



County Career Center
"Your choice for a future of opportunities"

WINTER/SPRING 2012 ADULT & COMMUNITY EDUCATION CATALOG A UNIVERSITY SYSTEM OF OHIO PROVIDER



Career Training:

Prepare Today for Tomorrow's Jobs

Advanced Manufacturing Technologies

Business Occupations

Cosmetology

Health & Medical Careers

Heavy Equipment Operation

Information Technology

Public Safety Services

Business & Workforce Development Services:

Customized Training

Employee Assessment

Online Learning Center

Business Forums

Social Media Workshops

Supervision/Leadership Classes

Customer Service, Business Etiquette & Business
Communication Workshops



IMAGINE. PURSUE. ACHIEVE.

A University System of Ohio Provider

www.mywccc.org | 1.513.932.8145 | 1.877.547.5100



ENQUIRER MEDIA
A GANNETT COMPANY



"A University System of Ohio Provider"

Train today for a job tomorrow!

The Warren County Career Center is in the business of preparing willing workers today for jobs tomorrow. By investing your time in learning new skills or updating your current skill set, you will be rewarded many times over in the workforce.

By enrolling in a WCCC training program, you will have the opportunity to earn nationally recognized certification in your career field and the opportunity to go on for additional training at an area college with advanced standing. (See details about earning college credit on p. 5.)

New Programs Coming Soon

- We are currently upgrading our Information Technology program and certification classes. We expect an updated curriculum to be ready for registration by Spring 2012.
- Two new Health Career programs will become available during 2012:
Medical Massage Therapist
EKG Technician
- **Leadership/Supervisory Skills**

Let us know if you are interested in any of these programs and we'll put you on our mailing list to receive details when the programs are ready for registration. Click on the program name and send an email requesting more information for that specific program.

Advanced Manufacturing Programs

Our Advanced Manufacturing programs are preparing students for jobs critical to the success and growth of area companies. In particular, the **Electromechanical PLC Technician** and the **HVAC (Heating, Ventilating and Air Conditioning) Technician** programs are training workers with critically needed skills. The **Welding** and **Electrical Power Line Mechanic** programs are also turning out highly skilled, in-demand, technicians. (See p. 6 for details.)



Health & Medical Career programs are now located in the innovative Greentree Health Science Academy on the Atrium Medical Center campus in Middletown at the intersection of I-75 and State Rt. 122. Enrollment in a Health & Medical program will put you on the fast track for a new and exciting career in the high demand medical field. (See p.8 for details on Health & Medical career programs.)

Virtual Learning Center

Taking an online course gives you the flexibility to study at your convenience, 24/7. Courses are affordable (starting at \$89 for a six week course) and open to everyone. Courses can be grouped/sequenced for organizations that have one or more employees who need to update their current skills or be trained in new areas (e.g. Six Sigma). Learn more about the WCCC Online Learning Center at: www.ed2go.com/warren Over 300 courses are now available. Call 513.932.8145 x4012 for more details and see p.11 and 12 for sample course listings.




WCCC Gives Back: Community Service Day May 5, 2012



Come to the WCCC main campus and enjoy free services such as animal grooming, a fresh manicure, a car wash, student skill demonstrations, and more. Keep an eye open for more info and details of this special day.

Earn College Credit

Many WCCC programs have agreements in place with a college/ university to provide college credit for your WCCC program work. In other words, you can enter a college program with advanced standing and make faster progress to a related college degree. Programs with an  icon have transfer agreements. The number of college credit hours you may earn while a WCCC student varies depending on the program and the specific agreement with a college/university.

WCCC Board of Education Members

Each of the WCCC member school districts appoints one of their elected Board members to represent their district on the WCCC Board of Education. A seventh member is selected from one of the districts on a rotational basis.

2012 Member School Districts

Franklin City School District

Kings Local School District
(2 representatives)

Lebanon City School District

Little Miami School District

Springboro Community Schools

Wayne Local School District

Warren County Career Center

“Your choice for a future of opportunities.”

A UNIVERSITY SYSTEM OF OHIO PROVIDER

The Warren County Career Center’s Adult & Workforce Development Division offers comprehensive workforce training programs and services for individuals and organizations. All programs include advanced technological capabilities, modern equipment and facilities, and experienced instructors. Many programs offer the opportunity to earn nationally recognized industry certification and college credit. A wide range of diversified full and part time training programs and services are offered at our three campuses. We welcome you to join us in lifelong learning.

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Departmental Information

For more information about our graduation rates, the median debt of students who completed the program, and other important information, click **HERE**.

Campus Office Hours

Main Campus

3525 N. State Rte. 48
Lebanon OH 45036
513.932.8145
Mon. – Thu., 8:00am-8:00pm
Fri., 8:00am-4:00pm

South Campus

1797 King Ave.
Kings Mills OH 45034
513.770.0200
Mon. – Fri., 8:00am-4:00pm

Greentree Health Science Academy

5757 Innovation Drive
Middletown OH 45005
513.933.3960
Mon. – Thu., 8:00am-10:00pm
Fri., 8:00am-4:00pm


WCCC Vision


WCCC is the valued partner of choice within the educational and economic systems of our communities, by providing quality academic and career technical education. We pave the way for a future of opportunities unique to each of our learners.

WCCC Mission

To prepare youth and adults to make informed career choices and to successfully enter, compete and advance in a changing work world.

IMAGINE. PURSUE. ACHIEVE.

A Full Time  Career Development program requires a minimum of 600 clock hours of training to complete and offers nationally-recognized certification as part of the program. Skills learned in each program are in demand by our employer partners and are recognized as critical to success on the job.

All of the programs listed below require 600 or more hours of training to complete. Warren County Career Center program graduates have consistently found employment directly related to their field of training. The latest data show that the overall placement rate for Warren County Career Center full time program completers was 91%. Our Placement Center assists each program completer in their individual job search. Placement Center staff work with employers in our community to monitor related job opportunities. All full time programs offer transfer credit to selected colleges/universities and are designated with the  symbol.

Put yourself in the picture! If you are looking for a new career, then one of the following Full Time Career Development programs may be for you.

Cosmetology

The 1,500-hour program prepares students to take the Ohio Board of Cosmetology licensure exam, which allows successful completers to work as a hair stylist, esthetician, and nail tech. Students may choose to take an additional 300 hours of training which prepares you to be a salon manager. (See page 6 for complete details.)

Electrical Power Line Mechanic

This program provides the skills needed to be highly productive on utility and construction company line crews in the power delivery industry. The nine month 900-hour program focuses strongly on students learning the academic and field skills necessary to be successful apprentice line workers. (See page 6 for complete details.)

Electromechanical PLC Technician

The 600-hour program consists of classroom and hands-on training needed for entry-level maintenance positions in today's fast-paced, production-oriented industrial setting. Fees include tuition, textbooks, tools, OSHA 30 Hour General Industry and American Heart First-Aid/CPR certifications. (See page 6 for complete details.)

