A PASSION FOR TEACHING & LEARNING
WITH ASHLEY CARNES
A PASSION FOR TEACHING & LEARNING
WITH ASHLEY CARNES,
ADULT DENTAL ASSISTING INSTRUCTOR

When Brook Park resident, Ashley Carnes, completed the Polaris Adult Dental Assisting program in 2011, she immediately secured a Dental Assistant position at Berea Family Dental, the same practice she interned with while attending Polaris. “I chose Polaris because it has a great reputation. Employers want to hire Polaris students,” Carnes says. Once she settled into her position in Berea, she returned to Polaris to work evenings initially as a dental lab instructor and now as co-instructor in the Adult Dental Assisting program. After working three years in the dental field, Ashley enrolled in the Case Western Reserve University Expanded Function Dental Auxiliary (EFDA) program and graduated in 2015. Berea Family Dental paid the full cost of her tuition. Carnes is a huge advocate for continuing education and brings a wealth of knowledge, enthusiasm and experience into the classroom. She’s a nationally certified dental assistant (CDA), state certified dental assistant (CODA) and also holds licenses in coronal polishing, nitrous oxide monitoring and radiography. As an EFDA, she focuses on repairing and restoring teeth. Ashley is thankful for the opportunities Polaris and Berea Family Dental have provided. “Polaris was the biggest stepping stone EVER, and was the driving force behind me enrolling at Case. Berea Family Dental has supported me throughout my career. I’m eternally grateful.” When asked “why Polaris?” and “why this program?”, her response was simple. “I would recommend this program and profession to anyone. It offers tons of great opportunities to specialize. Plus, Polaris is the BEST! Go for it!”

“I chose Polaris because it has a great reputation. Employers want to hire Polaris students.”

Ashley Carnes
2011 Adult Dental Assisting Graduate
Expanded Function Dental Auxiliary (EFDA), Berea Family Dental Instructor, Polaris Adult Dental Assisting Program

Interested in hearing more about Polaris Adult Dental Assisting and other job & career training programs? Visit Polaris.edu/JobTraining, call 440.891.7697 or email tliska@polaris.edu.

REGISTER NOW!
440.891.7600 | polaris.edu
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.

YOU'RE INVITED!
JOB & CAREER TRAINING PROGRAM OPEN HOUSE
Tuesday, August 21, 2018 | 5:00 PM - 7:00 PM
For more information, call 440.891.7600.

FREE FAFSA WORKSHOP
Tuesday, August 21, 2018 - 7:00 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. For more information about financial aid, please call 440.891.7668 or email agraham@polaris.edu to register.

FOR MORE INFORMATION, call the Transitions Coordinator at 440.891.7697.

SEE PAGES 8-9 for registration and financial aid information.

MISSION STATEMENT

INSPIRING OUR STUDENTS TO ACHIEVE CAREER SUCCESS
ADULT EDUCATION

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.

ADULT DIPLOMA PROGRAM
The Adult Diploma Program provides FREE job training and a new way for adults, aged 22 or older, to concurrently earn a high school diploma AND industry credentials for one of Ohio’s in-demand jobs. Eligible programs are: Automotive Service Technician, Cardiographic Technician, Early Child Care Education/CDA, Phlebotomy and Precision/CNC Machine Technology.

ONE-YEAR OPTION COLLEGE CREDIT
Eligible programs are approved for the 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 600-900 hour plus program of study and obtain an industry recognized credential approved by the Chancellor, to receive 22-30 college semester hours toward a technical degree upon enrollment in an institution of higher education. Eligible programs are: Cosmetology Academy, HVAC/R, Medical Assisting and Welding.

CT2 COLLEGE CREDIT
Eligible programs can earn up to 22 college 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). Eligible programs are: HVAC/R, Medical Assisting and Police Academy. For more information on any of these options, please contact our office at 440.891.7697.

AUTOMOTIVE SERVICE TECHNICIAN
720 HOURS (39 WEEKS)
This 720-hour program prepares students for employment as entry-level technicians through classroom and hands-on training. The Polaris Automotive Service Technician program is conducted in a state-of-the-art, fully renovated lab.

Included in the program are the following ASE Certification subjects:
- Automatic Transmissions and Transaxles
- Electrical/Electronic Systems
- Brakes, Engine Theory and Repair
- Engine Performance
- 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. Qualifies for Adult Diploma Program.

Requirements for Completion:
- A “C” average (70%) or higher
- Attendance rate not less than 90%
- Payment of all outstanding obligations to the school

Certifications:
- Automotive Service Excellence (ASE) G1 (Auto Maintenance & Light Repair)
- Section 609 MACS

Visit Polaris.edu/aeauto to view the program video.

Schedule/Tuition:
Fall 2018 – Evening
Monday – Thursday, 5:30 PM – 10:30 PM
September 10, 2018 – June 10, 2019 (approximate ending date)
Total Program Cost $8,995, includes: Tuition - $7,846, Books & Supplies - $952, Materials & Assessments - $197
FINANCIAL AID ELIGIBLE PROGRAM (for those who qualify)
Cost includes textbooks, t-shirts (4), basic entry-level tools, safety glasses and certification examination fees. Cost of work boots not included (steel-toed recommended).

CARDIOGRAPHIC TECHNICIAN
230 HOURS (18 WEEKS)
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, non-smoking 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.

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

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.

Requirements for Completion:
- A “C” average (70%) or higher
- Attendance rate not less than 90%
- Payment of all outstanding obligations to the school

Certifications:
- Certified Cardiographic Technician (CCT)
- Certified EKG Technician (CET)
- AHA Healthcare Provider CPR

Visit www.polaris.edu/aeecardio to view the program video.

Schedule/Tuition:
Fall 2018 – Evening
Monday & Wednesday, 6:00 PM – 10:00 PM
September 10, 2018 – January 14, 2019 (approximate ending date)
COSMETOLOGY ACADEMY  1500 HOURS  (80 WEEKS)

The Cosmetology Academy program prepares students for careers in this exciting, cutting-edge field. Gain hands-on experience in the Polaris Career Center salon while obtaining the industry knowledge necessary for the Ohio State Board of Cosmetology license.

Acquire skills commonly used in the following areas:
- Dispensary operations, sanitation, reception duties, salon management

Emphasis will be placed on the hands-on practice of:
- Shaping and cutting hair, styling hair, permanent waving and relaxing, hair coloring, highlighting and toning, manicuring/pedicuring, facial treatments, wig and hairpiece care, and employability skills

Career Options (State license required):
Cosmetologist, color technician, perm specialist, hair cutting specialist, esthetician, nail technician, platform artist, and product sales

Requirements for Completion:
- A “C” average (70%) or higher
- Attendance rate not less than 90%
- Payment of all outstanding obligations to the school

License:
- Ohio State Board Licensed Cosmetologist

The Cosmetology Academy program is a two-year program. Qualified students will have access to two years of financial aid funding. Qualifies for the One Year Option College Credit.

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

Schedule/Tuition:
Fall 2018 – Evening
Monday – Thursday, 4:00 PM – 9:00 PM
September 17, 2018 – June 2020

Total Program Cost $13,995, includes: Tuition - $13,011, Books & Supplies - $932, Materials & Assessments - $52

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, radiology license exam fee and physical exam. At the discretion of the externship location, a drug screening and background check may be required.

EARLY CHILD CARE EDUCATION/CHILD DEVELOPMENT ASSOCIATE  700 HOURS (39 WEEKS)

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 infant/toddler or pre-k 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
The program includes:

- Stability and high earning potential.
- Industrial and commercial buildings.
- Trained technicians have job maintenance of HVAC/R systems used in residential, light Ventilating, Air Conditioning and Refrigeration (HVAC/R) profession.

**36 WEEKS – EVENING**

### REFRIGERATION (HVAC/R)

- HEATING, VENTILATING, AIR CONDITIONING AND REFRIGERATION (HVAC/R) curriculum prepares students to perform administrative, clinical and laboratory procedures for employment in a physician's office, clinic or hospital.

**Schedule/Tuition:**

- Fall 2018 – Day: Monday – Thursday, 8:00 AM – 4:30 PM
- September 4, 2018 – January 24, 2019 (approximate ending date)
- Fall 2018 – Evening: Monday – Thursday, 5:30 PM – 10:00 PM
- September 10, 2018 – May 23, 2019 (approximate ending date)
- Spring 2019 – Day: Monday – Thursday, 8:00 AM – 4:30 PM
- February 4, 2019 – June 17, 2019 (approximate ending date)

**Total Program Cost $9,495,** includes: Tuition - $8,958, Books & Supplies - $239, Materials & Assessments - $298

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

Cost includes textbooks, t-shirts (4), safety glasses and certification examination fees. Students can expect the following additional costs: work boots (steel-toed recommended).

### MEDICAL ASSISTING

946 HOURS (39 WEEKS – DAY; 38 WEEKS – EVENING)

The nationally 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.

This program includes:

- 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.
Qualifies for One-Year Option College Credit & CT2 College Credit

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, 25400 US Highway 19 North, Suite 158, Clearwater FL 33763, phone: 727.210.2350, fax: 727.210.2354, email: Mail@caahep.org

Requirements for Completion:
• A "C" average (70%) or higher
• Attendance rate not less than 90%
• Payment of all outstanding obligations to the school

Certifications:
• Certified Medical Assistant (CMA)
• Certified Phlebotomy Technician (CPT)
• AHA Healthcare Provider CPR and Heartsaver First Aid

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

Schedule/Tuition:
Fall 2018 – Day
Monday – Thursday, 9:00 AM – 3:00 PM
September 10, 2018 – June 12, 2019 (approximate ending date)

Spring 2018 – Evening
Monday – Thursday, 4:00 PM – 10:00 PM
February 11, 2019 – October 31, 2019 (approximate ending date)

Total Program Cost $9,995, includes: Tuition - $9,065, Books & Supplies - $478, Materials & Assessments - $452

FINANCIAL AID ELIGIBLE PROGRAM (FOR THOSE WHO QUALIFY)
Cost includes textbooks, polo shirts and certification examination fees. Students may expect the following additional costs: drug screening and black pants. At the discretion of the externship site, a physical exam, background check and immunization/titers may be required.

PHARMACY TECHNICIAN 600 HOURS (40 WEEKS)

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.

This program includes:
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, pharmacy automation, 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.

Requirements for Completion:
• A “C” average (70%) or higher
• Attendance rate not less than 90%
• Payment of all outstanding obligations to the school

Certifications:
• Certified Pharmacy Technician (CPhT)
• AHA Healthcare Provider CPR

Schedule/Tuition:
Fall 2018 – Evening
Monday – Thursday, 6:00 PM – 10:00 PM
September 17, 2018 – June 25, 2019 (approximate ending date)

Total Program Cost $7,495, includes: Tuition - $6,744, Books & Supplies - $495, Materials & Assessments - $256

It is highly recommended the student have keyboarding skills with some experience in Microsoft Word & Excel.
FINANCIAL AID ELIGIBLE PROGRAM [FOR THOSE WHO QUALIFY]
Cost includes textbooks and certification examination fees. Students may expect the following additional costs: Ohio Registration Application fee, uniform, immunizations/titers, drug screening and background check. At the discretion of the externship site location, a physical exam may be required.

PHLEBOTOMY CERTIFICATION 252 HOURS (17 WEEKS)
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. Upon completion of this program and the NHA national exam, entry-level job opportunities are excellent at hospitals, outpatient clinics or physician’s labs.

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. 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.

Qualifies for Adult Diploma Program
Requirements for Completion:
- A “C” average (70%) or higher
- Attendance rate not less than 90%
- Payment of all outstanding obligations to the school

Certifications:
- Certified Phlebotomy Technician [CPT]
- AHA Healthcare Provider CPR
Visit polaris.edu/aephlebotomy to view the program video.

Schedule/Tuition:
Fall 2018 – Evening
Monday – Wednesday, 5:30 PM – 9:30 PM
September 10, 2018 – January 22, 2019 [approximate ending date]

Spring 2019 – Evening
Monday – Wednesday, 5:30 PM – 9:30 PM
February 4, 2019 – May 28, 2019 [approximate ending date]

Total Program Cost $3,295, includes: Tuition $2,918, Books & Supplies - $121, Materials & Assessments - $256
Cost includes textbooks and certification examination fees. Students may expect the following additional costs: uniform, immunizations/titers and background check. At the discretion of the externship site location, a physical exam may be required.

POLICE ACADEMY 765 HOURS (37 WEEKS)
This program will adhere to all State of Ohio OPOTA/C standards.
The Polaris Career Center Police Academy prepares candidates for police and natural resource law enforcement officer positions and other careers that require peace officer training. This 765-hour program is conducted under the auspices of the Ohio Peace Officer Training Commission. The instruction will be provided by OPOTA approved instructors who have experience and expertise in the field of law enforcement, natural resources and parks and recreation.
The Academy training includes:
Administration, legal, human resources, firearms, driving, subject control, first aid/CPR, patrol, civil disorders, investigation, physical conditioning, aerosol defense spray, expandable baton, and employability skills
This all-inclusive academy will provide the following during the program:
- Academy uniforms [except shoes and black belt] 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]
- Use of taser

Qualifies for CT2 College Credit

REQUIREMENTS AND PREREQUISITES TO REGISTER:
Students may register 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 and pass the State of Ohio required physical fitness assessment
- Complete a satisfactory drug screening test within 72 hours of passing the physical assessment
- Complete a background check with satisfactory results [no felonies or serious misdemeanors]

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.

Requirements for Completion:
- A “C” average (70%) grade or higher
- Attendance rate not less than 90%
- Payment of all outstanding obligations to the school

Certifications:
- Ohio Peace Officer Training Commission [OPOTC]
- American Heart Association First Aid & CPR/AED
- ASP Baton Certification
- Taser Certification
Visit polaris.edu/aepota to view the program video.

Schedule/Tuition:
Fall 2018 – Evening & Saturday
Monday – Thursday & Saturday, 6:00 PM – 10:00 PM [M – Th] & 8:00 AM – 4:30 PM [Sat]
August 30, 2018 – May 2019 [exact completion date determined by enrollment and weather; some Fridays and Sundays may be required]

Total Program Cost $6,995, includes: Tuition - $6,171, Books & Supplies - $317, Materials & Assessments - $507
students for the American Welding Society (AWS) certifications.

This program includes:
- Welding safety, blueprint fundamentals, reading welding symbols, oxy-acetylene cutting, welding and brazing, base 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 gtw (gas tungsten arc welding, tig), basic GMAW (Gas Metal Arc Welding), MIG, theory, welding and machine operation, introduction to pipe welding, virtual reality 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.

**Qualifies for One-Year Option College Credit**

**Requirements for Completion:**
- A “C” average (70%) or higher
- Attendance rate not less than 90%
- Payment of all outstanding obligations to the school

**Certifications:**
- American Welding Society (AWS)
- National Center for Construction Education & Research (NCCER) Core Curriculum and Welding Level 1
- OSHA 10-Hour

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

**Schedule/Tuition:**

**Fall 2018 - Evening**
Monday – Thursday, 5:30 PM – 10:30 PM
September 10, 2018 – April 24, 2019 (approximate ending date)

**Total Program Cost $8,995, includes:** Tuition - $8,252, Books & Supplies - $473, Materials & Assessments - $292

**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).

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
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 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.

Federal Pell Grant Overview
- The Federal Pell Grant is considered “gift-aid”, financial aid that does not require repayment.
- The amount of Federal Pell Grant eligibility will depend on a student’s financial need, the cost of attendance and the number of program clock hours in the program 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 Federal Pell awarded.
- Federal Pell Grant funds are meant to assist students with tuition and will not cover tuition costs completely. Students may consider applying for a Federal Direct 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 Federal Direct Loan requirements).

Federal 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: 2016 tax returns, bank statements, Social Security Disability and/or SSI benefit statement, current values of any investments, amount of child support paid/received, etc. Students may need to include their parents’ financial information on the application.
Step 2 – Visit fsaid.ed.gov and apply for an FSA ID. If parental information is required on the FAFSA, a parent must also apply for an FSA ID.

The Polaris Career Center school code is 016745.

If the student is interested in applying for a Federal Direct Loan, complete the following steps; if not, skip to Step 4. Please note: completing the steps below does not obligate you to take out a Federal Direct Loan.
- Visit 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/or 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 another 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.

Polaris Career Center offers assistance to students with the FAFSA application and/or student loan process. 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/ge for more information.

ADMISSION PROCEDURE

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:
- High school diploma/official transcript from an accredited high school recognized by the United States Department of Education/GED certificate or its equivalent
- Valid United States of America government-issued photo ID (i.e., driver’s license or state ID)
- Cosmetology Academy – proof of state of Ohio residency documents such as utility bills, current housing lease agreement or property tax bills
- Police 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).
- Tuition payment (amount is determined by the 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. The financial aid award will then 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, a prospective student must show proof of high school completion with their diploma or official transcript from an accredited high school recognized by the United States Department of Education or GED certificate, or its equivalent. If the student’s diploma is from a foreign country, the student must have the diploma translated into English by an authorized, certifying official at an official translation service to
Student certificates, portfolios and transcripts will not be released

- Students who are 60 days or more past due on tuition plan
- Unpaid balances not paid by the end of the fiscal year (June 30)
- Students may access their Achademix student portal account
- Monthly payments are due the 1st of each month.
- Tuition not covered by financial aid will be divided equally into
  Education Department for Job & Career Training Programs.

