Adult & Community Education
Education at its Finest

Winter/Spring 2014 Course Catalog
Quality Solutions for Your Workforce Needs
Our business is developing your business. Through customized training options to improve performance, teamwork, and productivity, we have helped hundreds of business clients in the area. Our desire is to deliver high quality training at a reasonable cost. We are looking forward to serving you.

CUSTOMIZED BUSINESS TRAINING
G. Chip Johnson • johnson@ucscs.org
Adult Education’s focus on customizing programs to everyday business challenges has our clients realizing a significant return-on-investment and improved performance and productivity. Keep employees current with skills vital to the success of your company by utilizing the tools we offer.

INDUSTRIAL TRAINING
Kevin Wilson • kwilson@wcscc.org
We can customize industrial courses to meet your business needs. Cost effective training is available for: Apprentice Programs, Blueprint Reading, CNC Machining, Electrical, Technical Math, and American Welding Society standards Welding.

JOBS PLACEMENT SERVICES/EXTERNSHIPS
Josie Weaver-Kranz • jweaver@wcscc.org
Adult Education is a preferred source for placements. We have a qualified pool of applicants in the areas of trade & industry, office and health care specialties. Whether you are a company requiring an ideal candidate for hire, or an extern to help you during times of heavy workload, Adult Education, WCSCC, is your source for quality, highly skilled employees.

PROFESSIONAL DEVELOPMENT
Melissa Schrock • mschrock@wcscc.org
Our focus is on the most in-demand skills for a successful work place: effective communication skills, conflict resolution, problem solving, organizational skills, positive customer relations, teamwork, as well as many other topics can be designed to meet your specific needs.

WORKFORCE EVALUATION CENTER
Cheryl Redfern • credfern@wcscc.org
Eliminate the expenses associated with poor hiring choices, reduce training costs and improve retention rates. The Workforce Evaluation Center assists in the hiring process by providing customized skill testing matched to your job needs. Evaluate first, then hire.

PLACEMENT TESTING
Full-time Career Development students complete selected assessments that focus on prerequisite skills necessary for success. Assessment fee for full-time student prospects:

$40 advance payment or
$45 day of assessment

CAREER DEVELOPMENT PROGRAM TUITION
• Office Training Programs $5.75/hour plus books & supplies
• Licensed Practical Nursing Programs $7.53/hour plus books & supplies
• Medical Assisting $6.00/hour plus books & supplies
• Industrial Training Programs $6.25/hour plus books & supplies

FINANCIAL AID FOR CAREER DEVELOPMENT PROGRAMS
Financial Aid can include:
• Scholarships
• Federal Pell Grants and Stafford loans
• Federal Supplemental Grants (SEOG)
• Workforce Investment Act (WIA)
• Veterans Benefits (VA)
• Payment Agreements-Interest Free
• Bureau of Vocational Rehabilitation (BVR)
• Trade Adjustment Assistance (TAA)

PROFESSIONAL DEVELOPMENT
All career development programs include job seeking skills training and workshops to help you achieve the professional image and attitude employers expect.

FREE INFORMATION SESSION
Register Early, Limited Spaces Available. Sign Up Today! 330-669-7070
PRACTICAL NURSING

LPN’s play a critical role in today’s health care system. They are involved in direct patient care, whether in a medical facility, physician’s office, home health care, or long-term care setting. The 2012 median pay for LPNs was $19.19 per hour. More importantly, the Bureau of Labor Statistics expects the need for LPNs to grow 24% faster than the average for all jobs in the next 10 years. Our PN program is well-regarded by local healthcare institutions. Our graduates’ performance on the NCLEX-PN exam was 97% for 2012, easily exceeding the state average. The day program runs 5 days per week and is 12 months in duration. The evening program classes are held 4 nights per week, Monday through Thursday, for 17 months. Both programs allow students who are not STNAs to attain this certification prior to the start of the PN coursework. Graduates have a pathway towards advanced licensure. Our partnership with Stark State and their RN Completion Program for the LPN allows students to pursue the RN-ADN in our building after graduation.

Wayne College has also partnered with Stark State and the Career Center to make their RN-BSN bridge program available on their campus, a short drive from the Career Center. This pathway provides the participant with the knowledge and skills necessary to pass the written and skills components of the state exam. The program runs periodically, based on enrollment, and takes 80 hours of class/clinical time to complete. Students are also expected to attend all hours, including a State Exam Review, typically held the day before the exam.

