

Empower. Excel. Enrich.

Developing Workforce Skills That Empower
People and Companies to Succeed

WINTER/SPRING 2013



Adult & Continuing Education
www.mcjvs.edu • www.twitter.com/mcjvs

Register
Early and
Save \$10!

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

A Message from the Director of Adult & Continuing Education

Dear Future Student,

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

We look forward to helping you start your new career.

Gary A. Searle
Director, Adult & Continuing Education



Feature Services

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

- 1 Adult Basic Education**
Provides training to prepare for the GED test
- 2 Childcare 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)

For further information, visit www.mcjvs.edu or call 330-725-8461 or 866-896-6222.

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

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

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

Tuition:

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



Pell Grant Eligible

Medical Assisting.....Cost: \$7,045

Do you like working with people? Join the career that cares! Become a Registered Medical Assistant. RMA's enjoy contact with patients while working alongside physicians and other healthcare professionals. Topics include medication administration, administrative office, clinical procedures, phlebotomy (blood draws), communication skills, medical law/ethics, medical terminology, anatomy/physiology, healthcare math, first aid/CPR, employability skills and 160 hours non-paid externship.

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 2013**

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

NEW

Medical Front Office Administration.....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/online program 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 2013**

Pell Grant Eligible

Dental Assisting.....Cost: \$4,950

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

College Credit available through Franklin University.

**600 hours.....Mon-Thu 6:30p-9:30p
Begins August 2013**

NEW

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 1-7/3-25

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

10.5 wks.....Win 1-8/3-19

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

10.5 wks.....Spr 4-8/6-19

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

10.5 wks.....Spr 4-9/6-18

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

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.

Full-Time/Certification Career Development Programs

Hair Design Cost: \$6,000

Classes begin August 2013

Mon – Thurs 4:30p – 9:30p

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

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



Basic Police Academy Cost: \$4,250



Classes begin July 15, 2013

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

Sat 8:00a - 5:00p

600 hours

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

Financial Aid is available for those who qualify.

HVAC Technology Cost: \$6,155

Classes begin August 2013

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

600 hours

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



NEW

Nail Technician Cost: \$1,300

Classes begin February 5, 2013

Tue, Wed & Thu 4:30p – 8:30p

200 hours

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

Commercial Driving License (CDL) Program Cost: \$5,595

Classes begin February 4 and April 8, 2013

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

210 hours

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





Accounting I

02.09

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

10 wks **Cost: \$152***

Tue 6:30p-9:30p **Spr 4-09/6-11**

Accounting II

02.10

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

Prerequisite: Accounting I

10 wks **Cost: \$152***

Thu 6:30p-9:30p **Win 1-10/3-28**

Computers & Technology

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 1-08/2-26**

Keyboarding II

02.02

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

5 wks **Cost: \$130**

Tue & Thu 5:30p-8:00p **Win 1-22/2-26**

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***

01 Tue 4:00p-6:30p **Win 1-08/2-19**

02 Wed 6:30p-9:00p **Win 1-09/2-27**

01 Mon 4:00p-6:30p **Spr 4-08/5-20**

02 Thu 6:30p-9:00p **Spr 4-11/5-23**

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: \$240***

Thu 6:30p-9:00p **Win 1-07/3-04**

Mon 6:30p-9:00p **Spr 4-08/5-20**

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***

Tue 6:30p-9:00p **Win 1-08/2-26**

Mon 6:30p-9:00p **Spr 4-08/6-03**

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 your presentations. Prerequisite: Microsoft Office Introductory or equivalent knowledge

8 wks **Cost: \$240***

Thu 6:30p-9:00p **Win 1-10/3-14**

Tue 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 your documents.

Prerequisite: Windows

7 wks **Cost: \$200***

Mon 6:30p-9:00p **Win 1-28/3-18**

Thu 6:30p-9:00p **Spr 4-11/5-23**

Word - Intermediate

02.40

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

Prerequisite: Word Beginning

7 wks **Cost: \$200***

Mon 6:30p-9:00p **Spr 4-08/5-20**

Connect The Nation Computer Classes

FREE



This six-hour course (3 sessions) will teach basic Windows and Internet Skills. Students will learn how to access the Internet for job searches, medical information, hobbies, etc. Students receive a certificate of completion and have the opportunity to view special discounts from participating local broadband providers. Morning, afternoon, and evening times available. Call 330-725-8461 or 866-896-6222 for more information.

