




**DISCOVER  
YOUR FUTURE**



**2020  
2021  
COURSE  
CATALOG**

DISCOVER  
WAYNE  
CAREER  
SCHOOL  
CENTER



ADULT & COMMUNITY EDUCATION  
**WCSCC**  
WAYNE COUNTY SCHOOLS CAREER CENTER  
*Education at its Finest*

VISIT [WCSCC.ORG](http://WCSCC.ORG) FOR MORE INFORMATION

## 3 EASY WAYS TO REGISTER



### ONLINE

wcsc.org



### PHONE

330-669-7070



### IN PERSON

Adult Education Office  
518 W. Prospect St.  
Smithville, OH 44677



## NOT SURE WHERE TO START?

*Come to a free info session.*

Learn about the programs we offer, view course schedules, learn about financial aid and entrance requirements, and even tour our classrooms and labs.

*Reserve your spot today!*

### ONLINE

wcsc.org/infosession

### EMAIL

aeinfo@wcsc.org

### PHONE

330-669-7070

## FIND US ON SOCIAL MEDIA



## Our Students Experience *the Best* Benefits Available!

### FINANCIAL AID

Scholarships  
Federal Pell Grants and Stafford Loans  
Federal Supplemental Grants (SEOG)  
Workforce Innovation & Opportunity Act (WIOA)  
Veterans Benefits (VA)  
Payment Agreements-Interest Free  
Opportunities for Ohioans with Disabilities (OOD)  
Trade Adjustment Assistance (TAA)

### JOB PLACEMENT SERVICES

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

### EXTERNSHIPS

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

### PROFESSIONAL DEVELOPMENT

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

### CERTIFICATE & CAREER PORTFOLIOS

Certificate of Completion and Career Portfolios given at graduation.

### PLACEMENT TESTING

Full-time students complete select assessments that focus on prerequisite skills. \$60 fee applies (\$55 if paid in advance).

### DRUG FREE CLUBS OF AMERICA

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

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## YOUR TOP THREE QUESTIONS ANSWERED

### *How do I enroll?*

Full-time students must attend a free information session (see side bar on p2) before enrolling to obtain an application, schedule assessments, and receive federal financial aid resources. Reserve your spot online or by phone.

Part-time students can enroll online, by phone, or in-person. Some part-time programs require entrance tests that can be scheduled by calling the Adult Education office at 330-669-7070.

### *Is financial aid available?*

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

### *How do I get more information about a program?*

Visit [wcsc.org](http://wcsc.org) and click on Adult Education or attend a free info session. You can also email [aeinfo@wcsc.org](mailto:aeinfo@wcsc.org) with specific questions or call our office at 330-669-7070.

| TUITION                                  | PROGRAM   |
|--|---|
| \$6.25/hr                                | Cosmetology   |
| \$6.25/hr                                | Administrative Office Professional, Medical Assisting, Dental Assisting |
| \$7.75/hr                                | Law Enforcement Training Academy  |
| \$7.75/hr                                | Practical Nursing   |
| \$12.00/hr                               | Manufacturing Technologies  |
| Additional supply & book fees also apply |   |

## OUR MISSION

Our WCSCC mission is to provide knowledge, skill development and experiences necessary for a lifetime of personal and professional growth.



## PART-TIME STUDENT ORIENTATION

New students enrolling in part-time classes should plan to attend a mandatory orientation before classes begin. Orientation covers school expectations, setting up user accounts, getting a student badge, and learning where classrooms and various facilities are located.

### Fast Track Welding, Apprentices, Trade & Industry

8/24/20 6-7pm  
1/11/21 6-7pm

Call for additional orientation dates

### Fast Track Basic Office Operations

Call for Orientation Dates

# Law Enforcement

## LAW ENFORCEMENT TRAINING ACADEMY

FULL TIME



FINANCIAL AID ELIGIBLE

755 hours\*\*

Classes Start: 9/29/20

M-F 6-10pm; Every other Saturday 8am-5pm

Tuition\*\*: \$5,851 + Books and Materials

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

\*\*Hours and tuition are subject to change with any required increase to OPOTA curriculum hours.

The Law Enforcement Training Academy is administered by the WCSCC in conjunction with the Ohio Peace Officers Training Council (OPOTC) and meets or exceeds the minimum requirements in all areas of training mandated by the OPOTC. The Law Enforcement Training Academy is required to become a police officer in the State of Ohio. The curriculum includes all topics required by the OPOTC and others as determined by the WCSCC and the Academy Commander. Attendance at all classes is mandatory.

Our instructors are recognized as leaders in local, county, state, and federal agencies and are certified to instruct the Ohio Peace Officer Training Council Curriculum.

### Entrance Requirements (in part)

- Successfully pass the WorkKeys and Wonderlic assessment exams
- 21 years or older by one month prior to completion of the program
- High school diploma or certificate of high school equivalency
- Possess a valid Ohio driver's license
- No conviction of a felony offense or serious misdemeanor
- No conviction of any domestic violence
- No more than one (1) conviction of Operating a Vehicle under the Influence within the last 5 years
- Approved criminal background investigation (BCI/FBI)
- Pass the OPOTC Physical Fitness Assessment Test
- Pass drug screen test
- Pass a medical physical exam

Contact Public Safety Coordinator, Greg Chandler, at [gchandler@wcsc.org](mailto:gchandler@wcsc.org) for more information.

