical units, and electrical measurement tools. Students will learn Ohms Law calculations, series & parallel circuits, basic electrical print symbols, and simple switching. This class focuses on building a foundational understanding of electricity, how it works in circuits, and basic applications they will encounter in an electrical career.

- Course Format: Traditional
- Course Length: 48 hours
- Location: CTC
- Tuition: \$995
- Total: \$995

Sessions:

**Fall 2023**

9/20/23 - 11/8/23

Mon & Wed 5:30 pm - 9:30 pm

**Winter 2024**

1/8/24 – 2/21/24

Mon & Wed 5:30 pm - 9:30 pm

# Courses

## Manufacturing

### Basic Machine Shop (Offers articulated college credit)

Acquire essential hands-on experience in the proper operation of tool room equipment found in many manufacturing environments, such as milling machines, lathes, and drill presses. Also learn about precision measurement equipment, blueprint reading, shop mathematics, properties of metals and many formulas and setups that can be used on the job. The course is limited to 10 students.

- Course Format: Traditional
- Course Length: 99 hours
- Location: CTC
- Tuition: \$1,400
- Textbook: \$154
- Total: \$1,554

Sessions:

#### Fall 2023

9/6/23 – 11/20/23

Mon & Wed 4:00 pm - 8:30 pm

#### Winter 2024

1/8/24 – 3/25/24

Mon & Wed 4:00 pm – 8:30 pm

### CNC G Code Programming (Offers articulated college credit)

Attain a fundamental understanding of set-up, operation, and programming procedures of computer numerically controlled (CNC) machines. Students will learn how to program and produce a part on the CNC mill and CNC lathe from a part print using G-Code programming. Conversational programming will also be introduced in this class. Students who successfully complete this class may qualify to apply for entry CNC operator and CNC programmer positions. If students have prior experience in basic machining and instructor approval, they may opt out of the Basic Machine class. The course is limited to 10 students.

**Prerequisite:** Basic Machine Shop or test out at M-TEC.

- Course Format: Traditional
- Course Length: 60 hours
- Location: CTC
- Tuition: \$1060
- Textbook: Purchased in Basic Machine
- Total: \$1060

Sessions:

#### Winter 2024

1/9/24 – 2/29/24

Tues & Thurs 5:00 pm – 9:00 pm

# Courses

## Manufacturing

### FANUC Robotics Handling Pro CERT

Students will learn the tasks needed to set up and program a FANUC robot with Handling Tool Software Package. Using the latest robotic automation while applying science, technology, engineering, and math, these programs significantly enhance student learning and provide training for real-world applications with real-world industrial robots. Gain hands-on experience using an LRMate 200IC robot as well as ROBOGUIDE simulation software. Upon successful completion of this course, students will be able to: power up and jog the robot; recover from common program and robot faults; execute production operations; create, modify, and execute a material handling program; create and execute MACROs; monitor, force, and simulate input and output signals; backup and restore individual programs and files. Earn an industry-recognized FANUC Certified Robot Operator certification upon course completion.

**Prerequisite:** Computers in Manufacturing Assessment at M-TEC (no charge); if less than 80% student should take Computers in Manufacturing course.

- Course Format: Traditional/Lab
- Course Length: 40 hours
- Location: CTC
- Tuition: \$1000
- Textbook \$262
- Total: \$1262

Sessions:

**Fall 2023**

9/6/2023 -  
10/11/2023  
Mon & Wed  
5:30 pm – 9:30 pm

**Winter 2024**

1/8/2024 –  
2/14/2024  
Mon & Wed  
5:30 pm – 9:30 pm

**Spring 2024**

4/8/2024 –  
5/15/2024  
Mon & Wed  
5:30 pm – 9:30 pm

### FANUC Robotics Weld Technician

The Robotic Weld Technician Certificate provides experienced welders advanced training to operate and program robotic welders in automated manufacturing facilities. The 60-hour program consists of three courses incorporating computer program creations through FANUC's ArcTool program and hands-on skills in robotic weld cells.

