



Unlock Your Potential!

*Learn **key** skills to advance in your career or begin a new one*

NEW
Year-long course catalog
Fall 2016 - Spring 2017

Over 35 Arts & Leisure classes! Check them out on pages 11-13.

**Want to find out when new classes are added?
Like us on Facebook and follow us on Twitter.**

facebook.com/wcsc.c.adult



[@WCSCC_AE](https://twitter.com/WCSCC_AE)

TUITION	PROGRAM
\$6.00/hr	Office Technology, Medical Assisting, Dental Assisting
\$7.00/hr	Law Enforcement Training Academy
\$7.00/hr	Industrial Training
\$7.75/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. \$60 fee applies (\$55 if paid in advance).

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.

CERTIFICATE & CAREER PORTFOLIOS

Certificate of Completion and Career Portfolios given at graduation.

PROFESSIONAL DEVELOPMENT

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

EXTERNSHIPS

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

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.

JOB PLACEMENT SERVICES

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



CAREER PROGRAMS

CONTINUING EDUCATION

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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.

Smithville

Wayne County Schools Career Center

518 W. Prospect St.

ABLE

Adult Basic and Literacy Education

Call 330-988-1007 for

information and orientation dates!

www.WayneCountyAble.org

GENERAL INFO

HOW DO I ENROLL?

Full-time students must attend a free information session before enrolling to obtain an application, schedule assessments, and receive federal financial aid resources. Call 330-669-7070 reserve a spot in an upcoming info session.



Online at wcsc.org



By phone at 330-669-7070



In person at our Adult Education office at 518 W. Prospect St. in Smithville

IS FINANCIAL AID AVAILABLE?

Full-time courses (600 hours or more) are eligible for financial aid. 94% of full-time students enrolled at WCSCC Adult & Community Education qualify for financial aid. Find out more when you attend a free info session.

WANT MORE INFORMATION?

Visit our website WCSCC.org and click on Adult Education or attend a free information session where you'll discuss program options and get answers to your questions. Call 330-669-7070 to reserve a spot in an upcoming info session.

PUBLIC SERVICE

Public Safety FY15
Retention: 80%
Placement: 100%



LAW ENFORCEMENT TRAINING ACADEMY

700 Hours

Class: 6-10pm M-Th, 8-5pm Sat.
9/26/16-6/8/17

Gainful Employment: <http://goo.gl/thnWeK>

The WCSCC 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
- Taser Certification

Call to schedule entrance assessment test, cost \$60 (\$55 if paid in advance).

EMERGENCY MEDICAL TECHNICIAN

170 Hours

Tuition: \$1200 Book: \$160
Clinical Liability Fees: \$15 Certification Fee: \$70
Evening Class: 6:30-9:30pm M/Th and
Every other Sat. 8am-2:00pm
8/8/16 - 12/3/16 PS001A
1/19/17 - 5/20/17 PS001B

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 entrance assessment test, cost \$60 (\$55 if paid in advance).

MANAGING MANICURIST

300 hours - 15 Weeks

Total Cost: \$2450

Tuition: \$1800

Books: \$150; Nail Kit: \$300

Supply Fee: \$200

Fall 2016

The Managing Manicurist program requires 300 hours of theory and clinical work over 15 weeks. Upon completion of this program, graduates will be able to professionally perform nail care procedures, enhancements, and properly utilize specialized equipment. Additionally, completion of this program will ensure graduates understand salon operations including business and retail knowledge, while focusing on professional communication skills. Students will leave the program fully prepared to gain State Board Licensure with the confidence, skills, and knowledge needed to both rent or run their own salon.

Call to schedule entrance assessment test, cost \$60 (\$55 if paid in advance).

OFFICE TECHNOLOGY

Office Technology FY15
Retention: 85%
Placement: 94%
Average Wage: \$11.64

Full-Time Programs



ADMINISTRATIVE OFFICE

Day Class (1000 hours): 9am-2pm M-F
Evening Class (1000 hours): 5:30-9:30pm M-Th
Gainful Employment: <http://goo.gl/uKzEB8>

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

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://goo.gl/eL4fc3>

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
Evening Class: 5:30-9:30pm M-TH
Gainful Employment: <http://goo.gl/SVJRgS>

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.

