Madison Adult Career Center is accredited by the Accrediting Commission of Career Schools and Colleges

You have brains in your head, you have feet in your shoes. You can steer yourself in any direction you choose.”

– Dr. Seuss

2016/2017

Career Development Programs

“Get in the Game”

Madison Adult Career Center is accredited by the Accrediting Commission of Career Schools and Colleges

Madison Adult Career Center | 600 Esley Lane | Mansfield, OH 44905 | 419-589-6363

Raise Expectations, Increase Achievement, Prepare for Tomorrow… Make It Happen!

www.madisonadultcc.org
Madison Adult Career Center is accredited by the Accrediting Commission of Career Schools and Colleges and Member of the University System of Ohio and the Ohio Association of Career Technical and Adult Education (ACTE).

Career Development Programs are approved by the Ohio Department of Higher Education. The STNA program is approved through the Ohio Department of Health and the Cosmetology/Managing Cosmetology programs are approved through the Ohio State Board of Cosmetology. Adult Career Center instructors hold licenses to teach Adult Education through the Ohio Department of Education. A copy of the official accreditation document is available by contacting the Adult Career Center Director.

Career Development programs help prepare students for entry-level employment and the following certifications:

<table>
<thead>
<tr>
<th>Program</th>
<th>Certifications</th>
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<tbody>
<tr>
<td>Administrative Medical Office</td>
<td>Microsoft Office (MCAS), QuickBooks certification, National Healthcare Association Certified Medical Administrative Assistant (CMAA) certification, CPR, First Aid</td>
</tr>
<tr>
<td>Automotive Technology</td>
<td>Automotive Service Excellence (ASE) certification, OSHA-10</td>
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<tr>
<td>Clinical Care Technologies</td>
<td>American Medical Technologists Registered Medical Assistant (RMA), Registered Phlebotomy Technician (RPT), State Tested Nurse Aide (STNA), CPR, First Aid</td>
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<tr>
<td>Managing Cosmetology</td>
<td>Ohio State Board of Cosmetology Managing Cosmetologist Licensure, CPR, First Aid</td>
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<tr>
<td>Cosmetology</td>
<td>Ohio State Board of Cosmetology Cosmetologist Licensure, CPR, First Aid</td>
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<tr>
<td>Dental Assisting</td>
<td>Dental Radiography Certification, Commission on Ohio Dental Assistants (CODA) certification, CPR, First Aid</td>
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<tr>
<td>Phlebotomy/EKG</td>
<td>American Medical Technologists Registered Phlebotomy Technician (RPT), CPR, First Aid</td>
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<tr>
<td>Precision Machining/ CNC Technology</td>
<td>National Institute for Metalworking Skills (NIMS), Industrial Mold Maintenance Competency</td>
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<tr>
<td>State Tested Nurse Aide (STNA)</td>
<td>Ohio Department of Health State Tested Nurse Aide, CPR, First Aid</td>
</tr>
<tr>
<td>Welding Technology</td>
<td>American Welding Society (AWS) 3 processes, OSHA-10</td>
</tr>
</tbody>
</table>

Some Career Development training programs articulate to North Central State College and Franklin University for credit. Students must have 3.0 GPA or higher for credit to be articulated. Certification may also be required. Students completing MACC programs may also qualify to take credit by examination tests at North Central State College.

STEPS TO ENROLLING IN CAREER DEVELOPMENT PROGRAMS

1. Call MACC 419.589.6363 for program-specific enrollment packet to be mailed or emailed to you. **NOTE: Healthcare programs have additional requirements! (background check, drug screens, immunizations, physical, Tuberculin Skin Testing, etc.) Please see individual packet for details.**

2. Call to schedule/pass WorkKeys assessments. There is no fee for first-time testing. (Re-test fees are $10 per assessment.) Required scores for all programs are: • Locating Information – score of 4 or higher (STNA score of 3) (on a scale of <3 to 6) • Applied Mathematics – score of 4 or higher (STNA score of 3) (on a scale of <3 to 7)

3. Complete/return Enrollment Form & all other required program forms.
5. Submit proof of high school diploma/GED; and copy of photo ID. You may bring forms with you to WorkKeys testing.
6. Beware of employment barriers! Enrollment and/or employment in any healthcare field is limited for students with felonies, or recent criminal charges (drugs, theft, abuse, etc.); or for students with visible tattoos or multiple facial piercings that cannot be covered/removed. Students who use tobacco products may also risk employment barriers.
7. Review the MACC Catalog http://www.mlsd.net/adulted/studentcatalog.pdf
8. After you have completed all steps above REGISTER IN PERSON BEGINNING 4/28/16 at 10:00 a.m.
   - Submit non-refundable enrollment deposit of $100, (deposit not required for STNA)
   - or proof of funding from an outside agency
   - or complete Student Loan Entrance Counseling & Master Promissory Note (not available for Phlebotomy or STNA)
   - Sign Enrollment Agreement ONLY after completing all steps above

DON’T WAIT! Programs fill quickly! We will begin registration at 10:00 a.m. on 4/28/16. Priority is given to walk-in registrations.
Financial aid may be available for those who qualify. MACC assists students in locating potential sources of assistance and with application processes.

TITLE IV AID (Pell Grants, Stafford Student & PLUS Loans)

Students applying for Federal Title IV Financial Aid must:

• Complete the Free Application for Federal Student Aid (FAFSA) to determine eligibility. Students can file the FAFSA on-line or can schedule an appointment with MACC for assistance.

• To file the FAFSA go to www.fafsa.ed.gov and create a FSA User ID and password. These are needed in order to sign your FAFSA and may be used to sign future FAFSAs or documents.

• Complete or provide requested income verification documents if required by the U.S. Department of Education and disclose all sources of financial aid to a Financial Aid Administrator.

**Pell Grant** – A federal grant available for approved programs 600 hours or longer. The Pell Grant does not need to be repaid unless a student withdraws from a program. We are required to prorate students’ Pell Grant eligibility for programs less than 900 hours.

**Stafford Student Loans** – Can be applied for tuition and fees for approved programs 375 hours or longer. Students complete a Master Promissory Note (MPN) and entrance and exit counseling with a FSA User ID. Student loans need to be repaid once student graduates or withdraws from a program. We are required to prorate students’ Stafford Loans eligibility for programs less than 900 hours.

*Note: Students who are in default on a federal student loan are not eligible for Title IV aid (Pell, Stafford Loans) until the loan is in good standing.*

Madison Adult Career Center does not participate in the Work-study or FSEOG programs at this time.

ADDITIONAL SOURCES OF FINANCIAL ASSISTANCE

**Workforce Innovation & Opportunity Act (WIOA)** – Each county has training funds. Students should start the application process EARLY as program requirements take time to complete. To find out more, it is best to VISIT your county’s department of Job and Family Services. Students need to be persistent in following up on requirements for funding.

Ashland County  (419) 282-5000  Morrow County  (419) 946-8480
Crawford County  (419) 562-8066  Richland County  (419) 774-5300
Huron County  (800) 668-5175

**Trade Adjustment Assistance (TAA)** – A state grant available for a company closing/downsizing, if employees were approved for TAA. An application must be submitted for approval about two months before training begins.

**VA Veterans’ Training Benefits** – Veterans may use VA benefits (Montgomery GI Bill, etc.), if approved, to attend programs at Madison Adult Career Center.

**Bureau of Vocational Rehabilitation (BVR)** – If you have a documented disability and are pursuing eligible training, BVR, upon approval, may be able to assist you (419) 747-3000.

