Course Catalog 2019-2020

Thompson
M-TEC SM
Career and Corporate Training

LOCAL. AFFORDABLE.
Careers Start at M-TEC
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## Information

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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 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
- Program Length: 197 hours
- Location: M-TEC
- Tuition: $2,878
- Textbooks: $138
- Total: $3,016

Program Courses Include:

- Air Conditioning
- Basic Refrigeration
- Commercial Refrigeration
- Heating, Service & Equipment
- 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’s 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 at 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
- Program Length: 92 hours
- Location: M-TEC
- Tuition: $1020
- Textbooks: $393 (includes certification)
- Total: $1,413

Training Modules:
- Module 1: Electrical Maintenance and Repair
- Module 2: Appliance Maintenance and Repair
- Module 3: Heating & Air Conditioning Systems Maintenance and Repair
- Module 4: Plumbing Maintenance and Repair
- Module 5: Interior/Exterior Maintenance and Repair
- Module 6: Inside the Apartment Business - 2 hr. online
- Module 7: People, Projects, and Profits - 2 hr. online
Programs

Health Sciences

Medical Office Certificate

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: -- hours
- Location: M-TEC
- Tuition: $3,009
- Textbooks: $820
- Certification Exam: $200
- Total: $4,029

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 hospital 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 pharmacist 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: An 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: -- hours
- Location: M-TEC
- Tuition: $4,160
- Textbooks: $420
- Total: $4,580

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.
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: Lecture and Lab
- Program Length: 84 hours
- Location: CTC
- Tuition: $1835
- Textbooks: $115
- Total: $1950

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: 159 hours
- Location: CTC/M-TEC
- Tuition: $2,197
- Textbooks: $133
- Total: $2,330

Program Courses Include:

- Basic Machine Shop
- CNC G Code 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: -- hours
- Location: M-TEC
- Tuition: $2,241
- Textbooks: $691
- Certification Exam: $145
- Total: $3,077

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)

Possible career opportunities: Bookkeeper, Accounts Payable Clerk, Accounts Receivable Clerk, Auditing Clerk
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: Lecture
- Course Length: 36 hours
- Location: M-TEC
- Tuition: $348
- Textbook: $133
- Total: $481

Sessions:
Winter 2020
2/18/20 - 3/26/20
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: $155
- Certification Exam: $200
- Total: $355
- Location: M-TEC

Sessions:
Spring 2020
4/28/20 - 5/7/20
Tuesday & Thursday 1:00 pm - 4:00 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 for the current class schedule.

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

- Course Format: Lecture, Lab, and Clinical
- Course Length: 90 hours
- Location: Holland
- Tuition: $821
- Textbook: $65
- Certification: $125
- Background Check: $55
- Total: $1,066

Sessions: Visit www.mtec.org for the current class schedule.

Dental Assistant
This program prepares students to perform basic chair side procedures in a dental office setting. This program includes learning dental technology, instrument transfer, dental safety, four-handed dentistry, and other specialized dental procedures. Students will also learn basic dental office software used for scheduling appointments and have the opportunity to earn a Dental Radiography certification for the State of Michigan. Class size is limited to 20 students.

- Course Format: Traditional Program
- Length: 180 hours
- Location: CTC
- Tuition: $3,345
- Radiography certification: Included
- Total: $3,345

Sessions:
Fall 2019
9/19/19 - 5/18/20
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: 17 hours
• Location: CTC
• Tuition: $340
• License State of MI Fee: $235
• Total $575

Sessions:
Fall 2019
12/2/19 - 1/13/20
Monday & Wednesday 6:00 pm - 9:00 pm

Emergency Medical Responder (EMR)
This state approved Medical First Responder/Emergency Medical Responder training is offered at a state approved site by a state approved Instructor/Coordinator. This course will prepare students to take the national Emergency Medical Responder certification examination through the National Registry of Emergency Medical Technicians. Students will receive lecture on EMR techniques and guidelines and will practice clinical skills for 15 of the 64 course hours. CPR certification is required to sit for the EMR exam, and options for taking that training are provided during the class. After successfully completing the course, students may apply to take the EMR exam in Grand Rapids at an additional cost of $65. Co-requisite: Healthcare Provider CPR

Certification: Emergency Medical Responder

• Course Format: Instructor-led
• Course Length: 16 weeks, 64 hours
• Location: Careerline Tech Center
• Tuition: $450
• Textbook: $166
• Certification: $65
• Total: $681

