

Summer 2009

Professional Development Course Schedule

“As a business owner in Medina County for more than 30 years, I am a believer in the importance of continuing one’s education. I find it exciting to have the opportunity right in our own backyard to combine hands-on experience with relevant classroom learning through the Medina County University Center’s professional development courses. C. Martin Trucking looks forward to utilizing the center and encourages our employees, family and associates to take advantage of such accessible and cutting edge courses.”

Curtis R. Perkins,
President - C. Martin Trucking



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

www.mcuc.uakron.edu • 330-721-2210

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Medina County University Center

Welcome!

Experience the Medina County University Center's Professional Development Classes

**UAMCUC: Relevant.
Responsive. Close to home.**



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

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

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

Respectively,

Sue Louscher, Director

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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.



Exceptional Leadership Series

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

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

ESSENTIALS OF LEADERSHIP

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

CEUs: .35

Instructor: Judy Bodenhamer

Friday, June 26 9 a.m. to 12:30 p.m.

\$119 09SRSUPER506

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, July 24 9 a.m. to 12:30 p.m.

\$119 09SRSUPER515

SEVEN BUILDING BLOCKS OF LIFE

This life management workshop is designed to improve the quality of your life through the implementation of life-managing strategies. Through self-evaluation, participants analyze where they presently stand in each of the "Seven Building Blocks of Life" — preparation, professionalism, program performance, passion, caring about people and dedication to a worthwhile profession.

CEUs: .7

Instructor: Gary Palmer

Wednesday, Aug. 5 8 a.m. to 5 p.m.

\$149 09SRMANG709

BOOSTING BUSINESS RESULTS

This course teaches leaders a proactive, strategic process they can apply to leverage their leadership skills so that business objectives will be realized. Designed to follow an IM: EX® curriculum (typically three to six courses), this course has leaders identify a project or task that will require the effective use of newly learned leadership skills to achieve or enhance success. Leaders also determine goals and measurement methods that will help them track and demonstrate the results of their effective leadership.

CEUs: .35

Instructor: Judy Bodenhamer

Friday, Aug. 21 9 a.m. to 12:30 p.m.

\$119 09SRSUPER520

FUTURE SCULPTING

Future Sculpting provides a process for personal reexamination of life as it relates to one's career, vocation and life outcomes. Participants identify what they are uniquely designed to give the world and become mirrors and resources for each other as they explore their life themes, skills and fascinations. This session goes beyond the traditional approach to life and career planning. It explores the place of purpose and hope in life and career, the importance of intention and passions, and focuses on engaging will, courage and spirit in the process.

Intention: To provide a supportive forum, tools and consultation where participants can:

- Clarify their life's purpose and focal point for career
- Identify the key outcomes important in their life
- Articulate how their skills, experiences and fascinations can contribute to both their life work and career exploration
- Create possible work and life outcomes that reflect their deepest values and gifts
- Engage their will, courage and spirit to become the possible self

CEUs: 1

Instructor: Peggy Tampion

Tuesdays, June 30 – July 28 10 a.m. to noon

\$149 09SRMANG710

Communication and Manufacturing

Communications

SPANISH IN THE WORKPLACE

Learn basic phrases for workforce communication, travel or fun! You'll focus on pronunciation, speaking and building vocabulary, in addition to delving into basic grammar and verb usage. This is a perfect class for beginners or for those with a basic knowledge of the language.

CEUs: 1.6

Instructor: Palma Urdiales Perkins

Tuesdays and Thursdays, Aug. 4-27 6 to 8 p.m.

\$169 09SRCOMM8012

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"

Mondays, Tuesdays, Wednesdays

June 15, 16 and 17, and July 13, 14 and 15 8:30 a.m. to 4:30 p.m.

\$1,999 09SRLEAN0001

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.



SCORE Workshops

Workshops Summer and 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 old dogs new 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 summer:

FOR STUDENTS AND START-UP BUSINESSES

Résumé Workshop – Thursdays

09SRBMAN7504 July 16, 3:00 to 4:00 p.m. OR

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

09SRBMAN7506 July 8, 6:00 to 9:00 p.m. OR

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.



