

# Empower. Excel. Enrich.



Developing Workforce Skills That  
Empower People and Companies to Succeed

# FALL 2012

Register  
Early and  
Save \$10!

MEDINA COUNTY  
**CAREER CENTER**  
JVSD

Adult & Continuing Education

[www.mcjvs.edu](http://www.mcjvs.edu) • [www.twitter.com/mcjvs](http://www.twitter.com/mcjvs)

A University System of Ohio Provider

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

Dear Future Student,

*Never have increased skills and lifetime learning been more critical to personal success!* Even a casual look at the headlines or review of the news will make it clear that the job market is extremely competitive, with positions going to the best trained and prepared. The Medina County Career Center is here to give you the competitive edge you deserve. Whether you are looking to enhance skills to complement your current job or hoping to start a new career, we have the training and assistance to help you reach your goals. Visit our website at: [www.mcjvs.edu](http://www.mcjvs.edu) (Adult Education) or call 866-896-6222 to learn how easy it is to get started. Financial assistance is available on some programs, so call or visit today and take control of your career!

*We look forward to helping you start your new career.*

Gary A. Searle  
Director, Adult & Continuing Education



### Feature Services

**Feature Services Provided at Medina County Career Center Adult & Continuing Education**

- 1 Adult Basic Education**  
Provides training to prepare for the GED test
- 2 Preschool Services**  
For eligible daytime participants

- 3 Financial Aid**  
Available to qualified individuals
  - Pell Grant
  - Veterans' Assistance
  - Bureau of Vocational Rehabilitation
  - Workforce Development
 For further information, visit [www.mcjvs.edu](http://www.mcjvs.edu) or call 330-725-8461 or 866-896-6222.

## American Heart Association (AHA) Heartsaver and Healthcare Provider CPR – Traditional Classroom or New On-line option!

These courses are designed for both medical professionals (Healthcare Provider) and the general public (Heartsaver). Learn how to give emergency assistance to someone whose heart and breathing have stopped.

The entire course can be completed on campus in a classroom setting OR **as a new on-line option** (classroom portion) from the convenience of your own computer. Skills practice and testing would be scheduled with an AHA approved instructor following the successful completion of the on-line portion.

### Tuition:

- **Complete class (on campus)**  
\$125 (includes book and CPR card)
- **Skills practice/testing only**  
\$75/individual (includes CPR card)
- **Skills practice/testing only**  
\$50/2 or more individuals at the same session (includes CPR card)





## Medical Assisting Cost: \$7,045

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, clinical procedures, phlebotomy (blood draws), communication skills, medical law/ethics, medical terminology, anatomy/physiology, healthcare math, first aid/CPR, employability skills and 160 hours non-paid externship.

Pell Grant Eligible

Qualifying students will sit for the Registered Medical Assistant (RMA) certification. Graduates earn 18 semester/29 quarter hours of CT<sup>3</sup> College Credit.

**910 hours**.....**Mon-Thu 9:00a-4:00p**  
**Begins August 20, 2012**

The Medina County Career Center Medical Assisting program is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Medical Assisting Education Review Board (MAERB).

Commission on Accreditation of Allied Health Education Programs  
 1361 Park Street  
 Clearwater, FL 33756  
 Ph: 1-727-210-2350



## Dental Assisting Cost: \$4,950

Prepare yourself to work side-by-side with a dentist. Topics include patient education, manipulating cement and impression materials, dental x-rays, dental terminology/anatomy/pathology, dental specialties, dental impressions (models) of teeth, sterilizing equipment, CPR, employability skills and 160 hours non-paid externship. Qualifying students will sit for the Ohio Dental Assistant Certification Exam (CODA).

Pell Grant Eligible

College Credit available through Walsh and Franklin University agreements.

**600 hours**.....**Mon-Thu 6:30p-9:30p**  
**Begins August 20, 2012**



## State Tested Nursing Assistant

**Cost: \$700**

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)

**05.01.01**.....**Mon & Wed 5:30p-9:30p**

**10.5 wks**.....**9-10/11-19**

**05.01.02**.....**Tue & Thu 3:00p-7:00p**

**10.5 wks**.....**9-11/11-20**



## Licensed Practical Nursing (LPN)

The Medina County Career Center (MCCC) and Lorain County Community College (LCCC) have teamed up to offer a Certificate of Proficiency in Practical Nursing designed to prepare graduates to be licensed practical nurses. Licensed practical nurses (LPN) care for the sick, injured, convalescent and disabled under the direction of physicians and registered nurses. Courses offered at MCCC are instructed in the evening by qualified LCCC faculty members. *NOTE: Some Practical Nursing clinical courses may be offered during the day. Please plan accordingly.*

For additional information, please contact Lorain County Community College at 1-800-995-5222, ext. 4500 or visit [www.lorainccc.edu/mccc](http://www.lorainccc.edu/mccc)

**Financial Aid**  
 is available for those who qualify.

*For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at [www.mcjvs.edu/full\\_time\\_courses](http://www.mcjvs.edu/full_time_courses).*

# Full-Time/Certification Career Development Programs

## Hair Design

Cost: \$6,000

Classes begin September 17, 2012

Mon – Thurs 4:30 – 9:30 pm

1,200 hours – includes 120-hour non-paid externship

Be the hair stylist specialist in salons. Shampoo, cut, style, set and dress hair according to the latest design theory and techniques. Learn how to apply coloring, chemical applications, and fit and style wigs and hairpieces. Eligible students will sit for the Ohio State Board of Cosmetology Hair Designer Exam.

