

Adult Career Center



Let's Get
TO WORK

Fall 2011
Adult Course Catalog

Elyria/Oberlin 440.774.1051
Lorain 440.986.6601 Ext. 2254

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Medical Assisting

Train in Our State-of-the-Art Medical Lab!

Medical Assisting is one of the fastest-growing allied health careers, offering wonderful opportunities for advancement!



Certified Medical Assistants work in high-demand areas such as physicians' offices, outpatient clinics, laboratories and urgent care centers. Benefit from real world training in a local medical facility with 112 non-paid, supervised clinical hours and a 160-hour externship in a local medical facility. **This program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) on recommendation of the Medical Assisting Education Review Board (MAERB).** Training with this program includes the AAMA CMA Certification Examination. College credit is available upon successful completion of the program and passage of the CMA exam. Fee includes CMA test and 1 uniform. Books extra. Class size limited to 25 students.

MA11 **956 HOURS**
SEPT. 19 – May 31, 2012
9 AM – 4 PM M, T, W, TH \$8,595

Program Includes:

Medical Terminology:

An introduction to basic terms and key phrases used in the medical field.

Electronic Health Records:

Get hands-on experience in EHR software used in both physician and hospital settings.

Office Procedure/Computer Skills:

Computer literacy and Word allow you to compose letters, memos and correspondence related to the medical setting. Learn to fax and operate a copy machine.

Medical Lab Skills:

Learn to perform and interpret basic and advanced testing procedures such as CBC, urinalysis, EKG, vital signs and blood typing.

Medical Law/Ethics:

Confidentiality, torts, malpractice, negligence and medical ethics are covered under this topic.

Medical Software:

Learn current software programs to schedule appointments, maintain medical records, correspondence, billing, purchase orders, office accounting and patient files.

Insurance Coding:

Learn to properly code diseases and procedures for the purpose of insurance claims.

CPR/First Aid:

Gain a healthcare provider CPR Certification and First Aid Certification.

Anatomy and Physiology:

Learn the relationship between body systems, injury and diseases.

Phlebotomy:

Practice essential phlebotomy skills.

Patient Assessment and Informational Interviewing:

Gather patient data, including medical history and vital signs, using verbal and non-verbal communication skills.

Clinical Experience (non-paid):

Coordinated by the instructor; arranged clinical practicum in December – March for 112 hours. Integrated classroom experience with hands-on patient care during clinical at a local healthcare facility; rotating experiences include billing, front office and direct patient involvement with doctors and medical personnel.

Work-Based Experience (non-paid):

160 hours in a healthcare setting of the student's choice, coordinated by the instructor, to develop clinical and administrative work skills.

Gainful employment information for this field is available on our website at www.lcjvs.com/adult/financial-aid. Pell Grant eligible. High school diploma or GED required. Books, immunizations, stethoscope, and additional uniforms are extra. To register, call for an Information Session at **440.774.1051 ext. 2254**.



Healthcare

Certified Electronic Health Records



Technician **NEW!**

This certification is a great career option for those who want to join the healthcare industry but prefer no hands-on care. Employment for those with experience using Electronic Health Records is expected to increase by 20 percent, much faster than the average for all occupations through 2018. This course will teach the administrative skills needed to work in the front office of a medical facility, in addition to how to assemble patients' health information, including medical history, symptoms, examination results, diagnostic tests, treatment methods, and all other healthcare provider services. Course includes management of electronic health records software, medical terminology, anatomy and physiology, health data requirements and standards, clinical classification and coding systems, data analysis, healthcare reimbursement methods, HIPAA and quality improvement methods. The program contains a non-paid work-based component, as well as a healthcare provider CPR certification. Students will take NHA's Certified Electronic Health Record Specialist exam at the end of the class. Testing fees are included in tuition. Books extra. Class size limited to 20 students.

CEHRT11 **600 HOURS**
OCT. 24 – JUNE 19, 2012
 4:30-9:30 PM **M, T, W, TH** **\$4,965**

Gainful employment information for this field is available on our website at www.lcjvs.com/adult/financial-aid. Pell Grant eligible. High school diploma or GED required. Books and immunizations are extra. To register, call for an Information Session at **440.774.1051 ext. 2254**.



Medical Office



This program was created by employer demand for employees with both basic administrative and clinical skills needed to work in the front or back office of a medical facility. The program contains a non-paid, work-based component, healthcare provider CPR certification and NSC First Aid Certification. Students will take NHA Certified Medical Administrative Assistant exam at the end of class. Topics Covered: Basic front and back medical office procedure, Medical Terminology, Medical Record Management, Appointment Scheduling, Filing, Medical Office Finance and Billing, Insurance Claims and Coding, HIPAA Regulations, Basic Anatomy and Physiology, Vital Signs, Patient Assessment, Infection Control, Diagnostic Tests and Procedures, Resume Writing and Interviewing Skills. Testing fees are included in tuition. Books extra. Class size limited to 20 students.

MDOF11 **153 HOURS**
Sec. A AUG. 29 – JAN. 11, 2012
 5:30 – 10 PM **M, W** **\$1,395**
Sec. B JAN. 23 – MAY 30, 2012
 5:30 – 10 PM **M, W** **\$1,395**

Phlebotomy Technician



Phlebotomy technicians draw quality blood samples from patients or blood donors and prepare those specimens for medical testing. Many patients have phobias when it comes to blood and needles, and giving blood can be the most difficult part of an office visit. Phlebotomy technicians create an atmosphere of trust and confidence with patients while drawing blood specimens in a skillful, safe and reliable manner. Upon completion of this program and the NHA national exam, entry-level job opportunities are excellent at hospitals, outpatient clinics or physicians' labs. The program includes: Anatomy and Physiology, Medical Terminology, CPR and 120-hour non-paid supervised externship. Books extra. Class size limited to 18 students.

PHE11A **356 HOURS**
OCT. 18 – FEB. 22, 2012
 11 AM – 3 PM **T, W, TH** **\$2,695**
 9 AM – 3 PM **F**



STNA



Do you have a passion for people and a dedication to caring? State Tested Nurse Aids work in both nursing homes and long-term care facilities. Our classes prepare students for entry-level positions in the healthcare field and are designed for individuals with or without previous medical experience. Content in our classroom and skills lab includes communication, personal care, infection control, safety, body mechanics, basic nursing and restorative care. Students learn the latest trends and practices with a hands-on approach. Graduates of our 101-hour training course are eligible to take the Ohio STNA exam. Books extra. Class size limited to 16 students.

STNA11B **101 HOURS**
OCT. 4 – DEC. 15, 2011
 5 – 10 PM T, TH **\$895**

Pharmacy Technician



This program prepares students for jobs in retail pharmacies, hospitals and nursing homes. You will prepare for and take the National Pharmacy Technician Certification Test. Topics include: Technical Skills, Basic Pharmacology, Medical Dispensing, Office Skills, Legal Issues, Scheduling, Universal Precautions, Emergency Equipment, Anatomy and Physiology, Medical and Insurance Forms, Medical Terminology, Drug Storage, Computer Literacy, Safety Precautions, and OSHA. Students participate in a work-based experience in a local pharmacy or hospital. Fee includes National Certification test. Books extra. Class size limited to 20 students.

PT11 **340 HOURS**
OCT. 4 – MAY 16, 2012
 5:30 – 9:30 PM T, W, TH **\$2,995**

Dental Assisting/ Radiography



This program prepares students for a chair-side position in a dental office. The course introduces dental anatomy, terminology, dental specialties, chair-side assisting, laboratory procedures, infection control, sterilization procedures, dental instruments and mixing dental materials. The course also offers a 7-hour initial training course for a Dental Assistant Radiographer. This is the first step to obtaining a Dental Assistant Radiographer's certificate in Ohio. BLS Healthcare provider CPR and First Aid and Safety included. Must have the Hepatitis B vaccination series started. Books extra. Class size limited to 18 students.

DAR11 **132 HOURS**
Sec. A SEPT. 6 – JAN. 12, 2012
 6 – 10 PM T, TH **\$1,095**

Review Course for Medical Coding Exam

A brief course in medical coding recommended for those who have been working in the field for at least six months, or who have taken courses in Medical Terminology, Medical Claims Coding and Billing. These are prerequisites for the course.

RMC11 **18 HOURS**
NOV. 1 – NOV. 17, 2011
 6 – 9 PM T, TH **\$160**

World of Safety & Health Training

Knowing how to respond to a First Aid or CPR emergency is one of the most important skills a person can possess. The National Safety Council is one resource you can depend on to provide this valuable knowledge. Our sources offer the latest skills, techniques and expertise in life-saving situations. Program content and learning activities can be customized. All programs can be delivered on-site or at a facility of your choice. Our experienced staff will work with you to assess your needs and create a special program that best fits your situation. Lorain County JVS Adult Career Center offers NSC classes in all levels of CPR, First Aid, First Responder, Blood-borne Pathogens and Emergency Vehicle Operation. Call Marsha Leonard at 440.774.1051 ext. 2291 for further information.

Computerized Business Technology



Launch a new career! This comprehensive office support training program provides you with a specialization in your choice of high-demand careers: Medical Secretary/Electronic Health Records or Accounting Clerk/Administrative Assistant. In addition to regular coursework, students participate in a 120-hour work-based experience in a local company utilizing the skills and abilities learned throughout the program. Approximately 90% of graduates gain employment in a related field or continue their education. Students can also earn the coveted Microsoft Office Specialist certification (MOS)—a globally recognized credential. Course earns college credit transferable to local higher education institutions. Books extra. Class size limited to 20 students.



CBT11 **953 HOURS**
SEPT. 19 – JUNE 6, 2012
9 AM – 4 PM M, T, W, TH \$6,595

The first half of your day focuses on general office support studies, including:

Microsoft Office 2010
Word
Excel
PowerPoint
Windows 7
Internet/Email
Records Management
Calculating
Office Technology
Job Seeking Skills

Gainful employment information for this field is available on our website at www.lcjvs.com/adult/financial-aid. Pell Grant eligible. High school diploma or GED required. Books are extra. To register, call for an Information Session at **440.774.1051 ext. 2254**.

