



The
University
of Akron

**Medina County
University Center**

Spring 2010

Professional Development
Course Schedule

"Leadership Medina County's mission is to educate leaders and encourage service to the county. Recognizing that leadership is a lifelong endeavor, it's clear MCUC is the community's partner for the 21st century. MCUC provides learning opportunities for all — from elementary school ages to high school seniors to senior citizens, workforce skills for present and future jobs, and neutral ground for serious discussion on issues of importance to our county."

**Lucy Sondles, Executive Director,
Leadership Medina County**



UA/MCUC: Relevant. Responsive. Close to home.

www.uakron.edu/mcuc • 330-721-2210



Medina County University Center

Our commitment to you is to provide quality professional development programs that are relevant and address today's most important topics and help you keep your career skills sharp and focused.

Being responsive to the high-tech world we live and work in, our topics are timely, our instructors and facilitators are practitioners in their fields and our center is equipped with state-of-the-art technology.

We are close to home and delighted to invite you to attend workforce and professional development courses at the new Medina County University Center conveniently located at 6300 Technology Lane, Medina, Ohio.

Respectively,
James Boyes, Director

Customer Appreciation
TAKE 3 PRICING
see page 12

Need Financial or Retirement Planning?

See page 5 for a new course – Strategies for a Successful Retirement!

Welcome!

Experience the Medina County University Center's Professional Development Classes

**UA/MCUC: Relevant.
Responsive. Close to home.**

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Certificate Programs

INSURANCE CERTIFICATION

INSURANCE CERTIFICATE PROGRAM!

Brought to you by MCUC and Westfield Insurance

We are excited to offer the Program in General Insurance (INS) at MCUC again this spring! The program provides a solid foundation to build an insurance career or gain general understanding of the complicated world of insurance. You will gain knowledge on the coverages as well as learn about the vast careers in the insurance industry. These courses cover insurance principles, practices and policies in depth. To earn certification, there are three classes you must take, including:

INS 21 - PROPERTY AND LIABILITY INSURANCE PRINCIPLES

CEUs: 1.2 Instructor: Staff

Wednesdays, Feb. 24 – March 31 6 to 8 p.m.

\$275 10SPINVEST01

(Includes instruction and required materials: text and course guide with access to online practice exams.) **OR \$345** (Includes instruction and required materials: text and course guide with access to online practice exams and SMART Study Guide.)*

INS 22 - PERSONAL INSURANCE

CEUs: 1.2 Instructor: Staff

Wednesdays, April 14 – May 19 6 to 8 p.m.

\$275 10SPINVEST02

(Includes instruction and required materials: text and course guide with access to online practice exams.) **OR \$345** (Includes instruction and required materials: text and course guide with access to online practice exams and SMART Study Guide.)*

INS 23- COMMERCIAL INSURANCE

CEUs: 1.2 Instructor: Staff

Wednesdays, June 2 – July 7 6 to 8 p.m.

\$275 10SPINVEST03

(Includes instruction and required materials: text and course guide with access to online practice exams.) **OR \$345** (Includes instruction and required materials: text and course guide with access to online practice exams and SMART Study Guide.)*

*SMART Study Guide includes review notes and study flash cards.

Special Note: There is one industry test per course. Enrollment prices do NOT include the cost of the tests.

Take 3 Pricing Does Not Apply.

LEAN AND POLYMER

LEAN MASTERY CERTIFICATE PROGRAM

Take 3 Pricing Does Not Apply

Are you looking for fast and dramatic results? Lean thinking is the next generation of organizational effectiveness, process improvement and innovation. While this course is focused primarily on manufacturing, Lean thinking is a philosophy that can be applied to financial institutions, health care organizations and service providers of all kinds and all sizes to cut waste, boost productivity and increase profits. This six-day course will focus on practical skills through interactive participation, breakout sessions and the completion of projects. At the end of the course you will have the knowledge needed to fully facilitate Lean throughout your organization. Materials and lunches included.

Call for next scheduled class dates.

CEUs: 4.2 Instructor: Brian Furlong, co-author of "The Elusive Lean Enterprise"

8:30 a.m. to 4:30 p.m.

\$1,999 10SPLEAN0001

SIX SIGMA BLACK BELT

Certificate of completion will be provided after you document results from your project. Text and Minitab student version 14 software are included in the cost. Bring your laptop computer; if you do not have one, we will provide a computer in the classroom.