Part-Time Programs

BILLING AND CODING SPECIALIST

230 hours

Tuition: \$2,400 Books: \$694

Day Classes: 9-2pm M/W/F

8/29/16-1/11/17 BE438A

Evening Classes: 5:30-9:30 pm M/TH
Call for dates/times

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 entrance assessment test, cost \$60 (\$55 if paid in advance).

AUTOMATED ACCOUNTING & QUICKBOOKS

Tuition: \$1000 Book: \$200

Day Classes: 9am-3pm T/Th

10/13/16-1/19/17 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

Employment Outlook is Bright for these Office Careers!

Ohio careers expected to grow through 2020	Employment		Annual Openings ¹
	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

¹www.acinet.org



MEDICAL PROFESSIONAL

Medical Professional FY15
Retention: 78%
Placement: 72%
Average Wage: \$16.13

Full-Time Programs



PRACTICAL NURSING

1447 Hours

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

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

Call to schedule a free information session

Gainful Employment <http://goo.gl/o8SMdP>

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

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

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.

Full-Time Programs



DENTAL ASSISTING

900 hours

3:30-8:30pm M-Th

Gainful Employment <http://goo.gl/cFladT>

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

Full-Time Programs



MEDICAL ASSISTING

900 Hours

3:30-8:30pm M-Th

Class starts August 2016

Gainful Employment: <http://goo.gl/xEnH6q>

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.

Part-Time Programs

PHLEBOTOMY TECHNICIAN

110 hours + 40 hour externship

Tuition: \$1500 (includes certification fee)

Books & Supplies \$350 + \$300 laptop fee (waived if student can demonstrate ownership of suitable device) Liability Insurance \$15

Evening Class: 4-8pm T/Th

HO039C 5/24/16 - 8/23/16

HO039A 9/13/16-12/13/16

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.

Call to schedule entrance assessment test, cost \$60 (\$55 if paid in advance).

NURSE AIDE TRAINING

80 hours

Tuition: \$675

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

Call for dates and times

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.

Call to schedule entrance assessment test, cost \$60 (\$55 if paid in advance).

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.

6 hours/2 sessions

		Tuition: \$55	Book: \$20
M/W	6-9pm	6/20/16-6/22/16	PS008C
M/W	6-9pm	7/18/16-7/20/16	PS008A
M/W	6-9pm	8/15/16-8/17/16	PS008B
M/W	6-9pm	10/10/16-10/12/16	PS008C
M/W	6-9pm	2/20/17-2/22/17	PS008D
M/W	6-9pm	4/17/17-4/19/17	PS008E
M/W	6-9pm	6/12/17-6/14/17	PS008F



Full-Time Programs



AUTOMOTIVE TECHNOLOGY

850 Hours

Gainful Employment: <http://goo.gl/02HNJ0>

Learn to diagnose, maintain and repair today's high tech automobiles and how to troubleshoot problems using the latest engine analyzers, hand-held 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://goo.gl/PwIIAS>

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://goo.gl/Mh6OCq>

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.



PRECISION MACHINING TECHNOLOGY

722 Hours

Gainful Employment: <http://goo.gl/tsFvN7>

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.



ROBOTICS AND ADVANCED MANUFACTURING TECHNOLOGY EDUCATION COLLABORATIVE

Proposed courses to begin winter 2017

CNC Machining
Robotics
PLC Automation

Ohio careers expected to grow through 2020	Employment		Growth Rate
	2012	2022	
CNC Machining	1,570	1,930	23%
Welding	5,210	6,420	23%
Industrial Machinery	15,370	17,940	17%
Automotive Service Technician	25,590	27,170	6%

Check out our Fast-Track Courses designed to get you in, trained, and out in a matter of weeks.