Heating, Ventilating & Air Conditioning

Successful graduates of the 600-hour HVAC training program will have the necessary skills for entry level positions with companies that install, operate, troubleshoot and service light commercial and domestic air conditioning, refrigeration, and heating equipment in private homes, office buildings, factories and other facilities. (See page 6 for complete details.)



NCCER Certified Heavy Equipment/Site Construction

The 600-hour course utilizes the NCCER curriculum, the only nationally recognized certificate in the industry. Students receive training on 10 pieces of state of the art Caterpillar equipment. Instruction includes reading blueprints, grade checking equipment, GPS equipment (survey and machine operation), safety, and preventive maintenance. All classroom and field instruction utilizes NCCER Certified Instructors. An 120-hour externship with an area contractor completes the program. (See page 9 for complete details.)

Information Technology

The IT curriculum is being updated. The program will continue to offer certification training in CompTIA A+ and Network+, Windows 7 Configuration, Windows Server 2008, Enterprise Support Technician and more. New programming information will be available soon and will be posted online at www.mywccc.org on the Adult Education page.

Medical Assistant

The 900-hour program prepares students to work in a physician's office, clinic, hospital or other medical facility. Learn office management, computer billing, in-office clinical procedures, patient care, and much more. Externship experience is part of the program. (See page 8 for complete details.)

Medical Billing/Coding

The 720-hour program equips students for entry-level coding jobs in a clinical, hospital, or office setting. Along with medical coding, students learn keyboarding and computer skills, medical terminology, anatomy and physiology, and more. Externship experience is part of the program. (See page 8 for complete details.)

Multiskilled Medical Technician

The 736-hour program prepares students with cross-training in more than one healthcare skill. In addition to general education and health technology core courses, students will get specialized training as a Pharmacy Technician

(CPht), State Tested Nursing Assistant (STNA), EKG Technician (CET) and Phlebotomy Technician (CPT). Students must complete a 170-hour externship (without pay). (See page 8 for complete details.)



Basic Police Officer Academy

Students who complete the 600-hour Basic Police Officer Academy are prepared to take the Ohio Police Officer Training Academy (OPOTA) certification exam. The course is certified by OPOTA. This program is located at the Southern Hills Career and Technical Center in Georgetown, OH. (See page 6 for details.)

Welding Technician/AWS Certified

This 600-hour program correlates to the American Welding Society's Guide for Training and Qualification of Welding Personnel – Entry Level Welder. Fees include tuition, textbooks, apparel, tools, American Welding Society (AWS) certifications, OSHA 30-Hour General Industry, and American Heart First-Aid/CPR. (See page 6 for complete details.)



All Full Time  Career Development programs require 600 or more clock hours of training to complete. Full Time programs are identified by the  symbol throughout the catalog.

How to enroll in a Full Time Career Development Program:

- Review program information & details in this catalog and on our website: www.mywccc.org
- Contact the Program Coordinator and schedule an admissions appointment
- Review financial aid information—see below
- Pay the \$60, non-refundable Application Fee
- Schedule and take the WorkKeys Assessment
- Make tuition/fee payment or apply for a grant or loan program

Admission Requirements

- High School Diploma or GED
- Satisfactory completion of the WorkKeys Assessment (see below)
- Program specific requirements: See individual program descriptions

Who To Call

For information or to make an appointment with a Program Coordinator, call 513.932.8145 or 877.547.5100.

WorkKeys Assessment

The WorkKeys Assessment is required for admission to all Full Time Job Training Programs, as well as Pharmacy Technician, Phlebotomy Technician and State Tested Nursing Assistant (STNA).

WorkKeys is a standardized test with three parts: Applied Math; Locating Information; and Reading for Information. Register in advance to take the WorkKeys Assessment:

- Call 513.932.8145 to schedule a test date



Financial Aid

Tuition and other fees are payable at the time of registration. Payment options and various grant and loan programs may be discussed with the Financial Aid Office. For details on applying for financial aid, click [HERE](#).

- Contact the WCCC Financial Aid Specialist at 513.932.8145, x5270 for information and an appointment.

Several types of financial aid are available for those who qualify:

- Pell Grant (a federal program) & Federal Direct Student Loan programs: www.fafsa.gov
- Eligible Veterans: call 1.888.442.4551 for assistance. VA Education benefits are available at www.gibill.va.gov
- Bureau of Vocational Rehabilitation (BVR)- contact your county BVR office.

Workforce One of Warren County

Also known as a One Stop Center, Workforce One of Warren County offers many services to individuals seeking to reenter the labor market. If you have been affected by a general layoff or business closing, the One Stop Center can assist you in applying for educational benefits. For more information, contact the Warren County Workforce One Center directly:

300 E. Silver St. (Old Courthouse)
Lebanon OH
513.695.1130

<http://www.ohioworkforce.com/about/index.htm>

Butler County residents, call:
513.942.8909


Montgomery County residents, call:
937.496.7397



Obtain Industry Certification and Licensure

Individual Full Time Job Training programs and selected part time Career Enhancement classes may also be accredited by their respective trade, professional or licensing entity. Program participants acquire "Industry Certification" or Licensure by meeting industry standards as demonstrated through practical application and/or standardized testing. See the individual program descriptions for details.

Earn College Credit

College credit is available for WCCC program completers in selected programs. Agreements between WCCC and individual colleges spell out the details on how you can be awarded credits at the college/university for coursework completed at WCCC. Look for the Articulated College Credit symbol.  The ACC symbol indicates that an agreement is in place with a local college/university to provide college credit for the specific program/class. Contact the individual WCCC program coordinator for details and conditions on which college(s) will award credits for WCCC coursework.

Graduate Placement

Students who complete a Full Time program are eligible for job placement assistance. While in the program students will receive instruction in:

- Resume Writing
- Job Interviewing
- Online Job Search strategies and sources

The placement office maintains regular contact with potential employers and keeps them informed of upcoming program completers.



**CLASSES START SOON
CALL NOW TO ENROLL
OR VISIT US ONLINE AT
[www.mywccc.org!](http://www.mywccc.org)**





Nondiscrimination Policy

The Warren County Vocational School District's policy of nondiscrimination extends to students, staff, job applicants, the general public and individuals with whom it does business and applies to race, color, national origin, citizenship status, religion, sex, economic status, age, disability, military status or ancestry.

ADVANCED MANUFACTURING TECHNOLOGY PROGRAMS

Contact Information: Program Coordinator-513.932.8145, x5272
Program Locations: WCCC Main Campus; Great Oaks/Scarlet Oaks Campus

For additional program details, including prerequisites & certifications, click on the Program name in the table below.