Computers & Technology continued on page 6.

*Additional book fee required.

Access - Beginning

02.26

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

7 wks Cost: \$200*
 Tue 6:30p-9:00p Win 1-08/2-19
 Thu 6:30p-9:00p Spr 4-11/5-23

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 Win1-09/2-27
 Wed 6:30p-9:00p Spr 4-10/5-22

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 1-08/2-19

PowerPoint

02.36

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

7 wks Cost: \$200*
 Tue 6:30p-9:00p Win 1-08/2-19
 Tue 6:30p-9:00p Spr 4-09/5-21

Personal Enrichment

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 1-28/2-25
 Mon 7:00p-9:30p Spr 4-29/5-20

Canine Massage Therapy

01.50

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

4 wks Cost: \$72
 Tue 6:30p-8:30p Win 2-05/2-26
 Tue 6:30p-8:30p Spr 4-23/5-14



Pet First Aid & CPR

01.54

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

1 wk Cost: \$65
 Tue 5:30p-9:30p Win 2-12
 Tue 5:30p-9:30p Win 3-12
 Tue 5:30p-9:30p Spr 5-07

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
 Tue 5:30p-7:00p Win 1-08/2-19
 Tue 7:00p-8:30p Win 1-08/2-19
 Tue 5:30p-7:00p Spr 4-09/5-21
 Tue 7:00p-8:30p Spr 4-09/5-21

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
 Mon 5:30p-6:30p Win 1-07/3-25
 Mon 5:30p-6:30p Spr 4-08/6-17

Traditional Chinese Medicine

01.58

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

6 wks Cost: \$60
 Mon 7:00p-8:30p Win 2-04/3-18
 Mon 7:00p-8:30p Spr 4-15/5-20



Personal Enrichment continued on page 8.



Are Science and Spirituality at Odds? Part I

NEW

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
 Wed 7:00p-8:30p Win 2-13/3-20

From Ancient Religion to Quantum Mechanics Part II

01.81

Examine other ancient spiritual texts to determine if the latest discoveries and theories of science reinforce or refute what ancient texts have been quietly claiming for millennia.

6 wks Cost: \$60
 Wed 7:00p-8:30p Spr 4-10/5-15

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 Skypark Airport, 3071 Greenwich Rd, Wadsworth. Bring your lunch.

1 wk Cost: \$70
 Sat 9:00a-3:30p Spr 4-27



NEW

The Art of Homemade Pasta

01.60

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

1 wk Cost: \$25
 Tue 6:00p-8:00p Win 1-22
 Tue 6:00p-8:00p Win 2-26
 Tue 6:00p-8:00p Spr 4-16

Food for Less

NEW

06.86

Learn how to make healthy choices yet 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 to spend more than you normally would.

1 wk Cost: \$25
 Wed 6:30p-9:00p Spr 4-17

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 5-01/5-08

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
 Thu 5:30p-9:30p Win 3-07
 Tue 5:30p-9:30p Spr 6-11

eBay II - Making Big \$\$\$

02.74

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

1 wk Cost: \$79
 Thu 5:30p-9:30p Win 3-14
 Tue 5:30p-9:30p Spr 6-18

Smell Something Fishy I

NEW

06.61

Investigate someone for the purpose of retrieving civil and criminal records, real estate assets and probate information. CD included in cost.

1 wk Cost: \$79
 Tue 6:00p-9:30p Win 2-19
 Tue 6:00p-9:30p Spr 5-07

Smell Something Fishy II

NEW

02.92

This class is a continuation of Smell Something Fishy I and will lead you to hundreds of additional websites where you will be able to continue your investigations on a deeper level as well as learn how to protect yourself. CD included in cost.

1 wk Cost: \$79
 Tue 6:00p-9:30p Win 2-26
 Tue 6:00p-9:30p Spr 5-21

How to Create a Website

02.95

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

1 wk Cost: \$79
 Wed 3:00p-9:30p Win 1-30
 Thu 3:00p-9:30p Spr 4-25

Personal Enrichment continued on page 8.