The second half of your day focuses on your specialty area of choice:

Medical Secretary/Electronic Health Records

Learn to assemble patients' health information including medical history, symptoms, examination results, diagnostic tests, treatment methods, and all other healthcare provider services. Organize and manage health information data by ensuring its quality, accuracy, accessibility, and security. Communicate with physicians and other healthcare professionals to clarify diagnoses or to obtain additional information. When presented with a typical medical office workplace scenario, determine what type of informational documents are required and prepare them using the appropriate software, which may include integrating data from two or more programs in the Office Suite.

Using Computers in the Medical Office Electronic Health Records Software Billing and Coding Anatomy and Physiology Medical Terminology Office Support Procedures

Accounting Clerk/Administrative Assistant

This specialization prepares you to succeed in a world of technology and rapid change. This requires skills and abilities in Microsoft Office software, working with T accounts, debits and credits, journal transactions, working with the general ledger, generating financial statements, payroll, adjusting and closing entries, verbal and written communications, Internet research, scheduling and telecommunications technology, including telephone, voicemail and fax.

Accounting I
Accounting II
QuickBooks
Payroll
Accounting Simulation
Word 2010 Expert
Excel 2010
Business Communications

Information Technology

Windows 7

Become the Windows 7 whiz in your organization. Learn the new and changed features of Windows 7 including the Superbar, as well as performance enhancements for manipulating windows, managing files and folders and opening and using programs. Basic computer experience will be assumed. Books extra.

WIN11 **12 HOURS**

Sec. A SEPT. 13 – SEPT. 22, 2011
6 – 9 PM T, TH **\$99**

Sec. B FEB. 27 – MAR. 7, 2012
6 – 9 PM M, W **\$99**

WorkKeys Job Profiling & Employee Selection Assessments

Hire, train and keep a skilled workforce!

Add job profiling, job description writing, and skill assessments to your process and match qualified applicants to job openings.

Assessment tools include, but are not limited to:

**Mechanical Aptitude,
Manual Dexterity,
Reasoning,
Math,
Reading,
Writing and Teamwork.**

For more information contact
Diana Gott at
440.774.1051 ext. 2200.

Register NOW!
Call 440.774.1051 ext. 2254
online at
www.lcjs.com

A+ Certification: Hardware/ Software

Learn to diagnose and repair hardware and software problems and identify computer hardware components. Prepare for the A+ Hardware and Software Certification examination, hands-on experience.

Prerequisite: Basic familiarity with PCs and the Windows Operating System are strongly recommended. Books and exam are extra. Course materials, approx. \$230.

CMPR11 **120 HOURS**

Sec. A AUG. 30 – DEC. 13, 2011
6 – 10 PM T, TH **\$995**

Basic Home Computer Repair

Do you want to work on your computer? Learn to add memory, a CD-ROM drive, printers and other devices. Having software problems? Learn about virus and spyware protection. Is your computer running slow? Learn to maximize its potential. You will remove the internal components and rebuild a computer and troubleshoot common problems. Books and tool kit extra.

BHCR11 **20 HOURS**

Sec. A NOV. 28 – DEC. 12, 2011
6 – 10 PM M, W **\$165**

Sec. B JAN. 31 – FEB. 14, 2012
6 – 10 PM T, TH **\$165**



Information Technology

Microsoft Office Suite

For the beginner or experienced student, increase or polish your skills with the following MS Office programs. Prerequisite: Windows 7 or experience with Windows environment. Books extra.

Word Processing – Microsoft Word 2010

Learn Word Processing skills, including composition, editing, formatting, and printing of documents for work and home use.

MWD11	28 HOURS	
Sec. A OCT. 25 – DEC. 13, 2011		
6 – 8 PM	T, TH	\$215
Sec. B MAR. 13 – MAY 9, 2012		
6 – 8 PM	M, W	\$215

Spreadsheet – Microsoft Excel 2010

Learn how to utilize Spreadsheet functions including calculation, graphing tools, and pivot tables to answer statistical, engineering and financial needs.

MEX11	28 HOURS	
Sec. A OCT. 24 – DEC. 14, 2011		
6 – 8 PM	M, W	\$215
Sec. B MAR. 6 – MAY 3, 2012		
6 – 8 PM	T, TH	\$215

Database – Microsoft Access 2010

Learn how the Access relational database management system can work for you. Discover methods of storing data through Access, while also importing or linking directly to data stored in other applications and databases.

MAC11	28 HOURS	
Sec. A OCT. 25 – DEC. 13, 2011		
6 – 8 PM	T, TH	\$215
Sec. B JAN. 23 – MAR. 12, 2012		
6 – 8 PM	M, W	\$215

Presentation Graphics – Microsoft PowerPoint 2010

Learn how to create professional presentations for work or personal use with PowerPoint. Create templates, import photos and data tables, and link to websites and videos that get noticed!

PPT11	28 HOURS	
Sec. A OCT. 3 – NOV. 21, 2011		
6 – 8 PM	M, W	\$215
Sec. B APR. 24 – JUNE 7, 2012		
6 – 8 PM	T, TH	\$215

Email – Outlook 2010

For new and veteran users of Outlook, learn how to improve your productivity and performance through customized email options, calendar, tasks, notes and journal entry tools.

OUT11	28 HOURS	
SEPT. 26 – NOV. 14, 2011		
6:30 – 8:30 PM	M, W	\$215

Social Media for Businesses and Organizations

Is your organization still trying to figure out how to use social media like blogs, Facebook and Twitter to communicate with clients, donors, funders and community members? In this class you will learn to:

- Articulate the goals of your organization, identify messages and explore social media tools.
- Evaluate the time needed to employ new communications tools vs. their value for your organization.
- Learn practical strategies for effectively connecting with various constituents using the Web.

Prerequisites: Basic ability to use Windows.

SMBO11	12 HOURS	
NOV. 8 – NOV. 17, 2011		
6 – 9 PM	T, TH	\$99

Social Media for Personal Use

Gain hands-on experience with social media tools such as Facebook, Twitter, and LinkedIn. Develop new methods of networking – and learn how to protect yourself online. Discover new ways of getting your message across to the world around you. Start discussion, diversify opinions, and share updates with family, friends, and your business network. Promote yourself if you're in the job market! Prerequisites: Basic ability to use Windows.

SMP11	12 HOURS	
OCT. 4 – OCT. 13, 2011		
6 – 9 PM	T, TH	\$99

Intro to Mac OS X

This course is designed for individuals with previous experience using a computer in a Windows environment to translate that knowledge to the wonderful world of Macintosh. Students will become familiar with operating a Macintosh computer running Mac OS X 10.6. You will learn to perform various tasks, including running applications, managing files, configuring system settings, browsing the Internet, installing software and more. Class taught by an Apple-certified trainer. Books extra.

OSX11	20 HOURS	
OCT. 17 – NOV. 21, 2011		
6 – 8 PM	M, W	\$165

Information Technology

Intro to Final Cut Pro

Students will learn to perform basic video editing functions using Final Cut Pro 7. Skills learned include: using each of the various editing tools in FCP7, performing multi-camera editing, applying special effects, creating titles, editing audio, and outputting finished video in a variety of formats. This course prepares students to take the Apple Certified Pro - Level One certification exam. Course taught by an Apple-certified trainer. Books extra.

FCP11 **32 HOURS**
JAN. 9 – FEB. 15, 2012
6:30 – 9:30 PM M, W **\$265**

Creating a Website for Your Small Business or Nonprofit – Fast and Easy

Creating a website. Sounds complicated, doesn't it? It isn't. You don't need to be a techie or learn any type of complicated code. This course is designed to assist non-profits, consultants and organizations with small budgets with creating a website for the first time. You'll learn about getting a domain name that represents your organization simply, choosing a good Web host that doesn't take advantage of you and creating a website that's easy for your audience to use. And you can do it all with a very small budget and minimal technical skills. Give it a try!

SMWEB11 **12 HOURS**
DEC. 6 – DEC. 15, 2011
6:30 – 9:30 PM T, TH **\$99**

Using Your Digital Camera I

Learn how to operate your camera to utilize all its functions (SLR and DSLR) and produce quality pictures. Bring your camera and manual. Class limited to 8 students.

UDC11 **4 HOURS**
Sec. A: SEPT. 20 & 22, 2011
6:30 – 8:30 PM T, TH **\$35**
Sec. B: OCT. 10 & 12, 2011
6:30 – 8:30 PM M, W **\$35**
Sec. C: JAN. 10 & 12, 2012
6:30 – 8:30 PM T, TH **\$35**
Sec. D: FEB. 6 & 8, 2012
6:30 – 8:30 PM M, W **\$35**



Using Your Digital Camera II

You've taken your pictures... now what? Continue to use your camera's functions and learn what you can do with your pictures including storage, slideshows and editing. Computers and available software will be used. Bring your camera, manual and computer hookups. Class size limited to 8 students.

UDCII11 **4 HOURS**
Sec. A: OCT. 25 & 27, 2011
6:30 – 8:30 PM T, TH **\$35**
Sec. B: NOV. 7 & 9, 2011
6:30 – 8:30 PM M, W **\$35**
Sec. C: MAR. 5 & 7, 2012
6:30 – 8:30 PM M, W **\$35**
Sec. D: APR. 17 & 19, 2012
6:30 – 8:30 PM M, W **\$35**

Photoshop

This course introduces students to the industry standard for photo manipulation: Adobe Photoshop. Whether for personal or professional use, become comfortable creating images from scratch, manipulating photographs, preparing your work for use in print and on the web. Learn the purpose of each Photoshop tool, how to customize the application for efficiency, as well as various photo enhancement techniques for a variety of applications.

PS11 **30 HOURS**
OCT. 11 – NOV. 17
6 – 9 PM T, TH **\$345**

Precision Machine Technology

Train in a New, State-of-the-Art Lab!