**NEW**

**Pell Grant Eligible**



## Basic Police Academy

Cost: \$4,250

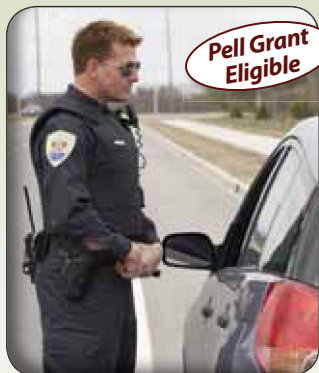
Classes begin August, 2012

Mon - Thu 6:30p - 10:30p

Sat 8:00a - 5:00p

600 hours

From traffic accident investigation to firearms training, the Basic Police 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 CT<sup>2</sup> College Credit. College credit also available through U.Akron, Franklin U., and Lorain CCC.



**Pell Grant Eligible**

## Financial Aid

is available for those who qualify.

## HVAC Technology

Cost: \$6,155

Classes begin August 20, 2012

Mon - Thu 5:45p - 9:45p

600 hours

Learn basic electricity, fundamental concepts of refrigeration, basic piping and tubing, basic tools and equipment, forced air heating systems, hydronics and low pressure steam 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 CT<sup>2</sup> College Credit.

**Pell Grant Eligible**



## Nail Technician

Cost: \$1,300

Classes begin September 4 & 5, 2012

Mon & Wed 3:00p – 7:00p, Tue & Thu 5:30p – 9:30p

200 hours

Nail Technicians are most commonly known as manicurists and pedicurists. A nail technician offers an array of services such as nail design, nail polishing and nail extensions. This course prepares students to pass the Ohio State Board of Cosmetology Nail Technician Exam. Two class sessions are available.



**NEW**

## Commercial Driving License (CDL) Program

Cost: \$5,595

Classes begin September 10, 2012

Mon-Thu 6:00p – 10:00p, Sat 8:00a – 5:00p

210 hours

Become a licensed commercial driver in this fast-track training program offered through MCCC and Great Lakes Truck Driving School. This course is designed for individuals who have no previous tractor-trailer experience and prepares students to sit for the CDL certification test. Includes 8-hour Rig Pass with Safeland USA endorsement which allows students to work around oil rigs.

**NEW**





# Manufacturing and Logistics – Career Development Programs

## Manufacturing Certificate Program ..... Cost: \$2,200\*

Classes are August 14, 2012 – June 17, 2013

Tue & Thu 6:00p – 9:00p

340 hours

The class is designed for those entering the world of manufacturing and production. Students are exposed to maintenance, safety, quality and production concepts and receive familiarization training in ISO, OSHA, DOT and EPA regulations. Graduates receive a certificate from the Manufacturing Skill Standards Council.

**NEW**



**NEW**

## Logistics Certificate Program ..... Cost: \$1,750\*

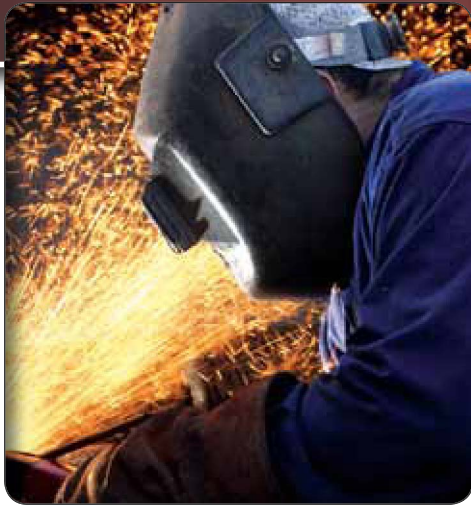
Classes are August 14, 2012 – April 22, 2013

Tue & Thu 6:00p – 9:00p

270 hours

The class is designed for those entering the world of logistics and supply chain management. Students are exposed to concepts concerning the planning, scheduling and movement of raw materials and finished goods. Students also receive familiarization training in ISO, OSHA, DOT and EPA regulations in the logistics field. Graduates receive a certificate from the Manufacturing Skill Standards Council.

## Trade & Industrial



### Welding I & II

04.08

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: \$425\*

1 Mon & Wed 6:30p-9:30p ..... 9-10/11-19

2 Tue & Thu 6:30p-9:30p ..... 9-11/11-20

### Residential Electricity

04.09

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: \$300\*

Tue & Thu 6:30p-9:30p ..... 9-11/11-06

### Industrial Electricity

04.10

You will learn a systems approach to motor controls including basic control circuits, sensing devices, solid-state controls, variable speed drive and programmable logic controllers. You will experience a series of practical laboratory exercises that cover installation, testing and troubleshooting procedures. Prerequisite: Residential Electricity or Electricity the Starting Point or equivalent

8 wks ..... Cost: \$300\*

Mon & Wed 6:30p-9:30p ..... 9-10/10-31

### AutoCAD Level I

04.12

Utilize state-of-the-art equipment and a variety of environments to complete hands-on projects leading toward basic AutoCAD proficiency.

9 wks ..... Cost: \$362\*

Tue & Thu 6:30p-9:30p ..... 9-11/11-13

### Basic Home

### Repairs

04.88

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\*

Mon 6:00p-9:00p ..... 9-10/11-12



\*Additional book fee required.

## Keyboarding I

02.01

This class is for the beginner with no knowledge of the keyboard or finger placement.

7 wks ..... Cost: \$180  
Tue & Thu 6:30p-9:00p ..... 9-11/10-25



## Keyboarding II

02.02

Continuation of Keyboarding I or for someone who knows how to type but needs a refresher course.

