

Welcome to Adult Workforce Development

Career Development class curriculums are developed in partnership with local business/industry and are based on industry needs. They are clock hour courses requiring at least 90% attendance and a 71% (C) average in all coursework for successful completion. They are designed to make students knowledge-ready through relevant coursework, work-ready by developing important work skills such as time management, and Job Ready through WorkKeys certificates and industry credentialing. There are college credits offered for many of those receiving national certifications.

Career Development classes enable students to sit for national industry certification exams in:

- Business
- Human Resources
- Cosmetology
- Diversified Industrial Training
- Health
- Public Safety Training/EMT

All career development classes require individuals to attend an Informational Session and an Orientation before completing registration. There is a \$25.00 nonrefundable registration fee payable at course enrollment.

Required Informational Sessions for fall Career Development Courses are:

Tuesday, August 11 6:00-9:00 pm

Wednesday, August 26 6:00-9:00 pm

Orientation will be held:

Monday, August 31 6:00-9:00 pm

Customized Training

- Business
- Human Resources
- Industrial
- Public Safety

Customized training for employees is available to respond to the needs of local businesses. This training may be offered at the Mahoning County CTC or at your business site. We have a portable desktop lab which we may bring to your site. Individuals or groups may receive training for a reasonable cost. Follow-up support is also available. Coordinators customize classes in computer applications, general office skills, management, human relations, industrial skills, trade related areas and public safety.

Career Enhancements

Short courses begin several times a month. Computer classes are hands-on, with one student per computer. The instructors are professional with experience in computer applications. Short courses meet two evenings a week.

Financial Aid

Adult education, MCCTC, offers financial aid for those students who qualify. All Career Development programs are eligible for Workforce Investment funds through the area One-Stop programs. Some programs are eligible for the federal Pell grant and student loan programs. Our financial aid office also works closely with agencies such as the Department of Veterans Affairs and Rehabilitation Services. An interest-free payment plan is available through the financial aid office.

Personal Enrichment

Looking for a new hobby, wondering how to use that new digital camera, wishing you could remember how grandma made that wonderful pie dough, going on that once in a lifetime vacation and want to learn to speak Spanish – come discover our personal enrichment classes and get out of that habit of becoming a couch potato following dinner!

Adult Workforce Education is ready to serve your educational and vocational needs. Welcome to new possibilities and opportunities through Adult Education at Mahoning County Career & Technical Center. Advance your life! Call 330-729-4100 or visit our website at www.mahoningctc.com.

Medical Readiness

Are you looking for a career in the Medical Field? Have you had any previous training in the Medical Field? Wondering if medical training is for you? Come see if this introductory course to a medical career is really what you are hoping it will be. Classes will be **free**. Call **330-729-4100** to register.

	DATE	DAY	TIME
	July 21-Aug 13	T/W/TH	5:30-8 pm

Administrative Medical Assistant

Informational Session & a required Orientation



Designed for those interested in learning everything needed to work in the front office of a medical facility.

Medical administrative skills include computer

technology, keyboarding, accounting, medical terminology, medical transcription, insurance billing and processing medical forms, CPR certification and employability skills. All who complete the program will sit for the Certified Medical Office Assistant certification test. Payment plan available. Prereq.: High school diploma or GED, 35 wpm keyboarding, Windows, and assessment testing.

Fee: \$3,099.00 307 hrs.

COURSE CODE	DATE	DAY	TIME
F10-PSS-415	Sept 14-June 9	M/W/Th	6-9 pm

Pharmacy Technician

Informational Session & a required Orientation

The function of the pharmacy technician is to assist the pharmacist with the day-to-day activities in the pharmacy. A Pharmacy Technician assists the pharmacist in packaging or mixing a prescription, maintaining client records, referring clients to the pharmacist for counseling, assisting with inventory and purchasing, as well as collecting payments and coordinating billing. Eligible students completing this 174-hour program will sit for the National Certification exam. Prereq.: High School diploma or GED, Windows, keyboarding and assessment testing.

Fee: \$1,749.00 174 hrs.

COURSE CODE	DATE	DAY	TIME
F10-PSS-520	Sept 21-May 10	M/W	6-9 pm

Basic Anatomy & Physiology

Learn the relationship between physiology and anatomy, interrelations among the organ systems, and relationship of each organ system to homeostasis.

Fee: \$385.00 30 hrs.

COURSE CODE	DATE	DAY	TIME
F10-PSS-470	Nov 2-Dec 7	M/W	6-9 pm

Medical Assistant

Accredited by the Commission on Accreditation of Allied Health Education Programs upon the recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (AAMAE).

Informational Session & a required Orientation



Would you like to work in a doctor's office, clinic, lab or other health care facility? This program combines clinical, laboratory, and administrative skills to prepare graduates for a variety of

allied health jobs. Learn medical terminology, anatomy and physiology, a variety of laboratory procedures, EKG, phlebotomy, medication administration (oral and injectable), CPR/AED, and first aid. Students meeting program requirements will sit for the National Medical Assistant Certification and the NCCT Phlebotomy Certification exams. Students obtaining the Certified Medical Assistants Certification credential will be granted credit through Cuyahoga Community College for coursework taken. Textbooks approximately: \$800; Immunization cost approximately: \$200. Financial aid available for those who qualify. Prereq.: High School diploma or GED, admission testing, Windows and keyboarding.

Fee: \$6,899.00 990 hrs.

COURSE CODE	DATE	DAY	TIME
F10-PSS-400	Sept 8-June 17	M-Th	9 am-4 pm

Clinical Medical Assistant

Certification in Patient Care Technician

Informational Session & a required Orientation

Gain hands-on clinical skills needed for application in medical facilities. Instruction includes phlebotomy, EKG, medication administration, various in-office diagnostic testing, CPR/First Aid certification, body mechanics, anatomy/physiology and patient care. Will benefit those already working in the medical field who need to refresh themselves in the clinical area and also those needing full instruction of clinical skills. You will sit for the Patient Care Technician certification. Payment plan available. Prereq.: High School diploma or GED, Windows, keyboarding, assessment testing and first injection of the Hepatitis B series of inoculations.

Fee: \$2,899.00 273 hrs.

COURSE CODE	DATE	DAY	TIME
F10-PSS-515	Sept 21-May 17	M/W/Th	6-9 pm

Required Informational Sessions for Fall Career Development Courses:

Tuesday, August 11 6:00-9:00 pm

Wednesday, August 26 6:00-9:00 pm

Orientations will be held:

Monday, August 31 6:00-9:00 pm

Health Unit Coordinator

Informational Session & a required Orientation



Prepare to work in hospital nursing stations and skilled nursing facilities performing clerical duties including assisting healthcare personnel,

maintaining patient records, utilizing unit telephones, computer, intercom and files. Learn to provide communication support to nursing services and ancillary departments in the admissions, transfers, and discharges of patients. Topics include: medical terminology, anatomy and physiology, medical law and liability, CPR/first aid and employability skills. When you complete the program you will sit for the Certified Unit Coordinator exam. Payment plan available. Prereq.: High school diploma or GED, keyboarding, Windows, and assessment testing. Fee: \$2,129.00 208 hrs.

COURSE CODE	DATE	DAY	TIME
F10-PSS-460	Sept 22-June 15	T/Th	6-9 pm

Physician Based

Medical Coding/Billing

Informational Session & a required Orientation Will combine Medical Terminology, Anatomy/ Physiology, Physician Based Coding, and Medical Billing. Coding will include CPT, ICD-9, HCPCS coding, use of modifiers necessary for proper translation of written conditions and diagnoses into coded form. You will sit for AAPC CPC Certification. Billing cluster will use a computerized billing system to log patient information, develop an understanding of coding system to process medical claims and explore procedures for submission, reimbursement, and follow-up claims to major insurance companies. You will also sit for CMBS certification. Payment plan available. Prereq.: High School diploma or GED, Windows, and assessment testing. Fee: \$3,399.00 331 hrs.

COURSE CODE	DATE	DAY	TIME
F10-PSS-480	Sept 14-June 23	M/W	6-9:30 pm

Hospital Based

Medical Coding/Billing

Informational Session & a required Orientation This class will guide you through hospital coding and billing processes UB-92, including inpatient applications. Learn UB-92 completion as well as ICD-9 coding as it applies to the hospital setting. Students successfully meeting class requirements will sit for the CCA (Certified Coding Associate) exam offered through AHIMA. Payment plan is available. Prereq.: Completion of Medical Coding/Billing Physician-based course and CPC credential. Fee: \$1,689.00 101 hrs.

COURSE CODE	DATE	DAY	TIME
W10-PSS-495	Feb 22-June 9	M/W	6-9:30 pm

Medical Terminology

Master medical prefixes, roots and suffixes used in the Medical profession. The course is designed with a body systems approach, utilizing spelling, definitions and pronunciation of medical terms.

Fee: \$355.00 30 hrs.

COURSE CODE	DATE	DAY	TIME
F10-PSS-540	Sept 28-Oct 28	M/W	6-9 pm

Phlebotomy

Informational Session & a required Orientation Provides students with the skill and knowledge to collect blood samples by venipuncture and fingerstick. You will be trained to collect quality samples from patients, therefore assuring quality laboratory results. Covers all academic classes regarding phlebotomy and 100+ hours of externship. You will sit for phlebotomy certification through NCCT upon completion of this course. Payment plan available. Prereq.: High school diploma or GED, Windows, keyboarding and assessment testing. Must have first injection of Hepatitis B Series of inoculations. Fee: \$1,375.00 203 hrs.

COURSE CODE	DATE	DAY	TIME
F10-PSS-560	Sept 1-Jan 28	T/Th	6-9 pm
W10-PSS-560	Feb 2-June 17	T/Th	6-9 pm

Medical Law, Liability and Ethics

This course is designed to introduce the student to the legal side of the medical office. You will be exposed to the legal concepts of standard of care, scope of employment, criminal and civil acts, contracts and more. Upon completion you will understand the legal and ethical aspects of working in the medical field.

Fee: \$331.00 24 hrs.

COURSE CODE	DATE	DAY	TIME
W10-PSS-530	Dec 3-Feb 4	Thurs	6-9 pm

Health Careers Training

Contact: Joann Sulenski

- Medical Assistant
- Clinical Medical Assistant
- Admin. Medical Assistant
- Pharmacy Technician
- Health Unit Coordinator
- Medical Coding/Billing
- Adv. Medical Coding/Billing – Hospital Based
- Phlebotomy



Adult Nail Technician Program

Informational Session & a required Orientation
This program consists of class and clinic hours. Program completers will be eligible to take the Ohio State Board of Cosmetology Examination. This course will teach all aspects of manicuring, nail chemistry, artificial nails as well as proper sanitation and salon practices. Payment plan available. Prereq.: High School diploma or GED. Admission testing is required.

Fee: \$1,799.00 300 hrs.