**Certification:** FANUC ArcTool Operation & Programming

- Course Format: Traditional
- Course Length: 60 hours
- Location: M-TEC
- Tuition: \$1,835
- Total: \$1,835

Sessions:

**Fall 2023**

9/5/23 – 10/24/23  
Tues & Thurs  
5:30 pm – 9:30 pm

**Winter 2024**

1/9/24 – 2/27/24  
Tues & Thurs  
5:30 pm – 9:30 pm

**Spring 2024**

4/9/24 – 5/28/24  
Tues & Thurs  
5:30 pm – 9:30 pm

# Courses

## Manufacturing

### Mastercam Fundamentals

Expand your CNC programming efficiency and capability with Computer Aided Manufacturing (CAM). Mastercam software will be used for instruction on CAD geometry creation and toolpathing. Basic mill toolpaths including contouring, drilling, pocketing, and engraving will be taught. Learn to create geometry, toolpaths, and verify a part using Mastercam software.

**Prerequisite:** CNC G Code Programming, or test out at M-TEC

- Course Format: Traditional/Lab
- Course Length: 60 hours
- Location: CTC
- Tuition: \$1060
- Textbook: \$145
- Total: \$1205

Sessions:

**TBD**

# Courses

## Manufacturing

### Powered Industrial Truck (Forklift) Training

This six-hour training is based on guidelines set by LARA (Licensing and Regulatory Affairs) of the Consultation Education & Training Division of the State of Michigan. A combination lecture and performance class enables students to obtain foundational information in safety, operation, and maneuvering procedures relative to proper lift truck operations. Students will practice driving a forklift, move skids and materials, and will complete a written test at the end of the course. Individuals who successfully complete the course will receive a certificate of completion from Thompson M-TEC, thereby demonstrating to employers or potential employers the individual's readiness to participate in company specific training and certification as a forklift operator.

- Course Format: Traditional/Lab
- Course Length: 6 hours
- Location: CTC
- Tuition: \$275
- Materials: \$20
- Total: \$295

Sessions:

**Fall 2023**

10/9/23 – 10/10/23

Mon & Tues 4:00 pm – 8:00 pm

### SolidWorks CAM

This SOLIDWORKS CAM Introduction course designed to teach students the essentials of SOLIDWORKS CAM will highlight the basic features and identify parts of the program. Students will learn stock Set-up and Automatic Feature Recognition (AFR), Manual 2.5 Axis Features, Generate and Edit Path, custom Strategies, posting, and technology database. Course participants will learn tasks to interface and set-up SOLIDWORKS CAM. They will also learn basic features and custom strategies.

- Course Format: Traditional
- Course Length: 24 hours
- Location: M-TEC
- Tuition: \$749
- Total: \$749

Sessions:

**TBD**

# Courses

## Manufacturing

### SolidWorks Introduction

The SOLIDWORKS Introduction class is recommended for individuals who are looking to begin using SOLIDWORKS. This course is recommended for students to evaluate knowledge before taking a SOLIDWORKS Essentials class, or to gain a cursory knowledge of SOLIDWORKS. In this class you will be generating basic details, making edits, learning how to do a design review, and inspecting dimensions. The SOLIDWORKS Introduction class will give you an insight of what you can expect if you decide to take the next step, and enroll in our SOLIDWORKS Essential class, which will provide a more detailed, working knowledge of SOLIDWORKS, and the ability to start designing professionally.

- Course Format: Traditional
- Course Length: 8 hours
- Location: M-TEC
- Tuition: \$248
- Total: \$248

Sessions:

#### Winter 2024

2/5/24 – 2/6/24

Mon & Tues 5:00 pm – 9:00 pm

### SolidWorks Basics - Essentials

In this course, students will learn the fundamental skills and concepts central to the successful use of SOLIDWORKS Essentials. Concepts include how to create parts, assemblies and drawings along with general engineering theories. Successful completion of this class is required to receive a Thompson M-TEC Certificate of Completion, the class includes; class projects, homework, and exams.

- Course Format: Traditional
- Course Length: 48 hours
- Location: M-TEC
- Tuition: \$959
- Total: \$959

Sessions:

#### Winter 2024

2/12/24 – 4/29/24

Mon 5:00 pm – 9:00 pm



# Courses

## Manufacturing

### SolidWorks Advanced - Weldments and Sheet Metal

This 24-hour course teaches students the concepts of sheet metal and weldments in SOLIDWORKS. Students will also learn how to generate drawings, leverage 3D sketching for structural profiles, and many other features in SOLIDWORKS. Final grade is based on attendance, project completion, and final exam.

