

2023/2024 ADULT EDUCATION COURSE CATALOG

Your Career Path
Starts Now

We can help navigate

OUR MISSION

At WCSCC, our mission is to provide knowledge, skill development, and experiences necessary for a lifetime of personal and professional growth.



WE OFFER FINANCIAL AID!

Schedule an appointment to see what financial assistance you can receive.

3 Easy Steps to Enroll

- 1 Call or email to learn more
phone 330.669.7070
email aeinfo@wcsc.org
- 2 Sign up for a *free* Info Session
- 3 Meet your Student Advisor and start enrollment



Scan here to start your career path today!



KEEP YOUR EYES OUT FOR THESE ICONS

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FINANCIAL AID ELIGIBLE



ADULT DIPLOMA PROGRAM ELIGIBLE

Any adult age 20 or older living in Ohio that does not have a secondary credential (HS diploma or GED) qualifies to participate in the free Adult Diploma Program.

Public Service



LAW ENFORCEMENT TRAINING ACADEMY

The Law Enforcement Training Academy is required to become a peace officer in the State of Ohio. The curriculum includes all topics required by the OPOTC and others as determined by the WCSCC and the Academy Commander.

TUITION
\$7,470

FULL TIME | **FINANCIAL AID ELIGIBLE**

Full Time: 780 hours

Days of the Week

Monday–Friday
6:00 pm–10:00 pm

Select Saturdays
& Sundays
8:00 am–5:00 pm

Start Date Fall



COSMETOLOGY

Gain hands-on experience in our salon while obtaining the industry knowledge necessary for your State of Ohio Board of Cosmetology license.

Days of the Week

Monday–Thursday from 5:00 pm–9:00 pm.
Some Saturdays

Start Dates

Multiple start dates throughout the year

TUITION
\$12,480

FULL TIME | **FINANCIAL AID ELIGIBLE**

Full Time: 20 months

1500 hours + 150 hour
externship

*Must have 90%
attendance of class hours
and 100% attendance of
externship hours to sit for
state board.*

Computer Technology



ADMINISTRATIVE OFFICE PROFESSIONAL

SELECT YOUR AREA OF CONCENTRATION

- Accounting Clerk
- Human Resources Clerk
- Medical Office Clerk



Prepare for success in an administrative office by focusing on one of our three concentration areas. You will gain skills by learning office procedures and the latest software applications to prepare you for real world employment.

Full Time: 935 hours

Days of the Week

Monday–Friday
from 9:00 am–2:00 pm

Start Dates

Fall & Winter start dates
are available

TUITION
\$8,090 – \$8,575

FULL TIME | **FINANCIAL AID ELIGIBLE**

Health



DENTAL ASSISTING

A career as a Dental Assistant offers many opportunities in a fast-growing field. As valuable members of the dental care team, assistants greatly increase the efficiency of the dentist in the delivery of quality oral healthcare.

TUITION
\$7,665 **FULL TIME** | **FINANCIAL AID ELIGIBLE**

Full Time: 725 hours

Days of the Week

Monday–Thursday
from 5:00 pm–9:00 pm



Start Dates

Multiple start dates
throughout the year



MEDICAL ASSISTING

Medical Assistants are multi-skilled health professionals specifically educated to work in a variety of healthcare settings performing clinical and administrative duties.

Phlebotomy is included within this program or can be taken independently.

TUITION
\$8,345 **FULL TIME** | **FINANCIAL AID ELIGIBLE**

Full Time: 850 hours

Days of the Week

Monday–Thursday
from 5:00 pm–9:00 pm

Start Dates

Multiple start dates
throughout the year

FIND US ON SOCIAL MEDIA



PRACTICAL NURSING

Licensed Practical Nurses (LPNs) care for people who are sick, injured, convalescent, or disabled under the direction of physicians and registered nurses. The nature of the direction and supervision required varies by state and job setting.

TUITION
Approximate Day Program
\$16,114.54

Approximate Evening Program
\$16,130.54

FULL TIME | **FINANCIAL AID ELIGIBLE**

Full Time: 1,447 hours

Day Program 12–13 months

Monday–Friday
from 8:30 am–3:00 pm

Start Date: September 2023

Evening Program 14–15 months

Monday–Thursday
from 3:30 pm–10:00 pm

Start Date: July 2023



NURSE AIDE TRAINING

Nurse Aides provide basic care in hospitals and nursing homes and are responsible for tasks ranging from basic resident and patient care to providing companionship to those in their care.

TUITION
\$695.00

Full Time: 80 hours

Days of the Week

Monday–Thursday
from 5:00 pm–9:00 pm

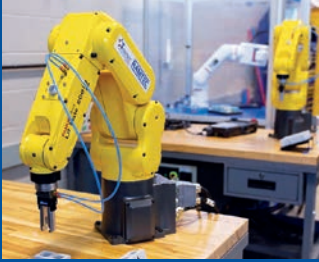
Start Dates

Multiple start dates
throughout the year



Manufacturing Technologies

Join the growing and advancing world of manufacturing!



