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☉ = NEW

**DO YOU NEED QUALITY EMPLOYEES TO FILL YOUR POSITIONS?**

Connect with qualified Owens Community College students and alumni. Register at [www.occeexpressjobs.net](http://www.occeexpressjobs.net).



# Owens Online Certification and Instruction Provided by ProTrain

Everyone's talking **GREEN**. Make it your business! These certificate programs will help you learn the skills you need to excel in the growing environmental compliance industry. Then, if you choose, you can take this knowledge and advance to professional certification by sitting for formal examinations through certifying agencies. Register online at [www.owens.edu/workforce\\_cs](http://www.owens.edu/workforce_cs).

## **Photovoltaic System Design & Installation**

Class runs Sept. 7 – Dec. 21 and costs \$795.

## **Fundamentals of Solar Hot Water Heating**

Class runs Sept. 7 – Nov. 16 and costs \$695.

## **LEED Green Associate**

Class fee: \$225.

## **Green Building for Contractors**

Class fee: \$725.

## **Building/Home Energy Analyst (HERS)**

Class fee: \$695.

## **Weatherization Energy Auditor**

Class fee: \$695.

## **Building Energy Efficiency (Building Science Overview)**

Class fee: \$395.

## **Energy Auditing Software Training**

Class fee: \$795.

## **Certified Indoor Environmentalist (CIE)**

Class fee: \$1,000.

## **Certified Microbial Investigator (CMI)**

Class fee: \$800.

## **Certified Indoor Air Quality Manager (CIAQM)**

Class fee: \$800.

## **Green Building Sales Professional**

Class fee: \$395.

## **Green Building Technical Professional**

Class fee: \$395.

## **LEED Building Design and Construction BD+C (NEW)**

Class fee: \$225.

## **LEED for Homes (NEW)**

Class fee: \$225.

## **Solid Waste Operations Certificate**

Class fee: \$800.

## **Water Treatment Operations**

Class fee: \$800.

## **Wastewater Treatment Operations**

Class fee: \$1,000.

## **HVAC Systems and Controls Fundamentals**

Class fee: \$875.

## **Fundamentals of Sustainable Buildings**

Class fee: \$745.

## **Energy Efficient Design for Architects**

Class fee: \$875.

## **Indoor Air Quality - Fundamentals**

Class fee: \$395.

## **Carbon Strategies**

Class fee: \$399.

## **Green Purchasing Fundamentals**

Class fee: \$299.

## **Sustainability 101**

Class fee: \$349.

## **Certified Sustainability Professional**

Class fee: \$1,299.

## **Green Supply Chain Professional GSCP**

Class fee: \$1,499.

## **Senior Certified Sustainability Professional**

Class fee: \$2,499.

**For more information, visit  
[www.owensworks.com](http://www.owensworks.com).**

### **Online Training + You = Success!**

Looking for affordable, self-paced, online certificate programs that can train you for the latest in-demand job skills? Owens, in partnership with ProTrain Online, is your solution! With online training, you have flexible anytime, anywhere learning. Take a look at what we have to offer and start training today!

### **Program areas:**

- Leadership/Management/Accounting
- IT Certification-CompTIA, Microsoft, Cisco, Networking
- Trade and Industrial
- Internet/Web/Multimedia Design
- Healthcare Field
- IT Security/Information Assurance
- Homeland Security
- Desktop Skills

# Workforce Development

## Managing Non-Profits in Challenging Times

In today's economy non-profits must learn to turn challenges into opportunities. This class will explore how to maximize your financial position and get control over some of your benefits cost. It will also examine benefits of group purchasing arrangements and how to get the most out of your workforce. Instructor Larry White brings 30 years of proven experience in successfully managing not-for-profits, some in \$20 million plus organizations. Class fee: \$99.

XBU 330-052 6 p.m. – 9 p.m. • WED • 9/30 & 10/7

XBU 330-054 6 p.m. – 9 p.m. • WED • 11/11 & 11/18

## Grant Writing

One of our most popular classes!

Learn the basics of writing a grant, searching for funding organizations and using online resources. Instructor Heidi Altomare coordinates Owens' grant program and has extensive experience in successfully obtaining grant funding for a variety of purposes. Class is taught hands-on in a computer lab. Class fee: \$99.

XCC 105-002 8:30 a.m. – 4:30 p.m. • THU • 9/24

XCC 105-004 8:30 a.m. – 4:30 p.m. • FRI • 11/13

## Supervisory Series

With today's managers juggling larger-than-ever workloads, efficiency is critical. This intensive series for first-time and newer supervisors will get you up and running with maximum impact for time spent. Selected topics include leadership essentials; teambuilding; conflict resolution; personnel reviews; communicating effectively in meetings; and employment law. Class fee: \$249.

This series is designed to accommodate your employees and your business by scheduling class around your timetable. Call 567-661-2646 to set up your personal class dates and times. All you need is 6 registrations — we'll take care of the rest.



## Owens on the Go

Provided by Ed2Go

Learn on the go. Take classes in business, personal enrichment and more, all online! These instructor-facilitated online courses - over 300 in all - are fun, convenient and highly interactive. Instructors are noted for their ability to create warm and supportive learning communities.

All courses run for six weeks (with a two-week grace period at the end) and consist of 12 lessons. Courses are project oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links and more. You may complete these courses from home or office, any time of the day or night. Most classes cost just \$99. Visit [www.owensworks.com](http://www.owensworks.com).

Class starting dates are: 9/16, 10/21, 11/11, 12/9

## Too new for details!

Go to [www.owensworks.com](http://www.owensworks.com) for full class schedule.

## Solar Thermal Installer and Maintenance ☼

Solar thermal energy is a technology which harnesses solar energy for thermal energy. Thermal collectors are used in heating swimming pools, creating hot water for residential and commercial use. In this 40-hour course, students will learn to properly install these systems and provide necessary maintenance. Solar thermal energy is different from photovoltaic systems which convert solar energy directly into electricity.

## Weatherization and Home/Business Energy Audit ☼

This 40-hour course prepares students for conducting energy audits for both, home and businesses. The individual will be prepared to deliver information such as heat/cooling loss and prepare information sheets on what will be necessary for correcting the problems resulting in substantially reduced energy costs. Students will receive training in the use of such technologies as thermal imaging cameras, methods for weatherizing facilities, building and insulating materials, and associated repair methods.

## Wind Technology Maintenance Technician Certification ☼

This in-depth 130-hour course prepares students for careers in the wind technology maintenance. Students will receive both classroom and hands-on instruction in the operation, maintenance, or manufacturing of wind turbine and associated parts. The course will provide training in electrical/electronics, control systems, mechanical drives, safety, troubleshooting, and power distribution.

## Photovoltaic Training

This intense five-day training course covers the basics of electricity, characteristics of photovoltaic (PV) systems and PV theory. Students successfully completing the program will qualify for the North American Board of Certified Energy Practitioner (NABCEP) entry-level certificate program. With additional work experience, students will qualify to take the national certification test as a photovoltaic system installer. This course will run Monday through Friday, 8 a.m. to 5 p.m. each day (40 instructional hours) Program fee: \$975 which includes books and materials.