COURSE CODE	DATE	DAY	TIME
F10-TAI-455	Oct 5-May 13	M/T/Th	5:30-9:30 pm

Adult Cosmetology Program

Approved by Ohio State Board of Cosmetology. Informational Session & a required Orientation
Our Adult Cosmetology Program is designed to prepare you to successfully pass the Ohio State Board of Cosmetology examination and enter into employment as a licensed cosmetologist. All program completers are



expected to sit for the state boards. You will complete this 1,500 hour class in about 15 months. Professional products are utilized and instructors are licensed hairdressers and salon owners. If you are passionate about having a career that offers excitement and allows you to explore your creative side, then call to reserve your spot in our next Career Informational Session. Financial aid is available to those who qualify. Prereq.: High School diploma or GED. Admission testing is required.

Fee: \$11,499.00 1,500 hrs.

COURSE CODE	DATE	DAY	TIME
F10-TAI-400	Sept 14, 2009- Dec 16, 2010	M-Th	1:30-8:30 pm

Public Safety Service Training

Contact: Chief Andrew Frost

We are proud of our Fire Training courses offered throughout the county for volunteer and full-time fire trainees. We are currently offering 36, 84, 120, and 240-hour training classes. In addition, we are exploring the possibility of developing First Responder classes.



EMT Basic

At the EMT-Basic level, coursework emphasizes emergency skills, such as managing respiratory, trauma, and cardiac emergencies, and patient assessment. Formal courses are often combined with time in an emergency room or ambulance. The program provides instruction and practice in dealing with bleeding, fractures, airway obstruction, cardiac arrest, and emergency childbirth. You will learn how to use and maintain common emergency equipment, such as backboards, suction devices, splints, oxygen delivery systems and stretchers. Graduates of approved EMT-Basic training programs must pass a written and practical examination. Call Adult Education for more information. Required Orientation: Sept. 14th at 6 pm.

Fee: \$850.00 136 hrs.

COURSE CODE	DATE	DAY	TIME
F10-PSS-410	Oct 5-Jan 30	M/W*	6-10 pm

*Also some Saturday classes

NEW THIS YEAR!

Fire Inspector

This class will enable the student to be a Certified State Fire Inspector.

Fee: \$499.00 192 hrs.

COURSE CODE	DATE	DAY	TIME
F10-TAI-300	Sept 27-Nov 19	W*	6:30-9:30 pm

*Also some Sunday classes

Firefighter Level 1A (36 hour)

This course provides the training, knowledge, and skills required to become a state certified firefighter trained to be a Volunteer Firefighter. Upon completion, you must pass a State of Ohio test to become certified. This course can be used as the first step in a three step process in becoming a full-time professional firefighter trained to the Firefighter I and II level. Call Adult Education for more information.

Fee: \$285.00 36 hrs.

COURSE CODE	DATE	DAY	TIME
F10-TAI-255	Sept 15-Oct 22	T/Th*	6:30-9:30 pm

*Also some Saturday classes

Firefighter Level I (120 Hour)

This course provides the training, knowledge and skills required to become a state certified firefighter trained to the Firefighter I level. Upon completion, you must pass a State of Ohio test to become certified. This course is used as the 1st step in a two step process in becoming a full-time professional firefighter trained to the Firefighter I and II level.

Fee: \$699.00 120 hrs.

COURSE CODE	DATE	DAY	TIME
F10-TAI-270	Sept 15-Dec 31	T/Th*	6:30-9:30 pm

*Also some Saturday classes

NEW THIS YEAR!

EPA/HUD Model Renovator Training Course

This course was developed by the U.S. EPA, in collaboration with the U.S. Department of Housing and Urban Development (HUD) to train renovation, repair, and painting contractors how to work safely in housing with lead-based paint and comply with EPA's Renovation, Repair, and Painting (RRP) Rule, and HUD's Lead Safe Housing Rule. This course supersedes the lead-safe work practices courses titled Lead Safety for Remodeling, Repair, and Painting (EPA 747-B-03-001/2) and Minimizing Lead-based Paint hazards During Renovation, Remodeling, and Painting (EPA 747-B-00-005/6)

Fee: \$280.00 8 hrs.

COURSE CODE	DATE	DAY	TIME
F10-DIT-480	Oct 13-Oct 14	T/W	6-10 pm
F10-DIT-485	Nov 9-Nov 10	M/T	6-10 pm

Modern Machining Applications

Informational Session & a required Orientation Program consists of coursework in Shop Math, Trigonometry, Basic Blueprint Reading, Manual Machine Shop Basics I and II, CNC, and MasterCAM. Prereq: High School Diploma or GED and assessment testing.

Fee: \$4,299.00 342 hrs.

COURSE CODE	DATE	DAY	TIME
F10-DIT-260	Aug 17-June 10	M/W/Th	6-9 pm

Certified Maintenance Program

Informational Session & a required Orientation The Certified Industrial Maintenance course is a 616-hour program designed for an entry level maintenance technician. Companies today demand that maintenance employees perform many functions, including hydraulics repair, welding, basic machining, computer entry, PLC programming and calibrating. Financial aid is available to those who qualify, call for more information.

Fee: \$7,745.00 616 hrs.

COURSE CODE	DATE	DAY	TIME
F10-DIT-600	Aug 17-June 14	M-Th	6-10 pm

Required Informational Sessions for Fall Career Development Courses:

Tuesday, August 11 6:00-9:00 pm

Wednesday, August 26 6:00-9:00 pm

Orientations will be held:

Monday, August 31 6:00-9:00 pm

Machine Trades Apprenticeship Program

In partnership with the U.S. Government Bureau of Apprentice Training. This is a three-year program. For more info call Adult Education.

Certified Welding Program

Informational Session & a required Orientation



Certifies students in STICK and MIG welding. You can qualify with one inch plate for STICK welding and 3/8 inch plate for MIG welding.

We will follow the D11 structural guidelines as per the American Welding Society. Prereq: High School Diploma or GED and assessment testing. Fee: \$3,299.00 265 hrs.

COURSE CODE	DATE	DAY	TIME
F10-DIT-400	Aug 17-Mar 3	M/W/Th	6-10 pm

Today's Front Line Supervisor

Informational Session & a required Orientation Today's Front Line Supervisor program is geared for the person who is interested in the supervisory field. This comprehensive 640-hour program will cover all areas of supervision. See detailed course description on bottom of page 9.

Powered Industrial Truck Program

A complete Powered Industrial Truck Program can be tailored to your organization. Includes classroom training and driver observation training with certification in accordance to new governmental requirements. Call or email Rebecca Harris at 330-729-4100 or Rebecca.Harris@MahoningCTC.com.

Hear what is being said about our Customized Training...

To date Classic has been able to provide on-site training in optics, both basic and advanced sales techniques, supervisor and leadership training to almost its entire staff. The ability to expose a large number of employees to these types of training in-house was invaluable to Classic and its employees and guaranteed a high level of participation at an affordable cost.

Mary Anne O'Toole, Sales Coordinator
Classic Optical Laboratories, Inc.

NEW THIS YEAR!

Manual Machine Shop Basics I

This introductory course will expose students to skills required to enter the employment stream as an entry-level machinist. Applied blueprint reading, applied shop math, precision measuring skills, basic operation of the vertical milling machine and engine lathe is explored. Most of the class is hands-on with significant required reading at home to accomplish competencies required in this limited time. Suggested prerequisite skills: Basic calculator operation, basic math skills.

Fee: \$599.00 42 hrs.

COURSE CODE	DATE	DAY	TIME
F10-DIT-225	Oct 15-Nov16	M/W/Th	6-9 pm

NEW THIS YEAR!

Manual Machine Shop Basics II

This more in-depth course is designed for the person that may already have some training operating machines or has completed the Manual Machine Shop Basics I. The class will expose students to more skills required to enter the employment stream as an entry-level machinist. Applied blueprint reading, applied geometric dimensioning and tolerancing, applied shop math, precision measuring and inspection skills, more in-depth operations of the vertical milling machine and engine lathe is explored. Class size limited to 10 students. Most of the class is hands-on with significant required reading at home to accomplish competencies required in this limited time. In the last two sessions, the student may attempt the performance portion (the first of a two part test) to become certified as a lathe or milling machine operator through NIMS (National Institute of Metalworking Skills). The NIMS written test fee (optional) is \$28 per test to complete the second portion of the certification process. Prereq.: Manual Machine Shop Basics I or verifiable experience.

Fee: \$599.00 42 hrs.

COURSE CODE	DATE	DAY	TIME
F10-DIT-230	Nov 18-Jan 6	M/W/Th	6-9 pm

Boiler Plant –

Low & High Pressure

This class is for custodians, power plant employees, boiler repair and maintenance personnel. This course is intended to help prepare the student for the State Exam. Documented experience is also required to take the State Exam. You can sign up for just the Low Pressure class or for both Low and High Pressure together. The course also gives you documented hours of school to take the National Institute for the Uniform Licensing of Power Engineers 5th class test.

Low Pressure

Fee: \$345.00 50 hrs.

COURSE CODE	DATE	DAY	TIME
F10-TAI-130	Sept 14-Nov16	Mon	5-10 pm

W10-TAI-130	Jan 25-Apr 12	Mon	5-10 pm
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High Pressure

Fee: \$518.00 75 hrs.

COURSE CODE	DATE	DAY	TIME
F10-TAI-131	Sept 14-Jan 14	Mon	5-10 pm

W10-TAI-131	Jan 25-May 17	Mon	5-10 pm
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The National Career Readiness Certificate

Why do individuals need a Career Readiness Certificate:

- It verifies that an individual has the foundational skills necessary to successfully enter employment or a training program.
- It verifies essential core employability skills in Reading for Information, Applied Mathematics, Locating Information, and skills highly important to the majority of jobs in the workplace.
- The certificate offers individuals and employers an easily understood and universally valued credential that certifies the attainment of these workplace skills.
- It links qualified individuals with employers who recognize the value of skilled job applicants.

For more information regarding the assessment tests for this portable credential-powered by WorkKeys, Developed by ACT contact:
 Barbara.Griffith@MahoningCTC.com
 or
 call 330-729-4100

Hear what our students are saying...

“MCCTC is a great place for you to update your training in your field. The classes and instructors are excellent, and it is State Certified. And with their flexible schedule it’s easy to do.”

Michelle Moorhead, Marketing Manager
 Ohio Edison / Penn Power Credit Union

Hydraulic Boot Camp

Hydraulic troubleshooting is an often-overlooked essential part of every maintenance person's training. Many people have difficulty relating a physical component, its function and use, with the schematic. This course will bridge the gap between the physical device and the schematic to increase the participant's troubleshooting skills without a lot of theory. This 21-hour course is designed for the maintenance person who troubleshoots hydraulics more effectively. Our training focuses on these areas from a daily maintenance viewpoint: read schematics, tie schematics to physical devices, identify hydraulic components from schematics, component function, troubleshooting from schematics.