Recognized as one of the top 3 programs in the country by NIMS



Plan now for a future in Tool and Die CNC, Mold Making and many other metalworking trades. This program will get you started towards a rewarding career in metalworking with the employer-preferred National Institute of Metalworking Skills (NIMS) certification. Currently, there are many positions open for skilled metalworkers in this region, and demand is expected to increase even more as the current workforce retires. Our program consistently connects 90–100% of its graduates to jobs in our area! Students participate in a work-based experience in a local manufacturing company and even earn college credit. Initial testing fees are included. Books extra. Class size limited to 20 students.

PMT11 **600 HOURS**
SEPT. 12 – JUNE 4, 2012
5:30 – 10 PM M, T, W, TH \$5,595

Program Includes:

Machining:

Cut, drill, grind or form metal into a desired shape and size on equipment such as lathes, milling machines, surface grinders and the drill press.

Blueprint Reading:

Learn the fundamentals necessary to understand shop blueprints, alphabet of lines, symbols, methods of projection and standards of dimensioning.

GD&T:

Basic introduction of geometric dimensioning and tolerancing covering all geometric symbols, usage and set-up that is important in reading today's blueprints.

COMM:

Learn basic operations of the Coordinate Measuring Machine, which relate to the basic concepts of GD&T, and quality assurance programs.

Shop Math:

Progress from whole numbers, decimals and fractions to geometry and right angle trigonometry as applied to machining jobs.

CNC:

Designed to present an introduction and overview of CNC hands-on operation, program cycles and axis movement are included.

Tooling:

Learn the basics of tool design and tool geometry and how they affect metal removal in the machining process.

Measuring:

Learn to use common measuring instruments found in most machine shops including I.D., O.D., depth micrometers, comparator and various types of gauges and scales.

Safety:

OSHA-approved training to industrial standards 1910-29CRF for machine shop environments.

Metallurgy:

Covers chemical composition of ferrous and non-ferrous metals and how they impact the machinability of metals.

Work-Based Instruction:

This 40-hour experience is coordinated by the instructor and provides the opportunity to develop your new skills in the workplace.

Certification tests are part of the curriculum. Fee for registration and initial testing in two areas are included in the tuition.

Gainful employment information for this field is available on our website at www.lcvs.com/adult/financial-aid. Pell Grant and ITA (Individual Training Accounts through Employment Network) eligible. High school diploma or GED required. Books and tools are extra. To register, call for an Information session at **440.774.1051 ext. 2254**.



Manufacturing



Introduction to CNC (Computerized Numerical Control)

This course is designed to present an introduction and overview of Computerized Numerical Control (CNC). Hands-on operations, programming cycles and axis movements are included using Fanuc controls and language. Class size is limited to 12.

CNC11	40 HOURS
Sec. C SEPT. 27 – OCT. 27, 2011	
6 – 10 PM T, TH	\$395
Sec. D JAN. 24 – FEB. 28, 2012	
6 – 10 PM T, TH	\$395

CNC Programming

This course provides instruction in Computerized Numerical Controls programming. It includes G code and M code programming as well as hands-on programming on two and three axis machines with interactive mill cam and lathe cam. Prerequisite: Introduction to CNC.

CNCP11	40 HOURS
Sec. C NOV. 1 – DEC. 6, 2011	
6 – 10 PM T, TH	\$395
Sec. D MAR. 6 – APR. 17, 2012	
6 – 10 PM T, TH	\$395

Pipe Fitting

Basic principles of pipefitting, including types of bends, capacities of tanks, pipe offsets around obstructions, threading of pipe, fittings, and methods of laying out pipe will be covered. Additionally, calculations and degrees of angles and important mathematical concepts relevant to pipe fitting are included. Books extra.

APF11	32 HOURS
AUG. 31 – OCT. 26, 2011	
6 – 10 PM W	\$235

Rigging

Basic equipment and techniques of rigging will be taught in this course. How and when to use chain falls, come-a-long, block and tackle, and proper lift securing will be core elements of this course. Different classifications of rope and wire rope will be taught. Proper use of jacks as well as cribbing and blocking practices will be stressed.

ARIG11	32 HOURS
AUG. 29 – OCT. 24, 2011	
6 – 10 PM M	\$235

Intro to PLCs

Train in our new lab!

Learn systems configuration and programming using Allen Bradley SLC 500 and Micrologix 1000. Course will review numbering systems used in I/O addressing, ladder diagram construction, digital and analog circuit interfaces, and industrial networks used in PLC control. Use RS Logix as the programming platform and benefit from applying text drawings, diagrams, and photo examples of real-world field input and output devices. Prerequisite: Industrial Electricity or experience. Books extra.

PLC11	60 HOURS
Sec. A OCT. 25 – DEC. 15, 2011	
6 – 10 PM T, TH	\$599
Sec. B MAR. 13 – MAY 10, 2012	
6 – 10 PM T, TH	\$599

The Lorain County JVS Adult Career Center is a proud partner of



Sign up at the JVS to connect with Employment netWork resources, including:

- Job openings and workshops
- Career information
- Assessments
- Soft skills training
- Financial assistance for training

Please call **440.324.5244** for more information.

Manufacturing

Computer-Aided Drafting I (CAD)

This class is an introduction to Computer-Aided Drafting. You will learn to plan and create drawings using basic AutoCAD commands. You will also learn how to create basic shapes, edit drawings, add text, use layers, use object snap modifiers and obtain information about your drawing. Prerequisite: Windows 7. Books extra.

CADI11A **60 HOURS**
OCT. 18 – DEC. 8, 2011
6 – 10 PM T, TH \$599

Computer-Aided Drafting II (CAD)

This class is a continuation of Computer-Aided Drafting I. You will learn to use object selection techniques, add hatch patterns, create multi-view drawings, place dimensions on your drawing and use advanced editing techniques. Prerequisite: CAD I. Books extra.

CADII11A **60 HOURS**
JAN. 10 – MAR. 1, 2012
6 – 10 PM T, TH \$599

Entry Level Robotics

Train in our new, state-of-the-art robotics lab!

Introduces robots as a multifunctional component valuable for numerous manufacturing processes. Case studies illustrate the versatility of various classifications of robots for entry level automation. Topics studied include safety and risk assessment, motion control, basic programming, end-of-arm tooling, error recovery and maintenance, I/O interface, vision and other feedback sensors. Motoman, 6 axis, general purpose robots and an ArcWorld cell are used for hands-on exercises and instruction in utilizing system documentation. Book extra.

ROB11 **60 HOURS**
SEPT. 26 – NOV. 16, 2011
6 – 10 PM M, W \$599

Basic Robotic Programming

Train in our new, state-of-the-art robotics lab!

An introduction to robotic programming using Motoman, 6 axis, general purpose robots and an ArcWorld cell. Course topics include robotic safety and operation, pendant operation, overview of robot manipulating keys, creating robotic programs using a 6-axis robot and external positioner. Also included are types of robot moves and speeds, inserting commands, basic I/O, selecting and running robot jobs in teach mode and automatic mode.

ROBPROG11A **40 HOURS**
NOV. 28 – JAN. 30, 2012
6 – 10 PM M, W \$450

Register NOW!
 Call 440.774.1051 ext. 2254
online at
www.lcjvs.com



Manufacturing

Basic Electricity/Electronics

A basic course in electricity that covers Ohm's Law, resistor color codes, transformers, inductors and capacitors, AC theory, operation of digital multi-meters and ladder logic. **Highly recommended for all other electrical courses.** Scientific calculator needed. Books extra.

BEL11	52 HOURS
Sec. A OCT. 3 – NOV. 16, 2011	
6 – 10 PM M, W	\$520
Sec. B JAN. 31 – MAR. 15, 2012	
6 – 10 PM T, TH	\$520

Industrial Electricity

This class will cover AC and DC Electromotive principles and motor ratings, construction of basic motor control circuitry, motor protection devices, motor control circuits using relay ladder logic, wiring configurations and load distribution. Basic Electricity is strongly recommended as a prerequisite. This course is a prerequisite if taking Intro to PLCs. Books extra.

INEL11	60 HOURS
Sec. A AUG. 30 – OCT. 18, 2011	
6 – 10 PM T, TH	\$599
Sec. B JAN. 17 – MAR. 8, 2012	
6 – 10 PM T, TH	\$599

Commercial Electricity

This course focuses on wiring materials, outlets, switch boxes, service, installation, rough-in and finish wiring with emphasis on commercial applications. Learn the proper methods for bending conduit (EMT and Rigid), three-phase connections and applying the National Electric Code. Books extra.

CMEL11	60 HOURS
Sec. A OCT. 10 – DEC. 5, 2011	
6 – 10 PM M, W	\$599
Sec. B APR. 16 – JUNE 6, 2012	
6 – 10 PM M, W	\$599



Electrical Contractor Exam Prep

By taking this course, electricians will gain the necessary skills to pass the electrical contractor's exam. This course will provide an overview of Electrical theory, the NEC and Electrical Calculations. Electricians will learn subjects and areas of study that they need to focus on in order to pass the contractor's exam. This course will also cover the requirements for the business section of the electrical contractor's test. Electricians will practice taking exams under conditions similar to the actual competency exam. Books extra.

NEC11	60 HOURS
Sec. A SEPT. 26 – NOV. 16, 2011	
6 – 10 PM M, W	\$599
Sec. B JAN. 30 – MAR. 21, 2012	
6 – 10 PM M, W	\$599

Digital Multimeter Principles

Digital Multimeters (DMMs) have become standard diagnostic tools for technicians in the electrical/electronic industry. This program is designed to provide an introduction of the DMM operation principles and procedures. Class tuition includes a Fluke digital multimeter and books.

DMP11	24 HOURS
Sec. A SEPT. 12 – SEPT. 28, 2011	
6 – 10 PM M, W	\$395
Sec. B MAR. 5 – MAR. 21, 2012	
6 – 10 PM M, W	\$395

Register NOW!