An interest-free tuition payment plan is available through the Adult
TUITION PAYMENT PLAN
- Complete WorkKeys testing; must obtain industry benchmark
- Be 22 years old or older and an Ohio resident
- program, a student must:
  For admission into an eligible Adult Diploma Job & Career Training
  Adult Diploma Admission Policy
  For admission into an eligible Adult Diploma Job & Career Training
  program, a student must:
  • Be 22 years old or older and an Ohio resident
  • Not possess a high school diploma, GED or its equivalent
  • Complete WorkKeys testing; must obtain industry benchmark
    levels in Workplace Documents, Applied Math and Graphic
    Literacy and obtain a composite score of 13 or higher.
  NOTE: Students are given one opportunity to complete the Adult
    Diploma Program.

TUITION PAYMENT PLAN
An interest-free tuition payment plan is available through the Adult
Education Department for Job & Career Training Programs.
- Tuition not covered by financial aid 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 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.
- Students may access their Achademix student portal account
  [pcc.axstudent.com] to pay their tuition payments online.
- Unpaid balances not paid by the end of the fiscal year (June 30)
  will be referred to the Ohio Attorney General’s office for collection.
- Students who are 60 days or more past due on tuition plan
  payments may be removed from their program.

Student certificates, portfolios and transcripts will not be released
to any student who fails to pay all fees.

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 POLICY
The Adult Education Department must cancel programs that do not
attain the required minimum enrollment. If a program is cancelled,
all payment plans are null and void, and full refunds will be
  disbursed to the student within 45 business days.

CERTIFICATION RE-TEST POLICY
Polaris Career Center will pay the initial cost for the certification
exams taken by students as listed on the Polaris Career Center
website, Job & Career Training brochure, cost acknowledgement
form and the catalog. Re-testing is at the student’s expense.
Additional information will be provided by 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 or designee prior to re-enrolling, to address reasons
for non-completion of the previous program. The school 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. Refer to the steps below.
• Pay any outstanding balances in full. Students must contact the
  administrative coordinator at 440.891.7653 to make payment
  arrangements.
• Students who have student loans and did not complete student
  loan exit counseling when they left school, must go to www.
  studentloans.gov and click on exit counseling under Tools and
  Resources to complete.
• Submit an official letter of request to Polaris Career Center,
  Attn: Adult Education Director, 7285 Old Oak Blvd., Middleburg
  Hts., Ohio 44130, explaining the reason for previously withdrawing
  and what steps are being taken to avoid future withdrawals.
  Please attach any supporting documentation that may be
  applicable.
• Meet with school administration or designee once the letter of
  request and any supporting documentation has been reviewed.

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

Attendance for all students will be taken daily and evaluated every two weeks by the Adult Education Director or designee.

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 of Adult Education or designee. 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 and Refund policies 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.

REFUND POLICY

Refunds for Programs Cancelled by the School

• If tuition and fees are collected in advance of the start date of a program and the school cancels the program, the school will refund 100% of the tuition and fees collected.

• If a student paid by check or cash, the refund will be disbursed within 45 business days of the program start date in the form of a Polaris Career Center check. If the student paid using a credit card, the refund will be credited within 45 business days of the program start date on the credit card initially charged.

Refunds for Students Who Cancel On or Before the First Day of Class

• If tuition and fees are collected in advance of the start date of classes and the student does not begin classes or withdraws on the first day of classes, the school will apply a $100 cancellation fee.

• If a student paid by check or cash, the refund will be disbursed within 45 business days in the form of a Polaris Career Center check. If the student paid using a credit card, the refund will be credited within 45 business days on the credit card initially charged.

Refunds for Withdrawal After Class Commences

• Please refer to the Withdrawal Policy for the definition of official and unofficial withdrawals.

• Tuition refunds are prorated and based on the hours the program was held until withdrawal date. Books and supply fees are non-refundable. Materials and assessment fees are non-refundable if used prior to the withdrawal date. The school will apply a $100 cancellation fee.

• If a student paid by check or cash, the refund will be disbursed within 45 business days in the form of a Polaris Career Center check. If the student paid using a credit card, the refund will be credited within 45 business days on the credit card initially charged.

Any refund that totals $1 or less will remain on the student account as a credit balance. This does not apply to financial aid.

WITHDRAWAL 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 Counselor or Administrative Coordinator.

Official Withdrawal – Withdrawal from a Job & Career Training Program is considered official:

• On the date notification is received from the student.

• If the student is removed for grades, attendance, disciplinary action or non-payment of financial obligation.

Tuition fees will continue to accrue until notification is received from the student or if the student is removed for any of the above reasons. 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 supply fees are non-refundable. Materials and assessment fees are non-refundable if used prior to the withdrawal date. If a student paid by check or cash, the refund will be disbursed within 45 business days in the form of a Polaris Career Center check. If the student paid using a credit card, the refund will be credited on the credit card initially charged.

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.

Reasons for non-participation may include the following but are not limited to: violation of the Polaris Career Center Adult Education Student Code of Conduct due to behavior or discipline, attendance below 90%, grade below 70% or C, unsatisfactory drug screen or background check or non-completion of program competencies/ skills.

Unofficial Withdrawal - Withdrawal from a Job & Career Training program is considered unofficial when a student does not attend for 10 consecutive business days. 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 supply fees are non-refundable. Materials and assessment fees are non-refundable if used prior to the withdrawal date. If a student paid by check or cash, the refund will be disbursed within 45 business days in the form of a Polaris Career Center check. If the student paid 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.

Students must pick up books and supplies within 30 days of withdrawal. Contact the Adult Education office at 440.891.7600 to make arrangements.

1098-T TAX FORM

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

Does your 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
- Management/Leadership
- Communications
- Accounting/Bookkeeping/Quickbooks
- Computer Applications, MS Office & MS Project
- Computer Technology (IT) Programming, A+, Network+, CCENT Certification, MCSA, Security +, SQL, C#, JAVA, Oracle, Crystal Reports
- CAD/Revit/SolidWorks
- Graphic and Web Design
- Adobe Captivate
- Construction/Industrial Technology, Blueprint Reading, Electrical, Low Pressure Boiler, Plumbing & Welding, Building Services & Maintenance, GD&T

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 the online course syllabus for details. Unless otherwise specified, courses begin every month and are about six weeks in length. All courses are offered monthly.

Career Training Programs

Prepare for today’s hottest careers from the comfort of your home or office. The Career Training programs are comprehensive, self-paced and completely online, so they fit 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 course, visit www.gatineducation.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@gatineducation.com

CHILD CARE IN-SERVICE TRAINING

Any of our Childcare In-Service Training courses can be customized for your organization at your site or at Polaris Career Center. For additional information regarding customized training or the following courses, please contact our Transitions Coordinator, Theresa Liska, at 440.891.7697 or tliska@polaris.edu.

Visit polaris.edu/keeplearning for course descriptions.

CHILD ABUSE RECOGNITION & PREVENTION (6 HRS.)

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Class fee $59; Materials fee $0; Total $59

CHILD ABUSE RECOGNITION AND PREVENTION REVIEW (6 HRS.)

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Class fee $39; Materials fee $0; Total $39

COMMUNICABLE DISEASES (6 HRS.)

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Class fee $59; Materials fee $0; Total $59

COMMUNICABLE DISEASES REVIEW (3 HRS.)

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Class fee $39; Materials fee $0; Total $39

PEDIATRIC FIRST AID (AHA) (3 HRS.)

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<td>6:30 PM-9:30 PM</td>
<td>Nov. 14, 2018</td>
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<td>Tuesday</td>
<td>6:30 PM-9:30 PM</td>
<td>Dec. 4, 2018</td>
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<td>Saturday</td>
<td>9:00 AM-12:00PM</td>
<td>Dec. 15, 2018</td>
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Class fee $30; Materials fee $29; Total $59
HEARTSAVER/AED CPR (AHA) (4 HRS.)
Wednesday 6:30 PM-10:30 PM Sept. 12, 2018
Wednesday 6:30 PM-10:30 PM Sept. 19, 2018
Wednesday 6:30 PM-10:30 PM Sept 26, 2018
Tuesday 6:30 PM-10:30 PM Oct. 9, 2018
Saturday 9:00 AM-1:00 PM Oct. 20, 2018
Monday 6:30 PM-10:30 PM Nov. 5, 2018
Saturday 9:00 AM-1:00 PM Nov. 17, 2018
Wednesday 6:30 PM-10:30 PM Dec. 12, 2018
Class fee $35........ Materials fee $29........ Total $64

SIGNING SMART™ WORKSHOP FOR EARLY COMMUNICATION (3 HRS.)
Ohio Approved.
Saturday 9:00 AM -12:00 PM Sept. 22, 2018
Class fee $41......... Materials fee $19......... Total $60

SENSORY EXPERIENCES IN THE CLASSROOM: TASTE-SAFE ACTIVITIES MAKE AND TAKE (3 HRS.)
Ohio Approved.
Saturday 12:30 PM-3:30 PM Sept. 22, 2018
Class fee $44......... Materials fee $5......... Total $49

ELIMINATE BULLYING AT A YOUNG AGE (2 HRS.)
Ohio Approved.
Saturday 9:00 AM-11:00 AM Sept. 29, 2018
Class fee $34......... Materials fee $0......... Total $34

STRESS MANAGEMENT FOR CHILDCARE PERSONNEL (2.5 HRS.)
Ohio Approved.
Saturday 11:30 AM-2:00 PM Sept. 29, 2018
Class fee $39......... Materials fee $0......... Total $39

CREATING ENVIRONMENTS THAT PROMOTE CHILDREN'S SUCCESS (2.5 HRS.)
Ohio Approved.
Thursday 6:30 PM – 9:00 PM Oct. 4, 2018
Class fee $39......... Materials fee $0......... Total $39

TRANSITIONS MADE SIMPLE AND SUCCESSFUL! (2 HRS.)
Ohio Approved.
Thursday 6:30 PM - 8:30 PM Oct. 11, 2018
Class fee $34......... Materials fee $0......... Total $34

IMPORTANCE OF ARTS AND CRAFTS MAKE AND TAKE (2 HRS.)
Ohio Approved.
Saturday 9:00 AM-11:00 AM Oct. 13, 2018
Class fee $34......... Materials fee $10......... Total $44

MAKING MUSIC AND MOVEMENT A MAGNIFICENT PART OF YOUR DAY! (2 HRS.)
Ohio Approved.
Saturday 11:30 AM-1:30 PM Oct. 13, 2018
Class fee $34......... Materials fee $0......... Total $34

HANDS-ON SCIENCE (2.5 HRS.)
Ohio Approved.
Tuesday 6:30 PM-9:00 PM Oct. 23, 2018
Class fee $39......... Materials fee $5......... Total $44

MATH, MANIPULATIVES AND MORE FOR YOUNG CHILDREN (2.5 HRS.)
Ohio Approved.
Thursday 6:30 PM-9:00 PM Oct. 25, 2018
Class fee $39......... Materials fee $0......... Total $39

LANGUAGE AND LITERACY, WHAT'S ALL THE FUSS? (2.5 HRS.)
Ohio Approved.
Thursday 6:30 PM-9:00 PM Nov. 1, 2018
Class fee $39......... Materials fee $0......... Total $39

OPENING LINES OF COMMUNICATION WITH FAMILIES (2.5 HRS.)
Ohio Approved.
Thursday 6:30 PM-9:00 PM Nov. 8, 2018
Class fee $39......... Materials fee $0......... Total $39

INCLUSION FOR CHILDREN WITH SPECIAL NEEDS IN THE EC SETTING (2.5 HRS.)
Ohio Approved.
Saturday 9:00 AM-11:30 AM Nov. 10, 2018
Class fee $39......... Materials fee $0......... Total $39

WHERE SHOULD I START...LESSON PLANNING (2 HRS.)
Ohio Approval pending.
Saturday 11:30 AM – 1:30 PM Nov. 10, 2018
Class fee $34......... Materials fee $0......... Total $34

CULTURAL DIVERSITY (2 HRS.)
Ohio Approval pending.
Tuesday 6:30 PM-8:30 PM Nov. 27, 2018
Class fee $34......... Materials fee $0......... Total $34

YEAR ROUND OUTDOOR ACTIVITIES (2 HRS.)
Ohio Approved.
Saturday 9:00 AM-11:00 AM Dec. 8, 2018
Class fee $34......... Materials fee $0......... Total $34

DISCIPLINE, WHAT I SHOULD DO, WHAT WORKS (2 HRS.)
Ohio Approved.
Tuesday 6:30 PM – 8:30 PM Dec. 11, 2018
Class fee $34......... Materials fee $0......... Total $34
PARENTS...HOW CAN I INVOLVE THEM? *(2.5 HRS.)*
Ohio Approved.
Tuesday  6:30 PM- 9:00 PM  Dec. 18, 2018
Class fee $39........... Materials fee $0 ........... Total $39

TEAMWORK: WORKING TOGETHER FOR THE CHILDREN *(2.5 HRS.)*
Ohio Approved.
Thursday  6:30 PM-9:00 PM  Dec 20, 2018
Class fee $39........... Materials fee $0 ........... Total $39

FAST TRACK CDA *(152 HRS.)*
This program is for students who are working in the childcare field, have accumulated at least 480 hours of experience with children (infant/toddler, preschool or family childcare environment) within the last 3 years and would like to earn the Child Development Associate credential. Class will include Ohio Approved trainings that are needed for Step Up to Quality center employees. Support will be given in preparing for the CDA exam and the professional portfolio. Students must specify Infant/Toddler or Preschool endorsement when registering.
Registration deadline is September 7, 2018
Tuesday, Thursday  5:30 PM – 9:30 PM, Sep. 18, 2018 – Jan. 29, 2019
Class fee $895  Materials fee $100  Total $995
*Payment plan available

COSMETOLOGY CEUs
SANITATION AND SAFETY 2 CEU HOURS AND CERTIFICATE *(2 HRS.) NEW!*
Continuing Education (CE) hour requirements: Continuing Education classes must be taken before February 1, 2017 and January 15, 2019. An individual that holds a license to practice a branch of cosmetology or an instructor license is required to complete the following hours of continuing education: IF YOU STILL NEED THESE HOURS, an opportunity to take this class from a state registered provider will take place at Polaris Career Center. Attendees MUST arrive 30 minutes prior to the class to register with license number. Applicants MUST pre-register and pay in advance by calling 440-891-7600. Certificates will be given out to attendees immediately after the class on the DAY OF THE CLASS only! No certificates will be available for mail/email delivery. HAVE YOUR LICENSE NUMBER WITH YOU!
This class is approved for the following licensees:

- Cosmetologist
- Esthetician
- Hair Designer
- Manicurist
- Natural Hair Stylist
- Instructor

Monday  10:30 AM - 12:30 PM  Sept. 24, 2018 [10:00 AM Sign in]
Sunday  1:00 PM - 3:00 PM  Oct. 14, 2018 [12:30 PM Sign in]
Tuesday  5:00 PM - 7:00 PM  Nov. 13, 2018 [4:30 PM Sign in]
Class fee $30........... Materials fee $0 ........... Total $30
*No Discounts Available

ORGANIZATIONAL LEADERSHIP
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.

LEADERSHIP SERIES *(48 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 seven 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) courses and pay only $995, saving you $220. The description and the schedule for each course follows.
No online registrations available for this series.
For additional information or to register, please call Nada Koury, Business Coordinator, at 440.891.7646.
Tuition for 48 hours including materials $995* – Save $220
*Payment plan available

ESSENTIAL SKILLS OF LEADERSHIP *(9 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, Thursday  6:30 PM – 9:30 PM  Sept. 4 - 11, 2018
Class fee $245...... Materials fee $0 ........... Total $245

ESSENTIAL SKILLS OF COMMUNICATING *(9 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.

Thursday, Tuesday  6:30 PM – 9:30 PM  Sept. 18 - 25, 2018
Class fee $245...... Materials fee $0 ........... Total $245

PAGE 15
MANAGING COMPLAINTS  (6 HRS.)

As the leaders on the front line, managers and team leaders are often the first to hear team member complaints. 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.