SCORE
Counselors to America's Small Business

NEW AND EXISTING ENTREPRENEURS

- Coaching
- Education
- Guidance
- Mentoring

• FREE Counseling • FREE Workshops

• FREE Ongoing Mentoring

SCORE
AKRON

One Cascade Plaza
Akron, OH 44308
(330) 379-3163
(877) AKSCORE
akronscore81@aol.com
www.akronscore.org

We teach new dogs old tricks

SBA Partner of the U.S. Small Business Administration

Call
330-721-2210
for complete details.



Word Processing

INTRODUCTION TO MICROSOFT WORD 2003

You will explore the basic functions of using the Microsoft Word 2003 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, June 26 8:30 a.m. to 4:30 p.m.

\$149 09SRCOMP1011

Spreadsheets

INTRODUCTION TO MICROSOFT EXCEL 2003

You will explore the basic functions of using the Microsoft Excel 2003 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, July 10 8:30 a.m. to 4:30 p.m.

\$149 09SRCOMP1013

INTERMEDIATE MICROSOFT EXCEL 2003

Become a Microsoft Excel 2003 power user in this hands-on class. Learn advanced features, such as managing workbooks and preparing them for the Web, automating worksheet tasks, using lists and analyzing list data.

CEUs: .7

Instructor: Ted Younessi

Friday, July 17 8:30 a.m. to 4:30 p.m.

\$149 09SRCOMP1015

ADVANCED MICROSOFT EXCEL 2003

- Advanced topics include:
- Advanced formulas
- Decision-making functions
- Nested functions
- Financial functions
- Data tables
- Lookup functions
- Advanced list management
- Database functions
- Data forms
- PivotTables and PivotCharts
- Exporting and importing
- Analytical options
- Macros

CEUs: .7

Instructor: Ted Younessi

Friday, July 24 8:30 a.m. to 4:30 p.m.

\$149 09SRCOMP1032



Database Management

BEGINNER'S MICROSOFT ACCESS 2003

Microsoft Access 2003 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, July 31 8:30 a.m. to 4:30 p.m.

\$149 09SRCOMP1016

INTERMEDIATE MICROSOFT ACCESS 2003

Microsoft Access 2003 is one of the most powerful programs available today. In this class, you will learn advanced operations of this most-used database. Topics include:

- Multiple Table Queries
- Forms and Subforms
- Sharing Information and Enhancing Reports
- Using Access Data with Other Applications
- Data Access Pages
- Advanced Queries

CEUs: .7

Instructor: Ted Younessi

Friday, Aug. 7 8:30 a.m. to 4:30 p.m.

\$149 09SRCOMP1020

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, Aug. 14, 21 8:30 a.m. to 4:30 p.m.

\$379 09SRCOMP1002

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

Web Page Design

DREAMWEAVER CS3 BASIC

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, July 15 8:30 a.m. to 4:30 p.m.

\$239 09SRCOMP1007

HTML BASIC

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 get you comfortable using 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, July 22 8:30 a.m. to 4:30 p.m.

\$189 09SRCOMP1005



Fall 2009 – 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.

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 or to register
for any of these classes.



Coming Fall 2009!

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
- Go Online
- Software Instructions
- Troubleshooting techniques

Call for scheduling details.

Instructor: Dan Maple

\$895 (Price includes materials and lunch) 09FAMANU3501

VFD BOOT CAMP – THREE DAYS

Introduces Variable Frequency Drive (VFD) connection, programming and troubleshooting techniques, including:

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

Call for scheduling details.

Instructor: Dan Maple

\$895 (Price includes materials and lunch) 09FAMANU3502

LIFE LEARNING OPPORTUNITIES

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

- Technology
- History
- Literature
- Arts
- Music Appreciation

Call 330-721-2210 for more details.

PLANNING AND ZONING CLASSES

PARTNERING WITH THE MEDINA COUNTY PLANNING DEPARTMENT

Coming this fall - entry-level courses for those thinking of a career in planning and zoning. The following courses will be available, beginning in October.

Call 330-721-2210 for complete details.

- Introduction to Planning and Zoning
- Processes and Procedures of Planning
- Site Planning – environmental issues and transportation issues

Floral Design Certification

FLORAL DESIGN CERTIFICATE - FALL 2009

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

Call for fall dates 6-9 p.m.

\$399 09FABUSI2005



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

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:

Sue Louscher, Director
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.

SR09



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.



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