Call 440.774.1051 ext. 2254

online at

www.lcjsv.com

Auto Technology

A combination of classroom and hands-on training helps to prepare students for the Automotive Service Excellence (ASE) test in certification and prepares students for employment in the repair field. Learn how to diagnose and treat Automatic Transmissions/Transaxle, Brakes, Engine Repairs, Manual Drive Train and Axles, Electrical/Electronic Systems, Heating and Air Conditioning, Engine Performance and Advanced Auto Engine Performance. One test included; others are extra. Books extra. Class size limited to 20 students.

AT11 **600 HOURS**
SEPT. 12 – JUNE 4, 2012
5:30 – 10 PM M, T, W, TH \$5,595

Program Includes:

Engine Repair:

Diagnosis and repair in general engine, cylinder head and valve train, engine block, lubrication and cooling systems, fuel, electrical, ignition and exhaust systems inspection and service.

Automatic Transmission/Transaxle:

Diagnosis and repair in general transmission/transaxle, transmission/transaxle maintenance and adjustment, in-vehicle transmission/transaxle and off-vehicle transmission/transaxle.

Manual Drive Train & Axles:

Diagnosis and repair in clutch, transmission, transaxle, drive (half) shaft and universal joint/constant velocity (CV) joint (front and rear wheel drive) and real axle four-wheel drive component.

Suspension & Steering:

Diagnosis and repair in steering systems, suspension systems, wheel alignment and tire repair.

Brakes:

Diagnosis and repair in hydraulic system, drum brake, disc brake, power assist units, miscellaneous systems and anti-lock brake systems (ABS).



Electrical/Electronic Systems:

Diagnosis and repair in general electrical/electronic systems, battery, starting systems, horn and charging systems, lighting systems, gauges, warning devices and driver information systems, wiper/washer and accessories.

Heating & Air Conditioning:

Diagnosis and repair in A/C systems, refrigeration system components, heating and engine cooling systems, operating systems and related controls, refrigerant recovery, recycling and handling.

Engine Performance:

Diagnosis and repair in general engine, ignition systems, fuel, air induction and exhaust systems, emissions control systems, computerized engine controls, engine electrical systems, battery, starting system and charging system.

Auto Advanced Engine Performance:

Diagnosis and repair in general powertrain, computerized powertrain controls (including OBDII) ignition system, fuel systems, air induction systems, emissions control systems and I/M failure.

Gainful employment information for this field is available on our website at www.lcjvs.com/adult/financial-aid. Pell Grant and ITA (Individual Training Accounts through Employment Network) eligible. High school diploma or GED required. Books and tools are extra. To register, call for an Information session at **440.774.1051 ext. 2254**.



Building Trades Specialist

Construction occupations require skills training and experience. The Building Trades Specialist program is a popular training program that prepares students for jobs in the building, contracting and remodeling industries.



Students complete coursework in Masonry, Blueprint/Math, Electricity, Carpentry, Plumbing, Heating and Air Installations, OSHA Training and Finishing. All courses combine classroom and hands-on training. Books extra. Class size limited to 20 students.

BT11 **600 HOURS**
SEPT. 12 – JUNE 4, 2012
5:30 – 10 PM M, T, W, TH \$5,995

Program Includes:

Masonry:

Learn skills in the areas of flatwork, cutting, chipping and laying in position concrete blocks and bricks. The use of different bonding materials and hand tools is included in coursework.

Blueprint/Math:

Classroom instruction includes reading building plans, planning the structure and cost estimation. Learn about construction blueprint reading, measuring and construction math skills while focusing applied learning to common construction site problems.

Electricity:

This course focuses on wiring materials, devices, splices, outlets, switch boxes, service installation, rough-in and finish work.

Carpentry:

An introduction to basic carpentry procedures covering the selection, use and care of power and hand tools. Gain practical experience and skills in layout cutting and assembling rafters, stairs, floor systems, wall assemblies, molding, trim, doors, and windows.

Plumbing:

The fundamentals of beginning plumbing are taught in the course including codes, take offs, soldering, PVC and ABS, installing showers, tubs, toilets, sinks and hot water tanks.

Heating and Air Installation:

Focus on planning and installing heating and cooling systems in residential structures including installing ductwork and sheet metal forming.

Finishing:

This class teaches the skills necessary to finish construction projects including: floor coverings, drywall, trim and hanging cabinets.

Gainful employment information for this field is available on our website at www.lcjvs.com/adult/financial-aid. Pell Grant and ITA (Individual Training Accounts through Employment Network) eligible. High school diploma or GED required. Books and tools are extra. To register, call for an Information session at **440.774.1051 ext. 2254**.



Building Trades

Construction Blueprint/Math

This course covers construction blueprint reading, measuring and math. The focus of the class is learning these skills and applying them to common problems on a construction site. Classroom instruction will include reading building plans, planning the structure and estimating the cost. Books and supplies extra.

BTCBM11 **36 HOURS**
SEPT. 12 – OCT. 5, 2011
 5:30 – 10 PM M, W **\$360**

Masonry for Beginners

This introductory course combines classroom and hands-on training in flatwork cutting, chipping, and laying concrete blocks and bricks. Experience different bonding materials and hand tools. Books and tools extra.

MAS11 **36 HOURS**
JAN. 17 – FEB. 14, 2012
 6 – 10 PM T, TH **\$360**

Masonry

This course combines classroom and hands-on training in the areas of flatwork cutting, chipping and laying in position concrete blocks and bricks. Experience the use of different hand tools and bonding materials. Books and tools extra.

BTMAS11 **63 HOURS**
SEPT. 22 – NOV. 8, 2011
 5:30 – 10 PM T, TH **\$630**

Carpentry

This course is an introduction to basic procedures covering the selection, use and care of power and hand tools. You will gain practical experience in layout, cutting and assembling of rafters. Make miniature floor systems and wall assemblies and practice cutting and fitting molding, trim, doors and windows. Books and tools extra.

BTCARP11 **148.5 HOURS**
OCT. 10 – FEB. 22, 2012
 5:30 – 10 PM M, W **\$1,485**

Plumbing

Learn the fundamentals of beginning plumbing. Topics covered include: codes, take-offs, soldering, PVC and ABS installing showers, tubs, toilets, sinks and hot water tanks. Books and tools extra.

BTPLUM11 **63 HOURS**
NOV. 10 – JAN. 12, 2012
 5:30 – 10 PM T, TH **\$585**

Building Trades OSHA

BTOSHA11 **13.5 HOURS**
SEPT. 13 – SEPT. 20, 2011
 5:30 – 10 PM T, TH **\$135**

Residential Wiring

Gain the ability to do wiring acceptable to electrical inspectors and power companies using the National Electrical Code. Learn about wiring materials and devices, splices, outlets, switch boxes, service installation, rough-in and finish work. Books and tools extra.

RESWR11 **90 HOURS**
Sec. A SEPT. 13 – NOV. 17, 2011
 5:30 – 10 PM T, TH **\$899**
BTRESWR11
Sec. B FEB. 27 – MAY 9, 2012
 5:30 – 10 PM M, W **\$899**

Construction Heating & Air Installation

This class focuses on planning and installing heating and cooling systems in residential structures. Also included are installing ductwork and sheet metal forming. Books extra.

BTCHAC11 **94.5 HOURS**
JAN. 17 – MAR. 29, 2012
 5:30 – 10 PM T, TH **\$945**

Heating/Cooling

Learn about heat transfer and how systems work. Mechanical and electrical controls, Freon recovery, operations, testing and troubleshooting are included. Training includes work on air conditioning units, refrigerators and furnaces. EPA-approved testing included. Books extra.

HAC11 **96 HOURS**
Sec. A SEPT. 20 – DEC. 13, 2011
 6 – 10 PM T, TH **\$959**
Sec. B FEB. 6 – MAY 7, 2012
 6 – 10 PM M, W **\$959**

Welding and Fabrication



Welding Advanced/ Pipe Welding Certification

Develop skills with further training and practice with gas and arc on vertical and overhead welding. Increase skills with brazing and cutting. TIG and MIG may be included along with heliarc welding in all positions. With the instructor's approval, student will be eligible to take State Certification test for structural welding (vertical and overhead). Certification test extra. Prerequisite: Welding Beginning or experience. Books and supplies extra.

WLDAP11	60 HOURS
Sec. A NOV. 14 – JAN. 18, 2012	
6 – 10 PM	M, W \$965
Sec. B MAR. 22 – JUNE 7, 2012	
6 – 10 PM	T, TH \$965



Welding/Fabrication

This course begins with an introduction to electric arc welding by running bead on flat horizontal surfaces. Increase skills with further training using arc on vertical and horizontal welds and TIG and MIG in all positions. Apply these techniques to fabricating! Course includes safety, fusion of metals, identification of electrodes and equipment setup. With instructor approval, student will be eligible to take the State Certification test for Structural Welding (vertical and overhead). Certification test extra. Books extra. Class size is limited to 18 students.

WF11	180 HOURS
SEPT. 19 – MAR. 14, 2012	
6 – 10 PM	M, W \$2,895

Welding Beginning

An introduction to welding using both oxy-acetylene flame and electric arc. Course includes shop safety, fusion of metals, identification of electrodes and equipment set up. Practice in running beads on flat, horizontal surfaces and joints is included. Books and supplies extra.

WLDB11	60 HOURS
Sec. B SEPT. 19 – NOV. 9, 2011	
6 – 10 PM	M, W \$965
Sec. C JAN. 10 – MAR. 20, 2012	
6 – 10 PM	T, TH \$965



NATIONAL
CAREER READINESS
CERTIFICATE

GOLD

Joseph P. Sample

Joseph P. Sample

Director of Career and Technical Education

Department of Education and Workforce Development

15

ACT

ACT

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, Applies Mathematics, and Locating Information, skills highly important to the majority of jobs in the workplace. These skills are needed at some level in almost every job, occupation, or career in today's economy.