**Prerequisites:** Foundational knowledge of SOLIDWORKS modeling creation, assembly creation and drawing creation, along with basic understanding of sheet metal and weldments fabrication.

- Course Format: Traditional
- Course Length: 24 hours
- Location: M-TEC
- Tuition: \$635
- Total: \$635

Sessions:

#### Spring 2024

5/13/24 – 6/24/24

Mon 5:00 pm – 9:00 pm

### Welding I (Offers articulated college credit)

Welding I is a 20-hour course that offers hands-on training in gas, arc, and oxyacetylene cutting welding processes.

- Course Format: Traditional/Lab
- Course Length: 20 hours
- Location: CTC/M-TEC
- Tuition: \$485
- Textbook: \$145 (one-time purchase covers all sessions)
- Total: \$630

Session:

#### Winter 2024

1/18/24 – 2/15/24

Thurs 4:00 pm – 8:00 pm

#### Spring 2024

4/9/24 – 5/7/24

Tues 4:00 pm – 8:00 pm

# Courses

## Manufacturing

### MIG/GMAW Welding

MIG/GMAW welding is a self-paced project based 32-hour course that emphasizes personal instruction while students work with a variety of welding applications. MIG/GMAW welding will include gas metal arc welding, trouble shooting and minor repair to MIG welder, basic principles pertaining to the MIG welding process; Butt, Lap and Tee welds in the flat position on various metal thicknesses, and introduction and limited practice on aluminum MIG.

**Prerequisite:** Basic welding experience

- Course Format: Traditional/Lab
- Course Length: 32 hours
- Location: CTC/M-TEC
- Tuition \$675
- Textbook: \$145 (one-time purchase covers all sessions)
- Total: \$820

Sessions:

**Winter 2024**

2/29/24 – 4/25/24

Thurs 4:00 pm – 8:00 pm

**Winter 2024**

3/7/24 - 5/2/24

Thurs 4:00 pm - 8:00 pm

### TIG/GTAW Welding

TIG/GTAW welding will include basic principles pertaining to the TIG welding process, introduction to and practice on three alloys including aluminum, stainless steel and cold rolled steel. Course content is individualized to the student's need for experience on TIG welding for professional and/or personal use.

**Prerequisite:** Basic welding experience

- Course Format: Traditional/Lab
- Course Length: 32 hours
- Location: CTC
- Tuition \$675
- Textbook: \$145 (one-time purchase covers all sessions)
- Total: \$820

Sessions:

**Fall 2023**

9/26/23 – 11/21/23

Tues 4:00 pm – 8:00 pm

**Winter 2024**

1/16/24 – 3/12/24

Tues 4:00 pm – 8:00 pm

**Spring 2024**

5/23/24 – 7/18/24

Thurs 4:00 pm – 8:00 pm

### AWS Certification

For participants who wish to obtain AWS (Safety in Welding) certification.

- Course Length: 4 hours/1 session
- Location: CTC
- Tuition \$145
- Total: \$145

# Courses

## Office & Technology

### Accounting I (Offers articulated college credit)

Learn to journalize debits and credits; prepare a worksheet, balance sheet, and income statement for a sole proprietorship; complete adjusting and closing entries; journalize transactions into purchases, cash payments, sales and cash receipts journals.

- Course Format: Traditional
- Course Length: 36 hours
- Location: M-TEC
- Tuition: \$383
- Textbook: \$264 (Includes project)
- Total: \$647

Sessions:

#### Winter 2024

11/29/23 - 2/28/24

Wed 9:00 am - 12:00 pm

### Accounting II (Offers articulated college credit)

Learn basic accounting concepts for a corporation by posting to subsidiary ledgers; journalize into special journals; prepare and record payroll; prepare financial statements for a corporation.