Define & Measure: January 18-January 22

Analyze: February 15-February 19

Improve: March 8-March 12

Control: April 5-April 9

**Dan Sommers, Design for Six Sigma
Master Black Belt**

20 class meetings CEUs: 14

Medina County University Center

All Class Times are 8:30 a.m. to 4:30 p.m.

\$7400 10SPSIXSGMA1

Call for special pricing. Take 3 Pricing Does Not Apply.

POLYMER CERTIFICATION PROGRAM

The University of Akron Medina County University Center is pleased to announce the return of the Polymer Certification Program. This unique program will help employees gain the knowledge and skills necessary to enable them to make their companies more competitive and profitable.

The certification program is comprised of 70 hours of instruction with five core courses and two courses in polymers and plastics specialization.

Call 330-721-2210 for details.

Certificate Programs

Supervisory Leadership Certificate Program – Spring 2010

It takes a complete set of skills to supervise in today's ever-changing and complex business world. This certificate program will give you these tools and teach you the best practices to keep you successful in managing others. Complete all four modules to earn your certificate. The following four supervisory leadership classes are offered this spring. Register for any or all of them today and beat the rush.

BUILDING YOUR MANAGEMENT FOUNDATION

Module One

Becoming a supervisor means taking on new responsibilities and leaving some behind. This module will help you build the foundation and develop the mind-set to effectively manage people.

CEUs 1.2

**Wednesdays, Jan. 27 – Feb. 17 1:30 to 4:30 p.m.
\$449 10SPSUPER500**

MANAGING AND DEVELOPING OTHERS

Module Two

Supervising requires developing leadership skills, and this four-week module will help you understand four necessary aspects in managing people. These topics will create another level of expertise for supervisors.

CEUs 1.2

**Wednesdays, Feb. 24 – March 24 1:30 to 4:30 p.m.
(No class March 10)
\$449 10SPSUPER501**

FLEXIBILITY AND STAYING THE COURSE

Module Three

Flexibility is key in the changing world of management. Learn how to stay the course, manage your staff and keep up with change in this module.

CEUs 1.2

**Wednesdays, March 31 – April 21 1:30 to 4:30 p.m.
\$449 10SPSUPER503**

HUMAN BEHAVIOR

Module Four

Taking the high road is not always easy. Doing what is best for the company, the customer and your staff means understanding basic concepts of human behavior.

CEUs 1.2

**Wednesdays, April 28 – May 19 1:30 to 4:30 p.m.
\$449 10SPSUPER504**

Instructor: Mary Kay Milewski

Cost per module \$449.

Register for all four modules at \$1519

and SAVE 15 percent!

Take 3 Discounts Do NOT Apply.

SCORE Workshops / Lifelong Learning

Workshops Spring 2010!

In collaboration with SCORE, Medina County Economic Development Corporation, and the Medina Chamber of Commerce, we are excited to present monthly SCORE Workshops at the Medina County University Center. SCORE, a resource partner of the SBA, is a non-profit group of experienced active/retired executives and business owners. These business men and women provide free counseling, mentoring and workshops to entrepreneurs, existing businesses, both for profit, non-profit and the academic community. In Medina County, SCORE counsels and presents workshops at the various locations including Medina County University Center, the Medina County Economic Development Corporation, client's business and other convenient locations. SCORE is an effective source of FREE, CONFIDENTIAL, and QUALITY small business advice and educational workshops. SCORE counselors are business men and women who have successful careers in major corporations or managing their own enterprises and volunteer with SCORE to help new business start and existing business grow and prosper. "We teach new dogs old tricks" characterizes the underlying theme of the counselors' dedication to helping small business owners become successful. SCORE volunteers contribute 10,000 hours annually. All workshops are FREE but do require registration. Register using the form in the back of this catalog or call 330-721-2210 for complete details.

The following workshops are scheduled this spring:

All workshop times are 6 to 9 p.m.

Feb. 3 — Marketing

April 7 — Leadership & Management

June 2 — Business Basics

Aug. 4 — Financial Management

Oct. 6 — Business Plan

Dec. 1 — Business Basics



**Call
330-721-2210
for complete details.**



LIFELONG LEARNING PROGRAM

INSTITUTE FOR LIFE LEARNING

For those 55 years old and over who love learning, join us for a relaxing, sharing and fun learning experience. Offering classes in:

- Basic Computer
- Social Networking with Twitter and others
- Greening Your Home
- Arts – Painting and Drawing
- Music Appreciation

Call 330-721-2210 for more details. Classes start Spring 2010

Exceptional Leadership Series

Developmental Dimensions International (DDI) Partnership with Medina County University Center

Since 1970, DDI products have been used to identify and develop more than 16 million executives and leaders around the globe. MCUC is pleased to bring these effective leadership development programs to Medina County.