FAST-TRACK

AUTO MAINTENANCE/LIGHT REPAIR Course Information

- Safety
- Basic trouble shooting & light repair
- Introduction to:
 - Engine Repair
 - Automatic Transmission
 - Suspension and Steering
 - Brakes
 - Electrical Systems

70 hours/10 weeks Tuition: \$750

Call for dates/times

FAST-TRACK

POLE BUILDING CONSTRUCTION Course Information

- Shop safety
- Power tool safety and PPE
- Blueprint reading for construction
- Estimating
- Building code requirements
- Carpentry terminology & techniques
- Truss construction
- Setting poles and framework
- Steel handling and cutting
- Fasteners
- Electrical layout and wiring
- Concrete- forms, pouring & finishing

80 hours/10 weeks

Tuition: \$750

Call for dates/times

FAST-TRACK

CNC OPERATOR

- Machine shop safety and PPE
- Introduction to CNC Machining:

- Fundamentals
- Operation
- Mills and lathes
- Haas automation
- Basic programming
- Off set programming
- Lubrication systems and operation
- Measurement and quality assurance
- Chuck operation, loading & unloading
- Cutting tools, maintenance and change out

64 hours/8 weeks

Tuition: \$750

Call for dates/times

FAST-TRACK

WELDING

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. Welding certification tests (at an additional expense) are available. 90 hours/30 sessions

Tuition: \$1400

T, W, TH 6-9pm 5/31-8/11/16 TI166C
T, W, TH 6-9pm 9/6-11/17/16 TI166A

Course Title	Course #	Dates	Days	Time	Cost *includes book
*Prerequisite required					
AC Fundamentals	TI055A	1/5-4/20/17	TH	8-10pm	\$485*
Basic Electricity	TI051A	9/1-12/22/16	TH	4-6pm	\$485*
Blueprint Reading & Sketching	TI021A	9/6-12/13/16	T	6-8pm	\$500*
CAD I	TI028A	9/6-12/13/16	T	8-10pm	\$435*
CAD II	TI027A	1/3-4/11/17	T	8-10pm	\$360
CNC Fundamentals	TI035A	1/3-4/11/17	T	8-10pm	\$525*
CNC Programming	TI036A	TBD			\$360
Commercial & Industrial Wiring	TI081A	9/1-12/22/16	TH	8-10pm	\$410*
Die Design	TI025A	9/6-12/13/16	T	4-6pm	\$415*
Electric Troubleshooting I	TI091A	9/1-12/22/16	TH	6-8pm	\$490*
*Electric Troubleshooting II	TI094A	1/5-4/20/17	TH	6-8pm	\$360
Hydraulic Fundamentals	TI061A	1/3-4/11/17	T	6-8pm	\$445*
Math & Machinery Handbook	TI041A	1/3-4/11/17	T	4-6pm	\$490*
Mechanical Components	TI063A	1/4-4/12/17	W	8-10pm	\$460*
Metallurgy & Heat Treating for Welders	TI043A	1/3-4/11/17	T	6-8pm	\$455*
Pneumatics	TI062A	9/6-12/13/16	T	8-10pm	\$390*
Precision Machining Theory I	TI031A	9/7-12/21/16	W	6-8pm	\$510*
*Precision Machining Theory II	TI032A	1/4-4/12/17	W	6-8pm	\$360
Precision Machining Lab I-IV Students may sign up for 2 courses concurrently Monday and Thursday during a semester. Prereq: Each preceding level	TI033A/C (lab I) TI034A/C (Lab II) TI038A/C (Lab III) TI039A/C (Lab IV)	9/26-12/12/16 1/23-4/17/17	M	6-10pm	\$500
Precision Machining Lab I-IV Students may sign up for 2 courses concurrently Monday and Thursday during a semester. Prereq: Each preceding level	TI033B/D (lab I) TI034B/D (Lab II) TI038B/D (Lab III) TI039B/D (Lab IV)	9/29/16-1/19/17 1/26-4/20/17	TH	6-10pm	\$500
Welding Labs	TI004A TI004B TI004C TI004D TI004E TI004F TI004G TI004H	9/12-11/14/16 9/14-11/16/16 9/12-10/12/16 10/17-11/16/16 1/23-4/3/17 1/25-3/29/17 1/23-2/27/17 3/13-4/12/17	M W M/W M/W M W M/W M/W	5-9pm	\$550
Welding Theory I	TI005A	8/18-12/22/16	TH	6-9pm	\$815*
*Welding Theory II	TI007A	1/5-4/20/17	TH	6-9pm	\$610
CERTIFICATIONS					
Welding Certification Preparation	Call to schedule				\$25/hour
Welding Certification - Steel	Call to schedule				Steel: \$200
Welding Certification - Stainless Steel	Call to schedule				Stainless Steel: \$275
Welding Certification - Pipe	Call to schedule				Pipe: \$300
Welding Certification - Steel	Call to schedule				Procedural: \$375
Forklift Certification	Call to schedule				\$100



