



*Adult & Continuing Education*

**FALL 2016**  
**Course Catalog**



Developing Workforce Skills That Empower  
People and Companies to Succeed

"OhioHigherEd" University System Provider

# STEPS TO ENROLL & ASSISTANCE

## Easy Ways to Enroll in Part-Time Courses



### ONLINE REGISTRATION

Registration for most part-time classes can be completed online on a secure server. Our website is [www.mcjvs.edu](http://www.mcjvs.edu)



### IN PERSON REGISTRATION

Medina County Career Center  
Adult Education  
1101 W. Liberty Street  
Medina, OH 44256

### OFFICE HOURS:

Mon-Thu 8am – 8pm, Fri 8am – 3pm



### TELEPHONE REGISTRATION

Enroll by phone with VISA / MasterCard / Discover Card. Please have all the information requested on the registration form before calling. Phones are staffed during business hours.  
Call 330-725-8461 or 866-896-6222.

## CALENDAR Fall 2016

Fall 2016 Early Registration  
**Save \$10\* Thru August 12, 2016**

**Classes begin week of  
September 12, 2016**

*No classes on  
October 19, 27 & November 23*

The Medina County Career Center is committed to equal opportunity for all and does not discriminate on the basis of race, color, national origin, religion, sex, disability, or age in its programs and activities, and provides equal access to the Boy Scouts and other designated youth groups.

The Medina County Career Center is always looking for new, exciting and innovative class offerings. If you are an instructor and would like to speak to us about your program being offered through the Career Center, please contact us at 330-725-8461 or 866-896-6222.

\*With payment in full at time of registration. Does not apply to one-day classes / workshops.

## Full-Time Courses

**How to Get Started with Full-Time Career Programs** and for general information on full-time/certification classes, visit our website at [www.mcjvs.edu](http://www.mcjvs.edu). For more information about our graduation rates, the median debt of students who completed the program, and other important information, visit our website and click on Adult Education.



## Additional Assistance Available

### 1. Preschool Services

For eligible daytime participants  
**REGISTER NOW** for  
Winter/Spring 2017

### 2. Academic Counseling & Job Placement Assistance

### 3. Financial Aid

Available to qualified individuals

- Pell Grant
- Veterans' Assistance
- Bureau of Vocational Rehabilitation
- Workforce Development
- Iraq & Afghanistan Service Grant (IASG)

For further information, visit us online or call 330.725.8461 or 866.896.6222.

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## A Message from the Director of Adult & Continuing Education

Welcome to Adult Education at the Medina County Career Center! Our focus is on our students and helping them achieve their goals. As an accredited institution, we are able to offer a wide variety of program options including full-time, part-time, online and customized training for organizations, as well as GED preparation classes through ABLE (Adult Basic Literacy Education).

Medina County Career Center Adult Education programs prepare students for the job market by helping them upgrade existing skills or prepare for new careers. Student support services include career exploration, job search support and guidance counseling, as well as assistance in placement, assessment and financial aid.

We are a proud member of the University System of Ohio. Graduates of our full-time programs receive college credit if they decide to continue their education. Most of our career development programs include an opportunity for you to achieve industry recognized licensure in the program of study.

We proudly serve the needs of business, industry and the local economy through public / private partnerships. We look forward to helping you reenergize your career or begin on a new path!

Peggy Reeves, Director  
Adult & Continuing Education

# CAREER ADVANCEMENT

## COMPUTERS & TECHNOLOGY

### Excel - Beginning

Analyze, create and develop professional-looking spreadsheets complete with formulas. Gain skills for presenting data graphically.

**Prerequisite:** Windows

7 wks ..... Cost: \$200\*  
Wed 6:30p-9:00p ..... 9-14/11-02

### Excel - Intermediate

Create complex spreadsheets, develop lists, filters and pivot tables, and learn advanced statistical, financial or logical functions.

**Prerequisite:** Excel Beginning

7 wks ..... Cost: \$200\*  
Tue 6:30p-9:00p ..... 9-13/10-25



### Having Fun with Your iPad

Learn the basic features and settings of your iPad. Connect via WIFI, install apps, shop in the Apple store, Internet research, bookmark sites, use the camera, and access your webmail. Bring your own iPad.

1 wk ..... Cost: \$25  
Tue 6:30p-8:30p ..... 10-25

### Introduction to Computers Using Windows 7

Learn basic computer skills and how to handle the mouse using Windows 7. Includes an introduction to word processing and spreadsheets using MS Office 2013.

7 wks ..... Cost: \$200\*  
Thu 6:30p-9:00p ..... 9-15/11-03

### Microsoft Office - Introductory

Learn the Microsoft Office 2013 versions of Word, Excel and PowerPoint in this introductory course. Topics include creating, editing and formatting documents, worksheets and presentations.

**Prerequisite:** Windows

8 wks ..... Cost: \$240\*  
Wed 6:30p-9:00p ..... 09-14/11-09

### PowerPoint

Learn methods to create slide presentations with graphics, backgrounds, animation, sounds and transitions.

**Prerequisite:** Windows

7 wks ..... Cost: \$200\*  
Mon 6:30p-9:00p ..... 10-24/12-05

### QuickBooks

Learn the basics of computerized accounting for small to medium-sized businesses. Course covers the setup of a new company and the daily routines of billing, purchasing, cash and inventory management, general ledger and journal postings.

**Prerequisite:** Windows

7 wks ..... Cost: \$200\*  
Mon 6:30p-9:00p ..... 9-12/10-24

### Word - Beginning

Create and format letters, documents and reports to enhance the look and feel of documents.