We have worked very hard to ensure that our graduates have a pathway of professional development. Our STNAs may apply to our LPN program and, if accepted, are excused from the nurse aide portion of the program and are credited the cost of those hours towards their tuition.

PHARMACY TECHNICIAN

Upon successful completion of this program you will be prepared to enter the pharmacy field as an entry level pharmacy technician, as well as prepared for the CphT certification exam. This course combines distance learning courses with traditional in-class instruction. Pharmacy Technicians are expected to have a 29% demand growth through the year 2020 and are employed in retail pharmacies, hospitals and extended care facilities. High-speed internet access required to complete distance learning component. Students may buy time in a staffed computer lab at $2 per hour to complete the online component if they do not have at home computer access.

PHLEBOTOMY AND EKG TECHNICIAN

Learn basic anatomy, physiology and medical terminology needed to prepare you to become an essential part of the health care team. You will learn the skills necessary to assist in the accurate, safe, and reliable collection and transportation of specimens for clinical laboratory analysis, and also the proper technique for performing an EKG. This class will include 130 hours of Lecture/Lab and a minimum of 30 hours of externship to include the necessary venipuncture and EKG’s needed to allow you to sit for the National Certification Exam. Our program is approved by The American Society of Phlebotomy Technicians Inc. To become certified in Phlebotomy you must take a National written and practical exam. And to be certified in EKG you must take a written exam. Both of these will be offered at our site.

CPR TRAINING FOR HEALTH CARE PROVIDERS

Basic Life Support (BLS) for Healthcare Providers, is designed for healthcare professionals who must have a credential documenting successful completion of a course in cardiopulmonary resuscitation, CPR, and BLS. Such credentials are required for people who provide healthcare to patients in a wide variety of settings.

The BLS for Healthcare Providers classroom course is designed to provide a wide variety of healthcare professionals the ability to recognize several life-threatening emergencies, provide CPR, use an AED, and relieve choking in a safe, timely and effective manner. Course participants will learn how to recognize and respond to life-threatening emergencies such as cardiac arrest, respiratory arrest, and foreign-body airway obstruction.

G1049

Call for More Information
Classes starting monthly

Gainful Employment: http://goo.gl/ofg3p

Gainful Employment: http://goo.gl/qX7vau

Gainful Employment: http://goo.gl/vn7v5

Gainful Employment: http://goo.gl/SGPj
Administrative skills and software knowledge have become a requirement in the business and healthcare professions. Office computerization and organizational restructuring requires administrative assistants and middle management to take on new, expanded responsibilities. The office technology programs prepare students, in one year, for a variety of careers in today’s workforce and will allow students to connect and network with other students who share similar interests, goals, and talents.

- Prepare for immediate employment
- Experience interactive software applications and project simulations
- Apply a wide range of administrative skills in a variety of offices settings
- Taught by experienced and caring instructors

## ADMINISTRATIVE OFFICE

Our program includes office skill training and Microsoft Office software. The following distance learning courses are included in the daytime curriculum: Administrative Assistant Fundamentals, Effective Business Writing, Introduction to PC Trouble Shooting & Security and Creating Web Pages.

## MEDICAL OFFICE BILLING AND CODING SPECIALIST

Program includes: office skill training, Microsoft Office software, online medical terminology, manual and automated medical simulations, medical insurance, Certified Billing & Coding Specialist.

- **1000 hours**
  - Day Classes: Mon.-Fri. 8:45-3pm
  - Evening Classes: Mon.-Thurs. 5:30-9:30pm

- **1065 hours**
  - Day Classes: Mon.-Fri. 8:45-3pm
  - Evening Classes: Mon.-Thurs. 5:30-9:30pm

**Gainful Employment:** http://goo.gl/qg5XO

**COMPUTER & ACCOUNTING OFFICE SPECIALIST**

Focus on office skills training, manual and automated accounting, Microsoft Office Suite and QuickBooks.

- **1000 hours**
  - Day Classes: Mon.-Fri. 8:45-3pm
  - Evening Classes: Mon.-Thurs. 5:30-9:30pm

**Gainful Employment:** http://goo.gl/ajg5I

## MEDICAL OFFICE BILLING AND CODING SPECIALIST

Learn the complex skills of medical billing and coding. This course combines Medical Billing and Reimbursement Management, Physician Practice Management and Medical Insurance, along with an overview of ICD-9, CPT, and HCPCS. As part of the program, you will prepare to take the Certified Billing and Coding Specialist Industry Credential.