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 3-12
 Tue 5:30p-9:30p Spr 4-23

NEW 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
 Tue 3:30p-5:30p Win 2-19
 Tue 3:30p-5:30p Spr 5-07

How I Became a Paid Caregiver I

05.24

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

1 wk Cost: \$85
 Thu 3:00p-9:30p Win 1-17
 Wed 3:00p-9:30p Spr 6-19

Ohio Boating Education Course

06.39

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

4 wks Cost: \$45
 Tue 7:00p-9:30p Spr 4-23/5-14



Amber Room: Eighth Wonder of the World

06.76

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

1 wk Cost: \$24
 Mon 6:30p-8:30p Win 1-14

Romanov Dynasty

07.92

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

6 wks Cost: \$144
 Mon 6:30p-8:30p Win 1-28/3-11
 Tue 6:30p-8:30p Spr 4-16/5-21

Women in Russian History

07.96

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

2 wks Cost: \$48
 Mon 6:30p-8:30p Win 3-18/3-25
 Tue 6:30p-8:30p Spr 4-23/4-30



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 2-20

College Recruiting 101

01.66

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

1 wk Cost: \$10
 Wed 7:00p-8:30p 2-20
 Tue 7:00p-8:30p 4-16



Fire Your Boss - Work at Home

03.74

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

1 wk Cost: \$59
 Sat 9:00a-12:00p Win 02-16
 Sat 9:00a-12:00p Spr 04-18

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 3-19



Arts & Crafts

Basic Floral Design I

01.06

Develop basic skills and learn fundamental principles of floral design. Extensive lab work with primarily fresh floral material. Take home various styles of arrangements weekly! Cost includes floral materials. Class limit 12.

8 wks Cost: \$252
 Wed 6:30p-9:00p Win 1-09/3-06

NEW



Floral Design II

01.08

For those who wish to improve their floral design techniques, this hands-on class includes a review of the basics, formal corsage design and construction, exquisite arrangements and selected floral skills including wedding bouquets. Fee includes floral materials. Some tools are needed and will be discussed the first evening. Prerequisite: Basic Floral Design

8 wks Cost: \$252
 Thu 6:30p-9:00p Spr 4-11/5-30

NEW

Knitting as a Hobby – Introduction

06.35

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

6 wks Cost: \$96
 Tue 6:00p-8:00p Win 1-08/2-12
 Tue 6:00p-8:00p Spr 4-09/5-14

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 Win 1-08/2-12
 Tue 6:00p-8:30p Spr 4-09/5-14

NEW

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-8:30p Win 1-10/2-11
 Thu 6:00p-8:30p Spr 4-11/5-16

NEW



Arts & crafts continued on page 10.

*Additional book fee required.

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
 1 Tue 6:30p-9:00p Spr 4-09/5-28



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
 Tue 6:30p-9:00p Win 1-08/2-26

Drawing I

06.10

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

8 wks Cost: \$108
 Thu 6:30p-8:30p Spr 4-11/5-30

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 1-09/1-30



Basic Pastels

06.12

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

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



Basic Acrylics

NEW

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. Material list provided.

8 wks Cost: \$108
 Tue 6:30p-8:30p Win 1-08/2-26



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 4-09/5-14



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 1-07/3-25

Mon & Wed 6:30p-9:30p Spr 4-08/6-17

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 1-09/2-27

Thu 6:30p-9:30p Spr 4-11/5-23

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 Win 1-08/3-07

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*

Mon & Wed 6:30p-9:30p Spr 4-08/6-03

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 Spr 4-09/6-06

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 1-07/3-18

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 1-07/3-25

Tue 6:00p-9:00p Spr 4-09/6-11

Language

Conversational Spanish I

06.06

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

6 wks Cost: \$190*

Mon & Thu 6:30p-9:00p Spr 4-08/5-16

Russian Language

07.13

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

9 wks Cost: \$120*

Mon 6:30p-8:30p Spr 4-08/6-10



Russian Language Advanced

01.90

A continued emphasis on the theatrical style of learning the Russian language for those who have basic knowledge. Please bring a notebook.