Thursday    6:30 PM – 9:30 PM    Sept. 27 & Oct. 4, 2018  
Class fee $145...... Materials fee $0 ............ Total $145

DEVELOPING PERFORMANCE GOALS AND STANDARDS  (6 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, Thursday    6:30 PM – 9:30 PM    Oct. 9 & 11, 2018  
Class fee $145...... Materials fee $0 ............ Total $145

EFFECTIVE DISCIPLINE  (6 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, Thursday    6:30 PM – 9:30 PM    Oct. 16 & 18, 2018  
Class fee $145...... Materials fee $0 ............ Total $145

PROVIDING PERFORMANCE FEEDBACK  (6 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, Thursday    6:30 PM – 9:30 PM    Oct. 23 & 25, 2018  
Class fee $145...... Materials fee $0 ............ Total $145

RESOLVING CONFLICT  (6 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, Thursday    6:30 PM – 9:30 PM    Oct. 30 & Nov. 1, 2018  
Class fee $145...... Materials fee $0 ............ Total $145

BUSINESS / EVENT PLANNING

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.

STARTING YOUR OWN BUSINESS SERIES:

SMALL BUSINESS READINESS TRAINING (18 HRS.) NEW!

According to the Bureau of Labor Statistics, 50% of small businesses in the U.S. will survive five years or more. What side of the door will your business land? It’s time to invest in your company today! Enroll in this course and learn the tools, resources and effective strategies to avoid the pitfalls and common mistakes of entrepreneurship. Taught by management and consultancy firm professionals, this business readiness training is geared to your success as a small business owner. The following six courses are intended for anyone who is in the process of starting a business.

Register for each individual course or for the series of all six (6) courses and pay only $695, a savings of $355. 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 Koury, Business Coordinator at 440.891.7646.

Series tuition for 18 hours including materials $695* – Save $355

*Payment plan available

SETTING THE FOUNDATION (TAKE YOUR VISION FROM CONCEPT TO EXECUTION)  (3 HRS.) NEW!

Do you have a business idea but need help making your vision a reality? This training will help you take your vision from concept to execution and save you time, money and stress. You’ll be guided through all the major steps and requirements for starting your own business. You’ll learn about the entrepreneurial mindset, top 10 pitfalls to avoid, naming requirements, EIN, business registrations, structuring of your business, road mapping for success and strategies for a sustainable business.

Tuesday    6:00 PM – 9:00 PM    Sept. 25, 2018  
Class fee $125...... Materials fee $50 ............ Total $175

KEEPING IT LEGAL (KNOWING THE LAW AND HOW TO PROTECT YOUR BUSINESS)  (3 HRS.) NEW!

Do you know the law, your legal responsibilities and what’s needed for your business to maintain compliance? This training will help you understand the laws governing your business, your rights and legal responsibilities as a business owner and employer. You’ll learn about local, state and federal laws impacting your business, compliance requirements from governing bodies like the IRS, employees vs contractor, use of contracts, access to attorneys and other strategies to mitigate risks, avoid penalties and protect the interests of all stakeholders.

Thursday    6:00 PM – 9:00 PM    Sept. 27, 2018  
Class fee $125...... Materials fee $50 ............ Total $175

Series continued on next page
FINANCIAL MANAGEMENT & STEWARDSHIP: SAVE MONEY, MAKE MONEY, BUILD WEALTH (3 HRS.) NEW!

Did you know your finances are a key indicator of the health and viability of your business? Many businesses fail due to lack of a profitable business model, consistent revenue stream and cash flow. This training will provide you with financial education that is critical to sustaining your business. You’ll learn why financial literacy is important, how to be a good steward of your finances, good credit and the pathway to capital, strategies for saving money, investments and creating multiple income streams to build wealth.

Tuesday 6:00 PM – 9:00 PM Oct. 2, 2018
Class fee $125...... Materials fee $50 ......... Total $175

MARKETING MATTERS & RELATIONSHIP BUILDING (HOW TO BE SEEN, BE HEARD AND STAND OUT) (3 HRS.) NEW!

Did you know lack of marketing is a key reason businesses struggle to attract and retain their ideal clients? A key concept of focus is people tend to do business with people they know, like and trust. This training will teach you strategies in marketing your business and how to be seen and heard without being pushy. You’ll learn key concepts of creating a marketing plan and budget, developing your elevator pitch, building strategic relationships and a power network, online visibility and social media, being authentic and attracting your ideal clients.

Thursday 6:00 PM – 9:00 PM Oct. 4, 2018
Class fee $125...... Materials fee $50 ......... Total $175

BUSINESS MANAGEMENT BEST PRACTICES: TAKING CARE OF YOU AND YOUR BUSINESS (3 HRS.) NEW!

Did you know there are strategies to help you excel in leadership, live a happier and healthier life, work less and deliver excellence? Entrepreneurship is your pathway to time, freedom and financial freedom. You can achieve this by working smarter, not harder. This training will guide you through the basic fundamentals of leveraging people, processes and systems to optimize the efficiency and effectiveness of your business to deliver quality, customer and employee satisfaction with less stress. You’ll learn keys to effective leadership, best practices for managing your business and stakeholders, exercising discipline, systemizing and automating your business, delegation and outsourcing, improvement and self-care.

Tuesday 6:00 PM – 9:00 PM Oct. 9, 2018
Class fee $125...... Materials fee $50 ......... Total $175

SUCCESSION PLANNING & YOUR LEGACY (3 HRS.) NEW!

Did you know 8 out of 10 family businesses don’t have a succession plan? Have you thought of the long-term plans for your business? This training will help you understand the importance of succession planning and leaving a legacy. Topics include: key strategies for facilitating, developing, implementing, and communicating your plans as a well as the key benefit of succession planning. You’ll learn the high costs associated with failing to plan, the steps of succession planning, insurance options, legacy document preparation and securing your legacy. Whether you’re a novice or a 15-year professional, this training is designed for small business owners of all kinds. By the end of the session, expect to take your business from startup to scale up as you operate a profitable brand that beats the odds.

Thursday 6:00 PM – 9:00 PM Oct. 11, 2018
Class fee $125...... Materials fee $50 ......... Total $175

INTERNET MARKETING AND COLLABORATION FOR SMALL BUSINESS AND ORGANIZATIONAL PROFESSIONAL DEVELOPMENT SERIES (96 HRS.) NEW!

The Internet Marketing and Collaboration for Small Business Professional Development Series consists of four (4) courses, 24 hours each. This series is intended to assist small business with internet marketing. Register for each individual course and pay $495 or register for all four (4) courses and pay only $1,395 - a savings of $585. Textbooks will be discussed the first day of class. No online registration for this series. For questions or to register, please contact Nada Koury, Business Coordinator, at 440.891.7646.

*Payment plan available

MICROSOFT SHAREPOINTING ONLINE AND INTEGRATE OFFICE WITH SHAREPOINT (24 HRS.) NEW!

This is a hands-on course in which you will learn to use a computer to create websites in Microsoft SharePoint Online and Office 365. You will learn to be an intermediate level user of SharePoint Online which enables you to use Microsoft Office 2016 products and the cloud to accomplish business tasks. You will explore the many features of Office 365 in this course, including working with OneDrive for Business. You will use SharePoint Online to develop team sites, blogs, project sites and other types of websites. Using the tools in SharePoint Online you will create templates, use apps, work with documents, lists and libraries, and integrate Microsoft Office documents with SharePoint sites. Textbooks will be discussed the first day of class.

Thursday 8:00 AM – 4:00 PM Sept. 13 - 27, 2018
Class fee $495...... Materials fee $0 ........... Total $495

*Payment plan available

MARKETING YOUR BUSINESS/ORGANIZATION CAUSE ON THE INTERNET (24 HRS.) NEW!

Digital marketing has become a necessity for companies and organizations. This hands-on course is designed for small business and organizations with limited budgets to help harness this vehicle as a mechanism to help drive your business / organization forward INCLUDING effective social media presence! Textbooks will be discussed the first day of class.

Thursday 8:00 AM – 4:00 PM Oct. 4 - 18, 2018
Class fee $495...... Materials fee $0 ........... Total $495

*Payment plan available

MICROSOFT ONEDRIVE, ONENOTE, MICROSOFT SKYPE FOR SMALL BUSINESSES AND ORGANIZATIONS (24 HRS.) NEW!

Collaboration and digital communication is the heart of any organization. Digital collaboration and communication is the currency of today’s organizations. This course takes a hands-on approach to applying OneDrive, OneNote and Skype for Business to the collaboration and communicating needs of your organization. Textbooks will be discussed the first day of class.

Thursday 8:00 AM – 4:00 PM Oct. 25 - Nov. 8, 2018
Class fee $495...... Materials fee $0 ........... Total $495

*Payment plan available

Series continued on next page
MICROSOFT SHAREPOINT FOR SMALL BUSINESS AND NONPROFIT ORGANIZATIONS  (24 HRS.) NEW!

Microsoft SharePoint is used internationally as a platform for small business and organizations, used for information sharing and collaboration and work team management. Learn how to optimize use of this powerful and important collaboration tool! Textbooks will be discussed the first day of class.

Thursday   8:00 AM – 4:00 PM   Nov. 15 - Dec. 6, 2018
(no class 11/22)

Class fee $495...... Materials fee $0 .......... Total $495

*Payment plan available

SHOPFY E-COMMERCE WEBSITE SETUP  (12 HRS.) NEW!

Looking to get your own e-commerce business started but don’t know where to start? We’ve got you covered! This class will cover e-commerce website setup using the Shopify platform. Come prepared with your business idea, product information and images to start building your website. We will begin with initial domain and hosting setup in class and cover everything up through setting up payment processing so that you’ll be ready to sell!

Thursday, Tuesday   6:30 PM - 9:30 PM   Sept. 13 - 25, 2018

Class fee $295....... Materials fee $0 .......... Total $295

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. 23, 2018

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.

Thursday, Tuesday   6:00 PM – 9:00 PM   Sept. 6 – 13, 2018

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.

Thursday, Tuesday   6:00 PM – 9:00 PM   Dec. 6 - 13, 2018

Class fee $225....... Materials fee $0 .......... Total $225

EVENT PLANNING SERIES  (111 HRS.) NEW!

In partnership with iN Education, Inc., Polaris Career Center is offering the following course series:

EVENT PLANNING

The event industry is a world of fun and entertainment that will enable you to explore new places and meet new people. Be in the heart of the party. Plan local, national or international sporting events, festivals, parades, concerts or carnivals across the globe. Meet famous people, government officials and world leaders. Experience what this industry has to offer. Be trained by industry coaches, consultants and professionals in the exciting world of event planning & management!

Get introduced to an exciting world of event planning. It is a worldwide $500 billion industry. There are over 325,000 certified planners and many more non-certified planners working on event tasks behind the scenes. A total of 335,044 US companies operated in the social segment of the industry alone in 2012. Documented, the industry is a little over ten years old. The industry offers seven types of certifications. This is an actual profession with international prestige and recognition. iN Education’s Event Planning course consists of five classes that will give you the knowledge you will need to stage large and small events!

Included in this course are case studies, links, e-books and team projects that apply to the industry with information that will get you closer to getting your certification. iN Education, Inc. will provide you with the details on where to take your proctored exam for the certification of your choice and the associated cost.


Register for all five (5) courses – 111 hours for only $1,995. Save $805. No online registrations. To register for the Event Planning Series, contact Nada Koury, Business Coordinator at 440.891.7646.

*Payment plan available.

INDUSTRY INTRODUCTION  (6 HRS.) NEW!

In this course, you will get a complete overview of the Event Planning Industry (types of certifications & events and their respective earning potential). Get to know the seven (7) worldwide certifications and be guided on which, based off your personality traits, fits you best. In addition, learn what your earning potential will be for each segment. Finally, explore various types of events around the world that can be planned, managed and produced by you! This class will showcase various types of events (international, national, state and city), exposing the full picture of the exciting world of event planning!

Monday, Wednesday   6:00 PM – 9:00 PM   Sept. 10 & 12, 2018

Class fee $150....... Materials fee $0 .......... Total $150

Series continued on next page

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.
EVENT DESIGN (36 HRS.) NEW!
In this Event Design class you will start the process, from the ground up, of creating various types of events large or small! You will learn how to plot out each and every step needed to create an event and be able to dissect an existing event. Working in teams, you will get all your event ideas in order, set event goals and objectives, conduct research relevant for your event, identify and determine environmentally-friendly materials for event use, set event budget, decide on event venue[s], identify your customers and collaborating organizations, as well as preparing your correspondence and marketing materials. Let’s get started!
Monday, Wednesday 6:00 PM – 9:00 PM Sept. 17 - Oct. 24, 2018
Class fee $900..... Materials fee $25 ......... Total $925

PRE-PRODUCTION / EVENT PROMOTION (33 HRS.) NEW!
In this Pre-Production class you will put all your design plans into action! You will secure your contracts for the venue, determine logistics and contract out your event speakers and entertainers (if applicable). You will learn how to promote events for companies (non-profit or for profit) and individuals. Learn the differences and styles to promoting various types of events from securing sponsorships and donations, to working with marketing firms, community partners and professionals, to methods of getting your event information out to your event participants in the community.
Monday, Wednesday 6:00 PM – 9:00 PM Oct. 29 - Dec. 5, 2018
(no class 11/21)
Class fee $825..... Materials fee $0 ........... Total $825

EVENT PRODUCTION (30 HRS.) NEW!
In the Event Production class you will examine case studies of events that went wrong and how event producers improvised to save the event, how they avoided any potential mishaps, no shows, later delivery, and delayed speakers. You will work on your final production presentation by presenting your event to the class along with invited industry consultants, professionals, coaches, invited guests and organizations.
Monday, Wednesday 6:00 PM – 9:00 PM Dec. 10, 2018 - Jan. 23, 2019 (no class 12/24, 12/26, & 12/31 & 1/21)
Class fee $750..... Materials fee $0 ........... Total $750

EVENT WRAP-UP (6 HRS.) NEW!
In this class you will take all necessary steps in the “wrap-up” process. The Event Planning series and your designed, pre-produced and produced event will be wrapped up. Learn how to come up with your SWOT analyses, identify outcomes, determine your event ROI or Savings, quickly conduct your event audit and send out thank you notes to event participants, sponsors and donors.
Monday, Wednesday 6:00 PM – 9:00 PM Jan. 28 & 30, 2019
Class fee $150..... Materials fee $0 ........... Total $150

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.

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 Oct. 16 - Nov. 8, 2018
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.
Tuesday, Thursday 6:00 PM – 9:00 PM Nov. 13 - Dec. 4, 2018
(no class 11/22)
Class fee $295..... Materials fee $0 ........... Total $295
Register for both Accounting I and II Courses and Save $75

QUICKBOOKS ONLINE PART I (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 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.
Tuesday, Thursday 6:00 PM – 9:00 PM Sept. 4 - 20, 2018
Tuesday 9:00 AM – 3:30 PM Oct. 30 - Nov. 13, 2018
Class fee $340..... Materials fee $55 ........... Total $395

QUICKBOOKS ONLINE PART II (18 HRS.) NEW!
Expand your QuickBooks knowledge and learn to manage inventory, collect and remit sales tax, buy fixed assets, track loans, set up budgets and user permissions, customize reports, enable class and location tracking, prepare delayed charges and credits and create financial statements to prepare your income tax returns.
Tuesday, Thursday 6:00 PM – 9:00 PM Sept. 25 - Oct. 11, 2018
Tuesday 9:00 AM – 3:30 PM Nov. 27 - Dec. 11, 2018
Class fee $340...... Materials fee $55 ........... Total $395
Register for both QuickBooks Online Part I and Part II Courses and Save $75
CERTIFIED BOOKKEEPER EXAM PREP COURSE  (63 HRS.)

Certified Bookkeepers are the elite of their profession, much as CPAs are the best in the accounting field. This class will set you on the path to becoming a certified bookkeeper, which can increase your earning potential and enhance your professional status. This program leads to national certification with the American Institute of Professional Bookkeepers (AIPB). The ability to gain an edge in any job market makes your bookkeeping certification worth it in every way. From bank reconciliation and payroll to various inventory methods, take this program to prepare for your bookkeeping certificate that covers everything you need to know to sit for the AIPB exam. (Exam fees included).

Prerequisite: Academic or professional background in bookkeeping or accounting.

For additional information on the Certified Bookkeeper Exam Prep Course, please join us by attending our Information Night on Wednesday, September 5, 2018 from 6:00 PM - 7:30 PM

Monday, Wednesday 6:00 PM – 9:00 PM  Sept. 17 - Nov. 28, 2018 (no class 11/21)

Class fee $865........  Materials fee $430 ........ Total $1,295

*Payment plan available

PERSONAL FINANCE & ESTATE PLANNING

FINANCIAL LITERACY  (6 HRS.) NEW!

Many finance classes teach one thing - either how to make more money or how to save more money. We will learn the offense (making more), defense (keeping more) and playing filled (how money works) during this three-week class. Working with people from all ages, income levels and debt levels, we will learn and grow through books, audios and open discussions. By the end of the class, you will be equipped with all the tools you need to earn more, keep more and understand how you can change your mindset and attitude towards money.

Monday 6:00 PM – 8:00 PM  Sept. 17 - Oct. 1, 2018

Class fee $125........  Materials fee $50 ........ Total $175

THE FOLLOWING FIVE 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 if the plan is to protect minors, avoid nursing home costs or save estate taxes.