- **Call to schedule placement test, cost: $45**
  - 230 hours
  - Tuition: $2400
  - Book: $694
  - Mon. Wed. Fri. 9:00am-2:00pm
  - BE438AA 2/3/14-5/30/14
  - BE438AB 6/16/14-10/10/14

Gainful Employment – Office Technology FY13
Retention: 86%
Placement: 72%
Average Wage: $10.62

## LAW ENFORCEMENT TRAINING ACADEMY

The WCSC Law Enforcement Training Academy meets or exceeds the minimum requirements in all areas of training established by the Ohio Peace Officer Training Council (OPOTC) to become certified as a peace officer in the state of Ohio.

As a police officer, you will respond to calls for help, collect physical evidence, conduct criminal investigations, patrol neighborhoods to keep residents safe, and enforce criminal and traffic laws.

Successful completion of this program includes:
- Certified OPOTA Curriculum
- ASP Baton Certification
- Defensive Driving
- O.C. Pepper Spray Certification
- Radar Certification
- First-Aid/CPR Certification
- Job Search Skills
- ADAP

**EMERGENCY MEDICAL TECHNICIAN**

Required for EMT certification in Ohio. Certified EMTs administer emergency pre-hospital care as members of a rescue squad, ambulance service, fire department or as safety personnel in business and industry. This class follows the training program schedule approved by the Ohio Department of Public Safety, Division of EMS. Adult & Community Education is accredited by the Division of EMS as an EMT training institute accreditation #132. Note: First priority given is to EMS and Fire Department personnel. If tuition is paid by EMS or FD, students must show department authorization or be enrolled by the department Chief or training officer.

- **660 hours**
  - Commissioned and Open Enrollment
  - Accepted into the program

**COSMETOLOGY**

Cosmetologists work in many different types of salons. Within the field individuals may specialize in hair, nails, or skin (esthetician). Most cosmetologists are trained in all three of these areas. The Bureau of Labor Statistics expects the need for cosmetologists to grow by 14% in the next 10 years.

Our cosmetology program focuses on providing individuals with the knowledge and skills necessary to pass the written and practical components of the state exam. The program will be taught by highly skilled and experienced instructors who have spent years in the field.

The program is scheduled to start on May 27, 2014. Classes will be held on Tuesdays, Wednesdays, and Thursdays from 3:30 - 8:30 pm and the second & fourth Saturdays each month from 8:30 am - 3:30pm. The course includes a 150 hour internship where students get to sharpen their skills in the salon environment. The entire program will run for 20 months, and includes a six-hour review session for the state board exam.

- **1500 hours**

**Gainful Employment**

**Placement:** 72%
**Retention:** 80%
**Average Wage:** $15.42
TRADE AND INDUSTRY

Ac Fundamentals
Covers properties of alternating current (AC) circuits, measurement, inductance, capacitance, impedance, resonance, power, and power factor connections. Prerequisite: Basic Electricity 30 hours/15 sessions Tuition: $325 Book: $155 Thurs. 4-6 pm TI055A 1/30-5/15

AC/DC Motors
Study AC motors (single phase, polyphase, and synchronous) as well as DC motor principles of operation and construction (magnets, materials, circuits, and electro-magnetic induction). Prerequisite: AC Fundamentals or permission of instructor. 30 hours/15 sessions Tuition: $325 Thurs. 4-6 pm TI058A 1/30-5/15

Basic Electricity
This course is designed for non-electrical tradesmen. Topics include atomic structure, theory of electron operation and construction (magnets, materials, circuits, and electro-magnetic induction). Prerequisite: AC Fundamentals or permission of instructor. 30 hours/15 sessions Tuition: $325 Thurs. 4-6 pm TI058A 1/30-5/15

Building Maintenance Technology
Building maintenance technicians must have training in numerous skilled trade areas to maintain industrial machinery and facilities. This program prepares participants to become entry level maintenance technicians. 750 hours

CNC Fundamentals
Presents fundamentals of Numerical Control (NC) to those with no previous training. Covers CNC systems, coordinate systems, dimensioning systems, function codes, and steps in programming. Prerequisite: Basic Mathematics and Blueprint Reading. 30 hours/15 sessions Tuition: $325 Thurs. 8-10 pm TI036A 1/28-5/13

Carpentry I
In this class you will get an introduction to the carpentry and construction trade. Topics include: proper use of tools, framing and finishing. 80 hours/20 sessions Tuition: $625 Thurs. 5-9 pm TI070B 1/9-5/29

Carpentry II
This course is a continuation of Basic Carpentry I. Hands on projects will be completed during this course. 80 hours/20 sessions Tuition: $625 Thurs. 5-9 pm TI071A 6/5-10/23

