

Fall 2009

Professional Development
Course Schedule

“The instructors from the Medina County University Center have been instrumental in training our employees. With the new skills learned, our company can successfully move forward into the future.”

David Schutzer,
Partners in Plastics



Table of Contents



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.

Welcome!

Experience the Medina County University Center's Professional Development Classes

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

College for Kids and Mad Science returning in October!

***Health Fair SEPT. 16, 2009
see page 6***

***Customer Appreciation
TAKE 3 PRICING
see page 12***

TABLE OF CONTENTS

Certificate Programs	1-3
Exceptional Leadership	4-5
SCORE Workshops	6
Technology	7-9
Fire and Hazardous Materials / Workplace Safety	10
Customized Training	11
General Information	12
Easy Registration	13

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 this fall! The program provides a solid foundation to build an insurance career or gain general understanding of a complicated product. From a personal perspective, you will gain knowledge on the coverages needed to best protect your family, home or business. From a professional perspective, a career in insurance can be very rewarding. Insurance professionals are committed to getting people back to normal as quickly as possible when the unthinkable happens — car accident, house fire or business interruption. These courses cover insurance principles, practices and policies in depth. There are three classes you must take to earn the certificate, including:

INS 21 - PROPERTY AND LIABILITY INSURANCE PRINCIPLES

CEUs: 1 Instructor: Staff

Wednesdays, Aug. 12 – Sept. 9 6 to 8 p.m.

\$275 09FAINVEST01

(Includes instruction and required materials: text and course guide with access to online practice exams.) **OR**

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

INS 22- PERSONAL INSURANCE

CEUs: 1 Instructor: Staff

Wednesdays, Sept. 16 – Oct. 14 6 to 8 p.m.

\$275 09FAINVEST02

(Includes instruction and required materials: text and course guide with access to online practice exams.) **OR**

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

INS 23- COMMERCIAL INSURANCE

CEUs: 1 Instructor: Staff

Wednesdays, Oct. 21 – Nov. 18 6 to 8 p.m.

\$275 09FAINVEST03

(Includes instruction and required materials: text and course guide with access to online practice exams.) **OR**

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

Take 3 Pricing Does Not Apply.

Special Note: You can earn credits toward your CPCU (chartered property and casualty underwriter) designation as completing the INS Program waives one of the required courses!

*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.

Lean and Polymer

LEAN MASTERY CERTIFICATE PROGRAM

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.

CEUs: 4.2

Instructor: Brian Furlong, co-author of “The Elusive Lean Enterprise”

Tuesdays, Wednesdays and Thursdays

Oct. 27-29 and Dec. 1-3 8:30 a.m. to 4:30 p.m.

\$1,999 09FALEAN0001

Take 3 Pricing Does Not Apply.

POLYMER CERTIFICATE PROGRAM

Based upon more than a year of collaboration with representatives from numerous polymer industries, 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.

Curriculum Structure

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 - Fall 2009

It takes a complete set of skills to supervise in today's ever-changing and complex business world. This certificate program will give you those 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 fall. 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, Sept. 16, 23, 30 and Oct. 7 1:30 to 4:30 p.m.

\$449 09FASUPER500

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, Oct. 14, 21, 28 and Nov. 4 1:30 to 4:30 p.m.

\$449 09FASUPER501

FLEXIBILITY AND STAYING THE COURSE

Module Three

Flexibility is key in the changing world of management. Learning how to stay the course, manage your staff and keep up with change is what you will gain from this module.

CEUs: 1.2

Wednesdays, Nov. 11 and 18, and Dec. 2 and 9 1:30 to 4:30 p.m.

\$449 09FASUPER503

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.

Instructor: Mary Kay Milewski

CEUs: 1.2

Wednesdays, Dec. 16, and Jan. 6, 13 and 20 1:30 to 4:30 p.m.

\$449 09FASUPER504

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.

Planning and Zoning

INTRODUCTION TO PLANNING AND ZONING ADMINISTRATION

Partnering with the Medina County Planning Department and Medina County Economic Development

CONCEPT

This course is designed to help beginners and experienced officials increase their knowledge about planning and zoning as practiced in the United States. Those completing this course will be better able to direct and influence the growth, development and redevelopment of their communities. Participants will learn: The Nature of Planning, Urbanization, Governing and Planning Urban Areas, The Evolution of Zoning, The Institutional and Legal Framework, The Techniques of Zoning, Development Charges

CEUs: 1.4 Instructor: Kristina Sink

Tuesdays, Oct. 13 – Nov. 24 6:30 to 8:30 p.m.