Instructor: Dan Maple

Fee: \$849.00 21 hrs.

COURSE CODE	DATE	DAY	TIME
F10-DIT-300	Nov 10-Nov 12	T/W/Th	8 am-3 pm

PLC Boot Camp

Programmable Logic Controllers (PLC) control nearly all of the machinery in any industry today. The troubleshooting skills required for these controllers are different than the skills required for general electrical work. The skilled trades person must be able to "swing a mouse", know the terminology of the technology, and understand the troubleshooting methods to effectively repair controllers and associated machinery. Our training focuses on these areas from a daily maintenance viewpoint: wiring, monitoring of I/O, troubleshooting techniques, software instructions, go online to view ladder and tables. The training is focused on adult learners with little or no experience with PLC's. Instructor: Dan Maple.

Fee: \$849.00 24 hrs.

COURSE CODE	DATE	DAY	TIME
F10-DIT-305	Oct 20-Oct 22	T/W/Th	8 am-4 pm

CNC I

Learn industry standard G-Code programming for Fanuc-based controllers on milling machines and lathes. Create toolpaths, calculate machine tool positions, calculate feeds and speeds properly assemble, read and edit machine code. Emphasis on how to control various CNC machine tools in a safe, productive manner. Suggested prereq. skills: basic calculator operation, understanding of the Cartesian coordinate system, basic blueprint reading, basic math and right-angle trigonometry.

Fee: \$540.00 30 hrs.

COURSE CODE	DATE	DAY	TIME
F10-DIT-450	Sept 9-Nov11	Wed	6-9 pm

PLC I

Programmable logic controllers, computers, and other components used to control automated equipment and systems are covered. Basic symbols, timers, counters, latches, sequencers and shift registers will be emphasized along with discussions of computer software for analysis. Standards practices and techniques for operation, troubleshooting, and repair are emphasized.

Fee: \$635.00 30 hrs.

COURSE CODE	DATE	DAY	TIME
F10-DIT-075	Sept 8-Nov10	Tues	6:30-9:30 pm

Setup and Operation of CNC Milling Machines and Lathes

Learn to safely maintain, startup, setup, load programs, and execute a program on a CNC milling machine and/or lathe. Emphasis placed on safety, tool setups, measuring and entering tool offsets, establishing part locations, up and downloading programs, converting G-code programs to conversational format, dry running a program, single block execution, automatic execution, running simple programs, and fine adjustment to feeds and speeds. You'll be provided a tutorial guide for milling machines and lathes. Prereq.: Intro to CNC Programming or equivalent verifiable experience.

Fee: \$460.00 30 hrs.

COURSE CODE	DATE	DAY	TIME
F10-DIT-240	Sept 9-Nov 10	Tues	6-9 pm

PLC II

Programmable logic controllers, computers, and other components used to control automated equipment and systems are covered. Topics: basic symbols, timers, counters, latches, sequencers and shift registers. Discussions of computer software for analysis, standard practices and techniques for operation, troubleshooting, and repair.

Fee: \$460.00 30 hrs.

COURSE CODE	DATE	DAY	TIME
W10-DIT-125	Jan 5-Mar 9	Tues	6:30-9:30 pm



Call 330.729.4100 to register.
To avoid class cancellations,
all registrations must be received
the Friday before the start of each class.

Electricity I

Designed for participants with little or no background in electricity. Learn the basics of what electricity is and progresses through basic circuits, electrical measurements, sources of electricity, basic motors and generators.

Fee: \$510.00 30 hrs.

COURSE CODE	DATE	DAY	TIME
F10-DIT-045	Sept 8-Nov 10	Tues	6-9 pm

Electricity II

Gain an understanding of electricity, electronic components, standards and schematics. Topics: safety, calculations, AC principles, wiring, Schematics and codes, AC motors, testing instruments, basic troubleshooting and repair (AC equipment and DC/electronics equipment); DC principles and components, DC circuits, diagrams and schematics. Prereq.: Electricity I

Fee: \$510.00 30 hrs.

COURSE CODE	DATE	DAY	TIME
F10-DIT-035	Sept 9-Nov11	Wed	6-9 pm

Basic Blueprint Reading

Learn fundamental concepts of basic blueprint reading, use of shop formulas and basic shop math, including right-angle trigonometry.

Fee: \$535.00 30 hrs.

COURSE CODE	DATE	DAY	TIME
F10-DIT-220	Sept 23-Oct 14	M/W/Th	6-9 pm



Introduction to Welding

This course will teach students the basic concept of welding using mig and stick.

- Mig Welding using .035 diameter, 70 series bar wire
- Learn (4) basic positions- flat, horizontal, vertical and overhead
- Stick welding using 70 series welding rod
- Learn (4) basic positions- flat, horizontal, vertical and overhead

Fee: \$535.00 30 hrs.

COURSE CODE	DATE	DAY	TIME
F10-DIT-135	Oct 6-Dec 8	Tues	6-9 pm
F10-DIT-136	Oct 15-Nov 5	M/W/Th	6-9 pm

Pipe Welding

Coming in Spring 2010! Call Rebecca Harris for details 330-729-4100 or email Rebecca.Harris@MahoningCTC.com.

Shop Math

Designed to provide a complete review of basic arithmetic skills with the goal of preparing the student to successfully complete the Applied Mathematics course. It covers addition, subtraction, multiplication and division of simple numbers, decimals, and fractions. Working with positive and negative numbers, measurements, and graphs and charts are also included. Practical applications or "story problems" are employed extensively using typical examples from the work place to tie your training back to the real world.

Fee: \$560.00 30 hrs.

COURSE CODE	DATE	DAY	TIME
F10-DIT-005	Aug 17-Sept 9	M/W/Th	6-9 pm

Industrial Training

Contact: Rebecca Harris

- ISO 9000 Plus
- Boiler Plant Classes
- Welding I, II & III
- Machining/CNC I & II
- Hydraulics I & II
- Electricity I & II
- Mechanical Drives
- Programmable Logic Controls I & II
- Lean Manufacturing



Call 330.729.4100 to register.
To avoid class cancellations,
all registrations must be received
the Friday before the start of each class.

Business Management

Informational Session & a required Orientation Prepares you for a Front Office Manager position. Office professionals assume many of the responsibilities formerly handled by managerial and professional personnel, in addition to supporting executive staff. While phone and keyboard skills continue to be essential to the positions, office professionals may find training, research, meeting planning, file and project management, and travel and calendar coordination added to their responsibilities. Proficiency in using scanners, creating presentations, developing databases, designing newsletters, setting up telephone and video conferences, and creating spreadsheets is also expected. A 72 hour externship is included with the course.

Fee: \$5,399.00 720 hrs.

COURSE CODE	DATE	DAY	TIME
F10-CST-230	Sept 28-May 20	M-Th	4-10 pm

Certified Manager

This program is a professional training program sponsored by the Institute of Certified Professional Managers (ICPM). The CM Program develops and enhances general management skills and prepares individuals to take the CM management certification exams. Those who successfully complete the CM exams achieve the CM Certification, a prestigious credential that recognizes competency and professionalism of managers worldwide in all fields.

Fee: \$1,300.00 90 hrs.

COURSE CODE	DATE	DAY	TIME
F10-HRD-900	Oct 5-Dec 17	M/W/Th	6-9 pm

Today's Front Line Supervisor

Informational Session & a required Orientation Today's Front Line Supervisor program is geared for the person who is interested in the supervisory field. This comprehensive program will cover all areas of supervision (coaching, delegation, problem solving, etc.). It will also guide you through areas of human resources (workplace harassment, employee dispute resolution, diversity, etc.). To enhance your training, you will learn about areas in machine shop, electricity, hydraulics, PLC, blueprint reading, shop math, first aid, CPR, safety procedures, etc. Upon completion of Today's Front Line Supervisor become the key to a company's future. All supervisory coursework certified by the National Management Association. Prereq: High School Diploma or GED and assessment testing.

Fee: \$5,699.00 640 hrs.

COURSE CODE	DATE	DAY	TIME
F10-HRD-910	Aug 17-June 22	M-Th	6-10 pm



NEW THIS YEAR!

Entrepreneurship Program

This program is designed for those who wish to open a new business and need help to get started. These classes will guide you through the process and laws to becoming your own boss. These classes will help you no matter what type of business you are considering.

- Licensing, Permits, Structure, Equipment, Initial set-up
- Business Plan
- Business Accounting - setting up the books
- Marketing for Small Businesses
- Strategic Planning
- e-Business
- Franchising

Fee: \$345.00 + 40hrs.

COURSE CODE	DATE	DAY	TIME
F10-HRD-995	Oct 8-Dec 17	Thurs	6-10 pm

Pick and choose from the 12 mini-classes that follow to start your own business:

Who and What Are Entrepreneurs?

We will discuss the roles and characteristics of successful entrepreneurs. What motivates entrepreneurs and the pros and cons of entrepreneurship? You will also learn the first step in the journey to develop a personal entrepreneurial strategy.

Fee: \$49.00 2½ hrs.

COURSE CODE	DATE	DAY	TIME
F10-CMP-900	Oct 8	Thurs	6-8:30 pm

Moving from the Idea State to the Start-up Stage

Learn where great business ideas come from and is their entrepreneur idea feasible and concrete. Is your plan simple in its execution and has clear goals.

Fee: \$49.00 2½ hrs.

COURSE CODE	DATE	DAY	TIME
F10-CMP-905	Oct 15	Thurs	6-8:30 pm

Tapping Your Entrepreneurship Creativity

Gain an understanding of the nature of individual creativity and staying one step ahead of your competitors. How to enhance the ability to “think outside” the box when scanning your ideas for product or service ideas.

Fee: \$49.00 2½ hrs.

COURSE CODE	DATE	DAY	TIME
F10-CMP-910	Oct 22	Thurs	6-8:30 pm

Knowing Your Market

Learn the answers to the questions: Who is your market? What turns them on? Where are they? When should you start your business? How should you promote your product or service?

Fee: \$49.00 2½ hrs.

COURSE CODE	DATE	DAY	TIME
F10-CMP-915	Oct 29	Thurs	6-8:30 pm

Writing a Feasibility Plan Before Your Business Plan

Planning is no longer a luxury confined to larger companies. Advanced planning can lower the risk factor. Learn inadequate planning can cause initial under-capitalization, cash-flow problems and therefore panic from the entrepreneur. A feasibility plan helps consider other alternative courses of action.

Fee: \$49.00 2½ hrs.

COURSE CODE	DATE	DAY	TIME
F10-CMP-920	Nov 5	Thurs	6-8:30 pm

Using the Internet to Launch Your Business Venture

Learn different technologies used to grow your business, the advantages and disadvantages of a virtual store, products that are likely to sell on the Internet, how to start a business online, e-commerce issues and web promotions.

Fee: \$49.00 2½ hrs.

