



Adult & Continuing Education
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**Register
Early and
Save \$10!**

Winter / Spring 2014

Empower. Excel. Enrich.

**Developing Workforce Skills That
Empower People and Companies to Succeed**

"OhioHigherEd" University System Provider

Adult Basic and Literacy Education	15	Medical Occupations	3
Arts & Crafts	8-9	Medina Business Institute	Back Cover
Career Development Programs	4	Medina County Challenge Course	15
Computers & Applications	5	Online Training	13
Course Listings	16-17	Personal Enrichment	6-8
General Information & Admission	18	Public Safety Services	12
Language	11	Registration & Information	17
Lorain Community College at MCCC	14	Registration Form	19
Marketing & Management	11	Trade & Industrial	10-11

A MESSAGE FROM THE DIRECTOR OF ADULT & CONTINUING EDUCATION

Dear Future Student,

Welcome to the Medina County Career Center (MCCC), a regional hub of Adult Education serving Medina and surrounding counties. Our MCCC Adult Education programs prepare students for the job market by helping them upgrade existing skills or prepare for new careers. We also offer advanced training in health technologies, industrial technologies, public safety services and more.

We are proud to serve the needs of business, industry and the local economy through public-private partnerships. Many area companies contract with MCCC to enhance employee skills in a variety of areas including industrial trades and customized computer training. Unsure what program is for you? Call 330-725-8461 for more information. 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
 - Iraq and Afghanistan Service Grant (IASG)
- 4 Academic Counseling & Job Placement**

For further information, visit 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 Online 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 online 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 online 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*

\$ Pell Grant Eligible

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.

Qualifying students will sit for the Registered Medical Assistant (RMA) certification. Graduates earn 18 semester/29 quarter hours of CT² College Credit.

910 hours Mon-Thu 9:00a-4:00p
Begins August 2014

The Medina County Career Center Medical Assisting program 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
1361 Park Street
Clearwater, FL 33756
Ph: 1-727-210-2350

Medical Front Office Administration

\$ Pell Grant Eligible

Cost: \$3,700*

Be the indispensable "go to" person of the medical front office. Work with medical and healthcare professionals in physician offices, clinics and hospital settings. This blended classroom includes medical terminology, electronic health records, overview of medical billing/coding, overview of law/ethics and medical insurance, beginning medical transcription, computer skills, beginning accounting, QuickBooks, CPR, administrative assistant fundamentals and applications, and job readiness. Qualified students will be eligible to sit for the Certified Medical Administrative Assistant (CMAA) certification exam.

600 hours Mon-Thu 5:30p-9:30p
Begins August 2014

Dental Assisting

Cost: \$4,950*

\$ Pell Grant Eligible

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).

College Credit available through Franklin University.

600 hours Mon-Thu 6:30p-9:30p
Begins August 2014

*Prices are subject to change

Pharmacy Technician Training

Cost: \$500

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.

Please note: Online course only. For more information contact us at 330-725-8461, extension 314.

240 hours 05.48.01

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 Win 1-06/3-24

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

10.5 wks Win 1-07/3-18

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

10.5 wks Spr 4-07/6-18

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

10.5 wks Spr 4-08/6-17

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.mjvs.edu full-time courses.

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





Law Enforcement

Cost: \$4,500

\$ Pell Grant Eligible

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. Akron, Franklin U., and Lorain CCC.

Classes begin July 7, 2014

600 hours

Mon-Thu 6:30p-10:30p
Saturday 8:00a-5:00p

HVAC Technology

Cost: \$6,155*

\$ Pell Grant Eligible

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 CT² College Credit.

Classes begin August 2014

600 hours

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



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.

Job Training Information Nights

Thursday, April 17, 2014 - 6p-8p

Thursday, July 17, 2014 - 6p-8p

Learn more about our job training programs and career opportunities.

Meet our instructors and tour our facility.

Get answers to your questions and information on financial aid, interest-free tuition payment plans and Pell Grants.

Call today 330-725-8461 or 866-896-6222

Commercial Driving License (CDL) Program

Cost: \$5,595

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.

Call Adult Education at 330-725-8461 for more information.

200 hours



*Prices are subject to change



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 5:30p-8:00p **Win 1-07/2-27**

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***
 Wed 4:00p-6:30p **Win 1-08/2-26**
 Thu 6:30p-9:00p **Spr 4-10/5-22**

Microsoft Office - Introductory

02.83

Learn the Microsoft Office 2010 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 **Win 1-08/3-05**
 Tue 6:30p-9:00p **Spr 4-08/5-27**

Microsoft Office - Intermediate

02.84

Learn intermediate functions of Word, Excel and PowerPoint using MS Office 2010. Topics include creating and formatting tables, merging documents, working with formulas and functions, automating worksheet tasks, lists and customizing presentations. Prerequisite: Microsoft Office Introductory or equivalent knowledge.

8 wks **Cost: \$240***
 Thu 6:30p-9:00p **Win 1-09/3-13**
 Wed 6:30p-9:00p **Spr 4-09/5-28**

Word - Beginning

02.37

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

Prerequisite: Windows

7 wks **Cost: \$200***
 Thu 6:30p-9:00p **Win 1-09/3-06**
 Wed 6:30p-9:00p **Spr 4-07/5-19**

Publisher 2010 New!

