Adult Education Catalog 2017–2018

Sharing Extensive Experience with the Next Generation

With Ernie Oergel

Member of the University System of Ohio

Job & Career Training Programs

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I have the best job in the world! I am privileged to impart my 32 years of experience to the next generation of law enforcement professionals. I'm a mentor and a father figure to some. It's an honor to nurture their desire to become great police officers.

Interested in hearing more about our Adult Natural Resources/Ranger/Basic Peace Officer Academy or other Adult Job & Career Training programs? Visit polaris.edu/JobTraining, call 440.891.7697 or email tliska@polaris.edu.
THE ADULT EDUCATION

JOB & CAREER TRAINING PROGRAMS

The Adult Education Job & Career Training programs at Polaris Career Center are designed to prepare students for meaningful careers in today’s leading occupations.

Each program features comprehensive, hands-on training for adults who are just starting a career, who are in job transition, or who want to upgrade their existing skills to remain competitive. Complete a Job & Career Training program at Polaris Career Center and master job skills and concepts that will maximize potential employment opportunities.

Gainful employment information is available at polaris.edu/jobtraining

POLARIS CAREER CENTER OFFERS THE FOLLOWING JOB & CAREER TRAINING PROGRAMS:

Job & Career Training Programs Eligible for Financial Aid (For students who qualify - 600 hours or longer)
- Automotive Service Technician
- Cosmetology Academy
- Dental Assisting
- Early Child Care Education/Child Development Associate
- Heating, Ventilating, Air Conditioning & Refrigeration (HVAC/R)
- Medical Assisting
- Medical Billing & Coding
- Natural Resources/Ranger/Basic Peace Officer Academy
- Office Administration
- Pharmacy Technician
- Precision/CNC Machine Technology
- Welding

Short-Term Training Programs (less than 600 hours)
- Cardiographic Technician
- Phlebotomy Certification

YOU’RE INVITED!

JOB & CAREER TRAINING PROGRAM OPEN HOUSE NIGHTS

Tuesday, August 8, 2017 | 5:00 PM - 7:00 PM
Wednesday, January 17, 2018 | 5:00 PM - 7:00 PM

For more information, call 440.891.7600.
* A Free FAFSA (Free Application for Federal Student Aid) Workshop will follow each Open House at 7:00 PM.

FREE FAFSA WORKSHOPS

Tuesday, August 8, 2017 – 7:00 PM
Tuesday, November 7, 2017 – 1:00 and 6:00 PM
Thursday, December 7, 2017 – 6:00 PM
Tuesday, January 9, 2018 – 1:00 and 6:00 PM
Wednesday, January 17, 2018 – 7:00 PM
Thursday, February 1, 2018 – 1:00 and 6:00 PM

Our Financial Aid/Student Services Coordinator will walk you through the Free Application for Federal Student Aid (FAFSA), step by step. You will finish the FAFSA before leaving and have the most important part of the financial aid process completed. Please call 440.891.7668 or email agraham@polaris.edu to register.
ADULT EDUCATION CATALOG

JOB & CAREER TRAINING PROGRAMS

CAREER ADVISING
Don’t know where to start? Contact the Career Counselor at 440.891.7600 for a FREE consultation!

Develop a plan to determine a career decision that is right for you, and schedule an Individualized Career Testing session, which will measure your interests, values, and aptitudes in a variety of occupations. [Cost $89] Test results and a step-by-step plan will be provided at a follow-up conference. The cost of this testing will be deducted from tuition if you register for a Polaris Job & Career Training program.

AUTOMOTIVE SERVICE TECHNICIAN (720 HOURS)
This 720-hour program prepares students for employment as entry-level technicians through classroom and hands-on training. The Polaris automotive training program is conducted in a lab certified by the National Institute for Automotive Service Excellence.

Included in the program are the following ASE certification subjects; automatic transmissions and transaxles, electrical/electronic systems, brakes, engine theory and repair, engine performance, manual drive trains and axles, heating and air conditioning, suspension and steering systems, introductory, routine maintenance and employability skills topics are also included. This competency-based program combines theory and lab to provide an effective beginning for students who wish to become certified automotive service technicians. The ASE G1 and Section 609 MACS exams are included in the tuition cost.

Certifications:
Automotive Service Excellence (ASE) G1 Certification (Auto Maintenance & Light Repair)
Section 609 MACS Certification
Visit Polaris.edu/aea for a pro view the program video.

Schedule/Tuition:
Fall 2017 – Evening
Monday – Thursday, 5:30 PM – 10:30 PM
September 11, 2017 – June 7, 2018 (approximate ending date)

Total Program Cost $8,995, includes: Tuition - $7,838, Books & Supplies - $932, Materials & Assessments - $225

FINANCIAL AID ELIGIBLE PROGRAM (for those who qualify)
Cost includes textbooks, uniform, basic entry-level tools, safety glasses and certification examination fees. Cost of work boots not included (steel-toed recommended).

CARDIOGRAPHIC TECHNICIAN (230 HOURS)
The Cardiographic Technician program is designed to prepare students to perform non-invasive cardiac testing procedures such as electrocardiograms, Holter and telemetry monitoring, along with stress testing. Cardiographic technicians work in hospitals and cardiology offices to assist physicians in the diagnosis and monitoring of heart disease.

Students will receive 130-hours of classroom training, have the opportunity to gain practical experience through a 100-hour unpaid externship in a local clinical setting and learn employability skills. A minimum of 90% attendance with a C average (70%) grade or better is required for students to participate in the externship opportunity in a non-smoking facility.

Upon completion, students will be eligible to take the Certified EKG Technician (CET) exam through National Healthcareer Association and the Cardiographic Technician (CCT) exam through Cardiovascular Credentialing International.

Note: Students may be required to complete (at the student’s expense) immunizations/titers, drug screening, physical exam, and/or background check prior to externship placement at an externship clinical site. Externship hours must be completed during daytime working hours, Monday through Friday.

Certifications:
Certified Cardiographic Technician (CCT)
Certified EKG Technician (CET)
American Heart Association CPR
Visit www.polaris.edu/aecardio to view the program video.

Schedule/Tuition:
Fall 2017 – Evening
Monday & Wednesday, 6:00 PM – 10:00 PM
September 11, 2017 – January 26, 2018 (approximate ending date)

Spring 2018 – Evening
Monday & Wednesday, 6:00 PM – 10:00 PM
February 12, 2018 - June 11, 2018 (approximate ending date)

Total Program Cost $2,995, includes: Tuition - $2,523, Books & Supplies - $152, Materials & Assessments - $320

Cost includes textbooks, supplies, and certification examination fees. Students may expect the following additional costs: uniform, immunizations/titers, drug screening, physical exam, and/or background check.

COSMETOLOGY ACADEMY (1500 HOURS)
The Cosmetology Academy program prepares students for careers in this exciting, cutting-edge field. Gain hands-on experience in the Polaris Career Center New Beginnings Salon while obtaining the industry knowledge necessary for the Ohio State Board Cosmetology license.

Acquire skills commonly used in cosmetology, such as dispensary operations, sanitation, reception duties, and salon management. Emphasis will be placed on the hands-on practice of scalp care and hair treatments, shaping and cutting hair, styling hair, permanent waving and relaxing, hair coloring, highlighting and toning, manicuring and pedicuring, facial treatments, wig and hairpiece care, and employability skills.

The following are some of the career options (state license required) cosmetologist, color technician, perm specialist, hair cutting specialist, esthetician, nail technician, platform artist, and equipment sales.
JOB & CAREER TRAINING PROGRAMS

License:
Ohio State Board Licensed Cosmetologist license (OSCB)
Visit polaris.edu/aecos to view the program video.

Schedule/Tuition:
Fall 2017 - Evening
Monday – Thursday, 4:00 PM – 9:00 PM
September 11, 2017 – June 2019
Total Program Cost $13,995, includes: Tuition - $12,946, Books & Supplies - $972, Materials & Assessments - $77

FINANCIAL AID ELIGIBLE PROGRAM (for those who qualify)
Cost includes textbooks, tool kit with mannequins, nail kit, smock, and licensure examination fee. Students can expect the following additional cost: Uniform

Please note: The student will need to show proof of residency in the State of Ohio (recent utility bill, tax bill, lease etc.) at the time of registration.

One Year Option College Credit
This program is an approved One Year Option program with the Ohio Department of Higher Education. The One Year Option program allows graduates of Ohio Technical Centers who complete a 900-hour plus program of study and obtain an industry-recognized credential approved by the Chancellor to receive 30 college technical credit hours toward a technical degree upon enrollment in an institution of higher education.

The Cosmetology Academy program is a 2-year program. Qualified students will have access to two years of Pell grant funding consisting of one 900-hour award and one 600-hour award.

DENTAL ASSISTING (900 HOURS)
The field of Dental Assisting is growing according to the United States Bureau of Labor Statistics. As valuable members of the dental care team, assistants increase the efficiency of the dentist in the delivery of quality oral health care. Learn the skills needed to assist chairside including basic dental laboratory procedures, dental terminology, use of instruments and equipment, x-ray procedures, preparation of dental materials and dental office management skills.

Curriculum for this program include; introduction to dentistry/oral health and nutrition, infection control, head and neck anatomy/physiology, patient care/dental charting/psychology, restorative materials/advanced chairside, laboratory materials, radiology, practice management, computer technology, dental specialties, and employability skills.

Dental Assisting students will have the opportunity to gain practical experience through a 250-hour, unpaid externship. A minimum of 90% attendance with a C average (70%) grade or better is required for students to participate in the externship opportunity.

Students may be required to complete (at the student’s expense), immunizations/titer, drug screening, physical exam, and/or background check prior to the student’s placement at an externship site.

Students completing the program will be eligible to take the Certified Ohio Dental Assisting examination and earn the Certified Ohio Dental Assistant (CODA) credential. Students will also complete the Ohio Dental Assistant Radiographer initial training course. This initial training course satisfies the requirements of the Ohio State Dental Board and allows the student to earn the Ohio Dental Assistant Radiographer license.

Certification/License:
Certified Ohio Dental Assistant (CODA)
Ohio Dental Assistant Radiographer license (at student’s expense $25)
American Heart Association CPR
Visit polaris.edu/aedental to view the program video.

Schedule/Tuition:
Fall 2017 – Evening
Monday – Thursday, 5:00 PM – 10:30 PM
September 5, 2017– June 13, 2018 (approximate ending date)
Total Program Cost $9,995, includes: Tuition - $9,574, Books & Supplies - $202, Materials & Assessments - $219

FINANCIAL AID ELIGIBLE PROGRAM (for those who qualify)
Cost includes textbooks and certification examination fees. Students may expect the following additional costs: uniform, immunizations/titer, radiology license exam fee, drug screening, physical exam, and/or background check.

EARLY CHILD CARE EDUCATION/CHILD DEVELOPMENT ASSOCIATE (930 HOURS)
The Early Child Care Education/Child Development Associate (CDA) is the most widely recognized credential in early child care education (ECE) and is a key stepping stone on the path of career advancement in ECE. The Polaris Career Center CDA program is designed to prepare students to successfully complete the requirements for the nationally recognized CDA credential. Employment opportunities include Pre-K or Infant/Toddler teacher, teacher assistant, or family child-care provider.

The CDA credential is based on a core set of competency standards which guide early care professionals as they work toward becoming qualified teachers of young children. CDA students will learn how to nurture the emotional, physical, intellectual, and social development of children. Students will also learn employability skills. The CDA student will gain knowledge of how to put the CDA Competency Standards into practice and an understanding of why those standards help children move with success from one developmental stage to another. With the new Step-Up-to-Quality requirements, earning a CDA credential will enhance a student’s job opportunities in the field. Learn the CDA Observation Method, R-O-R (Review, Observance & Reflect), and plan for the Verification Visit.

Students will receive 450-hours of classroom training and have the opportunity to gain practical experience in a 480-hour unpaid required field experience at an area Step-Up to Quality child care center.

A minimum of 90% attendance with a C average (70%) or better is required for students to participate in the field experience opportunity. Prior to the field experience, students will be required to have and show proof of a physical exam, complete and pass a background check, and obtain necessary immunizations.

Note: Field experience hours will vary between 6:00 AM and 6:00 PM and will be determined by the child care center.

Upon completion of the CDA program, the student will be eligible to apply for the CDA credential.

Certifications:
American Heart Association CPR, Communicable Disease, First Aid, & Child Abuse Recognition Training
Child Development Associate (CDA)
Visit polaris.edu/aecda to view the program video.
FINANCIAL AID ELIGIBLE PROGRAM (FOR THOSE WHO QUALIFY)

Cost includes textbooks, supplies, Infant/Child/Adult CPR, Communicable Disease, First Aid, Child Abuse Recognition training certification fees, and CDA application fee. Students can expect the following additional costs: physical exam, background check (in some cases), and immunizations.

One Year Option College Credit

This program is an approved One Year Option program with the Ohio Department of Higher Education. The One Year Option program allows graduates of Ohio Technical Centers who complete a 900-hour plus program of study and obtain an industry-recognized credential approved by the Chancellor to receive 30 college technical credit hours toward a technical degree upon enrollment in an institution of higher education.

HEATING, VENTILATING, AIR CONDITIONING AND REFRIGERATION (HVAC/R) (600 HOURS)

The highly trained and in-demand technicians in the Heating, Ventilating, Air Conditioning and Refrigeration (HVAC/R) profession maintain the complex HVAC/R systems used in residential, light industrial, and commercial buildings. Trained technicians have job stability and high earning potential.

The program includes the following topics, introduction to construction and maintenance (NCCER core curriculum), HVAC/R safety-related issues, heating & air conditioning installation procedures, understanding schematics, airside systems, proper venting, duct work, electrical code & electrical controls, mechanical maintenance, air properties & balancing, heating & air conditioning diagnostic techniques, refrigeration troubleshooting, customer service and employability skills.

Certifications:

National Center for Construction Education & Research – CORE Curriculum (NCCER)
R-410A Safety Training and Certification for Technicians
EPA Refrigerant Recovery Universal
Industry Competency Exam (ICE) - Residential Air Conditioning & Heating
Visit polaris.edu/aehvac to view the program video.

Schedule/Tuition:

Fall 2017 – Day
Monday – Friday, 8:00 AM – 1:00 PM
September 11, 2017 – June 20, 2018 (approximate ending date)

Fall 2017 – Evening
Monday – Thursday, 4:00 PM – 10:00 PM
September 11, 2017 – May 21, 2018 (approximate ending date)

Spring 2018 – Day
Monday – Thursday, 8:00 AM – 4:30 PM
February 5, 2018 – June 18, 2018 (approximate ending date)

Total Program Cost $6,995, includes: Tuition - $6,069, Books & Supplies - $927, Materials & Assessments - $716

FINANCIAL AID ELIGIBLE PROGRAM (FOR THOSE WHO QUALIFY)

The accredited Medical Assisting program is a great way to gain access to this exciting profession in the growing healthcare field.

The Medical Assisting curriculum prepares students to perform administrative, clinical and laboratory procedures for employment in a physician’s office, clinic, or hospital.

The program topics include the following: medical terminology, anatomy and physiology, entry-level clinical skills & duties, administrative skills, scheduling appointments, records management/electronic medical records, medical law and ethics, entry-level icd-10/CPT coding, health insurance claim forms, adult/child/infant CPR/AED, first aid/medical emergencies, computer skills, psychology of human behavior, osha/universal precautions/personal protective equipment, HIPAA/standards and guidelines, and employability skills.

Students may be required to complete (at the student’s expense), immunizations/titers, drug screening, physical exam, and/or background check prior to externship placement. Students must complete the Hepatitis B series prior to participation in their externships.

Medical Assisting students will have the opportunity to gain practical experience through a 160-hour unpaid externship which takes place during the program’s 946-hours.

A minimum of 90% attendance with a C average (70%) grade or better is required for students to participate in the externship opportunity.

The Polaris Career Center Medical Assisting program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board. (MAERB). Commission on Accreditation of Allied Health Education Program, 1361 Park Street, Clearwater FL 33756, 727.210.2350.

Certifications:

Certified Medical Assistant (CMA)
Certified Phlebotomy Technician (CPT)
American Heart Association Adult/Child/Infant CPR/AED & First Aid
Visit polaris.edu/aemedicalassisting to view the program video.

Schedule/Tuition:

Fall 2017 – Day
Monday – Thursday, 9:00 AM – 3:00 PM
September 11, 2017 – June 14, 2018 (approximate ending date)

Spring 2018 – Evening
Monday – Thursday, 4:00 PM – 10:00 PM
February 12, 2018 – November 7, 2018 (approximate ending date)

Total Program Cost $9,995, includes: Tuition - $9,160, Books & Supplies - $412, Materials & Assessments - $423

FINANCIAL AID ELIGIBLE PROGRAM (FOR THOSE WHO QUALIFY)

Cost includes textbooks, and certification examination fees. Students may expect the following additional costs: uniform, immunizations/titers, drug screening, physical exam, and/or background check.
One Year Option College Credit

This program is an approved One Year Option program with the Ohio Department of Higher Education. The One Year Option program allows graduates of Ohio Technical Centers who complete a 900-hour plus program of study and obtain an industry-recognized credential approved by the Chancellor to receive 30 college technical credit hours toward a technical degree upon enrollment in an institution of higher education.

Qualifies for CT2 College Credit

This program can earn up to 18 credit hours via the Ohio Department of Higher Education. College credit can be received via the Ohio Department of Higher Education’s Career Technical Credit Transfer System (CT2).

MEDICAL BILLING & CODING  (900 HOURS)

This 900-hour program is designed for those who wish to gain employment in medical billing, coding and health information management. Employers include physician practices, outpatient clinics, billing companies as well as a variety of other medical facilities. Students will develop a thorough knowledge of medical terminology, anatomy and physiology, diseases and conditions, electronic health records, practice management software, medical office administration practices, diagnostic and procedural coding, hospital billing, reimbursement and claim form procedures, employability skills and healthcare law and ethics. The program includes instructor lectures, knowledge-based assessments, practical applications, and self-directed study. Graduates will be prepared for entry-level positions as medical administrative assistants, electronic health records specialists, and medical billing and coding specialists.

Students may be required to complete (at the student’s expense), immunizations/titers, drug screening, physical exam, and/or background check prior to the student’s placement at an externship site.

Students will complete a 180-hour unpaid externship during daytime working hours. A minimum of 90% attendance with a C average or better is required for students to participate in the externship opportunity.

It is highly recommended the student have keyboarding skills with some experience in Microsoft Word & Excel.

Certifications:

Certified Medical Billing & Coding Specialist (CBCS)
Certified Medical Administrative Assistant (CMAA)
Certified Electronic Health Records Specialist (CEHRS)
Visit polaris.edu/aembc to view the program video.

Schedule/Tuition:

Fall 2017 – Day
Tuesday – Thursday, 9:00 AM – 5:00 PM
September 19, 2017 – June 14, 2018 (approximate ending date)

Spring 2018 – Evening
Monday – Thursday, 5:30 PM – 10:30 PM
February 20, 2018 – December 3, 2018 (approximate ending date)

Total Program Cost $9,995, includes: Tuition - $8,248, Books & Supplies - $1,357, Materials & Assessments - $390

FINANCIAL AID ELIGIBLE PROGRAM (FOR THOSE WHO QUALIFY)

Cost includes textbooks and certification examination fees. Students may expect the following additional costs: immunizations/titers, drug screening, physical exam, and/or background check.

NATURAL RESOURCES/RANGER/BASIC PEACE OFFICER ACADEMY (742 HOURS)

This program will adhere to all State of Ohio OPOTA/C standards. The Polaris Career Center Ranger/Basic Peace Officer Academy prepares candidates for police and natural resource law enforcement officer positions and other careers that require peace officer training. This 742-hour program is conducted under the auspices of the Ohio Peace Officer Training Commission. The instruction will be provided by those who have experience and expertise in the field of law enforcement, natural resources, and parks and recreation.

The Academy training topics includes; administration, legal, human resources, firearms, driving, subject control, first aid/CPR, patrol, civil disorders, investigation, physical conditioning, Oleoresin Capsicum spray (pepper), expandable baton and employability skills.

This all-inclusive academy, will provide the following during the program; academy uniforms (except shoes) including the following: two shirts, two pairs of pants, one sweatshirt, one pair of sweatpants, one jacket, one knit hat and one duty bag, use of duty belt with accessories (holster, magazine pouch, handcuff case etc.), use of handgun and ammunition, use of shotgun and ammunition, use of expandable baton, use of chemical repellent spray (OC/pepper spray), and use of a Taser.

Certifications:

Ohio Peace Officer Training Commission (OPOTC)
American Heart Association First Aid & CPR/AED
ASP Baton
Taser
Oleoresin Capsicum Spray (pepper)

REQUIREMENTS AND PREREQUISITES TO REGISTER:

Students may register (see page 8-9) once all prerequisite requirements listed below are met. Students must:

• Be 21 years of age by the completion of the program,
• Show proof of a valid driver’s license,
• Show proof of current automobile insurance,
• Complete a physical exam with satisfactory results,
• Complete a satisfactory drug screening AFTER June 9, 2017,
• Complete a background check with satisfactory results AFTER June 9, 2017 (No felonies or serious misdemeanors), and
• Complete and pass the State of Ohio required physical fitness assessment

Contact the Adult Education department to schedule the physical fitness assessment by calling 440.891.7653 or 440.891.7697.
Once a student has satisfactorily completed all prerequisites, the student may register in-person by following the registration procedures as listed on page 8-9.

Visit polaris.edu/aeopota to view the program video.

Schedule/Tuition:

Fall 2017 – Evening & Saturday
Monday – Thursday & Saturday, 6:00 PM – 10:00 PM (M – Th) & 8:00 AM – 4:30 PM (Sat)
August 28, 2017 – April 2018 (exact completion date determined by enrollment and weather; some Fridays and Sundays may be required)

Total Program Cost $6,995, includes: Tuition - $6,309, Books & Supplies - $244, Materials & Assessments - $442
**FINANCIAL AID ELIGIBLE PROGRAM [FOR THOSE WHO QUALIFY]**

Cost includes uniforms (except shoes) and all supplies.

Students can expect the following additional costs: physical exam, drug-screening, uniform shoes and any make-up hour costs.

Qualifies for CTC2 College Credit

This program can earn up to 22 credit hours through the Ohio Department of Higher Education. College credit can be received via the Ohio Department of Higher Education’s Career Technical Credit Transfer System (CT2).

**OFFICE ADMINISTRATION (720 HOURS)**

This 720-hour program is designed to qualify students for administrative assistant, receptionist, secretary, general office, accounting clerk, and other related occupations. The program will also prepare students for the Microsoft Office Specialist (MOS) certification.

The content focuses on broad, transferable skills including oral and written communications, office procedures, business math, accounting concepts and customer service.

The program topics will cover: computer concepts and internet research, Microsoft windows, Microsoft office (word, excel, and PowerPoint) & outlook, keyboarding skill building/10-key, business English and business communications, workplace social media, office procedures, business math, intro to QuickBooks, customer service, job seeking document preparation, 80-hour externship, and employability skills.

Students will have the opportunity to gain practical experience through an 80-hour unpaid externship, which will take place during the program’s 720-hours. A minimum of 90% attendance with a C average (70%) or better is required for externship participation. Access to a personal computer outside of class is recommended.

**Certification:**

Microsoft Office Specialist (MOS)

**Schedule/Tuition:**

- **Fall 2017 - Day**
  - Monday – Thursday, 9:00 AM – 3:00 PM
  - September 18, 2017 – April 24, 2018 (approximate ending date)
  - Total Program Cost $7,995, includes: Tuition - $7,387, Books & Supplies - $433, Materials & Assessments - $175

**FINANCIAL AID ELIGIBLE PROGRAM [FOR THOSE WHO QUALIFY]**

Cost includes textbooks and one certification examination fee.

**PHARMACY TECHNICIAN (600 HOURS)**

Pharmacy Technicians assist licensed pharmacists to provide medication and other health care products, and work in retail, hospital and long-term care settings. Students will have the opportunity to gain practical experience through two unpaid 96-hour externships. The program prepares students to take the Certified Pharmacy Technician (CPhT) certification exam.

The program topics include: medical terminology, anatomy and physiology, pharmacology, pharmacy practice, pharmaceutical calculations, medication dispensing, drug storage, pharmacy law and ethics, HIPAA, inventory control, billing and reimbursement, sterile admixtures preparation, extemporaneous compounding, ambulatory pharmacy externship, and employability skills.

**Note:** Students may be required to complete (at the student’s expense) immunizations/titers, drug screening, physical exam, and/or background check prior to externship placement at an externship clinical site.