COURSE CODE	DATE	DAY	TIME
F10-CMP-925	Nov 12	Thurs	6-8:30 pm

Essential Elements of a Successful Business Plan

Students will learn a business plan should be a work-in-progress. Even successful, growing businesses should maintain a current business plan. This class will discuss business plan basics, how to plan your plan, elements of the business plan and getting help with your plan.

Fee: \$49.00 2½ hrs.

COURSE CODE	DATE	DAY	TIME
F10-CMP-930	Nov 19	Thurs	6-8:30 pm

Who Needs Funding?

We will examine some “root” issues about funding like who funds what, where you find these resources, and what action to take to access the funds. Learn that managing funding, and later, investment equity requires strategic effort throughout the life of the firm. Without the feasibility study and business plan you will not know how much money you need and no one will take your request for funds seriously.

Fee: \$49.00 2½ hrs.

COURSE CODE	DATE	DAY	TIME
W10-CMP-935	Dec 3	Thurs	6-8:30 pm

Financial Issues for Your Entrepreneurial Venture

Learn how much money is needed to open the business doors and keep the doors open. What are initial startup costs, how much money you need for the cost of doing business, and how much profit you will make on each unit sold.

Fee: \$49.00 2½ hrs.

COURSE CODE	DATE	DAY	TIME
W10-CMP-940	Dec 10	Thurs	6-8:30 pm

Basic Business Math

Learn how to create revenue and expense statements; create cash flow projections along with a balance sheet.

Fee: \$49.00 2½ hrs.

COURSE CODE	DATE	DAY	TIME
W10-CMP-955	Jan 14	Thurs	6-8:30 pm

Building a Winning Entrepreneurial Team

Learn how to assess personality traits such as someone who is change oriented, a visionary or innovative. You’ll learn how to hire people who compliment your weaknesses. Gain information on how to be an entrepreneur, but also learn the benefits of working as a team.

Fee: \$49.00 2½ hrs.

COURSE CODE	DATE	DAY	TIME
W10-CMP-945	Dec 17	Thurs	6-8:30 pm

Effective Marketing Strategies

Students will learn how to focus on business’s goals and strategies, how to research your market, explore how and where to promote your business, when you should segment and differentiate your product or service, offer quality price and make sure you have measures to track your business success.

Fee: \$49.00 2½ hrs.

COURSE CODE	DATE	DAY	TIME
W10-CMP-950	Jan 7	Thurs	6-8:30 pm

Marketing and Sales Certificate



Enhance your credentials and expertise while you focus your organization's marketing function to drive revenue and grow the business. Whether you

are a new or veteran marketing or sales professional, you will benefit by participating in this Marketing and Sales Certificate. Topics include: Sales Training/Selling Smarter, Building Relationships for Success in Sales & Overcoming Objections, Communication Strategies, Marketing & Sales, Prospecting for Leads, Organizational Behavior, Internet Marketing, Public Speaking, Writing Reports & Proposals, Motivation, Dynamic Sales Presentations, Public Relations, Intro. and Advanced Advertising.

Fee: \$525.00 60 hrs.

COURSE CODE	DATE	DAY	TIME
F10-HRD-115	Oct 5-Nov 23	M/W	6-10 pm

Supervisor/Leadership Certificate



New and experienced supervisors...get the solid skills you need to achieve exceptional results through others! Learning these skills can have a tremendous impact on an organization's productivity. Topics include: Supervising ABC's, Team Building, Coaching, Delegation, Diversity in the Workplace, Problem Solving & Decision Making, Project Mngt., Negotiating for Results, Leadership Training, Conflict Resolution, Ethics in Business, HR for the Non HR Mngr., Motivation, The Professional Supervisor, Workplace Violence, Stress Mngt., Working Smarter using Technology, Time Management.

Fee: \$700.00 80 hrs.

COURSE CODE	DATE	DAY	TIME
F10-HRD-110	Oct 5-Dec 16	M/W	6-10 pm

Customer Service Certificate



Customer skills can increase your value to your company. The need for leading, promoting and enhancing a customer focused culture is essential. These

workshops will help customer service representatives, managers/leaders create customer satisfaction. Topics include: Critical Elements of Customer Service, Customer Relationship Management, Call Center, Managing Customer Service, Communication Strategies, Building Self Esteem, Telemarketing, Time Mngt., Conflict Resolution, Business Etiquette that Works, Stress Mngt., Business Etiquette.

Fee: \$350.00 40 hrs.

COURSE CODE	DATE	DAY	TIME
F10-HRD-100	Sept 29-Dec 1	Tues	6-10 pm

Human Resource Certificate



Regardless of your HR title, if you are working in the field of Human Resources, you are probably wearing many hats. Your company's success is dependent

upon your ability to multi-task and be flexible. The more basics that you have in place, the better you will be able to meet each day's surprises. Designed to help you build and maintain a solid HR foundation. Topics include: Hiring Smart/Behavior Interviewing Techniques, Employment Law/Legal Case Studies, Diversity in the Workplace, Employee Dispute Resolution, New Hire Orientation/Orientation Handbook, Unemployment, Workplace Harassment & Discrimination, Conducting Effective Performance Reviews, Creating Effective Job Descriptions, COBRA, Principles of Change Management, Effectively Managing Change, Basic Safety Programs, DrugFree Workplace.

Fee: \$525.00 60 hrs.

COURSE CODE	DATE	DAY	TIME
F10-HRD-105	Sept 24-Jan 28	Thurs	6-10 pm

Advanced Human Resource Certificate



As a successful HR leader, you must insure that your department adds measurable value, meets organizational goals, and remains in compliance. In order

to excel in your HR role, it is essential that you are up-to-date in the many advanced areas of Human Resources. Experience the cutting-edge knowledge and proactive HR strategies. Topics include: Developing Employee Incentive Programs, Employee Relations/Union Avoidance, Policies/Manuals/Handbooks, Succession Planning, Personal Style Inventory, Performance Mngt., Negotiating for Results, Language of HR Forms & How to Organize, Worker's Compensation, Recruitment & Staffing, Writing Discipline Policies, FMLA, Benefits & Risk Management.

Fee: \$525.00 60 hrs.

COURSE CODE	DATE	DAY	TIME
F10-HRD-990	Sept 28-Nov 11	M/W	6-10 pm

Hear what our students are saying...

"I was very satisfied with the Human Resource Certificate Program and the Advanced Human Resource Certificate Program. I took these courses to refresh my knowledge regarding H.R. related regulations and laws and have used what I've learned in many work related situations."

Kelly D. Mavar
Virginia-Sterling Furniture

\$99.00 HRD Workshops

Intro to Advertising

COURSE CODE	DATE	DAY	TIME
F10-HRD-005	Oct 21	Wed	6-10 pm

Advanced Advertising

Prereq.: Intro to Adv.

COURSE CODE	DATE	DAY	TIME
F10-HRD-020	Oct 26	Mon	6-10 pm

Building Relationships in Sales

COURSE CODE	DATE	DAY	TIME
F10-HRD-030	Oct 5	Wed	6-10 pm

Creating Effective Job Descriptions

COURSE CODE	DATE	DAY	TIME
W10-HRD-770	Jan 7	Thurs	6-10 pm

Conflict Resolution

COURSE CODE	DATE	DAY	TIME
F10-HRD-040	Oct 2	Fri	8 am-12 pm
W10-HRD-045	Dec 1	Tues	6-10 pm

Developing Employee Incentive Program

COURSE CODE	DATE	DAY	TIME
F10-HRD-050	Sept 28	Mon	6-10 pm

Union Avoidance/Employee Relations

COURSE CODE	DATE	DAY	TIME
F10-HRD-820	Oct 12	Mon	6-10 pm

Hiring Smart

COURSE CODE	DATE	DAY	TIME
F10-HRD-210	Sept 24	Thurs	6-10 pm
W10-HRD-215	Dec 4	Fri	8 am-12 pm

HR for the Non HR Manager

COURSE CODE	DATE	DAY	TIME
F10-HRD-220	Oct 26	Mon	6-10 pm

Intro to Internet Marketing

COURSE CODE	DATE	DAY	TIME
F10-HRD-580	Oct 7	Wed	8 am-12 pm
F10-HRD-585	Oct 19	Mon	6-10 pm

Leadership Training I

COURSE CODE	DATE	DAY	TIME
F10-HRD-230	Oct 9	Fri	8 am-12 pm
F10-HRD-235	Oct 28	Wed	6-10 pm

Leadership Training II

Prereq.: Leadership I

COURSE CODE	DATE	DAY	TIME
F10-HRD-865	Oct 16	Fri	8 am-12 pm
F10-HRD-860	Nov 2	Mon	6-10 pm

Managing Customer Service

Prereq.: Critical Elements of Customer Service

COURSE CODE	DATE	DAY	TIME
F10-HRD-250	Oct 13	Tues	6-10 pm
F10-HRD-255	Nov 18	Wed	8 am-12 pm

Marketing & Sales

COURSE CODE	DATE	DAY	TIME
F10-HRD-260	Oct 12	Mon	6-10 pm
W10-HRD-265	Dec 2	Wed	8 am-12 pm

Negotiating for Results

COURSE CODE	DATE	DAY	TIME
F10-HRD-610	Nov 19	Mon	6-10 pm

New Hire Orientation/ Orientation Handbook I

COURSE CODE	DATE	DAY	TIME
F10-HRD-290	Nov 10	Tues	8 am-12 pm
F10-HRD-295	Oct 8	Thurs	6-10 pm

New Hire Orientation/ Orientation Handbook II

COURSE CODE	DATE	DAY	TIME
F10-HRD-840	Nov 17	Tues	8 am-12 pm
F10-HRD-845	Oct 15	Thurs	6-10 pm

Policies, Manuals & Handbooks

COURSE CODE	DATE	DAY	TIME
F10-HRD-880	Oct 5	Mon	6-10 pm
W10-HRD-885	Dec 1	Tues	8 am-12 pm

Public Speaking

COURSE CODE	DATE	DAY	TIME
F10-HRD-740	Nov 16	Mon	6-10 pm

Public Relations I

COURSE CODE	DATE	DAY	TIME
F10-HRD-240	Nov 4	Wed	6-10 pm

Public Relations II

Prereq.: Public Relations I

COURSE CODE	DATE	DAY	TIME
F10-HRD-225	Nov 9	Mon	6-10 pm

To avoid class cancellations, all registrations must be received the Friday before the start of each class.