**Prerequisite:** Windows

7 wks ..... Cost: \$200\*  
Tue 6:30p-9:00p ..... 9-13/10-25

### Word - Intermediate

Advance your word processing skills so you will be able to add headers and footers, work with columns and tables, insert graphics and perform mail merges.

**Prerequisite:** Word Beginning

7 wks ..... Cost: \$200\*  
Thu 6:30p-9:00p ..... 9-15/11-3

### Windows 10 – NEW

Familiarize yourself with the Windows 10 Start menu and new Apps. Browse the Internet with Microsoft Edge and communication with Cortana, the virtual assistant. Must bring your own Windows 10 laptop with wireless Internet capability, and have already created a Microsoft account before class.

1 wk ..... Cost: \$30  
Tue 6:00p-8:30p ..... 10-18

**NOTE: Microsoft Office Specialist Certification Exams available.**

## MEDICAL PROGRAMS

### State Tested Nursing Assistant

Obtain employment in a nursing home, hospital, home health agency or other related healthcare organizations by completing the STNA program. Training includes patient care, communication skills, and hands-on learning. (Includes State testing fee & books).

Entrance exam required prior to registration. Call the Adult Education Office for exam dates 330-725-8461.

Mon & Wed – 5:30p-9:30p – 9-12/11-21

Tue & Thu – 5:30p-9:30p – 9-13/11-22

Cost: \$700

Note: The last 4 days of class are clinical from 4:30p-8:30p



## Medical Assisting – Full Time

Do you like working with people? Join the career that cares! Become a Registered Medical Assistant. RMA's enjoy contact with patients while working alongside physicians and other healthcare professionals. Topics include:

- Medication administration
- Administrative office skills
- Electronic Health Records
- Clinical procedures
- Phlebotomy (blood draws)
- Communication skills
- Patient education
- Medical law/ethics
- Medical terminology
- Anatomy/Physiology
- Healthcare math
- First aid/CPR
- Resume writing, interviewing & job readiness
- Employability skills
- 160 hours non-paid practicum

Candidates must be 18 years of age by January 1 of current school year. Qualifying students will sit for the Registered Medical Assistant (RMA) and the Nationally Registered Certified Medical Assistant (NRCMA) certification, Nationally Registered Certified Phlebotomy Technician (NRCPT), and the Nationally Certified EKG Technician (NRCEKG). Graduates earn 18 semester/29 quarter hours of CT2 College Credit. The Medical Assisting Program at the Medina County Career Center is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB).

Commission on Accreditation of Allied Health Education Programs, 25400 US Highway 19 North, Suite 158, Clearwater, FL 33763, 727-210-2350, www.caahep.org

**Classes begin August 22, 2016**

**910 hours – Mon-Thu 9:00a - 4:00p**

**Cost: \$7,495 – Pell Grant Eligible**

## Medical Office Administrative Assistant – Full Time

Gain the administrative knowledge and skills needed to work successfully in the medical office.

Topics include:

- Administrative office skills
- Basic computer skills
- Patient education
- Legal and ethical issues
- Patient registration and admissions
- Electronic medical records
- Electronic health records
- Emergency preparedness and assisting with medical emergencies
- CPR
- Financial and practice management skills
- Basics of medical billing, coding and insurance
- Medical terminology specific to ICD-10
- Resume writing, interviewing and job readiness
- Observation hours

Qualifying students will sit for the Certified Medical Administrative Assistant (CMAA) Exam and the Electronic Health Records Specialist (CEHRS) exam.

**Classes begin August 22, 2016**

**600 hours – Mon-Thu 5:30p – 9:30p**

**Cost: \$4,795 – Pell Grant eligible**

## Dental Assisting – Full Time

Prepare yourself to work side-by-side with a dentist. Topics include:

- Patient education
- Manipulating cement & impression materials
- Dental x-rays
- Dental terminology/anatomy/pathology
- Dental specialties
- Dental impressions (models) of teeth
- Sterilizing equipment
- CPR
- Resume writing, interviewing and job readiness
- 160 hours non-paid externship

Qualifying students will sit for the Ohio Dental Assistant Certification Exam (CODA). College Credit is available through Franklin University.

**Classes begin Fall 2016**

**740 hours – Mon-Thu 9:00a - 3:30p**

**Cost: \$5,695 – Pell Grant Eligible**



## Pharmacy Technician Training Program

With the passage of Emily's Law, all pharmacy technicians must have either a company certification or a national certification prior to working as a Pharmacy Technician.

This class provides a self-directed, self-paced 240 hours of online pharmacy technician training.

You will learn basic terms and definitions, specific federal laws and DEA number verification, the impact of drugs/drug combinations on the body, the basics of Aseptic Compounding and parameters used in the pharmacy, math used in the pharmacy and the day-to-day operation of the pharmacy.

Upon successful completion of the program, students are eligible to sit for the PTCB National Pharmacy Technician Certification Exam which is included in the cost. Multiple start dates available. For more information contact us at 330-725-8461 extension 314.

**240 hours**

**Cost: \$550**

**Multiple start dates**



# CAREER ADVANCEMENT



## PUBLIC SAFETY SERVICES

### Advanced Law Enforcement Training

Advanced training seminars will be conducted throughout the year as indicated by the needs of the Medina County law enforcement agencies. Seminars are designed to benefit both full-time and part-time officers. Hands-on experience will be extensively utilized. Classes and seminars are sponsored in cooperation with the Medina County Police Chiefs' Association.