Criminal background check results may prohibit participation in the externship. A minimum of 90% attendance with a C average (70%) grade or better is required for students to participate in the externship opportunity.

**Certifications:**

Certified Pharmacy Technician (CPhT)
American Heart Association CPR

**Schedule/Tuition:**

- **Fall 2017 - Evening**
  - Monday – Thursday, 6:00 PM – 10:00 PM
  - September 18, 2017 – June 26, 2018 [approximate ending date]
- **Spring 2018 – Day**
  - Monday – Thursday, 9:00 AM – 2:00 PM
  - February 20, 2018 – September 24, 2018 [approximate ending date]
  - Total Program Cost $7,495, includes: Tuition - $7,026, Books & Supplies - $289, Materials & Assessments - $180

**FINANCIAL AID ELIGIBLE PROGRAM [FOR THOSE WHO QUALIFY]**

Cost includes textbooks and certification examination fees. Students may expect the following additional costs: uniform, immunizations/titers, drug screening, physical exam, and/or background check.

**PHLEBOTOMY CERTIFICATION (252 HOURS)**

Students will be trained to perform a variety of blood collection methods on adults using proper techniques and precautions including: vacuum collection devices, syringes, capillary skin puncture, and butterfly needles. Students will gain the knowledge necessary to take the Certified Phlebotomy Technician (CPT) exam through classroom instruction and a 100-hour unpaid externship. A minimum of 90% attendance with a C average (70%) grade or better is required for students to participate in the externship opportunity. Successful completion of a Medical Terminology course is recommended but not required.

**Note:** Students may be required to complete (at the student’s expense) immunizations/titers, drug screening, physical exam, and/or background check prior to externship placement at an externship clinical site. Externship hours will be scheduled during the day and students will be placed as space is available. Prior to externship, students will be required to complete and pass a criminal background check and complete the three-part Hepatitis B vaccination series. Students must have received the first of three Hepatitis B vaccinations prior to the first day of class.

**Certifications:**

Certified Phlebotomy Technician (CPT)
American Heart Association CPR

Visit polaris.edu/aephlebotomy to view the program video.

**Schedule/Tuition:**

- **Fall 2017 – Evening**
  - Monday – Wednesday, 5:30 PM – 9:30 PM
  - September 11, 2017 – January 19, 2018 [approximate ending date]
- **Spring 2018 – Evening**
  - Monday – Wednesday, 5:30 PM – 9:30 PM
  - February 5, 2018 – May 31, 2018 [approximate ending date]
  - Total Program Cost $2,995, includes: Tuition $2,580, Books & Supplies - $166, Materials & Assessments - $249

Cost includes textbooks, and certification examination fees. Students may expect the following additional costs: uniform, flu shot, immunizations/titers, drug screening, physical exam, and/or background check.
**PRECISION/CNC MACHINE TECHNOLOGY (600 HOURS)**

Join the high-demand, high-tech field of precision machining, and enjoy stable employment in the dynamic environment of manufacturing. Experience the satisfaction of making your own components from concept to completion using Computer Numerical Control (CNC) production technology and equipment.

All students will be given the opportunity to earn Level 1 credentials from the National Institute for Metalworking Skills, Inc. (NIMS).

This hands-on curriculum includes: applied mathematics, blueprint interpretation, geometric dimensioning & tolerancing, project work on lathes, mills, surface grinders, CNC/CAM fundamentals, manufacturing safety and job planning, hand tools and drilling machines, inspection instruments and quality control, metallurgy and heat treating, web-based instruction in partnership with tooling u, and employability skills.

**Certifications:**

National Institute for Metalworking Skills, Inc. (NIMS)
OSHA 10-Hour

Visit [polaris.edu/aecn](http://polaris.edu/aecn) to view the program video.

**Schedule/Tuition:**

**Fall 2017 - Evening**

Monday – Thursday, 5:30 PM - 10:00 PM

September 11, 2017 – May 21, 2018  (approximate ending date)

**Total Program Cost** $8,995, includes: Tuition - $8,308, Books & Supplies - $477, Materials & Assessments - $210

**FINANCIAL AID ELIGIBLE PROGRAM [FOR THOSE WHO QUALIFY]**

Cost includes textbooks, Tooling U online training, safety glasses, and examination fees. Students can expect the following additional costs: work boots (steel-toed recommended).

**WELDING (600 HOURS)**

Become a trained technician in the welding, fabricating and metallurgical trades and learn the skills needed for entry level employment. Some of these welding and fabrication occupations include welding inspector or metal fabricator. Highly trained technicians repair and produce the products used in the manufacturing, structural, and fabrication industries. Qualified welding and metal fabricating technicians have job stability, and have high earning potential.

This program takes place in both classroom and fully-equipped welding lab settings. It is designed to teach practical applications and theory related to the welding trade, while preparing students for the American Welding Society (AWS) certifications.

This program includes the following topics: welding safety, blueprint fundamentals, reading welding symbols, oxy-acetylene cutting, welding, and brazing, basic metal preparations, weld quality, SMAW (shielded metal arc welding or stick welding), SMAW equipment and setup, SMAW electrodes and selection, SMAW groove welds with backing, SMAW open v-groove welds, SMAW open-root pipe welds, SMAW vertical welding, plasma arc cutting, basic GTAW (gas tungsten arc welding, TIG), basic GMAW (gas metal arc welding, MIG), theory, welding and machine operation, introduction to pipe welding, and employability skills.

Students are given the opportunity to earn National Center for Construction Education & Research (NCCER) certification in Core Curriculum/Welding Level 1, and American Welding Society (AWS) certifications.

**Certifications:**

American Welding Society (AWS)
National Center for Construction Education & Research (NCCER)
Core Curriculum and Welding Level I
OSHA 10-Hour

Visit [www.polaris.edu/aewelding](http://www.polaris.edu/aewelding) to view the program video.

**Schedule/Tuition:**

**Fall 2017 - Evening**

Monday – Thursday, 5:30 PM - 10:30 PM

September 11, 2017 – May 2, 2018  (approximate ending date)

**Total Program Cost** $8,995, includes: Tuition - $8,308, Books & Supplies - $477, Materials & Assessments - $210

**FINANCIAL AID ELIGIBLE PROGRAM [FOR THOSE WHO QUALIFY]**

Cost includes textbooks, safety glasses, and two AWS certification examination fees. Students can expect the following additional costs: work boots (steel-toed recommended).

**FINANCIAL AID**

Students are responsible for submitting a Free Application for Federal Student Aid (FAFSA). The FAFSA application is reviewed, processed by the U.S. Department of Education and sent to the school of the student’s choice. Students should add the Polaris Career Center school code 016745 to their FAFSA. It is highly recommended that the student start the application process for all financial aid options well in advance of registering for a program.

**Pell Grant Overview**

- The Pell grant is considered “gift-aid”, financial aid that does not require repayment.
- The amount of Pell grant eligibility will depend on a student’s financial need, the cost of attendance and the number of program clock hours the student is attending.
- The student’s Expected Family Contribution (EFC), reported on the Student Aid Report (SAR), is calculated from the student’s previous year’s income information submitted on the FAFSA and is used to determine the amount of Pell awarded.
- Pell grant funds are meant to assist students with tuition and will not cover tuition costs completely. Students may consider applying for a William D. Ford student loan to supplement the cost of tuition (visit studentaid.gov for specific loan information).

It is recommended that a student complete the student loan requirements at the same time the student completes the FAFSA (see step 3 for the William D. Ford student loan requirements).

**William D. Ford Student Loan (Direct Loan) Overview**

- There are two types of direct loans: subsidized and unsubsidized.
- Subsidized loans are awarded based on need. Interest is subsidized by the federal government while the student is enrolled in school. Subsidized maximum loan limit is $3,500.00.
- Unsubsidized loans accrue interest while students are enrolled in school. Unsubsidized maximum loan limit is $9,500.00.
- Actual loan amount is based on FAFSA results and student’s choice of program.
- Repayment begins 6 months after student ceases to be enrolled in the program.
Applying for Financial Aid:

**Step 1** – Collect items that will help in completing the FAFSA application, for example: 2015 tax returns, bank statements, welfare statement, assets, child support documentation, etc. Students may need to include their parents’ financial information on the application.

**Step 2** – Visit www.fafsa.ed.gov and apply for an FSA ID. The FSA ID replaces the federal student aid PIN number. If the student previously created a PIN number, the student can link his/her information to the new FSA ID by entering the student PIN number while registering for the student FSA ID. If parental information is required on the FAFSA, a parent must also apply for a FSA ID.

**Step 3** – Complete the 2017-2018 FAFSA application form on-line at www.fafsa.ed.gov.

The Polaris Career Center school code is 016745.

If the student is interested in applying for the William D. Ford student loan (Direct Loan), complete the following steps, if not, skip to Step 4.

- Visit www.studentloans.gov
- Log in using the student’s FSA ID
- Complete and submit the “Entrance Counseling” section
- Complete and submit the subsidized and unsubsidized “Master Promissory Note” (MPN)

**Step 4** – Upon completion of the FAFSA (and loan requirements, if applicable), the student will immediately receive an email (sent to the email address provided on the FAFSA) stating that the FAFSA has been received by the U.S. Department of Education. Within 3 – 5 days the student will receive an additional email with a link to the student’s Student Aid Report (SAR).

**Step 5** – After the student has reviewed the SAR report, the student is responsible for contacting Ali Graham at 440.891.7668 or by email, agraham@polaris.edu to discuss the next steps to be taken.

Polaris Career Center is offering workshops to assist students with the FAFSA application and/or student loan process. The dates and times are:

**FAFSA WORKSHOPS**

- **TUESDAY, AUGUST 8, 2017 – 7:00 PM**
- **TUESDAY, NOVEMBER 7, 2017 – 1:00 and 6:00 PM**
- **THURSDAY, DECEMBER 7, 2017 – 6:00 PM**
- **TUESDAY, JANUARY 9, 2018 – 1:00 and 6:00 PM**
- **THURSDAY, FEBRUARY 1, 2018 – 1:00 and 6:00 PM**

**Call 440.891.7668 to register**

During this workshop, students will complete and submit their FAFSA application. To register for the FAFSA workshop or to schedule an individual appointment, call Ali Graham at 440.891.7668 or email, agraham@polaris.edu.

Gainful Employment Information

The Gainful Employment Disclosure, a federal form, details information regarding tuition/fees, median loan debt and graduation/placement rates of students who completed Job & Career Training programs. Visit www.polaris.edu/gainfulemployment for more information.

REGISTRATION

Job & Career Training students must register in-person at Polaris Career Center Adult Education Department.

- Appointments are recommended, call 440-891-7653. Walk-in hours: Monday – Thursday, 8:30 AM – 3:30 PM and Fridays, 8:30 AM – 3:00 PM.

**Please bring required documentation as follows:**

- High School diploma/transcript or a certificate of high school equivalence including GED, HiSET or TASC (Test Assessing Secondary Completion)
- Valid driver’s license or state I.D.
- Proof of automobile insurance (for police academy)
- Proof of state of Ohio residency (recent utility bill, lease agreement, etc.) (for cosmetology academy)
- Tuition payment (amount is determined by financial aid award)

If the student has applied for financial aid and confirmed the award amounts with the Financial Aid Coordinator, 440-891-7668, the student may register and the financial aid award will be applied to the tuition balance.

For further Job & Career Training program information, please call the Transitions Coordinator at 440-891-7697.

ADMISSIONS REQUIREMENT POLICY

Admission into a Job & Career Training program is on a first-come, first-served basis. When registering, prospective students must show proof of high school completion with their diploma or unofficial transcript from an accredited high school recognized by the United States Department of Education. Documentation proof must be translated to the English language for all foreign documents. The student must show proof of his/her valid government-issued identification such as a driver’s license or state ID.

In addition, the following are requirements for specific programs:

- Cosmetology Academy – proof of state of Ohio residency documents, such as utility bills, current housing lease agreement or property tax bills
- Natural Resources/Ranger/Basic Peace Officer Training Academy – Applicants must be 21-years of age by the completion of the program, have a valid driver’s license, proof of automobile insurance, complete a background check with satisfactory results (No felonies or serious misdemeanors), complete a satisfactory drug screening, complete a physical exam with satisfactory results, and complete a physical agility test (15% of the state required standards).

For admission into a Job & Career Training program, students must register in-person and:

- if eligible, must verify and confirm their financial aid awards prior to registration
- provide their high school diploma/transcript or GED certificate or its equivalent
- provide their valid government issued photo ID (i.e., driver’s license or state ID)
- pay a portion of their tuition (depending on financial aid award)

Admission policies are non-discriminatory to any eligible adult as stated in Polaris Career Center Board Policy which can be found on the Polaris website, in the Adult Education catalog, brochures, student handbook, and faculty handbook. The policy states, “In accordance with Title VI of the Americans with Disabilities Act,
Title IX of the Education Amendments, and Section 504 of the Rehabilitation Act of 1973, the Polaris Joint Vocational School District's policy prohibits discrimination on the basis of race, color, sex, national origin, religion, veteran status, disability, ancestry, economic status, military status, or age in its educational programs, activities, services or employment policies. The Board does not discriminate on the basis of legally acquired genetic information.

TUITION PAYMENT PLAN

- An interest-free tuition payment plan is available for Job & Career Training programs. Please note – the first payment is due at the time of registration.

- The tuition, or if partially funded through financial aid, the balance of tuition will be divided equally into monthly payments with an initial payment due at the time of registration. The final payment will be scheduled one-month prior to the end of the program.

- Monthly payments are due on the 1st of each month.

- Any payment not received within 5 calendar days of the listed due date will incur a $50 late fee. The late fee will be added to the current monthly payment amount and is due immediately.

- Unpaid balances not paid by the end of the fiscal year (June 30th) will be referred to the Ohio Attorney General’s office for collection.

ADDITIONAL INFORMATION

Discounts (only one discount from the following may be applied):

- Residents and/or high school graduates from the following communities receive a $100 discount on their tuition for any Job & Career Training program: Berea, Brooklyn, Brook Park, Fairview Park, Middleburg Hts., North Olmsted, Olmsted Falls/ Twp., and Strongsville

- Polaris Career Center GED graduates receive a $100 tuition discount on any Job & Career Training Program.

CANCELLATION OF PROGRAM POLICY

The Adult Education department must cancel programs that do not attain the required minimum enrollment. If a program is canceled, all payment plans are null and void and full refunds are disbursed to the student within 15 business days.

CERTIFICATION RE-TEST POLICY

Polaris Career Center will pay the initial cost for certification exams taken by students as listed on the Polaris Career Center website, Job & Career Training Program brochure, and the catalog. Re-testing is at the student’s expense. For additional information, contact the Adult Education office.

READMISSION POLICY

Students wishing to re-enroll for the same program are not granted advanced standing and must complete the program in its entirety. All students who wish to re-enroll must meet with school administration prior to re-enrolling to develop an intervention plan to address reasons for non-completion of the previous program. Administration reserves the right to disallow entrance into the program. Additionally, any student with an outstanding balance will not be readmitted until the outstanding balance is paid in full.

TRANSFER OF CREDITS TO ANOTHER SCHOOL POLICY

Polaris Career Center Job & Career Training programs are based on clock hours. Students wishing to transfer credit for training to another school will need to consult with the other school to find out what credit for training, if any, will be accepted. Polaris Career Center does not grant credit and any credit awarded is at the discretion of the other institution.

TRANSFER OF STUDENTS BETWEEN PROGRAMS POLICY

Prior to the program start date, registered students may not transfer to another program. Students must withdraw from their current program and re-register for another program. The $100 cancellation fee policy will be in effect and applied.

TRANSFER OF STUDENTS/CREDITS FROM OTHER INSTITUTIONS POLICY

Polaris Career Center does not grant advanced standing to students transferring from other institutions.

VETERANS ACADEMIC AND ATTENDANCE PROBATION POLICY

Veteran Academic and Attendance Probation – Attendance for all students will be taken daily and evaluated every two weeks by the Adult Education Assistant Director.

Veteran students failing to make Satisfactory Academic Progress (SAP) (70% or “C” grades or 90% attendance) at the time of their program evaluation will be placed on academic probation. A Veteran student placed on academic probation is required to develop an approved student intervention plan based on the Student Academic Probation form with their Polaris instructor, student advisor and the Director/Assistant Director of Adult Education. The plan will detail what steps are needed to be removed from this status before the next evaluation point.

A Veteran student may appeal their probation by following the SAP Appeal Procedure outlined in the Adult Education Student Policies and Financial Aid Consumer Handbook.

Upon further review at the time indicated in the approved student intervention plan, if the Veteran student still does not meet satisfactory academic and attendance requirements or has not followed the student intervention plan, the Veteran student will be removed from the program. The Polaris Career Center Withdrawal/Refund policy will apply.

Veteran students will follow the Veterans Policy for Evaluation of Prior Credit if wishing to re-enroll in the program.

Evaluation of Prior Credit – The Adult Education Director or designee will evaluate official transcripts and documentation of previous education and training to determine if applicable.

WITHDRAWAL/REFUNDS POLICY

A withdrawal from a Job & Career Training program does not eliminate the student’s debt to Polaris Career Center.

Students considering withdrawing from a Job & Career Training program should contact the Adult Education Assistant Director or Administrative Coordinator.

Official Withdrawal – Withdrawal from a Job & Career Training Program is considered official on the date notification is received either in person or via email in the Adult Education office from the student. Tuition fees will continue to accrue until notification is received from the student. A $100 cancellation fee will be charged for all Job & Career Training program withdrawals. Tuition refunds are prorated and based on the hours the program was held until withdrawal notification date. Books and materials fees are non-refundable. Materials and assessment fees are non-refundable if used prior to the withdrawal date. If a student paid tuition by check or cash, the refund will be disbursed within 15 business days in the form of a Polaris Career Center check. If the student paid tuition
using a credit card, the refund will be credited on the credit card initially charged.

**Unofficial Withdrawal** - Withdrawal from a Job & Career Training Program is considered unofficial when a student does not attend, contact the instructor, or the Adult Education office for 10 consecutive days. Tuition fees will continue to accrue until the 10th day at which time a student will be withdrawn automatically. A $100 cancellation fee will be charged for all Job & Career Training program withdrawals. Tuition refunds are prorated and based on the hours the program has been held until withdrawal date. Books and supplies fees are non-refundable. Materials and assessment fees are non-refundable if used prior to the withdrawal date. If a student paid tuition by check or cash, the refund will be disbursed within 15 business days in the form of a Polaris Career Center check. If the student paid tuition using a credit card, the refund will be credited on the credit card initially charged.

Students who officially withdraw or are unofficially withdrawn and have a balance due will be invoiced by Polaris Career Center and given until the end of the fiscal year (June 30th) to pay the balance. Students may contact the Adult Education office if a payment plan is needed. If after June 30th the balance is not paid-in-full, the debt will be reported to the Ohio Attorney General’s office for collection.

If a program is canceled by the Adult Education Department, a full refund will be issued to the student.

In the event a student does not qualify, or is unable to fulfill the program requirements to participate in the externship portion of a program, the student will be ineligible to complete the program and, therefore, the withdrawal policy will be applied. If a student is removed from his/her program due to not being current with financial obligations, is non-compliant with attendance requirements, disciplinary reasons, or has not met program requirements for completion, removal will be considered an unofficial withdrawal as stated above.

**1098-T TAX FORM**

1098-T Tax forms will be provided per Internal Revenue Service (IRS) Guidelines.

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**CUSTOMIZED/CORPORATE TRAINING**

Does your Company/Organization need training for your workforce? We can help employers develop a customized training program that matches your organization’s specific needs – for entry-level workers to top-level executives. We work with small and large businesses, publicly and privately held companies, nonprofit organizations, city and county governments, public agencies, manufacturing, and trade organizations. Training can be provided on-site at your workplace or on our campus in Middleburg Heights. Customized training can be arranged for any size group, at a time convenient for your employees and at a reasonable cost. The following is a sample of courses we can offer your organization. For additional course offerings, scheduling and pricing, please contact our Business Coordinator, Nada Koury, at 440.891.7646 or nkoury@polaris.edu.

- Health and Fitness
- Stress and Time Management
- Quality/Six Sigma/LEAN
- Business/Marketing

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**ONLINE / ED2GO COURSES**

Polaris Career Center Adult Education has partnered with the world’s leading provider of online learning and offers more than 300 online courses in the areas of Accounting, Computer Literacy, Business Administration, Computer Certification Prep, Computer Applications, Database Management, Digital Photography & Video, Graphic Design, Languages, Law, PC Troubleshooting, Start Your Business, the Internet, Web Page Design and more! All are facilitated by expert instructors, many of whom are nationally known authors. Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, and supplementary links. All ed2go courses can be completed from the convenience of home or office, 24/7. Visit www.ed2go.com/polaris for more information or to register.

**Requirements:** Internet access, email and Mozilla Firefox or Internet Explorer. Some courses may have additional requirements. Please review online course syllabus for details. Unless otherwise specified, courses begin every month and are about six weeks in length. **Course Tuition $109** each (All courses about six weeks in length. Each course is $109 unless otherwise specified, courses begin every month and are about six weeks in length.

Prepare for today’s hottest careers from the comfort of your home or office. The GES Career Training Programs are comprehensive, self-paced and completely online, so it fits your schedule.

Programs are available in the following areas: Healthcare and Fitness, Business and Professional, IT and Software Development, Management and Corporate, Media and Design, Hospitality and Service Industry, Skilled Trades and Industrial, Sustainable Energy and Going Green. For more information or to register for a GES course visit [www.gatlineducation.com/polaris](http://www.gatlineducation.com/polaris).

**Please note:** Once the course is accessed either by requesting materials or viewing lessons, there are no refunds. If you have technical questions prior to enrolling, contact Gatlin Education Services by emailing: support@gatlineducation.com.

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**REGISTER NOW!**

440.891.7600 | polaris.edu
CHILD DEVELOPMENT

CHILD CARE IN-SERVICE TRAINING

Polaris Career Center offers classes that qualify for the required training hours necessary for staff members employed in licensed childcare centers as well as home day care centers. Formal childcare educational hours required for Step Up to Quality or to obtain a Child Development Associate Credential (CDA) are available.

ODJFS, ODE, and CDA certificates are issued for Child Abuse Recognition & Prevention, Communicable Disease, First Aid, Heartsaver CPR and Child Development related classes. Call 440.891.7697 for a flyer with complete details or go to www.polaris.edu.

Does your Childcare center need in-service training for your staff? We offer on-site training at your center in the following areas:

• Child Development classes
• Child Abuse
• CPR
• Communicable Disease
• First Aid

For additional information please contact our Transitions Coordinator, Theresa Liska at 440.891.7697 or tliska@polaris.edu.

CDA FAST TRACK (133 HRS.)

Do you need to complete your CDA? If so, this 133-hour fast track CDA class is for you! You must have completed 480 hours of field experience in an early childcare setting in the past three years. You must also be currently employed in an Infant/Toddler or Preschool setting in a child care center or a family child care home (Administration or school age do not apply). Finally, you must have completed or be currently enrolled in First Aid and CPR (not part of this course). Learn the R-O-R observation method, [review, observe and reflect] and plan for the verification visit. Complete all Council for Professional Recognition educational requirements while preparing the updated professional portfolio. [Students must specify Infant/Toddler or Preschool endorsement when registering]. Registration deadline is October 10, 2017.

Tuesday, Thursday 5:30 PM – 9:00 PM, Oct. 17, 2017 – Feb. 22, 2018 and Saturday 8:30 AM – 3:30 PM, Oct. 28, Nov. 18, 2017, and Jan. 13, 2018

[no class 11/16/17, 11/22/17, 12/20/17, 1/15/18, & 2/19/18]

Class fee $695........ Materials fee $100....... Total $795*

*Payment plan available

ORGANIZATIONAL LEADERSHIP

Any of our course offerings can be customized for your organization at your site or at Polaris Career Center. Contact Nada Kouy, Business Coordinator, at 440.891.7646 or nkoury@polaris.edu.

LEADERSHIP SERIES (27 HRS.)

The Polaris Leadership Series provides individuals with the skills they need to be complete, effective leaders in today’s complex work environment. Each of the 7 modules supplies new and experienced leaders with down-to-earth “how-to” techniques and strategies to improve the performance of the teams they lead. Register for all seven (7) classes and pay only $995, saving you $220. The description and the schedule for each course follows. No on-line registrations available for this series. For additional information or to register, please call Nada Kouy, Business Coordinator, at 440.891.7646. Tuition for 27 hours including materials $995* – Save $220 *Payment plan available

ESSENTIAL SKILLS OF LEADERSHIP (6 HRS.)