ESSENTIALS OF LEADERSHIP

Learn how to accomplish more in your interactions in less time. This foundation course teaches leaders how to get results through people. During the course you will obtain the tools necessary for a successful "leadership journey." You will acquire a set of proven interaction skills, discover seven Leadership Imperatives that are key to meeting today's challenges and realize their role in shaping a catalyst leader who inspires others to act.

Taking Essentials of Leadership before Adaptive Leadership, Coaching for Success and Delegating for Results will enhance your learning experiences.

CEU .45 Instructor: Judy Bodenhamer

Friday, Jan. 29 8:30 a.m. to 1 p.m.

\$129 10SPSUPER506

RESOLVING CONFLICT

Enables leaders to recognize signs of conflict, assess the conflict to determine their level of involvement and serve as a catalyst to encourage those involved in the conflict to achieve resolution. Leaders learn the skills to both provide support and to act as mediators.

CEU .4 Instructor: Judy Bodenhamer

Thursday, March 25 1 to 5 p.m.

\$129 10SPSUPER507



Emotional Intelligence / Finance

EMOTIONAL INTELLIGENCE

EMOTIONAL INTELLIGENCE FOR PROFESSIONALS

The Powerful Key To Effective Leadership

WHAT IS EMOTIONAL INTELLIGENCE (EI)?

"The capacity for recognizing our own feelings and those of others, for motivating ourselves, for managing emotions well in ourselves and in our relationships."

— Daniel Goleman

WHY IS EI IMPORTANT?

Research shows us that an emotionally intelligent leader knows how to deal effectively with customers, colleagues and clients. Having high cognitive intelligence may make you smarter, but developing your emotional intelligence will enable you to become a brilliant leader. This workshop challenges you to learn new ways to leverage your strengths, manage your behaviors and improve your results.

It starts with a self-assessment of your emotional intelligence, which equips you with powerful new insights and enables you to:

Learn...

- How emotional intelligence can improve your performance
- Tools to build stronger client, customer and colleague relationships
- Ways to enhance your working relationships
- Methods to coach and confront with respect

Succeed...

- Gain honest insights about yourself
- Increase resiliency as a leader
- Build greater relationships with your clients
- Create cohesive teams
- Increase productivity
- Build your practice

This interactive workshop delivers in-depth knowledge and practical skills that you need to ensure that you are a strong, emotionally intelligent leader. Please join us in an energizing journey of discovering the emotional use of intelligence and the intelligent use of emotions.

CEU .7 Instructors: Judy Bodenhamer and Holly Bognar, Ph.D.

Friday, May 14 8:30 a.m. to 4:30 p.m.

\$279 10SPCOMM8015

ACCOUNTING FOR NON-ACCOUNTANTS

ACCOUNTING FOR NON-ACCOUNTANTS

Participants will learn basic accounting objectives and how they relate to business. Fundamental principles of accounting are also explored with introductions to the trial balance, working papers, financial statements, and opening and closing accounting books. Other topics include:

- The accounting equation
- Recording transactions in journals
- Preparing balance sheet and income statement
- Cash control of sole proprietorship

CEUs 1.8 Instructor: Jennifer Harper

Tuesdays, April 6 – May 11 6 to 9 p.m.

\$189 10SPFINC2503

FINANCIAL AND RETIREMENT PLANNING

STRATEGIES FOR A SUCCESSFUL RETIREMENT

Retirement planning is for everyone! This information-rich course introduces you to the concepts and practices that will help you spend your retirement comfortably and in control of your finances. This course will show you a conservative approach to wise money management and will help you identify lifestyle issues facing retirees. Just a few of the vitally important topics covered in this six-hour course include:

- Financial Basics
- Your Retirement Income
- Investments
- Risk Management
- Estate Planning

The instructor for this course is Mark Tepper, CSA. Mark is a well-known financial educator in Northeast Ohio. He has a weekly radio show on financial and retirement planning.