CHILDCARE 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	8/31/16	FC425A	
W 6-10pm	10/12/16	FC425B	
W 6-10pm	12/7/16	FC425C	
W 6-10pm	2/1/17	FC425D	
W 6-10pm	4/5/17	FC425E	
W 6-10pm	6/7/17	FC425F	

COMMUNICABLE DISEASE

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

Tuition: \$65			
T/Th 6-9pm	7/12/16-7/14/16	FC410A	
T/Th 6-9pm	9/13/16-9/15/16	FC410B	
T/Th 6-9pm	11/8/16-11/10/16	FC410C	
T/Th 6-9pm	4/4/17-4/6/17	FC410D	

COMMUNICABLE DISEASE REFRESHER

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

Tuition: \$35			
Th 6-9pm	7/21/16	FC411A	
Th 6-9pm	9/22/16	FC411B	
Th 6-9pm	11/17/16	FC411C	
Th 6-9pm	5/4/17	FC411D	

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	7/5/16-7/7/16	FC427A	
T/Th 6-9pm	9/6/16-9/8/16	FC427B	
T/Th 6-9pm	11/1/16-11/3/16	FC427C	
T/Th 6-9pm	3/28/17-3/30/17	FC427D	

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	7/19/16	FC429A	
T 6-9pm	9/20/16	FC429B	
T 6-9pm	11/15/16	FC429C	
T 6-9pm	5/2/17	FC429D	

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.

Call for dates/times

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.

Call for dates/times

INTRO TO COMPUTERS

Learn a basic overview of the operating system, hardware, and software. You will also be introduced to word processing, spreadsheets, presentations and publishing software. Eve: 15 hours/5 sessions

Tuition: \$190 Book: \$20			
M/W 6-9pm	8/8/16-8/22/16	BE451A	
T/TH 5:45pm-8:45pm	1/31/17-2/14/17	BE451B	

MICROSOFT EXCEL 2013 Levels 1-3

12 hours/4 sessions

Tuition: \$150 per class Book: \$35

Excel Level 1:

M-TH 6-9pm	10/3/16-10/6/16	BE477A	
M-TH 6-9pm	3/6/17-3/9/17	BE477B	

Excel Level 2:

M-TH 6-9pm	10/24/16-10/27/16	BE478A	
M-TH 6-9pm	3/20/17-3/23/17	BE478B	

Excel Level 3:

M-TH 6-9pm	11/7/16-11/10/16	BE479A	
M-TH 6-9pm	4/3/17-4/6/17	BE479B	

MICROSOFT WORD 2013 Level I

12 hours/4 sessions

Tuition: \$150 Book: \$35

Word Level 1:

M-TH 6-9pm	12/5/16-12/8/16	BE488A	
M-TH 6pm-9pm	6/19/17-6/22/17	BE488B	

ONLINE COURSES

We offer hundreds of online courses! Check out our classes in areas like **business, education, law, technology and more!**

Our online courses are affordable, fast, fun, convenient, and designed for the individual learner. Visit our website for a full list and all the details.

ARTS & LEISURE COURSES

Painting & Drawing

SKETCHING AND SHIRLEY TEMPLES

You can create a beautiful pen and/or pencil sketch just right for the season! EVERYONE can have fun expressing their creativity in this easy, step-by-step class – no special skills required! Supplies and Shirley Temples (regular and sugar-free non alcoholic) are included in the cost of your class. You will make a beautiful piece (or more, depending on your individual use of time/complexity of project) of frame-ready seasonal art to take home with you or give as a gift! 2 hours/1 session

Tuition: \$30			
Fall Sketch: T 5:30-7:30pm	9/27/16	GI221A	
Halloween Sketch: T 5:30-7:30pm	10/4/16	GI222A	
	T 5:30-7:30pm	10/11/16	GI222B
Thanksgiving Sketch:			
TH 5:30-7:30pm	11/3/16	GI223A	
TH 5:30-7:30pm	11/17/16	GI223B	
Christmas Sketch: W 5:30-7:30pm	11/30/16	GI224A	
TH 5:30-7:30pm	12/15/16	GI224B	
Winter Sketch: T 5:30-7:30pm	1/24/17	GI225A	
T 5:30-7:30pm	1/31/17	GI225B	
Spring Sketch: T 5:30-7:30pm	3/14/17	GI226A	
T 5:30-7:30pm	3/28/17	GI226B	