Public Safety FY19  
Retention: 100% Placement: 89%

# Office Technology

## ADMINISTRATIVE OFFICE PROFESSIONAL

FULL TIME |  FINANCIAL AID ELIGIBLE

935 hours | Day Class  
Classes Start: 9/21/20  
M-F 9am-2pm

**Additional dates may be added! Check our website or call us for the most up-to-date information.**

Tuition: \$5,844 + Books and Materials

### Select your area of concentration:

- Accounting Clerk
- Medical Office Clerk
- Marketing Assistant
- Human Resources Clerk

Prepare for success in an administrative office by focusing on one of our four concentration areas. You will gain skills by learning office procedures and the latest software applications including Google Drive and Microsoft Office. This accelerated and comprehensive program includes the opportunity to complete Office Productivity Assessment and Certifications (OPAC) and/ or National Healthcareers Association Credential, Certified Billing and Coding Specialist.

Administrative Office FY19  
Retention: 82% Placement: 79%

## BILLING AND CODING SPECIALIST

275 hours | BE438A  
Classes Start: 1/6/21 – 5/24/21  
M/W/F 9am-2pm  
Tuition: \$2,400 | Books: \$694  
*Call to schedule entrance assessment test, cost \$60 (\$55 if paid in advance)*

This course combines Medical Billing and Reimbursement Management, Physician Practice Management and Medical Insurance, along with an overview of ICD-9 and ICD-10, CPT, and HCPCS. As part of the program, you will prepare to take the Certified Billing and Coding Specialist Industry Credential.

## MEDICAL TERMINOLOGY

45 hours/ 9 sessions | BE013A  
Classes Start: 10/15/20 – 12/17/20 | Th 9am-2pm  
Tuition: \$450 | Books: \$65

Learn the basics of medical terminology used for a career in the medical field.

## BUSINESS MATH

40 hours/ 21 sessions | BE127A  
Classes Start: 10/5/20 – 12/14/20 | M/W 12-2pm  
Tuition: FREE

Refresh your math skills including fractions, percentages, averages, and develop an understanding of formulas that will be helpful if you use Excel.

## Look How These Office Careers are Growing!



| Careers                                    | Median Wage (in Ohio)     | Projected Annual Job Openings (in Ohio) |
|--|---------------------------|---|
| Bookkeeping, Accounting, & Auditing Clerks | \$18.13/hr<br>\$37,710/yr | 6,930                                   |
| Secretaries & Administrative Assistants    | \$16.62/hr<br>\$34,580/yr | 7,760                                   |
| Medical Secretaries                        | \$15.52/hr<br>\$32,280/yr | 5,280                                   |
| Receptionists & Information Clerks         | \$12.29/hr<br>\$25,570/yr | 3,390                                   |
| Medical Records & Health Information       | \$18.09/hr<br>\$37,630/yr | 720                                     |
| Office Clerks, General                     | \$14.88/hr<br>\$30,940/yr | 10,500                                  |
| Human Resources Assistants                 | \$18.47/hr<br>\$38,410/yr | 490                                     |

<sup>1</sup>www.acinet.org 2019

“  
*This class has helped me grow as an individual and has taught me so much. I look forward to learning new things on the daily. I'm so thankful for the opportunity to go here and meet such wonderful people.*

— MARY ADKINS

”

# Medical Professional

## DENTAL ASSISTING

900 hours | HO008  
Classes Start: 9/21/20  
M–Th 5:30 – 9:30pm

FULL TIME |  FINANCIAL AID ELIGIBLE

**Additional dates may be added! Check our website or call us for the most up-to-date information.**

**Tuition: \$5,625 + Books & Materials**

A career as a Dental Assistant offers many opportunities in a fast-growing field. As valuable members of the dental care team, assistants greatly increase the efficiency of the dentist in the delivery of quality oral healthcare.

### Skills taught in this course include:

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

Dental Assisting students will have the opportunity to earn the Registered Dental Assistant and Licensed Ohio Dental Radiographer credentials.

**Dental Assisting FY19**  
Retention: 91% Placement: 83%

| Careers   | Median Wage (in Ohio)     | Projected Annual Job Openings (in Ohio) |
|---|---------------------------|---|
| Licensed Practical Nurses and Vocational Nurses | \$20.21/hr<br>\$42,030/yr | 3,330                                   |
| Dental Assistants                               | \$17.58/hr<br>\$36,560/yr | 1,330                                   |
| Medical Assistants                              | \$14.72/hr<br>\$30,620/yr | 3,150                                   |
| Nursing Assistants                              | \$12.54/hr<br>\$26,080/yr | 8,170                                   |

<sup>1</sup>www.acinet.org 2019

## PRACTICAL NURSING

1447 hours | HO050  
Day Classes Start: 8/3/20\* M–F 8:30am–3pm  
Evening Classes Start: 9/14/20\*  
M–Th 3:30–10pm  
Tuition: \$11,214 + Books & Materials  
*Call to schedule a free information session*

FULL TIME |  FINANCIAL AID ELIGIBLE

Licensed Practical Nurses (LPNs) care for people who are sick, injured, convalescent, or disabled under the direction of physicians and registered nurses. The nature of the direction and supervision required varies by state and job setting.

### The typical duties of a Practical Nurse are:

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

### Adult & Community Education Offers:

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

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

\*Students may be granted credit for classes previously completed including Nurse Aide.