5 wks ..... Cost: \$130  
Tue & Thu 6:30p-9:00p ..... 9-25/10-25

## Introduction to Computers Using Windows 7

02.12

Learn basic computer skills and how to handle the mouse using Windows 7. Includes an introduction to word processing and spreadsheets using MS Office 2010.

7 wks ..... Cost: \$200\*  
1 Wed 4:00p-6:30p ..... 9-12/10-24  
2 Mon 6:30p-9:00p ..... 9-10/10-22



## Microsoft Office - Introductory

02.83

Learn the Microsoft Office 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\*  
Tue 6:30p-9:00p ..... 9-11/10-30

## Microsoft Office - Intermediate

02.84

Learn intermediate functions of Word, Excel and PowerPoint. Topics include creating and formatting tables, merging documents, working with formulas and functions, automating worksheet tasks, lists and customizing your presentations. Prerequisite: Microsoft Office Introductory or equivalent knowledge

8 wks ..... Cost: \$240\*  
Thu 6:30p-9:00p ..... 9-13/11-08

## Word - Beginning

02.37

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

Prerequisite: Windows

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



## Word - Intermediate

02.40

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 ..... 9-13/10-25

## Access - Beginning

02.26

Explore the fundamentals of databases, create queries, forms and reports. Prerequisite: Windows, Word Beginning, Excel Beginning

7 wks ..... Cost: \$200\*  
Mon 6:30p-9:00p ..... 9-10/10-22

## Excel - Beginning

02.30

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 ..... 9-12/10-24



## Excel - Intermediate

02.33

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

7 wks ..... Cost: \$200\*  
 Mon 6:30p-9:00p ..... 9-10/10-22

## QuickBooks

02.35

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 ..... 9-10/10-22

## PowerPoint

02.36

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

7 wks ..... Cost: \$200\*  
 Tue 6:30p-9:00p ..... 9-11/10-23

## Connect the Nation Computer Classes

This six hour course (3 sessions) will teach basic Windows and Internet Skills. Students will learn how to access the Internet for job searches, medical information, hobbies, etc. Students receive a certificate of completion and have the opportunity to view special discounts from participating local broadband providers. Morning, afternoon, and evening times available. Call for more information.

**FREE**

# Language

## Conversational Spanish I

06.06

Study Spanish so you can speak practical vocabulary for fun, traveling and conversation.

6 wks ..... Cost: \$190\*  
 Mon & Thu 6:30p-9:00p ..... 9-10/10-18

## Conversational Spanish II

06.07

Increase conversational Spanish skills with emphasis on pronunciation and vocabulary so your conversational ability is expanded. Prerequisite: Conversational Spanish I

8 wks ..... Cost: \$120\*  
 Tue 6:30p-9:00p ..... 9-11/10-30

## Conversational French I

06.37

Communicate with confidence in a foreign language through fun activities and role-play exercises.

8 wks ..... Cost: \$200  
 Mon & Wed 6:30p-8:30p ..... 9-10/10-31

## Advanced French

06.59

Conversational French class built on short readings with some grammar.

8 wks ..... Cost: \$120  
 Thu 6:30p-8:30p ..... 9-13/11-08

## Russian Language

07.13

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.

9 wks ..... Cost: \$120\*  
 Mon 6:30p-8:30p ..... 9-10/11-05



# Business Office Education

## Accounting I

02.09

Learn fundamental concepts and skills of basic accounting so that you can prepare yourself for general bookkeeping, personal finance or a foundation for continued study.

10 wks ..... Cost: \$152\*  
 Tue 6:30p-9:30p ..... 9-11/11-13

## Accounting II

02.10

Provides planned experience in keeping records for partnerships, expense and income accounts and accrued and deferred accounts leading to corporation records and purchases, sales, and voucher systems.

Prerequisite: Accounting I  
 10 wks ..... Cost: \$152\*  
 Thu 6:30p-9:30p ..... 9-13/11-29

## Jump Start Your Job Search

01.56

Learn resume techniques that will get you interviews. Ask an employer panel what they look for in resumes, cover letters, interviews, and the job search process.

4 wks ..... Cost: \$35  
 Mon & Wed 7:00p-9:00p ..... 9-10/10-03

## Basic Dog Grooming

01.11

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 10.

4 wks ..... Cost: \$115  
 1 Mon 7:00p-9:30p ..... 9-24/10-15  
 2 Mon 7:00p-9:30p ..... 11-12/12-03



## Canine Massage Therapy

01.50

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.

4 wks ..... Cost: \$72  
 Tue 6:30p-8:30p ..... 9-25/10-16



## Pet First Aid & CPR

01.54

Learn canine and feline first aid and CPR. Certification and book included.

1 wk ..... Cost: \$65  
 Tue 5:30p-9:30p ..... 10-02

## Traditional Chinese Medicine

01.58

**NEW**

Learn the secrets that allow people to lead healthy, vibrant full lives into their 90's and beyond. This course provides perspectives on health and treatment of diseases that were developed before modern day medicines but remain effective and relevant today.

6 wks ..... Cost: \$60  
 Mon 7:00p-8:30p ..... 9-10/10-15



## How I Became a Paid Caregiver I

05.24

Learn how you can earn pay for being a caregiver for a family member through Medicaid. CD included in cost.

1 wk ..... Cost: \$85  
 Mon 3:00p-9:30p ..... 11-19

## How I Became a Paid Caregiver II

05.46

Learn how to get paid without having to become employed with a home health agency. Learn how you can work on your own caring for your family or friend through Medicaid programs. CD included in cost.