Commercial and Industrial Wiring
Course covers the principles and theory involved in commercial and industrial facilities including: tools and test instruments, drawings and specifications, conductors and cables, and the operation and installation of common electrical devices and components. Prerequisite: Basic Electricity. 30 hours/15 sessions Tuition: $325 Book: $75 Thurs. 8-10 pm TI081A 1/30-5/15

Electric Motors Diagnostics
Course covers electric motor repair and control, the different kinds of alternating and direct current motors, and troubleshooting, along with repair and motor construction. 30 hours/15 sessions Tuition: $325 Book: $48 Thurs. 6-8 pm TI059A 1/30-5/15

Electrical Fundamentals II
This course is a continuation of Electrical Fundamentals I. Prerequisite: HVAC I. 30 hours/15 sessions Tuition: $325 Wed. 6-8 pm TI068A 7/16-10/22

Hydraulic Fundamentals
General course covering basic components of hydraulic systems and associated troubleshooting. This program is designed to prepare participants to become entry level building maintenance technicians. 735 hours

Mechanical Components
Covers the fundamentals of bearings, seals, couplings, reducers, and power transmission. 30 hours/15 sessions Tuition: $325 Tues. 8-10 pm TI061A 1/28-5/13

NC Machine Shop Theory 1
Topics include threading, shaping, slotting, drilling, tapping, planning and broaching operations, abrasive and abrasive machining, cutting fluids, non-traditional machining, numerical control, metals, and metallurgy and heat treatment. Prerequisite: Machine Shop Theory I. 30 hours/15 sessions Tuition: $325 Wed. 8-10 pm TI032A 1/29-5/14

NC Machine Shop Theory 2
Learn to use measuring instruments, lathe, milling machine, grinders, and drill presses. Safe working practices enforced. For maximum training, enroll in the following courses: Lab II, Lab III, and IV. Students are placed at their individual level and advance as their abilities permit. Bring Safety glasses to first class. Students may sign up for 2 courses concurrently Monday and Thursday during a semester. Prerequisite: Each preceding level. 48 hours/12 sessions Tuition: 8385

Program Outcomes:
- Associate Degree
- Certificate
- Non-Credit Programs

For more information, contact the Gainful Employment Office at 908-986-6300 or visit http://www.wcsvcc.org/gainfulemployment
TRADE AND INDUSTRY

WELDING LAB
Classes are offered throughout the year and individualized to specific welding techniques. Be prepared to weld on your first class. In order to become work-ready, it is suggested that all five types of welding be taken: ARC I and II, Basic Oxyacetylene, Mig and Tig. Items required: Welding helmet with #10 lens can be borrowed from school, welding gloves and safety glasses, leather boots, steel-toed suggested, long-sleeve work shirt and blue jeans or work pants, no holes.

WELDING
Students can select Shielded Metal Arc Welding I or II, Gas Metal Arc Welding I or II, or Gas-Tungsten Arc Welding I or II, or oxy-fuel Welding & Cutting. Related theory is also covered in each class. Be prepared to weld in the first class.

WELDING THEORY I
Instruction of welding theory includes use of equipment, safety practices, symbols, properties and weldability of materials. Also includes application, testing, defects, and other related areas.

WELDING THEORY II
Includes welding symbols and welding process applications. This course is a continuation of Welding Theory I. Prerequisite: Welding Theory I

45 hours / 15 sessions

Thurs. 5-8pm TIO07A 1/23-5/15
Wed. 6-9pm TIO07B 4/30-8/13

METALLURGY & HEAT TREATING FOR WELDERS
Metallurgy topics include properties of ferrous metals, production of steel, classification of steel, iron carbon diagram, nonferrous metals, theory of alloys, physical metallurgy, aluminum, magnesium, copper, bearing metals, die casting, powder metallurgy surface treatment, new metal and applications. Heat treating covers the principles of heat treatment and the equipment and processes used.

30 hours / 15 sessions

Tuition: $325 Book: $88

Wed. 6-8pm TIO43B 1/28-5/20
Wed. 4-6pm TIO43C 3/19-7/9

WELDING CERTIFICATION PREPARATION
Practice your welding skills in preparation for various certification tests. Register for the use of our welding stations and pay as you go.

Tuition: $20/hour

Call for Dates

DISTANCE LEARNING CATALOG

Online learning anytime, anywhere... just a click away!

