Portage Lakes Career Center
Adult Education Courses
2018-2019 COURSE CATALOG
www.plcc.edu
Get moving with PLCC!

The Adult Education Department of Portage Lakes Career Center (PLCC) offers day and evening courses to help adults reach their goals and be competitive in today's labor market. You will discover that there are still many opportunities for growth and advancement available to you. PLCC will help you reach your educational goals. Whether you are interested in learning a new skill, furthering your education, advancing in your current job, or returning to a career, Portage Lakes Career Center is here to help you succeed. PLCC custom-designed class sizes help individualize instruction and develop skills needed for career success.

Take advantage of our free tours and let our staff help you choose the classes that are right for you.

Schedule a Free Tour now before Fall 1
AND WAIVE ADMISSION DEPOSIT
CALL: 330-896-8122

www.plcc.edu

Our Mission

The mission of PLCC is to develop lifelong learners with the skills, expertise and knowledge needed for career and college success.

Receive up to $1000 in scholarships!

Current students and alumni of PLCC and/or partner districts are eligible to receive our renewable scholarship program. Visit our website to learn more.

PARTNER DISTRICTS

New Franklin - Northfield - Springfield - Streetsboro - Tallmadge
Call 330-896-8200 to learn more.

The Adult Education Department of Portage Lakes Career Center (PLCC) offers day and evening courses to help adults reach their goals and be competitive in today's labor market. You will discover that there are still many opportunities for growth and advancement available to you. PLCC will help you reach your educational goals. Whether you are interested in learning a new skill, furthering your education, advancing in your current job, or returning to a career, Portage Lakes Career Center is here to help you succeed. PLCC custom-designed class sizes help individualize instruction and develop skills needed for career success.

Schedule a Free Tour now before Fall 1
AND WAIVE ADMISSION DEPOSIT
CALL: 330-896-8122

www.plcc.edu

Our Mission

The mission of PLCC is to develop lifelong learners with the skills, expertise and knowledge needed for career and college success.

Receive up to $1000 in scholarships!

Current students and alumni of PLCC and/or partner districts are eligible to receive our renewable scholarship program. Visit our website to learn more.

PARTNER DISTRICTS

New Franklin - Northfield - Springfield - Streetsboro - Tallmadge
Call 330-896-8200 to learn more.
Full-time programs are eligible for Financial Aid!
Financial Aid is available through grants, scholarships, and student loans. To apply, please visit the Financial Aid Office, located on the first floor of the Main Building. For more information, please call 555-5555.

Find your career path:

Health & Medical Services
Business & Computer Science
Hospitality & Tourism
Industrial

Health & Medical Services

- Practical Nursing (P)
- Medical Assistant (P)
- Certified Medical Assistant Billing Coding Technician (P)
- Radiography Technician (P)

Human Services

- Gerontology (P)
- Spa Technician (P)
- Esthetics (P)
- Nail Technician (P)

Industrial

- Automotive Service Technician (P)
- Heating, Ventilation, Air Conditioning & Refrigeration (P)
- Welding Technology (P)

Business & Computer Science

- Medical Office Administrator (P)
- Network Technician (P)
- Network Administrator (P)

Tourism & Recreation

- Tourism (P)

Earn credits towards your Associate Degree at PLCC!

PLCC is a proud member of the American Association of Community Colleges (AACC), and our associates degree programs are accredited by the Middle States Commission on Higher Education (MSCHE). Contact us for more information on our degree programs.
PRACTICAL NURSING
(FT 1300 hours)
The W. Howard Nicol School of Practical Nursing, located at Portage ... 2018
REGISTRATION!! Full-Time Course
Deadline is August 10, 2018
amazing.
Do something

MEDICAL ASSISTING
(FT 1400 hours)
The Medical assisting program is a great way for you to gain
experience in medical assisting. This is a 1400 hour program
specifically designed to teach necessary skills and
job skills that are needed for an assistant in a
clinical setting. The school is approved by the Indiana Board of
Nursing.

The Medical assisting program includes a required
CPR or first Aid training for a medical assistant setting.
This experience will take place during the day and is
required. Staffing: 100%.