For more information regarding the assessment tests for this portable credential – powered by WorkKeys, developed by ACT, contact Diana Gott at dgott@tcjvs.net or 440.774.1051, ext. 2200.

Culinary Careers

Learn basic cooking and baking techniques for employment in the hospitality industry, where the need for educated and skilled workers continues to grow in Ohio. Students will be exposed to basic food preparation with emphasis on salad and sandwich preparation, soups, meats, poultry, breads and desserts. Fee includes ServSafe Test, Chef Coat & Hat, ACF Membership. Books extra. Class size limited to 15 students.

CFS11 **600 HOURS**
SEPT. 19 – MAY 15, 2012
4:30 – 9:30 PM M, T, W, TH \$5,895

Program Topics Include:

- Culinary History**
- Safety & Sanitation**
- Equipment & Small Wares**
- Knife Handling**
- Garnishing Techniques Measurements & Abbreviations**
- Banquet & Buffet Service**
- Cooking Techniques**
- Salads, Herbs, Oils & Dressings**
- Stocks, Sauces & Soups**
- Braise, Saute, Roast**
- Cooking with Wine**
- Fish & Shellfish**
- Pasta & Rice**
- Desserts**
- How to Prepare the Menu**
- Comparing Convenience to Homemade**

*Gainful employment information for this field is available on our website at www.lcjvs.com/adult/financial-aid. Pell Grant and ITA (Individual Training Accounts through Employment Network) eligible. High school diploma or GED required. Books and tools are extra. To register, call for an Information session at **440.774.1051 ext. 2254**.*

ServSafe

Prepare for certification by the National Restaurant Association (NRA) and the Ohio Department of Health (ODH). Completing this curriculum for food safety training will allow you to act as Person-in-Charge for food facilities, schools, churches, etc. Course covers principles of food microbiology, food borne diseases, standards and measures for prevention of food-borne diseases. Book extra.



SS11 **20 HOURS**
OCT. 26 – NOV. 30, 2011
5:30 – 9:30 PM W \$199



Registration

Call 440.774.1051 or 440.986.6601, ext. 2254 to schedule an information session with a program representative.

Cosmetology

Cosmetology

Train in an Operating Salon!

Learn the art and science of beautifying hair, skin and nails in a state-of-the-art, operating salon setting. Instructor stays with students throughout classroom instruction and offers hands-on training to give you the guidance and skills necessary to become a professional cosmetologist. Upon completion, you will be prepared for your State Board exam and a career as a hair stylist, nail technician, make-up artist, esthetician or salon owner. Registration options available. Fee includes one uniform. Books, tools and license/testing fee extra. Class size limited to 22 students.



Hair I:

Prepare the client for a haircut and learn razor, scissor, clipper and specialized haircuts. Style hair using pin curls, rollers, comb-outs and blow drying.

Hair II:

Learn techniques for permanent wave and relaxing procedures, hair coloring, lightening and toning. Perform specialized lightening effects.

Scalp Care:

Prepare the client for and give shampoo, hair and scalp treatments.

Skin Care:

Give preservative and corrective facials, remove unwanted hair and apply makeup.

Manicuring and Pedicuring Services:

Perform plain, hot oil and electric manicures, apply artificial nails and perform plain pedicures and foot and leg massage.

Sanitation & Bacteriology:

Learn to maintain a clean and sterile dispensary and salon environment.

Reception & Communication Skills:

Communicate with clients using proper telephone etiquette, schedule/confirm appointments, build salon clientele, process payments and demonstrate basic computer skills.

Salon Operations, Cosmetology Laws & Rules:

Manage a salon operation in compliance with regulations of the State Board and other federal, state or local agencies. Demonstrate conflict resolution and problem-solving, marketing and routine safety inspections. Ohio requires cosmetologists to be licensed. Students will take the Ohio State Board written test and demonstrate cosmetology services.

COS11 **1,500 HOURS**

SEPT. 19, 2011 – MAY 15, 2013

4:30 – 9:30 PM M, T, W, TH \$8,595

Gainful employment information for this field is available on our website at www.lcjvs.com/adult/financial-aid. Pell Grant and ITA (Individual Training Accounts through Employment Network) eligible. High school diploma or GED required. Books and tools are extra. To register, call for an Information session at **440.774.1051 ext. 2254**.

Managing Manicurist

Learn the latest trends and techniques of artificial and natural nails and pedicures for health and relaxation. Salon management, retail sales and product knowledge will prepare you for the Ohio State Board of Cosmetology's license exam. Includes one uniform top. Books, tools and license/testing fee extra. Class size limited to 22 students.

COS11A **300 HOURS**

AUG. 29 – DEC. 15, 2011

4:30 – 9:30 PM M, T, W, TH \$2,450

Esthetician

This course trains you to perform skin analysis, facials, waxing, body treatments and use of electrical machines, and includes salon management and retail sales. Career opportunities include working in salons and day spas, dermatologist and cosmetic surgeon offices, resorts and cruise ships. Ohio State Board of Cosmetology's license exam required. This is one of the fastest-growing fields in the country! Fee includes one uniform. Books, tools and license/testing fee extra. Class size limited to 22 students.

COS11C **600 HOURS**

AUG. 29, 2011 – APR. 25, 2012

4:30 – 9:30 PM M, T, W, TH \$3,595

Safety Occupations

Emergency Medical Technicians/ Ambulance EMT-B

This course is required for certification as an EMT-B in the state of Ohio. The curriculum is designed to prepare an individual to serve on ambulance services and fire departments. The 130-hour course includes clinical experience at local hospitals and ambulance services. Prerequisite: 18 years of age, high school diploma or GED, driver's license and not been convicted of, plead guilty to or had judicial finding of guilty to crimes listed in OAC 4765-8-01. National Registry exam extra. Accreditation #119. Books extra.

EMT11

Sec. A SEPT. 13 – JAN. 12, 2012
6 – 10 PM T, TH **\$625**

EMT-B Refresher

This 30-hour course meets recertification requirements for EMT-Bs in the state of Ohio. It can also be used for continuing education hours for other levels of training. Scheduled as needed. Books extra.

First Responder

This 48-hour course is required for certification as a First Responder in the state of Ohio. The curriculum is designed especially for those who first arrive at any emergency scenes: police, firefighters and industrial workers. Prerequisites: 18 years of age, high school diploma or GED, driver's license, and have not been convicted of, plead guilty to or had judicial finding of guilty to crimes listed in OAC 4765-8-01. National Registry Exam extra. Accreditation #119. Books extra.

FR11 **48 HOURS**

Sec. A SEPT. 15 – DEC. 8, 2011
6 – 10 PM W **\$265**
Sec. B JAN. 19 – APR. 26, 2012
6 – 10 PM T **\$265**

First Responder Refresher

This 15-hour course meets recertification requirements for First Responder in the state of Ohio. Course scheduled upon request. Continuing Education programs can be delivered on-site or at a facility of your choice by calling the Adult Career Center.

Advanced EMT Procedures

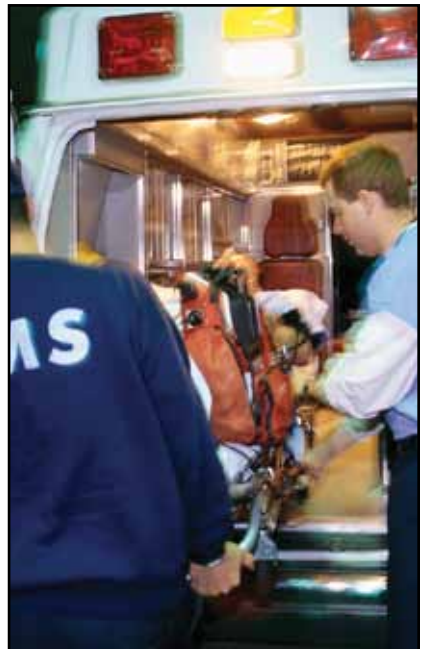
New rules and protocol may require you to assist more highly trained EMS personnel in the administration of advanced life support procedures. New skills can enhance your capability as an EMT and as a "team player." The most common are: assisting with or intubating, applying ECG electrodes, assisting with IV fluid therapy and assisting with, or the application of, CPAP.

ADVENT11

4 HOURS
Sec. A OCT. 11, 2011
6 – 10 PM T **\$35**
Sec. B FEB. 8, 2012
6 – 10 PM W **\$35**

American Heart Association CPR

We provide all levels of training, including healthcare. Scheduled upon request.



Register NOW!

Call 440.774.1051 ext. 2254

online at

www.lcjvs.com



Accounting Clerk Specialization

This specialization includes the accounting cycle, working with T accounts, debits and credits, journal transactions, working with the general ledger, generating financial statements, payroll and adjusting and closing entries. Books extra. Specialization Includes:

Accounting I

Accounting II

QuickBooks

Payroll

Accounting Simulation

ACCL11

345 HOURS

SEPT. 19 – JUNE 6, 2012

9 AM – 12 PM M, T, W, TH \$2,390

Administrative Assistant Specialization

This specialization prepares the administrative assistant to succeed in a world of technology and rapid change. This requires skills and abilities in Microsoft Office software, verbal and written communications, Internet research, scheduling and telecommunications technology, including telephone, voicemail, and fax. Books extra. Specialization Includes:

Word 2007 Expert

PowerPoint 2007

Outlook Time Management/Scheduling

Excel 2007 Expert (Optional)

Business Communications

ADAS10

345 HOURS

SEPT. 19 – JUNE 6, 2012

1 – 4 PM M, T, W, TH \$2,390

Medical Secretary/Electronic Health Records

This specialization prepares you to assemble patients' health information, including medical history, symptoms, examination results, diagnostic tests, treatment methods and all other healthcare provider services. Technicians organize and manage health information data by ensuring its quality, accuracy, accessibility and security. They regularly communicate with physicians and other healthcare professionals to clarify diagnoses or to obtain additional information. Books extra. Specialization includes:

Electronic Health Records Software

Billing and Coding

Medical Terminology

Office Support Procedures

EHR11

345 HOURS

SEPT. 19 – JUNE 6, 2012

9 AM – 12 PM M, T, W, TH \$2,390

Grant Proposal Writing

If you want to learn the essentials of writing or acquiring grants for private, public, or government use, this program is perfect for you. You'll discover how to develop successful grants by focusing on the skills needed to prepare professional, competitive, compelling grant proposals. An experienced grant writer will show you how to create proposals that get funded.