1 wk ..... Cost: \$59  
 Mon 6:00p-9:00p ..... 11-26



**NEW**

## The Art of Homemade Pasta

01.60

Learn how to make a variety of pasta types including noodles, lasagna, ravioli and shaped pastas as well as their complimentary sauces. Bring an apron for this hands-on class and a large zip-top bag to take home your pasta. Food fee of \$5 payable to instructor.

1 wk ..... Cost: \$25  
 1 Tue 6:00p-8:00p ..... 9-11  
 2 Tue 6:00p-8:00p ..... 10-09



**NEW**



### Appetizer Party

01.61

**NEW**

Breaking free of the predictable random party platters is easy with this hands-on class. Prepare four fun dishes including stuffed olives and rosemary skewers that will insure your party's success. Bring an apron and come hungry! Food fee of \$10 payable to instructor.

1 wk ..... Cost: \$30  
 1 Tue 6:00p-8:00p ..... 9-25  
 2 Tue 6:00p-8:00p ..... 10-23



### Yoga

06.09

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 ..... 9-11/10-23  
 2 Tue 7:00p-8:30p ..... 9-11/10-23  
 3 Tue 5:30p-7:00p ..... 10-30/12-11  
 4 Tue 7:00p-8:30p ..... 10-30/12-11



### Asian Exercise

01.57

**NEW**

These gentle movements cause muscle tissue to rub against internal pressure points, re-directing circulation and allowing your body's natural healing ability to balance conditions without negative side effects.

10 wks ..... Cost: \$60  
 Mon 5:30p-6:30p ..... 9-10/11-12

### Ohio Boating Education Course

06.39

Provides an introduction to basic boating skills with a focus on power boating and personal watercraft. Mandatory Ohio boater education requirements can be met by successfully completing this course. Must be 12 years or older.

4 wks ..... Cost: \$45  
 Tue 7:00p-9:30p ..... 10-02/10-23

### Curious About Flying?

07.26

Interested in learning the basic of aerodynamics, parts of the airplane, radios, landing the airplane and more? Join us for classes at Skypark Airport, 3071 Greenwich Rd, Wadsworth. Bring your lunch.

1 wk ..... Cost: \$70  
 1 Sat 9:00a-3:30p ..... 9-15  
 2 Sat 9:00a-3:30p ..... 11-03



### Refinishing Older Furniture

07.77

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 ..... 9-19/9-26

### College Recruiting 101

01.66

**NEW**

This workshop will demystify the recruiting process, scholarship money, and NCAA policies for college-bound student athletes. Includes discussion of the admission process and requirements, and how to set your student up for success. Student attends free with paid parent.

1 wk ..... Cost: \$10  
 1 Wed 7:00p-8:30p ..... 9-26  
 2 Sat 10:00a-11:30a ..... 11-10



## College 101 for Parents

06.79

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 ..... 9-12

## Amber Room: Eighth Wonder of the World

06.76

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  
Mon 6:30p-8:30p ..... 11-12



## Romanov Dynasty

07.92

This unique class will be dedicated to the anniversary of 400 years of Romanov Dynasty. Learn how the dynasty started and how Russia became so huge and powerful.

6 wks ..... Cost: \$144  
Tue 6:30p-8:30p ..... 9-18/10-23

**NEW**

## Women in Russian History

07.96

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  
Tue 6:30p-8:30p ..... 11-13/11-20

**NEW**

## How to Create a Website

02.95

Create your own website and blog through the use of easy to follow templates. CD included in cost.

1 wk ..... Cost: \$79  
Mon 3:00p-9:30p ..... 10-22

## Buying & Selling on Craigslist

02.97

Make money with Craigslist & more! Bring up to four photos of the items you want to list along with a description of each item on a CD or jump drive. CD included in cost.

1 wk ..... Cost: \$79  
Mon 5:30p-9:30p ..... 12-03

## eBay I - Buying & Selling

02.62

Learn how to get the best deals on special items and how to create sellings strategies. CD included in cost.

1 wk ..... Cost: \$79  
Mon 5:30p-9:30p ..... 11-05



## eBay II - Making Big \$\$\$

02.74

Learn the secrets of eBay stores, selling internationally and more. CD included in cost.

1 wk ..... Cost: \$79  
Mon 5:30p-9:30p ..... 11-12

# Marketing & Management

## Fire Your Boss - Work at Home

03.74

Turn your ideas into cash by working from home! Go to <http://www.homebusinessguru.net/medina.htm> for more information. Additional \$5 material fee payable to the instructor.

1 wk ..... Cost: \$59  
1 Sat 9:00a-12:00p ..... 9-15  
2 Sat 9:00a-12:00p ..... 10-27

**NEW**

## You're On The Air!

07.01

Voice-overs are hot today and you don't have to be an actor to get work. Learn about an exciting new way to beat the competition and turn voice-overs into a thriving full or part-time business!

1 wk ..... Cost: \$40  
Wed 7:00p-9:00p ..... 11-28



**Learn to Quilt**

01.70

A comprehensive introduction to machine quilting. The class is designed to give the student knowledge on the basic anatomy of a quilt, rotary cutting and machine piecing. Learn a new block and technique each week and complete a wall hanging. Bring your own machine.

6 wks ..... Cost: \$96

Tue 6:00p-8:30p ..... 9-11/10-16



**Quality Cake Decorating**

06.02

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  
9-11/10-30



**Drawing I**

06.10

Learn to develop a feel for design through the study and use of line in relationship to shape, texture, shade, and form. List of materials provided prior to first night of class.

8 wks ..... Cost: \$108

Mon 6:30p-8:30p ..... 9-10/10-29



**Basic Watercolor**

06.13

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. Materials list provided.