**Practical Nursing FY19**  
Licensure Passage: 100% Placement: 100%



*The value of the WCCSC nursing program is immeasurable to us. More than 80% of my nursing team is made up of graduates from your program. They come out well prepared and ready to take on the challenges of the ever-changing field of nursing.*

— BARBARA BULL RN, BSN  
DIRECTOR OF NURSING, JAG HEALTHCARE - COUNTRY POINTE



## MEDICAL ASSISTING

900 hours | HO001

Classes Start: 9/1/20

M–Th 5:30–9:30pm

FULL  
TIME



FINANCIAL  
AID ELIGIBLE

**Additional dates may be added! Check our website or call us for the most up-to-date information.**

**Tuition: \$5,625 + Books & Materials**

Accredited by the CAAHEP. 25400 U.S. Highway 19 North, Suite 158, Clearwater, FL 33763.

727.210.2350. <http://www.caahep.org/>

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

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

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

Medical Assisting students will have the opportunity to gain practical experience through a 160-hour unpaid externship. A criminal background check and immunizations are required. The cost of the immunizations, background check, and uniforms will be the responsibility of the student.

Medical Assisting FY19  
Retention: 92% Placement: 92%



*The Foot & Ankle Center has had the privilege of hosting students from the Medical Assisting Program for the last few years. I am very impressed with the students skill sets and have employed some exceptional students from this program.* — CHRISTINA MATHIS, PRACTICE MANAGER



## NURSE AIDE TRAINING

80 hours

Day Classes Start:

6/8/20–7/2/20 M–F 8:30am–3pm | HO010

7/13/20–8/6/20 M–F 8:30am–3pm | HO010

8/3/20–8/28/20 M–F 8:30am–3pm | HO010

Evening Classes Start:

6/8/20–7/2/20 M–F 3:30pm–10pm | HO010

9/14/20–10/8/20 M–F 3:30pm–10pm | HO010

11/2/20–12/2/20 M–F 3:30pm–10pm | HO010

1/11/21–2/5/21 M–F 3:30pm–10pm | HO010

3/11/21–4/6/21 M–F 3:30pm–10pm | HO010

**Tuition: \$675**

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

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

## CPR TRAINING FOR HEALTHCARE PROFESSIONALS

3 hours/1 session

**Tuition: \$70**

7/27/20 | M 8am–11am | PS008A

9/10/20 | Th 4pm–7pm | PS008B

Basic Life Support (BLS) for Healthcare Providers, is designed for healthcare professionals who must have a credential documenting successful completion of a course in cardiopulmonary resuscitation, CPR, and BLS.

The BLS for Healthcare Providers classroom course is designed to provide a wide variety of healthcare professionals the ability to recognize several life-threatening emergencies, provide CPR, use an AED, and relieve choking in a safe, timely and effective manner. Course participants will learn how to recognize and respond to life-threatening emergencies such as cardiac arrest, respiratory arrest, and foreign-body airway obstruction.



## MANUFACTURING TECHNOLOGIES

680 hours | Classes Start: August 2020 M-F 4-10pm | Tuition: \$8,160 + Books & Materials

Join the growing and advancing world of manufacturing. Choose from 4 different areas of concentration including Industrial Maintenance, Precision Machining, Robotics & Automation, and Welding. Prepare for advanced credentials or further education or for immediate employment in your field.

The skills taught in this program vary by concentration and may include basic electronics, electricity, CNC, hydraulics, pneumatics, machining, metallurgy, welding, and more.

| Careers              | Median Wage (in Ohio)     | Projected Annual Job Openings (in Ohio) |
|----------------------|---------------------------|---|
| CNC Machining        | \$23.71/hr<br>\$49,330/yr | 250                                     |
| Welding              | \$18.58/hr<br>\$38,640/yr | 1,970                                   |
| Industrial Machinery | \$24.14/hr<br>\$50,210/yr | 1,860                                   |
| Robotics Technician  | \$25.19/hr<br>\$52,380/yr | 40                                      |

