MEDINA COUNTY CAREER CENTER

otc
Ohio Technical Centers

1101 W. Liberty St. | Medina, OH 44256
330.725.8461, ext. 155 | 866.896.6222, ext. 155
www.mcjvs.edu

Fast Track to Success
Adult Education Course Catalog

Enrollment Process

THE PROCESS:

- Visit **mcjvs.axstudent.com** to "Register" and complete the online application.
- Complete the *Free Application for Federal Student Aid* (FAFSA) form (MCCC ID #015612).
- Schedule the Test of Adult Basic Education (TABE) by calling 330.725.8461, ext. 155.
- Schedule an appointment with the Director of Adult Education at 330.725.8461, ext. 158 to discuss Financial Aid.

POLICIES & PROCEDURES:

All policies and procedures regarding admission, transfer, withdrawal, refunds, and program completion requirements can be found online at www.mcjvs.edu.

ADMISSION REQUIREMENTS:

A High School Diploma, High School Equivalent Diploma, General Education Development (GED) certificate or completed secondary-school education in a home-school setting treated as a home school or private school by state law is required for enrollment in the Career Development programs. However, students may enroll without a diploma or GED if they are participating in the Adult Diploma Program (applies to approved programs only) or complete a High School Equivalence Diploma before program graduation.

Students that are foreign nationals and not able to provide proof of a high school diploma may graduate if they attain a composite score of 14 on the WorkKeys tests. Students must pass the TABE assessment test (see Enrollment Process above).

INSTITUTIONAL ACCREDITATION:

Medina County Career Center Adult Education programs are approved by the Ohio Department of Higher Education and the Division of Career and Technical Education. Medina County Career Center Adult Education Department is accredited by the Commission of the Council on Occupational Education (COE), 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350. Telephone: 770-396-3898 / FAX: 770-396-3790, www.council.org.

MISSION STATEMENT:

We are a learning community providing students with a competitive advantage through career technical education and academic excellence.

The Medina County Career Center is committed to equal opportunity for all and does not discriminate on the basis of race, color, national origin, religion, sex, disability, or age in its programs and activities, and provides equal access to the Boy Scouts and other designated youth groups.

Welcome to the Medina County Career Center Adult Education Department! Hopefully, we'll have the privilege of serving you as you improve your current job skills or explore new opportunities. We offer short-term classes for computer skills, welding and electrical, as well as year-long programs to jumpstart your career in the medical, public safety, and industrial fields. We strive to challenge each student to grow in his or her academic abilities to be career ready. We have great teachers who currently work in their field to provide relevant and engaging opportunities for learning. We have student support services that include career counseling, job search support, as well as assistance in placement, assessment, and financial aid opportunities.

We are a proud member of the University System of Ohio. Graduates of our full-time programs receive college credit, if they decide to continue their education. Students have the opportunity to achieve industry-recognized credentials in their area of study so they are ready for employment upon graduation. For easy access to additional information, visit **mcjvs.axstudent.com**.

Please consider enhancing your education right here in Medina County where the service is friendly and you can be ready to enter the workforce in less than one year!

Janice Kollar
Director of Adult Education

MEDINA COUNTY CAREER CENTER OFFERS THE FOLLOWING JOB & CAREER TRAINING PROGRAMS:
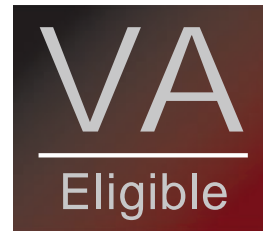
Programs Eligible for Financial Aid
[for students who qualify - 600 hours or longer]

- Dental Assisting
- HVAC
- Law Enforcement
- Medical Assisting
- Medical Office Administrative Assistant

Short-Term Training Programs
[less than 600 hours]:

- EMT
- Firefighter Training Classes
- Phlebotomy Technician

VA
Eligible

Financial AID
AVAILABLE

The above icons indicate the availability of Financial Aid and/or VA eligibility for those who qualify.

Job & Career Training Programs

Adult Diploma Program

Who qualifies?

Any adult age 20 or older living in Ohio that does not have a high school diploma, a High School Equivalence Diploma or GED.

