Lifelong Learning
The Place for Community Enrichment & Professional Development

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Live as if you were to die tomorrow.
Learn as if you were to live forever.
—Gandhi

“There is nothing like a dream to create the future.”
—Victor Hugo

“It is never too late to become what you might have been.”
—George Eliot

“Life isn’t about finding yourself.
Life is about creating yourself.”
—Unknown Author

“Learn from yesterday, live for today,
hope for tomorrow.”
—Albert Einstein

TERRA STATE COMMUNITY COLLEGE
www.terra.edu
On behalf of the faculty, staff, and trustees, I invite you to review the new Life Long Learning catalog from Terra State Community College. I believe you will discover, as I have, that Terra State offers an unbelievable opportunity to learn and grow personally and professionally. Our educational resources provide for practical learning with an environment that is caring and nurturing.

Our goal is to offer affordable, enrichment, and training experiences that continue to nurture one's career goals, personal health initiatives, or continue their vast interests in expanding their scholarship of life, the world, and beyond.

Please take a few minutes to explore the many program and course offerings listed in the catalog. You will notice how we engage our communities and are dedicated to providing generations with knowledge and practical experiences for self-enrichment and professional development. We encourage you to take advantage of all Terra State has to offer; we want you to succeed and we will go to great lengths to make that happen. Terra State's Life Long Learning options are filled with many amenities that will assist you in personal growth and development, while providing a fun atmosphere for all ages. Stay connected to your friends by participating and becoming engaged in volunteerism, educational experiences, campus programs, arts and music events, and much more.

While we honor and build upon Terra State's heritage, we continue to renew and expand our commitment to community education. Terra State is at a time of great revitalization, and you will see evidence of this as you watch various buildings further transform into student-and community-centered spaces that will enhance both learning and life opportunities on our campus.

I look forward to seeing you on campus!

Jerome E. Webster, Ph.D., President
Terra State Community College
Pharmacy Technician Training
Ohio now requires all pharmacy technicians to pass a competency exam. Receive the training you need to become a Certified Pharmacy Technician (CPhT). This course is designed to give you the knowledge and skills needed to be successful on the CPhT exam administered by the National Pharmacy Technician Certification Board. The certification provides career opportunities in community pharmacies, hospitals and various other health care facilities. Topics include terminology, calculations, routes and formulations, parenteral, compounding, and much more. Please note that in order to take the exam, students must be at least 18 years old. *This course is not eligible for discounts. Cost includes all books and materials.

**Instructor: Cindy Mounts, CPhT**

- **14SHCT03**
  - Jan. 18
  - 9:00am-1:00pm
  - Saturday
  - **$50**

- **14SHCT05**
  - Mar. 21
  - 8:00am-12:00pm
  - Friday
  - **$50**

- **14SHCT06**
  - Jun. 12
  - 5:30pm-7:30pm
  - Thursday
  - **$50**

- **14SHCT07**
  - Jul. 8
  - 8:00am-12:00pm
  - Tuesday
  - **$50**

**American Heart Association: CPR and BLS Certification for Healthcare Providers**

This course covers the key changes in basic life support, reflecting the new science from the 2010 American Heart Association Guidelines for Cardiopulmonary Resuscitation and Emergency Cardiovascular Care. In the classroom, students participate in simulated clinical scenarios and learning stations. Students work with an AHA BLS Instructor to complete BLS skills practice and skills testing. Students also complete a written exam. This course is for healthcare professionals who need to know how to perform CPR, as well as other lifesaving skills, in a wide variety of in-hospital and out-of-hospital settings. American Heart Association BLS for Healthcare Providers Course Completion Card is valid for two years. *This course is not eligible for discounts.

**Instructor: Jodi Taylor**

- **14SHCT01**
  - Jan. 26 through May 4
  - 5:00pm-9:00pm
  - Sundays
  - **$899**

- **14SHCT09**
  - Mar. 17 through 26
  - 5:00pm-7:00pm
  - Monday/Wednesday
  - **$299**

- **14SHCT10**
  - Apr. 14 through 23
  - 5:00pm-7:00pm
  - Monday/Wednesday
  - **$299**

- **14SHCT11**
  - May 14 through 22
  - 2:30pm-4:30pm
  - Wednesday/Thursday
  - **$299**

- **14SHCT12**
  - Jun. 18 through 26
  - 9:00am-11:00am
  - Wednesday/Thursday
  - **$299**

**ICD-10-CM Diagnosis Coding Training**

This course is an overview of ICD-10-CM for the professional who is familiar with ICD-9-CM. Successful completion of this course should give the user the basics of what ICD-10-CM is and why it is important; understanding of the similarities and differences between ICD-9 and ICD-10; instruction on the new format and structure of ICD-10; and a comprehensive chapter by chapter overview of guidelines and re-classification of conditions. Please note that some courses are held at the Tiffin Chamber of Commerce – these are identified next to the course number. *CEUs are available for this course. Books and preparation materials are included in the cost.

**Instructor: Amy Anway**

- **14SHCT08**
  - Feb. 10 through 19
  - 5:00pm-7:00pm
  - Monday/Wednesday
  - **$299**

- **14SHCT09**
  - Mar. 17 through 26
  - 5:00pm-7:00pm
  - Monday/Wednesday
  - **$299**

- **14SHCT10**
  - Apr. 14 through 23
  - 5:00pm-7:00pm
  - Monday/Wednesday
  - **$299**

- **14SHCT11**
  - May 14 through 22
  - 2:30pm-4:30pm
  - Wednesday/Thursday
  - **$299**

- **14SHCT12**
  - Jun. 18 through 26
  - 9:00am-11:00am
  - Wednesday/Thursday
  - **$299**

**ICD-10-PCS Procedure Coding Training**

This course is an overview of ICD-10-PCS for the professional who is familiar with ICD-9-CM Volume 3 Procedure Coding. ICD-10-PCS is an entirely new coding process, and successful completion of this course should give the user the basics of what ICD-10-PCS is and the history behind its development; instruction on the new attributes, characters and root operations of ICD-10-PCS; skill building basics through practical case studies. Please note that some courses are held at the Tiffin Chamber of Commerce – these are identified next to the course number. *CEUs are available for this course. Books and preparation materials are included in the cost.

**Instructors: Amy Anway & Jill Caton**

- **14SHCT14**
  - Mar. 31 through Apr. 9
  - 5:00pm-7:00pm
  - Monday/Wednesday
  - **$299**

- **14SHCT15**
  - Jun. 4 through 12
  - 9:00am-11:00am
  - Tuesday/Thursday
  - **$299**

- **14SHCT16**
  - Aug. 18 through 27
  - 5:00pm-7:00pm
  - Monday/Wednesday
  - **$299**

**NEW! Chiropractic Assistant Program**

This program prepares students for a career as a Chiropractic Assistant in the expanding field of chiropractic healthcare through both classroom lecture and hands-on labs. The student will receive an overview of administrative front office duties; chiropractic and patient education issues; anatomy and physiology; chiropractic terminology; chiropractic billing & coding; and the legal aspects of chiropractic care. Additionally, students will review “therapeutic skills” including: massage basics; vital signs; T.E.N.S.; ultrasound; cryotherapy; and other therapeutic modalities. *This course is not eligible for discounts.

**Instructors: TBD**

- **14SHCT17**
  - Feb. 5 through May 7
  - 8:30am-12:00pm
  - Wednesday
  - **$999**

**STNA Training**

Are you looking for a career that is both rewarding and in demand? Becoming an STNA may be for you! Nurse Aides provide a variety of care related tasks such as dressing, feeding, and observing patients. This is an in demand job and STNAs usually work in long-term care facilities, home health agencies, assisted living facilities, and hospitals. After completing this course, students will be prepared to take the State written and competency exam. State exam fees are not included in the cost of this class. State exams are completed through D&S Diversified Technologies and are held on Terra’s campus. Clinical locations announced in class. *This course is not eligible for discounts.

**Instructor: Peggy Wammes, RN**

- **14SHCT18**
  - Jan. 18, 25, Feb. 1, 8, 15, 22, Mar. 1
  - 8:30am-5:00pm
  - Clinical days Mar. 8 & 9
  - 7:00am-3:30pm
  - Closing day Mar. 15
  - 4:00pm-10:30pm
  - **$549**

**Instructor: Carol Treese, RN**

- **14SHCT19**
  - Mar. 3, 4, 6, 10, 11, 13, 18, 19, 20
  - 4:00pm-10:30pm
  - Clinical days Mar. 22, 23, 24, 25
  - 3:00pm-11:00pm
  - Closing day Mar. 26
  - 4:00pm-8:30pm
  - **$549**

More dates will be posted on our website for May-August once they are available. For more information visit www.terra.edu/learning
NEW ONLINE! Dementia Care
As baby boomers age, the 21st century workforce is challenged to care for an exponentially growing population of persons with dementia. This course provides essential knowledge and understanding about neurodegenerative diseases that affect cognition and memory, and practical application of effective skills for supporting persons with dementia. Nearly all disciplines benefit from expertise in Dementia Care Specialists, as do families of persons with dementia. This great course will give you an increased knowledge in how to care for persons with dementia and will enhance your resume in this growing area of human services.

Online courses are not eligible for discounts.

Instructor: Pamela K. Atwood
14SHCT20 Apr. 7 through May 30 $495
14SHCT21 Jun. 2 through Jul. 25 $495

NEW ONLINE!
Dental Assisting Program
The Dental Assisting Program prepares students for entry-level positions in one of the fastest growing healthcare positions – Dental Assisting. The purpose of this course is to familiarize the student with all aspects of pre-clinical dental assisting and provide training in the professional skills required to function as an assistant in the dental practice. This course covers the following key areas and topics – Administrative Aspects include the history of dentistry and dental assisting; introduction to the dental office; the legal aspects of dentistry; policies and guidelines. Clinical Aspects include introduction to oral anatomy; dental operatory; dental equipment, introduction to tooth structure; primary and permanent teeth; the oral cavity and related structures; proper patient positioning; dental hand-pieces; sterilization; and other areas. In addition to entry-level administrative jobs, this course is ideal for students interested in pursuing a future formal Dental Hygienist program. Students who complete this comprehensive course would be prepared to sit for the Dental Assisting National Board (DANB) – Radiation Health and Safety (RHS) exam, and the DANB – Infection Control Exam (ICE). Online courses are not eligible for discounts.

Instructor: TBA
14SHCT22 New class starts Feb. 12 $1199

NEW! Where Are We Heading?
Goal Setting.
Do you find yourself or your company so focused on the day-to-day activities, you have lost sight of the big picture? Start out the New Year right and learn the benefits of setting goals. In this interactive seminar, we will identify obstacles to goal setting and how to tackle them from any perspective. We will also look at ways to define areas for improvement and set S.M.A.R.T. (Specific-Measurable-Attainable-Upon-Relevant-Time limited) goals. Various interactive activities will be included to practice setting goals with a “meets standards” or above employee, and a “negative” one using a Plan of Action, which is developed with the employee to stimulate the accomplishment of goals.

Instructor: Christine Schneider-Smith,
CASS Enterprises
1 session Jan. 24 9:00am-12:00pm
14SPDV01 Friday $89

NEW! Lead Thyself
Are you looking for a better way to lead others? Why not try a new approach based on the idea that “We must lead ourselves before we can lead others”! In this interactive workshop, you will learn about physical wellness, mental health, emotional intelligence, and openness/transparency and how these elements connect to building followers in the workplace. Participants will need an open mind while reflecting and looking deeper into themselves in order to develop their leadership skills in this one-of-a-kind workshop.

Instructor: Dr. Kitty Brandal,
Corporate Compass Training & Development
1 session Feb. 21 9:00am-12:00pm
14SPDV02 Friday $99

Business Etiquette
If you think etiquette is outdated, you may need this seminar most! Good manners and professional etiquette are essential to any professional environment and many of us are not well versed in this topic. Good business etiquette is more than which fork to use during the salad course – it is all about developing and maintaining positive relationships with those around you. Make sure you stand out from others in the right way and enhance your chances of success in the workplace.

Instructor: Dr. Kitty Brandal,
Corporate Compass Training & Development
1 session Mar. 14 9:00am-12:00pm
14SPDV03 Friday $89

NEW! Diversity-Centric Leadership: Leading People With Differences And Similarities
Diversity is the new buzzword in business, but what does it really mean? Join us for this full day workshop covering all the areas listed below:

- Personal Diversity Assessment
- Why Diversity Training?
- Leadership and Diversity
- What Diversity is and what it is not
- Difference between EEO and Diversity
- Labels. Patterned Thinking.
- Difference between EEO and Diversity
- Leadership and Diversity
- Why Diversity Training?

