



Register  
Early and  
Save \$10!

Adult & Continuing Education  
[www.mcjvs.edu](http://www.mcjvs.edu) • [www.twitter.com/mcjvs](https://www.twitter.com/mcjvs)



WINTER / SPRING 2015

# Empower. Excel. Enrich.

Developing Workforce Skills That  
Empower People and Companies to Succeed

**"OhioHigherEd" University System Provider**

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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  
**REGISTER NOW for Fall 2015**

- 3 **Financial Aid**  
Available to qualified individuals
  - Pell Grant
  - Veterans’ Assistance
  - Bureau of Vocational Rehabilitation
  - Workforce Development
  - Iraq & Afghanistan Service Grant (IASG)
- 4 **Academic Counseling & Job Placement**

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 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: \$7,275**

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. "Candidates must be 18 years of age by January 1 of current school year.

Qualifying students will sit for the Registered Medical Assistant (RMA) and the Nationally Registered Certified Medical Assistant (NRCMA) certification. Graduates earn 18 semester/29 quarter hours of CT<sup>2</sup> College Credit.

**910 hours** ..... **Mon-Thu 9:00a-4:00p**  
**Begins August 2015**

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  
(727) 210-2350 • [www.caahep.org](http://www.caahep.org)



## Dental Assisting

**Cost: \$5,800**

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 is available through Franklin University.

**740 hours** ..... **Mon-Thu 9:00a-4:00p**  
**Begins August 2015**



## 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)

**Entrance exam required prior to registration. Call the Adult Education Office for exam dates.**

**05.01.01** ..... **Mon & Wed 5:30p-9:30p**  
**10.5 wks** ..... **Win 01-05/03-23**

**05.01.02** ..... **Tue & Thu 3:00p-7:00p**  
**10.5 wks** ..... **Win 1-06/03-17**

**05.01.01** ..... **Mon & Wed 5:30p-9:30p**  
**10.5 wks** ..... **Spr 04-06/06-17**

**05.01.02** ..... **Tue & Thu 3:00p-7:00p**  
**10.5 wks** ..... **Spr 04-07/06-16**

## 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 440-366-4800 or visit [www.lorainccc.edu/mccc](http://www.lorainccc.edu/mccc)**

## 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**  
**Multiple start dates**

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](http://www.mcjvs.edu) full-time courses.



# Full-Time / Certification / Career Development Programs



## Law Enforcement

Cost: \$4,750

**\$ 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 CT<sup>2</sup> College Credit. College credit also available through U. Akron, Franklin U., and Lorain CCC.

**Classes begin July 20, 2015**

**640 hours**

**Mon-Thu 6:00p-10:00p**

**Saturday 8:00a-5:00p**

## HVAC Technology

Cost: \$6,200

**\$ 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 CT<sup>2</sup> College Credit.

**Classes begin August 2015**

**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](http://www.mcjvs.edu) full-time courses.

### INSTITUTIONAL ACCREDITATIONS

Medina County Joint Vocational School District's programs are approved by the Ohio Department of Education, Division of Career & Technical Education, for Secondary (high school) and Post-secondary (adult) Vocational Education. Medina County Career Center is accredited by the Commission of the Council on Occupational Education (COE), 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30356. Telephone: 770-396-3898/FAX: 770-396-3790, [www.council.org](http://www.council.org).

### NON-DISCRIMINATION POLICY

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.

### IN CASE OF DISCRIMINATION

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

### ADMISSION REQUIREMENTS

A high school diploma, General Education Development (GED) certificate or completed secondary school education in a home school setting treated as a home school or private school by state law is required for enrollment in the Career Development programs. However, students may enroll without a GED and must successfully complete a GED before

they can graduate from a program. Students must pass the TABE assessment test (see Admissions Procedure).

### ADMISSIONS PROCEDURE\*

- Take the TABE\* assessment test.
- Review Gainful Employment information on website at [www.mcjvs.edu](http://www.mcjvs.edu).
- Determine program choice.
- Meet with the program teacher.
- Complete the FAFSA on-line at [www.fafsa.gov](http://www.fafsa.gov) MCCC School Code (015612).
- Schedule an appointment to meet with a Financial Aid Coordinator, (ext. 333), once the student has received a Student Aid Report (SAR).
- Students who do not have access to a computer or would like help filling out the FAFSA can schedule an appointment with a Financial Aid Coordinator.
- Complete an application.
- Submit the application along with a \$50 (non-refundable) application fee to the Adult Education Admissions office. Application fee for the Law Enforcement program is \$100 (non-refundable).
- Schedule fingerprint background check (background check costs \$46 and must be paid at the time of appointment.) In addition, some programs may require a drug test and physical exam.
- Must provide a valid, active credit card to be kept on file.