This Course is not currently scheduled. Please call 616-738-8935 for more information.
Courses

Health Sciences

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: Online/Lecture
- Course Length: 24 hours
- Online Fee: 115
- Tuition: $288
- Total: 403

Sessions:
Winter 2020
3/18/20 - 4/24/20
Tuesday & Thursday 1:00 pm - 4:00 pm

Human Anatomy and Physiology (online)
This six-week online instructor-led course begins with an explanation of the nature of matter and a review of the principles of chemistry that are important to human physiology. We will place an emphasis on the organization of the human body and the differences between nonliving matter and living organisms. We will also cover cell anatomy and physiology because all life processes are ultimately carried out at the cellular level. You will also learn principles of genetics and gain an understanding of how traits are passed from one generation to the next.

- Course Format: Online/Lecture
- Course Length: 24 hours
- Tuition: $115

Human Anatomy and Physiology II (online)
This online course is a continuation of Human Anatomy and Physiology. We’ll start with basic histology—the study of the different tissues in the body. You’ll learn about the structure and function of epithelial, connective, nervous, and muscular tissue. You’ll come to understand the different sub-types of these tissues, where they’re located, and the special jobs they perform. Prerequisite: Human Anatomy and Physiology

- Course Format: Online/Lecture
- Course Length: 24 hours
- Tuition: $115
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: Open Lab
- Course Length: 36 hours
- Location: M-TEC
- Tuition: $348
- Textbook: $133
- Total: $481

Sessions:
Winter 2020
1/7/20 - 3/26/20
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: Lecture/online
- Course Length: 24 hours
- Location: M-TEC
- Tuition: $288
- Textbook: $115
- Total: $403

Sessions:
Fall 2019
10/16/19 – 11/22/19
Wednesday 9:00 am to 12:00 pm or 1:00 pm – 4:00 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:** Lecture
- **Course Length:** 72 hours
- **Location:** M-TEC
- **Tuition:** $433
- **Textbook:** $134
- **Total:** $567

**Sessions:**

Winter 2020
1/7/20 - 3/26/20
Tuesday & Thursday 9:00 am - 12:00 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:** Lecture
- **Course Length:** 400 hours
- **Location:** M-TEC
- **Tuition:** $2,495
- **Total:** $2,495

**Sessions:**

Fall 2019
11/11/19 – 5/31/20
Wednesday 9:00 am – 12:00 pm or 1:00 pm – 4:00 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, 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.

Prerequisite: Heating, Service & Equipment and Basic Refrigeration, or test out at M-TEC

- Course Format: Traditional
- Course Length: 44 hours
- Location: M-TEC
- Tuition: $605
- Textbook: (Purchase for complete program)
- Total: $605

Sessions:

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<td>Mon - Fri</td>
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<td>8:00 am - 11:30 am</td>
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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).

- Course Format: Traditional
- Course Length: 32 hours
- Location: M-TEC
- Tuition: $454
- Textbook: (Purchase for complete program)
- Total: $454

Sessions:

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<td>6/19/20 – 6/30/20</td>
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<td>7:30 am - 11:30 am</td>
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Courses

Commercial & Residential

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 trouble-shooting and repairs, then build a basic refrigeration system with capillary tube or TXV metering devices.

Prerequisite: Heating, Service & Equipment and Basic Refrigeration, or test out at M-TEC

- Course Format: Traditional
- Course Length: 48 hours
- Location: M-TEC
- Tuition: $679
- Textbook: (Purchase for complete program)
- Total: $679

Sessions:
**Winter 2020**
1/28/20 – 3/5/20
Tues & Thurs
4:30 pm - 8:30 pm

**Winter 2020**
Mon & Wed
4:30 pm - 8:30 pm

**Summer 2020**
8/14/20 – 8/31/20
Mon - Fri
7:30 am - 11:30 am

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.

- Course Format: Traditional
- Course Length: 64 hours
- Location: M-TEC
- Tuition: $905
- Textbook: $138
- Total: $1043

Sessions:
**Fall 2019**
8/27/19 - 10/17/19
Tues & Thurs
4:30 pm - 8:30 pm

**Fall 2019**
10/9/19 - 12/9/19
Mon & Wed
4:30 pm - 8:30 pm

**Summer 2020**
7/1/20 – 7/24/20
Mon - Fri
7:30 am - 11:30 am
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:

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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: $1,020
- Textbook: $393 (with certification)
- Total: $1,413
Courses

Commercial & Residential

Property Maintenance Technician (Continued)

Module 1: Electrical Maintenance and Repair - 24 hours/6 sessions
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.