Student Payment Plan – For programs 375 hours or greater. Payment must be made in full prior to program completion. Students are required to sign a payment contract with MACC and make the first payment before class. Payments are interest free, but late fees are charged for delinquent payments. Payments more than 80 days delinquent will be forwarded to the Ohio Attorney General’s Office for collection.

**Program requires students to file FAFSA**
Students learn professional skills and software vital to medical, accounting and various types of offices. Prepares students for Microsoft Office; QuickBooks; and NHA Certified Medical Administrative Assistant certification. **Students also complete a 60-hour externship outside of classroom hours which provides valuable employer connections.**

**SCHEDULE:** 9/7/16 - 6/1/17 (externship through 6/30/17)
Monday through Friday
8:45 am – 2:45 pm

**FEES:**

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<tr>
<th>Description</th>
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<tr>
<td>Tuition</td>
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<tr>
<td><em>Fees</em></td>
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*(Fees include books, certifications & student services/lab fees.)*

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**ACCOUNTING I**
Analyze accounting equations and transactions to journalize, post, and complete worksheets using adjusting and closing entries; prepare financial statements for a sole proprietorship.

**BUSINESS COMMUNICATION**
Practice punctuation, capitalization, number, and abbreviation style; plurals and possessives; correct word choice, grammar, and document formatting; apply rules correctly; develop proofreading and editing skills to locate and correct errors.

**BUSINESS MATH**
Add, subtract, multiply and divide whole numbers, decimals, and fractions; solve for rate, base and percentage; calculate payroll, payroll taxes, and simple interest.

**COMPUTER FUNDAMENTALS**
Learn computer terms, processes, hardware, and software; Windows desktop, Microsoft Office programs and ribbon components; create folders; save and manage files.

**HEALTHCARE PROVIDER CPR**
Learn how to perform basic life support (adult/child/infant) and AED in a variety of healthcare settings.

**FIRST AID**
Manage illness and injuries within the first few minutes of their occurrence. Students will receive a Pass or Fail grade.

**HCPCS/CPT CODING**
Learn service and procedure coding for medical practitioners; related coding guidelines by type of service and medical specialty; and the basic principles related to CPT coding, guidelines, and HCPCS Level II codes.

**ICD-10-CM CODING**
Practice ICD-10-CM coding using new conventions and guidelines.

**KEYBOARDING**
Develop correct alphabetic and numeric computer keyboard manipulation; input, proofread and edit data correctly.

**MEDICAL INSURANCE/BILLING**
Learn the health insurance industry basics, legal guidelines and how to accurately process health insurance claims for major insurances, employee group plans, Medicare, Medicaid, TRICARE, CHAMPVA and Worker’s Compensation.

**MEDICAL OFFICE PROCEDURES**
Practice effective communication, patient reception, registration and scheduling; telephone skills, and office/waiting room management.

**MEDICAL RECORDS MANAGEMENT**
Recognize and prepare medical records and charts. Describe benefits and challenges of electronic health records systems. Use electronic health record software to add/edit data, run reports, and manage templates.

**MEDICAL TERMINOLOGY**
Learn medical terminology (root words, suffixes and prefixes) used in the medical practices.

**MICROSOFT WORD I**
Insert, format, and edit text/pictures; add borders; apply picture styles, headers, footers, and footnotes; apply/edit citations, sources and references using manuscript styles; create bibliography lists; insert/format tables, clip art, and symbols; use tabs; set margins; edit hyperlinks; format/print envelopes and labels.

**MICROSOFT WORD II**
Format/modify/sort lists and tables; create watermarks and multilevel lists; insert/format SmartArt; utilize data sources and mail merge; create directory; format drop cap; insert text box and column breaks; prepare for certification exam.

**MICROSOFT EXCEL I**
Create a worksheet with an embedded chart; apply formulas, functions, and formatting; understand and practice using What-If analysis and charts, and work with worksheets.

**MICROSOFT EXCEL II**
Use financial functions and data tables; protect/unprotect cells; create, sort, and query a table; work with multiple worksheets and workbooks; prepare for certification exam.

**MICROSOFT POWERPOINT I**
Create, edit, and print presentations, enhance presentations using clip art, pictures, shapes, WordArt, and media.

**PROFESSIONALISM**
Refine essential workplace skills including communication; customer service; work habits; stress and time management; leadership; teamwork; resume development and job search.

**QUICKBOOKS PRO ACCOUNTING**
Use QuickBooks Pro automated accounting software to record various business/financial transactions and print reports.

**DISCLOSURES**

2014-15 On-Time Graduation Rate: 100%
2014-15 Related Job Placement Rate: 57% (4 out of 7 completers are working in a related field as of publication date)
2014-15 Median Student Loan Debt: (Fewer than 10 graduates received loans. Median amounts are withheld to preserve loan recipients’ confidentiality.)
1,040 clock hours/13 months \ CIP Code: 47.0604 \ SOC Code: 49-3023.00

Students learn diagnosis & repair skills through classroom lecture, computer/simulation and lab experiences. Additional real-world experience is gained through operating our customer repair shop for over three months at the end of the program. Program helps students prepare for ASE certification. Students who complete the program gain some credit toward ASE’s two-year work experience requirement for additional certifications. **Students are required to complete 40 hours of job shadowing outside of classroom hours which provides valuable employer connections.**

**SCHEDULE:**
- Students may start on the following dates:
  - 8/29/16 (will attend through 2/22/17 to complete program)
  - 1/4/17 (will attend through 2/22/18 to complete program)
- Monday through Thursday
- 5:00 – 10:00 pm

**FEES:**
- Tuition: $7,280
- Fees: $1,807
  * (Fees include books, certifications, tools, student services/lab fees.)

**COURSE DESCRIPTIONS**

**SAFETY**
Students will learn and demonstrate safe use of basic hand tools; power tools, lifts and lab equipment; automotive measurements and related math.

**AUTOMOTIVE MAINTENANCE**
Understand fasteners, gaskets, seals, sealant, lubrication, service and recycling; perform vehicle maintenance and how to properly handle hazardous material.

**ENGINE FUNDAMENTALS AND REPAIR**
Areas of emphasis include engine technology, fundamentals, design, and classification; alternative engines; top end and bottom end engine construction; short block and front end service; engine reassembly, installation and break-in; mechanical problems; cooling technology, maintenance and repair; lubrication fundamentals, diagnosis, testing and repair. Students will perform an engine tear-down to reinforce topics covered.

**ELECTRICAL AND ELECTRONIC SYSTEMS**
Topics covered include electrical theory, circuit types, Ohm’s Law, automotive electrical and electronic components; electrical tools and test equipment; wiring diagrams and repair; electrical diagnostics; computer system fundamentals; on-board diagnostics and scan tools; computer systems service; 12 volt and hybrid battery; battery service; engine starting systems diagnosis, testing and repair; charging system diagnosis, testing and repair; lights, instrumentation, wipers and horns, operation and service.

**ENGINE PERFORMANCE**
Areas covered include system technologies; diagnosis, testing and repair; automotive fuels; combustion efficiency; fuel pumps, tanks, lines and filters; gasoline injection fundamentals, diagnosis and repair; diesel injection fundamentals, diagnosis, service and repair; exhaust system technology and repair; turbocharger/supercharger construction, operation and repair; emission control technology, system testing, service and repair; engine performance and drive-ability; advanced diagnostics; engine tune-up.

**BRAKES**
Includes instruction in brake system technology; brake system diagnosis, service and repair; anti-lock brakes, traction and stability control.

**SUSPENSION AND STEERING**
Students will learn tire, wheel and wheel bearing fundamentals; tire, wheel and wheel bearing diagnosis, service and repair; suspension system technology, diagnosis, service and repair; steering system technology, diagnosis, service and repair; and wheel alignment.