XST 110-002 5:30 – 9:30 p.m. • FRI • 10/9 – 11/6  
9 a.m. – 1 p.m. • SAT • 10/10 – 11/7

*Unprecedented growth seen for solar energy; U.S. expert predicts 4 million jobs in field." The Blade, February 6, 2009*



Green Classes will run in the Toledo area and Findlay. Visit our Web site at [www.owensworks.com](http://www.owensworks.com) for details.

☼ = NEW

# Small Business Series \*

As a small business owner, you know how hard it is to succeed, but the benefits of success to you, your business, and the community are limitless. The Owens Small Business series is designed to help your business grow stronger by focusing on practical topics that many business operators learn the hard way – or not at all without help. The series is taught by a collection of business-savvy instructors and enhanced by guest speakers who have attended the school of hard knocks. Join us this fall for:

## Business Strategy Essentials

Create a REAL business plan that works and prepare your business for the unexpected. Class fee: \$109.

XBU 324-052 6–9 p.m. • MON • 10/5 & 10/12

## Real World Marketing

Effectively define your product/service and your audience. Class fee: \$109.

XBU 323-052 6–9 p.m. • MON • 10/19 & 10/26

## Customer Service & Sales

Learn to persuade and please those all-important customers. Class fee: \$109.

XBU 328-052 6–9 p.m. • MON • 11/2 & 11/9

## The People Thing

Lead, manage, and delegate to your current and future employees. Class fee: \$79.

XBU 326-052 6–8 p.m. • MON • 11/16 & 11/23

## Fundamentals of Taxation, Payroll and Benefits

Don't be caught off guard by what you don't know. Class fee: \$109.

XBU 327-052 6–9 p.m. • MON • 11/30 & 12/7

**Take the whole series or just the modules that will benefit your business the most. Learn more by visiting [www.owensworks.com](http://www.owensworks.com)**



## Career Changers

Using standardized assessment tools that leading employment firms use, discover your unexplored interests and determine which careers offer you the best opportunities for growth and satisfaction! You'll also complete occupational research on your basic interest areas and themes and learn tips to create a resumé or tailor your resumé to support your transition. Class fee: \$29.

XBU 136-052 6 p.m. – 7:30 p.m. • MON • 9/28 – 10/12

XBU 136-002 10 a.m. – 12 p.m. • TUES • 9/8 – 9/22

## Presentation Training

Are people dozing off during your presentations? Do they read your handouts and ignore you as a speaker? Would you just like to become a more dynamic speaker? Then this class is for you. Learn how to develop and structure a presentation so you deliver it like a pro. Course includes two opportunities to present to a group. Class fee: \$149.

XBU 142-002 1 – 4 p.m. • THU • 11/5–19

XBU 142-052 5:30 – 8:30 p.m. • THU • 11/5–19

Choose the timeframe that works best for your schedule.

## Social Media Seminar

Web sites like Facebook and LinkedIn are among the most popular destinations on the Web. They are so popular that many professionals and businesses are now using these sites for business purposes. Find out the demographics of the most popular social media sites and get tips for determining which sites are likely to benefit you. Class fee: \$29.

XBU 331-052 6 – 8 p.m. • TUES • 10/13

XBU 331-002 10 a.m. – 12 p.m. • THU • 11/12

## The Dale Carnegie Course

Improve your leadership, self-confidence and people skills with time-tested, principle-based self development. You will be professionally coached to achieve breakthrough goals for your career and relationships. Class fee: \$1,295, including materials.

XBU 333-052 6 – 10 p.m. • THU • 9/3-11/19

XBU 333-054 6 – 10 p.m. • WED • 11/4-2/10/10

## The Sales Advantage

Win repeat sales and create long-term customers. Close sales. Know the right solutions. Class fee: \$1,295, including materials.

XBU 334-052 6 – 10 p.m. • MON • 9/14-10/26

XBU 334-054 6 – 10 p.m. • MON • 11/20-12/14

## Start Your Own Business (Offered At Our Findlay Campus)

NxLevel for Business Start-Up addresses those questions every entrepreneur needs to answer before starting a new business venture. Participants will develop a business plan during this course to test the feasibility of their business concept and to have a blueprint to follow for their new venture. It's been proven that the entrepreneur who plans, is the entrepreneur who succeeds. For this reason, developing a comprehensive business plan during this course will create a business road map for future growth. Class fee: \$375.

### Topics include:

- Developing your business concept
- Business start-up options and market research
- Business fundamentals
- Testing the idea
- Getting to the market
- Understanding budgets and financials
- Raising money
- Getting started and managing the future

XBU 329-051 6 – 9 p.m. • TUES • 9/15 – 11/9

# You and Your Home Computer

Classes Designed with the Home User in Mind

These classes are the perfect way to learn more about your home computer and help you make the best possible use of your personal computer.

- Hands-on in a user-friendly computer lab
- Appropriately paced for adult learners
- Taught by qualified training specialists
- Most include a textbook or handout

## Intro to PCs and Windows ☼

Learn about hardware, terminology; practical uses of Windows applications; and storage/portability. Class fee, including book: \$79.

XCC 100-002 12:30 – 4:30 p.m. • FRI • 9/11  
XCC 100-052 6 – 8 p.m. • MON/WED • 10/26 & 10/28

## Web Browsing and E-mail ☼

Class covers Web browsers and “safe surfing;” e-mail options; and helpful software / Web sites. Class fee, including handouts: \$79.

XCC 101-002 12:30 – 4:30 p.m. • FRI • 9/25  
XCC 101-052 6 – 8 p.m. • TUE/THU • 10/27 & 10/29

## Letters, Reports and Spreadsheets ☼

Get acquainted with Word 2003 and Excel 2003 in one class! Class fee, including learning materials: \$79.

XCC 110-002 12:30 – 4:30 p.m. • MON • 9/14  
XCC 110-052 6 – 8 p.m. • MON/WED • 11/16 & 11/18

## Digital Cameras and Photo Editing ☼

Forget film – go digital! This class gives you the basics of digital camera choices/settings; practical photography tips; and basic photo editing using Photoshop Elements. Class fee, including learning materials: \$59.

XCC 200-002 12:30 – 4:30 p.m. • FRI • 12/4  
XCC 200-052 6 – 8 p.m. • TUE/THU • 9/22 & 9/24

## Maintaining a Healthy Computer ☼

Keep your computer in tip-top shape by learning about virus and spyware protection; disk clean-up; basic troubleshooting; and software updates. Class fee, including learning materials: \$79.

XCC 102-052 6 – 8 p.m. • TUE/THU • 9/8 & 9/10  
XCC 102-002 12:30 – 4:30 p.m. • FRI • 10/30

## Other Computer Courses

Unless listed otherwise, all computer classes cost \$149, including books.

### Getting Started with PCs and Windows

Learn the basics of how a PC works. Organize the desktop and learn how to work with icons, files and directories.