02.41

Create and format brochures, newsletters, forms, catalogs, announcements, signs, menus and much more. Prerequisite: Windows & Word

7 wks **Cost: \$200***
 Mon 6:30p-9:00p **Win 1-27/3-17**
 Mon 6:30p-9:00p **Spr 4-07/5-19**

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 **Win 1-08/2-26**
 Wed 6:30p-9:00p **Spr 4-09/5-21**

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***
 Tue 6:30p-9:00p **Win 1-07/2-18**
 Tue 6:30p-9:00p **Spr 4-08/5-20**

PowerPoint

02.36

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

7 wks **Cost: \$200***
 Wed 6:30p-9:00p **Win 1-08/2-26**
 Wed 6:30p-9:00p **Spr 4-09/5-21**

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 **Win 1-06/3-03**
 Mon 6:30p-9:00p **Spr 4-07/5-19**

How to Make Interactive PDF Forms

02.99

Learn to make interactive PDF forms using Adobe Acrobat Xpro. CD included in cost.

1 wk **Cost: \$54**
 Wed 5:00p-7:00p **Win 3-12**
 Wed 5:00p-7:00p **Spr 5-20**

Having Fun With Your iPad

03.76

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**
 Mon 6:30p-8:30p **Win 3-26**
 Mon 6:30p-8:30p **Spr 5-07**





Mental Fitness Challenge New!

03.12

Challenge yourself to live the life you have always wanted. This program is designed by best-selling authors and world-ranked leadership gurus to provide inspiration for initiating positive changes in your life. Includes 3 books and 16 audio CDs.

11 wks **Cost: \$280**
Wed 7:00p-9:00p **Win 1-08/3-26**
Wed 7:00p-9:00p **Spr 4-09/6-18**

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 **Win 1-07/2-18**
2 Tue 7:00p-8:30p **Win 1-07/2-18**
1 Tue 5:30p-7:00p **Spr 4-08/5-20**
2 Tue 7:00p-8:30p **Spr 4-08/5-20**



Introduction to Wine

03.78

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

New!

3 wks **Cost: \$54**
Wed 6:30p-8:30p **Win 3-12/3-26**
Wed 6:30p-8:30p **Spr 5-21/6-04**

New! Parallel Teachings of Jesus, Lao Tzu, Buddha, & Krishna

01.63

The philosophy of these unique teachers is remarkably similar. Was this ancient wisdom or teachings from a higher source? Come and explore the possibilities.

6 wks **Cost: \$60**
Tue 7:00p-8:30p **Win 1-07/2-11**

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**
Mon 7:00p-9:30p **Win 1-27/2-24**
Mon 7:00p-9:30p **Spr 4-21/5-12**

New! Are Science and Spirituality at Odds?

01.80

Is it possible to "line up" the Six Days of Genesis with 16.4 billion years of Evolution? The goal of this class is to show science and spirituality describing the same events from their unique perspectives.

6 wks **Cost: \$60**
Tue 7:00p-8:30p **Spr 4-08/5-13**

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. Class limit 6.

4 wks **Cost: \$72**
Tue 6:30p-8:30p **Spr 4-08/4-29**

Asian Exercise

01.57

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**
Tue 5:30p-6:30p **Win 1-07/3-11**
Tue 5:30p-6:30p **Spr 4-08/6-10**

eBay I - Buying & Selling

02.62

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

1 wk **Cost: \$79**
Wed 5:30p-9:30p **Win 1-15**
Mon 5:30p-9:30p **Spr 4-14**

eBay II - Making Big \$\$\$

02.74

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

1 wk **Cost: \$79**
Wed 5:30p-9:30p **Win 1-22**
Mon 5:30p-9:30p **Spr 4-28**

Buying & Selling on Craigslist

02.97

Make money with Craigslist & more! Bring up to 4 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**
Tue 5:30p-9:30p **Win 1-28**

Personal Enrichment continued on page 7.



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**
Tue 6:30p-8:30p **Win 2-25**
Mon 6:30p-8:30p **Spr 6-02**

Semiprecious Stones of Russia

07.10
The instructor will share scientific knowledge of healing and legends based on her own collection of semiprecious stones. Students will enjoy the collection.

1 wk **Cost: \$24**
Tue 6:30p-8:30p **Win 3-04**
Mon 6:30p-8:30p **Spr 6-09**

Experimental Theatre

07.12
Professional theatre director Zoya Wilson invites you to participate in her dramatization of a few short stories by Anton Chekhov. Experience acting in both a rehearsal and a performance.

3 wks **Cost: \$72**
Tue 6:30p-8:30p **Win 1-21/2-04**
Mon 6:30p-8:30p **Spr 4-21/5-05**

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 **Win 2-12**

Make Money by Selling Nothing

02.98
Learn how to make money through the Internet with Affiliate Links. CD included in cost.

1 wk **Cost: \$54**
Wed 7:30p-9:30p **Win 3-12**
Tue 7:30p-9:30p **Spr 5-20**

New! How to Keep Ancestors Alive on the Internet

03.79
Learn how to place your loved ones on a virtual cemetery website where they will be remembered forever. CD included in cost.