Learn from the comfort of your home! Efficient, effective, comfortable, affordable. Our easy-to-use courses are taught by highly qualified, native speaking instructors allowing students to receive an insider's views of their culture.

LEARN-A-LANGUAGE PROGRAM
Our Learn-a-Language programs provide a path to discovering new worlds. Studying a new language, whether for pleasure and surprise or to advance your business career, can be a source of pleasure and surprise. Adult & Community Education Learn-a-Language programs are

LEARN-ALANGUAGE PROGRAM

Session A
Spanish
12 hours/6 sessions
Tuition: $120

Mon. Wed. 6-8pm
GI02B 2/3-3/24

Session B
Spanish
12 hours/6 sessions
Tuition: $120

Mon Wed. 6-8pm
GI12B 3/10-3/26

Session C
Spanish
12 hours/6 sessions
Tuition: $120

Tues. 7-9pm
GI07B 5/27-7/1

PROFESSIONAL DEVELOPMENT

PROFESSIONAL DEVELOPMENT

Our Learn-a-Language programs provide a path to discovering new worlds. Studying a new language, can be a source of pleasure and surprise. Adult & Community Education Learn-a-Language programs are taught by highly qualified, native speaking instructors allowing students to receive an insider's views of their culture.

ASSERTIVENESS TRAINING
Learn to avoid being negative or passive by developing assertiveness skills. Topics include: Saying "No" Without Feeling Guilty, Recognize Your Rights, Aggression in Others and Developing Effective Listening Skills. This class will explore how to begin setting both inner and outer boundaries in your life and how to feel good about doing it.

3 hours/1 session

Mon. 1-4pm CS010A 1/27

CUSTOMER SERVICE COURTS
Learn how to create a positive first impression as you meet the public. Handle complaints with tact. Look at techniques used by well-known organizations.

2 hours/1 session

Tues. 3-5pm CS008B 5/6

DEVELOPING YOUR PERSONAL BRAND AND PROFESSIONAL IMAGE
Advance your career and differentiate yourself with a distinctive presence. Making a strong and favorable impression in both your professional and personal life is far more than following a list of "dos and don'ts.

You must perfect an authentic professional image—your unique own "brand"—that's truly right for you. Your image and brand need to benefit you not only in your organization but also in today's culturally diverse world.

8 hours/4 session

Tuition: $85

Mon. Wed. 5th-7th pm CS104B 3/10-3/19

DIVE INTO WORKPLACE DIVERSITY
Class considers diversity as a way of bringing a rich mix of viewpoints together, creating an efficient, productive employee. Examine your comfort zone and find ways to strengthen relationships that get lost in the translation.

2 hours/1 session

Tuition: $25

Mon. 6-8pm CS060B 2/24

FEAR AND YOU: A Practical Guide to Controlling Your Fear
Students will learn how to prepare and handle success, by listening to narratives about individuals who have succeeded. "Success means having the courage, the determination, and the will to become the person you believe you were meant to be." This seminar is designed to show you that you are your biggest foe and your biggest supporter; that within, you have the potential to KEEP MOVING FORWARD.

9 hours/3 session

Mon. Wed. 1-4pm CS010A 5/14-5/21

WHAT IS PROFESSIONALISM?
What does being professional mean? For some, professionalism means dressing smartly at work; for others, being professional means showing up on time and ready to work. Professionalism encompasses all of these areas. We talk about how you can be professional in your day-to-day role so that you can present a professional image in the workplace.

3 hours/1 session

Wed. 5th-6th pm CS093A 4/9

WHAT TO WEAR SAVVY
Learn to dress for success by knowing your best colors, mix & match and accessorizing techniques. A clothing personality inventory will help you determine your style. Optional: Bring along several key wardrobe or make-up items for analysis.

3 hours/1 session

Wed. 6-9pm CS060B 2/25

WELDING CERTIFICATIONS
WCSCC administers various certification tests including standards used by the American Welding Standards (AWS) for individuals and employers.

- Steel $200; Stainless Steel $275; Pipe $275; and

- New metal and applications. Heat treating covers the production of steel, classification of steel, iron carbon diagram, nonferrous metals, theory of alloys, physical metallurgy, aluminum, magnesium, copper, bearing metals, die casting, powder metallurgy surface treatment, new metal and applications. Heat treating covers the principles of heat treatment and the equipment and processes used.

WELDING CERTIFICATIONS
Tuition: $385 Book: $155

Wed. 6-9pm TIO05B 1/8-4/23

WELDING CERTIFICATIONS
Tuition: $385 Book: $155

Wed. 6-9pm TIO05B 1/8-4/23

WELDING THEORY II
Tuition: $385

Course Fee: $99

CALL-TO-ACTION

Visit www.wcssc.org for more information.