XCC 103-002 8:30 a.m. – 4:30 p.m. • SAT • 9/12  
XCC 103-004 8:30 a.m. – 4:30 p.m. • TUE • 10/6  
XCC 103-052 5:30 – 9 p.m. • TUE/THU • 11/3 & 11/5  
XCC 103-001 8:30 a.m. – 4:30 p.m. • TUE 9/15 • **FINDLAY**  
XCC 103-051 5:30 – 9 p.m. • TUE/THU • 10/20 & 10/22 • **FINDLAY**

### Quickbooks

Learn how to set up a new company, manage bank account transactions, maintain customer/vendor information, generate reports and write/print checks. Create invoices and credit memos; add custom fields; set up budgets; and learn about data backup/protection. Class fee, including books: \$249.

XCC 220-002 8:30 a.m. – 4:30 p.m. • THU • 11/12 & 11/19

### Office 2007 Update

For students already proficient in Office 2003. Learn how to use the new ribbon/mini toolbar in Office 2007 and apply that knowledge to basic functions in Word, Excel, Access, PowerPoint and Outlook.

XCC 104-002 8:30 a.m. – 4:30 p.m. • THU • 9/17  
XCC 104-004 8:30 a.m. – 4:30 p.m. • SAT • 10/17  
XCC 104-006 8:30 a.m. – 4:30 p.m. • THU • 12/3

### Word 2007: Level 1

Prerequisite: Windows experience. Learn how to create/edit documents and format text, paragraphs and tables.

XCC 123-002 8:30 a.m. – 4:30 p.m. • MON • 9/21  
XCC 123-052 5:30 – 9 p.m. • MON/WED • 10/19 & 10/21  
XCC 123-001 8:30 a.m. – 4:30 p.m. • MON 10/5 • **FINDLAY**  
XCC 123-051 5:30 – 9 p.m. • TUE/THU 10/27 & 10/29 • **FINDLAY**

### Word 2007: Level 2

Prerequisite: Word Level 1 or comparable experience. Learn how to work with graphics, themes and building blocks; merge documents; work with styles and templates; and develop multipage documents.

XCC 124-002 8:30 a.m. – 4:30 p.m. • MON • 10/26  
XCC 124-001 8:30 a.m. – 4:30 p.m. • FRI • 11/6 **FINDLAY**

### Word 2007: Level 3

Prerequisite: Word Level 2 or comparable experience. Learn how to work with references; integrate Word with other programs; explore advanced graphics; build forms; collaborate with co-workers; and customize Word.

XCC 125-002 8:30 a.m. – 4:30 p.m. • MON • 11/9

### Excel 2007: Level 1

Prerequisite: Windows experience. Learn basic work with spreadsheets, including entering/editing data; modifying/formatting charts and worksheets; using Excel functions; managing large workbooks; and printing.

XCC 139-002 8:30 a.m. – 4:30 p.m. • TUE • 9/22  
XCC 139-052 5:30 – 9 p.m. • TUE/THU • 10/20 & 10/22  
XCC 139-004 8:30 a.m. – 4:30 p.m. • WED • 11/4  
XCC 139-001 8:30 a.m. – 4:30 p.m. • FRI • 10/30 **FINDLAY**

### Excel 2007: Level 2

Prerequisite: Excel Level 1 or comparable experience. Learn how to manage/analyze workbook data; use tables/automate worksheet tasks; enhance charts; share files; and incorporate Web information.

XCC 140-002 8:30 a.m. – 4:30 p.m. • WED • 11/11  
XCC 140-001 8:30 a.m. – 4:30 p.m. • FRI • 11/20 **FINDLAY**

### Excel 2007: Level 3

Prerequisite: Excel Level 2 or comparable experience. Work with advanced Excel functions, including lookups and data tables; pivot tables and pivot charts; analytical options; macro and custom functions; conditional formatting; and SmartArt.

XCC 141-002 8:30 a.m. – 4:30 p.m. • WED • 11/18



### Excel 2007: Power User

Prerequisite: Excel Level 3 or comparable experience. Create 3-D charts; use complex functions, customization options and formatting commands; embed/link objects; use statistical analysis tools.

XCC 142-002 8:30 a.m. – 4:30 p.m. • WED • 12/2

### Excel 2007: VBA Programming

Prerequisite: Excel Level 3 or comparable experience. Learn how to work with object properties and methods; attach code to buttons; use variables, expressions and procedures; create decision and loop structures; add user forms to worksheets; identify coding errors; and use debugging tools.

XCC 143-002 8:30 a.m. – 4:30 p.m. • WED • 12/9

### Access 2007: Level 1

Prerequisite: Office 2007 experience. Learn how to set up a database and modify the database structure, including building and using queries, forms and reports.

XCC 169-052 5:30 – 9 p.m. • MON/WED • 10/12 & 10/14

XCC 169-002 8:30 a.m. – 4:30 p.m. • WED • 10/28

XCC 169-001 8:30 a.m. – 4:30 p.m. • FRI • 11/13 • FINDLAY

### Access 2007: Level 2

Prerequisite: Access Level 1 or comparable experience. Learn how to create advanced queries and multiple table queries; enhance forms; analyze data and database designs; and import/export data.

XCC 170-002 8:30 a.m. – 4:30 p.m. • THU • 11/5

XCC 170-001 8:30 a.m. – 4:30 p.m. • MON • 11/23 • FINDLAY

### Access 2007: Level 3

Prerequisite: Access Level 2 or comparable experience. Learn how to perform advanced queries and macros; import, export and link objects/documents; and manage your database.

XCC 171-002 8:30 a.m. – 4:30 p.m. • THU • 11/12

### Access 2007: Application Development

Prerequisite: Access Level 3 or comparable experience. Learn programming basics, including control structures, ActiveX data objects, debugging tools and Microsoft Office integration.

XCC 172-002 8:30 a.m. – 4:30 p.m. • THU • 11/19

### PowerPoint 2007: Level 1

Prerequisite: Office 2007 experience. Learn how to create and modify a presentation, including headers/footers, objects, masters and animation.

XCC 152-002 8:30 a.m. – 4:30 p.m. • FRI • 9/18

XCC 152-001 5:30 – 9 p.m. • TUE/THU • 9/29 & 10/1 • FINDLAY

### PowerPoint 2007: Level 2

Prerequisite: PowerPoint Level 1 or comparable experience. Learn how to enhance charts; insert illustrations, objects and media clips; and use advanced features including templates, comments, sending/reviewing presentations and creating custom shows.

XCC 153-002 8:30 a.m. – 4:30 p.m. • FRI • 9/25

XCC 153-001 8:30 a.m. – 4:30 p.m. • FRI • 10/9 • FINDLAY

### Word 2003: Level 1

Prerequisite: Windows experience. Learn how to edit/format documents and work with tables.

XCC 120-002 8:30 a.m. – 4:30 p.m. • SAT • 9/19

XCC 120-052 5:30 – 9 p.m. • TUE/THU • 11/10 & 11/12

XCC 120-001 8:30 a.m. – 4:30 p.m. • WED • 9/16 • FINDLAY

### Word 2003: Level 2

Prerequisite: Word Level 1 or comparable experience. Learn how to work with sections/columns, graphics, more advanced formatting and Excel data.

XCC 121-002 8:30 a.m. – 4:30 p.m. • TUE • 11/17

XCC 121-001 8:30 a.m. – 4:30 p.m. • TUE • 10/6 • FINDLAY

### Word 2003: Level 3

Prerequisite: Word Level 2 or comparable experience. Learn how to integrate Word with other programs; build forms, charts and diagrams; and customize Word.