**Upon successful completion of the course, you'll earn the following credentials:**

### Welding

Three AWS D1. Credentials

### Precision Machining & Industrial Maintenance

MSSC Certified Production Technician  
One AWS D1. Credential

### Robotics & Automation

FANUC Tool Handling Pro Credential

### All Concentration Areas

ACT National Career Readiness  
Credential  
OSHA 10 hour Credential

Trade and Industry FY19  
Retention: 83% Placement: 100%

| COURSE TITLE<br>*prerequisite required | COURSE NUMBER    | DATES                               | DAYS | TIME   | COST<br>*includes book |
|--|------------------|-------------------------------------|------|--------|------------------------|
| AC Fundamentals*                       | TI055A           | 1/14/21-5/6/21                      | TH   | 8-10pm | \$380                  |
| Advanced Pipefitting/TIG Welding       | TI048            | TBD                                 |      |        | \$380                  |
| Algebra*                               | TI012A           | 1/12/21-4/20/21                     | T    | 4-6pm  | \$380                  |
| Autocad 1                              | TI028            | TBD                                 |      |        | \$380                  |
| Basic Electricity                      | TI051A           | 8/20/20-12/17/20                    | TH   | 4-6pm  | \$530*                 |
| Basic Electronics                      | TI053A           | 8/20/20-12/17/20                    | TH   | 8-10pm | \$380                  |
| Basic Mathematics                      | TI011A           | 8/25/20-12/1/20                     | T    | 4-6pm  | \$553*                 |
| Basic Wiring                           | TI181A           | 8/20/20-12/17/20                    | TH   | 6-8pm  | \$485*                 |
| Basic Blueprint Reading & Sketching    | TI021A           | 8/25/20-12/1/20                     | T    | 6-8pm  | \$470*                 |
| CAD/CAM 1                              | TI046A           | 8/25/20-12/1/20                     | T    | 8-10pm | \$380                  |
| CAD/CAM 2*                             | TI047A           | 1/13/21-4/21/21                     | W    | 4-6pm  | \$380                  |
| CNC Fundamentals*                      | TI035A           | 1/12/21-4/20/21                     | T    | 8-10pm | \$493*                 |
| CNC Machining Lab 1*                   | TI097A           | 1/11/21-4/12/21                     | M    | 6-10pm | \$1,125*               |
| CNC Machining Lab 2*                   | TI098A           | 1/14/21-4/8/21                      | TH   | 6-10pm | \$1,125*               |
| Commercial & Industrial Wiring*        | TI081A           | 1/14/21-5/6/21                      | TH   | 6-8pm  | \$432*                 |
| Computers & Software for Industry      | TI092A           | 1/11/21-5/3/21                      | M    | 4-6pm  | \$380*                 |
| Die Design                             | TI025            | TBD                                 |      |        | \$380                  |
| Electric Machine Control*              | TI052            | TBD                                 |      |        | \$380                  |
| Electrical Troubleshooting 1           | TI091            | TBD                                 |      |        | \$380                  |
| Electrical Troubleshooting 2           | TI094            | TBD                                 |      |        | \$380                  |
| Fast Track Welding                     | TI166A<br>TI166B | 8/26/20-11/11/20<br>1/13/21-3/31/21 | T/W  | 5-9pm  | \$1610                 |
| Fast Track CNC Operator                | TI167            | TBD                                 |      |        | \$1075                 |
| Fast Track Production Tech             | TI171            | TBD                                 |      |        | \$525                  |



| COURSE TITLE<br>*prerequisite required         | COURSE NUMBER | DATES            | DAYS  | TIME   | *includes book | COST    |
|--|---------------|------------------|-------|--------|----------------|---------|
| Geometry*                                      | TI013A        | 8/24/20–12/14/20 | M     | 4–6pm  |                | \$380   |
| HVAC Fundamentals (Applications in Automotive) | TI067A        | 1/11/21–5/3/21   | M     | 7–9pm  |                | \$553*  |
| Hydraulics                                     | TI061A        | 1/12/21–4/20/21  | T     | 6–8pm  |                | \$420*  |
| Mechanical Components                          | TI063A        | 1/13/21–4/21/21  | W     | 8–10pm |                | \$539*  |
| Metallurgy & Heat Treating                     | TI043A        | 1/12/21–4/20/21  | T     | 6–8pm  |                | \$455*  |
| NEC Code*                                      | TI082         | TBD              |       |        |                | \$539*  |
| PLC 1: Allen Bradley Introduction*             | TI085A        | 8/28/20–12/11/20 | F     | 7–9pm  |                | \$890*  |
| PLC 2: Allen Bradley LOGIX5000 Prg Lad*        | TI086A        | 1/13/21–3/17/21  | W     | 5–8pm  |                | \$790*  |
| PLC 3: Siemens Intro to Automation*            | TI087A        | 3/24/21–5/26/21  | W     | 5–8pm  |                | \$750*  |
| PLC 4: Workcells & Troubleshooting*            | TI089A        | TBD              |       |        |                | \$750   |
| Pneumatics                                     | TI062A        | 8/25/20–12/1/20  | T     | 8–10pm |                | \$500*  |
| Precision Machining Lab 1                      | TI033A        | 8/24/20–11/16/20 | M     | 6–10pm |                | \$660   |
|  | TI033B        | 8/27/20–11/19/20 | TH    |        |                |         |
|  | TI033C        | 1/11/21–4/12/21  | M     |        |                |         |
| Precision Machining Lab 2*                     | TI034A        | 8/27/20–11/19/20 | TH    | 6–10pm |                | \$660   |
|  | TI034B        | 8/24/20–11/16/20 | M     |        |                |         |
|  | TI034C        | 1/11/21–4/12/21  | M     |        |                |         |
| Precision Machining Lab 3*                     | TI038A        | 8/24/20–11/16/20 | M     | 6–10pm |                | \$660   |
|  | TI038B        | 8/27/20–11/19/20 | TH    |        |                |         |
|  | TI038C        | 1/6/20–4/6/20    | M     |        |                |         |
| Precision Machining Lab 4*                     | TI039A        | 8/24/20–11/16/20 | M     | 6–10pm |                | \$660   |
|  | TI039B        | 8/27/20–11/19/20 | TH    |        |                |         |
|  | TI039C        | 1/6/20–4/6/20    | M     |        |                |         |
| Precision Machining Theory 1                   | TI031A        | 8/26/20–12/9/20  | W     | 6–8pm  |                | \$502*  |
| Precision Machining Theory 2*                  | TI032A        | 1/13/21–4/21/21  | W     | 6–8pm  |                | \$380   |
| Robotics 1                                     | TI114A        | 8/28/20–12/4/20  | F     | 4–7pm  |                | \$2050* |
| Robotics 2                                     | TI115A        | 1/15/21–4/9/21   | F     | 4–7pm  |                | \$1040* |
| Trigonometry I*                                | TI014A        | 1/11/21–5/3/21   | M     | 4–6pm  |                | \$568*  |
| Welding Credential Preparation                 |               | Call to Schedule |       |        |                | \$35/hr |
| Welding Credential—Aluminum                    |               | Call to Schedule |       |        |                | \$270   |
| Welding Credential—Steel                       |               | Call to Schedule |       |        |                | \$210   |
| Welding Credential—Stainless Steel             |               | Call to Schedule |       |        |                | \$290   |
| Welding Credential—Pipe                        |               | Call to Schedule |       |        |                | \$320   |
| Welding Labs                                   | TI004A        | 8/24/20–9/28/20  | M/W   | 5–9pm  |                | \$550   |
|  | TI004B        | 8/24/20–11/2/20  | M     |        |                |         |
|  | TI004C        | 8/26/20–10/28/20 | W     |        |                |         |
|  | TI004D        | 11/2/20–12/9/20  | M/W   |        |                |         |
|  | TI004E        | 1/11/21–3/29/21  | M     |        |                |         |
|  | TI004F        | 1/13/21–3/17/21  | W     |        |                |         |
|  | TI004G        | 3/22/21–5/24/21  | M/W   |        |                |         |
|  | TI004H        | 1/15/21–3/19/21  | F     |        |                |         |
|  | TI004EE       | 1/15/21–4/23/21  | F     |        |                |         |
| Welding Theory I                               | TI005A        | 8/24/20–12/14/20 | M/W/F | 4–5pm  |                | \$858*  |
| Welding Theory II*                             | TI007A        | 1/11/21–4/28/21  | M/W/F | 4–5pm  |                | \$662*  |