Managers and team leaders will be able to: Maintain and Enhance Team Member Self-Esteem: This is probably the single most important skill a manager or team leader can have. It is the ability to provide direction, evaluate performance, correct work habits, deal with complaints, and resolve conflicts while supporting a team member’s sense of self-respect and dignity. Focus on Behavior: Problems on the job are solved more effectively and less stressfully when managers and team leaders deal with what people do rather than with their attitudes or personal characteristics. Encourage Team Member Participation: Involving team members in decision making, problem solving, and other non-routine, on-the-job activities are one of the manager’s or team leader’s key motivational tools.

Tuesday 6:30 PM – 9:30 PM Sept. 26 & Oct. 3, 2017

Class fee $195........ Materials fee $50........... Total $245

ESSENTIAL SKILLS OF COMMUNICATING (6 HRS.)

Managers and team leaders will be able to: Create a Climate of Open Communication. The bedrock of good communication is openness—the extent to which the organization and its people support the free exchange of open, honest communication. Openness contributes more to a positive communication climate than any other factor. Design Clear, Concise Messages: Messages that are well designed are clear and concise. Managers and team leaders need to organize their thoughts and speak to each team member’s level of understanding. Manage Nonverbal Behaviors Effectively: Voice tone, intonation, facial expressions, gestures, and posture are some of the nonverbal factors that managers and team leaders must understand and learn to use for effective communication. Listen to Communicate: Effective communication cannot take place without effective listening, which includes the ability to reflect, probe, support, and advise.

Tuesday 6:30 PM – 9:30 PM Oct. 10 & 17, 2017

Class fee $195........ Materials fee $50........... Total $245

MANAGING COMPLAINTS (3 HRS.)

As the leaders on the front line, managers and team leaders are often the first to hear team member complaints. And though sometimes they may seem to be unimportant, each complaint should be addressed and resolved. This module shows how to resolve simple complaints and identify the “hidden agendas” that so often underlie the chronic grievances.

Tuesday 6:30 PM – 9:30 PM Oct. 24, 2017

Class fee $95........ Materials fee $50........... Total $145
DEVELOPING PERFORMANCE GOALS AND STANDARDS (3 HRS.)

Unless your managers and team leaders are successful in spelling out the organization’s specific goals, their team members are not going to know how to meet those objectives. This module shows trainees how to establish specific, measurable, attainable, results-oriented, and time-framed performance standards. It then illustrates the steps that gain team member agreement and commitment to those performance standards.

Tuesday 6:30 PM – 9:30 PM Nov. 7, 2017
Class fee $95........... Materials fee $50........ Total $145

EFFECTIVE DISCIPLINE (3 HRS.)

Most of us dislike having to discipline team members because feelings can be easily hurt and resentment can linger for a long time. The skills your managers and team leaders will learn in Effective Discipline will preserve team members’ self-respect and egos while changing the unacceptable behavior.

Tuesday 6:30 PM – 9:30 PM Nov. 14, 2017
Class fee $95........... Materials fee $50........ Total $145

PROVIDING PERFORMANCE FEEDBACK (3 HRS.)

This module shows how evaluation is done by the experts. First, relevant performance standards are established. Then, the team member’s own performance evaluation is solicited. This accomplished, the stage is set for a summary evaluation that will be clear and credible to the team member.

Tuesday 6:30 PM – 9:30 PM Nov. 21, 2017
Class fee $95........... Materials fee $50........ Total $145

RESOLVING CONFLICT (3 HRS.)

Whenever people work together, conflicts arise. This module shows managers and team leaders how to explore a conflict and get to the heart of the problem to correct it before it’s too late.

Tuesday 6:30 PM – 9:30 PM Nov. 28, 2017
Class fee $95........... Materials fee $50........ Total $145

BASIC STATISTICS - FROM SIMPLE TOOLS TO CPK (9 HRS.)

This course will explore how simple statistical tools can be used to analyze and display data in many useful ways. The course will then move to the use of central tendency and dispersion to explain how a set of data behaves and will be expected to behave in the future. The course will also include process capability or Cpk analysis that a number of businesses use to make everyday decisions.

Prerequisite: Familiarity with Microsoft Excel or similar statistical software.

Wednesday, Monday 6:00 PM – 9:00 PM Oct. 4 - 11, 2017
Class fee $445........... Materials fee $50........ Total $495

*Payment plan available

ISO 9001 – WHERE IT HAS BEEN – WHERE IT IS GOING (3 HRS.)

The ISO 9001 Series of Quality Standards has been with us for 25 years. This course is designed to show how ISO 9001 has evolved from a standard that was concerned about showing how documents are controlled and measurement devices are calibrated to the process approach in ISO 9001:2002 and, finally, to the recently enacted ISO 9001:2015 Standard which emphasizes risk analysis. The connection to other quality standards such as ISO/TS 16949 will be explored.

Monday 6:00 PM – 9:00 PM Oct. 30, 2017
Class fee $125........ Materials fee $0........ Total $125

BUSINESS / ACCOUNTING / BOOKKEEPING / FINANCIALS

Any of our course offerings can be customized for your organization at your site or at Polaris Career Center. Contact Nada Koury, Business Coordinator, at 440.891.7646 or nkoury@polaris.edu.

NOTARY PUBLIC: HOW TO BECOME A NOTARY PUBLIC (1.5 HRS.)

This attorney-taught seminar will cover: What does a Notary do? How do I become a Notary Public? What is a Notary Public’s liability? Additional topics include the Notary application process, the Notary test, and renewing your Notary license.

Tuesday 7:00 PM – 8:30 PM Oct. 24, 2017
Class fee $35........... Materials fee $0........ Total $35

BUSINESS COMMUNICATIONS (9 HRS.)

Master the essentials of writing, develop the skills you need to excel at business communications, express yourself clearly online, and take your creative literary talents to a new level. Whether you’re hoping to get a better job, write for a blog, or publish your short story, this course will give you the writing tools you need for success. You’ll improve your writing skills by learning to select strong and persuasive words, spell correctly, and choose the right punctuation. Then you’ll find out how to put it all together by crafting well-written sentences, building effective paragraphs, and organizing your material logically, using basic proofreading and editing skills. Finally, you’ll explore ways to make the most of emails and other forms of electronic communication.

Tuesday, Thursday 6:00 PM – 9:00 PM Sept. 5 – 12, 2017
Class fee $225........ Materials fee $0........ Total $225

BUSINESS MATH BASICS (9 HRS.)

This course is a review of the decimal system and basic calculations, fractions, percentages, ratios, and exponents. You will also learn about the business world of purchases and sales, bookkeeping, with a thorough explanation of debits and credits, petty cash, and an overview of financial statements.

Monday, Wednesday 6:00 PM – 9:00 PM Nov. 27 – Dec. 4, 2017
Class fee $225........ Materials fee $0........ Total $225

ACCOUNTING FUNDAMENTALS I (24 HRS.)

This course covers the accounting cycle and the basic principles of accounting: journalizing, posting, debit and credit transactions, trial balance and worksheet, preparing necessary financial statements, depreciation, adjusting and closing entries, personal services transactions, and bank reconciliation.

*Payment plan available

Tuesday, Thursday 6:00 PM – 9:00 PM Sept. 19 – Oct. 12, 2017
Class fee $320........ Materials fee $175........ Total $495*
ACCOUNTING FUNDAMENTALS II (18 HRS.)

This course is a continuation of Accounting Fundamentals and covers payroll and the accounting cycle for a merchandising business. Topics include using special journals, accounts receivable and accounts payable ledgers, adjusting and closing entries, and financial statements for a merchandising business. **Prerequisite:** Accounting Fundamentals.

**Register for both Accounting I and II Courses and Save $75**

Wednesday, Thursday 6:00 PM – 9:00 PM  Oct. 17 – Nov. 2, 2017
Class fee $295........ Materials fee $0.......... Total $295

QUICKBOOKS (18 HRS.)

Manage your business more effectively and be better organized while in your office or on the road. Learn to easily record sales, print checks, pay bills, make deposits, track inventory and expenses, and process payroll. Manage automatic bank connections, recurring customer billing and accept payments from customers on the spot. Effortlessly create financial and year-end reports to ease responsibilities at tax time. Scan receipts using a tablet or smartphone for automatic upload. Windows or Mac compatible. No previous accounting experience necessary.

**Prerequisite:** Accounting Fundamentals.

**Certified Bookkeeper Exam Prep Course (63 HRS.)**

This course and certification, established by The American Institute of Professional Bookkeepers [AIPB], is designed to thoroughly educate in all aspects of bookkeeping including adjusting entries, corrections and errors, payroll, depreciation, and fraud prevention. To earn the CB designation after your name, successfully pass a four-part, multiple-choice exam, sign a code of ethics and have two years’ applicable work experience [obtained before or after passing exam]. **Prerequisite:** Academic or professional background in bookkeeping or accounting. (Exam fees included).

**Mobile Device Technology**

Any of our course offerings can be customized for your organization at your site or at Polaris Career Center. Contact Nada Koury, Business Coordinator, at 440.891.7646 or nkoury@polaris.edu.

**IPAD I: BASICS FOR BEGINNERS (3 HRS.)**

It is always good to start from the beginning. Unlock the power of this incredible device. Learn the basics about care and use. Learn how to manage your settings, connect to Wi-Fi, take photos and videos, surf the Internet, set up and use email, and much, much more! **Prerequisite:** iPad Basics.

**Android Tablet for Beginners (3 HRS.)**

Got a new Android Tablet? Don’t know where to begin? Join us for a class on the Android Tablet for Beginners. Learn how to manage your settings, connect to Wi-Fi, set up and use email, use the keyboard, manage your calendar, surf the Internet. Bring your tablet to class.

**Computer Applications**

Any of our course offerings can be customized for your organization at your site or at Polaris Career Center. Contact Nada Koury, Business Coordinator, at 440.891.7646 or nkoury@polaris.edu.

**Windows 10 (8 HRS.)**

Course topics include: Getting started with Windows 10; working with the desktop and windows; using navigation features; working with folders and files; using Help; working with shortcuts and compressed folders; and using Windows 10 accessories. **Prerequisite:** Basic knowledge of personal computers including use of the mouse. Please bring a flash drive to class.

**Keyboarding for Computers (18 HRS.)**

Develop your skill and ability and be able to compose original documents at the computer – without looking at the keyboard. With the skills you master here, you will become faster and more confident at the keyboard. By the end of the course, you will know how to touch-type the alphabetic, numeric, and symbol keys and create, save, and edit word processing documents.

**MOBILE DEVICE TECHNOLOGY / COMPUTER APPLICATIONS**
**BASIC WINDOWS 10 (4 HRS.)**

Explore the basics of Windows 10, including using the navigation pane, creating and viewing folders and subfolders, file formats, working with files and folders, creating, managing and deleting libraries, searching and restoring files and folders. Please bring a flash drive to class.

- **Friday** 9:30 AM – 2:00 PM Sept. 8, 2017
- **Thursday** 6:00 PM – 10:00 PM Nov. 2, 2017
- **Wednesday** 5:00 PM – 8:00 PM Nov. 1, 2017

**Class fee $75.......... Materials fee $0.......... Total $75**

**INTERNET (3 HRS.)**

Topics include searching for information, specific domains, and file types. Discussion of spyware and viruses, email attachments, copy/save images/text from a web page, downloading files, deletion of cookies and temporary files will be covered.

**Prerequisite:** Basic use of the computer and mouse. Please bring a flash drive to class.

- **Friday** 9:30 AM – 12:30 PM Sept. 15, 2017
- **Wednesday** 6:00 PM – 9:00 PM Oct. 4, 2017
- **Saturday** 9:00 AM – 12:00 PM Nov. 18, 2017

**Class fee $75......... Materials fee $0.......... Total $75**

**GOOGLE TOOLS OVERVIEW (2 HRS.)**

This introductory course will provide an overview of the Google tools available with a free Google account. Those tools include the Chrome browser, Google Drive, Google Docs, Google Slides, Google Forms, Google Sheets, Google Drawing, Gmail, Google Calendar, Google Sites and more. Learn about "Cloud Computing," collaboration and sharing, and how many of the Google tools are compatible with Microsoft Office programs. Bring your Google account username and password.

- **Wednesday** 5:00 PM – 7:00 PM Sept. 13, 2017

**Class fee $39......... Materials fee $0.......... Total $39**

**CHROME BROWSER, APPS AND EXTENSIONS (3 HRS.)**

Learn the power of the Chrome browser. Save bookmarks in the cloud and access on any device, add Chrome extensions and apps to your browser to personalize Google Chrome with extra features and functionality to make you more productive on your computer, tablet, or smart phone. Bring your Google account username and password. Also, bring a list of your favorite bookmarks and passwords.

- **Wednesday** 5:00 PM – 8:00 PM Sept. 20, 2017

**Class fee $49......... Materials fee $0.......... Total $49**

**GOOGLE DRIVE AND GOOGLE DOCS (3 HRS.)**

Learn how to word process using a free tool that will allow you to open and create Microsoft Word documents. Create word documents and be able to have others collaborate on the same document without emailing back and forth. Learn how to organize your files using Google Drive. Bring your Google account username and password.

- **Wednesday** 5:00 PM – 8:00 PM Sept. 27, 2017

**Class fee $49......... Materials fee $0.......... Total $49**

**GOOGLE CLASSROOM (3 HRS.)**

If you are using Google Apps for education in your district, you can set up a Google Classroom to manage the sharing and collecting of student work. Be able to check on student progress and provide feedback using digital rubrics and commenting. Bring your Google account G-Suite username and password. You must be familiar with Google Drive and Apps.

- **Wednesday** 5:00 PM – 8:00 PM Oct. 4, 2017

**Class fee $49......... Materials fee $0.......... Total $49**

**GOOGLE FORMS (SURVEYS) (3 HRS.)**

Learn how to create professional-looking surveys using Google Forms. Google Forms can be used to collect registration data for your organization or workplace. The data is automatically collected in a Google spreadsheet for your use. Also, learn how to share the survey with others by email using hyperlinks, shortened URLs or QR codes. Bring your Google account username and password.

- **Wednesday** 5:00 PM – 8:00 PM Oct. 18, 2017

**Class fee $49......... Materials fee $0.......... Total $49**

**GOOGLE SHEETS (3 HRS.)**

Learn how to use spreadsheets using a free tool that will allow you to open and create Microsoft Excel documents. Create spreadsheets of information and collect information from others on the same document without emailing back and forth. Learn how to sort and filter data and create simple formulas for your personal and professional life using templates or created files. Bring your Google account username and password.

- **Wednesday** 5:00 PM – 8:00 PM Oct. 25, 2017

**Class fee $49......... Materials fee $0.......... Total $49**

**GOOGLE SLIDES (3 HRS.)**

Learn how to create presentations using a free tool that allows you to open and create Microsoft PowerPoints. You will be able to have others collaborate on the same presentation without emailing back and forth. Learn how to create a Google presentation for your personal and/or professional life using templates or personally created presentations. Bring your Google account username and password.

- **Wednesday** 5:00 PM – 8:00 PM Nov. 1, 2017

**Class fee $49......... Materials fee $0.......... Total $49**

**GOOGLE DRAWING (3 HRS.)**

Learn how to create your own graphics using free Google Drawing tools. No program needs to be installed on your computer as Google Drawing is a web-based tool. Learn how to resize images, fill images with color, insert these graphics into Google Docs, forms, presentations, or Microsoft products. Bring your Google account username and password.

- **Wednesday** 5:00 PM – 8:00 PM Nov. 8, 2017

**Class fee $49......... Materials fee $0.......... Total $49**

**Register Now!**

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GOOGLE CALENDAR (2 HRS.)
Learn how to use Google’s free online calendar, where it’s easy to keep track of life’s important events all in one place. Learn how to collaborate and share your calendar with others and set up notification reminders. View your calendar on your smart phone, tablet and/or computer. Bring your Google account username and password.
Wednesday 5:00 PM – 7:00 PM Nov. 29, 2017
Class fee $39 .......... Materials fee $0 .......... Total $39

GOOGLE MAIL (2 HRS.)
Learn all the features of Google’s free Gmail including labels, filters, search, conversations, video calls, and more. Experience with prior email accounts is recommended. Bring your Google account username and password.
Wednesday 5:00 PM – 7:00 PM Dec. 6, 2017
Class fee $39 .......... Materials fee $0 .......... Total $39

GOOGLE SITES (3 HRS.)
Learn how to set up your own free website using Google Sites to communicate and collaborate with students, parents, and/or colleagues. Learn how to use Google Sites responsibly by knowing fundamental copyright issues and privacy rules. This course will also address the features of an effective website. In Sites, pages can be made private or public; and files can be collaborative, private or public. Explore the options available in Google Sites. Bring your Google account username and password.
Wednesday 5:00 PM – 8:00 PM Dec. 13, 2017
Class fee $49 .......... Materials fee $0 .......... Total $49
Google Bundle - take all 11 Google classes for only $50 - save $59.

EXCEL 2016 I (4 HRS.)
This class covers all the elements you need to know to master the basic features and functions of Excel, including menus and commands, components of a spreadsheet, creating spreadsheets and formulas, formatting cells, sorting data, customizing the look of your document, along with printing basics. Prerequisite: Windows 10. Please bring a flash drive to class.
Friday 9:30 AM – 2:00 PM Sept. 22, 2017
Tuesday 6:00 PM – 10:00 PM Nov. 28, 2017
Class fee $95 .......... Materials fee $0 .......... Total $95

EXCEL 2016 II (4 HRS.)
This class builds on your existing knowledge of Excel and covers more advanced topics such as specialized functions, logical functions, date and time functions, sorting and filtering queries, analyzing data, creating and formatting charts; using PivotTables and PivotCharts. Prerequisite: Excel 2016 I or equivalent experience. Please bring a flash drive to class.
Friday 9:30 AM – 2:00 PM Sept. 29, 2017
Tuesday 6:00 PM – 10:00 PM Nov. 21, 2017
Class fee $95 .......... Materials fee $0 .......... Total $95

EXCEL 2016 III (4 HRS.)
Learn to work with multiple worksheets and workbooks (links and references, 3D references, consolidating data), use lookup functions and formulas, share and protect workbooks, automate workbook functionality, create sparkline charts to map data, and use forecast data to determine potential outcomes. Prerequisite: Excel II or equivalent experience. Please bring a flash drive to class.
Friday 9:30 AM – 2:00 PM Oct. 6, 2017
Tuesday 6:00 PM – 10:00 PM Dec. 12, 2017
Class fee $95 .......... Materials fee $0 .......... Total $95
Excel Bundle - Take all 3 courses: Excel 2016 I, Excel 2016 II and Excel 2016 III for only $225 - Save $60

EXCEL 2016 ADVANCED FORMULAS (4 HRS.)
This advanced class explores mathematical and date functions, nested IF statements including SUMIF, AVERAGEIF, COUNTIF, PROPER, IFERROR, DATE IF and much more. Prerequisite: Excel 2016 or equivalent experience. Please bring a flash drive to class.
Friday 9:30 AM – 2:00 PM Oct. 13, 2017
Tuesday 6:00 PM – 10:00 PM Dec. 19, 2017
Class fee $95 .......... Materials fee $0 .......... Total $95

WORD 2016 I (4 HRS.)
This class covers all the elements you need to know to master the basic features and functions of Word 2016, including menus and commands, creating, saving, and editing documents, formatting paragraphs, bullets and numbering, headers and footers, spell check, along with basic printer function. Prerequisite: Windows 10. Please bring a flash drive to class.
Friday 9:30 AM – 2:00 PM Oct. 20, 2017
Tuesday 6:00 PM – 10:00 PM Nov. 7, 2017
Class fee $95 .......... Materials fee $0 .......... Total $95

WORD 2016 II (4 HRS.)
This class builds on your existing knowledge of Word and covers the more advanced functions, such as tabs, 2-column text, advanced headers and footers, borders and shading, autocorrect, finding and replacing text, inserting graphics and section breaks. Prerequisite: Word 2016 I or equivalent experience. Please drive a flash drive to class.
Friday 9:30 AM – 2:00 PM Oct. 27, 2017
Tuesday 6:00 PM – 10:00 PM Nov. 14, 2017
Class fee $95 .......... Materials fee $0 .......... Total $95

WORD 2016 III (4 HRS.)
Learn to take full advantage of all Word has to offer and explore how to use and create styles, create a table of contents, track changes, merge documents, protect a document, manage passwords, insert an Excel chart, and work with tables. Prerequisite: Word 2016 II or equivalent experience. Please bring a flash drive to class.
Friday 9:30 AM – 2:00 PM Nov. 3, 2017
Tuesday 6:00 PM – 10:00 PM Nov. 21, 2017
Class fee $95 .......... Materials fee $0 .......... Total $95
Word Bundle - Take all 3 courses: Word 2016 I, Word 2016 II and Word 2016 III for only $225 - Save $60

COMPUTER APPLICATIONS
WORD 2016 LONG DOCUMENTS (4 HRS.)
Learn to work with master documents and sub documents, custom headers and footers, create styles, outlines, tables of contents, captions, table of figures, along with footnotes and endnotes. Prerequisite: Word 2016 or equivalent experience. Please bring a flash drive to class.
Friday 9:30 AM – 2:00 PM  Nov. 10, 2017
Class fee $95........... Materials fee $0........... Total $95

WORD 2016 MAIL MERGE (2 HRS.)
Explore ways to use your mailing lists more effectively through discussion of the data source, main document rules that govern a mail merge, exploring ways to create a data source in word, use conditional data commands and create envelopes and labels. Prerequisite: Word 2016 or equivalent experience. Please bring a flash drive to class.
Friday 9:30 AM – 11:30 AM  Nov. 17, 2017
Class fee $65........... Materials fee $0........... Total $65

USING GRAPHICS AND DESIGN IN WORD 2016 (4 HRS.)
Learn to create and link text boxes, use word art and special character formatting, re-coloring, cropping, and adding special effects to graphics, aligning and grouping graphics, custom page background colors, screen captures, using SmartArt, using the shipping tool in Windows 10 and much more. Prerequisite: Word 2016 or equivalent experience. Please bring a flash drive to class.
Friday 9:30 AM – 2:00 PM  Dec. 1, 2017
Class fee $95........... Materials fee $0........... Total $95

POWERPOINT 2016 (4 HRS.)
Capture your audience with professional presentations. Learn to create slides, add transitions and animations, create and format text boxes, insert graphics, group elements, work with pictures, AutoShapes and word art. Prerequisite: Familiarity with personal computers and Windows 10. Please bring a flash drive to class.
Tuesday 6:00 PM – 10:00 PM  Sept. 26, 2017
Friday 9:30 AM – 2:00 PM  Dec. 8, 2017
Class fee $95........... Materials fee $0........... Total $95

PUBLISHER 2016 (4 HRS.)
Learn to create, format, and link text boxes, insert word documents, use layout guides, work with text, pictures, templates, and master pages. Prerequisite: Familiarity with personal computers and Windows 10. Please bring a flash drive to class.
Tuesday 6:00 PM – 10:00 PM  Oct. 3, 2017
Friday 9:30 AM – 2:00 PM  Dec. 15, 2017
Class fee $95........... Materials fee $0........... Total $95

Any of our course offerings can be customized for your organization at your site or at Polaris Career Center. Contact Nada Koury, Business Coordinator, at 440.891.7646 or nkoury@polaris.edu.