### Police Refresher and Update Training available upon request.

### 36-Hour Volunteer Firefighter Training Course

Introduces the student to basic concepts, equipment and techniques. After successful completion, student is eligible to sit for State certification exam. Must be 18 years old and out of high school or 17 and in the 12th grade, have a valid Ohio Driver's license, and clean criminal record to enroll. Classes scheduled per requests.

**Cost:** .....\$360\*

### Firefighter Level I Transition

Course consists of 120 hours of basic to intermediate instruction. Upon completion of this course, firefighters will understand fire, fire suppression and fire suppression systems, fire behavior, fire chemistry, fire rescue, firefighting tools and their uses, appliances, fire equipment, safety, rescue and survival. Must be 18 years old and out of high school and currently hold a State of Ohio Volunteer Firefighter certificate. Students are required to furnish their own turn-out gear and SCBA.

**Cost:** .....\$1,650\*

### Firefighter Level II Transition

This course is an additional 104-hour course that builds upon the training received in the Firefighter Level I course. Advanced instruction is provided in fire suppression and fire suppression systems, fire behavior, fire chemistry, fire rescue, firefighting tools and their uses, appliances, fire equipment, safety, survival and hazardous materials operations. Must be 18 years old and out of high school and currently hold a State of Ohio Firefighter I certificate. Students are required to furnish their own turn-out gear and SCBA.

**Cost:** ..... 1,650\*

### Firefighter II 260

The Firefighter Level I and II course is a complete firefighter training course. During this 260-hour course, firefighters learn fire suppression basics

and advanced tactics, fire chemistry, fire behavior, fire rescue, extrication, ventilation maneuvers, pump operations, safety, survival and hazardous materials operations. Must be 18 years old and out of high school and currently hold a State of Ohio Firefighter I certificate. Students are required to furnish their own turn-out gear and SCBA.

**Price:**.....\$2,850\*

### Fire Service Instructor

Course is 60 hours in length and introduces the student to instruction of adult students and basic teaching techniques. Also includes 4-hours of fire service training and 4-hours of live fire training awareness. Student must pass the Ohio Instructional Methods Examination and complete 10-hours of supervised teaching. Students must possess a current firefighter certificate in good standing, have at least 5 years' experience as a certified firefighter in preceding 7 years, pass instructor knowledge examination at the Firefighter II level with 80% or higher, and comply with rule OAC 4765-20-6 (A)(6) to (A)(12).

**Cost:** .....\$480\*

### Fire Officer I

For recently promoted officers or firefighters with at least 5 years of experience who are working toward promotion. Course is designed for the first-line company officer/supervisor and meets the performance and cognitive objectives for the Fire Officer I in current NFPA 1021 Standard for Fire Officer Professional Qualifications.

**Cost:** .....\$475\*

### Fire Officer II

This course is designed for the fire officer at, or preparing for promotion to the supervisory/managerial level and meets the performance and cognitive objectives for the Fire Officer II in current NFPA 1021 Standard for Fire Officer Professional Qualifications for Fire Officer II. Must have completed Fire Officer I and hold a valid certificate to practice as a firefighter issued under section 4765.55 of Ohio Revised Code (ORC) or equivalent.

**Cost:** .....\$475\*

### Fire Safety Inspector

Prerequisites and special requirements per OAC state that each student must be certified as a firefighter and be employed by a firefighting agency or a private firefighting company that provides fire protection. Must complete NIMS IS-100 and IS-700 prior to certification. Students will need a copy of the 2011 Ohio Fire Code & Building Code.

**Cost:** .....\$525\*

### Fire Tower

A Fire Tower is located on the premises of the Medina County Career Center. The tower is utilized for simulation drills for more comprehensive training of Fire, EMS, and Law Enforcement personnel. Scheduling of the fire tower is arranged through the Adult & Continuing Education office.

### Burn Facility

An NFPA1403 Compliant Burn Facility is available to Fire Departments for training purposes. Must be scheduled with the Adult Director at the Medina County Career Center at 330-725-8461 or 866-896-6222.



## Electricity - The Starting Point

This foundation course covers the fundamentals of AC/DC, circuit control and protection, safety, magnetism and induction so that you can begin your career in electrical maintenance.

**7 wks** ..... **Cost: \$175**  
**Mon 6:30p-9:30p** ..... **9-12/10-24**

## HVAC Technology – Full Time

Learn basic electricity, fundamental concepts of refrigeration, basic piping and tubing, basic tools and equipment, forced air heating systems, hydronics, and geothermal heating so that you can work as a Service Technician and Installer in the HVAC field. Tool kit provided. Qualifying students sit for ICE & EPA certification. Graduates earn 22 semester/33 quarter hours of CT2 College Credit.

**Classes begin August 22, 2016**  
**600 hours**  
**Mon-Thu 5:45p – 9:45p**  
**Cost: \$5,595 – Pell Grant Eligible**



## Residential Electricity

Gain basic knowledge of electrical theory, safety and hands-on experience in residential wiring following National Electrical Code requirements. A calculator is recommended.

**8 wks** ..... **Cost: \$350\***  
**Tue & Thu 6:30p-9:30p** ..... **9-13/11-08**

## Welding I & II

Learn introductory and advanced electric arc, oxy-acetylene, and MIG and TIG welding. Develop your own individualized training plan to meet your specific needs. Personal safety equipment required. Class limit of 10.