The workshop covering all the areas listed above:

Instructor: Dr. Kitty Brandal,
Corporate Compass Training & Development
1 session Feb. 21 9:00am-12:00pm
14SPDV02 Friday $99

Research shows that real growth and development stem from diversity, why not learn to make the most out of this in your workplace. This workshop is ideal for every level of employee and can significantly open the lines of communication...
between employees while creating a very powerful connection between co-workers. Lunch will be provided.

**Instructor:** Dr. Kitty Brandal,  
**Corporate Compass Training & Development**  
1 session Apr. 25 9:00am-4:00pm  
14SPDV04 Friday $199

**NEW! Getting Your Points Across And Being Understood**  
Are you tired on not being heard? Discover how to be finally be heard and how to listen in this ear-opening workshop. Get beyond the “roadblocks to effective communication” by identifying specific methods to reduce or eliminate them, learn about the eight techniques for improving your communication, and some persuasive techniques to help win over others to your way of thinking. We will also cover ways to be better understood by others, while becoming a better listener. Finally, you will identify a personal communication challenge and develop an action plan with specific solution steps to help you implement your plan.  
**Instructor:** Christine Schneider-Smith,  
**CASS Enterprises**  
1 session May 9 9:00am-12:00pm  
14SPDV05 Friday $99

**NEW! Trust Building**  
Did you know that employees who “trust” their employer/supervisor do better work? Join us for an eye-opening workshop where participants will be shown how trust affects employee performance, how to create or reestablish a higher trust environment, and how to reduce the risks of poor performance in a low trust environment. Specific trust building techniques and applications will be discussed and you will identify methods for helping others (no matter their role) learn to trust each other. The goal is to learn how to bring out the best in others by using a variety of activities including the “here’s how I see you” positive reinforcement technique.  
**Instructor:** Christine Schneider-Smith,  
**CASS Enterprises**  
1 session Jun. 20 9:00am-11:00am  
14SPDV06 Friday $79

**NEW ONLINE! Entrepreneurship Certificate**  
Boost your chances of success for your new or small business and reduce your risks. Get the latest on planning your business, brainstorming business ideas, and a checklist for going into business. You will also learn how to create a business plan, including assessing business feasibility and prepare the management and financial plans. Then take home a step-by-step approach to attract and keep customers, with an emphasis on customer-driven marketing decisions and building a strong brand. At the end of this certificate, you will be able to identify the abilities required of successful entrepreneurs and how to acquire them, develop goals to help establish your business, develop an outline for your plan, and take home techniques to successfully manage and market your new business. **Online courses are not eligible for discounts.** This certificate requires completion of three one-month online courses: Entrepreneur Boot Camp, Entrepreneurial Marketing, and The Business Plan. You can choose from the following dates:

**Entrepreneurship Boot Camp**  
**Instructors:** Conrad Brian  
14SPDV07 Feb. 3 through 28 $195  
14SPDV08 Apr. 7 through May 2 $195  
14SPDV09 Jun. 2 through 27 $195

**Entrepreneurial Marketing**  
**Instructors:** Kathy Nadlman  
14SPDV10 Apr. 7 through May 2 $195  
14SPDV11 Jun. 2 through 27 $195  
14SPDV12 Aug. 5 through 29 $195

**The Business Plan**  
**Instructors:** Mary Beth Izard  
14SPDV13 Mar. 5 through 28 $195  
14SPDV14 May 5 through 30 $195  
14SPDV15 Jul. 7 through Aug. 1 $195  
When you register for all three courses at once, the cost is $495 for the complete certificate program!

**Do You Have Too Much Mail, But Never Enough Information On Our Classes?**  
**We can email it.**

If you would prefer to have our brochure emailed to you rather then sent by regular mail, please let us know. We e-mail it as an Adobe Acrobat PDF file and you can make as many copies as you need.  
**Send a request to learn@terra.edu.**  
You can also download our brochures at www.terra.edu/learning

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**Grant Writing & Non-Profit Essentials**

**Basic Grant Writing**  
Do you have a project that needs funding? This course will explain the basics of grant writing by providing basic instruction on how to research for grants and where to look for potential funding. Learn how to build relationships with funding sources and why this is important to the process of grant writing. Participants will also learn how to determine what information they should gather regarding grants and learn the components of the proposal process.  
**Instructor:** Gaye Winterfield  
2 sessions Mar. 10 & 17 5:30pm-8:00pm  
14SPDV16 Mondays $89

**Advanced Grant Writing**  
This class takes you to the next step of the grant writing process. Learn how to carefully examine an RFP (Request for Proposal) and then organize and prioritize the process of submitting the grants. Students are welcome to bring their own RFP’s to class. Establish time lines, determine what documentation will need to be submitted, and write some actual grant text. The Basic Grant Writing course is recommended as a prerequisite.  
**Instructor:** Gaye Winterfield  
2 sessions Mar. 24 & 31 5:30pm-8:00pm  
14SPDV17 Mondays $89

**NEW ONLINE! Marketing Your Non-Profit**  
Under pressure to increase membership, expand program value, attract media, entice donors, and develop volunteers, all while keeping an eye on the bottom line? In the face of stiff competition, competition with other worthwhile causes, more regulations, more watchdog agencies, and fewer funding opportunities, you need to work smarter—not longer. This course will show you how to use powerful marketing techniques to compete more effectively for customers, donors, members, and volunteers. You will also learn how to persuade the media to communicate your organization’s message and further its ideals and goals. If your organization relies on a diverse mix of fees, events, and/or contributions for support, you are sure to find this information-packed course indispensable. **Online courses are not eligible for discounts.**  
**Instructor:** Linda Kissam  
14SPDV18 January 15 $89  
14SPDV19 February 19 $89

A new class starts monthly visit www.ed2go.com/kern to register and see more starting dates.
Discover how to implement cell phones in your classroom from a teacher who has done it successfully. Come away with a step-by-step how-to plan on enhancing your students’ learning, and your teaching. **Online courses are not eligible for discounts.**

**Instructor:** Ryan Moore  
14SPDV23 Apr. 7 through May 2  $145  
14SPDV24 Jul. 7 through Aug. 1  $145

**ONLINE Teaching Smarter With Smart Boards**  
SMART Boards are revolutionizing today’s classroom. Using these exciting interactive whiteboards, you can create multimedia lessons that engage learners and address their diverse needs. In this class, you will discover how to create outstanding presentations with SMART Board and SMART Notebook technology while exploring the basics of using these tools and discover how to create your own SMART board lessons blending text, videos, and graphics. We will also go beyond the bells and whistles by looking at specific ways to use SMART technology to broaden your content and make your lessons accessible to all students. Finally, you will get some simple trouble-shooting tips that will come in handy if your SMART board is not acting as smart as it should. **Online courses are not eligible for discounts.**  

**Instructor:** Lori Elliot  
14SPDV25 January 15  $89  
14SPDV26 February 19  $89

A new class starts monthly visit [www.ed2go.com/kern](http://www.ed2go.com/kern) to register and see more starting dates.

**NEW ON-LINE! Using Cell Phones In The Classroom**  
Class, turn your cell phones - - on! Most of your students have cell phones, and now you can use this valuable tool in your classroom to engage and involve your students more in their learning.
SERVSAFE® Foods Manager Recertification
ServSafe®, the industry standard in food-safety training, provides foodservice employees and managers with the latest information on all aspects of food handling. Because the ServSafe® text has changed significantly in the last five years, this recertification course uses the newest version of the course book. *Price includes exam voucher and exam fees only—please bring your own textbook to class. You can purchase a textbook for an additional $35 at the time of registration.

Instructor: Dennis Gnage
2 sessions Jan. 31 & Feb. 7 8:00am-5:00pm
14STK01 Fridays $249*
4 sessions May 5 through Jun. 2 5:30pm-9:30pm
14STK02 Mondays $249*

SERVSAFE®
SERVSAFE® Foods Manager Training & Certification
ServSafe®, the industry standard in food-safety training, provides foodservice employees and managers with the latest information on all aspects of food handling. From receiving and storing to preparing and serving, this course is designed for all employee levels and is accepted by the Ohio Restaurant Association and Ohio Department of Health. Upon successful completion of the course and exam, students receive a Certificate of Completion from ServSafe® and Certification from the Ohio Department of Health. *Price includes book, exam voucher, and exam fees.

Instructor: Dennis Gnage
2 sessions Jan. 31 & Feb. 7 8:00am-5:00pm
14STK01 Fridays $249*
4 sessions May 5 through Jun. 2 5:30pm-9:30pm
14STK02 Mondays $249*

ONLINE Lean For Manufacturing
The course covers all the Lean Manufacturing concepts and practices. It explains the purpose of Lean and how it brings about rapid improvements to the functioning of a corporation by re-engineering the value stream. You will learn how to use the elements, rules and tools of Lean and how their focus on value, the elimination of waste and continuous incremental improvement works. You will also discover how Lean primarily focuses on the ongoing removal of waste from all corporate activities and processes. Online courses are not eligible for discounts.

This online course is estimated for 40 hours of study time and the course stays online for 180 days. Cost for this course is $489. To register, call us at 419-559-2255.

Looking to become a certified Lean Master in Manufacturing? The Center for Lifelong Learning offers an online certification course for $1495.

For more information, call Amanda at 419-559-2205 or email apochatko01@terra.edu.

NEW! CNC Troubleshooting
This course is an introductory course designed for technicians who will be troubleshooting CNC equipment with Fanuc controls, Siemens Controls and other types of controls. The course will explain how spindle motors and drive motors and amplifiers on a CNC machine work to control the X, Y, and Z axis motion and how sensors provide feedback signals. Students will understand the operation and how to troubleshoot encoders, resolvers, proximity, photo electric and other measurement sensors that provide feedback signals. The course will explain how parameter settings, F codes, and G codes are used to set up a machine for initial operation.

The course will cover the three primary areas of CNC troubleshooting:
1. CNC program and PMC program (alarms, fault codes, diagnostics, ladder logic and CNC interface)
2. Mechanical systems (guides, ball screws, bearings, spindles and tool changers)
3. Electrical systems (servo amplifiers and motors, encoders, resolvers, and electrical diagrams and schematics.)

Students will learn how to read the codes between CNC, PMC and the signals to servo amplifiers and motors and use this information for setting up a machine and troubleshooting it to find problems. Students will also learn about position loops and velocity loops and how to troubleshoot problems with them. This hands-on course will provide problems in working CNC equipment to help students to learn to troubleshoot, repair and return machine to production effectively and efficiently. The course will emphasize the importance for technicians to fully understand how the electronics and mechanics parts of a CNC machine interact in order to troubleshoot a problem and determine its root cause.

Students do not need any prior electrical,
mechanical or CNC knowledge to enroll in this course. This course is approved for apprentice and industrial maintenance hydraulic training by Amy Below, Apprentice Coordinator, Terra State Community College.

**Instructor: Tom Kissell**
6 sessions | Mar. 7 through Apr. 11 | $495
14STEK09 | Fridays | 12:30pm-4:30pm

**PLC And Maintenance Troubleshooting**

Hands-on training for engineers, maintenance personnel, and equipment technicians who maintain and Troubleshoot Allen-Bradley PLCs.

**Topics include:**
- Addressing
- AC/DC I/O Basics
- Analog I/O
- Discrete I/O
- Documentation
- Hardware & Software
- Memory Organization
- Online Functions
- Part Identification
- PLC Ladder Logic
- Symbols
- Programming & Logic
- Timers & Counters
- Troubleshooting
- Uploading/ Downloading
- Wiring

This course is approved for apprentice and industrial maintenance hydraulic training by Amy Below, Apprentice Coordinator, Terra State Community College.

**Instructor: Tom Kissell**
6 sessions | Apr. 25 through May 30 | $495
14STEK10 | Fridays | 8:00am-12:00pm

**Hydraulic And Pneumatic Troubleshooting**

This class will give an overview of the basic hydraulic and electrical symbols and review the basic pressure, flow, and directional control circuits. Emphasis will be placed on the troubleshooting process as it relates to a manufacturing or industrial setting. Key components will be troubleshooting hydraulic circuits, electrical controlled circuits, and hydraulic sequential circuits. Additional troubleshooting training will include pilot controlled valves, cartridge valves, proportional valves and amps, and PLC controlled systems will be covered. Troubleshooting and diagnosis of mechanical problems of hydraulic systems will also be included in this seminar. This course is approved for apprentice and industrial maintenance hydraulic training by Amy Below, Apprentice Coordinator, Terra State Community College.