CEU .6 Instructor: Mark Tepper

Thursdays, March 4 and 11 6:30 to 9:30 p.m.

\$49* 10SPFINC2504

** Special Note: The registration fee includes an informative and helpful binder of information. Those attending can bring a spouse or guest along for no extra charge if they want to share a binder.*

Technology

COMPUTER KEYBOARDING

COMPUTER KEYBOARDING I

The fundamentals of touch-typing, keyboarding, technique of keystrokes, parts of the computer, correct habits, rhythm drills, 10-key, corrections and proofreading will be covered in this introductory class.

CEU .8 Instructor: Jennifer Harper

**Tuesdays and Thursdays, March 2, 4, 9 and 11
6 to 8 p.m.**

\$109 10SPCOMP1044

WORD PROCESSING

INTRODUCTION TO MICROSOFT WORD 2007

You will explore the basic functions of using the Microsoft Word 2007 program in a visual, flexible, hands-on environment. You'll learn how to open, navigate, create, modify, save and print Word documents. You will also work with formatting features, templates, merging, building forms and graphics.

CEU .7 Instructor: Ted Younessi

Friday, Jan. 22 8:30 a.m. to 4:30 p.m.

\$79 10SPCOMP1033

SPREADSHEETS

INTRODUCTION TO MICROSOFT EXCEL 2007

You will explore the basic functions of using the Microsoft Excel 2007 program in a visual, flexible, hands-on environment. You'll learn how to open, navigate, create, modify, save and print spreadsheets. You will also work with formatting features and learn how to build charts.

CEU .7 Instructor: Ted Younessi

Friday, Jan. 29 8:30 a.m. to 4:30 p.m.

\$159 10SPCOMP1034

INTERMEDIATE MICROSOFT EXCEL 2007

Become a Microsoft Excel 2007 power user in this hands-on class. Learn advanced features, such as managing workbooks, advanced formatting, using lists and tables, advanced charting, templates and settings, Web features, plus other features.

CEU .7 Instructor: Ted Younessi

Friday, Feb. 5 8:30 a.m. to 4:30 p.m.

\$159 10SPCOMP1035

ADVANCED MICROSOFT EXCEL 2007

Topics include: advanced formulas and functions, decision-making functions, nested functions, financial functions, data tables, lookup functions, advanced list management, database functions, data forms, PivotTables and PivotCharts, exporting and importing, analytical options and macros.

CEU .7 Instructor: Ted Younessi

Friday, Feb. 12 8:30 a.m. to 4:30 p.m.

\$159 10SPCOMP1036

POWER USER MICROSOFT EXCEL 2007

Want to learn to be an Excel Power User? Join us to learn power user skills and techniques. Topics include: advanced formulas, functions arrays, advanced editing and formatting, analyzing and sharing information, advanced customization, wizard add-ins, merging styles, embedding and linking.

CEU .7 Instructor: Ted Younessi

Friday, March 12 8:30 a.m. to 4:30 p.m.

\$159 10SPCOMP1037

DATABASE MANAGEMENT

BEGINNER'S MICROSOFT ACCESS 2007

Microsoft Access 2007 is one of the most powerful programs available today. You will learn the basics as well as a few more advanced operations of this most-used database. Topics include:

- Getting started
- Tables and queries
- Forms and reports
- Modifying the database structure
- Sharing information
- Creating multiple table queries

CEU .7 Instructor: Ted Younessi

Friday, Feb. 19 8:30 a.m. to 4:30 p.m.

\$159 10SPCOMP1038

INTERMEDIATE MICROSOFT ACCESS 2007

Microsoft Access 2007 is one of the most powerful programs available today. In this class, you will learn advanced operations of this most-used relational database. Topics include:

- Related tables
- Complex queries
- Advanced forms and subforms
- Reports and printing
- Charts
- PivotTables and PivotCharts

CEU .7 Instructor: Ted Younessi

Friday, Feb. 26 8:30 a.m. to 4:30 p.m.

\$159 10SPCOMP1039

ADVANCED MICROSOFT ACCESS 2007

This class will help participants build on the skills learned in the introduction and the intermediate classes. Topics include:

- Querying with SQL
- Advanced queries
- Macros
- Importing and exporting
- Database Management

CEU .7 Instructor: Ted Younessi

Friday, March 5 8:30 a.m. to 4:30 p.m.