Thursday 7:00 PM – 8:30 PM  Sept. 13, 2018

Class fee $45..........  Materials fee $0 ........... Total $45

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. 27, 2018

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. 11, 2018

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. 25, 2018

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. 8, 2018

Class fee $45..........  Materials fee $0 ........... Total $45

THE ‘GET UNSTUCK’ COURSE SERIES

(by the Intentionality Gurus)

THE FOLLOWING THREE-COURSE SERIES ARE TAUGHT BY AN ATTORNEY.

If you are in a spot right now where you need to find clarity and take action around specific goals, obstacles or areas where you tend to get stuck, this program allows you to experience personal life coaching in a group setting. It occurs in 3 modules designed to teach you specific tools to apply to a goal, obstacle or area of “stuck” of your choice and to life in general going forward.

MODULE 1: THE BASICS  (1 HR.)

You will do baseline mind-body and self-assessment exercises to identify where you have self-defeating thought habits around your goal, obstacle or area of stuck.

Tuesday 7:00 PM – 8:00 PM  Oct. 2, 2018

Class fee $35........  Materials fee $0 ........... Total $35

MODULE 2: MINDSET  (1 HR.)

You will learn tools to catch and replace self-defeating thought habits with beneficial thought habits around your goals, obstacles or area of stuck.

Tuesday 7:00 PM – 8:00 PM  Oct. 9, 2018

Class fee $35........  Materials fee $0 ........... Total $35

Series continued on next page
**MODULE 3: GAME PLAN** (1 HR.)

You will learn and create methods to support your new habits and permanent life skills.

**THE FOLLOWING SEVEN COURSES ARE TAUGHT BY AN ATTORNEY**

**FRESH IDEAS FOR PROTECTING YOUR ASSETS IN RETIREMENT** (1.5 HRS.)

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.

**REMAINING IN CONTROL THROUGH THE AGING PROCESS** (1.5 HRS.)

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 disease, 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 health care and financial matters.

**MEDICARE VS. MEDICAID - WHICH WILL HELP ME COVER MY LONG-TERM CARE COSTS?** (2 HRS.)

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.

**OLDER ORPHANS: WHO WILL TAKE CARE OF ME?** (2 HRS.)

An older 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 older orphans are unique. This course will explain what steps an older orphan can take to ensure 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.

**SANDWICH GENERATION: LEARN HOW TO AID YOUR AGING PARENTS** (2 HRS.)

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 parents’ 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.

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

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.

**SO, YOU’VE BEEN NAMED POWER OF ATTORNEY: DID I JUST LOSE MY FREE TIME?** (1.5 HRS.)

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.

**10 STEPS TO PERFECT CREDIT** (2 HRS.)

In this class you will learn the following 10 steps: Which two credit cards can lower your score if they are in your wallet; why credit cards can be a source of trouble; why there is a right way and wrong way to pay off collections; which five factors influence your scores the most; the fastest ways to drive your scores upward; the right way and the wrong way to repair your credit; why opening a “90 days same as cash” account can instantly lower your score by as much as 20 points and how to recover from it; how credit repair, if done right, can save you hundreds or thousands of dollars. A complimentary review and analysis of your credit report is offered to students.
**MOBILE DEVICE TECHNOLOGY/COMPUTER APPLICATIONS/INTERNET**

**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. 10, 2018
Class fee $35........... Materials fee $0............ Total $35

**THE HOME-BUYING EXPERIENCE (2 HRS.)**

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. Referrals to other professionals, like realtors and homeowners insurance agents, are also offered.

Monday 6:30 PM - 8:30 PM Oct. 15, 2018
Class fee $35........... Materials fee $0............ Total $35

**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 for is available.

Monday 6:30 PM - 8:30 PM Oct. 22, 2018
Class fee $35........... Materials fee $0............ Total $35

**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.

**APPLE 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 more. **Bring your iPad to class.**

Wednesday 6:00 PM – 9:00 PM Nov. 7, 2018
Class fee $55........... Materials fee $0............ Total $55

**APPLE IPAD II: INTERMEDIATE (3 HRS.)**

Learn more about what this powerful tool can do. Review the basics, answer questions, and deal with any issues from iPad I. Learn how to set up and manage an iTunes account, create and manage folders, purchase/download and manage Apps, store and move files, download and use e-books, customize reading settings and much, much more! **Bring your iPad to class.** **Prerequisite:** iPad Basics

Wednesday 6:00 PM – 9:00 PM Nov. 14, 2018
Class fee $55........... Materials fee $0............ Total $55

**APPLE IPHONE: BASICS FOR BEGINNERS (3 HRS.)**

More than just a device with which to make phone calls, learn about the features of the iPhone and unlock its full potential. We will cover as many of the following topics as time allows. Topics include: overview, basics, phone settings, Siri, mail, Safari, messaging, clock, calendar, photos, camera and more. **Bring your iPhone to class.**

Wednesday 6:00 PM – 9:00 PM Nov. 28, 2018
Class fee $55........... Materials fee $0............ Total $55

**COMPUTER APPLICATIONS /INTERNET**

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.

**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.

Wednesday, Monday 6:00 PM – 9:00 PM Sept. 5 - 24, 2018
Class fee $295........... Materials fee $0............ Total $295

**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.**

Saturday 8:00 AM – 4:00 PM Sept. 8, 2018
Wednesday, Monday 6:00 PM – 10:00 PM Sept. 26 & Oct. 1, 2018
Class fee $165........... Materials fee $30............ Total $195

**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. 14, 2018
Tuesday 6:00 PM – 10:00 PM Oct. 23, 2018
Class fee $95........... Materials fee $0............ Total $95

**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.**

Saturday 9:00 AM – 12:00 PM Sept. 15, 2018
Wednesday 6:00 PM – 9:00 PM Oct. 3, 2018
Class fee $75........... Materials fee $0............ Total $75
<table>
<thead>
<tr>
<th>Course Title</th>
<th>Duration</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>GOOGLE PHOTOS</strong> (3 HRS.) NEW!</td>
<td></td>
<td>Learn how to back up your photo library to your Google Drive. Bring your</td>
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<tr>
<td></td>
<td></td>
<td>smartphone with the Google Photos App installed and your Google account</td>
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<td></td>
<td>username and password.</td>
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<tr>
<td>Wednesday 5:00 PM – 8:00 PM Sept. 5, 2018</td>
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<td>Class fee $55........ Materials fee $0 ............ Total $55</td>
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<tr>
<td><strong>GOOGLE TOOLS OVERVIEW</strong> (2 HRS.)</td>
<td></td>
<td>This introductory course will provide an overview of the Google tools</td>
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<td>available with a free Google account. Bring your Google account username</td>
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<td></td>
<td>and password.</td>
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<tr>
<td>Wednesday 5:00 PM – 7:00 PM Sept. 12, 2018</td>
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<td>Class fee $45........ Materials fee $0 ............ Total $45</td>
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<tr>
<td><strong>CHROME BROWSER, APPS AND EXTENSIONS</strong> (3 HRS.)</td>
<td></td>
<td>Learn the power of the Chrome browser. Bring your Google account username</td>
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<td></td>
<td></td>
<td>and password and bring a list of your favorite bookmarks and passwords.</td>
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<tr>
<td>Wednesday 5:00 PM – 8:00 PM Sept. 19, 2018</td>
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<td>Class fee $55........ Materials fee $0 ............ Total $55</td>
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<tr>
<td><strong>GOOGLE DRIVE AND GOOGLE DOCS</strong> (3 HRS.)</td>
<td></td>
<td>Learn how to word process using a free tool that will allow you to open</td>
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<td></td>
<td></td>
<td>and create Microsoft Word documents. Bring your Google account username</td>
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<td></td>
<td></td>
<td>and password.</td>
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<tr>
<td>Wednesday 5:00 PM – 8:00 PM Sept. 26, 2018</td>
<td></td>
<td>Class fee $55........ Materials fee $0 ............ Total $55</td>
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<tr>
<td><strong>GOOGLE DRIVE, DOCS &amp; HYPERDOCS</strong> (3 HRS.) NEW!</td>
<td></td>
<td>Learn how to word process using a free tool that will allow you to open</td>
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<td></td>
<td></td>
<td>and create Microsoft Word documents. Bring your Google account username</td>
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<td></td>
<td></td>
<td>and password.</td>
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<tr>
<td>Saturday 9:00 AM – 12:00 PM Sept. 29, 2018</td>
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<td>Class fee $55........ Materials fee $0 ............ Total $55</td>
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<tr>
<td><strong>GOOGLE CLASSROOM</strong> (3 HRS.)</td>
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<td>Learn to manage the sharing and collecting of student work. Also learn to</td>
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<td></td>
<td>set up your own free website using Google Sites. Bring your Google account</td>
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<tr>
<td></td>
<td></td>
<td>username and password.</td>
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<tr>
<td>Wednesday 5:00 PM – 8:00 PM Oct. 3, 2018</td>
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<td>Class fee $55........ Materials fee $0 ............ Total $55</td>
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<tr>
<td><strong>GOOGLE SITES</strong> (3 HRS.)</td>
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<td>Set up your own free website using Google Sites. Bring your Google account</td>
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<td></td>
<td></td>
<td>username and password.</td>
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<tr>
<td>Wednesday 5:00 PM – 8:00 PM Oct. 10, 2018</td>
<td></td>
<td>Class fee $55........ Materials fee $0 ............ Total $55</td>
</tr>
<tr>
<td><strong>GOOGLE CLASSROOM &amp; SITES</strong> (3 HRS.) NEW!</td>
<td></td>
<td>Learn to manage the sharing and collecting of student work. Also learn to</td>
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<tr>
<td></td>
<td></td>
<td>set up your own free website using Google Sites. Bring your Google account</td>
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<td></td>
<td></td>
<td>username and password.</td>
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<tr>
<td>Saturday 9:00 AM – 12:00 PM Oct. 13, 2018</td>
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<td>Class fee $55........ Materials fee $0 ............ Total $55</td>
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<tr>
<td><strong>GOOGLE FORMS (SURVEYS)</strong> (3 HRS.)</td>
<td></td>
<td>Learn how to create professional looking surveys using Google Forms. Bring</td>
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<td></td>
<td></td>
<td>your Google account username and password.</td>
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<tr>
<td>Wednesday 5:00 PM – 8:00 PM Oct. 17, 2018</td>
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<td>Class fee $55........ Materials fee $0 ............ Total $55</td>
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<tr>
<td><strong>GOOGLE SHEETS</strong> (3 HRS.)</td>
<td></td>
<td>Create spreadsheets using a free tool. Bring your Google account username</td>
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<td>and password.</td>
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<td>Wednesday 5:00 PM – 8:00 PM Oct. 24, 2018</td>
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<td>Class fee $55........ Materials fee $0 ............ Total $55</td>
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<tr>
<td><strong>GOOGLE SLIDES/DRAWINGS</strong> (3 HRS.)</td>
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<td>Learn how to create presentations using a free tool. Also, create your</td>
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<td>own graphics using free Google Drawing tools. Bring your Google account</td>
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<td></td>
<td></td>
<td>username and password.</td>
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<tr>
<td>Wednesday 5:00 PM – 8:00 PM Nov. 7, 2018</td>
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<td>Class fee $55........ Materials fee $0 ............ Total $55</td>
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<tr>
<td><strong>GOOGLE FORMS, SHEETS &amp; QUIZZES</strong> (3 HRS.)</td>
<td></td>
<td>Learn how to create professional looking surveys using Google Forms. Also</td>
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<td>create spreadsheets using a free tool. Bring your Google account username</td>
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<td></td>
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<td>and password.</td>
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<tr>
<td>Saturday 9:00 AM – 12:00 PM Nov. 10, 2018</td>
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<td>Class fee $55........ Materials fee $0 ............ Total $55</td>
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<tr>
<td><strong>ADVANCED - GOOGLE ADD-ONS &amp; MORE</strong> (3 HRS.)</td>
<td></td>
<td>Add-ons are free and can increase your productivity. Bring your Google</td>
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<td></td>
<td></td>
<td>account username and password. (Not for beginners)</td>
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<tr>
<td>Wednesday 5:00 PM – 8:00 PM Nov. 14, 2018</td>
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<td>Class fee $55........ Materials fee $0 ............ Total $55</td>
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<tr>
<td><strong>GOOGLE CALENDAR</strong> (2 HRS.)</td>
<td></td>
<td>Learn how to use Google’s free online calendar. Bring your Google account</td>
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<td></td>
<td>username and password.</td>
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<tr>
<td>Wednesday 5:00 PM – 7:00 PM Nov. 28, 2018</td>
<td></td>
<td>Class fee $45........ Materials fee $0 ............ Total $45</td>
</tr>
<tr>
<td><strong>GOOGLE GMAIL</strong> (2 HRS.)</td>
<td></td>
<td>Learn all the features of Google’s free Gmail. Bring your Google account</td>
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<td></td>
<td></td>
<td>username and password.</td>
</tr>
<tr>
<td>Wednesday 5:00 PM – 7:00 PM Dec. 5, 2018</td>
<td></td>
<td>Class fee $45........ Materials fee $0 ............ Total $45</td>
</tr>
</tbody>
</table>

Google Bundle - take all 15 Google classes for only $605 - save $109.

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.
EXCEL 2016 I  (4 HRS.)
This class covers all the elements you need to know to master the basic features and functions of Excel. **Prerequisite:** Windows 10. Please bring a flash drive to class.
Friday  9:30 AM – 2:00 PM  Oct. 26, 2018
Tuesday  6:00 PM – 10:00 PM  Nov. 20, 2018
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, including Pivot Tables and Pivot Charts. **Prerequisite:** Excel 2016 I or equivalent experience. Please bring a flash drive to class.
Friday  9:30 AM – 2:00 PM  Nov. 2, 2018
Tuesday  6:00 PM – 10:00 PM  Nov. 27, 2018
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). **Prerequisite:** Excel II or equivalent experience. Please bring a flash drive to class.
Wednesday  9:30 AM – 2:00 PM  Nov. 7, 2018
Tuesday  6:00 PM – 10:00 PM  Dec. 4, 2018
Class fee $95.……. Materials fee $0 .……. Total $95

EXCEL 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  Nov. 16, 2018
Tuesday  6:00 PM – 10:00 PM  Dec. 11, 2018
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.
Tuesday  6:00 PM – 10:00 PM  Oct. 30, 2018
Friday  9:30 AM – 2:00 PM  Nov. 30, 2018
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 bring a flash drive to class.
Tuesday  6:00 PM – 10:00 PM  Nov. 6, 2018
Friday  9:30 AM – 2:00 PM  Dec. 7, 2018
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.
Thursday  6:00 PM – 10:00 PM  Nov. 15, 2018
Friday  9:30 AM – 2:00 PM  Dec. 14, 2018
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

POWERPOINT 2016  (4 HRS.)
Learn the basic skills to capture your audience with professional presentations. **Prerequisite:** Familiarity with personal computers and Windows 10. Please bring a flash drive to class.
Saturday  9:30 AM – 2:00 PM  Oct. 20, 2018
Monday  6:00 PM – 10:00 PM  Dec. 10, 2018
Class fee $95.……. Materials fee $0 .……. Total $95

PUBLISHER 2016  (4 HRS.)
Learn to create, format and link text boxes, use layout guides and work with text, pictures, templates and master pages. **Prerequisite:** Familiarity with personal computers and Windows 10. Please bring a flash drive to class.
Saturday  9:30 AM – 2:00 PM  Oct. 27, 2018
Monday  6:00 PM – 10:00 PM  Dec. 3, 2018
Class fee $95.……. Materials fee $0 .……. Total $95

PUBLISHER BUNDLE - Take all 3 courses: Publisher 2016, PowerPoint 2016 and Word 2016 for only $225 - save $60

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.

**REGISTER NOW!**
440.891.7600 | polaris.edu

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.
ADMINISTRATIVE ASSISTANT (SECRETARIAL) SERIES (111 HRS.) NEW!

You will learn the essential skills necessary for an Administrative Assistant in today’s professional office, how to maintain a professional image, personal and professional ethics, communication essentials, technology basics, records and financial management and how to begin your career. No online registrations available for this series. You may register for each course individually or register for the series to save $525. For additional information or to register, please call Nada Koury, Business Coordinator, at 440-891-7646.

Tuition for 111 hours (14 courses) including materials $1,995*
Save $575
*Payment plan available

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.

Wednesday, Monday 6:00 PM – 9:00 PM Sept. 5 – 24, 2018
Class fee $295..... Materials fee $0 .......... Total $295

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.

Thursday, Tuesday 6:00 PM – 9:00 PM Sept. 6 – 13, 2018
Class fee $225..... Materials fee $0 .......... Total $225

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.

Wednesday, Monday 6:00 PM – 10:00 PM Sept. 26 & Oct. 1, 2018
Class fee $165..... Materials fee $30 .......... Total $195

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.