• Accounting and Finance
• Business
• Computer Applications
• Design and Composition
• Health Care and Medical
• Language and Arts
• Law and Legal
• Personal Development
• Teaching and Education
• Technology
• Writing and Publishing

Over 300 courses available to choose from www.ed2go.com/wcssc

8

9

330-669-7070
SOFTWARE TRAINING AT YOUR PACE
Upgrade your knowledge! Learn Microsoft Office in a self-paced lab environment with an instructor available to answer your questions. These courses are designed for the student with basic computer experience. Students may select one software to work on each session. Call to arrange your customized schedule.

Microsoft Office 2010 Suite
Access          Publisher
Word            Publisher
Excel           Publisher
PowerPoint

COMPUTER CLASSES

COMPUTERS FOR SENIORS PART 1
Learn computer terminology, keyboard and mouse operations, hardware components, and software applications. Explore Windows to create files/folders and personalize your settings. Learn to create attractive word processing documents. These courses are designed for the student with basic computer experience. Students may select one software to work on each session. Call to arrange your customized schedule.

Tuition: $88/training hour
Book: $29-$29
Computer Lab Availability
Mon.-Fri. 9-11am & 1-4pm

QUICKBOOKS PRO 2012 LEVEL 1
Start with an introduction to basic accounting. Work with customer and vendor transactions, banking features, and create your own customer file to manage your own small business accounting.

10 hours/5 sessions
Tuition: $105 Book: $32

QUICKBOOKS PRO 2012 LEVEL 2
Build on the knowledge gained in QuickBooks Level 1. Create main accounts and sub-accounts of physical inventory, set up and use payroll accounts, and work with banking/credit card accounts. Learn how to customize your files and how to close the books.

7 hours/3 sessions
Tuition: $100 Book: $32

AUTOMATED ACCOUNTING QUICKBOOKS
Class will feature the basics of Automated Accounting and QuickBooks. Focus on receivables, payables, inventory and payroll accounts. You will learn how to track accounts on a daily basis and how to balance and close the books at month end.

Prerequisite: Accounting I
145 hours/29 sessions
Tuition: $1000 Book: $200

WEBSITE DESIGN CONCEPTS
With all the information on the Web, creating an effective Website that’s modern and up-to-date is more challenging than ever. Good design principles are at the core of a well-managed site. This course gives you the tools to make successful websites by discussing the basic concepts and terminology of web design.

4 hours/2 sessions
Tuition: $45

WINDOWS 8 & 8.1 UPDATE
Do you have a PC running Windows 8; it is likely that you will want to understand the changes on how your computer now works. This course will guide you through your new operating system, and help you make sense of the changes.

12 hours/4 sessions
Tuition: $150 Book: $30

WINDOWS 8 INTRRO FOR SENIORS
This class offers an introduction to the latest that Microsoft has to offer with their new operating system currently offered on all new computers. This course will allow students to expand their understanding of the Windows 8 operating system through experimentation and exploration.

10 hours/5 sessions
Tuition: $89 Book: $25

ADULT, CHILD & INFANT CPR FOR CHILD DAY CARE PROVIDERS

4 hours/1 session
Tuition: $65 Book: $15

BOOKS: LEARN, LAUGH, AND LOVE
Remember that beloved book from your childhood. It is in that tradition that we will circulate classic kid kindly copy. And you will go home with ideas that you can use tomorrow.

2 hours/1 session
Tuition: $25

COMMUNICABLE DISEASE
Official course from Ohio Department of Health and Human Services.

6 hours/2 sessions
Tuition: $65

FIRST AID BASICS
Class covers cuts, burns, shock, infection control, controlling bleeding, heat and cold emergencies, accidents/injuries, bites and stings, signs and symptoms of illness, signs and symptoms of child abuse, basic components of CPR, and adult, child and infant poisoning incidents.

6 hours/1 sessions
Tuition: $65

FIRST AID REFRESHER
Review emergency procedures for adults, children and infants. For child care providers who need to keep current with First Aid Basics.

3 hours/1 sessions
Tuition: $35

ORGANIZING YOUR HOME CHILD CARE BUSINESS
Explore the basics of the business side of caring for children in your home. We will have a panel discussion on such topics as organizing your home for business, marketing, setting a budget, record keeping, policy handbooks, and the importance of confidentiality.

