



## FALL 2015 COURSE CATALOG



TUITION	PROGRAM
\$6.00/hr	Office Technology, Cosmetology, Medical Assisting, Dental Assisting
\$6.50/hr	Law Enforcement Training Academy
\$7.00/hr	Industrial Training
\$7.53/hr	Practical Nursing
Additional supply and book fees could also apply.	

**Call today to reserve a spot in one of our FREE INFO SESSIONS**  
**330-669-7070**

## Our Students Benefit from Career Development Solutions

### FINANCIAL AID

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)

### PLACEMENT TESTING

Full-time students complete select assessments that focus on prerequisite skills. \$45 fee applies (\$40 if paid in advance).

### EXTERNSHIPS

Gain practical experience, skills, and knowledge in a given career field. All externships include Continued Help to Achieve Successful Employment (CHASE).

### PROFESSIONAL DEVELOPMENT

Job seeking skills training and workshops help students achieve the professional image and attitude employers expect.

### CHASE (CONTINUED HELP TO ACHIEVE SUCCESSFUL EMPLOYMENT)

Receive and develop job leads, refresh job seeking skills, and keep motivated throughout the search. Included with all Externships.

### CERTIFICATE & CAREER PORTFOLIOS

Certificate of Completion and Career Portfolios given at graduation.

### JOB PLACEMENT SERVICES

Available for area employers and job-ready adult students who have completed Job Seeking Skills and program externship.

### DRUG FREE CLUBS OF AMERICA

This completely voluntary program offers students the opportunity to maintain a drug-free lifestyle, monitored with random drug tests throughout the school year. Members not only benefit from the rewards of a drug-free lifestyle but also earn rewards and discounts from area businesses.

**BETTER SKILLS**

**BETTER JOBS**

Basic Skills | College & Career Preparation  
GED Preparation | English for Speakers of Other Languages

### Convenient Locations Throughout Wayne County

#### Wooster

Wooster Central Christian Church  
407 N. Market St.

#### Orrville

Orrville First Presbyterian Church  
1830 W. Market St.

#### Mt. Eaton

Mt. Eaton Beacon Hill School  
10470 Winesburg Rd., Dundee

#### Rittman

Rittman Grace Brethren Church  
44 South 1st St.

#### Smithville

Wayne County Schools Career Center  
518 W. Prospect St



**Call 330-988-1007 for information and orientation dates!**

[www.WayneCountyAble.org](http://www.WayneCountyAble.org)



## CAREER PROGRAMS

## CONTINUING EDUCATION

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## PRACTICAL NURSING

1447 Hours

Day Class: 8:30-3pm M-F

Evening Class: 3:30-10pm M-Th

Gainful Employment <http://bit.ly/1EMmMQ3>

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.

The typical duties of a Practical Nurse are:

- Provide basic bedside care
- Measure and record patients' vital signs
- Prepare and give injections and enemas, monitor catheters, dress wounds
- Administer medications—including oral, topical, and intravenous
- Assist with bathing, dressing, personal hygiene, moving in bed, standing, and walking
- Feed patients who need help eating

Wayne College and Stark State have partnered with the Career Center to make a LPN-RN-BSN bridge program available. This pathway provides a significant cost savings compared to a traditional four-year degree, while offering flexibility that the traditional college cannot provide.

Adult & Community Education Offers:

- Hands-on clinical experience
- Practice for NCLEX-PN provided on campus and included in tuition
- A 1-year day program or 15-month evening program

## NEW FOR FALL 2015!



## DENTAL ASSISTING

900 hours

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 health care.

Skills taught in this course include:

- Introduction to dentistry/oral health and nutrition
- Infection control
- Head and neck anatomy/physiology
- Patient care/dental charting
- Restorative materials/advanced chairside
- Laboratory materials
- Dental radiography
- Practice management



# MEDICAL PROFESSIONAL



## MEDICAL ASSISTING

900 Hours  
3-8:30pm M-Th  
Class starts August 24, 2015

Gainful Employment: <http://bit.ly/1AASplh>

There is no better time than the present to enter the healthcare field. The Medical Assisting program is a great way to gain access to this exciting profession. The curriculum prepares you to perform administrative, clinical, and laboratory procedures for employment in a physician's office, clinic, or hospital.

The course will cover, but is not limited to, the following:

- Entry-level clinical skills
- Phlebotomy
- Scheduling appointments
- Medical law and ethics
- Entry-level ICD-9/CPT coding
- Health insurance claim forms
- AED/adult/child/infant CPR
- Records management/electronic medical records
- First aid/medical emergencies
- Computer and employability skills
- Psychology of human behavior
- BBP/universal precautions
- Medical terminology, anatomy and physiology
- HIPAA/standards and guidelines

Medical Assisting students will have the opportunity to gain practical experience through a 160-hour unpaid externship. A routine physical and criminal background check are required. Some healthcare systems and physician practices may require proof of current immunizations for students participating in externships. Students must also complete the Hepatitis B series prior to participation in their externships. The cost of the physical, immunizations, and uniforms will be the responsibility of the student.