- Tuition: $270
- Textbook: $393
- Total: $663

Sessions:

Fall 2019  
9/3/19 - 9/19/19  
Tues & Thurs 4:30 pm - 8:30 pm

Winter 2020  
1/7/20 - 1/23/20  
Tues & Thurs 4:30 pm - 8:30 pm

Module 2: Appliance Maintenance and Repair - 16 hours/4 sessions
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.

Prerequisite: Module 1 Electrical Maintenance and Repair

- Tuition: $195
- Textbook: Purchased in Module 1
- Total: $195

Sessions:

Fall 2019  
9/24/19 - 10/3/19  
Tues & Thurs 4:30 pm - 8:30 pm

Winter 2020  
1/28/20 - 2/6/20  
Tues & Thurs 4:30 pm - 8:30 pm

Module 3: Heating & Air Conditioning Systems Maintenance and Repair - 28 hours/7 sessions
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.

Prerequisite: Module 1 Electrical Maintenance and Repair

- Tuition: $315
- Textbook: Purchased in Module 1
- Total: $315

Sessions:

Fall 2019  
10/8/19 - 10/29/19  
Tues & Thurs 4:30 pm - 8:30 pm

Winter 2020  
2/11/20 - 3/3/20  
Tues & Thurs 4:30 pm - 8:30 pm
Courses

Commercial & Residential

Property Maintenance Technician (Continued)

Module 4: Plumbing Maintenance and Repair - 16 hours/4 sessions

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.

- Tuition: $195
- Textbook: Purchased in Module 1
- Total: $195

Sessions:
Fall 2019
10/31/19 - 11/12/19
Tues & Thurs 4:30 pm - 8:30 pm

Winter 2020
3/5/20 - 3/17/20
Tues & Thurs 4:30 pm - 8:30 pm

Module 5: Interior & Exterior Maintenance and Repair - 8 hours/2 sessions

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.

- Tuition: $116
- Textbook: Purchased in Module 1
- Total: $116

Sessions:
Fall 2019
11/14/19 - 11/19/19
Tues & Thurs 4:30 pm - 8:30 pm

Winter 2020
3/19/20 - 3/24/20
Tues & Thurs 4:30 pm - 8:30 pm

CAMT Certification Exam
Cost: (included in program tuition)
Sessions: online
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: $935
- Total: $935

Sessions:
Winter 2020
1/14/20 - 3/3/20
Tues 5:00 pm - 9:00 pm

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: 40 hours
- Location: M-TEC
- Tuition: $900
- Total: $900

Sessions:
Fall 2019
10/9/19 – 11/13/19
Mon & Wed 5:00 pm – 9:00 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. Course limited to 10 students.

- Course Format: Traditional
- Course Length: 99 hours
- Location: M-TEC
- Tuition: $1,299
- Textbook: $133
- Total: $1,432

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**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. Course limited to 10 students.

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

- Course Format: Traditional
- Course Length: 60 hours
- Location: CTC
- Tuition: $898
- Total: $898

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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: $795
- Textbook: $112
- Total: $907

Sessions:
Fall 2019
10/24/19 - 12/19/19
Tues & Thurs 4:00 pm - 8:15 pm

Winter 2020
Mon & Wed 4:00 pm - 8:00 pm

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/Industrial Lab
- Course Length: 6 hours
- Location: CTC
- Tuition: $177
- Materials: $20
- Total: $197

Sessions:
Fall 2019
10/16/19 - 10/17/19
Wed & Thurs
5:30 pm - 8:30 pm

Spring 2020
5/6/20 – 5/7/20
Wed & Thurs
5:30 pm – 8:30 pm
Courses

Manufacturing

Robot Operation and Programming

In this course, students will learn the tasks needed to set up and program a FANUC robot with Handling Tool Software Package. Students will 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.