**10 wks** ..... **Cost: \$575\***  
**Tue & Thu 6:30p-9:30p** ..... **9-13/11-22**



**NOTE: Classes in gray boxes are full-time. Please see information on pages 2 & 14 regarding Full-Time Programs.**

## EMT Course

The EMT course is 180 hours in the class room plus 20 hours at clinical sites. This course will prepare individuals to serve on rescue squads, ambulance services and fire departments. This course includes the new National EMS Education Standards and the National EMS Scope of Practice Model which the Ohio State EMS Board has adopted. Instruction includes cognitive and hands-on skill training. The class is presented by MCCC in conjunction with Medina Hospital under Accreditation #122. Clinical rotations will be held at Medina Hospital Emergency Room and with the Medina Life Support Team.

**Prerequisite: HS diploma/GED, current Ohio driver's license, pass entrance exam**  
**Class Begins August 9, 2016**  
**Tue & Thu evening 6:00p – 10:00p**  
**Occasional Sat 9a-1p**  
**Cost: ..... \$950 Includes books**

## Law Enforcement – Full Time

From traffic accident investigation to firearms training, the Law Enforcement Academy prepares students to sit for the Ohio Peace Officer Exam (OPOTA) and to apply for positions as Sheriff's Deputies and Police Officers. Training includes unarmed self defense, driving, legal aspects, and patrol and investigation techniques. Candidates for this course must be 21 years of age by course completion, possess a high school diploma or equivalent, pass a pre-test, clear a background check and provide verification of a recent physical. Graduates earn 16 semester/24 quarter hours of CT2 College Credit. College credit also available through U. of Akron, Franklin U., and Lorain CCC. Call for more information.

**Classes begin July 25, 2016**  
**700 hours**  
**Mon – Thurs 6:00p – 10:00p, Sat 8:00a – 5:00p**  
**Cost: \$5,995 – Pell Grant Eligible**

## TRADE & INDUSTRIAL

### Basic Home Repairs

From wiring and woodworking to fixing water problems, this course covers how to handle and repair basic home problems in plumbing, carpentry and electricity.

**10 wks** ..... **Cost: \$200\***  
**Wed 6:00p-9:00p** ..... **9-14/11-30**

# PERSONAL ENRICHMENT



## Basic Dog Grooming

For the beginning dog groomer who wants to learn the principles of dog grooming for fun or profit. Topics include bathing, handling, parasite control, equipment usage and maintenance. Do not bring dog first night of class. Must provide up-to-date shot record. Class limit of 10.

**4 wks** ..... **Cost: \$115**  
**Mon 7:00p-9:30p** ..... **9-12/10-03**  
**Mon 7:00p-9:30p** ..... **11-07/11-28**

## Canine Massage Therapy

Canine massage can help ease arthritis and soreness, help with anxiety, stimulate blood flow and induce relaxation for your dog. Please bring your dog and a blanket the first night of class. Must provide up-to-date shot record. Class limit of 6.

**4 wks** ..... **Cost: \$72**  
**Tue 6:30p-8:30p** ..... **10-25/11-15**

## College 101 for Parents

Parents and teens - please join us for a one-day seminar and learn the ins and outs of preparing for college. Learn how to make the most of financial opportunities for grants and scholarships, how to choose a college - public or private, and how to take standardized tests. Learn about PSEOP, honors classes, and making the most out of college visits. Also learn how to showcase a student that has an average GPA.

**1 wk** ..... **Cost: \$25**  
**Wed 6:30p-9:00p** ..... **9-14**

## Decluttering/Staging Your House For Sale – NEW

Thinking, even remotely, of selling your house? It's not too early to declutter and stage. Learn how to approach this daunting task and be ready to capitalize the equity hiding in your house now.

**2 wks** ..... **Cost: \$48**  
**Mon 6:30p-8:30p** ..... **9-19/9-26**

## Meditation Techniques – NEW

People meditate for a variety of reasons: stress relief, mental focus and acuity, inner peace, and even lower blood pressure. This course will introduce a variety of techniques based on principles of Traditional Chinese Medicine.

**7 wks** ..... **Cost: \$60**  
**Mon 6:00p-7:00p** ..... **9-12/10-24**

## Women's Self Defense – NEW

Designed to build self-confidence by utilizing a woman's natural flexibility (rather than strength) to SHOCK an assailant, SCREAM to draw attention, and RUN to safety.

**6 wks** ..... **Cost: \$54**  
**Mon 7:00p-8:00p** ..... **9-12/10-17**

## Yoga

Relax, reduce stress and enhance your health! These exercises are performed slowly with emphasis on form, balance and concentration augmented by proper breathing.

**7 wks** ..... **Cost: \$70**  
**1 Tue 5:30p-7:00p** ..... **9-13/10-25**  
**2 Tue 7:00p-8:30p** ..... **9-13/10-25**  
**3 Tue 5:30p-7:00p** ..... **11-01/12-13**  
**4 Tue 7:00p-8:30p** ..... **11-01/12-13**



## Judaism's Influence on American Culture – NEW

Who were the people of the Old Testament? What is the Judeo contribution of our Judeo-Christian heritage? Modern law, democracy, ethics, even the very way our minds think all trace their roots back to a tribe that became a nation.

**7 wks** ..... **Cost: \$60**  
**Tue 7:00p-8:00p** ..... **9-13/10-25**

## Letters From Earth - NEW

This book was posthumously published by Samuel Clemmons' estate and was promptly banned as blasphemous. Inspired by the opening chapter of the book of Job, Clemmons turns all of his wit, wisdom, and wry humor to the nature of good and evil.