**MANUAL DRIVE TRAIN AND AXLES**
Includes instruction in clutch technology, diagnosis, service and repair; manual transmission technology, diagnosis, service and repair; drive shaft and transfer case technology; drive shaft and transfer case diagnosis, service and repair; differential and rear axle technology, service and repair; transaxle and front drive axle technology, diagnosis, service and repair.

**AUTOMATIC TRANSMISSION/TRANSAXLE**
Includes instruction in automatic transmission technology; automatic transmission diagnosis, service and repair; transaxle and front drive axle technology diagnosis, service and repair.

**INTRODUCTION TO HYBRID TECHNOLOGY**
Reinforces elements of hybrid drive technology taught in other sections of the program. Includes additional instruction in hybrid drive technology, diagnosis and repair; 28 – 12 volt and hybrid battery technology.

**HEATING AND AIR CONDITIONING**
Includes instruction in heating and air conditioning fundamentals; diagnosis, testing and repair.

**AUTOMOTIVE TECHNOLOGY LAB/SHOP**
Students gain real-world experience operating an automotive repair shop for three months. Students diagnose, service and repair vehicles; write estimates; itemize invoices; provide customer service; and manage parts and time.

**DISCLOSURES**
**2014-15 On-Time Graduation Rate: 100%**
**2014-15 Job Placement Rate: 75%** (3 out of 4 completers are working in a related field as of publication date)
**2014-15 Median Student Loan Debt:** (Fewer than 10 graduates received loans. Median amounts are withheld to preserve loan recipients’ confidentiality.)
Clinical Care Technologies

840 clock hours/13 months \ CIP Code: 51.0801 \ SOC Code: 31-0000

Students have the opportunity to gain three certifications and various employment opportunities in Medical Assisting, Phlebotomy and State Tested Nurse Aide. Certifications include: Registered Medical Assistant (RMA) and Registered Phlebotomy Technician (RPT) through American Medical Technologists (AMT); and Ohio State Tested Nurse Aide (STNA).

SCHEDULE: 8/1/16 – 9/1/17
Monday through Thursday
4:30 – 8:30 pm

*On a space-available basis, students may enroll in the STNA or Phlebotomy/EKG sections of the program, but will not qualify for Title IV financial aid. Call 419.589.6363 for details.

FEES:

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<thead>
<tr>
<th>Tuition</th>
<th>$5,880</th>
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</thead>
<tbody>
<tr>
<td>Fees</td>
<td>$1,762</td>
</tr>
</tbody>
</table>

*(Fees include books, certifications, scrubs, certification fees, student services/lab fees)

COURSE DESCRIPTIONS

ADMINISTRATIVE MEDICAL ASSISTING
This course introduces medical office administrative procedures and the office environment in an ambulatory clinic. Topics include patient reception, appointment processing, telephone procedures, documentation and reporting, medical records management, HIPAA regulations, written and oral communications, screening/processing mail, patient orientation, office equipment and supply inventory, safety, medical insurance terminology and programs. Students should be able to successfully complete patient registration, insurance forms, and simulate the processing of various types of claims and have an understanding of HIPAA.

CLINICAL MEDICAL ASSISTING
This course instructs students in hands-on patient care. Topics include nutrition, patient education, patient history, interviews and documentation, vital signs and measurements, basic physical exams/assisting, sterilization/reprocessing, instruments, minor office surgery preparation, emergencies, and basic clinical assessment. Students gain instruction in medical asepsis, infection control, disease control, health promotion, rehabilitative medicine and therapeutic modalities. Clinical skills required for a variety of physician specialty offices will be identified.

EKG
Students are introduced to and practice EKG terminology, lead application and procedures on an EKG MAC/5000 Machine. Functions of this particular machine and EKG Resulting/Interpretation and the cardiovascular system are also covered.

FIRST AID
Manage illness and injuries within the first few minutes of their occurrence. Students will receive a Pass or Fail grade.

HEALTHCARE PROVIDER CPR
Learn to perform basic life support (adult/child/infant) and AED in a variety of healthcare settings.

INTRODUCTION TO ANATOMY AND PHYSIOLOGY
Learn the basic structure and function of the human body. Students gain understanding of the tissues and organs that make up body systems and the basic functions, and diseases.

“Success usually comes to those who are too busy to be looking for it.”
– Henry David Thoreau

84O HOURS

Get in the Game
INTRODUCTION TO MEDICAL ASSISTING, LAW & ETHICS
Students learn the role/duties of the medical assistant, attitude and behaviors expected in the healthcare environment, and types of facilities that employ medical assistants. Emphasis is placed on scope of practice, legal terms, patients’ rights, confidentiality, liability, code of ethics, documentation, consent, HIPAA, release of information and standard of care as they apply to medical assisting.

MEDICAL ASSISTING EXTERNSHIP
Students apply clinical, laboratory, and administrative skills in a medical facility under the supervision of facility personnel or the instructor. Emphasis is placed on enhancing competence in clinical and administrative skills necessary for comprehensive patient care and strengthening professional communications and interactions. Students complete a total of 180 hours of externship between STNA clinical experiences, Phlebotomy and Medical Assisting externship.

MEDICAL TERMINOLOGY
Learn prefixes, suffixes, word roots, common abbreviations and pharmaceuticals used in the language of medicine. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders.

NURSE AIDE THEORY/LAB
Mandatory Ohio Department of Health (NATCEP) curriculum includes: safety; infection control; personal care; mental health; care impaired; residents’ rights; communication; data collection; basic nursing skills; role and responsibility; disease process; and older adult growth. In addition students gain valuable skills through hands-on lab experience taking vital signs/blood pressure; dressing/feeding dependent residents; catheter care; abdominal thrusts; basic activity planning/dosage calculation/medical terminology; safe transfers using walkers, gait belts and mechanical lifts. Students must obtain 80% to pass.

NURSE AIDE CLINICAL EXPERIENCE
Gain hands-on experience in a long-term care facility putting into practice skills successfully demonstrated in Nurse Aide Theory/Lab. Students must obtain 80% on skills check-off in order to pass.

PHARMACOLOGY FOR MEDICAL ASSISTING
Course focuses on preparation, dosage calculation and various methods of administration of medications. Students also learn proper documentation, identifying, spelling, and recognizing adverse reactions/interactions of the most commonly used medications in a physician’s office.

PHLEBOTOMY
An intense course in which students study and practice: documentation, specimen handling and transportation; phlebotomy/venipuncture procedures; collecting capillary blood specimens, arterial, intravenous and special collection procedures; elderly/home/long-term care collections; urinalysis, body fluids/other specimens forensic, toxicology, and workplace testing; infection control; safety; blood collection equipment/ complications; and pediatric procedures. Students complete 100 hours of externship through OhioHealth Mansfield Hospital and Shelby Hospitals.

DISCLOSURES
2014-15 On-Time Graduation Rate: 100%
2014-15 Job Placement Rate: 100% (2 out of 2 completers from this class are working in a related field as of the date of this publication. Due to an increase in program hours most students enrolled in 2014-15 completed in 2015-16.)
2014-15 Median Student Loan Debt: (Fewer than 10 graduates received loans. Median amounts are withheld to preserve loan recipients’ confidentiality.)

Now being served by Richland County Transit!
Please call the bus garage for more information at 419.522.4504.