GPW11

42 HOURS

OCT. 4 – NOV. 17, 2011

6 – 9 PM T, TH \$575

Register NOW!

Call 440.774.1051 ext. 2254

online at

www.lcjvs.com

Business and Professional

Human Resources Assistant Program I

Today's Human Resource Assistant needs to be able to cope with conflicting points of view, function under pressure and demonstrate integrity, fair-mindedness and a congenial personality. In addition, the assistant has to be well-versed in the functions, responsibilities, legalities and roles of the human resources department. This program will prepare you to be an asset in any HR Department.

HRAI11 **20 HOURS**
SEPT. 27 – NOV. 29, 2011
6 – 8 PM T \$225

Human Resources Investigations

This course is designed for current Human Resource professionals, those aspiring to work in HR or those who also do HR as a part of their job. Employee relations issues and litigation are a part of everyday business. You will learn how to conduct proper workplace investigations that will lead to lawsuit avoidance as well as proper documentation techniques. You will then use those skills to review, analyze and discuss a variety of actual workplace investigation case studies. Materials included.

HRI11 **7.5 HOURS**
MAY 18, 2012 (1 session)
9 AM – 4:30 PM F \$195



**A proud partner
of Lorain County
Growth Partnership**



Supervisory Skills Training

Good supervisors are trained, not born. In this workshop you will learn how to analyze your job and resources, identify your own weaknesses and strengths, set goals, monitor work, coach employees and develop strategies to improve employee motivation.

SST11 **21 HOURS**
OCT. 11 – NOV. 1, 2011
6:30 – 9:30 PM T, TH \$215

Skills for Success

This soft skills training is designed to help you if you are re-entering the workforce and want to be better prepared for the expectations of a professional environment.

SFS11 **24 HOURS**
AUG. 2 – 25
6 – 9 PM T, TH \$255

Customized Training

The Lorain County JVS Adult Career Center will work with your business or organization to create training programs specific to your needs.

Call today to meet with a training development representative:

Industrial, OSHA, and Quality Training:
Ralph Bentley 440.774.1051 ext. 2287

Health and Safety Services:
Marsha Leonard 440.774.1051 ext. 2291

Industrial Maintenance:
Russ Beach 440.774.1051 ext. 2279

Assessment Services:
Diana Gott 440.774.1051 ext. 2200



Come join us for this **FREE** class — learn at your own pace! Improve your reading, writing and math to prepare for entrance exams and job training courses, help children with homework, prepare for the official GED test or improve job skills for advancement and college entrance exams. From the basics of beginning reading and simple addition through the requirements for an Ohio High School Equivalence Diploma (GED), the ABLE Program provides learning programs designed and paced for each student's needs. Individual or small-group computer instruction and distance learning options are designed to help participants meet their educational goals. ABLE/GED Practice Testing is held throughout the year.

Students who have not participated in ABLE/GED classes within the last six months are required to attend an orientation. To sign up for orientation, schedule an Official Practice Test or to register for classes, call **440.774.1051 ext. 2241**. Evening classes are available.

SEPT. 12 – MAY 24, 2012

9 – 11:30 AM

M, T, W, TH

FREE CLASS

6:30 – 9 PM

M, T, W, TH

FREE CLASS

**The Lorain County JVS Adult Career Center is a
University System of Ohio provider.**



Online Graduate Courses



Teachers working on license renewal can earn one or two graduate credit hours from Ashland University. To earn the graduate credit, students must complete all course requirements, which include online quizzes, online final, resource references, and final paper.

Course requirements are sent upon request.

You can access an online syllabus from our website at www.lcjvs.com.

One Credit Hour Classes: Tuition is **\$235** for Lorain County residents and **\$260** for out-of-county residents.

Two Credit Hour Classes: Tuition is **\$410** for Lorain County residents and **\$460** for out-of-county residents.

For more information contact Bev Moffatt, **440.774.1051 ext. 2234** or bmoffatt@lcjvs.net.



Online graduate credit workshops include:

- Ready Set Read
- The Classroom Computer
- Using the Internet in the Classroom
- The Creative Classroom
- PowerPoint in the Classroom
- Enhancing Language Development in Childhood
- Understanding Adolescents
- Guiding Kids on the Internet
- Creating Web Pages I
- Designing Effective Websites
- Making Movies with Windows XP
- MS Publisher 2007 I
- Photoshop CS4 I
- MS PowerPoint 2007 I
- Solving Classroom Discipline Problems I
- Solving Classroom Discipline Problems II
- Achieving Success with Difficult People
- Writing for Children
- MS Outlook 2007 I
- Research Methods for Writers
- Get Grants
- Teaching Science: Grades 4-6
- Everyday Math
- Building Teams That Work
- Teaching Math: Grades 4-6
- Survival Skills for New Teachers
- Working Successfully with Learning Disabled Students
- Web 2.0: Blogs, Wikis and Podcasts
- Guiding Reading: Strategies for the Differentiated Classroom
- Differentiated Instruction in the Classroom

Online Courses

Online Classes

Want to take classes on your own time, without leaving the comfort of your own home? Earn valuable certifications or simply improve your personal development through our online classes. We offer more than 300 online courses that you can take 24 hours a day, 7 days a week. Make new friends in our lively discussion areas. Ask our patient and helpful instructors as many questions as you want, whenever the mood strikes you. Pick up a new skill or brush up on an old one. Find the course that's right for you by logging on to our website at www.lcjvs.com/adult/online-courses.

We offer over 300 classes under the following course departments:

Web Page Design

Web Graphics and Multimedia

Web and Computer Programming

Basic Computer Literacy

Microsoft Computer Applications

QuickBooks

Graphic Design

PC Troubleshooting, Networking & Security

Database Management & Programming

Certification Prep: Comp TIA, Network+, A+,

PMP and MS Windows

Digital Photography & Digital Video

Languages: Writing and Grammar for ESL,

Spanish, Italian, French, and Braille

Writing & Publishing

Entertainment Industry Careers

Grant Writing & Nonprofit Management

Start Your Own Business

Sales & Marketing

Accounting

Business Administration

Test Prep: SAT/ACT, GMAT, and LSAT

Personal and Professional Development

Personal Finance & Wealth Building

Health Care, Nutrition, & Fitness

Personal Enrichment

Child Care & Parenting

Art, History, Psychology, & Literature

Math, Philosophy, & Science

Law & Legal Careers

Health Care Continuing Education

Courses for Teaching Professionals

Career Certificate Programs: Healthcare,

Business, IT and Software Development,

Sustainable Energy, and Media and Design

Start dates:

A new section of each course will begin:

August 17

September 21

October 19

November 9

December 14

Requirements:

All courses require Internet access, email, Netscape Navigator or MS Internet Explorer. Some courses may have additional requirements. Please review the online course syllabus for details. Most courses are six weeks long and include multiple quizzes, assignments, exams, demonstrations and exercises, giving you the kinds of hands-on practical experience you'll need.

For more information contact Bev Moffatt at **440.774.1051 ext. 2234** or email bmoffatt@lcjvs.net.



Apprentice Classes

Apprentice Training in Industrial Maintenance, Millwright, Machine Repair, Automatic Screw Machine, Tool & Die, Machinist or Sheet Metal Fabrication is a combination of on-the-job experiences designed to provide the apprentice with the skill and knowledge necessary to function as a journeyman. In order for courses to apply toward a journeyman's card, the student must be registered with the Bureau of Apprenticeship Training approved program sponsored by their employer. Listed below are apprentice classes for the fall and spring semester. 32 hours. Tuition is \$235 per class. ***These classes have additional hours of instruction with increased tuition. Please consult catalog for rate.**