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: $825
- Textbook $250
- Total: $1075

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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

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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: $150
- Total: $150

Sessions:
Winter 2020
3/10/20 - 3/12/20
Tues & Thurs 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 2020
3/23/20 - 6/15/20
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 2020**

3/18/20 - 4/22/20  
Wed 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: Lecture and Lab
- Course Length: 20 hours
- Location: CTC
- Tuition: $485
- Textbook: $115 (one-time purchase covers all sessions)
- Total: $600

**Session:**

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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: Lecture and Lab
- Course Length: 32 hours
- Location: CTC
- Tuition $675
- Textbook: $115 (one-time purchase covers all sessions)
- Total: $790

Sessions:

Winter 2020
2/13/20 - 4/2/20
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: Lecture and Lab
- Course Length: 32 hours
- Location: CTC
- Tuition $675
- Textbook: $115 (one-time purchase covers all sessions)
- Total: $790

Sessions:

Fall 2019
10/9/19 - 11/27/19
Wed 5:30 pm - 9:30 pm

Summer 2020
4/15/20 - 6/3/20
Wed 5:30 pm - 9:30 pm
Courses

Manufacturing

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

Sessions:

**Fall 2019**
12/4/19
Wed 5:30 pm - 9:30 pm

**Summer 2020**
6/10/20
Wed 5:30 pm - 9:30 pm
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: $288
- Textbook: $221 (Includes project)
- Total: $509

Sessions:
Winter 2020
1/8/20 - 3/25/20
Wed 1:00 pm - 4:00 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: $288
- Textbook: $126 (if not purchased in Accounting I)
- Project: $40
- Total: $454

Sessions:
Summer 2020
4/1/20 - 6/24/20
Wed 1:00 pm - 4:00 pm
Courses

Office & Technology

Accounting III (Offers articulated college credit)
Course content includes sales, purchases, and their contra accounts; accounting for uncollectible accounts; depreciation; inventory valuation; notes and interest; accruals and reversing entries.

Prerequisite: Accounting II
- Course Format: Traditional
- Course Length: 36 hours
- Location: M-TEC
- Tuition: $288
- Textbook $126 (if not purchased in Accounting I or II)
- Project: $40
- Total: $454

Sessions:
TBD

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: $348
- Textbook $95 (Includes binder, portfolio & assessment)
- Total: $443

Sessions:
Spring 2020
4/14/20 - 5/21/20
Tues & Thurs 1:00 pm - 4:00 pm
Courses

Office & Technology

Business Communication (Offers articulated college credit)
This course examines principles of communication in the workplace and introduces you to common formats such as the memo, 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: $348
- Textbook: $60
- Total: $408

Sessions:

Fall 2019
11/5/19 - 12/9/19
Tues & Thurs 1:00 pm - 4:00 pm

CORE Financial Wellness
This informational and entertaining series will show your employees how to beat debt, build wealth, and get control of money like never before! When your team resolves their money issues, your company will enjoy an improved culture and a growing bottom line.

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

Scheduled upon request. Please call 616-738-8935 for more information.
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: Instructor-led
- Course Length: 8 hours
- Location: M-TEC
- Tuition: $200
- Textbook: $25
- Total: $225

Sessions:

Fall 2019
10/21/19 - 10/23/19
Mon & Wed 8:00am - 12:00pm

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: Instructor-led
- Course Length: 8 hours
- Location: M-TEC
- Tuition: $200
- Textbook: $25
- Total: $225

Sessions:

Summer 2019
10/28/19 - 10/30/19
Mon & Wed 8:00am - 12:00pm
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: Instructor-led
- Course Length: 8 hours
- Location: M-TEC
- Tuition: $200
- Textbook: $25
- Total: $225

Sessions:
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: $233
- Fee: $75
- Total: $308

Sessions:
Fall 2019
11/5/19 – 12/19/19
Tues & Thurs 9:00 am - 12:00 pm
Courses

Office & Technology

**Introduction to Dreamweaver CS6 (Online)**
If you want to design professional-quality Web sites, this is the class for you! In this six-week online instructor-led course, you will build an in-class Web site using Adobe Dreamweaver CS6—and in the process, you will discover how to plan a web site from the ground up.

- Course Format: Online/Lecture
- Course Length: 24 hours
- Tuition: $115

**Intermediate Dreamweaver CS6 (online)**
This course is a continuation of Introduction to Dreamweaver CS6. Take your web design skills to new heights as you master advanced Adobe Dreamweaver CS6 techniques! You will get hands-on practice in using pure CSS layout and discover how to incorporate multimedia elements such as Flash video and audio. In addition, you will explore the use of XML and XSL. Whether you are planning a career in web design, designing a website for your business, or developing sites as a hobby, this course will give you the tools you need to look like a pro.