**Instructor: Tom Kissell**
6 sessions | Apr. 25 through May 30 | $495
14STEK11 | Fridays | 12:30pm-4:30pm

**NEW ONLINE! Leed Green Associate Exam Preparation**

This course covers the fundamental concepts of green building and is intended for design, construction and real estate professionals, building owners, or anyone who wants to develop their knowledge in this area. The course will prepare students to earn the LEED Green Associate credential from the Green Building Certification Institute and fulfill the eligibility requirement to sit for the exam. Students examine case studies of LEED certified building projects, concepts of integrated design, third-party verification and the LEED administration process. **Online courses are not eligible for discounts.**

**Instructors:**
- Kelly S. Gearhart & Vessela Valtcheva-McGee

14STEK18 | Feb. 3 through Mar. 28 | $695
14STEK19 | Apr. 7 through May 30 | $695
14STEK20 | Jun. 2 through Jul. 25 | $695

**NEW ONLINE! LEED AP + BD&C**

Discover the real-world application of Green Building Design and Construction practices on LEED projects as you prepare yourself for the LEED AP+ BD&C accreditation exam that (after passing) will allow you to operate as a successful LEED practitioner on and off job sites. You will learn the tools, knowledge and materials necessary to pursue new opportunities in the growing green field as a LEED AP+ BD&C accredited professional ready to work on the next billion square feet of LEED Certified commercial space! The prerequisite for the LEED AP+ training is prior LEED AP accreditation (before 2009) or the LEED Green Associate accreditation. **Online courses are not eligible for discounts.**

**Instructor: Summer Gorder**

14STEK21 | Feb. 3 through Mar. 28 | $795
14STEK22 | Apr. 7 through May 30 | $795
14STEK23 | Jun. 2 through Jul. 25 | $795

**Welding & Brazing Certification And Testing**

Terra State Community College offers brazing qualification testing for companies, contractors, educators, and individuals. As well as certifications under the AWS D1.3, Structural Welding Code – Steel Sheet; the AWS D1.5, Bridge Welding Code for ODOT; and, the D1.2, Structural Welding Code – Aluminum.

**Questions? Contact us!**
For more information regarding Brazing and Welding Certification testing at the Kern Center, please call 419-559-2255 or 800-826-2431

**NATE Testing North American Technician Excellence (NATE) Testing**

The Kern Center for Workforce Development offers NATE testing for companies, contractors, educators, and individuals. All of the NATE tests are rigorous, multiple-choice, knowledge-based tests and validate a technician’s knowledge. NATE candidates may earn Installation and/or Service certification in one or more SPECIALTY areas, including:
- Air Conditioning
- Air Distribution
- Commercial Refrigeration
- Ground Source Heat Pump Loop Installer
- Gas Furnaces
- Heat Pumps
- Hydronics Gas
- Hydronics Oil
- Light Commercial Refrigeration Oil Furnaces
- Senior HVAC Efficiency Analyst

For more information regarding NATE testing at the Kern Center, please call 419-559-2255 or 800-826-2431

**Welding Qualification And Certification Testing**

Terra State Community College is approved by the State of Ohio Division of Pressure Piping to provide procedure and welder qualification testing. All of the major codes are supported including American Society of Mechanical Engineers (ASME), American Welding Society (AWS), and the American Petroleum Institute (API).

5 WAYS TO REGISTER
email: learn@terra.edu
fax: 419-334-9414
phone: 800-826-2431 or 419-559-2255
walk-in: Ask for Marsha
mail: Lifelong Learning
2830 Napoleon Road
Fremont, Ohio 43420
TERRA STATE COMMUNITY COLLEGE is offering CDL truck training in conjunction with TRAINCO, INC. Truck Driving Schools.

Tractor-trailer Truck Drivers in High Demand.

Trainco Training Dates

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<td>February 10, 2014</td>
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<td>June 2, 2014</td>
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<td>June 30, 2014</td>
<td>July 24, 2014</td>
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<td>July 28, 2014</td>
<td>August 21, 2014</td>
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Program Fee: $3,995

Classes meet at Terra State

For more information contact: Trainco at 419-499-2222

Bureau of Labor Statistics reports that employment of tractor-trailer truck drivers is projected to grow 21 percent from 2010 to 2020, faster than the average of all occupations. As the economy grows, the demand for goods will increase, and more truck drivers will be needed to keep supply chains moving.
Exploring the Possibilities of Starting, Buying or Expanding a Business?

The Ohio Small Business Development Center (OSBDC) Network is the premier technical assistance program for Ohio’s small businesses. The OSBDC at Terra State Community College provides training and counseling to people who want to start, buy, or expand small businesses. It operates through a partnership with the Ohio Development Services Agency and the U.S. Small Business Administration.

- Free confidential counseling services by appointment
- Free and low cost workshops, seminars, and courses geared to the needs of small business
- Free resources to assist small businesses that otherwise may be unaffordable

Exploring the possibility of starting, buying, or expanding a small business? Discover what it takes by charting your course with Small Business Basics, a free, two-hour seminar that will answer your questions about starting, buying, or expanding a small business. The seminar will take the confusion out of your efforts, and help you to avoid costly mistakes and unnecessary steps.

**Discover what it takes by charting your course with Small Business Basics**

**presented by**

**Ohio Small Business Development Center at Terra State Community College**

Small Business Basics is a free, two-hour seminar that will answer your questions about starting, buying or expanding a small business. This seminar will take the confusion out of your efforts and help you to avoid costly mistakes and unnecessary steps.

Learn the Basics of: Name Registration • Licensing • Taxes • Advisors • Business Entities
Employees • Insurance • Financing • Business Planning • and More!

Sponsored by

Citizens Bank • Croghan Colonial Bank
Erie Basin Resource Conservation Development
First National Bank • PNC Bank • Sutton Bank • US Bank
WSOS Community Action

**Locations and Times**

**2014**

<table>
<thead>
<tr>
<th>Location</th>
<th>Dates</th>
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<tbody>
<tr>
<td>Ottawa County Improvement Corporation</td>
<td>Jan. 8 – Feb. 5 – Mar. 5 – Apr. 2</td>
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<tr>
<td>8043 W. SR. 163, Oak Harbor, Conference Room</td>
<td>May 7 – Jun. 4 – (no July) – Aug. 6</td>
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<tr>
<td>9:30 a.m. – 11:30 a.m.</td>
<td>Sept. 3 – Oct. 1 – Nov. 5 – (no Dec.)</td>
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<tr>
<td>Seneca Regional Chamber of Commerce</td>
<td>Jan. 15 – Feb. 12 – Mar. 12 – Apr. 9</td>
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<tr>
<td>19 W. Market Street, Tiffin, Conference Room</td>
<td>May 14 – Jun. 11 – (no July) – Aug. 13</td>
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<tr>
<td>9:30 a.m. – 11:30 a.m.</td>
<td>Sept. 10 – Oct. 8 – Nov. 12 – (no Dec.)</td>
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<tr>
<td>Erie County Chamber of Commerce</td>
<td>Jan. 22 – Feb. 19 – Mar. 19 – Apr. 16</td>
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<tr>
<td>225 W. Washington Row, Sandusky, Conference Room</td>
<td>May 21 – Jun. 18 – (no July) – Aug. 20</td>
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<tr>
<td>9:30 a.m. – 11:30 a.m.</td>
<td>Sept. 17 – Oct. 15 – Nov. 19 – (no Dec.)</td>
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<tr>
<td>Terra State Community College</td>
<td>Jan. 29 – Feb. 26 – Mar. 26 – Apr. 23</td>
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<tr>
<td>2830 Napoleon Road, Fremont, Building A, Room 314</td>
<td>May 28 – Jun. 25 – (no July) – Aug. 27</td>
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<tr>
<td>4:30 p.m. – 6:30 p.m.</td>
<td>Sept. 24 – Oct. 22 – Nov. 25 – (no Dec.)</td>
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For more information visit [www.terra.edu/ContinuingEducation/SmallBusinessDevelopment.html](http://www.terra.edu/ContinuingEducation/SmallBusinessDevelopment.html)

To register, contact: Bill Auxter, Director
Ohio Small Business Development Center at Terra State Community College
Toll-Free 800-826-2431 or 419-559-2210 or email bauxter@terra.edu

The Small Business Development Center Program of Ohio (SBDC) is funded in part through a cooperative agreement with the U.S. Small Business Administration (SBA). The SBDC program is also funded in part by the Ohio Department of Development. All opinions, conclusions recommendations expressed are those of the author(s) and do not necessarily reflect the views of the SBA. Reasonable accommodations for persons with disabilities will be made if requested at least two weeks in advance. Contact the SBDC at Terra Community College, 419.559.2210.
PC Basics
Are you looking for a computer class that shows you how to get started the right way on a PC? This informative class explains the different parts of the computer (mouse, monitor, buttons, slots, & sockets) as well as how operating systems differ from applications and basic file management. You are sure to leave the class feeling more confident about discussing and using computers at work or at home!

Instructor: David Lisa
1 session Mar. 27
14SCPT01 Thursday 5:30pm-8:30pm $29

Instructor: Amanda Pochatko
1 session Jun. 9
14SCPT02 Monday 1:00pm-4:00pm $29

More PC Basics
Did you love PC Basics and want more? This class will go into more PC topics with plenty of time for questions and individual practice. From making folders to organizing information, this class will increase your PC skills in just one entertaining and informative class. PC Basics or Computer 101 are the suggested prerequisites for this class. This class will focus on the Windows 7 operating system.

Instructor: David Lisa
1 session Apr. 10
14SCPT03 Thursday 5:30pm-8:30pm $29

Instructor: Amanda Pochatko
1 session Jun. 25
14SCPT04 Monday 1:00pm-4:00pm $29

MAC Basics
Are you a new MAC user and need help navigating the layout? Whether you are a MAC owner or need to learn for work, this class will help you understand how a MAC is organized and the programs available to you. There is also plenty of time for practice and questions. No previous experience required!

Instructor: TBD
1 session Jan. 23
14SCPT05 Thursday 2:00pm-5:00pm $29
1 session May 20
14SCPT06 Tuesday 5:30pm-8:30pm $29

Windows 8
Windows 8, Microsoft’s new operating system for home and business introduces several big changes to the system’s platform. If you have a new computer or tablet with Windows 8, this class is a perfect fit. You will learn how to: navigate your way in Windows 8, manage apps, use the web, and personalize your PC or tablet. If you have a tablet or laptop with Windows 8, feel free to bring it to class for personalized help.

Instructor: Amanda Pochatko
2 sessions Feb. 7 & 14
14SCPT07 Fridays 10:00am-12:00pm $69
2 sessions May 7 & 14
14SCPT08 Sundays 5:30pm-7:30pm $69

NEW ONLINE! Computer Skills for the Workplace
Most jobs today require a working knowledge of basic computer skills. Employers seek and reward employees with the skills and knowledge to send messages across the country via e-mail; use a spreadsheet to create a graph and paste it into a report; add and edit data in a database; understand the implications of file sizes, memory limitations, and network arrangements; and recognize the function and features of modern computer components. This course is designed to provide the fundamental computer competencies you need to survive and prosper in today’s fast-changing workplace. You will learn how to implement the powers of modern office software to work faster and more efficiently. We will focus on practical application for software most common to the workplace. When you finish this course, you will have learned why employers consider technological literacy so critical to the success of any organization. Online courses are not eligible for discounts.

Instructor: David Paquin
14SCPT09 January 15 $89
14SCPT10 February 19 $89

A new class starts monthly visit www.ed2go.com/kern to register and see more starting dates.

Advanced Computer Topics
NEW ONLINE! Introduction to Networking
This online course explains computer networking basics in terms that you can easily understand, using concepts common to everyday, non-computing experience. The emphasis is networking fundamentals, explaining the software and hardware that makes networking possible while focusing on understanding how and why networks work, rather than focusing on memorization of terms or numbers. Upon completion of the course, you will be capable of performing basic computer networking tasks, such as DSL connectivity or configuring connections to an Internet Service Provider and have the foundation you need to begin training for CCNA Certification or employment in a computer-networking career. Online courses are not eligible for discounts.

Instructor: David Iseminger
14SCPT11 January 15 $89
14SCPT12 February 19 $89

A new class starts monthly visit www.ed2go.com/kern to register and see more starting dates.

NEW ONLINE! BASIC A+ Certification: Hardware I
Time to roll up those sleeves and dive inside the personal computer! The Basic CompTIA A+ Certification Prep course teaches you about the hardware common to virtually every personal computer, including microprocessors, RAM, power supplies, motherboards, BIOS, CMOS, the expansion bus, and input/output devices. You will learn how things work, how to configure everything, and how to troubleshoot in real world environments. This course gives you the knowledge upon which you will base the rest of your CompTIA A+ certification studies for the exams that debuted in late 2009. In addition, it helps you take that first step to becoming an excellent PC technician. Please note that if you received your CompTIA A+ certification before 1/1/2011, you will be a lifetime credential holder not subject to credential renewals. If you achieve your certification after 1/1/2011, you will be subject to a CompTIA A+ renewal process every three years. Online courses are not eligible for discounts.