PROGRAM	HOURS	START/END DATES	MEETING TIMES	COST	
Electrical Power Line Mechanic	900	07.23.2012 – 05.08.2013 (3 classes available)	See Schedules Below	\$60 Application Fee* Tuition: \$10,550**	
Electromechanical PLC Technician	600	03.08.2012 – 12.20.2012 06.28.2012 – 04.23.2013	Mon thru Th, 5:30-9:30pm	\$60 Application Fee* Tuition: \$7,500**	
Heating, Ventilating & Air Conditioning-HVAC Technician	600	03.08.2012 – 12.20.2012 06.28.2012 – 04.23.2013	Mon thru Th, 5:30-9:30pm	\$60 Application Fee* Tuition: \$7,500**	
AWS Certified Welding Technician	600	03.08.2012 – 12.20.2012 06.28.2012 – 04.23.2013	Mon thru Th, 5:30-9:30pm	\$60 Application Fee* Tuition: \$7,500**	
Individual Training Modules: AC/DC Elec. Systems; Blueprint Reading; Dimensional Metrology; Hydraulic/Pneumatic Systems; Motor Controls; OSHA 30 Hour Safety; PLCs; Tech Math; Welding	36 Hours per module	Details at: www.mywccc.org , Select Adult Education (Contact the program coordinator for dates 513.932.8145, x5272.)	Click HERE for details and schedules.	\$425 per module	

*The \$60 Application Fee is non-refundable. **The tuition fee includes all tools, special equipment, certification fees, etc.
Electrical Power Line Mechanic Class Times: WCCC Main Campus – M thru Th, 10:00am-4:00pm OR M thru Th 4:00pm-10:00pm;
 Great Oaks/Scarlet Oaks Campus - M thru Th 4:00pm-10:00pm

COSMETOLOGY CAREER PROGRAM

Contact Information: Program Coordinator-513.932.8145, x5295
Program Location: Main Campus

For additional program details, including prerequisites & certifications, click on the Program name in the table below.

PROGRAM	HOURS	START/END DATES	MEETING TIMES	COST	
Basic Licensure Program	1,500	01.09.2012 - 04.11.2013 06.11.2012 – 09.02.2013	Mon thru Th 10:00am-5:30pm	\$60 Application Fee* Tuition: \$14,480**	
Manager Training Program	1,800	01.09.2012 – 07.11.2013 06.11.2012 – 12.19.2013	Mon thru Th 10:00am-5:30pm	\$60 Application Fee* Tuition: \$17,030**	
Manager Training Only (Current Ohio Cosmetologist License required)	300	To be arranged	Mon thru Th 10:00am-5:30pm	\$2,550 Includes books	

*The \$60 Application Fee is non-refundable. **The tuition fee includes Kit, netbook computer, Pivot Point online textbook, workbooks and videos. Prices are subject to change due to increases in supply costs.


Cosmetology Program Licensure & Salon:

- The WCCC Cosmetology Program is licensed by the Ohio State Board of Cosmetology as a School of Cosmetology.
- The WCCC Cosmetology Salon is open for services to the public by appointment. Call 513.933.3947 for information about services, prices and to schedule an appointment.

BASIC POLICE OFFICER ACADEMY

Program Location: Southern Hills Career & Technical Center, Georgetown OH
Contact Information: 937.378.6131

For additional details including prerequisites and certifications, click [HERE](#)

PROGRAM	HOURS	START/END DATES	MEETING TIMES	COST	
Basic Police Officer Academy	600	Program Orientation: 04.18.2012 @ 6:00pm Program Start Date: 05.14.2012	Mon thru Th 6:00-10:00pm Plus some Sat & Sun	Application Fee: \$60 (Non-refundable) Tuition: \$3,095 Resource Fee: \$225*	

*Resource Fee includes uniforms, criminal law handbook, notebooks, handouts, WorkKeys Assessment.

Contact Information: Program Coordinator - 513.932.8145, x4012

For additional program details, including prerequisites and certifications, click on the program name.

PROGRAM	HOURS	START/END DATES	MEETING TIMES	COST	LOCATION
Auctioneer Program	80	01.10.2012 – 03.15.2012 09.11.2012 – 11.13.2012	Tu & Th, 5:30–9:30pm	\$680	Main Campus
Microsoft Certified Application Specialist & Certified Business Professional	328	03.05.2012 – 08.06.2012	Mon thru Th, 10:00am-2:00pm OR 5:30-9:30pm	\$4,300	South Campus
Customer Service (CBP-Certified Business Professional)	16	01.30-31 & 02.01-02.2012 07.30.2012 – 08.02.2012	10:00am-2:00pm OR 5:30-9:30pm	\$225	South Campus
Business Etiquette (CBP-Certified Business Professional)	16	02.06.2012 - 02.09.2012 07.23.2012 -07.26.2012	10:00am-2:00pm OR 5:30-9:30pm	\$225	South Campus
Business Communication (CBP-Certified Business Professional)	16	02.13.2012 – 02.16.2012 07.16.2012 – 07.19.2012	10:00am-2:00pm OR 5:30-9:30pm	\$225	South Campus

Microsoft Office 2010 Computer Software Training Classes

The cost for each class is \$148, including text book

Location: All classes meet in the Technology Education Center building on the Main Campus

Daytime Computer Class Schedules

Daytime classes meet from 8:30am-12:30 pm on the dates/days shown for a total of 16 hours.

CLASS	START-END DATES, DAY OF WEEK	CLASS	START-END DATES, DAY OF WEEK
Access – Basic	03.07.2012 – 03.28.2012, Wed 06.08.2012 – 06.29.2012, Fri	PowerPoint- Intermediate	04.18.2012 – 04.27.2012, Wed & Fri
Excel – Basic	03.02.2012 – 03.23.2012, Fri 07.06.2012 – 07.27.2012, Fri	Publisher - Basic	02.03.2012 – 02.24.2012, Fri
Excel - Intermediate	01.06.2012 -01.27.2012, Fri 05.02.2012 – 05.23.2012, Wed	Word – Basic	06.06.2012 – 06.27.2012, Wed
Outlook – Basic	08.08.2012 – 08.17.2012, Wed & Fri	Word – Intermediate	01.04.2012 – 01.25.2012
PowerPoint - Basic	02.01.2012 – 02.22.2012, Wed 07.11.2012 – 08.01.2012, Wed		

Evening Computer Class Schedules

Evening Classes meet from 6:00-8:00pm on the dates/days shown for a total of 16 hours

CLASS	START-END DATES, DAY OF WEEK	CLASS	START-END DATES, DAY OF WEEK
Computer Basics	02.01.2012 – 02.29.2012, Wed & Mon 05.02.2012 – 05.30.2012, Wed & Mon	PowerPoint-Basic	10.02.2012 – 10.25.2012, Tu & Th
Access – Basic	09.04.2012 – 09.27.2012, Tu & Th	PowerPoint-Intermediate	01.02.2012–01.30.2012, Mon & Wed
Excel – Basic	05.01.2012 – 05.24.2012, Tu & Th	Publisher – Basic	03.06.2012–03.29.2012, Tu & Th
Excel – Intermediate	01.03.2012 – 01.26.2012, Tu & Th	Word – Basic	10.01.2012 – 10.24.2012, Mon & Wed
Outlook – Basic	04.16.2012 – 04.26.2012, Mon thru Th	Word-Intermediate	03.05.2012–03.28.2012, Mon & Wed

FREE!