What do participants receive?

Students will earn a HIGH SCHOOL DIPLOMA and CAREER TECHNICAL CERTIFICATE when they meet the WorkKeys score requirements for their chosen technical program, complete the course requirements (both academic and technical) and earn the industry credential associated with their technical program of study. The High School Diploma will be awarded from the Ohio Department of Education.

What is the cost for the Adult Diploma Program?

Program costs for qualified Adult Diploma Program students will be paid for by the Ohio Department of Education.

What programs qualify?

- Dental Assisting
- HVAC
- Medical Office Administrative Assistant
- Phlebotomy Technician

What is the process?

- Apply for the program online at **mcjvs.axstudent.com**.
- Indicate on the application that you plan to pay with ADP.

- Call us at 330.725.8461, ext. 155 to express interest in the Adult Diploma Program and register for the academic pretest.
- Meet with the Director of Adult Education to review your score and create a plan, if needed, to work on refreshing areas of academic weakness (usually a 6 to 8-week commitment) with Aspire or Project Learn.
- Register with Ohio Means Jobs to discuss academic skill attainment plans; choose a technical skill focus.
- Create a SAFE account login with the Director of Adult Education.
- You will be asked to provide: a copy of your Birth Certificate, state-issued ID or Driver's License, and a working email.
- Your application will be submitted to the Ohio Department of Education for approval and acceptance into the program, after all steps are completed.
- When you have completed your program, attained the required WorkKeys score, and passed the related industry credential, a High School Diploma is issued by the Ohio Department of Education.

To apply for any of the programs in this catalog, please visit *mcjvs.axstudent.com* for pricing, dates and times.

Excel – Beginning
YES – You Can Do This!

Excel can be intimidating when you are not familiar with it, however, the program's applications are incredibly helpful and insightful both on a personal and professional level. Learn to analyze, create and develop professional-looking spreadsheets with working formulas, create a budget, follow project expenses, and more. When viewing data graphically, it is much easier to determine relevant action plans.

QuickBooks®
The World's Premier Accounting Software

You would be amazed at how QuickBooks® can help you manage your business and your home life through computerized accounting. Our comprehensive approach walks you through the use of accounting modules so you learn proper accounting and reconciliation, as well as gain the ability to understand basic financial statements.

Computers & Technology

Customized Training & Online Courses

Customized Training
We Come to You!

Medina County Career Center offers customized training, consulting services, and on-site classes designed to support your business's needs and goals. We help get your team on the same page. Example sessions include Soft Skills, Manufacturing Skills, OSHA Construction and General Industry Training, and First Aid, CPR, and AED instruction. Need something different? Call the Director of Adult Education at 330.725.8461, ext. 158 for more information and to explore your options for topic-specific onsite training.

Online Courses
Learn On Your Time

With your busy life, you can still accomplish higher education, further learning, and simply enriching your current skills with online learning. This approach is not only cost-effective, but allows you to participate at a time that works best for you. Medina County Career Center works with leading online partners to offer a wide variety of options with online support. Learn more about what is offered by visiting Online Training Courses at www.mcjvs.edu.
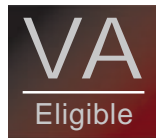
ed2go

ed4online

Dental Assisting
Helping People Stay Healthy

Picture yourself working right along with a professional dentist taking x-rays, educating adults and children on proper oral hygiene, and creating teeth impressions (models). This 740-hour program includes 160-hour externship experience allowing you to get first-hand practical application which is invaluable. Qualifying students sit for the National Entry-Level Dental Assistant Exam (NELDA) and the Dental Assisting Radiographer Certification. College credit available through Career Technical Credit Transfer (CT)[2].

> "MCCC Dental Assisting Program changed my life in so many ways. I always said to myself I would never go back to school after making it through college, but I am definitely glad that I have pushed myself to further along my future career path."
>
> – Ashley, Dental Assisting

Medical Assisting
Care About Helping People?