FULL TIME |  FINANCIAL AID ELIGIBLE

Full Time: 680 hours

Days of the Week Monday–Friday; Varying Times

Start Dates: Fall

Choose from 4 different areas of concentration including Industrial Maintenance/Precision Machining, Robotics and Automation, and Welding. Prepare for advanced credentials, further education or immediate employment in your field.

The skills taught in this program vary by concentration and may include basic electronics, electricity, CNC, hydraulics, pneumatics, machining, metallurgy, welding, and more.

INDUSTRIAL MAINTENANCE & PRECISION MACHINING

Credentials: MSSC Certified Production Technician and One AWS D1. Credential

ROBOTICS & AUTOMATION



Credentials: FANUC Handling Tool Operations and Programming, Allen-Bradley Certification

WELDING



Credentials: Three AWS D1. Credentials

ALL CONCENTRATION AREAS CREDENTIALS

ACT National Career Readiness Credential OSHA 10 hour Credential

There's a bright future in manufacturing!

Fast Track Welding

This 90 hour course will train non-welders to weld and will train current welders with new and additional skills. A certificate of completion will be given to each student. One welding certification test is included.



Eligible participants may qualify for a workforce development grant through United Way. Call for specific details.

Interested in part-time trade and industry classes?

We offer a variety of courses to fit your needs. Please call us for more information!

General Interest Classes

PHOTOGRAPHY \$45

Join local professional photographer, Bre Welty, for an evening of learning the basics of photography. You will need a camera capable of shooting in manual to get the most out of this course.

RETIREMENT PLANNING TODAY® \$59

Learn how to keep more of what you earn and make your money work harder for you. Whether you are just beginning to develop a retirement plan or approaching retirement, you'll learn practical information you can apply immediately. Includes a 223-page illustrated textbook. Couples may attend together for a single registration fee. Class sizes are limited. Taught by Dan Artrip, CFP® of Ramsier Financial Services, Inc.

SPANISH \$185

This course will teach you beginning vocabulary and grammar for basic conversations.

FINANCIAL AID 101 FREE

Understand what financial aid is all about!

We are always adding new classes!

Check our website for the most up-to-date list and new offerings.



"Like" us on Facebook to see when new classes are added and get reminders for upcoming classes.

WCSCC.org

Computer Classes

INTRO TO COMPUTERS I, II
MICROSOFT WORD LEVEL I, II
MICROSOFT EXCEL LEVEL I, II, III, IV
MICROSOFT VISIO
SELF-PAGED SOFTWARE TRAINING



Please visit our website for the full list of computer class dates and times!

Assessments & Customized Training

Level up your business with cost-effective training and assessments to improve your bottom line.

APPRENTICESHIP TRAINING PARTNER
ASSESSMENT CENTER
CUSTOMIZED BUSINESS TRAINING
CUSTOMIZED INDUSTRIAL TRAINING
JOB PLACEMENT SERVICES
PROFESSIONAL DEVELOPMENT



Aspire Free Academic Classes

Aspire's free, year-round classes help you:

- Improve academic skills
- Earn an Ohio High School Equivalency Diploma (GED or HiSET)
- Prepare for certification testing
- Increase employability skills
- Learn English as a second language (ESOL)
- Prepare to enter post-secondary education

Classes are offered at various times in Smithville, Wooster, Orrville and Millersburg

Virtual classes and distance education also available.

CERTIFIED MANUFACTURING ASSOCIATE

Build a comprehensive foundation of knowledge for a successful career in manufacturing.

CUSTOMER SERVICE REPRESENTATIVE

You will gain workplace readiness, customer service skills and credentials that are transferable within any industry.

IT FUNDAMENTALS

Interested in Information Technology but have limited technical knowledge of computing systems? Explore foundational concepts related to: computer hardware and software, networking, databases, programming information systems and data security.

MICROSOFT WORD SPECIALIST

Prepare for and earn the Microsoft Office Specialist Word certification.



Free Adult Diploma Program

ADULT DIPLOMA CLASSES

Earn a high school diploma and career certification at no cost to you. (For qualifying students only.)



Any adult age 20 or older living in Ohio that does not have a High School Diploma or GED qualifies to participate in the Adult Diploma Program. Students will earn a high school diploma and a career-specific technical certification. All program costs are covered by a grant from the Ohio Department of Education.

Call us at 330.669.7070 to express interest in the Adult Diploma Program. Students are required to attend an orientation class and take the TABE test.

We're always adding Adult Diploma Programs!