Career Development Program
OPEN HOUSE
APRIL 7, 2016
6:00 – 8:00 P.M.
Visit classes in session; complete forms; and meet instructors, students & staff! 419.589.6363
Managing Cosmetology

1,800 hours

COURSE DESCRIPTIONS

SANITATION/BACTERIOLOGY/RULES AND LAWS
Learn and understand federal and state rules/laws pertaining to Infection Control and Salon Disinfection.

SCALP CARE/ANATOMY
Understand the anatomy and functions of the scalp. Learn to recognize the difference between normal and what is considered abnormal and determine specific treatments and/or services.

HAIR STYLING AND CUTTING
Learn to cut and style hair with a wide variety of various tools, techniques, and products.

HAIR COLORING
Gain an in-depth understanding of color theory, choosing the proper product, application, and color correction.

CHEMICAL HAIR TEXTURE SERVICES
Understand and perform hair services that cause a chemical change which will permanently alter the hair’s natural wave pattern. Learn to analyze and select appropriate treatments.

NAIL CARE
Obtain an understanding of the structure and growth of the natural nail and perform basic and advanced nail services as well as apply enhancements.

SKIN CARE
Learn the structure and growth of skin and to recognize the difference between normal and what is considered to be abnormal. Determine specific treatments and/or services.

SALON OPERATION/COMMUNICATION
Practice proper customer service, communication, hygiene, ergonomics/posture and client consultation. Learn to project a professional image, manage a salon, and maintain inventory.

BASIC HUMAN ANATOMY
Obtain basic knowledge of cells, tissues, organs, and body systems with emphasis on bones, nerves, muscles and functions of the head, face, neck, arms, hands, legs, and feet.

BASICS OF CHEMISTRY/ELECTRICITY
Learn the chemistry of hair, skin, scalp, nails and products used. Implement safety precautions in the use of chemicals, electricity, electrical equipment and cosmetic chemistry. Theory and practical procedures are explained and demonstrated.

SALON/SPA MANAGEMENT
Topics covered include Ohio Revised Code Statutes; Ohio Administrative Rules, license and permit policies and procedures, continuing education, inspection and enforcement.

PUBLIC HEALTH AND SAFETY
Students learn proper sanitation, sterilization and dispensary operation, practices and procedures. Topics include bacteriology, contagious and communicable disease control, salon procedures and consumer and product safety.

ADVANCED HAIR/SKIN CARE TECHNIQUES
Learn and practice advanced skills including haircutting/styling, chemical services, salon supervision/management, and specialized equipment use, hair/scalp anatomy, product and service sales.

HEALTHCARE PROVIDER CPR
Learn how a healthcare provider performs basic life support (adult/child/infant) and AED in a variety of healthcare settings.

FIRST AID
Manage illness and injuries within the first few minutes of their occurrence. Students will receive a Pass or Fail grade.

PROFESSIONALISM
Receive instruction and real-world experience demonstrating effective communication skills, good attendance, proper uniform/dress requirements, and a positive attitude and ability to work with customers and co-workers.

COSMETOLOGY LAB/SALON
Students operate a full-service salon by consulting with clients and performing a variety of customer services including haircutting, styling, pedicures, manicures, facials, and hand-arm massages. Students gain additional skills in professional customer service, communication, inventory, dispensary duties, and receptionist skills which help prepare them for employment in the field.

DISCLOSURES

2014-15 On-Time Graduation Rate: 100%
2014-15 Job Placement Rate: 50% (3 out of 6 completers are working in a related field as of this publication.)
2014-15 Median Student Loan Debt: (Fewer than 10 graduates received loans. Median amounts are withheld to preserve loan recipients’ confidentiality.)
Cosmetology 1,500 Hours

1,500 clock hours/17 months \ CIP Code: 12.0401 \ SOC Code: 39-5012.00

After passing skill competency (hair cut/style/color, relaxers, perms, facials, pedicures, manicures, waxing, etc.) students offer those services in our full-service salon. Clients are welcome Tuesday through Thursday by calling 419.589.6363 for an appointment.

Upon passing the Ohio State Board’s Cosmetology Exam, students will become licensed Cosmetologists and are able to be employed, under supervision, in a salon. Near program completion students complete a 150-hour internship off-site under the supervision of a salon manager which provides valuable employer connections.

**SCHEDULE:** Students may start on the following dates:
- 4/4/16
- 9/6/16
- 12/5/16
- 3/6/17
- 5/2/16
- 10/3/16
- 1/9/17
- 5/1/17
- 7/18/16
- 11/7/16
- 2/6/17
- 7/17/17

**FEES:**

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*NO HIDDEN FEES! Our fees include books, uniforms, tool kit, state board certification/fees/board testing kit, hair shows, lab/student services fees

**HEALTHCARE PROVIDER CPR**

Learn how a healthcare provider performs basic life support (adult/child/infant) and AED in a variety of healthcare settings.

**FIRST AID**

Manage illness and injuries within the first few minutes of their occurrence. Students will receive a Pass or Fail grade.

**PROFESSIONALISM**

Receive instruction and real-world experience demonstrating effective communication skills, good attendance, proper uniform/dress requirements, and a positive attitude and ability to work with customers and co-workers.

**COSMETOLOGY LAB/SALON**

Students operate a full-service salon by consulting with clients and performing a variety of customer services including haircuts, color/chemical services, styling, pedicures, manicures, facials, and hand-arm massages. Students gain additional skills in professional customer service, communication, inventory, dispensary duties, and receptionist skills which help prepare them for employment in the field.

**DISCLOSURES**

All completers in 2014-15 completed the 1800 hour Managing Cosmetology program.

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**COURSE DESCRIPTIONS**

**SANITATION/BACTERIOLOGY/RULES AND LAWS**

Learn and understand federal and state rules/laws pertaining to Infection Control and Salon Disinfection.

**SCALP CARE/ANATOMY**

Understand the anatomy and functions of the scalp. Learn to recognize the difference between normal and what is considered abnormal and determine specific treatments and/or services.

**HAIR STYLING AND CUTTING**

Learn to cut and style hair with a wide variety of various tools, techniques, and products.

**HAIR COLORING**

Gain an in-depth understanding of color theory, choosing the proper product, application, and color correction.

**CHEMICAL HAIR TEXTURE SERVICES**

Understand and perform hair services that cause a chemical change which will permanently alter the hair’s natural wave pattern. Learn to analyze and select appropriate treatments.

**NAIL CARE**

Obtain an understanding of the structure and growth of the natural nail and perform basic and advanced nail services as well as apply enhancements.

**SKIN CARE**

Learn the structure and growth of skin and to recognize the difference between normal and what is considered to be abnormal. Determine specific treatments and/or services.

**SALON OPERATION/COMMUNICATION**

Practice proper customer service, communication, hygiene, ergonomics/posture and client consultation. Learn to project a professional image, manage a salon, and maintain inventory.

**BASIC HUMAN ANATOMY**

Obtain basic knowledge of cells, tissues, organs, and body systems with emphasis on bones, nerves, muscles and functions of the head, face, neck, arms, hands, legs, and feet.

**BASICS OF CHEMISTRY/ELECTRICITY**

Learn the chemistry of hair, skin, scalp, nails and products used. Implement safety precautions in the use of chemicals, electricity, electrical equipment and cosmetic chemistry. Theory and practical procedures are explained and demonstrated.

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Now being served by Richland County Transit!