**Prerequisite:** Accounting I

- Course Format: Traditional
- Course Length: 36 hours
- Location: M-TEC
- Tuition: \$383
- Textbook \$264 (if not purchased in Accounting I)
- Project: \$59
- Total: \$611 (or \$442 if textbook previously purchased)

Sessions:

#### Spring 2024

3/6/24 - 5/29/24

Wed 1:00 pm - 4:00 pm

# Courses

## Office & Technology

### Building Your Professional Brand

As part of the FastTrack program, this instructor-led course will equip you with the necessary skills to get you that perfect career! This course combines “soft” skills along with employment skills. It includes creating or updating your resume, cover letter, and a thank-you letter to give you a successful interview. Learn how to answer the toughest interview questions, and know how to ask great follow-up questions during an interview.

**Prerequisite:** Word Core

- Course Format: Traditional
- Course Length: 36 hours
- Location: M-TEC
- Tuition: \$383
- Binder & Supplies \$158
- Total: \$541

Sessions:

**Spring 2024**

4/9/24 - 5/16/24

Tues & Thurs 9:00 am - 12:00 pm

### Business Communication (Offers articulated college credit)

This course examines principles of communication in the workplace and introduces you to common formats such as memos, letter, and report. It helps you review your writing skills to gain greater mastery of grammar, mechanics, and style. You will be introduced to the Association of Records Managers and Administrators, Inc. (ARMA) rules of record management.

**Prerequisite:** Word Core

- Course Format: Traditional
- Course Length: 36 hours
- Location: M-TEC
- Tuition: \$383
- Textbook & Binder Supplies: \$94
- Total: \$477

Sessions:

**Fall 2023**

10/10/23 – 11/16/23

Tues & Thurs 9:00 am – 12:00 pm

# Courses

## Office & Technology

### Excel Basic (Instructor-led)

This eight (8) hour instructor-led course provides thorough introductory training of Excel. This course covers beginning-level skills and is ideal for the newer computer user who wants to become well versed in Excel. Topics introduced include the ribbon interface; entering and editing data; selecting cells and ranges; printing worksheets; creating formulas and functions; formatting cell contents; inserting and deleting columns, rows, and cells; charts; and more. After completing this course, students can successfully face the challenges presented in the Excel Intermediate Training Course.

**Prerequisite:** Pre-training assessment

- Course Format: Traditional
- Course Length: 8 hours
- Location: M-TEC
- Tuition: \$214
- Textbook: \$35
- Total: \$249

Sessions:

**fall 2023**

TBD

### Excel Intermediate (Instructor-led)

This eight (8) hour instructor-led course provides thorough mid-level training of Excel. This text covers more complex skills than those presented in the Excel Basic course, but with the same proven instructional design. Topics introduced include large worksheets and workbooks; tables; outlines; inserting clip art, pictures, and SmartArt; templates; digital signatures; and more. After completing this course, students can successfully face the challenges presented in Microsoft Excel Advanced.

**Prerequisite:** Pre-training assessment

- Course Format: Traditional
- Course Length: 8 hours
- Location: M-TEC
- Tuition: \$214
- Textbook: \$35
- Total: \$249

Sessions:

**Fall 2023**

TBD

# Courses

## Office & Technology

### Excel Advanced (Instructor-led)

This eight (8) hour instructor-led course provides thorough advanced training of Excel. This course provides more complex skills than those present in the Excel Intermediate course, but with the same proven instructional design. This is an advanced course that will challenge students. Topics introduced include PivotTables and macros, financial functions, data analysis, auditing and additional functions, advanced formatting and analysis tools, collaboration, and more. The course concludes with an integration lesson.

**Prerequisite:** Pre-training assessment

- Course Format: Traditional
- Course Length: 8 hours
- Location: M-TEC
- Tuition: \$214
- Textbook: \$35
- Total: \$249

Sessions:

**Fall 2023**

TBD

### Introduction to Computers/Keyboarding (Offers articulated college credit)

Learn to navigate Windows Explorer; create, save, and print documents; work with the task bar and folders; use the desktop; explore the Internet; and cover many other features.

**Prerequisite:** Keyboarding

- Course Format: Traditional
- Course Length: 24 hours
- Location: M-TEC
- Tuition: \$256
- Fee: \$75
- Total: \$331

Sessions:

**Fall 2023**

9/12/23 – 10/5/23

Tues & Thurs 9:00 am – 12:00 pm

# Courses

## Office & Technology

### Microsoft Office - Word and Excel

Want to learn Excel and Word but are short on time? Take Word Basic, Word Intermediate, and Excel 2016 Basic courses in a lecture setting.