XCC 122-002 8:30 a.m. – 4:30 p.m. • TUE • 11/24

### Excel 2003: Level 1

Prerequisite: Windows experience. Learn how to enter/edit data, use Excel functions and work with Web features.

XCC 135-002 8:30 a.m. – 4:30 p.m. • SAT • 9/26

XCC 135-004 8:30 a.m. – 4:30 p.m. • THU • 10/8

XCC 135-052 5:30 – 9 p.m. • TUE/THU • 10/13 & 10/15

XCC 135-001 8:30 a.m. – 4:30 p.m. • FRI • 10/23 • FINDLAY

XCC 135-051 5:30 – 9 p.m. • MON/WED • 11/2 & 11/4 • FINDLAY

### Excel 2003: Level 2

Prerequisite: Excel Level 1 or comparable experience. Learn how to work with large/multiple worksheets, use templates, manage lists and customize Excel.

XCC 136-002 8:30 a.m. – 4:30 p.m. • TUE • 11/10

XCC 136-001 8:30 a.m. – 4:30 p.m. • MON • 11/16 • FINDLAY

### Excel 2003: Level 3

Prerequisite: Excel Level 2 or comparable experience. Learn how to use what-if analyses and pivot tables; exchange data with other programs; and begin Visual Basic for Applications (VBA) programming.

XCC 137-002 8:30 a.m. – 4:30 p.m. • MON • 11/16

### Excel 2003: Power User

Prerequisite: Excel Level 3 or comparable experience. Learn programming basics, including control structures, dialog boxes, debugging and error-handling.

XCC 138-002 8:30 a.m. – 4:30 p.m. • MON • 11/23

### Access 2003: Level 1

Prerequisite: Windows experience. Learn how to work with databases, tables, fields and records, including rules and simple queries.

XCC 165-002 8:30 a.m. – 4:30 p.m. • SAT • 10/3  
XCC 165-004 8:30 a.m. – 4:30 p.m. • FRI • 10/16  
XCC 165-052 5:30 – 9 p.m. • MON/WED • 11/2 & 11/4  
XCC 165-001 8:30 a.m. – 4:30 p.m. • TUE • 11/24 • FINDLAY

### Access 2003: Level 2

Prerequisite: Access Level 1 or comparable experience. Learn how to work with relational databases, complex queries and advanced form design/reports; pivot tables and pivot charts; and Internet integration.

XCC 166-002 8:30 a.m. – 4:30 p.m. • MON • 11/9  
XCC 166-001 8:30 a.m. – 4:30 p.m. • TUE • 12/1 • FINDLAY

### Access 2003: Level 3

Prerequisite: Access Level 2 or comparable experience. Learn how to create advanced forms, reports and macros; manage databases and objects; create modules; and begin Visual Basic for Applications (VBA) programming.

XCC 167-002 8:30 a.m. – 4:30 p.m. • TUE • 11/17

### Access 2003: Application Development

Prerequisite: Access Level 3 or comparable experience. Work with application design, advanced forms, form controls, switchboards/splash screens and custom toolbars/menu bars.

XCC 173-002 8:30 a.m. – 4:30 p.m. • THU • 12/10

### PowerPoint 2003: Level 1

Prerequisite: Windows experience. Learn how to create, modify, enhance and customize presentations.

XCC 150-002 8:30 a.m. – 4:30 p.m. • SAT • 10/10  
XCC 150-051 5:30 – 9 p.m. • MON/WED • 10/26 & 10/28 • FINDLAY

### PowerPoint 2003: Level 2

Prerequisite: PowerPoint Level 1 or comparable experience. Learn advanced features to enhance presentations, including charts, embedded/linked objects and hyperlinks.

XCC 151-002 8:30 a.m. – 4:30 p.m. • THU • 10/15  
XCC 151-001 8:30 a.m. – 4:30 p.m. • TUE • 11/3 • FINDLAY

### Expression Web: Level 1

Prerequisite: Windows experience. Learn how to create a Web site by working with templates, text, images and tables. Class fee, including books: \$199.

XCC 251-052 5:30 - 9 p.m. • MON/WED • 9/14 - 16  
XCC 251-002 8:30 a.m. - 4:30 p.m. • SAT • 10/24  
XCC 251-001 8:30 a.m. - 4:30 p.m. • THU • 10/29 • FINDLAY

### Expression Web: Level 2

Prerequisite: Expression Web Level 1 or comparable experience. Learn how to create rollovers, apply behaviors and work with data views; work with layers, create HTML forms and ASP.NET forms and optimize a Web site for publishing. Class fee, including books: \$199.

XCC 252-002 8:30 a.m. - 4:30 p.m. • THU • 11/5



## Open Office

Learn at Owens and get the Open Office software suite free! Tired of expensive office software? “Open Office” can solve your problems. It’s a full-featured software package that runs on Windows, Linux, Solaris and Mac OS X computers, while converting easily to Microsoft Office or Adobe Acrobat (.pdf) formats. Best of all, the software is free. Class fee, including learning materials, is a special introductory \$99 per class.

### Open Office Write

Writer is simple enough for a quick memo but rich enough for complete books. Learn how to use text frames and linking to tackle your word-processing needs.

XCC 191-002 8:30 a.m. – 4:30 p.m. • SAT • 9/12  
XCC 191-052 5:30 – 9 p.m. • TUE/THU • 10/6 & 10/8

### Open Office Calc

Calc makes it easy to crunch numbers and mine data. Learn how to build spreadsheets, use Calc’s natural language formulas and share data among users.

XCC 192-002 8:30 a.m. – 4:30 p.m. • SAT • 10/17  
XCC 192-052 5:30 – 9 p.m. • MON/WED • 1/9 & 11/11

### Open Office Impress

Impress is a multimedia presentation package. Learn how to make your presentations “pop” with graphics, special effects and animation.

XCC 193-002 8:30 a.m. – 4:30 p.m. • SAT • 10/3

### Open Office Draw

Draw is a hit-the-ground-running graphics package. It’s well suited to general or technical uses.

XCC 194-002 8:30 a.m. – 4:30 p.m. • WED • 10/7

### Open Office Base

Base is a full-featured database management system. Learn how to create tables, queries, forms and reports.

XCC 195-002 8:30 a.m. – 4:30 p.m. • WED • 10/14

# Adobe Courses

Unless indicated otherwise, each of these classes costs \$199, including books, and is taught on a PC.

## Acrobat 8.0 Professional: Level 1

Prerequisite: Windows experience. Learn how to create .pdf documents from within Acrobat as well as other programs; create headers, footers, bookmarks, and links; apply password security; digitally sign, validate and encrypt .pdf files; initiate a review; and create a comment summary file.

XCC 255-001 8:30 a.m. – 4:30 p.m. • TUE • 9/8 • FINDLAY  
XCC 255-002 8:30 a.m. – 4:30 p.m. • SAT • 11/7

## Acrobat 8.0 Professional: Level 2

Prerequisite: Acrobat Level 1 class or comparable experience. Learn how to apply custom settings files, manage color issues and prevent typical printing problems; apply printer marks, hairlines, color separations, trap settings, and transparency settings; create and edit interactive form; and distribute/compile forms.