10 wks Cost: \$134

Tue 6:30p-8:30p Win 1-08/3-12

Medina County Law Enforcement Training

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

Advanced Law Enforcement Training

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

Police Refresher and Update Training available upon request.

36-Hour Volunteer Firefighter

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

104-Hour Firefighter Transition

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

136-Hour Firefighter I

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

136-Hour Firefighter II

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

Fire Instructor Course

54-Hour Emergency Services instructor class for Fire and EMS.



80-Hour Fire Safety Inspector Certification

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

260-Hour Professional Firefighter

Class available on University of Akron main campus.

Fire Tower

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

EMT Course

The 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: Feb 4 thru June 22, 2013
Tuesday & Thursday, and occasional Monday
6:00p – 10:00p

Occasional Saturday 9:00a-1:00p

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



Adult & Continuing Education

For further information contact:

Fire contact: University of Akron

.....330-972-6652

EMS contact: MCCC

.....330-725-8461

.....866-896-6222



Coming Soon:
 University of Akron on-line fire training

Coming in January

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

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



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

TAKE ACTION! Affordable College Credit Courses Available.

To request additional information or a career/education guide, contact **Sandy Frommeyer** at 330-725-8461 ext. 351 or 1-866-896-6222 or sfrommeyer@mcjvs.edu.

Licensed Practical Nursing (LPN) program

Earn your Certificate of Proficiency in Practical Nursing to become a licensed practical nurse. This is a one-year program instructed by LCCC faculty. All program support coursework (Psychology, Sociology, College Composition I and Body Structure & Function) are delivered in the evenings and program clinicals coursework may have day and evening options. Start taking prerequisite courses and program support courses starting January 2013. Graduates are eligible to take the licensure exam and apply to LCCC's LPN's to RN Access program offered in Medina.



Have questions? Please contact Eddie Henson at 440-366-7863 or ehenson@lorainccc.edu or schedule an appointment by calling 440-647-1776 or visit www.lorainccc.edu/mccc.

Spring 2013 Semester begins the week of January 22 and ends the week of May 10.

Course Name	Delivery Mode	Day of Week	Time	Start Date
BADM 253 Prin. of Industrial Distribution*	In-Person at MCCC	Monday	6-8:45 pm	Jan. 28
BADM 251 Prin. of Management	Online			Jan. 22
CISS 121 Microcomputer App. I	Online			Jan. 22
ECNM 151 Macroeconomics	Online			Jan. 22
ENGL 161 College Comp I	In-Person at MCCC	Tuesday/Thursday	7:30-8:45 pm	Jan. 22
SOCY 151 Intro to Sociology	In-Person at MCCC	Wednesday	6-8:45 pm	Jan. 23
PSYH 151 Intro to Psychology	In-Person at MCCC	Thursday	6-8:45 pm	Jan. 24
SDEV 101 College 101	Online			Jan. 22

**Principles of Management is a pre-requisite. You must have already taken it or you may take it concurrently online with Industrial Distribution.*



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

Medina County Career Center On-Line Training

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



Topics Include:

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

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

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

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

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

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

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

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

How to Get Started:

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

Start Dates: A new section of every course will begin on January 16, February 20, March 20, April 17, May 15, June 19, July 17, August 21. Prices start at \$99.

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

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

Get your GED and Take Charge of your Future!

“Must have a high school diploma (or equivalent)”

“Must possess a high school diploma or GED”

Does this sound familiar? Do you need to get a GED to get a job or move forward? Whether you've been out of high school for years or months, you CAN earn your GED. Try our free classes. You're in control of what you learn and how fast you go, and our experienced teachers are here to help.

Free GED Classes Begin the Week of January 7, 2013.

Daytime GED/Basic Skills classes meet at Next Step/JOG Center (Pearl & Fenn) on Monday, Wednesday, and Friday mornings, 9:30 – 11:30 a.m.
Evening GED/Basic Skills classes meet at Medina County Career Center on Monday and Wednesday evenings, 6:30 – 8:30 p.m.