Wednesday  6:00 PM – 9:00 PM Oct. 3, 2018
Class fee $75...... Materials fee $0 .......... Total $75

MICROSOFT WORD 2016: BASIC (8 HRS.)

Learn how to set up, create and format a document using 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.

Monday, Wednesday 6:00 PM – 10:00 PM Oct. 8 & 10, 2018
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.

Monday, Wednesday 6:00 PM – 10:00 PM Oct. 22 & 24, 2018
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.

Monday, Thursday 6:00 PM – 10:00 PM Oct. 29 & Nov. 1, 2018
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 to sort and filter 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.

Monday, Wednesday 6:00 PM – 10:00 PM Nov. 5 & 7, 2018
Class fee $165..... Materials fee $30 .......... Total $195

Series continued on next page
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.
Monday, Wednesday 6:00 PM – 10:00 PM  Nov. 12 & 14, 2018
Class fee $165...... Materials fee $30 ........ Total $195

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 and advanced report design. Prerequisite: Access 2016 Part I or equivalent knowledge.
Monday, Wednesday 6:00 PM – 10:00 PM  Nov. 26 & 28, 2018
Class fee $165...... Materials fee $30 ........ Total $195

PUBLISHER 2016 (4 HRS.)
Learn to create, format, and link text boxes, use layout guides, and work with text, pictures, templates and master pages.
Prerequisite: Familiarity with personal computers and Windows 10. Please bring a flash drive to class.
Monday 6:00 PM – 10:00 PM Dec. 3, 2018
Class fee $95...... Materials fee $0 ............ Total $95

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.
Thursday, Tuesday 6:00 PM – 9:00 PM Dec. 6 - 13, 2018
Class fee $225...... Materials fee $0 ............ Total $225

POWERPOINT 2016 (4 HRS.)
Learn the basic skills to capture your audience with professional presentations. Prerequisite: Familiarity with personal computers and Windows 10. Please bring a flash drive to class.
Monday 6:00 PM – 10:00 PM Dec. 10, 2018
Class fee $95...... Materials fee $0 ............ Total $95

MICROSOFT OUTLOOK 2016 (18 HRS.) NEW!
Outlook is used by many large businesses and organizations as their mail provider. Yet, Outlook is much more than just email! Outlook manages emails, contacts, calendars, tasks and groups! This course covers the major topics of each of these functions. We will learn to build signature blocks, send graphics, attachments, scheduling events, invite attendees, manage appointments, manage contacts, track tasks and more! Outlook truly is a one-stop information management system. Please come prepared for hands-on training.
Wednesday, Monday 6:30 PM – 9:30 PM Sept. 5 - 24, 2018
Tuesday 10:00 AM – 4:00 PM Oct. 30 - Nov. 13, 2018
Class fee $345....... Materials fee $0 ............ Total $345

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.
Monday, Wednesday 9:30 AM – 2:00 PM Oct. 1 & 3, 2018
Monday, Wednesday 6:00 PM – 10:00 PM Nov. 12 & 14, 2018
Class fee $165...... Materials fee $30 ........ Total $195

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 and advanced report design. Prerequisite: Access 2016 Part I or equivalent knowledge.
Monday, Wednesday 9:30 AM – 2:00 PM Oct. 8 & 10, 2018
Monday, Wednesday 6:00 PM – 10:00 PM Nov. 26 & 28, 2018
Class fee $165...... Materials fee $30 ........ Total $195
Register for both Microsoft Access 2016 Part I - II courses and Save $25

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.
Saturday 8:00 AM – 4:00 PM Sept. 22, 2018
Monday, Thursday 6:00 PM – 10:00 PM Oct. 29 & Nov. 1, 2018
Wednesday 8:00 AM – 4:00 PM Nov. 28, 2018
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 and apply advanced formatting such as merging, splitting, text wrapping, and transposing. Learn to sort and filter data, document and audit worksheets and work with templates. Prerequisite: Microsoft Excel 2016: Basic or equivalent knowledge. Please bring a flash drive to class.
Saturday 8:00 AM – 4:00 PM Sept. 29, 2018
Monday, Wednesday 6:00 PM – 10:00 PM Nov. 5 & 7, 2018
Wednesday 8:00 AM – 4:00 PM Dec. 5, 2018
Class fee $165...... Materials fee $30 ........ Total $195

REGISTER NOW!
440.891.7600 | polaris.edu
**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.**

- **Saturday** 8:00 AM – 4:00 PM Oct. 6, 2018
- **Tuesday, Monday** 6:00 PM – 10:00 PM Nov. 13 & 19, 2018
- **Wednesday** 8:00 AM – 4:00 PM Dec. 12, 2018

**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

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

Learn how to set-up, create and format a document using 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.**

- **Wednesday** 8:00 AM – 4:00 PM Sept. 12, 2018
- **Monday, Wednesday** 6:00 PM – 10:00 PM Oct. 8 & 10, 2018
- **Saturday** 8:00 AM – 4:00 PM Nov. 17, 2018

**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.**

- **Wednesday** 8:00 AM – 4:00 PM Sept. 19, 2018
- **Monday, Wednesday** 6:00 PM – 10:00 PM Oct. 22 & 24, 2018
- **Saturday** 8:00 AM – 4:00 PM Dec. 1, 2018

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

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

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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.
MCSA INSTALLING AND CONFIGURING WINDOWS SERVER 2012 R2 (70-410) (48 HRS.)

Earning 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 earn the Microsoft Certified Solutions Associate Certification.

Tuesday, Thursday 6:00 PM – 10:00 PM Sept. 4 - Oct. 11, 2018
Class fee $900...... Materials fee $95 ......... Total $995*
*Payment plan available

ADMINISTERING WINDOWS SERVER 2012 R2 (70-411) (48 HRS.)

Earning 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).

Tuesday, Thursday 6:00 PM – 10:00 PM Oct. 16 - Nov. 27, 2018
(no class 11/22)
Class fee $900...... Materials fee $95 ......... Total $995*
*Payment plan available

CONFIGURING ADVANCED WINDOWS SERVER 2012 SERVICES (70-412) (48 HRS.)

Earning 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

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. 29 - Mar. 7, 2019
Class fee $900...... Materials fee $95 ......... Total $995*
*Payment plan available
INFORMATION TECHNOLOGY (IT) AND PROGRAMMING

SQL (MS) BASIC  (24 HRS.)
This course is an introduction to the basic design and development of scripts that automatically perform tasks. Students will learn the fundamentals of relational database systems using Microsoft Management Studio. Topics include installation and configuration of MS SQL 2017, analyzing data, writing T-SQL statements and language structures such as basic concepts and installation for both Windows and Linux.
Wednesday, Monday 6:00 PM – 10:00 PM  Sept. 5 – 24, 2018  
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 T-SQL, error handling, concurrency control, indexes and programming objects such as user-defined functions, user-defined data types, query optimization and performance tuning, triggers and stored procedures. Prerequisite: SQL (MS) Basic
Wednesday, Monday 6:00 PM – 10:00 PM  Sept. 26 - Oct. 15, 2018  
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 is designed for end users and application programmers of the database engine. Topics include advanced topics with T-SQL, error handling, concurrency control, indexes and programming objects such as user-defined functions, user-defined data types, query optimization and performance tuning, triggers and stored procedures. Prerequisite: SQL (MS) Basic
Wednesday, Monday 6:00 PM – 10:00 PM  Oct. 17 - Nov. 5, 2018  
Class fee $495...... Materials fee $0 ............ Total $495  
*Payment plan available

Register for all three courses: SQL (MS) Basic, Intermediate, and Advanced and Save $100

INTRODUCTION TO C# (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 2017 and understanding the .net Framework. In this class, students will write simple to moderate projects using Windows Classic Desktop. A major emphasis will be place on mastering these techniques and learning the fundamentals of Object Oriented Programming.
Wednesday, Monday 6:00 PM – 10:00 PM  Nov. 7 - 28, 2018  
(no class 11/21)  
Class fee $495...... Materials fee $50 ............ Total $545*  
*Payment plan available

INTERMEDIATE C# (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, lists and dictionaries.
Monday, Wednesday 6:00 PM – 10:00 PM  Dec. 3 - 19, 2018  
Class fee $495...... Materials fee $0 ............ Total $495*  
*Payment plan available

ADVANCED C# (24 HRS.)
Both the Introduction and Intermediate C# classes are required. Students will begin to understand design patterns and will be introduced to web, Xamarin and MVC. These topics will be taught as a building block for the more advanced topics that .net must offer. Time permitting, database connectivity and an introduction to AZURE and how to access it will be provided, giving students the cutting edge in technology.
Wednesday, Monday 6:00 PM – 10:00 PM  Jan. 2 - 23, 2019  
(no class 1/21)  
Class fee $495...... Materials fee $0 ............ Total $495*  
*Payment plan available

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

JAVA I  (24 HRS.)
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. 4 - 20, 2018  
Class fee $495...... Materials fee $0 ............ Total $495*  
*Payment plan available

JAVA II  (24 HRS.)
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. This class will cover 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. 25 - Oct. 11, 2018  
Class fee $495...... Materials fee $0 ............ Total $495*  
*Payment plan available

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

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.
ORACLE INTRODUCTION (24 HRS.)
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.
Wednesday, Monday 6:30 PM – 9:30 PM Sept. 26 - Oct, 22, 2018
Class fee $495...... Materials fee $180 ...... Total $675*
*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.
Wednesday, Monday 6:30 PM – 9:30 PM Oct. 24 - Nov, 19, 2018
Class fee $495...... Materials fee $0 .......... Total $495*
*Payment plan available

ORACLE ADVANCED (24 HRS.)
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.
Monday, Wednesday 6:30 PM – 9:30 PM Nov. 26 - Dec. 19, 2018
Class fee $495...... Materials fee $0 .......... Total $495*
*Payment plan available
Register for all three Oracle Basic, Oracle Intermediate, and Oracle Advanced and Save $100

CLASSROOM COMPUTING FOR EDUCATORS, PROFESSIONAL DEVELOPMENT SERIES (120 HRS.) NEW!
The Classroom Computing for Educators Professional Development Series consists of five (5) courses, 24 hours each. This series is intended to assist educators with better performance in the classroom. Register for each individual course and pay $495 or register for all five (5) courses and pay only $1,695 - a savings of $780. Textbooks will be discussed first day of class. No online registration for the series. For questions or to register, please contact Nada Koury, Business Coordinator at 440.891.7646.
*Payment plan available

CSTA STANDARDS K-12 COMPUTER SCIENCE STANDARDS REVIEW AND PRACTICE (24 HRS.) NEW!
The Computer Science K-12 Learning Standards and connected framework course prepares the educator to better engage all students, from a young age, in the concepts and practices of computer in a world increasingly influenced by technology. Through application of computing as a tool for learning and expression from kindergarten through 12th grade, these standards develop new approaches to problem solving that harness the power of computational thinking, while not only becoming users, but creators of computing technology.
Textbooks will be discussed first day of class.
Saturday 8:00 AM – 4:00 PM Sept. 8 - 22, 2018
Class fee $495...... Materials fee $0 .......... Total $495*
*Payment plan available

SAFE INTERNET FOR THE CLASSROOM (24 HRS.) NEW!
This course educates educators on what online safety really is, provides strategies to protect your students in using the SAFE Internet and provides resources that enable students to use the rich and extensive online tools using online safety. Textbooks will be discussed first day of class.
Saturday 8:00 AM – 4:00 PM Sept. 29 - Oct. 13, 2018
Class fee $495...... Materials fee $0 .......... Total $495*
*Payment plan available

DIGITAL POLLS PROJECTS AND WORKSHEETS FOR THE CLASSROOM (24 HRS.) NEW!
The Digital Polls, Projects and Worksheet for the Classroom course is designed for K-12 teachers. Through this fun and highly interactive, self-paced course, the educator will learn and apply game design principles and programming skills. Using available tool games, the educator will design and code a number of original learning games, polls and worksheets. This professional development opportunity aligns with the K-12 CS Framework and the CSTA standards. Textbooks will be discussed first day of class.
Saturday 8:00 AM – 4:00 PM Oct. 20 - Nov. 3, 2018
Class fee $495...... Materials fee $0 .......... Total $495*
*Payment plan available

CLASSROOM BROADCASTS WITH YOUR ANDROID OR IOS PHONE (24 HRS.) NEW!
Learn how to use Classroom Management software which allows the educator to broadcast lesson content from a USB web camera to multiple students simultaneously like an Interactive Whiteboard. Learn to develop your own Classroom Broadcast lessons! Textbooks will be discussed first day of class.
Saturday 8:00 AM – 4:00 PM Nov. 10 - Dec. 1, 2018
(no class 11/24)
Class fee $495...... Materials fee $0 .......... Total $495*
*Payment plan available

Series continued on next page
SOLIDWORKS/CAD/REVIT

SOLIDWORKS INTRODUCTORY LEVEL I
(Exam Prep Course) (30 HRS.)

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. 8 – Oct. 6, 2018
Class fee $520...... Materials fee $75 ......... Total $595*
*Payment plan available

SOLIDWORKS INTERMEDIATE LEVEL II
(Exam Prep Course) (30 HRS.)

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. 13 – Nov. 10, 2018
Class fee $520...... Materials fee $75 ......... Total $595*
*Payment plan available

SOLIDWORKS ADVANCED LEVEL III
(Exam Prep Course) (30 HRS.)

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, as well as 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  Nov. 17 – Dec. 22, 2018
(no class 11/24)
Class fee $520...... Materials fee $75 ......... Total $595*
*Payment plan available

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

Upon completion of all three courses, students will be eligible to take the Certified Dassault Systems Exams for FREE.

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. 10 – Oct. 3, 2018
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. 8 – 31, 2018
Class fee $525...... Materials fee $0 ......... Total $525*
*Payment plan available

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

**NEW!**
Microsoft SharePoint is used internationally as a platform for teachers, students and parent information sharing and collaboration. Learn how to optimize use of this powerful and FREE educational collaboration tool! Textbooks will be discussed first day of class.

Saturday 8:00 AM – 4:00 PM  Dec. 8 - 22, 2018
Class fee $495...... Materials fee $0 .......... Total $495*
*Payment plan available

440.891.7600 | polaris.edu

REGISTER NOW!

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.
### REVIT – BASIC TRAINING (24 HRS.)
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 Sept. 18 – Oct. 4, 2018
Class fee $445*       Materials fee $0          Total $445*

*Payment plan available

### REVIT ADVANCED – FAMILIES AND PARAMETERS (8 HRS.)
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. 9 & 11, 2018
Class fee $195*       Materials fee $0          Total $195

### GRAPHIC AND WEB DESIGN

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<thead>
<tr>
<th>Subject</th>
<th>Hours</th>
<th>Start Date</th>
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<th>Class Fee</th>
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<td>ADOBE CREATIVE CLOUD GRAPHIC DESIGN SERIES (108 HRS.)</td>
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<td>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. These courses are taught by a professional graphic designer.</td>
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<td>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.</td>
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<td>DESIGN AND COMPOSITION (6 HRS.)</td>
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<td>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.</td>
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<td>Monday, Wednesday 6:30 PM – 9:30 PM Sept. 10 &amp; 12, 2018</td>
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| INDESIGN CREATIVE CLOUD ADVANCED (15 HRS.)                             |       |              |            |           |              |           |
| This course will cover templates, style sheets, libraries and advanced techniques for high-volume print design. Learn how to use object styles, nested styles, and anchored objects and work with tables, custom templates and color samples. The course also covers using the Adobe Color Management System, working with printing tools and managing spot colors and mixed ink. |
| Please bring a jump drive to class. Prerequisite: InDesign Creative Cloud Basic. |
| Wednesday, Monday 6:30 PM – 9:30 PM Oct. 3 - 17, 2018                   |       |              |            | $345      | $0           | $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. 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. |
| Wednesday, Monday 6:30 PM – 9:30 PM Oct. 22 – Nov. 5, 2018             |       |              |            | $345      | $50          | $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. |
| Wednesday, Monday 6:30 PM – 9:30 PM Nov. 7 – Dec. 3, 2018              |       |              |            | $445      | $0           | $445      |

| PHOTOSHOP CREATIVE CLOUD BASIC (15 HRS.)                              |       |              |            |           |              |           |
| 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. 5 - 19, 2018                   |       |              |            | $355      | $40          | $395      |

| PHOTOSHOP CREATIVE CLOUD ADVANCED (21 HRS.)                            |       |              |            |           |              |           |
| Take your PhotoShop skills to the next level by exploring more advanced features. You’ll learn 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. 2 – 28, 2019                   |       |              |            | $445      | $0           | $445      |
HTML: BASIC (10 HRS.)

Topics included: 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 and introduction to style sheets [CSS]. **Prerequisite:** Familiarity with Windows and Internet experience.