\$99.00 HRD Workshops

Recruitment & Staffing

COURSE CODE	DATE	DAY	TIME
F10-HRD-940	Oct 28	Wed	6-10 pm

Workplace Harassment and Discrimination

COURSE CODE	DATE	DAY	TIME
F10-HRD-075	Nov 5	Thurs	6-10 pm
F10-HRD-080	Nov 13	Fri	8 am-12 pm

Working Smarter-Using Technology to Your Advantage

COURSE CODE	DATE	DAY	TIME
F10-HRD-470	Nov 20	Fri	8 am-12 pm
W10-HRD-475	Dec 9	Wed	6-10 pm

Workplace Violence

COURSE CODE	DATE	DAY	TIME
W10-HRD-270	Dec 14	Mon	6-10 pm

Writing Discipline Policies

COURSE CODE	DATE	DAY	TIME
F10-HRD-085	Sept 30	Wed	6-10 pm

Coaching

COURSE CODE	DATE	DAY	TIME
F10-HRD-155	Oct 12	Mon	6-10 pm

COBRA

COURSE CODE	DATE	DAY	TIME
F10-HRD-055	Oct 6	Tues	8 am-12 pm
W10-HRD-060	Jan 14	Thurs	6-10 pm

Communications

COURSE CODE	DATE	DAY	TIME
F10-HRD-125	Oct 7	Wed	6-10 pm

Critical Elements of Customer Serv.

COURSE CODE	DATE	DAY	TIME
F10-HRD-160	Oct 6	Tues	6-10 pm
F10-HRD-165	Nov 11	Wed	8 am-12 pm

Delegation

COURSE CODE	DATE	DAY	TIME
F10-HRD-175	Oct 14	Wed	6-10 pm

Diversity

COURSE CODE	DATE	DAY	TIME
F10-HRD-180	Oct 19	Mon	6-10 pm
W10-HRD-185	Dec 10	Thurs	6-10 pm
W10-HRD-186	Dec 11	Fri	8 am-12 pm

DrugFree Workplace

COURSE CODE	DATE	DAY	TIME
F10-HRD-190	Oct 13	Tues	8 am-12 pm
W10-HRD-195	Jan 28	Thurs	6-10 pm

Dynamic Sales Presentations

COURSE CODE	DATE	DAY	TIME
F10-HRD-565	Oct 14	Wed	6-10 pm

Employment Law

COURSE CODE	DATE	DAY	TIME
F10-HRD-200	Oct 23	Fri	8 am-12 pm
W10-HRD-205	Dec 17	Thurs	6-10 pm

Hear what our students are saying...

"I found the availability / topics regarding classes to be generous & updated with the most current research- basically a lot to choose from to meet my particular needs. The environment & overall atmosphere was welcoming & genuine. I would return back to MCCTC for further education."

Robert McBride
Homes for Kids

"It's a great opportunity for good training close to home."

Ruth King
CTM Labeling Systems

Customized HRD Training

- Front Line Managers
- Marketing and Sales
- Customer Service
- Supervisor Training
- Team Building
- Human Resources
- Communication Strategies
- Project Mngr. Training
- Conflict Resolution
- Time Management
- Leadership Training
- Stress Management

Contact Rebecca Harris: 330-729-4100 or Rebecca.Harris@MahoningCTC.com

\$99.00 HRD Workshops

FMLA

COURSE CODE	DATE	DAY	TIME
F10-HRD-450	Oct 19	Mon	6-10 pm
F10-HRD-455	Oct 27	Tues	8 am-12 pm

Managing Change

Prereq.: Principles of Change Management

COURSE CODE	DATE	DAY	TIME
F10-HRD-540	Nov 6	Fri	8 am-12 pm
F10-HRD-545	Nov 19	Thurs	6-10 pm

Performance Reviews

COURSE CODE	DATE	DAY	TIME
F10-HRD-130	Oct 29	Thurs	6-10 pm
F10-HRD-135	Oct 20	Tues	8 am-12 pm

Problem Solving & Decision Making

COURSE CODE	DATE	DAY	TIME
F10-HRD-315	Nov 11	Wed	6-10 pm

Principles of Change Management

COURSE CODE	DATE	DAY	TIME
F10-HRD-700	Oct 30	Fri	8 am-12 pm
F10-HRD-705	Nov 12	Thurs	6-10 pm

Selling Smarter

COURSE CODE	DATE	DAY	TIME
F10-HRD-330	Nov 18	Wed	6-10 pm
F10-HRD-315	Oct 22	Thurs	6-10 pm

Supervising ABC's

COURSE CODE	DATE	DAY	TIME
F10-HRD-360	Oct 5	Mon	6-10 pm

Teambuilding I

COURSE CODE	DATE	DAY	TIME
W10-HRD-385	Dec 2	Wed	6-10 pm

Teambuilding II

Prereq.: Teambuilding I

COURSE CODE	DATE	DAY	TIME
W10-HRD-875	Dec 7	Mon	6-10 pm

Unemployment

COURSE CODE	DATE	DAY	TIME
F10-HRD-791	Oct 22	Thurs	6-10 pm

To avoid class cancellations, all registrations must be received the Friday before the start of each class.

Worker's Compensation

COURSE CODE	DATE	DAY	TIME
F10-HRD-830	Oct 7	Wed	6-10 pm

Customer Relationship Management

COURSE CODE	DATE	DAY	TIME
F10-HRD-905	Nov 10	Tues	6-10 pm

Call Center Training

COURSE CODE	DATE	DAY	TIME
F10-HRD-910	Oct 21	Wed	8 am-12 pm

Getting Your Job Search Started

COURSE CODE	DATE	DAY	TIME
F10-HRD-915	Sept 18	Fri	8 am-12 pm

Mastering the Interview

COURSE CODE	DATE	DAY	TIME
F10-HRD-920	Oct 2	Fri	8 am-12 pm

Creating a Dynamite Job Portfolio

COURSE CODE	DATE	DAY	TIME
F10-HRD-925	Sept 25	Fri	8 am-12 pm

\$ How much time and money can your business afford to waste?

PRE-EMPLOYMENT TESTING

Pre-employment testing saves companies like yours time and money!

There are tests designed for just about every position, from professional to administrative to industrial.



A pre-employment test is a common tool used in the hiring process. Exams are a popular way for you to determine whether someone is qualified for a job and will be a good fit with your organization. Increasingly, organizations large and small are using various forms of pre-employment testing to assess candidates. Pre-employment testing is surprisingly cost-effective.

Call for more information or to schedule a testing date:

Sandy Furano,
Business Training Coordinator

NEW THIS YEAR!

How to Buy a Computer

What's RAM and how much of it do I need? How about MHz? Cordless mouse, optical mouse, TrakBall? Laptop or desktop? Bring these questions and others to these two sessions—get information in the first session, go out, use it, and bring back more questions to the next class. Intended for computers for home use.

Fee: \$49.00 4 hrs.

COURSE CODE	DATE	DAY	TIME
F10-CMP-365	Nov 10-Nov 12	T/Th	6-8 pm
W10-CMP-365	Feb 8-Feb 10	M/W	6-8 pm

Overcoming the Fear Factor



Are you afraid to touch the computer in fear you are going to "hurt it?" You are not alone. After this class you will feel comfortable turning on

the computer, moving the mouse, know what a desktop is and know what programs are loaded on your computer.

Fee: \$49.00 4 hrs.

COURSE CODE	DATE	DAY	TIME
F10-CMP-325	Sept 29-Oct 1	T/Th	6-8 pm
F10-CMP-330	Nov 9-Nov 11	M/W	6-8 pm

Mouse Trap

This class helps you master the mouse which is your introduction to understanding how to use Microsoft Windows.

Fee: \$39.00 3 hrs.

COURSE CODE	DATE	DAY	TIME
F10-CMP-340	Sept 16	Wed	5:30-8:30 pm
W10-CMP-340	Jan 21	Thurs	5:30-8:30 pm

Hear what is being said about our Customized Training...
 "Burdman Group Inc. had an outstanding experience working with the Mahoning County Career & Technical Center, Adult Education. Their knowledgeable staff provided flexible and accommodating on-site computer training for more than 55 staff, which resulted in increased efficiencies and more effective utilization of the Microsoft Office Suite. I would highly recommend MCCCTC Adult Education to any business seeking to improve the computer skills of their staff."

NEW THIS YEAR!

Internet Safety for Parents



In this informational session, you will be updated on the latest trends on Web sites like MySpace, FaceBook and other sites and chat

rooms that young people frequent. Learn how your child can encounter sexual predators, harassment and bullying, scam artists and identity theft. This a great class to make sure your child is in a safe environment online.

Fee: \$39.00 3 hrs.

COURSE CODE	DATE	DAY	TIME
F10-CMP-355	Sept 28	Mon	6-9 pm
F10-CMP-360	Oct 21	Wed	6-9 pm

NEW THIS YEAR!

Shopping Online

Do all your friends talk about the great buys they find online? If you want to find those great deals, take this class to find out websites that offer shopping deals, using promotional codes, free shipping, etc.

Fee: \$39.00 3 hrs.

COURSE CODE	DATE	DAY	TIME
F10-CMP-345	Oct 12	Mon	5:30-8:30 pm
F10-CMP-350	Nov 19	Thurs	5:30-8:30 pm

ebay

Come learn the basics about buying and selling on ebay. Learn how to search for items, register for an account, view auctions, make a bid, etc.

Fee: \$49.00 4 hrs.

COURSE CODE	DATE	DAY	TIME
F10-CMP-320	Oct 6-Oct 8	T/Th	6-8 pm
W10-CMP-320	Feb 1-Feb 3	M/W	6-8 pm

Business & Computer Training

Contact: Sandy Furano

- Windows XP, Vista / Internet
- Microsoft Office 2003/2007
- Microsoft Certification Exams
- CompTIA Certification
- AutoCAD
- Pre-employment Testing
- One Day Workshops



Google™ It!

Google™ is the #1 Search Engine on the Internet. It searches over 8 BILLION sites. Learn the basics of searching on the Internet and take your "Googling" to the next level. Learn tips and creative ways to effectively search and retrieve information from the Internet.

Fee: \$49.00 4 hrs.

COURSE CODE	DATE	DAY	TIME
F10-CMP-310	Sept 22-Sept 24	T/Th	6-8 pm
F10-CMP-315	Oct 19-Oct 21	M/W	6-8 pm

NEW THIS YEAR!

Intro to Windows Movie Maker

This class will show students how to use Windows Movie Maker software to add humor, laughter and memorable moments to class reunions, weddings, family reunions and other special occasions. Students will produce a real project in class. They'll learn how to integrate visual media (photos, slides, and movies using digital or VHS format) into their productions, transfer photos from a digital camera into a movie, crop out unwanted elements, and insert music and narration along with side effects into a movie.

Fee: \$49.00 4 hrs.

COURSE CODE	DATE	DAY	TIME
F10-CMP-370	Oct 6-Oct 8	T/Th	6-8 pm
W10-CMP-370	Jan 25-Jan 27	M/W	6-8 pm

NEW THIS YEAR!

Open Source Software

Have you heard of OpenOffice.org, Zoho Writer, GimpShop, Moodle or Google's Picasa? These are only a few of the free open source software available to companies or individuals. Come learn about open source software. Open Source Software is not a brand of software: It is a philosophy of software development that is free.

Fee: \$39.00 3 hrs.