Registration and Orientation are mandatory before you attend classes. New students are accepted monthly, from September to May. Classes are also offered at other locations in Cuyahoga County. Visit our website or call us for an Orientation Schedule.

Learn to Speak English

Do you want to learn to speak English? We offer free ESL classes (English for Speakers of Other Languages) at Medina County Career Center. Our small, friendly classes will help you speak English and make new friends. Classes are held at many places.

Free ESL Classes Begin the Week of January 7, 2013.

Evening ESL classes meet at Medina County Career Center on Monday and Wednesday evenings, 6:30 – 8:30 p.m.
Registration takes place the first class of every month.



**The answers to
your future**

are a lot closer than you think!

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

Questions? Email us: ABLE@polaris.edu

Phone: 330.721-0277 or 866-896-6222, ext 230

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

Medina County Challenge Course

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



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

Course Listing – Winter/Spring 2013

Course	Course Name	Day	Time	Wks	Fee	Page
MEDICAL						
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
05.48.01	Pharmacy Technician	Online			\$500	3
BUSINESS OFFICE EDUCATION						
02.09.01	Accounting I	Tue	Spr 6:30p-9:30p	10	\$152*	5
02.10.01	Accounting II	Thu	Win 6:30p-9:30p	10	\$152*	5
COMPUTERS & TECHNOLOGY						
02.01.01	Keyboarding I	Tue & Thu	Win 5:30p-8:00p	7	\$180	5
02.02.01	Keyboarding II	Tue & Thu	Win 5:30p-8:00p	5	\$130	5
02.12.01	Introduction to Computers Using Windows 7	Tue	Win 4:00p-6:30p	7	\$200*	5
02.12.01	Introduction to Computers Using Windows 7	Mon	Spr 4:00p-6:30p	7	\$200*	5
02.12.02	Introduction to Computers Using Windows 7	Wed	Win 6:30p-9:00p	7	\$200*	5
02.12.02	Introduction to Computers Using Windows 7	Thu	Spr 6:30p-9:00p	7	\$200*	5
02.35.01	QuickBooks	Mon	Win/Spr 6:30p-9:00P	7	\$200*	5
02.83.01	Microsoft Office - Introductory	Tue	Win 6:30p-9:00p	8	\$240*	5
02.83.01	Microsoft Office - Introductory	Mon	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	Tue	Spr 6:30p-9:00p	8	\$240*	5
02.37.01	Word - Beginning	Mon	Win 6:30p-9:00p	7	\$200*	5
02.37.01	Word - Beginning	Thu	Spr 6:30p-9:00p	7	\$200*	5
02.40.01	Word - Intermediate	Mon	Spr 6:30p-9:00p	7	\$200*	5
02.26.01	Access - Beginning	Tue	Win 6:30p-9:00p	7	\$200*	6
02.26.01	Access - Beginning	Thu	Spr 6:30p-9:00p	7	\$200*	6
02.30.01	Excel - Beginning	Wed	Win/Spr 6:30p-9:00p	7	\$200*	6
02.33.01	Excel - Intermediate	Tue	Win 6:30p-9:00p	7	\$200*	6
02.36.01	PowerPoint	Tue	Win/Spr 6:30p-9:00p	7	\$200*	6
Personal Enrichment						
01.11.01	Basic Dog Grooming	Mon	Win/Spr 7:00p-9:30p	4	\$115	6
01.50.01	Canine Massage Therapy	Tue	Win/Spr 6:30p-8:30p	4	\$72	6
01.54.01	Pet First Aid & CPR	Tue	Win/Spr 5:30p-9:30p	1	\$65	6
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
01.57.01	Asian Exercise	Mon	Win/Spr 5:30p-6:30p	10	\$60	6
01.58.01	Traditional Chinese Medicine	Mon	Win/Spr 7:00p-8:30p	6	\$60	6
01.80.01	Are Science and Spirituality at Odds? Part I NEW	Wed	Win 7:00p-8:30p	6	\$60	7
01.81.01	From Ancient Religion to Quantum Mechanics Part II NEW	Wed	Spr 7:00p-8:30p	6	\$60	7
07.26.01	Curious About Flying?	Sat	Spr 9:00a-3:30p	1	\$70	7
01.60.01	The Art of Homemade Pasta NEW	Tue	Win/Spr 6:00p-8:00p	1	\$25	7
06.86.01	Food for Less NEW	Wed	Spr 6:30p-9:00p	1	\$25	7
07.77.01	Refinishing Older Furniture	Wed	Spr 6:30p-8:30p	2	\$35	7
02.62.01	eBay I - Buying & Selling	Thu	Win 5:30p-9:30p	1	\$79	7
02.62.01	eBay I - Buying & Selling	Tue	Spr 5:30p-9:30p	1	\$79	7
02.74.01	eBay II - Making Big \$\$\$	Thu	Win 5:30p-9:30p	1	\$79	7
02.74.01	eBay II - Making Big \$\$\$	Tue	Spr 5:30p-9:30p	1	\$79	7
06.61.01	Smell Something Fishy I NEW	Tue	Win/Spr 6:00p-9:30p	1	\$79	7
02.92.01	Smell Something Fishy II NEW	Tue	Win/Spr 6:00p-9:30p	1	\$79	7
02.95.01	How to Create a Website	Wed	Win 3:00p-9:30p	1	\$79	7
02.95.01	How to Create a Website	Thu	Spr 3:00p-9:30p	1	\$79	7
02.97.01	Buying & Selling on Craigslist	Tue	Win/Spr 5:30p-9:30p	1	\$79	8
02.98.01	Make Money by Selling Nothing NEW	Tue	Win/Spr 3:30p-5:30p	1	\$54	8
05.24.01	How I Became a Paid Caregiver I	Thu	Win 3:00p-9:30p	1	\$85	8
05.24.01	How I Became a Paid Caregiver I	Wed	Spr 3:00p-9:30p	1	\$85	8
06.39.01	Ohio Boating Education Course	Tue	Spr 7:00p-9:30p	4	\$45	8
06.76.01	Amber Room: Eighth Wonder of the World	Mon	Win 6:30p-8:30p	1	\$24	8
07.92.01	Romanov Dynasty	Mon	Win 6:30p-8:30p	6	\$144	8
07.92.01	Romanov Dynasty	Tue	Spr 6:30p-8:30p	6	\$144	8
07.96.01	Women in Russian History	Mon	Win 6:30p-8:30p	2	\$48	8
07.96.01	Women in Russian History	Tue	Spr 6:30p-8:30p	2	\$48	8
06.79.01	College 101 for Parents	Wed	Win 6:30p-8:30p	1	\$25	8
01.66.01	College Recruiting 101 NEW	Wed	Win 7:00p-8:30p	1	\$10	8
01.66.01	College Recruiting 101 NEW	Tue	Spr 7:00p-8:30p	1	\$10	8
MARKETING & MANAGEMENT						
03.74.01	Fire Your Boss – Work At Home	Sat	Win/Spr 9:00a-12:00p	1	\$59	9
07.01.01	You're On The Air!	Tue	Spr 7:00p-9:00p	1	\$40	9