Instructor: Scott Jernigan
14SCPT13 January 15 $89
14SCPT14 February 19 $89

A new class starts monthly visit www.ed2go.com/kern to register and see more starting dates.

Open Enrollment Discounts
Early Registration Register for eligible non-credit courses by January 17 and receive 10% off
Multiple Registration Register for 3 or more eligible Open Enrollment Courses at one time or register 3 or more people at one time and receive 20% off
Faculty and Staff discounts are also available.
Only one discount is applicable. Discounts must be applied at the time of registration.
(Payment is due at the time of registration) Please contact us at 419-559-2255 or 800-826-2431 for more information.
Microsoft Access Level 1
Introduce yourself to basic database concepts and the features of Microsoft Access. Design databases, work with Access objects, and create tables. Also, work with tables, table information, and create select queries. Finally, create, use, and enhance forms and reports. This seminar is designed to prepare students for the MOS (Microsoft Office Specialist) exam. *Price includes books and practice files.

Instructor: Diana Howey
2 sessions Feb. 14 & 21 12:30pm-4:30pm 14SCPT15 Fridays $129*

Microsoft Access Level 2
Be a more proficient user of Access in this intermediate course. Learn basic database concepts and intermediate database skills. Work with charts, filters, and relationships; maintain data integrity; and use advanced form features. Also, work with macros, and use advanced report and query features. This seminar is designed to prepare students for the MOS (Microsoft Office Specialist) exam. *Price includes books and practice files.

Instructor: Diana Howey
2 sessions Feb. 28 & Mar. 7 12:30pm-4:30pm 14SCPT16 Fridays $129*

Microsoft Access Level 3
Would you like to use Access to its fullest potential? In this seminar, you will design applications, create dialog boxes, macros, custom toolbars, menus, and switchboards. Microsoft Access Level II recommended. This seminar is designed to prepare students for the MOS (Microsoft Office Specialist) exam. *Price includes books and practice files.

Instructor: Diana Howey
2 sessions Mar. 21 & 28 12:30pm-4:30pm 14SCPT17 Fridays $129*

Microsoft Excel Level 1
Excel is a powerful spreadsheet program that can help you organize information in a flash – if you know how to use it! In this course, you will learn to create, modify, print, and format worksheets; work with basic formulas and functions; use styles and AutoFormats; use multiple worksheets, enhance worksheets, and work with charts. This seminar is designed to prepare students for the MOS (Microsoft Office Specialist) exam. *Price includes books and practice files.

Instructor: Diana Howey, Certified Excel Master
2 sessions Apr. 4 & 11 12:30pm-4:30pm 14SCPT18 Fridays $129*

Microsoft Excel Level 2
Build on your Excel skills in this intermediate course. Review the basics, use names, protect worksheet data, manipulate the screen display, share worksheet data, use automation, and share workbooks. Work with advanced functions and formatting features; change and update data; use special format and print options. This seminar is designed to prepare students for the MOS (Microsoft Office Specialist) exam. *Price includes books and practice files.

Instructor: Diana Howey, Certified Excel Master
2 sessions Apr. 18 & 25 12:30pm-4:30pm 14SCPT19 Fridays $129*

Microsoft Excel Level 3
Become an expert! This course provides competency in validating data, creating and modifying list ranges, sorting database data and using database functions in Excel. It also explains using the Advanced Filter and Automatic Subtotal features, creating and modifying PivotTables and PivotCharts, formatting and adjusting PivotTables, auditing worksheets, performing what-if analyses and working with scenarios. This seminar is designed to prepare students for the MOS (Microsoft Office Specialist) exam. *Price includes books and practice files.

Instructor: Diana Howey, Certified Excel Master
2 sessions May 2 & 9 12:30pm-4:30pm 14SCPT20 Fridays $129*

Microsoft Word Level 1
Wanting to get the most out of your word processing program? Maybe you’ve played around with Word but want to expand your abilities? Create, save, print, and edit documents; move and copy text, and use automatic text features. Use editing tools such as spelling and grammar checks and the find and replace text feature. Also, enhance the appearance of documents by formatting text, paragraphs, and documents. This seminar is designed to prepare students for the MOS (Microsoft Office Specialist) exam. *Price includes books and practice files.

Instructor: Amanda Pochatko, Certified Word Master
2 sessions Feb. 4 & 11 1:00pm-5:00pm 14SCPT21 Tuesdays $129*

Microsoft Word Level 2
Trying to make your documents more professional without spending hours and hours? Build on your Word concepts and skills. Use templates, create letters, envelopes, and labels; use styles. Use outlines; headers and footers; create and format tables; work with columns and use graphic elements. This seminar is designed to prepare students for the MOS (Microsoft Office Specialist) exam. *Price includes books and practice files.

Instructor: Amanda Pochatko, Certified Word Master
2 sessions Apr. 18 & 25 1:00pm-5:00pm 14SCPT22 Tuesdays $129*

Microsoft Word Level 3
Use Word to its fullest potential! Create data documents, main documents, letters, mailing labels, and catalogs. Also, use macros, sort information, create forms, insert form fields, modify forms, create help messages, and use online forms. Customize the workspace, use worksheets, charts, and create tables of figures. This seminar is designed to prepare students for the MOS (Microsoft Office Specialist) exam. *Price includes books and practice files.

Instructor: Amanda Pochatko, Certified Word Master
2 sessions May 4 & 11 1:00pm-5:00pm 14SCPT23 Tuesdays $129*

Microsoft PowerPoint Level 1
Could your presentations be more dynamic? Learn to create professional presentations with PowerPoint. Format text, use WordArt, clip art, use printing tools, objects, print presentations, and build/play slide shows. Work with slide outlines; create charts, tables, organization charts; add multimedia elements. This seminar is designed to prepare students for the MOS (Microsoft Office Specialist) exam. *Price includes books and practice files.

Instructor: Amanda Pochatko, Certified PowerPoint Specialist
2 sessions May 27 & Jun. 3 1:00pm-5:00pm 14SCPT24 Tuesdays $129*

Microsoft PowerPoint Level 2
Go a step further and create dynamic and engaging presentations with sound and motion! Learn to create special professional presentations with PowerPoint. Add movies and sounds to your slide shows. Record an introduction and narration. Learn how to work with Action Buttons and Animation Schemes. This seminar is designed for participants who have a basic understanding of PowerPoint. This seminar is designed to prepare students for the MOS (Microsoft Office Specialist) exam. *Price includes books and practice files.

Instructor: Amanda Pochatko, Certified PowerPoint Specialist
2 sessions Jun. 10 & 17 1:00pm-5:00pm 14SCPT25 Tuesdays $129*

Microsoft Outlook Level 1
Did you know Outlook is more than an email system? Along with managing emails, you can create contact lists, task lists, and schedule meetings and appointments. Whether you are new to Outlook or want to expand your abilities, this class is excellent for all Outlook users. This seminar is designed to prepare students for the MOS (Microsoft Office Specialist) exam. *Price includes books and practice files.

Instructor: Amanda Pochatko, Certified Outlook Specialist
2 sessions Jun. 6 & 13 12:30pm-4:30pm 14SCPT26 Fridays $129*

Microsoft Outlook Level 2
Have you mastered the basics of Outlook and want to learn more? This class will cover a variety of topics for the intermediate user including customizing Outlook, creating and using QuickSteps, formatting messages with themes and stationary, enabling out-of-office messages, adding signatures, managing public folders, and more. Take your skills up a step and get more out of this program. This seminar is designed to prepare students for the MOS (Microsoft Office Specialist) exam. *Price includes books and practice files.

Instructor: Amanda Pochatko, Certified Outlook Specialist
2 sessions Jun. 20 & 27 12:30pm-4:30pm 14SCPT27 Fridays $129*
Microsoft Outlook Level 3
Use Outlook to its fullest potential! Learn to share and delegate calendar access, send personalized messages using mail merge, track time and projects with the Journal, coordinate Outlook and SharePoint calendars, use Notes, and more. This class will help you get the most out of Outlook, save time, and energy by keeping track of your information all in one spot. This seminar is designed to prepare students for the MOS (Microsoft Office Specialist) exam. *Price includes books and practice files.

Instructor: Amanda Pochatko, Certified Outlook Specialist
2 sessions Jul. 11 & 18 12:30pm-4:30pm
14SCPT28 Fridays $129*

Quickbooks—Basic
Looking for basic QuickBooks knowledge? This course is perfect for beginners or individuals with minimal experience because it focuses on basic set-up, basic transactions, and data entry. Topics include: Company Set-up Wizard, managing customers and vendors, creating invoices and bills, creating checks, manage bank accounts, budgeting, and backing-up data. *Price includes student book and practice files.

Instructor: Jason Conklin, QuickBooks ProAdvisor
2 sessions Feb. 3 & 10 8:00am-12:00pm
14SCPT29 Mondays $159*
2 sessions May 6 & 13 12:30pm-4:30pm
14SCPT30 Tuesdays $159*

Quickbooks For Non-Profits
Are you a nonprofit group such as a school group, community organization, social club, or fraternal society? If so, this course is perfect for you! The topics covered in this course are specific to nonprofits and will include both financial and nonfinancial tracking. Topics will include: Member tracking, volunteer hours tracking, donor reports, accounting for restricted/unrestricted funds, fundraising activities, grant preparedness, creating budgets by program, and custom reporting.

Instructor: Jason Conklin, QuickBooks ProAdvisor
1 session Mar. 21 8:00am-4:30pm
14SCPT31 Friday $99

Quickbooks Integration
Did you know you could use QuickBooks with other applications to customize your work experience? This course is designed to introduce students to a few of the software applications that can be integrated with QuickBooks including Microsoft Office (Excel and Word), Importing, and exporting financial transactions to/from Excel, Customer Relationship Management (CRM), and remote access. Get the most out of your software while making your office work more efficient.

Instructor: Jason Conklin, QuickBooks ProAdvisor
1 session May 20 12:30pm-4:30pm
14SCPT32 Tuesday $69

Mastering Your iPad
Did you update your iPad and feel lost by all the changes or did you just get a new tablet? This course is designed to show new or novice iPad owners how to get the most out of their device. From must have apps to contacts, settings, and eBooks, this class will cover ideas from business and home. This class will focus on the new iOS 7 - if you aren’t sure which operating system you are using please call Amanda at 419-559-2205. Make sure to bring your iPad for personalized help!

Instructor: Tim Wasserman
2 sessions Feb. 17 & 24 6:00pm-9:00pm
14SCPT35 Mondays $49

Mastering Your iPhone
iPhones are great if you know how to use them. From adjusting settings (volume, ringtone, and more) to adding contacts, reminders, and events – this class is sure to help you get the most from your iPhone. We will also cover finding and downloading apps, organizing apps, and neat tricks for saving battery life. This class will focus on the new iOS 7 - if you aren’t sure which operating system you are using please call Amanda at 419-559-2205. Make sure you bring your phone for personalized help!

Instructor: Amanda Pochatko
2 sessions May 12 & 19 6:00pm-9:00pm
14SCPT34 Mondays $49

NEW ONLINE! Mac, iPhone, and iPad Programming
The fastest-growing software market today involves mobile applications (or apps). In this course, you’ll learn to use the free Xcode compiler and the Objective-C programming language to program your own apps that you can sell through Apple’s App Store, reaching millions of potential customers around the world. You’ll start with the basic steps to writing any program, then progress to using Xcode—the same compiler that Apple, Microsoft, Adobe, and many other companies use to write programs and applications. Along the way, you’ll explore examples and perform simple coding exercises to build your confidence using Xcode and Objective-C. Even if you’re new to programming or have experience programming a different type of computer, this course will offer the guidance you need to build your own apps. By the end of this course, you’ll know how to find your way around Xcode and write Objective-C commands, so you’ll be ready to start creating your very own Mac, iPhone, or iPad programs! Online courses are not eligible for discounts.

Instructor: Wallace Wang
14SCPT35 January 15 $89
14SCPT36 February 19 $89

NEW! Getting the Most Out of Your Android Phone or Tablet
Android powers more than a billion phones and tablets around the world. Learn how to get the most out of your device, whether you have a Nexus or Galaxy phone or tablet. Android is customizable and easy to use since it works seamlessly with all your favorite Google apps. From downloading apps to saving your battery, this class will answer all your droid questions.

Instructor: Tyler HoFelich
2 sessions Feb. 18 & 25 6:00pm-8:00pm
14SCPT37 Tuesdays $39

A new class starts monthly visit www.ed2go.com/kern to register and see more starting dates.
Digital Camera Basics
You’ve just received your first digital camera and you’re ready to take some great pictures right away! Unfortunately, your basic reference—the manual that came with your camera—is full of cryptic information that is either difficult to understand or too basic to translate into great photographs. This course is designed to help you understand how your camera works, how to change settings and how to take good digital photos. The course includes a pamphlet that explains the function and purpose of the most important features of your camera. Please bring your camera manual to class. New users will be shooting prize-winning photos in no time at all.