Saturday 8:00 AM – 1:00 PM Sept. 8 & 15, 2018
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. 22 & 29, 2018
Class fee $245...... Materials fee $0 ............ Total $245
Register for both HTML Basic and Advanced Courses and Save $50

WEB DESIGN SERIES (24 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 - 24 hours for only $575 save $110*.
No online registrations. To register for the Web Design Series, please contact Nada Koury, Business Coordinator at 440.891.7646.

*Payment plan available.

APPEALING WEBSITE DESIGN (6 HRS.) NEW!

Did you know that you have less than 5 seconds to wow a first-time website visitor? That first impression can make or break your site. Even with templates and “ready-made” websites, there are design principles to keep in mind as you create your space on the web. In this class, you will learn how to optimize the design of your website for a professional look, engage your visitors and capture their interest so that they keep coming back!

Tuesday, Thursday 6:30 PM – 9:30 PM Oct. 2 & 4, 2018
Class fee $195...... Materials fee $0 ............ Total $195

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 website and keep visitors coming back.

Thursday, Tuesday 6:30 PM – 9:30 PM Oct. 11 & 16, 2018
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 Oct. 18 – 30, 2018
Class fee $295...... Materials fee $0 ............ Total $295

SHOPIFY E-COMMERCE WEBSITE SETUP (12 HRS.) NEW!

Looking to get your own e-commerce business started but don’t know where to start? We’ve got you covered! This class will cover e-commerce website setup using the Shopify platform. Come prepared with your business idea, product information and images to start building your website. We will begin with initial domain and hosting setup in class, and cover everything up through setting payment processing so that you’ll be ready to sell!

Thursday, Tuesday 6:30 PM - 9:30 PM Sept. 13 - 25, 2018
Class fee $295...... Materials fee $0 ............ Total $295

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 class 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. 5 - Oct. 8, 2018
Wednesday, Monday 6:00 PM – 9:00 PM Nov. 7 - Dec. 12, 2018 (no class 11/21)

Class fee $380...... Materials fee $65 ........ Total $445*
*Payment plan available.

CONSTRUCTION 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.

INTRODUCTION TO RESIDENTIAL CONSTRUCTION, REPAIR & MAINTENANCE SERIES (258 HRS.)

This 4-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 14 courses (258 hours), students will learn the many facets of the construction process, repair and maintenance in the construction field. **These courses taken separately would normally cost $5,295; however, we have combined these courses to save you $1,500. You pay only $3,795.**
*Payment plan available.

No online registrations available. For additional information, call Nada Koury, Business Coordinator at 440.891.7646.
RESIDENTIAL ELECTRICAL WIRING  (36 HRS.)
See page 35 for course description.
Tuesday, Thursday  6:00 PM – 9:00 PM  Sept. 4 – Oct. 11, 2018

OSHA CONSTRUCTION  (10 HRS.) NEW!
See page 32 for course description.
Wednesday, Monday  6:00 PM – 10:00 PM  Sept. 5 - 12, 2018

CARPENTRY  (36 HRS.)
See page 32 for course description.
Monday  6:00 PM – 10:00 PM  Sept. 17 - Nov. 12, 2018

BLUEPRINT READING: CONSTRUCTION & BUILDING CODE  (24 HRS.)
See page 33 for course description.
Wednesday  6:00 PM – 10:00 PM  Sept. 19 - Oct. 24, 2018

WEEKEND WARRIORS: CERAMIC FLOOR & WALL TILING  (6 HRS.)
See page 34 for course description.
Saturday  8:30 AM – 2:30 PM  Oct. 13, 2018

PLUMBING: PART I  (24 HRS.)
See page 33 for course description.
Tuesday, Thursday  6:00 PM – 10:00 PM  Oct. 16 - Nov. 1, 2018

WEEKEND WARRIORS: DRYWALL  (6 HRS.)
See page 34 for course description.
Saturday  8:30 AM – 2:30 PM  Oct. 27, 2018

WEEKEND WARRIORS: HARDWOOD & QUICK LOCK FLOOR INSTALLATION & REPAIR  (6 HRS.)
See page 34 for course description.
Saturday  8:30 AM - 2:30 PM  Nov. 3, 2018

CONSTRUCTION MANAGEMENT/SUPERVISION  (4 HRS.)
See page 33 for course description.
Tuesday  6:00 PM – 10:00 PM  Nov. 6, 2018

INTRODUCTION TO RESIDENTIAL ROOFING AND SIDING  (24 HRS.)
See page 33 for course description.
Wednesday  6:00 PM – 10:00 PM  Nov. 7 - Dec. 19, 2018
(no class 11/21)

PAINT LIKE A PRO  (6 HRS.)
See page 34 for course description.
Thursday  6:30 PM – 9:30 PM  Nov. 8 & 15, 2018

DECK BUILDING  (32 HRS.)
See page 33 for course description.
Saturday  8:00 AM – 4:00 PM  Nov. 10 - Dec. 8, 2018
(no class 11/24)

CONCRETE INSTALLATION & REPAIR  (20 HRS.)
See page 33 for course description.
Monday  6:00 PM – 10:00 PM  Nov. 19 - Dec. 17, 2018

PLUMBING: PART II  (24 HRS.)
See page 33 for course description.
Tuesday, Thursday  6:00 PM – 10:00 PM  Nov. 27 - Dec. 13, 2018
Register for this 258-hour course series (including materials) for only $3,795* Save $1,500.
*Payment plan available

OSHA  (10 HRS.) NEW!
This training program is intended to provide entry level construction workers information about their rights, employer responsibilities, and how to file a complaint as well as how to identify, abate, avoid and prevent job related hazards on a construction site. The training covers a variety of construction safety and health hazards which a worker may encounter at a construction site. Successful students will be able to receive the corresponding Department of Labor Wallet (DOL) card.
Wednesday, Monday  6:00 PM – 10:00 PM  Sept. 5 - 12, 2018
Class fee $235....... Materials fee $10 ........ Total $245

OSHA  (30 HRS.) NEW!
This 30-hour Construction Outreach Training Program is designed for construction, building development, repairs/alterations and other fields. Construction industry workers with supervisory, oversight and safety responsibilities can’t afford to be caught off-guard—especially when more lives are at stake. That’s why we’ve built our comprehensive course for safety directors, safety specialists, construction foremen, engineers, project managers, safety specialists, field supervisors and more. Training will emphasize hazard Identification, avoidance, control and prevention. Upon completion of the course, you will get your Department of Labor card.
Tuesday, Thursday  6:00 PM – 9:00 PM  Sept. 11 - Oct. 11, 2018
Class fee $485....... Materials fee $10 ........ Total $495

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  6:00 PM – 10:00 PM  Sept. 17 - Nov. 12, 2018
Class fee $525....... Materials fee $100 ....... Total $625*
*Payment plan available
CONSTRUCTION TECHNOLOGY/WEEKEND WARRIORS SERIES

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. 19 – Oct. 24, 2018
Class fee $450........ Materials fee $125 ........ Total $575*
*Payment plan available

PLUMBING: PART I (24 HRS.)
Topics include: Hand tool identification and usage of plumbing hand tools, estimation of job material and labor costs, reading and understanding measurements, hands on usage of pipe fittings, fixtures, copper soldering, PVC piping, PEX piping and understanding DWV and potable water systems. Both theory and hands-on installation of toilets, vanity and kitchen sinks instruction will be discussed.
Tuesday, Thursday 6:00 PM – 10:00 PM Oct. 16 - Nov. 1, 2018
Class fee $450........ Materials fee $95 ........ Total $545*
*Payment plan available

PLUMBING: PART II (24 HRS.)
Learn to read blueprints and the process of installing a DWV system, potable water system, fixtures and faucets, inspecting and testing the entire system and 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 – 10:00 PM Nov. 27 - Dec. 13, 2018
Class fee $450........ Materials fee $95 ........ Total $545*
*Payment plan available

INTRODUCTION TO RESIDENTIAL SIDING AND ROOFING (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 Nov. 7 - Dec. 19, 2018
(no class 11/21)
Class fee $445........ Materials fee $100 ........ Total $545*
*Payment plan available

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.
Monday 6:00 PM – 10:00 PM Nov. 19 - Dec. 17, 2018
Class fee $445........ Materials fee $100 ........ Total $545*
*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 Nov. 10 - Dec. 8, 2018
(no class 11/24)
Class fee $495........ Materials fee $100 ........ Total $595*
*Payment plan available

CONSTRUCTION MANAGEMENT/SUPERVISION (4 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.
Tuesday 6:00 PM – 10:00 PM Nov. 6, 2018
Class fee $145........ Materials fee $0 .......... Total $145

WEEKEND WARRIORS SERIES
(FLOORING, DRYWALL, ELECTRICAL, AND PLUMBING)
The following five courses are designed for individuals who want to learn the proper techniques for a weekend warrior project. Register for all five sessions, 30 hours, and pay only $495, a savings of $130, or take any course in this series and pay only $125 per course.

WEEKEND WARRIORS: ELECTRICAL (6 HRS.)
Learn how to change light fixtures, install ceiling fans and replace receptacles/switches. Electrical safety will also be covered.
Saturday 8:30 AM – 2:30 PM Sept. 22, 2018
Class fee $125...... Materials fee $0 .......... Total $125

Series continued on next page
**WEEKEND WARRIORS: PLUMBING (6 HRS.)**
Learn how to install faucets, replace and repair toilets and solder.
Saturday 8:30 AM – 2:30 PM  Oct. 6, 2018
Class fee $125. Materials fee $0. Total $125

**WEEKEND WARRIORS: CERAMIC FLOOR & WALL TILING (6 HRS.)**
Learn how to install and repair ceramic tile for walls and floors.
Saturday 8:30 AM – 2:30 PM  Oct. 13, 2018
Class fee $125. Materials fee $0. Total $125

**WEEKEND WARRIORS: DRYWALL (6 HRS.)**
Learn how to install, repair and tape drywall in this hands-on class.
Saturday 8:30 AM – 2:30 PM  Oct. 27, 2018
Class fee $125. Materials fee $0. Total $125

**WEEKEND WARRIORS: HARDWOOD & QUICK LOCK FLOOR INSTALLATION & REPAIR (6 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 8:30 AM – 2:30 PM  Nov. 3, 2018
Class fee $125. Materials fee $0. Total $125

**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  Sept. 6 & 13, 2018
Thursday 6:30 PM – 9:30 PM  Nov. 8 & 15, 2018
Class fee $125. Materials fee $0. Total $125

**INDUSTRIAL TECHNOLOGY**

**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, feed water 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  Sept. 18 – Nov. 6, 2018
Class fee $670. Materials fee $125. Total $795*

**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.
Wednesday, Monday 5:30 PM – 9:30 PM  Sept. 5 - Nov. 5, 2018
Class fee $725. Materials fee $200. Total $925*
*Payment plan available

**WELDING: ADVANCED (48 HRS.)**
It’s time to take your welding skills to the next level! This course is designed to improve SMAW skills, along with introduction to GTAW and GMAW. Machine settings, electrode and filler rod selection, and technique are topics of discussion. Practice sessions for structural AWS Welder Qualification Tests can be made available during class. Students are encouraged to bring in personal projects and will receive instructor guidance. This course will help prepare you for American Welding Society (AWS) certification exams. Prerequisite: Welding: Introduction or equivalent experience. Welding gloves and safety glasses are required.
Wednesday, Monday 5:30 PM – 9:30 PM  Nov. 7 - Dec. 19, 2018
(no class 11/21)
Class fee $590. Materials fee $155. Total $745*
*Payment plan available

**GEOMETRIC DIMENSIONING AND TOLERANCING - GD&T (12 HRS.)**
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. 9 - 18, 2018
Class fee $355. Materials fee $70. Total $425

**INDUSTRIAL BLUEPRINT READING (24 HRS.)**
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. 6 – 27, 2018
Class fee $495. Materials fee $130. Total $625*
*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.

**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.

Tuesday, Thursday 6:00 PM – 9:00 PM  Sept. 4 - Oct. 11, 2018
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.

Tuesday, Thursday 6:00 PM – 9:00 PM  Oct. 16 - Nov. 27, 2018
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. 5 - Oct. 15, 2018
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.

Wednesday, Monday 6:00 PM – 9:00 PM  Oct. 17 - Nov. 28, 2018
Class fee $525...... Materials fee $150 ...... Total $675*

*Payment plan available

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

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, brand circuits, feeders, outside wiring and services. You will also understand how grounding and bonding differ, how to apply concepts properly, wiring 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. 4 - Oct. 2, 2018
Class fee $555...... Materials fee $190 ...... Total $745*

*Payment plan available

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

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.

Thursday, Tuesday 6:00 PM – 10:00 PM  Oct. 4 - Nov. 1, 2018
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 and thousands of code questions to test your knowledge of the NEC.

Monday, Wednesday 6:00 PM – 10:00 PM  Oct. 1 - Nov. 19, 2018
Class fee $595...... Materials fee $200 ...... Total $795*

*Payment plan available
ARC FLASH/BLAST TRAINING AND SAFETY
PUBLICATION NFPA 70-E STANDARD FOR ELECTRICAL SAFETY (6 HRS.) NEW!

Our safety training course is designed around OSHA Regulations 29 CFR1910 subpart S and the NFPA 70E Standard for Electrical Safety in the Workplace. It is updated regularly to reflect changes to the code as they occur. The latest version of the NFPA 70E is the 2015 Edition. Our arc flash awareness training exercise strives to explain to the participant the history of arc flash as well as the federal regulations that have been put in place to help ensure worker safety. The trainer stresses the importance and the benefits of working safely as well as the possible consequences of unsafe disregard of the OSHA regulations. Whether you are an individual interested in arc flash or a skilled maintenance or construction person that comes in contact with live electrical circuits every day, this training can help you stay more aware of the dangers associated with arc flash. Topics covered: electrical safety-related work practices, recognizing & preventing electrical hazards, how OSHA and 70-E requirements affect your facility and personnel, protection from arc flash and arc blast, personal protective equipment, arc blast PPE, arc flash approach boundaries, control of hazardous energy - lockout/tagout, energized electrical work permits, safety emergency procedures, voltage rated tools, facility/contractor responsibilities and safety-related maintenance requirements.

Monday, Wednesday 6:00 PM - 9:00 PM  Sept. 12 & 19, 2018
Class fee $175........ Materials fee $0 ............ Total $175

HEALTH / FITNESS

HEALTHCARE PROVIDER (BLS) CPR FOR MEDICAL PROFESSIONALS (4 HRS.)

This American Heart Association course 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 valid for two years.

Monday 5:30 PM - 9:30 PM  Nov. 5, 2018
Class fee $35.......... Materials fee $40 ........... Total $75

FIRST AID FOR EVERYDAY EMERGENCIES (3 HRS.)

This American Heart Association (AHA) 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. AHA certification card included.

Monday 6:30 PM - 9:30 PM  Oct. 22, 2018
Class fee $30........... Materials fee $35 ........... Total $65

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. 19, 2018
Class fee $35.......... Materials fee $10 ............ Total $45

HERBAL CERTIFICATION (15 HRS.)

Classes will meet at Alternative Healing Institute
4965 Dover Center Road, North Olmsted, OH 44070

Learn how many common acute and chronic illnesses are treated without pharmaceutical drugs. This class introduces a holistic approach to prevention and treatment with nutrition, herbs, vitamins and minerals. The course provides basic anatomy and physiology for nine body systems. No previous formal medical education is required. As complementary and alternative treatments become more popular and are combined with conventional medicine, it is important for medical personnel to understand them. Class is appropriate for all levels of medical practitioners. This program (OLN-S-1765-15) has been approved for 15 contact hours by the Ohio Board of Nursing through the approver unit of the Ohio League of Nursing (OBN-066-92) for 15 contact hours. This course is taught by a board-certified doctor of naturopathic medicine. Certificate or contact hours require attendance at 9 of 10 classes and 85% or better on eight take-home quizzes. A missed class can be made up during a future class. It is the student’s responsibility to schedule make-up classes with the instructor.

Monday, Thursday 6:30 PM - 8:00 PM  Sept. 17 - Oct. 18, 2018
Class fee $220........ Materials fee $5 ............ Total $225

HERBAL FIRST AID KIT (2 HRS.)

Emergencies and illness are never planned. Learn how to assemble a first aid kit making medicine from your pantry. Receive a healing spice guide from A-Z. Learn the “must have” herbs to keep on hand and how to use them for effective results.

Tuesday 6:30 PM - 8:30 PM  Oct. 30, 2018
Class fee $35.......... Materials fee $0 ............ Total $35

AROMATHERAPY - THE BASICS OF ESSENTIAL OILS (2 HRS.)

This class covers all the basics of essential oils. Learn how to use essential oils while gaining insight into their health benefits. Study safety, carrier oils, properties, methods, terminology, and how to buy quality oils.

Wednesday 6:30 PM - 8:30 PM  Sept. 5, 2018
Class fee $35.......... Materials fee $0 ............ Total $35

THE HEALING POWERS OF ESSENTIAL OILS (2 HRS.) NEW!