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

### TRANSFER OF CREDIT

Accepting transfer of credit for another

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

- Comparability of the nature, content, and level of transfer of credit and the appropriateness and applicability of the credit earned to programs offered by Medina County Career Center are determining factors in the evaluation process for transfer credit to be awarded.
- The student must also meet the acceptable standards of educational accomplishment through a given assessment selected by the instructor or program coordinator according to the offered course module (must obtain a 74% or better). The assessment will reflect a valid evaluation measure to represent student learning outcomes applicable to that transfer of credit that is reflective of the coursework offered within the Career Development program.
- The course should align with the curriculum, materials and topics covered in the Medina County Career Center course.
- Evidence of appropriate academic level may also be requested showing satisfactory grades for the course completed as well as a request of the syllabus or study guide for the course.
- Due to all career development programs commencing concurrently, the Medina County Career Center does not permit transfers between programs once the school year has started.

The decision to accept an academic

transfer of credit may include the Adult Career Center Administrator, Program Coordinator, and instructors of Medina County Career Center.

### REFUND POLICY

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

- A full refund will be given if the class is canceled by the school.
- Refunds, when due, are made within 45 days of last day of attendance.
- The \$50 or \$100 non-refundable registration fee, along with the \$46.00 criminal records check fee (if applicable), will be withheld from a student that withdraws before the first scheduled class session.
- Books, tools, supplies and lab fees for any portion of the period being charged are non-refundable.
- Students will be charged for time, which they were scheduled to be in school on a per-hour basis, plus a \$100 withdrawal fee.
- Any student completing more than 50% of their class will be charged their full tuition and must also pay a \$100 withdrawal fee.
- Financial aid (Pell Grant) refunds will be made according to the Federal Return of Title IV Funds Policy.
- A withdrawn student is responsible for the difference between the Pell Award earned and the balance due to MCCC. Financial aid recipients who withdraw from a course must be aware that, according to federal regulations, their financial aid grants may be reduced and/or they may be held responsible for repayment to MCCC.



## Manufacturing Skills

- Production
- Logistics
- Blueprint Reading
- Machine Math
- Machine Safety
- GDT
- Maintenance Planning Basics
- Plant Operations
- Basic Electricity
- Safe Rigging Practices
- Welding 101

## OSHA Construction and General Industry Training

- Accident Investigations
- Arc Flash
- Back Safety
- Confined Spaces
- Electrical Safety
- Exit routes, emergency action plans
- Facility Inspections
- Fall Protection
- Fire Prevention/Safety
- Forklift Training
- Hazard Communication
- Job Hazard Analysis
- Lock Out Tag Out
- Personal Protective Equipment
- Recordkeeping
- Walking Working Surfaces
- OSHA 10 & 30 Hour Cards
- Compressed Gasses
- Confined Spaces Safety
- Emergency Action Plans
- Electrical Safety
- Fall Protection
- Trenching & Excavation Safety

## Authorized OSHA Instructor

### Construction - General Industry

### Authorized American Red Cross Instructor

### ASP-Board of Certified Safety Professionals

### Mfg. Skills Standards Council-CPT Trainer Certification

### International Association of Drilling Contractors (IADC)

### Certified Instructor

## Mobile Equipment Training

- Powered Platforms, Manlifts, & Vehicle-Mounted Work Platforms
- Mobile/Overhead Cranes

## Department Of Transportation (D.O.T.)

- 49 CFR 172.704 Training

## Environmental Protection Agency (E.P.A.) Training

- 24/40 Hour Hazardous Waste Operations & Emergency Response (HAZWOPER) Training
- HAZMAT Training and Awareness

## Oil & Gas Industry

- International Association of Drilling Contractors (IADC) SafeLand-Certification

## On-Site First Aid/CPR/AED

- American Red Cross Certification

## Support in the Event an OSHA Inspection or Citation

- Meet with Compliance Officers
- Review & Respond to Citations
- Develop Necessary Compliance Manuals
- Represent Firms at OSHA Informal Conferences

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## All Training Can Be On Your Site – Ask Us About Your Specific Needs

Contact: Dan Goodrow

Email: [dgoodrow@mcjvs.edu](mailto:dgoodrow@mcjvs.edu) Phone: (330) 725-8461 Cell: (330) 416-7081

1101 West Liberty Street, Medina, OH 44256

# Trade & Industrial

## 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 1-06/3-12  
Tue & Thu 6:30p-9:30p ..... Spr 4-07/6-04

## 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 ..... Win 1-05/3-16  
Mon & Wed 6:30p-9:30p ..... Spr 4-06/6-08

## 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\*  
Wed 6:00p-9:00p ..... Win 1-07/3-18  
Wed 6:00p-9:00p ..... Spr 4-08/6-10