**Introduction to Computers Classes:
“Computers Don’t Byte”**

These classes are for first time computer users. No previous computer experience required!

Learn how to turn on a computer, use a “mouse”, access the internet, how to create a document, how to create an email account, and more.

Classes offered monthly at the Main Campus.

Each class meets three times for a total of six hours.

Call 513.932.8145 for details, class dates/times, and to register.






HEALTH AND MEDICAL CAREERS

Contact Information: Program Coordinator-513.932.8145, x5340

Program Location: Greentree Health Science Academy

For additional program details including prerequisites & certifications click on the individual Program name

NEW Healthcare Prep Program – see p 13

PROGRAM	HOURS	START/END DATES	DAY/TIME	COST	
Medical Assistant	900	03.06.2012 – 02.12.2013 Plus 220 hour externship	Mon thru Th 5:00-10:00pm	\$60 Application Fee* Tuition: \$9,200**	
Medical Billing & Coding	720	03.06.2012 – 02.12.2013 Plus 80 hour externship	Mon thru Th 5:00-10:00pm	\$60 Application Fee* Tuition: \$7,200**	
Multiskilled Medical Technician	736	09.05.2012 - tba Dates to be determined Plus 170 hour externship	Mon thru Th 4:30-10:00pm + selected Sats.	\$60 Application Fee* Tuition: \$8,400**	
Phlebotomy Technician	150	01.09.2012 – 04.09.2012 Plus 60 hour externship	Mon & Wed 6:00-10:00pm	\$60 Application Fee* Tuition: \$1,800**	
Pharmacy Technician	140	01.14.2012 – 04.21.2012 05.05.2012 – 08.18.2012 Plus 80 hour externship	Saturdays only 9:00am-1:00pm	\$60 Application Fee* Tuition: \$1,500**	
State Tested Nursing Assistant (STNA) Note: Senior discounts do not apply to the STNA program.	76	<u>Day Classes:</u> 01.09.2012 - 01.24.2012 03.05.2012 – 03.20.2012 04.16.2012 – 05.01.2012 06.04.2012 – 06.19.2012 <u>Evening Classes:</u> 01.31.2012 – 02.23.2012 05.08.2012 – 05.31.2012	<u>Day Classes</u> Mon thru Th 8:30am-4:30pm <u>Evening Classes</u> Mon thru Th 4:00 – 9:30pm	\$60 Application Fee* Tuition: \$760** <u>STNA Cancellation/ Refund Policy</u> (See below)	
Healthcare Prep Program See p. 13 for details	33	<u>Start Dates:</u> 01.17.2012; 03.13.2012; 05.01.2012	T/Th 9:00-11:30am	FREE CLASS Call 513.695.2987 to register.	
Anatomy & Physiology I	30	04.23.2012 – 06.13.2012	M/W 7:30–9:30pm	\$310	
Anatomy & Physiology II	30	01.02.2012 – 02.13.2012 06.18.2012 – 08.08.2012	M/W 7:30-10:00pm M/W 7:30- 9:30pm	\$310	
Anatomy & Physiology III	30	02.15.2012 – 03.28.2012 08.13.2012 – 10.03.2012	M/W 7:30-10:00pm M/W 7:30-9:30pm	\$310	
Cultural Diversity in the Workplace	30	05.10.2012 – 07.03.2012	Tu/Th 5:00-7:00pm	\$310	
English Fundamentals	30	03.13.2012 – 05.08.2012	Tu/Th 5:00-7:00pm	\$310	
Nutrition & Wellness	30	03.12.2012 – 05.09.2012 08.12.2012 – 10.03.2012	M/W 5:00-7:00pm M/W 5:00-7:00pm	\$310	
Medical Math	30	02.07.2012 – 02.28.2012 07.05.2012 – 07.26.2012	Tu & Th 5:00-9:30pm	\$310	
Medical Office Procedures	30	03.01.2012 – 04.26.2012 07.31.2012 - 09.18.2012	Tu & Th 7:30-9:30pm	\$310	
Medical Terminology I	30	03.13.2012 – 05.08.2012	Tu/Th 7:30-9:30pm	\$310	
Medical Terminology II	30	05.10.2012 – 07.03.2012	Tu/Th 7:30–9:30pm	\$310	
Pharmacology I	30	05.14.2012 – 07.09.2012 10.08.2012 – 11.28.2012	Mon & Wed 5:00-7:00pm	\$310	
Pharmacology II	30	07.11.2012 – 08.29.2012 12.03.2012 – 02.04.2013	Mon & Wed 5:00-7:00pm	\$310	


*The \$60 Application Fee is non-refundable. **Tuition fees include textbooks, and as applicable to specific programs: one set of scrubs, FBI/BCI background checks, testing fees, etc. Note: fees subject to change due to unanticipated price increases. Senior discounts and employee fee waivers do not apply to any Health & Medical Career Track program or class. *All individual program externships are scheduled after the instructional program end date.*

STNA Cancellation/Refund Policy: To cancel your registration for the STNA program and receive a refund, you must notify the Warren County Career Center Adult Education Department at least 24 hours prior to the start of the class. If the required notice is not made/received, no refund will be issued. Upon request, the non-refunded tuition may be applied to a future course for which an opening exists.

HEAVY EQUIPMENT & SITE CONSTRUCTION TECHNOLOGY COMMERCIAL TRUCK DRIVER'S LICENSE TRAINING

Contact Information: Program Coordinator – 513.932.8145, x5323
Program Locations: WCCC Main Campus; Southern State Community College


For additional program details including prerequisites and certifications click on the program name.

PROGRAM	HOURS	START/END DATES	DAY/TIME	COST	
Heavy Equipment & Site Construction Technology	600	02.06.2012-05.31.2012 05.14.2012-08.28.2012 08.13.2012-11.28.2012	Mon thru Fri 8:00am-4:30pm	\$60 Application Fee* Tuition: \$8,700**	
Class A Commercial Truck Driver's License Training-Warren County Career Center	160	Variable start dates. Each class meets for a total of 4 weeks.	Mon thru Fri 8:00am-5:00pm	\$3,995	
Class A Commercial Truck Driver's License Training-Southern State Community College Sites (5 locations)	160	Variable start dates. Each class meets for a total of 4 weeks.	Mon thru Fri 8:00am-5:00pm (***Weekend Schedule)	\$3,995	

*The \$60 Application Fee is non-refundable. **Tuition includes books, hard hat, boots, rain suit or carhardt, and two safety vests.
 ***Weekend schedule is available at Southern State's Wilmington location only: 7:00am-5:30pm, Sat and Sun, for eight weekends.
 Note: Senior and Employee Discounts do not apply to the Truck Driver's License Training classes.