Please call the bus garage for more information at 419.522.4504.
Dental Assisting 600 HOURS

600 clock hours/10 months  
CIP Code: 51.0601  
SOC Code: 31-0901.00

Lecture and lab experiences including chair-side assisting prepares students for radiography certification during training and certification through the Commission on Ohio Dental Assistants (CODA) upon completion of the program. **Students are required to complete 100 hours of externship outside of class hours which provides valuable employer connections.**

**SCHEDULE:** 8/3/16 – 6/1/17  
Monday through Thursday  
4:30 – 8:30 pm

**FEES:**  
Tuition .................................................. $4,200  
*Fees .................................................. $1,226  
*(Fees include books, certification assessments, equipment, scrubs, lab coat, student services and lab fees.)

**ADDITIONAL ENROLLMENT REQUIREMENTS:**  
(in addition to the regular Enrollment Requirements)

- Complete/Sign Risk Advisory Form  
- Complete/Sign Program Enrollment Questionnaire  
- Complete Background Screening and obtain 1st of three mandatory Hepatitis B vaccinations prior to the first day of class  
- Hepatitis B titer & vaccine if titer shows need

- Employment options are limited for persons with felonies or other recent criminal charges. Students with felonies or recent criminal charges must contact the Ohio Dental Board regarding potential barriers to radiography and CODA certification.

**COURSE DESCRIPTIONS**

**DENTAL SCIENCES**  
Students learn chair-side assisting through classroom instruction and hands-on activities in our equipped lab. Additionally students gain experience and employer connections through completing 100 hours of job shadowing at various dental offices. Radiography certification may be obtained upon successful completion of classroom, clinical and successful skills demonstration. The program helps students prepare for certification through the Commission on Ohio Dental Assistants (CODA).

**APPLIED ANATOMY AND PHYSIOLOGY**  
Understand multiple body systems and their function. Gain knowledge of how each body system affects the oral cavity. Learn body planes and appropriate terminology of body directions. Learn morphology including tooth identification and positioning.

**INFECTION CONTROL**  
Apply proper sterilization, use universal precautions and correct waste management to ensure safety. Chemical inventory control and storage is discussed. OSHA and blood borne pathogen standards are included.

**HEALTHCARE PROVIDER CPR**  
Learn how to perform basic life support (adult/child/infant) and AED in a variety of healthcare settings.

**FIRST AID**  
Manage illness and injuries within the first few minutes of their occurrence. Students will receive a Pass or Fail grade.

**DENTAL RADIOGRAPHY**  
Understand safety measurements while exposing dental radiographs. Acquire knowledge of equipment use and maintenance. Use hands-on tools to expose a full mouth survey. Student receives a dental radiographer’s certification upon successful completion.

**INSTRUMENTATION**  
Understand basic setups, procedural steps, and anticipation of next instrument, instrument sterilization, packaging and tray setups. Students gain hands-on experience transferring instruments. Understand moisture control, proper placement, cotton rolls placement, gauze use and air/water syringe use. Identify instruments used during specialty procedures and identify rotary instruments.

**DENTAL ASSISTING LAB**  
Students engage in hands-on interactive dental assisting procedures. Demonstration of professionalism is graded weekly. Students must demonstrate skill competencies by performing successfully in lab.

**DISCLOSURES**

- 2014-15 On-Time Graduation Rate: 100%  
- 2014-15 Job Placement Rate: 60% (9 out of 15 completers from this class are working in a related field as of the date of this publication)  
- 2014-15 Median Student Loan Debt: $1,520
Industrial Electrical Maintenance

**600 HOURS**

600 clock hours/8 months \ CIP Code: 46.0302 \ SOC Code: 49-2094

Students prepare for National Center for Construction Education and Research (NCCER) certification in each program area through classroom theory and lab application. Our industry-current lab facilities are equipped with Electromechanical Trainers; Motor Control Simulators; Wind/Solar Training Stations & Grid Tie Systems; Pneumatic Training Apparatus; Greenlee Computerized Conduit Bender; PLC Trainers; Multi-Process Welding Stations; Fabricator; and Virtual Welder. **Students are required to complete 50 hours of job shadowing outside of scheduled classroom hours, which provides valuable employer connections.**

**SCHEDULE:** 10/3/16 – 6/15/17
Monday through Thursday
4:30 – 9:00 pm

**FEES:**

<table>
<thead>
<tr>
<th>Tuition</th>
<th>$4,200</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fees</td>
<td>$1,488</td>
</tr>
</tbody>
</table>

*(Fees include books, certifications, tools, student services/lab fees.)*

**COURSE DESCRIPTIONS**

**INTRODUCTION TO THE POWER INDUSTRY**

This module sets the stage for trainees entering the electrical energy production and distribution field. It describes the many ways in which electricity can be produced, from burning fossil fuels such as coal and natural gas, to harnessing nuclear energy, and using renewable energy sources such as wind, geothermal, and solar energy.

**INDUSTRIAL ELECTRICAL MAINTENANCE AND INSTRUMENTATION LEVEL 1**

Topics of instruction include: orientation to the trade; tools of the trade; fasteners & anchors; oxy-fuel cutting; gaskets & packing; craft related mathematics; construction drawings; pumps & drivers; valves; intro. to test equipment; material handling & hand rigging; mobile & support equipment; lubrication.

**INDUSTRIAL ELECTRICAL MAINTENANCE AND INSTRUMENTATION LEVEL 2**

Topics of instruction include: industrial safety for E & I technicians; intro. to national electric code; electrical theory; alternating current; E & I test equipment; flow, pressure, level & temperature; process mathematics; hand bending; tubing; clean, purge & test tubing & piping systems; instrument drawings & documents part 1; conductors & cables; conductor terminations & splices.

**MANAGING ELECTRICAL HAZARDS**

Introduces electrical hazards in the workplace and describes how to avoid electrical hazards and how to analyze and document shock and arc flash hazards; and how to plan and conduct work around them. Includes examples of how to complete an energized electrical work permit, and how to select the specialized personal protective equipment required for electrical work.

**INTRODUCTION TO WIND ENERGY**

Introduces the fundamentals of generating electrical power from wind energy. A brief history of wind energy is included as well as wind science, the interception of wind energy through a rotor, and an identification of major wind turbine generator components.

**INTRODUCTION TO SOLAR PHOTOVOLTAICS (P/V)**

Covers the basic concepts of PV systems and their components, along with general sizing and electrical/mechanical design requirements. Also provides an overview of performance analysis and troubleshooting.

**BASIC WELDING & CUTTING**

Students gain experience in oxy-fuel cutting safety, equipment and usage; cutting straight lines, squares piercing and slots, bevels; washing and gouging. Students are introduced to Shielded Metal Arc Welding (S.M.A.W.) and Mig Welding (G.M.A.W.) as they pertain to uses in maintenance.

**DISCLOSURES**

2014-15 On-Time Graduation Rate: 100%
2014-15 Job Placement Rate: 67% (4 out of 6 completers are working in a related field as of publication date)
2014-15 Median Student Loan Debt: (Fewer than 10 graduates received loans. Median amounts are withheld to preserve loan recipients’ confidentiality.)

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Please call the bus garage for more information at 419.522.4504.
Phlebotomy/EKG 244 HOURS

Students complete 12 weeks of intense classroom/lab training and competency check-offs followed by 100 hours of externship experience throughout OhioHealth Mansfield and Shelby Hospitals and outreach facilities. (Externship hours vary from classroom and are assigned on a 2 ½ week rotational basis.) Students become a Registered Phlebotomy Technician (RPT) through American Medical Technologists (AMT) upon passage of certification exam.