With the country's aging population, the medical field is literally exploding. This program can help you become a Certified Clinical Medical Assistant where you work alongside physicians, healthcare professionals and patients. This 910-hour program includes 160 hours of Off-Site Observation/Practicum Experience so you go beyond the classroom. Qualifying students will sit for the following certifications: Certified Clinical Medical Assistant (CCMA), Certified Phlebotomy Technician (CPT), Certified EKG Technician (CET), and CPR Certification. This program is accredited by the Commission on Accreditation of Allied Health Education Programs upon the recommendation of the Medical Assisting Education Review Board (MAERB). Commission on Accreditation of Allied Health Education Programs, 9355 113th Street, North, Seminole, FL 33775, 727.210.2350, www.caahep.org. College credit is available through Career Technical Credit Transfer (CT)[2].
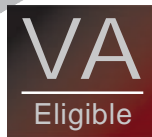
> "The Career Center has been extremely supportive in helping me reach my goals. I am so glad that I chose to come to MCCC to become a medical assistant."
>
> – Katelyn, Medical Assisting

Medical Programs

Medical Programs

Medical Office Administrative Assistant
Organized? Helpful? This is for You!

With the growing medical field, capable administrative assistants with computer skills and medical knowledge are a true asset to any health care facility. Learn and utilize basic computer skills, medical administration, patient registration and admissions, basics of medical insurance and billing, medical law/ethics, terminology and employability skills. Choose from physician's offices, senior care facilities, hospitals, clinics and more. Qualifying students will sit for the Certified Medical Administrative Assistant (CMAA) exam and the Electronic Health Records Specialist (CEHRS) exam, Certified Billing and Coding Specialist (CBCS) exam and CPR. College credit is available through Career Technical Credit Transfer (CT)[2].
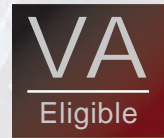
> "Beginning my journey to graduate, I was overwhelmed and scared to go back to school. Janice was there to help me EVERY STEP OF THE WAY!! Then I found out I could get my phlebotomy certificate and high school diploma - I was super motivated to finally finish school. I will be forever grateful to Miss Janice."
>
> – Rylee, Adult Diploma & Phlebotomy Technician

Phlebotomy Technician
A Solid Career Choice!

Phlebotomy Technicians enjoy stable employment due to the amount of training and practice they go through and the high demand for their expertise. Typically, phlebotomists are responsible for collecting blood and other samples from patients and preparing these samples for laboratory testing. There are a variety of employment options for phlebotomy technicians in hospital and clinic settings, nursing homes, private home care, and insurance or research institutions. Upon successful completion of the program, students are eligible to sit for the Certified Phlebotomy Technician Examination through the National Healthcareer Association and American Heart CPR. Class size is limited to provide more one-on-one education and training.

To apply for any of the programs in this catalog, please visit **mcjvs.axstudent.com** for pricing, dates and times.

Law Enforcement
An Incredibly Important Job

Enjoy making your world a better place? There's no more important career choice than Law Enforcement and this course prepares students to apply for positions such as sheriff's deputies, police officers, and public and private security officers. Learn unarmed self-defense, driving, legal aspects, and patrol and investigation techniques. Candidates must be 21 years of age by course completion. Students sit for the following certifications: Ohio Peace Officer (OPOTA), CPR/AED Certification, RADAR/LIDAR Certification, and Standardized Field Sobriety Testing (SFST) Certification. College credit is available through Career Technical Credit Transfer (CT)[2].

Financial AID AVAILABLE

VA Eligible

Emergency Medical Technician
Be a First Line Essential Hero!

VA Eligible

This non-stop exciting career includes working on a rescue squad, ambulance service or with a fire department helping people who are in a health crisis. Learn cognitive instruction, communication skills, and hands-on learning. This class is presented in conjunction with the Cleveland Clinic Medina Hospital and has 184 hours of classroom instruction with 20 hours at clinical sites. Qualifying students sit for the following certifications: EMT-Basic and American Heart CPR. Prerequisite: High School Diploma/GED, Current Ohio Driver's License, passing score on entrance exam and current physical.

Firefighter Classes

Hard work, long hours of training, dedication and a sincere desire to help others – welcome to being a firefighter. A variety of classes are offered for the new as well as veteran firefighter who needs to recertify. Examples include: Firefighter I and II, 36-Hour Volunteer, and Emergency Vehicle Operator Course. For the latest class offerings, visit **mcjvs.axstudent.com**.