**Prerequisite:** Introduction to Dreamweaver CS6

- Course Format: Online/Lecture
- Course Length: 24 hours
- Tuition: $115

**Introduction to Photoshop CS6 (online)**
Photoshop is the world’s best-known photo editing program—the tool that artists, photographers, designers, and hobbyists all rely on for image creation and editing. In this six-week online instructor-led course, you will learn how to use Photoshop with skill and confidence even if you are a beginner.

- Course Format: Online/Lecture
- Course Length: 24 hours
- Tuition: $115

**Intermediate Photoshop CS6 (online)**
If you are already using the basic tools in Adobe Photoshop CS6, take your photo-editing skills to a new level! In this six-week online instructor-led course, you’ll become an expert at using layers, layer masks, and other advanced features that let you change images easily long after you create them (and long after the Photoshop “undo” command expires).

**Prerequisite:** Introduction to Photoshop CS6

- Course Format: Online/Lecture
- Course Length: 24 hours
- Tuition: $115
Courses

Office & Technology

Introduction to Publisher (online)
As part of the FastTrack program, this six-week instructor-led online course will show you how to use Microsoft Publisher to create impressive publications. It’s perfect for beginners who want to learn how to produce professional-quality newsletters, fliers, letterheads, and brochures. You’ll start by learning how to navigate the Publisher workspace using the ribbon and how to access both local and online Publisher templates. Next, you’ll find out how to create and manage text, pictures, graphics, and other elements, such as tables and shapes, and see how you can use these different components to create a variety of documents.

- Course Format: Online/Lecture
- Course Length: 24 hours
- Tuition: $115

Microsoft Office – Word and Excel
Do you want to learn Excel or Word but are short on time? Take these introductory courses in a lecture setting.

Prerequisite: Knowledge of computers and keyboarding

- Course Format: Traditional
- Course Length: 36 hours
- Location: M-TEC
- Tuition: $348
- Textbook $75
- Total: $423

Sessions:
Fall 2019
11/5/19 – 12/19/19
Tues & Thurs 9:00 am - 12:00 pm
Courses

Office & Technology

National Career Readiness Certificate (NCRC)
In this course, you will earn the National Career Readiness Certificate by strengthening your skills using KeyTrain 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.

Certification Available: NCRC
- Course Format: Open Lab
- 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: $348
- Textbook: $118
- Certification: $145
- Total: $611

Sessions:
Spring/Summer 2020
4/1/20 - 6/24/20
Wed 9:00 am - 12:00 pm
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 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

Sessions:

<table>
<thead>
<tr>
<th>Winter 2020</th>
<th>Summer 2020</th>
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<tbody>
<tr>
<td>3/2/20 - 3/16/20</td>
<td>7/10/20 - 7/24/20</td>
</tr>
<tr>
<td>Mon 4:30 pm - 7:30 pm</td>
<td>Fri 8:00 am - 11:00 am</td>
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Certifications
Office & Technology

Internet and Computing Core Certification (IC³)
IC³ 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 KeyTrain software training. After earning your certificate, you may share your scores with employers by registering your certificate on www.MyWorkKeys.com. For more information from ACT, call 1.800.967.5539.

- Course Format: Open Lab
- 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 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.

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 best selection. We accept Discover, Visa, and 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.

Veterans GI Bill Sponsored - Veterans who fail to enter or withdraw from the class, or discontinue from any point prior to completion, will be charged an appropriate pro-rata portion of the total tuition charge, the registration fee less $10 and other charges as part of the completed courses’ expense as it pertains to the courses’ total length.

*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 Val Putnam, Assistant Superintendent of Career & Tech Ed, 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:**
2891 116th Ave.
Allegan, MI 49410
888.520.0445

**Holland:**
121 Clover Street
Holland, MI 49423
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. 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 with returning active duty veterans receiving priority. Applications are available at 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.

Instructor-Assisted Computer Lab Schedule
Room 105 - M-TEC Assessment Center
Wednesday 9:00 a.m. - 4:00 p.m.

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 1 - July 5, 2019
- August 26 - August 30, 2019
- November 28 - November 29, 2018
- December 23, 2019 - January 3, 2020
- April 6 - April 10, 2020
- May 25, 2020
- June 29 - July 3, 2020
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
Twitter: 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.