COURSE CODE	DATE	DAY	TIME
F10-CMP-300	Sept 30	Wed	6-9 pm
F10-CMP-305	Nov 5	Thurs	6-9 pm

Hear what is being said about our Customized Training...

"Computer training twice a week, in Windows XP and Excel programs, was a wise investment on my employer's part. I am much more efficient on the job, with increased productivity and confidence. Instructor, Robinette Cotton, was very professional and a fantastic instructor."

Colleen Grager
Astralloy Steel Products

Computer Maintenance Class

This informational session will teach you how to keep your PC running at its best. You will learn how to clean up cookies, learn what disk defrag is, finally be able to ask someone about those messages that keep on appearing, learn how to upgrade your PC and finally we will look at firewalls, Anti-Virus and Anti-Spyware software and the role they play in keeping your computer safe.

Fee: \$45.00 3 hrs.

COURSE CODE	DATE	DAY	TIME
F10-CMP-155	Oct 14	Wed	6-9 pm
W10-CMP-155	Feb 18	Thurs	6-9 pm

Hear what our students are saying...

"The classes were a perfect blend of curriculum and many instructors' years of experience."

Carol Givens, LifeS skills

Affordable customized computer training for your business?

Yes, We've Got That!



What are the advantages of private training? Our customized computer training programs are the most popular with business and industry. We

package the training to fit your organization's particular needs and your timetable. Your staff can use the computer facilities at Mahoning County CTC for their training or we'll deliver the training to your site with our mobile laptop lab.

- ✓ Need an Introduction to Computers class for workers on a newly-automated production line? We can do it.
- ✓ Need an Advanced Excel class for your engineers on third shift? No problem!
- ✓ Prefer one-on-one desktop training for your administrative assistant? Gotcha covered.
- ✓ Seeking security skill upgrades for your IT staff? We're ready!

For a FREE consultation contact:
Sandy Furano, Business Training Coord.

Computer Keyboarding

Still using the "hunt and peck" method of typing when you sit down at your computer? Then this course is for you! This basic keyboarding course is designed for the non-typist and will familiarize you with the computer keyboard, basic components of the computer and build typing skills.

Fee: \$160.00 14 hrs.

COURSE CODE	DATE	DAY	TIME
F10-CST-105	Aug 3-Aug 24	M/W	5:30-7:30 pm
F10-CMP-020	Oct 6-Oct 22	T/Th	5:30-7:30 pm

Organizing Your Computer Files

Do you feel lucky to find the files you save? It's time to organize your files. Take this workshop to learn how to save files, create folders, move your existing files into new folders and create desktop shortcuts for the files you use all the time.

Fee: \$55.00 4 hrs.

COURSE CODE	DATE	DAY	TIME
F10-CMP-025	Oct 20-Oct 22	T/Th	6-8 pm
W10-CMP-025	Feb 1-Feb 3	M/W	6-8 pm

Windows XP

This course presents the basic concepts of the Windows XP operating system. You will be introduced to the features of Windows XP and the steps required to use the features correctly. In this class you will cover topics such as working with the desktop and windows, using navigation features, working with folders and files, customizing Windows XP and much more.

Fee: \$155.00 12 hrs.

COURSE CODE	DATE	DAY	TIME
F10-CST-110	Aug 11-Aug 27	T/Th	5:30-7:30 pm
F10-CMP-100	Sept 21-Oct 7	M/W	5:30-7:30 pm
F10-CMP-105	Nov 3-Nov 19	T/Th	5:30-7:30 pm
W10-CMP-100	Feb 22-Mar 10	M/W	5:30-7:30 pm

Windows Vista

This course will provide you with the basic skills you need to get started with personal computers and work with the various features, tools, and options available in Windows Vista. In this course, you will familiarize yourself with the basics of personal computers, customize Windows Vista, and manage files and folders. You will also work with simple tools and browse the Internet.

Fee: \$155.00 12 hrs.

COURSE CODE	DATE	DAY	TIME
F10-CMP-150	Sept 8-Sept 24	T/Th	5:30-7:30 pm

Adobe Photoshop

This course is designed to cover the basic image editing features of Adobe Photoshop. Upon successful completion of this course, students will be able to explore the Photoshop environment; work with image areas; work with multiple layers; enhance images; save images in the web, print, and PDF formats.

Fee: \$295.00 24 hrs.

COURSE CODE	DATE	DAY	TIME
F10-CMP-600	Sept 22-Oct 29	T/Th	6-8 pm

Adobe Illustrator

This course is intended for designers, publishers, pre-press professionals, marketing communications professionals, or people switching to a design job or taking on design responsibilities, who need to use Illustrator to create illustrations, logos, advertisements, or other graphic documents. Upon successful completion of this course, students will be able to create simple and freeform shapes; create logos using simple shapes; create logos using custom paths; enhance logo text; manipulate body type and create an advertisement.

Fee: \$295.00 24 hrs.

COURSE CODE	DATE	DAY	TIME
F10-CMP-605	Nov 3-Dec 15	T/Th	6-8 pm

Adobe Dreamweaver

This course is for people new to web design and development and would like to use Dreamweaver to build intuitive, attractive and accessible web sites. This class will cover design techniques as well as best practices for CSS and design standards. Upon completion students will be able to work with text and images; create links and anchors; build successful site navigation; build forms in Dreamweaver; and site maintenance.

Fee: \$295.00 24 hrs.

COURSE CODE	DATE	DAY	TIME
W10-CMP-600	Jan 12-Feb 18	T/Th	6-8 pm



To avoid class cancellations, all registrations must be received the Friday before the start of each class.

Are you unemployed and have training dollars?

No need to wait until the class you need is available. Call Sandy Furano, Business Training Coordinator, to customize a training class just for you.

New Features of Microsoft Office 2007



Learn about the enhancements since Office 2003. New Office interface features include the Office Button Menu, the Ribbons, the mini

toolbar, the Quick Access toolbar and the status toolbar. Also covered are new features of Word, Excel, PowerPoint, Outlook and Access.

Fee: \$99.00 8 hrs.

COURSE CODE	DATE	DAY	TIME
F10-CMP-240	Sept 14-Sept 23	M/W	5:30-7:30 pm

Word 2007 – Beginner

Learn the newest version of the Microsoft Word program. Offers competency in creating and saving documents, using Word tools and printing; and using basic collaboration features.

Fee: \$178.00 14 hrs.

COURSE CODE	DATE	DAY	TIME
F10-CMP-180	Oct 5-Oct 26	M/W	6-8 pm

Word 2003 – Beginner

Offers competency in creating and saving documents, using Word tools and printing; and using basic collaboration features.

Fee: \$178.00 14 hrs.

COURSE CODE	DATE	DAY	TIME
F10-CMP-160	Sept 21-Oct 12	M/W	6-8 pm

Word 2003 – Intermediate

Offers competency in using automatic formatting tools and working with graphics, tables, charts and diagrams.

Fee: \$178.00 14 hrs.

COURSE CODE	DATE	DAY	TIME
F10-CMP-170	Oct 26-Nov 16	M/W	6-8 pm

Excel 2007 – Beginner

Learn the newest version of the Microsoft Excel program. Offers competency in creating and modifying workbooks; manipulating worksheet data by applying mathematical formulas; and creating comments, graphics, diagrams and charts.

Fee: \$178.00 14 hrs.

COURSE CODE	DATE	DAY	TIME
F10-CMP-185	Nov 16-Dec 9	M/W	6-8 pm

Excel 2003 – Beginner

Offers competency in creating and modifying workbooks; manipulating worksheet data by applying mathematical formulas; and creating comments, graphics, diagrams and charts.

Fee: \$178.00 14 hrs.

COURSE CODE	DATE	DAY	TIME
F10-CMP-165	Oct 19-Nov 9	M/W	6-8 pm

Excel 2003 – Intermediate

Gain competency in restructuring and formatting worksheets; manipulating the display of worksheets; creating and using multiple worksheets and printing worksheets and workbooks.

Fee: \$178.00 14 hrs.

COURSE CODE	DATE	DAY	TIME
W10-CMP-175	Jan 25-Feb 17	M/W	6-8 pm

Creating a Slide Presentation with PowerPoint 2003

Learn how to create, modify, format, build and run PowerPoint slide shows, as well as use WordArt, ClipArt, and graphic objects.

Fee: \$155.00 12 hrs.

COURSE CODE	DATE	DAY	TIME
F10-CMP-190	Oct 20-Nov 5	T/Th	6-8 pm

DID YOU KNOW...

Adult Education MCCTC has a PORTABLE LAPTOP LAB

We can bring to your business for customized, hands-on computer training!



Give us a call, we can help you...

- Save Time – on employee traveling and time away.
- Save Money – by training several of your employees at one time.
- Increase Productivity and Employee Confidence – when your employees are properly trained they can perform their jobs better.

Contact: Sandy Furano @ 330-729-4100.

Retirement Planning

Improve your knowledge of financial matters as it pertains to your retirement. Strategies to improve your nest egg. How to start at any age to enjoy a long and successful financial retirement.

Fee: \$40.00 8 hrs.

COURSE CODE	DATE	DAY	TIME
F10-MKT-005	Sept 15-Oct 6	Tues	7-9 pm
W10-MKT-005	Dec 8-Jan 12	Tues	7-9 pm

Women and Investing

Improve your knowledge of money and financial matters. Learn financial terminology, how to manage your own lifestyle, how to prepare to not outlive your money.

Fee: \$40.00 8 hrs.

COURSE CODE	DATE	DAY	TIME
F10-MKT-015	Oct 13-Nov 3	Tues	7-9 pm
W10-MKT-015	Jan 19-Feb 9	Tues	7-9 pm

Managing Your Money

Improve your knowledge of money, ideas and strategies to protect income and provide rising income, and how to pass it to your heirs.

Fee: \$40.00 8 hrs.

COURSE CODE	DATE	DAY	TIME
F10-MKT-010	Nov 10-Dec 1	Tues	7-9 pm
W10-MKT-010	Feb 16-Mar 9	Tues	7-9 pm



Conversational French

Hopelessly in love with Paris or the language of l'amour; you want to be able to answer to parlez-vous Francais? With OUI; come and learn the basics of the French language and culture.

Fee: \$99.00 16 hrs.

COURSE CODE	DATE	DAY	TIME
F10-SPC-320	Sept 14-Nov 2	Mon	6-8 pm

Conversational Spanish

The course will include keywords and phrases that can be used by the traveler or businessperson. Also the Hispanic culture, music and dances will be discussed. Bring a 2" three-ring binder to class.

Fee: \$125.00 20 hrs.

COURSE CODE	DATE	DAY	TIME
F10-SPC-250	Sept 22-Nov 24	Tues	7-9 pm

Conversational Italian

Are you planning a trip to Bella Italia or you just want to speak the language of your ancestors; come and learn the basics of conversational Italian including key words, phrases and grammar as well as culture.

Fee: \$99.00 20 hrs.