8 wks ..... Cost: \$108

Tue 6:30p-8:30p ..... 9-11/10-30

**Stained Glass**

06.21

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. Mandatory supply list as well as option to order tools included in first class. Supply/tool cost NOT included in class fee. Class will be held off-site at Elfin Crafts in Seville..

6 wks ..... Cost: \$96

Tue 7:00p-9:00p ..... 9-11/10-16



**Knitting as a Hobby - Introduction**

06.35

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: \$96

Tue 6:00p-8:00p ..... 9-11/10-16

**Mat and Frame**

06.80

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 ..... 10-03/10-24

**Mat Cutting: Advanced**

06.81

You'll be introduced to creative mat designs so that you can customize your own ideas onto your mat board. Prerequisite: Mat & Frame - Please bring all supplies and equipment used in the Mat & Frame class the first night.

3 wks ..... Cost: \$54

Wed 6:30p-8:30p

11-28/12-12



## Medina County Law Enforcement Training

The Medina County Police Chiefs' Association has established a Basic Police Academy program certified by the Ohio Peace Officer Training Council and administered by the Medina County Career Center. See page 4.

## 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

Meets NFPA Standards for Volunteer Firefighter qualifications. Must be 18 years old and have a valid Ohio Driver's license to enroll.

## 104-Hour Firefighter Transition

Must hold FF-1A (36-Hour) Certification to enroll in this course. Meets New NFPA 1001 Standard for Professional Firefighter Qualifications.

## 136-Hour Firefighter I

Meets objectives outlined in NFPA 1001 Standard for Professional Firefighter Qualifications.

## Fire Instructor Course

54 Hour Emergency Services instructor class for Fire and EMS.

## 80-Hour Fire Safety Inspector Certification

Meets NFPA 1031 Standard on Qualifications for Fire Safety Inspector. Student must hold a current Firefighter Certification under the ORC Section 4765.55.

## 260-Hour Professional Firefighter

Class available on Akron U main campus.



## 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.

## EMT Course

The 180-hour EMT course prepares 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, hands-on and computer based learning. The class is presented under the Cleveland Clinic EMS Academy Accreditation # 389. Clinical rotations will be held at Medina Hospital and the Medina Life Support Team. **Prerequisite:** HS diploma/GED, current Ohio driver's license, pass entrance exam.

**Class: August 20, 2012 thru January 19, 2013**

**Tuesday & Thursday, and occasional Monday**

**6:00p – 10:00p**

**Occasional Saturday**

**9:00a-1:00p**

**Cost: \$800 includes books, physical, and immunizations needed.**



Adult & Continuing Education

**For further information contact:**

**Fire contact:** University of Akron

**Phil McLean:** ..... 330-972-6652

**EMS contact:** MCCC

..... 330-725-8461

..... 866-896-6222

**Coming Soon:**  
University of Akron on-line fire training



# Coming in August

Presented at Medina County Career Center  
Delivered by Lorain County Community College

## **Supply Chain Management** *(Associate of Applied Business Degree)*

- Whenever a product needs to be transported to someone who needs it, the SCM industry is involved — it is critical to Northeast Ohio's many employment sectors.
- Prepare for entry-level management positions in a variety of fields: distribution; import/export; materials control; transportation; sales; supply.

### **TAKE ACTION! Affordable College Credit Courses Available.**

To learn more, attend the SCM Information Session at the Medina County Career Center on: **Thursday, July 12 • 6-7:30 p.m.**

To RSVP or to request additional information session dates, contact **Sandy Frommeyer** at **330-725-8461 ext. 351** or **1-866-896-6222** or **sfrommeyer@mcjvs.edu**.

## **Licensed Practical Nursing (LPN) program**

Earn your Certificate of Proficiency in Practical Nursing to become a licensed practical nurse. This is a one-year program instructed by LCCC faculty. All coursework is delivered in the evenings and clinicals may have day and evening options. Start taking prerequisite courses this fall: Psychology, Sociology, College Composition I and Body Structure & Function. Graduates are eligible to take the licensure exam and apply to LCCC's LPN's to RN Access program offered in Medina.

*Have questions? Please schedule an appointment to meet with an Academic Advisor by calling 440-647-1776 or visit [www.lorainccc.edu/mccc](http://www.lorainccc.edu/mccc).*

## **Math Boot Camp - Free Refresher**

This workshop is a refresher course for students who may not have taken a math course recently, and to create a foundation of basic skills for those who may never have taken a math course. It is a free, 10-week, non-credit workshop that combines classroom learning and tutoring with an online component that is completed at home. Students spend 1 hour and 15 minutes in class each week and about 2 hours of self-study weekly.

*For more information, call Cara at 440-366-7271 or email her at [cmuchmor@lorainccc.edu](mailto:cmuchmor@lorainccc.edu).*

**Fall 2012 Semester begins August 27 and ends December 16.**

Course Name	Delivery Mode	Day of Week	Time	Start Date
BADM 220 Prin. of Supply Chain Management	In-Person at MCCC	Tuesday	6-8:45 pm	August 28
CMMC 151 Oral Comm.	In-Person at MCCC	Thursday	6-8:45 pm	August 30
ENGL 161 College Comp I	To be determined			
SOCY 151 Intro to Sociology	In-Person at MCCC	Wednesday	6-8:45 pm	August 29
PSYH 151 Intro to Psychology	In-Person at MCCC	Monday	6-8:45 pm	August 27
SDEV 101 College 101	Online			August 27
BIOG 115 Body Structure and Function	In-Person at MCCC	Tuesday/Thursday	6-7:15 pm	August 27
Math Boot Camp	In-Person at MCCC	Thursday	6-7:15 pm	August 30