Course Description	Class Codes	Dates	Time	Day
Shop Math	ASM11	Aug. 29 – Oct. 31	6 – 10 PM	M
Physics	APY11	Aug. 29 – Oct. 31	6 – 10 PM	M
Principles of Overhead and Vertical Welding	APOVW11	Aug. 29 – Oct. 31	6 – 10 PM	M
Heat Treating	AHT11	Aug. 29 – Oct. 31	6 – 10 PM	M
Rigging	ARIG11	Aug. 29 – Oct. 31	6 – 10 PM	M
Industrial Electricity – 60 Hours*	INEL11A	Aug. 30 – Oct. 18	6 – 10 PM	T&TH
Blueprint Fundamentals	ABF11	Aug. 31 – Oct. 26	6 – 10 PM	W
Machine Shop Theory I	AMSTI11	Aug. 31 – Oct. 26	6 – 10 PM	W
Progressive Dies	APD11	Aug. 31 – Oct. 26	6 – 10 PM	W
Machine Repair	AMR11	Aug. 31 – Oct. 26	6 – 10 PM	W
Pipfitting	APF11	Aug. 31 – Oct. 26	6 – 10 PM	W
Introduction to CNC – 40 Hours*	CNC11C	Sept. 27 – Oct. 27	6 – 10 PM	T&TH
Commercial Electricity – 60 Hours*	CME11A	Oct. 10 – Dec. 5	6 – 10 PM	M&W
Computer Aided Drafting I (CAD I) – 60 Hours*	CAD11A	Oct. 18 – Dec. 8	6 – 10 PM	T&TH
Algebra	AALG11	Nov. 7 – Jan. 9	6 – 10 PM	M
Preventive Maintenance	APM11	Nov. 7 – Jan. 9	6 – 10 PM	M
Tool Detailing	ATD11	Nov. 7 – Jan. 9	6 – 10 PM	M
Gearing	AGR11	Nov. 7 – Jan. 9	6 – 10 PM	M
CNC Programming – 40 Hours*	CNCP11C	Nov. 1 – Dec. 6	6 – 10 PM	T&TH
Drafting and Blueprinting	ADBL11	Nov. 9 – Jan. 11	6 – 10 PM	W
Team Problem Solving	ATPROB11	Nov. 9 – Jan. 11	6 – 10 PM	W
Principles of Flat Welding	AFW11	Nov. 9 – Jan. 11	6 – 10 PM	W
Machine Shop Theory II	AMSTII11	Nov. 9 – Jan. 11	6 – 10 PM	W
Geometry	AGM11	Jan. 23 – Mar. 19	6 – 10 PM	M
Metallurgy Ferrous	AMFR11	Jan. 23 – Mar. 19	6 – 10 PM	M
Introduction to Maintenance	AIM11	Jan. 23 – Mar. 19	6 – 10 PM	M
Principles of Mig Welding	AMWL11	Jan. 23 – Mar. 19	6 – 10 PM	M
Lubrication	ALUB11	Jan. 23 – Mar. 20	6 – 10 PM	T
Computer Aided Drafting II (CAD II) – 60 Hours*	CADII1A	Jan. 10 – Mar. 1	6 – 10 PM	T&TH
Industrial Electricity – 60 Hours*	INEL11B	Jan. 17 – Mar. 8	6 – 10 PM	T&TH
Cutting Dies I	ACDI11	Jan. 18 – Mar. 7	6 – 10 PM	W
Basic Electricity for Non Electrical Trades	AEL11	Jan. 18 – Mar. 7	6 – 10 PM	W
Hydraulic Fundamentals	AHF11	Jan. 18 – Mar. 7	6 – 10 PM	W
Introduction to CNC – 40 Hours*	CNC11D	Jan. 24 – Feb. 28	6 – 10 PM	T&TH
CNC Programming – 40 Hours*	CNCP11D	Mar. 6 – Apr. 17	6 – 10 PM	T&TH
Introduction to PLCs – 60 Hours*	PLC11B	Mar. 13 – May 10	6 – 10 PM	T&TH
Trigonometry	ATRIG11	Mar. 26 – May 21	6 – 10 PM	M
Metallurgy Non Ferrous	AMNF11	Mar. 26 – May 21	6 – 10 PM	M
Electronic Trouble Shooting and Repair	AETS10	Mar. 26 – May 21	6 – 10 PM	M
Tool and Gage	ATGD11	Mar. 27 – May 22	6 – 10 PM	T
Machine Shop Lab	AMSL11	Mar. 28– May 23	6 – 10 PM	W
Cutting Dies II	ACDII11	Mar. 28– May 23	6 – 10 PM	W
Measurement Fundamentals	AMF11	Mar. 28– May 23	6 – 10 PM	W
Advanced Hydraulics – Pneumatics	AAHYPN11	Mar. 28– May 23	6 – 10 PM	W
Introduction to SPC	AISPC11	Mar. 28– May 23	6 – 10 PM	W
Compound Angles	ACA11	Mar. 29 – May 31	6 – 10 PM	Th
Commercial Electricity – 60 Hours*	CME11B	Apr. 16 – June 6	6 – 10 PM	M&W

Special Interest

Writing Your Story and Sharing it with the World

In this creative writing workshop, students will engage with a variety of writing styles, including fiction, poetry and memoir. The class will include a general discussion of ways to become an amazing writer, writing exercises designed to generate new material, and a seminar on publishing and the literary world.

CWR11 **40 HOURS**
Oct. 3 – Dec. 12
6 – 10 PM M \$325

Pilot Ground School

Are you interested in flying? This course covers basic aerodynamics, navigation, radio communications, aircraft systems, meteorology and the air traffic system. This class will meet both on and off school grounds to explore aviation topics while having fun learning. Completing this course qualifies you to take the FAA Private Pilot or Recreational Pilot Written Exam. Books, materials and exam extra.

PGS11A **42 HOURS**
JAN. 10 – FEB. 28, 2012
6:30 – 9:30 PM T, TH \$285

Sign Language

Students will learn how to begin a conversation and increase their signed vocabulary. This class is beneficial if you have a friend, relative or business associate who is hearing impaired. Students will learn the symbols of ASL.

SL11 **15 HOURS**
Sec. A OCT. 20 – NOV. 17, 2011
6:30 – 9:30 PM TH \$85
Sec. B FEB. 23 – MAR. 22, 2012
6:30 – 9:30 PM TH \$85

Conversational Spanish I

This course is designed to introduce or reintroduce you to Spanish. If you've never taken Spanish before or took it long ago, this class is for you. Come prepared to participate. You will have opportunities to speak, hear, read and write Spanish. Your instructor has a Master's in Spanish as well as a degree in Education and understands the frustrations of learning Spanish as a second language. Bring your sense of humor and give it a try!

SP11 **20 HOURS**
OCT. 4 – NOV. 3, 2011
6:30 – 8:30 PM T, TH \$135

Spanish II

This 20-hour course is designed as a continuation of the beginning course, "Conversational Spanish I". Join us as we add to our basic vocabulary and practice listening and speaking skills. You will be taught in a welcoming environment, by a teacher who is motivated by your success.

SPII1 **20 HOURS**
NOV. 8 – DEC. 13, 2011
6:30 – 8:30 PM T, TH \$135

Flower Arranging

Practice the principles of design and color with the use of accessories, figurines and driftwood. Work with fresh and dried flowers to make special seasonal arrangements. Supplies extra.

FLAR11 **30 HOURS**
Sec. A SEPT. 8 – NOV. 10, 2011
6:30 – 9:30 PM TH \$175
Sec. B JAN. 26 – APR. 19, 2012
6:30 – 9:30 PM TH \$175



Register NOW!

Call 440.774.1051 ext. 2254

online at

www.lcjs.com

Special Interest



Landscape Architecture: Reading Blueprints, Scaling and Plotting

This course is an introduction to reading house prints, property plots and master landscape and construction prints. Learn the basic symbols for hardscapes and plants. Architecture and engineering scales are required.

LA11 **6 HOURS**
NOV. 15 & 22, 2011
 6 – 9 PM T **\$45**

Landscape Design I

This course focuses on drafting start-up. Work on small design projects, pre-plotted. Convert scales to scales that work. Drafting tools required for this course.

LNDS11 **12 HOURS**
JAN. 10 – 31, 2012
 6 – 9 PM T **\$95**

Landscape Design II

Design your master landscape in this course! Complete a project for your home or commercial space. Clean up your design style and pick up some new tips. Drafting tools required for this course.

LNDSII11 **12 HOURS**
Feb. 7 – 28, 2012
 6 – 9 PM T **\$95**

Landscape Construction I

Basic plant lay out and installations are a focus of this course. Learn tips for prepping beds, mulching and using power equipment for the industries.

LC11 **6 HOURS**
MAR. 6 & 13, 2012
 6 – 9 PM T **\$45**

Landscape Construction II

This course focuses on hardscapes including steps, walls, patios, walks and water gardens. A hands-on approach to learning is the main objective of this course.

LCII11 **9 HOURS**
MAR. 20 – 27, 2012
 6 – 9 PM T & TH **\$65**

Financial Planning

This course is designed to assist you in achieving your financial goals. Types of investments covered include: certificates of deposit, mutual funds, annuities, tax-free investments, and more.

FP11 **14 HOURS**
Sec. A OCT. 24 – NOV. 14, 2011
 6:30 – 8:30 PM M,W **\$95**
Sec. B JAN. 31 – FEB. 23, 2012
 6:30 – 8:30 PM T, TH **\$95**

Retirement Planning

Learn the best financial steps toward retirement. Includes types: SEP, profit sharing, 401K, TSA and IRAs, investments, social security and rollovers.

RP11 **12 HOURS**
Sec. A NOV. 1 – DEC. 6, 2011
 7 – 9 PM T **\$85**

Cake Decorating

Use decorating tools to prepare icings and frostings, piping borders, making flowers and writing. Ingredients extra. Limited to 12 students.

CD11 **18 HOURS**
Sec. A SEPT. 26 – OCT. 31, 2011
 6 – 9 PM M **\$95**
Sec. B JAN. 23 – MAR. 5, 2012
 6 – 9 PM M **\$95**

Advanced Cake Decorating

Learn techniques and develop skill in: Stacked & Tiered Cakes, Buttercream Icing and Rolled Fondant, Buttercream, Royal Icing, and Fondant Flowers and Draping Supplies extra. Prerequisite: Cake Decorating. Limited to 12 students.

CD211 **18 HOURS**
Sec. A NOV. 7 – DEC. 12, 2011
 6 – 9 PM M **\$95**
Sec. B MAR. 12 – MAY 23, 2012
 6 – 9 PM M **\$95**

General Information – Financial

Financial Aid

Financial Aid may be available to help pay tuition and other educational expenses. Each funding source has different eligibility requirements. Call today for an appointment: 440.774.1051 ext. 2322.

Pell Grants

Many of our students have tuition and books paid for through some type of financial aid. Programs of 600 hours or more are Pell Grant eligible. These are noted in this catalog by being shaded in blue.

What is a Pell Grant?

It is a federal grant that provides money to individuals to assist with expenses. It does NOT have to be repaid. Who is eligible? Grants are based on income, family size, etc. and have various guidelines. Students enrolled in less than 900-hour programs have prorated grants.

How do I apply for the Pell Grant?

Complete a free application at www.fafsa.ed.gov OR we will be glad to assist you in completing it. You will need your Federal Income Tax Return or income information from 2010. Call for an appointment.

William D. Ford Federal Direct Stafford Loans

Direct Loans are low-interest loans for students to help pay for the cost of a student's education after high school. The lender is the U.S. Department of Education. With Direct Loans, you borrow directly from the federal government and have a single contact—your loan servicer—for everything related to repayment, even if you receive Direct Loans at different schools. Direct loans must be repaid.