**7 wks** ..... **Cost: \$60**  
**Thu 6:00p-7:00p** ..... **9-15/11-03**

## Introduction to Wine

Let us guide you through the maze of vines & wines, lists & labels, grapes & tastings, sommeliers & stewards, flights & flying corks to the land of Wine Wisdom.

**3 wks** ..... **Cost: \$54**  
**Thu 6:30p-8:30p** ..... **11-10/12-1**







### Introduction to the Bible

If you have ever felt lost when opening up a Bible, this introductory course is for you. Journey into this ancient text to discover what the Bible books are about and how their stories fit into history.

**6 wks** ..... **Cost: \$49**  
**Tue 6:30p-8:30p** ..... **9-13/10-18**

### Background to the New Testament

What was life like back in the time of Jesus? Enrich your understanding of the New Testament as you explore the events, people and cultures that shaped its world.

**6 wks** ..... **Cost: \$49**  
**Tue 6:30p-8:30p** ..... **11-01/12-06**

### Life in New Testament Times

What was life like back in the time of Jesus? Learn about the values, families and everyday life of this ancient culture to help you better understand what you read in the New Testament.

**6 wks** ..... **Cost: \$49**  
**Wed 6:30p-8:30p** ..... **9-14/10-26**

### Voiceovers - Now Is Your Time!

Wendy Shapero is a successful voice artist, actor, choreographer, dancer and comedian. She draws on her wealth of entertainment industry experience to teach you the ins and outs of voice-overs. Join Wendy for a fun-filled and enlightening evening!

**1 wk** ..... **Cost: \$40**  
**Wed 6:30p-8:30p** ..... **11-02**



### Creative Writing – NEW

Through reading, writing and classroom discussion we explore plot, character, dialogue, voice, style and description in fiction. We also examine the genres of fiction along with the forms those genres take - novels, dramas and plays, poetry and short stories.

**6 wks** ..... **Cost: \$96**  
**Tue 6:30p-8:30p** ..... **11-1/12-6**

### Introduction to Islam – NEW

This course will give an introduction to Islam. The religious beliefs, tenants and pillars of this monotheistic religion, brief history and current status of Islam will also be covered.

**8 wks** ..... **Cost: \$96**  
**Tue & Thu 6:30p-7:30p** ..... **9-13/11-08**

### Amber Room: Eighth Wonder of the World

The Amber Room is justly regarded as the “eighth wonder of the world.” The Amber Room, with its mysterious history, is a work of art produced both by the 18th century masters and present day restorers. Hear the tale about the Amber Room and enjoy spectacular pictures.

**1 wk** ..... **Cost: \$24**  
**Wed 6:30p-8:30p** ..... **10-12**

### Introduction to Russian Culture

Russia is an ancient and multi-cultural country with great literature & music, genius art & craft, and unique architecture & theatre. Learn about Russian Culture.

**2 wks** ..... **Cost: \$48**  
**Wed 6:30p-8:30p** ..... **9-14/9-21**



### Russian Fairy Tales – NEW

Travel to the magic world of Russian fairy tales from ancient to contemporary, and from folk to author's tales.

**3 wks** ..... **Cost: \$72**  
**Mon 6:30p-8:30p** ..... **11-14/11-28**

### Women in Russian History

Russian history is full of remarkable characters. Learn about the Russian tsarinas that ruled the country including Catherine I, Elizabeth and Catherine II.

**2 wks** ..... **Cost: \$48**  
**Wed 6:30p-8:30p** ..... **9-28/10-05**



### Clothing Construction 101

Learn how to use your sewing machine and basic sewing techniques. Course includes installation of zipper, pockets, casing, button holes and blind hems. Bring your own machine.

**6 wks** ..... **Cost: \$96**  
**Thu 6:00p-9:00p** ..... **9-15/10-20**

# PERSONAL ENRICHMENT



## Knitting as a Hobby - Introduction

Learn the fundamentals of knitting from the first cast-on, to binding off, and everything in between! Discuss all the beautiful yarns available today and how to choose the appropriate one for your projects. Materials list provided.

**6 wks** ..... **Cost: \$72**  
**Mon 6:00p-8:00p** ..... **9-12/10-17**

## Basic Watercolor

Familiarize yourself with the tools and materials of watercolor and how to use them. Mix colors, achieve correct tonal values and develop your own style. Material list provided.

**8 wks** ..... **Cost: \$108**  
**Tue 6:30p-8:30p** ..... **9-13/11-01**

## Intermediate Watercolor – NEW

A continuation of Basic Watercolor with more attention to detail, color mixing for more vibrant results, and mastering watercolor techniques. Material list provided.

**8 wks** ..... **Cost: \$108**  
**Thu 6:30p-8:30p** ..... **9-15/11-10**



## Bob Ross Joy of Painting®

You've seen him on TV. Now you can learn the Bob Ross method of Oil Painting. All you need is desire, a willingness to learn, and practice. You will create 6 finished paintings. Materials list (approx. \$190 for new students) provided.

**6 wks** ..... **Cost: \$138**  
**Tue 6:00p-9:30p** ..... **9-13/10-18**

## Calligraphy

Learn the art of beautiful writing as a relaxing hobby or even a source of income. Use it at work and at home for certificates, invitations and scrapbooking. Make beautiful place cards for business conferences, dinners, etc. The possibilities are endless! Bring one or two felt tipped calligraphy markers and plain white paper to the first class.

**4 wks** ..... **Cost: \$72**  
**Wed 6:30p-8:30p** ..... **9-21/10-12**

## Drawing I

Learn to develop a feel for design through the study and use of line in relationship to shape, texture, shade, and form. Supply list provided.