XCC 256-002 8:30 a.m. - 4:30 p.m. • FRI • 11/13

## Dreamweaver CS3: Level 1

Prerequisite: Windows experience. Learn how to work with Web sites and pages. Class includes formatting text and tables; image formats and tags; creating links; and publishing.

XCC 260-052 5:30 – 9 p.m. • MON/WED • 10/19 & 10/21  
XCC 260-002 8:30 a.m. – 4:30 p.m. • SAT • 11/14  
XCC 260-001 8:30 a.m. – 4:30 p.m. • FRI • 9/11 • FINDLAY

## Dreamweaver CS3: Level 2

Prerequisite: Dreamweaver Level 1 or comparable experience. Learn how to define content sections and build a layout; manage site assets, templates and interactive forms; apply rollovers, behaviors and multimedia files; integrate XML-based data; and check for accessibility/compatibility problems.

XCC 261-002 8:30 a.m. – 4:30 p.m. • WED • 11/18

## Flash CS3: Level 1

Prerequisite: Windows experience. Learn how to import/format images and objects; create shapes, animations and layers; add sound; and publish a Flash file.

XCC 262-002 8:30 a.m. – 4:30 p.m. • THU • 9/17  
XCC 262-052 5:30 – 9 p.m. • TUE/THU • 10/13 & 10/15  
XCC 262-004 8:30 a.m. – 4:30 p.m. • SAT • 11/21  
XCC 262-001 8:30 a.m. – 4:30 p.m. • TUE • 11/17 • FINDLAY

## Flash CS3: Level 2

Prerequisite: Flash Level 1 or comparable experience. Learn how to create vector illustrations; work with ActionScripts, themes, and timeline animation; mask layers; shape tweens; create forms; and encode/import videos.

XCC 263-002 8:30 a.m. – 4:30 p.m. • TUE • 10/27

## InDesign CS2: Level 1

Prerequisite: Windows experience. Learn how to create a new document, add text and graphics, use master pages, add columns, thread frames, create and apply styles, use layers, and prepare a file for print.

XCC 264-002 8:30 a.m. – 4:30 p.m. • THU • 9/10  
XCC 264-052 5:30 – 9 p.m. • MON/WED • 9/21 & 9/23  
XCC 264-001 8:30 a.m. – 4:30 p.m. • FRI • 9/18 • FINDLAY

## InDesign CS2: Level 2

Prerequisite: InDesign Level 1 or comparable experience. Learn how to set up multiple-page spreads, work with vector paths, format type using advanced features, create lighting effects, adjust transparency, define object styles, explore the use of tables in a document, use the Story Editor, and manage long documents.

XCC 265-002 8:30 a.m. – 4:30 p.m. • THU • 10/1

## Illustrator CS3: Level 1

Prerequisite: Windows experience. Learn how to create a simple illustration by using and manipulating shapes, how to draw and edit paths, and how to export an illustration. Apply color using the swatch/color panels, and apply gradients and transparencies. Add text and adjust typography; add and manipulate layers.

XCC 268-002 8:30 a.m. – 4:30 p.m. • WED • 9/9  
XCC 268-052 5:30 – 9 p.m. • MON/WED • 9/28 & 9/30  
XCC 268-001 8:30 a.m. – 4:30 p.m. • FRI • 10/16 • FINDLAY

## Illustrator CS3: Level 2

Prerequisite: Illustrator Level 1 or comparable experience. Learn how to use transformation tools, envelopes, filters, effects, and graphic styles. Convert raster images to vector art; manage color settings, color separations, and print specifications; create/manipulate slices; and optimize and export images for the Web.

XCC 269-002 8:30 a.m. – 4:30 p.m. • THU • 10/8

## Photoshop CS3: Level 1

Prerequisite: Windows experience. Identify the Photoshop environment; learn the difference between raster and vector graphics. Explore methods to select and modify image areas. Add/modify text and apply effects. Learn how to use layers, layer effects, image modes, filters, and image adjustments.

XCC 272-002 8:30 a.m. – 4:30 p.m. • THU • 9/24  
XCC 272-052 5:30 – 9 p.m. • MON/WED • 10/5 & 10/7  
XCC 272-004 8:30 a.m. – 4:30 p.m. • SAT • 12/5  
XCC 272-001 8:30 a.m. – 4:30 p.m. • TUE • 9/15 • FINDLAY

## Photoshop CS3: Level 2

Prerequisite: Photoshop CS3 Level 1 or comparable experience. Learn how to use color fills, overlays and gradients. Create vector masks and convert type into editable shapes. Apply custom brushes, warping, Smart Filters and other creative image effects; and produce images for video. Automate tasks and customize Photoshop.

XCC 273-002 8:30 a.m. – 4:30 p.m. • FRI • 10/9

## Photoshop Elements

Prerequisite: Windows experience. Learn to apply tags, create collections and enhance photos. Adjust photos with Quick Fix feature and manual techniques. Learn how to process multiple files; resize and combine images; and create panoramas. Learn how to print photos, create slide shows, and sharing via e-mail and the Web.

XCC 274-002 8:30 a.m. - 4:30 p.m. • FRI • 10/2  
XCC 274-052 5:30 - 9 p.m. • MON/WED • 10/12 & 10/14

## A+ Certification

Gain the computer hardware knowledge and skills to set up, maintain and troubleshoot enterprise systems in preparation for professional certification. Prerequisite: keyboarding and Windows experience. Manuals and testing are included; material costs will vary and are not included. Class fee: \$1,275.

XCC 250-052 5:30 – 9:30 p.m. • MON/WED • 9/21 – 12/16  
(no class 11/23, 11/25)

## Digital Photography

Go digital! This class is a great complement to that new digital camera purchase. Learn the basics of digital camera choices and settings, along with practical photography tips. Bring your camera! Class fee: \$69.

XCC-205-052 5:30 - 9 p.m. • TUE/THU • 9/29 & 10/1

## Digital Photo Editing

Learn basic photo editing techniques, including how to crop and resize your photo; how to use contrast, framing and other cool features; and how to remove unwanted items from a photo. Class fee: \$69.

XCC 206-052 5:30 - 9 p.m. • TUE/THU • 10/20 & 10/22

**Refer to [www.owensworks.com](http://www.owensworks.com) for a complete description of our computer classes.**

# Certificate Programs

In just 10 weekends, complete all of the state-required courses to become a real estate agent.

## Real Estate Principles and Practices

This course introduces listing, selling, advertising, real estate math, legal descriptions of land quantity, contracts from listing to closing, appraising, ethical behavior and terminology. To complete this course, attendance is required for three weekends. Book and materials included. Class fee: \$255.

XBU 100-002 8:30 a.m. – 5 p.m. • SAT • 9/12 – 9/26  
1 – 6 p.m. • SUN • 9/13 – 9/27

## Real Estate Finance

This course provides a background in the varied real estate mortgage credit operations of financial institutions, concentrating on the way funds are channeled into the mortgage markets and the financing of the residential and special purpose property. To complete this course, attendance is required for two Saturdays. Book and materials included. Class fee: \$155.