Course	Course Name	Day	Time	Wks	Fee	Page
ARTS & CRAFTS						
01.06.01	Basic Floral Design I <i>NEW</i>	Wed	Win 6:30p-9:00p	8	\$252	9
01.08.01	Floral Design II <i>NEW</i>	Thu	Spr 6:30p-9:00p	8	\$252	9
01.70.01	Learn to Quilt <i>NEW</i>	Tue	Win/Spr 6:00p-8:30p	6	\$96	9
01.71.01	Clothing Construction 101 <i>NEW</i>	Thu	Win/Spr 6:00p-8:30p	6	\$96	9
06.35.01	Knitting as a Hobby - Introduction	Tue	Win/Spr 6:00p-8:30p	6	\$96	9
06.02.01	Quality Cake Decorating	Tue	Spr 6:30p-9:00p	8	\$108	10
07.16.01	Advanced Cake Decorating	Tue	Win 6:30p-9:00p	8	\$108	10
06.10.01	Drawing I	Thu	Spr 6:30p-8:30p	8	\$108	10
06.60.01	Calligraphy	Wed	Win 6:30p-8:30p	4	\$72	10
06.12.01	Basic Pastels	Wed	Spr 6:30p-8:30p	8	\$108	10
01.72.01	Basic Acrylics <i>NEW</i>	Tue	Win 6:30p-8:30p	8	\$108	10
06.21.01	Stained Glass	Tue	Spr 7:00p-9:00p	6	\$96	10
TRADE & INDUSTRIAL						
004.08.01	Welding I & II	Mon & Wed	Win/Spr 6:30p-9:30p	10	\$425*	11
04.11.01	Electricity - The Starting Point	Wed	Win 6:30p-9:30p	7	\$152	11
04.11.01	Electricity - The Starting Point	Thu	Spr 6:30p-9:30p	7	\$152	11
04.09.01	Residential Electricity	Tue & Thu	Win 6:30p-9:30p	8	\$300*	11
04.10.01	Industrial Electricity	Mon & Wed	Spr 6:30p-9:30p	8	\$300*	11
04.12.01	AutoCAD Level I	Tue & Thu	Spr 6:30p-9:30p	9	\$362*	11
04.13.01	AutoCAD Level II	Mon & Wed	Win 6:30p-9:30p	9	\$362*	11
04.88.01	Basic Home Repairs	Mon	Win 6:00p-9:00p	10	\$200*	11
04.88.01	Basic Home Repairs	Tue	Spr 6:00p-9:00p	10	\$200*	11
LANGUAGE						
06.06.01	Conversational Spanish I	Mon & Thu	Spr 6:30p-9:00p	6	\$190*	11
07.13.01	Russian Language	Mon	Spr 6:30p-8:30p	9	\$120*	11
01.90.01	Russian Language Advanced <i>NEW</i>	Tue	Win 6:30p-8:30p	10	\$134	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 2013