\$119 09FABUSI2007

Certified Administrative Professional (CAP)

CERTIFIED ADMINISTRATIVE PROFESSIONAL (CAP)

In today's ever-changing business environment, you need every advantage to stay on top. The Certified Administrative Professional designation is a mark of excellence that you can carry with you wherever you go. It demonstrates to employers, clients and associates that you are committed as a professional. Achieving certification will enhance your career potential and value to employers by increasing your professional skills. Attending the study group sessions will prepare you to sit for the two-day exam that is offered twice a year. By attending you will build professional skills that will help you to compete in today's global marketplace. Areas that will be covered include: Office Systems & Technology; Office Administration (verbal and written communication, business etiquette); Management (human resources, accounting, economics, time management); and Advanced Organizational Management (strategic planning, critical thinking and decision-making processes).

20 class meetings CEU 4.0

Mondays and Thursdays 6-8 p.m. Aug. 31-Sept. 24

Mondays 6 to 8 p.m. Sept. 28-Dec. 14

\$999 UA Campus

Mondays and Thursdays 6-8 p.m. Aug. 31-Sept. 24

Mondays 6 to 8 p.m. Sept. 28-Dec. 14

\$999 MEDINA COUNTY UNIVERSITY CENTER – Distance Learning

Take 3 Pricing Does Not Apply.

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. Materials fee of approximately \$110 payable to the instructor.

CEUs: 4.2

Instructor: Tami Custer, professional certified floral designer

Tuesdays and Wednesdays, Sept. 29-Nov. 11 6 to 9 p.m.

\$399 09FABUSI2005

Green Introduction

WHAT'S HAPPENING WITH GREEN

This class will give you an introduction into the environmental world. After completion, a student will be able to understand basic environmental management. Participants will explore:

- Basic guidelines of the EPA, RCRA
- Hazardous and Nonhazardous waste recycling
- Area landfills, treatment and recycling facilities and possible products produced by these sites.

Discussion topics will include brownfields, household hazardous waste and universal waste recycling. The class will tour a local nonhazardous waste treatment center and discover the energy source they produce from off-specification consumer products.

CEUs: 2.4 Instructor: James Minor

Mondays and Wednesdays, Oct. 5-Nov. 11 6 to 8 p.m.

\$159 09FAGREEN001

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.

INFLUENCING OTHERS

Basics of Influence: Through discussion, learners discover the basics of influence: why to influence, whom you can or should influence, and what influence is and is not. An exercise addresses the challenges and difficulties of influencing others and the characteristics of successful and unsuccessful influencers.

Influence Planning: Participants learn about establishing objectives, identifying benefits and preparing strategies. The Influence Planner provides a tool for covering this information.

CEUs: .35

Instructor: Judy Bodenhamer

Friday, Dec. 11 9 a.m. to 12:30 p.m.

\$119 09FASUPER515

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.

CEUs: .35

Instructor: Judy Bodenhamer

Friday, Nov. 13 9 a.m. to 12:30 p.m.

\$119 09FASUPER507



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.

CEUs: .6 Instructor: Judy Bodenhamer and Holly Bognar, Ph.D.

Friday, Oct. 9 9 a.m. to 3 p.m.

\$279 09FACOMM8015

DiSC Sales

DISC POWERED SELLING

Using DiSC, a simple and intuitive learning model, participants learn how to read and understand the styles of their customers. The result is salespeople who adapt their styles to connect better — and **close more sales**.

KEY TOPICS

Everything DiSC Sales focuses on three vital areas:

Understanding Your DiSC Sales Style

Participants discover their DiSC sales styles and how personal priorities influence their selling behaviors.

Recognizing and Understanding Customer Buying Styles

Participants learn customer mapping — a new way of people reading that helps identify the priorities and preferences of real-life customers.

Adapting Your Sales Style to Your Customer's Buying Style

Participants use their Everything DiSC Sales Maps to understand how to adapt their sales styles to connect better with their customers.

CEUs: .35 Instructor: Judy Bodenhamer

Friday, Sept. 25 9 a.m. to 12:30 p.m.

\$179 09FACOMM8014

(Includes cost of online assessment and personalized report.)



Workshops

Workshops Fall 2009!

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 fall:
FOR STUDENTS AND START-UP BUSINESSES

Résumé Workshop – Thursdays

09FABMAN754A September 17, 3:00 to 4:00 p.m. OR

09FABMAN754B November 19, 3:00 to 4:00 p.m.

Business Basics and Marketing on a Mini Budget -

09FABMAN7505 Wednesday, September 2, 6:00 to 9:00 p.m.

FOR EXISTING BUSINESSES

Leadership & Management – Wednesdays

09FABMAN7506 December 2, 6:00 to 9:00 p.m.

Financial Management – Wednesdays

09SRBMAN7507 August 5, 6:00 to 9:00 p.m. OR

09FABMAN7507 November 4, 6:00 to 9:00 p.m.

Great Customer Service – Wednesday

09SRBMAN7508 August 19, 6:00 to 8:00 p.m.

Business Plans – Wednesday

09FABMAN7509 October 7, 6:00 to 9:00 p.m.