## 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  
Mon 6:30p-9:30p ..... Win 1-05/3-02  
Mon 6:30p-9:30p ..... Spr 4-06/5-18



## 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 1-06/3-05

## 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 4-07/5-28

## 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 1-05/3-23  
Mon & Wed 6:30p-9:30p ..... Spr 4-06/6-15

# Business & Office

## 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\*  
Mon & Wed 6:30p-9:30p ..... Win 1-07/2-25  
Mon & Wed 6:30p-9:30p ..... Spr 4-08/5-20

## 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 1-06/2-17  
Tue 6:30p-9:00p ..... Spr 4-07/5-19

## 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  
Thu 6:30p-8:30p ..... Win 3-12  
Thu 6:30p-8:30p ..... Spr 5-28

## 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\*  
Thu 6:30p-9:00p ..... Win 1-08/3-05  
Thu 6:30p-9:00p ..... Spr 4-09/5-21

## 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 1-06/2-26

## 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 ..... 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\*  
Wed 6:30p-9:00p ..... Win 1-07/3-04

## PowerPoint

02.36

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

7 wks ..... Cost: \$200\*  
Thu 6:30p-9:00p ..... Win 1-08/3-05

## Publisher 2010

02.41

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

7 wks ..... Cost: \$200\*  
Thu 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 1-05/3-02  
Mon 6:30p-9:00p ..... Spr 4-06/5-18

## 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\*  
Mon 6:30p-9:00p ..... Win 1-05/3-02  
Mon 6:30p-9:00p ..... Spr 4-06/5-18



# Marketing & Management



## Voiceovers - Now Is Your Time!

07.01

Such A Voice illustrates how you could begin using your speaking voice for commercials, films and videos! Learn a unique way to cash in on one of the most lucrative full or part-time careers out there! This exciting class could be the game change you've been looking for.

1 wk ..... Cost: \$40  
Wed 6:30p-8:30p ..... Spr 4-29

# Personal Enrichment

## Cancer Prevention/Toxic Awareness

**NEW! 05.45**

Find out what you are using daily that is toxic and what affordable holistic and green solutions are out there to use instead.

1 wk ..... Cost: FREE  
1 Tue 6:30p-8:00p ..... Win 1/06  
2 Mon 6:30p-8:00p ..... Win 2/09  
3 Mon 6:30p-8:00p ..... Win 3/09  
1 Tue 6:30p-8:00p ..... Spr 4/07  
2 Thu 6:30p-8:00p ..... Spr 5/14  
3 Tue 6:30p-8:00p ..... Spr 6/02

Landscape Design and Management

NEW! 01.84

Learn the basic principles of landscape design and how to apply your own creativity to transform your yard into a work of art. Select low-maintenance plants for landscaping and learn to choose the correct plants for the right location. This course covers common landscaping mistakes, the biologics of planting, how mulch and soil impact your landscaping and plant nutrients, and how easy mistakes can kill your project.

8 wks Cost: \$120  
Wed 6:00p-8:00p Spr 4-08/5-27

Landscape Design II

NEW! 01.95

Build on principles covered in Landscape Design & Management. Learn the basics of design and how to apply your own creativity to transform your yard into a work of art. Bring your project information to class.

4 wks Cost: \$60  
Wed 6:00p-8:00p Win 1-14/2-11

Safe Boating Class

NEW! 01.85

This class 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 of age or older.

1 wk Cost: \$45  
Sat 8:00a-5:00p Win 3-07

Introduction to the Bible

NEW! 03.85

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

6 wks Cost: \$49  
Tue 6:30p-8:30p Win 1-06/2-10  
Tue 6:30p-8:30p Spr 4-07/5-12

Background to the New Testament

NEW! 03.86

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

5 wks Cost: \$49  
Thu 6:30p-8:30p Win 1-08/2-12  
Thu 6:30p-8:30p Spr 4-09/5-07

Citizens' Guide to Drones

NEW! 01.94

Unmanned Aircraft Systems, or "drones," are in the news every day. Learn what these systems are, what they can do, where the technology, industry and laws are going, and why we shouldn't be afraid of them.

1 wk Cost: \$30  
1 Tue 7:00p-9:00p Win 1-13  
2 Wed 7:00p-9:00p Win 2-11  
3 Thu 7:00p-9:00p Win 3-12  
1 Tue 7:00p-9:00p Spr 4-14  
2 Wed 7:00p-9:00p Spr 5-13  
3 Thu 7:00p-9:00p Spr 6-11

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 of 8.