- Course Format: Traditional
- Course Length: 36 hours
- Location: M-TEC
- Tuition: \$383
- Textbook & Binder Supplies: \$122
- Total: \$505

Sessions:

#### Fall 2023

10/10/23 – 11/16/23

Tues & Thurs 12:30 pm – 3:30 pm

### National Career Readiness Certificate (NCRC)

In this course, you will earn the National Career Readiness Certificate by strengthening your skills using WorkKeys curriculum in the following foundation areas: Applied Math, Workplace Documents, and Graphic Literacy. This course is conducted in an open entry/open exit format and is designed to help students pass these three tests. Remediation is available.

- Course Format: Online
- Course Length: 24-48 hours, depending upon skill level
- Location: M-TEC
- Tuition: \$99
- Test fee \$55 (not included in tuition)
- Total: \$154

### QuickBooks Pro

In this hands-on approach to QuickBooks Pro, you will be working with a chart of accounts, banking, accounts receivable, accounts payable, payroll, reports, and graphs.

**Certification:** QuickBooks Certified User Available (QBCU)

**Prerequisites:** Introduction to Computers or on-the-job experience, Accounting II

- Course Format: Traditional
- Course Length: 36 hours
- Location: M-TEC
- Tuition: \$383
- Textbook: \$162
- Certification: \$145
- Total: \$690

Sessions:

#### Spring 2024

3/6/24 – 5/29/24

Wed 9:00 am – 12:00 pm

# Courses

## Office & Technology

### Teacher Academy – Foundations of Teaching

Students learn and apply communication and collaboration skills, classroom management techniques and strategies, and employ fundamental knowledge of educational philosophies. This class will include 2-3 field visits to classrooms to gain an in-depth view of the duties of the classroom paraprofessional.

- Course Format: Traditional
- Course Length: 24 hours
- Location: M-TEC
- Tuition: \$256
- Binder/Supplies: \$21
- Total: \$277

Sessions:

#### Fall 2023

11/29/23 – 12/21/23

Wed & Thurs 9:00 am – 11:00 am

### Teacher Academy – ETS Parapro Prep

Students will receive all the necessary knowledge to sit for the ETS ParaPro assessment. Using classroom instruction, practice tests, and a variety of online prep materials, students will learn the reading, writing and math skills to take the ETS Parapro assessment.

- Course Format: Traditional
- Course Length: 24 hours
- Location: M-TEC
- Tuition: \$256
- Online Fee: \$174
- Total: \$430

Sessions:

#### Winter 2024

1/9/24 – 2/15/24

Tues & Thurs 9:00 am – 11:00 am



# Courses

## Office & Technology

### Teacher Academy – Teaching Techniques

Students will take two 6-week classes: one in Teaching Students with Learning Disabilities and one that is an elective class. These classes will be in an online format, with classroom instruction provided every other week.

- Course Format: Traditional
- Course Length: 60 hours
- Location: M-TEC
- Tuition: \$398
- Binder/Supplies: \$42
- Total: \$440

Sessions:

**Winter 2024**

2/14/24 – 5/3/24

Tues & Thurs 9:00 am – 11:00 am

# Certifications

## Health Sciences

### Certified Medical Administrative Assistant (CMAA)

Also referred to as Medical Office Secretary or Medical Office Assistant, the Certified Medical Administrative Assistant (CMAA) will perform routine administrative and clinical tasks to help keep the physicians' offices and clinics running efficiently. Tasks may include reviewing and answering correspondence, working with budget expenditures, record keeping systems, interviewing job applicants, maintaining patient charts, and front desk duties. This certification can be taken onsite at Thompson M-TEC for students enrolled in an M-TEC program.

**Call 616.738.8935 ext. 4200 for details.**

- Certification Exam: \$200
- Location: M-TEC

### Certified Electronic Health Record Specialist (CEHRS)

The Certified Health Record Specialist (CEHRS) is responsible for obtaining and documenting patient information. Specialization can be in varying areas or in one aspect of the electronic health records such as entry level coders, encoding within a hospital setting, abstractors and/or coding specialist, HIPAA Compliance Officers, and HIM (Health Information Managers). The duties will vary with size and specialty of the facility. Benefits to obtaining a Certified Health Record Certification from the National Health Career Association may include more job opportunities, increased pay scale, and improved subject matter expertise. Call 616.738.8935 ext. 4200 for details. This certification can be taken onsite at Thompson M-TEC for students enrolled in an M-TEC program.