2 hours/1 session
Tuition: $25

Children for whom families receive child care are often a priority for the family. When a family does not have a solid financial plan in place for their children, they may be more likely to participate in low-child care programs. This is because the family is more likely to be interested in high-cost programs. In addition, families with children who are in low-cost child care programs are more likely to have access to resources that can help them pay for child care. Child care providers have information about the needs of their families and the services they provide.

CHILD CARE

HEALTH & SAFETY IN FAMILY CHILD CARE
As part of the early care and education profession, you will influence children’s development and impact their health. Through this training you will learn about children’s basic needs and how to meet those needs in a group care environment. You’ll also learn how to offer them a safe, rich learning atmosphere filled with opportunities to explore, play and learn. Join us as we share ideas and offer suggestions for you to be a successful child care provider.

8 hours/2 sessions
Tuition: $35

STORYTELLING FOR CHILDREN
Enjoy helping your children gain language and comprehension skills through storytelling. Learn techniques for yourself and how to encourage your children to have fun and increase self-confidence through creative dramatic activities.

2 hours/1 session
Tuition: $25

WHEN DID THEY CHANGE THAT?
Rules and regulations pertaining to Child Care are ever changing. Join us for a panel discussion on the “ins and outs” of Child Care in Ohio.

2 hours/1 session
Tuition: $25

SMART START
How do children learn how to spend or save money? This class originally titled Right on the Money, helps teachers and child care providers share activities to help children understand the basics of money. Come learn what community resources are available to help and get your children off to a “Smart Start”.

2 hours/1 session
Tuition: $25

CHILD CARE
CLOSE THAT SALE!!!
Many potentially effective sales people are unable to complete the only element of a sale that results in income, The Closing. This course examines the issues related to preparing and setting the stage for a commitment to buy, looks into one of the reasons that this is such a tough step for many aspiring sales professionals, and gives techniques and methods for making sure it happens.

3 hours/1 session
Tuition: $35
Tues. 6-9pm BE121B 4/8

THE GENERATION GAP
Misunderstanding and communication problems remain one of the most common sources of workplace strife, and interpersonal difficulties are magnified when conflicting work styles coexist in one setting. Generational differences (baby boomers vs. GenXers), personal management styles, educational background, and cultural diversity are all potential sources of office misunderstandings.

3 hours/1 session
Tuition: $35
Tues. 6-9pm BE119A 2/25

PRESENTATIONS 101
Learn how to speak in public with confidence. Information on how to overcome public speaking obstacles and step-by-step approach to public speaking will be discussed. Students will practice speaking in class.

8 hours/4 sessions
Tuition: $125
Tues. Thurs. 6-8pm BE118A 5/1-5/13

ESTATE PLANNING BASICS
Living Trusts, Powers of Attorney, Wills, and Living Wills and Powers of Attorney for Health Care are among the basic tools for personal planning. Consideration of these documents in the context of avoiding probate and reducing estate taxes will be the focus.

4 hours/2 sessions
Tuition: $20
Mon. 6-8pm GI028B 3/3-3/10

SOCIAL MEDIA
Learn how to use Facebook and Twitter to build and extend your best foot forward using Social Media tools such as Facebook, Twitter and other online resources.

3 hours/1 session
Tuition: $25
Tues. 6-9pm BE456C 3/25

PAINTING FOR THE FUN OF IT AND FROM YOUR HEART
Learn to paint landscapes, wildlife, the family pet, or whatever you like just for the sheer joy and peace that it brings. Or you can create a painting that speaks volumes. Learn how to paint editorial paintings, issues that you are passionate about and peace that it brings. Or you can create a painting for your home.

4 hours/2 sessions
Tuition: $45
Wed. 6-8pm GI065B 1/15-1/22

KNITTING 101
Knit a scarf as you develop a new relaxing hobby. Bring your choice of scarf yarn and Continental US knitting needles sizes 8 or 9 (European size 5mm or 5.5 mm)

4 hours/2 sessions
Tuition: $65
Wed. 6-8pm GI061A 2/5, 2/12, 2/26

HEALTHY CHOICES FOR ABUNDANT LIVING
This session will cover the use of diet and exercise to improve health, and making good choices in food consumption with the emphasis on chemical free, whole food preparation. There will also be an introduction to yoga poses that combine breathing and stretching. We will make whole food soups and sample a healthy snack. Students need to come with an open mind, a desire to learn healthy lifestyle choices, and a dress of comfortable clothing for exercise and stretching. Also bring two large towels and a yoga mat if you have one.