4 wks Cost: \$115  
Mon 7:00p-9:30p Win 1-05/2-02  
Mon 7:00p-9:30p Spr 4-06/4-27



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 of 6.

4 wks Cost: \$72  
1 Tue 6:30p-8:30p Win 1-13/2-03  
2 Tue 6:30p-8:30p Win 3-03/3-24

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.

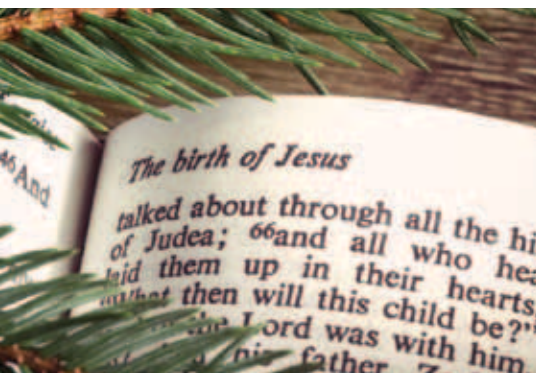
7 wks Cost: \$70  
1 Tue 5:30p-7:00p Win 1-06/2-17  
2 Tue 7:00p-8:30p Win 1-06/2-17  
1 Tue 5:30p-7:00p Spr 4-07/5-19  
2 Tue 7:00p-8:30p Spr 4-07/5-19

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 1-06/3-10  
Tue 5:30p-6:30p Spr 4-07/6-09



## Celtic Spirituality

**NEW! 01.87**

At the beginning of the Dark Ages, St. Patrick and his successors were the keepers of a unique Christianity for almost 200 years. Discover how modern theology might have been different if Rome had not reasserted it's power.

**6 wks** ..... **Cost: \$60**  
**Tue 7:00p-8:30p** ..... **Spr 4-07/5-12**



## Irish Influence on American Culture

**NEW! 01.86**

Everyone loves the underdog! Poor and uneducated, a shattered culture overcame prejudice and addiction to make significant contributions to America in politics, labor and popular culture.

**6 wks** ..... **Cost: \$60**  
**Tue 7:00p-8:30p** ..... **Win 2-10/3-17**

## What Does It Mean To Be Me

**NEW! 01.64**

Are we just a collection of memories and experiences? Is the mind in the brain? Startling new discoveries seem to validate ancient spiritual texts.

**6 wks** ..... **Cost: \$60**  
**Tue 7:00p-8:30p** ..... **Win 1-13/2-17**

## How to Stay Sane Buying or Selling a House

**NEW! 01.83**

Course will include the basics of buying/selling real estate, understanding your relationship with agents, tips on staging your house, massage techniques and easy-to-do relaxation techniques for you and your family.

**3 wks** ..... **Cost: \$54**  
**Mon 7:00p-9:00p** ..... **Win 1-26/2-09**  
**Mon 7:00p-9:00p** ..... **Spr 4-06/4-20**



## Open Your Psychic Ability

**NEW! 01.69**

You are more psychic than you think! This class will help you realize your own psychic gift. Learn to tap into your third eye to receive messages from the spirit world and communicate with family members.

**4 wks** ..... **Cost: \$54**  
**Mon 6:00p-7:30p** ..... **Spr 4-13/5-04**



## Writing Ghost Stories

**NEW! 01.68**

Join us as we journey to the Haunted Realm of phantoms, wraiths, specters, shades, lost souls and black dogs; traveling down the stygian pathways of overwhelming fear searching for the Vault of Hidden Lore wherein lies the Formula for The Perfect Ghost Story.

**3 wks** ..... **Cost: \$54**  
**Thu 6:30p-8:30p** ..... **Win 3-12/3-26**  
**Thu 6:30p-8:30p** ..... **Spr 6-04/6-18**

## 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** ..... **Spr 5-05**

## Introduction to Russian Culture

**01.93**

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

**2 wks** ..... **Cost: \$48**  
**Tue 6:30p-8:30p** ..... **Spr 5-12/5-19**

## 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** ..... **Spr 4-21/4-28**

All About PayPal

02.96

Learn how to make PayPal work for you and earn money each time you spend your cash while protecting yourself. Learn how to accept money through PayPal for your business. CD included in cost.

1 wk ..... Cost: \$67  
Thu 6:00p-9:00p ..... Win 2-05



Discounts and Free Things for Seniors

NEW! 02.06

Learn of the many freebies that the elderly are now entitled to through the government and other organizations. CD included in cost.