*The WCSCC works well with the manufacturing industries in our own community to provide a great experience for their apprenticeship programs. This statement couldn't be more true for myself, I am currently in my second apprenticeship program.*

— CHUCK WEIRICK, THE WOOSTER BRUSH COMPANY





# DISCOVER YOUR PASSION

## Cosmetology

**COSMETOLOGY** FULL TIME |  FINANCIAL AID ELIGIBLE

1500 hours | HO075

Classes Start: 9/1/20

M-Th 5-9pm;

select Saturdays 8:30am-3:30pm

**Additional dates may be added!**

**Check our website or call us for the most up-to-date information.**

Tuition: \$9,375 + Books & Materials

Do you enjoy working with people? Do you have an eye for beauty? Be a cut above the rest in one of the fastest growing careers today.

Gain hands-on experience in our salon while obtaining the industry knowledge necessary for your Cosmetology license.

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

### Emphasis on these hands-on practices:

- Scalp care and hair treatments
- Hair cutting
- Hair styling
- Permanent waving
- Hair relaxing and straightening
- Color: highlighting and toning
- Manicuring and pedicuring
- Facial treatments
- Wig and hairpiece care

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

Cosmetology FY19  
Licensure Passage: 100% Placement: 100%

## Fast Track Classes

### FAST TRACK BASIC OFFICE OPERATIONS

165 hours/55 sessions | BE126A

Classes Start: 9/22/20 – 4/13/21

T/W 6-9pm

Tuition: \$1320 | Books: TBD

Course includes keyboarding, computer basics-operations/email, Microsoft Word, Excel and trending software-Google.

### FAST TRACK CNC OPERATOR

80 hours | T1167 | Call for Dates and Times

Tuition: \$1075

This pre-employment training introduces the operation and function of CNC machines, workplace safety, basic machining & tooling terminology, reading precision measurement tools, basic shop math, and basic blueprints.

### FAST TRACK PRODUCTION TECH

36 hours | T1171 | Call for Dates and Times

Tuition: \$525

This pre-employment training introduces skills in reading basic shop documents such as prints and production information, basic shop math, safety, workplace ethics, and basic computer use.

### FAST TRACK WELDING

90 hours

Classes Start:

08/26/20 – 11/11/20 W/F 5-9pm | T1166A

01/13/21 – 03/31/21 W/F 5-9pm | T1166B

Tuition: \$1610

This 12-week course will train non-welders to weld and will train current welders with new and additional skills. A certificate of completion will be given to each student. One welding certification test is included.



Eligible participants may qualify for a workforce development grant through United Way. Call for specific details.

# FREE Adult Diploma Program

## ADULT DIPLOMA CLASSES

Earn a high school diploma and career certification at no cost to you. (For qualifying students only.)

Any adult age 22 or older living in Ohio that does not have a High School Diploma or GED qualifies to participate in the Adult Diploma Program. Students will earn a high school diploma and a career-specific technical certification. All program costs are covered by a grant from the Ohio Department of Education. Available programs will be supplemented with academic enrichment classes through ASPIRE, to help students successfully pass the ACT WorkKeys, which is an acceptance requirement. Call us at 330-669-7070 to express interest in the Adult Diploma Program and sign up to attend a free info-session.