XBU 101-002 8 a.m. – 6:30 p.m. • SAT • 10/3 – 10/10

## Real Estate Law

This course provides an overview of the legal system, property ownership, contracts, mortgages, liens, easements, deeds, wills and interstate succession, landlord/tenant problems and the relationship of each to the real estate salesperson. To complete this course, attendance is required for three weekends. Book and materials included. Class fee: \$255.

XBU 102-002 8:30 a.m. – 5 p.m. • SAT • 10/17 - 10/31  
1 – 6 p.m. • SUN • 10/18 – 11/1

## Real Estate Appraisal

This course covers the real estate appraisal process from information gathering to the appraisal report. Three key appraisal methods are highlighted: the sales comparison method, cost approach and income capitalization. Calculator required. To complete this course, attendance is required for two Saturdays. Book and materials included. Class fee: \$155.

XBU 103-002 8 a.m. – 6:30 p.m. • SAT • 11/7 – 11/14

# Health/Fitness

## Personal Training Certification

Join the industry that ABC News.com says is the fourth hottest job in the U.S., with an average hourly pay rate of \$25. This challenging course is taught over a five-week period, with the national exam on the sixth week. Fifteen hours of “hands-on” practical training prepares you to actually work with clients one-on-one. Lectures include anatomy, exercise physiology, nutrition and health screening. Proof of CPR and a 30-hour internship will prepare you to work successfully in the fitness field. Call 1-888-330-9487 to order the required textbook for the course. Class fee: \$499.

XHF 101-002 9 a.m. – 4 p.m. • SUN • 10/25 – 12/6 (no class 11/29)

## Advanced Skills for Fitness Professionals

Take all three courses over 3 weekends to get all your continuing education credits to renew your certification or just learn more about your own workouts.

## Flexibility for Performance (for Fitness Professionals)

Three CECs. Learn how to implement stretching techniques for your clients, including upper/lower body areas and static/PNF stretches for each major muscle group. Class fee: \$55.

XHF 103-002 1 – 4 p.m. • SAT • 10/3

## Advanced Weight Training for Personal Fitness Trainers

Six CECs. Learn how to explain the importance and benefits of alternating exercises for each major muscle group and add new exercises to your repertoire. Keep your clients interested and balanced with three-, four-, five- and six-day workout programs. Class fee: \$55.

XHF 104-002 1 – 4 p.m. • SAT • 11/7

## Balls, Tubing and Plyometrics (for Fitness Professionals)

Expand your athletic, rehabilitation and sports-oriented client base with specific exercise regimens for these populations. Better utilize stability balls, free weights and weight-bearing machines for improved functional fitness. Identify single and multi-joint exercises. Explain the benefits and differences between machine, free-weight lifting and learn activity, sports and rehabilitation with specific exercises to increase your ability to serve more clients. 6 CECs. Class fee: \$99.

XHF 105-002 9 a.m. – 4 p.m. • SAT • 12/5

## Prepare for HR certification with Owens SHRM Learning System® Courses

### SHRM Learning System®

Owens offers this program in partnership with the Society for Human Resource Management (SHRM). The curriculum covers the newly updated 2008 HRCI body of knowledge which develops competencies and decision-making skills demanded of the profession. The SHRM Learning System® course covers six learning modules that cover HR topics most relevant to today's HR professionals, including testing on the HRCI certification exams: Strategic Management, Workforce Planning and Employment, Human Resource Development, Total Rewards, Employee and Labor Relations, Risk Management. Class fee, including classroom instruction and SHRM Learning System® materials: \$945.

XBU 140-001 8 a.m. – 3 p.m. • SAT • 9/26, 10/10, 10/24, 11/7, 11/21, 12/5 • FINDLAY

### The Essentials of Human Resource Management Certificate Program

This 15-hour SHRM certificate program provides an overview of the human resource function. The course covers real-life HR issues and topics, including employment law, selecting qualified employees, compensation, orientation/training and the employee performance process. Program is recommended for career changes or professionals new to the human resource field, line managers, front line supervisors, small business managers or owners and certified SHRM participants who need recertification credits. Class fee, including classroom instruction and SHRM Learning System® materials: \$445.

XBU 141-001 6 – 8 p.m. • THU • 9/24 – 11/12  
FINDLAY

### State Tested Nurse Assistant Training & Home Health Aide Program

Owens Community College Nurse Assistant Training Program is an Ohio Department of Health approved training program that prepares the Nurse Assistant for the Ohio State Testing & Competency Evaluation Program. This is a mandatory training course for Nurse Assistants who work in Ohio. This 87.5-hour course includes sixteen hours supervised clinical. Ohio Senate Bill 160 requires a criminal background check for anyone employed in Long Term Care before hiring.

For more information, call the Nurse Assistant Program office at (567) 661-7654.

## Health

### Phlebotomy Technician

This 90-hour program prepares you to collect blood specimens from clients for laboratory analysis. Course includes terminology, anatomy and physiology; blood collection procedures; specimen hands-on practice; and training in skills and techniques to perform puncture methods. Note: you are responsible for arranging your own clinicals. Class fee, including books: \$1,599.

XHF 138-052 6 – 9:30 p.m. • TUE/THU • 10/6 – 12/10 (No class 11/26)  
9 a.m. - 3 p.m. • SAT • 10/24, 11/7, 11/21

XHF 138-051 6 – 9:30 p.m. • TUE/THU • 10/6 – 12/17 • SAT • 10/24, 11/14, 12/5 • FINDLAY

### Pharmacy Technician

This 50-hour program prepares you to enter the pharmacy field and to take the Pharmacy Technician Certification Board's (PTCB) exam. Course content includes pharmacy-specific medical terminology; reading and interpreting prescriptions; and defining drugs by generic and brand names. You will learn dosage calculations and conversions; drug compounding and dispensing of prescriptions; IV flow rates; and inventory control and billing and reimbursement. Class fee, including books: \$999.

XHF 137-002 9 a.m. – 2 p.m. • SAT • 10/3 – 12/12 (no class 11/28)

### EKG Technician

This 50-hour program prepares you to work as an EKG Technician and to take the American Society of Phlebotomy Technician (ASPT) Electrocardiograph (EKG) Technician exam and other national certification exams. The course will cover anatomy, physiology, terminology and disease of the heart; legal and ethical aspects of patient contact; and laboratory assisting, electrocardiography and echocardiography. You will learn hands-on with EKG and other equipment. Class fee, including books: \$999.

XHF 136-002 9 a.m. – 2 p.m. • SAT • 10/3 – 12/12 (no class 11/28)

### Local Anesthesia for Dental Hygienists

This course provides the dental hygienist with the information and basic skills required to safely and effectively administer local anesthetic. This course has been approved by the Ohio

State Dental Board and follows the guidelines in the Revised Code 4715.231 and the Ohio Administrative Code 4715-9-01(D). Completion of the course will prepare the participant to take the NERB local anesthesia examination required for dental hygienists to gain credentialing in Ohio. Please visit [www.owensworks.com](http://www.owensworks.com) for a complete course description, pre-requisite requirements and a complete list of class dates and times.