1 wk ..... Cost: \$54  
Tue 5:00p-7:00p ..... Spr 5-26

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: \$73  
Tue 6:00p-9:30p ..... Win 1-20

eBay II - Making Big \$\$\$

02.74

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

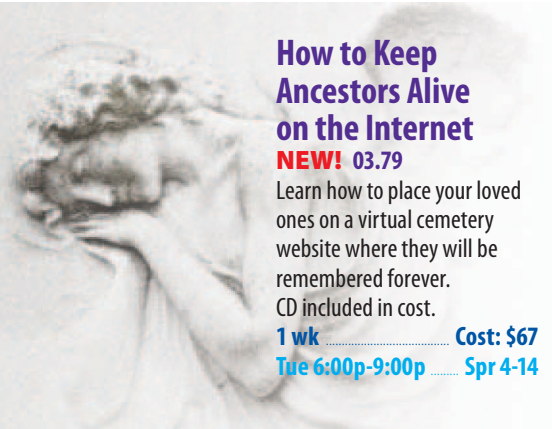
1 wk ..... Cost: \$73  
Tue 6:00p-9:30p ..... Win 1-27

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: \$99  
Wed 3:00p-9:30p ..... Win 3-25



How to Keep Ancestors Alive on the Internet

NEW! 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: \$67  
Tue 6:00p-9:00p ..... Spr 4-14

How to Sell 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: \$73  
Tue 6:00p-9:30p ..... Win 3-03

How to Start a Home-Based Business

NEW! 03.84

This class provides resources that will help you learn about working out of your house, starting a home-based business, and managing your business within the law. CD included in cost.

1 wk ..... Cost: \$67  
Tue 7:30p-9:30p ..... Spr 5-26



Looking for Your Ancestors

02.73

Begin your family tree research online. You will visit some of the largest collections of free family history, family tree and genealogy websites in the world. You can explore cemetery, death, census records and more. CD included in cost.

1 wk ..... Cost: \$79  
Tue 5:30p-9:30p ..... Spr 4-07



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.

3 wks ..... Cost: \$54  
Wed 6:30p-8:30p ..... Win 3-11/3-25  
Wed 6:30p-8:30p ..... Spr 6-03/6-17

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 PSEO, 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 2-11

## Basic Acrylics

01.72

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

Supply list provided.

8 wks ..... Cost: \$108  
Tue 6:30p-8:30p ..... Spr 4-07/5-26

## 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 4-08/5-27



## Basic Oil Painting

06.15

Familiarize yourself with the tools and materials used in oil painting. Learn painting techniques, color mixing and how to achieve correct tonal values. Supply list provided.

8 wks ..... Cost: \$108  
Wed 6:30p-8:30p ..... Win 1-07/3-04

## 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) provided.

6 wks ..... Cost: \$138  
Tue 6:00p-9:30p ..... Win 1-06/2-10  
Tue 6:00p-9:30p ..... Spr 4-07/5-12

## 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 1-08/2-26  
Thu 6:00p-9:00p ..... Spr 4-09/5-14

## 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  
Mon 6:00p-8:30p ..... Win 1-05/2-23  
Mon 6:00p-8:30p ..... Spr 4-06/5-11

## 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.

4 wks ..... Cost: \$64  
Tue 6:00p-8:30p ..... Spr 4-07/4-28

## 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 1-06/2-24  
Tue 6:30p-9:00p ..... Spr 4-07/5-26

## 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 1-08/3-12  
Thu 6:30p-9:00p ..... Spr 4-09/5-28

## 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 ..... Win 3-04/3-25



# Arts & Crafts

## 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 4-08/4-15

## 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  
Wed 7:00p-9:00p ..... Spr 4-08/5-13

## 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 ..... Spr 5-26

## 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 ..... Spr 6-02/6-16

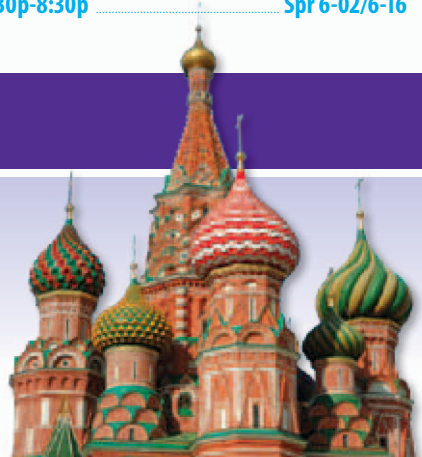
# Language

## 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.

6 wks ..... Cost: \$80\*  
Mon 6:30p-8:30p ..... Spr 4-20/6-01



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

## Prepare Now for Fall LPN Courses

Meet with an LCCC academic advisor to discuss taking your support courses now (Psychology, Sociology, College Composition, Body Structure & Function) that are necessary to start the LPN, Licensed Practical Nursing, program in Fall.