Adult & Continuing Education

[www.mcjvs.edu](http://www.mcjvs.edu)

*Students interested in Financial Aid should complete the FAFSA form ([www.FAFSA.gov](http://www.FAFSA.gov)) or contact the Financial Aid Office for more information.*



Lorain County  
Community College

[www.lorainccc.edu](http://www.lorainccc.edu)

## Medina County Career Center On-Line Training

*Choose from over 300 courses on-line!  
See website for course availability.*

### Topics Include:

- Accounting & Finance
- College Readiness
- Language & Arts
- Personal Development
- Technology
- Design & Composition
- Business
- Health Care & Medical
- Law & Legal
- Teaching & Education
- Writing & Publishing



**Introduction to PC Security:** Security expert teaches the fundamentals of PC and network security.

**Introduction to Screenwriting:** Learn everything you need to know to write a great script, from structure, character creation, and dialogue to marketing and selling your screenplay.

**Introduction to Adobe Acrobat X:** Learn how to use Adobe Acrobat X to create PDF files and take advantage of its many time-saving features, communication options, and forms.

**Mastering Public Speaking:** Learn the secrets of effective public speaking and small group communication.

**Medical Math:** Master the math skills you need to succeed in the medical field.

**Certificate in Holistic and Integrative Health:** (50 contact hours) Explore the exciting, growing field of holistic and integrative health in this comprehensive certificate program designed for medical providers and consumers.

All courses run six to eight weeks with 12 lessons, representing 24 or more hours of instruction. Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. Courses can be completed from the comfort of your home or office at the times that are most convenient for you. You can ask questions, receive advice or make comments at any time during the course. A new section of each course starts monthly.

### How to Get Started:

- 1 Visit our On-Line Instruction Center: [www.ed2go.com/mcjvsd](http://www.ed2go.com/mcjvsd)
- 2 Click the **Courses** link. Once you choose the department and course title you are interested in, select the **Enroll Now** button. Follow the instructions to enroll and pay for your course. Here you will choose a **username** and **password** that will grant you access to the classroom.
- 3 When your course starts, return to our On-Line Instruction Center and click the **Classroom** link. To begin your studies, simply log in with the username and password you selected during enrollment.

**Start Dates:** A new section of every course will begin on August 15, September 19, October 17, November 14, and December 12. Course prices start at \$99.

**Requirements:** For any ed2go course, you will need Internet access, a non-shared e-mail address, the Microsoft Internet Explorer or Mozilla Firefox Web browser, and the latest Adobe Flash and PDF plug-ins. Visit <http://www.adobe.com/downloads> and click Get Adobe Flash Player and Get Adobe Reader to download these free plug-ins.

Most courses are Macintosh compatible. If a course is not Macintosh compatible, this information will be stated on the course's Requirements tab when you view the course details.

## Adult Basic and Literacy Education Classes (ABLE)

### GED & Basic Skills Classes

If you need to get your GED so you can move ahead, make ABLE classes at Medina County Career Center your first stop. In our small, friendly classes, you move at your own pace, with teachers who understand the needs of adult learners. You are in charge here!

### Come to a convenient Orientation, then move right into a class.

Orientations are held monthly, from September to May. Visit us on the web or call us for an up-to-the-minute schedule.

### Free GED/Basic Skills classes meet mornings and evenings at Medina County Career Center

For a current schedule, call us or check our website:  
<http://www.polaris.edu/adult-education/able-ged/>

For more information on our classes or to register for an Orientation, call 330-721-0277 or 866-896-6222, ext 230. Visit us on the web at  
<http://www.polaris.edu/adult-education/able-ged/>

### GED Practice Test

Medina County Career Center offers the GED Practice Test monthly to students who qualify. Registration is required. Call 330-721-0277 or 866-896-6222, ext 230 for information.



## English for Speakers of Other Languages (ESOL)

Visit our small, friendly classes and work with English teachers and volunteers. Make friends as you learn English!

### Free ESL classes meet evenings at Medina County Career Center.

For a current schedule, check our website:  
<http://www.polaris.edu/adult-education/able-ged/>

Registration takes place every month, from September to May. Classes are also offered at other locations in Cuyahoga and Medina Counties.

For more information or a brochure describing our ESL classes, call 330-721-0277 or 866-896-6222, ext 230. Visit us on the web at  
<http://www.polaris.edu/adult-education/able-ged/>

**The answers to  
your future  
are a lot closer than you think!**

## Medina County Challenge Course

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.