- Exam Fee: \$200
- Location: M-TEC

### Certified Pharmacy Technician (CPhT)

Pharmacy Technician Certification Board (PTCB) is a non-governmental non-profit organization that grants certifications including the Certified Pharmacy Technician (CPhT) credential. CPhT provides essential support to pharmacists and patient care teams in community pharmacies, hospitals, long-term care facilities, clinics, the military, physicians' offices, home health care, and other practice settings. CPhTs are prepared to advance safe and effective patient care across practice settings. Candidates must have, or be near completion of, a high school degree or its equivalent, and a record free of felony and/or criminal convictions.

- Exam Fee: \$200 (includes prep)
- Certification Exam: Included in full Pharmacy Technician program
- Location: M-TEC

# Certifications

## Commercial & Residential

### Refrigerant Recovery Certification

To comply with Section 608 of the Federal Clean Air Act, all persons who maintain, service, repair, or dispose of appliances that contain regulated refrigerants must be certified in proper refrigerant handling techniques. Prepare to take the Refrigerant Recovery Certification exam in this two-session course, which includes the basic exam requirements, a sample test, a review, and the exam itself.

**Call 616.738.8935 ext. 4200 for details.**

- Course Format: Traditional
- Course Length: 9 hours
- Tuition: \$235
- Location: M-TEC

Certification Types:

- Type I—Small Appliances
- Type II—High Pressure and Very High-Pressure Appliances
- Type III—Low Pressure Appliances
- Universal—Type I, II, & III

# Certifications

## Office & Technology

### Internet and Computing Core Certification (IC<sup>3</sup>)

IC<sup>3</sup> provides students and job seekers with the foundation of knowledge they need to succeed in environments that require the use of computers and the Internet. The Global Standard 3 is an internationally recognized standard for digital literacy and reflects the most relevant skills needed in today's academic and business environments.

**Call 616.738.8935 ext. 4200 for details.**

- Exam Fee: \$131 (includes all three certification tests)
- Location: M-TEC

### Microsoft Office Specialist (MOS)

MOS is the credential required by academia and business, recognized globally as the premier credential chosen by individuals seeking to validate their knowledge, skills, and abilities relating to the Microsoft Office systems.

In academia, MOS promotes success in the classroom for students and instructors and prepares students for an increasingly competitive workforce. For business, MOS maximizes office productivity and efficiency for the organization, increases job satisfaction and heightens career achievement among employees. In workforce development, MOS prepares and places job candidates, ensuring they possess the skills employers require.

**Call 616.738.8935 ext. 4200 for details.**

MOS is the most popular certification we offer for Microsoft Office 2016.

- Exam Fee: \$100 per exam
- Location: M-TEC

### National Career Readiness Certificate® (NCRC)

The NCRC is a nationally recognized portable credential that verifies your employability skills with employers throughout the United States. To earn the NCRC, you must obtain qualifying scores on three WorkKeys assessments:

- Applied Mathematics
- Graphic Literacy
- Workplace Documents

Testing is available with or without the WorkKeys curriculum software training. After earning your certificate, you may share your scores with employers by registering your certificate on [www.MyWorkKeys.com](http://www.MyWorkKeys.com). For more information from ACT, call 1.800.967.5539.

- Course Format: Online
- Course Length: 48 hours
- Location: M-TEC
- Certification Fee: \$55 (includes all three assessments or \$18 each)

# Certifications

## Office & Technology

### QuickBooks Certified User Exam (QBCU)

More than résumé filler, QuickBooks certification validates essential knowledge for an entry-level accounting career developed with the intent to demonstrate proficiency as a capstone to classwork or training. Becoming an Intuit QuickBooks Certified User (QBCU) signifies that a certificate holder has the knowledge and skills to help manage the books effectively without costly training.

Whether you are an accounting professional supplementing your résumé or a student looking to break into business, QBCU certification provides marketable skills that speak to employers.