COURSE CODE	DATE	DAY	TIME
F10-SPC-255	Sept 9-Nov 11	Wed	6-8 pm

Wood Carving

Learn the fine art of woodcarving. You'll receive hands-on instruction in carving, wood burning and painting a pair of juvenile Barn Swallows. Wood and pattern are included in the fee. Tools needed will be discussed the first night and will include a wood burner and black handle x-acto knife. (Please do not buy the wood burner until after the first class). No wood carving experience is required.

Fee: \$120.00 20 hrs.

COURSE CODE	DATE	DAY	TIME
F10-SPC-185	Sept 22-Nov 10	Tues	6-8:30 pm

P.R.O.T.E.C.T.

Self Defense for Women

P.R.O.T.E.C.T. is a self defense class for women. This program will stress avoiding potentially dangerous situations and the mental, as well as the physical aspects of personal defense. Book available to purchase for \$5.00. Check-in time for registration is 5:30-6 p.m.

Fee: FREE 3 hrs.

COURSE CODE	DATE	DAY	TIME
F10-SPC-215	Oct 14	Wed	6-9 pm

Baking 101

Starting from pancakes to pound cakes. Quick breads to French bread, this class will delve into BAKING.

Baking powder to yeast,

leavening is the secret to raising all forms of seasoned dough made of all types of grains.

Fee: \$89.00 12½ hrs.

COURSE CODE	DATE	DAY	TIME
F10-SPC-430	Sept 10-Oct 8	Thurs	6:30-9 pm

Simple Soups and Stews

Simple, quick, soups and stews. Learn how to make old fashioned tasting soups and stews quick and easy. Learn quick recipes for those short on time as well as some simple but hardy recipes too.

Fee: \$89.00 12½ hrs.

COURSE CODE	DATE	DAY	TIME
F10-SPC-520	Oct 15-Nov 12	Thurs	6:30-9 pm

BACK BY POPULAR DEMAND!

Appetizers and Hors d'oeuvres

Throughout these classes we will prepare hot and cold savory finger foods that will excite you and your palates. All of the food prepared can be easily recreated at home whether it is for an upscale fancy cocktail party or for a small social/family gathering.

Fee: \$89.00 10 hrs

COURSE CODE	DATE	DAY	TIME
F10-SPC-680	Nov 16-Dec 7	Mon	6:30-9 pm

Gourmet Cooking

Become a connoisseur of fine food. Work with the chef to create high quality, perfectly prepared and artfully presented food. New techniques and dishes are prepared every quarter so you can get the most out of every class.

Fee: \$128.00 12½ hrs

COURSE CODE	DATE	DAY	TIME
F10-SPC-190	Oct 5-Nov 2	Mon	6:30-9 pm

Pasta

Making, stuffing and layering. We will make pasta from scratch, then learn to shape and cut the never-ending sizes of pastas. Class will also cover different sauces and stuffing's that cover or fill the pastas involved.

Fee: \$89.00 12½ hrs.

COURSE CODE	DATE	DAY	TIME
W10-SPC-440	Jan 13-Feb 10	Wed	6:30-9 pm

Introduction to Photography



The course will cover the purpose of various settings, functions and important features of the camera. The course will focus on composition and design elements to capture the *perfect picture*.

There will be an emphasis on learning the process of the

35mm and digital camera workflow. No onsite developing will be done. Please bring your camera to class the first night.

Fee: \$110.00 20 hrs.

COURSE CODE	DATE	DAY	TIME
F10-TAI-110	Sept 23-Nov 11	Wed	6-8:30 pm
W10-TAI-110	Jan 13-Mar 3	Wed	6-8:30 pm

Intermediate Photography



This class will concentrate on an advanced understanding of composition and design elements typical in photography. It

will be geared for both 35 mm and digital photography. We will explore these concepts in a workshop type setting. Skills in the use of a camera are a prerequisite.

Fee: \$110.00 20 hrs.

COURSE CODE	DATE	DAY	TIME
F10-TAI-125	Sept 22-Nov 10	Tues	6-8:30 pm
W10-TAI-125	Jan 12-Mar 2	Tues	6-8:30 pm

Mat Cutting Made Easy

Beginning with the fundamentals of mat cutting, this hands-on class is designed for those who enjoy designing and working on their own projects. Review different mat materials, types of cutters available, color selection and styles. Learn techniques for cutting the basic rectangle, circle and oval mat. Cut creative mats like: multiple layers, off-set, open v-groove and more. Mat board is supplied for the class and you take home the examples you cut. Bring a straight-edge ruler and a utility knife to the first class.

Fee: \$75.00 12 hrs.

COURSE CODE	DATE	DAY	TIME
F10-SPC-125	Oct 6-Oct 27	Tues	6-9 pm
W10-SPC-125	Dec 1-Dec 10	T/Th	6-9 pm

Call 330.729.4100 to register.

To avoid class cancellations, all registrations must be received the Friday before the start of each class.

Art History

Become familiar with monumental works of art throughout history and gain confidence discussing art in a conversational setting. Analyze and discuss art from cave painting to Renaissance including: Egyptian, Mesoamerican, Islamic, Greek/Roman and Medieval. Become comfortable analyzing art verbally to establish confidence when confronted with an unfamiliar piece.

Fee: \$149.00 30 hrs

COURSE CODE	DATE	DAY	TIME
F10-SPC-135	Sept 14-Oct 14	M/W	6-9 pm
W10-SPC-135	Jan 11-Feb 17	M/W	6-9 pm

Beginning Pencil Drawing



Learn how to shade, using perspective to create depth and atmosphere, and using tonal values. Supply list will be mailed to the

student prior to the start of the class.

Fee: \$110.00 20 hrs.

COURSE CODE	DATE	DAY	TIME
F10-SPC-665	Sept 29-Nov 17	Tues	6:30-9 pm
W10-SPC-665	Dec 1-Feb 2	Tues	6:30-9 pm

Watercolor

Learn to work with watercolor and develop techniques in order to achieve a finished painting. Supply list will be mailed to the student prior to the start of class.

Fee: \$110.00 20 hrs.

COURSE CODE	DATE	DAY	TIME
F10-SPC-650	Sept 28-Nov 16	Mon	6:30-9 pm
W10-SPC-650	Jan 11-Mar 15	Mon	6:30-9 pm

NEW THIS YEAR!

Tree Identification

Look at that tree!!!



Did you know that a tree can be identified by its leaf or by its smell, maybe its bark and even its fruit? Come and learn which trees roots produces root

beer, which trees are living fossils, which trees make aspirin, or which ones make pink lemonade! This course will help you learn arboriculture terminology as well as how to become an identifier of native as well as non-native species.

Fee: \$79.00 15 hrs.

COURSE CODE	DATE	DAY	TIME
F10-SPC-685	Sept. 15-Oct 20	Tues	5:30-8 pm

Pet Care 101



If you love your pets, you will want to understand the basic care of your CATS, DOGS, HORSES, and more. This class will cover all topics related to:

- Signs and Symptoms of illness, vaccinations, recognizing medical emergencies and more.
- Pet First Aid including disaster preparation, Pet CPR, Pet First Aid Red Cross Certification (additional fee \$18.00 for CPR certification).
- Pet Grooming, including nail clipping, ear care, brushing and de-matting, skin problems, and so much more.
- How to catch a feral cat, what to do with a stray dog, videos and a tour of Angels for Animals.
- Horse Care including grooming, vet care, diet and much more

Fee: \$75.00 15 hrs.

COURSE CODE	DATE	DAY	TIME
F10-SPC-550	Sept 24-Oct 29	Thurs	5:30-8 pm

NEW THIS YEAR!

Math Classes

Haven't had Math classes in a long time? Need a refresher course or two to prepare for further education or to obtain a job? These classes are for you. The first class will cover Numbers and Operations, Data Analysis, and Measurement. The second class will include Algebra and Geometry. These classes are taught in a fun and friendly atmosphere. Learn all that you need to successfully transition to the next class or the next assessment/placement exam such as the Compass.

Math review

Fee: \$189.00 54 hrs.

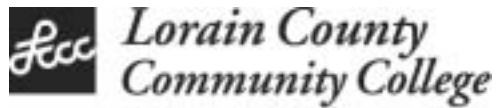
COURSE CODE	DATE	DAY	TIME
F10-BOE-100	Sept 14-Nov 11	M/W	6-9 pm

Algebra I and Geometry

Fee: \$189.00 54 hrs.

COURSE CODE	DATE	DAY	TIME
F10-BOE-200	Nov 16-Feb 3	M/W	6-9 pm





Virtual Community College Opportunity

Ohio Chancellor Eric D. Fingerhut has announced the expected roll out of an expanded community college education for the Eastern Ohio/Mahoning Valley Region. Since the release of Ohio's 10-year Strategic Plan for Higher Education in March 2008, the state has actively pursued community college opportunities for this region, which represents one of the largest areas of the state without access to community college education and an area where the educational attainment level is below state and national averages.

Expanding and growing community college education into the region will involve partnerships and borrowing programs from existing community colleges. The career centers in Columbiana, Mahoning and Trumbull counties will be involved through use of their facilities and connecting to their students and educational programs.

Legislation before the Ohio General Assembly, expected to pass by July 1, will expand the service district and to using the charter of Jefferson Community College in Jefferson County. The college's campus in Steubenville will remain while outlets will be established throughout the district as it evolves. The college will be renamed, according to the pending legislation.

The expanded service district will be designed to reach a large portion of residents not served by a community college. Gov. Ted Strickland has called for community colleges in the state to be within 30 miles of all residents. Currently, no community college is established in the area. The University System of Ohio master plan also calls for an additional 230,000 residents to be in the higher education system by 2017, and this move will support that goal.

The U.S. Department of Labor has released a \$1.9 million grant to Jefferson Community College to form a "virtual community college" to serve eastern Ohio residents with community college offerings. The implementation phase of the process was supported by grants from the John Wean Foundation of Warren.

The first program to be offered will be licensed practical nurse to registered nurse associate degree program. For this bridge program, students will be required to have general education credits before starting the additional nursing courses. Jefferson Community College will offer the required general education classes which started this summer at MCCTC. These courses are also open to the general public. The bridge nursing courses, offered by Lorain County Community College, will begin in January 2010.

See Fall offerings listed at top of next page.

For information about the available courses and programs, contact MCCTC 330-729-4100 or call 1-800-68-COLLEGE extension 236.



Virtual Community College Courses Offered at Mahoning County Career and Technical Center

If you would like to register for any of the courses listed below, please contact Kenny Rupert @ 1-800-68-COLLEGE ext.: 236 or between 10:00 a.m. - 6:00 p.m. on Thursdays @ 330-729-4100.