**8 wks** ..... **Cost: \$108**  
**Wed 6:30p-8:30p** ..... **9-14/11-09**

## Beginning Cake Decorating

Learn to decorate beautiful and delicious cakes using simple borders to elaborate design techniques. Extra cost of \$35-\$50 is involved for supplies or you can use your own.

**8 wks** ..... **Cost: \$108**  
**Tue 6:30p-9:00p** ..... **9-13/11-01**



## Mat and Frame

Customize your own artwork, photographs, posters, prints and more. Logan mat cutter recommended. Full supply list provided at the first class. Supply cost is NOT included in class fee.

**4 wks** ..... **Cost: \$72**  
**Wed 6:30p-8:30p** ..... **10-26/11-16**

## Refinishing Older Furniture

Learn the basics of refinishing furniture. We'll discuss what to look for, what can and can't be done, and the steps to make your old furniture look new again.

**2 wks** ..... **Cost: \$35**  
**Wed 6:30p-8:30p** ..... **11-30/12-07**

## Stained Glass

Join the fun in this hands-on craft class and create stained glass projects such as lamp shades, night lights, 3-D objects and more. Supply cost NOT included in class fee. Class will be held off-site at Elf n Crafts in Seville.

**6 wks** ..... **Cost: \$96**  
**Wed 7:00p-9:00p** ..... **9-14/10-19**



### Russian Language

Even if a trip to Russia isn't in your immediate future, have fun learning the language - alphabet, vocabulary, stories, jokes and much more - in theatrical style. Please bring a notebook.

**6 wks** ..... **Cost: \$80\***  
**Wed 6:30p-8:30p** ..... **10-26/12-07**

### Russian Language Advanced – NEW

This advanced class is for students who have already started to learn the Russian language – are familiar with the alphabet and able to read simple words.

**9 wks** ..... **Cost: \$120**  
**Mon 6:30p-8:30p** ..... **9-12/11-7**



### Urdu (Pakistan) Language – NEW

Learn a foreign language to enrich yourself. Gain insight into a different culture, traditions, people and commonalities.

**6 wks** ..... **Cost: \$80\***  
**Tue &Thu 5:30p-6:30p** ..... **9-13/10-20**

## Medina County Challenge Course Team Building



Organizations today are being challenged to do more with less, stimulate creative thinking, work effectively with others and react quickly to the increasing pace of change. The Medina County Challenge Course involves people in a powerful and integrated “learning by doing” approach. Groups engage in activities and initiatives that encourage critical thinking and risk taking. Participants learn to solve problems, make decisions, set goals and develop communication skills in an environment that is interactive, challenging, supportive and fun.

Call 330-725-8461 or 866-896-6222 for more information or scheduling.

# ONLINE TRAINING COURSES

## TAKE CLASSES WHEN & WHERE IT'S CONVENIENT FOR YOU!

Online Courses provide a convenient and cost-effective approach to learning! With online courses, you can access your course from anywhere you have Internet access. Medina County Career Center is working with leading online partners to offer a wide variety of content with online support throughout the entire curriculum. Choose from Personal Enrichment courses, Career Training courses, or explore the diverse Professional Development opportunities.



### Personal Enrichment

Informative, fun, convenient and highly interactive! These courses can be completed within four to six weeks. Courses are project-oriented and may include lessons, quizzes, hands-on assignments, discussion areas, supplementary links and more.

#### Popular Courses:

- Creating Web Pages
- First Aid for Dogs and Cats
- Keys to Effective Communication
- Microsoft Office 2013
- Better Bow Hunting
- Writer's Workshops
- SAT/ACT Preparation
- Achieving Success with Difficult People
- Become a Veterinary Assistant
- Start Your Own Daycare Business

### Career Training

Start training for a new career or get training to advance in your current career. The courses are self-paced and incorporate a variety of learning methods to support you on your educational journey. You can begin these programs anytime you're ready!

#### Popular Courses:

- Cisco® CCNA® Certification Training
- CompTIA™ A+ Certification Training
- Nutrition & Fitness Professional Program
- Microsoft Office Specialist 2013
- Paralegal
- Heavy Diesel Automotive Technician
- Medical Billing and Coding Professional
- Veterinary Assistant
- Electronic Health Records

### Professional Development

These courses enable you to brush-up on your skills and apply them on the job immediately. Expand on your knowledge, stay current on workforce trends and maintain a competitive edge. Most courses can be completed in an hour or so.

#### Popular Courses:

- Alzheimer's Disease: Prevention
- Photography
- Personal Stress Management
- Social Media Marketing
- Spanish Basics
- Characteristics of Teamwork
- Microsoft PowerPoint and Word 2016
- Cultural Diversity
- HR Training and Development

For more information and to see more courses, visit the [Online Training Courses](http://www.mcjvs.edu) page at [www.mcjvs.edu](http://www.mcjvs.edu)



# ADULT BASIC & LITERACY ED

## Adult Basic & Literacy Education (ABLE) Prepare for the GED Test with FREE Classes

### Medina County Career Center | 1101 West Liberty Street | Medina, OH 44256

3-Day Mandatory Orientation **DATES:** September 6, 7, & 8 **TIME:** 6 p.m. – 8:30 p.m.  
**Class Schedule:** Monday, Wednesday and Thursday 6 p.m. – 8:30 p.m.  
OR

3-Day Mandatory Orientation **DATES:** October 25, 26, 27 **TIME:** 6 p.m. – 8:30 p.m.  
**Class Schedule:** Monday, Wednesday and Thursday 6 p.m. – 8:30 p.m.