Employment netWork Funding

As a partner of the Employment netWork, the Lorain County JVS Adult Career Center provides on-site access to services for jobseekers, workers and employers in the community. The Employment netWork offers some funding assistance to those who qualify.

Payment Plans

Students may conveniently make payment plan arrangements by speaking to an Adult Career Center secretary. A valid Visa, MasterCard, or Discover credit card must be presented.

Debit cards are not accepted. Note: *The cardholder must be present to sign the payment plan.*

Tuition only can be financed by a payment plan; payment plans cannot include books, tools, or other program related expenses.

The first payment of any payment plan is due prior to the first class meeting. Subsequent payments are assigned. By signing the payment plan agreement, students are obligated to make payments as scheduled. If a payment is missed, it will be applied to the credit card on file. Students may be administratively withdrawn for past due payments. A certificate of completion will not be given to any student who has a payment plan balance. Students with payment plans who withdraw are subject to the terms and conditions of the LCJVS Withdrawal/Refund Policy. Payment in full is expected for any withdrawals after the refund period.

Program Hours: 119 – 170 hours.

After \$100 deposit is paid, the balance will be divided into two installments.

Program Hours: 171 – 299 hours.

After \$100 deposit is paid, the balance will be divided into three installments

Program Hours: 300 – 599 hours.

After \$100 deposit is paid, the balance will be divided into four installments.

Program Hours: 600+ hours.

After \$100 deposit is paid, the balance is divided into seven installments.

Gainful Employment Disclosure Requirements

The Lorain County JVS Adult Career Center is proud to offer certificate programs that prepare students for gainful employment in a number of recognized occupations. Effective July 1, 2011, the Department of Education has established regulations that require institutions to disclose key information gainful employment programs to prospective students who are eligible to receive Title IV Financial Aid, which includes participation in the Federal Direct Loan Program.

*Consumers will find the following information about each of our Title IV funded programs: The name and U.S. Department of Labor's Standard Occupational Classification (SOC) code of the occupations that the program prepares students to enter, along with links to occupational profiles on the U.S. Department of Labor's O*NET Web site; the on-time graduation rate for students completing the program; the tuition and fees the institution charges a student for completing the program within normal time; the typical costs for books and supplies; the job placement rate for students completing the program; the median loan debt incurred by students who completed the program.*

General Information

Certificates of Completion

A certificate of completion will be awarded to each student who has attended 90% of scheduled classes hours and has satisfactorily completed the required work for the course.

Textbooks, Fees and Supplies

Textbooks and supplies are not included in course fees. Books will be purchased as a group the first night of class. Bookstore hours begin in August, M - TH 4 - 8 PM. Students must provide their own hand tools when necessary.

Accreditation

Lorain County JVS Adult Career Center is accredited by the North Central Association Commission on Accreditation and School Improvement. All teachers are qualified practitioners in their area of instruction and are certified by the Ohio Department of Education.

Canceled Classes

The Adult Career Center will cancel courses that do not attain the required minimum enrollment. The Center reserves the right to cancel, postpone or combine courses before or at the first class meeting. Attempts are made to contact all students whose courses have been canceled. In the event a class is canceled, a full refund will be given. Arrangements may be made to transfer to another course by contacting the Adult Career Center Office.

School Closings

If the high school sessions are not held at the Lorain County JVS due to weather conditions, the Adult Career Center classes will also be cancelled.

Withdrawals and Refunds

If a student finds it necessary to withdraw from a course, the student must contact the Adult Career Center. Students who wish to withdraw who receive Title IV funding (Pell Grants and/or Federal Direct Stafford Loans) **must** meet with the Student Services Department of the Adult Career Center.

Refunds are given to students who withdraw prior to the first day of class with the exception of the following fees that will be withheld:

100 hours and above:

\$100 administrative fee will be held

99-21 hours:

\$25 administrative fee will be held

20 hours and below:

\$10 administrative fee will be held

Following the start of class, refunds will follow the protocol below, based on tuition paid in full:

100 hours and above:

A 90% REFUND IS GIVEN DURING THE FIRST WEEK OF CLASS, AFTER THE \$100 ADMINISTRATIVE FEE IS RETAINED.

REFUNDS ARE CALCULATED BASED ON FULL TUITION FEES. After the first week of class, no refunds are given. If a balance remains, the student is required to pay.

99-21 hour classes:

A 90% REFUND IS GIVEN DURING THE FIRST WEEK OF CLASS, AFTER THE \$25 ADMINISTRATIVE FEE IS RETAINED.

REFUNDS ARE CALCULATED BASED ON FULL TUITION FEES. After the first week of class, no refunds are given. If a balance remains, the student is required to pay.

Under 20 hours:

A 50% REFUND IS GIVEN AFTER THE FIRST NIGHT OF CLASS, AFTER THE \$10 ADMINISTRATIVE FEE IS RETAINED.

REFUNDS ARE CALCULATED BASED ON FULL TUITION FEES. After the first NIGHT of class, no refunds are given. If a balance remains, the student is required to pay. Please allow four weeks for refunds to be processed.

**The Lorain County JVS Adult Career Center
is a University Systems of Ohio Provider**

General Information

Privacy Notification

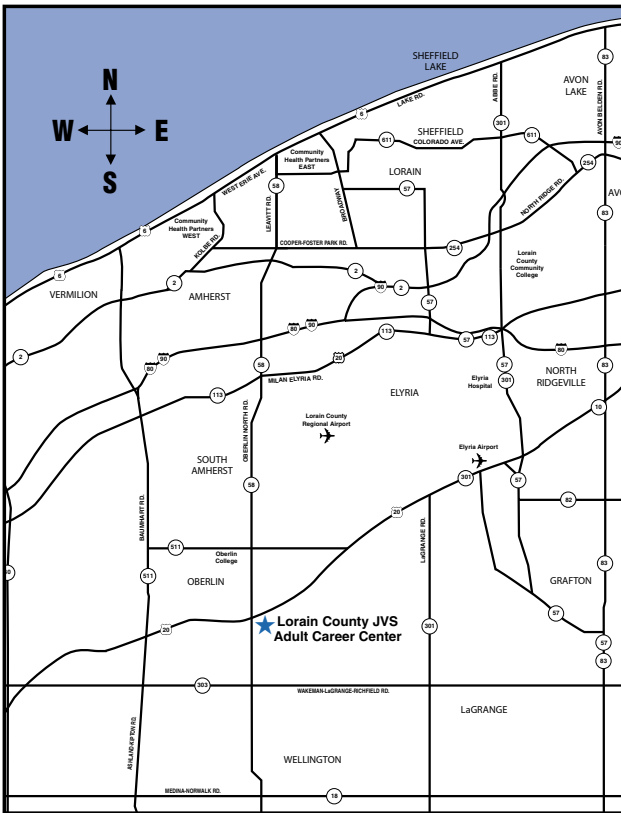
The Privacy Act of 1974 does not permit the Lorain County JVS Adult Career Center to share information regarding a student's grades, attendance or other issues except with prior written permission.

Career Development Programs

Some career development programs are Pell Grant or ITA (Individual Training Accounts through the Employment Network) eligible and require a high school diploma or GED. Some safety-sensitive education programs may require drug testing and/or background checks prior to admission. Career Development Programs include placement assistance and employability skills training. Books and tools are extra.

Employment Opportunities

The Career Services Office serves as a liaison between students and the employment community. An ongoing database of available employment opportunities is maintained and made available to job seekers. Job seekers are directed to potential employment opportunities based on their skills, training and experience.



The Lorain County JVS Board of Education and its staff are dedicated to providing equal educational opportunities and equal employment opportunities without regard to gender, race, color, creed, national origin, religion, age or handicap.



Lorain County Joint Vocational School District
15181 S.R. 58
Oberlin, OH 44074

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Zip Code 44101
Permit No. 2885
ECRWSS

Postal Customer



Find us on Facebook and Twitter for all the latest information on programming, job opportunities, and more!

Registration will be taken through the class start date. To assure yourself a place in the class, register as soon as possible. Courses that do not attain minimum enrollment will be cancelled the week prior to start date.

REGISTRATION is required for all courses. Admission is open to anyone 16 years of age or older. To confirm your registration, a minimum of \$100 is required for programs not requiring a counseling appointment. This will be applied to your tuition. The balance is to be paid BEFORE the first class meeting unless a payment plan is established. Anyone registering for career development programs must call for registration information. Registration for classes may be made as follows:

IN PERSON: At the Adult Career Center office.

MAIL: Make checks payable and mail to: Lorain County, JVS Adult Career Center, 15181 S.R. 58 South, Oberlin, OH 44074.

ELECTRONICALLY: www.lcjvs.com using MasterCard, Visa or Discover.

PHONE: Oberlin/Elyria 440.774.1051, Ext. 2254 or Lorain 440.986.6601, Ext. 2254 using MasterCard, Visa or Discover.

FAX: 440.776.2070 using MasterCard, Visa or Discover. When your registration is received, you will receive a confirmation.

ATTENTION EMPLOYERS: When paying employee tuition, a memo on your letterhead must accompany the registration form.

The Lorain County JVS Board of Education and its staff are dedicated to providing equal educational opportunities and equal employment opportunities without regard to gender, race, color, creed, national origin, religion, age or handicap. D0722

Registration Form

Make checks payable and mail to: Lorain County JVS Adult Career Center
15181 S.R. 58 South • Oberlin, OH 44074
Elyria/Oberlin 440.774.1051 Extension 2254 • Lorain 440.986.6601 Extension 2254
www.lcjvs.com

Course Title & Number _____

Name _____

Address _____

City _____ State _____ Zip _____

Home Telephone _____

Employer's Name _____

Business Address _____

MasterCard Visa Discover

Card Number _____ Exp. Date _____

3-digit CVV# on signature line of card _____ Amount Enclosed/Charge _____ F022

REGISTRATION HOURS: Monday - Thursday 8:00am-10:00pm | Friday 8:00am-3:00pm