**SCHEDULE:** 8/30/16 – 12/30/16  
Tuesday through Thursday  
4:00 – 8:00 pm (Externship hours vary)

An additional section of Phlebotomy/EKG is taught in Spring, 2017 as part of the Clinical Care Technologies program. Space is limited to openings in the program as of 2/1/17

**FEES:**  
Tuition ................................................. $1,708  
*Fees .................................................. $498  
*(Fees include books, certification fees, & lab/student services fees)

**ADDITIONAL ENROLLMENT REQUIREMENTS:** (in addition to the regular Enrollment Requirements)

- Complete/Sign Risk Advisory Form
- Complete/Sign Program Enrollment Questionnaire
- Hepatitis B titer & vaccine if titer shows need
- MMR vaccination
- Flu vaccination
- Complete Background Screening
- Employment options are limited for persons with felonies or other recent criminal charges and may affect a student’s enrollment, externship and/or certification

**COURSE DESCRIPTIONS**

**PHLEBOTOMY**

Theory and application in lab include applied anatomy; documentation; specimen handling and transportation; phlebotomy and venipuncture procedures; collecting capillary blood specimens, elderly, home and long-term care collections; urinalysis, body fluids and other specimens; forensic, toxicology, and point of care testing (pregnancy, rapid strep, glucose and coagulation testing); infection control; safety; blood collection equipment and complications; pediatric procedures. Students will perform live venipunctures during lab application after passing skills demonstration check-off.

**PHLEBOTOMY EXTERNSHIP**

Students who successfully completed Phlebotomy will attend a 2 ½ week externship and perform 100 successful venipunctures. Students will observe in the pediatric, emergency medicine, and triage departments of OhioHealth Mansfield and Shelby Hospitals to gain additional knowledge. Externship is assigned based on a rotational basis.

**EKG**

Students are introduced to and practice EKG terminology, lead application and procedures on an EKG MAC/5000 Machine. Functions of this particular machine and EKG Resulting/Interpretation and the cardiovascular system are also covered.

**DISCLOSURES**

2014-15 On-Time Graduation Rate: 100%
2013-14 Job Placement Rate: 64% (11 out of 17 completers are working in a related field as of publication date)
2014-15 Median Student Loan Debt: $0 (program not eligible)

“All our dreams can come true if we have the courage to pursue them.”  
– Walt Disney
Precision Machining/CNC Technology
375 HOURS

375 clock hours/7 months \ CIP Code: 48.0599 \ SOC Code: 51-4011.00

Program includes hands-on, manual and CNC machining; machine setup and operations; CNC programming; industrial mold maintenance; applied mathematics; and blueprint reading. Students learn to operate a variety of equipment and machines including our CNC mill, CNC lathe and CNC tool room lathe. Program prepares students for National Institute for Metalworking Skills (NIMS) certification and Injection Mold Maintenance competency upon passage of certification exams.

SCHEDULE:
9/6/16 – 4/7/17
Monday through Friday
3:30 – 6:30 pm

FEES:
Tuition ........................................................................ $3,090
*Fees .......................................................................... $1,206
*(Fees include books, certifications, tools, student services/lab fees.)

COURSE DESCRIPTIONS

APPLIED MATH
Review of fractions, decimals and conversions, measurements and metric conversions; calculate surface footage for mills, lathes and other machines; calculate precision measurements; figure speeds and feeds; trigonometry for machining.

BLUEPRINT READING
Understand blueprint drawings and sketches; learn geometric symbols, blueprint layouts and tolerances; practice reading and creating various types of blueprints and sketches. Use blueprints to machine parts.

CNC SIMULATION
Use Immerse2Learn software to review Math and Blueprint Reading; learn to format and write CNC programs; students input programs into HAAS CNC simulator to proof out program.

METALWORKING PROJECTS
Utilize machining hand tools for craftsmanship; students layout project and use drill press, saw and hand tools to complete layout project. Students also complete manual lathe projects, manual mill projects and learn to operate surface grinder.

LAB
Gain hands-on experience operating metalworking and CNC equipment and projects. Students are graded on their performance, use of tools, attendance, motivation and teamwork skills.

SAFETY
Learn to operate all equipment with safety precautions (eye protection, dress, appearance). Become aware of various moving parts on equipment and considerations. Read MSDS sheets and discuss hazardous materials.

CNC LATHE PROGRAMMING
Learn lathe axes and Cartesian coordinate systems for plotting points. Learn basic G and M codes and single line programming. Use linear and circular interpolation and tool nose radius compensation to write lathe programs.

CNC LATHE SETUP
Gain experience building up tools for CNC lathe operation; Learn to build tool data; touch off turning tools; understand tool geometry and create work shifts to set up CNC Lathes. Perform by proofing out programs and running parts complete.

CNC MILL PROGRAMMING
Learn mill axes and Cartesian coordinate systems for plotting points. Learn basic G and M codes and single line programming. Use linear and circular interpolation and cutter compensation to write mill programs.

CNC MILL SETUP
Gain experience building up tools for CNC mill operation. Learn to build tool data; understand tool geometry; touch off tooling and create work shifts to set up CNC Mills. Perform by proofing out program and running parts complete.

DISCLOSURES
2014-15 On-Time Graduation Rate: 100%
2014-15 Job Placement Rate: 70% (9 out of 13 completers from this class are working in a related field as of the date of this publication)
2014-15 Median Student Loan Debt: $0

Career Development Program OPEN HOUSE
APRIL 7, 2016 6:00 – 8:00 P.M.
Visit classes in session; complete forms; and meet instructors, students & staff! 419.589.6363
State Tested Nurse Aide (STNA) 96 HOURS

96 clock hours/1-2 months \ CIP Code: 51.3902 \ SOC Code: 31-1010.00

Classroom instruction and related clinical experiences help prepare students for certification through the Ohio Department of Health as a State Tested Nurse Aide (STNA). Our program goes beyond the state minimum to help prepare students for certification, further education in nursing and employment! Clinical experiences consist of two 8-hour days at a long-term care facility.

SCHEDULED CLASSES:

<table>
<thead>
<tr>
<th>Date Range</th>
<th>Days</th>
<th>Time</th>
<th>Clinical Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>5/23/16 – 6/30/16</td>
<td>Monday through Friday (2 Friday class days)</td>
<td>10:00 am – 2:00 pm</td>
<td>*Clinical 7:00 am – 3:30 pm</td>
</tr>
<tr>
<td>6/30/16 – 8/11/16</td>
<td>Monday through Thursday</td>
<td>8:00 am – 1:00 pm</td>
<td>*Clinical 7:00 am – 3:30 pm</td>
</tr>
<tr>
<td>8/1/16 – 9/22/16</td>
<td>Monday through Thursday</td>
<td>4:30 – 8:30 pm</td>
<td>*Clinical 12:00 – 8:30 pm</td>
</tr>
<tr>
<td>10/3/16 – 11/17/16</td>
<td>Monday through Thursday</td>
<td>1:00 – 5:00 pm</td>
<td>*Clinical 12:00 – 8:30 pm</td>
</tr>
<tr>
<td>11/21/16 – 12/21/16</td>
<td>Monday through Friday (2 Friday class days)</td>
<td>10:00 am – 4:30 pm</td>
<td>*Clinical 7:00 am – 3:30 pm</td>
</tr>
<tr>
<td>1/9/17 – 3/16/17</td>
<td>Tuesday through Thursday (1 Monday class)</td>
<td>11:30 am – 3:30 pm</td>
<td>*Clinical 12:00 – 8:30 pm</td>
</tr>
<tr>
<td>4/27/17 – 6/13/17</td>
<td>Monday through Thursday</td>
<td>4:00 – 8:00 pm</td>
<td>*Clinical 12:00 – 8:30 pm</td>
</tr>
</tbody>
</table>

FEES:

Tuition ................................................................. $550
*Fees ........................................................................ $225
*(Fees include books, physical, CPR/First Aid, on-site state testing & lab fee)

ADDITIONAL ENROLLMENT REQUIREMENTS: (in addition to the regular Enrollment Requirements)

- Complete/Sign Risk Advisory Form
- Complete/Sign Program Enrollment Questionnaire
- Complete 2 step Tuberculin Skin Testing
- Obtain Physical
- Employment options are limited for persons with felonies or other recent criminal charges and may affect a student’s enrollment or certification
- Student must be able to lift 50 pounds

COURSE DESCRIPTIONS

NURSE AIDE THEORY/LAB

Mandatory Ohio Department of Health (NATCEP) curriculum includes: safety; infection control; personal care; mental health; care impaired; residents’ rights; communication; data collection; basic nursing skills; role and responsibility; disease process; and older adult growth. In addition students gain valuable skills through hands-on lab experience taking vital signs/blood pressure; dressing/feeding dependent residents; catheter care; abdominal thrusts; basic activity planning/dosage calculation/medical terminology; safe transfers using walkers, gait belts and mechanical lifts. Students must obtain 80% to pass.