## PHLEBOTOMY TECHNICIAN

100 hours + 40 hour externship  
Tuition: \$1500 (includes certification fee)  
Books & Supplies \$350  
Liability Insurance \$15  
Evening Class: 4-8pm T/Th  
HO039A Sept. 15, 2015

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. This class includes 100 hours of Lecture/Lab and a 40 hour externship to include the necessary venipuncture and capillary sticks needed to allow you to sit for the National Certification Exam. Our program is approved by The National Healthcare Association. Upon completion of the program, students will take an online assessment to become a CPT (Certified Phlebotomy Technician). This exam is offered at our institution at an additional cost.

## NURSE AIDE TRAINING

80 hours  
Tuition: \$675  
Evening Class: 4:30-9:30pm M-TH (days vary)

Nursing 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. Experts believe the need for STNAs to grow 20% faster than the average for all jobs in the next 10 years. Our Nurse Aide Training program is well-regarded by local healthcare institutions. It is geared towards providing our students with the knowledge and skills necessary to pass the state exam. The program runs periodically, based on enrollment. The 2-step Mantoux TB test is required, and students will be required to have a criminal background check prior to clinicals. State certification test costs are included in tuition.

## CPR TRAINING FOR HEALTH PROFESSIONALS

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. The course will teach how to recognize life-threatening emergencies, administer CPR, use an AED, and relieve choking.

Classes starting monthly.  
Call for information.





## ADMINISTRATIVE OFFICE

Day Class (1000 hours): 9am-2pm M-F  
Evening Class (805 hours): 5:30-9:30pm M-Th  
Gainful Employment: <http://bit.ly/1EbUmAc>

Our program includes office skill training and Microsoft Office software. The daytime curriculum also includes these online learning courses: Administrative Assistant Fundamentals, Effective Business Writing, Introduction to PC Trouble Shooting & Security, and Creating Web Pages.

Ohio careers expected to grow through 2020	Employment		Annual Openings <sup>1</sup>
	2010	2020	
Bookkeeping, Accounting, and Auditing Clerks	67,730	72,750	1,250
Customer Service Representatives	78,160	84,940	2,900
Medical Secretaries	39,140	51,780	1,790
Receptionists and Information Clerks	26,730	30,520	1,190

<sup>1</sup>[www.acinet.org](http://www.acinet.org)

## BILLING AND CODING SPECIALIST

230 hours

Tuition: \$2,400 Book: \$694  
Classes: 9-2pm M/W/F  
8/24/15-12/14/15 BE438A

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 and ICD-10, 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

## AUTOMATED ACCOUNTING & QUICKBOOKS

Tuition: \$1000 Book: \$200  
Classes: 9am-3pm T/Th  
11/5/15-2/16/15 BE481A

Class will feature the basics of Automated Accounting and QuickBooks. Focus on receivables, payables, inventory and payroll accounts. You will learn to track accounts on a daily basis and how to balance and close the books at month end. Prerequisite: Accounting I. 145 hours/25 sessions



## MEDICAL OFFICE BILLING AND CODING SPECIALIST

1000 hours

Day Class: 9am-2pm M-F  
Evening Class: 5:30-9:30pm M-TH  
Gainful Employment: <http://bit.ly/1GLpCmp>

Apply a wide range of administrative and medical office skills needed in medical facilities including private practice, hospitals, insurance companies, and nursing homes. Practice ethical standards, confidentiality, and professionalism when interacting with clients and coworkers. Experience interactive software applications, and project simulations.

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



## COMPUTER & ACCOUNTING OFFICE SPECIALIST

1065 hours

Classes: 9-2pm M-F  
Gainful Employment: <http://bit.ly/1zuDg03>

Apply a wide range of administrative skills in business and government offices. Practice ethical standards, confidentiality, and professionalism when interacting with clients and coworkers. Experience interactive software applications, project simulations, and utilize accounting strategies. Focus on office skills training, manual and automated accounting, Microsoft Office Suite and QuickBooks.

## CAN I AFFORD TO ENROLL?

### Fast Facts:

- By 2020, nearly 2 of every 3 jobs will require some post-secondary education and training.
- 94% of full-time students enrolled in WCCSC Adult Education programs in FY14 qualified for financial aid.

### WANT TO FIND OUT MORE?

Attend a free information session to learn about programming designed to help you reach your career goals and receive your application and resources for Federal Financial aid.



## LAW ENFORCEMENT TRAINING ACADEMY

660 Hours

Class: 6-10pm M-Th, 8-5pm Sat.  
9/21/15

Gainful Employment: <http://bit.ly/1AASs75>

The WCCSC 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. Successful completion of this program includes:

- Certified OPOTA Curriculum
- Defensive Driving
- Radar Certification
- First-Aid/CPR Certification
- ADAP

## EMERGENCY MEDICAL TECHNICIAN

170 Hours/55 sessions

Tuition: \$995 Book: \$160

Clinical Liability Fees: \$15 Certification Fee: \$70  
Evening Class: 6:30-9:30pm M-Th and

Sat. 9am-1:30pm

8/6/15 - 11/21/15 PS001A

Orientation: 8/3/15

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. If tuition is paid by EMS or FD, students must show department authorization or be enrolled by the department Chief or training officer. The following immunizations should be completed by beginning of class: MMR, Hepatitis B series, TB test, seasonal flu shot.