3 hours/1 session
Tuition: $35
Sat. 7:30-9:30pm G707A 3/5 • GI070B 3/19

LUXURY SPA WORKSHOP
Are you stressed out because of work, kids or that project that you just don’t have time for? Adult & Community Education has heard your Calgon prayers and has granted your wish — a wonderful day of self pampering. Great for a busy mom or a bad day at work, what could make you feel better than learning how to treat yourself with a salon quality manicure and pedicure, or facial? Learn how a sugar scrub massage for your hands and arms can help you relax. In this class, you will learn the techniques to make your own sugar scrubs and facial creams help you relax after a long hard week. Enjoy elegant light island hors d’oeuvres as well as a refreshing beverage as you bask in the glory of an island tropical paradise. Celebrate yourself today and take a moment to pamper yourself!

4 hours/1 session
Tuition: $45
Sat. 10:00-2:00pm G0195A 3/1 • GI095B 5/31

CERTIFICATES
Certificates of completion are awarded to each student who attends 80 percent of scheduled classes of at least five hours duration and satisfactorily completes the required coursework. Additional copies of certificates and transcripts are available from the Adult Education Office at $13 per copy.

ACCREDITATION
Adult & Community Education has maintained the high standards of North Central Commission on Accreditation and School Improvement for over 25 years. As we continue our effort of continuous improvement, we have sought candidacy with Council on Occupational Education, a national accreditor with specific focus on quality and integrity in career and technical education. The Council’s accreditation process is conducted on behalf of more than 360,000 students across the nation who pursue careers in a variety of technical fields.

FACULTY AND STAFF
Instructors are certified by the State of Ohio and must have a minimum of five years experience and/or a college degree in their teaching field. Instructors are certified by the State of Ohio and must have a minimum of five years experience and/or a college degree in their teaching field. Instructors are certified by the State of Ohio and must have a minimum of five years experience and/or a college degree in their teaching field. Instructors are certified by the State of Ohio and must have a minimum of five years experience and/or a college degree in their teaching field.

PUBLIC MEETINGS
Call Andrea at 330-669-7070 to schedule meetings or events at WCSCC.

PARKING AND BUILDING SECURITY
Large, well-lit parking lots are provided. All exterior doors to the main building with the exception of the front door are locked between the hours of 8:30 a.m. and 3:00 p.m. during the school year when the high school is in session and all are re-locked after 5:00 p.m.

SENIOR CITIZEN DISCOUNT
Residents age 62 or older, who are not employed full-time, pay 70% of the tuition fee for most part-time or short-term courses, but are responsible for other costs.

COURSE CANCELLATION
We reserve the right to cancel or postpone a course. Student will receive a full refund for cancelled classes or may transfer to another scheduled class.

PAYMENT POLICY
Cash, check, money order, debit card, MasterCard or Discover are accepted in the Adult Education Office.

Tuition
Classes Under $200: All tuition and fees are due at registration.
Classes Between $200-600: Pay 35% at registration and remaining balance the first day of class.
Classes Over $600: 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 unable to attend class. * Exception: Nurse Aide Training tuition must be paid in full on or before first day of class.

SCHEDULE ADJUSTMENTS
Class dates or times may be adjusted based on availability and enrollment.

INFORMATION
Advance to Franklin University. Upon successful completion of a full-time career development program, students qualify for 24 semester credit hours toward a Bachelor’s Degree in Applied Management.

Articulation agreements toward an Associate Degree in Nursing with North Central State Technical College and Stark State are in place. Upon passing the NCLEX-RN before exam, graduates will be eligible to pursue accelerated LPN-RN programs, including Stark State’s satellite program to be housed in the Career Center.

20 Qualifying course credits may transfer to University of Akron Wayne College towards an Associate of Technical Study. Specified technical programs are eligible to have technical credit transfer to public colleges and universities under a Career-Technical Credit Transfer (CT2).

EMERGENCY CLOSINGS
For activities that begin before 3:00 pm:
When five of the ten Wayne County schools close, all Career Center classes are canceled with the exception of clinicals that have started. These will continue until completion. Evening classes will be held unless a closing is announced.

The decision will be made as early as possible. The district offices are not staffed during school closings. Please monitor the stations listed below.

The following media will be used to report school closings:

Convenient Location

Adult & Community Education at a
Wayne County Schools Career Center
518 W. Prospect St.
Smithville, OH 44677

Non-Profit
U. S. Postage
PAID
Canton, OH
Permit No. 370

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 Non-discrimination 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.