# Course Listing – Fall 2012

Course	Course Name	Day	Time	Wks	Hours	Fee	Page
<b>Medical</b>							
05.01.01	State Tested Nursing Assistant	Mon & Wed	5:30p-9:30p	10.5	80	\$700	3
05.01.02	State Tested Nursing Assistant	Tue & Thu	3:00p-7:00p	10.5	80	\$700	3
<b>Trade &amp; Industrial</b>							
04.08.01	Welding I & II	Mon & Wed	6:30p-9:30p	10	60	\$425*	5
04.08.02	Welding I & II	Tue & Thu	6:30p-9:30p	10	60	\$425*	5
04.09.01	Residential Electricity	Tue & Thu	6:30p-9:30p	8	48	\$300*	5
04.10.01	Industrial Electricity	Mon & Wed	6:30p-9:30p	8	48	\$300*	5
04.12.01	AutoCAD Level I	Tue & Thu	6:30p-9:30p	9	54	\$362*	5
04.88.01	Basic Home Repairs	Mon	6:00p-9:00p	10	30	\$200*	5
<b>Computers &amp; Technology</b>							
02.01.01	Keyboarding I	Tue & Thu	6:30p-9:00p	7	35	\$180	6
02.02.01	Keyboarding II	Tue & Thu	6:30p-9:00p	5	25	\$130	6
02.12.01	Introduction to Computers Using Windows 7	Wed	4:00p-6:30p	7	17.5	\$200*	6
02.12.02	Introduction to Computers Using Windows 7	Mon	6:30p-9:00p	7	17.5	\$200*	6
02.83.01	Microsoft Office - Introductory	Tue	6:30p-9:00p	8	20	\$240*	6
02.84.01	Microsoft Office - Intermediate	Thu	6:30p-9:00p	8	20	\$240*	6
02.37.01	Word - Beginning	Wed	6:30p-9:00p	7	17.5	\$200*	6
02.40.01	Word - Intermediate	Thu	6:30p-9:00p	7	17.5	\$200*	6
02.26.01	Access - Beginning	Mon	6:30p-9:00p	7	17.5	\$200*	6
02.30.01	Excel - Beginning	Wed	6:30p-9:00p	7	17.5	\$200*	6
02.33.01	Excel - Intermediate	Mon	6:30p-9:00p	7	17.5	\$200*	7
02.35.01	QuickBooks	Mon	6:30p-9:00p	7	17.5	\$200*	7
02.36.01	PowerPoint	Tue	6:30p-9:00p	7	17.5	\$200*	7
<b>Language</b>							
06.06.01	Conversational Spanish I	Mon & Thu	6:30p-9:00p	6	30	\$190*	7
06.07.01	Conversational Spanish II	Tue	6:30p-9:00p	8	20	\$120	7
06.37.01	Conversational French I	Mon & Wed	6:30p-8:30p	8	32	\$200	7
06.59.01	Advanced French	Thu	4:30p-6:30p	8	16	\$120	7
07.13.01	Russian Language	Mon	6:30p-8:30p	9	18	\$120*	7
<b>Business Office Education</b>							
02.09.01	Accounting I	Tue	6:30p-9:30p	10	30	\$152*	7
02.10.01	Accounting II	Thu	6:30p-9:30p	10	30	\$152*	7
<b>Personal Enrichment</b>							
01.56.01	Jump Start Your Job Search	Mon & Wed	7:00p-9:00p	4	16	\$35	8
01.11.01	Basic Dog Grooming	Mon	7:00p-9:30p	4	10	\$115	8
01.50.01	Canine Massage Therapy	Tue	6:30p-8:30p	4	10	\$72	8
01.54.01	Pet First Aid & CPR	Tue	5:30p-9:30p	1	4	\$65	8
01.58.01	Traditional Chinese Medicine - <b>NEW</b>	Mon	7:00p-8:30p	6	9	\$60	8
05.24.01	How I Became a Paid Caregiver I	Mon	3:00p-9:30p	1	6	\$85	8
05.46.01	How I Became a Paid Caregiver II - <b>NEW</b>	Mon	6:00p-9:00p	1	3	\$59	8
01.60.01	The Art of Homemade Pasta - <b>NEW</b>	Tue	6:00p-8:00p	1	2	\$25	8
01.61.01	Appetizer Party - <b>NEW</b>	Tue	6:00p-8:00p	1	2	\$30	9
06.09.01	Yoga	Tue	5:30p-7:00p	7	10.5	\$70	9
06.09.02	Yoga	Tue	7:00p-8:30p	7	10.5	\$70	9
06.09.03	Yoga	Tue	5:30p-7:00p	7	10.5	\$70	9
06.09.04	Yoga	Tue	7:00p-8:30p	7	10.5	\$70	9
01.57.01	Asian Exercise - <b>NEW</b>	Mon	5:30p-6:30p	10	10	\$60	9
06.39.01	Ohio Boating Education Course	Tue	7:00p-9:30p	4	10	\$45	9
07.26.01	Curious About Flying?	Sat	9:00a-3:30p	1	7	\$70	9
07.77.01	Refinishing Older Furniture - <b>NEW</b>	Wed	6:30p-8:30p	2	4	\$35	9
01.66.01	College Recruiting 101 - <b>NEW</b>	Wed	7:00p-8:30p	1	1.5	\$10	9

Course	Course Name	Day	Time	Wks	Hours	Fee	Page
01.66.02	College Recruiting 101 - <b>NEW</b>	Sat	10:00a-11:30a	1	1.5	\$10	9
06.79.01	College 101 for Parents	Wed	6:30p-9:00p	1	3	\$25	10
06.76.01	Amber Room: Eighth Wonder of the World	Mon	6:30p-8:30p	1	2	\$24	10
07.92.01	Romanov Dynasty - <b>NEW</b>	Tue	6:30p-8:30p	6	12	\$144	10
07.96.01	Women in Russian History - <b>NEW</b>	Tue	6:30p-8:30p	2	4	\$48	10
02.95.01	How to Create a Website	Mon	3:00p-9:30p	1	5.5	\$79	10
02.97.01	Buying & Selling on Craigslist	Mon	5:30p-9:30p	1	4	\$79	10
02.62.01	eBay I - Buying & Selling	Mon	5:30p-9:30p	1	4	\$79	10
02.74.01	eBay II - Making Big \$\$\$	Mon	5:30p-9:30p	1	4	\$79	10
<b>Marketing &amp; Management</b>							
03.74.01	Fire Your Boss - Work at Home - <b>NEW</b>	Sat	9:00a-12:00p	1	3	\$59	10
07.01.01	You're On The Air!	Wed	7:00p-9:00p	1	2	\$40	10
<b>Arts &amp; Crafts</b>							
01.70.01	Learn to Quilt - <b>NEW</b>	Tue	6:00p-8:30p	6	15	\$96	11
06.02.01	Quality Cake Decorating	Tue	6:30p-9:00p	8	20	\$108	11
06.10.01	Drawing I	Mon	6:30p-8:30p	8	16	\$108	11
06.13.01	Basic Watercolor	Tue	6:30p-8:30p	8	20	\$108	11
06.21.01	Stained Glass	Tue	7:00p-9:00p	6	12	\$96	11
06.35.01	Knitting as a Hobby - Introduction	Tue	6:00p-8:00p	6	12	\$96	11
06.80.01	Mat and Frame	Wed	6:30p-8:30p	4	8	\$72	11
06.81.01	Mat Cutting Advanced	Wed	6:30p-8:30p	3	6	\$54	11