Learn which essential oils to use for specific health conditions from A-Z. Make your own blends specific to your health concerns. Receive recipes for personal care needs and cleaning. This class is a companion class to Aromatherapy - The Basics of Essential Oils (Not required, but helpful).

Wednesday 6:30 PM - 8:30 PM  Sept. 12, 2018
Class fee $35.......... Materials fee $0 ............ Total $35

REGISTER NOW!
440.891.7600 | polaris.edu
NECESSARY NUTRIENTS FOR OPTIMUM HEALTH…ARE YOU GETTING YOURS? (2.5 HRS.)

A few key daily essentials for optimum health are water, protein, vitamins, probiotics and Omega 3, 6, and 9 fatty acids. Which fat is which? Learn how these nutrients function and why they are important to the body. What is a good probiotic? Get the answers to these questions and more.

Monday 6:00 PM – 8:30 PM Nov. 12, 2018
Class fee $35........... Materials fee $0............ Total $35

VITAMINS 101 (2.5 HRS.) NEW!

This class will educate you on different types of vitamin supplements. Topics to be discussed are gummy vs. chewable, solids vs. capsules and the function of each vitamin and mineral in the body. Learn which vitamins are water or fat soluble, signs and symptoms of vitamin deficiencies and possible prescription drug depletion. RDA, what is it? Receive a description of each vitamin from A-Z with dietary sources included.

Monday 6:00 PM – 8:30 PM Nov. 5, 2018
Class fee $45........... Materials fee $0............ Total $45

MEDICINAL HERBS FROM YOUR GARDEN (2 HRS.) NEW!

Learn how to grow your own herbal remedies from healing plants. Turn your home-grown herbs into creams, tinctures, teas and more. The parts of the plant to use, medicinal use and nutritional value of each herb will be covered.

Tuesday 6:30 PM – 8:30 PM Oct. 9, 2018
Class fee $35........... Materials fee $0............ Total $35

MANAGING MULTIPLE SCLEROSIS NATURALLY (2.5 HRS.) NEW!

Learn how to use herbal and nutritional supplements to support multiple sclerosis naturally. Gain insight on the importance of getting the acid-alkaline balance in your body correct, what supplements to take and why and how to detoxify the body with herbal support. We will discuss herbal support for MS symptoms and how to alleviate stress with nutritional and herbal support while building the body’s immune system.

Monday 6:00 PM – 8:30 PM Dec. 3, 2018
Class fee $35........... Materials fee $0............ Total $35

BREAST CANCER PREVENTION TREATMENT: A NATUROPATHIC APPROACH (2 HRS.) NEW!

This class will meet at Alternative Healing Institute 4765 Dover Center Road, North Olmsted, OH 44070
In the class you will learn the naturopathic approach to breast cancer prevention treatment. The instructor is a published author.

Thursday 6:30 PM – 8:30 PM Nov. 1, 2018
Class fee $35........... Materials fee $20............ Total $55

DIABETES AND PANCREATITIS: A NATUROPATHIC APPROACH (2 HRS.) NEW!

This class will meet at Alternative Healing Institute 4765 Dover Center Road, North Olmsted, OH 44070
Learn natural ways to reduce your blood glucose, HbA1c and triglycerides. Bring your most recent bloodwork to learn to read.

Thursday 6:30 PM – 8:30 PM Nov. 8, 2018
Class fee $35........... Materials fee $20............ Total $55

EMPOWERING YOUR LIFE WITH INTENTION (2 HRS.)

Have you ever wondered why what you do not want manifests a lot sooner than what you do want? This lecture will explore the process of intention setting for just about anything - from finding a job, shedding weight or discovering your true heart’s desire - and some simple exercises to support the manifestation of your intentions.

Wednesday 6:00 PM – 8:00 PM Sept. 26, 2018
Class fee $35........... Materials fee $0............ Total $35

IMPROVING YOUR INTUITION (3 HRS.)

Learn the methods and philosophy behind improving your intuition and receiving messages that have worked for generations. This lecture will discuss what intuition is, where it comes from, why and how we can develop and learn to trust our feelings.

Wednesday 6:00 PM – 9:00 PM Oct. 3, 2018
Class fee $45........... Materials fee $0............ Total $45

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 acupressure 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 and more productive.

Wednesday 6:00 PM – 9:00 PM Oct. 10, 2018
Class fee $45........... Materials fee $0............ Total $45

TRUE COLORS…SPIRALING THROUGH THE WHEEL FINDING YOUR TRUE COLOR FOR BALANCE (2 HRS.)

What are your true colors? How does color affect you? In class, 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 color 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 Oct. 17, 2018
Class fee $35........... Materials fee $0............ Total $35

A WALKING MEDITATION WITH LABYRINTHS (2 HRS.)

Having difficulty centering or doing traditional meditation practices? Have you ever tried a labyrinth? In this lecture participants will learn what a labyrinth is and how to use labyrinths to find their center and help de-stress and gain a new sense of clarity.

Wednesday 6:00 PM – 8:00 PM Oct. 24, 2018
Class fee $35........... Materials fee $0............ Total $35

INTRODUCTION TO REIKI (2 HRS.)

Learn about this ancient technique for wellness, stress reduction and well-being. Understand its history, its application and how our local hospitals are using Reiki. You will have the opportunity to experience Reiki as well as practice “running” energy.

Tuesday 6:30 PM – 8:30 PM Oct. 9, 2018
Class fee $35........... Materials fee $0............ Total $35
REFLEXOLOGY PART I (3 HRS.)
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 Oct. 6, 2018
Class fee $45........... Materials fee $0 ............ Total $45

REFLEXOLOGY PART II (3 HRS.)
This class is a continuation of Reflexology, Part I. We will cover techniques to support conditions such as headaches, digestive and respiratory concerns, pain management and the immune system.
Prerequisite: Reflexology, Part I
Saturday 9:00 AM – 12:00 PM Nov. 3, 2018
Class fee $45........... Materials fee $0 ............ Total $45

BODY SCULPTING™ (ALL LEVELS) (8 HRS.)
Classes will meet at Muraski Elementary School, Music Room, 20270 Royalton Rd., Strongsville, OH 44149
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.
Tuesday, Thursday 7:00 PM – 8:00 PM Oct. 1 - 31, 2018
Tuesday, Thursday 7:00 PM – 8:00 PM Nov. 1 - 29, 2018
(no class 10/24, 11/6, 11/22)
Tuesday, Thursday 7:00 PM – 8:00 PM Dec. 3, 2018
(no class 11/19, 12/17, 1/3/19)
Class fee $75........... Materials fee $0 ............ Total $75

PILATES (ALL LEVELS) (6-8 HRS. EACH MONTH)
Classes will meet at AOK! Fitness, 12381 Pearl Rd, [Staples Plaza], Strongsville, OH 44136
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. 4 - 27, 2018
Tuesday, Thursday 4:30 PM – 5:15 PM Oct. 2 - 29, 2018
Tuesday, Thursday 4:30 PM – 5:15 PM Nov. 1 - 29, 2018
(no class 11/12/18)
Tuesday, Thursday 4:30 PM – 5:15 PM Dec. 6, 2018 – Jan. 15, 2019
(no class 12/25/18, 1/1/19, 1/19/19)
Class fee $65........... Materials fee $0 ............ Total $65

TAI CHI CHIH - JOY THROUGH MOVEMENT – A STRESS RELEASING PRACTICE (12 HRS.)
If you have ever thought about trying a traditional T’ai Chi class but found it too complicated or daunting, maybe T’ai Chi Chih is for you. The 19 movements of this form are EASY to follow and GENTLE on the body. For those that have difficulty doing the movements standing, the form can also be done sitting. Soft, flowing movements that will circulate and balance the natural energy of the body are the essence of this form. According to Chinese Medicine, balancing this energy enhances HEALTH and VITALITY and promotes a sense of CALMNESS, HARMONY and WELL-BEING.
T’ai Chi Chih is an EVIDENCE BASED MINDFULNESS PRACTICE, providing many physical and mental health improvements. When practiced, the mind settles, the emotions are calmed, and the body experiences a release of tension. Many people experience improvement in their balance and a strengthening of the muscles that support the knees.
Wednesday 6:00 PM – 7:30 PM Oct. 3 - Nov. 28, 2018
(no class 11/21)
Class fee $95........... Materials fee $0 ............ Total $95

YOGA (5 HRS.)
Eat lightly, dress for comfort in movement, bring a blanket or yoga mat and a cushion for sitting.
Monday 6:00 PM – 7:00 PM Sept. 10 - Oct. 8, 2018
Monday 6:00 PM – 7:00 PM Oct. 15 - Nov. 12, 2018
Monday 6:00 PM – 7:00 PM Nov. 19 - Dec. 17, 2018
Class fee $65........... Materials fee $0 ............ Total $65

ZUMBA (AGES 14 AND UP) (6 - 9 HRS. EACH MONTH)
Classes will meet at AOK! Fitness, 12381 Pearl Rd, [Staples Plaza], Strongsville, OH 44136
Wednesday, Monday 7:30 PM – 8:15 PM Sept. 5 - 26, 2018
Monday, Wednesday 7:30 PM – 8:15 PM Oct. 1 - 31, 2018
Monday, Wednesday 7:30 PM – 8:15 PM Nov. 5 - 28, 2018
Monday, Wednesday 7:30 PM – 8:15 PM Dec. 3 - 26, 2018
Class fee $75........... Materials fee $0 ............ Total $75

LANGUAGES / 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 Sept. 5 – Oct. 3, 2018
Class fee $75........... Materials fee $0 ............ Total $75

INTERMEDIATE SPANISH (10 HRS.)
A continuation of Beginning Spanish class. Continue to build on your Spanish conversation and grammar.
Prerequisite: Beginning Spanish
Wednesday 6:00 PM – 8:00 PM Oct. 10 - Nov. 7, 2018
Class fee $75........... Materials fee $0 ............ Total $75

ADVANCED SPANISH (10 HRS.) NEW!
Want to learn more Spanish? In this class, students will learn more sentence structure, reading and comprehension, asking and answering questions using verbs and vocabulary. Build on what you learned in the Beginning and Intermediate Spanish classes.
Prerequisite: Beginning and Intermediate Spanish
Wednesday 6:00 PM – 8:00 PM Nov. 14 - Dec. 19, 2018
(no class 11/21)
Class fee $75........... Materials fee $0 ............ Total $75
BEGINNING JAPANESE (14 HRS.)
This course covers basic pronunciation, common phrases, basic grammar and simple conversations.
Thursday 6:00 PM - 8:00 PM Sept. 13 - Oct. 25, 2018
Class fee $95........ Materials fee $0 ............ Total $95

INTERMEDIATE JAPANESE (14 HRS.)
This course is a continuation of Beginning Japanese and will give you confidence with reading. Some writing included. Prerequisite: Beginning Japanese
Thursday 6:00 PM - 8:00 PM Nov. 1 - Dec. 20, 2018
(no class 11/22)
Class fee $95........ Materials fee $0 ............ Total $95

BEGINNING FRENCH (10 HRS.)
This course covers basic pronunciation, the basic alphabet, common phrases, basic grammar and simple conversations.
Wednesday 6:00 PM - 8:00 PM Oct. 3 - 31, 2018
Class fee $75........ Materials fee $0 ............ Total $75

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. 4 - Oct. 23, 2018
Class fee $100....... Materials fee $35 ........... Total $135

INTERMEDIATE SIGN LANGUAGE (16 HRS.)
This is a continuation of Beginning Sign Language. Prerequisite: Beginning Sign Language
Tuesday 6:00 PM - 8:00 PM Oct. 30 - Dec. 18, 2018
Class fee $95........ Materials fee $0 ............ Total $95

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.
Tuesday 6:30 PM – 9:00 PM Oct. 23, 2018
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.

CULINARY / PASTRY ARTS / CAKE DECORATING

ITALIAN CHICKEN SERIES
The following four Italian chicken classes can be taken individually for $55 each or register for the series, all four classes, for only $165 and save $55. No online registrations for the series. Please contact our office at 440.891.7600 to register and receive the discount.

CHICKEN PARMESAN SERVED WITH ITALIAN COOKED SPINACH (3.5 HRS.)
Tuesday 6:00 PM – 9:30 PM Nov. 13, 2018
Class fee $40....... Materials fee $15 ........... Total $55

CHICKEN PICCATA WITH RISOTTO (3.5 HRS.)
Tuesday 6:00 PM – 9:30 PM Nov. 27, 2018
Class fee $40....... Materials fee $15 ........... Total $55

HOMEMADE CAVATELLI WITH HOMEMADE MARINARA SAUCE (3.5 HRS.)
Tuesday 6:00 PM – 9:30 PM Dec. 4, 2018
Class fee $40....... Materials fee $15 ........... Total $55

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.

CHEF BOB UHLIR’S BAKING AND PASTRY SERIES AND INDIVIDUAL CLASSES
The following three baking & pastry arts classes can be taken individually for $305 each or register for the series, all three classes, for only $715 and save $200. No online registrations for the series. Please contact our office at 440.891.7600 to register and receive the discount.

*Payment plan available

BAKING & PASTRY ARTS, PART I (18 HRS.) NEW!
There is nothing sweeter than baking and pastry arts. The Baking & Pastry Arts classes at Polaris Career Center will set a solid foundation of basic skills needed for this field. You will obtain the practical and theoretical hands-on training necessary to prepare quality bakery products. Upon completion of all three classes, you gain the necessary experience to apply knowledge in working at a commercial bakery or starting a home bakery. Part I of this three-part series will cover commercial food equipment operation, how to use the necessary tools to prepare and present products, introduction to ingredients, mixing methods, garnishes, and proper handling and storage of foods. You will prepare bread, rolls/sweet rolls, muffins, cookies, cupcakes and pies. Join this class or series and learn from the pro, Chef Bob Uhlir, who has been in the pastry business for over 20 years and owns a bakery.
Tuesday & Thursday 6:00 PM – 9:00 PM Sept. 18 – Oct. 4, 2018
Class fee $255...... Materials fee $50 ........... Total $305

Series continued on next page
BAKING & PASTRY ARTS, PART II (18 HRS.) NEW!

You will learn intermediate baking and pastry techniques and classical desserts. This class is a continuation of the Baking and Pastry Arts Part I. You will prepare pastries, cheesecakes, basic cakes/tortes, custards, mousses, miniature cookies, Pate Choux and filled delicacies. **Prerequisite:** Baking and Pastry Arts, Part I or instructor discretion

Tuesday & Thursday 6:00 PM – 9:00 PM Oct. 9 – 25, 2018
Class fee $255...... Materials fee $50 ...... Total $305

BAKING & PASTRY ARTS, PART III (18 HRS.) NEW!

You will learn advanced baking and pastry techniques. This class is a continuation of the Intermediate Baking and Pastry Arts. You will prepare delicacies made with puff pastry, Soufflés, advanced tortes, specialty desserts, macaroons, Petite fours, bombs, and advanced cakes/tortes. **Prerequisite:** Baking and Pastry Arts, Part I & II or instructor discretion

Tuesday & Thursday 6:00 PM – 9:00 PM Oct. 30 – Nov. 15, 2018
Class fee $255...... Materials fee $50 ...... Total $305

BREAD MAKING SERIES (9 HRS.) NEW!

Learn bread-making techniques and various doughs. This class is taught by Chef Bob Uhlir.

- Class 1: Italian and whole wheat bread
- Class 2: Grain breads
- Class 3: Sourdough and raisin bread

Wednesday 6:00 PM – 9:00 PM Sept. 26 – Oct. 10, 2018
Class fee $85...... Materials fee $30 ...... Total $115

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 is prepared at each class. Please bring a gallon sized zip-lock bag to take dough home. Make homemade soup to enjoy with your bread. Students will enjoy soup and bread in class.

Tuesday 6:00 PM – 9:30 PM Nov. 6, 2018
Class fee $45...... Materials fee $10 ...... Total $55

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. This class is taught by Chef Bob Uhlir.

Monday 6:00 PM – 9:00 PM Oct. 8, 2018
Class fee $50...... Materials fee $15 ...... Total $65

PUMPKIN SPICE CHEESECAKE (3 HRS.)

Spice up your holiday dessert with a delicious pumpkin spice cheesecake. This class is taught by Chef Bob Uhlir.

Wednesday 6:00 PM – 9:00 PM Oct. 17, 2018
Class fee $50...... Materials fee $15 ...... Total $65

CHOCOLATE CANDY MAKING (3 HRS.) NEW!

Learn the basics to make decadent chocolate candy using dark and milk chocolate. Learn to make chocolate covered cherries, raisins, caramels, and crème and fruit-filled delicate chocolates and more for your holiday dinner parties. This class is taught by Chef Bob Uhlir. Bring a large Tupperware container to take home your chocolates.

Saturday 1:00 PM – 4:00 PM Nov. 3, 2018
Class fee $45...... Materials fee $20 ...... Total $65

LUSCIOUS POPPY SEED AND NUT ROLLS (3.5 HRS.)