PUBLIC SAFETY SERVICES: FIRE SERVICE, EMT & CPR TRAINING

The WCCC Public Safety Services Program is "Chartered to Conduct Firefighter and EMS training in Ohio: Accreditation No. 219" by the Ohio Department of Public Safety.

- For more information contact the Public Safety Services Program Coordinator: 513.932.8145, x5225.
- College Credit available for selected courses. 
- All courses are conducted on the WCCC main campus unless otherwise noted.
- For individual course details, including prerequisites, click **HERE**

FIRE SERVICE COURSES	HOURS	START/END DATES	DAY/TIME	COST	
Volunteer Firefighter	36	01.11.2012 – 01.31.2012	6:00-10:00pm Mon & Wed, & 8:00am-5:00pm Sat	\$250 (Plus \$125 for books)	
Firefighter I Transition with Ohio required EVO class	100	02.13.2012 – 04.19.2012	6:00-10:00pm Mon & Wed, & 8:00am-5:00pm on alt. Sats	\$675 (Plus \$125 for books if needed)	
Firefighter II Transition	120	05.07.2012-07.28.2012	6:00-10:00pm Mon & Wed & 8:00am-5:00pm on alt. Sats	\$725 (Plus \$125 for books & \$100 for EVO class if needed)	
Emergency Vehicle Operation	16	04.14.2012 & 04.21.2012	8:00am-5:00pm, Saturdays	\$100	
Fire Safety Inspector	80	04.05.2012 – 05.24.2012	6:00-10:00pm Tu & Th, & 8:00am-5:00pm on alt. Sats	\$450 (Plus \$100 for books)	
Fire Inspector Refresher	10	03.06.2012 – 03.08.2012	6:00-9:30pm, Tu, Wed, Th	\$75	
Fire/EMS Instructor	70	Contact the PS Coordinator for dates/times		\$575	
Rope Rescue-Operations Level Course	24	Contact the PS Coordinator for dates/times		\$200	
Fire Refresher/CEUs	18	04.09.2012 – 04.18.2012	5:30-10:00pm, Mon & Wed	\$150	
EMT TRAINING COURSES	HOURS	START/END DATES	DAY/TIMES	COST	
EMT First Responder	48	Contact the PS Coordinator for dates/times		\$250 (Plus \$75 for books)	
EMT – Basic	160	01.24.2012 – 05.17.2012	6:00-10:00pm Tu & Th, & 8:00-5:00pm on alt. Sats	\$800 (Plus \$125 for books)	
EMT Basic Refresher	32	03.05.2012 – 04.04.2012	6:00-10:00pm Mon & Wed	\$200	
EMT Intermediate* (Clinical hours not included)	130	01.10.2012 – 03.27.2012	6:00-10:00pm Tu & Th, & 8:00-5:00pm on alt. Sats	\$725 (Plus \$125 for books)	
EMT Intermediate-Refresher	40	Contact the PS Coordinator for dates/times		\$250	
CPR TRAINING	HOURS	DATES	DAY/TIMES	COST	
Healthcare Provider CPR	5	01.21.2012 03.17.2012 05.19.2012	02.18.2012 04.21.2012 06.16.2012	8:30am-1:30pm, Saturday	\$65

*Held at Turtlecreek Township Fire Department

PERSONAL ENRICHMENT CLASSES—WCCC MAIN CAMPUS (click [HERE](#) for details)

COURSE	HOURS	START/END DATES	MEETING TIMES	COST
Salsa Fit Exercise Class	12	12.12.2011 – 03.19.2012; 03.26.2012 – 06.25.2012; 07.02.2012-09.17.2012	4:30-5:30pm, Mon	\$45
Conversational Spanish	21	02.15.2012 – 03.29.2012	6:00 – 9:00pm, Tues.	\$150
Introduction to Computers for First Time Users	6	Call the Adult Education Office for dates and times: 513.932.8145	Three – 2 hour classes	Free!
Online Courses: Virtual Learning Center (See p.11)	24	Monthly Start Dates Go to www.ed2go.com/warren for a catalog with over 300 courses	24/7 from your home or office	\$89 and up

PERSONAL ENRICHMENT CLASSES—SPRINGBORO COMMUNITY SCHOOLS (click [HERE](#) for details)

Register online [HERE](#), OR Register by phone: 513.932.8145

COURSE	HOURS	START/END DATES	MEETING TIMES	COST
Intro to Digital Photography	8	03.06.2012 – 03.27.2012	6:30 – 8:30pm, Tues	\$70
Zumba Exercise Class	7	01.11.2012 – 02.22.2012 03.07.2012 – 4.25.2012	6:00 – 7:00pm, Wed	\$40
Microsoft Word 2010-Basic	18	02.21.2012 – 03.27.2012	6:00 – 9:00pm, Tues	\$150
Microsoft Excel – Basic	18	02.23.2012 – 03.29.2012	6:00 – 9:00pm, Th	\$150
Online Courses: Virtual Learning Center (See p. 11)	24 or +	Monthly Start Dates See catalog with over 300 courses @ www.ed2go.com/warren	24/7 from your home or office	\$89 and up

SOCIAL MEDIA WORKSHOPS FOR BUSINESS APPLICATIONS

- Has your organization harnessed the power of Social Media? Learn how to better use Social Media to market your business, build exposure, and drive prospective customers/clients to your organization.
- Learn how to integrate Social Media into your Strategic Planning Process. Hands on workshops will allow you to work with your organization's Social Media platforms to learn how to update/modify/create your online brand.
- Workshops will be facilitated by Social Media Consultant and user, Michelle Beckham-Corbin
- All workshops will be held at the WCCC main campus in Lebanon.
- **For a complete description of each workshop and a listing of expected learning outcomes click [HERE](#).**

Note: Senior and employee discounts do not apply to the Social Media workshops.