\$159 10SPCOMP1040

GRAPHICS DESIGN

POWERPOINT BASICS 2007

Learn to use Microsoft PowerPoint 2007 for presentations using text, graphics, WordArt, tables, charts and diagrams. Topics include:

- Creating new presentations
- Formatting slides
- Drawing objects
- Graphics
- Tables and charts
- Modifying presentations
- Slide masters

CEU .7

Instructor: Ted Younessi

Friday, March 19 8:30 a.m. to 4:30 p.m.

\$109 10SPCOMP1041

PUBLISHER 2007 BASICS

Learn to use Microsoft Publisher 2007 to create newsletters, publications, posters and other graphical documents.

Topics include:

- Basic documents
- Multi-page documents
- Working with text
- Tables
- Layout and design
- Finalizing documents

CEU .7 Instructor: Ted Younessi

Friday, March 26 8:30 a.m. to 4:30 p.m.

\$109 10SPCOMP1043

TAKE AND MAKE GREAT PHOTOS WITH DIGITAL PHOTOGRAPHY AND PHOTOSHOP

This class is for individuals just starting out in digital photography. It starts by going over the different parts of the camera, photo cards, loading digital images on the computer, renaming files, and the basics of using Photoshop to crop, change resolution, adjust color, and other introductory steps.

CEU .6 Instructor: Ted Younessi

Friday, April 16 9 a.m. to 4 p.m.

\$109 10SPCOMP1045

Technology

REPORT WRITING

CRYSTAL REPORTS

You will explore the program environment and learn how to open, navigate, create, modify and save reports. Next you will learn the fundamentals of formatting report objects, sorting and selecting records, and creating groups and summaries. You will also learn how to create simple formulas and functions, work with experts and wizards, and learn how to export reports to various file formats. Prerequisite: Working knowledge of Microsoft Windows.

CEUs 1.4 Instructor: Adam Ellis

Fridays, June 4 and 11 8:30 a.m. to 4:30 p.m.

\$299 10SPCOMP1002

BUSINESS SERVICES

QUICKBOOKS PRO 2008 BASICS

Learn the fundamentals of using QuickBooks to track the finances of a small business, including how to set up a new company, manage bank account transactions, maintain customer and vendor information, generate reports, and write and print checks. You will also create invoices and credit memos, add custom fields, set up budgets and learn about data backup/protection. Prerequisite: Some knowledge of business concepts.

CEUs .1.2

Instructor: Marcia Calhoun, CPA, Rea & Associates

Thursdays, May 13 and 20 9 a.m. to 4 p.m.

\$249 09SPCOMP1017

QUICKBOOKS PRO 2008 INTERMEDIATE

Learn to use QuickBooks Pro to its fullest. In this informative workshop, more advanced QuickBooks covered include: Budgeting, Inventory, Estimates and Sales Orders, Time Tracking, Sales Tax and Year-end Adjustments. Prerequisite: Some knowledge of QuickBooks Pro basics.

CEUs 1.2

Instructor: Marcia Calhoun, CPA, Rea & Associates

Thursdays, June 17 and 24 9 a.m. to 4 p.m.

\$249 10SPCOMP1018

WEB PAGE DESIGN

CREATE YOUR FIRST WEB SITE WITH DREAMWEAVER CS3

This course will teach you how to create and publish Web sites. Learn how to define a Web site, format text, apply images, tables and styles, format links and publish a Web site. Prerequisite: Knowledge of the World Wide Web.

CEU .7 Instructor: Ted Younessi

Friday, May 21 8:30 a.m. to 4:30 p.m.

\$239 10SPCOMP1007

CREATE BETTER WEB SITES WITH HTML

This class will teach you how to create a basic Web page and structure text using a variety of HTML tags. Learn to create links to other documents, insert and manipulate images. The class also covers creating and modifying tables. Many hands-on exercises will enable you to use HTML. Prerequisite: Basic knowledge and experience in personal computing and the World Wide Web is necessary for this class.

CEU .7 Instructor: Ted Younessi

Friday, May 28 8:30 a.m. to 4:30 p.m.

\$189 10SPCOMP1005

Certificate / Planning and Zoning

BOOT CAMPS

PLC BOOT CAMP – three days

Programmable Logic Controllers (PLCs) are digital computers that control nearly all of the machinery in industry today. The troubleshooting skills required for programmable controllers are different than those needed for general electrical work. The skilled trades person must be able to “swing a mouse,” know the terminology of the technology and understand the troubleshooting methods to effectively repair the controllers and associated machinery.