**Call 616.738.8935 ext. 4200 for details.**

- Exam Fee: \$145
- Location: M-TEC

### PEARSON VUE CERTIFICATIONS

Thompson M-TEC is a Pearson VUE Authorized Test Center (PVTC) that provides on-site, on-demand testing for certification and select professional licensure exams. Add credibility to your résumé, increase your competitive edge, and prove you have a comprehensive understanding of your profession.

Certification allows you to achieve these goals and more. Certification exams go beyond training by providing a tangible measurement of knowledge of a specific skill. Certification programs establish standards for education and play an important role in developing a qualified workforce.

Thompson M-TEC and Pearson Vue are committed to providing you a professional testing experience.

### How do I register for an exam with Pearson VUE?

Visit [www.pearsonvue.com](http://www.pearsonvue.com) to create your own registration.

### How do I pay for my exam fees?

The Pearson VUE software handles all exam fees during exam registration. Thompson M-TEC accepts credit cards or a voucher for payment.

### What exams can I take?

An up-to-date list of exams offered through Pearson VUE Authorized Test Centers can be found at [www.pearsonvue.com/pvtc/exams](http://www.pearsonvue.com/pvtc/exams).

### Residential Electronics Systems Integrator (RESI)

Package Cost including Exam \$195

Self-Study Exam Prep: RESI Basic Installer's Class

### Residential Electronics Systems Integrator Audio/Video (RESI A/V)

Package Cost including Exam \$195

Self-Study Exam Prep: RESI A/V

### Wireless Network Technician (WNT)

Package Cost including Exam \$195

Self-Study Exam Prep: Wireless Networking Installer Class

# Information

## Registration

### New and returning students:

Ottawa Area Intermediate School District (OAISD) adult classes are open to all people 18 years of age and older regardless of previous schooling or experience.

Students who are 17 years of age or older and attend a daytime K-12 program are eligible to enroll in adult classes on a space available basis and are required to pay the registration fee. Adults are given first priority for registration. Register early in person or by phone for the best selection. We accept Discover, Visa, MasterCard, personal checks and cash.

### Course Cancellations Policy

Courses that do not have sufficient enrollments may be cancelled. M-TEC reserves the right to cancel, discontinue, postpone, or combine courses before or at the first course meeting. Attempts are made to contact all students whose courses have been cancelled. In the event a course is cancelled, a full refund of the registration fee will be given. Arrangements may be made for a refund or transfer to another course by calling Thompson M-TEC at 1.877.298.0007 or 616.738.8935, ext. 4200.

### Refund Policy (Tuition Only)

If a class is dropped before the third-class session, M-TEC will reimburse students a prorated portion of the tuition. The \$100 deposit is non-refundable and will not be included in this amount. These rules apply to most classes except the CNA classes, which are 100% non-refundable after two weeks prior to the start of the session. Some classes may have additional software fees that will not be included in the reimbursement.

Payment plan options may be available with prior approval for certain classes; however, your first payment must start two weeks prior to the start date of class.

*\*Our refund policy applies to all OAISD classes. If you feel you have extenuating circumstances preventing the completion of your class commitments, please submit your refund request in writing to Tonia Castillo, Director of Adult Training & Career Services, Thompson M-TEC 6364 136th Ave, Pvt., Holland, MI 49424*

# Information

## Financial Assistance

Financial Assistance may be available through local West Michigan Works! Agency locations:

### **Allegan:**

3255 122nd Ave.  
Allegan, MI 49010  
888.520.0445

### **Holland:**

12331 James St  
Holland, MI 49424  
616.396.2154

### **Muskegon:**

316 Morris Avenue  
Muskegon, MI 49440  
231.724.6381

Students must contact West Michigan Works! directly to determine eligibility requirements.

West Michigan Works! offers a variety of free career and skills assessments to help you find careers that are a good fit for you. Skills training and scholarship opportunities may be available for eligible job seekers. Find out what free services you qualify for and get on the path to a successful career with West Michigan Works! by calling 1-800-285-WORK or visit their website at [www.westmiworks.org](http://www.westmiworks.org). Michigan Relay callers use 711 or 1-800-649-3777.