1 wk **Cost: \$79**
Thu 6:00p-9:30p **Win 2-06**

New! Journey to the Spirit World

03.80
Do you know the difference between a ghost and a spirit? If you have an interest in the supernatural, don't miss this class. CD included in cost.

1 wk **Cost: \$79**
Tue 6:00p-9:30p **Win 3-11**
Wed 6:00p-9:30p **Spr 5-07**

New! You Can Run But You Can't Hide

03.81
Find almost anyone through the use of free Internet websites, and learn how to hide while searching. CD included in cost.

1 wk **Cost: \$79**
Mon 6:00p-9:30p **Win 2-24**

New! Two Russian Geniuses

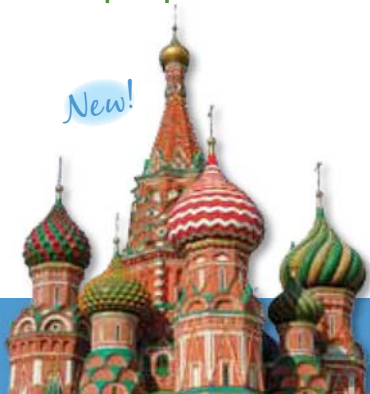
01.91
Alexander Pushkin and Peter Tchaikovsky lived in different parts of the 19th century, but they created two genius operas - Eugene Onegin and Queen of Spades. Enjoy music and stories of these men.

2 wks **Cost: \$48**
Tue 6:30p-8:30p **Win 1-07/1-14**
Mon 6:30p-8:30p **Spr 4-07/4-14**

St. Petersburg History & Culture

01.92
St. Petersburg is a unique city combining history and culture of not only Russia, but of the civilization of the world.

2 wks **Cost: \$48**
Tue 6:30p-8:30p **Win 1-07/3-11**
Tue 6:30p-8:30p **Spr 4-08/6-10**



Personal Enrichment



Food for Less

06.86

Learn how to make healthy choices and spend less at the grocery store. Learn about loss leads, sales and coupons, how to use the store circulars, and know exactly how much you'll spend. Learn how stores draw you in to spend more than you normally would.

1 wk **Cost: \$25**
Wed 6:30p-9:00p **Win 3-12**

You Think You Want to Home School?

07.03

Learn all you need to know to home school your children from an 18-year veteran.

1 wk **Cost: \$25**
Wed 6:30p-9:00p **Win 2-26**

Homeschooling a High Schooler

07.04

Learn all the ins & outs of homeschooling a high school age student, and be able to send your child to college.

1 wk **Cost: \$25**
Wed 6:30p-9:00p **Win 3-05**

Curious About Flying?

07.26

Interested in learning the basics of aerodynamics, parts of the airplane, radios, landing the airplane and more? Join us for classes at Medina County Airport, 2050 Medina Road., (Rt. 18) Medina, OH. Bring your lunch.

1 wk **Cost: \$70**
Sat 9:00a-4:00p



Arts & Crafts

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 **Spr 4-08/5-13**

Quilting Advanced *New!*

01.79

Take your quilting skills beyond the basics. Learn advanced techniques in piecing, quilting and binding.

6 wks **Cost: \$96**
Tue 6:00p-8:30p **Win 1-07/2-11**



Clothing Construction 101

01.71

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 **Win 1-09/2-27**
Thu 6:00p-9:00p **Spr 4-10/5-15**

Arts & Crafts continued on page 9.



Bob Ross Joy of Painting

01.73

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) will be provided.

6 wks Cost: \$138
 Tue 6:00p-9:30p Win 1-07/2-11
 Tue 6:00p-9:30p Spr 4-08/5-13

Paint Florals in Oil with Mary *New!*

01.82

Enjoy the magic of Mother Nature as it grows on your canvas. Learn new styles or sharpen old techniques and complete a painting each class. Supply list provided.

3 wks Cost: \$69
 Tue 6:00p-9:30p Win 3-04/3-18



Basic Pastels

06.12

The beginning student will learn a variety of techniques used while painting soft pastels. Supply list provided.

8 wks Cost: \$108
 Wed 6:30p-8:30p Spr 4-09/5-28

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. Supply list provided.

8 wks Cost: \$108
 Thu 6:30p-8:30p Spr 4-10/5-29

Calligraphy

06.60

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 Win 1-07/1-28
 Wed 6:30p-8:30p Spr 5-07/5-28

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. Supply 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
 Spr 4-08/5-13



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-8:30p Win 1-07/2-11
 Tue 6:00p-8:30p Spr 4-08/5-13

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 Spr 4-09/4-1

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 Win 1-07/2-25
 Tue 6:30p-9:00p Spr 4-08/5-27



Advanced Cake Decorating

07.16

Learn techniques and develop skills in stacked and tiered cakes, buttercream icing, rolled fondant and royal icing. Supplies and ingredients are extra and not included in course fee.

8 wks Cost: \$108
 Thu 6:30p-9:00p Win 1-09/3-13
 Thu 6:30p-9:00p Spr 4-10/5-29

Introduction to a Plumbing Career

New!