As changes in healthcare continue and the population continues to age, there will be a need for practical nurses. Plus, this is a good way to start your education if you are considering becoming an RN. The graduate is eligible to take the NCLEX examination for licensure and apply to LCCC's LPN to RN Access program. Financial aid available to those who qualify.

Thinking about a career in Hemodialysis Technology? Technicians understand the principles and process of dialysis treatment and respond to the physical and emotional needs of patients undergoing treatment. Learn more about the 18 semester credit hour program that prepares students for the Industry Certification BONENT (Board of Nephrology Examiners-Nursing Technology) exam.

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



[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)

## 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 by Medina Hospital and MCCC under #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, 2015**

**Cost: \$800** (Includes books, uniform shirts, TB testing, and any immunizations needed.)

Mandatory Informational Meeting on January 5 at 6p  
Tue & Thu, and occasional Mon 6p-10p,  
Occasional Sat 9a-1p

## 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 Training

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

**Cost: \$360\***

## Firefighter Level I Transition

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

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

## Firefighter Level II Transition

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

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

## Firefighter II 260

The Firefighter Level I and II course is a complete firefighter training course. During this 260-hour course, firefighters learn fire suppression basics and advanced tactics, fire chemistry, fire behavior, fire rescue, extrication, ventilation maneuvers, pump operations, safety, survival and hazardous materials operations. Must be 18 years old and out of high school and currently hold a State of Ohio Firefighter I certificate. Students are required to furnish their own turn-out gear and SCBA.

**Cost: \$2,850\***

## Fire Officer I

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

**Cost: \$475\***

## Fire Officer II

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

**Cost: \$475\***

## Fire Safety Inspector

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

**Cost: \$525\***

## Fire Service Instructor

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

**Cost: \$480**

## Fire 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 more information contact MCCC:**  
**(330) 725-8461 or (866) 896-6222.**





## 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 train for a new career with one of 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 produce grammatically correct writing.

### 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 are ready.
- 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.

##### CompTIA™ A+ Certification Training ... 150 hrs.

CompTIA™ A+ certification is the industry standard for validating the skills of entry-level computer technicians. It can 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.

*\*Financial Assistance is available  
for Online Career Training Programs.*

[www.ed2go.com/mcjvsd](http://www.ed2go.com/mcjvsd)

More courses available at our website.

[careertraining.ed2go.com/mcjvs](http://careertraining.ed2go.com/mcjvs)

More courses available at our website.

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

**The GED Test has changed—  
get ready for it with a FREE class!**

## **Free Daytime GED/Basic Skills:**

Classes meet at Brunswick Library, 3649 Center Road, Brunswick 44212

## **Free Evening GED/Basic Skills:**

Classes meet at Medina County Career Center

Orientation is mandatory before you attend classes. New students are accepted regularly. Call 330.721.0277, email [ABLE@polaris.edu](mailto:ABLE@polaris.edu) or visit the website for an orientation and class schedule: [www.polaris.edu/adult-education/able-ged](http://www.polaris.edu/adult-education/able-ged)

## **Transition Classes for Adults**

Do you plan to enter a Training Program or College? Need help finding a career or a new job? We can prepare you for entrance tests, college classes, or a job search. Check our website for classes we offer to adults who have a GED and want to do more: [www.polaris.edu/adult-education/able-ged](http://www.polaris.edu/adult-education/able-ged)

**Questions? Email us: [ABLE@polaris.edu](mailto:ABLE@polaris.edu) Phone: 330.721.0277**

## **Classes for Non-Native English-Speakers**

### **Free ESOL 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. The library is located at 3649 Center Road, Brunswick 44212. Check our website for the class schedule.

**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 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](mailto: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](http://www.polaris.edu/adult-education/able-ged)