Call to schedule placement test, cost: \$45

## FIREFIGHTER CLASSES

Firefighter classes are scheduled as demand necessitates. Classes are only open to members of local departments. If interested, please contact your local fire chief.



## COSMETOLOGY

1500 hours

Evening Class: 3:30-8:30pm T-Th  
8:30-3:30 Every 2nd and 4th Saturday  
Gainful Employment: <http://bit.ly/1FLMITt>

Do you enjoy working with people? Do you have an eye for beauty? Be a cut above the rest in one of the fastest growing careers today. Gain hands-on experience in our salon while obtaining the industry knowledge necessary for your Cosmetology license.

Secure these skills commonly used in cosmetology: dispensary operations, sanitation, reception duties, and salon management.

Emphasis on these hands-on practices:

- Scalp care and hair treatments
- Shaping and cutting hair
- Styling hair
- Permanent waving
- Hair relaxing and coloring
- Hair highlighting and toning
- Manicuring and pedicuring
- Facial treatments
- Wig and hairpiece care

Career Options (State license required) include: Cosmetologist, Color Technician, Perm Specialist, Hair Cutting Specialist, Esthetician, Nail Technician, Platform Artist, and Sales Representative.

## Salon Open to the Public

All services performed by supervised students.

### Services Include:

Haircuts \* Perms \* Coloring  
Manicures \* Pedicures  
Facials \* Waxing



Call for an Appointment  
330-669-7000 ext. 2061

Salon is licensed and inspected by the Ohio State Board of Cosmetology

## NEW FOR FALL 2015!



### AUTOMOTIVE TECHNOLOGY

828 Hours

Class: 4-9pm M-TH  
TI103

Learn to diagnose, maintain and repair today's high tech automobiles and how to troubleshoot problems using the latest engine analyzers, handheld scanners and other computerized diagnostic equipment. Learn everything from basic engine systems to computerized fuel injection, anti-lock brakes, computerized engine controls and more.



### WELDING TECHNOLOGY

745 Hours

Gainful Employment: <http://bit.ly/1lanzg1>

Learn to build and troubleshoot complex manufacturing solutions using advanced welding techniques. Create and fabricate customized metalwork using critical thinking and math skills to master blueprint interpretation.



### INDUSTRIAL MAINTENANCE TECHNOLOGY

746 Hours

Gainful Employment: <http://bit.ly/1F2SNGB>

Learn and apply electrical and mechanical repair skills to maintain production equipment and building systems with hand and power tools. Troubleshoot problems on complex manufacturing equipment.



### BUILDING MAINTENANCE TECHNOLOGY

735 Hours

Gainful Employment: <http://bit.ly/1JmvgOV>

Learn and apply basic carpentry, masonry, plumbing, electricity, and mechanical repair skills to maintain building systems. Also learn landscaping, painting, and snow removal techniques to provide ongoing property care.



### PRECISION MACHINING TECHNOLOGY

722 Hours

Gainful Employment: <http://bit.ly/1EbuAY9>

Learn to invent, design, and manufacture the tools and components for a wide range of production needs. Utilize advanced computer-controlled technology to create steel, aluminum, and plastic components.

### BASIC ELECTRICITY

This course is designed for non-electrical tradesmen. Topics include atomic structure, theory of electron movement, sources of electricity, and units of measurement. Also covered will be Ohm's Law, effects of resistance, magnetism, capacitance, induction, AC and DC motors. 30 hours/ 15 sessions

Tuition: \$325 Books: \$135  
Th 4-6pm 8/20-12/17 TI051A

### BLUEPRINT READING FOR CONSTRUCTION

Learn how to interpret building and construction drawings. Covers the fundamentals of how building details are illustrated. 30 hours/ 15 sessions

Tuition: \$325 Book: \$125  
Tues. 6-8pm 9/1-12/15 TI019A

### BLUEPRINT READING & SKETCHING FOR WELDING

Assembly and detail drawings are used to illustrate print identification, holes, sections, tapers and castings. Emphasis is placed on reading shop prints. 30 hours/ 15 sessions

Tuition: \$325 Book: \$60  
Tues. 6-8pm 9/1-12/15 TI021B

### CAD

Introductory Computer Aided Drafting for drafters, engineers, designers, architects, etc. This course is designed for the individual with no experience in Computer Aided Drafting. Topics covered include: basic drawing, editing, saving, moving, and plotting. Prerequisite: Blueprint Reading & Sketching/ Permission by instructor.

Tuition: \$325 Book: TBD  
T 8-10pm  
Call for additional information.