Instructor: David Casperson
3 sessions Feb. 4 through 18 $79
14SPH001 Tuesdays 6:00pm-8:00pm

Introduction to Creative Photography
Are you looking for a class dedicated to taking photographs that are more creative? Look no further—in this introductory class, you will learn about camera modes (auto, aperture priority, shutter priority, manual, sports, landscape, close up, and more), lenses, lighting, and composition. For years, the SLR (with interchangeable lenses) has been reserved for the professional photographer or serious enthusiast. Now is the time for anyone to enjoy photography at this more advanced level and it may not be as difficult as you think to master it.

Instructor: David Casperson
3 sessions Apr. 29 through May 13 $79
14SPH002 Tuesdays 6:00pm-8:00pm

Digital Photo Editing
If you want to retouch photos and learn the basics of digital image manipulation at an affordable price then try Photoshop Elements. The software is under $100 and has many of the most important features of its big brother Photoshop. Learn to resize, crop, and layout your photos. Learn to use brushes, painting tools and the magic eraser tool. No previous experience necessary but this is a great follow-up to the digital camera classes!

Instructor: David Casperson
2 sessions Feb. 25 & Mar. 4 $89
14SPH003 Tuesdays 6:00pm-8:30pm
2 sessions May 20 & 27 $89
14SPH004 Tuesdays 6:00pm-8:30pm

Photoshop Level 1
A study of image manipulation and editing software, this seminar will include instruction on the tools, palettes and dialog boxes and their functions in manipulating images. Applying and changing colors of selected image areas, creating and using clipping paths, layers, filters, masks and channels will be studied. Application of Photoshop to other software will also be investigated. This seminar is helpful for both new and experienced users of Photoshop. This course prepares participants for the Adobe Certified Associate exam and focuses on Photoshop CS6.

*Price includes books and practice files.

Instructor: TBD
2 sessions May 16 & 23 $149*
14SPH005 Fridays 12:30pm-4:30pm

Photoshop Level 2
This Adobe Photoshop course provides you with the tools you need to complete advanced photo editing for both print and web images, and to create stunning web sites with ease. Learn how to use slices, links, and rollovers. Create animation and use advanced masking. Learn how to use painterly effects with the art history brush and blend images and textures. Creatively combine images and selectively apply filters and special effects. Some Photoshop experience recommended. This course prepares participants for the Adobe Certified Associate exam and focuses on Photoshop CS6.

*Price includes books and practice files.

Instructor: TBD
2 sessions May 30 & Jun. 6 $149*
14SPH006 Fridays 12:30pm-4:30pm

Video Basics
Have you always wanted to create high-quality videos for family, friends, or your small business? This introductory class is perfect for first time videographers that do not want to spend a ton on money on equipment. From smartphones to digital recorders, you can take amazing videos that are high quality. You will learn about lighting, framing shots, and more in this informative and fun class. All ages and abilities welcome!

Instructor: Tom Hoffman
3 sessions Mar. 28 through Apr. 11 $99
14SPH007 Fridays 9:00am-12:00pm

Video Creation
This introductory class will focus on video clip editing such as cutting, pasting, and sequencing sample video clips. You will learn to add effect filters and synchronize music and audio to your videos. We will also cover basic camera techniques and capturing video clips into a computer. Finally, you will export and compress final videos into multiple formats including MPG, AVI, and MOV. Adobe Premiere will be the program used for editing video clips. Perfect follow-up to the Video Basics Class!

Instructor: Tom Hoffman
3 sessions Apr. 18 through May 2 $99
14SPH008 Fridays 9:00am-12:00pm

NEW ONLINE!
Publish & Sell Your E-books
E-books are blazing through the publishing world like a speeding comet, with thousands of previously undiscovered authors as the bright glowing lights in its tail. Independent—indie—authors are becoming overnight sensations in the New York Times and USA Today, on Amazon, and well, everywhere e-books are sold. In this course, you’ll see how you can join their ranks by learning how to publish and sell your own e-book. It’s no secret that e-books now regularly outsell traditionally published books in online bookstores around the world. This is great news for authors, who no longer need a large budget to self-publish and promote their books. In fact, in this course, you’ll learn step-by-step how to use free tools to turn your manuscript into a professionally published e-book ready for distribution. Or, if you don’t Consider yourself a “techie,” this course will give you the information you need to select the right publishing services to help you as you convert your manuscript so you’re ready to sell it as an e-book. Online courses are not eligible for discounts.

Instructor: Linda Aksamitis
14SPH009 January 15 $89
14SPH010 February 19 $89

A new class starts monthly visit www.ed2go.com/kern to register and see more starting dates.
On-Line Classes

Our instructor-facilitated online courses are informative, fun, convenient, and highly interactive. Our instructors are famous for their ability to create warm and supportive communities of learners. It’s no wonder that many long-lasting friendships have formed in our lively and intelligent discussion areas.

All courses run for six weeks (with a two-week grace period at the end). Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. You can complete any of these courses entirely from your home or office and at any time of the day or night.

How to Get Started:
1. To see all the courses we offer, visit our Online Instruction Center at: www.ed2go.com/kern
2. Click the Enroll Now link and follow the instructions to enroll and pay for your course.

Open Enrollment Discounts

- Early Registration
  Register for eligible non-credit courses by January 17 and receive 10% off
- Multiple Registration
  Register for 3 or more eligible Open Enrollment Courses at one time or register 3 or more people at one time and receive 20% off
- Faculty and Staff discounts are also available.
  Only one discount is applicable. Discounts must be applied at the time of registration.

During orientation, you will learn important information about your course. You will also be provided an opportunity to choose the name and password you will use to access your course. This step is critical! You cannot access your course until you complete orientation.

3. When your course starts, return to our Online Instruction Center and click the Classroom link. To begin your studies, simply log in with the name and password you provided during orientation.

Requirements:
All courses require Internet access, e-mail, and the Internet Explorer, Firefox, Safari, or Netscape Web browser. Some courses may have additional requirements. Please visit our Online Instruction Center for access to complete course descriptions, student evaluations, instructor biographies, requirements, and other info.

Classes start monthly beginning on January 15
Visit www.ed2go.com/kern for more dates and all available courses.

Most classes are just $89 for six weeks of instruction.
All courses are 12 sessions.

For more information and to register go to www.ed2go.com/kern

Online classes are not eligible for discounts.
Customized Training

The Kern Center for Workforce Development is a leader in providing fast, flexible, high quality training. We are customer focused by listening to what you want and customizing training programs to meet your specific needs. We offer flexible delivery options by providing training at your site, at Terra State Community College, or a third party location. Video conferring and web conferring delivery options are also available. With customized training, we are available 24/7 to fit your schedule!

We Provide Custom Training in the Following Areas.
Professional Managerial and Leadership
Computer • Safety and Health
Industrial and Technical

Contact Beth Hannam at 419-559-2237
to find out more about the benefits of Customized Training!

5 WAYS TO REGISTER
email: learn@terra.edu
fax: 419-334-9414
phone: 800-826-2431 or 419-559-2255
walk-in: Ask for Marsha
mail: Lifelong Learning
      2830 Napoleon Road
      Fremont, Ohio 43420

Computer Certifications

The Kern Center for Workforce Development offers computer certifications through iNARTE and Certiport.
iNARTE: www.narte.org

FCC Licenses:
• Restricted Radiotelephone Operator Permit
• Marine Radio Operator Permit
• General Radiotelephone Operators License Radar Endorsement
• Global Maritime Distress and Safety System Radio Operator License
• Global Maritime Distress and Safety System Radio Maintainer License
• Morse Code Licenses
  • Third Class Radiotelegraph Operators Certificate
  • Second Class Radiotelegraph Operators Certificate
  • First Class Radiotelegraph Operators Certificate

Commercial License Exams:
• Telecommunications
• Electromagnetic Compatibility (EMC/EMI)
• Electrostatic Discharge Control (ESD)
• Product Safety
• Wireless Device Certification Professional (WDCP)

Microsoft Exams:  www.certiport.com
• Adobe Certified Associate
• Microsoft Office Certifications
• Internet and Computing Core Certification
• Intuit QuickBooks
• Microsoft Office Specialist
• Microsoft Technology Associate
**Basket Weaving Guild**

Do you have a love of weaving and want to share your knowledge with others? Join the Terra Basket Weaving Guild. Meetings will take place the first Thursday of every month from 5:30pm-9:30pm. The purpose of the group is to promote interest in the art of basket weaving and share expertise with our members. Dues are $30 per year and due at the first meeting you attend.

If you would like to register, please email kerr@terra.edu or call Amanda at 419-559-2205.

**NEW! Knit or Crochet Baby Bib & Booties**

What new mother wouldn’t love a handmade gift for their little bundle of joy? Show just how much you care by making a useful and treasured gift that is sure to be appreciated. Materials list provided at registration.

**Instructor: Inge Massie, Owner Suit Your Self**

**2 sessions** June 7 & 14 10:00am-12:00pm

**14SCFT14 Saturdays** $29

**Beginning Sewing**

Whether you have always wanted to learn to sew or you just need a refresher course, this basic class is ideal for you! Start with the basics of your machine, reading patterns, and cutting from a pattern and then move into a project or two (pillowcases, pillows, or pajamas). A list of materials provided when you register and prices will vary based on the cloth you choose.

**Instructor: Richana Smith**

**3 sessions** Feb. 5 through 19 6:00pm-9:00pm

**14SCFT15 Wednesdays** $49

**NEW! Fabric Easter Baskets**

This cute basket is all about spring and would be so cute for an egg hunt or just for display! Don’t settle for any cheap plastic basket, when this one is so simple. You can even personalize it with a fabric of your choice and added accents like buttons and bows. Make this year special with this adorable project. Some sewing skills needed (preferably the beginning sewing course). A list of materials provided when you register and prices will vary based on the cloth you choose.

**Instructor: Richana Smith**

**3 sessions** Apr. 2 through 16 6:00pm-9:00pm

**14SCFT16 Wednesdays** $49

**NEW! Pleated Handbag**

Take your sewing skills up a notch with this trendy and elegant bag. Perfect out of vinyl or soft leather and so easy you can make several to match your outfits! Some sewing skills needed (preferably the beginning sewing course). A list of materials provided when you register and prices will vary based on the cloth you choose.

**Instructor: Richana Smith**

**3 sessions** May 14 through May 28 6:00pm-9:00pm

**14SCFT17 Wednesdays** $49

**Intermediate Sewing**

Did you love Beginning Sewing and want to continue? Do you have basic sewing skills and want to polish them? This class is perfect for you! Just in time for the holidays, you will review your machine set-up and then complete a couple projects that will expand your sewing knowledge (apron, tote bag, or stuffed animal). A list of materials provided when you register and prices will vary based on the cloth you choose.

**Instructor: Richana Smith**

**3 sessions** Jun. 11 through 25 6:00pm-9:00pm

**14SCFT18 Wednesdays** $49

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**NEW! Knitted Fingerless Gloves**

Stay warm while still being able to use your gadgets, type, and more! Who says winter has been boring — with these stylish gloves, your fingers are free while your hand stays warm. Great for days you are on the run or just snuggling on the couch! Materials list provided at registration.

**Instructor: Inge Massie, Owner Suit Your Self**

**January's Stitch**

- Knit – Basket Weave
  - Crochet – Basket Weave
- 1 session Jan. 25
- 14SCFT02 Saturday $10

**February’s Stitch**

- Knit – Seed Stitch
  - Crochet – Shell Stitch
- 1 session Feb. 22
- 14SCFT03 Saturday $10

**March’s Stitch**

- Knit – Double Seed Stitch
- Crochet – Granny Square
- 1 session Mar. 29
- 14SCFT04 Saturday $10

**April’s Stitch**

- Knit – Ribbing Stitch
  - Crochet – Ribbing Stitch
- 1 session Apr. 26
- 14SCFT05 Saturday $10

**May’s Stitch**

- Knit – Cathedral Window Stitch
- Crochet – Dragon Scale Stitch
- 1 session May 31
- 14SCFT06 Saturday $10

**June’s Stitch**

- Knit – Cable Stitch
  - Crochet – Cable Stitch
- 1 session Jun. 28
- 14SCFT07 Saturday $10

**July’s Stitch**

- Knit – Eyelets
  - Crochet – Eyelets
- 1 session Jul. 26
- 14SCFT08 Saturday $10

**August’s Stitch**

- Knit – Oberon Stitch
- Crochet – Knobby Edge Stitch
- 1 session Aug. 30
- 14SCFT09 Saturday $10

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**NEW! Knitted Socks**

Who doesn’t love socks? Treat yourself and learn to knit your own socks in just a few hours! Each week you will learn a new part of the sock (Week 1 starting the sock and the leg, Week 2 turning the heel, and Week 3 finishing the toe) while having a blast with other knitters. Perfect for beginners or intermediate students. Materials list provided at registration.