SKETCHING AND SHIRLEY TEMPLES II

Bring a picture or an object that you would like make into a pen and/or ink sketch! The instructor will work with you to express your individual creativity to recreate your idea! Sketching supplies and Shirley Temples (regular and sugar-free non alcoholic) are included in the cost of your class. 2 hours/1 session

Tuition: \$30			
T 5:30-7:30pm	4/4/17	GI227A	
T 5:30-7:30pm	4/18/17	GI227B	
TH 5:30-7:30pm	5/4/17	GI227C	
TH 5:30-7:30pm	5/18/17	GI227D	

PAINT AND CHOCOLATE

Yes, YOU can create a beautiful painting just right for the season! EVERYONE can have fun expressing their creativity in this easy, step-by-step class – no special skills required! Supplies are included in the cost of your class. You will make a beautiful piece of seasonal art to take home with you or give as a gift! 2 hours/1 session

Tuition: \$35			
Create a...			
Fall Painting: W 5:30-7:30pm	9/14/16	GI214A	
W 5:30-7:30pm	9/28/16	GI214B	
Halloween Painting: W 5:30-7:30pm	10/5/16	GI215A	
TH 5:30-7:30pm	10/13/16	GI215B	
Thanksgiving Painting:			
T 5:30-7:30pm	11/1/16	GI216A	
W 5:30-7:30pm	11/9/16	GI216B	
T 5:30-7:30pm	11/15/16	GI216C	
Christmas Painting: TH 5:30-7:30pm	12/1/16	GI217A	
M 5:30-7:30pm	12/5/16	GI217B	
T 5:30-7:30pm	12/13/16	GI217C	
Winter Painting: T 5:30-7:30pm	1/10/17	GI218A	
T 5:30-7:30pm	1/17/17	GI218B	
Spring Painting: T 5:30-7:30pm	3/7/17	GI219A	
T 5:30-7:30pm	3/21/17	GI219B	
Summer/Beach Painting:			
TH 5:30-7:30pm	5/11/17	GI220A	
TH 5:30-7:30pm	5/25/17	GI220B	

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	9/19/16-10/24/16	GI175A	
M 7-9:30pm	1/23/17-3/6/17	GI175B	

Photography

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			
T 6-8pm	9/6-9/20/16	GI063A	

ADVANCED DIGITAL PHOTOGRAPHY

Students will take the technical knowledge learned in Intro class and apply it to different types of photography in a practical way. Prerequisite: Intro to Digital Photography or are familiar with basics of digital photography. 6 hours/3 sessions

Tuition: \$60			
T 6-8pm	9/27-10/11/16	GI096A	

Foreign Languages

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	
Call for dates/times	

SPANISH A

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

Tuition: \$120	Book: \$25
Call for dates/times	

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	
Call for dates/times	



Painting by Dennis Lipp



ARTS & LEISURE COURSES

Food & Cooking

CHOCOLATE APPRECIATION 1001 (CALORIES, THAT IS!)

Enjoy an exotic (but, not too crazy) chocolate tasting with other Master Chocolate Lovers. You will even get a certificate calling you just that – you will have certified (or certifiable!) bragging rights. Come and experience a fun night of chocolate delight and camaraderie!
1 1/2 hours/1 sessions

	Tuition: \$20	
T 6:30-8:00pm	10/25/16	GI213A
T 6:30-8:00pm	2/7/17	GI213B
T 6:30-8:00pm	2/21/17	GI213C
TH 6:30-8:00pm	4/6/17	GI213D



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	8/9/16 - 8/30/16	GI138A
Tuition: \$80	T 6-8pm	1/10/17 - 1/31/17	GI138B

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	9/6/16 - 9/27/16	GI139A
Tuition: \$80	T 6-8pm	2/7/17 - 2/28/17	GI139B

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	10/4/16 - 10/25/16	GI140A
Tuition: \$80	T 6-8pm	3/7/17 - 3/28/17	GI140B

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	11/1/16 - 11/22/16	GI141A
Tuition: \$80	T 6-8pm	4/4/17 - 4/25/17	GI141B

Nature & Gardening



IN THE GARDEN WITH DEBORAH

Take 1 or take them all!