## Available programs include:

- Fast Track Basic Office Operations
- Fast Track Welding (includes 1 certification)
- Nurse Aide
- Administrative Office Professional: Accounting Clerk  
Human Resources Clerk

## Computer Classes

### INTRO TO COMPUTERS 1

12 hours/4 sessions

8/18/20 – 8/27/20 T/Th 6-9pm | BE451A

1/4/21 – 1/11/21 M/W 6-9pm | BE451B

Tuition: \$175 | Book: \$25

Our certified technician teaches you common knowledge about computers including security, using apps, working with files, using Microsoft Windows, Cortana, Edge, and customizing Windows. It is designed to be flexible for every beginning student.

### INTRO TO COMPUTERS 2

12 hours/4 sessions

9/1/20 – 9/10/20 T/Th 6-9pm | BE452A

1/25/21 – 2/3/21 M/W 6-9pm | BE452B

Tuition: \$175

This is a continuation of Intro to Computers 1. You'll learn more advanced computer skills and be introduced to the Microsoft Office Suite (Word, Excel, etc.).

### MICROSOFT WORD 2016

12 hours/4 sessions

Tuition: \$175 | Book: \$35



Word Level 1

10/5/20 – 10/14/20 M/W 6-9pm | BE488A

4/6/21 – 4/15/21 T/Th 6-9pm | BE488B

Word Level 2

10/19/20 – 10/28/20 M/W 6-9pm | BE489A

4/20/21 – 4/29/21 T/Th 6-9pm | BE489B

“  
*I love how the staff are kind and that they actually care about us! The small class that we have makes learning a lot easier for all of us. I just love how everyone is so nice all the time even on the bad days!*

— JESSICA MARELL

### MICROSOFT EXCEL 2016

12 hours/4 sessions

Tuition: \$175 | Book: \$25



Excel Level 1

10/6/20 – 10/15/20 T/Th 6-9pm | BE477A

2/9/21 – 2/18/21 T/Th 6-9pm | BE477B

Excel Level 2

10/20/20 – 10/29/20 T/Th 6-9pm | BE478A

2/16/21 – 2/25/21 T/Th 6-9pm | BE478B

Excel Level 3

11/3/20 – 11/12/20 T/Th 6-9pm | BE479A

3/2/21 – 3/11/21 T/Th 6-9pm | BE479B

### MICROSOFT POWERPOINT 2016

6 hours/2 sessions

Tuition: \$175 | Book: \$25



PowerPoint Level 1

7/27/20 – 7/29/20 M/W 6-9pm | BE117A

1/19/21 – 1/21/21 T/Th 6-9pm | BE117B

### MICROSOFT PUBLISHER 2016

6 hours/2 sessions

Tuition: \$175 | Book: \$25



12/1/20 – 12/3/20 T/Th 6-9pm | BE116A

4/5/21 – 4/7/21 M/W 6-9pm | BE116B

GET FULL CLASS DESCRIPTIONS, INCLUDING WHAT SKILLS ARE TAUGHT IN EACH LEVEL, ONLINE AT [WCSCC.ORG](http://WCSCC.ORG)



### Our **FREE** classes help you:

- Increase basic education skills
- Earn an Ohio High School Equivalency Diploma (GED, TASC, or HiSET)
- Prepare for certification testing
- Increase employability skills
- Learn English as a second language
- Prepare to enter post secondary education
- TOEFL Test Prep
- U.S. Citizenship Exam Prep
- And much more!

#### LEARN MORE

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

**CALL TO REGISTER**  
**330-988-1007**

# FREE Academic Classes

## ACADEMIC SKILLS REFRESHER

Continuous enrollment all year

Day Classes: M/W 2-4pm

Evening Classes: T/W 6-8pm

**Call 330-988-1007 to register**

Brush up on the academic skills you need for college entrance, the workplace, helping your child with homework, or personal fulfillment.

## CAREERWISE

10 weeks/20 sessions

9/28/20 – 12/10/20 M/Th 6-8pm

2/1/21 – 4/22/21 M/Th 6-8pm

**Call 330-988-1007 for additional dates, times, and to register**

Advance your career by boosting your academic and soft skills for FREE.

## FAST TRACK RETAIL TRAINING PROGRAM

10 weeks/20 sessions

9/15/20 – 11/19/20 M/Th 1-2:30pm

2/23/21 – 5/6/21 M/Th 1-2:30pm

**Call 330-988-1007 for additional dates, times, and to register**

This Fast Track program will focus on workforce training, specific to retail industries, that will also advance academic knowledge.

# ONLINE CAREER ENHANCEMENT

*Did you know we offer hundreds of online courses? With expert instructors and class times to fit your schedule, you can advance your skills from the comfort of your home.*

## DIGITAL PHOTOGRAPHY

Learn the basics of digital photography or learn more about photographing people or nature. Photoshop and other software classes are also available. **Tuition: \$125**

## EXCEL

Whether you want to learn the basics or more advanced skills, our online Excel courses are available for all levels.

**Tuition: \$125**

## ACCOUNTING FUNDAMENTALS

If you're interested in increasing your financial awareness while also gaining a marketable skill, this series of courses is perfect for you. **Tuition: \$125**

## ...AND HUNDREDS MORE!

Visit [wcsc.org](http://wcsc.org) and click **Online Learning** on the Adult Education page to see a full list of classes, prices, and more information.



**REGISTER FOR ONLINE CLASSES BY PHONE**

**330-669-7070**

# Business

## SOCIAL MEDIA MARKETING FOR SMALL BUSINESSES

3 weeks/3 sessions

Tuition: \$95

Classes Start: 1/19/21 T 6-8pm | 21WGI230A

Ready to jumpstart your business with marketing? Learn the fundamentals of building a great marketing plan for your small business and how to implement it on social media.