### 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. 64 hours/ 16 sessions

Tuition: \$625 Book: \$197  
M 5-9pm 8/17-12/14 TI070A

### COMMERCIAL & 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: \$53  
Th 8-10pm 8/20-12/17 TI081A

### HVAC FUNDAMENTALS

Fall semester will cover heating fundamentals. (Enroll in spring HVAC class to learn air conditioning fundamentals.) 30 hours/ 15 sessions

Tuition: \$325 Book: \$182  
W 7-9pm 8/19-12/2 TI067A



# TRADE AND INDUSTRY COURSES

## PNEUMATICS

Study of fundamental pneumatic principles, gas laws, calculations, A.S.A.I.S. symbols and terminology, the way air is compressed, the compressed air system, and controlling pneumatic power. 30 hours/ 15 sessions

Tuition: \$325 Book: \$32  
Tues. 8-10pm 9/1-12/15 TI062A

## PRECISION MACHINING THEORY I

Covers safety and the use of measuring, layout, inspection, set-up tools, tool and utility grinders, cutoff and band saws, drilling machine, and basic lathe operations. 30 hours/ 15 sessions

Tuition: \$325 Books: \$161  
Wed. 6-8pm 9/2-12/16 TI031A

## PRECISION MACHINING LAB I-IV

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 Lab 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: \$385

Monday 6-10pm 8/31-11/30

TI033A LAB I	TI034A LAB II	TI038A LAB III	TI039A LAB IV
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Thursday 6-10pm 9/3-12/17

TI033B LAB I	TI034B LAB II	TI038B LAB III	TI039B LAB IV
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## RESIDENTIAL PLUMBING I

Course combines classroom instruction with hands-on projects to introduce you to the plumbing craft. Topics include: use of common hand tools, common pipe fittings and materials, fixtures and faucets. Course content includes curriculum from The Residential Construction Academy Series.

30 hours/ 15 sessions  
Tuition: \$385 Books: \$228  
W 5-7pm 8/19-12/2 TI164A

## RESIDENTIAL WIRING I

Students will learn electrical wiring of duplex receptacles, GFCI receptacles, single-pole switches, 3-way switches, 4-way switches, lighting fixtures, and split/switches receptacles. 30 hours/ 15 sessions

Tuition: \$365 Books: \$249  
Th 6-8pm 8/20-12/17 TI181A

## PLC AUTOMATION

We offer courses in Allen Bradley PLC, Siemens, Wonderware, and much more. Courses alternate between presented material and hands-on exercises using the equipment found in your factory. There is no better way for maintenance and engineers to learn automation. 40 hours

M-F 8-4pm  
Dates scheduled by Industrial demand

## FAST-TRACK WELDING- INDUSTRIAL

This 10-week 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 and welding certification tests (at an additional expense) are available. 90 hours/30 sessions

T, W, TH 6-9pm (class times may be adjusted to accommodate shift workers)

Tuition: \$1300  
6/2-8/6 TI166AA  
9/15-11/19 TI166A

Call for information; additional classes may be starting

## 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, welding gloves and safety glasses, steel-toed leather boots suggested, long-sleeve work shirt and blue jeans or work pants no holes.

## MON. WED. or FRIDAY WELDING

Students can select Shielded Metal Arc Welding I or II, Gas Metal Arc Welding I or II, 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. 40 hours/ 10 sessions

Tuition: \$495

Monday and Wednesday 5-9pm

TI004C 9/14-10/14	TI004D 10/19-11/18
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Monday only 5-9pm

Wednesday only 5-9 pm

TI004A 9/14-11/16	TI004B 9/16-11/18
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Friday 5-9 pm

TI004BB 10/2-12/11

## 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. 45 hours/ 15 sessions

Tuition: \$385 Books: \$296  
Th 6-9pm 8/20-12/17 TI005A

## 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.

Cost: \$25/hr  
Call for dates

## WELDING CERTIFICATIONS

WCSCC administers various American Welding Society (AWS) certification tests for individuals and employers. Steel \$200; Stainless steel \$275; Pipe \$300; Procedural \$375

## FORKLIFT TRAINING & CERTIFICATION

Call for information.  
\$75 TI096A

## FAST-TRACK CNC OPERATOR

Call for more information

# PROFESSIONAL DEVELOPMENT COURSES

## DEALING WITH DIFFICULT PEOPLE

Discover your own personality style and how to live or work most effectively with others. 4 hours/2 sessions

Tuition: \$45  
TH 5:30-7:30pm 9/17-9/24 CS020A

## SELF-ESTEEM AND YOUR ATTITUDE

Recognize and choose your actions. Identify your self-defeating habits. Learn tools to better manage your attitude and positively influence others. 3 hours/1 session

Tuition: \$35  
TH 5:30-8:30pm 9/10 CS059A

## CONFLICT IN THE WORK PLACE

Find it difficult to work side-by-side with individuals outside your comfort zone? Learn how you can strengthen relationships with those that differ from you. 4 hours/2 session

Tuition: \$45  
TH 5:30-7:30pm 10/29-11/5 CS099A

## MEETING EMPLOYER EXPECTATIONS

Learn what employers look for in an employee and what makes them hire one candidate over another. Learn the Dos and Don'ts of interviewing from a panel of Wayne County employers. 2 hours/1 session