Not for Profit – Wednesday

09FABMAN7510 October 21, 6:00 to 9:00 p.m.



Institute for Life Learning

INSTITUTE FOR LIFE LEARNING FALL 2009

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, or come to the Medina County Health Fair and Lifelong Learning kickoff event on Wednesday, Sept. 16, 2009, from 8 a.m. to 12:30 p.m.

Join us to learn about the new classes offered at the Medina County University Center's Institute for Lifelong Learning, register for your chance to win door prizes, and talk with senior service and health care providers.

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.

CEUs: .7

Instructor: Ted Younessi

Friday, Sept. 25 8:30 a.m. to 4:30 p.m.

\$79 09FACOMP1033

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.

CEUs: .7

Instructor: Ted Younessi

Friday, Oct. 2 8:30 a.m. to 4:30 p.m.

\$159 09FACOMP1034

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.

CEUs: .7

Instructor: Ted Younessi

Friday, Oct. 9 8:30 a.m. to 4:30 p.m.

\$159 09FACOMP1035

ADVANCED MICROSOFT EXCEL 2007

A few of the advanced topics include:

- Advanced formulas and functions
- Decision-making functions
- Nested functions
- Financial functions
- Data tables
- Advanced list management

CEUs: .7

Instructor: Ted Younessi

Friday, Oct. 16 8:30 a.m. to 4:30 p.m.

\$159 09FACOMP1036

Spreadsheets

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

CEUs: .7

Instructor: Ted Younessi

Wednesday, Oct. 21 8:30 a.m. to 4:30 p.m.

\$159 09FACOMP1037

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.

CEUs: .7

Instructor: Ted Younessi

Wednesday, Nov. 11 8:30 a.m. to 4:30 p.m.

\$239 09FACOMP1007

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.

CEUs: .7

Instructor: Ted Younessi

Wednesday, Nov. 18 8:30 a.m. to 4:30 p.m.

\$189 09FACOMP1005

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 Report
- Modifying the Database Structure
- Sharing Information
- Creating Multiple Table Queries

CEUs: .7

Instructor: Ted Younessi

Friday, Oct. 23 8:30 a.m. to 4:30 p.m.

\$159 09FACOMP1038

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

CEUs: .7

Instructor: Ted Younessi

Friday, Oct. 30 8:30 a.m. to 4:30 p.m.

\$159 09FACOMP1039

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

CEUs: .7

Instructor: Ted Younessi

Friday, Nov. 6 8:30 a.m. to 4:30 p.m.

\$159 09FACOMP1040

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

CEUs: .7

Instructor: Ted Younessi

Friday, Dec. 4 8:30 a.m. to 4:30 p.m.

\$109 09FACOMP1041

POWERPOINT 2007 FOR SALES PRESENTATIONS

Learn to use Microsoft PowerPoint 2007 to create effective sales presentations.

Topics include:

- Customizing presentations
- Using graphics, movies and sound effects
- Customizing SmartArt graphics and tables
- Photo albums and animation
- Delivery options

CEUs: .7

Instructor: Ted Younessi

Friday, Dec. 11 8:30 a.m. to 4:30 p.m.

\$109 09FACOMP1042

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

CEUs: .7

Instructor: Ted Younessi

Friday, Dec. 18 8:30 a.m. to 4:30 p.m.

\$109 09FACOMP1043

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, Nov. 13 and 20 8:30 a.m. to 4:30 p.m.

\$299 09FACOMP1002

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

Thursday and Friday, Nov. 19-20 9 a.m. to 4 p.m.

\$249 09SRCOMP1017

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
- Year-end Adjustments

Prerequisite: Some knowledge of QuickBooks Pro basics.

CEUs: 1.2

Instructor: Marcia Calhoun, CPA, Rea & Associates

Thursdays, Dec. 10 and 17 9 a.m. to 4 p.m.

\$249 09SRCOMP1018

Boot Camps

PLC BOOT CAMP – three days

Programmable Logic Controllers (PLCs) are digital computers that control nearly all of the machinery in any 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 09SRMANU3501 (Price includes materials and lunch.)

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 09SRMANU3502 (Price includes materials and lunch.)

We also have all of the Microsoft Office 2003 programs available for training upon request.