Learn how to make poppy seed and nut rolls using the finest ingredients. This class is taught by Chef Bob Uhlir.

Wednesday 6:00 PM – 9:30 PM Nov. 14, 2018
Class fee $50...... Materials fee $15 ...... Total $65

CHOCOLATE TRUFFLES (3 HRS.)

Learn to create delicious chocolate truffles and take home some of your creations. This class is taught by Chef Bob Uhlir. Bring a large Tupperware container to take home your truffles.

Saturday 1:00 PM – 4:00 PM Nov. 17, 2018
Class fee $45...... Materials fee $20 ...... Total $65

KOLACHE (3 HRS.)

Prepare four types of Kolache: apricot, cheese, raspberry and nut. Walk away with enough Kolache to share. This class is taught by Chef Bob Uhlir.

Wednesday 6:00 PM – 9:00 PM Nov. 28, 2018
Class fee $50...... Materials fee $15 ...... Total $65

HOLIDAY COOKIE TRAY (3.5 HRS.) NEW!

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. This class is taught by Chef Bob Uhlir.

Tuesday 6:00 PM – 9:30 PM Dec. 4, 2018
Wednesday 6:00 PM – 9:30 PM Dec. 5, 2018
Thursday 6:00 PM – 9:30 PM Dec. 6, 2018
Class fee $50...... Materials fee $15 ...... Total $65

HOLIDAY WREATH BREAD (3 HRS.) NEW!

Learn from a professional baker how to prepare a festive holiday wreath bread for your holiday get-togethers. This class is taught by Chef Bob Uhlir.

Monday 6:00 PM – 9:00 PM Dec. 10, 2018
Class fee $50...... Materials fee $15 ...... Total $65

FROSTY THE SNOWMAN CAKE (3 HRS.)

Prepare a delicious decorated frosty snowman cake with or without the coconut frosting. This class is taught by Chef Bob Uhlir.

Wednesday 6:00 PM – 9:00 PM Dec. 12, 2018
Class fee $50...... Materials fee $15 ...... Total $65
FRENCH MACAROONS (GLUTEN FREE ALWAYS) (3 HRS.)
French macaroons are delightful and a unique gluten-free delicacy. Prepare French meringue macaroon shells and buttercream filling.
Wednesday 6:00 PM - 9:00 PM Nov. 7, 2018
Class fee $50........... Materials fee $15 ........... Total $65

APPLE CAKE AND APPLE BARS (3 HRS.) NEW!
Let’s make some delicious apple desserts to start off the fall season! Please bring a container to take your yummy treats home with you.
Saturday 9:00 AM - 12:00 PM Oct. 6, 2018
Class fee $40........... Materials fee $15 ........... Total $55

PUMPKIN ROLL AND PUMPKIN BARS (3 HRS.) NEW!
Let’s kick off the Thanksgiving holiday season by making delicious pumpkin desserts! We will make delicious, easy pumpkin rolls and scrumptious pumpkin bars. Please bring a container to take your yummy treats home with you.
Saturday 9:00 AM - 12:00 PM Nov. 10, 2018
Class fee $40........... Materials fee $15 ........... Total $55

ITALIAN RAINBOW COOKIES (2 HRS.)
This traditional Italian “cookie” has a delightful sponge cake texture consisting of three different colored layers that look beautiful and taste delicious. You will need to 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 AM Dec. 1, 2018
Class fee $30........... Materials fee $15 ........... Total $45

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. You will need to bring supplies to the first class. The supply list can be found on our website: www.polaris.edu/pesupplies
Saturday 9:00 AM – 11:30 AM Sept. 8 -29, 2018
Class fee $95........... Materials fee $0 ........... Total $95

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. Prerequisite: Cake Decorating I.
Saturday 9:00 AM – 11:30 AM Oct. 20 - Nov. 10, 2018
Class fee $95........... Materials fee $0 ........... Total $95

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 tradition,
Saturday 9:00 AM - 12:00 PM Dec. 15, 2018
Class fee $40........... Materials fee $15 ........... Total $55

ARTS/CRAFTS/JEWELRY MAKING

SEWING 101 (10 HRS.)
Create three different projects. Supplies list will be available the first night of class ($40). Bring your sewing machine, power cord, foot pedal and manual to classes. The instructor will provide materials for practice the first evening. The supply list can be found on our website: www.polaris.edu/pesupplies
Monday 6:00 PM - 8:30 PM Oct. 1 - 22, 2018
Class fee $85........... Materials fee $0 ........... Total $85

“SEW” MUCH MORE (8 HRS.) NEW!
Learn how to sew in projects such as zippers and various seam finishes. Prerequisite: Sewing 101 or previous sewing experience.
The supply list can be found on our website: www.polaris.edu/pesupplies
Monday 6:00 PM - 8:00 PM Oct. 29 - Nov. 19, 2018
Class fee $75........... Materials fee $0 ........... Total $75

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, foot pedal, power cord, bobbin, thread, and manual 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. 29, 2018
Class fee $45........... Materials fee $0 ........... Total $45

MASTER YOUR BABYLOCK DESTINY OR BROTHER DREAM SEWING MACHINE (5.5 HRS.)
This class is for owners of the Babylock Destiny or Brother Dream Machine. It is a hands-on workshop to help you make the most out of your investment. Bring your machine, power cord, foot pedal, and embroidery unit to this class. The materials will include fabric, stabilizer and batting. Also, bring a bag lunch.
Saturday 9:00 AM – 2:30 PM Oct. 6, 2018
Saturday 9:00 AM – 2:30 PM Dec. 8, 2018
Class fee $55........... Materials fee $30 ........... Total $85

THE JOY OF PAINTING – BOB ROSS OILS (ALL LEVELS) (21 HRS.)
In this class you will complete six paintings—each one more advanced. You will need to bring supplies to the first class. The supply list can be found on our website: www.polaris.edu/pesupplies
Wednesday 6:00 PM - 9:30 PM Oct. 3 - Nov. 7, 2018
Class fee $145........... Materials fee $0 ........... Total $145

PAINTED WINE GLASSES (3 HRS.)
Prepare two painted wine glasses with a fall décor for the September class and a winter scene for the November class. You may want to register for the following class “Wire-Wrapped Serving Pieces or Wine Glasses” to decorate your beautifully painted wine glasses. Bring two medium or large sized clear (red or white) wine glasses. Paint provided.
Wednesday 6:00 PM - 9:00 PM Sept. 26, 2018
Wednesday 6:00 PM - 9:00 PM Nov. 28, 2018
Class fee $40........... Materials fee $5 ........... Total $45
WIRE-WRAPPED SERVING PIECES OR WINE GLASSES (2.5 HRS.) NEW!
In this class you will make four wire-wrapped serving pieces or four wine glasses incorporating glass beads.
Thursday 6:00 PM - 8:30 PM Nov. 15, 2018
Class fee $35......... Materials fee $20 ......... Total $55

CALLIGRAPHY (8 HRS.) NEW!
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. 18 - Nov. 8, 2018
Class fee $75......... Materials fee $0 ........... Total $75

SCRAPBOOKING AND STAMPING (2 HRS.)
Learn how to make three 12" x 12" layouts to put your pictures in when you get home by combining stamping and scrapbooking.
Thursday 6:30 PM – 8:30 PM Nov. 15, 2018
Class fee $30........ Materials fee $15 .......... Total $45

HOLIDAY CARD MAKING (ALL LEVELS) (2 HRS.)
Come and stamp 10 holiday cards or note cards using your choice of greetings. This class can be repeated or new cards can be created every semester.
Thursday 6:30 PM – 8:30 PM Oct. 11, 2018
Class fee $30........ Materials fee $15 .......... Total $45

The following class will meet at Stanton Jewelers, 29209 Center Ridge Rd., Westlake, OH 44145

JEWELRY MAKING: USING ESTATE JEWELRY (3 HRS.) NEW!
Learn ways to repurpose your inherited or estate jewelry and create an updated piece (necklace, bracelet or earrings). Feel free to bring any pieces to be evaluated by the instructor and/or utilized in class. Pieces and findings included in materials’ fee.
Thursday 6:00 PM – 9:00 PM Oct. 4, 2018
Class fee $35........ Materials fee $20 .......... Total $55

JEWELRY MAKING WITH A BOHEMIAN FLAIR (3 HRS.) NEW!
Learn basic jewelry techniques as you prepare three items of your choice. Choices include a necklace, bracelet and/or earrings. Learn how to finish ends, make connecting rings and select color combinations to create one-of-a-kind pieces. You will be surprised at your creativity! Have fun as the creative juices flow!
Saturday 9:00 PM – 12:00 PM Oct. 13, 2018
Class fee $35........ Materials fee $20 .......... Total $55

EARRING MAKING WITH PIZAZZ! (3 HRS.) NEW!
Make four pairs of gold or silver-plated earrings using pearls, crystals and/or glass beads. Length will vary based on your taste. Choose from the following styles: basic, chain maille, wire-wrapped or mix and match using different findings.
Thursday 6:00 PM – 9:00 PM Oct. 4, 2018
Class fee $35........ Materials fee $20 .......... Total $55

WIRE-WRAPPING JEWELRY (3 HRS.) NEW!
In this class you will make two wire-wrapped stone pendants, a pair of wire-wrapped earrings and a bracelet incorporating stones and glass beads using silver or gold-plated wire. Bead adornments and cord included.
Thursday 6:00 PM – 9:00 PM Nov. 8, 2018
Class fee $35........ Materials fee $30 ........... Total $65

METAL STAMPING JEWELRY (2 HRS.) NEW!
Learn the basics of metal stamping in this two-hour class. This class will introduce the necessary tools and materials needed to begin metal stamping. Create hand stamped cuff bracelets using aluminum and brass metals. Cuffs can be personalized with letter and numbers.
Saturday 9:00 AM – 11:00 AM Nov. 10, 2018
Class fee $35........ Materials fee $20 .......... Total $55

GENERAL INTEREST

CYBER SECURITY BASICS - BE SAFE (5 HRS.) NEW!
We regularly hear about data breaches in the news but what does that actually mean for us as consumers and private citizens? And what can we do to protect ourselves? In this class, we will discuss cyber security, what it means and why it matters to everyone. We will also discuss steps you can take to keep your information, and yourself, safe online.
Thursday 6:00 PM – 8:30 PM Oct. 11 & 18, 2018
Thursday 6:00 PM – 8:30 PM Nov. 8 & 15, 2018
Class fee $35........ Materials fee $20 .......... Total $55

INTRODUCTION TO SELF-PUBLISHING (4 HRS.) NEW!
The purpose of this course is to provide an overview of the self-publishing process. Course topics will address the nitty-gritty of “What a Publisher Does” (editing, formatting, the copyright page, selecting the publishing platform, marketing, cover selection, uploading, pricing/royalties and reviews). As a publisher of your own work, you will be faced with many choices; various pros and cons will be discussed (as time permits). The subject matter of this course is equally applicable to both fiction and non-fiction works. THIS IS NOT A WRITING COURSE. This is a “How To” course.
Wednesday 6:30 PM – 8:30 PM Sept. 12 & 19, 2018
Monday 6:30 PM – 8:30 PM Nov. 12 & 19, 2018
Class fee $55........ Materials fee $0 ............ Total $55

DIGITAL PHOTOGRAPHY (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 along with the manual and a jump drive to the first class. Prerequisite: Basic computer skills.
Thursday 6:00 PM – 9:00 PM Oct. 11- Nov. 1, 2018
Class fee $125........ Materials fee $0 ........... Total $125
PLANNING ON BUILDING YOUR DREAM HOME?
THE FIVE MOST IMPORTANT THINGS TO KNOW
BEFORE YOU START! (2 HRS.)

This two-hour seminar is taught by a Senior Loan Officer and Lead C2P Specialist and will cover topics that are fundamental and critical when It comes to building vs. buying existing construction. These include discussion about financing, site selection, design, title and construction. Knowing what to expect ahead of working with any custom or development builders will make the process much more seamless.

Wednesday 6:00 PM – 8:00 PM Oct. 3, 2018
Class fee $35........... Materials fee $0 ........... Total $35

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. 29 - Dec. 6, 2018
Class fee $35........... Materials fee $0 ........... Total $35

COLLEGE 101 FOR PARENTS (2.5 HRS.)

This class will help you understand some of the time tables and answer your questions on financial aid, scholarships, grants, etc. Learn about the differences between colleges and how sometimes the most “expensive” colleges become the most affordable.

Thursday 6:30 PM – 9:00 PM Sept. 20, 2018
Class fee $35........... Materials fee $0 ........... Total $35

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. 17, 2018
Class fee $40........... Materials fee $5 ........... Total $45

HOW TO WORK WITH THE LAW OF ATTRACTION (2 HRS.)

The Law of Attraction says that whatever we put our attention to expands and attracts more of the same. Come learn how this principle works and how to use it to change your life.

Tuesday 6:00 PM – 8:00 PM Oct. 16, 2018
Class fee $35........... Materials fee $0 ........... Total $35

POWER WORDS AND THE LAW OF ATTRACTION (2 HRS.)

We create our lives with our thoughts, words and beliefs. This class delves deeper into the Law of Attraction by looking at words to use and words to avoid as you co-create the life you always wanted.

Tuesday 6:00 PM – 8:00 PM Oct. 23, 2018
Class fee $35........... Materials fee $0 ........... Total $35

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 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. 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 nine-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 for more information and to register. Full protective riding gear must be worn as defined on the Motorcycle Ohio website and at the beginning of this section.
ASPIRE CLASSES

ADULT BASIC LITERACY

GED/HIGH SCHOOL EQUIVALENCY PREPARATION CLASSES

LEARN MORE. EARN MORE. Aspire

(All classes are FREE)

Classes are offered at several locations and times

Polaris Career Center: Tuesday – Thursday 9:30AM -12:00PM OR 6:00PM - 8:30PM

North Olmsted Library: Monday and Wednesday 6:45PM - 8:45PM

Eastman Library: Monday – Wednesday 10:15AM - 12:45PM

Brunswick Library: Monday and Wednesday 10:00AM – 12:00PM OR Tuesday and Thursday 6:00PM - 8:00PM

Medina County Career Center: Tuesday – Thursday 6:00PM - 8:30PM

All students must first attend an orientation. For current dates and to register call 440.891.7647 or visit www.polaris.edu/aspire.

ESOL (ENGLISH FOR SPEAKERS OF OTHER LANGUAGES)

Classes are offered at several locations and times

Polaris Career Center: Monday and Wednesday 9:30AM - 11:30AM OR Tuesday and Thursday 6:30PM - 8:30PM

North Olmsted Library: Tuesday and Thursday 9:30AM - 11:30AM OR 6:45PM - 8:45PM

North Royalton Library: Monday and Wednesday 9:30 AM -11:30AM OR 6:30PM - 8:30PM

All students must first attend an orientation. For current dates and to register, call 440.891.7647 or visit www.polaris.edu/aspire.

English and Pathways for Health Professionals - Call Denise Friend at 440.891.7647 for more information or to register.

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 9:30AM - 1PM and evenings 5:30PM - 8:30PM.

Digital Literacy and Bridge to Career Classes - Call 440.891.7647 for more information.

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.

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.

CANCELLED 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

Closing of the daytime classes at Polaris Career Center DOES NOT necessarily mean that the evening classes will be cancelled. The decision to cancel evening classes will be made by the Adult Education administration by 12:00 PM. Students should monitor the television local news and radio stations, check Polaris Career Center’s website, polaris.edu as well as Facebook and Twitter.

WITHDRAWALS AND REFUNDS

Full refunds will be issued when a class is cancelled 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.
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 (           ) _______________________

Email Address __________________________

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 __________________________________________________________________________________________

__________________________________________________________________________________________________________________

Course Title  Starting Date  Fee (tuition + materials)  Less Resident or Senior Discount  Fee with discount applied

1. __________________________________________ ____________ $_________ $__________ $__________

2. __________________________________________ ____________ $_________ $__________ $__________

3. __________________________________________ ____________ $_________ $__________ $__________

4. __________________________________________ ____________ $_________ $__________ $__________

Total $_________ $__________ $__________

Check or Money Order ____ Credit Card ____ Credit Card Type ____________________________

Card Number ___________________________________________________________________

Expiration Date __________________________ Security Code___________________________

Name on Card ___________________________________________________________________

Signature ________________________________________________________________________

ADULT EDUCATION OFFICE HOURS

**July 2, 2018 – August 17, 2018**
Monday – Thursday............ 8:00 AM – 3:30 PM
Friday............................................ 8:00 AM – 3:00 PM

**August 20, 2018 – June 28, 2019**
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.
SOME OF WHAT’S NEW!

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BOARD OF EDUCATION

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- Mr. Thomas R. Herbster,
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  Superintendent
  Polaris Career Center
- Mr. Mike Robinson,
  Treasurer
  Polaris Career Center

Follow us on:

Register Now!
440.891.7600 | polaris.edu

Changing Careers?
Look into one of our Job & Career Training Programs!

See Page 8 for financial aid information.