04.78

Are you interested in a career in plumbing? This course covers safety, terminology, techniques and tools of the trade. Sponsored by Dynamerican. Book included.

9 wks **Cost: \$500**
 Tue & Thu 6:30p-9:30p **Win 1-07/3-13**
 Mon & Wed 6:30p-9:30p **Spr 4-07/6-09**



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***
 Mon & Wed 6:30p-9:30p **Win 1-06/3-24**
 Mon & Wed 6:30p-9:30p **Spr 4-07/6-16**

Electricity - The Starting Point

04.11

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: \$152**
 Wed 6:30p-9:30p **Win 1-08/2-26**

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 **Spr 4-08/5-29**

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

8 wks **Cost: \$300***
 Tue & Thu 6:30p-9:30p **Win 1-07/3-06**



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 **Win 1-07/3-13**
 Tue & Thu 6:30p-9:30p **Spr 4-08/6-05**

AutoCAD Level II

04.13

Develop introductory knowledge to Xreference, Paper/Model Space, Advanced Coordinate System Use, Blocks and other advanced 2D applications to increase knowledge and proficiency skills.

Prerequisite: AutoCAD Level I

9 wks **Cost: \$362***
 Mon & Wed 6:30p-9:30p **Spr 4-07/6-09**

Basic Home Construction

New!

04.75

Get a working understanding of methods, materials, blueprints and ability to talk to your contractor or builder. Follow the steps involved in the construction of your project.

5 wks **Cost: \$142***
 Thu 6:30p-9:30p **Win 1-09/2-13**
 Thu 6:30p-9:30p **Spr 4-10/5-08**



Blueprint Reading for Residential Construction

New!

04.76

Learn the techniques of reading residential working drawings. Work with common views, symbols and dimensioning of residential prints and related construction methods and materials.

Architectural scale required.

6 wks **Cost: \$152***
 Tue 6:30p-9:30p **Win 1-07/2-11**
 Tue 6:30p-9:30p **Spr 4-08/5-13**

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 **Win 1-06/3-24**
 Mon 6:00p-9:00p **Spr 4-07/6-16**

*New!***Blueprint Reading for Commercial Construction**

04.77

Learn the techniques of reading commercial working drawings. Work with common views, symbols and dimensioning of commercial prints and related construction methods and materials.

Architectural scale required.

4 wks **Cost: \$132***
 Tue 6:30p-8:30p **Win 2-18/3-11**
 Tue 6:30p-8:30p **Spr 5-20/6-10**

Language

Conversational Spanish I

06.06

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

6 wks **Cost: \$190***
 Tue & Thu 6:30p-9:00p **Win 1-07/2-18**
 Tue & Thu 6:30p-9:00p **Spr 4-08/5-15**

Conversational French

06.98

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

5 wks **Cost: \$80**
 Mon 6:30p-8:30p **Win 2-24/3-24**

Conversational French - Intermediate

06.99

Continuation of Conversational French.

4 wks **Cost: \$80**
 Mon & Thu 6:30p-8:30p **Win 1-09/1-27**

New!

Marketing & Management

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**
 Tue 7:00p-9:00p **Win 3-11**



Medina County Law Enforcement Training

The Medina County Police Chiefs' Association has established a Law Enforcement 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. **Classes scheduled per requests.**

Firefighter Level I / Firefighter Level II Academy

Based on NFPA 1001 Standards for Firefighter. Meets new State of Ohio practical standards. This 260-hour class to be based out of Valley Fire District, Peninsula. **First night of classes is to be at Bryant & Stratton College.**

**Begins January 14, 2014 Base Core Price: \$2,800
Tue/Thu 6p-10p, Sat 8a-4p**

Firefighter Level II Certification /Transition

Based on NFPA 1001 Standards of Firefighter. Meets new State of Ohio practical standards. This 140-hour class to be based out of Granger Fire Department. **First night of classes to be held at Bryant & Stratton College.** Student must have successfully completed FFI Certification.

**Begins 2014 Base Core Price: \$1,650
Tue/Thu 6p-10p, Every other Sat 8a-4p**

Fire Safety Inspectors Course

Based on NFPA 1031 Standard on Fire Safety Inspector. This 80-hour class to be based out of Chippewa Twp. Fire. **First night of class is to be held at Bryant & Stratton College.**

**Begins January 13, 2014 Base Core Price: \$420
Mon/Thu 6p-10p, Every other Sat 8a-2p**

Emergency Service Instructor Course

Student must currently be employed by a Fire Department for a minimum of 5 years and successfully pass an online pretest with a minimum score of 80%. This 50-hour class to be held at Cuyahoga Falls Fire Department. **First night of classes will be held at Bryant & Stratton College.**

**The online pretest will be held Monday, February 3, 2014.
Begins February 17, 2014 Base Core Price: \$420
Mon-Fri 8a-5p**

Interior Fire Attack Practical

Based on your department's SOP/SOG on responding to room and content fires. Class will be at MCCC burn facility with pumper operations and hose lines. Class time is 4 hrs. Max. of 16 per class. Minimum operating crew required for realistic simulated fire response operations. **Classes scheduled upon request.**

Base Core Price: \$150 per student

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.