MICROSOFT ACCESS 2016 PART I (8 HRS.)
Learn the basics of Access, such as database concepts, creating tables, working with tables, sorting and filtering records, validating data, writing queries, and creating forms and reports. Please bring a flash drive to class.
Monday, Wednesday 9:30 AM – 2:00 PM  Sept. 11 & 13, 2017
Monday, Wednesday  6:00 PM – 10:00 PM  Nov. 13 & 15, 2017
Class fee $165........ Materials fee $30........ Total $195

Register for both Microsoft Access 2016 Part I and II courses and Save $25

MICROSOFT ACCESS 2016 PART II (8 HRS.)
This class builds on your basic knowledge of Access, and covers relational databases, creating and modifying lookup fields, complex queries, advanced form design, advanced report design, pivot tables and pivot charts. Prerequisite: Access 2016 Part I or equivalent knowledge. Please bring a flash drive to class.
Monday, Wednesday 9:30 AM – 2:00 PM  Sept. 18 & 20, 2017
Monday, Wednesday  6:00 PM – 10:00 PM  Nov. 27 & 29, 2017
Class fee $165........ Materials fee $30........ Total $195

MICROSOFT EXCEL 2016: BASIC (8 HRS.)
Create a spreadsheet with basic formulas and functions, copy and paste data and formulas, format data and numbers, insert/delete rows and columns, insert and move page breaks using page break preview, apply conditional formatting with graphics and use SmartArt. Please bring a flash drive to class.
Wednesday 8:00 AM – 4.00 PM  Sept. 27, 2017
Monday, Wednesday  6:00 PM – 10:00 PM  Oct. 23 & 25, 2017
Saturday 8:00 AM – 4:00 PM  Dec. 2, 2017
Class fee $165........ Materials fee $30........ Total $195

MICROSOFT EXCEL 2016: INTERMEDIATE (8 HRS.)
Learn how to link workbooks and worksheets using 3-D formulas; apply special formatting to text and numbers using paste special; apply advanced formatting such as merging, splitting, text wrapping, and transposing. Learn how to sort and filter a list, outline and subtotal data, document and audit worksheets and workbooks, and work with templates. Prerequisite: Microsoft Excel 2016: Basic or equivalent knowledge. Please bring a flash drive to class.
Wednesday 8:00 AM – 4:00 PM  Oct. 4, 2017
Monday, Wednesday  6:00 PM – 10:00 PM  Oct. 30 & Nov. 1, 2017
Saturday 8:00 AM – 4:00 PM  Dec. 9, 2017
Class fee $165........ Materials fee $30........ Total $195

The residents of Berea, Brook Park, Brooklyn, Fairview Park, Middleburg Heights, North Olmsted, Olmsted Falls, Olmsted Township and Strongsville will receive a $5 discount on the tuition fees listed.
**MICROSOFT EXCEL 2016: ADVANCED (8 HRS.)**

This class covers Logical and Statistical functions such as nested "IF’s", the OR, AND, or NOT functions, SUMIFS, COUNTIFS, and many more including date functions and ARRAY formulas. Use LOOKUP functions, create a data table, advanced filtering and advanced charting, create a pivot table and insert slicers, work with importing and exporting data, and work with analytical tools. **Prerequisite:** Microsoft Excel 2016 Intermediate or equivalent knowledge. Please bring a flash drive to class.

- **Wednesday** 8:00 AM - 4:00 PM  Oct. 11, 2017
- **Monday, Wednesday** 6:00 PM - 10:00 PM Nov. 6 & 8, 2017
- **Saturday** 8:00 AM - 4:00 PM  Dec. 16, 2017

**Class fee $165........ Materials fee $30........ Total $195**

Microsoft Excel Bundle - Register for all 3 courses: Microsoft Excel 2016 Basic, Microsoft Excel 2016 Intermediate and Microsoft Excel 2016 Advanced for only $495 - Save $90

**MICROSOFT WORD 2016: BASIC (8 HRS.)**

Learn how to setup, create, and format a document using the new Word 2016! Topics include: Create and modify tables, insert graphics, save in compatible file formats, recover a draft of an earlier file, custom tabs, custom bulleted and numbered lists, adjust paragraph and line spacing, headers and footers, find and replace text/formatting, work with styles and outlines. Please bring a flash drive to class.

- **Saturday** 8:00 AM - 4:00 PM  Sept. 9, 2017
- **Monday, Wednesday** 6:00 PM - 10:00 PM Oct. 9 & 11, 2017
- **Wednesday** 8:00 AM - 4:00 PM  Dec. 6, 2017

**Class fee $165....... Materials fee $30........ Total $195**

**MICROSOFT WORD 2016: ADVANCED (8 HRS.)**

Topics include: Mail Merge; mailing labels and envelopes; create diagrams, work with shapes, format text graphically; advanced document formatting; document references such as tables of contents, indexes, bibliographies and footnotes; document sharing; create forms, insert objects and charts; customize the ribbon and work with macros. **Prerequisite:** Microsoft Word 2016: Basic or equivalent knowledge. Please bring a flash drive to class.

- **Saturday** 8:00 AM - 4:00 PM  Sept. 16, 2017
- **Monday, Wednesday** 6:00 PM - 10:00 PM Oct. 16 & 18, 2017
- **Wednesday** 8:00 AM - 4:00 PM  Dec. 13, 2017

**Class fee $165....... Materials fee $30........ Total $195**

Microsoft Word Bundle - Register for both courses: Microsoft Word 2016 Basic and Microsoft Word 2016 Advanced for only $315 - Save $75

**MICROSOFT PROJECT I (16 HRS.) NEW!**

This course is the first of two courses in this powerful project planning and budgeting software from Microsoft. Software skill is combined with standardized project components such as estimating, milestones and duration. Using the actual Microsoft Office Project software, students will build and manage projects and budgets for such initiatives as music video production and remodeling contractor. No prior database knowledge is required. Please bring a flash drive to class.

- **Tuesday, Thursday** 6:00 PM - 10:00 PM  Sept. 5 - 14, 2017

**Class fee $375....... Materials fee $50....... Total $425**

**MICROSOFT PROJECT II (16 HRS.) NEW!**

This is the second of two courses and continues skill development in this powerful project planning and budgeting software from Microsoft. Lead times, lag times, dependencies, resource allocation and merging projects are practiced through a series of hands-on exercises. **Prerequisite:** Microsoft Office Project or instructor approval. Please bring a flash drive to class.

- **Tuesday, Thursday** 6:00 PM - 10:00 PM  Sept. 18 - 28, 2017

**Class fee $375....... Materials fee $50........ Total $425**

Microsoft Project Bundle - Register for both courses: Microsoft Project I and Microsoft Project II for only $695 - Save $105

**INFORMATION TECHNOLOGY (IT) AND PROGRAMMING**

**A+ CERTIFICATION (76 HRS.)**

A testing program sponsored by the Computing Technology Industry Association (Comp TIA), A+ Certification is the building block for nearly all other IT certifications and the premier entry-level program for PC technicians. It covers a broad range of hardware and operating systems’ technology objectives so students are prepared for a successful entry-level computer service technician position as defined by nationwide industry experts. For certification, students must pass two exams: the Core Hardware Exam and the O/S Technologies Exam. This course covers introduction to PCs, safety, PC components, miscellaneous hardware, windows operating systems, troubleshooting and preventative maintenance, hardware installation and configuration, diagnostics & repair, printers, printer diagnostics and troubleshooting, local area network overview, network connectivity, wide area network infrastructure, the internet, connecting to the internet, and internet service. certification exam fees are NOT included in the course fee. **Prerequisites:** General user knowledge of Windows operating systems and familiarity with program installation. *Payment plan available.

- **Monday, Wednesday** 6:00 PM -10:00 PM  July 31 - Oct. 4, 2017

**Class fee $1,415..... Materials fee $180....... Total $1,595**

**NETWORK+ / CCENT CERTIFICATION (48 HRS.)**

CompTIA Network+ is a vendor neutral networking certification that is trusted around the world. It validates the essential knowledge and skills needed to confidently design, configure, manage and troubleshoot wired and wireless networks. CompTIA Network+ certified individuals are in demand worldwide. Some of the topics you will learn in this course are: network topologies and protocols, IPv6 & IPv4, network device operation and configuration, network cabling, wireless networking, network segmentation, WAN types, and network security risks and mitigation. Completion of the A+ Certification course or equivalent experience is recommended prior to taking this course. *Payment plan available.

- **Monday, Wednesday** 6:00 PM - 10:00 PM  Oct. 9 - Nov. 15, 2017

**Class fee $955....... Materials fee $240....... Total $1,195**
**INTERCONNECTING CISCO NETWORKING DEVICES PART 2 (ICND2) (48 HRs.) NEW!**

640-816 Interconnecting Cisco Networking Devices Part 2 (ICND2) is the exam associated with theCisco Certified Network Associate (CCNA) certification. Candidates can prepare for this exam by taking the Interconnecting Cisco Networking Devices Part 2 (ICND2) v1.0 course. This exam tests a candidate’s knowledge and skills required to successfully install, operate, and troubleshoot a small to medium size enterprise branch network. The course covers topics on VLSM and IPv6 addressing; extending switched networks with VLANs; configuring, verifying and troubleshooting VLANs; the VTP, RSTP, OSPF and EIGRP protocols; determining IP routes; managing IP traffic with access lists; NAT and DHCP; establishing point-to-point connections; and establishing Frame Relay connections. Certification exam fees are NOT included in the course fee. **Prerequisite:** Network+ / CCENT  
*Payment plan available*  
Monday, Wednesday 6:00 PM – 10:00 PM Nov. 27 – Jan. 22, 2017  
(no class 12/20, 12/25, 12/27/2017 and 1/1, 1/15/2018)  
Class fee $900........ Materials fee $95........ Total $995*  
Register for all three courses: A+, Network+/CCENT, and (ICND2) Part 2 and Save $150

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**MCSA INSTALLING AND CONFIGURING WINDOWS SERVER 2012 R2 (70-410) (48 HRs.) NEW!**

Earning an MCSA Windows Server 2012 certification qualifies you for a position as a network or computer systems administrator or as a computer network specialist, and it is the first step on your path to becoming a Microsoft Certified Solutions Expert (MCSE). In this first course, you will learn how to install and configure Windows Server 2012 R2, employ typical server roles and features, configure Hyper-V, deploy and configure core network services, install and administer Active Directory, and create and manage Group Policy. This course is the first (70-410) of three courses needed to pass the three Microsoft Certification exams (70-410, 411, and 412) necessary to earn the Microsoft Certified Solutions Associate Certification. **Payment plan available**  
Tuesday, Thursday 6:00 PM – 10:00 PM Sept. 5 - Oct. 12, 2017  
Class fee $900...... Materials fee $95........ Total $995*

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**ADMINISTERING WINDOWS SERVER 2012 R2 (70-411) (48 HRs.) NEW!**

Earning an MCSA Windows Server 2012 certification qualifies you for a position as a network or computer systems administrator or as a computer network specialist, and it is the first step on your path to becoming a Microsoft Certified Solutions Expert (MCSE). In this second course you will learn how to configure Windows Deployment Services, Windows Server Update Services, configure file and print services, configure DNS zones, VPN and routing, Network Policy server, and more advanced configuration in Active Directory and Group Policy. This course is the second (70-411) of three courses needed to pass the three Microsoft Certification exams (70-410, 411, and 412) necessary to earn the Microsoft Certified Solutions Associate Certification. **Prerequisite:** MCSA Installing and configuring Window Server 2012 R2 (70-410).  
*Payment plan available*  
Tues., Thurs. 6:00 PM – 10:00 PM Oct. 17 – Nov. 30, 2017  
(no class 11/16 & 23, 2017)  
Class fee $900------- Materials fee $95------- Total $995*

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**CONFIGURING ADVANCED WINDOWS SERVER 2012 SERVICES (70-412) (48 HRs.) NEW!**

Earning an MCSA Windows Server 2012 certification qualifies you for a position as a network or computer systems administrator or as a computer network specialist, and it is the first step on your path to becoming a Microsoft Certified Solutions Expert (MCSE). In this third and final course needed to obtain your MCSA certification you will learn how to configure and manage high availability resources, configure file and storage solutions, implement business continuity and disaster recovery, configure advanced IP solutions, configure scaled Active Directory solutions, and identity and access solutions. This course is the third and final (70-412) of three courses needed to pass the three Microsoft Certification exams (70-410, 411, and 412) necessary to earn the Microsoft Certified Solutions Associate Certification. **Prerequisite:** MCSA Installing and configuring Window Server 2012 R2 (70-410) and Administering Windows Server 2012 R2 (70-411).  
*Payment plan available*  
Tues., Thurs. 6:00 PM – 10:00 PM Jan. 30 – Mar. 8, 2018  
Class fee $900------- Materials fee $95------- Total $995*

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**COMPTIA SECURITY+ COURSE (SYO - 401) (48 HRs.) NEW!**

The Security+ exam covers the most important foundational principles for securing a network and managing risk. In this course, you will learn about access control, identity management and cryptography as well as selection of appropriate mitigation and deterrent techniques to address network attacks and vulnerabilities. Security concerns associated with cloud computing, BYOD and SCADA are addressed in the course as well. While there is no required prerequisite, Network+ certification or equivalent knowledge is recommended before taking the Security+ exam. The Security+ certification is required to work in government and Department of Defense contract positions. It is the base level certification in the area of IT security and is a good foundation for pursuing more advanced security certifications such as CISSP [Certified Information Systems Security Professional], CISM [Certified Information Security Manager], and the CEH [Certified Ethical Hacker] series.  
Tuesday, Thursday 6:00 PM – 10:00 PM Jan. 30 – Mar. 8, 2018  
Class fee $900------- Materials fee $95------- Total $995*  
*Payment plan available*
SQL (MS) BASIC (24 HRS.)

This course is an introduction to the basic design and development of scripts that automatically perform tasks. In particular, students will learn the fundamentals of relational database systems using Microsoft Management Studio. Topics include basic statements and language structures such as basic concepts and installation, RDBMS, and an introduction to transact T-SQL.
Wednesday, Monday 6:00 PM – 10:00 PM Sept. 6 - 25, 2017
Class fee $495........ Materials fee $0.......... Total $495*
*Payment plan available

SQL (MS) INTERMEDIATE (24 HRS.)

This course is a continuation of SQL Basic and is designed for end users and application programmers of the database engine. Topics include advanced topics with TSQL, constraints, concurrency control, indexes, and programming objects such as user-defined functions, user-defined data types, triggers, and stored procedures. Prerequisite: SQL (MS) Basic
Wednesday, Monday 6:00 PM – 10:00 PM Sept. 27 – Oct. 16, 2017
Class fee $495........ Materials fee $0.......... Total $495*
*Payment plan available

SQL (MS) ADVANCED (24 HRS.)

This course is a continuation of SQL Basic and Intermediate and is designed for the administration and security of MS SQL. Topics include backup, recovery, and system availability, automating system administration tasks, query optimization, and performance tuning. Prerequisite: SQL (MS) Basic & Intermediate
Wednesday, Monday 6:00 PM – 10:00 PM Oct. 18 – Nov. 6, 2017
Class fee $495........ Materials fee $0.......... Total $495*
*Payment plan available

INTERMEDIATE C# (PROGRAMMING LANGUAGE) (24 HRS.)

The prerequisite is Introduction to C#. Students will begin to think in terms of engineering where class design is involved. Students will be challenged to write moderate programs, define classes, and gain a more in depth understanding of inheritance, polymorphism and encapsulation. In addition, students will be introduced to complex data types such as tuples, list, and dictionaries.
Monday, Wednesday 6:00 PM – 10:00 PM Dec. 4 – 20, 2017
Class fee $495........ Materials fee $0.......... Total $495*
*Payment plan available

ADVANCED C# (PROGRAMMING LANGUAGE) (24 HRS.)

Both the Introduction and Intermediate C# classes are required. Students will begin to understand design patterns and will be introduced to web, Windows Presentation Foundation and mobile programming ASP.net/MVC. These topics will be taught as a building block for the more advanced topics that .net has to offer. Time permitting, database connectivity and an introduction to big data and how to access it will be provided, giving students the cutting edge in technology.
Wednesday, Monday 6:00 PM – 10:00 PM Jan. 3 – 24, 2018
[no class 1/15]
Class fee $495........ Materials fee $0.......... Total $495*
*Payment plan available

Register for all 3 courses: Introduction to C#, Intermediate C#, and Advanced C# and Save $100

INTRODUCTION TO C# (PROGRAMMING LANGUAGE) (24 HRS.)

Students who have never had any or some programming experience will enjoy learning the fundamentals of C#. This class is a prerequisite for future classes. Students will receive experience by using .net 2015 and understanding the .net Framework. In this class, students will write simple to moderate programs using numeric data types, comments, classes, and types. A major emphasis will be placed on mastering these techniques and learning the fundamentals of Object Oriented Programming.
Wednesday, Monday 6:00 PM – 10:00 PM Nov. 8 – 29, 2017
[no class 11/22]
Class fee $495........ Materials fee $50.......... Total $545*
*Payment plan available

JAVA I (24 HRS.) NEW!

Classes, fields, methods, constructors, and objects are the building blocks of object-based Java applications. This class will teach you how to declare classes, describe attributes via fields, describe behaviors via methods, initialize objects via constructors, and instantiate objects from classes and access their members. In addition, you will learn about setters and getters, method overloading, setting access levels for fields, constructors, methods, and more.
Tuesday, Thursday 6:00 PM – 10:00 PM Sept. 5 – 21, 2017
Class fee $495........ Materials fee $0.......... Total $495*
*Payment plan available

JAVA II (24 HRS.) NEW!

This course examines intermediate-level development techniques for applications running in the Android operating system environment. Focus is on applications interacting with Websites for mobile devices. You will learn, managing tasks, processes and background services, understanding Android application program interfaces, implementing touch-based graphical user interfaces, and working with a DBMS.
Tuesday, Thursday 6:00 PM – 10:00 PM Sept. 26 – Oct. 12, 2017
Class fee $495........ Materials fee $0.......... Total $495*
*Payment plan available

Register for both Java I and Java II courses and Save $75

REGISTER NOW!
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ORACLE INTRODUCTION (24 HRS.) NEW!

This course is an introduction to the leading industrial strength Database used by corporations, hospitals, government agencies and industry alike. This hands-on introductory course provides essential concepts and skills necessary to deploy, manage and use this powerful industrial strength database. Topics include an Overview of Database Concepts, Relational Database Management Systems, and Object Oriented Database concepts. Skills developed include Table Creation and Population, Relationships and Interdependencies, Selective extraction and updating record data as we build TWO actual Oracle Databases! No prior database knowledge is required.

Tuesday, Thursday 6:30 PM – 9:30 PM Oct. 17 – Nov. 9, 2017
Class fee $495........ Materials fee $0........... Total $495*
*Payment plan available

ORACLE INTERMEDIATE (24 HRS.) NEW!

This is a continuation of Oracle Introduction. Table Manipulation, Primary and Foreign keys sets and cascading Constraints are Enforced, Enabled, Disabled and Dropped to assure the Integrity of the TWO actual Databases used in this course. Data Manipulation and Transaction Control will be developed through hands-on exercises managing TWO actual Oracle Databases. Prerequisite: Oracle Introduction or Instructor Approval.

Tuesday, Thursday 6:30 PM – 9:30 PM Nov. 14 – Dec. 14, 2017 (no class 11/16 & 23)
Class fee $495........ Materials fee $0........... Total $495*
*Payment plan available

ORACLE ADVANCED (24 HRS.) NEW!

This is a continuation of Oracle Intermediate. Through a series of hands-on exercises, multiple-row AND single-row functions will be developed to analyze the data stored and managed in the TWO Oracle Databases used in this course. Natural Joins, Inner Joins, Outer Sub Queries and temporary table Views are a feature of this advanced course. Prerequisite: Oracle Intermediate or Instructor Approval.

Tuesday, Thursday 6:30 PM – 9:30 PM Jan. 4 – Jan. 30, 2018
Class fee $495........ Materials fee $0........... Total $495*
*Payment plan available

Register for all 3: Oracle Basic, Oracle Intermediate, and Oracle Advanced and Save $100

3D PRINTING / SOLIDWORKS / CAD / REVIT

3D PRINTING WORKSHOP (6 HRS.) NEW!

(Workshop location: 2332 Prospect Ave. East, Cleveland, OH 44115. Free parking available.)

Learn to operate and take home your very own 3D printer! You will learn 3D printing fundamentals and additive manufacturing techniques on your own printer, which you will take home. (printer is included). This is a great workshop for both 3D printing novices as well as designers with existing modeling skills who want to enter the 3D printing marketplace. By the end of the workshop, you will gain the skills needed to operate and maintain your own printer. Topics include: 3D file types, printer operator software, machine function and troubleshooting, and 3D printing best practices. This is not a CAD course; no CAD experience is required. Please bring a laptop (to run the printer software).

Who should attend?

- Individual students - Learn the basic 3D printing knowledge and unlock the creativity and imagination.
- Designers and engineers - Learn extra skills and boost the visualization of the design concepts.
- 3D hobbyists and enthusiasts - Experience the operation and performance of 3D printers and expand your 3D printing skills and knowledge.
- Business entrepreneurs - Understand current 3D printing technology and explore the opportunity of 3D application and business idea.

No online registrations – For additional information on this workshop, please contact our Business Coordinator, Nada Koury at 440.891.7646 or email nkoury@polaris.edu.

Tuesday, Thursday 6:00 PM – 9:00 PM Sept. 19 & 21, 2017
Monday, Wednesday 6:00 PM – 9:00 PM Dec. 4 & 6, 2017
Class fee $200....... Materials fee $995....... Total $1,195
No discounts available *Payment plan available

SOLIDWORKS INTRODUCTORY LEVEL I (30 HRS.) NEW!

SolidWorks by Dassault Systems is one of the most powerful tools used in modern engineering. It allows engineers to design, draft, study, record, simulate and develop the immensely detailed systems of today’s industry. SolidWorks is also the industrial standard for solid modeling and design, used by everyone in large corporations to small startups. SolidWorks Introductory Level I introduces the interface and principal concepts of the platform required to operate the software, as well as all of the fundamental functions of SolidWorks that are necessary to design simple to moderate complex geometries. By the end of this course, the student will be able to grasp fundamental concepts of design intent theory, parametric solid modeling, assembly modeling, and the technical drafting tool network. Prerequisite: Familiarity with mechanical design and the Windows operating system.

Saturday 9:00 AM – 3:30 PM Sept. 9 – Oct. 7, 2017
Class fee $520....... Materials fee $75........... Total $595*
*Payment plan available

SOLIDWORKS INTERMEDIATE LEVEL II (30 HRS.) NEW!

SolidWorks Level II introduces some of the more powerful tools of the program such as, component configuration management, variable value linking, sensor arrays, motion studies, sheet metal, weldments, complex mating and assembly design. These tools will allow the student to create working mechanical assemblies with real world parameters using examples seen in modern industry. The student will gain the skills necessary to design, develop and complete a real world mechanical system that will then prove the use of modern metrology techniques and instruments. In conjunction with learning the advanced SolidWorks tools, the student will also learn the fundamental concepts of basic metrology to verify finished designs and have a more accurate sense of physical system relationships with the virtual ones. Prerequisite: SolidWorks Introductory Level I.

Saturday 9:00 AM – 3:30 PM Oct. 14 – Nov. 18, 2017
Class fee $520....... Materials fee $75........... Total $595*
*Payment plan available
SOLIDWORKS ADVANCED LEVEL III (30 HRS.) NEW!
SolidWorks Level III will explore some of the most powerful tools available in the Solidworks package; these include simulation tools such as FEA—Finite Element Analysis for structural component analysis, CFD (Computational Fluid Dynamics) for dynamic fluid analysis, and thermal analysis for conducting and insulating systems. Complex assembly modeling, project package reporting, technical drafting and more. These tools will give the student the ability to analyze and understand complex system properties like efficiency, failure points, safety factors, and limits. By learning these tools, the student will be able to take a customer problem, determine the most efficient solution and report the derived solution in an elegant and timely fashion. Prerequisite: SolidWorks Introductory Level I and SolidWorks Intermediate Level II. Saturday 9:00 AM – 3:30 PM Dec. 2, 2017 – Jan. 20, 2018 (no class 12/23 & 30)
Class fee $520........ Materials fee $75........ Total $595*
*Payment plan available

Register for all three SolidWorks Introductory, Intermediate, and Advanced Courses and Save $150

AUTOCAD – INTRODUCTION (28 HRS.)
Part one of a two-part series designed to introduce AutoCAD to the new user. Hands-on exercises will be used to teach the basic drawing and editing commands needed to produce 2-D drawings. Other topics include: layers, grips, text and various inquiry commands. Monday, Wednesday 6:00 PM – 9:30 PM Sept. 11 & 13, 2017
Class fee $525........ Materials fee $70........ Total $595*
*Payment plan available

AUTOCAD – INTERMEDIATE (28 HRS.)
Topics include: dimensioning, hatching, isometric blocks and external references. Lab assignments will be used to enhance your understanding of these commands and techniques. Prerequisite: AutoCAD Introduction or equivalent knowledge. Textbook from AutoCAD Introduction is required. Monday, Wednesday 6:00 PM – 9:30 PM Oct. 9 – Nov. 1, 2017
Class fee $525........ Materials fee $0........... Total $525*
*Payment plan available

Register for both AutoCAD Introduction and AutoCAD Intermediate and Save $100

REVIT – THE ARCHITECTURAL TOOL OF THE FUTURE (24 HRS.) NEW!
This hands-on course is aimed at teaching you to become capable of managing and producing construction documents in Revit. Learn to use the Revit skills required to work in the Architectural Industry. The course is taught by a registered architect who is a Revit Certified Professional. Tuesday, Thursday 6:00 PM – 10:00 PM Oct. 3 – 19, 2017
Class fee $420........ Materials fee $75........ Total $495*
*Payment plan available

Any of our course offerings can be customized for your organization at your site or at Polaris Career Center. Contact Nada Koury, Business Coordinator, at 440.891.7646 or nkoury@polaris.edu.