Tuition: \$25  
TH 6-8pm 11/12 CS024A

## BRING YOUR "A" GAME TO WORK

This engaging curriculum and training program helps participants understand the seven values and behaviors of work ethic: Attitude, Appearance, Accountability, Attendance, Ambition, Acceptance, Appreciation. Participants who pass the course at 95% or higher will earn a Work Ethic Certification which is supported by employers. Presented in partnership with OSU/ATI. 12 hours/4 sessions

Tuition: \$125  
TH 5:30-8:30pm 10/1-10/22 CS096A

## JOB SEEKING SKILLS

Learn how to network, dress for success, identify and market your skills. Prepare an up-to-date resume, cover letter, and participate in mock interviews. 20 hours/ 4 sessions

Tuition: \$231 Book: \$30  
T 9am-2pm 10/13-11/3 CS030B

## PROMOTING YOUR BUSINESS WITH SOCIAL MEDIA

This introductory course will cover the benefits of using Facebook, Twitter, LinkedIn, and Instagram as marketing platforms for your business. Discuss strategies for building and engaging your target audience to increase awareness and sales. 4 hours/2 sessions

Tuition: \$45  
M 6-8pm 9/14-9/21 CS109A

## HELP! I NEED A JOB!

One of the most frustrating things in life is finding a job! Learn how to develop a simple but effective resume. Don't dread interviews anymore. Let us show you how to interview with confidence and professionalism. If you are a job seeker this class will provide you with valuable tools to help you get HIRED! 3 hours/1 session

Tuition: \$35  
Th 5:30-8:30 9/3 CS058A

## CONVENIENT, AFFORDABLE ONLINE LEARNING JUST A CLICK AWAY!

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

Classes start monthly. Enjoy the convenience of online classes with patient, caring instructors and lively discussions with fellow students. Download a certificate upon successful completion.

Choose from over 300 courses!

- Accounting & Finance
- Business
- College Readiness
- Computer Applications
- Design and Composition
- Healthcare and Medical
- Language and Arts
- Law and Legal
- Personal Development
- Teaching and Education
- Technology
- Writing and Publishing

**Course fees start at just \$125!**



# CHILD CARE COURSES

## ADULT, CHILD & INFANT CPR FOR CHILD DAY CARE PROVIDERS

Accredited program through the American Heart Association. Heartsaver CPR book is required for certification. 4 hours/ 1 session

Tuition: \$65 Book: \$15  
W 6-10pm  
8/19 FC425A • 9/16 FC425B  
10/14 FC425C • 12/9 FC425D

## COMMUNICABLE DISEASE

Official course from Ohio Department of Health and Human Services. 6 hours/2 sessions

Tuition: \$65  
T/Th 6-9pm 8/18-8/20 FC410A  
T/Th 6-9pm 10/13-10/15 FC410B

## COMMUNICABLE DISEASE REFRESHER

Official course from Ohio Department of Health and Human Services. 3 hours/1 session

Tuition: \$35  
Th 6-9pm 8/13 FC411A  
Th 6-9pm 10/22 FC411B

## 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/2 sessions

Tuition: \$65  
T/Th 6-9pm 8/4-8/6 FC427A  
T/Th 6-9pm 10/6-10/8 FC427B

## 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 session

Tuition: \$35  
T 6-9pm 8/11 FC429A  
T 6-9pm 10/20 FC429B

## PERFECT PORTION

What is the perfect portion of food? Learn fun ideas for teaching preschoolers by comparing and contrasting large and small portions. 2 hours/1 session

Tuition: \$35  
T 6-8pm 9/8 FC485A

## GO, SLOW, AND WHOA

Learn the Go, Slow and Whoa techniques for preschoolers to recognize foods that are better choices for a healthy body. 2 hours/1 session

Tuition: \$35  
W 6-8 pm 8/5 FC484A

## HEALTH & SAFETY IN FAMILY CHILD CARE

As part of the early care and education profession, you will influence children's development and impact their lives. 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: \$65  
Offered on an as-needed basis.  
Call for more information.



# COMPUTER COURSES

## QUICKBOOKS PRO 2012 LEVEL 1

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  
T/Th 6-8pm 9/22-10/6 BE486A

## QUICKBOOKS PRO 2012 LEVEL 2

Create main accounts and sub-accounts of physical inventory, set up and use payroll accounts, and work with banking/credit card accounts. Prerequisite: QuickBooks Level 1. 10 hours/5 sessions

Tuition: \$105 Book: \$32  
T/Th 6-8pm 10/8-10/22 BE487A

## WINDOWS 8.1 INTRO FOR SENIORS

An introduction to the latest that Microsoft has to offer with their new operating system currently offered on all new computers. 10 hours/5 sessions

Tuition: \$85 Book: \$30  
M/W 2-4pm 9/21-10/5 BE443A

## INTERNET INTRODUCTION FOR SENIORS

Browse the Web, perform searches, create and manage favorites, send and receive email, and work with attachments. 10 hours/5 sessions

Tuition: \$85 Book: \$25  
M/W 2-4pm 10/5-10/19 BE068A

## INTRO TO COMPUTERS & WINDOWS Part 1

Learn a basic overview of the operating system, hardware, and software. You will also be introduced to word processing, spreadsheets, presentations and publishing software. 12 hours/4 sessions