For further information contact:

MCCC: 330-725-8461
866-896-6222

Bryant & Stratton:
Phil Mclean 330-598-2500
Doug Ott 330-598-2500
Rick Abbott 330-598-2500



EMT Course

The EMT course is 180 hours in the classroom plus 24 hours at a clinical site. 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, 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 Begins January 6, 2014
Cost: \$800 Includes books, physical, and immunizations needed
Tue & Thu, and occasional Mon 6p-10p,
Occasional Sat 9a-1p**

ONLINE LEARNING

Discover why millions of students are making the switch to online learning. With online courses, you can study at your convenience in your preferred learning environment. Our courses and programs are highly engaging and relevant and our instructors are interactive and support you through the curriculum. Choose from our growing catalog of Instructor-Led Courses designed to teach you a new skill or refresh a current one or our Career training Programs.



Online Courses

Instructor-Facilitated *24-Hour Access*
Online Discussion Areas *6 Weeks of Instruction*

Our instructor-facilitated online courses are informative, fun, convenient, and highly interactive. Our instructors are famous for their ability to create warm and supportive communities of learners. You can complete any course entirely from your home or office, any time of the day or night.

Features:

- Courses run for six weeks (with a 10-day grace period at the end).
- Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links and more.

POPULAR COURSES:

Accounting Fundamentals

Gain a marketable new skill by learning the basics of double-entry bookkeeping, financial reporting, and more.

Creating Web Pages

Learn the basics of HTML so you can design, create and post your very own site on the web.

Medical Terminology:

A Word Association Approach

Prepare for a career in the health services industry by learning medical terminology in a memorable and enjoyable fashion.

Speed Spanish

Learn six easy recipes to glue Spanish words together into sentences, and you'll be engaging in conversational Spanish in no time.

Introduction to Microsoft Excel

Work with numbers? You need to know Excel. Learn the secrets of this powerful application.

Project Management Fundamentals

Gain the skills you'll need to succeed in the fast-growing field of project management.

Grammar Refresher

Revive your lost or forgotten knowledge of English grammar and gain confidence in your ability to product grammatically correct writing.

www.ed2go.com/mcjvsd

More courses available at our website.

Online Career Training Programs

One-On-One Instructor Assistance
24-Hour Access

All Materials and Books are Included!

Prepare for employment in some of today's hottest careers with a comprehensive affordable, and self-paced online Career Training Program. You can begin these Programs at any time and learn at your own pace.

Features:

- Receive a certificate upon successful completion.
- Courses start anytime – begin when you wish.
- A typical program takes 3-6 months to complete. Extensions are available upon request.

POPULAR PROGRAMS:

Medical Billing and Coding 240 hrs.

Prepare for a career as a medical billing and coding professional.

CompTIATM A+ Certification Training ... 150 hrs.

CompTIA A+ certification is the industry standard for validating the skills of entry-level computer technicians. It open the door to an exciting career in computer technology, and ed2go's online program makes training convenient and interactive.

Six Sigma Black Belt 200 hrs.

The Six Sigma Black Belt Online Career Training Program provides you with an in-depth look at the Six Sigma Black Belt problem-solving methodology, deployment, and project development approaches.

Building Analyst Quick Start Program 60 hrs. (BPI BA Certification)

This program will teach you about the principles of green buildings – from insulation to indoor air quality – as well as how to perform comprehensive building assessments.

Medical Transcription 240 hrs.

Learn to transcribe medical reports in hospitals, offices, or from home with the most popular transcription program in the country for entry-level training.

www.gatlineducation.com/mcjvs

More courses available at our website.

*Medina County Career Center in partnership
with Lorain County Community College*

LCCC Associate Degree/ Certificate Programs

Starting January 2014 at MCCC

Entrepreneurship Certificate

This 32 credit hour certificate offers opportunities for you to learn about and develop entrepreneurship skills including accounting, economics, finance, marketing, legal issues and management. Classes offered in the evening.

Group Exercise Instructor Certificate

This 23 credit hour certificate prepares you to successfully complete national certification exams in a wide venue of exercise instructor exams. Coursework includes exercise management, nutrition and weight management, body structure and function. Students can select from a variety of exercise courses like: spinning, zumba, body toning, and step aerobics. Classes offered late afternoon and evenings.

Prepare Now for Fall 2014

Licensed Practical Nursing (LPN)

Meet with an academic advisor to discuss taking your support courses now that are necessary to start the LPN program in 2014. Care for the sick, injured, convalescent and disabled under the direction of a registered nurse or physician. Practical nurses function independently in situations where the client's condition is stable and non-acute. The graduate is eligible to take the NCLEX examination for licensure.

**To find out more or make an appointment with
Eddie Henson, LCCC Advisor, call 440-366-4800.**

Attend College Online E-LCCC

LCCC offers over 200 online credit courses and affordable tuition. All you need is a computer and Internet access. LCCC tuition for Medina county residents is only \$136.85 per credit hour.

• Spanish • E-Commerce • History • Accounting • Psychology

For upcoming LCCC semester schedules, go to www.lorainccc.edu click on "Find a Class" on the right side of the home page, then in the drop down box click on "Credit Class: Online Classes."