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

	Winter 2013	Spring 2013
Early Registration Save \$10*	Thru December 14	Thru March 15
Classes begin week of	Jan. 7	April 8
No classes	Jan. 21, 31 Feb. 6, 18, 28	May 27

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

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

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

Safety

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

Eligibility

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

Senior Citizens

Residents who are 55 years of age or older may receive a 10 percent discount on tuition for Career Enhancement classes only. The \$10 early registration discount also applies during the early registration period. **No discount is applied for books or for full-time programs.**

Books

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

Registration & Fees

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

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

Class Cancellations

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

Refund Policy/Part-time Classes

Refunds will be issued under the following circumstances:

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

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

Handicapped Accessible

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

Withdrawals & Refunds

(Policy pertains to all classes)

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

Non-Sufficient Fund Checks

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

Certificates of Completion/ Part-time Classes

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

School Closing

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

Session: Winter/Spring 2013
FEE MUST ACCOMPANY REGISTRATION *(Please Print Clearly)*

First Name _____

Last Name _____

Male Female Birth Date _____

Home Phone _____ - _____ - _____

Cell / Business Phone _____ - _____ - _____

Address _____

City _____

State _____ Zip _____

Email _____

Company Name (if applicable) _____

Company Address _____

Course Name _____

Course Number _____ • _____ • _____ Start Date _____
Month Day

Tuition Fee _____

Check Enclosed \$ _____ Check No. _____
Payable to: Medina County Career Center

Credit Card: MasterCard VISA DISCOVER TOTAL \$ _____

Card No. _____

Exp. Date _____ Cardholder's Signature _____

Please see page 17 for methods of registration.



Non-Profit Org.
US Postage Paid
Medina, Ohio
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 provided to each student
- Training at our site or yours
- Database design, development and support
- Information systems technology consulting, assessment, evaluation, planning, implementation and support
- Microsoft Office Specialist Certification testing available



- ISO 9001:2000
- Initial and Follow-up Training

Healthcare Advocate Training Series

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

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

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

Industrial Training, Consulting and Compliance

- **On-site training – specific to you**
- OSHA Authorized Instruction Construction & General Industry
 - 10 & 30 Hour Cards
- American Red Cross Authorized Instruction
 - CPR & First Aid

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

See MBITraining.com for current offerings and details on how we can support your business.