Students are eligible to sit for the Certified Medical
Assistant (CMA) exam sponsored through the American
Association of Medical Assistants (AAMA) which is included in
the tuition. The Certified Medical Assistant (CMA) program is
approved by the Indiana Board of Nursing.

PROGRAM CRÉDITS:
(1) Enrolled in the Practiced Nursing program; can sit for the
NLN NCLEX-PN exam. Request a certification letter from the
Pearson Center for Proficiency Testing.
(2) Enrolled in the Medical Assisting program; can sit for the
NCBMT certification exam.
(3) Enrolled in the Medical Assisting program; can sit for the
AAMA CMA certification exam.

ENROLL TODAY!
REGISTER NOW!! Full-Time Course
Deadline is August 10, 2018
www.plcc.edu
DIVERSIFIED MEDICAL INSURANCE BILLING CODING TECHNICIAN
(PT 180 hours)
This program is designed for those who wish to gain employment in medical billing, coding and health information management. Students will learn medical terminology, anatomy and physiology, disease and conditions, insurance and reimbursement, medical office administration, billing and computer applications.

PHLEBOTOMY TECHNICIAN
(PT 180 hours)
Students will be trained to perform a variety of blood collection methods and provide technical and procedural care to prepare for entry-level positions in phlebotomy and laboratory. Students will learn various blood collection equipment, proper labeling of specimens, and quality assurance. Both classroom instruction and clinical experiences will prepare students for entry into the medical field.

PLCC

330.896.8200

PLCC

330.896.8200


330.896.8200

NEW! Esthetician
(FT/FTW)

Esthetics offers individuals seeking to build a
future career in the Esthetics industry a unique
program designed to teach students the skills
necessary to pass the Ohio State licensing exam.

Program is 600 hour (6 month) or 1200 hour (1 year)
curriculum that provides advanced training to
prepare students for a successful career in esthetics.

Students will learn the art and science of skin care
treatment, makeup, and hair care. They will also
be certified in body care products, electrotherapy,
and massage techniques.

Program Requirements:
The Ohio State Cosmetology and Barber Board
Exam is required to become licensed in the state
of Ohio. The program includes all state board
test requirements.

Program Benefits:
The program is designed to prepare students
for a successful career in the esthetics industry.
Students will be provided with hands-on
experience in a professional setting.

New students will also receive a scholarship
toward the cost of tuition.

Call today for more information.

NEW! Nail Technician
(FT/FTW)

Nail Technician offers individuals seeking to
build a future career in the nail industry a
unique program designed to teach students the
skills necessary to pass the Ohio State licensing
exam. The program is 600 hour (6 month) or
1200 hour (1 year) curriculum that provides
advanced training to prepare students for a
successful career in nail technology.

Program Requirements:
The Ohio State Cosmetology and Barber Board
Exam is required to become licensed in the state
of Ohio. The program includes all state board
test requirements.

Program Benefits:
The program is designed to prepare students
for a successful career in the nail industry.
Students will be provided with hands-on
experience in a professional setting.

New students will also receive a scholarship
toward the cost of tuition.

Call today for more information.
AUTOMOTIVE SERVICE TECHNICIAN
(FT 400 hours) (1)
This program prepares students to service and maintain the mechanical, electrical, and electronic systems on various makes and models of vehicles. The program includes 90-120 hours of hands-on training on an automotive training facility and an automotive dealership. Students will receive ASE certifications in areas such as engine performance, brakes, and electrical systems.

HEATING, VENTILATION, AIR CONDITIONING & REFRIGERATION
(FT 400 hours) (1)
This program prepares students for careers in the HVAC industry. Students will learn about the operation and repair of heating, ventilation, and air conditioning systems, as well as the installation and maintenance of refrigeration systems. Students will receive ASE certifications in areas such as heating, ventilation, and refrigeration.

WELDING TECHNOLOGY
(FT 400 hours) (1)
This program prepares students for careers in the welding industry. Students will learn about the operation and repair of heating, ventilation, and air conditioning systems, as well as the installation and maintenance of refrigeration systems. Students will receive ASE certifications in areas such as heating, ventilation, and refrigeration.