### Brunswick Library | 3649 Center Road | Brunswick, OH 44212

3-Day Mandatory Orientation **DATES:** September 6, 7, & 8 **TIME:** 6 p.m. – 8:30 p.m.  
**Option I - Class Schedule:** Monday and Wednesday 10 a.m. – Noon  
**Option II - Class Schedule:** Tuesday and Thursday 6 p.m. – 8 p.m.  
OR

3-Day Mandatory Orientation **DATES:** October 25, 26, 27 **TIME:** 6 p.m. – 8:30 p.m.  
**Option I - Class Schedule:** Monday and Wednesday 10 a.m. – Noon  
**Option II - Class Schedule:** Monday and Wednesday 6 p.m. – 8:00 p.m.

### Transition Classes for Adults

Do you plan to enter College or a specialized Training Program? Need help finding a new career path? We can prepare you for entrance tests, college classes, or a job search.

### Do you want to learn to speak English?

Free English for Speakers of other Languages (ESOL) classes are offered at Strongsville Library, 18700 Westwood Drive, Strongsville, OH.

For more information about any of these opportunities, please

- 1.) visit us on the web at:  
[www.polaris.edu/adult-education/able-ged](http://www.polaris.edu/adult-education/able-ged)
- 2.) Email us at [ABLE@polaris.edu](mailto:ABLE@polaris.edu)
- 3.) or call 330.721.0277



Medina Business Institute  
*A Division of the Medina County Career Center*

The Medina Business Institute (MBI) delivers specialized education and training to employees of area companies and businesses in an effort to support best practices in the workplace. Consultative services and onsite classes include offerings in Manufacturing Skills, OSHA Construction and General Industry Training, Mobile Equipment Training, Environmental Protection Agency Training, and First Aid, CPR, and AED instruction. Additional classes are available upon request.

Contact Peggy Reeves, Director of Adult and Continuing Education for more information.

# GENERAL INFORMATION

## Safety

Students are required to equip themselves with the necessary protective clothing and safety glasses and to adhere to all school and shop regulations. Certain risks may be involved in each course described herein. Students who do not have proper safety equipment as deemed by the course instructor will not be permitted to engage in activities which will put them at risk. The Medina County Career Center shall not be liable for any losses or injury, whatsoever, to persons or property arising from enrollment in any course described herein. By registering for a course, the registrant acknowledges the assumption of those risks and releases the Medina County Career Center from any liability whatsoever. Specific courses or activities may require registrants to sign a separate waiver of liability and release. Students enrolled in courses offered through the Adult Education Division are subject to the Medina County Career Center regulations and policies including those pertaining to student conduct and discipline.

## Class Cancellations

The Medina County Career Center reserves the right to cancel, postpone or combine courses before or on the first night of class. Courses that do not attain the required minimum enrollment may be cancelled.

## Handicapped Accessibility

The Medina County Career Center is fully handicapped accessible including physically impaired automatic access doors at both the front and rear entrances. Handicapped restroom facilities are on each floor and an elevator is at the northeast entrance of the building.

## Withdrawals & Refunds

Registration does not automatically carry with it the right of a refund or reduction of indebtedness in cases of inability to attend class or in cases of withdrawal. The student assumes the risk of all changes in business or personal affairs.

## Non-Sufficient Fund Checks

Any check, regardless of the amount, returned to the Medina County Career Center for insufficient funds will be given to the proper authorities and an additional \$25 charge will be assessed to cover the cost of bank charges.

## School Closing

When school is closed due to inclement weather, television stations 3 (WKYC) and 5 (WEWS) are our official TV stations. It is also broadcast on 8 (Fox), on the school website at [www.mcjvs.edu](http://www.mcjvs.edu) and many radio stations which are associated with the TV stations.



## Books (Part-Time Classes)

Books are extra and never included in the tuition fee unless specified. Books may be purchased at time of registration or on the first night of class.

**NOTE:** The Medina County Career Center is a smoke-free environment.

### Institutional Accreditations

Medina County Career Center Adult Education programs are approved by the Ohio Department of Education and the Division of Career & Technical Education. Medina County Career Center Adult Education division is accredited by the Commission of the Council on Occupational Education (COE), 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350, Telephone: 770-396-3898/ FAX: 770-396-3790, [www.council.org](http://www.council.org).

### Non-Discrimination Policy

The Medina County Career Center is committed to equal opportunity for all and does not discriminate on the basis of race, color, national origin, religion, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

### In Case Of Discrimination

The grievance procedures begin with the student or staff member presenting in writing his or her alleged grievance to their supervisor or the Adult Education Director. A copy of the complete grievance procedure is available upon request from the Office of the Title IX Coordinator, Mrs. Peggy Reeves, Medina County Career Center, 1101 West Liberty Street, Medina, OH 44256. Mrs. Reeves may be reached by phone at (330) 725-8461, ext. 334.

### Admission Requirements

A high school diploma, General Education Development (GED) certificate or completed secondary school education in a home school setting treated as a home school or private school by state law is required for enrollment in the Career Development programs. However, students may enroll without a GED and must successfully complete a GED before they can graduate from a program. Students must pass the TABE assessment test (see Admissions Procedure).

### Admissions Procedure\*

- Take the TABE\* assessment test.
- Review Gainful Employment information on website at [www.mcjvs.edu](http://www.mcjvs.edu).
- Determine program choice.
- Meet with the program teacher.
- Complete the FAFSA on-line at [www.fafsa.gov](http://www.fafsa.gov)

MCCC School Code (015612).