**Questions? Email us:  
[ABLE@polaris.edu](mailto:ABLE@polaris.edu)**

**Phone: 330.721.0277**



# Course Listing – Winter / Spring 2015

Course	Course Name	Day	Time	Wks	Fee	Page
<b>TRADE &amp; INDUSTRIAL</b>						
04.12.01	AutoCAD Level I	Tue & Thu	Win/Spr 6:30p-9:30p	9	\$362*	6
04.13.01	AutoCAD Level II	Mon & Wed	Win/Spr 6:30p-9:30p	9	\$362*	6
04.88.01	Basic Home Repairs	Wed	Win/Spr 6:00p-9:00p	10	\$200*	6
04.11.01	Electricity - The Starting Point	Mon	Win/Spr 6:30p-9:30p	7	\$152	6
04.10.01	Industrial Electricity	Tue & Thu	Win 6:30p-9:30p	8	\$300*	6
04.09.01	Residential Electricity	Tue & Thu	Spr 6:30p-9:30p	8	\$300*	6
04.08.01	Welding I & II	Tue & Thu	Win/Spr 6:30p-9:30p	10	\$425*	6
<b>BUSINESS &amp; OFFICE</b>						
02.30.01	Excel Beginning	Wed	Win/Spr 6:30p-9:00p	7	\$200*	6
02.33.01	Excel - Intermediate	Tue	Win/Spr 6:30p-9:00p	7	\$200*	6
03.76.01	Having Fun With Your iPad	Thu	Win/Spr 6:30p-8:30p	1	\$25	6
02.12.01	Introduction to Computers Using Windows 7	Thu	Win/Spr 6:30p-9:00p	7	\$200*	6
02.01.01	Keyboarding I	Tue & Thu	Win 5:30p-8:00p	7	\$180	7
02.83.01	Microsoft Office - Introductory	Wed	Spr 6:30p-9:00p	8	\$240*	7
02.84.01	Microsoft Office - Intermediate	Wed	Win 6:30p-9:00p	8	\$240*	7
02.36.01	PowerPoint	Thu	Win 6:30p-9:00p	7	\$200*	7
02.41.01	Publisher 2010	Thu	Spr 6:30p-9:00p	7	\$200*	7
02.35.01	QuickBooks	Mon	Win/Spr 6:30p-9:00p	7	\$200*	7
02.37.01	Word - Beginning	Mon	Win/Spr 6:30p-9:00p	7	\$200*	7
<b>MARKETING &amp; MANAGEMENT</b>						
07.01.01	Voiceovers - Now Is Your Time!	Wed	Spr 6:30p-8:30p	1	\$40	7
<b>PERSONAL ENRICHMENT</b>						
05.45.01	<b>NEW</b> Cancer Prevention/Toxic Awareness	Tue	Win/Spr 6:30p-8:00p	1	FREE	7
05.45.02	<b>NEW</b> Cancer Prevention/Toxic Awareness	Mon	Win/Spr 6:30p-8:00p	1	FREE	7
05.45.02	<b>NEW</b> Cancer Prevention/Toxic Awareness	Thu	Spr 6:30p-8:00p	1	FREE	7
01.84.01	<b>NEW</b> Landscape Design and Management	Mon	Spr 6:00p-8:00p	8	\$120	8
01.95.01	<b>NEW</b> Landscape Design II	Wed	Win 6:00p-8:00p	4	\$60	8
01.85.01	<b>NEW</b> Safe Boating Class	Sat	Win 8:00a-5:00p	1	\$45	8
03.85.01	<b>NEW</b> Introduction to the Bible	Tue	Win/Spr 6:30p-8:30p	6	\$49	8
03.86.01	<b>NEW</b> Background to the New Testament	Thu	Win/Spr 6:30p-8:30p	5	\$49	8
01.94.01	<b>NEW</b> Citizens' Guide to Drones	Tue	Win/Spr 7:00p-9:00p	1	\$30	8
01.94.02	<b>NEW</b> Citizens' Guide to Drones	Wed	Win/Spr 7:00p-9:00p	1	\$30	8
01.94.03	<b>NEW</b> Citizens' Guide to Drones	Thu	Win/Spr 7:00p-9:00p	1	\$30	8
01.11.01	Basic Dog Grooming	Mon	Win/Spr 7:00p-9:30p	4	\$115	8
01.50.01	Canine Massage Therapy	Tue	Win 6:30p-8:30p	4	\$72	8
01.50.02	Canine Massage Therapy	Tue	Win 6:30p-8:30p	4	\$72	8
06.09.01	Yoga	Tue	Win/Spr 5:30p-7:00p	7	\$70	8
06.09.02	Yoga	Tue	Win/Spr 7:00p-8:30p	7	\$70	8
01.57.01	Asian Exercise	Tue	Win/Spr 5:30p-6:30p	10	\$60	8
01.87.01	<b>NEW</b> Celtic Spirituality	Tue	Spr 7:00p-8:30p	6	\$60	9
01.86.01	<b>NEW</b> Irish Influence on American Culture	Tue	Win 7:00p-8:30p	6	\$60	9
01.64.01	<b>NEW</b> What Does It Mean To Be Me	Tue	Win 7:00p-8:30p	6	\$79	9
01.69.01	<b>NEW</b> Open Your Psychic Ability	Mon	Spr 6:00p-7:30p	4	\$54	9
01.68.01	<b>NEW</b> Writing Ghost Stories	Thu	Win/Spr 6:30p-8:30p	3	\$54	9
06.76.01	Amber Room: Eighth Wonder of the World	Tue	Spr 6:30p-8:30p	1	\$24	9
01.93.01	Introduction to Russian Culture	Tue	Spr 6:30p-8:30p	2	\$48	9
01.91.01	Two Russian Geniuses	Tue	Spr 6:30p-8:30p	2	\$48	9
02.96.01	All About PayPal	Thu	Win 6:00p-9:00p	1	\$67	10
02.06.01	<b>NEW</b> Discounts and Free Things for Seniors	Tue	Spr 5:00p-7:00p	1	\$54	10
02.62.01	eBay I - Buying & Selling	Tue	Win 6:00p-9:30p	1	\$73	10
02.74.01	eBay II - Making Big \$\$\$	Tue	Win 6:00p-9:30p	1	\$73	10
02.95.01	How to Create a Website	Wed	Win 3:00p-9:30p	1	\$99	10
03.79.01	<b>NEW</b> How to Keep Ancestors Alive on the Internet	Tue	Spr 6:00p-9:00p	1	\$67	10
02.97.01	How to Sell on Craigslist	Tue	Win 6:00p-9:30p	1	\$73	10
03.84.01	<b>NEW</b> How to Start a Home-Based Business	Tue	Spr 7:30p-9:30p	1	\$67	10
02.73.01	Looking for Your Ancestors	Tue	Spr 5:30p-9:30p	1	\$79	10
03.78.01	Introduction to Wine	Wed	Win/Spr 6:30p-8:30p	3	\$54	10
06.79.01	College 101 for Parents	Wed	Win 6:30p-9:00p	1	\$25	10
<b>ARTS &amp; CRAFTS</b>						
01.72.01	Basic Acrylics	Tue	Spr 6:30p-8:30p	8	\$108	11
06.12.01	Basic Pastels	Wed	Spr 6:30p-8:30p	8	\$108	11
06.15.01	Basic Oil Painting	Wed	Win 6:30p-8:30p	8	\$108	11
01.73.01	Bob Ross Joy of Painting®	Tue	Win/Spr 6:00p-9:30p	6	\$138	11
01.71.01	Clothing Construction 101	Thu	Win/Spr 6:00p-9:00p	6	\$96	11
06.35.01	Knitting as a Hobby - Introduction	Mon	Win 6:30p-8:30p	6	\$96	11
01.70.01	Learn to Quilt	Tue	Spr 6:00p-8:30p	4	\$64	11
06.02.01	Quality Cake Decorating	Tue	Win/Spr 6:30p-9:00p	8	\$108	11
07.16.01	Advanced Cake Decorating	Thu	Win/Spr 6:30p-9:00p	8	\$108	11
06.80.01	Mat and Frame	Wed	Win 6:30p-8:30p	4	\$72	11
07.77.01	Refinishing Older Furniture	Wed	Spr 6:30p-8:30p	2	\$35	12
06.21.01	Stained Glass	Wed	Spr 7:00p-9:00p	6	\$96	12
07.10.01	Semiprecious Stones of Russia	Tue	Spr 6:30p-8:30p	1	\$24	12
07.12.01	Experimental Theatre	Tue	Spr 6:30p-8:30p	3	\$72	12
<b>LANGUAGE</b>						
07.13.01	Russian Language	Mon	Spr 6:30p-8:30p	6	\$80*	12