## Scholarships

A special scholarship is available for Grand Haven, Spring Lake, and Ferrysburg residents demonstrating financial need. Funding is provided through the David and Mary Race Scholarship Fund. Thompson M-TEC also offers scholarships for qualified individuals based on financial need. Applications are available at [www.mtec.org](http://www.mtec.org) or call 616.738.8935 ext. 4200.

# Information

## Competency Testing

Competency testing is available for a small fee. Passing any of the competency tests allows you to waive the class as a prerequisite. Classes available for comp out testing are:

- Keyboarding \$25
- Intro to Computers \$25
- Word Core \$25
- Excel Core \$25
- Accounting \$25

Students who pass comp out tests are charged the fees outlined above. Those who do not pass the comp out and register for the M-TEC class will not be charged the comp out fees.

## Textbooks

Payment for textbooks is due at the time of class registration. Textbooks for evening courses at the Careerline Tech Center are distributed by the instructor to students on the first night of class. In some cases, textbook fees are included in the price of the class.

## Articulated College Credit

Classes marked Offers Articulated College Credit are eligible for articulation credit to area post-secondary institutions. Call 616.738.8935 ext. 4200 for details.

## School Closing Information

When weather conditions make it hazardous for students to report for classes, M-TEC day classes will be canceled. You will receive an announcement from the Honeywell Instant Alert System via the method of your choice (cell phone, home phone, e-mail). Class cancellations are also posted on ABC, NBC, CBS local TV stations and the OAISD website.

If hazardous conditions persist into the evening, M-TEC classes scheduled at the Careerline Tech Center may also be canceled. You will receive notification if your class is canceled as explained above. If you have any questions, please call 616-738-8935, ext. 4200.

## M-TEC Closed/Holiday Dates/Breaks

- July 3 - July 7, 2023
- September 4, 2023
- November 23 - November 24, 2023
- December 25, 2023 - January 1, 2024
- April 1 - April 5, 2024
- May 27, 2024
- July 1 - July 5, 2024



# Information

## Notifications

### Asbestos Management Plan

Our school district has conducted an extensive asbestos survey of all of our buildings. Based on the findings of this inspection, a comprehensive management plan was developed. This plan details the response actions that the district will be taking regarding asbestos containing materials found in our buildings.

This plan is available for inspection without cost or restriction during normal business hours by contacting Angela McCoy- Brown, Facilities Manager, Ottawa Area Intermediate School District, 13565 Port Sheldon Street, Holland, MI 49424.

We endeavor to make our schools safe places in which students can learn. Hopefully, our procedures for dealing with this issue reflect that concern. Please let us know if we can answer any questions.

### Pesticide Applications

This notice is in response to Regulation 637, which addresses notifying concerned persons when pesticides, fungicides, and insecticides are applied to school property.

This regulation also governs when pesticides can be applied. For example, no spraying will be allowed during school hours.

A 48-hour advance notice of any pesticide application will be posted at the school's main entrance and in a common area.

If you elect to receive 48-hour advance notice of any pesticide applications other than the means listed above, please address your request to: Ottawa Area Intermediate School District, Attn.: Business Services, 13565 Port Sheldon Street, Holland, MI 49424. Please include your telephone number and mailing address.

This notice will be published every school year. You will need to contact us every year if you would like to renew your request.

### Video Surveillance Notice

This facility employs video surveillance for security purposes. This equipment may or may not be monitored.

The video captured from surveillance cameras will be viewed by District personnel on a random basis and/or when problems have been brought to the attention of the District.

Students or staff whose recorded actions are deemed to violate District policies, administrative regulations, or provisions of law may be subject to disciplinary action. A video may be used by the District as evidence in any disciplinary action brought against any student or staff member arising out of the individual's conduct on District property.

When appropriate, video captured may be referred to or viewed by law enforcement agencies.

# Information



6364 136th Avenue Pvt.

Holland, MI 49424

**MTEC.ORG or 616.738.8935**

Facebook: [www.facebook.com/tmtec](http://www.facebook.com/tmtec)

Twitter: [twitter.com/ThompsonMTEC](http://twitter.com/ThompsonMTEC)

Linkedin: <http://linkedin.com/company/thompson-m-tec>

We are conveniently located just east of US-31 and Port Sheldon Road on the north side of Holland. Free parking and a single level facility make getting to class affordable and convenient.