Tuition: \$150 Book: \$30  
M/W 6-9pm 9/14-9/23 BE451A

## INTRO TO COMPUTERS & WINDOWS Part 2

Build on previous class with deeper training on Microsoft Office programs. Prerequisite: Computers & Windows I. 12 hours/4 sessions

Tuition: \$150 Book: \$30  
M/W 6-9pm 10/5-10/14 BE452A

## MICROSOFT EXCEL & WORD 2013

(2007 & 2010 users welcome)

Tuition \$150 per class Book: \$35 per class  
Each class is 12 hours/4 sessions

## MICROSOFT EXCEL 2013 Levels 1-3

Excel Level 1:	M/W 6-9pm	10/19-10/28	BE477A
Excel Level 2:	M/W 6-9pm	11/9-11/18	BE478A
Excel Level 3:	M/W 6-9pm	12/7-12/16	BE479A

## MICROSOFT WORD 2013 Levels 1-3

Word Level 1:	T/Th 6-9pm	10/20-10/29	BE488A
Word Level 2:	T/Th 6-9pm	11/10-11/19	BE489A
Word Level 3:	T/Th 6-9pm	12/8-12/17	BE490A

## SELF-PACED SOFTWARE TRAINING

Learn 1, 2, 3, 4 or More!

Learn Microsoft Office in a lab environment at your own pace with an instructor available to answer your questions. Designed for those with basic computer knowledge, students select one of these programs to work on at each session.

Word, Excel, PowerPoint or Publisher

Tuition: \$8/training hour Book: \$115

Computer Lab Availability:

Day: M-F 12:30 - 2pm

Eve: M-Th 6:00 - 9:00pm

Classes begin the second week of each month.

# ARTS & LEISURE CLASSES NEW! SERIES PROGRAMS



## WILTON CAKE DECORATING SERIES

Take 1 or take them all!

Book and kit will cost an additional \$30 - \$40 and can be purchased at craft stores. There are also additional optional supply fees for each course. Each course is 8 hours / 4 sessions.

### COURSE 1: BUILDING BUTTERCREAM SKILLS

Learn core buttercream decorating techniques that will give you extraordinary results. Plus, you'll learn how to make 6 different buttercream icing flowers in addition to lettering and borders.

Tuition: \$80 T 6-8pm 8/4 - 8/25 GI138A

### COURSE 2: FLOWERS AND CAKE DESIGN

Learn how to select colors, arrange flowers, and work with royal icing, which is the ideal icing for creating decorations in advance.

Tuition: \$80 T 6-8pm 9/1 - 9/22 GI139A

### COURSE 3: FONDANT AND GUM PASTE

Develop your skills working with fondant and gum paste. Learn essential techniques such as covering a cake with fondant, cutting shapes, and even painting on fondant.

Tuition: \$80 T 6-8pm 9/29 - 10/20 GI140A

### COURSE 4: ADVANCED GUM PASTE FLOWERS

Take your gum paste flower-making skills to an advanced level. Learn how to use gum paste to make detailed, realistic-looking flowers.

Tuition: \$80 T 6-8pm 10/27 - 11/7 GI141A



## DEBORAH'S GARDEN MARKET GARDENING SERIES

Take 1 or take them all!

Deborah's Garden Market in Wooster offers a variety of classes and workshops all year long. WCCSC Adult & Community Education is thrilled to partner with them to offer 6 unique classes at their beautiful greenhouse and shop located at 1494 E. Smithville Western Rd. in Wooster. Each course is 2 hours/1 session.

### PLANTING FOR BUTTERFLIES AND HUMMINGBIRDS

Attract hummingbirds and butterflies to your garden.

Tuition: \$20 W 6-8pm 6/10 GI132A

### CREATIVE HERB GARDENING

Tips on growing, preserving and cooking with herbs.

Tuition: \$20 W 6-8pm 6/24 GI133A

### HYDRANGEA HELP

Why won't my hydrangea bloom? How do I make my hydrangea blue? Answers to many other hydrangea questions!

Tuition: \$20 W 6-8pm 7/8 GI134A

### SHADY RETREATS

If you're a little shady, you'll enjoy this class on the many perennials that will add color to your shady retreat.

Tuition: \$20 W 6-8pm 7/22 GI135A

### BUTTERFLIES AND HUMMINGBIRDS

See what's blooming in our garden. Usually we have Monarch Butterflies, Caterpillars and Chrysalis on our Milkweed plants in August. Great chance to observe the life cycle of the Monarch Butterfly.

Tuition: \$20 W 6-8pm 8/12 GI136A

### SUCCULENTS ARE TRENDY AND OH SO EASY

Hardy and non-hardy succulents, learn how to grow and propagate these interesting and unusual plants.