In partnership with Deborah's Garden Market. All courses held at Deborah's Garden Market located at 1494 E. Smithville Western Rd. in Wooster. Each course is 2 hours/1 session.

LIFE'S A BEACH

Design a summer wreath. Decorate it with seashells, sea oats and more. All materials included.

Tuition: \$40	M 6-8pm	7/11/16	GI201A
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SAVE THE MONARCHS

Join us for an informative talk on creating a natural habitat for Monarchs.

Tuition: \$20	M 6-8pm	8/8/16	GI202A
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FAIRY GARDEN "FAIR STYLE"

Have fun making your own little Fair-ie Garden. All supplies included.

Tuition: \$40	M 6-8pm	9/12/16	GI203A
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FABULOUS FALL IN THE GARDEN

Deborah will talk about what shrubs and flowers give you the best late fall color and tips on pruning. This class includes making an arrangement in a pie pumpkin.

Tuition: \$30	M 6-8pm	10/10/16	GI204A
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POPULAR PUMPKIN CENTERPIECE

This pumpkin will be the center of attention on your Thanksgiving table. Oh, so cute topped with succulents. A DGM favorite.

Tuition: \$40	M 6-8pm	11/14/16	GI205A
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BOXWOOD AND BERRY WINTER WREATH

Hand tie your own boxwood wreath that will last most of the winter! You will use this technique again and again to create wreaths for all seasons.

Tuition: \$30	M 6-8pm	12/12/16	GI206A
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HAPPY, HEALTHY HOUSEPLANTS

We all need a little green in our homes. Deborah will discuss what it takes to keep your houseplants happy and healthy. If you have a plant that needs repotted, bring it along.

Tuition: \$20	M 6-8pm	1/9/17	GI207A
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TERRA COTTA AND GRAPEVINE WREATH

Assorted clay pots filled with trendy succulents will transform an ordinary grapevine wreath into a unique living wreath.

Tuition: \$45	M 6-8pm	2/13/17	GI208A
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LET'S GET HUMMING

Make your own hummingbird feeder as Deborah shares what flowers to plant to attract these little beauties to your hummingbird haven.

Tuition: \$30	M 6-8pm	3/13/17	GI209A
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HAPPY EASTER HERB BASKET

Herbs and spring flowers make a delightful fragrant Easter basket/hostess gifts. Deborah will talk about cooking with fresh herbs.

Tuition: \$35	M 6-8pm	4/10/17	GI210A
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MOTHER'S DAY MEMORIES

Take a break and get your hands dirty! Join in the fun making a beautiful container garden. Learn the tricks of the trade for successful container gardens.

Tuition: \$40	M 6-8pm	5/8/17	GI211A
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THE NATIVES ARE RESTLESS

Let's go back to our roots and learn a wealth of information on plants native to Ohio

Tuition: \$20	M 6-8pm	6/12/17	GI212A
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ARTS & LEISURE COURSES

Needle Craft

CROCHETING 101: Let's Start at the Beginning!

Have fun learning a new and relaxing skill as you crochet beautiful and functional cotton wash cloths! No worries about dropped stitches or where to pick up your work with these easy-to-follow instructions! Please bring a size G or H crochet hook and two balls of Sugar 'n Cream cotton yarn in the color of your choice. Scrap yarn for practicing will be available for your use. 4 hours/2 sessions

Tuition: \$40		
T/Th 5:15-7:15pm	9/20/16 - 9/22/16	GI086A
T/Th 5:15-7:15pm	10/18/16 - 10/20/16	GI086B

CROCHETING 201: Let's Make Something More!