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.
13665

136-HOUR FIREFIGHTER 1

Meets objectives outlined in NFPA 1001 Standard for Professional Qualifications.
14234

FIRE SAFETY INSPECTORS

Meets NFPA 1031 Standard for Fire Safety Inspector. Must be currently employed by fire department or private fire company.
13664

FIRE SAFETY INSPECTORS- CONTINUING EDUCATION

3 hours total per class
14239

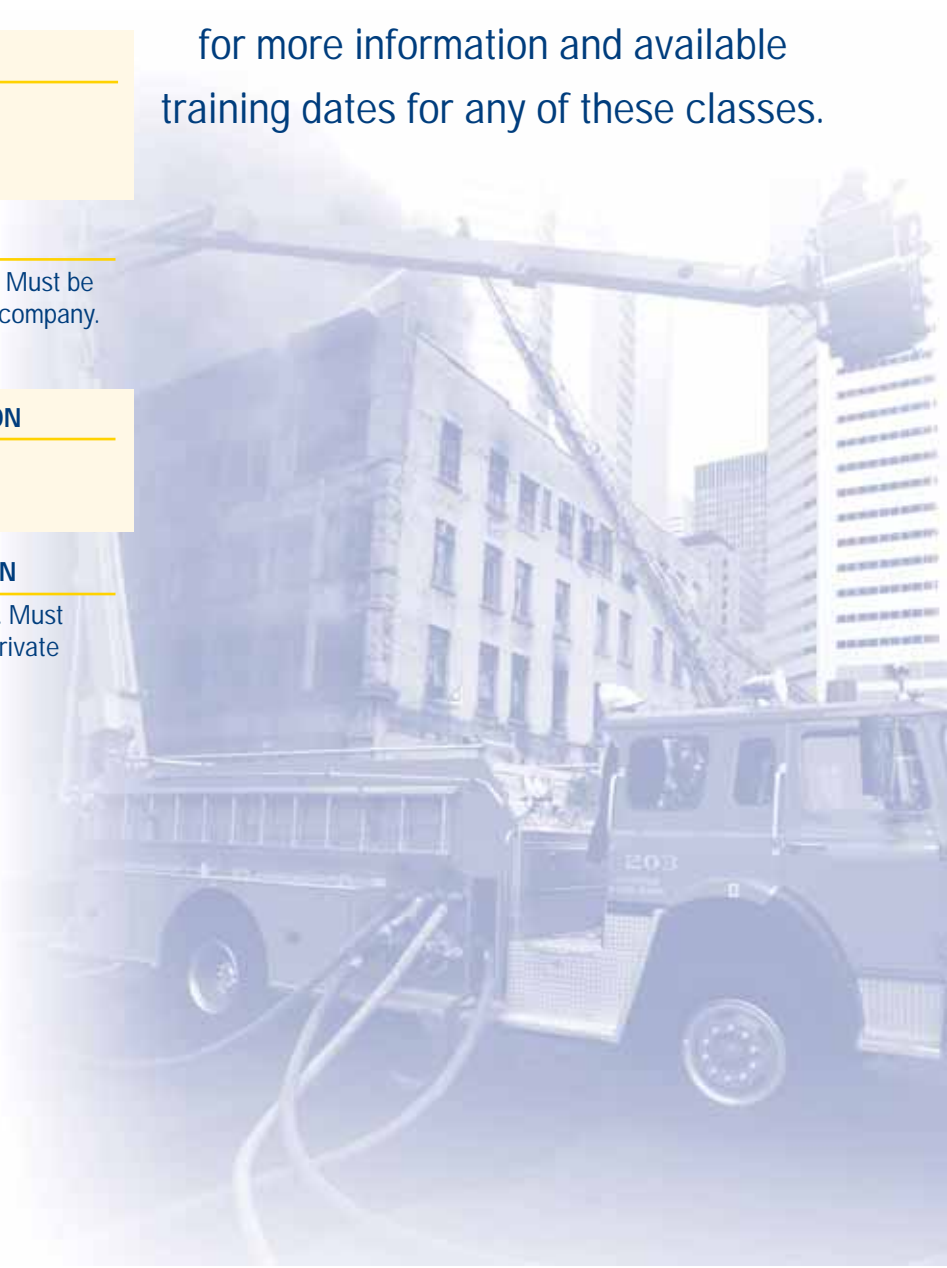
EMERGENCY SERVICE INSTRUCTORS CERTIFICATION

Meets NFPA 1041 Standard for Fire Safety Instructor. Must have five years experience with fire department or private fire company.
14236

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

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

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

ABOUT OUR INSTRUCTORS:

Check out our instructors on our Web site – www.mcuc.uakron.edu

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

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



General Information

What is the refund policy for professional development programs?

If a professional development program is canceled by the Medina County University 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. Your permanent CEU record is maintained by our office. 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.

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

Customer
Appreciation

TAKE 3 PRICING

Take 3 Fee – This customer appreciation ten 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.



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.

FA09



Medina County University Center
 6300 Technology Lane
 Medina, Ohio 44256

PRSR STD
 US POSTAGE
PAID
 PERMIT 222
 AKRON OH



Medina County University Center



Conveniently located on 50 acres just south of Medina, west of Lake Road off of University Blvd. and north of Route 162 on Technology Lane.



The University of Akron is an Equal Education and Employment Institution. ©2009 The University of Akron /709-MC-20