CREDIT COURSES/Fall Quarter (August 24 - December 3, 2009)

COURSE CODE	HOURS	DESCRIPTION	DAY	TIMES
BIO108	4	Human Anatomy and Physiology II Lab	M/W M/W	5:30-6:50 pm 7:00-8:20 pm
BIO203	4	Principles of Microbiology Lab	T/Th T	5:30-6:50 pm 7:00-8:50 pm
CSS106	1	Orientation to College	M	8:30-9:20 pm
CSS106	1	Orientation to College	T	8:30-9:20 pm
CHM091	4	Introduction to Chemistry Lab	M W M	5:30-6:20 pm 5:30-7:20 pm 6:30-8:20 pm

DEVELOPMENTAL EDUCATION

COURSE CODE	HOURS	DESCRIPTION	DAY	TIMES
ENG093	3	Introduction to College English (8/24-12/3)	T/Th	6:00-7:20 pm
ENG094	3	College Reading (8/24-9/25)	T/Th	7:30-8:50 pm
MTH096	2	Fundamental Mathematics (9/28-12/4) Lab	M/W/Th Th	5:30-7:35 pm 7:45-8:45 pm
MTH097	3	Introductory Algebra (8/25-9/24) Lab	M/W/Th Th	5:30-6:50 pm 7:00-7:50 pm
MTH098	2	Fundamental Geometry (9/29-12/3) Lab	M/W/Th Th	5:30-7:35 pm 7:45-8:45 pm
MTH099	3	Intermediate Algebra (8/24-12/3) Lab	M/W/Th Th	5:30-6:50 pm 7:00-7:50 pm

Advanced Parent Organization of NCA CASI Accreditation

Adult Education, Mahoning County CTC (MCCTC) has met the high standards required to become accredited by the NCA CASI. The NCA CASI, the nation's largest regional accrediting association, is a league of 6,000 schools and 900 colleges and universities in 19 states. The Association works to improve the quality of education through a system of evaluation and accreditation. Accreditation by the NCA CASI means that the Adult Full-Service Center at MCCTC has the resources, personnel and leadership necessary for effective education.

Under Construction



Mahoning County Career & Technical Center continues to be under construction through the summer and fall months! We will have signs helping

you to locate the Adult Education Office as well as all activities and classes. If you have any concerns, please call us at 330-729-4100. Thank you for your continued support during this construction project.

Enroll early because some classes fill quickly.

Career Testing As a full service center, Adult Education, MCCTC is required to pre- and post-test students for most of our career development programs. Adult Education uses ACT's WorkKeys assessments to meet this need. WorkKeys assessments are designed to measure basic skill levels needed for various occupations. Profiles have been developed by interviewing workers in these professions, and it is these individuals who determine the basic skill levels necessary to perform the job effectively.

Are you unemployed and have training dollars?

No need to wait until the class you need is available. Call Sandy Furano, Business Training Coordinator, to customize a training class just for you.

Tuition Fees: All tuition fees are listed in the class schedules and must be paid at the time of registration. Full-time training course tuition, plus textbook and supply fees, is payable by the term upon enrollment. Short-term course tuition must be paid in full at the time of registration. No person may enter a class unless the tuition has been paid. If a student's employer will be paying for a class, a letter on the company letterhead must accompany the registration form. VISA/MasterCard are accepted. Tuition does not include the cost of books or supplies unless otherwise stated. Course tuition subject to change without notice.

Registration: Any adult 18 years of age, and out of high school, or older may register for classes regardless of previous educational background.

Refund Policy: Schedules may change because of personal or business circumstances, and we understand, but students are asked to respect the following guidelines established in our refund policy.

Short-Term Courses: Students wishing to withdraw may do so by phone or in person. A *100% refund (less a \$15.00 withdrawal fee) will be issued if requested five business days before the first class session.* A full refund will be made if the class is canceled by MCCTC. The school reserves the right to cancel classes due to insufficient enrollment. Refund checks will be issued through the Treasurer's office to those who paid by cash, check or money order. Those who paid by credit card will receive a credit to their account.

Career Development Training: Upon written notification of withdrawal, students will be refunded the full amount, less a \$15.00 withdrawal fee, up to the first class session. During the first week of class, upon written notification of withdrawal, 90% of the total tuition will be refunded. During the second week of class, upon written notification of withdrawal, 50% of the total tuition will be refunded. No tuition will be refunded after the first day of the third week of class.

School Closing: In the event of inclement weather, local radio stations will broadcast an announcement pertaining to the closing. Day school closing does not necessarily mean that evening adult classes are cancelled.

Cancellation of Classes: MCCTC reserves the right to cancel a class. A minimum of 12 students is needed to ensure operation of most classes; some classes require higher minimum enrollments. If a class is canceled by MCCTC, the student will receive a full tuition refund. To avoid class cancellations, all registrations must be received the Friday before the start of each class.

Class Rescheduling: If an adult education class is canceled due to an emergency, weather conditions, or teacher absence, a makeup class may be scheduled, at the discretion of MCCTC.

Class Confirmation: You may assume that your class will be held unless you are notified that it has been canceled.

Textbooks and Supplies: Textbooks, workbooks or manuals are used in most classes. +📖 to the right of tuition indicates the additional purchase of textbook(s) is a requirement. These books vary in cost and are NOT included in the tuition. Textbooks, workbooks or additional supplies will be available for sale the first night of class. Enrollees must provide their own hand tools in some of the classes.

Short-Term Certification: A certificate of completion will be awarded to each student enrolled in a vocational career/business education course who has satisfactorily completed the work for the course and has attended 90% of the scheduled classes. *(Computer classes that are 16 hours or less in length require 100% attendance in order for the student to receive a certificate of completion.)* Certificates are not given in Special Interest courses.

Career Development Training: Attendance at one of the scheduled orientation sessions and pretesting is required before students are accepted into any career development training program.

A certificate of completion will be awarded to each student who completes his or her program with a 71% or better and with 90% attendance throughout the entire program.

Duplicate Certificates: Students may request a duplicate certificate for an additional \$2.00 fee.

Parking: A large parking lot is provided for students free of charge. Parking is available for handicapped students.

Program Changes: Adult Education at Mahoning County Career and Technical Center reserves the right to cancel, discontinue, postpone, or combine classes. In the event of a canceled course, the Adult Education Department will notify the student by mail or phone.

Compliance With Federal Legislation: Adult classes are organized and taught to benefit all adult students. All courses are offered without regard to race, color, national origin, sex or handicap. Every effort has been made to meet the needs of those with learning disabilities through individualized instruction. The building is constructed to accommodate those with handicaps affecting mobility.

Smoking Policy: MCCTC is a smoke-free environment.

DISCLAIMER

While every effort is made to provide accurate and up-to-date information, MCCTC Adult Education reserves the right to change, without notice, statements/information in this class catalog.

Financial Aid Available – Career Development Programs:

Federal Pell Grant: Apply online at www.fafsa.ed.gov. Applications are also available in the Financial Aid Office. Students may make an appointment with the financial aid administrator to process financial aid paperwork. Eligibility is determined by Title IV guidelines. Aid is awarded to students as they qualify and an award letter is given to the students for approval. Pell grant monies are applied to students' account each payment period as long as the student had maintained satisfactory academic progress. Refer to Student Handbook for additional information.





Stafford Loans: MPN is available through area banks or the Financial Aid Office. Certification is required from the financial aid administrator. Student loan recipients are required to attend loan entrance/exit counseling sessions. Students' rights and responsibilities are outlined in the Student entrance/exit counseling sessions and the Student Handbook. A 30-day wait period is required before first loan disbursement.

Workforce Investment Act funds: Apply through the One-Stop located in your county. Funds are disbursed according to agency policy.

Veteran's training: Complete a VA 22-1990 available at your county's One-Stop.

Information on school policies regarding drug and alcohol abuse, completion and graduation rates, campus security statistics are available in the Financial Aid Office and the Student Handbook.

Five Easy Ways to Register

<p>1</p> <p>Mail</p> 	<p>Complete the form below and enclose with payment for tuition. Make checks or money orders payable to MCCTC. Mail to: Adult Education Mahoning County CTC 7300 N. Palmyra Road Canfield, OH 44406-9710</p>	<p>4</p> <p>Walk-In</p> 	<p>In Person at Adult Education Office Hours: During the School Year Monday-Thurs.: 8:00 a.m.-10:00 p.m. Friday: 8:00 a.m.-3:30 p.m. Summer Hours Monday-Friday: 8:00 a.m.-3:30 p.m.</p>
<p>2, 3</p> <p>Phone or Fax</p> 	<p>By phone with MasterCard or Visa only. Call: 330-729-4100. By Fax with MasterCard, Visa, or a Purchase Order. Fax: 330-729-4150.</p>	<p>5</p> <p>Internet</p> 	<p>Via the Internet! Log on to our web site 24 hours a day at: www.mahoningctc.com</p>

BE SURE TO READ OUR REFUND POLICY ON PAGE 24.



One person per registration form. Please duplicate for additional registrations.

Social Security # (Required for registration): _____ - _____ - _____

Name: _____ Home Phone: (_____) _____

Address: _____

City: _____ State: _____ ZIP Code: _____

E-mail Address: _____

Employer _____ Work Phone: (_____) _____

Course Code(s): _____ Course Fee: _____

_____ - _____ - _____ \$ _____

_____ - _____ - _____ \$ _____ Total Tuition: \$ _____

There is a \$15.00 withdrawal fee per class – Refund policy is on page 24.

Method of Payment: Check MasterCard VISA Purchase Order

MasterCard and Visa Payments – Please complete the following:

Card Number: _____ Expiration Date: _____

Cardholder's Name: _____

Cardholder's Signature: _____

Mahoning County Neighbors...

Welcome to our Fall and Winter 2010 class brochure! We have an exciting array of new classes as well as our tried and true favorites back by popular demand. Adult Education has moved from the Ohio Department of Education to the Ohio Board of Regents as part of the University System of Ohio. We are also a partner in the new Community College initiative with our first college courses here at our MCCTC campus now in progress. Please see the article on the Virtual Community College on page 18 of this brochure. We want to take the time to thank our community for supporting Adult Education. We would not have such a popular program without your support! Please feel free to call for more information or directions if needed. We look forward to meeting you and serving your needs, Remember, all adult Education classes at MCCTC are for individuals 18 years of age and older and out of high school.

Sincerely, The MCCTC Adult Education Staff

Fall and Winter CALENDAR

July 27	1st day to register for Fall & Winter
August 17	Fall classes begin
Nov. 25-27	NO CLASSES
November 30	Winter classes begin
Dec. 2-Jan 1	NO CLASSES
January 18	NO CLASSES
February 15	NO CLASSES

UNDER CONSTRUCTION



Please watch for signs directing you as you enter the building as to the location of the Adult Education office, as well as all activities and classes.

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Mahoning County Career and Technical Center

Board of Education

Mrs. Joyce Brooks
Mrs. Marie Dockry
Atty. David Engler
Atty. Kathi McNabb Welsh

Mr. Dominic Medina
Mrs. Sheri Noble
Mr. Richard S. Scarsella

Administration

Dr. Roan Craig, Superintendent
Kathy Schlarb, Adult Education Supervisor