Add to your crocheting skills as you learn to make scarves and afghans. Please bring a size G or H crochet hook and two skeins of Red Heart Super Saver yarn in the color of your choice. Scrap yarn for practicing will be available for your use. 4 hours/2 sessions

Tuition: \$40		
T/Th 5:15-7:15pm	11/8/16-11/10/16	GI089A
T/Th 5:15-7:15pm	12/6/16-12/8/16	GI089B

KNITTING 101 & 201

This class is for beginners who want to learn to knit, experienced knitters who want the company of other knitters, and anyone in between. Bring your own pattern, yarn and needles. Beginners bring size US 8 or 9 needles and yarn, and you can knit a scarf, pattern and ideas provided. If you have any questions or need suggestions or ideas, my email address will be available at registration. 8 hours/4 sessions

Tuition: \$80		
W 6-8pm	10/19/16-11/9/16	GI177A
W 6-8pm	1/11/17-2/1/17	GI177B

INTRODUCTION TO QUILTING

Class is designed for the beginner. You will learn the basics of quilting with hands-on application. Learn how to: use a rotary cutter with acrylic ruler and mat; comprehend pattern instructions; choose fabrics; and beginning to end construction knowledge. Bring your portable sewing machine. 10 hours/5 sessions

Tuition: \$99	Supplies: \$10	
W 6:30-8:30pm	9/14-10/12	GI157A

Calligraphy

CALLIGRAPHY FOR BEGINNERS

Learn calligraphy basics with an easy-to-use felt tip calligraphy pen. Supplies are included in the cost of your class. You will make a beautiful framed piece of art to take home with you! 4 hours/2 sessions

Tuition: \$50		
T/Th 5:15-7:15pm	9/6/16-9/8/16	GI083A

CALLIGRAPHY FOR PRECIOUS MOMENTS - WEDDINGS, SHOWERS, AND PIZZAZZ FOR SCRAPBOOKING!

Yes, YOU can create beautiful invitations, place cards, and gift tags! Add pizzazz to your scrapbooking and a classic element to your artwork. Supplies are included in the cost of your class. You can bring your own special project to obtain guidance during class. 4 hours/2 sessions

Tuition: \$50		
T/Th 5:15-7:15pm	5/9/17-5/11/17	GI190A
T/Th 5:15-7:15pm	5/23/17-5/25/17	GI190B

DIY

WEEKEND WARRIOR

Learn the basics of home dry walling, light plumbing, and light electrical jobs.

Call for dates/times

Self-Defense

SELF-DEFENSE FOR WOMEN

This course will introduce you to the core fundamentals needed for self-defense. It will cover 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 6:30-8:30pm	8/15/16	GI004A • 11/7/16
M 6:30-8:30pm	2/13/17	GI004C • 5/8/17
		GI004B
		GI004D

Give the gift of learning!

Gift Cards

A GREAT GIFT FOR ANY OCCASION!

Available in any amount and good towards any class.

Available at the WSCC Adult Education office in Smithville.

Have an idea for a class or have a class you want to teach?

Let us know!

Contact us at WSCC.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

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	Anna Phillips	330-669-7070 ext. 6011	aphillips@wcsc.org
Assessment 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.

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).

MISSION: Provide knowledge, skill development and experiences necessary for a lifetime of personal and professional growth.

ADMISSION REQUIREMENTS AND PROCEDURES

To enroll in a full-time program, applicants must first attend a free information session, complete an application, and pass assessments for their desired program. Perspective students should complete the FAFSA and will meet with our Financial Aid Coordinator during the enrollment process.

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. 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 Department of Higher Education.

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.

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/>





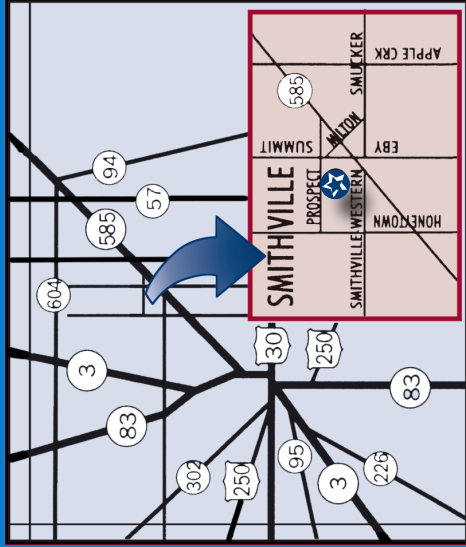
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330-669-7070

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ECRWSS

Postal Customer

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.