**To get started, apply for admission and register for courses, contact:
Alex at 440-366-4800 or at innovated@lorainccc.edu.**



www.mcjvs.edu

Students interested in Financial Aid should complete the FAFSA form (www.FAFSA.gov) or contact the Financial Aid Office for more information.



**Lorain County
Community College**

www.lorainccc.edu

Adult Basic & Literacy Education (ABLE) GED and Basic Skills Classes

New Students Accepted in Free GED Classes in 2014!

Daytime GED/Basic Skills classes meet at Next Step/JOG Center (Pearl & Fenn) on Monday & Wednesday mornings, 9:30 a.m. - noon.

Evening GED/Basic Skills classes meet at Medina County Career Center on Tuesday & Thursday evenings, 6 - 8:30 p.m.

Registration and Orientation are mandatory before you attend classes.

New students are accepted in January, February, and April.

Call or visit the website for an Orientation schedule:

www.polaris.edu/adult-education/able-ged

Basic Skills Classes for Adults

Do you plan to enter a Training Program or College? We can prepare you for entrance tests, college classes, or a job search. Check our website for other classes we offer to adults who have a GED and want to do more:

www.polaris.edu/adult-education/able-ged/

Classes for Non-Native English-Speakers

Free ESL Classes at Brunswick Library!

Do you want to learn to speak English? We offer free ESOL classes (English for Speakers of Other Languages) at nearby Brunswick Library. Our small, friendly classes will help you speak English and make new friends.

ESL classes meet at Brunswick Library on Tuesday & Thursday mornings, 9:30 - 11:30 am. The library is located at 3649 Center Road, Brunswick 44212

New students are accepted at any class—no need to register!

English and Pathways for Healthcare Professionals

Were you trained as a doctor, nurse, pharmacist, physical therapist, dentist, lab technician, or other healthcare professional before you came to the U.S.?

Do you want to work in a healthcare career but need help improving your English? Do you want to learn more about the requirements of the U.S. healthcare system and career opportunities? This 5-month program can help you with all these questions.

For More Information or to Register:

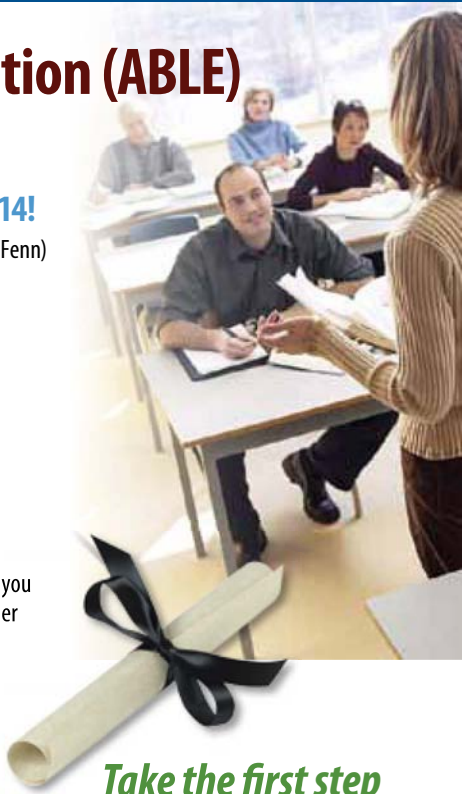
Call Denise Friend, ESOL Healthcare Class Coordinator, at 440.570.6972