WORKSHOP	DESCRIPTION	DATE	TIME	COST
Introduction to Social Media Marketing	Includes an overview of four key SM platforms that most businesses should integrate into their marketing strategy.	Feb. 15	1:00-3:00pm	\$69
Social Media Hot Topics Forum	2012 Trends in Social Media marketing will be discussed: location based marketing, mobile marketing, QR codes, etc.	Feb. 29	11:30am-1:00pm	\$49 (box lunch)
Facebook Page Creation-Intro Level Hands-on lab	Introduction to Facebook Page development for businesses and organizations. Basic setup, administrator settings, customization options, how to add fans. Filled with how to's.	Mar. 6	1:00-4:00pm	\$149
Facebook Marketing Strategies – Level II Hands-on lab	For organizations with an established Facebook presence. Topics include: content/engagement strategies, tagging, events, landing tabs, location based deals, & free data analysis tools.	Mar.21	9:00am-noon	\$149
LinkedIn-Branding and Being Found Online	Hands on lab topics: optimizing your profile, creating a winning summary statement, key profile settings, sending & receiving introductions, obtaining personal recommendations, and more.	Apr. 18	1:00-4:00pm	\$149
LinkedIn-Marketing Strategies	Learn how to leverage all of the tools and applications that LinkedIn offers to build business & make strategic connections. Corporate use of LinkedIn including marketing strategies.	May 10	10:00am-noon	\$69
Winning the Search Engine Optimization Game w/ Google Apps	How to use Google Apps to improve being found online including Google Profiles, Alerts, Places and more. Explore Google+, the newest social media networking site.	May 16	9:00-11:00am	\$69

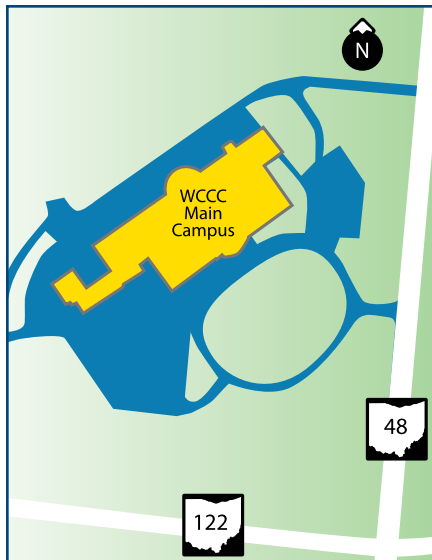
WCCC VIRTUAL LEARNING CENTER

Access Virtual Learning Center Catalogs (click **HERE**) for detailed course descriptions, course syllabi, instructor bios, course requirements, demo lessons and online course registration. Over 300 courses are available. The table below includes a small sample of courses listed in the catalogs.

BUSINESS & OFFICE RELATED			HEALTH & MEDICAL RELATED			PERSONAL ENRICHMENT		
COURSE	HOURS	COST	COURSE	HOURS	COST	COURSE	HOURS	COST
Project Management Fundamentals	24	\$99	Certificate in End of Life Care	26	\$189	Genealogy Basics	24	\$89
Project Management Applications	24	\$99	Certificate in Legal & Ethical Issues in Nursing	23	\$170	Introduction to Natural Health & Healing	24	\$99
PMP Certification Prep I	24	\$119	Certificate in Pain Assessment & Mgt.	24	\$169	Beginning Writer's Workshop	24	\$89
PMP Certification Prep 2	24	\$119	Certificate in Spirituality, Health & Healing	25	\$210	Writing for Children	24	\$99
Supply Chain Mgt. Fundamentals	24	\$89	Certificate in Integrative Health	67	\$475	Speed Spanish	24	\$99
Project Management	40	\$1,495	Certificate in Gerontology	44	\$205	Paralegal Preparation I	24	\$99
Lean Mastery	60	\$1,695	HIPPA Compliance	24	\$99	Protect Your Money, Credit & Identity	24	\$99
Six Sigma Green Belt	100	\$1,895	NOTES All courses are available 24/7 Expert instructors Affordable Instructor Facilitated Frequent start dates			Assisting Aging Parents	24	\$99
Intro to Quickbooks 2011	24	\$99				Going Green at Home	24	\$99
Quickbooks 2011 for Contractors	24	\$99				Homeschool With Success	24	\$99

Note: Senior and Employee Discounts do not apply to Online Learning Courses.

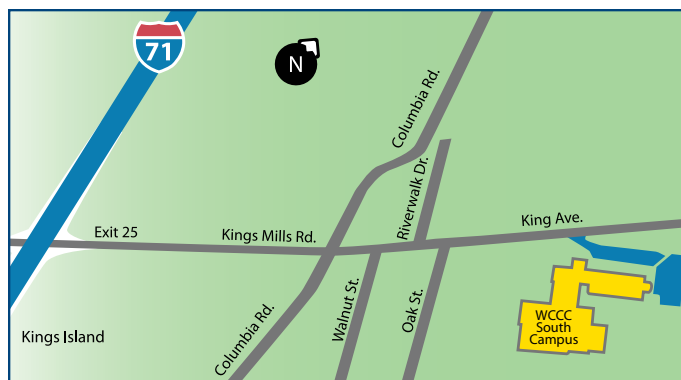
CAMPUS LOCATIONS AND MAP



MAIN CAMPUS
 3525 North State Rt. 48
 Lebanon, OH 45036
 513.932.8145



GREENTREE HEALTH SCIENCE ACADEMY
 5757 Innovation Dr.
 Middletown, OH 45005
 513.933.3960



SOUTH CAMPUS
 1797 King Ave.
 Kings Mills, OH 45034
 513.770.0200

The WCCC Full Service Center is committed to meeting the workforce needs of our community by training individuals for specific jobs or industries. Our mission is to prepare adults to make informed career choices and to successfully enter, compete and advance in a changing work world. To do so our leadership and staff continually meet and consult with business persons in various roles in our diverse economy.

Workforce Development Services Include:

- Business Forums (exemplary practices, new directions, panels of experts)
- Employee Testing/Assessment (pre-employment, promotional, skill assessment, etc.)
- Social Media Workshops (integrate Facebook, LinkedIn, etc. with your marketing strategies – see p.10 for details)
 - Supervisory Leadership Workshops – customizable for your organization
- Customized Training (your location or ours-many classes listed in the catalog can be customized for your organization.)
- **Contact our Business & Industry Coordinator for additional information: Donna Cox, 513.932.8145, x4012 or email: Donna.Cox@mywccc.org**

Interactive Training Opportunities

Targeted Online Courses – Sample List

COURSE	TNG. HOURS	COST	START DATE(S)
Project Management (PMI registered provider)	40	\$1,495	Open
Purchasing & Supply Chain Management	300	\$2,095	Open
Six Sigma – Green Belt	100	\$1,895	Open
Six Sigma – Black Belt	200	\$2,695	Open
Principles of Green Buildings	30	\$595	Open
Managing Customer Service	24	\$99	Monthly
Introduction to Quickbooks 2011; Performing Payroll in Quickbooks	24 ea.	\$99 ea.	Monthly

New Online Learning Center – Just for Business: ed2go-Pro

From tutorial format to multiple hour courses.

Click **HERE** to check out the WCCC ed2go-pro website.

Thousands of topics to choose from.

Select courses targeted to skills your employees need. Private access website.

WCCC STUDENT PLACEMENT CENTER

“A SOURCE OF WELL-TRAINED EMPLOYEES FOR YOUR BUSINESS.”

We make the following commitment to employers of our program graduates:

“Warren County Career Center graduates shall perform satisfactorily in the competency areas for which they have been certified. If at any time during the first year after completion of the program an individual program completer is deemed by his/her employer not able to perform any competency at the level indicated, the individual may return to the WCCC to receive additional education/training, without charge, until such competency is met.”