NURSE AIDE CLINICAL EXPERIENCE

Gain hands-on experience in a long-term care facility putting into practice skills successfully demonstrated in Nurse Aide Theory/Lab. Students must obtain 80% on skills clinical check-off in order to pass.

HEALTHCARE PROVIDER CPR

Performs basic life support (adult/child/infant) and AED in a variety of healthcare settings.

FIRST AID

Manage illness and injuries within the first few minutes of their occurrence. Students will receive a Pass or Fail grade.

DISCLOSURES

2014-15 On-Time Graduation Rate: 95%
2014-15 Job Placement Rate: 45% (29 out of 64 completers are working in a related field as of publication date)
50% of completers are pursuing related higher education
2014-15 Median Student Loan Debt: $0 (program not eligible)
**GAS METAL ARC WELDING**

Understand gas metal arc welding, equipment adjustments, metal transfer and shielding gases. Gain skills to make quality gas metal arc welds in all positions on mild steel from 3/16” sheet to 3/8” plate, single and multiple passes, using short circuit transfer process. Learn about problems associated with welding situations and corrective action. Learn pulse transfer other than short-circuiting. Learn how pulse transfer provides for high deposition rate for all position welding. Also included is gas metal arc welding of aluminum.

**FLUX-CORED ARC WELDING**

Produce quality multi-pass groove welds with backing on 3/8” plate, single and multiple pass, using mild steel, low hydrogen metal arc welds in all positions on mild steel from 3/16” to 1/2”. Students will demonstrate open root groove welds on plate. Students will demonstrate preparation for pipe welding. Gain instruction in stringer, fillet and groove welds.

**INTRODUCTION TO PIPE WELDING**

Provides beginning theory and practical instruction in preparation for pipe welding. Gain instruction in stringer, open root groove welds on plate. Students will demonstrate an open root weld on pipe in the 1G position. Welds will be in accordance with ASME Section IX carbon steel pipe.

**WELDING FABRICATION**

Practical application of cutting and welding processes. Students will fabricate several small projects in lab using combination squares, levels, cutting equipment and welding processes throughout the program.

**GAS TUNGSTEN ARC WELDING**

Understand tungsten arc welding, arc characteristics and welding safety. Develop skills necessary to make quality gas tungsten arc welds on 16 and 11 gauge mild steel, .060” and .062” gauge stainless steel and .125” aluminum, using both direct and alternating current. Learn characteristics of carbon steel, stainless steel and aluminum.

**OXYACETYLENE WELDING, CUTTING & BRAZING**

Understand oxyacetylene welding, cutting and safety practices. Produce quality 11-gauge fillet welds and open root 3/16” V groove bevel welds. Gain experience in flame cutting mild steel plate, weld quality and applications of fuel gases.

**BLUEPRINT READING & WELDING SYMBOLS**

Develop an understanding of engineering drawings. Use information to communicate setup and welding instructions from the designer to the welder and fitter. Learn AWS(R) A2.4 Symbols for Welding and Nondestructive Examination Standard which provides a vital link between the designer and those responsible for producing and planning welding.

**SHIELDED METAL ARC WELDING I**

Gain an understanding of arc welding, welding safety, arc welding power sources, electrode classifications and selection. Develop skills necessary to make quality shielded metal arc welds in all positions on mild steel from 3/16” to 1/2” plate, single and multiple pass, using mild steel, low hydrogen and iron powder electrodes, with DC welding current.

**SHIELDED METAL ARC WELDING II**

Produce quality multi-pass groove welds with backing on 3/8” plates (horizontal, vertical and overhead positions). Gain exposure to hard surfacing, repair of cast iron, metal identification, welding procedures and welder qualification on destructive and nondestructive testing methods.

**DISCLOSURES**

2014-15 On-Time Graduation Rate: 100%
2014-15 Job Placement Rate: 80% (4 out of 5 completers are working in a related field as of publication date)
2014-15 Median Student Loan Debt: (Fewer than 10 graduates received loans. Median amounts are withheld to preserve loan recipients’ confidentiality.)
CANCELLATION AND REFUND POLICY

CAREER DEVELOPMENT PROGRAMS CANCELLATION AND REFUND POLICY

Enrollment Agreement Cancellation (before training commences)
The student has the right to cancel the Enrollment Contract (Enrollment Agreement) at any time prior to program attendance by contacting the school.

• If the student notifies the school of cancellation within three calendar days after the date of signing, the school shall refund in full all tuition and fees paid pursuant to the enrollment agreement.
• If the student notifies the school of cancellation more than three days after the Enrollment Agreement is signed, the school shall keep the Enrollment Deposit paid by the student up to $100. The Enrollment Deposit is able to be applied to future tuition should the student re-enroll.
• A student, who has not visited the school prior to enrollment, may withdraw without penalty within three business days of either the orientation or following a tour of the school facilities and equipment.

Students Who Withdraw/Are Dismissed (after training commences)
The total program fees due from the student are calculated by the percentage of program hours possible at the end of the day of the last date of attendance by the student. See matrix below:

<table>
<thead>
<tr>
<th>Percentage of program hours on last date of attendance</th>
<th>Student is responsible to pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>0% - 10%</td>
<td>0% Total Program Tuition + Enrollment Deposit + All lab fees/books/supplies received by the student + All assessments processed by MACC for the student.</td>
</tr>
<tr>
<td>10.01% - 25%</td>
<td>25% Total Program Tuition + All lab fees/books/supplies received by the student + All assessments processed by MACC for the student.</td>
</tr>
<tr>
<td>25.01% - 40%</td>
<td>50% Total Program Tuition + All lab fees/books/supplies received by the student + All assessments processed by MACC for the student.</td>
</tr>
<tr>
<td>40.01% +</td>
<td>100% Total Program Tuition + All lab fees/books/supplies received by the student + All assessments processed by MACC for the student.</td>
</tr>
</tbody>
</table>

Credit Balances
Funds paid in excess of the fees due the school are considered a credit balance which will be refunded to the student, unless the student has borrowed Stafford Loan Funds in which case this credit balance will be returned to the student’s Stafford Loan balance(s), Unsubsidized Stafford loans first.

Refunds
Refunds will be processed within 30 days of the date of determination by the school that a student has withdrawn or is dismissed from the school. The date of determination is:

• Notification to the school by the student that he or she has withdrawn or date of dismissal.
• If a student does not notify the school of intent to withdraw from school and stops attending; the student will be automatically dismissed after 14 days from the last date of attendance. The dismissal date will serve as the date of determination.