### Medical Emergencies in the Dental Office

This course provides dental hygienists to recognize the symptoms, first aid treatment and possible outcomes for patients who exhibit a variety of emergencies in the dental office, including cardiovascular disease, insulin reactions and epileptic seizures. This course has been approved by the Ohio State Dental Board and follows the guidelines in the Revised Code 4715.231 and the Ohio Administrative Code 4715-9-01(D). Class fee: \$109.

XHF 121-002 8:30 a.m. – 12:30 p.m. • SAT • 9/19  
XHF 121-004 8:30 a.m. – 12:30 p.m. • SAT • 10/10  
XHF 121-006 8:30 a.m. – 12:30 p.m. • SAT • 11/14

### ServSafe Essentials ☼

This class is the nationally recognized training program developed by the National Restaurant Association Educational Foundation (NRAEF). Students will learn the importance of proper food handling, storage and preparation to meet food safety regulations and standards. The course focuses on preparations for the nationally recognized certification exam to become certified in food protection. Class fee: \$150.

XHF 175-002 8 a.m. – 4 p.m. • FRI/SAT • 9/18 – 19  
XHF 175-004 8 a.m. – 4 p.m. • FRI/SAT • 11/20 – 21

### Dementia Seminar

*Dementia affects 4 million Americans.* For professional caregivers. Develop effective communication skills to improve interaction and minimize behavioral episodes. Class includes emotional support, empathy-based approaches and often-overlooked “care of caregivers.” Instructor, Jennifer Finch, is a nationally certified dementia practitioner with extensive experience in long-term care, therapeutic recreation and dementia training. Class fee: \$49.

XHF 171-002 10 a.m. – 12 p.m. • FRI • 9/18 – 25  
XHF 171-004 10 a.m. – 12 p.m. • SAT • 11/7 – 14

# Skilled Training

These non-credit training programs are excellent preparation for a variety of credit-based programs that are also available through the College.

## Programmable Logic Controllers

This non-credit program is designed for students with some commercial electrical work experience. Learn how to work with relay logical systems that are controlled through programmable logic controllers (PLCs). Course runs Monday thru Thursday, 8 a.m. to 4 p.m. each day (56 instructional hours). Program fee: \$559 plus \$30 lab/book fee.

XST 155-002 8 a.m. - 4 p.m. • MON-THU • 10/5 - 15

## CNC Machining

This non-credit program is designed for students with previous machining experience who want to add CNC Machining to their skill set. Learn how to work with Manual Data Input (MDI) on both turning centers and machining centers. Course runs Monday through Friday, 8 a.m. to 4 p.m. each day (55 instructional hours). Program fee: \$559 plus \$30 lab/book fee.

XST 156-002 10:30 a.m. - 4 p.m. • MON-FRI  
10/19 - 30

## Welding Fundamentals

Prepare for entry-level employment as a welder; no pre-requisites required. This non-credit program focuses on hands-on training in oxyacetylene cutting, brazing and welding, arc welding and MIG welding. Course runs 11 p.m. to 6 a.m., Monday through Thursday, for four weeks (112 instructional hours). Program fee: \$1,119 plus \$100 lab/book fee.

XST 157-052 11 p.m. - 6 a.m. • MON-THU  
10/5 - 29

## Roofing Fundamentals

Prepare for entry-level employment as a roofer; no prerequisites required. This non-credit program focuses on hands-on training in the techniques used throughout the roofing industry. Students will learn safety, rolled roofing, shingles, hips and valleys, as well as working on steep slopes and flashing. Course runs 8 a.m. - 12:30 p.m., Monday through Friday, for three weeks (67.5 instructional hours). Program fee: \$679 plus \$50 lab/book fee.

XST 158-002 8 a.m. - 12:30 p.m. • MON-FRI  
10/12 - 30

## Automotive Service Technician Fundamentals

Prepare for entry-level employment in the automotive service industry; no prerequisites required. Through this non-credit program,

students will learn the fundamentals of automotive service operations, including oil changes, brakes, tire rotations and other minor auto repairs. Course runs 8 a.m. - 4 p.m., Monday through Thursday, for two weeks (56 instructional hours). Upon completion, students will be prepared to enter employment in aftermarket auto service center and quick oil change companies. Program fee: \$559 plus \$35 lab/book fee.

XST 159-002 8 a.m. - 4 p.m. • MON-THU  
10/19 - 29

## Pre-Apprenticeship Training Certificate

This course will provide the basic knowledge and skills necessary for entry into apprenticeships. Students will learn blueprints, trade math, basic mechanical and electrical skills that apply to most apprenticeships in both construction and manufacturing positions. Successful completion will also prepare students for the entrance tests for most construction and manufacturing apprenticeships. Course runs 8 a.m. - 5 p.m., Monday through Friday, for one week (40 instructional hours). Program fee: \$399 (no lab/book fee).

XST 161-002 8 a.m. - 5 p.m. • MON-FRI • 10/5 - 9  
XST 161-004 8 a.m. - 5 p.m. • MON-FRI • 11/9 - 13

## PLC Bootcamp

Programmable Logic Controllers (PLCs) control nearly all of the machinery in today's industry, and today's skilled trades person must be able to "swing a mouse," know the terminology and understand troubleshooting methods to effectively repair controllers and associated machinery. This 20-hour course focuses on wiring, monitoring of I/O, troubleshooting techniques, software instructions and online access to view ladder and tables. Class fee: \$849.

XST 160-001 8:30 a.m. - 4:30 p.m. • TUE-THU  
11/3 - 5 • FINDLAY

XST 160-003 8:30 a.m. - 4:30 p.m. • TUE-THU •  
12/1 - 3 • FINDLAY

## Continuing Education for Licensed Water and Wastewater Treatment Operators

Owens Community College is pleased to offer seminars designed to help licensed water and waste-water facility operators expand skills and meet continuing education requirements for the state of Ohio. Class topics have been chosen

for usefulness and practicality. Instructors have decades of experience working in wastewater treatment facilities. Access new class options for fall at [www.owensworks.com](http://www.owensworks.com). Class fee: \$89/half day, \$159/whole day

Save \$18 when you attend both sessions on the same day!

Session 1: 8 - 11:30 a.m.  
Session 2: 12:15 - 3:45 p.m.

## Sept. 15

### Session 1

Gauges (pressure/vacuum)  
Specialized Coatings for Pumps  
Valves  
XST 168-002

### Session 2

Chain Drives  
Hazardous Materials/Placards  
Symbols  
XST 169-002

## Oct. 6

### Session 1

Centrifugal Pumps  
Positive Displacement Pumps  
XST 162-002

### Session 2

Arc Flash  
Lock-out/Tag-out  
XST 163-002

## Nov. 10

### Session 1

Mechanical Seals and Packing  
Oils and Greases  
Bearings for Centrifugal Pumps  
XST 164-002

### Session 2

Ladder Diagrams  
Motor Control  
XST 165-002

## Dec. 8

### Session 1

Expansion Joints and Gaskets  
Alignment Procedures  
Belts and Pulleys  
XST 166-002

### Session 2

Material Data Safety Sheets (MSDS)  
National Electric Code (NEC)  
XST 167-002



### Skilled Trades Technologies

With the proper training and skills, you could be on your way to a new career in the Skilled Trades. Take one class, complete a certificate and even apply your existing coursework toward an Associate Degree.