REVIT ADVANCED – FAMILIES AND PARAMETERS (8 HRS.) NEW!
Learn how to expand on Revit basics to turn your Building Model into a Building Information Model. This two day session will teach the basics of building families. Then add parameters to generate building information. This course is taught by a registered architect who is a Revit Certified Professional.
Tuesday, Thursday 6:00 PM – 10:00 PM Oct. 24 – 26, 2017
Class fee $195........ Materials fee $0........... Total $195

REVIT BASIC CONCEPTS (4 HRS.) NEW!
This course is specific to the MEP professional
An introduction to the interface and the command structure that is common with Revit Architecture, Structure and MEP. This course will also provide lessons with making 2D and 3D views, dimensioning, tagging and annotating the drawings, making basic schedules, setting up sheets and printing, project browser organization and exporting drawings to CAD. Creating details in Revit, clash detection with Revit, and linking models for copy/monitoring. No prior experience necessary.
Tuesday, Thursday 6:00 PM – 8:00 PM Oct. 31 & Nov. 2, 2017
Class fee $175........ Materials fee $0........... Total $175

REVIT MEP (4 HRS.) NEW!
Learn the basics and get an overview of Mechanical (HVAC), Electrical, and Plumbing MEP all in one course. Laying out ductwork, electrical panels/circuits (basic), plumbing: waste, supply, equipment, fixtures, and isometrics. Exporting data to excel for calculations (HVAC). No prior experience necessary.
Tuesday, Thursday 6:00 PM – 8:00 PM Nov. 7 & 9, 2017
Class fee $175........ Materials fee $0........... Total $175

GRAPHIC AND WEB DESIGN

ADOBE CREATIVE CLOUD GRAPHIC DESIGN SERIES (108 HRS.)
Learn how to create design solutions that have a high visual impact giving your design a visual “brand.”

The following courses can be taken individually or bundled into a seven-course series for a huge savings. The courses are taught by a professional graphic designer.

Register for all seven (7) courses – 108 hours for only $1,945
Save $670*. No online registrations. To register for the Adobe Creative Cloud Graphic Design Series, contact Nada Koury, Business Coordinator at 440.891.7646. *Payment plan available

GRAPHIC DESIGN AND COMPOSITION (6 HRS.)
In this course, you’ll develop your compositional skills through a series of artistic workouts. You’ll also learn the principles of effective composition and design, which will bring your designs to the professional level! This course is a prerequisite for any of the following courses in the Adobe Creative Cloud Graphic Design Series.
Monday, Wednesday 6:30 PM – 9:30 PM Sept. 11 & 13, 2017
Class fee $195........ Materials fee $0........... Total $195
INDESIGN CREATIVE CLOUD BASIC  (15 HRS.)

In this Adobe InDesign CS6 class, you’ll get hands-on desktop publishing training to learn how to use this popular page-layout software program to design and create professional-quality files that play graphics, movies, and more. By the time you finish the course, you’ll not only be comfortable with the tools and features that InDesign Creative Cloud offers, you’ll also know the most efficient ways to use the program to produce the materials you need for your own work. Please bring a jump drive to class.

Monday, Wednesday 6:30 PM – 9:30 PM  Sept. 18 – Oct. 2, 2017
Class fee $345........ Materials fee $0........... Total $345

INDESIGN CREATIVE CLOUD ADVANCED  (15 HRS.)

This course will cover templates, style sheets, and libraries and advanced techniques for high volume print design. We will cover the use of object styles, nested styles, and anchored objects and work with tables, custom templates, and color samples. You’ll master everything from calibrating your monitor and using the Adobe Color Management System to working with printing tools and managing spot colors and mixed ink. This course will give you the skills and knowledge you need to use InDesign’s advanced features with ease. Please bring a jump drive to class.

Prerequisite: InDesign Creative Cloud Basic.

Wednesday, Monday  6:30 PM – 9:30 PM  Oct. 4 - 18, 2017
Class fee $345........ Materials fee $0........... Total $345

ADOBE ILLUSTRATOR CREATIVE CLOUD BASIC  (15 HRS.)

Learn how Adobe Illustrator Creative Cloud can give you the power to design, draw, and color images quickly and easily. From drawing objects with the shape tools to mastering the all-important pen tool to working with shape gradients, you’ll gain the techniques you need to produce stunning vector graphics. You’ll learn to apply and work with color, create shading effects and painterly brush strokes, and add special effects such as 3D to your drawings that will set your work apart. Please bring a jump drive to class.

Prerequisite: Illustrator Creative Cloud Basic.

Monday, Wednesday  6:30 PM – 9:30 PM  Oct. 23 – Nov. 6, 2017
Class fee $345........ Materials fee $50........... Total $395

ADOBE ILLUSTRATOR CREATIVE CLOUD ADVANCED  (21 HRS.)

This course covers the different types of masks, the new Image Trace feature, the new pattern creation panel, how to draw in perspective using the Perspective Grid, selecting color with the Color Guide panel, creating bristle brushes and calligraphic brushes, multiple methods of using Illustrator with Photoshop, synchronizing color management with other Creative Cloud applications, and proofing and pre-press functions for color separations. Please bring a jump drive to class. Prerequisite: Adobe Illustrator Creative Cloud Basic.

Wedneday, Monday  6:30 PM – 9:30 PM  Nov. 8 – Dec. 4, 2017
Class fee $445........ Materials fee $0........... Total $445

PHOTOSHOP CREATIVE CLOUD BASIC  (15 HRS.)

PhotoShop is the world’s best-known photo-editing program. You’ll learn how to use Photoshop with detailed, step-by-step instructions so that you’ll have no trouble following along. Get familiar with the work area, photo corrections, layers, selections, and the amazing tools and tricks even the pros use! Please bring a jump drive to class.

Wednesday, Monday  6:30 PM – 9:30 PM  Dec. 6 - 20, 2017
Class fee $355........ Materials fee $40........... Total $395

PHOTOSHOP CREATIVE CLOUD ADVANCED  (21 HRS.)

Take your PhotoShop skills to the next level by exploring more advanced features. You’ll work on advanced projects, while learning non-destructive editing techniques, color management, processing of RAW images, and preparing files for web or print. Prerequisite: PhotoShop Creative Cloud Basic and textbook from PhotoShop Creative Cloud Basic. Please bring a jump drive to class.

Wednesday, Monday  6:30 PM – 9:30 PM  Jan. 3 – 29, 2018
Class fee $445........ Materials fee $0........... Total $445

HTML: BASIC  (10 HRS.)

Topics included are: Basic HTML structure, how to write source code, placing and formatting text, creating headings, horizontal rule lines, display lists, creating links, inserting images, creating tables, introduction to style sheets (CSS). Prerequisite: Familiarity with Windows and Internet experience.

Saturday  8:00 AM – 1:00 PM  Sept. 16 & 23, 2017
Class fee $245........ Materials fee $0........... Total $245

HTML: ADVANCED  (10 HRS.)

Continue learning HTML with these advanced topics: Design techniques, IDs, classes, margins-spacing, table formatting, placing forms on your pages, and frames. Prerequisite: HTML: Basic or equivalent knowledge.

Saturday  8:00 AM – 1:00 PM  Sept. 30 & Oct. 7, 2017
Class fee $245........ Materials fee $0........... Total $245

Register for both HTML Basic and Advanced Courses and Save $50

WEB DESIGN SERIES  (39 HRS.)

Learn how to develop the initial planning of a website, plan the layout and organization of the site, the types of colors or images to use (photos, illustrations, videos, etc.), and other matters concerning overall design. The following three web design courses are intended for those who are looking to create and design professional looking websites. These courses can be taken individually or bundled into a three-course series for a savings. The courses are taught by a professional web designer and a Photographer.

Register for all three [3] courses - 39 hours for only $775 (including materials) save $210*.  

No online registrations. To register for the Web Design Series, please contact Nada Koury, Business Coordinator at 440.891.7646.  *Payment plan available.
WEB DESIGN WITH ADOBE DREAMWEAVER
CREATIVE CLOUD (21 HRS.)
You will begin by touring the Dreamweaver workspace and configuring it for your specific site-management needs. You will learn how to use Dreamweaver’s intuitive tool set to structure HTML text and investigate the myriad of formatting options CSS provides. In addition, you will work with images, build navigation elements, discuss effective layout methods, and examine successful site-planning strategies. By the end of the course, you will have successfully built a web site and know how to use Dreamweaver’s built-in FTP tools to upload to the server of your choice.

Tuesday, Thursday 6:30 PM – 9:30 PM  Oct. 10 -31, 2017
Class fee $445........ Materials fee $50.......... Total $495*
*Payment plan available.

MARKETING YOUR BUSINESS ON THE INTERNET THROUGH SOCIAL MEDIA AND BRANDING (6 HRS.)
In this course, you will discover proven methods that will help you establish an Internet presence and build an online brand identity. You will learn how search engine optimization (SEO) works and how to track your site’s performance using various Web analytics tools. You will understand how to use online advertising, email marketing, and social media to drive business to your web site and keep visitors coming back.

Thursday, Tuesday 6:30 PM – 9:30 PM Nov. 2 & 7, 2017
Class fee $195........ Materials fee $0........... Total $195

CREATING WORDPRESS WEBSITES (12 HRS.)
WordPress is one of the world’s most popular web design tools – it is free, easy to use, and produces professional results. In these lessons, you will get hands-on experience with this powerful platform as you create your own WordPress site or blog. Learn about design themes and templates, creating pages and posts, adding images and video, and integrating third-party extensions.

Thursday, Tuesday 6:30 PM - 9:30 PM Nov. 9 – 28, 2017 (no class 11/16 & 23)
Class fee $295........ Materials fee $0........... Total $295

PERSONAL FINANCE AND SMALL BUSINESS
The following courses are taught by an attorney.

THE TRUTH ABOUT ESTATE PLANNING (ESTATE PLANNING ESSENTIALS) (1.5 HRS.)
Learn about the core directives every person should have to protect themselves and receive an overview of the various legal directives used in estate planning. Topics include the role directives play in an overall estate plan, regardless of if the plan is to protect minors, avoid nursing home costs, or save estate taxes.

Thursday 7:00 PM – 8:30 PM  Sept. 14, 2017
Class fee $45.......... Materials fee $0.......... Total $45

The residents of Berea, Brook Park, Brooklyn, Fairview Park, Middleburg Heights, North Olmsted, Olmsted Falls, Olmsted Township and Strongsville will receive a $5 discount on the tuition fees listed.

NUTS & BOLTS OF TRUSTS (1.5 HRS.)
Trusts can be one of the most useful and cost-effective legal tools to help people maintain control over their assets during good health, illness and at death—without court costs or delays. This workshop gives an overview of how trusts work, the pros and cons, costs involved, when to consider using trusts and what should be included in the trust provisions.

Thursday 7:00 PM – 8:30 PM  Sept. 28, 2017
Class fee $45........... Materials fee $0........... Total $45

SPECIAL PEOPLE, SPECIAL PLANNING (1.5 HRS.)
This workshop will provide an overview of the fundamentals every family needs to consider when planning for the future of a person with special needs. Attendees will learn about federal disability programs, guardianships, wills, trusts, and the essential legal directives the family must have, as well as the consequences of failing to formally plan. Learn how to keep the plan current and the reasons for “letters of instruction.”

Thursday 7:00 PM – 8:30 PM  Oct. 12, 2017
Class fee $45........... Materials fee $0........... Total $45

LOVING WITHOUT A LICENSE (1.5 HRS.)
This workshop provides an overview of the things committed unmarried couples need to consider to protect themselves, especially during times of crisis such as disability or death. It covers areas where unmarried couples are vulnerable to unintended state default laws, taxes and loss of control, as well as guidelines for an “unmarried divorce” and division of property in the event that the relationship ends.

Thursday 7:00 PM – 8:30 PM  Oct. 26, 2017
Class fee $45........... Materials fee $0........... Total $45

BLENDED FAMILIES: ESTATE PLANNING TO PROTECT “YOURS, MINE AND OURS” FAMILIES (1.5 HRS.)
This workshop outlines the unique challenges and specific strategies of which blended families need to be aware to avoid planning gaps and conflicts. Attendees will leave with an understanding of the core legal directives every family should have to protect the people and things they cherish.

Thursday 7:00 PM – 8:30 PM  Nov. 9, 2017
Class fee $45........... Materials fee $0........... Total $45

GET UNSTUCK! TRANSFORM BAD HABITS WITHOUT WILLPOWER
In this 4-class series, discover what gets in your way and what keeps you stuck in bad habits. Develop a game plan to transform bad habits into successful good habits. You will learn how your brain’s natural thinking tendencies sabotage good habits and key skills to permanently change how you approach habits and goals.

THE BASICS - CLASS 1 (1 HR.)
Class 1 gives an overview of how the series is designed to work, introduces the baseline tools used throughout the series, and begins the process of learn-by-doing by applying those tools to an area of “stuckness” you want to transform.

Tuesday 7:00 PM – 8:00 PM  Oct. 3, 2017
Class fee $35........... Materials fee $0........... Total $35
The following seven courses are taught by an attorney.

**FRESH IDEAS FOR PROTECTING YOUR ASSETS IN RETIREMENT (1.5 HRs.) NEW!**

This class will include a discussion of issues that pose a threat to your life savings. We will cover the legal as well as some of the financial strategies for protecting all of your assets, including your home and other investments from those threats. Attendees will learn how they can “have their cake and eat it too” when it comes to having the benefit of their wealth while not exposing it to the risk of loss.

Wednesday  6:00 PM – 7:30 PM   Sept. 13, 2017
Class fee $45........... Materials fee $0.......... Total $45

**REMAINING IN CONTROL THROUGH THE AGING PROCESS (1.5 HRs.) NEW!**

Do you feel comfortable making the most important life decisions in a pinch? Would you ever want another person to make decisions for you without knowing your wishes? With the increasing number of those affected by dementia and Alzheimer’s dementia, it is important to learn what individuals need to do to ensure that their wishes are followed even when capacity fails. This class will cover what documents should be prepared well in advance to ensure that you remain in control of your healthcare and financial matters.

Wednesday  6:00 PM – 7:30 PM   Sept. 27, 2017
Class fee $45........... Materials fee $0.......... Total $45

**SANDWICH GENERATION: LEARN HOW TO AID YOUR AGING PARENTS. (2 HRs.) NEW!**

The class will present ways in which the “sandwich” generation can hold the family together and not become “soggy” and fall apart under the pressure of caring for aging loved ones and maturing children. The class will discuss what steps adult children should take to take on a greater role in their parent’s lives and when to take those steps. The complex terminology (legal and medical) that you will begin to hear as you help your aging loved ones through this process will be explained. Attendees will also learn what legal documents should be put in place that can allow adult children to help their parents and other aging family members. Additionally, attendees will learn what health care options are available for those entrusted to their care.

Wednesday  6:00 PM – 8:00 PM   Oct. 17, 2017
Class fee $35........... Materials fee $0.......... Total $35

**ELDER ORPHANS: WHO WILL TAKE CARE OF ME? (2 HRs.) NEW!**

An elder orphan is an adult who does not have a spouse or any adult children to care for them as they age. The needs and concerns of elder orphans are unique. This course will explain what steps an elder orphan can take to make sure that they will be cared for through any physical or mental challenges that come with the aging process. We will cover options for the areas of greatest concern including legal issues, care concerns, and transportation.

Wednesday  6:00 PM – 8:00 PM   Oct. 25, 2017
Class fee $55........... Materials fee $0.......... Total $55

**MEDICARE VS. MEDICAID – WHICH WILL HELP ME COVER MY LONG TERM CARE COSTS? (2 HRs.) NEW!**

This class will cover the basics of Medicare and Medicaid. They are two different systems designed to help seniors with healthcare needs. Each system has different requirements and covers varying elements of care. Learn the important distinctions and how to plan ahead to pay for the high cost of long term care.

Wednesday  6:00 PM – 8:00 PM   Oct. 18, 2017
Class fee $55........... Materials fee $0.......... Total $55

**SENIOR SCAMS AND ELDER ABUSE: BRINGING LIGHT TO THESE TABOO TOPICS (1.5 HRs.) NEW!**

It seems as if there are more and more news stories everyday about senior citizens being taken advantage of by strangers. Learn the current senior scams and types of elder abuse that exist. Practical advice on how to protect yourself and your loved ones will be presented. Take a proactive approach to finding out what can be done to help prevent elder abuse and find out what resources are available for those who are victims. Don’t let a loved one become financially exploited.

Wednesday  6:00 PM – 7:30 PM   Nov. 29, 2017
Class fee $45........... Materials fee $0.......... Total $45

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**Register Now!**
SO YOU’VE BEEN NAMED POWER OF ATTORNEY; DID I JUST LOSE MY FREE TIME? (1.5 HRS.) NEW!

This class will cover the responsibilities of being named a fiduciary for a friend or loved one. It will cover what it means to be an agent under a power of attorney document, a trustee within a trust document, and an executor under a last will and testament. This course will explain what steps a fiduciary may need to take in order to ensure they are fulfilling the duty that has been given to them.

Wednesday 6:00 PM – 7:30 PM Dec. 13, 2017
Class fee $45........... Materials fee $0........... Total $45

10 STEPS TO PERFECT CREDIT (2 HRS.)

Learn how to improve your credit rating by following the 10 steps to perfect credit. You will receive information on how to obtain a copy of your credit report.

Thursday 7:00 PM – 9:00 PM Oct. 5, 2017
Class fee $29........... Materials fee $0........... Total $29

ARE YOU READY TO RETIRE? (2 HRS.)

Do you know what you need to have in place in order to be financially prepared to retire? This class will discuss what you need to think about and know in order to retire comfortably.

Wednesday 6:00 PM – 8:00 PM Oct. 11, 2017
Class fee $29........... Materials fee $0........... Total $29

THE HOME BUYING EXPERIENCE (2 HRS.) NEW!

If you are buying your first home or are upgrading, this home-buying seminar can help take the frustration and confusion out of buying any home. We will help with every aspect of the process. By educating yourself about all facets of the home-purchase process, you will know what to expect, and you will understand the issues necessary to make informed decisions that are in your best interest. Complimentary pre-qualification is available.

Monday 6:30 PM – 8:30 PM Oct. 2, 2017
Class fee $29........... Materials fee $0........... Total $29

REVERSE MORTGAGES FOR SENIORS (2 HRS.)

Reverse mortgages are valuable tools for seniors 62 years and older. There is almost no limit for use of the funds, which come to the senior tax-free and also do not reduce social security or Medicare payments. Keep Medicaid from attacking your home equity. If you are downsizing, you can now use a reverse mortgage to purchase a home and conserve more cash for retirement. A complimentary quote to see how much you may qualify is available.

Monday 6:30 PM - 8:30 PM Sept. 25, 2017
Class fee $29........... Materials fee $0........... Total $29

BUYING AND SELLING ON EBAY PART I (3.5 HRS.)

Topics include: How to get started, new selling fees and rules, calculating shipping, creating postage from home, where to get free shipping supplies, creating a mock auction, and more.

Tuesday 6:00 PM - 9:30 PM Oct. 10, 2017
Class fee $49........... Materials fee $0........... Total $49

BUYING AND SELLING ON EBAY PART II (3.5 HRS.)

Prerequisite: Basic knowledge of eBay.

Tuesday 6:00 PM - 9:30 PM Oct. 17, 2017
Class fee $49........... Materials fee $0........... Total $49

ALL ABOUT PAYPAL (3.5 HRS.)

PayPal is how individuals and businesses send and receive money online. New rules are causing heartaches for sellers. Learn how they can hold your money back and get prepared to brace yourself for PayPal’s tricks. Learn how to make PayPal work for you and earn money each time you spend your cash.

Tuesday 6:00 PM - 9:30 PM Nov. 7, 2017
Class fee $49........... Materials fee $0........... Total $49

SMALL ENGINE REPAIR

SMALL ENGINE REPAIR (30 HRS.)

In this hands-on class, you will learn how to service, maintain, repair, and winterize two- and four-cycle engines as well as outdoor power equipment. This workshop will cover safety training, use of tools, carburation, ignition systems, lubrication, tune-ups, blade and chain sharpening, trouble shooting, preventative maintenance and more.

Wednesday, Monday 6:00 PM – 9:00 PM Sept. 6 – Oct. 9, 2017
Wednesday, Monday 6:00 PM – 9:00 PM Nov. 8 – Dec. 13, 2017 (no class 11/22)
Class fee $380........... Materials fee $65........... Total $445*
*Payment plan available

Any of our course offerings can be customized for your organization at your site or at Polaris Career Center. Contact Nada Koury, Business Coordinator, at 440.891.7646 or nkoury@polaris.edu.
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INTRODUCTION TO RESIDENTIAL CONSTRUCTION, REPAIR & MAINTENANCE SERIES (261 HRS.)

This 5-month residential construction, repair and maintenance course series is designed to train students with skills required for home construction and renovation work. Training includes both classroom and hands-on projects. Through a series of 13 courses, (261 hours), students will learn the many facets of the residential construction process, repair, and maintenance in the construction field. These courses taken separately would normally cost $4,765; however, we have combined these courses to save you $1,270. You pay only $3,495*

*Payment plan available.

No on-line registrations available. For additional information, call Nada Koury, Business Coordinator, 440.891.7646.

RESIDENTIAL ELECTRICAL WIRING (36 HRS.)

Class includes instruction on safety, electrical theory, trade tools, residential wiring installations, grounding electrical systems, determining circuit load, troubleshooting and repairing residential service, and NEC Code compliance. Hands-on training includes: wiring of lighting fixtures with single pole switches, 3 & 4 way switches, receptacles, GFCI and AFCI, ceiling fans, and 240V circuits.

Thursday, Tuesday  6:00 PM – 9:00 PM Sept. 5 – Oct. 12, 2017

WEEKEND WARRIORS: HARDWOOD & QUICK LOCK FLOOR INSTALLATION & REPAIR (5 HRS.)

Valuable tips and a demonstration on how to install beautiful professional looking wood floors as well as the process and techniques to replace boards, sand, stain, and finish. Additionally you will learn the various types and durability of natural wood and laminate, vinyl wood flooring with the underlayment foam pad installed over hard surfaced flooring or subfloors including concrete.

Saturday  9:00 AM - 2:00 PM Sept. 9, 2017

CARPENTRY (36 HRS.)

This course explores post and beam construction, mortise and tenon joinery, basic joints and the principles of both square rule and scribe rule layout and framing assembly. In addition, all basic carpentry skills and tools will be introduced. You will also learn job safety, project planning, and tool and material selection. Both theory and hands-on training will cover the following areas: floor, wall and roof framing, rafters, door installation, window installation, insulation, and drywall. Learn the trade from a pro who has been in the construction trades for many years.

Monday  6:30 PM – 9:30 PM Sept. 11 – Nov. 27, 2017

BLUEPRINT READING: CONSTRUCTION & BUILDING CODE (24 HRS.)

This class includes detailed and professional instruction on how to read today’s modern blueprints for residential and commercial construction. Learn all the various print views such as plans, elevations, sections, details, electrical, plumbing, and HVAC. You will also learn how to navigate the Ohio Building Code, building department service, utilities awareness, and construction procedures for today’s homeowner. Learn how to find the rules and regulations for today’s modern construction.

Wednesday  6:00 PM – 10:00 PM Sept. 13 – Oct. 18, 2017

WEEKEND WARRIORS: CERAMIC FLOOR & WALL TILING (5 HRS.)

Learn how to install and repair ceramic tile for walls and floors.

Saturday  9:00 AM – 2:00 PM Sept. 16, 2017

WEEKEND WARRIORS: DRYWALL (5 HRS.)

Learn how to install, repair, and tape drywall in this hands-on class.

Saturday  9:00 AM – 2:00 PM Oct. 7, 2017

PLUMBING: PART I (30 HRS.)

Topics include: hand tool identification and usage of plumbing hand tools, estimation of job material and labor costs, plumbing code reviews, reading and understanding blueprints, hands on usage of pipe fittings, fixtures, copper soldering, PVC piping, PEX piping, and understanding DWV and potable water systems. This is mostly a theory class with some hands on instruction.

Tues., Thurs.  6:00 PM – 9:00 PM Oct. 17 – Nov. 21, 2017

(Wo class 11/16)

INTRODUCTION TO RESIDENTIAL ROOFING AND SIDING (24 HRS.)