PROGRAM CREDENTIALS
- ASE certifications, from the National Institute for Automotive Service Excellence
- Test at graduation
- Dual-credit for high school students

TELEPHONE: 937-356-1111
FAX: 937-356-1190
WWW.PLCC.EDU
NEW! SERVSAFE MANAGER’S LEVEL II CERTIFICATION
(15 hours plus exam time) ServSafe is the food service industry’s premier food safety training and certification program. This course is designed to teach managers food safety training and implementation in a hospitality setting, with four modules: food and food safety, personal and workplace hygiene, cleaning and sanitization, and pest management. Upon successful completion of the course and passing the exam, the learner will receive ServSafe Manager Level II Certification and be prepared to implement food safety training in their organization. This 15-hour program is ideal for food service managers and supervisors, as well as anyone who supervises food service employees.

PROGRAM CREDENTIALS: ServSafe Manager Level II Certification
TUITION: $225
CALL 330.896.8102 FOR START DATES

NEW! NETWORK TECHNICIAN
(8 hours)
This Network Technician (NetTech) program includes an IT certification course in Windows and Linux server administration, networking, computer security, and computer hardware. Upon successful completion of the course, the learner will be able to configure and maintain computer systems, and efficiently provide technical support. Information on call center incident and computer technician courses is also available.

PROGRAM CREDENTIALS: CompTIA A+ certification
TUITION: $150
CALL 330.896.8102 FOR START DATES


CALL TODAY
330.896.8200

$1000 SCHOLARSHIP OPPORTUNITY
Manager’s Certificate in Hospitality Management
ENROLLMENT & FINANCIAL AID

Registration is easy!
Contact the Admissions Office for more information.

FINANCIAL AID & PAYMENT PLANS
Contact the Financial Aid Office at (508) 835-8173 or
visit the website at www.mgccc.edu.

Full-Time Programs (120 hours or more)
Applicants for financial aid must complete
Full-Time Program Application Form available through a
central financial aid advisor at MGCCC.

- Pell Grants - www.studentaid.gov
- Federal Direct Loan Program - www.studentaid.gov
- Federal Work Study Program - www.studentaid.gov
- Veterans Benefits - www.gov/veterans/healthcare/eligibility
- Bank of America Education Loans
- Direct Loan Application (DLA) - www.studentaid.gov
- TRICARE

How to Apply for Financial Aid:
Applicants for financial aid must complete
Full-Time Program Application Form available through a
central financial aid advisor at MGCCC.

- Pell Grants - www.studentaid.gov
- Direct Loan Application (DLA) - www.studentaid.gov
- TRICARE
- Federal Work Study Program - www.studentaid.gov

Paying For Part-Time Courses
Costs for all courses are prorated to change based on
the number of credits. Contact the Financial Aid Office
for more information.

- Pell Grants - www.studentaid.gov
- Direct Loan Application (DLA) - www.studentaid.gov
- TRICARE
- Federal Work Study Program - www.studentaid.gov

IMPORTANT NOTE REGARDING COST:
For all courses, there is a requirement to charge tuition
fees in advance. No exceptions are made for financial
aid, scholarships, grants, or loans. Students are
responsible for paying the tuition in full, as it is
required by law. All students receiving financial aid,
including work study, will be charged the full
tuition rate. Important details include:
- Tuition and fees are charged in advance.
- Payment schedules may vary depending on the
course.
- Students must pay all tuition and fees in full, as
required by law.

EVEN TUTION IS ALL INCLUSIVE OF INEXPENSIVE OR ADDITIONAL COSTS:
- Tuition, fees, and all required textbooks are included.
- Students are responsible for any additional expenses
associated with their education.

- Tuition, fees, and all required textbooks are included.
- Students are responsible for any additional expenses
associated with their education.

- Tuition, fees, and all required textbooks are included.
- Students are responsible for any additional expenses
associated with their education.

- Tuition, fees, and all required textbooks are included.
- Students are responsible for any additional expenses
associated with their education.
4401 Shriver Road
Uniontown, OH 44685

66 NNEEWW PPRROOGGRRAAMMSS!!
PPLLCCCC AADDUULLTT ... lleessss tthhaann aa yyeeaarr..

DAY & EVENING
CLASSES
TO FIT YOUR BUSY
LIFESTYLE
ENROLL TODAY!
www.plcc.edu