Fees Due from Student
Fees due the school are considered a debt and must be paid. All financial aid that can be applied will be applied to a student’s account. All remaining funds, including financial aid that was applied to a student’s account and then returned, are the responsibility of the student. The student will be billed for any outstanding charges on his or her account.

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Please call the bus garage for more information at 419.522.4504.
Past Due Fees
Should a student fail to make on-time payment due the school, a late fee will be charged to the student. If the student fails to make payment after 60 days his or her account will be turned over to the Ohio Attorney General’s Office for debt collection.

Return to Title IV Aid Calculations
MACC follows the Department of Education Return to Title IV policy for all Title IV funds (Pell Grants, Stafford/PLUS Loans) which requires refunds be made 45 days from the last date of student attendance.

• If a student’s last date of attendance comes prior to 60% of the payment period in which the student has withdrawn, those federal funds, even after disbursed to a student’s account, are unearned and a calculated percent will have to be returned to the Department of Education. If a student withdraws after 60% of a payment period’s scheduled hours are complete that student is eligible to keep all of scheduled aid. If the aid has not been previously disbursed the school will not disburse loans without the student’s statement/signature.

For the purpose of calculating Return to Title IV, tuition and fees are charged for the entire program (according to the refund matrix on page 15).

• Title IV Post Withdrawal Disbursements will be made should a student withdraw from the program prior to financial aid being disbursed for the current payment period. MACC will not disburse student loans after a student has withdrawn without the student’s permission. If a withdrawn student obtains a credit balance on his/her account and has student loans; the credit balance will be returned to the student’s loan.

Program Cancellation or Delay
MACC reserves the right to cancel, or delay the start of, a course due to insufficient enrollment or circumstances beyond our control. Such decisions will be made at least one week before the scheduled program start date. Registrants will be notified via email or phone call. Every effort will be made to avoid cancellation or delay.

MADISON ADULT CAREER CENTER EXPECTATIONS AND ADDITIONAL INFORMATION

ATTENDANCE/GRADES
Madison Adult Career Center requires students maintain 90% attendance and a 2.0 (C) Grade Point Average. Students who miss more than 10% of their program’s scheduled hours may be dismissed. Students who fall below a 2.0 Grade Point Average will be placed on probation for a period of time and dismissed if after that period of time the GPA remains below a 2.0. (Individual program policies may be higher than the MACC policy.) For more details see our Attendance and Satisfactory Academic Progress policies located in our catalog.

PROFESSIONALISM
Our goal is for students to be employable after program completion. All students in our Career Development programs will participate in Professionalism training which includes resume/interview preparation and instruction in behaviors, attitudes, appearance, and their impact on employment.

JOB SEARCH PREPARATION
Transition Coordinators work with students in Career Development programs to develop and revise resumes; practice interview skills; and share job postings with students, instructors and staff members. MACC also shares student resumes with employers who contact our office with job openings. Former Career Development students are welcome to utilize our services at no additional charge.

EMPLOYER SERVICES
Employers are welcome to submit job postings to MACC at no charge; and request student resumes! We share postings with instructors and students. Postings may be faxed to 419.589.2150 or emailed to dbrown@madisonadultcc.org. Call our office at 419.589.6363 with questions.

PERSONAL GUIDANCE COUNSELING
Our Guidance Counselor meets with Career Development students to discuss personal issues; and to help students address and overcome barriers to education and employment.

OOPS CLAUSE
This brochure was proofread before it went to press, but errors sometimes occur. Madison Adult Career Center regrets if this publication contains any such errors; therefore, the contents should not be regarded as a contract with Madison Local Schools’ Adult Career Center. Madison Adult Career Center reserves the right to make changes in programs after this brochure has gone to press. Every attempt will be made to correct errors and notify the public of any necessary changes.
EVER THOUGHT ABOUT GOING INTO A “NON-TRADITIONAL” CAREER?

Non-traditional career fields are occupations in which individuals from one gender comprise less than 25 percent of the individuals employed in that field of work.

MACC welcomes students who are interested in programs/careers that differ from the “traditional” gender represented. Being in the gender minority in a career field has opened doors for our MACC non-traditional graduates!

FEMALES are considered non-traditional in the following MACC programs:

- Automotive Technology
- Industrial Electrical Maintenance
- Precision Machining/CNC Technology
- Welding Technology

MALES are considered non-traditional in the following MACC programs:

- Administrative Medical Office
- Cosmetology/Managing Cosmetology
- Clinical Care Technologies (Medical Assisting)
  - Dental Assisting
  - Phlebotomy/EKG
- State Tested Nurse Aide (STNA)

If you’re thinking about a non-traditional career, MACC can help!
Career/Personal Enrichment Courses

SPRING 2016 – CAREER/PERSONAL ENRICHMENT COURSES

The following Spring, 2016 courses do not fall under the scope of our accreditation, or qualify for financial aid; however, provide a wide range of learning opportunities for our local community!

To register and for a list of fees, call 419.589.6363.

<table>
<thead>
<tr>
<th>Class Code</th>
<th>Class Name</th>
<th>Dates</th>
<th>Times</th>
</tr>
</thead>
<tbody>
<tr>
<td>S874A</td>
<td>Cooking With Essential Oils</td>
<td>4/5, 5/3 &amp; 5/24</td>
<td>6:00 – 9:00 p.m.</td>
</tr>
<tr>
<td>S410C</td>
<td>Healthcare Provider</td>
<td>4/6</td>
<td>5:30 – 9:30 p.m.</td>
</tr>
<tr>
<td>S829C</td>
<td>Photoshop</td>
<td>4/11 – 5/18</td>
<td>5:00 – 7:00 p.m.</td>
</tr>
<tr>
<td>S836B</td>
<td>Sign Language (Inter.)</td>
<td>4/11 – 5/23</td>
<td>6:30 – 8:30 p.m.</td>
</tr>
<tr>
<td>S674B</td>
<td>Geometric/Dimension &amp; Tolerancing</td>
<td>4/12 – 4/26</td>
<td>6:00 – 8:00 p.m.</td>
</tr>
<tr>
<td>S670B</td>
<td>Small Engine Repair</td>
<td>4/13 – 5/18</td>
<td>6:00 – 8:00 p.m.</td>
</tr>
<tr>
<td>S402C</td>
<td>Heartsaver First Aid</td>
<td>4/14</td>
<td>5:30 – 8:30 p.m.</td>
</tr>
<tr>
<td>S200C</td>
<td>Communicable Disease</td>
<td>4/19 – 4/21</td>
<td>5:30 – 8:30 p.m.</td>
</tr>
<tr>
<td>S105C</td>
<td>Computer Keyboarding</td>
<td>4/19 – 5/5</td>
<td>6:00 – 8:00 p.m.</td>
</tr>
<tr>
<td>S415B</td>
<td>Healthcare Provider Renewal</td>
<td>4/28</td>
<td>5:30 – 8:30 p.m.</td>
</tr>
<tr>
<td>S840C</td>
<td>Landscape Design/Care</td>
<td>4/28 – 5/26</td>
<td>6:30 – 9:00 p.m.</td>
</tr>
<tr>
<td>S700</td>
<td>What’s Next?...Free Career Exploration Workshop</td>
<td>4/13 &amp; 6/8</td>
<td>6:00 – 8:30 p.m.</td>
</tr>
</tbody>
</table>
APRIL 7, 2016
OPEN HOUSE
6:00 – 8:00 PM
Get In the Game
Career Development Program
Visit classes in session, complete forms, and meet instructors, students & staff!
419.589.3633
www.madisonadultcc.org
Madison Comprehensive High School and Madison Adult Career Center