Training is for adult learners with little or no experience with PLCs and focuses on the following:

- Wiring
- Monitoring of I/O
- Troubleshooting techniques
- Software instructions
- Going online

Call for scheduling details.

Instructor: Dan Maple

\$895 (Price includes materials and lunch.)

10SPMANU3501

VFD BOOT CAMP – three days

Introduces VFD connection, programming and troubleshooting techniques, including:

- AB PowerFlex 4
- Local, remote control
- Troubleshooting procedures
- Interfacing to PLC

Call for scheduling details.

Instructor: Dan Maple

\$895 (Price includes materials and lunch.)

10SPMANU3502

FLORAL DESIGN

FLORAL DESIGN CERTIFICATE

This practical hands-on, entry-level certificate program offers you in-depth, comprehensive training to prepare you for employment in the retail floral industry, craft and specialty shops, or for use in your home. Emphasis is on mastering floral design techniques using fresh, treated and dried floral products. Plant and flower care, floral terms and identification are just some of the basics that will be covered. Floral portfolio will be required. Evaluations will be based on hands-on, text material, flower identification and terms. You will have various homework assignments. This program has been developed with the cooperation of Canton Wholesale Florist. Personal tools not included. A materials fee of approximately \$110 is payable to the instructor.

Call for details on the next scheduled class.

**CEUs: 4.2 Instructor: Tami Custer,
professional certified floral designer
6 to 9 p.m.**

\$399 10SPBUSI2005

PLANNING AND ZONING

***In Partnership with the Medina County Planning
Department and Medina County Economic
Development***

**PROFESSIONAL DEVELOPMENT CLASSES
AVAILABLE FOR PLANNING AND ZONING
ADMINISTRATION**

New classes starting fall 2010.

Call 330-721-2210 for complete details.

Fire and Hazardous Materials

Training Center for Fire and Hazardous Materials

The Training Center for Fire and Hazardous Materials at The University of Akron, in partnership with the Medina County University Center, is pleased to announce the following training opportunities.

Take 3 Discounts do NOT apply

FIRE OFFICER I

This 80-hour course meets the performance and cognitive objectives for Fire Officer I certification in the current NFPA 1021 Standard for Fire Officer Professional Qualifications.

Meets: MCUC

Tuesdays and Thursdays, 6 to 10 p.m.

Every other Saturday, 8 a.m. to 4 p.m.

Jan. 26 through mid-March

\$400

136-HOUR FIREFIGHTER 1

Meets objectives outlined in NFPA 1001 Standard for Professional Qualifications.

Meets: MCUC

Mondays and Wednesdays, 6 to 10 p.m.

Every other Saturday, 8 a.m. to 4 p.m.

Feb. 22 to Late April

\$1,100 15169

36-HOUR VOLUNTEER FIREFIGHTER

Meets NFPA Standard for Volunteer Firefighter qualifications. Must be 18 years old and have valid driver's license to enroll.

Meets: MCUC

Wednesdays, 6 to 10 p.m.

Every Saturday, 8 a.m. to 4 p.m.

Feb. 24 to Mid-March

\$350 15171

FIRE SAFETY INSPECTORS

Meets NFPA 1031 Standard for Fire Safety Inspector. Must be currently employed by a fire department or private fire company. Applicants must submit letter of recommendation from employer.

IFSTA Text: \$80

Must have Ohio Fire and Building Codes

Meets: MCUC

Tuesdays and Thursdays, 6 to 10 p.m.

Saturdays, 8 a.m. to 2 p.m.

Jan. 14 through Mid-March

\$380 15174

EMERGENCY SERVICE INSTRUCTORS CERTIFICATION

Meets NFPA 1041 Standard for Fire Safety Instructor. Must have five years experience with fire department or private fire company.

Meets: MCUC

Monday through Friday, 8 a.m. to 5 p.m.

March 8 through March 16

\$380 15172

**Contact Fire and Hazardous Materials
Training Center at 330-972-6652
for more information and available
training dates for any of these classes.**



Customized Training

Customized Training

Medina County University Center serves the business community, nonprofit organizations and government agencies in a variety of ways through customized training. We can tailor an education program specifically for the needs of your organization. Virtually any program can be delivered on-site at your workplace, on our campus, or at another location of your choice. You choose the subject, date, time and location.