- Schedule an appointment to meet with a Financial Aid Coordinator, (ext. 333), once the student has received a Student Aid Report (SAR).
- Students who do not have access to a computer or would like help filling out the FAFSA can schedule an appointment with a Financial Aid Coordinator.
- Complete an application.
- Submit the application along with a \$50 (non-refundable) application fee to the Adult Education Admissions office. Application fee for the Law Enforcement program is \$100 (non-refundable).
- Schedule fingerprint background check (background check costs \$46 and must be paid at the time of appointment.) In addition, some programs may require a drug test and physical exam.
- Must provide a valid, active credit card to be kept on file.

\*Test of Adult Basic Education (TABE). A minimum 9th grade reading, math and language score is required. A minimum of 10th grade reading, math and language score is required for Law Enforcement students. Second retake is free. There is a \$10 fee for third retake and tutoring requirements. Students needing assistance will be referred and encouraged to attend classes to strengthen those skills.

### Transfer Of Credit

Accepting transfer of credit for another institution is at the discretion of the Adult Education office. There is no guarantee that transfer of credit is accepted unless met by the stated guidelines. Acceptance of a transfer credit for a course completed in other post-secondary institutions when comparable in scope to the coursework offered may be granted based on meeting the following factors:

- Comparability of the nature, content and level of transfer of credit and the appropriateness and applicability of the credit earned to programs offered by Medina County Career Center are determining factors in the evaluation process for transfer credit to be awarded.
- The student must also meet the acceptable standards of educational accomplishment through a given assessment selected by the instructor or program coordinator according to the offered course module (must obtain a 74% or better). The assessment will reflect a valid evaluation measure to represent student learning outcomes

applicable to that transfer of credit that is reflective of the coursework offered within the Career Development program.

- The course should align with the curriculum, materials and topics covered in the Medina County Career Center course.
- Evidence of appropriate academic level may also be requested showing satisfactory grades for the course completed as well as a request of the syllabus or study guide for the course.
- Due to all career development programs commencing concurrently, the Medina County Career Center does not permit transfers between programs once the school year has started. The decision to accept an academic transfer of credit may include the Adult Career Center Administrator, Program Coordinator, and instructors of Medina County Career Center.

### Refund Policy

Students who begin classes will receive a refund according to the following schedule:

- A full refund will be given if the class is canceled by the school.
- Refunds, when due, are made within 45 days of last day of attendance.
- The \$50 or \$100 non-refundable registration fee, along with the \$46 criminal records check fee (if applicable), will be withheld from a student that withdraws before the first scheduled class session.
- Books, tools, supplies and lab fees for any portion of the period being charged are non-refundable.
- Students will be charged for time, which they were scheduled to be in school on a per-hour basis, plus a \$100 withdrawal fee.
- Any student completing more than 50% of their class will be charged their full tuition and must also pay a \$100 withdrawal fee.
- Financial aid (Pell Grant) refunds will be made according to the Federal Return of Title IV Funds Policy.
- A withdrawn student is responsible for the difference between the Pell Award earned and the balance due to MCCC. Financial aid recipients who withdraw from a course must be aware that, according to federal regulations, their financial aid grants may be reduced and/or they may be held responsible for repayment to MCCC.

*\*Please note all information in shaded areas applies to full-time and career development classes.*

## Eligibility (Part-Time Classes)

Admission is open to anyone 16 years or older (unless otherwise noted) regardless of educational background. Students in a full-time high school must have the permission of their home district and the Director of Adult and Continuing Education. Approval for admission is determined by the merits of each case. The Medina County Career Center does not accept credit for experiential learning.

## Fees (Part-Time Classes)

Adult and Continuing Education classes are self-supporting with all tuition fees applied to the total operation of the Adult Program. A \$10 non-refundable registration fee has been included in the tuition fee for each class regardless of cost. For those programs requiring a \$50 deposit, a \$50 non-refundable registration fee has been included in the tuition fee. Registration may be done online, in person, or by phone. All registrations must be accompanied by full tuition and lab fees where required. Fees may be paid by cash, check, money order, MasterCard, VISA, or DiscoverCard.

## Senior Citizens (Part-Time Classes)

Residents who are 55 years of age or older may receive a 10 percent discount on tuition for Career Enhancement classes only. The \$10 early registration discount also applies during the early registration period.\*



## Refund Policy (Part-Time Classes)

Refunds will be issued under the following circumstances:

1. Full refunds will be issued when a class is cancelled by the Adult Education Department or fees may be applied to another class.
2. Refunds must be requested before the class begins or before the beginning of the second scheduled class for a pro-rated refund. A \$10 fee is deducted from the amount of each refund. A \$50 fee is deducted from the amount of each refund for classes requiring a \$50 deposit.
3. Books and supplies are not refundable.

Due to the fact that Adult Education classes are self-supporting, refund

policies will be strictly enforced. Refund checks due to students who are eligible will be issued from the Treasurer's Office. Refunds will be mailed within three weeks after the beginning of the class. However, every attempt will be made to process refunds at the earliest date possible.

## Certificate of Completion (Part-Time Classes)

Certificates of Completion will be issued to students with 80% attendance and who meet minimum skill competency and grade requirements.

*\*The early registration discount does not apply to one-day classes / workshops.*



**Enrich Your Life!**

**Enhance Your  
Career!**

**Learn Something  
New!**

**Have Fun & Meet  
New Friends!**



**Adult & Continuing Education**

1101 West Liberty Street  
Medina, OH 44256

330.725.8461 • 866.896.6222

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