

Warren County Career Center
is proud to offer educational services
in the following areas:

A.B.L.E./G.E.D./E.S.O.L.
A+ Certification
Assessment & Career Counseling
Auctioneer
AutoCAD
Blueprint Reading
Business Programs/Workshops
Certified Business Professional (CBP)
Cisco Certified Network Associate (CCNA)
Commercial Truck Driver Training
CompTIA Network+ Certification
Computer Training
Cosmetology Manager's License
C.P.R./First Aid
Customized Testing for Business & Industry
EKG Technician
EMT (Basic/Refresher/Intermediate)
Firefighter Training (Volunteer/I & II)
Firefighter Emergency Vehicle Operation
Fire Safety Inspector/Refresher
Global Navigational Satellite Systems
Health and Medical Classes
Industrial Electronics & Electricity
Information Technology
Microsoft Certified Applications Specialist
Microsoft Certified (MCTS/MCIPT)
Microsoft Server 2008
Network+ Certification
OHS Safety—30 Hour
Online Learning Courses
Pharmacology
Pharmacy Technician
Programmable Logic Controllers
Public Safety Services Instructor
Special Interest
State Tested Nursing Assistant (STNA)
Welding-ARC, MIG & TIG
Windows 7 Configuration
WorkKeys Assessment & Job Profiling

Customized Training: *Most programs/services can be customized or your business needs.*

PART-TIME PROGRAMS (1-599 Clock Hours) REFUND POLICY

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

For programs that meet 599 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 pro-rated fee for the first class session. No refund will be available if the student withdraws after the beginning of the second class. For programs 21-599 hours, refunds are calculated as above, but a \$25 administrative fee will be deducted from all refunds. Textbooks are non-refundable.

Because of the high cost of setting up and operating the **Information Technology programs** (excluding Microsoft Software Training), Warren County Career Center has set up the following policy: Payment for the program is due at the time of registration. In order to receive a refund, students must notify the Adult & Community Education Division at least 72 hours prior to the start of the first class that they are unable to attend. If the student withdraws after 72 hours prior to the start of the program, no refund will be issued. The student may request that non-refunded tuition be applied to a future course.

Main Campus:
3525 North State Route 48
Lebanon, OH 45036
Phone: (513) 932-8145
Fax: (513) 932-2304

South Campus:
1797 Kings Mills Road
Kings Mills, OH 45034
Phone: (513) 770-0200



Adult & Community Education

STUDENT HANDBOOK Career Enhancement Courses 2011-2012

Our Mission:

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

Our Vision:

WCCC is the valued partner of choice within the educational and economic system 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.

A University System of Ohio Provider
AN OHIO ADULT FULL-SERVICE
CAREER-TECHNICAL CENTER

Welcome to our campuses . . .

The staff of Warren County Career Center's Adult & Community Education Division welcomes you.

Your desire for quality continuing education is an asset to the future of your career and professional development. Therefore, our staff will be willing to assist you in any way we can.

This brochure is designed to give you important information that you may need during the time you spend on campus. If you have further questions, please do not hesitate to ask your instructor or the office personnel. At the Main Campus in Lebanon, staff will be in the Adult & Community Education Office from 8:00 a.m. to 10:00 p.m. Monday through Thursday and from 8:00 a.m. to 4:00 p.m. on Friday. At the South Campus in Kings Mills, staff will be in the Adult & Community Education Office from 1:00 p.m. to 10:00 p.m. Monday through Thursday and from 1:00 p.m. to 5:00 p.m. on Friday.

We would like you to be aware of the other offerings in adult education both on and off our campuses; a list can be found on the back cover. If you are interested in any of the other programs, please ask the staff or visit our website at www.mywccc.org for details. We can also customize courses for companies to ensure the training meets their specific needs.

School Closings

In the event of inclement weather, Adult Education classes may be canceled. It will be listed as follows: Warren County Career Center-Adult Education. Check your local TV, radio, or the most up-to-date information found at our website: www.mywccc.org.

Controlled Substances

Warren County Career Center supports federal, state and local regulations concerning student involvement in the illegal manufacture, possession, or distribution of controlled substances. A student participating in such activities may be dismissed from the remainder of the class sessions.

Observation Cameras

In order to maintain the safety of our staff and students, cameras have been installed at all entrances and at different strategic locations on the outside of the building.

Student Attendance and Certificates

At the end of each class, students who have attended at least 80% of the class will receive a certificate. Students who wish to receive a grade must attend at least 90% of the scheduled classes and must make a written request at the first class session.

Emergency Procedures

In case of a school-wide emergency (fire, tornado, explosion, etc.) students should stay with the class. They are not to go to their car or leave the grounds. This will enable us to account for all students.

Fire — The District has established fire drill procedures. The basic rule on fire drills is to evacuate the building and stay together until released by the instructor.

Tornado — Students will be instructed about tornado drill procedures by their instructors. The basic rule on storm warnings is for students to move to the inside wall of the building. They are not to enter a hallway unless instructed to do so. They should avoid glassed areas as much as possible.



Dress Code

Extremes in dress are not acceptable, including but not limited to, short-shorts, bare midriffs, short skirts more than 3 inches above the knee, open-toed shoes in the Trade & Industrial labs, and clothing adorned with drug, alcohol, sexual or other disruptive words, signs, or pictures. Students may be asked to leave the premises if appearance is not in compliance with the dress code. Uniforms may be required for certain programs.

Smoking Policies

A student shall not smoke or use tobacco or non-tobacco materials that may be used for smoking on school property in accordance with Chapter 3794 of the Ohio Revised Code. To report violations, call 1-866-559-(OHIO) 6446.

Care of Facility

Food and drink should be consumed in the cafeteria or designated areas. Bottled water with cap is acceptable in the classrooms/labs.

WCCC staff, students, parents, and others will behave in ways that support and demonstrate the following values:

- Communicating openly and honestly
- Treating each other with respect, dignity, trust & mutual value
- Using data to drive planning, decision making and actions
- Taking ownership of personal actions and being held accountable for results
- Upholding and demonstrating high ethical, educational and fiscal standards
- Exhibiting high levels of professionalism
- Providing high quality instruction and highly qualified staff to ensure success for all learners
- Making quality customer service a high priority
- Promoting partnerships and a team environment
- Celebrating team and individual achievements

Student Dismissal

Students who are disruptive, deemed dangerous to others, or exhibiting unsafe behavior may be asked to leave the premises. The student may be permanently dismissed by the Director of Adult Education for cause. No refund will be given if removed by the Director of Adult Education for cause.