- Building Maintenance Certificate
- Electrical Certificate
- HVACR Certificate
- Industrial Mechanic Certificate

For more information, go to [www.owens.edu/academic\\_dept/skilled\\_trades/index.html](http://www.owens.edu/academic_dept/skilled_trades/index.html).

### Get Started On An Exciting Career As An ELECTRICAL LINE WORKER

Through a partnership with Toledo Edison/First Energy, you can take classes on campus and gain hands-on experience at First Energy's Lakewood Service Center in Northwood. Upon graduating with an Associate of Applied Science Degree, you'll be considered for employment with Toledo Edison and have the opportunity to start at \$18-20 per hour, plus benefits. Classes are held on the Owens Toledo-area Campus and at Toledo Edison's Lakewood Service Center in Northwood. Next informational session to be held in November.

Contact Christy Casanova at (800) 829-6801 for details.

### CFC Certification

This two-part program provides an overview of the refrigerant recycling requirements set by the Clean Air Act of 1990. It includes the Prohibition on Venting, effective July 1992. Technicians who could reasonably be expected to recover, charge or purchase refrigerant are required to be certified by Federal Law.

Call Scott Killy at (567) 661-7169 for more information.

# Community Service

### Community Emergency Response Team (CERT) Program

Owens partners with the Lucas County EMA and the Toledo Fire & Rescue Department to offer this program. Using interactive hands-on training, you will prepare for the threat of a natural disaster or terrorist attack. Supply fee: \$10, paid to instructor. Class fee: \$20. Call (567) 661-7357 for the latest dates and times.

### Basic Peace Officer

The Basic Peace Officer Academy is offered in cooperation with the Ohio Peace Officers Training Commission. All requirements of the Ohio Revised Code and Ohio Peace Officers Training Commission must be met for certification.

Upon successful completion, you will be eligible for certification from the Ohio Peace Officer Training Council, a certificate from Owens' Workforce and Community Services and credit hours toward an associate degree in Law Enforcement. Call (567) 661-7620 or 1-800-GO-OWENS, Ext. 7620 for additional information.

### Adult Basic and Literacy Education (ABLE) Classes

This program is funded by a grant from the Ohio Department of Education that allows Owens Community College to offer classes in:

- General Education Development (GED)
- Basic skills in English, math or employment skills.

GED preparation classes are held at Owens Community College's Center for Development and Training Building and on the Findlay Campus. Orientation is required, please call for more information. For additional information, call (567) 661-2708.

### Motorcycle Safety Training

Owens is pleased to be a provider of the Motorcycle Safety Training for the State of Ohio. Each course will take place on Thursday evenings, Saturday and Sunday. One hundred percent participation is required on all three days. This 16-hour beginner's motorcycle-rider training course is designed to reduce accident involvement and is related to reducing injuries in the event of an accident. Motorcycles and helmets are provided. You are permitted to bring your own helmet, however, it must be 3/4 or full-face and be DOT-approved. Participants must provide proof of Motorcycle Endorsement on their driver's license or a valid Temporary Motorcycle permit. Course tuition is \$25. All 15- to 17-year-old basic course enrollees are exempt from this fee. Advanced registration is required.



Each class includes 4 hours of classroom training on a Thursday night, in addition to 6 hours on a Saturday and Sunday (times vary). Classes began March 19, 2009 and will continue through Oct. 22, 2009.

Register online for this program at [www.motorcycle.ohio.gov](http://www.motorcycle.ohio.gov).



### THE TRUCKING INDUSTRY: Your New Career?

In uncertain times, it may surprise you hear that job

opportunities in the trucking industry are exceptional right now. Owens Community College and Trainco, Inc. are teaming up to offer a full service training program that will help you start a new career in

trucking. Classes are offered in the daytime, evening, and weekends. In only a few weeks, you can get your CDL license and become a strong candidate for the many job openings in the field. Training takes place at Trainco, which is located three miles south of the Owens Community College Toledo-area Campus and on the Findlay-area Campus.

For more information, call Trainco directly at (419) 837-5730 or toll-free at (866) 374-8353.

# Center for Emergency Preparedness

The Center for Emergency Preparedness is the Premier All Hazards National Training Facility located at Owens Community College. As the world continues to change so will the critical training demands for the men and women who place themselves in harm's way to protect and secure our Homeland. The Owens Center for Emergency Preparedness offers the Ultimate Training Experience and is designed to meet those ever changing needs. Cutting edge programs include: Natural/Man Caused Disaster, Acts of Terrorism, CBRNE, Pandemics. We also offer Continuing Education Credits for Law Enforcement, Emergency Medical Services, Fire and Rescue Services, Public Health, the Nursing/Medical Field, Hospitals and Industry. Housed within a secure 110 acre site, we offer challenging hands on programs to meet your training demands in the 21st century. Current class options include:

- Fire Behavior Lab – 4 hours
- Explosives Awareness – 6.5 hours
- Emergency Response to Meth Labs – 16 hours
- Post WMD Evidence Collection – 16 hours
- K9 Down – 16 hours
- Advanced Emergency Vehicle Operations Course – 16 hours
- Private Security Training and Operations – 24 hours
- Law Enforcement Response to a Weapon of Mass Destruction Event – 16 hours
- Tactical Medicine Program – 54 hours
- 48 Hour Paramedic Refresher Course
- First Responder Refresher Course – 18 hours
- EMT Basic Refresher – 30 hours
- Ohio EMS Airway Refresher Course – 12 hours
- START Triage in a WMD Environment – 8 hours
- Continuation of Operations (COOP) – 8 hours
- Decontamination of Pediatrics and Special Needs Victims – 8 hours



**Is your  
business  
on target?**

## **Corporate Training: Is Your Business On Target?**

The economic downturn is yesterday's news – your company's future depends on a well-trained workforce that assures your business will compete and win in the new marketplace. Working with our Corporate Training Team helps you build that competitive advantage, transforming your business from surviving to thriving. Working with us to build that well-trained workforce, the possibilities are endless. With our help, your workers:

- Are better managers and supervisors who understand and support your company's vision for the future
- Become efficient, productive users of your company's computers and equipment
- Know what it takes to create and sustain workplace safety
- Serve as valuable continuous improvement experts within your organization

Put the power of customized contract training to work for your organization. Owens brings you precision-crafted education featuring polished presenters and measurable results. Our polished training presenters will deliver training that helps your workers realize their full potential. Call Carl Dettmer at (567) 661-7319 in the Toledo-area or Steve Hillard at (567) 429-3604 in the Findlay-area to arrange a meeting that will mean a brighter future for your company.

## **LIVE IN THE FINDLAY AREA?**

For your convenience, Owens Community College's Findlay-area Campus also provides continuing education classes and contract training. Please contact Steve Hillard, at (567) 429-3604.

## **We are looking for you!**

### **Do you have ...**

- Valuable business training?
- Special knowledge about a hobby?
- Technical expertise in a particular field?
- Computer wizardry?

Contact Rhonda Hogrefe at [rhonda\\_hogrefe@owens.edu](mailto:rhonda_hogrefe@owens.edu) for an interview to discuss Owens Community College's future instructional needs in the Continuing Education division.