The course is designed to provide instruction in the theory and skills associated with the installation of low-maintenance building products. Roofing and siding materials, measurement/estimating, exterior insulation and proper installation methods will be covered. Flashing at valleys, sidewalls, chimneys, as well as roof obstructions will be included. The proper use of powered and non-powered hand tools will be covered thoroughly.

Wednesday  6:00 PM – 10:00 PM Oct. 25 – Dec. 6, 2017

DECK BUILDING (32 HRS.)

This hands-on course explains how to lay out the deck, how to build it square to the building, how to install the ledger board and how to build deck footings, piers, and posts. Students learn construction and installation of deck girders, framing and connecting deck joists, deck flashing at the building, and decking or deck floor installations. Steps in building deck railings, guardrails, stairs and stair rails are provided in detail.

Saturday  8:00 AM – 4:00 PM Oct. 28 – Nov. 18, 2017

REGISTER NOW!

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PLUMBING: PART II (30 HRS.)
Learn to read blueprints, and according to the blueprint, learn the process of installing a DWV system, potable water system, fixtures and faucets. Inspecting and testing the entire system, estimating the entire cost of the job, including material and labor. This class is mainly hands-on and some theory. Prerequisite: Plumbing: Part I.
Tues., Thurs. 6:00 PM – 9:00 PM Nov. 28, 2017 – Jan. 9, 2018
(no class 12/26, 12/28 & 1/2)

CONSTRUCTION MANAGEMENT/SUPervision (8 HRS.)
This course provides students with the technical and managerial skills needed in today’s residential construction industry. Students will be prepared for the management responsibilities that require them to develop critical thinking, problem-solving and decision-making skills to manage individual and team performance and functional oversight of a project life cycle. Through the use of instructional projects, students will learn the tools to become leaders of construction teams.
Monday 6:00 PM – 10:00 PM Dec. 4 & 11, 2017

CONCRETE INSTALLATION & REPAIR (20 HRS.)
This course introduces the student to principles of forms and shoring and the quality of concrete, hot and cold weather placing practices, and inspection procedures. Topics include conveying, placing, consolidation, and finishing concrete, as well as jointing, curing, protecting, and form removal. The class also includes testing hardened concrete, reinforced concrete, pre- and post-stressing of concrete, and lift-slab construction.
Wed. 6:00 PM – 10:00 PM Dec. 13, 2017 – Jan. 17, 2018
(no class 12/27)

PAINT LIKE A PRO (6 HRS.)
An overview of best methods and materials for interior and exterior painting. From color selection to primers, paints, and the required amount of paint needed for your project. This hands-on class covers everything you need to know for a successful paint job.
Thursday 6:30 PM – 9:30 PM Jan. 11 & 18, 2018
Register for this 261 Total Course Series Hours (including materials) for only $3,495* Save $1,270.
*Payment plan available

CONSTRUCTION MANAGEMENT/SUPervision (8 HRS.)
This course provides students with the technical and managerial skills needed in today’s residential construction industry. Students will be prepared for the management responsibilities that require them to develop critical thinking, problem-solving and decision-making skills to manage individual and team performance and functional oversight of a project life cycle. Through the use of instructional projects, students will learn the tools to become leaders of construction teams.
Monday 6:00 PM – 10:00 PM Dec. 4 & 11, 2017
Class fee $225........Materials fee $0......... Total $225

BLUEPRINT READING: CONSTRUCTION & BUILDING CODE (24 HRS.)
Topics include: Detailed and professional instruction on how to read today’s modern blueprints for residential and commercial construction. Learn all the various print views such as plans, elevations, sections, details, electrical, plumbing, and HVAC. You will also learn how to navigate the Ohio Building Code, building department service, utilities awareness, and construction procedures for today’s homeowner. Learn how to find the rules and regulations for today’s modern construction.
Wednesday 6:00 PM – 10:00 PM Sept. 13 – Oct. 18, 2017
Class fee $395........ Materials fee $50........ Total $445*
*Payment plan available

DECK BUILDING (32 HRS.)
This hands-on course explains how to lay out the deck, how to build it square to the building, how to install the ledger board and how to build deck footings, piers, and posts. Students learn construction and installation of deck girders, framing and connecting deck joists, deck flashing at the building, and decking or deck floor installations. Steps in building deck railings, guardrails, stairs and stair rails are provided in detail.
Saturday 8:00 AM – 4:00 PM Oct. 28 – Nov. 18, 2017
Class fee $495....... Materials fee $0......... Total $495*
*Payment plan available

CARPENTRY (36 HRS.)
This course explores post and beam construction, mortise and tenon joinery, basic joints and the principles of both square rule and scribe rule layout and framing assembly. In addition, all basic carpentry skills and tools will be introduced. You will also learn job safety, project planning, and tool and material selection. Both theory and hands-on training will cover the following areas: floor, wall and roof framing, rafters, door installation, window installation, insulation, and drywall. Learn the trade from a pro who has been in the construction trades for many years.
Monday 6:30 PM – 9:30 PM Sept. 11 – Nov. 27, 2017
Class fee $525....... Materials fee $0......... Total $525*
*Payment plan available

The residents of Berea, Brook Park, Fairview Park, Middleburg Heights, North Olmsted, Olmsted Falls, Olmsted Township and Strongsville will receive a $5 discount on the tuition fees listed.
INTRODUCTION TO RESIDENTIAL ROOFING AND SIDING (24 HRS.)

The course is designed to provide instruction in the theory and skills associated with the installation of low-maintenance building products. Roofing and siding materials, measurement/estimating, exterior insulation and proper installation methods will be covered. Flashing at valleys, sidewalls, chimneys, as well as roof obstructions will be included. The proper use of powered and non-powered hand tools will be covered thoroughly.

Wednesday  6:00 PM - 10:00 PM   Oct. 25 – Dec. 6, 2017
(no class 11/22/17)

Class fee $445......... Materials fee $0.......... Total $445*

*Payment plan available

PLUMBING: PART I (30 HRS.)

Topics include: Hand tool identification and usage of plumbing hand tools, estimation of job material and labor costs, plumbing code reviews, reading and understanding blueprints, hands on usage of pipe fittings, fixtures, copper soldering, PVC piping, PEX piping, and understanding DWV and potable water systems. This is mostly a theory class with some hands on instruction.

Tues., Thurs.  6:00 PM – 9:00 PM   Oct. 17 – Nov. 21, 2017
(no class 11/16)

Class fee $450........ Materials fee $95......... Total $545*

*Payment plan available

PLUMBING: PART II (30 HRS.)

Learn to read blueprints, and according to the blueprint, learn the process of installing a DWV system, potable water system, fixtures and faucets. Inspecting and testing the entire system, estimating the entire cost of the job, including material and labor. This class is mainly hands-on and some theory. Prerequisite: Plumbing: Part I.

Tuesday, Thursday  6:00 PM – 9:00 PM   Nov. 28, 2017 – Jan. 9, 2018 (no class 12/26, 12/28/17 & 1/2/18)

Class fee $450........ Materials fee $95......... Total $545*

*Payment plan available

BUILDING SERVICES & MAINTENANCE (24 HRS.)

This class includes hands-on training in electrical, plumbing, and maintenance. The following topics will be covered. Electrical: Safety and introduction to basic tools, residential wiring according to the National Electrical Code (NEC), breakers (replacement and rating), three-way switches, ground fall circuit interrupter (GFCI) installation, commercial - 220 volt residential single-phase and conduit (bending and installation). Plumbing: Copper soldering, rebuilding and replacing faucets, rebuilding toilets, maintaining and snaking drains, replacing hot water tanks, and manual and electrical pipe threading. Service & Maintenance: Introduction to most hand-held power tools.

Tuesday, Thursday  6:00 PM – 9:00 PM   Sept. 5 - 28, 2017

Class fee $395........ Materials fee $0.......... Total $395*

*Payment plan available

The residents of Berea, Brook Park, Brooklyn, Fairview Park, Middleburg Heights, North Olmsted, Olmsted Falls, Olmsted Township and Strongsville will receive a $5 discount on the tuition fees listed.
Any of our course offerings can be customized for your organization at your site or at Polaris Career Center. Contact Nada Koury, Business Coordinator, at 440.891.7646 or nkoury@polaris.edu.

WOODWORKING INTRODUCTION  (30 HRS.)
Designed for individuals interested in obtaining basic woodworking skills with minimum experience and equipment. The class covers woodworking safety, techniques, tools and machinery. Your individual project of choice and supplies will be discussed the first night of class.
Mon. Wed. 6:00 PM – 9:00 PM  Sept. 18 – Oct. 18, 2017
Class fee $395. Materials fee $0. Total $395*
*Payment plan available

WOODWORKING INTERMEDIATE  (30 HRS.)
Designed to advance the skills of the novice or recreational woodworker. This course guides you through the design and creation of traditional and non-traditional woodworking joinery. You then incorporate these techniques into the construction of a functional project suitable for use in your home or shop. Specifics of the project and supplies will be discussed during the first class meeting.
Prerequisite: Woodworking: Introduction or basic knowledge of woodworking tools and machinery.
Mon., Wed. 6:00 PM – 9:00 PM  Oct. 23 – Nov. 27, 2017
(no class 11/22)
Class fee $395. Materials fee $0. Total $395*
*Payment plan available

Register for Woodworking Introduction and Intermediate classes and save $50

LOW PRESSURE BOILER LICENSE PREPARATION  (60 HRS.)
This course is intended for operators of boiler systems used in hotels, apartment buildings, schools, and other large institutions. The following topics will be covered: boiler operation principles, boiler fittings, feedwater system, steam system, fuel system, draft system, boiler water treatment, boiler operation procedures, hot water heating systems, cooling systems, and boiler operation safety. Students will prepare for the licensing examinations through NIULPE (National Institute for the Licensing of Power Engineers) exam, which will be administered at Polaris Career Center at the end of the course. Students who pass the exam will earn the NIULPE 5th class license (student is responsible for application, exam and license fees). Course is taught by a First Class Ohio Steam Engineer and National Chief Engineer.
Tuesday, Thursday 6:00 PM – 10:00 PM  Oct. 3 – Nov. 28, 2017
(no class 11/16 & 23)
Class fee $670. Materials fee $125. Total $795*
*Payment plan available

WELDING: INTRODUCTION  (72 HRS.)
This course includes Oxy-ace welding and cutting, arc welding theory, welding machine design and operation, electrode types, and welding symbols related to shielded metal arc welding (SMAW), also known as stick welding. It also features related hands-on exercises that incorporate individual welding projects.
Supplies will be discussed the first evening. Practice and testing time will be made available for AWS Welder Qualification Tests in the SMAW process during class. Welding gloves and safety glasses are included.
Wednesday, Monday 6:00 PM – 10:00 PM  Sept. 6 – Dec. 20, 2017
(no class 11/22)
Class fee $725. Materials fee $200. Total $925*
*Payment plan available

WELDING: VERTICAL AND HORIZONTAL  (48 HRS.) NEW!
This course is a continuation in the welding trade. Course topics include open v-groove in the vertical and horizontal positions.
Prerequisite: Welding Introduction. Welding gloves and safety glasses are required.
Wednesday, Monday 6:00 PM – 10:00 PM  Nov. 8 – Dec. 20, 2017
Class fee $745. Materials fee $0. Total $745*
*Payment plan available

GEOMETRIC DIMENSIONING AND TELEBANKING - GD&T  (12 HRS.) NEW!
Designed for those who use the ASME Y14.5 Dimensioning and Tolerancing standard, this course covers most of the geometric dimensioning controls used on mechanical engineering drawings.
Topics: Why use GD&T?, rules and the form symbols, bonus tolerance, datums, profile and orientation, position tolerance I, position tolerance II, and symmetry and coaxial controls will be discussed.
Tuesday, Thursday 6:00 PM – 9:00 PM  Oct. 10 – 19, 2017
Class fee $355. Materials fee $70. Total $425

INDUSTRIAL BLUEPRINT READING  (24 HRS.) NEW!
This Industrial Blueprint Reading course is a comprehensive guide to interpreting drawings commonly found in manufacturing. This is the “short course” of “need to know” information for blueprint reading in the trades. This course is intended as an introduction to understanding blueprints and being able to visualize and understand the intent of the designer or draftsman as presented in a blueprint. The first step in making quality parts or assemblies is interpreting the drawing correctly and applying the given information to the final product. The following will be discussed: lines, views, dimensions and notes, the SI metric system, sections, working drawings, sketching lines and basic forms, and shop sketching: pictorial drawings.
Saturday 9:00 AM – 3:00 PM  Oct. 7 – 28, 2017
Class fee $495. Materials fee $130. Total $625*
*Payment plan available

REGISTER NOW! 440.891.7600 | polaris.edu
ELECTRICAL

Any of our course offerings can be customized for your organization at your site or at Polaris Career Center. Contact Nada Koury, Business Coordinator, at 440.891.7646 or nkoury@polaris.edu.

RESIDENTIAL ELECTRICAL WIRING (36 HRS.)

Class includes instruction on safety, electrical theory, trade tools, residential wiring installations, grounding electrical systems, determining circuit load, troubleshooting and repairing residential service, and NEC Code compliance. Hands-on training includes: wiring of lighting fixtures with single pole switches, 3 & 4 way switches, receptacles, GFCI and AFCI, ceiling fans, and 240V circuits.

Thursday, Tuesday 6:00 PM – 9:00 PM Sept. 5 – Oct. 12, 2017
Class fee $540...... Materials fee $135...... Total $675*
*Payment plan available

COMMERCIAL / INDUSTRIAL ELECTRICAL WIRING (36 HRS.)

Develop the knowledge of commercial and industrial electrical wiring through hands-on practice as well as theory instruction. Students will learn electrical fundamentals, conductor ampacity sizing, voltage drops, grounding methods, raceways and conduit sizing, enclosure sizing, overcurrent protection, transformer connections, wiring diagrams, branch-circuit loads, motors and motor controls. Instruction is based on current NEC standards. Hands-on training includes: Wiring circuits, raceways and conduit bending, three-phase motors and motor control circuits.

Thurs., Tues. 6:00 PM – 9:00 PM Oct. 17 – Nov. 30, 2017
Class fee $520...... Materials fee $155...... Total $675*
*Payment plan available

ELECTRICITY: AC & DC BASIC (36 HRS.)

Topics include DC principles with emphasis on electron theory, Ohm’s Law, series and parallel circuits, batteries, magnetism, electromagnetic induction, and DC motors. Electrical quantities, units of measurement, and procedures for using Ohm’s Law to calculate voltage, current, resistance and power in circuits will be explained. Gain an understanding of AC electricity with emphasis on single and three-phase voltages, inductance, capacitance, reactance, impedance, transformers, single- and three- phase motors, transformers and Delta-Wye connections.

Wednesday, Monday 6:00 PM – 9:00 PM Sept. 6 – Oct. 16, 2017
Class fee $525...... Materials fee $170...... Total $695*
*Payment plan available

PROGRAMMABLE LOGIC CONTROLLERS (PLC) (36 HRS.)

This course introduces the fundamentals of Programmable Logic Controller (PLC) systems as used in industrial environments. It provides the knowledge and skills needed to understand hardware, basic methods of programming, and programming techniques. Students will learn the basics of working with PLCs – how to identify components, how to write ladder-logic programs, understand PLC inputs and outputs, understand basic programming instructions, how to set up a PLC including hard wiring, how to identify and isolate the most common system faults, and so much more. Students will perform real and simulated hands-on experiments using Allen Bradley’s MicroLogix controllers. All programs are written using Rockwell Automation’s RSLogix Micro software and LogixPro 500 PLC Simulation which is included with the textbook.

Wed., Mon. 6:00 PM – 9:00 PM Oct. 18 – Nov. 29, 2017
Class fee $525...... Materials fee $150...... Total $675*
*Payment plan available

NATIONAL ELECTRIC CODE (NEC) 2017: PART I (36 HRS.) NEW!

Learn the purpose and scope of the NEC and understand how it is arranged so you can quickly find what you need. Become familiar with the general requirements that apply to all installations for voltage rated at 600 volts or less and over 600 volts. You will learn NEC terminology, which wiring methods are suitable, space requirements, requirements for neutrals, branch circuits, feeders, outside wiring, and services. You will also understand how grounding and bonding differ, how to apply concepts properly, wiring methods and materials, requirements for conductors, enclosures, fittings, cable assemblies and raceways, general use of equipment such as cords, switches, receptacles, panel boards, lighting, properly protecting motor feeders and branch circuits, and motor overload sizing.

Tuesday, Thursday 6:00 PM – 10:00 PM Sept. 5 – Oct. 3, 2017
Class fee $555...... Materials fee $190...... Total $745*
*Payment plan available

NATIONAL ELECTRIC CODE (NEC) 2017: PART II (36 HRS.) NEW!

Gain an understanding of the requirements for special occupancies including hazardous locations, health care facilities, manufactured buildings and more. Learn the additional measures needed to ensure the safeguarding of people and property. Understand and be able to distinguish between power sources, low-voltage, and limited-energy systems.

Tuesday, Thursday 6:00 PM – 10:00 PM Oct. 10 – Nov. 7, 2017
Class fee $555...... Materials fee $190...... Total $745*
*Payment plan available

Register for both National Electric Code (NEC) 2014: Part I and Part II and save $75

ELECTRICAL CONTRACTOR EXAM PREP COURSE (60 HRS.)

By taking this course, electricians will gain the necessary skills to pass the electrical contractor’s exam. The course will provide an overview of electrical theory, the 2017 NEC, and electrical calculations based on the Mike Holt’s exam prep series. Included are an overview of theory to improve your understanding of electrical essentials; comprehensive study of electrical calculations using step-by-step instructions of how to set up the problems and work through them accurately; unit questions to test your knowledge as you progress through the material; thousands of code questions to test your knowledge of the NEC.

Monday, Wednesday 6:00 PM – 10:00 PM Oct. 2 – Nov. 20, 2017
Class fee $595...... Materials fee $200...... Total $795*
*Payment plan available

*Payment plan available
LANGUAGES / LITERATURE / VOICE ACTING

BEGINNING SPANISH (10 HRS.)
Planning a vacation or doing business in Spain or Latin America? Get the most from your international experiences by learning the basics of Spanish. This course covers basic pronunciation, the alphabet, common phrases, basic grammar, and simple conversations.
Wednesday 6:00 PM - 8:00 PM Oct. 4 – Nov. 1, 2017
Class fee $69 .......... Materials fee $0 ........... Total $69

INTERMEDIATE SPANISH (10 HRS.)
Prerequisite: Beginning Spanish
Wednesday 6:00 PM – 8:00 PM Nov. 8 – Dec. 13, 2017
(no class 11/22)
Class fee $69 .......... Materials fee $0 ........... Total $69

BEGINNING JAPANESE (14 HRS.) NEW!
This course covers basic pronunciation, the alphabet, common phrases, basic grammar, and simple conversations.
Thursday 6:00 PM - 8:00 PM Sept. 28 – Nov. 9, 2017
Class fee $79 .......... Materials fee $0 ........... Total $79

BEGINNING FRENCH (10 HRS.)
This course covers basic pronunciation, the basic alphabet, common phrases, basic grammar, and simple conversations.
Thursday 6:00 PM - 8:00 PM Oct. 5 – Nov. 2, 2017
Class fee $69 .......... Materials fee $0 ........... Total $69

BEGINNING SIGN LANGUAGE (16 HRS.)
Learn how to communicate with the deaf. This will be an introductory course in American Sign Language (ASL), the language of the deaf. You will learn proper finger spelling techniques, proper receptive skills, various modes and language styles, communication topics, and deaf culture.
Tuesday 6:00 PM - 8:00 PM Sept. 26 - Nov. 14, 2017
Class fee $99 .......... Materials fee $30 .......... Total $129

NOVEL BASICS I (10 HRS.)
Stop dreaming about writing a novel and get started creating that best seller. Topics include deciding on a theme, creating unique and interesting characters, writing realistic dialogue, the correct use of point of view, using imagery to make your story’s setting come to life, and hooking your audience in the first page.
Thursday 6:30 PM – 8:30 PM Sept. 21 - Oct. 19, 2017
Class fee $89 .......... Materials fee $0 ........... Total $89

NOVEL BASICS II (10 HRS.)
This class is a continuation of Novel Basics I.
Thursday 6:30 PM – 8:30 PM Nov. 2 - Dec. 14, 2017
(no class 11/16 & 11/23)
Class fee $89 .......... Materials fee $0 ........... Total $89

GETTING PAID TO TALK - AN INTRODUCTION TO PROFESSIONAL VOICE ACTING (2.5 HRS.)
This exciting class will explore numerous aspects of voice acting work for television, film, radio, books on tape, documentaries and the Internet. Class participants will even have a chance to record a commercial script under the direction of a producer from Voicecoaches.com.
Wednesday 6:30 PM – 9:00 PM Nov. 15, 2017
Class fee $39 .......... Materials fee $0 ........... Total $39

HEALTH / FITNESS / DANCE

HEALTHCARE PROVIDER (BLS) CPR FOR MEDICAL PROFESSIONALS (4 HRS.)
This American Heart Association courses covers one and two man infant, child and adult CPR/AED. The course also covers how to relieve a foreign body airway obstruction. Certification is good for 2 years.
Monday 5:30 PM – 9:30 PM Nov. 6, 2017
Class fee $35 .......... Materials fee $30 .......... Total $65

FIRST AID FOR EVERYDAY EMERGENCIES (3 HRS.)
This course will identify common medical emergencies affecting children and adults, help you recognize signs and symptoms, and teach you how to render appropriate emergency care. American Heart completion certificate card included.
Monday 6:30 PM – 9:30 PM Oct. 23, 2017
Class fee $30 .......... Materials fee $25 .......... Total $55

BLOOD-BORNE PATHOGENS TRAINING (OSHA) (1.5 HRS.)
This course is designed specifically for the workplace health and safety market where students must be trained in blood-borne pathogens. The class covers the general OSHA Standard for first-time or renewal blood-borne pathogens training for anyone with a reasonable chance for occupational exposure to blood or blood-containing materials. Course completion card included.
Monday 6:30 PM – 8:00 PM Nov. 20, 2017
Class fee $40 .......... Materials fee $5 .......... Total $45

THE EFFECTS OF TOXIC PERSONALITIES: DEALING WITH DIFFICULT PEOPLE (7 HRS.)
The effects of a toxic person can be damaging and long lasting. They can cause physical and mental distress in others, ruin personal and work relationships, and encounter legal and social difficulties that involve other unwilling participants. High-conflict individuals often experience personality or mood disorders, anxiety, and uncontrolled anger issues. Does this sound like somebody you know? If so, learn how to create boundaries, identify stress triggers, defend without becoming defensive, use appropriate humor, develop resilience, and disengage with mindfulness and acceptance. The course will cover the basics of depression, anxiety disorders, aggression, trauma, narcissism, and other behavioral issues.
Saturday 9:00 AM – 4:00 PM Nov. 11, 2017
Class fee $125 .......... Materials fee $0 ........... Total $125
LEVEL 1 AROMATHERAPY CERTIFICATION (50 HRS.) NEW!

After completing this program and passing the test, you will be a Certified Aroma Therapist. The certification exam will be given on the last day of class. Research and intakes are done outside of class. Topics include: essential oil usage, the chemistry and science of aromatherapy and business practices. Other topics included are:

Essential oil profiles, history of essential oils, basic physiology, methods of extraction, interaction on physical and emotional levels, methods of application, carrier oils, production and quality of oils, blending techniques, safety and contraindications, methods of absorption, consultation/communication skills, essential oil chemistry and botany, business skills, alternative medicine and ethics. Twenty hours of outside work required.

A supply list and where to purchase will be distributed the first day of class. Allow approximately $200 for aromatherapy oils. No need to purchase them all at once. A book and workbook will be included and available the first day of class. Certificate provided.

Saturday 9:00 AM – 2:00 PM Sept. 23 – Oct. 28, 2017 [no class 10/14]
Class fee $699........ Materials fee $160........ Total $859

HERBAL CERTIFICATION (15 HRS.)

(Alternative Healing Institute, 4965 Dover Center Road, North Olmsted)

Learn about natural health. All ages and experience levels welcome. Treat many common and chronic illnesses without pharmaceutical drugs. Course includes anatomy and physiology of body systems, common illnesses, nutrition, prevention, herbal treatments and vitamins. Students will receive a certificate from the Alternative Healing Institute. This program (OLN-5-1765-15) has been approved by the Ohio Board of Nursing through the approver unit of the Ohio League of Nursing (OBN-066-92) for 15 contact hours for LPNs and RNs. As complementary and alternative treatments become more popular and are combined with conventional medicine, it is important for medical personnel to understand them. This course is taught by a board certified doctor of naturopathic medicine. Certificate provided.