# Foreign Language

## SPANISH

Tuition: \$120 | Book: \$25

Classes Start: 9/17/20 Th 6-8pm | GI044A

Classes Start: 3/18/21 Th 6-8pm | GI044B

Are you planning a trip to a Spanish-speaking country? Do you need to know Spanish to help you in the workplace? Would you like to learn Spanish just for fun? This course will teach you beginning vocabulary and grammar for basic conversations.



# DISCOVER YOUR POTENTIAL



## PARTNER COLLEGES & CREDIT TRANSFERS



Advance to Franklin University. Upon successful completion of a full-time career development program, students qualify for 24 semester credit hours toward a Bachelor's Degree in Applied Management.



### Stark State COLLEGE

Articulation agreements toward an Associate Degree in Nursing with North Central State Technical College and Stark State are in place. Upon passing the NCLEX licensure exam, graduates will be eligible to pursue accelerated LPN-RN programs, including Stark State's satellite program housed in the Career Center.



30 Qualifying course credits may transfer to University of Akron towards an Associate of Technical Study. Specified technical programs are eligible to have technical credit transferred to public colleges and universities under a Career-Technical Credit Transfer (CT2).

## Financial Planning

### RETIREMENT PLANNING TODAY®

6 hours/2 sessions

Tuition: \$49

Call for dates and times, or visit [wccsc.org](http://wccsc.org)

You've worked hard to provide for your family and save for your future. Learn how to keep more of what you earn and make your money work harder for you. Whether you are just beginning to develop a retirement plan or approaching retirement, you'll learn practical information you can apply immediately. Includes a 223-page illustrated textbook. Couples may attend together for a single registration fee. Class sizes are limited.

Taught by Dan Artrip, CFP® of Ramsier Financial Services, Inc. Securities and investment advisory services offered through Cetera Advisors, LLC, member FINRA/SIPC. Cetera is under separate ownership from any other named entity.

### ESTATE PLANNING BASICS

4 hours/2 sessions

Tuition: \$20

10/5/20 - 10/12/20 T 7-9pm | GI028A

2/1/21 - 2/8/21 T 7-9pm

Living Trusts, Powers of Attorney, Wills, and Living Wills and Powers of Attorney for Health Care are among the basic tools for estate planning. Consideration of these documents in the context of avoiding probate will be the focus. We will also address the following topics: estate tax, forms of asset ownership, Medicaid eligibility, and gifting. Taught by a local attorney.

## WE ARE ALWAYS ADDING NEW CLASSES!

VISIT [WCCSC.ORG](http://WCCSC.ORG)

Check our website for the most up-to-date list and new offerings.



"Like" us on Facebook to see when new classes are added and get reminders for upcoming classes.

# Looking to make your company even MORE awesome?

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

## CUSTOMIZED BUSINESS TRAINING

Adult Education's focus on customizing programs to everyday business challenges has our clients realizing a significant return-on-investment and improved performance and productivity. Whether it's professional development, computer skills, supervisor training, or other opportunities, we'll help you keep employees current with skills vital to the success of your company by utilizing the tools we offer.

## CUSTOMIZED INDUSTRIAL TRAINING

We can customize industrial courses to meet your business needs, whether it's in our labs or at your company. Cost effective training is available for: Apprentice Programs, Blueprint Reading, CNC Machining, Electrical, Technical Math, and AWS Welding Credentials.

## JOB PLACEMENT SERVICES/EXTERNSHIPS

Adult Education is a preferred source for placements. We have a qualified pool of applicants in the areas of trade & industry, office, and health care specialties. Whether you are a company requiring an ideal candidate for hire or looking for an extern to help you during times of heavy workload, WCSCC Adult Education is your source for quality, skilled employees.

## PROFESSIONAL DEVELOPMENT

Our focus is on the most in-demand skills for a successful work place: effective communication skills, conflict resolution, problem solving, organizational skills, positive customer relations, and teamwork. Many other topics can be designed to meet your specific needs.

## REGISTERED APPRENTICESHIP

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

## WORKFORCE EVALUATION CENTER

Eliminate the expenses associated with poor hiring choices, reduce training costs, and improve retention rates. The Workforce Evaluation Center assists in the hiring process by providing customized skill testing matched to your job needs. Evaluate first, then hire.

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

| PROGRAM                             | CONTACT           | PHONE                  | EMAIL               |
|-------------------------------------|-------------------|------------------------|---------------------|
| Customized Business Training        | Sandy Elliott     | 330-669-7070 ext. 1322 | sellriott@wccsc.org |
| Customized Industrial Training      | Bruce Steiner     | 330-669-7070 ext. 3148 | bsteiner@wccsc.org  |
| Job Placement Services/ Externships | Josi Weaver-Kranz | 330-669-7070 ext. 6013 | jweaver@wccsc.org   |
| Professional Development            | Sandy Elliott     | 330-669-7070 ext. 1322 | sellriott@wccsc.org |
| Registered Apprenticeship           | Bruce Steiner     | 330-669-7070 ext. 3148 | bsteiner@wccsc.org  |
| Workforce Evaluation Center         | Katie Wiggam      | 330-669-7070 ext. 4170 | kwiggam@wccsc.org   |

# Additional Information

## ADMISSION REQUIREMENTS AND PROCEDURES

To enroll in a full-time program, applicants should first attend a free information session, complete an application, pass assessments for their desired program, and meet with the financial aid clerk to finalize funding. Most programs require a secondary credential (exceptions are Nurse Aide, Fast Track Welding and the Adult Diploma Program).