Our programs are taught by experts in their areas and can:

- Improve the skills of your workforce
- Improve your company's bottom line
- Increase productivity
- Develop leadership skills
- Improve communication
- Teach new techniques to drive a leaner organization
- Create a climate where turnover is reduced
- Support smart hiring processes

Let us show you how to make customized training benefit your company.

Call 330-721-2210 for a no-obligation visit.

Training programs include, but are not limited to:

- Lean
- Six Sigma
- Supervisory Leadership
- Computer and Software Technology
- Fire and Safety
- Emotional Intelligence
- Management Courses
- Professional Sales
- Customer Service
- Planning and Zoning
- Insurance Certification
- Spanish in the Workplace
- Technical and Shop Math
- Polymer Certification
- DiSC Assessment
- DiSC Powered Selling
- OSHA and Industrial Safety
- Polymer Certification Program

General Information

What is the refund policy for professional development programs?

If a professional development program is canceled by the Medina Center, a full refund will be issued. Withdrawal requests received up to three business days prior to the first class meeting will result in a full refund, less a \$15 processing charge, or an opportunity to transfer to another course. No refunds are issued after the start of the class.

Refunds for professional development programs are determined by the date the withdrawal request is received.

What if my course is canceled?

In the event of a course cancellation or change, you will be notified by phone or mail. Transfers to other courses may be available.

The Medina County University Center reserves the right to change instructors and to cancel or reschedule a program in the event of insufficient enrollment or unforeseen circumstances. Information in the catalog should not be considered a contract between students and the Medina County University Center.

Do you send a confirmation of my registration?

All registrations will be confirmed upon receipt of payment. Confirmation will include a map and credit card receipt, where applicable. If you have not received confirmation three days prior to your class, please call us at 330-721-2210.

What is a CEU?

Continuing Education Units (CEUs) provide a measurable record of course participation in professional development programs. Each CEU is equivalent to 10 class hours (10 hours = 1.0 CEU) and is expressed to the nearest tenth. This unit of measurement has been adopted nationwide by continuing education programs. There is no additional charge for CEUs.

Will I receive a grade?

You will receive a certificate of completion if you attend 75 percent of the program and complete all program requirements. No grades are given. Our office maintains your permanent CEU record. A transcript is available for a fee of \$4.

Weather Advisory Information

Should it be necessary for the Medina County University Center to cancel classes due to severe weather or other unforeseen circumstances, closing information will be broadcast by area radio and television stations. When conditions are threatening, turn to your local stations for news or call 330-972-SNOW. Also visit www.uakron.edu/mcuc for full closing updates or call 330-721-2210 for voice mail updates.

The closing of The University of Akron campus does NOT mean that classes at the Medina County University Center (MCUC) are canceled. Listen carefully for the notice to include the MCUC as being closed.

TAKE 3 PRICING

Take 3 Fee – This customer appreciation 10 percent discount is available on most classes listed in this professional development course brochure when you:

- Enroll in three different classes
- Enroll with two other people in the same class
- Enroll with two other people in different classes

When the total adds up to three, you save!

You'll receive the **Take 3 Fee** when you register if the number of classes or the number of people enrolling at the same time totals at least three.



Registration

Four Easy Ways to Register!

1

By Telephone - Call 330-721-2210

2

By FAX - Send your registration to 330-721-2235.
Our FAX machine receives 24 hours per day, seven days a week.

3

By Mail - Send your registration to Medina County University Center,
6300 Technology Lane, Medina, Ohio 44256.

4

Electronic Mail - Send your registration by e-mail to jschwei@uakron.edu

Course Title	Code	Fee
	Discount \$	
	Total Due \$	

Name: _____ Title: _____

Employer: _____

Address: _____

City: _____ State: _____ ZIP: _____

Phone (work): _____ (home): _____ (fax): _____

E-mail: _____ Birth year: _____

Payment Method - Please choose one of the following:

☐

Enclosed is a check made payable to The University of Akron. I understand that my space in the program is not guaranteed until my payment is received.

☐

Direct bill to employer. Purchase Order or Letter of Authorization must accompany registration.

☐

Please charge my:

☐

Visa

☐

MasterCard

☐

Discover

Name that appears on credit card: _____

Bankcard number: _____ Expiration Date: _____

Program enrollment is not guaranteed or confirmed until payment is received.

SP10



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