Graduates of the following programs are available for employment:

Advanced Mfg. Technologies

Electrical Power Line Mechanic
Electromechanical PLC Tech
Heating, Ventilating, AC Tech
Welding Technician

Cosmetology

Licensed Beautician

Health & Medical

Medical Assistant
Medical Billing & Coding
Multiskilled Medical Tech
Pharmacy Technician
Phlebotomy Technician
STNA (State Tested Nursing Asst.)

Heavy Equipment Operator & Commercial Truck Drivers

Business Related Occupations

Auctioneer
MS Application Specialist &
Cert. Business Professional

Public Safety

Firefighter
EMT
Basic Police Officer

Contact the Placement Center Coordinator to post job openings or to inquire about available graduates:
Donna Cox, 513.932.8145, x4012 or email: Donna.Cox@mywccc.org

LITERACY & GED PROGRAMS



Adult Basic and Literacy Education Classes

Instruction and materials are Free!!

Class sites include Franklin, Kings Mills and Lebanon.

Programs Include:

- GED Preparation Classes (Help to get ready to take the GED exam)
- Basic Skills Review (Math, reading and English skills review)
- ESOL Classes (English for Speakers of Other Languages)

Call for registration information and required orientation dates for all of the above classes:

- Lebanon 513-695-2987
- Cincinnati 513-925-2987
- Middletown 513-261-2987
- Dayton 937-425-2987

The ABLE/GED/ESOL office is located at:

Workforce One of Warren County
300 E. Silver St. (Old Courthouse)
Lebanon OH 45036

GED Testing

The Warren County Career Center (WCCC) is a GED test site. You must register in advance to take the GED.

How to Register

1. Register online with the Ohio Department of Education.
2. To register online you must have a valid Ohio ID or driver's license and an email address.
3. Go to www.ode.state.oh.us. Under "Testing" click on General Educational Development (GED), then click on GED Web Application Sign In, and follow the directions.
4. Registration Fee is \$40, payable when you submit your GED test application.
5. After your registration is confirmed, reserve a seat for a specific test date by calling WCCC: 513.932.8145.



GED Test Dates:

The GED test is administered at the Warren County Career Center main campus in Lebanon.

The test is given on two consecutive days. You must attend both days. Plan to arrive 15 minutes before the test is to begin to check in.

At check in, you must present a government issued photo ID (e.g. State ID, driver's license, passport).

The following items are not permitted in the testing room: pagers, cell phones, food or drink (except clear bottled water.)

2011- 2012 Daytime Test Dates

Main Campus
Technology Education Center
9:00am – 1:00pm
Mar. 14/15, 2012; May 16/17, 2012
June 27/28, 2012; Aug 22/23, 2012

2011-2012 Evening Test Dates

Main Campus
5:00 – 9:00pm
Jan. 9/10, 2012; Feb. 6/7, 2012
Mar. 5/6, 2012; Apr. 16/17, 2012
May 7/8, 2012; Jun. 11/12, 2012
Jul. 9/10, 2012; Aug. 6/7, 2012



Healthcare Preparatory Program

The FREE Healthcare Prep program will help you gain entrance and succeed in a post-secondary Healthcare career training program. The program will be held at the new Greentree Health Science Academy on the Atrium Medical Center campus. Sample topics included in the program:

- Updating your math, reading & writing skills
- Taking career interest surveys
- Preparing to pass Healthcare training program admission exams or assessments
- Study skills, time and stress management tips & techniques
- Financial aid information and application procedures/steps
- Healthcare training program information, registration steps and procedures
- Employability skills workshop

HOW TO REGISTER

For details (including class schedules, attendance policies, etc.) and a program application, contact:

Warren County Workforce One Adult Education Office

513.695.2987, 513.261.2987
937.425.2987, 513.925.2987

OR

The Greentree Health Science Academy

5757 Innovation Drive
Middletown OH 45005
513.933.3960

STUDENT SERVICES

Career Planning and Counseling

The WCCC Adult Education Student Services Coordinator can help if you:

- Would like to have more information about different career paths.
- Are not clear on your career interests and aptitudes.
- Have been out of the work force for some time.
- Might be interested in a "non-traditional" career.
- Are not sure of which WCCC training program might be best for you.
- Would like to explore WCCC facilities and learn more about current job training programs.

Contact the WCCC Adult Education Student Services Coordinator: Louise.Hayes@mywccc.org for an appointment to discuss career opportunities, training options and to develop a personalized career plan: 513.932-8145, Ext. 5249

CLEP® EXAMINATIONS

How the College Level Examination Program, CLEP®, helps you:

- Save Time: a satisfactory score on each CLEP exam can earn you from 3 to 12 college credits, depending on the college's CLEP policy.
- Save Money: The cost of a CLEP exam is \$110, a fraction of the tuition and fees for an on-campus class.
- Speed up your graduation time
- Meet proficiency requirements: demonstrate your ability in college math or a foreign language with CLEP.
- Skip general intro courses and move on to more advanced classes.
- 34 CLEP exams are offered in 5 areas: Composition & Literature; Science & Math; Foreign Languages; History & Social Sciences; and Business.
- Complete details about the CLEP program, the individual exams, and study materials are available at: www.collegeboard.com/clep

NOTE: Each college has its own policies pertaining to acceptance of CLEP exam scores. Please check with your college of choice for their specific policies before taking one of the CLEP exams.

How to Register for a CLEP Examination

1. CLEP exams are administered at the WCCC Main Campus in Lebanon on an as needed basis.
2. The cost of each CLEP exam is \$110.
3. Contact the WCCC Adult Education Student Services Coordinator: Louise.Hayes@mywccc.org at least two weeks before your preferred test date to register for the exam: 513-932-8145, Ext 5249.

EMPLOYEE & SENIOR CITIZEN DISCOUNTS

Warren County Career Center employees, former members of the Board, employee spouses and those employees who retired from service under STRS/SERS/PERS while employed by the Warren County Career Center may enroll in part-time, short-term adult education courses free of tuition. This program does not include full-time adult education programs or those considered career development programs. The above discounts will be offered only when there is adequate revenue to run the course and space is available. Any textbook and/or manual, supplies and lab fees needed for the course(s) would be an additional cost for the enrollee and is not included in the cost of the tuition.

WCCC part-time school employees and senior citizens (62 years of age and older) may enroll in part-time, short-term adult education classes for one-half the cost of the tuition. Veterans of the U.S. Armed Forces are entitled to take resume and interviewing skills classes at no cost. This program does not include full-time adult education programs or those considered career development programs. The above discounts will be offered only when there is adequate revenue to run the course and space is available. Any textbook and/or manual, supplies and lab fees needed for the course(s) would be an additional cost for the enrollee and is not included in the cost of the tuition.