## CERTIFICATES

Certificates of completion are awarded to each student who attends 80 percent of scheduled classes of at least five hours duration and satisfactorily completes the required coursework. Additional copies of certificates and transcripts are available from the Adult Education Office at \$3 per copy.

## ACCREDITATION

Adult & Community Education, WSCCC, is accredited with 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. COE is a national accreditor with specific focus on quality and integrity in career and technical education. WSCCC operates under the authority of the Ohio Department of Higher Education.

## FACULTY AND STAFF

Instructors are certified by the State of Ohio and must have a minimum of five years experience and/or a college degree in their teaching field.

## PUBLIC MEETINGS

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

## PARKING AND BUILDING SECURITY

Large, well-lit parking lots are provided. All exterior doors to the main building are locked. Our annual security report is available at <http://bit.ly/1aVU2t6>.

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

## SENIOR CITIZEN DISCOUNT

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

## COURSE CANCELLATION

We reserve the right to cancel or postpone a course. Student will receive a full refund for canceled classes or may transfer to another scheduled class.

## PAYMENT POLICY

Cash, check, money orders, Visa, MasterCard or Discover are accepted in the Adult Education Office.

Classes Under \$200: All tuition and fees are due at registration.

Classes Between \$200-700: Pay 25% at registration and remaining balance the first day of class.

Classes Over \$700: Pay 25% at registration with the balance split into equal monthly payments based on the length of class. The first payment will be due the first session. Failure to make timely payments could result in being withheld from class.

## DELINQUENT PAYMENTS

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

## WITHDRAWAL AND REFUNDS

Short-Term/Career Enhancement Programs

If a request to withdraw is made:

- 7 or more days prior to class \$5 processing fee
- 1-6 days prior to class \$20 processing fee
- After class has started Scheduled hours/books

**Withdrawal date is when AE Office is notified of student's decision.**

## Career Development Programs

Request to withdraw: After orientation and before 1st day of class you will pay a \$100 processing fee

| Percentage Attended | Tuition Fees* | Percentage Attended | Tuition Fees* |
|---------------------|---------------|---------------------|---------------|
| 0-5%                | 5%            | 6%-10%              | 10%           |
| 11%-20%             | 20%           | 21%-30%             | 30%           |
| 31%-40%             | 40%           | 41%-50%             | 50%           |
| 51%-60%             | 60%           | 61% and up          | 100%          |

\*Percentage given is of tuition.

You will be charged for all books and supplies received. If a student has not communicated with us or been in class for two consecutive weeks the withdrawal/refund process will be initiated. Withdrawal date is the last day of attendance unless otherwise noted. The refund process will begin automatically, without a request from the student. Refunds will be mailed approximately 45 days after withdrawal date.

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

## RETURNED CHECK POLICY

Returned checks must be paid in cash along with a \$25 service fee immediately upon notification. (Failure to do so will result in your account being turned over to collections.)

## ENROLLMENT RESTRICTIONS

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

## WSCCC BUILDINGS AND GROUNDS ARE SMOKE AND TOBACCO FREE

Use of tobacco in any form is not allowed in the building, on the campus, or at clinical sites. Furthermore, students are not permitted to smoke in their cars while the car is on school or clinical sites property. Violation of this policy will result in progressive disciplinary action.

## EMERGENCY CLOSINGS

For activities that begin before 3:00 pm: When the Career Center Secondary Classes are canceled during the day, Adult Education classes are canceled until 3:00 with the exception of clinicals that have started. These will continue until completion.

Evening classes will be held unless a closing is announced.

The decision will be made as early as possible. The district offices are not staffed during school closings. Please monitor the stations listed below.

The following media will be used to report school closings: WKVX-AM 960 and WQKT-FM 104.5.  
Fox 8 WJW: <http://fox8.com/closings/school-closings/>



VISIT [WCSCC.ORG](http://WCSCC.ORG) FOR MORE INFORMATION ★ OR CALL 330.669.7070

★  
**WCSCC HIGH SCHOOL AND ADULT**  
★  
**THURSDAY,**  
**DECEMBER 3, 2020**  
★  
***Open House***  
★  
**JOIN US FOR AN INSIDE LOOK AT OUR PROGRAMS AND LABS**  
**TO LEARN MORE ABOUT GETTING STARTED!**



**CONVENIENTLY LOCATED IN SMITHVILLE, OHIO  
IN THE HEART OF WAYNE COUNTY.**

**A UNIVERSITY SYSTEMS OF OHIO TRAINING PROVIDER**

The Wayne County Schools Career Center complies with Title II, Title VI, and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, American with Disabilities Act, Age Discrimination in Federal Assisted Program Act, and the Genetic Information Nondiscrimination Act of 2008 in its policies and practices of non-discrimination and harassment against students and employees on the basis of religion, race, color, national origin, sex, disability, military status, ancestry, age, or genetic information.

Wayne County Schools Career Center  
518 W. Prospect St.  
Smithville, OH 44677

Non-Profit Org  
US Postage  
PAID  
Cleveland, OH 44101  
Permit No. 1723

ECRWSS

Residential Customer