Public Safety Services

MEDICAL PROGRAMS / PUBLIC SAFETY SERVICES

Trade & Industrial

HVAC
Enjoy THE In-Demand Career!

Financial AID AVAILABLE

VA Eligible

HVAC is always in need of good technicians and installers for this demanding field. Learn the concepts of basic electricity, fundamentals of refrigeration, basic piping and tubing, tools and equipment, forced-air heating systems, hydronics and geothermal heating so you can work as a Service Technician and Installer in the HVAC field. Qualifying students sit for the Industry Competency Exam (ICE), EPA 608, OSHA, and CPR certifications. College credit is available through Career Technical Credit Transfer (CT)[2].

Electricity – The Starting Point
Where it all begins!

This course begins your career with electrical maintenance utilizing the fundamentals of AC/DC, circuit control and protection, safety, magnetism and induction. You are prepped for a career in residential or commercial electrical work and this class is a great starting point for either field.

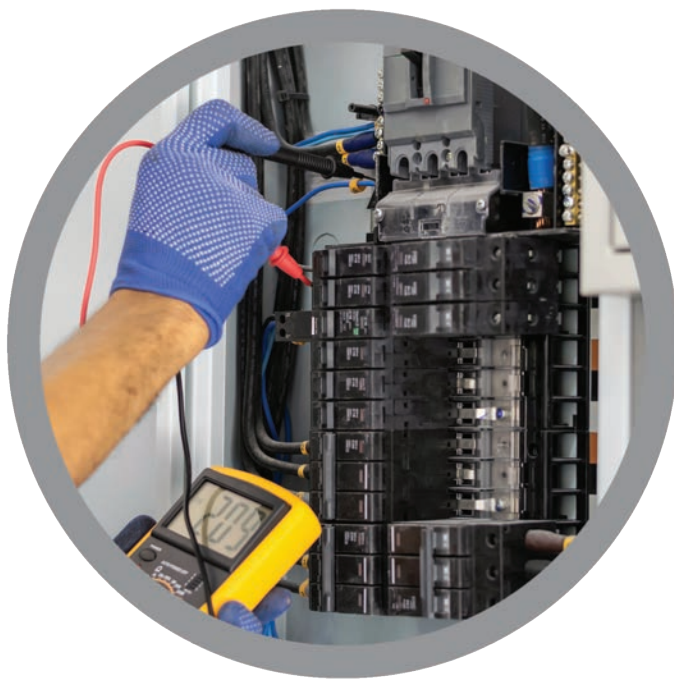## Residential Electricity
Truly Electrifying Work

You'd be amazed at how much electricity goes through the average home. This program helps you learn basic knowledge of electrical theory, safety, and provides hands-on experience in residential wiring following National Electrical Code requirements.

Industrial Electricity
Take the Next Step!

Grow your electrical knowledge while learning a systems approach to motor controls such as: basic control circuits, sensing devices, sold-state controls, variable speed drive and programmable logic controllers. Experience a series of practical laboratory exercises that cover installation, testing and troubleshooting procedures. Prerequisite: Residential Electricity and/or Electricity – The Starting Point or if you are currently working in the industrial maintenance field.

Welding
Spark Your Future!

There are a number of amazing careers in which welding is a primary component. From working in your backyard shop to launching your own business, you will learn to weld, upgrade existing skills, and develop new skills. This class provides the opportunity to explore Stick, MIG, and TIG welding in a state-of-the-art lab. Class size is limited for more hands-on learning and instruction. Personal safety equipment required.

To apply for any of the programs in this catalog, please visit **mcjvs.axstudent.com** for pricing, dates and times.

Trade & Industrial

"Medina County Career Center became my stepping stone when I decided to make a drastic career change. They made the process a lot less intimidating and very manageable. The instructors are spectacular and you not only meet colleagues, but lifelong friends. I've enjoyed every second at MCCC."

– Barbara, EMT

"The people here are so nice. They want you to win. They'll do anything in their power to get you to the place you want to be – they open the gate for you."

– Tion, Law Enforcement

Fast Track to Success