Email Denise Friend at dfriend@polaris.edu

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**



*Take the first step
to a new career!*

Visit us on the web at
www.polaris.edu/adult-education/able-ged/

Questions? Email us:
ABLE@polaris.edu

Phone: 330.721.0277

Course Listing – Winter / Spring 2014

Course	Course Name	Day	Time	Wks	Fee	Page
COMPUTERS & APPLICATIONS						
02.30.01	Excel Beginning	Wed	Win/Spr 6:30p-9:00p	7	\$200*	5
02.33.01	Excel - Intermediate	Tue	Win/Spr 6:30p-9:00p	7	\$200*	5
03.76.01	Having Fun With Your iPad	Mon	Win/Spr 6:30p-8:30p	1	\$25	5
02.99.01	How To Make Interactive PDF Forms	Wed	Win 5:00p-7:00p	1	\$54	5
02.99.01	How To Make Interactive PDF Forms	Tue	Spr 5:00p-7:00p	1	\$54	5
02.12.01	Introduction to Computers Using Windows 7	Wed	Win 4:00p-6:30p	7	\$200*	5
02.12.01	Introduction to Computers Using Windows 7	Thu	Spr 6:30p-9:00p	7	\$200*	5
02.01.01	Keyboarding I	Tue & Thu	Win 5:30p-8:00p	7	\$180	5
02.83.01	Microsoft Office - Introductory	Wed	Win 6:30p-9:00p	8	\$240*	5
02.83.01	Microsoft Office - Introductory	Tue	Spr 6:30p-9:00p	8	\$240*	5
02.84.01	Microsoft Office - Intermediate	Thu	Win 6:30p-9:00p	8	\$240*	5
02.84.01	Microsoft Office - Intermediate	Wed	Spr 6:30p-9:00p	8	\$240*	5
02.36.01	PowerPoint	Wed	Win/Spr 6:30p-9:00p	7	\$200*	5
New! 02.41.01	Publisher 2010	Mon	Win/Spr 6:30p-9:00p	7	\$200	5
02.35.01	QuickBooks	Mon	Win/Spr 6:30p-9:00p	7	\$200*	5
02.37.01	Word - Beginning	Thu	Win 6:30p-9:00p	7	\$200*	5
02.37.01	Word - Beginning	Mon	Spr 6:30p-9:00p	7	\$200*	5
PERSONAL ENRICHMENT						
06.76.01	Amber Room: Eighth Wonder of the World	Tue	Win 6:30p-8:30p	1	\$24	7
06.76.01	Amber Room: Eighth Wonder of the World	Mon	Spr 6:30p-8:30p	1	\$24	7
New! 01.80.01	Are Science and Spirituality at Odds?	Tue	Spr 7:00p-8:30p	6	\$60	6
01.57.01	Asian Exercise	Tue	Win/Spr 5:30p-6:30p	10	\$60	6
01.11.01	Basic Dog Grooming	Mon	Win/Spr 7:00p-9:30p	4	\$115	6
02.97.01	Buying & Selling on Craigslist	Tue	Win 5:30p-9:30p	1	\$79	6
01.50.01	Canine Massage Therapy	Tue	Spr 6:30p-8:30p	4	\$72	6
06.79.01	College 101 for Parents	Wed	Win 6:30p-9:00p	1	\$25	7
07.26.01	Curious About Flying?	Sat	Spr 9:00a-4:00p	1	\$70	8
02.62.01	eBay I - Buying & Selling	Wed	Win 5:30p-9:30p	1	\$79	6
02.62.01	eBay I - Buying & Selling	Mon	Spr 5:30p-9:30p	1	\$79	6
02.74.01	eBay II - Making Big \$\$\$	Wed	Win 5:30p-9:30p	1	\$79	6
02.74.01	eBay II - Making Big \$\$\$	Mon	Spr 5:30p-9:30p	1	\$79	6
07.12.01	Experimental Theatre	Tue	Win 6:30p-8:30p	3	\$72	7
07.12.01	Experimental Theatre	Mon	Spr 6:30p-8:30p	3	\$72	7
06.86.01	Food for Less	Wed	Win 6:30p-9:00p	1	\$25	8
07.04.01	Homeschooling a High Schooler	Wed	Win 6:30p-9:00p	1	\$25	8
New! 03.79.01	How to Keep Ancestors Alive on the Internet	Thu	Win 6:00p-9:30p	1	\$79	7
New! 03.78.01	Introduction to Wine	Wed	Win/Spr 6:30p-8:30p	3	\$54	6
New! 03.80.01	Journey to the Spirit World	Tue	Win 6:00p-9:30p	1	\$79	7
New! 03.80.01	Journey to the Spirit World	Wed	Spr 6:00p-9:30p	1	\$79	7
02.98.01	Make Money by Selling Nothing	Wed	Win 7:30p-9:30p	1	\$54	7
02.98.01	Make Money by Selling Nothing	Tue	Spr 7:30p-9:30p	1	\$54	7
New! 03.12.01	Mental Fitness Challenge	Wed	Win/Spr 7:00p-9:00p	11	\$280	6
New! 04.76.01	Parallel Teachings of Jesus, Lao Tzu, Buddha, and Krishna	Tue	Win 7:00p-8:30p	6	\$60	6
07.10.01	Semiprecious Stones of Russia	Tue	Win 6:30p-8:30p	1	\$24	7
07.10.01	Semiprecious Stones of Russia	Mon	Spr 6:30p-8:30p	1	\$24	7
New! 01.92.01	St. Petersburg History & Culture	Tue	Win 6:30p-8:30p	2	\$48	7
New! 01.92.01	St. Petersburg History & Culture	Mon	Spr 6:30p-8:30p	2	\$48	7
New! 01.91.01	Two Russian Geniuses	Tue	Win 6:30p-8:30p	2	\$48	7
New! 01.91.01	Two Russian Geniuses	Mon	Spr 6:30p-8:30p	2	\$48	7
New! 03.81.01	You Can Run But You Can't Hide	Mon	Win 6:00p-9:30p	1	\$79	7
06.09.01	Yoga	Tue	Win/Spr 5:30p-7:00p	7	\$70	6
06.09.02	Yoga	Tue	Win/Spr 7:00p-8:30p	7	\$70	6
07.03.01	You Think You Want to Home School?	Wed	Win 6:30p-9:00p	1	\$25	8
ARTS & CRAFTS						
06.12.01	Basic Pastels	Wed	Spr 6:30p-8:30p	8	\$108	9
01.73.01	Bob Ross Joy of Painting	Tue	Win/Spr 6:00p-9:30p	6	\$138	9
06.02.01	Cake Decorating	Tue	Win/Spr 6:30p-9:00p	8	\$108	9
07.16.01	Cake Decorating - Advanced	Tue	Win/Spr 6:30p-9:00p	8	\$108	9
06.60.01	Calligraphy	Wed	Win/Spr 6:30p-8:30p	4	\$72	8
01.71.01	Clothing Construction 101	Thu	Win/Spr 6:00p-9:00p	6	\$96	9
06.10.01	Drawing I	Thu	Spr 6:30p-8:30p	8	\$108	9
06.35.01	Knitting as a Hobby - Introduction	Tue	Win/Spr 6:00p-8:30p	6	\$96	9
01.70.01	Learn to Quilt	Tue	Spr 6:00p-8:30p	6	\$96	8
New! 01.82.01	Paint Florals in Oil with Mary	Tue	Win 6:00p-9:30p	3	\$69	9
New! 01.79.01	Quilting - Advanced	Tue	Win 6:00p-8:30p	6	\$96	8
07.77.01	Refinishing Older Furniture	Wed	Spr 6:30p-8:30p	2	\$35	9
06.21.01	Stained Glass	Tue	Spr 7:00p-9:00p	6	\$96	9