Tuition: \$20 W 6-8pm 8/26 GI137A

# ARTS & LEISURE COURSES

## INTRO TO DIGITAL PHOTOGRAPHY

One of our most popular courses! Learn camera settings and features including picture quality, zoom, macro, ISO, depth of field, etc. Course will also cover editing your photos on the computer. Bring your camera and manual to class. Prerequisites: Personal digital camera and basic knowledge of its operation. 6 hours/3 sessions

Tuition: \$60  
Th 6:30-8:30pm 9/10-9/24 GI063A



This photo courtesy of Intro to Digital Photography student.

## INTRO TO INTERNET GENEALOGY RESEARCH

Individual family research will be done in class following a review of free and low-cost family history software, websites, and other sources. 10 hours/5 sessions

Tuition: \$100 Book: \$20  
M/W 6-8pm 10/26-11/9 GI071A

## INTRODUCTION TO QUILTING

Designed for beginners, learn how to use a rotary cutter with acrylic ruler and matt, comprehend pattern instructions, choose fabrics, and beginning to end construction knowledge. Bring your own portable sewing machine. 10 hours/5 sessions

Tuition: \$99 Supply fee: \$10  
W 6-8pm 9/23-10/21 GI157A

## KNITTING 101

Knit a scarf as you develop a new relaxing hobby. Bring your choice of yarn and Contemporary US knitting needles sizes 8 or 9 (European size 5mm or 5.5 mm). Shorter needles and a single stranded yarn are easier to start with. 6 hours/3 sessions

Tuition: \$60  
W 6-8pm 10/14-10/28 GI065A

## KNIT A PAIR OF SOCKS, MITTENS, OR CHRISTMAS STOCKING

Class is for people who can knit and pearl comfortably. Instructor will be in contact with each student prior to the first class with information on needles and yarn needs. Confirm which project you'd like to make when you register. 6 hours/3 sessions

Tuition: \$60  
W 6-8pm 11/4-11/18 GI061A

## PAINTING FOR THE FUN OF IT

Learn how to paint with acrylics--landscapes, wildlife, the family pet, or whatever you like. Supplies are required --a list will be mailed upon registration. 15 hours/6 sessions

Tuition: \$175  
M 7-9:30pm 9/21-10/26 GI175A

## SPANISH A

This course teaches beginning vocabulary and grammar for basic conversations. 12 hours/6 sessions

Tuition: \$120 Book: \$25  
T 7-9pm 8/25-9/29 GI044A

## SPANISH B

A continuation of Spanish A, this class will help you improve your vocabulary and grammar to speak more competently with co-workers, clients, in your travels, or just for fun. Textbook from previous level will be used. 12 hours/6 sessions

Tuition: \$120  
T 7-9pm 10/13-11/17 GI045A

## GERMAN LANGUAGE AND CULTURE

Learn basic language skills with a focus on functioning in a German-speaking society and German culture. 12 hours/8 sessions

Tuition: \$120  
Th 5-6:30pm 9/3-10/22 GI170A

## SELF-DEFENSE FOR WOMEN

This course will introduce you to various strikes, blocks and kicks, providing you with the skills and self-confidence necessary to protect yourself, regardless of your age, size, or strength. 2 hours/1 session

Tuition: \$20  
M 6-8pm 9/14 GI004A • 11/2 GI004B

## ZENTANGLE INTRO

Learn Zentangle from a Certified Zentangle teacher. Explore the fascinating new art form that is fun and relaxing and complete two Zentangle tiles. Mini Zentangle kit and booklet included in supply fee. 3 hours/1 session

Tuition: \$30 Supply fee: \$9  
M 6-9pm 6/15 GI110A

## ZENTANGLE ON FABRIC QUILT BLOCK SERIES

Learn how to create a design then use a colored pencil technique to "paint" the quilt squares. Water color pencils and brushes will be supplied for use. Supplies include: fabric gel pens (2), 10" x 10" prepared quilt block, printed instructions for review. Prerequisite: Zentangle Intro. 6 hours/2 sessions

Tuition: \$60 Supply fee: \$15  
M/T 6-9pm 6/22-6/23 GI130A

## ZENTANGLE TENNIS SHOES!

Once you learn Zentangle nothing is safe! "Jazz up" a pair white tennis shoes (you provide shoes). Prerequisite: Zentangle Intro. 2.5 hours/1 session

Tuition: \$25 Supply fee: \$8  
W 6-8:30pm 7/8 GI131A

Have an idea for a class or  
have a class you want to teach?  
Let us know!  
Contact us at [WCSCC.org](http://WCSCC.org)



# Is Your Business Looking for Workforce Solutions?

Our business is developing *your* business. Through customized training options to improve performance, team work, and productivity, we have helped hundreds of business clients in the area. Our desire is to deliver high-quality training at a reasonable cost.

## CUSTOMIZED BUSINESS TRAINING

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.

## REGISTERED APPRENTICESHIP

Apprenticeships are an industry-driven training model designed to help employers attract qualified applicants and increase productivity at a reasonable cost. Each Apprenticeship program is sponsored by an employer. It combines on-the-job training and related technical instruction to teach the practical and theoretical aspects of a skilled occupation. The average Registered Apprenticeship program entails 8,000 hours of on-the-job training and 576 hours of related technical instruction. Hence, the Apprenticeship Council's motto: the other 4-Year Degree

### Sponsoring a Program

As an apprenticeship sponsor, your organization may qualify to receive Individual Training Account dollars under Workforce Investment Act (WIA). Call today for more information!