# 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:**  
 Monday-Thursday: 8:00a-8:00p  
 Friday: 8:00a-3:00p

## 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: [adulsted@mcjvs.edu](mailto:adulsted@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 2015

Registration for Career Enhancement programs is open through the first week of classes on a space-available basis. Registration hours (except holidays) are Monday-Thursday 9:00a-8:00p and Fridays 9:00a-3:00p.

Please note that the office  
**WILL BE CLOSED December 24-26  
 and December 31-January 2.**

Office hours over Christmas break will be 8:00a-3:00p.

## EARLY REGISTRATION (SAVE \$10\*)

### Winter 2015 Early Registration Thru December 12

Classes begin week of January 5, 2015

No classes: January 19, 29

February 4, 16, 19

### Spring 2015 Early Registration Thru March 13

Classes begin week of April 6, 2015

No classes: May 25

**For general information on full-time/certification classes, visit our website at [www.mcjvs.edu](http://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.

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



## Institutional Accreditations

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

## 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](http://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 2015

**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.**



PRESENTS

# Career Awareness Expo '15

Sunday, March 1, 2015  
1:00 to 4:00 p.m.



Explore in-demand careers, learn about training and education, experience hands-on exhibits, labs and more!



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](http://www.twitter.com/mcjvs)



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US Postage Paid  
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