Course	Course Name	Day	Time	Wks	Fee	Page
TRADE & INDUSTRIAL						
04.12.01	AutoCAD Level I	Tue & Thu	Win/Spr 6:30p-9:30p	9	\$362*	10
04.13.01	AutoCAD Level II	Mon & Wed	Spr 6:30p-9:30p	9	\$362*	10
04.88.01	Basic Home Repairs	Mon	Win/Spr 6:00p-9:00p	10	\$200*	11
New! 04.75.01	Basic Home Construction	Thu	Win/Spr 6:30p-9:30p	5	\$142*	10
New! 04.76.01	Blueprint Reading for Residential Construction	Tue	Win/Spr 6:30p-9:30p	6	\$152*	10
New! 04.77.01	Blueprint Reading for Commercial Construction	Tue	Win/Spr 6:30p-9:30p	4	\$132*	11
04.11.01	Electricity - The Starting Point	Wed	Win 6:30p-9:30p	7	\$152	10
04.10.01	Industrial Electricity	Tue & Thu	Win 6:30p-9:30p	8	\$300*	10
New! 04.78.01	Introduction to a Plumbing Career	Tue & Thu	Win 6:30p-9:30p	9	\$500	10
New! 04.78.01	Introduction to a Plumbing Career	Mon & Wed	Spr 6:3p-9:30p	9	\$500	10
04.09.01	Residential Electricity	Tue & Thu	Spr 6:30p-9:30p	8	\$300*	10
04.08.01	Welding I & II	Mon & Wed	Win/Spr 6:30p-9:30p	10	\$425*	10
HEALTH OCCUPATIONS						
05.01.01	State Tested Nursing Assistant	Mon & Wed	Win/Spr 5:30p-9:30p	10.5	\$700	3
05.01.02	State Tested Nursing Assistant	Tue & Thu	Win/Spr 3:00p-7:00p	10.5	\$700	3
LANGUAGE						
06.98.01	Conversational French	Mon	Win 6:30p-8:30p	5	\$80	11
New! 06.99.01	Conversational French Intermediate	Mon & Thu	Win 6:30p-8:30p	4	\$80	11
06.06.01	Conversational Spanish I	Tue & Thu	Win/Spr 6:30p-9:00p	6	\$190*	11
MARKETING & MANAGEMENT						
07.01.01	You're On The Air!	Tue	Win 7:00p-9:00p	1	\$40	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
 Email: 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 Winter / Spring 2014

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 9a-8p and Fridays 9a-3p.

Please note that the office

WILL BE CLOSED December 23-24-25 and December 30-31-January 1.

Office hours over Christmas break will be 8a-3p.

	Winter 2014	Spring 2014
Early Registration	Thru Dec. 13	Thru March 14
– Save \$10*		
Classes begin week of	January 6	April 7
No classes	January 20, 30	May 26
	February 5, 17, 20	

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

For general information on full-time/certification classes, visit our website at www.mcjvs.edu.

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 JVSD 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.

Institutional Accreditations

Medina County Career Center is fully accredited by NCA/CASI and governed by the Ohio Board of Regents. We are also a candidate for accreditation through the Commission on Occupational Education (COE).

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) 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.

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.

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.

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

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 and many radio stations which are associated with the TV stations.

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

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

Session: Winter / Spring 2014
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.



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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

www.twitter.com/mcjvs



Technology, Training and Support

- Custom training in software applications
- Customized manuals
- Training at our site or yours
- Database design, development and support
- Information systems technology consulting, assessment, evaluation, planning, implementation and support

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

- Review and Respond to Citations
- Develop Necessary Compliance Manuals
- Represent Firms at OSHA Informal Conferences

Industrial Training, Consulting and Compliance

- **On-site training – Specific to you – On your site**
- **Assessments conducted on your site to help determine compliance readiness**
- OSHA Authorized Instruction Construction & General Industry - 10 & 30 Hour Cards
- American Red Cross Authorized Instruction
 - CPR & First Aid
 - Oil & Gas Industry Training to IADC standards

Healthcare Advocate Training Series

- This program focuses on training for Developmental Disabilities and Assisted Living facilities and covers four 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.

Support Clients in the Event of an Inspection or a Citation

- Meet with Compliance Officers

Call 330-725-8461 or 866-896-6222 for more information about this program, or email info@mcjvs.edu

See MBITraining.com