NOTE:

1. Selected part-time classes, workshops or special events may be exempt from discounts—check individual course descriptions.
2. Please identify yourself as a Senior Citizen at the time of registration. Discounts will not be awarded once the registration process is completed. No Senior discount will be given after a class has started. Seniors are officially enrolled at the discounted rate when the minimum enrollment required for the class has been met.

Accreditation

Warren County Career Center's Adult and Community Education Full Service Center is accredited by the North Central Association Commission on Accreditation and School Improvement (NCA CASI). Founded in 1895,

the NCA CASI is a non-governmental, voluntary organization that accredits more than 8,500 public and private schools in 19 states, the Navajo Nation, and the Department of Defense Dependents' Schools worldwide.

<http://www.ncacasi.org/>

University System of Ohio

All Ohio Adult Education programs are part of the University System of Ohio and are governed by the Ohio Board of Regents. As a member of the University System of Ohio's Adult Workforce Education and Training Network, WCCC is pleased to be able to offer even more access to area colleges, universities and technical schools for our adult students. Additional information about the University System of Ohio is available at: <http://universitiesystem.ohio.gov/>

Class Operation and Student Enrollment

- A class must have sufficient enrollment three days prior to the start date to run.
- The Warren County Career Center reserves the right to cancel a class with insufficient enrollment.
- All fees must be paid at least three days prior to the start of each class. A student is considered to be enrolled only after tuition and fees have been paid in full (or financial aid has been approved) and all entrance requirements for the program have been met.

HOW TO REGISTER

5 Easy Ways to Register!

1. Online – Click **HERE** to register online
2. By Phone – Call 513-932-8145 or 1-800-547-5100. Have your credit card available.
3. By Fax – Complete the registration form on the inside back cover of this catalog and fax it to 513-932-2304
4. By Mail – Complete the registration form on the inside back cover of this catalog and mail to:

Adult and Community Education
Warren County Career Center
3525 North State Route 48
Lebanon OH 45036

5. In person –

Main Campus Office Hours:

Mon – Thu, 8:00am – 8:00pm
Fri, 8:00am – 4:00pm

South Campus Office Hours:

Mon – Fri, 8:00am – 4:00pm

REFUND POLICIES

Information Technology & State Tested Nursing Assistant (STNA)

Payment for these programs is due at the time of registration. To receive a refund, students must notify the school if they are unable to attend at least 72 hours prior to the start of the first Information Technology program and 24 hours prior to the start of the State Tested Nursing Assistant class. If the student does not provide the required notice, no refund will be issued. The student may request that non-refunded tuition be applied to a future course.

Career Enhancement Courses (1-599 Clock Hours)

If a program meets for only one session, a refund is available only to students who notify the Adult and Community Education Department of their withdrawal 72 hours prior to the session starting.

For programs that meet for more than one session and for 20 hours or less, full refunds are available only to students who withdraw at least 72 hours prior to the start of the first class. Students who withdraw after that but before the second class session begins will be charged a prorated fee for the first class session. No refund will be available if the student withdraws after the beginning of the second class.

For programs that are 21-599 clock hours long, refunds are calculated as above, but a \$25 administrative fee will be deducted from all refunds.

Job Training Programs (600 clock hours or more)

Financial obligation is calculated on a term-by-term basis. Each 600-900 clock hour Full Time program is divided into two equal terms. Once the term begins, tuition will be refunded according to Warren County Career Center's refund policy. If the student is receiving Federal financial aid, an additional calculation will be made using the Return of Title IV Funds policy, which is mandated by the U.S. Department of Education.





Phone In or Fax Your Completed Registration Form to:
Phone: 513-932-8145 or 1-877-547-5100 • Fax Number: 513-932-2304



Today's Date _____ Course Name _____ Start Date _____

STUDENT INFORMATION

First Name _____ MI _____ Last Name _____

Street Address _____ City _____ State _____ Zip _____

Home Phone _____ Cell Phone _____ Email _____

COURTESY BILLING TO: (Must be accompanied by Purchase Order or Signature Authorizing Course)

Bill to (Organization) _____ Phone _____

Billing Address _____ City _____ State _____ Zip _____

Authorization for Payment: Name _____ Title _____ Signature _____

STUDENT STATEMENT:

I hereby accept financial responsibility for tuition, books and lab fees should my employer not pay in a timely manner. _____

Student's Signature

I give permission to Warren County Career Center to supply educational information to the company or agency paying for this program.

Student's Signature _____

METHOD OF PAYMENT

American Express Discover

MasterCard Visa Check Cash Voucher _____

Credit Card # _____ Exp. Date _____

Senior Citizen Discount

It is the policy of the Warren County Career Center to offer educational activities, programs, services and employment without regard to race, color, national origin, gender, religion, handicap or age. 11/07

FOR OFFICE USE ONLY

TUITION _____

BOOKS _____

FEES _____

RECEIPT # _____

DATE _____

INITIALS _____

COST CENTER _____

The Warren County Career Center maintains high standards and is proud to be accredited, affiliated and approved by the following professional associations:





Scan to see the catalog online.



Warren County Joint Vocational School District
3525 North State Route 48
Lebanon OH 45036

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CINCINNATI, OH
PERMIT NO. 6657

WINTER/SPRING 2012 ADULT & COMMUNITY EDUCATION CATALOG A UNIVERSITY SYSTEM OF OHIO PROVIDER



Main Campus
3525 N. State Route 48
Lebanon, OH 45036
513.932.8145



South Campus
Information Technology
Training Center
1797 King Ave.
Kings Mills, OH 45034
513.770.0200



Greentree Health
Science Academy
5757 Innovation Drive
Middletown, OH 45005
513.933.3960

BUSINESS & WORKFORCE DEVELOPMENT SERVICES

- Business Forums
- Customized Training
- Economic Development
- Employment Testing
- Custom Employee Online Training
- Social Media Workshops

LITERACY and GED PROGRAMS

- GED Preparation Classes
- Basic Academic Skills Review
- ESOL Classes
- GED Testing Center

STUDENT SERVICES

- Career Planning & Counseling
- Job Placement Center
- College Level Exam Program (CLEP)
- Healthcare Preparatory Program

CAREER ENHANCEMENT & JOB TRAINING PROGRAMS

- Auctioneer
- Certified Business Professional
- Certified Information Technology
- Commercial Truck Driver Training
- Computer Software Training
- Cosmetology
- Electrical Power Line Mechanic
- Electromechanical PLC Technician

- Heating, Ventilating & AC Technician
- Heavy Equipment Operator
- Literacy & GED Programs
- Medical Assistant
- Medical Billing & Coding
- Microsoft Certified Application Specialist
- Multiskilled Medical Technician
- Online Learning Center

- Personal Enrichment Classes
- Pharmacy Technician
- Phlebotomy Technician
- Police Officer Academy (Basic)
- Public Safety Services-Fire/EMT/CPR
- Social Media Workshops
- State Tested Nursing Assistant
- Welding Technician/AWS Certified