Please call us anytime to find latest programs offered - 330.669.7070

Available programs include:

- Administrative Office Professional: Accounting Clerk or Human Resources Clerk (full time program)
- Customer Service Representative
- Fast Track Welding
- Manufacturing Technologies Robotics and Automation (full time program)
- Medical Assisting (full time program)
- Nurse Aide
- Phlebotomy

Online Career Enhancement

DID YOU KNOW WE OFFER HUNDREDS OF ONLINE COURSES?

With expert instructors and class times to fit your schedule, you can advance your skills from the comfort of your home.



Scan code to see the full list of our online courses, prices, and more information.

Please register for online classes by phone 330.669.7070

Career Enhancement Classes

BILLING AND CODING SPECIALIST

Part Time: 260 hours

Days of the Week

Wednesday and Thursday
from 9:00 am–2:00 pm

TUITION

\$3,450

QUICKBOOKS

Days of the Week

Wednesday and Thursday
from 9:00 am–2:00 pm

You will learn QuickBooks by actually going through the process of setting up a sample real-world business and maintaining its records. Students will also have the opportunity to earn an Intuit QuickBooks Certified User Certification at the end of the course.

Start Date: Fall 2023

TUITION

\$850

INTRAVENOUS THERAPY COURSE FOR LICENSED PRACTICAL NURSES

Part Time:

40 hours

Days of the Week

Multiple start dates and times
available throughout the year

TUITION

\$780



Scan code
for a complete
listing of our
classes.

AMERICAN HEART CPR TRAINING FOR HEALTHCARE PROFESSIONALS

Part Time:

4 hours,
1 session

Start Date

Please call for next start date
330.669.7070

TUITION

\$75

Additional Information

ACCREDITATION

Adult & Community Education, WCCSC, is accredited with Council on Occupational Education, (COE) 7840 Roswell Rd., Building 300, Suite 325, Atlanta, GA 30350 • Phone: 770.396.3898 / FAX: 770.396.3790 • www.council.org. COE is a national accreditor with specific focus on quality and integrity in career and technical education. WCCSC operates under the authority of the Ohio Department of Higher Education.

COURSE CANCELLATION

We reserve the right to cancel or postpone a course. Students will receive a full refund for canceled classes or may transfer to another scheduled class.

PAYMENT POLICY

Cash, check, money orders, Visa, MasterCard or Discover are accepted in the Adult Education Office. **Classes Under \$200:** All tuition and fees are due at registration. **Classes Between \$200-700:** Pay 25% at registration and remaining balance the first day of class. **Classes Over \$700:** Pay 25% at registration with the balance split into equal monthly payments based on the length of class. The first payment will be due the first session. Failure to make timely payments could result in being withheld from class.

WITHDRAWAL AND REFUNDS

Short Term Offerings. If a request to withdraw is made:

- 7 or more days prior to class: \$5 processing fee
 - 1-6 days prior to class: \$20 processing fee
 - After class has started: scheduled hours/books
- Withdrawal date is when AE Office is notified of student's decision.

Career Development Programs

Request to withdraw: After orientation and before 1st day of class you will pay a \$100 processing fee.

Percentage Attended	Tuition Fees*	Percentage Attended	Tuition Fees*
0-5%	5%	6%-10%	10%
11%-20%	20%	21%-30%	30%
31%-40%	40%	41%-50%	50%
51%-60%	60%	61% & up	100%

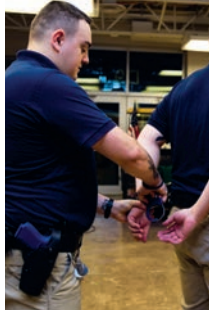
*Percentage given is of tuition.



Your journey starts here!



Conveniently located in Smithville, Ohio
in the heart of Wayne County.



Ready for the Next Step?

SIGN UP FOR A **FREE INFO SESSION** TO LEARN MORE ABOUT OUR PROGRAMS, TOUR YOUR NEW LAB AND MEET YOUR STUDENT ADVISOR.



SCAN ME

YOU CAN SIGN UP BY
CALLING US AT **330.669.7070**
OR VISITING **WCSCC.ORG**



ONLINE COURSE CATALOG



Be sure to check our online course catalog for the most up-to-date information about courses.

PLEASE VISIT
WCSCC.ORG

Wayne County Schools Career Center
518 W. Prospect St.
Smithville, OH 44677

Non-Profit Org
US Postage
PAID
Cleveland, OH 44101
Permit No. 991

ECRWSS

Postal Customer

A UNIVERSITY SYSTEMS OF OHIO TRAINING PROVIDER

The Wayne County Schools Career Center complies with Title II, Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, American with Disabilities Act, Age Discrimination in Federal Assisted Program Act, and the Genetic Information Nondiscrimination Act of 2008 in its policies and practices of non-discrimination and harassment against students and employees on the basis of religion, race, color, national origin, sex, disability, military status, ancestry, age, or genetic information.