**Instructor: Marty Montgomery**

**3 sessions** Feb. 6 through 20 5:00pm-7:30pm

**14SCFT11 Thursdays** $39

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**NEW! Knitted Spring/Summer Backpack**

Impress your friends and family with this cute summer backpack! Perfect for the beach or just a day out, you are sure to love this handy carrier. Customize your project by choosing your own yarn colors and textures. Great for both beginning and intermediate knitters. Materials list provided at registration.

**Instructor: Marty Montgomery**

**3 sessions** Apr. 5 through 17 5:00pm-7:30pm

**14SCFT12 Thursdays** $39

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**NEW! Crocheted Fruity Trivets and Potholders**

Watermelons, Oranges, and Limes — Oh My! These cute fruits are perfect for summer parties or just a dinner outside. Perfect for house warming gifts or to keep for yourself. No experience needed! Materials list provided at registration.

**Instructor: Inge Massie, Owner Suit Your Self**

**2 sessions** Apr. 5 & 12 10:00am-12:00pm

**14SCFT13 Saturdays** $29
The Fundamentals of Realistic Drawing
Do you dream of becoming a budding artist? Do you have the desires and skill set, but need some help defining the details in your artwork? This class will take an in-depth look at the fundamentals of representational drawing. You will learn to look at things from a perspective viewpoint, and learn how to apply light, shadows and accurately shade your drawing. This class will also cover composition, detail, contrast, and how to make your drawing reflect the idea or message you are trying to achieve. Drawing various materials such as chrome, glass, fabric, and bark will be demonstrated and tried. You will even evaluate your own drawing posture and techniques to help you achieve the ultimate results in your work. Join Rik Davis for this new eye-opening class. Bring an 18”x24” newsprint pad and black colored pencil to class.

Instructor: Rik Davis
5 sessions Mar. 4 through Apr. 1
6:00pm-9:00pm
14SCFT19 Tuesdays $99

Stained Glass Panels
Stained glass makes an amazing addition to any plain window. Learn to cut, foil, and solder a stained glass window panel for your home. You can choose from six designs including Frank Lloyd Wright, Celtic, Victorian, Quilt, Heart, and Star. To see photos of the projects, visit www.stevessglassclass.com. This class will meet two times but plan to work an additional 2 hours or so on your project between classes. All tools and supplies are furnished along with many beautiful colors of stained glass. No experience necessary. Class limit is 10 students. *Cost includes all project supplies and glass.

Instructor: Steve Noblet, Stained Glass Craftsman
2 sessions Mar. 13 & 20 6:30pm-9:30pm
14SCFT20 Thursdays $129*

Stained Glass Garden Butterfly
Welcome the warmer weather with creativity and color! Come and make a stained glass garden butterfly. Students will cut, foil, and solder this handsome glass project in one evening with no experience necessary. Choose from many glass colors to personalize your piece. All tools and materials are provided. Visit www.stevessglassclass.com for photos of this project and FAQ. Class limit is 12 students. *Cost includes all project supplies and glass.

Instructor: Steve Noblet, Stained Glass Craftsman
1 session Apr. 30 6:30pm-9:30pm
14SCFT21 Wednesday $59*

NEW! Silk Floral Arranging
Floral arranging is much more than simply putting a bunch of flowers into a vase. Learning the basics of floral arranging will help you put together a simple vase of flowers so that it looks elegant, professional, and classy. Come learn the fundamentals of floral arranging, the elements and principles of design, and the mechanics of arranging flowers in vases, in floral foam arrangements, and as hand-held bouquets. Stop thinking that there are difficult rules about creating beautiful floral arrangements. Learn to trust your own vision while you are creating a floral work of art. Flowers are meant to be enjoyed—by you and by people who love to receive them. Classes are held every other Saturday. *Materials are provided in the cost of the class.

Instructor: Inge Massie, Owner Suit Your Self
3 sessions Feb. 15, Mar. 1 & 15 10:00am-12:00pm
14SCFT22 Saturdays $89*

Chocolate Temptations – Easter Edition
Indulge your sweet tooth in this delicious class. Learn to make beautiful chocolate treats using molds you can find in any craft store and free form designs. From plain milk to colors, this class is sure to be creative and tasty. Students will get to take home a small box of treats too! Class size is limited to 8 so be sure to sign up early. *Cost includes all supplies.

Instructor: Julia Green, Pastry Chef
1 session Apr. 5 9:00am-12:00pm
14SFDS02 Saturday $59*

When the new culinary lab opens in April of 2014, we will be offering several more classes. For more information, please visit our website www.terra.edu/learning or call us at 419-559-2255 after February 1.

Foods

Beer Appreciation
Do you want to know the difference between an ale and a lager? What are hops and why are they in beer? Which president(s) brewed their own beer? What beer goes best with the meal I’m cooking tonight? Want to know what IPA, IBU, and ABV mean? This class is for you! Everything you ever wanted to know about beer, from its origins almost 10,000 years ago, through the brewing Trappist monks of the 16th century, to the Prohibition in the US, to today this class will quench your thirst for beer knowledge! There is also a tasting portion so you must be 21 or older to register of this class. Class is limited to 10 so be sure to register early!

Instructor: Nate Wahl
3 sessions Feb. 6 through 20 6:00pm-8:00pm
14SFDS01 Thursdays $59

NEW! Silk Floral Arranging
Floral arranging is much more than simply putting a bunch of flowers into a vase. Learning the basics of floral arranging will help you put together a simple vase of flowers so that it looks elegant, professional, and classy. Come learn the fundamentals of floral arranging, the elements and principles of design, and the mechanics of arranging flowers in vases, in floral foam arrangements, and as hand-held bouquets. Stop thinking that there are difficult rules about creating beautiful floral arrangements. Learn to trust your own vision while you are creating a floral work of art. Flowers are meant to be enjoyed—by you and by people who love to receive them. Classes are held every other Saturday. *Materials are provided in the cost of the class.

Instructor: Inge Massie, Owner Suit Your Self
3 sessions Feb. 15, Mar. 1 & 15 10:00am-12:00pm
14SCFT22 Saturdays $89*

Chocolate Temptations – Easter Edition
Indulge your sweet tooth in this delicious class. Learn to make beautiful chocolate treats using molds you can find in any craft store and free form designs. From plain milk to colors, this class is sure to be creative and tasty. Students will get to take home a small box of treats too! Class size is limited to 8 so be sure to sign up early. *Cost includes all supplies.

Instructor: Julia Green, Pastry Chef
1 session Apr. 5 9:00am-12:00pm
14SFDS02 Saturday $59*

When the new culinary lab opens in April of 2014, we will be offering several more classes. For more information, please visit our website www.terra.edu/learning or call us at 419-559-2255 after February 1.
Hobbies

Getting Paid to Talk, Making Money with Your Voice: An Introduction to Professional Voice Acting
Have you ever been told that you have a great voice? This exciting class will explore numerous aspects of voice over work for television, film, radio, audio books, documentaries, and the internet in your area. We will cover all the basics, including how to prepare the all-important demo, how to be successful and earn great income in this exciting field. Students will have the opportunity to ask questions and to hear examples of demos recorded by professional voice actors. Class participants will even have a chance to record a commercial script under the direction of our Voicecoaches.com producers!

Instructor: Voice Coaches
1 session Apr. 17 6:30pm-9:00pm
14SHOB01 Thursday $39

Ballroom Dancing Level 1
Back by popular demand! Try your hand at couples dancing and wow your friends, family, and co-workers. This beginner level class will cover a variety of Foxtrot, Waltz, Rumba, Swing/Jitterbug, and Salsa basic moves as well as concepts of timing/rhythm, lead/follow, and style/technique. A great place to start if you have no dance experience or if you want a review of the basics, so grab your partner and join us for a great evening!

Instructor: Timothy & Annessia Nyman
6 sessions Jan. 27 through Mar. 3
6:00pm-7:30pm
14SHOB02 Mondays $80 per couple
6 sessions Jan. 10 through Apr. 14
6:00pm-7:30pm
14SHOB03 Mondays $80 per couple
6 sessions Apr. 21 through Jun. 2
6:00pm-7:30pm
14SHOB04 Mondays $80 per couple

Concealed Weapon Permit Training
Back by popular demand! This course meets and exceeds the requirements and standards set by Ohio Law and is a required course for those wishing to apply for a permit to carry a concealed weapon. Our Ohio Police Officers Training Academy and NRA certified Firearms Instructors bring experience and knowledge to the class. This course stresses firearm safety and broadly discusses several aspects of firearms law. It will cover rules for the safe handling of a firearm and will teach you the proper maintenance and storage practices for handguns and ammunition. It will also discuss the skills and attitude necessary to use a handgun and its appropriate use for self-defense. 5 hours of hands-on training at the firing range is included (on the second class date).

Note: No guns to be brought to classroom. Men and women welcome.

Instructor: Dennis VanWey
3 sessions May 24 & Jun. 7
10:00am-3:00pm
May 31 (at the range)
9:00am-2:00pm
14SHOB08 Saturdays $119

Ballroom Dancing Level 2
Are you ready for more advanced moves? Level 2 is designed for people who want to start to be solid comfortable dancers. People usually take this class at least twice to be very comfortable with their fundamental patterns. You will be introduced to 4-6 intermediate moves in the focus dances. Timing/rhythm, lead/follow, basic posture and frame techniques are emphasized. The class will progress at an average rate based on attendees. Grab your dancing shoes and let’s move!

Instructor: Timothy & Annessia Nyman
6 sessions Jan. 27 through Mar. 3
6:00pm-7:30pm
14SHOB05 Mondays $80 per couple
6 sessions Mar. 10 through Apr. 14
6:00pm-7:30pm
14SHOB06 Mondays $80 per couple
6 sessions Apr. 21 through Jun. 2
6:00pm-7:30pm
14SHOB07 Mondays $80 per couple

Concealed Weapons Practical Skills Training
After taking the mandatory training and succeeding in your limited firing range time, spend some quality time on the firing range with our professional instructors. Learn the skills the basic Concealed Weapons Training Course did
not have time to cover. Test yourself in the various shooting scenarios that will be presented on the range. This course covers many topics and skills of interest and includes:

- Live fire directed by instructors, to include safety, common distances, target acquisition, rapid fire and self-paced exercises
- Situational immersion exercises including strong hand/off-hand, low light conditions, and multiple targets – timed and scored with measurable feedback
- One to two specific exercises depending on the skill level of the class and the feedback obtained during the class focusing on skills that are difficult to practice without the proper resources

Participants must possess a Concealed Weapons Permit

Instructor: Dennis VanWey
1 session Jun. 14 9:00am-2:00pm
14SHOB09 Saturday $69

Lifeguard Certification & Recertification
This lifeguarding course is designed to provide entry-level lifeguard participants with the knowledge and skills to prevent, recognize, and respond to emergencies and to provide care for injuries and sudden illnesses until emergency medical services (EMS) personnel arrive and take over. To be eligible for this lifeguarding course, the participant must be 15 years of age on or before the final scheduled session of this course. This course will also cover basic CPR and AED and includes a 2-year CPR certification card. The prerequisites for this course are as follows:

1. You must be able to swim 300 yards continuously, using these strokes in the following order:
   - 100 yards of front crawl using rhythmic breathing and a stabilizing, propellant kick. Rhythmic breathing can be performed either by breathing to the side or to the front.
   - 100 yards of breaststroke using a pull, breathe, kick, and glide sequence.
   - 100 yards of either the front crawl or breaststroke. The 100 yards may be a combination of front crawl or breaststroke.

2. You must be able to swim 20 yards using front crawl or breaststroke (starting in the water), surface dive 7-10 feet, retrieve a 10-pound object, return to the surface, swim 20 yards back to the starting point with the object and exit the water without using a ladder or steps, within 1 minute 40 seconds.

Classes will alternate between the Terra campus and the Hawk-Bucci Natatorium. A detailed class schedule will be mailed along with your receipt. Class size is limited to 10 students. If you are in need of the recertification only, please call us at 419-559-2255 for more details.