Mon., Thurs. 6:00 PM - 7:30 PM Sept. 18 - Oct. 19, 2017
Class fee $169........ Materials fee $5........... Total $174

TRUE COLORS ... SPIRALING THROUGH THE WHEEL FINDING YOUR TRUE COLORS FOR BALANCE (2 HRs.) NEW!

What are your true colors? How does color affect you? In this program we will explore the relationship between the color wheel, its effect on our feelings and bodies and how to use color for healing and balancing. By walking through the palette of the wheel with a slightly different approach, we can ignite our inner light with a new awareness of self. The vibrations of color can open our senses to birth a new reality of our own energy bodies. This exercise can help awaken us to a new relationship with all aspects of our own true colors on this journey called life.

Wednesday 6:00 PM – 8:00 PM Sept. 27, 2017
Class fee $29........ Materials fee $0.......... Total $29

SIMPLE MEDITATION (3 HRs.)

Learn simple and easy meditation techniques to relieve stress and achieve balance and focus in your life. Modern life creates stress through deadlines, financial pressures and the belief that life should be something other than what it is. You will learn tools to help you let go and enjoy life. Meditation is also proven to reduce blood pressure and has many positive health benefits. Learn these tools in a fun environment.

Wednesday 6:00 PM – 9:00 PM Oct. 4, 2017
Class fee $39........... Materials fee $0........... Total $39

ENERGY MANAGEMENT (3 HRS.)

Stress and anxiety can wreak havoc with us on all levels. It has been long known that our bodies are governed by electricity and that energy fields run through our bodies. Eastern Medicine discovered meridians or acupuncture points long ago and western science has recently identified these fields through modern scientific techniques. Learn how to manage the energy fields in your body to keep your energy levels at a high rate and protect your energy field from other energies. By managing your energy, you will be healthier, more productive, and have greater confidence in managing your affairs.

Wednesday 6:00 PM – 9:00 PM Oct. 18, 2017
Class fee $39........... Materials fee $0........... Total $39

KINESIOLOGY MUSCLE TESTING AND THE PENDULUM FOR HEALTH AND GUIDANCE (3 HRS.)

Learn how to work with the body and part of you that knows the answers that are right for you. What does Muscle testing, Kinesiology Muscle testing and the Pendulum have in common and how can you use them to enhance your life and health. This class will show the relationship and some simple ways to utilize these tools for your health and well-being in everyday life.

Wednesday 6:00 PM – 9:00 PM Oct. 25, 2017
Class fee $39........... Materials fee $0........... Total $39

SWITCH WORDS PLUS TOOLS FOR CREATING POSITIVE CHANGE IN ALL AREAS OF LIFE (2 HRs.) NEW!

What if you could find a magic tool that could unlock the locks that keep you from sabotaging your own desires and wishes? Is that even possible? What are they and how do they work? Explore the power of switch words and how to work with them to speak directly to the subconscious mind, which actually directs up to 95 percent of our actions and decisions. With the power of intention and a few easy techniques, you can clear your own blocks to success and activate a more potent ability to manifest love, money, creativity, self-healing and success.

Wednesday 6:00 PM – 8:00 PM Nov. 1, 2017
Class fee $29........... Materials fee $0.......... Total $29

IRIDOLOGY (4 HRS.)

(Alternative Healing Institute, 4965 Dover Center Road, North Olmsted)

Learn to determine the level of health by looking at the iris of the eye. Class includes determining constitution, eye layout, spots, coloring, lesions and lines. This class is geared toward giving students “hands-on” experience. Certificate provided.

Sunday 11:00 AM - 3:00 PM Nov. 12, 2017
Class fee $79........... Materials fee $12.......... Total $91
WHEELS OF LIGHT, LIQUID LIGHT ESSENTIAL OILS (2 HRS.) NEW!
The Chakra's, known as wheels of light, will be explored. We will discuss what they do, the organs they represent, issues and ailments that arise, how to tone and balance them and the essential oils "Liquid Light" that relates to each Chakras.
Wednesday 6:00 PM – 8:00 PM Oct. 11, 2017
Class fee $29........... Materials fee $15........... Total $44

NECESSARY NUTRIENTS FOR OPTIMUM HEALTH...ARE YOU GETTING YOURS? (4 HRS.) NEW!
This class is designed to illustrate the fundamental key daily nutritional essentials for optimum health. Learn how nutrients function in the body and their purpose.
Wednesday 6:30 PM – 8:30 PM Oct. 4 & 11, 2017
Class fee $39........... Materials fee $0........... Total $39

GOOD AND BAD NUTRITIONAL SUPPLEMENTS, LEARNING THE DIFFERENCE (4 HRS.) NEW!
This class is designed to show how to choose a quality supplement, why you want to choose quality supplements, and the recommended daily allowances.
These topics will be discussed: gummies vs. chewables, solids or capsules, which one is best. RDA history and 2018 amounts. Vitamins minerals and their functions in the body. Fat-soluble and water-soluble supplements. Prescription drugs and depletion of certain nutrients. Signs and symptoms of vitamin deficiencies.
Wednesday 6:30 PM – 8:30 PM Oct. 18 & 25, 2017
Class fee $39........... Materials fee $0........... Total $39

HERBAL FIRST AID KIT (2 HRS.) NEW!
Emergencies and illness are never planned. Learn how to assemble an herbal first aid kit using items available from your kitchen. Learn the “must have” herbs to keep on hand and how to use them for effective results. Gain knowledge of spices and foods that will help in an emergency.
Monday 6:30 PM – 8:30 PM Oct. 23, 2017
Class fee $29........... Materials fee $20........... Total $49

AROMATHERAPY... THE BASICS OF ESSENTIAL OILS (2 HRS.) NEW!
Learn how to use essential oils while gaining insight into their health benefits. Review the do’s and don’ts of essential oils while studying their properties. Enjoy some great recipes and combinations to try. Topics to be discussed: history, safety, do’s and don’ts, how to use carrier oils, quality of oil, properties, oils to use for certain health conditions, personal care, cleaning, air freshener, recipes.
Monday 6:30 PM – 8:30 PM Nov. 6, 2017
Class fee $29........... Materials fee $0........... Total $29

AROMATHERAPY: RELIEVING GOUT AND ARTHRITIS (2 HRS.)
A holistic approach to alleviate pain and discomfort caused by gout and arthritis. Prepare a blend of the best oils to take home and use.
Wednesday 6:00 PM – 8:00 PM Oct. 25, 2017
Class fee $29........... Materials fee $15........... Total $44

INTRODUCTION TO REIKI (2 HRS.)
Learn about this ancient technique for wellness and well-being. Understand its history, its application and how our local hospitals are using Reiki. You will have the opportunity to experience and practice Reiki.
Tuesday 6:30 PM - 8:30 PM Oct. 10, 2017
Class fee $29........... Materials fee $0........... Total $29

INTRODUCTION TO REFLEXOLOGY (3 HRS.) NEW!
Reflexology is a natural and holistic way to reduce stress and tension, assist with circulation, and help the body achieve a balanced state of well-being. There are reflex points in your feet that correspond to every gland, organ, and body part. Students will learn the foot reflex points and work on each other.
Saturday 9:00 AM – 12:00 PM Sept. 30, 2017
Saturday 9:00 AM – 12:00 PM Dec. 9, 2017
Class fee $39........... Materials fee $0........... Total $39

REDUCE ANXIETY AND STRESS THROUGH MINDFULNESS (3 HRS.)
What is mindfulness and why is it so beneficial in reducing stress, anxiety, depression, panic attacks, substance abuse, trauma, and chronic pain? Mindfulness introduces you to being aware of those things that cripple your life and keep you in a state of unrest. Mindfulness creates an awareness rather than avoidance. “What you resist persists.” Neuroscience meets ancient mind/body wisdom to heal.
Thursday 6:00 PM – 9:00 PM Oct. 19, 2017
Class fee $39........... Materials fee $0........... Total $39

BODY SCULPTING™ (ALL LEVELS) (8 HRS.)
Bring a set of 3-5 lb. dumbbells, exercise mat, and stretch band to class. You may bring your own or purchase through flexcity.com. Accommodates all fitness levels. Visit flexcity.com or call 440.729.3463 for more information, but not to register.
(Classes will meet at Muraski Elementary School, Music Room, 20270 Royalton Rd., Strongsville)
Tuesday, Thursday 7:00 PM – 8:00 PM Sept. 5 - 28, 2017
Tuesday, Thursday 7:00 PM – 8:00 PM Oct. 5 – Nov. 2, 2017
Tuesday, Thursday 7:00 PM – 8:00 PM Nov. 9 - Dec. 7, 2017
(no class 11/23)
Tues., Thurs. 7:00 PM – 8:00 PM Dec. 12 - Jan. 23, 2018
(no class 12/21, 12/28, 1/2, 1/16)
Class fee $69........... Materials fee $0........... Total $69

PILATES (ALL LEVELS) (6 HRS. APPROX.)
(AOK! Fitness, 12381 Pearl Rd, Staples Plaza, Strongsville)
Pilates mat class is a great way to strengthen your core, improve your balance and create lean muscle. This is done through fun mat exercises that challenge you and your body. You will learn Pilates breathing and become more flexible throughout the course.
Tuesday, Thursday 4:30 PM – 5:15 PM Sept. 5 - 28, 2017
Tuesday, Thursday 4:30 PM – 5:15 PM Oct. 3 - 31, 2017
Tuesday, Thursday 4:30 PM – 5:15 PM Nov. 2 - 30, 2017
Tuesday, Thursday 4:30 PM – 5:15 PM Dec. 5 - 28, 2017
Class fee $59........... Materials fee $0........... Total $59

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TACTICAL HAPKIDO (MARTIAL ARTS)
(ALL LEVELS) (12 HRS.)
The Tactical Hapkido (Martial Arts) program is open to men and women of all ages and at any level of ability from beginner to experienced martial artist. This class will teach students the first three belt rankings of the Korean martial arts style of Tactical Hapkido. This will impart the fundamentals of the style, including blocking, striking and numerous techniques based on joint locks, pins and disabling an attacker. Wear comfortable clothes (t-shirt, sweat pants and socks) to class.
Tuesday 6:00 PM - 8:00 PM  Oct. 3 - Nov. 7, 2017
Class fee $89........... Materials fee $0......... Total $89

T'AI CHI CHIH (15 HRS.)
With its roots set firmly in antiquity, T'ai Chi Chih has lasted through the ages as a method of maintaining health and body harmony. The gentle movements strengthen the body inside and out. The mind and body relax while in motion, assisting the chi (life energy) to flow unrestricted throughout the body.
Wednesday 6:00 PM – 7:30 PM  Sept. 20 - Nov. 29, 2017
[no class 11/22]
Class fee $89........... Materials fee $0......... Total $89

YOGA (5 HRS.)
[Not recommended for women who are pregnant or nursing.] Eat lightly, dress for comfort in movement, and bring a blanket or yoga mat and a cushion for sitting.
Monday 6:00 PM - 7:00 PM  Sept. 11 - Oct. 9, 2017
Monday 6:00 PM - 7:00 PM  Oct. 16 - Nov. 13, 2017
Monday 6:00 PM - 7:00 PM  Nov. 20 – Dec. 18, 2017
Class fee $59........... Materials fee $0......... Total $59

ZUMBA (AGES 14 AND UP) (6 - 9 HRS. APPROX.)
[AOK! Fitness, 12381 Pearl Rd, Staples Plaza, Strongsville]
Mon., Wed. 7:30 PM – 8:15 PM  Sept. 6 - Sept. 27, 2017
Mon., Wed. 7:30 PM – 8:15 PM  Oct. 2 - Oct. 30, 2017
Mon., Wed. 7:30 PM – 8:15 PM  Nov. 1 - Nov. 29, 2017
[no class 11/22]
Mon., Wed. 7:30 PM – 8:15 PM  Dec. 4 - Dec. 20, 2017
Class fee $59........... Materials fee $0......... Total $59

SWING DANCING (6 HRS.) NEW!
[Ford Intermediate School, Cafeteria, 17001 Holland Road, Brook Park]
Have you ever watched an old movie and thought, “Wow that looks like fun,” or seen a couple out dancing and wonder why it isn’t you? For almost a half century swing dancing has brought people out of their seats and onto the dance floor! Swing dancing covers a variety of styles including, East and West Coast Swing, Jitterbug, Jive, Lindy Hop and so much more. In this 6-week course you will learn the basic patterns, leading and following techniques and musicality of East Coast Swing, West Coast Swing and Jitterbug!
Saturday 9:00 AM – 4:00 PM  Oct. 7 – Nov. 18, 2017
[no class 11/11]
Class fee $645........ Materials fee $0......... Total $645*
*Payment plan available - No discounts available.

PERSO

The residents of Berea, Brook Park, Brooklyn, Fairview Park, Middleburg Heights, North Olmsted, Olmsted Falls, Olmsted Township and Strongsville will receive a $5 discount on the tuition fees listed.
CULINARY / PASTRY ARTS / CAKE DECORATING

CHEF ANTHONY’S COOKING SERIES

ITALIAN DESSERTS (HANDS ON) (3 HRS.) NEW!
Chef Anthony shows you how to use simple ingredients to make decadent desserts.
Tuesday 6:00 PM – 9:00 PM Sept. 19, 2017
Class fee $40......... Materials fee $9......... Total $49

MAKING FRESH PASTA AND SAUCE (HANDS ON) (3 HRS.) NEW!
One of Chef Anthony’s most popular classes. We will make and sample homemade sauce and pasta.
Tuesday 6:00 PM – 9:00 PM Oct. 17, 2017
Class fee $40......... Materials fee $9......... Total $49

ALL ABOUT KNIFE SKILLS (HANDS ON) (3 HRS.)
In this hands-on class, you learn to sharpen and use your most important kitchen tool, your knife. Chef Anthony will discuss the seven knives any cook should have and why. Bring your own knives to sharpen.
Meal served at the end of the class. Different meals each time this class is offered.
Tuesday 6:00 PM – 9:00 PM Nov. 7, 2017
Class fee $40......... Materials fee $9......... Total $49

ALL SPICED UP! (3 HRS.) NEW!
Chef Anthony will show you what and how to use fresh herbs and spices to their advantage. Tasty food will be served.
Tuesday 6:00 PM – 9:00 PM Dec. 5, 2017
Class fee $40......... Materials fee $9......... Total $49

HOLIDAY WREATH BREAD (3 HRS.) NEW!
Learn from a professional baker how to prepare a festive holiday wreath bread for your holiday get-togethers.
Wednesday 6:00 PM – 9:00 PM Dec. 13, 2017
Class fee $40......... Materials fee $9......... Total $49

NO-KNEAD ARTISAN BREAD WITH HOMEMADE SOUP (3.5 HRS.)
Learn how to make artisan bread that is so delicious and simple you’ll wonder why you haven’t been making your own bread all along! Sample two different breads fresh from the oven and even make your own dough to take home. Different bread and soup prepared each time class is offered. Please bring a gallon sized zip lock bag to take dough home.
Saturday 11:00 AM – 2:30 PM Nov. 4, 2017
Class fee $40......... Materials fee $9......... Total $49

CHEF SOKOLOWSKI’S COOKING SERIES

CHICKEN PAPRIKASH (3 HRS.)
Monday 6:00 PM – 9:00 PM Sept. 18, 2017
Class fee $50......... Materials fee $9......... Total $59

PORK SNITZEL WITH CABBAGE AND NOODLES (3 HRS.)
Monday 6:00 PM – 9:00 PM Oct. 9, 2017
Class fee $50......... Materials fee $9......... Total $59

BEEF STROGANOFF WITH EGG NOODLES (3 HRS.)
Monday 6:00 PM – 9:00 PM Oct. 30, 2017
Class fee $50......... Materials fee $9......... Total $59

SALISBURY STEAK WITH POTATO PANCAKES (3 HRS.)
Monday 6:00 PM – 9:00 PM Nov. 27, 2017
Class fee $50......... Materials fee $9......... Total $59

STUFFED CABBAGE (3 HRS.)
Monday 6:00 PM – 9:00 PM Dec. 11, 2017
Class fee $50......... Materials fee $9......... Total $59

WINE TASTING (WITH A CERTIFIED SOMMELIER) (2 HRS.) NEW!
Participants must be at least 21 years of age. Class will be held at Royal Park Fine Wines, 12770 Royalton Road, North Royalton. This class has different wines and appetizers to sample each time it is offered. The wines for this class are Joe’s favorites.
Saturday 5:30 PM – 7:30 PM Oct. 21, 2017
Class fee $19......... Materials fee $20......... Total $39
INTERMEDIATE BAKING AND PASTRY ARTS (45 HRS.)
Prerequisite: Introduction to Baking and Pastry Arts or baking experience as determined by the instructor. You will learn more advanced baking and pastry techniques and classical desserts. This class is a continuation of the Introduction to Baking and Pastry Arts.

Tues., Thurs. 6:00 PM – 9:00 PM Sept. 26 – Nov. 14, 2017
Class fee $425........ Materials fee $175........ Total $600

OOEY GOOEY CINNAMON ROLLS AND STICKY BUNS (3 HRS.)
Wake up the house to the sweet smell of sweet cinnamon rolls and gooey sticky buns. These are the fresh baked sweet rolls that never last long enough to be leftovers. Enjoy learning the basic techniques of creating a sweet dough that can be used for multiple recipes.

Wednesday 6:00 PM - 9:00 PM Oct. 11, 2017
Class fee $43........ Materials fee $13........ Total $56

PUMPKIN SPICE CHEESECAKE (3 HRS.) NEW!
Spice up your holiday dessert with a delicious Pumpkin Spice Cheesecake.

Wednesday 6:00 PM – 9:00 PM Nov. 8, 2017
Class fee $43........ Materials fee $13........ Total $56

LUSCIOUS POPPY SEED AND NUT ROLLS (3.5 HRS.)
Learn how to make poppy seed and nut rolls using the finest ingredients.

Wednesday 6:00 PM – 9:30 PM Nov. 15, 2017
Class fee $43........ Materials fee $13........ Total $56

KOLACHE (3 HRS.)
Prepare four types of kolache: apricot, cheese, raspberry, and nut. Walk away with enough kolache to share.

Wednesday 6:00 PM – 9:00 PM Nov. 29, 2017
Class fee $43........ Materials fee $13........ Total $56

HOLIDAY COOKIE TRAY (3.5 HRS.)
Create a special holiday cookie tray this season, the classic and the unique, all for your family to enjoy. We will work through four recipes that can be customized to your liking, and you will go home with enough cookies and recipes to share. Before the start of the first class, call 440.891.7639 or email efinley@polaris.edu to request a supply list.

Tuesday 6:00 PM - 9:30 PM Dec. 5, 2017
Wednesday 6:00 PM - 9:30 PM Dec. 6, 2017
Thursday 6:00 PM – 9:30 PM Dec. 7, 2017
Class fee $43........ Materials fee $13........ Total $56

GLUTEN-FREE BREAD BAKING (3 HRS.)
Enjoy delicious homemade bread without the gluten.

Monday 6:00 PM - 9:00 PM Nov. 13, 2017
Class fee $43........ Materials fee $13........ Total $56

GLUTEN-FREE CUPCAKES (3 HRS.)
Enjoy delicious homemade frosted vanilla and chocolate cupcakes without the gluten.

Wednesday 6:00 PM - 9:00 PM Oct. 25, 2017
Class fee $43........ Materials fee $13........ Total $56

CAKE DECORATING SERIES

CAKE DECORATING I (10 HRS.)
For the beginner - learn basic techniques of flowers, borders and writing; baking tips and tricks; making frostings: decorator, buttercream, and whipped; and using a parchment cone. Before the start of the first class, call 440.891.7639 or email efinley@polaris.edu to request a supply list.

Tuesday 6:00 PM - 8:30 PM Sept. 5 - 31, 2017
(no class 10/10)
Class fee $89........ Materials fee $0............ Total $89
Prerequisite: Cake Decorating I.

CAKE DECORATING II (10 HRS.)
Build on the skills you learned in Cake Decorating I or brush-up on long forgotten skills. Stacking cakes, advanced flowers and finish techniques included.

Tuesday 6:00 PM - 8:30 PM Oct. 3 - 31, 2017
Class fee $89........ Materials fee $0............ Total $89

Wedding CAKE DECORATING (5 HRs.)
You will learn how to level, stack, fill, frost, design, decorate and complete a two layer stacked spectacular wedding cake for that special day!

Before the start of the first class, call 440.891.7639 or email efinley@polaris.edu to request a supply list.

Saturday 9:00 AM – 2:00 PM Jan. 13, 2018
Class fee $49........ Materials fee $0............ Total $49
Prerequisite: Cake Decorating I & II.

SOPHISTICATED CAKE DECORATING (10 HRs.)
Intrigue anyone who views your special-occasion cakes by learning advanced, higher-level cake decorating techniques. The artistry effects created by the challenging and compelling advanced skills you’ll acquire will set your cakes apart from others. This program covers Australian string work; fine and brush embroidery; flood-work creations; figure piping; and molded, painted candy decorations. Before the start of the first class, call 440.891.7639 or email efinley@polaris.edu to request a supply list.

Tuesday 6:00 PM - 8:30 PM Nov. 7 - 28, 2017
Class fee $89........ Materials fee $0............ Total $89
Prerequisite: Cake Decorating I & II.

Cake Decorating Bundle - Register for all four classes for $299 and save $57.
FROSTY THE SNOWMAN CAKE (3 HRS.) NEW!

Prepare a delicious decorated frosty snowman cake with or without the coconut frosting.
Wednesday 6:00 PM – 9:00 PM Dec. 13, 2017
Class fee $43........... Materials fee $13........ Total $56

APPLE SPICE CAKE & COOKIES (3 HRS.) NEW!

Make delicious apple desserts to start off the fall season. In this class you will make an apple spice cake and cookies. Bring a container for your cookies.
Saturday 9:00 AM – 12:00 PM Oct. 14, 2017
Class fee $39........... Materials fee $18........ Total $57

YULE LOG—A SWEET HOLIDAY TRADITION (3 HRS.)

Come enjoy an evening learning how to create a Yule log with white chocolate cream filling and chocolate drizzle to cover your cake roll. This is an old recipe with a new twist. Don’t know what a Yule log is? Join us in class and make the most fantastic holiday dessert.
Saturday 9:00 AM – 12:00 PM Nov. 4, 2017
Class fee $39........... Materials fee $10........ Total $49

PUMPKIN ROLL & HOLIDAY COOKIES (3 HRS.) NEW!

Kick off the start of the Thanksgiving holiday season by making delicious desserts with some holiday favorites – pumpkin and cranberries! We will make delicious, easy pumpkin rolls and scrumptious cranberry-orange cookies. Please bring a container for your cookies.
Saturday 9:00 AM – 12:00 PM Nov. 18, 2017
Class fee $39........... Materials fee $18........ Total $57

ITALIAN RAINBOW COOKIE (2 HRS.) NEW!

This traditional Italian “cookie” has a delightful sponge cake texture consisting of three different colored layers that look beautiful and taste delicious. Please bring a box or container that will fit and carry a three-layer 8 x 8 x 2 cake, which we will be assembling in class. Also, bring a small container for your melted chocolate as you will have to finish the cake at home after it is refrigerated.
Saturday 9:00 AM – 11:00 PM Dec. 16, 2017
Class fee $39........... Materials fee $15........ Total $54

CHOCOLATE CANDY FOR CHOCOHOLICS (4 HRS.)

Learn the basics to make decadent chocolate candy using dark and milk chocolate. Learn to make: chocolate covered pretzels, cherries, raisins, caramels and more. Bring two containers to bring home your chocolates.
Saturday 9:00 AM – 1:00 PM Nov. 4, 2017
Class fee $49........... Materials fee $20........ Total $69

TRUFFLES (3 HRS.) NEW!

Learn to create delicious truffles and take home some of your creations. Bring a container to take home your chocolates.
Saturday 9:00 AM – 12:00 PM Nov. 18, 2017
Class fee $49........... Materials fee $20........ Total $69

BASKET OF CHOCOLATES (3.5 HRS.)

Everyone loves gift baskets – especially ones with chocolate! Learn how to make chocolate truffles and add some twists to chocolate bark while preparing elegant but inexpensive baskets. Email efinley@polaris.edu or call 440.891.7639 for supplies list.
Saturday 9:00 AM – 12:30 PM Dec. 9, 2017
Class fee $39........... Materials fee $30........ Total $69

ARTS / CRAFTS / JEWELRY MAKING

EGG ART – “CURIOUS RACCOONS” (5 HRS.) NEW!