## Registration & Information

### Six Easy Ways To Enroll In The Course You Want

- 1 BY MAIL**  
Simply complete the registration form and enclose check or money order payable to:  
**Medina County Career Center**  
Adult Education  
1101 W. Liberty Street • Medina, OH 44256
- 2 IN PERSON**  
At the Medina County Career Center  
Office Hours: Mon.-Thur.: 8a-8p ; Fri.: 8a-3p
- 3 BY PHONE**  
You can enroll over the phone with a VISA/MasterCard/DiscoverCard. Please have all the information requested on the registration form before calling. 330-725-8461 or 866-896-6222.
- 4 BY INTERNET**  
Website: [www.mcjvs.edu](http://www.mcjvs.edu)  
Email: [adulted@mcjvs.edu](mailto:adulted@mcjvs.edu)
- 5 BY FAX**  
Fax your completed registration form with your VISA/MasterCard/DiscoverCard number and the expiration date. The line is open 24 hours. Fax: 330-725-3842
- 6 BY DIRECT BILL**  
Organizations enrolling staff for training will be invoiced upon receipt of written documentation.

### Calendar Fall 2012

Registration for Career Enhancement programs is open through the first week of classes on a space-available basis. Registration hours August-December (except holidays) are Monday-Thursday 9 am-8 pm and Fridays 9 am-3 pm. Please note that the office **WILL BE CLOSED December 24-25 and December 31-January 1**. Office hours over Christmas break and will be 9 a.m.-3 p.m.

#### Fall 2012

<b>Early Registration</b>	Thru August 17
<b>Save \$10*</b>	
<b>Classes begin week of</b>	September 10
<b>No classes</b>	November 1, 7 & 21

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

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.

The Medina County Career Center is committed to equal opportunity for all and does not discriminate on the basis of race, color, religion, national origin, gender, age, or disability.

# General Information & Admission

## Safety

Students are required to equip themselves with 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.

## Eligibility

Admission is open to anyone 16 years or older (unless otherwise noted) not enrolled in a full-time secondary program, 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. Full-time programs require a criminal record check. Criminal activity may prohibit admission.

## Senior Citizens

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. **No discount is applied for books or for full-time programs.**

## Books

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.

## Registration & Fees

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 in person, by phone, mail, Internet or fax. Mail 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.

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

## 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.

## 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.

## Handicapped Accessible

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

*(Policy pertains to all classes)*

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.

## Certificates of Completion/ Part-time Classes

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

## 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.



## Session: Fall 2012

**FEE MUST ACCOMPANY REGISTRATION** *(Please Print Clearly)*

First Name

Last Name

Male  Female  Birth Date

Home Phone  -  -

Cell / Business Phone  -  -

Address

City

State  Zip

Email

Company Name (if applicable)

Company Address

Course Name

Course Number  •  •  Start Date

Month Day

Tuition Fee \_\_\_\_\_

Check Enclosed \$  Check No.

**Payable to: Medina County Career Center**

Credit Card:  MasterCard  VISA  DISCOVER TOTAL \$ \_\_\_\_\_

Card No.

Exp. Date   Cardholder's Signature \_\_\_\_\_

**Please see page 17 for methods of registration.**



Non-Profit Org.  
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Permit No. 107

## Adult & Continuing Education

1101 West Liberty Street

Medina, OH 44256

330-725-8461 • 866-896-6222

[www.mcjvs.edu](http://www.mcjvs.edu)

[www.twitter.com/mcjvs](https://www.twitter.com/mcjvs)



### Technology, Training and Support

- Custom training in software applications
- Customized manuals provided to each student
- Training at our site or yours
- Database design, development and support
- Information systems technology consulting, assessment, evaluation, planning, implementation and support
- Microsoft Office Specialist Certification testing available

### Industrial Training, Consulting and Compliance

- **On-site training – specific to you**
- **On-site OSHA Training** 10 & 30 Hour Cards - safety programs
- **CPR/First Aid**
- **ISO 9001:2000 Training & Certification Preparation**

### Healthcare Advocate Training Series

This program focuses on training for Developmental Disabilities and Assisted Living facilities. Training covers four (4) primary areas:

- Med-Pass at MCCC
- CPR & First Aid to American Red Cross Standards
- Crisis Prevention and Intervention Techniques
- Documentation

Training can be expanded to include OSHA compliant safety issues specific to the healthcare industry.

Call 330-725-8461 or 866-896-6222 for more information about this program, or email [info@mcjvs.edu](mailto:info@mcjvs.edu)

*See [MBITraining.com](http://MBITraining.com) for current offerings and details on how we can support your business.*

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