Instructor: Tom Thomson

New Certification
10 sessions Apr. 7 through 18 5:00pm-9:00pm
14SHOB10 Monday through Friday $250

Recertification (no CPR)
3 sessions Apr. 16 through 18 5:00pm-9:00pm
14SHOB11 Wednesday through Friday $75

Recertification (with CPR)
4 sessions Apr. 15 through 18 5:00pm-9:00pm
14SHOB12 Tuesday through Friday $115

Ohio Boaters Certification
This 8-hour class in boating and water safety is designed by the ODNR (Ohio Department of Natural Resources) Division of Watercraft. It covers the fundamentals of safe boating: state required equipment, watercraft laws, navigation rules of the road, basic safety, risk management, and aids to navigation. This course fulfills the mandatory education requirement for boater education. No discounts are applicable to this certification course.

Instructor: James Seaman
1 session Jan. 18 8:00am-4:00pm
14SHOB13 Saturday $35
1 session Feb. 8 8:00am-4:00pm
14SHOB14 Saturday $35
1 session Mar. 15 8:00am-4:00pm
14SHOB15 Saturday $35
1 session Apr. 12 8:00am-4:00pm
14SHOB16 Saturday $35

Don't Miss Our Great Photography, Videography, & Design Classes on Page 12

If you don't see a course you are looking for, please contact us at 419-559-2255.

We are always looking for new courses to offer.

If you are interested in teaching a Continuing Education or Community Education course, please contact Amanda Pochatko at 419-559-2205 or email: apochatko01@terra.edu

Community Education Discounts
Early Registration
Register for eligible non-credit courses by January 17 and receive 10% off

Multiple Course Registration
Register for 3 or more eligible Community Education Courses and receive 20% off (please note this discount applies to a single person registering for 3 or more classes)

Faculty and Staff discounts are also available

Only one discount is applicable.

Discounts must be applied at the time of registration.

Please contact Lifelong Learning at 419-559-2255 or 800-826-2431 for more information.
Conversational Spanish for Travelers and Tourists
Join in a truly conversational Spanish class. We will practice with new vocabulary each week, specifically for those who may want to use their skills while traveling to a Spanish speaking country. We use WorkplaceSpanish® for Travelers and Tourists guidebook, which is available at the Terra State Community College Bookstore. The student guidebook includes CDs to enable practice when you are away from class on your own time. We practice creating dialogs each class and as homework and we speak Spanish with classmates each class to maximize our new skills! Additional resources will be added at no extra cost to the students.

Instructor: Robert Bertoldi
10 sessions Jan. 14 through Feb. 13
5:30pm-7:30pm
14SLAN03 January 15 $89
14SLAN04 February 19 $89

Conversational French For Fun
Whether you are planning a trip to a French speaking country, or you just want to learn French for fun - this is the perfect setting! You will learn basic phrases for a variety of situations: introductions, restaurants, shopping, and more. There is a possibility of a group trip to Montreal or Quebec next year too!

Instructor: Jim Mozina
10 sessions Mar. 5 through May 7
6:00pm-8:00pm
14SLAN02 Wednesdays $139

NEW ONLINE! Instant Italian
This dynamic course will teach you how to express yourself comfortably in Italian. You’ll learn practical, everyday words and phrases that will make your stay in Italy more enjoyable. You’ll read, hear, and practice dialogues based on typical situations that you’re likely to encounter while staying in Italy. The dialogues and follow-up exercises of each lesson will teach you to communicate in Italian in a wide variety of settings. You’ll be surprised by how quickly and easily you can learn many useful expressions in Italian! Online courses are not eligible for discounts.

Instructor: Robert Bertoldi
14SLAN03 January 15 $89
14SLAN04 February 19 $89

Terra State Music Academy
Lessons are purchased in a six-lesson package for $130 and are given by qualified music instructors. Lessons are offered throughout the year at Terra State Community College. To register, please email the Terra State Community College Music Department at musicacademy@terra.edu or call at 419-559-2235. Discounts are not applicable to private music lessons.

Lessons are available in our new practice studios for:
- Bagpipes
- Cello
- Clarinet
- Bassoon
- Flute
- French Horn
- Tuba
- Oboe
- Violin
- Guitar
  (traditional, jazz & contemporary)
- Recording/Engineering
- Viola
- Saxophone
- Improvisation
- Trumpet
- Trombone
- Music Composition
- Electric and String Bass
- Piano (classical and jazz)
- Harp
- Voice

Group Piano For Adult Beginners
Have you always wanted to play the piano but never got around to it? This class is the perfect setting to begin your musical journey. Start from square one and learn ideas such as basic hand positions, how to read music on a staff, how to practice, and more in this fun class. Impress yourself and family with what you can learn in just 2 months. Held in Terra’s beautiful piano lab, class size is limited to 6 so be sure to sign up early!

Instructor: Amanda Pochatko
8 sessions Mar. 18 through May 6
6:00pm-7:00pm
14SMUS01 Tuesdays $99

Group Guitar For Adult Beginners
Do you dream of the guitar? Always wanted to play for family, friends, or just for you? This group class is a great way to start your journey! Start from the beginning and learn how to tune your guitar, strumming techniques, how to read tab notation, and more. The group setting is both fun and supportive while you gain confidence and ability. Class is limited to 8 so be sure to sign up early!

Instructor: Dave Lester
8 sessions Feb. 5 through Mar. 26
6:00pm-7:00pm
14SMUS02 Wednesdays $99

A new class starts monthly visit www.ed2go.com/kern to register and to see more starting dates.
**NEW! SAVVY SOCIAL SECURITY PLANNING FOR BOOMERS**
Social Security planning is critical to successful retirement planning! Come learn what Baby Boomers need to know today to maximize income for a lifetime. This workshop will cover the following topics:
- The importance of filing correctly the very first time
- Married couples may have 10-12 options for taking benefits
- Relevant case studies
- “Big Picture” considerations when electing Social Security Income
- How you can increase benefits by 75%
- Importance of coordinating benefits with your spouse and/or sources of income
- How government and teacher pensions can affect benefits
- Questions & answers for today’s retirees

Time for this workshop is an estimate and depends on the number of questions the participants have. This workshop isn’t trying to sell you a service, it is meant to inform you of your retirement options and how to accomplish your financial goals. *Cost is for you and a spouse/guest.*

**Instructor:** Christopher McIntire, McIntire Retirement Services
1 session Feb. 27 6:00pm-7:00pm 14SHOB21 Thursday $10*
1 session Mar. 27 6:00pm-7:00pm 14SHOB22 Thursday $10*
1 session May 1 6:00pm-7:00pm 14SHOB23 Thursday $10*

**SAT/ACT Prep 1 – ONLINE**
Making the decision to attend college is probably one of the most important decisions you will ever make, and your performance on college entrance exams is instrumental in determining your college choice. Universities and colleges throughout the U.S. require applicants to take the SAT or ACT as part of their evaluation package. This course covers several concepts about the structure of the tests in the first half and focuses on the language portion in the second half. Online courses are not eligible for discounts.

**Instructors:** Scott & Lisa Hatch
14SYTH01 January 15 $89
14SYTH02 February 19 $89

A new class starts monthly visit www.ed2go.com/kern to register and to see more starting dates.

**SAT/ACT Prep 2 – ONLINE**
Making the decision to attend college is probably one of the most important decisions you will ever make, and your performance on college entrance exams is instrumental in determining your college choice. Universities and colleges throughout the U.S. require applicants to take the SAT or ACT as part of their evaluation package. This course covers several concepts about the structure of the tests in the first half and focuses on the mathematics portion in the second half. Online courses are not eligible for discounts.

**Instructors:** Scott & Lisa Hatch
14SYTH03 January 15 $89
14SYTH04 February 19 $89

A new class starts monthly visit www.ed2go.com/kern to register and to see more starting dates.

**DON’T SEE THE PREP YOU NEED? WE CAN HELP! CALL AMANDA AT 419-559-2205**
Fitness

Personal Training
Are you looking to get the most out of your workouts? The Center for Lifelong Learning is happy to offer personal training that will fit your needs. Discounts are not available for personal training sessions. Gift certificates are available for personal training sessions too!
Instructor: Angie Schroeder, Nationally Certified Personal Trainer
14SFIT01 10 sessions 10 hrs. $250
14SFIT02 20 sessions 20 hrs. $475

Group One On One
Calling all workout buddies!! If you are looking for personal guidance for your workouts and don’t want to work out alone, we have what you’re looking for! With the concept of Group One on One, you’ll gain accountability, achieve your goals, and have fun all at the same time with up to three of your friends. Sign up for 10 hours of group training at once and receive 20% off your total.
Instructor: Angie Schroeder, Nationally Certified Group Trainer
14SFIT03 Sessions vary $40 per hour

Mommy & Me Fitness
Are you looking for a way to get in shape and socialize with other parents? This great class is perfect for you and your little ones! Come sweat, laugh, and feel great in this kid friendly fitness class. Kids not required but welcome! Walk-in fee $5.00
Instructor: Niki Brough, Nationally Certified Fitness Instructor
14SFIT04 9 sessions Jan. 6 through Mar. 10 9:00am-10:00am $27
14SFIT05 10 sessions Mar. 17 through May 19 9:00am-10:00am $30

ZUMBA®
Looking for a way to spice up your morning routine? Why not try one of the hottest fitness crazes around with Zumba®! This fun and sassy class features routines that include interval-training sessions where fast and slow rhythms and resistance training are combined to tone and sculpt your body while burning fat. Walk-in fee $7.00
Instructor: Angie Schroeder, Licensed Zumba® Instructor
14SFIT06 6 sessions Jan. 27 through Mar. 3 10:30am-11:20am $35
14SFIT07 7 sessions Mar. 17 through Apr. 28 10:30am-11:20am $40

Fit For Life–Body Works
Can you find 30 minutes to devote to yourself and your health? Tone, strengthen and add flexibility to your muscles with resistance type exercises using dyna-bands and hand weights to help prevent degenerative diseases. This class focuses on strengthening your core, which is the most important area to target for overall health! Perfect for all ages and fitness levels! Walk-in fee $5.00
Instructor: Debbie Gallagher, Certified Fitness Instructor
14SFIT08 19 sessions Jan. 6 through Mar. 12 12:15pm-12:45pm $60
14SFIT09 19 sessions Jan. 6 through Mar. 12 4:15pm-4:45pm $60
14SFIT10 14 sessions Jan. 6 through May 21 4:15pm-4:45pm $60
14SFIT11 14 sessions Mar. 17 through May 21 4:15pm-4:45pm $60

Running & Walking
Did you know that a walk/run program benefits both your mind and body? Come learn the proper techniques and gait for both walking and running in this great class. In this class, you will learn all about which muscles are being used as you move! All fitness levels are welcome. Walk-in fee $7.00
Instructor: Angie Schroeder, Nationally Certified Group Fitness Instructor
14SFIT12 12 sessions Jan. 27 through Mar. 5 2:00pm-2:50pm $55
14SFIT13 14 sessions Mar. 17 through Apr. 30 2:00pm-2:50pm $60

Get Your Groove On!
Take a dash of low-impact aerobics and toning, mix in some dance moves, and add great music for a heart-pumping class that is fun for the dance diva in everyone! Even if you aren’t a dancer, this class is a super fun way to de-stress after a long Monday. Burn mega-calories and get those hips shaking! Great for all fitness levels! Walk-in fee $7.00
Instructor: Stacie Marquart, Certified Group Fitness Instructor
14SFIT14 9 sessions Jan. 6 through Mar. 10 5:00pm-5:45pm $50
14SFIT15 10 sessions Mar. 17 through May 19 5:00pm-5:45pm $55
Drenched - Kickboxing
This great kickboxing class will hit you with its best shot as you jab, kick, and jump while taking your fitness level to a completely new altitude! This action-packed class combines self-defense moves and kickboxing drills to give everyone an action packed workout that will send you crawling back for more - come get drenched! Walk-in fee $7.00
Instructor: Angie Schroeder, Nationally Certified Group Fitness Instructor
12 sessions Jan. 28 through Mar. 6
9:30am-10:25am
14SFIT24 Tuesdays/Thursdays $50
14 sessions Mar. 18 through May 1
9:30am-10:25am
14SFIT25 Tuesdays/Thursdays $55

Yoga
Yoga can help make you feel healthier, less beaten down by stress, more alert, improve your focus, sleep better, gain muscle tone and flexibility, and feel more alive and energetic. From beginner to intermediate, any person can benefit from learning the significance of the poses to how yoga flows. Find out how to balance the mind, body, and spirit in this great class. Walk-in fee $7.00
Instructor: Angie Schroeder, Nationally Certified Group Fitness Instructor
12 sessions Jan. 28 through Mar. 6
11:00am-11:55am
14SFIT26 Tuesdays/Thursdays $50
14 sessions Mar. 18 through May 1
11:00am-11:55am
14SFIT27 Tuesdays/Thursdays $55