The Diorama Egg is an introduction of the open cut. You will be using a double yolk goose egg. These curious raccoons are exploring various vegetation on their nightly excursion. The inside of the egg is a raccoon’s comfort. The kit includes all items needed to complete the egg. Bring a lunch.
Saturday 9:00 AM – 2:00 PM Oct. 7, 2017
Class fee $49........... Materials fee $40........ Total $89

LEARN TO QUILT—START TO FINISH (6 HRS.) NEW!

A comprehensive introduction to machine quilting. The class is designed to give the student knowledge of the basic anatomy of a quilt, rotary cutting and machine piecing. Learn different techniques as well as quilting and binding language, and complete a wall hanging from start to finish. Take home a finished quilt. Bring your own machine. Please call 440.891.7639 or email efinley@polaris.edu for supply list.
Saturday 10:00 AM – 4:00 PM Sept. 16, 2017
Class fee $59........... Materials fee $0........ Total $59

FINISH THAT QUILT (3 HRS.)

Do you have a project you just never got around to finishing or aren’t sure how to finish? Bring your project to this workshop, and we will finally get that finished quilt you want. Bring your own machine.
Saturday 10:00 AM – 1:00 PM Sept. 23, 2016
Class fee $39........... Materials fee $0........ Total $39

SEWING 101 (10 HRS.)

Three different projects will be done each time this class is offered. Supplies list will be available the first night of class ($40 approximate amount for supplies that you will be purchasing). Bring your sewing machine to classes. The instructor will provide materials for practice the first evening.
Monday 6:00 PM – 8:30 PM Oct. 2 - 23, 2017
Class fee $79........... Materials fee $0........ Total $79
SEGER 101 (10 HRS.)
Take the fear out of serging! You will learn how to thread your serger and create your own stitch reference notebook while learning how to use your serger. Bring your serger, power cord, manual, and foot control to class as well as four different colors of serger thread.
Monday 6:00 PM – 8:30 PM  Oct. 3 – Nov. 20, 2017  
Class fee $69............. Materials fee $5........... Total $74

HOW TO USE YOUR SEWING MACHINE (3 HRS.)
Did you buy a sewing machine and then you weren’t quite sure how to use it? Bring your machine to this workshop. We will cover all the functions of your machine and get you on the road to sewing.
Saturday 10:00 AM – 1:00 PM  Sept. 30, 2017  
Class fee $39............. Materials fee $0........... Total $39

LEARN TO READ PATTERNS (5 HRS.) NEW!
Grainlines, tissue patterns, notches and dots! Put all these things together to create a pair of pajama pants. We will discuss casings, hems and elastic. (You must already have a basic knowledge of a sewing.) Bring your sewing machine, power cord, manual, and foot control to class.
Tuesday 6:00 PM – 8:30 PM  Oct. 3 & 10, 2017  
Class fee $49............. Materials fee $0........... Total $49

MAD ABOUT ZIPPERS? (5 HRS.) NEW!
Learn tips and hints to master 4 zipper applications: centered, lapped, invisible and fly front. This is a “hands-on” workshop. Bring your sewing machine, power cord, manual, and foot control to class.
Tuesday 6:00 PM – 8:30 PM  Nov. 7 & 14, 2017  
Class fee $49............. Materials fee $0........... Total $49

SEAMS AND SEAM FINISHING (5 HRS.) NEW!
Straight seam, curved seam, princess seams, flat felled, French, pinking and serging—oh my! Learn how to create these seams and seam finishes in this “hands-on” workshop. Bring your sewing machine, power cord, manual, and foot control to class.
Monday 6:00 PM – 8:30 PM  Dec. 4 & 11, 2017  
Class fee $49............. Materials fee $0........... Total $49

MEASURING AND USING A ROTARY CUTTER ON FABRIC (2.5 HRS.) NEW!
Learn to accurately measure fabric and use a rotary cutter.
Tuesday 6:00 PM – 8:30 PM  Oct. 24, 2017  
Class fee $39............. Materials fee $0........... Total $39

TUNISIAN CROCHET (10 HRS.)
Tunisian crochet is experiencing a renewed interest. Needle artists are discovering its contemporary use for designs in home and fashion accessories. It is a fusion of crochet and knitting. Students will purchase additional supplies as needed.
Tuesday 6:00 PM – 8:00 PM  Nov. 7 – Dec. 5, 2017  
Class fee $57............. Materials fee $12........... Total $69

FOCAL TEXTURE DESIGN ART CLASS (4 HRS.)
Texture is an element of art that we will examine. With some ordinary household items, you will create a foiled texture design. You will have a choice of an antique-looking surface or a colorful surface. Both results look great, almost like a metal plate. Please call 440-891-7639 or email efinley@polaris.edu for a supply list.
Tuesday 6:30 PM – 8:30 PM  Sept. 26 – Oct. 3, 2017  
Class fee $49............. Materials fee $0........... Total $49

CALLIGRAPHY (8 HRS.)
Learn the art of beautiful writing! This course will provide an introduction to calligraphic script with an emphasis on creative ideas for using calligraphy on a daily basis. Please bring plain white copy paper and various sized felt-tipped calligraphy pens to the first class.
Thursday 6:30 PM – 8:30 PM  Oct. 19 - Nov. 9, 2017  
Class fee $69............. Materials fee $0........... Total $69
HOLIDAY CARD MAKING (ALL LEVELS) (2 HRS.) NEW!
Learn how to stamp 10 beautiful holiday cards using five different designs. You can use them as holiday cards, thank you cards, or package them as a teacher gift!
Wednesday 6:30 PM - 8:30 PM  Oct. 11, 2017
Class fee $29........... Materials fee $15........ Total $44

SCRAPBOOKING AND STAMPING (2 HRS.) NEW!
Learn how to make three 12 x 12 layouts to put your pictures in when you get home by combining stamping and scrapbooking.
Wednesday 6:30 PM – 8:30 PM  Nov. 15, 2017
Class fee $29.......... Materials fee $20........ Total $49

ALL-OCCASION CARDS (ALL LEVELS) (2 HRS.)
Come stamp ten all-occasion cards or note cards using your choice of greetings. This class can be repeated. New cards created every time.
Wednesday 6:30 PM - 8:30 PM  Sept. 20, 2017
Class fee $29......... Materials fee $15....Total $44

WIRE-WRAPPED WINE GLASSES (2 HRS.) NEW!
Wire wrap four, one-of-a-kind wine glasses using glass beads and silver-plated or gold wire.
Thursday 6:00 PM – 8:00 PM  Dec. 7, 2017
Class fee $29............ Materials fee $20.... Total $49

INTRODUCTION TO GEMOLOGY (2 HRS.) NEW!
Learn the basics of the most popular gemstones on the market from a graduate Gemologist.
Tuesday 6:00 PM – 8:00 PM  Nov. 7, 2017
Class fee $39.......... Materials fee $20........ Total $59

MAKE NEW JEWELRY USING ESTATE JEWELRY SERIES
(Stanton Jewelers, 29209 Center Ridge Rd., Westlake)
Repurpose estate jewelry into exciting updated pieces. All estate crystals, stones as well as new findings provided.

NECKLACE MAKING USING ESTATE JEWELRY (2.5 HRS.) NEW!
Tuesday 6:00 PM –8:30 PM  Oct. 3, 2017
Class fee $39.......... Materials fee $20........ Total $59

BRACELET MAKING USING ESTATE JEWELRY (2.5 HRS.) NEW!
Tuesday 6:00 PM –8:30 PM  Oct. 17, 2017
Class fee $39.......... Materials fee $20........ Total $59

EARRING MAKING USING ESTATE JEWELRY (2.5 HRS.) NEW!
In this class you will make 3 pairs of earrings.
Tuesday 6:00 PM –8:30 PM  Oct. 24, 2017
Class fee $39........... Materials fee $20........ Total $59

Jewelry-Making Bundle – Register for all 3 courses:
Necklace Class, Bracelet Class and Earrings Class (listed above) for $99 – Save $18.

BOHEMIAN-STYLE JEWELRY SERIES

BOHEMIAN-STYLE NECKLACE (2.5 HRS.) NEW!
Create a beautiful, colorful Bohemian-style necklace using various colors and sizes of gem stones with gold accents.
Saturday 9:00 AM –11:30 AM  Oct. 28, 2017
Class fee $39........... Materials fee $20........ Total $59

BOHEMIAN-STYLE BRACELET (2.5 HRS.) NEW!
Create a beautiful, colorful Bohemian-style bracelet using various colors and sizes of gem stones with gold accents.
Saturday 9:00 AM –11:30 PM  Nov. 4, 2017
Class fee $39........... Materials fee $20........ Total $59

BOHEMIAN-STYLE EARRINGS (2.5 HRS.) NEW!
Create three beautiful, colorful Bohemian-style earring sets using various colors and sizes of gemstones with gold accents.
Saturday 9:00 AM –11:30 PM  Nov. 11, 2017
Class fee $39.......... Materials fee $20........ Total $59

TASSEL NECKLACES (3 HRS.) NEW!
Tassels are the current hot accessory! Using a focal stone or bead, wire embellishment and a tassel made of chain or suede and create two one-of-a-kind unique pendants.
Saturday 9:00 AM – 12:00 PM  Nov. 4, 2017
Class fee $39.......... Materials fee $20........ Total $59

THREE DIMENSIONAL EARTH TONE BEADED COLLAR (5 HRS.) NEW!
Gold wire and beads/gemstones of greens and browns. Beads, graduated in size, are twisted into individual branches from two main wires. The entire necklace is embellished with coil. Also, learn how to make a beautiful coordinating handmade clasp.
Saturday 9:00 AM – 11:30 AM  Oct. 7 & 14, 2017
Class fee $49.......... Materials fee $20........ Total $69

RIGHT ANGLE WEAVED BRACELET (3.5 HRS.) NEW!
Create a beautiful weaved bracelet using glass and crystal beads and fireline.
Saturday 9:00 AM – 12:30 PM  Oct. 21, 2017
Class fee $39.......... Materials fee $20........ Total $59

REGISTER NOW!
440.891.7600 | polaris.edu
BYZANTINE CHAIN MAILLE BRACELET OR EARRINGS (2.5 HRS.)
Make a stylish bracelet or pair of earrings by connecting jump rings.
Saturday 9:00 AM – 11:30 AM Oct. 28, 2017
Class fee $39........... Materials fee $15........... Total $54

CROCHETED NECKLACE (3 HRS.)
Create a beautiful three strand crocheted necklace using semi-precious stone chips and/or pearls using silver or gold wire. Three strands of wire with beads are crocheted and then braided to create a necklace that will earn you many compliments.
Saturday 9:00 AM – 12:00 PM Sept. 30, 2017
Class fee $39........... Materials fee $34........... Total $73

BEADED EMBROIDERED CABOCHON PENDANT (6 HRS.)
Learn bead embroidery circular peyote stitch, ladder stitch, and backstitch techniques to create a beautiful pendant.
Saturday 9:00 AM – 12:00 PM Dec. 9 & 16, 2017
Class fee $59........... Materials fee $20........... Total $79

KUMIHIMO BRACELET (3 HRS.) NEW!
Learn how to make a beautiful bracelet using a special tool and various choices of glass beads.
Saturday 9:00 AM – 12:00 PM Oct. 14, 2017
Class fee $29........... Materials fee $20........... Total $49

LIFE SAVER NECKLACE & MATCHING EARRINGS (2.5 HRS.) NEW!
Make a beautiful necklace and earrings using donut-shaped natural stones, chain, and round stones. Make matching earrings using the same materials.
Tuesday 6:00 PM – 8:30 PM Sept. 19, 2017
Class fee $39........... Materials fee $20........... Total $59

HOME & GARDEN

REFINISHING YOUR OLDER FURNITURE (4 HRS.)
Learn how to refinish furniture that you have or find. Discussion of what materials make up furniture, what pieces are great finds, and what can and can’t be done. Learn the steps to make pieces look like new.
Thursday 6:30 PM – 8:30 PM Nov. 30 – Dec. 7, 2017
Class fee $49........... Materials fee $0........... Total $49

BASIC DIY REPAIRS FOR THE BEGINNER (6 HRS.)
Learn some basic repairs such as: spackling holes in walls, unclogging drains, finding shut-off switches, changing light switches and more.
Thursday 6:30 PM – 8:30 PM Sept. 28 – Oct. 12, 2017
Class fee $69........... Materials fee $0........... Total $69

GENERAL INTEREST

REFUSE TO BE A VICTIM® SEMINAR (5 HRS.)
This nationally recognized Refuse To Be A Victim® crime prevention course promotes awareness and prevention of criminal confrontations. Topics include home, automobile, phone, technology, travel and personal security. Bring a bag lunch or snack.
Saturday 11:30 AM – 4:30 PM Nov. 18, 2017
Class fee $40........... Materials fee $5........... Total $45

IMPROVING YOUR INTUITION (2 HRS.)
Learn the methods and philosophy behind improving your intuition and receiving spiritual messages that have worked for generations. This lecture will discuss what intuition is, where it comes from, why we can develop and learn to trust our feelings. Perfect for those just starting or already practicing any form of divination.
Wednesday 6:00 PM – 8:00 PM Oct. 11, 2017
Class fee $29........... Materials fee $0........... Total $29

DIGITAL PHOTOGRAPHY: INTRODUCTION, PART I (12 HRS.)
Stop taking pictures and start capturing photographs! Join this hands-on class and learn how to better utilize and connect that new digital camera to your computer to download images to your printer or other storage devices and email your digital photographs to friends and family. If you have a camera, please bring it with the manual to the first class. Also, bring a jump drive. Prerequisite: Basic computer skills.
Thursday 6:00 PM – 9:00 PM Oct. 12 - Nov. 2, 2017
Class fee $119... Materials fee $0 ............... Total $119

MOTORCYCLE SAFETY

STATE SPONSORED MOTORCYCLE TRAINING PROGRAMS
Please note the following:

- Registration: Course schedules and registrations are online. Visit http://motorcycle.ohio.gov.
- Course Fee: $50 non-refundable tuition for each Basic Rider, Basic Rider-Returning Rider, and Basic Rider 2 class. State Sponsored Program. No Discounts.
- Riding Apparel: DOT Approved Helmet, eye protection, long sleeved shirts and long pants without holes, full fingered gloves, and sturdy over the ankle footwear. (Loaner helmets available)
- Additional course information is available at 440-891-7664.

BASIC RIDER SKILLS (BRS) – BEGINNING RIDER (16 HRS. APPROX.)
This class is your first step in learning to ride a motorcycle. It is intended for the true beginner who has never ridden a motorcycle and for the experienced rider looking to refine his/her skills and obtain a motorcycle endorsement. If successful, you will receive a completion card, which you will take to the driver’s license bureau, where after paying the necessary fee, a motorcycle endorsement will be added to your driver’s license. You do not have to take
another riding test at the driver’s license bureau. Classes consist of 4 hours of classroom training, followed by approximately 12 hours of actual riding on a controlled course. Courses are offered on a variety of days and times, so make sure you know your class dates and times when registering. For the first class, bring your driver’s license along with either your motorcycle endorsement or a valid temporary riding permit, which you obtain by passing the written test for the permit at the driver’s license bureau. Otherwise, you will not be admitted into the class and your tuition will not be refunded. Also, bring an ink pen, and dress casually. Proper riding attire will be discussed on the first night of class.

**NOTE:** All classes start promptly! You will NOT be admitted once the published class time begins, and your tuition will not be refunded!

### BASIC RIDER SKILLS – RETURNING RIDER (BSR-RR) (9 HRS.)

The Basic Rider Course—Returning Rider is a 9-hour course designed for riders over 18 years of age who have been riding with a temporary permit for longer than a year [over a thousand miles experience] and for experienced riders returning to riding with or without a motorcycle endorsement after several years of not riding. Motorcycles are provided for your use during the course, and if successful, you will receive a completion card, which you will take to the driver’s license bureau to receive your endorsement on your license. You do not have to take another riding test at the driver’s license bureau. Please visit [http://motorcycle.ohio.gov](http://motorcycle.ohio.gov) for more information. Full protective riding gear must be worn as defined on the Motorcycle Ohio website and at the beginning of this section.

### POLARIS MOTORCYCLE TRAINING CLASS

#### MAINTAIN YOUR MOTORCYCLE (8 HRS.)

Keep your bike safe, reliable, and enjoyable by learning how to maintain your motorcycle. This 8-hour course is a combination of theory and hands-on instruction using Polaris Career Center’s motorcycles. Bring your owner’s manual to class. Valuable handout materials are provided. This course will save you money! Call the motorcycle coordinator at 440.891.7664 for more information.

**Saturday** 8:00 AM – 5:00 PM Nov. 4, 2017

Class fee $79......... Materials fee $0.......... Total $79

### ESOL (ENGLISH FOR SPEAKERS OF OTHER LANGUAGES)

Classes are offered at several locations and times

- **Polaris Career Center:** Tuesday, Thursday 9:30 AM - 12:00 PM OR 6:30 PM - 8:30 PM
- **North Olmsted Library:** Tuesday, Thursday 9:30 AM - 11:30 AM OR 6:45 PM - 8:45 PM
- **North Royalton Library:** Monday, Wednesday 9:30 AM - 11:30 AM OR 6:30 PM - 8:30 PM

All Students must first attend an orientation. For current dates and to register call 440.891.7647 or visit [www.polaris.edu/aspire](http://www.polaris.edu/aspire)

### ASPIRE COMPUTER LAB

The Aspire computer lab offers you a chance to review for GED testing and WorkKeys testing, take the official GED Practice test or work on your basic reading, math and English language skills. Lab hours are Tuesday and Thursday mornings, 9:30 AM - 1:30 PM and evenings, 5:30 PM - 8:30 PM.

For more information, questions or suggestions, contact the Aspire department at 440.891.7647 or aspire@polaris.edu or visit our website [www.polaris.edu/aspire](http://www.polaris.edu/aspire).

### GENERAL INFORMATION

- **Polaris Career Center**
  7285 Old Oak Boulevard
  Middleburg Heights, Ohio 44130-3375
  440.891.7600 | polaris.edu

### ACCREDITATION

Polaris Career Center is accredited by the Commission of the Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350, Telephone: 770.396.3898/FAX: 770.396.3790.

As a member of the University System of Ohio, Polaris Career Center is governed and approved by the Ohio Department of Higher Education. All Job & Career Training instructors are qualified practitioners in their area of instruction with a minimum of three years of related work experience and are certified instructors by the Ohio Department of Education.

In accordance with Title VI of the Americans with Disabilities Act, Title IX of the Education Amendments, and Section 504 of the Rehabilitation Act of 1973, Polaris Career Center policy prohibits discrimination on the basis of race, color, sexual orientation, national origin, religion, veteran status, disability, ancestry, economic status, military status, or age in its educational programs, activities, services or employment policies. The Board does not discriminate on the basis of legally acquired genetic information.

If a student is having a problem or has questions or concerns regarding compliance with Title IX or Section 504, contact:

- Assistant Superintendent
- Title IX and Section 504 Coordinator
- 440.891.7643 Room 225
CANCELED COURSES
The Adult Education Department must cancel courses that do not attain the required minimum enrollment. The Adult Education Department reserves the right to cancel, discontinue, postpone, or combine courses before or at the first class meeting. Attempts are made to contact all students whose courses have been canceled. In the event a class is canceled, a full refund of the registration fee will be given.

DISABLED STUDENTS
Polaris Career Center is totally accessible to disabled students with mobility impairments. Contact the Adult Education Office at 440.891.7600 prior to arrival for parking instructions, reasonable accommodations, and/or elevator location information.

DISCLAIMER
Certain risks may be involved in each course described herein. Polaris Career Center shall not be liable for any loss or injury whatsoever to persons or property arising from participation in any course described herein. By registering for a course, the registrant acknowledges the assumption of those risks and releases Polaris Career Center from any liability whatsoever. Specific courses or activities may require registrants to sign a separate waiver of liability and release. Students enrolled in courses offered through the Adult Education Department are subject to Polaris Career Center regulations and policies including those pertaining to student conduct and discipline.

SENIOR CITIZENS DISCOUNT
Senior citizens will receive a 10% discount on the published tuition fee (discount does not apply to material fees) except where indicated. Note: Senior Citizens include persons over the age of 65 who can produce proof of age and identity.

POLARIS CAREER CENTER SCHOOL CLOSING
In the event school is closed due to inclement weather etc., an announcement to that effect will be made on various radio and TV stations. If the daytime Polaris high school classes are canceled, all adult day and evening classes will be canceled. Visit our website, Polaris.edu, for updates.

BEREA AND STRONGSVILLE SCHOOL CLOSING
When the Berea and Strongsville City School Districts’ classes are canceled or dismissed, evening classes at those locations will not be held. Classes missed will be added at the end of the session.

WITHDRAWALS AND REFUNDS
Full refunds will be issued when a class is canceled by the Adult Education Department, or fees may be applied to another class. No refunds will be issued after the first class meeting. The Motorcycle Basic Rider, Basic Rider-RR Course, and Experienced Rider Course tuition fee is non-refundable. A $10 cancellation fee will be withheld from all refunds except for Job & Career Training Programs, which have a $100 non-refundable fee. Please see page 9 for the Job & Career Training Program Withdrawal Policy. Books and supplies are non-refundable.

Are you interested in teaching or do you have a new course idea?
The Polaris Adult Education department is always looking for top-notch instructors with practical knowledge, interested in developing and teaching courses. Educational and employment background requirements vary according to the subject area. We also want to hear your ideas for potential new classes. To share your ideas, call 440.891.7646.

BOARD OF EDUCATION
Mr. Richard O. Micko, President, Strongsville City School District
Mr. Thomas R. Herbster, Vice President, North Olmsted City School District
Mr. James Oper, Brooklyn City School District
Dr. Neal Postel, Berea City School District
Mr. Fred Szabo, Berea City School District
Mrs. Debbie Tidwell, Fairview Park City School District
Mr. Robert Timmons, Superintendent, Polaris Career Center
Mr. Mike Robinson, Treasurer, Polaris Career Center

POLARIS LOCATION NO CLASSES ON THE FOLLOWING:

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MISSION STATEMENT

INSPIRING OUR STUDENTS TO ACHIEVE CAREER SUCCESS
REGISTRATION IS EASY!

IN PERSON: Anyone may register in person for any class, but **Job & Career Training** program registration is in person only. Please bring your completed registration form and payment to the Adult Education Office during office hours.

All other classes may register by:

PHONE: Register by phone with a credit card. Call 440.891.7600 during office hours.

ONLINE: Real-time, online registration is available anytime. Go to polaris.edu/register and enroll!

FAX: Send fax to 440.891.7642 with your credit card information.

MAIL: Mail your completed registration form and payment to:

**Polaris Career Center**  
Adult Education  
7285 Old Oak Blvd.,  
Middleburg Hts., OH 44130  

DIRECT BILL: Companies/organizations registering employees for classes will be invoiced upon receipt of written documentation. Call Nada Koury at 440.891.7646 for details. If paying by check, please make check payable to: **Polaris Career Center.**

TUITION MUST BE PAID AT TIME OF REGISTRATION.

REGISTRATION FORM (PLEASE PRINT CLEARLY AND NOTE * REQUIRED FIELDS)

*Name ___________________________ *Gender: Male _____ Female _____
(first name) (last name)

*Address ____________________________ *City __________________ *Zip Code __________

*Cell Phone (_____) ____________________ Home (_____) ____________________

Where did you hear about this class?
Catalog ___ Polaris Website ___ Polaris Email ___ Referral/Employer ___ Referral/Friend ___ Previous Student ___
Print Ad ___ Internet Ad ___ Facebook Post ___ TV Ad ___ Radio ___ Other ___

Additional comment/detail _____________________________________________________________________________________
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<thead>
<tr>
<th>Course Title</th>
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<th>Fee (tuition + materials)</th>
<th>Less Resident or Senior Discount</th>
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Check or Money Order ____ Credit Card ____ Credit Card Type __________________________

Card Number ____________________________ Expiration Date ___/___/____ Security Code __________

Name on Card ____________________________

Signature ____________________________

ADULT EDUCATION OFFICE HOURS

**JULY 1, 2017 – AUGUST 18, 2017**
Monday – Thursday............ 8:00 AM – 3:30 PM  
Friday*............................. 8:00 AM – 3:00 PM  

* Polaris closes at noon on Fridays during the month of July.

**AUGUST 21, 2017 – JUNE 29, 2018**
Monday – Thursday............ 8:00 AM – 8:30 PM  
Friday............................. 8:00 AM – 3:00 PM  

Note: Evening office hours are not available when evening classes are not in session. This occurs during holiday periods and between semesters.
#PolarisMeansJobs

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