## INDUSTRIAL TRAINING

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.

## JOB PLACEMENT SERVICES/EXTERNSHIPS

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 looking for an extern to help you during times of heavy workload, WCSCC Adult Education is your source for quality, skilled employees.

## PROFESSIONAL DEVELOPMENT

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, and teamwork. Many other topics can be designed to meet your specific needs.

## WORKFORCE EVALUATION CENTER

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.

**Our helpful staff is here to answer your questions. We look forward to serving you!**

PROGRAM	CONTACT	PHONE	EMAIL
Customized Business Training	Katie Smith	330-669-7070 ext. 4174	ksmith@wcsc.org
Industrial Training, Apprenticeships	Kevin Wilson	330-669-7070 ext. 6111	kwilson@wcsc.org
Job Placement Services/ Externships	Josi Weaver-Kranz	330-669-7070 ext. 6013	jweaver@wcsc.org
Professional Development	Tim Ritchey	330-669-7070 ext. 6011	ksmith@wcsc.org
Workforce Evaluation Center	Katie Wiggam	330-669-7070 ext. 4170	kwiggam@wcsc.org





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 licensure exam, graduates will be eligible to pursue accelerated LPN-RN programs, including Stark State's satellite program to be housed in the Career Center.



The University of Akron  
Wayne College

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 the Career Center Secondary Classes are cancelled during the day, Adult Education classes are cancelled until 3:00 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:*

*WKVX-AM 960 and WQKT-FM 104.5. Fox 8 WJW.*

*On the internet, Cleveland Fox Channel 8. <http://fox8.com/closings/school-closings/>*

#### 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 \$3 per copy.

#### ACCREDITATION

Adult & Community Education, WCSCC, is accredited with Council on Occupational Educational, (COE) 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350, Telephone: 770-396-3898 / FAX: 770-396-3790, [www.council.org](http://www.council.org). COE is a national accreditor with specific focus on quality and integrity in career and technical education. As a member of the University System of Ohio, WCSCC is governed by the Ohio Board of Regents.

#### 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.

#### PUBLIC MEETINGS

Call Connie at 330-669-7070 to schedule meetings or events at WCSCC. Excellent facilities and audiovisual equipment are available.

#### 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 9:00 p.m. Our annual security report is available at <http://bit.ly/1aVU2t6>

#### SENIOR CITIZEN DISCOUNT

Residents age 62 or older, who are not employed full-time, pay 75% of the tuition fee for most part-time or short-term courses, but are responsible for other costs. Classes with Senior in title already discounted.

#### 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 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 \$200-600: Pay 25% 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. Please register 10 business days before a class is to begin to ensure book availability on first day of class.

#### WITHDRAWAL AND REFUNDS

Short-Term/Career Enhancement Programs

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, Certified Professional

**Coder, Phlebotomy And Nurse Aide Training 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% and up	100%

\*Percentage given is of tuition.

You will be charged for all books and supplies received.

If a student has not communicated with us or been in class for two consecutive weeks the withdrawal/refund process will be initiated. Withdrawal date is the last day of attendance unless otherwise noted. Refunds will be mailed approximately 45 days after withdrawal date.

Students with outstanding balances will not be eligible to register for additional classes until balance is paid in full.

#### DELINQUENT PAYMENTS

Delinquent payments may impact your enrollment in the class and result in a \$25.00 fee.

#### RETURNED CHECK POLICY

Returned checks must be paid in cash along with a \$10 service fee immediately upon notification. (Failure to do so will result in your account being turned over to collections.)

#### ENROLLMENT RESTRICTIONS

Anyone convicted of a sexual offender crime will not be permitted to enroll in classes at Wayne County Schools Career Center Adult & Community Education. Please note: conviction of any felony will restrict your ability to enroll in health related programs.

#### WCSCC BUILDINGS AND GROUNDS

#### ARE SMOKE AND TOBACCO FREE

Crime statistics, policies, and information about WCSCC campus safety programs are available upon request from the Financial Aid Coordinator.





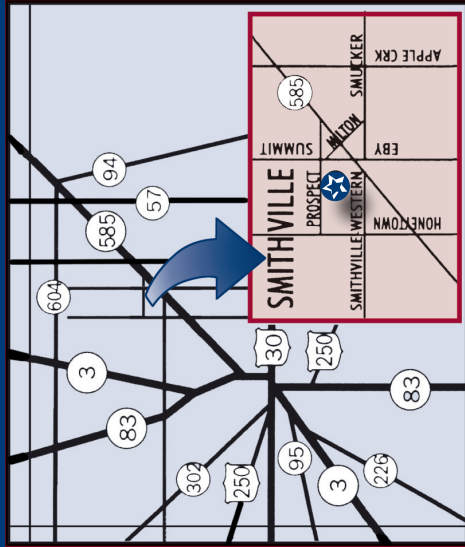
**Adult & Community Education at a  
Convenient Location**



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A University Systems of Ohio Training Provider



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