Lunch Time Cycle
Learn the basics of a cycling class while recognizing the different fitness intensities and learning about target heart rates (gauging your target heart rate with the use of a heart rate monitor). Great workout for all fitness levels! Space is limited – be sure to sign up early. Walk-in fee $7.00
Instructor: Angie Schroeder, Nationally Certified Cycling Instructor
12 sessions Jan. 28 through Mar. 6
12:00pm-12:50pm
14SFIT28 Tuesdays/Thursdays $55
14 sessions Mar. 18 through May 1
12:00pm-12:50pm
14SFIT29 Tuesdays/Thursdays $60

Pump Up The Volume
Get ready to “PULSE IT” in the great toning class. Join Niki as we hit all those tough to tone spots – belly, buttocks, arms, and more. This class fills up fast so be sure to sign up early! All fitness levels welcome. Walk-in fee $7.00
Instructor: Niki Brough, Nationally Certified Fitness Instructor
10 sessions Jan. 7 through Mar. 11
5:00pm-5:45pm
14SFIT30 Tuesdays $50
11 sessions Mar. 18 through May 27
5:00pm-5:45pm
14SFIT31 Tuesdays $55

Niki’s Boot Camp
Are you ready to sweat? This intense boot camp class is just what the sergeant ordered! Each week you’ll tackle something new to create muscle confusion for maximum results. Don’t be scared off by the title – great for all fitness levels because you can always modify your workout to fit your level of intensity. Walk-in fee $7.00
Instructor: Niki Brough, Nationally Certified Fitness Instructor
10 sessions Jan. 7 through Mar. 11
6:00pm-7:00pm
14SFIT32 Tuesdays $55
11 sessions Mar. 18 through May 27
6:00pm-7:00pm
14SFIT33 Tuesdays $60

NEW! Insanity®
Are you up to the challenge? If you are ready to get in shape quick and take your fitness level up a notch, this is the class for you! You’ll push yourself for 2-3 minutes then take breaks only long enough to gulp some air and get right back to work. It’s called Max Interval Training because it keeps your body working at maximum capacity through your entire workout. You keep pushing your limits – so your body has to adapt. All fitness levels welcome
Instructor: Angie Schroeder, Certified Group Fitness Instructor
10 sessions Jan. 8 through Mar. 12
7:00pm-8:00pm
14SFIT42 Wednesdays $55
11 sessions Mar. 19 through May 28
7:00pm-8:00pm
14SFIT43 Wednesdays $60

New! Sculpt & Spin
Rev it up in this amazing class! By alternating spinning and sculpting, you will melt away the fat and feel great. We all know we need to combine cardio and toning in maximize the benefits of exercise and in this great class we’ve done just that. Why not try it out – we’re sure you’ll be amazed with the results. Walk-in fee $7.00
Instructor: Niki Brough, Nationally Certified Cycling & Fitness Instructor
10 sessions Jan. 9 through Mar. 13
5:00pm-6:00pm
14SFIT44 Thursdays $55
11 sessions Mar. 20 through May 29
5:00pm-6:00pm
14SFIT45 Thursdays $60

The Best Of Both Worlds
Want it all? This interval class will have you burning calories even after you leave! Every class is different and will use a variety of exercises and equipment so you will never be bored! No experience necessary. All fitness levels are welcome. Walk-in fee $7.00
Instructor: Niki Brough, Nationally Certified Fitness Instructor
10 sessions Jan. 9 through Mar. 13
6:15pm-7:00pm
14SFIT46 Thursdays $55
11 sessions Mar. 20 through May 29
6:15pm-7:00pm
14SFIT47 Thursdays $60

Cardio Mix-Up
Bikes, stairs, running…oh my! You definitely won’t get bored in this great class. Why let your Saturday mornings go to waste when you can use them to improve your waistline. Perfect for those with hectic workweeks who can’t make a weekday/night class. Walk-in fee $7.00
Instructor: Niki Brough, Nationally Certified Fitness Instructor
10 sessions Jan. 11 through Mar. 15
9:00am-10:00am
14SFIT48 Saturdays $55
11 sessions Mar. 22 through May 31
9:00am-10:00am
14SFIT49 Saturdays $60

New! Restorative Yoga
Relax both your mind and body with this calming class. From beginner to intermediate, any person can benefit from learning the significance of the poses to how yoga flows. Find out how to balance the mind, body, and spirit in this great class. Perfect after a long day, this class is sure to help you make it through the rest of the week!
Walk-in fee $7.00
Instructor: Angie Schroeder, Nationally Certified Group Fitness Instructor
10 sessions Jan. 8 through Mar. 12
7:00am-7:45am
14SFIT34 Wednesdays $55
11 sessions Mar. 19 through May 28
7:00am-7:45am
14SFIT35 Wednesdays $60
10 sessions Jan. 10 through Mar. 14
5:00pm-5:45pm
14SFIT36 Fridays $55
11 sessions Mar. 21 through May 30
5:00pm-5:45pm
14SFIT37 Fridays $60

Revamped
You can revamp your workout with just one degree of change. A change in temperature from 211 to 212 can produce amazing alterations. So, too, can this class. Perfect after a long day, this class is sure to help you make it through the rest of the week!
Walk-in fee $7.00
Instructor: Zach Emly, Certified Insanity Instructor
14SFIT38 Wednesdays $60
14SFIT39 Wednesdays $7.00

Blast Off!
Back by popular demand - Kick your New Year’s resolutions into gear! It’s time to really blast off those unwanted holiday calories. Have fun as you blast through various dance styles that combine invigorating body movements and creative toning routines to burn fat. No experience is necessary and all fitness levels are welcome. Come dance your worries and the night away! Walk-in fee $7.00
Instructor: Angie Schroeder, Nationally Certified Group Fitness Instructor
10 sessions Jan. 8 through Mar. 12
5:00pm-5:50pm
14SFIT40 Wednesdays $55
11 sessions Mar. 19 through May 28
5:00pm-5:50pm
14SFIT41 Wednesdays $60

New! Handmade Earrings
Whether you have pierced ears or wear clip-ons, this fun class is for you! From studs to dangles, you will choose from several designs and then make your own earrings. Each participant will have enough materials to make 2 pairs of earrings so that you can keep one and share one (or keep both for yourself).
1 session Feb. 15 10:00am-12:00pm
14SYTH05 Saturday $39

New! Marshmallow Shooters
Design your own marshmallow shooters in this sweet class! Learn about which designs work the best and why, make your own shooter, and then challenge each other for farthest shot, best aim, and more. Don’t worry parents, we will also discuss safety issues too.
1 session Apr. 26 10:00am-12:00pm
14SYTH06 Saturday $39

New! Paracord Keychain or Bracelet
This exciting series is geared toward students in grade 5 or higher (adults are welcome too!). You can register for each class individually, but remember that if you enroll in 3 or more there is a 20% discount. All supplies/materials are included in the cost of the class. Class sizes are limited so be sure to enroll early!

New! Pop Tab Belt
Design your own personalized and trendy belt that is fashion forward and functional. Choose your own colors to match your favorite outfit or make it rainbow so it matches everything. The best part is that when you get tired of the belt, you don’t just throw it away – you recycle it!
1 session May 24 10:00am-12:00pm
14SYTH08 Saturday $39

This exciting series is geared toward students in grade 5 or higher (adults are welcome too!). You can register for each class individually, but remember that if you enroll in 3 or more there is a 20% discount. All supplies/materials are included in the cost of the class. Class sizes are limited so be sure to enroll early!

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14SYTH08 Saturday $39

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14SYTH06 Saturday $39

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1 session Feb. 15 10:00am-12:00pm
14SYTH05 Saturday $39

New! Paracord Keychain or Bracelet
Don’t miss this great class perfect for boys and girls of all ages! Learn some basic knotting patterns and then choose one to create your own key fob or bracelet. The best part is that in an emergency, your chain can be unknotted and the cord used to a variety of purposes. You will get to choose from a variety of colors to personalize your project. All materials provided in the cost of the class!
1 session Mar. 22 10:00am-12:00pm
14SYTH06 Saturday $39

New! Restorative Yoga
Relax both your mind and body with this calming class. From beginner to intermediate, any person can benefit from learning the significance of the poses to how yoga flows. Find out how to balance the mind, body, and spirit in this great class. Perfect after a long day, this class is sure to help you make it through the rest of the week!
Walk-in fee $7.00
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Walk-in fee $7.00
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Our ElderCollege program is rejuvenating itself with a **NEW coordinator**, **NEW programming** and **NEW name**!

**Join us at the Sampler** – a celebration of learning and community to learn all about the new program. Join our mail list to receive a complete schedule of classes and trips for Winter/Spring 2014.

**ElderCollege Sampler**

Please join us for this wonderful celebration of the new Lifelong Learning Programs at Terra State Community College. There will be music, friends, and most important a sampling of our courses and trips planned for this Winter and Spring. To reserve your seat, please call us at **419-559-2255** or email **learn@terra.edu**. While there is no cost to this event, please make sure you reserve your seat before Wednesday, January 22 so we can ensure enough food and drink for all attendees.

**Facilitator:** Michael Shritz, Dean of Business, Communications, & the Arts at Terra State Community College

**14SELC01**

**Friday, January 24**

**11:00am-2:00pm**

**Cost:** No cost but please reserve your seat

A complete schedule of classes will be mailed mid-January, 2014
Lifelong Learning
The Place for Community Enrichment & Professional Development

For more information call: 800-826-2431 or 419-559-2255 or email: learn@terra.edu

REGISTRATION & PAYMENT
Fill out registration form completely, including your signature and date at the bottom. Failure to provide all requested information will delay and possibly prevent registration.

Company Billing: Please send a Purchase Order or Letter of Authorization with your registration and completed Company Authorization Form. Individuals under company sponsorship are responsible for payment of completed training if the company does not pay.

Credit Card Payment: Discover, MasterCard, and Visa will be accepted. Your registration will not be processed without your account number, expiration date and signature.

Make checks payable to: Terra State Community College

Please Print Clearly
First name Last name MI
Home address City State Zip
Home Phone # Work Phone # Mobile Phone #
e-mail address: Date of Birth / / (Month/Day/Year)

Charge my tuition to: □ VISA □ MasterCard □ Discover
Card # Exp. date: 3 Digit Security Code:

Company Billing Information (please complete if applicable)
Company name Company contact
Company address Phone
City State Zip Fax

The following information is requested for state and federal reporting purposes only. Terra State Community College provides equal opportunity regardless of gender, race, ethnicity, disability, age, military status, or sexual orientation.

Gender: □ Male □ Female Age: □ Under 18 □ 18-25 □ 26-34 □ 35-50 □ 51+

Race/Ethnicity: □ Black, Non-Hispanic (BL) □ Asian or Pacific Islander (AS) □ Hispanic (HS)
□ Nonresident Alien (NR) □ Am. Indian or Alaskan Native (AI) □ White, Non-Hispanic (WH)

For more information call: 800-826-2431 or 419-559-2255 or email: learn@terra.edu

CANCELLATIONS & SUBSTITUTIONS
Terra reserves the right to cancel seminars due to low enrollment or other circumstances that warrant cancellation. Substitutions may be made at any time for an individual registrant. If cancellations are made by the registrant five (5) working days prior to the seminar, fees are fully refundable. After that, no refunds will be made. If Terra State Community College cancels a class, you may choose to get a refund or apply your payment to another seminar. Registered students who do not attend a class and have not canceled will be responsible for the class fees.

WEATHER CANCELLATIONS
Listen to your local radio or TV stations for school closings. Cancellations apply to both credit and non-credit classes on Terra’s Fremont campus and at satellite sites.

Mail completed form and payment to:
Terra State Community College
Lifelong Learning
2830 Napoleon Road
Fremont, OH 43420

Fax registration to:
419-334-9414

MAIL COMPLETED FORM AND PAYMENT TO:
Terra State Community College
Lifelong Learning
2830 Napoleon Road
Fremont, OH 43420

Fax registration to:
419-334-9414

- Early Registration—Register by January 17 and receive 10% off eligible classes.
- Sandusky County Chamber of Commerce Members, Tiffin Area Chamber of Commerce Members, Port Clinton Chamber of Commerce Members, Senior Citizens, and Terra Alumni are eligible to receive a 10% discount for any instructor-led seminar.
- Only one discount is applicable. Discounts must be applied at time of registration.
- Payment is due at the time of registration.

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• Only one discount is applicable. Discounts must be applied at time of registration.
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Excellent Professional Development Opportunities this Spring

- ICD-10 CM Diagnosis Coding Training
- ICD-10 PCS Procedure Coding Training
- PHR/SPHR Certification Exam Preparation
- ServSafe Foods Manager Certification
- Pharmacy Technician Training
- STNA Training
- Lift Truck Operator Training
...And MORE!

For more information, call us at 419-559-2255